

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
January 18, 2023**

**DRAFT**

[Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Greg Shepler  
Robin Guillian  
Helen Riehle  
Jeff Schulman  
Jim Duncan  
Stephen Gulick

**BTV STAFF PRESENT:** Nic Longo, Director of Aviation  
Marie Friedman, Director of Finance  
Larry Lackey, Director of Engineering & Environmental Compliance  
Shelby Losier, Director of Ground Operations (via Zoom)  
Hannah Lumbra, Office Manager

**OTHERS PRESENT:** Burlington Assistant City Attorney, Kyle Clauss  
Channel 17

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**1.0 CALL TO ORDER**

Tim George, Chair, called the meeting to order at 4:10 PM on 1/18/23.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Helen Riehle, SECOND by Greg Shepler, to approve the agenda.**

**VOTING: unanimous (6-0)[Jeff Schulman not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

Kyle Clauss, Assistant City Attorney, introduced himself. New airport commissioners, Jim Duncan (Winooski) and Stephen Gulick (Burlington), were also introduced.

**4.0 CONSENT AGENDA**

4.01 Enplanements

4.02 Minutes: December 7, 2002

**MOTION by Helen Riehle, SECOND by Robin Guillian, to approve the consent agenda.**

**DISCUSSION:**

- Staff explained the passenger and operations reports, noting passenger numbers continue to recover.

**VOTING: unanimous (6-0)[Jeff Schulman not present for vote]; motion carried.**

**5.0 ACTION ITEMS**

5.01 GSA Lease Agreement No. 2

**MOTION by Helen Riehle, SECOND by Stephen Gulick, to recommend approval of the amendment to the existing GSA lease agreement to accommodate the location of the TSA offices at the airport.**

**DISCUSSION:**

- **Staff explained the amendment is to an existing lease with GSA (GSA administers all federal leases) which pertains to the temporary relocation of TSA office space to the central portion of the terminal building (lease expires in 2024). Staff will work with GSA on a permanent space for TSA.**

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

## **6.0 CONSTRUCTION UPDATE**

A written project update was included in the meeting packet. Staff gave a brief update on projects at the airport including work on taxiways, runways, parking garage, terminal, jet bridges, SRE/maintenance building, airfield pavement, and noise programs.

Helen Riehle asked about the status of the hotel. Nic Longo explained the airport has an option agreement with a hotel company and is working with the developer who partnered with a hotel management company.

Jeff Schulman asked about the north and south concourse projects. Nic Longo explained a 30% contract has been signed for preliminary design of the north concourse. Funding is from the FAA with 10% local share. Staff applied for design funding from the FAA for the south concourse project. The FAA wants a financial plan from the airport that shows how the 10% local share will be paid. There was further explanation of the seven year plan to carry the concourse project to full construction with or without FAA funding. The priorities for the airport are to be able to park an aircraft of any size, have passenger capacity space inside the airport to accommodate any sized aircraft, and have TSA security screening capacity.

Tim George asked about the decline of funding by the FAA for the deicing system. Larry Lackey explained the FAA said the project was not eligible yet the FAA paid for the deicing system at the airport seven years ago. Staff is seeking clarification from the FAA.

## **7.0 FINANCIAL PACKAGE**

Marie Friedman reviewed the financial report showing November 2022 revenues and expenses, cash accounts and reserves, AIP (grant receivables), and stimulus grant money status. Year-to-date revenues through November were at \$11.3 million which is a 28% increase over the same time last year, QTA expenses are reimbursed by the car rental companies and PFCs, parking garage revenue is at 102% of pre-covid numbers. Expenses through November are \$6 million higher than a year ago due in part to cost of living increase, overtime in salaries and the custodial contract related to the terminal project. Cash in the airport checking account is \$5.2 million, and \$6 million is owed by the FAA to the airport as of December 2022.

## **8.0 NOISE PROGRAMS**

### **8.01 Noise Feedback**

Staff explained the noise monitoring and flight tracking system in place and the data collected. Most of the noise complaints are coming from the same individual (multiple complaints filed by the same person). Complaints to/about the Air Guard are not included in the airport's data.

Tim George asked about mapping typical F-35 flight paths with the noise complaints. Nic Longo said the information on the 2019 Noise Exposure Map shows all radar information in that time period. The heat lines show the more frequently used flight paths.

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

Director of Aviation, Nic Longo, reported:

- Congratulations are extended to airport staff and City Council on receipt of the \$34 million grant for the airport. Airport staff is working with the FAA on administering the grant for the development of the airport.
- North concourse renovation project is under construction (\$2 million project).
- Hudson News is relocating in the terminal. Skinny Pancake is expanding at the airport. Long term leases with each business are being negotiated.
- Shelby Losier is leaving the airport staff after eight years of service. Best wishes to Ms. Losier in her future endeavors.

## **10.0 COMMISSIONER ITEMS**

None.

## **11.0 FOLLOW UP ITEMS**

11.01 Airport Commission Rules and Procedures (Tim George) – The final draft has been provided to the Airport Commission. Retain on agenda.

11.02 Update on Overlay of Flight Paths on Noise Map (Tim George) – Staff will provide an update. Retain on agenda.

## **12.0 ADJOURNMENT**

**MOTION by Helen Riehle, SECOND by Greg Shepler, to adjourn the meeting.  
VOTING: unanimous (7-0); motion carried.**

The meeting was adjourned at 5:35 PM.

Next meeting: February 1, 2023 at 4 PM.