

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
May 3, 2023**

APPROVED – 6/7/23

[Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Jeff Schulman  
Stephen Golick  
Greg Shepler  
Bryn Oakleaf

**MEMBERS ABSENT:** Helen Riehle  
Robin Guillan

**BTV STAFF PRESENT:** Nic Longo, Director of Aviation  
David Carman, Deputy Director of Aviation  
Larry Lackey, Director of Engineering & Environmental Compliance  
Marie Friedman, Director of Finance  
Hannah Dusablon, Office Manager

**OTHERS PRESENT:** Individuals from Heritage  
Burlington High School student  
Channel 17

---

**1.0 CALL TO ORDER**

Chair, Tim George, called the meeting to order at 4:04 PM on 5/3/23.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Greg Shepler, SECOND by Stephen Golick, to approve the agenda.**

**VOTING: unanimous (5-0); motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Enplanements

4.02 Minutes: April 4, 2023

**MOTION by Greg Shepler, SECOND by Stephen Golick, to approve the consent agenda as presented.**

**DISCUSSION:**

- Staff reported total enplanements are about 5% away from the numbers in 2019. The parking garage is performing well. The airline forecast for the summer months is strong. Landed weight capacity is up.

- There was discussion of the staffing at the airport (the numbers are good) and other measures being put in place to ensure a better experience for the customer.
- There was suggestion to post information on the website regarding available parking in the garage.

**CALL THE QUESTION** by Tim George. Discussion ceased.

**VOTING:** 4 ayes, one abstention (Bryn Oakleaf); motion carried.

## **5.0 ACTION ITEMS**

5.01 Director of Aviation Appointment Letter

**MOTION** by Greg Shepler, **SECOND** by Stephen Gulic, to convey the contents of the current version of the reappointment letter to the Mayor of Burlington endorsing Nic Longo being reappointed for another year as the Aviation Director.

**DISCUSSION:** Positive comments were made on Nic Longo's performance.  
**VOTING:** unanimous (5-0); motion carried.

5.02 Contract for Airfield Markings

**MOTION** by Greg Shepler, **SECOND** by Stephen Gulic, to approve and recommend to the Board of Finance and City Council to authorize the Aviation Director to execute a contract with Hi-Lite Airfield Services, LLC to supply and install taxiway and ramp markings on requested taxiways, runways, and ramps at Burlington Airport subject to review and approval by the City Attorney.

**DISCUSSION:**

- Staff briefly explained the removal of existing paint and then repainting markings on the airfield. This work is contracted out to a well-known contractor approved by the airlines who does quality work.

**VOTING:** unanimous (5-0); motion carried.

5.03 Contract for Airfield Rubber Removal

**MOTION** by Greg Shepler, **SECOND** by Stephen Gulic, to approve and recommend to the Board of Finance and City Council to authorize the Aviation Director to execute a contract with Hi-Lite Airfield Services, LLC to supply and implement rubber removal on Runway 15/33 to improve aircraft braking action and reduce marking obscuration at Burlington Airport subject to review and approval by the City Attorney.

**DISCUSSION:**

- Staff explained rubber builds up on the airfield from repeated take offs/landings and this must periodically be removed.

**VOTING:** unanimous (5-0); motion carried.

5.04 Airport Budget Amendment

**MOTION** by Greg Shepler, **SECOND** by Stephen Gulic, to approve and recommend to the Board of Finance and City Council the approval of a budget neutral amendment to the FY2023 Burlington Airport budget in the amount of

**\$513,015 by increasing accounts as described in the memo from the Airport Finance Director, dated 5/8/23.**

**DISCUSSION:**

- **Staff explained the need to move money into line items in the 2023 budget to cover actual expenses as the year progresses.**
- **There was discussion of the loader rented by the airport to clear snow and the plan to do an RFP to purchase a loader for this work.**

**VOTING: unanimous (5-0); motion carried.**

## **6.0 CONSTRUCTION UPDATE**

In addition to the written report, Larry Lackey gave an update on projects in the parking garage, overlay work, residential sound insulation program (53 houses), the grant for the next 50 houses in the sound insulation program, jet bridge Gate 12, and South apron. In response to a question about handling hazardous materials, Larry Lackey explained an abatement study is done and a recycling plan is in place to handle any materials.

## **7.0 FINANCIAL UPDATE**

Staff reported:

- Revenues are above what they were prior to covid except PFCs which are at 92%.
- Enplanements are moving closer to full.
- The parking garage is showing the highest revenue ever. The situation is similar with the car rental and concessions revenues as well as landing fees
- Expenses are higher because there is more spending this year than last year on planned items.
- There is \$4 million in stimulus money available and this will be spent in the required time allowance.
- The airport checking account shows \$6.5 million.
- Money is anticipated from the FAA AIP118 and AIP125 for the AIP Receivables account.

Nic Longo noted landing fees and terminal fees are currently being negotiated with the airlines. The airport offers a competitive rate.

## **8.0 NOISE DATA**

Staff reported 48 additional comments have been received since last month. The heat map shows the trajectory of the flight path so it can be seen geographically where comments originate. An updated map relative to the residential sound insulation program has been added and all information is posted on BTVsound.com

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

Aviation Director, Nic Longo, reported:

- The renaming of the airport to Leahy International requires update of all documents, plans, and manuals, and provides a rebranding opportunity. A consultant will be hired to assist with the rebranding effort.
- The airport reorganization passed unanimously by City Council. Key positions to be filled are being advertised.

- Great improvements are planned for the parking garage that include lighting, security, signage, access control to better manage usage.
- Staff will be discussing the parking rate structure.
- The many construction projects at the airport, both in the terminal and on the airfield, will require careful planning and phasing to minimize disruption.

Staff mentioned the airport will be switching to CivicClerk for meeting and agenda information and no longer using BoardDocs.

Bryn Oakleaf mentioned the light indicator at Dallas-Fort Worth Airport that shows available parking spaces at the airport.

Staff confirmed information on the updates on the noise exposure map and construction projects at the airport will be posted on BTVsound.com.

Jeff Schulman congratulated Nic Longo and his team on the amazing job they are doing with the successful operation of the airport.

## **10.0 COMMISSIONER ITEMS**

- Stephen Gulic asked about hangar space and tie downs at the airport for general aviation aircraft. Nic Longo assured the intention of the airport is to accommodate the demand for hangar space and tie downs. All possibilities on the airfield are being explored. Heritage helps manage existing tie down space. There is a group of stakeholders that meet quarterly to discuss the plan.
- Stephen Gulic asked if the 10-year plan budgeting for maintenance requirements includes back-up parts. Nic Longo explained FAA Tech Ops manages ILS lighting, glide slope, and radar. The airport has back-up for runway lighting and reports other lights out to FAA Tech Ops.

## **11.0 FOLLOW UP ITEMS**

11.01 Queue Permits for Taxi Drivers (Nic Longo) –No update to report. Retain on agenda.

11.02 Briefing North Terminal Building (Jeff Schulman) – Staff hopes to have a concept plan and financial plan within the next 30 days. Retain on agenda.

## **12.0 ADJOURNMENT**

**MOTION by Stephen Gulic, SECOND by Greg Shepler, to adjourn the meeting.**

**VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 5:38 PM.

Next meeting: June 7, 2023 at 4 PM.