



Airport Commission

Wednesday, December 6, 2023, 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:

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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

December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm -
Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport

Category

1. Call to Order

Department

Type

Subject

1.2. Acknowledgement of Remote Commissioners

Meeting

December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm -
Wednesday, December 6, 2023, 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	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	2. Agenda
Department	
Type	
Recommended Action	

3. Public Forum

Subject	3.1. PUBLIC FORUM - Verbal Comments
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	3. Public Forum
Department	
Type	

4. Consent Agenda

Subject	4.1. Enplanements
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	4. Consent Agenda
Department	
Type	
Subject	4.2. Approval of Minutes - November 1, 2023
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	4. Consent Agenda
Department	
Type	
Recommended Action	

5. Action Items

Subject	5.1. Budget Neutral Amendment to FY24 Airport Improvement Project Fund (AIP-142)
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	5. Action Items

Department Burlington International Airport

Type Action

Recommended Action

Subject 5.2. Purchase of Toro Groundsmaster Mower

Meeting December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

Subject 5.3. Purchase of (2) Ford 150 Lightnings and (1) Mach-E Electric Vehicles

Meeting December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

Recommended Action

Subject 5.4. 2023 ARPA Clean Water Fund Grant Agreement

Meeting December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type Action

Recommended Action

Subject 5.5. Lease Amendment to Cellular Antenna License Agreement with SprintCom, Inc.

Meeting December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type

6. Construction Update

Subject	6.1. Construction Update (L. Lackey)
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	6. Construction Update
Department	Burlington International Airport
Type	

7. Financial Update

Subject	7.1. Financial Update (M. Friedman)
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	7. Financial Update
Department	Burlington International Airport
Type	

8. Community Connection

Subject	8.1. Noise Data (H. Dusablon)
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	8. Community Connection
Department	Burlington International Airport
Type	

Subject	8.2. Residential Sound Insulation Program Updates (L. Lackey)
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	8. Community Connection
Department	Burlington International Airport
Type	

9. Director's Report

Subject	9.1. Director's Report (N. Longo)
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 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	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	10. Commissioner Items
Department	
Type	

11. Follow-up Items

Subject	11.1. Follow-Up Items
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	11. Follow-up Items
Department	Burlington International Airport
Type	

12. Executive Session

Subject	12.1. Executive Session: Legal Updates, 1 VSA §313(a)(1)(A)
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	12. Executive Session
Department	Burlington International Airport
Type	
Recommended Action	

13. Adjournment

Subject	13.1. Motion to Adjourn - Next meeting: January 3, 2024
Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	13. Adjournment
Department	Council and Board
Type	
Recommended Action	

14. Informational and Non-Discrimination Statements

Subject	14.1. 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
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on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.

Meeting	December 6, 2023 - Airport Commission - Wednesday, December 6, 2023 at 4:00pm - Wednesday, December 6, 2023, 4:00 PM, Zoom/Wright Room at the Airport
Category	14. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

Patrick Leahy Burlington International Airport

Passenger and Operational Statistics

October 2023



**Data not Audited	<u>October 2023</u>	<u>October 2022</u>	<u>% Change</u>	<u>FY2023 YTD</u>	<u>FY2022 YTD</u>	<u>% Change</u>
Enplaned Passengers	68,776	65,411	5.14%	267,317	251,386	6.34%
Deplaned Passengers	65,329	61,242	6.67%	257,748	248,053	3.91%
		-				
Total Passengers	134,105	126,653	5.88%	525,065	499,439	5.13%
Departing Load Factor	91%	84%	8.47%	93%	87%	6.90%
Departing Seat Capacity (Actual)	75,481	70,198	7.53%	220,104	208,011	5.81%
Total Landed Weight	79,529,553	77,329,039	2.85%	322,815,071	315,751,461	2.24%

	<u>One Month Behind on Reporting:</u>			<u>FY2024 YTD</u>	<u>FY2022 YTD</u>	<u>% Change</u>
	<u>September 2023</u>	<u>September 2022</u>				
Air Carriers	1,464	1,607	-8.9%	4,643	4,888	-5.0%
Air Taxi	759	534	42.1%	2,093	1,773	18.0%
General Aviation	4,048	3,847	5.2%	11,860	12,082	-1.8%
Military	284	339	-16.2%	913	1,070	-14.7%
Total BTV Operations	6,555	6,327	3.6%	19,509	19,813	-1.5%

<https://aspm.faa.gov/opsnet/sys/Main.asp?force=atads>

*** Data from FAA Air Traffic Activity Data System

Air Carrier: Seating Capacity of more than 60 seats or a max payload capacity of more than 18,000 pounds

Air Taxi: Maximum seating capacity of 60 seats or a max payload capacity of less than 18,000 pounds

General Aviation: Takeoffs and Landings of all civil aircraft, except those classified as air carrier or air taxi

Military: All classes of military takeoffs and landings

Patrick Leahy Burlington International Airport

Passenger and Operational Statistics

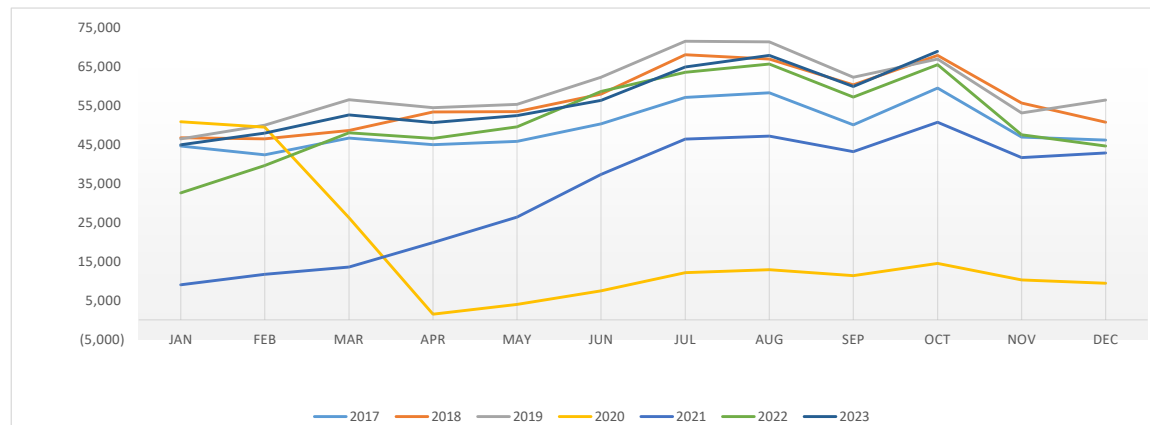
October 2023



BTV Enplaned Passengers

C Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2014	42,901	44,650	51,210	48,583	50,555	53,224	59,273	58,601	52,737	57,727	45,416	46,928	611,805
2015	43,916	43,589	49,215	47,184	45,872	49,944	55,684	57,629	51,089	58,296	46,470	45,153	594,041
2016	42,913	45,975	46,759	45,467	47,350	52,466	57,997	60,108	52,211	60,851	46,359	46,117	604,573
2017	44,537	42,279	46,600	44,871	45,683	50,187	56,956	58,215	49,995	59,378	46,781	46,076	591,558
2018	46,684	46,371	48,526	53,285	53,367	57,855	67,921	66,807	60,193	67,781	55,549	50,605	674,944
2019	46,356	49,867	56,400	54,340	55,209	62,180	71,381	71,200	62,116	66,795	53,007	56,314	705,165
2020	50,750	49,341	26,158	1,448	3,911	7,458	12,119	12,823	11,292	14,416	10,211	9,393	209,320
2021	8,979	11,696	13,491	19,765	26,325	37,229	46,346	47,059	43,072	50,621	41,572	42,786	388,941
2022	32,520	39,497	47,897	46,485	49,452	58,546	63,402	65,535	57,038	65,411	47,452	44,545	617,780
2023	44,848	47,864	52,484	50,521	52,337	56,241	64,807	67,763	59,751	68,776			

2013 YTD	46,256	91,322	140,927	187,731	235,789	289,828	347,855	409,180	463,667	522,026	568,993	616,006
2014 YTD	42,901	87,551	138,761	187,344	237,899	291,123	350,396	408,997	461,734	519,461	564,877	611,805
2015 YTD	43,916	87,505	136,720	183,904	229,776	279,720	335,404	393,033	444,122	502,418	548,888	594,041
2016 YTD	42,913	88,888	135,647	181,114	228,464	280,930	338,927	399,035	451,246	512,097	558,456	604,573
2017 YTD	44,537	86,816	133,416	178,287	223,970	274,157	331,113	389,328	439,323	498,701	545,482	591,558
2018 YTD	46,684	93,055	141,581	194,866	248,233	306,088	374,009	440,816	501,009	568,790	624,339	674,926
2019 YTD	46,356	96,223	152,623	206,963	262,172	324,352	395,733	466,933	529,049	595,844	648,851	705,165
2020 YTD	50,750	100,091	126,244	127,692	131,603	200,379	155,014	167,837	179,129	193,545	203,754	213,147
2021 YTD	8,979	20,675	34,383	53,197	79,522	116,751	163,097	210,156	253,228	303,849	345,421	388,207
2022 YTD	32,520	72,017	119,914	166,399	215,851	274,397	337,799	403,334	460,372	525,783	573,235	617,780
2023 YTD	44,848	92,712	145,196	195,717	248,054	304,295	369,102	436,865	496,616	565,392		



Airline	October 2023	October 2022	% Change	Oct '23 Share	FY2023 YTD	FY2022 YTD	% Change	FY23 YTD Share
United	24,639	22,530	9%	35.8%	92,692	81,924	13%	34.7%
American	21,899	22,071	-1%	31.8%	83,447	81,942	2%	31.2%
Delta	15,458	12,632	22%	22.5%	60,306	57,983	4%	22.6%
Jetblue	5,411	7,091	-24%	7.9%	14,838	21,372	-31%	5.6%
Sun Country	1,369	921	49%	2.0%	16,034	4,344	269%	6.0%
Frontier		166	-100%	0.0%		3,821	-100%	0.0%
Subtotal	68,776	65,411	5.14%	100%	267,317	251,386	6.34%	100%

Patrick Leahy Burlington International Airport

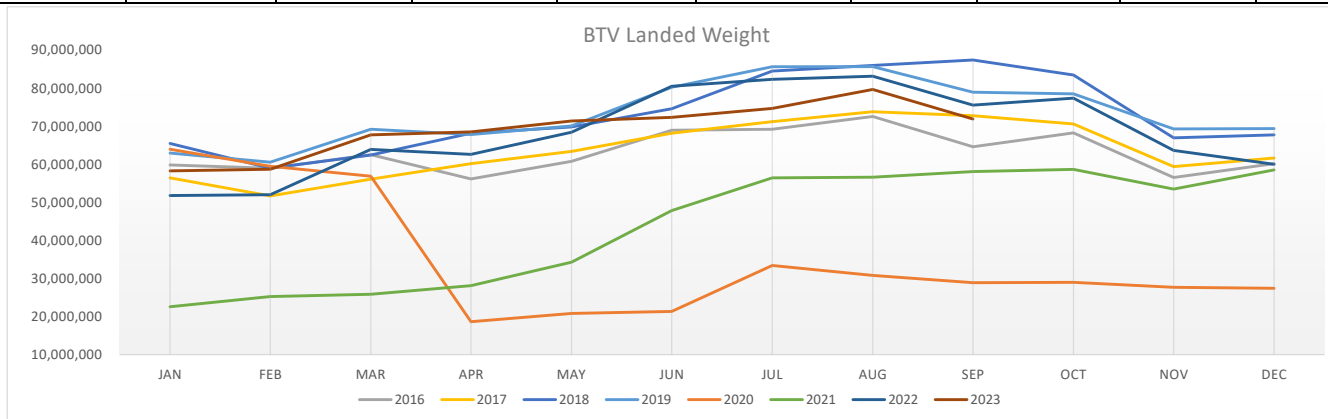
Passenger and Operational Statistics

October 2023



BTV Landed Weight

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2014	54,953,876	54,793,326	61,338,283	59,783,921	64,096,128	64,682,726	70,702,546	70,844,351	66,186,099	64,626,169	56,324,271	57,747,440	746,079,136
2015	55,444,310	53,270,336	60,105,714	59,673,095	56,481,915	62,334,588	65,677,274	67,889,959	66,876,985	69,329,074	59,229,784	61,031,736	737,344,770
2016	59,752,887	58,922,944	62,472,419	56,126,273	60,761,349	68,943,708	69,153,418	72,522,917	64,540,095	68,253,802	56,486,325	60,158,144	758,094,281
2017	56,426,320	51,662,077	56,077,562	60,141,364	63,312,335	68,090,109	71,141,495	73,773,005	72,771,741	70,521,148	59,322,198	61,593,661	764,833,015
2018	65,452,631	58,959,242	62,372,896	68,140,374	69,761,510	74,588,089	84,417,186	85,964,940	87,356,781	83,419,070	66,905,333	67,676,141	875,014,193
2019	62,888,161	60,527,294	69,143,545	67,798,990	70,008,934	80,193,521	85,578,730	85,614,754	78,932,303	78,455,138	69,265,023	69,373,474	877,779,867
2020	63,919,646	59,439,846	56,886,928	18,638,302	20,815,237	21,334,949	33,444,122	30,833,466	28,872,043	28,949,589	27,704,187	27,405,711	418,244,026
2021	22,571,673	25,210,640	25,875,488	28,139,372	34,229,467	47,818,403	56,374,818	56,605,445	58,029,438	58,635,557	53,456,684	58,501,296	525,448,281
2022	51,765,857	51,968,763	63,901,776	62,586,962	68,389,168	80,455,912	82,294,270	83,096,590	75,518,662	77,329,039	63,589,541	60,012,252	820,908,792
2023	58,244,396	58,652,961	67,677,730	68,446,609	71,369,682	72,340,944	74,604,638	79,618,952	71,899,468				622,855,380



Airline	October 2023	October 2022	% Change	Oct '23 Share	FY 2023 YTD	FY 2022 YTD	% Change	FY23 YTD Share
American	24,585,420	24,713,096	-1%	30.91%	93,435,320	99,892,346	-6%	28.9%
United	26,253,310	23,441,500	12%	33.01%	101,936,500	94,116,850	8%	31.6%
Delta	17,233,723	14,151,882	22%	21.67%	66,527,201	70,071,420	-5%	20.6%
JetBlue	5,917,000	9,143,386	0%	7.44%	22,729,950	27,088,386	-16%	7.0%
Frontier		148,591	0%	0.00%		3,935,241	-100%	0.0%
Boutique Air			0%	0.00%				0.0%
Sun Country	1,316,700	1,024,100	0%	1.66%	4,242,700	1,755,600	0%	5.2%
Federal Express	4,158,000	4,158,000	0%	5.23%	16,830,000	16,632,000	-5%	5.3%
Wiggins	65,400	548,484	-88%	0.08%	283,400	2,259,618	-87%	0.1%
Cargo Total	4,223,400	4,706,484	-10%	5%	17,113,400	18,891,618	-9%	5%
Airline Total	75,306,153	72,622,555	4%	95%	305,701,671	296,859,843	3%	95%
Cumulative Total	79,529,553	77,329,039	2.85%	100.0%	322,815,071	315,751,461	2.24%	100.0%

Patrick Leahy Burlington International Airport

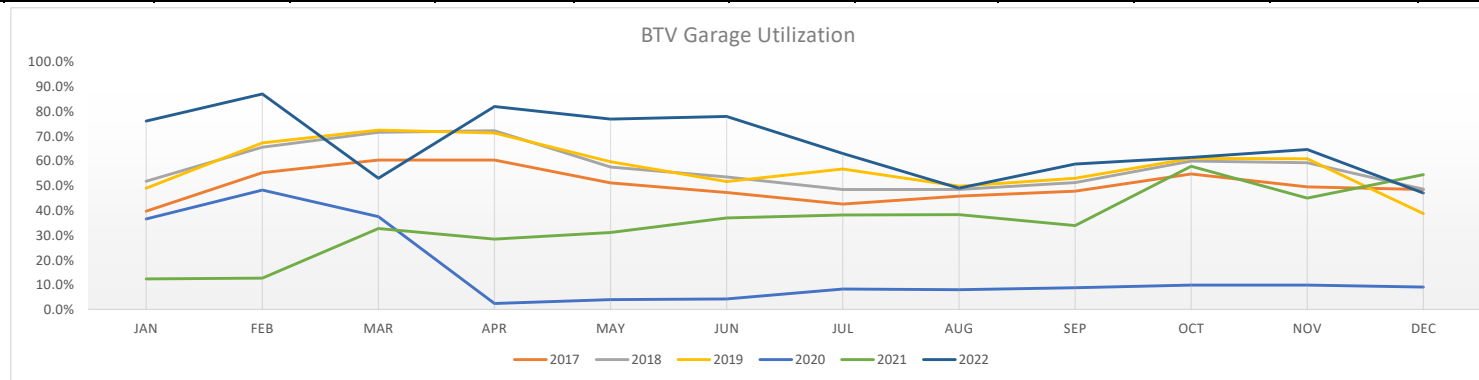
Passenger and Operational Statistics

October 2023



BTV Garage Utilization - Monthly Average

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL AVG
2009	72.5%	85.4%	88.8%	84.7%	74.5%	68.9%	77.2%	78.6%	70.5%	79.7%	70.9%	66.2%	76.5%
2010	70.5%	80.7%	84.9%	83.8%	68.4%			47.6%	48.4%	54.8%	23.1%	58.7%	62.1%
2011	76.0%	58.7%	52.4%	54.6%	52.6%	47.6%	45.9%	49.3%	48.1%	52.4%			53.8%
2012	49.9%	58.9%	72.4%	64.1%	59.4%	56.8%	59.0%	52.6%	57.6%		54.9%	48.6%	57.7%
2013	49.7%	52.2%	67.0%	58.8%	49.5%	48.8%	47.2%	48.3%	51.0%	55.2%	54.2%	45.3%	52.3%
2014	44.6%	55.2%	64.8%	62.9%	54.7%	47.2%	48.5%	49.2%	50.0%	54.0%	51.5%	45.8%	52.4%
2015	45.3%	58.1%	65.7%	61.2%	49.3%	46.4%	45.2%	42.1%	47.3%	53.2%	48.9%	40.0%	50.2%
2016	43.1%	55.0%	54.9%	58.7%	46.7%	45.8%	41.8%	44.5%	49.1%	51.4%	51.3%	46.9%	49.1%
2017	39.7%	55.2%	60.3%	60.3%	51.1%	47.2%	42.6%	45.8%	47.8%	54.8%	49.5%	48.4%	50.2%
2018	51.8%	65.6%	71.6%	72.2%	57.5%	53.5%	48.5%	48.4%	51.3%	59.9%	59.3%	48.6%	57.3%
2019	48.9%	67.2%	72.4%	71.2%	59.7%	51.6%	56.7%	49.7%	53.0%	61.0%	60.8%	38.7%	57.6%
2020	36.5%	48.2%	37.5%	2.4%	3.9%	4.2%	8.2%	7.9%	8.8%	9.9%	9.9%	9.0%	15.5%
2021	12.3%	12.7%	32.7%	28.4%	31.1%	37.0%	38.1%	38.3%	33.9%	57.8%	45.0%	54.4%	35.1%
2022	76.0%	87.0%	53.0%	82.0%	76.9%	77.9%	63.0%	48.9%	58.7%	61.4%	64.6%	47.0%	66.4%
2023	62.0%	63.0%	83.0%	85.0%	74.0%	65.0%	73.0%	75.0%	75.0%	76.0%			73.1%



**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
November 1, 2023**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Jeff Schulman
Greg Shepler
Bryn Oakleaf
Chip Mason
Robin Guillan

MEMBERS ABSENT: Helen Riehle

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 4:04 PM and acknowledged those attending remotely.

2.0 AGENDA

2.01 Approve/Adopt Agenda

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

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Enplanements

4.02 Minutes: October 4, 2023

MOTION by Greg Shepler, SECOND by Jeff Schulman, to approve the consent agenda as presented.

DISCUSSION:

- Staff reported on passenger counts which continue to exceed predictions.
- There was discussion of JetBlue ending service to Burlington from JFK Airport in New York as of January 2024. Staff noted there are

complexities to the situation beyond the shortage of air traffic controllers at JFK. Delta has reduced flights to Le Guardia and JFK as well for air traffic control reasons. Staff is working with other carriers interested in serving Burlington and has requested larger aircraft by carriers serving the New York destinations. Airlines must give Burlington 30-day notice of cessation of service per the contract, but they can change flight schedules at will.

- **There was mention of the merger of JetBlue and Spirit Airlines.**

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

5.0 CONSTRUCTION UPDATE

Larry Lackey gave a progress report (in addition to the written construction update) on the numerous ongoing projects at the airport covering runways, aprons, taxiways, glycol treatment, terminal, SRE building, sound program, and grants. There was mention of holding the military accountable to the environmental document they produced. Staff ensured when there is overlap in the work the military does coordinate with the airport.

6.0 FINANCE REPORT

In addition to the written financial update provided to the Airport Commission, staff highlighted revenues are strong at \$8.3 million (includes drawdown of revenue from the stimulus grant to cover operating expenses), expenses are at \$3.85 million (includes salaries for new staff and cost of living increases) and cash is at \$6 million to cover active AIP projects. There is \$7.8 million to be reimbursed by the FAA for completed AIP projects.

There was discussion of the impact of the JetBlue service on financials. Staff pointed out there are opportunities for other airlines because demand for service is there. Also, the airport renovation was done to handle return of service by carriers that stop service at Burlington and then want to return.

7.0 COMMUNITY CONNECTION

7.01 Noise Data

Staff reported six additional comments have been received since last month.

Bryn Oakleaf commented that people do not feel they are being heard with regard to airport noise and that could be one explanation for the low number of comments being received.

7.02 Residential Sound Insulation Program

Staff reported homeowners are giving positive feedback on the work that was done to their houses. Staff is reaching out to the owners of the next 50 homes in the project.

Staff attended an informative conference to learn what other airports are doing with sound insulation.

The technical advisory committee (TAC) meeting on the update of the Noise Exposure Map was held. There will be public outreach meetings along with more TAC meetings. The updated Noise Exposure Map is on schedule for publication by May-June 2024.

Bryn Oakleaf asked about appointing alternates to attend TAC meetings if necessary. Nic Longo said each representative on the TAC can decide to have an alternate or not. The committee is advisory only.

8.0 AVIATION DIRECTOR'S REPORT

Staff reported:

- Logo unveiling event went very well.
- TSA is happy with the access points and roof top event space.
- BTV was recognized as the Best Small Airport #8 by USA Today.
- Upcoming events for the airport and staff include Taste of Vermont, Travel/Tourism Summit, International Airport Summit.
- Interviews are underway for two positions: Manager of Properties and Manager of Customer Experience.
- Much was completed during the construction season. In recognition of the hard work by all the airport employees an employee barbeque was held.
- New mamava pod to be installed.

9.0 COMMISSIONER ITEMS

Several commissioners felt it was a missed opportunity for the Airport Commission to discuss the lease with the Air Guard prior to the matter going before City Council.

10.0 FOLLOW UP ITEMS

No new follow-up items added.

11.0 ADJOURNMENT

MOTION by Greg Shepler, SECOND by Jeff Schulman, to adjourn the meeting.

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

The meeting was adjourned at 5: 31 PM.

Next meeting: December 6, 2023 at 4 PM.

RScty by tape: MERiordan

To: City of Burlington, Airport Commission

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

Date: December 6, 2023

Subject: Request for Authorization of a Budget Neutral Amendment to the FY2024 Patrick Leahy Burlington International Airport AIP-142 Project Budget in the Amount of \$3,453,000

Request:

The Patrick Leahy Burlington International Airport (Airport or BTV) seeks approval and authorization for a budget neutral amendment to the Fiscal Year (FY) 2024 BTV Airport Improvement Project Fund (AIP-142) to increase revenues and capital expenditures by \$3,453,000.

Summary:

The Airport received and executed AIP-142 FAA grant on September 13, 2022 for the Construction of Taxiway A Mill and Overlay . The Airport received authorization from the Airport Commission, Board of Finance and City Council in August of 2022. This authorization included accepting the grant and authorization to proceed with construction related contracts. Construction was planned to start in the spring of 2023 (FY23) with the majority of construction to occur in FY 2023. However, due to weather and coordination with other construction on the Airport's airfield, actual project construction began in July 2023 (FY24). The budget requested and approved for FY 2024 was based on construction occurring in FY 2023. Therefore, the FY 2024 budget is understated and needs to be amended.

This project consists of the rehabilitation of approximately 21,000 square yards of existing Taxiway A pavement between Taxiway C and Taxiway G. Additionally, the project will include the construction of a 20-foot asphalt shoulder to upgrade Taxiway A to increase safety standards on this taxiway, which is one of the most frequently used system at the airport. This also facilitates a beneficial improvement for winter operations and ease of snow removal. The project includes planning, data collection, permitting, design, production of bid documents, advertisement, and general administration for construction. This program will be designed and constructed in accordance with the Federal Aviation Administration (FAA)

Advisory Circular 150/5300-13B and the approved Airport Layout Plan (ALP).

The following components are included:

- Rehabilitate approximately 21,000 SY of existing taxiway (mill and overlay)
- Construction of approximately 4,000 SY (1,800' x 20') of taxiway shoulder pavement
- Installation of new taxiway edge lighting
- Airfield signage
- Other ancillary items

Budget Summary:

A detailed summary by budget line item of the budget neutral amendment is as follows:

Org Set	GL Account	Account Name	Increase
Expenses			
427-35-700-906	9500_110	Capital Expenditures	\$ 3,453,000
Total Expenses			\$ 3,453,000
Revenues			
427-35-700-906	4875_125	Federal Grant Revenue	\$ 3,107,700
427-35-700-906	4875_135	State Grant Revenue	\$ 207,180
427-35-700-906	4990_400	Interfund Transfer Proceeds (local share)	\$ 138,120
Total Revenues			\$ 3,453,000

Motions:

Airport Commission:

1. "To recommend that the City Council and Board of Finance authorize a budget neutral amendment to the FY24 Patrick Leahy Burlington International Airport budget to increase Federal Grant Revenue by \$3,107,700, State Grant Revenue by \$207,180 and Interfund Transfer proceeds by \$138,120, and to increase Capital Expenditures by \$3,453,000, for a total increase of overall expenditures and revenues by \$3,453,000."

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To: City of Burlington, Airport Commission

From: Nicolas Longo, Director of Aviation

Date: December 6, 2023

Subject: Airport Equipment purchase over \$100,000; Toro Groundsmaster 5910-D rotary mower

Request:

The Patrick Leahy Burlington International Airport (Leahy BTV) requests the purchase of a 16' wide 5910-D rotary mower in the amount of \$159,945.82 for Fiscal Year 2025

Executive Summary:

The airport currently operates an aging 2007 Toro with a 16' mower deck with 4,400 hours of use and has a tier 2 emissions engine. The current EPA emissions standard for the proposed mower is tier 4. The proposed mower will meet these current EPA standards and will be used as a primary airfield mower.

Background:

The airport is required to maintain airfield grass to a certain height as part of its Federal Aviation Administration (FAA) approved Wildlife Hazard Management Plan. Uniformity is maintained by BTV maintenance staff so that grass heights are consistent between 6-10 inches across the airfield to deter wildlife and prevent aircraft incidents. The proposed mower will be used as a primary means of accomplishing FAA required grass heights. The Leahy BTV's Equipment Capital Improvement Plan identified the 2007 Toro unit as a critical need for replacement to provide the functionality and reliability that is required to maintain the vast grassy areas they are required to maintain during the mowing season in excess of 200 acres.

Sourcing:

There was an RFP published in August 2024 for pricing of a unit to meet Airport

requirements. We received one bid from Grassland Equipment and Irrigation for this new equipment and delivery is expected in Fiscal Year 2025. We are bringing this to the board/council today so that a contract can be signed and the unit will be delivered after July 1, 2024. The Fiscal Year 2025 budget will include funds in the capital expense budget.

Motions:

The Airport respectfully requests the following suggested motions:

“To recommend that the City Council approve and authorize a purchase from Grassland Equipment & Irrigation for a 2023 Toro Groundsmaster 5910-D (T4) in the amount of \$159,945.82.”

To: City of Burlington, Airport Commission

From: Nicolas Longo, Director of Aviation

Date: December 6, 2023

Subject: Request to purchase Two Ford F150 Lightnings and a Mach-E vehicle and a budget neutral amendment.

Request:

The Patrick Leahy Burlington International Airport seeks approval and authorization:

1. To purchase two Ford F150 lightnings and one Mach-E in the total amount of \$183,862.
2. For a budget neutral amendment to the Fiscal Year 2023 Budget in the amount of \$54,284.

Executive Summary:

Background:

The airport recently removed from it's vehicle fleet the following fuel powered vehicles; 2004 Chevy 3500, 1993 Chevy 3500, and a 2000 GMC 3500. All of which were diesels not conforming to current EPA emissions standards. The trucks were previously pivotal pieces, providing snow removal in the winter and maintenance vehicles in the summer. The winter task they provided became antiquated. With the change in operational use, we are looking to downsize our carbon footprint within our vehicle fleet. The new vehicles will have mixed uses within the departments of operations, maintenance, and administration tasks.

Sourcing:

Leahy BTV put out an RFP for two Electric All Wheel Drive (EAWD) pickup trucks and a 5 passenger EAWD vehicle. Three bid packages were obtained. Lamoille Valley Ford provided the lowest pricing, a full list of all bids received is below:

Supplier	EV Bid Prices
Riley Ford	Disqualified (delivery of the vehicles did not meet specifications)
Lamoille Valley Ford	\$182,862
Heritage	\$193,574

Budget Amendment:

While the council approved budget for FY2024 did identify this purchase, there is still a need to transfer funds within specific cost centers all remaining within our capital program. The airport is requesting a budget neutral amendment to the Fiscal Year 2024 budget to increase the administration cost center capital expenditure line item. Each vehicle being purchased must be charged to an appropriate cost center. This budget neutral amendment is included below:

Org Set	GL Account	Account Name	Increase / (Decrease)
Expense - Increases			
400-35-000	9500_110	Capital Expenditures	\$ 54,284
Increases to Expenses			\$ 54,284
Expense - decreases (transfer to Admin Cost Center)			
400-35-431	9500_110	Capital Expenditures	\$ (35,211)
400-35-430	9500_110	Capital Expenditures	\$ (19,073)
		Decreases to Expenses	\$ (54,284)

Motions:

The Airport respectfully requests the following suggested motions:

“To recommend to the City Council to approve and authorize a purchase from Lamoille Valley Ford in the amount of \$183,862 and approve the associated budget neutral amendment as described”

To: City of Burlington, Airport Commission

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

Date: December 6, 2023

Subject: Request to Execute a 2023 ARPA Clean Water Fund – MS4 grant agreement
(Grant # 06140-ARPA-CWF-MS4-01)

REQUEST

The Patrick Leahy Burlington International Airport (“Airport” or “BTV”) seeks approval and authorization:

1. To Execute a 2023 ARPA Clean Water Fund – MS4 grant agreement (Grant # 06140-ARPA-CWF-MS4-01)

EXECUTIVE SUMMARY

1. **Subject Matter**: The subject matter of this Grant Agreement is to assist Municipal Separate Storm Sewer Systems (MS4) Communities with MS4 permit compliance to reduce the adverse impacts to water quality of a discharge or stormwater runoff, pursuant to the federal American Rescue Plan Act of 2021 and the U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions.
2. **Maximum Amount**: In consideration of the scope of work to be performed, the State agrees to pay the Airport, in accordance with the payment provisions specified a sum not to exceed \$459,698.
3. **Procurement**: The Airport certifies that for any equipment, supplies, and/or services outside of their organization, that they have and will follow their procurement policy.
4. **Ownership and Disposition Assets**: At the end of the grant term, the Airport will retain any pipes, valves, pumps, tanks, or other equipment installed under the grant agreement and described in the scope of work for the same use and intended purpose as outlined in this

agreement.

5. Source of Funds: ____ General X Federal X Other – State Clean Water
Fund. \$325,826 \$133,872
6. Grant Term: The period of Airports performance shall begin upon date of execution, signified by the date of signature by the State and end on September 30, 2026.
7. The airport has to match these funds at 20%.

BENEFITS ANTICIPATED:

The Patrick Leahy Burlington International Airport will use these monies to help improve the stormwater capacity, design new treatment practices and fix existing stormwater infrastructure to help make sure that BTV stays in compliance with our various stormwater permits.

PROPOSED MOTION:

“To recommend to the City Council to authorize the Director of Aviation to execute a 2023 ARPA Clean Water Fund – MS4 grant agreement (Grant # 06140-ARPA-CWF-MS4-01) not to exceed the amount of \$459,698, only after review and approval by the City Attorney’s Office.”

To: City of Burlington, Airport Commission

From: Nicolas Longo, Director of Aviation

Date: December 6, 2023

Subject: Request to execute a Reinstatement of the First Amendment to the Cellular Antenna License Agreement with SprintCom, Inc.

REQUEST

The Patrick Leahy Burlington International Airport (“Airport” or “Leahy BTV”) seeks approval and authorization:

1. To Execute a Reinstatement of the First Amendment to the Cellular Antenna License Agreement with SprintCom, Inc.

EXECUTIVE SUMMARY

SprintCom Inc. had previously signed a term of lease agreement with Leahy BTV to have an operational antenna at the communications site located at 1080 Airport Drive, South Burlington, VT. The original term expired on April 22, 2023 and Sprint continued to occupy the communications site at sufferance. Both parties have agreed to reinstate the original agreement, so that SprintCom Inc. may continue their cellular service at Leahy BTV’s communication site. The terms of the proposed agreement will be extended for (5) years and will be ending on April 22, 2026.

PROPOSED MOTION:

Airport Commission:

“To recommend to the Airport Commission to authorize the Director of Aviation to execute the reinstatement of and First Amendment to the original Cellular Antenna License Agreement with SprintCom, Inc.

To: Airport Commission

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

Date: December 6, 2023

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. We are also considering the rehabilitation of the stair wells, at this time, and the scope has been developed with signed agreement with consultant. We have met with our Engineer on the garage to reevaluate the current situation with needed garage repairs. We received bids for 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 nearing completion. MEI will leave the site for the winter, restart, and complete the north garage in calendar year 2024. Anticipated completion is December 2024. Stair tower 1 was refurbished, new roof, pressure was of walls, new paint and conduit leak repair. A contractor just completed removing corrosion from columns and repainting in the Car Charging area.
2. **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.
3. **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.**

4. **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.**
5. **South Apron and TW G Ext. Development (\$6.0).** The purpose of this project is to provide much needed additional general aviation apron area on the airfield. Received scope and proposal from the consultant (Hoyle, Tanner and Associates) and have completed the FAA scoping session. The FAA IFE process is complete. The proposed project would extend Taxiway G approximately 100', construct a 19,000 SY general aviation apron in the area of the "quarry". Excess material from the site would be used to fill in the "gully" creating a level area along the Medium Intensity Approach Light System (MALSF) approach lighting plane replacing two light stations currently on towers with ground mounts and connecting the vehicle service road from the civilian to the military side of the airport. Scope for design and bidding has been completed with an IFE. Design is underway. There has been a delay in design do to the availability of the geotech contractor. Request for bids have been issued. The geotech report confirmed that a total fill of the gully is not economically feasible at this time. Grant has been recieved. Received Bids with the selected bidder being Engineers Construction, Inc. Grant Application has been submitted to the FAA. Completed

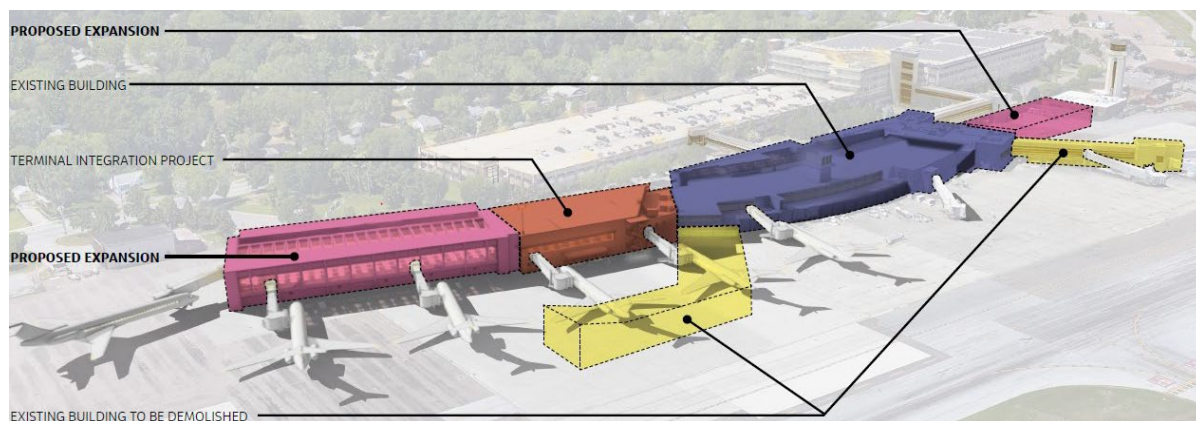
questions from the FAA on the Application. We have completed permit process. Contractor started mobilization/construction on July 17, 2023. **Mass excavation is complete. Stormwater chamber installation is complete, with other drainage piping work is completed. Placement of final sub-base materials is underway. In vicinity of the Beta building a temporary aircraft access for the winter is complete.**

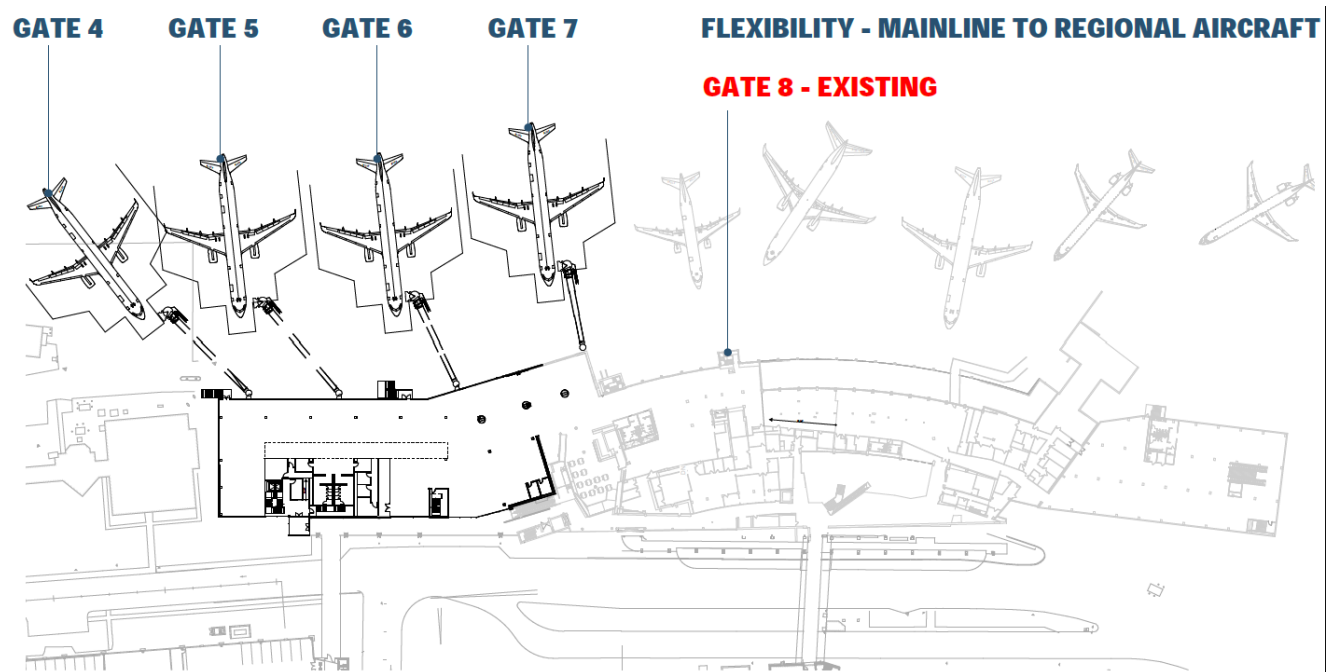
6. **Environmental Assessment (est. \$.25M).** The purpose of this project is to evaluate environmental impacts related to the mitigation of obstructions with in the aircraft approach surfaces to the runways. This is in follow up to the recently completed Master Plan, which includes obstruction identification 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.
7. **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. **Developing scope.**
8. **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; 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.
9. **North Terminal Improvement Project (\$2.0M).** The purpose of this project is for overall terminal efficiencies and a better passenger experience due to the completion of the TIP the north terminal will be upgraded to provide more capacity for passengers and concessions. This includes the removal of the existing north TSA station along with the removal of the existing escalators. This project is under design and funding is anticipated from the recent approval of the Infrastructure Law. Received Bids with the selected bidder being Engelberth Construction, Inc. Preparing and

submitting Grant Application. This will become a FFY23 Project. We have received the Grant from the FAA. Construction is nearing completion, and should be complete by September 15th. There was a delay related to the glass for the new restaurant area. **Construction is complete with final inspection with the FAA completed on 10/30/23.**

- 10. PROJECT NEXT: North Terminal Replacement Project and New PBB's (\$38M).** The purpose of this project is for overall terminal efficiencies and a better passenger experience. Due to increased aircraft seating existing passenger hold areas are overcrowded during peak times as identified in the recent Master Plan Update. Recently the opportunity had risen from Senator Leahy's office through Congressional Directed Spending. We have submitted our request for full build out of this project Phase III Terminal Improvement Project, including: Demolition of the existing North Concourse; new Terminal Improvement (approximately 25,000 SF of new gross floor area on 2 levels); five (5) new aircraft gates; six (6) new passenger boarding bridges (PBB), new passenger circulation and hold rooms; future concessions space; and apron construction within demolished North Concourse footprint. Contract for 30% design has been 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 complete with the design progressing.**

Conceptual Renderings – North and South Terminal (concourse) Improvements





- 11. 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.**

- 12. 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 mid - November.**
- 13. Burlington Tech Center (BTC) (\$10M).** The purpose of this project is to support the design efforts for an improved facility at the airport for the regional educational needs. The Burlington School district has been given an award for \$10M in which they are in the process of applying for. We continue to work with the school on this project.
- 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. Scoping meeting with FAA completed. Contract for design is moving to BOF/CC next week for review. Received CC approval moving to finalize contract
- 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.**
- 16. . 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.
- 17. 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.

PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

To: Airport Commissioners
From: Marie Friedman, CPA, Director of Finance
Date: December 1, 2023
Re: Financial Highlights Report for December 5, 2023 meeting

- This month's financial package includes the October P&L, Revenue Recovery Metrics, Banking Balance report and AIP Receivable report.
- STIMULUS GRANTS Summary
 - CARES ACT Grant received May 11, 2020 for \$8.7M. BTV has drawn down \$7,830,557 on this grant. \$6,165,155 of this used to cover operating expenses in both FY 2020 and 2021. \$1,665,403 reimbursed the airport for local share contribution on FAA grants. The Airport is reserving the remaining available grant monies of \$870,557 to cover additional local share expenditures. This grant is effective until May 11, 2024. The Airport will drawing the remaining funds down this year and closing out the grant.
 - CRSSA Grant was received April 5, 2021 for a combined total of \$4.04M. There is still \$446,442 available under the CRRSA grant. This grant is effective until April 5, 2025.
 - The Airport received a \$7.6M Grant November 30, 2021 under the American Rescue Act. There is still \$3.0 million available under ARPA grant. We have four years to utilize this grant.
 - BTV does not owe any money on the Grant Anticipation Note (GAN). Interest rates are adjusted monthly. Interest paid on the GAN is eligible for reimbursement under a future PFC application.
- Year-to-date (YTD) Revenues through September were \$9.8 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 93% which is similar to enplanement recovery.
- Expenses thru September were \$5.28 million. This is higher than last year primarily due to garage lighting and fire alarm system replacement. The Airport is also seeing expenditure increases to salaries, overtime and employee benefits. Please refer to the P&L for more detail.
- Cash update: As of October 2023, BTV had \$5,137,089 in the Airport International account and did not owe the City any money.

Budget Performance Report

Fiscal Year to Date 10/31/2023

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	40,950.00	84,050.00	33%	54,685.00
4267	Utility Reimbursement	126,700.00	.00	38,548.16	88,151.84	30%	30,248.36
4268	Sale of Gasoline	750,000.00	.00	271,733.42	478,266.58	36%	280,015.22
4295	Parking Fees	6,750,000.00	.00	2,276,009.36	4,473,990.64	34%	2,134,980.50
4297	CFC's	1,775,000.00	.00	1,125,064.00	649,936.00	63%	1,243,558.00
4345	Advertising Revenues	114,000.00	.00	20,680.00	93,320.00	18%	34,902.77
4390	Concessions	330,000.00	.00	136,805.26	193,194.74	41%	121,602.67
4440	Taxi Fees	170,000.00	.00	90,973.00	79,027.00	54%	77,578.00
4445	Terminal Rent - Exclusive	1,360,800.00	.00	433,615.00	927,185.00	32%	443,244.58
4450	Terminal Rent - Commonuse	1,591,433.00	.00	505,217.99	1,086,215.01	32%	514,991.37
4455	Terminal Concessions Airport	750,000.00	.00	277,554.84	472,445.16	37%	276,332.46
4460	Rental Car Concessions	3,250,000.00	.00	1,951,015.00	1,298,985.00	60%	1,702,836.94
4465	Rent Grounds	508,531.00	.00	163,641.60	344,889.40	32%	145,526.21
4470	Rent Buildings	1,179,719.00	.00	465,768.45	713,950.55	39%	402,742.71
4475	Landing Fees	1,975,000.00	.00	730,140.07	1,244,859.93	37%	753,891.34
4480	PFC Revenue	2,625,000.00	.00	899,934.00	1,725,066.00	34%	861,269.00
4505	Terminal Non Airline	631,000.00	.00	225,607.84	405,392.16	36%	208,939.36
4535	Misc Rev	1,000.00	.00	156.50	843.50	16%	387.00
4600	Fees For Services	6,500.00	.00	3,380.00	3,120.00	52%	4,355.00
4700	Interest / Investment Income	6,000.00	.00	69,693.42	(63,693.42)	+++	19,952.65
4702	Interest Income PFC	10,000.00	.00	2,849.18	7,150.82	28%	3,193.67
4703	Restricted Interest Income	30,000.00	.00	9,577.15	20,422.85	+++	3,421.39
4705	Unrealized Gain/Loss-Invest	.00	.00	37,405.52	(37,405.52)	+++	(50,236.40)
4750	Gain/Loss On Asset	.00	.00	2,410.91	(2,410.91)	+++	14,999.00
4875	Grants TSA Leo Grant	150,000.00	.00	52,800.00	97,200.00	+++	52,800.00
4890	CARES ACT/ARPA/CRRSA Federal Grant	4,385,934.00	.00	.00	4,385,934.00	+++	.00
4925	Proceeds	9,900.00	.00	33,585.40	(23,685.40)	+++	.00
4961	Property Tax Reimbursement - Airport	204,700.00	.00	72,668.52	132,031.48	36%	69,239.53
	REVENUE TOTALS	\$28,816,217.00	\$0.00	\$9,937,832.32	\$18,878,384.68	34%	\$9,405,499.71
	EXPENSE						
5000	Salaries and Wages	3,852,654.00	.00	936,578.84	2,916,075.16	24%	859,974.23
5100	Overtime	317,300.00	.00	93,838.36	223,461.64	30%	76,143.31
5200	Other Personal Service	402,675.00	.00	138,332.41	264,342.59	34%	92,627.07
5400	Employee Benefits	1,360,326.00	.00	415,918.61	1,274,063.07	31%	375,521.11
6000	Office Supplies	9,000.00	.00	1,399.98	7,600.02	16%	1,948.60
6005	Postage	500.00	.00	.00	500.00	0%	86.96
6007	Shipping and Moving	33,750.00	348.57	1,209.75	32,191.68	5%	2,370.06
6010	Computer Equipment	28,500.00	1,676.30	12,043.41	14,780.29	48%	5,096.69
6015	Computer Software	4,500.00	.00	5,452.00	(952.00)	121%	.00
6017	Computer Licensing and Maint.	270,000.00	18,754.45	195,534.50	55,711.05	79%	133,722.90
6020	Office Equipment	21,500.00	.00	.00	21,500.00	0%	16,940.00
6025	Furnishings	102,000.00	.00	576.96	101,423.04	1%	41,385.36

Budget Performance Report

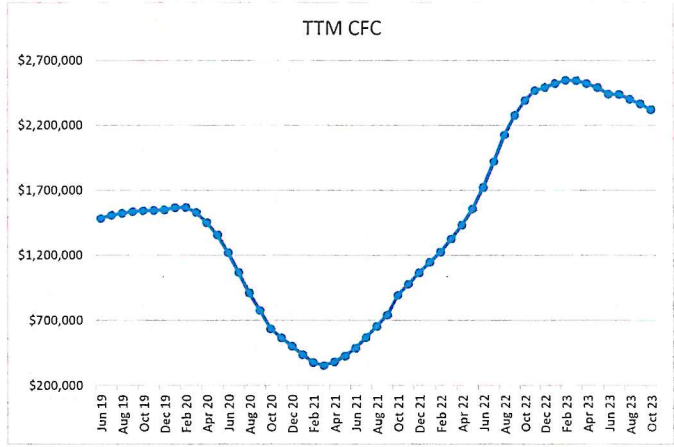
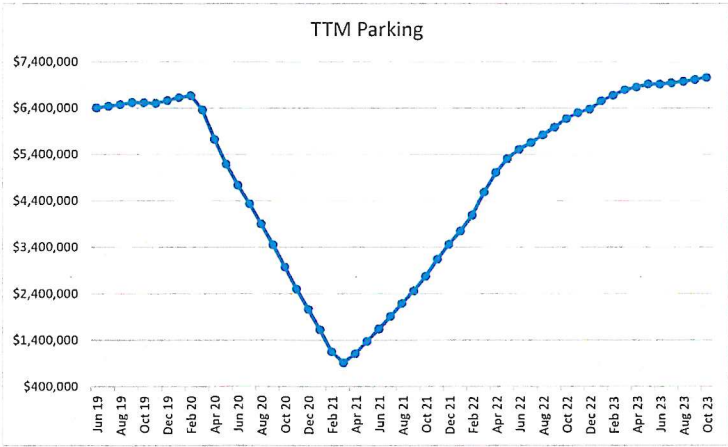
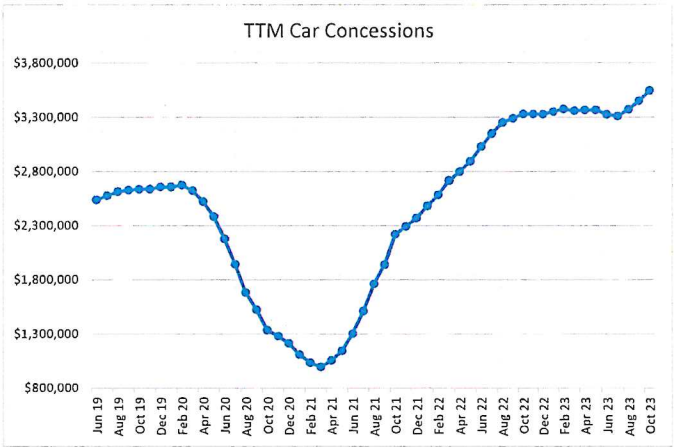
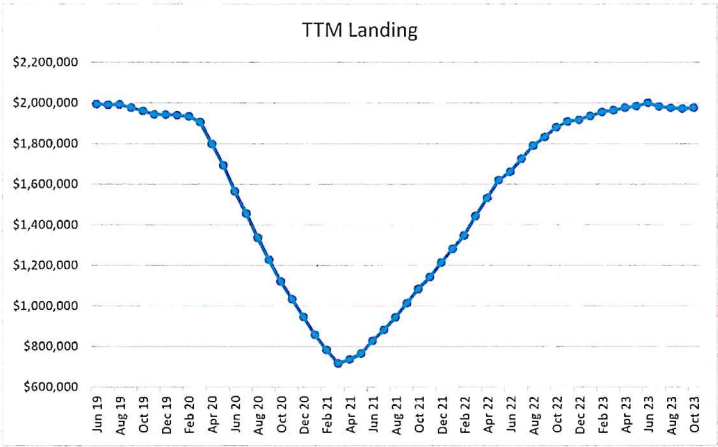
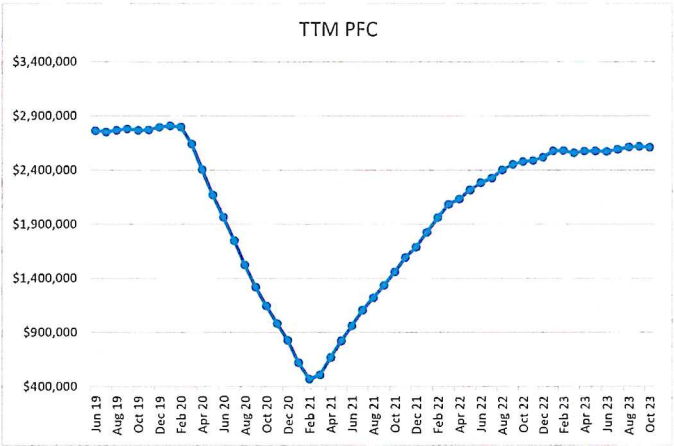
Fiscal Year to Date 10/31/2023

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	604.87	5,395.13	10%	500.00
6202	Printing/Copying/Paper Mgt	8,450.00	.00	448.49	8,001.51	5%	.00
6203	Dues/Subscriptions	140,100.00	2,400.00	39,823.52	97,876.48	30%	52,185.15
6206	Custodian Supplies	70,000.00	.00	23,126.65	46,873.35	33%	10,636.53
6208	Special Supplies	60,300.00	.00	19,601.14	40,698.86	33%	27,292.94
6210	Small Tools and Equipment	125,000.00	15,587.42	4,664.48	104,748.10	16%	18,290.25
6212	Fuel	910,000.00	.00	279,926.26	630,073.74	31%	257,935.43
6214	Clothing And Uniforms	6,000.00	.00	95.69	5,904.31	2%	1,666.24
6215	Uniform Laundering	23,000.00	1,786.59	5,213.41	16,000.00	30%	5,088.65
6216	Oil & Grease & Antifreeze	22,000.00	.00	.00	22,000.00	0%	1,618.94
6222	Runway De-Ice	400,000.00	.00	.00	400,000.00	0%	47,980.80
6247	Energy Efficient	250,000.00	.00	52,291.22	197,708.78	21%	2,040.10
6300	Repair & Maintenance	3,882,529.00	118,101.19	571,629.79	3,192,798.02	18%	447,470.27
6350	Legal Notice & Advertising	2,200.00	.00	345.00	1,855.00	16%	.00
6400	Utilities	1,654,600.00	.00	438,343.08	1,216,256.92	26%	342,225.83
6500	Professional and Consultant Services	1,861,027.00	40,123.09	371,094.38	1,449,809.53	22%	269,274.97
6530	Rentals	17,000.00	.00	7,910.50	9,089.50	47%	5,400.00
6600	Maintenance Contracts	397,500.00	36,709.50	80,022.60	280,767.90	29%	119,844.74
6605	Radio Maintenance	11,500.00	3,717.50	3,896.00	3,886.50	66%	1,819.50
6610	Custodial Contracts	856,020.00	.00	271,340.00	584,680.00	32%	229,340.00
6615	Property Repairs	435,000.00	25,149.40	92,461.17	317,389.43	27%	31,513.28
6625	Equipment Maintenance Repairs	230,000.00	20,028.89	28,175.64	181,795.47	21%	31,875.03
6700	Travel & Training	113,800.00	.00	26,359.45	87,440.55	23%	26,125.61
6800	Fees for Services	26,350.00	.00	10,517.49	15,832.51	40%	3,535.86
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	119,333.33	364,747.07	21%	190,316.93
7230	Insurance	410,115.00	.00	104,177.31	305,937.69	25%	161,967.74
7303	Regulatory and Bank Fees	231,000.00	.00	62,328.00	231,000.00	27%	55,534.76
7312	Real Estate Taxes	798,173.00	531,520.10	265,760.05	892.85	100%	255,673.43
7652	Discretionary Spending	45,000.00	.00	16,102.28	28,897.72	36%	8,256.70
8015	Indirect Fees	534,960.00	.00	178,320.00	356,640.00	33%	164,268.00
8017	Indirect Fees - City Attorney	83,149.00	.00	27,716.00	83,149.00	33%	30,196.00
8095	Interest On Pooled Cash	.00	.00	4,712.79	(4,712.79)	0%	.00
8135	Airport Security To Police	1,100,000.00	3,684.64	370,352.65	1,092,630.71	34%	367,040.32
Operating EXPENSE TOTALS		\$21,685,966.00	\$819,587.64	\$5,277,578.06	\$16,286,760.38	28%	\$4,772,730.29
Net Operating Revenues (which are used to pay for Bond payments, Leases, Capital and FAA projects)				\$4,660,254.26			\$4,632,769.42

Recovery Metrics

	At Feb 2020	Minimum	Drop	Current	Recovery
Parking	\$6,670,572	\$911,595	-86%	\$7,061,116	106%
PFCs	\$2,797,591	\$467,680	-83%	\$2,610,737	93%
Car Concessions	\$2,673,896	\$994,488	-63%	\$3,543,771	133%
Landing Fees	\$1,933,993	\$716,928	-63%	\$1,976,647	102%
CFCs	\$1,568,752	\$352,036	-78%	\$2,322,236	148%

All figures are trailing twelve months



Burlington International Airport

Cash and Investments
October 31, 2023

Account	Account Description	Balance @ 10/31/2023
Unrestricted Bank Accounts		
1000_400	Bank Account Airport	5,137,089
1050_496	Cash Restricted AIP Deposit Keybank	23,583
Restricted Bank Accounts		
1050_420	Cash Restricted Escrows - Airport PFC TD Bank	7,695,151
1000_415	Bank Account - PFC Prepaid Cash Account	491,892
1000_420	Bank Account CFC	3,000,117
1050_416	Cash Restricted Revenue Bond DSR-Zion Trustee	3,401,930
1050_400	Cash Restricted Air Debt Service Fund - Interest	590,950
1050_401	Cash Restricted Air Debt Service Fund-Principal	611,294
1050_402	Cash Restricted Air Debt Service Fund-Sinking	370,102
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	5,538,450
1050_430	Cash Restricted Esc - Airport Res Acct - TD Bank	280,916
1050_495	Projects Operating Acct/Escrow GAN Keybank	279
Total Cash and Investments		<u>27,141,754</u>
1100_999	(Due To) / Due From Pooled Cash (timing)	<u>-</u>

Comparative Information on Primary Airport bank account

		10/31/2023
1000_400	Bank Account Airport - Current Fiscal year -10/31/2023	5,137,089
1000_400	Bank Account Airport - Prior Fiscal year - Oct 2022	8,131,876
1000_400	Bank Account Airport - Three year ago - Oct 2019	2,131,489

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
10/31/23

10%
LOCAL
SHARE
FY 2024

ACTIVE AIP PROJECTS

410	119	TAXIWAY GULF PH 2 RW 1-19 PAPI	19,423	-	90%	-	(19,208)	215	-
423	120	ACCESS CONTROL SECURITY REHAB	122,134	-	100%	-	(6,486)	115,648	-
400	121	CARES ACT GRANT	492,059	-	100%	-	-	492,059	-
420-700	122	S. TERMINAL APRON REHAB PH 7	253,152	-	100%	-	-	253,152	-
415	124	NOISE MONITORING EQUIPMENT	1,380	-	100%	-	-	1,380	-
425	125	TERMINAL INTEGRATION PROJECT	2,438,096	-	88%	-	-	2,438,096	-
400	127	CRRSA STIMULUS GRANT	(0)	-	100%	-	-	(0)	-
400	128	CRRSA CONCESSION GRANT	130,459	-	100%	-	-	130,459	-
428-901	129	SOUND INSULATION PILOT PROGRAM	53,937	30,884	100%	30,884	-	84,821	-
427-900	130	HOT SPOT MITIGATION GRANT	114,772	-	100%	-	(3,196)	111,576	-
427-904	131	HSR TWC & K	53,613	169	100%	169	(12,615)	41,166	-
427-902	132	HSR RW 1 PAPI	37,458	-	100%	-	(37,458)	-	-
420-903	133	TERMINAL APRON PH 7, Parts 2&3	61,629	3,816	100%	3,816	(60,073)	5,372	-
400	134	ARPA	(0)	-	100%	-	-	(0)	-
400	135	ARPA CONCESSION GRANT	209,766	-	100%	-	-	209,766	-
427-911	136	HSR TW K PAPI	1,848	228	90%	205	(2,053)	(0)	23
427-905	137	TW K CONSTRUCTION GRANT	273,497	1,848	90%	1,664	(20,106)	255,055	185
416-907	138	ENVIRONMENTAL ASSESSMENT	50,530	11,566	90%	10,409	-	60,939	1,157
426-910	139	BOARDING BRIDGE GATE 12	1,193,458	218,093	90%	196,283	(1,055,254)	334,487	21,809
416-913	140	NOISE EXPOSURE MAP	7,186	55,103	90%	49,593	(4,410)	52,369	5,510
428-908	141	SOUND INSULATION PROGRAM FFY22	160,547	14,350	90%	12,915	(146,487)	26,975	1,435
427-906	142	REHAB TAXIWAY A	96,456	47,009	90%	42,308	(96,456)	42,308	4,701
416-925	144	PAVEMENT MANAGEMENT PLAN	2,700	-	-	-	-	2,700	-
424-924	145	CARGO APRON DESIGN 2023	3,420	-	-	-	-	3,420	-
421-918	future	SOUTH TERMINAL REPLACEMENT	4,410	-	90%	-	-	4,410	-
426-923	147	SNOW REMOVAL EQUIPMENT BLDG	85,896	9,184	90%	8,265	-	94,162	918
424-909	149	SOUTH APRON CONSTRUCTION	179,756	813,777	90%	732,400	-	912,156	81,378
421-921	future	NEXT PROJECT	692,417	74,799	90%	67,319	-	759,735	7,480
426-916	143	NORTH TERMINAL RENOVATION	1,227,611	243,798	90%	219,418	(1,088,416)	358,613	24,380
427-928	future	RUNWAY 15-33 MILL & OVERLAY	3,150	-	90%	-	-	3,150	-
TOTAL CURRENT PROJECTS			7,970,768	1,524,623		1,375,648	(2,552,219)	6,794,197	148,975

AIP Projects being Closed out

\$ 3,221,660

GAN BALANCE @ 10/31/2023 \$

-

LEGEND

Noise Complaint
By Address (# Received)

- 1 - 2
- 2 - 5
- 5 - 10
- 10 - 100
- 100 - 350

NEM 2023 Contours

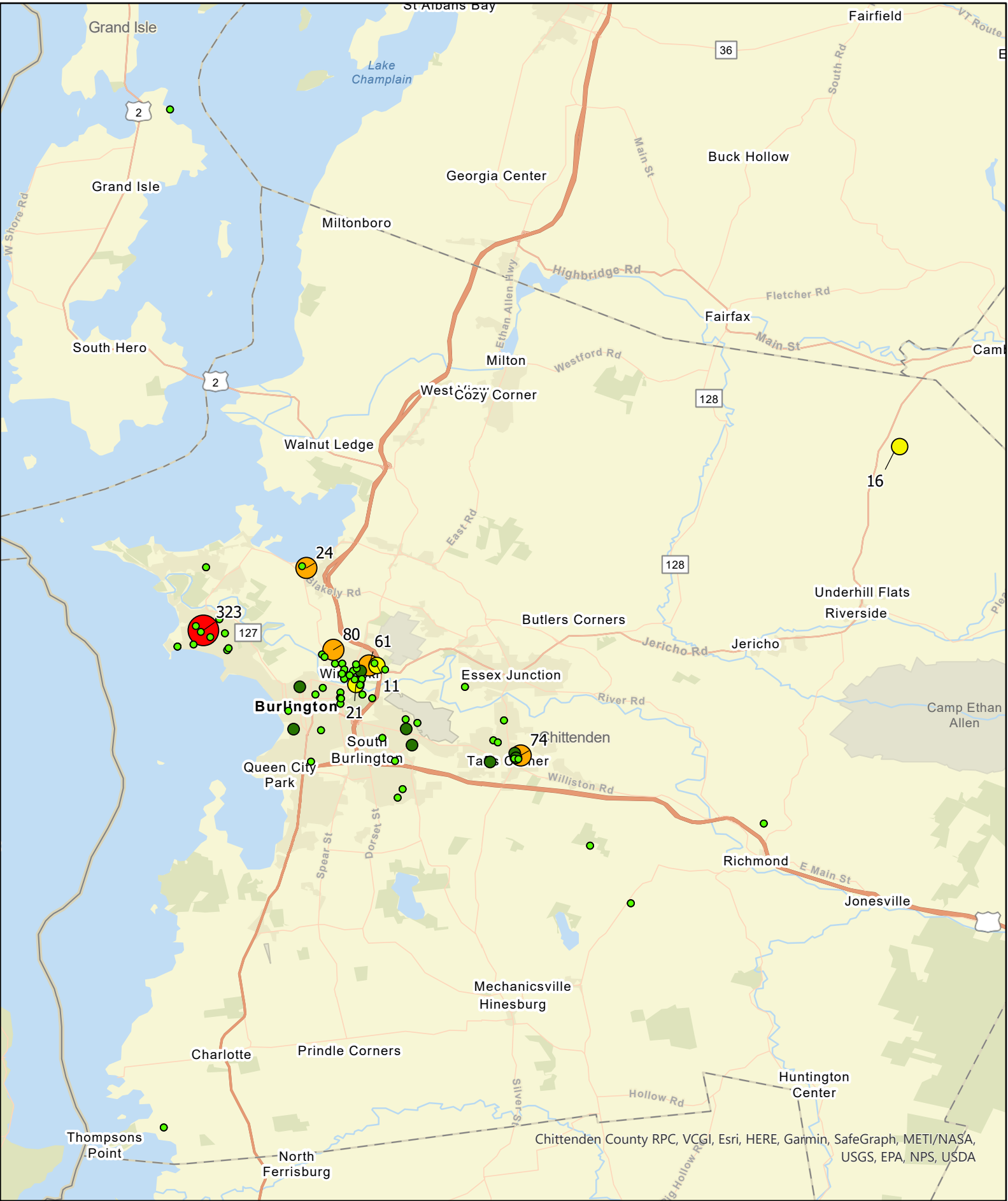
- 65
- 70
- 75



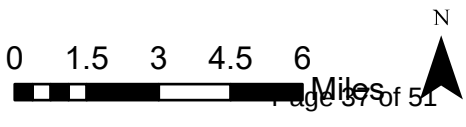
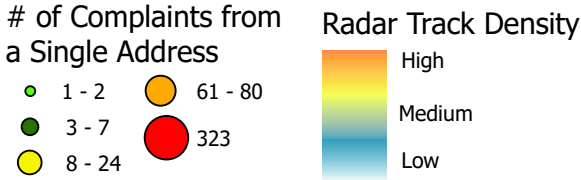
Patrick Leahy Burlington International Airport
Noise Complaints
November 2023

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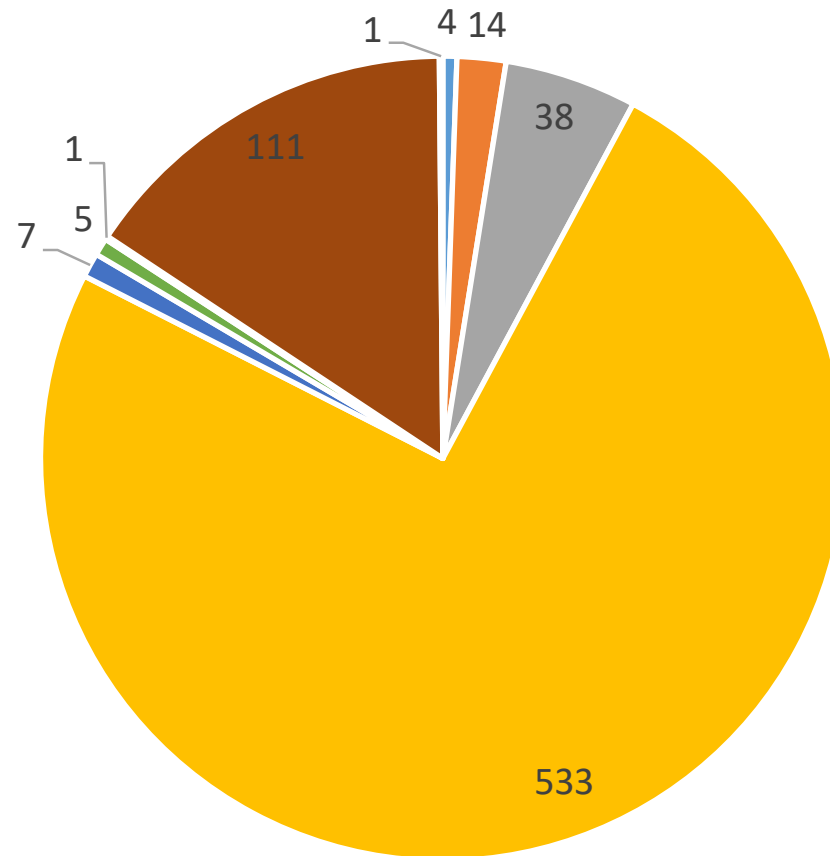


Airport Noise Complaints
- KBTV
11/27/2023



Comments By Aircraft

**714 Total Comments
6/1/21 - 11/27/23**



■ Gen. Aviation (light)

■ Military

■ Turboprop

■ Helicopter

■ Multiple

■ Unknown

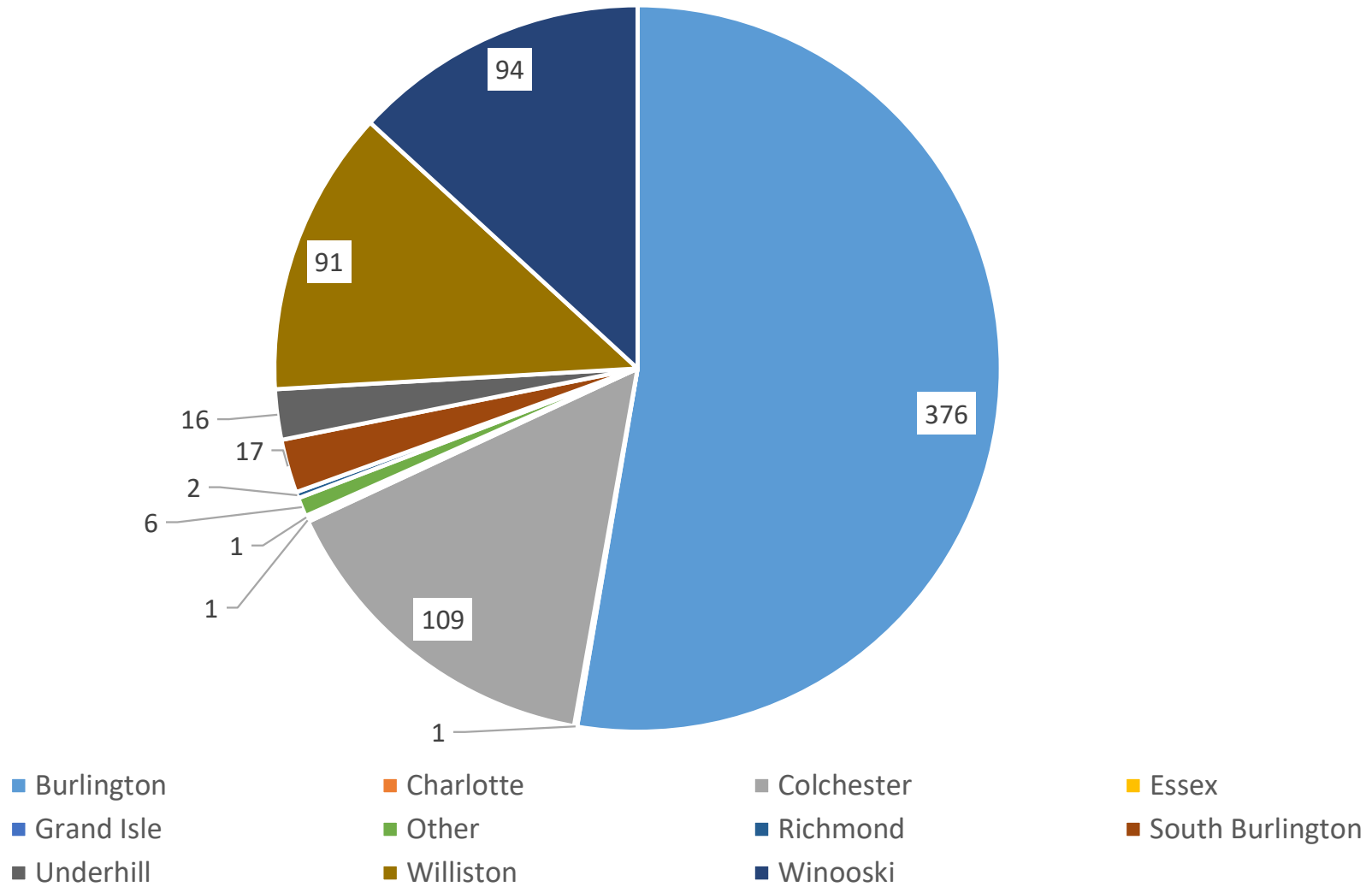
■ Jet

■ Propeller

■ Zeppelin/Blimp

Comment By Town

714 Total Comments
6/1/21 - 11/27/23





Patrick Leahy Burlington International Airport Board of Commissioners Sound/Noise Update Report December 6, 2023

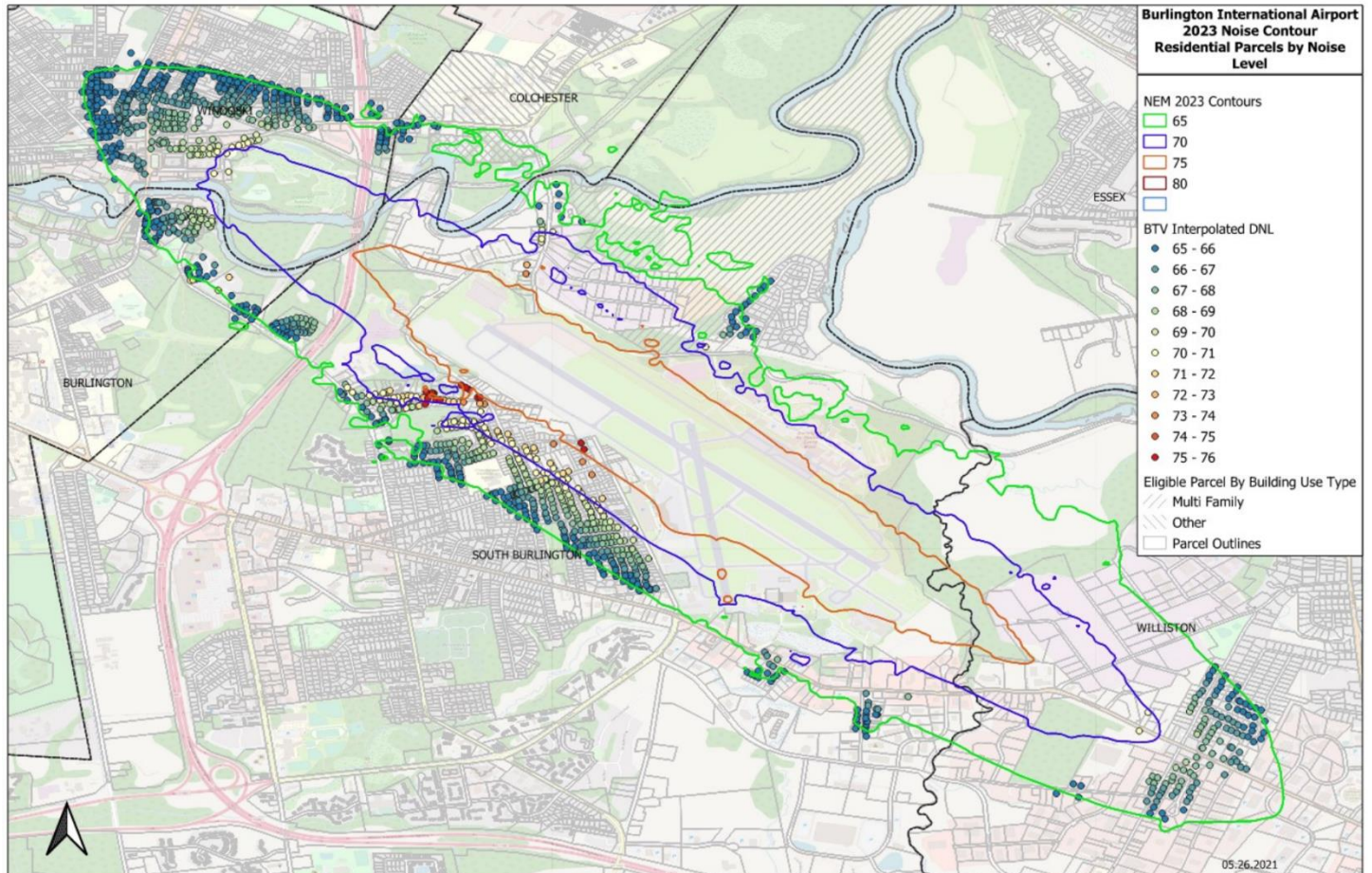
ADDITIONAL INFORMATION IS UPLOADED TO WWW.BTVSOUND.COM

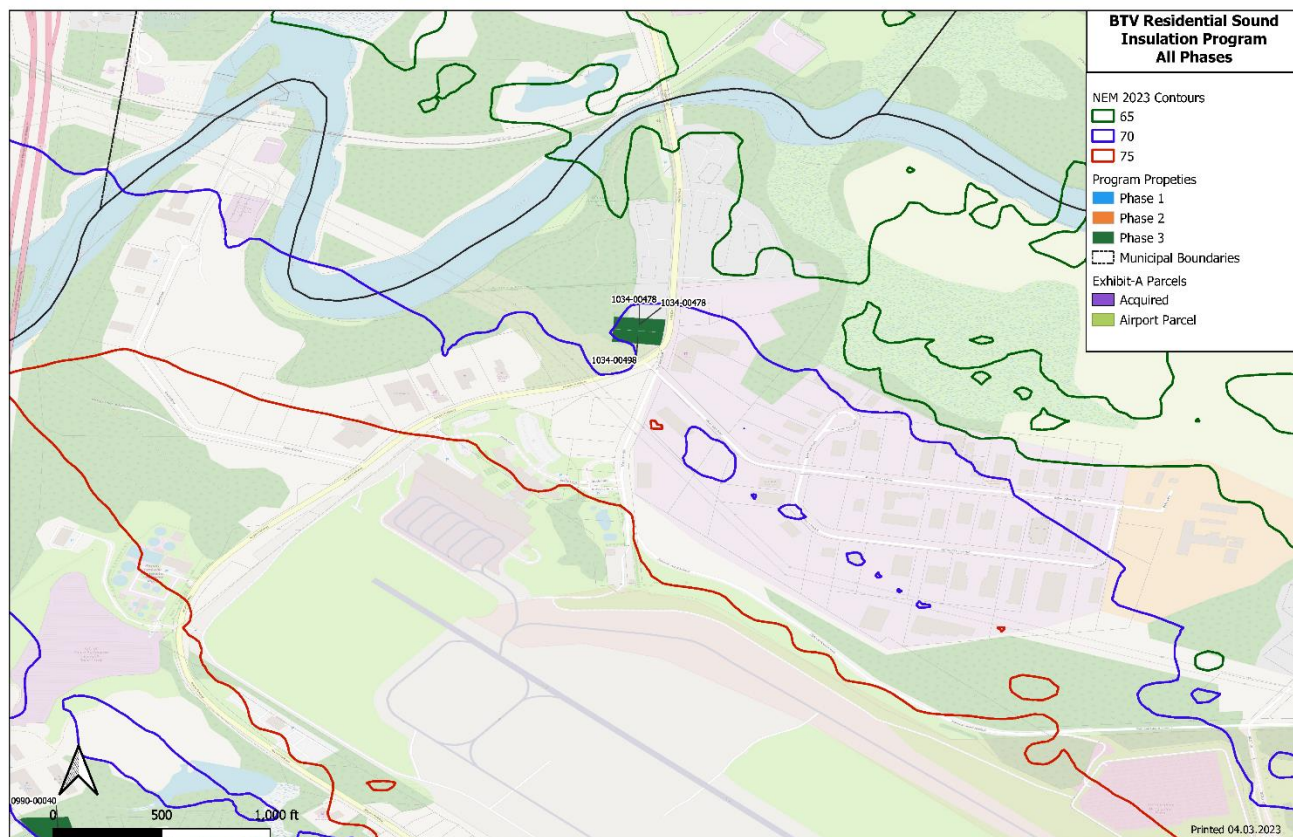
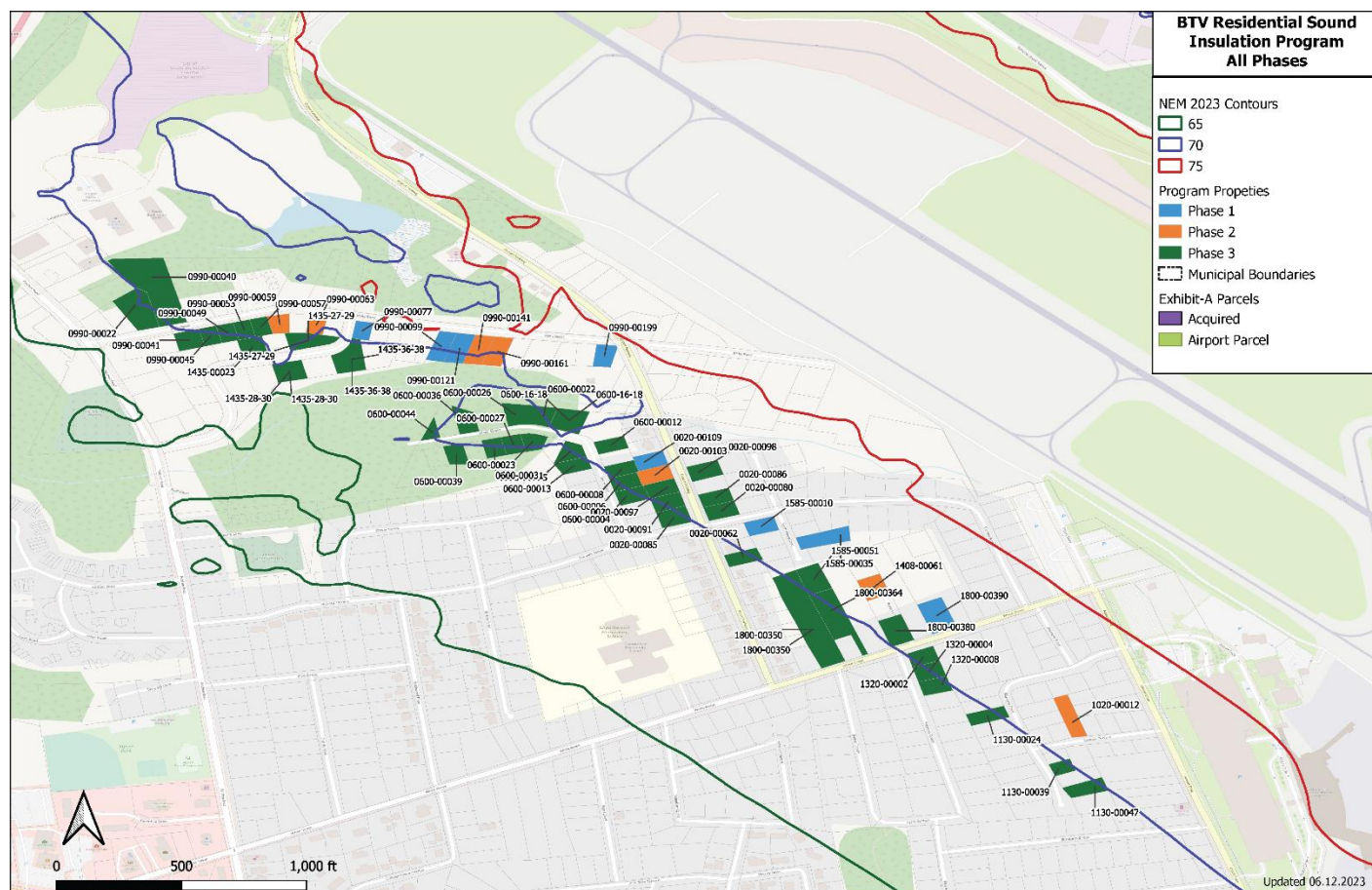
Residential Sound Insulation Programs:

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.

1. **Residential 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 started on October 2nd and all 9 properties have reached substantial completion, with final completion of construction estimated to occur prior to the end of calendar year 2023.
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 6 properties is currently underway and will be completed prior to the end of calendar year 2023.**

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 and includes: the construction improvements of the 52 Homes designed and bid in Phase 2, as well as community outreach, historic review, design and bidding of the next approximately 50 homes to be treated. **The installation of the noise insulating improvements for the 52 homes will start in Spring 2024. We also are currently engaging with two additional property owners to start designing the next 50 homes as part of this grant.**





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. The Update is underway per the schedule, outlined below, and Technical Advisory Committee (TAC) meetings are being conducted 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.

Noise Exposure Map Project Timeline

Project Phase	2023						2024								
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
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						Stakeholder Involvement						Agency Review		



PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

Patrick Leahy
Burlington International Airport

December 6, 2023

Airport Commission
Director's Report



Taste of Vermont

Previously hosted by Senator Leahy, this yearly event showcases products from around Vermont.

\$10,000 sponsorship of the event through the Vermont Businesses for Social Responsibility.

Provided opportunity to promote our new name, meet with prospective sponsors, and compare notes with Legislative Staff.



International Airport Summit

Nic Longo ventured to London in mid November to speak on a panel.

Discussions centered around capacity restraints.



INTERNATIONAL AIRPORT REVIEW PRESENTS
**INTERNATIONAL
AIRPORT
SUMMIT** | 14-15 NOVEMBER
2023
IN-PERSON | MILLENNIUM GLOUCESTER HOTEL
LONDON KENSINGTON



**NICOLAS
LONGO**

Director of Aviation

PANEL DEBATE

There's no room! Capacity constraints in a growing world

Mamava Celebration

On November 30th, we joined the leadership team from MAMAVA to celebrate their 10th anniversary at the Patrick Leahy Burlington International Airport.

MAMAVA unveiled their new prototype pod and a new product, a Breastfeeding bench.

The very first MAMAVA pod is still being used in the North Terminal



Holiday Celebration

Our annual holiday celebration occurred on the 1st!

Dozens of airport employees – from all businesses – decorated ornaments and wreaths.

Big thanks to Chelsea Weeden from our maintenance team for putting the event together.



Destination BTV Presentation

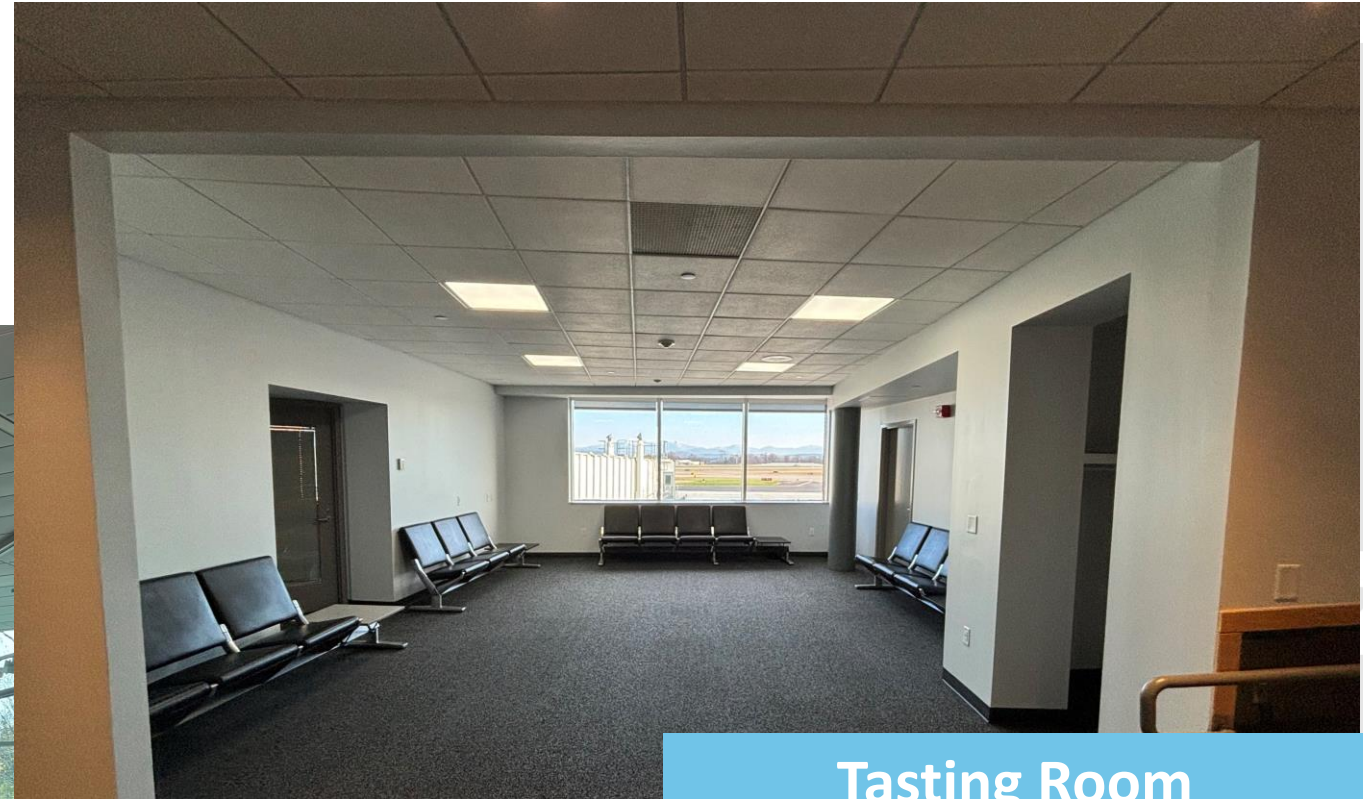
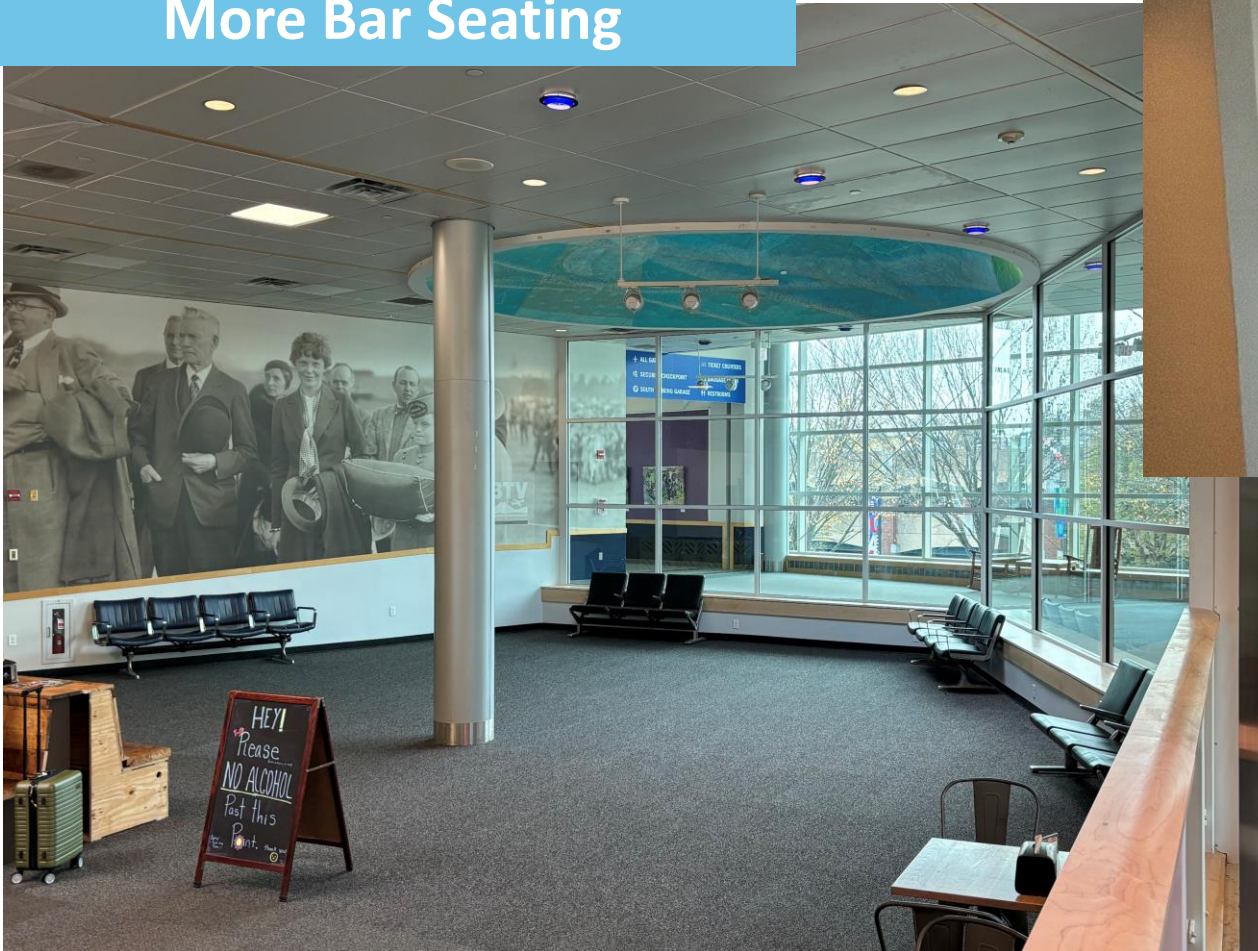
Jeff Bartley presented at the 1st Annual “Destination BTV” event, hosted by Hello Burlington and the Lake Champlain Chamber.

Discussions included transportation upgrades (MTL Highway) and the upcoming Solar Eclipse and what to expect.



Upcoming Projects

More Bar Seating



Tasting Room

Local Maverick

Trial run through the Holiday Season.

In addition to Vermont products being sold, there will various cooking and maker demonstrations.

If all goes well, we will publish an RFP for the space.

