

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
July 24, 2017**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Alan Newman
Pat Nowak

MEMBERS ABSENT: Jeff Schulman

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
Shelby Losier, Administrative Assistant

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

1.0 CALL TO ORDER

Director of Aviation, Gene Richards, opened the meeting at 3:03 PM on July 24, 2017 and facilitated the election of the Chair of the Airport Commission.

2.0 AIRPORT COMMISSION CHAIR

MOTION by Bill Keogh, **SECOND** by Alan Newman, 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.

3.0 AIRPORT COMMISSION VICE CHAIR

MOTION by Alan Newman, **SECOND** by Pat Nowak, 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 AGENDA

MOTION by Bill Keogh, **SECOND** by Alan Newman, to approve the agenda as presented. **VOTING: unanimous (4-0); motion carried.**

5.0 CONSENT AGENDA

5.01 Approval of Minutes: June 28, 2017

MOTION by Bill Keogh, **SECOND** by Alan Newman, to approve the minutes of June 28, 2017 with the following correction(s)/clarification(s):

- **Item 5.01, Sound Mitigation Update, paragraph beginning “Pat Nowak commented positively....”, 2nd sentence – change “Bill Keogh” to “Jeff Munger”.**

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

5.02 Passenger and Operational Statistics

5.03 Fare Comparisons

5.04 Financial Update

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda, Item 5.02 – 5.04, and take the action indicated. VOTING: unanimous (4-0); motion carried.

6.0 PUBLIC FORUM

There were no comments from the public.

7.0 FUTURE RFPs and DATES

7.01 Request for Proposal Schedule

Staff reported on the following RFPs and dates:

- Bids are due for the parking access and revenue control system in the parking garage (hardware and software) by August 11, 2017. Up to six companies are expected to submit bids. The parking system is a joint effort with Burlington Public Works.
- Mandatory pre-bid for the building removal and site remediation as part of the Noise Compatibility Program is July 27, 2017. Public bids are due 8/10/17.
- Airport trash removal bid (date to be announced).
- Terminal advertising bid (date to be announced).
- Bid closeout of parking garage repairs is under analysis by the engineers.

Alan Newman requested a copy of the scoresheet for the parking system bids and volunteered to assist with the bid review. Gene Richards stressed the objective is to accept the right bid and that is not necessarily the high bid or the low bid.

Staff will send the dates of the bids to the Airport Commission.

8.0 COMMUNICATION/DISCUSSION

8.01 Construction Update

Amanda Clayton reported:

- The new beacon is installed and operating.
- The air carrier apron, Phase 1, will be finished the end of July and then Phase 2 will begin. JetBlue will return to the south terminal and United will return to the north terminal. Phase 2 should be complete by mid-November.
- Progress has been made on the quick turnaround facility. Staff worked with the state to get a Site Management Activity Closure Form (SMACF).
- Taxiway G realignment begins in September. The work will coincide with the relocation of the threshold work by the Air Guard, September 5th through November 13th. The “threshold” is the start of the active runway. The Air Guard

- is relocating the threshold on the north end this fall and the south end in spring 2018 (April –June).
- Staff is working with the FAA on a redesign of the holding bay by Taxiway Golf to minimize impact on adjacent properties.

Bill Keogh asked if there are any permit issues. Amanda Clayton said the permit issues for property owned by the airport at 3060 Williston Road have been addressed and the violation issued by South Burlington remedied. The airport must notify South Burlington of any change of tenant in the building.

8.02 Meeting Time Change

MOTION by Bill Keogh, SECOND by Alan Newman, to amend the procedural rules of the Airport Commission to change the meeting day to the fourth Monday of the month (Section 3 of the rules) and start the regularly scheduled meetings at 7 PM unless the Airport Commission by majority vote of members in attendance set a different start time (Section 5 of the rules).

DISCUSSION:

- **Bill Keogh read a statement noting the following:**
 - **Channel 17 coverage makes the deliberations of the Airport Commission more public and enhances transparency.**
 - **There is no dispute the airport is a key economic engine for the state, the county, and citizens of South Burlington and Burlington.**
 - **The meeting time of 3 PM makes public participation nearly impossible. The public may be more able to attend meetings held at 5 PM or later.**
 - **All major departments in Burlington hold commission meetings no earlier than 5 PM.**
 - **Scheduling the Airport Commission meetings at 5 PM or later makes the commission more public.**
 - **Moving the meeting day from the third Monday of the month to the fourth Monday of the month avoids conflict with Burlington City Council meetings.**
 - **Potential of overtime by staff due to Airport Commission meetings beginning at 5 PM or later should not be an impediment to this public effort.**
- **Pat Nowak stated the fourth Monday of the month is a meeting night of the South Burlington City Council. Having Channel 17 cover the meetings allow the opportunity for people to view the meeting. The agenda is published in advance so people can comment and ask questions. Also, having the meeting during the work day makes it easier for staff to attend.**
- **Jeff Munger spoke against the proposed change of meeting time and day, noting the airport does not use city tax dollars and does not have to represent the taxpayers of Burlington. Also, the Airport**

Commission meetings were later in the past and members of the public only attended when there was an item of personal interest.

- **Alan Newman pointed out the Airport Commission is advisory so whether the public attends or not does not make a difference.**
- **Gene Richards stated if the change in meeting time makes it difficult for the member from South Burlington to attend then the change should not be made because the input is needed from the member. City councilor, Karen Paul, requested the meeting time change as well. A compromise could be found with a 5 PM start time. Airport commissioners should attend community meetings facilitated by airport staff to let the people hear comments and provide feedback.**
- **Amanda Clayton suggested holding the public comment portion of the meeting at the end of the meeting rather than at the start to allow more time for people to arrive.**
- **There was discussion of changing the day of the week from Monday to Wednesday.**

CALL THE QUESTION by Bill Keogh. Discussion ceased. Bill Keogh asked for a vote by roll call.

VOTING (by roll call): Jeff Munger – nay, Bill Keogh – aye, Pat Nowak – nay, Alan Newman – nay; motion did not carry.

Nic Longo will draft a compromise on meeting day and time for consideration by the Airport Commission.

8.03 South Burlington Chair Update

Pat Nowak reported a letter was received from Air Force Col. David Smith, dated July 14, 2017, sent to residents in Country Club estates and businesses in the area regarding potential water contamination from an historic site used for firefighting training. A carbon filtration system is being installed and there will be a plan to investigate and treat the contaminants. Drinking water is supplied by Champlain Water District and does not contain any contaminants. Pat Nowak will forward any further information that is received to the Airport Commission and staff.

Amanda Clayton will ask the airport's environmental engineer to look into the matter.

Gene Richards confirmed to the best of Pat Nowak's knowledge South Burlington residents are not in danger from contaminants from the fire suppression activities that leached into the groundwater, and only the Air Guard property is impacted.

Pat Nowak explained the resolution by South Burlington City Councilor Thomas Chittenden on the airport which appears to be the same resolution passed by the City of Winooski. South Burlington City Council is looking at the resolution that covers governance of the airport, regionalization, and ownership. Pat Nowak said she requested convening a meeting to discuss the airport with Karen Paul (Burlington City Council), Tom Torti (Chamber of Commerce), Frank Cioffi (GBIC), Charlie Baker (CCRPC), VTrans and the state economic development office, and the Chairs of the House and

Senate transportation committees as well as any business owners in the area. It is suggested Gene Richards, Nic Longo, and the Air Guard not attend the meeting. The meeting will educate on the economic importance of the airport to the vitality of the area. At least two South Burlington representatives are looking into the issue of one municipality owning another. Pat Nowak asked that comments be forwarded to her.

Jeff Munger stated the airport is not broken and does not need to be fixed. The concern with the meeting is there will not be solid information about the airport, such as the high performance of Burlington Airport in comparison to the airports in Manchester (down 50%) and Providence (down 20%).

Alan Newman said South Burlington City Council needs to read and understand the report on the airport that was done three years ago on the same issue. Mr. Newman said he felt the commission that was formed to evaluate the airport had a bias to a regional ownership system, but South Burlington's participation in airport issues appears to be just to protect South Burlington interests. Mr. Newman said he is on the Airport Commission because the airport is the economic driver in northern Vermont and an asset to serve northern Vermont, not just South Burlington or Winooski.

Gene Richards said South Burlington has been sent a copy of the report on airport governance in the past, but staff will forward another copy. The airport had an independent expert look at the governance issue. South Burlington City Council should have an industry expert quantify the information in the resolution because there are inaccuracies. If the matter is to be explored then there needs to be a good foundation of information that is accurate. The letter from Winooski is not accurate and much of the information in the resolution is not accurate. For example, implying a decrease in enplanements from Canada without researching the matter is not acceptable. The fact is the prior Airport Director worked with Canada and created a robust service to Canada then the exchange rate on the dollar changed and Canadian travelers made different choices. Gene Richards urged getting information about the airport operation from the Aviation Director and staff, and questioned what changes are being sought with the resolution that would make the airport better and who would benefit. Gene Richards cautioned against the resolution being an anti-F35 action. The airport has no control on the F-35 program.

Nic Longo noted all studies, reports, minutes, and other airport information are posted on the BTV website.

9.0 DIRECTOR'S REPORT

Gene Richards reported:

- There is \$14 million in projects at the airport in FY18 plus \$50 million with the Air Guard work for a total of \$64 million being invested. The team has worked hard to achieve this.
- FAA annual inspection is underway. The airport is in very good shape.
- The new parking system will manage revenue in a more proficient way.

- Phase 1 of the apron construction will be done by the end of July then Phase 2 will begin.
- The airport received a grant for the beacon (installed already). The last beacon was installed at the airport in 1936. With the collaboration of South Burlington the original building was retained and technology that was there was not lost.
- Fletcher Free Library is providing books to read while at the airport. The partnership is working well.
- The meeting with the FAA inspector went well. The inspector was impressed with the initiatives and improvements at the airport.
- The airport reorganization proposal will be before City Council at the August 7, 2017 meeting.
- Flashing stop signs have been installed at the crosswalks in front of the terminal to alert drivers to people crossing the road.
- Aspent Health, formerly Burlington Labs, will post educational material along both sides of the walkway in the north corridor on opiate abuse and partners in the community working on this crisis. The display will remain for a year.
- Air development trips will resume in September with Nic Longo and Gene Richards. The trips are expected to be a success.
- There are a number of businesses in the community that use the airport on a regular basis.
- Amanda Clayton and Nic Longo will be attending a legislative conference in Washington, DC to learn about the reauthorization and other FAA items.
- Enplanements are up 1%.
- Renderings have been done for the proposed hotel at the airport. The 104 room hotel will be located next to the parking garage. [Alan Newman suggested the proposed hotel connect to the parking garage and have an entrance into a single TSA location in the terminal.]
- The airport has received \$90 million over the last five years (nearly \$130 million with the Guard). The airport receives very little state money. What is provided by the asset of Burlington Airport compared to upstate New York is impressive.

10.0 AIRPORT COMMISSIONERS' ITEMS

10.01 Equipment and Purchasing Information

Amanda Clayton reviewed the spreadsheet showing the “wish list” of equipment items, prioritization, and funding source.

Gene Richards mentioned the runway machine purchased from Oshkosh for nearly \$700,000 that has been problematic. The company is sending a new machine with a three year warranty, free overnight parts for three years, and a service person who will come to the airport when needed. The company is also giving the airport upgrades to the software, and hoodie sweatshirts. The old machine can remain and be used until the new machine is delivered.

Jeff Munger said increasing the PFC should be discussed at the conference in Washington, DC. The PFC has not been changed in years. Gene Richards agreed, noting

airports need the money from the PFC for special projects, such as moving TSA into one location.

10.02 Airport Taxi Regulations

No report.

10.03 BTV 10-Year Plan

Amanda Clayton reviewed the spreadsheet showing categories of projects at the airport. Of note in FY2017 is the \$14 million Taxiway Golf project (two year grant) and \$444,000 grant for design of Taxiway Bravo extension. Also, the beacon was upgraded. In FY2018 Taxiway Golf project will continue, there will be upgrades to the glycol system, and set aside for the mitigation program. In FY2019 the Noise Mitigation Program will continue, there will be apron rehab projects, Phase 2 of the terminal apron will begin, the cargo apron will be done, and the runway asphalt will be milled and an overlay done.

Alan Newman acknowledged the 10-year maintenance plan for the airport, but asked about the long term plan to grow the capability of the airport to bring more people to the airport to spend money and raise revenues. Having a single TSA would help. Gene Richards explained a significant amount of money that the airport does not have is needed to make the changes to TSA and the terminal that would bring more people into the airport and boost revenues. The airport is dependent on Washington, DC for funding and the focus is on safety. The airport does not have discretionary use of funding. The airport has a plan to grow and increase capability, but the cost to execute the plan is \$65 million. Alan Newman suggested creating a \$10 million plan and trying to get the funding for that. Gene Richards agreed staff could have that planning meeting. Amanda Clayton noted the airport master plan does talk about terminal expansion. An influx of money not based on enplanements increasing is needed for this. Alan Newman said a great job has been done with a plan for staffing, finance, customer service, and safety. Now a plan is needed for how to provide a single TSA entrance so there is a large post-security area for customers to spend money. Amanda Clayton assured the airport wants to grow, but must be able to pay off the debt of the investment. Gene Richards said there is no borrowing unless there is a return on investment. Following further discussion there was agreement Gene Richards and Alan Newman will review the plans sent to Sen. Leahy's Office.

11.0 ADJOURNMENT

11.01 Next meeting

- August 21, 2017 at 3 PM

11.02 Adjournment

MOTION by Bill Keogh, SECOND by Pat Nowak, to adjourn the meeting.

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

The meeting was adjourned at 5:06 PM.