

**PATRICK LEAHY**  
**BURLINGTON INTERNATIONAL AIRPORT**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MINUTES OF MEETING**

**December 4, 2024**

Approved on 1/8/25

**[Hybrid meeting]**

**MEMBERS PRESENT:** Tim George, Chair  
Jeff Schulman, Vice Chair  
Chip Mason  
Greg Shepler  
Robin Guillian  
Connor Daley

**MEMBERS ABSENT:** Helen Riehle

**BTV STAFF PRESENT:** Nic Longo, Director of Aviation  
Larry Lackey, Director of Engineering & Environmental Compliance  
Dave Carman, Director of Aviation Operations  
Jeff Bartley, Director of Innovation & Marketing  
Marie Friedman, Chief Financial Officer  
Jesse Sprague, Executive Assistant

**OTHERS PRESENT:** Channel 17  
Mike Scanlon (South Burlington City Councilor)  
Michael Sanchez (Heritage Aviation)

**1.0 Call to Order**

Airport Commission Chair, Tim George, called the meeting to order at 4:02 PM. Individuals attending the meeting remotely identified themselves (Greg Shepler, Jeff Schulman, Chip Mason)

**2.0 Agenda**

Approve/Adopt Agenda

Tim George proposed an amendment to the agenda to remove 4.2 New Airport Position from the consent agenda to the deliberative agenda.

**MOTION by Connor Daley, SECOND by Robin Guillian to approve the agenda as amended.**

**VOTING: unanimous (6-0); motion carried.**

### **3.0 Public Forum**

- 3.1 Mike Scanlon introduced himself as representative for Airport Commissioner Helen Rhiele.  
No other public comments.

### **4.0 Consent Agenda**

**MOTION by Connor Daley, SECOND by Robin Guillian to approve the agenda as presented.**  
**VOTING: unanimous (6-0); motion carried.**

### **4.2 Deliberative Agenda**

#### **New Airport Position**

**MOTION by Connor Daley, SECOND by Robin Guillian to discuss the creation of a new airport position (Maintenance Worker II) and recommend it for approval to the Board of Finance and City Council.**

**DISCUSSION:** Leahy BTV staff shared that the creation this permanent position increases the total staff in this role from two to three staff members to meet the need of the current workload of the landside maintenance department. The creation of this role will replace the current temporary position that ends in May 2025.

**VOTING:** unanimous (6-0); motion carried.

### **5.0 Construction Update**

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

- Directions are available to the public for an additional walking route into the airport nearby the current construction next to the FAA building. Within two weeks, the normal path, along with an additional vehicle drive lane, will reopen.

### **6.0 Noise Data**

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

- 6.1 As of two weeks ago, construction has resumed for the Residential Sound Insulation Program. Maps of all participating homes are included in Larry Lackey's noise data report and on [btvsound.com](http://btvsound.com)
- 6.2 Nicolas Longo signed off today on the final Noise Exposure Map for approval

### **7.0 Financial Update**

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

- 7.1 We have revenue data through October 2024; airport continues to be in line with original projections.
- 7.2 Garage revenues are very strong; over Thanksgiving weekend, the garage hit 100% capacity.
- 7.3 FY2025 expenses were \$6.3 million without encumbrances through October 31, 2024.
- 7.4 The airport had \$7.6 million in bank on October 31, 2024
- 7.5 The airport still has ARPA stimulus grant funds remaining and will continue to draw down on this grant.
- 7.6 Rates in the parking garage may change in the future, however they currently remain at \$12 daily. Possibility for 'first hour free' parking and a program to allow non traveling visitors gate passes to escort those traveling past security.
- 7.7 Discussed the money left available on the Grant Anticipation Note (GAN) and the relationship between the GAN and the airport's cash position.

## **8.0 Director's Update**

Aviation Director Longo reported:

- 8.1 Review of construction updates for Project NexT, including: the stairwell in north terminal has been demolished, and this space will become the new entrance for events and airport administration.
- 8.2 Leahy BTV team has finished working with the South Burlington City Council on the national planning permit process and permit for Project NexT, including geothermal.
- 8.3 Upcoming events include:
  - 8.3.1 Board of Finance meeting on December 9, 2024
  - 8.3.2 City Council meeting on December 16, 2024
  - 8.3.3 Next Airport Commission meeting will be January 8, 2024
- 8.4 Upcoming items include:
  - 8.4.1 Ordinance update to allow Ambassador's Parking Ticket Authority
  - 8.4.2 Leases (Two tenant negotiations, TSA, Additional Concessionaire)
  - 8.4.3 Contracts (Office Space Addition)
  - 8.4.4 Updates from TSA Federal Security Director and Other Tenants
- 8.5 Scheduled departures have decreased while passengers have increased, meaning that larger aircraft are flying into Leahy BTV.

## **9.0 Commissioner Items**

None

## **10.0 Follow-up Items**

None

## **11.0 Adjourn**

**MOTION by Robin Guillian, SECOND by Connor Daley, to adjourn the meeting.**

**VOTING:** unanimous (6-0); motion carried.

The meeting was adjourned at 4:37 PM.