



Airport Commission

Tuesday, July 2, 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?](https://us02web.zoom.us/j/86253461005?pwd=U0IQem55VVRxb2RCUGs4aHVFb3VSdz09)

pwd=U0IQem55VVRxb2RCUGs4aHVFb3VSdz09

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](https://us02web.zoom.us/j/86253461005?pwd=U0IQem55VVRxb2RCUGs4aHVFb3VSdz09)

1. Call to Order

Subject

1.1. Call to Order

Meeting

July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 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

July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 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	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	2. Agenda
Department	
Type	
Recommended Action	
Subject	2.2. Election of Chair
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	2. Agenda
Department	Burlington International Airport
Type	
Recommended Action	
Subject	2.3. Election of Vice Chair
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	2. Agenda
Department	Burlington International Airport
Type	
Recommended Action	

3. Public Forum

Subject	3.1. PUBLIC FORUM - Verbal Comments
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 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 - June 5, 2024
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	4. Consent Agenda

Department

Type

Recommended Action

5. Action Items

Subject **5.1. Jones Payne Lease Agreement (N. Longo)**

Meeting July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

Subject **5.2. Eagle Drive Paving Contract (D. Carman)**

Meeting July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

Subject **5.3. Marketing & Promotional Services Contract (J. Bartley)**

Meeting July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

6. Taxi Ordinance Updates

Subject **6.1. Taxi Ordinance Updates**

Meeting July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 6. Taxi Ordinance Updates

Department Burlington International Airport

Type

7. Construction Update

Subject	7.1. Construction Update (L. Lackey)
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	7. Construction Update
Department	Burlington International Airport
Type	

8. Financial Update

Subject	8.1. Financial Update (M. Friedman)
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	8. Financial Update
Department	Burlington International Airport
Type	

9. Noise Compatibility Program Updates

Subject	9.1. Noise Compatibility Program Updates (L. Lackey)
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	9. Noise Compatibility Program Updates
Department	Burlington International Airport
Type	

10. Director's Report

Subject	10.1. Director's Report (N. Longo)
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	10. Director's Report
Department	
Type	

11. Commissioner Items

Subject	11.1. Commissioner Items
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	11. Commissioner Items
Department	

Type

12. Follow-up Items

Subject	12.1. Follow-Up Items (T. George)
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	12. Follow-up Items
Department	Burlington International Airport

Type

13. Executive Session

Subject	13.1. Executive Session
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	13. Executive Session
Department	Burlington International Airport

Type

Recommended Action	Motion 1: Move that the Commission find that premature general public knowledge of information concerning contract negotiations regarding BTV Hotel, LLC would clearly place the City at a substantial disadvantage with such negotiations; Motion 2: Based upon that finding, move that the Commission go into executive session to receive confidential updates on contract negotiations regarding BTV Hotel, LLC 1 VSA §313(a)(1)(A)
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14. Adjournment

Subject	14.1. Motion to adjourn - Next Meeting: August 7, 2024
Meeting	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	14. Adjournment
Department	Council and Board

Type

Recommended Action

15. Informational and Non-Discrimination Statements

Subject	15.1. 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
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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	July 2, 2024 - Airport Commission - Tuesday, July 2, 2024 at 4:00pm - Tuesday, July 2, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	15. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
June 5, 2024**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Helen Riehle
Greg Shepler
Robin Guillian
Bryn Oakleaf

MEMBERS ABSENT: Jeff Schulman
Chip Mason

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: Channel 17

1.0 CALL TO ORDER

Aviation Commission Chair, Tim George, called the meeting to order at 4:01 PM and acknowledged those attending remotely.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Helen Riehle, SECOND by Robin Guillian, to approve the agenda as presented. VOTING: unanimous (5-0); motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Minutes: May 8, 2024

4.02 Minutes: May 16, 2024

MOTION by Helen Riehle, SECOND by Robin Guillian, to approve the consent agenda as presented. VOTING: unanimous (5-0); motion carried.

5.0 ACTION ITEMS

5.01 Automated Exit Lanes Grant Acceptance

MOTION by Helen Riehle, SECOND by Robin Guillian, to recommend to the Board of Finance and City Council to approve the execution of an FAA grant for design and construction of automated exit lanes as outlined.

DISCUSSION:

- Staff explained the automated exit lanes (there will be a total of four in the terminal).

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

5.02 Terminal Integration Project (TIP) Grant Acceptance

MOTION by Helen Riehle, SECOND by Bryn Oakleaf, to recommend to the Board of Finance and City Council to approve the execution of an FAA grant for additional eligible items related to the Terminal Integration Project as outlined.

DISCUSSION:

- Staff explained the additional grant funding for the TIP project.

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

5.03 Runway 15-33 Rehabilitation Contracts and Grant Acceptance

MOTION by Helen Riehle, SECOND by Robin Guillian, to recommend to the Board of Finance and City Council to approve the following as outlined:

1. Accept and execute an FAA grant for Runway 15-33 rehabilitation work.
2. Approve a contract with SD Ireland, Inc. for Runway 15-33 rehabilitation construction work.
3. Approve a contract with Stantec Consulting for Runway 15-33 rehabilitation project scope and inspection.

DISCUSSION:

- Staff explained the runway 15-33 rehabilitation project that entails repaving the asphalt portion of the runway. The work will begin next year and be done at night.

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

5.04 Residential Sound Insulation Program (RSIP) Phase 4 Grant Acceptance and Design Contract

MOTION by Helen Riehle, SECOND by Bryn Oakleaf, to recommend to the Board of Finance and City Council to approve the following as outlined:

1. Accept and execute an FAA grant for Phase 4 of the Residential Sound Insulation Program.
2. Approve a contract with Strong Tower for the Residential Sound Insulation Program construction work.
3. Approve a contract with Jones Payne Group for Phase 4 Residential Sound Insulation Program oversight work.

DISCUSSION:

- Staff explained the grant and contracts include renovation of 16 houses in the sound insulation program plus design of the next phase of approximately 50 houses. An additional 34 houses are already designed. Staff is seeking additional funding for these houses.

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

5.05 Snow Removal Equipment (SRE) Building Grant Acceptance

MOTION by Helen Riehle, SECOND by Robin Guillian, to recommend to City Council to approve the execution of a grant from the FAA for electrical conduit relocation for the snow removal equipment building as outlined.

DISCUSSION:

- Staff noted the SRE building is under design and the electrical conduit needs to be relocated.

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

5.06 Project Next Grant Acceptance, Construction Manager at Risk (CMAR) Contract, and Mass Timber Grant Acceptance

MOTION by Helen Riehle, SECOND by Robin Guillian, to recommend to the Board of Finance and City Council to approval the following as outlined:

1. CMAR Contract with Engelberth Construction, Inc. for the North Concourse Replacement Project (Project Next).
2. Accept and execute the FAA grant related to work on Project Next (North Concourse Replacement Project).
3. Accept and execute the Northern Borders Regional Commission (NBRC) grant for mass timber construction as part of the North Concourse Replacement Project (Project Next).

DISCUSSION:

- Staff explained the funding sources and funding opportunities for the \$34 million Project Next. The building design will accommodate larger and smaller planes coming to the airport. The target date for the project to be completed is 2026.
- There was mention of the waste management systems at the airport. Staff assured all are properly sized for the airport.

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

6.0 FINANCIAL UPDATE

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

- FAA grant money is being closed out.
- Stimulus funds will continue to be drawn down.
- Revenues are at \$22.8 million. Operating revenues are strong.
- Expenses are at \$14.6 million due to projects.
- There is \$4.7 million in the airport checking account (cash on hand).
- AIP receivables are at \$6.47 million.
- City Council will act on the airport budget at the June 10, 2024 meeting.

7.0 CONSTRUCTION UPDATE

In addition to the written construction update provided to the Airport Commission, staff highlighted the following:

- Burlington Tech Center project is before the South Burlington DRB for review.
- Project Next will exceed \$34 million.

- The comprehensive sustainability report that was done for the airport covers food waste, water, wastewater, and solid waste management. The report is posted on the airport website.

8.0 NOISE COMPATIBILITY PROGRAM UPDATE

Staff reported:

- Residential Sound Program Phases 1 & 2 are complete and being closed out. The window issue with the Phase 3 work (52 houses) is settled and work will now begin.
- Next TAC meeting on the Noise Exposure Map Update has been pushed to August pending approval of the map by the FAA. Staff will update the website with the current meeting information.

9.0 AVIATION DIRECTOR'S REPORT

Aviation Director Longo reported:

- Staff attended the Jump Start Conference in Washington, DC (air service development conference) and met with over 12 airlines. The conference was very productive.
- Marketing news:
 - Marketing staff attended the tourism summit at Mount Snow. There was lots of good information and networking.
 - Staff is working on a mascot for the airport and will hold a reveal party when the mascot is determined.
 - A block party is planned for August to bring people to the airport.
 - Marketing and advertising rates will be adjusted based on the results of the study that was recently completed.
 - The airport is again sponsoring the annual BBQ gathering at the Lake Monsters baseball game on July 5, 2024.
- Scheduled seat numbers are strong even without JetBlue service to Burlington.

10.0 COMMISSIONER ITEMS

Helen Riehle noted she is now serving on the South Burlington Planning Commission which is working on redoing zoning relative to the state housing bills that passed and consolidating the two airport zones into one.

11.0 FOLLOW UP ITEMS

11.01 Complaints about so many small planes at the airport which are using leaded fuel (Helen Riehle) – Staff will research the matter.

12.0 EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Helen Riehle, SECOND by Robin Guillian, to find that premature public knowledge of information concerning contract negotiations regarding BTV Hotel, LLC would clearly place the City at a substantial disadvantage with such negotiations. VOTING: unanimous (5-0); motion carried.

MOTION by Helen Riehle, SECOND by Bryn Oakleaf, based on the finding above and pursuant to 1VSA313(a)(1)(A) to go into Executive Session to receive confidential

updates on contract negotiations regarding BTV Hotel, LLC, invite airport staff and Jeff Glasberg to attend, and adjourn the regular meeting as no action is expected following Executive Session. VOTING: unanimous (5-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 5:40 PM.

RScty by tape: MERiordan

TO: City of Burlington, Airport Commission

FROM: Nicolas Longo, Director of Aviation

DATE: July 2, 2024

SUBJECT: Authorization to Sign Property Lease with The Jones Payne Group, Inc. at 1200 Airport Drive, South Burlington, VT

Request:

The Patrick Leahy Burlington International Airport (Leahy BTV) seeks Board of Finance recommendation and City Council authorization to enter into a building lease agreement with The Jones Payne Group, Inc (Jones Payne).

Summary:

The property, which is located inside the airport terminal building, is owned by the City of Burlington, Patrick Leahy Burlington International Airport. The Burlington-based Project Administrator for Jones Payne, who is a main point of contact for the residents participating in the Residential Sound Insulation Program (RSIP), will be utilizing this space as an office. After considerable coordination and discussion with The Jones Payne Group, creating a space that residents can meet at and learn about the RSIP program is a critical component of creating a transparent program. The Jones Payne Project manager will have office hours and in the future start utilizing the space to display model windows, doors, and other eligible noise mitigation products. This will also be a central location for information related to the program, along with our website dedicated to all of our noise programs located at btvsound.com

The space is 432 square feet and rent is set at \$23 per square feet, totaling \$828 a month, or \$9,936.00 annually, with a 3% annual escalation. The lease will be for a term of one year and will continue on a month-to-month basis, if approved by the airport. Further, the tenant is responsible for all fit up of the existing space.

Motion:

“To approve and recommend that the Board of Finance and City Council authorize the leasing of certain identified space at the Patrick Leahy Burlington International Airport to The Jones Payne Group, Inc. and to authorize execution of the lease, subject to final review and approval by the City Attorney’s Office.”

Thank you for your continued support.

To: City of Burlington, Airport Commission

From: Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering and Sustainability

Date: July 2, 2024

Subject: Recommendation to the Board of Finance to Accept and Execute a contract in the amount of \$94,000 dollars with a 15% contingency with ECI (Engineers Construction Inc) for the Mill & Overlay of Aviation Avenue and Eagle Drive.

Request

The Patrick Leahy Burlington International Airport (Leahy BTV) seeks approval and authorization to enter into a contract with ECI in the amount of \$94,000 dollars with a 15% contingency, totaling \$108,100 for the Mill & Overlay of Aviation Avenue and Eagle Drive.

Summary

In May, Leahy BTV acquired proposals from contractors to perform a 1-1/2" asphalt Mill & Overlay for approximately 10,254 square yards of asphalt pavement along Aviation Avenue & Eagle Drive. BTV received a total of 4 contractor bids for this project. After thorough review, ECI (Engineers Construction Inc) was selected as the lowest responsible bidder.

Project Benefits

The anticipated benefits of Milling & Overlaying Aviation Avenue and Eagle Drive is to repair the excessive wear and tear the road has seen over the last few years. The existing pavement is at its end of useful life and this project will bring the road up to current standards to extend the life of the road for future years. This pavement project is part of an overall plan throughout the airport to repair non-airfield related roads/paved surfaces.

Funding Sources

This project will be funded through the fiscal year 2025 approved Operating and Maintenance budget.

Motion

“To approve and recommend that the Board of Finance and City Council authorize the Director of Aviation to execute a contract with ECI (Engineers Construction Inc) for the Mill & Overlay of Aviation Avenue and Eagle Drive in the amount of \$94,000, with a contingency of 15% for a total of \$108,100, subject to review and approval of the City Attorney’s Office.”

Thank you for your time and consideration.

To: City of Burlington, Airport Commission

From: Nicolas Longo, Director of Aviation
Jeffrey Bartley, Director of Innovation and Marketing

Date: July 2, 2024

SUBJECT: Recommendation to Board of Finance for Approval and Recommendation to City Council for Authorization to Execute and Award the Marketing and Promotional Services Contract to Hagan Associates

Background

On April 9, 2024, the Patrick Leahy Burlington International Airport (“Leahy BTV”) issued a Request for Proposals (“RFP”) for Marketing and Promotional Services.

On May 7, 2024, proposal submissions were due, and seven (7) total proposals were received from Hagan Associates, Redhead Media/BootstrapVT, Tenth Crow Creative, Place Creative Company, Four Nine Design, RoAds Marketing and Karen Fahey Advertising.

Upon receipt, scoring and evaluation, utilizing the evaluation criteria outlined within the RFP, Hagan Associates was unanimously selected by the evaluation committee. Whereas, the evaluation criteria included: experience, scope of services, price, and Airport Concessions Disadvantaged Business Enterprise (ACDBE) participation.

The proposed marketing budget for FY 2025 is \$450,000, which will be the associated not to exceed value of the contract based on media placement purchases. Future years will be tougher to predict, as the marketing budget will fluctuate with changes to the overall budget, of which Hagan Associates is aware.

The allocated Fiscal Year 2025 budget will be utilized for this contract.

Motion

“To approve and recommend that the Board of Finance approve and recommend to the City Council to authorize the Director of Aviation to enter into a contract, with the selected Media and Advertising concessionaire of Hagan Associates for a five (5) year term.

Thank you for your time and consideration.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Four

A Regulation in Relation to

stages of passage:

Certain Updates to Appendix E of the Burlington Code of Ordinances Regarding Taxi Fares on Rides Originating from the Patrick Leahy Burlington International Airport

ORDINANCE _____
Sponsor: Transportation, Energy, and
Utilities Committee
Public Hearing Dates: _____
First reading: _____
Referred to: _____
Rules suspended and placed in all

It is hereby Ordained by the City Council of the City of Burlington as follows:

That Appendix E, Burlington International Airport Rules and Regulations, of the Code of Ordinances of the City of Burlington be and hereby is amended by amending Chapter 1, Ground Transportation, thereof to read as follows:

Articles I-III. *As written.*

Article IV. Operations

Sub article 1. General Operations. *As written.*

Sub article 2. Taxicab and Limousine Operations

Sections 4.13-4.16 *As written.*

Section 4.17 Registration and operation generally Meter Use Required.

~~No bus shall be operated at the airport unless it is properly licensed with the Interstate Commerce Commission, under the control of a mass transit authority or regional transit authority and/or has received a certificate of public good from the Vermont Transportation Board.~~

(a) Notwithstanding any provision of Chapter 30 of the Code of Ordinances of the City of Burlington, all persons operating taxicabs, limousines, or vehicles for hire as that term is defined in Burlington City Ordinance Chapter 30-1, shall be required to utilize a taximeter to calculate all fares originating from the Airport queue line for rides expected to be fifty (50) miles or less in duration. Such persons are required to charge no more than the rates established and published by the Vehicle for Hire Licensing Board.

(b) This requirement shall not apply to rides that have been pre-arranged by phone, online reservation, or any method by which both the ride and the rate have been pre-arranged and pre-agreed by both the driver and passenger(s) prior to the driver entering the queue line.

An Ordinance in Relation to Certain Updates to Appendix E of the Burlington Code of Ordinances Regarding Taxi Fares on Rides Originating from the Patrick Leahy Burlington International Airport

Sub-Article 3. Buses

4.18 Registration and operation generally. ~~Filing schedules and rates of fare.~~ *As written for the previously numbered section.*

4.19 Filing schedules and rates of fare. ~~Loading and discharging of passengers.~~ *As written for the previously numbered section.*

4.20 Loading and discharging of passengers. ~~Registration and operation generally.~~ *As written for the previously numbered section.*

Sub article 4. Courtesy Carriers and Contract Carriers

4.21 Registration and operation generally. ~~Equipment, inspection and maintenance.~~ *As written for the previously numbered section.*

4.22 Equipment, inspection and maintenance. ~~Loading and discharging of passengers.~~ *As written for the previously numbered section.*

4.23 Loading and discharging of passengers. *As written for the previously numbered section.*

Articles V-VII. *As written.*

* Material underlined added.

** Material struck through deleted.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Four

An Ordinance in Relation to

Updates to Chapter 30 of the Burlington Code of Ordinances to
Update to the Vehicle for Hire Board Composition; Require
Vehicle for Hire Operators to Accept Electronic Payment for Fares

ORDINANCE _____
Sponsor: Transportation, Energy, and
Utilities Committee
Public Hearing Dates: _____

First reading: _____
Referred to: _____
Rules suspended and placed in all
stages of passage: _____
Second reading: _____
Action: _____
Date: _____
Signed by Mayor: _____
Published: _____
Effective: _____

It is hereby Ordained by the City Council of the City of Burlington as follows:

1 That Chapter 30, Vehicles for Hire, of the Code of Ordinances of the City of Burlington be and hereby is
2 amended by amending Sections 30-4 and 30-22 thereof to read as follows:

3
4 30-4 Licensing Board.

5
6 (a) A vehicle for hire licensing board (board) is established, which shall be composed of five (5) members
7 appointed by the city council with mayor presiding. The initial terms of the members shall be staggered. The
8 first two (2) shall be appointed for a term of three (3) years, and the remaining three (3) shall be appointed
9 for a term of two (2) years. Thereafter, all such appointments shall be for a term of three (3) years
10 commencing the first day of July following their appointment and continuing until their successors have been
11 appointed and qualified. In making appointments, the city council with mayor presiding should consider
12 including members of the general public who use vehicles for hire, representatives of the vehicle for hire
13 industry, representatives from the public safety community, and any other persons expressing an interest in
14 serving, but they are not required to satisfy each category of representatives when making appointments.
15 Terms of board members shall be for three (3) years. Three (3) members of the board shall constitute a
16 quorum. In the event that a quorum of members is unavailable for good cause in the assessment of the Chair
17 to conduct regular, monthly business of the Board, the Chair shall notify the Chair of the transportation,
18 energy, and utilities committee of the City Council, who may appoint any member of the committee to sit on
19 the Board as an alternative, voting member(s) to form a quorum until such time as a quorum of regular Board
20 members is attained.

21
22 (b) – (c). As written.

An Ordinance in Relation to Updates to Chapter 30 of the Burlington Code of Ordinances to Update to the Vehicle for Hire Board Composition; Require Vehicle for Hire Operators to Accept Electronic Payment for Fares

23 ...

24 30-22 Pre-agreement and disclosure on rates.

25 (a) *As written.*

26 (b) *As written.*

27 (c) ~~Except as provided below, no licensee may charge a rate that has not been disclosed prior to the~~
28 ~~passenger's entering the vehicle.~~ Effective _____, all vehicles for hire, including taxicabs, shall be
29 required to accept electronic means of payment for fares through at least two major national credit card
30 and/or debit card carriers. Upon passage and until this requirement becomes effective, vehicles for hire that
31 do not accept such method of payment must clearly disclose the same to passengers verbally before the
32 passenger(s) enters the vehicle and by prominent signage displayed in the vehicle and visible from the
33 exterior. Such signage shall be of the form as determined and approved by the Vehicle for Hire
34 Administration Office.

35 (d) Except as provided elsewhere in this Chapter below, no licensee may charge a rate that has not been
36 disclosed prior to the passengers entering the vehicle.

37

38 30-23 Taxi rides.

39 (a) Notwithstanding Section 30-22, vehicles for hire operating as taxicabs and picking up street hails shall
40 use a meter for setting fares, and shall charge no more than the meter rates set by the board.

41 (b) A driver or licensee operating as a taxicab and using a meter for determining fares shall not tamper
42 with, alter, or connect any unauthorized device to the taximeter or make any change in the taximeter that
43 would affect its operation.

44 (c) Any taximeter shall be subject to inspection by the city at any time. If any violation or any inaccuracy is
45 discovered, the administration office shall notify the taxicab driver and/or licensee for whom the driver is
46 operating to cease operation and shall order the vehicle out of service. The taxicab shall be kept out of
47 service until the taximeter is repaired, the required working condition is restored, and the taximeter is
48 resealed.

49 30-24 Dynamic market pricing.

50 (a) Licensees may utilize dynamic market or surge pricing in the city or at the airport; provided, that the
51 licensee provides clear and visible indication that such pricing is in effect before a passenger requests a ride
52 and includes a feature that requires riders to confirm that they understand such pricing will be applied in
53 order for the ride request to be completed.

An Ordinance in Relation to Updates to Chapter 30 of the Burlington Code of Ordinances to Update to the Vehicle for Hire Board Composition; Require Vehicle for Hire Operators to Accept Electronic Payment for Fares

(b) Licensees shall establish and implement a written policy capping dynamic pricing during disasters and relevant states of emergency and shall make this policy available on its website or application.

* Material stricken out deleted.

** Material underlined added.

*** Material highlighted as recommended by the TEUC on June 11, 2024

TEUC/HM/Ordinances 2024/ Updates to Chapter 30 of the Burlington Code of Ordinances to Update to the Vehicle for Hire Board Composition;
Require Vehicle for Hire Operators to Accept Electronic Payment for Fares
July XX, 2024

To: Airport Commission

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

Date: July 2, 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) (\$12M)**. 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. **The SB DRB hearing closed on June 18, 2024. Waiting on decision and completing other required permits.**
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 (CO) issued by the City of South Burlington. Beta received the final CO for the Phase 1 building.

- 9. 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.

- 10. South Apron and TW G Ext. Development (\$6.6).** 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.



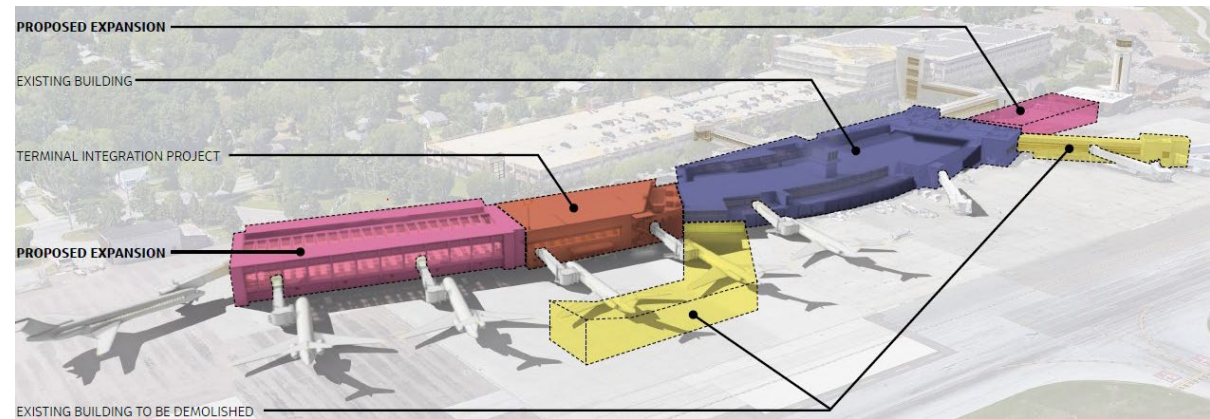


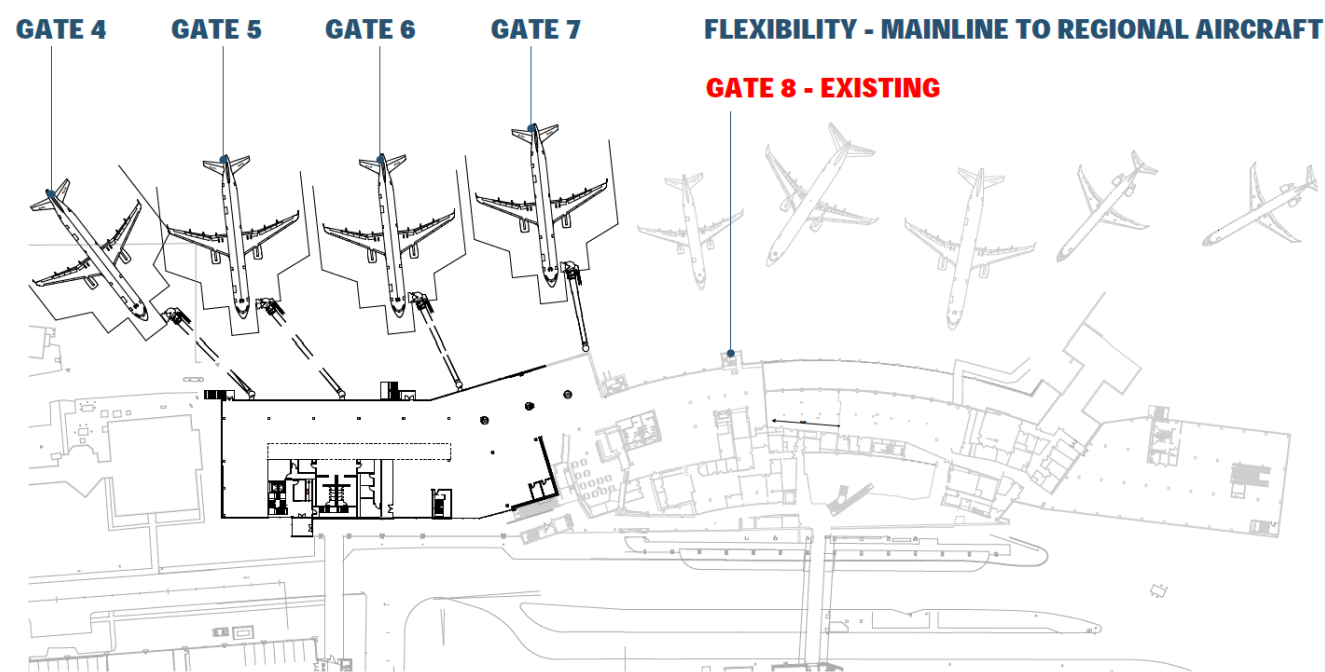
11. **Glycol System Upgrade (est. \$3.5M)**. The purpose of this project is to improve the glycol system (De-icing). We have had additional follow up discussions with the FAA and it appears this is eligible for funding and is being added back into our FAA CIP. We have received and reviewed the site evaluation and process review scope. We brought this for Airport Commission approval last month subsequently, it was approved by City Council. **Kick off meeting was held with Stantec on June 20, 2024.**
12. **North Terminal Improvement Project (\$2.2M)**. 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 applied 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. **Received BOF approval to accept the Grant on June 17, 2024, City Council to vote on June 25, 2024.**

- 13. PROJECT NEXT: North Terminal Replacement Project and New PBB's (\$63M).** 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 issued 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. **The FAA grant application was submitted on May 23. Received BOF approval to accept the Grant on June 17, 2024, City Council to vote on June 25, 2024.**

Conceptual Renderings – North and South Terminal (concourse) Improvements





14. 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 reviewed were all within a difference of \$100K on a \$10.2M low bid. A grant application was submitted by April 26 to the FAA. **Received BOF approval to accept the Grant on June 17, 2024, City Council to vote on June 25, 2024.**

15. 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. **Please refer to AC memo's requiring motions, for this Project.**

Projects in closure process or on hold.

1. 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.

- 2. 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.

To: Airport Commissioners
From: Marie Friedman, CPA, Director of Finance
Date: June 27, 2024
Re: Financial Highlights Report for July 2nd, 2024 meeting

- This month's financial package includes the May P&L, Revenue Recovery Metrics, and the June 27th 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 the entire grant amount and the grant is now closed.
 - 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 renewed the Grant Anticipation Note (GAN) on June 26, 2024. The Airport is drawing \$1,058,216 under the GAN for AIP-125 Interest rates are adjusted monthly. Interest paid on the GAN is eligible for reimbursement under a future PFC application.
- Year-to-date (YTD) Revenues through May were \$24.77 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 92% 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 May were \$16.17 million. This is higher than last year primarily due to garage lighting and fire alarm system replacement (approx. \$524k higher). The Airport is also seeing expenditure increases to salaries and employee benefits (approx. \$870k higher), as well as professional and consulting services (\$242k higher, Utilities (\$176k higher) and property repairs (\$88k higher). Please refer to the P&L for more detail.
- Cash update: As of June 27th, 2024, BTV had \$6,426,356 in the Airport International account and did not owe the City any money.
- AIP receivable update: As of June 27th, 2024, the FAA owes the airport \$6.66 million. Of this amount,

approximately \$2.97 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 \$2.88 million.

Budget Performance Report

Fiscal Year to Date 5/31/2024

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	108,086.00	16,914.00	86%	118,661.00
4267	Utility Reimbursement	126,700.00	.00	120,196.61	6,503.39	95%	98,987.25
4268	Sale of Gasoline	750,000.00	.00	539,429.05	210,570.95	72%	559,090.47
4295	Parking Fees	6,750,000.00	.00	6,548,697.47	201,302.53	97%	6,408,398.95
4297	CFC's	1,775,000.00	.00	1,927,834.00	(152,834.00)	109%	2,195,036.00
4345	Advertising Revenues	114,000.00	.00	74,845.00	39,155.00	66%	50,971.52
4390	Concessions	330,000.00	.00	305,332.69	24,667.31	93%	303,397.05
4440	Taxi Fees	170,000.00	.00	170,555.00	(555.00)	100%	155,371.00
4445	Terminal Rent - Exclusive	1,360,800.00	.00	1,086,333.25	274,466.75	80%	1,202,070.83
4450	Terminal Rent - Commonuse	1,591,433.00	.00	1,389,311.85	202,121.15	87%	1,399,122.86
4455	Terminal Concessions Airport	750,000.00	.00	571,760.35	178,239.65	76%	326,864.36
4460	Rental Car Concessions	3,250,000.00	.00	3,309,475.00	(59,475.00)	102%	2,948,525.77
4465	Rent Grounds	508,531.00	.00	511,064.98	(2,533.98)	100%	429,645.77
4470	Rent Buildings	1,179,719.00	.00	1,286,769.86	(107,050.86)	109%	1,197,984.98
4475	Landing Fees	1,975,000.00	.00	1,670,896.46	304,103.54	85%	1,831,882.81
4480	PFC Revenue	2,625,000.00	.00	2,330,032.00	294,968.00	89%	2,327,010.00
4505	Terminal Non Airline	631,000.00	.00	774,420.81	(143,420.81)	123%	643,796.98
4535	Misc Rev	1,000.00	.00	498.10	501.90	50%	6,918.01
4600	Fees For Services	6,500.00	.00	6,670.00	(170.00)	103%	7,905.00
4700	Interest / Investment Income	6,000.00	.00	144,474.08	(138,474.08)	+++	112,786.11
4702	Interest Income PFC	10,000.00	.00	8,814.70	1,185.30	88%	9,457.47
4703	Restricted Interest Income	30,000.00	.00	108,468.34	(78,468.34)	+++	33,400.46
4705	Unrealized Gain/Loss-Invest	.00	.00	86,432.79	(86,432.79)	+++	631.00
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	146,960.00	3,040.00	+++	160,600.00
4890	CARES ACT/ARPA/CRRSA Federal Grant	4,385,934.00	.00	1,247,427.80	3,138,506.20	+++	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	\$24,768,233.97	\$4,047,983.03	86%	\$24,496,215.38
	EXPENSE						
5000	Salaries and Wages	3,738,741.00	.00	3,047,814.73	690,926.27	82%	2,411,836.96
5100	Overtime	323,700.00	.00	276,794.69	46,905.31	86%	265,038.12
5200	Other Personal Service	472,125.00	.00	406,775.63	65,349.37	86%	321,103.76
5400	Employee Benefits	1,354,306.00	.00	1,181,829.90	172,476.10	87%	1,045,401.65
6000	Office Supplies	9,000.00	.00	2,960.45	6,039.55	33%	4,385.17
6005	Postage	500.00	.00	133.98	366.02	27%	161.96
6007	Shipping and Moving	33,750.00	1,290.00	18,308.86	14,151.14	58%	28,206.34
6010	Computer Equipment	91,000.00	.00	37,938.32	53,061.68	42%	29,598.73
6015	Computer Software	10,500.00	.00	5,452.00	5,048.00	52%	.00
6017	Computer Licensing and Maint.	274,000.00	17,064.47	232,819.45	24,116.08	91%	170,381.69
6020	Office Equipment	12,000.00	.00	1,483.95	10,516.05	12%	16,940.00
6025	Furnishings	92,500.00	.00	31,828.58	60,671.42	34%	48,993.82

Budget Performance Report

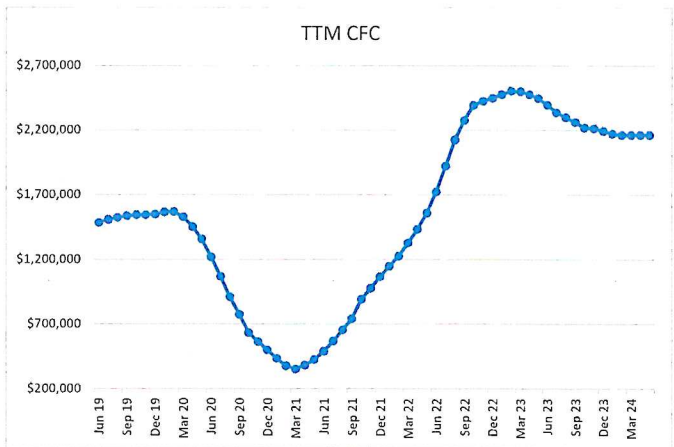
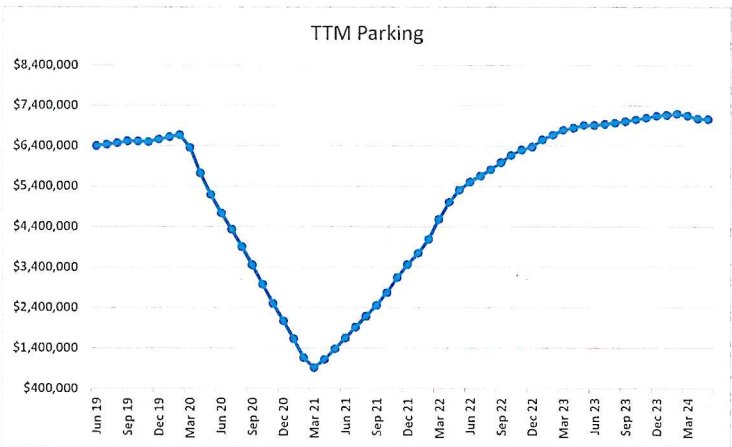
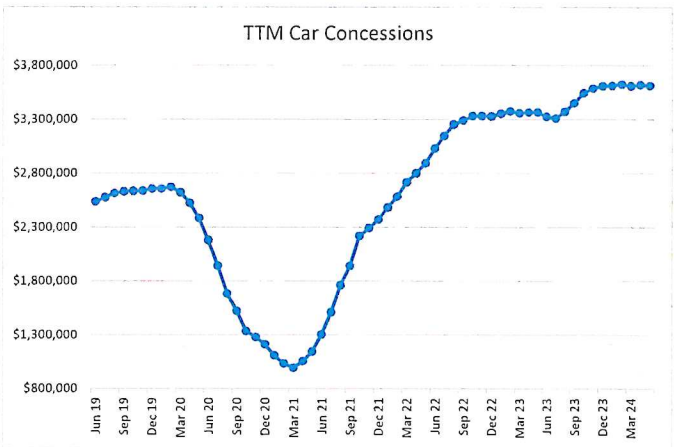
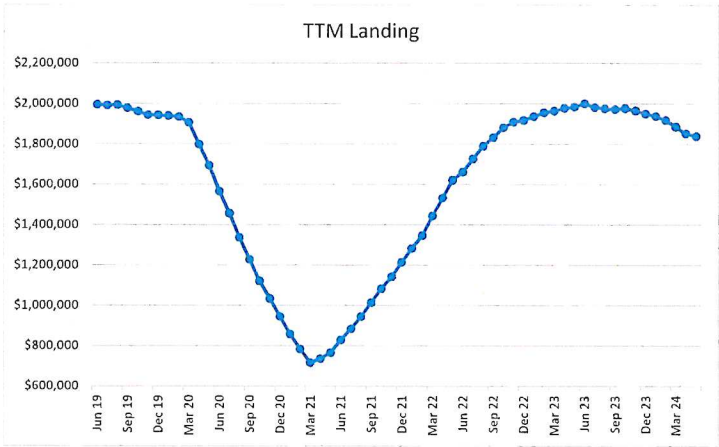
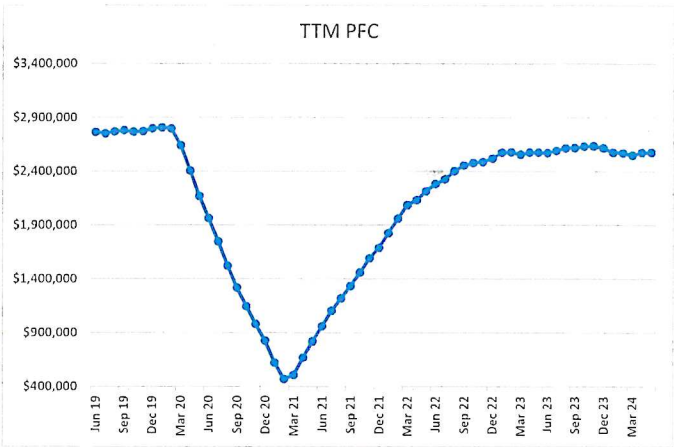
Fiscal Year to Date 5/31/2024

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	2,678.51	3,321.49	45%	4,465.75
6202	Printing/Copying/Paper Mgt	9,700.00	.00	8,944.49	755.51	92%	343.71
6203	Dues/Subscriptions	142,730.00	3,047.74	93,829.58	45,852.68	68%	77,913.13
6206	Custodian Supplies	104,850.00	14,151.68	77,482.33	13,215.99	87%	54,507.19
6208	Special Supplies	79,000.00	2,076.70	65,817.00	11,106.30	86%	51,513.62
6210	Small Tools and Equipment	125,000.00	24,452.31	37,938.75	62,608.94	50%	104,711.79
6212	Fuel	881,850.00	(22,494.60)	625,279.61	279,064.99	68%	666,320.26
6214	Clothing And Uniforms	6,000.00	.00	3,531.50	2,468.50	59%	4,149.67
6215	Uniform Laundering	23,000.00	1,068.34	13,428.20	8,503.46	63%	15,207.42
6216	Oil & Grease & Antifreeze	22,000.00	.00	6,556.86	15,443.14	30%	10,275.03
6222	Runway De-Ice	215,000.00	.00	212,891.44	2,108.56	99%	302,371.65
6247	Energy Efficient	95,000.00	.00	66,439.10	28,560.90	70%	42,349.99
6294	Donations	3,600.00	.00	3,581.20	18.80	99%	.00
6300	Repair & Maintenance	3,833,896.00	105,322.37	1,872,534.56	1,856,039.07	52%	1,348,682.29
6350	Legal Notice & Advertising	2,200.00	.00	345.00	1,855.00	16%	1,140.00
6400	Utilities	1,689,248.00	.00	1,406,792.87	282,455.13	83%	1,230,750.58
6500	Professional and Consultant Services	1,954,717.00	(18,856.44)	1,458,943.35	514,630.09	74%	1,216,781.67
6530	Rentals	19,100.00	726.21	15,365.85	3,007.94	84%	60,123.99
6600	Maintenance Contracts	372,500.00	48,737.00	209,515.59	114,247.41	69%	262,072.46
6605	Radio Maintenance	17,700.00	3,268.00	9,530.98	4,901.02	72%	4,827.00
6610	Custodial Contracts	855,036.00	67,835.00	746,185.00	41,016.00	95%	702,215.00
6615	Property Repairs	466,489.00	58,241.10	262,488.65	145,759.25	69%	174,072.20
6625	Equipment Maintenance Repairs	177,175.00	20,413.73	86,867.35	69,893.92	61%	98,063.89
6700	Travel & Training	119,200.00	.00	79,635.55	39,564.45	67%	76,772.44
6800	Fees for Services	26,350.00	.00	17,940.56	8,409.44	68%	16,162.64
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	522,082.58	50,083.52	91%	541,117.46
7230	Insurance	414,425.00	.00	397,008.31	17,416.69	96%	294,463.74
7303	Regulatory and Bank Fees	231,000.00	.00	167,988.34	63,011.66	73%	167,332.16
7312	Real Estate Taxes	802,243.00	.00	797,280.15	4,962.85	99%	767,020.29
7652	Discretionary Spending	54,990.00	.00	51,160.57	3,829.43	93%	37,289.51
8015	Indirect Fees	534,960.00	.00	490,380.00	44,580.00	92%	451,737.00
8017	Indirect Fees - City Attorney	83,149.00	.00	76,219.00	6,930.00	92%	83,039.00
8095	Interest On Pooled Cash	.00	.00	9,964.54	(9,964.54)	0%	.00
8135	Airport Security To Police	1,265,000.00	.00	1,021,349.95	243,650.05	81%	1,010,742.33
Operating EXPENSE TOTALS		\$21,627,468.00	\$326,665.51	\$16,171,867.86	\$5,128,934.63	76%	\$14,220,583.06
Net Operating Revenues (which are used to pay for Bond payments, Leases, Capital and FAA projects)				\$8,596,366.11			\$10,275,632.32

Recovery Metrics

	At Feb 2020	Minimum	Drop	Current	Recovery
Parking	\$6,670,572	\$911,595	-86%	\$7,069,218	106%
PFCs	\$2,797,591	\$467,680	-83%	\$2,575,094	92%
Car Concessions	\$2,673,896	\$994,488	-63%	\$3,612,997	135%
Landing Fees	\$1,933,993	\$716,928	-63%	\$1,839,410	95%
CFCs	\$1,568,752	\$352,036	-78%	\$2,164,838	138%

All figures are trailing twelve months



Burlington International Airport

Cash and Investments

June 27, 2024

Account	Account Description	6/27/2024
Unrestricted Bank Accounts		
1000_400	Bank Account Airport	6,426,356
1050_496	Cash Restricted AIP Deposit Keybank	21,792
Restricted Bank Accounts		
1050_420	Cash Restricted Escrows - Airport PFC TD Bank	8,471,887
1000_415	Bank Account - PFC Prepaid Cash Account	491,892
1000_420	Bank Account CFC	3,010,702
1050_416	Cash Restricted Revenue Bond DSR-Zion Trustee	3,393,102
1050_400	Cash Restricted Air Debt Service Fund - Interest	504,725
1050_401	Cash Restricted Air Debt Service Fund-Principal	1,645,000
1050_402	Cash Restricted Air Debt Service Fund-Sinking	1,045,000
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	5,530,533
1050_430	Cash Restricted Airport Renewal and replacement - Zion	200,013
1050_495	Projects Operating Acct/Escrow GAN Keybank	279
Total Cash and Investments		<u><u>30,741,281</u></u>
1100_999	(Due To) / Due From Pooled Cash (timing)	<u><u>-</u></u>

Comparative Information on Primary Airport bank account

	6/27/2024
1000_400 Bank Account Airport - Current Fiscal year -6/27/2024	6,426,356
1000_400 Bank Account Airport - Prior Fiscal year - June 2023	7,741,020
1000_400 Bank Account Airport - Two prior years - June 2022	7,209,867

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
06/27/24

10%
LOCAL
SHARE
FY 2024

ACTIVE AIP PROJECTS

410	119	TAXIWAY GULF PH 2 RW 1-19 PAPI	19,208	-	90%	-	(19,208)	(0)	-
423	120	ACCESS CONTROL SECURITY REHAB	122,134	-	100%	-	(6,486)	115,648	-
400	121	CARES ACT GRANT	562,668	307,890	100%	307,890	(870,558)	0	-
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	784,376	100%	784,376	(670,982)	167,331	-
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	79,566	90%	71,610	(107,225)	14,915	7,957
426-910	139	BOARDING BRIDGE GATE 12	1,193,458	420,081	90%	378,073	(1,436,700)	134,830	42,008
416-913	140	NOISE EXPOSURE MAP	7,186	291,326	90%	262,194	(269,380)	0	29,133
428-908	141	SOUND INSULATION PROGRAM FFY22	160,547	660,920	90%	594,828	(694,728)	60,648	66,092
427-906	142	REHAB TAXIWAY A	96,456	1,499,635	90%	1,349,671	(1,446,127)	0	149,963
416-925	144	PAVEMENT MANAGEMENT PLAN	2,700	70,152	90%	63,137	(52,980)	12,857	7,015
424-924	145	CARGO APRON DESIGN 2023	3,420	16,235	90%	14,611	-	18,031	1,623
421-918	future	SOUTH TERMINAL REPLACEMENT	-	-	90%	-	-	-	-
426-923	147	SNOW REMOVAL EQUIPMENT BLDG	85,896	179,427	90%	161,485	(230,734)	16,647	17,943
424-909	149	SOUTH APRON CONSTRUCTION	179,756	2,521,694	90%	2,269,524	(2,418,863)	30,417	252,169
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	(1,413,252)	301,956	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		307,137	90%	276,423	(276,423)	0	30,714
427-928	future	RUNWAY 15-33 MILL & OVERLAY	3,150	532,460	90%	479,214	-	482,364	53,246
TOTAL CURRENT PROJECTS			7,303,630	11,436,275		10,487,664	(11,131,353)	6,659,942	948,611

AIP Projects being Closed out

\$ 2,966,055

Future AIP Projects

\$ 2,936,257

\$ -

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

July 2, 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. **Materials were purchased for the 6th property however the homeowner left the area. It will be completed with the next phase of homes.**

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 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. **The contractor has completed all measurement and inventory of product need to complete these 52 homes. We are awaiting the schedule to start.**

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. **The Buy American process moving forward but awaiting grant for the 16 homes.**

5. **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

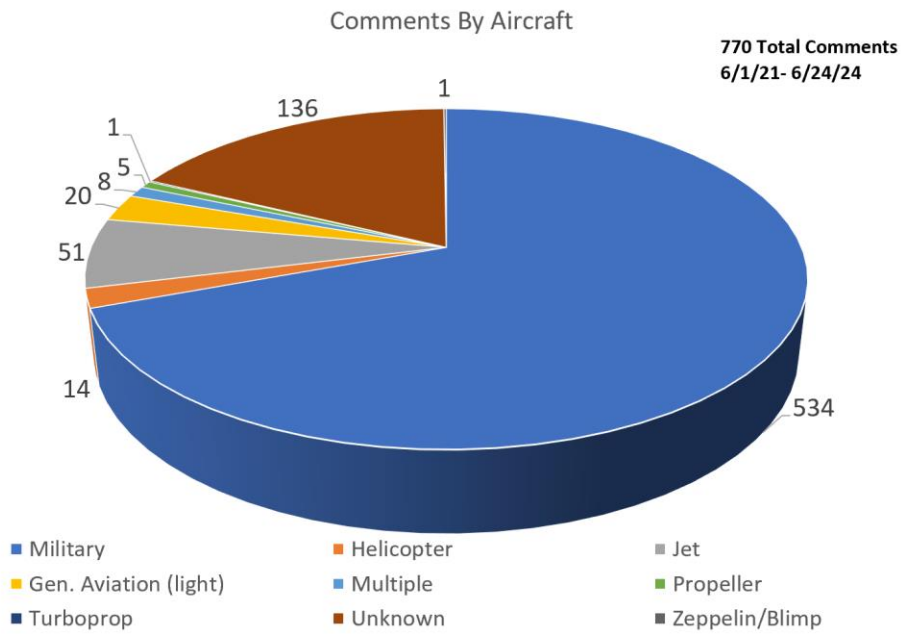
previous NEM Update indicated an update would be completed once the F-35A aircraft have been operational for one year. The scope and Independent Fee process is complete and a grant was received by FAA to proceed. Currently, the schedule, outlined below, and Technical Advisory Committee (TAC) meetings are being coordinated and outreach is proceeding with communities to identify these changes. Further, the Airport held an 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. **We are working toward the final TAC meeting soon. We have had a recent meeting with the FAA to discuss and resolve any outstanding issues related to the NEM. We received final word from the FAA and are moving forward the final noise contours.**

RSIP Phase Status Chart & Timeline

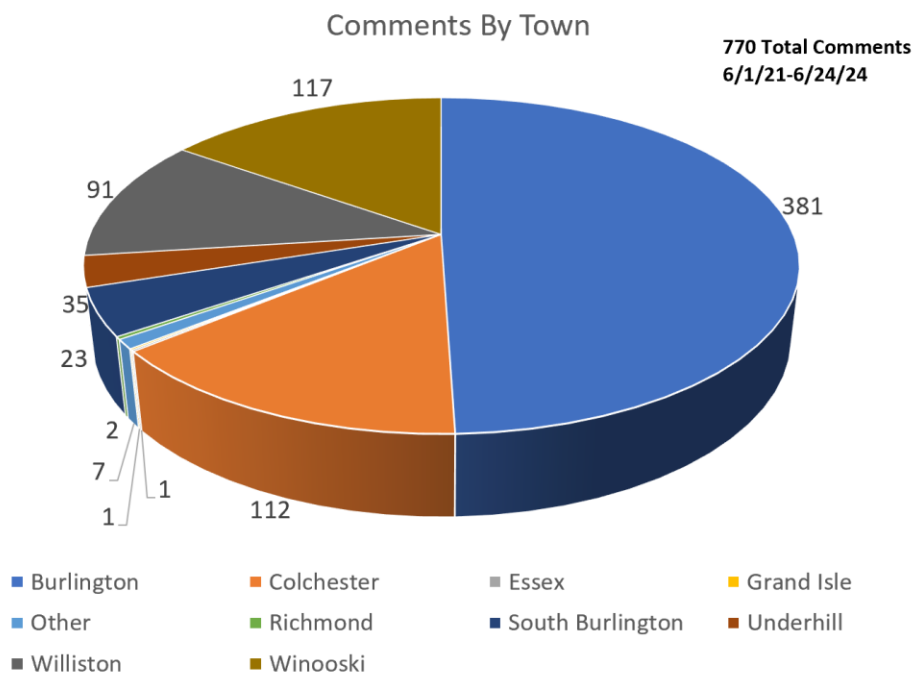
AIP NO.	JP CONTRACT	GRANT SCOPE	DESIGN GROUP NAME	UNITS DESIGNED	CONSTRUCTION PHASE NAME	UNITS CONSTRUCTED	UNIT COUNT CHANGES	STATUS
129	Phase 1 (fka Pilot Program)	Design of 10 homes	Pilot Program	9			-1 deferred	Design & bid completed
		Construction of 10 homes			Phase 1 (Group A)	9	-1 deferred (see above)	Construction completed Jan. 2024 Closeout in process
141	Phase 2 (fka Phase 1 Group 1)	Design of 7 homes	Phase 1, Group 1	6			-1 declined	Design & bid completed
		Construction of 7 homes			Phase 2 (Group B)	5	-1 declined (see above) -12 Ledoux Terrace materials ordered, construction moved to Phase 3	Construction completed Jan. 2024 Project closeout in process
		Design of 54 homes	Phase 1, Group 2	52			-53 assessed -1 declined	Design & bid completed
148	Phase 3	Construction of 52 homes			Phase 3 (Group C)	47	-12 Ledoux Terrace materials ordered under Phase 2 -4 dropped -2 deferred	Construction est. Fall 2024/Spring 2025
		Design of 50 homes	Phase 4	16			-Remaining balance of interested 70 DNL units	Design & bid completed
			Phase 5	TBD: Max 34			-Final unit count pending	Awaiting FAA ATP approval
TBD	Phase 4	Construction of 16 homes			Phase 4 (Group D)	TBD	n/a	Construction est. Spring 2025
		Design of 50 homes	Phase 6	TBD			n/a	Awaiting grant & FAA ATP approval

	Project Phase	2023						2024													
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
1	Data Collection; approval of military aircraft modeling; development of operational forecasts																				
2	Development of draft contours; land use analysis																				
3	Draft NEM document for public review; public meeting; public comment period																				
4	Finalize and submit final NEM to FAA for approval																				
		Consultant Task						Community Input						Agency Review							

Noise Comment By Aircraft



Noise Comments By Town







PATRICK LEAHY
BURLINGTON
INTERNATIONAL AIRPORT

Patrick Leahy
Burlington International Airport

July 2, 2024

Airport Commission Director's Report



June Updates

- **Breeze Ft. Myers Service Announced – Starts 10/4**
- **United Denver Daily Service resumes through 9/25**
- **Airport Maintenance attended community Touch-a-Truck Event on 6/15**
- **Realtor Group Presentation on 6/27**
- **\$1.7M NBRC Timber Grant being awarded to Leahy BTV**
- **Hangar Suppression Systems**
- **General Aviation Fuel Usage**



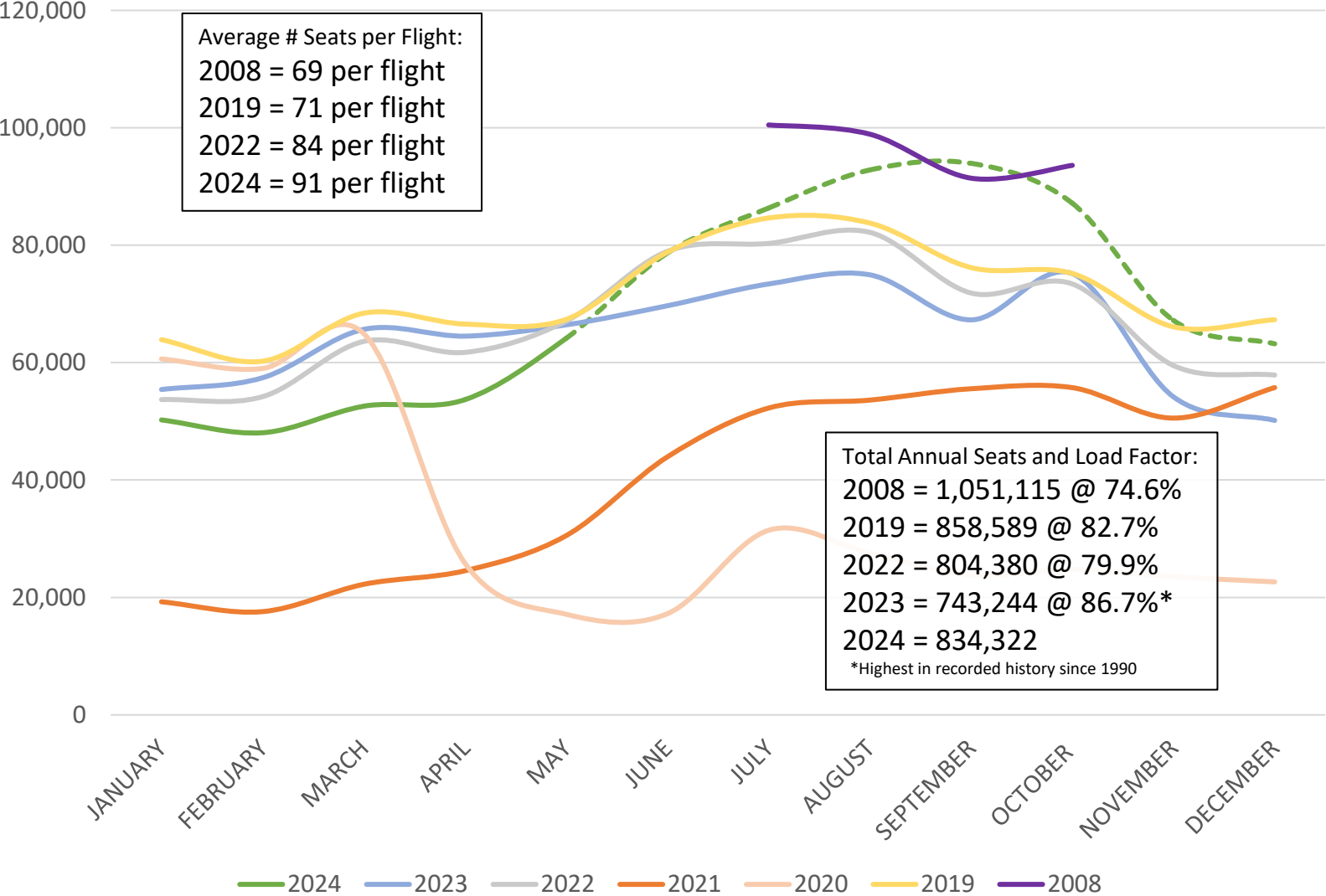
Coming Soon

- **International Delegation visiting on 7/8**
- **Annual Inspection 7/8-7/10**
- **Airport Team Lake Monsters Gathering 7/5**



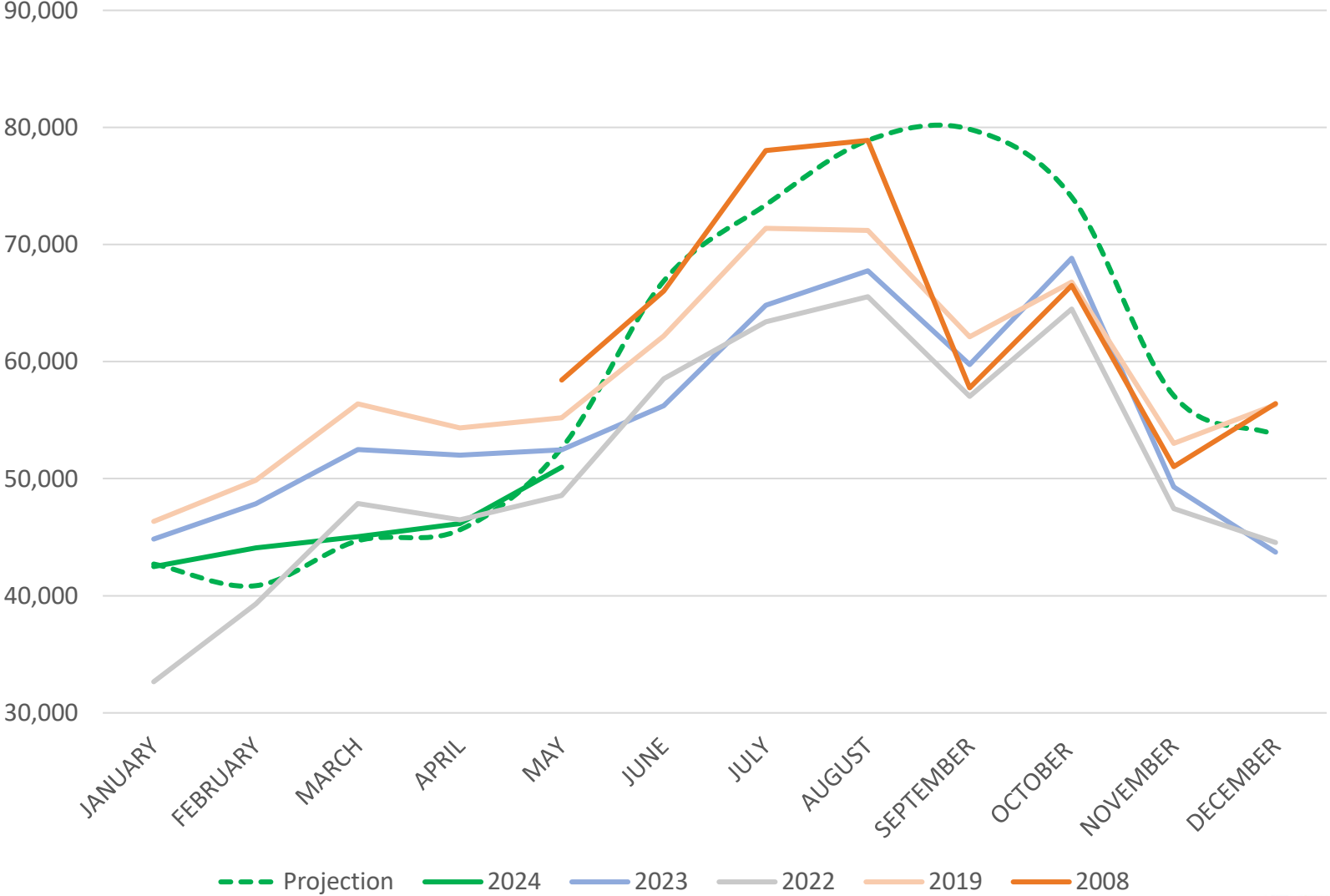
Scheduled Seats; Past and Projections

	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	86,328	73,387	80,312	52,270	31,442	84,658
AUGUST	92,809	74,942	82,198	53,620	27,551	83,786
SEPTEMBER	93,944	67,270	71,852	55,555	23,823	76,194
OCTOBER	87,140	75,143	73,411	55,743	24,753	75,193
NOVEMBER	67,188	54,148	59,481	50,552	23,524	66,096
DECEMBER	63,218	50,137	57,867	55,753	22,648	67,316
TOTALS	838,021	774,095	804,380	481,563	398,428	858,589



Passenger Statistics

	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	46,158	52,018	46,485	19,563	1,448	54,340
MAY	50,972	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	~710,000	660,097	615,877	388,834	209,320	705,165



Commercial Airline Landings / Weight

