

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
September 21, 2015**

APPROVED – 10/19/15

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Jeff Schulman [arrived 3:12 PM]  
Alan Newman  
Pat Nowak

**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:** Gregg Meyer, Assistant City Attorney  
Dave Stiller, Heritage  
Heather Jean, Heritage  
Tim McCole, Heritage  
Ali Farah, Atlas Cab

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[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.

**2.0 AGENDA**

Advance on agenda:

- Item 6.3 – Taxi Queue Permit Transfers and Quantity to precede Item 6.1 Contract (Stantec Consulting)

Add to agenda:

- Item 7.4 – Policy File

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the agenda with the advancement of Item 6.3 (Queue Permit Transfers) to precede Item 6.1 (Stantec Contract) and the addition of Item 7.4 – Policy File. VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

Dave Stiller introduced Heather Jean, HR Director for Heritage.

**4.0 FINANCIAL PACKAGE**

Marie Friedman reported the following:

- The auditors will begin the annual audit in two weeks. Some small adjustments are anticipated which not unusual.

- As of June 2015 revenues were at 102% of budget and expenses were at 90% of budget.
- Profit (net income) was good.
- Parking revenues for July and August were \$25,000 which is less than the revenue taken in for the same time period last year. Staff is monitoring the situation.
- Debt coverage ratio is holding steady. The ratio is currently 1.58. At the end of the fiscal year the number was 1.64.
- AIP Receivables at the end of August were at \$2.6 million which means the airport is spending money on current projects (house removal, apron work, and such) and has not yet received full reimbursement (\$750,000 was received in July and August and more will be received in September). The Grant Anticipation Note (GAN) for \$7 million is going before the Board of Finance for approval. The money will be used to pay project bills which will help the airport's cash flow position. PFC funds will reimburse the funds and interest as well.
- The amount owed to the city by the airport at the end of August was \$900,000.

There was discussion of increasing revenue from the garage. Marie Friedman said Burlington Public Works (BPW) has been asked to reduce costs charged to the airport. If the airport were to take over management and operation of the garage then the airport would not have to expend between \$80,000 and \$100,000 that is now paid to BPW. Gene Richards stated staff is taking the recommendation of the Airport Commission to cut costs at the garage. BPW has been alerted that the airport will assume management and operation next year, but apparently HR is not yet aware of this. The Mayor must also approve the change. Mr. Richards suggested having a workshop so the Airport Commission is certain the decision is the right direction to take. Alan Newman suggested a ticket machine inside the terminal for the garage to eliminate the need for ticket booth attendants. Gene Richards said staff is looking at the airport ambassador program and the garage program for any synergy.

There was discussion of the combined police and airport security account. Marie Friedman noted \$1.06 million was spent for Burlington Police presence at the airport 24/7. Gene Richards stated staff has been working with BPD to reduce the cost and get to a true number. The budget was decreased by \$50,000.

Jeff Shulman urged staff to continue to update the Airport Commission on areas where expenses are being cut. Gene Richards stressed airport staff is working very hard and is smart in negotiations and how money is spent. Mr. Richards mentioned the hours of work by Attorney Meyer that helped save the airport money.

**MOTION by Bill Keogh, SECOND by Alan Newman, to accept the financial report and place the information on file. VOTING: unanimous (5-0); motion carried.**

## **5.0 CONSENT AGENDA**

5.01 Minutes of August 10, 2015

5.02 Minutes of September 2, 2015

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda including minutes from August 10, 2015 and September 2, 2015 as presented. VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.**

**6.0 ACTION NEEDED**

6.01 Contract – Stantec Consulting, Stormwater Permit Management Services

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve the memorandum and recommend the resolution to City Council for approval.**

**DISCUSSION: Nic Longo explained the annual contract with Stantec for stormwater permit management. The contract ends at the end of the fiscal year.**

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

6.02 J. Robert Audette and Anne W. Audette, Trustee Ground Lease

**MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the memorandum and recommend the resolution to City Council for approval.**

**DISCUSSION: Nic Longo explained the owner of the Pour House needs a portion of airport land for proper access to his site. The lease is for five years with a five year option. Gene Richards noted steps are being taken to do what South Burlington wants so the situation does not reoccur. Alan Newman suggested evaluating the land lease pricing policy because the rate being charged by the airport (\$.44 per square foot) is well under the going rate of \$1 per square foot. There were no further comments.**

**VOTING: 4 ayes, one nay (Alan Newman); motion carried.**

6.03 Taxi Queue Permit Transfers and Quantity

Jeff Munger outlined two issues under consideration, one is whether a taxi queue permit at the airport is an asset of the taxi company that can be transferred with the company and the other is the number of queue permits that are issued by the airport.

Gregg Meyer advised the following with regard to a queue permit transferring with a company:

- There has been an unwritten policy carried over from the previous administration that business permits are non-transferrable.
- Research of the record found no rule, regulation or ordinance pertaining to transfer of queue permits.
- The position of the City Attorney is to lift the rule and allow a queue permit to be an asset of a company and therefore transferable provided the person buying the business meets the requirements of licensure.
- Queue permits are issued annually so a queue permit transferred in the middle of the year would only remain an asset for the remainder of the year provided the individual meets licensure requirements.

- The individual with the permit maintains the right to reapply for the queue permit during the annual licensing process provided the individual is in good standing to participate in the process and meets the licensure requirements. If there is an issue the license can be denied.

**MOTION by Bill Keogh, SECOND by Alan Newman, to remove the rule of non-transfer of queue permits and allow queue permits to be an asset of a business and transfer with the business. VOTING: unanimous (5-0); motion carried.**

There was discussion of the number of queue permits issued by the airport. The following was noted:

- The Airport Commission has the authority to increase or decrease the number of permits.
- Currently 49 queue permits have been issued with 20 applicants on the waiting list. In the past there have been as many as 60 permits issued.
- There have been times at the airport where there were no taxicabs available to travelers.
- Cabdrivers likely do not want to increase the number of queue permits because there is not enough available business to sustain the existing permits let alone more permits.
- The airport is concerned about the customer having ground transportation available when needed.
- A sign could be posted to alert travelers to call Uber for a ride if there are no taxicabs available at the airport when they arrive. Many of the drivers in the taxi queue at the airport are also Uber drivers.
- Each queue permit costs \$500 paid directly to the airport.
- Taxis must have queue permits in order to pick up passengers at the airport and taxicab businesses/drivers must have a city license in order to get a queue permit.
- The queue permit goes with the vehicle.

**MOTION by Bill Keogh, SECOND by Alan Newman, to remove the cap on the number of airport taxi queue licenses.**

**DISCUSSION: Bill Keogh said the marketplace will determine if there are enough taxicabs at the airport and if there are not then people can call Uber. A sign can be posted at the airport for travelers listing options that are available for rides. Gene Richards requested the increase in the number of queue permits be done in increments of 10 to evaluate the impact.**

**MOTION by Bill Keogh, SECOND by Alan Newman, to withdraw the initial motion and limit the increase in the number of queue permits to be issued to a total of 60. VOTING: unanimous (5-0); motion carried.**

Gene Richards will discuss ensuring there are taxicabs available with the taxi drivers at the airport. Jeff Munger volunteered to meet with the cab drivers as well.

## 7.0 COMMUNICATION/DISCUSSION

### 7.01 Construction Update Report

**MOTION by Bill Keogh, SECOND by Alan Newman, to accept the construction report and place the information on file. VOTING: unanimous (5-0); motion carried.**

### 7.02 Marketing Update

Erin Knapp reported:

- Feedback is requested on the newsletter blast: BTV News Today.
- The kick-off for the new Charlotte route was held. The flight was full.
- Staff is meeting with JetBlue in October to discuss destinations in Boston and South Florida.
- Ten new digital screens have been installed and are operating in the terminal.
- Staff will have a booth at the Vermont Chamber trade show and the Montreal Travel Industry and Tourist Conference.
- Gravity the elephant is on display in the mezzanine.
- Demographic information is being compiled from users of the Wi-Fi. The information will be used for marketing purposes.

Pat Nowak expressed concern about the Vermont Transline ads about BTV drones and offering alternatives to flying out of Burlington.

Alan Newman urged displaying BTV News Today in the terminal. Pat Nowak mentioned distinguishing publications for the airport from the other newspapers and publications in the wooden bins.

### 7.03 Fare Comparisons

Staff will research whether the fares reflect the current value of the dollar.

### 7.04 Policy File

Bill Keogh suggested a file be created for all policies approved and actions taken by the Airport Commission. Staff noted all meeting packages and minutes are archived. There is a city-wide policy manual. The airport adheres to city rules. Staff will further research the matter of a policy file for the airport.

## 8.0 DIRECTOR'S REPORT

Gene Richards reported the following:

- Phases 1, 2, and 3 of the house removal program are complete. The last house has been removed. Curbs and grading will be complete in the next three weeks. Grass will be planted in the spring. The majority of the neighbors in the neighborhood

have been very supportive of the airport and the project. Kudos to South Burlington for working with the airport on the plan.

- VIP parking will be located in the first section on the left side of the parking garage close to the terminal. The special parking is a trial run.
- The apron project is 80% complete.
- Staff efforts are syncing well. All are invited to the 9 AM Monday morning team meeting.
- Permits for projects are two years out so staff can be aggressive with discretionary dollars.
- FAA yearly exam is September 28, 2015. Staff has worked hard to get the airport in shape for the exam.
- Car rental companies agreed to the terms and conditions of the contract.
- Ten digital TVs are operating in the terminal. Touchscreens are coming.
- The Chamber will help the airport sell advertising in exchange for one month of rent.
- Discussion is ongoing with Champlain College about using the baggage area for advertising and display.
- Gravity the elephant has been on display for a few months. Staff will continue to work on artwork in the terminal so there are more things for people to do.
- Negotiations with airlines are ongoing. The airlines are being cautious and not signing contracts right now. The leakage study once released is public information and would reveal the airport's negotiating advantage so the study will not be released at this time.

## **9.0 COMMISSIONER ITEMS**

### **9.01 Taxi licensing Board Report**

Jeff Munger reported the city is rewriting the taxi ordinance to cover Uber and the existing taxi industry. The document will be presented to City Council this fall. Taxi Administration is now located downtown.

## **10.0 ADJOURNMENT**

Next meeting: October 19, 2015 at 3 PM.

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

**VOTING: unanimous (4-0)[Alan Newman not present for vote]; motion carried.**

The meeting was adjourned at 5:07 PM.

*RScty: MERiordan*