



Airport Commission

Wednesday, January 17, 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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1. Call to Order

Subject

1.1. Call to Order

Meeting

January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday,
January 17, 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

January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday,
January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category

1. Call to Order

Department

Type

2. Agenda

Subject	2.1. Motion to amend/adopt agenda
Meeting	January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	2. Agenda
Department	
Type	
Recommended Action	

3. Public Forum

Subject	3.1. PUBLIC FORUM - Verbal Comments
Meeting	January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 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 - December 6, 2023
Meeting	January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 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 (M. Friedman)
Meeting	January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	5. Action Items
Department	Burlington International Airport
Type	Action
Recommended Action	
Subject	5.2. Hudson News Lease Extension (N. Longo)

Meeting January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type Action

Recommended Action

Subject 5.3. Snow Removal Equipment Purchase (D. Carman)

Meeting January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 5. Action Items

Department Burlington International Airport

Type Action

Recommended Action

6. Construction Update

Subject 6.1. Construction Update (L. Lackey)

Meeting January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 6. Construction Update

Department Burlington International Airport

Type

7. Noise Compatibility Program Updates

Subject 7.1. Noise Compatibility Program Updates (L. Lackey)

Meeting January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 7. Noise Compatibility Program Updates

Department Burlington International Airport

Type

8. Financial Update

Subject 8.1. Financial Update (M. Friedman)

Meeting January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 8. Financial Update

Department Burlington International Airport

Type

9. Director's Report

Subject **9.1. Passenger Enplanements (N. Longo)**

Meeting January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 9. Director's Report

Department Burlington International Airport

Type

Subject **9.2. Director's Report (N. Longo)**

Meeting January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 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 January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 10. Commissioner Items

Department

Type

11. Follow-up Items

Subject **11.1. Follow-Up Items**

Meeting January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 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**

Meeting January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport

Category 12. Executive Session

Department Burlington International Airport

Type

13. Adjournment

Subject	13.1. Motion to adjourn
Meeting	January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 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 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	January 17, 2024 - Airport Commission - Wednesday, January 17, 2024 - Wednesday, January 17, 2024, 4:00 PM, Zoom/Wright Room at the Airport
Category	14. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
December 6, 2023**

DRAFT

[Hybrid meeting]

MEMBERS PRESENT: Tim George
Jeff Schulman
Greg Shepler
Bryn Oakleaf
Chip Mason
Helen Riehle

MEMBERS ABSENT: Robin Guillan

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 PM and acknowledged those attending remotely.

2.0 AGENDA

2.01 Approve/Adopt Agenda

MOTION by Helen Riehle, SECOND by Greg Shepler, to accept the agenda as presented. VOTING: unanimous (6-0); motion carried.

3.0 PUBLIC FORUM

None.

4.0 CONSENT AGENDA

4.01 Enplanements

4.02 Minutes: November 1, 2023

MOTION by Helen Riehle, SECOND by Greg Shepler, to approve the consent agenda as presented.

DISCUSSION:

- Staff reported enplanement numbers have finally passed pre-covid numbers. The projection is healthy for the fiscal year.
- Staff will be meeting with airlines to discuss new destinations and larger aircraft serving the airport.

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

5.0 ACTION ITEMS

5.01 Budget Neutral Amendment: FY24 Airport Improvement Project Fund (AIP-142)

MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to City Council and the Board of Finance to authorize a budget neutral amendment to the FY24 airport budget to increase federal grant revenue by \$3,107,700, state grant revenue by \$207,180, interfund transfer proceeds by \$138,120, and to increase capital expenditures by \$3,453,000 for a total increase of overall expenditures and revenues of \$3,453,000.

DISCUSSION:

- Staff explained the amendment is to cover construction work that was pushed to FY24.

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

5.02 Purchase: Toro Groundmaster Mower

MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to City Council to approve and authorize the purchase from Grassland Equipment & Irrigation of a 2023 Groundmaster Mower 5910-D (T4) in the amount of \$159,945.82.

DISCUSSION:

- Staff explained the mower must be ordered now for delivery next year.

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

5.03 Purchase: Electric Vehicles (two Ford 150 Lightning and one Mach-E)

MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to City Council to approve and authorize the purchase from Lamoille Valley Ford of two Ford F-150 Lightning vehicles and one Mach-E vehicle in the amount of \$183,862 and to approve the associated budget neutral amendment of \$54,284.

DISCUSSION:

- Staff reported the airport is the first in the state to be using 100% electric vehicles for airfield maintenance and operations.
- There was mention of incentives for electric vehicles.

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

5.04 2023 ARPA Clean Water Fund Grant Agreement

MOTION by Helen Riehle, SECOND by Greg Shepler, to recommend to City Council to authorize the Director of Aviation to execute a 2023 ARPA Clean Water Fund – MS4 Grant Agreement (Grant #06140ARPA-CWF-MS4-01) not to exceed the amount of \$459,698 after review and approval by the City Attorney.

DISCUSSION:

- Staff noted there is a 20% match with the grant agreement.

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

5.05 Lease Amendment: Cellular Antenna License Agreement

MOTION by Helen Riehle, SECOND by Greg Shepler, to authorize the Director of Aviation to execute the reinstatement of and first amendment to the original Cellular Antenna License Agreement with SprintCom, Inc.

DISCUSSION:

- Staff explained the amendment is an extension of the existing agreement for the existing location with the cell carrier, SprintCom, Inc.

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

6.0 CONSTRUCTION UPDATE

In addition to the written construction update provided to the Airport Commission, staff noted projects are being closed out and cleaned up before moving to the next project. There was a brief discussion of stormwater management at the airport.

7.0 FINANCE REPORT

In addition to the written financial update provided to the Airport Commission, staff highlighted revenues continue to be strong (parking is at 106%) and expenses are higher due to garage projects. There is over \$5 million in the cash account.

8.0 COMMUNITY CONNECTION

8.01 Noise Data

No report.

8.02 Residential Sound Insulation Program

An update on the work being done on the houses in the noise program (Phases 1, 2, 3) was given. It was noted another TAC meeting on the Noise Exposure Map was held. The draft map is anticipated early summer 2024. Staff is working with OLCC (Department of Defense) on more funding for the noise compatibility program.

9.0 AVIATION DIRECTOR'S REPORT

A presentation on recent airport events was given. The events included Taste of Vermont, International Airport Summit, Mamava Celebration, Holiday Celebration, Destination BTV Presentation, more bar seating and booths, Local Maverick kiosk highlighting Vermont products.

10.0 COMMISSIONER ITEMS

Bryn Oakleaf mentioned there is opportunity for the airport to do line striping in area towns (there is only one contractor in the state doing this work presently).

11.0 FOLLOW UP ITEMS

No new follow-up items added.

12.0 EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Helen Riehle, SECOND by Greg Shepler, to find that premature public disclosure of the airport's legal affairs would clearly place the airport at a substantial disadvantage. VOTING: unanimous (6-0); motion carried.

MOTION by Greg Shepler, SECOND by Helen Riehle, to go into Executive Session to discuss the airport's legal affairs and given there is no intention to take action subsequent to the Executive Session to adjourn Executive Session and immediately adjourn the regular meeting. VOTING: unanimous (6-0); motion carried.

Executive Session was convened at 5:15 PM.

RScty by tape: MERiordan

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

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

Date: January 12, 2024

Subject: Request for Approval of a \$331,500 Budget Neutral Amendment to the FY 2024 Patrick Leahy Burlington International Airport

Request

The Patrick Leahy Burlington International Airport (Airport) seeks approval and authorization for a Budget neutral amendment in the amount of \$331,500 to the Fiscal Year 2024 BTV budget.

Summary

Background:

Airport Expenditures

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

Other Personnel Services – Allowance Taxable & On call and Staffing: The airport has seen an increase in expenses for allowance taxable services and needs to adjust several budget line items. The City The airport utilizes “on-call” pay for many of our employees who need to be available and

called in for critical work outside of normally scheduled hours. Such example is inclement winter weather. These employees provide tremendous service to the airport to keep the runway and terminal safe and open. The airport under budgeted in one cost center for this expense and now seeks to amend this budget expense line. *Increase request is \$32,000.*

Airport Security to Police: For the first half of fiscal year 2024, the Police department has provided a reduced staffing (due to their staffing issues). Beginning in January 2024, the Police department is able to fully staff all eight positions needed at the airport. Therefore the budget needs to be amended to reflect this. *Increase request is \$165,000*

Property Repairs: The Airport incurred higher property repairs such as paving projects, replacement of fencing, installation of automated gates, dead tree removal, soil remediation, and landscaping projects required by permits. Therefore an increase is requested. *Increase request is \$60,000*

Repairs & Maintenance – Buildings: The airport needs to add additional budget funds to the QTA cost center repairs and maintenance buildings expense account. The QTA experienced a lightning strike in September which damaged some equipment. The damage was below the insurance threshold so these repairs needed to be covered within the QTA cost center. Therefore an increase is requested. *Increase request for this item is \$25,000.*

Computer and Radio maintenance accounts: The airport needs additional budget funds for several computer related accounts as well as radio maintenance expense. Actual year-to-date expenditures are running slightly higher than originally forecasted. *Increase request for this item is \$16,000.*

Custodial Supplies: Due to the increased in the flying public and an increase in terminal space the custodial supplies account will need additional budgeted funds for this fiscal year. *Increase request for this item is \$11,500.*

Utilities: These two utilities accounts need additional budgeted funds. *Increase request for this item is \$14,000.*

Special Supplies: This request is for the airport's Quick Turnaround (QTA) cost center. FY 2024 is the first full year of car rental operations in the QTA so there are some budget amendments related to this facility. *Increase request for this item is \$8,000.*

Expenditure budgets to reduce and offset increases: The airport seeks to provide a budget neutral amendment. Therefore the following account budgets can be reduced:

- 1) Repairs and Maintenance– Buildings (Garage cost center) are being reduced to reallocate to other areas The garage lighting and fire alarm replacement is contract work which stopped work during the winter and will continue into Fiscal year 2025. Therefore total project cost is expected to be lower this year. *Decrease expense item request is \$119,500*
- 2) Salaries and Wages Full time – multiple cost centers are being reduced to reallocate budgeted funds to other expense line items. The Airport had multiple positions vacant at the start of the year. Over the course of six, most of these positions have been filled. These partial year openings is providing cost cost savings that can be reallocated. *Decrease combined salary expense accounts by \$87,000*
- 3) Energy Efficiency– is being reduced to reallocate to other areas. The Airport just spent \$180,000 on electric vehicles. The Airport has a goal to invest in energy efficiency products. With the purchase of the three all electric vehicles out of capital, it freed up funds in the energy efficiency line item. Therefore these funds can be allocated to other expenses line items for FY 2024 *Decrease expense account request is \$125,000.*

Budget Amendment

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

Org Set	GL Account	Account Name	Increase / (Decrease)
Expense - Increases			
400-35-430	5200_130	Other Personnel Services Allowance Taxable	\$ 14,000
400-35-431	5200_130	Other Personnel Services Allowance Taxable	\$ 6,000
400-35-433-602	5200_110	Other Personnel Services On-Call	\$ 12,000
		Sub-total Other Personnel Services	\$ 32,000
400-35-430	8135	Airport Security to Police	\$ 156,750
400-35-433-600	8135	Airport Security to Police	\$ 8,250
		Sub-total Airport Security to Police	\$ 165,000
400-35-430	6615	Property Repairs	\$ 20,000
400-35-432	6615	Property Repairs	\$ 32,000
400-35-433-602	6615	Property Repairs	\$ 8,000
		Sub-total Property, Repairs and Maintenance	\$ 60,000
400-35-433-602	6300_170	Repair and Maintenance-Buildings	\$ 25,000
400-35-431	6017	Computer Licensing & Maintenance	\$ 4,000
400-35-430	6015	Computer Software	\$ 6,000
400-35-431	6605	Radio Maintenance	\$ 6,000
		Sub-total Computer and radio related accounts	\$ 16,000
400-35-430	6206	Custodian Supplies	\$ 10,000
400-35-431	6206	Custodian Supplies	\$ 1,500
		Sub-total Custodial Supplies	\$ 11,500
400-35-432	6400_105	Utilities - Gas	\$ 10,000
400-35-433-602	6400_115	Utilites Water/Wastewater	\$ 4,000
		Sub-total Utilities	\$ 14,000
400-35-433-602	6208	Special Supplies	\$ 8,000
		Increases to Expenses	\$ 331,500

Expense - decreases			
400-35-433-600	6300_170	Garage: Repairs & Maintenance Buildings	\$ (151,500)
400-35-430	6025	Furnishings	\$ (50,000)
400-35-430	6247	Energy Efficiency	\$ (80,000)
400-35-430	6300_170	Repairs and Maintenance	\$ (50,000)
Decreases to Expenses			\$ (331,500)

Motions

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

Board of Finance:

1. "To approve and recommend that the City Council approve a budget neutral amendment in the amount of \$331,500 to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum."

City Council:

1. "To approve a budget neutral amendment to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget in the amount of \$331,500 by increasing the accounts as described in the affiliated memorandum."

To: City of Burlington, Airport Commission

From: Nic Longo, Director of Aviation

Date: January 17, 2024

Subject: Request to Execute a Ten Year Lease Extension with HG Burlington JV (Hudson News)

REQUEST

The Patrick Leahy Burlington International Airport ("Airport" or "BTV") seeks City Council approval and authorization:

1. For Mayor Miro Weinberger to Execute a ten year lease extension with HG Burlington JV, to expire on September 30, 2038.

EXECUTIVE SUMMARY

As part of the Airport's North Renovation Project which expanded gate and seating areas in the North Concourse, the Airport asked the retail concessionaire HG Burlington JV (or herein referred to as "Hudson News") to temporarily relocate to a different corner of the North Concourse during this construction period. Hudson News then proposed to relocate their North Concourse store front to a different area of the newly renovated North Concourse area, located in the old TSA checkpoint. To construct this retail storefront, it will cost \$700,000, of which Hudson will pay. This new retail location is a larger footprint and serves passengers flying with American Airlines and United Airlines, making up 60% of the Airport's passengers. Hudson News is also required to upgrade their other two existing locations within the Airport, as stated in their contract. To recover the cost that Hudson News is investing in this space, they are requesting a lease extension. Design on the proposed space has been completed and if the lease extension is approved, construction will begin in the summer of 2024.

The current lease term expires September 30, 2028. The Airport and Hudson News have agreed upon a proposed 10 year lease extension with the new terms, and if approved, will expire on September 30, 2038. The current minimum annual guarantee is \$221,920.00 with a 2% annual

increase or 13% of gross sales. Within the terms of the proposed 10 year lease extension, the new minimum annual guarantee would be a 3% annual increase starting on October 1, 2028 at which point the minimum annual guarantee would be \$252,000 with 3% annual increase going forward.

PROPOSED MOTION:

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

“To approve and authorize Mayor Miro Weinberger to execute a ten year lease agreement with HG Hudson JV.”

Thank you for your continued support.

To: City of Burlington, Airport Commission

From: Nicolas Longo C.M.
Director of Aviation

Date: January 17, 2024

Subject: Request to purchase MB 4 Rotary Plow (snow blower) through PFC funding

Request:

The Patrick Leahy Burlington International Airport seeks approval and authorization to purchase a MB4 Rotary Plow in the total amount of \$826,579.

Executive Summary:

Background:

The airport sold a decommissioned 1999 Stewart and Stevenson rotary plow. This was a 4,000 ton per hour snow blower equipped with tier 0 emissions rating. The new MB4 is capable of displacing 7,500 tons per hour. The engines equipped in the MB4 have industry leading tier 4F EPA/stage 5 final emissions. This rotary plow will serve as the primary displacement piece in mild to moderate snow conditions. In heavy snow conditions it will be paired with our current MB4. The FAA snow calculations of 1" per hour, on our 3,747,446 sq/ft of priority one surfaces, require 11,151 ton per hour of displacement. This is pivotal to maintain the highest level of efficiency geared toward public safety.

Sourcing:

Leahy BTV had contracted Passero to put out an RFP, for competitive pricing of equipment, which meets our FAA snow removal recommendation.

Motions:

The Airport respectfully requests the following motions:

Board of Finance

“To approve and recommend that the City Council approve and authorize a purchase from M-B Companies, Inc. in the amount of \$826,579.”

City Council:

“To authorize a purchase from M-B Companies, Inc. for a MB4 rotary plow in the amount of \$826,579”

Thank you for your continued support.

To: Airport Commission

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

Date: January 17, 2024

Subject: Airport Commission Construction Update

- 1. Annual Parking Garage Maintenance (\$2.2M).** The purpose of this maintenance is to ensure the longevity of the parking garage. We anticipated and were ready to start the replacement of the expansion joints and joint seal repair in the vicinity on the floors above the Tesla charging area. Due to the pandemic and travel restrictions, the maintenance project was postponed. This project is in the process of rebidding. 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 completed removing corrosion from columns and repainting in the Car Charging area.
- 2. Environmental Assessment (est. \$.25M).** The purpose of this project is to evaluate environmental impacts related to the mitigation of obstructions with in the aircraft approach surfaces to the runways. This is in follow up to the recently completed Master Plan, which includes obstruction identification and environmental review. The scope and IFE process is complete and a grant application was prepared and submitted on April 29, 2022. Grant received. Contract issued with work progressing. Letters currently going out to property owns about the investigations required. Investigations are complete with the report in progress.
- 3. South Terminal Replacement Project (\$35M).** The purpose of this project is for overall terminal efficiencies and a better passenger experience. Due to increased aircraft seating existing passenger hold areas are overcrowded during peak times as identified in the recent Master Plan Update. Recently the opportunity had risen through the Airport Terminal Improvement Program

from the Bipartisan Infrastructure Law. We have submitted our request for full build out of this project, including: Demolition of the existing South Concourse; new Terminal improvements (approximately 45,000 SF of new gross floor area on 2 levels); five (5) new aircraft gates; 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.
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 mid - November.
6. **Burlington Tech Center (BTC) (\$10M)**. The purpose of this project is to support the design efforts for an improved facility at the airport for the regional educational needs. The Burlington School district has been given an award for \$10M in which they are in the process of applying for. We continue to work with the school on this project.
7. **FAA CIP for next 5 years**. We had our FAA Airports Division CIP review on September 14th. The focus was on next years proposed projects (FFY24), with the balance of the meeting discussion on the needed funds for our identified projects for the additional 4 years and beyond.
8. **BETA – Development**
Communication and coordination with Beta on the first phase of the Electric Aircraft Assemble Facility and Valley West Hangar for all aspects of permitting, environmental, engineering, utilities

and attendance at public hearing and construction meetings. The first Phase is substantially complete with a interim certificate of occupancy issued by the City of South Burlington.

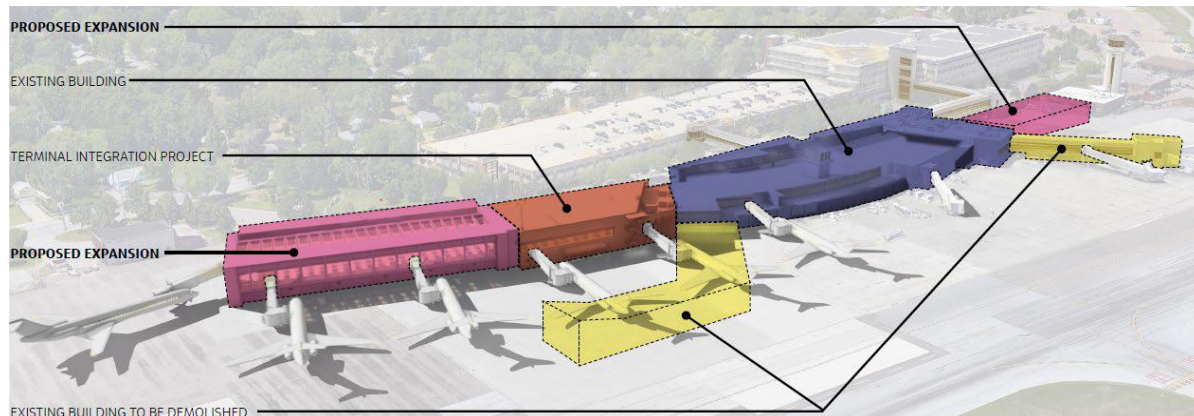
9. **In-line Baggage Screening System Design (\$0.75M).** The purpose of this project is to update the baggage screening system from independent system to a more efficient streamlined in line baggage system. This project design is substantially complete and moving to closure so we may work with TSA for a grant on construction in future years. **TSA has included this in their 2027 fiscal year budget, at this time.**
10. **Taxiway A Mill & Overlay (est. \$3.7M).** The purpose of this project is maintenance and the addition of safety measures to include new edge lighting and paved shoulders. The scope and proposal to have been received from the consultant (McFarland and Johnson Consulting, Inc.) A scoping session with the FAA was completed. The FAA Independent Fee Estimate (IFE) process has started. The permitting preparation process has started. The project consists of the rehabilitation of approximately 21,000 SY of existing Taxiway A pavement between Taxiway C and Taxiway G. Additionally, the project will include the construction of one 20-foot asphalt shoulder. The major project components include the mill and overlay of approximately 21,000 SY of existing taxiway pavement, the construction of approximately 4,000 SY of taxiway shoulder pavement, the installation of new taxiway edge lighting, airfield signage, and other ancillary items. Bids were received on April 20, 2022 and a grant application was prepared and submitted on April 29, 2022. Received grant moving to scheduling and contracts. We submitted an additional grant application for this project which includes the remainder of TW A and corresponding connection to TW C. Grant was received last week. This was initially removed from the previous year application do to limits on funding. Construction started on July 24, 2023. Construction is substantially complete. Final Inspection with the FAA was completed 10/30/23. **Starting closeout process.**
11. **Gate 9 Passenger Boarding Bridge (PBB) (\$2.0M).** The purpose of this project is to provide a fully enclosed access for passengers to the commercial aircraft using the Terminal Gate 12 location on the Apron from the new TIP. Received scope and proposal from the consultant (Jacobs Engineering Group). The FAA scoping session was completed with the FAA. The Independent Fee Estimate (IFE) process is underway. This project is for the installation of a new PBB. The new PBB will be located at the south end of the Terminal Integration Project (TIP), which is currently under construction. The second floor of the TIP will serve as the Gate 9 hold room. The new PBB will eliminate the need for passengers to descend a stairwell, walk across the apron, and board aircraft via a stair truck. Accessibility for disabled passengers will be drastically improved as well. This project is being initiated now to identify the preferred rotunda location and PBB configuration while the TIP project can still accommodate changes. Bids were received on April 27, 2022 and a grant application was prepared and submitted on April 29, 2022. Grant received. Construction contract issued moving forward with construction. Construction and installation is nearing completion. Due to a request of one air carrier for a certain angle an addition wedge

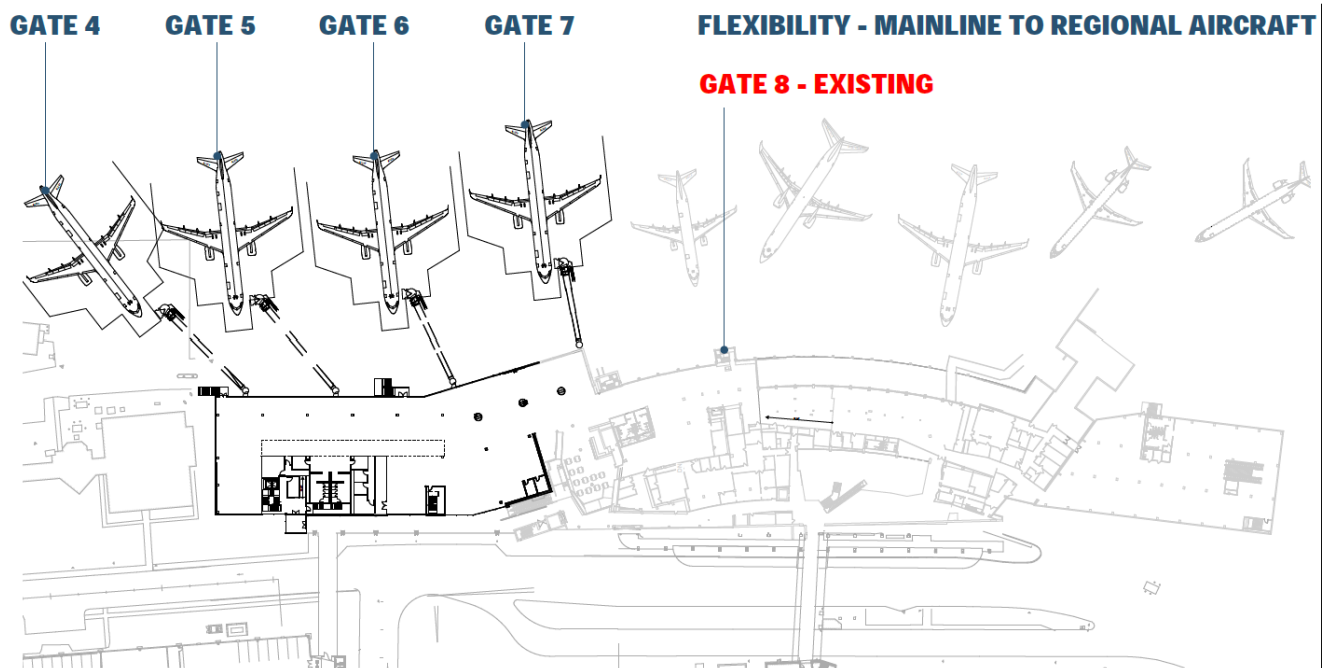
piece was fabricated for connection to the building. The new PBB is operational and functioning well. The new PBB construction is complete with Final Inspection with the FAA was completed on 10/30/23. **Starting closeout process.**

- 12. South Apron and TW G Ext. Development (\$6.0).** The purpose of this project is to provide much needed additional general aviation apron area on the airfield. Received scope and proposal from the consultant (Hoyle, Tanner and Associates) and have completed the FAA scoping session. The FAA IFE process is complete. The proposed project would extend Taxiway G approximately 100', construct a 19,000 SY general aviation apron in the area of the "quarry". Excess material from the site would be used to fill in the "gully" creating a level area along the Medium Intensity Approach Light System (MALSF) approach lighting plane replacing two light stations currently on towers with ground mounts and connecting the vehicle service road from the civilian to the military side of the airport. Scope for design and bidding has been completed with an IFE. Design is underway. There has been a delay in design do to the availability of the geotech contractor. Request for bids have been issued. The geotech report confirmed that a total fill of the gully is not economically feasible at this time. Grant has been recieved. Received Bids with the selected bidder being Engineers Construction, Inc. Grant Application has been submitted to the FAA. Completed questions from the FAA on the Application. We have completed permit process. Contractor started mobilization/construction on July 17, 2023. Mass excavation is complete. Stormwater chamber installation is complete, with other drainage piping work is completed. Placement of final sub-base materials is underway. In vicinity of the Beta building a temporary aircraft access for the winter is complete. **Pavement to be started in the spring.**
- 13. Glycol System Upgrade (est. \$3.5M).** The purpose of this project is to improve the glycol system (De-icing). We have had additional follow up discussions with the FAA and it appears this is eligible for funding and is being added back into our FAA CIP. **Developing scope.**
- 14. North Terminal Improvement Project (\$2.0M).** The purpose of this project is for overall terminal efficiencies and a better passenger experience due to the completion of the TIP the north terminal will be upgraded to provide more capacity for passengers and concessions. This includes the removal of the existing north TSA station along with the removal of the existing escalators. This project is under design and funding is anticipated from the recent approval of the Infrastructure Law. Received Bids with the selected bidder being Engelberth Construction, Inc. Preparing and submitting Grant Application. This will become a FFY23 Project. We have received the Grant from the FAA. Construction is nearing completion, and should be complete by September 15th. There was a delay related to the glass for the new restaurant area. Construction is complete with final inspection with the FAA completed on 10/30/23. **Starting closeout process.**
- 15. PROJECT NEXT: North Terminal Replacement Project and New PBB's (\$38M).** The purpose of this project is for overall terminal efficiencies and a better passenger experience. Due to increased

aircraft seating existing passenger hold areas are overcrowded during peak times as identified in the recent Master Plan Update. Recently the opportunity had risen from Senator Leahy's office through Congressional Directed Spending. We have submitted our request for full build out of this project Phase III Terminal Improvement Project, including: Demolition of the existing North Concourse; new Terminal Improvement (approximately 25,000 SF of new gross floor area on 2 levels); five (5) new aircraft gates; six (6) new passenger boarding bridges (PBB), new passenger circulation and hold rooms; future concessions space; and apron construction within demolished North Concourse footprint. Contract for 30% design has been 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 60% design drawing just submitted for review.**

Conceptual Renderings – North and South Terminal (concourse) Improvements





16. RW 15 – 33 Improvements – Mill and Overlay (15M). The purpose of this project is to improve the pavement condition of the airport's main runway. Scoping meeting with FAA completed. Contract for design is moving to BOF/CC next week for review. Received CC approval moving to finalize contract. **We expect to receive 60% drawings over the holiday period.**

17. Airfield Pavement Plan Update (\$25M). The purpose of this project is to update the outdated pavement condition report done in 2017. All surfaces will be evaluated so we can plan on future

improvement for the safety of the aircraft users. Scoping has been completed with the FAA. We have completed the IFE. A Grant Application was submitted on April 3, 2023. Investigations have started, and the grant has been issued. Moving to finalize contract. The Contract has been issued to HTA with the investigations being completed. **The report is in progress.**



Patrick Leahy Burlington International Airport Board of Commissioners Noise Compatibility Program Updates **January 17, 2024**

ADDITIONAL INFORMATION IS UPLOADED TO WWW.BTVSOUND.COM

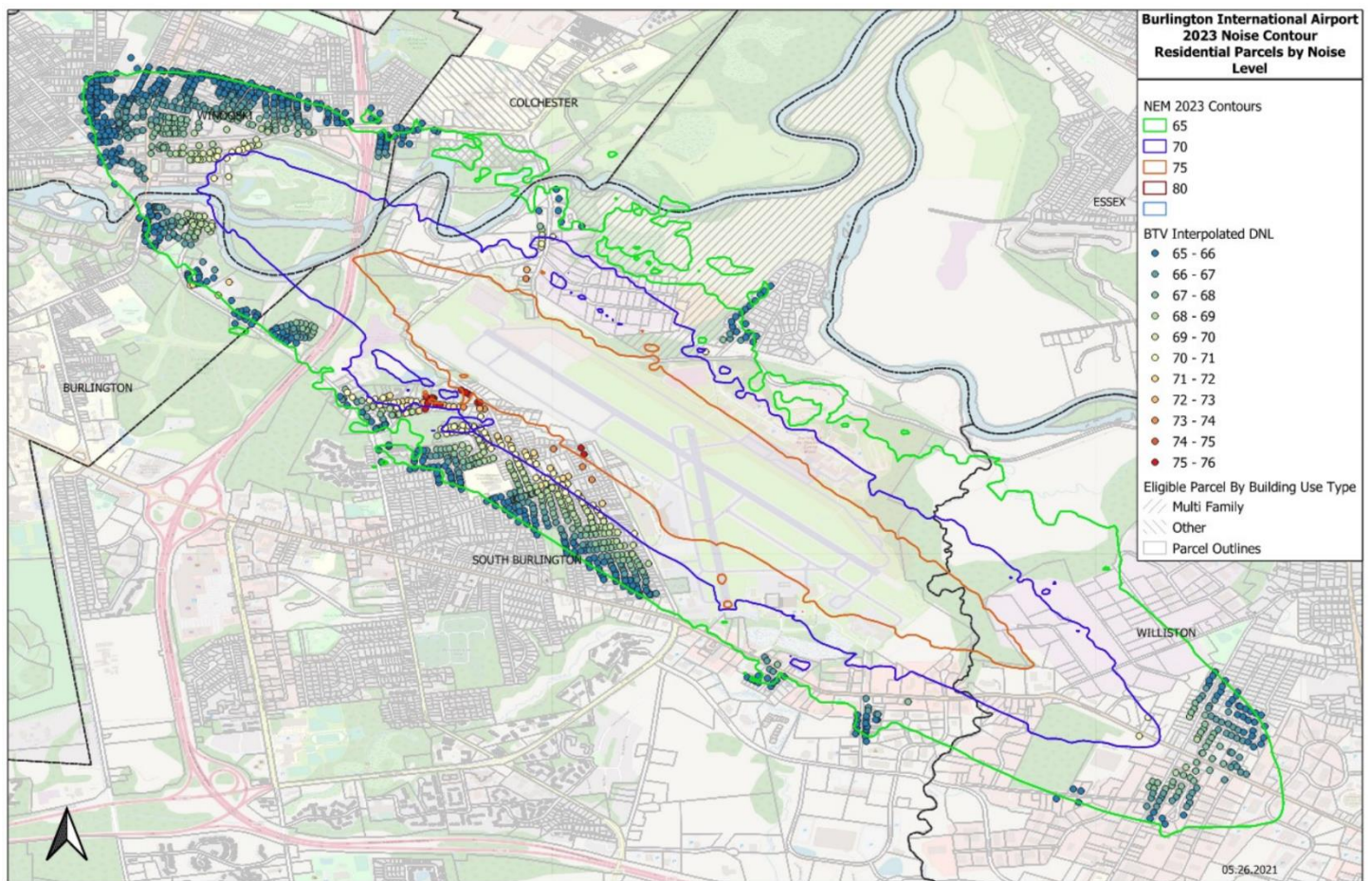
Residential Sound Insulation Programs:

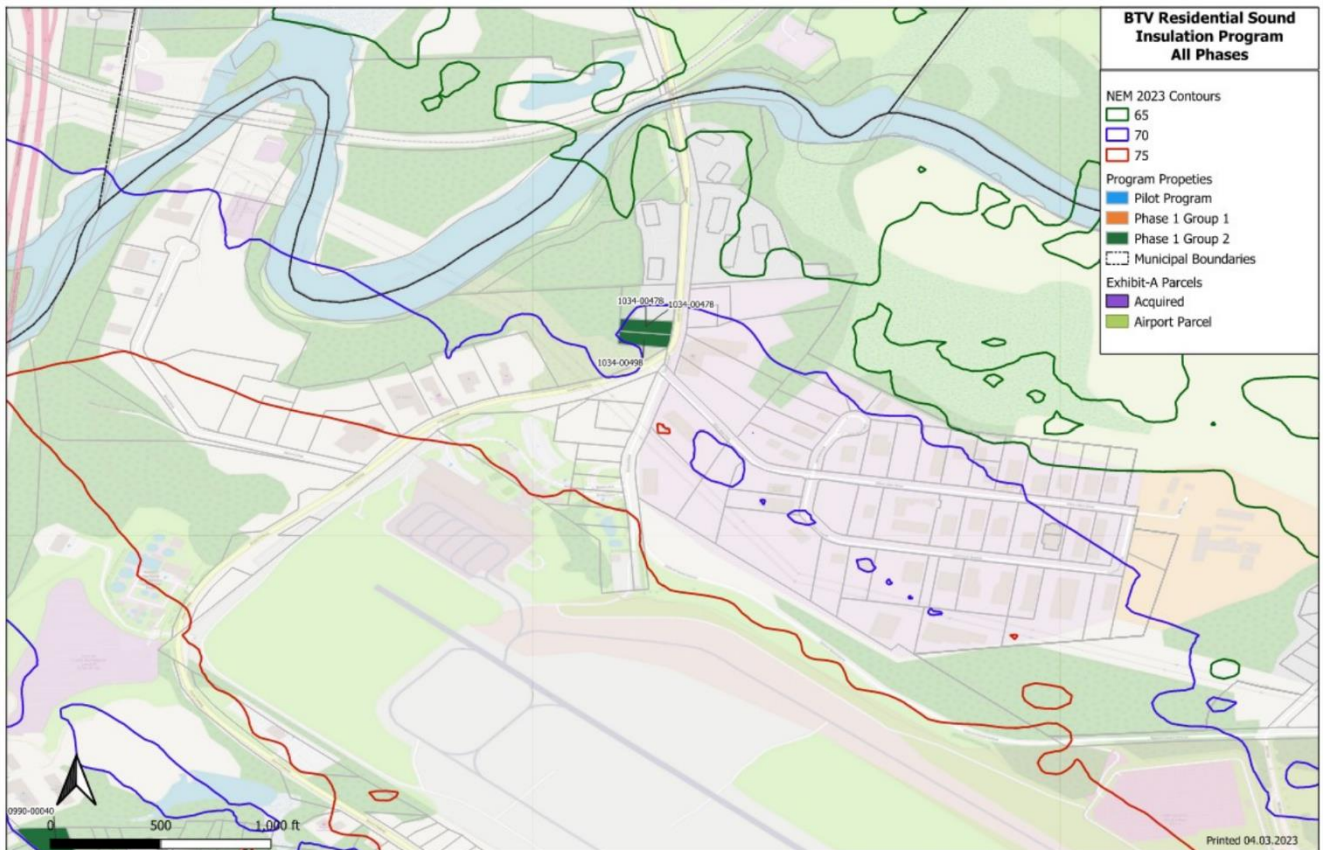
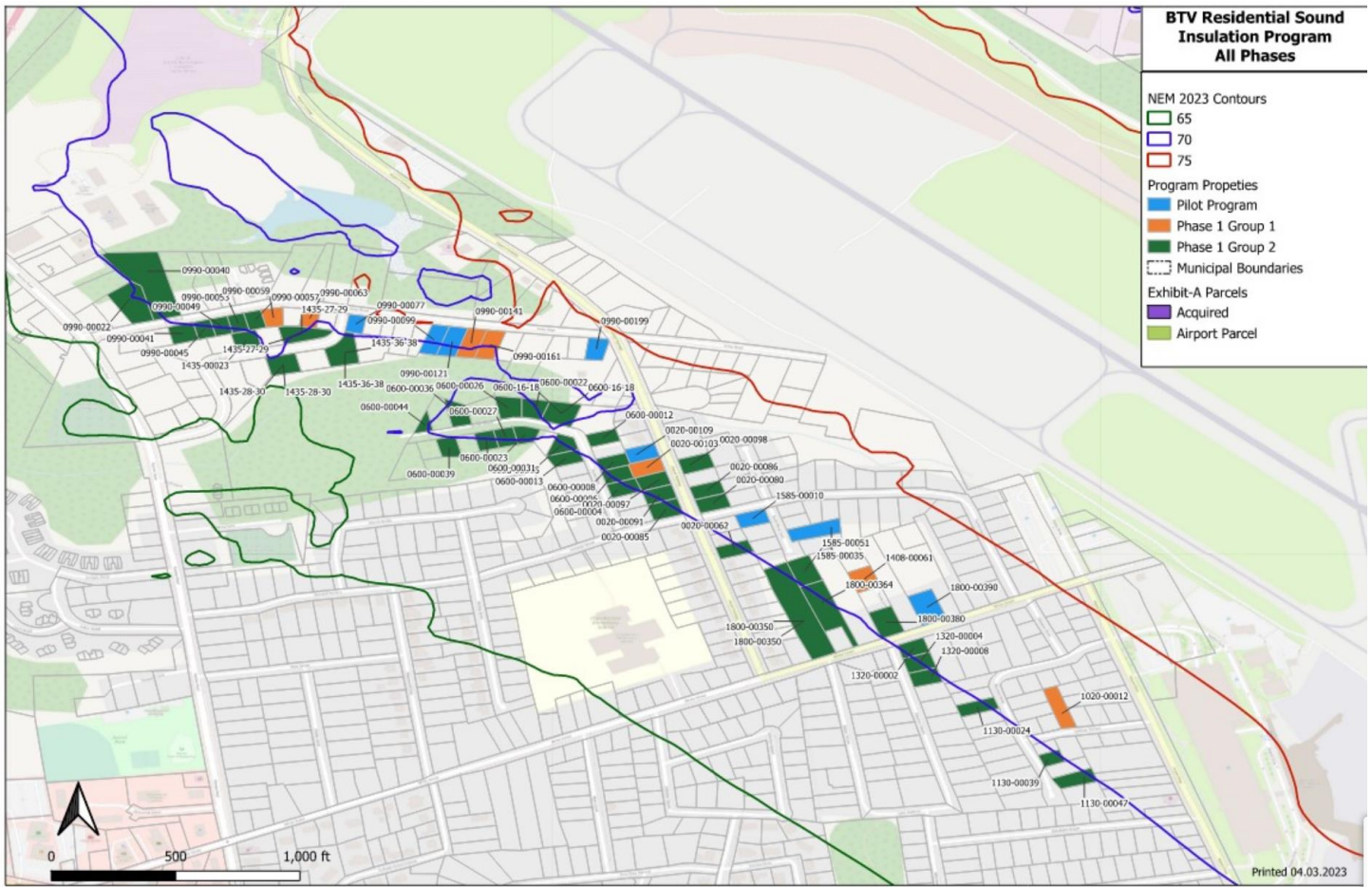
The purpose of the project is to convert a sample of incompatible residential units to a compatible land use by installing an acoustical treatment package which will provide relief from aircraft noise by upgrading interior living areas. Upgrades may include replacement of windows and doors with acoustically 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, and close out expected in January 2024.**
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 expected to be substantially complete by the end of December 2023, and close out expected in January 2024. One homeowner has asked us to complete next year.**

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 Spring 2024. We also are currently engaging with additional property owners to start designing the next 50 homes as part of this grant.





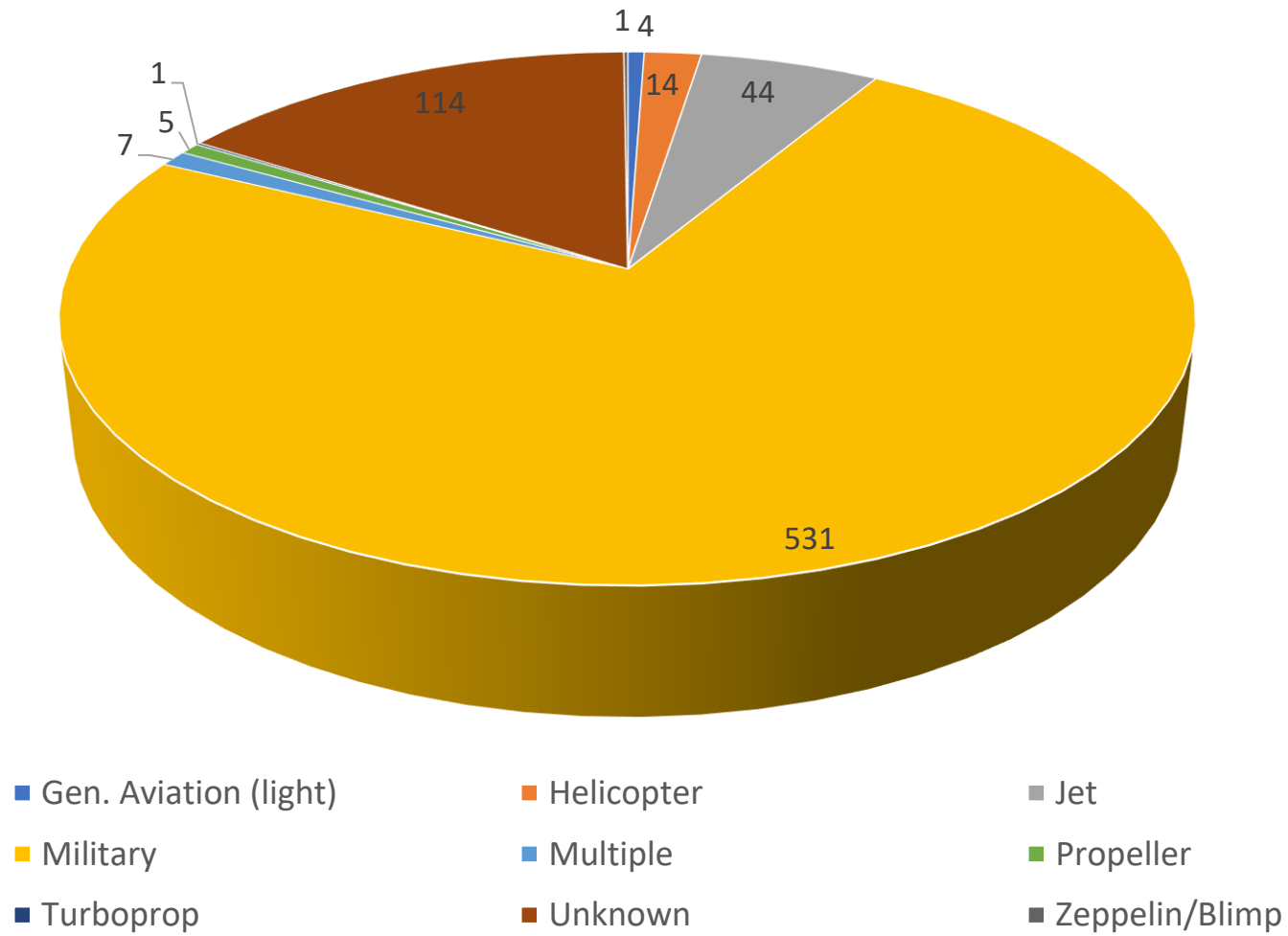
Noise Exposure Map Updates (NEM) (est. \$.85M). The purpose of the Federal Aviation Administration (FAA) grant is to prepare a 14 C.F.R Part 150 Noise Exposure Map (NEM) update for Patrick Leahy Burlington International Airport (BTV). The NEM Update will replace the maps which were accepted by the FAA 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. Currently, the schedule, outlined below, and Technical Advisory Committee (TAC) meetings are being coordinated and outreach is proceeding with communities to identify these changes. Further, the Airport held in informational town meeting style meeting at the Chamberlin Elementary School on September 14, 2023 to discuss the proposed schedule and general updates to the process. Additional TAC meetings and Public meetings are being identified and planned under the proposed schedule

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		

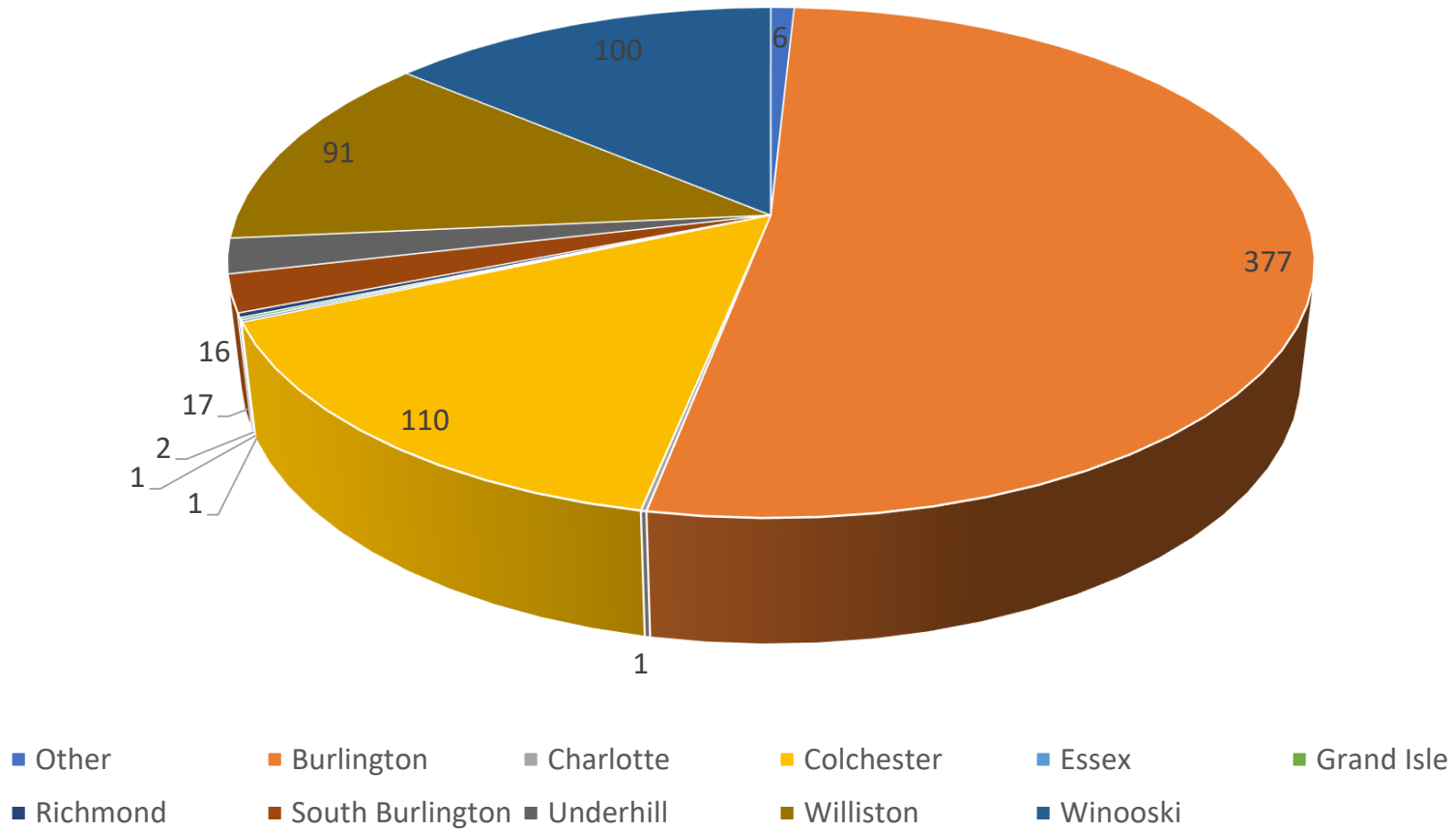
Comments By Aircraft

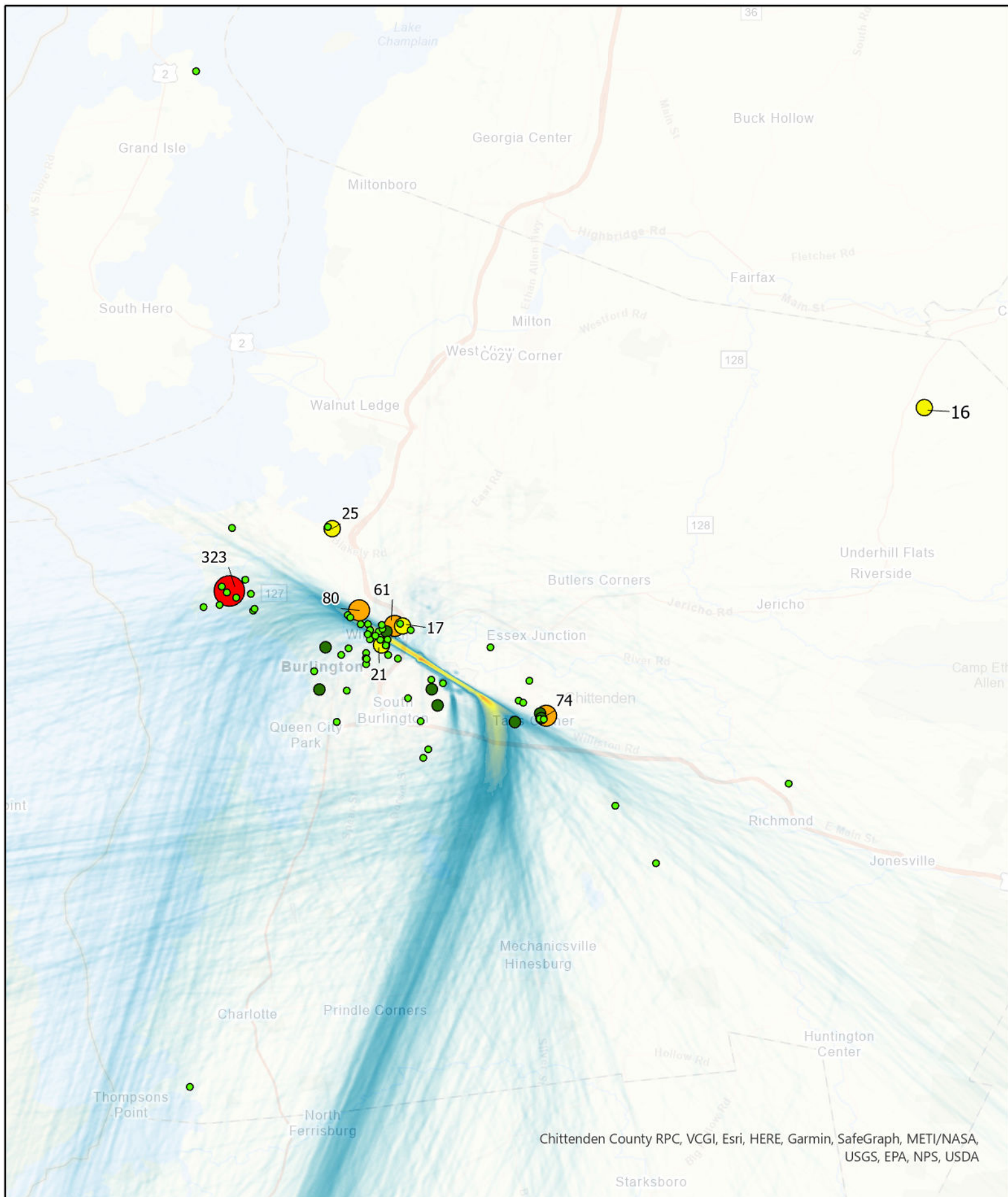
722 Total Comments
6/1/21 - 12/20/23



Comment By Town

722 Total Comments
6/1/21 - 12/20/23





Airport Noise Complaints - KBTV 12/20/2023

of Complaints from a Single Address

- 1 - 2
- 3 - 7
- 16 - 25
- 61 - 80
- 323

Radar Track Density

- High
- Medium
- Low

0 1.5 3 4.5 6 Miles

To: City of Burlington, Airport Commission

From: Marie Friedman, CPA, Director of Finance

Date: January 17, 2024

Subject: Financial Highlights Report for January 17th, 2024 meeting

- This month's financial package includes the November 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 \$447,435 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 \$3.9 million available under ARPA grant. We have four years to utilize this grant.
 - BTV does not owe any money on the Grant Anticipation Note (GAN). Interest rates are adjusted monthly. Interest paid on the GAN is eligible for reimbursement under a future PFC application. The GAN expires in February and the Airport intends to renew the GAN for an additional year.
- Year-to-date (YTD) Revenues through November were \$11.9 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 94% which is similar to enplanement recovery.
- Expenses thru November were \$7.5 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 and employee benefits, as well as professional and consulting services and property repairs.

Please refer to the P&L for more detail.

- Cash update: As of November 2023, BTV had \$3,801,821 in the Airport International account and did not owe the City any money.



Budget Performance Report

Fiscal Year to Date 11/30/2023

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	66,205.00	58,795.00	53%	64,570.00
4267	Utility Reimbursement	126,700.00	.00	40,772.32	85,927.68	32%	39,197.33
4268	Sale of Gasoline	750,000.00	.00	303,733.42	446,266.58	40%	317,265.53
4295	Parking Fees	6,750,000.00	.00	2,888,605.36	3,861,394.64	43%	2,714,614.50
4297	CFC's	1,775,000.00	.00	1,261,904.00	513,096.00	71%	1,386,752.00
4345	Advertising Revenues	114,000.00	.00	25,245.00	88,755.00	22%	.00
4390	Concessions	330,000.00	.00	136,805.26	193,194.74	41%	147,984.54
4440	Taxi Fees	170,000.00	.00	107,821.00	62,179.00	63%	91,995.00
4445	Terminal Rent - Exclusive	1,360,800.00	.00	542,018.75	818,781.25	40%	551,648.33
4450	Terminal Rent - Commonuse	1,591,433.00	.00	631,522.49	959,910.51	40%	641,295.87
4455	Terminal Concessions Airport	750,000.00	.00	299,107.54	450,892.46	40%	206,359.68
4460	Rental Car Concessions	3,250,000.00	.00	2,164,915.00	1,085,085.00	67%	1,825,479.34
4465	Rent Grounds	508,531.00	.00	203,538.17	304,992.83	40%	180,934.84
4470	Rent Buildings	1,179,719.00	.00	581,542.58	598,176.42	49%	503,471.07
4475	Landing Fees	1,975,000.00	.00	871,511.71	1,103,488.29	44%	906,665.58
4480	PFC Revenue	2,625,000.00	.00	1,095,008.00	1,529,992.00	42%	1,035,031.00
4505	Terminal Non Airline	631,000.00	.00	282,009.80	348,990.20	45%	259,252.60
4535	Misc Rev	1,000.00	.00	312.10	687.90	31%	6,249.00
4600	Fees For Services	6,500.00	.00	3,640.00	2,860.00	56%	4,875.00
4700	Interest / Investment Income	6,000.00	.00	69,693.42	(63,693.42)	+++	21,105.34
4702	Interest Income PFC	10,000.00	.00	2,849.18	7,150.82	28%	4,022.52
4703	Restricted Interest Income	30,000.00	.00	9,577.15	20,422.85	+++	4,194.09
4705	Unrealized Gain/Loss-Invest	.00	.00	37,405.52	(37,405.52)	+++	(40,508.80)
4750	Gain/Loss On Asset	.00	.00	14,410.91	(14,410.91)	+++	14,999.00
4875	Grants TSA Leo Grant	150,000.00	.00	66,440.00	83,560.00	+++	79,640.00
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	145,337.04	59,362.96	71%	137,603.41
	REVENUE TOTALS	\$28,816,217.00	\$0.00	\$11,885,563.85	\$16,930,653.15	41%	\$11,104,782.13
	EXPENSE						
5000	Salaries and Wages	3,852,654.00	.00	1,279,987.61	2,572,666.39	33%	1,070,937.79
5100	Overtime	317,300.00	.00	116,902.61	200,397.39	37%	97,639.65
5200	Other Personal Service	402,675.00	.00	193,248.24	209,426.76	48%	122,277.07
5400	Employee Benefits	1,360,326.00	.00	657,513.70	702,812.30	48%	469,836.86
6000	Office Supplies	9,000.00	.00	1,536.15	7,463.85	17%	2,204.85
6005	Postage	500.00	.00	.00	500.00	0%	86.96
6007	Shipping and Moving	33,750.00	299.81	2,943.44	30,506.75	10%	2,731.66
6010	Computer Equipment	28,500.00	.00	21,449.98	7,050.02	75%	21,314.63
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	202,159.50	49,086.05	82%	139,133.03
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%	41,680.52

Budget Performance Report

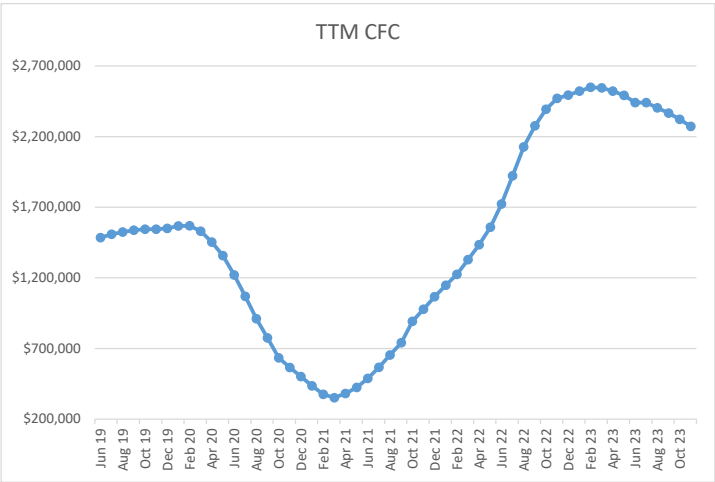
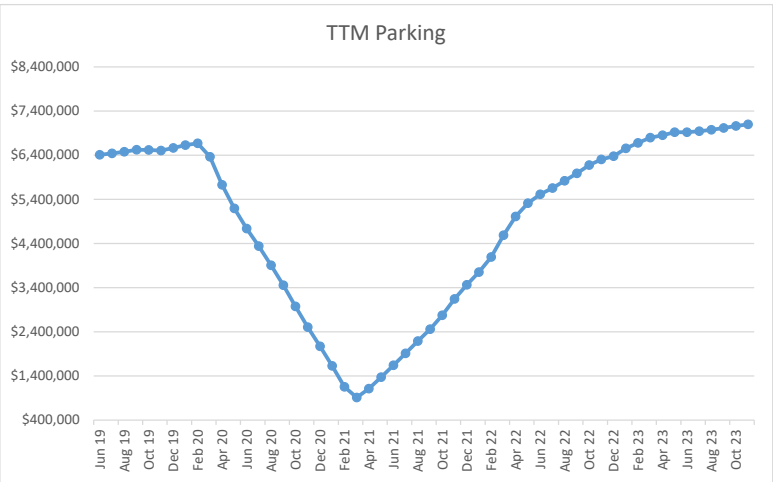
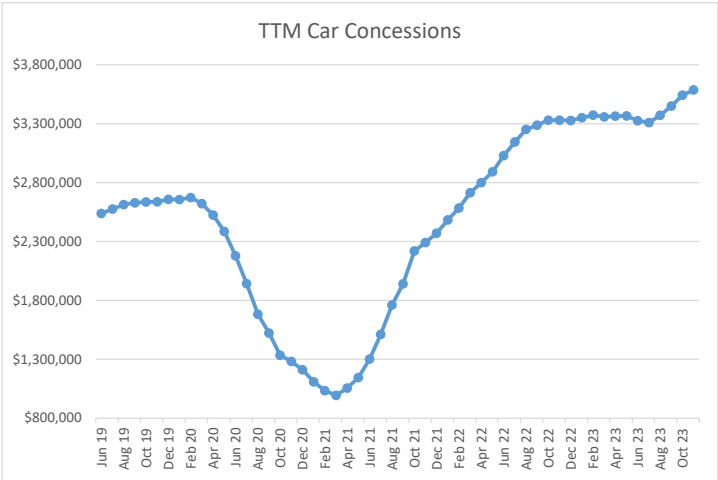
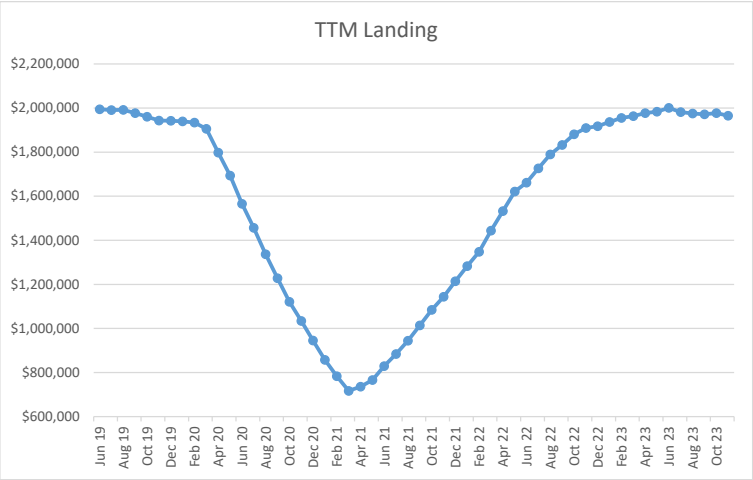
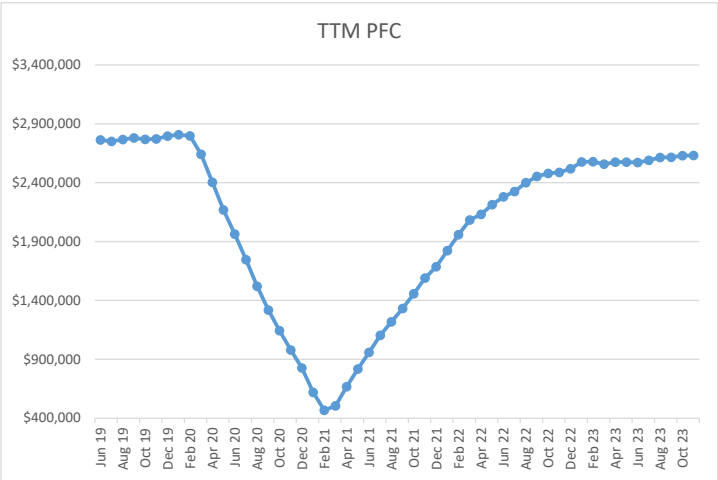
Fiscal Year to Date 11/30/2023

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	840.87	5,159.13	14%	2,433.29
6202	Printing/Copying/Paper Mgt	8,450.00	.00	448.49	8,001.51	5%	.00
6203	Dues/Subscriptions	140,100.00	1,200.00	43,095.72	95,804.28	32%	59,651.87
6206	Custodian Supplies	70,000.00	.00	33,158.27	36,841.73	47%	23,902.16
6208	Special Supplies	60,300.00	3,106.99	30,337.93	26,855.08	55%	34,750.46
6210	Small Tools and Equipment	125,000.00	15,847.40	4,929.46	104,223.14	17%	22,614.00
6212	Fuel	910,000.00	.00	306,578.46	603,421.54	34%	306,836.44
6214	Clothing And Uniforms	6,000.00	.00	95.69	5,904.31	2%	1,666.24
6215	Uniform Laundering	23,000.00	2,160.16	6,839.84	14,000.00	39%	7,121.06
6216	Oil & Grease & Antifreeze	22,000.00	.00	63.40	21,936.60	0%	1,618.94
6222	Runway De-Ice	400,000.00	.00	.00	400,000.00	0%	97,020.00
6247	Energy Efficient	250,000.00	.00	60,038.87	189,961.13	24%	4,195.10
6300	Repair & Maintenance	3,882,529.00	64,837.53	926,834.70	2,890,856.77	26%	579,176.65
6350	Legal Notice & Advertising	2,200.00	.00	345.00	1,855.00	16%	.00
6400	Utilities	1,654,600.00	.00	524,440.33	1,130,159.67	32%	512,877.63
6500	Professional and Consultant Services	1,861,027.00	5,186.00	573,502.44	1,282,338.56	31%	377,110.70
6530	Rentals	17,000.00	.00	10,350.07	6,649.93	61%	7,119.00
6600	Maintenance Contracts	397,500.00	32,480.00	90,305.58	274,714.42	31%	146,674.85
6605	Radio Maintenance	11,500.00	2,734.50	5,772.50	2,993.00	74%	2,308.50
6610	Custodial Contracts	856,020.00	.00	339,175.00	516,845.00	40%	286,675.00
6615	Property Repairs	435,000.00	10,563.66	200,116.91	224,319.43	48%	81,865.33
6625	Equipment Maintenance Repairs	230,000.00	9,171.75	47,190.58	173,637.67	25%	40,900.98
6700	Travel & Training	113,800.00	.00	28,241.24	85,558.76	25%	29,224.49
6800	Fees for Services	26,350.00	.00	13,132.90	13,217.10	50%	9,535.86
7002	Interest Expense	.00	.00	.00	.00	+++	.00
7004	Interest Expense - Restricted	.00	.00	.00	.00	0	.00
7200	Capital Leases	572,488.00	321.90	255,320.16	316,845.94	45%	238,218.06
7230	Insurance	410,115.00	.00	191,327.31	218,787.69	47%	179,608.74
7303	Regulatory and Bank Fees	231,000.00	.00	96,250.00	134,750.00	42%	71,041.84
7312	Real Estate Taxes	798,173.00	265,760.05	531,520.10	892.85	100%	511,346.86
7652	Discretionary Spending	45,000.00	.00	20,794.08	24,205.92	46%	14,311.00
8015	Indirect Fees	534,960.00	.00	222,900.00	312,060.00	42%	205,335.00
8017	Indirect Fees - City Attorney	83,149.00	.00	34,645.00	48,504.00	42%	37,745.00
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	462,014.65	634,300.71	42%	457,977.15
Operating EXPENSE TOTALS		\$21,685,966.00	\$436,108.84	\$7,547,088.53	\$13,702,768.63	37%	\$6,335,645.22
Net Operating Revenues (which are used to pay for Bond payments, Leases, Capital and FAA projects)				\$4,338,475.32			\$4,769,136.91

Recovery Metrics

	At Feb 2020	Minimum	Drop	Current	Recovery
Parking	\$6,670,572	\$911,595	-86%	\$7,098,848	106%
PFCs	\$2,797,591	\$467,680	-83%	\$2,632,049	94%
Car Concessions	\$2,673,896	\$994,488	-63%	\$3,587,626	134%
Landing Fees	\$1,933,993	\$716,928	-63%	\$1,965,245	102%
CFCs	\$1,568,752	\$352,036	-78%	\$2,271,720	145%

All figures are trailing twelve months



Patrick Leahy Burlington International Airport

Cash and Investments November 30, 2023

Balance @
11/30/2023

Account	Account Description	
---------	---------------------	--

Unrestricted Bank Accounts

1000_400	Bank Account Airport	3,801,821
1050_496	Cash Restricted AIP Deposit Keybank	81,656

Restricted Bank Accounts

1050_420	Cash Restricted Escrows - Airport PFC TD Bank	7,951,266
1000_415	Bank Account - PFC Prepaid Cash Account	491,892
1000_420	Bank Account CFC	3,115,455
1050_416	Cash Restricted Revenue Bond DSR-Zion Trustee	3,414,690
1050_400	Cash Restricted Air Debt Service Fund - Interest	715,146
1050_401	Cash Restricted Air Debt Service Fund-Principal	757,264
1050_402	Cash Restricted Air Debt Service Fund-Sinking	458,530
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	5,563,044
1050_430	Cash Restricted Esc - Airport Res Acct - TD Bank	299,744
1050_495	Projects Operating Acct/Escrow GAN Keybank	279

Total Cash and Investments		26,650,787
----------------------------	--	------------

1100_999	(Due To) / Due From Pooled Cash (timing)	-
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Comparative Information on Primary Airport bank account

11/30/2023

1000_400	Bank Account Airport - Current Fiscal year -11/30/2023	3,801,821
1000_400	Bank Account Airport - Prior Fiscal year - Nov 2022	6,078,696
1000_400	Bank Account Airport - Three year ago - Nov 2019	340,404

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
11/30/23

10%
LOCAL
SHARE
FY 2024

ACTIVE AIP PROJECTS									
410	119	TAXIWAY GULF PH 2 RW 1-19 PAPI	19,208	-	90%	-	(19,208)	(0)	-
423	120	ACCESS CONTROL SECURITY REHAB	122,134	-	100%	-	(6,486)	115,648	-
400	121	CARES ACT GRANT	446,328	-	100%	-	-	446,328	-
420-700	122	S. TERMINAL APRON REHAB PH 7	245,804	-	100%	-	-	245,804	-
415	124	NOISE MONITORING EQUIPMENT	1,380	-	100%	-	-	1,380	-
425	125	TERMINAL INTEGRATION PROJECT	1,450,562	-	88%	-	-	1,450,562	-
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	53,937	642,802	100%	642,802	-	696,739	-
427-900	130	HOT SPOT MITIGATION GRANT	114,772	-	100%	-	(3,196)	111,576	-
427-904	131	HSR TWC & K	53,951	169	100%	169	(12,615)	41,504	-
427-902	132	HSR RW 1 PAPI	37,458	-	100%	-	(37,458)	-	-
420-903	133	TERMINAL APRON PH 7, Parts 2&3	61,629	4,446	100%	4,446	(60,073)	6,001	-
400	134	ARPA	(0)	-	100%	-	-	(0)	-
400	135	ARPA CONCESSION GRANT	579,132	-	100%	-	-	579,132	-
427-911	136	HSR TW K PAPI	2,053	228	90%	205	(2,053)	205	23
427-905	137	TW K CONSTRUCTION GRANT	273,497	6,731	90%	6,058	(20,106)	259,449	673
416-907	138	ENVIRONMENTAL ASSESSMENT	50,530	20,145	90%	18,130	-	68,660	2,014
426-910	139	BOARDING BRIDGE GATE 12	1,193,458	270,269	90%	243,242	(1,389,741)	46,959	27,027
416-913	140	NOISE EXPOSURE MAP	2,776	108,637	90%	97,774	(4,410)	96,140	10,864
428-908	141	SOUND INSULATION PROGRAM FFY22	160,547	126,624	90%	113,962	(146,487)	128,022	12,662
427-906	142	REHAB TAXIWAY A	96,456	1,328,651	90%	1,195,786	(1,249,934)	42,308	132,865
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	-	-	90%	-	-	-	-
426-923	147	SNOW REMOVAL EQUIPMENT BLDG	85,896	9,184	90%	8,265	(94,137)	25	918
424-909	149	SOUTH APRON CONSTRUCTION	179,756	1,804,174	49%	876,829	(1,699,705)	(643,120)	927,345
421-921	future	NEXT PROJECT	623,183	79,299	90%	71,369	-	694,552	7,930
426-916	143	NORTH TERMINAL RENOVATION	1,175,560	559,844	90%	503,860	(1,088,416)	591,004	55,984
427-927	146	TW A MILL & OVERLAY, TW C	-	158,518	90%	142,666	-	142,666	15,852
428-926	148	SOUND INSULATION PHASE 3	-	41,418	90%	37,276	-	37,276	4,142
427-928	future	RUNWAY 15-33 MILL & OVERLAY	3,150	-	90%	-	-	3,150	-
TOTAL CURRENT PROJECTS			7,182,881	5,161,138		3,962,838	(5,834,026)	5,311,692	1,198,300

AIP Projects being Closed out

\$ 2,232,129

GAN BALANCE @ 11/30/2023 \$ -

Patrick Leahy Burlington International Airport

Passenger and Operational Statistics

November 2023



**Data not Audited	<u>November 2023</u>	<u>November 2022</u>	<u>% Change</u>	<u>FY2024 YTD</u>	<u>FY2023 YTD</u>	<u>% Change</u>
Enplaned Passengers	49,302	47,452	3.90%	267,317	251,386	6.34%
Deplaned Passengers	48,315	46,745	3.36%	240,734	248,053	-2.95%
		-				
Total Passengers	97,617	94,197	3.63%	508,051	499,439	1.72%
Departing Load Factor	90%	84%	7.38%	93%	87%	6.90%
Departing Seat Capacity (Actual)	54,657	70,198	-22.14%	199,280	208,011	-4.20%
Total Landed Weight	58,541,910	53,456,684	9.51%	381,356,981	315,751,461	20.78%

	<u>One Month Behind on Reporting:</u>			<u>FY2024 YTD</u>	<u>FY2023 YTD</u>	<u>% Change</u>
	<u>October 2023</u>	<u>October 2022</u>				
Air Carriers	1,713	1,647	4.0%	4,643	4,888	-5.0%
Air Taxi	733	584	25.5%	2,093	1,773	18.0%
General Aviation	3,360	4,383	-23.3%	11,860	12,082	-1.8%
Military	355	401	-11.5%	913	1,070	-14.7%
Total BTV Operations	6,161	7,015	-12.2%	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

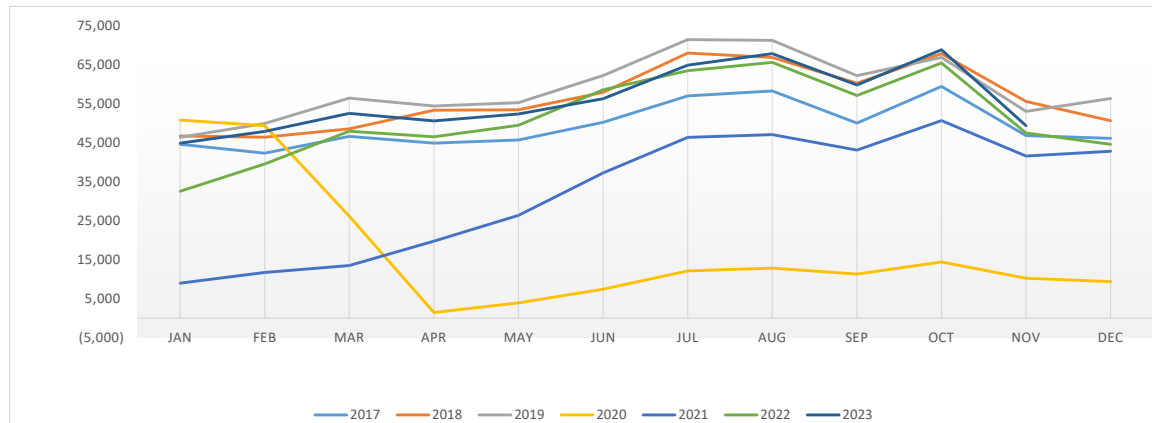
November 2023



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	49,302		

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	180,905	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	612,844	



Airline	November 2023	November 2022	% Change	Nov '23 Share	FY2023 YTD	FY2023 YTD	% Change	FY24 YTD Share
United	16,104	15,883	1%	32.7%	84,157	75,277	12%	34.0%
American	15,886	12,634	26%	32.2%	77,434	72,505	7%	31.2%
Delta	11,229	12,082	-7%	22.8%	56,077	57,433	-2%	22.6%
Jetblue	6,083	6,853	-11%	12.3%	15,510	21,134	-27%	6.3%
Sun Country	-	921	-100%	0.0%	14,665	4,344	238%	5.9%
Frontier	-	166	-100%	0.0%	-	3,821	-100%	0.0%
Subtotal	49,302	48,539	1.57%	100%	247,843	234,514	5.68%	100%

Patrick Leahy Burlington International Airport

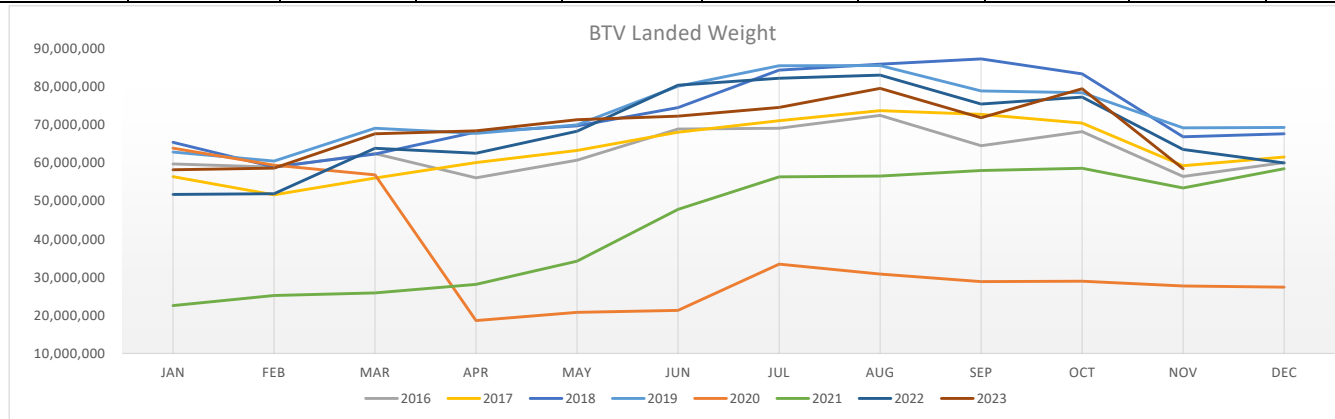
Passenger and Operational Statistics

November 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	79,529,553	58,541,910		760,926,843



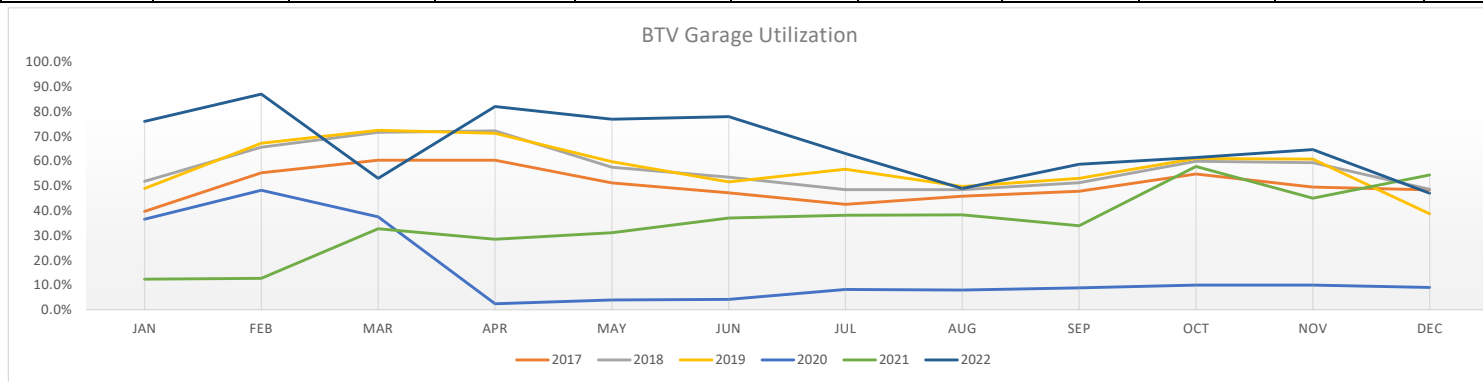
Airline	November 2023	November 2022	% Change	Nov '23 Share	FY 2024 YTD	FY 2023 YTD	% Change	FY24 YTD Share
American	24,585,420	24,713,096	-1%	30.91%	93,435,320	99,892,346	-6%	28.9%
United	26,253,310	23,441,500	12%	33.01%	101,936,500	94,116,850	8%	31.6%
Delta	17,233,723	14,151,882	22%	21.67%	66,527,201	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
November 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%	80.0%		73.7%





PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

Patrick Leahy
Burlington International Airport

January 17, 2024

Airport Commission
Director's Report



Staffing Updates

Paul Poltz

Customer Experience Manager
Promoted from Airport
Ambassador

Mike Waite

Airport Properties Manager
Promoted from Landside
Maintenance



Local Maverick

Their pop-up kiosk in the CSC building had a successful trial run through the Holidays. Plans to extend their pop-up and future kiosk opportunities at the Airport are being explored.



Looking Ahead this Quarter

- Breeze Inaugural Flights: February 5 and February 14.
- Meeting with United Airlines Headquarters in January
- Meeting with American Airlines
- Employee Celebration planned for early February
- Administration Retreat Coming this Spring
- Preparing for upcoming construction: Project NexT, Runway Rehab, South Apron



We're Going Electric!

Ford Mach-E Mustang

- New Administration Vehicle



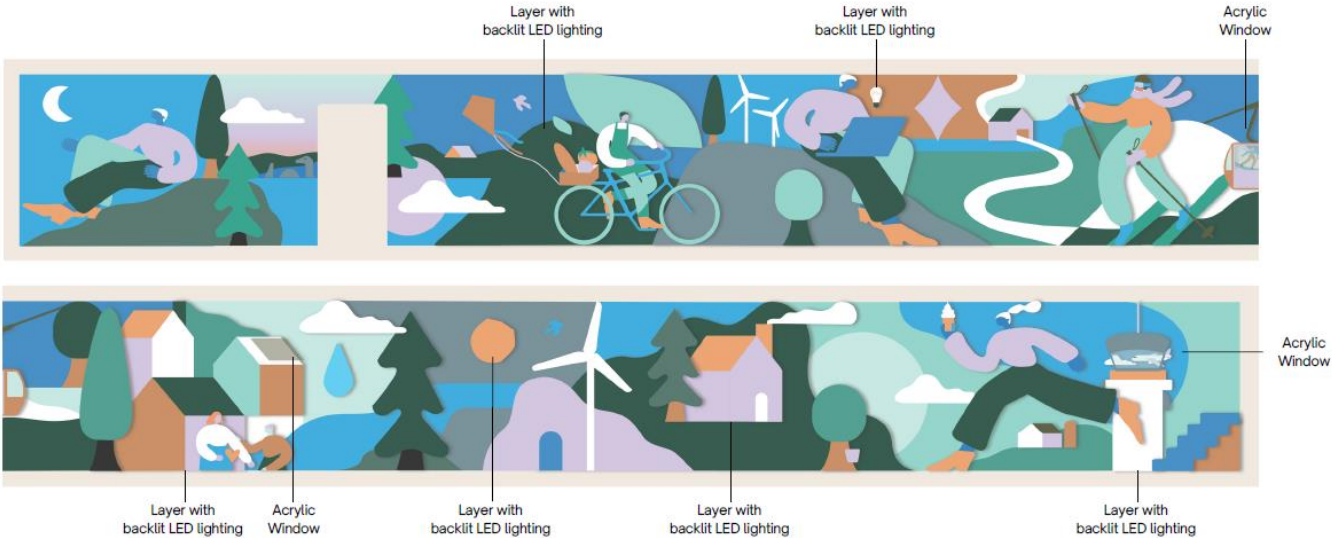
Ford F-150 Lightning

- One Operations Vehicle & One Maintenance Vehicle



New Airport Mural

Local artist Phoebe Lo was chosen to design and create a mural after a highly competitive selection process in collaboration with Burlington City Arts



Right to Left



Left to Right



Coming Spring 2024!

2023 Highlights

- New name, re-branding and unveiling of our new logo
- An addition of a new Director level position and four new managers hired
- Announcement of Airline service and continued relationships with current partners
- Increases in Enplanements and Parking Garage Utilization
- Named one of Vermont Biz Magazine Fastest Growing companies
- Voted #8 USA Today Top Ten Small Airport list
- Nic represented Leahy BTV at the ACI International Summit in London
- Stuff the Truck Donation Event, Women in Aviation and other Community engagement events
- Celebrated 10 years of Mamava at Leahy BTV by opening a 4th private lactation space
- Connected with Vermont Legislature and other VT businesses in D.C. at the Taste of Vermont Event

