

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
June 20, 2019**

DRAFT

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

MEMBERS ABSENT: Tim George

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
Jack Hoehl, Airport Intern

OTHERS PRESENT: Erin Desautels, Vermont Small Business Accelerators, LLC
Tim McCole, Heritage

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:05 PM on June 20, 2019.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the agenda with the amendment to add Item 5.06 (Self-Fueling Permit). VOTING: unanimous (4-0); motion carried.

3.0 CONSENT AGENDA

3.01 Minutes – May 8, 2019

3.02 Minutes – May 30, 2019 Special Meeting

3.03 Fare Comparison

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the consent agenda, Items 3.01 – 3.03, and take the action indicated. VOTING: unanimous (4-0); motion carried.

4.0 PUBLIC FORUM

No comments.

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

5.01 Taxiway G Phase 2 – PAPI for Runway 19 Grant Acceptance

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council to authorize the Aviation Director to execute an AIP grant from the FAA for up to \$109,825.20 plus an additional 15% as

authorized by the grant as a contingency for replacement of the BTV Runway 19 precision approach pathway indicators as part of the Taxiway G Phase 2 Reconstruction Project subject to final review and approval by the City Attorney.

DISCUSSION:

- Larry Lackey explained for efficiency separate grants are being requested in order to keep the work moving forward and avoid delay of reimbursement of the airport by the FAA. The grant amount of \$109,825.20 is for the cost of design and installation.

VOTING: unanimous (4-0); motion carried.

5.02 Taxiway G Phase 2 Construction Oversight Grant Acceptance

MOTION by Bill Keogh, **SECOND** by Helen Riehle, to approve and recommend to the Board of Finance and City Council to authorize the Aviation Director to do the following:

1. Execute an AIP grant with the FAA for up to \$21,515,706.90 plus an additional 15% authorized by the grant as a contingency for the BTV Taxiway G Phase 2 Reconstruction Project subject to review and approval by the City Attorney.
2. Execute a contract with SD Ireland Construction for up to \$21,872,928.00 plus an additional 15% authorized by the grant as a contingency for construction services as part of the BTV Taxiway G Phase 2 Reconstruction Project subject to review and approval by the City Attorney.
3. Incur and expend prior to reimbursement through the AIP grant up to \$81,233.01 plus an additional 15% authorized by the grant as a contingency for ancillary costs including airport administrative, administrative consultant, IFE, legal support, other, force account, lighting support and permitting fees.
4. Execute a contract with Jacobs Engineering Group for up to \$856,442 plus an additional 15% authorized by the grant as a contingency for construction inspection services as part of the Taxiway G Phase 2 Reconstruction Project subject to review and approval by the City Attorney.
5. Execute a contract with Stantec Consulting for up to \$279,456 plus an additional 15% authorized by the grant as a contingency for construction engineering services as part of the Taxiway G Phase 2 Reconstruction Project subject to review and approval by the City Attorney.

DISCUSSION:

- Larry Lackey explained the grant will allow close out of items and engineering oversight.
- Nic Longo pointed out the project creates the first parallel taxiway adjacent to the runway. The grant is significant at approximately \$24 million.

VOTING: unanimous (4-0); motion carried.

5.03 Apron Reconstruction Phase 6A Grant Acceptance

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council to authorize the Aviation director to do the following:

- 1. Execute an AIP grant with the FAA for \$1,033,840.80 plus an additional 15% authorized by the grant as a contingency for the BTV Air Carrier Apron Reconstruction Phase 6A subject to review and approval by the City Attorney.**
- 2. Incur and expend prior to reimbursement through the AIP grant an amount not to exceed \$35,200 plus an additional 15% authorized by the grant as a contingency for ancillary costs including legal, administrative consultant, IFE, force account, and airline relocation expense costs that support the AIP programmatic requirements.**
- 3. Execute a contract with Hoyle Tanner for \$220,300 plus an additional 15% authorized by the grant as a contingency for construction inspection services as part of the BTV Air Carrier Apron Phase 6A Reconstruction Project subject to review and approval by the City Attorney.**

DISCUSSION:

- **Larry Lackey explained the terminal apron reconstruction phase 6A grant is to finish out the apron work.**

VOTING: unanimous (4-0); motion carried.

5.04 Airport Joint Agreement Package

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council to authorize the Mayor to execute the Airport Joint Use Agreement with the U.S. Vermont Air National Guard for a 10-year term with a retroactive effective date of July 1, 2018 and an expiration date of June 30, 2028 subject to approval by the City Attorney.

DISCUSSION:

- **Nic Longo explained the agreement signed by the Mayor and the Air Guard is an extension of the agreement on the joint use of land by the Air Guard (i.e. runways) outside of the existing lease with the airport.**

VOTING: unanimous (4-0); motion carried.

5.05 Airport Marketing and Promotional Services Contract

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council to authorize the Aviation Director to enter into a five year contract with Hagan Associates for an amount not to exceed \$425,000 per fiscal year during the term of the contract to provide media and advertising concessions subject to review and approval by the City Attorney.

DISCUSSION:

- **Shelby Losier said an RFQ was done in 2018 and six firms responded. Hagan Associates was the most qualified with respect to the requirements of the airport. The airport has worked with Hagan in the past and is pleased with their work. Permission from the Airport Commission would be needed to increase the line item for marketing in the budget if the contract amount of \$425,000 is exceeded.**

VOTING: unanimous (4-0); motion carried.

5.06 Metro Aviation Self-Fueling Permit

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval the self-fueling permit for Metro Aviation.

DISCUSSION:

- **Kelly Colling explained Metro Aviation operates the UVM DART helicopter and wants to be able to fuel the helicopter when Heritage is closed with fuel purchased from Heritage. Metro Aviation has the equipment to self-fuel, insurance, training, and a storm water spill protection plan.**
- **Helen Riehle mentioned sharing the storm water spill protection plan with the storm water people in South Burlington. Gene Richards said all the permits go through the state. Any spill in excess of two gallons is reported. Kelly Colling added the fueling is in the same area as Heritage's spill control.**
- **Nic Longo said the airport has a self-fueling policy that must be followed.**

VOTING: unanimous (4-0); motion carried.

6.0 COMMUNICATON/DISCUSSION

6.01 Financial Package

Marie Friedman reported through the end of May revenues and expenses performed well. Receivables from FAA were \$1.3 million and used to pay some large bills. The airport owed \$34,000 to the city, but had over \$2 million in the checking account. The debt coverage score is healthy.

6.02 FY20 Budget

Marie Friedman reported City Council approved the city budget which includes the airport. The airport budget does not have many changes. Another VTANG project is expected so there will be a budget amendment for the Airport Commission to approve. Parking revenues are increasing (\$6.3 million expected), but the budgeted amount is conservative.

There was mention of the police service at the airport and administrative costs being included in the FAA grants.

6.03 Construction Update

Larry Lackey reported:

- Phase 4 of the apron work is nearly complete. Phase 5 will be done this year. Phase 6 is scheduled for next year. Staff has applied for a grant to finish up the apron work in Phase 6A.
- Taxiway G final punch list is being completed.
- National Guard apron and taxiway work is done except for the relocated threshold.

- QTA is permitted and moving forward. Foundation work will begin the end of June.
- Taxiway G realignment phase 2 is moving forward with upgrade of the perimeter road and fencing this year. Taxiway reconstruction is next year. The holding bay and blast wall will be done in 2020.
- Master Plan update is proceeding well. Comments received on the noise map and responses by the consultants will be published. A video of the meeting was done.
- The DRB decision on the hotel is anticipated and then the project can move to Act 250 and storm water permitting.
- Valley West apron rehab design is ready for review and then can go out to bid.
- Annual parking garage maintenance work will be done.
- VTANG Runway 15-33 repair mill and overlay work will be done in July then the grooving and markings will be done.
- Connection of the north and south concourses in the terminal is moving forward. A consolidated terminal building is being designed with consolidated TSA checkpoints and larger hold space in preparation of a grant application.

6.04 Events at the Airport Update

Two public meetings on the Noise Exposure Map were held.

7.0 SOUTH BURLINGTON SEAT UPDATE

Helen Riehle said South Burlington objects to the 10% match by the community for noise mitigation. Gene Richards said he will mention this to the FAA. Helen Riehle mentioned the South Burlington Energy Committee is interested in working with the consultants on noise mitigation when construction occurs to coordinate with energy efficiency. Nic Longo said staff has met with energy groups.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- Staff handled the noise meeting well. The team pulled together to ensure success. Even the demonstrators participated. The video of the meeting is good. The message was put out that the program is to help the people and is not part of the F-35 program.
- Connection of the walkway between the north and south concourses will help pedestrian traffic flow in the terminal. The work will be done this summer.
- Frontier is returning mid-November with service to Orlando four times a week. Service to Denver has been successful with Frontier and United.
- A business in Georgia, Vermont (Liquid Measurements) is interested in space for a building potentially where the dog park was located. The building would help block noise for residents. The airport will have to work with South Burlington on the zoning of the area. Common sense needs to be applied to the use of the land.

9.0 COMMISSIONER ITEMS

Bill Keogh mentioned the On Point radio show on construction of the F-35 aircraft.

10.0 ADJOURNMENT

Next Meeting: July 17, 2019

MOTION by Bill Keogh, SECOND by Jeff Schulman, to adjourn the meeting.

VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 5:12 PM.

RScty: MERiordan