

**PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT**

**AIRPORT COMMISSION**

**MINUTES OF MEETING**

**December 3, 2025**

**Location: The Wright Room**

**1200 Airport Drive,**

**South Burlington, VT 05403**

[Hybrid meeting]

**MEMBERS PRESENT:** Tim George  
Andrew Savage  
Jeff Schulman  
Helen Riehle  
Chip Mason  
Robin Guillian  
Connor Daley

**MEMBERS ABSENT:** None

**BTV STAFF PRESENT:** Nicolas Longo, Director of Aviation  
Jesse Sprague, Executive Assistant  
Marie Friedman, Director of Finance  
Dave Carman, Deputy Director of Airport Operations  
Jeffrey Bartley, Director of Innovation and Marketing  
Romeo von Hermann, Customer Experience Manager

**OTHERS PRESENT:** Town Meeting TV

**1.0 Call to Order**

Airport Commission Chair, Tim George, called the meeting to order at 4:02 PM. Commissioners attending the meeting remotely identified themselves (Andrew Savage, Robin Guillian, Helen Riehle, Chip Mason).

**2.0 Agenda**

2.1 Approve/Adopt Agenda

MOTION by Andrew Savage SECOND by Helen Riehle, to approve the agenda as presented.

VOTING: unanimous (6-0) motion carried.

### **3.0 Public Forum**

- 3.1 No members of the public present.

Jeff Schulman joined the meeting virtually at 4:07pm

### **4.0 Consent Agenda**

- 4.1 Approval of Minutes from the Airport Commission Meeting on November 5, 2025  
MOTION by Helen Riehle, SECOND by Robin Guillian to approve the consent agenda as presented.  
VOTING: unanimous (6-0) motion carried.

### **5.0 Airport Operations Quarterly Update**

- 5.1 In addition to the written report included in the agenda packet, Deputy Director David Carman included the following:
- 5.1.1 Review of the snow removal equipment used by airport staff.
  - 5.1.2 Review of Inspection Report from the Federal Aviation Administration (FAA), received by the airport in June 2025.
  - 5.1.3 Review of the role of Airport Operations
  - 5.1.4 Presentation of the device that will be used for Aviation Worker Screening at the airport when airline employees pass through security doors.
  - 5.1.5 Members at the table passed around a bag of sodium formate. Sodium formate is used on the runway for deicing.
  - 5.1.6 The insurance inspector is visiting Leahy BTV this week
  - 5.1.7 Discussion included:
    - When items need fixing on the airfield, work orders are submitted and tasks are put into a queue to be corrected.
    - When the FAA requires corrections in response to their assessment, Leahy BTV takes photos after correction has been completed to show the correction to the FAA.
  - 5.1.8 Airport operations submit field conditions to pilots regarding runway conditions

### **6.0 Construction Update**

- In addition to the written construction update provided to the Airport Commission, Director Lackey
- 6.1 SRE building design project has been moved into construction, estimated at \$26 Million. A pre bid meeting with contractors was held yesterday to discuss the project. The building of the project will require a loan.
  - 6.2 The Airport is currently choosing the consultant for the next 5 years to assist with Stormwater Permit Management and Underground Injection Control Permit Management which includes water quality sampling analysis and reporting to test the groundwater at the airport.

### **7.0 Residential Sound Insulation Program Update**

- In addition to the written Residential Sound Insulation Update provided to the Airport Commission, Director Lackey highlighted the following:
- 7.1 Phase 3 has to be complete in December.
  - 7.2 There will be a kickoff meeting will be this week for the \$7.3 Million grant Leahy BTV received from OLDCC

- 7.3 Acoustical plan for this funding has been submitted to the FAA and received approval to start designing.

Chip Mason exited the meeting at 5pm.

## **8.0 Financial Update**

- 8.1 Operating revenues are slightly lower than last year.
- 8.2 Landing fees are lower than last year. In 2026, Breeze will start paying landing fees, and that will bring revenues up.
- 8.3 PFC Revenues are higher
- 8.4 There are restrictions regarding the collection of interests on the money in the Airport's bank accounts, so these accounts generate little revenue from interest.

## **9.0 Director's Report**

- 9.1 Review of Project NexT updates. The project will open in spring 2026.
- 9.2 United Ground Express at Leahy BTV won the Silver Safety Excellence with United Airlines
- 9.3 Director Longo, Director Lackey, along with Madison Reagan, travelled to Florida to attend the American Association of Airport Executives annual Airport Noise Conference. Director Longo moderated a session on health impacts of noise.
- 9.4 The parking garage has fully updated its parking system over to the Flash Parking system.
- 9.5 Kestrel Coffee Roasters' business is doing well in their first quarter at the Airport
- 9.6 The upcoming lease items listed in the report will be coming to Commission for approval soon
- 9.7 Director of Innovation and Marketing Jeff Bartley and Marketing Assistant Alexandra Cohen are currently in Kansas City for the Airport Councils International Marketing & Communications Conference.
- 9.8 In October, there were 80,000 outbound passengers at the airport. This is the highest amount of passengers in one month in the airport's history.
- 9.9 When a plane is delayed, there can be several reasons for the delay, including: ground stop at destination airport and timing the de-icing properly with takeoff times.

## **10.0 Commissioner Items**

- 10.1 Immigration and Customs Enforcement Update
  - 10.1.1 Commissioner Chair Tim George reported that there was not sufficient interest among the Airport Commissioners to consider action regarding the resolution presented to the Commission at the November 5, 2025 meeting.
  - 10.1.2 Commissioners discussed perspectives and opinions regarding the decision to not pursue action regarding the resolution.
  - 10.1.3 There has been no known ICE activity at the Airport since summer 2025.
  - 10.1.4 Director Longo reported that this resolution has not been reviewed by the City Council.
  - 10.1.5 There is specific language in the Airport's grant regarding ICE that court has determined to be unenforceable This was a result to a lawsuit among over 20 states that put an injunction to halt this language in the grants.

**11.0 Follow Up Items**

11.1 No follow up items.

**12.0 Adjournment**

**MOTION** by Helen Riehle, **SECOND** by Robin Guillian, to adjourn the meeting.

**VOTING:** unanimous (6-0) motion carried. The meeting was adjourned at 5:47 PM.

DRAFT