

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
May 8, 2024**

APPROVED – 6/5/24

[Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Jeff Schulman  
Greg Shepler  
Chip Mason  
Robin Guillan  
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  
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 4:02 PM and acknowledged those attending remotely.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Chip Mason, SECOND by Greg Shepler, to approve the agenda as presented. VOTING: unanimous (6-0); motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: April 3, 2024

**MOTION by Bryn Oakleaf, SECOND by Robin Guillan, to approve the consent agenda as presented. VOTING: unanimous (6-0); motion carried.**

**5.0 ACTION ITEMS**

5.01 MEI Lighting and Control Replacement

**MOTION by Chip Mason, SECOND by Greg Shepler, to approve and recommend to the Board of Finance to authorize the Aviation Director to execute a contract with Mikes Electric, Inc. (MEI) in the amount of \$126,000 for terminal fluorescent lighting control replacement.**

**DISCUSSION:**

- Staff explained the lighting work which will save money and complete the changeover to LED in the terminal. There was discussion of the energy source for lighting (Burlington Electric) and the plan for geothermal energy (part of Project Next).

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

#### 5.02 Stantec Glycol Recovery Disposal Study 2024

**MOTION by Greg Shepler, SECOND by Bryn Oakleaf, to approve and recommend to the Board of Finance to authorize the Aviation Director to execute an agreement with Stantec Consulting Services to conduct a spent aircraft de-icing fluid (glycol) recovery, treatment, recycling and disposal study as outlined.**

**DISCUSSION:**

- Staff noted the study is the planning stage for collection and reuse of glycol. There was discussion of the de-icing area on the airport.

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

#### 5.03 Parking Garage Expansion Joint Replacement 2024

**MOTION by Greg Shepler, SECOND by Bryn Oakleaf, to approve and recommend to the Board of Finance and City Council to authorize the Aviation Director to execute a contract with PCS Specialty Contracting for parking garage repairs as outlined.**

**DISCUSSION:**

- Staff explained the expansion joint is being replaced in the parking garage by the Tesla chargers.

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

#### 5.04 Runway 15-33 PCC Concrete Joint Repair

**MOTION by Chip Mason, SECOND by Bryn Oakleaf, to approve and recommend to the Board of Finance and City Council to authorize the Aviation Director to execute a contract with Annseal for Runway 15-33 repair as well as the related budget amendment as outlined.**

**DISCUSSION:**

- Staff explained the joint sealing work on the concrete runway.
- Chip Mason suggested the airport spending limit needing approval by the Board of Finance and City Council be increased from the current \$50,000 threshold.

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

#### 5.05 Budget Amendment

**MOTION by Greg Shepler, SECOND by Chip Mason, to approve and recommend to the Board of Finance and City Council to approve the budget neutral amendment to the FY2024 Airport Budget as outlined.**

**DISCUSSION:**

- Staff noted budget amendments typically occur close to the end of the fiscal year. The largest amendment being shown is for construction work on the south apron and the purchase of another EV truck.

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

5.06 Letter to Mayor Mulvaney-Stanak on Reappointment of the Aviation Director  
**MOTION by Greg Shepler, SECOND by Chip Mason, to send the letter, dated 5/8/24, from the Airport Commission to Mayor Mulvaney-Stanak in support of the reappointment of Nic Longo as Aviation Director.**

**DISCUSSION:**

- **Tim George noted the Airport Commission unanimously recommends reappointing Nic Longo as Aviation Director.**
- **Nic Longo expressed his appreciation for the support.**

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

## **6.0 FINANCIAL UPDATE**

In addition to the written financial update provided to the Airport Commission, staff highlighted the following:

- Airport finances continue to show a solid, strong performance.
- Revenues are strong.
- Year-to-date expenditures through March reflect the new hires.
- Closeout of stimulus money and many grants is underway.
- Cash on hand is slightly greater than \$4 million.

There was a question on the noise monitoring equipment. Staff explained ongoing costs are not covered by grant money and are part of the airport's operating budget. The subscription for the software for the noise monitoring equipment (\$50,000 annually) is also paid by the airport.

## **7.0 CONSTRUCTION UPDATE**

Staff highlighted the following:

- The lighting work in the parking garage will be done this summer. The alarm system is complete.
- Burlington Tech Center project is on the June 4, 2024 South Burlington DRB agenda.
- Staff is working with the contractor and engineer on resolving issues with Taxiway Alpha.
- South Apron construction has resumed.
- Staff applied for a grant for two new egress lanes as part of the Terminal Improvement Project.
- Bids have been received for the Runway 15-33 project.
- Staff is applying for a grant for the \$34 million Project Next.

## **8.0 NOISE COMPATIBILITY PROGRAM UPDATE**

Staff reported:

- Residential Sound Program, Phases 1 & 2, are complete. Phase 3 work continues. Staff applied for a grant for Phase 4 (construction of 16 homes plus 34 more).

- Staff continues to monitor the additional funding opportunity to be offered by the Office of Local Defense Community Operation and will apply when the funds (\$17 million) become available.
- Next TAC meeting on the Noise Exposure Map Update is in June. A public hearing will be held late summer.
- Staff will add a chart to the noise insulation work summarizing the phases of work on the houses and the contour lines.

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

Aviation Director Longo reported:

- Transcend solar eclipse event held at the airport on April 8, 2024 was a successful. Staff gave a presentation on holding large scale projects on an active airfield at the annual conference of the American Association of Airport Executives.
- Airport marketing team is attending a Vermont tourism summit at Mount Snow.
- Michael Whittaker, FAA Administrator, visited the airport.
- Airport staff cleaned up airport grounds on Green Up Day.
- Burlington Tech Center building design for the aviation program is complete. Permits are expected by September. A study of the capital reserve account is being prepared.
- Passenger/seat forecast shows a significant increase over the next few months. More flights are needed into Burlington Airport. (Staff will provide a comparison of load factors from other airports.)
- Staff will attend the Jump Start Conference to meet with various airlines.
- Breeze Airways to add a flight from Raleigh, NC to Jacksonville, FLA.
- A special meeting is requested to discuss the airport budget presentation.

In response to a question about having 24/7 air traffic control service at the airport, Nic Longo said there has been discussion about having a study done by the FAA Air Traffic Control justifying 24/7 towered operations.

## **10.0 COMMISSIONER ITEMS**

None.

## **11.0 FOLLOW UP ITEMS**

None.

## **12.0 ADJOURNMENT**

**MOTION by Bryn Oakleaf, SECOND by Greg Shepler, to adjourn the meeting.**

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

The meeting was adjourned at 5:35 PM.

Next Airport Commission meeting is June 5, 2024 at 4 PM.

*RScty by tape: MERiordan*