

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

AIRPORT COMMISSION

MINUTES OF SPECIAL MEETING

July 30, 2025

Location: The Wright Room

1200 Airport Drive,

South Burlington, VT 05403

[Hybrid meeting]

MEMBERS PRESENT:

Tim George

Jeff Schulman

Chip Mason

Andrew Savage

Helen Riehle

Robin Guillian

Connor Daley

MEMBERS ABSENT:

No members absent

BTV STAFF PRESENT:

Nicolas Longo, Director of Aviation

Jeff Bartley, Director of Innovation & Marketing

Jesse Sprague, Executive Assistant

Marie Friedman, Director of Finance

David Carman, Deputy Director of Aviation Operations

Madison Reagan, Environmental Compliance and Project Manager

Michael Waite, Properties Manager

Alexandra Cohen, Marketing Assistant

OTHERS PRESENT:

CCTV

1.0 Call to Order

Airport Commission Chair, Tim George, called the special meeting to order at 4:15PM. All Commissioners attended remotely. Commissioners George, Savage, and Mason acknowledged their presence online. Commissioners Riehle and Schulman were also online. The following Airport staff members attended in person: Jesse Sprague, Jeff Bartley, and Michael Waite.

2.0 Agenda

Approve/Adopt Agenda

After the acknowledgement of remote commissioners, Commissioner George went to item 3.0 Public Forum and did not take a vote to approve and adopt the agenda.

3.0 Public Forum

3.1 No members of the public present. Commissioner Guillian joined the meeting virtually.

4.0 FLASH Parking Memo

MOTION by Commissioner Daley, SECOND by Commissioner Mason to recommend that the Board of Finance approve the execution of an agreement with FlashParking Inc. for parking management services as outlined in the agenda packet.

DISCUSSION led by Director Longo included:

1. The current parking system, T2, does not allow certain payment methods, license plate recognition, and the FlashParking system is has modern features that benefit customers. This new system costs more annually, but this new contract
2. There will be a budget amendment with this contract.
3. The approval of this contract with FlashParking Inc. will be on the agenda at the Burlington City Council meeting at the August 4th, 2025 agenda.
4. Parkers will still receive a ticket to pay for parking and now have the option to pay digitally with this system.
5. Staff identified opportunities for increases in revenue as a result of the new system.
6. FlashParking is a preferred vendor in the cooperative purchasing company, meaning that the Airport can choose FlashParking because it is on this prepared list of pre-negotiated competitive prices. This process is allowed by the City's Procurement Policy The Airport can choose vendors on this list without going through a Request for Proposal (RFP) or Bid process. FlashParking was selected from this list, so an RFP process was not necessary.

VOTING: (6-0-1); with six approvals and one abstention, the motion passes.

5.0 Adjournment

MOTION by Commissioner Guillian, SECOND by Commissioner Schulman to adjourn the meeting.

VOTING: unanimous (7-0) motion carried. The meeting was adjourned at 4:36PM.