Airport Commission

Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

PLEASE NOTE:
This meeting is will be held on zoom and in-person in the Wright Room at the Airport. Zoom Info:
Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://us02web.zoom.us/j/86253461005?pwd=U0lQem55VVRxb2RCUGs4aHVFb3VSdz09
Passcode: 472807
Or One tap mobile:
+ 16468769923,,86253461005# US (New York)
+ 13017158592,,86253461005# US (Washington DC)
Or join by phone:
Dial(for higher quality, dial a number based on your current location):
US: +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968
Webinar ID: 862 5346 1005
International numbers available: https://us02web.zoom.us/u/kA3vE0KmX

1. Call to Order

Subject	**1.1. Call to Order**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	1. Call to Order
Department	
Type	

Subject	**1.2. Acknowledgement of Remote Commissioners**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	1. Call to Order
Department	
Type	

2. Agenda

Subject **2.1. Motion to amend/adopt agenda**

Meeting May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 2. Agenda

Department

Type

Recommended Action

3. Public Forum

Subject **3.1. PUBLIC FORUM - Verbal Comments**

Meeting May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 3. Public Forum

Department

Type

4. Consent Agenda

Subject **4.1. Approval of Minutes - April 3, 2024 Meeting**

Meeting May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 4. Consent Agenda

Department

Type

Recommended Action

5. Action Items

Subject **5.1. MEI Terminal Lighting and Control Replacement (L. Lackey)**

Meeting May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

Subject **5.2. Stantec Glycol Recovery Disposal Study (L. Lackey)**

Meeting May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

Subject **5.3. Parking Garage Expansion Joint Replacement (L. Lackey)**

Meeting May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

Subject **5.4. Runway 15-33 Concrete Joint Repair (L. Lackey)**

Meeting May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

Subject **5.5. Budget Amendment (M. Friedman)**

Meeting May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

Subject **5.6. Annual Director of Aviation Reappointment Letter (T. George)**

Meeting May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

6. Financial Update

Subject	**6.1. Financial Update (M. Friedman)**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	6. Financial Update
Department	Burlington International Airport
Type	

7. Construction Update

Subject	**7.1. Construction Update (L. Lackey)**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	7. Construction Update
Department	Burlington International Airport
Type	

8. Noise Compatibility Program Updates

Subject	**8.1. Noise Compatibility Program Updates (L. Lackey)**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	8. Noise Compatibility Program Updates
Department	Burlington International Airport
Type	

9. Director's Report

Subject	**9.1. Director's Report (N. Longo)**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	9. Director's Report
Department	
Type	

10. Commissioner Items

Subject	**10.1. Commissioner Items**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	10. Commissioner Items
Department	
Type	

11. Follow-up Items

Subject	**11.1. Follow-Up Items**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	11. Follow-up Items
Department	Burlington International Airport
Type	

12. Adjournment

Subject	**12.1. Motion to adjourn: Next Meeting - June 5, 2024 at 4:00pm**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	12. Adjournment
Department	Council and Board
Type	
Recommended Action	

13. Informational and Non-Discrimination Statements

Subject	**13.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.**
Meeting	May 8, 2024 - Airport Commission - Wednesday, May 8, 2024 at 4:00pm - Wednesday, May 8, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	13. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

MINUTES SUBJECT TO CORRECTION BY THE BOARD OF AIRPORT COMMISSIONERS. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMISSION.

BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
April 3, 2024

DRAFT

[Hybrid meeting]

MEMBERS PRESENT:	Tim George
	Jeff Schulman
	Greg Shepler
	Chip Mason [arrived 5:17 PM]
	Robin Guillan
MEMBERS ABSENT:	Helen Riehle
	Bryn Oakleaf
BTV STAFF PRESENT:	Nic Longo, Director of Aviation
	Marie Friedman, Director of Finance
	Larry Lackey, Director of Engineering & Environmental Compliance
	Dave Carman, Director of Aviation Operations
	Jeff Bartley, Director of Innovation & Marketing
	Hannah Dusablon, Executive Assistant
OTHERS PRESENT:	Thomas Renner, Winooski City Council
	Channel 17

1.0 CALL TO ORDER

Aviation Commission Chair, Tim George, called the meeting to order at 4:03 PM and acknowledged those attending remotely, noting that Winooski Deputy Mayor Renner was sitting in for Bryn Oakleaf.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Greg Shepler, SECOND by Robin Guillan, to approve the agenda as presented. VOTING: unanimous (5-0)[Chip Mason not present for vote]; motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: March 13 2024

MOTION by Greg Shepler, SECOND by Robin Guillan, to approve the consent agenda as presented. VOTING: unanimous (5-0)[Chip Mason not present for vote]; motion carried.

5.0 ACTION ITEMS

5.01 Budget Amendment

MOTION by Greg Shepler, SECOND by Robin Guillan, to recommend to the Board of Finance and City Council approval of the budget amendment as outlined.

DISCUSSION:

- **Staff explained the budget amendments mainly apply to the AIP grant for mill and overlay work on Runway 1533, repair and maintenance work, and marketing/promotional work. There are other minor budget changes where less spending occurred in some line items.**

VOTING: unanimous (5-0)[Chip Mason not present for vote]; motion carried.

6.0 FINANCIAL UPDATE

In addition to the written financial update provided to the Airport Commission, staff highlighted the following in the financials through February 2024:

- Revenues are at $18.5 million and trending higher.
- Expenses are at $11.75 million and are higher due to large projects and filling open staff positions.
- Cash is $1.6 million.
- The airport does not owe money to the city.
- Work continues on closing out grants and receiving reimbursements from the FAA.
- Staff is working with the City to renew the airport's grant anticipation note.

7.0 CONSTRUCTION UPDATE

Staff highlighted the following on projects at the airport:

- Electrical contractor remobilized to the parking garage to finish the lighting and alarm project.
- Burlington Tech Center permit applications have been submitted. It is hoped to have a meeting before the South Burlington DRB by May.
- South apron project continues.
- Glycol system upgrade continues.
- Draft grant applications have been submitted to the FAA prior to the May 15th deadline to expedite the grant process.
- Preconstruction meeting held on the Runway 1533 mill and overlay project.
- Staff is preparing six grant applications totaling over $52 million.

8.0 NOISE COMPATIBILITY PROGRAM UPDATE

Staff reported:

- Residential Sound Program, Phases 1 & 2, substantially complete. Phase 3 (52 houses) will start this year. Phase 4 (this year's applications) are out to bid for 16 houses and design on the remaining of the 50 houses. Department of Defense has funds available ($17.5 million) for noise insulation projects and the airport is making application for these funds.
- Next technical advisory committee (TAC) meeting on the update of the Noise Exposure Map is April 11, 2024. There will be community meetings on the updated map as well.

9.0 AVIATION DIRECTOR'S REPORT

Aviation Director Longo reported:

- Numerous events are being held at the airport. More events are planned going forward.
- Eclipse event on April 8th at the airport (west apron) is all set. There are 106 private aircraft with reservations for the event. The eclipse event was a collaborative effort between the airport, FAA, DHS, Heritage, and other parties. Commercial flights at the airport will maintain normal operations through the eclipse.
- Nic Longo will be presenting at the upcoming National Airport Conference in Nashville and will discuss the eclipse event held at the airport.
- Forecast statistics on outbound passengers from the airport show an uptick from March through the summer months. The numbers for all the airlines serving the airport are increasing.
- Staff gave a presentation to the city's transportation, utilities, & energy committee (TUEC) on the airport's sustainability program and Project Next. The FAA is committed to reducing greenhouse gas emission to zero by 2050. Sustainable aviation fuel is becoming more readily available. The Air Guard is also taking steps toward energy efficiency and sustainability.
- The greenhouse gas emissions inventory for the airport provides benchmarks on emission points (the airport has control on only 1% of the emissions). The inventory will help focus steps to control, reduce, eliminate greenhouse gas emissions and meet requirements of the Airport Council International (ACI) Airport Carbon Accredit ability (ACA) Program.

10.0 COMMISSIONER ITEMS

None.

11.0 FOLLOW UP ITEMS

- BTV Reserve Funds (Tim George) – staff will follow up with the Airport Commission on this matter.

12.0 ADJOURNMENT

MOTION by Greg Shepler, SECOND by Robin Guillan, to adjourn the meeting.
VOTING: unanimous (6-0); motion carried.

The meeting was adjourned at 5:24 PM.

Next Airport Commission meeting is May 8, 2024 at 4 PM.

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PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

To: Airport Commission

From: Patrick Leahy Burlington International Airport
Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering and Sustainability

Date: May 8, 2024

Subject: Request to Execute a contract in the amount of $126,000 dollars with Mikes Electric, Inc. (MEI) for Terminal Fluorescent Lighting Control Replacement

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Request

The Patrick Leahy Burlington International Airport seeks approval and authorization to enter into a contract with Mikes Electric Inc (MEI) in the amount of $126,000 dollars for a Terminal Fluorescent Lighting Control Replacement Project.

Summary

Patrick Leahy Burlington International Airport (LeahyBTV) sought proposals from contractors to replace the lighting and lighting controls within selected areas of the Terminal Building. The existing terminal lighting and controls are generally original to its 1997 construction and 2004 addition and renovation. The Airport would like to replace luminaires with those with LED light source, along with adding automatic lighting controls to reduce light levels when there is no occupancy or there is adequate daylight. The project will include replacement of all lighting in selected areas as identified in the drawing package, and the replacement of controls in those spaces with automatic controls. The lighting and controls in these spaces, including exit signage, will be replaced in its entirety. We received 3 bids for this project, with the lowest qualified bidder being Mikes Electric, Inc. (MEI) with a bid in the amount of $126,000.00.

Project Benefits

With the replacement of both the lighting hardware and the control system, this is another sustainable accomplishment to not only using modern LED lighting but also reducing the amount of electric loads the airport needs. This will modernize our system to better serve our sustainable goals as well as passenger experience.

Funding Sources

BTV plans to use our FY2025 annual operating budget to fund these expenditures.

Motions

1. “To approve and recommend that the Board of Finance authorize the Director of Aviation to execute a contract with Mikes Electric Inc (MEI) in the amount of $126,000 dollars for Terminal Fluorescent Lighting Control Replacement”

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

To: Airport Commission

From: Patrick Leahy Burlington International Airport
Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering and Sustainability

Date: May 8, 2024

Subject: Request to Execute an agreement of $57,296 dollars for a Spent (Used) Aircraft Deicing Fluid Recovery, Treatment, Recycling and Disposal Study with Stantec Consulting Services.

Request

The Patrick Leahy Burlington International Airport (Airport) seeks approval and authorization to enter into an agreement with Stantec Consulting Services in the amount of $57,296.00 dollars for a Spent Aircraft Deicing Fluid Recovery, Treatment, Recycling and Disposal Study.

Summary

Stantec's professional services include data collection, review and inventory of existing aircraft deicing-related infrastructure, interviews with staff, user questionnaire coordination, review of current deicing practices at the Airport, summary of options available for recovery, treatment, recycling, and disposal of spent aircraft deicing fluid including concept layout plans and engineer's opinions of cost for required infrastructure improvements. The study will also include a review and summary of nearby off-site deicing recycling facilities (Such as Portland, ME) and the potential benefits of collection and in turn trucking a portion of and/or all spent aircraft deicing fluid off-site once captured.

All options will consider opportunities to improve water quality during the winter and summer months. A final report profiling viable options for consideration by the Patrick Leahy Burlington International Airport will be provided at the conclusion of our professional services. Final

recommendations will be made concurrent with input from the Airport, stakeholders, and regulatory agencies.

Anticipated Benefits

Deicing of aircraft is currently performed at several locations at the Airport, which are constructed with a mix of gravity drain and pumped discharge piping infrastructure. The drainage is permitted by the State and is currently leached into permitted fields. The study will evaluate viable methods for collecting spent aircraft deicing fluids at one or multiple locations at the Airport for treatment and/or recycling. In addition, all options will evaluate and consider improvements to the existing stormwater collection system to improve water quality in the summer months as it relates to flowrate and phosphorus reduction.

Funding Sources

BTV has secured a MS4 community stormwater grant through the State of Vermont Agency of Natural Resources in FY2024 to conduct stormwater related projects that impact the waterways around the airport. Leahy BTV plans to use the monies of this scoping study to go toward our local match percentage of the MS4 community grant.

Motions

1. “To approve and recommend that the Board of Finance authorize the Director of Aviation to execute an agreement with Stantec Consulting Services for $57,296.00 dollars to conduct a Spent Aircraft Deicing Fluid Recovery, Treatment, Recycling and Disposal Study.”

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

To: Airport Commission

From: Patrick Leahy Burlington International Airport
Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering and Sustainability

Date: May 8, 2024

Subject: Request to Accept and Execute a contract with PCS Specialty Contracting for FY2025 Parking Garage Repairs in the amount of $364,844 dollars."

Request

The Patrick Leahy Burlington International Airport seeks approval and authorization to enter into a contract with PCS Specialty Contracting for FY2025 Parking Garage Repairs in the amount of $364,844 dollars.

Summary

Patrick Leahy Burlington International Airport (Leahy BTV) owns and operates a six-story parking garage which services airport patrons and employees, rental car storage, and short-term parking. The garage was constructed in three phases: 1997 (southern 3 levels), 2003 (northern levels 1-3), and 2006 (northern levels 4-6) and requires periodic maintenance to repair/replace system components. This maintenance is outlined in an extensive long-term planning document to pin-point priorities for annual repairs. The repairs identified for FY25 are to replace Levels 2 and 3 expansion joints at the area approximately between the 1997 and 2003 garage structures.

A: 1200 Airport Drive, #1 South Burlington, VT 05403
P: 802.863.2874

Project Benefits

The anticipated benefits of this project will be to replace the aged existing joint material with new material that will protect the structural integrity of the concrete at the transitions and termination points. The new joint material will allow for continued thermal expansion, preventing moisture issues within the garage among several other structural items like dead load and live load of the parking surfaces.

We received 7 bids on this project, and the lowest qualified bid received was from PCS Specialty Contracting in the amount of $364,844.00.

Funding Sources

BTV plans to use our annual operating budget to fund these expenditures in FY2025.

Motions

1. “To approve and recommend that the Board of Finance and City Council authorize the Director of Aviation to execute a contract with PCS Specialty Contracting for FY2025 Parking Garage Repairs in the amount of $364,844 dollars.”

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

To: Airport Commission

From: Patrick Leahy Burlington International Airport
Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering and Sustainability

Date: May 8, 2024

Subject: Request to Accept and Execute a contract in the amount of $97,695.00 with Annseal Inc. for Runway (RW)15-33 Plain Cement Concrete (PCC) Concrete Joint Repair and a budget neutral amendment.

Request

The Patrick Leahy Burlington International Airport (Airport) seeks approval and authorization:

1. To enter into a contract with Annseal in the amount of $97,695 with a 15% contingency totaling up to $112,349 for RW15-33 PCC Concrete Joint Repair.
2. For a budget neutral amendment to the Fiscal Year 2024 Budget in the amount of $115,000.

Summary

Patrick Leahy Burlington International Airport (BTV) acquired proposals from contractors to remove existing sealant (caulking, backer rod), joint preparation and installation of new material on RW15-33 PCC concrete areas. The Airport received 4 bids for this project with the lowest qualified bidder being AnnSeal with a bid amount of $97,695.00 with a 15% contingency.

A: 1200 Airport Drive, #1 South Burlington, VT 05403
P: 802.863.2874

Project Benefits

The anticipated benefits of sealing concrete pavement (PCC) joints are to minimize the passage of surface water through joints to the subbase layers and the lodging of incompressible materials, such as pebbles and stones, along the joint faces. Resealing is necessary whenever the condition of an existing sealant does not meet these purposes, either because the sealant is missing or deteriorated. The current joint sealant on RW15-33 is original to its construction in 2010 timeframe and is now time to replace.

Budget Amendment:

The airport is requesting a budget neutral amendment to their Fiscal Year 2024 budget to increase the airfield cost center repairs and maintenance of the runway and taxiway. This repair is to our runway and the budget line item needs additional budget funds. This budget neutral request is transferring unspent budget funds from the Runway De-Ice account due to decreased use this past season as well as from the Legal services line item.

Org Set	GL Account	Account Name	Increase / (Decrease)
Expense - Increases			
400-35-431	6300_181	Repairs and Maintenance Runway & Taxiway	$ 115,000
		Increases to Expenses	**$ 115,000**
Expense - decreases			
400-35-431	6222	Runway De-Ice	$ (85,000)
400-35-000	6500_115	Professional & Consultant Legal Services	$ (30,000)
		Decreases to Expenses	**$ (115,000)**

Motions

Airport Commission:

1. “To approve and recommend that the Board of Finance and City Council authorize the Director of Aviation to execute a contract with Annseal in the amount of $97,695.00 with a 15% contingency totaling up to $112,349 for the Runway (RW)15-33 PCC Concrete Joint Repair.”

2. “To approve and recommend that the Board of Finance and City Council approve a budget neutral amendment in the amount of $115,000 to the Fiscal Year 2024 Airport budget by increasing the accounts as described in the affiliated memorandum”

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

To: City of Burlington, Board of Finance
City of Burlington City Council

From: Marie Friedman, CPA, Director of Finance
Nicolas Longo C.M., Director of Aviation

Date: May 8, 2024

Subject: Request for Approval of a $1,276,829 Budget Neutral Amendment to the FY 2024 Patrick Leahy Burlington International Airport

Request

The Patrick Leahy Burlington International Airport (Airport) seeks approval and authorization for a Budget neutral amendment in the amount of $1,276,829 to the Fiscal Year 2024 BTV budget.

Summary

Background:

Airport Expenditures

The Airport is seeking to amend the following expenditure accounts. During the fiscal year, there is periodically the need to adjust the approved budget. These changes are described below:

Computer Equipment: The airport needs to increase electronic storage capacity for essential computer camera security systems. The estimated cost of this critical improvement is less than $50,000. *Increase request is $50,000*

A: 1200 Airport Drive, #1 South Burlington, VT 05403
P: 802.863.2874

Capital Outlay Expenditures Terminal cost center: Purchases of capital in the Terminal cost center is slightly over budget. This will correct the budget. *Increase request for this item is $2,733.*

Capital Outlay Expenditures – Airfield cost center: The Airport intends to purchase one additional electric truck to replace another truck that is past its useful life and not operational. *Increase request for this item is $49,500.*

Repairs & Maintenance – Runway & Taxiway: The airport needs to add additional budget funds to the Airfield R&M runway and taxiway account. The airport will be sealing cracks on the runway. This is a safety issue and must be completed now that spring is here. *Increase request for this item is $25,000.*

Utilites Industrial Cost Center: The Airport took over the management of a hangar during FY 2024. The budget needs to be increased in both Electric and Gas to property expense the cost of this building. *Increase request is $32,000.*

Insuance – General in multiple cost centers: The insurance general cost is allocated to the airport by the CT Office. The final cost of this insurance changed slightly ($4,310) after the airport had prepared its current budget. Additionally, the allocation across cost centers has shifted. Therefore a correction to the budget will resolve this issue. *Increase request is $17,596, offset by decrease to general insurance $13,286.*

Capital project for South Apron Capital Expense expense and revenue: The Airport original construction schedule assumed that the South Apron would be built half in fiscal year 2024 with the remainder to be built in fiscal year 2025. However, the actual construction is now expected to be nearly complete in the current fiscal year. Therefore a budget amendment is requested to reflect the timing change of this construction. *Expense and related revenue request is $1,100,000.*

Budget Amendment

The Summary on the following pages show all expenditure accounts in this proposed airport budget amendment.

Org Set	GL Account	Account Name	Increase / (Decrease)
Expense - Increases			
400-35-430	6010	Computer Equipment - Terminal cost center	$ 50,000
400-35-430	9500_110	Capital Expenditures - Terminal Cost center	$ 2,733
400-35-431	9500_110	Capital Expenditures - Airfield Cost center	$ 49,500
400-35-431	6300_181	Repair & Maintenance Runway & Taxiway	$ 25,000
400-35-432	6400_100	Utilites - Electricity	$ 19,000
400-35-432	6400_105	Utilites - Gas	$ 13,000
		Subtotal increase to Utilities	$ 32,000
400-35-430	7230_105	Insurance - General	$ 6,700
400-35-431	7230_105	Insurance - General	$ 5,015
400-35-432	7230_105	Insurance - General	$ 840
400-35-433-600	7230_105	Insurance - General	$ 3,700
400-35-433-602	7230_105	Insurance - General	$ 501
400-35-434	7230_105	Insurance - General	$ 840
		Subtotal increase to Insurance - General	$ 17,596
424-35-700-909	9500_165	South Apron Capital Project, non grant eligible	$ 1,100,000
		Increases to Expenses	**$ 1,276,829**

Expense - decreases				
400-35-430	6625	Equipment Maintenance Repairs	$	(50,000)
400-35-431	6300_187	Repair & Maintenance Electrical	$	(52,233)
400-35-431	6300_189	Repair & Maintenance Line Stripping	$	(25,000)
400-35-434	6615	Property repairs	$	(32,000)
400-35-000	7230_105	Insurance - General	$	(13,286)
400-35-000	6500_115	Professional Legal Services	$	(4,310)
		Decreases to Expenses	**$**	**(176,829)**
Revenue - increases				
424-35-700-909	4990_400	South Apron Interfund Proceed Transfer	$	1,100,000
		Increases to Revenues	**$**	**1,100,000**

Motions

The Airport respectfully request the Board of Finance to approve the following motion:

Board of Finance:

1. "To approve and recommend that the City Council approve a budget neutral amendment in the amount of $1,276,829 to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum."

City Council:

1. "To approve a budget neutral amendment to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget in the amount of $1,276,829 by increasing the accounts as described in the affiliated memorandum."

Board of Airport Commissioners
1200 Airport Drive, #1
South Burlington, Vermont 05403
www.btv.aero

May 8, 2024

Mayor Emma Mulvaney-Stanak
City Hall
149 Church Street
Burlington, Vermont 05401

Dear Mayor Mulvaney-Stanak,

Following the process outlined in the City Charter, this letter serves as the Airport Commission's recommendation to reappoint Nic Longo as Director of Aviation at the Burlington International Airport.

In the past year, Nic's envisioned reorganization of the airport's management structure to address long-standing issues came to fruition (apart from a vacant Deputy Director position), and the majority of the senior staff are now able to work reasonable hours compared to the overload they previously faced. We are impressed by the management team Nic has assembled to craft and carry out the future vision of the airport in the ways that support the needs of the community, and the management team is as dedicated to the success of the airport as Nic is.

There were many large matters facing the airport over the last twelve months, headlined by the extension of the Vermont Air National Guard lease. Nic aptly made the case for the extension without entering into the political fray, citing the beneficial rescue and firefighting service provided by VTANG and capital improvements to be made by VTANG, many of which will meet and exceed the City's climate action goals. The loss of JetBlue, a stalwart of the airport since its founding in 2000, was replaced by newcomer Breeze, which is very pleased with results so far and is already adding new destinations. Nic doesn't just pick up the phone and new airlines come running – he constantly meets with new airlines to promote Burlington, as well as existing airlines to get insights and figure out to improve their stickiness to the airport, deftly interacting with all carriers in order to keep flight availability high to meet and sustain enplanement demand.

Other efforts included negotiations with the Burlington School District to provide a new home for aviation-oriented education for the Burlington Technical Center, a substantial upgrade which will pave the way for students to become employees in the aviation field where their education will be in high demand. Furthering our relationship with Beta Technologies and continued progress on Project NeXT are also major actions under Nic's leadership this year.

Any leader of a large organization must wear multiple hats, but it is unusual for any leader to excel in as many areas as Nic. The airport community is fortunate to have such an excellent leader who not only does his job well, but does so with professionalism and integrity, while truly caring about the airport, the airport community, and the surrounding communities upon which the airport has an impact.

Sincerely,

Tim George, Chair
Jeff Schulman, Vice Chair
Helen Riehle
Robin Guillian
Greg Shepler
Bryn Oakleaf
Chip Mason

To: Airport Commissioners
From: Marie Friedman, CPA, Director of Finance
Date: May 3, 2024
Re: Financial Highlights Report for May 8th, 2024 meeting

- This month's financial package includes the March P&L, Revenue Recovery Metrics, and the April 30th Banking Balance report and the AIP Receivable report.
- STIMULUS GRANTS Summary
    - CARES ACT Grant received May 11, 2020 for $8.7M. BTV has drawn down $7,830,557 on this grant. $6,165,155 of this used to cover operating expenses in both FY 2020 and 2021. $1,665,403 reimbursed the airport for local share contribution on FAA grants. The Airport is reserving the remaining available grant monies of $870,557 to cover additional local share expenditures. This grant is effective until May 11, 2024. The Airport will drawing the remaining funds down this year and closing out the grant.
    - CRSSA Grant was received April 5, 2021 for a combined total of $4.04M. There is still $400,000 available under the CRRSA grant. This grant is effective until April 5, 2025.
    - The Airport received a $7.6M Grant November 30, 2021 under the American Rescue Act. There is still $3.0 million available under ARPA grant. We have four years to utilize this grant.
    - BTV does not owe any money on the Grant Anticipation Note (GAN). Interest rates are adjusted monthly. Interest paid on the GAN is eligible for reimbursement under a future PFC application. The GAN expired in February and the Airport intends to renew the GAN for an additional year. We are working with the CT office on this.
- Year-to-date (YTD) Revenues through March were $20.6 million. Operating revenues are higher than the prior year primarily due to higher rental car revenues and parking revenues. Please refer to the P&L for more detail. The Airport Revenue recovery schedule is included as well. All metrics are recovering as expected. This shows five revenue sources and how they performed over time. The data points represent a trailing twelve month for each month. Parking garage revenues, Car rental concession revenues, landing fees and CFC have all recovered. PFC revenues are at 91% which is similar to enplanement recovery. Landing fees year-to-date are lower than last year due to less flights. This is expected to start increasing with the airlines showing increased flights starting in June. CFC revenues are also lower than prior year due to the expiration of the higher CFC daily charge rate. The airport increased the rate from $4 to $6 for one year.
- Expenses thru March were $13.3 million. This is higher than last year primarily due to garage lighting and fire alarm system replacement (approx. $435k higher). The Airport is also seeing expenditure increases to salaries and employee benefits (approx. $600k higher), as well as professional and

consulting services ($321k higher , Utilites ($167k higher) and property repairs ($78 higher). Please refer to the P&L for more detail.

- Cash update: As of April 30th, 2024, BTV had $4,105,110 in the Airport International account and did not owe the City any money.
- AIP receivable update: As of April 30th, 2024, the FAA owes the airport $7.38 million. Of this amount, approximately $3.4 million will be reimbursed through the closeout process. Additionally, the Airport has applied for federal fiscal year 2024 grants. Once these grants are received, the Airport can be reimbursed approximately $2.8 million.

Budget Performance Report

Fiscal Year to Date 3/31/2024

Account	Account Description	Amended Budget	YTD Encumbrances	FY 2024 YTD Transactions	Remaining Balance	% Used/ Rec'd	FY 2023 YTD Transactions
Fund **400 - Airport**							
	REVENUE						
4247	Fees and Permits	125,000.00	.00	96,290.00	28,710.00	77%	108,311.00
4267	Utility Reimbursement	126,700.00	.00	95,528.14	31,171.86	75%	80,171.62
4268	Sale of Gasoline	750,000.00	.00	444,849.77	305,150.23	59%	470,022.19
4295	Parking Fees	6,750,000.00	.00	5,271,671.36	1,478,328.64	78%	5,043,361.95
4297	CFC's	1,775,000.00	.00	1,689,830.00	85,170.00	95%	1,921,146.00
4345	Advertising Revenues	114,000.00	.00	56,745.00	57,255.00	50%	40,466.52
4390	Concessions	330,000.00	.00	275,152.33	54,847.67	83%	258,618.63
4440	Taxi Fees	170,000.00	.00	148,033.00	21,967.00	87%	133,073.00
4445	Terminal Rent - Exclusive	1,360,800.00	.00	922,579.75	438,220.25	68%	985,263.33
4450	Terminal Rent - Commonuse	1,591,433.00	.00	1,136,702.86	454,730.14	71%	1,146,513.85
4455	Terminal Concessions Airport	750,000.00	.00	517,616.29	232,383.71	69%	244,826.53
4460	Rental Car Concessions	3,250,000.00	.00	2,917,818.46	332,181.54	90%	2,558,010.80
4465	Rent Grounds	508,531.00	.00	419,769.44	88,761.56	83%	351,487.13
4470	Rent Buildings	1,179,719.00	.00	1,049,379.31	130,339.69	89%	967,623.00
4475	Landing Fees	1,975,000.00	.00	1,379,087.77	595,912.23	70%	1,493,858.18
4480	PFC Revenue	2,625,000.00	.00	1,824,144.00	800,856.00	69%	1,844,826.00
4505	Terminal Non Airline	631,000.00	.00	661,616.89	(30,616.89)	105%	532,309.64
4535	Misc Rev	1,000.00	.00	312.10	687.90	31%	6,918.01
4600	Fees For Services	6,500.00	.00	4,980.00	1,520.00	77%	6,760.00
4700	Interest / Investment Income	6,000.00	.00	143,635.21	(137,635.21)	+++	110,449.63
4702	Interest Income PFC	10,000.00	.00	6,816.15	3,183.85	68%	7,592.21
4703	Restricted Interest Income	30,000.00	.00	97,527.34	(67,527.34)	+++	30,379.40
4705	Unrealzed Gain/Loss-Invest	.00	.00	76,945.12	(76,945.12)	+++	646.62
4750	Gain/Loss On Asset	.00	.00	14,410.91	(14,410.91)	+++	14,999.00
4875	Grants TSA Leo Grant	150,000.00	.00	120,120.00	29,880.00	+++	133,760.00
4890	CARES ACT/ARPA/CRRSA Federal Grant	4,385,934.00	.00	939,537.52	3,446,396.48	+++	1,745,648.04
4925	Proceeds	9,900.00	.00	61,109.90	(51,209.90)	+++	250.00
4961	Property Tax Reimbursement - Airport	204,700.00	.00	217,879.24	(13,179.24)	106%	206,712.29
	REVENUE TOTALS	$28,816,217.00	$0.00	$20,590,135.59	$8,226,081.41	71%	$20,444,094.97
	EXPENSE						
5000	Salaries and Wages	3,748,731.00	.00	2,400,017.39	1,348,713.61	64%	2,004,957.88
5100	Overtime	317,300.00	.00	241,333.24	75,966.76	76%	229,039.40
5200	Other Personal Service	441,525.00	.00	347,025.64	94,499.36	79%	276,683.94
5400	Employee Benefits	1,360,326.00	.00	962,304.60	398,021.40	71%	859,726.04
6000	Office Supplies	9,000.00	.00	2,720.69	6,279.31	30%	3,749.42
6005	Postage	500.00	.00	133.98	366.02	27%	161.96
6007	Shipping and Moving	33,750.00	3,268.42	12,449.08	18,032.50	47%	14,177.71
6010	Computer Equipment	41,000.00	.00	37,451.10	3,548.90	91%	27,317.77
6015	Computer Software	10,500.00	.00	5,452.00	5,048.00	52%	.00
6017	Computer Licensing and Maint.	274,000.00	17,949.87	214,753.13	41,297.00	85%	165,871.69
6020	Office Equipment	21,500.00	.00	1,373.96	20,126.04	6%	16,940.00
6025	Furnishings	92,500.00	.00	18,636.85	73,863.15	20%	41,765.16

Budget Performance Report

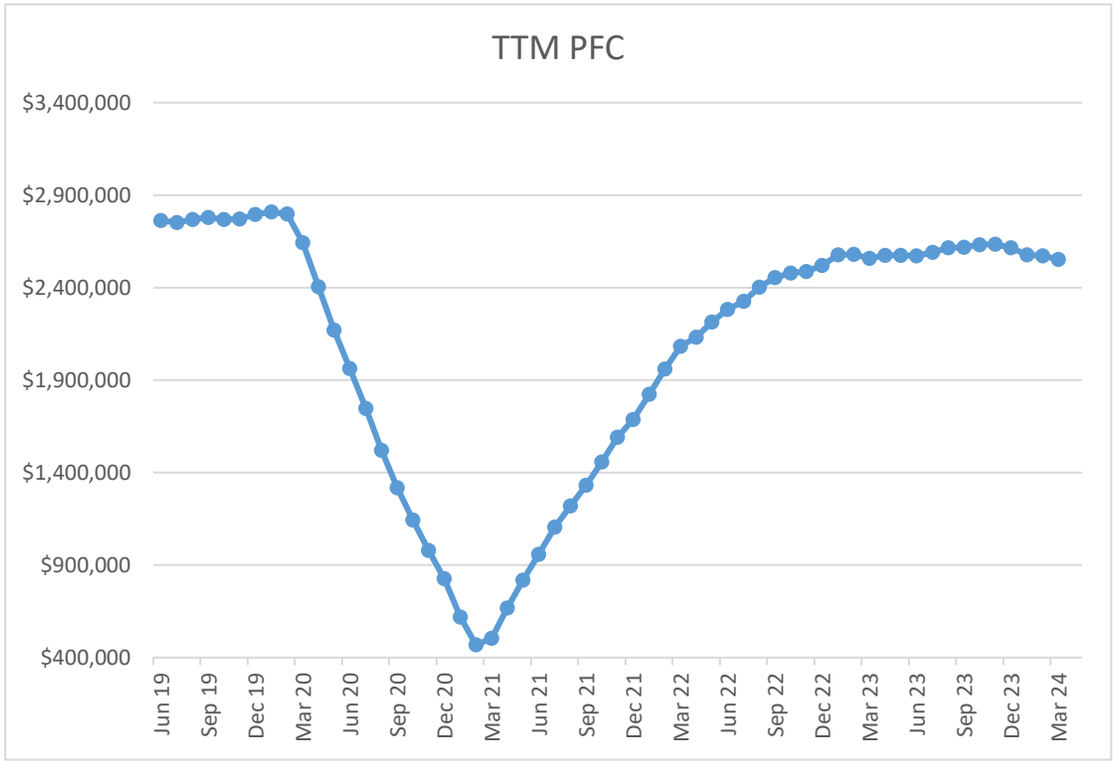
Fiscal Year to Date 3/31/2024

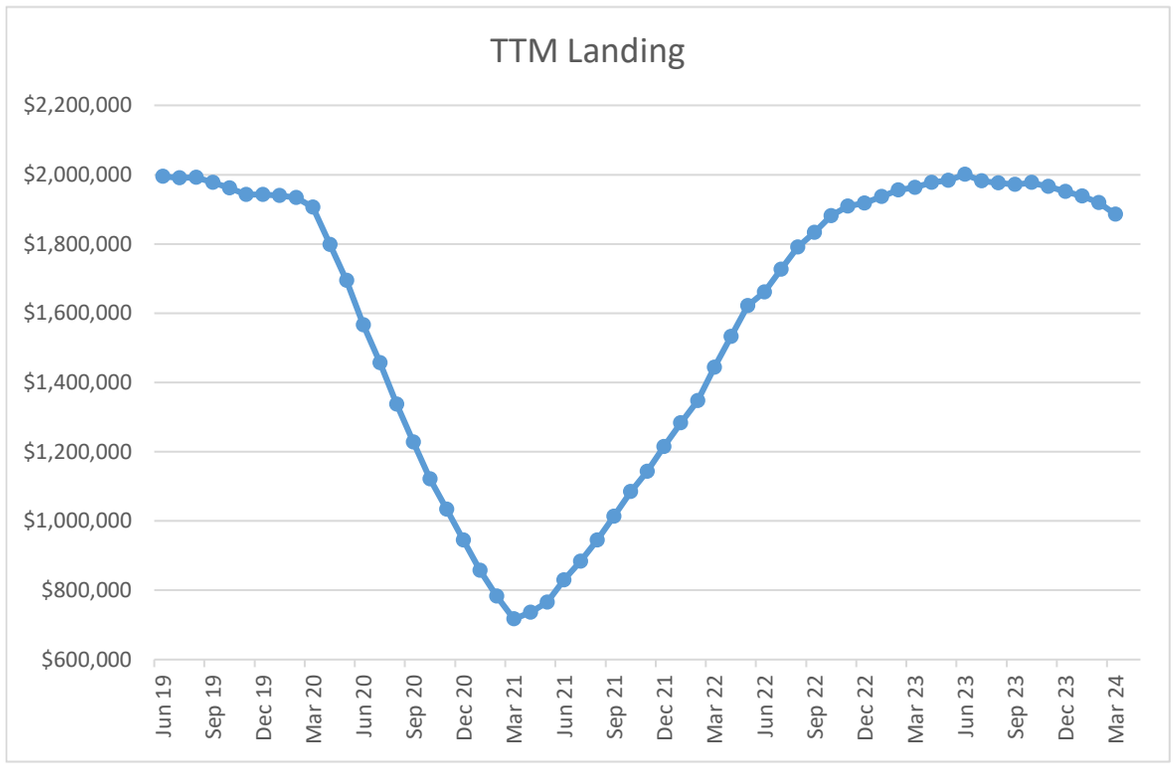
Account	Account Description	Amended Budget	YTD Encumbrances	FY 2024 YTD Transactions	Remaining Balance	% Used/ Rec'd	FY 2023 YTD Transactions
6200	Medical Fees And Supplies	6,000.00	.00	2,275.82	3,724.18	38%	4,388.75
6202	Printing/Copying/Paper Mgt	8,450.00	.00	694.49	7,755.51	8%	164.99
6203	Dues/Subscriptions	141,730.00	47.74	79,176.77	62,505.49	56%	74,983.46
6206	Custodian Supplies	81,500.00	.00	63,907.49	17,592.51	78%	37,229.98
6208	Special Supplies	74,500.00	2,378.15	54,570.24	17,551.61	76%	45,141.85
6210	Small Tools and Equipment	125,000.00	21,995.28	19,742.38	83,262.34	33%	67,999.37
6212	Fuel	891,750.00	.00	533,860.41	357,889.59	60%	559,845.39
6214	Clothing And Uniforms	6,000.00	.00	3,531.50	2,468.50	59%	3,405.24
6215	Uniform Laundering	23,000.00	872.57	11,127.43	11,000.00	52%	12,720.53
6216	Oil & Grease & Antifreeze	22,000.00	.00	6,556.86	15,443.14	30%	6,209.01
6222	Runway De-Ice	400,000.00	.00	212,891.44	187,108.56	53%	302,371.65
6247	Energy Efficient	125,000.00	.00	66,439.10	58,560.90	53%	32,598.03
6294	Donations	3,600.00	.00	3,581.20	18.80	99%	.00
6300	Repair & Maintenance	3,765,029.00	145,359.13	1,510,578.81	2,109,091.06	44%	1,077,115.10
6350	Legal Notice & Advertising	2,200.00	.00	345.00	1,855.00	16%	380.00
6400	Utilities	1,668,600.00	.00	1,182,001.46	486,598.54	71%	1,014,205.68
6500	Professional and Consultant Services	1,892,027.00	5,066.00	1,152,144.92	734,816.08	61%	830,917.35
6530	Rentals	17,000.00	.00	11,550.07	5,449.93	68%	43,053.99
6600	Maintenance Contracts	397,500.00	27,294.00	141,530.35	228,675.65	42%	256,293.40
6605	Radio Maintenance	17,500.00	3,837.50	8,709.98	4,952.52	72%	4,044.50
6610	Custodial Contracts	856,020.00	.00	610,515.00	245,505.00	71%	516,015.00
6615	Property Repairs	495,000.00	10,455.10	231,373.62	253,171.28	49%	153,222.41
6625	Equipment Maintenance Repairs	230,000.00	5,432.76	82,857.98	141,709.26	38%	72,311.65
6700	Travel & Training	114,800.00	.00	57,333.11	57,466.89	50%	49,174.91
6800	Fees for Services	26,350.00	.00	17,170.39	9,179.61	65%	15,522.64
7002	Interest Expense	.00	.00	.00	.00	+++	.00
7004	Interest Expense - Restricted	.00	.00	.00	.00	0	.00
7200	Capital Leases	572,488.00	321.90	427,353.78	144,812.32	75%	445,637.10
7230	Insurance	410,115.00	.00	343,766.31	66,348.69	84%	259,181.74
7303	Regulatory and Bank Fees	231,000.00	.00	97,988.34	133,011.66	42%	130,984.63
7312	Real Estate Taxes	798,173.00	.00	797,280.15	892.85	100%	767,020.29
7652	Discretionary Spending	45,000.00	.00	37,923.34	7,076.66	84%	32,169.77
8015	Indirect Fees	534,960.00	.00	401,220.00	133,740.00	75%	369,603.00
8017	Indirect Fees - City Attorney	83,149.00	.00	62,361.00	20,788.00	75%	67,941.00
8095	Interest On Pooled Cash	.00	.00	9,964.54	(9,964.54)	0%	.00
8135	Airport Security To Police	1,265,000.00	3,684.64	837,531.95	423,783.41	66%	824,640.47
	Operating EXPENSE TOTALS	$21,681,073.00	$247,963.06	$13,333,256.89	$8,099,853.05	63%	$11,716,883.85
Net Operating Revenues (which are used to pay for Bond payments, Leases, Capital and FAA projects)				$7,256,878.70			$8,727,211.12

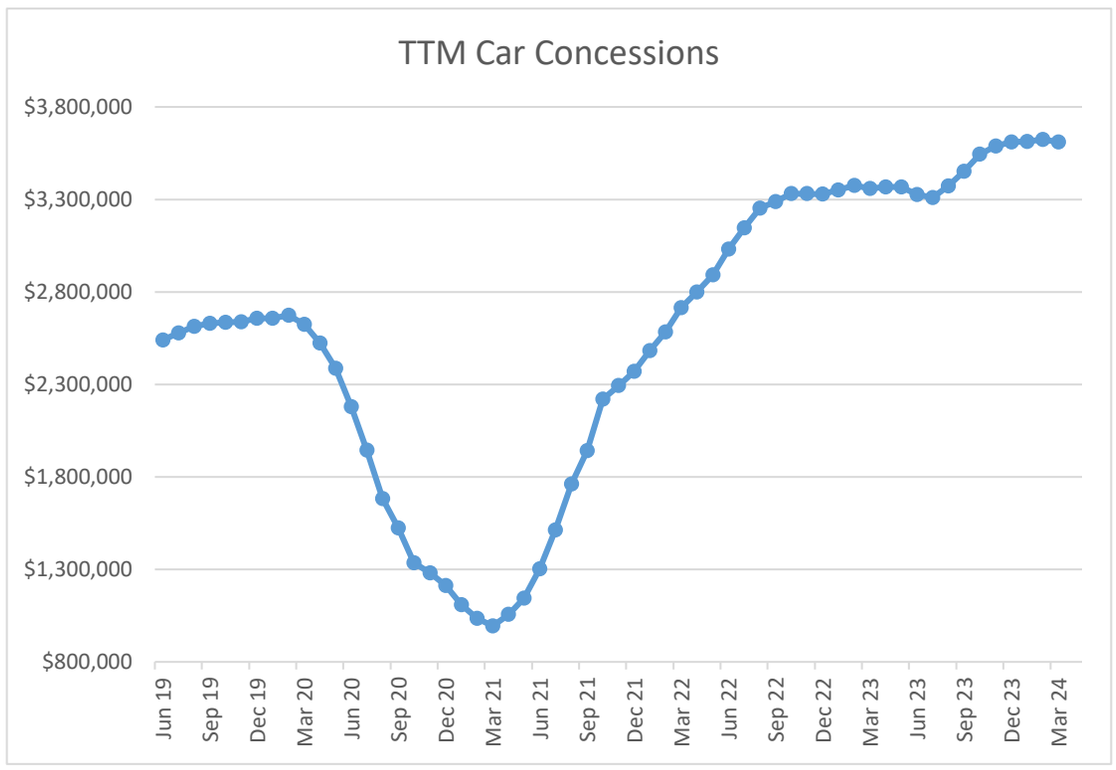
Recovery Metrics

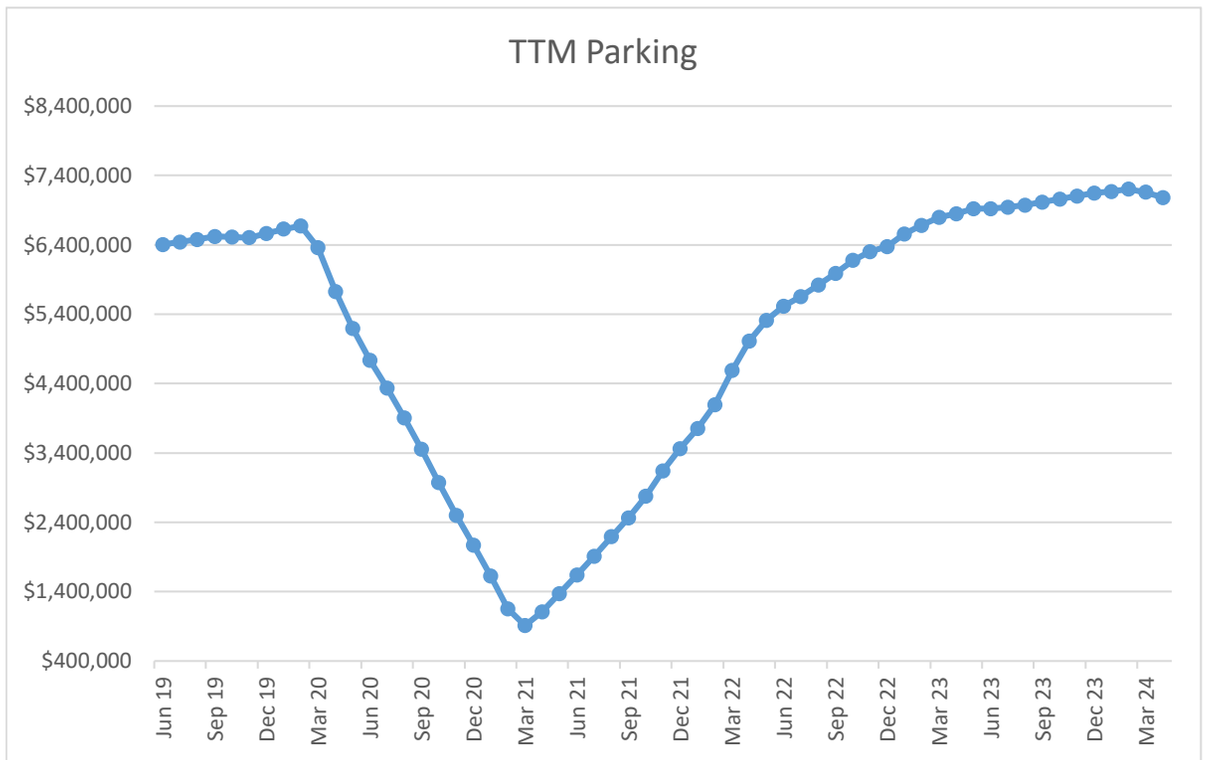
	At Feb 2020	Minimum	Drop	Current	Recovery
Parking	$6,670,572	$911,595	-86%	$7,158,184	107%
PFCs	$2,797,591	$467,680	-83%	$2,551,390	91%
Car Concessions	$2,673,896	$994,488	-63%	$3,609,406	135%
Landing Fees	$1,933,993	$716,928	-63%	$1,885,626	97%
CFCs	$1,568,752	$352,036	-78%	$2,164,838	138%

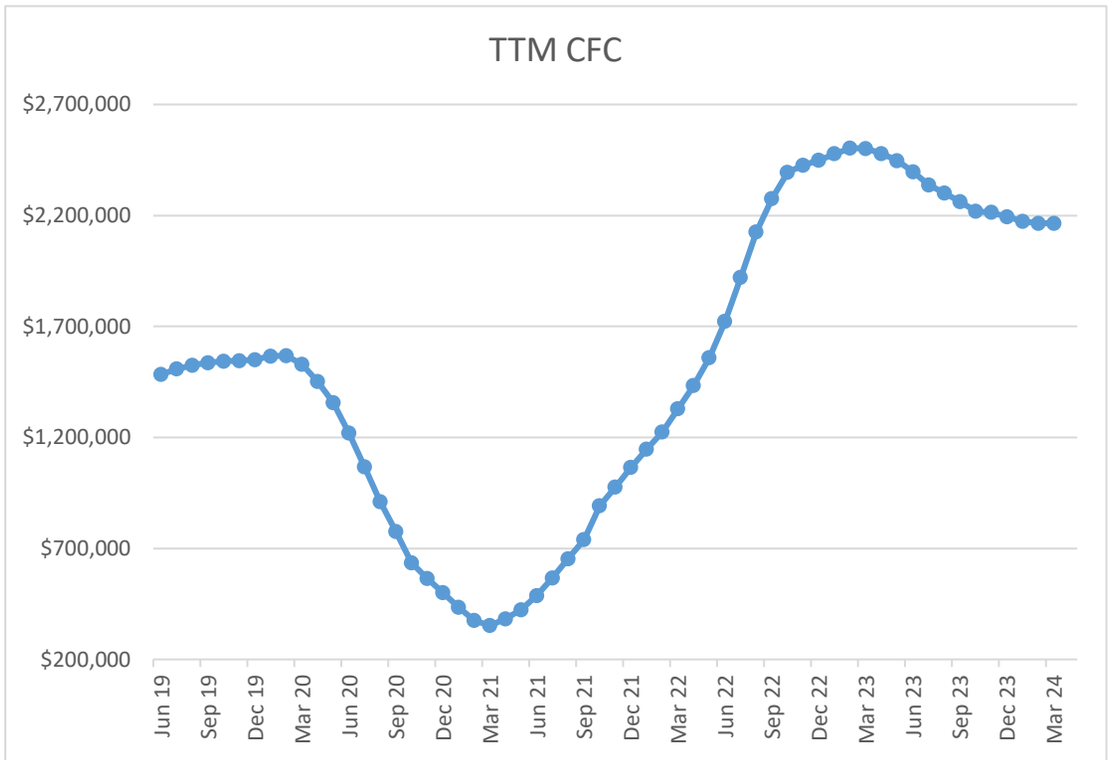
All figures are trailing twelve months











Burlington International Airport

Cash and Investments
April 30, 2024

Account	Account Description	Balance @ 4/30/2024
Unrestricted Bank Accounts		
1000_400	Bank Account Airport	4,105,110
1050_496	Cash Restricted AIP Deposit Keybank	16,051
Restricted Bank Accounts		
1050_420	Cash Restricted Escrows - Airport PFC TD Bank	8,501,388
1000_415	Bank Account - PFC Prepaid Cash Account	491,892
1000_420	Bank Account CFC	2,902,134
1050_416	Cash Restricted Revenue Bond DSR-Zion Trustee	3,494,164
1050_400	Cash Restricted Air Debt Service Fund - Interest	795,056
1050_401	Cash Restricted Air Debt Service Fund-Principal	1,496,240
1050_402	Cash Restricted Air Debt Service Fund-Sinking	906,194
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	5,684,292
1050_430	Cash Restricted Esc - Airport Res Acct - TD Bank	393,043
1050_495	Projects Operating Acct/Escrow GAN Keybank	279
Total Cash and Investments		28,785,845
1100_999	(Due To) / Due From Pooled Cash (timing)	-

Comparative Information on Primary Airport bank account

		4/30/2024
1000_400	Bank Account Airport - Current Fiscal year -4/30/2024	4,105,110
1000_400	Bank Account Airport - Prior Fiscal year - Apr 2023	6,555,388
1000_400	Bank Account Airport - Four year ago - Apr 2020	2,690,002

		PROJECT DESCRIPTION		FEDERAL GRANT A/R BALANCE 06/30/23	TOTAL PROJECT EXPENSES FY 2024	GRANT Reimburse Percent	% OF PROJECT EXPENSES FY 2024	REIMBURSE-MENTS FY 2024	FEDERAL GRANT A/R BALANCE 04/30/24	10% LOCAL SHARE FY 2024
ACTIVE AIP PROJECTS										
410	119	TAXIWAY GULF PH 2 RW 1-19 PAP1		19,208	-	90%	-	(19,208)	(0)	-
423	120	ACCESS CONTROL SECURITY REHAB		122,134	-	100%	-	(6,486)	115,648	-
400	121	CARES ACT GRANT		446,328	-	100%	-	-	446,328	-
420-700	122	S. TERMINAL APRON REHAB PH 7		245,804	-	100%	-	-	245,804	-
415	124	NOISE MONITORING EQUIPMENT		1,380	-	100%	-	-	1,380	-
425	125	TERMINAL INTEGRATION PROJECT		1,450,562	8,066	88%	7,098	-	1,457,659	968
425	future	TERMINAL INTEGRATION PROJECT-BIL			440,987	88%	388,054	-	388,054	52,933
400	127	CRRSA STIMULUS GRANT		(0)	56,346	100%	56,346	(56,346)	(0)	-
400	128	CRRSA CONCESSION GRANT		143,605	-	100%	-	-	143,605	
428-901	129	SOUND INSULATION PILOT PROGRAM		53,937	689,569	100%	689,569	(670,982)	72,524	-
427-900	130	HOT SPOT MITIGATION GRANT		114,772	-	100%	-	(3,196)	111,576	-
427-904	131	HSR TWC & K		53,951	634	100%	634	(12,615)	41,969	-
427-902	132	HSR RW 1 PAPI		37,458	-	100%	-	(37,458)	-	-
420-903	133	TERMINAL APRON PH 7, Parts 2&3		61,629	7,692	100%	7,692	(60,073)	9,248	-
400	134	ARPA		(0)	883,191	100%	883,191	(883,191)	(0)	
400	135	ARPA CONCESSION GRANT		579,132	-	100%	-	-	579,132	-
427-911	136	HSR TW K PAPI		2,053	228	90%	205	(2,053)	205	23
427-905	137	TW K CONSTRUCTION GRANT		273,497	7,153	90%	6,438	(20,106)	259,830	715
416-907	138	ENVIRONMENTAL ASSESSMENT		50,530	60,702	90%	54,632	(79,726)	25,435	6,070
426-910	139	BOARDING BRIDGE GATE 12		1,193,458	420,081	90%	378,073	(1,389,741)	181,789	42,008
416-913	140	NOISE EXPOSURE MAP		7,186	204,954	90%	184,459	(191,645)	(0)	20,495
428-908	141	SOUND INSULATION PROGRAM FFY22		160,547	593,534	90%	534,181	(694,728)	(0)	59,353
427-906	142	REHAB TAXIWAY A		96,456	1,499,635	90%	1,349,671	(1,249,934)	196,194	149,963
416-925	144	PAVEMENT MANAGEMENT PLAN		2,700	59,141	90%	53,227	(52,980)	2,947	5,914
424-924	145	CARGO APRON DESIGN 2023		3,420	15,442	90%	13,897	-	17,317	1,544
421-918	future	SOUTH TERMINAL REPLACEMENT		-	-	90%	-	-	-	-
426-923	147	SNOW REMOVAL EQUIPMENT BLDG		85,896	116,275	90%	104,647	(190,544)	(0)	11,627
424-909	149	SOUTH APRON CONSTRUCTION		179,756	2,487,892	90%	2,239,102	(2,418,863)	(5)	248,789
421-919	future	NEXT PROJECT		623,183	1,602,951	90%	1,442,656	-	2,065,839	160,295
426-916	143	NORTH TERMINAL RENOVATION		1,175,560	599,608	90%	539,647	(1,088,416)	626,792	59,961
427-927	146	TW A MILL & OVERLAY, TW C		-	158,518	90%	142,666	(142,666)	(0)	15,852
428-926	148	SOUND INSULATION PHASE 3			60,054	90%	54,048	(37,276)	16,772	6,005
427-928	future	RUNWAY 15-33 MILL & OVERLAY		3,150	411,108	90%	369,997	-	373,147	41,111
		TOTAL CURRENT PROJECTS		**7,187,291**	**10,383,761**		**9,500,132**	**(9,308,235)**	**7,379,188**	**883,629**

AIP Projects being Closed out	**$ 3,412,383**
Future AIP Projects	**$ 2,827,040**
	$ -

To: Airport Commission

From: Larry Lackey
Director of Planning, Engineering and Environmental Compliance

Date: May 8, 2024

Subject: Airport Commission Construction Update

1. **Annual Parking Garage Maintenance ($2.2M).** The purpose of this maintenance is to ensure the longevity of the parking garage. We anticipated and were ready to start the replacement of the expansion joints and joint seal repair in the vicinity on the floors above the Tesla charging area. Due to the pandemic and travel restrictions, the maintenance project was postponed. This project is in the process of rebidding. Stair tower 1 was refurbished, new roof, pressure was of walls, new paint and conduit leak repair. We are developing a plan to complete the rehabilitation of the other stair wells. We are in the process of replacement of all lighting and the fire alarm systems in the parking garage totaling up to $2.2M. MEI is the selected contractor. Construction on the lighting and fire alarm replacement in the south garage is complete. MEI has left the site for the winter, restart, and complete the north garage in calendar year 2024. A contractor completed removing corrosion from columns and repainting in the Car Charging area. MEI resumed work this project. They will be here for the remainder of the year.

2. **Environmental Assessment (est. $.25M).** The purpose of this project is to evaluate environmental impacts related to the mitigation of obstructions with in the aircraft approach surfaces to the runways. This is in follow up to the recently completed Master Plan, which includes obstruction identification and environmental review. The scope and IFE process is complete and a grant application was prepared and submitted on April 29, 2022. Grant received. Contract issued with work progressing. Letters currently going out to property owns about the investigations required. Investigations are complete with the report in progress.

3. **South Terminal Replacement Project ($35M).** The purpose of this project is for overall terminal efficiencies and a better passenger experience. Due to increased aircraft seating existing passenger hold areas are overcrowded during peak times as identified in the recent Master Plan Update. Recently the opportunity had risen through the Airport Terminal Improvement Program from the Bipartisan Infrastructure Law. We have submitted our request for full build out of this

project, including: Demolition of the existing South Concourse; new Terminal improvements (approximately 45,000 SF of new gross floor area on 2 levels); five (5) new aircraft gates; up to four (4) new passenger boarding bridges (PBB), new passenger circulation and hold rooms; future concessions space; and apron construction within demolished South Concourse footprint. The South Terminal Replacement Project will be approximately 160' farther from Taxiway A as the existing South Concourse. We were not selected this past year and have reapplied for FFY23 design only. We did receive notice from the program that we will be awarded the a design only grant for this project. We have finalized discussions with the FAA to how best move this project forward in the future, as the timing to design this needs to be pushed back due to FAA scheduling requirement and having the funding to complete the construction of this project.

4. **Cargo Apron Design Project ($.3M)**. The purpose of this project is to provide additional space for other potential cargo carry operations. Have submitted 7460-1 (Air Space Review) to FAA for this project. The scoping of the he project, design only has been completed with the FAA. The IFE process for completion before a FAA Grant Application in April has been completed. Grant Application was submitted on April 3, 2023. Grant has been issued, moving to finalize contract. The contract has been issued to Hoyle, Tanner and Associates with the design to started. It has been determined that this project will require additional FAA technical operations review prior to proceeding. This is currently being coordinated.

5. **SRE Building Design ($1.2M).** The purpose of this project is to replace the existing out dated facilities, which does not meet the storage needs of the required equipment to maintain the airfield. A contract for study is being completed with programing and scoping moving forward. The scoping session with the FAA has been completed. The final scope is complete with the IFE process was completed. The Grant Application was submitted to the FAA. Contract has been signed with Passero Associates to design and bid this project. Site investigations were completed in November. The site plan has been developed with the building design in progress.

6. **Burlington Tech Center (BTC) ($10M).** The purpose of this project is to support the design efforts for an improved facility at the airport for the regional educational needs. The Burlington School district has been given an award for $10M in which they are in the process of applying for. We continue to work with the school on this project. Permit applications were submitted on March 25th to the regulatory bodies for this project. We're awaiting a date for the SB DRB hearing.

7. **FAA CIP for next 5 years.** We had our FAA Airports Division CIP review on September 14th.The focus was on next years proposed projects (FFY24), with the balance of the meeting discussion on the needed funds for our identified projects for the additional 4 years and beyond.

8. **BETA – Development**
   Communication and coordination with Beta on the first phase of the Electric Aircraft Assemble Facility and Valley West Hangar for all aspects of permitting, environmental, engineering, utilities and attendance at public hearing and construction meetings. The first Phase is substantially complete with a interim certificate of occupancy issued by the City of South Burlington.

9. **In-line Baggage Screening System Design ($.75M).** The purpose of this project is to update the baggage screening system from independent system to a more efficient streamlined in line baggage system. This project design is substantially complete and moving to closure so we may work with TSA for a grant on construction in future years. TSA has included this in their 2027 fiscal year budget, at this time.

10. **Taxiway A Mill & Overlay (est. $3.7M).** The purpose of this project is maintenance and the addition of safety measures to include new edge lighting and paved shoulders. The scope and proposal to have been received from the consultant (McFarland and Johnson Consulting, Inc.) A scoping session with the FAA was completed. The FAA Independent Fee Estimate (IFE) process has started. The permitting preparation process has started. The project consists of the rehabilitation of approximately 21,000 SY of existing Taxiway A pavement between Taxiway C and Taxiway G. Additionally, the project will include the construction of one 20-foot asphalt shoulder. The major project components include the mill and overlay of approximately 21,000 SY of existing taxiway pavement, the construction of approximately 4,000 SY of taxiway shoulder pavement, the installation of new taxiway edge lighting, airfield signage, and other ancillary items. Bids were received on April 20, 2022 and a grant application was prepared and submitted on April 29, 2022. Received grant moving to scheduling and contracts. We submitted an additional grant application for this project which includes the remainder of TW A and corresponding connection to TW C. Grant was received last week. This was initially removed from the previous year application do to limits on funding. Construction started on July 24, 2023. Construction is substantially complete. Final Inspection with the FAA was completed 10/30/23. There are inspection punch list items to be completed. We are establishing an approach to make the corrections.

11. **Gate 9 Passenger Boarding Bridge (PBB) ($2.0M).** The purpose of this project is to provide a fully enclosed access for passengers to the commercial aircraft using the Terminal Gate 12 location on the Apron from the new TIP. Received scope and proposal from the consultant (Jacobs Engineering Group). The FAA scoping session was completed with the FAA. The Independent Fee Estimate (IFE) process is underway. This project is for the installation of a new PBB. The new PBB will be located at the south end of the Terminal Integration Project (TIP), which is currently under construction. The second floor of the TIP will serve as the Gate 9 hold room. The new PBB will eliminate the need for passengers to descend a stairwell, walk across the apron, and board aircraft via a stair truck. Accessibility for disabled passengers will be drastically improved as well. This project is being initiated now to identify the preferred rotunda location and PBB

configuration while the TIP project can still accommodate changes. Bids were received on April 27, 2022 and a grant application was prepared and submitted on April 29, 2022. Grant received. Construction contract issued moving forward with construction. Construction and installation is nearing completion. Due to a request of one air carrier for a certain angle an addition wedge piece was fabricated for connection to the building. The new PBB is operational and functioning well. The new PBB construction is complete with Final Inspection with the FAA was completed on 10/30/23. Project closeout in process.

12. **South Apron and TW G Ext. Development ($6.0)**. The purpose of this project is to provide much needed additional general aviation apron area on the airfield. Received scope and proposal from the consultant (Hoyle, Tanner and Associates) and have completed the FAA scoping session. The FAA IFE process is complete. The proposed project would extend Taxiway G approximately 100', construct a 19,000 SY general aviation apron in the area of the "quarry". Excess material from the site would be used to fill in the "gully" creating a level area along the Medium Intensity Approach Light System (MALSF) approach lighting plane replacing two light stations currently on towers with ground mounts and connecting the vehicle service road from the civilian to the military side of the airport. Scope for design and bidding has been completed with an IFE. Design is underway. There has been a delay in design do to the availability of the geotech contractor. Request for bids have been issued. The geotech report confirmed that a total fill of the gully is not economically feasible at this time. Grant has been recieved. Received Bids with the selected bidder being Engineers Construction, Inc. Grant Application has been submitted to the FAA. Completed questions from the FAA on the Application. We have completed permit process. Contractor started mobilization/construction on July 17, 2023. Mass excavation is complete. Stormwater chamber installation is complete, with other drainage piping work is completed. Placement of final sub-base materials is underway. In vicinity of the Beta building a temporary aircraft access for the winter is complete. Construction has resumed with fencing going up, work on the trench drains and stabilization. Pavement will start the first of June. The plan is to have the project completed by July.

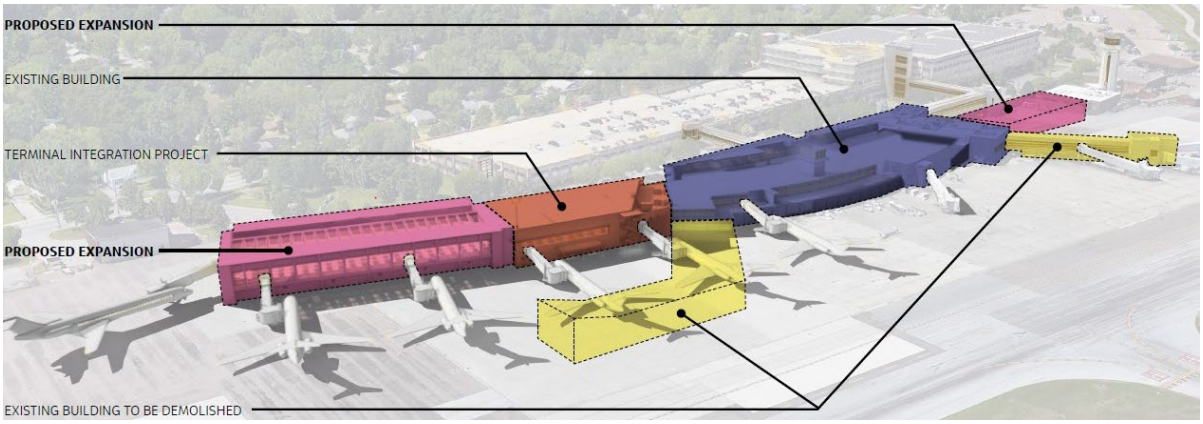
13. **Glycol System Upgrade (est. $3.5M).** The purpose of this project is to improve the glycol system (De-icing). We have had additional follow up discussions with the FAA and it appears this is eligible for funding and is being added back into our FAA CIP. We have received and reviewed the site evaluation and process review scope. We are bringing it for Airport Commission approval to move to the BOF during this meeting.

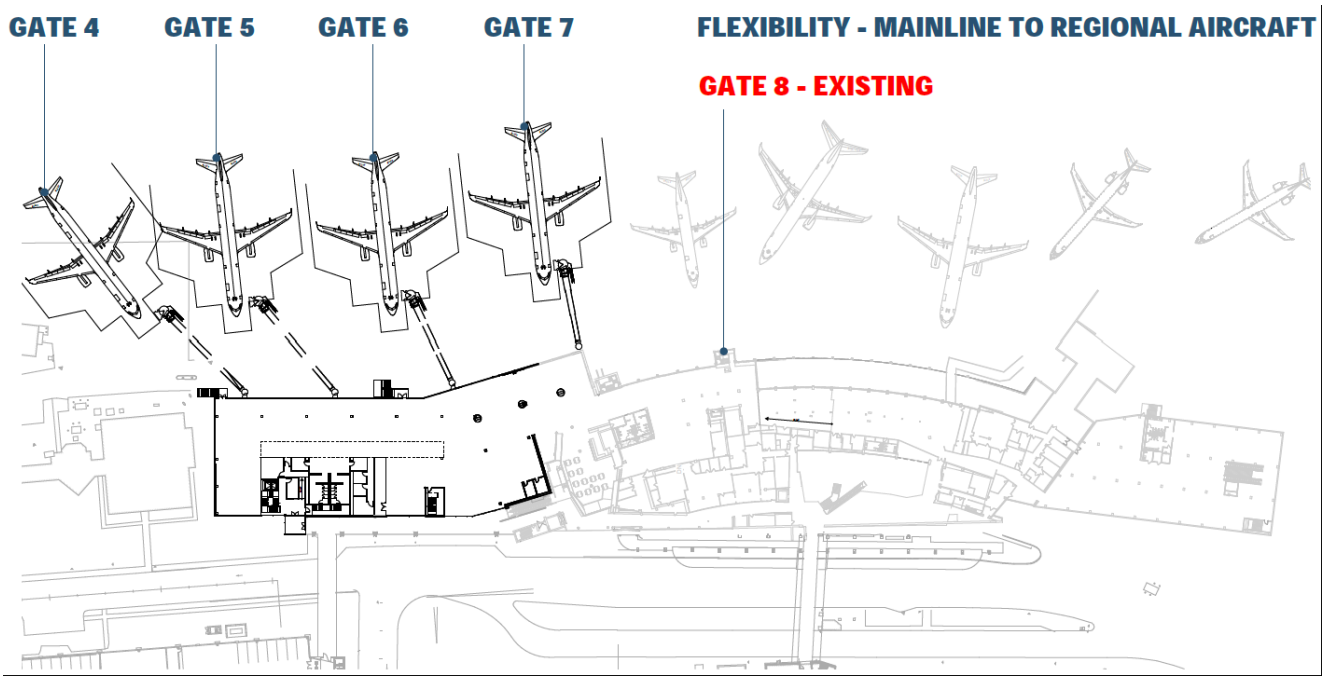
14. **North Terminal Improvement Project ($2.0M)**. The purpose of this project is for overall terminal efficiencies and a better passenger experience due to the completion of the TIP the north terminal will be upgraded to provide more capacity for passengers and concessions. This includes the removal of the existing north TSA station along with the removal of the existing escalators. This project is under design and funding is anticipated from the recent approval of the Infrastructure

Law. Received Bids with the selected bidder being Engelberth Construction, Inc. Preparing and submitting Grant Application. This will become a FFY23 Project. We have received the Grant from the FAA. Construction is nearing completion, and should be complete by September 15th. There was a delay related to the glass for the new restaurant area. Construction is complete with final inspection with the FAA completed on 10/30/23. Project closeout in process. We have applyed for an additional grant to add additional egress lanes in both the North and South Terminal locations. A grant application was submitted April 26th to the FAA.

15. **PROJECT NEXT: North Terminal Replacement Project and New PBB's ($38M)**. The purpose of this project is for overall terminal efficiencies and a better passenger experience. Due to increased aircraft seating existing passenger hold areas are overcrowded during peak times as identified in the recent Master Plan Update. Recently the opportunity had risen from Senator Leahy's office through Congressional Directed Spending. We have submitted our request for full build out of this project Phase III Terminal Improvement Project, including: Demolition of the existing North Concourse; new Terminal Improvement (approximately 25,000 SF of new gross floor area on 2 levels); five (5) new aircraft gates; six (6) new passenger boarding bridges (PBB), new passenger circulation and hold rooms; future concessions space; and apron construction within demolished North Concourse footprint. Contract for 30% design has been issues to Jacobs Engineering Group. Geo-technical site work has been completed. Data collection and design currently on going. We submitted to the FAA for a Construction Manager at Risk (CMAR) RFQ/P construction development process. We received approval from the FAA on this procurement process. The RFQ/P for CMAR has been advertised with a pre-bid meeting and site visit by prospective contractors completed. CMAR Proposals received reviewed and scored. Also, held interviews with the top 3 contractors. This has been scored and we can let you know the selected contractor at the AC meeting. As reported the CMAR selected is Engelberth Construction Company. The contract with our design engineer, Jacobs Engineering Group, is completing the 80% design to move to pricing. We received City Council approval to accept the Grant on March 25 for this project, as brought for your approval during our last meeting. Our CMAR is in the process of receiving bids for the final price for this project. The FAA asked us to submit a draft grant application for administrative review prior to final construction pricing to help us expedite the grant issuance, with them once final pricing is in. The Draft Application was completed and submitted on March 27. We will have the final grant application submitted by May 15.

Conceptual Renderings – North and South Terminal (concourse) Improvements





16. **RW 15 – 33 Improvements – Mill and Overlay (15M).** The purpose of this project is to improve the pavement condition of the airport's main runway. The 100% plans are complete and we are moving to bid this project. FAA Grant Application will be submitted by May 1, 2024. Construction will begin in the spring of 2025. This project bids were received on April 18. The bids received were in line with the engineers estimate and bids revieved were all within a difference of $100K on a $10.2M low bid. A grant application was submitted by April 26 to the FAA.

17. **Airfield Pavement Plan Update ($.25M).** The purpose of this project is to update the outdated pavement condition report done in 2017. All surfaces will be evaluated so we can plan on future improvement for the safety of the aircraft users. Scoping has been completed with the FAA. We have completed the IFE. A Grant Application was submitted on April 3, 2023. Investigations have started, and the grant has been issued. Moving to finalize contract. The Contract has been issued to HTA with the investigations being completed. The report is in progress.

Patrick Leahy Burlington International Airport
Board of Commissioners
Sound/Noise Update Report

May 8, 2024

ADDITIONAL INFORMATION IS UPLOADED TO WWW.BTVSOUND.COM

Residential Sound Insulation Programs:

The purpose of the project is to convert a sample of incompatible residential units to a compatible land use by installing an acoustical treatment package which will provide relief from aircraft noise by upgrading interior living areas. Upgrades may include replacement of windows and doors with acoustically rated products and installation or upgrade of ventilation systems. The sound insulation treatments are designed to reduce the interior noise levels to below 45 DNL and provide a minimum noise level reduction of 5dB. This project has also determined the eligibility of an additional 50 residential units, located in and around the 70 DNL which will be included in phase 2 of the program.

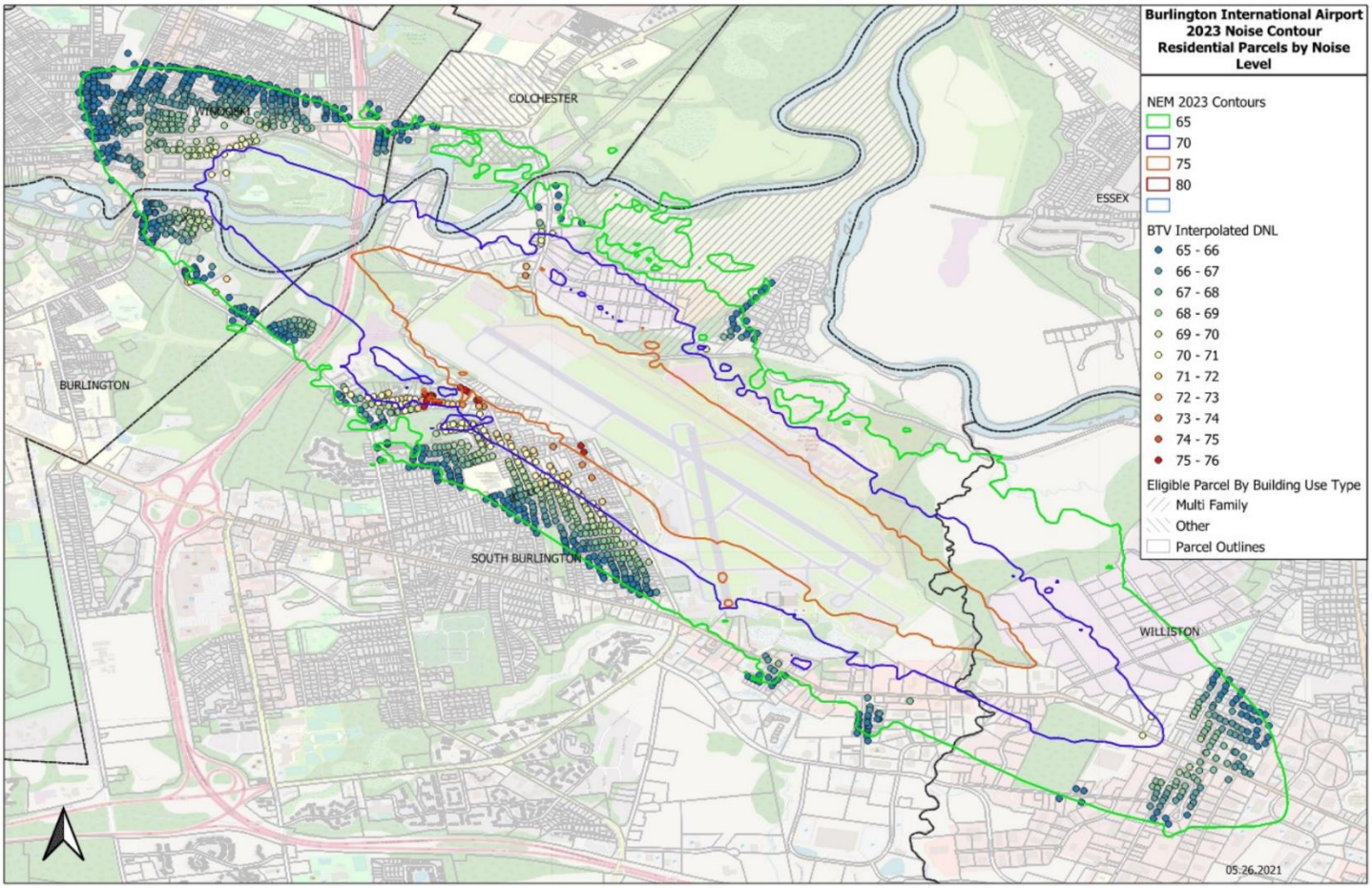
1. **Sound Insulation Pilot Project (Phase 1) ($1.5M).** This Program includes: Program formulation, Home eligibility determination, Project Management, Community Outreach, Evaluations of Structures, Design Services, Bid activities, Construction Support, Construction and Pre-qualification of 50 homes. The Airport and Consultant team has established program standards, implemented a pilot phase for sound insulation, and developed and created a public outreach program that defines the process. Based on the completed acoustical testing we requested and received approval from the FAA for blanket approval of homes in the 70 dB contour and higher to move to outreach and design without additional testing from the FAA. Construction has started on October 2nd and the first windows were installed on the first home. The schedule for this Phase 1 portion will include 9 properties, and construction will be completed approx. prior the end of calendar year 2023. . The installation of noise reduction materials for the 9 properties is currently substantially complete, and construction close out is ongoing with the contractor.

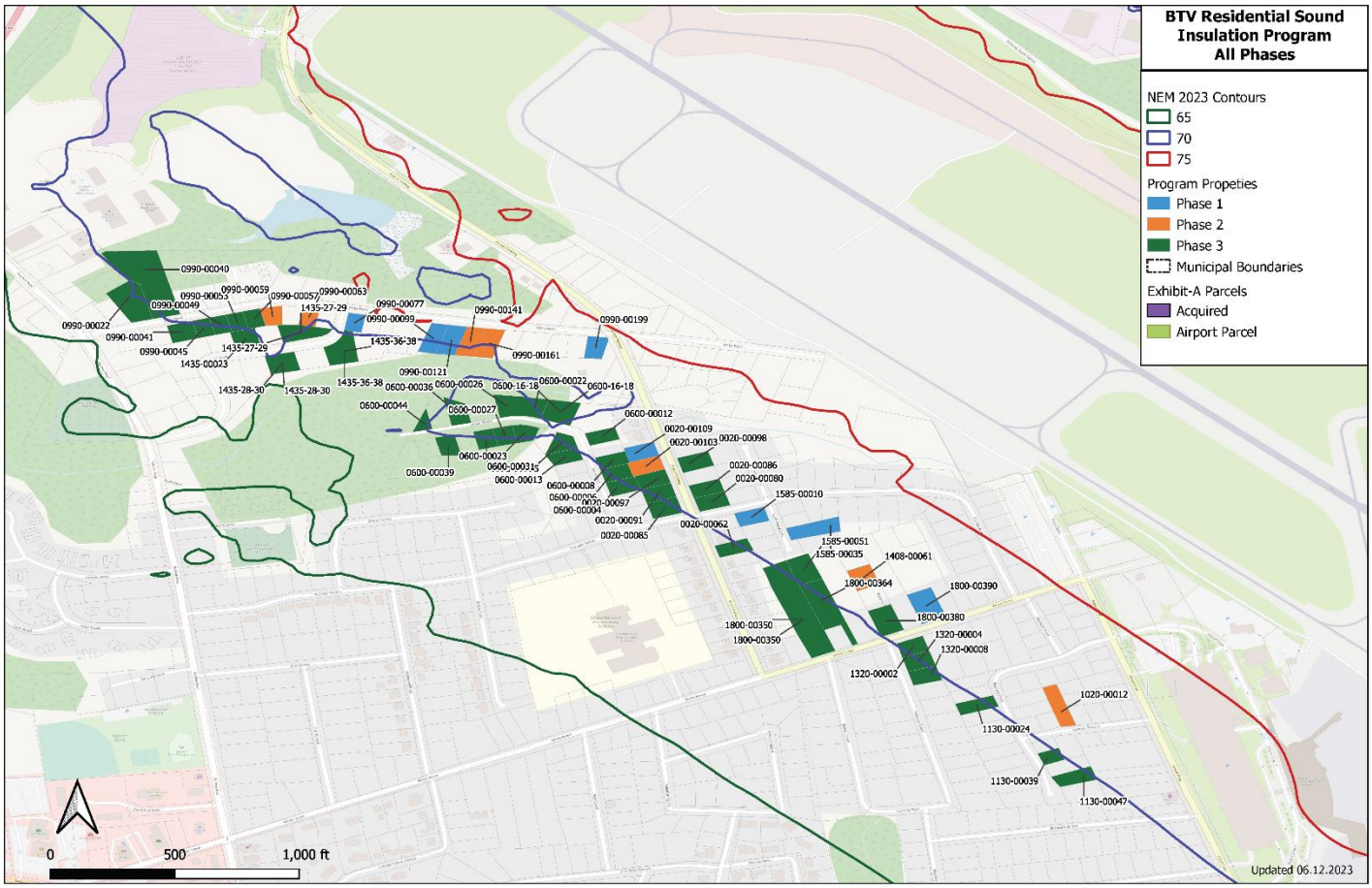
2. **Residential Sound Insulation Project - Phase 2 ($2.20M)** The purpose of the project is convert incompatible residential units to a compatible land use by installing an acoustical treatment package which will provide relief from aircraft noise by upgrading interior living areas as defined in the Phase 1 project and the Noise Compatibility Program. The Airport is proposing to continue implementation of its Residential Sound Insulation Program (RSIP). This grant will include: community outreach, historic review, design and bidding of 52 homes, noise reduction of 6 homes which construction improvements will be

completed by the end of calendar year 2023. Properties are located within the 70+ DNL FAA accepted 2023 noise contours. Bids were received on April 22, 2022 and a grant application was prepared, submitted, and received by the FAA. The FAA grant included installation of noise reduction materials for 6 properties and the design of noise reduction improvements to 52 homes. This grant also includes the outreach and design for the next approximate 50 homes. The installation of noise reduction materials for the 5 properties is currently substantially complete, and construction close out is ongoing with the contractor.

3. **Residential Sound Insulation Project - Phase 3 ($6.2M).** The Airport is proposing to continue implementation of its Residential Sound Insulation Program (RSIP) as described in more detail above. This grant was issued in late August includes: the construction improvements of the 52 Homes designed and bid in Phase 2, in addition it provides for community outreach, historic review, design and bidding of the next approximately 50 homes for improvements. The schedule for installing the noise insulating improvements for the 52 homes will start in 2024. This is currently being worked out with JPG and the contractor. The Contract with the contractor has been signed, as reported last night there was a delay due to windows again. We also are currently engaging with additional property owners to start designing the next 50 homes as part of this grant.

4. **Residential Sound Insulation Project - Phase 4 ($3.9M EST.).** The Airport is proposing to continue implementation of its Residential Sound Insulation Program (RSIP) as described in more detail above. We are currently reviewing the status of the programing and will be able to detail this in our next month's airport commission meeting. The initial grant for 16 of the 50 homes for construction improvements was submitted on April 26 to the FAA. Also in the grant was the funding for the next 50 homes. As discussed in our last month's meeting, we are completing the required new acoustical testing for the balance of the 50 homes so we can do a follow grant application on those homes.




BTV Residential Sound Insulation Program All Phases
NEM 2023 Contours
65
70
75
Program Propeties
Phase 1
Phase 2
Phase 3
Municipal Boundaries
Exhibit-A Parcels
Acquired
Airport Parcel
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0990-00049
0990-00059
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0990-00057
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0990-00041
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1435-36-38
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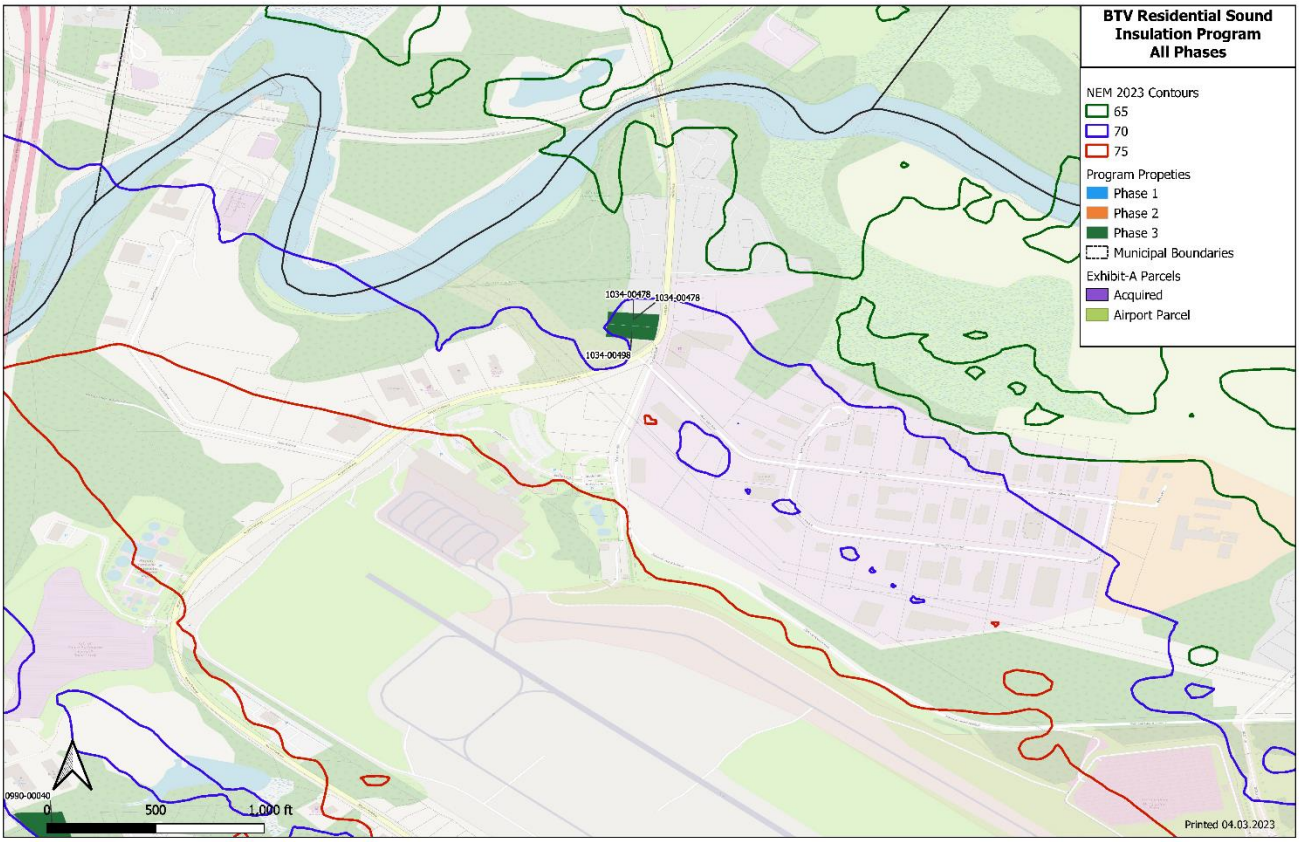
BTV Residential Sound Insulation Program All Phases
NEM 2023 Contours
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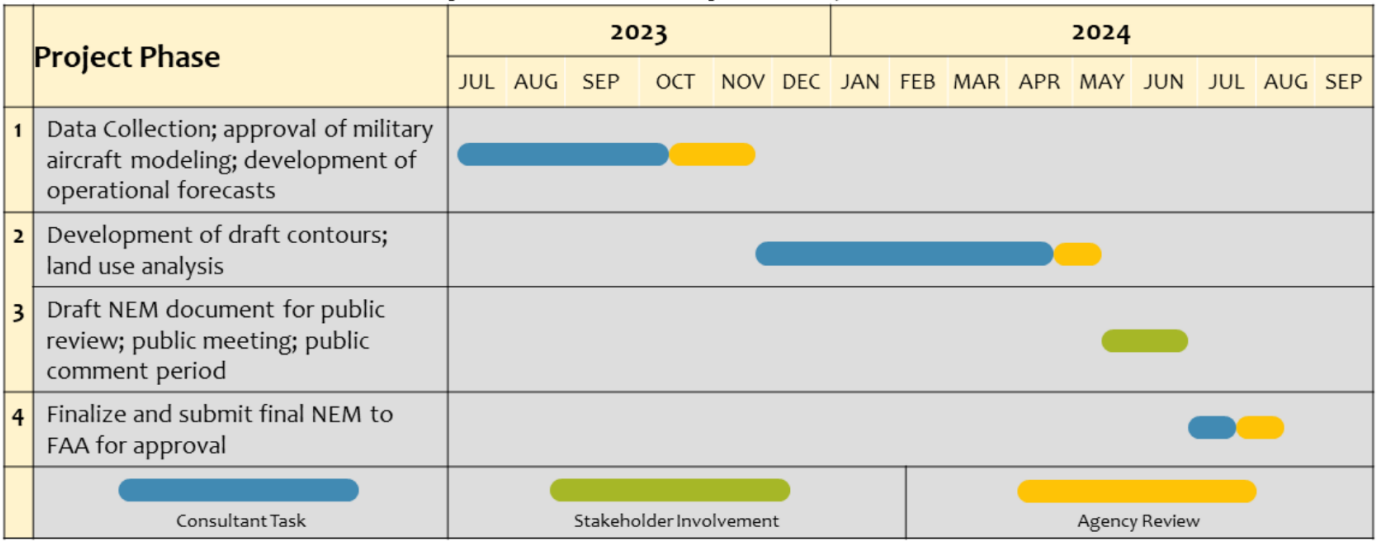
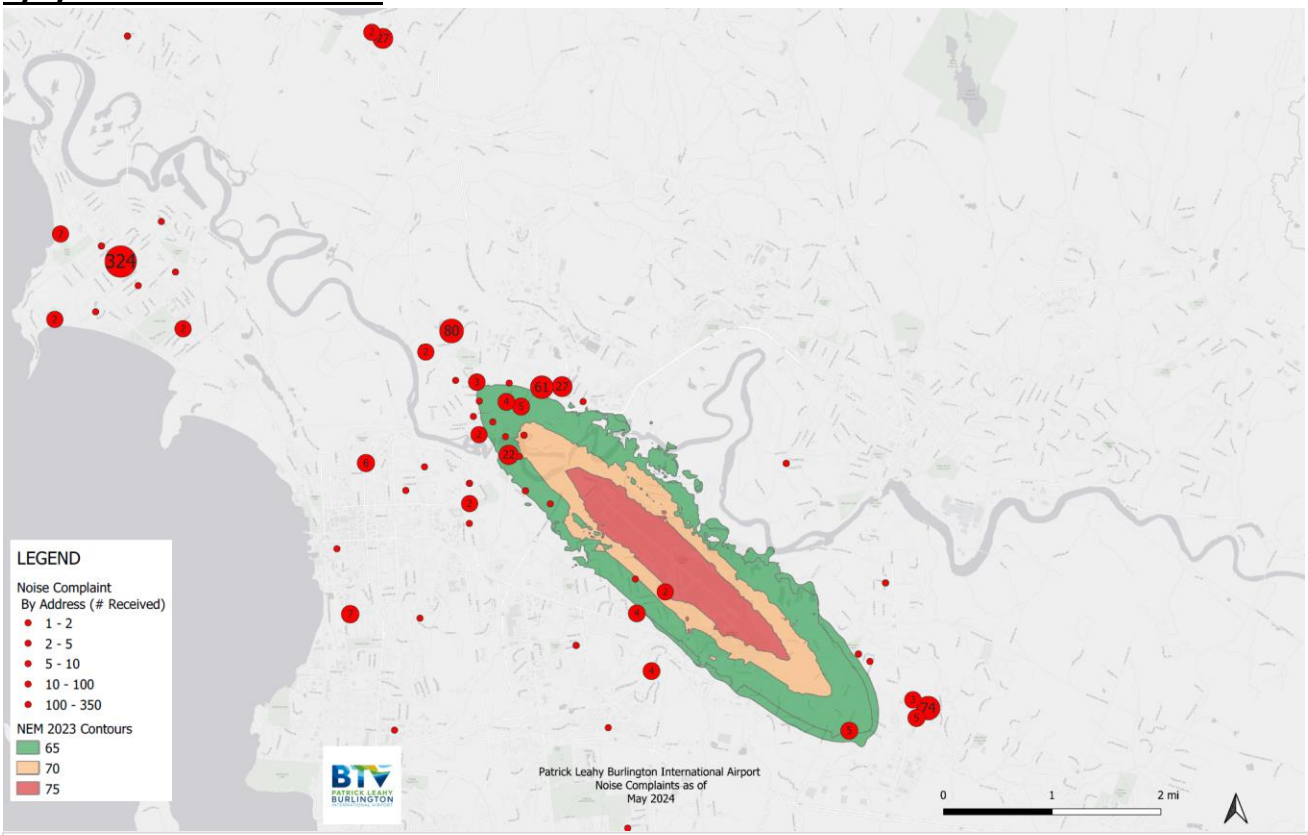
Program Propeties
Phase 1
Phase 2
Phase 3
Municipal Boundaries
Exhibit-A Parcels
Acquired
Airport Parcel
1034-00478
1034-00478
1034-00498
0990-00040
0
500
1,000 ft
Printed 04.03.2023

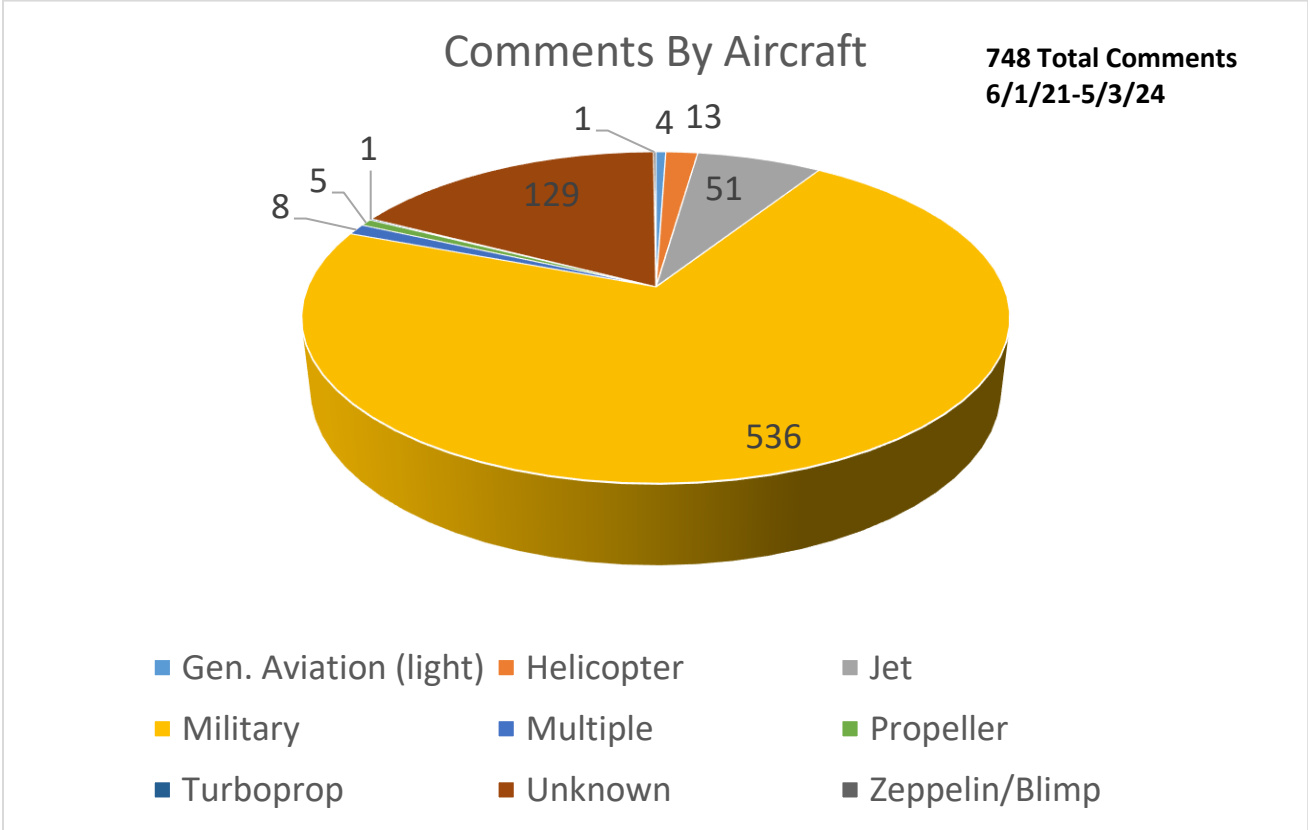
Noise Exposure Map Updates (NEM) (est. $.85M). The purpose of the Federal Aviation Administration (FAA) grant is to prepare a 14 C.F.R Part 150 Noise Exposure Map (NEM) update for Patrick Leahy Burlington International Airport (BTV). The NEM Update will replace the maps which were accepted by the FAA in 2019. Under the Federal requirements, the previous NEM Update indicated an update would be completed once the F-35A aircraft have been operational for one year. The scope and Independent Fee process is complete and a grant was received by FAA to proceed. Currently, the schedule, outlined below, and Technical Advisory Committee (TAC) meetings are being coordinated and outreach is proceeding with communities to identify these changes. Further, the Airport held in informational town meeting style meeting at the Chamberlin Elementary School on September 14, 2023 to discuss the proposed schedule and general updates to the process. Additional TAC meetings and Public meetings are being identified and planned under the proposed schedule. Had the TAC meeting as scheduled on April 11th.

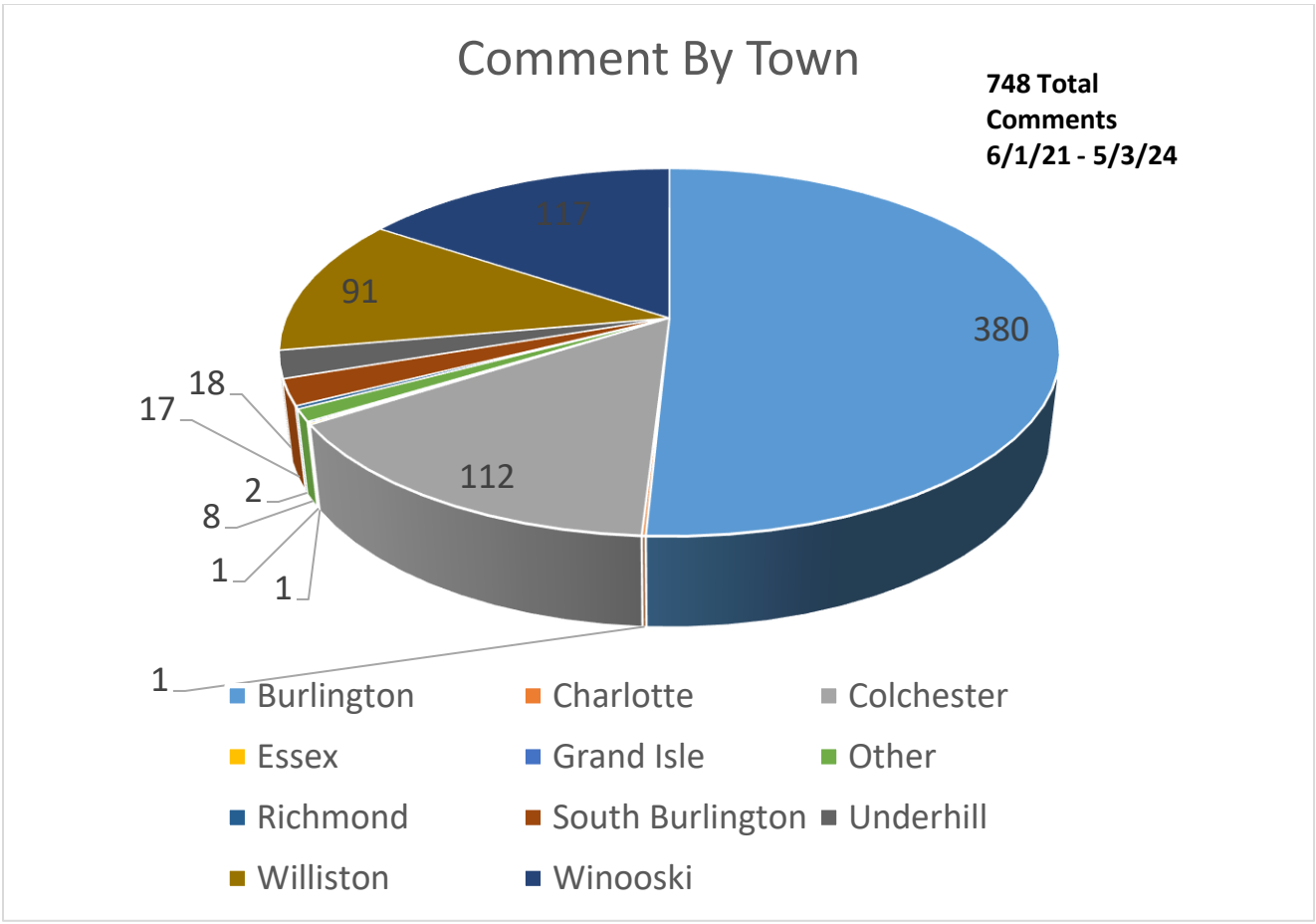
Noise Exposure Map Project Timeline



5/3/24 Noise Comments






Comment By Town
748 Total Comments 6/1/21 - 5/3/24
380
112
1
1
8
2
17
18
91
117
Burlington
Charlotte
Colchester
Essex
Grand Isle
Other
Richmond
South Burlington
Underhill
Williston
Winooski

PATRICK LEAHY
BURLINGTON
INTERNATIONAL AIRPORT

Patrick Leahy
Burlington International Airport

May 8, 2024

Airport Commission
Director's Report

Transcend: Airport Eclipse Event

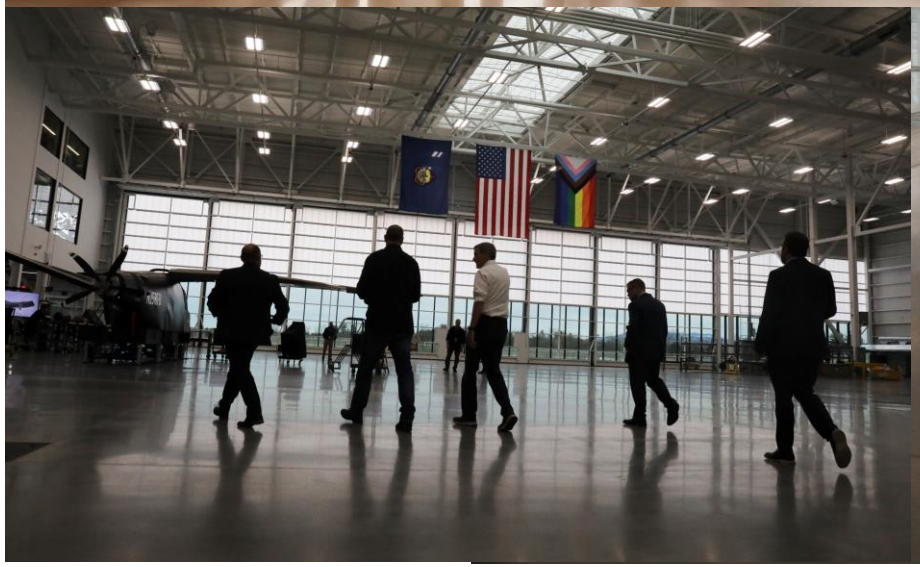
Over 700 operations on April 8th!

Link to eclipse time lapse here: https://youtu.be/MTtRnrqyxh8?si=GKqsNCicaP5NwJoj
Shorter Reel of Eclipse Time Lapse: https://youtube.com/shorts/pApMdM0opIc?si=Uf5bM5v8KDYHSM-Q

Thank you to our entire BTV staff for making this event a success!

American Association of Airport Executives: Annual Conference & Transcend Presentation

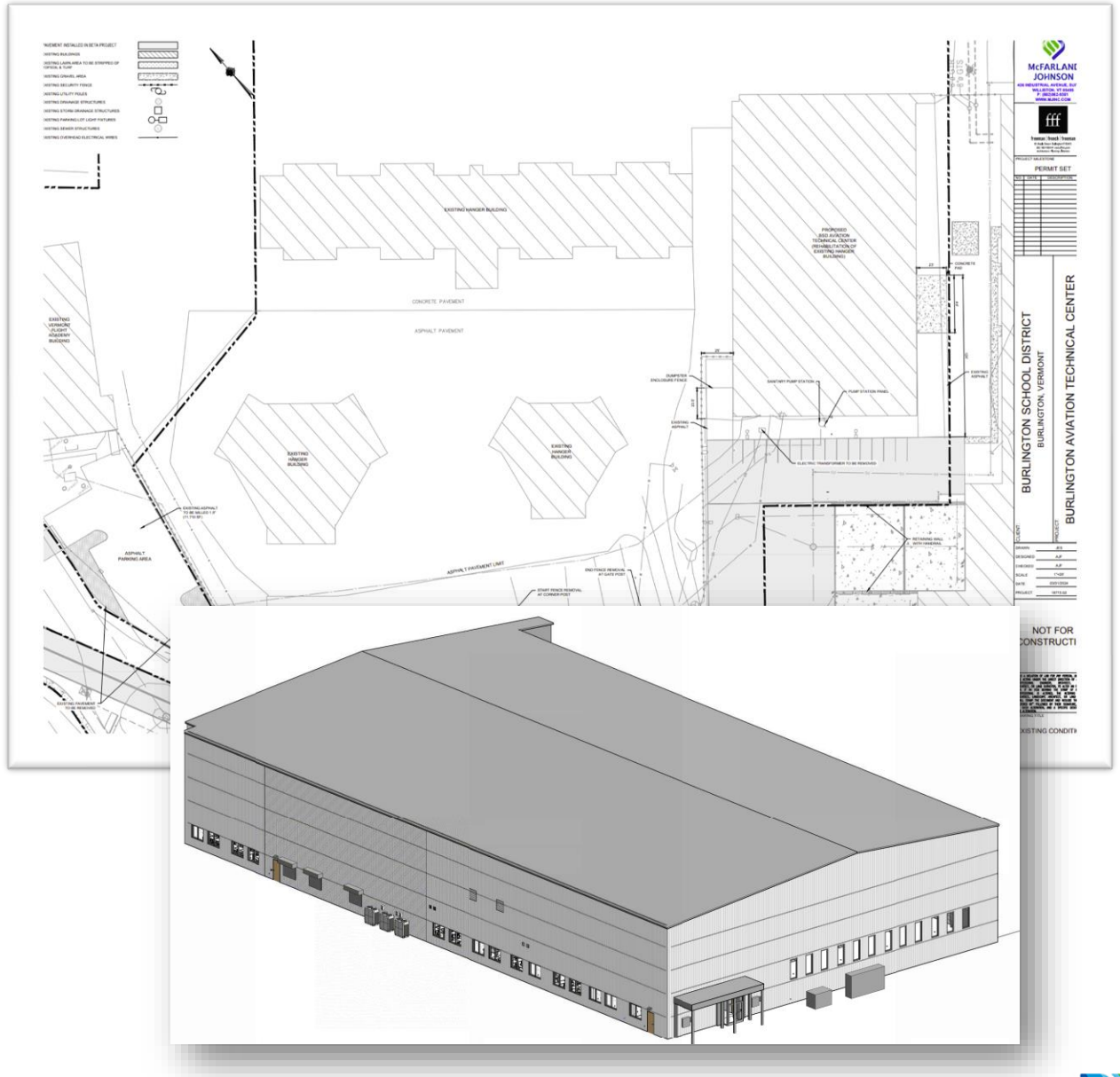
Leahy BTV Welcomes FAA Administrator Mike Whittaker



Green-Up Day 2024

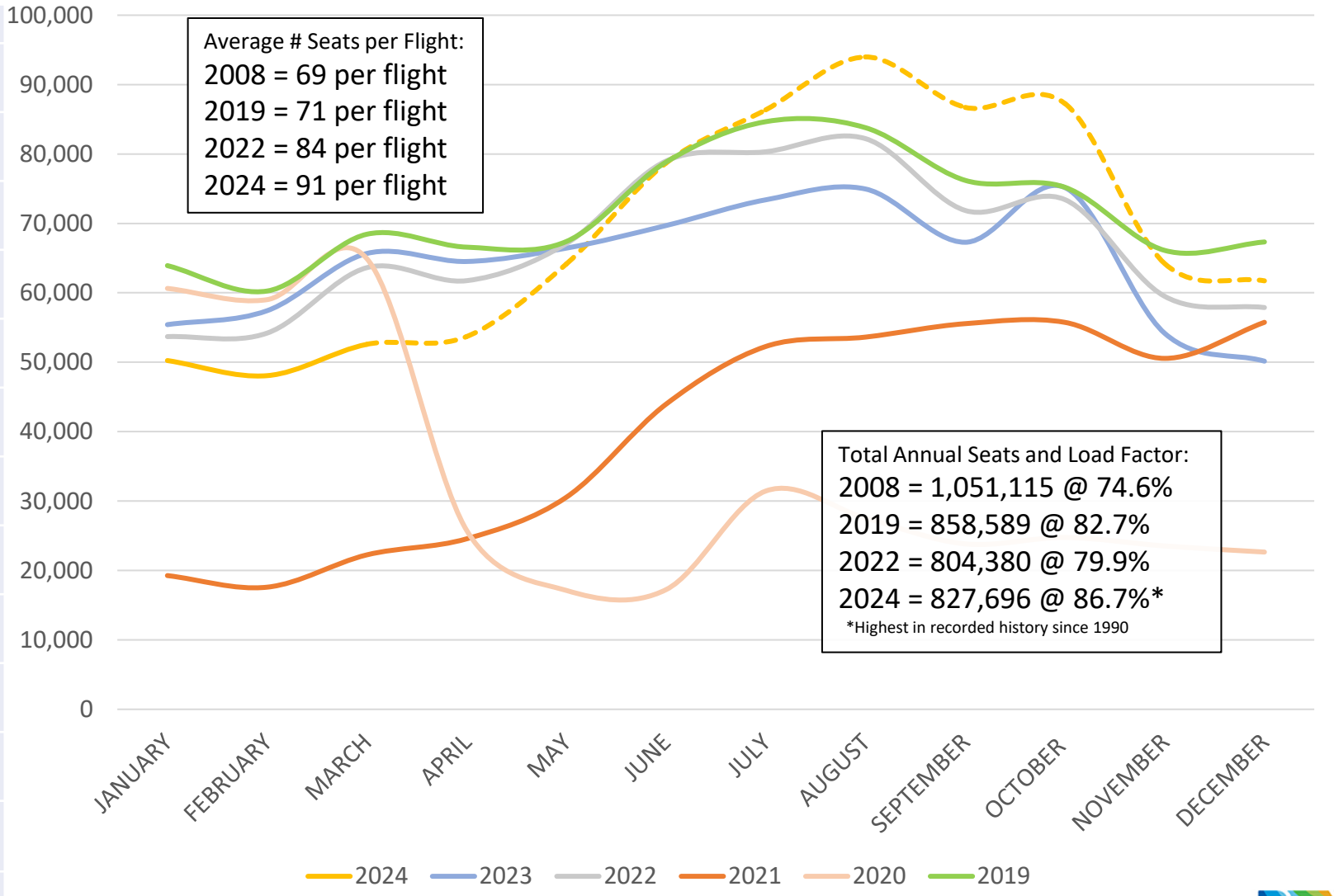
Burlington Tech Center; Aviation Program

- **All Permits projected by September**
- **Funding of Design is now completed by LeahyBTV, BSD is now completing funding at their cost**
- **Capital Reserve Account:**
  - A consultant is now preparing the study per lease terms
  - Once completed bank account will be set up
  - Funding of this account would be over the term of the lease in regular monthly increments.



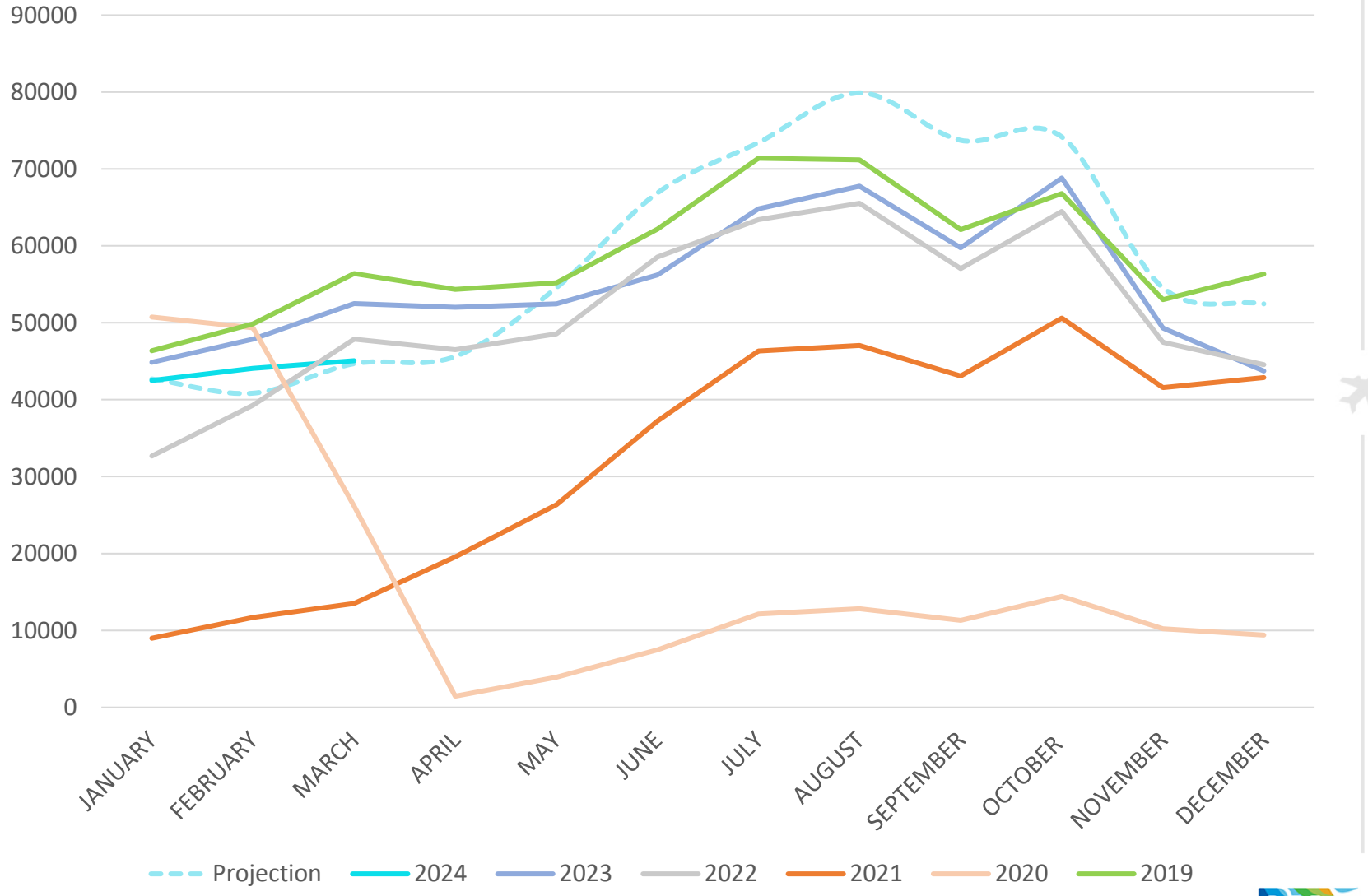
Scheduled Seats; Past and Projections

	2024	2023	2022	2021	2020	2019
JANUARY	50,245	55,401	53,680	19,243	60,623	63,905
FEBRUARY	48,066	57,412	54,187	17,571	59,004	60,240
MARCH	52,577	65,656	63,612	22,229	64,908	68,428
APRIL	53,671	64,497	61,736	24,541	25,790	66,566
MAY	64,163	66,423	67,070	30,532	17,126	67,379
JUNE	78,672	69,679	78,974	43,954	17,236	78,828
JULY	86,379	73,387	80,312	52,270	31,442	84,658
AUGUST	93,988	74,942	82,198	53,620	27,551	83,786
SEPTEMBER	86,736	67,270	71,852	55,555	23,823	76,194
OCTOBER	87,267	75,143	73,411	55,743	24,753	75,193
NOVEMBER	64,213	54,148	59,481	50,552	23,524	66,096
DECEMBER	61,719	50,137	57,867	55,753	22,648	67,316
TOTALS	827,696	774,095	804,380	481,563	398,428	858,589



Passenger Statistics Through March 2024

	2024	2023	2022	2021	2020	2019
JANUARY	42,495	44,848	32,652	8,979	50,750	46,356
FEBRUARY	44,078	47,864	39,291	11,696	49,341	49,867
MARCH	45,049	52,484	47,878	13,491	26,158	56,400
APRIL		52,018	46,485	19,563	1,448	54,340
MAY		52,471	48,564	26,325	3,911	55,209
JUNE		56,241	58,546	37,229	7,458	62,180
JULY		64,807	63,402	46,344	12,119	71,381
AUGUST		67,763	65,535	47,059	12,823	71,200
SEPTEMBER		59,751	57,037	43,072	11,292	62,116
OCTOBER		68,823	64,490	50,618	14,416	66,795
NOVEMBER		49,302	47,452	41,572	10,211	53,007
DECEMBER		43,725	44,545	42,886	9,393	56,314
TOTALS		**660,097**	**615,877**	**388,834**	**209,320**	**705,165**



Looking Ahead

- Vermont Tourism Summit
- Jumpstart Conference
- 5/23/24: Raleigh, NC → Jacksonville, FL Inaugural flights & Press Conference
- Updates in Summer Travel
- Airport Budget Presentation

BSD - South Hangar Capital Reserve Schedule
Estimated First Year of Service - Q 4 2025

Schedule to be amended and the information required below entered, upon completion of the Capital Reserve Study.

	Reserve Component	Useful Life (yrs)	Replacement Cost	Annual Reserve	% of Future Cost	Responsible Party
1.00	**Interior Building Elements**					
1.01	Ceilings, ACT, Grid.	30				BSD
1.02	Flooring and Floor Coverings	8-12				BSD
1.03	Light Fixtures	20				BSD
1.04	Plumbing Fixtures	20				BSD
1.05	Paint and Wall finishes	8 - 12				BSD
	Sub-total		-	-	-	
2.00	**Exterior Building Elements**					
2.01	Light Fixtures	20				BSD
2.02	Roof	20				BTV
2.03	Windows and Doors	20				BSD
2.04	Siding	20				BTV
2.05	Signage and Canopy	15				BSD
	Sub-total		-	-	-	
3.00	**Building Service Elements**					
3.01	HVAC including AHU	15-20				BSD
3.02	Elevator and Conveying	N/A now				BSD
3.03	Life Safety System, Control Panel and Emergency Devices	25				BSD
3.04	Domestic Water - Pumps and Tanks	20				BSD
3.05	Security System	10-15				BSD
	Sub-total		-	-	-	
4.00	**Infrastructure and Site Elements**					
4.01	Pavement and Marking	20				BTV
4.02	Stormwater Cisterns and Basins	20				BTV
	Sub-total		-	-	-	
	TOTAL		-	-	-	