



Board of Finance Meeting, Monday, March 7, 2022, 6:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
3/7/2022

BURLINGTON BOARD OF FINANCE

SHARON BUSHOR CONFERENCE ROOM, 1st FLOOR, CITY HALL *OR*

REMOTE MEETING WITH CALL-IN

BURLINGTON, VERMONT

MINUTES OF MEETING

March 7, 2022

MEMBERS PRESENT: Max Tracy

Karen Paul

Ali Dieng

Zoraya Hightower

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Dan Richardson

Jordan Redell

Nic Longo

Marie Friedman

Shelby Losier

David Carman

Cindi Wight

Alec Kaeding

Katie Kinstedt

1.0 CALL TO ORDER and AGENDA



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Mayor Weinberger called the Board of Finance meeting to order at 6:04 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by Councilor Paul, SECOND by City Council President Tracy, to adopt the agenda as presented.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 CONSENT AGENDA

3.01 Motion to adopt the consent agenda and take the actions as indicated

3.02 February 22, 2022 Board of Finance Meeting Minutes, Draft – approve the minutes.

MOTION by City Council President Tracy, SECOND by Councilor Dieng, to adopt the consent agenda and take the actions as indicated for items 3.01-3.02.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Request to Execute Rental Vehicle Concessions at Airport with ELRAC, LLC (d/b/a Enterprise Rent-A-Car, National Car Rental, and Alamo Rent A Car), Avis Budget Car Rental, LLC (d/b/a Avis/Budget); DTG Operations, Inc. (d/b/a Dollar), and The Hertz Corporation (d/b/a Hertz) for Non-Exclusive On-Airport Rental Vehicle Concessions – Airport

Interim Director of Aviation Longo said that this agreement would allow the Airport to grant rental vehicle concessions through the three parent rental car companies that they have worked with in the past. He said that they have been working on this agreement for some time and that when executed, it will be retroactive back to July 1, 2021. He noted that the rental companies' revenues have returned to 2019 levels and that the current revenues to the airport from them is



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approximately \$1.9 million and is a major source of the Airport's revenue budget.

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the Acting Director of Aviation to execute Non-Exclusive On-Airport Rental Vehicle Concessions with the following three (3) rental car companies to operate at the Airport, subject to review and approval of the City Attorney's Office: ELRAC, LLC (d/b/a Enterprise Rent-A-Car, National Car Rental, and Alamo Rent A Car); Avis/Budget Car Rental, LLC (d/b/a Avis/Budget); and The Hertz Corporation and DTG Operations, Inc. (d/b/a Hertz and Dollar).

VOTING: unanimous; motion carries.

4.02 Request to Execute a Contract with Engineers Construction Inc. (ECI) for Maintenance Yard Repairs and the Approval of a Budget Neutral Amendment to the Fiscal Year 2022 Budget in the Amount of \$109,950 – Airport

Interim Director of Aviation Longo said that this item is a contract for the maintenance yard and also an associated budget amendment.

MOTION by City Council President Tracy, SECOND by Councilor Dieng, 1. "To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with Engineers Construction Inc. for maintenance yard repairs in the amount of \$116,000.00, with a 20% contingency, totaling up to \$139,200.00, subject to review and approval of the City Attorney's Office."; and 2. "To approve and recommend that the City Council approve a budget neutral amendment to the Fiscal Year 2022 Burlington International Airport budget by adjusting the accounts as described in the affiliated memorandum."

VOTING: unanimous; motion carries.

4.03 Request to Execute a Contract for Maintenance Garage Roof Replacements with Vaillancourt Property Management and to Approve a Budget Neutral Amendment – Airport

Interim Director of Aviation Longo said that this is the facility that houses all airport equipment. He said that there are leaks in the roof, which disturb some of the chemicals that are used on the runway, and those need to be repaired.

Councilor Dieng asked whether the Airport is examining roofs at its property as part of a larger sustainability project. Interim Director of Aviation said that they are in the process of developing a conceptual plan and will be reviewing all roofs around the airports and assess which are appropriate for sustainable projects.





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MOTION by Councilor Dieng, SECOND by City Council President Tracy to 1. "To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with Vaillancourt Property Management for maintenance garages roof replacements in the amount of \$194,765.00, with a 20% contingency, totaling up to \$233,715.00, subject to review and approval of the City Attorney's Office."; and 2. "To approve and recommend that the City Council approve a budget neutral amendment to the Fiscal Year 2022 Burlington International Airport budget by adjusting the accounts as described in the affiliated memorandum."

VOTING: unanimous; motion carries.

4.04 Lease of Vendor Space for stand up paddleboard and kayak rentals at Oakledge Park – BPRW

Campground & Beach Manager Kaeding said that this item is for the same vendor and location that has been operating that business for the last few years at Oakledge Park. He said that this vendor is very popular with visitors to Oakledge Park.

MOTION by City Council President Tracy, SECOND by Councilor Paul, to approve and recommend that the City Council approve and authorize the execution of a lease agreement with Paddlesurf Champlain to perform all paddleboard and kayak rentals for Oakledge Park and to authorize Mayor Miro Weinberger to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Authorization to submit Community Development Block Grant (CDBG) Substantial Amendment for Changes to the COVID Funding Allocation in the 2019 Action Plan – CEDO

Assistant Director Kinstedt said that this is asking for approval to submit the substantial amendment to the 2019 CDBG Action Plan. She said that they are asking for this in order to reallocate funding from one of its projects to another. She said that specifically, the authorization would allow CEDO to fund youth programming and adult digital literacy programming.

MOTION by Councilor Dieng, SECOND by City Council President Tracy, to authorize and direct the Community Economic Development Office to submit a substantial amendment to the 2019 Action Plan for the Community Development Block Grant to HUD for changes to the COVID funding allocations.

VOTING: unanimous; motion carries.





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6.0 ADJOURNMENT

6.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:23 PM.

RScty: AACoonrad