

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
March 23, 2020**

**DRAFT**

[Note: Meeting held by teleconference.]

**MEMBERS PRESENT:** Bill Keogh  
Helen Riehle  
Jeff Schulman

**MEMBERS ABSENT:** Jeff Munger  
Tim George

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy Director of Aviation  
Marie Friedman, Director of Finance  
Larry Lackey, Director of Engineering & Environmental Compliance  
Shelby Losier, Director of Ground Operations  
Hannah Lumbra, Administrative Assistant  
Andrew Laderoute, Marketing Assistant

**OTHERS PRESENT:** Erin Desautels, Vermont Small Business Accelerators, LLC  
Rollin Tebbetts, VTrans

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**1.0 CALL TO ORDER**

In the absence of Chair, Jeff Munger, Bill Keogh called the special meeting to order at 10:06 AM on March 23, 2020.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve the agenda with the amendment to add Public Forum as Item 2.01. VOTING: unanimous (3-0); motion carried.**

2.01 Public Forum

There were no comments from the public.

**3.0 ACTION REQUIRED**

3.01 Beta Technologies Lease

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to recommend to the Board of Finance and City Council to approve the lease agreement between the City of Burlington and Beta Technologies, and authorize the Aviation Director to execute the lease documents subject to final review and approval by the City Attorney.**

**DISCUSSION:**

- Helen Riehle asked if hazardous materials will be used. Nic Longo explained any aircraft manufacturer service center deals with fuels, oils,

**batteries, and such. The lease includes provisions on hazardous materials and responsibility.**

**VOTING: unanimous (3-0); motion carried.**

3.02 Authorization to Sell Airport Property – Kirby Cottages

**MOTION by Helen Riehle, SECOND by Jeff Schulman to approve the resolution on the sale of Kirby Cottages as presented.**

**DISCUSSION:**

- **Bill Keogh complimented the airport on working with the FAA to recover the properties back to the private sector.**
- **Helen Riehle said South Burlington is pleased with the return of affordable housing to the market, and asked about the \$330,000 shortfall being covered by the next grant for noise mitigation. Gene Richards said the shortfall could be \$300,000 to \$1 million as determined by the market and what is received for the houses. If the airport does not do this there is potential to lose future funding.**

**VOTING: unanimous (3-0); motion carried.**

**4.0 ADJOURNMENT**

**MOTION by Helen Riehle, SECOND by Bill Keogh, to adjourn the meeting.**

**VOTING: unanimous (3-0); motion carried.**

The meeting was adjourned at 10:14 AM.

*RScty by tape: MERiordan*