

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
SPECIAL MEETING
MINUTES
September 19, 2018**

APPROVED – 10/17/18

MEMBERS PRESENT: Jeff Munger (Chairman) [via telephone]
Bill Keogh
Tim George [via telephone]

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
Hannah Lumbra, Administrative Assistant

OTHERS PRESENT: None.

1.0 CALL TO ORDER

Vice Chair, Bill Keogh, called the meeting to order at 10 AM on June 19, 2018.

2.0 AGENDA

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

3.0 PUBLIC FORUM

None.

4.0 APPROVE/RECOMMEND TO BOARD OF FINANCE AND CITY COUNCIL

4.01 Aviatron Building Roof Replacement

MOTION by Jeff Munger, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council for approval the authorization of the Aviation Director to execute a contract with James Wood, LLC for roof replacement construction at 25 Customs Drive as detailed in the 9/12/18 proposal for construction services subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- **Staff will get an opinion from legal counsel on the warning for the special meeting. The Airport Commission will ratify the action on the contract at the next meeting.**
- **Staff explained an emergency response to the roof repair was needed because the roof was leaking. Of the four bids received, the most competitive contractor who could do the work before winter was chosen.**

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

MOTION by Jeff Munger, SECOND by Tim George, to approve and recommend to the Board of Finance and City Council for approve the budget neutral amendment for financing the roof project. VOTING: unanimous (3-0); motion carried.

5.0 ADJOURNMENT

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

The special meeting was adjourned at 10:13 AM.

RScty: MERiordan