

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
January 17, 2017**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Alan Newman
Jeff Schulman [via teleconference]

MEMBERS ABSENT: Pat Nowak

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Director of Planning and Development
Marie Friedman, Airport CFO
Amanda Clayton, Director of Engineering &
Environmental Compliance
Shelby Losier, Administrative Assistant

OTHERS PRESENT: Erin Desautels, Vermont Small Business Acceleration
Bob McEwing, Airport Consultant NEAC
Tim McCole, Heritage
Matt Collins, Director of FBO Services, Heritage

1.0 CALL TO ORDER

Chairman Jeff Munger called the meeting to order at 3:05 PM on January 17, 2017.

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 CONSENT AGENDA

3.1 Approval of Minutes: November 28, 2016

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the consent agenda including the minutes of November 28, 2016 as presented. VOTING: unanimous (4-0); motion carried.

4.0 PUBLIC FORUM

Tim McCole with Heritage introduced Matt Collins the new Director of FBO Services at Heritage.

5.0 FINANCIAL PACKAGE

The Airport Commission complimented Marie Friedman and the team on the excellent audit. It was noted the airport's debt coverage score and cash-on-hand up to 230 days is the highest it has been. Marie Friedman said the turnaround began when Gene Richards took over the airport administration and changed the way business was done at the airport. A clean audit report is appreciated. There were no findings on the part of the airport in the Management Letter for the city. The auditors will be starting field work for a single audit which is expected to go well.

A chart showing cash-on-hand over time was shown.

Alan Newman observed parking revenues are up. Marie Friedman said enplanements are up and parking promotions have been somewhat successful. The new hardware and software system for the parking garage will be installed by the end of summer 2017 and provide a savings. The airport worked with the city to find a system to meet the needs of both the airport and city.

6.0 ACTION NEEDED

6.1 Hudson News Lease Revised Amendment

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the proposed amendment to the Hudson News contract.

DISCUSSION: Nic Longo said Hudson agreed to an annual increase in the lease.

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

6.2 Enterprise Rent-A-Car Property Lease – 700 Airport Parkway

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the Enterprise Rent-A-Car lease for 700 Airport Parkway.

DISCUSSION: Nic Longo explained the building has been vacant for over five years. Enterprise has been renting the parking lot and is close to signing an agreement to rent more of the lot at a higher rate than their current rent and for a 10 year term (five year and five year renewal). Enterprise will do \$80,000 in capital improvements on the lot. There were no further comments.

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

6.3 AIP Property Leases – Kirby Cottages on Lily Lane

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the leases for Kirby Cottages on Lily Lane.

DISCUSSION: Gene Richards said the airport typically does not rent homes that are purchased, but the Kirby Cottages are beautiful energy efficient units and the FAA allowed an exemption to have people stay in the houses as security for the structures. The other houses purchased by the airport were ransacked and vandalized for materials. An agreement can likely be worked out with South Burlington or the contractor to preserve the houses for six months to a year. There were no further comments.

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

6.4 Engineering Contract – Rotating Beacon

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance City Council for approval the engineering contract for the rotating beacon.

DISCUSSION: Gene Richards said the airport cannot function without the beacon which is mandated by the FAA and must be installed by May 1, 2017. VOTING: unanimous (4-0); motion carried.

6.5 Property Lease – 3090 Williston Road, Advance Towing and Repair

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the lease for 3090 Williston Road with Advance Towing and Repair, LLC. VOTING: unanimous (4-0); motion carried.

6.6. Airport Commission Policy File

MOTION by Bill Keogh, SECOND by Alan Newman, to adopt the Airport Commission Policy File as presented.

DISCUSSION: Bill Keogh noted he and Jeff Munger along with Nic Longo and the City Attorney worked on the document.

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

7.0 COMMUNICATION/DISCUSSION

7.1 Construction Update

Amanda Clayton reported:

- Taxiway Kilo is done. The connection to Runway 33 will be renamed “Papa” to alert pilots to turn off Taxiway Kilo to Runway 33. Lighting and signage will also be installed.
- North glycol upgrade to treat runoff will be complete by the end of January.
- Apron work will begin in March.
- The Quick Turnaround Facility is designed and permitted. Logistics and an agreement with the car company are being worked out before the project moves forward. The facility is expensive. CFCs continue to be collected so funds are accruing for the project.
- Taxiway Bravo extension is designed and permitted. A grant application will be submitted for this AIP project.
- Taxiway Gulf realignment is designed and 90% permitted. Final approvals are anticipated.
- VANG has done some demolition work on Taxiway Foxtrot, but no new construction as yet.
- The airport beacon will be replaced with a new beacon that is up to code. The beacon is funded by the FAA.

Jeff Schulman asked if the VANG work is related to the F-35. Gene Richards explained the work is on the condition of the surface of the taxiway. The overall improvements will benefit all aircraft including the F-35. Alan Newman said the community should be informed about the improvements being done at the airport and that the airport is continuing to improve service to patrons. Gene Richards agreed the airport does not hold press conferences like Plattsburgh for receipt of state funds, for example. Burlington Airport is capped at receiving \$500,000 in state funds. The Airport Commission will further discuss state funding at the airport at the next meeting.

7.2 Marketing Update

Shelby Losier highlighted events and activities include:

- Make-A-Wish
- JetBlue Dream Flight
- Localvore coupon for parking
- Preclearance
- Spectrum Mentor Recognition Night
- Purses for Paws
- Improvements to the website layout

7.3 Passenger and Operational Statistics

Nic Longo reported November numbers are slightly down, but overall for the fiscal year passenger numbers show a 3% increase. American was up 7%. JetBlue was down slightly. United was up 15%. Delta was down 11%. Destination information will be provided at the next meeting to see where the increases/decreases are occurring.

7.4 Fare Comparison with New Cost Estimate Calculator

Shelby Losier reported it is cheaper to fly to Vegas from Burlington than from anywhere else.

7.5 Green Mountain Transit Authority Bus Route to Airport

Nic Longo reported Green Mountain Transit is committed to looking at a comprehensive plan and direct route to the airport. Staff will follow up with the transit company on key times to serve the airport.

7.6 Food Service Provider in Airport Terminal (pre-TSA)

Nic Longo said staff is working with Skinny Pancake on an outside-the-box solution to attract people to the airport.

7.7. Chamber of Commerce Welcome Center Status

Gene Richards said the Chamber was the high bidder on the RFP for the Welcome Center. The current contract is month-to-month with the Chamber which will continue as staff looks for the low bidder which may include not having a person staff the information desk. Jeff Munger cautioned that older people who are not techno-savvy may need to speak to a person to get answers to their questions. Alan Newman asked the number of calls handled per month. Staff will provide statistics for the last six months and get the Chamber's perception of the value they bring.

7.8 December 5, 2016 Sound Mitigation Committee Meeting Update

Nic Longo reported the second sound mitigation meeting was held and information was again provided on how the Air Force, Army, and airport operate, and potential opportunities to mitigate the sound. Next meeting is in March. An advisory committee will be formed to tie into the Sound Mitigation Committee to identify potential opportunities to mitigate by insulation, sales assistance, zoning, real estate disclosures, and communicating to the public as to what is in the 65 DNL.

Bill Keogh mentioned South Burlington wants an advance on the noise level of the F-35 before the planes arrive. South Burlington City Manager sent a letter to the FAA. Nic Longo said the people will likely be confused if there are too many maps and the FAA will not accept the request. Gene Richards added the maps were done in order to secure federal funding for the program. Until the operation of the F-35 is known, the noise level is not known.

Gene Richards spoke of the significant amount of time being spent on the noise issue with South Burlington which is asking for the program to stop and to dismiss the Noise Exposure Map because the Air Guard is deployed. South Burlington is being led by people who are not experts in the field. The FAA is the expert. The airport must stay on track or risk a financial penalty and loss of potential future funding. The reason the airport is taking the last 37 houses is because the FAA required this. FAA funding is for sound insulation. The potential that exists between the airport and South Burlington is huge without this issue. The airport and the internet are two drivers of economic development which is the number one focus of the new governor.

Jeff Schulman said the majority of the people in South Burlington are in favor of the airport, but a few loud voices have been able to make a difference with the city council. Alan Newman said he only hears positive comments from people. The airport continues to change and has come a long way from where it was five years ago.

Gene Richards asked the Airport Commission to reach out to South Burlington city councilor, Megan Emery, to discuss what she wants.

7.9 Airport Commission Status

Items on the Airport Commission's "to do" list include the Quick Turnaround Facility, parking garage, and ground transportation/taxi. The first two items are in process. More focus will be on ground transportation once the Director of Transportation is hired.

8.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- Pat Cashman who was working with staff on the parking garage is taking another job out state. Shelby Losier and Marie Friedman will take on the parking garage project. Burlington Public Works will fill Mr. Cashman's position downtown. The consultant that was hired to work on the parking garage project is looking at short term parking at a higher cost and with a separate entrance/exit and a cash/pay station inside the terminal with credit card payment at the garage as a backup. There will be \$300,000 invested in garage renovations this year and \$150,000 budgeted each year thereafter for 10 years.
- Staff will continue working on the relationship with South Burlington and resolving issues.
- Staff will continue investigating a hotel at the airport. An attorney and a consultant who deal with these types of negotiations will be retained.
- Conversation continues with BJ Wholesale. An RFP will be done for the parcel.

- One hurdle for preclearance has been cleared for both the airport and passenger trains.
- The 2020 Committee (100 year anniversary of the airport) has held two meetings to date. Interviews are being done to gather information on the history of the airport. The meetings will be videotaped. A UVM intern studying History will be hired to scan documents into the website.

Jeff Schulman asked if PFCs can help finance the parking garage project. Marie Friedman said Customer Facilities Charges (CFCs) charged for rental cars can be used, but not Passenger Facilities Charges (PFCs).

9.0 AIRPORT COMMISSIONERS' ITEMS

None.

10.0 ADJOURNMENT

Next meeting(s):

- February 21, 2017 – Airport Commission meeting, 3 PM

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting.
VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 4:34 PM.

RScty: MERiordan