

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
September 6, 2019**

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger  
Bill Keogh  
Tim George

**MEMBERS ABSENT:** Helen Riehle  
Jeff Schulman

**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:** None.

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**1.0 CALL TO ORDER**

Chair, Jeff Munger, called the special meeting to order at 2:07 PM on September 6, 2019.

**2.0 AGENDA**

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

**3.0 PUBLIC FORUM**

None.

**4.0 ACTION REQUIRED**

4.01 Consulting Services Agreement with Ricondo & Associates, Inc.

**MOTION** by Bill Keogh, **SECOND** by Tim George, to recommend to the Board of Finance and City Council that the Aviation Director be authorized to execute agreements including Task Authorization #2 in the amount of \$45,208 for On-Call Airport Consulting Services related to the use of passenger facility charges (PFC) with Ricondo & Associates, Inc. up to a total of \$100,000 in FY2020 subject to review and approval by the City Attorney's Office.

**DISC.**

- Staff explained the request for up to \$100,000 in anticipation of future work with Ricondo.
- Bill Keogh requested the approved document showing the amendments be provided to the Airport Commission prior to taking action.

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

4.02 PGAL Contract Amendment for QTA

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**MOTION by Bill Keogh, SECOND by Time George, to recommend to the Board of Finance and City Council that the Aviation Director be authorized to do the following:**

- 1. Execute a contract amendment with PGAL for professional services detailed in the July 29, 2019 proposal for professional services subject to final review and approval by the City Attorney.**
- 2. Increase permitted expenditures with PGAL in the amount of \$40,860 with a 20% contingency (total increase in authorization of \$49,032).**

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

## **5.0 ADJOURNMENT**

**MOTION by Bill Keogh, SECOND by Tim George, to adjourn. VOTING: unanimous (3-0); motion carried.**

The meeting was adjourned at 2:12 PM.

*RScty: MERiordan*