

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
January 4, 2018**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh [via telephone]  
Alan Newman [via telephone]  
Jeff Schulman [via telephone]

**MEMBERS ABSENT:** Pat Nowak

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Amanda Clayton, Director of Engineering &  
Environmental Compliance  
Shelby Losier, Administration

**OTHERS PRESENT:** None.

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the special meeting to order at 4 PM on January 4, 2018.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve the agenda as presented. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Alan Newman – aye, Jeff Schulman – aye; motion carried.**

**3.0 PUBLIC FORUM**

There were no comments from the public.

**4.0 ACTION REQUIRED**

4.01 Expenditure of \$23,050 for Baseline Sampling by the Johnson Company for Underground Storage Tank Replacement

**MOTION by Bill Keogh, SECOND by Jeff Munger, to authorize expenditure of \$23,050 for baseline sampling for underground storage tank replacement by the Johnson Company.**

**DISCUSSION:**

- Amanda Clayton explained the quick turnaround facility for rental cars has a fueling station with an underground fuel tank.

**VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Alan Newman – aye, Jeff Schulman – aye; motion carried.**

4.02 Expenditure of \$87,285 for an Engineering Services Contract with Hoyle, Tanner & Associates for Phase IV of the Terminal Apron Rehab Project

**MOTION by Bill Keogh, SECOND by Jeff Munger, to recommend to the Board of Finance the engineering services contract with Hoyle, Tanner & Associates, Inc. in the amount of \$87,285 for Phase IV of the terminal apron rehabilitation project.**

**DISCUSSION:**

- **Amanda Clayton explained the 2018 AIP grant is for the next phase of the rehabilitation of the terminal apron. The funding is for the upfront design, engineering, and permitting before submitting the grant application.**

**VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Alan Newman – aye, Jeff Schulman – aye; motion carried.**

4.03 Expenditure of \$33,563 for an Engineering Services Contract with Stantec Consulting Services, Inc. for the South Apron Temporary Glycol Force Main

**MOTION by Bill Keogh, SECOND by Jeff Munger, to authorize expenditure of \$33,563 for an engineering services contract with Stantec Consulting Services, Inc. for the south apron temporary glycol force main. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Alan Newman – aye, Jeff Schulman – aye; motion carried.**

## **5.0 ADJOURNMENT**

Amanda Clayton was wished good luck in her new position with Krebs & Lansing, civil engineering consultants.

**MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn the meeting.**

**VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Alan Newman – aye, Jeff Schulman – aye; motion carried.**

The meeting was adjourned at 4:10 PM.

*RScty: MERiordan*