

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

BOARD OF AIRPORT COMMISSIONERS

MINUTES OF MEETING

May 28, 2025

Location: The Wright Room

1200 Airport Drive,

South Burlington, VT 05403

[Hybrid meeting]

Approved 1/7/26

MEMBERS PRESENT: Tim George, Chair
Jeff Schulman, Vice Chair
Robin Guillian
Chip Mason
Greg Shepler
Connor Daley

MEMBERS ABSENT: Helen Riehle

BTV STAFF PRESENT: Nicolas Longo, Director of Aviation
Larry Lackey, Director of Engineering & Environmental Compliance
Jeff Bartley, Director of Innovation & Marketing
Jesse Sprague, Executive Assistant

OTHERS PRESENT: Jeffrey Nicholson

1.0 Call to Order

Airport Commission Chair, Tim George, called the meeting to order at 4:05 PM. Individuals attending the meeting remotely identified themselves (Chip Mason, Jeff Schulman)

2.0 Agenda

Approve/Adopt Agenda

MOTION by Connor Daley, SECOND by Greg Shepler to approve the agenda as presented.

VOTING: unanimous (6-0); motion carried.

3.0 Public Forum

3.1 Jeffrey Nicholson spoke about access to public transportation at the Airport, specifically the changes to the GMT bus schedule.

4.0 Consent agenda:

4.1 Approval of the minutes

MOTION by Greg Shepler, SECOND by Connor Daley, to approve the minutes as presented in the agenda packet.

VOTING: unanimous (6-0); motion carried.

5.0 Action Items:

5.1 Taxiway C-G Contract Memo

MOTION by Connor Daley, SECOND by Robin Guillian, to recommend that the Board of Finance and City Council approve the contract with Pike Industries for Taxiway C-G rehabilitation and the execution of the related FAA grant as outlined in the agenda packet.

DISCUSSION led by Aviation Director Nic Longo. Rehabilitation of the runway is part of routine runway maintenance that is necessary every ten to twenty years. Pike Industries was the lowest bidder in the bid selection process, so their bid was selected for the work. Taxiway C will be closed, and the project will start sometime next year. Commissioner Guillian pointed out on the map in the room where Taxiway C was located. There is no grant currently for the project, however, the project is funded through entitlement funds with costs that come to the Airport based on passenger numbers, so funding is guaranteed. Jeff Schulman joined in person at 4:17pm.

VOTING: unanimous (6-0); motion carried.

5.2 RSIP Phase 5 Contract Memo

MOTION by Connor Daley, SECOND by Greg Shepler, to recommend that the Board of Finance and City Council approve: the execution of contracts with Strong Tower and the Jones Payne Group for Residential Sound Insulation Improvements; and the execution of a related FAA grant, as outlined in the agenda packet.

DISCUSSION led by Director Longo. This project is funded by noise discretionary funding from the FAA for noise compatibility programs. The Jones Payne Group (JPG) will continue outreach associated with the noise program as part of this program. More details about the noise program and eligibility can be found at btvsound.com

VOTING: unanimous (6-0); motion carried.

5.3 Beta Technologies Lease Memo

MOTION by Connor Daley, SECOND by Robin Guillian, to recommend that the Board of Finance and City Council endorse the execution of a non-aeronautical real estate lease at 25 Customs Drive with Beta Technologies as outlined in the agenda packet.

DISCUSSION led by Director Longo. The previous lease at this property was held with Aviatron, which has moved to Essex Junction. Donahue and Associates listed the building, and Beta Technologies was the only interested party to lease the property. The rental cost is slightly increased from the previous tenant. The lease includes a 5-year renewal option, and Beta plans to make some improvements to the building for their business. Discussion was had regarding whether Commissioners ought to view contracts in final form prior to making a motion to recommend to Board of Finance and City Council. Commissioner George clarified that the motions specify that the recommendation is based on information presented in the agenda packet alone.

VOTING: unanimous (6-0); motion carried.

6.0 Construction Update, L. Lackey

In addition to the written construction update provided to the Airport Commission, Larry Lackey highlighted the following updates:

- 6.1 Leahy BTV will present at the South Burlington Development Review Board (DRB) Meeting for the Snow Removal Equipment (SRE) maintenance building next week on Tuesday 6/3/25.
- 6.2 Leahy BTV staff discussed that a portion of the runway pavement has been tested prior to the start of the runway closure for the runway rehabilitation. This testing is standard.
- 6.3 The concrete around the threshold lighting system will be worked on during the runway closure. The FAA will be providing the upgrades.
- 6.4 Today the Airport received comments from legal review regarding easements, so the Airport can start looking at easements and what applications we can submit next year.
- 6.5 There was discussion around the progress towards a glycol system. With a study completed, decisions on the best solution can be made regarding next steps toward a glycol recycling system, but scoping with the FAA as the next steps. This is part of Leahy BTV's sustainability plan goals.
- 6.6 Discussion on the Runway Closure Project starting June 1. When the runway rehabilitation project begins on June 1, the runway will be closed to all planes from 11:45pm-5:45am. Flights that do not arrive on time will not be able to land at BTV or will be cancelled. Leahy BTV staff discussed the parameters of the runway closure project and the impacts to the airfield.
- 6.7 Jeff Bartley left the meeting at 4:53pm

7.0 Noise Data,

7.1 Noise Data

- 7.1.1 In addition to the written construction update provided to the Airport Commission, Larry Lackey highlighted the following:
 - The noise program continues to move forward smoothly.

7.2 Noise Comments

- 7.2.1 In addition to the written report, Executive Assistant Jesse Sprague highlighted the following:
 - There have been zero additional noise comments since the Airport Commission meeting held on April 30, 2025, so the data presented today is the same as the previous meeting.

8.0 Financial Update, N. Longo

In addition to the written financial update provided to the Airport Commission, Director Longo highlighted the following:

- 8.1 Revenues are higher than last year, and both the cash on hand and Airport Improvement Plan (AIP) grant receivables looks great
- 8.2 The Airport's PFC application was recently approved by the FAA, which allowed the Airport to start drawing down on a restricted PFC bank account.

9.0 Director's Update

In addition to the written presentation, Director Longo reported:

- 9.1 Mass timber for Project NexT has been delivered, as seen in the photos of the report.
- 9.2 The Fire Department uses fluorine free firefighting foam because VTANG uses it on their trucks.
- 9.3 The Commission meeting encountered some technical difficulties that resulted in the presentation being unavailable for a short period of time but the audio was not impacted.
- 9.4 Director Longo discussed the Residential Sound Insulation Program work that is currently being done on homes, as featured in the photos in the written report.

- 9.5 Director Longo and members of the marketing team will travel to Charleston this week to visit the Charleston Airport and travel back to BTV
- 9.6 Leahy BTV staff is very excited for the Skyline Soiree coming up on June 4
- 9.7 Jeff Bartley and Director Longo will be attending the Jumpstart Conference in Indianapolis, hosted by the American Association of Airport Executives (AAAE) to meet with airlines.
- 9.8 Larry Lackey, Marie Friedman, and Dave Carman will be in Atlanta for the 97th Annual Association of Airport Executives conference.
- 9.9 Annually the Airport goes through an FAA inspection. The Department of Defense (DOD) and Federal Aviation Administration (FAA) have a Memorandum of Understanding (MOU) which agrees that the FAA cannot regulate military firefighting services. The DOD has higher standards for inspections than the FAA, which eases the Airport's ability to pass the FAA inspection. The DOD standards apply to Leahy BTV because the Airport is joint use between the terminal operations for commercial flying and general aviation, as well as military usage.
- 9.10 Departures as featured in the written report only measure airline departures out of BTV
- 9.11 The numbers reported in the chart and graph are incorrect; a corrected report will be posted to the agenda packet at a later date with the correct numbers. The new data will be in an updated report as an additional attachment marked by the date it is posted.
- 9.12 Passenger statistics are based on passengers who originate their trip at Leahy BTV.
- 9.13 Director Longo discussed passenger ticket purchasing data.

10.0 Commissioner Items

- 10.1 Commissioner Items:
 - 10.1.1 Commissioner Guillian reported on the following:
 - Request for the placement of a sign to alert drivers to the presence of goslings near the Vermont Flight Academy.
 - The Ninety-Nines, a women's aviation agency, is hosting their conference in Burlington over the summer and requests the Airport be involved.
 - Burlington High School's Year End Studies (YES program) will be visiting the Airport on Monday.
 - 10.1.2 Commissioner Shepler asked about the bus system and how the Airport identifies cars in the parking garage. Director Longo clarified that the bus route #11 that comes to the Airport will be reduced. Leahy BTV met with Green Mountain Transport about the bus service. The Airport provides access to Uber and Lyft. The Airport is looking into providing Level 1 electric vehicle charging in the parking garage. Commissioner Shepler also asked about how the Airport verifies abandoned cars in the garage. Director Longo said that the Airport is looking into a system where the Airport can track cars by license plate to be aware of how long cars are in the garage.
- 10.2 Recommendation to Reappoint the Director of Aviation
MOTION by Jeff Schulman, SECOND by Connor Daley, to approve the letter written to recommend the reappointment of the Director of Aviation.

VOTING: unanimous (6-0); motion carried.

11.0 Follow Up Items

- 11.1 Eldridge Cemetery Flagpole Updates

- 11.1.1 This will stay on the agenda at the next meeting. David Carman met with the Sextons for the cemetery and discussed the flagpole and lights. The zoning in South Burlington will likely play a role in getting a flagpole at the cemetery.
- 11.1.2 At the next meeting, the Airport Commission requested that staff provide updates on the flagpole at Eldridge Cemetery
- 11.2 Staff can present an organizational chart of Airport staff at the next meeting or provide it to Commissioners via email.

12.0 Adjournment

MOTION by Greg Shepler, SECOND by Jeff Schulman to adjourn the meeting.

VOTING: unanimous (6-0); motion carried.