

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
August 18, 2014**

APPROVED – 9/22/14

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Pat Nowak  
Jeff Schulman  
Alan Newman

**BTV STAFF PRESENT:** Kelly Colling, Director of Airport Operations  
Nic Longo, Accounting Office Assistant  
Erin Knapp, Marketing

**OTHERS PRESENT:** Kevin Dorn, So. Burlington City Manager  
Charlene Maille, So. Burlington resident  
George Maille, So. Burlington resident  
Anna K. Johnston, So. Burlington resident  
Carmine J. Sargent, So. Burlington resident  
Eileen Ardreol, Winooski resident  
Marianne Riordan, Recording Secretary

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**1.0 CALL TO ORDER**

Chairman Jeff Munger called the meeting to order at 4:05 PM. Introductions were done.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the agenda with the addition of Item 8.7 – Taxi Discussion. VOTING: unanimous (5-0); motion carried.**

**3.0 INTRODUCTION**

Pat Nowak is a South Burlington city counselor and current representative on the Airport Commission. Ms. Nowak said she is a neighbor to the airport and concerned about the neighborhood, but is cognizant the airport is a driver of economic prosperity for the state. As a member of the Airport Commission Ms. Nowak said she will look at what is best for the airport, but with conflicts with the neighborhood will weigh the matter.

**4.0 BTV/CHAMBERLIN COMMUNITY PROJECT**

South Burlington City Manager, Kevin Dorn, provided a handout on the Chamberlin Neighborhood/Airport Area Transportation and Land Use Planning Project and noted the following:

- The city received grants to plan the area after the anticipated tear down of houses by the airport.
- A neighborhood-airport planning committee will be formed.
- A project term with consultants will be formed.
- The timeline for completion and a clear charge for the committee and project team need to be done.

- How representatives from the neighborhood will be chosen for the committee must be determined.
- It is hoped to have a collaborative process with the neighborhood, airport, Airport Commission, and greater South Burlington community to plan for the future use of the land. The city has a proposal now for 250 housing units, a new library, three junior box stores, a parking garage and open space for the city center area (rezoning will be done for the area). Build-out is anticipated to take 7-10 years. Coding for land around the airport is on hold until the planning is done.

Bill Keogh referred to the memo from Bob McEwing on the FAA requirements for the area. Kevin Dorn assured the project team will compile all relative data. Jeff Schulman asked if the focus of the planning includes airport property. Kevin Dorn said the area is Airport Drive and west including the houses purchased through the FAA. The entire neighborhood is important to South Burlington. The city is looking at the broad picture. Pat Nowak added the city is looking to have a good relationship with the airport and wants coming into the airport to look nice with green space and landscaping. The neighborhood wants the area better than it is now. Jeff Munger asked that the Airport Commission be kept up to date on the project.

#### *COMMENTS*

George Maille, 38 Logwood Street, South Burlington (36 year resident), noted the following:

- There are challenges with the vision, charge, and goals of the planning project. Per FAA regulation 519038C (land management use and disposition of noise lands and grant disposition) and the Part 150 program the properties were possessed for “noise lands” and cannot be for residential purpose in perpetuity and must be acquired to support airport operations. Also, the land is not open land because it is private, not public and the land is not green space.
- In order for the airport to sell the land for development as compatible uses rezoning of the area must occur.
- In order for the airport to build the infrastructure as planned more land is needed.
- Ground noise needs to be considered for the neighborhood especially when the buildings in the next phases of the plan are demolished.
- Airport staff is requested to provide updates to the South Burlington city council.
- Mr. Maille volunteered for the planning committee.

Carmine Sargent, 21 Elizabeth Street, South Burlington, mentioned grassroots committee is interested in the neighborhood and what is happening. Ms. Sargent expressed interest in being involved and preserving what has been a wonderful place to live for the past 42 years which does not mean there cannot be growth at the airport.

Eileen Ardreol, Winooski, requested an update on the planning grant, F-35s, Part 150 agreement and conducting more real estate disclosure within the 65 decibel contour, and progress since 2008 working with South Burlington and Winooski. Ms. Ardreol was advised to contact the Director of Aviation.

There were no further comments.

## **5.0 PUBLIC FORUM**

There were no comments from the public.

## **6.0 CONSENT AGENDA**

6.1 Approval of Minutes: July 28, 2014

6.2 Open Meeting Law Additional Information and FAQ – Act 143

6.3 Passenger and Operational Statistics

6.4 Fare Comparison

**MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the consent agenda as presented including approval of the July 28, 2014 minutes and take the action indicated.**

**DISCUSSION: Jeff Schulman requested the enplanement data be a separate discussion item since enplanements are the most important part of airport operations. It was noted per the Open Meeting Law agenda items must be added prior to publishing the agenda so the public is aware of what will be discussed. There was discussion of enplanements in July 2013 (58,000) compared to July 2014 (59,000). Alan Newman observed enplaned passengers are up 2%, but departing seat capacity is down 5% so there is a looming problem. Nic Longo pointed out load factor increased because planes are coming in full and larger planes are arriving fully loaded. Nic Longo will research data on scheduled seats versus actual seats.**

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

## **7.0 FINANCIAL REPORT**

There was discussion of the debt service score and Recondo and Frasca having different numbers. Jeff Schulman asked about the customer facility charges. Nic Longo explained the numbers will show for August. There was discussion of the Aging Report which is showing good results thanks to the efforts of Nic Longo. Alan Newman requested Gene Richards explain the debt settlement on the Heritage account for the Airport Commission's understanding. Bad debt will be written off next year for Champlain Auto, One Flight Up, and the amount for Heritage in the last fiscal year (\$142,000).

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

## **8.0 COMMUNICATION/DISCUSSION**

8.1 Airport Improvement Project – Land Acquisition, Noise Mitigation

Nic Longo reported Gene Richards is meeting with Stantec Consulting to discuss next steps on housing demolition. Information will be published on the RFP process to relocate the houses and a timeline for the project.

8.2 Project Update

Staff reported:

- Terminal apron project is going well and on schedule.
- Cargo apron work by Heritage has just started.
- Painting on the airfield is almost done. Minor work remains.
- Concrete and joint repairs in the garage are being designed. Preventative maintenance in the garage is to begin.
- Security upgrade in the garage is expected to be done by the end of 2014. Weekly progress meetings are to be begin.
- TSI (flight boards) representative met with airport staff.

### 8.3 Air Service Update

The increased rate for airlines went into effect in July. Reaction by the airlines has been favorable. Erin Knapp and Gene Richards will be meeting with airlines.

### 8.4 We All Belong Briefing

Kelly Colling reported the airport is in the second year of participation in the cultural diversity and group training program developed by CEDO through CQ Strategies. The training is helpful for supervisors and employees. The peer group recommended involving those with a bigger vision of where the airport is to go. Contact Kelly Colling for further information. A survey of the public will be done on the experience at the airport and suggested improvements.

### 8.7 Taxi Discussion

There was discussion of having Uber as the official taxi service at the airport to provide a safe, modern experience for the customer. Uber runs multiple background checks on drivers, requires cars to be spotless and drivers to speak English and know the territory. Further discussion of being an Uber friendly airport is needed. The Airport Commission requested the city attorney or a representative attend the next meeting to give an update on Uber and taxi service in the city.

## 9.0 DIRECTOR'S REPORT

Staff reported:

- There are RFPs for the following:
  - North hangar by Heritage
  - New property manager for the north hangar property
  - Restaurant space in the terminal (Alan Newman urged planning long term for post-security retail opportunities.)
- Erin Knapp formerly with customer relations at Cabot Creamery and UVM athletics is head of marketing at the airport and will be working on an advertising campaign inside the terminal and digital advertising. Ms. Knapp will also provide the air service update. Alan Newman requested a copy of the job description for the marketing position.

## 10.0 COMMISSIONERS' ITEMS

### 10.1 Taxi Licensing Board Report

No report.

**11.0 ADJOURNMENT**

Next meeting: September 22, 2014 @ 4 PM.

Agenda items:

- Report on debt write-off from Aging Report
- Update on publishing information on the RFP process to relocate houses and land acquisition
- Update from city attorney on Uber service in Burlington

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

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

The meeting was adjourned at 5:57 PM.

*RScty: MERiordan*

“To Do” List from 8/18/14 Airport Commission meeting:

1. Nic Longo will research data on scheduled seats versus actual seats.
2. Alan Newman requested Gene Richards explain the debt settlement on the Heritage account for the Airport Commission’s understanding.
3. Staff will provide an update on information that will be published on the RFP process to relocate the houses and a timeline for the project.
4. Nic Longo will investigate the feasibility of flight boards in the parking garage.
5. Nic Longo will email a copy of the job description for the marketing position to Alan Newman.