

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**Monday, NOVEMBER 16, 2009**  
**4:00 P.M.**

**PRESENT:**

Gene Richards, Chairman  
Peter Plumeau

Brian Searles  
Tamara Gagne  
Robert McEwing

Brad Worthen, Consultant to Airport

The meeting was called to order by the Chairman, at 4:15 p.m. without a quorum.

**HISTORY PROJECT:**

Brian reported that the Airport has begun preparations for the celebration of its 90<sup>th</sup> anniversary. The first project in this process is the contracting and writing of a 120 page hard covered history book which will include the original 1988 history book and an update for the years since that time. The restoration of a couple of large scale model airplanes owned by the Airport will also happen. Changing rotating art in airport to something reflective of anniversary. Airshow possibly.

The Northeast Chapter of American Association of Airport Executives annual conference is being hosted by Burlington in 2010 and starts on the actual date of the anniversary and will be a large part of the process.

**BUS SERVICE UPDATE:**

Brad cited a response from attorney Joseph Farnham that the definition of South Burlington's ordinance definition of "Airport" includes "... other uses designed to serve aviation passengers and industry" which could arguably support the Airport's ability to have additional bus service at the Airport. Commissioner Richards asked, putting aside South Burlington issues, what the time frame is for the bus service. Greyhound lease in Burlington expires in April and they would like to have an alternative site in place by that time. Commissioner Richards again expressed concern that the relationship should be based on an equal basis, not a dictatorship and acknowledges that we have made strides in communication to South Burlington but does not want to be held hostage on very clearly required progression in transportation. Discussion. Miro Weinberger entered the meeting. Commissioner has power point presentation prepared for tonite's meeting and was reviewed.

Commissioner Plumeau – minutes as amended. Seconded by Miro

Questions regarding financial reports – JetBlue with explanation, OneFlight Up w/explanation

**BUSINESS REPORT:**

Another double digit decrease for October – will release to public tomorrow. BTV is now at 2100 seats per day which is about the 2005 level of number of seats. Passenger numbers for October are at the same level as 2003. BTV is tracking national trends that indicate that the number of seats available are at 2003 levels. BTV load factors for October were very high at 87+% but airlines are still not making money. Staff is working on revenue enhancements ideas to present at a later date. Boyd Aviation has also been hired to provide baseline data and information on where there is air service opportunities for Burlington and how to communicate to community and press. Discussion.

**CAH (PARK & SHUTTLE):**

Brian Searles advises that the Airport has still not filed in court as we are still trying to negotiate/settle out of court.

**PARKING STRUCTURE/BOND ISSUE:**

Brian Searles presentation of memorandum regarding parking structure addition recommending that the Airport seek voter approval in March for the funding and construction of the parking garage in spring of 2010. Discussion. Commissioner Weinberger questioned status of financial report. Discussion

Motion by Commissioner Weinberger to allow Brian Searles to move forward as described in the memo of November 16, 2009 understanding that there will be further discussion between now and the time that the ballot is set. Seconded by Commissioner Plumeau. All were in favor.

**AIRPORT ACCESS UPDATE:**

Bob McEwing presented a draft master plan layout plan regarding access to the Airport which highlighted the designated buffer zone between Airport and neighborhood with the reconstruction of Airport Drive and its re-alignment. This layout also supports the plan for the creation of an exit off from the interstate currently designated as 12B. Discussion. Commissioner Plumeau expressed concern about having the layout show an alternative to 12B for its affect on the support for this project. Discussion.

There being no further business, the meeting adjourned at 5:32 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MONDAY, SEPTEMBER 28, 2009**  
**4:00 P.M.**

**PRESENT:**

Gene Richards, Chairman  
Miro Weinberger  
Jeff Munger  
Jeff Wick  
Peter Plumeau

Brian Searles, Director  
Tamara Gagne, Clerk  
Robert McEwing  
Heather Kendrew

Brad Worthen

The meeting was called to order by the Chairman, Mr. Richards at 4:08 p.m. with the above referenced present.

**MONTHLY REPORTS:**

The **minutes of August 24, 2009** were presented for review and approval. Motion by Commissioner Weinberger to approve the minutes as presented. Seconded by Peter Plumeau. All were in favor.

The **August operating statements** were mailed to the Commission on Friday, September 25, 2009 with a summary as follows;

*First section (marked page 3) is the combined operating & expense report. A thorough review of this page (STARTING WITH REVENUES) resulted in correction of errors for the % calculation on the "Building Rent Industrial Park" (9% vs 0%) and a corrected revenue figure for "Terminal Concessions" which should be \$66,055. The allocation for the interest accounts is done by journal entry from the City and has not been done yet for this fiscal year. For EXPENSES there are no expenses out of line or need annotation other than the 72200 and 72880 codes that also require journal entries from City not yet allocated.*

*Second section (marked pages 4-7) is a detail backup of the expenditures.*

*Third section (marked pages 8-9): Overall, the aging report looks excellent with recent payments received from Airtran, Atlantic Aviation, Colgan, Comair, GoJet, Heritage, Jetblue, Piedmont and PSA. These recent payments are not reflected in the totals.*

*Fourth section (marked pages 12 & 13): Summary of revenue concessions detailed by our % received (p12) and the gross revenue reported (p13).*

These reports were sent with a request for feedback or questions. No comments or questions were received. Commissioner Wick & Plumeau volunteered to work with staff to create a report that would provide a concise and understandable summary of the Airport finances.

Motion by Commissioner Plumeau to accept the review of the financials through August 31, 2009 as presented. Seconded by Commissioner Wick.

**BUSINESS REPORT:**

Mr. Searles reported 76,000 enplanements in August, which is the second largest August ever reflecting a 4% decrease from last year which was the record year. Passenger demand is and remains strong but air service is the problem. Analysis of hubs served by BTV reflects that their capacity (number of available seats) is down by 11.8 % with BTV down 11.3% compared to last year. AirTran has gone seasonal but not based on service at BTV. LGA service is at risk with it ending in January and possibly resuming by another carrier. Atlanta service discontinued effective November 1. These changes have caused it to be a new world for air service and BTV will be changing emphasis from marketing passengers to marketing air carriers. Discussion. Gene Richard - will passengers drive to Manchester, Albany or other airports to seek service? Brian Searles responded that other airports are in the same situation whose seat capacities have been reduced so they cannot offer anything different than BTV. Brian reported that he and Bob McEwing will be attending a forecasting conference at which they will be interviewing a new marketing firm – Boyd Aviation Consultant – who has a great reputation and provided competitive pricing based on recent RFP response. BTV has significantly fewer seats and needs to be addressed by recruitment of air carriers vs recruiting of passengers. Discussion. Incentives being given to airlines by airports has become very dramatic – one airport giving Southwest \$10M and another community investing and providing \$2M in a travel pool. Miro Weinberger - Enplanements only down 4.2% but seats down over 11%? Yes. Discussion. Brian reported that Burlington Airports' available capacity is 2300 seats per day and that we are using about 80% of that capacity at last count. Discussion. The aviation analyst that BTV is interviewing has indicated that BTV will run out of seats in October based on current demand and diminishing seats. Potential that Delta Airlines will be picking up vacated USAirways JFK service. If this happens, it could mean four (4) RJ jet service replacing turbo prop service.

Issues for future: Brian reported that BTV has an influx of additional federal funding this fiscal year which would traditionally mean that the State match would be then larger. However, the State has set a defined budget for this year and going forward which would leave the Airport short – over next five years - of about three quarters of a million dollars. This shortfall would be require the Airport to come up with additional funding. Airport working with Senator Mazza to fill gap, but are restricted to budget as set.

Energy audit received today with results for great savings but at some substantial costs.

**OTHER BUSINESS:**

Commissioner Richards advised that the City of Burlington Taxi License Appeals Board, on which an Airport Commissioner is designated, had a taxi hearing on the revocation or issuance of a license held by taxi operator Daniel Campbell. This individual has driven a taxi cab in the City of Burlington for 20+ years and in 2004 was convicted of sexual misconduct with a minor. Due to a more intensive review of all taxi drivers and updates in the process, this information was re-reviewed with this year's application. The designated Board (City Police Chief or designee, City Councilor, Airport Commissioner with City Attorney) heard and deliberated at length on all evidence and decided that Mr. Campbell could continue to drive as a City taxi driver with restrictions. An owner/operator complained about the issuance of the license to this individual and called Sam Hemingway at the Free Press. This hearing and results are being investigated by the Free Press. Commissioner Richards asked that if anyone is contacted about this decision that they should refer all contacts to the City Attorney's office. Commissioner Richards indicated that he would like to have the Commission be educated and provide feedback about the process. Discussion.

**SOLAR PHOTOVOLTAIC PROJECT UPDATE:**

Mr. Searles advised that a new proposal has been submitted which changed the proposal from last month. The Commission reviewed a proposed MOU outline dated September 28, 2009 which in summary would make the Airport part owner from the start at an initial investment of \$4.5 to be bonded with a proposed payment of \$25,000 per month for amortization and a proposed \$4,000 monthly revenue for location and access. The property tax requirements are unclear but it is felt that with the Airport as owner of the installation and the property that this will clarify and possibly exempt from the property tax requirement. Mr. Searles also indicated that there is discussion about State action in this regard to eliminate requirement for public utility taxes relative to renewable energy projects. He also reported that from Staff perspective this proposal would be more in line with other activity/entities on the airfield (vs land lease). Discussion. Commissioner Wick questioned whether BTV had 13 acres available that were not needed for other purposes and why is BTV getting into this business? Commissioner Richards asked whether this is something that BED would want to do with Airport? Mr. Searles responded that the Airport does have 13 acres available for such a project that would not otherwise be used for another purpose and that the consultant on this proposal came to the Airport because it was looking for areas that had sufficient vacant and flat opportunities of land. It is a project that is likely of interest to BED or Green Mountain Power. This power will be sold and will not initially lower the Airport footprint. Commissioner Plumeau questioned whether there was a stormwater or impervious surface impact? Bob McEwing indicated that it may and that they may have to get a stormwater permit for it. Commissioner Wick expressed his concern about the financial arrangement with such questions as "What if the revenues are not there in accordance with the plan?". Discussion. The Airport support of this project will only put the Airport

**SOLAR PHOTOVOLTAIC PROJECT UPDATE (cont.):**

(and VT Solar Power) in the applicant queue in the time frame to meet the deadline for the State. The basic approval/question for the Commission was whether they want to pursue this opportunity with the first step being an MOU with VT Solar Power which would address the land control issue so that they can proceed with an application for use as a solar site. This would not commit the Airport financially until terms of an agreement would be reached, researched, finalized. Discussion. Burlington Airport would be a co-applicant in the process. Discussion. Commissioner Munger concerned about the developer and their background and expertise in the process and with photovoltaic structures. Discussion. Commissioner Wick indicated that the written MOU must be clear that the Airport is agreeing to terms in a non-binding manner and may opt out at any time. Draft MOU is expected to be received tomorrow and will be immediately sent to attorney for review. Discussion. The Commission gave their concurrence with the concept provided that the MOU is completely non-binding. Airport will circulate MOU received and Miro Weinberger offered to participate on a more direct basis by contacting Charlie Smith.

Miro Weinberger left the meeting.

**PARK & SHUTTLE UPDATE:**

Mr. Searles reported that the Airport has come to an end of its negotiations with the contractor Park & Shuttle. The Airport was willing to have negotiated down from \$900,000 to \$600,000 – based on the initial estimate by Park & Shuttle that it has cost them \$300,000 for extra services, but Park & Shuttle did not respond specifically but attempted to produce profit and loss statements from hired accountants in Florida, despite fact that they had already hired a local accountant to work with the City auditor and the two of them agreed that Park & Shuttle was liable for approximately \$600,000. A suit will be filed this week with a claim for the \$850,000 revenues that are due the Airport. Discussion. Tamara Gagne reported that the contract term expires at the end of October this year and that a draft RFP will be available by end of this week. Discussion.

**OTHER BUSINESS:**

Brad Worthen provided information that in the last 10 days he has had very active communication with Greyhound about provision of service from BTV to Montreal but also to move the Pine St. terminal to the Airport. Greyhound also included a discussion about adding two (2) additional routes to the four existing routes, but have asked for a BTV subsidy for the additional routes. Airport has responded that the four existing routes need to be tested before discussing additional routes. Airport has committed to a rent subsidy/delay until their Pine Street lease has terminated – mid 2010. Discussion. Commissioner Richards asked whether anyone has taken the bus route that is proposed? What types of individuals use the service? What can Airport expect? Discussion. The

**OTHER BUSINESS (cont.):**

alternative is to work with Premier Bus service with a dedicated route for Airport passengers but this has proven costly. Commissioner Plumeau expressed concern that South Burlington may have issues with moving of a bus service from Burlington to the Airport which received a question from Commissioner Wick as to whether they have jurisdiction? Discussion. In addition to the bus service initiative, communications will start with CCTA to ensure that their schedules would match the routes from BTV. Discussion.

**PARKING STRUCTURE & OTHER AIRPORT PROJECTS UPDATE:**

Bob McEwing reported that BTV was in active discussion and presentations to the South Burlington DRB and South Burlington Councils regarding parking garage and that the vehicle count data is currently at issue. Discussion. Commissioner Plumeau questioned how the living wall structure is now coming under Act 250 jurisdiction and was advised that it became so because it is a structure.

Also reported was that the airfield projects, as funded under ARAA and AIP, are currently under way with a portion to start in spring. FAA has committed to approximately \$14M for next year funding to overlay the runway.

The next meeting of the Airport Commission will be held on the regularly scheduled date of Monday, October 18, 2009.

There being no further business, the meeting adjourned at 5:45 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BURLINGTON INTERNATIONAL AIRPORT**  
**BOARD OF AIRPORT COMMISSIONERS**  
**Monday, August 24, 2009**

**PRESENT:**

Gene Richards, Chairman  
Miro Weinberger  
Peter Plumeau  
Jeff Munger

Brian Searles  
Tamara Gagne  
Robert McEwing  
Heather Kendrew  
Brad Worthen

The meeting was called to order by the Chairman, Mr. Richards, at 4:03 p.m. with the above noted present.

**SOLAR PHOTOVOLTAIC PROJECT PRESENTATION:**

Charlie Smith, representative for VT Solar Power, presented request for placement of solar photovoltaic panels at Burlington Airport with details of proposal presented in written summary. A lengthy discussion followed to include talk about the 50 megawatt capacity set aside by the State to encourage applications for self-sustaining power structures, that the requests are limited to 2.2 megawatts per site, the recent congressional award of \$5M to the Air Guard for renewable energy installations, no permit process or requirement at the local or Act 250 level as it must all be handled through the VT Public Service Board and the requirement/request for this installation is approx. 13 acres. Mr. Smith summarized the proposal as an agreement in which VT Solar Power would have no payment (or a nominal fee) for the first seven (7) years with no cost to the Airport during that time, but a commitment to purchase the solar panels and system from VT Solar at the end of seven years at fair market value. Discussion. Question raised by Commissioner Weinberger as to the confidence level of the projected revenues as outlined. Charlie Smith responded that the predictions are based on historical and projected Vermont weather patterns and is reasonable to assume will be produced. No information provided on the question that was posed for how many years of history were used. Commissioner Weinberger outlined what he understood the process to be with 1) Commission commitment, 2) VT Solar Power goes forward with application, 3) if successful, VT Power spends \$13M, 4) 1<sup>st</sup> seven (7) years all revenue flows to VT Power, 5) end of seven (7) years Airport agrees to buy equipment at FMV and receives revenue flow available at that time and asked whether the agreement could reflect an option to buy versus a hard commitment. Discussion. Commissioner Richards asked that the Commission be able to review a draft/proposed contract that would include and delineate the responsibility for clean up or removal at end of term or useful life. Discussion.



**SOLAR PHOTOVOLTAIC PROJECT PRESENTATION (cont.):**

Commissioner Richards also reflected on several different scenarios including whether there was the potential for there to be liens on the equipment associated with the transfer. Mr. Smith responded that there would be a lien on the revenues and a simple transfer of the ground lease would suffice at end of term. Discussion. Commissioner Plumeau commented that these types of equipment are in constant advancement and would be concerned about Airport commitment to purchase at end of term of equipment that will be six generations old and potentially obsolete by standards at that time and asked whether the proposal had provisions for upgrades as changes occurred. Discussion. When asked for a staff recommendation, Mr. Searles advised that he felt that it would be difficult to sell to the City without a revenue stream enhancement to the Airport in the first seven years. There are still many unknowns but this proposal is not unlike other bonded ventures. There is general agreement from staff that the Airport likes the project. Bob McEwing advised that the Airport is required to establish some fee for the use of the land and/or facilities to be in compliance with the Federal grant assurances and offered to check with Fresno and Denver who have large solar panel installations at their facilities regarding their financial arrangements. Heather Kendrew reported that while there has been examples of FAA approval of these installations there are none that she is aware of in the Northeast Region. Commissioner Munger suggested that there are two firms in the State that have a great deal of knowledge about solar installations and should be consulted though he acknowledged that this may be problematic due to competitive nature of the 50 MW allocation process and whether they are involved or not. Discussion. Commissioner Richards suggested that the process move forward with exploration of contract terms, counter offer to the proposal made here with a ground rent rate for the first seven years, contact with other Airports and other discussed strategies until all of the blanks are filled in. Commissioner Weinberger commented that the Airport should not be taking an interest rate risk nor an appraisal risk and that agreement should be structured to eliminate this risk as well as the inclusion of performance milestone established to go along with the contract.

**MONTHLY OPERATING STATEMENTS:**

The **minutes of July 28, 2009** were presented for review and approval. Commissioner Plumeau approved the minutes as presented. Seconded by Commissioner Weinberger. All were in favor.

The **July operating statements** were not made available by the City for review by the Commission. Commissioner Weinberger questioned whether the fact that the City is doing the books for the Airport is hampering our ability to manage the Airport? Suggestion that this topic be an agenda item for a future meeting. Discussion.

**MANAGER'S REPORT:**

Mr. Searles reported that Friday was a very unusual day at the Airport with two diversions and two Phase 5 (largest possible emergency). The way that the Airport came together for the American Airlines diversion is exactly the polar opposite of the incident at Rochester – all airlines, tenants, TSA and Airport coordinated and responded so that the impact to the passenger was minimized. Airport July enplanements were strong as are the month to date August. The USAirways JFK service announcement (2010) may be a good thing as it may mean the elimination of the turbo props. Delta, in at least one publication, has indicated that they are taking over 26 of the 38 routes that are being vacated by USAirways. AirTran, under duress, has admitted that they are taking service from Burlington because they need airplanes.

**Parking Garage Expansion Project.** Bob McEwing reported that South Burlington will be hiring their own traffic consultant to verify the Airport traffic results, at the Airport expense. There is a briefing of the South Burlington Council on the 21<sup>st</sup> of September. This presentation will be focused on the north expansion in order to provide some parking relief. Commissioner Plumeau indicated that, at both DRB and planning sessions, questions were received about who was on the communication list and that the title of email did not catch his attention and suggested it be more specific. In addition it was asked whether, as part of the DRB meeting of August 13, whether the meeting in South Burlington was announced to which Mr. Worthen responded in the affirmative. Brad Worthen then asked whether the concerns being expressed were that the Airport is not communicating to which an answer of “No” was provided. Discussion. Questions from Paul Connor were received about the garage expansion including how the Airport knows that the project will fulfill the long term needs. Bob responded that it will not meet those needs – it is to accommodate the existing traffic. The long term master plan is in the process at this time. Discussion. Commissioner Richards asked whether there was a plan for a parking garage rate increase as discussed at the last meeting. Mr. Searles responded that an implementation plan had not yet been created and that he did not recommend an increase at this time.

**PARK AND SHUTTLE UPDATE:**

Tamara Gagne advised that there have been ongoing discussion and meetings with Park & Shuttle and its attorney. Their latest request is that the Airport should be responsible for their losses as identified on their profit and loss statements. The Airport has hired the City auditor (Sullivan & Powers) to review these statements, work with their accountant and advise findings relative to the agreement. Discussion. Commission expressed concern about duration of this process and previously expressed sentiment that we should be taking affirmative legal action in this regard thus forcing the issue and requiring CAH to either admit that it has no method to be able to pay the amount due the Airport or is forced to do so. Tamara Gagne to continue to work with Bill Ellis of MLS and consult with Commissioner Wick as needed.

Next Commission meeting tentatively scheduled for September 28, 2009.

There being no further business, meeting adjourned at 5:48 p.m.

Respectfully Submitted,

Tamara Gagne  
Clerk of the Board

**AGENDA  
BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
August 24, 2009**

**MONTHLY REPORTS**

1. Minutes of July 28, 2009
2. Financial Report

**MANAGER'S REPORT**

1. Business Report

**OLD BUSINESS**

1. Parking Structure Update
2. Park and Shuttle Update

**NEW BUSINESS**

1. Solar Photovoltaic Project Presentation

**OTHER BUSINESS**

1. Other Business
2. Commissioner Comments
3. Next Meeting

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
TUESDAY, JULY 28, 2009  
4:00 P.M.**

**PRESENT:**

Gene Richards, Chairman  
Jeff Wick  
Peter Plumeau  
Jeff Munger  
Miro Weinberger

Brian Searles, Director  
Tamara Gagne  
Robert McEwing  
Heather Kendrew

The meeting was called to order by the Chairman, Mr. Richards, at 4:05 p.m. with the above present and Commissioner Weinberger present via conference.

**MANAGER'S REPORT:**

Mr. Searles presented information on the **business climate for the Airport**.

Canadian traffic continues to be a large part of our business with peak days at 49% based on vehicle counts. The Canadian exchange rate continues to fluctuate – June 10<sup>th</sup> was at \$0.90 on the dollar and on July 10<sup>th</sup> the rate was \$0.82. The barrel of fuel costs also are changing regularly with a cost of \$71.00 in June, \$59.00 in early July and \$68.00 today.

Airline revenues are down by 29% with airline credit being squeezed. Industry experts are predicting a loss of a major airline this year. Worldwide traffic is down 7.4%. BTV is down 4.5%. Other comparative airports are Bradley down 18.3%, Providence down 9.2% and Manchester down 11.3%.

The Airport has scheduled air carrier meetings with Southwest Airlines in October and USAirways regarding Charlotte service (no confirmed date). Discussion regarding load factors and AirTran service.

Mr. Searles presented a summary sheet of the **City of Burlington executive salary market study** that was conducted. The City spent \$30,000 on the study and discussion suggests that it will not be implemented. Commissioner Wick inquired about who or how the rates were set for Airport employees and was advised that they were also subject to the City personnel wage structure. Discussion.

## **PASSENGER AND AIR SERVICE MARKETING:**

A summary of the work that has been done over the past year by Paul Kaza Associates was presented reflecting proven results for Canadian marketing of passengers. Mr. Searles asked that the Commission provide feedback about whether to spend marketing efforts and money on airlines or passengers. Discussion. Staff explained that approximately all of the past year marketing budget, \$150,000, was spent on passenger education and advertising and that the cost of airline presentations range from \$25,000 to \$30,000 per air carrier/city. Discussion. Commissioner Richards wondered whether it would be a waste of resources to go after airlines who do not want to be a part of the plan. His response to the question about which comes first, the airline or the passenger, is that the proof is in the number of people. Discussion regarding airline service trends, philosophy in how they choose an airport and incentives to attract air carriers. Bob McEwing explained the philosophy change of Southwest Airlines which allows them to look at airports like Burlington. Chairman Richards indicated that a split of resources was the best approach in his opinion. Commissioner Wick asked for an explanation of the costs associated with the airline marketing and was advised that the costs includes professional consultant services, a study of the national market and a formal presentation of the researched facts and figures. Commissioner Plumeau thinks that the money should be spent on marketing to air carriers. Discussion. Commissioner Wienberger indicated that he would like to see an analysis of the Canadian growth and doesn't feel like the Airport should need to spend the same amount of money to keep that growth moving forward. Commissioner Munger asked why the budget was set at \$150,000 when it appeared that \$500,000 might be a more appropriate amount. The response received was that the only restriction to the line item budget for marketing was the bottom line and at this time the \$150,000. Discussion. The Airport will proceed with a combination of both within the marketing budget as it has done in the past.

## **PROJECT UPDATE:**

Bob McEwing reported that the two **grant** applications, **for T/W C&G intersection** and the **T/W to the valley**, approved at the last Commission meeting, were in Washington for signature. A briefing of the South Burlington City Council regarding the **parking garage expansion** project is scheduled for early September and will coincide with the design review board (DRB) review of same. The plan is to go forward and permit the entire project even though the potential is only for a north construction. Commissioner Plumeau questioned status of session with the City Council as it didn't occur as discussed last month and was advised that the referenced briefing was changed at the City's request. Commissioner Plumeau also advised that the City wants the "interested party" list contacted about the design review board hearing scheduled for the 18<sup>th</sup> of August and that prior to the DRB site plan meeting for the Airport to convene a community meeting. Discussion. Chairman Richards wants the Airport to have open community communications but does not feel that Airport Commission or staff should be subject to

**PROJECT UPDATE (cont.):**

abusive comments or hidden agendas. Concurrence. Commissioner Plumeau also advised that South Burlington representatives with whom he has discussed the parking garage project has asked for a "balloon test" for the proposed garage height. Discussion.

**PARKING STRUCTURE PROJECT:**

Mr. Searles advised that he was not recommending a special bond vote in September for the funding approval for the parking garage project, primarily because the Airport would have the only ballot item, would have to pay and coordinate for the entire process and that a spring vote will be sufficient based on current schedule for construction and other project related processes. Ms. Gagne reported that S,H&E, who is still working on the financial feasibility study of the parking garage project but provided an interim letter of progress which essentially advises that the proposed North addition of the parking garage is financially feasible if the Airport is willing to increase parking rates. The suggested rate increases would be to charge for the first half hour (currently free) and increase the next per hour rate from \$1.00 to \$2.00 and the daily rate (effective from hour 4) from \$10.00 to \$12.00. S,H&E advises that the majority of the increased revenue will be derived from the increase to the daily rate and is the minimum needed to support the north expansion. Discussion.

Based on the preliminary recommendation of S,H&E and the need to increase parking garage rates to support future parking garage expansions, Chairman Richards recommends implementation of the increased rate sooner than later. Discussion. All Commissioners were in agreement. Mr. Searles recommended that the Airport staff would provide a complete recommendation for the August meeting for an October 2009 implementation. Commissioner Plumeau questioned whether the use of "garage closed" digital signage had been explored as an option for public communications, prior to their entry on to Airport Circle. Discussion.

**PARK & SHUTTLE UPDATE:**

Mr. Searles advised that he, Ms. Gagne and Attorney Bill Ellis met today with the City auditor regarding the Park & Shuttle revenue receivables and that, in summary, what is owed is less than what was originally thought. Discussion and questions about whether Park & Shuttle would have the money to pay the Airport whatever the settled monies are. Commission Wick indicated that filing suit would not be a bad option and could force this issue so that there are no more uncertainties. Commissioner Wick was also adamant that if they don't and have not paid going forward from meeting held in which they agreed to do so, then Airport must take heavy hand.

**BUS SERVICE UPDATE:**

Mr. Searles advised that Premier Coach needed a letter from Greyhound to support their application in Canada, but that Greyhound refused to provide such letter based on their own interest in pursuing the service. There is a meeting scheduled for next week at the Airport with Greyhound to get more information in this regard.

There being no further business, the meeting adjourned at 6:10 p.m. with a vote by Commissioner Wick and second by Commissioner Plumeau. All were in favor.

The August commission meeting was tentatively scheduled for Tuesday, August 25, 2009.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board



**APRIL 2009**

**NO MEETING HELD**

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
MONDAY, MARCH 23, 2009  
4:00 P.M.**

**PRESENT:**

Gene Richards, Chairman  
Miro Weinberger

Brian Searles  
Tamara Gagne  
Robert McEwing  
Heather Kendrew

The meeting started without a quorum to discuss and review items that were not in need of approval.

**MONTHLY REPORTS:**

Commissioner Weinberger reviewed and accepted the **minutes of February 18, 2009** to be voted upon arrival of Commissioner Wicks.

The **February operating statements** were presented for review. Mr. Searles highlighted that landing fee revenues were down because two of the three mainline air carriers had reduced or lost flights in the past year and that parking revenues did not currently reflect revenues owed the Airport from Park & Shuttle. An audit of the systems and revenues generated at Park & Shuttle has been ordered in order to quantify the amount owed to the Airport. Discussion regarding the bottom line and projected loss and ways to mitigate.

**MANAGER'S REPORT:**

Mr. Searles reported that Burlington has communicated both verbally and in writing to **AirTran** regarding their seasonal service decision advising that the decline in business for AirTran was directly proportional to their decision to repeatedly change their schedule. AirTran has indicated that they would consider adding the third flight back into schedule but are currently not selling past September 8, 2009.

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

- A convention of town and city managers is being held in Montreal in September 2009. There is the possibility of 3000-5000 attendees who are being advised that Burlington Airport is an option for air travel.
- Delta Airlines is the logical choice for Burlington Airport **Boston air service**. Article in recent Burlington Free Press edition.
- One Flight Up Restaurant has applied for a liquor license to serve beer and wine in their satellite post screening operations in both the north and south concourses.

**FY 2010 BUDGET:**

Mr. Searles reported that the staff has been immersed in budget creation in order to meet City Hall requirements and that a budget reflecting a 2% increase would be submitted to comply with the City directive. The Federal projects for the next fiscal year, which require a 2% contribution from the Airport, are adding up based on large projects planned. Airport will be purchasing double the number of homes purchased in past for the AIP noise program with additional tax costs as a result as well as additional costs to maintain.

Discussion regarding the Airport accounting services. Tamara Gagne asked to provide written summary of reasons that it is important for the Airport to have its own services on site.

Brian Searles was in Washington on Wednesday to work on Burlington Airports' access to federal support for energy projects that are contained in next year budget consisting of approximately \$5M for garage lighting upgrade/replacement, airfield lighting, terminal HVAC upgrade and terminal shading.

**OTHER BUSINESS:**

Mr. Searles reported on the **South Burlington commissioner** position process. There were six applicants for the position with the pool needing to be narrowed to 2-3 candidates. Two candidates dropped out from the initial screening with Peter Plumeau, Bill Siminetti, Chuck Bolton and Allen Bullis remaining. Discussion. Two new Council members to be invited to Airport for familiarization tour.

The doubling of the number of homes purchased in a year was approved pending the successful negotiation of the tax agreement which has been accomplished though not yet memorialized in writing.

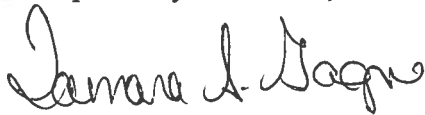
A meeting is to be held with a Premier bus service representative this week. There has been no further interest or action by Greyhound so the Airport is moving forward with Premier. The application process is expensive but will help Premier move toward scheduled bus service versus just between the Airport and Canada.

**PARKING STRUCTURE PROJECT:**

Mr. Searles reported that the Airport sought general obligation bond approval from the City of Burlington residents which requires a 66.67% approval rate but the Airport only received 65% in favor. The reasons to seek a general obligation bond approval was due to the cost of financing and lack of ability to sell revenue bonds. Wards 3 & 7 were not in favor for required approval but otherwise supported the request. The plan is to continue with the planning process. The next opportunity for voter approval will be in March 2010 without going through a special election. The Airport can elect for a special election but would have to bear the burden and cost of same. Permitting will not be in place until September. Construction packages for steel and concrete could be issued in the fall of 2009. Other financing options to be discussed with Jonathan for presentation at next meeting.

The meeting adjourned at 5:10 p.m.

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board

**AGENDA**  
**BURLINGTON INTERNATIONAL AIRPORT**  
**BOARD OF AIRPORT COMMISSIONERS**  
**February 18, 2009 4:00 PM**

**MONTHLY REPORTS**

1. Minutes of January 26, 2009
2. January Warrants
3. Financial Statements

**HEARING**

1. Taxi Operator: Objection to Decision by Airport Operations (Detail to be provided in separate communication)

**MANAGER'S REPORT**

1. Business Report
2. Federal Stimulus, Aviation Implications

**OLD BUSINESS**

1. Parking Structure Bond Vote (Update)
2. South Burlington Land ReUse Plan (Update)

**NEW BUSINESS**

1. Master Planning Process
2. CCTV Communication Strategies
3. Quadracentennial, Airport Role

**OTHER BUSINESS**

1. Other Business
2. Next Meeting (Proposed March 16 or 23, 2009)

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**WEDNESDAY, FEBRUARY 18, 2009**  
**4:00 P.M.**

**PRESENT:**

Gene Richards, Chairman  
Jeff Wick  
Miro Weinberger

Brian Searles  
Tamara Gagne  
Robert McEwing

Public: Tim Miller – Lone Wolf Taxi, Dominic Ladue – Ladue Taxi & Private Investigation Services, Tsering Yeshi – Potola Taxi, Giff Nelson-Cudjoe – Francis Transit

The meeting was called to order by the Chairman, Mr. Richards, at 4:05 p.m.

**TAXI OPERATORS OBJECTION TO DECISION BY AIRPORT OPERATIONS:**

The Burlington Airport was recently made aware that the permitted taxi operators were offering vehicle jump starting services to Burlington Airport customers. The issue came to light because operators were arguing amongst themselves as well as with Airport ambassadors about pricing of said service. Burlington Airport had made a decision, based on liability related to the provision of this service, to not allow it on Airport premises, other than by an authorized vehicle service company. The operation of the taxi cab operators was in conflict with this decision and had the potential of exposing the City. Airport Operations Director put the operators on notice that the service needed to be stopped.

Tim Miller spoke first and indicated that the importance of him and others being able to provide this service was to serve the need of the customer. Without it, customers are being affected as the local service garages are not responsive. He provided examples of how the garages were not responsive and figures as to the number of customers requiring this service. The Commission asked whether the taxi operators were charging a fee for this service to which Tim Miller responded “yes” and that while his fee was \$35 others were charging differently. Dominic Ladue commented that the only reason that this service was restricted is because of arguments between the cab operators and the Airport ambassadors over pricing. He thinks that they should stay out of the cab operators business. Dominic then presented a copy of his vehicle insurance policy which he claimed would cover him for these services. Dominic recommended that the Commission set rates for the jump start service so that all had to charge the same fee and

**TAXI OPERATORS (cont.):**

recommended \$35. Tsering offered that he has only been permitted for a year with the Airport but that the jump start service was easy money and allowed for options of taking advantage of the customer. Giff responded that he had been driving for Francis Transit for five years and that jump starting of customer vehicles allowed an extra income source. Chairman Richards indicated that the lines of communication were always open to the Commission and welcomed taxi operators to the meetings if they had any concerns. Mr. Richards then asked how this service was chosen and received a response that it was asked in order of loading with each operator having the option to leave line to perform the service. Dominic then threatened that he would take this to City Hall if not satisfied here. Mr. Searles offered perspective was that this had a history that goes beyond the current knowledge and that the Airport was not aware of this activity. Discussion. There is a need to check with the City Attorney as well as operator insurance carriers regarding the liability. Members of the Commission discussed what the fees should be, compared to fees charged by service garages and range in place by taxi operators. Mr. Richards felt that a fee of \$25 would be appropriate. Further discussion. Commission agreed on fee establishment of \$35 provided that the City and insurance carriers were verified for liability concerns.

Attendees from the taxi operators left the meeting

**MONTHLY OPERATING STATEMENTS:**

The **minutes of January 26, 2009** were presented for approval. Mr. Richards made a motion to approve as submitted. Seconded by Mr. Wick. All were in favor. The **February operating statements** were reviewed and discussed. Ms. Gagne provided explanation of the expense codes, how the documents work together and the plan to simplify the reports for the Commission and provide instruction so that the reports are better understood. Commissioner Wick will be working with Ms. Gagne on the types of reports that would be helpful. Mr. Wick indicated that he read the recent Fitch Ratings press release on Burlington Airport and is concerned about their statement that indicates that Burlington Airport does not have "good financial controls" and is concerned about the doubling of debt service.

**MANAGER'S REPORT:**

**Enplanements** were down 5.8% for the month of January compared to last year, however traffic picked up in mid January and early February with February expected to be a large month due to multiple school vacations.

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

**United Airlines** mainline service will stop on March 1 this year. This will mean a 50 seat/day loss as the service will be replaced by a contract (commuter) airline. Discussion generated regarding the enplanement drop that would trigger a revenue loss sufficient to be of concern whether Airport fixed expenses were being covered.

The **Federal stimulus** package does have an airport component for which BTV may benefit. The Airport has provided a detailed list of possible projects to the State for inclusion in their projects, including the addition of "Exit 12B" which is the Airport exit of the future. Other projects for the Airport include the technical center project, the construction of a US Customs hangar and various airfield projects.

**PARKING STRUCTURE BOND VOTE (Update):**

A press conference, covered by all television stations, BFP, VT VPR and other media for the parking structure bond vote was held. In addition the Airport has done direct mailings to City voters, advertised in the local media and will be doing a broadcast on Channel 17 to ensure that the public is educated about the bond item and need to secure a 2/3 majority vote. Discussion.

**SOUTH BURLINGTON LAND RE-USE PLAN (Update):**

Bob McEwing advised that the Airport has now gone to the South Burlington City Council on two occasions to present the Airport land re-use plan. The current recommended plan is to use the road (Airport Drive) to separate the community from the Airport and to create a "living wall" on the community side at the 65 ldn line. The design and planning for the re-use plan is covered by an AIP grant in the amount of \$1,254,000 and received City Council approval on Monday night.

**MASTER PLAN PROCESS:**

The master plan process consists of meeting with all tenants, Airport staff and other applicable parties (including South Burlington reps) to receive input as to their needs and concerns, take that information and package with industry trends and forecasts and then plan for the facilities to supports those forecasts and stated needs. This process is a two year project. On March 5, 2009 the Airport will host an FAA planning session which will review BTV plans from air traffic control, flight service and the Guards. All Commissioners are invited to attend.



**CCTV COMMUNICATION STRATEGIES:**

Brian Searles reported that he and Chairman Richards had a meeting with Channel 17 Public Broadcast station to discuss BTV communications strategies and how Burlington Airport could better communicate to and educate the public through Channel 17 by use of stories, education of different aspects of the airport such as a "day in the life" theme. Discussion.

**QUADRACENNTENIAL CELEBRATION:**

Brian Searles that the Airport has contracted with Maritime Museum to create, present and display a Lake Champlain history at the Airport through static displays, wall hangings and interactive kiosk applications. The quad will be celebrated in June 2009 with this display appearing in May & June in anticipation.

The next meeting of the Airport Commission was confirmed to be the third Monday of the month equating to March 16, 2009 at 4:00 pm.

There being no further business, the meeting adjourned at 5:34 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MONDAY, JANUARY 26, 2009**  
**12:00 PM**

**PRESENT:**

Gene Richards  
Jeff Wick  
Mary Sprayregen  
Miro Weinberger

Brian Searles  
Tamara Gagne  
Robert McEwing  
Brad Worthen

Special guests – JJ Hamilton and Bobby Miller

The meeting was called to order by the interim and acting Chairperson, Clerk of the Board, Tamara Gagne at 4:14 p.m.

**ROLE OF COMMISSION:**

Mr. Searles initiated the discussion with an explanation of distributed materials that included City guidance, copy of taxi ordinance, personnel policy provisions and Airport rules and regulations which reference the role of the Commission. An introduction of Mr. Hamilton and Bobby Miller (for Commissioner Wick) was done. Bobby Miller recalled that when the City made changes to its Commission governance, they left the school and planning & zoning commissions alone and all other departments became advisory except for a few select matters. For the Airport Commission, and other city commissions, those items were the approval and submittal of an annual budget, monitoring of expenditures with annual report filing and the production of a five year capital plan. Mr. Searles also explained that the Airport Commission also has the ability to determine the rules and regulations of BTV which essentially boils down to the taxi rules. Other rules that govern the operation of the Airport are either mandated by FAA or passed down from City Hall. Also, the requirement of hearing grievances of employees is still a responsibility. Discussion. The other role that is defined in the taxi ordinances is that of the Commission to serve on the taxi appeal board. Discussion. Commissioner Wick volunteered to serve on the taxi appeal board with a quick discussion ensuing regarding the process. Commissioner Weinberger commented that he appreciated the summary information but he feels that there could be a level of interpretation of the City resolution that would or should allow the Commission to control such rules as the livable wage. Discussion. A reading of the various defined roles of the Commission in the Ordinance produced further discussion and interpretation. Commissioner Sprayregen asked for past Chairman and long term Commissioner, Bobby Miller to provide perspective on how the Board should proceed. Mr. Miller responded that he felt like the Airport Commission

**ROLE OF COMMISSION (cont.):**

truly lost their power when the transition occurred. Discussion. The Commission then discussed the financial reports and why they need a signature, what reports will suffice to meet the letter of the "law" for monitoring of expenditures, etc. Commissioner consensus was that they needed to be more familiar with the financial reports and their role in that regard. Commissioner Sprayregen indicated that she wants to be in a role where the Commission provides added value as a result of their roles. Further discussion.

**COMMISSION CHAIR APPOINTMENT:**

Ms. Gagne opened the floor for nominations for Chairperson of the Board. Mary Sprayregen nominated Gene Richards for the position of chairperson. Seconded by Jeff Wick. There being no further nominations, the floor closed for nominations for chairperson. Mary Sprayregen made a motion to appoint Gene Richards as the Chairman of the Airport Commission for the remainder of the fiscal year, June 30, 2009. Seconded by Miro Weinberger. All were in favor.

**PRESENTATION TO BOBBY MILLER:**

The Airport Commission presented a framed aerial photo of the Airport and an airport logo parka to Mr. Miller for his ten (10) dedicated years as an active member of the Airport Commission, including several years as the Chairman.

JJ Hamilton left the meeting.

**MONTHLY REPORTS:**

Commissioner Wick made a motion to approve the **minutes of December 29, 2009** as presented. Seconded by Commissioner Sprayregen. All were in favor.

Commissioner Wick made a motion to approve the **December warrant** as presented. Seconded by Commissioner Sprayregen. All were in favor. Warrant signed.

The Commission reviewed the **December operating statements** with brief discussion.

**MANAGER'S REPORT:**

- In light of the recent USAirways aircraft crash, caused by ingestion of birds into the airplane engines, a copy of the Burlington Airport bird strike policy and procedures was presented.
- The 2008 total enplaned passengers were reported with USA Today picking up the positive story of Burlington Airport having a 7.3% increase for the year.
- The Airport has received detailed reports on the 2008 marketing effort and is proceeding with a 2009 campaign whose theme will be about the "value in travel". The reports reflect a very significant return in Canada.
- The Airport staff will be meeting regarding the Boston survey results to discuss how to approach an air carrier with the positive results. The Cape Air proposal which asked for a revenue guarantee is not an approach that Burlington has used in the past, though it does have an incentive program for new carriers. Both Boston and Ft. Lauderdale will be focus cities for Airport efforts in the coming year.
- Parking structure bond vote update: The resolution and memo documents sent to City Council were distributed for review. They outline the Airport's seeking of City Council approval on the authority ONLY to put the parking structure bond vote on the ballot.

**SOUTH BURLINGTON LAND USE PLAN UPDATE:**

The tension among the neighbors has recently intensified because everyone wants to sell to the Airport. Brad Worthen presented land use and property purchase details that will be presented to South Burlington at an upcoming hearing. The representation that the Airport has made is that the process will occur over ten years and has promised to create a buffer between the remaining South Burlington neighborhood and the Airport. A proposed roadway will serve as a physical barrier with landscaping to be included.  
Discussion.

The next meeting of the Board of Airport Commissioners was set for Wednesday, February 18, 2009. Discussion regarding a regular schedule for the Commission. The Commission agreed that they will start meeting the third Monday of every month, following their meeting in February.

There being no further business, Commissioner Weinberger made a motion to adjourn. Meeting adjourned at 2:10 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board