

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
August 21, 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 [arrived 3:56 PM]
Amanda Clayton, Director of Engineering &
Environmental Compliance
Kelly Colling, Director of Operations
Shelby Losier, Administrative Assistant

OTHERS PRESENT: Erin Desautels, Vermont Small Business Acceleration
Tim McCole, Heritage
Jessie Baker, Winooski City Manager

1.0 CALL TO ORDER

Airport Commission Chair, Jeff Munger, called the meeting to order at 3:05 PM on August 21, 2017.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the agenda with the amendment of brevity. VOTING: unanimous (4-0); motion carried.

3.0 CONSENT AGENDA

3.01 Approval of Minutes: July 24, 2017

3.02 Approval of Minutes: August 2, 2017

3.03 Financial Package

3.04 Construction Update

3.05 Passenger and Operational Statistics

3.06 Fare Comparisons with Cost Estimate Calculator

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the Consent Agenda (Items 3.01-3.06) and take the action indicated. VOTING: unanimous (4-0); motion carried.

4.0 PUBLIC FORUM

There were no comments from the public.

5.0 APPROVE AND RECOMMEND TO BOARD OF FINANCE

5.01 Contract with AECOM for Pavement Management System Update

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance for approval the contract with AECOM for update of the pavement management system at the airport.

DISCUSSION:

- Amanda Clayton explained update of the pavement management system is due. The last update was 2006. The update will look at all pavement on the airport and assign an index so staff can plan projects accordingly. The FAA is now requiring information on the pavement condition number. Once the contract is approved work will begin in September, 2017. The pavement condition number must be in place by January 2018.
- Nic Longo mentioned the pavement number was the only call out from the Part 139 inspection and sets up the airport for a full reimbursement grant. The work can be part of the Taxiway Golf grant application for 2018.
- Alan Newman asked about other companies providing the service. Amanda Clayton said Stantec Consulting can do the pavement update, but the company is doing many other major projects on the airport and this is time sensitive so another company was chosen that could start the work immediately. The selected company is on the pre-qualified list. Per FAA rules the selection must be the next qualified bidder which is not necessarily based on price.

There were no further comments.

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

6.0 APPROVE AND RECOMMEND TO BOARD OF FINANCE AND CITY COUNCIL

6.01 Accept Airport Grant for Master Plan Update

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the airport grant for the master plan update.

DISCUSSION:

- Amanda Clayton explained grant applications were approved by the Airport Commission in June for Taxiway Golf and the airport beacon, but not the master plan update. Staff feels there is now a good chance the FAA will fund the update and once approval is received the work must begin in September. The airport has more main line services now which will be incorporated into the master plan. The plan looks at the inventory on the airport, projections into the future and analysis of alternatives going into the future. The update will include a thorough public process and an advisory committee. The master plan guides construction for the next five to 10 years.
- Pat Nowak asked if there will be a regional group. Amanda Clayton said an analysis of the regional value of the airport was done. The last master plan looked at the airport from a regional perspective and what businesses would use the airport as the region grows. The

update will look at airport growth and the value the airport brings to the region. The first step in the process is to form an advisory committee which is separate from the larger stakeholder group. Gene Richards added historically there has been representation from around the region (very diverse group). Pat Nowak clarified the representatives on the advisory committee will be business types from the surrounding communities. Nic Longo said there will be representatives to give technical and business perspectives.

- Pat Nowak asked if there are areas removed from the plan. Amanda Clayton said the airport asked for a sustainability master plan which is very expensive and very few airports have this type of plan, but it was not likely to be approved by the FAA so the plan was scaled back.
- Pat Nowak mentioned the noise and compatibility land use work being included in the plan, noting South Burlington is interested in noise mitigation and seeing the findings from the noise study group included in the plan. Staff confirmed the findings are incorporated into the plan.

There were no further comments.

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

Jessie Baker, Winooski City Manager, asked if the update is to the 2013 airport master plan or the Vision 2030 plan. Amanda Clayton stated the Vision 2030 plan is being updated.

7.0 COMMUNICATION/DISCUSSION

7.01 Meeting Time Change

Following discussion there was agreement after the meeting on September 25, 2017 the Airport Commission meetings will be held on the 3rd Wednesday of the month beginning at 4 PM.

8.0 SOUTH BURLINGTON SEAT UPDATE

Pat Nowak provided a copy of the draft minutes from the last South Burlington City Council meeting where the resolution on airport governance was discussed. The vote was 4:1 in support of a reduced resolution from the original proposal by Councilor Chittenden on governance and the request by South Burlington to change the governance and ownership of the airport. Pat Nowak said she voted against the resolution because items that were removed were proposed to be added as an addendum. The vote by South Burlington City Council was to ask Burlington to establish a committee to do a study on broadening the governance of the airport and if Burlington denied the request then the state would be asked to intercede to do the study.

Alan Newman stressed the issue is for the Mayor of Burlington to handle, not the Airport Commission. Pat Nowak said she is simply reporting the information. Councilor Chittenden had revisions because he went to the surrounding communities to speak on the issue. The resolution will likely be signed at the next meeting of South Burlington City Council.

Bill Keogh said he was upset Winooski did not ask for another viewpoint on the resolution before signing. The Airport Commission is invited to the Shelburne Selectboard meeting on 8/22/17 to present the airport/City of Burlington point of view. That type of open-mindedness is appreciated.

Gene Richards said the offer has been made to the surrounding communities to stop into the airport any time to view the operation of the airport and gather information. When talking about governance of the economic engine (airport) that takes good care of the region it is important the facts are checked, and what was presented was hearsay. It is wrong when government to work for the people does not check the facts and acts on hearsay. No one understands aviation better than airport staff and consultants, and it is insulting to have other people representing them. The airport administration's door and mind remain open and committed to the relationship with surrounding communities.

Pat Nowak said she spoke out and a number of items were removed from the resolution. The resolution was passed in its abbreviated form. South Burlington City Council will be informed that clarification of the information is critical so the information that is presented is correct. The offer to be informed by airport staff and view the operation of the airport will also be passed along.

Bill Keogh said there are two mandatory approvals for a change of government of the airport – the City of Burlington voters and legislature must approve a charter change and the FAA has to approve the change. Neither article has been discussed. The airport had no say in the F-35 issue or removal of the houses. Those initiatives are by the FAA. Pat Nowak said she did mention the difficult and lengthy process of a charter change and asked if the communities that would be part of the governance structure would be willing to put up their financial ratings for the airport. Bill Keogh added the airport's indebtedness would have to be covered as well.

9.0 DIRECTOR'S REPORT

Gene Richards reported:

- The airport received an upgrade from Fitch to “positive outlook” which is the second upgrade this year (Moody's and Fitch). Airport staff is thanked for all the effort to make this happen. Fitch continues to raise the bar which is challenging. The airport takes 47% of the catchment area and does well.
- Staff will be meeting with the airlines over the next months with the expectation to secure new service as well as more routes to markets already being served, such a Boston. Burlington City Councilor, Karen Paul, will join staff when talking to JetBlue. Staff is also looking into Department of Transportation grants on service.
- Work on the apron is wrapping up. Taxiway Golf work will begin in September. Most of the work will be done in 2018.
- The south gravel pit has hundreds of yards of soil deposited in it and is looking more like an industrial park.
- Yearly maintenance is being done on the airport campus which is looking fine.

- The airport administration would like the neighborly relationships to be better, but staff is staying focused on running the airport.
- The Boston Bruins will be at the airport on August 28, 2017 from 2 PM to 7 PM.

Alan Newman asked if staff has spoken to Cape Air for service. Gene Richards said Cape Air is a subsidized airline and Burlington Airport cannot subsidize an airline.

Alan Newman asked for an update on the parking garage. Marie Friedman reported the team is reviewing the RFPs for the parking garage software and hardware. Three of the five firms that submitted a bid will be asked back for an interview. Gene Richards encouraged meeting with Marie Friedman outside of the meeting to discuss the bids.

10.0 AIRPORT COMMISSIONERS' ITEMS

10.01 Shelburne Selectboard Meeting

The Airport Commission listened to audio from the presentation to the Shelburne Selectboard at the 8/8/17 meeting on regional governance of the airport by South Burlington City Manager, Kevin Dorn, and South Burlington City Councilor, Thomas Chittenden.

Gene Richards said the facts were not presented to the Shelburne Selectboard. A foundation of facts, not lies, is needed, and the airport should have been asked for the facts.

Jessie Baker, Winooski City Manager, said Winooski City Council approved the first resolution, but will vote to rescind that approval and approve the updated resolution. Winooski believes this is a political issue with the Mayor of Burlington. Winooski has tried to be a good partner and attend meetings, but when there is no feedback being received the city must look at other models. There are multiple discussions on regionalization of many services. Ms. Baker suggested there be conversations on the different models and if there is to be a charter change or change in the structure then go to the Mayor's Office. There is no argument the airport is the driving economic force in the area and if it fails, all the communities fail. Winooski is going through an economic development strategic planning process and the proximity to the airport is a huge asset. That should be built into the governance of the airport.

Gene Richards said the airport is responding to Winooski, but apparently the information is not getting to the Mayor so a contact person needs to be identified.

11.0 ADJOURNMENT

11.01 Next meeting: September 25, 2017 at 4 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 4:32 PM.

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