

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
May 16, 2016**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Pat Nowak
Alan Newman [via teleconference until 4:49 PM]
Jeff Schulman [via teleconference]

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Director of Planning and Development
Marie Friedman, Airport CFO
Erin Knapp, Director of Marketing
Amanda Hanaway-Corrente, Director of Engineering &
Environmental Compliance
Richard Brown, Director of Maintenance
Kelly Colling, Director of Operations
Isaac Trombley, BTV Administration
Shelby Losier, Intern

OTHERS PRESENT: Erin Deseteou, VT Small Business Acceleration, LLC
Tim McCole, Heritage Aviation
Ben Myer, Heritage Aviation
Jay Canning, local hotel owner
Abdi Dhere, Airport Winooski Cab

[Note: Minutes reflect the order of the published agenda.]

1.0 CALL TO ORDER

Chairman Jeff Munger called the meeting to order at 3:01 PM on May 16, 2016.

2.0 AGENDA

Add as Item 6.5 – Recommendation for Approval of Funds 443, 448, 449.

MOTION by Pat Nowak, SECOND by Bill Keogh, to approve the agenda as amended. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye, Jeff Schulman – aye (unanimous)[Alan Newman not present for vote]; motion carried.

3.0 PUBLIC FORUM

Abdi Dhere

Abdi Dhere, Airport Winooski Cab, voiced complaint about Uber drivers arriving at the airport when a flight lands and taking the customers from the cabs on the queue when the cabs on the queue have paid all the required fees to be on the line at the airport. Mr. Dhere said he has watched this for the past five months and is asking for help from the airport.

Jeff Munger advised Mr. Dhere to bring his complaint to the Taxi Board.

Jay Canning

Jay Canning mentioned the less than positive experiences his hotel guests have had with cabs at the airport. The cabs have been dirty, drivers discourteous, and many will not accept credit cards for payment of fares. In contrast, the experience guests have had with Uber has been very positive. The cabs are clean and the price is half as much as the cabs at the airport.

Jeff Munger stated the Airport Commission is aware and trying to get a handle on the situation.

4.0 FINANCIAL PACKAGE

Marie Friedman reported:

- As of March 31st (3/4 through the fiscal year) revenues are at 75% of budget and expenditures are at 70%.
- Parking revenues are down year-to-date \$325,000 compared to the same time last year.
- Debt coverage score is 1.75 as of the end of March compared to 1.69 at the same time last year. The goal is a score of 1.5 by the end of the fiscal year.
- AIP Receivables as of April are \$2.1 million. The airport received \$750,000 from the FAA and billed for an additional \$300,000.
- Grant Anticipation Note (GAN) will be used to manage cash flow.
- Pooled Cash owed to the city shows \$700,000 because the city did not draw down enough money.
- The proposed budget is tight with less revenue from the garage. The methodology on the terminal and landing rates is changed. Negotiations continue with the airlines. The proposed budget will be sent downtown on 5/18/16 and presented to the Board of Finance on 5/24/16.

Gene Richards stated the year has been a challenge with the budget. The team has done an amazing job and delivered double the output on half the input. There are some cost burdens coming to the airport, such as increase cost on the police contract and the garage. The lease with the airlines is very good.

Jeff Munger asked about the negotiations with BPW regarding management of the parking garage. Gene Richards stated Marie Friedman crafted an outstanding compromise for an 18 month transition to the airport where BPW will be hired to consult and paid a fee through the implementation of the new system. As of July 2016 the employees at the garage will become employees of the airport. Airport Ambassadors and garage personnel will be interchangeable. The airport anticipates saving money from managing the garage in FY18. Presently, the airport pays BPW a management fee of \$50,000 plus the operational cost for a total of \$674,000 for the garage that includes direct costs, parking attendants, hardware/software, and two managers. The FY17 management fee is \$50,000.

A budget review work session was schedule for May 20, 2016 at 1 PM. Staff will highlight significant changes and challenges with the budget to maintain the goal of a debt coverage ratio of 1.5 per the agreement with the airlines.

MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the financial package 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 (unanimous); motion carried.

5.0 CONSENT AGENDA

5.01 Minutes of April 18, 2016

MOTION by Pat Nowak, SECOND by Jeff Munger, to approve the consent agenda including minutes from April 18, 2016 as presented. VOTING by roll call: Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye, Jeff Schulman – aye, Alan Newman – aye (unanimous); motion carried.

6.0 ACTION REQUIRED

6.1 AIP – Air Carrier Apron Phase 3 Grant Acceptance

MOTION by Bill Keogh, SECOND by Pat Nowak, to accept Item 6.1, place on file, and recommend the accompanying resolution to City Council and the Board of Finance for approval.

DISCUSSION: Amanda Hanaway- Corrente explained every year grant applications are submitted to the FAA. The multi-phased terminal apron rehab project is in the third phase. The overall grant application is \$3.65 million and includes 14,000 s.f. of pavement concrete rehab and replacement. FAA has paid \$2.6 million toward the project to date. If full funding is not received then only the phases covered by the funding that is received will be done. Work will not begin until the funding is in place. There were no further comments.

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

6.2 AIP – Storm Water Improvement Grant Acceptance

MOTION by Bill Keogh, SECOND by Pat Nowak, to accept Item 6.2, place on file, and recommend the accompanying resolution to City Council and the Board of Finance for approval. VOTING by roll call: Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye, Jeff Schulman – aye, Alan Newman – aye (unanimous); motion carried.

6.3 AIP – Home Acquisition Approval and Grant Acceptance.

MOTION by Bill Keogh, SECOND by Pat Nowak, to accept Item 6.3, place on file, and recommend the accompanying resolution to City Council and the Board of Finance for approval.

DISCUSSION: Nic Longo explained the grant for five properties close to the fence line and a contract to relocated affected homeowners and tenants. Gene

Richards added the housing mitigation program is keeping the commitments to the neighbors for 65 DNL (Day Night Sound Level) then switching to the noise mitigation measures (insulation, sound proofing, and such) for the new DNL area rather than purchasing the properties. There are 30 houses remaining in the old program to be purchase. Funding for the new DNL area will be available when there is a legal agreement in place with the homeowners. There were no further comments.

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

6.4 Sound Insulation Design Project Contract

MOTION by Bill Keogh, SECOND by Pat Nowak, to accept Item 6.4, place on file, and recommend the accompanying resolution to City Council and the Board of Finance for approval.

DISCUSSION: The following was noted/discussed:

- **Gene Richards said the cost could be up to \$4 million over the next 15 years for noise mitigation. The approach is what the Air Commission, Administration, and South Burlington requested. All money is reimbursed to the airport. The program is the #1 noise mitigation program in New England.**
- **Bill Keogh noted there is no mention of the Airport Commission in the documents, and suggested at one of the three public meeting there be a co-meeting with the full neighborhood committee and the full Airport Commission. Gene Richards said any meetings dealing with the airport will be held at the airport and the meetings are open to all.**
- **Pat Nowak asked about timing. Nic Longo said the contract makes an implementation plan. There will be a kick-off and public meetings. Each parcel will be analyzed to see if eligible for mitigation measures and then the grant will be submitted to the FAA. Gene Richards added it is 18-24 months for the program to start. Participation is on a first come, first served basis. Work will be done as funds are available and in-hand.**

There were no further comments.

VOTING by roll call: Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye, Alan Newman – aye (unanimous) [Jeff Schulman not present for vote]; motion carried.

6.5 Approval of Budget Amendment

MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the memo regarding amending the budget to include Funds 443, 448, and 449 for AIP storm water, taxiway, and carrier apron projects, dated May 16, 2016, and recommend to City Council and the Board of Finance for approval. VOTING by roll call: Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye, Alan Newman – aye (unanimous) [Jeff Schulman not present for vote]; motion carried.

7.0 COMMUNICATION/DISCUSSION

7.1 Land Use Planning

There was mention of the outstanding job done by Gene Richards and the airport team to improve relations between South Burlington and the airport, but there are still some residents who continue to complain. It was noted the airport purchased land as a buffer around the airport, but South Burlington built houses right up to the airport fence and now the airport must remove the houses to fix the problem. The airport has been approached to purchase the Chamberlin School site. The airport is willing to participate if the community and all parties are in agreement. The airport would sell the property, not retain it though. If the building fits into the new noise mitigation program then other measures can be taken. The airport has made the consultants available to the community.

Bill Keogh asked two questions: 1. Does the airport now, or in the planned future, have any land it now owns which will be made available for acquisition by any private or public entity? Gene Richards replied: "No." 2. Is there any possibility of any land swaps which might take place to the advantage of both the airport and the City of So. Burlington? Gene Richards said: "Yes."

Nic Longo reviewed the sound maps showing 2015 decibel level lines and the 2030 master plan vision for the airport including eligible properties in the mitigation program and roadway design. The documents and land use plan can be found on the website: *BTVAirportlandreuse.com*.

7.2 CommutAir Hangar Space Initiatives

Nic Longo reported CommutAir is relocating to Ohio and vacating the hangar they occupied for the past 10 years. The FAA and the airport's attorney agree an RFP for the hangar is the most fair and transparent process. Heritage and Mansfield Heliflight are both interested in the hangar.

7.3 Construction Update

Amanda Hanaway-Corrente reported work continues on airport projects. The base material for Taxiway Kilo is done. Paving should begin May 19th. The work should be complete by June 4th. Once grants from the FAA are received work will continue on Phase 3 of the apron and storm water projects. Construction should begin on the quick turnaround facility in July. Realignment of Taxiway Alpha and Taxiway G will be done in 2017. The Air Guard has work scheduled in 2017 into 2018.

MOTION by Bill Keogh, SECOND by Jeff Munger, to accept Item 7.3 (construction update report) and place the information on file. VOTING: unanimous (3-0)[Alan Newman and Jeff Schulman not present for vote]; motion carried.

7.4 Marketing Update

Erin Knapp reported the focus this month has been on the Charlotte route. A grant was received from the state. Accelerators, LLC is assisting with events, advertising, and growth opportunities.

MOTION by Bill Keogh, SECOND by Jeff Munger, to accept Item 7.4 (marketing update) and place the information on file. VOTING: unanimous (3-0) [Alan Newman and Jeff Schulman not present for vote]; motion carried.

7.5 Passenger and Operational Statistics

7.6 Fare Comparisons

There were no questions on the documents.

8.0 DIRECTOR'S REPORT

Gene Richards reported:

- French classes for staff continue. The goal is to better communicate with the French speaking population.
- Make-A-Wish flights continue. The events are amazing.
- Negotiations are ongoing with South Burlington to find a new location for the dog park.
- Champlain Neighborhood group is waiting for recommendations from the consultant.
- Arrangement has been made with DPW for operation of the parking garage by the airport.
- The airport team continues to do incredible work.

9.0 COMMISSIONER ITEMS

9.1 Confirm Director of Aviation

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the letter as prepared by the Airport Commission Chair in support of Gene Richards as Director of Aviation.

DISCUSSION: It was noted that all the commissioners will sign the letter to demonstrate to City Council the faith the Airport Commission has in Mr. Richards as Director of Aviation.

VOTING by roll call: Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye, Alan Newman – aye (unanimous) [Jeff Schulman not present for vote]; motion carried.

9.2 FY2016 Airport Commission Annual Report

It was noted the annual report highlights the excellent job done by the airport team on Moody's requirements, expanded air service, marketing to Canada to increase use of Burlington Airport, improving the working relationship with the airlines, and signing the new agreement with the car rental companies.

The Airport Commission signed the report.

9.3 Taxi Experience

Gene Richards mentioned the extensive and time consuming effort by staff to manage the taxi operation at the airport and the need for more enforcement of the ordinance. To rectify the situation an RFP to seek one company to provide taxi service and enforce all the rules is being done. The RFP will go out in September to have the service in place by November. Staff is confident the Mayor will support a good program.

Isaac Trombley noted the fee structure is still under review in the City Attorney's Office. The new ordinance will go into effect July 1st. Issuance of annual permits is coming up so the taxi businesses/drivers need to be informed of the new system. Gene Richards assured the airport will help everyone with the transition. There was continued discussion of taxi service and having consequences when the rules are not followed. Gene Richards noted the Taxi Board has overruled the airport and taken away the consequences so the rules have become meaningless. Alan Newman suggested all taxicabs at the airport have a notice posted in the cabs asking passengers for feedback on their experience sent via email to the Airport Commission.

10.0 ADJOURNMENT

Next meeting: May 20, 2016 at 1 PM (budget review/work session)

June 20, 2016 at 1 PM (regular meeting)

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

**VOTING: unanimous (3-0)[Jeff Shulman and Alan Newman not present for vote];
motion carried.**

The meeting was adjourned at 5:18 PM.

RScty: MERiordan