

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
June 22, 2022**

**DRAFT**

**[Hybrid meeting]**

**MEMBERS PRESENT:** Tim George  
Helen Riehle  
Jeff Schulman  
Eric Vorwald

**BTV STAFF PRESENT:** Nic Longo, Director of Aviation  
David Carman, Deputy Director of Aviation Operations  
Marie Friedman, Director of Finance  
Larry Lackey, Director of Engineering & Environmental Compliance  
Shelby Losier, Director of Ground Operations  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** Channel 17

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**1.0 CALL TO ORDER**

Chair, Tim George, called the meeting to order at 4:04 PM on 6/22/22.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve the agenda with the amendment to advance the Financial Package report to follow action on the Consent Agenda. VOTING: unanimous (4-0); motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: May 18, 2022

4.02 Enplanements

**MOTION by Jeff Schulman, SECOND by Helen Riehle, to approve the consent agenda as presented.**

**DISCUSSION:**

- Staff reported enplanements are returning to pre-2019 levels. The parking garage was close to capacity and exceeded budgeted revenues in February and April 2022. Larger planes are coming to BTV which means fewer planes are coming to the airport.
- The spelling of “Vorwald” needs to be corrected in the 5/18/22 minutes.

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

## 5.0 FINANCIAL PACKAGE

Marie Friedman highlighted the following:

- Funds were drawn down from one of the covid grants for April expenditures.
- Year-to-date revenue is \$17.8 million which is \$9.2 million higher than the prior year.
- Enplanements continue to be strong.
- Expenses are on par with two years ago.
- Cash in the airport checking account totals \$3 million
- The airport is owed \$4 million from the FAA
- The bond refinancing is complete.

## 6.0 ACTION ITEMS

### 6.01 Budget Neutral Amendment FY2022 Airport Budget

Staff explained the budget neutral amendment for the capital expenditure on the Runway 1 PAPI system and Taxiway K construction.

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to recommend to the Board of Finance and City Council approval of the budget neutral amendment of the FY2022 Airport Budget for capital expenditure on the Runway 1 PAPI system and Taxiway K construction as presented. VOTING: unanimous (4-0); motion carried.**

### 6.02 Airline Lease Extension

Staff explained the request for a one year lease extension with the same airlines and terms to provide time to negotiate a five year lease extension. Frontier and SunCountry have not signed the agreement.

**MOTION by Jeff Schulman, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council approval of a one year airline lease extension as presented. VOTING: unanimous (4-0); motion carried.**

### 6.03 Passero North Concourse Renovation Contract

Staff reported Passero will be renovating the former TSA space in the north concourse into additional seating.

**MOTION by Helen Riehle, SECOND by Eric Vorwald, to recommend to the Board of Finance and City Council approval of the Passero North Concourse Renovation Contract as presented. VOTING: unanimous (4-0); motion carried.**

### 6.04 SunCountry Non-Signatory Airline Lease

Staff reported the airline signing the agreement confirms the commitment of SunCountry to BTV.

**MOTION by Helen Riehle, SECOND by Eric Vorwald, to recommend to the Board of Finance and City Council approval of the SunCountry Non-Signatory Airline Lease as presented. VOTING: unanimous (4-0); motion carried.**

## 7.0 CONSTRUCTION UPDATE

### 7.01 Construction Project Report

A written project update was included in the meeting packet. Staff reported new TSA equipment is being delivered. The new checkpoint is expected to be operational by October 2022.

## **8.0 NOISE MONITORING SYSTEM DATA**

### **8.01 Noise Data**

Data collected to date were provided to the Airport Commission for review.

### **8.02 Map of Homes in Noise Program and the Appeal Process**

Staff reported the map shows the houses currently in the Noise Program by community. Future revisions of the map will include the next group of 50 houses.

## **9.0 COMMISSIONER ITEMS**

None.

## **10.0 AVIATION DIRECTOR'S REPORT**

Aviation Director, Nic Longo, reported:

- A memorial bench in the rooftop garden is suggested in honor of Jeff Munger.
- Staff attended an air service development conference in Reno, Nevada and met with eight different airlines about service to BTV.
- There are now flights to Minneapolis five times a week from BTV.
- The airfield project in the northwest quadrant for a new maintenance facility has good momentum.
- A full repainting project in the terminal is underway.
- Staff is exploring concession shifts within the north concourse.
- The hotel is in final permitting. The hope is to break ground in the fall.

## **11.0 FOLLOW UP ITEMS**

11.01 Orientation conducted by airport staff on public right-to-know (Tim George) – Postponed until the full commission is seated.

11.02 Airport staff to present analysis of types of incidents involving police at the airport (Tim George) – Staff reported conversations were held with the police at the airport. Most of the incidents are related to airfield and terminal gate alarms and ambassador assists. The police are present at the TSA checkpoints. There has been an uptick in the transient population at the airport, both inside the terminal and encampments around the grounds. The interactions with police and counselors from the Howard Center with this population have been nonviolent.

## **12.0 ADJOURNMENT**

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to adjourn the meeting.**

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

The meeting was adjourned at 5:26 PM.

Next meeting: July 20, 2022 at 4 PM.

*RScty by tape: MERiordan*