



Airport Commission

Wednesday, November 6, 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)

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Passcode: 472807

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Or join by phone:

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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
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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

November 6, 2024 - Airport Commission - Wednesday, November 6, 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

November 6, 2024 - Airport Commission - Wednesday, November 6, 2024, 4:00 PM,
Zoom/Wright Room at the Airport

Category

1. Call to Order

Department

Type

2. Agenda

2.1. Motion to amend/adopt agenda

3. Public Forum

Subject	3.1. PUBLIC FORUM - Verbal Comments
Meeting	November 6, 2024 - Airport Commission - Wednesday, November 6, 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
Meeting	November 6, 2024 - Airport Commission - Wednesday, November 6, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	4. Consent Agenda
Department	
Type	Minutes
Recommended Action	

5. Action Item

Subject	5.1. Arrestor Cable Runway Rehab Agreement
Meeting	November 6, 2024 - Airport Commission - Wednesday, November 6, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	5. Action Item
Department	Burlington International Airport
Type	Action
Recommended Action	

6. Construction Update

Subject	6.1. Construction Update
Meeting	November 6, 2024 - Airport Commission - Wednesday, November 6, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	6. Construction Update
Department	Burlington International Airport
Type	Action

7. Noise Data

Subject	7.1. Noise Data
Meeting	November 6, 2024 - Airport Commission - Wednesday, November 6, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	7. Noise Data
Department	Burlington International Airport
Type	Communication

8. Financial Update

Subject	8.1. Financial Update
Meeting	November 6, 2024 - Airport Commission - Wednesday, November 6, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	8. Financial Update
Department	Burlington International Airport
Type	Action

9. Director's Report

Subject	9.1. Director's Report
Meeting	November 6, 2024 - Airport Commission - Wednesday, November 6, 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	November 6, 2024 - Airport Commission - Wednesday, November 6, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	10. Commissioner Items
Department	
Type	

11. Follow-up Items

12. Adjournment

Subject	12.1. Motion to adjourn
Meeting	November 6, 2024 - Airport Commission - Wednesday, November 6, 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 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	November 6, 2024 - Airport Commission - Wednesday, November 6, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	13. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
September 4, 2024**

APPROVED – 10/2/24

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Jeff Schulman
Helen Riehle
Greg Shepler
Robin Guillian
Connor Daley

MEMBERS ABSENT: Chip Mason

BTV STAFF PRESENT: Nic Longo, Director of Aviation
Larry Lackey, Director of Engineering & Environmental Compliance
Dave Carman, Director of Aviation Operations
Jeff Bartley, Director of Innovation & Marketing
Jill Waite, Office Administration

OTHERS PRESENT: Channel 17

1.0 CALL TO ORDER

Airport Commission Chair, Tim George, called the meeting to order at 4:07 PM.
Individuals attending the meeting remotely identified themselves.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Jeff Schulman, SECOND by Connor Daley, to approve the agenda as presented. VOTING: unanimous (5-0)[Helen Riehle not present for vote]; motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Enplanements

4.02 Minutes: July 2, 2024

MOTION by Jeff Schulman, SECOND by Connor Daley, to approve the consent agenda as presented. VOTING: unanimous (5-0)[Helen Riehle not present for vote]; motion carried.

5.0 ACTION ITEMS

5.01 Lease Assignment Mirabelle's Bakery

MOTION by Connor Daley, SECOND by Greg Shepler, to recommend to City Council to approve the assignment of the lease between Mirabelle’s Inc. and Mirabelle’s Bakery, LLC as outlined.

DISCUSSION:

- Staff explained Mirabelle’s Inc. is selling the space at 3060 Williston Road, Suite 8, to Mirabelle’s Bakery, LLC. There are no changes to the lease.
- There was discussion of food options served at the airport and ensuring concessions are adhering to the terms of their lease.

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

5.02 FY2024 Budget Neutral Amendment

MOTION by Helen Riehle, SECOND by Connor Daley, to recommend to the Board of Finance and City Council to approve the FY2024 budget neutral amendment as outlined.

DISCUSSION:

- Staff explained the budget neutral offset of \$135,000 is the final amendment for FY2024 and mainly covers utilities, professional and consulting services.

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

6.0 CONSTRUCTION UPDATE

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

- Burlington Tech Center received a decision from the South Burlington DRB. Permits are anticipated.
- The annual CIP review with the FAA for next year’s projects was held. The projects include the balance of Project Next, Taxiway Charlie rehab, obstruction removal to Runway 15-33, and the SRE maintenance and storage building.
- Punch list items for the mill and overlay of Taxiway Alpha are being finished.
- South apron is finished except for the tie downs.
- Glycol recycling study is ongoing.
- A presentation on Project Next and the Airport Master will be given to the South Burlington DRB.

7.0 FINANCIAL UPDATE

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

- Revenues are higher than last year.
- Expenses are slightly higher.
- AIP grant receivables continue to be paid by the FAA as grants/projects are closed out.

There was discussion of the fire service at the airport and if there is money in the airport budget for this. Staff stated the Air Guard provides 100% of the firefighting equipment and operation and covers 100% of the cost. The airport budget would have to increase 20% to cover capital and operating costs for fire service. This would require a significant increase in the rates charged to the airlines.

8.0 NOISE COMPATIBILITY PROGRAM UPDATE

Staff reported:

- Work is progressing on 68 homes in the program.
- Staff is working on an acoustical testing issue with the FAA to get more homes in the program.
- The Noise Exposure Map is done. TAC meeting is October 23, 2024. Public meeting is October 24, 2024.
- Staff is pursuing an \$18 million grant from the Department of Defense for houses in the sound program.

9.0 AVIATION DIRECTOR'S REPORT

Aviation Director Longo reported:

- Annual FAA inspection was done and the airport received a clean inspection with only a few minor discretionary items.
- TSA inspection was a clean inspection as well.
- The airport hosted an international delegation that included high level leadership positions from consulate security teams, presidential security teams, and TSA equivalent security programs.
- The airport hosted Sen. Welch who met with staff and airport partners.
- The annual employee Lake Monsters baseball game gathering was held.
- The “Sunflower Program” was launched for passengers with special needs.
- Mascot reveal party is October 12, 2024.
- The airport had many special visitors including an Olympian, elected officials, refugees. There is a full slate of upcoming events and activities.
- Passenger seats and load factors are strong.
- A static air show (Green Mountain Days) will be held at the airport on the weekend of September 7, 2024). The event is hosted by an outside partner.

10.0 COMMISSIONER ITEMS

None.

11.0 FOLLOW UP ITEMS

None.

12.0 ADJOURNMENT

MOTION by Helen Riehle, SECOND by Jeff Schulman, to adjourn the meeting.

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

The meeting was adjourned at 5 PM.

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To: Airport Commission

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

Date: **November 6, 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. **The replacement of the expansion joints and joint seal repair in the vicinity of the north and south garage areas has started and is ongoing.** 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 was the selected contractor. **Construction on the lighting and fire alarm replacement in the entire garage is complete.**
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. **The draft report will be issued by October 18, 2023.**
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. **The FAA updated review has been issued as favorable, and the project design is moving forward.**
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 is developed with the building design at 30%. We have had page turn of the draft plans. The permitting will be starting soon.**
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 issued there positive decision with follow submittal needed as agreed during the hearing. **DEW was the selected contractor. Construction is anticipated to start in November.**
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. A couple of weeks ago we had our annual review. IT went very well with the FAA requesting proposed project worksheets. They asked that we submit them in the next 2 weeks. Item's (Projects) included the balance of Project Next, TW C rehabilitation, obstruction removal, and the SRE Building.
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 an 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. The corrections have been completed, moving to project closeout.

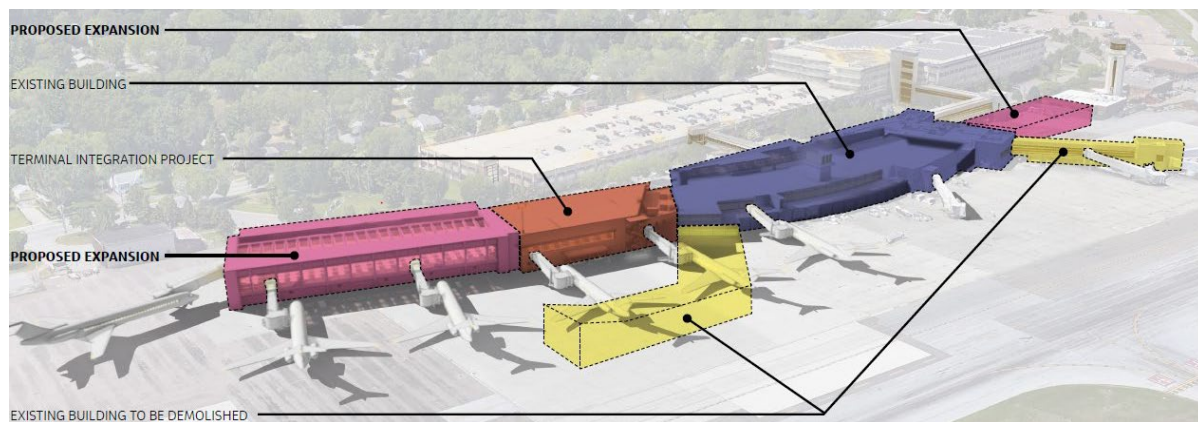
10. South Apron and TW G Ext. Development (\$6.6). The purpose of this project is to provide much needed additional general aviation apron area on the airfield. Received scope and proposal from the consultant (Hoyle, Tanner and Associates) and have completed the FAA scoping session. The FAA IFE process 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 (MALS) 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

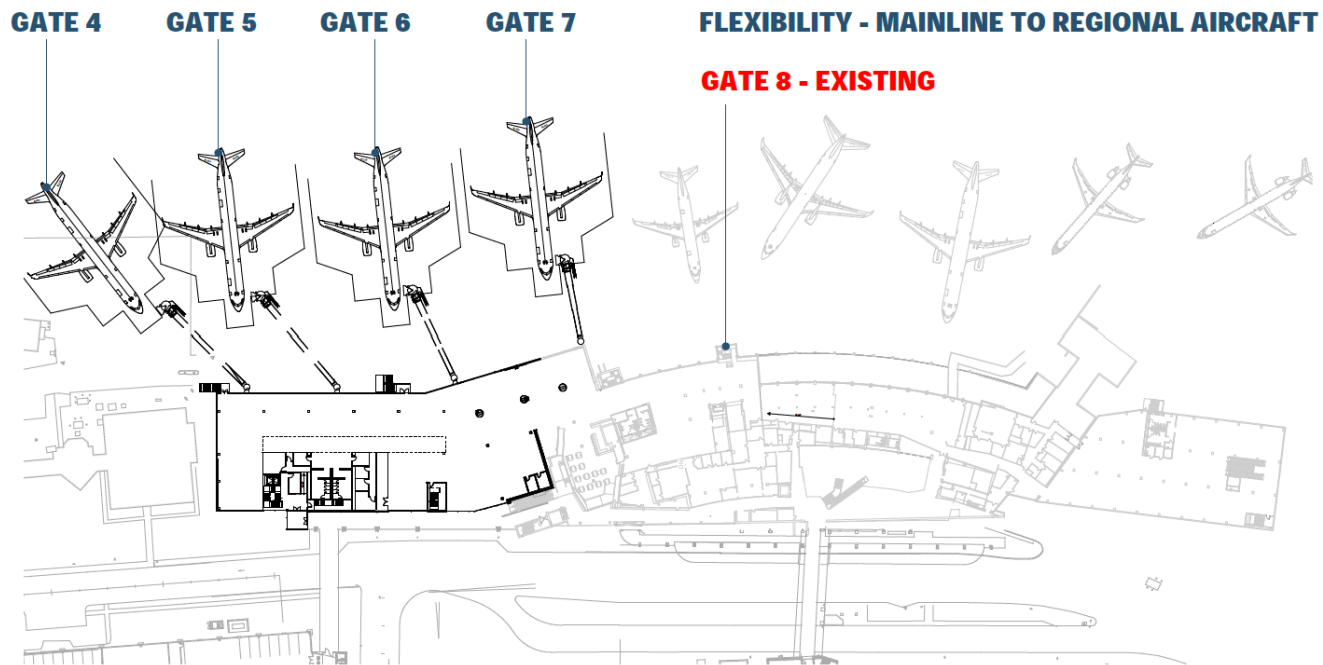
access for the winter is complete. Project is complete with exception to tie downs. This is being coordinated.

- 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. Study is moving forward. We visited the Syracuse Airport to evaluate and understand the technology they were using to compare to our Portland Jetport visit. **The Draft study has been issued and is under review by the airport team.**
- 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. Grant has been issued for the two new egress lanes.
- 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 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. 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. We received the Grants for this project. **Some of the enabling work has started on the project.**

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. Received BOF approval to accept the Grant on June 17, 2024, City Council to vote on June 25, 2024. We received the Grant for this project. **Construction to start in May.**

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.

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.

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

November 6, 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. As was previously verbally reported there was an outstanding issue related to how we were to complete acoustical testing for this phase to complete the balance (34 homes) of the outreach and design. This has been resolved and we are moving forward under the rules prior to the recent changes.
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. (See update above) The Buy American process moving forward but awaiting grant for the 16 homes. We received the grant for this phase however; the amount (\$)'s was slightly less than what the application was. We are making the construction the priority and amending the scope of the future outreach and design under this grant.

RSIP Phase Status Chart & Timeline

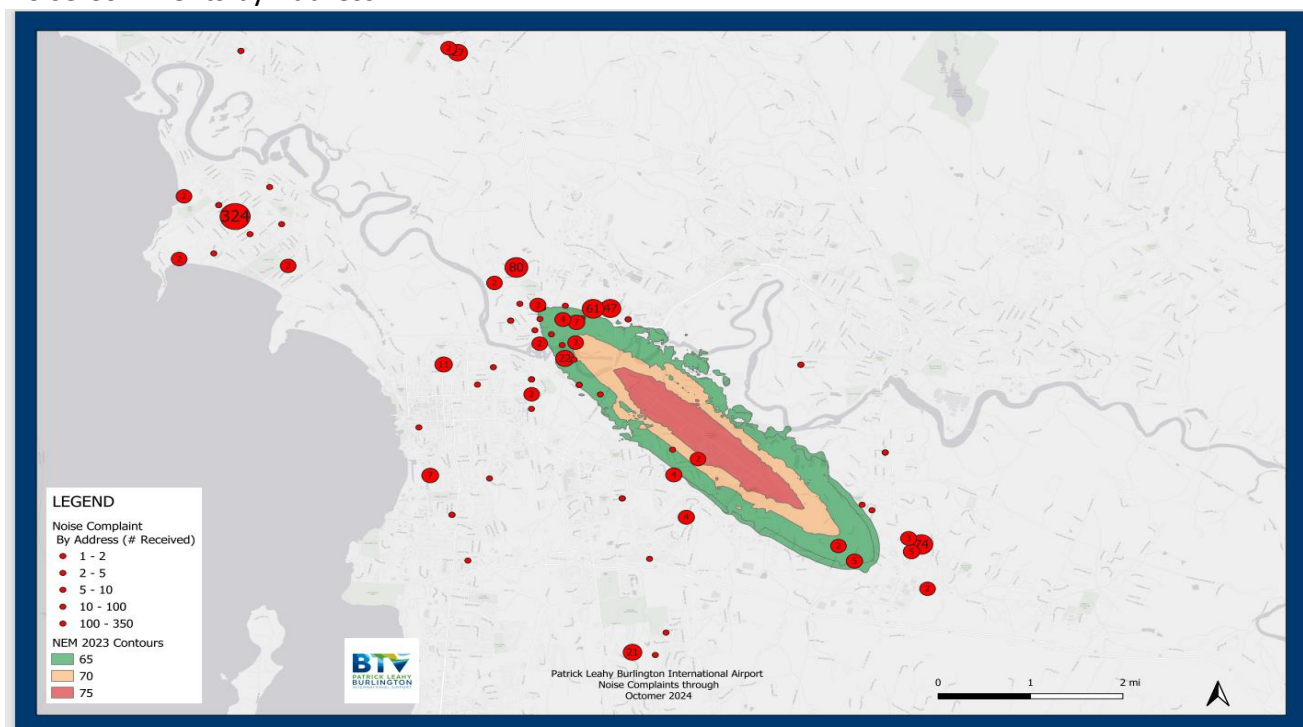
AIP NO.	JP CONTRACT	GRANT SCOPE	DESIGN GROUP NAME	UNITS DESIGNED	CONSTRUCTION PHASE NAME	UNITS CONSTRUCTED	UNIT COUNT CHANGES	STATUS
129	Phase 1 (fka Pilot Program)	Design of 10 homes	Pilot Program	9			-1 deferred	Design & bid completed
		Construction of 10 homes			Phase 1 (Group A)	9	-1 deferred (see 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

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 have had a recent meeting with the FAA to discuss and resolve any outstanding issues related to the

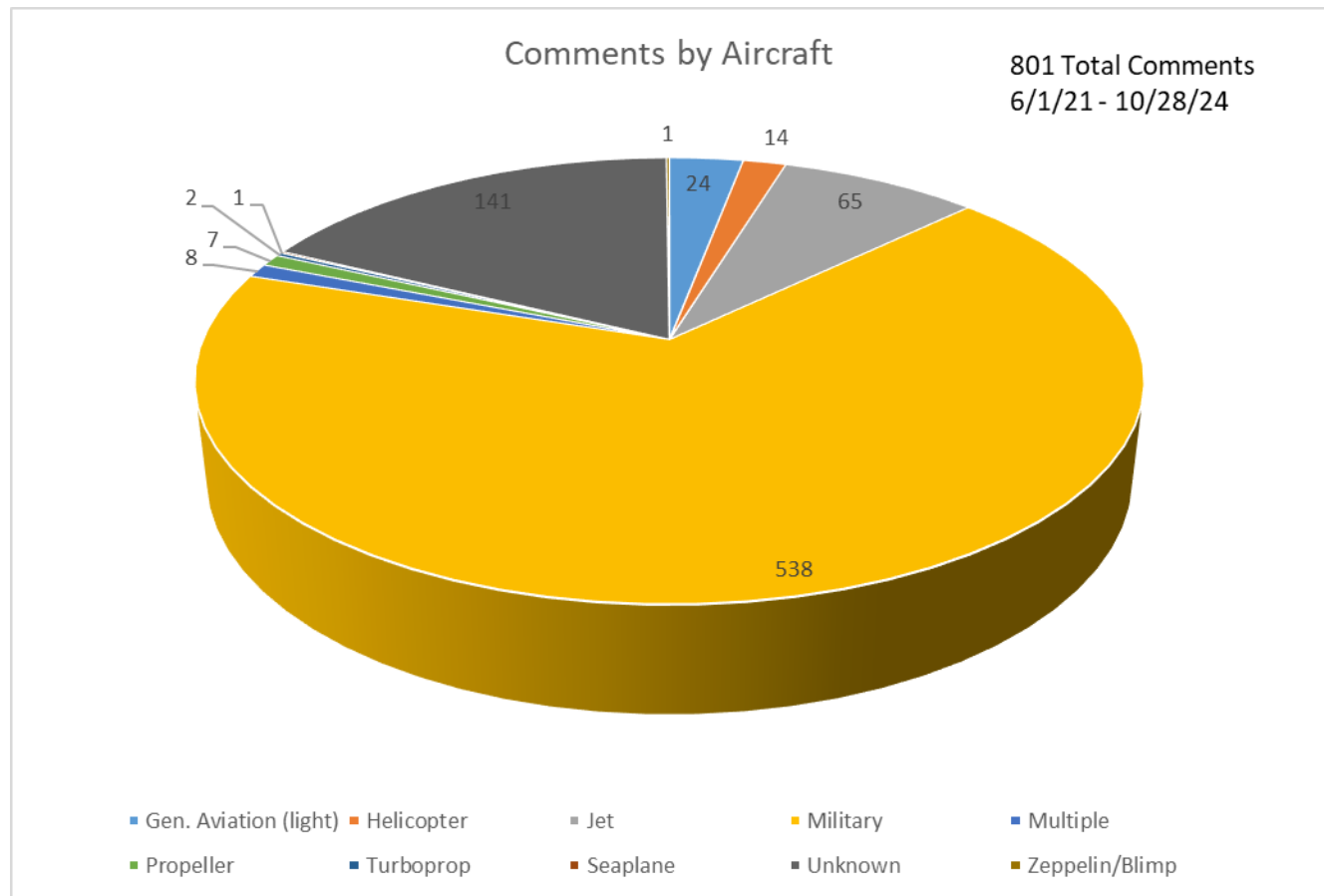
NEM. We received final word from the FAA and are moving forward the final noise contours. The map was released and presented to the TAC on October 23. We also followed up with public meeting that evening in South Burlington and one was held in Winooski on October 24th.

	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							

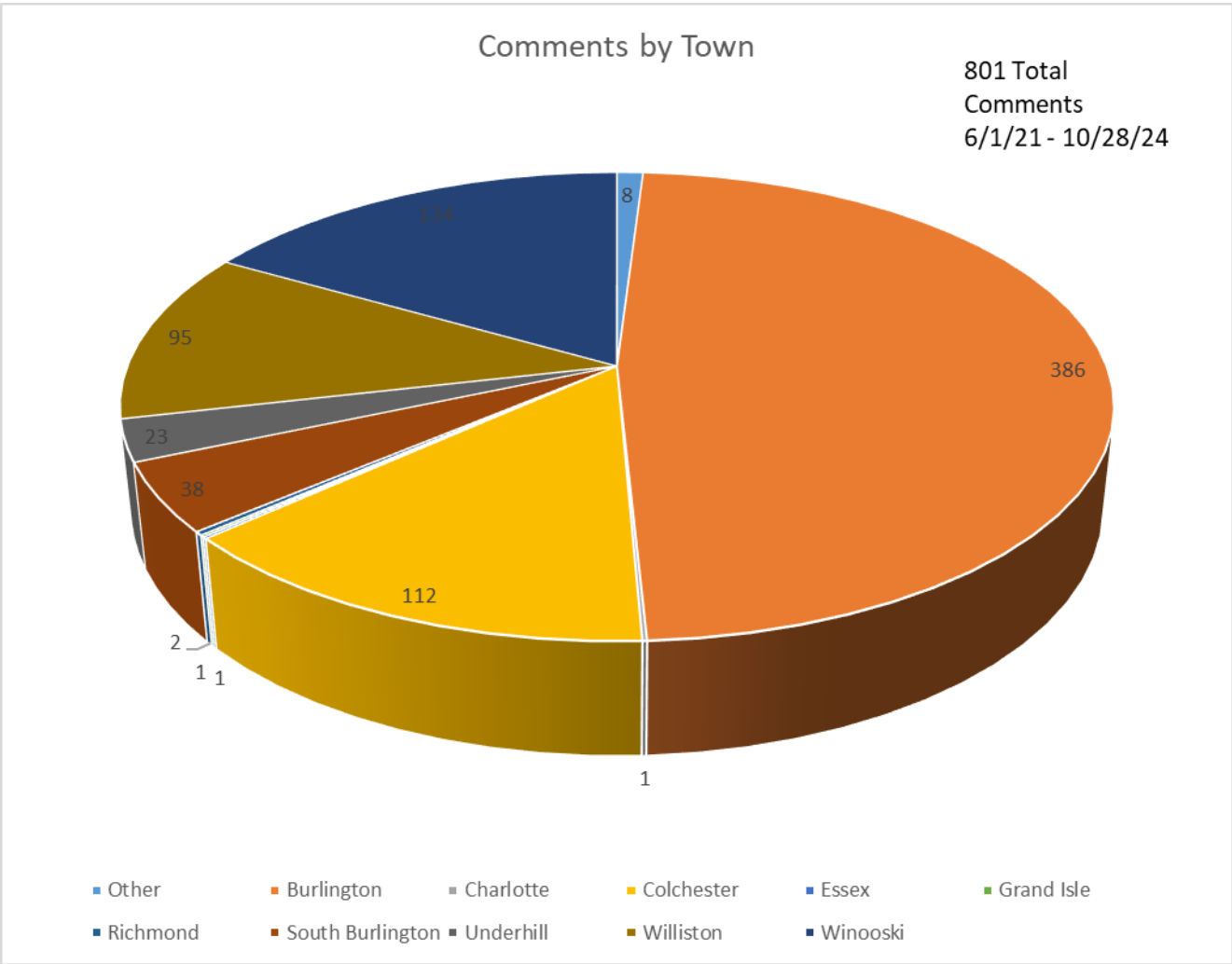
Noise Comments by Address:



Noise Comments by Aircraft



Noise Comments by Town





To: Airport Commissioners
From: Marie Friedman, CPA, Director of Finance
Date: October 31, 2024
Re: Financial Highlights Report for November 6th, 2024 meeting

- This month's financial package includes the September P&L, Revenue Recovery Metrics, 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. A closeout report to draw down \$391,000 was submitted to the FAA in October. 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 \$2.1 million available under ARPA grant. A reimbursement request for \$946K was submitted to the FAA and is pending approval. We have four years to utilize this grant.
 - BTV renewed the Grant Anticipation Note (GAN) on June 26, 2024. The Airport drew down \$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 August were \$7.54 Million. Operating revenues are higher than the prior year primarily due to parking garage and higher rental car 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. PFC revenues are at 93% which is similar to enplanement recovery and this is expected to increase. Landing fees year-to-date are higher than last year due to increased flights. CFC revenues are slightly lower than prior year due to the expiration of the higher CFC daily charge rate. The airport went back to the rate of \$4 from \$6 (temporary increase for one year).
- Expenses thru August were \$4.5 Million. This is higher than last year primarily due to garage lighting and fire alarm system replacement (approx. \$120k higher). The Airport is also seeing expenditure increases to salaries and employee benefits (\$248k higher). Please refer to the P&L for more detail.
- Cash update: As of September 30, 2024, BTV had \$6,627,883 in the Airport International account and did not owe the City any money.
- AIP receivable update: As of September 30th, 2024, the FAA owes the airport \$6 Million. Of this amount, approximately \$3.96 Million will be reimbursed through the closeout process.

Budget Performance Report

Fiscal Year to Date 9/30/2024

Account	Account Description	Amended Budget	YTD Encumbrances	FY 2025 YTD Transactions	Remaining Balance	% Used/ Rec'd	FY 2024 YTD Transactions
Fund 400 - Airport							
	REVENUE						
4247	Fees and Permits	115,000.00	.00	15,229.99	99,770.01	13%	13,695.00
4267	Utility Reimbursement	148,700.00	.00	35,122.30	113,577.70	24%	30,056.85
4268	Sale of Gasoline	650,000.00	.00	199,976.75	450,023.25	31%	205,003.23
4295	Parking Fees	7,100,000.00	.00	1,840,205.89	5,259,794.11	26%	1,638,471.36
4297	CFC's	2,000,000.00	.00	771,416.00	1,599,132.00	39%	791,792.00
4345	Advertising Revenues	200,000.00	.00	26,250.00	173,750.00	13%	20,680.00
4390	Concessions	360,000.00	.00	126,732.00	275,351.78	35%	103,124.04
4440	Taxi Fees	170,000.00	.00	75,420.00	94,580.00	44%	76,823.00
4445	Terminal Rent - Exclusive	1,375,000.00	.00	254,390.66	1,120,609.34	19%	325,211.25
4450	Terminal Rent - Commonuse	1,601,000.00	.00	418,613.72	1,182,386.28	26%	378,913.49
4455	Terminal Concessions Airport	750,000.00	.00	233,282.13	516,717.87	31%	206,542.75
4460	Rental Car Concessions	3,600,000.00	.00	1,458,040.00	2,654,122.74	41%	1,404,950.40
4465	Rent Grounds	549,707.00	.00	136,834.26	412,872.74	25%	133,591.69
4470	Rent Buildings	1,255,702.00	.00	293,291.73	962,410.27	23%	349,484.82
4475	Landing Fees	2,300,000.00	.00	713,851.86	1,586,148.14	31%	540,779.06
4480	PFC Revenue	2,700,000.00	.00	707,103.00	1,942,663.28	26%	707,635.00
4505	Terminal Non Airline	705,000.00	.00	159,640.74	545,359.26	23%	164,152.64
4535	Misc Rev	1,000.00	.00	2,394.60	(1,394.60)	239%	156.50
4600	Fees For Services	6,500.00	.00	1,755.00	4,745.00	27%	2,860.00
4700	Interest / Investment Income	50,000.00	.00	482.39	49,517.61	+++	71,642.56
4702	Interest Income PFC	10,000.00	.00	1,089.78	8,910.22	11%	2,849.18
4703	Restricted Interest Income	100,000.00	.00	.00	100,000.00	+++	4,906.78
4705	Unrealized Gain/Loss-Invest	.00	.00	.00	.00	+++	27,654.46
4750	Gain/Loss On Asset	.00	.00	.00	.00	+++	1,440.60
4875	Grants TSA Leo Grant	.00	.00	.00	.00	+++	13,640.00
4890	CARES ACT/ARPA/CRRSA Federal Grant	3,040,542.00	.00	.00	3,040,542.00	+++	.00
4925	Proceeds	10,000.00	.00	.00	10,000.00	+++	16,792.70
4961	Property Tax Reimbursement - Airport	215,638.00	.00	73,471.48	142,166.52	34%	72,668.52
	REVENUE TOTALS	\$29,013,789.00	\$0.00	\$7,544,594.28	\$22,343,755.52	26%	\$7,305,565.61
	EXPENSE						
5000	Salaries and Wages	3,978,768.00	.00	828,079.50	3,150,688.50	21%	682,223.38
5100	Overtime	356,000.00	.00	58,874.48	297,125.52	17%	75,980.46
5200	Other Personal Service	510,880.00	.00	98,840.03	412,039.97	19%	110,774.51
5400	Employee Benefits	1,757,225.00	.00	413,930.67	1,343,294.33	24%	311,284.35
6000	Office Supplies	6,000.00	.00	398.01	5,601.99	7%	1,096.71
6005	Postage	200.00	.00	.00	200.00	0%	.00
6007	Shipping and Moving	28,400.00	400.00	9,798.72	18,201.28	36%	942.44
6010	Computer Equipment	85,000.00	.00	14,614.52	70,385.48	17%	9,326.14
6015	Computer Software	9,500.00	.00	.00	9,500.00	0%	5,452.00
6017	Computer Licensing and Maint.	277,500.00	.00	186,182.74	91,317.26	67%	195,319.50
6020	Office Equipment	11,000.00	.00	549.99	10,450.01	5%	.00
6025	Furnishings	25,500.00	.00	17,999.73	7,500.27	71%	470.97

Budget Performance Report

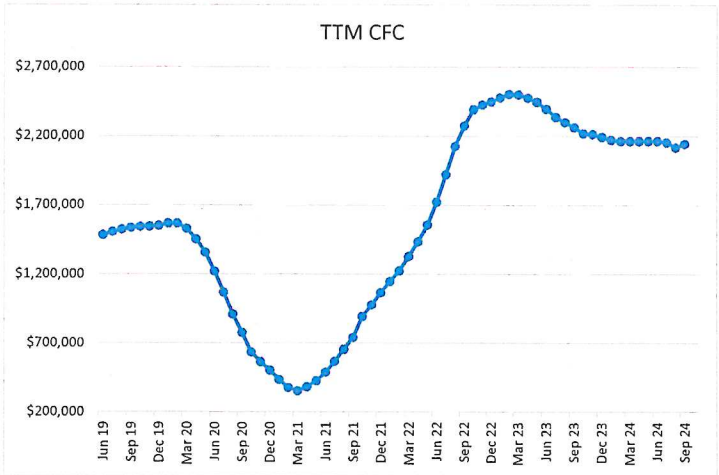
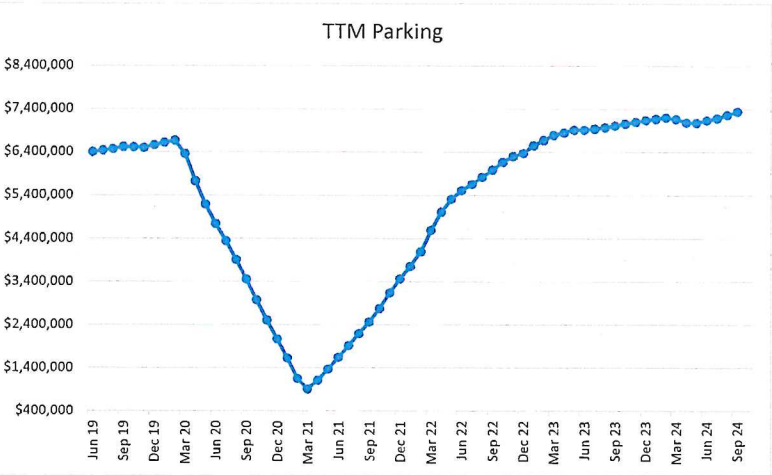
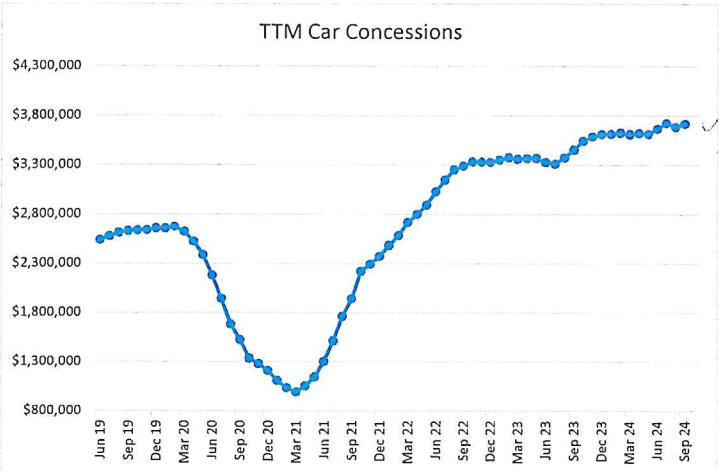
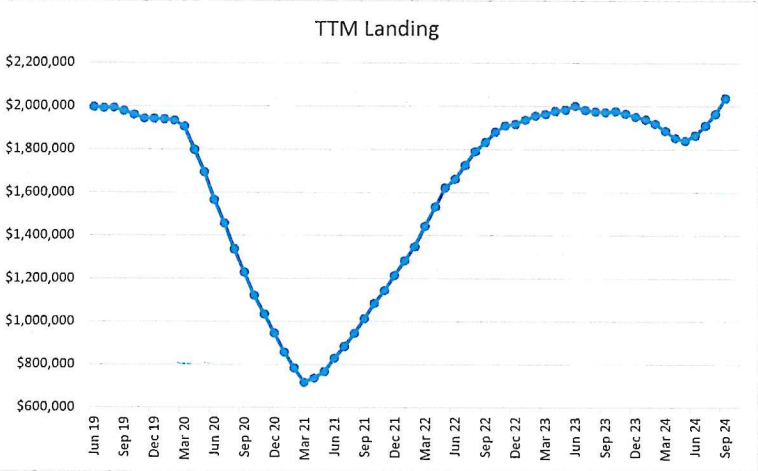
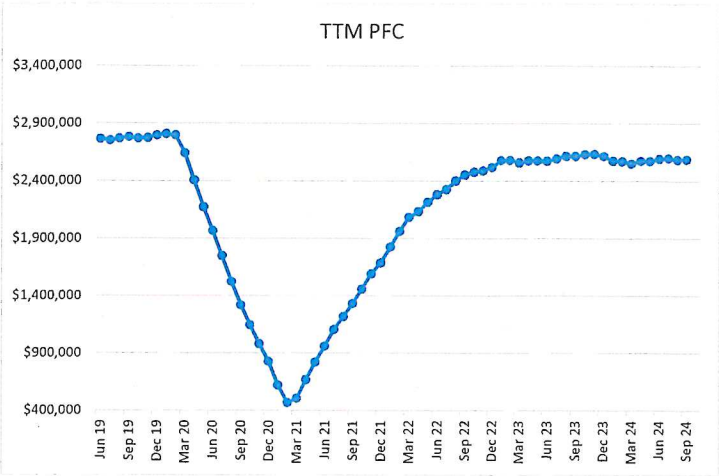
Fiscal Year to Date 9/30/2024

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	5,500.00	.00	170.14	5,329.86	3%	359.00
6202	Printing/Copying/Paper Mgt	8,450.00	.00	16.04	8,433.96	0%	.00
6203	Dues/Subscriptions	134,500.00	2,500.36	39,500.11	92,499.53	31%	36,191.32
6206	Custodian Supplies	130,000.00	.00	23,767.69	106,232.31	18%	8,338.62
6208	Special Supplies	84,500.00	699.00	28,207.32	55,593.68	34%	6,001.30
6210	Small Tools and Equipment	80,810.00	617.12	2,937.21	77,255.67	4%	4,664.48
6212	Fuel	779,668.00	.00	172,375.90	607,292.10	22%	204,248.34
6214	Clothing And Uniforms	33,800.00	(226.40)	9,759.00	24,267.40	28%	95.69
6215	Uniform Laundering	18,000.00	1,417.81	4,082.19	12,500.00	31%	3,571.79
6216	Oil & Grease & Antifreeze	20,000.00	.00	1,566.37	18,433.63	8%	.00
6222	Runway De-Ice	330,000.00	.00	.00	330,000.00	0%	.00
6247	Energy Efficient	.00	.00	.00	.00	#DIV/0!	45,323.83
6294	Donations	2,500.00	.00	.00	2,500.00	0%	.00
6300	Repair & Maintenance	3,230,397.00	1,247,110.05	531,664.57	1,451,622.38	55%	412,004.82
6350	Legal Notice & Advertising	1,500.00	.00	465.00	1,035.00	31%	345.00
6400	Utilities	1,760,400.00	.00	326,493.44	1,433,906.56	19%	285,596.86
6500	Professional and Consultant Services	2,056,774.00	25,620.00	265,954.52	1,765,199.48	14%	146,255.64
6530	Rentals	11,000.00	500.00	1,500.00	9,000.00	18%	5,871.50
6600	Maintenance Contracts	385,264.00	10,959.25	78,945.10	295,359.65	23%	47,540.77
6605	Radio Maintenance	18,000.00	3,472.00	3,382.00	11,146.00	38%	3,462.00
6610	Custodial Contracts	807,205.00	.00	203,505.00	603,700.00	25%	135,670.00
6615	Property Repairs	492,400.00	18,895.00	9,732.00	463,773.00	6%	513.79
6625	Equipment Maintenance Repairs	184,897.00	29,292.00	71,204.49	84,400.51	54%	15,400.88
6700	Travel & Training	95,990.00	.00	33,436.37	62,553.63	35%	15,301.52
6800	Fees for Services	24,250.00	.00	440.78	23,809.22	2%	7,633.49
7002	Interest Expense	.00	.00	.00	.00	+++	.00
7004	Interest Expense - Restricted	.00	.00	.00	.00	0	.00
7200	Capital Leases	572,488.00	.00	70,017.21	502,470.79	12%	142,737.70
7230	Insurance	437,932.00	.00	195,782.84	242,149.16	45%	184,040.31
7303	Regulatory and Bank Fees	225,000.00	.00	10,000.00	215,000.00	4%	44,435.19
7312	Real Estate Taxes	852,670.00	568,445.14	284,222.57	2.29	100%	265,760.05
7652	Discretionary Spending	55,000.00	.00	6,510.52	48,489.48	12%	9,474.19
8015	Indirect Fees	571,839.00	.00	133,740.00	438,099.00	23%	133,740.00
8017	Indirect Fees - City Attorney	92,660.00	.00	20,787.00	71,873.00	22%	20,787.00
8095	Interest On Pooled Cash	.00	.00	.00	.00	0%	4,712.79
8135	Airport Security To Police	1,474,000.00	.00	368,499.00	1,105,501.00	25%	278,682.65
Operating EXPENSE TOTALS		\$22,037,132.00	\$1,909,701.33	\$4,527,932.77	\$15,599,497.90	29%	\$3,861,630.98
Net Operating Revenues (which are used to pay for Bond payments, Leases, Capital and FAA projects)				\$3,016,661.51			\$3,443,934.63

Recovery Metrics

	At Feb 2020	Minimum	Drop	Current	Recovery
Parking	\$6,670,572	\$911,595	-86%	\$7,345,630	110%
PFCs	\$2,797,591	\$467,680	-83%	\$2,589,365	93%
Car Concessions	\$2,673,896	\$994,488	-63%	\$3,718,599	139%
Landing Fees	\$1,933,993	\$716,928	-63%	\$2,037,187	105%
CFCs	\$1,568,752	\$352,036	-78%	\$2,144,462	137%

All figures are trailing twelve months



Burlington International Airport

Cash and Investments
September 30, 2024

Account	Account Description	9/30/2024
Unrestricted Bank Accounts		
1000_400	Bank Account Airport	6,627,883
1050_496	Cash Restricted AIP Deposit Keybank	47,273
Restricted Bank Accounts		
1050_420	Cash Restricted Escrows - Airport PFC TD Bank	8,929,669
1000_415	Bank Account - PFC Prepaid Cash Account	491,892
1000_420	Bank Account CFC	3,648,071
1050_416	Cash Restricted Revenue Bond DSR-Zion Trustee	3,457,670
1050_492	Cash Restricted Air Debt Service Fund - Interest	226,745
1050_401	Cash Restricted Air Debt Service Fund-Principal	457,967
1050_402	Cash Restricted Air Debt Service Fund-Sinking	280,006
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	5,603,137
1050_430	Cash Restricted Airport Renewal and replacement - Zion	250,864
1050_495	Projects Operating Acct/Escrow GAN Keybank	279
Total Cash and Investments		<u>30,021,455</u>
1100_999	(Due To) / Due From Pooled Cash (timing)	<u>-</u>
Comparative Information on Primary Airport bank account		
		<u>9/30/2024</u>
1000_400	Bank Account Airport - Current Fiscal year	6,627,883
1000_400	Bank Account Airport - Prior Fiscal year - Sept 2023	5,915,699
1000_400	Bank Account Airport - Two prior years - Sept 2022	8,679,097

PROJECT DESCRIPTION

FEDERAL
GRANT A/R
BALANCE
06/30/24

TOTAL
PROJECT
EXPENSES
FY 2025

GRANT
Reimburse
Percent

% OF
PROJECT
EXPENSES
FY 2025

REIMBURSE-
MENTS
FY 2025

FEDERAL
GRANT A/R
BALANCE
09/30/24

10%
LOCAL
SHARE
FY 2025

ACTIVE AIP PROJECTS

423	120	ACCESS CONTROL SECURITY REHAB	115,648	-	100%	-	-	115,648	-
400	121	CARES ACT GRANT	-	-	100%	-	-	-	-
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	1,457,659	-	88%	-	-	1,457,659	-
425	155	TERMINAL INTEGRATION PROJECT-BIL	388,054	-	88%	-	(314,320)	73,734	-
400	127	CRRSA STIMULUS GRANT	(0)	-	100%	-	-	(0)	-
400	128	CRRSA CONCESSION GRANT	143,605	-	100%	-	-	143,605	-
428-901	129	SOUND INSULATION PILOT PROGRAM	320,300	-	100%	-	-	320,300	-
427-900	130	HOT SPOT MITIGATION GRANT	112,209	-	100%	-	-	112,209	-
427-904	131	HSR TWC & K	41,969	-	100%	-	-	41,969	-
427-902	132	HSR RW 1 PAPI	2,790	-	100%	-	-	2,790	-
420-903	133	TERMINAL APRON PH 7, Parts 2&3	922,144	-	100%	-	-	922,144	-
400	134	ARPA	(0)	-	100%	-	-	(0)	-
400	135	ARPA CONCESSION GRANT	579,132	-	100%	-	-	579,132	-
427-911	136	HSR TW K PAPI	0	-	90%	-	-	0	-
427-905	137	TW K CONSTRUCTION GRANT	259,830	-	90%	-	-	259,830	-
416-907	138	ENVIRONMENTAL ASSESSMENT	27,770	1,973	90%	1,776	(27,770)	1,775	197
426-910	139	BOARDING BRIDGE GATE 12	269,428	-	90%	-	-	269,428	-
416-913	140	NOISE EXPOSURE MAP	0	21,793	90%	19,613	(19,613)	0	2,179
428-908	141	SOUND INSULATION PROGRAM FFY22	255,787	-	90%	-	(60,648)	195,139	-
427-906	142	REHAB TAXIWAY A	1,133,723	278,773	90%	250,896	(1,104,582)	280,037	27,877
416-925	144	PAVEMENT MANAGEMENT PLAN	19,091	5,846	90%	5,262	(16,391)	7,962	585
424-924	145	CARGO APRON DESIGN 2023	17,511	1,413	90%	1,272	(18,781)	1	141
421-918	future	SOUTH TERMINAL REPLACEMENT	-	-	90%	-	-	-	-
426-923	147	SNOW REMOVAL EQUIPMENT BLDG	46,360	-	90%	-	(46,360)	(0)	-
424-909	149	SOUTH APRON CONSTRUCTION	1,226,815	28,768	90%	25,891	(625,505)	627,200	2,877
421-919	153	NEXT PROJECT	1,948,041	-	90%	-	(1,948,040)	1	-
426-916	143	NORTH TERMINAL RENOVATION	279,075	-	95.76%&90%	-	-	279,075	-
427-927	146	TW A MILL & OVERLAY, TW C	314,612	55,902	90%	50,312	(314,612)	50,312	5,590
428-926	148	SOUND INSULATION PHASE 3	0	-	90%	-	-	0	-
426-930	154	ADDITIONAL EGRESS LANES	-	-	90%	-	-	-	-
427-928	154	RUNWAY 15-33 MILL & OVERLAY	499,819	25,375	90%	22,838	(499,819)	22,838	2,538
TOTAL CURRENT PROJECTS			10,628,553	419,842		377,858	(4,996,441)	6,009,970	41,984

AIP Projects being Closed out

\$ 3,955,904

Future AIP Projects

\$ -