

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
June 12, 2013**

APPROVED – 7/15/13

MEMBERS PRESENT: Jeff Munger
Bill Keogh
Gene Palombo
Jeff Schulman (via teleconference)

MEMBERS ABSENT: Alan Newman

BTV STAFF PRESENT: Heather Kendrew, Director of Engineering & Maintenance
Robert McEwing, Director of Planning & Development

OTHERS PRESENT: Marianne Riordan, Recording Secretary

ORGANIZATIONAL MEETING

Director of Aviation, Gene Richards, was not in attendance and in his absence Heather Kendrew opened the meeting at 4:10 PM and called for nominations for Chair.

Election of Chair

MOTION by Bill Keogh, SECOND by Gene Palombo, to nominate Jeff Munger as Chair. There were no other nominations. **VOTING: unanimous; motion carried.**

Jeff Munger is Chairman of the Burlington Airport Commission.

Election of Vice Chair

MOTION by Gene Palombo, SECOND by Jeff Munger, to nominate Bill Keogh as Vice Chair. There were no other nominations. **VOTING: unanimous; motion carried.**

Bill Keogh is Vice Chairman of the Burlington Airport Commission.

1.0 CALL TO ORDER and AGENDA

Chairman Jeff Munger called the meeting to order at 4:12 PM.

1.01 Agenda

MOTION by Bill Keogh, SECOND by Gene Palombo, to approve the agenda with the following amendments:

- **Delete Item 5.0 – Monthly Financials (Rich Goodwin will forward the report on 6/17/13)**
- **Delete Item 7.0 – Communications (no report)**
- **Delete Item 8.0 – Leases & Contracts (covered under Item 3.0 – Action Needed)**

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

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 ACTION NEEDED

3.01 TSA Terminal Building Lease

MOTION by Bill Keogh, SECOND by Gene Palombo, to approve the resolution for the TSA terminal building lease as presented.

DISCUSSION: Bob McEwing explained the new master lease consolidates property within the terminal leased to TSA (training space and office space). The lease rate is \$51/s.f. (within the range charged at other airports) and generates \$145,000 annually paid to the airport. Jeff Schulman asked about airlines paying for space. Heather Kendrew said the airlines are charged for the space they use as well as the electricity to operate their equipment in the screening areas (BED rates are applied to the electrical usage of each piece of equipment). The electric bill at the airport is approximately \$600,000 per year.

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

3.02 Federal Grant for Taxiway B/Contracts

The project includes reconstruction and widening of Taxiway B along with a sewage collection and receiving facility. The project was put out to bid and the responsible low bidder was selected. Contracts associated with the project are being awarded. The project is in the Capital Improvement Program.

3.03 Federal Grant for Cargo Apron-PH 1/Contracts

AIP-96 is the cargo apron by Heritage and Customs that was built in 1952. The rebuild will be done in segments because the apron cannot be closed. The project will be done over a five or six year period and each segment will be put out to bid. Funding is anticipated from the FAA by the end of June.

3.04 Federal Grant for Security System Design/Contracts

The project is to design an upgrade to the security system at the airport to state-of-the-art to accommodate security needs in the terminal building environment. The existing system was installed in the late 1990s and is obsolete. TSA is responsible for monitoring and inspecting the perimeter security at the airport, but the airport must ensure the airport is secure or be fined.

3.05 Federal Grant for Land Acquisition (four parcels)

A grant was received last year to acquire 24 properties. Funding is no longer available, but the program was able to attain the goal of purchasing properties from owners who wanted to participate in the program.

MOTION by Bill Keogh, SECOND by Gene Palombo, to accept the staff recommendation and approve the resolutions respectively pertaining to Item 3.02 (Taxiway B), Item 3.03 (Cargo Apron-PH 1), Item 3.04 (Security System

Design), and Item 3.05 (Land Acquisitions). VOTING: unanimous (4-0); motion carried.

3.06 Nicholas Schieldrop Order

Jeff Munger briefed the commissioners on the no trespass order issued to Nicholas Schieldrop who continues to operate without a taxi license and harasses staff with repeated submission of letters and requests.

Bill Keogh, as a member of the Taxi Licensing Board and Appeals Panel, spoke in support of the observation of Chairman Munger with regard to Nicholas Schieldrop who seeks release from the restraining order, but has not proven to be a team player with respect to the rules. Mr. Schieldrop challenges the taxi ordinance which is fine, but others seem to be trying to work with the ordinance while he does not.

MOTION by Bill Keogh, SECOND by Gene Palombo, to deny the request for an end to the “No Trespass” order.

DISCUSSION: It was noted the Burlington police are supporting the order.

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

4.0 DIRECTOR’S REPORT

4.01 Enplanements/Fare Comparison

4.02 Delta Service Startup – June 7

Enplanements are down, but the amount is decreased from past months so the trend appears to be reversing. The new Delta flight should help. The opening flight was successful (overbooked). Gene Richards and Ryan Betcher were aboard the opening flight to Atlanta for a meeting with Delta officials. The Delta plan is to continue service to Burlington. The Delta MD88 plane is using the boarding bridge jointly with JetBlue until a second boarding bridge is in place to accommodate aircraft of MD88 size or larger.

4.03 Prescreening Restaurant Status

Discussion is ongoing regarding a family style deli possibly with a bar locating in some of the restaurant space.

4.04 Gift Shop Openings North & South

Hudson News will have both shops open by June 15, 2013.

5.0 APPROVAL OF MINUTES

5.01 May 20, 2013

MOTION by Bill Keogh, SECOND by Gene Palombo, to approve the minutes of May 20, 2013 as written. VOTING: unanimous (4-0); motion carried.

6.0 COMMISSIONERS’ ITEMS

6.01 Strategic Airport Committee

The final report from the Strategic Airport Committee was presented to City Council. The meeting was well attended. There will be a resolution asking for implementation of the recommendations from the committee and City Council will take action at the next meeting.

Bill Keogh commented the Airport Commission should have input on the resolution especially since the committee discussed the importance of input from the Airport Commission on issues. The Airport Commission should have the authority to award contracts, for example. Bob McEwing noted there were many items in the report so prioritization should be done. Jeff Schulman said there was a consensus on the committee that the Airport Commission should be empowered by City Council without a charter change. For example, the Airport Commission should be able to let contracts up to \$200,000 without going to the Board of Finance, and have a more active role in the search process to fill the Director of Aviation position at the airport. Mr. Shulman noted there was much discussion of the regional authority model and agreement there are not serious partners out there at this point in time. Legislation will be required for changes in governance.

Jeff Munger suggested Joe McNeil and Karen Paul meet with the Airport Commission to discuss what will be brought before City Council. Jeff Schulman suggested sending an email to Joe McNeil saying the Airport Commission would like to be consulted before a resolution is formally presented to City Council. Mr. McNeil should be invited to a meeting with the Airport Commission to discuss the matter. Jeff Munger will invite Joe McNeil and Karen Paul to meet with the Airport Commission.

6.02 Taxi Committee Report

Bill Keogh reported at the last Taxi Board meeting Jeff Munger was nominated as Chairman and Bill Keogh was nominated as Vice Chairman. Discussion at the last meeting included recommending that taxi be a separate entity, separate from the airport, with a three person board. The taxi administration will be autonomous and deal with taxis in the city as well as at the airport. The mayor can determine under what department in city government taxi would be located. Gene Richards, Jeff Munger, and Bill Keogh will meet to further discuss the recommendation to the mayor.

7.0 OTHER BUSINESS

7.01 Next Meeting/Agenda Items

- July 15, 2013 at 4 PM

8.0 ADJOURNMENT

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

The meeting was adjourned at 5:07 PM.

RScty: MERiordan

“To Do” List from 6/12/13 Airport Commission Meeting:

1. Jeff Munger will invite Joe McNeil and Karen Paul to meet with the Airport Commission to discuss the resolution to City Council on the Strategic Airport Committee recommendations.