



btv.aero

To: LeahyBTV Airport Tenants
From: Nic Longo, Director of Aviation
CC: Airport Operations
Airport Engineering
Subject: Tenant Construction Project Coordination and Requirements, and
Lease Hold Improvements

Airport Tenant,

To maintain a safe and efficient operating environment, all tenant-initiated construction projects including but not limited to; renovation, maintenance, demolition, and improvement projects within leased premises or airport property must be reviewed and approved by Airport Management prior to work beginning.

As outlined in the lease agreement, tenants are required to obtain written approval of Landlord. The contractor superintendent, project manager, or other personnel leading the project that requires access to Airport property or restricted areas must possess and maintain a valid, Airport-issued Security Identification Display Area (SIDA) badge and a point of contact identified on the attached form. A SIDA badge appointment can be made at www.btv.aero.

Tenants shall notify Airport Management as early as possible, but greater than thirty (30) days when considering a construction project. Early coordination allows Airport staff to identify potential impacts and determine applicable requirements.

For all proposed construction projects, send completed 'Tenant Construction Project' form to: projects@btv.aero

Thank you,

A handwritten signature in black ink, appearing to read 'Nic Longo', enclosed in a circular stamp.

Nic Longo, C.M., Director of Aviation

A: 1200 Airport Drive, #1 South Burlington, VT 05403

P: 802.863.2874