

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
September 12, 2016**

APPROVED – 10/14/16

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Alan Newman  
Pat Nowak  
Jeff Schulman [left 4:29 PM]

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Director of Planning and Development  
Marie Friedman, Airport CFO  
Amanda Hanaway-Corrente, Director of Engineering &  
Environmental Compliance  
Erin Knapp, Director of Marketing  
Kelly Colling, Director of Operations

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

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**1.0 CALL TO ORDER**

Chairman Jeff Munger called the meeting to order at 3:07 PM on September 12, 2016.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the agenda with the addition of a report on the information services RFP as Item 8.4. VOTING: unanimous (5-0); motion carried.**

**3.0 CONSENT AGENDA**

3.1 Approval of Minutes: August 15, 2016

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda including the minutes of August 15, 2016 as presented. VOTING: unanimous (5-0); motion carried.**

**4.0 PUBLIC FORUM**

None.

**5.0 FINANCIAL PACKAGE**

Marie Friedman highlighted:

- Revenues were higher in July.
- The airline agreement is close to being finalized and billing will be done retroactively. The Trend Analysis does not reflect landing fee revenue and the debt service ratio was not calculated because revenue figures are still coming in.
- Garage revenue was lower in July, but slightly higher in August.
- Staff is preparing for the auditor in mid-October. It is anticipated the airport will be in good standing.

There was discussion of parking revenue. Marie Friedman explained all costs are now entered (personnel, hardware, etc.). The airport is paying a \$50,000 management fee to Burlington Public Works to help with the transition of the garage to airport operations. DPW is providing a manager on call and scheduling. The RFP is due 9/19/16 at DPW for a consultant to do an RFP for hardware and software for the garage. Staff will forward the RFP for the consultant to the Airport Commission.

**MOTION by Bill Keogh, SECOND by Alan Newman, to accept the financial package and place the information on file. VOTING: unanimous (5-0); motion carried.**

## **6.0 ACTION NEEDED**

### **6.1 Approve/Recommend Grant Offer for Airport Acquisitions**

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the adoption of the resolution for the grant offer for airport acquisitions.**

**DISCUSSION:** Staff reported the following:

- **The grant is \$14 million. The project is \$15.5 million. The airport wants to end the home purchase project for noise mitigation, but the FAA feels all the houses within the 65 DNL should be purchased (approximately 900 houses). The airport is not in favor of doing this, recognizing the tax base for South Burlington and the need for housing.**
- **The \$14 million grant will be used for 39 properties within the 73 DNL which is the former DNL (the line was extended due to the terrain and the FAA saying the houses within the area cannot be insulated for noise mitigation). Of these properties so far 13 owners want to sell. The airport does not want to buy the properties, but is obligated to make the offer. The owners have a year to make a decision. Certified letters will be sent and each property owner within the program jurisdiction will be contacted directly.**
- **The airport will finish the home buy program per FAA directive and then go to the noise insulation program.**
- **Through Phase 2 of the program if a house does not qualify for purchase through the FAA program then the airport can purchase the house, insulate it to make it a compatible use with the noise, and then resell.**

**Bill Keogh stressed being very clear in explaining the program to the homeowners to avoid the airport being accused of going back on its word.**

**There were no further comments.**

**VOTING: unanimous (5-0); motion carried.**

### **6.2 Approve/Recommend Grant Offer for Noise Compatibility Program Study**

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve and recommend to the Board of Finance and City Council for approval the memo and resolution on the grant offer for the Noise Compatibility Program Study.**

**DISCUSSION: Nic Longo explained the resolution covers the planning process for the insulation program and then the airport can apply for the grant. The project cost is \$450,000. The grant is \$405,000. FAA approval is needed before implementing the program. The program is offered to property owners directly with the intention to mitigate noise impacts. Burlington is the #1 program in New England for noise mitigation so the potential to receive the grant is high. Alan Newman asked if people have the option to either sell or insulate their house. Nic Longo said the insulation program is not yet in place so the only option presently is to sell. Also, not every house will qualify for the insulation program. People within the acquisition line want to sell and move. Jeff Schulman asked how the program will roll out. Nic Longo said with this program the FAA awards the grant before any appraisals or sales contracts are done. The grant is based on the estimated cost of the project. Once the grant is approved the contracts will be put in place. There were no further comments.**

**VOTING: unanimous (5-0); motion carried.**

## **7.0 FOR CONSIDERATION**

### **7.1 Airport Commissioners' Policy File – 2<sup>nd</sup> Draft**

Bill Keogh reported work on the policy file continues. A final draft should be available at the next meeting. Nic Longo added there will be a copy of the procedure rules in each commissioner's notebook.

There was mention of designating the meeting room by name in the policy. Nic Longo explained the Open Meeting Law requires the agenda, date, time, and location (specific room) for the meeting be advertised. A change in venue must be published as well. The information is posted in three public locations in the city, in the local newspaper, and on the website.

Alan Newman mentioned reconsidering the meeting time of 3 PM to generate more community involvement. Bill Keogh said a special meeting can be held to address the convenience of the public if there is an item of public interest. It was noted often the business conducted at the Airport Commission meetings must be complete for approval at the Board of Finance or City Council meetings that follow.

## **8.0 COMMUNICATION/DISCUSSION**

### **8.1 Construction Update**

Amanda Hanaway-Corrente reported:

- Mobilization began August 29<sup>th</sup> to upgrade the existing system that treats storm water and glycol runoff. The work should be complete by November 27<sup>th</sup> weather permitting and with no delays.
- The car rental facility project is on hold due to the issue of the underground tanks which must be addressed by the tank owner. Talks are moving slowly.

- The \$4 million grant for the apron rehab project is anticipated, but not yet received. The project will have to be postponed until next year at this point.
- Next year's projects include extension of Taxiway Bravo for the approach to Runway 109 and alignment of Taxiway Gulf with Taxiway Kilo. The two projects are a combined \$30 million and will take two years to complete.
- VANG will be rehabbing their taxiways and apron over the next two years. Taxiway demolition will begin later this year.

## 8.2 Marketing Update

Erin Knapp reported on events at the airport:

- The jet pull fundraiser for the American Cancer Society (research) was successful and raised over \$20,000. The airport will host the event again next year. Upcoming events include Girl Scouts Cookies and Cocktails and Rock, Paper, Scissors Tournament. The Mayor, Burlington Free Press, and local celebrities will be judges. There will be a silent action, bar, and food.
- Champlain College has finalized the graphics for flight display and will have an unveiling. Airport Commission is invited.
- New video advertisement will be in story form in partner with Hotel Vermont. The story is a couple from Montreal staying at Hotel Vermont and flying out of Burlington Airport.

Gene Richards mentioned the following:

- The Perrywinkle ad on the escalator provides \$700 per month in revenue to the airport.
- Staff is working with the Burlington Free Press to modernize (digital screens) and clean up the kiosk.
- An RFP is being done to look at opportunities that generate revenue for the airport.
- Gravity the Elephant is on leave for a semester at Champlain College. Staff is seeking art pieces to fill in the empty space.
- Erin Knapp has taking a position in Boston and will be leaving the airport.

Alan Newman suggested a sign informing people of what is available post-TSA would be helpful to travelers. Gene Richards noted there will be kiosks with touch screens providing information. Erin Knapp said staff has been discussing options for signs with the marketing director for Skinny Pancake.

## 8.3 Fare Comparisons

Nic Longo said comparisons to other airports will eventually be posted on the BTW website. Social media will be used as well.

## 8.4 Information Services RFP Report

Gene Richards reported staff is still reviewing the three responses to the RFP that were received (Vermont Chamber, Lake Champlain Regional Chamber, and an individual from Maine), but none are impressive. Further thought is needed on the direction the airport wants to take.

## **9.0 AVIATION DIRECTOR'S REPORT**

Gene Richards reported:

- The noise committee will hold the first meeting on 9/14/16 at the airport. Twenty three people are invited including residents, staff and elected officials from South Burlington, businesses, Air and Army Guard, FAA, FBO, consultants, airport staff, and legal counsel. It is anticipated the committee will hold quarterly meetings. The purpose of the meeting is to educate people on the noise mitigation process and resources available. Recommendations will be made once the proposal is in (about 18 months from now). All meetings are open to the public. Information from the meetings and the program will be posted on the website.
- American Airlines will begin a new service mid-December direct to LaGuardia. This is in addition to the Delta flight to the same location. Charlotte, NC flights will increase to two per day beginning mid-December. The work of the air service consultant, Sixel, is yielding results in securing additional air service. Sixel also designed the widget on the website that shows the cost difference (travel time, parking, etc.) to flying out of Burlington versus another airport, such as Manchester, NH. [Staff will provide revenues figures on the impact of adding additional flights (i.e. concessions, parking, leases, etc.)]
- Negotiation of the airline lease is complete.
- RFP for janitorial service is due October 3<sup>rd</sup>. Selection is October 31<sup>st</sup>.
- Discussions have been held with BJ Wholesale about renting space on the south end of the airport and with hotel people about two potential locations. Donahue & Associates is handling airport properties. A report will be provided at the next meeting.
- Airport Maintenance has been preparing the airport for the yearly FAA certification.

## **10.0 AIRPORT COMMISSIONERS' ITEMS**

Bill Keogh asked about drones at the airport. Kelly Colling explained per the Part 107 law hobby operators of drones within five miles of the airport must contact the airport and the tower when they are operating. Irresponsible use of drones can be reported to the Flight Standards Office. Commercial operation of drones must secure permission to operate from Air Traffic Control. The FAA considers drones an aircraft so people cannot "shoot them down" even if the drones are operating in private air space. The recommended level of operation is 400' or less. Commercial operations can secure a waiver to operate at a higher altitude.

Pat Nowak mentioned the disappointing internet connection at the Charlotte, NC airport and complimented Burlington Airport on its internet service. Ms. Nowak also mentioned the terrible signage inside the terminal at the Denver Airport. Gene Richards said the airport has BTV fiber and Comcast fiber with 980 outlets so there is speed and capacity.

## **11.0 ADJOURNMENT**

Next meeting is October 14, 2016 at Noon.

With no further business and without objection the meeting was adjourned at 4:35 PM.

*RScty: MERiordan*