

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF SPECIAL MEETING
September 2, 2015**

APPROVED – 9/21/15

MEMBERS PRESENT: Jeff Munger (Chairman) [via teleconference]
Bill Keogh [via teleconference]
Jeff Schulman [via teleconference]
Pat Nowak [via teleconference]

MEMBERS ABSENT: Alan Newman

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Director of Planning and Development
Marie Friedman, Financial Advisor
Erin Knapp, Director of Marketing
Kelly Colling, Director of Operations
Amanda Hanaway-Corrente, Director of Engineering &
Environmental Compliance
Rick Brown, Director of Maintenance

OTHERS PRESENT: Dave Stiller, Heritage
Tim McCole, Heritage
Tina Lindberg, Mansfield Heli-Flight

1.0 CALL TO ORDER

Chairman Jeff Munger called the special meeting to order at 3:06 PM.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the agenda as presented. VOTING by roll call: Jeff Munger-aye, Bill Keogh-aye, Pat Nowak-aye, Jeff Schulman-aye (unanimous); motion carried.

3.0 PUBLIC FORUM

Tim McCole with Heritage mentioned that the Aircraft Owners and Pilots Association reports there are three aviation accidents per week in the U.S. related to fueling safety. Mr. McCole reiterated how important it is that tanks are monitored. There is 100,000 gallons of storage at Heritage and the same safety concerns apply for five gallons or 50,000 gallons.

4.0 ACTION REQUIRED

4.01 Policy Adoption: Aviation Self-Fueling Policy

MOTION by Bill Keogh, SECOND by Pat Nowak, to adopt the report and resolution on the aviation self-fueling policy and forward the material to City Council.

DISCUSSION: Staff clarified the document will not go to City Council because it is a self-standing policy of the airport. Kelly Colling explained people can apply for a permit under the policy to set up a tank and self-fuel for aircraft they own or lease. A policy file will

be created at the airport to hold the policy. There was discussion of whether the amount of liability insurance stated in the policy (\$1 million and \$100,000 per passenger) is adequate. Gene Richards noted Heritage has coverage of \$5 million per incident which may be more appropriate for the airport.

AMENDMENT by Bill Keogh, **SECOND** by Pat Nowak, to adopt the self-fueling policy with the revision to include liability insurance coverage of no less than \$5 million.

CONTINUED DISCUSSION: The following was discussed:

- Bill Keogh asked who monitors what is done. Kelly Colling said the airport follows FAA regulations for fueling. Fuel farms are inspected daily as well as quarterly. Mobile fuelers are inspected daily. Records are maintained. The airport works with the FBO on discrepancies. Records are inspected annually by the FAA. Tim McCole said at Heritage the internal policy is more stringent and requires daily inspection for microbial growth, sediment, and water. Plus there are the quarterly and annual inspections by the airport. Heritage spends 270 man-hours per month on fuel quality and quality assurance.
- Pat Nowak asked if the tanks are above ground and if the new fueling equipment is similar to what is there. Nic Longo clarified no one is proposing a tank at this time. The action is to get a policy in place. Tenants can apply for a permit from Operations and go through the process. Tanks will be located in the area designated for a future fuel farm on Eagle Drive just behind the Heritage fuel farm.
- There was mention of holding all others to the same standards as Heritage with \$5 million in insurance per occurrence and in the aggregate. Gene Richards reiterated the policy is for self-fueling for privately owned or leased aircraft. The fuel cannot be resold. The individual must be qualified to do the fueling and inspection. Tim McCole said Heritage has employees complete a professional training course by the National Air Transportation Association as well as complete equipment specific training. Kelly Colling said the policy requires supervisors and employees to adhere to the same training requirements as Heritage.
- Gene Richards said further questions on the policy are welcomed. Heritage has done a good job and raised the level of safety. The airport wants people to do what they need to do, but not lower the guard on safety.
- Pat Nowak asked if the private aircraft owners requested the policy. Gene Richards said there have been many inquiries for fueling (Mansfield Heli-Flight, Pizzagalli, Vermont Flight School, Commute Air, Perry Sporn), but Perry Sporn has

purchased a portable tank and been pushing for self-fueling. The airport has an obligation to research and do due diligence.

- **Tina Lindberg with Mansfield Heli-Flight asked how many tanks Eagle Drive will hold. Gene Richards said the people who want to self-fuel will build the infrastructure, not the airport, but the airport will follow FAA standards. The area for the tank will be leased. Kelly Colling said the portable tank is only a temporary solution.**
- **Tim McCole said Heritage has 100,000 gallons of Jet A fuel stores and 20,000 gallons of 100 low lead including in the rolling stock and fuel on the truck. Retail fuel prices at Heritage are within 2% of regional prices for Jet A. Logan charges \$7.30 per gallon. Heritage charges \$4.75 per gallon.**

CALL THE QUESTION by Bill Keogh. Discussion ceased.

VOTING by roll call: Jeff Munger-aye, Bill Keogh-aye, Pat Nowak-aye, Jeff Schulman-aye (unanimous); motion carried.

5.0 ADJOURNMENT

Next meeting: September 21, 2015 at 3 PM.

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

VOTING by roll call: Jeff Munger-aye, Bill Keogh-aye, Pat Nowak-aye, Jeff Schulman-aye (unanimous); motion carried.

The meeting was adjourned at 3:29 PM.

RScty: MERiordan