

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

BOARD OF AIRPORT COMMISSIONERS

MINUTES OF MEETING

January 7, 2026

Location: The Wright Room

1200 Airport Drive,

South Burlington, VT 05403

[Hybrid meeting]

Approved 2/4/26

MEMBERS PRESENT: Jeff Schulman, Vice Chair

Helen Riehle

Chip Mason

Andrew Savage

Al Turkos

MEMBERS ABSENT: Tim George, Chair

Robin Guillian

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

Madison Regan, Environmental Compliance and Project Manager

Alexandra Cohen, Marketing Assistant

Romeo von Hermann, Customer Experience Manager

Dave Carman, Deputy Director – Airport Operations

Marie Friedman, Director of Finance

OTHERS PRESENT: CCTV

1.0 Call to Order

1.1 Call to Order

Airport Commission Vice Chair, Jeff Schulman, called the meeting to order at 4:35pm

1.2 Acknowledgement of Remote Commissioners

Individuals attending the meeting remotely identified themselves (Chip Mason, Andrew Savage)

2.0 Agenda

Approve/Adopt Agenda

MOTION by Helen Riehle SECOND by Chip Mason to approve the agenda as presented.

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

3.0 Public Forum

3.1 Lief Taranta commented on Immigration Customs Enforcement presence at the airport

4.0 Consent agenda:

4.1 Approval of the minutes

MOTION by Helen Riehle, SECOND by Al Turkos, to approve the minutes as presented in the agenda packet, including Minutes from the May 28, 2025 and December 3, 2025 meetings.

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

5.0 New Job Descriptions

5.1 New Job Descriptions

MOTION by Al Turkos, SECOND by Helen Riehle, to recommend this organization as presented in the memo

DISCUSSION led by Aviation Director Nic Longo. Discussion included: if approved, this memo can pass to Board of Finance for them to approve and recommend that the City Council approve: one Operations Specialist position be added to the Operations team; one new Ground Transportation Working Foreperson position to be staffed during the nighttime hours; and the tiering of the existing Maintenance Worker position into Maintenance Worker I and Maintenance Worker II. Both job descriptions for the Operations Specialist and Working Foreperson are existing. The tiering of the current Maintenance Worker position allows an employee to be hired into the Tier I role, and after obtaining certain requirements, that employee can occupy the Tier II role. Tier I is a grade 14, and Tier II is a grade 15. The airport has been working with the AFSCME Union to create this job description. All positions are currently within the budget, so a budget amendment is not requirement. These positions can be posted as soon as they are approved by Board of Finance and City Council.

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

6.0 Aerodyme Lease

6.1 Aerodyme Lease, N. Longo

MOTION by Helen Riehle, SECOND by Al Turkos, to approve the memo as presented.

DISCUSSION led by Director Longo. Discussion included: this lease will expand Aerodyme's footprint at the airport and offer a four-year lease extension followed by a one-year extension option. This lease will add Pod 4 to Aerodyme's rental space. The rental rate is lower than other similar leases because the condition of the space is poor. Pod 4 will eventually be demolished, so Aerodyme's future vacancy of Pod 4 is expected and included in the lease.

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

7.0 GSA/TSA Lease

7.1 GSA/TSA Lease, N. Longo

MOTION by Helen Riehle, SECOND by Al Turkos, to approve the memo as presented.

DISCUSSION led by Director Longo. Discussion included: during the TIP project for the South Concourse, TSA offices were relocated to accommodate the construction. Since that

point in time, the airport has been building new space for TSA to occupy near the checkpoint. The General Services Administration (GSA) negotiates leases on behalf of TSA and other government agencies, so the lease for the new space is with the TSA and GSA. This lease allows the TSA to occupy the new office spaces that have been built.

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

8.0 Hangar Condo Association Lease

8.1 Hangar Condo Association Lease

MOTION by Al Turkos, SECOND by Helen Riehle, to approve the memo as presented.

DISCUSSION led by Director Longo. Discussion included: the Hangar Condo Association (HCA) built their own hangars and rents to the general aviation community. HCA owns the buildings and expenses related to the buildings. Their current lease is still active; HCA is interested in a lease extension of ten years for their aircraft storage. This lease is for the ground space where the HCA properties are built.

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

9.0 Construction Update, L. Lackey

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

- 9.1 Item two: this is the South Terminal Expansion Project. This project would have required borrowing money in order to start around 2029. The Airport is submitting a funding application for \$65 Million to pay for this project. Then the money would be secured through the AIP project. For each project, the Airport pays 10% of final costs when we receive grant payment for a project.
- 9.2 The Airport pays its last bond payment in fiscal year 2030. The Airport will be able to pay for the South Terminal Expansion Project with a bond if the grant funding does not get approved.
- 9.3 Item three: Goal is to submit the grant application for the cargo apron by April 2026.
- 9.4 SRE building: this project is estimated to be a \$26 Million. There is a bid meeting next week on January 16 with the contractors to open the bids for the project.
- 9.5 The FAA CIP for FY26 has been resubmitted
- 9.6 BETA is moving forward with its B build. Ideally construction can start over the summer

10.0 Financial Update, M. Friedman

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

- 10.1 This report reflects the first five months of the 2026 fiscal year.
- 10.2 Last year, there was a difference in the time we received stimulus money; while it may look like revenues are much lower than last year by \$1Million, but this is due to dates which we received funds.
- 10.3 The fourth page shows a metrics sheet that compare financial recovery after the pandemic. This chart shows revenues that are higher than before, so revenues are doing well. The last few months have shown fewer car rental and concession revenues, but the revenues are still sizable.
- 10.4 The last document in the report shows cash and reserves, so some accounts are restricted.

11.0 Noise Data and Updates

11.1 Residential Sound Insulation Program Update

- 11.1.1 In addition to the written construction update provided to the Airport Commission, Larry Lackey highlighted the following:
- Closeout for Phase 1 has been submitted to the FAA.
 - Documentation for Phase 2 closeout is in process, now that financial items are all set.
 - Phases 3 and 4: construction is largely complete. Contractor is cleaning up homes.
 - Preconstruction meeting for phase 5 happened today with contractors.
 - Goal for Phase 5 is to start construction by summer 2026
 - For Phase 6, we will be applying for money to complete: construction administration and resident project representative money for homes funded through OLDCC funds. We will also apply for money to fund more homes next year.
 - No additional comments regarding noise data reports, but this data will be available quarterly. There has been one additional comment in November and December.

12.0 Director's Update

In addition to the written presentation, Director Longo reported:

- 12.1 In the new terminal, there are custom made utility elements to contain lights and wires that are essential for operations but are not visible to distract from the mass timber.
- 12.2 Part of the North Concourse pathway will close during the new construction, and there will be signage and everything necessary for passengers as they pass through to their gates in the north part of the terminal.
- 12.3 Students at the Chamberlin School named the snow equipment that Leahy BTV employees use to keep the runways clear of snow in the winter, and the school partnered with the airport to announce the names.
- 12.4 Leahy BTV hosted a staff party to appreciate the staff at Leahy BTV.
- 12.5 Leahy BTV is tracking where cars in the parking lot are coming from by the number of different states represented by license plates.
- 12.6 Nic Longo is a board member of the Vermont Aviation Advisory Council, which met in December 2025 and meets quarterly.
- 12.7 Chubb is the airport's insurance company who visited in December for their audit of the airport.
- 12.8 Leahy BTV participated in a kickoff meeting for receiving OLDCC funding
- 12.9 Each year, Leahy BTV sends a few staff members to the Snow Symposium in Buffalo NY.
- 12.10 Projected seats are based on the schedules reported by the airlines. The underlined numbers in the passenger statistics slide is 80% of the reported scheduled seats.
- 12.11 October 2025 was the month with the highest passengers ever recorded in a single month in the airport's history.

13.0 Commissioner Items

- 13.1 Commissioner Items:
- 13.1.1 No Commissioner items.

14.0 Follow Up Items

14.1 No follow up items

15.0 Adjournment

MOTION by Al Turkos, **SECOND** by Helen Riehle to adjourn the meeting.

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