

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
April 27, 2018**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Alan Newman

**MEMBERS ABSENT:** Jeff Schulman  
Helen Riehle

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy Director of Aviation  
Larry Lackey, Director of Engineering & Environmental  
Compliance  
Shelby Losier, Director of Transportation

**OTHERS PRESENT:** None.

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the special meeting to order at 11:32 AM on April 27, 2018.

**2.0 PUBLIC FORUM**

None.

**3.0 ACTION: BOARD OF FINANCE AND CITY COUNCIL APPROVAL**

3.01 UIC – Stantec Contract

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the UIC contract with Stantec.**

**DISCUSSION:**

- **Larry Lackey explained the contract with Stantec to inspect and monitor the glycol collection system and recommend corrective action as needed. Stantec will also do all the analyticals and reporting to the state.**
- **Alan Newman urged evaluating multiple options next year.**

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

3.02 Hotel Option and Ground Lease Agreement

**MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the hotel option and ground lease agreement.**

**DISCUSSION:**

- **Bill Keogh asked why the agreement is confidential. Nic Longo explained the original set of documents was confidential, but these have been amended and will be before the Board of Finance and City Council as a non-confidential contract. The City Attorney and Jeremy**

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Farkas drafted the language. Jeff Glassberg negotiated the terms of the agreement.

- Bill Keogh asked about the checklist document. Nic Longo said the city CAO required the document for the Board of Finance.
- Bill Keogh asked about the Mayor's Office being informed and agreeing the project is ready to move to the Board of Finance. Nic Longo said larger contracts are presented to the Mayor before the Board of Finance so the Mayor is involved from Day 1 through the RFP process.
- Nic Longo stated the documents were confidential up to this point because the airport wanted the South Burlington DRB to see the site plan to make sure the zoning was appropriate for the use. The use meets the zoning. There is still some permitting to do and agreements to waive height and setback requirements. Next steps are to complete the permitting, engineering, design, and then construction beginning in the fall for opening in the spring, 2019. The developers will be setting up a new company (BTV Hotel, LLC). The city needs to go through the approval process and sign the option agreement which says the city will work with BTV Hotel, LLC, and when there is final approval, final permits and design, and the hotel flagship brand is chosen, the city will sign the ground lease agreement.
- Bill Keogh asked about the height of the hotel. Nic Longo said the building will be the same height as the north section of the parking garage. A waiver for height and setback is already in place. South Burlington DRB had no issues with the appearance of the building.
- Jeff Munger asked about Alpha Inn Management. Nic Longo said this is the hotelier that will handle daily operations through the new LLC.
- Jeff Munger asked if the hotel brand has been selected. Nic Longo said BTV Hotel, LLC has to retain the site and go forward with the brands that have shown interest (three have shown interest so far).
- Bill Keogh asked if any administrative issues are anticipated with South Burlington. Gene Richards said there has been one meeting with the DRB and no issues were identified.
- Alan Newman asked if the hotel is an opportunity to add parking capacity to the garage. Gene Richards said a longer track record is needed in order to show the need for more capacity.
- There was general discussion of the construction of the existing garage and air service at Manchester and Plattsburgh airports.

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

#### **4.0 ADJOURNMENT**

**MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting.**

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

The meeting was adjourned at 11:57 AM.

*RScy: MERiordan*