

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
July 8, 2019**

APPROVED – 7/17/19

MEMBERS PRESENT: Jeff Munger (Chairman) [via telephone]
Bill Keogh
Helen Riehle [via telephone]

MEMBERS ABSENT: Tim George
Jeff Schulman

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Deputy Director of Aviation
Marie Friedman, Director of Finance
Andrew Laderoute, Accounting Assistant
Shelby Losier, Director of Ground Transportation
Larry Lackey, Director of Engineering & Environmental
Compliance
Kelly Colling, Director of Operations
Hannah Lumbra, Administrative Assistant

OTHERS PRESENT: None.

1.0 CALL TO ORDER

Vice Chair, Bill Keogh, called the meeting to order at 1:12 PM on July 8, 2019.

2.0 AGENDA

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

3.0 PUBLIC FORUM

No comments.

4.0 ACTION: Approve and Recommend to Board of Finance and City Council

4.01 Airport Terminal Consolidation

MOTION by Helen Riehle, SECOND by Jeff Munger, to approve and recommend to the Board of Finance and City Council to authorize the Aviation Director to execute a contract with Industrial Four, Inc. for \$146,896 plus an additional contingency of \$29,414 for construction of the Terminal Integration Project P-1 Conex subject to final review and approval by the City Attorney, and further, to recommend the FY20 Burlington International Airport budget amendment for the Terminal Integration Project P-1 Conex by increasing/decreasing the accounts as set forth in the memo, dated 6/24/19, from the Aviation Director to the Board of Finance and City Council.

DISCUSSION:

- Gene Richards explained this phase of the project is for the steel infrastructure of the north-south concourse connection.

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

5.0 OTHER BUSINESS

Gene Richards announced Kelly Colling has taken a position with Copley Hospital and will be leaving the airport on July 16, 2019. Safety has been brought to a new level under the tenure of Kelly Colling who has been an exceptional team member. Her skill and partnership in making the airport operate safely and efficiently will be missed.

The Airport Commission concurred with the comments made and wished Ms. Colling well in her future endeavors.

6.0 ADJOURNMENT

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

The meeting was adjourned at 1:17 PM.

RScty: MERiordan