

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
June 20, 2016**

DRAFT

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

MEMBERS ABSENT: Pat Nowak
Jeff Schulman

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
Gregg Meyer, Assistant City Attorney
Shelby Losier, Administrative Assistant

OTHERS PRESENT: Tim McCole, Heritage Aviation
Tina Lindberg, Mansfield Heliflight

{Note: Minutes reflect the order of the published agenda.}

1.0 CALL TO ORDER

Chairman Jeff Munger called the meeting to order at 3:03 PM on June 20, 2016.

2.0 AGENDA

MOTION by Jeff Munger, SECOND by Bill Keogh, to approve the agenda with the following amendments:

- **Agenda Item 4.0 (Financial Package) to follow Item 7.0 (Action Needed)**
- **Delete Item 6.0 (Executive Session)**

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

3.0 PUBLIC FORUM

There were no comments from the public.

4.0 FINANCIAL PACKAGE

Marie Friedman highlighted:

- April Profit & Loss statement shows revenues at 82%. Revenues the same time last year were at 84%. The decrease is mainly due to the parking garage revenue. Year to date as of May 31st parking garage revenue is down \$325,000 compared to last year.
- Expenses are at 77% which is the same as the same time last year so the airport is controlling expenses.

- Debt coverage score is 1.75. It is anticipated the debt coverage score at the end of the fiscal year will be 1.5.

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

5.0 CONSENT AGENDA

5.1 Approval of Minutes: May 16, 2016

5.2 Approval of Minutes: May 20, 2016

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the consent agenda including the minutes of 5/16/16 and 5/20/16 as written. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Alan Newman – aye (unanimous); motion carried.

6.0 EXECUTIVE SESSION

Executive Session was not held. Agenda item was deleted.

7.0 ACTION NEEDED

7.1 Federal Aviation Administration Lease (base building)

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the FAA lease (base building) and recommend to City Council for approval.

DISCUSSION: Nic Longo briefly explained the lease of ¾ of the building to Air Traffic Control. The five year lease with a five year option includes an escalator clause (CPI index or 3% whichever is greater). There were no further comments.

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

7.2 Shelburne Limestone Lease Agreement

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the lease with Shelburne Limestone and recommend to City Council for approval.

DISCUSSION: Nic Longo explained Shelburne Limestone rents a hangar at the airport. The lease is a standard hangar lease with an escalator clause (CPI Index or 3% whichever is greater). There were no further comments.

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

7.3 Passenger Facility Charge Application Assistance Contract

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the PFC Application Assistance Contract with Hoyle Tanner & Associates and recommend to City Council for approval.

DISCUSSION: Nic Longo explained the airport receives money from the passenger facility charge on each airline ticket. Hoyle Tanner & Associates write the application to collect the fees and expend the money. Projects include a new passenger boarding bridge at Gate 14 and two pieces of equipment for snow removal (plow/broom multi-task equipment and a rotary plow). The equipment will allow the airport to remain in operation

during winter storms. There was mention of the numerous attempts without success to convince Congress to increase the PFC. There were no further comments.

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

7.4 Storm Water Permitting Management Services

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the storm water permitting management services contract with Stantec and recommend to City Council for approval.

DISCUSSION: Amanda Hanaway-Corrente explained the storm water infrastructure on the airfield must be inspected annually and reports filed with the state along with plans for future development. The inspection report generates a list of tasks to be done. Staff uses an asset management tool to maintain the airport’s assets. The airport is ahead of the curve due to best practices. There were no further comments.

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

8.0 COMMUNICATION/DISCUSSION

8.1 Construction Update Report

Amanda Hanaway-Corrente reported:

- Work on Taxiway Kilo is coming to an end. Two topcoats of asphalt, pavement markings, and taxi edge lights remain to be done. A change order was submitted to rename the end of Taxiway Kilo to “Taxiway Pappa” so Air Traffic Control can avoid sending large aircraft to the end of the runway (not enough space for the aircraft to maneuver).
- QTA Facility by the car rental area is going out to bid. Work to begin July/early August. [Gene Richards said a special work session is needed to discuss the cost, return on investment, risks, and model so there are answers to questions from the public. A longer amortization and a lower interest rate have been requested. The airport will manage the facility and be compensated. The FBO will provide fuel. There are some contaminated soils that must be addressed before the QTA can be built.]
- Upgrade to the existing glycol treatment facility will begin when discretionary funding from the FAA is received.
- Discretionary funding will also be used for the terminal apron rehab. The work will begin once the funding is received.

8.2 Marketing Update

Erin Knapp reported:

- An employee of Skinny Pancake freehand painted a mural in the terminal.
- Stowe is installing new images in the baggage claim area.
- Champlain College is installing an interactive virtual network (“Gaffinity”) in the south terminal and then the north terminal.

- Events planned at the airport include the jet pull fundraiser for the American Cancer Society, cookies and cocktails fundraiser for the Girl Scouts, and rock, paper, scissors tournament to help battle homelessness.
- The airshow in Burlington will take place in August.

Gene Richards stated the airport will be more aggressive on advertising and asks the Airport Commission to help with contacts.

8.3 Passenger and Operational Statistics

There were no questions or comments.

8.4 Fare Comparisons

There were no questions or comments.

9.0 DIRECTOR'S REPORT

Gene Richards reported:

- The airport budget has been submitted.
- The airport has two positions open, one in maintenance and one in operations.
- The FAA offered a substantial amount of money for the airport to acquire more real estate, but the airport told the FAA there is no interest in buying more houses other than what is already committed and what is in the 65 DNL. Both South Burlington and Burlington agree with the airport's position and that the proposed noise mitigation measures will work so the affordable housing that is there can be retained. The FAA feels the houses should be removed. The airport will continue to try to work with the FAA on the matter.
- Mediation with South Burlington is scheduled for 6/21/16.
- The airline conference on new service attended by Gene Richards and Nic Longo went well with good results.

10.0 COMMISSIONERS' ITEMS

10.1 Vehicle for Hire Ordinance

Gregg Meyer reported City Council adopted an updated vehicle for hire ordinance that includes a new fee schedule and an MOU with Uber to be compliant and audited by the city. City Council sent the fee schedule and MOU back to the Ordinance Committee for further work (expected to be done by August). The continuing resolution is to use the current fee schedule and audit terms.

Jeff Munger noted the vehicle for hire ordinance is for the city, not the cabs at the airport. Gregg Meyer stated Burlington based companies that drive at the airport need a license from the city. The airport queue line and fees are controlled by the airport.

Gene Richards said he reassured taxi drivers at the airport that they will be informed of any changes as soon as information is received. The cabdrivers are worried Uber is taking over taxi service.

11.0 ADJOURNMENT

Next meeting is July 18, 2016 at 3 PM.

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

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

The meeting was adjourned at 3:51 PM.

RScty: MERiordan