

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS**

1200 Airport Drive, South Burlington, Vermont
Conference Room #1
Monday August 15, 2016 3:00pm

1. CALL TO ORDER (DIRECTOR OF AVIATION, GENE RICHARDS)
2. VOTE: AIRPORT COMMISSION CHAIR (DIRECTOR OF AVIATION, GENE RICHARDS)
3. VOTE: AIRPORT COMMISSION VICE CHAIR
4. AGENDA
5. CONSENT AGENDA
 - 5.1 Approval of Minutes: July 18, 2016
6. PUBLIC FORUM
7. FINANCIAL PACKAGE (Documents/Verbal - M. Friedman)
8. ACTION NEEDED:
 - 8.1 Minimum Standards Amendment
9. FOR CONSIDERATION:
 - 9.1 Airport Commissioners' Policy File - First Draft
10. COMMUNICATION/DISCUSSION:
 - 10.1 Construction Update Report (Document/Verbal - A. Hanaway)
 - 10.2 Marketing Update (Document/Verbal - E. Knapp)
 - 10.3 Passenger and Operational Statistics (Document)
 - 10.4 Fare Comparisons (Document)
 - 10.5 Airport Real Estate Briefing (Map/Verbal)
11. DIRECTOR'S REPORT (Verbal)
12. COMMISSIONERS' ITEMS
 - 12.1 Taxi Licensing Board Report (Verbal)
13. ADJOURNMENT. Tentative: Next Meeting- Monday, September 19, 2016 at 3:00pm

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
July 18, 2016**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Jeff Schulman [via teleconference until 3:37 PM]
Pat Nowak [via teleconference at 3:37 PM]

MEMBERS ABSENT: Alan Newman

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
Shelby Losier, Administrative Assistant

OTHERS PRESENT: Tim McCole, Heritage Aviation
Erin Destautel, Accelerate Vermont

1.0 CALL TO ORDER

Chairman Jeff Munger called the meeting to order at 3:10 PM on July 18, 2016.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the agenda with the addition of Item 9.2 to be covered at the next meeting including annual organization meeting and election of officers, report on the role of the Airport Commission , and future meeting topics. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

3.0 PUBLIC FORUM

There were no comments from the public.

4.0 FINANCIAL PACKAGE

Marie Friedman highlighted:

- The financial report shows cash through the end of the year, AIP through the end of the year, and operating revenues and expenditures trends year to date. The airport has been consistent with revenues, expenses, and trends.
- Bills are still being received for the month of June.
- Revenues continue to be down for the parking garage (\$320,000 through end of May). Total revenues are lower due to the parking garage revenue being down.
- Debt ratio is 1.63 as of the end of May. The expected goal for the end of the year is a debt ratio of 1.5.
- AIP Receivables show \$1.3 million owed by federal and state sources as of June 29th. The airport uses the grant anticipation note (GAN) to help with cash flow.

Gene Richards stated all measurements need to be looked at for the financial snapshot of the airport, not just the debt ratio. The airport faces challenges, but all in all expects continued financial improvement.

MOTION by Bill Keogh, SECOND by Jeff Munger, to accept the financial package and place the information on file. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

5.0 CONSENT AGENDA

5.1 Approval of Minutes: June 20, 2016

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the consent agenda including the minutes of 6/20/16 as written. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

6.0 EXECUTIVE SESSION

6.01 Airline Lease Negotiations

6.02 Airline Air Service Development

6.03 South Burlington Tax Litigation

MOTION by Bill Keogh, SECOND by Jeff Munger, to find that premature general public knowledge of the city’s contracts with airlines and air service initiatives and discussion of the South Burlington tax litigation legal strategy would place the City of Burlington, the Airport Commission, and the airport administration at a substantial disadvantage. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

MOTION by Bill Keogh, SECOND by Jeff Munger, based on the finding of premature public disclosure of contract negotiations and development and legal strategies placing the City of Burlington, the Airport Commission, and the airport administration at substantial disadvantage and under the provisions of 1VSA313(a)(1)(A) & (E) to go into Executive Session to discuss airline contract negotiations and service initiatives and the South Burlington tax litigation. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

Executive Session was convened at 3:17 PM.

MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn Executive Session and reconvene the regular meeting. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Jeff Schulman – aye (unanimous)[Pat Nowak not present for vote]; motion carried.

Executive Session was adjourned and the regular meeting reconvened at 3:32 PM.

7.0 COMMUNICATION/DISCUSSION

7.1 Construction Update Report

Amanda Hanaway-Corrente reported:

- Taxiway Kilo work is complete. The runway will be opened.
- No grant offers from the FAA have been received as yet for 2016 projects. A continuing resolution was done until September 30, 2017 so the grants are anticipated to be received.

7.2 Marketing Update

Shelby Losier reported:

- “Gaffinity” virtual reality game is installed. Another virtual reality game on flying will be installed in the fall.
- Promotional climbing materials are available.
- Burlington Free Press is updating the kiosk and installing an interactive TV and “selfie” station.
- Google will do photos.
- Events planned at the airport include the jet pull fundraiser for the American Cancer Society, cookies and cocktails fundraiser for the Girl Scouts, rock, paper, scissors tournament to help battle homelessness, and a Pokémon kickoff.
- The airshow in Burlington will take place on August 13 & 14, 2016.

7.3 Fare Comparisons

There were no questions or comments.

7.4 Diversity, Equity, and Inclusion Committee

Gene Richards stated the Chair of each city board/commission or a designee must attend diversity training facilitated by HR and provide an in-depth report at the conclusion of the exercise. Shelby Losier is a potential designee for the Airport Commission. Further information will be forward and the matter will be on the next agenda for discussion. The deadline for presentation of the report and notification to City Council that the training is complete is December 31st.

8.0 DIRECTOR’S REPORT

Gene Richards reported:

- Work continues on new service. Negotiations are going well.
- A list of ongoing and complete projects will be provided at the next meeting.
- Staff continues to work hard to come to an agreement with South Burlington. City Manager Dorn asked the airport to hold off on forming the noise committee at this time. [Bill Keogh urged getting the request by Kevin Dorn in writing. Pat Nowak said the recommendations from the neighborhood group on noise has been submitted to the South Burlington City Council and will be discussed at the meeting on 7/18/16. There are many questions. Pat Nowak said this may not be the most collaborative way to work with the airport. The committee’s work appears to be a duplicate of what the airport was asked to do.]

- The airport is now managing the garage (as of July 1st). Shelby Losier and Marie Friedman are handling the task. The airport has a \$50,000 consulting agreement with Burlington Public Works to help the airport get up to speed. Public Works will do the employee scheduling and provide staff when necessary. New software and hardware is to be installed. No jobs have been lost with the transition and employees are being retrained to work into the Airport Ambassador role as well as at the garage.
- RFP for taxi should be ready next month. A work session to include Bill Keogh and Jeff Munger will be scheduled.
- The City Attorney advised per the Purchasing Policy, Section C (General Requirements) for purchases greater than \$50,000 the airport needs to do an RFP. An RFP needs to be done for the public information center in the baggage area.
- QTA facility financing instrument was challenging. Rich Goodwin, Director of Financial Operations, developed a lease. Less than 40% airport dollars will be used. The airport will own and manage the facility and receive the rent money. Heritage will handle the fuel. The project will not move forward until an old tank leak is entirely cleaned up by Hertz. [Pat Nowak asked if the airport is obligated to take the lowest bid on the RFP. Nic Longo said the RFP is written to follow city statutes and to get the most qualified contractor to do what is in the best interest of the airport. API requires using the lowest qualified bidder.]
- Airport staff has been working with the Guard on the flight schedule and parking for the airshow on August 13th and 14th. Flights will be 8:15 AM to 5 PM. There will be 3,500 parking spaces available in the airport parking garage and a bus to the waterfront. The former Burlington College site has parking as well. There will be flight restrictions during the airshow and staff is working with the airlines on adjusting their schedules. A schedule of events will be sent to the Airport Commission.

Jeff Munger asked about the situation with Mansfield Heliflight. Gene Richards explained Mansfield Heliflight filed a Part 16 complaint with the FAA. The airport has land available for Mansfield Heliflight, but they have not provided a business plan. The matter would be discussed with the Airport Commission first.

9.0 COMMISSIONERS' ITEMS

9.1 Report on Taxi Development

No report.

9.2 Next Meeting Agenda Items

- Annual Organizational Meeting
 - Election of Officer (Chair, Vice Chair)
- Report from Staff or Attorney on Role of the Airport Commission
 - Per charter, ordinance or other law
 - Policy file update
 - Orientation of commissioners
- Future Meeting Topics

MOTION by Bill Keogh, SECOND by Jeff Munger, to approve the agenda items listed in Item 9.2 for the next Airport Commission meeting. VOTING (by roll call): Jeff Munger – aye, Bill Keogh – aye, Pat Nowak – aye (unanimous)[Jeff Schulman not present for vote]; motion carried.

10.0 ADJOURNMENT

Next meeting is August 15, 2016 at 3 PM.

Agenda Items:

- Annual Organizational Meeting
 - Election of Officer (Chair, Vice Chair)
- Report from Staff or Attorney on Role of the Airport Commission
 - Per charter, ordinance or other law
 - Policy file update
 - Orientation of commissioners
- Future Meeting Topics
- Diversity, Equity, Inclusion Committee Discussion
- List of ongoing/complete projects for Review

MOTION by Bill Keogh, SECOND by Jeff Munger, to adjourn the meeting. VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 4:19 PM.

RScty: MERiordan

City of Burlington

BURLINGTON INTERNATIONAL AIRPORT

June 2016

FINANCIAL STATEMENTS – Includes AIP Receivable and Cash Summary – Not reporting on FY2016 Year End



Burlington International Airport

Cash and Investments

July 31, 2016

<u>Account</u>	<u>Account Description</u>	<u>Balance</u>
1000_400	Bank Account Airport	194,552
1000_415	Bank Account Airport - Prepaid Cash Acct TD	487,892
1000_420	Bank Account CFC	3,162,646
1000_474	Cash Restricted Burl Arpt 2014 A Debt Serv. Res	1,451,482
1000_475	Cash Restricted Airport 2014 A COI	-
1050_400	Cash Restricted Air Debt Service Fund	360,131
1050_420	Cash Restricted Escrows - Airport PFC TD Bank	2,826,017
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	3,295,432
1050_430	Cash Restricted Esc - Airport Res Acct - TD Bank	216,291
1050_487	Cash Restricted Airport Debt Service Res. 2012 A	1,668,341
1050_488	Cash Restricted Airport Debt Service Res. 2012 B	654,576
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	86,751
Total Cash and Investments		<u><u>14,404,111</u></u>
1100_999	(Due To) / Due From Pooled Cash	<u><u>750</u></u>



**BURLINGTON INTERNATIONAL AIRPORT
ACCOUNTS RECEIVABLE
AIP PROJECTS
AS of June 30, 2016**



NW FUND	AIP #	PROJECT DESCRIPTION	A/R BALANCE 06/30/15	TOTAL PROJECT EXPENSES FY 2016	GRANT %	% OF PROJECT EXPENSES FY 2016	REIMBURSE- MENTS FY 2016	A/R BALANCE 06/30/16
								-
404	87	LAND ACQ 2011	178,151	148,712	98%	145,738	(325,006)	(1,117)
405	84	LAND 2010 PHASE 2	71,017	124,544	98%	122,053	(203,203)	(10,132)
406	89	2012 DEVELOPMENT	-	-	96%	-	-	-
407	88	LAND 2011B	105,082.99	225,549	98%	221,038.02	(268,514)	57,607
409	81	LAND 2010 PROPERTIES	155,497	240,367	98%	235,560	(312,870)	78,188
421	74	LAND 2009 NOISE	197,262	54,712	98%	53,618	(255,056)	(4,176)
426	78	LAND 2010 NOISE	86,843	86,885	98%	85,148	(168,298)	3,693
429	90	ENG DESIGN SVCS	28,796	-	96%	-	(28,794)	1
430	91	PART 150 NEM UPDATE	77,584	85	96%	81	(74,323)	3,343
432	92	LAND 2012 NOISE	179,450	321,136	96%	308,291.01	(414,123)	73,619
433	94	LAND 2012 B NOISE	217,905	859,773	96%	825,382	(1,010,851)	32,436
434	95	TAXIWAY B RECONSTRUCTION & WASTEWATER COLLECTION FACILITY	601,478	11,914	96%	11,437.60	(613,430)	(514)
435	96	CARGO APRON REHAB	75,879	47,144	96%	45,259	(122,746)	(1,608)
436	97	DESIGN UPDATE SECURITY	63,314	549	96%	527	-	63,841
437	98	LAND ACQUISITION 4 PARCELS	65,381	95,893	96%	92,057	(158,997)	(1,559)
438	99	CARGO APRON REHAB - PHASE 2	19,717	812	96%	779	(19,735)	761
439	100	AIR CARRIER APRON PHASE 1	47,312	95,505	96%	91,685	(105,669)	33,328
440	101	SECURITY SYSTEM UPDATE	42,841	141,057	96%	135,415	-	178,256
441	102	TAXIWAY K (SOUTH)	106,992	7,275	96%	6,984	(113,975)	1
442	105	LAND ACQUISITION FY 15	9,045	944,279	96%	906,508	(700,388)	215,165
443		GLYCOL PROJECT	72,096	193,798	96%	186,046	-	258,142
444	103	AIR CARRIER APRON PHASE II	11,537	2,056,780	96%	1,974,509	(1,772,958)	213,088
445	104	TAXIWAY K CONSTRUCTION	12,107	1,824,987	96%	1,751,988	(948,875)	815,220
446		LAND ACQUISITION 2016	-	15,275	96%	14,664	-	14,664
447		TAXIWAY ALPHA CONSTRUCTION	-	92,030	96%	88,349	-	88,349
448		TAXIWAY GULF CONSTRUCTION	-	136,246	96%	130,796	-	130,796
449		AIR CARRIER APRON PHASE 3	-	64,440	96%	61,862	-	61,862
			-	-		-	-	-
TOTALS			2,425,289	\$ 7,789,749		\$ 7,495,774	\$ (7,617,810)	\$ 2,303,253

TREND ANALYSIS

For Fiscal Years 2015 and 2016

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			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
2015	29,062	129,056	180,862	250,243	294,680	340,596	385,468	455,967	507,151	553,476	612,793	669,587														
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														
2015	244,531	483,906	681,582	923,753	1,002,492	1,149,356	1,305,216	1,453,043	1,586,866	1,734,195	1,883,314	2,096,747														
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														
2015	158,349	316,660	464,374	608,334	732,425	846,526	969,438	1,088,441	1,225,070	1,360,457	1,488,635	1,630,368														
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														
2015	424,926	885,487	1,393,271	1,905,737	2,384,795	2,794,781	3,247,996	3,697,178	4,311,769	4,850,216	5,321,373	5,741,612														
2016	410,392	824,622	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														
2015	134,124	283,204	414,844	560,600	631,024	697,088	768,264	834,464	915,824	973,496	1,087,440	1,211,060														
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														
2015	\$ 990,993	\$ 2,098,313	\$ 3,134,934	\$ 4,248,667	\$ 5,045,416	\$ 5,828,347	\$ 6,676,382	\$ 7,529,093	\$ 8,546,680	\$ 9,471,840	\$ 10,393,555	\$ 11,349,374														
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														

Monthly Revenue Comparison

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		YTD	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
2015	29,062	99,994	51,806	69,381	44,437	45,916	44,872	70,499	51,184	46,325	59,317	56,794														669,587
2016	56,798	63,172	56,599	62,125	48,306	48,159	44,970	70,899	47,703	47,502	49,891	48,452														644,576
2015	244,531	239,374	197,676	242,171	78,739	146,864	155,860	147,827	133,823	147,329	149,119	213,433														2,096,747
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
2015	158,349	158,312	147,714	143,960	124,091	114,101	122,912	119,003	136,629	135,387	128,178	141,733														1,630,368
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
2015	424,926	460,560	507,784	512,466	479,058	409,986	453,215	449,182	614,591	538,447	471,157	420,239														5,741,612
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
2015	134,124	149,080	131,640	145,756	70,424	66,064	71,176	66,200	81,360	57,672	113,944	123,620														1,211,060
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
2015	\$ 990,993	\$ 1,107,320	\$ 1,036,621	\$ 1,113,733	\$ 796,749	\$ 782,931	\$ 848,035	\$ 852,711	\$ 1,017,587	\$ 925,160	\$ 921,715	\$ 955,819														\$ 11,349,374
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

Proposed Amendment to Burlington International Airport Minimum Standards for Commercial Aeronautical Service Providers – Adopted April 18, 2016

Amend Section 1-9 to revise Title to read as follows: “**Section 1-9, Amendment: Waiver of Minimum Standards Provisions**”

Amend Section 1-9 by inserting the following as the first paragraph prior to the current first paragraph:

“Except when necessary to comply with FAA, TSA, or other governmental regulations, revisions and amendments to these minimum standards must: (i) be recommended by the Board of Airport Commissioners for the Burlington International Airport after a public meeting of the Board of Airport Commissioners; (ii) be included as an agenda item, and provide for written and oral comments from the public, at a subsequent meeting, of the Board of Airport Commissioners meeting agendas and provide and be distributed as is customary as well as providing notice to all then existing Commercial Aeronautical Service Providers and (iii) if approved by the Board of Airport Commissioners, be submitted to the Burlington City Council for approval. Any revision or amendment shall not be effective for a minimum period of sixty (60) days after adoption unless necessary to comply with FAA, TSA, or other governmental regulations. “

Airport Commissioner Position Description

The Board of Airport Commissioners is created by Charter § 276. The Commission is an advisory board that:

1. Takes on any airport-related duties delegated by resolution of the City Council;
2. Participates and advises the Mayor on the appointment of the Director of Aviation;
3. Approves and submits a budget to the Mayor;
4. With the Director of Aviation, monitors expenditures made pursuant to an approved budget and reports every six months to the Mayor and City Council; (Actual practice for all departments has been annually)
5. Develops and annually revises for the Mayor a five-year capital plan;
6. Hears grievance appeals in accordance with Article XVI, Section 16.4, Step 2, of the Bargaining Agreement and at the request of AFSCME;
7. Designates a member to serve as a hearing officer for the purpose of appeals of taxi license denials; (This role is currently played by the Director of Aviation or designee)
8. Designates two members to serve on the Taxi Licensing Board.

Members of this board must meet the following criteria: Four (4) legal voters of the City of Burlington to be appointed by the City Council with mayor presiding and one legal voter of the City of South Burlington to be appointed by the governing body thereof.

Members of this board will be appointed for: Three (3) year terms and until their successors are appointed and qualified.

The board meets the third Monday every month at 3:00PM at the airport unless otherwise publically noticed of a different time and/or date.

In addition, members of this board will be expected to:

- Attend all scheduled meetings, or if a meeting must be missed, let the chairperson know ahead of the meeting if they will not be able to attend;
- Review any materials provided to the board ahead of time;
- Notify the chairperson and/or the city staff person assigned to the board of any accommodation for a disability that may be required in order for the person to serve;
- Act from a spirit of cooperation and with respect towards other board members, staff members, and members of the public appearing before the board;
- Avoid actual or apparent conflicts of interest or bias;
- When deciding a controversy or responding to a request, conduct themselves in a fair and impartial manner;
- Comply with all aspects of the Vermont Open Meeting and Access to Public Records laws;
- Consider fairly the interests of all individuals and organizations whose interests may be affected by their actions as a city official.

PROCEDURAL RULES OF THE
BTV AIRPORT COMMISSION

CITY OF BURLINGTON
BURLINGTON INTERNATIONAL BOARD OF AIRPORT COMMISSIONERS
PROCEDURAL RULES
Adopted August 15, 2016

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 above, the Burlington Airport Commission, pursuant to and consistent with the authority granted to municipal Airport commissions by 24 V.S.A. §4325, hereby adopts the following rules, hereinafter “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 (New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Town Meeting Day, Memorial Day, Independence Day, Bennington Battle Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving day and Christmas Day (observed)), or one of the major religious 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.

1.2 Organization Meeting. Annually, at the first meeting in July, the Commission shall elect officers and readopt or amend these Procedural Rules (24 V.S.A. §4323(b)).

1.3 Special Meetings. The Airport Commission shall meet in special session at the call of the Director of Aviation or designee or upon written request of the Chair or two members of the Airport Commission or by majority vote at a regular meeting. Notice of special meetings must comply with Title I V.S.A. §31 2(c)(2).

1.4 Place of meeting. Regularly scheduled meetings shall be held in Burlington International Airport Conference Room #1. To accommodate the public or in special circumstances, the Director of Aviation, with the consent of the Airport Commission Chairperson, may choose an alternate meeting place. A notice of such change shall be

PROCEDURAL RULES OF THE
BTV PLANNING COMMISSION

prominently posted on the door of the regular meeting place. The Director of Aviation shall also give notice of such change as required by Title I VSA §312(c)(2).

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 Title I V.S.A. §312(c)(2). 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 Title I V.S.A. §312, as amended, for all meetings of the Airport Commission. Such notification shall include but not necessarily be limited to the following:

2.1 Notification to Media and Others. Public notice shall be provided in accordance with Title I V.S.A. Chapter 5 and where applicable Title 24 V.S.A. §4441 and §4444.

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 Chairman and Vice-Chairman . 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. As required pursuant to by Title I V.S.A. § 172, action on any matter before the Commission shall require the vote of a majority of the total number of the seats on the Commission.

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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 and the reason therefore. In the event a member is absent without acceptable reasons from three (3) consecutive regular meetings or absent for any reason for five (5) meetings in a twelve (12) month period, the Airport Commission by majority vote may request the City Council to remove said member.

Commented [AG1]: Check with Attorney

4.0 Meeting agenda. The Director of Aviation will prepare the agenda of business for all regularly scheduled Airport Commission meetings. Any Airport Commission member or representative of any township committees, boards, or commissions, or any citizens, or developers desiring to place a matter on the agenda shall notify the Director of Aviation of such item by 12:00 p.m. on the Wednesday preceding the next regular meeting. Timely submittal shall be a prerequisite, but not a guarantee of receiving a position on the next agenda.

5.0 Conduct of Commission members

5.1 Chairperson. 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.

5.2 Disorderly conduct at meetings. If the Chair determines that there is or may be a breach of the peace, the Chair shall request the police to be present and take appropriate action. No person shall be removed, or excluded from a public meeting except for an actual breach of the peace committed at the meeting.

5.3 “Ex Parte” Communications. In any matter before the Commission, a member shall not, communicate with or accept a communication from a person where the Commission member has reasonable grounds to believe the person is a party to the matter and the communication is related, directly or indirectly, to that matter. A member shall disclose any such communication at an open meeting of the Commission prior to any consideration on that matter. (refer to p.3 of the Burlington Code of Ethics for definition of party.)

Commented [AG2]: Check with Attorney

5.4 Conflict of Interest. “Conflict of Interest” is defined as a significant pecuniary interest of an appointee or such an interest, known to the appointee, of a member of his or her immediate family or household or of a business associate or of a close personal friend in the outcome of any

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particular matter pending before the appointee or his or her public body. Conflict of Interest” does not include a pecuniary interest that is no greater than that of other persons generally affected by the outcome of the matter. If a matter comes before the Commission where there is a conflict of interest, the affected member shall make such disclosure, at an open meeting, prior to any consideration of the matter. Upon the disclosure of a conflict of interest:

- 1) Such member shall not, during any part of the Commission meeting pertaining to the matter requiring such disclosure, represent, advocate on behalf of, or otherwise act as the agent of the person or business entity in or with which the member has such interest or relationship, and
- 2) Such member shall not participate in any consideration of, or vote on the matter before the Commission.

If the Board takes an official action and such member who is required to disclose, fails to do so; or after disclosing, participates in consideration of the matter or vote; and if such official action would not have been taken without the vote of that member, then the chair or vice-chair shall immediately refer the member who failed to disclose or recuse to the **Board of Ethics** for appropriate action.

5.5 Representations of Commissioners Regarding Membership Status. It shall be the duty of the Commissioners to ensure the integrity of Commission proceedings, and to ensure the appearance of propriety is preserved. No Commissioner shall sign her or his name to any document that indicates the signer is a Commissioner, unless the document is a decision of the Commission or other official document issued by the Commission in the furtherance of its duties under Vermont law. Any Commissioner is hereby authorized to refer a violation of this provision to the Board of Ethics for appropriate action.

6.0 Record of meetings.

6.1 Minutes. Except with respect to deliberative sessions, the Director of Aviation or other person assigned by 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 Title I V.S.A. § 3 12(b).

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6.2 Record of discussion. The Director of Aviation will not be responsible for maintaining a written record or summary written record of the discussion or comments of the Airport Commission members or of comments made by members of the public, other than those required under I V.S.A. §312(b).

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 Title I V.S.A., Chapter 5, Subchapters 2 and 3.

7.0 Committees. The Airport Commission may establish committees to work with the Director of Aviation in investigating and making recommendations on matters within the jurisdiction of the Airport Commission. The work of committees shall be advisory only; all official business shall be conducted by the Airport Commission proper. It shall be the duty of the Chairman to appoint members of the Airport Commission to standing committees.

7.1 Committee Chair. The person first listed by the Chairman on the roster of each Committee shall be the Committee Chair. In the absence of the Committee Chair at any Committee meeting, the person next listed shall assume the Chair.

7.2 Committee duties and responsibilities. Each committee shall thoroughly investigate any matters referred to it by the Chair or the Airport Commission and shall report its findings to the Airport Commission without undue delay. Upon the motion of any Airport Commission member, and approval of a majority of the Airport Commission, the Airport Commission may discharge a Committee from further consideration of any matter.

7.3 Committee meetings. A majority of the members of a committee shall constitute a quorum and meetings of any committee shall comply with the Open Meeting Law. Each Committee shall maintain a written record of its meetings and shall deliver such record to the Director of Aviation. The record of each Committee shall include at least the following: the date and place of the meeting, members attending, and any final recommendations that the Committee has approved. Such meeting record shall constitute a public record, as defined in Title I V.S.A. Chapter 5, and shall be made available to any persons as required by that act. No Committee shall sit during a session of the Airport Commission unless the Airport Commission grants it leave to do so.

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8.0 Motions and resolutions

8.1. Motions and resolutions. A motion or resolution may be offered by any member of the Airport Commission. All motions must be seconded prior to discussion or consideration. Upon request, a motion or resolution shall be restated before being considered for adoption. All motions except procedural motions and resolutions may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order. Each written motion or resolution in writing shall be read by the Chair before the commencement of debate.

8.2 Motion to Reconsider. A motion to reconsider enables a majority of the Airport Commission, within a limited time and without notice, to bring back for further consideration action previously taken by the Commission. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the vote. To provide both usefulness and protection against abuse, the motion to reconsider has the following unique characteristics:

- 1) It can only be made by a Airport Commission member who voted with the prevailing side.
- 2) No question shall be reconsidered more than once. 3. Reconsideration shall be moved only on the same or the next succeeding regular meeting after the original vote.

9.0 Voting. Whenever a question is put by the Chair, every member present shall vote or abstain on all questions decided by the Airport Commission. A vote to abstain shall be considered a vote for the prevailing majority.

9.1 Record roll call vote. On demand by any Airport Commission member the vote on any pending question shall be taken by a record roll call vote.

9.2 Calling the roll. When a record roll call vote is demanded on a question, after the Chair has stated the question, the Airport Commission is directed to call the roll; on any such question, no member of the Airport Commission is entitled to speak, nor shall any motion be in order until such roll call is completed and the result announced.

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9.3 Non-signature documents or acts. All forms of action not requiring the signature of the Airport Commission shall nevertheless require a vote by a majority of the total number of the seats on the Airport Commission in order to be effective.

10.0 Introduction and consideration of Procedural Rules.

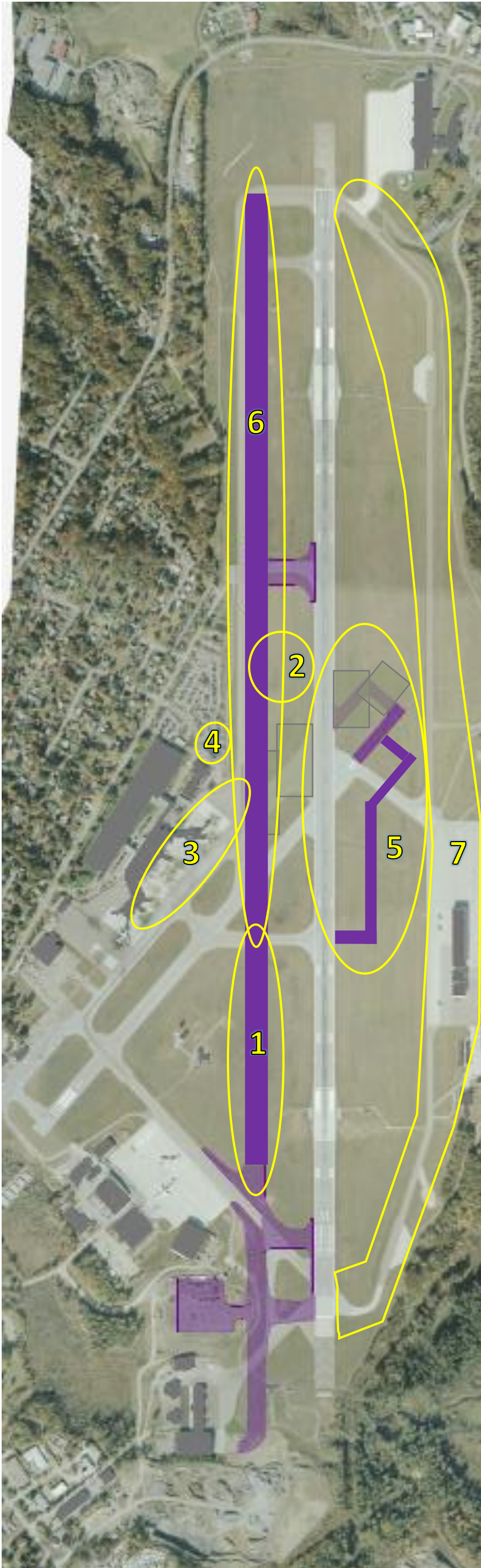
10.1. Introduction; Review by town's attorney. Any Airport Commission member may place on the Commission's agenda, as per Section 4 of these rules, consideration of a change to these procedural rules. Before final approval and adoption, each proposed Procedural Rule shall be reviewed by Burlington Planning & Zoning Department staff in consultation with the town's attorney.

11.0 Waiver. Except where otherwise mandated by law, the Commission, by majority vote, may waive or alter the application of any provision of these Procedural Rules.

DATED at Burlington, County of Chittenden, State of Vermont this 15th day of August, 2016.

BURLINGTON INTERNATIONAL BOARD OF AIRPORT COMMISSIONERS

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 late August/early September. 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.

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. We have executed the grant offer with FAA and work is expected to begin at the end of August 2016. The project will last 90 days, and will require the closure of Taxiway G for 10 calendar days.
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 for a portion of the work, specifically the apron adjacent to Gate 11, is forthcoming. We expect to start construction in early September 2016. The work this year will require the closure of a portion of Taxiway A and B for 45 days. 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 are pending. 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.

COMMISSION REPORT

Marketing Updates



This Month Highlights:

Charlie Hudson is a local painter who created a mural in the north terminal of downtown Burlington, VT. We continue to work very hard to bring local artist in and promote their work. Sponsored by: Generator

Champlain College Install:

Champlain College installed a student project 'Flight'. This is an interactive and virtual reality game that will be available for travelers to play with while enplaning or deplaning

ArborTrek Install

ArborTrek installed ads in both the North and South Terminals that feature a dummy "zip lining." The install also included signage that advertised for their company and BTV, as well as smaller signs located on the trees and poles through out the terminals.

Upcoming Events

- September 10— Jet Pull for Hope, American Cancer Society Fundraiser
- September 15— Cookies and Cocktails, A fundraiser for Girl Scout Cookies of Vermont New Hampshire
- September 21 — Rock Paper Scissors Tournament, ANEW place Fundraiser which will help benefit homelessness in VT

Purple Wifi top 5 Locations:

Last Month

1. Burlington, VT
2. Essex Junction, VT
3. Montreal, QC
4. New York, NY
5. Colchester, VT

Between June 21 2016– July 2019

This Month

1. Burlington, VT
2. Montreal, QC
3. Essex Junction, VT
4. Saint Albans, VT
5. New York, NY

Between July 19 2016– August 12

Burlington International Airport
 Passenger and Operational Statistics
June 2016



	<u>June 2016</u>	<u>June 2015</u>	<u>% Change</u>	<u>FY2016 YTD</u>	<u>FY2015 YTD</u>	<u>% Change</u>
**Data not Audited						
Enplaned Passengers	52,466	49,944	5.05%	595,251	600,402	-0.86%
Deplaned Passengers	54,903	53,102	3.39%	596,587	599,497	-0.49%
Total Passengers	107,369	103,046	4.20%	1,191,838	1,199,899	-0.67%
Departing Load Factor	80%	82%		81%	86%	
Departing Seat Capacity (Actual)	65,855	60,856	8.21%	731,121	700,732	4.34%
Total Cargo Tonnage Enplaned	No Data					
Total Cargo Tonnage Deplaned	No Data					
Total Landed Weight	68,943,708	62,334,588	10.60%	757,002,048	735,355,047	2.94%
FY Commercial Landings	900	886	1.58%	10,721	10,496	2.14%
FY Cancellations	23	41	-43.90%	215	395	-45.57%
FY Canceled Seats	1290	3,008	-57.11%	13,565	25,524	-46.85%

**Data not audited

One Month Behind on Reporting:

	<u>June 2016</u>	<u>June 2015</u>		<u>FY2016 YTD</u>	<u>FY2015 YTD</u>	<u>% Change</u>
Air Carriers	994	1009	-1.5%	6250	6481	-3.6%
Air Taxi	1222	963	26.9%	5724	5831	-1.8%
General Aviation	2015	1794	12.3%	8837	9581	-7.8%
Military	417	379	10.0%	2355	2430	-3.1%
Total BTV Operations	4648	4145	12.1%	23166	24323	-4.8%

*** 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

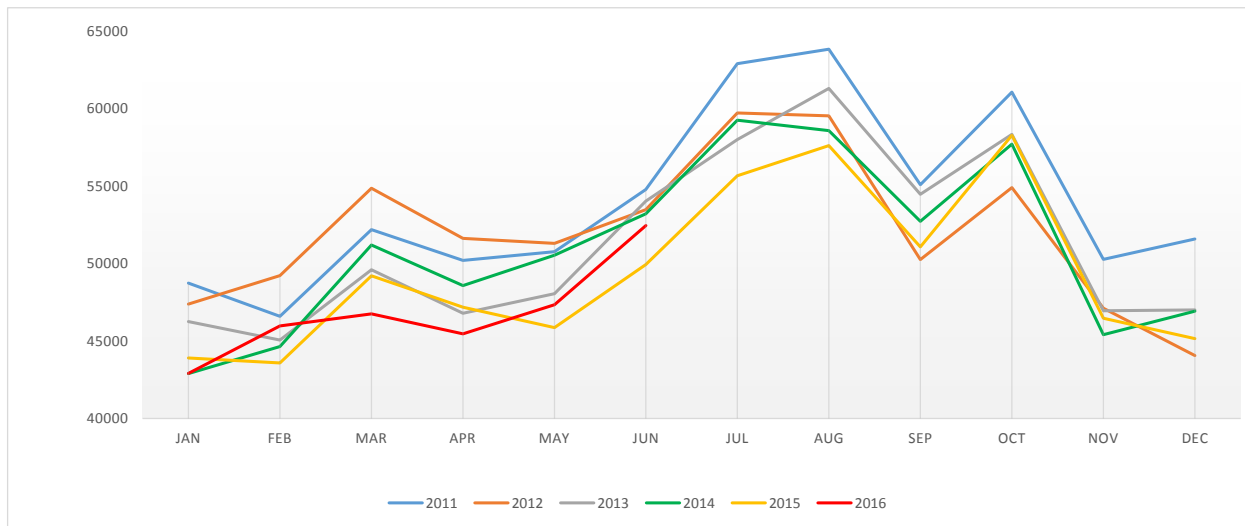
Burlington International Airport
 Passenger and Operational Statistics
June 2016



BTV Enplaned Passengers

C Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2011	48,746	46,600	52,206	50,211	50,774	54,792	62,931	63,860	55,103	61,092	50,279	51,601	648,195
2012	47,388	49,226	54,871	51,642	51,309	53,491	59,740	59,557	50,273	54,916	47,126	44,065	623,604
2013	46,256	45,066	49,605	46,804	48,058	54,039	58,027	61,325	54,487	58,359	46,967	47,013	616,006
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							

2011 YTD	48,746	95,346	147,552	197,763	248,537	303,329	366,260	430,120	485,223	546,315	596,594	648,195
2012 YTD	47,388	96,614	151,485	203,127	254,436	307,927	367,667	427,224	477,497	532,413	579,539	623,604
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						



Airline	June 2016	June 2015	% Change	2016 Share	FY2016 YTD	FY2015 YTD	% Change	16 YTD Share
United	18,207	16,704	9%	34.7%	188,832	178,120	6%	31.7%
American	14,684	12,815	15%	28.0%	161,692	165,313	-2%	27.2%
Delta	11,276	12,264	-8%	21.5%	129,685	139,982	-7%	21.8%
Jetblue	7,514	7,063	6%	14.3%	100,144	99,215	1%	16.8%
Porter	-	-	0%	0.0%	1,155	1,419	-19%	0.2%
Allegiant	785	1,098	-29%	1.5%	13,743	15,969	-14%	2.3%
Subtotal	52,466	49,944	5.05%	100%	595,251	600,018	-0.79%	100%

Date Completed			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			
FROM:	TO Destination:	Code	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference			
BTV	Washington, D.C. National	DCA	\$ 283.00	\$ 299.00	\$ 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)	
MHT			\$ (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)	\$ 211.00	\$ (4.00)	
ALB			\$ (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)	\$ 320.00	\$ (113.00)	
YUL			\$ 396.00	\$ 326.00	\$ 70.00	\$ 164.00	\$ 247.00	\$ 280.00	\$ 152.00	\$ 456.00	\$ 10.00	\$ 392.00	\$ 40.00	\$ 392.00	\$ 40.00	\$ 283.00	\$ 149.00	\$ 345.00	\$ 93.00	
BTV	Baltimore, MD	BWI	\$ 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	\$ 346.00	\$ 92.00	
MHT			\$ 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	\$ 346.00	\$ 92.00	
ALB			\$ 218.00	\$ 206.00	\$ 12.00	\$ 253.00	\$ 239.00	\$ 14.00	\$ 330.00	\$ (31.00)	\$ 500.00	\$ (20.00)	\$ 496.00	\$ (79.00)	\$ 330.00	\$ (96.00)	\$ 260.00	\$ (48.00)	\$ 260.00	\$ (48.00)
YUL			\$ (25.00)	\$ 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)	\$ 248.00	\$ (36.00)	
BTV	Washington Dulles, VA	IAD	\$ 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)	\$ 254.00	\$ (42.00)	
MHT			\$ 372.00	\$ 372.00	\$ 18.00	\$ 413.00	\$ 339.00	\$ 74.00	\$ 441.00	\$ (33.00)	\$ 427.00	\$ 55.00	\$ 466.00	\$ 32.00	\$ 392.00	\$ (15.00)	\$ 475.00	\$ 119.00	\$ 475.00	\$ 119.00
ALB			\$ (22.00)	\$ 354.00	\$ 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	\$ 439.00	\$ 36.00	
YUL			\$ 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	\$ 373.00	\$ 102.00	
BTV	Chicago, IL	ORD	\$ 377.00	\$ 283.00	\$ 283.00	\$ 463.00	\$ 438.00	\$ 438.00	\$ 438.00	\$ 438.00	\$ 444.00	\$ 312.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	
MHT			\$ 70.00	\$ 200.00	\$ 177.00	\$ 238.00	\$ 45.00	\$ 265.00	\$ 198.00	\$ 318.00	\$ 84.00	\$ 387.00	\$ 263.00	\$ 387.00	\$ 263.00	\$ 387.00	\$ 263.00	\$ 387.00	\$ 263.00	
ALB			\$ 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	\$ 307.00	\$ 133.00	
YUL			\$ 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	\$ 267.00	\$ 173.00	
BTV	JFK, NY	JFK	\$ 127.00	\$ 158.00	\$ 158.00	\$ 229.00	\$ 236.00	\$ 236.00	\$ 236.00	\$ 221.00	\$ 137.00	\$ 197.00	\$ 197.00	\$ 197.00	\$ 197.00	\$ 197.00	\$ 197.00	\$ 197.00	\$ 197.00	
MHT			\$ (164.00)	\$ 340.00	\$ (213.00)	\$ 360.00	\$ (202.00)	\$ 359.00	\$ (130.00)	\$ 450.00	\$ (214.00)	\$ 339.00	\$ (202.00)	\$ 339.00	\$ (202.00)	\$ 339.00	\$ (202.00)	\$ 339.00	\$ (202.00)	
ALB			\$ (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)	\$ 381.00	\$ (184.00)	
YUL			\$ (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)	\$ 254.00	\$ (57.00)	
BTV	LaGuardia, NY	LGA	\$ 137.00	\$ 137.00	\$ 137.00	\$ 196.00	\$ 342.00	\$ 342.00	\$ 342.00	\$ 213.00	\$ 187.00	\$ 231.00	\$ 231.00	\$ 231.00	\$ 231.00	\$ 231.00	\$ 231.00	\$ 231.00	\$ 231.00	
MHT			\$ (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)	\$ 333.00	\$ (102.00)	
ALB			\$ (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	\$ (171.00)	
YUL			\$ (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)	\$ 256.00	\$ (25.00)	
BTV	Detroit, MI	DTW	\$ 312.00	\$ 272.00	\$ 272.00	\$ 476.00	\$ 604.00	\$ 604.00	\$ 604.00	\$ 643.00	\$ 369.00	\$ 528.00	\$ 528.00	\$ 528.00	\$ 528.00	\$ 528.00	\$ 528.00	\$ 528.00	\$ 528.00	
MHT			\$ 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	\$ 334.00	\$ 194.00	
ALB			\$ 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	\$ 349.00	\$ 179.00	
YUL			\$ 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)	\$ 612.00	\$ (84.00)	
BTV	Newark, NJ	EWR	\$ 137.00	\$ 127.00	\$ 127.00	\$ 229.00	\$ 535.00	\$ 535.00	\$ 535.00	\$ 386.00	\$ 180.00	\$ 219.00	\$ 219.00	\$ 219.00	\$ 219.00	\$ 219.00	\$ 219.00	\$ 219.00	\$ 219.00	
MHT			\$ (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)	\$ 417.00	\$ (198.00)	
ALB			\$ (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)	\$ 369.00	\$ (150.00)	
YUL			\$ (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)	\$ 224.00	\$ (5.00)	
BTV	Atlanta, GA	ATL	\$ 301.00	\$ 357.00	\$ 357.00	\$ 326.00	\$ 527.00	\$ 527.00	\$ 527.00	\$ 453.00	\$ 180.00	\$ 473.00	\$ 473.00	\$ 473.00	\$ 473.00	\$ 473.00	\$ 473.00	\$ 473.00	\$ 473.00	
MHT			\$ (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	\$ 371.00	\$ 102.00	
ALB			\$ (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	\$ 319.00	\$ 154.00	
YUL			\$ (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	\$ 378.00	\$ 95.00	
BTV	Orlando/Sanford, FL ***	SFB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MHT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ALB			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
YUL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BTV	Fort Lauderdale, FL	FLL	\$ 276.00	\$ 292.00	\$ 292.00	\$ 366.00	\$ 346.00	\$ 346.00	\$ 346.00	\$ 352.00	\$ 312.00	\$ 328.00	\$ 328.00	\$ 328.00	\$ 328.00	\$ 328.00	\$ 328.00	\$ 328.00	\$ 328.00	
MHT			\$ 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	\$ 291.00	\$ 37.00	
ALB			\$ 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	\$ 216.00	\$ 112.00	
YUL			\$ 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	\$ 305.00	\$ 23.00	
BTV	Denver, CO	DEN	\$ 360.00	\$ 336.00	\$ 336.00	\$ 409.00	\$ 602.00	\$ 602.00	\$ 602.00	\$ 563.00	\$ 382.00	\$ 431.00	\$ 431.00	\$ 431.00	\$ 431.00	\$ 431.00	\$ 431.00	\$ 431.00	\$ 431.00	
MHT			\$ 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	\$ 410.00	\$ 21.00	
ALB			\$ (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	\$ 393.00	\$ 38.00	
YUL			\$ 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	\$ 365.00	\$ 66.00	
BTV	Los Angeles, CA	LAX	\$ 410.00	\$ 426.00	\$ 426.00	\$ 470.00	\$ 638.00	\$ 638.00	\$ 638.00	\$ 538.00	\$ 414.00	\$ 458.00	\$ 458.00	\$ 458.00	\$ 458.00	\$ 458.00	\$ 458.00	\$ 458.00	\$ 458.00	
MHT			\$ (1.00)	\$ 350.00	\$ 60.00	\$ 424.00	\$ 2.00	\$ 476.00	\$ (6.00)	\$ 506.00	\$ 132.00	\$ 541.00	\$ (3.00)	\$ 368.00	\$ 46.00	\$ 404.00	\$ 54.00	\$ 404.00	\$ 54.00	
ALB			\$ 45.00	\$ 384.00	\$ 26.00	\$ 384.00	\$ 42.00	\$ 412.00	\$ 58.00	\$ 495.00	\$ 143.00	\$ 462.00	\$ 76.00	\$ 377.00	\$ 37.00	\$ 435.00	\$ 23.00	\$ 435.00	\$ 23.00	
YUL			\$ 86.00	\$ 321.00	\$ 89.00	\$ 369.00	\$ 57.00	\$ 394.00	\$ 76.00	\$ 422.00	\$ 216.00	\$ 401.00	\$ 137.00	\$ 446.00	\$ (32.00)	\$ 394.00	\$ 64.00	\$ 394.00	\$ 64.00	
BTV	Charlotte, NC																			