

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
January 31, 2019**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Jeff Schulman [via telephone]  
Tim George

**MEMBERS ABSENT:** Bill Keogh  
Helen Riehle

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation [via telephone]  
Nic Longo, Deputy Director of Aviation [via telephone]  
Marie Friedman, Director of Finance  
Andrew Laderoute, Accounting Assistant  
Larry Lackey, Director of Engineering & Environmental  
Compliance  
Shelby Losier, Director of Ground Operations  
Kelly Colling, Director of Operations  
Hannah Lumbra, Administrative Assistant  
Sullivan Haggerty, Airport Intern

**OTHERS PRESENT:** Tim McCole, Heritage

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the special meeting to order at 2:32 PM on January 31, 2019.

**2.0 AGENDA**

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

**3.0 PUBLIC FORUM**

Tim McCole, Heritage Aviation, expressed concern about a commercial hangar operator that is on the field without written agreement with the city. A customer complaint on de-icing rates was sent to the Airport Commission. The operator is Commute Air. The Airport Administration will investigate the matter.

**4.0 APPROVE/RECOMMEND TO BOARD OF FINANCE & CITY COUNCIL**

4.01 Airline Lease Agreement with Frontier Airlines

**MOTION by Tim George, SECOND by Jeff Munger, to approve and recommend to the Board of Finance and City Council the authorization to enter into a non-signatory airline lease agreement with Frontier Airlines, Inc.**

**DISCUSSION:**

- **The non-signatory lease agreement was explained. With the agreement the airline pays more, but there is less risk. The airline along with airport legal counsel developed the agreement. It is customary for low cost carriers to take on no risk.**

- **Frontier Airlines will have Gate 12 (new gate and ticket counter) between Delta and American Airlines.**

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

4.02 Aviatron Lease Agreement

**MOTION by Tim George, SECOND by Jeff Munger, to approve and recommend to the Board of Finance and City Council for approval the five year property lease with Aviatron, Inc., 25 Customs Drive. VOTING: unanimous (3-0); motion carried.**

## **5.0 ADJOURNMENT**

**MOTION by Tim George, SECOND by Jeff Munger, to adjourn the meeting.**

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

The meeting was adjourned at 2:45 PM.

*RScty: MERiordan*