

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
November 20, 2018**

**DRAFT**

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

**MEMBERS ABSENT:** Tim George  
Helen Riehle

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy Director of Aviation  
Marie Friedman, Director of Finance  
Shelby Losier, Director of Ground Operations  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** WCAX TV

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the special meeting to order at 2 PM on November 20, 2018.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the agenda as presented. VOTING: unanimous (3-0); motion carried.**

**3.0 PUBLIC FORUM**

None.

**4.0 ACTION REQUIRED**

4.01 Car Rental QTA Power Supply with DEW Construction Corp.

**MOTION by Bill Keogh, SECOND by Jeff Munger, to approve and recommend to City Council to authorize the Aviation Director to execute a contract with DEW Construction Corp. subject to final review and approval by the City Attorney up to \$165,000 to conduct excavation, conduit, and coinciding appurtenances construction as part of the airport car rental QTA power supply upgrade. VOTING: unanimous (3-0); motion carried.**

**5.0 ADJOURNMENT**

**MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn the meeting. VOTING: unanimous (3-0); motion carried.**

The meeting was adjourned at 2:05 PM.