

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
September 16, 2013**

APPROVED – 10/16/13

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh (Vice Chairman)  
Gene Palombo  
Jeff Schulman

**MEMBERS ABSENT:** Alan Newman

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Heather Kendrew, Director of Engineering & Maintenance  
Robert McEwing, Director of Planning & Development  
Kelly Colling, Director of Operations  
Ryan Betcher, Marketing  
Nick Longo, Accounting Office Assistant

**OTHERS PRESENT:** Tamara Gagne  
Marianne Riordan, Recording Secretary

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**1. CALL TO ORDER and AGENDA**

Chairman Jeff Munger called the meeting to order at 4:07 PM.

1.1 Agenda

**MOTION by Bill Keogh, SECOND by Gene Palombo, to approve the following amended agenda and associated documents:**

- 1. CALL TO ORDER and AGENDA**
- 2. PUBLIC FORUM**
- 3. CONSENT AGENDA**
  - 3.1 Minutes: August 19, 2013
- 4. FINANCIAL REPORT: C/T office tied up with audit. Do not have report yet.**
- 5. ACTION NEEDED**
  - 5.1 Greyhound Lease
  - 5.2 Board of Finance Memo, dated September 16, 2013, from Ryan Betcher; Board of Finance Approval Request – Greyhound Bus Lines
- 6. COMMUNICATION/DISCUSSION**
  - 6.1 Air Service Update – Ryan Betcher
  - 6.2 Enplanement Report
  - 6.3 Fare Comparison
- 7. DIRECTOR'S REPORT**
  - 7.1 Certification Inspection
- 8. COMMISSIONERS' ITEMS**
  - 8.1 Taxi Licensing Board Report
  - 8.2 Airport Chairman's Annual Report
- 9. ADJOURNMENT** Next meeting Monday, 10/21/13 at 4 PM

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

**2. PUBLIC FORUM**

None.

**3. CONSENT AGENDA**

3.1 Minutes: August 19, 2013

**MOTION by Jeff Schulman, SECOND by Gene Palombo, to approve the consent agenda and minutes of 8/19/13 with the following clarification:**

**Page 4, MOTION, discussion, sentence beginning “Any purchases in excess...” – rewrite to read: Any purchase in excess of \$50,000 must go to the Finance Committee, but the airport has purchased large quantities of sodium formate for the runways, for example, at a significant cost (\$100,000) without going to City Council for approval.”;**

**Page 4, MOTION, discussion, sentence beginning “Heather Kendrew explained...” – rewrite to read: “Heather Kendrew explained items necessary for operation of the airport that are in the budget, such as sodium formate, typically have not gone to City Council for approval.”**

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

Jeff Schulman asked about the situation with Mansfield Heliflight. Gene Richards gave an update on the plan to locate the company at the airport. Presently there is no space on airport property. Also, a business plan from the company needs to be reviewed by staff to better understand the extent of the business.

**4. FINANCIAL REPORT**

Staff did not know when the financials will be available due to the audit in process. Heather Kendrew will submit a request now to Rich Goodwin for a full report at next month's meeting. It takes 70 hours to generate the airport report. Rich Goodwin said he will generate a quarterly report back to the last report received by the Airport Commission.

Gene Richards reported staff is keeping spending under control, going only to the line item amount. With winter there are expenditures for salt and other unknowns. Money is being put in the correct accounts by airport staff though some transactions are done in the city finance office.

Jeff Munger stressed the 30-60-90 day receivables need to be collected. Nick Bongo will work with Rich Goodwin on accounts receivables collection for the next meeting. Heather Kendrew noted the airline lease agreement includes the creation of an escrow account with airlines paying into that account and if an airline fails to pay what is due then money is withdrawn from escrow. The airline then replenishes the escrow account.

**5. ACTION NEEDED**

5.1 Greyhound Lease

5.2 Board of Finance Memo, dated September 16, 2013, from Ryan Betcher;  
Board of Finance Approval Request – Greyhound Bus Lines

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to adopt the resolution to execute the lease renewal with Greyhound Bus Lines, Inc. at Burlington International Airport and to accept the memo from Ryan Betcher, dated 9/16/13, regarding the Board of Finance approval request involving Greyhound Bus Lines.**

**DISCUSSION: Ryan Betcher explained Greyhound is seeking lease renewal for ticket counter space, and is asking for a two year rather than a three year term.**

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

## **6. COMMUNICATION/DISCUSSION**

### **6.1 Air Service Update – Ryan Betcher**

Ryan Betcher briefed the Commission on recent meetings with airlines noting the following:

- American Airlines – positive interest regarding service to Burlington and the northeast market. Discussed nonstop destinations. More information will be known in the next few months. Merger outcome still unsure. Burlington Airport gains service to areas currently without any connection to Burlington with the merger.
- Cape Air – visit to Burlington Airport scheduled 9/17/13 at 11 AM to discuss service. Cape Air is heavily subsidized for seats each flight (Essential Air Service) which is a concern.
- PenAir – PenAir has Essential Air Service from Plattsburgh to Boston, Bangor, and Islip and wants to expand service from Boston. The airline is based in Alaska and has operated very successfully since 1946. The airline is interested in infilling the Essential Air Service possibly with non-EAS flights from Burlington to Boston and Albany to Boston. A meeting with Burlington staff will be scheduled in November or December to discuss the possibility of nonstop service from Burlington to Boston.
- Republic Airlines – Republic is a contract carrier for Delta and other airlines and they operate five E-190 aircraft for Caesars Entertainment. Montreal could be a destination point from Burlington. Frontier Airlines out of Denver is owned by Republic. Staff will contact these airlines.
- Silver Airways – Silver is a contract carrier for United operating small turbo prop aircraft. The airline wants to expand into the northeast and Boston area.
- Surf Air – Surf Air is out of California operating six seat aircraft targeted to business travelers. Travelers purchase a membership for \$1,600 per month providing unlimited flights. Surf Air is investigating service in the northeast to serve the four to six hour drive time market.
- Southwest Airlines – not expanding for the next year or so. Staff will stay in touch with the airline.

Bill Keogh asked about the marketing/public relations positions in the airport budget. Gene Richards said the positions are getting approved. The Finance Board approved the budget which included the positions. The information for the positions has not yet been entered into the city's new financial software. Mr. Keogh asked how an airline determines a market. Ryan Betcher explained origination and destination reports (O&D) are used as well as historical data on travel. Also the type of aircraft to be used is considered (turbo props have limited distance capacity so are best for shorter flights). The chamber of commerce and surveys are other information sources. Burlington Airport will continue to seek airline service that serves the community the best.

Gene Richards commended Bob McEwing and Ryan Betcher for the contacts and information collected from the airline meeting event.

6.2 Enplanement Report

6.3 Fare Comparison

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to accept the Enplanement Report (Item 6.2) and the Fare Comparison report (Item 6.3) and place the items on file.**

**DISCUSSION: Staff reported enplanements for August 2013 compared to August 2012 are up 2.97% which exceeds the typical increase of 1%. Seat counts are anticipated to be up for the next six to seven months. Jeff Munger mentioned the \$4,600 fare for the three state employees who flew to Denver on short notice to help coordinate the flood recovery effort there.**

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

## 7. DIRECTOR'S REPORT

7.1 Certification Inspection

Gene Richards reported the annual certification and inspection by the FAA went well. Kelly Colling and her staff did an impressive job preparing for the inspection. The inspection report once received will be forwarded to the Airport Commission. Issues highlighted during the inspection included:

- Air Guard pavement painting is not good. Airport maintenance will do this work.
- The FBO must have a fire extinguisher. (done)
- DOT placards need to be installed. (done)
- Wildlife control of birds – a USDA wildlife biologist patrols and harasses or removes any wildlife on the airfield.

7.2 Other Items

- Response to the “mamava” breast feeding room in the terminal has been very positive.
- A new painting machine will be purchased if the budget allows in order complete painting work at the airport more efficiently.

- The situation at Heritage is status quo. There are no new contracts. A meeting is planned.
- *Burlington Free Press* is supplying six Ipads for the north and south concourses as a place for people to work.
- There are 113 electrical charging opportunities on the north concourse walkway to better meet the needs of the flying public.
- Airport commissioners are urged to do a ride around at the airport with operations staff.
- Kelly Colling reported CEDO (Community Economic Development Office) provides tools and resources to create a diverse and inclusive workplace to serve the diverse group of passengers passing through the airport. CEDO is offering training sessions to better understand diversity and the cultural differences of people who use the airport. An application is being submitted. One or two airport commissioners are asked to participate. Bill Keogh volunteered. Gene Richards urged having two commissioners participate.
- Nick Longo reported a survey is underway at the airport through a touch pad to collect demographic information on who is using the airport.
- Nick Longo is the liaison between the Airport Commission and airport staff.

## 8. COMMISSIONERS' ITEMS

### 8.1 Taxi Licensing Board Report

Bill Keogh mentioned the annual report from the Airport Commission is opportunity to bring to the attention of City Council that other individuals besides airport commissioners, Bill Keogh and Jeff Munger, need to serve on the Taxi Board and handle taxi business. Also, the taxi ordinance needs to be amended to reflect what the Taxi Board has been doing right along. A letter should be sent to the Chair of the Ordinance Committee regarding amendment of the taxi ordinance to include relinquishing airport commissioners of the responsibility of also serving on the Taxi Board.

Gene Richards concurred the Taxi Board needs to make the recommendation that the ordinance committee consider repositioning the taxi administration and make the needed amendments to the taxi ordinance.

### 8.2 Airport Chairman's Annual Report

The annual report of the Airport Commission due November 4, 2013 includes statements on relocating the taxi administration out of the airport and the positive relationship that now exists with South Burlington.

Gene Richards said he and the interim city manager at South Burlington, Kevin Dorn, talked with the state about a tax stabilization agreement, but the state was not interested. The airport needs some relief and stabilization. If an authority is created the airport will not have to pay, but wants to be a good neighbor and support South Burlington. The airport is communicating and listening to

complaints and continues to work with South Burlington to become better neighbors.

Gene Palombo suggested using social media (Front Porch Forum and such) to communicate how complaints have been addressed and what the airport has been doing to address noise. Mr. Palombo volunteered to work with Gene Richards to compile the list of concerns and actions.

## **9. ADJOURNMENT**

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

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

The meeting was adjourned at 5:47 PM.

Next meeting is Monday, October 21, 2013 at 4 PM.

Agenda items:

- Discussion of the relationship between the airport and BCDC (a government entity of the city made up of the Mayor and the Board of Finance). BCDC purchased a building (the airport did not have the money) and was collecting rent from Heritage.
- Discussion of items that are the responsibility of the Airport Commission without requiring City Council oversight.
- At a future meeting, presentation by the USDA wildlife biologist on removal of wildlife from the airfield.

*RScty: MERiordan*

“To Do” List from 9/16/13 Airport Commission Meeting:

1. Heather Kendrew will submit a request to Rich Goodwin now for a full financial report at next month’s meeting.
2. Nick Bongo will work with Rich Goodwin on accounts receivable collection for the next meeting.
3. Gene Palombo volunteered to work with Gene Richards to compile the list of concerns expressed by South Burlington and actions taken by the airport.