

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
May 12, 2014**

APPROVED – 6/16/14

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh (Vice Chairman) [arrived 3:48 PM]  
Jeff Schulman (via telecommunications prior to arriving at 3:21 PM [left 4:50 PM])  
Alan Newman (via telecommunications 3:10 PM – 4:06 PM)  
Gene Palombo (via telecommunications)

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

**OTHERS PRESENT:** Linn Zizza  
Marianne Riordan, Recording Secretary

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**1.0 CALL TO ORDER and AGENDA**

Chairman Jeff Munger called the May 12, 2014 meeting to order at 3:10 PM.

1.1 Agenda

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

**2.0 PUBLIC FORUM**

None.

**3.0 CONSENT AGENDA**

3.1 Approve Minutes April 23, 2014

3.2 Approve Minutes May 2, 2014

**MOTION by Jeff Munger, SECOND by Gene Palombo, to approve the consent agenda including the minutes of April 23, 2014 and May 2, 2014 as written. VOTING: unanimous (3-0)[Bill Keogh and Alan Newman not present for vote]; motion carried.**

**4.0 ACTION NEEDED**

4.1 Grant Acceptance (AIP-101)

4.1.a Finance Board memo re: Acceptance of grant and award contract to update airport security system (AIP-101)

4.1.b Resolution re: Authorization to accept grant and contract for project to upgrade airport security system (AIP-101)

**MOTION by Jeff Schulman, SECOND by Jeff Munger, to accept Item 4.1 (a&b) relative to update of airport security system (AIP-101). VOTING: unanimous (3-0)[Bill Keogh and Alan Newman not present for vote]; motion carried.**

- 4.2 Grant Acceptance (AIP-102)
- 4.2.a Finance Board memo re: Acceptance of grant to design segment of Taxiway K (AIP-102)
- 4.2.b Resolution re: Authorization to accept grant for design related services to construct segment of Taxiway K between Taxiways B & C (AIP-102)

**MOTION by Gene Palombo, SECOND by Jeff Schulman, to accept Item 4.2 (a&b) relative to design services to construct a segment of Taxiway K (AIP-102). VOTING: unanimous (3-0)[Bill Keogh and Alan Newman not present for vote]; motion carried.**

4.3 Temporary Ground Agreement for Carwash Facility

Heather Kendrew explained the request by the car rental agencies (Avis, Hertz, Enterprise) to create an area to clean cars and go through a carwash. The car rental agencies will pay all fit-up costs and redesign traffic circulation. Gene Richards briefly explained future plans to improve the area by the carwash.

**MOTION by Gene Palombo, SECOND by Jeff Munger, to approve the temporary ground agreement for a carwash facility as presented. VOTING: unanimous (3-0)[Bill Keogh and Alan Newman not present for vote]; motion carried.**

4.4 Carwash Facility Design and Engineering

Staff reported on the bid by PGAL for \$344,000 to design a consolidated carwash facility for the car rental agencies that includes an above ground storage tank, fueling station, and change in traffic circulation on Airport Drive.

**MOTION by Jeff Schulman, SECOND by Gene Palombo, to approve the bid for a carwash facility design and engineering as presented.**

**DISCUSSION: Heather Kendrew highlighted the contract with PGAL will be paid by CFC funds. The cost of the entire project will be between \$2 million and \$3 million. There was brief discussion of past accounting of PFC money.**

**VOTING: unanimous (4-0)[Bill Keogh not present for vote]; motion carried.**

4.5 Assignment/Assumption of Lease: Advantage Rent-A-Car to Dollar Rent-A-Car

**MOTION by Jeff Schulman, SECOND by Alan Newman, to approve the assignment/assumption of the lease as outlined. VOTING: unanimous (4-0)[Bill Keogh not present for vote]; motion carried.**

4.6 Fiscal Year 2015 Budget (tentative)

Heather Kendrew reported the budget shows revenues are balanced with expenses. Rates to airlines have been increased by just under 10% due to adjustment for expenses. Staff will calculate the dollar amount generated by the 10% increase per airline. Gene Richards stated budget cuts have been exhausted. Other revenue sources need to be found. Cuts were made in sodium formate, capital budget, marketing, and staffing. Relief from the police contract and City

Arts would be helpful. There was discussion of generating more revenue per enplanement by providing opportunity for passengers to spend money while at the airport. There was mention of building a hotel which will provide the largest return on investment. Staff is working with South Burlington on rezoning to allow a hotel on land owned by the airport.

There was discussion of the budget schedule mandated by the city and the costs paid by the airport to the city that include indirect costs for accounting, payroll, HR, legal counsel, management and operation fee for the parking garage, and police contract. Payment to Burlington Public Works for the parking garage is due to union contract requirements. Automating operation of the garage can be done, but staff still needs to be present to handle situations that arise. There was agreement Bob Rustin, CAO for the city, should be invited to a future meeting to discuss the contracts with police and public works. Gene Richards suggested a work session be held to discuss the budget and future plans. Staff will convene a work session in July with Rich Goodwin and the Airport Commission to review the budget for next year. Staff will highlight items for consideration.

**MOTION by Jeff Schulman, SECOND by Bill Keogh, to recommend approval of the FY15 budget as presented to the city administration.**

**VOTING: unanimous (4-0)[Alan Newman not present for vote]; motion carried.**

## **5.0 COMMUNICATIONS/DISCUSSION**

### **5.1 Commissioner Training Conference**

Bob McEwing provided a handout listing available training conferences and will forward the website to the Airport Commission. There is no money in the budget to attend the conferences and anyone who does participate is asked to do a brief report on the conference to enlighten others.

### **5.2 Project Update**

Staff reported airfield projects have begun. There are four grants for airport improvement projects and the airport wants to be ready with projects when the money is available.

### **5.3 Air Service Update**

Staff reported talks with airlines are going well and hopefully will result in new service.

### **5.4 Passenger and Operational Statistics**

The data show enplanements are up 3.8% over last year, total number of passengers is up, and the load factor is 87%.

### **5.5 Fare Comparison**

Data showing a “snapshot in time” of fares was provided to the Selectboard.

## **6.0 DIRECTOR’S REPORT**

Gene Richards reported the job description for the marketing position previously held by Ryan Betcher needs to be updated. Mr. Betcher's work while at the airport was stellar. There are two operations positions open. A more competitive salary must be offered to retain employees for the long term.

## **7.0 COMMISSIONERS' ITEMS**

### **7.1 Taxi Licensing Board Report**

Jeff Munger stated ghost riders in taxis are needed to monitor the use of meters and any overcharging by cabbies. Moving the administration of taxi service downtown is a work in progress. There is still a problem with drivers who do not follow the rules.

## **8.0 ADJOURNMENT**

Next meeting is Monday, June 16, 2014 at 4 PM.

**MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn the meeting.**

**VOTING: unanimous (3-0)[Jeff Schulman and Alan Newman not present for vote]; motion carried.**

The meeting was adjourned at 4:55 PM.

*RScty: MERiordan*

“To Do “ List from 5/12/14 Airport Commission Meeting:

1. Staff will calculate the dollar amount generated by the 10% increase per airline.
2. Staff will convene a work session in July with Rich Goodwin and the Airport Commission to review the budget for next year. Staff will highlight items for consideration.
3. Bob McEwing provided a handout listing available training conferences and will forward the website to the Airport Commission