

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
May 18, 2022**

APPROVED – 6/22/22

[Note: Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Helen Riehle  
Jeff Schulman [departed 5:05 PM]  
Eric Vorwald

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

**OTHERS PRESENT:** Colin Starrs  
Channel 17

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**1.0 CALL TO ORDER**

Chair, Tim George, called the hybrid meeting to order at 4:10 PM on 5/18/22. The representative from Winooski on the Airport Commission was introduced.

**2.0 MOMENT OF SILENCE FOR JEFF MUNGER**

A moment of silence was held for Jeff Munger who recently passed away. Jeff Munger's extensive service to the State of Vermont and the City of Burlington was noted.

**3.0 AGENDA**

3.01 Approve/Adopt Agenda

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.**

**4.0 PUBLIC FORUM**

None.

**5.0 CONSENT AGENDA**

5.01 Minutes: March 16, 2022

5.02 Enplanements

Staff noted enplanements are picking up.

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve the consent agenda as presented. VOTING: unanimous (4-0); motion carried.**

**6.0 ACTION ITEMS**

#### 6.01 Burlington City Arts Contract

Artwork for the hallways in the terminal were viewed and the contract with Burlington City Arts was explained.

**MOTION by Helen Riehle, SECOND by Eric Vorwald, to recommend the budget for the airport wall artwork entitled “Maple Apple Birch” be forwarded to the Board of Finance with Airport Commission approval and support. VOTING: unanimous (4-0); motion carried.**

#### 6.02 Budget Amendment: QTA fuel

Staff explained the budget neutral transaction to cover the cost of fuel for the QTA.

**MOTION by Jeff Schulman, SECOND by Helen Riehle, to approve the budget amendment as presented. VOTING: unanimous (4-0); motion carried.**

#### 6.03 Landscape Gateway Project

Staff reviewed the stone wall and plantings for the corner of Williston Road and Airport Drive as part of the airport landscaping master plan.

**MOTION by Jeff Schulman, SECOND by Eric Vorwald, to recommend approval of the landscape gateway project on the corner of Williston Road and Airport Drive as presented. VOTING: unanimous (4-0); motion carried.**

#### 6.04 Taxiway Markings Contract

**MOTION by Eric Vorwald, SECOND by Helen Riehle, to approve the contract for the taxiway markings in the amount of \$103,822.08. VOTING: unanimous (4-0); motion carried.**

#### 6.05 Passenger Boarding Bridges and Conveyor Baggage System Contract

**MOTION by Jeff Schulman, SECOND by Helen Riehle, to approve the passenger boarding bridges and conveyor baggage system contract for preventative maintenance work. VOTING: unanimous (4-0); motion carried.**

### 7.0 CONSTRUCTION UPDATE

#### 7.01 Construction Project Report

A written project update was included in the meeting packet. Staff reported the bids for sound insulation and windows in the 10 homes in the pilot program came in at \$110,000 per house due to increase in pricing and improvement costs. Staff is working with the FAA on contingency funding beyond the \$50,000 that was granted for the pilot project. Effort will be made to involve local contractors in the work.

### 8.0 FINANCIAL PACKAGE

#### 8.01 Financial Report

Marie Friedman reviewed revenues and expenses through March 31, 2022 and cash and AIP Receivables through April 2022. The airport has not drawn down ARPA grant money as yet to cover operating expenses for the fiscal year because there were sufficient revenues coming in, but there may be a draw down for April. Year-to-date revenues are \$13.6 million (\$7.5 million higher than the year before). Expenses are \$10.6 million

which is on par with two years ago. Cash in the bank is \$2 million and \$3.1 million is expected from the FAA.

## **9.0 NOISE MONITORING SYSTEM DATA**

### **9.01 Noise Data**

Staff reviewed the noise complaint data by aircraft type, location (towns), and unique addresses. Complaints made directly to the military are not shown. Staff will try to get this complaint data.

## **10.0 COMMISSIONER ITEMS**

It was noted the search committee for the Airport Director position will include up to two airport commissioners.

## **11.0 AVIATION DIRECTOR'S REPORT**

Aviation Director, Nic Longo, reported:

- Task force on the airport rezoning request has forwarded a recommendation to the South Burlington PC. There is a way to incorporate the processes and accessibility to the public to the land. The maintenance facility is critical to airport operations.
- Progress on the terminal improvement project continues. October 2022 is the targeted date for opening.
- Bid release for the north concourse renovation is early July.
- Site work should start on the hotel in the fall. The hotel will be a Fairfield Inn by Marriott.

## *FY2023 BUDGET PRESENTATION*

A presentation on the FY23 budget, capital projects, and fiscal challenges was given.

## **12.0 FOLLOW UP ITEMS**

12.01 Orientation conducted by airport staff on public right-to-know (Tim George) – Postponed until the full commission is seated.

12.02 Update from airport staff on communication with city on taxi rules (Jeff Munger) – Commissioners will let Tim George know of interest in this information otherwise the item will be removed from the agenda.

12.03 Airport staff to present analysis of types of incidents involving police at the airport (Tim George) – retain this item on the agenda. Data will be presented at the June meeting.

12.04 Noise complaint data from Vermont Air Guard (staff) – staff will request noise complaint data compiled by the Air Guard.

## **13.0 ADJOURNMENT**

With no further business and without objection the meeting was adjourned at 5:45 PM.

Next meeting: June 22, 2022 at 4 PM.

*RScty by tape: MERiordan*