

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
May 30, 2019**

APPROVED – 6/20/19

**MEMBERS PRESENT:** Bill Keogh  
Tim George  
Jeff Schulman [via telephone]  
Helen Riehle [via telephone]

**MEMBERS ABSENT:** Jeff Munger

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Deputy Director of Aviation  
Marie Friedman, Director of Finance  
Larry Lackey, Director of Engineering & Environmental  
Compliance  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** Tim McCole, Heritage Aviation

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**1.0 CALL TO ORDER**

In the absence of Chair, Jeff Munger, Bill Keogh called the special meeting to order at 2:30 PM on May 30, 2019.

**2.0 AGENDA**

**MOTION by Tim George, SECOND by Helen Riehle, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.**

**3.0 PUBLIC FORUM**

Tim McCole, Heritage, recognized the BTV team for the work at the meeting on 5/29/19 under difficult circumstances.

**4.0 ACTION: Approval/Recommendation to Board of Finance and City Council**

4.01 Airport Terminal Consolidation Budget Amendment

**MOTION by Tim George, SECOND by Helen Riehle, to approve and recommend to the Board of Finance and City Council for approval the budget amendment to the FY19 Airport Budget for the Terminal Consolidation Project by increasing/decreasing the accounts as listed in the chart presented.**

**DISCUSSION:**

- **Gene Richards reported there have been abnormally high customer counts and with the construction at the terminal TSA cannot process more than 300 people per hour. People are not arriving early enough prior to their flight to get through TSA and are being left behind. The Airport Administration is seeking to create a walkway connecting the north and south concourses (approximately 220' of walkway) so the flying public will have more room and can be processed at either TSA station. The walkway will be ADA accessible. South Burlington Life Safety and Fire Department have signed off on the project.**

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- **Marie Friedman explained the funding for the estimated \$300,000 project will be from a surplus last year in Operations (\$117,000) and money from various unexpended budget line items. The airlines have agreed to the use of the Operations money because the walkway will benefit the airlines and the passengers.**

**VOTING: unanimous (4-0); motion carried.**

## **5.0 ADJOURNMENT**

**MOTION by Tim George, SECOND by Helen Riehle, to adjourn the meeting.**

**VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 2:36 PM.

*RScty: MERiordan*