PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

BOARD OF AIRPORT COMMISSIONERS

MINUTES OF MEETING

February 5, 2025

[Hybrid meeting]

MEMBERS PRESENT:	Tim George, Chair
	Jeff Schulman, Vice Chair
	Helen Riehle
	Robin Guillian
	Connor Daley
MEMBERS ABSENT:	Greg Shepler
	Chip Mason
BTV STAFF PRESENT:	Nic Longo, Director of Aviation
	Larry Lackey, Director of Engineering & Environmental Compliance
	Dave Carman, Director of Aviation Operations
	Jeff Bartley, Director of Innovation & Marketing
	Jesse Sprague, Executive Assistant
	Marie Friedman, Director of Finance
OTHERS PRESENT:	Channel 17

1.0 Call to Order

Airport Commission Chair, Tim George, called the meeting to order at 4:15 PM. Individuals attending the meeting remotely identified themselves (Connor Daley, Jeff Schulman, Helen Riehle)

2.0 Agenda

Approve/Adopt Agenda

MOTION by Helen Riehle SECOND by Connor Daley to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.

3.0 Public Forum

3.1 No members of the public present.

4.0 Consent Agenda

4.1 **Approval of the Minutes**

MOTION by Connor Daley, SECOND by Helen Riehle to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.

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5.0 Action Items

5.1 **New Concession – Kestrel Coffee Roasters**

MOTION by Connor Daley, SECOND by Helen Riehle, to recommend that the Board of Finance and City Council approve a ten-year lease with one three-year extension option with Kestrel Coffee Roasters as outlined in the agenda packet. Robin Guillian joined virtually.

DISCUSSION: With approval from Board of Finance and City Council, Kestrel Coffee Roasters will build a café space in the TIP area of Airport and provide locally roasted coffee and food options. They will have a 20 x 20-foot space above the TSA Checkpoint.

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

6.0 Construction Update

In addition to the written construction update provided to the Airport Commission, Larry Lackey highlighted the following updates:

6.1 Project NexT is moving forward

6.2 Staff is working on all planning requirements for runway rehabilitation and stormwater improvements on the airfield to get started by June 1.

7.0 Noise Data

In addition to the written construction update provided to the Airport Commission, Larry Lackey highlighted the following:

7.1 Construction on the 68 homes in progress is going well through the winter season. Current numbers are in the report, and staff expects the work to speed up now that the work is underway with a routine.

7.2 Further outreach is continuing for about 220 units for sound insultation.

8.0 Financial Update

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

8.1 Revenues and expenditures are in line with what was budgeted.

8.2 The Airport currently does not owe anything under the Grant Anticipation Note, and the FAA has reimbursed the Airport and closed out the AIP 125 grant.

8.3 Revenues to date were $15.7 Million.

8.4 PFC revenues have increased; the Airport is currently at 97% of numbers reported during the COVID-19 pandemic.

8.5 Expenses are $9.5 Million

8.6 There is $7.5 Million in the Airport's checking account and did not owe the city money.

8.7 The Airport received a clean audit; the Passenger Facility Charges (PFC) program was also reviewed and given a clean review. Marie Friedman will present on the Audit in the future.

8.8 There is a meeting with airlines next week about the PFC program.

8.9 Discussion by commissioners and staff regarding the impacts of current executive orders from the federal government—staff said that the Airport has not been negatively affected by any actions and is monitoring whether any actions from the federal government will affect the Airport.

9.0 Director's Update

In addition to the written presentation, Aviation Director Longo reported:

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9.1 Project NexT Construction has been successful so far.
9.2 Staff members from Leahy BTV travelled to Montpelier to provide legislators with updates on everything happening at the Airport this year.
9.3 The Airport held a press conference regarding the recent Level 1 Carbon Accreditation status from the Airports Council International (ACI) Carbon Accreditation program
9.4 The Airport has been featured recently by VTDigger, Burlington Free Press, WDEV and WVMT.
9.5 Beta Technologies hosted a Legislative Breakfast with the Lake Champlain Chamber of Commerce. In March, the Airport will host another Legislative Breakfast in the TIP area by Gate 9.
9.6 The Airport announced a new concession; Kestrel Coffee Roasters will be coming to the Airport in the TIP area in 2025.
9.7 Breeze Airways will begin a route from BTV to Charleston, South Carolina in May 2025.
9.8 The Airport currently offers passengers the most routes it has ever offered at one time.
9.9 TSA Federal Security Director plans to present at the Commission meeting on 3/5/25.
9.10 In accordance with the Airport's Vehicle Replacement Plan, the Airport will purchase a snow blower and two Multi-Tasking Equipment (MTE) vehicles
9.11 Passenger projections are looking strong; the first half of the 2025 calendar year is looking extremely strong.

10.0 Commissioner Items

None

11.0 Follow-up Items

None

12.0 Adjourn

MOTION by Robin Guillian, SECOND by Tim George to adjourn the meeting.

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

The meeting was adjourned at 4:59 PM.

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