

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
October 19, 2022**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Jeff Schulman
Greg Shepler
Robin Guillian

MEMBERS ABSENT: Helen Riehle
Eric Vorwald

BTV STAFF PRESENT: Nic Longo, Director of Aviation
Marie Friedman, Director of Finance
Hannah Lumbra, Office Manager

OTHERS PRESENT: Channel 17

1.0 CALL TO ORDER

Tim George, Chair, called the meeting to order at 4:04 PM on 10/19/22.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Greg Shepler, SECOND by Jeff Schulman, to approve the agenda.

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

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: September 21, 2022 & October 4, 2022 (special meeting)

4.02 Enplanements

MOTION by Greg Shepler, SECOND by Jeff Schulman, to approve the consent agenda with correction to the voting on the Beta lease (Item 5.03 in the 9/21/22 minutes) to reflect 4 ayes, one nay (Robin Guillian). VOTING: unanimous (4-0); motion carried.

5.0 ACTION ITEMS

5.01 Greater Burlington Industrial Corporation (GBIC) Lease Amendment

MOTION by Jeff Schulman, SECOND by Greg Shepler, to recommend to the Board of Finance and City Council to approve the lease amendment to rectify the associated site plan at Burlington International Airport with GBIC subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- **Staff explained it was recently discovered that the nearly 50-year-old lease with GBIC had an attachment lease area that was unidentified.**

The amendment identifies exactly where the lease applies. The lease is associated with a foreign trade zone registered at the airport. At this time no entities are utilizing the zone.

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

6.0 CONSTRUCTION UPDATE

6.01 Construction Project Report

A written project update was included in the meeting packet. Staff reported at this time many projects are closing up for the season.

7.0 FINANCIAL PACKAGE

Marie Friedman reported revenues are strong, expenses are \$2.2 million (July and August combined), cash in the airport's operating checking account is \$8.6 million. There is not much change with the grants available to the airport. The airport has drawn down eligible amounts from FAA grants and ARPA funds.

8.0 NOISE MONITORING SYSTEM DATA

Staff reported 26 comments have been received since last month for a cumulative total of 461 over the last year.

Greg Shepler suggested signage on the highway to alert drivers of the F-35 take offs which generate a lot of noise. Staff will contact VTrans to see if signs can be posted.

Nic Longo briefly reviewed the noise mitigation efforts that continue with the houses in the program.

9.0 COMMISSIONER ITEMS

9.01 Procedures & Rules Document

The refreshed document will be circulated to the airport commissioners for comment.

10.0 AVIATION DIRECTOR'S REPORT

Aviation Director, Nic Longo, reported:

- The consolidated TSA checkpoint is open and working well.
- Renovations in the terminal building continue. Next phase is the north renovation (former north security checkpoint). Work continues on design of the remaining terminal space.
- Brian Ladd, airport electrician, was promoted.
- Job opportunities at the airport are posted on the Burlington website. Several new employees have been hired.

Robin Guillian asked if the airport will offer educational internships. Nic Longo said internships will be reinstated in the spring.

11.0 FOLLOW UP ITEMS

11.01 Orientation conducted by airport staff on public right-to-know (Tim George) – The orientation is scheduled for November.

12.0 ADJOURNMENT

MOTION by Greg Shepler, SECOND by Jeff Schulman, to adjourn the meeting.

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

The meeting was adjourned at 5:16 PM.

Next meeting: November 16, 2022 at 4 PM.

RScty by tape: MERiordan