

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
January 25, 2016**

**DRAFT**

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

**MEMBERS ABSENT:** Alan Newman

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Director of Planning and Development  
Marie Friedman, Financial Advisor  
Erin Knapp, Director of Marketing  
Kelly Colling, Director of Operations  
Amanda Hanaway-Corrente, Director of Engineering &  
Environmental Compliance  
Richard Brown, Director of Maintenance  
Adrienne Morris, Office Assistant

**OTHERS PRESENT:** Dave Stiller, Heritage Aviation  
Tina Lindberg, Mansfield Heliflight  
John Dinklage, South Burlington  
Michael Simoneau, South Burlington  
Loretta Marriott, South Burlington  
Paula Lawrence, South Burlington  
Meaghan Emery, South Burlington City Council  
Sandy Dooley, South Burlington  
Elizabeth Goldberg, South Burlington  
Robert Howard, South Burlington  
Linda Brakel, South Burlington  
Marc Companion, South Burlington  
Karen Paul, Burlington City Council

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**1.0 CALL TO ORDER**

Chairman Jeff Munger called the meeting to order at 3 PM.

**2.0 AGENDA**

**MOTION** by Bill Keogh, **SECOND** by Pat Nowak, to approve the agenda with the deletion of Item 9.01 (Policy File). **VOTING: unanimous (4-0); motion carried.**

**3.0 PUBLIC FORUM**

Marc Companion, South Burlington resident and member of the Chamberlin Neighborhood Committee, opined the Airport Commission minutes from December 14, 2015 contain certain inaccurate information about the Chamberlin Neighborhood Committee meeting and inappropriate attacks on individuals as well as having information that should not be in minutes. Mr. Companion asked that the minutes be

amended, contending that there was general frustration by the people at the Chamberlin meeting, himself included, over concern that their voice is not being heard and there is lack of transparency by the airport. There were many people for the F35, not against it. Misinformation is leading to distrust. The residents feel they are being kept in the dark about the F35 and that backroom deals are being made. The residents want to know because F35 planes could potentially be a catastrophic event for the neighborhood. Regional planning and a long term management plan needs to be in place.

Linda Brakel, South Burlington resident, asked that the minutes be corrected in terms of the character of the individual referred to at the 11/9/15 neighborhood meeting. The information does not belong in the type of forum the way it was stated.

Meaghan Emery, South Burlington City Council, read a statement to the Airport Commission, dated 1/25/16, regarding the 12/14/15 Airport Commission minutes and reference to her behavior at the neighborhood meeting on 11/9/15 which was inaccurately described (statement on file). Ms. Emery also objected to the description of her behavior relative to finding out a scheduled meeting on 12/11/15 was cancelled without her knowledge, and contended that sound issues are part of the charge of the Chamberlin Neighborhood Committee. Regarding the recommendation to establish a noise/sound committee as noted in the 12/14/15 Airport Commission minutes, Ms. Emery urged including residents in affected neighborhoods on the committee.

Sandy Dooley, South Burlington resident, encouraged staff to include neighbors on the committee to address noise mitigation, stressing it is best to work together.

Tina Lindberg, Mansfield Heliflight, asked if minimum standards will be discussed at the meeting. Staff indicated the matter is not on the agenda.

#### **4.0 FINANCIAL PACKAGE**

Marie Friedman reported the following:

- Revenues are at 44% of budget and Expenses are at 37% of budget.
- Parking revenues continue to trend lower than the prior year (November 2015 is down \$173,000 over November 2014). Staff is monitoring the situation and investigating possible solutions.
- Debt coverage score is expected to be 1.5 by the end of the fiscal year.
- BTV as of January 12, 2016 is owed \$1.6 million in AIP receivables. The airport drew down \$400,000 on the grant anticipation note which helps with cash position. The airport has spent \$4.7 million and received \$5.1 million. By the end of the fiscal year the amount will be zero.
- Trend Analysis shows parking revenues continue a downward trend. Other revenues are flat or up slightly.

Gene Richards said the parking garage continues to challenge staff. Canadian traffic is down. Staff is working with Burlington Public Works on different opportunities to manage the garage. A further report is forthcoming in April.

Pat Nowak suggested investigating whether Chamber of Commerce conventions and meetings are fewer than in past years. Gene Richards said staff meets with the state and local chambers and will ask that question.

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

## **5.0 CONSENT AGENDA**

5.01 Minutes of December 14, 2015

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda including minutes from December 14, 2015 with the following correction(s)/clarification(s) to the 12/14/15 minutes:**

**Page 5, Director Report, 2<sup>nd</sup> paragraph, 1<sup>st</sup> sentence – insert “12/11/15” after “city council”, and in the 3<sup>rd</sup> sentence – insert “as funded by CCRPC” after “neighborhood committee”.**

**DISCUSSION: Bill Keogh commented minutes of Airport Commission meetings can only be changed by the Airport Commission. Minutes reflect the discussion that transpired at the meeting.**

**CALL THE QUESTION by Bill Keogh. Discussion ceased.**

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

## **6.0 ACTION NEEDED**

6.01 Engineering Contract Rental Car QTA – Stantec Consulting

6.02 Snow Removal Equipment Purchase

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve Items 6.01 (Engineering Contract Rental Car QTA) and 6.02 (Snow Removal Equipment Purchase) and recommend to City Council for approval.**

**DISCUSSION: The following was noted:**

- Staff explained the engineering contract is for redesign of the rental car wash bays (three bays), maintenance bays (3 bays), fuel bays (12 bays), and office space. Funding is through the Customer Facility Charge (CFC). The contract is for \$300,000. The facility cost is \$5 million. Stantec Consulting is working with an architect who has done the same type of work across the country. Engineering work has begun. Construction is hoped to start in June and be finished by January 2017.
- Pat Nowak suggested posting project information relative to the neighborhood on the airport website. Gene Richards said there have been meetings (and will be more) with South Burlington town staff on projects.
- Staff explained Passenger Facility Charge (PFC) funds will be used to purchase the snow removal equipment. The airport has only one piece of equipment which is over 10 years old. The cost of the equipment is \$665,000. PFCs will fund any portion of a loan that has to be taken out as well.

**There were no further comments.**

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

**7.0 COMMUNICATION/DISCUSSION**

7.01 Construction Update Report

7.02 Marketing Update

7.03 Passenger and Operational Statistics

7.04 Fare Comparisons

**MOTION by Bill Keogh, SECOND by Jeff Munger, to accept Items 7.01 (Construction Update), 7.02 (Marketing Update), 7.03 (Passenger & Operational Statistics), and 7.04 (Fair Comparisons) and place the information on file.**

**DISCUSSION: The following was noted:**

- **Open construction projects include:**
  - Taxiway Kilo construction which will resume in spring of 2016;
  - north glycol system upgrade for more capacity to collect deicing fluid (funded with FAA discretionary funds);
  - rehab of the terminal apron (phased project);
  - revitalizing and updating the quick turnaround facility;
  - relocating Taxiway Alpha (construction 2017);
  - shifting Taxiway G closer to Runway 1533 creating a full taxiway.
- VTANG has projects planned for 2017 separate from Burlington Airport projects. The airport is working with VTANG to phase the work accordingly.
- Marketing update includes an impromptu dinner from the Food Friday event by the administration for a group of marines from Oklahoma stuck overnight at Burlington Airport. There have been 22,000 views on the Facebook page of the F16 takeoff with positive results and comments on the video. Community partnership events include Chittenden County Humane Society Purses for Paws and the Heritage, FedEx, and American Cancer Society jet pull. The monthly airport newsletter had 19,000 successful deliveries on emails from Purple WiFi. Marketing in Canada via social media is being done. Staff will attend travel and tourism shows in Canada.
- Passenger and Operational statistics show 1.2 million people have been served. Results are slightly below on the fiscal year-to-date. Seat capacity month-to-month and landing rate is up slightly.
- Fare comparison was done between BTV fares and fares from Manchester, Albany, and Montreal for a week in March.

**There were no further comments.**

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

Staff noted there will be an air show in Burlington on August 13<sup>th</sup> and 14<sup>th</sup> at the waterfront independent of the airport.

## **8.0 DIRECTOR'S REPORT**

Gene Richards spoke positively on the work by the administrative team and reported the following:

- The sound/noise map was approved on 12/22/15 by the FAA so the airport can now move forward to receive grants. More information will be forthcoming.
- Heritage closed on ESOP. Thanks are extended to David Stiller and the Stiller family for taking care of their employees.
- Staff continues to work on locating a restaurant in the terminal.
- No additional progress has been made on a hotel since the last meeting.
- College interns are researching automation at the parking garage. Reorganization of duties at the garage is planned.

## **9.0 COMMISSIONER ITEMS**

### 9.01 Policy File

Removed from the agenda. Bill Keogh will work with Nic Longo and Burlington Public Works on a policy file.

## **10.0 ADJOURNMENT**

Next meeting: February 22, 2016 at 3 PM.

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

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

The meeting was adjourned at 4:12 PM.

*RScty: MERiordan*