

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

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Jeff Schulman
Greg Shepler
Robin Guillian
Helen Riehle
Jim Duncan
Stephen Gulick

MEMBERS ABSENT: Tim George

BTV STAFF PRESENT: Nic Longo, Director of Aviation
David Carman, Deputy Director of Aviation
Marie Friedman, Director of Finance
Larry Lackey, Director of Engineering & Environmental Compliance
Hannah Lumbra, Office Manager

OTHERS PRESENT: Channel 17

1.0 CALL TO ORDER

In the absence of Tim George, Jeff Schulman called the meeting to order at 4:06 PM on 2/1/23.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Helen Riehle, SECOND by Robin Guillian, to approve the agenda.

VOTING: unanimous (4-0)[Greg Shepler, Jim Duncan not present for vote]; motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Enplanements

4.02 Minutes: January 18, 2023

Staff noted enplanement numbers continue to increase.

MOTION by Helen Riehle, SECOND by Robin Guillian, to approve the consent agenda. VOTING: unanimous (4-0)[Greg Shepler, Jim Duncan not present for vote]; motion carried.

5.0 ACTION ITEMS

5.01 Airport Commission Rules and Procedures

MOTION by Helen Riehle, SECOND by Stephen Cooley, to adopt the Airport Commission Rules and Procedures as presented.

DISCUSSION:

- Staff pointed out per the newly adopted rules the monthly Airport Commission meetings will be held on the first Wednesday of the month.

VOTING: unanimous (4-0)[Greg Shepler, Jim Duncan not present for vote]; motion carried.

5.02 Taxiway A Mill and Overlay

MOTION by Helen Riehle, SECOND by Stephen Cooley, to recommend to the Board of Finance and City Council approval of the additive alternative and contract increases for the Taxiway A mill and overlay project.

DISCUSSION:

- There was discussion of the management of the flow of aircraft traffic on the taxiway during the project work.

VOTING: unanimous (5-0)[Jim Duncan not present for vote]; motion carried.

6.0 AIRPORT FY22 AUDIT REPORT

Staff reported the auditors had no compliance issues or findings for the airport from the FY22 audit. The airport ended the year well. The cash position was stronger at the end of the year than at the beginning. The airport had a very good, successful, healthy financial year.

The Airport Commission extended thanks to staff for their good work.

7.0 AVIATION DIRECTOR'S REPORT

Aviation Director, Nic Longo, reported:

- Great progress is being made with the terminal renovation. BTV North (expansion into the north side of the terminal) is the next project. A meeting was held to review very preliminary designs and architectural features of the vision for the building. The project funding is from \$34 million congressionally directed spending. [Jeff Schulman requested the architect brief the Airport Commission on the vision for the building at some point in time.]

8.0 COMMISSIONER ITEMS

None.

9.0 FOLLOW UP ITEMS

9.01 Airport Commission Rules and Procedures (Tim George) – The final draft was adopted. Remove from agenda.

9.02 Overlay of Flight Paths on Noise Map (Tim George) – Staff is working with consultants on the overlay. Retain on agenda.

9.03 Queue Permits for Taxi Drivers (Nic Longo) – Staff explained the need to increase the number of queue permits sold to taxi drivers serving the airport.

9.04 Briefing from Architect on Vision for the North Side of the Terminal Building (Jeff Schulman) – Staff will invite the architect to an Airport Commission meeting to discuss the architectural features and vision for the expansion into the north side of the terminal building (BTV North project).

10.0 EXECUTIVE SESSION: Contracts

MOTION by Helen Riehle, SECOND by Greg Shepler, to find that premature general public knowledge of information concerning negotiations of labor relations agreements with employees would clearly place the City of Burlington at a substantial disadvantage with such negotiations and based on that finding and pursuant to 1VSA313(a)(1)(B) to go into Executive Session to receive confidential updates on labor relations agreements with employees, and to invite the airport staff present to attend. VOTING: unanimous (6-0); motion carried.

Executive Session was convened at 5:07 PM.

11.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned following the conclusion of Executive Session.

Next meeting: March 1, 2023 at 4 PM.

RScty by tape: MERiordan