

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
June 16, 2014**

APPROVED – 7/28/14

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Gene Palombo  
Jeff Schulman [left 4:33 PM]  
Alan Newman

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

**OTHERS PRESENT:** Rich Goodwin, Assistant CAO, City of Burlington  
Marianne Riordan, Recording Secretary

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**1.0 CALL TO ORDER**

Airport Director, Gene Richards, opened the meeting at 4 PM and presided over the election of the Chair.

**2.0 ELECTION OF CHAIR**

**MOTION** by Bill Keogh, **SECOND** by Jeff Schulman, to nominate Jeff Munger as Chairman of the Burlington Airport Commission. **VOTING: unanimous; motion carried.** Jeff Munger is Chairman.

**3.0 ELECTION OF VICE CHAIR**

**MOTION** by Alan Newman, **SECOND** by Gene Palombo, to nominate Bill Keogh as Vice Chairman of the Burlington Airport Commission. **VOTING: unanimous; motion carried.** Bill Keogh is Vice Chairman.

**4.0 AGENDA**

**MOTION** by Jeff Munger, **SECOND** by Alan Newman, to approve the agenda as presented. **VOTING: unanimous (3-0); motion carried.**

**5.0 PUBLIC FORUM**

There was no public in attendance.

**6.0 CONSENT AGENDA**

6.1 Approval of Minutes: May 12, 2014 & June 3, 2014

**MOTION** by Bill Keogh, **SECOND** by Jeff Schulman, to approve the consent agenda including approval of the May 12, 2014 and June 3, 2014 minutes. **VOTING: unanimous (5-0); motion carried.**

**7.0 FINANCIAL REPORT**

Rich Goodwin reported the following:

- The airport is performing better than anticipated. Enplanements are up for the third consecutive month and revenues at a high level are outperforming the prior year by about \$500,000.
- Debt coverage score is 1.75 presently and far exceeding the requirements of Moody's and Fitch. With one month left in the fiscal year the debt score is anticipated to be 2.0 which is fantastic.
- One strategy for consideration is next year is a tight year and with a debt score of 1.75 outpacing requirements the Airport Commission might consider providing dollars to incur expenses at a higher and earlier level than what is anticipated in the budget by way of buying early, prepaying, and restocking winter supplies now. A salt inventory could be done and the results compared to last year so adjustments can be made. Account for all expenses and then use what is available and reduce the debt coverage score. Expenses must be operating, not capital expenses.
- Application for a grant anticipation note (GAN) for \$5 million is being done. AIP dollars reimbursable from the FAA will be looked at so the airport is in a good cash position with good profitability. Gene Richards and Rich Goodwin will investigate a GAN of a higher amount.

Alan Newman mentioned enplanements being up in the last three months. Gene Richards stated marketing and advertising is working. Staff is looking at markets to grow.

**MOTION by Bill Keogh, SECOND by Jeff Munger, to accept the financial report and place the information on file. VOTING: unanimous (5-0); motion carried.**

## **8.0 ACTION NEEDED**

8.1 Purchase of Small Segment Property – 44 Dumont Ave.

8.1.a Finance Board Memo re: Purchase of Land Adjacent to BTV

8.1.b Resolution - Authorization for Purchase of Land Adjacent to BTV

**MOTION by Bill Keogh, SECOND by Jeff Munger, to accept Items 8.1 (a&b) relative to purchase of land adjacent to BTV (small area of land at 44 Dumont Ave. along the fence by the gravel lot). VOTING: unanimous (5-0); motion carried.**

8.2 North Hangar Lease Agreement

8.2.a Draft – Airport Hangar Lease Agreement

8.2.b Resolution – Authorization to Execute Airport Hangar Lease

**MOTION by Bill Keogh, SECOND by Jeff Munger, to accept Items 8.2 (a&b) relative to the airport hangar lease agreement.**

**DISCUSSION: Three individuals are interested in hangar space. Nic Longo and Heather Kendrew were commended for excellent negotiation of hangar space.**

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

## **9.0 COMMUNICATION/DISCUSSION**

9.1 Project Update

Many projects are underway at the airport. Line painting on the airfield is being done with the new painting machine during midnight shifts.

#### 9.2 Air Service Update

- Airlines have been informed of the 10% increase in order for the airport to meet coverages. Even with 10% Burlington Airport is lower than Portland. The airlines expected a 2% or 3% increase. Further discussion is anticipated.
- There is a good chance of additional flights at Burlington Airport this winter.
- There is a pilot shortage through 2017 due to many pilots reaching retirement age.
- Staff will arrange a tour for the Airport Commission of the air traffic control tower prior to the start of the next meeting.

#### 9.3 Passenger and Operational Statistics

There was brief discussion of load factor and seating capacity. Gene Richards explained airlines manage their loads which helps Burlington Airport be successful. The US Air flight from Philly to Burlington is a full plane, for example.

#### 9.4 Fare Comparison

No comments or questions on the fare comparison report.

### **10.0 DIRECTOR'S REPORT**

Gene Richards mentioned existing bus service from Burlington to Albany, NY (five and half hour ride in good weather). Burlington is \$200 below the Albany cost. The bus service on the western corridor of Vermont is meant for people who have no other means of travel and not necessarily as a ride to the airport. Gene Richards will be talking to the press about the bus run.

### **11.0 COMMISSIONERS' ITEMS**

#### 11.1 Taxi Licensing Board Report

Bill Keogh reported he has not yet received an answer from the city attorney's office or the Airport Director as to whether the budget has been adopted for the taxi administration. Gene Richards will investigate and report on the matter.

### **12.0 ADJOURNMENT**

Next meeting: July 28, 2014 @ 3:30 PM beginning with a tour of the air traffic control tower followed by the regular meeting of the Airport Commission.

**MOTION by Alan Newman, SECOND by Bill Keogh, to adjourn the meeting.**

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

The meeting was adjourned at 4:48 PM.

“To Do” List from 6/16/14 Airport Commission meeting:

1. Gene Richards and Rich Goodwin will investigate a GAN of a higher amount.
2. Staff will arrange a tour for the Airport Commission of the air traffic control tower prior to the start of the next meeting.
3. Bill Keogh reported he has not yet received an answer from the city attorney’s office or the Airport Director as to whether the budget has been adopted for the taxi administration. Gene Richards will investigate and report on the matter.