

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF MEETING  
September 26, 2018**

APPROVED – 10/17/18

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Bill Keogh  
Tim George  
Jeff Schulman  
Helen Riehle [arrived 4:14 PM]

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation [via telephone]  
Nic Longo, Deputy Director of Aviation [via telephone]  
Kelly Colling, Deputy Director of Aviation/Director of  
Operations  
Marie Friedman, Director of Finance  
Larry Lackey, Director of Engineering & Environmental  
Compliance  
Rick Brown, Director of Maintenance  
Hannah Lumbra, Administrative Assistant

**OTHERS PRESENT:** Erin Desautels, Vermont Small Business Accelerators, LLC  
Charlie Ginovie, Channel 17

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the meeting to order at 4:08 PM on September 26, 2018.

**2.0 AGENDA**

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve the agenda as presented. VOTING: unanimous (4-0) [Helen Riehle not present for vote]; motion carried.**

**3.0 PUBLIC FORUM**

Charlie Ginovie with Channel 17 voiced his complaint about the disrespectful treatment he received from the airport staff when he asked for help in finding the meeting room in order to set up his equipment to video tape the Airport Commission meeting.

Gene Richards, Aviation Director, said bullying of any staff member will not be tolerated and the individual will be asked to leave as was the case with Mr. Ginovie.

**4.0 CONSENT AGENDA**

- 4.01 Approve Minutes: August 22, 2018
- 4.02 Passenger and Operational Statistics
- 4.03 Fare Comparison with Cost Estimate Calculator
- 4.04 Financial Package

**MOTION by Bill Keogh, SECOND by Jeff Schulman, to approve the consent agenda (Items 4.01 through 4.04), take the actions indicated, and place the items on file.**

**DISCUSSION:**

- **Nic Longo reported on the strong enplanement numbers (total passenger count up 18% for the fiscal year).**
- **Marie Friedman reported on the upgrade of the airport's financial rating to "BBB" in recognition of the airport's financial strength and increased enplanements.**

**VOTING: unanimous (5-0); motion carried.**

**5.0 COMMUNICATION/DISCUSSION****5.01 Construction Update**

Larry Lackey gave a brief update on the progress of ongoing projects at the airport including the air carrier apron work, taxiway realignment, VANG runway repair work, QTA, airport master plan update, RFP for ground injection control.

**5.02 Parking Garage Update**

Staff reported the parking garage upgrade is going well. The new software system facilitates delivery of service to the customer and provides good revenue control. Within the garage there are walkways to make it safer for people, short term parking, electric car chargers, and a bike rack. Parking in the nearby cellphone lot will now have lighting.

**5.03 Master Plan Update**

Nic Longo reported two meetings on the master plan update have been held to date, one for the TAC to focus on technical issues and one for the RAC to focus on the local communities and regional planning. A grant was received for the update project. The master plan is about planning and the airport's place in the community.

There was discussion of Canadian passengers using the airport. Staff will add the percentage of passengers from Canada to the passenger statistics reported each month.

**6.0 DIRECTOR'S REPORT**

Gene Richards reported staff continues to work very hard with the budget and work on runway projects. Staff is looking at how to improve TSA at the airport.

**7.0 SOUTH BURLINGTON SEAT UPDATE**

Helen Riehle mentioned calls have been received about some of the work at the airport. Keeping people informed about projects and work schedules is helpful.

**8.0 COMMISSIONER ITEMS**

No report.

**9.0 NEXT MEETING/AGENDA and ADJOURNMENT**

Next Meeting: October 17, 2018 at 4 PM.

**MOTION by Helen Riehle, SECOND by Bill Keogh, to adjourn the meeting.**

**VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 5:14 PM.

*RScty: MERiordan*