

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
July 17, 2019**

APPROVED – 8/21/19

**MEMBERS PRESENT:** Jeff Munger  
Bill Keogh [via telephone]  
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, Marketing Assistant  
Larry Lackey, Director of Engineering & Environmental  
Compliance  
Hannah Lumbra, Administrative Assistant

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

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**1.0 CALL TO ORDER**

Gene Richards opened the meeting at 4:07 PM on July 17, 2019.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve the agenda with the addition of the election of officers. VOTING: unanimous (5-0); motion carried.**

**3.0 ELECTION OF OFFICERS**

*CHAIR*

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to nominate Jeff Munger as Chair of the Airport Commission. There were no other nominations. VOTING: unanimous; motion carried.**

Jeff Munger is Chair of the Airport Commission and assumed facilitation of the meeting.

*VICE CHAIR*

**MOTION by Tim George, SECOND by Helen Riehle, to nominate Bill Keogh as Vice Chair of the Airport Commission. There were no other nominations. VOTING: unanimous; motion carried.**

Bill Keogh is Vice Chair of the Airport Commission.

**4.0 CONSENT AGENDA**

4.01 Minutes – June 20, 2019

4.02 Minutes – July 8, 2019

4.03 Fare Comparisons

**MOTION by Helen Riehle, SECOND by Tim George, to approve the consent agenda, Items 4.01-4.03, and take the actions indicated. VOTING: unanimous (5-0); motion carried.**

## **5.0 ACTION REQUIRED**

### **5.01 3060 Williston Road Property Leases**

**MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval the authorization to enter into building and ground lease agreements with the following entities at 3060 Williston Road:**

- **CJ's Home Improvements**
- **Mirabelle's**
- **Rose Computer Technology Services**
- **Vacuum City**
- **Vermont Tire Services**

#### **DISCUSSION:**

- **Gene Richards said the best management of airport assets is needed to get the best tenants so the airport will manage the properties.**

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

## **6.0 PUBLIC FORUM**

Tim McCole, Heritage, spoke of the competitive pressure from an operator on the airport not in compliance with the airport's minimum standards adopted in 2016. Heritage has made extensive investments to do business on the airport and meet the minimum standards. Heritage feels Mansfield Heliflight which has not made the same investment is infringing on Heritage's investment. Mansfield Heliflight's fuel truck does not meet the standards and the commercial hangar operator is competing directly with Heritage.

Gene Richards asked Heritage to submit an explanation of the matter in writing so the airport administration can evaluate based on the minimum standards and have outside counsel that deals with FAA matters provide assistance.

## **7.0 COMMUNICATION/DISCUSSION**

### **7.01 Construction Update**

Larry Lackey reported:

- A grant was received for Phase 6A of the air carrier apron rehab. Staff will proceed with contracts.
- Taxiway Golf Phase 1 is complete. Staff is closing out the project.
- Footings and the frost wall are being constructed for the QTA.
- A grant is anticipated for the Taxiway Golf Phase 2 realignment project. The blast wall may not be included in the grant this year.
- VTANG relocated threshold for Taxiway Foxtrot is slated to be done next year.
- The consultants are wrapping up facilities and airfield information for the airport master plan for the next 10 to 20 years.

- South Burlington DRB approved the hotel proposal. The Act 250 permit application has been submitted. The hotel partners are requesting re-negotiation of the financing and terms. Staff will keep the Airport Commission updated.
- Valley West apron rehab plans are being prepared to go out to bid.
- Annual parking garage maintenance and engineering review is done. Work will begin in the fall.
- Grooving as part of the mill and overlay repairs is being done at night. Markings will follow.
- The contractor for P-1 of the terminal integration project has been hired. Existing conditions and options are being reviewed before design.

#### 7.02 Financial Update

Marie Friedman gave a brief financial report, noting revenues are above projections and expenses were held. The airport will end the fiscal year strong. The debt service ratio is above 1.5. Gene Richards stated the airport had an exceptional year with very positive results thanks to the incredibly hard work of the airport team. Enplanement numbers are strong. Many projects are being done, and morale is good.

### **8.0 SOUTH BURLINGTON SEAT UPDATE**

Helen Riehle reported on the MOU being drafted by South Burlington, Burlington, and Winooski on various items including adding Winooski as a seat on the Airport Commission. Bill Keogh recalled the Airport Commission has gone on record in the past not to include a member from Winooski on the Airport Commission so the issue has been decided already. Gene Richards advised having the Mayor discuss the matter with the Airport Commission. Helen Riehle said the discussion was related to the noise mitigation plan and not operations at the airport.

### **9.0 DIRECTOR'S REPORT**

Gene Richards reported:

- Kelly Colling has left the airport after 18 years of employment for her new position at Copley. To date there are 13 applicants for the vacancy. Interviews will be scheduled. Nic Longo and Shelby Losier will handle Operations duties in the interim. The airport administration is looking at other models of operation and will likely make changes.
- FAA inspection went well for the airport and Heritage. The airport team is outstanding. Any identified deficiencies will be resolved before winter.
- New hires include Andrew Laderoute (Marketing) and Dana Feitelberg (Administration Support). The interns at the airport are wrapping up their work.
- Yoga classes are being held for airport staff to help relieve stress.
- Staff met with Beta Technology to learn about electric aircraft technology.
- Staff will make recommendations for the Vermont Tech aviation program on how to better use the hangar space and make the program stronger.
- Renovations continue in the terminal and in various rental spaces (i.e. Mirabelle's).

**10.0 COMMISSIONER ITEMS**

None.

**11.0 ADJOURNMENT**

**MOTION by Jeff Schulman, SECOND by Helen Riehle, to adjourn the meeting.**

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

The meeting was adjourned at 4:50 PM.

*RScty: MERiordan*