

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
August 19, 2013**

APPROVED 6/9/16/13

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh (Vice Chairman)
Gene Palombo
Jeff Schulman

MEMBERS ABSENT: Alan Newman

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Heather Kendrew, Director of Engineering & Maintenance
Robert McEwing, Director of Planning & Development
Kelly Colling, Director of Operations
Ryan Betcher, Marketing

OTHERS PRESENT: Tina Lindberg, Mansfield Heliflight, Inc.
Eric Chase, Mansfield Heliflight, Inc.
Marianne Riordan, Recording Secretary

1. CALL TO ORDER and AGENDA

Chairman Jeff Munger called the meeting to order at 4:20 PM.

1.1 Agenda

MOTION by Bill Keogh, SECOND by Gene Palombo, to approve the following amended agenda and associated documents:

- 1. CALL TO ORDER and AGENDA**
- 2. PUBLIC FORUM**
- 3. CONSENT AGENDA**
 - 3.1 Approval of Minutes: July 15, 2013
- 4. FINANCIAL REPORT: June 2013 report previously provided to Commission.**
- 5. ACTION NEEDED**
 - 5.1 Routing and Crack Filling for Asphalt: Memo from Heather Kendrew, August 19, 2013
 - 5.2 Resolution: Authorization to Execute Lease Agreement with Aviation Deli at Burlington International Airport
 - 5.3 Aviation Deli Lease: Memo from Ryan Betcher, August 19, 2013
 - 5.4 Concession and Lease Agreement with Burlington Airport
- 6. RESOLUTION PERTAINING TO INCREASED RESPONSIBILITIES OF THE BURLINGTON AIRPORT COMMISSION**
- 7. COMMUNICATIONS**
 - 7.1 Airline Update
 - 7.2 Enplanement Report
 - 7.3 Fare Comparisons

8. DIRECTOR'S REPORT**9. COMMISSIONERS' ITEMS**

9.1 Taxi Issues

10. ADJOURNMENT Next meeting Monday, 9/16/13 at 4 PM**VOTING: unanimous (4-0); motion carried.****2. PUBLIC FORUM**

Eric Chase with Mansfield Heliflight mentioned his interest in locating at the airport. Mr. Chase will contact Gene Richards for more information.

3. CONSENT AGENDA

3.1 Approval of Minutes: July 15, 2013

MOTION by Bill Keogh, SECOND by Gene Palombo, to approve the consent agenda and minutes of 7/15/13 as presented. VOTING: unanimous (4-0); motion carried.

4. FINANCIAL REPORT: June 2013 previously sent to Commission

Staff reported the July financials will be forwarded by Rich Goodwin when available. A report can be given at the September meeting. The delay in the report is due to staffing issues in the CAO Office.

MOTION by Bill Keogh, SECOND by Jeff Schulman, to table action on the finance report pending further information. VOTING: unanimous (4-0); motion carried.

5. ACTION NEEDED

5.1 Routing and Crack Filling for Asphalt: Memo from Heather Kendrew, August 19, 2013

MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve the RFP for routing and crack filling for asphalt as recommended by staff. VOTING: unanimous (4-0); motion carried.

5.2 Resolution: Authorization to execute lease agreement with Aviation Deli at Burlington International Airport

Jeff Munger mentioned the dress code provision in the lease with Skinny Pancake. Heather Kendrew said the same lease used with Skinny Pancake is being applied with Aviation Deli with the dress code condition relaxed as was done with Skinny Pancake.

MOTION by Bill Keogh, SECOND by Gene Palombo, to approve the resolution authorizing execution of the lease agreement with Aviation Deli and accept the document and place on file along with agenda items 5.3 (Aviation Deli Lease: Memo from Ryan Betcher, August 19, 2013) and 5.4 (Concession and Lease Agreement with Burlington Airport).

DISCUSSION: Mr. Keogh asked if the lease was prepared and approved by legal counsel. Ryan Betcher explained the procedure is

staff drafts the lease and the city attorney reviews the document before forwarding to the Finance Committee. Bob McEwing advised the Airport Commission should be mainly concerned with the terms of the contract. Mr. Keogh said he would be more comfortable approving the lease after legal review. Gene Richards confirmed in the future leases will have legal review before being brought to the Airport Commission. Bob McEwing pointed out action is being taken simultaneously on the lease (i.e. Airport Commission approval and legal review) which saves time. Jeff Schulman asked for a brief description of the deli space. Gene Richards explained the deli layout, adding seating will be in the public area until the airport can afford to do something better. Mr. Schulman asked about the status of livable wage. Jeff Munger said the provision is in the lease. There were no further comments.

VOTING: unanimous (4-0); motion carried.

5.3 Aviation Deli Lease: Memo from Ryan Betcher, August 19, 2013
Placed on file.

5.4 Concession and Lease Agreement with Burlington Airport
Placed on file.

6. RESOLUTION PERTAINING TO INCREASED RESPONSIBILITIES OF THE BURLINGTON AIRPORT COMMISSION

Bill Keogh suggested the following changes to the resolution discussed at the 8/1/13 work session:

- Increase the expenditure or receipt level to \$500,000;
- City of Winooski does not have a seat on the Airport Commission.

There was discussion of pursuing the resolution for adoption and informing City Council of what is being lost by not aggressively pursuing business and tourist dollars.

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the resolution with the amendments as noted (increase to \$500,000; no seat for City of Winooski) and forward the document to City Council.

DISCUSSION: Jeff Schulman confirmed Karen Paul is the sponsor of the resolution and will consider input from the Airport Commission. Gene Richards urged informing Ms. Paul of what is wanted (i.e. what is in the resolution) so she can take the appropriate action. Jeff Munger explained the rationale for increasing the contract amount to \$500,000. The term length of two years applies to more minor contracts. Heather Kendrew asked if the airport will be able to accept FAA grants without going to City Council if the amount is below \$500,000. Bill Keogh stated the grants must go to City Council to accept. Jeff Schulman summarized the resolution allows City Council to delegate powers relative to the airport except setting wages, issuing bonds, exercising eminent domain, and restrictions on contracts.

Mr. Schulman suggested deleting “or receipt of” relative to grants so City Council does not need to accept the grants secured by the airport. Bob McEwing noted the airport must be in accordance with the city’s purchasing policy and authorization to accept grants. Any purchase in excess of \$50,000 must go to the Finance Committee, but the airport has purchased large quantities of sodium formate for the runways, for example, at a significant cost (\$100,000) without going to City Council for approval. Heather Kendrew explained items necessary for operation of the airport that are in the budget, such as sodium formate, typically have not gone to City Council for approval. Bob McEwing stated the airport is preparing for a major runway reconstruction which will be an AIP project funded by federal grant money, but anything over \$50,000 must go to City Council for acceptance. Gene Richards suggested the Airport Commission have a work session with Bob McEwing to discuss the authority held in the past by the Airport Commission and determine if any changes are needed. Following further discussion the Airport Commission concurred another work session on the resolution is needed before submittal to City Council. Jeff Schulman asked Bob McEwing to compile a list of responsibilities and what the Airport Commission is able to do without having to go to City Council.

MOTION by Bill Keogh, SECOND by Gene Palombo, to table action on the resolution pertaining to the increased responsibilities of the Burlington Airport Commission. VOTING: unanimous (4-0); motion carried.

7. COMMUNICATIONS

7.1 Airline Update

JetBlue

Ryan Betcher reported the meeting at JetBlue headquarters with JetBlue marketing and revenue planning staff was very positive. JetBlue feels Burlington Airport is performing well and will remain in their plans. JetBlue wants Burlington Airport to look and remain strong. JetBlue will continue to use the JFK hub for the Orlando flight. Gene Palombo asked if JetBlue will increase jet size. Ryan Betcher said a mid-sized plane will continue to be used at Burlington because JetBlue categorizes Burlington as a special market.

Delta

Ryan Betcher reported the Delta flight to Atlanta is doing well. Flights are full. Delta will be using a smaller aircraft in September and October and return to the main line in March. Gene Richards added marketing efforts are working. The airline will be doing improvements in the terminal.

United

Gene Richards reported struggles continue with United regarding service levels. United headquarters in Chicago has been contacted. United is causing delay of other planes at the airport due to their poor service levels.

US Air Merger

Jeff Munger noted the Department of Justice is moving to stop the merger. Jeff Schulman commented people have already relocated and purchased homes based on the merger.

7.2 Enplanement Report

An enplanement report was provided to the Airport Commission. Gene Richards noted the numbers are typical for this time of year.

7.3 Fare Comparisons

Jeff Munger asked if fares have held steady despite the weakness of the Canadian dollar. Heather Kendrew pointed out the fare comparison is a snapshot of only one day so it is difficult to determine. Jeff Schulman asked if there is an objective way to know the percentage of travelers from Canada. Ryan Betcher said an electronic survey is being done in the terminal to collect data. Gene Richards noted marketing is being targeted in Canada.

8. DIRECTOR'S REPORT

Gene Richards reported on the following:

- Skinny Pancake is doing amazingly well at the airport. Some enhancements are planned (signage, seats, trash and recycling containers).
- Work at Hudson News on the main terminal will be complete in a week.
- The cubicle on the north concourse for nursing moms (ōmamavaō) is done. Both the mamava and the yoga room have received coverage by CBS News.
- The TSA x-ray machine is fixed. All worked together to avoid delays.
- Work on the relationship with South Burlington is ongoing. Meetings have been held weekly to discuss the 2030 plan and housing. Progress is expected to continue.

Kelly Colling, Director of Operations, reported:

- Staff is ready for the FAA inspection September 9-11, 2013.
- David Carman, operations specialist at the airport, achieved his accredited airport executive designation with support from Bob McEwing who also holds this designation. David Carman and Bob McEwing are the only two individuals in the state with the designation and it is a huge benefit to the airport to have both individuals working at the airport. Gene Richards said Bob McEwing is an amazing coach who is passing along his knowledge to the next generation. Mr. Richards publicly thanked Bob McEwing.
- An RFP will be done for a technological solution at the south exit lane. TSA will no longer staff the exit as of September 5, 2013.

Ryan Betcher, Marketing, reported:

- Staff is working with groups on where to target marketing.
- Staff is working with airlines.
- An electronic survey is being conducted in the terminal to help determine the effectiveness of the marketing effort.

- Improvements are being made to the flight board. A presentation will be made to the Airport Commission when the work is complete.

Bob McEwing, Director of Planning, reported:

- Applications for federal grants were due in June. The airport submitted three grants for construction projects. Bids were for summer construction, but to date there has not been word on the grants so it is expected there will be change orders for winter construction if there is further delay. Jeff Munger mentioned the sequester had an impact on the FAA. Bob McEwing pointed out the FAA department handling grants was not impacted.

9. COMMISSIONERS' ITEMS

9.1 Taxi Issues

Jeff Munger reported:

- The moratorium on taxi queue permits at the airport to hold the number at 50 permits was increased slightly because a shortage of taxicabs during the day was occurring.
- The city counselors who are on the Taxi Board have not attended any meetings. The police representative is different every meeting and the Taxi Board does not always get additional police background information on appellants. (Gene Richards suggested mentioning the establishment of a taxi czar once the CAO Office gets settled.)
- Signage was to be installed at truck loading zones in the city to allow taxi stands, but this has not occurred as yet.
- The police are not able to do enforcement of the taxi ordinance because their focus is elsewhere in the city.

Gene Richards publicly recognized the extraordinary effort by Kristin Jones and Isaac Trombley in facilitating the taxi licensing process this year. Staff is making the best of the taxi work with a good attitude. Mr. Richards noted taxi businesses are going to be required to take Visa/MC at the vehicle for payment of fares. Some drivers have been requiring cash only for payment which is not acceptable.

9.2 Meeting Materials

Bill Keogh reminded staff that board members need to receive meeting materials on the Thursday before the next meeting. The policy states the information should be received three business days before the meeting.

10. ADJOURNMENT: Next Meeting – Monday, 9/16/13 at 4 PM

MOTION by Bill Keogh, SECOND by Gene Palombo, to adjourn the meeting.

VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 5:46 PM.

Next meeting is Monday, September 16, 2013 at 4 PM.

•To Doö List from 8/19/13 Airport Commission Meeting:

1. Hold another work session on the resolution pertaining to increased responsibilities of the Airport Commission.
2. Bob McEwing will compile a list of responsibilities and what the Airport Commission is able to do without having to go to City Council.
3. Bill Keogh reminded staff that board members need to receive meeting materials on the Thursday before the next meeting. The policy states the information should be received three business days before the meeting.