

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
May 8, 2019**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman) [via telephone]  
Bill Keogh  
Helen Riehle  
Tim George  
Jeff Schulman

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy Director of Aviation  
Marie Friedman, Director of Finance  
Andrew Laderoute, Accounting Assistant  
Shelby Losier, Director of Ground Transportation  
Larry Lackey, Director of Engineering & Environmental Compliance  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** Erin Desautels, Vermont Small Business Accelerators, LLC  
Tim McCole, Heritage  
Tyler Brown, Vermont Flight Academy

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**1.0 CALL TO ORDER**

Vice Chair, Bill Keogh, called the meeting to order at 4 PM on May 8, 2019. Chair Jeff Munger participated via telephone.

**2.0 AGENDA**

**MOTION by Tim George, SECOND by Helen Riehle, to approve the agenda with the amendment to delete Item 5.2 (Budget Amendment) and add Item 5.03 (Short Term Marketing Contract). VOTING: unanimous (5-0); motion carried.**

**3.0 CONSENT AGENDA**

3.01 Minutes – April 17, 2019

3.02 Minutes - April 25, 2019 Special Meeting

3.03 Fare Comparison

**MOTION by Tim George, SECOND by Helen Riehle, to approve the consent agenda, Items 3.01 – 3.03, and take the action indicated. VOTING: unanimous (5-0); motion carried.**

**4.0 PUBLIC FORUM**

No comments.

**5.0 ACTION: Approval/Recommendation to Board of Finance and City Council**

5.01 Lease Amendment for TSA Office Space

**MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council the authorization of the Aviation Director to**

execute a lease amendment for office space with the Transportation Security Administration (TSA) subject to approval by the City Attorney.

**DISCUSSION:**

- **Nic Longo explained the amendments cover three offices, a breakroom, and conference room for the TSA and a five year extension of the required lease with TSA for checkpoint space in the terminal. The rental fee for the space has the standard 3% increase per year. The office space for TSA is not required by law and the cost per square foot is \$55 which is the market value for the terminal building space. The required TSA checkpoint space is at a cost of approximately \$10 per square foot. The airport is reimbursed utility and janitorial costs for the space.**

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

5.02 Budget Amendment

Removed from agenda.

5.03 Marketing – Short Term Contract

**MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council the authorization of the Aviation Director to execute a short term marketing contract with Hagan Associates.**

**DISCUSSION:**

- **Staff explained Hagan Associates does media buys for the airport and then is reimbursed. Presently the agreement is month-to-month and the request is to pay for what the airport owes this fiscal year. An RFP is out for a marketing contract with a five year term.**

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

## **6.0 COMMUNICATON/DISCUSSION**

6.01 Financial Package

Marie Friedman reported through 10 months of the fiscal year revenues are 8% higher compared to the same time last year. The money was put toward needed repairs and maintenance so higher expenses are related to that.

Tim George asked if another budget adjustment is foreseen. Staff confirmed the budget is monitored closely and a very conservative approach is taken, but another budget adjustment is expected. Tim George asked the role of the Airport Commission in building the budget. Gene Richards explained staff drafts the budget that is approved by City Council. The Airport Commission can provide feedback. Marie Friedman added a budget presentation will be given to the Board of Finance and then the budget goes to City Council for approval. A brief budget presentation can be given to the Airport Commission.

6.02 Construction Update

Larry Lackey reported:

- Apron rehab work is on schedule. Staff applied for a \$1.2 million grant to finish the air carrier apron rehab work.
- QTA power upgrades are being done. Once all the permits are secured construction will begin (likely in June).
- Taxiway Golf realignment Phase 1 clean up work is being done. The Phase 2 bid came in at \$21,800,000 (higher than anticipated) and the FAA said to submit the grant and the agency will work with the airport. It may be necessary to postpone the holding bay and blast wall and reapply for a grant next year.
- The hotel is before the South Burlington DRB for permitting.
- Valley West apron rehab plans are being drawn.
- Parking garage work is not yet moving forward due to the current workload.

### 6.03 Events at the Airport

Nic Longo reported the public hearing on the Noise Exposure Map (step one in the process of sound mitigation) is May 29, 2019. The public comment period also begins. The map and consultants will be available at the public hearing. A separate meeting with the Winooski community is May 30, 2019. Gene Richards added the map is a tool to secure federal funding to help the community with sound around the airport. Staff briefly reviewed the Noise Compatibility Program and potential mitigation measures for residences and schools in the vicinity.

### 7.0 SOUTH BURLINGTON SEAT UPDATE

Helen Riehle reported the school board discussed the noise map and letter from the airport and expressed concern about the 10% match. Clarity is needed on the match. Gene Richards said information was provided to the school superintendent including information on the match money.

### 8.0 DIRECTOR'S REPORT

Gene Richards reported:

- It has been a busy month with lots of great things happening. Enplanements are up and air service is going in the right direction. There will soon be two services to Denver from Burlington.
- Multiple construction projects are happening at the airport and lots of meetings. Staff will be meeting with Moody's in the near future.

### 9.0 COMMISSIONER ITEMS

Bill Keogh mentioned the letter to the Mayor to be signed by the airport commissioners, and confirmed the parking pass issued to the Airport Commission is only for the airport.

### 10.0 ADJOURNMENT

**MOTION by Jeff Munger, SECOND by Tim George, to adjourn the meeting.**

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

The meeting was adjourned at 4:49 PM.

*RScty: MERiordan*