

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
October 19, 2015**

APPROVED – 12/14/15

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Jeff Schulman [arrived 3:08 PM]
Alan Newman
Pat Nowak

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

OTHERS PRESENT: Tina Lindberg, Mansfield Heliflight
Ben Kline, Mansfield Heliflight

1.0 CALL TO ORDER

Chairman Jeff Munger called the meeting to order at 3:03 PM.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the agenda as presented. VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.

3.0 PUBLIC FORUM

There were no comments from the public at this time.

4.0 FINANCIAL PACKAGE

Marie Friedman reported the following:

- Profit & Loss statement as of August shows revenues on target at 17% of budget and revenues at 12% of budget. Staff is still receiving and compiling the numbers for September.
- Debt coverage score is 1.58 (holding steady for the year). The annual audit is in process with the goal to finalize by the end of November.
- Cash & Investments as of the end of September shows the airport owes the city \$1 million and has \$1.2 million in the bank account.
- Account Receivables shows \$2.7 million spent since July 1st on federal projects (the housing removal project mainly). Reimbursement requests have been submitted to the FAA. The airport has a \$7 million grant anticipation note available to pay for project work and then be reimbursed by the FAA. The FAA has been quick with reimbursements. The state has not been so quick. The grant anticipation note helps with cash flow at the airport.

Jeff Munger asked about PFC revenue being low. Marie Friedman explained revenues are received a month in arrears. With full accrual accounting at the airport the PFC amount is recorded when received. PFC money received in July is actually for the month of June. PFC money is pulled out of total revenues when calculating the debt.

There was discussion of the parking garage revenue not tracking consistently with other data points. Staff is hopeful there will be a turnaround with the new air services in place. As of the end of October cash will no longer be accepted at the garage for payment of parking fees. Further discussion with the Mayor and DPW on the garage operation will be held.

5.0 CONSENT AGENDA

5.01 Minutes of September 21, 2015

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda including minutes from September 21, 2015 as presented. VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.

6.0 ACTION NEEDED

6.01 Lake Champlain Regional Chamber of Commerce Letter of Agreement

MOTION by Bill Keogh, SECOND by Alan Newman, to accept the letter of agreement and place the information on file.

DISCUSSION: Gene Richards noted the Chamber received a 6% increase. The Chamber will handle lost and found and help sell advertising for the airport in exchange for one month's rent. There were no further comments.

VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.

6.02 Credit Card Requirement for Taxi Drivers

Jeff Munger recalled the credit card requirement for taxi drivers was previously discussed and taxi drivers are required to accept credit cards for fare payment. Alan Newman mentioned his repeated experiences with cab drivers at the airport not accepting credit cards.

MOTION by Bill Keogh, SECOND by Pat Nowak, to table the credit card matter pending further investigation by staff. VOTING: unanimous (4-0) [Jeff Schulman not present for vote]; motion carried.

7.0 COMMUNICATION/DISCUSSION

7.01 Construction Update Report

Amanda Hanaway-Corrente reported the following:

- Housing removal project is complete for the year.
- Air carrier apron rehab phase 2 (south end of the terminal) is underway. Concrete is installed. Crack sealing and pavement marking will be done.

Some trench work is also being done. Finish date for the work is November 12th. Phase 3 will be done next year.

- Taxiway Kilo sub-base is being done this year. Paving will be done next year.
- Upgrade to the north glycol facility will be done as well as relocation of Taxiway Alpha. Stakeholders such as Air Guard, Air Traffic Control, FAA, Vermont Flight Academy, and General Aviation will be consulted.

Tina Lindberg, Mansfield Heliflight asked about commenting on the minimum standards for the airport. Nic Longo advised Ms. Lindberg to submit her comments in writing. Ben Kline, Mansfield Heliflight, noted the RFP for the north hangar is due before the minimum standards are finalized. Gene Richards reiterated comments on the minimum standards should be submitted in writing. There will be a public meeting. Dates were changed so the minimum standards are finished before the north hangar RFP is due.

7.02 Marketing Update

Erin Knapp reported:

- The airport helped sponsor the headline at Echo Center for the new National Geographic film series.
- Work was done on the website which is now easier to navigate. The domain name is BTV.aero. People visit the website during winter storms so information on covered parking being available at the airport will be added to the website.
- Marketing effort is being directed to the eastern and western borders of Vermont.
- Staff will attend the International Tourism and Travel Show in Montreal.
- Images in the baggage area are being revamped.
- The airport donated a voucher for five days of parking to the Winooski Parks & Rec Halloween party for the best costume prize.
- Staff gave a presentation to JetBlue.

7.03 Fare Comparisons

Fares are at current U.S. dollar value.

8.0 DIRECTOR'S REPORT

Gene Richards reported the following:

- The hotel RFP had low bidder turnout. The livable wage requirement was an impact. Discussions on a hotel will continue and an update will be provided to the Airport Commission in six months.
- Record of Motions from past meetings will be compiled. Staff will investigate tools to word search minutes and motions posted on the website. [Pat Nowak mentioned the web application tool used in South Burlington to word search minutes posted online and will forward the information to staff.]
- Negotiations with airlines continue.

- Staff continues to work with the rental car agencies. The car wash facility is a \$5 million investment without any prediction of success. The investment mechanism needs further review by legal counsel and financial staff.
- The house removal project is complete for the year.
- November 9th is the meeting with the community to review the noise map, modeling, and programs to offset noise. The Airport Commission is urged to attend the meeting. The military and airport models are merged on the noise map. The model better reflects the noise at the airport today (mushroom shape rather than a spear shape of noise impact), but it is an ongoing process and there will be new maps in the future. The FAA will make changes. The airport is quieter than it has ever been and continues to actively take steps to lessen noise.

9.0 COMMISSIONER ITEMS

9.01 Policy File

Bill Keogh stated a policy file will help guide the Airport Commission with respect to administration of the airport, but there must be public input because the Airport Commission is a public body and is obligated to the taxpayers of Burlington to have public accountability. Mr. Keogh advised public notice and a public hearing must be held prior to the adoption of a policy. The minutes do not serve as adequate public notice. The airport has not been challenged to date, but may one day and the policy will be thrown out for not being in compliance with the Open Meeting Law. The Airport Commission has the authority to make rules, but still must have a public policy. Following further discussion there was agreement to invite the City Attorney or a designee to address the Airport Commission on the issue of public policy. Staff will contact the City Attorney's office.

10.0 ADJOURNMENT

Next meeting: November 16, 2015 at 3 PM.

MOTION by Bill Keogh, SECOND by Jeff Schulman, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 4:34 PM.

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