

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
January 9, 2019**

APPROVED – 2/20/19

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Tim George
Jeff Schulman [via telephone]

MEMBERS ABSENT: Helen Riehle

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Deputy Director of Aviation
Marie Friedman, Director of Finance
Andrew Laderoute, Accounting Assistant
Larry Lackey, Director of Engineering & Environmental
Compliance
Shelby Losier, Director of Ground Operations
Rick Brown, Director of Maintenance
Hannah Lumbra, Administrative Assistant

OTHERS PRESENT: Erin Desautels, Vermont Small Business Accelerators, LLC
Tim McCole, Heritage

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:03 PM on January 9, 2019.

2.0 AGENDA

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

3.0 CONSENT AGENDA

3.01 Minutes – November 28, 2018

3.02 Financial Package

3.03 Fare Comparison

3.04 Passenger and Operational Statistics

MOTION by Bill Keogh, SECOND by Tim George, to approve the consent agenda, Items 3.01 – 3.04, and take the action indicated.

DISCUSSION:

- **There was explanation of PFC revenue and enplanement revenue. PFC is collected at the time of the ticket sale, not the time of enplanement.**
- **Repairs and maintenance are at 70% of budget due to major roof projects that were done. An adjustment to the budget will be made as revenues are up.**
- **Taxi revenue greater than enplanements mainly due to the per ride fee paid by Uber and Lyft and more people using these services. Regular taxi services pay an annual permit fee. Staff will break out**

the source of revenue for rides (Uber, Lyft, taxis) in the next financial report.

- There was discussion of enplanements from the Quebec area which fluxuates throughout the year.
- Staff reported November 2018 was another strong month, up 18% for the fiscal year and up 100,000 passengers from July through November. There are 80,000 enplanements more in the calendar year and twice that for the number of passengers.
- Andrew Laderoute is working on a statistical package and projection spreadsheet.

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

4.0 PUBLIC FORUM

There were no comments from the public.

5.0 APPROVE/RECOMMEND TO BOARD OF FINANCE & CITY COUNCIL

5.01 Budget Amendment and Purchase of Passenger Boarding Bridge

MOTION by Bill Keogh, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council for approval the budget neutral amendments to the FY19 airport budget as presented.

DISCUSSION:

- Marie Friedman explained mid-year adjustment is being done to recognize additional revenues and allocation to expense items.
- Tim George asked about the debt service ratio and revenues. Marie Friedman said the net amount of raising revenues and raising expenses cover the debt service.
- Gene Richards noted the airport is a partner with the airlines and wants to be sure expenses are mutually beneficial. Nic Longo added the agreements have thresholds with the airlines.

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

6.0 COMMUNICATON/DISCUSSION

6.01 Construction Update

Larry Lackey reported:

- Air carrier rehab Phase 4 will be done in spring/summer 2019.
- Taxiway Golf realignment, Phase 1, is ready and good for use. Some clean up will be done in the spring. Phase 2 design work is underway.
- VTANG Taxiway Delta and Fox Trot work is complete except for the relocated threshold.
- Electrical work with the QTA will move forward. Staff is seeking permits from South Burlington.
- Airport master plan will have a public meeting and meetings of the TAC and RAC meetings in February. [Nic Longo noted input from the public is being gathered. There have been comments about the transportation around the airport

which has nothing to do with the airport. Regional Planning, South Burlington, and the airport need to work together on the issue.]

7.0 SOUTH BURLINGTON SEAT UPDATE

No report.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- Frontier has a new set up at the airport. The first flight will be in a month.
- The Administration is working with other airlines on other routes.
- Many of the airlines have new managers (lots of turnover). The airlines are hiring more people to handle the workload.
- Snow is challenging with continuous plowing.
- Congratulations to Nic Longo on his new baby girl. Thanks to Shelby Losier and Larry Lackey for picking up the work.
- There are new, brighter, and more modern signs around the airport so people do not get lost.
- Advertising and marketing campaign is called “Vermont reinforcing Vermont” and includes a new vendor and ATMs from Northfield Savings Bank, free samples of Bag Balm in the vending machine, a Flynn partnership.
- There are new people at the FAA replacing retiring staff.
- The relationship with Heritage is going well
- Planning continues for the 100 year anniversary of the airport. A presentation is forthcoming.
- TSA is working without pay presently. Morale is slightly down. Portions of the FAA are shut down which is impacting work on the noise map. The longer the shutdown continues the more challenging it will be to retain employees.
- FAA, Air Traffic, NOAA, USDA biologist on site are furloughed or working without pay.

9.0 COMMISSIONER COMMENTS

None.

10.0 NEXT MEETING/AGENDA and ADJOURNMENT

Next Meeting: February 20, 2019 at 4 PM.

MOTION by Bill Keogh, SECOND by Tim George, to adjourn the meeting.

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

The meeting was adjourned at 4:46 PM.

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