

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
January 17, 2024**

APPROVED – 2/7/24

[Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Jeff Schulman  
Greg Shepler  
Bryn Oakleaf  
Chip Mason  
Helen Riehle  
Robin Guillan

**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  
Hannah Dusablon, Executive Assistant

**OTHERS PRESENT:** Channel 17

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**1.0 CALL TO ORDER**

Aviation Commission Chair, Tim George, called the meeting to order at 4 PM and acknowledged those attending remotely. The recently hired property manager, airfield manager, and operations manager were introduced.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda  
There were no changes to the agenda.

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: December 6, 2023

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

**DISCUSSION:**

- It was noted the enplanement report will now be part of the Director's Report agenda item.

**VOTING: unanimous (7-0); motion carried.**

**5.0 ACTION ITEMS**

5.01 Budget Neutral Amendment

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to recommend to the Board of Finance and City Council to approve the budget neutral amendment as outlined.**

**DISCUSSION:**

- Staff explained the transfer of funds within the budget is per past practice. There was a question on the parking garage number. Staff explained the decrease in the amount to the budget number is due to the amount of work needed in the parking garage being less than projected. There was a question on the additional charge for utilities. Staff explained the charge covers utility costs for the terminal and other buildings.

**VOTING: unanimous (7-0); motion carried.**

**5.02 Hudson News Lease Extension**

**MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend the Mayor execute a 10-year lease extension to Hudson News as outlined.**

**DISCUSSION:**

- Staff explained the arrangement with Hudson News for a longer lease is in exchange for investment by Hudson in new space at the airport.

**VOTING: unanimous (7-0); motion carried.**

**5.03 Snow Removal Equipment Purchase**

**MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to the Board of Finance and City Council to purchase a rotary plow as outlined.**

**DISCUSSION:**

- Staff described the snowplow equipment to be purchased and the needed lead time for the order. There was mention of snowplowing and fire/rescue services provided by the Guard at the airport.

**VOTING: unanimous (7-0); motion carried.**

**6.0 CONSTRUCTION UPDATE**

In addition to the written construction update provided to the Airport Commission, staff gave a brief update on the progress of ongoing projects at the airport. The hotel is still on track. Proposed improvements to the glycol system and pursuit of FAA grants were discussed.

**7.0 NOISE COMPATIBILITY PROGRAM UPDATE**

Staff reported the sound insulation program, Phases 1 & 2, are essentially complete and ready for testing. A grant was received for Phase 3 and people are signing up for the program. Outreach continues to homeowners.

Update of the Noise Exposure Map continues. The technical advisory committee (TAC) meeting was postponed pending information from the consultants.

**8.0 FINANCIAL UPDATE**

In addition to the written financial update provided to the Airport Commission, staff highlighted the audit is being finalized and the report will be available in March.

Revenues continue to be strong. Expenses are up due to planned work in the parking garage.

## **9.0 AVIATION DIRECTOR'S REPORT**

Aviation Director Longo reported:

- Enplanements numbers for November 2023 were 4% greater than last year. October numbers were the highest in over 15 years. Yearend 2023 number is anticipated to be 650,000 enplanements.
- Carriers serving Burlington are showing strong numbers.
- All manager positions have been filled except Deputy Aviation Director.
- Local VT products and events kiosk (Maverick) was implemented.
- Breeze carrier service to Tampa and Orlando is operational.
- Staff met with air carriers (American, United, Delta).
- Employee celebration is scheduled in February 2024.
- Administration Retreat with the four airport managers will be scheduled.
- Solar eclipse event at airport is planned (solar glasses will be provided).
- Electric vehicles that were purchased have been received.
- Administration staff facilitated the artwork on the walls of the terminal in partnership with Burlington City Arts.
- 2023 Summary:
  - Strong enplanements
  - New name for airport (logo being updated)
  - Finalized/hired staff per the reorg of the airport
  - New air service: Breeze
  - Record utilization of parking garage
  - Airport received awards and national recognition and was represented at the Airport International Summit in London
  - Airport donation truck for flood relief was done
  - Women in Aviation celebration was held
  - Mamava new model installed and 10<sup>th</sup> anniversary was celebrated

## **10.0 COMMISSIONER ITEMS**

Helen Riehle mentioned people have expressed support for maintaining the trees on airport property that was formerly the dog park.

Greg Shepler commented the artwork in the terminal hallways is nice.

## **11.0 FOLLOW UP ITEMS**

No new follow-up items added.

## **12.0 EXECUTIVE SESSION and/or ADJOURNMENT**

**MOTION by Helen Riehle, SECOND by Greg Shepler, to find that premature public disclosure of the airport's legal affairs would clearly place the airport at a substantial disadvantage, and further, to go into Executive Session to discuss the airport's legal affairs and invite the airport administrative and management staff in attendance to be present. VOTING: unanimous (7-0); motion carried.**

It was noted no action will be taken following the adjournment of Executive Session.

The regular meeting was adjourned and Executive Session convened at 5:38 PM.

*RScty by tape: MERiordan*