

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
December 7, 2022**

**APPROVED – 1/18/23**

**[Hybrid meeting]**

**MEMBERS PRESENT:** Tim George  
Greg Shepler [present for Executive Session only]  
Robin Guillian  
Helen Riehle  
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)  
Hanna Lumbra, Office Manager

**OTHERS PRESENT:** Burlington City Attorney  
Channel 17

---

**1.0 CALL TO ORDER**

Tim George, Chair, called the meeting to order at 4:05 PM on 12/7/22.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve the agenda.**

**VOTING: unanimous (5-0)[Greg Shepler not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Enplanements

4.02 Minutes: November 16, 2022

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve the consent agenda.**

**DISCUSSION:**

- Staff noted enplanements are tracking to pre-covid numbers including the parking garage. Staff continues to track the data.

**VOTING: unanimous (5-0)[Greg Shepler not present for vote]; motion carried.**

**5.0 ACTION ITEMS**

5.01 Aerodyme Lease

**MOTION by Helen Riehle, SECOND by Robin Guillian, to recommend to the Board of Finance and City Council to enter into a property lease with Aerodyme on Valley Road.**

**DISCUSSION:**

- Staff explained Aerodyme is the tenant in the oldest hangars at the airport. The lease is three years with two one-year extensions. The hangars are scheduled to be removed at some point and that is why the term of the lease is only three years. The hangars are not eligible for federal funds because the use is revenue generating. More hangars are needed at the airport.

**VOTING: unanimous (5-0)[Greg Shepler not present for vote]; motion carried.**

**5.02 Passero SRE Phase 1 Contract**

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to recommend to the Board of Finance and City Council to enter into an agreement with Passero for the study of a snow removal equipment building and siting alternatives.**

**DISCUSSION:**

- Staff explained siting and programming of the building is the first step. Staff will apply for a design only grant with the FAA. The building location is away from the residential houses by the airport.

**VOTING: unanimous (5-0)[Greg Shepler not present for vote]; motion carried.**

**5.03 Freeman French Freeman Contract for TSA Office Relocation**

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to recommend to the Board of Finance and City Council to enter into an agreement with Freeman French Freeman for the design and bidding of the TSA office relocation.**

**DISCUSSION:** Staff noted the TSA administration space will be redesigned.

**VOTING: unanimous (5-0)[Greg Shepler not present for vote]; motion carried.**

**6.0 CONSTRUCTION UPDATE**

A written project update was included in the meeting packet. Staff reported project are wrapping up and being closed out for reimbursement from the FAA.

There was discussion of the new (larger) cargo apron to be built to accommodate larger planes.

**7.0 FINANCIAL PACKAGE**

Staff reported the P&L numbers will be provided at the next meeting. The airport has over \$6 million in the airport checking account. The airport did not owe any money and paid off \$2.5 million on the grant anticipation note. A new grant anticipation note will be renewed for next year. The airport is owed \$5.5 million from the FAA. Parking garage revenue year-to-date is at 102% to pre-covid numbers.

**8.0 NOISE FEEDBACK**

Staff reported seven additional comments were received since the last meeting. The noise monitoring system has an address locator showing where the comments are originating.

**9.0 AVIATION DIRECTOR'S REPORT**

Aviation Director, Nic Longo, reported:

- The airport hosted a holiday party for the airline staff at the terminal. Another holiday event will be held for airport staff in the coming weeks.
- The north concourse renovation project has started.

**10.0 COMMISSIONER ITEMS**

None.

**11.0 FOLLOW UP ITEMS**

11.01 Airport Commission Rules and Procedures (Tim George) – The revised document will go to legal for review and then to the Airport Commission by the January meeting for action at the February meeting. Retain on agenda.

**12.0 EXECUTIVE SESSION: Legal matters**

**MOTION by Helen Riehle, SECOND by Robin Guillian, to go into Executive Session to discuss legal matters pursuant to 1VSA313.a(1)(E) after making a finding that premature general public knowledge of pending civil litigation would clearly place the city at substantial disadvantage, and invite airport staff and the city attorney to attend. VOTING: unanimous (6-0); motion carried.**

Executive Session convened at 4:46 PM. No action is anticipated from the Executive Session. The regular meeting resumed at the conclusion of Executive Session.

**13.0 ADJOURNMENT**

**MOTION by Helen Riehle, SECOND by Robin Guillian, to adjourn the meeting. VOTING: unanimous (6-0); motion carried.**

The meeting was adjourned at        PM.

Next meeting: January 18, 2023 at 4 PM.

*RScty by tape: MERiordan*