

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

BOARD OF AIRPORT COMMISSIONERS

MINUTES OF MEETING

March 4, 2026

Location: The Wright Room

1200 Airport Drive,

South Burlington, VT 05403

[Hybrid meeting]

Approved 4/1/26

MEMBERS PRESENT: Tim George, Chair
Jeff Schulman, Vice Chair
Robin Guillian
Helen Riehle
Chip Mason
Al Turkos

MEMBERS ABSENT: Andrew Savage

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 Reagan, Environmental Compliance and Project Manager
Alexandra Cohen, Marketing Assistant
Jillian Waite, Office Assistant
Romeo von Hermann, Customer Experience Manager
Dave Carman, Deputy Director – Airport Operations
Marie Friedman, Director of Finance

OTHERS PRESENT: CCTV
Michael Sanchez (Heritage Aviation)

1.0 Call to Order

1.1 Call to Order

Airport Commission Chair, Tim George, called the meeting to order at 4:04 p.m.

1.2 Acknowledgement of Remote Commissioners

Individuals attending the meeting remotely identified themselves (Helen Riehle, Chip Mason; Jeff Schulman joined online later in the meeting)

2.0 Agenda

2.1 Approve/Adopt Agenda

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

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

3.0 Public Forum

3.1 Public Forum

3.1.1 No members of the public volunteered to speak at public forum.

4.0 Consent agenda:

4.1 Approval of the minutes

MOTION by Al Turkos, SECOND by Robin Guillian, to approve the minutes as presented in the agenda packet, including Minutes from the February 4, 2026 meeting.

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

5.0 Action Items

5.1 Airport Ambassador Reclassification

MOTION by Al Turkos, SECOND by Chip Mason, to recommend the memo to Board of Finance and City as presented; the subject of the memo is to recommend and approve the reclassification of the Airport Ambassador job description and grading, as outlined in the agenda packet

DISCUSSION included:

- The reclassification will move the Airport Ambassador position to a grade 11 from a grade 9; the grades are a pay range, as detailed in the memo.
- Staff has worked with Human Resources at the City to reclassify this position and add responsibilities that trigger a reclassification.
- Jeff Schulman joined at 4:07pm
- This request will go to on Board of Finance on March 9 and City Council on March 23

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

6.0 Innovation and Marketing Quarterly Update

6.1 Innovation and Marketing Quarterly Update, J. Bartley

In addition to the presentation and written reports in the agenda, Director Bartley reported updates from the Innovation and Marketing Department and also reported on the new Economic Impact Assessment. Highlights included:

- The Innovation and Marketing team includes: Jeff Bartley, Alex Cohen, Jillian Waite, Romeo von Hermann, and the ambassador team.
- The Airport will host a second 5K Race in the fall.
- Better Box, a healthier vending machine option, will be coming to the Airport
- Airline agreement negotiations currently ongoing
- Marketing department is working on a streamlined process for a therapy dog program at the Airport

- The Airport will host a farmer's market on Fridays this summer on the recreation path that opened in November 2025
- Hagan Associates is the Airport's marketing and consulting firm. Hagan informs the Airport on marketing efforts and manages the data the Airport uses to inform marketing.
- Website 'views' are defined as how many times someone was on each page of the Airport's website. Website 'sessions' are defined as the period in time a person spends on the website in one sitting.
- The Airport is leveraging data to make a case to airlines for expanding service to various destinations, including Denver.
- Leahy BTV will be involved in Aviation Day in Montpelier at the State House on April 30.
- Since 2018, the Airport regional value has grown in the following areas: jobs (+14.4%), total payroll (+90%), total economic output (+122.2%), total state and local taxes (81%) and existing/replacement value (+44%)
- The combined Airport regional value has grown 90% since 2018, from \$1.043 billion to \$1.88 billion in 2025.
- Staff and commissioners discussed the methodology behind how employers and groups at the Airport were grouped in the Economic Impact Study

7.0 Construction Update

7.1 Construction Update, L. Lackey

- 7.1.1 In addition to the written construction update provided to the Airport Commission, Larry Lackey highlighted the following updates:
- Leahy BTV requested funding from the FAA for the south terminal replacement project this project, and the FAA has said airports will be notified this month regarding award recipient status.
 - A pre bid meeting was held today for the cargo apron. This will help expand the cargo apron in the future. The Airport is still waiting on the FAA funding information for this project.
 - The bid for the Snow Removal Equipment building is awarded to Engelberth construction. Engelberth was the lowest of the three bidders for the project.
 - Capital Improvement Plan (CIP) update: after the cargo project, the airport will pause receiving FAA grant entitlement funds so that in the future, the airport can use more of them.
 - Taxiway C-G project be under construction
 - The building at 1223 Airport Drive will start demolition this month.
 - Beta Technologies went before the Development Review Board (DRB) for their B Build building and childcare center. Working on permitting and excavation for their B Build. These projects had been approved in a prior permitting process; due to the spaces being over 5% greater than originally expected, Beta needs to go through the approval process again at the DRB for these changes. Beta is currently building the Alia Hangar in the space identified as Area 5 on the airfield.

8.0 Residential Sound Insulation Program Updates

8.1 Residential Sound Insulation Updates, L. Lackey

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

- 8.1.1 The first phase of the Office of Local Defense Community Cooperation (OLDCC) project is under design for the first phase of 70 homes to prepare for construction bids; construction will start by July 2026. This summer there will be a second round of homes to use up the rest of the funding. The Airport will work to have a second package of homes submitted to the FAA for sound insulation in FY27.
- 8.1.2 Director Lackey reviewed updates provided in the written report
- 8.1.3 Chip Mason left at 4:59p.m.

9.0 Financial Update

9.1 Financial Update, M. Friedman

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

- 9.1.1 The Airport has not borrowed any additional money under the Grant Anticipation Note (GAN) since the start of the year. Director Friedman expects utilizing other grants as the GAN reaches the limit of the Airport's grant expenditures.
- 9.1.2 The Airport is working on the Passenger Facility Charge (PFC) Application. The PFC is the fee paid to the Airport for every airline ticket sold that departs from BTV. These funds have designated uses
- 9.1.3 New airlines have access to an incentive program that waives landing fees for the first two years of operation at Leahy BTV. Breeze has been here for two years, so landing fees will now start. Breeze is becoming a signatory on the Airline Agreement, solidifying its presence at Leahy BTV, and bringing more revenue to the Airport.
- 9.1.4 Expenses through January were 2.5% higher over the prior year. Much of this growth is from increasing salaries and benefits
- 9.1.5 The Airport does not owe the City any money
- 9.1.6 CBIZ completed the audit report for Leahy BTV. The PFC application requires an audit to review how the Airport spends.
- 9.1.7 Operating revenues increase 3.5% or \$840,000 from last year
- 9.1.8 Operating expenses include grants (including sound insulation grants). This may add confusion to how operating expenses appear in this report.
- 9.1.9 This report covers July 1, 2024 to June 30, 2025. Landing revenues increased in 2025; this year, the landing fees are not doing as well as the year before. Several factors add to the variation in these revenues including: plane size and schedule changes.
- 9.1.10 Debt coverage score ratio. Our score must be over 1.25; this number reflects revenues are at least 1.25% higher than our expenditures. Our score is 1.95%
- 9.1.11 On June 30, 2025, the Airport had just under \$20M in revenue bonds. These will be paid off on July 1, 2030.
- 9.1.12 As the expansion projects continue, demolished parts of the airport will come off the value of the Airport's asset value.

10.0 Director's Update

10.1 Director's Update

In addition to the written presentation, Director Longo reported:

- 10.1.1 The new terminal will be open by the end of the month. The current location of gates 3-6 will be demolished after the opening of the new terminal. The project to follow will be the south terminal expansion.
- 10.1.2 The 2026 staff appreciation lunch was Olympics themed, and the Mayor of the City of Burlington was in attendance.
- 10.1.3 The Snow Operations team at Leahy BTV has done a fantastic job this winter with regard to clearing snow on the runway
- 10.1.4 The Airport will go to City Council this month to get approval for new rates with Transportation Network Companies (TNCs). Previously, the Airport was focused on the City of Burlington TNC rate updates; now the Airport is seeking to raise the total that ride-share companies (TNCs) pay per ride. Taxis are not subject to these same fees but do pay separate taxi fees. Director Longo discussed different forms of taxi fee structures.
- 10.1.5 The Snow Removal Equipment (SRE) updates: The contract with Engelberth will be coming to Airport Commission in the near future for the build of this building. The existing SRE building is older and does not fit all airport equipment. This building will be on the northwest side of the building. After feedback from the community, this building is now planned to be as far north as possible. The Airport is currently seeking lease financing for this building.
- 10.1.6 Vacation travel for the school break recently rose the quantity of vehicles in the garage, and the ambassador team did a great job monitoring the garage during this time.
- 10.1.7 Dave Carman, Stacy Leveille, and Andrew Geppner are currently at the Northeast Chapter (NEC) of the American Association of Airport Executives in Hershey, Pennsylvania. A few members of the snow operations team will travel to Buffalo in April for the Snow Symposium conference as well.
- 10.1.8 The 2026 projected number of passengers is over 920,000 outbound passengers
- 10.1.9 The projected numbers are projected to be higher than last year. The report of passenger statistics is an 80% projection of the reported scheduled seats in the previous slide.

11.0 Commissioner Items

- 11.1 Commissioner Items:
 - 11.1.1 No Commissioner items.

12.0 Follow Up Items

- 12.1 Follow Up Items
 - 12.1.1 No follow up items.

13.0 Adjournment

MOTION by Al Turkos, SECOND by Robin Guillian, to adjourn the meeting.

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

Meeting Adjourned at 6:02 p.m.