

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS**

1200 Airport Drive, South Burlington, Vermont
Conference Room #1

Monday September 12, 2016 3:00pm

1. CALL TO ORDER
2. AGENDA
3. CONSENT AGENDA
 - 3.1 Approval of Minutes: August 15, 2016
4. PUBLIC FORUM
5. FINANCIAL PACKAGE (Documents/Verbal - M. Friedman)
6. ACTION NEEDED:
 - 6.1 Approve and Recommend to Board of Finance and City Council Grant offer for Airport Acquisitions
 - 6.2 Approve and Recommend to Board of Finance and City Council Grant Offer for Noise Compatibility Program Study
7. FOR CONSIDERATION:
 - 7.1 Airport Commissioners' Policy File - Second Draft (Questions/Comments)
8. COMMUNICATION/DISCUSSION:
 - 8.1 Construction Update Report (Document/Verbal - A. Hanaway)
 - 8.2 Marketing Update (Verbal - E. Knapp)
 - 8.3 Fare Comparisons (Document)
9. DIRECTOR'S REPORT (Verbal)
10. COMMISSIONERS' ITEMS
11. ADJOURNMENT. Tentative: Next Meeting- Monday, October 17, 3:00 pm, Conference Room 1

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
August 15, 2016**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Alan Newman
Pat Nowak

MEMBERS ABSENT: Jeff Schulman

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Director of Planning and Development
Marie Friedman, Airport CFO
Amanda Hanaway-Corrente, Director of Engineering &
Environmental Compliance
Erin Knapp, Director of Marketing
Kelly Colling, Director of Operations
Shelby Losier, Administrative Assistant

OTHERS PRESENT: Bob McEwing, Airport Consultant
Ron Bazman, FAA Tower Chief
Tim McCole, Heritage Aviation
Ben Meyer, Heritage Aviation
Tina Lindberg, Mansfield Heliflight

1.0 CALL TO ORDER

Gene Richards opened the meeting at 3:03 PM on August 15, 2016.

2.0 ELECTION OF OFFICERS

Chair

MOTION by Bill Keogh, **SECOND** by Alan Newman, to nominate Jeff Munger as Chair of the Burlington Airport Commission. There were no other nominations.

VOTING: unanimous; motion carried.

Jeff Munger is Chair of the Burlington Airport Commission and assumed facilitation of the meeting.

Vice Chair

MOTION by Pat Nowak, **SECOND** by Jeff Munger, to nominate Bill Keogh as Vice Chair of the Burlington Airport Commission. There were no other nominations.

VOTING: unanimous; motion carried.

Bill Keogh is Vice Chair of the Burlington Airport Commission.

3.0 AGENDA

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the agenda with the addition of consideration of the role of the Airport Commission (Item 8.2) and Executive Session (Item 11.2). VOTING: unanimous (4-0); motion carried.

4.0 CONSENT AGENDA

4.1 Approval of Minutes: July 18, 2016

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the minutes of July 18, 2016 as presented. VOTING: unanimous (4-0); motion carried.

5.0 PUBLIC FORUM

Ron Bazman, FAA Tower Chief, announced he accepted a position in Washington, D.C. on the national go team for accident investigation and will leave Burlington in mid-November. During his time at Burlington air traffic control projects included a new radar system, new equipment, and new procedures. Mr. Bazman said Burlington Airport is the best airport he has worked at to date. The airport should be very proud of its environmental stewardship, responsibility to the community, and economic growth.

Bill Keogh commented in 1984 Bernie Sanders wanted to sell the airport for \$10 million.

6.0 FINANCIAL PACKAGE

Marie Friedman highlighted:

- Work continues on closing the books for FY16. There are no problems to report.
- Cash and investments ending July 31st show \$750 pooled cash and positive balances in airport accounts.
- AIP as of June 30th was \$800,000 lower because projects were paid in July but the expense was shown in June. Cash flow is fine.
- Trend analysis show \$320,000 less this year than last year in garage revenue.

MOTION by Bill Keogh, SECOND by Pat Nowak, to accept the financial package and place the information on file. VOTING: unanimous (4-0); motion carried.

7.0 ACTION NEEDED

7.1 Minimum Standards Amendment

Nic Longo explained in April 2016 the Minimum Standards were presented and adopted by the Airport Commission with the condition staff clarify what amendments will look like going forward. Staff is in support of the amendment to the Minimum Standards as presented.

MOTION by Bill Keogh, SECOND by Pat Nowak, to adopt the proposed amendment to the Minimum Standards, publicize the amendment and add to the next meeting agenda for approval. VOTING: unanimous (4-0); motion carried.

8.0 FOR CONSIDERATION

8.1 Airport Commissioners' Policy File – First Draft

Nic Longo said staff was asked to compile a position description for airport commissioner and procedural rules and policies that have been adopted. The information

will be in a binder and online. Each commissioner will receive a binder. Forward any comments/edits to Nic Longo.

Bill Keogh said he has an issue with the position description and will meet with staff on the matter.

MOTION by Bill Keogh, SECOND by Alan Newman, to table action on the policy file pending a meeting with staff and potentially to have a new draft at the next meeting. VOTING: unanimous (4-0); motion carried.

8.2 Role of Airport Commissioners

Bill Keogh reviewed the balance and division of power between the Airport Commission, Aviation Director, the Mayor, and City Council. The Mayor appoints the Aviation Director who reports to the Mayor. City Council appoints the Airport Commission. The Airport Commission elects a Chair and Vice Chair. The Airport Commission holds regular meetings facilitated by the Chair with input from the members. The Airport Commission represents the taxpayers of Burlington, not the Mayor. The agenda is the responsibility of the Chair, not the Aviation Director, but the two work together to draft the agenda. The Aviation Director brings information to the Airport Commission. The Airport Commission is advisory to the Aviation Director.

Alan Newman commented reporting to City Council and having the Mayor out of the loop is different from the way the commission has operated. Gene Richards said all the entities work together. The goal is to come together in agreement on operating the airport efficiently and effectively. Everyone should feel free to talk to the Mayor any time.

Pat Nowak said in her view the Aviation Director is the spokesperson for the Airport Commission to the Mayor. The Airport Commission Chair is the contact for City Council, but the Aviation Director is in discussions with City Council all the time.

Alan Newman said he feels he is representing the northwest quadrant of the state and developing an airport for economic development, making sure the airport remains a vital part of economic development in northern Vermont.

9.0 COMMUNICATION/DISCUSSION

9.1 Construction Update

Amanda Hanaway-Corrente reported:

- A grant offer for one of two AIP projects was received. The glycol treatment for the terminal apron will begin the end of the August. A larger holding tank and infiltration field will be installed. The system will handle storm water runoff and glycol runoff to meet state regulations. Glycol biodegrades over time. S.D. Ireland is the contractor.
- The second AIP project once the grant offer is received is the second phase of the terminal apron rehab at Gate 11. S.D Ireland is the contractor.
- Vermont Air National Guard will be doing lots of work on the airport in 2017 and 2018. Work will be in November 2016 on Taxiway Foxtrot.

- Taxiway Kilo is now open for use.
- Other projects are underway for design and improvements.

Bill Keogh asked if the work at the airport is for the F-35. Gene Richards said the airport improvement work has to do with the current mission of the airport, not the F-35, but according to the Air Guard Burlington is lucky to have the F-35 program because there has been a significant reduction in force.

9.2 Marketing Update

Erin Knapp reported the Champlain College flight app is installed in the north terminal. In the south terminal there will be a painting app installed. Students at Champlain College developed the apps. A presentation will be made before Innovation Week in October. Gene Richards added the airport will continue to increase opportunities with technology.

Upcoming events at the airport include the jet pull fund raiser in September, the rock-paper-scissors competition to raise money for homeless shelter transition, promotion with Mamava of national breast feeding month, and cookies & cocktails fund raiser for the Girl Scouts.

9.3 Passenger and Operational Statistics

Comment was made on the load factors due to larger planes with more passengers and the cancellations being down in 2016 compared to 2015. The statistics on the garage continue to be concerning. Shelby Losier said some area hotels are offering 21 days of free parking for hotel guests that stay just one night. Gene Richards said Canadian travelers, Uber, taxis, the cost of the garage, and hotel parking are all impacting the garage. Staff will analyze all the information and provide recommendations. Most airports charge a per trip fee plus a blanket fee for the year for shuttle/taxi service. The airport is working on a ground transportation RFP.

9.4 Fare Comparisons

Nic Longo said the airport contracts with a company to help with airport fares.

9.5 Airport Real Estate Briefing

Nic Longo reported the property lease management software shows lease documents, insurance documents, expiration dates, vacant lots, and other pertinent information. At the north end of the airport 700 Airport Parkway is vacant. Enterprise car rental uses the parking lot and a contract is being drafted for use of the building as well. The building needs work which Enterprise will do at their expense. Donahue & Associates has been hired to manage all vacant properties for the airport (700 Airport Parkway, north hangar, three properties in the industrial park on Williston Road). There is also space inside the terminal that can be leased (office space, kitchen/restaurant, meeting rooms).

Alan Newman asked for a list of properties and the square footage not rented. Staff will provide the information.

10.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- Ron Bazman, FAA Tower Chief, has been amazing in building a knowledge base and safety base at the airport. It is hoped his replacement will be similar.
- Airline leases are nearly complete.
- The recent air show was an amazing success. There was a sponsor dinner each night of the show. The airport made parking spaces available in the garage and was not aware there was a \$20 charge for the shuttle. The city did not want the show without adequate parking. Between the FAA and the airport only 18 complaints were received for an event attended by over 40,000 people. Everyone is urged to remember the air show was here for the good of all, not the few who choose to complain. Camp Takumta and Children's Hospital benefited from the air show.
- Negotiations continue on the restaurant space in the terminal. More information may be forthcoming in a month or so.
- New air service may be coming to the airport.
- The meeting with the FAA was productive and cleared the air on a number of issues. There is inconsistency in knowledge and the way things are done with the FAA. Staff is trying to get a better understanding. More is learned with each meeting.
- A letter was sent out to area communities, Air Guard, and businesses regarding the committee to oversee noise. South Burlington will appoint three people. Nic Longo will be the Chair of the committee. Jeff Munger will represent the Airport Commission. The first meeting is mid-September. South Burlington was provided with the report that was requested and informed that the noise committee is proceeding.
- With the settlement with South Burlington and the new airline lease the airport is achieving a methodology which should help with the bond rating.

11.0 AIRPORT COMMISSIONERS' ITEMS

11.1 Taxi Licensing Board Report

Jeff Munger reported the new taxi ordinance was passed, but City Council felt the fee structure should be revisited. City Council will vote on the new fee structure and licensing fees. The taxi board will have a total of five members and include a police officer and cab owner. Taxi service at the airport is separate from taxi service in the city. Staff is working on an RFP for ground transportation.

11.2 Executive Session

MOTION by Bill Keogh, SECOND by Jeff Munger, based on the finding that premature public disclosure of negotiations with South Burlington would place the City of Burlington, the Airport Commission, and the airport administration at substantial disadvantage and pursuant to 1VSA313 to go into Executive Session to discuss negotiations. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 4:48 PM.

MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned and the regular meeting reconvened at 4:54 PM.

12.0 ADJOURNMENT

Next meeting is September 12, 2016 at 3 PM.

MOTION by Bill Keogh, SECOND by Alan Newman, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 4:55 PM.

RScty: MERiordan

City of Burlington
BURLINGTON INTERNATIONAL
AIRPORT
July 2016

FINANCIAL STATEMENTS





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The Burlington International Airport, City of Burlington is an Equal Opportunity Employer



Budget Performance Report

Fiscal Year to Date 07/31/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	YTD Encumbrances	FY 2017 YTD Transactions	Remaining Balance	% used/ Rec'd
Fund 400 - Airport								
REVENUE								
4247	Fees and Permits	112,100.00	.00	112,100.00	.00	475.00	111,625.00	0
4267	Utility Reimbursement	46,967.00	.00	46,967.00	.00	3,288.88	43,678.12	7
4275	Rent & Lease	.00	.00	.00	.00	.00	.00	+++
4295	Parking Fees	5,400,000.00	.00	5,400,000.00	.00	390,960.00	5,009,040.00	7
4297	CFC's	1,210,000.00	.00	1,210,000.00	.00	146,112.00	1,210,000.00	0
4345	Advertising Revenues	125,000.00	.00	125,000.00	.00	15,690.00	111,110.00	11
4390	Concessions	250,000.00	.00	250,000.00	.00	26,335.26	223,664.74	11
4440	Taxi Fees	94,125.00	.00	94,125.00	.00	1,286.00	92,839.00	1
4445	Terminal Rent - Exclusive	1,262,593.00	.00	1,262,593.00	.00	98,110.84	1,164,482.16	8
4450	Terminal Rent - Commonuse (1)	1,625,206.00	.00	1,625,206.00	.00	.00	1,625,206.00	0
4455	Terminal Concessions Airport	548,800.00	.00	548,800.00	.00	52,469.00	527,064.33	4
4460	Rental Car Concessions	1,952,565.00	.00	1,952,565.00	.00	143,130.42	1,809,434.58	7
4465	Rent Grounds	393,118.00	.00	393,118.00	.00	32,562.50	360,555.50	8
4467	Rents_ Grounds Heritage (2)	861,444.00	.00	861,444.00	.00	.00	861,444.00	0
4470	Rent Buildings	252,926.00	.00	252,926.00	.00	104,416.37	148,509.63	41
4471	Building Rents - Heritage	.00	.00	.00	.00	.00	.00	+++
4475	Landing Fees (1)	1,899,210.00	.00	1,899,210.00	.00	.00	1,899,210.00	0
4480	PFC Revenue	2,400,000.00	.00	2,400,000.00	.00	129,597.80	2,270,402.20	5
4500	Airport Apron Fees	.00	.00	.00	.00	.00	.00	+++
4505	Terminal Non Airline	583,300.00	.00	583,300.00	.00	49,395.92	533,904.08	8
4535	Misc Rev	3,000.00	.00	3,000.00	.00	.00	3,000.00	0
4600	Fees For Services	.00	.00	.00	.00	239.00	(239.00)	+++
4700	Interest / Investment Income	8,500.00	.00	8,500.00	.00	1,864.81	6,635.19	22
4702	Interest Income PFC	4,000.00	.00	4,000.00	.00	367.92	3,632.08	9
4703	Restricted Interest Income	.00	.00	.00	.00	172.00	(172.00)	+++
4705	Unrealized Gain/Loss-Invest	.00	.00	.00	.00	(760.60)	760.60	+++
4750	Gain/Loss On Asset	.00	.00	.00	.00	.00	.00	+++
4825	Interdepartmental	.00	.00	.00	.00	.00	.00	+++
4850	Cash Over	.00	.00	.00	.00	179.51	(179.51)	+++
4900	Participant Charges	.00	.00	.00	.00	.00	.00	+++
4925	Proceeds	.00	.00	.00	.00	.00	.00	+++
4961	Property Tax Reimbursement - Airport	208,000.00	.00	208,000.00	.00	.00	208,000.00	0
REVENUE TOTALS		\$19,240,854.00	\$0.00	\$19,240,854.00	\$0.00	\$1,195,892.63	\$18,223,606.70	5%
EXPENSE								
5000	Salaries and Wages	2,505,000.00	.00	2,505,000.00	.00	127,568.85	2,377,431.15	5
5100	Overtime	257,000.00	.00	257,000.00	.00	20,459.82	236,540.18	8
5200	Other Personal Service	184,300.00	.00	184,300.00	.00	7,321.86	176,978.14	4
5400	Employee Benefits	1,246,217.00	.00	1,246,217.00	22,707.99	19,247.37	1,204,261.64	3
6000	Office Supplies	17,000.00	.00	17,000.00	313.14	747.93	15,938.93	6
6005	Postage	2,000.00	.00	2,000.00	250.00	.00	1,750.00	12
6007	Shipping and Moving	6,000.00	.00	6,000.00	.00	20.24	5,979.76	0
6010	Computer Equipment	14,500.00	.00	14,500.00	.00	.00	14,500.00	0
6015	Computer Software	8,200.00	.00	8,200.00	.00	.00	8,200.00	0
6017	Computer Licensing and Maint.	47,900.00	.00	47,900.00	.00	19,101.30	28,798.70	40
6020	Office Equipment	5,000.00	.00	5,000.00	.00	377.83	4,622.17	8
6025	Furnishings	5,000.00	.00	5,000.00	.00	.00	5,000.00	0
6200	Medical Fees And Supplies	4,000.00	.00	4,000.00	.00	.00	4,000.00	0
6202	Printing/Copying/Paper Mgt	12,500.00	.00	12,500.00	.00	2,044.00	10,456.00	16



Budget Performance Report

Fiscal Year to Date 07/31/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted	Budget	Amended	YTD	FY 2017 YTD	Remaining	% used/
		Budget	Amendments	Budget	Encumbrances	Transactions	Balance	Rec'd
6203	Dues/Subscriptions	81,525.00	.00	81,525.00	11,967.06	28,448.94	41,109.00	50
6205	Cash Short	.00	.00	.00	.00	295.80	(295.80)	+++
6206	Custodian Supplies	75,500.00	.00	75,500.00	.00	.00	75,500.00	0
6208	Special Supplies	13,000.00	.00	13,000.00	34.15	.00	12,965.85	0
6210	Small Tools and Equipment	18,500.00	.00	18,500.00	207.60	.00	18,292.40	1
6211	Specialized Equipment	.00	.00	.00	.00	.00	.00	+++
6212	Fuel	125,000.00	.00	125,000.00	.00	.00	125,000.00	0
6214	Clothing And Uniforms	7,500.00	.00	7,500.00	.00	125.00	7,375.00	2
6215	Unjform Laundering	20,000.00	.00	20,000.00	6,210.10	789.90	13,000.00	35
6216	Oil & Grease & Antifreeze	18,000.00	.00	18,000.00	.00	.00	18,000.00	0
6222	Runway De-Ice	175,000.00	.00	175,000.00	.00	.00	175,000.00	0
6300	Repair & Maintenance	580,500.00	.00	580,500.00	34,113.23	7,329.67	539,057.10	7
6350	Legal Notice & Advertising	3,000.00	.00	3,000.00	.00	.00	3,000.00	0
6400	Utilities	1,439,100.00	.00	1,439,100.00	989.11	71,009.57	1,367,101.32	5
6500	Professional and Consultant Services	1,285,000.00	.00	1,285,000.00	176.47	49,386.69	1,235,436.84	4
6530	Rentals	10,000.00	.00	10,000.00	.00	.00	10,000.00	0
6600	Maintenance Contracts	265,000.00	.00	265,000.00	71,045.80	17,602.59	176,351.61	33
6605	Radio Maintenance	15,000.00	.00	15,000.00	4,774.00	446.00	9,780.00	35
6610	Custodial Contracts	698,000.00	.00	698,000.00	461.51	55,201.98	642,336.51	8
6615	Property Repairs	130,000.00	.00	130,000.00	(19,200.00)	.00	149,200.00	-15
6620	Contractual Vehicle Repair	10,000.00	.00	10,000.00	.00	450.00	9,550.00	4
6625	Equipment Maintenance Repairs	125,000.00	.00	125,000.00	10,082.50	998.00	113,919.50	9
6700	Travel & Training	73,000.00	.00	73,000.00	882.89	6,423.64	65,693.47	10
6800	Fees for Services	37,000.00	.00	37,000.00	.00	.00	37,000.00	0
7000	Bad Debt Expense	2,000.00	.00	2,000.00	.00	.00	2,000.00	0
7002	Interest Expense	.00	.00	.00	.00	.00	.00	+++
7004	Interest Expense - Restricted	10,000.00	.00	10,000.00	.00	.00	10,000.00	0
7200	Capital Leases	358,000.00	.00	358,000.00	.00	.00	358,000.00	0
7230	Insurance	245,350.00	.00	245,350.00	.00	82,842.73	162,507.27	34
7303	Regulatory and Bank Fees	122,000.00	.00	122,000.00	.00	36.20	121,963.80	0
7312	Real Estate Taxes	1,651,100.00	.00	1,651,100.00	946,902.84	118,850.00	228,797.36	86
8005	Vehicle/Equipment Repairs	.00	.00	.00	.00	.00	.00	+++
8015	Indirect Fees	358,675.00	.00	358,675.00	.00	.00	358,675.00	0
8016	Risk Management	.00	.00	.00	.00	.00	.00	+++
8017	Indirect Fees - City Attorney	36,123.00	.00	36,123.00	.00	.00	36,123.00	0
8018	Management Fee - Parking Garge	50,000.00	.00	50,000.00	.00	.00	50,000.00	0
8035	FAA - Airport Security	.00	.00	.00	.00	.00	.00	+++
8095	Interest On Pooled Cash	12,000.00	.00	12,000.00	.00	292.45	11,707.55	2
8135	Airport Security To Police	1,130,052.00	.00	1,130,052.00	.00	.00	1,130,052.00	0
OPERATING EXPENSE		\$13,494,542.00	\$0.00	\$13,494,542.00	\$1,091,918.39	\$637,418.36	\$11,408,655.45	15%

OPERATING PROFIT

\$558,474.27

(1) To be billed once Airline lease is finalized. Expected to be finalized next week

(2) To be billed once lease is revised.



TREND ANALYSIS
For Fiscal Years 2016 and 2017
Year-To-Date Revenue Comparisons



FY	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
2016	56,798	119,970	176,569	238,695	287,001	335,160	380,129	451,028	498,731	546,233	596,124	644,576
2017	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469
2016	240,324	552,535	748,826	977,338	1,124,975	1,273,200	1,421,448	1,569,549	1,717,834	1,826,344	1,976,331	2,180,303
2017	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130
2016	149,347	300,822	447,804	601,990	735,405	871,127	1,002,428	1,133,393	1,270,187	1,392,703	1,518,523	1,671,291
2017	-	-	-	-	-	-	-	-	-	-	-	-
2016	410,392	824,022	1,240,664	1,747,264	2,211,974	2,590,059	3,010,401	3,473,751	3,998,643	4,525,478	4,999,154	5,408,940
2017	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960
2016	160,052	312,196	444,132	591,724	666,660	736,308	807,060	877,000	948,264	1,022,596	1,121,116	1,245,260
2017	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112
2016	\$ 1,016,913	\$ 2,110,146	\$ 3,057,996	\$ 4,157,010	\$ 5,026,014	\$ 5,805,853	\$ 6,621,466	\$ 7,504,721	\$ 8,433,659	\$ 9,313,354	\$ 10,211,248	\$ 11,150,370
2017	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671

Monthly Revenue Comparison

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
2017	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469	52,469
2016	240,324	312,211	196,291	228,511	147,637	148,226	148,248	148,102	148,285	108,510	149,987	203,972	2,180,303
2017	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130	143,130
2016	149,347	151,476	146,982	154,185	133,415	135,722	131,301	130,965	136,794	122,516	125,820	152,768	1,671,291
2017	-	-	-	-	-	-	-	-	-	-	-	-	-
2016	410,392	414,230	416,042	506,600	464,710	378,085	420,342	463,350	524,892	526,835	473,676	409,786	5,408,940
2017	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960	390,960
2016	160,052	152,144	131,936	147,592	74,936	69,648	70,752	69,940	71,264	74,332	98,520	124,144	1,245,260
2017	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112	146,112
2016	\$ 1,016,913	\$ 1,093,233	\$ 947,850	\$ 1,099,014	\$ 869,004	\$ 779,839	\$ 815,613	\$ 883,255	\$ 928,938	\$ 879,695	\$ 897,894	\$ 939,122	\$ 11,150,370
2017	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671	\$ 732,671

**BURLINGTON INTERNATIONAL AIRPORT
ACCOUNTS RECEIVABLE
AIP PROJECTS
AS of August 31, 2016**



NW FUND	AIP #	PROJECT DESCRIPTION	A/R BALANCE 06/30/16	TOTAL PROJECT EXPENSES FY 2017	GRANT %	% OF PROJECT EXPENSES FY 2017	REIMBURSE- MENTS FY 2017	A/R BALANCE 08/31/16
								-
404	87	LAND ACQ 2011	-		98%	-	-	-
405	84	LAND 2010 PHASE 2	-		98%	-	-	-
406	89	2012 DEVELOPMENT	-		96%	-	-	-
407	88	LAND 2011B	57,607	1,352	98%	1,324.96	-	58,932
409	81	LAND 2010 PROPERTIES	78,188		98%	-	-	78,188
421	74	LAND 2009 NOISE	-		98%	-	-	-
426	78	LAND 2010 NOISE	3,693		98%	-	-	3,693
429	90	ENG DESIGN SVCS	1		96%	-	-	1
430	91	PART 150 NEM UPDATE	3,343		96%	-	-	3,343
432	92	LAND 2012 NOISE	73,619	250,578	96%	240,555.24	-	314,174
433	94	LAND 2012 B NOISE	32,436	8,782	96%	8,431	-	40,867
434	95	TAXIWAY B RECONSTRUCTION & WASTEWATER COLLECTION FACILITY	-		96%	-	-	-
435	96	CARGO APRON REHAB	-		96%	-	-	-
436	97	DESIGN UPDATE SECURITY	63,841		96%	-	-	63,841
437	98	LAND ACQUISITION 4 PARCELS	-		96%	-	-	-
438	99	CARGO APRON REHAB - PHASE 2	761		96%	-	-	761
439	100	AIR CARRIER APRON PHASE 1	33,328		96%	-	-	33,328
440	101	SECURITY SYSTEM UPDATE	178,256		96%	-	-	178,256
441	102	TAXIWAY K (SOUTH)	1		96%	-	-	1
442	105	LAND ACQUISITION FY 15	215,165	2,830	96%	2,716	-	217,882
443		GLYCOL PROJECT	258,142	2,855	96%	2,741	-	260,883
444	103	AIR CARRIER APRON PHASE II	213,088	296	96%	284	-	213,372
445	104	TAXIWAY K CONSTRUCTION	815,220	882,472	96%	847,173	(753,304)	909,089
446		LAND ACQUISITION 2016	14,664	821	96%	788	-	15,452
447		TAXIWAY ALPHA CONSTRUCTION	88,349		96%	-	-	88,349
448		TAXIWAY GULF CONSTRUCTION	130,796		96%	-	-	130,796
449		AIR CARRIER APRON PHASE 3	61,862	4,937	96%	4,739	-	66,602
			-			-	-	-
TOTALS			2,322,361	\$ 1,154,922		\$ 1,108,752	\$ (753,304)	\$ 2,677,809

Burlington International Airport

Cash and Investments

August 31, 2016

<u>Account</u>	<u>Account Description</u>	<u>Balance</u>
1000_400	Bank Account Airport	664,726
1000_415	Bank Account Airport - Prepaid Cash Acct TD	487,996
1000_420	Bank Account CFC	3,309,416
1000_474	Cash Restricted Burl Arpt 2014 A Debt Serv. Res	1,445,131
1000_475	Cash Restricted Airport 2014 A COI	-
1050_400	Cash Restricted Air Debt Service Fund	669,171
1050_420	Cash Restricted Escrows - Airport PFC TD Bank	3,204,415
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	3,296,131
1050_430	Cash Restricted Esc - Airport Res Acct - TD Bank	216,337
1050_487	Cash Restricted Airport Debt Service Res. 2012 A	1,665,778
1050_488	Cash Restricted Airport Debt Service Res. 2012 B	653,457
1050_489	Cash Restricted Airport Debt Service Res. 2012 C	-
1050_490	Cash Restricted Airport 2012 ABC COI	-
1050_496	Cash Restricted AIP Deposit Keybank	98,666
	Total Cash and Investments	<u>15,711,224</u>
1100_999	(Due To) / Due From Pooled Cash	<u>(80,948)</u>



BURLINGTON INTERNATIONAL AIRPORT

MEMO

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

FROM: Burlington International Airport

DATE: September 12, 2016

SUBJECT: Finance Board Approval and Recommendation to City Council:
Acceptance of Grant – Land Acquisition 2016B

The Burlington Airport seeks Finance Board approval and recommendation to City Council for the acceptance of the following grant from the Federal Aviation Administration (FAA). Since the first Noise study and FAA relocation programs started in the 1990's, the Airport has been acquiring residential parcels in close proximity to the airport that have been impacted by FAA defined noise contours, to better help the local residents voluntarily relocate. The FAA has given the opportunity this year for \$13,995,000 to the Airport to continue to offer residents the opportunity to sell their property to the airport and receive additional relocation benefits if they voluntarily decided to do so. This grant, while similar in nature to those in the past for acquisitions, is based solely on estimates. The Airport does not have any signed contracts with any homeowners in this application, and will commence the voluntary acquisition discussion with residents after the FAA awards this grant, which will be this week of September 5, 2016. It is important to note that the purchase of any or all of the said properties, should the owners voluntarily decide to sell to the city, is only estimated at the following grant amounts. The total project cost, if all property owners choose to sell, is estimated at \$15,550,000, and the Airport seeks the acceptance by the City of an FAA AIP Grant Offer for 90% of the approximate cost in the amount of \$13,995,000, the State share (6%) being \$933,000, and the local share (4%) being \$622,000. This grant, brings the Airport closer to transitioning the noise program from acquisitions to residential home insulation to reduce indoor sound levels or other methods of a voluntary program. It is the goal of both communities to transition to a new method of sound mitigation, however, to achieve this transition, we need to offer to purchase to these residents, according to the FAA. Due to the sensitive timing of the federal fiscal year end of September 30, 2016, the FAA requested a very quick sponsor approval and execution of this grant, which will be due by September 16, 2016.

PROJECT DESCRIPTION

This project consists of land acquisition by Burlington International Airport (BTV) for land use compatibility along Airport Parkway, Delaware Street, Dumont Ave, Kirby Road, Ledoux Terrace, Lily Lane, S. Henry Court, Shamrock Road, and

White Street in South Burlington, please find attached a map of this area. All land in this application is adjacent to the Airport and is located in an area that is impacted by Airport noise at a level of 70 dB DNL or above indicated in our approved Noise Exposure Map (NEM) dated December 2015. This grant will include up to 39 parcels, the specific parcels included in the project are also listed in the attached.

PROJECT JUSTIFICATION

The Airport completed an updated Federal Aviation Regulation (FAR) Part 150 Noise Exposure Map in 2015. The Noise Exposure Maps which resulted from that study indicate that many of the properties on Shamrock Road, Kirby Road (east of Airport Parkway), Airport Parkway, White Street, Dumont Avenue, Airport Drive and several on White, Elizabeth, Maryland and nearby streets are impacted by noise as defined by the FAA and are within the 70 dB DNL noise contour. In 2007-8 the Airport revised its Noise Compatibility Program (NCP) under AIP-67 which included volunteer acquisition of properties within the 65 dB DNL contours. This amended NCP was approved by the City of Burlington and the FAA Regional Office approved the NCP measures effective June 23, 2008. This Project Application is being submitted as another step towards accomplishing the goals in the NCP by purchasing property that is within the 70 dB DNL noise contour as forecast by the NEM Study. The result of removing the residential presence will be a reduction in the number of noise-impacted residential units and there will be a more compatible land use pattern in the areas adjacent to the Airport. The airport intends to finalize and submit an updated Noise Land Inventory and Reuse Plan funded under AIP-94 within calendar year 2016, and intends to reuse the lands acquired under the NCP as Noise Buffer Zones. As additional information, a number of properties impacted by noise on Picard Circle, Ledoux Terrace, Kirby Road, Patrick Street and Maryland Street have already been acquired under previous AIP projects.

METHOD OF ACCOMPLISHMENT

This project will be accomplished in accordance with Federal property acquisition procedures and in accordance with the provisions of the Uniform Relocation Assistance and Real Property Act of 1970, as amended.

This grant is based on estimated costs as coordination with the property owners and appraisals have not yet commenced. The project has a proposed timeframe to have all properties purchased within two and a half years from the grant award date. The Jones Payne Group, a company specializing in noise mitigation projects, has been contracted by the Airport to provide professional services for the property acquisition, relocation assistance, and coordination with individual property owners, tenants, FAA and the Airport. Their estimated fees have been included as a part of this grant award. The Jones Payne Team will include O.R.Colan, a company specializing in relocation services and benefits, and along with local firms for appraisals, review appraisal, and legal and title services. As

purchase actions are completed and relocation issues resolved, reimbursement for costs will be processed to the FAA. The homeowners and/or their tenants are all being relocated and all houses being purchased will be removed from their locations as part of this project. Further, upon grant agreement award, BTV will file the grant with the local (South Burlington) land records. Included in this application will be engineering services for development of plans and specifications for both the conduct of hazardous substance assessment and abatement and the full removal of the structures being purchased. In addition, a resident services contract is included to monitor hazardous substance abatement and for removal of the structures. As part of the removal process, consideration is being given to deconstruction of homes so that materials will be salvaged and reused to the extent practicable. For context, BTV removed 97 homes that were previously held do to an unforeseeable litigation matter, and recycled or reused approximately 50% of the materials. Evaluation of costs and benefits from deconstruction (including social benefits) will be done as part of this evaluation. It is anticipated that whatever method is ultimately used materials will be recycled through Resource, Habitat for Humanity, and other organizations that would benefit from the recycling/reuse process.

The Airport Commission approved this project and proposed funding on September 12, 2016. A draft Resolution and a map of the area is attached.

Thank you for your continued support to the Airport and City.

LAND ACQUISITION SHIFT BETWEEN 2011 AND 2020 CONTOURS

Legend

BTV_2011_Future_Contours

- 60
- 65
- 70
- 75

BTV_NEM_2020_Future_NMAP

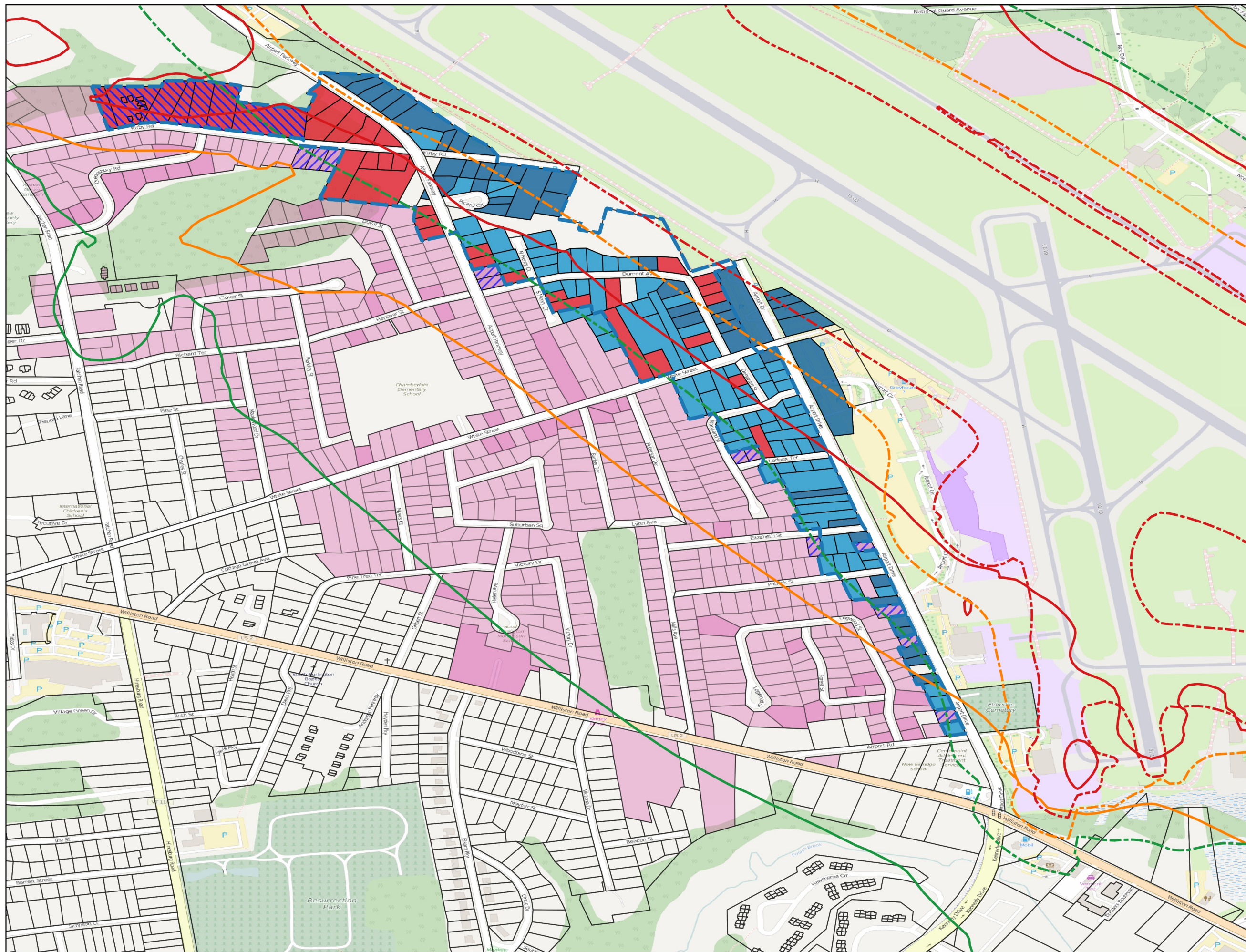
- 65
- 70
- 75

BTV_Acquisition_Boundary

- 1992-2009
- 2009-2014
- FY14-19 Acquired
- FY14-19 Planned
- FY14-19 Added to List
- FY14-19 Removed

BTV_Eligible Parcels

- Sound Insulation
- Next Land Acq Grant



Resolution Relating to

**AUTHORIZATION TO ACCEPT GRANT AND PURCHASE
PROPERTY AT THE BURLINGTON INTERNATIONAL AIRPORT**

RESOLUTION _____

Sponsor(s): _____
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Sixteen

Resolved by the City Council of the City of Burlington, as follows:

1 WHEREAS, the City of Burlington (“City”) owns and operates the Burlington International Airport in
2 South Burlington, Vermont (“Airport”); and

3 WHEREAS, the Director of Aviation has determined that the purchase of additional residential
4 properties located in the vicinity of the Airport; all in South Burlington, Vermont, (together the “Properties”),
5 with funds in anticipation of said expenditures being reimbursed by the State and the Federal Aviation
6 Administration (“FAA”) Airport Improvement Program (“AIP”) grants, as desirable for land use planning,
7 anticipated growth, and environmental compatibility (noise), and in the interest of public benefit and in
8 furtherance of public airport purposes; and

9 WHEREAS, the total project cost is estimated at \$15,550,000 and the Airport seeks the acceptance by
10 the City of an FAA AIP Grant Offer for 90% of the approximate cost in the amount of \$13,995,000; the State
11 share (6%) being \$933,000; and the local share (4%) being \$622,000; all with up to a maximum of 15%
12 overage allowance as per standard grant terms; and

13 WHEREAS, the Board of Airport Commissioners, on September 12, 2016, approved the referenced
14 Grant Offer and purchase of the Properties;

15 NOW THEREFORE BE IT RESOLVED THAT upon the September 12, 2016 approval of the
16 Board of Finance and the September 12, 2016 approval of the City Council, and the review by the Chief
17 Administrative Officer and the City Attorney; the Honorable Mayor Miro Weinberger is hereby authorized
18 and directed to execute on behalf of the City of Burlington agreements accepting the above referenced Grant
19 Offer from the United States of America for the above-referenced Projects,

20 BE IT FURTHER RESOLVED, that Director of Aviation, Gene Richards, hereby is authorized to
21 purchase, on behalf of the City, the Properties referenced above, and all other documents which may be
22 required for the acceptance of said Grant Offer and the pursuit of its purposes and/or documents related to the
23 aforementioned Project subject to any applicable City Purchasing Procedures, subject to the final review and
24 approval of the contract by the City Attorney

25

26	NAME/PURPOSE OF CONTRACTS:	Land Acquisition – AIP Land 2016B 39 Parcels
27	ADMINISTRATING DEPARTMENT:	Airport
28	CONTRACT AMOUNTS:	
29	CONTRACT TERM:	
30	RENEWAL TERM:	
31	DESIGNATION OF FUNDS:	
32	FISCAL YEAR:	2017/2018/2019/2020
33	ACCOUNT NAME:	AIP
34	ACCOUNT NUMBER:	

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BURLINGTON INTERNATIONAL AIRPORT

MEMO

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

FROM: Burlington International Airport

DATE: September 12, 2016

SUBJECT: Finance Board Approval and Recommendation to City Council:
Acceptance of Grant – Noise Compatibility Program Update

The Burlington Airport seeks Finance Board approval and recommendation to City Council for the acceptance of the following grant from the Federal Aviation Administration (FAA).

The Airport completed a Noise Exposure Map update in 2015 to quantify the current aircraft sound impacts, which now include the use of the Vermont Air National Guard's use of F-16 aircraft utilizing afterburners on departure, a copy of this map is attached for reference. The 2015/2020 Noise Exposure Map affects different populations compared to the prior 2006/2011 Noise Exposure Map. The Airport now wishes to update the Noise Compatibility Program (NCP), which was last revised in 2008, to reflect the current noise exposure area and modify its current noise mitigation and land use strategies. The NCP is essentially a list of the actions the airport proprietor proposes to undertake to minimize existing and future noise/land use incompatibilities. The NCP documentation must recount the development of the program, including a description of all measures considered, the reasons that individual measures were accepted or rejected, how measures will be implemented and funded, and the predicted effectiveness of individual measures and the overall program. Official FAA acceptance of the Part 150 submission and approval of the NCP does not eliminate requirements for formal environmental assessment of any proposed actions pursuant to requirements of the National Environmental Policy Act (NEPA). However, acceptance of the submission is a prerequisite to application for funding of implementation actions.

Benefits in completing an NCP include:

- Updated program which includes current community input
- To reduce non-compatible land uses which have been identified under the updated noise exposure map, which shows an increased exposure
- The current approved NCP does not reflect the anticipated changes in noise exposure.

The NCP study process will allow for public consultation and review of operational, land use, and administrative measures to minimize aircraft noise exposure. The study will bring the noise compatibility program in line with the current approved noise exposure map.

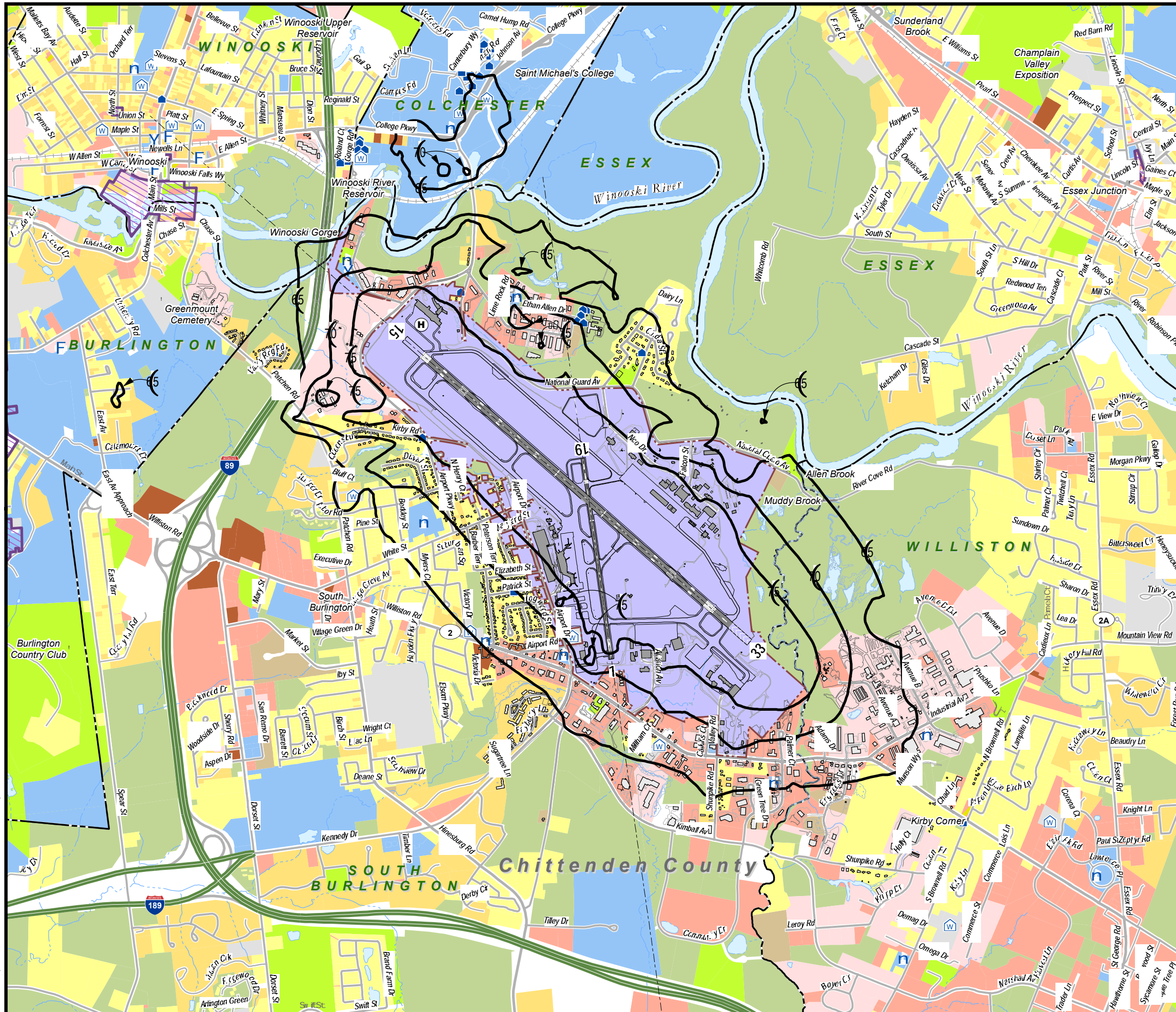
The Airport Commission approved this project and proposed grant funding on September 12, 2016. A draft Resolution is attached.

Thank you for your continued support to the Airport and City.



PART 150 - NOISE EXPOSURE MAP UPDATE

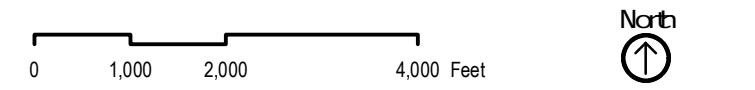
Figure 12
2015 Existing Conditions Noise Exposure Map



- 2015 DNL Contours
- Airport Property Boundary
- Town Boundary
- Helicopter Pad
- Highways
- Major Roads
- Local Roads
- Education
- Place of Worship
- Residential
- Health Care
- Public Gathering
- National Register Historic District
- National Register Historic Site
- Single Family Residential (1)
- Multi Family Residential (1)
- Residence or Accommodation Functions (1)
- General Sales or Services (2)
- Mixed Use (1)
- Manufacturing and Wholesale Trade (2)
- Education, Public Admin., Health Care (1)
- Religious Institutions (1)
- Arts, Entertainment, and Recreation (1)
- Agriculture, Forestry, Fishing and Hunting (1)
- Mining and Extraction Establishments
- Construction-Related Businesses
- Transportation, Communication, and Utilities (2)
- Open Water
- Streams

(1) Potentially non-compatible within 65 dB DNL contour as discussed in Section 3.3.
 (2) Potentially non-compatible within 70 dB DNL contour as discussed in Section 3.3.

Data Sources:
 Chittenden County Regional Planning Commission, Vermont Center for Geographic Information, Inc. (VCGI),
 United States Census Bureau, Burlington International Airport, Campbell & Paris Engineers P.C.,
 Harris Miller & Hanson Inc.



CAMPBELL AND PARIS ENGINEERS, P.C.

Path: G:\Projects\305XXXX\3056601_BTV\GIS\305661_BTV_Figure12_2015_Exist_NEM.mxd

Resolution Relating to

AUTHORIZATION TO ACCEPT GRANT FOR AN UPDATED NOISE COMPATIBILITY PROGRAM AT THE BURLINGTON INTERNATIONAL AIRPORT

RESOLUTION_____

Sponsor(s): _____
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Sixteen

Resolved by the City Council of the City of Burlington, as follows:

1 WHEREAS, the City of Burlington (“City”) owns and operates the Burlington International Airport in
2 South Burlington, Vermont (“Airport”); and

3 WHEREAS, the Director of Aviation has determined that the update of the existing Noise
4 Compatibility Program (NCP) administered through the Federal Aviation Administration (FAA) is in the best
5 interest of the Airport, with funds in anticipation of said expenditures being reimbursed by the State and the
6 Federal Aviation Administration (“FAA”) Airport Improvement Program (“AIP”) grants, as desirable for land
7 use planning, anticipated growth, and environmental compatibility (noise), and in the interest of public benefit
8 and in furtherance of public airport purposes; and

9 WHEREAS, the total project cost is estimated at \$450,000 and the Airport seeks the acceptance by the
10 City of an FAA AIP Grant Offer for 90% of the approximate cost in the amount of \$405,000; the State share
11 (6%) being \$27,000; and the local share (4%) being \$18,000; all with up to a maximum of 15% overage
12 allowance as per standard grant terms; and

13 WHEREAS, the Board of Airport Commissioners, on September 12, 2016, approved the referenced
14 Grant Offer and purchase of the Properties;

15 NOW THEREFORE BE IT RESOLVED THAT upon the September 12, 2016 approval of the
16 Board of Finance and the September 12, 2016 approval of the City Council, and the review by the Chief
17 Administrative Officer and the City Attorney; the Honorable Mayor Miro Weinberger is hereby authorized
18 and directed to execute on behalf of the City of Burlington agreements accepting the above referenced Grant
19 Offer from the United States of America for the above-referenced Projects,

Page 2
Resolution Relating to

20

21 NAME/PURPOSE OF CONTRACTS: AIP Noise Compatibility Update
22 ADMINISTRATING DEPARTMENT: Airport
23 CONTRACT AMOUNTS:
24 CONTRACT TERM:
25 RENEWAL TERM:
26 DESIGNATION OF FUNDS:
27 FISCAL YEAR: 2017
28 ACCOUNT NAME: AIP
29 ACCOUNT NUMBER:

30

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35 NRL/AIRPORT – AUTHORIZATION TO ACCEPT GRANT/ NCP UPDATE
36 September 7, 2016

BURLINGTON INTERNATIONAL BOARD OF AIRPORT COMMISSIONERS PROCEDURAL RULES

To govern the conduct of its business in conformance with state and local law in the fulfillment of the powers and duties, goals and principles set forth below, the Burlington Airport Commission, pursuant to and consistent with the authority granted to municipal Airport Commissions, hereinafter called "Procedural Rules." If any rule set forth in these Procedural Rules is found to be in conflict with any provision of the Vermont Statutes Annotated, then such rule shall be deemed null and void and said statutory provision shall govern.

1.0 Meetings

1.1 Regular schedule. The Airport Commission may meet on the third Monday of each month in regular session. If any regularly scheduled meeting falls on one of the legal holidays, the-regular meeting shall be held on the next regularly scheduled meeting day, unless the Commission votes otherwise and provides notice as required by law. All meetings will be conducted under Roberts Rules of Order.

1.2 Organization Meeting. Annually, at the first meeting in July, the Commission shall elect officers.

1.3 Special Meetings. The Airport Commission shall meet in special session at the call of the Director of Aviation or designee or the Chair or two members of the Airport Commission or by majority vote at a regular meeting. Notice of special meetings must comply with Open Meeting law (Appendix A)

1.4 Place of meeting. Regularly scheduled meetings shall be held in Burlington International Airport Conference Meeting Room #1. To accommodate the public or in special circumstances, the Director of Aviation, or the Airport Commission Chair, may choose an alternate meeting place. A notice of such change shall be prominently posted on the door of the regular meeting place

1.5 Time of meetings. Regularly scheduled meetings shall begin at 3:00 o'clock in the afternoon unless the Airport Commission by majority vote of those present in session shall set a different starting time. In the event of a change in the starting time of the meeting, notice thereof shall be given pursuant to the

Open Meeting Law. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or, if the Commission so votes, at a special meeting called for such purpose.

1.6 Change in Regular Schedule. Changes in the regular schedule shall not be made except upon the approval of a majority vote of those Airport Commission members present in session.

2.0 Public Notice of meetings. Notice of the meeting shall be given in accordance with Open Meeting law.

3.0 Quorum; Attendance.

3.1 Officers; Quorum; Action. As of the date of the adoption of these Procedural Rules, the Burlington City Council has established an Airport Commission comprised of five seats. Officers shall include a Chair and Vice-Chair. Attendance by a majority of the total number of seats on the Commission shall constitute a quorum for the transaction of business at all meetings. In the event the Airport Commission shall meet and a quorum is not present, the Airport Commission, upon the action of a majority of those present, may adjourn the meeting to another day provided that proper notice is given to members and in accordance with the Open Meeting Law-

3.2 Attendance. Each member of the Airport Commission is expected to attend each meeting of the Commission. In the event a member cannot attend a meeting, she or he, in advance of the meeting, shall notify the Director of Aviation and the Chairman of the upcoming absence

4.0 Meeting agenda. The Commission Chair, in consultation with the Director of Aviation will prepare the agenda of business for all Airport Commission meetings. Any Airport Commissioner is encouraged to provide agenda items in a timely fashion

5.0 Conduct of Commission members

5.1 Chair. The Chair of the Airport Commission shall moderate all meetings of the Airport Commission. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

6.0 Record of meetings.

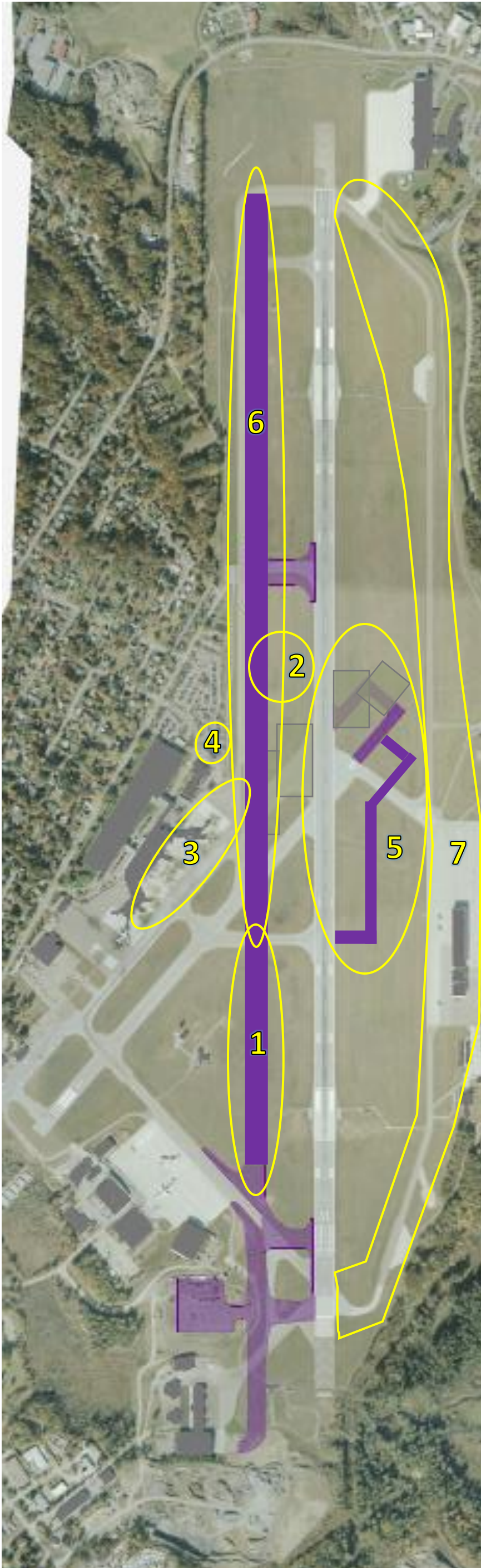
6.1 Minutes. The Commission shall be responsible for maintaining the official record and minutes of each meeting of the Airport Commission. The minutes shall include all topics and motions of the Airport Commission and shall otherwise comply with Open Meeting law

6.4 Public access to meeting records. Town city will make available to members of the public the records and minutes of Airport Commission meetings in accordance with the Open Meeting Law.

7.0 Committees. The Airport Commission, through its Chair, may establish committees as appropriate. It shall be the duty of the Chair ~~man~~ to appoint members to-committees.

8.0 Rules Changes. These Rules may be changed by the Commission providing they are discussed at one meeting and voted on at the next scheduled meeting.

Construction Update Report



Open Projects

- 1. Taxiway K Construction.** Taxiway K was opened for use in mid-July! There are a few more items to do under this construction contract with respect to revised signage and pavement markings on the south end of Taxiway K, which will occur in October and November. These final work tasks resulted from discussions during the 2016 Runway Safety Action Team meeting, and the Taxiway K project was a great opportunity to fund the work through the AIP Program. The work includes some sign and pavement marking changes and will result in a new Taxiway P.

Future Projects

- 2. North Glycol System Upgrades.** Our stormwater system at BTV is inspected on a regular basis. One of the recommendations that came out of those inspections was to upgrade our North Glycol System, which is currently not operating as intended. The upgrades include a new concrete holding tank and larger pipes and pumps to accommodate more treatment capacity for stormwater runoff. The project started August 29th and is considered a 90 calendar day project. We expect the work to be completed by November 27th, weather permitting. The project will require the closure of Taxiway G for 10 calendar days, which is expected to occur the first two weeks of October.
- 3. Air Carrier Apron Rehabilitation, Phases 3 - 9.** Rehabilitating the Air Carrier Apron adjacent to the Terminal Building is planned in 9 phases, with phase 2 occurring last summer. Phase 3 and 4 were submitted to FAA in a Grant Application earlier this year. Recent discussions with FAA suggest that a grant offer the work is coming very soon. Minimal work will be accomplished this construction season due to the late start, and will likely only include the pavement rehabilitation directly adjacent to the terminal building where the garage doors for baggage claim are located. The remaining work associated with this grant application is planned to begin April 2017.
- 4. Quick Turn-Around Facility.** Car Rental Companies at BTV currently utilize a car wash facility just north of the Air Traffic Control Tower to wash, fuel, and maintain their fleet of vehicles. Included in the Car Rental Company Agreement that was updated and executed in 2015 was a breakdown of how a portion of the Customer Facility Charges will be used to build a new Quick Turn-around Facility (QTA) to replace the existing, outdated car wash facility. The design of the facility is complete, and permit approvals have been obtained. The bid process will begin as soon as we have approval from BTV and the car rental companies on the construction process.
- 5. Taxiway B Extension.** The “sea of pavement” is a colloquial term that has been tossed around to label the intersection of Taxiway A and Runway 15-33, which has vast amounts of pavement. This intersection is dangerous for smaller aircrafts that essentially get lost in the “sea of pavement”. FAA has asked BTV to expedite a project that will mitigate this safety concern. On August 27th, 2015, about 20 airport stakeholders, including BTV, Air Guard, FAA, Army Guard, Air Traffic Control, and the State Airports Director, attended an intensive planning session hosted by BTV to discuss design alternatives for relocating Taxiway A. Based on the discussion, we selected one alternative and made comments on the design. The planning process will continue over the next few months, and we are working very diligently to have this project ready for construction in 2017.
- 6. Taxiway G Realignment.** Realigning Taxiway G will be the final phases of the overall project to create a parallel taxiway for Runway 15-33. The first phase is Taxiway K, which is listed above in the open projects section. Taxiway G will be constructed in segments, and will likely take 2 years to complete. Construction is scheduled for 2017-2018 and we are currently working on the design and permits. The construction schedule will overlap with Taxiway B extension, so coordination between the projects is essential.
- 7. Vermont Air National Guard.** VTANG is planning to widen and reconstruct their apron, as well as Taxiways Delta and Foxtrot in 2017. Demolition work associated with Taxiway F could begin as soon as Fall 2016.

Date Completed			1/15/2016	03/14-03/21	2/11/2016	04/11-04/18	3/15/2016	05/16-05/23	4/13/2016	06/13-06/20	5/12/2016	7/18-7/23	6/14/2016	8/15-8/20	7/14/2016	9/12-9/17	8/11/2016	11/14-11/19	9/9/2016	12/12-12/17	
FROM:	TO Destination:	Code	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	
BTV	Washington, D.C. National	DCA	\$ 213.00		\$ 283.00		\$ 289.00		\$ 299.00		\$ 369.00		\$ 365.00		\$ 234.00		\$ 207.00		\$ 307.00		
MHT			\$ 197.00	\$ 16.00	\$ 193.00	\$ 90.00	\$ 197.00	\$ 92.00	\$ 207.00	\$ 92.00	\$ 263.00	\$ 106.00	\$ 277.00	\$ 88.00	\$ 254.00	\$ (20.00)	\$ 238.00	\$ (31.00)	\$ 252.00	\$ 55.00	
ALB			\$ 231.00	\$ (18.00)	\$ 231.00	\$ 52.00	\$ 247.00	\$ 42.00	\$ 257.00	\$ 42.00	\$ 318.00	\$ 51.00	\$ 322.00	\$ 43.00	\$ 258.00	\$ (24.00)	\$ 211.00	\$ (4.00)	\$ 228.00	\$ 79.00	
YUL			\$ 220.00	\$ (7.00)	\$ 254.00	\$ 29.00	\$ 282.00	\$ 7.00	\$ 389.00	\$ (90.00)	\$ 446.00	\$ (77.00)	\$ 327.00	\$ 38.00	\$ 297.00	\$ (63.00)	\$ 320.00	\$ (113.00)	\$ 305.00	\$ 2.00	
BTV	Baltimore, MD	BWI	\$ 409.00		\$ 396.00		\$ 411.00		\$ 432.00		\$ 466.00		\$ 432.00		\$ 432.00		\$ 438.00		\$ 338.00		
MHT			\$ 230.00	\$ 179.00	\$ 326.00	\$ 70.00	\$ 164.00	\$ 247.00	\$ 280.00	\$ 152.00	\$ 456.00	\$ 10.00	\$ 392.00	\$ 40.00	\$ 283.00	\$ 149.00	\$ 345.00	\$ 93.00	\$ 387.00	\$ (49.00)	
ALB			\$ 329.00	\$ 80.00	\$ 325.00	\$ 71.00	\$ 240.00	\$ 171.00	\$ 301.00	\$ 131.00	\$ 294.00	\$ 172.00	\$ 309.00	\$ 123.00	\$ 268.00	\$ 164.00	\$ 346.00	\$ 92.00	\$ 283.00	\$ 55.00	
YUL			\$ 287.00	\$ 122.00	\$ 297.00	\$ 99.00	\$ 306.00	\$ 105.00	\$ 318.00	\$ 114.00	\$ 334.00	\$ 132.00	\$ 343.00	\$ 89.00	\$ 321.00	\$ 111.00	\$ 346.00	\$ 92.00	\$ 269.00	\$ 69.00	
BTV	Washington Dulles, VA	IAD	\$ 213.00		\$ 218.00		\$ 253.00		\$ 299.00		\$ 500.00		\$ 417.00		\$ 234.00		\$ 212.00		\$ 287.00		
MHT			\$ 238.00	\$ (25.00)	\$ 206.00	\$ 12.00	\$ 239.00	\$ 14.00	\$ 330.00	\$ (31.00)	\$ 520.00	\$ (20.00)	\$ 496.00	\$ (79.00)	\$ 330.00	\$ (96.00)	\$ 260.00	\$ (48.00)	\$ 320.00	\$ (33.00)	
ALB			\$ 247.00	\$ (34.00)	\$ 239.00	\$ (21.00)	\$ 231.00	\$ 22.00	\$ 241.00	\$ 58.00	\$ 297.00	\$ 203.00	\$ 365.00	\$ 52.00	\$ 326.00	\$ (92.00)	\$ 248.00	\$ (36.00)	\$ 289.00	\$ (2.00)	
YUL			\$ 185.00	\$ 28.00	\$ 215.00	\$ 3.00	\$ 248.00	\$ 5.00	\$ 265.00	\$ 34.00	\$ 321.00	\$ 179.00	\$ 416.00	\$ 1.00	\$ 294.00	\$ (60.00)	\$ 254.00	\$ (42.00)	\$ 305.00	\$ (18.00)	
BTV	Las Vegas, NV	LAS	\$ 406.00		\$ 372.00		\$ 413.00		\$ 408.00		\$ 482.00		\$ 466.00		\$ 392.00		\$ 475.00		\$ 390.00		
MHT			\$ 428.00	\$ (22.00)	\$ 354.00	\$ 18.00	\$ 339.00	\$ 74.00	\$ 441.00	\$ (33.00)	\$ 427.00	\$ 55.00	\$ 434.00	\$ 32.00	\$ 407.00	\$ (15.00)	\$ 356.00	\$ 119.00	\$ 368.00	\$ 22.00	
ALB			\$ 386.00	\$ 20.00	\$ 352.00	\$ 20.00	\$ 438.00	\$ (25.00)	\$ 457.00	\$ (49.00)	\$ 530.00	\$ (48.00)	\$ 519.00	\$ (53.00)	\$ 407.00	\$ (15.00)	\$ 439.00	\$ 36.00	\$ 378.00	\$ 12.00	
YUL			\$ 329.00	\$ 77.00	\$ 306.00	\$ 66.00	\$ 349.00	\$ 64.00	\$ 358.00	\$ 50.00	\$ 400.00	\$ 82.00	\$ 370.00	\$ 96.00	\$ 361.00	\$ 31.00	\$ 373.00	\$ 102.00	\$ 358.00	\$ 32.00	
BTV	Chicago, IL	ORD	\$ 274.00		\$ 377.00		\$ 283.00		\$ 463.00		\$ 438.00		\$ 444.00		\$ 312.00		\$ 440.00		\$ 502.00		
MHT			\$ 204.00	\$ 70.00	\$ 200.00	\$ 177.00	\$ 238.00	\$ 45.00	\$ 265.00	\$ 198.00	\$ 354.00	\$ 84.00	\$ 387.00	\$ 57.00	\$ 263.00	\$ 49.00	\$ 280.00	\$ 160.00	\$ 393.00	\$ 109.00	
ALB			\$ 207.00	\$ 67.00	\$ 349.00	\$ 28.00	\$ 349.00	\$ (66.00)	\$ 358.00	\$ 105.00	\$ 409.00	\$ 29.00	\$ 405.00	\$ 39.00	\$ 339.00	\$ (27.00)	\$ 307.00	\$ 133.00	\$ 339.00	\$ 163.00	
YUL			\$ 240.00	\$ 34.00	\$ 350.00	\$ 27.00	\$ 237.00	\$ 46.00	\$ 383.00	\$ 80.00	\$ 339.00	\$ 99.00	\$ 404.00	\$ 40.00	\$ 279.00	\$ 33.00	\$ 267.00	\$ 173.00	\$ 257.00	\$ 245.00	
BTV	JFK, NY	JFK	\$ 170.00		\$ 127.00		\$ 158.00		\$ 229.00		\$ 236.00		\$ 221.00		\$ 137.00		\$ 197.00		\$ 217.00		
MHT			\$ 334.00	\$ (164.00)	\$ 340.00	\$ (213.00)	\$ 360.00	\$ (202.00)	\$ 359.00	\$ (130.00)	\$ 450.00	\$ (214.00)	\$ 466.00	\$ (245.00)	\$ 339.00	\$ (202.00)	\$ 384.00	\$ (187.00)	\$ 332.00	\$ (115.00)	
ALB			\$ 361.00	\$ (191.00)	\$ 372.00	\$ (245.00)	\$ 352.00	\$ (194.00)	\$ 364.00	\$ (135.00)	\$ 420.00	\$ (184.00)	\$ 495.00	\$ (274.00)	\$ 332.00	\$ (195.00)	\$ 381.00	\$ (184.00)	\$ 362.00	\$ (145.00)	
YUL			\$ 232.00	\$ (62.00)	\$ 231.00	\$ (104.00)	\$ 290.00	\$ (132.00)	\$ 286.00	\$ (57.00)	\$ 272.00	\$ (36.00)	\$ 339.00	\$ (118.00)	\$ 254.00	\$ (117.00)	\$ 254.00	\$ (57.00)	\$ 243.00	\$ (26.00)	
BTV	LaGuardia, NY	LGA	\$ 137.00		\$ 137.00		\$ 127.00		\$ 196.00		\$ 342.00		\$ 213.00		\$ 187.00		\$ 231.00		\$ 142.00		
MHT			\$ 310.00	\$ (173.00)	\$ 255.00	\$ (118.00)	\$ 233.00	\$ (106.00)	\$ 283.00	\$ (87.00)	\$ 318.00	\$ 24.00	\$ 391.00	\$ (178.00)	\$ 214.00	\$ (27.00)	\$ 333.00	\$ (102.00)	\$ 326.00	\$ (184.00)	
ALB			\$ 392.00	\$ (255.00)	\$ 334.00	\$ (197.00)	\$ 352.00	\$ (225.00)	\$ 354.00	\$ (158.00)	\$ 432.00	\$ (90.00)	\$ 396.00	\$ (183.00)	\$ 400.00	\$ (213.00)	\$ 402.00	\$ (171.00)	\$ 402.00	\$ (260.00)	
YUL			\$ 232.00	\$ (95.00)	\$ 231.00	\$ (94.00)	\$ 250.00	\$ (123.00)	\$ 240.00	\$ (44.00)	\$ 268.00	\$ 74.00	\$ 287.00	\$ (74.00)	\$ 256.00	\$ (69.00)	\$ 256.00	\$ (25.00)	\$ 231.00	\$ (89.00)	
BTV	Detroit, MI	DTW	\$ 354.00		\$ 312.00		\$ 272.00		\$ 476.00		\$ 604.00		\$ 643.00		\$ 369.00		\$ 528.00		\$ 675.00		
MHT			\$ 269.00	\$ 85.00	\$ 233.00	\$ 79.00	\$ 192.00	\$ 80.00	\$ 296.00	\$ 180.00	\$ 391.00	\$ 213.00	\$ 349.00	\$ 294.00	\$ 274.00	\$ 95.00	\$ 334.00	\$ 194.00	\$ 481.00	\$ 194.00	
ALB			\$ 283.00	\$ 71.00	\$ 357.00	\$ (45.00)	\$ 312.00	\$ (40.00)	\$ 329.00	\$ 147.00	\$ 653.00	\$ (49.00)	\$ 407.00	\$ 236.00	\$ 341.00	\$ 28.00	\$ 349.00	\$ 179.00	\$ 603.00	\$ 72.00	
YUL			\$ 288.00	\$ 66.00	\$ 345.00	\$ (33.00)	\$ 377.00	\$ (105.00)	\$ 392.00	\$ 84.00	\$ 406.00	\$ 198.00	\$ 479.00	\$ 164.00	\$ 348.00	\$ 21.00	\$ 612.00	\$ (84.00)	\$ 602.00	\$ 73.00	
BTV	Newark, NJ	EWR	\$ 137.00		\$ 137.00		\$ 127.00		\$ 229.00		\$ 535.00		\$ 386.00		\$ 180.00		\$ 219.00		\$ 172.00		
MHT			\$ 315.00	\$ (178.00)	\$ 255.00	\$ (118.00)	\$ 233.00	\$ (106.00)	\$ 283.00	\$ (54.00)	\$ 416.00	\$ 119.00	\$ 391.00	\$ (5.00)	\$ 344.00	\$ (164.00)	\$ 417.00	\$ (198.00)	\$ 427.00	\$ (255.00)	
ALB			\$ 378.00	\$ (241.00)	\$ 341.00	\$ (204.00)	\$ 341.00	\$ (214.00)	\$ 361.00	\$ (132.00)	\$ 424.00	\$ 111.00	\$ 434.00	\$ (48.00)	\$ 351.00	\$ (171.00)	\$ 369.00	\$ (150.00)	\$ 383.00	\$ (211.00)	
YUL			\$ 224.00	\$ (87.00)	\$ 242.00	\$ (105.00)	\$ 274.00	\$ (147.00)	\$ 260.00	\$ (31.00)	\$ 283.00	\$ 252.00	\$ 209.00	\$ 177.00	\$ 207.00	\$ (27.00)	\$ 224.00	\$ (5.00)	\$ 292.00	\$ (120.00)	
BTV	Atlanta, GA	ATL	\$ 251.00		\$ 301.00		\$ 357.00		\$ 326.00		\$ 527.00		\$ 453.00		\$ 180.00		\$ 473.00		\$ 487.00		
MHT			\$ 310.00	\$ (59.00)	\$ 301.00	\$ -	\$ 205.00	\$ 152.00	\$ 269.00	\$ 57.00	\$ 417.00	\$ 110.00	\$ 362.00	\$ 91.00	\$ 265.00	\$ (85.00)	\$ 371.00	\$ 102.00	\$ 537.00	\$ (50.00)	
ALB			\$ 313.00	\$ (62.00)	\$ 361.00	\$ (60.00)	\$ 327.00	\$ 30.00	\$ 303.00	\$ 23.00	\$ 427.00	\$ 100.00	\$ 335.00	\$ 118.00	\$ 346.00	\$ (166.00)	\$ 319.00	\$ 154.00	\$ 531.00	\$ (44.00)	
YUL			\$ 273.00	\$ (22.00)	\$ 310.00	\$ (9.00)	\$ 360.00	\$ (3.00)	\$ 358.00	\$ (32.00)	\$ 377.00	\$ 150.00	\$ 381.00	\$ 72.00	\$ 495.00	\$ (315.00)	\$ 378.00	\$ 95.00	\$ 520.00	\$ (33.00)	
BTV	Orlando/Sanford, FL ***	SFB																			
MHT			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
ALB			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
YUL			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
BTV	Fort Lauderdale, FL	FLL	\$ 332.00		\$ 276.00		\$ 292.00		\$ 366.00		\$ 346.00		\$ 352.00		\$ 312.00		\$ 328.00		\$ 314.00		
MHT			\$ 277.00	\$ 55.00	\$ 267.00	\$ 9.00	\$ 184.00	\$ 108.00	\$ 209.00	\$ 157.00	\$ 358.00	\$ (12.00)	\$ 295.00	\$ 57.00	\$ 217.00	\$ 95.00	\$ 291.00	\$ 37.00	\$ 248.00	\$ 66.00	
ALB			\$ 237.00	\$ 95.00	\$ 230.00	\$ 46.00	\$ 177.00	\$ 115.00	\$ 194.00	\$ 172.00	\$ 270.00	\$ 76.00	\$ 252.00	\$ 100.00	\$ 146.00	\$ 166.00	\$ 216.00	\$ 112.00	\$ 196.00	\$ 118.00	
YUL			\$ 246.00	\$ 86.00	\$ 246.00	\$ 30.00	\$ 290.00	\$ 2.00	\$ 277.00	\$ 89.00	\$ 279.00	\$ 67.00	\$ 277.00	\$ 75.00	\$ 349.00	\$ (37.00)	\$ 305.00	\$ 23.00	\$ 291.00	\$ 23.00	
BTV	Denver, CO	DEN	\$ 378.00		\$ 360.00		\$ 336.00		\$ 409.00		\$ 602.00		\$ 563.00		\$ 382.00		\$ 431.00		\$ 426.00		
MHT			\$ 345.00	\$ 33.00	\$ 350.00	\$ 10.00	\$ 350.00	\$ (14.00)	\$ 482.00	\$ (73.00)	\$ 530.00	\$ 72.00	\$ 478.00	\$ 85.00	\$ 397.00	\$ (15.00)	\$ 410.00	\$ 21.00	\$ 366.00	\$ 60.00	
ALB			\$ 406.00	\$ (28.00)	\$ 415.00	\$ (55.00)	\$ 407.00	\$ (71.00)	\$ 385.00	\$ 24.00	\$ 444.00	\$ 158.00	\$ 439.00	\$ 124.00	\$ 388.00	\$ (6.00)	\$ 393.00	\$ 38.00	\$ 378.00	\$ 48.00	
YUL			\$ 322.00	\$ 56.00	\$ 324.00	\$ 36.00	\$ 334.00	\$ 2.00	\$ 355.00	\$ 54.00	\$ 361.00	\$ 241.00	\$ 367.00	\$ 196.00	\$ 379.00	\$ 3.00	\$ 365.00	\$ 66.00	\$ 441.00	\$ (15.00)	
BTV	Los Angeles, CA	LAX	\$ 417.00		\$ 410.00		\$ 426.00		\$ 470.00		\$ 638.00		\$ 538.00		\$ 414.00		\$ 458.00		\$ 474.00		
MHT			\$ 418.00	\$ (1.00)	\$ 350.00																