

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS**

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

Tuesday, February 21, 2017 3:00pm

1. CALL TO ORDER
2. AGENDA
3. CONSENT AGENDA
 - 3.1 Approval of Minutes: January 17, 2017
4. PUBLIC FORUM
5. FINANCIAL PACKAGE (Documents/Verbal - M. Friedman)
6. ACTION NEEDED:
 - 6.1 Task Order #3 JPG Acquisition
 - 6.2 Task Order #4 JPG NCP
7. COMMUNICATION/DISCUSSION:
 - 7.1 Construction Update Report (Document/Verbal - A. Clayton)
 - 7.2 Marketing Update (Document/Verbal - S. Losier)
 - 7.3 Passenger and Operational Statistics (Document)
 - 7.4 Fare Comparisons With Cost Estimate Calculator (Document - S. Losier)
 - 7.5 Airport Commissioners Status List (Document)
8. DIRECTOR'S REPORT (Verbal)
9. COMMISSIONERS' ITEMS
 - 9.1 FAA Sound Mitigation Question and Answer Update (Verbal – N. Longo)
10. ADJOURNMENT-Tentative: Next Meeting- Monday, March 20, 3:00 pm, Conference Room 1

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
January 17, 2017**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Alan Newman
Jeff Schulman [via teleconference]

MEMBERS ABSENT: Pat Nowak

BTV STAFF PRESENT: Gene Richards, Director of Aviation
Nic Longo, Director of Planning and Development
Marie Friedman, Airport CFO
Amanda Clayton, Director of Engineering &
Environmental Compliance
Shelby Losier, Administrative Assistant

OTHERS PRESENT: Erin Desautels, Vermont Small Business Acceleration
Bob McEwing, Airport Consultant NEAC
Tim McCole, Heritage
Matt Collins, Director of FBO Services, Heritage

1.0 CALL TO ORDER

Chairman Jeff Munger called the meeting to order at 3:05 PM on January 17, 2017.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.

3.0 CONSENT AGENDA

3.1 Approval of Minutes: November 28, 2016

MOTION by Bill Keogh, SECOND by Alan Newman, to approve the consent agenda including the minutes of November 28, 2016 as presented. VOTING: unanimous (4-0); motion carried.

4.0 PUBLIC FORUM

Tim McCole with Heritage introduced Matt Collins the new Director of FBO Services at Heritage.

5.0 FINANCIAL PACKAGE

The Airport Commission complimented Marie Friedman and the team on the excellent audit. It was noted the airport's debt coverage score and cash-on-hand up to 230 days is the highest it has been. Marie Friedman said the turnaround began when Gene Richards took over the airport administration and changed the way business was done at the airport. A clean audit report is appreciated. There were no findings on the part of the airport in the Management Letter for the city. The auditors will be starting field work for a single audit which is expected to go well.

A chart showing cash-on-hand over time was shown.

Alan Newman observed parking revenues are up. Marie Friedman said enplanements are up and parking promotions have been somewhat successful. The new hardware and software system for the parking garage will be installed by the end of summer 2017 and provide a savings. The airport worked with the city to find a system to meet the needs of both the airport and city.

6.0 ACTION NEEDED

6.1 Hudson News Lease Revised Amendment

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the proposed amendment to the Hudson News contract.

DISCUSSION: Nic Longo said Hudson agreed to an annual increase in the lease.

VOTING: unanimous (4-0); motion carried.

6.2 Enterprise Rent-A-Car Property Lease – 700 Airport Parkway

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the Enterprise Rent-A-Car lease for 700 Airport Parkway.

DISCUSSION: Nic Longo explained the building has been vacant for over five years. Enterprise has been renting the parking lot and is close to signing an agreement to rent more of the lot at a higher rate than their current rent and for a 10 year term (five year and five year renewal). Enterprise will do \$80,000 in capital improvements on the lot. There were no further comments.

VOTING: unanimous (4-0); motion carried.

6.3 AIP Property Leases – Kirby Cottages on Lily Lane

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the leases for Kirby Cottages on Lily Lane.

DISCUSSION: Gene Richards said the airport typically does not rent homes that are purchased, but the Kirby Cottages are beautiful energy efficient units and the FAA allowed an exemption to have people stay in the houses as security for the structures. The other houses purchased by the airport were ransacked and vandalized for materials. An agreement can likely be worked out with South Burlington or the contractor to preserve the houses for six months to a year. There were no further comments.

VOTING: unanimous (4-0); motion carried.

6.4 Engineering Contract – Rotating Beacon

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance City Council for approval the engineering contract for the rotating beacon.

DISCUSSION: Gene Richards said the airport cannot function without the beacon which is mandated by the FAA and must be installed by May 1, 2017. VOTING: unanimous (4-0); motion carried.

6.5 Property Lease – 3090 Williston Road, Advance Towing and Repair

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the lease for 3090 Williston Road with Advance Towing and Repair, LLC. VOTING: unanimous (4-0); motion carried.

6.6. Airport Commission Policy File

MOTION by Bill Keogh, SECOND by Alan Newman, to adopt the Airport Commission Policy File as presented.

DISCUSSION: Bill Keogh noted he and Jeff Munger along with Nic Longo and the City Attorney worked on the document.

VOTING: unanimous (4-0); motion carried.

7.0 COMMUNICATION/DISCUSSION

7.1 Construction Update

Amanda Clayton reported:

- Taxiway Kilo is done. The connection to Runway 33 will be renamed “Papa” to alert pilots to turn off Taxiway Kilo to Runway 33. Lighting and signage will also be installed.
- North glycol upgrade to treat runoff will be complete by the end of January.
- Apron work will begin in March.
- The Quick Turnaround Facility is designed and permitted. Logistics and an agreement with the car company are being worked out before the project moves forward. The facility is expensive. CFCs continue to be collected so funds are accruing for the project.
- Taxiway Bravo extension is designed and permitted. A grant application will be submitted for this AIP project.
- Taxiway Gulf realignment is designed and 90% permitted. Final approvals are anticipated.
- VANG has done some demolition work on Taxiway Foxtrot, but no new construction as yet.
- The airport beacon will be replaced with a new beacon that is up to code. The beacon is funded by the FAA.

Jeff Schulman asked if the VANG work is related to the F-35. Gene Richards explained the work is on the condition of the surface of the taxiway. The overall improvements will benefit all aircraft including the F-35. Alan Newman said the community should be informed about the improvements being done at the airport and that the airport is continuing to improve service to patrons. Gene Richards agreed the airport does not hold press conferences like Plattsburgh for receipt of state funds, for example. Burlington Airport is capped at receiving \$500,000 in state funds. The Airport Commission will further discuss state funding at the airport at the next meeting.

7.2 Marketing Update

Shelby Losier highlighted events and activities include:

- Make-A-Wish
- JetBlue Dream Flight
- Localvore coupon for parking
- Preclearance
- Spectrum Mentor Recognition Night
- Purses for Paws
- Improvements to the website layout

7.3 Passenger and Operational Statistics

Nic Longo reported November numbers are slightly down, but overall for the fiscal year passenger numbers show a 3% increase. American was up 7%. JetBlue was down slightly. United was up 15%. Delta was down 11%. Destination information will be provided at the next meeting to see where the increases/decreases are occurring.

7.4 Fare Comparison with New Cost Estimate Calculator

Shelby Losier reported it is cheaper to fly to Vegas from Burlington than from anywhere else.

7.5 Green Mountain Transit Authority Bus Route to Airport

Nic Longo reported Green Mountain Transit is committed to looking at a comprehensive plan and direct route to the airport. Staff will follow up with the transit company on key times to serve the airport.

7.6 Food Service Provider in Airport Terminal (pre-TSA)

Nic Longo said staff is working with Skinny Pancake on an outside-the-box solution to attract people to the airport.

7.7. Chamber of Commerce Welcome Center Status

Gene Richards said the Chamber was the high bidder on the RFP for the Welcome Center. The current contract is month-to-month with the Chamber which will continue as staff looks for the low bidder which may include not having a person staff the information desk. Jeff Munger cautioned that older people who are not techno-savvy may need to speak to a person to get answers to their questions. Alan Newman asked the number of calls handled per month. Staff will provide statistics for the last six months and get the Chamber's perception of the value they bring.

7.8 December 5, 2016 Sound Mitigation Committee Meeting Update

Nic Longo reported the second sound mitigation meeting was held and information was again provided on how the Air Force, Army, and airport operate, and potential opportunities to mitigate the sound. Next meeting is in March. An advisory committee will be formed to tie into the Sound Mitigation Committee to identify potential opportunities to mitigate by insulation, sales assistance, zoning, real estate disclosures, and communicating to the public as to what is in the 65 DNL.

Bill Keogh mentioned South Burlington wants an advance on the noise level of the F-35 before the planes arrive. South Burlington City Manager sent a letter to the FAA. Nic Longo said the people will likely be confused if there are too many maps and the FAA will not accept the request. Gene Richards added the maps were done in order to secure federal funding for the program. Until the operation of the F-35 is known, the noise level is not known.

Gene Richards spoke of the significant amount of time being spent on the noise issue with South Burlington which is asking for the program to stop and to dismiss the Noise Exposure Map because the Air Guard is deployed. South Burlington is being led by people who are not experts in the field. The FAA is the expert. The airport must stay on track or risk a financial penalty and loss of potential future funding. The reason the airport is taking the last 37 houses is because the FAA required this. FAA funding is for sound insulation. The potential that exists between the airport and South Burlington is huge without this issue. The airport and the internet are two drivers of economic development which is the number one focus of the new governor.

Jeff Schulman said the majority of the people in South Burlington are in favor of the airport, but a few loud voices have been able to make a difference with the city council. Alan Newman said he only hears positive comments from people. The airport continues to change and has come a long way from where it was five years ago.

Gene Richards asked the Airport Commission to reach out to South Burlington city councilor, Megan Emery, to discuss what she wants.

7.9 Airport Commission Status

Items on the Airport Commission's "to do" list include the Quick Turnaround Facility, parking garage, and ground transportation/taxi. The first two items are in process. More focus will be on ground transportation once the Director of Transportation is hired.

8.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- Pat Cashman who was working with staff on the parking garage is taking another job out state. Shelby Losier and Marie Friedman will take on the parking garage project. Burlington Public Works will fill Mr. Cashman's position downtown. The consultant that was hired to work on the parking garage project is looking at short term parking at a higher cost and with a separate entrance/exit and a cash/pay station inside the terminal with credit card payment at the garage as a backup. There will be \$300,000 invested in garage renovations this year and \$150,000 budgeted each year thereafter for 10 years.
- Staff will continue working on the relationship with South Burlington and resolving issues.
- Staff will continue investigating a hotel at the airport. An attorney and a consultant who deal with these types of negotiations will be retained.
- Conversation continues with BJ Wholesale. An RFP will be done for the parcel.

- One hurdle for preclearance has been cleared for both the airport and passenger trains.
- The 2020 Committee (100 year anniversary of the airport) has held two meetings to date. Interviews are being done to gather information on the history of the airport. The meetings will be videotaped. A UVM intern studying History will be hired to scan documents into the website.

Jeff Schulman asked if PFCs can help finance the parking garage project. Marie Friedman said Customer Facilities Charges (CFCs) charged for rental cars can be used, but not Passenger Facilities Charges (PFCs).

9.0 AIRPORT COMMISSIONERS' ITEMS

None.

10.0 ADJOURNMENT

Next meeting(s):

- February 21, 2017 – Airport Commission meeting, 3 PM

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

The meeting was adjourned at 4:34 PM.

RScty: MERiordan

City of Burlington
BURLINGTON INTERNATIONAL
AIRPORT
December 2016

FINANCIAL STATEMENTS





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



Budget Performance Report

Fiscal Year to Date 12/31/16

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	YTD Encumbrances	FY 2016 YTD Transactions	Remaining Balance	% Used/ Rec'd
Fund 400 - Airport								
REVENUE								
4247	Fees and Permits	112,100.00	.00	112,100.00	.00	53,884.00	58,216.00	48%
4267	Utility Reimbursement	46,967.00	.00	46,967.00	.00	19,733.28	27,233.72	42%
4275	Rent & Lease	.00	.00	.00	.00	.00	.00	+++
4295	Parking Fees	5,400,000.00	.00	5,400,000.00	.00	2,648,028.02	2,751,971.98	49%
4297	CFC's	1,210,000.00	.00	1,210,000.00	.00	699,248.00	510,752.00	58%
4345	Advertising Revenues	125,000.00	.00	125,000.00	.00	98,724.25	26,275.75	79%
4390	Concessions	250,000.00	.00	250,000.00	.00	151,609.18	98,390.82	61%
4440	Taxi Fees	94,125.00	.00	94,125.00	.00	83,428.00	10,697.00	89%
4445	Terminal Rent - Exclusive	1,262,593.00	.00	1,262,593.00	.00	665,046.24	597,546.76	53%
4450	Terminal Rent - Commonuse	1,625,206.00	.00	1,625,206.00	.00	761,719.39	863,486.61	47%
4455	Terminal Concessions Airport	548,800.00	.00	548,800.00	.00	347,366.58	201,433.42	63%
4460	Rental Car Concessions	1,952,565.00	.00	1,952,565.00	.00	1,311,365.35	641,199.65	67%
4465	Rent Grounds	393,118.00	.00	393,118.00	.00	174,687.55	218,430.45	44%
4470	Rent Buildings	1,114,370.00	.00	1,114,370.00	.00	600,943.86	513,426.14	54%
4471	Building Rents - Heritage	.00	.00	.00	.00	.00	.00	+++
4475	Landing Fees	1,899,210.00	.00	1,899,210.00	.00	920,583.06	978,626.94	48%
4480	PFC Revenue	2,400,000.00	.00	2,400,000.00	.00	921,365.35	1,478,634.65	38%
4500	Airport Apron Fees	.00	.00	.00	.00	.00	.00	+++
4505	Terminal Non Airline	583,300.00	.00	583,300.00	.00	298,388.52	284,911.48	51%
4535	Misc Rev	3,000.00	.00	3,000.00	.00	42.68	2,957.32	1%
4600	Fees For Services	.00	.00	.00	.00	2,930.00	(2,930.00)	+++
4700	Interest / Investment Income	8,500.00	.00	8,500.00	.00	21,996.32	(13,496.32)	259%
4702	Interest Income PFC	4,000.00	.00	4,000.00	.00	2,385.01	1,614.99	60%
4703	Restricted Interest Income	.00	.00	.00	.00	14,717.04	(14,717.04)	+++
4705	Unrealized Gain/Loss-Invest	.00	.00	.00	.00	(71,448.48)	71,448.48	+++
4750	Gain/Loss On Asset	.00	.00	.00	.00	.00	.00	+++
4825	Interdepartmental	.00	.00	.00	.00	201.43	(201.43)	+++
4850	Cash Over	.00	.00	.00	.00	936.79	(936.79)	+++
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	95,009.38	112,990.62	46%
REVENUE TOTALS		\$19,240,854.00	\$0.00	\$19,240,854.00	\$0.00	\$9,822,890.80	\$9,417,963.20	51%
EXPENSE								
5000	Salaries and Wages	2,505,000.00	.00	2,505,000.00	.00	1,133,852.70	1,371,147.30	45%
5100	Overtime	257,000.00	.00	257,000.00	.00	151,592.67	105,407.33	59%
5200	Other Personal Service	184,300.00	.00	184,300.00	.00	80,516.65	103,783.35	44%
5400	Employee Benefits	1,246,217.00	.00	1,246,217.00	20,184.88	530,524.46	670,507.66	44%
6000	Office Supplies	17,000.00	.00	17,000.00	596.19	3,242.49	13,161.32	23%
6005	Postage	2,000.00	.00	2,000.00	108.39	983.26	908.35	55%
6007	Shipping and Moving	6,000.00	.00	6,000.00	598.00	1,782.21	3,619.79	40%
6010	Computer Equipment	14,500.00	.00	14,500.00	1,624.46	819.00	12,056.54	17%
6015	Computer Software	8,200.00	.00	8,200.00	540.00	241.00	7,419.00	10%



Budget Performance Report

Fiscal Year to Date 12/31/16

Account	Account Description	Adopted	Budget	Amended	YTD	FY 2017 YTD	Remaining	% used/	
		Budget	Amendments	Budget	Encumbrances	Transactions	Balance	Rec'd	
6017	Computer Licensing and Maint.	47,900.00	.00	47,900.00	1,400.00	36,837.66	9,662.34	80%	
6020	Office Equipment	5,000.00	.00	5,000.00	467.90	1,670.63	2,861.47	43%	
6025	Furnishings	5,000.00	.00	5,000.00	.00	.00	5,000.00	0%	
6200	Medical Fees And Supplies	4,000.00	.00	4,000.00	231.38	1,490.16	2,278.46	43%	
6202	Printing/Copying/Paper Mgt	12,500.00	.00	12,500.00	3,413.15	6,145.40	2,941.45	76%	
6203	Dues/Subscriptions	81,525.00	.00	81,525.00	9,647.26	41,132.74	30,745.00	62%	
6205	Cash Short	.00	.00	.00	.00	2,589.08	(2,589.08)	+++	
6206	Custodian Supplies	75,500.00	.00	75,500.00	4,770.42	29,272.83	41,456.75	45%	
6208	Special Supplies	13,000.00	.00	13,000.00	658.14	4,774.25	7,567.61	42%	
6210	Small Tools and Equipment	18,500.00	.00	18,500.00	3,475.83	4,187.15	10,837.02	41%	
6211	Specialized Equipment	.00	.00	.00	.00	.00	.00	+++	
6212	Fuel	125,000.00	(25,000.00)	100,000.00	15,315.30	17,249.98	67,434.72	33%	
6214	Clothing And Uniforms	7,500.00	.00	7,500.00	.00	1,250.66	6,249.34	17%	
6215	Uniform Laundering	20,000.00	.00	20,000.00	1,158.70	5,841.30	13,000.00	35%	
6216	Oil & Grease & Antifreeze	18,000.00	.00	18,000.00	1,263.74	4,582.08	12,154.18	32%	
6222	Runway De-Ice	175,000.00	.00	175,000.00	100,000.00	.00	75,000.00	57%	
6300	Repair & Maintenance	580,500.00	25,000.00	605,500.00	115,364.04	166,056.34	324,079.62	46%	
6350	Legal Notice & Advertising	3,000.00	.00	3,000.00	.00	.00	3,000.00	0%	
6400	Utilities	1,439,100.00	.00	1,439,100.00	2,339.11	536,011.99	900,748.90	37%	
6500	Professional and Consultant Services	1,285,000.00	20,000.00	1,305,000.00	43,905.21	419,894.75	841,200.04	36%	
6530	Rentals	10,000.00	.00	10,000.00	.00	.00	10,000.00	0%	
6600	Maintenance Contracts	265,000.00	25,000.00	290,000.00	57,156.25	107,404.86	125,438.89	57%	
6605	Radio Maintenance	15,000.00	.00	15,000.00	2,604.00	3,982.00	8,414.00	44%	
6610	Custodial Contracts	698,000.00	.00	698,000.00	55,378.06	275,910.43	366,711.51	47%	
6615	Property Repairs	130,000.00	.00	130,000.00	22,284.50	30,026.36	77,689.14	40%	
6620	Contractual Vehicle Repair	10,000.00	.00	10,000.00	.00	539.99	9,460.01	5%	
6625	Equipment Maintenance Repairs	125,000.00	.00	125,000.00	30,033.91	32,648.02	62,318.07	50%	
6700	Travel & Training	73,000.00	.00	73,000.00	1,503.71	37,282.22	34,214.07	53%	
6800	Fees for Services	37,000.00	10,000.00	47,000.00	10,211.20	25,703.43	11,085.37	76%	
7000	Bad Debt Expense	2,000.00	.00	2,000.00	.00	.00	.00	+++	
7002	Interest Expense	.00	.00	.00	.00	.00	.00	+++	
7004	Interest Expense - Restricted	10,000.00	.00	10,000.00	.00	24.56	9,975.44	0	
7200	Capital Leases	358,000.00	.00	358,000.00	.00	179,000.00	179,000.00	50%	
7230	Insurance	245,350.00	.00	245,350.00	.00	137,001.42	108,348.58	56%	
7303	Regulatory and Bank Fees	122,000.00	2,900.00	124,900.00	.00	76,875.37	48,024.63	62%	
7312	Real Estate Taxes	1,651,100.00	(57,900.00)	1,593,200.00	17,989.56	521,951.57	1,053,258.87	34%	
8005	Vehicle/Equipment Repairs	.00	.00	.00	.00	.00	.00	+++	
8015	Indirect Fees	358,675.00	.00	358,675.00	.00	179,340.00	179,335.00	50%	
8016	Risk Management	.00	.00	.00	.00	.00	.00	+++	
8017	Indirect Fees - City Attorney	36,123.00	.00	36,123.00	.00	18,060.00	18,063.00	50%	
8018	Management Fee - Parking Garage	50,000.00	.00	50,000.00	.00	25,000.00	25,000.00	50%	
8035	FAA - Airport Security	.00	.00	.00	.00	.00	.00	+++	
8095	Interest On Pooled Cash	12,000.00	.00	12,000.00	.00	292.45	11,707.55	2%	
8135	Airport Security To Police	1,130,052.00	.00	1,130,052.00	.00	565,032.00	565,020.00	50%	
Operating EXPENSE TOTALS		\$13,494,542.00	\$0.00	\$13,467,542.00	\$524,223.29	\$5,398,616.12	\$7,544,702.59	44%	
Operating Profit						\$4,424,274.68			



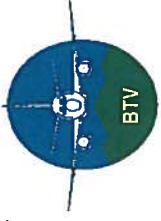
TREND ANALYSIS For Fiscal Years 2016 and 2017 Year-To-Date Revenue Comparisons

FY	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	
													Jul
2016	Terminal Concessions	56,798	119,970	176,569	238,695	287,001	335,160	380,129	451,028	498,731	546,233	596,124	644,576
2017	(4455)	64,827	130,163	184,721	246,563	294,311	347,366	347,366	347,366	347,366	347,366	347,366	347,366
2016	Car Rental Concessions	240,324	552,535	748,826	977,338	1,124,975	1,273,200	1,421,448	1,569,549	1,717,834	1,826,344	1,976,331	2,180,303
2017	(4460)	218,412	557,364	766,493	1,004,623	1,156,400	1,311,365	1,311,365	1,311,365	1,311,365	1,311,365	1,311,365	1,311,365
2016	Landing Fees	149,347	300,822	447,804	601,990	735,405	871,127	1,002,428	1,133,393	1,270,187	1,392,703	1,518,523	1,671,291
2017	(4475)	160,576	329,511	482,084	643,559	777,614	920,583	920,583	920,583	920,583	920,583	920,583	920,583
2016	Parking Fees	410,392	824,622	1,240,664	1,747,264	2,211,974	2,590,059	3,010,401	3,473,751	3,998,643	4,525,478	4,999,154	5,408,940
2017	(4295)	390,960	804,755	1,250,693	1,772,205	2,248,313	2,647,514	2,647,514	2,647,514	2,647,514	2,647,514	2,647,514	2,647,514
2016	Customer Facility Charge	160,052	312,196	444,132	591,724	666,660	736,308	807,060	877,000	948,264	1,022,596	1,121,116	1,245,260
2017	(4297)	146,112	243,164	380,988	540,004	619,808	699,248	699,248	699,248	699,248	699,248	699,248	699,248
2016	Total	\$ 1,016,913	\$ 2,110,146	\$ 3,057,996	\$ 4,157,010	\$ 5,026,014	\$ 5,805,853	\$ 6,621,466	\$ 7,594,721	\$ 8,433,659	\$ 9,313,354	\$ 10,211,248	\$ 11,150,370
2017	Total	\$ 980,887	\$ 2,064,957	\$ 3,064,978	\$ 4,206,953	\$ 5,096,445	\$ 5,926,075	\$ 5,926,075	\$ 5,926,075	\$ 5,926,075	\$ 5,926,075	\$ 5,926,075	\$ 5,926,075

Monthly Revenue Comparison

FY		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
2017	(4455)	64,827	65,336	54,558	61,842	47,748	53,055							347,366
2016	Car Rental Concessions	240,324	312,211	196,291	228,511	147,637	148,226	148,248	148,102	148,285	108,510	149,987	203,972	2,180,303
2017	(4460)	218,412	338,952	209,129	238,130	151,777	154,965							1,311,365
2016	Landing Fees	149,347	151,476	146,982	154,185	133,415	135,722	131,301	130,965	136,794	122,516	125,820	152,768	1,671,291
2017	(4475)	160,576	168,935	152,573	161,475	134,055	142,969							920,583
2016	Parking Fees	410,392	414,230	416,042	506,600	464,710	378,085	420,342	463,350	524,892	526,835	473,676	409,786	5,408,940
2017	(4295)	390,960	413,795	445,938	521,512	476,108	399,201							2,647,514
2016	Customer Facility Charge	160,052	152,144	131,936	147,592	74,936	69,648	70,752	69,940	71,264	74,332	98,520	124,144	1,245,260
2017	(4297)	146,112	97,052	137,824	159,016	79,804	79,440							699,248
2016	Total	\$ 1,016,913	\$ 1,093,233	\$ 947,850	\$ 1,099,014	\$ 869,004	\$ 779,839	\$ 815,613	\$ 883,255	\$ 928,938	\$ 879,695	\$ 897,894	\$ 939,122	\$ 11,150,370
2017	Total	\$ 980,887	\$ 1,084,070	\$ 1,000,022	\$ 1,141,975	\$ 889,492	\$ 829,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,926,075

Burlington International Airport
Fiscal Year 2017
 Debt Coverage Score



DESCRIPTION	July	August	September	October	November	December
Total Revenue	1,452,203	2,878,916	4,863,332	6,788,615	8,333,359	9,822,891
Less: PFC Revenue	0	(175,698)	(365,936)	(658,937)	(789,652)	(921,365)
Less: PFC Interest Income	(368)	(788)	(1,222)	(1,604)	(1,986)	(2,385)
Total Net Revenue	1,451,835	2,702,430	4,496,174	6,128,074	7,541,721	8,899,141
Operating Expenses	804,033	1,335,662	2,394,070	3,583,851	4,694,654	5,398,616
Total Net Operating Income	637,418	1,366,768	2,102,104	2,544,223	2,847,067	3,500,525
+ PFC available for Debt Service	98,022	196,044	294,066	392,088	490,110	588,132
Funds Available for Debt Service	735,440	1,562,812	2,396,170	2,936,311	3,337,177	4,088,657
* + Debt Principal & Interest Payments	304,162	608,323	912,485	1,216,646	1,520,808	1,824,969
Debt Service Coverage Score - Methodology #1	2.42	2.57	2.63	2.41	2.19	2.24
Apply 125% PFC Revenue towards debt	24,506	49,011	73,517	98,022	122,528	147,033
Funds Available for Debt Service	759,946	1,611,823	2,469,687	3,034,333	3,459,705	4,235,690
Debt Service Coverage Score - Methodology #2	2.50	2.65	2.71	2.49	2.27	2.32
Fiscal Year 2016						
Debt Coverage Score						
Debt Service Coverage Score - Methodology #1	2.84	2.90	2.39	2.50	2.46	2.13
Debt Service Coverage Score - Methodology #2	2.92	2.98	2.47	2.58	2.54	2.21



**BURLINGTON INTERNATIONAL AIRPORT
ACCOUNTS RECEIVABLE
AIP PROJECTS
AS of January 31, 2017**



NW FUND	AIP #	PROJECT DESCRIPTION	A/R BALANCE 06/30/16	TOTAL PROJECT EXPENSES FY 2017	GRANT %	% OF PROJECT EXPENSES FY 2017	REIMBURSE- MENTS FY 2017	A/R BALANCE 01/31/17
								-
403	109	LAND ACQUISITION 17	-	1,370,001	96%	1,315,201	(382,834)	932,367
404	87	LAND ACQUISITION 2011	3,344				(3,344)	-
405	84	LAND ACQUISITION 2010 phase 2	1,015				(1,015)	-
407	88	LAND 2011B	59,248	1,352	98%	1,324.96	-	60,573
409	81	LAND 2010 PROPERTIES	67,115	-	98%	-	-	67,115
413	110	NCP STUDY UPDATE 2016	-	296	96%	284	-	284
426	78	LAND 2010 NOISE	1,991		98%	-	(1,991)	0
430	91	PART 150 NEM UPDATE	3,342		96%	-	-	3,342
432	92	LAND 2012 NOISE	76,044	263,833	96%	253,279.21	(317,124)	12,199
433	94	LAND 2012 B NOISE	60,713	33,605	96%	32,261	-	92,973
436	97	DESIGN UPDATE SECURITY	64,386	-	96%	-	(54,452)	9,934
437	98	LAND 1998	321				(321)	0
439	100	AIR CARRIER APRON PHASE 1	34,318	(18)	96%	(18)	-	34,300
440	101	SECURITY SYSTEM UPDATE	189,036	1,521	96%	1,460	-	190,496
442	105	LAND ACQUISITION FY 15	221,002	95,322	96%	91,509	(304,951)	7,560
443	106	GLYCOL PROJECT	258,142	1,715,686	96%	1,647,059	(1,879,686)	25,514
444	103	AIR CARRIER APRON PHASE II	220,738	54,901	96%	52,705	-	273,443
445	104	TAXIWAY K CONSTRUCTION	820,135	935,040	96%	897,638	(1,582,001)	135,773
446	108	LAND ACQUISITION 2016	14,664	1,776,151	96%	1,705,105	(1,198,704)	
447		TAXIWAY ALPHA CONSTRUCTION	88,348	77,977	96%	74,858	-	163,206
448		TAXIWAY GULF CONSTRUCTION	138,179	206,566	96%	198,303	-	336,482
449	107	AIR CARRIER APRON PHASE 3	61,862	21,249	96%	20,399	(75,161)	7,100
			-			-	-	-
TOTALS			2,383,944	\$ 6,553,481		\$ 6,291,368	\$ (5,801,584)	\$ 2,352,663

Burlington International Airport

Cash and Investments

January 31, 2017

<u>Account</u>	<u>Account Description</u>	<u>Balance</u>
1000_400	Bank Account Airport	1,725,900
1000_415	Bank Account Airport - Prepaid Cash Acct TD	488,507
1000_420	Bank Account CFC	3,867,148
1000_474	Cash Restricted Burl Arpt 2014 A Debt Serv. Res	1,423,678
1050_400	Cash Restricted Air Debt Service Fund	1,416,594
1050_420	Cash Restricted Escrows - Airport PFC TD Bank	2,971,369
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	3,299,587
1050_430	Cash Restricted Esc - Airport Res Acct - TD Bank	216,564
1050_487	Cash Restricted Airport Debt Service Res. 2012 A	1,650,155
1050_488	Cash Restricted Airport Debt Service Res. 2012 B	650,876
1050_496	Cash Restricted AIP Deposit Keybank	14,454
1050_495	Projects Operating Acct/Escrow GAN Keybank	48
Total Cash and Investments		<u>17,724,880</u>
1100_999	(Due To) / Due From Pooled Cash	<u>435,375</u>

To: Airport Commissioners

From: Marie Friedman, CPA

Date: February 17, 2017

Re: Financial Highlights for February 21st 2017 commission meeting

- Revenues are at 51% of budget, which is the same as last year.
- Parking revenues are up approximately \$60,250 compared to same time frame Year to date, 2015. Monthly revenues were higher than the prior year for September, October and November and December.
- Other revenues are very similar to last year, and what we expect. Terminal Rents are higher as we had an increase in FY17 rate.
- Expenditures are at 44% of budget. Very similar to spending from last year.
- Debt Coverage score is currently at 2.32 compared 2.21 last year. The score always trend higher at the beginning of our fiscal.
- The AIP receivable is \$2,352,663 as of January 31, 2017. BTV has expended \$6,553,481 in AIP projects this Fiscal Year. BTV has collected \$6,291,368 in the first 6 months of this year, with multiple requests into the FAA currently waiting for reimbursement. BTV owes Keybank \$1,919,819 on the Grant Anticipation Note as of January 31st.
- Cash update: BTV had \$435,375 on deposit with the City for pooled cash as of January 31st. BTV also had \$1,725,900 in the Airport International account at January 31^h.
- Budget 2018 planning is beginning
- Moody's Rating agency has begun their annual review of the BTV airport



BURLINGTON INTERNATIONAL AIRPORT

MEMO

TO: Burlington International Airport, Board of Commissioners

FROM: Burlington International Airport Staff
Nic Longo, Director of Planning and Development

DATE: February 21, 2017

SUBJECT: Voluntary Land Acquisition / Relocation Services and Community Outreach

The Burlington International Airport (BTV) seeks Airport Board of Commissioners approval for executing an additional task order to The Jones Payne Group, Inc. (The Jones Payne Group) in the amount of **\$1,215,594** to provide program management, community outreach, mapping and planning, for voluntary land acquisition and relocation for an estimated 39 parcels in AIP-109. The Airport Commission approved the purchases and grant offer on September, 12th, 2016.

While the airport has initiated this program and completed multiple acquisitions, this task order will allow The Jones Payne Group to continue to provide program management for voluntary acquisition of residential properties in the designated land acquisition area. Homeowners may qualify for property acquisition based on real estate appraisal and relocation assistance under the "Uniform Relocation Assistance and Real Property Acquisition" for Federal and Federally Assisted Programs (URA) and guidelines that are set-forth under FAA Order 5100.37B, "Land Acquisition and Relocation Assistance for Airport Projects."

This project and task order with The Jones Payne Group will be funded through the FAA's Airport Improvement Program and will be reimbursed with 90% Federal funds, 6% State funds, and 4% local funds with Passenger Facility Charges.

The Jones Payne Group was selected to perform this work based on qualifications according to the City's purchasing requirements and FAA requirements. Please find attached a proposed task order for recommendation to Board of Finance and City Council.

Thank you for your continued support.

1200 Airport Drive, #1
South Burlington, Vermont 05403

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

Exhibit "A"

TASK ORDER No. 03
TYPE OF SERVICES Voluntary Land Acquisition / Relocation Services and Community Outreach
PROJECT No. _____
PROJECT CIP NUMBER _____
AIP No. (if applicable) AIP – 3 – 50 – 0005 – 109
Contract No. _____

This Task Order is made as of this _____ (day) of _____ 2016 under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT for the Noise Mitigation Program, dated May 6, 2016 (the "Agreement") between the City of Burlington and the Burlington International Airport ("Airport") and The Jones Payne Group, Inc. ("Consultant").

Section A - Services

SCOPE OF SERVICES

This Task Order consists of program management, community outreach, and voluntary land acquisition and relocation services for an estimated 39 parcels identified in Grant AIP – 3 – 50 – 0005 – 109.

Task A – LAND ACQUISITION AND RELOCATION SERVICES

The scope of the assignment will involve the voluntary acquisition of the residential properties located in the designated land acquisition area. The homeowners may qualify for property acquisition based on a real estate appraisal and relocation assistance under 49 CFR Part 24 “Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (URA) and guidelines that are set-forth under Federal Aviation Administration (FAA) Order 5100.37B, “Land Acquisition and Relocation Assistance for Airport Projects”. The program is being funded by the FAA through their Airport Improvement Program grant funding program and must adhere to the federal requirements.

Task A.1 – Program Management and Client, Agency and Consultant Coordination

The Consultant will provide coordination during the course of the task order.

A.1.1 - Project Kick Off Meeting

The Consultant will hold a project kick off meeting with Airport staff, representatives of the consultant team and the FAA. At the meeting, we will review the project goals, schedule and communications plan. A written summary will be prepared by the Team summarizing the meetings accomplishments.

A.1.2 – Airport / Consultant Coordination Meetings

The Consultant will participate in periodic coordination meetings with the Airport during the course of the task order to review work product, discuss progress, and resolve issues. A written summary will be prepared by the Consultant for each meeting summarizing the meetings accomplishments.

A.1.3 – Coordination of Subconsultants

The Consultant will hold meetings to ensure coordination within and among team members on scheduling, project status, deliverables, agency and property owner / community coordination issues. A.1.4 – Quality Control and Quality Assurance

A QA/QC program will be in place for the project duration to assure compliance to the URA requirements. It will involve continuous review and monitoring of all acquisition and relocation tasks while the parcel is active and a close out review upon completion of the project tasks noted above to ensure compliance.

Task A.2 – Community Outreach and Support

A.2.1 – Property Owner / Occupant Outreach and Coordination

The Consultant will be responsible for contacting, coordinating, and meeting with the property owners over the course of the project. This will include preliminary meetings, coordination of all appointments and meetings through the process through the final relocation of each of the property owners. All inquiries will be responded to promptly and a detail contact record kept for the property owner files.

A.2.2 – Land Acquisition Phase Action Plan

The Consultant will develop an action plan and detailed schedule for the properties in this task order.

A.2.3 – Community Outreach and Administrative Support

The Consultant will be available to address concerns related to land acquisition from the community at large. Questions regarding the larger noise mitigation program will be coordinated with the Airport. The Consultant will respond to phone calls, provide data entry, electronic / hardcopy filing, and provide word processing / clerical support, and other duties as necessary for the program.

A.2.4 – Website Build and Maintenance

The Consultant will create a website, based off of the Airports Land Reuse website template, and customize it for the noise mitigation program. Website will be hosted, updated and maintained by the Consultant for the duration of the contract.

Task A.3 – Preliminary Planning

A.3.1 – Historic Preservation Review

The Consultant will provide a neighborhood survey for the 12 properties not included in the 2010 neighborhood survey. Research on each of the properties as to whether they are on federal, state or local historic registers as well as a survey to determine whether they are eligible for the national register listings. The survey will be submitted to the State Historic Preservation Officer (SHPO) for a letter of concurrence that there are no impact to the SHPO records.

A.3.2 – Parcel Mapping

The Consultant will collect existing shape files and review existing mapping from the Airport, NEM Consultant and each of the Cities and Towns to confirm inventory and existing data quality. Maps will be prepared for use by the Consultant during the land acquisition phase to provide maps that depict 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.

A.3.3 – Relocation Plan

With the identification of the parcels located in the designated project area, parcel files will be set up and a relocation plan for the initial phase completed. The Consultant will provide market research required to estimate the acquisition and relocation cost in preparing the relocation plan which will address local housing options and program challenges. A relocation brochure addressing the process will be created for distribution to the homeowners.

A.3.4 – Policies and Procedures Guidelines

Review with the Airport the notices, internal policies and protocol issues that need to be addressed. The Consultant will assist the Airport officials in addressing all of these issues and develop a policy and procedure guidelines. The guidelines will also contain draft documents and notices and that will assist in defining a project policy that meets the overall objectives of the project and adheres to the URA.

Task A.4 – Appraisal and Title Reports

Task A.4.1 – Appraisal and Title Reports

The Consultant will coordinate the appraisal and review appraisal assignments. Upon receipt of the review appraiser's determination of Fair Market Value (FMV), the Consultant will prepare a recommendation of FMV will be made to the Airport.

The Consultant will secure title reports from the Consultant's closing attorney and assist in coordinating the transfer and securing certificate of title. Title reports will be provided to the Consultant's appraiser upon receipt so they may verify the ownership interest, legal description, liens and encumbrances that may impact value.

Task A.5 – Acquisition and Relocation Assistance Program

Task A.5.1 – Purchase Price Differential Analysis

The Consultant will conduct the required market analysis to establish the amount of Purchase Price Differential Payment (PPD) for displaced residential occupants. A recommendation of a PPD will be prepared for review and approval by the Airport.

Task A.5.2 – Preparation and Presentation of Offer Package

The offer package will be prepared by the Consultant upon approval of the FMV and PPD by the Airport.

The offer package will typically include a statement of relocation eligibility (offer letter), statement of just compensation, purchase and sale agreement, legal description of the property and any other relevant documentation required by the Consultant's closing attorney and Airport.

The Consultant will contact the owner and present the offer package and obtain their acceptance or rejection of the offer. The Consultant will make at least three (3) substantial contacts to reach a settlement per the guidelines.

Task A.5.3 – Execution of the Purchase and Sale Agreement

Upon acceptance of the offer by the owner, the Consultant will obtain a Purchase and Sale Agreement (PSA). The Consultant will coordinate with the Airport for the execution of the PSA and coordinate closing activities including preparation of the closing documents for settlement and verify the mortgage balance, outstanding taxes and utility payment balance. The Consultant's closing attorney will also provide the closing statement and relevant closing documents for the file.

Upon completion of the closing, Consultant will provide all necessary documentation to ensure grant reimbursement for the project.

Task A.5.4 – Relocation Services

Upon transfer of the property to the Airport, the property occupants are given at least 90 days to complete the relocation process. They retain possession of the property after the transfer and this may require the execution of a lease for extended occupancy. The Consultant will assist with securing executed leases and assist the owner in finding viable replacement housing options. The Consultant will work with local realtors, lenders and movers to help coordinate the purchase of a new home and complete the move.

The Consultant will also assist the property owners to file the required relocation claims and associated support documents and address any and all other related issues or concerns. Once the checks are secured from the Airport, the Consultant will assist in disbursing the checks and tracking the relocation payments. The relocation process normally can be completed within 90 – 180 days.

Task A.5.5 – File Audit and File Closeout

The Consultant will conduct a move out inspection when the property owner actually, completes the move and vacates the property.

The Consultant will conduct a file audit to ensure that all required paperwork is accounted for in the parcel file and all funds have been disbursed per the URA requirements. The parcel files will be turned over to the Airport indicating the project is complete.

- In conjunction with the performance of the foregoing Services, Consultant shall provide the following submittals/deliverables (documents) to Airport:
 - Written summary of periodic meetings with Airport
 - Land Acquisition Phase Action Plan
 - Relocation Plan
 - Relocation Brochure
 - Understanding of Policy Related Items
 - For each parcel the following documents will be generated:
 - Appraisal and Review Appraisal Reports
 - Title Report
 - Determination of Fair Market Value
 - Purchase Price Differential Analysis
 - Offer Package
 - Purchase and Sale Agreement

Section B - Schedule

Consultant shall perform the Services and deliver the related documents (if any) according to the following schedule in Attachment “A-1”. There are some critical tasks that require approval from the Airport that are estimated but the actual time is out of the control of Consultant.

Section C- 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 \$XXX payable according to the following terms:

Consultant will invoice on a not to exceed, time and material, basis. Reasonable out-of-pocket expenses for telephone calls, transportation and subsistence, reproduction of reports, and express delivery will be billed at their actual cost with supporting documentation.

Supporting documentation for fee is provided in Attachment “A-2”.

Except to the extent modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

Section D – Direct Expenses

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 E- Proposed Organization

The Jones Payne Group
Principal-in-Charge

Project Manager
Project Architect
Outreach / Administrative Coordinator
GIS Manager
Graphic Designer
Drafter

O R Colan (hourly rates are not included on Exhibit B and have been listed below)

Project Manager	\$163.80
Acquisition / Relocation Agent	\$112.76
Administrative Assistant	\$65.52

Section F – Airport’s Responsibilities

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:

- Review and approval of policy and procedure guidelines.
- Approval of FMV, appraisals, review appraisals, and purchase and sales agreements.
- Airport is directly contracting for the appraisal and review appraisal of 22 Lily Lane. The Consultant will provide coordination with this consultant. For the other 6 properties the Consultant will contract for these services.

Section G - Other Provisions

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

No additional provisions for this Task Order.

CITY OF BURLINGTON / BTV AIRPORT

By: _____
Name: _____
Title: _____
Date: _____

THE JONES PAYNE GROUP, INC.

By: _____
Name: _____
Title: _____
Date: _____

Attachment A-1
Task Order 2 - Community Outreach and Land Acquisition Services
Summary of Compensation
Burlington International Airport (BTV)

PRIME CONSULTANT: *The Jones Payne Group*

FIRM	AMOUNTS		
	FEE	EXPENSES	TOTAL
The Jones Payne Group	\$333,612	\$32,500	\$366,112
OR Colan	\$669,191	\$177,800	\$846,991
Lyssa Papazian	\$2,490	\$0	\$2,490
TOTAL	\$1,005,294	\$210,300	\$1,215,594

*Note: DBE Percentages based on Fee Only

WBE/DBE Participation: **0%**

JPG FEE PROPOSAL - Task Order 3

	Principal-In-Charge	Project Architect	Project Manager	Outreach / Admin Coordinator	Drafter	GIS Mgr	IT Manager	Total	Direct Labor
	\$70.00	\$85.00	\$50.00	\$37.00	\$32.00	\$55.00	\$36.00		
Task A - Land Acquisition Program									
Task A.1 Program Management and Client, Agency and Team Coordination									
A.1.1	Project Kick Off Meeting	4		8					\$680.00
A.1.2	Airport / Team Coordination Meetings	132		184					\$18,440.00
A.1.3	Coordination of Team Subconsultants	208		416					\$35,360.00
A.1.4	Quality Control and Quality Assurance			120					\$6,000.00
Task A.2 Community Outreach and Support									
A.2.1	Land Acquisition Outreach and Coordination	60		240					\$16,200.00
A.2.2	Land Acquisition Phase Action Plan	8		40					\$2,560.00
A.2.3	Community Outreach and Administrative Support			200					\$10,000.00
A.2.4	Website Build and Maintenance						140		\$5,040.00
Task A.3 Preliminary Planning									
A.3.1	Historic Preservation Review			4					\$200.00
A.3.2	Parcel Mapping			40		150			\$10,250.00
A.3.3	Relocation Plan	8		24					\$1,760.00
A.3.4	Policies and Procedures Guidelines	8		24					\$1,760.00
Task A.4 Appraisals and Title Reports									
A.4.1	Appraisals and Title Reports								\$0.00
Task A.5 Acquisition and Relocation Assistance Program									
A.5.1	Purchase Price Differential Analysis								\$0.00
A.5.2	Offer Package Preparation								\$0.00
A.5.3	Purchase and Sale Execution								\$0.00
A.5.4	Relocation Services								\$0.00
A.5.5	File Audit and Closeout								\$0.00
Subtotal Hours Task A		428	0	1300	0	0	150	140	2018
Subtotal Direct Labor \$s Task A		\$29,960.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$8,250.00	\$5,040.00	\$108,250.00
TOTAL LABOR HOURS									
		428	-	1,300	-	-	150	140	2,018
TOTAL DIRECT LABOR DOLLARS									
		\$29,960.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$8,250.00	\$5,040.00	\$108,250.00
Audited Overhead Rate		180.17%	180.17%	180.17%	180.17%	180.17%	180.17%	180.17%	
TOTAL OVERHEAD		\$ 53,978.93	\$ -	\$ 117,110.50	\$ -	\$ -	\$ 14,864.03	\$ 9,080.57	\$ 195,034.03
TOTAL LABOR & OVERHEAD		\$ 83,938.93	\$ -	\$ 182,110.50	\$ -	\$ -	\$ 23,114.03	\$ 14,120.57	\$ 303,284.03
10% PROFESSIONAL FEE		\$ 8,393.89	\$ -	\$ 18,211.05	\$ -	\$ -	\$ 2,311.40	\$ 1,412.06	\$ 30,328.40
SUBTOTAL (Labor, Overhead & Fee)		\$ 92,332.83	\$ -	\$ 200,321.55	\$ -	\$ -	\$ 25,425.43	\$ 15,532.62	\$ 333,612.43
Direct Expenses:									
Out-of-State Travel (Lodging During Meetings)		\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
Out-of-State Travel (Flights)		\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00
Out-of-State Travel (ZipCar During Meetings/Assessments)		\$ -	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00
Photocopies / Printing / Professional Publications		\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Postage / Courier / Overnight		\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
SUBTOTAL - DIRECT EXPENSES		\$15,000.00	\$ -	\$17,500.00	\$ -	\$ -	\$ -	\$ -	\$32,500.00
TOTAL FEE		\$ 107,332.83	\$ -	\$ 217,821.55	\$ -	\$ -	\$ 25,425.43	\$ 15,532.62	\$ 366,112.43



BURLINGTON INTERNATIONAL AIRPORT

MEMO

TO: Burlington International Airport, Board of Commissioners

FROM: Burlington International Airport
Nic Longo, Director of Planning and Development

DATE: February 21, 2017

SUBJECT: Federal Aviation Administration (FAA) Part 150 Update to Noise Compatibility Program

The Burlington International Airport (BTV) seeks Airport Board of Commissioners approval for executing a task order to The Jones Payne Group, Inc. (The Jones Payne Group) in the amount up to **\$450,340** to provide a Part 150 Noise Compatibility Program Update for submittal to the FAA.

The purpose for providing an update to our current FAA Part 150 Noise Compatibility Program (NCP) is to identify noise mitigation efforts that are compatible with FAA regulations. As mentioned previously and through various public meetings, the NCP is a collaborative effort with the Airport, neighboring municipalities, and most importantly the residence that live within the FAA approved 2015 Noise Exposure Map (NEM) contour lines. This project will be accomplished through community outreach and Noise Compatibility Program (NCP) Measures leading to a NCP Update and a Noise Mitigation Plan. This update will be the first update completed since the 2008 Part 150 Update and is necessary to continue to strive towards mitigation strategies outside of acquisitions. This document will be submitted to the FAA in approximately 12-18 months, in which case they will review and potentially approve these compatibility measures. Once approved, with the coordination from homeowners, the Airport will then approach FAA with requests for grant funding to implement the strategies identified as part of this plan, such as sound insulation, purchase assurance, sales assistance, as well as other potential options available from the FAA.

This project and task order with The Jones Payne Group will be funded through the FAA's Airport Improvement Program and will be reimbursed with 90% Federal funds, 6% State funds, and 4% local funds with Passenger Facility Charges.

The Jones Payne Group was selected to perform this work based on qualifications according to the City's purchasing requirements and FAA requirements. Please find attached a proposed task order for recommendation to Board of Finance and City Council.

Thank you for your continued support.

1200 Airport Drive, #1
South Burlington, Vermont 05403

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

Exhibit "A"

TASK ORDER No. 04
TYPE OF SERVICES Part 150 Update Noise Compatibility Program
PROJECT No. _____
PROJECT CIP NUMBER _____
AIP No. (if applicable) AIP – 3 – 50 – 0005 – 110
Contract No. _____

This Task Order is made as of this _____ (day) of _____ 2016 under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT for the Noise Mitigation Program, dated May 6, 2016 (the "Agreement") between the City of Burlington and the Burlington International Airport ("Airport") and The Jones Payne Group, Inc. ("Consultant").

Section A - Services

SCOPE OF SERVICES

The Team will provide professional services to create a Part 150 Noise Compatibility Program Update for submittal to the FAA. The purpose is to develop an updated Noise Compatibility Program (NCP) for land use planning and noise mitigation for Burlington International Airport in Burlington, VT. This Update will be the first update completed for the Burlington Airport since the 2008 Part 150 Update.

Background:

The City of Burlington Airport Commission owns and operates the Burlington International Airport (BTV) which is located in South Burlington, VT. The airports commercial and general aviation facilities share use with two military facilities, the Burlington Air National Guard and the Vermont Air National Guard.

BTV completed a Noise Exposure Map update in 2015 to quantify the current aircraft noise impacts, which now include the use of the Vermont Air National Guard's use of F-16 aircraft utilizing afterburners on departure. The 2015/2020 Noise Exposure Map affects different populations compared to the prior 2006/2011 Noise Exposure Map.

The Airport now wishes to update the Noise Compatibility Program, which was last revised in 2008, to reflect the current noise exposure area and modify its current noise mitigation and land use strategies.

Scope of Work:

- This scope of work addresses the following elements:
- Task A: Client, Agency and Team Coordination
 - Task B: Community Outreach
 - Task C: Noise Compatibility Program Measures

Task D: Noise Compatibility Program (NCP) Update
Task E: Noise Mitigation Plan

Task A: Client, Agency and Team Coordination

The Consultant Team (Team) will provide client, agency and team coordination during the course of the NCP Update. To minimize costs, meetings will be scheduled to occur simultaneously with the public outreach program, to the extent possible.

Task A.1 Project Kick Off Meeting

The Team will hold a project kick off meeting with Airport staff, representatives of the consultant team and the FAA. At the meeting, we will review the project goals, schedule and communications plan. A written summary will be prepared by the Team summarizing the meetings accomplishments. The meeting will be conducted either at BTV or the New England Regional Office.

Task A.2 Airport / Team Coordination Meetings

The team will participate in monthly coordination meetings, teleconferences, with Airport during the course of the study. The purpose of these meetings will be to review work product, resolve issues, and discuss strategies for developing the NCP. A written summary will be prepared by the Team for each meeting summarizing the meetings accomplishments. There will be up to 18 teleconference meetings (2 per month) held with the client for these purposes.

Task A.3 Coordination Meeting with FAA

The Team will participate in meeting with the FAA New England Regional Office and other FAA representatives as needed through the course of the study. A written summary will be prepared by the Team for each meeting summarizing the meetings accomplishments. Up to 3 meetings will be conducted either at BTV or the New England Regional Office.

Task A.4 Other Agency Coordination

The Team will participate in meetings with agencies (International Guard, Burlington Mayor, Airport General Meeting of Operations, etc.) as needed. A written summary will be prepared by the Team for each meeting summarizing the meetings accomplishments. Up to 3 meetings will be held with key agency representatives.

Task A.5 Airport Commission Meeting

The Team will work with BTV staff to present to the Airport Commission during key milestones of the study. The Team will prepare a presentation for use by BTV staff in the presentation to the Airport Commission. Up to 2 meetings will be scheduled to brief the Airport Commission.

Task B: Community Outreach

The Community Outreach is intended to educate the public about the purpose of this study and engage them in the sharing of information regarding the noise compatibility elements of the study.

Task B.1 Public Information Meeting and Public Hearing

The Team will assist BTV staff in preparing for and conducting a public information meeting to inform the general public about the Noise Compatibility Program study and process. At the conclusion of the study, a public hearing will be held to solicit public input on the recommended Noise Compatibility Program. Presentation handouts and materials will be prepared including public notice for website, newspaper, and existing BTV social media use as well as a mailing list to invite interested public and home owner associations to the public meetings.

It is assumed that the workshop will include a presentation and a “station” format. All presentation materials will be prepared by the Team, including sign-in sheets. It is assumed that the Team staff members will attend the workshop and that BTV staff will assist in the workshop in an appropriate role and make arrangements for an appropriate venue. The hearing will include a presentation and a station for a court reporter to take verbal testimony. BTV staff will arrange for the court reporter.

Task B.2 Public Comment Responses

The Team will collect written public comments provided during the project and will catalogue them. Comments will be categorized by topic and responses will be based on the general topic issue rather than individual responses. The comments will be submitted to BTV staff for review and revision and coordinated with the FAA. The comments and responses will be included in the final draft report.

Task B.3 Advisory Committee Meeting

The Team will conduct up to 5 advisory committee meetings throughout the course of the study. The advisory committee will consist of up to 10 members whose input regarding the land use and mitigation alternatives will be sought during the course of the study. Members may consist of representatives of all local jurisdictions (Burlington, Colchester, South Burlington, Williston, and Winooski), along with neighborhood organizations, community representatives and others as deemed necessary by the Airport.

The Team will prepare notifications, technical memorandums, presentations, and handouts for each meeting as well as a summary of the meetings outcomes.

Task B.4 NCP Public Outreach Materials

Upon receipt of the FAA record of approval on the NCP, the Team will prepare a brochure that summarizes the study process, results, FAA-approved recommendations, and implementation mechanisms and noise contour. The Team will provide 100 printed color copies (11” x 17” folded) to BTV as well as an electronic file for future printing. The Team will also prepare a PowerPoint presentation that summarizes the study process, results, FAA-approved recommendations, and implementation mechanisms and noise contour.

Task C: Evaluate and Recommend Compatible Measures

The Team will review currently approved and potential new land use or administrative compatibility measures. BTV intends to continue with its current operational measures and no analysis of these will occur under this study.

Task C.1 Update Land Use Measures

This task will build on the review and evaluation of currently approved land use measures.

The Team will review the existing land use measures for incompatible land and evaluate existing, new and/or adjustments to existing measures, with regard to dwelling units, population, cost and sources of funding, ease of implementation and neighborhood stability. Measures to be reviewed include comprehensive planning, property acquisition, sound insulation, purchase assurance, sales assistance, and/or noise barriers/berms (noise barriers will be evaluated if they warrant further study). Considerations will also be provided to non-residential/noise sensitive properties as noted in the NEM. Analysis for measures will be “first order” approximation, and may recommend further study after the NCP, for more detailed design. A technical working paper summarizing the alternatives will be prepared and presented at a technical advisory meeting.

The Team shall prepare a preliminary draft for BTV review and incorporate BTV comments into the technical working paper, and prepare as a draft for the advisory meeting. A meeting discussed in the preceding task “Client, Agency and Team Coordination” maybe used to discuss this technical working paper. The Team will incorporate comments from the technical advisory meeting and prepare a final draft for distribution.

Task C.2 Update Administrative Measures

The Team will review various administrative measures including noise committee, noise comment line, community outreach / website / social media updates, best practices and general recommendations on continuing the community outreach to the public regarding the airport and its operations. A technical working paper summarizing the alternatives will be prepared and presented at a technical advisory meeting.

The Team shall prepare a preliminary draft for BTV review and incorporate BTV comments into the technical working paper, and prepare as a draft for the advisory meeting. A meeting discussed in the preceding task “Client, Agency and Team Coordination” maybe used to discuss this technical working paper. The Team will incorporate comments from the technical advisory meeting and prepare a final draft for distribution.

Task D: Noise Compatibility Program (NCP) Update

Per the requirements of 14 CFR Part 150, official NCP documents will be developed. The Team will use the Part 150 Noise Compatibility Program Map Checklist through the project in order to ensure that the Update meets all requirements.

Task D.1 Draft NCP Update

The Team will prepare draft NCP text and graphics consistent with Part 150 requirements and FAA guidelines. The document preparation will allow for review by BTV and FAA staff before releasing to the public.

Based upon the findings and recommendations of the previous tasks, the team will prepare a primary draft NCP report for review by BTV. The documentation will include a summary of the meetings to date and copies of technical working papers will be presented in the appendices.

Based upon comments received, a second draft document will be prepared and the team will provide up to 3 copies of the draft report for review by BTV and the FAA. The Team will incorporate this second round of comments and revisions from BTV and FAA into the document, and prepare as a public draft. Meetings discussed in the preceding task “Client, Agency and Team Coordination” maybe used to discuss these comments.

The Team will prepare 20 copies of the public draft document for public review. HMMH will arrange for distribution using a list developed in consultation with the City and FAA. HMMH will prepare an electronic version of the document and provide to the City so that the City can post on its website. This public draft document will be made available to the general public in publicly accessible locations and on the Airport’s website prior to the Public Hearing for public comment.

Task D.2 Public Draft NCP Submittal

At the conclusion of the Public Hearing, the Team will prepare a preliminary draft of the final NCP report. This document will contain the public comments received and preliminary associated responses. The Team will provide to BTV staff for discussion and review. Based upon comments received, a final second draft document will be prepared for BTV and the Team will provide up to 3 copies of the second draft final report for review by BTV to the FAA. The team will incorporate this second round of comments and revisions received into the document, and prepare a formal NCP submission. Up to seven (7) copies of the final NCP report will be provided to BTV for submission to the FAA for final review (five copies are required for submission to FAA per 14 CFR Part 150. We recommend at minimum, that BTV keep a file copy and have a copy available for public review at BTV’s offices).

Task D.3 Publication of Approved Noise Compatibility Report

Once the FAA approves the final document, up to 20 copies of the final submission, along with copies of the FAA’s formal response, will be provided to BTV for use and distribution.

Task E: Develop a Noise Mitigation Implementation Plan

Task E.1 Develop a Draft Noise Mitigation Implementation Plan

The consultant team will develop a draft Noise Mitigation Implementation Plan (the “Plan”) for the BTV based upon the Record of Approval for the NCP. While the NCP will provide long range planning, the Plan will include more specific actions and processes to implement the NCP. The Plan will include detailed recommendations for implementing the sound insulation of residential units and public buildings and the land acquisition and relocation program and 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 short to medium-term noise mitigation program for the Airport.

The Plan will include a more detailed recommendation setup various project/phasing boundaries based on the guidance from the approved NCP.

Task E.2 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 E.3 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 E.4 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 E.5 Community Outreach and Meetings

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

- Meeting with BTV to review the draft Plan
- Meeting with BTV and FAA to review draft Plan
- Present approved Plan to the BTV Authority
- Present approved Plan to the BTV Noise Committee
- Present approved Plan to two other entities as determined by BTV. These meeting will be held in conjunction with the other meeting listed above.

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

Deliverables:

In conjunction with the performance of the foregoing Services, the Team shall provide the following submittals/deliverables (documents) to Airport:

- Written meeting summaries for:
 - Project kick-off meeting
 - Airport coordination meetings
 - FAA coordination meetings
 - Other agency coordination meetings
 - Advisory committee meetings
- Presentation materials
 - PowerPoint presentation and handouts for public information meeting
 - PowerPoint presentation and handouts for advisory committee meetings
 - Final PowerPoint presentation summarizing final NCP report
- Technical writing and reports:
 - Written responses to public comments for posting on website
 - Technical memoranda as needed for advisory committee meetings
 - Draft land use measures submittal
 - Draft administrative measures submittal
 - Draft NCP submittal
 - Public draft NCP submittal
 - Final NCP submittal
 - Publication of Approved NCP with FAA's formal response
- Noise mitigation implementation plan:
 - Draft noise implementation plan
 - Windshield survey and inventory summary
 - Final noise mitigation implementation plan

Section B - Schedule

Consultant shall perform the Services and deliver the related documents (if any) according to the following schedule. There are some critical tasks that require approval from the Airport that are estimated but the actual time is out of the control of Consultant.

See Attachment "A-1" for project schedule.

Section C- 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 \$XXX,XXX payable according to the following terms:

Consultant will invoice on a not to exceed, time and material, basis. Reasonable out-of-pocket expenses for telephone calls, transportation and subsistence, reproduction of reports, and express delivery will be billed at their actual cost with supporting documentation.

Supporting documentation for fee is provided in Attachment "A-2".

Except to the extent modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

Section D – Direct Expenses

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 E- Proposed Organization

The Jones Payne Group
Principal-in-Charge
Project Architect

Project Manager
GIS Manager
Job Captain
Graphic Designer

HMMH (hourly rates are not included on Exhibit B and have been listed below)

Principal Consultant
Principal in Charge
Senior Consultant
Consultant
Project Support

Section F – Airport’s Responsibilities

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:

- Creation of an advisory board and selection of appropriate jurisdictions, agencies, etc. to comprise board.
- Advisory board meeting frequency and schedule of meetings.
- Timely review of draft documents and responses and decisions made within the provided schedule.

Section G - Other Provisions

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

No additional provisions for this Task Order.

CITY OF BURLINGTON / BTV AIRPORT

THE JONES PAYNE GROUP, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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	\$138,250	\$10,800	\$149,050
HMMH (DBE / WBE)	\$294,490	\$6,800	\$301,290
TOTAL	\$432,740	\$17,600	\$450,340

*Note: DBE Percentages based on Fee Only

WBE/DBE Participation: 68%

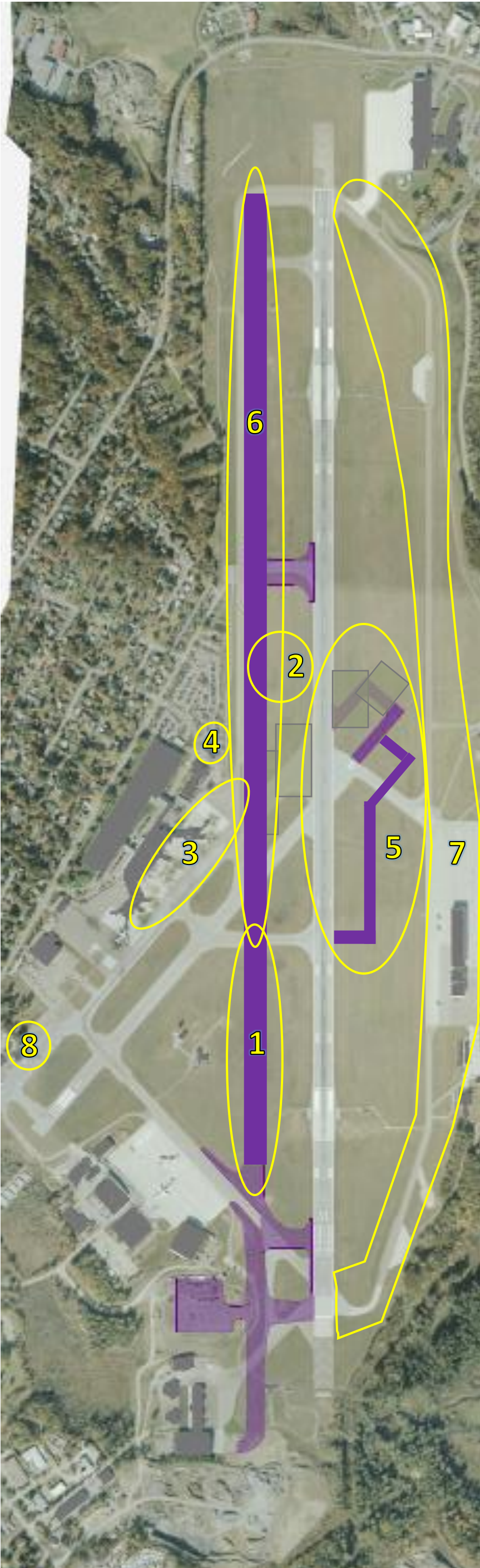
HMMH

Firm Type - Acoustical Engineering Services

JPG FEE PROPOSAL - NCP UPDATE		Principal-In-Charge	Project Manager	Consultant	Project Support	GIS Mgr	Graphic Designer	Total Direct Labor
		\$230.00	\$160.00	\$110.00	\$80.00	\$175.00	\$120.00	
PART 150 Update the Noise Compatibility Program								
Task A - Client, Agency, and Team Coordination								
Task A.1 - Project Kick Off Meeting		2	4					\$1,100.00
Task A.2 - Airport / Team Coordination Meetings		18	27					\$8,460.00
Task A.3 - Coordination Meeting with FAA		6	30					\$6,180.00
Task A.4 - Other Agency Coordination		6	30					\$6,180.00
Task A.5 - Airport Commission Meeting		4	24					\$4,760.00
Task B - Community Outreach								
Task B.1 - Public Information Meeting and Public Hearing		16	50					\$11,680.00
Task B.2 - Public Comment Responses		8	20					\$5,040.00
Task B.3 - Advisory Committee Meeting		5	40					\$7,550.00
Task B.4 - NCP Public Outreach Materials		2	16					\$3,020.00
Task C - Evaluate and Recommend Compatible Measures								
Task C.1 - Update Land Use Measures		8	40			40		\$15,240.00
Task C.2 - Update Administrative Measures		8	40					\$8,240.00
Task D - Noise Compatibility Program (NCP) Update								
Task D.1 - Draft NCP Update		8	70			40		\$20,040.00
Task D.2 - Public Draft NCP Submittal		8	40					\$8,240.00
Task D.3 - Publication of Approved Noise Compatibility Report			8					\$1,280.00
Task E - Develop a Noise Implementation Plan								
Task E.1 - Develop a Draft Noise Mitigation Implementation Plan		10	20		20			\$7,100.00
Task E.2 - Windshield Survey and Inventory			12	40	40			\$9,520.00
Task E.3 - Plan Review Process		8	12					\$3,760.00
Task E.4 - Finalize the Plan		6	12		20			\$4,900.00
Task E.5 - Community Outreach and Meetings		12	20					\$5,960.00
Subtotal Hours		135	515	40	80	80	0	850
Subtotal Direct Labor		\$31,050.00	\$82,400.00	\$4,400.00	\$6,400.00	\$14,000.00	\$0.00	\$138,250.00
TOTAL LABOR HOURS		135	515	40	80	80	-	850
TOTAL DIRECT LABOR DOLLARS		\$31,050.00	\$82,400.00	\$4,400.00	\$6,400.00	\$14,000.00	\$0.00	\$138,250.00
Direct Expenses:								
Out-of-State Travel (Airfare/Zipcar)		\$ 2,400.00	\$ 2,400.00					\$ 4,800.00
Out-of-State Travel (Lodging During Meetings)		\$ 1,400.00	\$ 1,400.00					\$ 2,800.00
Out-of-State Travel (Meals/Per Diem)		\$ 1,000.00	\$ 1,000.00					\$ 2,000.00
Local Travel (mileage)								\$ -
Photocopies / Printing / Professional Publications / Presentation Materials			\$ 1,000.00					\$ 1,000.00
Postage / Courier / Overnight			\$ 200.00					\$ 200.00
SUBTOTAL - DIRECT EXPENSES		\$ 4,800.00	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,800.00
TOTAL FEE		\$ 35,850.00	\$ 88,400.00	\$ 4,400.00	\$ 6,400.00	\$ 14,000.00	\$ -	\$ 149,050.00

HMMH FEE PROPOSAL - NCP UPDATE						
	Principal consultant	Principal In Charge	Senior Consultant	Consultant	Project Support	Total Direct Labor
	\$280.00	\$210.00	\$155.00	\$130.00	\$100.00	
PART 150 Update the Noise Compatibility Program						
Task A - Client, Agency, and Team Coordination						
Task A.1 - Project Kick Off Meeting	4	8	8			\$4,040.00
Task A.2 - Airport / Team Coordination Meetings	9	18	18			\$9,090.00
Task A.3 - Coordination Meeting with FAA	6	24	6	6		\$8,430.00
Task A.4 - Other Agency Coordination	12	48	6	24		\$17,490.00
Task A.5 - Airport Commission Meeting	8	32	4	16		\$11,660.00
Task B - Community Outreach						
Task B.1 - Public Information Meeting and Public Hearing	24	64	32	64		\$33,440.00
Task B.2 - Public Comment Responses	8	40	40	40	44	\$26,440.00
Task B.3 - Advisory Committee Meeting	16	80	20	24		\$27,500.00
Task B.4 - NCP Public Outreach Materials	8	16	16			\$8,080.00
Task C - Evaluate and Recommend Compatible Measures						
Task C.1 - Update Land Use Measures	40	120	60	80	12	\$57,300.00
Task C.2 - Update Administrative Measures	8	40	40	24		\$19,960.00
Task D - Noise Compatibility Program (NCP) Update						
Task D.1 - Draft NCP Update	8	80	32	80	40	\$38,400.00
Task D.2 - Public Draft NCP Submittal	8	48	36	16	16	\$21,580.00
Task D.3 - Publication of Approved Noise Compatibility Report		16		8	8	\$5,200.00
Task E - Develop a Noise Implementation Plan						
Task E.1 - Develop a Draft Noise Mitigation Implementation Plan		12				\$2,520.00
Task E.2 - Windshield Survey and Inventory						\$0.00
Task E.3 - Plan Review Process						\$0.00
Task E.4 - Finalize the Plan		4				\$840.00
Task E.5 - Community Outreach and Meetings		12				\$2,520.00
Subtotal Hours	159	662	318	382	120	1641
Subtotal Direct Labor	\$44,520.00	\$139,020.00	\$49,290.00	\$49,660.00	\$12,000.00	\$294,490.00
TOTAL LABOR HOURS						
	159	662	318	382	120	1,641
TOTAL DIRECT LABOR DOLLARS						
	\$44,520.00	\$139,020.00	\$49,290.00	\$49,660.00	\$12,000.00	\$294,490.00
Direct Expenses:						
Out-of-State Travel (Airfare)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Out-of-State Travel (Lodging During Meetings)	\$ 400.00	\$ 400.00	\$ 400.00	\$ 1,200.00	\$ -	\$ 2,400.00
Out-of-State Travel (Meals/Per Diem)	\$ 200.00	\$ 200.00	\$ 200.00	\$ 600.00	\$ -	\$ 1,200.00
Local Travel (mileage)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopies / Printing / Professional Publications	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Postage / Courier / Overnight	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
SUBTOTAL - DIRECT EXPENSES	\$ 600.00	\$ 600.00	\$ 600.00	\$ 2,000.00	\$ 3,000.00	\$ 6,800.00
TOTAL FEE	\$ 45,120.00	\$ 139,620.00	\$ 49,890.00	\$ 51,660.00	\$ 15,000.00	\$ 301,290.00

Construction Update Report



Open Projects

- 1. Taxiway K Construction.** Taxiway K was opened for use in mid-July! There are a few more items to do under this construction contract with respect to revised signage and pavement markings on the south end of Taxiway K, which will occur early in the 2017 construction season. These final work tasks resulted from discussions during the 2016 Runway Safety Action Team meeting, and the Taxiway K project was a great opportunity to fund the work through the AIP Program. The work includes some sign and pavement marking changes and will result in a new Taxiway P.
- 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 not operating up to current standards and regulations. The upgrades include a new concrete holding tank and larger pipes and pumps to accommodate more treatment capacity for stormwater runoff. The project was substantially completed in January 2017 and it currently in operation. There are a few remaining tasks that will be completed in the spring to close this project out.

Future Projects

- 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 in 2015. We requested funding for Phase 3 and 4 last year and FAA approved the full request! The grant offer, however, came so late in Federal Fiscal Year 2016, that work had to be delayed until March or April 2017. The project will continue throughout the entire 2017 construction season.
- 4. Quick Turn-Around Facility.** Car Rental Companies at BTV currently utilize a car wash facility just north of the Air Traffic Control Tower to wash, fuel, and maintain their fleet of vehicles. Included in the Car Rental Company Agreement that was updated and executed in 2015 was a breakdown of how a portion of the Customer Facility Charges will be used to build a new Quick Turn-around Facility (QTA) to replace the existing, outdated car wash facility. The design of the facility is complete, and permit approvals have been obtained. The bid process will begin as soon as we have approval from BTV and the car rental companies on the construction process.
- 5. Taxiway B Extension.** The "sea of pavement" is a colloquial term that has been tossed around to label the intersection of Taxiway A and Runway 15-33, which has vast amounts of pavement. This intersection is dangerous for smaller aircrafts that essentially get lost in the "sea of pavement". FAA has asked BTV to expedite a project that will mitigate this safety concern. On August 27th, 2015, about 20 airport stakeholders, including BTV, Air Guard, FAA, Army Guard, Air Traffic Control, and the State Airports Director, attended an intensive planning session hosted by BTV to discuss design alternatives for relocating Taxiway A. Based on the discussion, we selected one alternative and made comments on the design. The design for this project is complete and permit applications have been approved. The project is expected to begin in late summer of 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 or 3 years to complete. Construction is scheduled for 2017-2019 and we are currently working on the design and permits. The construction schedule will overlap with Taxiway B extension, so coordination between the projects is essential.
- 7. Vermont Air National Guard.** VTANG is widening and reconstructing their apron, as well as Taxiways Delta and Foxtrot from 2016 to 2018. Demolition work associated with Taxiway F began in October 2016.
- 8. Relocating the Airport Beacon.** During the annual FAA Part 139 Certification Inspection in September 2016, it was noted that the airport beacon was not up to current standards and regulations. The number of rotations per minute is too low and some trees in the adjacent cemetery are potentially blocking the beacon. BTV is planning to replace the existing beacon with a new beacon that meets current regulations. This is considered maintenance work as we are not changing the height or location of the beacon, just upgrading to a new apparatus.

COMMISSION REPORT

Marketing Updates

This Months Highlights:

- ◆ 2 Wishes Granted Through Make-A-Wish
- ◆ Hosted 5 year-old Birthday Party
- ◆ Chittenden County Humane Society—
Purrres for Paws raising \$47,000
- ◆ CEDO Retreat Hosting
- ◆ Stern Center Education Courses



Upcoming Events:

- March 18th**—Fashion Show
Benefiting the Vermont Refugee
Resettlement Program



VT Reinforcing VT Advertising:

- Johnson Woolen Mill—Kiosk and Clothing
 - Efficiency Vermont Installation
 - Vermont Department of Health
- 95.8% increase in advertising revenue from Q2 FY16

Burlington International Airport
 Passenger and Operational Statistics
January 2017



	<u>January 2017</u>	<u>January 2016</u>	<u>% Change</u>	<u>FY2017 YTD</u>	<u>FY2016 YTD</u>	<u>% Change</u>
**Data not Audited						
Enplaned Passengers	44,537	42,913	3.78%	368,179	357,234	3.06%
Deplaned Passengers	42,845	41,794	2.51%	363,406	354,386	2.55%
Total Passengers	87,382	84,707	3.16%	731,585	711,620	2.81%
Departing Load Factor	79%	75%		82%	83%	
Departing Seat Capacity (Actual)	56,345	57,129	-1.37%	447,278	430,934	3.79%
Total Cargo Tonnage Enplaned	199	199.6				
Total Cargo Tonnage Deplaned	322	512.4				
Total Landed Weight	56,426,320	59,752,887	-5.57%	447,541,021	449,787,699	-0.50%
FY Commercial Landings	830	830	0.00%	6,318	6,249	1.10%
FY Cancellations	25	23	8.70%	121	128	-5.47%
FY Canceled Seats	1460	1,700	-14.12%	6,970	8,322	-16.25%

**Data not audited

One Month Behind on Reporting:

	<u>January 2017</u>	<u>January 2016</u>		<u>FY2017 YTD</u>	<u>FY2016 YTD</u>	<u>% Change</u>
Air Carriers	951	937	1.5%	6741	7522	-10.4%
Air Taxi	1229	1134	8.4%	9278	7796	19.0%
General Aviation	1345	1210	11.2%	13685	12113	13.0%
Military	152	389	-60.9%	2731	2086	30.9%
Total BTV Operations	3,677	3,670	0.2%	32,435	29,517	9.9%

*** 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

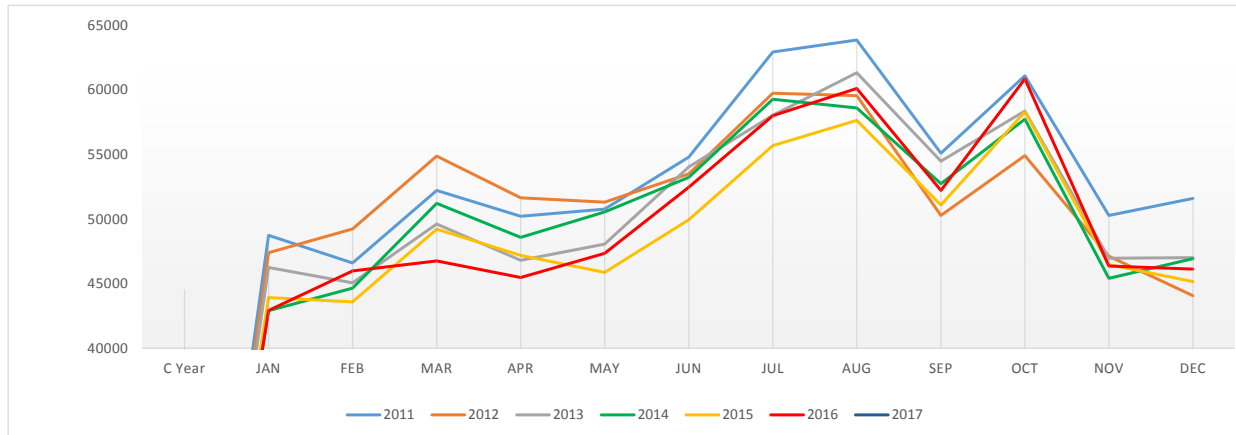
Burlington International Airport
 Passenger and Operational Statistics
January 2017



BTV Enplaned Passengers

C Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2011	48,746	46,600	52,206	50,211	50,774	54,792	62,931	63,860	55,103	61,092	50,279	51,601	648,195
2012	47,388	49,226	54,871	51,642	51,309	53,491	59,740	59,557	50,273	54,916	47,126	44,065	623,604
2013	46,256	45,066	49,605	46,804	48,058	54,039	58,027	61,325	54,487	58,359	46,967	47,013	616,006
2014	42,901	44,650	51,210	48,583	50,555	53,224	59,273	58,601	52,737	57,727	45,416	46,928	611,805
2015	43,916	43,589	49,215	47,184	45,872	49,944	55,684	57,629	51,089	58,296	46,470	45,153	594,041
2016	42,913	45,975	46,759	45,467	47,350	52,466	57,997	60,108	52,211	60,850	46,359	46,117	604,572
2017	44,537												

2011 YTD	48,746	95,346	147,552	197,763	248,537	303,329	366,260	430,120	485,223	546,315	596,594	648,195
2012 YTD	47,388	96,614	151,485	203,127	254,436	307,927	367,667	427,224	477,497	532,413	579,539	623,604
2013 YTD	46,256	91,322	140,927	187,731	235,789	289,828	347,855	409,180	463,667	522,026	568,993	616,006
2014 YTD	42,901	87,551	138,761	187,344	237,899	291,123	350,396	408,997	461,734	519,461	564,877	611,805
2015 YTD	43,916	87,505	136,720	183,904	229,776	279,720	335,404	393,033	444,122	502,418	548,888	594,041
2016 YTD	42,913	88,888	135,647	181,114	228,464	280,930	338,927	399,035	451,246	512,096	558,455	604,572
2017 YTD	44,537											



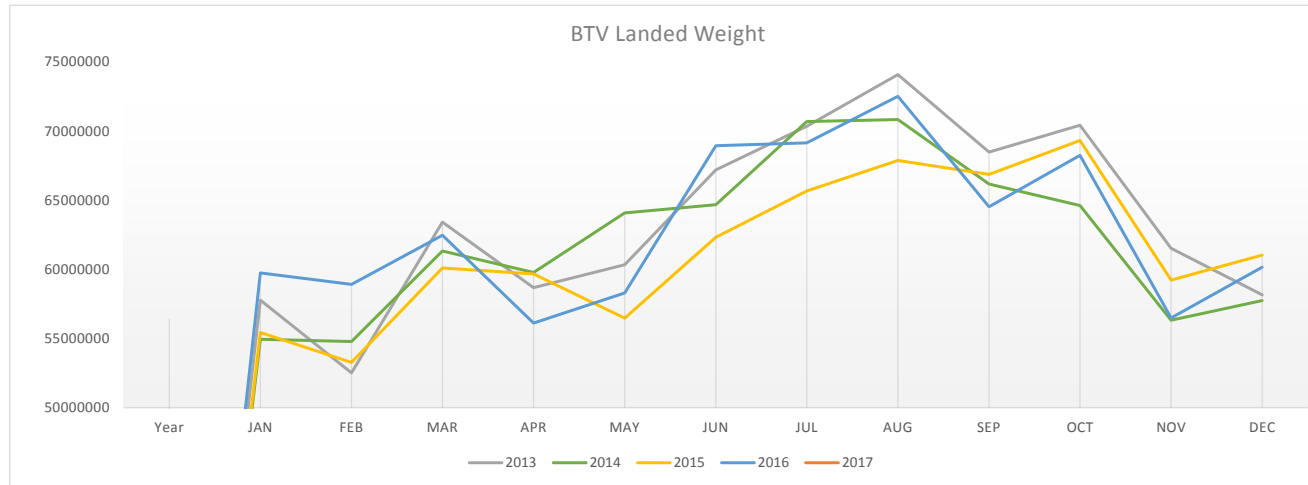
Airline	January 2017	January 2016	% Change	2017 Share	FY2017 YTD	FY2016 YTD	% Change	17 YTD Share
United	10,386	12,768	-19%	23.3%	123,539	114,805	8%	33.6%
American	14,519	10,930	33%	32.6%	105,771	94,303	12%	28.7%
Delta	9,014	8,388	7%	20.2%	73,506	79,193	-7%	20.0%
Jetblue	9,379	9,194	2%	21.1%	58,741	60,383	-3%	16.0%
Porter	145	300	0%	0.3%	289	525	-45%	0.1%
Allegiant	1,094	1,333	-18%	2.5%	6,333	8,025	-21%	1.7%
Subtotal	44,537	42,913	3.78%	100%	368,179	357,234	3.06%	100%

Burlington International Airport
 Passenger and Operational Statistics
January 2017



BTV Landed Weight

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2013	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
2014	54,953,876	54,793,326	61,338,283	59,783,921	64,096,128	64,682,726	70,702,546	70,844,351	66,186,099	64,626,169	56,324,271	57,747,440	746,079,136
2015	55,444,310	53,270,336	60,105,714	59,673,095	56,481,915	62,334,588	65,677,274	67,889,959	66,876,985	69,329,074	59,229,784	61,031,736	737,344,770
2016	59,752,887	58,922,944	62,472,419	56,126,273	58,299,349	68,943,708	69,153,418	72,522,917	64,540,095	68,253,802	56,486,325	60,158,144	755,632,281
2017	56,426,320												



Airline	January 2017	January 2016	% Change	2017 Share	2017 YTD	2016 YTD	% Change	17 YTD Share
American	17,520,365	15,473,650	13%	31.0%	124,344,024	121,469,667	2%	27.8%
United	10,764,282	15,305,068	-30%	19.1%	126,681,947	122,340,577	4%	28.3%
Delta	10,780,400	11,283,707	-4%	19.1%	87,730,600	94,919,297	-8%	19.6%
JetBlue	10,961,000	10,909,198	0%	19.4%	67,602,632	68,947,188	-2%	15.1%
Allegiant	1,408,490	1,534,500	-8%	2.5%	7,048,223	8,445,544	-17%	1.6%
Porter	555,750	555,759	0%	1.0%	741,000	864,514	-14%	0.2%
Federal Expr	3,960,000	4,158,000	-5%	7.0%	29,304,000	29,106,000	1%	6.5%
Wiggins	476,033	533,005	-11%	0.8%	4,088,595	3,694,912	11%	0.9%
Total	56,426,320	59,752,887	-6%	100%	447,541,021	449,787,699	0%	100%

Date Completed			9/9/2016	12/12-12/17	10/7/2016	1/16-1/21	11/15/2016	2/13-2/18	1/13/2017	3/13-3/18	2/15/2017	4/17-4/22
FROM:	TO Destina	Code	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference
BTV	Washington, D.C. N	DCA	\$ 307.00		\$ 207.00		\$ 207.00		\$ 283.00		\$ 434.00	
MHT			\$ 252.00	\$ 55.00	\$ 238.00	\$ (31.00)	\$ 211.00	\$ (4.00)	\$ 211.00	\$ 72.00	\$ 461.00	\$ (27.00)
ALB			\$ 228.00	\$ 79.00	\$ 239.00	\$ (32.00)	\$ 213.00	\$ (6.00)	\$ 706.00	\$ (423.00)	\$ 696.00	\$ (262.00)
YUL			\$ 305.00	\$ 2.00	\$ 321.00	\$ (114.00)	\$ 301.00	\$ (94.00)	\$ 317.00	\$ (34.00)	\$ 422.00	\$ 12.00
BTV	Baltimore, MD	BWI	\$ 338.00		\$ 465.00		\$ 348.00		\$ 448.00		\$ 438.00	
MHT			\$ 387.00	\$ (49.00)	\$ 328.00	\$ 137.00	\$ 228.00	\$ 120.00	\$ 327.00	\$ 121.00	\$ 772.00	\$ (334.00)
ALB			\$ 283.00	\$ 55.00	\$ 305.00	\$ 160.00	\$ 242.00	\$ 106.00	\$ 456.00	\$ (8.00)	\$ 571.00	\$ (133.00)
YUL			\$ 269.00	\$ 69.00	\$ 317.00	\$ 148.00	\$ 252.00	\$ 96.00	\$ 377.00	\$ 71.00	\$ 311.00	\$ 127.00
BTV	Washington Dulle	IAD	\$ 287.00		\$ 227.00		\$ 297.00		\$ 301.00		\$ 344.00	
MHT			\$ 320.00	\$ (33.00)	\$ 348.00	\$ (121.00)	\$ 330.00	\$ (33.00)	\$ 405.00	\$ (104.00)	\$ 658.00	\$ (314.00)
ALB			\$ 289.00	\$ (2.00)	\$ 203.00	\$ 24.00	\$ 213.00	\$ (2.00)	\$ 337.00	\$ (36.00)	\$ 543.00	\$ (199.00)
YUL			\$ 305.00	\$ (18.00)	\$ 254.00	\$ (27.00)	\$ 307.00	\$ (10.00)	\$ 350.00	\$ (49.00)	\$ 238.00	\$ 106.00
BTV	Las Vegas, NV	LAS	\$ 390.00		\$ 427.00		\$ 300.00		\$ 597.00		\$ 520.00	
MHT			\$ 368.00	\$ 22.00	\$ 381.00	\$ 46.00	\$ 435.00	\$ (135.00)	\$ 536.00	\$ 61.00	\$ 491.00	\$ 29.00
ALB			\$ 378.00	\$ 12.00	\$ 421.00	\$ 6.00	\$ 351.00	\$ (51.00)	\$ 541.00	\$ 56.00	\$ 721.00	\$ (201.00)
YUL			\$ 358.00	\$ 32.00	\$ 388.00	\$ 39.00	\$ 473.00	\$ (173.00)	\$ 413.00	\$ 184.00	\$ 709.00	\$ (189.00)
BTV	Chicago, IL	ORD	\$ 502.00		\$ 382.00		\$ 348.00		\$ 566.00		\$ 649.00	
MHT			\$ 393.00	\$ 109.00	\$ 187.00	\$ 195.00	\$ 317.00	\$ 31.00	\$ 458.00	\$ 108.00	\$ 530.00	\$ 119.00
ALB			\$ 339.00	\$ 163.00	\$ 401.00	\$ (19.00)	\$ 259.00	\$ 89.00	\$ 187.00	\$ 379.00	\$ 421.00	\$ 228.00
YUL			\$ 257.00	\$ 245.00	\$ 232.00	\$ 150.00	\$ 237.00	\$ 111.00	\$ 265.00	\$ 301.00	\$ 262.00	\$ 387.00
BTV	JFK, NY	JFK	\$ 217.00		\$ 142.00		\$ 184.00		\$ 274.00		\$ 352.00	
MHT			\$ 332.00	\$ (115.00)	\$ 354.00	\$ (212.00)	\$ 405.00	\$ (221.00)	\$ 362.00	\$ (88.00)	\$ 655.00	\$ (303.00)
ALB			\$ 362.00	\$ (145.00)	\$ 369.00	\$ (227.00)	\$ 435.00	\$ (251.00)	\$ 414.00	\$ (140.00)	\$ 753.00	\$ (401.00)
YUL			\$ 243.00	\$ (26.00)	\$ 188.00	\$ (46.00)	\$ 261.00	\$ (77.00)	\$ 189.00	\$ 85.00	\$ 183.00	\$ 169.00
BTV	LaGuardia, N	LGA	\$ 142.00		\$ 127.00		\$ 148.00		\$ 197.00		\$ 356.00	
MHT			\$ 326.00	\$ (184.00)	\$ 221.00	\$ (94.00)	\$ 266.00	\$ (118.00)	\$ 195.00	\$ 2.00	\$ 404.00	\$ (48.00)
ALB			\$ 402.00	\$ (260.00)	\$ 385.00	\$ (258.00)	\$ 414.00	\$ (266.00)	\$ 434.00	\$ (237.00)	\$ 570.00	\$ (214.00)
YUL			\$ 231.00	\$ (89.00)	\$ 172.00	\$ (45.00)	\$ 170.00	\$ (22.00)	\$ 173.00	\$ 24.00	\$ 178.00	\$ 178.00
BTV	Detroit, MI	DTW	\$ 675.00		\$ 254.00		\$ 673.00		\$ 559.00		\$ 667.00	
MHT			\$ 481.00	\$ 194.00	\$ 230.00	\$ 24.00	\$ 351.00	\$ 322.00	\$ 461.00	\$ 98.00	\$ 447.00	\$ 220.00
ALB			\$ 603.00	\$ 72.00	\$ 508.00	\$ (254.00)	\$ 540.00	\$ 133.00	\$ 447.00	\$ 112.00	\$ 501.00	\$ 166.00
YUL			\$ 602.00	\$ 73.00	\$ 592.00	\$ (338.00)	\$ 600.00	\$ 73.00	\$ 535.00	\$ 24.00	\$ 494.00	\$ 173.00
BTV	Newark, NJ	EWR	\$ 172.00		\$ 162.00		\$ 127.00		\$ 207.00		\$ 433.00	
MHT			\$ 427.00	\$ (255.00)	\$ 213.00	\$ (51.00)	\$ 290.00	\$ (163.00)	\$ 210.00	\$ (3.00)	\$ 477.00	\$ (44.00)
ALB			\$ 383.00	\$ (211.00)	\$ 342.00	\$ (180.00)	\$ 363.00	\$ (236.00)	\$ 428.00	\$ (221.00)	\$ 496.00	\$ (63.00)
YUL			\$ 292.00	\$ (120.00)	\$ 324.00	\$ (162.00)	\$ 217.00	\$ (90.00)	\$ 253.00	\$ (46.00)	\$ 375.00	\$ 58.00
BTV	Atlanta, GA	ATL	\$ 487.00		\$ 487.00		\$ 529.00		\$ 585.00		\$ 603.00	
MHT			\$ 537.00	\$ (50.00)	\$ 267.00	\$ 220.00	\$ 407.00	\$ 122.00	\$ 367.00	\$ 218.00	\$ 522.00	\$ 81.00
ALB			\$ 531.00	\$ (44.00)	\$ 335.00	\$ 152.00	\$ 516.00	\$ 13.00	\$ 497.00	\$ 88.00	\$ 451.00	\$ 152.00
YUL			\$ 520.00	\$ (33.00)	\$ 450.00	\$ 37.00	\$ 478.00	\$ 51.00	\$ 520.00	\$ 65.00	\$ 414.00	\$ 189.00
BTV	Sando/Sanford,	SFB										
MHT			\$ -		\$ -			\$ -		\$ -		\$ -
ALB			\$ -		\$ -			\$ -		\$ -		\$ -
YUL			\$ -		\$ -			\$ -		\$ -		\$ -
BTV	Fort Lauderdale	FLL	\$ 314.00		\$ 303.00		\$ 294.00		\$ 320.00		\$ 518.00	
MHT			\$ 248.00	\$ 66.00	\$ 251.00	\$ 52.00	\$ 278.00	\$ 16.00	\$ 322.00	\$ (2.00)	\$ 459.00	\$ 59.00
ALB			\$ 196.00	\$ 118.00	\$ 177.00	\$ 126.00	\$ 166.00	\$ 128.00	\$ 316.00	\$ 4.00	\$ 781.00	\$ (263.00)
YUL			\$ 291.00	\$ 23.00	\$ 292.00	\$ 11.00	\$ 253.00	\$ 41.00	\$ 327.00	\$ (7.00)	\$ 237.00	\$ 281.00
BTV	Denver, CO	DEN	\$ 426.00		\$ 365.00		\$ 349.00		\$ 446.00		\$ 476.00	
MHT			\$ 366.00	\$ 60.00	\$ 312.00	\$ 53.00	\$ 386.00	\$ (37.00)	\$ 370.00	\$ 76.00	\$ 582.00	\$ (106.00)
ALB			\$ 378.00	\$ 48.00	\$ 394.00	\$ (29.00)	\$ 256.00	\$ 93.00	\$ 335.00	\$ 111.00	\$ 542.00	\$ (66.00)
YUL			\$ 441.00	\$ (15.00)	\$ 424.00	\$ (59.00)	\$ 395.00	\$ (46.00)	\$ 488.00	\$ (42.00)	\$ 433.00	\$ 43.00
BTV	Los Angeles, CA	LAX	\$ 474.00		\$ 423.00		\$ 370.00		\$ 576.00		\$ 542.00	
MHT			\$ 475.00	\$ (1.00)	\$ 282.00	\$ 141.00	\$ 366.00	\$ 4.00	\$ 487.00	\$ 89.00	\$ 554.00	\$ (12.00)
ALB			\$ 475.00	\$ (1.00)	\$ 423.00	\$ -	\$ 414.00	\$ (44.00)	\$ 515.00	\$ 61.00	\$ 623.00	\$ (81.00)
YUL			\$ 461.00	\$ 13.00	\$ 514.00	\$ (91.00)	\$ 525.00	\$ (155.00)	\$ 504.00	\$ 72.00	\$ 453.00	\$ 89.00
BTV	Charlotte, NC	CLT	\$ 270.00		\$ 321.00		\$ 426.00		\$ 466.00		\$ 396.00	
MHT			\$ 269.00	\$ 1.00	\$ 279.00	\$ 42.00	\$ 228.00	\$ 198.00	\$ 243.00	\$ 223.00	\$ 427.00	\$ (31.00)
ALB			\$ 283.00	\$ (13.00)	\$ 283.00	\$ 38.00	\$ 352.00	\$ 74.00	\$ 382.00	\$ 84.00	\$ 520.00	\$ (124.00)
YUL			\$ 452.00	\$ (182.00)	\$ 371.00	\$ (50.00)	\$ 389.00	\$ 37.00	\$ 301.00	\$ 165.00	\$ 399.00	\$ (3.00)
Cumulative Average Difference				\$ (7.44)		\$ (14.20)		\$ (6.44)		\$ 33.64		\$ (12.27)
MHT Average Difference			MHT	\$ (12.00)	MHT	\$ 26.73	MHT	\$ 6.80	MHT	\$ 58.07	MHT	\$ (47.40)
ALB Average Difference			ALB	\$ (8.60)	ALB	\$ (32.87)	ALB	\$ (8.93)	ALB	\$ (11.33)	ALB	\$ (97.40)
YUL Average Difference			YUL	\$ (1.73)	YUL	\$ (36.47)	YUL	\$ (17.20)	YUL	\$ 54.20	YUL	\$ 108.00

True Cost Calculator Based on \$50,00 Income

Date Completed			10/7/2016	1/16-1/21	11/15/2016	2/13-2/18	1/13/2017	3/13-3/18	2/15/2017	4/17-4/22
FROM:	TO Destination:	Code	\$	Difference	\$	Difference	\$	Difference	\$	Difference
BTV	Washington, D.C. National	DCA	\$ 395.76		\$ 279.68		\$ 279.64		\$ 506.02	
BOS			\$ 743.22	\$ (347.46)	\$ 683.26	\$ (403.58)	\$ 733.26	\$ (453.62)	\$ 1,038.13	\$ (532.11)
MHT			\$ 651.84	\$ (256.08)	\$ 627.78	\$ (348.10)	\$ 627.82	\$ (348.18)	\$ 876.71	\$ (370.69)
BTV	Baltimore, MD	BWI	\$ 537.76		\$ 420.68		\$ 420.64		\$ 510.02	
BOS			\$ 673.22	\$ (135.46)	\$ 663.26	\$ (242.58)	\$ 683.26	\$ (262.62)	\$ 722.13	\$ (212.11)
MHT			\$ 744.84	\$ (207.08)	\$ 644.78	\$ (224.10)	\$ 644.82	\$ (224.18)	\$ 1,187.71	\$ (677.69)
BTV	Washington Dulles, VA	IAD	\$ 299.76		\$ 369.68		\$ 369.64		\$ 416.02	
BOS			\$ 723.22	\$ (423.46)	\$ 673.26	\$ (303.58)	\$ 745.26	\$ (375.62)	\$ 1,101.13	\$ (685.11)
MHT			\$ 764.84	\$ (465.08)	\$ 746.78	\$ (377.10)	\$ 746.82	\$ (377.18)	\$ 1,073.71	\$ (657.69)
BTV	Las Vegas, NV	LAS	\$ 499.76		\$ 372.68		\$ 372.64		\$ 592.02	
BOS			\$ 803.22	\$ (303.46)	\$ 909.26	\$ (536.58)	\$ 929.26	\$ (556.62)	\$ 1,049.13	\$ (457.11)
MHT			\$ 797.84	\$ (298.08)	\$ 851.78	\$ (479.10)	\$ 851.82	\$ (479.18)	\$ 906.71	\$ (314.69)
BTV	Chicago, IL	ORD	\$ 454.76		\$ 509.68		\$ 420.64		\$ 721.02	
BOS			\$ 703.22	\$ (248.46)	\$ 698.26	\$ (188.58)	\$ 758.26	\$ (337.62)	\$ 1,102.13	\$ (381.11)
MHT			\$ 603.84	\$ (149.08)	\$ 733.78	\$ (224.10)	\$ 851.52	\$ (430.88)	\$ 945.71	\$ (224.69)
BTV	JFK, NY	JFK	\$ 214.76		\$ 256.68		\$ 266.64		\$ 424.02	
BOS			\$ 733.22	\$ (518.46)	\$ 683.26	\$ (426.58)	\$ 749.26	\$ (482.62)	\$ 924.13	\$ (500.11)
MHT			\$ 770.84	\$ (556.08)	\$ 821.78	\$ (565.10)	\$ 821.82	\$ (555.18)	\$ 1,070.71	\$ (646.69)
BTV	LaGuardia, NY	LGA	\$ 199.76		\$ 215.68		\$ 220.64		\$ 428.02	
BOS			\$ 683.22	\$ (483.46)	\$ 683.26	\$ (467.58)	\$ 683.26	\$ (462.62)	\$ 793.13	\$ (365.11)
MHT			\$ 637.84	\$ (438.08)	\$ 682.78	\$ (467.10)	\$ 682.82	\$ (462.18)	\$ 819.71	\$ (391.69)
BTV	Detroit, MI	DTW	\$ 590.76		\$ 740.68		\$ 745.64		\$ 739.02	
BOS			\$ 770.22	\$ (179.46)	\$ 749.26	\$ (8.58)	\$ 739.26	\$ 6.38	\$ 808.13	\$ (69.11)
MHT			\$ 784.84	\$ (194.08)	\$ 767.78	\$ (27.10)	\$ 767.82	\$ (22.18)	\$ 862.71	\$ (123.69)
BTV	Newark, NJ	EWR	\$ 234.76		\$ 199.69		\$ 745.64		\$ 505.02	
BOS			\$ 714.22	\$ (479.46)	\$ 683.26	\$ (483.57)	\$ 739.26	\$ 6.38	\$ 787.13	\$ (282.11)
MHT			\$ 629.84	\$ (395.08)	\$ 706.78	\$ (507.09)	\$ 767.82	\$ (22.18)	\$ 892.71	\$ (387.69)
BTV	Atlanta, GA	ATL	\$ 559.76		\$ 601.68		\$ 601.64		\$ 675.02	
BOS			\$ 719.22	\$ (159.46)	\$ 719.26	\$ (117.58)	\$ 725.26	\$ (123.62)	\$ 903.13	\$ (228.11)
MHT			\$ 683.84	\$ (124.08)	\$ 823.78	\$ (222.10)	\$ 823.82	\$ (222.18)	\$ 937.71	\$ (262.69)
BTV	Fort Lauderdale, FL	FLL	\$ 375.76		\$ 351.68		\$ 366.64		\$ 590.02	
BOS			\$ 793.22	\$ (417.46)	\$ 751.26	\$ (399.58)	\$ 786.26	\$ (419.62)	\$ 899.13	\$ (309.11)
MHT			\$ 667.84	\$ (292.08)	\$ 694.78	\$ (343.10)	\$ 694.82	\$ (328.18)	\$ 874.71	\$ (284.69)
BTV	Denver, CO	DEN	\$ 437.76		\$ 421.68		\$ 421.64		\$ 551.02	
BOS			\$ 928.22	\$ (490.46)	\$ 813.26	\$ (391.58)	\$ 907.26	\$ (485.62)	\$ 1,084.13	\$ (533.11)
MHT			\$ 728.84	\$ (291.08)	\$ 802.78	\$ (381.10)	\$ 802.82	\$ (381.18)	\$ 997.71	\$ (446.69)
BTV	Los Angeles, CA	LAX	\$ 495.76		\$ 442.68		\$ 442.64		\$ 614.02	
BOS			\$ 873.22	\$ (377.46)	\$ 883.26	\$ (440.58)	\$ 945.26	\$ (502.62)	\$ 1,002.13	\$ (388.11)
MHT			\$ 644.84	\$ (149.08)	\$ 782.78	\$ (340.10)	\$ 782.82	\$ (340.18)	\$ 969.71	\$ (355.69)
BTV	Charlotte, NC	CLT	\$ 393.76		\$ 498.68		\$ 498.64		\$ 468.02	
BOS			\$ 759.22	\$ (365.46)	\$ 701.26	\$ (202.58)	\$ 810.26	\$ (311.62)	\$ 907.13	\$ (439.11)
MHT			\$ 695.84	\$ (302.08)	\$ 644.78	\$ (146.10)	\$ 644.82	\$ (146.18)	\$ 842.71	\$ (374.69)
Cumulative Average Difference				\$ (322.27)		\$ (342.92)		\$ (332.43)		\$ (387.98)
BOS Average Difference				BOS \$ (352.10)		BOS \$ (329.51)		BOS \$ (340.12)		BOS \$ (384.40)
MHT Average Difference				MHT \$ (294.08)		MHT \$ (332.24)		MHT \$ (309.94)		MHT \$ (394.26)

Burlington International Airport – Commission Status List

Commission Meeting - February 21, 2017

- Provide statistics on the number of inquiries received in the last six months by the Chamber of Commerce and find out the Chamber's perception of its value add to the airport.

Commission Meeting - January 17, 2017

-Airport Taxi RFP

-Airport Garage Hardware/Software RFP