

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
March 13, 2024**

APPROVED – 4/3/24

[Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Jeff Schulman  
Greg Shepler  
Bryn Oakleaf [arrived 5:01 PM]  
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

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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 Greg Shepler, SECOND by Robin Guillan, to approve the agenda as presented. VOTING: unanimous (6-0)[Bryn Oakleaf not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: February 7, 2024

**MOTION by Greg Shepler, SECOND by Robin Guillan, to approve the consent agenda as presented. VOTING: unanimous (6-0)[Bryn Oakleaf not present for vote]; motion carried.**

**5.0 ACTION ITEMS**

5.01 BSD Tech Center South Hangar Lease

**MOTION by Greg Shepler, SECOND by Robin Guillan, to recommend to the Board of Finance and City Council to approve leasing space to BSD as outlined.**

**DISCUSSION:**

- Nic Longo reported staff worked with the Burlington School District and the engineers to design the south hangar renovation at 200 DaVinci Drive for the Burlington Tech Center. The lease term with the school district is 40 years. A portion of the investment in the building by the school district will be removed from the fair market value rent payment for the first two years of the lease. Cash payment on the lease will begin in Year 3.
- There was discussion of other school programs in the building adversely impacting the grant money. Staff noted all other types of programs must be reviewed by the city and the school district for grant compliance.
- There was discussion of capital upgrades adding value to the building or being specific to the school use. Staff noted the investment was made for the long term use by the airport and school district. The lease includes a capital reserve account to handle any changes in the future if necessary.
- There was discussion of programs to be offered by the Tech Center in the building and the lease of the building beyond the 40 year term. It was noted hangars adjacent to the building currently are being used by the school district and will be demolished once the south hangar is available.

**VOTING: unanimous (6-0)[Bryn Oakleaf not present for vote]; motion carried.**

**5.02 North Concourse Replacement Grant Acceptance**

**MOTION by Greg Shepler, SECOND by Robin Guillan, to recommend to City Council and the Board of Finance to accept the execution of the grant related to the North Concourse Replacement Project.**

**DISCUSSION:**

- Staff gave an update on Project Next (expanded passenger space, administration office, and event space in the terminal) and the request to sign for the \$34 million federal grant. The mass timber construction will provide a safe and sustainable airport.

**VOTING: unanimous (6-0)[Bryn Oakleaf not present for vote]; motion carried.**

**6.0 FINANCIAL UPDATE**

In addition to the written financial update provided to the Airport Commission, staff highlighted there is nothing unexpected in the financials. Year-to-date revenues as of the end of January were \$15.4 million with substantial car rental and parking garage revenue. Expenses are at \$10.3 million due to large repair and maintenance projects as well as union contracts. Reimbursements from the FAA on projects are anticipated.

**7.0 CONSTRUCTION UPDATE**

Staff gave brief updates on current projects noted in the written construction report.

**8.0 NOISE COMPATIBILITY PROGRAM UPDATE**

Staff reported the Noise Compatibility Program is moving forward per the contract approved by the Airport Commission and City Council. The next 50 houses in the program will be done in phases. Construction will begin in the summer. Staff is applying for more grants.

The next Technical Advisory Committee meeting on the update of the Noise Exposure Map will be in April 2024.

## **9.0 AVIATION DIRECTOR'S REPORT**

Aviation Director Longo reported:

- Breeze Airways flights to Florida are very popular. Other airlines serving the airport are also doing well.
- Updated drawings and schematics of Project Next will be revealed March 20, 2024.
- Upcoming events in April include the mayoral swearing in ceremony, eclipse event, and the TAC meeting on the Noise Exposure Map update.
- Former Burlington Mayor, Miro Weinberger, is recognized for his great support of the airport. The airport administration will begin working with the new Mayor and administration.
- The airport's electric fleet (three vehicles to date) is working very well. Beta Technologies is assisting staff with the installation of EV chargers.
- Passenger statistics show a delta of 2,000 in the number of passengers in January 2023 compared to January 2024, but the delta is quickly disappearing.
- Utilization rate of the parking garage continues to remain high.

## **10.0 COMMISSIONER ITEMS**

- Helen Riehle reported she has expressed her interest to the South Burlington City Council in being reappointed to the Airport Commission.
- Tim George mentioned the Airport Commission needs to draft a letter of support for reappointment of the Aviation Director.
- Bryn Oakleaf stated there will be a public hearing coming up on the Burlington side of the Winooski Bridge.

## **11.0 FOLLOW UP ITEMS**

None.

## **12.0 ADJOURNMENT**

**MOTION by Greg Shepler, SECOND by Helen Riehle, to adjourn the meeting.  
VOTING: unanimous (7-0); motion carried.**

The meeting was adjourned at 5:35 PM.

*RScty by tape: MERiordan*