

**PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF SPECIAL MEETING
May 16, 2024**

APPROVED – 6/5/24

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Jeff Schulman
Greg Shepler
Robin Guillan

MEMBERS ABSENT: Helen Riehle
Chip Mason
Bryn Oakleaf

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
Alex Cohen, Marketing Assistant
Hannah Dusablon, Executive Assistant

OTHERS PRESENT: Channel 17

1.0 CALL TO ORDER

Aviation Commission Chair, Tim George, called the special meeting to order at 11:37 AM 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 (4-0); motion carried.

3.0 PUBLIC FORUM

None.

4.0 PRESENTATION: FY2025 Leahy BTV Budget

Staff gave a presentation on the FY2025 Leahy BTV Budget which reflects a positive outlook for the airport. Staff noted:

- Improvements to airport facilities and grounds
- Airlines serving the airport and planned meetings to increase service to Burlington
- Increasing numbers for passenger recovery, airline growth, and operations (landings/takeoffs)
- Forward progress on the airport's sustainability plan
- Strong revenues

- Growth in the parking garage and car rental revenues
- Steady passenger revenue
- Budget increase being due to filling staff positions at the airport per the reorganization plan and continued work on projects
- Expenses including purchase of more EV vehicles
- Fairly flat operational expenditures
- Expectation that the budget numbers will return to those shown prior to receipt of the federal stimulus money once the stimulus funds are fully expended

There were questions from the Airport Commission on the following budget items:

- Landing fees – These are based on maximum gross landing weight.
- Budget number for salaries – The number in the budget assumes every staff position is filled per the reorganization. Salaries for positions are set by the City. Changes in the salary number are expected due to contractual increases with the union, cost of living, and salary/benefits.
- Healthcare cost – The City negotiates a rate with the healthcare provider. The airport is part of the City's pool.
- Security/Police – The airport contracts with the City for police services and pays the salaries/benefits, overtime, training, and residual costs for seven officers providing 24/7 operations. The airport must pay fair market value for services received. Officers must be a sworn, uniformed, armed police officer with federal arrest authority.

5.0 ADJOURNMENT

MOTION by Greg Shepler, SECOND by Jeff Schulman, to adjourn the meeting.

VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 12:15 PM.

RScty by tape: MERiordan