

**Summary of the Teterboro Airport Manager's Meeting
Port Authority Conference Room**

90 Moonachie Avenue

May 12, 2020

This meeting took place as a video/audio conference call via WebEx

Welcome

Maria Sheridan started the meeting by taking attendance and welcomed attendees to the meeting.

Airport Management Update

Maria Sheridan reported statistical from April 2020 as follows:

	2020	2019	% Change
Month Ops	1,354	14,724	-90.80
Jets	1,130	12,522	-90.98
YTD	35,741	52,828	-32.34
Fuel (gallons)	438,151	4,744,321	-90.76
YTD	21,867,368	17,905,957	-28.14
International Arrivals	37	702	-94.73
YTD	1,946	2,748	-29.18

Highest Activity Day: 96 Ops - Wednesday, April 29th

Day(s) with operations over - 600: 0 over 700: 0

Traffic is down from this same time last year by almost 91% and down 32% YTD. Mostly as a result of slowdowns from April and half of March. Consequently, fuel is also down by almost 91% and about 28% YTD. International arrivals are down 95% from last year at this time and almost 30% YTD. The airport had no days with operations over 600 or 700. The highest activity day for the month took place on April 29th with 96 ops.

Airport Operations Update

Scott Marsh reported on Airport construction and operations

To date the airport has had 16 positive cases of Covid-19 reported. A total of 6 cases have recovered and returned to work. Please notify the Airport Manager's Office and/or Operations should any more employees at the facilities either test positive or return to work.

The slight uptick in traffic experienced in April may be spill-over from the closure of the main runway at Westchester Airport. This closure is scheduled to continue until May 21st. Teterboro may be seeing the residual effects of this in a slightly increased traffic volume.

Active Port Authority construction projects have all been substantially completed. Two new construction projects scheduled to begin this year have been placed on hold. The Port Authority is reviewing all capital projects and will determine which projects will go forward. A decision is pending on which projects will move forward and which projects will be deferred. The Manager's Office is actively involved in advocating for these projects.

There are two upcoming FAA Projects that Gary Palm will be able to speak more about. These projects involve upgrades to the ILS equipment for both runways and construction of a new Air Traffic Control Tower.

All are reminded to wear facial coverings and practice social distancing. The Manager's Office will be obtaining clarification on requirements for resuming operations during the coronavirus and will notify the facilities shortly.

With regard to plexiglass barriers currently being installed at the customer service desks at some facilities, the Manager's Office will verify with the Port Authority Tenant Coordinator's Office as to how these projects should be handled. A TAA/Minor Works request may be needed. The nearby major airports are installing plexiglass barriers at customer service counters under a TAA/Minor Works Application for this type of work.

The Manager's Office is working on a list of COVID-19 best practices that are related to coronavirus and the resumption of operations.

Recent statistics on a week by week basis show a slight increase in flight activity at the airport. Last week saw a 12% increase week over week and the prior week saw a 95% increase week over week. This may be related to the runway work at Westchester Airport, hopefully it is a sign of traffic picking up across the country and at Teterboro.

The Manager's Office will be sending out information on Security audits to the group in the same manner as was done last month.

With regard to security guard service at the front gates during overnight hours and off-peak hours, the Manager's Office wants to make sure everyone is aware that as long as they have some sort of control to parking lots and to facilities from the customer service desk, they have the option to not have a guard during those times.

Jonathan Seibert added that monthly ID audits will be going out before the end of the week.

Maria Sheridan added that plexiglass barriers that are being considered for guard areas/podiums and at customer desks would have to be included as a TAA/Minor Works Application. In addition, the Port Authority is working on a General Manager's Bulletin recommending mandatory wearing of face covering. Everyone on the airport is already doing this with their employees. This bulletin would apply to crew, passengers, and others visiting the facility. Another area where it is encouraged to wear face covering is outside on the ramp. This is to encourage customer confidence and to win back customer trust in the safety of air travel particularly at Teterboro. Please encourage all staff to wear face covering in addition to practicing social distancing measures.

FAA Update

Garry Palm concurred with the airport statistics presented. The plans for the new ATCT tower are moving ahead very well and they are slightly ahead on the planning and design phase. They just passed the 75% mark, so they are ahead of schedule. They don't anticipate any delays. Staff has been hard hit due to illness from COVID-19. In addition, social distancing restrictions had caused further staff reduction due to self-quarantining necessary by those staff exposed to the virus. Staff reductions were

compounded by administrative staff being classified as nonessential individuals. Operational people who were originally impacted in one way or another have now returned. Operations are fully staff.

Dave Belastock asked Scott Marsh about service enhancements to the ILS under the proposed project. Scott Marsh indicated that the ILS project called for an upgrade in technology. Scott will notify everyone of any service enhancements when more information becomes available at a future date.

Construction Projects at the Airport

Maria Sheridan reported that Frank Wong had retired from the Resident Engineer's Office. Since construction projects from last year are finishing up and all proposed projects are pending, the Port Authority is holding off on replacing the Teterboro Airport Resident Engineer position at the moment. In the interim, the position will be filled by the Newark Airport Engineer of Construction and by members of the Newark Airport CMD Office. If anyone needs anything from the Resident Engineer's office, please contact the Manager's Office for now.

Wildlife Management Update

Terri Riotto reported on wildlife activity for April 2020.

April was a busy month in which Teterboro experiencing almost double the observations of birds in comparison to our historic average. Bird statistics by guild reflect 65% black birds, (which came in a little earlier this year than in past years), 21% song birds and a decent amount of waterfowl. This increase in waterfowl may have been due to the amount of rain we have had. Trapping efforts have started, and 50 raptors were relocated in April bringing the year to date total to 61 Raptors relocated. Off-airport observations were within the normal range compared to this time last year. We had 4 wildlife strikes in April, 3 Kestrel and 1 blue heron. These were all on airport strikes. The number of strikes was lower than in the past 3 years. The peak was in 2017 with 12 strikes.

Maria Sheridan asked if reduced operations was encouraging an increase in bird activity at the airport or if it was more weather related. Terri Riotto felt it was a little bit of both. Lack of air traffic may be causing more bird activity. She had noticed a similar pattern at the other New Jersey Airports.

Part 150 Study

Maria Sheridan made the report for Gabe Andino due to technical issues. The Part 150 study's public meeting was put on hold

TANAAC did not hold a meeting. Materials were sent to them instead.

2019-2020 Winter Weather Season

Jonathan Seibert acknowledged Teterboro Airport's honorable mention for the snow removal team by the Northeast Chapter of the American Association of Airport Executives in the Large General Aviation airport category for the 2019-2020 Balchen/Post Award for excellence in snow/weather operations. Airports are nominated for this award and selected by a selection committee. Six awards are given each year. Teterboro airport received honorable mention for snow removal for the 2019/2020 year. Teterboro has won the award in the past and has been acknowledge in the past as well. Maria Sheridan congratulated the team for a job well done.

CBP Report

Basel Sabbagh provided a reminder of the current flight restrictions in place.

- CBP at Teterboro Airport is open and accepting certain International Arrivals.
- Each flight is looked at individually for origin, crew nationalities, passenger nationalities and what countries visited prior to their arrival.
- Passengers who are citizens of the Schengen Area, U.K., China and Iran and arriving from those areas are inadmissible unless one of the following exemptions apply:
 - o *U.S. citizens and any lawful permanent resident of the United States*
 - o *any alien who is the spouse of a U.S. citizen or lawful permanent resident;*
 - o *any alien who is the parent or legal guardian of a U.S. citizen or lawful permanent resident, provided that the U.S. citizen or lawful permanent resident is unmarried and under the age of 21;*
 - o *any alien who is the sibling of a U.S. citizen or lawful permanent resident, provided that both are unmarried and under the age of 21;*
 - o *any alien who is the child, foster child, or ward of a U.S. citizen or lawful permanent resident, or who is a prospective adoptee seeking to enter the United States pursuant to the IR-4 or IH-4 visa classifications;*
 - o *any alien traveling at the invitation of the United States Government for a purpose related to containment or mitigation of the virus;*
 - o *any alien traveling as a nonimmigrant pursuant to a C-1, D, or C-1/D nonimmigrant visa as a **crewmember** or any alien otherwise traveling to the United States as air or sea crew;*
 - o *any alien using one of the following visas: A-1, A-2, C-2, C-3, E-1, G-1, G-2, G-3, G-4, NATO-1 through NATO-4, or NATO-6*
 - o *members of the U.S. Armed Forces and spouses and children of members of the U.S. Armed Forces.*
- Flights arriving from effected areas carrying passengers must clear at Newark Airport, JFK Airport or another funneling airport.
- If a citizen of a Schengen Area country, U.K., China or Iran has not been in an effected country in the past 14 days, they are eligible to enter.
- Crewmembers are exempt and allowed to clear at Teterboro Airport regardless of nationality or countries visited prior to arrival as they are following FAA Covid-19 guidelines.
- Please contact us for any specific questions or clarification. CBP-Teterboro 201-288-8799

There are no restrictions on Canadians using GA. Canadians using private aircraft are allowed to land at Teterboro. All info can also be found on the CBP website. If anyone is not sure of the process they should call the CBP Office.

The next Meeting Manager's Meeting is currently scheduled to be held on **June 10, 2020**.