

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
July 18, 2016**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Jeff Schulman [via teleconference until 3:37 PM]
Pat Nowak [via teleconference at 3:37 PM]

MEMBERS ABSENT: Alan Newman

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Director of Planning and Development
Marie Friedman, Airport CFO
Amanda Hanaway-Corrente, Director of Engineering &
Environmental Compliance
Shelby Losier, Administrative Assistant

OTHERS PRESENT: Tim McCole, Heritage Aviation
Erin Destautel, Accelerate Vermont

1.0 CALL TO ORDER

Chairman Jeff Munger called the meeting to order at 3:10 PM on July 18, 2016.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the agenda with the addition of Item 9.2 to be covered at the next meeting including annual organization meeting and election of officers, report on the role of the Airport Commission , and future meeting topics. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

3.0 PUBLIC FORUM

There were no comments from the public.

4.0 FINANCIAL PACKAGE

Marie Friedman highlighted:

- The financial report shows cash through the end of the year, AIP through the end of the year, and operating revenues and expenditures trends year to date. The airport has been consistent with revenues, expenses, and trends.
- Bills are still being received for the month of June.
- Revenues continue to be down for the parking garage (\$320,000 through end of May). Total revenues are lower due to the parking garage revenue being down.
- Debt ratio is 1.63 as of the end of May. The expected goal for the end of the year is a debt ratio of 1.5.
- AIP Receivables show \$1.3 million owed by federal and state sources as of June 29th. The airport uses the grant anticipation note (GAN) to help with cash flow.

Gene Richards stated all measurements need to be looked at for the financial snapshot of the airport, not just the debt ratio. The airport faces challenges, but all in all expects continued financial improvement.

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, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

5.0 CONSENT AGENDA

5.1 Approval of Minutes: June 20, 2016

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the consent agenda including the minutes of 6/20/16 as written. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

6.0 EXECUTIVE SESSION

6.01 Airline Lease Negotiations

6.02 Airline Air Service Development

6.03 South Burlington Tax Litigation

MOTION by Bill Keogh, SECOND by Jeff Munger, to find that premature general public knowledge of the city’s contracts with airlines and air service initiatives and discussion of the South Burlington tax litigation legal strategy would place the City of Burlington, the Airport Commission, and the airport administration at a substantial disadvantage. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

MOTION by Bill Keogh, SECOND by Jeff Munger, based on the finding of premature public disclosure of contract negotiations and development and legal strategies placing the City of Burlington, the Airport Commission, and the airport administration at substantial disadvantage and under the provisions of 1VSA313(a)(1)(A) & (E) to go into Executive Session to discuss airline contract negotiations and service initiatives and the South Burlington tax litigation. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

Executive Session was convened at 3:17 PM.

MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn Executive Session and reconvene the regular meeting. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

Executive Session was adjourned and the regular meeting reconvened at 3:32 PM.

7.0 COMMUNICATION/DISCUSSION

7.1 Construction Update Report

Amanda Hanaway-Corrente reported:

- Taxiway Kilo work is complete. The runway will be opened.
- No grant offers from the FAA have been received as yet for 2016 projects. A continuing resolution was done until September 30, 2017 so the grants are anticipated to be received.

7.2 Marketing Update

Shelby Losier reported:

- “Gaffinity” virtual reality game is installed. Another virtual reality game on flying will be installed in the fall.
- Promotional climbing materials are available.
- Burlington Free Press is updating the kiosk and installing an interactive TV and “selfie” station.
- Google will do photos.
- Events planned at the airport include the jet pull fundraiser for the American Cancer Society, cookies and cocktails fundraiser for the Girl Scouts, rock, paper, scissors tournament to help battle homelessness, and a Pokémon kickoff.
- The airshow in Burlington will take place on August 13 & 14, 2016.

7.3 Fare Comparisons

There were no questions or comments.

7.4 Diversity, Equity, and Inclusion Committee

Gene Richards stated the Chair of each city board/commission or a designee must attend diversity training facilitated by HR and provide an in-depth report at the conclusion of the exercise. Shelby Losier is a potential designee for the Airport Commission. Further information will be forward and the matter will be on the next agenda for discussion. The deadline for presentation of the report and notification to City Council that the training is complete is December 31st.

8.0 DIRECTOR’S REPORT

Gene Richards reported:

- Work continues on new service. Negotiations are going well.
- A list of ongoing and complete projects will be provided at the next meeting.
- Staff continues to work hard to come to an agreement with South Burlington. City Manager Dorn asked the airport to hold off on forming the noise committee at this time. [Bill Keogh urged getting the request by Kevin Dorn in writing. Pat Nowak said the recommendations from the neighborhood group on noise has been submitted to the South Burlington City Council and will be discussed at the meeting on 7/18/16. There are many questions. Pat Nowak said this may not be the most collaborative way to work with the airport. The committee’s work appears to be a duplicate of what the airport was asked to do.]

- The airport is now managing the garage (as of July 1st). Shelby Losier and Marie Friedman are handling the task. The airport has a \$50,000 consulting agreement with Burlington Public Works to help the airport get up to speed. Public Works will do the employee scheduling and provide staff when necessary. New software and hardware is to be installed. No jobs have been lost with the transition and employees are being retrained to work into the Airport Ambassador role as well as at the garage.
- RFP for taxi should be ready next month. A work session to include Bill Keogh and Jeff Munger will be scheduled.
- The City Attorney advised per the Purchasing Policy, Section C (General Requirements) for purchases greater than \$50,000 the airport needs to do an RFP. An RFP needs to be done for the public information center in the baggage area.
- QTA facility financing instrument was challenging. Rich Goodwin, Director of Financial Operations, developed a lease. Less than 40% airport dollars will be used. The airport will own and manage the facility and receive the rent money. Heritage will handle the fuel. The project will not move forward until an old tank leak is entirely cleaned up by Hertz. [Pat Nowak asked if the airport is obligated to take the lowest bid on the RFP. Nic Longo said the RFP is written to follow city statutes and to get the most qualified contractor to do what is in the best interest of the airport. API requires using the lowest qualified bidder.]
- Airport staff has been working with the Guard on the flight schedule and parking for the airshow on August 13th and 14th. Flights will be 8:15 AM to 5 PM. There will be 3,500 parking spaces available in the airport parking garage and a bus to the waterfront. The former Burlington College site has parking as well. There will be flight restrictions during the airshow and staff is working with the airlines on adjusting their schedules. A schedule of events will be sent to the Airport Commission.

Jeff Munger asked about the situation with Mansfield Heliflight. Gene Richards explained Mansfield Heliflight filed a Part 16 complaint with the FAA. The airport has land available for Mansfield Heliflight, but they have not provided a business plan. The matter would be discussed with the Airport Commission first.

9.0 COMMISSIONERS' ITEMS

9.1 Report on Taxi Development

No report.

9.2 Next Meeting Agenda Items

- Annual Organizational Meeting
 - Election of Officer (Chair, Vice Chair)
- Report from Staff or Attorney on Role of the Airport Commission
 - Per charter, ordinance or other law
 - Policy file update
 - Orientation of commissioners
- Future Meeting Topics

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the agenda items listed in Item 9.2 for the next Airport Commission meeting. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye (unanimous)[Jeff Schulman not present for vote]; motion carried.

10.0 ADJOURNMENT

Next meeting is August 15, 2016 at 3 PM.

Agenda Items:

- Annual Organizational Meeting
 - Election of Officer (Chair, Vice Chair)
- Report from Staff or Attorney on Role of the Airport Commission
 - Per charter, ordinance or other law
 - Policy file update
 - Orientation of commissioners
- Future Meeting Topics
- Diversity, Equity, Inclusion Committee Discussion
- List of ongoing/complete projects for Review

MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn the meeting. VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 4:19 PM.

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