

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
December 14, 2015**

APPROVED – 01/25/16

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Jeff Schulman  
Alan Newman [via teleconference]  
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  
Richard Brown, Director of Maintenance

**OTHERS PRESENT:** Bob McEwing, consultant  
Dave Stiller, Heritage Aviation  
Tim McCole, Heritage Aviation  
Brian Sloan, Flatiron Apps (ZabCab)  
Charlie Herrick, Green Cab  
Karen Paul, City Council

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**1.0 CALL TO ORDER**

Chairman Jeff Munger called the meeting to order at 3:06 PM.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the agenda as presented. VOTING by roll call: Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye, Jeff Schulman – aye, Alan Newman - aye; motion carried.**

**3.0 PUBLIC FORUM**

Dave Stiller, Heritage Aviation, announced Heritage is moving toward employee ownership and will close the transaction in December. No change in management or daily operations is anticipated.

Gene Richards commented it is a tremendous gift and opportunity to empower the employees of Heritage to run the company. The decision has been well thought out in content and investment in the asset. Dave Steller is a fantastic leader who learned so much so quickly. All are urged to embrace the information and the model.

Jeff Munger commented there are many great ESOPs in Vermont. King Arthur is one example.

#### 4.0 FINANCIAL PACKAGE

Marie Friedman reported the following:

- BTV financial audit will be released 12/15/15. There were no findings or recommendations for the airport in the audit. The year has been successful with a debt coverage score of 1.56. The audit will be forwarded to the Airport Commission.
- Cash on hand is 176 days compared to only 55 days in FY2012. The goal is to eventually have 365 days cash on hand. Moody's maintained the rating for the airport of "Baa3 with a stable outlook". The airport still has challenges to address and staff continues to manage costs.
- Revenues are tracking as expected. Parking garage revenues were lower in October than last year. November is tracking the same as last year. A parking promotion is being conducted. Discussions with Burlington Public Works on parking garage costs are underway so the parking garage can be properly budgeted in next year's budget. In the first quarter of the fiscal year short term parking closer to the terminal has been implemented.
- Expenditures are expected to increase as winter approaches due to overtime, salt purchases, deicing.
- Trends are tracking well.
- Debt coverage score is tracking well.
- AIP Receivables in grants as of December 1, 2015 is \$1.4 million. Reimbursements since July is \$4.7 million. The GAN was utilized so the \$1.4 million will decrease.
- Cash and investments is \$1.8 million as of November 30, 2015. Amount owed to the city is \$300,000. That amount should be zero by the end of December.

The Airport Commission recognized the ongoing work by staff in the fiscal management of the airport resulting in an excellent audit.

Jeff Schulman asked if unexpected expenses not in the budget are dealt with by cuts. Marie Friedman confirmed this. Examples of unexpected expenses are the escalator repair, drainage, and manhole clean out.

Jeff Munger asked about the police contract. Gene Richards said the initial negotiation was no increase in cost, but after the union negotiations concluded the airport contract must be renegotiated. BPD does a good job at the airport with well-trained officers and great leadership.

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

#### 5.0 CONSENT AGENDA

5.01 Minutes of October 19, 2015

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda including minutes from October 19, 2015 as presented. VOTING by**

**roll call: Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye, Jeff Schulman – aye, Alan Newman - aye; motion carried.**

## **6.0 ACTION NEEDED**

6.01 Consulting Contract – Air Carrier Apron Glycol Treatment System Improvements, Stantec Consulting Services, Inc.

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve the consulting contract with Stantec Consulting Services for the air carrier apron glycol treatment system improvements and recommend approval of the resolution to City Council.**

**DISCUSSION: Amanda Hanaway-Corrente explained regular inspections of the storm water systems and upgrades to the glycol system which treats the majority of the terminal apron are done. The recommended upgrade to a larger holding tank, pumps and pipes will be done in 2016. The contract is for design, permitting, and construction oversight services following FAA approval of the grant.**

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

6.02 ZabCab Ordinance Request – Letter to Chairman

Brian Sloan with Flatiron Apps requested the ordinance be modified to allow the name of the ZabCab app logo on taxi vehicles. ZabCab works with licensed taxi drivers only and has provided 6,000 rides since December with Dunright Taxi. ZabCab would like to provide fares to drivers at the airport as well.

**MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the ZabCab application for a license to operate in the city using an app displayed on the side of taxi vehicles.**

**DISCUSSION: Bill Keogh asked if meters are used, credit cards are accepted for payment, and a screening process for drivers is done. Brian Sloan said only licensed drivers with meters are used by the company which looks for clean cars, no smokers, and verification of the hack license. Dunright approves the independent drivers. Credit cards are accepted. ZabCab is the app which show where vehicles are located. The license plate, driver name, and company name are also displayed. There is no surge pricing and customers can provide feedback on rides through the app. Pat Nowak asked about background checks and insurance. Brian Sloan said the city does the background checks. ZabCab uses only licensed drivers. There were no further comments.**

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

6.03 Green Cab – Technology Usage for Drop Off/Pick Up

Charlie Herrick, Green Cab, requested using their current technology to put up a geo fence around the airport and to keep track of Green Cab cars rather than checking in with the airport ambassadors.

Gene Richards noted the airport is doing this with Uber now and receives \$2 per car. The airport would collect \$1 per car from Green Cab. Both sides of Airport Parkway must be included as airport property. Green Cab can work out the details with Airport Operations.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the request by Green Cab to use their technology for drop off/pick up at the airport as outlined by Airport Operations. VOTING by roll call: Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye, Jeff Schulman – aye, Alan Newman - aye; motion carried.**

## **7.0 COMMUNICATION/DISCUSSION**

### 7.01 Construction Update Report

Amanda Hanaway-Corrente reported projects include:

- Close out of FAA grant applications for the housing removal project.
- Close out of the grant application for the air carrier apron rehab which is complete and the markings are done.
- Base material for Taxiway Kilo. Construction will be next year.
- Future phases of existing projects.
- North glycol system upgrades.
- Taxiway Alpha realignment
- Taxiway G realignment

Gene Richards noted there are multiple projects ongoing and staff handles all with commitment and dedication.

Pat Nowak urged posting project information on the website so neighbors of the airport are informed.

### 7.02 Marketing Update

Erin Knapp reported:

- The parking garage marketing promotion netted over 100 vouchers sold.
- New imagery with parking rates and updated radio ads are being done for the parking garage.
- There is new imagery by the baggage claim area with scenic views of Stowe.
- In the new year there will be a new art piece of a chair and balloons suspended from the ceiling at the airport. People can sit in the chair.
- The airport partnered with Lake Champlain Chamber to help sell advertising.
- Staff is working with the state and in Charlotte, NC to market the Burlington-Charlotte flight.

- Purple WiFi has been in operation over a year. Good data have been compiled and used to send out emails and marketing information. Information on who is using the airport can also be pulled from the system.

Gene Richards announced a player piano has been donated to the airport.

Marie Friedman mentioned Burlington Airport was noted in a news report as a “world airport providing a yoga room without a fee”.

Jeff Munger asked about Porter Air. Gene Richards said Porter does not help with promotion and Burlington loses money on the service. Porter Air was a state initiative that will be finished after which the airport will be looking at other options.

#### 7.03 Passenger and Operational Statistics

Nic Longo reported:

- Total passenger number shows an increase of 2% this October over last October.
- Load factors are still high. The airport is bringing in more planes and bigger planes. Staff continues to work on initiatives to continue the gain.
- The amount of cancelled seats has doubled this fiscal year. Staff is investigating where the cancellations are happening.

#### 7.04 Fare Comparisons

Nic Longo reported in comparison to fares at Manchester, Albany, and Montreal, Burlington Airport is generally even. Burlington is slightly lower in cost compared to JFK, LaGuardia, and Newark.

## 8.0 DIRECTOR’S REPORT

### 8.01 Chamberlain School Noise Exposure Map Meeting Report

Gene Richards reported unfortunately the meeting on the noise map was rudely disrupted by a small vocal group lead by Meagan Emery speaking against the F-35. The airport continues to focus on the future and having a great relationship with South Burlington. The recommendation to establish a noise/sound committee to work to a common goal should include municipal officials such as city/town managers from Colchester, Winooski, Williston, South Burlington as well as a representative from VTANG.

Pat Nowak said she apologized on behalf of South Burlington City Council on 12/11/15 for the behavior of one of their councilors and pledged to work with VTANG and the community on collaborative ways to mitigate noise. Thanks are extended to Gene Richards and staff for their hard work on the matter. The neighborhood committee as funded by CCRPC was to address transportation and visual effects, not deal with sound issues. The committee can be terminated at

any time by South Burlington City Council, but it is hoped some positive items can come from the committee.

#### 8.02 Heritage ESOP Option

As previously announced Heritage is moving toward employee ownership.

### **9.0 COMMISSIONER ITEMS**

None.

### **10.0 ADJOURNMENT**

Next meeting: January 25, 2016 at 3 PM.

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

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

The meeting was adjourned at 4:55 PM.

*RScty: MERiordan*