

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
August 21, 2019**

DRAFT

MEMBERS PRESENT: Jeff Munger
Bill Keogh
Helen Riehle
Tim George
Jeff Schulman [arrived 4:30 PM]

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Deputy Director of Aviation
Marie Friedman, Director of Finance
Jonathan Perrault, Director of Operations
Shelby Losier, Director of Ground Transportation Services
Larry Lackey, Director of Engineering & Environmental Compliance
Hannah Lumbra, Administrative Assistant
Andrew Laderoute, Marketing Assistant

OTHERS PRESENT: Erin Desautels, Vermont Small Business Accelerators, LLC
Tim McCole, Heritage
James Leas, citizen

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:04 PM on August 21, 2019.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Tim George, to approve the agenda as presented VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.

3.0 CONSENT AGENDA

3.01 Minutes – July 17, 2019

3.02 Fare Comparisons

3.03 Enplanements

MOTION by Bill Keogh, SECOND by Tim George, to approve the consent agenda, Items 3.01-3.03, and take the actions indicated.

DISCUSSION:

- Nic Longo noted at the end of the fiscal year the final enplanement count for the year was 693,000, a 12% increase.

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

4.0 ACTION REQUIRED

4.01 Consulting Services Agreement with Ricondo & Associates, Inc.

MOTION by Bill Keogh, SECOND by Tim George, to authorize the Aviation Director to execute Task Authorization #2 for On-Call Airport Consulting Services

with Ricondo & Associates, Inc. in the amount up to \$46,208 with a 15% contingency (total authorization of \$53,139) upon review and approval by the City Attorney's Office.

DISC.

- Staff explained the process to be able to collect PFCs and use of the funds.

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

4.02 Rehabilitation of the Valley West Apron

MOTION by Bill Keogh, SECOND by Tim George, to authorize the Director of Aviation to do the following:

- Execute engineering contracts with Jacobs Engineering Group, Inc. in the amount up to \$133,762 with a 10% contingency (total authorization of \$147,138.20) upon review and approval by the City Attorney's Office.
- Execute a construction contract with Engineers Construction, Inc. (ECI) in the amount of \$742,335 with a 15% contingency (total authorization of \$853,685.25) upon review and approval by the City Attorney's Office.
- Executive a Military Cooperative Construction Agreement (MCCA) with the National Guard Bureau (NGB) for reimbursement of design, administration, engineering, and construction work costs associated with the apron repair upon approval by the City Attorney's Office.
- Approve the budget neutral amendment as follows: Federal Grant Revenue \$1,184,500 (401-35-000.4875_125) and Capital Grant Expenditures \$1,184,500 (401-35-000.9500_110).

DISCUSSION:

- Larry Lackey explained the airport leased the Valley West apron to the National Guard while construction was underway on the taxiway used by the military. Some damage and wear and tear occurred on the apron which the National Guard is fixing.

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

5.0 PUBLIC FORUM

James Leas, citizen, spoke against basing the F-35 planes at the airport because the airport is a civilian airport in a civilian neighborhood.

6.0 COMMUNICATION/DISCUSSION

6.01 Construction Update

Larry Lackey gave an update on the progress of projects at the airport. The projects include the air carrier apron rehab (work continues), Taxiway Golf realignment Phase 1 (done) and Phase 2 (waiting for grant), Air National Guard apron (work on hold temporarily), QTA (under construction and on schedule), mill overlay (complete), airport master plan (ongoing), hotel (waiting for storm water and waste water permits), Valley West apron, parking garage maintenance (expansion joint work out to bid to be complete in October), terminal integration (underway), hangar roof (complete), HVAC (complete), FAA roof (complete).

6.02 Financial Update

Marie Friedman reported revenues are up slightly one month into the new fiscal year. Expenditures are on par with last year. Some projects will be done early on so there will be expenditures earlier in the year. Staff will give a presentation on the airport's financial standing to Fitch in September.

7.0 SOUTH BURLINGTON SEAT UPDATE

No report.

8.0 DIRECTOR'S REPORT

Gene Richards introduced the new Director of Operations at the airport, Jonathan Perrault. Mr. Perrault mentioned his experience managing an airport similar to Burlington International Airport.

Aviation Director Richards reported on the following:

- Connecting corridor (work underway)
- Abnaki display on the history and culture of the tribe
- Recycle education focused on water bottles and plastic bags
- Changes at Heritage, Mansfield Flight, and Beta Technologies
- South Burlington water retention system at Kirby Circle
- Hotel progress (permitting complete, terms of lease being renegotiated)
- F-35 planes on schedule for arrival beginning in September
- New logo for airport to mark the 100-year celebration.

Erin Desautels briefed the Airport Commission on activities planned for the 100th year of the airport's operation.

9.0 COMMISSIONER ITEMS

9.01 Sound Mitigation Program

Staff gave an update on the Sound Mitigation Program which is a year ahead of schedule. The public process is nearly complete. The airport is required to provide a 10% match for the cost of the program. The airport will be looking for partners, such as the state, surrounding towns, and the National Guard, to help with the match. The sound program is for the people, decided by the people, not the elected or appointed officials. The airport is trying to figure out how to make the program work and take advantage of the opportunity to improve the houses around the airport.

Nic Longo reviewed the schedule for the Noise Exposure Map and Noise Compatibility Program.

9.02 Hotel Negotiations

Gene Richards stated the city's policies with negotiations must be followed with the hotel. The Airport Commission will be involved if a change in policy is needed. Staff is working with Attorney Jeremy Farkus and consultant, Jeff Glasberg.

10.0 ADJOURNMENT

MOTION by Bill Keogh, SECOND by Helen Riehle, to adjourn. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 5:51 PM.

RScty: MERiordan