

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

AIRPORT COMMISSION

MINUTES OF MEETING

August 6, 2025

Location: The Wright Room

1200 Airport Drive,

South Burlington, VT 05403

[Hybrid meeting]

Approved 9/3/25

MEMBERS PRESENT:

Tim George

Chip Mason

Andrew Savage

Helen Riehle

Connor Daley

MEMBERS ABSENT:

Robin Guillian

Jeff Schulman

BTV STAFF PRESENT:

Nicolas 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 Aviation Operations

Madison Reagan, Environmental Compliance and Project Manager

Alexandra Cohen, Marketing Assistant

Romeo von Hermann, Customer Experience Manager

Jillian Waite, Office Assistant

Michael Waite, Properties Manager

OTHERS PRESENT:

CCTV

(Virtual or in person)

1.0 Call to Order

Airport Commission Chair, Tim George, called the meeting to order at 4:09PM. Individuals attending the meeting remotely identified themselves (Andrew Savage, Tim George)

2.0 Agenda

Approve/Adopt Agenda

MOTION by Connor Daley, SECOND by Chip Mason, to approve the agenda as presented.

VOTING: unanimous (6-0) motion carried.

3.0 Public Forum

3.1 The following members of the public made public comment, in the below order, regarding the respective topics:

1. Maggie Chadwell - Immigration and Customs Enforcement
2. David Miskell- Immigration and Customs Enforcement
3. Julie Macuga - Immigration and Customs Enforcement
4. Emily Gilde - Immigration and Customs Enforcement
5. Jana Porter - Immigration and Customs Enforcement
6. Miriam Hansen - Immigration and Customs Enforcement
7. Dee Graham - Immigration and Customs Enforcement
8. Leif Taranta - Immigration and Customs Enforcement
9. Trish O’Kane - Immigration and Customs Enforcement
10. Wafic Faour - Immigration and Customs Enforcement
11. Molly Rivenan- Immigration and Customs Enforcement
12. Mike Yantachka - Immigration and Customs Enforcement
13. Peter Booth - Immigration and Customs Enforcement
14. Maribeth Domanski - Immigration and Customs Enforcement
15. Chuck Derusso - Immigration and Customs Enforcement
16. Anni Paisley - Immigration and Customs Enforcement
17. Sherri Wormser - Immigration and Customs Enforcement
18. Laura Zakaras - Immigration and Customs Enforcement
19. Paul Fleckinstein - Immigration and Customs Enforcement
20. Lexington Kennedy - Immigration and Customs Enforcement
21. Dan Albert - Immigration and Customs Enforcement
22. Geri Peterson - Immigration and Customs Enforcement
23. David Skopin - Immigration and Customs Enforcement
24. Sharon Beher - Immigration and Customs Enforcement
25. Anna Rose Benson - Immigration and Customs Enforcement
26. Alyssa Breda- Immigration and Customs Enforcement
27. Gwendolyn Heaghney - Immigration and Customs Enforcement
28. Jeanne Keller- Immigration and Customs Enforcement
29. Drew Shatzer- Immigration and Customs Enforcement
30. Jennifer Chiodo- Immigration and Customs Enforcement
31. Bob Atchison- Immigration and Customs Enforcement
32. James Marc Leas- Immigration and Customs Enforcement
33. Will Keeton - Immigration and Customs Enforcement
34. Matt Gile - Immigration and Customs Enforcement
35. Alan Coulter - Immigration and Customs Enforcement
36. Seth Steinzor - Immigration and Customs Enforcement
37. Julio Pupko - Immigration and Customs Enforcement
38. Steve Hill - Immigration and Customs Enforcement
39. Ann Schroeder- Immigration and Customs Enforcement
40. Courtney O’Connor- Immigration and Customs Enforcement
41. Michael Inners- Immigration and Customs Enforcement
42. Steve Crofter- Immigration and Customs Enforcement

43. Mary Filmore- Immigration and Customs Enforcement
44. Jon Foreman- Immigration and Customs Enforcement
45. Jeff Nichelson – Burlington Airport Bus Line Access
 - i. The audio cut out 2:01:26 – 2:03:06 during Jeff Nichelson’s public comment.
46. Tsuki Puddicombe- Immigration and Customs Enforcement
47. Omega Haehnel- Immigration and Customs Enforcement
48. George Volland- Immigration and Customs Enforcement
49. Anne McKinsey- Immigration and Customs Enforcement
50. Kimberly Capilla Gabbert- Immigration and Customs Enforcement
51. Anne C. Sullivan- Immigration and Customs Enforcement
52. Ashley Adams- Immigration and Customs Enforcement
53. Wendy Bell- Immigration and Customs Enforcement
54. Judy Woger-Grohs- Immigration and Customs Enforcement
55. Brittney Mee- Immigration and Customs Enforcement
56. Shanta Eastman- Immigration and Customs Enforcement

Helen Riehle joined the meeting at 4:18pm during public forum
 Andrew Savage left the meeting at 5:30pm
 Chip Mason left the meeting from 5:23pm-5:45pm
 Public Forum took a short recess at 5:45pm
 Public Forum Concluded at 6:39pm

4.0 Consent agenda:

- 4.1 MOTION by Connor Daley, SECOND by Helen Riehle, to approve the items in the consent agenda as presented in the agenda packet. This includes the Draft Minutes from the July 2, 2025 Airport Commission Meeting.

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

5.0 Action Items

- 5.1 Airport Commission Annual Report

MOTION by Connor Daley, SECOND by Helen Riehle, to approve the Annual Report presented in the agenda packet.

DISCUSSION by Tim George included that this report is requested annually by the City Council and will be submitted to the City Council.

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

- 5.2 GSA/TSA Lease

MOTION by Helen Riehle, SECOND by Connor Daley, to recommend to the City Council the lease with General Service Administration at the Patrick Leahy Burlington International Airport, subject to final review and approval by the City Attorney’s Office, and to take such further actions and execute such further instruments approved as to form by the City Attorney’s Office as may be necessary or convenient to effectuate the transactions contemplated hereby.

DISCUSSION by Director Longo elaborating that this is a retroactive lease agreement from July 1st, 2024 office space for TSA’s operations at the security checkpoint which they currently occupy. This is bringing the July 2024 space up to speed with the existing terminal rate and a new expiration date of July 31, 2034.

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

- 5.3 OLDCC Grant Approval

MOTION by Connor Daley, SECOND by Helen Riehle, to approve and recommend that the Board of Finance and City Council authorize the Director of Aviation to accept and execute up to six (6) grants from the Office of Local Defense Community Cooperation totaling up to \$9,000,000.00 for construction improvement in conjunction with the Airport Residential Sound Insulation Program, subject to review and approval of the City Attorney's Office. DISCUSSION by Director Longo explaining that this is a preemption of a potential award of funds that if acquired will be used to supplement the residential sound insulation program providing us the opportunity to add more properties to the program.
VOTING: unanimous (4-0); motion carried.

5.4 Deputy Director Position – Business & Strategic Development

MOTION by Connor Daley, SECOND by Helen Riehle, to approve the memo as presented. DISCUSSION by Director Longo elaborating on the airport's request to change the title and salary of this position to align with the current market and needs of the airport.
VOTING: unanimous (4-0); motion carried.

6.0 Construction Update, L. Lackey

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

- 6.1 The census report has been submitted.
- 6.2 With respect to the environmental assessment, it did reach legal with the FAA where a categorical exclusion review was suggested. We will fill out that form and get it back to the FAA.
- 6.3 The south terminal replacement project is moving forward with preliminary schematics and costs for potential funding opportunities.
- 6.4 The SRE building finished design and permitting with the city of South Burlington. DRB in the process with state and federal permits for that project anticipating bidding that in the fall with a spring construction.
- 6.5 FAA CIP now looking at FY26 for the next round of projects. Over the next year the major projects will be the cargo apron construction, more residential sound insulation, and the last portion of the NEXT project needs for funding.
- 6.6 South apron tie downs last to be completed will begin Monday.
- 6.7 Glycol system upgrade concluded with the potential recycling of glycol once used have had preliminary discussions with the FAA who would like an outline of how we would like to move forward.
- 6.8 We received the grant for the jet-bridges and a preliminary part of the second floor renovation.
- 6.9 Runway 1533 rehabilitation of the main runway pavement is 100% complete. Surface sensors still need to be placed and some crack sealing around joints.
- 6.10 Taxi way Charlie rehabilitation for next summer - received the grant last week.
- 6.11 The obstruction removal will finish the cad X and slope the design as well as looking at easements to take care of those obstructions which will happen over the winter and if all works out, we will apply for a grant next April to get that obstruction removal taken care of.
- 6.12 Run way 33 threshold bar we've struggled with support for years and now it is done. That has happened during the closed period of time. Its ben rehabilitated. There's new lighting. The only thing left is the flight check which will take place in September and a little saw and seal around the edges.

7.0 Noise Data

7.1 Noise Data, L. Lackey

- 7.1.1 In addition to the written construction update provided to the Airport Commission, Director Lackey highlighted the following:
- 7.1.2 As for the residential sound insulation program, Madison has started to close the sound insulation pilot project which was phase 1. We wrapped up all the paperwork with the respect to change orders should be shortly followed by the close-out of phase 2.
- 7.1.3 We are in the final stages with 33 of the 52 homes we started this year and anticipate having all those houses done by September and moving on to the 16 homes in phase 4.
- 7.1.4 Did acoustical testing - cleared 57 homes
- 7.1.5 Phase 5 grant was issued last week, so were able to move forward with those units
- 7.1.6 After Director Lackey's noise data report, the meeting immediately continued to Item 8.0

7.2 Noise Comments, J. Sprague

8.0 Financial Update, M. Friedman

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

- 8.1 Revenues and expenditures are consistent.
- 8.2 Wrapping up FY25 invoices, prepping for FY26, and getting ready for auditors.
- 8.3 Our cash position ending with \$7.2 million.

9.0 Director's Update

In addition to the written presentation, Director Longo reported:

- 9.1 NEXT project – all mass timber is now completed on the building. Now working on interior and geothermal still. On track for potential April opening
- 9.2 Runway 33 has new asphalt and new paint
- 9.3 Director Bartley shared our excitement working with and providing tours of the airfield and different partners with legislatures and legislative bodies. He is working on a revised economic impact study.
- 9.4 The airport has hosted events to support our federal agencies, so we hosted a lunch for our three federal agencies: TSA, FAA, and NWS to recognize their service here.
- 9.5 The airport hosted its first tabletop emergency exercise water rescue plan.
- 9.6 We have had a new parking system approved through Board of Finance. It is now time to sign documents and begin implementing those changes.
- 9.7 As part of project NeXT and collaborating with other city departments like BCA, we have gone out to bid with architectural art projects.
- 9.8 New leases upcoming are VT Flight Academy and Hangar Condo Association.
- 9.9 We will be attending a meeting with the Breeze team to discuss the future of our airport related to Breeze and additional flights and opportunities
- 9.10 We ended our fiscal year just shy of 720, 000 outbound passengers, the highest number we have seen since 2008/2009.

9.11 Working with many folks including the Mayor to address concerns regarding Immigration and Customs Enforcement.

10.0 Commissioner Items

- 10.1 Commissioner Items:
 - 10.1.1 No Commissioner Items

11.0 Follow Up Items

- 11.1 Conversation regarding Immigration and Customs Enforcement at the Airport

12.0 Adjournment

MOTION by Helen Riehle, **SECOND** by Connor Daley to adjourn the meeting.

VOTING: unanimous (4-0) motion carried. The meeting was adjourned at 7:57 PM.

13.0 Executive Session

- 13.1 **Tim George proposed the following two motions:**
 - 13.1.1 **Motion 1: Move that the Commission find that premature general public knowledge of communications between the Commission and its counsel would clearly place the City at a substantial disadvantage because the City risks disclosing confidential attorney-client communications in public.**
 - 13.1.2 **Motion 2: Based on the finding of substantial disadvantage, the Commission enter into executive session to communicate with counsel under the provisions of 1 V.S.A. 313(a)(1)(F), to include Attorney Nicholas Clabbers, City Attorney Jessica Brown, Airport Commissioners present at this meeting, Airport Director Nicolas Longo, Deputy Director David Carman, Finance Director Marie Friedman, Director of Innovation and Marketing Jeffrey Bartley, Director of Engineering & Environmental Compliance Larry Lackey, Executive Assistant Jesse Sprague, and Marketing Assistant Alexandra Cohen. In addition, to adjourn the regular session as no motions are anticipated to be forthcoming after the conclusion of the executive session.**
These motions were moved by Helen Riehle and seconded by Connor Daley.
VOTING: unanimous (4-0) motion carried. The regular session was adjourned at 7:57pm.
Executive session adjourned at 9:07pm