

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
June 28, 2017**

APPROVED – 7/24/17

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Alan Newman  
Pat Nowak  
Jeff Schulman [via telephone]

**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  
John Brooks, intern

**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 called the meeting to order at 3:38 PM on June 28, 2017.

**2.0 AGENDA**

**MOTION by Bill Keogh, 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: May 22, 2017

3.02 Financial Package

3.03 Construction Update

3.04 Passenger and Operational Statistics

3.05 Fare Comparisons with Cost Estimate Calculator

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda, Items 3.01 – 3.05, take the action indicated, and place the information on file.**

**VOTING: unanimous (4-0) [Jeff Schulman not present for vote]; motion carried.**

**4.0 PUBLIC FORUM**

Tim McCole, Heritage Aviation, announced the summer discount program for 100 low lead fuel.

**5.0 COMMUNICATION/DISCUSSION**

5.01 Sound Mitigation Update

Nic Longo reported the quarterly meeting of the Sound Mitigation Committee was held on June 13, 2017 with good attendance including the Air Guard and Army Guard. Upcoming events associated with the Noise Compatibility Program were discussed. As part of the NCP process the FAA suggests having an advisory committee. Many of the same members on the Sound Mitigation Committee will serve on the advisory committee plus representatives from the South Burlington school district, Winooski school district, and St. Michael's College. The first advisory committee meeting will be held in September. Also discussed at the meeting was the log of noise complaints. The calls are now separated by military aircraft noise (calls handled by the Air Guard) and commercial aircraft noise (calls handled by the airport). It was found that approximately 10 people are making most of the complaints.

Nic Longo reported on the public kickoff meeting on June 14, 2017 for the noise compatibility update. Lots of advertising on social media was done for the meeting and 75 people were in attendance. Public input/feedback was gathered.

Pat Nowak commented positively on the format of the kickoff meeting where people were allowed to go to different stations and ask questions about issues. Jeff Munger mentioned he observed South Burlington city councilors speaking to Mr. Doucette from the FAA. Gene Richards said the meeting was amazingly cordial and the format very productive. Bill Keogh noted the article in *The Other Paper* on the meeting was very favorable.

Mr. Keogh asked if the FAA is doing a noise report for South Burlington. Gene Richards clarified the request for a noise report was from several entities including Burlington. Nic Longo explained the FAA indicated the noise contour map could be redone earlier than 2020 pending available federal funding and if the NCP process is significantly completed. The FAA has to accept the F-35 data that the airport has today.

#### 5.02 South Burlington Commission Update

Pat Nowak reported there will be a MOU between Burlington and South Burlington stating no more demolition of homes in neighborhoods in the future. (Pat Nowak will send a final copy of the MOU to the Airport Commission.) The MOU also supports mitigation efforts and measures by the FAA. Either city can withdraw from the MOU if operations at the airport change due to aircraft or circumstances that lead to re-evaluation of the MOU.

Gene Richards noted the City Attorney is reviewing the MOU.

Alan Newman asked what happens if FAA money is made available and people want the buyout option with their property. Pat Nowak said the buyout would not be like prior buyouts. The South Burlington planning commission is discussing having a housing replacement if houses are taken down. Alan Newman questioned why South Burlington is not looking at maximizing the value of the lots. Pat Nowak said at this point in time the focus is on housing.

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

## 6.01 Airport Reorganization

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the airport reorganization as presented (memo from Gene Richards, dated 6/26/17).**

**DISCUSSION:**

- **Shelby Losier explained the parking attendants will join the airport ambassadors and have more of a customer service role. Also, maintenance positions will go to Grade 14 to allow for a larger skill set.**
- **Gene Richards added the positions will be full time and part of the union. There will be a Director of Transportation position as well. Meetings have been held with the employees on the reorganization.**
- **Pat Nowak mentioned her efforts to recognize and compliment the airport ambassadors on their work.**
- **Alan Newman asked the function of the Director of Transportation. Gene Richards said the Director of Transportation will handle land transportation at the airport (taxi, garage, car rental, hotel shuttle).**
- **Alan Newman asked about VIP parking signs in the garage. Gene Richards said the parking spaces in areas of high visibility are paid for by companies that post their name on the sign.**

**There were no further comments.**

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

## 6.02 Airport Annual Report

Jeff Munger reported the airport annual report will be presented to City Council on 8/7/17. The report is posted on BoardDocs.

**7.0 AVIATION DIRECTOR'S REPORT**

Gene Richards reported:

- The meeting with Kevin Dorn and South Burlington City Council on June 14, 2017 was amazing and shows the airport and South Burlington can work together.
- Kevin Dorn sent a supportive letter on how well the airport maintains the grounds in response to the *Seven Days* article on the parking garage roof garden.
- Construction projects at the airport are going well, on time and on budget. There has been cooperation from South Burlington.
- The recommendation to hire an Assistant Aviation Director will be moved forward. Having an Assistant Aviation Director is important for continuity when the Director is not available. The position may be filled internally and other positions consolidated. More information will be forthcoming.
- The airport received the grant offer for the beacon replacement. The beacon has been installed. Trees had to be removed in the cemetery. Replacement trees will be planted elsewhere.

**8.0 AIRPORT COMMISSIONERS' ITEMS**

## 8.01 Meeting Time Change

Postponed to next meeting.

#### 8.02 *Seven Days* Article

Alan Newman opined the roof garden is under-utilized and could be more of an asset to the airport.

### **9.0 ADJOURNMENT**

#### 9.01 Next meeting and Agenda:

- June 24, 2017 at 3 PM
- Agenda:
  - Meeting Time
  - Deferred Maintenance Plan
  - Taxi Update

#### 9.02 Adjournment

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

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

The meeting was adjourned at 5 PM.

*RScty: MERiordan*