

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
August 22, 2018**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Tim George
Helen Riehle [arrived 2:41 PM]

MEMBERS ABSENT: Jeff Schulman

BTV STAFF PRESENT: Gene Richards, Director of Aviation [via telephone]
Nic Longo, Deputy Director of Aviation [via telephone]
Kelly Colling, Deputy Director of Aviation/Director of Operations
Marie Friedman, Director of Finance
Larry Lackey, Director of Engineering & Environmental Compliance
Rick Brown, Director of Maintenance
Shelby Losier, Director of Ground Transportation
Hannah Lumbra, Administrative Assistant

OTHERS PRESENT: Tim McCole, Heritage Aviation

[Note: Minutes reflect the order of the published agenda.]

1.0 CALL TO ORDER

Airport Commission Chair, Jeff Munger, called the meeting to order at 2:35 PM on August 22, 2018.

2.0 AGENDA

MOTION by Bill Keogh, **SECOND** by Jeff Munger, to approve the agenda as presented. **VOTING: unanimous (3-0)** [Helen Riehle not present for vote]; motion carried.

3.0 EXECUTIVE SESSION

3.01 Runway Repair

MOTION by Bill Keogh, **SECOND** by Tim George, to find that premature disclosure of discussion of anticipated agreements for which negotiations have not yet concluded or begun would place Burlington International Airport at a disadvantage, and based on the finding of premature disclosure placing Burlington International Airport at a disadvantage to go into Executive Session to hear an explanation from staff of the process of securing runway repairs and invite all members in attendance of the Airport Commission, airport staff, and consultants. **VOTING: unanimous (3-0)** [Helen Riehle not present for vote]

Executive Session was convened at 2:41 PM.

MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 2:50 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Bill Keogh, SECOND by Helen Riehle, to authorize Burlington International Airport to seek additional authorizations related to runway rehab work from the Board of Finance and City Council without first securing recommendations from the Airport Commission. VOTING: unanimous (4-0); motion carried.

4.0 PUBLIC FORUM

Tim McCole, Heritage Aviation, thanked Gene Richards and the South Burlington Fire Department, especially Chief Brent, for the knowledgeable and professional response to a small fire from a lithium battery at Heritage on July 19, 2018.

5.0 APPROVE/RECOMMEND TO BOARD OF FINANCE AND CITY COUNCIL

5.01 Contract Amendment with PGAL Architects and Stantec Consulting

MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council for approval the contract amendment with PGAL Architects and Stantec Consulting for the design of the Quick Turnaround Facility (QTA).

DISCUSSION:

- **Tim George asked about the target cost for the facility. Larry Lackey said the amount was reduced from \$7.9 million to \$5 million plus a 10% contingency and engineering costs.**
- **Nic Longo pointed out the approval is for the architect and engineering contract to get the bid documents prepared. The package with a maximum guaranteed price will be brought to the Airport Commission for approval.**

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

5.02 Grant Acceptance of Air Carrier Apron Phases 5 & 6

Larry Lackey explained Phases 1, 2, and 3 are done. Phase 4 will start in spring 2019. The grant was received for Phase 4 (expected at the end of the federal fiscal year). The grant application was prepared for Phases 5 and 6 because the FAA may have discretionary money available at the end of the federal fiscal year. Marie Friedman added there is a short window to get the grant signed and that is why the application for Phases 5 and 6 is being done now.

Helen Riehle asked if this will complete the entire project and how long the lifespan is for the apron work. Larry Lackey confirmed the project is complete once all the phases are done and the apron should last at least 10 years.

MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval acceptance of the FAA grant for the air carrier apron Phases 5 & 6. VOTING: unanimous (4-0); motion carried.

5.03 National Weather Service (NOAA) Lease Agreement

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval the lease agreement with the National Weather Service.

DISCUSSION:

- **Helen Riehle asked if NOAA will look for other space after the three year extension expires. The loss of the annual revenue from the lease (\$233,000) will be significant. Marie Friedman said NOAA has been looking for alternate space. Now all leases must be bid. Gene Richards explained NOAA is required to go out to bid for other government buildings, but this did not work out so they asked for an extension of the current space. The airport will negotiate for a better long term agreement. NOAA is looking at two other properties at this time.**
- **Tim George noted the increases are 7.8% in year one and then stay at the same rate for years 2 & 3. Mr. George asked if there are any concerns about the tenant. Gene Richards said the people involved now can negotiate a decision. NOAA loves the current location, but must follow protocol. The airport will provide the upgrades they need.**

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

5.04 Platinum Plumbing & Equipment Lease Agreement

Tim George asked if \$10/s.f. is comparable to other prices charged for building space. Nic Longo said the price is fair market value for that commercial building.

MOTION by Helen Riehle, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council for approval the lease agreement with Platinum Plumbing & Equipment at 3060 Williston Road, Unit 1. VOTING: unanimous (4-0); motion carried.

6.0 CONSENT AGENDA

6.01 Approve Minutes: July 18, 2018

6.02 Passenger and Operational Statistics

6.03 Fare Comparison with Cost Estimate Calculator

6.04 Financial Package

MOTION by Bill Keogh, SECOND by Helen Riehle, to approve the consent agenda (Items 6.01 through 6.04), take the actions indicated, and place the items on file.

DISCUSSION:

- **Tim George asked about the debt service calculation. Marie Friedman said the score that must be met is 1.25, but the agreement with the auditors is 1.5. The ratio varies month to month, but the airport will end the fiscal year with a score of 1.5.**

- **Gene Richards stated the airport is doing well, but continues to be cautious and to look at projections for the future. The next six months look strong if the rhythm and projections hold with the potential to exceed the debt ratio target this year.**
- **Nic Longo referred to the passenger and operational statistics, noting enplanements for calendar YTD are 40,000 passengers higher than the prior year. Total passenger count is nearly 90,000 more than last year. Meetings with airlines have been very positive. The airlines anticipate an increase in capacity of over 30%. Significant records with revenues and enplanements will be set. The airport will be approaching 700,000 enplanements this year. The numbers have been around 600,000 enplanements for the past two years.**

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

7.0 COMMUNICATION/DISCUSSION

7.01 Construction Update

Larry Lackey reported:

- Phase 4 and Phase 5 work on the apron will be done in 2019. Phase 6 will be done in 2020 and then the apron work will be complete. The layout of the airlines on the concourse will change to American Airlines at the south concourse and JetBlue at the north concourse.
- Taxiway Golf realignment is moving along. The taxiway should be back in operation by mid-October.
- VANG is seeing if the threshold for Taxiway Foxtrot does not need to be relocated. Any relocation will likely not happen until next spring.
- Permits for the QTA facility will be modified this fall. The project will start in the fall or spring.
- Taxiway realignment Phase 2 forecasting is anticipated and once received will proceed to design.
- TAC and Regional Advisory Committee meetings on the Master Plan are being scheduled. Next TAC meeting is 8/28/18 at 11 AM.
- Next Sound Mitigation Meeting is 8/29/18 at 5 PM.
- New proposals are out for the UIC system (storm water management).

7.02 Parking Garage Update

Shelby Losier reported Phase 1 of the three part install of the parking garage system is complete so the technology is in place. Phase 2 is finishing construction. The garage will be fully open once inspected and then the entrances and exits will be repaved and the parking program implemented. General revenue is being collected now through the system. The rewards programs will be rolled out once the garage is fully open. The parking garage is seeing lots of buses (camps), Canadian traffic, and tourist traffic.

Jeff Munger asked about lighting in the garage. Shelby Losier said staff has looked at some lighting specs and is exploring options.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- The summer has been busy with the parking garage conversion and other projects. The airport team is amazing and impressive with getting so much work done while carrying the heaviest workload in years.
- Staff continues to nurture the relationship with the airlines and the surrounding communities.
- The Pizzagalli Family is sponsoring a display of aviation history with WWII planes and veterans at the airport in September. [Tim McCole added the three day event sponsored by John Pizzagalli will be September 14, 15, and 16 and include display of P-51, B-25, P-35 Lightning, B-17 aircraft.]
- Work on the airport hotel is scheduled to begin April 2019.
- When the QTA is ready to go the project will proceed.

Bill Keogh asked about the following:

- Emergency drill that was held at the airport - Kelly Colling said the drill went well and staff is working through the after actions report. The Airport Commission will be kept informed.
- FAA inspection – Kelly Colling said the airport received only one discrepancy for not completing a daily airfield inspection report. A procedure is now in place to avoid repeating the situation in the future.
- Drone – Kelly Colling said work is ongoing on ways airports can detect and counter drones. Different rules apply for hobby drones versus commercial drones.

9.0 SOUTH BURLINGTON SEAT UPDATE

Helen Riehle announced:

- Appointment to the Airport Commission was officially voted by South Burlington City Council.
- South Burlington created a dog park task force and would like to see if there is another area on airport property for a dog park.
- No complaints were received from residents after the information on the runway work was provided. It is an effective methodology to inform the residents of what is going on at the airport.

10.0 COMMISSIONER ITEMS

No report.

11.0 NEXT MEETING/AGENDA and ADJOURNMENT

Next Meeting: September 19, 2018 at 4 PM.

**MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn the meeting.
VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 3:40 PM.

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