

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
May 22, 2017**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Alan Newman  
Pat Nowak  
Jeff Schulman [arrived 3:08 PM]

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Director of Planning and Development  
Marie Friedman, Director of Finance  
Amanda Clayton, Director of Engineering &  
Environmental Compliance  
Kelly Colling, Director of Operations  
Shelby Losier, Administrative Assistant

**OTHERS PRESENT:** Erin Desautels, Vermont Small Business Acceleration  
Tim McCole, Heritage  
Ben Myer, Heritage

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**1.0 CALL TO ORDER**

Chairman Jeff Munger asked Bill Keogh to facilitate the meeting. Bill Keogh called the meeting to order at 3:06 PM on May 22, 2017.

**2.0 AGENDA**

**MOTION by Alan Newman, SECOND by Pat Nowak, to approve the agenda as presented. VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.**

**3.0 CONSENT AGENDA**

3.01 Approval of Minutes: April 24, 2017

3.02 Approval of Minutes: May 1, 2017

3.03 Construction Update

3.04 Marketing Update

3.05 Passenger and Operational Statistics

3.06 Fare Comparisons with Cost Estimate Calculator

**MOTION by Alan Newman, SECOND by Pat Nowak, to approve the consent agenda, Items 3.01 – 3.06, and take the action indicated. VOTING: unanimous (4-0) [Jeff Schulman not present for vote]; motion carried.**

**4.0 PUBLIC FORUM**

There were no comments from the public.

**5.0 APPROVAL BY AIRPORT COMMISSION**

5.01 Stantec Consulting Services Annual Storm Water Permit Management Services

**MOTION by Alan Newman, SECOND by Pat Nowak, to approve the contract with Stantec Consulting Services for annual storm water permit management services.**

**DISCUSSION:**

- Amanda Clayton explained Stantec is contracted by the airport to manage the 15 operational storm water permits held by the airport. The airport is a multi-sector permit holder.

**VOTING: unanimous (5-0); motion carried.**

**6.0 APPROVE/RECOMMEND TO BOARD OF FINANCE & CITY COUNCIL**

6.01 Accept Federal Aviation Grant and Contracts to Construct Taxiway Gulf

**MOTION by Alan Newman, SECOND by Pat Nowak, to approve and recommend to the Board of Finance and City Council for approval the Federal Aviation grant and contracts to construct Taxiway Gulf including the grant, the contract with Stantec, the contract with Pike, and a second contract with Stantec.**

**DISCUSSION:**

- Amanda Clayton said approval is needed by the Airport Commission, Board of Finance, and City Council before the airport can accept the grant offers.

**VOTING: unanimous (5-0); motion carried.**

6.02 Accept Federal Aviation Grant and Contracts to Construct Taxiway Bravo

**MOTION by Alan Newman, SECOND by Pat Nowak, to approve and recommend to the Board of Finance and City Council for approval the Federal Aviation grant and contracts to construct Taxiway Bravo including the grant, the contract with S.D.Ireland, and the contract with Stantec.**

**DISCUSSION:**

- Amanda Clayton said the contract is to build a new entrance to Runway 119. The pavement for Runway 119 is not part of the airport master plan so the FAA may not be as likely to fund the grant as with other projects in the master plan. There is also work to do on 100' of Taxiway Gulf which will not begin until the grant money is received.
- Bill Keogh asked if the snow blowing concern mentioned by South Burlington will be addressed with the work. Amanda Clayton said the holding bay project will not be done this year.

**VOTING: unanimous (5-0); motion carried.**

6.03 Accept Federal Aviation Grant to Rehabilitate the Airport Rotating Beacon

**MOTION by Alan Newman, SECOND by Pat Nowak, to approve and recommend to the Board of Finance and City Council for approval the Federal Aviation grant to rehabilitate the airport rotating beacon. VOTING: unanimous (5-0); motion carried.**

6.04 PCS Specialty Contracting – Parking Garage Joint Repair

**MOTION by Alan Newman, SECOND by Pat Nowak, to approve and recommend to the Board of Finance and City Council for approval the contract with PCS Specialty Contracting for joint repair in the parking garage.**

**DISCUSSION:**

- **Amanda Clayton said the airport has money to do parking garage repairs and wants to use the money before the end of the fiscal year so joint repairs of the double “T” joints will be done on the public ramp, first floor to second floor. The work is not part of the city’s bond issue for the public parking garages.**

**VOTING: unanimous (5-0); motion carried.**

**7.0 COMMUNICATION/DISCUSSION****7.01 Budget Update**

Marie Friedman highlighted:

- Per the airline agreement revenues and costs will be reviewed. There is a projected \$300,000 increase in revenues over this year’s amount (garage revenues show an increase and there is an uptick in advertising revenues and ground rent revenues). The trend in revenues is steady growth and some uptick.
- On the expenditure side for the cost centers (terminal, airfield, industrial park, other buildings, parking) there is a \$765,000 increase due to projected local share for AIP grants. The airport is anticipating a high year for AIP grants and wants to be prepared with the local share. The amount paid in property taxes show a significant savings. Primary expenses include \$165,000 increase for repairs/maintenance in the garage, increase in salaries and benefits, increase for overtime costs, and increase for storm water permit compliance.
- FY2018 changes to go to City Council include increase in rent, increase in landing rates, slight uptick in garage revenues, no real change in health care/benefits costs, and police contract increase by \$16,000.

Jeff Munger asked for further explanation of deferred maintenance costs for the garage. Gene Richards said the airport has a 10-year plan and puts a percentage of funds each year into the budget for the garage. Safety issues are addressed first. An assessment was done and the dollar amount of the repairs is known. Amanda Clayton stated up to \$200,000 per year should be spent on the garage. The current plan is out of date. A consultant has been hired to help with the work to be done and also update the plan. The airport gets revenue from the garage and receives some CFC to use toward maintenance. The garage is not eligible for federal FAA or AIP funding.

Alan Newman asked about deferred maintenance in other parts of the airport and if the work is prioritized. Gene Richards said safety items are always addressed first. There is deferred maintenance with the carpeting, belts on the luggage carriers, escalators and elevators, storm water management, vegetation management. Amanda Clayton added there are capital improvement projects and an equipment list. Staff meets quarterly to discuss the matrix of deferred maintenance to determine good business decisions. Safety items are paramount. Staff will give a report on the committee’s work at the next meeting.

Pat Nowak complimented the airport administration on the look of the airport. Visitors have very positive comments on the immaculate interior and the fantastic look of the airport.

Bill Keogh asked if there is an increase of fees paid to the state. Amanda Clayton said Act 64 permit requirements and updated state rules for storm water and erosion control have increased fees. The airport has been working with the state on a mechanism to help control costs and works with South Burlington for credits on implementing best management practices.

#### 7.02 Commissioner's Status List

Shelby Losier reported the airport will be getting a cost estimate for the taxi geo-fence company that was recently founded. Recommended changes to taxi will be brought to the Airport Commission at the July meeting.

#### 7.03 South Burlington Commission Seat Update

Pat Nowak said the MOU between South Burlington and Burlington is still being reviewed. The MOU is an agreement not to demolish additional houses beyond those already in the queue, but the agreement does not preclude Burlington from buying any property. More information is forthcoming.

Alan Newman said it appears South Burlington does not want to allow any residents to sell their houses. Pat Nowak clarified the MOU wants to look at mitigation opportunities and have an agreement between the two cities that the intent is not to seek further grants to purchase houses for demolition. Either municipality can step away from the agreement. Gene Richards recalled the Airport Commission asked staff to look at other alternatives and staff secured a grant to do this. Public meetings are being held to hear what the public wants to do so signing the MOU is premature and is not how the process works. The airport must follow FAA rules and regulations. Nic Longo stated the fourth meeting of the Sound Mitigation Committee is June 13, 2017 (meeting is open to the public) and the kick off public forum for the Noise Compatibility Plan is June 14, 2017. The meetings will be advertised on social media, local newspapers, and direct mailing to the over 900 household in the contour lines.

Alan Newman asked if there have been conversations with South Burlington on how to use the program to make the situation better for South Burlington, noting the lots where the houses stood are re-grassed and empty at this time. Pat Nowak said the city did get a grant from Regional Planning on reuse of the land (must be an airport use though). South Burlington's zoning only has control on one side of the street. Amanda Clayton said the uses for the property are for parks, dog parks, public gardens and the like. Ms. Clayton added if there have been conversations with South Burlington on the properties it has not been at the management or city council level. Pat Nowak acknowledged the difficulty with communications between the parties. Ms. Nowak said there has been dialogue between the South Burlington City Manager, the South Burlington Council Chair, and the Mayor of Burlington who indicated he will look into the matter, but the answer may not be what South Burlington wants. Gene Richards stressed there is communication, but the

airport must follow FAA rules and South Burlington may not like the answers. Pat Nowak conceded the airport and South Burlington may not be on the same wavelength all the time. There are some who believe berms or walls or improving the houses is the answer regardless. Alan Newman asked if South Burlington has looked at the revenue potential aspect. Pat Nowak said she has looked at revenues and there does not appear to be significant potential. There is interest by both parties in the industrial park, but it has been difficult to get a consensus of the South Burlington City Council on the mitigation piece.

Gene Richards said the airport will continue to work on a positive relationship with South Burlington, but it will take communicating by both sides and give and take. South Burlington needs to recognize the airport is the largest transportation hub in the state.

Bill Keogh asked if South Burlington will meet with the FAA as has been offered. Pat Nowak said the city was invited to meet with the FAA in Burlington, Massachusetts, but declined the invitation.

#### 7.04 Garage Hardware/Software RFP

Shelby Losier reported the new garage parking system will begin implementation in August.

### 8.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- The lease for the dog park expired in 2015. Discussions with South Burlington on moving the dog park have not resulted in action to date. The airport is paying taxes on the land provided to South Burlington for a dog park. The airport has sent numerous letters to South Burlington and just received information the dog park is being moved to a new location. [Pat Nowak announced South Burlington is creating two dog parks on two separate sites owned by the city and will remove the fence on the airport property.]
- Construction on projects at the airport is going well and on budget.
- Advertising is going well.
- Employee job descriptions and other HR issues for reorganization will be brought to the next Airport Commission meeting.

Bill Keogh asked about the fuel increase by Heritage. Tim McCole, Heritage, said a modest increase was assessed to the airlines which the airlines accepted.

### 9.0 AIRPORT COMMISSIONERS' ITEMS

#### 9.01 Confirm Director of Aviation

**MOTION by Alan Newman, SECOND by Pat Nowak, to approve the letter of recommendation to the Mayor of Burlington regarding the confirmation of Gene Richards as Director of Aviation. VOTING: unanimous (5-0); motion carried.**

#### 9.02 Proposed Meeting Time Change

There was discussion of changing the Airport Commission meetings to evenings on the second and fourth Mondays of the month. Gene Richards noted the financial impact on the budget (staff must be paid overtime) and the burden on staff to change the meeting time. Public participation at the meetings is typically not strong regardless of the meeting time.

Bill Keogh will present a proposal on the meeting schedule at the next meeting.

#### 9.03 Sound Update

June 13, 2017 – Sound Mitigation Committee meeting

June 14, 2017 – Noise Compatibility Plan public forum to explain the program, next steps, and answer questions.

Pat Nowak asked for bullet points on the Noise Compatibility Plan meeting. Staff will forward the information.

Gene Richards urged the airport commissioners to attend the meetings.

#### 9.04 South Burlington Permit Status

Amanda Clayton reported:

- Notice of Violation was issued by South Burlington for the location of the dumpster and staging material at 3060 Williston Road owned by the airport. South Burlington also wanted information on the new tenant. The airport has rectified the situation which will be handled administratively by South Burlington.
- Notice of Violation was issued by South Burlington for excess fill from the Vermont Air National Guard project. The airport ceased the work by the contractor immediately upon becoming aware of the situation and now has the proper permit in place.

### **10.0 ADJOURNMENT**

10.01 Next meeting(s) and Agenda:

- June 21, 2017 at 3 PM
- Agenda:
  - Report on Staff Committee Discussion of Matrix of Deferred Maintenance
  - Employee Job Descriptions and other HR issues for Reorganization
  - Presentation on Meeting Schedule

10.02 Adjournment

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting.**

**VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 4:33 PM.

*RScty: MERiordan*