

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

APPROVED – 4/23/14

MEMBERS PRESENT: Jeff Munger (Chairman) [arrived 4:12 PM]
Bill Keogh (Vice Chairman)
Jeff Schulman [arrived 4:12 PM]
Alan Newman
Gene Palombo

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Robert McEwing, Director of Planning & Development
Heather Kendrew, Dir. of Engineering & Maintenance
Kelly Colling, Director of Operations
Nic Longo, Accounting Office Assistant
Ryan Betcher, Marketing

OTHERS PRESENT: Tim Shea, Heritage Aviation
Doreen Kraft, Burlington City Arts
Sara Katz, Burlington City Arts
Julia Meadows, Colchester High School student
Marianne Riordan, Recording Secretary

1.0 CALL TO ORDER and AGENDA

Until the arrival of Chairman Jeff Munger, Bill Keogh called the March 24, 2014 meeting to order at 4:05 PM.

1.01 Agenda

Bill Keogh submitted two revisions to the agenda:

- Add Item 5.4 – Supplemental Agreement for Vermont Air National Guard Tactical Air Navigation System (TACAN)
- Add Item 6.8 – Airline Negotiations Update

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the agenda as revised VOTING: unanimous (3-0)[Jeff Munger and Jeff Schulman not present for vote]; motion carried.

2.0 PUBLIC FORUM

Colchester high school student, Julia Meadows, introduced herself and noted her attendance and report on the meeting is a class assignment.

3.0 CONSENT AGENDA

3.1 Minutes: February 24, 2014

MOTION by Gene Palombo, SECOND by Alan Newman, to approve the consent agenda including Item 3.1 - Minutes of February 24, 2014 as presented. VOTING: unanimous (3-0)[Jeff Munger and Jeff Schulman not present for vote]; motion carried.

4.0 FINANCIAL REPORT

In the absence of Rich Goodwin, Heather Kendrew reported the airport is on track with the debt coverage score. There was a slight dip due to increased winter weather costs and the customer facilities fee was moved out of the parking garage account and into a separate account. The updated aging report as of 2/28/14 was reviewed.

MOTION by Gene Palombo, SECOND by Alan Newman, to accept the finance report as presented and place the information on file. VOTING: unanimous (3-0) [Jeff Munger and Jeff Schulman not present for vote]; motion carried.

5.0 ACTION REQUIRED

5.01 Authorization to Award Engineering Contract: Reconstruction
Cargo/Customs Apron

5.01.a Board of Finance Memo, dated 3/24/14, re: AIP-99 tent

Staff explained the contract is for engineering services for construction and administration of Phase 2 of the project.

MOTION by Gene Palombo, SECOND by Alan Newman, to approve the authorization to award the engineering contract and the Board of Finance memo re: AIP-99 as presented. VOTING: unanimous (5-0); motion carried.

5.02 Authorization to Award Engineering Contract: Reconstruction of Air
Carrier Apron

5.02.a Board of Finance Memo, dated 3/24/14, re: AIP-100 tent

MOTION by Gene Palombo, SECOND by Alan Newman, to approve the authorization to award the engineering contract and the Board of Finance memo re: AIP-100 as presented. VOTING: unanimous (5-0); motion carried.

5.03 Authorization to Award Engineering Contract: Design Segment of
Taxiway K

5.03.a Board of Finance Memo, dated 3/24/14, re: AIP-102 tent

MOTION by Gene Palombo, SECOND by Alan Newman, to approve the authorization to award the engineering contract and the Board of Finance memo re: AIP-102 as presented. VOTING: unanimous (5-0); motion carried.

5.04 TACAN

Robert McEwing described the TACAN used by Vermont Air National Guard and the location of the leased .43 acres of land for the TACAN.

MOTION by Gene Palombo, SECOND by Alan Newman, to approve the lease of .43 acres of land to VANG for a TACAN as presented. VOTING: unanimous (5-0); motion carried.

6.0 COMMUNICATION/DISCUSSION

6.1 Burlington City Arts Presentation

Doreen Kraft and Sara Katz gave a presentation and showed examples of artwork at airports around the country and the supporting budgets, noting that artwork communicates when you arrive and that you are some place special, unique. Burlington Airport has temporary art displays at Gates 1 & 2. The artwork is at the gateway to Vermont for visitors. A fee is paid to the city for changing the works and handling the collection. Short term suggestions for artwork at the airport include:

- Update the display of historic photos at the south end of the terminal.
- Craft a public art policy and plan to allow corporate or individual donations and capital planning.
- Draft an information guide to the artwork at the airport.

In the long term:

- Be a part of the commission of new art pieces.
- Have more interactive art ideas inside the gates.
- Do an RFP for art above the escalators as permanent fixtures.

Bill Keogh asked if the policy for artwork applies to all public buildings in the city. Ms. Kraft said the airport is a unique entity governed by unique regulations and with a unique relationship with the state. The airport is the gateway to Burlington and South Burlington as well as the state. Existing policies can be reviewed and recommendations made, but the recommendations must be organic for the airport to reflect the Vermont brand and hospitality.

Gene Richards commented positively on working with City Arts on relaxation, communication, and understanding the arts. The times are challenging because the airport does not have funding for artwork, but a place needs to be found for art.

Alan Newman mentioned the garden area on top of the parking garage as a possible location for a sculpture park.

6.2 Drop Off Policy Update

Kelly Colling reported a customer friendly policy has been implemented with positive results that allow people waiting to pick up their passenger(s) to wait in their car in front of the terminal for a reasonable time at the discretion of the airport ambassadors.

Jeff Munger mentioned his recent experience on March 13, 2014 of having no taxicabs available for a ride from the airport. Staff will investigate the matter.

6.3 Project Update Report

Heather Kendrew reported:

- Gate 11 boarding bridge opens 3/26/14.
- Sewage facility is open and operating for aircraft.
- Work on Taxiway Bravo will begin in the spring.

6.4 Air Service Update

Ryan Betcher reported the slowdown in April is anticipated. The summer schedule looks good.

6.5 Flight Aware Update

Ryan Betcher recommended getting the new flight information system up and running and then determine if there is a need for Flight Aware. The new system will provide the same information on one site as Flight Aware. Signs can be posted in the cell lot about the flight information system. Gene Palombo mentioned also advertising the system on Front Porch Forum.

6.6 Enplanement Report

There was discussion of the drop in enplanements due to flight cancellations from weather and the way airlines manage cancellations. Ryan Betcher will forward an historical report of enplanements and cancellations to the Airport Commission.

6.7 Fare Comparison

There was discussion of the narrowing of fares for Burlington Airport versus Canada. Ryan Betcher noted there is no good way to make a comparison because there are many variables (the market, changing price schedule, convenience factor, destinations).

6.8 Airline Negotiations Update

Gene Richards reported legal counsel is reviewing the draft lease and recommendations for fees. A five year term is desired.

7.0 DIRECTOR'S REPORT

Gene Richards reported:

- The committee is reviewing the single bid received for the restaurant (Skinny Pancake). An agreement is being drafted. A proposal from Skinny Pancake is anticipated 3/28/14.
- Meetings were held with the Air Guard, South Burlington, Williston, Winooski, Burlington, and the airport regarding noise complaints. The Air Guard changed the flight pattern to avoid going over Winooski High School.
- Staff has handled the stress and demands of winter on projects and work at the airport very well.

8.0 COMMISSIONERS' ITEMS

- Jeff Munger mentioned the amount owed by Heritage per the invoice aging report. Heather Kendrew explained there is an agreement once signed which will address the debt. Gene Richards commented the relationship between the airport and Heritage is very good at this point in time.
- Jeff Schulman observed the parking fee revenue is tracking less than FY13. Heather Kendrew explained the customer facility charge has been taken out and the fees are close to last year's amount. The customer facility charge is \$4 when a car is rented with \$2 paid toward the bond for the garage expansion and \$2 paid toward capital expenditure for the car wash.

- Bill Keogh reported there is a draft report to Mayor Weinberger, dated April 1, 2014, regarding moving taxi administration downtown. The report will be submitted by Gregg Meyer on March 26th. Jeff Munger cautioned about the lack of enforcement of taxi licensing downtown which is a safety issue. Enforcement can occur at the airport.

9.0 ADJOURNMENT

Next meeting is Wednesday, April 23, 2014 at 4 PM.

With no further business before the Airport Commission the meeting was adjourned at 5:20 PM.

“To Do” list from 3/24/14 Airport Commission meeting:

1. Ryan Betcher will forward an historical report of enplanement and cancellations to the Airport Commission.