

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
March 21, 2016**

APPROVED – 4/18/16

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

**MEMBERS ABSENT:** Jeff Schulman

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Director of Planning and Development  
Marie Friedman, Financial Advisor  
Erin Knapp, Director of Marketing  
Amanda Hanaway-Corrente, Director of Engineering &  
Environmental Compliance  
Richard Brown, Director of Maintenance  
Shelby Losier, Intern

**OTHERS PRESENT:** David Clark, Skylink  
Tim McCole, Heritage Aviation  
Tina Lindberg, Mansfield Heliflight  
Eric Chase, Mansfield Heliflight  
Abdi Dhere, Airport Winooski Cab

---

**1.0 CALL TO ORDER**

Chairman Jeff Munger called the meeting to order at 3:03 PM on March 21, 2016.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the agenda with the addition of Item 9.2 Transparency. VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.**

**3.0 PUBLIC FORUM**

*Taxi Issue*

Abdi Dhere, Airport Winooski Cab, stated he has been a taxi driver serving the airport for the past 10 years and has found in the last four months it has been difficult to achieve the earnings he has for the last 10 years to meet his rent and bills because Uber and Green Cab have been taking the fares from the airport and they are not required to pay the licensing and queue permit fees like the other cabs at the airport.

Jeff Munger advised Mr. Dhere to attend the next Taxi Commission meeting to discuss the matter.

*North Ramp Hangar RFP Status*

Tina Lindberg, Mansfield Heliflight, asked about the status of the North Ramp hangar RFP and was advised the matter is handled by staff, not the Airport Commission. Eric

Chase, Mansfield Heliflight, asked who oversees decisions at the airport. Jeff Munger explained the city charter change in 2001 that made most city commissions advisory to staff. With the airport, staff asks the Airport Commission for approval on issues that pertain to airport policies. Tina Lindberg mentioned the email she sent to Gene Richards in January 2016 and also back in 2014 regarding space to lease without a response. Gene Richards advised sending a letter to him and he will get an answer to the question.

Eric Chase recalled a recent conversation with Airport Commissioner Schulman who appeared to be uninformed as to what was going on with the RFP. Mr. Chase noted it has been three years trying to get an answer and now the matter is being taken personally. Further action will be taken. Gene Richards cautioned against making threats and putting the Airport Commission in the middle, and advised since both parties are in a lawsuit that the attorneys should work it out and the Airport Commission should not be dragged into it.

There were no further comments.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to close the public forum.  
VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.: unanimous; motion carried.**

#### **4.0 FINANCIAL PACKAGE**

Marie Friedman reported the following:

- Revenues and expense are consistent with what they were a year ago. Year-to-date revenues are at 58% of budget and expenses are at 54% of budget.
- February 2016 parking revenues were stronger than 2015, but there was an extra day in February 2016 and enplanements were strong.
- Monthly financials are trending fairly similar to the prior year. The trend analysis shows major revenues year-to-date and month-to-month. Revenues are holding strong. Parking revenues are an issue
- Debt score is higher than a year ago. The goal is a debt score of 1.5 by year end.
- AIP receivables was \$1.7 million as of February 29, 2016. The airport has \$5.3 million in AIP projects.
- The airport had \$121,000 on deposit in the city's pooled cash account as of the end of January 2016 so the airport is not a burden on the city.

There was discussion of flight cancellations. Staff explained Burlington Airport can have cancellations even when the weather is favorable in Burlington because the airline is cancelling due to weather at other connections. February had 50% fewer cancelled flights than last year, calendar and fiscal year.

There was discussion of parking garage revenue continuing to be down. Marie Friedman explained the garage was full during school vacation time, but the Canadian traffic is down. Perhaps when the Canadian dollar rebounds traffic will pick up. Enplanements are strong, but people are not using the garage. Local people are getting rides to the airport. Alan Newman stated parking needs more attention and should be a higher priority. There

are services that could be offered to make parking in the facility more attractive, such as VIP parking, cleaning/detail services, long term rental. Gene Richards explained the airport is in the midst of taking over operation of the garage from Burlington Public Works and will have better control on expenses going forward. Erin Knapp briefly reviewed promotional events that have been done to date to promote the garage, such as a voucher for \$24 worth of parking for \$12 and newsletter and information on the website touting convenient, covered parking. Area car detail places, dealerships, commercial realtors, and other have been contacted about renting space in the garage. Pat Nowak suggested offering permanent spaces to businesses with employees who fly frequently for business. Staff will investigate the idea.

Bill Keogh mentioned Moody's increase of the city's rating in part is due to the airport's actions.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the finance report and place the information on file. VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.**

## **5.0 CONSENT AGENDA**

5.01 Minutes of January 25, 2016

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda including minutes from January 25, 2016. VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.**

## **6.0 ACTION NEEDED**

6.01 Air Carrier Apron Phase 3 Engineering Contract, AIP Funded

6.02 Storm Water Improvement Project Change Order, AIP Funded

6.03 Taxiway Alpha Design/Permitting Contract, AIP Funded

6.04 Taxiway Gulf Design/Permitting Contract, AIP Funded

6.05 Noise Exposure Map Change Order, AIP Fund

6.06 Passenger Facility Charge Application Assistance Contract

6.07 Underground Injection Control Permit Management Contract

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve Items 6.01 – 6.07 and recommend to the appropriate body for approval as follows:**

- **Air Carrier Apron Phase 3 Engineering Contract to City Council**
- **Storm Water Improvement Project Change Order to Board of Finance**
- **Taxiway Alpha Design/Permitting Contract to City Council**
- **Taxiway Gulf Design/Permitting Contract to City Council**
- **Noise Exposure Map Change Order to the Airport Commission**
- **Passenger Facility Charge Application Assistance Contract to Board of Finance**

- **Underground Injection Control Permit Management Contract to Board of Finance**

**DISCUSSION:** Amanda Hanaway-Corrente explained:

- **Reimbursement for AIP funded projects is 90% federal, 6% state, and 4% local.**
- **Air Carrier Apron Phase 3 out of a nine phased project will be done this summer. Phase 1 was the design of the concrete apron. Phase 2, Phase 3 and so on are repackaging to the focus area and available funding. The engineering contract includes final design, phasing, and resident engineering services during construction.**
- **Storm Water Improvement Project Change Order is to upgrade the treatment system for runoff from the runway per current state rules.**
- **Taxiway Alpha and Taxiway Gulf Design/Permitting Contracts are for work to be done in the summer of 2017. Plans will be complete by June 2016 and permitting by December 2016. Six months of lead time are needed before construction. The cost of the design work can be added to the grant amount.**
- **Noise Exposure Map Change Order is for additional work beyond the scope of work for the map which received approval.**
- **Passenger Facility Charge Application Assistance Contract is for a consultant to help pull together the application by the airport for funding of items to improve the passenger experience. [Bill Keogh suggested networking with colleagues at other airports for ideas on items.]**
- **Underground Injection Control Permit Management Contract is to oversee the inspections, monitoring, and reporting to the state of the treatment of storm water from three aprons at the airport.**

**There were no further comments.**

**VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.**

## **7.0 COMMUNICATION/DISCUSSION**

### **7.01 Construction Update Report**

Amanda Hanaway-Corrente reported:

- There are two construction projects (storm water and taxiway design) to be done this summer if the FAA has funding.
- Work on Taxiway K will resume in the spring.
- Design of the quick turnaround facility is nearly complete. Construction will be done this year. There is not enough room for all the required landscaping (\$30,000 worth of landscaping around the building) so the airport will work with South Burlington on how to benefit the residents.

- Taxiway Alpha and Taxiway Gulf will be done in 2017. Planning is being done now.
- Taxiway Alpha will be renamed to “Taxiway Bravo Extension”.
- Air National Guard is doing eight months of work in 2017 on their taxiway and apron.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the report on Item 7.01 (Construction Update) and place the information on file. VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.**

#### 7.02 Marketing Update

Erin Knapp reviewed recent events at the airport including:

- South Burlington Business Association meeting in the mezzanine.
- “Purchase for Paws” fund raising event that netted \$24,000.
- Press conference with Gravity the Elephant in support of stopping the sale of ivory in Vermont.
- Refugee Resettlement Program in April.
- Stern Center Readers event “Blast Off with Books” in April.
- “Pulling for Hope” event by the American Cancer Society in September.
- Orbitz widget that netted \$2,000 in advertising sales commissions for the airport. The advertising budget has been exceeded and is still tracking higher.
- Addition of 100 more balloons to the “Balloons” artwork in the terminal. Pictures will be posted on social media.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the report on Item 7.02 (Marketing Update) and place the information on file. VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.**

#### 7.03 Passenger and Operational Statistics

Nic Longo reported the number of passengers in February 2016 is up 5% from February 2015 (4,000 passengers in the month of February 2016). The numbers are up fiscal year to fiscal year as well. Landings are up 20% from last year and cancellations are down 50% from last month. The trends are better than last year.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the report on Item 7.03 (Passenger and Operational Stats) and place the information on file. VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.**

#### 7.04 Fare Comparisons

Nic Longo reported overall Burlington Airport’s fares are competitive with fares from similar airports and significantly lower than Manchester, Albany, and Montreal for fares to major airports and destinations.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to accept Items 7.04 (Fare Comparisons) and place the information on file. VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.**

## **8.0 DIRECTOR'S REPORT**

Gene Richards noted:

- Airport Commissioners should contact staff for information on issues rather than having outside conversations. Staff tries to be very transparent and return all emails.
- A meeting was held with the newly elected South Burlington City Council. It is hoped there can be some synergy in working with the new council. Staff is cautiously optimistic.
- Per the request of South Burlington the airport postponed establishing a sound committee, but will move forward next month. The committee membership will include three direct neighbors, a representative from each community that wants to be involved, a representative from Air National Guard, a representative from the Air Control Tower, and a representative from the FAA. Nic Longo will be the Chair of the committee which will meet quarterly. The first meeting will cover what is available, opportunities, and benefits.
- A meeting was held with Frank Coffi and development people about use of the 40 acres at the south end of the airport. Ideas include an industrial park.
- A meeting was held with Kevin Dorn and Justin Rabideau (South Burlington staff) to discuss tree cutting and possible relocation of the current dog park.
- Gene Richards spoke at the Burlington Rotary meeting and will speak at Burlington Media Table.
- Land use/reuse meeting with the community will be held. All information will be posted online.
- Gene Richards and Nic Longo will attend the Air Service Development Conference by Allegiant Airlines and the National Air Service Conference with major and smaller airlines.
- Plattsburgh air flight development will benefit the area. Burlington continues to build flight services.

## **9.0 COMMISSIONER ITEMS**

### **9.01 Policy File**

Bill Keogh said support to move the policy file forward appears to not be forthcoming. As an example of policy, the Airport Commission should be notified and invited to community meetings like the land use/reuse meeting. The Airport Commission should receive a status report on the airline contract. The Airport Commission needs to be more involved and informed. An orientation in July should be done for newly appointed members where the responsibilities of the Airport Commission are outlined.

Pat Nowak echoed the idea of an orientation, especially legal information. Ms. Nowak noted South Burlington is standardizing the format for all city ordinances which is very helpful though a tremendous amount of work to do.

#### 9.02 Transparency

Bill Keogh stated the Airport Commission is not as transparent as it should be and mentioned having all information online for access by the public. Gene Richards said if the Airport Commission wants to redirect staff's work to focus on entering information onto the webpage that is fine. Staff tries to be very transparent. A list of what the Airport Commission wants staff to do is requested because staffing is very tight so tasks will have to be shifted if work is added.

### **10.0 ADJOURNMENT**

Next meeting: April 18, 2016 at 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 4:44 PM.

*RScty: MERiordan*