

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
January 17, 2018**

DRAFT

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

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Deputy Director of Aviation
Kelly Colling, Deputy Director of Aviation
Marie Friedman, Director of Finance
Shelby Losier, Director of Ground Transportation
Larry Lackey, Director of Engineering & Environmental
Compliance
Hanna Lumbra, Administration

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

1.0 CALL TO ORDER

Chair, Jeff Munger, called the meeting to order at 4:05 PM on January 17, 2018.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the agenda with the addition of meeting policy as Item 3.1. VOTING: unanimous (5-0); motion carried.

3.0 CONSENT AGENDA

3.01 Minutes: November 15, 2017

3.02 Minutes: December 15, 2017

3.03 Minutes: January 4, 2018

3.04 Financial Package

3.05 Construction Update

3.06 Passenger and Operational Statistics

3.07 Fare Comparisons with Cost Estimate Calculator

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the consent agenda, Items 3.01 – 3.07, as presented and take the action indicated. VOTING: unanimous (5-0); motion carried.

3.1 MEETING POLICY

Bill Keogh read Section 8 of the meeting policy that applies to conduct of commission members and being recognized by the Chair to speak. Mr. Keogh recommended the meeting policy be followed at every meeting.

4.0 COMMUNICATION AND DISCUSSION

4.01 Airport Policy Update

The meeting policy and being recognized by the Chair to speak were covered previously.

4.02 Air Service Development Update

Nic Longo reported staff met with every airline at the airport in the last four months regarding additional service and different routes. Double digit increases in scheduled seats in the next six months are anticipated (January 15%, February 10%, March 15%, April 17%, May 20%).

Alan Newman asked about enplanements and the utilization of the extra seats. Nic Longo said staff is tracking what is scheduled and what comes in. Based on the scheduled seats the actual enplanements can be projected. Staff will provide the scheduled and actual seats in the report going forward. Alan Newman asked if the Canadian exchange rate was considered. Nic Longo said the analysis has been done for the past few years.

Nic Long announced a new route by Delta direct to JFK twice a day (76 seat aircraft) starting March 3, 2018 to compete with JetBlue and a new route by American direct to Chicago O'Hare twice a day (50 seat regional jet) starting June 1, 2018. Gene Richards said staff worked with other airlines as well, but does not have any announcements as yet.

Alan Newman asked if there is any movement with JetBlue service to Boston. Gene Richards said JetBlue liked the presentation by Burlington, but Burlington is competing with other airports for JetBlue service. JetBlue is struggling with JFK and cancellations. Feeder flights get bumped if international flights with JetBlue are coming in.

Bill Keogh asked if staff is involved in calculations for added routes. Gene Richards said staff works with the airline planners. Bill Keogh asked if the airlines do a market study. Nic Longo said airport staff is not involved in the airline's market study, but provides the economic plan, business plan, business community plan, marketing plan, and information on the overall health of the airline industry at Burlington. The airport offers incentives to airlines.

Jeff Schulman asked when the new service routes will be announced. Nic Longo said staff is working on a marketing plan to introduce the routes with a press release and full marketing package in the coming weeks.

Alan Newman asked if there is concern the American flight to O'Hare will cut into Delta's flight to Detroit. Nic Longo said there is no concern because Delta is a competitor.

5.0 SOUTH BURLINGTON SEAT UPDATE

Pat Nowak reported South Burlington Planning Commission is looking at the development regulations relative to dismantling properties. The airport should alert South Burlington if there are other houses that should be on the list before the regulations are adopted. Nic Longo said he will send the list of houses to Pat Nowak and Paul Connor.

Alan Newman asked if a property owner can choose to remain in the house and have sound proofing done. Nic Longo explained the FAA preference is acquisition to the 65 DNL line. Above the 75 DNL there is no choice. Gene Richards explained staff is trying to convince the FAA that insulation is a good option and to change the program. Presently there is only one program and that is house removal (the program ended December 31, 2017 for houses not under negotiation). In the future there may be the option to have the airport purchase the house, insulate, and then put the house back on the market. Nic Longo noted to date 10 property owners have declined the program. The airport has purchased 27 houses and the owners are waiting to relocate. A majority of the 27 houses are still standing. Gene Richards said the airport is working with the community on an insulation and window replacement program which may have a purchase element for people who do want to sell their house. The airport is sensitive to the position of Burlington and South Burlington to not remove any more houses.

Alan Newman pointed out the airport continues to pay taxes on the houses that are purchased if still standing or on the land if the house is removed. Alan Newman will email his comments on the program to Gene Richards, Nic Longo, and copy Pat Nowak.

Nic Longo noted the housing program is called the Noise Compatibility Program. The next meeting of the technical advisory committee is 1/23/18 at 5 PM. There are four programs under the Noise Compatibility Program including sound insulation, purchase assurance (buy, insulate, resell), sales assistance (help owner sell the house), and aviation easement (owner paid for the easement).

6.0 PUBLIC FORUM

There were no comments from the public.

7.0 DIRECTOR'S REPORT

Gene Richards reported the following:

- Shelby Losier is the Director of Ground Transportation. Larry Lackey is the Director of Engineering & Environmental Compliance (replacing Amanda Clayton). Hannah Lumbra is the new office manager. The reorganization will be complete with the hiring of airport ambassadors and management.
- A vendor has been selected for the parking garage hardware and software. The system is in the process of being implemented.
- It is anticipated to move forward on the quick turnaround facility in the next couple of months and begin construction mid to late summer. Negotiations need to be done with the rental car companies on management and maintenance and best practices following environmental laws relative to fuel storage.
- Weather has been expensive with overtime pay and holiday pay and flight cancellations at the hubs. This will be challenging toward the end of the year when balancing the budget.

Alan Newman asked about the parking usage in the garage. Shelby Losier said the garage is approximately 47% full this time of year. There are 2,700 available parking spaces in the facility.

Alan Newman asked about the future of car rentals over the next decade with millennials giving up cars. Shelby Losier said the car rental companies are investing in driverless car technology. Regardless of having a driver or not the vehicle will still need service. People using the parking garage could also use the car wash at the quick turnaround facility.

Alan Newman asked if the airport will be impacted by the city's repair of roads. Gene Richards said the airport has a budget to repair/patch the runway when and where needed. Alan Newman asked if heating the runways is feasible. Kelly Colling said this would be very expensive, but can be researched.

8.0 COMMISSIONER ITEMS

8.01 Organizational Materials

Bill Keogh asked for a copy of the current organizational chart. Staff will send the chart.

Commissioner Questions & Comments

- Alan Newman asked Tim McCole from Heritage about marketing for more hangar space. Tim McCole confirmed Heritage has some projects under discussion. Gene Richards noted hangars will be built if contracts are signed. The new hangars will be larger and specialized to accommodate aircraft and other items.
- Bill Keogh suggested South Burlington better understand the term "avigation". Nic Longo mentioned the easements are often called aviation or airspace easements.
- Bill Keogh asked if drones are allowed to fly at the airport. Kelly Colling said commercial and hobbyist drones are not allowed within a five mile radius of the airport. Nic Longo added drone operators are limited by GPS technology on the drone as well.

Follow Up on Past "To Do" Items:

- Nic Long said a presentation will be scheduled on general aviation revenue and an update on Air Guard operations. (Alan Newman asked that the presentation include the services provided by general aviation and the Air Guard that would be lost if these entities were not at the airport.)

9.0 ADJOURNMENT

Next Meeting: February 21, 2018 at 4 PM.

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting.
VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 5:11 PM.