

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
December 15, 2017**

APPROVED – 1/17/18

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

**MEMBERS ABSENT:** Alan Newman  
Jeff Schulman

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Director of Planning and Development  
Marie Friedman, Director of Finance  
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 10 AM on December 15, 2017.

**2.0 AGENDA**

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

**3.0 PUBLIC FORUM**

There were no comments from the public.

**4.0 ACTION REQUIRED**

4.01 Authorize Upgrades to PARCS and Award Contract

**MOTION by Bill Keogh, SECOND by Pat Nowak, to approve and recommend to the Board of Finance and City Council for approval the resolution as listed in the memo from Gene Richards to the Burlington Airport Commission, dated 12/15/17, regarding upgrades to the city's parking access and revenue control system (PARCS) and award of the contract to the selected PARCS vendor, Parking Soft, Inc., in the amount of \$2,027,872.67.**

**DISCUSSION:**

- **Pat Nowak asked about the funded amount and the designated cost appropriation. Shelby Losier explained approval is needed upfront for the total which includes the six year maintenance fee to be paid out of the operating budget for six years.**

**VOTING: unanimous (3-0); motion carried.**

**5.0 ADJOURNMENT**

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

The meeting was adjourned at 10:04 AM.

*RScty: MERiordan*