

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
September 21, 2022**

APPROVED – 10/19/22

[Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Jeff Schulman  
Helen Riehle  
Eric Vorwald  
Greg Shepler  
Robin Guillian

**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 (via Zoom)  
Hannah Lumbra, Office Manager

**OTHERS PRESENT:** Channel 17

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**1.0 CALL TO ORDER**

Tim George, Chair, called the meeting to order at 4:03 PM on 9/21/22.

**2.0 AGENDA**

2.01 Approve/Adopt Agenda

**MOTION by Eric Vorwald, SECOND by Greg Shepler, to approve the agenda.**

**VOTING: unanimous (5-0)[Jeff Schulman not present for vote] ; motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Minutes: August 3, 2022

4.02 Enplanements

**MOTION by Greg Shepler, SECOND by Helen Riehle, to approve the consent agenda as presented.**

**DISCUSSION:**

- There was discussion of enplanements and parking revenues which are approaching pre-covid levels.

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

**5.0 ACTION ITEMS**

5.01 Parking Garage Lighting and Fire Alarm Maintenance

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to recommend to the Board of Finance and City Council to execute the contract with MEI for the replacement of the parking garage fire alarm system and lighting and controls system project, and to approve the budget neutral amendment to the FY2023 BTV budget for the project.**

**DISCUSSION:**

- Staff explained the lighting and alarm system in the parking garage is over 25 years old and needs replacement. The new equipment will use up to 50% less energy. ARPA funds will cover the cost of the project.
- There was discussion of installing more security cameras in the parking garage.

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

**5.02 Electric Sweeper Purchase**

**MOTION by Jeff Schulman, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve the purchase of an Aebi Schmidt eSwingo 2021 Demo 200+ electric compact sweeper from MB Airport Maintenance Products in the amount of \$290,000 and approve the budget neutral amendment to the FY2023 BTV budget for the sweeper.**

**DISCUSSION:**

- Staff explained the new sweeper will replace the existing sweeper for the parking garage that is not electric. There will be a decrease in energy costs.

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

**5.03 Beta Valley West Apron Lease**

**MOTION by Greg Shepler, SECOND by Helen Riehle, to recommend to the Board of Finance and City Council to approve and authorize entering into a ground lease agreement with Beta Technologies, Inc. (Beta) for space in the so-called West Valley at the airport.**

**DISCUSSION:**

- Staff explained the location of the lease and proposed buildings.
- There was discussion of having space for Burlington Tech Center and general aviation.
- The Airport Commission requested going forward that it be noted if an action item has already been approved by the Board of Finance and City Council.

**VOTING: 5 ayes, one nay (Robin Guillian); motion carried.**

**5.04 Sale of Snow Removal Equipment to Heritage**

**MOTION by Greg Shepler, SECOND by Jeff Schulman, to recommend to the Board of Finance and City Council to approve the sale of three tow behind sweepers and associated tow vehicles to Heritage Aviation for a total of \$25,000**

**DISCUSSION:**

- **Staff explained the three pieces of equipment are not being used because the airport upgraded to a multifunction vehicle. Heritage will be able to clean their own ramp using the equipment.**

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

## **6.0 CONSTRUCTION UPDATE**

### **6.01 Construction Project Report**

A written project update was included in the meeting packet. There were no questions or comments on the report.

## **7.0 FINANCIAL PACKAGE**

Marie Friedman reviewed revenues (\$2.3 million), expenditures (just under \$900,000 due to repairs and maintenance items), cash in the airport checking account (\$6.5 million), AIP Receivables (\$6 million). Revenues continue to improve month to month. Revenues are strong in car rentals, concessions, CFCs, and parking garage. Stimulus money was used toward older grants with local share match. ARPA funds will be used to offset salaries. The airport is waiting for the closeout and payback from the FAA to pay the \$2.5 million owed on the grant anticipation note for the AIP grant. Moody's issued an opinion on the airport reaffirming the airport's rating with a stable outlook.

## **8.0 NOISE MONITORING SYSTEM DATA**

Staff reported 92 comments have been received since July for a cumulative total of 435 over the last year. The noise monitors will be recalibrated in South Burlington and Winooski next month and the Winooski monitor will be repaired. The bill to operate the noise monitors was received. The cost (\$50,000) is not part of the grant.

## **9.0 COMMISSIONER ITEMS**

### **9.01 Procedures & Rules Document**

Input from the airport commissioners is requested on the refresh of the procedures and rules.

### **9.02 Aviation Director**

Nic Longo was congratulated on his appointment as BTV Aviation Director. The candidate pool for the position was very strong.

## **10.0 AVIATION DIRECTOR'S REPORT**

Aviation Director, Nic Longo, reported:

- Work continues on the SRE/maintenance facility on the northwest quadrant of the airport (away from the residential neighbors).
- There are many terminal projects taking place.
- The terminal improvement project (TIP) will have a soft opening October 6<sup>th</sup>. Official opening is October 10<sup>th</sup>.
- The \$2 million terminal renovation project starts on October 11<sup>th</sup>.
- Legislation needs to move forward for the north concourse renovation project (\$35 million) which is expected in 2023. Initial design is moving forward.
- The hotel project should get underway next year.

- The maintenance team is getting the equipment and terminal ready for the winter months.
- The airport master electrician is retiring. Two vacancies, one for an electrician and one for a maintenance worker, will be advertised.
- BTV was represented at the Airport Councils International Conference North America Chapter in Minneapolis.

### **11.0 FOLLOW UP ITEMS**

10.01 Orientation conducted by airport staff on public right-to-know (Tim George) – Staff reported the City Attorney's Office is understaffed presently, but there is outside counsel that could be hired to do the orientation if that is what the Airport Commission chooses.

### **12.0 EXECUTIVE SESSION and/or ADJOURNMENT**

*Executive Session – Real Estate Lease Negotiations*

**MOTION by Jeff Schulman, SECOND by Erik Vorwald, to adjourn the regular meeting and enter Executive Session to discuss a real estate lease and invite airport staff to attend. VOTING: unanimous (6-0); motion carried.**

The meeting was adjourned and Executive Session convened at 5:40 PM.

Next meeting: October 19, 2022 at 4 PM.

*RScty by tape: MERiordan*