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# BELLINGHAM INTERNATIONAL AIRPORT

*Port of Bellingham*

## BELLINGHAM INTERNATIONAL AIRPORT ADVISORY COMMITTEE MINUTES (BIAAC) MAY 11, 2017 AT 5:00 PM PORT OF BELLINGHAM CONFERENCE ROOM

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**Present:** Bert Webber, Janette Kaiser, Matt Paskus, Roger Bourm, Marian Henderson, April Barker, Guy Occhiogrosso, Larry McCarter

**Absent:** Brent Goodrich, Rafeeka Kloke, Satpal Sidhu,

**Guests:** Dan Robbins, Matt Janssen, Sandy Ward, Matthew Perry

**Staff:**

Sunil Harman A.A.E., IAP	Director of Aviation
Aaron Collins	Operations Training & GA Supervisor
Jonathon Perout	Terminal Operations Supervisor
Marie Duckworth	Landside Operations Supervisor
Victoria Alvarado	Airport Services Representative

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*The meeting minutes below generally reflect the actions, motions and discussion items addressed by the Committee after a quorum has been established. Electronic recordings shall be available to the public through the Port of Bellingham upon request. To request an appointment to listen to recordings of specific BIAAC meetings, please contact the Airport Administrative office at 360-671-5674.*

### **CALL TO ORDER**

The meeting was called to order in the Port of Bellingham Conference Room at 5:00 P.M.

### **ADOPTION OF AGENDA**

Mr. McCarter moved and Mr. Webber seconded to adopt the agenda the motion passed with 5 votes in favor and 0 against.

### **DISCUSSION ITEMS**

Mr. McCarter moved and Mr. Webber seconded that the May 11, 2017 meeting minutes be approved as written, the motion passed with 8 votes in favor, 0 against.

Airport Director's Update:

Mr. Harman addressed that last year Allegiant announced that they will reduce the seating capacity by 9 percent system wide. Mr. Harman notes that we have seen a drop in the beginning of April that resulted in a reduction in passenger enplanements by

11.4%. Mr. Harman addresses the drops in activity from our total commercial operations from January through April are down 18.4%, and the total general aviation has reduced by 35.6%. Mr. Harman addresses the operating revenue source for developing the budget for next year; parking is are largest revenue source with 61% in 2018, airlines for next year is 12% if we are successful, general aviation will stay at 10%, concessions (Food and Beverage providers, Rental cars) 9%, passenger facility charge 6%, and lastly 2% for miscellaneous (land rents). Mr. Harman addresses the process and highlights since the last BIAAC meeting. New parking revenue management system has been installed, as well as Best Buy Electronic vending machine installed in the boarding gate area. The commission approved a Lottery vending machine has been approved. Lastly, the rental car parking lot has been relocated closer to the baggage claim area for better customer service.

#### Tourism Bureau Passenger Surveys:

Mrs. Duckworth addresses that the Airport is working with Whatcom Tourism to conduct surveys of our passengers. Mrs. Duckworth addresses that the last time BLI conducted a survey was almost 10 years ago. The survey will allow the Port to know who our passengers are, such as, who they are, where are they going, how was experience at BLI. Mrs. Duckworth reports that the Tourism Bureau Passenger Survey will be conducted quarterly going forth.

#### Minimum Standards Update:

Mr. Collins addressed that the draft needs to be completed by October of this year. Mr. Collins addressed how the Minimum Standards was put together with the help of Mr. Harman's expertise and experiences, as well as Port of Portland's Minimum Standards. BLI took Port of Portland's minimum standards and picked what they liked that would fit for Bellingham Airport. Mr. Paskus inquired the word "community" is that in the document and the reason for this is for Noise Abatement issues. Mr. Harman addressed that Noise Abatement is not typically in the Minimum Standards. Mr. Harman reports standards at an Airport is to help establish business practices on the Airport. Mr. Harman addresses that the Port can put language that is sufficiently geared toward in saying being a good community business partners and be mindful of these other documents; the noise abatement procedures and so on.

#### Vacancy Positions:

There are (4) vacancy positions open. 1. Birchwood Community 2. City of Ferndale Council 3. Lummi Nation 4. Whatcom Tourism

Mr. McCarter moved and Mr. Webber seconded for advertising open positions to the public, the motion passed with 8 votes in favor, and 0 against.

The committee recommends that all positions that are about to expire to be advertised as well. Mr. McCarter moved and Mr. Occhiogrosso seconded for all positions to be advertised to the public. The motions passed with 8 votes in favor, and 0 against.

### **PUBLIC COMMENTS**

There were no public comments.

### **ADJOURN**

Meeting was adjourned at 6:22 pm.