PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

BOARD OF AIRPORT COMMISSIONERS

MINUTES OF MEETING

April 2, 2025

Location: The Wright Room

1200 Airport Drive,

South Burlington, VT 05403

[Hybrid meeting]

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

1.0 Call to Order

Airport Commission Chair, Tim George, called the meeting to order at 4:06 PM. Individuals attending the meeting remotely identified themselves (Connor Daley, Jeff Schulman, Robin Guillian)

2.0 Agenda

Approve/Adopt Agenda

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

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3.0 Public Forum

3.1 Jeff Nichelson talked about the upcoming end of bus service to Leahy BTV and requested increased bus services at the Airport

3.2 Leslie Mencia talked about employee parking and restaurant options at the Airport

4.0 Consent Agenda

4.1 Approval of the Minutes

MOTION by Jeff Schulman, SECOND by Tim George to approve the amended minutes
VOTING: unanimous (4-0); motion carried.

5.0 Action Items

5.1 Request to Execute Contract Amendment and FAA Grant Application for Project NexT Construction

MOTION by Robin Guillian, second by Jeff Schulman to recommend the City of Burlington Board of Finance and City Council approve and authorize the Director of Aviation to Execute a Contract Amendment with Engelberth Construction, Inc for Project NexT the North Concourse Replacement Project; and accept and execute an additional Federal Aviation Administration (FAA) Grant Application 3 for construction of the North Concourse Replacement Project "Project NexT".

DISCUSSION: These funds continue the project that uses additional federal funds by the bipartisan infrastructure bill funding that allows the Airport an annual dollar amount of funding. These funds will be used for the next grant funding phase of Project NexT. The Airport does not have grants in hand; however, the funds are already appropriated.

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

Marie Friedman joined meeting at 4:21pm

5.2 Request to Purchase Wheeled Loader Using Passenger Facility Charges (PFC)

MOTION by Robin Guillian, second by Connor Daley to recommend the City of Burlington Board of Finance and City Council approve and authorize the Director of Aviation to Purchase a Wheeled Loader Using Passenger Facility Charges (PFC)

DISCUSSION: Funds generated by PFCs are approved for purchases of snow removal equipment. Benefits of this loader include: 15% larger footprint for removal, 50% increase in hauling capabilities, greater horsepower, more fuel efficient, newer model. This will replace a loader than is from 2003, and the FAA outlines that a machine reaches its life capacity after ten years. This specific machine takes snow that has been removed and moves it somewhere else, specifically for use on the passenger air carrier apron and other general aviation aprons.

VOTING: unanimous (4-0); motion carried

5.3 Request to Execute a Contract with Jacobs Engineering Group, Inc. (JEG) for Taxiway C/G Rehabilitation Project Design and Construction Oversight Services.

MOTION by Connor Daley, SECOND by Robin Guillian to recommend the City of Burlington Board of Finance and City Council approve and authorize the Director of Aviation to Execute a Contract with Jacobs Engineering Group, Inc. (JEG) for Taxiway C/G Rehabilitation Project Design and Construction Oversight Services.

DISCUSSION: Useful life of T C and intersection of G is below the condition index requirement, so rehabilitation is required. The project goes out to bid next week and hopefully construction will happen next year. Taxiway C will need to close during the

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rehabilitation. This project is partially a standard rehabilitation, but some places need more work than others.
VOTING: unanimous (4-0); 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 Madison Regan was hired as the new Environmental Compliance Agent & Project Manager. She starts in June 2025
6.2 Glycol Recycling Upgrade Study has not been finalized yet; a plan for this should be ready by next month to go into scoping.
6.3 Weekly construction meetings continue so that we can review the status of the ongoing construction
6.4 The Airport is applying for three grants this year: Taxiway C/G, next phase of Project NexT, and Phase 5 of the Residential Sound Insulation Project (RSIP)

7.0 Noise Data

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

7.1 Good process on phase 3 of the RSIP.
7.2 Staff will work on an amendment to keep the project under one grant. Director Lackey discussed the work that this grant will involve.
7.3 There is a new noise map

8.0 Financial Update

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

8.1 The Airport has no new borrowings under the Grant Anticipation Note (GAN)
8.2 Revenues are growing
8.3 Landing fees increased by 10%, and revenues have also increased by more than 10%.
8.4 PFC revenues have reached pre-pandemic numbers
8.5 Employee benefits are higher per employee, and maintenance costs are higher this year.
8.6 Cash at the end of February was $7.3 Million, and the Airport did not owe the City of Burlington any money.
8.7 Discussion about revenue, including land fees and tenant leases.
8.8 The Airport received a clean audit for the 2024 year.
8.9 There is some ARPA money left over.

9.0 Director's Update

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

9.1 Mass timber will be delivered in the next few weeks
9.2 The Airport is bringing information to legislators at the Airport (in the tours last month) and at visits to the Statehouse in Montpelier
9.3 Jeff Bartley, Director of Innovation and Marketing, and Director Longo travelled to Washington DC for the ACI-NA/AAAE Washington Legislative Conference last week
9.4 Leahy BTV staff has been meeting with businesses to discussion their relationship with the Airport and how the Airport can better serve those businesses.

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9.5 In May 2025, Leahy BTV is partnering with Hello Burlington and the State of Vermont to promote Breeze Airways' Charleston inaugural flight in May 2025
9.6 The Airport is collaborating with a local hockey player who will make a video at the Airport this week.
9.7 Real ID deadline is coming up; After May 7, passengers flying domestically will be required to show a Real ID verified for identification.
9.8 Future projections for scheduled seated are strong. Projections estimate over 900,000 scheduled seats for the 2025 calendar year.
9.9 The projection for 2025 is to have over 750,000 passengers—this figure comes from taking 80% of the scheduled seats

10.0 Commissioner Items

10.1 Commissioner Robin Guillian asked about the relationship between Airport Operations and the contracted companies working for the airlines and manage the ground crews on the airfield. Discussion included: Airport operations are not able to participate with ground crews to bring planes in, and the airlines at Leahy BTV are managed by third party contracted companies who hire their own staff.

10.2 Commissioner Robin Guillian asked about the relationship between state airports, Leahy BTV and the legislative tours.

11.0 Follow-up Items

11.1 The next Airport Commission meeting will be moved from May 7, 2025 to April 30, 2025.

12.0 Adjourn

MOTION by Robin Guillian, SECOND by Connor Daley to adjourn the meeting.

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

The meeting was adjourned at 5:39 PM.

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