

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

BOARD OF AIRPORT COMMISSIONERS

MINUTES OF MEETING

March 5, 2025

The Wright Room

1200 Airport Drive,

South Burlington, VT 05403

[Hybrid meeting]

Approved 4/2/25

MEMBERS PRESENT: Jeff Schulman, Vice Chair

Chip Mason

Helen Riehle

Robin Guillian

Connor Daley

MEMBERS ABSENT: Greg Shepler

Tim George, Chair

BTV STAFF PRESENT: Nic Longo, Director of Aviation

Larry Lackey, Director of Engineering & Environmental Compliance

Jeff Bartley, Director of Innovation & Marketing

Jesse Sprague, Executive Assistant

Marie Friedman, Director of Finance

OTHERS PRESENT: Channel 17

Tim Shea, Heritage Aviation

1.0 Call to Order

Airport Commission Vice Chair, Jeff Schulman, called the meeting to order at 4:05 PM. Individuals attending the meeting remotely identified themselves (Connor Daley, Chip Mason, Helen Riehle, Robin Guillian)

2.0 Agenda

Approve/Adopt Agenda

MOTION by Helen Riehle SECOND by Chip Mason to approve the agenda as presented.

VOTING: unanimous (5-0); motion carried.

3.0 Public Forum

No members of the public chose to comment.

4.0 Consent Agenda

4.1 Approval of the Minutes for the February 5, 2024 Meeting

MOTION by Helen Riehle, SECOND by Chip Mason to approve the consent agenda as presented. VOTING: unanimous (5-0); motion carried.

5.0 Action Items

5.1 TSA Construction and Leasing Memo

MOTION by Helen Riehle, SECOND by Chip Mason to recommend to the City of Burlington Board of Finance and City Council to authorize the Director of Aviation to execute a contract with Engelberth Construction Inc. (ECI) for the Design-Build Contract for the TSA Break Room/Locker Room and Small New Office in the South Terminal Adjacent to the TSA passenger processing area.

DISCUSSION: Staff explained that the reason for the contract is to provide TSA with more leased spaces at the Airport, specifically a new break room and additional office spaces. Engelberth Construction Inc. was selected in the bid process. The leasing of this space will be a source of revenue for the Airport. The contract brings construction to three places in the Airport—two located by the security checkpoint and one near the current TSA offices. The construction within the space of the existing TSA offices (‘Area one’) will begin at a later date after that lease is amended.

VOTING: unanimous (5-0); motion carried.

5.2 Airport Arrestor Cable

MOTION by Helen Riehle, SECOND by Chip Mason to recommend to the City of Burlington Board of Finance and City Council to authorize the Director of Aviation to execute: a contract with Engineers Construction Inc. (ECI) for the construction of the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements in the amount of \$1,492,815.00 with a contingency of 15% for the total amount of \$1,716,737.00, upon approval by the Office; and an amendment to the Military ANG Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for construction work costs associated with the VTANG Aircraft System Drainage Improvements based on the bid price received, upon approval by the Office of the City Attorney.”

DISCUSSION: The construction costs have changed since the initial bid for this project, so the amendment will ensure that VTANG will fully reimburse the Airport for this new amount. This project will be completed concurrent with the Runway 15/33 project that will occur during the overnight runway closure this summer. This project benefits the infrastructure of the Airport while all costs are covered by the VTANG.

VOTING: unanimous (5-0); motion carried.

6.0 Construction Update

In addition to the written construction update provided to the Airport Commission, Larry Lackey highlighted the following updates:

- 6.1 The Airport is having meetings about recycling glycol and getting grants to do so.
- 6.2 The grant to create two egress lanes is now on hold; there is a discrepancy between costs and what the grant will cover. It may not be beneficial to move forward, so this is currently under review.

- 6.3 The Taxiway C Rehabilitation will go out to bid in a few weeks, receive bids by May 1 and we will apply for a grant.
- 6.4 The Airport plans to review current easements and verify whether it is necessary to obtain additional easements.
- 6.5 The Runway 33 threshold improvement project will happen during the summer construction project on the arrestor cable and runway 15/33 project
- 6.6 Director Longo said that once appropriated, grants go to that entity, so we can count on all grants.

7.0 Noise Data

In addition to the written construction update provided to the Airport Commission, Larry Lackey highlighted the following:

- 7.1 The NEM (Noise Exposure Map) has been posted.
- 7.2 In phase 2, there are 52 town homes under construction; there are now 12 finished and 40 left to be completed.
- 7.3 In phase 4, there are 34 homes to design and build.
- 7.4 Request from commissioners to receive quarterly report on noise complaints. Staff confirmed.

8.0 Financial Update

In addition to the written financial update provided to the Airport Commission, Marie Friedman highlighted the following:

- 8.1 The Airport's cash in the bank was \$3.8 million at the end of January, due to paying many large bills. The Airport received reimbursement from the FAA, bringing the cash total to about \$7 million at the beginning of February. The FAA is approving about two grant closeouts per month.

9.0 Director's Update

In addition to the written presentation, Aviation Director Longo reported:

- 9.1 Steel went into the ground today for Project NeXT.
- 9.2 Attorney General Charity Clark visited the Airport in February.
- 9.3 The Airport has had discussions regarding the allocation of revenue from jet fuel tax
- 9.4 Tim Shea, from Heritage Aviation, spoke to the positive relationship between Pratt and Whitney Canada and Heritage Aviation.
- 9.5 The Airport will be launching a new program to allow people without tickets to be screened and go past security.
- 9.6 The Airport will soon obtain two new Multi-Tasking Equipment (MTE) vehicles for snow removal.
- 9.7 The Airport has hired a candidate for the Environmental Compliance and Project Manager position.
- 9.8 Projected passengers for 2025 is about 700,000 passengers with trips originating from Leahy BTV. Passenger projections on the slides reflect commercial flights.
- 9.9 The Vice President's visit to the Airport went smoothly with regard to all operations at the Airport.

10.0 Commissioner Items

None

11.0 Follow-up Items

None

12.0 Adjourn

MOTION by Helen Riehle, SECOND by Robin Guillian to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 4:53 PM.