



April 24, 2017

Regular Airport Commission Meeting



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1. CALL TO ORDER

1.01 Call to Order

Type: Action

2. AGENDA

2.01 Motion to Amend/Adopt Agenda

Type: Action

3. CONSENT AGENDA

3.01 Approval of Minutes: March 20, 2017

Type: Action (Consent)



April 24, 2017

Regular Airport Commission Meeting

MINUTES SUBJECT TO CORRECTION BY THE BOARD OF AIRPORT COMMISSIONERS. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMISSION.

BURLINGTON INTERNATIONAL AIRPORT BOARD OF AIRPORT COMMISSIONERS MINUTES OF MEETING

March 20, 2017

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Alan Newman [left at 5 PM]
Jeff Schulman [arrived 3:13 PM and left at 5:04 PM]
Pat Nowak

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Director of Planning and Development
Marie Friedman, Director of Finance
Amanda Clayton, Director of Engineering & Environmental
Compliance
Kelly Colling, Director of Operations
Shelby Losier, Administrative Assistant

OTHERS PRESENT: Erin Desautels, Vermont Small Business Acceleration
David Stiller, Heritage
Tim McCole, Heritage
Ben Myer, Heritage
Wiley Ray Hill, VANG F-16 pilot

1.0 CALL TO ORDER

Chairman Jeff Munger called the meeting to order at 3:04 PM on March 20, 2017.

2.0 AGENDA

MOTION by Bill Keogh, **SECOND** by Pat Nowak, to approve the agenda with the addition of Item 7.3 – Underground Injection Control Contract with Stantec.

DISCUSSION: The following was discussed:

- Alan Newman requested adding to the agenda discussion of the situation with South Burlington with the appropriate audience present. Mr. Newman said it appears Winooski and Williston will have more of an impact than South Burlington so the concerns of those areas should be included as well.

- Pat Nowak suggested an update from South Burlington be a regular item on the agenda.

- Jeff Munger suggested adding Item 10.2 - Discussion regarding South Burlington to the agenda.

There were no further comments.

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

Staff will add an update from South Burlington as a regular agenda item and an update from other communities, such as Williston and Winooski, as a regular agenda item.

3.0 CONSENT AGENDA

3.1 Approval of Minutes: February 21, 2017

MOTION by Bill Keogh, **SECOND** by Alan Newman, to approve the consent agenda including the minutes of February 21, 2017 as presented.



April 24, 2017

Regular Airport Commission Meeting

DISCUSSION: Pat Nowak said the note in the minutes to contact her for information on Task Order #4 would be better directed to Nic Longo.
VOTING: unanimous (5-0); motion carried.

4.0 PUBLIC FORUM

There were no comments from the public.

5.0 FINANCIAL PACKAGE

Marie Friedman reported:

- Revenues are at 59% of budget as of the end of January 2017. Last year at the same time revenues were at 58% of budget.
- Parking revenues are up \$83,000 as of the end of January. February is the first month revenues tracked less than the prior February.
- Terminal rates are higher due to the increase in FY 17.
- Expenditures are at 52% of budget. The airport will use the tax settlement prudently.
- Debt ratio is 2.25 as compared to 1.98 last year at the same time.
- AIP receivables is \$3.8 million. The airport has spent \$7.7 million this year and collected \$6 million so far this year. There is \$2 million outstanding on the GAN.
- The airport owes \$385,000 to pooled cash, but has \$2.2 million in the airport account.
- FY18 budget process has begun.

Alan Newman asked if the performance of the parking garage is compared to flight cancellations. Marie Friedman said she looks at enplanements and occupancy rates.

Alan Newman suggested restructuring the airport account and what is owed to pooled cash to avoid being charged a fee by the city. Staff will have DFO Rich Goodwin look at this and other instruments. An update will be given at the next meeting.

Alan Newman requested expense comparison this month compared to the same month last year be provided in the finance report.

5.1 Moody's Investor Services Presentation and Update

Marie Friedman reported Moody's was very receptive and recognized the accomplishments of the airport following a presentation given by airport staff.

MOTION by Bill Keogh, SECOND by Alan Newman, to accept the financial report and place the information on file.

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

6.0 EXECUTIVE SESSION

6.1 Heritage Aviation Airline Rate Negotiations

MOTION by Alan Newman, SECOND by Jeff Schulman, to go into Executive Session to discuss contract negotiations with Heritage Aviation where premature public knowledge would place the City of Burlington and the airport at a disadvantage, and to invite airport staff and representatives of Heritage Aviation to attend.

DISCUSSION: The following comments were made:

- Bill Keogh stated the airport is not part of the contract so he will vote against going into Executive Session.
- Pat Nowak stated if the information is something that should be discussed in open session then going into Executive Session should be reconsidered.
- Gene Richards said Heritage has agreements with airlines. There is a significant change happening which could impact the airport and the FBO. The Airport Commission should be informed on the matter.

There were no further comments.

VOTING: 4 ayes, one nay (Bill Keogh); motion carried.

Executive Session was convened at 3:40 PM.

MOTION by Jeff Schulman, SECOND by Alan Newman, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 4:23 PM.



April 24, 2017

Regular Airport Commission Meeting

7.0 ACTION NEEDED

7.1 Hoyle Tanner Contract – Garage Repairs

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve and recommend to City Council for approval the Hoyle Tanner Contract for garage repairs. VOTING: unanimous (5-0); motion carried.

7.2 UIC Permit Management Contract - Stantec

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to City Council for approval the Permit Management Contract with Stantec.

DISCUSSION: Amanda Clayton explained the \$93,000 contract is for underground injection control work (permit and inspection). Every year there will be UIC work. There were no further comments.

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

7.3 UIC Contract – Stantec

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to City Council for approval the UIC contract with Stantec.

DISCUSSION: Amanda Clayton noted the following:

- In 2014 UIC rules were updated and de-icing and fueling on the apron was not allowed.
- DEC concern of no fueling operations on the apron must be met or the airport will be shut down.
- The airport is seeking AIP funding for the work. The work must be done regardless.
- The UIC system is designed to operate 24/7 year round (handling glycol in winter and storm water in summer).

There were no further comments.

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

8.0 COMMUNICATION/DISCUSSION

8.1 Construction Update

Amanda Clayton reported there is no change in the status of projects from the prior month's report.

8.2 South Burlington Zoning Enforcement Action

Amanda Clayton briefed the Airport Commission on the notices of violation (two of them) issued by South Burlington for airport owned property, one at 3060 Williston Road where a dumpster was not in the location shown on the site plan and the other at the quarry which was accepting fill from VANG. The airport was in the process of getting a permit for the fill (288,000 cubic yards) which will increase the grade at the quarry by four feet. The airport hopes to develop the quarry area as an industrial park at some point in time (South Burlington would realize additional tax money from the industrial park). VANG does not need a permit to truck the material. The airport needs a permit for the material to be dumped at the quarry and was in the process of getting all necessary permits when the violation was issued by South Burlington.

Gene Richards mentioned the difficulty the airport is having with South Burlington relative to airport owned property. Mr. Richards mentioned there is \$76 million in government projects being held up by South Burlington at the risk of VANG choosing another location for the material. The sand material being dumped by VANG is valuable (worth approximately \$2 million). South Burlington would like the material to be used to build a berm which the FAA will not approve.

There was continued discussion of the strained relationship between South Burlington and the airport, and the need for South Burlington City Council to represent the entire community, not a very small number of people who oppose the F-35 and the airport. Amanda Clayton said a meeting is scheduled with the South Burlington Planner, engineers, and attorneys to discuss the notices of violation to be followed by a hearing before the South Burlington Development Review Board.

Amanda Clayton reported another enforcement action by South Burlington involved Taxiway Gulf. For the first time that can be recalled South Burlington Planning and Zoning Office asked for a second hearing on the project after a hearing before the DRB was already held. The airport received a letter from South Burlington requesting information and gave the airport only two days to respond. The airport did respond within the prescribed time period, but then South Burlington said there are more questions and the DRB may be asked to delay the hearing. Staff feels the questions could have been addressed at the first DRB hearing. Legal counsel will be attending the meetings with South Burlington. Airport staff has tried hard to work with South Burlington without much success. Gene Richards added the airport must do what the FAA requires and will do what can be done to be a good neighbor to South Burlington.

Jeff Schulman urged Pat Nowak to communicate to South Burlington that playing politics and manipulating the zoning process to delay the airport is unfair to the South Burlington community and the larger community as well. Pat Nowak agreed, adding that clearly there has to be some sense of reality of what is happening financially. It is hoped an economic piece was presented



April 24, 2017

Regular Airport Commission Meeting

to the DRB.

Amanda Clayton will forward the email showing the attendees at the DRB meeting to the Airport Commission .

8.3 Marketing Update

Shelby Losier highlighted events/activities at the airport that include:

- Fashion Show for the Vermont Refugee Program
- Vermont Orchestra performances
- American Cancer Society Pulling for Hope (plane pull) in September
- Advertising revenue FY16 Second Quarter was \$21,565. Advertising revenue FY17 Second Quarter was \$42,221. The benchmark was \$22,000 which was exceeded except for one quarter in FY17.
- Annual contracts for space in the terminal in October totaled \$140,000 and increased to \$208,000 in January.
- Other amenities at the airport include branded Wi-Fi, backlit displays, charging stations, zip lines, interactive flight station, "grafinity" paint, coupons for products, Johnson Woolen Mill products, Gravity the Elephant and story, mural by Charlie Hudson, balloon chair.
- Ideas in the works include interactive vendor information displays, more branded parking spaces and rebranding, backlit displays, wall tiles, digital displays, commercials and ads, changing the appearance of the mamava rooms to pods, art with a purpose displays.

8.4 Passenger and Operational Statistics

8.5 Fare Comparison with New Cost Estimate Calculator

8.6 Airport Commission Status List

No reports given.

9.0 AVIATION DIRECTOR'S REPORT

Gene Richards said the earlier discussion about the relationship between South Burlington and the airport was the Director's Report.

9.1 Update on Sound Mitigation Program/Meetings

No report given.

Pat Nowak asked that the material for the noise mitigation meeting be send to the entire Airport Commission .

10.0 AIRPORT COMMISSIONERS' ITEMS

10.1 Recording Airport Commission Meetings

10.2 Discussion re: South Burlington

No reports given.

11.0 ADJOURNMENT

Next meeting(s) and Agenda:

- April 17, 2017 – Airport Commission meeting, 3 PM
- Agenda items will include an update from Rich Goodwin, DFO

MOTION by Bill Keogh, SECOND by Pat Nowak, to adjourn the meeting. VOTING: unanimous (3-0)[Alan Newman and Jeff Schulman not present for vote]; motion carried.

The meeting was adjourned at 5:23 PM.

RScty: MERiordan



BTVCommission032017DRAFT.pdf

3.02 Financial Package

Type: Action (Consent)



Financial Package.pdf



April 24, 2017

Regular Airport Commission Meeting

3.03 Construction Update

Type: Action (Consent)

Construction Update.pdf

3.04 Passenger and Operational Statistics

Type: Action (Consent)

3.4 -Passanger and Operational Statistics.pdf

3.05 Fare Comparisons With Cost Estimate Calculator

Type: Action (Consent)

3.5a - Cost Calulator Comparisons W BTV.pdf

3.5b - Cost Calulator Comparisons.pdf

4. PUBLIC FORUM

4.01 Verbal Comments

Type: Public Hearing

5. ACTION: For Approval and Recommendation to Board of Finance and City Council

5.01 Applied Research Associates - Safety Risk Assessment

Type: Action

Recommended Action: To approve and recommend to City Council and Board of Finance

6.1a -ARA Safety Assessment
Contract_MEMO.pdf

6.1b - ARA Safety Assessment Contract.pdf

5.02 AIP - Kobo - Beacon Replacement Contract

Type: Action

Recommended Action: To approve and recommend to City Council and Board of Finance

6.2a - AIP-Beacon Kobo Agreement
Contractor Award Memo updated 4.18.17.pdf

6.2b - BTV_Beacon_Cntrct_docs.pdf

6.2c - Kobo Bid Docs.pdf



April 24, 2017

Regular Airport Commission Meeting

5.03 AIP - SD Ireland Brothers, Inc. - Noise Compatibility Program

Type: Action

Recommended Action: Approval and Recommendation for Contract with SD Ireland Brothers, Inc. Noise Compatibility Program

 6.3 - AIP-SD Ireland Contract - 1083 Airport Drive.pdf

 6.3 - 1083 Airport Change Order FINAL-signed.pdf

6. COMMUNICATION AND DISCUSSION

6.01 Security Delays Presentation

Type: Communication

 Security Delays National vs BTV.pptx

6.02 Kevin Dorn, South Burlington City Manager

Type: Communication

6.03 South Burlington Commission Seat Update

Type: Communication



April 24, 2017

Regular Airport Commission Meeting

6.04 Streamline of Meetings Memo

Type: Communication

MEMO TO: Burlington Airport Commission & Staff
FROM: Bill Keogh, Vice Chair
SUBJECT: Streamlining Meeting

April 4, 2017

It was apparent at our Commission meeting on March 20 that members would prefer to have meetings end by 5 p.m. I have shared this concern with Chair Munger and Director Richards and Staff. To streamline our meetings, here is what we propose to do:

On the Consent agenda, we will include not only minutes of the previous meeting, but also:

1. Construction update
2. Marketing update
3. Passenger & Operational statistics
4. Fare comparisons

If a Commissioner has questions or wants discussion on one or more of these, the items can be removed and placed on the Deliberative agenda, with a motion to do so. We should have read these documents before the meeting.

Marie Friedman does a lot of work on the financial report, which is quite detailed. Do you want her to render that report every month or is the one page summary sufficient? We can put the financial report on the Consent agenda and the one-pager on the Deliberative agenda. Marie will do whatever meets our needs. Please share your views at our next April 24th meeting.

Any Executive Session should be scheduled at the end of our meetings, unless there are extenuating circumstances. End of the meeting is preferred, since people not involved can go home, unless there is a decision after the session.

It is important that all members participate in our discussions. At our last meeting, we did not fully deal with the role of So. Burlington's seat on the Commission. We did not talk about Sound Mitigation programs, and Status List. These ought to be listed as separate items at our next April 24th meeting.

Lastly, during our discussions, we have to stick with the subject at hand and not jump around, which we are apt to do. This will need some adjustment because we are not used to it. We can be patient and respectful. When we stray from a topic, a "Point of Order" is raised, thus reminding us to get back on track.

6.05 Commissioner Use of City E-mail's

Type: Communication

6.06 Implementation of BoardDocs

Type: Communication

6.07 Recording of Airport Commission Meetings

Type: Communication

6.08 Commissioner's Status List

Type: Information

8.6 - Commissioner Status List.pdf



April 24, 2017

Regular Airport Commission Meeting

7. DIRECTOR'S REPORT

7.01 Verbal Communication

Type: Communication

8. COMMISSIONERS' ITEMS

8.01 Sound Mitigation Program Update

Type: Discussion

8.02 Terminal Redesign - TSA

Type: Discussion

8.03 Lake Champlain Regional Chamber of Commerce Information Desk Statistics

 Lake Champlain Regional Chamber of
Commerce.pdf

9. ADJOURNMENT

9.01 Motion to Adjourn

Type: Action

Tentative: Next Meeting- Monday, May 22, 3:00 pm, Conference Room 1