

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
October 4, 2022**

**DRAFT**

**[Hybrid meeting]**

**MEMBERS PRESENT:** Tim George  
Helen Riehle  
Eric Vorwald  
Greg Shepler  
Robin Guillian

**MEMBERS ABSENT:** Jeff Schulman

**BTV STAFF PRESENT:** Nic Longo, Director of Aviation  
David Carman, Deputy Director of Aviation Operations  
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:** Channel 17

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**1.0 CALL TO ORDER**

Tim George, Chair, called the special meeting to order at 4:05 PM on 10/4/22.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Helen Riehle, SECOND by Eric Vorwald, to approve the agenda.**

**VOTING: unanimous (5-0); motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 ACTION ITEMS**

4.01 North Terminal Renovations Grant Acceptance and Contract with ECI

**MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to the Board of Finance and City Council to accept and execute a FAA grant for construction of the North Terminal Renovation Project and the contract with Engelberth Construction Inc (ECI) for the construction work.**

**DISCUSSION:**

- Staff explained this is the second step to opening the TIP. American Airlines and United are on the second floor. This space will be renovated with additional seating and capacity (\$2 million project). There will be more space on the first floor. Concessions will be relocated.

**VOTING: unanimous (5-0); motion carried.**

**4.02 South Apron and Taxiway Golf Contract and Grant Acceptance**

**MOTION by Helen Riehle, SECOND by Eric Vorwald, to recommend to the Board of Finance and City Council to accept and execute the FAA grant for construction of the south apron and Taxiway Golf extension project and the contract with Engineers Construction, Inc. (ECI) for the construction work, and to execute a contract with Hoyle, Tanner Associates for construction inspection services of the south apron and Taxiway G extension project, and to approve the budget neutral amendment to the FY2023 BTV budget in the amount of \$2,500,292.**

**DISCUSSION:**

- Staff explained the extension of the general aviation apron and Taxiway G into the quarry to the new Beta manufacturing facility.
- There was discussion of PFC fees paying for the local share of the grant.
- The extension of Taxiway Golf for current and future use was also discussed.

**VOTING: unanimous (5-0); motion carried.**

**4.03 Burlington Tech Center Project Contract**

**MOTION by Eric Vorwald, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve and authorize the execution of a contract with McFarland Johnson, Inc. (MJ) for siting, preliminary design and permitting of the Burlington Tech Center at the airport.**

**DISCUSSION:**

- Staff explained the contract with MJ is for exploratory work. Residual funds from an earlier grant are being used for the contract. The airport is happy to support the school district's mission.

**VOTING: unanimous (5-0); motion carried.**

**4.04 North Concourse Replacement Project Contract and Related Budget Amendment**

**MOTION by Eric Vorwald, SECOND by Greg Shepler, to recommend to the Board of Finance and City Council to approve the execution of the contract with Jacobs Engineering Group, Inc. (JEG) for the design and permitting of the north concourse replacement project and to approve the budget neutral amendment to the FY2023 Airport budget in the amount of \$344,430.**

**DISCUSSION:**

- Staff explained Gates 3, 4, 5, and 6 are being replaced on the concourse to right size the terminal. Eligible jet bridges will be replaced as well. If there are any funds remaining then the second floor of the existing concourse will be renovated.

**VOTING: unanimous (5-0); motion carried.**

**5.0 ADJOURNMENT**

**MOTION by Helen Riehle, SECOND by Eric Vorwald, to adjourn the meeting.**

**VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 4:48 PM.

Next meeting: October 19, 2022 at 4 PM.

*RScty by tape: MERiordan*