

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
RECORD OF MOTIONS
January 25, 2016**

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Jeff Schulman
Pat Nowak

MEMBERS ABSENT: Alan Newman

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
Amanda Hanaway-Corrente, Director of Engineering &
Environmental Compliance
Richard Brown, Director of Maintenance
Adrienne Morris, Office Assistant

OTHERS PRESENT: Dave Stiller, Heritage Aviation
Tina Lindberg, Mansfield Heliflight
John Dinklage, South Burlington
Michael Simoneau, South Burlington
Loretta Marriott, South Burlington
Paula Lawrence, South Burlington
Meaghan Emery, South Burlington City Council
Sandy Dooley, South Burlington
Elizabeth Goldberg, South Burlington
Robert Howard, South Burlington
Linda Brakel, South Burlington
Marc Companion, South Burlington
Karen Paul, Burlington City Council

AGENDA

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the agenda with the deletion of Item 9.01 (Policy File). VOTING: unanimous (4-0); motion carried.

FINANCE

MOTION by Bill Keogh, SECOND by Jeff Schulman, to accept the finance report and place the information on file. VOTING: unanimous (4-0); motion carried.

CONSENT AGENDA

Minutes of December 14, 2015

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda including minutes from December 14, 2015 with the following correction(s)/clarification(s) to the 12/14/15 minutes:

Page 5, Director Report, 2nd paragraph, 1st sentence – insert “12/11/15” after “city council”, and in the 3rd sentence – insert “as funded by CCRPC” after “neighborhood committee”.

DISCUSSION: Bill Keogh commented minutes of Airport Commission meetings can only be changed by the Airport Commission. Minutes reflect the discussion that transpired at the meeting.

CALL THE QUESTION by Bill Keogh. Discussion ceased.

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

ACTION NEEDED

Engineering Contract Rental Car QTA – Stantec Consulting & Snow Removal Equipment Purchase

MOTION by Bill Keogh, **SECOND** by Jeff Schulman, to approve Items 6.01 (Engineering Contract Rental Car QTA) and 6.02 (Snow Removal Equipment Purchase) and recommend to City Council for approval.

DISCUSSION: The following was noted:

- Staff explained the engineering contract is for redesign of the rental car wash bays (three bays), maintenance bays (3 bays), fuel bays (12 bays), and office space. Funding is through the Customer Facility Charge (CFC). The contract is for \$300,000. The facility cost is \$5 million. Stantec Consulting is working with an architect who has done the same type of work across the country. Engineering work has begun. Construction is hoped to start in June and be finished by January 2017.
- Pat Nowak suggested posting project information relative to the neighborhood on the airport website. Gene Richards said there have been meetings (and will be more) with South Burlington town staff on projects.
- Staff explained Passenger Facility Charge (PFC) funds will be used to purchase the snow removal equipment. The airport has only one piece of equipment which is over 10 years old. The cost of the equipment is \$665,000. PFCs will fund any portion of a loan that has to be taken out as well.

There were no further comments.

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

COMMUNICATION/DISCUSSION

Construction Update Report

Marketing Update

Passenger and Operational Statistics

Fare Comparisons

MOTION by Bill Keogh, **SECOND** by Jeff Munger, to accept Items 7.01 (Construction Update), 7.02 (Marketing Update), 7.03 (Passenger & Operational Statistics), and 7.04 (Fair Comparisons) and place the information on file.

DISCUSSION: The following was noted:

- Open construction projects include:

- Taxiway Kilo construction which will resume in spring of 2016;
 - north glycol system upgrade for more capacity to collect deicing fluid (funded with FAA discretionary funds);
 - rehab of the terminal apron (phased project);
 - revitalizing and updating the quick turnaround facility;
 - relocating Taxiway Alpha (construction 2017);
 - shifting Taxiway G closer to Runway 1533 creating a full taxiway.
- VTANG has projects planned for 2017 separate from Burlington Airport projects. The airport is working with VTANG to phase the work accordingly.
 - Marketing update includes an impromptu dinner from the Food Friday event by the administration for a group of marines from Oklahoma stuck overnight at Burlington Airport. There have been 22,000 views on the Facebook page of the F16 takeoff with positive results and comments on the video. Community partnership events include Chittenden County Humane Society Purses for Paws and the Heritage, FedEx, and American Cancer Society jet pull. The monthly airport newsletter had 19,000 successful deliveries on emails from Purple WiFi. Marketing in Canada via social media is being done. Staff will attend travel and tourism shows in Canada.
 - Passenger and Operational statistics show 1.2 million people have been served. Results are slightly below on the fiscal year-to-date. Seat capacity month-to-month and landing rate is up slightly.
 - Fare comparison was done between BTV fares and fares from Manchester, Albany, and Montreal for a week in March.

There were no further comments.

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

ADJOURNMENT

MOTION by Bill Keogh, **SECOND** by Pat Nowak, to adjourn the meeting.

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

The meeting was adjourned at 4:12 PM.