

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
April 3, 2024**

**DRAFT**

[Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Jeff Schulman  
Greg Shepler  
Chip Mason [arrived 5:17 PM]  
Robin Guillan  
Thomas Renner for Bryn Oakleaf

**MEMBERS ABSENT:** Helen Riehle

**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 4:03 PM and acknowledged those attending remotely, noting that Winooski Deputy Mayor Renner was sitting in for Bryn Oakleaf.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Greg Shepler, SECOND by Robin Guillan, to approve the agenda as presented. VOTING: unanimous (5-0)[Chip Mason not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: March 13 2024

**MOTION by Greg Shepler, SECOND by Robin Guillan, to approve the consent agenda as presented. VOTING: unanimous (5-0)[Chip Mason not present for vote]; motion carried.**

**5.0 ACTION ITEMS**

5.01 Budget Amendment

**MOTION by Greg Shepler, SECOND by Robin Guillan, to recommend to the Board of Finance and City Council approval of the budget amendment as outlined.**

**DISCUSSION:**

- **Staff explained the budget amendments mainly apply to the AIP grant for mill and overlay work on Runway 1533, repair and maintenance work, and marketing/promotional work. There are other minor budget changes where less spending occurred in some line items.**

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

## **6.0 FINANCIAL UPDATE**

In addition to the written financial update provided to the Airport Commission, staff highlighted the following in the financials through February 2024:

- Revenues are at \$18.5 million and trending higher.
- Expenses are at \$11.75 million and are higher due to large projects and filling open staff positions.
- Cash is \$1.6 million.
- The airport does not owe money to the city.
- Work continues on closing out grants and receiving reimbursements from the FAA.
- Staff is working with the City to renew the airport's grant anticipation note.

## **7.0 CONSTRUCTION UPDATE**

Staff highlighted the following on projects at the airport:

- Electrical contractor remobilized to the parking garage to finish the lighting and alarm project.
- Burlington Tech Center permit applications have been submitted. It is hoped to have a meeting before the South Burlington DRB by May.
- South apron project continues.
- Glycol system upgrade continues.
- Draft grant applications have been submitted to the FAA prior to the May 15<sup>th</sup> deadline to expedite the grant process.
- Preconstruction meeting held on the Runway 1533 mill and overlay project.
- Staff is preparing six grant applications totaling over \$52 million.

## **8.0 NOISE COMPATIBILITY PROGRAM UPDATE**

Staff reported:

- Residential Sound Program, Phases 1 & 2, substantially complete. Phase 3 (52 houses) will start this year. Phase 4 (this year's applications) are out to bid for 16 houses and design on the remaining of the 50 houses. Department of Defense has funds available (\$17.5 million) for noise insulation projects and the airport is making application for these funds.
- Next technical advisory committee (TAC) meeting on the update of the Noise Exposure Map is April 11, 2024. There will be community meetings on the updated map as well.

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

Aviation Director Longo reported:

- Numerous events are being held at the airport. More events are planned going forward.
- Eclipse event on April 8<sup>th</sup> at the airport (west apron) is all set. There are 106 private aircraft with reservations for the event. The eclipse event was a collaborative effort between the airport, FAA, DHS, Heritage, and other parties. Commercial flights at the airport will maintain normal operations through the eclipse.
- Nic Longo will be presenting at the upcoming National Airport Conference in Nashville and will discuss the eclipse event held at the airport.
- Forecast statistics on outbound passengers from the airport show an uptick from March through the summer months. The numbers for all the airlines serving the airport are increasing.
- Staff gave a presentation to the city's transportation, utilities, & energy committee (TUEC) on the airport's sustainability program and Project Next. The FAA is committed to reducing greenhouse gas emission to zero by 2050. Sustainable aviation fuel is becoming more readily available. The Air Guard is also taking steps toward energy efficiency and sustainability.
- The greenhouse gas emissions inventory for the airport provides benchmarks on emission points (the airport has control on only 1% of the emissions). The inventory will help focus steps to control, reduce, eliminate greenhouse gas emissions and meet requirements of the Airport Council International (ACI) Airport Carbon Accreditation (ACA) Program.

#### **10.0 COMMISSIONER ITEMS**

None.

#### **11.0 FOLLOW UP ITEMS**

- BTV Reserve Funds (Tim George) – staff will follow up with the Airport Commission on this matter.

#### **12.0 ADJOURNMENT**

**MOTION by Greg Shepler, SECOND by Robin Guillan, to adjourn the meeting.**

**VOTING: unanimous (6-0); motion carried.**

The meeting was adjourned at 5:24 PM.

Next Airport Commission meeting is May 8, 2024 at 4 PM.

*RScty by tape: MERiordan*