

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
May 20, 2013**

APPROVED – 6/12/13

**MEMBERS PRESENT:** Jeff Munger  
Bill Keogh  
Alan Newman  
Gene Palombo (via teleconference)  
Jeff Schulman (via teleconference)

**BTV STAFF PRESENT:** Gene Richards, Interim Director of Aviation  
Heather Kendrew, Director of Engineering & Maintenance  
Kelly Colling, Airport Operations

**OTHERS PRESENT:** Miro Weinberger, Mayor of Burlington  
Rich Goodwin, Assistant CAO, City of Burlington  
Adam Whiteman, Frasca & Associates  
Jason Listi, Green Mountain Power  
Diane M. McCarthy, Sheehey Furlong & Behm for GMP  
Marianne Riordan, Recording Secretary

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**1.0 CALL TO ORDER and AGENDA**

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

1.01 Agenda

**MOTION by Bill Keogh, SECOND by Gene Palombo, to approve the agenda with the following amendments:**

- **Item 2.5 is approval of the easement for a canoe portage;**
- **Item 2.6 is applications for federal funding;**
- **Item 3.0 is the Director's Report;**
- **Item 4.0 is approval of FY2014 budget;**
- **Item 5.0 is approval of minutes (Monthly Financials is deleted from the agenda because the budget discussion is postponed);**
- **Item 6.0 is Executive Session (to be convened when Mayor Weinberger arrives to the meeting);**
- **Items 7.0, 8.0, and 9.0 are unchanged as listed on the agenda.**

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

**2.0 PUBLIC FORUM**

There were no comments from the public.

2.5 Approval of Easement for Canoe Portage

Heather Kendrew explained the easement will allow creation of a canoe portage across a small portion of airport property close to the interstate (about 1,000' of not overly active location). The path is non-motorized only. Jason Listi with Green Mountain Power stated the Public Service Board and Agency of Natural Resources requires the power company as owner of a dam facility to provide a canoe portage location.

**MOTION by Bill Keogh, SECOND by Gene Palombo, to approve an easement for a canoe portage as described.**

**DISCUSSION: Staff confirmed the canoe portage will not interfere in any way with airport operations.**

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

2.6 Applications for Federal Funding

**MOTION by Bill Keogh, SECOND by Alan Newman, to table action on applications for federal funding pending information from staff. VOTING: unanimous (5-0); motion carried.**

### **3.0 DIRECTOR'S REPORT**

#### **3.01 Budget Discussion**

Gene Richards noted the following:

- An extraordinary amount of work and effort was made by staff to prepare the budget and understand all parts from A to Z. The airport is in good shape with the budget.
- The primary focus of the budget is the safety and security of the traveling public at the airport.
- The budget seeks to maximize revenues, maintain debt service is 1.40% or better, increase reserves, comply with all regulations and obligations, and increase marketing efforts.

Heather Kendrew reviewed significant highlights and assumptions in the budget including:

- Economics at the airport are anticipated to continue to improve albeit slowly.
- No new airline consolidation and no changes in service are foreseen.
- New routes for airlines are being sought as is attracting more airlines to serve the airport.
- An increase of .7% in passenger enplanements is expected over the amount at the end of FY2013 (the forecast is conservative). If enplanements are higher than forecasted in the approved budget the revenues will be put into reserves.
- A slight decline is projected in landed weights based on current trends (landed weights is a difficult prediction to make).
- No significant increase or decrease in Canadian use of the airport is assumed.
- There is no increase in the rates charged to airlines included in the revenue projections, but airlines will now be charged for all space being used.
- Airport cost centers include parking, other properties (car wash, overflow parking), terminal, airfield, and the industrial park. There is a CAD drawing of airport space showing who is using what space.
- Airlines are responsible for costs in the terminal and the airfield that they use.

- Airlines have been told to anticipate a minimum 2% increase in charges by the airport.
- The budget better reflects actual spending and projections.
- The next task after the budget is approved is to revise the airline agreement to allow the airport to review rates and charges midyear and make necessary adjustments.

Alan Newman expressed concern about how the airport will recoup if enplanements are down significantly. Heather Kendrew explained expenses will be held if there is a decline in enplanements. Adam Whiteman with Frasca added a balance between the airport and the airlines must be found to avoid the airlines taking their business elsewhere if the price is not right at Burlington.

There was discussion of having an accurate space inventory and charging airlines for all the space being used in an equitable and appropriate manner. Adam Whiteman stated the airport will be able to rectify more of the glitches when the agreement with the airlines is renegotiated. The airport needs to make strategic and financial planning decisions on whether the airport should carry the risk or the airlines should carry all the risk.

#### **4.0 APPROVAL OF FY2014 BUDGET**

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the FY2014 budget presented by staff and Adam Whiteman of Frasca & Associates, and recommend the budget to the Board of Finance. VOTING: unanimous (5-0); motion carried.**

#### **5.0 APPROVAL OF MINUTES**

5.01 April 15, 2013

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the minutes of April 15, 2013 with correction of the spelling of “exceptional” on Page 4, Item #5, 7<sup>th</sup> bullet under Monthly Financials. VOTING: unanimous (3-0)[Jeff Schulman and Gene Palombo not present for vote]; motion carried.**

#### **6.0 EXECUTIVE SESSION**

**MOTION by Bill Keogh, SECOND by Alan Newman, to go into Executive Session to discuss personnel matters where premature public knowledge would place the city and airport at a disadvantage, and to invite Mayor Weinberger and the interim Airport Director to attend. VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 4:25 PM.

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (3-0)[Jeff Schulman and Gene Palombo not present for vote]; motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 5:07 PM.

## 7.0 COMMUNICATIONS

### 7.01 Report on Alcohol Consumption Policy

Bill Keogh reported on the meeting with Skinny Pancake and Gene Richards regarding employees having a drink at the bar after work hours. The bar is post security. Staff will draft a policy for consideration.

### 7.02 Nicholas Schieldrop Correspondence

Staff briefed the Airport Commission on the history of interactions at the airport involving Nicholas Schieldrop. The Airport Commission accepted and placed on file the letter from Mr. Schieldrop.

## 8.0 OTHER BUSINESS

### 8.01 Next Meeting/Agenda Items

- June 17, 2013 at 4 PM
- Agenda Item(s):
  - Applications for Federal Funding
  - Taxi Board Report

## 9.0 ADJOURNMENT

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting.**

**VOTING: unanimous (3-0)[Jeff Schulman and Gene Palombo not present for vote]; motion carried.**

The meeting was adjourned at 5:14 PM.

*RScty: MERiordan*

“To Do” List from 5/20/13 Airport Commission Meeting:

1. Staff will draft a policy for consideration regarding employees having a drink at the Skinny Pancake bar after work hours. The bar is post security.