

**PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT**

**BOARD OF AIRPORT COMMISSIONERS**

**MINUTES OF MEETING**

**April 28, 2026**

**Location: Large Conference Room (Room 337)**

**Patrick Leahy Burlington International Airport, Third Floor**

**1200 Airport Drive,**

**South Burlington, VT 05403**

**[Hybrid meeting]**

**MEMBERS PRESENT:** Tim George, Chair

Andrew Savage

Helen Riehle

Robin Guillian

Al Turkos

**MEMBERS ABSENT:** Jeff Schulman, Vice Chair

Chip Mason

**BTV STAFF PRESENT:** Nicolas Longo, Director of Aviation

Larry Lackey, Director of Planning, Engineering & Sustainability

Jesse Sprague, Executive Assistant

Dave Carman, Deputy Director – Airport Operations

Marie Friedman, Director of Finance

**OTHERS PRESENT:** CCTV

**1.0 Call to Order**

1.1 Call to Order

Airport Commission Chair, Tim George, called the meeting to order at 4:03 P.M.

1.2 Acknowledgement of Remote Commissioners

Commissioners attending the meeting remotely identified themselves (Tim George, Helen Riehle; Andrew Savage joined virtually later in the meeting).

**2.0 Agenda**

**2.1 Approve/Adopt Agenda**

MOTION by Helen Riehle, SECOND by Robin Guillian, to approve the agenda as presented.

**VOTING: unanimous (4-0), motion carried.**

Andrew Savage joined online at 4:04 P.M.

### 3.0 Public Forum

#### 3.1 Public Forum

3.1.1 No members of the public present.

### 4.0 Consent agenda:

#### 4.1 Approval of the minutes

MOTION by Al Turkos, SECOND by Helen Riehle, to approve the minutes as presented in the agenda packet, including Minutes from the April 1, 2026 meeting.

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

### 5.0 Action Items

#### 5.1 Recommendation to Reappoint Nicolas Longo as Director of Aviation

5.1.1 MOTION by Helen Riehle, SECOND by Robin Guillian to approve the reappointment letter be approved by commissioners and sent to the Mayor for her consideration regarding the reappointment of Nicolas Longo as Director of Aviation at the Patrick Leahy Burlington International Airport.

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

#### 5.2 FY27 Budget

5.2.1 Director of Finance Marie Friedman and Director of Aviation Nicolas Longo presented the Fiscal Year 2027 budget to the Commission and answered questions. The budget will be presented for approval to the City Council and Board of Finance on April 29, 2026.

MOTION by Robin Guillian, SECOND by Helen Riehle to recommend the approval of the budget presentation, as presented in the agenda packet, to the City of Burlington City Council.

1. Director Friedman and Director Longo reviewed the Airport's Enterprise Fund budget, including a review of the organizational chart, revenues, and expenses, as well as FY2027 highlights, cost savings, opportunities, concerns, and future outlook.

2. The Airport's budget grew by 4%, and the increase in passengers helps to fund this increase by raising all revenues. Additional revenue increases include: increased Transportation Network Companies (TNC) revenues, increased parking garage rates, and a 5.5% increase in the total amount of Passenger Facility Charges (PFCs) collected

3. Expenses remain the same when passenger numbers fluctuate

4. Leahy BTV maintains a competitive rate regarding the price per passenger in New England; cost per enplanement is the cost that Airport compare

Andrew Savage left the meeting at 4:48 P.M.

VOTING: unanimous (4-0); motion carried.

#### 5.3 Residential Sound Insulation Program (RSIP) Phase 6 Grant Acceptance and Execute Contract with Jones Payne

5.3.1 Director of Aviation Nic Longo and Director of Planning, Engineering, and Sustainability Larry Lackey discussed the memo for this request and the terms of the contract, as well as the impact of this grant and contract on the local community.

5.3.2 MOTION by Robin Guillian, SECOND by Al Turkos, to approve the memo as presented to the Commission.

DISCUSSION included:

1. The Airport is asking for more money to get more local homes into the Residential Sound Insulation Program.
2. Airport has applied for the grant, submitted response to questions, and put forward contract to Jones Payne.
3. Newly constructed homes that are located within the noise contour the way it is published today, are not eligible
4. The current NEM map identifies how many homes per local town are eligible to be considered for the RSIP. The public can visit [btvsound.com](http://btvsound.com)

VOTING: unanimous (4-0); motion carried.

#### 5.4 Cargo Apron Grant Acceptance and Contract Execution with Hoyle Tanner and SD Ireland

- 5.4.1 Director Longo and Director Lackey discussed the memo for this request and the terms of the contract, as well as the impact of this grant and contract on the local community.

MOTION by Robin Guillian, SECOND by Tim George to approve the memo as presented to the Commission.

DISCUSSION included:

1. Project will expand the current cargo apron for common use to accommodate larger aircraft and more users of the apron.
2. This request asks the City Council for approval to sign a grant to pay for this project.
3. Hoyle Tanner will provide the construction, administration, and project representative costs. Previously, the design for this grant was approved, so we are able to move forward with this request to follow that up.
4. SD Ireland was the lowest, most responsible bidder, so we are hoping to sign a contract with them for the project and to use the grant to pay for the services.
5. The location of this apron is on the south side of the airfield, extending the portion of the ramp where FedEx currently flies into. The vehicle service road will be relocated further west to accommodate for the larger ramp.

VOTING: unanimous (4-0); motion carried.

## 6.0 Construction Update

### 6.1 Construction Update, L. Lackey

- 6.1.1 In addition to the written construction update provided to the Airport Commission, Director Lackey highlighted the following updates:
  1. In addition to the action items presented on earlier in the meeting, we submitted the grant application for the projects.
  2. The Airport was going to bring the SRE project to this month's meeting, but we will wait to bring this project
  3. The Airport was approved by City Council to receive the grant to finish paying for Project Next.
  4. Taxiway C construction will start next week.

## 7.0 Residential Sound Insulation Program Updates

### 7.1 Residential Sound Insulation Updates, L. Lackey

- 7.1.1 In addition to the written update provided to the Airport Commission, Director Lackey highlighted the following
  1. Airport is finishing up phase 4 items
  2. Phase 5 construction will start in the next few weeks
  3. Phase 6 is an action item on this agenda and was previously reviewed

4. The first portion OLDCC funded homes will be bid for construction next week, construction to start in July 2026. The second half of the homes will be bid out later this year. Airport is hoping for a bid of at least 15 homes.

#### **7.2 Noise Comments, J. Sprague**

7.2.1 In addition to the written update provided in the written report, Jesse Sprague highlighted the following.

1. Since the previous report in January, there was one additional comment received in February and one received in March, bringing the total comments to 835.

### **8.0 Director's Update**

#### **8.1 Director's Update**

In addition to the written presentation, Director Longo reported:

- 8.1.1 Display of photos of the previous administrative office location
- 8.1.2 Lake Champlain Regional Chamber of Commerce recently had a board meeting at the new administrative offices event space at the Airport; Leahy BTV staff participated in the Lake Champlain Regional Chamber of Commerce gala at the Leahy Echo center.
- 8.1.3 Departure numbers are steady and reflect cyclical trends.
- 8.1.4 Passenger numbers look extremely healthy and continue growing trends.

### **9.0 Commissioner Items**

9.1 Commissioner Items:

- 9.1.1 No Commissioner items.

### **10.0 Follow Up Items**

10.1 Follow Up Items

- 10.1.1 Discussion on how the Airport is leveraging artificial intelligence.
  1. Conversation postponed to a later date so that Andrew Savage can participate in the discussion
- 10.1.2 Follow up requested regarding the relationship between South Burlington taxes regarding aviation

### **11.0 Adjournment**

MOTION by Al Turkos, SECOND by Helen Riehle, to adjourn the meeting.

VOTING: unanimous (4-0); motion carried.

Meeting Adjourned at 5:45 P.M.