

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
August 10, 2015**

APPROVED – 9/21/15

**MEMBERS PRESENT:** Bill Keogh  
Jeff Schulman [arrived 3:10 PM]  
Alan Newman  
Pat Nowak

**MEMBERS ABSENT:** Jeff Munger

**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

**OTHERS PRESENT:** None.

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**1.0 CALL TO ORDER**

In the absence of Chairman Jeff Munger, Bill Keogh called the meeting to order at 3:04 PM.

**2.0 AGENDA**

Add: Summary Chart on Parking Garage Tickets and Revenue.

**MOTION by Pat Nowak, SECOND by Alan Newman, to approve the agenda with the addition of discussion of the summary chart on parking garage tickets and revenue as Item 7.4. VOTING: unanimous (3-0)[Jeff Schulman not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 FINANCIAL PACKAGE**

Marie Friedman reported the following:

- The numbers for June are still being processed to close out the fiscal year.
- Cash & Investments show the amount the airport owes to the city's pooled cash is only \$36,000.
- AIP through August 7<sup>th</sup> shows spending on the housing project (slightly over \$3 million) and on the apron construction project. The FAA reimbursed \$330,000 in July. The airport is still owed \$2.5 million from the FAA and the state. Staff continues to pursue the reimbursements expediently. [Gene Richards noted the airport is waiting for approval of a line of credit from KeyBank for use on the housing and apron construction projects.]

**MOTION by Pat Nowak, SECOND by Alan Newman, to accept the Cash & Investments and Accounts Receivable AIP Projects documents and place the information on file. VOTING: unanimous (4-0); motion carried.**

**5.0 CONSENT AGENDA**

5.01 Minutes of July 20, 2015

**MOTION by Jeff Schulman, SECOND by Alan Newman, to approve the consent agenda including minutes from July 20, 2015 as presented.**

**VOTING: unanimous (4-0); motion carried.**

**6.0 ACTION NEEDED**

6.01 Contract Amendment – Janitorial Agreement

**MOTION by Pat Nowak, SECOND by Alan Newman, to approve Item 6.01 (Contract Amendment – Janitorial Agreement) as presented.**

**DISCUSSION: Gene Richards reported the current contract expired and there was a miscommunication with the city on the contract so staff felt a month-to-month contract with the current vendor (Global) until an RFP is done and awarded in January would be prudent. The airport receives excellent quality service from Global. There were no further comments.**

**VOTING: unanimous (4-0); motion carried.**

6.02 Richard's Limousine Service, LTD

**Item 6.02 (Richard's Limousine Service, LTD) until the next meeting. VOTING: unanimous (4-0); motion carried.**

**7.0 COMMUNICATION/DISCUSSION**

7.01 Construction Update Report

Gene Richards reported the house removal program is progressing with less than 30 houses remaining. There have been no complaints. Some of the retainer is being withheld until the contractor completes grass planting. The apron construction project is also going well. Complaints have been received about the vibration created by the roller, but there is nothing that can be done with the roller. A change order for a drain was approved for the apron.

Pat Nowak noted cars that were parking on Elizabeth Street and Patrick Street have now moved to Airport Road. South Burlington has revamped ordinances for parking and for noise in the neighborhood (not airport noise).

7.02 Marketing Update

Gene Richards reported:

- Staff has been making cold calls which has been going well.
- Ten new screens have been ordered for the airport. Local businesses will advertise on the screens and tell their individual stories.
- Gravity, the elephant sculpture, will be displayed at the airport.

### 7.03 Fare Comparisons

Gene Richards stated the “leakage” study should be complete by the end of August.

### 7.04 Summary Chart on Parking Garage Tickets and Revenue

Marie Friedman reviewed the chart summarizing the number of visits to the parking garage for less than an hour, one day, three days, and such. Gene Richards noted Burlington Public Works has a consultant who is analyzing management of the city’s parking garages. The airport may hire its own consultant, but the first step is to understand existing operation and use of the garage. The garage operation is changing over to credit card use only, no cash will be accepted. The new system has built-in checks and balances.

Alan Newman observed the data appear to show customers staying three to six days in the garage are 25% of the users who provide half of the revenue generated. The airport could take care of the best customers by providing them with the best parking spaces (i.e. in the most convenient locations). Gene Richards agreed there is a lot of untapped potential in the garage.

Bill Keogh asked staff to further analyze the information and make recommendations.

## **8.0 DIRECTOR’S REPORT**

### 8.01 Chamberlin Airport Community Planning Committee

Gene Richards reported the Chamberlin Committee has not been very productive because there are still problems with misinformation and untrue statements being said about the airport and the housing project and property values. Some people continue to be adversarial to the airport instead of working together. Some people continue to include the F-35 issue which is not the charge of the committee. More balance is needed in order to build an alliance. The airport is re-issuing the agreement not to purchase any more houses because the original document cannot be found.

Nic Longo briefly explained the noise studies being done. The Noise Confinement Plan (65 DNL mapping) is due to the FAA by December 31<sup>st</sup> for approval. The study once approved by the FAA will be returned to the airport as a public document. There is no timeframe on the approval by the FAA. The Noise Confinement Plan defines what to do inside the 65 DNL area to confine noise. The airport will show prior noise confinement versus updated confinement based on the study.

Another study is the Noise Re-Use Plan and pertains to the land acquired and exchanged for noise land, noise buffer land, or redevelopment land. Gene Richards noted the public gets confused and makes assumptions due to the

terminology. The land will remain owned by the airport. The noise studies are required every five years by the FAA.

Pat Nowak mentioned the original grant for the Chamberlin Committee was to cover transportation in and around the area by the airport including what streets will dead-end or connect and what the neighbors want to see once the houses are removed, such as trails, parks, benches. The composition of the committee was supposed to be airport and city officials, but other appointments were made including some people who are anti-military. The Wing Commander of the National Guard will be a participant on the committee, but without a vote. There will be two more public hearings on the housing project.

#### 8.02 Standards

Gene Richards said staff is working on minimum standards for the airport (i.e. FBO, self-fueling). A report will be provided at the next meeting.

### **9.0 COMMISSIONER ITEMS**

#### 9.01 Taxi licensing Board Report

#### 9.02 Taxi Committee Stakeholder Meeting

Bill Keogh reported the Taxi Administration has been relocated from the airport to downtown in the city. There will be meetings with stakeholders to form a list of recommended ordinance changes and recommendations on the taxi committee.

Gene Richards mentioned the plan to do an RFP in 2016 for one company to operate/manage taxi service at the airport.

### **10.0 ADJOURNMENT**

Next meeting: September 21, 2015 at 3 PM.

With no further business and without objection the meeting was adjourned at 4:06 PM.

*RScty: MERiordan*