

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
February 24, 2014**

APPROVED – 3/24/14

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh (Vice Chairman)
Jeff Schulman (arrived 4:11 PM)
Alan Newman
Gene Palombo

BTV STAFF PRESENT: Gene Richards, Director of Aviation (left 4:37 PM)
Robert McEwing, Director of Planning & Development
Heather Kendrew, Dir. of Engineering & Maint. (left 4:37 PM)
Kelly Colling, Director of Operations
Nic Longo, Accounting Office Assistant
Ryan Betcher, Marketing

OTHERS PRESENT: Rich Goodwin, Burlington Assistant CAO (left 4:37 PM)
Tim Shea, Heritage Aviation
Marianne Riordan, Recording Secretary

1.0 CALL TO ORDER and AGENDA

Chairman Jeff Munger called the February 24, 2014 meeting to order at 4 PM.

1.01 Agenda

Bill Keogh submitted a revised agenda.

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the agenda as revised and with the reordering of Item #7 (Director's Report) to Item #4.5. VOTING: 3 ayes, one abstention (Alan Newman)[Jeff Schulman not present for vote]; motion carried.

2.0 PUBLIC FORUM

Tim Shea with Heritage Aviation commented that the cold winter has been good for his company with regard to aircraft deicing demand.

3.0 CONSENT AGENDA

3.1 Minutes: January 27, 2014

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the consent agenda including Item 3.1 - Minutes of January 27, 2014 as presented.

VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.

4.0 FINANCIAL REPORT

Mr. Goodwin reported the following:

- The audit report showed a positive cash balance of \$165,000 at the end of the year and the airport did not owe the city (that is a \$1 million improvement). Overall the cash position improved by over \$1 million in a year.
- The debt ratio for the airport is the best it has been in a very long time.

- One adjustment made in the audit was the write off of a five year old debt because the company went bankrupt.
- The management discussion analysis (story behind the audit) and the management letter are forthcoming.
- Seven months into the fiscal year revenues are at 50% or higher. Expenses are in line. There will be a budget amendment relative to maintenance contracts (parking garage).
- The trend analysis is positive.
- Debt coverage score is solid at 2.14.
- Aging Report shows \$227,000 in unapplied payments.
- AIP Receivables should be as low as possible. The amount is \$2.5 million. The goal is \$1 million.
- Investment in AAA bonds is making a decent return.

Kudos to Rich Goodwin, Heather Kendrew, and staff for the positive audit report and financial progress by the airport. Heather Kendrew noted the debt service score may drop slightly because the bill for deicer is not reflected. Weather impacts the debt score.

MOTION by Bill Keogh, SECOND by Gene Palombo, to accept the electronically transmitted audit report from the Burlington Clerk/Treasurer's Office and the monthly financial report as presented and place the information on file. VOTING: unanimous (5-0); motion carried.

4.5 DIRECTOR'S REPORT

Gene Richards reported:

- Alligant Air began service with success. The flights will be affordable air service.
- The next months will be a challenge with the budget. Staff will work with airlines to ensure air service is not impacted. Air service is how the airport gets revenue. More service is needed.
- The contract with airlines is ready to present to the various airlines. The contract has a three to five year term.
- The restaurant RFP has been sent out.

There was discussion of the restaurant space. Alan Newman advised before signing a contract with a restaurant the master plan for the restaurant space should be in place to determine how to generate more revenue with the space. Gene Richards explained staff is focused on other pressing matters and does not have the time presently to draft a master plan for the restaurant space and the airport does not have money to hire a consultant for this work. The plan for now is to get a restaurant in the space for service to employees at least. Alan Newman urged having the shortest term possible on the lease with an option of buyout to leave open the possibility for redevelopment of the space by the airport. Gene Richards will bring the restaurant lease to the next meeting for review. There was continued discussion of the restaurant space and determining what would be in the best interest of the airport for the space moving forward.

5.0 ACTION REQUIRED

5.01 BED Memo of Understanding for Solar Panels

MOTION by Bill Keogh, SECOND by Jeff Schulman, to adopt and approve the Memo of Understanding with BED for solar panels as presented.

DISCUSSION: Bob McEwing reported lease of the space for 520 panels will pay the airport \$19,000 per year. The finance board and City Council must still approve the MOU. The space was not put out to bid because BED is a city department. There were no further comments.

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

6.0 COMMUNICATION/DISCUSSION

6.1 Air Service Update

Ryan Betcher reported Alligant Air service began February 19, 2014 with a full plane. The service is performing well. Staff is keeping in touch with airlines regarding new service.

6.2 Enplanement Report/Comparisons

Enplanements were lower in January compared to last year at the same time. There were over 100 weather related flight cancellations this January and more cancellations than in the past 25 years. Hotel receipts are up though. People are spending more at Skinny Pancake and Hudson News and enjoying the experience more.

6.3 Fare Comparison

A spreadsheet of fare comparisons was provided. Bob McEwing commented for the first time in months the fare at Burlington Airport is higher than the fare at Montreal. Canada has been working to keep air fares in Canada rather than people traveling to Burlington for their flight.

MOTION by Bill Keogh, SECOND by Jeff Munger, to accept the reports from Items 6.2 (Enplanements) & 6.3 (Fares) and place the information on file. VOTING: unanimous (5-0); motion carried.

6.4 Consideration of Drop Off Area Policy

Bill Keogh reported research revealed other airports allow a five to 10 minute drop off/pick up at the terminal during slow periods. Kelly Colling suggested the Aviation Director draft a policy for drop off/pick up in front of the terminal. Airport ambassadors can use discretion to determine when this will be allowed (i.e. if slow time, not many cars, driver remains in car, and such). Gene Palombo suggested signs be posted alerting people to the cellphone lot as a waiting area. A monitor with flight information could be set up in the cellphone lot or Flight Aware can be used (app for cellphones). Staff will research Flight Aware and report at the next meeting.

MOTION by Bill Keogh, SECOND by Alan Newman, that the Aviation Director be authorized to draft a common sense policy for drop off/pick up of

passengers at the terminal that meets the needs of the airport and customers.
VOTING: unanimous (5-0); motion carried.

6.5 Project Update Report

Bob McEwing reported:

- The primary project at the airport is the boarding bridge at Gate 11 for the Delta Airbus 320 and other large aircraft.
- Other projects include design work for G-south taxiway, cargo apron phase 3 and phase 1 air carrier.

Mr. McEwing noted federal entitlement funds need to be released sooner. Projects are bid in May for start in June. Grants are not received until September which is too late.

6.6 Report on Airline Negotiations

The contract is ready for presentation to airlines.

7.0 COMMISSIONERS' ITEMS

7.1 Taxi Licensing Board Report

Bill Keogh said he will meet with Chapin Spencer, Burlington Public Works, to discuss loading zones in the city being designated as taxi stands after 5 PM.

7.2 Meeting with Mayor re: Taxi Administration

Bill Keogh reported he and Gregg Meyer (city attorney assigned to the taxi board) met with Mayor Weinberger to discuss locating the taxi administration office downtown. Jeff Munger mentioned some of the taxi issues handled by the taxi administration (number of queue permits, variance in taxi fares, licensing and disputes). Bob McEwing noted there is an airport staff member assigned to the taxi queue and paid through the taxi administration fees. If the operation is moved downtown the airport will need the same funding for the staff position at the airport.

7.3 Agenda

Chairman Munger and the Aviation Director will work together on the agenda. Others can provide input, but once the agenda is published only the Airport Commission can make changes.

8.0 ADJOURNMENT

Next meeting is March 24, 2014 at 4 PM.

Agenda item(s):

- Flight Aware service
- Restaurant space lease

MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting.
VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 5:29 PM.

“To Do” list from 2/24/14 Airport Commission meeting:

1. Staff will research Flight Aware and report at the next meeting.