

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
MONDAY, DECEMBER 29, 2008  
4:00 P.M.**

**PRESENT:**

Gene Richards  
Miro Wienberger  
Mary Sprayregen  
Jeff Wick

Brian Searles  
Tamara Gagne  
Robert McEwing  
Brad Worthen

Fox 44 News

The meeting was called to order by Brian Searles at 4:03 p.m. with the above referenced present.

**PARKING GARAGE PROJECT PRESENTATION/DISCUSSION:**

Mr. Searles provided an explanation of the key dates and project time line for the proposed parking garage expansion;

01/05/09 – City Council resolution approval of preparatory contract work

01/05/09 - Finance Board approval of March bond vote

01/19/09 – City Council approval of March bond vote

03/03/09 – City vote on ballot item

Mr. Searles also reviewed the details of the approvals received by Finance Board at its December 10, 2008 meeting and subsequent City Council resolution for the preparatory contract work which approved a \$78,000 contract to S,H&E for financial feasibility assessment, a \$1,166,900 architectural, mechanical & electrical engineering services contact with Freeman, French & Freeman, a \$644,900 structural engineering services contract with Hoyle, Tanner & Associates, a \$107,850 contact with Stantec Consulting for air quality and traffic studies and a \$412,323 expense to relocate the FAA Air Traffic remote receiver. Mr. McEwing commented that the referenced services would bring the project through permitting and that the architectural contract represented 2.4% of the overall project costs and 4.6% represents the percentage of the combined architectural, structural and traffic engineering costs. These figures are below a national average by ½ to 0.7%. Mr. Wick questioned whether the contracts were bid and received a response that the structural engineer contact was reached after interviews with four (4) respondents. Due to the continuity required for the construction of overbuilding (the hesitancy for another architect to take on the responsibility of the integrity of the previous design and construction) the firm of Freeman, French & Freeman was chosen. Discussion. The total project is estimated at \$45.3 million which is up from the original \$44.7 million estimate due to the increase in costs for the structural engineer. This

**PARKING GARAGE PROJECT PRESENTATION/DISCUSSION (cont.):**

number represents the full build out – all levels, north and south and green roof. Mr. Richards indicated that he supports the idea of going to the voters in March and getting approval for the projects so that the Airport is poised and ready to react when and if the timing, funds and resources are available. At this point, Ms. Gagne brought Jonathan Leopold, City Chief Financial Officer, into the meeting via conference phone. Mr. Leopold advised that he has been meeting with the Airport staff over the past year plus and most recently with the Board of Finance with regard to this project. He acknowledged that he had concerns about the costs and the economy and though not ready to build today expressed concern that if voter approval is not sought or received this March then the next opportunity will not be until March 2010 and this in itself will put the project timing at risk. He indicated that the Airport should be building this project in the economic downturn. He also advised that his recommendation was to seek approval of revenue supported general obligation bond as it has been almost impossible to sell revenue bonds at an affordable interest rate. Mr. Leopold also advised that the Airport has more than sufficient revenues and resources to support this bond based on its fund balance. In addition, the City is going forward with educating the voters for the BED bond item and the timing to do the same with the Airport could be key. Mr. Leopold's final comments were that the need has been clearly demonstrated and if the Airport continues at the historical growth patterns that it has seen, then there is no choice. There will only be so many times that the Airports' Canadian passengers will drive from Montreal and not get parking before they will stop coming. Discussion. A successful March vote only gives the authority of the voters, but does not mean that the project will immediately proceed. Following voter approval, the Airport must get approval from the Commission, the Finance Board and then the full City Council for various aspects of the project – approval of proceeding with the scope of project (whether scaled back or full), approval of any and all contracts or cost that exceed \$50,000 and approval of selling bonds to support the project. Commissioner Wick questioned who does the sensitivity analyses to which Mr. Leopold responded could be done in house. Discussion regarding the value of the Canadian dollar and potential impact on traffic. The Commission also asked for clarification of the Airports' fund balance and ability to support a new bond. Mr. Leopold advised that the Airport has approximately \$35 million as a fund balance which represents the net worth of the Airport. It would then have the ability to borrow against this fund balance as security for the bond. The estimated annual debt service for a full project scale is \$3.5M per year. The Airport could draw on its reserves for as much as ten years (3.5M/year for 10 years = \$35M) if the worst scenario were to be realized equating to zero additional revenues for the project. Discussion. Mr. Leopold left the meeting. Mr. Wick asked for an explanation of who "S,H,&E" was and whether the selection of this Boston, MA firm meant that there was no qualified Vermont firm. The Airport explained that it reached out to other industry firms and received one other proposal at a substantially higher cost. S,H&E has provided the financial feasibility studies for BTV for its past three revenue bonds. Discussion regarding parking garage

**PARKING GARAGE PROJECT PRESENTATION/DISCUSSION (cont.):**

rates. Mr. Wick indicated that he believes in paying for what you use and that the rates in the garage should be doubled to be more reflective of what it costs to create and maintain the parking structure. Commissioner Richards reflected on past meetings in which he made very similar recommendations. Discussion. Mr. Searles reiterated that he recognizes the opportunities and the Commission concerns and wants to be sure that the Airport has the Commission concurrence for support of the project at this juncture. Mr. Wick asked for additional explanation of how the Commission can pull back the project after it starts and challenged the number of man hours that are behind the cost of the architectural and engineering fee contracts and thinks that they are too high. Ms. Sprayregen indicated that her only concern was with the ability to "put on the brakes". The remaining Commission members echoed that sentiment. Mr. Wick insisted that he wanted more detail about the finances and ability to pay for the project and that nothing has been provided to date. Discussion. Mr. Richards reiterated that there are still many decision points regarding this project that range from what the project looks like (north build, south build, both, roof or no roof, solar or wind or not, etc.) to when those components are started and all of which will be made based on Airport ability to support project (as identified in S,H&E report), economic conditions, and Airport passenger traffic. He also stated the importance of being ready to go with this project if the Airport wants to have a chance to have a piece of the stimulus package funding. Commissioner Weinberger responded that this was "the best conversation in five years" by the Commission and that he is prepared to fully support the preparation of plans (\$2.4M) with the back doors that have been discussed, but is still not comfortable with the lack of figures/information regarding financials. He wants "back of envelope" financials that he feels were not provided but could have been with/by existing staff/resources. Discussion. The Commission indicated their unanimous support for going forward with the expenditure of approximately \$2.4M on preparatory plans, including a financial analysis. Discussion. Commissioner Wick expressed concern about lending his full support to this vote and asked for clarification of approvals being sought by Airport. Mr. Searles responded that he was seeking support by the Commission, as previously approved, to do studies, enablement and design of the garage for future construction and support of the placement of the bond vote on the City of Burlington ballot for approval to sell bonds but not for approval of the project. Commissioner Wick indicated his support as described but wants record to be clear that it is not for approval to build the project, at this time, until he has more information regarding the contracts, project and finances. Remaining Commissioners gave support for the project as defined by Mr. Searles understanding that there were many more decision points before the project is implemented.

**SOUTH BURLINGTON LAND USE/RE-USE PLAN:**

Mr. Searles advised that the Airport would be going before the South Burlington City Council on January 5<sup>th</sup> with the proposed land use plan. A power point of the presentation was available for Commission review but based on time was offered to be mailed to each Commissioner. The Commission was also invited to attend the South Burlington meeting.

**AVIATION TECHNICAL CENTER RFQ:**

The aviation technical career center request for qualifications for a design build response has been advertised, but there is no budget to build. The Airport architectural and engineering partners created the RFQ without cost to the Airport.

The remaining agenda items were deferred to a future meeting.

Discussion regarding the health of Michael Flaherty.

There being no further business, the meeting adjourned at 6:03 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
MONDAY, NOVEMBER 17, 2008  
4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Gene Richards  
Miro Weinberger  
Mary Sprayregen  
Jeff Wick

Brian Searles  
Tamara Gagne  
Robert McEwing

The meeting was called to the order by the Chairman, Mr. Flaherty at 4:06 p.m. with the above referenced present.

**MONTHLY REPORTS:**

Commissioner Richards made a motion to approve the **minutes of October 13, 2008** as presented. Seconded by Commissioner Sprayregen.

The **October warrant** was reviewed and signed. A review of the **October operating statements** occurred.

**MANAGER'S REPORT:**

Mr. Searles reported that though the Airport has had seasonal flight reductions, overall **business** has been good with a 14.7% increase in available seats through December with an 8% increase in passenger traffic through October. Reasons to believe that BTV cannot sustain such growth records is due to economy and the change in the value of the Canadian dollar. Discussion. A discussion ensued regarding Boston air service and the recent article in the Burlington Free Press. Delta Airlines is an option for that route and Cape Air is not likely an option ~~because they have subsidized jobs on the line for the proposed stimulus package.~~ The new **Federal "ask"** is to provide flexibility within the PFC and AIP programs to allow for debt service/amortization without incurring the debt. The janitorial contract has been awarded to Global Services. They proposed the required level of staffing at the livable wage, though were not the low bidder.

**PROJECT DEVELOPMENT:**

Mr. McEwing reported that the four airfield projects were coming to a conclusion with the final aspect being the paving in the south end (paving was delayed because contractor went to another job). The terminal south concourse renovations are scheduled to start upon receipt of labor & industry and South Burlington permits.

**GROUND TRANSPORTATION:**

Mr. Searles reported that there had been significant interest by Greyhound to provide **bus service** between Montreal and Burlington Airport initially. Greyhound is owned by a bank in Glasgow, England and there plan is to shut down the Greyhound operation. The Airports' focus has changed to working with Adirondack Trailways and Premier as a last option as they do not have the authority to operate in Canada. The up front cost is estimated at \$20,000.  
Discussion.

Mr. Searles reported that the City continues to work toward changes to the taxi ordinance, addressing long term concerns. Commissioner Richards asked that he be allowed to participate on taxi committee. Discussion.

**PARKING STRUCTURE UPDATE:**

The Airport, through Bob McEwing needs to have the final consultant contract amounts to the Finance Board in the next two (2) weeks.

**LAND USE PRESENTATION SUMMARY:**

Commissioner Flaherty explained that he would be assisting the Airport staff with their presentation to the South Burlington City Council, following the Commission meeting, for the initial land use planning presentation. Commissioner Flaherty advised that the Airport has offered the use of one of its vacant properties to South Burlington as a temporary situation for displacement of the City Hall offices that may occur because of the Police department situation. Discussion.

Commissioner Richards made a motion to enter executive session for the purpose of contract negotiations, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Commissioner Weinberger. All were in favor. The meeting entered executive session at 5:05 p.m.

The meeting resumed regular session at 5:15 p.m. with no official action taken during executive session.

A discussion ensued regarding the handling of parking garage access requests by City Council members, previous Airport commissioners, etc.. The Commission recognized a need to establish policies in this regard.

There being no further business, the meeting adjourned at 5:25 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MONDAY, OCTOBER 13, 2008**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Gene Richards  
Miro Weinberger  
Mary Sprayregen

Brian Searles, Director  
Tamara Gagne, Clerk  
Robert McEwing

The meeting was called to order by the Chairman, Mr. Flaherty at 4:05 pm with the above listed present.

**MONTHLY OPERATING STATEMENTS:**

Motion made by Gene Richards to approve the **minutes of August 25, 2008** and the **minutes of September 17, 2008** as amended to recognize Mary Sprayregen at the September meeting. Seconded by Mary Sprayregen. All were in favor.

The **September warrant** and **operating statements** were reviewed. The warrant received signatures and there was no discussion regarding the operating statements.

**MANAGER'S REPORT:**

**Business Report:** The conclusion of September left the airport with another record setting month with total enplanements up by 7.8% over prior year and though September is typically a slower month, this September is up over last year by 10.2%. Brian advised that the enplanements were being carefully monitored as much of the traffic is leisure and could be affected by available income. In addition, the value of the Canadian dollar has dropped from almost par to \$.82 on the dollar, having the potential to affect our Canadian traffic. AirTran dropped an early am flight which caused their enplanements to be down by 4,000. The Airport is moving forward with its fall advertising campaign which will continue to reach out to the print media in Canada, the radio market in northern Vermont via "The Point" radio promotion and continued web site presence in Canada and Vermont.

A slideshow of pictures, representing damage incurred as result of the **accidental explosion**, was presented to the Commission. Seven (7) aircraft, twenty (20) vehicles, and five (5) buildings were damaged in the incident amounting to approximately \$1.5M. The insurance company representing the firm has been very responsive. It has been determined that the charges were set as planned and there were no errors. This situation occurs when there is no resistance to an underground explosion. It is thought that the gap



**MANAGER'S REPORT (cont.):**

in the ground may have been caused by old (prior to this project) blast holes. The project will continue, with appropriate notices and cautions, with additional scheduled blasts. The company is insured for \$5M - \$1M for initial coverage and \$4M overage.

**REPORT ON FBO & AERONAUTICAL ACTIVITIES:**

Mr. Searles advised that the manager of Pratt & Whitney has left the Burlington station and that Pratt has four service centers in the northeast with two scheduled to be closed. Burlington is one of the four and it is unknown where it stands in the process. Gene Richards questioned whether there was anything that either the State or the Airport could do to ensure that BTV remains as one of the four open stations. Searles responded that both the Airport and the State have been active in providing tax incentives, low cost rents and infrastructure improvements in order secure that relationship, but there has been no action by Pratt.

Atlantic Aviation is currently the only authorized fixed base operator (FBO) on the Airport. Heritage has petitioned the Airport to become the Airports' second FBO, which includes the right to sell aviation fuel. The contract between the Airport and Atlantic is being interpreted that Atlantic has the right of first refusal – ie: an exclusive right. If that interpretation were to be upheld, the contract would be in violation of the FAA grant assurances, which require an airport to allow for competition. In addition, Atlantic believes that Heritage would be in violation of lease terms signed between Atlantic and Heritage in this regard. Attorneys for all parties will meet.

**REPORT ON LAND PURCHASE – VT ARMY NATIONAL GUARD:**

The purchase of property on Poor Farm Road, for and on behalf of the Vermont Army National Guard, was successfully completed last week. The funding source, originally thought to be expired, was re-issued out of Washington to make this happen.

**CONTRACTS:**

The Burlington Airport has received eleven (11) bids on the RFB for terminal janitorial services. An evaluation of the respective bidders will occur with final recommendation to be brought before Finance Board and City Council.

### **AIRPORT GROUND TRANSPORTATION:**

Bob McEwing reported that Brad Worthen has reported significant progress in his discussions with Jim McMillan regarding Montreal to Burlington bus service. It is not expected to happen before the holidays, but is not too far off. Tamara Gagne reported that the City taxi work group is in the process of evaluating new license fees. The rate of \$40.00 per vehicle, which has been in place for 20+ years is grossly insufficient to offset costs of the program. Gene Richards insisted that the fees need to be significantly higher and could go as high as \$1,000 per vehicle. Discussion.

### **PARKING GARAGE PROJECT:**

Bob McEwing provided an updated/revised view of the parking garage expansion options in a format that he felt would make them clearer. The plan remains to design for the entire project so that it is available but build only what is financially feasible. As a part of the design the FAA antennae will be relocated, all permitting will be accomplished (to the degree possible), financial feasibility study, creation of surface parking, air quality studies and other preparatory work. Meetings have been held with the structural engineers and the firm that has done the previous two parking garages will not be used for this expansion. Hoyle, Tanner & Associates, who has provided the structural engineering services on the downtown garages, and who has had a long term engineering consulting relationship with the Airport, has been selected for this project. The Airport will also be contracting directly with Dufresne-Henry for the site work engineering. Discussion. Bob reported that the cost per space is most efficient for the north expansion because it is already built to accommodate the additional levels. Brian expressed concern about the economic context under which this garage is considered and fact that it has changed so significantly in the last month. The plan is to go to voters for the March 2009 ballot. Discussion. Tammy recognized the concern that the Commission still has regarding the financial feasibility of such a project and has asked for proposals from professionals in the industry to produce a report for Commission review. Miro Weinberger indicated that he was in agreement with the need to go forward with the garage expansions (an estimated \$32M) but is still not committed to the roof and solar options. Discussion. The staff received concurrence from the Commission that the plan to proceed with design, the referenced preparatory work to include a financial feasibility study, and a March ballot item is the appropriate direction.

### **SOUTH BURLINGTON/AIRPORT LAND USE:**

Bob reported that the Airport has engaged a consultant to create a land use plan that will meet South Burlingtons' concerns and requirements. There is a March 2009 deadline for the final report with an initial public meeting to happen in mid November and a draft in early January. Being able to stay on this time line is critical because of FAA grant funding applications which need to be filed by March 1, 2009. There is a South Burlington moratorium on land purchases until the plan is finalized. In addition to the land use plan, the Airport is working on a landscaping plan for the properties purchased

**SOUTH BURLINGTON/AIRPORT LAND USE (cont.):**

at Picard Circle. If satisfactory to South Burlington, they may allow for additional property purchases prior to the full report on land use.

The next Commission meeting is scheduled for Monday, November 17, 2008 at 4:00 p.m..

The Lake Champlain Regional Chamber of Commerce is hosting their annual dinner event on Tuesday, November 11, 2008. Commission is invited and needs to rsvp to Tammy. The Vermont Chamber of Commerce is also hosting their annual dinner on Friday, November 14. Bobby Miller has been named "Citizen of the Year" and will be recognized at this event. Commission is invited to attend.

There being no further business, the meeting adjourned at 6:12 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
WEDNESDAY, SEPTEMBER 17, 2008  
4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Gene Richards  
Jeff Wick (4:30)  
Mary Sprayregen (4:40)

Brian Searles, Director  
Tamara Gagne, Clerk  
Robert McEwing

Tim Shea, Jim Tabor

The meeting started at 4:15 with the manager's report as there was no quorum to address official action items.

**MANAGER'S REPORT:**

**Business Report:** The Airport parking garage continues to be filled on a near daily basis which is unprecedented for the month of September. The enplanements through August have shown double digit percentage increases. A handout was provided which showed the summary of the marketing campaign efforts thought to be the reason for the increase in Canadian traffic.

Jeff Wick entered the meeting.

The price of oil continues to fall. Air service is still stable at BTV. BTV is losing a couple of United flights due to contract issues vs viability. BTV is still one of only two (2) in the country to have an increase in passenger traffic (Portland ME is the other). The Airport will be conducting a passenger survey to continue its efforts in identifying where BTV passengers are coming from, going to and how and why they are choosing BTV. A sample of the survey was distributed for review.

**Taxi Work Group:** The City of Burlington has developed a working group to evaluate the taxi licensing fees, rates, overcharging situation and other items that have come up regarding the taxi licensing process in the City and Airport. The conclusion is that many of the existing taxi problems and complaints are related to the ability to earn a living as a taxi operator. A surcharge of \$.25 per fare for fuel costs was approved by the City Council along with the requirement to provide public information within the cab. The Airport inherited duties that are not applicable to Airport business and which efforts could be better spent on a fast growing airport. Discussion/questions about the system and process. Discussion regarding rates. Councilor Paul wrote a resolution that prompted the action currently undertaken by the taxi work group.

**MANAGER'S REPORT (cont.):**

**Bus Service update:** Greyhound is very interested in providing the bus service between Montreal and Burlington Airport. Discussion continues on whether it is a direct service or a part of regular service that continues to Boston or other points south. The management of passengers at the border has not yet been resolved.

Mary Sprayregen entered the meeting.

**CONTRACT RENEWAL – MEDIA RELATIONS/OUTREACH:**

Tim Shea presented that the media relations/outreach contract that the Airport has with Jim Tabor, through the Chamber has been very successful. It includes the promotion of Burlington and airport outside of Vermont in travel journals, airline seat back publications, radio and other venues that are covered by journalists and are not bought as advertising. Mr. Tabor also provides media outreach services to the Airport by issuing of press releases for major events and creating public interest items. An additional component of this contract is the monthly email to 15,000 chamber members in which Airport has opportunity to place updates, information and messaging. Discussion. The cost of the annual contract is \$5,000.

Tim Shea and Jim Tabor left the meeting.

**CITY COUNCIL RESOLUTION – SHORT TERM PARKING:**

Brian Searles distributed a copy of a Burlington City Council resolution, sponsored by Bill Kehoe, requiring the Airport to create a cell phone lot or provide for longer free parking options. Brian reported that the staff has discussed the cell phone lot option and it appears that it can be worked into the parking facility expansion plans. It was noted that the Airport is parking space poor and it would be difficult to affect something at this time. In addition, the Airport is moving forward with the proposed rate increase and would not consider providing additional free parking as it would work against the need to generate additional revenue to support the required expansion plans.

**PROJECT DEVELOPMENT:**

Bob McEwing reported that all grants are in place to continue work in the **south end development** for filling, paving, and drainage. All work, except for paving, should be completed this fall with paving following in the spring. **Land acquisition** is ongoing in Picard Circle with three of six properties purchased. Airport has advertised for and will be opening bids on the removal of twelve (12) properties on Dumont Avenue and Airport Parkway as purchased under prior AIP. The RFP is advertised allowing for the removal or demolition of the houses to include recycling and reuse of available materials. The

**PROJECT DEVELOPMENT REPORT (cont):**

**land use/re-use study** is being conducted, to include South Burlington representation, for the properties that are being purchased under the Airport Improvement Program.

**MANAGER'S REPORT (continued):**

A meeting is scheduled with **Atlantic** on October 2 to discuss the resolve of the fueling/competition issue between themselves and **Heritage**.

**Land purchase – VTANG:** City Council approved the purchase of land at the Griswold property (owned by Shelburne Shipyard) for the Air Guard but because of the delay (explained last month related to liability language in contract) the Federal funding for this purchase has expired.

**MONTHLY OPERATING STATEMENTS:**

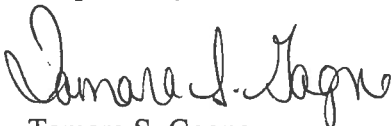
The monthly **operating statements** for **August 2008** were presented and reviewed. An explanation of the reports and associated warrant were provided for the benefit of Commissioner Wick. Brief discussion. The **August warrant** was reviewed and signed.

Minutes for August meeting were not available. No action taken.

A discussion ensued regarding October Commission meeting and conclusion was that Mondays are the favored option. The next meeting was tentatively scheduled for Monday, October 13, 2008.

There being no further business, the meeting adjourned at 5:40 p.m.

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MONDAY, AUGUST 25, 2008**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Miro Weinberger  
Gene Richards  
Mary Sprayregen  
Jeff Wick

Brian Searles, Director  
Tamara Gagne, Clerk  
Robert McEwing  
Brad Worthen

The meeting was called to order by the Chairman, Mr. Flaherty at 4:14 p.m. with the above listed present.

**MONTHLY STATEMENTS:**

Gene Richards made a motion to approve the minutes of July 14, 2008 as presented. Seconded by Mary Sprayregen. All were in favor.

The Commission reviewed the July operating statements with concentration on the account receivables. Explanations of the over 90 day accounts included bankruptcies, a protest by jetBlue to pay increased rates, an issue with Budget Rent-A-Car stemming from incorrect percentage remittance and a discrepancy with Heritage remittance. The Commission accepted the review of the July operating statements to include approval of the July warrant.

**PROJECT DEVELOPMENT:**

Bob McEwing advised that the Airport would be proceeding with design of the parking facility under the assumption that the entire garage, with green roof, will be constructed. It is critical for the design and permitting process to begin in October in order to have a spring/summer 2010 build as an option. Mr. McEwing further explained a document that outlined the costs to be incurred in the preparatory stage which included the construction of temporary surface parking to accommodate the Airports' needs through the winter and spring and at peak times. The anticipated cost of the design for the parking garage and design, permitting and construction of temporary lots is \$2.1 million. A discussion ensued regarding the cost of the roof (\$1.5M for south build, \$1.0M for north), the solar option (\$4.5M) and the green roof (\$400,000).

Doreen Kraft, Jessica Stolz and Sara Katz from Burlington City Arts entered the meeting.

**PROJECT DEVELOPMENT (cont.):**

A summary of the past six (6) months discussion regarding the parking garage expansion was discussed for the benefit of Mr. Wick. Miro Weinberger commented that he supports the full design options being explored and planned but that answers have not yet been provided as to whether option A, B, C, etc. is the viable option based on cost, amortization and affordability. Gene Richards stated that it was the Airports' obligation to provide good, safe and available parking to the public and that the Airport is behind the "eight ball". He believes in positive economics and that the Airport traffic will continue to grow and wants the Airport to be more aggressive. Discussion. Additional financial analysis will be provided through the process before the decision is made as to what will be built. Request made for Commission concurrence on the \$2.1 million investment for design and permitting for garage and development of surface parking. Gene Richards voted in favor. Miro Weinberger expressed concern about spending the money for planning if the project does not go forward. Mr. Searles responded that not constructing an addition to the garage, in some form, is not an option. Mary Sprayregen deferred to her fellow commissioners. General consensus received.

**90<sup>TH</sup> ANNIVERSARY PROJECT – CITY ARTS PROPOSAL FOR PERMANENT ART:**

Brian Searles reported that the Airports' 90<sup>th</sup> anniversary occurs in 2010 and that the City and State will be celebrating the Quadracentennial in 2009. The commissioning of permanent art is being considered for both celebrations. Doreen Kraft reviewed the history between the Burlington Airport and Burlington City Arts with Sara Katz providing specific examples which included the permanent installation at the south concourse (Maple, Apple & Birch) in 2000, the north installation (Sky Gates) in 2005 and the rotating art displays in the west corridor, over the escalator and outside of the north departure gates. It was stated that these installations has made the Airport a destination for art. Jessica Stolz then presented a powerpoint of the proposed options for additional art installations, following a time line that would allow for completion prior to the Quad and the Airport anniversary. The proposals ranged from \$15,000 for proposal #1 to \$50,000 for proposal #2 and \$5-15,000 for proposal #3 (proposals on file). Discussion. Mr. Flaherty questioned the process and time frame. Commission responded that they would do an in depth review of the proposal at a future meeting.

Robert McEwing, Doreen Kraft, Sara Katz and Jessica Stolz left the meeting.



## MANAGER'S REPORT:

**Aviation Business Report:** The Airport has never had 80,000 enplanements or vehicles parked on the airfield during this time, but did in July. Canadian broadcast networks have been noted at the Airport during this month and development efforts in Quebec through direct marketing indicate a broader customer base for Burlington. The nation is seeing more airline and aviation cut backs but other than two (2) flights lost from United, BTV has gained capacity overall. AirTran has resumed expansion plans that were thought to be abandoned.

**South End Update:** There has been encouraging news for the **Pratt** expansion to be finally moving forward – a project manager has been named and a meeting is to be held in the second week of September. **Federal Express** has notified the Airport that their expansion plans at Burlington are on hold but has asked for the Airport to review whether their ground and air facilities could be combined in a facility on the Airport. **Atlantic** and **Heritage** are in a dispute over the rights to provide fueling on the airfield.

**Brad Worthen:** Brad Worthen was introduced as a consultant to the Airport who will be handling South Burlington communication issues and working on other initiatives. Mr. Worthen reported that he has been working with South Burlington to establish a better rapport and that meetings have been held with the City Manager and the Chairman of the South Burlington Council in this regard. He also reported that he has been discussing the possibility of direct bus service between Montreal and BTV and has both Premier and Greyhound engaged in discussion. Clearing US Customs in a timely manner is the current concern, but there is definite interest. The final item that is currently being monitored is the development proposed by Jean Beaudin which calls for the extension of Patchen Road, parallel to Interstate 89, connecting to Williston Road near the Holiday Inn. The contractor has suggested, because there is no commitment from the State for improvements to interstate access to the Airport, that there may be an opportunity for the Airport to continue a road from Patchen to the Airport. Though the contractor is not asking for Airport participation and will not hold project, Airport will continue to monitor.

## LAND PURCHASE – VTANG:

Mr. Searles advised that the Airport was assisting the VT Air National Guard in the purchase of property adjacent to their facilities, owned by Shelburne Shipyard, to accommodate their plans for expansion. The Airport has entered into a cooperative agreement with the government, under which the Airport buys the property and the Air Guard reimburses the Airport for that cost. The City Council has expressed concern about the liability language in the terms of the agreement and are requiring a change before allowing the purchase. The negotiation between the City and the Air Guard are on going.

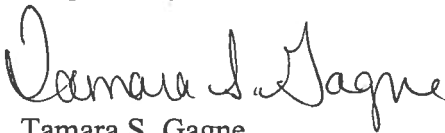
**SOUTH BURLINGTON PROPOSED AGREEMENT:**

Mr. Searles advised that he was making progress with the negotiation of the agreement between the City of South Burlington and the Airport and should be finalized by next month. The Airport had a ten (10) year agreement with the City that expired in 2006 and subsequent short term negotiations were reached but did not address annual increases. A process of the negotiation is to establish the tax as a "service" like the other services provided by the City. Discussion. Jeff Wicks asked what type of controls or measures were used over the negotiation. Discussion.

The next meeting of the Airport Commission was scheduled for Wednesday, September 17, 2008.

There being no further business, the meeting adjourned at 5:58 p.m.

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
MONDAY, DECEMBER 29, 2008  
4:00 P.M.**

**PRESENT:**

Gene Richards  
Miro Wienberger  
Mary Sprayregen  
Jeff Wick

Brian Searles  
Tamara Gagne  
Robert McEwing  
Brad Worthen

Fox 44 News

The meeting was called to order by Brian Searles at 4:03 p.m. with the above referenced present.

**PARKING GARAGE PROJECT PRESENTATION/DISCUSSION:**

Mr. Searles provided an explanation of the key dates and project time line for the proposed parking garage expansion;

01/05/09 – City Council resolution approval of preparatory contract work

01/05/09 - Finance Board approval of March bond vote

01/19/09 – City Council approval of March bond vote

03/03/09 – City vote on ballot item

Mr. Searles also reviewed the details of the approvals received by Finance Board at its December 10, 2008 meeting and subsequent City Council resolution for the preparatory contract work which approved a \$78,000 contract to S,H&E for financial feasibility assessment, a \$1,166,900 architectural, mechanical & electrical engineering services contact with Freeman, French & Freeman, a \$644,900 structural engineering services contract with Hoyle, Tanner & Associates, a \$107,850 contact with Stantec Consulting for air quality and traffic studies and a \$412,323 expense to relocate the FAA Air Traffic remote receiver. Mr. McEwing commented that the referenced services would bring the project through permitting and that the architectural contract represented 2.4% of the overall project costs and 4.6% represents the percentage of the combined architectural, structural and traffic engineering costs. These figures are below a national average by ½ to 0.7%. Mr. Wick questioned whether the contracts were bid and received a response that the structural engineer contact was reached after interviews with four (4) respondents. Due to the continuity required for the construction of overbuilding (the hesitancy for another architect to take on the responsibility of the integrity of the previous design and construction) the firm of Freeman, French & Freeman was chosen.

Discussion. The total project is estimated at \$45.3 million which is up from the original \$44.7 million estimate due to the increase in costs for the structural engineer. This

**PARKING GARAGE PROJECT PRESENTATION/DISCUSSION (cont.):**

number represents the full build out – all levels, north and south and green roof. Mr. Richards indicated that he supports the idea of going to the voters in March and getting approval for the projects so that the Airport is poised and ready to react when and if the timing, funds and resources are available. At this point, Ms. Gagne brought Jonathan Leopold, City Chief Financial Officer, into the meeting via conference phone. Mr. Leopold advised that he has been meeting with the Airport staff over the past year plus and most recently with the Board of Finance with regard to this project. He acknowledged that he had concerns about the costs and the economy and though not ready to build today expressed concern that if voter approval is not sought or received this March then the next opportunity will not be until March 2010 and this in itself will put the project timing at risk. He indicated that the Airport should be building this project in the economic downturn. He also advised that his recommendation was to seek approval of revenue supported general obligation bond as it has been almost impossible to sell revenue bonds at an affordable interest rate. Mr. Leopold also advised that the Airport has more than sufficient revenues and resources to support this bond based on its fund balance. In addition, the City is going forward with educating the voters for the BED bond item and the timing to do the same with the Airport could be key. Mr. Leopold's final comments were that the need has been clearly demonstrated and if the Airport continues at the historical growth patterns that it has seen, then there is no choice. There will only be so many times that the Airports' Canadian passengers will drive from Montreal and not get parking before they will stop coming. Discussion. A successful March vote only gives the authority of the voters, but does not mean that the project will immediately proceed. Following voter approval, the Airport must get approval from the Commission, the Finance Board and then the full City Council for various aspects of the project – approval of proceeding with the scope of project (whether scaled back or full), approval of any and all contracts or cost that exceed \$50,000 and approval of selling bonds to support the project. Commissioner Wick questioned who does the sensitivity analyses to which Mr. Leopold responded could be done in house. Discussion regarding the value of the Canadian dollar and potential impact on traffic. The Commission also asked for clarification of the Airports' fund balance and ability to support a new bond. Mr. Leopold advised that the Airport has approximately \$35 million as a fund balance which represents the net worth of the Airport. It would then have the ability to borrow against this fund balance as security for the bond. The estimated annual debt service for a full project scale is \$3.5M per year. The Airport could draw on its reserves for as much as ten years (3.5M/year for 10 years = \$35M) if the worst scenario were to be realized equating to zero additional revenues for the project. Discussion. Mr. Leopold left the meeting. Mr. Wick asked for an explanation of who "S,H,&E" was and whether the selection of this Boston, MA firm meant that there was no qualified Vermont firm. The Airport explained that it reached out to other industry firms and received one other proposal at a substantially higher cost. S,H&E has provided the financial feasibility studies for BTV for its past three revenue bonds. Discussion regarding parking garage

**PARKING GARAGE PROJECT PRESENTATION/DISCUSSION (cont.):**

rates. Mr. Wick indicated that he believes in paying for what you use and that the rates in the garage should be doubled to be more reflective of what it costs to create and maintain the parking structure. Commissioner Richards reflected on past meetings in which he made very similar recommendations. Discussion. Mr. Searles reiterated that he recognizes the opportunities and the Commission concerns and wants to be sure that the Airport has the Commission concurrence for support of the project at this juncture. Mr. Wick asked for additional explanation of how the Commission can pull back the project after it starts and challenged the number of man hours that are behind the cost of the architectural and engineering fee contracts and thinks that they are too high. Ms. Sprayregen indicated that her only concern was with the ability to "put on the brakes". The remaining Commission members echoed that sentiment. Mr. Wick insisted that he wanted more detail about the finances and ability to pay for the project and that nothing has been provided to date. Discussion. Mr. Richards reiterated that there are still many decision points regarding this project that range from what the project looks like (north build, south build, both, roof or no roof, solar or wind or not, etc.) to when those components are started and all of which will be made based on Airport ability to support project (as identified in S,H&E report), economic conditions, and Airport passenger traffic. He also stated the importance of being ready to go with this project if the Airport wants to have a chance to have a piece of the stimulus package funding. Commissioner Weinberger responded that this was "the best conversation in five years" by the Commission and that he is prepared to fully support the preparation of plans (\$2.4M) with the back doors that have been discussed, but is still not comfortable with the lack of figures/information regarding financials. He wants "back of envelope" financials that he feels were not provided but could have been with/by existing staff/resources. Discussion. The Commission indicated their unanimous support for going forward with the expenditure of approximately \$2.4M on preparatory plans, including a financial analysis. Discussion. Commissioner Wick expressed concern about lending his full support to this vote and asked for clarification of approvals being sought by Airport. Mr. Searles responded that he was seeking support by the Commission, as previously approved, to do studies, enablement and design of the garage for future construction and support of the placement of the bond vote on the City of Burlington ballot for approval to sell bonds but not for approval of the project. Commissioner Wick indicated his support as described but wants record to be clear that it is not for approval to build the project, at this time, until he has more information regarding the contracts, project and finances. Remaining Commissioners gave support for the project as defined by Mr. Searles understanding that there were many more decision points before the project is implemented.

**SOUTH BURLINGTON LAND USE/RE-USE PLAN:**

Mr. Searles advised that the Airport would be going before the South Burlington City Council on January 5<sup>th</sup> with the proposed land use plan. A power point of the presentation was available for Commission review but based on time was offered to be mailed to each Commissioner. The Commission was also invited to attend the South Burlington meeting.

**AVIATION TECHNICAL CENTER RFQ:**

The aviation technical career center request for qualifications for a design build response has been advertised, but there is no budget to build. The Airport architectural and engineering partners created the RFQ without cost to the Airport.

The remaining agenda items were deferred to a future meeting.

Discussion regarding the health of Michael Flaherty.

There being no further business, the meeting adjourned at 6:03 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
MONDAY, NOVEMBER 17, 2008  
4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Gene Richards  
Miro Weinberger  
Mary Sprayregen  
Jeff Wick

Brian Searles  
Tamara Gagne  
Robert McEwing

The meeting was called to the order by the Chairman, Mr. Flaherty at 4:06 p.m. with the above referenced present.

**MONTHLY REPORTS:**

Commissioner Richards made a motion to approve the **minutes of October 13, 2008** as presented. Seconded by Commissioner Sprayregen.

The **October warrant** was reviewed and signed. A review of the **October operating statements** occurred.

**MANAGER'S REPORT:**

Mr. Searles reported that though the Airport has had seasonal flight reductions, overall **business** has been good with a 14.7% increase in available seats through December with an 8% increase in passenger traffic through October. Reasons to believe that BTV cannot sustain such growth records is due to economy and the change in the value of the Canadian dollar. Discussion. A discussion ensued regarding Boston air service and the recent article in the Burlington Free Press. Delta Airlines is an option for that route and Cape Air is not likely an option because they are subsidized where they operate. The Airport has several projects on the list for the proposed **stimulus package**. The new **Federal "ask"** is to provide flexibility within the PFC and AIP programs to allow for debt service/amortization without incurring the debt. The janitorial contract has been awarded to Global Services. They proposed the required level of staffing at the livable wage, though were not the low bidder.

**PROJECT DEVELOPMENT:**

Mr. McEwing reported that the four airfield projects were coming to a conclusion with the final aspect being the paving in the south end (paving was delayed because contractor went to another job). The terminal south concourse renovations are scheduled to start upon receipt of labor & industry and South Burlington permits.

**GROUND TRANSPORTATION:**

Mr. Searles reported that there had been significant interest by Greyhound to provide **bus service** between Montreal and Burlington Airport initially. Greyhound is owned by a bank in Glasgow, England and there plan is to shut down the Greyhound operation. The Airports' focus has changed to working with Adirondack Trailways and Premier as a last option as they do not have the authority to operate in Canada. The up front cost is estimated at \$20,000. Discussion.

Mr. Searles reported that the City continues to work toward changes to the taxi ordinance, addressing long term concerns. Commissioner Richards asked that he be allowed to participate on taxi committee. Discussion.

**PARKING STRUCTURE UPDATE:**

The Airport, through Bob McEwing needs to have the final consultant contract amounts to the Finance Board in the next two (2) weeks.

**LAND USE PRESENTATION SUMMARY:**

Commissioner Flaherty explained that he would be assisting the Airport staff with their presentation to the South Burlington City Council, following the Commission meeting, for the initial land use planning presentation. Commissioner Flaherty advised that the Airport has offered the use of one of its vacant properties to South Burlington as a temporary situation for displacement of the City Hall offices that may occur because of the Police department situation. Discussion.

Commissioner Richards made a motion to enter executive session for the purpose of contract negotiations, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Commissioner Weinberger. All were in favor. The meeting entered executive session at 5:05 p.m.



The meeting resumed regular session at 5:15 p.m. with no official action taken during executive session.

A discussion ensued regarding the handling of parking garage access requests by City Council members, previous Airport commissioners, etc.. The Commission recognized a need to establish policies in this regard.

There being no further business, the meeting adjourned at 5:25 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
MONDAY, OCTOBER 13, 2008  
4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Gene Richards  
Miro Weinberger  
Mary Sprayregen

Brian Searles, Director  
Tamara Gagne, Clerk  
Robert McEwing

The meeting was called to order by the Chairman, Mr. Flaherty at 4:05 pm with the above listed present.

**MONTHLY OPERATING STATEMENTS:**

Motion made by Gene Richards to approve the **minutes of August 25, 2008** and the **minutes of September 17, 2008** as amended to recognize Mary Sprayregen at the September meeting. Seconded by Mary Sprayregen. All were in favor.

The **September warrant** and **operating statements** were reviewed. The warrant received signatures and there was no discussion regarding the operating statements.

**MANAGER'S REPORT:**

**Business Report:** The conclusion of September left the airport with another record setting month with total enplanements up by 7.8% over prior year and though September is typically a slower month, this September is up over last year by 10.2%. Brian advised that the enplanements were being carefully monitored as much of the traffic is leisure and could be affected by available income. In addition, the value of the Canadian dollar has dropped from almost par to \$.82 on the dollar, having the potential to affect our Canadian traffic. AirTran dropped an early am flight which caused their enplanements to be down by 4,000. The Airport is moving forward with its fall advertising campaign which will continue to reach out to the print media in Canada, the radio market in northern Vermont via "The Point" radio promotion and continued web site presence in Canada and Vermont.

A slideshow of pictures, representing damage incurred as result of the **accidental explosion**, was presented to the Commission. Seven (7) aircraft, twenty (20) vehicles, and five (5) buildings were damaged in the incident amounting to approximately \$1.5M. The insurance company representing the firm has been very responsive. It has been determined that the charges were set as planned and there were no errors. This situation occurs when there is no resistance to an underground explosion. It is thought that the gap

**MANAGER'S REPORT (cont.):**

in the ground may have been caused by old (prior to this project) blast holes. The project will continue, with appropriate notices and cautions, with additional scheduled blasts. The company is insured for \$5M - \$1M for initial coverage and \$4M overage.

**REPORT ON FBO & AERONAUTICAL ACTIVITIES:**

Mr. Searles advised that the manager of Pratt & Whitney has left the Burlington station and that Pratt has four service centers in the northeast with two scheduled to be closed. Burlington is one of the four and it is unknown where it stands in the process. Gene Richards questioned whether there was anything that either the State or the Airport could do to ensure that BTV remains as one of the four open stations. Searles responded that both the Airport and the State have been active in providing tax incentives, low cost rents and infrastructure improvements in order secure that relationship, but there has been no action by Pratt.

Atlantic Aviation is currently the only authorized fixed base operator (FBO) on the Airport. Heritage has petitioned the Airport to become the Airports' second FBO, which includes the right to sell aviation fuel. The contract between the Airport and Atlantic is being interpreted that Atlantic has the right of first refusal – ie: an exclusive right. If that interpretation were to be upheld, the contract would be in violation of the FAA grant assurances, which require an airport to allow for competition. In addition, Atlantic believes that Heritage would be in violation of lease terms signed between Atlantic and Heritage in this regard. Attorneys for all parties will meet.

**REPORT ON LAND PURCHASE – VT ARMY NATIONAL GUARD:**

The purchase of property on Poor Farm Road, for and on behalf of the Vermont Army National Guard, was successfully completed last week. The funding source, originally thought to be expired, was re-issued out of Washington to make this happen.

**CONTRACTS:**

The Burlington Airport has received eleven (11) bids on the RFB for terminal janitorial services. An evaluation of the respective bidders will occur with final recommendation to be brought before Finance Board and City Council.

### **AIRPORT GROUND TRANSPORTATION:**

Bob McEwing reported that Brad Worthen has reported significant progress in his discussions with Jim McMillan regarding Montreal to Burlington bus service. It is not expected to happen before the holidays, but is not too far off. Tamara Gagne reported that the City taxi work group is in the process of evaluating new license fees. The rate of \$40.00 per vehicle, which has been in place for 20+ years is grossly insufficient to offset costs of the program. Gene Richards insisted that the fees need to be significantly higher and could go as high as \$1,000 per vehicle. Discussion.

### **PARKING GARAGE PROJECT:**

Bob McEwing provided an updated/revised view of the parking garage expansion options in a format that he felt would make them clearer. The plan remains to design for the entire project so that it is available but build only what is financially feasible. As a part of the design the FAA antennae will be relocated, all permitting will be accomplished (to the degree possible), financial feasibility study, creation of surface parking, air quality studies and other preparatory work. Meetings have been held with the structural engineers and the firm that has done the previous two parking garages will not be used for this expansion. Hoyle, Tanner & Associates, who has provided the structural engineering services on the downtown garages, and who has had a long term engineering consulting relationship with the Airport, has been selected for this project. The Airport will also be contracting directly with Dufresne-Henry for the site work engineering. Discussion. Bob reported that the cost per space is most efficient for the north expansion because it is already built to accommodate the additional levels. Brian expressed concern about the economic context under which this garage is considered and fact that it has changed so significantly in the last month. The plan is to go to voters for the March 2009 ballot. Discussion. Tammy recognized the concern that the Commission still has regarding the financial feasibility of such a project and has asked for proposals from professionals in the industry to produce a report for Commission review. Miro Weinberger indicated that he was in agreement with the need to go forward with the garage expansions (an estimated \$32M) but is still not committed to the roof and solar options. Discussion. The staff received concurrence from the Commission that the plan to proceed with design, the referenced preparatory work to include a financial feasibility study, and a March ballot item is the appropriate direction.

### **SOUTH BURLINGTON/AIRPORT LAND USE:**

Bob reported that the Airport has engaged a consultant to create a land use plan that will meet South Burlingtons' concerns and requirements. There is a March 2009 deadline for the final report with an initial public meeting to happen in mid November and a draft in early January. Being able to stay on this time line is critical because of FAA grant funding applications which need to be filed by March 1, 2009. There is a South Burlington moratorium on land purchases until the plan is finalized. In addition to the land use plan, the Airport is working on a landscaping plan for the properties purchased

**SOUTH BURLINGTON/AIRPORT LAND USE (cont.):**

at Picard Circle. If satisfactory to South Burlington, they may allow for additional property purchases prior to the full report on land use.

The next Commission meeting is scheduled for Monday, November 17, 2008 at 4:00 p.m..

The Lake Champlain Regional Chamber of Commerce is hosting their annual dinner event on Tuesday, November 11, 2008. Commission is invited and needs to rsvp to Tammy. The Vermont Chamber of Commerce is also hosting their annual dinner on Friday, November 14. Bobby Miller has been named "Citizen of the Year" and will be recognized at this event. Commission is invited to attend.

There being no further business, the meeting adjourned at 6:12 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**WEDNESDAY, SEPTEMBER 17, 2008**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Gene Richards  
Jeff Wick (4:30)  
Mary Sprayregen (4:40)

Brian Searles, Director  
Tamara Gagne, Clerk  
Robert McEwing

Tim Shea, Jim Tabor

The meeting started at 4:15 with the manager's report as there was no quorum to address official action items.

**MANAGER'S REPORT:**

**Business Report:** The Airport parking garage continues to be filled on a near daily basis which is unprecedented for the month of September. The enplanements through August have shown double digit percentage increases. A handout was provided which showed the summary of the marketing campaign efforts thought to be the reason for the increase in Canadian traffic.

Jeff Wick entered the meeting.

The price of oil continues to fall. Air service is still stable at BTV. BTV is losing a couple of United flights due to contract issues vs viability. BTV is still one of only two (2) in the country to have an increase in passenger traffic (Portland ME is the other). The Airport will be conducting a passenger survey to continue its efforts in identifying where BTV passengers are coming from, going to and how and why they are choosing BTV. A sample of the survey was distributed for review.

**Taxi Work Group:** The City of Burlington has developed a working group to evaluate the taxi licensing fees, rates, overcharging situation and other items that have come up regarding the taxi licensing process in the City and Airport. The conclusion is that many of the existing taxi problems and complaints are related to the ability to earn a living as a taxi operator. A surcharge of \$.25 per fare for fuel costs was approved by the City Council along with the requirement to provide public information within the cab. The Airport inherited duties that are not applicable to Airport business and which efforts could be better spent on a fast growing airport. Discussion/questions about the system and process. Discussion regarding rates. Councilor Paul wrote a resolution that prompted the action currently undertaken by the taxi work group.

**MANAGER'S REPORT (cont.):**

**Bus Service update:** Greyhound is very interested in providing the bus service between Montreal and Burlington Airport. Discussion continues on whether it is a direct service or a part of regular service that continues to Boston or other points south. The management of passengers at the border has not yet been resolved.

Mary Sprayregen entered the meeting.

**CONTRACT RENEWAL – MEDIA RELATIONS/OUTREACH:**

Tim Shea presented that the media relations/outreach contract that the Airport has with Jim Tabor, through the Chamber has been very successful. It includes the promotion of Burlington and airport outside of Vermont in travel journals, airline seat back publications, radio and other venues that are covered by journalists and are not bought as advertising. Mr. Tabor also provides media outreach services to the Airport by issuing of press releases for major events and creating public interest items. An additional component of this contract is the monthly email to 15,000 chamber members in which Airport has opportunity to place updates, information and messaging. Discussion. The cost of the annual contract is \$5,000.

Tim Shea and Jim Tabor left the meeting.

**CITY COUNCIL RESOLUTION – SHORT TERM PARKING:**

Brian Searles distributed a copy of a Burlington City Council resolution, sponsored by Bill Kehoe, requiring the Airport to create a cell phone lot or provide for longer free parking options. Brian reported that the staff has discussed the cell phone lot option and it appears that it can be worked into the parking facility expansion plans. It was noted that the Airport is parking space poor and it would be difficult to affect something at this time. In addition, the Airport is moving forward with the proposed rate increase and would not consider providing additional free parking as it would work against the need to generate additional revenue to support the required expansion plans.

**PROJECT DEVELOPMENT:**

Bob McEwing reported that all grants are in place to continue work in the **south end development** for filling, paving, and drainage. All work, except for paving, should be completed this fall with paving following in the spring. **Land acquisition** is ongoing in Picard Circle with three of six properties purchased. Airport has advertised for and will be opening bids on the removal of twelve (12) properties on Dumont Avenue and Airport Parkway as purchased under prior AIP. The RFP is advertised allowing for the removal or demolition of the houses to include recycling and reuse of available materials. The

**PROJECT DEVELOPMENT REPORT (cont):**

**land use/re-use study** is being conducted, to include South Burlington representation, for the properties that are being purchased under the Airport Improvement Program.

**MANAGER'S REPORT (continued):**

A meeting is scheduled with **Atlantic** on October 2 to discuss the resolve of the fueling/competition issue between themselves and **Heritage**.

**Land purchase – VTANG:** City Council approved the purchase of land at the Griswold property (owned by Shelburne Shipyard) for the Air Guard but because of the delay (explained last month related to liability language in contract) the Federal funding for this purchase has expired.

**MONTHLY OPERATING STATEMENTS:**

The monthly **operating statements** for **August 2008** were presented and reviewed. An explanation of the reports and associated warrant were provided for the benefit of Commissioner Wick. Brief discussion. The **August warrant** was reviewed and signed.

Minutes for August meeting were not available. No action taken.

A discussion ensued regarding October Commission meeting and conclusion was that Mondays are the favored option. The next meeting was tentatively scheduled for Monday, October 13, 2008.

There being no further business, the meeting adjourned at 5:40 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board



**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MONDAY, AUGUST 25, 2008**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Miro Weinberger  
Gene Richards  
Mary Sprayregen  
Jeff Wick

Brian Searles, Director  
Tamara Gagne, Clerk  
Robert McEwing  
Brad Worthen

The meeting was called to order by the Chairman, Mr. Flaherty at 4:14 p.m. with the above listed present.

**MONTHLY STATEMENTS:**

Gene Richards made a motion to approve the minutes of July 14, 2008 as presented. Seconded by Mary Sprayregen. All were in favor.

The Commission reviewed the July operating statements with concentration on the account receivables. Explanations of the over 90 day accounts included bankruptcies, a protest by jetBlue to pay increased rates, an issue with Budget Rent-A-Car stemming from incorrect percentage remittance and a discrepancy with Heritage remittance. The Commission accepted the review of the July operating statements to include approval of the July warrant.

**PROJECT DEVELOPMENT:**

Bob McEwing advised that the Airport would be proceeding with design of the parking facility under the assumption that the entire garage, with green roof, will be constructed. It is critical for the design and permitting process to begin in October in order to have a spring/summer 2010 build as an option. Mr. McEwing further explained a document that outlined the costs to be incurred in the preparatory stage which included the construction of temporary surface parking to accommodate the Airports' needs through the winter and spring and at peak times. The anticipated cost of the design for the parking garage and design, permitting and construction of temporary lots is \$2.1 million. A discussion ensued regarding the cost of the roof (\$1.5M for south build, \$1.0M for north), the solar option (\$4.5M) and the green roof (\$400,000).

Doreen Kraft, Jessica Stolz and Sara Katz from Burlington City Arts entered the meeting.

**PROJECT DEVELOPMENT (cont.):**

A summary of the past six (6) months discussion regarding the parking garage expansion was discussed for the benefit of Mr. Wick. Miro Weinberger commented that he supports the full design options being explored and planned but that answers have not yet been provided as to whether option A, B, C , etc. is the viable option based on cost, amortization and affordability. Gene Richards stated that it was the Airports' obligation to provide good, safe and available parking to the public and that the Airport is behind the "eight ball". He believes in positive economics and that the Airport traffic will continue to grow and wants the Airport to be more aggressive. Discussion. Additional financial analysis will be provided through the process before the decision is made as to what will be built. Request made for Commission concurrence on the \$2.1 million investment for design and permitting for garage and development of surface parking. Gene Richards voted in favor. Miro Weinberger expressed concern about spending the money for planning if the project does not go forward. Mr. Searles responded that not constructing an addition to the garage, in some form, is not an option. Mary Sprayregen deferred to her fellow commissioners. General consensus received.

**90<sup>TH</sup> ANNIVERSARY PROJECT – CITY ARTS PROPOSAL FOR PERMANENT ART:**

Brian Searles reported that the Airports' 90<sup>th</sup> anniversary occurs in 2010 and that the City and State will be celebrating the Quadracentennial in 2009. The commissioning of permanent art is being considered for both celebrations. Doreen Kraft reviewed the history between the Burlington Airport and Burlington City Arts with Sara Katz providing specific examples which included the permanent installation at the south concourse (Maple, Apple & Birch) in 2000, the north installation (Sky Gates) in 2005 and the rotating art displays in the west corridor, over the escalator and outside of the north departure gates. It was stated that these installations has made the Airport a destination for art. Jessica Stolz then presented a powerpoint of the proposed options for additional art installations, following a time line that would allow for completion prior to the Quad and the Airport anniversary. The proposals ranged from \$15,000 for proposal #1 to \$50,000 for proposal #2 and \$5-15,000 for proposal #3 (proposals on file). Discussion. Mr. Flaherty questioned the process and time frame. Commission responded that they would do an in depth review of the proposal at a future meeting.

Robert McEwing, Doreen Kraft, Sara Katz and Jessica Stolz left the meeting.

## MANAGER'S REPORT:

**Aviation Business Report:** The Airport has never had 80,000 enplanements or vehicles parked on the airfield during this time, but did in July. Canadian broadcast networks have been noted at the Airport during this month and development efforts in Quebec through direct marketing indicate a broader customer base for Burlington. The nation is seeing more airline and aviation cut backs but other than two (2) flights lost from United, BTV has gained capacity overall. AirTran has resumed expansion plans that were thought to be abandoned.

**South End Update:** There has been encouraging news for the **Pratt** expansion to be finally moving forward – a project manager has been named and a meeting is to be held in the second week of September. **Federal Express** has notified the Airport that their expansion plans at Burlington are on hold but has asked for the Airport to review whether their ground and air facilities could be combined in a facility on the Airport. **Atlantic** and **Heritage** are in a dispute over the rights to provide fueling on the airfield.

**Brad Worthen:** Brad Worthen was introduced as a consultant to the Airport who will be handling South Burlington communication issues and working on other initiatives. Mr. Worthen reported that he has been working with South Burlington to establish a better rapport and that meetings have been held with the City Manager and the Chairman of the South Burlington Council in this regard. He also reported that he has been discussing the possibility of direct bus service between Montreal and BTV and has both Premier and Greyhound engaged in discussion. Clearing US Customs in a timely manner is the current concern, but there is definite interest. The final item that is currently being monitored is the development proposed by Jean Beaudin which calls for the extension of Patchen Road, parallel to Interstate 89, connecting to Williston Road near the Holiday Inn. The contractor has suggested, because there is no commitment from the State for improvements to interstate access to the Airport, that there may be an opportunity for the Airport to continue a road from Patchen to the Airport. Though the contractor is not asking for Airport participation and will not hold project, Airport will continue to monitor.

## LAND PURCHASE – VTANG:

Mr. Searles advised that the Airport was assisting the VT Air National Guard in the purchase of property adjacent to their facilities, owned by Shelburne Shipyard, to accommodate their plans for expansion. The Airport has entered into a cooperative agreement with the government, under which the Airport buys the property and the Air Guard reimburses the Airport for that cost. The City Council has expressed concern about the liability language in the terms of the agreement and are requiring a change before allowing the purchase. The negotiation between the City and the Air Guard are on going.

**SOUTH BURLINGTON PROPOSED AGREEMENT:**

Mr. Searles advised that he was making progress with the negotiation of the agreement between the City of South Burlington and the Airport and should be finalized by next month. The Airport had a ten (10) year agreement with the City that expired in 2006 and subsequent short term negotiations were reached but did not address annual increases. A process of the negotiation is to establish the tax as a "service" like the other services provided by the City. Discussion. Jeff Wicks asked what type of controls or measures were used over the negotiation. Discussion.

The next meeting of the Airport Commission was scheduled for Wednesday, September 17, 2008.

There being no further business, the meeting adjourned at 5:58 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
MONDAY, JUNE 16, 2008  
4:00 P.M.**

**PRESENT:**

Miro Weinberger  
Mary Sprayregen  
Gene Richards

Brian Searles  
Tamara Gagne  
Robert McEwing

The meeting was called to order by Mr. Searles, in the absence of Chairman Flaherty, at 4:08 p.m.

**MONTHLY REPORTS:**

The **minutes of May 5, 2008** were presented for review. Mr. Richards made a motion to approve the minutes as written. Seconded by Ms. Sprayregen. All were in favor.

The **May operating statements** were reviewed and discussed and the **May warrant** was signed.

**MANAGER'S REPORT:**

Mr. Searles provided an update on the **aviation business** indicating that Burlington Airports' May over May enplanements were up by 4.81% indicating that BTV is one of few airports not feeling the national trend. The airlines, nationally, have grounded 12-17% of their aircraft thus reducing capacity. Discussion. It is not clear when, if, or how BTV will be affected by these actions.

**Commissioner Bobby Miller** has resigned his post at the Airport based on personal reasons tied to time and personal travel needs. Mr. Searles reported that he had thought that he might have been convinced to continue for one more year, but an application was not submitted.

Counciler Karen Paul has authored a **resolution** requiring the City to review its policies, ordinances, rate structure and enforcement of the **taxi rules & regulations and ordinances**. The Airport administers the City of Burlington licensing and will therefore be involved in this process. Discussion. The Commission expressed their thought that the fees charged to operate a taxi cab and/or to have a queue permit are out of date and need to be increased.

The Airport has received a draft letter from **Atlantic Aviation** objecting to other tenants on airfield providing **fueling services**.

The Airport annual **FAA inspection** is scheduled to start on Tuesday, June 17, 2008.

**PARKING:**

Mr. Searles advised that he wanted to discuss the pros and cons of bonding at the November election vs waiting until March of 2009. A part of this discussion would include the evaluation of whether to build or develop surface parking. He reported that he has asked several people outside of the airport community about their opinion of the expansion plans and received responses indicating that they would not support such an effort if asked so during the November election. Bob McEwing presented alternative building plans, the cost associated with the design and some surface development to get ready for a building when the economic times are better understood or are more stable. Discussion. A number of hypotheticals were asked and addressed. Mr. Richards was again adamant that a revenue bond vote in November is the only way to go – the only opportunity as it will get more difficult. Discussion. The majority of the Commission agreed with the premise of the bond vote in November but were very concerned generally about the affordability of the parking garage. A sensitivity analysis to be presented at the next meeting.

A discussion ensued regarding future meeting schedules, concluding that Mondays still seemed to work for the majority. The next meeting of the Airport Commission was set for Monday, July 14, 2008 at 4:00 p.m.

There being no further business, the meeting adjourned at 5:35 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**Monday, May 5, 2008**  
**4:00 p.m.**

**PRESENT:**

Michael Flaherty, Chairman  
Mary Sprayregen  
Gene Richards  
Miro Weinberger

Brian Searles  
Tamara Gagne  
Robert McEwing

The meeting was called to order by the Chairman, Mr. Flaherty at 4:11 p.m. with the above listed present.

**MONTHLY REPORTS:**

The minutes of March 24, 2008 were not available for review.

The **March warrant and operating statements** were presented for review. Discussion including cash balance. T. Gagne reported on the lack of consistent accounting services from the City and described the recent turnover of personnel. The Airport has now been assigned Christine Rongo who appears to be a good fit and has strong accounting and analytical skills. The ongoing reports should be a more accurate reflection of airport operating situation. The **March warrant** was reviewed and signed.

**AIRTRAN AIRWAYS PROGRESS REPORT AND LAUNCH DATE EVENT:**

AirTran has reported that advanced booking ticket sales are okay, but not where they would have wanted to be. The early morning flight will operate sporadically (based on ticket sales) until June 20 when it will be placed back on the schedule. Discussion and report regarding marketing and advertising efforts for AirTran. May 21, 2008 is the official first flight (arrival and departure) and the date of the launch event. The event will be hosted in the departure lounge at Gates 1-8 with a VT products brunch starting at 11:00. The press conference will begin at 11:45 with a plan to move to the ramp at 12:15 for the arrival of the aircraft.

**PARKING NEEDS DISCUSSION/BOND ISSUE STRATEGY:**

Brian reviewed the current Burlington Airport parking situation, including providing the numbers of all of the remote parking lots as well as potential developable locations. At the last meeting, the proposal was for a two level garage expansion. The Airport since met with Jonathan Leopold to discuss the need for a revenue bond and the placement of same on a City ballot. Jonathan expressed his concern about the Airport bond issue as it would compete with two other City bonds as well as his concern about the economy. Discussion. Commission echoed similar concerns about the economy but felt strongly that an Airport revenue bond could be supported. Discussion. Bob provided information on the alternatives to building the garage and advised that the Airport shortfall, for existing demand, is approximately 1,000 spaces in order to avoid parking on the airfield or in remote locations. Bob's recommendation was to build two (2) levels over the existing garage with a roof, but without the solar – though designing to accommodate it at a future date. Discussion. A lengthy discussion ensued over the risks, the economy and the options without the building of a garage. Miro cautioned that risk management strategies need be applied in this situation to determine financial feasibility of the project. Discussion. Gene indicated that it is the responsibility of the Board and the Airport to do what is in the best interest for the Airport and its travelers and that he really feels that the November bond vote timing is much more palatable than March for various reasons. Discussion. Commission consensus reached to move forward to provide a financial feasibility analysis to ensure that the carrying of the proposed debt is manageable.

**INTERNATIONAL PROJECT – PHASE II:**

Mr. Searles asked whether the Airport should commit the next \$50,000 to continue the pursuit of international air service. Discussion. Gene expressed his opinion that this was a “long shot” and that the Airport needs to put long shots on the back burner. There was a general consensus on this feeling. Miro opined that this was an entrepreneurial opportunity and should not be quickly dismissed. Discussion. Mary Sprayregen left the meeting (5:30 pm). Further debate and discussion. The Commission agreed that it should proceed with the study, understanding that the final phase (building for and/or solicitation of an airline) will likely not have the needed financial support to proceed.



## **MASTER PLAN DEVELOPMENT:**

Bob McEwing reported that the process for the update to the Airport master plan has begun with the planning firm of Campbell & Paris.

## **MANAGER'S REPORT:**

**Business Report:** Enplanements for the past month are up by 3% over the previous year. The expenses for FY'08 are over budget in a number of categories primarily based on the conditions of winter.

The **FY-09 Budget** will reflect a 6.7% increase over current year related to increased operating expenses, including three new maintenance positions. This information was reviewed with Jonathan without any feedback or concern expressed.

**Legislative/Congressional Update:** The second half **FAA re-authorization bill** for aviation received some movement – the Senate has dropped its protests of the bill and are working with the House with hopes of resolving all issues within the month. The **State of Vermont** authorized \$50K for a study of the tech center expansion project, but the Burlington School system showed no interest in accepting the funding. The Airport acted on their behalf. The State also took action on extending the **aviation parts tax issue** out the requested ten (10) years. The **Airport Drive study** did not get an allocation of \$50K in the proposed bill but instruction was given to Neil Lunderville to fund the \$50K in the budget to get the project done.

## **OTHER BUSINESS:**

Bob McEwing provided an update on Airport projects as follows; A \$2.3M land acquisition project application was sent to FAA for last years' land program. The stormwater treatment/infiltration system, a \$1.2M component, was submitted to FAA in an application for an overall \$4.8M project for the South End. A steering committee hearing was held on Friday, May 2 for the master plan update process. The master plan will have land use, airport access and forecast as its key elements. South Burlington has agreed to allow the Airport to purchase the Picard Circle properties in its FY09 land acquisition program. The Airport will be receiving \$2.7M in discretionary funds for these properties.

## **SOUTH BURLINGTON LAND USE /NOISE ISSUES:**

Mr. Flaherty reported that he would be representing the Airport at a meeting in executive session with South Burlington Council. South Burlington wants a rational plan for use of the land once a particular property is purchased by the Airport. There has been a South Burlington Council change and thus has a change in how they view the Airports' land acquisition program, despite fact that Airport has been purchasing property for decades. The other factor that has changed is that more people want to sell. Discussion.

There being no further business, the meeting adjourned at 5:55 p.m. on a motion by Miro Weinberger. The motion was seconded by Gene Richards. Meeting adjourned as motioned.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
TUESDAY, FEBRUARY 19, 2008  
4:00 PM

**PRESENT:**

Michael Flaherty, Chairman  
Miro Weinberger  
Bobby Miller  
Mary Sprayregen  
Gene Richards

Brian Searles  
Robert McEwing

The meeting was called to order by the Chairman, Michael Flaherty at 4:06pm with the above listed present (Miro Weinberger arrived at 4:20pm.)

**MINUTES:**

Minutes for November and January were presented for approval. Bobby Miller moved acceptance of the November minutes, seconded by Mary Sprayregen. Approved. Gene Richards moved acceptance of the January, 2008 minutes, seconded by Miro Weinberger. Approved.

**MONTHLY OPERATING STATEMENTS:**

The January warrants were presented for review and signatures with a written summary narrative report from Tamara Gagne. No questions were raised.

**ECONOMIC/LEGISLATIVE HEARING:**

The Senate Committee on Economic Development, Housing and General Affairs held a hearing at the Airport which included a tour of the airfield and Heritage Flight Services facility. Mr. Miller discussed the results of the committee meeting and discussion of the aviation tax issue on which there is a bill working through the Senate to remove the sunset provision. Removal of the tax has had a very positive impact on the business of Heritage, Aviatron and Pratt & Whitney. The Senate bill is currently in the Finance Committee for action. There seems to be widespread support for removing the sunset but it must be followed carefully. At the Senate hearing Jeff Carr of Economic & Policy Resources (EPR) presented results of their analysis of impact of the South End Development on the economy in creating new jobs and personal income. Their analysis indicated there could be a \$52 million annual impact on Vermont's economy.

## **DOMESTIC AIR SERVICE DEVELOPMENTS:**

The **Air Tran** press conference and the events leading up to the Friday announcement was discussed. The welcome speech by Mary Sprayregen in French was particularly noted and appreciated. Air Tran will be initiating service to BWI on May 21 with three flights per day to that airport. Tickets are currently on sale. The **Delta-Northwest** merger may be announced on Wednesday, 2/20, with Delta possibly the surviving carrier. Delta will be moving to the old Independence space and **Air Tran** will be occupying the space to be vacated by Delta. The Airport will be purchasing equipment to make the new airline a "turnkey" operation in terms of getting set up. The Airport will then own the equipment. There was discussion of the extent of advertising to be done for the new service with a "wait and let them ask" approach seen as best approach. There was some discussion of the role of Paul Kaza in advertising in Canada. For future air service the Airport will be working on more direct service points with **Boston, Denver, Charlotte, Atlanta and Fort Lauderdale** all on the agenda for discussion.

## **INTERNATIONAL AIR SERVICE DEVELOPMENTS:**

There was discussion of continuing with the next phase of the International Air Service Study and Mr. Searles recommended against spending the estimated \$50,000 in FY2008 but to bring it back up for further discussion in **August, 2008**. At that time costs could be reviewed and a decision made as to whether to proceed. The Commission concurred with this approach. Mr. Miller commented that the hurdle for international service will be logistics at the Airport and the cost of providing Customs and FIS facilities. Mr. McEwing indicated that total space needs for an international facility might be approximately 30,000sf on two levels with the Customs/FIS requiring 15,000 sf or so. Cost could be in the order of \$7million. It was mentioned that there is a request for information from Zoom Airlines based in Gatwick. Zoom is a large airline in Europe which was looking at the possibility of charter service to BTV.

## **PROJECT DEVELOPMENT:**

Mr. McEwing briefed on the status of airport development projects including the parking garage expansion and overflow parking. Phase 2 of the south end development will get underway this spring but additional costs will be incurred due to stormwater requirements. A large underground storage facility may be constructed under the new general aviation ramp. Land acquisition will include eight (8) properties with possibility of including Geno's if there is agreement on the price.

## **MANAGER'S REPORT:**

The chart showing the forecasted enplanements through 2008 that was made in 2003 was displayed along with a new line showing what has actually occurred during the forecast period. Enplanement numbers for January, 2008 of **56,751** were presented indicating an increase of **3.86%** over January, 2007 to a new record number for the January time period. It showed the more conservative growth rate predicted in 2003 had been exceeded but that the Airport will still take a conservative view on growth in the future.

There was a presentation before the Vermont Senate Transportation Committee which discussed the need for continuing support of the 3% share of the Airport Improvement Program and to obtain funding for engineering of the Airport Drive Extension Project. It was requested that \$50,000 be made available from the state to match \$50,000 from South Burlington and BTV. The roadway would be designed to local rather than state or federal standards to reduce the overall cost. The Senate Committee responded positively towards this idea. There was also discussion on the Exit 12B project to improve access to the Airport. There may be private money available to support the environmental study of this interchange.

The US Senate and House have extended the Airport Improvement Funding through June 30, 2008. This extension also includes contract authority so grants can be issued.

Mr. Searles will be Vice Chair of the Government Affairs Committee of Airports Council International and will become Chair in 2009.

There was a meeting with South Burlington on their proposed noise ordinance and it appears that wording will be changed to either tone down or remove the airport from the proposed ordinance. Mr. Searles will be meeting with the South Burlington City Council later this evening to brief them on airport activities.

The next meeting of the Airport Commission was scheduled for Monday, March 24, 2008.

There being no further business, the meeting was adjourned at 5:20pm on a motion by Mr. Miller, seconded by Gene Richards.

Notes taken and report prepared by Robert McEwing

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MONDAY, JANUARY 28, 2008**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Miro Weinberger  
Bobby Miller  
Mary Sprayregen

Brian Searles  
Tamara Gagne  
Robert McEwing

David Rocchio, Craig

The meeting was called to order by the Chairman, Mr. Flaherty at 4:05 p.m. with the above listed present.

**INTERNATIONAL AIR SERVICE PROJECT UPDATE:**

Mr. Rocchio indicated that the comment section in the handouts would be further enhanced with additional survey data but was unavailable due to a family death of the surveyor. He then explained that the reports stated a number of hypothesis and described that the continuance of Part 1 of Phase 1 was contingent upon each of the hypothesis to be true. A detailed review and discussion of each of the hypothesis in the report continued. Ms. Sprayregen asked whether US Customs had the ability or was willing to respond to the requirements for providing international air service screening. Discussion. Mr. McEwing explained that the Customs requirements for anything other than what they were currently doing at BTV (maximum of twenty passengers) was quite an extensive profile to include a 17,000 s.f. building. The initial response from the US Customs department is that they would provide staffing if the Airport had a facility from which to operate. Based on conversation and questions posed regarding air carrier interest, Mr. Rocchio advised that Virgin America is looking to develop hub cities, but that Virgin Atlantic is exploring thinner routes from US to Paris and other international point to point markets. Discussion. A detailed review and question period ensued regarding the survey data. The data shows only a 11% mix of Canadian travelers, less than any other survey, but is attributed to time of year and lack of willing respondents. One of the things realized by the surveyor is that Canadians are less likely to be willing to take time and answer the questions posed, thereby reducing the percentages in this type of survey. Garage vehicle plate surveys continue to show the Canadian travelers at 30+% of the overall traffic mix. The catchment area distance that was used in the reports is 200km from the Airport and excludes Quebec. This was explained to be the Ryan Air model.

### **INTERNATIONAL AIR SERVICE STUDY (cont.):**

Other survey data results were that in December, business travel decreased and leisure travel increased. 37% of the passengers surveyed travel to Europe and that 10% of Canadians indicate that they would choose BTV for international service if available. Discussion. Mr. Weinberger asked how the projection of 80 passengers per day compared and received a response that it is much higher than originally thought and that the number is even higher with December data not yet included in the reports. Discussion. Mr. Rocchio recommended that, for the next phase, a comprehensive Canadian survey be conducted by phone polling or some other targeted effort in Canada. Discussion and comment that success would always be based on the desire to participate which remains to be seen, depending on the method used. The Commission to review this topic at its next meeting or a special meeting when all Board members are present. Mr. Richards is particularly interested in this study and expressed that no action be taken until he can weigh in.

### **MONTHLY OPERATING STATEMENTS:**

The **November** and **December warrants** were presented for review and signatures. The **minutes of November 26, 2007** were not available for review. Ms. Gagne provided a review of the December financials. No questions were raised.

### **MANAGER'S REPORT:**

The 2007 **annual enplanements** were published showing a 2.7% overall increase with a record high 700,000 enplanements for the year. Total Airport traffic is 1.4 million passengers. The **Senate Economic Development Committee** meeting and agenda was reviewed with Commission invited to attend for Wednesday, January 30 at 12:30 at the Airport. The Airport has had no progress with regard to the return of **Boston air service** but will continue to provide information and communication to our existing air carriers (Delta & jetBlue) as well as communications to other viable air carriers. The **US/Canadian border regulations** becomes effective on Thursday (the requirement for travelers to have birth certificates as proof of citizenship) but was supposed to be delayed until 2009. The DHS short notice and confusing implementation could contribute to delays at the border that can affect Burlington air travelers. A US Senate letter, signed by eleven (11) of the US Senators was distributed for review.

### **AIRPORT NOISE ISSUES:**

Mr. McEwing advised that the Airport would be holding a follow up hearing in March regarding the Airport noise study and impact survey. He also indicated that he has been working closely with the South Burlington planner with regard to the noise impact as a

**AIRPORT NOISE ISSUES (cont.):**

result of land acquisition. Mr. Searles reported that there is action to include the Airport in the new South Burlington noise ordinance re-write. The Airport attorney has done some preliminary review of the situation and precedence for a local authority rights to impose fees under such an ordinance. Discussion.

The next meeting of the Airport Commission was scheduled for Tuesday, February 19, 2008.

There being no further business, the meeting adjourned at 5:45 on a motion by Mr. Miller, second by Ms. Sprayregen.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board