

**BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS**

1200 Airport Drive, South Burlington, Vermont  
Conference Room #1  
Monday May 16, 2016 3:00pm

1. CALL TO ORDER
2. AGENDA
3. PUBLIC FORUM
  - 3.1 Taxi Experience Letter (Abdi Dhere)
4. FINANCIAL PACKAGE (Documents/Verbal - M. Friedman)
5. CONSENT AGENDA
  - 5.1 Approval of Minutes: April 18, 2016
6. ACTION REQUIRED:
  - 6.1 AIP – Air Carrier Apron Phase 3 Grant Acceptance
  - 6.2 AIP – Storm Water Improvement Grant Acceptance
  - 6.3 AIP – Home Acquisition Approval and Grant Acceptance
  - 6.4 Sound Insulation Design Project Contract – The Jones Payne Group
7. COMMUNICATION/DISCUSSION:
  - 7.1 Land Use Planning (Verbal)
  - 7.2 CommutAir Hangar Space Initiatives (Verbal)
  - 7.3 Construction Update Report (Document/Verbal - A. Hanaway)
  - 7.4 Marketing Update (Document/Verbal - E. Knapp)
  - 7.5 Passenger and Operational Statistics (Document - N. Longo)
  - 7.6 Fare Comparisons (Document – N. Longo)
8. DIRECTOR’S REPORT (Verbal)
9. COMMISSIONERS’ ITEMS
  - 9.1 Confirmation of Director of Aviation, Gene Richards
  - 9.2 FY2016 Airport Commission Annual Report
  - 9.3 Taxi Experience (Verbal)
10. ADJOURNMENT. Tentative: Next Meeting - Monday, June 20, 2016 at 3:00pm

April 21, 2016

Dear Airport Commission,

I have been in the taxi business since 2011. From 2011 until now, I depend on the Airport to pay my bills and I appreciate the Airport for helping me. I was capable of paying all of my bills. All of my bills, not worrying about anything.

In the last five months, all of my bills have been stacking up and I can only pay half. While I sit here for hours, I see Uber and Green Cab coming and taking all the passengers when the planes land we have nothing.

Dear Commissioners, I am requesting you kindly look into my words. I am behind on my rent and also I feel most of my debt is bills. I have been in the business for six years and have been able to pay for my Airport sticker, license, insurance and my other bills. July is coming. I do not want to be stuck not being able to pay my bills, or even worse, not be able to pay the fees to work at the Airport.

What I am requesting is to stop these two companies because they do not have an Airport queue sticker. If they would like, they should have to be like us and be on the waiting list until it is their turn. I watch daily as they take all the passengers and the taxi line feels the burden.

I have a wife and nine kids. I need your help.

Respectfully,



Abdi Dhere

**City of Burlington**  
**BURLINGTON INTERNATIONAL**  
**AIRPORT**  
March 2016

**FINANCIAL STATEMENTS**





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1200 Airport Drive, #1  
South Burlington, Vermont 05403  
Phone: (802) 863-2874 (TTY)  
Fax: 18021 862-7047

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



# Budget Performance Report

Fiscal Year to Date 03/31/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	YTD Encumbrances	FY 2016 YTD Transactions	Remaining Balance	% used/ Rec'd
Fund 400 - Airport								
<b>REVENUE</b>								
4247	Fees and Permits	104,850.00	.00	104,850.00	.00	92,235.00	12,615.00	88%
4267	Utility Reimbursement	46,967.00	.00	46,967.00	.00	31,284.29	15,682.71	67%
4275	Rent & Lease	.00	.00	.00	.00	.00	.00	+++
4295	Parking Fees	5,825,000.00	.00	5,825,000.00	.00	3,998,643.52	1,826,356.48	69%
4297	CFC's	1,180,000.00	.00	1,180,000.00	.00	948,264.00	231,736.00	80%
4345	Advertising Revenues	118,000.00	.00	118,000.00	.00	114,059.25	3,940.75	97%
4390	Concessions	260,000.00	.00	260,000.00	.00	191,429.00	68,571.00	74%
4440	Taxi Fees	46,900.00	.00	46,900.00	.00	79,017.00	(32,117.00)	168%
4445	Terminal Rent - Exclusive	1,127,147.00	.00	1,127,147.00	.00	864,117.42	263,029.58	77%
4450	Terminal Rent - Commonuse	1,467,928.00	.00	1,467,928.00	.00	1,100,945.97	366,982.03	75%
4455	Terminal Concessions Airport	525,200.00	.00	525,200.00	.00	494,960.00	30,240.00	94%
4460	Rental Car Concessions	1,777,468.00	.00	1,777,468.00	.00	1,717,835.00	59,633.00	97%
4465	Rent Grounds	380,774.00	.00	380,774.00	.00	256,260.15	124,513.85	67%
4470	Rent Buildings	1,204,998.00	.00	1,204,998.00	.00	973,177.67	231,820.33	81%
4475	Landing Fees	1,825,884.00	.00	1,825,884.00	.00	1,270,186.55	555,697.45	70%
4480	PFC Revenue	2,400,000.00	.00	2,400,000.00	.00	1,457,334.14	942,665.86	61%
4500	Airport Apron Fees	.00	.00	.00	.00	.00	.00	+++
4505	Terminal Non Airline	575,061.00	.00	575,061.00	.00	444,454.05	130,606.95	77%
4535	Misc Rev	3,000.00	.00	3,000.00	.00	3,991.61	(991.61)	133%
4600	Fees For Services	.00	.00	.00	.00	5,894.00	(5,894.00)	+++
4700	Interest / Investment Income	33,500.00	.00	33,500.00	.00	1,860.57	31,639.43	6%
4702	Interest Income PFC	4,000.00	.00	4,000.00	.00	2,511.39	1,488.61	63%
4703	Restricted Interest Income	.00	.00	.00	.00	26,860.30	(26,860.30)	+++
4705	Unrealzd Gain/Loss-Invest	.00	.00	.00	.00	10,702.13	(10,702.13)	+++
4750	Gain/Loss On Asset	.00	.00	.00	.00	28,457.31	(28,457.31)	+++
4825	Interdepartmental	.00	.00	.00	.00	82.57	(82.57)	+++
4850	Cash Over	.00	.00	.00	.00	1,583.79	(1,583.79)	+++
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	143,742.14	64,257.86	69%
<b>REVENUE TOTALS</b>		<b>\$19,114,677.00</b>	<b>\$0.00</b>	<b>\$19,114,677.00</b>	<b>\$0.00</b>	<b>\$14,259,889.00</b>	<b>\$4,854,788.00</b>	<b>75%</b>
<b>EXPENSE</b>								
5000	Salaries and Wages	2,356,815.00	.00	2,356,815.00	.00	1,648,525.42	708,289.58	70%
5100	Overtime	225,000.00	.00	225,000.00	.00	166,096.43	58,903.57	74%
5200	Other Personal Service	167,415.00	.00	167,415.00	.00	107,627.77	59,787.23	64%
5400	Employee Benefits	1,246,199.00	.00	1,246,199.00	.00	937,264.00	308,935.00	75%
6000	Office Supplies	14,000.00	.00	14,000.00	908.28	3,934.56	9,157.16	35%
6005	Postage	1,500.00	.00	1,500.00	.00	978.51	521.49	65%
6007	Shipping and Moving	6,000.00	.00	6,000.00	22.00	1,920.81	4,057.19	32%
6010	Computer Equipment	45,560.00	.00	45,560.00	94.63	4,859.04	40,606.33	11%
6015	Computer Software	62,500.00	.00	62,500.00	.00	1,889.00	60,611.00	3%
6017	Computer Licensing and Maint.	17,000.00	18,000.00	35,000.00	.00	22,931.37	12,068.63	66%
6020	Office Equipment	5,000.00	.00	5,000.00	.00	650.00	4,350.00	13%
6025	Furnishings	5,000.00	.00	5,000.00	.00	.00	5,000.00	0%
6200	Medical Fees And Supplies	2,500.00	.00	2,500.00	.00	2,350.61	149.39	94%
6202	Printing/Copying/Paper Mgt	2,500.00	.00	2,500.00	.00	1,025.86	1,474.14	41%
6203	Dues/Subscriptions	86,000.00	.00	86,000.00	4,317.79	67,667.56	14,014.65	84%
6205	Cash Short	.00	.00	.00	.00	5,245.65	(5,245.65)	+++



# Budget Performance Report

Fiscal Year to Date 03/31/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted	Budget	Amended	YTD	FY 2016 YTD	Remaining	% used/
		Budget	Amendments	Budget	Encumbrances	Transactions	Balance	Rec'd
6206	Custodian Supplies	65,000.00	.00	65,000.00	.00	45,437.87	19,562.13	70%
6208	Special Supplies	14,000.00	.00	14,000.00	643.00	6,538.86	6,818.14	51%
6210	Small Tools and Equipment	18,000.00	.00	18,000.00	1,977.07	12,050.16	3,972.77	78%
6211	Specialized Equipment	.00	.00	.00	.00	.00	.00	+++
6212	Fuel	174,000.00	.00	174,000.00	67,529.43	32,470.57	74,000.00	57%
6214	Clothing And Uniforms	11,000.00	.00	11,000.00	232.96	1,628.90	9,138.14	17%
6215	Uniform Laundering	22,000.00	.00	22,000.00	1,489.06	12,510.94	8,000.00	64%
6216	Oil & Grease & Antifreeze	40,000.00	.00	40,000.00	1,895.13	12,930.30	25,174.57	37%
6222	Runway De-Ice	200,000.00	.00	200,000.00	20,620.00	79,380.00	100,000.00	50%
6300	Repair & Maintenance	826,500.00	49,000.00	875,500.00	94,755.26	493,835.50	286,909.24	67%
6350	Legal Notice & Advertising	3,000.00	.00	3,000.00	.00	199.00	2,801.00	7%
6400	Utilities	1,560,000.00	(1,550.00)	1,558,450.00	735.00	968,844.93	588,870.07	62%
6500	Professional and Consultant Services	1,142,000.00	(25,000.00)	1,117,000.00	98,098.82	674,334.98	344,566.20	69%
6530	Rentals	.00	15,000.00	15,000.00	.00	.00	15,000.00	0%
6600	Maintenance Contracts	300,000.00	(18,000.00)	282,000.00	66,888.05	159,734.42	55,377.53	80%
6605	Radio Maintenance	20,000.00	.00	20,000.00	1,302.00	7,954.50	10,743.50	46%
6610	Custodial Contracts	682,000.00	.00	682,000.00	165,375.00	496,125.00	20,500.00	97%
6615	Property Repairs	200,000.00	.00	200,000.00	31,850.00	24,260.50	143,889.50	28%
6620	Contractual Vehicle Repair	22,000.00	.00	22,000.00	.00	5,228.08	16,771.92	24%
6625	Equipment Maintenance Repairs	150,000.00	.00	150,000.00	16,694.10	76,662.93	56,642.97	62%
6700	Travel & Training	98,000.00	.00	98,000.00	.00	23,935.48	74,064.52	24%
6800	Fees for Services	35,000.00	.00	35,000.00	2,216.00	26,453.27	6,330.73	82%
7000	Bad Debt Expense	2,000.00	.00	2,000.00	.00	360.00	1,640.00	18%
7002	Interest Expense	.00	.00	.00	.00	.00	.00	+++
7004	Interest Expense - Restricted	.00	.00	.00	.00	12,555.08	(12,555.08)	+++
7010	Depreciation Expense	.00	.00	.00	.00	.00	.00	+++
7200	Capital Leases	373,000.00	(15,000.00)	358,000.00	2,025.00	272,480.80	83,494.20	77%
7230	Insurance	243,641.00	.00	243,641.00	.00	197,352.73	46,288.27	81%
7303	Regulatory and Bank Fees	120,000.00	.00	120,000.00	.00	104,154.26	15,845.74	87%
7312	Real Estate Taxes	1,553,000.00	1,550.00	1,554,550.00	755.01	1,165,551.96	388,243.03	75%
8005	Vehicle/Equipment Repairs	.00	.00	.00	.00	.00	.00	+++
8015	Indirect Fees	343,605.00	.00	343,605.00	.00	257,704.92	85,900.08	75%
8016	Risk Management	9,000.00	.00	9,000.00	.00	.00	9,000.00	0%
8017	Indirect Fees - City Attorney	9,923.00	.00	9,923.00	.00	7,443.00	2,480.00	75%
8018	Management Fee - Parking Garage	674,225.00	.00	674,225.00	.00	432,878.59	241,346.41	64%
8035	FAA - Airport Security	.00	.00	.00	.00	.00	.00	+++
8095	Interest On Pooled Cash	34,000.00	.00	34,000.00	.00	3,516.46	30,483.54	10%
8135	Airport Security To Police	1,014,000.00	.00	1,014,000.00	.00	760,500.00	253,500.00	75%
<b>OPERATING EXPENSE TOTALS</b>		<b>\$14,201,883.00</b>	<b>\$24,000.00</b>	<b>\$14,225,883.00</b>	<b>\$580,423.59</b>	<b>\$9,347,980.58</b>	<b>\$4,297,478.83</b>	<b>70%</b>
<b>OPERATING PROFIT</b>						<b>\$4,911,908</b>		



# TREND ANALYSIS

For Fiscal Years 2015 and 2016  
Year-To-Date Revenue Comparisons



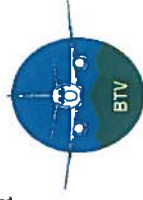
FY	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2015 Terminal Concessions	29,062	129,056	180,862	250,243	294,680	340,596	385,468	455,967	507,151	553,476	612,793	669,587
2016 (4455)	56,798	119,970	176,569	238,695	287,001	335,160	380,129	451,028	494,959			
2015 Car Rental Concessions	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 (4460)	240,324	552,535	748,826	977,338	1,124,975	1,273,200	1,421,448	1,569,549	1,717,834			
2015 Landing Fees	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 (4475)	149,347	300,822	447,804	601,990	735,405	871,127	1,002,428	1,133,393	1,270,187			
2015 Parking Fees	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 (4295)	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			
2015 Customer Facility Charge	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 (4297)	160,052	312,196	444,132	591,724	666,660	736,308	807,060	877,000	948,264			
2015 Total	\$ 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 Total	\$ 1,016,913	\$ 2,110,146	\$ 3,057,996	\$ 4,157,010	\$ 5,026,014	\$ 5,805,853	\$ 6,621,466	\$ 7,504,721	\$ 8,429,887	\$ -	\$ -	\$ -

## Monthly Revenue Comparison

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
	2015 Terminal Concessions	29,062	99,994	51,806	69,381	44,437	45,916	44,872	70,499	51,184	46,325	59,317	56,794
2016 (4455)	56,798	63,172	56,599	62,125	48,306	48,159	44,970	70,899	43,931				494,959
2015 Car Rental Concessions	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	17,717,834
2016 (4460)	240,324	552,535	748,826	977,338	1,124,975	1,273,200	1,421,448	1,569,549	1,717,834				1,717,834
2015 Landing Fees	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	16,303,368
2016 (4475)	149,347	300,822	447,804	601,990	735,405	871,127	1,002,428	1,133,393	1,270,187				1,270,187
2015 Parking Fees	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	57,416,12
2016 (4295)	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				3,998,643
2015 Customer Facility Charge	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	12,110,60
2016 (4297)	160,052	312,196	444,132	591,724	666,660	736,308	807,060	877,000	948,264				948,264
2015 Total	\$ 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	113,493,374
2016 Total	\$ 1,016,913	\$ 2,110,146	\$ 3,057,996	\$ 4,157,010	\$ 5,026,014	\$ 5,805,853	\$ 6,621,466	\$ 7,504,721	\$ 8,429,887	\$ -	\$ -	\$ -	8,429,887



**Burlington International Airport**  
**Fiscal Year 2016**  
 Debt Coverage Score



DESCRIPTION	July	August	September	October	November	December	January	February	March
<b>Total Revenue</b>	1,515,506	3,160,886	4,890,357	6,671,649	8,460,600	9,684,975	11,067,250	12,639,056	14,259,889
Less: PFC Revenue	0	(73,589)	(316,239)	(532,083)	(813,335)	(904,851)	(1,024,088)	(1,275,968)	(1,457,334)
Less: PFC Interest Income	(258)	(537)	(819)	(1,082)	(1,352)	(1,352)	(1,352)	(1,352)	(2,511)
<b>Total Net Revenue</b>	1,515,248	3,086,760	4,573,299	6,138,484	7,645,913	8,778,772	10,041,810	11,361,736	12,800,044
<b>Operating Expenses</b>	804,033	1,629,220	2,820,067	3,676,747	4,625,094	5,721,399	6,930,867	7,912,505	9,347,981
<b>Total Net Operating Income</b>	711,215	1,457,540	1,753,232	2,461,737	3,020,819	3,057,373	3,110,943	3,449,231	3,452,063
+ PFC available for Debt Service	90,593	181,186	271,779	362,372	452,964	543,557	634,150	724,743	815,336
Funds Available for Debt Service	801,808	1,638,726	2,025,011	2,824,109	3,473,783	3,600,930	3,745,093	4,173,974	4,267,399
* + Debt Principal & Interest Payments	282,137	564,274	846,410	1,128,547	1,410,684	1,692,821	1,974,958	2,257,094	2,539,231
<b>Debt Service Coverage Score - Methodology #1</b>	<b>2.84</b>	<b>2.90</b>	<b>2.39</b>	<b>2.50</b>	<b>2.46</b>	<b>2.13</b>	<b>1.90</b>	<b>1.85</b>	<b>1.68</b>
Apply 125% PFC Revenue towards debt	22,648	45,296	67,945	90,593	113,241	135,889	158,538	181,186	203,834
Funds Available for Debt Service	824,456	1,684,022	2,092,955	2,914,701	3,587,025	3,736,820	3,903,631	4,355,160	4,471,233
<b>Debt Service Coverage Score - Methodology #2</b>	<b>2.92</b>	<b>2.98</b>	<b>2.47</b>	<b>2.58</b>	<b>2.54</b>	<b>2.21</b>	<b>1.98</b>	<b>1.93</b>	<b>1.76</b>

**Fiscal Year 2015**  
 Debt Coverage Score

<b>Debt Service Coverage Score - Methodology #1</b>	<b>2.26</b>	<b>2.48</b>	<b>2.01</b>	<b>2.20</b>	<b>2.01</b>	<b>1.80</b>	<b>1.61</b>	<b>1.60</b>	<b>1.60</b>
<b>Debt Service Coverage Score - Methodology #2</b>	<b>2.34</b>	<b>2.56</b>	<b>2.09</b>	<b>2.28</b>	<b>2.09</b>	<b>1.88</b>	<b>1.69</b>	<b>1.68</b>	<b>1.69</b>





**BURLINGTON INTERNATIONAL AIRPORT  
ACCOUNTS RECEIVABLE  
AIP PROJECTS  
AS of April 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 04/30/16
								-
404	87	LAND ACQ 2011	178,151	147,318	98%	144,371	(219,110)	103,412
405	84	LAND 2010 PHASE 2	71,017	124,544	98%	122,053	(171,058)	22,013
406	89	2012 DEVELOPMENT	-	-	96%	-	-	-
407	88	LAND 2011B	105,082.99	225,022	98%	220,521.64	(268,514)	57,091
409	81	LAND 2010 PROPERTIES	155,497	239,607	98%	234,815	(312,870)	77,442
421	74	LAND 2009 NOISE	197,262	54,712	98%	53,618	(253,194)	(2,315)
426	78	LAND 2010 NOISE	86,843	86,885	98%	85,148	(106,236)	65,755
429	90	ENG DESIGN SVCS	28,796	-	96%	-	(28,794)	1
430	91	PART 150 NEM UPDATE	77,584	85	96%	81	(73,203)	4,463
432	92	LAND 2012 NOISE	179,450	311,652	96%	299,185.48	(414,123)	64,513
433	94	LAND 2012 B NOISE	217,905	823,361	96%	790,427	(690,966)	317,366
434	95	TAXIWAY B RECONSTRUCTION & WASTEWATER COLLECTION FACILITY	601,478	12,031	96%	11,550.20	(613,430)	(402)
435	96	CARGO APRON REHAB	75,879	47,144	96%	45,259	(122,746)	(1,608)
436	97	DESIGN UPDATE SECURITY	63,314	-	96%	-	-	63,314
437	98	LAND ACQUISITION 4 PARCELS	65,381	94,583	96%	90,799	(154,181)	1,999
438	99	CARGO APRON REHAB - PHASE 2	19,717	812	96%	779	(19,735)	761
439	100	AIR CARRIER APRON PHASE 1	47,312	93,815	96%	90,062	(99,065)	38,310
440	101	SECURITY SYSTEM UPDATE	42,841	-	96%	-	-	42,841
441	102	TAXIWAY K (SOUTH)	106,992	7,275	96%	6,984	(113,158)	819
442	105	LAND ACQUISITION FY 15	9,045	725,067	96%	696,064	(429,741)	275,369
443		GLYCOL PROJECT	72,096	89,865	96%	86,271	-	158,366
444	103	AIR CARRIER APRON PHASE II	11,537	2,050,914	96%	1,968,877	(1,772,958)	207,457
445	104	TAXIWAY K CONSTRUCTION	12,107	811,262	96%	778,811	(271,202)	519,716
446		LAND ACQUISITION 2016	-	12,399	96%	11,903	-	11,903
447		TAXIWAY ALPHA CONSTRUCTION	-	41,233	96%	39,584	-	39,584
448		TAXIWAY GULF CONSTRUCTION	-	32,609	96%	31,305	-	31,305
			-			-	-	-
<b>TOTALS</b>			<b>2,425,289</b>	<b>\$ 6,032,195</b>		<b>\$ 5,808,469</b>	<b>\$ (6,134,282)</b>	<b>\$ 2,099,476</b>

# Burlington International Airport

## Cash and Investments

April 30, 2016

<u>Account</u>	<u>Account Description</u>	<u>Balance</u>
1000_400	Bank Account Airport	437,388
1000_415	Bank Account Airport - Prepaid Cash Acct TD	486,928
1000_420	Bank Account CFC	3,016,501
1000_474	Cash Restricted Burl Arpt 2014 A Debt Serv. Res	1,446,936
1000_475	Cash Restricted Airport 2014 A COI	25
1050_400	Cash Restricted Air Debt Service Fund	1,888,659
1050_420	Cash Restricted Escrows - Airport PFC TD Bank	2,965,835
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	3,289,128
1050_430	Cash Restricted Esc - Airport Res Acct - TD Bank	215,864
1050_487	Cash Restricted Airport Debt Service Res. 2012 A	1,664,864
1050_488	Cash Restricted Airport Debt Service Res. 2012 B	654,323
1050_489	Cash Restricted Airport Debt Service Res. 2012 C	7,168
1050_490	Cash Restricted Airport 2012 ABC COI	13,636
1050_496	Cash Restricted AIP Deposit Keybank	72,681
	Total Cash and Investments	<u>16,159,935</u>
1100_999	(Due To) / Due From Pooled Cash	<u>(694,684)</u>

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

**DRAFT**

**MEMBERS PRESENT:** Jeff Munger (Chairman)  
Pat Nowak  
Alan Newman [via teleconference until 4:27 PM]  
Jeff Schulman

**MEMBERS ABSENT:** Bill Keogh

**BTV STAFF PRESENT:** Gene Richards, Director of Aviation  
Nic Longo, Director of Planning and Development  
Erin Knapp, Director of Marketing  
Amanda Hanaway-Corrente, Director of Engineering &  
Environmental Compliance  
Richard Brown, Director of Maintenance  
Shelby Losier, Intern

**OTHERS PRESENT:** David Clark, Skylink  
Dave Stiller, Heritage Aviation  
Tim McCole, Heritage Aviation  
Luke Jean, Heritage Aviation  
Tina Lindberg, Mansfield Heliflight  
Eric Chase, Mansfield Heliflight  
Andrew Grosvenor, Merritt & Merritt  
Bryan Elliott, Ricondo & Associates  
Michele Boomhower, VTrans  
Ed Antczak, Vermont Flight Academy  
Pablo Nuesch, Esq. [via teleconference]  
Ben Klein, Esq. [via teleconference]  
Abdi Dhere, Airport Winooski Cab

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**1.0 CALL TO ORDER**

Chairman Jeff Munger called the meeting to order at 3:06 PM on April 18, 2016.

**2.0 AGENDA**

**MOTION by Pat Nowak, SECOND by Jeff Munger, to approve the agenda as presented. VOTING (by roll call): Jeff Munger – aye, Pat Nowak – aye, Jeff Schulman – aye, Alan Newman – aye (unanimous); motion carried.**

**3.0 PUBLIC HEARING: Minimum Standards for Commercial Aeronautical Service Providers**

The public hearing was opened at 3:10 PM.

**COMMENTS**

Ben Klein, attorney representing Mansfield Heliflight, made the following comments:

- Minimum standards are central to an airport's planning and financial help. The minimum standards being proposed will discourage/prevent new aeronautic services such as charter providers, maintenance providers, and Fixed Base Operators (FBO) from coming to the airport.
- If the minimum standards being proposed are adopted then Burlington Airport will lock in with one FBO on the field for the largest airport in the state competing for regional business. If Heritage goes "belly up" then no one will be providing crucial FBO service.
- Monopolies are bad for consumers, aviation included. With one FBO at Burlington the airport has suffered. Mansfield Heliflight has been asking for a second FBO for the past four years and the airport has ignored the requests.
- The five acre footprint for the facility is unreasonable and unnecessary. The 5,000 s.f. terminal space is unreasonable and unnecessary. The minimum standards are prohibitive for an airport the size of Burlington.
- Heritage was built in a vacuum. It is not possible for a business to make a profit with the minimum standards, and it is not likely the airport will have another 'Heritage'.
- Many airports have FBOs of different sizes to serve different customers. With Heritage the average general aviation customer is marginalized because they must pay a higher cost for services.
- Mansfield Heliflight is not suing the airport as has been stated, but has filed a Part 16 complaint with the FAA that essentially says the airport is not living up to its obligations. Mansfield Heliflight is frustrated with how they have been treated since requesting a second FBO at the airport. The minimum standards were issued in the middle of the RFP for the north hangar and the minimum standards eliminated to ability to use the north hangar for an FBO.
- Minimum standards cannot be used to discriminate against aviation operations. Burlington has not had minimum standards for years.

Mr. Klein requested consideration be given for another FBO at Burlington, perhaps a local charter provider, and suggested doing a Motion for Summary Judgement on the minimum standards and holding a second hearing on having a second FBO.

Pablo Nuesch, attorney representing the airport, said he worked with staff and Bryan Elliott in drafting the minimum standards which are not discriminatory. The document was presented to the FAA for review and comment. Staff prepared responses to the comments and the FAA was satisfied. The minimum standards are based on peer markets.

Bryan Elliott, Ricondo & Associates, said the drivers of the standards were the airport master plan and follow-on study which both suggested the north hangar is not the future for general aviation services and activities. Three parcels were identified. One parcel was six acres of land that was readily available with an apron. Local zoning and land uses were considered. Existing leases were reviewed (full service and specialized operators). Industry trends, FAA recommendations for minimum standards, and historical activities were also considered. Per the master plan, critical aircraft is the B-2 jet engine. Jet operations are anticipated to triple. Staff comments, user comments, FAA comments

were gathered and a platform for a transparent process was provided. In sum, when drafting the minimum standards consideration was given to the vision for the airport, master plan documents, existing conditions, and hitting milestone benchmarks in the 20 year forecast for aviation activity. The minimum standards document is a natural progression of follow-on to the airport planning efforts.

Ben Klein pointed out the FAA does not approve minimum standards and the footprint of Atlantic (predecessor to Heritage) was five acres, but the terminal was not 5,000 s.f. Heritage terminal was not 5,000 s.f. before the new building was constructed. The airport neglected to mention general aviation is underserved by having one FBO. Mr. Elliott said itinerant operations for a three year period, 2012-2015, were evaluated and the results showed 60% were Group 2 or smaller business jets with 49' to 79' wingspan and 6.2% were Group 1 or single engine piston aircraft with wingspan up to 49'. Ben Klein observed during the time period noted there was one FBO on the airport and the data confirm that having one FBO neglects one section of general aviation and increases the Group 2 aircraft.

Tim McCole, Heritage, thanked the Airport Commission for the opportunity to comment and the transparent, efficient process. The public record shows Heritage jet fuel pricing is within 3% of the regional average. Also, there was a FBO in New England with minimum standards and without notice or public comment the minimum standards were changed (lowered) to accommodate an operator. The result was a huge loss of investment and loss of a number of jobs.

Dave Stiller, Heritage, stated minimum standards will ensure safety, quality, and orderly operations for the airport, community, and the industry. Though Heritage does not agree with all that is in the minimum standards document, the transparent process and opportunity to comment is appreciated as well as hearing the rationale of why comments were accepted or rejected. Heritage does request that the condition for waiver or amendments without public comment be reviewed and any amendments to the document go through similar opportunity for notice and public comment. Language could be added to say "subsequent changes going forward require public notice and comment". Mr. Stiller mentioned the environment that led to the arrangement on the airport today was two FBOs in competition which was unsustainable, and it is not fair to say Heritage particularly drives traffic. Heritage offers a spectrum of services to general, corporate and commercial aviation which is driven by the nature of the airport that serves commercial, military, corporate, and general aviation every day of the year. Saying the minimum standards will require "a second Heritage" in order to complete is not true. The conditions provided by Heritage exceed the scope of services, premises, and fuel requirements. Heritage exceeds the recommended standards on a number of items.

Gene Richards stated much time and effort was put into the minimum standards which are crucial for the airport to have in place. Public process is important and the airport wants a process that is transparent so the suggested change relative to amendments is reasonable.

Alan Newman asked Mr. Klein to identify three items that would allow for an FBO to competitively handle smaller aircraft. Mr. Klein said decreasing by approximately half the footprint size (five acres), apron size, and terminal size would work. Mr. Klein noted the existence of one FBO on the field is not the result of market conditions. Heritage made an offer the landlord could not refuse when the facility was purchased.

There were no further comments. The public hearing was closed at 3:53 PM.

**MOTION by Pat Nowak, SECOND by Jeff Schulman, to adopt the minimum standards document, dated April 5, 2016, as presented on April 18, 2016. VOTING (by roll call): Jeff Munger – aye, Pat Nowak – aye, Jeff Schulman – aye, Alan Newman – aye (unanimous); motion carried.**

#### **4.0 PUBLIC FORUM**

There were no comments from the public.

#### **5.0 FINANCIAL PACKAGE**

The financial documents were reviewed. Staff noted a debt ratio of at least 1.50 will be maintained. CFCs from the rental car revenue have been held in reserve, but will be used for garage work and other repairs. An ample reserve will be maintained.

#### **6.0 CONSENT AGENDA**

6.01 Minutes of March 21, 2016

**MOTION by Pat Nowak, SECOND by Jeff Schulman, to approve the consent agenda including minutes from March 21, 2016. VOTING by roll call: Jeff Munger – aye, Pat Nowak – aye, Jeff Schulman – aye, Alan Newman – aye (unanimous); motion carried.**

#### **7.0 COMMUNICATION/DISCUSSION**

7.01 Construction Update Report

Amanda Hanaway-Corrente reported:

- Open projects started last year will be completed this year.
- Future project, Taxiway B Extension, has been renamed to “Taxiway Bravo Extension”.
- Taxiway Kilo work has resumed and will be complete before this year’s construction projects begin.
- Taxiway G realignment is part of the Taxiway K construction project.
- The quick turnaround facility will be in July if funding and permitting are in place.
- Upgrades are required to the glycol system because the state changed the standards. The airport is doubling the size of existing capacity.
- The first two phases of the nine phase air carrier apron rehab project are done.
- Vermont Air Guard (VTANG) has significant work planned in 2017 including rehab of Taxiway Delta and Taxiway Foxtrot and apron work.

The airport is working with the FAA, Air Traffic Control, and VTANG to collaborate on the work.

Gene Richards commented positively on the effort by Amanda Hanaway-Corrente and all the parties involved with the projects. Pat Nowak asked that South Burlington be appraised of the hours of operation. Gene Richards said work will cease at 8 PM each day. Work may be done for a half day on Saturdays.

#### 7.02 Marketing Update

Erin Knapp reported:

- Upcoming events include “Blast Off for Books” with the Stern Center, Rock, Paper, Scissors Tourney for the Homeless Rehab Center, and a Girl Scouts cookie event.
- Harvard business students are doing a “swipe cycle” pilot (bicycles for hire). Good feedback has been received.
- BTV Ignite is working to brand Burlington as a tech innovative hub.
- Champlain College is on the Profinity interactive display.
- Vermont Refugee Resettlement Program held a very successful fund raiser at the airport with over 200 people in attendance, ethnic foods, and bands.
- Email newsletter is forthcoming with a survey asking what is liked at the airport and what new destinations are wanted.

Gene Richards said staff continues to look for opportunities (EB-5, hotel, social media) to grow the airport. Twelve staff members are taking French language lessons. Staff spoke at the Burlington Rotary and French Alliance.

Alan Newman asked if research has been done to find out why people from Montreal fly out of Burlington. Staff will draft a survey question. Shelby Losier noted a survey of users of the parking garage is conducted three times a week.

#### 7.03 Fare Comparisons

Nic Longo reported the fare comparisons are not “apples to apples”. For example, most people are not flying to Chicago, but rather are connecting through Chicago.

### **8.0 DIRECTOR’S REPORT**

Gene Richards noted:

- A press conference was held on preclearance and the Porter connection possibly with train service. The potential is to go from a seasonal service to daily or several days per week service. The Toronto market is another hub.
- The target to finalize the airline leases is June.
- Nic Longo and Gene Richards will attend the Allegiant Service Convention in Clearwater, Florida
- There is good representation from the community and the neighborhood on the noise committee which will move forward.
- The quick turnaround project will start mid-July. The airport will manage the quick turnaround and receive compensation. Heritage will manage fuel supply.

- Staff continues to work on building a relationship up north with Canada.
- Branding BTV will include using all the logos of the city departments in one.

Gene Richards introduced Michele Boomhower from VTrans Policy and Planning. Michele Boomhower, VTrans PPAID, reported the state aviation group is diverse with small and medium sized airports (11 state airports) and great activity and refurbishments. Traffic is up at state airports in both freight and small general aviation. There are private jet flights into Knapp Airport. Newport Airport is moving forward with the runway, fuel station, and terminal development. The state anticipates Burke and Jay Peak will have an operator following the receivership. Middlebury Airport will be upgraded this year.

#### **9.0 COMMISSIONER ITEMS**

Congratulations were extended to Jeff Schulman on his new AD position at UVM. The Airport Commission is very thankful Mr. Schulman will continue to serve on the commission.

#### **10.0 ADJOURNMENT**

Next meeting: May 16, 2016 at 3 PM.

**MOTION by Pat Nowak, SECOND by Jeff Schulman, to adjourn the meeting.  
VOTING: unanimous (4-0)[Alan Newman not present for vote]; motion carried.**

The meeting was adjourned at 4:39 PM.

*RScty: MERiordan*





## BURLINGTON INTERNATIONAL AIRPORT

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### MEMO

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

FROM: Burlington International Airport

DATE: May 16, 2016

SUBJECT: Finance Board Approval and Recommendation to City Council:  
Acceptance of Grant – Air Carrier Apron Reconstruction- Phase 3

The Burlington Airport seeks Finance Board approval and recommendation to City Council for the acceptance of the following grant and award of contract:

1. Acceptance of a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) GRANT for a project to reconstruct a portion of the Air Carrier apron (Phase 3) located centrally to the main terminal at the airport, between Gates 8 and 11. Total estimated cost of this third phase project is **\$3,652,129**. The Federal Grant under the Airport Improvement Program will be in the amount of approximately **\$3,286,917** with up to a maximum 15% overage allowance as per standard grant terms. The State share is approximately **\$219,128** and the local share is approximately **\$146,085**. The local share of costs will be eligible for reimbursement under the Passenger Facility Program (PFC) program as part of the FY2016 PFC application. While we are hopeful for a full grant this year, we understand the constraints of FAA due to their legislative and funding process. Because FAA may not have available funding sources this year, we bid the project to construct a reduced portion of the area, this reduction will provide flexibility in awarding the below contract.
2. Authorization to award a construction contract to S.D. Ireland Brothers Corp. in the bid amount of \$1,973,930 for the base bid and \$899,426 for the add alternative option, totaling **\$2,873,356** which is based on unit quantities and pricing, with the total contract subject to a not to exceed overage of 15% based on final quantities. S. D. Ireland was the selected company for this third phase reconstruction of the Air Carrier Apron as the lowest responsible bidder of the 2 bids received on this project. The next bidder was Dirt Tech with a base bid of \$2,887,110, an add alternative of \$1,319,125, totaling \$4,206,235. This work is to be funded under the Federal Grant outlined in Item 1 above.

1200 Airport Drive, #1  
South Burlington, Vermont 05403

Phone: (802) 863-2874 (TTY)  
Fax: (802) 863-7947  
[www.btv.aero](http://www.btv.aero)

**Resolution Relating to**

**AUTHORIZATION TO ACCEPT AND TO CONTRACT FOR RECONSTRUCTION OF A PORTION OF THE AIR CARRIER APRON (PHASE 3) 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 continued reconstruction of the air carrier  
4 apron would be in the best interest of the City and Airport, and in the interest of public airport purposes; and

5           WHEREAS, the Board of Airport Commissioners at their meeting on May 16, 2016, approved the  
6 referenced project; and

7           WHEREAS, the projects can be paid for with funds from a Grant Anticipation Note or short term  
8 financing, in anticipation of said expenditures being reimbursed by State and Federal Aviation Administration  
9 (FAA) Airport Improvement Program (AIP) grants (Grant Offer) and Passenger Facility Charges; and

10           WHEREAS, the total project cost is estimated at \$3,652,129 and the Airport seeks the acceptance by  
11 the City of an FAA AIP Grant Offer for 90% of the approximate cost in the amount of \$3,286,917; the State  
12 share (6%) being \$219,128; and the local share (4%) being \$146,085; all with up to a maximum of 15%  
13 overage allowance as per standard grant terms; and

14           WHEREAS, the Director of Aviation, after appropriate process, has determined to contract with the  
15 following entities for the project construction and design and monitoring services associated with the Project:  
16 S.D. Ireland Brothers, Inc. for Phase three of the reconstruction of the air carrier apron in the amount of  
17 \$2,873,356 subject to a maximum overage allowance of up to 15% based on actual quantities; herein referred  
18 to as the “Construction Contract”,

**Page 2**  
**Resolution Relating to**

19 NOW THEREFORE BE IT RESOLVED THAT upon the **May xxx, 2016** approval of the Board of  
20 Finance and the **May xxx, 2016** approval of the City Council, and the review by the Chief Administrative  
21 Officer and the City Attorney; the Honorable Mayor Miro Weinberger is hereby authorized and directed to  
22 execute on behalf of the City of Burlington agreements accepting the above referenced Grant Offer from the  
23 United States of America for the above-referenced Projects,

24 BE IT FURTHER RESOLVED, that Director of Aviation, Gene Richards, hereby is authorized and  
25 directed to execute on behalf of the City, the Contracts referenced above with S.D. Ireland, and all other  
26 documents which may be required for the acceptance of said Grant Offer and the pursuit of its purposes and/or  
27 documents related to the aforementioned Project and/or Contract subject to any applicable City Purchasing  
28 Procedures.

29

30	NAME/PURPOSE OF CONTRACTS:	Reconstruct Air Carrier Apron, Phase 3
31	ADMINISTRATING DEPARTMENT:	Airport
32	CONTRACT AMOUNTS:	\$2,873,356
33	CONTRACT TERM:	Not to Exceed One Year
34	RENEWAL TERM:	
35	DESIGNATION OF FUNDS:	
36	FISCAL YEAR:	2016/2017
37	ACCOUNT NAME:	
38	ACCOUNT NUMBER:	

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44 NRL/AIRPORT – AUTHORIZATION TO ACCEPT GRANT/ CONSTRUCTION CONTRACT  
45 **APRIL 30, 2015**



## BURLINGTON INTERNATIONAL AIRPORT

---

### MEMO

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

FROM: Burlington International Airport

DATE: May 23, 2016

SUBJECT: Finance Board Approval and Recommendation to City Council:  
Acceptance of Grant – Upgrade Terminal Apron Glycol Treatment System

The Burlington Airport seeks Finance Board approval and recommendation to City Council for the acceptance of the following grant and award of contract:

1. Acceptance of a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) GRANT for a project to construct an improved Terminal Apron Glycol Treatment System. Total estimated cost of this project is **\$2,433,208.44**. The Federal Grant under the AIP will be in the amount of approximately **\$2,189,888** with up to a maximum 15% overage allowance as per standard grant terms. The State share is approximately **\$145,993** and the local share is approximately **\$97,328**. The local share of costs will be eligible for reimbursement under the Passenger Facility Program (PFC) program as part of the FY2016 PFC application.
2. Authorization to award a construction contract to S.D. Ireland Brothers Corp. in the bid amount of **\$1,924,000** which is based on unit quantities and pricing, with the total contract subject to a not to exceed overage of 15% based on final quantities. S. D. Ireland was the selected company for this project to construct this upgrade as the lowest responsible bidder of the 4 bids received on this project. The second low bidder was Dirt Tech Company with a bid of \$2,015,984 while the third bidder was Kingsbury Companies, LLC at \$2,342,460. This work is to be funded under the Federal Grant outlined in Item 1 above.

The Airport Commission approved this project and proposed funding on May 16, 2016. A draft Resolution is attached.

1200 Airport Drive, #1  
South Burlington, Vermont 05403

Phone: (802) 863-2874 (TTY)  
Fax: (802) 863-7947  
www.btv.aero

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

**Resolution Relating to**

**AUTHORIZATION TO ACCEPT GRANT AND TO CONTRACT FOR CONSTRUCTION OF AN UPGRADED TERMINAL APRON GLYCOL TREATMENT SYSTEM 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 construction of an upgraded Terminal  
4 Apron Glycol Treatment System would be in the best interest of the City and Airport, and in the interest of  
5 public airport purposes; and

6           WHEREAS, the Board of Airport Commissioners at their meeting on May 16, 2016, approved the  
7 referenced project; and

8           WHEREAS, the projects can be paid for with funds from a Grant Anticipation Note or short term  
9 financing, in anticipation of said expenditures being reimbursed by State and Federal Aviation Administration  
10 (FAA) Airport Improvement Program (AIP) grants (Grant Offer) and Passenger Facility Charges; and

11           WHEREAS, the total project cost is estimated at \$2,433,208 and the Airport seeks the acceptance by  
12 the City of an FAA AIP Grant Offer for 90% of the approximate cost in the amount of \$2,189,888; the State  
13 share (6%) being \$145,993; and the local share (4%) being \$97,328; all with up to a maximum of 15%  
14 overage allowance as per standard grant terms; and

15           WHEREAS, the Director of Aviation, after appropriate process, has determined it appropriate to  
16 contract with the following entities for the project construction and design and monitoring services associated  
17 with the Project: S.D. Ireland Brothers, Inc. for the construction of the upgraded treatment system in the  
18 amount of \$1,924,000 subject to a maximum overage allowance of up to 15% based on actual quantities;  
19 herein referred to as the “Construction Contract”,

**Page 2**  
**Resolution Relating to**

20 NOW THEREFORE BE IT RESOLVED THAT upon the **May xxx, 2016** approval of the Board of  
21 Finance and the **May xxx, 2016** approval of the City Council, and the review by the Chief Administrative  
22 Officer and the City Attorney; the Honorable Mayor Miro Weinberger is hereby authorized and directed to  
23 execute on behalf of the City of Burlington agreements accepting the above referenced Grant Offer from the  
24 United States of America for the above-referenced Projects,

25 BE IT FURTHER RESOLVED, that Director of Aviation, Gene Richards, hereby is authorized and  
26 directed to execute on behalf of the City, the Contracts referenced above with S.D. Ireland, and all other  
27 documents which may be required for the acceptance of said Grant Offer and the pursuit of its purposes and/or  
28 documents related to the aforementioned Project and/or Contract subject to any applicable City Purchasing  
29 Procedures.

30

31 NAME/PURPOSE OF CONTRACTS:	Upgrade Glycol Treatment System
32 ADMINISTRATING DEPARTMENT:	Airport
33 CONTRACT AMOUNTS:	\$1,924,000
34 CONTRACT TERM:	
35 RENEWAL TERM:	
36 DESIGNATION OF FUNDS:	
37 FISCAL YEAR:	2016/2017
38 ACCOUNT NAME:	AIP
39 ACCOUNT NUMBER:	

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42 NRL/AIRPORT – AUTHORIZATION TO ACCEPT GRANT/ CONSTRUCTION CONTRACT

43 **APRIL 30, 2015**



## BURLINGTON INTERNATIONAL AIRPORT

---

### MEMO

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

FROM: Burlington International Airport

DATE: May 23, 2016

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

The Burlington Airport seeks Finance Board approval and recommendation to City Council for the acceptance of the following grant and award of associated contracts:

1. Authorization to Accept Federal Grant and authorize purchase of properties under AIP-Land-2016. This Grant is to provide Federal funding for the purchase of five properties that are in the Airport's Land Acquisition Plan and are part of the FAA approved Noise Mitigation Plan (NCP) for the Airport. All properties are located adjacent to the Airport and are in the 65 Db dnl and above noise zone. Total estimated cost of this project is **\$2,333,200**. The Federal Grant under the Airport Improvement Program will be in the amount of approximately **\$2,099,880**. with up to a maximum 15% overage allowance as per standard grant terms The State share is approximately **\$139,992** and the local share is approximately **\$93,328**. The local share of costs will be eligible for reimbursement under the Passenger Facility Program (PFC) program as part of the FY2016 PFC application.
2. Contract with five property owners for the purchase of five properties at their appraised value and determination of Fair Market Value by a Review Appraiser. These properties are within the grant included as item 1 above.
3. Under the Uniform Relocation Act, services provided by O. R. Colan and Associates are required to assist homeowners and tenants relocate to a comparable, comfortable replacement property. Total contract amount with O.R. Colan will be approximately \$116,148

The Airport Commission approved this project and proposed funding on May 16, 2016. A draft Resolution is attached.

1200 Airport Drive, #1  
South Burlington, Vermont 05403

Phone: (802) 863-2874 (TTY)  
Fax: (802) 863-7947  
www.btv.aero

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

**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 4 residential properties and 1  
4 public meeting facility located in the vicinity of the Airport (92 Airport Parkway, 15 North Henry Court, 50-  
5 54 Dumont Avenue, 17 Berard Drive, and 20-22 Ledoux Terrace; all in South Burlington, Vermont, together  
6 the “Properties”), with funds in anticipation of said expenditures being reimbursed by the State and the  
7 Federal Aviation Administration (“FAA”) Airport Improvement Program (“AIP”) grants, as desirable for land  
8 use planning, anticipated growth, and environmental compatibility (noise), and in the interest of public benefit  
9 and in furtherance of public airport purposes; and

10           WHEREAS, the relocation efforts required under the Uniform Relocation Act will be contracted with  
11 O. R. Colan and Associates in the amount of \$116,148; and

12           WHEREAS, the total project cost is estimated at \$2,333,200 and the Airport seeks the acceptance by  
13 the City of an FAA AIP Grant Offer for 90% of the approximate cost in the amount of \$2,099,880; the State  
14 share (6%) being \$139,992; and the local share (4%) being \$93,328; all with up to a maximum of 15%  
15 overage allowance as per standard grant terms; and

16           WHEREAS, the Board of Airport Commissioners, on May 16, 2016, approved the referenced Grant  
17 Offer and the purchase of the Properties;

18           NOW THEREFORE BE IT RESOLVED THAT upon the **May xxx, 2015** approval of the  
19 Board of Finance and the **May xxx, 2015** approval of the City Council, and the review by the Chief



**Page 2**  
**Resolution Relating to**

20 Administrative Officer and the City Attorney; the Honorable Mayor Miro Weinberger is hereby authorized  
21 and directed to execute on behalf of the City of Burlington agreements accepting the above referenced Grant  
22 Offer from the United States of America for the above-referenced Projects,

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

27

28 NAME/PURPOSE OF CONTRACTS: Land Acquisition – AIP Land 2016  
29 ADMINISTRATING DEPARTMENT: Airport  
30 CONTRACT AMOUNTS:  
31 CONTRACT TERM:  
32 RENEWAL TERM:  
33 DESIGNATION OF FUNDS:  
34 FISCAL YEAR: 2016/2017  
35 ACCOUNT NAME: AIP  
36 ACCOUNT NUMBER:

37

38

39

40

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42 NRL/AIRPORT – AUTHORIZATION TO ACCEPT GRANT/ ACQUIRE PROPERTIES

43 APRIL 30, 2015



## BURLINGTON INTERNATIONAL AIRPORT

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### MEMO

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

FROM: Burlington International Airport

DATE: May 23, 2016

SUBJECT: Finance Board Approval and Recommendation to City Council:  
Approval of Contract with The Jones Payne Group

The Burlington Airport seeks Finance Board approval and recommendation to City Council to accept of the following grant and to award the associated contract to The Jones Payne Group for sound insulation design work.

The contract's scope of work is to provide a documented implementation plan and inventory of eligible properties for sound mitigation efforts.

The contract includes program management, community outreach on several occasions, as well as the formulation of a pilot program. The Pilot program includes sub-contracts to analyze each parcels eligibility to receive funding of sound mitigation efforts which may include new windows, doors, insulation, and/or HVAC upgrades. All properties are located adjacent to the Airport and are in the 65 Db dnl and above noise zone.

The total estimated cost of this contract is **\$498,657**. We are projecting that approximately 15% of this contract will be with Disadvantaged Business Enterprises. While the airport does not have a grant yet for this project, the work is required prior to applying for federal assistance. The airport plans to apply for reimbursement of these services through a Federal Aviation Administration sponsored grant by May of 2017.

The Airport Commission approved this project and proposed funding on May 16, 2016. A draft Resolution is attached.

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South Burlington, Vermont 05403

Phone: (802) 863-2874 (TTY)  
Fax: (802) 863-7947  
[www.btv.aero](http://www.btv.aero)

PROFESSIONAL SERVICES AGREEMENT

for

**NOISE MITIGATION PROGRAM**

BURLINGTON INTERNATIONAL AIRPORT (AIRPORT) Contract No. **xxxx**

PROFESSIONAL SERVICES AGREEMENT (*hereinafter referred to as the "AGREEMENT"*),

entered into as of April 1, 2016, by and between **The Jones Payne Group, Inc.**

123 North Washington Street, 3rd Floor; Boston, MA 02114, (*hereinafter referred to as the*

"CONSULTANT") and the **City of Burlington** and the **Burlington International Airport**

(*hereinafter referred to as the "AIRPORT"*),

WITNESSETH THAT:

WHEREAS, the AIRPORT has a need for professional services associated with the Noise Mitigation Program, such as noise planning; implementation of pilot and long-range sound insulation program; and land acquisition property management, hereinafter referred to as the "SERVICES":

WHEREAS, AIRPORT has the authority to contract for such professional SERVICES; and

WHEREAS, CONSULTANT represents that it is experienced and has the authority to enter into agreement and capability to perform such SERVICES;

NOW THEREFORE, the parties do mutually agree as follows:

**1. ENGAGEMENT OF CONSULTANT**

AIRPORT hereby engages CONSULTANT and CONSULTANT hereby agrees to do, perform and carry out the SERVICES in accordance with this AGREEMENT. The term of this AGREEMENT shall be April 1, 2016 through May 30, 2019, with the option of two one-year extensions at the sole discretion of AIRPORT.

**2. TASK ORDERS AND SCOPE OF SERVICES**

Task Orders, in the general form shown on Exhibit "A", shall be used to describe the parties' mutual agreement on the scope of services, schedule, compensation and any other particulars ("Task Orders"). Task Orders are binding only after acceptance and execution by duly authorized representatives of both parties. Each Task Order shall govern the

parties' rights and obligations with respect to each assignment, but all within the framework of this AGREEMENT. In the event of an inconsistency between the terms of any Task Order and the terms of this AGREEMENT, the terms of this AGREEMENT shall govern.

### **3. AIRPORT'S RESPONSIBILITY**

AIRPORT shall perform and provide CONSULTANT with the following in a timely manner: (i) all available information in its possession pertinent to the SERVICES, including previous reports, drawings, specifications or any other data as may be reasonably required by CONSULTANT to perform the SERVICES; (ii) written notice whenever AIRPORT becomes aware of any information that affects the scope or timing of CONSULTANT'S SERVICES, or any defect in the CONSULTANT SERVICES; and (iii) access to all public and private property as necessary for the performance of the work to be undertaken by CONSULTANT pursuant to the SERVICES, and any Task Order issued pursuant thereto.

### **4. CHANGES / AMENDMENTS**

No changes or amendments to this AGREEMENT or any Task Order shall be effective unless agreed to in writing by both AIRPORT and CONSULTANT. No restrictions, promises, warranties, covenants or undertakings shall exist other than those expressly set forth in the AGREEMENT or any duly executed Task Order.

### **5. STANDARD OF CARE / WARRANTIES**

CONSULTANT shall exercise the same degree of care, skill, and diligence in the performance of the SERVICES as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. CONSULTANT warrants that: (i) it has the authority and right to enter into this AGREEMENT and any Task Order, to perform services and provide materials, information and deliverables hereunder, and that its obligations hereunder are not in conflict with any other CONSULTANT obligation; (ii) each of its employees has the proper skill, training and background necessary to accomplish their assigned tasks; (iii) all services will be performed in a competent and professional manner, by qualified personnel authorized, as necessary under applicable State and Federal laws to perform the work necessary to complete the SERVICES, and will conform to AIRPORT's requirements hereunder and all applicable State and Federal laws; (iv) neither any deliverables, information, or materials, nor the performance of any services by CONSULTANT, will infringe upon or violate the rights of any third party, and AIRPORT shall receive free and clear title to all works, materials, information and deliverables prepared and/or developed in connection with this AGREEMENT; and (v) AIRPORT shall have the right to use for its own purposes, any ideas, methods, techniques, materials and information provided to or otherwise obtained by AIRPORT as a result of this AGREEMENT, without restriction, liability or obligation, except as may be specified herein.

## **6. INSURANCE**

CONSULTANT shall maintain the insurance coverages specified in Exhibit "C" during the term of this AGREEMENT.

## **7. SUBCONSULTANTS**

- (a) Without limiting the ability of CONSULTANT to hire subconsultants or subcontractors in accordance with this AGREEMENT, AIRPORT shall have the right to require CONSULTANT to engage subconsultants or subcontractors (reasonably acceptable to CONSULTANT) to perform any of the work required for the successful completion of the SERVICES or any Task Order under this AGREEMENT.
- (b) In the event that CONSULTANT proposes to engage a subconsultant or subcontractor to perform work required pursuant to any Task Order, such Task Order shall include the name of each subconsultant or subcontractor performing the task and a detailed description of the work to be performed by each subconsultant or subcontractor. Reference to any subconsultant or subcontractor in an approved Task Order executed in accordance with this AGREEMENT shall be deemed written approval by AIRPORT of the subconsultant or subcontractor, but only insofar as and to the extent that the work to be performed by the subconsultant or subcontractor is described in such Task Order.
- (c) Except as authorized above, none of the services to be provided by CONSULTANT pursuant to this AGREEMENT shall be subcontracted or delegated, in whole or in part, to any other organization, association, individual, corporation, partnership or other such entity without the prior written approval of AIRPORT, such approval to be at AIRPORT's sole discretion.
- (d) CONSULTANT shall enter into a written agreement with each such subcontractor or subconsultant pursuant to which each such subcontractor or subconsultant agrees to be bound by the terms and conditions of this AGREEMENT. AIRPORT shall have right to obtain a copy of any proposed subcontract upon request.

## **8. DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

- (a) In connection with the performance of this AGREEMENT, CONSULTANT shall cooperate with AIRPORT in meeting its commitments and goals with respect to the maximum utilization of Disadvantaged Business Enterprises (DBEs). CONSULTANT shall use reasonable efforts to ensure that DBEs shall have the maximum opportunity to compete for subconsultant and subcontractor work under this AGREEMENT in accordance with AIRPORT's requirements relating to disadvantaged businesses. The stated goal for DBE participation under this AGREEMENT is **X.XX%**.

- (b) Each month CONSULTANT shall provide a written report, in such form as AIRPORT may require, setting forth the efforts undertaken by CONSULTANT to comply with the requirements of this section and the level of participation of disadvantaged enterprises in the work undertaken pursuant to this AGREEMENT. Such report shall accompany each monthly invoice for payment submitted by CONSULTANT.

## **9. INDEMNIFICATION**

- (a) CONSULTANT will act in an independent capacity and not as officers or employees of the AIRPORT. CONSULTANT shall indemnify and hold harmless the AIRPORT and its officers and employees from liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of CONSULTANT's negligent acts and/or omissions in the performance of this AGREEMENT. AIRPORT is responsible for its own actions. CONSULTANT is not obligated to indemnify the AIRPORT or its officers, agents and employees for any liability of the AIRPORT, its officers, agents and employees attributable to its, or their own, negligent acts, errors or omissions.
- (b) In the event AIRPORT, its officers, agents or employees are notified of any claims asserted against it or them to which this indemnification clause may apply, AIRPORT or its officers, agents and employees shall immediately thereafter notify the CONSULTANT, in writing, that a claim to which the indemnification agreement may apply has been filed.

## **10. COMPLIANCE WITH LAWS**

- (a) **GENERAL COMPLIANCE WITH LAWS:** CONSULTANT shall comply with all applicable Federal, State and local laws, including, but not limited to, the Burlington Livable Wage Ordinance and the Non-outsourcing Ordinance and shall provide the required certifications attesting to compliance with these ordinances (Exhibit D).

Provisions of the AGREEMENT shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both parties. If, for any reason, a provision in the AGREEMENT is unenforceable or invalid, that provision shall be deemed severed from the AGREEMENT, and the remaining provisions shall be carried out with the same force and effect as if the severed provisions had never been a part of the AGREEMENT.

- (b) **ENVIRONMENTAL REGULATIONS:** Any contract in excess of One Hundred Thousand Dollars (\$100,000) shall comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. ' 1857(h)), Section 508 of the Clean Air Act (33 U.S.C. ' 1368), Executive Order 11738, and Environmental Protection Airport regulation (40 CFR Part 15), that prohibit the use, under non-exempt Federal Contracts, grants or loans, of facilities included on the

EPA list of Violating Facilities. The provisions require reporting of violations to the grantor, AIRPORT and to the USEPA Assistant Administrator for Enforcement (EN-329).

- (c) CIVIL RIGHTS and EQUAL EMPLOYMENT OPPORTUNITY: During performance of the AGREEMENT, CONSULTANT will not discriminate against any employee or applicant for employment because of race, age, color, religion, sex, national origin, physical disability or veteran status.

CONSULTANT shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375 and as supplemented by the Department of Labor regulations (41 CFR Part 60). CONSULTANT shall also comply with the rules, regulations and relevant orders of the Secretary of Labor, Nondiscrimination regulations 49 CFR ' 21 through Appendix C, and Regulations under 23 CFR ' 710.405 (b). Accordingly, all subcontracts shall include reference to the above. CONSULTANT shall comply with all the requirements of Title 21, VSA, Chapter 5, Subchapter 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

- (d) DEBARMENT CERTIFICATION: When signing a Contract in excess of Twenty Five Thousand Dollars (\$25,000), CONSULTANT certifies under the penalty of perjury as directed by Federal laws (48 CFR 52.209-5), that, except as noted in the AGREEMENT, CONSULTANT or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of federal funds:

1. is not currently under suspension, debarment, voluntarily exclusion or determination of ineligibility by any Federal agency;
2. has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past three (3) years;
3. does not have a proposed debarment pending; and
4. has not been indicted, convicted, or had a civil judgment rendered against him/her by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Exceptions will not necessarily result in denial of the Contract but will be considered in determining CONSULTANT'S responsibility. The AGREEMENT shall indicate any exception and identify to whom or to what AIRPORT it applies and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

Exceptions shall be noted in the

Contract: \_\_\_\_\_

- (e) **LOBBYING:** For any Contract exceeding One Hundred Thousand Dollars (\$100,000), CONSULTANT certifies by signing the AGREEMENT, that to the best of their knowledge and belief on behalf of their signature:
1. No Federal appropriated funds have been paid or will be paid by or to any person influencing or attempting to influence an officer or employee of a government agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, renewal, amendment or modification of any Federal Contract grant, loan or cooperative Agreement.
  2. CONSULTANT will complete and submit, in accordance with its instructions, Standard Form-LLL "Disclosure Form to Report Lobbying", if any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of a government agency or a Member of Congress in connection with the Federal Agreement, grant loan, or cooperative Agreement.
  3. CONSULTANT shall require that the language of this Certification be included in the award documents for all sub-awards at all tiers (including subconsultants, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact, upon which reliance was placed when the AGREEMENT was made or entered into. Submission of this certification is a prerequisite for making or entering into the AGREEMENT, imposed by Section 1352, Title 31, U.S.C.

Section 1352 of Title 31, U.S.C., provides, in part, that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any government agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress, in the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (f) **CHILD SUPPORT PAYMENTS:** By signing the AGREEMENT, CONSULTANT certifies, as of the date of signing the AGREEMENT, that they are (a) not under an obligation to pay child support; or (b) is under such an obligation and is in good



standing with respect to that obligation; or (c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan. If CONSULTANT is a sole proprietorship, CONSULTANT'S statement applies only to the proprietor. If CONSULTANT is a partnership, CONSULTANT'S statement applies to all general partners with a permanent residence in Vermont. If CONSULTANT is a corporation, this provision does not apply.

- (g) **TAX REQUIREMENTS:** By signing the AGREEMENT, CONSULTANT certifies, as required by law under 32 VSA, Section 3113, that under the pains and penalties of perjury, he/she is in good standing with respect to payment, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date of signature on the AGREEMENT.
- (h) **ENERGY CONSERVATION:** CONSULTANT shall recognize mandatory standards and policies relating to energy efficiency that are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act P.L. 94-165.

## **11. CONTRACTUAL AGREEMENTS**

- (a) **REGISTRATION:** CONSULTANT agrees to be registered with the Vermont Secretary of State's office as a corporation doing business in the State of Vermont at all times this contract is effective. This registration must be completed prior to contract execution.
- (b) **ADMINISTRATION REQUIREMENTS:** By signing the AGREEMENT, CONSULTANT agrees to comply with the following provisions and certifies that he/she or they are in compliance with the provisions of 49 CFR ' 18.36 Procurement Contract Provisions with principal reference to the following:
  1. Copeland "Anti-Kickback" Act. For any Federal-Aid Contracts or subcontracts for construction or repair, CONSULTANT agrees to comply with the Copeland "Anti-Kickback" Act, 18 U.S.C. ' 874, as supplemented by Department of Labor Regulations, 29 CFR ' 3. **(NOT APPLICABLE FOR PROFESSIONAL SERVICES AGREEMENT).**
  2. Davis-Bacon Act. For any Federal-Aid construction contracts in excess of Two Thousand Dollars (\$2,000), CONSULTANT agrees to comply with the Davis-Bacon Act 40 U.S.C. " 276a to a-7, as supplemented by Department of Labor Regulations, 29 CFR ' 5. **(NOT APPLICABLE FOR PROFESSIONAL SERVICES AGREEMENT).**
  3. Work Hours. For any Federal-Aid construction contracts in excess of Two Thousand Dollars (\$2,000), or in excess of Two Thousand Five Hundred Dollars (\$2,500) for other contracts involving employment of mechanics or laborers, CONSULTANT agrees to comply with the Contract Working Hours

and Safety Standards Act, 40 U.S.C. " 327-330, as annexed by Department of Labor Regulations, 29 CFR 5. **(NOT APPLICABLE FOR PROFESSIONAL SERVICES AGREEMENT).**

4. Proprietary Rights. The parties under the AGREEMENT hereby mutually agree that, if patentable discoveries or inventions should result from work performed under the AGREEMENT, all rights accruing from such discoveries or inventions shall be the sole property of CONSULTANT. CONSULTANT, however, agrees to and does hereby grant to AIRPORT, the City of Burlington, the State of Vermont and the United States Government an irrevocable, nonexclusive, non-transferable, and royalty-free license to practice each invention in the manufacture, use, and disposition, according to law, of any article or material or use of method that may be developed, as a part of the work under the AGREEMENT.
  5. Publications. All data, EDM, valuable papers and documents produced under the terms of the AGREEMENT, shall become the property of the AIRPORT. CONSULTANT agrees to allow access to all data, EDM, valuable papers and documents at all times. CONSULTANT shall not copyright any material originating under the AGREEMENT without prior written approval of the AIRPORT.
- (c) **PERSONNEL REQUIREMENTS AND CONDITIONS:** CONSULTANT shall employ only qualified personnel, for responsible authority to supervise the work. The AIRPORT shall have the right to approve or disapprove key personnel assigned to administer activities related to the AGREEMENT.

Except with the approval of the AIRPORT, during the life of the AGREEMENT, CONSULTANT shall not employ:

1. Personnel on the payroll of the AIRPORT who are directly involved with the awarding, administration, monitoring, or performance of the AGREEMENT or any project(s) that are the subjects of the AGREEMENT.
2. Any person so involved within one (1) year of termination of employment with the AIRPORT.

CONSULTANT warrants that no company or person has been employed or retained, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this AGREEMENT, and that no company or person has been paid or has an agreement with CONSULTANT to be paid, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the AGREEMENT. For breach or violation of this warranty, the AIRPORT shall have the right to annul the AGREEMENT, without liability to the AIRPORT, and to regain all costs incurred by the AIRPORT in the performance of the AGREEMENT.

The AIRPORT reserves the right to require removal of any person employed by a Consultant, from work related to the AGREEMENT, for misconduct, incompetence, or negligence, in the opinion of the AIRPORT in the due and proper performance of its duties, or who neglects or refuses to comply with the requirements of the AGREEMENT.

- (d) **TRANSFERS, SUBLETTING, ETC:** A Consultant shall not assign, sublet, or transfer any interest in the work, covered by an AGREEMENT, without prior written consent of the AIRPORT and further, if any subconsultant participates in any work involving additional services, the estimated extent and cost of the contemplated work must receive prior written consent of the AIRPORT. The approval or consent to assign or sublet any portion of the work shall in no way relieve CONSULTANT of responsibility for the performance of that portion of the work so transferred. The form of the subconsultant's agreement shall be as developed by CONSULTANT and approved by the AIRPORT. CONSULTANT shall ensure that adequate insurance coverage exists for any operations to be performed by any subconsultant.

The services of CONSULTANT to be performed under the AGREEMENT are personal and shall not be transferred without written authorization of the AIRPORT and the City of Burlington and, when applicable, approved by the State of Vermont and FHWA. Any authorized subagreements exceeding Ten Thousand Dollars (\$10,000) in cost shall contain all of the same provisions specified for and attached to the original AGREEMENT with the AIRPORT.

- (e) **BEGINNING AND COMPLETION OF WORK:** CONSULTANT agrees to begin performance of services, as specified in the AGREEMENT, in accordance with the terms of the AGREEMENT, as arranged in negotiations with the AIRPORT, or within ten (10) days of the date of written notice to begin work by the AIRPORT, and to complete the contracted services by the completion dates specified in the AGREEMENT.

Upon completion of all services covered under the AGREEMENT and payment of the agreed upon fee, the AGREEMENT with its mutual obligations shall be terminated.

- (f) **CONTINUING OBLIGATIONS:** CONSULTANT agrees that if because of death or other occurrences, it becomes impossible to effectively perform its services in compliance with the AGREEMENT, neither the CONSULTANT nor its surviving members shall be relieved of their obligations to complete the AGREEMENT. However, the AIRPORT may terminate the AGREEMENT if it considers a death or incapacity of any members to be a loss of such magnitude that it would affect the firm's ability to satisfactorily execute the AGREEMENT.

- (g) **OWNERSHIP OF THE WORK:** CONSULTANT agrees that the ownership of all studies, data sheets, survey notes, subsoil information, drawings, tracings, estimates, specifications, proposals, diagrams, calculations, EDM and other material prepared or collected by CONSULTANT, hereafter referred to as "instruments of professional service", shall become the property of the AIRPORT as they are prepared and/or developed during execution of the AGREEMENT.
1. CONSULTANT shall surrender to the AIRPORT upon demand or submit for inspection at any time any instruments of professional service that have been collected, undertaken or completed by CONSULTANT pursuant to the AGREEMENT. Upon completion of the work, in full, these instruments of professional service will be appropriately endorsed by CONSULTANT and delivered to the AIRPORT.
  2. Data and publication rights to any instruments of service produced under this agreement are reserved to the AIRPORT and shall not be copyrighted by CONSULTANT at any time without written approval of the AIRPORT. No publications or publicity of the work, in part or in total, shall be made without the agreement of the AIRPORT, except that CONSULTANT may in general terms use previously developed instruments of professional service to describe its abilities for a project in promotional materials.
- (h) **RECORDS RETENTION:** CONSULTANT agrees to retain, in company files, all books, documents, EDM, valuable papers, accounting records, and other evidence, pertaining to costs incurred for work performed under the AGREEMENT, for a period of at least three (3) years after the final "date of acceptance" by the AIRPORT, unless otherwise notified by the AIRPORT. CONSULTANT further agrees that the AIRPORT, the City of Burlington, the State of Vermont, FHWA or other authorized representatives of the Federal Government, shall have access to all the above information for the purpose of review and audit during the AGREEMENT period and anytime within the aforementioned retention period. Copies of all the above referenced information shall be provided to the AIRPORT, if requested.
- (i) **APPEARANCES:**
1. Hearings and Conferences. CONSULTANT shall provide professional services required by the AIRPORT and necessary for furtherance of any work covered under the AGREEMENT. Professional services shall include appropriate representation at design conferences, public gatherings and hearings, and appearances before any legislative body, commission, board, or court, to justify, explain and defend its contractual services covered under the AGREEMENT.

CONSULTANT shall perform any liaison that the AIRPORT deems necessary for the furtherance of the work and participate in conferences with the

AIRPORT, at any reasonable time, concerning interpretation and evaluation of all aspects covered under the AGREEMENT.

CONSULTANT further agrees to participate in meetings with the AIRPORT, the City of Burlington, the State of Vermont, FHWA, and any other interested or affected participant, for the purpose of review or resolution of any conflicts pertaining to the AGREEMENT. CONSULTANT shall be equitably paid for such services and for any reasonable expenses incurred in relation thereto in accordance with the Contract AGREEMENT.

2. Appearance as Witness. If and when required by the AIRPORT, the CONSULTANT, or an appropriate representative, shall prepare and appear for any litigation concerning any relevant project or related Agreement, on behalf of the AIRPORT. CONSULTANT shall be equitably paid for such services and for any reasonable expenses incurred in relation thereto, in accordance with the Contract AGREEMENT.
- (j) **CHANGES AND AMENDMENTS:** No changes or amendments of the AGREEMENT shall be effective unless documented in writing and signed by authorized representatives of the AIRPORT and CONSULTANT.
- (k) **APPENDICES:** The AIRPORT may attach to these specifications appendices containing various forms and typical sample sheets for guidance and assistance to CONSULTANT in the performance of the work. It is understood, however, that such forms and samples may be modified, altered, and augmented from time to time by the AIRPORT as occasions may require. It is the responsibility of CONSULTANT to ensure they have the latest versions applicable to the AGREEMENT.
- (l) **EXTENSION OF TIME:** CONSULTANT agrees to prosecute the work continuously and diligently, and no charges or claims for damages shall be made by CONSULTANT for delays or hindrances, from any cause whatsoever, during the progress of any portion of services specified in the AGREEMENT. Such delays or hindrances, if any, may be compensated by an extension of time for such reasonable period as the AIRPORT may decide. Time extensions shall be granted by amendment, only for excusable delays, such as delays beyond the control of CONSULTANT and without the fault or negligence of CONSULTANT.
- (m) **SETTLEMENTS OF MISUNDERSTANDINGS:** In order to prevent misunderstandings and litigation, it is mutually agreed by all parties that the select Board and/or City Council shall act as referee on all questions arising under the terms of the AGREEMENT and that the decision of this governing body in such cases shall be binding upon both parties.

Agreements subjecting costs to final audit, an administrative review regarding the audit will be sent to CONSULTANT. Any dispute arising from an administrative decision shall be appealed in writing within thirty (30) days of receipt.

- (n) **FAILURE TO COMPLY WITH TIME SCHEDULE:** It is mutually understood and agreed that neither party hereto shall be held responsible for delay in performing the work encompassed herein, when such delay is due to unforeseeable causes such as acts of God, or a public enemy, fire, strikes, floods, or legal acts of public authorities. In the event that any such causes for delay are of such magnitude as to prevent the complete performance of the AGREEMENT within two (2) years of the original scheduled completion date, either party may by written notice request to amend or terminate the AGREEMENT.
- (o) **AIRPORT'S OPTION TO TERMINATE:** The AGREEMENT may be terminated in accordance with the following provisions:
1. Breach of Contract. Administrative remedies - AIRPORT reserves the right to terminate a Contract for breach of Contract agreements. Termination for breach of Contract will be without further compensation to CONSULTANT.
  2. Termination for Cause. AIRPORT reserves the right, upon written notice to CONSULTANT, to terminate AGREEMENT, as of a date to be specified by the AIRPORT, if CONSULTANT fails to complete the designated work to the satisfaction of AIRPORT, within the time schedule agreed upon. CONSULTANT shall be compensated on the basis of the work performed and accepted by the AIRPORT at the date of final acceptance of AGREEMENT.
  3. Termination for Convenience. In addition to its rights and options to terminate the AGREEMENT as provided herein, AIRPORT may, at any time prior to completion of services specified under the AGREEMENT, terminate the AGREEMENT by submitting written notice to the CONSULTANT, within not less than fifteen (15) days prior to the effective date, via certified or registered mail, of its intention to do so. If the termination is for the AIRPORT's convenience, payment to CONSULTANT will be made promptly for the amount of any fees earned through the date of the notice of termination, less any payments previously made. However, if a notice of termination is given to a CONSULTANT prior to completion of twenty (20) percent of the estimated services, as set forth in the approved Work Schedule and Progress Report, CONSULTANT will be reimbursed for that portion of any reasonable and necessary expenses incurred through the date of the notice of termination, that are in excess of the amount earned under its approved fee to the date of said termination. Such requests for reimbursement shall be supported with factual data and shall be subject to AIRPORT's approval. CONSULTANT shall make no claim for additional compensation against the AIRPORT by reason of such termination.

## 12. OPERATIONAL STANDARDS

- (a) **RESPONSIBILITY FOR SUPERVISION:** CONSULTANT shall assume primary responsibility for general supervision of CONSULTANT'S employees and their subconsultants for all work performed under AGREEMENT, and shall be solely responsible for all procedures, methods of analysis, interpretation, conclusions and contents of work performed under AGREEMENT.
- (b) **INDEPENDENCE:** CONSULTANT shall act in an independent capacity and not as officers or employees of AIRPORT.
- (c) **WORK SCHEDULE AND PROGRESS REPORT:** Prior to initiating any work, CONSULTANT shall prepare and submit to AIRPORT, a general work schedule showing how CONSULTANT will complete the various phases of work in order to meet the completion date in the AGREEMENT. AIRPORT will use this general work schedule to monitor CONSULTANT.

During the life of the AGREEMENT, CONSULTANT will produce monthly progress reports indicating the work achieved through the date of the report. CONSULTANT shall connect the monthly progress reports to the general work schedule.

- (d) The report shall indicate any matters that have or are anticipated to adversely affect the progress of the work. AIRPORT may require CONSULTANT to prepare a revised work schedule, in the event that a specific progress achievement falls behind the scheduled progress by more than thirty (30) days.
- (e) **UTILITIES:** Whenever a facility or component of a private, public, or cooperatively-owned utility will be affected by any proposed construction, CONSULTANT will counsel with AIRPORT, plus achieve any necessary contacts and discussions with the affected owners, regarding any requirement necessary for revisions of facilities or existing installations, both above and below ground. Any such installations must be completely and accurately exhibited on any detail sheets or plans. CONSULTANT shall inform AIRPORT, in writing, of any such contacts and the results thereof.
- (f) **PUBLIC RELATIONS:** Whenever it is necessary to perform work in the field, particularly with respect to reconnaissance, CONSULTANT will endeavor to maintain good relations with the public and any affected property owners. Personnel employed by or representing CONSULTANT shall conduct themselves with propriety at all times. CONSULTANT agrees to inform property owners and/or tenants, in a timely manner, if there is need for entering upon private property as an agent of AIRPORT, in accordance with VSA Title 19 ' 35 and ' 503, in order to accomplish the work under AGREEMENT. CONSULTANT agrees that any work will be done with minimal damage to the land and disturbance to the owner. Upon request from CONSULTANT, AIRPORT shall furnish a letter of

introduction to property owners soliciting their cooperation and explaining that CONSULTANT is acting as an agent of the AIRPORT.

- (g) **INSPECTION OF WORK:** AIRPORT shall, at all times, have access to CONSULTANT'S work for the purposes of inspection, accounting, and auditing, and CONSULTANT shall provide whatever access is considered necessary to accomplish such inspections. At any time, CONSULTANT shall permit AIRPORT or a representative for AIRPORT, the opportunity to inspect any plans, drawings, estimates, specifications, or other materials prepared or undertaken by CONSULTANT pursuant to execution of AGREEMENT

Conferences, site visits, or work inspections may be held at the request of any involved party or by representatives of AIRPORT, the City of Burlington, the State of Vermont or FHWA.

- (h) **WRITTEN DELIVERABLES:** Written deliverables, presented under terms of AGREEMENT, shall be on 8-1/2" by 11" paper, consecutively printed on both sides. Reports shall be bound and have a title page identifying the project title, project number, and publication date. The report shall contain a table of contents and each page shall be numbered successively. Draft reports shall be identified as such.

### 13. **PROJECT DEVELOPMENT AND STANDARDS**

- (a) **PLANS, RECORDS AND AVAILABLE DATA:** AIRPORT agrees to make available, at no charge, for CONSULTANT'S use, all available data related to AGREEMENT, including any preliminary plans, maps, drawings, photographs, reports, traffic data, calculations, EDM, valuable papers, topographic survey, utility location plats, or any other pertinent public records.

### 14. **FAA REQUIRED CLAUSE**

CONSULTANT, by execution of this AGREEMENT, certifies that:

- (a) CONSULTANT is not owned or controlled by one or more citizens or nationals of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representatives (USTR).
- (b) CONSULTANT has not knowingly entered into, nor shall CONSULTANT enter into any contract or subcontract for these SERVICES with a subcontractor that is a citizen or national of a foreign country on said USTR list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list.
- (c) CONSULTANT has not procured, nor shall CONSULTANT procure any product nor subcontracted for the supply of any product for use on the SERVICES that is



produced in a foreign country on said USTR list. Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a subcontractor who is unable to certify the above. If CONSULTANT knowingly procures or subcontracts for the supply of any products or services of a foreign country on the said list for use under this AGREEMENT, the Federal Aviation Administration (FAA) may direct, through AIRPORT, cancellation of the contract at no cost to the FAA or AIRPORT.

- (d) CONSULTANT agrees, by executing this AGREEMENT, that it will incorporate this provision for certification without modification in each subcontract issued hereunder. CONSULTANT may rely upon the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.
- (e) CONSULTANT shall provide immediate written notice to AIRPORT if CONSULTANT learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. CONSULTANT's contracts with subcontractors shall require each subcontractor to provide immediate written notice to CONSULTANT if at any time it learns that its certification was or has become erroneous by reason of changed circumstances.
- (f) This certification is a material representation of fact upon which reliance was placed when entering into this AGREEMENT. If it is later determined that CONSULTANT or its subcontractor knowingly rendered an erroneous certification, the FAA may direct, through AIRPORT, cancellation of the contract or subcontract for default at no cost to AIRPORT or the FAA.
- (g) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a CONSULTANT is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (h) This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

## 15. **COMPENSATION**

AIRPORT agrees to pay CONSULTANT an amount in accordance with the Fee Arrangements set forth on Exhibit "A", Section C for each Task Order.

## 16. **METHOD OF PAYMENT**

- (a) The specific method of payment for SERVICES to be rendered (i.e., lump sum, time and materials, etc.) shall be as separately established by Task Order.

AIRPORT shall pay CONSULTANT in accordance with monthly invoices to be submitted by CONSULTANT. Invoices for time and material type contracts shall cover SERVICES performed during the preceding month and shall be for an amount calculated from the actual number of hours expended on the work by each staff member at the bill rate for each discipline as set forth on Exhibit "B". Invoices for lump sum type contracts shall be based on percent complete on a task by task basis.

- (b) Out-of-pocket (direct) expenses shall be listed separately on any invoice and shall be in compliance with Exhibit A, Section D for each Task order.
- (c) Subcontractors are to be considered as a direct expense when invoicing. No CONSULTANT mark-up will be allowed for subcontractor services.
- (d) AIRPORT shall pay CONSULTANT invoiced amounts within thirty (30) days after the date AIRPORT deems said invoice to represent a true and accurate detail of work performed and expenses. Invoices are due on the 15th of the month or the next business day, should the 15th of the month fall on a weekend or City of Burlington, VT recognized holiday. Invoices shall be accompanied by supporting documentation as required by AIRPORT

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be signed and intend to be legally bound hereby.

**ATTEST:**

**CITY OF BURLINGTON/BVT AIRPORT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

**THE JONES PAYNE GROUP, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit "A"**  
**SAMPLE TASK ORDER**

TASK ORDER No. \_\_\_\_\_  
TYPE OF SERVICES \_\_\_\_\_  
PROJECT No. \_\_\_\_\_  
PROJECT CIP NUMBER \_\_\_\_\_  
AIP No. (if applicable) \_\_\_\_\_  
Contract No. \_\_\_\_\_

This Task Order is made as of this \_\_\_\_\_ (day) of \_\_\_\_\_ 20XX under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT for the Noise Mitigation Program, dated April 1, 2016 (the "AGREEMENT") between the City of Burlington and the Burlington International Airport ("AIRPORT") and The Jones Payne Group, Inc. ("CONSULTANT").

**Section A.1 - SERVICES**

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- CONSULTANT shall perform the following services:

*(ENTER DETAILED SCOPE OF SERVICES), (Collectively, "SERVICES").*

- In conjunction with the performance of the foregoing SERVICES, CONSULTANT shall provide the following submittals/deliverables (documents) to AIRPORT:

*(ENTER DETAILED LIST OF SUBMITTALS / DELIVERABLES), (Collectively, "SERVICES").*

**Section A.2 - Schedule**

---

CONSULTANT shall perform the SERVICES and deliver the related documents (if any) according to the following schedule:

*(ENTER LIST MILESTONE DATES WITHIN SCHEDULE)*

**Section A.3 - Compensation**

---

In return for the performance by CONSULTANT of the obligations set forth in this Task Order, AIRPORT shall pay to CONSULTANT an amount not to exceed \$\_\_\_\_\_. Exhibit B (of AGREEMENT) represents bill rates per discipline, of which shall be used to calculate fees and for both fixed-fee and time and material type task orders.

**Exhibit "A"**

SAMPLE TASK ORDER (CONTINUED)

Section A.4 – Direct Expenses

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Direct Expenses may include:

- a. Travel Costs (mileage, lodging, meals, and parking);
- b. Printing/Reprographics;
- c. Postage/Courier;
- d. In-house Photocopies;
- e. Web and/or Database Hosting (*if required*);
- f. Subcontractors (*as needed, as negotiated*);
- g. Subconsultants (*as needed, as negotiated*);

The CONSULTANT shall ensure that all subconsultant and subcontractor agreements carry the necessary insurance and indemnification on the same terms and conditions as required in the AGREEMENT or any exhibit or schedule thereto.

Section A.5- Proposed Organization

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LIST NAME AND TITLE OF PROPOSED STAFF

Section A.6. – AIRPORT’S Responsibilities

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AIRPORT shall perform and/or provide the following in a timely manner. Unless otherwise provided in this Task Order, AIRPORT shall bear all costs incident to compliance with the following:

ENTER RESPONSIBILITIES

Section A.7 - Other Provisions

---

The parties agree to the following additional provisions with respect to this specific Task Order:

ENTER OTHER PROVISIONS

**EXHIBIT "B"**  
**BILL RATES**

**The Jones Payne Group, Inc.**

---

Principal-In-Charge.....	\$265.00/hour
Project Architect .....	\$210.00/hour
Project Manager .....	\$190.00/hour
Specification Writer .....	\$180.00/hour
GIS Manager .....	\$175.00/hour
Construction Manager.....	\$150.00/hour
GIS Developer / Programmer .....	\$150.00/hour
Design Manager .....	\$150.00/hour
Program Controls Manager.....	\$140.00/hour
Resident Inspector.....	\$140.00/hour
Database Technician .....	\$125.00/hour
Senior Job Captain .....	\$125.00/hour
Cost Estimator.....	\$120.00/hour
Homeowner Coordinator .....	\$120.00/hour
Property Supervisor .....	\$110.00/hour
Senior Drafter.....	\$110.00/hour
Drafter .....	\$90.00/hour
Project Administrator.....	\$80.00/hour

**Harris, Miller, Miller & Hanson (HMMH)**

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Principal Consultant / PIC .....	\$270.00/hour
Senior Consultant / Project Manager .....	\$150.00/hour
Principal Consultant / APM .....	\$200.00/hour
Consultant Analyst.....	\$130.00/hour
Senior Project Support .....	\$200.00/hour

**LN Consulting**

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Principal .....	\$230.00/hour
Mechanical Engineer .....	\$150.00/hour
Electrical Engineer .....	\$150.00/hour
Resident Inspector.....	\$140.00/hour
Senior Drafter.....	\$110.00/hour
Drafter .....	\$90.00/hour

## **EXHIBIT C INSURANCE**

Prior to beginning any work, CONSULTANT shall obtain the following insurance coverage from an insurance company registered and licensed to do business in the State of Vermont and having an A.M. Best insurance rating of at least A-, financial size category VII or greater ([www.ambest.com](http://www.ambest.com)). The certificate of insurance coverage shall be documented on forms acceptable to AIRPORT. Compliance with minimum limits and coverages shall be evidenced by a certificate of insurance showing policies and carriers that are acceptable to AIRPORT, and must be received prior to the effective date of the AGREEMENT. The insurance policies shall provide that insurance coverage cannot be canceled without thirty (30) days' prior notice to AIRPORT. In the event that this AGREEMENT extends to greater than one year, evidence of continuing coverage must be submitted to AIRPORT on an annual basis. Each policy (with the exception of Workers Compensation and Professional Liability) shall name the City of Burlington and the Burlington International Airport as an additional insured for the possible liabilities resulting from CONSULTANT'S actions or omissions. It is agreed that the liability insurance furnished by CONSULTANT is primary and non-contributory for all the additional insureds.

CONSULTANT is responsible to verify and confirm in writing to AIRPORT that:

- (a) All subconsultants, subcontractors, agents or workers meet the minimum coverages and limits plus maintain current certificates of coverage for all subconsultants, subcontractors, agents or workers. Subconsultants, subcontractors and consultants must comply with the same insurance requirements as CONSULTANT.
- (b) All coverages shall include adequate protection for activities involving hazardous materials.
- (c) All work activities related to the AGREEMENT shall meet minimum coverages and limits.

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of CONSULTANT for the CONSULTANT'S operations. These are solely minimums that have been developed and must be met to protect the interests of AIRPORT.

### **GENERAL LIABILITY AND PROPERTY DAMAGE:**

- (a) With respect to all operations performed by CONSULTANT, subconsultants, subcontractors, agents or workers, it is CONSULTANT'S responsibility to insure that general liability insurance coverage provides all major divisions of coverage including, but not limited to:
  1. Premises Operations
  2. Independent Consultants' Protective
  3. Products and Completed Operations
  4. Personal Injury Liability

5. Contractual Liability
6. Broad Form Property Damage
7. Medical Expenses
8. Collapse, Underground and Explosion Hazards

(b) The policy shall be on an occurrence form with limits not less than:

1.	General Aggregate	\$2,000,000
2.	Products-Completed/Operations Aggregate	\$2,000,000
3.	Personal & Advertising Injury	\$1,000,000
4.	Each Occurrence (any one person)	\$ 250,000
5.	Medical Expense (any one person)	\$ 5,000

**WORKERS' COMPENSATION:** With respect to all operations performed, CONSULTANT shall carry Workers' Compensation insurance in accordance with the laws of the State of Vermont and ensure that all subconsultants and subcontractors carry the same Workers' Compensation insurance for all work performed by them under this AGREEMENT. Minimum limits for Employer's Liability:

- a. Bodily Injury by Accident: \$500,000 each accident
- b. Bodily Injury by Disease: \$500,000 policy limit / \$500,000 each employee

**PROFESSIONAL LIABILITY INSURANCE:**

(a) General. CONSULTANT shall carry architects/engineers professional liability insurance covering errors and omissions made during their performance of contractual duties with the following minimum limits:

\$2,000,000 - Annual Aggregate  
\$2,000,000 - Per Occurrence

(b) Deductibles. CONSULTANT is responsible for any and all deductibles.

(c) Coverage. Prior to performing any work, CONSULTANT agrees to provide evidence of E&O insurance coverage defined under this Section. In addition, CONSULTANT agrees to attempt to maintain continuous professional liability coverage for the period of the AGREEMENT and whenever applicable, any construction work related to this AGREEMENT, and for a period of five (5) years following substantial completion, if such coverage is reasonably available at commercially affordable premiums.

**VALUABLE PAPERS INSURANCE:** CONSULTANT shall carry valuable papers insurance in a form and amount sufficient to ensure the restoration or replacement of any plans, drawings, field notes, or other data relating to the work, whether supplied by the AIRPORT or developed by CONSULTANT, subconsultant, subcontractors, worker or agent, in the event of loss, impairment or destruction of these documents. Such coverage shall remain in force until the final

plans, and all related materials, have been delivered by CONSULTANT to, and accepted by, the AIRPORT.

The policy shall provide coverage on an each occurrence basis with limits not less than:

<b><u>Description</u></b>	<b><u>Limit</u></b>
Valuable Papers:	\$10,000
Electronic Data Media:	\$10,000

**AUTOMOBILE LIABILITY:** CONSULTANT shall carry commercial automobile liability insurance covering all motor vehicles, including non-owned and hired, used in connection with the AGREEMENT. Each policy shall provide coverage with a limit not less than: \$1,000,000 - Combined Single Limit for each occurrence.

**UMBRELLA LIABILITY:**

<b><u>Limits of Liability</u></b>
\$1,000,000 Each Event
\$1,000,000 Aggregate



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## OVERVIEW

In April 2014, The Jones Payne Group and our consultant team (the “Consultant Team”) were selected by Burlington International Airport (BTV) as its Primary “On Call” Consultant to provide noise planning, sound insulation, and property management services. In December 2015, BTV received approval from the Federal Aviation Administration (FAA) of its updated Part 150 Noise Exposure Map (NEM) and requested that the consultant team undertake a number of tasks to begin implementing BTV’s Noise Mitigation Implementation Plan (the “Plan”). The scope of work that follows represents the first Task Order for The Jones Payne Group with the BTV for the development of a Noise Mitigation Implementation Plan (Task A), as well as to undertake a number of other tasks, including: the formulation of a Residential Sound Insulation Pilot Program; determination of eligibility of 10 homes for a Pilot Program; and the design and bid phase services for the Pilot Program. The consultant team will establish program standards, inventory the neighborhoods, create a prioritization plan, implement through design and bid a pilot phase for sound insulation, and develop and create a public outreach program that defines the program. The consultant team will assist the BTV in reviewing the program and its approach with the FAA. (Tasks B – E).

## PROJECT ASSUMPTIONS

### General

- The work described in this Task Order #1 must be completed by February 2017.
- All subsequent work, as determined by the BTV, shall be formulated and negotiated under additional Task Orders.
- This Program will fall under the existing FAA approved Noise Compatibility Program.
- There will not be a need for a field office for Task Order #1.
- The BTV will provide GIS shapefiles with parcel data, homeowner data, and NEM contours for use by the consultant team.

### Residential Sound Insulation Pilot Program (Pilot Program)

- The consultant team will provide examples of Homeowner Agreements and Avigation Easements to the BTV for legal review and for development of these documents by the BTV as it deems appropriate for their program.
- Each participating homeowner is responsible for securing approval from any and all lien holders for their home(s) prior to executing the Avigation Easement and the acoustical treatments being installed.
- We do not anticipate a need for interpretation services.
- The Task Order budget is for acoustical testing for eligibility of 20 homes to ensure that up to 10 homes will be determined to be eligible for the Pilot Program. This assumption is based on our experience with other programs. Actual testing requirements will be determined by work performed in Tasks C3, C4, and C5. Pricing will be unit based to facilitate add/deduct process.

- The BTV will lead the Bid & Award process with support from the consultant team. This includes the BTV being responsible for notification, printing and distributing bid documents, and organizing the pre-bid conference.

## **Task Order #1 SCOPE OF WORK:**

### **Task A: Develop a Noise Mitigation Implementation Plan**

#### **Task A.1 – Develop a draft Noise Mitigation Implementation Plan**

The consultant team will develop a draft Noise Mitigation Implementation Plan (the “Plan”) for the BTV within 90 days of Notice to Proceed. The document will include recommendations for implementing the sound insulation of residential units and public buildings and the land acquisition and relocation program. It will address project phasing and estimated project costs. There will be a description, objective, milestones, estimated costs, benefits, and funding sources delineated for both the Sound Insulation and Land Acquisition Programs. This document will serve as the planning guidance for the long-term noise mitigation program for the Airport.

The Plan will include a recommendation to provide a “humanized” 75 DNL noise contour to square off the land acquisition project area. This recommendation will be done in concert with Tasks C.3 and C.4 during the data collection process.

#### **Task A.2 – Plan Review Process**

Upon receipt of the draft Plan, the consultant team will meet with the BTV staff to review the document. The consultant team will provide a revised Plan based upon BTV staff feedback and submit a final draft for the BTV’s submission to the FAA for review.

#### **Task A.3 – Finalize the Plan**

The consultant team will finalize the Plan based on the outcome of discussions with the BTV and the FAA. The consultant team will provide the BTV with a PDF copy and five bound copies of the final approved plan.

#### **Task A.4 – Community Outreach and Meetings**

The consultant team anticipates and has budgeted attendance at the following meetings for the Plan:

1. Meeting with BTV to review the draft Plan
2. Meeting with BTV and FAA to review draft Plan
3. Present approved Plan to the BTV Authority
4. Present approved Plan to the BTV Noise Committee
5. Present approved Plan to the Chamberlain Planning Commission

Additional coordination will be conducted through teleconference calls and written correspondence.

The consultant team recommends combining meetings 3, 4 and 5 into a single trip to minimize travel costs.

## Task B: Program Management of the RSI Program

### Task B.1 - Program Kick-off Meeting

The consultant team will participate in a program kick-off meeting with the BTV staff to review the final scope of services, proposed schedule, proposed community outreach and communications plan, and approach to implementing Task Order #1.

### Task B.2 - Project Administration/Management

The consultant team will provide oversight and management for all task related services identified in this scope of work. Management and coordination will include project procedures, policies, reporting and written and verbal communications.

### Task B.3 - Prepare & Update Monthly Progress Reports

The consultant team will prepare and submit to the BTV a Monthly Progress Report for Task Order #1. Each report will summarize work-in-progress by phase and task, percentage complete of tasks completed during the reporting period, DBE participation, key milestones achieved, upcoming program events and/or deadlines, and key program issues and proposed resolution.

### Task B.4 - Intra-team Coordination & Meetings

The consultant team will hold intra-team meetings during the Pilot Program activities to ensure coordination within and among team members on scheduling, technical, agency and homeowner / community coordination issues. Coordination will include on-site monthly review meetings, informal meetings, teleconferences, discussions, emails, letters and memoranda, etc.

## Task C: Formulation of Pilot Program

### Task C.1 - Collection and Review of Previous Documents

The consultant team will review existing program documents provided by the BTV for the Pilot Program, including the NEM study; existing outreach materials; Airport airport Contract contract Documents documents, and any related data, information, or commitments to the impacted residents regarding the start-up and implementation of Task Order #1. The consultant team will prepare a written summary of the assumptions and questions arising from this review.

### Task C.2 - Parcel Mapping

The consultant team will collect existing shape files and review existing mapping from the BTV and the NEM database to confirm inventory and existing data quality. Maps will be prepared for use by the consultant team during the windshield survey and maps depicting the homes located in the 2020 FAA approved noise contour as well as the homes that are determined in subsequent task orders to be eligible based on approved eligibility criteria.

### Task C.3 - Windshield Survey & Inventory

The consultant team will conduct a windshield survey of the entire proposed sound insulation area to confirm status and type of homes. Each residence will be inventoried and classified by geographic

area, housing type, general condition, and typology. Physical elements of the homes surveyed will include:

- Façade type (e.g. aluminum, brick, CMU, stucco, vinyl, wood siding)
- Roof style (e.g. flat, gable, gambrel, hip, mansard)
- Building style (e.g. cape, colonial, garrison, ranch, raised ranch, split-level)
- Number of stories

A survey of all properties identified in the NEM study will be conducted. Any deviation in unit counts from the NEM will be noted and documented for review by the BTV and FAA. Data collected during the windshield survey will confirm the number and location of the buildings that are in the 65 DNL and higher noise contours.

### Task C.4 - Categorize Homes

The consultant team will prepare a preliminary analysis of housing types in accordance with AIP Handbook 5100.38D, Appendix R. The analysis will provide a preliminary determination of whether the construction of each structure is “Uniform” or “Diverse,” which are defined as:

**Uniform construction** – Homes with *similar exterior envelope conditions and construction* (roof, windows, siding, etc.) and room configurations that may indicate similar interior noise levels. Types of buildings in this category may include multi-family buildings, condominiums, schools, and single-family track homes.

**Diverse construction** – Homes with a *variety of exterior envelope conditions and construction* (roof, windows, siding, etc.), room configurations, and overall conditions that may include varying interior noise levels.

### Task C.5 - Prepare and Submit Acoustical Test Plan

The consultant team will use information gathered per Tasks C.2 C.3, and C.4 to develop a draft Acoustical Testing Plan (ATP) for the BTV and FAA approval. The Acoustical Testing Plan will establish eligibility criteria for the sound insulation of residential units based on FAA criteria, the testing methodology that will be used, and the number and type of homes found per the windshield survey. The consultant team will also present recommendations for the percentage of homes that should be tested to determine interior noise levels in the various types of housing within the 65 DNL contour.

The draft ATP will be revised per BTV and FAA comments.

### Task C.6 - Confirm Eligibility Based upon Acoustical Testing

The consultant team will perform 100% acoustical testing on the 20 homes selected as candidates for the 10 house Pilot Program

Using the test results, the consultant team will determine which homes are eligible for inclusion in the Pilot Program and which homes are not eligible for any acoustical treatments.

### Task C.7 – Develop Hazardous Materials Testing Plan

The consultant team will develop a Hazardous Materials Testing Plan (HAZ-MAT plan) for the Program. The HAZ-MAT plan will be incorporated into the Policy and Procedures Manual (PPM) and the technical specifications of the bid documents.

### Task C.8 - Develop Program Policy & Procedures Manual

The consultant team will prepare for review by the BTV and FAA, a Program Policy & Procedures Manual (PPM) that includes overall program organization and management, program goals and criteria, design and construction process, acoustical guidelines, architectural treatments, ventilation policies and treatments, and homeowner outreach plans and documents for residential structures.

### Task C.9 – Create a Residential Sound Insulation Program Participation Plan

The consultant team will develop a program participation process for bringing eligible property owners into the implementation of the Residential Sound Insulation Program (RSIP). This will involve creating a methodology for prioritizing all properties in a logical fashion through the neighborhoods as phasing and funding of the program permits. The plan will also propose a methodology for selecting the 10 homes to participate in the Pilot Program.

## Task D: Community Outreach

### Task D.1 - Develop Customer Service & Outreach Strategy

The consultant team will develop and deliver a customer service and outreach notification strategy for the Pilot Program. The consultant team shall work with the BTV in order to strive for positive community reaction to the Pilot Program. This shall include assistance with public meetings, a prioritization process for participation, and attendance at up to three public meetings at the request of the BTV. This strategy will be the basis for further outreach in future Task Orders. The consultant team will prepare a Pilot Program fact sheet that includes an overview of the Program and address the sound insulation process.

### Task D.2 - Establish Program Image & Graphic Standards

The consultant team will establish the image and graphic standards for the Pilot Program. This branding approach will be incorporated into all printed materials, presentation graphics, homeowner correspondence, press releases and program reports. These standards will be applied to future Task Orders.

### Task D.3 - Program Participant Communications

The consultant team will set up a special dedicated telephone line to receive calls from Pilot Program participants. The consultant team will establish a protocol for answering and call routing. The calls will be logged and routed to the appropriate resource. The consultant team will provide appropriate answers to questions and pertinent information about the program, scope, and schedule to each homeowner. Prospective candidate participants will be notified of program details by mail, individual meetings, and or/ group meetings as described.



## Task D.4 - Public Information Workshops

The consultant team will assist the BTV with three open-house style informational workshops to be held at an agreed upon location. The consultant team will provide the necessary handouts, boards, maps and presentation materials and prepare a summary of comments for documentation purposes.

### Meeting 1: Determination of RSIP Eligibility

- Description of process and distribution of FAQ's
- Description of anticipated site visits, data collection and analysis
- Eligibility evaluation schedule

### Meeting 2: Determination of RSIP results and Pilot Program Introduction

- Results of acoustical testing
- Selection of Pilot Program Participants
- Description of goals of the Pilot Program
- General overview of acoustical treatments
- Pilot Program Schedule

### Meeting 3: Meeting with owners of the 10 Pilot Project homes

- Review with owners the details of the Pilot Program, including the design, bid and construction process.

## Task D.5 - Prepare Homeowner Handbooks and Communication Materials

The consultant team will prepare a Pilot Program Homeowner Handbook and related homeowner materials (Avigation Easement, Homeowner Agreements, FAQs, etc.) for distribution to all eligible homeowners selected to participate in the Pilot Phase and subsequent phases of the RSIP. Based upon the plan for the Pilot Program, up to 10 copies will be required.

## Task D.6 - Conduct Pre-Construction Surveys

The consultant team will administer homeowner surveys of pilot project participants prior to the installation of acoustical treatments and HVAC/ventilation upgrades to the home. Surveys will be tabulated and analyzed to highlight issues, comments, and specific homeowner concerns related to noise.

# Task E: Pilot Residential Sound Insulation Program

## Task E.1 - Pre-Design Activities

### Task E.1.1 - Pilot Phase Program Schedule

The consultant team will update and maintain a monthly schedule that reflects the design, bid and award associated with the Pilot Program. Each monthly update will be accompanied by a memorandum documenting schedule adjustments. The schedule will be prepared using Microsoft Project.

### Task E.1.2 - Process Homeowner Invitations

The consultant team will prepare and distribute homeowner application packets to those selected to participate in the pilot project. The packets will include the following materials: Homeowner Information Handbook, Avigation Easement, Program Application, Homeowner Participation Agreement, and mortgage consent forms.

The BTV will coordinate the conduct of a title search for each Pilot Program property. Title search information will determine owner-of-record for each property, as well as identification of any lien-holders holding any interest in the property.

### Task E.1.3 - Coordinate with Local Building Officials

The consultant team will review the permitting and building code and FEMA flood plain requirements with local building officials. A summary of the building code requirements will be prepared for inclusion in the Program Policy and Procedures Manual.

### Task E.1.4 - Coordinate with Local Utilities

The consultant team will review with local utilities the process for electrical service upgrades. A summary of the utilities requirements will be prepared for inclusion in the Program Policy and Procedures Manual.

### Task E.1.5 - Review Purchasing and Contract Documents

The consultant team will develop a draft set of contract documents including Division 0 – Bidding Requirements and Contract Documents and Division 1 – General Provisions appropriate to an AIP funded sound insulation project. BTV will review and approve to ensure that the language is consistent with legal requirements for the Authority.

### Task E.1.6 - Supplementary Conditions / Document Modifications

The consultant team will prepare draft special provisions that will serve as supplemental conditions to the general contract that relate specifically to the Pilot Program. These include guidelines for work in private residences, work hours, acoustical performance goals, and furniture moving, daily clean up, etc. BTV will review and approve to ensure that the language is consistent with legal requirements for the Authority.

## Task E.2 – Design Activities

### Task E.2.1 - Schedule Home Visits

The consultant team will be the primary point of contact for scheduling all home visits, including assessment, acoustical and hazmat testing, homeowner agreement meetings, among others.

### Task E.2.2 - Site Visits: Architectural/Homeowner Coordination

The consultant team will conduct assessment visits for up to twelve (12) residences selected to participate in the Pilot Program. The assessment team will include a team leader, constructability

inspector, and a CADD drafter. The consultant team will prepare floor plans and create door and window schedules for each of the participating homes. Based upon the acoustical treatment guidelines, preliminary recommendations for acoustical improvements to the home will be prepared and discussed with each homeowner. The consultant team will discuss with each homeowner the program schedule, the homeowner agreement, and the avigation easement. A draft copy of each document will be provided to the homeowner for review. The consultant team will review potential treatments with the homeowner at the end of each visit.

### Task E.2.3 - Site Visits: Mechanical / Electrical Assessment

The consultant team will conduct mechanical and electrical system evaluations for residences during the architectural assessment visit outlined in Task E.2.1. Existing mechanical and electrical systems will be documented. Scope will include examining adequate venting and air infiltration or mechanical ventilation, and contributions to humidity (non-vented clothes dryers, and baths).

### Task E.2.4 - Site Visits: Building Envelope Assessment

If required to determine if existing walls are insulated, the consultant team will conduct blower door and digital thermographic imaging for those residences participating in the Pilot Project. Inspections will assist team in detecting missing insulation in the home that have an impact on acoustical performance without having to dismantle or uncover walls or other structural elements. Test results will also help assist in identifying flanking noise paths related at doors and windows, baseboards, outlets, ceiling fans, and joints between walls and roofs.

### Task E.2.5 - Site Visits: Hazardous Materials Assessment

The consultant team will conduct pre-construction environmental testing for hazardous materials, including lead paint and asbestos containing materials for all residences in the program identified by Task E.2.1, above. Based upon the approved hazardous materials testing plan for homes suspected of containing such materials, the consultant team will conduct targeted XRF testing (lead paint) and / or bulk sampling for the presence of asbestos and polychlorinated biphenyls (PCBs) to determine if suspected materials must be handled, and disposed of, as hazardous or otherwise regulated materials. Field and / or laboratory test results will be provided for the project files. Testing excludes patching and repair and is based upon assumption that testing can be completed at 4 to 5 properties per day.

### Task E.2.6 - 35% Concept Packets (CP)

The consultant team will develop schematic treatment recommendations for each home that take into account the conditions that are particular to each home and reflect the acoustic treatments required to meet Pilot Program and FAA noise reduction criteria. Design issues will vary from house to house depending on whether there are conditions that require additional testing and inspection from the team's structural, hazmat, or acoustical consultant. The 35% Concept Packet (CP) describes all treatments and actions required by either the program or homeowner to address any of these potential design issues. The CP will consist of floor plans, door and window schedules, photos of each elevation and details regarding any upgrades or modifications of mechanical, electrical, or ventilation systems.

### Task E.2.7 - Homeowner CP Review

After meeting with the BTV and upon concurrence by BTV of the proposed treatments, the consultant team will visit each homeowner to review the acoustical treatments proposed for their home. The consultant team will explain the treatments to the homeowner and answer any questions or provide further product information via the product samples. Any changes requested by the homeowner, if consistent with the Program Policy and Procedures (PPM), will be allowed. Those changes that are not consistent with the PPM will be reviewed with BTV staff. The final approved treatments will be incorporated in a document referred to as the Approved Concept Packet (ACP).

### Task E.2.8 - Approved Concept Packets (ACP)

The consultant team will revise CP documents including feedback from homeowners and the BTV. The ACP will describe the complete scope of work for the homeowner. It will not include specific products, specifications or installation details.

### Task E.2.9 - Execution of Homeowner Agreement & Easement

Final acoustical treatments for each home will be included the Approved Concept Packet (ACP). The consultant team will transmit the homeowner agreement package to each homeowner for execution. The homeowner agreement package will consist of the homeowner agreement and exhibits containing the ACP, avigation easement and mortgage consent form. The consultant team will coordinate the execution of the Homeowner Agreement and transmit the originals to the BTV for execution. The consultant team will coordinate with the homeowners to ensure all documents are executed prior to developing the 90% Bid Documents.

### Task E.2.10 - File Easements

Upon receipt of the fully executed agreement from the BTV, the consultant team will record the easements with the appropriate jurisdictions.

### Task E.2.11 – Technical Specifications

The consultant team will prepare technical specifications, construction details, construction administration procedures, and acoustical products that meet program performance requirements. Products will be reviewed for building code and testing compliance. Product manufacturers and those bidding on the Pilot Program will be required to confirm that products meet Buy American requirements.

### Task E.2.12 - Draft Bid Documents (90%)

The consultant team will prepare a set of 90% bid documents that reflect the treatments indicated in each of the ACP's for each home in the bid package. The 90% documents are a preview of the final contract documents, which includes the architectural and engineering design plans, schedules showing door and window types keyed to details, finishes and colors, and a set of technical specifications and construction details to cover the array of products and installation conditions found throughout the program area. Prevailing wage rates will be designated on a contract-by-contract basis as appropriate to the scope of work contained in the contract.

Copies of the 90% documents will be submitted to the FAA and BTV for review and comment. Feedback from each agency regarding document compliance with their respective requirements would be particularly valuable. The consultant team will also provide a probable cost for each of the pilot phase homes for review by BTV and the FAA. The 90% bid documents will contain the following items:

- Volume 1
  - Division 0 – Bidding Requirements /Contract Documents;
  - Division 1 – General Provisions;
  - Division 2 – Technical Specifications
- Volume 2 - Plans
- Volume 3 - Details

### **Task E.2.13 - Final Bid Documents and Probable Cost Estimate**

The consultant team will revise the draft bid documents to reflect the comments received from the BTV and the FAA to create a set of final 100% bid documents. The draft cost estimate will be updated to reflect the final scope of work.

## **Task E.3 – Bid Activities**

### **Task E.3.1 - Distribution of bid documents**

The consultant team will package bid documents in PDF format that BTV may submit to a print house for distribution to contractors.

### **Task E.3.2 - Pre-bid Conference**

The consultant team will assist BTV in conducting a pre-bid conference for the Pilot Program for all interested bidders. The consultant team will submit a draft agenda to the BTV in advance of the meeting. Minutes of the pre-bid conference will be prepared by the consultant team.

### **Task E.3.3 - Respond to Clarifications & Prepare Addenda**

The consultant team will prepare clarifications in response to questions raised at the pre-bid conference. Written responses, or addenda, to the bid documents will be issued, as required, by the BTV to the plan holder's list by overnight courier or by fax.

### **Task E.3.4 - Tabulate & Evaluate Bids**

Upon receipt of contractor bids, the consultant team will prepare a bid tabulation for review by the BTV, and others as required.

### **Task E.3.5 - Recommend Award**

The consultant team will review the bids and prepare a written analysis and recommendation letter for BTV as to which bidder has submitted the lowest responsive bid.

End of document

**Noise Mitigation Program Planning & Design - Phase 1**

**Summary of Compensation**

**Burlington International Airport (BTV)**

**Noise Mitigation Planning, Program Implementation Plan, Design Phase services for Pilot Sound Insulation Program**

**PRIME CONSULTANT:**

**The Jones Payne Group**

FIRM	AMOUNTS		
	FEE	EXPENSES	TOTAL
The Jones Payne Group	\$350,174	\$30,300	\$380,474
HMMH (DBE / WBE)	\$70,020	\$4,175	\$74,195
LN Consulting, Inc.	\$42,487	\$1,500	\$43,987
<b>TOTAL</b>	<b>\$462,682</b>	<b>\$35,975</b>	<b>\$498,657</b>

\*Note: DBE Percentages based on Fee Only

**WBE/DBE Participation: 15%**

**HMMH**

Firm Type - Acoustical Engineering Services

TEAM FEE PROPOSAL - PHASE 1				
	JPG	HMMH	LN Consulting	Totals Prime
<b>Task A - Develop draft noise mitigation Program</b>				
Task A.1 - Develop Noise Mitigation Implementation Plan	\$5,222.00	\$0.00	\$0.00	\$5,222.00
Task A.2 - Plan Review Process	\$2,448.00	\$0.00	\$0.00	\$2,448.00
Task A.3 - Finalize the Plan	\$2,096.00	\$0.00	\$0.00	\$2,096.00
Task A.4 - Community Outreach and Meetings	\$4,720.00	\$0.00	\$0.00	\$4,720.00
<b>Subtotal Direct Labor - Task A</b>	<b>\$14,486.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,486.00</b>
<b>Task B - Program Management</b>				
Task B.1 - Program Kick-off Meeting	\$908.00	\$4,880.00	\$317.32	\$6,105.32
Task B.2 - Project Administration/Management	\$19,356.00	\$4,620.00	\$1,067.36	\$25,043.36
Task B.3 - Prepare & Update Monthly Progress Reports	\$1,212.00	\$0.00	\$721.20	\$1,933.20
Task B.4 - Intra-team Coordination & Meetings	\$4,848.00	\$9,240.00	\$2,077.04	\$16,165.04
<b>Subtotal Direct Labor \$s Task A</b>	<b>\$26,324.00</b>	<b>\$18,740.00</b>	<b>\$4,182.92</b>	<b>\$49,246.92</b>
<b>Task C - Evaluation of Structures for Sound Insulation</b>				
Task C.1 - Collection and Review of Previous Documents	\$978.00	\$0.00	\$0.00	\$978.00
Task C.2 - Parcel Mapping	\$2,440.00	\$0.00	\$0.00	\$2,440.00
Task C.3 - Windshield Survey & Inventory	\$6,540.00	\$0.00	\$0.00	\$6,540.00
Task C.4 - Categorize Homes	\$5,000.00	\$1,680.00	\$0.00	\$6,680.00
Task C.5 - Prepare and Submit Acoustical Test Plan	\$2,788.00	\$6,280.00	\$0.00	\$9,068.00
Task C.6 - Confirm Eligibility Based upon Acoustical Testing	\$2,284.00	\$26,480.00	\$0.00	\$28,764.00
Task C.7 - Develop Hazardous Materials Testing Plan	\$205.00	\$0.00	\$0.00	\$205.00
Task C.8 - Develop Program Policy & Procedures Manual	\$4,952.00	\$3,480.00	\$836.56	\$9,268.56
Task C.9 - Create Residential Sound Insulation Program Participation Plan	\$1,816.00	\$0.00	\$0.00	\$1,816.00
<b>Subtotal Direct Labor \$s Task C</b>	<b>\$27,003.00</b>	<b>\$37,920.00</b>	<b>\$836.56</b>	<b>\$65,759.56</b>
<b>Task D - Community Outreach</b>				
Task D.1 - Develop Customer Service & Outreach Strategy	\$1,048.00	\$0.00	\$0.00	\$1,048.00
Task D.2 - Establish Program Image & Graphic Standards	\$948.00	\$0.00	\$0.00	\$948.00
Task D.3 - Program Participant Communications	\$1,100.00	\$0.00	\$0.00	\$1,100.00
Task D.4 - Public Information Workshops	\$5,984.00	\$0.00	\$0.00	\$5,984.00
Task D.5 - Prepare Homeowner Handbooks and Communication Materials	\$2,516.00	\$0.00	\$0.00	\$2,516.00
Task D.6 - Conduct Pre- Construction Surveys	\$948.00	\$0.00	\$0.00	\$948.00
<b>Subtotal Direct Labor \$s Task D</b>	<b>\$12,544.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,544.00</b>
<b>Task E - Pilot Residential Sound Insulation Program</b>				
Task E1.1 - Pilot Phase Program Schedule	\$164.00	\$0.00	\$0.00	\$164.00
Task E1.2 - Process Homeowner Invitations	\$948.00	\$0.00	\$0.00	\$948.00
Task E1.4 - Coordinate with Local Building Officials	\$2,474.00	\$0.00	\$865.40	\$3,339.40
Task E1.5 - Coordinate with Local Utilities	\$565.00	\$0.00	\$259.62	\$824.62
Task E1.6 - Review Purchasing Documents	\$2,100.00	\$0.00	\$0.00	\$2,100.00
Task E1.7 - Supplementary Conditions / Document Modifications	\$741.00	\$0.00	\$0.00	\$741.00
Task E2.1 - Schedule Home Visits	\$288.00	\$0.00	\$0.00	\$288.00
Task E2.2 - Site Visits: Architectural/Homeowner Coordination	\$2,314.00	\$0.00	\$0.00	\$2,314.00
Task E2.3 - Site Visits: Mechanical / Electrical Assessment	\$240.00	\$0.00	\$1,730.80	\$1,970.80
Task E2.4 - Site Visits: Building Envelope Assessment	\$240.00	\$0.00	\$0.00	\$240.00
Task E2.5 - Site Visits: Hazardous Materials Assessment	\$240.00	\$0.00	\$0.00	\$240.00
Task E2.6 - 35% Concept Packets (CP)	\$4,132.00	\$13,360.00	\$3,605.84	\$21,097.84
Task E2.7 - Homeowner CP Review	\$1,298.00	\$0.00	\$0.00	\$1,298.00
Task E2.8 - Approved Concept Packets (ACP)	\$2,076.00	\$0.00	\$0.00	\$2,076.00
Task E2.9 - Execution of Homeowner Agreement & Easement	\$720.00	\$0.00	\$0.00	\$720.00
Task E2.10 - File Easements	\$360.00	\$0.00	\$0.00	\$360.00
Task E2.11 - Technical Specifications	\$5,396.00	\$0.00	\$923.10	\$6,319.10
Task E2.12 - Draft Bid Documents (90%)	\$4,132.00	\$0.00	\$1,528.88	\$5,660.88
Task E2.13 - Final Bid Documents and Probable Cost Estimate	\$2,786.00	\$0.00	\$2,048.12	\$4,834.12
Task E3.1 - Distribution of bid documents	\$120.00	\$0.00	\$0.00	\$120.00
Task E3.2 - Pre-bid Conference	\$480.00	\$0.00	\$173.08	\$653.08
Task E3.3 - Respond to Clarifications & Prepare Addenda	\$408.00	\$0.00	\$0.00	\$408.00
Task E3.4 - Tabulate & Evaluate Bids	\$805.00	\$0.00	\$0.00	\$805.00
Task E3.5 - Recommend Award	\$240.00	\$0.00	\$0.00	\$240.00
<b>Subtotal Direct Labor \$s Task E</b>	<b>\$33,267.00</b>	<b>\$13,360.00</b>	<b>\$11,134.84</b>	<b>\$57,761.84</b>
<b>TOTAL LABOR HOURS</b>	2,009	-	-	2,009
<b>TOTAL DIRECT LABOR DOLLARS</b>	\$113,624.00	-	\$16,154.32	\$129,778.32
Audited Overhead Rate	180.17%	-	139.10%	-
<b>TOTAL OVERHEAD</b>	\$ 204,716.36	-	\$ 22,470.66	\$ 227,187.02
<b>TOTAL LABOR &amp; OVERHEAD</b>	\$ 318,340.36	-	\$ 38,624.98	\$ 356,965.34
<b>10% PROFESSIONAL FEE</b>	\$ 31,834.04	-	\$ 3,862.50	\$ 35,696.53
<b>SUBTOTAL (Labor, Overhead &amp; Fee)</b>	<b>\$ 350,174.40</b>	<b>\$70,020.00</b>	<b>\$ 42,487.48</b>	<b>\$ 462,681.87</b>
<b>Direct Expenses:</b>				
Out-of-State Travel (Lodging During Meetings)	\$ 3,150.00	\$ 2,600.00	\$ -	\$ 5,750.00
Out-of-State Travel (Lodging During Assessments)	\$ 3,150.00	\$ 900.00	\$ -	\$ 4,050.00
Out-of-State Travel (ZipCar During Meetings/Assessments)	\$ 4,950.00	\$ 650.00	\$ -	\$ 5,600.00
Out-of-State Travel (Meals/Per Diem)	\$ 1,150.00	\$ -	\$ 500.00	\$ 1,650.00
CORI Background Checks	\$ 200.00	\$ -	\$ 500.00	\$ 700.00
Local Travel (mileage)	\$ -	\$ -	\$ 500.00	\$ 500.00
Photocopies / Printing / Professional Publications	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00
Postage / Courier / Overnight	\$ -	\$ 25.00	\$ -	\$ 25.00
Asbestos/LBP Sample Analysis	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Acoustical Equipment Charges	\$ -	\$ -	\$ -	\$ -
Building Envelope Assessments/Reports	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
Structural Assessments/Reports	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
<b>SUBTOTAL - DIRECT EXPENSES</b>	<b>\$ 30,300.00</b>	<b>\$ 4,175.00</b>	<b>\$ 1,500.00</b>	<b>\$ 35,975.00</b>
<b>TOTAL FEE</b>	<b>\$ 380,474.40</b>	<b>\$ 74,195.00</b>	<b>\$ 43,987.48</b>	<b>\$ 498,656.87</b>



JPG FEE PROPOSAL - PHASE 1									
	Principal-In-Charge	Project Architect	Project Manager	Job Captain	Drafter	GIS Mgr	Graphic Designer	Total Direct Labor	
	\$82.00	\$85.00	\$60.00	\$36.00	\$32.00	\$55.00	\$38.00		
<b>Task A - Noise Mitigation Implementation Plan</b>									
Task A.1 - Draft Noise Mitigation Plan Development		40		8			10	24	\$5,222.00
Task A.2 - Plan Review Process		24		8					\$2,448.00
Task A.3 - Finalize Noise Mitigation Plan		16		8				8	\$2,096.00
Task A.4 - Community Outreach and Meetings		40		24					\$4,720.00
Subtotal Hours Task A	120	0	48	0	0	10	32	210	
Subtotal Direct Labor - Task A	\$9,840.00	\$0.00	\$2,880.00	\$0.00	\$0.00	\$550.00	\$1,216.00		\$14,486.00
<b>Task B - Program Management</b>									
Task B.1 - Program Kick-off Meeting		4	4	4					\$908.00
Task B.2 - Project Administration/Management		48	12	240					\$19,356.00
Task B.3 - Prepare & Update Monthly Progress Reports		6		12					\$1,212.00
Task B.4 - Intra-team Coordination & Meetings		24		48					\$4,848.00
Subtotal Hours Task A	82	16	304	0	0	0	0	402	
Subtotal Direct Labor - Task A	\$6,724.00	\$1,360.00	\$18,240.00	\$0.00	\$0.00	\$0.00	\$0.00		\$26,324.00
<b>Task C - Evaluation of Structures for Sound Insulation</b>									
Task C.1 - Collection and Review of Previous Documents		4	2	8					\$978.00
Task C.2 - Parcel Mapping				4			40		\$2,440.00
Task C.3 - Windshield Survey & Inventory				0	80	80	20		\$6,540.00
Task C.4 - Categorize Homes			8	72					\$5,000.00
Task C.5 - Prepare and Submit Acoustical Test Plan		4	12	24					\$2,788.00
Task C.6 - Confirm Eligibility Based upon Acoustical Testing		2	8	24					\$2,284.00
Task C.7 - Develop Hazardous Materials Testing Plan			1	2					\$205.00
Task C.8 - Develop Program Policy & Procedures Manual			8	64	12				\$4,952.00
Task C.9 - Create Program Participation Plan		8	8	8					\$1,816.00
Subtotal Hours Task C	18	47	206	92	80	60	0	503	
Subtotal Direct Labor \$s Task C	\$1,476.00	\$3,995.00	\$12,360.00	\$3,312.00	\$2,560.00	\$3,300.00	\$0.00		\$27,003.00
<b>Task D - Community Outreach</b>									
Task D.1 - Develop Customer Service & Outreach Strategy		4		12					\$1,048.00
Task D.2 - Establish Program Image & Graphic Standards		2		8				8	\$948.00
Task D.3 - Program Participant Communications		2		8				12	\$1,100.00
Task D.4 - Public Information Workshops		40		40				8	\$5,984.00
Task D.5 - Prepare Homeowner Handouts & Communication Materials		2		24				24	\$2,516.00
Task D.6 - Conduct Pre- Construction Surveys		2		8				8	\$948.00
Subtotal Hours Task D	52	0	100	0	0	0	60	212	
Subtotal Direct Labor - Task D	\$4,264.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$2,280.00		\$12,544.00
<b>Task E - Pilot Residential Sound Insulation Program</b>									
Task E1.1 - Pilot Phase Program Schedule		2							\$164.00
Task E1.2 - Process Homeowner Invitations				1	12			12	\$948.00
Task E1.3 - Coordinate with Local Building Officials			2	24	24				\$2,474.00
Task E1.4 - Coordinate with Local Utilities			1	8					\$565.00
Task E1.5 - Review Purchasing and Contract Documents			12	18					\$2,100.00
Task E1.6 - Supplementary Conditions / Document Modifications		8	1						\$741.00
Task E2.1 - Schedule Home Visits					8				\$288.00
Task E2.2 - Site Visits: Architectural/Homeowner Coordination		1		10	24	24			\$2,314.00
Task E2.3 - Site Visits: Mechanical / Electrical Assessment				4					\$240.00
Task E2.4 - Site Visits: Building Envelope Assessment				4					\$240.00
Task E2.5 - Site Visits: Hazardous Materials Assessment				4					\$240.00
Task E2.6 - 35% Concept Packets (CP)		1	10	8	40	40			\$4,132.00
Task E2.7 - Homeowner CP Review		1		16		8			\$1,298.00
Task E2.8 - Approved Concept Packets (ACP)		1	2	8	16	24			\$2,076.00
Task E2.9 - Execution of Homeowner Agreement & Easement				12					\$720.00
Task E2.10 - File Easements				6					\$360.00
Task E2.11 - Technical Specifications			20	52	16				\$5,396.00
Task E2.12 - Draft Bid Documents (90%)		1	10	8	40	40			\$4,132.00
Task E2.13 - Final Bid Documents and Probable Cost Estimate		1	8	8	16	16		12	\$2,786.00
Task E3.1 - Distribution of bid documents				2					\$120.00
Task E3.2 - Pre-bid Conference				8					\$480.00
Task E3.3 - Respond to Clarifications & Prepare Addenda				2	8				\$408.00
Task E3.4 - Tabulate & Evaluate Bids			1	12					\$805.00
Task E3.5 - Recommend Award				4					\$240.00
Subtotal Hours Task E	16	67	219	204	152	-	24	682	
Subtotal Direct Labor - Task E	\$1,312.00	\$5,695.00	\$13,140.00	\$7,344.00	\$4,864.00	\$0.00	\$912.00		\$33,267.00
<b>TOTAL LABOR HOURS</b>									
	288	130	877	296	232	70	116		2,009
<b>TOTAL DIRECT LABOR DOLLARS</b>									
	\$23,616.00	\$11,050.00	\$52,620.00	\$10,656.00	\$7,424.00	\$3,850.00	\$4,408.00		\$113,624.00
<b>Audited Overhead Rate</b>									
	180.17%	180.17%	180.17%	180.17%	180.17%	180.17%	180.17%		
<b>TOTAL OVERHEAD</b>									
	\$ 42,548.95	\$ 19,908.79	\$ 94,805.45	\$ 19,198.92	\$ 13,375.82	\$ 6,936.55	\$ 7,941.89		\$ 204,716.36
<b>TOTAL LABOR &amp; OVERHEAD</b>									
	\$ 66,164.95	\$ 30,958.79	\$ 147,425.45	\$ 29,854.92	\$ 20,799.82	\$ 10,786.55	\$ 12,349.89		\$ 318,340.36
<b>10% PROFESSIONAL FEE</b>									
	\$ 6,616.49	\$ 3,095.88	\$ 14,742.55	\$ 2,985.49	\$ 2,079.98	\$ 1,078.65	\$ 1,234.99		\$ 31,834.04
<b>SUBTOTAL (Labor, Overhead &amp; Fee)</b>									
	\$ 72,781.44	\$ 34,054.66	\$ 162,168.00	\$ 32,840.41	\$ 22,879.80	\$ 11,865.20	\$ 13,584.88		\$ 350,174.40
<b>Direct Expenses:</b>									
Out-of-State Travel (Lodging During Meetings)			\$ 450.00	\$ 2,400.00	\$ 300.00				\$ 3,150.00
Out-of-State Travel (Lodging During Assessments)			\$ 450.00	\$ 2,400.00	\$ 300.00				\$ 3,150.00
Out-of-State Travel (ZipCar During Meetings/Assessments)	\$ 900.00	\$ 900.00	\$ 300.00	\$ 2,700.00	\$ 150.00				\$ 4,950.00
Out-of-State Travel (Meals/Per Diem)			\$ 150.00	\$ 900.00	\$ 100.00				\$ 1,150.00
CORI Background Checks	\$ 50.00		\$ 50.00	\$ 50.00	\$ 50.00				\$ 200.00
Local Travel (mileage)									\$ -
Photocopies / Printing / Professional Publications			\$ 1,200.00						\$ 1,200.00
Postage / Courier / Overnight									\$ -
Asbestos/LBP Sample Analysis			\$ 4,500.00						\$ 4,500.00
Acoustical Equipment Charges									\$ -
Building Envelope Assessments/Reports			\$ 6,000.00						\$ 6,000.00
Structural Assessments/Reports			\$ 6,000.00						\$ 6,000.00
<b>SUBTOTAL - DIRECT EXPENSES</b>									
	\$ 950.00	\$ 900.00	\$ 19,100.00	\$ 8,450.00	\$ 900.00	\$ -	\$ -		\$ 30,300.00
<b>TOTAL FEE</b>									
	\$ 73,731.44	\$ 34,954.66	\$ 181,268.00	\$ 41,290.41	\$ 23,779.80	\$ 11,865.20	\$ 13,584.88		\$ 380,474.40

HMMH FEE PROPOSAL - PHASE 1						
	Principal Consultant PIC	Senior Consultant PM	Principal Consultant APM	Consultant Analyst	Senior Project Support	Total Direct Labor
	\$270.00	\$150.00	\$200.00	\$130.00	\$200.00	
<b>Task A - Noise Mitigation Implementation Plan</b>						
Task A.1 - Draft Noise Mitigation Plan Development						\$0.00
Task A.2 - Plan Review Process						\$0.00
Task A.3 - Finalize Noise Mitigation Plan						\$0.00
Task A.4 - Community Outreach and Meetings						\$0.00
Subtotal Hours Task A	0	0	0	0	0	-
Subtotal Direct Labor - Task A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Task B - Program Management</b>						
Task B.1 - Program Kick-off Meeting	4	4	16			\$4,880.00
Task B.2 - Project Administration/Management	6	12			6	\$4,620.00
Task B.3 - Prepare & Update Monthly Progress Reports						\$0.00
Task B.4 - Intra-team Coordination & Meetings	12	24	12			\$9,240.00
Subtotal Hours Task A	22	40	28	0	6	96
Subtotal Direct Labor - Task A	\$5,940.00	\$6,000.00	\$5,600.00	\$0.00	\$1,200.00	\$18,740.00
<b>Task C - Evaluation of Structures for Sound Insulation</b>						
Task C.1 - Collection and Review of Previous Documents						\$0.00
Task C.2 - Parcel Mapping						\$0.00
Task C.3 - Windshield Survey & Inventory						\$0.00
Task C.4 - Categorize Homes	4	4				\$1,680.00
Task C.5 - Prepare and Submit Acoustical Test Plan	4	24	8			\$6,280.00
Task C.6 - Confirm Eligibility Based upon Acoustical Testing	4	100		80		\$26,480.00
Task C.7 - Develop Hazardous Materials Testing Plan						\$0.00
Task C.8 - Develop Program Policy & Procedures Manual	4	16				\$3,480.00
Task C.9 - Create Program Participation Plan						\$0.00
Subtotal Hours Task C	16	144	8	80	0	248
Subtotal Direct Labor \$s Task C	\$4,320.00	\$21,600.00	\$1,600.00	\$10,400.00	\$0.00	\$37,920.00
<b>Task D - Community Outreach</b>						
Task D.1 - Develop Customer Service & Outreach Strategy						\$0.00
Task D.2 - Establish Program Image & Graphic Standards						\$0.00
Task D.3 - Program Participant Communications						\$0.00
Task D.4 - Public Information Workshops						\$0.00
Task D.5 - Prepare Homeowner Handouts & Communication Materials						\$0.00
Task D.6 - Conduct Pre- Construction Surveys						\$0.00
Subtotal Hours Task D	0	0	0	0	0	0
Subtotal Direct Labor - Task D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Task E - Pilot Residential Sound Insulation Program</b>						
Task E1.1 - Pilot Phase Program Schedule						\$0.00
Task E1.2 - Process Homeowner Invitations						\$0.00
Task E1.3 - Coordinate with Local Building Officials						\$0.00
Task E1.4 - Coordinate with Local Utilities						\$0.00
Task E1.5 - Review Purchasing and Contract Documents						\$0.00
Task E1.6 - Supplementary Conditions / Document Modifications						\$0.00
Task E2.1 - Schedule Home Visits						\$0.00
Task E2.2 - Site Visits: Architectural/Homeowner Coordination						\$0.00
Task E2.3 - Site Visits: Mechanical / Electrical Assessment						\$0.00
Task E2.4 - Site Visits: Building Envelope Assessment						\$0.00
Task E2.5 - Site Visits: Hazardous Materials Assessment						\$0.00
Task E2.6 - 35% Concept Packets (CP)	8	40		40		\$13,360.00
Task E2.7 - Homeowner CP Review						\$0.00
Task E2.8 - Approved Concept Packets (ACP)						\$0.00
Task E2.9 - Execution of Homeowner Agreement & Easement						\$0.00
Task E2.10 - File Easements						\$0.00
Task E2.11 - Technical Specifications						\$0.00
Task E2.12 - Draft Bid Documents (90%)						\$0.00
Task E2.13 - Final Bid Documents and Probable Cost Estimate						\$0.00
Task E3.1 - Distribution of bid documents						\$0.00
Task E3.2 - Pre-bid Conference						\$0.00
Task E3.3 - Respond to Clarifications & Prepare Addenda						\$0.00
Task E3.4 - Tabulate & Evaluate Bids						\$0.00
Task E3.5 - Recommend Award						\$0.00
Subtotal Hours Task E	8	40	-	40	-	88
Subtotal Direct Labor - Task E	\$2,160.00	\$6,000.00	\$0.00	\$5,200.00	\$0.00	\$13,360.00
<b>TOTAL HOURS</b>						
TOTAL FEES	46	224	36	120	6	432
TOTAL FEES	\$12,420.00	\$33,600.00	\$7,200.00	\$15,600.00	\$1,200.00	\$70,020.00
<b>SUBTOTAL FEES</b>						
	\$12,420.00	\$33,600.00	\$7,200.00	\$15,600.00	\$1,200.00	\$70,020.00
<b>Direct Expenses:</b>						
Out-of-State Travel (Lodging During Meetings)		\$ 1,200.00	\$ 200.00	\$ 1,200.00		\$ 2,600.00
Out-of-State Travel (Lodging During Assessments)		\$ 700.00	\$ 200.00			\$ 900.00
Out-of-State Travel (ZipCar During Meetings/Assessments)		\$ 300.00	\$ 50.00	\$ 300.00		\$ 650.00
Out-of-State Travel (Meals/Per Diem)						\$ -
CORI Background Checks						\$ -
Local Travel (mileage)						\$ -
Photocopies / Printing / Professional Publications						\$ -
Postage / Courier / Overnight						\$ -
Asbestos/LBP Sample Analysis						\$ -
Acoustical Equipment Charges		\$ 25.00				\$ 25.00
Building Envelope Assessments/Reports						\$ -
Structural Assessments/Reports						\$ -
<b>SUBTOTAL - DIRECT EXPENSES</b>	\$ -	\$ 2,225.00	\$ 450.00	\$ 1,500.00	\$ -	\$ 4,175.00
<b>TOTAL FEE</b>	\$ 12,420.00	\$ 35,825.00	\$ 7,650.00	\$ 17,100.00	\$ 1,200.00	\$ 74,195.00

LN Consulting, Inc. - fee proposal		Principal	Mech. Eng.	Electr. Eng.	Total Direct Labor
		\$72.12	\$43.27	\$43.27	
<b>Task A - Noise Mitigation Implementation Plan</b>					
Task A.1 - Draft Noise Mitigation Plan Development					\$0.00
Task A.2 - Plan Review Process					\$0.00
Task A.3 - Finalize Noise Mitigation Plan					\$0.00
Task A.4 - Community Outreach and Meetings					\$0.00
Subtotal Hours Task A	0	0	0	0	-
Subtotal Direct Labor - Task A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Task B - Program Management</b>					
Task B.1 - Program Kick-off Meeting	2	2	2		\$317.32
Task B.2 - Project Administration/Management	10	4	4		\$1,067.36
Task B.3 - Prepare & Update Monthly Progress Reports	10				\$721.20
Task B.4 - Intra-team Coordination & Meetings	24	4	4		\$2,077.04
Subtotal Hours Task A	46	10	10		66
Subtotal Direct Labor - Task A	\$3,317.52	\$432.70	\$432.70		\$4,182.92
<b>Task C - Evaluation of Structures for Sound Insulation</b>					
Task C.1 - Collection and Review of Previous Documents					\$0.00
Task C.2 - Parcel Mapping					\$0.00
Task C.3 - Windshield Survey & Inventory					\$0.00
Task C.4 - Categorize Homes					\$0.00
Task C.5 - Prepare and Submit Acoustical Test Plan					\$0.00
Task C.6 - Confirm Eligibility Based upon Acoustical Testing					\$0.00
Task C.7 - Develop Hazardous Materials Testing Plan					\$0.00
Task C.8 - Develop Program Policy & Procedures Manual	2	8	8		\$836.56
Task C.9 - Create Program Participation Plan					\$0.00
Subtotal Hours Task C	2	8	8		18
Subtotal Direct Labor \$s Task C	\$144.24	\$346.16	\$346.16		\$836.56
<b>Task D - Community Outreach</b>					
Task D.1 - Develop Customer Service & Outreach Strategy					\$0.00
Task D.2 - Establish Program Image & Graphic Standards					\$0.00
Task D.3 - Program Participant Communications					\$0.00
Task D.4 - Public Information Workshops					\$0.00
Task D.5 - Prepare Homeowner Handouts & Communication Materials					\$0.00
Task D.6 - Conduct Pre- Construction Surveys					\$0.00
Subtotal Hours Task D	0	0	0		0
Subtotal Direct Labor - Task D	\$0.00	\$0.00	\$0.00		\$0.00
<b>Task E - Pilot Residential Sound Insulation Program</b>					
Task E1.1 - Pilot Phase Program Schedule					\$0.00
Task E1.2 - Process Homeowner Invitations					\$0.00
Task E1.3 - Coordinate with Local Building Officials		16	4		\$865.40
Task E1.4 - Coordinate with Local Utilities		4	2		\$259.62
Task E1.5 - Review Purchasing and Contract Documents					\$0.00
Task E1.6 - Supplementary Conditions / Document Modifications					\$0.00
Task E2.1 - Schedule Home Visits					\$0.00
Task E2.2 - Site Visits: Architectural/Homeowner Coordination					\$0.00
Task E2.3 - Site Visits: Mechanical / Electrical Assessment		20	20		\$1,730.80
Task E2.4 - Site Visits: Building Envelope Assessment					\$0.00
Task E2.5 - Site Visits: Hazardous Materials Assessment					\$0.00
Task E2.6 - 35% Concept Packets (CP)	2	40	40		\$3,605.84
Task E2.7 - Homeowner CP Review					\$0.00
Task E2.8 - Approved Concept Packets (ACP)					\$0.00
Task E2.9 - Execution of Homeowner Agreement & Easement					\$0.00
Task E2.10 - File Easements					\$0.00
Task E2.11 - Technical Specifications	2	10	8		\$923.10
Task E2.12 - Draft Bid Documents (90%)	2	16	16		\$1,528.88
Task E2.13 - Final Bid Documents and Probable Cost Estimate	2	24	20		\$2,048.12
Task E3.1 - Distribution of bid documents					\$0.00
Task E3.2 - Pre-bid Conference		2	2		\$173.08
Task E3.3 - Respond to Clarifications & Prepare Addenda					\$0.00
Task E3.4 - Tabulate & Evaluate Bids					\$0.00
Task E3.5 - Recommend Award					\$0.00
Subtotal Hours Task E	8	132	112		252
Subtotal Direct Labor - Task E	\$576.96	\$5,711.64	\$4,846.24		\$11,134.84
<b>TOTAL LABOR HOURS</b>	56	150	130		336
<b>TOTAL DIRECT LABOR DOLLARS</b>	\$4,038.72	\$6,490.50	\$5,625.10		\$16,154.32
Audited Overhead Rate	139.10%	139.10%	139.10%		
<b>TOTAL OVERHEAD</b>	\$ 5,617.86	\$ 9,028.29	\$ 7,824.51		\$ 22,470.66
<b>TOTAL LABOR &amp; OVERHEAD</b>	\$ 9,656.58	\$ 15,518.79	\$ 13,449.61		\$ 38,624.98
<b>10% PROFESSIONAL FEE</b>	\$ 965.66	\$ 1,551.88	\$ 1,344.96		\$ 3,862.50
<b>SUBTOTAL (Labor, Overhead &amp; Fee)</b>	\$ 10,622.24	\$ 17,070.66	\$ 14,794.58		\$ 42,487.48
<b>Direct Expenses:</b>					
Out-of-State Travel (Lodging During Meetings)					\$ -
Out-of-State Travel (Lodging During Assessments)					\$ -
Out-of-State Travel (ZipCar During Meetings/Assessments)					\$ -
Out-of-State Travel (Meals/Per Diem)					\$ -
CORI Background Checks					\$ -
Local Travel (mileage)			\$ 500.00		\$ 500.00
Photocopies / Printing / Professional Publications			\$ 500.00		\$ 500.00
Postage / Courier / Overnight			\$ 500.00		\$ 500.00
Asbestos/LBP Sample Analysis					\$ -
Acoustical Equipment Charges					\$ -
Building Envelope Assessments/Reports					\$ -
Structural Assessments/Reports					\$ -
<b>SUBTOTAL - DIRECT EXPENSES</b>	\$ -	\$ -	\$ 1,500.00		\$ 1,500.00
<b>TOTAL FEE</b>	\$ 10,622.24	\$ 17,070.66	\$ 16,294.58		\$ 43,987.48



## BURLINGTON INTERNATIONAL AIRPORT

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### MEMO

TO: Burlington International Airport, Board of Commissioners

FROM: Burlington International Airport

DATE: May 16, 2016

SUBJECT: Motion: Approval and Recommendation to Finance Board and City  
Council: Budget Amendment Requests for funds 443, 448, 449

The Burlington Airport seeks Finance Board approval and recommendation to the City Council to authorize an increase to the FY'16 Budget for three fund numbers all being utilized for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant or anticipated grants. The summary of each project and requested amendment below (as well as the formal budget amendment form attached):

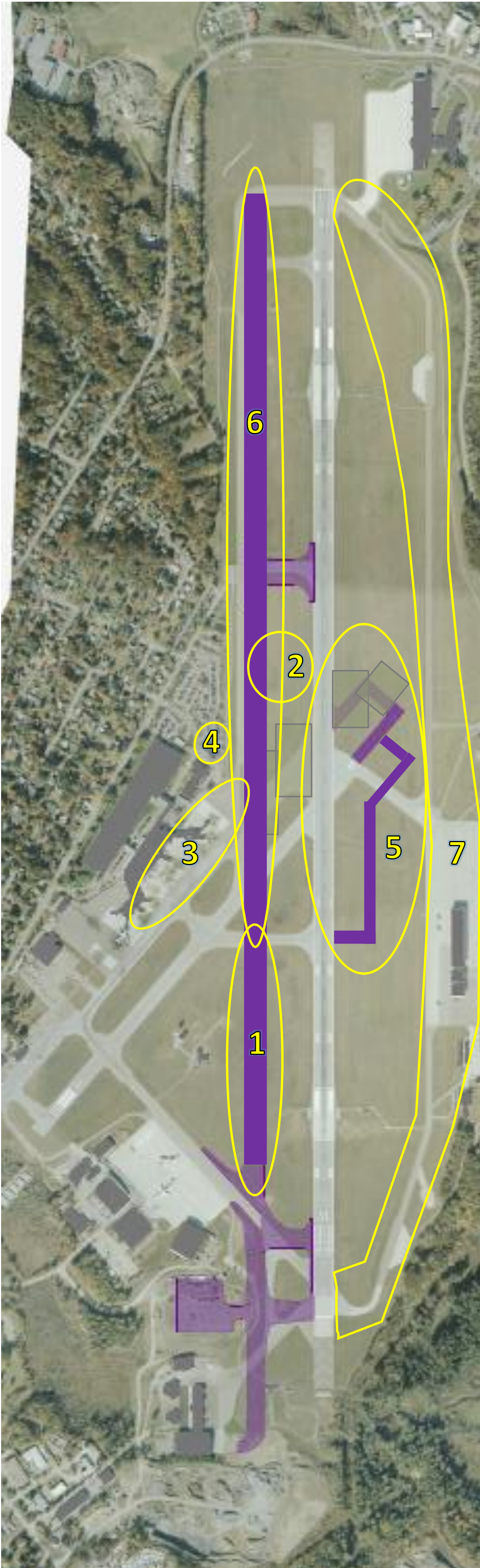
**Fund 443-35-700.9500\_110;** AIP Storm water Improvement Upgrades. This Fund was initially set up for pre-grant design work with a total budget of \$120,000 for FY2016. The project has picked up speed and is now being review by the FAA for grant award this year. To continue moving the project forward, the Airport requests in increase of \$200,000 for FY2016 expenses. We anticipate a grant award later this summer, 2016. Once awarded, the 96% (90% Federal, 6% State share) of costs associated can be reimbursed to the Airport. The remaining 4% will be reimbursed through the Passenger Facility Charge Program collected by airlines.

**Fund 448-35-700.9500\_110;** AIP Taxiway Gulf Reconstruction. This fund was initially created with limited budget to initiate discussion and contracts for a design of reconstructing Taxiway Gulf. We are moving along nicely with the design and preparing for a grant application to be submitted prior to May of 2017. As we approach the end of FY2016, we request that this fund be increased by \$100,000 to continue the design of this important project. Once awarded, the 96% (90% Federal, 6% State share) of costs associated can be reimbursed to the Airport. The remaining 4% will be reimbursed through the Passenger Facility Charge Program collected by airlines.

**Fund 449-35-700.9500\_110;** AIP Air Carrier Apron Rehabilitation Phase 3. This fund, similar to above, was also created recently to expend for pre-grant engineering design work. We would request a \$200,000 increase to this fund. We also anticipate this AIP grant to be formally awarded later this summer 2016. Once awarded, the 96% (90% Federal, 6% State share) of costs associated can be reimbursed to the Airport. The remaining 4% will be reimbursed through the Passenger Facility Charge Program collected by airlines.

Thank you for your support.

# Construction Update Report



## Open Projects

- 1. Taxiway K Construction.** Taxiway K is the first phase in a multiphase project to construct a parallel taxiway to Runway 15-33. The construction consists of extended the existing Taxiway K to connect with the new Taxiway B, and will be completed in 2016. The contractor will install all the base materials this year, and will complete the paving next summer. This project has been completely shut down for the winter. Work to resume as soon as the ground thaws (April/May 2016).

## Future Projects

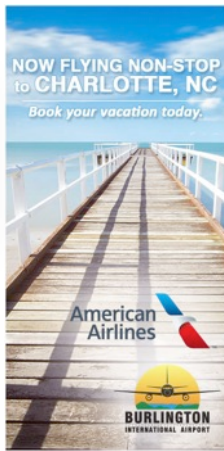
- 2. North Glycol System Upgrades.** Our stormwater system at BTV is inspected on a regular basis. One of the recommendations that came out of those inspections was to upgrade our North Glycol System, which is currently not operating as intended. The upgrades include a new concrete holding tank and larger pipes and pumps to accommodate more treatment capacity for stormwater runoff. This work is planned for the 2016 Construction Season.
- 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 this summer. Phase 3 and 4 are planned for construction this summer. However, we are working to obtain one set of umbrella permits for all of the phases of this rehabilitation project. This would give us the flexibility to construct multiple phases per year if funding were to become available, if construction schedules would allow, and if airline operations were minimally affected. We are planning meetings now to move forward with the umbrella permits and to discuss how to best phase the construction.
- 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. This construction is planned for 2016.
- 5. Taxiway A Relocation.** 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, 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 A Realignment, 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.



## Campaign Objective

Strategically target the local audience to engage and drive ticket sales for the new American Airlines flight to Charlotte, NC in 2015-2016, and increase awareness of the 580 destinations available via connections.

As well as awareness of activities to do in NC such as a 3hr drive to Myrtle Beach, the NASCAR Hall of Fame, the Motor Speedway, amusement & water parks and many golf courses.



## Reaching the Right Audience

In total 6,274,736 online impressions were delivered resulting in 9,893 clicks, driving traffic to aa.com

## Strongest Results

Facebook and Google AdWords led results with the strongest CTRs of 1.05% and 0.96% respectively, followed by Vermont Business e-newsletter, WPTZ.com and Weather.com.



Over 6,885,000 total impressions!

**Burlington International Airport**  
**Passenger and Operational Statistics**  
**March 2016**



	<u>March 2016</u>	<u>March 2015</u>	<u>% Change</u>	<u>FY2016 YTD</u>	<u>FY2015 YTD</u>	<u>% Change</u>
**Data not Audited						
Enplaned Passengers	46,759	49,215	-4.99%	449,968	457,402	-1.63%
Deplaned Passengers	50,145	52,373	-4.25%	446,451	449,508	-0.68%
<b>Total Passengers</b>	<b>96,904</b>	<b>101,588</b>	<b>-4.61%</b>	<b>896,419</b>	<b>906,910</b>	<b>-1.16%</b>
Departing Load Factor	78%	82%		91%	96%	
Departing Seat Capacity (Actual)	60,000	59,776	0.37%	495,221	476,208	3.99%
Total Cargo Tonnage Enplaned	203	216	-5.97%	1,810	1,439	25.79%
Total Cargo Tonnage Deplaned	456	561	-18.73%	4,873	4,078	19.47%
Total Landed Weight	62,472,419	60,105,714	3.94%	512,260,118	502,393,579	1.96%
FY Commercial Landings	864	862	0.23%	7,232	7,143	1.25%
FY Cancellations	8	56	-85.71%	142	220	-35.45%
FY Canceled Seats	457	4,142	-88.97%	9,324	15,777	-40.90%

\*\*Minus Delta Flights (November and December 2015)  
 One Month Behind on Reporting:

\*\*Data not audited

	<u>March 2016</u>	<u>March 2015</u>	<u>% Change</u>	<u>FY2016 YTD</u>	<u>FY2015 YTD</u>	<u>% Change</u>
Air Carriers	1034	1088	-5.0%	9436	10116	-6.7%
Air Taxi	1024	960	6.7%	10148	9041	12.2%
General Aviation	1704	1274	33.8%	15363	14351	7.1%
Military	403	484	-16.7%	2677	3083	-13.2%
<b>Total BTV Operations</b>	<b>4165</b>	<b>3806</b>	<b>9.4%</b>	<b>37624</b>	<b>36591</b>	<b>2.8%</b>

\*\*\* 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

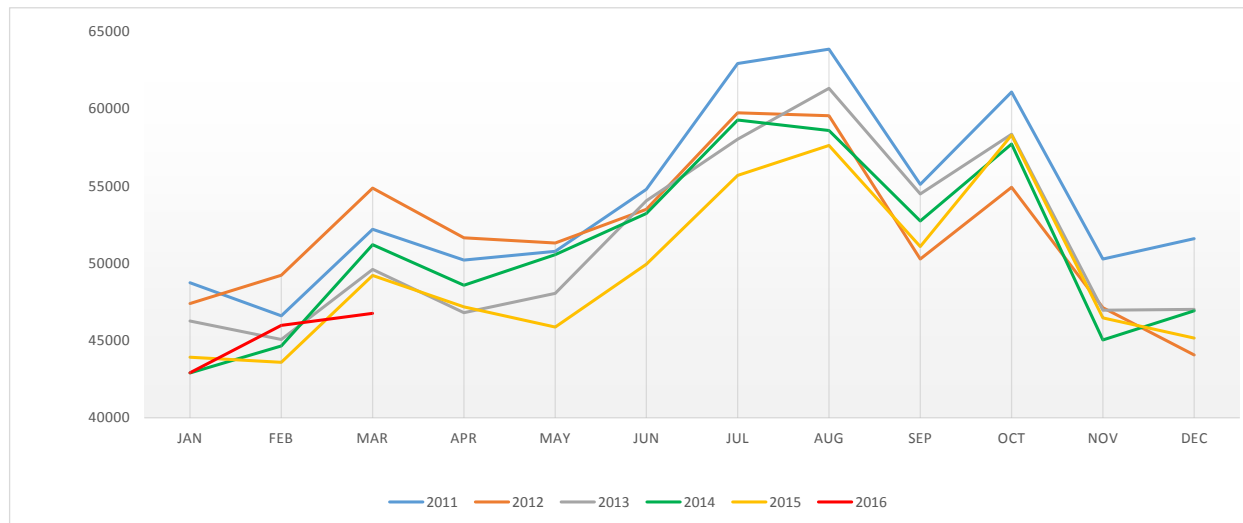
**Burlington International Airport**  
 Passenger and Operational Statistics  
**March 2016**



**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	45,032	46,928	611,421
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										

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	564,493	611,421
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									



Airline	March 2016	March 2015	% Change	2016 Share	FY2016 YTD	FY2015 YTD	% Change	15 YTD Share
United	13,916	14,089	-1%	29.8%	143,373	136,697	5%	31.9%
American	12,575	14,271	-12%	26.9%	119,475	122,452	-2%	26.6%
Delta	10,154	10,676	-5%	21.7%	97,893	106,857	-8%	21.8%
Jetblue	8,391	8,030	4%	17.9%	76,837	77,341	-1%	17.1%
Porter	278	588	0%	0.6%	1,135	1,336	-15%	0.3%
Allegiant	1,445	1,561	-7%	3.1%	11,255	12,335	-9%	2.5%
<b>Subtotal</b>	<b>46,759</b>	<b>49,215</b>	<b>-4.99%</b>	<b>100%</b>	<b>449,968</b>	<b>457,018</b>	<b>-1.54%</b>	<b>100%</b>

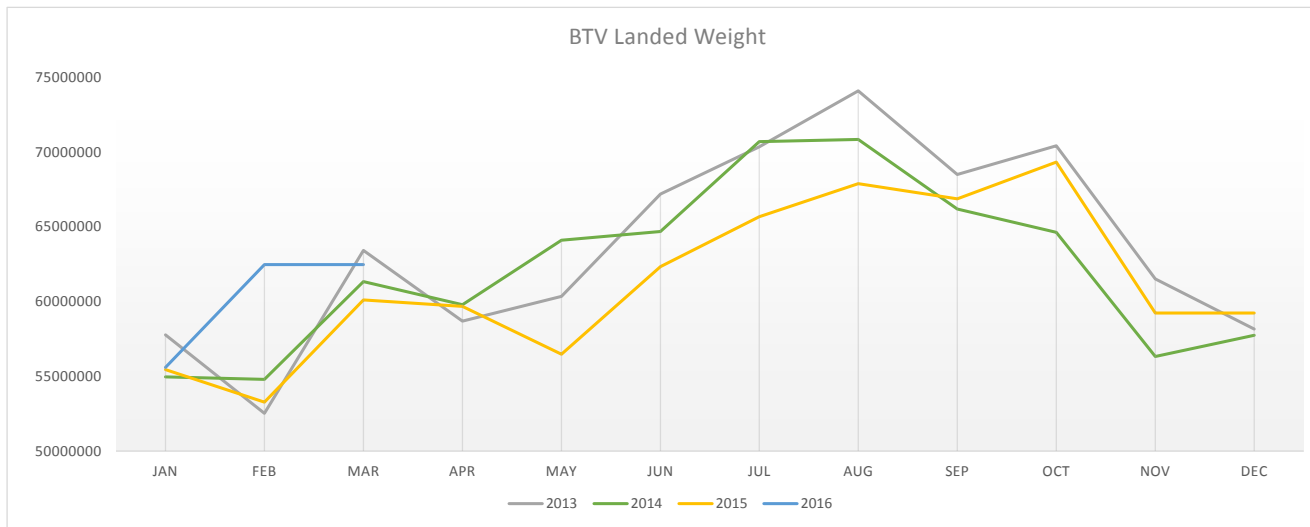


**Burlington International Airport**  
 Passenger and Operational Statistics  
**March 2016**



**BTV Landed Weight**

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
<b>2013</b>	57,778,031	52,523,030	63,421,699	58,688,306	60,341,100	67,198,278	70,353,853	74,095,109	68,495,860	70,425,455	61,521,452	58,160,119	763,002,292
<b>2014</b>	54,953,876	54,793,326	61,338,283	59,783,921	64,096,128	64,682,726	70,702,546	70,844,351	66,186,099	64,626,169	56,324,271	57,747,440	746,079,136
<b>2015</b>	55,444,310	53,270,336	60,105,714	59,673,095	56,481,915	62,334,588	65,677,274	67,889,959	66,876,985	69,329,074	59,229,784	59,229,784	735,542,818
<b>2016</b>	55,595,302	62,472,419	62,472,419										



<u>Airline</u>	<u>March 2016</u>	<u>March 2015</u>	<u>% Change</u>	<u>2016 Share</u>	<u>2016 YTD</u>	<u>2015 YTD</u>	<u>% Change</u>	<u>16 YTD Share</u>
American	18,099,150	16,859,350	7%	29.0%	137,909,367	126,685,593	9%	27.1%
United	15,322,532	17,011,927	-10%	24.5%	138,812,343	122,309,921	13%	27.3%
Delta	13,050,662	12,422,916	5%	20.9%	105,382,745	112,720,473	-7%	20.7%
JetBlue	9,021,000	8,820,396	2%	14.4%	78,110,386	77,192,188	1%	15.4%
Allegiant	1,553,386	1,263,594	23%	2.5%	10,122,242	10,532,648	-4%	2.0%
Porter	302,500	802,100	0%	0.5%	1,358,522	1,589,263	-15%	0.3%
Federal Expr	4,554,000	4,158,000	10%	7.3%	32,868,000	33,660,000	-2%	6.5%
Wiggins	569,189	-	#DIV/0!	0.9%	4,147,038	9,786,328	-58%	0.8%
<b>Total</b>	<b>62,472,419</b>	<b>61,338,283</b>	<b>2%</b>	<b>100%</b>	<b>508,710,643</b>	<b>494,476,414</b>	<b>3%</b>	<b>100%</b>

Date Completed			12/8/2015	02/08-02/15	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
FROM:	TO Destination:	Code	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference
BTV	Washington, D.C. National	DCA	\$ 206.00		\$ 213.00		\$ 283.00		\$ 289.00		\$ 299.00		\$ 369.00	
MHT			\$ 168.00	\$ 38.00	\$ 197.00	\$ 16.00	\$ 193.00	\$ 90.00	\$ 197.00	\$ 92.00	\$ 207.00	\$ 92.00	\$ 263.00	\$ 106.00
ALB			\$ 213.00	\$ (7.00)	\$ 231.00	\$ (18.00)	\$ 231.00	\$ 52.00	\$ 247.00	\$ 42.00	\$ 257.00	\$ 42.00	\$ 318.00	\$ 51.00
YUL			\$ 235.00	\$ (29.00)	\$ 220.00	\$ (7.00)	\$ 254.00	\$ 29.00	\$ 282.00	\$ 7.00	\$ 389.00	\$ (90.00)	\$ 446.00	\$ (77.00)
BTV	Baltimore, MD	BWI	\$ 401.00		\$ 409.00		\$ 396.00		\$ 411.00		\$ 432.00		\$ 466.00	
MHT			\$ 182.00	\$ 219.00	\$ 230.00	\$ 179.00	\$ 326.00	\$ 70.00	\$ 164.00	\$ 247.00	\$ 280.00	\$ 152.00	\$ 456.00	\$ 10.00
ALB			\$ 252.00	\$ 149.00	\$ 329.00	\$ 80.00	\$ 325.00	\$ 71.00	\$ 240.00	\$ 171.00	\$ 301.00	\$ 131.00	\$ 294.00	\$ 172.00
YUL			\$ 313.00	\$ 88.00	\$ 287.00	\$ 122.00	\$ 297.00	\$ 99.00	\$ 306.00	\$ 105.00	\$ 318.00	\$ 114.00	\$ 334.00	\$ 132.00
BTV	Washington Dulles, VA	IAD	\$ 201.00		\$ 213.00		\$ 218.00		\$ 253.00		\$ 299.00		\$ 500.00	
MHT			\$ 194.00	\$ 7.00	\$ 238.00	\$ (25.00)	\$ 206.00	\$ 12.00	\$ 239.00	\$ 14.00	\$ 330.00	\$ (31.00)	\$ 520.00	\$ (20.00)
ALB			\$ 232.00	\$ (31.00)	\$ 247.00	\$ (34.00)	\$ 239.00	\$ (21.00)	\$ 231.00	\$ 22.00	\$ 241.00	\$ 58.00	\$ 297.00	\$ 203.00
YUL			\$ 185.00	\$ 16.00	\$ 185.00	\$ 28.00	\$ 215.00	\$ 3.00	\$ 248.00	\$ 5.00	\$ 265.00	\$ 34.00	\$ 321.00	\$ 179.00
BTV	Las Vegas, NV	LAS	\$ 355.00		\$ 406.00		\$ 372.00		\$ 413.00		\$ 408.00		\$ 482.00	
MHT			\$ 359.00	\$ (4.00)	\$ 428.00	\$ (22.00)	\$ 354.00	\$ 18.00	\$ 339.00	\$ 74.00	\$ 441.00	\$ (33.00)	\$ 427.00	\$ 55.00
ALB			\$ 360.00	\$ (5.00)	\$ 386.00	\$ 20.00	\$ 352.00	\$ 20.00	\$ 438.00	\$ (25.00)	\$ 457.00	\$ (49.00)	\$ 530.00	\$ (48.00)
YUL			\$ 335.00	\$ 20.00	\$ 329.00	\$ 77.00	\$ 306.00	\$ 66.00	\$ 349.00	\$ 64.00	\$ 358.00	\$ 50.00	\$ 400.00	\$ 82.00
BTV	Chicago, IL	ORD	\$ 260.00		\$ 274.00		\$ 377.00		\$ 283.00		\$ 463.00		\$ 438.00	
MHT			\$ 204.00	\$ 56.00	\$ 204.00	\$ 70.00	\$ 200.00	\$ 177.00	\$ 238.00	\$ 45.00	\$ 265.00	\$ 198.00	\$ 354.00	\$ 84.00
ALB			\$ 214.00	\$ 46.00	\$ 207.00	\$ 67.00	\$ 349.00	\$ 28.00	\$ 349.00	\$ (66.00)	\$ 358.00	\$ 105.00	\$ 409.00	\$ 29.00
YUL			\$ 227.00	\$ 33.00	\$ 240.00	\$ 34.00	\$ 350.00	\$ 27.00	\$ 237.00	\$ 46.00	\$ 383.00	\$ 80.00	\$ 339.00	\$ 99.00
BTV	JFK, NY	JFK	\$ 137.00		\$ 170.00		\$ 127.00		\$ 158.00		\$ 229.00		\$ 236.00	
MHT			\$ 330.00	\$ (193.00)	\$ 334.00	\$ (164.00)	\$ 340.00	\$ (213.00)	\$ 360.00	\$ (202.00)	\$ 359.00	\$ (130.00)	\$ 450.00	\$ (214.00)
ALB			\$ 369.00	\$ (232.00)	\$ 361.00	\$ (191.00)	\$ 372.00	\$ (245.00)	\$ 352.00	\$ (194.00)	\$ 364.00	\$ (135.00)	\$ 420.00	\$ (184.00)
YUL			\$ 234.00	\$ (97.00)	\$ 232.00	\$ (62.00)	\$ 231.00	\$ (104.00)	\$ 290.00	\$ (132.00)	\$ 286.00	\$ (57.00)	\$ 272.00	\$ (36.00)
BTV	LaGuardia, NY	LGA	\$ 131.00		\$ 137.00		\$ 137.00		\$ 127.00		\$ 196.00		\$ 342.00	
MHT			\$ 284.00	\$ (153.00)	\$ 310.00	\$ (173.00)	\$ 255.00	\$ (118.00)	\$ 233.00	\$ (106.00)	\$ 283.00	\$ (87.00)	\$ 318.00	\$ 24.00
ALB			\$ 406.00	\$ (275.00)	\$ 392.00	\$ (255.00)	\$ 334.00	\$ (197.00)	\$ 352.00	\$ (225.00)	\$ 354.00	\$ (158.00)	\$ 432.00	\$ (90.00)
YUL			\$ 234.00	\$ (103.00)	\$ 232.00	\$ (95.00)	\$ 231.00	\$ (94.00)	\$ 250.00	\$ (123.00)	\$ 240.00	\$ (44.00)	\$ 268.00	\$ 74.00
BTV	Detroit, MI	DTW	\$ 315.00		\$ 354.00		\$ 312.00		\$ 272.00		\$ 476.00		\$ 604.00	
MHT			\$ 255.00	\$ 60.00	\$ 269.00	\$ 85.00	\$ 233.00	\$ 79.00	\$ 192.00	\$ 80.00	\$ 296.00	\$ 180.00	\$ 391.00	\$ 213.00
ALB			\$ 182.00	\$ 133.00	\$ 283.00	\$ 71.00	\$ 357.00	\$ (45.00)	\$ 312.00	\$ (40.00)	\$ 329.00	\$ 147.00	\$ 653.00	\$ (49.00)
YUL			\$ 309.00	\$ 6.00	\$ 288.00	\$ 66.00	\$ 345.00	\$ (33.00)	\$ 377.00	\$ (105.00)	\$ 392.00	\$ 84.00	\$ 406.00	\$ 198.00
BTV	Newark, NJ	EWR	\$ 157.00		\$ 137.00		\$ 137.00		\$ 127.00		\$ 229.00		\$ 535.00	
MHT			\$ 289.00	\$ (132.00)	\$ 315.00	\$ (178.00)	\$ 255.00	\$ (118.00)	\$ 233.00	\$ (106.00)	\$ 283.00	\$ (54.00)	\$ 416.00	\$ 119.00
ALB			\$ 355.00	\$ (198.00)	\$ 378.00	\$ (241.00)	\$ 341.00	\$ (204.00)	\$ 341.00	\$ (214.00)	\$ 361.00	\$ (132.00)	\$ 424.00	\$ 111.00
YUL			\$ 267.00	\$ (110.00)	\$ 224.00	\$ (87.00)	\$ 242.00	\$ (105.00)	\$ 274.00	\$ (147.00)	\$ 260.00	\$ (31.00)	\$ 283.00	\$ 252.00
BTV	Atlanta, GA	ATL	\$ 338.00		\$ 251.00		\$ 301.00		\$ 357.00		\$ 326.00		\$ 527.00	
MHT			\$ 267.00	\$ 71.00	\$ 310.00	\$ (59.00)	\$ 301.00	\$ -	\$ 205.00	\$ 152.00	\$ 269.00	\$ 57.00	\$ 417.00	\$ 110.00
ALB			\$ 222.00	\$ 116.00	\$ 313.00	\$ (62.00)	\$ 361.00	\$ (60.00)	\$ 327.00	\$ 30.00	\$ 303.00	\$ 23.00	\$ 427.00	\$ 100.00
YUL			\$ 318.00	\$ 20.00	\$ 273.00	\$ (22.00)	\$ 310.00	\$ (9.00)	\$ 360.00	\$ (3.00)	\$ 358.00	\$ (32.00)	\$ 377.00	\$ 150.00
BTV	Orlando/Sanford, FL ***	SFB		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
MHT				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
ALB				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
YUL				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
BTV	Fort Lauderdale, FL	FLL	\$ 321.00		\$ 332.00		\$ 276.00		\$ 292.00		\$ 366.00		\$ 346.00	
MHT			\$ 282.00	\$ 39.00	\$ 277.00	\$ 55.00	\$ 267.00	\$ 9.00	\$ 184.00	\$ 108.00	\$ 209.00	\$ 157.00	\$ 358.00	\$ (12.00)
ALB			\$ 188.00	\$ 133.00	\$ 237.00	\$ 95.00	\$ 230.00	\$ 46.00	\$ 177.00	\$ 115.00	\$ 194.00	\$ 172.00	\$ 270.00	\$ 76.00
YUL			\$ 272.00	\$ 49.00	\$ 246.00	\$ 86.00	\$ 246.00	\$ 30.00	\$ 290.00	\$ 2.00	\$ 277.00	\$ 89.00	\$ 279.00	\$ 67.00
BTV	Denver, CO	DEN	\$ 378.00		\$ 378.00		\$ 360.00		\$ 336.00		\$ 409.00		\$ 602.00	
MHT			\$ 380.00	\$ (2.00)	\$ 345.00	\$ 33.00	\$ 350.00	\$ 10.00	\$ 350.00	\$ (14.00)	\$ 482.00	\$ (73.00)	\$ 530.00	\$ 72.00
ALB			\$ 436.00	\$ (58.00)	\$ 406.00	\$ (28.00)	\$ 415.00	\$ (55.00)	\$ 407.00	\$ (71.00)	\$ 385.00	\$ 24.00	\$ 444.00	\$ 158.00
YUL			\$ 384.00	\$ (6.00)	\$ 322.00	\$ 56.00	\$ 324.00	\$ 36.00	\$ 334.00	\$ 2.00	\$ 355.00	\$ 54.00	\$ 361.00	\$ 241.00
BTV	Los Angeles, CA	LAX	\$ 406.00		\$ 417.00		\$ 410.00		\$ 426.00		\$ 470.00		\$ 638.00	
MHT			\$ 384.00	\$ 22.00	\$ 418.00	\$ (1.00)	\$ 350.00	\$ 60.00	\$ 424.00	\$ 2.00	\$ 476.00	\$ (6.00)	\$ 506.00	\$ 132.00
ALB			\$ 415.00	\$ (9.00)	\$ 372.00	\$ 45.00	\$ 384.00	\$ 26.00	\$ 384.00	\$ 42.00	\$ 412.00	\$ 58.00	\$ 495.00	\$ 143.00
YUL			\$ 335.00	\$ 71.00	\$ 331.00	\$ 86.00	\$ 321.00	\$ 89.00	\$ 369.00	\$ 57.00	\$ 394.00	\$ 76.00	\$ 422.00	\$ 216.00
BTV	Charlotte, NC	CLT		\$ -		\$ -		\$ -		\$ 203.00		\$ 312.00		
MHT				\$ -		\$ -		\$ -		\$ -	\$ 266.00	\$ (63.00)	\$ 281.00	\$ 31.00
ALB				\$ -		\$ -		\$ -		\$ -	\$ 248.00	\$ (45.00)	\$ 311.00	\$ 1.00
YUL				\$ -		\$ -		\$ -		\$ -	\$ 478.00	\$ (275.00)	\$ 446.00	\$ (134.00)
<b>Cumulative Average Difference</b>				\$ (6.00)		\$ (8.40)		\$ (11.29)		\$ (5.93)		\$ 14.49		\$ 62.80
<b>MHT Average Difference</b>				MHT \$ 2.00		MHT \$ (13.14)		MHT \$ 5.43		MHT \$ 27.57		MHT \$ 23.93		MHT \$ 47.33
<b>ALB Average Difference</b>				ALB \$ (17.00)		ALB \$ (32.21)		ALB \$ (41.71)		ALB \$ (29.50)		ALB \$ 16.07		ALB \$ 44.87
<b>YUL Average Difference</b>				YUL \$ (3.00)		YUL \$ 20.14		YUL \$ 2.43		YUL \$ (15.86)		YUL \$ 3.47		YUL \$ 96.20



*City of Burlington  
Burlington International Airport  
Board of Airport Commissioners  
1200 Airport Drive, #1  
South Burlington, VT 05403  
(802) 863-2874  
www.btv.aero*

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June 6, 2016

To: The Honorable City Council, Jane Knodell, President  
City of Burlington, Vermont

From: Board of Airport Commissioners, Jeff Munger, Chair  
Burlington Airport Commission's Annual Report, FY2016

During the past year, BTV has focused on the stability and improvement of its current financial condition. BTV has maintained the credit rating increase from junk bond status and our Debt Service score has exceeded Moody's 1.40x target once again. For FY15 our debt coverage score was 1.56. This maintained increase in credit rating was largely due to our ability in covering our financial obligations through our strengthening cash position of 176 days on hand, as well as steady passenger enplanements. Aviation activity throughout the nation has continued to fluctuate over the last 12 months, and while BTV has also experienced this, we have seen more stability than airports of similar size. Through March 2016 (Fiscal Year-to-Date), a total of approximately 450,000 passengers boarded flights, a modest 1.6% decrease over FY2015 Year-to-Date. Monthly enplanement data is our key metric of activity and has a direct relationship to BTV's federal funding for the Airport Improvement Program grant's.

Furthermore, BTV began new service to Charlotte, North Carolina with American Airlines in August 2015. This route thrives to the point at which additional service may be obtained and further discussion will be ensued with American Airlines. The direct service to Orlando-Sanford, which Allegiant started in March 2014, the direct service to Atlanta, which Delta started in June 2013, and the continued winter service from Porter with direct service to Toronto has proven valuable in increasing enplanements and allowing customers to get to more destinations. In addition, BTV is working closely with the state to obtain pre-clearance for the Toronto Porter service.

BTV continues to market extensively to Canada as well as domestic air carriers, in hopes to increase service in Burlington. Meetings have been held with Allegiant and several other airlines regarding potential future service to Burlington. We are also continuing to improve our relationships with BTV's existing carriers: United, American, JetBlue, Delta, Porter and Allegiant. Ensuring the profitability of existing routes, comfort levels of our existing airlines with the service we provide them, and filling seats to capacity, are important factors in helping us gain potential additional flights and new routes.

At this time, we consider our relationship with the airlines very strong. Working with these airlines to obtain airline leases was a high priority during FY16 and hope to have signed five year contracts this calendar year. We look forward to bringing this lease to the Board of Finance and City Council. Additionally, BTV finalized five year agreements with all Car Rental companies. This agreement will aid in BTV continuing to remain financially secure.

During FY2016, there were two airfield construction projects, reconstruction of the concrete air carrier apron, and extension of Taxiway K. All projects are complete at this time with the exception of Taxiway K, which will be completed within the upcoming months. Looking toward the future, major construction projects scheduled for the next few years include finishing a full parallel taxiway (Gulf), a new taxiway to access our smaller runway, and upgrading storm water treatment facilities to name a few.

Infrastructure projects this year included revamping the old restaurant kitchen, moving the administration office to the South end of the building, and providing additional amenities for passengers, i.e. airline self-check in kiosks, and Stowe Mountain murals in the baggage claim. BTV's concessions including The Skinny Pancake, The Chubby Muffin, and Hudson News, are continuing to perform well with increased sales, providing additional revenue to the airport.

Throughout FY16, numerous art pieces have been displayed at BTV. In the mezzanine Gravity the Elephant and "Bon Voyage" balloon display, and at the entrance of the airport an aviator piece. Monthly local artist's pieces are displayed throughout the building that are available for sale, in partnership with BCA. BTV has also begun hosting numerous nonprofit fundraisers for the VT Refugee Resettlement Program, the Stern Center and the Humane Society, to name a few. We have also hosted many community organization meetings such as the South Burlington Business Association, Young Entrepreneurs, and Leadership Champlain.

As of July 1<sup>st</sup>, 2015, the Clerk Treasurer's Office assumed management responsibility of the City's Taxi Administration. BTV has continued to manage its taxi services as we look for ways to provide the best possible experiences for the traveling public.

On behalf of the airport staff and commission, please come view the progress that we have accomplished this year throughout the airport. We are pleased with and proud of the growth and continued innovation that has taken place.

We thank all of you for your continued support and enjoy a good working relationship with Mayor Miro Weinberger, members of the Burlington City Council, and the staff of the various City agencies. We know that your sincere efforts as they relate to BTV will ensure that the City of Burlington's residents as well as those of BTV's service region will have first-rate travel options.

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Jeff Munger, Chair

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Bill Keogh, Vice Chair

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Alan Newman

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Jeff Schulman

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Pat Nowak