PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

BOARD OF AIRPORT COMMISSIONERS

MINUTES OF MEETING

April 30, 2025

Location: The Wright Room

1200 Airport Drive,

South Burlington, VT 05403

[Hybrid meeting] **Approved 5/28/25**

MEMBERS PRESENT:	Tim George, Chair
	Robin Guillian
	Chip Mason
	Helen Riehle
	Connor Daley
MEMBERS ABSENT:	Jeff Schulman, Vice Chair
	Greg Shepler
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
	David Carman, Deputy Director of Airport Operations
OTHERS PRESENT:	Chuck Rainville

1.0 Call to Order

Airport Commission Chair, Tim George, called the meeting to order at 4:06 PM. Individuals attending the meeting remotely identified themselves (Chip Mason, Connor Daley, Robin Guillian)

2.0 Agenda

Approve/Adopt Agenda

MOTION by Helen Riehle, SECOND by Robin Guillian to approve the agenda as presented.

Tim George moved to add Item 4.1, titled 'Multi-Tasking Equipment Purchase' to the set agenda and moved it to voting for approval.

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

3.0 Public Forum

3.1 No members of the public present.

4.0 Action Items:

4.1 Multi-Tasking Equipment

MOTION by Helen Riehle, SECOND by Chip Mason, to recommend that the Board of Finance and City Council approval the execution of an agreement to purchase two pieces of Multi-Tasking Equipment

DISCUSSION led by Deputy Director of Operations Dave Carman: Multi-Tasking Equipment (MTE) is used for snow removal on the runways. The purchase of these MTEs are part of the Vehicle Replacement Plan created in 2023. The chosen MTEs were selected through a Request for Proposal (RFP) submitted by MB Companies Inc. These pieces of equipment can take over 500 days to receive, but these are anticipated to arrive in August or September 2025.

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

5.0 Approval of the Minutes

5.1 MOTION by Helen Riehle, SECOND by Chip Mason, to approve the minutes as presented. Commissioner George proposed modifying 10.2 on the minutes from the April 2, 2025 Airport Commission meeting. Commissioner George moved the approval of the modified minutes to a vote for approval.

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

6.0 FY26 Budget Presentation

6.1 **In addition to the written budget presentation, Director of Finance Marie Friedman and Aviation Director Nic Longo reported:**

6.1.1 The AeroPass Program will allow anyone to access post-security space without an airline ticket. This program is not public yet.

6.1.2 The Level 1 Carbon Accreditation program is inclusive of sustainability efforts by the Airport as a whole, so this includes efforts made by Beta Technologies and other tenants.

6.1.3 The celebration of Project NexT will happen at the Airport's 'Skyline Soiree' in June 2025.

6.1.4 There is currently no deferred maintenance for the purpose of cost savings as done in previous years. Increases in FY26 includes increases to healthcare costs.

6.1.5 Airline related revenues reflects reduced revenues due to JetBlue's departure. There are newer airlines and these airlines are not being charged because there is an incentive program in which these fees are waived, including landing fees and terminal rent. These funds will be collected in the future after the waiver period ends.

6.1.6 Garage revenues and rental car revenues are very strong.

6.1.7 QTA revenues are level year over year.

6.1.8 The stormwater MS4 grant will bring some revenue back into the budget.

6.1.9 The garage fills up about 5 weeks per year. Going forward, construction projects in the garage will not take place during the summer months so that these spaces stay open.

6.1.10 The agreement with the car rental spaces allows the rental companies to use spaces in the garage. The Airport collects Customer facility l Charges (CFCs) as

part of this agreement when a car is rented out of the Airport. The Agreement with the Car rental companies outlines using a portion of these funds specifically for the garage.

6.1.11 The fees paid by the car rental companies cover the cost of operating the space.

6.1.12 There is a contractual 3% Cost of Living (COLA) increase included in the Salaries & Benefits line in the budget, as well as a salary step increase for every year an employee is employed at the Airport, which maxes out after 15 years of employment. The healthcare increase was 9%

6.1.13 6200 Accounts includes: dues and subscriptions, custodial supplies, small tools and equipment, uniforms and laundry, discretionary, oil/grease/anti-grease, medical supplies.

6.1.14 Maintenance to the outside of buildings owned by the airport is in the budget under Repairs and Maintenance.

6.1.15 In the next few years, a real estate settlement contract with the City of Burlington expires. This will need to be renegotiated.

6.1.16 The Airport is an enterprise fund, so the budget is separate from the City of Burlington. The Airport revenues must support the expenses and activities of the Airport. The Airport receives no funding from the City of Burlington.

6.1.17 The Airport participates with the City of Burlington in its healthcare plan, which allows the Airport to provide a more cost-effective health plan to employees.

6.1.18 The remainder of the American Rescue Plan Act (ARPA) money will be used in FY 2026 in July and August.

6.1.19 Passenger Facility Charges (PFCs) are restricted in their usage; the Airport can use approximately $1M annually to cover debt.

6.1.20 Some portions of Project NexT will be funded by the Airport itself, not grants or the FAA.

6.1.21 Each month of revenues in the garage is better than the previous month.

6.1.22 If the Airport were to build on top of the existing parking garage, it would be very expensive because the garage was not designed to handle more weight, and there would be an impact on the Airport's radar

7.0 Construction Update, L. Lackey

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

7.1 The expansion joint fix in the garage should be completed in the next few months.

7.2 The environmental assessment is reaching its final review with the FAA for the obstruction clearing of Runway 15/33. After this is completed, the Airport can assess whether easements will be necessary.

7.3 The Glycol System Upgrade conversation with Heritage went well. The final report will come out in the next few months, followed by scoping and an AIP project so that the Airport can start recycling collected glycol

7.4 Project NexT construction is going well; the Airport just went forward with Grant 3; applications went in on April 28. This includes the boarding bridges and the second-floor renovation to include demolition, ceilings, and drywall.

7.5 The Airport can determine whether more grants will be necessary at the start of the next federal fiscal year. The Airport will be in a good place to make these decisions by October 2025.

7.6 Runway 15/33 Renovation Project starts June 1

7.7 Pike Industries provided the lowest bid for the Taxiway C-G Rehabilitation at $2.6M, compared to the other bid, which was $700,000 higher. This price is $1.4 M lower than the engineers' estimate. No discretionary funding will be necessary for this project. This price is $900,000 less than the Airport's entitlement, so the difference can be utilized next year.

7.8 The arrestor cable project will happen concurrent with the Runway 15/33 project. The contract has not been signed yet because the Airport is waiting on a contract from the Air Guard saying that they will fully reimburse the Airport.

8.0 Noise Data,

8.1 Noise Data

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

- The Airport signed changes to Phases 1 and 2 so that they can be closed out. Phase 1 needs to be closed out by the fall of 2025 due to four year required timeline for closing out projects.
- There are 52 houses being constructed under Phase 3; 21 are near completion and still have work ongoing, with 31 remaining.
- Under phase 4: there are 16 more homes.
- Under Phase 5, there are 5 houses to be completed This number is lower due to the window company no longer being an option and a change in the acoustical testing schedule.
- There are about 6 more units to complete and more outreach to engage in for future homes to receive work.
- There are 21 homes near completion
- There is no concern for materials coming from Canada because there is a 'Buy America' initiative for these projects.
- This year, the Airport applied for three grants totally about $12M in federal grants, which is less than previous years.

8.2 Noise Comments

8.2.1 In addition to the written report, Executive Assistant Jesse Sprague highlighted the following:

- This presentation is a response to the previous month's request for noise comment reports.
- Data is organized by: aircraft type, location reported by the commenter, and the month and year reported.
- The most comments were relating to military aircraft, followed by unspecified. The third most popular comments were about jets.
- The data in the report is all self-reported data from the person submitting the comment, so it is possible that the information is not accurate.
- 'Not specified' refers to a blank spot in the data. 'Unknown' is an option chosen by the commenter
- 330 of the 825 comments historically came from one individual.
- It is possible that the presence of the F-35s may not correlate with the prevalence of comments, but over time, the total amount of comments has gone down.

- Reports of noise events picked up on the noise monitors is posted monthly on the Airport website.
- Federal funds pay for the noise monitor data tracking.

9.0 Financial Update, M. Friedman

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

9.1 The PNL was not included in the packet due to an issue with computer software. It will be added to the attachments for this meeting at a later time.

9.2 Revenues are strong; Cash was about $4M at the end of March and expenses are at 70% of what was budgeted.

10.0 Director's Update

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

10.1 Airport staff hosted Coffee Hour at the Montpelier State House recently. Staff is excited to keep communication open about all that is going on at the Airport.

10.2 The Airport hosted a press conference with TSA and to create awareness about Real ID. If you do not have a 'Real ID' certified ID, you cannot fly domestically. This will start on May 7.

10.3 The parking garage recently filled up.

10.4 Projected seats, flights, and passenger statistics show healthy growth.

11.0 Commissioner Items

11.1 Discuss Flagpole at Eldridge Cemetery, H. Riehle

11.1.1 The South Burlington Sexton Committee would like to have a flag flying 24/7, which requires that it be lighted, but there are FAA restrictions for lights by an airport.

11.2 Discuss Seating in Terminal, R. Guillian

11.2.1 Commissioner Guillian stated that many of the seats in the baggage claim area are taped and worn, so she inquired the status on replacing the seats. Aviation Director Longo stated that the Airport is waiting to replace the seats so that an appropriate replacement plan can happen.

11.2.2 Commissioner Guillian also notified Aviation Director Longo about an issue with the ceiling at the Vermont Flight Academy.

12.0 Follow Up Items

12.1 At the next meeting, the Airport Commission requested that staff provide updates on the flagpole at Eldridge Cemetery

12.2 Present an organizational chart of Airport staff at the next meeting.

13.0 Adjournment

MOTION by Helen Riehle, SECOND by Chip Mason to adjourn the meeting.

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

The regular session was adjourned at 5:49pm, and the Commission went into an executive session with the invitation for Airport staff to remain for the session. The executive session ended at 5:59pm.