

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
September 6, 2023**

APPROVED – 10/4/23

[Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Jeff Schulman  
Greg Shepler  
Bryn Oakleaf  
Chip Mason  
Helen Riehle  
Robin Guillan

**BTV STAFF PRESENT:** Nic Longo, Director of Aviation  
Larry Lackey, Director of Engineering & Environmental Compliance  
Dave Carman, Director of Aviation Operations  
Andrew Geppner, Airfield Manager  
Jeff Bartley, Director of Innovation & Marketing  
Hannah Dusablon, Executive Assistant  
Jillian Waite, Office Assistant

**OTHERS PRESENT:** Channel 17

---

[Note: Minutes reflect the order of the published agenda.]

**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 Helen Riehle, SECOND by Jeff Schulman, to accept the agenda with the amendment to address Commissioner Items prior to the Sound & Noise Report.**

**VOTING: unanimous (7-0); motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 CONSENT AGENDA**

4.01 Enplanements

4.02 Minutes: August 2, 2023

**MOTION by Jeff Schulman, SECOND by Helen Riehle, to approve the consent agenda as presented.**

**DISCUSSION:**

- Staff reported enplanement numbers are very strong and continue to increase.

**VOTING: unanimous (7-0); motion carried.**

## **5.0 ACTION ITEMS**

### **5.01 GSA Lease Amendment #2**

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve and recommend to City Council to execute Amendment #2 of the lease agreement with U.S. General Services Administration (GSA) subject to final review and approval by the City Attorney.**

#### **DISCUSSION:**

- Staff explained the lease amendment is a change to remove office space for TSA for new office space. There will be an additional amendment when the new office space is available.

**VOTING: unanimous (7-0); motion carried.**

### **5.02 Easement BTV-CWD**

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve and recommend to City Council to authorize the execution of a Grant of Easement to Champlain Water District (CWD) for the design, construction, and service of a new valve vault on National Guard Avenue subject to review by the City Attorney.**

#### **DISCUSSION:**

- Staff explained the easement request by CWD on National Guard Avenue.

**VOTING: unanimous (7-0); motion carried.**

### **5.03 BTV Vehicle Purchase**

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to approve and recommend to the Board of Finance and City Council to authorize the purchase of a 2023 Ford F-550 and dump body for the amount of \$55,152.90 from Nucar Ford of St. Albans.**

#### **DISCUSSION:**

- Staff explained the vehicle will haul trailers and equipment on the airfield. Two vehicles will be traded in for this vehicle and an electric vehicle.
- The airport is transforming to electric vehicles as feasible. Charging stations will have to be installed at the airfield shop, terminal, and new SRE building. There are a number of charging stations in the parking garage for customers. The source of the power is GMP and BED, both are renewable energy sourced.
- Helen Riehle will forward information on funding programs for electric vehicles for municipalities. There are also tax credits.

**VOTING: unanimous (7-0); motion carried.**

## **6.0 CONSTRUCTION UPDATE**

In addition to the construction update report, Larry Lackey noted:

- Many projects are going through closeout (grants are four years old).

- Staff will be meeting with the FAA to discuss the airport's five-year capital improvement plan, next year's funding and four years beyond. Staff plans to apply for grant funding for projects with a combined \$75 million value (Runway 15-33, relocation of the north concourse, SRE building).
- Work on Taxiway Alpha continues to progress. Paving of the south apron depends on the weather.

## **7.0 COMMUNITY CONNECTION**

### **7.01 Noise Data**

Staff will be updating the noise data and map.

### **7.02 Residential Sound Insulation Program**

The window contract has been settled. Homes in Phases 1 and 2 will have work done begin September 25, 2023 with the goal to complete the phases by the end of the year. A grant was received for Phase 3 including 52 homes designed under the Phase 2 grant. Design work on the next 50 houses will start.

The airport is in the process of updating the Noise Exposure Map.

Greg Shepler recalled the suggestion to post signs on portions of I-89 in the flight path to warn drivers of noise from aircraft overhead and potentially avoid an accident. Nic Longo will follow up on the request that was submitted to VTrans by staff for signs.

## **8.0 AVIATION DIRECTOR'S REPORT**

Aviation Director, Nic Longo, reported:

- The airport re-org plan is coming together. Many of the key positions have been filled. Remaining positions will be filled. Stacy Beverly is the new Operations Manager. Andrew Geppner is the new Airfield Manager. Jeff Bartley is the new Director of Innovation & Marketing.
- The presentation from Attorney Clabber on regulation of aeronautical access was heard and accepted by the city's TUEC (transportation, utilities, energy committee) and will be forwarded to City Council.
- The airport has a robust, aggressive capital program specifically with federal fundings over the next five years. Staff is meeting with the FAA to review and approve the projects.
- Project Next (north terminal renovation) is at 30% design. Engelberth Construction was selected for the project.
- North terminal renovation project automatic exit lanes are operational and working well. There is also a much larger area for passengers waiting to board. The airport plans to purchase two more automatic exit lanes for redundancy.
- Design and permitting work is finishing up for the airport hotel. Groundbreaking is planned for April 2024.
- September 14, 2023 is a public meeting at Chamberlin School on the community landscaping and recreational path and to update the public on the airport noise programs. Staff will also do a presentation to South Burlington's Natural Resources Board.

- Airport branding with the name change is making good progress. A community event is planned for October.
- The FAA required triannual emergency exercise at the airport will be staged on September 9, 2023.

## **9.0 COMMISSIONER ITEMS**

Bryn Oakleaf asked for information to get a sense of the work plan, committees and membership, timing and communications leading up to various public meetings and hearings, and what to expect on the website. Staff explained upcoming regional and technical advisory committee meetings pertaining to the airport master plan and noise program.

## **10.0 FOLLOW UP ITEMS**

10.01 Queue Permits for Taxi Drivers (Nic Longo) –Staff reported research of the matter showed the Airport Commission can make a determination on the number of taxi permits sold at the airport. An action item will be added to the October Airport Commission agenda to increase the number of queue permits sold at the airport. [Chip Mason requested Uber and Lyft data along with the taxi data prior to the next meeting to better understand how Uber and Lyft fit with the taxis.]

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

11.01 Executive Session – Contract Negotiations

**MOTION by Helen Riehle, SECOND by Jeff Schulman, to find that premature general public knowledge of information concerning contract negotiations involving Burlington School District would clearly place the city and airport at a substantial disadvantage. VOTING: unanimous (7-0); motion carried.**

**MOTION by Helen Riehle, SECOND by Jeff Schulman, based on the above finding to go into Executive Session to receive a confidential update on contract negotiations involving Burlington School District and invite the Airport Commission and airport staff, Nic Longo, Larry Lackey, Dave Carman, Andrew Geppner, Hannah Dusablon, and Jill Waite, to attend. VOTING: unanimous (7-0); motion carried.**

The regular meeting was adjourned and Executive Session convened at 5:42 PM

Next meeting: October 4, 2023 at 4 PM.