

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

**DRAFT**

**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.

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**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*