

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
November 1, 2023**

**DRAFT**

[Hybrid meeting]

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

**MEMBERS ABSENT:** Helen Riehle

**BTV STAFF PRESENT:** Nic Longo, Director of Aviation  
Marie Friedman, Director of Finance  
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 4:04 PM and acknowledged those attending remotely.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Greg Shepler, SECOND by Chip Mason, to accept the agenda as presented. VOTING: unanimous (5-0)[Robin Guillan not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Enplanements

4.02 Minutes: October 4, 2023

**MOTION by Greg Shepler, SECOND by Jeff Schulman, to approve the consent agenda as presented.**

**DISCUSSION:**

- Staff reported on passenger counts which continue to exceed predictions.
- There was discussion of JetBlue ending service to Burlington from JFK Airport in New York as of January 2024. Staff noted there are

**complexities to the situation beyond the shortage of air traffic controllers at JFK. Delta has reduced flights to Le Guardia and JFK as well for air traffic control reasons. Staff is working with other carriers interested in serving Burlington and has requested larger aircraft by carriers serving the New York destinations. Airlines must give Burlington 30-day notice of cessation of service per the contract, but they can change flight schedules at will.**

- **There was mention of the merger of JetBlue and Spirit Airlines.**

**VOTING: unanimous (6-0); motion carried.**

## **5.0 CONSTRUCTION UPDATE**

Larry Lackey gave a progress report (in addition to the written construction update) on the numerous ongoing projects at the airport covering runways, aprons, taxiways, glycol treatment, terminal, SRE building, sound program, and grants. There was mention of holding the military accountable to the environmental document they produced. Staff ensured when there is overlap in the work the military does coordinate with the airport.

## **6.0 FINANCE REPORT**

In addition to the written financial update provided to the Airport Commission, staff highlighted revenues are strong at \$8.3 million (includes drawdown of revenue from the stimulus grant to cover operating expenses), expenses are at \$3.85 million (includes salaries for new staff and cost of living increases) and cash is at \$6 million to cover active AIP projects. There is \$7.8 million to be reimbursed by the FAA for completed AIP projects.

There was discussion of the impact of the JetBlue service on financials. Staff pointed out there are opportunities for other airlines because demand for service is there. Also, the airport renovation was done to handle return of service by carriers that stop service at Burlington and then want to return.

## **7.0 COMMUNITY CONNECTION**

### **7.01 Noise Data**

Staff reported six additional comments have been received since last month.

Bryn Oakleaf commented that people do not feel they are being heard with regard to airport noise and that could be one explanation for the low number of comments being received.

### **7.02 Residential Sound Insulation Program**

Staff reported homeowners are giving positive feedback on the work that was done to their houses. Staff is reaching out to the owners of the next 50 homes in the project.

Staff attended an informative conference to learn what other airports are doing with sound insulation.

The technical advisory committee (TAC) meeting on the update of the Noise Exposure Map was held. There will be public outreach meetings along with more TAC meetings. The updated Noise Exposure Map is on schedule for publication by May-June 2024.

Bryn Oakleaf asked about appointing alternates to attend TAC meetings if necessary. Nic Longo said each representative on the TAC can decide to have an alternate or not. The committee is advisory only.

## **8.0 AVIATION DIRECTOR'S REPORT**

Staff reported:

- Logo unveiling event went very well.
- TSA is happy with the access points and roof top event space.
- BTV was recognized as the Best Small Airport #8 by USA Today.
- Upcoming events for the airport and staff include Taste of Vermont, Travel/Tourism Summit, International Airport Summit.
- Interviews are underway for two positions: Manager of Properties and Manager of Customer Experience.
- Much was completed during the construction season. In recognition of the hard work by all the airport employees an employee barbeque was held.
- New mamava pod to be installed.

## **9.0 COMMISSIONER ITEMS**

Several commissioners felt it was a missed opportunity for the Airport Commission to discuss the lease with the Air Guard prior to the matter going before City Council.

## **10.0 FOLLOW UP ITEMS**

No new follow-up items added.

## **11.0 ADJOURNMENT**

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

**VOTING: unanimous (6-0); motion carried.**

The meeting was adjourned at 5: 31 PM.

Next meeting: December 6, 2023 at 4 PM.

*RScty by tape: MERiordan*