

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
December 6, 2023**

APPROVED – 1/17/24

[Hybrid meeting]

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

**MEMBERS ABSENT:** Robin Guillan

**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 PM and acknowledged those attending remotely.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Helen Riehle, SECOND by Greg Shepler, to accept the agenda as presented. VOTING: unanimous (6-0); motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Enplanements

4.02 Minutes: November 1, 2023

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

**DISCUSSION:**

- Staff reported enplanement numbers have finally passed pre-covid numbers. The projection is healthy for the fiscal year.
- Staff will be meeting with airlines to discuss new destinations and larger aircraft serving the airport.

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

**5.0 ACTION ITEMS**

5.01 Budget Neutral Amendment: FY24 Airport Improvement Project Fund (AIP-142)

**MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to City Council and the Board of Finance to authorize a budget neutral amendment to the FY24 airport budget to increase federal grant revenue by \$3,107,700, state grant revenue by \$207,180, interfund transfer proceeds by \$138,120, and to increase capital expenditures by \$3,453,000 for a total increase of overall expenditures and revenues of \$3,453,000.**

**DISCUSSION:**

- Staff explained the amendment is to cover construction work that was pushed to FY24.

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

5.02 Purchase: Toro Groundmaster Mower

**MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to City Council to approve and authorize the purchase from Grassland Equipment & Irrigation of a 2023 Groundmaster Mower 5910-D (T4) in the amount of \$159,945.82.**

**DISCUSSION:**

- Staff explained the mower must be ordered now for delivery next year.

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

5.03 Purchase: Electric Vehicles (two Ford 150 Lightning and one Mach-E)

**MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to City Council to approve and authorize the purchase from Lamoille Valley Ford of two Ford F-150 Lightning vehicles and one Mach-E vehicle in the amount of \$183,862 and to approve the associated budget neutral amendment of \$54,284.**

**DISCUSSION:**

- Staff reported the airport is the first in the state to be using 100% electric vehicles for airfield maintenance and operations.
- There was mention of incentives for electric vehicles.

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

5.04 2023 ARPA Clean Water Fund Grant Agreement

**MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to City Council to authorize the Director of Aviation to execute a 2023 ARPA Clean Water Fund – MS4 Grant Agreement (Grant #06140ARPA-CWF-MS4-01) not to exceed the amount of \$459,698 after review and approval by the City Attorney.**

**DISCUSSION:**

- Staff noted there is a 20% match with the grant agreement.

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

5.05 Lease Amendment: Cellular Antenna License Agreement

**MOTION by Helen Riehle, SECOND by Greg Shepler, to authorize the Director of Aviation to execute the reinstatement of and first amendment to the original Cellular Antenna License Agreement with SprintCom, Inc.**

**DISCUSSION:**

- **Staff explained the amendment is an extension of the existing agreement for the existing location with the cell carrier, SprintCom, Inc.**

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

**6.0 CONSTRUCTION UPDATE**

In addition to the written construction update provided to the Airport Commission, staff noted projects are being closed out and cleaned up before moving to the next project. There was a brief discussion of stormwater management at the airport.

**7.0 FINANCE REPORT**

In addition to the written financial update provided to the Airport Commission, staff highlighted revenues continue to be strong (parking is at 106%) and expenses are higher due to garage projects. There is over \$5 million in the cash account.

**8.0 COMMUNITY CONNECTION**

**8.01 Noise Data**

No report.

**8.02 Residential Sound Insulation Program**

An update on the work being done on the houses in the noise program (Phases 1, 2, 3) was given. It was noted another TAC meeting on the Noise Exposure Map was held. The draft map is anticipated early summer 2024. Staff is working with OLCC (Department of Defense) on more funding for the noise compatibility program.

**9.0 AVIATION DIRECTOR'S REPORT**

A presentation on recent airport events was given. The events included Taste of Vermont, International Airport Summit, Mamava Celebration, Holiday Celebration, Destination BTV Presentation, more bar seating and booths, Local Maverick kiosk highlighting Vermont products.

**10.0 COMMISSIONER ITEMS**

Bryn Oakleaf mentioned there is opportunity for the airport to do line striping in area towns (there is only one contractor in the state doing this work presently).

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

**MOTION by Greg Shepler, SECOND by Helen Riehle, to go into Executive Session to discuss the airport's legal affairs and given there is no intention to take action subsequent to the Executive Session to adjourn Executive Session and immediately adjourn the regular meeting. VOTING: unanimous (6-0); motion carried.**

Executive Session was convened at 5:15 PM.

*RScty by tape: MERiordan*