

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
February 7, 2024**

APPROVED – March 13, 2024

[Hybrid meeting]

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

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
There were no changes to the agenda.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: January 17, 2024

MOTION by Helen Riehle, SECOND by Greg Shepler, to approve the consent agenda as presented. VOTING: unanimous (7-0); motion carried.

5.0 ACTION ITEMS

5.01 Janitorial Services Contract

MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to the Board of Finance and City Council to execute a contract with Shanitech Services as outlined.

DISCUSSION:

- Staff reported after a competitive bid process Shanitech Services was selected as the lowest qualified bidder. The contract is multi-year ending in 2026.
- Staff briefly reviewed the scope of work covered by the contract.

VOTING: unanimous (7-0); motion carried.

5.02 North Hangar Lease Agreement

MOTION by Helen Riehle, SECOND by Greg Shepler, to approve and recommend to City Council to authorize the conveyance of the north hangar building at 1150 Airport Drive to Beta Technologies and to authorize the Mayor of the City of Burlington to execute a bill of sales to the effect of that conveyance subject to final review and approval by the City Attorney's Office, and further, to approve and recommend to City Council to authorize leasing the identified space to Beta Technologies and authorize the Mayor of the City of Burlington to execute the ground lease agreement subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- Staff explained the use of the building by Beta Technologies, past to present and future. With the lease agreement (30 year term with two 10-year options) the airport will sell the building and lease the ground underneath to Beta per the 'net neutral' agreement. There will be parking and landing fee revenue associated with the lease and flexibility on use of the parking spaces.
- Jeff Glasberg, consultant, further explained the lease structure which presents no new financial risk to the city.
- There was continued discussion of the ownership of the building and the ground lease (selling the building and leasing back to the buyer). The airport will have input on who buys the building.
- There was mention of the storage of lithium batteries at the site and who is responsible for this. Staff explained the lease agreement includes indemnification clauses and the Fire Marshall is involved in the storage of the batteries.

VOTING: unanimous (7-0); motion carried.

6.0 CONSTRUCTION UPDATE

In addition to the written construction update, staff noted work continues on closing out projects.

7.0 NOISE COMPATIBILITY PROGRAM UPDATE

Staff reported Phases 1 & 2 of the noise program are complete and work continues on the homes in Phase 3. Outreach is ongoing to homeowners.

8.0 FINANCIAL UPDATE

In addition to the written financial update provided to the Airport Commission, staff reviewed the financial results for halfway through the fiscal year noting revenues are strong and enplanements continue to increase. Expenses are up due to increases in

operating expenses. Cash on hand is about \$4 million. The airport does not owe money to the city. Staff continues to work on closing out AIP projects so the airport can receive reimbursements.

Staff highlighted data points of interest in the FY23 audit report which shows a snapshot of operations and where money came in and was spent. The airport audit showed no material weaknesses or findings.

9.0 AVIATION DIRECTOR'S REPORT

Aviation Director Longo reported:

- Staff appreciation party was held. Several staffers have over 30 years of service with the airport.
- Breeze Airways inaugural flight from Burlington to Tampa with an Airbus 220 took place. In May, Breeze Airways will offer a flight to Raleigh, NC then onto Jacksonville, Fla.
- Staff had a positive meeting with United Airlines in Chicago.
- The airport is preparing for the upcoming “Transcend” event to celebrate the solar eclipse on the Valley West apron. The goal is to sell 600 tickets to the event which includes food trucks and music.
- Press releases on the airport’s electric vehicles are forthcoming.
- Peak flying season starts with school vacations in February.

Statistical trends for passengers, operations, and the parking garage for 2023 were reviewed. JetBlue and Breeze services are not fully reflected in the numbers. Staff will add statistics on Canadian travelers to the report.

10.0 COMMISSIONER ITEMS

Robin Guillan mentioned the need for safety warning signs to not sit or touch the luggage conveyor to avoid injury of passengers, especially children.

11.0 FOLLOW UP ITEMS

Helen Riehle was thanked for her service on the Airport Commission (term is expiring unless she is reappointed).

12.0 ADJOURNMENT

MOTION by Helen Riehle, SECOND by Greg Shepler, to adjourn the meeting.

VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 5:45 PM.

RScty by tape: MERiordan