

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
January 5, 2015**

APPROVED – 2/23/15

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

**MEMBERS ABSENT:** Jeff Schulman

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Robert McEwing, Director of Planning & Development  
Nic Longo, Accounting Office Assistant  
Marie Friedman, Financial Advisor  
Erin Knapp, Marketing

**OTHERS PRESENT:** Rich Goodwin, Burlington Asst. CAO (via telephone)  
Ron Bazman, Burlington ATCT  
TJ Phillips, Capes and Powers  
Tim Shea, Heritage  
Marianne Riordan, Recording Secretary

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**1.0 CALL TO ORDER**

Following introductions and the announcement that Jeff Schulman will not be in attendance due to family matters, Chairman Jeff Munger called the meeting to order at 4:16 PM.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.**

**3.0 PUBLIC FORUM**

Ron Bazman, Burlington Air Traffic Manager, introduced himself and briefed the Airport Commission on his experience as a tower and radar controller and airport manager blending airport operations with air space and air traffic. Mr. Bazman acknowledged air traffic, the airport and the community must work the issues to provide service and resolve matters, and pledged to work with the airport, the Airport Commission, and the community on being environmentally friendly with airport noise and airport projects.

**4.0 FINANCIAL REPORT**

Rich Goodwin stated the monthly financial statements are delayed because effort has been focused on the airport bond rating, gathering information from retiring employee, Bob McEwing, who is leaving 1/9/15, and Julie LaPlume who is also leaving on 1/9/15, the new airport financial analyst, Marie Freedman, who begins 1/5/15, and the work session scheduled on 1/6/15. The November and December financial reports will be provided at the next meeting. Gene Richards stressed staff has been working hard to get the work done. The financials to date are good. Explanations are down slightly due to

weather events. United increased flights in December, but decreased flights in January. Fares are up. Mr. Richards noted the airport is close to hiring an engineer, but the current pay scale is a challenge. Interested candidates are very capable people, but the pay is too low to be attractive. The city compares airport positions to other city department positions rather than comparing to positions in the airport industry. Rich Goodwin echoed the concern about pay scale and noted the city plans to do a restructuring. The city is experiencing the same challenges in hiring as the airport.

Alan Newman asked for more explanation of enplanements. Mr. Richards said the data need to show the impact of cancelled flights due to weather (i.e. track the number of seats on cancelled flights). Bob McEwing commented the numbers are down because essentially there were fewer seats in FY2014 than in FY2013.

## **5.0 CONSENT AGENDA**

5.1 Approval of Minutes: November 10, 2014

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda as presented including approval of the November 10, 2014 minutes as written. VOTING: unanimous (4-0); motion carried.**

## **6.0 COMMUNICATION/DISCUSSION**

6.1 Accounts Receivables Review

Nic Longo reported Accounts Receivables are consistent or better than prior months. The Airport Commission commended staff on the positive results with accounts receivables to date.

**MOTION by Bill Keogh, SECOND by Jeff Munger, to accept the Accounts Receivables report and place the information on file. VOTING: unanimous (4-0); motion carried.**

6.2 Marketing/Advertising Update

Erin Knapp reported:

- Lots of marketing and signage has been done.
- Porter Air flights resumed in November.
- A database is being built from Purple WiFi users.
- Advertising and baggage claim video ads will continue.

Jeff Munger mentioned the upcoming meeting in Washington, DC with the Vermont congressional delegation on issues with Customs and Border Protection including preclearance in Toronto.

Gene Richards noted the marketing effort with UVM Rally Cat and TSA. Also, a video will be done to welcome visitors to the airport, the city, and the region, and to provide information about the area.

Alan Newman suggested posting signs informing travelers of services/restaurants post-TSA. Staff will handle this.

### 6.3 Moody's Outlook on Airports

The document by Moody's is for information only. Of note is that Moody's sees the number of enplanements and airplane seats increasing.

### 6.4 Passenger and Operational Statistics

There was brief discussion of the value of 'landed weight' and 'passenger enplanements'. Nic Longo explained landed weight is decreasing because airlines are using smaller planes, there are fewer flights, and more cancelled flights. Burlington Airport charges \$2.30 per 1,000 pounds of landed weight (weight of the empty airplane). Enplanements are tied to AIP projects, entitlement funding, and grant programs. The airport receives funding based on enplanements.

Pat Nowak asked about tonnages. Nic Longo explained the statistic mainly refers to Federal Express tonnages. There are more packages coming into Burlington Airport than being shipped out.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the Passenger and Operational Statistics report and place the information on file.**

**VOTING: unanimous (4-0); motion carried.**

### 6.5 Fare Comparison Report

It was noted the listing of BWI should be removed from the report.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the Fare Comparison report and place the information on file. VOTING: unanimous (4-0); motion carried.**

## 7.0 DIRECTOR'S REPORT

### 7.1 Status of Contracts with Airlines

Bill Keogh asked when Burlington Airport last had a contract with airlines. Bob McEwing estimated Year 2000 or earlier. Staff is negotiating contracts with airlines. A contract is needed to better predict costs and manage expenses. Contracts do cover landing fees and terminal space rental. Surveys and comparisons have been done to ensure Burlington's rates are competitive. Gene Richards stressed the airport cannot lose its competitive edge in any way because it will take years to regain.

Alan Newman asked about the gate rental for US Air. Nic Longo explained US Air uses the common use area, not an exclusive gate area.

### 7.2 Status of Pre-Screening Concessions

Bill Keogh asked about the status of the former One Flight Up restaurant space. Gene Richards explained staff continues to work to fill the space. Three RFPs have been done to date without acceptable results. It may be prudent to do another at this point in time. Discussion is ongoing with Mayor Weinberger regarding

other amenities at the airport. Staff has great ideas, but lacks resources (funding). Alan Newman stressed any service or restaurant that is done must be post security to be successful.

## **8.0 COMMISSIONERS' ITEMS**

### **8.1 Taxi Licensing Board Report**

Gene Richards reported the position of taxi administrator is on the Board of Finance agenda for approval. Progress is happening albeit slowly.

### **8.2 Removal of Houses**

Staff reported the environmental process is underway for the removal of the designated houses by the airport. Bids are being done for removal of any hazardous materials first followed by removal of the structures beginning in April 2015.

## **9.0 ADJOURNMENT**

Next meeting: February 23, 2015 at 4 PM.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to adjourn the meeting.**

**VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 5:30 PM.

*RScty: MERiordan*

“To Do” List from 1/5/15 Airport Commission meeting:

1. Staff will work on signage announcing available services/restaurants post security.