

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
August 18, 2021**

**DRAFT**

**[Note: Hybrid meeting held in-person and by teleconference]**

**MEMBERS PRESENT:** Bill Keogh  
Tim George  
Jeff Munger  
Jeff Schulman  
Helen Riehle

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

**OTHERS PRESENT:** Channel 17

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**1.0 CALL TO ORDER**

Chair, Bill Keogh, called the hybrid meeting to order at 4 PM on 8/18/21.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Tim George, SECOND by Helen Riehle, to approve the agenda as presented. VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: July 21, 2021 Meeting

4.02 Enplanements

**MOTION by Helen Riehle, SECOND by Jeff Munger, to approve the consent agenda as presented. VOTING: unanimous (4-0)[Jeff Schulman not present for vote]; motion carried.**

**5.0 NEW FORMAT**

5.01 Discussion of New Format

Following discussion, there was agreement with the new meeting agenda format with the addition of a section called “General Affairs” at the end of the agenda for airport FYI items that may be added. Staff will also add next to any documents that are provided the name of the individual who provided the document, and a short explanation of each agenda item.

**6.0 ACTION ITEMS**

## 6.01 Meeting Procedure Document

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to adopt the Board of Airport Commissioners Procedures and Rules as reflected. VOTING: unanimous (5-0); motion carried.**

**7.0 FINANCE PACKAGE**

## 7.01 Finance Package

Marie Friedman reported two stimulus grant packages have been received. The airport is working to receive an additional package which should be sent out by the FAA in the next couple of months. Money from the CARES package can be used for the local share of the grant. The cash account is solid (\$3.2 million). Staff is seeing revenues coming in.

**8.0 CONSTRUCTION UPDATE**

## 8.01 Construction Update

Larry Lackey reported on various ongoing projects at the airport, noting the grant was received for the Sound Insulation Pilot Project, a zoning permit was received from South Burlington for the Terminal Integration Project, and noise monitoring equipment is in place. Staff will provide photos of the sound monitoring equipment and the locations at the next meeting.

**9.0 SOUND DATA**

## 9.01 Sound Data

Staff reported there are six entries that include the North End (Burlington), Winooski, and Jericho. A one-year analysis of the geographic area of complaints will be provided to the Airport Commission. The new noise monitoring equipment will also track complaints.

**10.0 DIRECTOR'S REPORT**

## 10.1 Capital Improvement Plan

Staff is discussing the three to five year capital improvement plan with the FAA and FAA funding opportunities.

## 10.2 Terminal Integration Project Groundbreaking

There will be a groundbreaking ceremony on 8/30/21 for the terminal integration project. A visual display is being developed.

## 10.3 Thanks to Staff

Thanks and appreciation are extended to the airport team for their efforts with the successful AAAE conference.

**11.0 FOLLOW UP ITEMS**

## 11.1 Air Guard Public Relations Officer

The item will remain on the Airport Commission meeting agenda.

**11.2 Rental Car Negotiations**

Negotiations are still active. The item will remain on the Airport Commission meeting agenda.

**11.3 Meeting Places**

There was agreement Airport Commission meetings will be held at the airport terminal. This item can be removed from future agendas.

**11.4 Contract Inclusion**

There was agreement that a copy of any contract under discussion should be included in the meeting package.

**11.5 Update on Interim Director Status**

No report.

**12.0 ADJOURNMENT**

**MOTION by Tim George, SECOND by Jeff Munger, to adjourn the meeting.**

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

The meeting was adjourned at 4:38 PM.

*RScty by tape: MERiordan*