

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
July 18, 2018**

APPROVED – 8/22/18

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

**MEMBERS ABSENT:** Bill Keogh

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy Director of Aviation  
Marie Friedman, Director of Finance  
Larry Lackey, Director of Engineering & Environmental  
Compliance  
Kelly Colling, Director of Operations  
Rick Brown, Director of Maintenance  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** Tim McCole, Heritage Aviation

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**1.0 CALL TO ORDER**

Aviation Director, Gene Richards, opened the meeting on July 18, 2018 at 4:06 PM to facilitate election of the Airport Commission Chair. The new airport commissioner from Burlington, Tim George, was introduced.

**2.0 ELECTION OF OFFICERS**

*Chair*

**MOTION by Helen Riehle, SECOND by Tim George, to nominate Jeff Munger as Chair of the Burlington Airport Commission.** There were no other nominations. Nominations were closed. **VOTING: unanimous (4-0); motion carried.**

Jeff Munger is Chair of the Burlington Airport Commission and facilitated the meeting.

*Vice Chair*

**MOTION by Jeff Munger, SECOND by Tim George, to nominate Bill Keogh as Vice Chair of the Burlington Airport Commission.** There were no other nominations. Nominations were closed. **VOTING: unanimous (4-0); motion carried.**

Bill Keogh is Vice Chair of the Burlington Airport Commission.

**3.0 AGENDA**

**MOTION by Helen Riehle, SECOND by Tim George, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.**

**4.0 CONSENT AGENDA**

4.01 Approve Minutes: June 20, 2018

4.02 Passenger and Operational Statistics

4.03 Fare Comparison with Cost Estimate Calculator

4.04 Financial Package

**MOTION by Helen Riehle, SECOND by Tim George, to approve the consent agenda (Items 4.01 through 4.04), take the actions indicated, and place the items on file.**

**DISCUSSION:**

- **Gene Richards advised shopping to find the best fares and booking flights five to six months ahead if possible in order to get the best price. Staff will post tips for finding the best fares on the website.**
- **Nic Longo report passenger counts have been positive for the last consecutive six months and the month of June alone was 15% higher than last year. The airport is approaching 1.25 million in total passenger counts and is only halfway through the calendar year. Projected numbers are even higher. The monthly figures have not been seen since 2008 and 2008 was a peak year for the airport. The current figures are a 10 year high. Landing weight at the airport is also at an all-time high.**
- **Gene Richards said Burlington Airport is tracking with national trends. This week alone there were 17,000 passengers flying out of the airport. There are five main line aircraft at Burlington (two with American, two with United, and one with Delta). The airport earns those aircraft due to load factors so people are encouraged to fly, not drive to their destination whenever possible.**

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

## **5.0 PUBLIC FORUM**

Tim McCole, Heritage Aviation, reported Heritage was recently in the news for holding a safety stand down with the crew in June that included seminars on safety from the human factor and the FAR (federal regulations). It is unusual for an FBO to do this activity.

## **6.0 COMMUNICATION/DISCUSSION**

6.01 Construction Update

Larry Lackey reviewed the status of projects at the airport, noting the following:

- The grant for the air carrier apron was received and the documents are being executed.
- Taxiway Golf realignment is moving along. Air Traffic Control provided recommendations and the FAA requested forecasting information which will be provided by September.
- Taxiway Mike is open.
- Air National Guard has the full runway back.
- The quick turnaround facility is ready to start moving forward.
- The Airport Master Plan is progressing. Notices for public meetings in the last week of August will be sent out. Airport commissioners will be on the Regional Advisory Committee to discuss all airport related items. The committee will also include representatives from each community around the airport.

- Surplus funds from FY17 projects were used to replace the regulators for lighting on the runways and taxiways, replacing the circulator on the main runway, complete apron work, do runway crack and joint sealing, and install needed carpeting, fencing, and gating.

## **7.0 DIRECTOR'S REPORT**

Gene Richards reported:

- The airport team has worked hard and had an amazing end of year.
- The new \$1 million parking system will be installed at the airport on July 22, 2018. The system is user friendly and more dependable than the current operation. The city will install the same system in the parking garages downtown so the parking app will work in both places.
- Taxiway projects are going well. Night work was cut back to end by 7 PM due to complaints from a few people (less than 10 complaints).
- The airport has good storm water management in place.
- The annual FAA three day inspection began 7/18/18. Results will be reported the Airport Commission.
- A grant from the FAA was received for \$75,000 to study the eligibility of Chamberlin School for measures to decrease interior noise levels in the school. Application can be made for additional federal funds to implement a remedy if the school qualifies. The airport sees this as a good opportunity to take care of the community school and be a good partner.
- The next Sound Mitigation meeting is August 29, 2018.
- The airport hotel chain will be Hotel Marriott Fairfield. The 104 room, five story hotel on the south end of the parking garage will be similar to the one in Waterbury and will resemble the BTV community. The hotel will have a bar and serve food (not a full restaurant). Staff will work with the Marriott and if all goes well groundbreaking will begin in early spring of 2019. Renderings of the hotel will be sent to the Airport Commission.
- Regarding paying a livable wage, Skinny Pancake offers employees a 401K, up to two weeks paid vacation, \$11/hour minimum wage plus tips, and health benefits. Five new management positions that pay well are being added to the staff.
- The airport applied for an additional grant for \$7.8 million to finish the apron work. The goal is by 2021 to have most of the big projects at the airport complete.
- The quick turnaround facility is on track. The \$10 million estimate is higher than hoped though. Staff will provide updated numbers at the next Airport Commission meeting.
- Staff continues to work on the relationship with South Burlington and has returned many calls about the construction at the airport. People are happy to have the information.
- The cost to consolidate TSA at the airport is prohibitive (\$40 million) so a different approach will be taken. Staff will have a plan in the next three months that will cost considerably less. The Airport Commission will be kept informed.

## **8.0 COMMISSIONER ITEMS**

Helen Riehle commended Gene Richards on working with Superintendent Young on noise at the school, adding it is important for the school board to understand if sound at the schools needs to be mitigated if possible, and if not than an alternate plan is needed. Commissioner Riehle also commended Gene Richards on expediently addressing noise complaints about the night work at the airport. It is helpful to share information with the residents so everyone has a better understanding of what is happening. The relationship between South Burlington and the airport is going in the right direction.

**9.0 NEXT MEETING/AGENDA and ADJOURNMENT**

Next Meeting: August 22, 2018 at 4 PM.

**MOTION by Helen Riehle, SECOND by Tim George, to adjourn the meeting.  
VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 5 PM.

*RScty: MERiordan*