

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
August 15, 2016**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Alan Newman  
Pat Nowak

**MEMBERS ABSENT:** Jeff Schulman

**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  
Erin Knapp, Director of Marketing  
Kelly Colling, Director of Operations  
Shelby Losier, Administrative Assistant

**OTHERS PRESENT:** Bob McEwing, Airport Consultant  
Ron Bazman, FAA Tower Chief  
Tim McCole, Heritage Aviation  
Ben Meyer, Heritage Aviation  
Tina Lindberg, Mansfield Heliflight

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**1.0 CALL TO ORDER**

Gene Richards opened the meeting at 3:03 PM on August 15, 2016.

**2.0 ELECTION OF OFFICERS**

*Chair*

**MOTION** by Bill Keogh, **SECOND** by Alan Newman, to nominate Jeff Munger as **Chair of the Burlington Airport Commission**. There were no other nominations.

**VOTING: unanimous; motion carried.**

Jeff Munger is Chair of the Burlington Airport Commission and assumed facilitation of the meeting.

*Vice Chair*

**MOTION** by Pat Nowak, **SECOND** by Jeff Munger, to nominate Bill Keogh as **Vice Chair of the Burlington Airport Commission**. There were no other nominations.

**VOTING: unanimous; motion carried.**

Bill Keogh is Vice Chair of the Burlington Airport Commission.

**3.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the agenda with the addition of consideration of the role of the Airport Commission (Item 8.2) and Executive Session (Item 11.2). VOTING: unanimous (4-0); motion carried.**

#### **4.0 CONSENT AGENDA**

4.1 Approval of Minutes: July 18, 2016

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the minutes of July 18, 2016 as presented. VOTING: unanimous (4-0); motion carried.**

#### **5.0 PUBLIC FORUM**

Ron Bazman, FAA Tower Chief, announced he accepted a position in Washington, D.C. on the national go team for accident investigation and will leave Burlington in mid-November. During his time at Burlington air traffic control projects included a new radar system, new equipment, and new procedures. Mr. Bazman said Burlington Airport is the best airport he has worked at to date. The airport should be very proud of its environmental stewardship, responsibility to the community, and economic growth.

Bill Keogh commented in 1984 Bernie Sanders wanted to sell the airport for \$10 million.

#### **6.0 FINANCIAL PACKAGE**

Marie Friedman highlighted:

- Work continues on closing the books for FY16. There are no problems to report.
- Cash and investments ending July 31<sup>st</sup> show \$750 pooled cash and positive balances in airport accounts.
- AIP as of June 30<sup>th</sup> was \$800,000 lower because projects were paid in July but the expense was shown in June. Cash flow is fine.
- Trend analysis show \$320,000 less this year than last year in garage revenue.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the financial package and place the information on file. VOTING: unanimous (4-0); motion carried.**

#### **7.0 ACTION NEEDED**

7.1 Minimum Standards Amendment

Nic Longo explained in April 2016 the Minimum Standards were presented and adopted by the Airport Commission with the condition staff clarify what amendments will look like going forward. Staff is in support of the amendment to the Minimum Standards as presented.

**MOTION by Bill Keogh, SECOND by Pat Nowak, to adopt the proposed amendment to the Minimum Standards, publicize the amendment and add to the next meeting agenda for approval. VOTING: unanimous (4-0); motion carried.**

#### **8.0 FOR CONSIDERATION**

8.1 Airport Commissioners' Policy File – First Draft

Nic Longo said staff was asked to compile a position description for airport commissioner and procedural rules and policies that have been adopted. The information

will be in a binder and online. Each commissioner will receive a binder. Forward any comments/edits to Nic Longo.

Bill Keogh said he has an issue with the position description and will meet with staff on the matter.

**MOTION by Bill Keogh, SECOND by Alan Newman, to table action on the policy file pending a meeting with staff and potentially to have a new draft at the next meeting. VOTING: unanimous (4-0); motion carried.**

## 8.2 Role of Airport Commissioners

Bill Keogh reviewed the balance and division of power between the Airport Commission, Aviation Director, the Mayor, and City Council. The Mayor appoints the Aviation Director who reports to the Mayor. City Council appoints the Airport Commission. The Airport Commission elects a Chair and Vice Chair. The Airport Commission holds regular meetings facilitated by the Chair with input from the members. The Airport Commission represents the taxpayers of Burlington, not the Mayor. The agenda is the responsibility of the Chair, not the Aviation Director, but the two work together to draft the agenda. The Aviation Director brings information to the Airport Commission. The Airport Commission is advisory to the Aviation Director.

Alan Newman commented reporting to City Council and having the Mayor out of the loop is different from the way the commission has operated. Gene Richards said all the entities work together. The goal is to come together in agreement on operating the airport efficiently and effectively. Everyone should feel free to talk to the Mayor any time.

Pat Nowak said in her view the Aviation Director is the spokesperson for the Airport Commission to the Mayor. The Airport Commission Chair is the contact for City Council, but the Aviation Director is in discussions with City Council all the time.

Alan Newman said he feels he is representing the northwest quadrant of the state and developing an airport for economic development, making sure the airport remains a vital part of economic development in northern Vermont.

## 9.0 COMMUNICATION/DISCUSSION

### 9.1 Construction Update

Amanda Hanaway-Corrente reported:

- A grant offer for one of two AIP projects was received. The glycol treatment for the terminal apron will begin the end of the August. A larger holding tank and infiltration field will be installed. The system will handle storm water runoff and glycol runoff to meet state regulations. Glycol biodegrades over time. S.D. Ireland is the contractor.
- The second AIP project once the grant offer is received is the second phase of the terminal apron rehab at Gate 11. S.D Ireland is the contractor.
- Vermont Air National Guard will be doing lots of work on the airport in 2017 and 2018. Work will be in November 2016 on Taxiway Foxtrot.

- Taxiway Kilo is now open for use.
- Other projects are underway for design and improvements.

Bill Keogh asked if the work at the airport is for the F-35. Gene Richards said the airport improvement work has to do with the current mission of the airport, not the F-35, but according to the Air Guard Burlington is lucky to have the F-35 program because there has been a significant reduction in force.

## 9.2 Marketing Update

Erin Knapp reported the Champlain College flight app is installed in the north terminal. In the south terminal there will be a painting app installed. Students at Champlain College developed the apps. A presentation will be made before Innovation Week in October. Gene Richards added the airport will continue to increase opportunities with technology.

Upcoming events at the airport include the jet pull fund raiser in September, the rock-paper-scissors competition to raise money for homeless shelter transition, promotion with Mamava of national breast feeding month, and cookies & cocktails fund raiser for the Girl Scouts.

## 9.3 Passenger and Operational Statistics

Comment was made on the load factors due to larger planes with more passengers and the cancellations being down in 2016 compared to 2015. The statistics on the garage continue to be concerning. Shelby Losier said some area hotels are offering 21 days of free parking for hotel guests that stay just one night. Gene Richards said Canadian travelers, Uber, taxis, the cost of the garage, and hotel parking are all impacting the garage. Staff will analyze all the information and provide recommendations. Most airports charge a per trip fee plus a blanket fee for the year for shuttle/taxi service. The airport is working on a ground transportation RFP.

## 9.4 Fare Comparisons

Nic Longo said the airport contracts with a company to help with airport fares.

## 9.5 Airport Real Estate Briefing

Nic Longo reported the property lease management software shows lease documents, insurance documents, expiration dates, vacant lots, and other pertinent information. At the north end of the airport 700 Airport Parkway is vacant. Enterprise car rental uses the parking lot and a contract is being drafted for use of the building as well. The building needs work which Enterprise will do at their expense. Donahue & Associates has been hired to manage all vacant properties for the airport (700 Airport Parkway, north hangar, three properties in the industrial park on Williston Road). There is also space inside the terminal that can be leased (office space, kitchen/restaurant, meeting rooms).

Alan Newman asked for a list of properties and the square footage not rented. Staff will provide the information.

## 10.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- Ron Bazman, FAA Tower Chief, has been amazing in building a knowledge base and safety base at the airport. It is hoped his replacement will be similar.
- Airline leases are nearly complete.
- The recent air show was an amazing success. There was a sponsor dinner each night of the show. The airport made parking spaces available in the garage and was not aware there was a \$20 charge for the shuttle. The city did not want the show without adequate parking. Between the FAA and the airport only 18 complaints were received for an event attended by over 40,000 people. Everyone is urged to remember the air show was here for the good of all, not the few who choose to complain. Camp Takumta and Children's Hospital benefited from the air show.
- Negotiations continue on the restaurant space in the terminal. More information may be forthcoming in a month or so.
- New air service may be coming to the airport.
- The meeting with the FAA was productive and cleared the air on a number of issues. There is inconsistency in knowledge and the way things are done with the FAA. Staff is trying to get a better understanding. More is learned with each meeting.
- A letter was sent out to area communities, Air Guard, and businesses regarding the committee to oversee noise. South Burlington will appoint three people. Nic Longo will be the Chair of the committee. Jeff Munger will represent the Airport Commission. The first meeting is mid-September. South Burlington was provided with the report that was requested and informed that the noise committee is proceeding.
- With the settlement with South Burlington and the new airline lease the airport is achieving a methodology which should help with the bond rating.

## 11.0 AIRPORT COMMISSIONERS' ITEMS

### 11.1 Taxi Licensing Board Report

Jeff Munger reported the new taxi ordinance was passed, but City Council felt the fee structure should be revisited. City Council will vote on the new fee structure and licensing fees. The taxi board will have a total of five members and include a police officer and cab owner. Taxi service at the airport is separate from taxi service in the city. Staff is working on an RFP for ground transportation.

### 11.2 Executive Session

**MOTION by Bill Keogh, SECOND by Jeff Munger, based on the finding that premature public disclosure of negotiations with South Burlington would place the City of Burlington, the Airport Commission, and the airport administration at substantial disadvantage and pursuant to 1VSA313 to go into Executive Session to discuss negotiations. VOTING: unanimous (4-0); motion carried.**

Executive Session was convened at 4:48 PM.

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 4:54 PM.

**12.0 ADJOURNMENT**

Next meeting is September 12, 2016 at 3 PM.

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 4:55 PM.

*RScty: MERiordan*