

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

BOARD OF AIRPORT COMMISSIONERS

MINUTES OF MEETING

August 5, 2026

Location: Large Conference Room (Room 337)

Patrick Leahy Burlington International Airport, Third Floor

1200 Airport Drive,

South Burlington, VT 05403

[Hybrid meeting]

MEMBERS PRESENT:

Tim George, Chair
Jeff Schulman, Vice Chair
Chip Mason
Helen Riehle
Al Turkos
Andrew Savage
Robin Guillian

MEMBERS ABSENT:

None

BTV STAFF PRESENT:

Nicolas Longo, Director of Aviation
Madison Reagan, Environmental Compliance and Project Manager
Jesse Sprague, Executive Assistant
Dave Carman, Deputy Director – Airport Operations
Marie Friedman, Director of Finance
Jeffrey Bartley, Director of Innovation and Marketing
Romeo von Hermann, Customer Experience Manager
Jillian Waite, Office Assistant

OTHERS PRESENT:

CCTV

1.0 Call to Order

1.1 Call to Order

Aviation Director Nic Longo called the meeting to order at 4:05 P.M.

1.2 Acknowledgement of Remote Commissioners

Commissioners attending the meeting remotely identified themselves (Chip Mason, Andrew Savage; later in the meeting, Jeff Schulman and Robin Guillian also joined online)

2.0 Agenda

2.1 Approve/Adopt Agenda

MOTION by Tim George, SECOND by Al Turkos, to approve the agenda as presented.

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

3.0 Election of the Airport Commission Chair

MOTION by Helen Riehle to nominate Tim George as the Chair of the Airport Commission. There were no other nominations.

VOTING: unanimous (5-0); motion carried

Tim George is the Chair of the Airport Commission and assumed the facilitation of the meeting.

4.0 Election of the Airport Commission Vice Chair

MOTION by Chip Mason to nominate Jeffrey Schulman as the Vice Chair of the Airport Commission. There were no other nominations.

VOTING: unanimous (5-0); motion carried

Jeffrey Schulman is the Vice Chair of the Airport Commission.

5.0 Public Forum

5.1 Public Forum

5.1.1 Julie Macuga –Immigration and Customs Enforcement (ICE)

5.1.2 Sherri Wormser –Immigration and Customs Enforcement (ICE)

Jeffrey Schulman joined the meeting online at 4:12pm

5.1.3 Aspen –Immigration and Customs Enforcement (ICE)

5.1.4 Leif Taranta –Immigration and Customs Enforcement (ICE)

Jeffrey Schulman exited the meeting online at 4:18pm

6.0 Consent agenda:

6.1 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 June 3, 2026 and June 23, 2026 meetings.

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

Jeffrey Schulman joined the meeting online at 4:19pm

7.0 Request to Execute a Contract with the Jones Payne Group (JPG)

7.1 Request to Execute a Contract with Jones Payne Group Inc. (JPG) for the Construction Oversight Services Jones Payne Group Contract

MOTION by Al Turkos, SECOND by Helen Riehle, to approve the memo as presented in the agenda packet regarding the Contract with Jones Payne Group for construction oversight services. Discussion was led by Madison Reagan and included the following:

7.1.1 Due to a calculation error, a line item was left out of the final calculation for the total cost of the project. The request is now updated to be about \$450,000 more than the previous request. The contracted work itself has not changed.

7.1.2 Commissioners discussed the motion language and Chip Mason asked for future clarification regarding the Commission's motion to approve the memo.

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

8.0 Airport Operations Quarterly Update

Presentation by Deputy Director of Airport Operations Dave Carman.

DISCUSSION and presentation included:

1. Review of this past year's snow operations, Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) inspections, and other safety operations, including the wildlife hazard management plan and the tabletop exercise practiced this past spring.
2. Reflection on conferences by the American Association of Airport Executives (AAAE) in Hershey, Pennsylvania and Los Angeles, California
3. The maintenance team completes all painting of surfaces at the Airport, including on and off the runway.
4. Other updates included:
 - a. Snow Removal Equipment (SRE) Building
 - b. Cargo Apron Expansion
 - c. The Full-Scale Exercise (FSE) is a triennial exercise will take place September 12, 2026
 - d. Fly by 5K on October 3, 2026
5. Going forward, this meeting will include a review of a map featuring construction projects.

9.0 Financial Update

9.1 In addition to the written update provided to the Airport Commission, Marie Friedman highlighted the following updates:

- 9.1.1 Year-end final numbers are still coming together – the fiscal year ended June 30, 2026.
- 9.1.2 The final 10% of reimbursements can only be requested after the grant has been closed out. There are four grants that we are closing out related to Project NexT – as this project is still ongoing, these grants are not closed yet. We anticipate that Project NexT can be finished and we can start to close these grants in the fall of 2026. Under the Passenger Facility Charge (PFC) program, any interest of what we borrow from is eligible for reimbursement. This PFC charge is currently set for \$4.50 per passenger departing from BTV.
- 9.1.3 The \$10 Million Grant Anticipation Note has been renewed. The Airport still has \$5.1 Million and ability to borrow on it.
- 9.1.4 85% of the costs for the Snow Removal Equipment project are eligible to be covered by PFC charges. The Airport submits a PFC application for specific projects to the airlines to approve where and for what projects the collected PFC funds can be applied.
- 9.1.5 Parking garage revenues have increased since raising the rates, with little to no push back from the local community.

Andrew Savage left the meeting at 4:53pm

10.0 Construction Update

10.1 Construction Update, M. Reagan

- 10.1.1 In addition to the written update provided to the Airport Commission, Madison Reagan highlighted the following updates:

- 10.1.2 The Airport applied for Airport Terminal Program funds to pay for the south terminal expansion, but these funds were not awarded to BTV.
- 10.1.3 The Cargo Apron expansion project will begin next week.
- 10.1.4 Construction for the Snow Removal Equipment building will start in the fall.
- 10.1.5 The Airport is close to entering design phase for the glycol system upgrade project
- 10.1.6 Gates 1-4 are operational in the new terminal. The second-floor construction may have an anticipated completion timeline of early fall

11.0 Residential Sound Insulation Updates

- 11.1 Residential Sound Insulation Program Updates, M. Reagan
 - 11.1.1 In addition to the written update provided to the Airport Commission, Madison Reagan highlighted the following updates
 - 1. Phase 5 Construction is complete, with a few punch list items left to be wrapped up.
 - 2. The grant closure for the Noise Exposure map was submitted this past week.
 - 3. The Airport is waiting on a notice to proceed for the part of the construction project that is funded by the Office of Local Defense and Community Cooperation (OLDCC).
- 11.2 Noise Comments Quarterly Report, J. Sprague
 - 11.2.1 In addition to the written update provided to the Airport Commission, Jesse Sprague highlighted the following updates
 - 1. There were four new comments since the previous report in April 2026.

12.0 Director's Report

In addition to the written presentation, Director Longo reported:

- 12.1 The second-floor renovation will include a museum featuring the original walls of the 1940s terminal building.
- 12.2 Breeze Airways has announced new service between Baltimore (BWI) and Vero Beach (VRB)
- 12.3 The Airport should receive the decision on the Small Community Air Service Development Program (SCASDP) grant in the next few weeks.
- 12.4 The Airport partnered with Heritage Aviation to celebrate the Vermont Special Olympics' team and the publication of Grace Pugh's memoir *Burlington Airport: The First 25 Years*. In addition to their contributions to aviation in Vermont and BTV, Pugh and her husband built the original terminal building, and the celebration was held in that same space. The book will be for sale at the terminal at Hudson News.
- 12.5 The outdoor patio at the Airport is open Monday through Friday 7am – 5pm.
- 12.6 Manual counting of license plates reflects that the garage is less full as in the late summer months, and Canadian license plates make up a small percentage of reported plates.
- 12.7 The Airport received two grants for the Airport Terminal Program (ATP). The grant will allow us to add another children's area and fund more lactation services.

Robin Guillian joined the meeting at 5:17pm

- 12.8 Members of the marketing team will visit a conference at United Airlines – a unique opportunity for airports to visit its headquarters
- 12.9 Director Longo reviewed the projected flights, scheduled seats, and projected passengers.

13.0 Commissioner Items

13.1 Commissioner Items:

13.1.1 No Commissioner items.

Robin Guillian and Chip Mason asked if we had been having any issues with the internet and Uber at the Airport; staff reported that there are no known issues. Uber reported to the Airport that there are not enough taxis and Uber drivers to adjust to the increase in passenger numbers.

14.0 Follow Up Items

14.1 Artificial Intelligence

14.1.1 Director Nic Longo reported that the City is still working on a formal AI policy; after this policy is formalized, Director Longo can give an update on the Airport's use and policies on AI.

14.2 Jet Fuel Taxes

14.2.1 Director Nic Longo said that a formal update will be coming in the fall regarding jet fuel taxes and the funds that are collected by South Burlington as part of the 1%

The Airport plans to present at the Winooski City Council meeting in September.
Al Turkos expressed gratitude for the comments shared at public forum

15.0 Adjournment

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

VOTING: unanimous (6-0) ; motion carried. Meeting Adjourned at 5:42 P.M.