

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS**

1200 Airport Drive, South Burlington, Vermont
Conference Room #3
Friday October 14, 2016 12:00pm

1. CALL TO ORDER
2. AGENDA
3. CONSENT AGENDA
 - 3.1 Approval of Minutes: September 12, 2016
4. PUBLIC FORUM
5. FINANCIAL PACKAGE (Documents/Verbal - M. Friedman)
6. ACTION NEEDED:
 - 6.1 Professional Services Agreement – Grants Administration Services
 - 6.2 PARCS System Consultant
7. COMMUNICATION/DISCUSSION:
 - 7.1 Airport Property Update (Donahue and Associates)
 - 7.2 Construction Update Report (Document/Verbal - A. Hanaway)
 - 7.3 Marketing Update (Document/Verbal - S. Losier)
 - 7.4 Fare Comparisons With New Cost Estimate Presentation (Document/Website)
 - 7.5 Dynamic Planning Tool (Impacts on Additional Service) (Website)
8. DIRECTOR'S REPORT (Verbal)
9. COMMISSIONERS' ITEMS
 - 9.1 Sound Mitigation Efforts
10. ADJOURNMENT-Tentative: Next Meeting-Monday, November 14, 3:00 pm, Conference Room 1

**BURLINGTON INTERNATIONAL AIRPORT
BOARD OF AIRPORT COMMISSIONERS
MINUTES OF MEETING
September 12, 2016**

DRAFT

MEMBERS PRESENT: Jeff Munger (Chairman)
Bill Keogh
Alan Newman
Pat Nowak
Jeff Schulman [left 4:29 PM]

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

OTHERS PRESENT: Erin Desautels, Vermont Small Business Acceleration
Tim McCole, Heritage Aviation

1.0 CALL TO ORDER

Chairman Jeff Munger called the meeting to order at 3:07 PM on September 12, 2016.

2.0 AGENDA

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the agenda with the addition of a report on the information services RFP as Item 8.4. VOTING: unanimous (5-0); motion carried.

3.0 CONSENT AGENDA

3.1 Approval of Minutes: August 15, 2016

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve the consent agenda including the minutes of August 15, 2016 as presented. VOTING: unanimous (5-0); motion carried.

4.0 PUBLIC FORUM

None.

5.0 FINANCIAL PACKAGE

Marie Friedman highlighted:

- Revenues were higher in July.
- The airline agreement is close to being finalized and billing will be done retroactively. The Trend Analysis does not reflect landing fee revenue and the debt service ratio was not calculated because revenue figures are still coming in.
- Garage revenue was lower in July, but slightly higher in August.
- Staff is preparing for the auditor in mid-October. It is anticipated the airport will be in good standing.

There was discussion of parking revenue. Marie Friedman explained all costs are now entered (personnel, hardware, etc.). The airport is paying a \$50,000 management fee to Burlington Public Works to help with the transition of the garage to airport operations. DPW is providing a manager on call and scheduling. The RFP is due 9/19/16 at DPW for a consultant to do an RFP for hardware and software for the garage. Staff will forward the RFP for the consultant to the Airport Commission.

MOTION by Bill Keogh, SECOND by Alan Newman, to accept the financial package and place the information on file. VOTING: unanimous (5-0); motion carried.

6.0 ACTION NEEDED

6.1 Approve/Recommend Grant Offer for Airport Acquisitions

MOTION by Bill Keogh, SECOND by Alan Newman, to approve and recommend to the Board of Finance and City Council for approval the adoption of the resolution for the grant offer for airport acquisitions.

DISCUSSION: Staff reported the following:

- **The grant is \$14 million. The project is \$15.5 million. The airport wants to end the home purchase project for noise mitigation, but the FAA feels all the houses within the 65 DNL should be purchased (approximately 900 houses). The airport is not in favor of doing this, recognizing the tax base for South Burlington and the need for housing.**
- **The \$14 million grant will be used for 39 properties within the 73 DNL which is the former DNL (the line was extended due to the terrain and the FAA saying the houses within the area cannot be insulated for noise mitigation). Of these properties so far 13 owners want to sell. The airport does not want to buy the properties, but is obligated to make the offer. The owners have a year to make a decision. Certified letters will be sent and each property owner within the program jurisdiction will be contacted directly.**
- **The airport will finish the home buy program per FAA directive and then go to the noise insulation program.**
- **Through Phase 2 of the program if a house does not qualify for purchase through the FAA program then the airport can purchase the house, insulate it to make it a compatible use with the noise, and then resell.**

Bill Keogh stressed being very clear in explaining the program to the homeowners to avoid the airport being accused of going back on its word.

There were no further comments.

VOTING: unanimous (5-0); motion carried.

6.2 Approve/Recommend Grant Offer for Noise Compatibility Program Study

MOTION by Bill Keogh, SECOND by Pat Nowak, to approve and recommend to the Board of Finance and City Council for approval the memo and resolution on the grant offer for the Noise Compatibility Program Study.

DISCUSSION: Nic Longo explained the resolution covers the planning process for the insulation program and then the airport can apply for the grant. The project cost is \$450,000. The grant is \$405,000. FAA approval is needed before implementing the program. The program is offered to property owners directly with the intention to mitigate noise impacts. Burlington is the #1 program in New England for noise mitigation so the potential to receive the grant is high. Alan Newman asked if people have the option to either sell or insulate their house. Nic Longo said the insulation program is not yet in place so the only option presently is to sell. Also, not every house will qualify for the insulation program. People within the acquisition line want to sell and move. Jeff Schulman asked how the program will roll out. Nic Longo said with this program the FAA awards the grant before any appraisals or sales contracts are done. The grant is based on the estimated cost of the project. Once the grant is approved the contracts will be put in place. There were no further comments.

VOTING: unanimous (5-0); motion carried.

7.0 FOR CONSIDERATION

7.1 Airport Commissioners' Policy File – 2nd Draft

Bill Keogh reported work on the policy file continues. A final draft should be available at the next meeting. Nic Longo added there will be a copy of the procedure rules in each commissioner's notebook.

There was mention of designating the meeting room by name in the policy. Nic Longo explained the Open Meeting Law requires the agenda, date, time, and location (specific room) for the meeting be advertised. A change in venue must be published as well. The information is posted in three public locations in the city, in the local newspaper, and on the website.

Alan Newman mentioned reconsidering the meeting time of 3 PM to generate more community involvement. Bill Keogh said a special meeting can be held to address the convenience of the public if there is an item of public interest. It was noted often the business conducted at the Airport Commission meetings must be complete for approval at the Board of Finance or City Council meetings that follow.

8.0 COMMUNICATION/DISCUSSION

8.1 Construction Update

Amanda Hanaway-Corrente reported:

- Mobilization began August 29th to upgrade the existing system that treats storm water and glycol runoff. The work should be complete by November 27th weather permitting and with no delays.
- The car rental facility project is on hold due to the issue of the underground tanks which must be addressed by the tank owner. Talks are moving slowly.

- The \$4 million grant for the apron rehab project is anticipated, but not yet received. The project will have to be postponed until next year at this point.
- Next year's projects include extension of Taxiway Bravo for the approach to Runway 109 and alignment of Taxiway Gulf with Taxiway Kilo. The two projects are a combined \$30 million and will take two years to complete.
- VANG will be rehabbing their taxiways and apron over the next two years. Taxiway demolition will begin later this year.

8.2 Marketing Update

Erin Knapp reported on events at the airport:

- The jet pull fundraiser for the American Cancer Society (research) was successful and raised over \$20,000. The airport will host the event again next year. Upcoming events include Girl Scouts Cookies and Cocktails and Rock, Paper, Scissors Tournament. The Mayor, Burlington Free Press, and local celebrities will be judges. There will be a silent action, bar, and food.
- Champlain College has finalized the graphics for flight display and will have an unveiling. Airport Commission is invited.
- New video advertisement will be in story form in partner with Hotel Vermont. The story is a couple from Montreal staying at Hotel Vermont and flying out of Burlington Airport.

Gene Richards mentioned the following:

- The Perrywinkle ad on the escalator provides \$700 per month in revenue to the airport.
- Staff is working with the Burlington Free Press to modernize (digital screens) and clean up the kiosk.
- An RFP is being done to look at opportunities that generate revenue for the airport.
- Gravity the Elephant is on leave for a semester at Champlain College. Staff is seeking art pieces to fill in the empty space.
- Erin Knapp has taking a position in Boston and will be leaving the airport.

Alan Newman suggested a sign informing people of what is available post-TSA would be helpful to travelers. Gene Richards noted there will be kiosks with touch screens providing information. Erin Knapp said staff has been discussing options for signs with the marketing director for Skinny Pancake.

8.3 Fare Comparisons

Nic Longo said comparisons to other airports will eventually be posted on the BTV website. Social media will be used as well.

8.4 Information Services RFP Report

Gene Richards reported staff is still reviewing the three responses to the RFP that were received (Vermont Chamber, Lake Champlain Regional Chamber, and an individual from Maine), but none are impressive. Further thought is needed on the direction the airport wants to take.

9.0 AVIATION DIRECTOR'S REPORT

Gene Richards reported:

- The noise committee will hold the first meeting on 9/14/16 at the airport. Twenty three people are invited including residents, staff and elected officials from South Burlington, businesses, Air and Army Guard, FAA, FBO, consultants, airport staff, and legal counsel. It is anticipated the committee will hold quarterly meetings. The purpose of the meeting is to educate people on the noise mitigation process and resources available. Recommendations will be made once the proposal is in (about 18 months from now). All meetings are open to the public. Information from the meetings and the program will be posted on the website.
- American Airlines will begin a new service mid-December direct to LaGuardia. This is in addition to the Delta flight to the same location. Charlotte, NC flights will increase to two per day beginning mid-December. The work of the air service consultant, Sixel, is yielding results in securing additional air service. Sixel also designed the widget on the website that shows the cost difference (travel time, parking, etc.) to flying out of Burlington versus another airport, such as Manchester, NH. [Staff will provide revenues figures on the impact of adding additional flights (i.e. concessions, parking, leases, etc.)]
- Negotiation of the airline lease is complete.
- RFP for janitorial service is due October 3rd. Selection is October 31st.
- Discussions have been held with BJ Wholesale about renting space on the south end of the airport and with hotel people about two potential locations. Donahue & Associates is handling airport properties. A report will be provided at the next meeting.
- Airport Maintenance has been preparing the airport for the yearly FAA certification.

10.0 AIRPORT COMMISSIONERS' ITEMS

Bill Keogh asked about drones at the airport. Kelly Colling explained per the Part 107 law hobby operators of drones within five miles of the airport must contact the airport and the tower when they are operating. Irresponsible use of drones can be reported to the Flight Standards Office. Commercial operation of drones must secure permission to operate from Air Traffic Control. The FAA considers drones an aircraft so people cannot “shoot them down” even if the drones are operating in private air space. The recommended level of operation is 400’ or less. Commercial operations can secure a waiver to operate at a higher altitude.

Pat Nowak mentioned the disappointing internet connection at the Charlotte, NC airport and complimented Burlington Airport on its internet service. Ms. Nowak also mentioned the terrible signage inside the terminal at the Denver Airport. Gene Richards said the airport has BTV fiber and Comcast fiber with 980 outlets so there is speed and capacity.

11.0 ADJOURNMENT

Next meeting is October 14, 2016 at Noon.

With no further business and without objection the meeting was adjourned at 4:35 PM.

RScty: MERiordan

City of Burlington
BURLINGTON INTERNATIONAL
AIRPORT
AUGUST 2016

FINANCIAL STATEMENTS





Table of Contents

- Profit and Loss Statement 2
- Two Year Trend Analysis 4
- Debt Coverage Ratio..... 5
- Accounts Receivable – AIP Projects 6
- Cash and Investments..... 7

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



Budget Performance Report

Fiscal Year to Date 08/31/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	YTD Encumbrances	FY 2017 YTD Transactions	Remaining Balance	% used/ Rec'd
Fund 400 - Airport								
REVENUE								
4247	Fees and Permits	112,100.00	.00	112,100.00	.00	7,065.00	105,035.00	6
4267	Utility Reimbursement	46,967.00	.00	46,967.00	.00	6,577.76	40,389.24	14
4275	Rent & Lease	.00	.00	.00	.00	.00	.00	+++
4295	Parking Fees	5,400,000.00	.00	5,400,000.00	.00	804,755.02	4,595,244.98	15
4297	CFC's	1,210,000.00	.00	1,210,000.00	.00	243,164.00	966,836.00	20
4345	Advertising Revenues	125,000.00	.00	125,000.00	.00	25,295.00	99,705.00	20
4390	Concessions	250,000.00	.00	250,000.00	.00	26,335.26	223,664.74	11
4440	Taxi Fees	94,125.00	.00	94,125.00	.00	50,333.00	43,792.00	53
4445	Terminal Rent - Exclusive	1,262,593.00	.00	1,262,593.00	.00	205,081.61	1,057,511.39	16
4450	Terminal Rent - Commonuse	1,625,206.00	.00	1,625,206.00	.00	127,832.68	1,497,373.32	8
4455	Terminal Concessions Airport	548,800.00	.00	548,800.00	.00	130,163.00	418,637.00	24
4460	Rental Car Concessions	1,952,565.00	.00	1,952,565.00	.00	557,364.00	1,395,201.00	29
4465	Rent Grounds	393,118.00	.00	393,118.00	.00	61,931.84	331,186.16	16
4467	Rents _ Grounds Heritage	861,444.00	.00	861,444.00	.00	.00	861,444.00	0
4470	Rent Buildings	252,926.00	.00	252,926.00	.00	208,832.74	44,093.26	83
4471	Building Rents - Heritage	.00	.00	.00	.00	.00	.00	+++
4475	Landing Fees	1,899,210.00	.00	1,899,210.00	.00	160,576.38	1,738,633.62	8
4480	PFC Revenue	2,400,000.00	.00	2,400,000.00	.00	175,698.20	2,224,301.80	7
4500	Airport Apron Fees	.00	.00	.00	.00	.00	.00	+++
4505	Terminal Non Airline	583,300.00	.00	583,300.00	.00	98,791.84	484,508.16	17
4535	Misc Rev	3,000.00	.00	3,000.00	.00	.00	3,000.00	0
4600	Fees For Services	.00	.00	.00	.00	1,149.00	(1,149.00)	+++
4700	Interest / Investment Income	8,500.00	.00	8,500.00	.00	3,530.19	4,969.81	42
4702	Interest Income PFC	4,000.00	.00	4,000.00	.00	788.06	3,211.94	20
4703	Restricted Interest Income	.00	.00	.00	.00	2,669.88	(2,669.88)	+++
4705	Unrealized Gain/Loss-Invest	.00	.00	.00	.00	(19,270.80)	19,270.80	+++
4750	Gain/Loss On Asset	.00	.00	.00	.00	.00	.00	+++
4825	Interdepartmental	.00	.00	.00	.00	31.33	(31.33)	+++
4850	Cash Over	.00	.00	.00	.00	220.75	(220.75)	+++
4900	Participant Charges	.00	.00	.00	.00	.00	.00	+++
4925	Proceeds	.00	.00	.00	.00	.00	.00	+++
4961	Property Tax Reimbursement - Airport	208,000.00	.00	208,000.00	.00	.00	208,000.00	0
REVENUE TOTALS		\$19,240,854.00	\$0.00	\$19,240,854.00	\$0.00	\$2,878,915.74	16,361,938.26	15%
EXPENSE								
5000	Salaries and Wages	2,505,000.00	.00	2,505,000.00	.00	314,627.62	2,190,372.38	13%
5100	Overtime	257,000.00	.00	257,000.00	.00	41,119.70	215,880.30	16%
5200	Other Personal Service	184,300.00	.00	184,300.00	.00	18,881.18	165,418.82	10%
5400	Employee Benefits	1,246,217.00	.00	1,246,217.00	22,707.99	78,079.00	1,145,430.01	6%
6000	Office Supplies	17,000.00	.00	17,000.00	285.68	1,084.37	15,629.95	6%
6005	Postage	2,000.00	.00	2,000.00	4.86	541.24	1,453.90	27%
6007	Shipping and Moving	6,000.00	.00	6,000.00	.00	189.14	5,810.86	3%
6010	Computer Equipment	14,500.00	.00	14,500.00	819.00	.00	13,681.00	0%
6015	Computer Software	8,200.00	.00	8,200.00	.00	.00	8,200.00	0%
6017	Computer Licensing and Maint.	47,900.00	.00	47,900.00	2,000.00	31,612.10	14,287.90	66%
6020	Office Equipment	5,000.00	.00	5,000.00	.00	377.83	4,622.17	8%
6025	Furnishings	5,000.00	.00	5,000.00	.00	.00	5,000.00	0%
6200	Medical Fees And Supplies	4,000.00	.00	4,000.00	110.00	.00	3,890.00	0%
6202	Printing/Copying/Paper Mgt	12,500.00	.00	12,500.00	2,044.00	2,044.00	8,412.00	16%
6203	Dues/Subscriptions	81,525.00	.00	81,525.00	12,920.79	31,270.21	37,334.00	38%



Budget Performance Report

Fiscal Year to Date 08/31/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	YTD Encumbrances	FY 2017 YTD Transactions	Remaining Balance	% used/ Rec'd
6205	Cash Short	.00	.00	.00	.00	840.57	(840.57)	+++
6206	Custodian Supplies	75,500.00	.00	75,500.00	.00	8,337.11	67,162.89	11%
6208	Special Supplies	13,000.00	.00	13,000.00	920.15	506.65	11,573.20	4%
6210	Small Tools and Equipment	18,500.00	.00	18,500.00	332.96	207.61	17,959.43	1%
6211	Specialized Equipment	.00	.00	.00	.00	.00	.00	+++
6212	Fuel	125,000.00	.00	125,000.00	.00	1,934.68	123,065.32	2%
6214	Clothing And Uniforms	7,500.00	.00	7,500.00	.00	246.50	7,253.50	3%
6215	Uniform Laundering	20,000.00	.00	20,000.00	5,420.20	1,579.80	13,000.00	8%
6216	Oil & Grease & Antifreeze	18,000.00	.00	18,000.00	59.52	.00	17,940.48	0%
6222	Runway De-Ice	175,000.00	.00	175,000.00	.00	.00	175,000.00	0%
6300	Repair & Maintenance	580,500.00	.00	580,500.00	48,171.00	28,607.73	503,721.27	5%
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	2,489.11	167,305.65	1,269,305.24	12%
6500	Professional and Consultant Services	1,285,000.00	.00	1,285,000.00	46,264.95	68,949.43	1,169,785.62	5%
6530	Rentals	10,000.00	.00	10,000.00	.00	.00	10,000.00	0%
6600	Maintenance Contracts	265,000.00	.00	265,000.00	79,454.21	28,921.90	156,623.89	11%
6605	Radio Maintenance	15,000.00	.00	15,000.00	4,340.00	880.00	9,780.00	6%
6610	Custodial Contracts	698,000.00	.00	698,000.00	423.02	110,365.47	587,211.51	16%
6615	Property Repairs	130,000.00	.00	130,000.00	(19,200.00)	.00	149,200.00	0%
6620	Contractual Vehicle Repair	10,000.00	.00	10,000.00	.00	450.00	9,550.00	5%
6625	Equipment Maintenance Repairs	125,000.00	.00	125,000.00	16,593.67	7,873.53	100,532.80	6%
6700	Travel & Training	73,000.00	.00	73,000.00	.00	11,625.73	61,374.27	16%
6800	Fees for Services	37,000.00	.00	37,000.00	100.00	.00	36,900.00	0%
7000	Bad Debt Expense	2,000.00	.00	2,000.00	.00	.00	2,000.00	0%
7002	Interest Expense	.00	.00	.00	.00	.00	.00	+++
7004	Interest Expense - Restricted	10,000.00	.00	10,000.00	.00	.00	10,000.00	0%
7200	Capital Leases	358,000.00	.00	358,000.00	.00	.00	358,000.00	0%
7230	Insurance	245,350.00	.00	245,350.00	.00	82,842.73	162,507.27	34%
7303	Regulatory and Bank Fees	122,000.00	.00	122,000.00	.00	594.18	121,405.82	0%
7312	Real Estate Taxes	1,651,100.00	.00	1,651,100.00	949,103.62	285,140.00	225,397.16	17%
8005	Vehicle/Equipment Repairs	.00	.00	.00	.00	.00	.00	+++
8015	Indirect Fees	358,675.00	.00	358,675.00	.00	.00	358,675.00	0%
8016	Risk Management	.00	.00	.00	.00	.00	.00	+++
8017	Indirect Fees - City Attorney	36,123.00	.00	36,123.00	.00	.00	36,123.00	0%
8018	Management Fee - Parking Garge	50,000.00	.00	50,000.00	.00	8,333.33	41,666.67	17%
8035	FAA - Airport Security	.00	.00	.00	.00	.00	.00	+++
8095	Interest On Pooled Cash	12,000.00	.00	12,000.00	.00	292.45	11,707.55	2%
8135	Airport Security To Police	1,130,052.00	.00	1,130,052.00	.00	.00	1,130,052.00	0%
OPERATING EXPENSE TOTALS		\$13,494,542.00	\$0.00	\$13,494,542.00	\$1,175,364.73	\$1,335,661.66	\$10,792,056.61	10%

OPERATING PROFIT

\$1,543,254.08



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



FY	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
2016	56,798	119,970	176,569	238,695	287,001	335,160	380,129	451,028	498,731	546,233	596,124	644,576
2017	64,827	130,163	130,163	130,163	130,163	130,163	130,163	130,163	130,163	130,163	130,163	130,163
2016	240,324	552,535	748,836	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	218,412	557,364	557,364	557,364	557,364	557,364	557,364	557,364	557,364	557,364	557,364	557,364
2016	149,347	300,822	447,804	601,990	735,405	871,127	1,002,428	1,133,393	1,270,187	1,392,703	1,518,523	1,671,291
2017	160,576	160,576	160,576	160,576	160,576	160,576	160,576	160,576	160,576	160,576	160,576	160,576
2016	410,392	824,622	1,240,664	1,747,264	2,211,974	2,590,059	3,010,401	3,473,751	3,998,643	4,525,478	4,999,154	5,408,940
2017	390,960	804,755	804,755	804,755	804,755	804,755	804,755	804,755	804,755	804,755	804,755	804,755
2016	160,052	312,196	444,132	591,724	666,660	736,308	807,060	877,000	948,264	1,022,596	1,121,116	1,245,260
2017	146,112	243,164	243,164	243,164	243,164	243,164	243,164	243,164	243,164	243,164	243,164	243,164
2016 Total	\$ 1,016,913	\$ 2,110,146	\$ 3,057,996	\$ 4,157,010	\$ 5,026,014	\$ 5,805,853	\$ 6,621,466	\$ 7,504,721	\$ 8,433,659	\$ 9,313,354	\$ 10,211,248	\$ 11,150,370
2017 Total	\$ 980,887	\$ 1,896,022	\$ 1,896,022	\$ 1,896,022	\$ 1,896,022	\$ 1,896,022	\$ 1,896,022	\$ 1,896,022	\$ 1,896,022	\$ 1,896,022	\$ 1,896,022	\$ 1,896,022

Monthly Revenue Comparison

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
2017	64,827	65,336											130,163
2016	240,324	312,211	196,291	228,511	147,637	148,236	148,248	148,102	148,285	108,510	149,987	203,972	2,180,303
2017	218,412	338,952											557,364
2016	149,347	151,476	146,982	154,185	133,415	135,722	131,301	130,965	136,794	122,516	125,820	152,768	1,671,291
2017	160,576												160,576
2016	410,392	414,230	416,042	506,600	464,710	378,085	420,342	463,350	524,892	526,835	473,676	409,786	5,408,940
2017	390,960	413,795											804,755
2016	160,052	152,144	131,936	147,592	74,936	69,648	70,752	69,940	71,264	74,332	98,520	124,144	1,245,260
2017	146,112	97,052											243,164
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	\$ 915,135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,896,022



Burlington International Airport
Fiscal Year 2017
 Debt Coverage Score

DESCRIPTION	July	August
Total Revenue	1,452,203	2,878,916
Less: PFC Revenue	0	(175,698)
Less: PFC Interest Income	(368)	(788)
Total Net Revenue	1,451,835	2,702,430
Operating Expenses	804,033	1,335,662
Total Net Operating Income	637,418	1,366,768
+ PFC available for Debt Service	98,022	196,044
Funds Available for Debt Service	735,440	1,562,812
* + Debt Principal & Interest Payments	304,162	608,323
Debt Service Coverage Score - Methodology #1	2.42	2.57
Apply 125% PFC Revenue towards debt	24,506	49,011
Funds Available for Debt Service	759,946	1,611,823
Debt Service Coverage Score - Methodology #2	2.50	2.65
Fiscal Year 2016		
Debt Coverage Score		
Debt Service Coverage Score - Methodology #1	2.84	2.90
Debt Service Coverage Score - Methodology #2	2.92	2.98



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



NW FUND	AIP #	PROJECT DESCRIPTION	A/R BALANCE 06/30/16	TOTAL PROJECT EXPENSES FY 2017	GRANT %	% OF PROJECT EXPENSES FY 2017	REIMBURSE- MENTS FY 2017	A/R BALANCE 09/30/16
								-
403	109	LAND ACQUISITION 17	-	47	96%	45	-	45
407	88	LAND 2011B	57,607	1,352	98%	1,324.96	-	58,932
409	81	LAND 2010 PROPERTIES	78,188		98%	-	-	78,188
413	110	NCP STUDY UPDATE 2016						
426	78	LAND 2010 NOISE	3,693		98%	-	(1,991)	1,702
430	91	PART 150 NEM UPDATE	3,343		96%	-	-	3,343
432	92	LAND 2012 NOISE	73,619	248,599	96%	238,655.04	-	312,274
433	94	LAND 2012 B NOISE	32,436	16,302	96%	15,650	-	48,086
436	97	DESIGN UPDATE SECURITY	63,841		96%	-	-	63,841
438	99	CARGO APRON REHAB - PHASE 2	761		96%	-	-	761
439	100	AIR CARRIER APRON PHASE 1	33,328		96%	-	-	33,328
440	101	SECURITY SYSTEM UPDATE	178,256	127	96%	122	-	178,378
442	105	LAND ACQUISITION FY 15	215,165	19,769	96%	18,978	(202,130)	32,013
443	106	GLYCOL PROJECT	258,142	27	96%	26	-	258,168
444	103	AIR CARRIER APRON PHASE II	213,088	968	96%	929	-	214,017
445	104	TAXIWAY K CONSTRUCTION	815,220	917,723	96%	881,014	(1,487,125)	209,109
446	108	LAND ACQUISITION 2016	14,664	802,331	96%	770,238	-	784,902
447		TAXIWAY ALPHA CONSTRUCTION	88,349	17,292	96%	16,600	-	104,949
448		TAXIWAY GULF CONSTRUCTION	130,796	42,087	96%	40,404	-	171,200
449	107	AIR CARRIER APRON PHASE 3	61,862	10,336	96%	9,923	-	71,785
			-			-	-	-
TOTALS			2,322,358	\$ 2,076,960		\$ 1,993,909	\$ (1,691,246)	\$ 2,625,021

Burlington International Airport

Cash and Investments

September 30, 2016

<u>Account</u>	<u>Account Description</u>	<u>Balance</u>
1000_400	Bank Account Airport	246,596
1000_415	Bank Account Airport - Prepaid Cash Acct TD	488,099
1000_420	Bank Account CFC	3,407,155
1000_474	Cash Restricted Burl Arpt 2014 A Debt Serv. Res	1,444,601
1050_400	Cash Restricted Air Debt Service Fund	977,976
1050_420	Cash Restricted Escrows - Airport PFC TD Bank	3,095,746
1050_425	Cash Restricted Escrows - Airport - Op Maint Res	3,296,831
1050_430	Cash Restricted Esc - Airport Res Acct - TD Bank	216,383
1050_487	Cash Restricted Airport Debt Service Res. 2012 A	1,666,850
1050_488	Cash Restricted Airport Debt Service Res. 2012 B	655,148
1050_496	Cash Restricted AIP Deposit Keybank	134,686
Total Cash and Investments		<u><u>15,630,071</u></u>
1100_999	(Due To) / Due From Pooled Cash	<u><u>(302,353)</u></u>

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
PASSERO ASSOCIATES
AND
BURLINGTON INTERNATIONAL AIRPORT
CITY OF BURLINGTON**

GRANTS ADMINISTRATION SERVICES

PROJECT: GRANTS ADMINISTRATION SERVICES

THIS AGREEMENT is by and between Passero Associates, Engineering, Architecture & Surveying, D.P.C. (dba Passero Associates), having an address at 112 State Street, Suite 1000, Albany, New York 12207 (hereinafter referred to as the "CONSULTANT") and BURLINGTON INTERNATIONAL AIRPORT having an address at 1200 Airport Drive South Burlington, VT 05403 (hereinafter referred to as the "CLIENT").

1. ASSIGNMENT

CLIENT wishes to retain CONSULTANT to provide professional engineering advice, consultation and services as described below in consideration of the CLIENT'S payment for said services in the manner set forth below.

2. BASIC SERVICES OF CONSULTANT

CONSULTANT shall provide the services described in Schedule "A" (Grants Administration Services) attached as part of this Agreement.

3. CLIENT'S RESPONSIBILITIES

CLIENT shall do the following in a timely manner as not to delay the services of CONSULTANT.

- 3.1 Furnish to CONSULTANT, as required for performance of CONSULTANT's basic services, all data prepared by or services of others including, without limitation, borings, probings and subsurface explorations, hydrographic surveys, laboratory tests, inspections of samples, materials and equipment, including appropriate professional interpretations of the foregoing, environmental assessment and impact statements, property instrument surveys, boundary surveys, any easements and right-of-way, topographic and utility surveys, any property survey descriptions that an updated abstract of title may show, an updated abstract of title, zoning, and other land use permit or restrictions, all of which CONSULTANT may use and rely upon in performing services under this Agreement.
- 3.2 Designate in writing a person to act as CLIENT'S representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define CLIENT'S policies and decisions with respect to CONSULTANT'S services for the project. Said representative shall provide needed information and make necessary decisions in a timely manner.
- 3.3 CLIENT shall grant or obtain free access to the site for CONSULTANT'S personnel and equipment to perform work set forth in this Agreement. CLIENT shall notify any and all possessors of the parcel that CONSULTANT has been given such rights.

4. PERIOD OF SERVICE

CLIENT agrees that the signing of this Agreement represents authorization for CONSULTANT to start performing services hereunder, and CONSULTANT shall start performing services within a reasonable period of time after receipt of the signed Agreement, unless CLIENT requests in writing CONSULTANT not proceed with services until a specified date.

5. PAYMENT

- 5.1 The estimated professional fees for the services to be rendered as described within this Agreement is set forth in Schedule "B". CLIENT shall pay CONSULTANT for all services and reimbursable expenses under this Agreement.
- 5.2 Invoices for services and reimbursable expenses shall be submitted, at the CONSULTANT'S option, either upon completion of the services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. A service charge of 1.5% (or the legal rate) per month will be applied to the unpaid balance after 30 days. In addition, if payment is not received within 60 days, the CONSULTANT has the right to stop work, and the CLIENT shall indemnify and hold harmless the CONSULTANT against all damages resulting from such stoppage. The CLIENT agrees to pay all costs of collection attributed to late payment, including reasonable attorneys' fees. Retainers shall be credited on the final invoice.
- 5.3 In the event there is a change in scope, complexity, character, or duration of the work to be performed by CONSULTANT as set forth in this Agreement, CONSULTANT shall notify CLIENT and obtain approval to provide additional services, and CLIENT shall provide additional compensation to CONSULTANT for such additional services, as agreed to by CLIENT and CONSULTANT.

6. ENTIRE AGREEMENT

This Agreement, consisting of these two (2) pages, and the inclusion Attachments A – C (Attachment A: Passero Work Order 16-01 – Schedule A Scope of Work and Schedule B Monthly Consultant Services Fees and Costs. Attachment B: Contract Terms and Conditions. Attachment C: Livable Wage Certification and the July 1, 2015 Livable Wage Notice.) and of all schedules referred to herein, constitutes the entire Agreement between CLIENT and CONSULTANT and supersedes all prior written or oral understandings between the parties in respect to the subject matter of this contract. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written agreement or notification as set forth in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the _____ day of _____ 20 ____.

CONSULTANT

PASSERO ASSOCIATES

By: _____
(Signature)

Name: Andrew M. Holesko

Title: Vice President

Date: _____

CLIENT

CITY OF BURLINGTON

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

Attachment A – Passero Work Order 16-01:
Schedule A: Scope of Work and
Schedule B: Monthly Consultant Services Fees and Costs

City of Burlington



Burlington International Airport (BTV)

Grants Administration Services for 2016-2017
(from 10/1/16 through 9/30/17)

By
Passero Associates, LLC

Work Order 16-01

Work Order 16-01
Grants Administration Services for 2016-2017 for Burlington International Airport (BTV)
Burlington International Airport, South Burlington, VT

PASSERO ASSOCIATES, LLC (Passero or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Burlington (City or Client), dated _____, all of which terms and conditions are incorporated herein by reference:

Project Location: Burlington International Airport, South Burlington, VT.

Project Description: Passero will assist the Client with grants administration and capital improvement planning for the Burlington International Airport for the 12 month period beginning on 10/1/16 through 9/30/17.

Scope of Basic Services: Assist in aspects of grants administration including, but not limited to, preparation and submission of pre-applications and final applications, recurring CIP development and maintenance, quarterly reporting, final grant close out document submission, LOC transfers (See Attachment A: Scope of Work).

Scope of Special Services: None.

Client Manager / Project Coordinator: Amanda Hanaway-Corrente, P.E., Director of Engineering & Environmental Compliance

PA Program Manager: Andrew Holesko, CM, Vice President

PA Project Manager: Dave Taillon, P.E.

Basic Services Compensation and Method of Payment: Not-to-Exceed:\$ 4,000.00/month

Total Project Cost: Not-to-Exceed: \$ 48,000.00/year

Schedule: As presented and assigned by the Client.

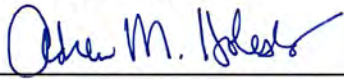
Meetings: As requested and assigned by the Client.

Deliverables:

1. Pre-applications and final applications.
2. Capital Improvement Plan.
3. Quarterly Reports.
4. LOC Documentation and transfer support.
5. Final Grant Close-out Documentation.

"Consultant"


Passero Associates, LLC

BY: 

Andrew Holesko
Typed Name

Title: Vice President

ATTEST:

BY: 

David Taillon
Name, Title

Date: 8/30/16

"Client"

City of Burlington

BY: _____

Typed Name

Title: _____

ATTEST:

BY: _____

Name, Title

Date: _____

Schedule A: Scope of Work - Work Order 16-01

I. PROJECT DESCRIPTION

Passero will assist the Client with grants administration and capital improvement planning for the Burlington International Airport for the 12 month period beginning on 10/1//16 through 9/30/17.

Note: It is understood that the tasks included in this Work Order are intended to become reimbursable costs under the FAA's Airport Improvement Program. Each monthly invoice will be prepared with a specific, project-related reference to assist with future grant-related invoicing.

II. BASIC SERVICES

The CONSULTANT will assist the SPONSOR throughout the duration of this contract. CONSULTANT will act as liaison for the SPONSOR with the FAA and the State of Vermont. Contract and grants administration shall include the following items of work:

1. Prepare Federal programming and grant application packages, coordinate execution by SPONSOR and submission to the FAA.
2. Assist the SPONSOR in managing its Federal and State of Vermont grant reimbursement and reporting requirements.
3. Assist the SPONSOR with executing and accepting the State of Vermont matching grant (if applicable).
4. Monitor progress of grant funding and advise the SPONSOR of any problems therein.
5. Assist the SPONSOR with ongoing CIP development and maintenance.
6. Assist the SPONSOR with quarterly reporting.
7. Assist the SPONSOR with LOC transfers.
8. Assist the SPONSOR in compiling and submitting all necessary grant/project closeout documents required by the FAA and State of Vermont.
9. Serve as liaison between the SPONSOR, the FAA and/or the State of Vermont to monitor interim submission deadlines.

Note: This Scope of Work could also apply to projects with open grants that are being designed by other consultants.

III. SPECIAL SERVICES

This Scope of Work provides no Special Services for the project.

IV. EXCLUSIONS

The following tasks are not (yet) included in this Work Order:

1. Complete Disadvantage Business Enterprise (DBE) plan creation (Note: the creation of a stand-alone DBE plan can be addressed as a separate Work Order).
2. Creation of final project close-out documentation and related updating that is normally addressed by the Project Manager (either internal or consultant) of Planning, Design and Construction.

V. OTHER CONSIDERATIONS

1. Additional Services that may be required during the life of the project, shall be performed, as agreed upon by the City and Consultant, and as approved, in writing, by the City, with concurrence from FAA, as applicable, prior to such services being rendered or performed.
2. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from archives. Passero shall have the right to rely on this data and Passero is not responsible for data that is not provided for in the course of this Agreement.

END OF SCOPE OF WORK

Schedule B
Passero Associates, LLC
Monthly Consultant Services Fees and Costs

Project Tasks	Employee Classifications						Direct Salary Task Totals	
	Principal (or) Program-Mgr	Project Manager	Project Eng/Insp	Gr/Contract Admin.	Designer	Eng/Arch		Planner
Contract and Grants Administration Services including:	4	4	8	12			4	\$ 1,132.00
Prepare Federal programming and grant application packages, coordinate execution by SPONSOR and submission to the FAA.								
Assist the SPONSOR in managing its Federal and State of Vermont grant reimbursement and reporting requirements.								
Assist the SPONSOR with executing and accepting the State of Vermont matching grant (if applicable).								
Monitor progress of grant funding and advise the SPONSOR of any problems therein.								
Assist the SPONSOR with ongoing CIP development and maintenance.								
Assist the SPONSOR with quarterly reporting.								
Assist the SPONSOR with LOC transfers.								
Assist the SPONSOR in compiling and submitting all necessary grant/project closeout documents required by the FAA and State of Vermont.								
Serve as liaison between the SPONSOR, the FAA and/or the State of Vermont to monitor interim submission deadlines.								
Total Hours:	4	4	8	12	0	0	4	32
Hourly Rate (2016):	\$ 70.00	\$ 55.00	\$ 39.00	\$ 20.00	\$ 24.25	\$ 29.50	\$ 39.00	\$ 20.00
Direct Salary Cost:	\$ 280.00	\$ 220.00	\$ 312.00	\$ 240.00	\$ -	\$ -	\$ -	\$ 80.00
								\$ 1,132.00

Direct Non-salary Expenses:	
Travel: Number of Trips	1
Travel: Mileage per Trip	300
Travel: Cost per Mile	\$ 0.54
Total Travel Costs:	\$ 162.00
Per Diem: Number of Days	0
Per Diem Rate	\$ -
Total Per Diem Costs:	\$ -
Admin Expense (Repro / Mailing)	\$ 100.00
Specialty/Outside Services - (N/A)	\$ -
Miscellaneous Expenses	\$ -
Total Direct Non-salary Expenses	\$ 262.00

Summary	
Total Hours:	32
Total Direct Salary Costs:	\$ 1,132.00
Overhead (% of Direct Labor Costs):	186%
Total Labor Cost:	\$ 3,258.58
Fixed Fee (% of Total Labor Costs):	15%
Subtotal:	\$ 3,747.36
Total Direct Non-salary Expenses:	\$ 262.00
Total (Labor, OH, Fixed Fee & Expenses):	\$ 4,009.36
	SAY: \$ 4,000.00 PER MONTH

Attachment B – Contract Terms and Conditions

Attachment B: City of Burlington Contract Provisions

1. INDEMNIFICATION

The Contractor will act in an independent capacity and not as officers or employees of the Municipality. The Contractor shall indemnify, defend and hold harmless the Municipality and its officers and employees from liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the Contractor's acts and/or omissions in the performance of this contract. The Municipality is responsible for its own actions. The Contractor is not obligated to indemnify the Municipality or its officers, agents and employees for any liability of the Municipality, its officers, agents and employees attributable to its, or their own, negligent acts, errors or omissions.

In the event the Municipality, its officers, agents or employees are notified of any claims asserted against it or them to which this Indemnification clause may apply, the Municipality or its officers, agents and employees shall immediately thereafter notify the Contractor in writing that a claim to which the Indemnification Agreement may apply has been filed.

2. INSURANCE

2.1 GENERAL: Prior to beginning any work the Contractor shall obtain the following insurance coverage from an insurance company registered and licensed to do business in the State of Vermont and having an A.M. Best insurance rating of at least A-, financial size category VII or greater (www.ambest.com). The certificate of insurance coverage shall be documented on forms acceptable to the Municipality. Evidence of compliance with minimum limits and coverages, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the Municipality, must be received prior to the effective date of the Agreement. The insurance policies shall provide that insurance coverage cannot be canceled or revised without thirty (30) days prior notice to the Municipality. In the event that this Contract extends to greater than one year, evidence of continuing coverage must be submitted to the Municipality on an annual basis. Certified copies of any insurance policies may be required. Each policy (with the exception of workers compensation) shall name the CITY as an additional insured for the possible liabilities resulting from the Contractor's actions or omissions. It is agreed that the liability insurance furnished by the Contractor is primary and non-contributory for all the additional insureds.

The Contractor is responsible to verify and confirm in writing to the CITY that:

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

Attachment B: City of Burlington Contract Provisions

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

2.2 GENERAL LIABILITY AND PROPERTY DAMAGE:

(a) With respect to all operations performed by the Contractor, subcontractors, agents or workers, it is the Contractor's responsibility to insure that general liability insurance coverage provides all major divisions of coverage including, but not limited to:

1. Premises Operations
2. Independent Contractors' Protective
3. Products and Completed Operations
4. Personal Injury Liability
5. Contractual Liability
6. Broad Form Property Damage
7. Medical Expenses
8. Collapse, Underground and Explosion Hazards

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

1. General Aggregate	\$2,000,000
2. Products-Completed/Operations Aggregate	\$2,000,000
3. Personal & Advertising Injury	\$1,000,000
4. Each Occurrence	\$1,000,000
5. Fire Damage (Any one fire)	\$ 250,000
6. Med. Expense (Any one	\$ 5,000

2.3 WORKERS' COMPENSATION: With respect to all operations performed, the Contractor shall carry workers compensation insurance in accordance with the laws of the State of Vermont and ensure that all subcontractors and subcontractors carry the same workers' compensation insurance for all work performed by them under this contract. Minimum limits for Employer's Liability:

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

2.4 PROFESSIONAL LIABILITY INSURANCE:

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

\$3,000,000 - Annual Aggregate
\$1,000,000 - Per Occurrence

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

Attachment B: City of Burlington Contract Provisions

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

2.5 VALUABLE PAPERS INSURANCE: The Contractor shall carry valuable papers insurance in a form and amount sufficient to ensure the restoration or replacement of any plans, drawings, field notes, or other data relating to the work, whether supplied by the Municipality or developed by the Contractor, subcontractor, worker or agent, in the event of loss, impairment or destruction of these documents. Such coverage shall remain in force until the final plans, and all related materials, have been delivered by the Contractor to, and accepted by, the Municipality.

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

Valuable Papers	\$10,000
Electronic Data Media	\$10,000

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

UMBRELLA LIABILITY:

\$1,000,000 Each Event Limit
\$1,000,000 General Aggregate Limit

3. COMPLIANCE WITH LAWS

3.1 GENERAL COMPLIANCE WITH LAWS: The Contractor shall comply with all applicable Federal, State and local laws, including but not limited to the Burlington Livable Wage Ordinance and the Non-outsourcing Ordinance and shall provide the required certifications attesting to compliance with these ordinances (see attached ordinances and certifications).

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

3.2 ENVIRONMENTAL REGULATIONS: Any Contract in excess of one hundred thousand dollars shall comply with all applicable standards, orders or requirements issued under Section

Attachment B: City of Burlington Contract Provisions

306 of the Clean Air Act (42 U.S.C. ' 1857(h)), Section 508 of the Clean Air Act (33 U.S.C. ' 1368), Executive Order 11738, and Environmental Protection Municipality regulation (40 CFR Part 15), that prohibit the use, under non-exempt Federal Contracts, grants or loans, of facilities included on the EPA list of Violating Facilities. The provisions require reporting of violations to the grantor, Municipality and to the USEPA Assistant Administrator for Enforcement (EN-329).

3.3 CIVIL RIGHTS and EQUAL EMPLOYMENT OPPORTUNITY: During performance of the Agreement, the Contractor will not discriminate against any employee or applicant for employment because of race, age, color, religion, sex, national origin, physical disability or veteran status.

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

3.4 DEBARMENT CERTIFICATION: When signing a Contract in excess of twenty five thousand dollars, the Contractor certifies under the penalty of perjury as directed by Federal laws (48 CFR 52.209-5), that, except as noted in the Agreement, the Contractor or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of federal funds:

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

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

Exceptions shall be noted in the Contract: _____

Attachment B: City of Burlington Contract Provisions

3.5 LOBBYING: For any Agreement exceeding one hundred thousand dollars, the Contractor certifies by signing the Agreement, that to the best of their knowledge and belief on behalf of their signature:

- (a) No Federal appropriated funds have been paid or will be paid by or to any person influencing or attempting to influence an officer or employee of a government agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, renewal, amendment or modification of any Federal Contract grant, loan or cooperative Agreement.
- (b) They will complete and submit, in accordance with its instructions, Standard Form-LLL "Disclosure Form to Report Lobbying", if any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of a government agency or a Member of Congress in connection with the Federal Agreement, grant loan, or cooperative Agreement.
- (c) They shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

3.6 CHILD SUPPORT PAYMENTS: By signing the Contract the Contractor certifies, as of the date of signing the Agreement, that they are (a) not under an obligation to pay child support; or (b) is under such an obligation and is in good standing with respect to that obligation; or (c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan. If the Contractor is a sole proprietorship, the Contractor's statement applies only to the proprietor. If the Contractor is a partnership, the Contractor's statement applies to all general partners with a permanent residence in Vermont. If the Contractor is a corporation, this provision does not apply.

Attachment B: City of Burlington Contract Provisions

3.7 TAX REQUIREMENTS: By signing the Agreement, the Contractor certifies, as required by law under 32 VSA, Section 3113, that under the pains and penalties of perjury, he/she is in good standing with respect to payment, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date of signature on the Agreement.

3.8 ENERGY CONSERVATION: The Contractor shall recognize mandatory standards and policies relating to energy efficiency that are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act P.L. 94-165.

4. CONTRACTUAL AGREEMENTS

4.1 REGISTRATION: The Contractor agrees to be registered with the Vermont Secretary of State's office as a corporation doing business in the State of Vermont at all times this contract is effective. This registration must be complete prior to contract execution.

4.2 ADMINISTRATION REQUIREMENTS: By signing the Agreement the Contractor agrees to comply with the following provisions and certifies that he/she or they are in compliance with the provisions of 49 CFR ' 18.36 Procurement (i) Contract Provisions with principal reference to the following:

- (a) Copeland "Anti-Kickback" Act. For any Federal-Aid Contracts or subcontracts for construction or repair, the Contractor agrees to comply with the Copeland "Anti-Kickback" Act, 18 U.S.C. ' 874, as supplemented by Department of Labor Regulations, 29 CFR ' 3.
- (b) Davis-Bacon Act. For any Federal-Aid construction contracts in excess of \$2,000, the Contractor agrees to comply with the Davis-Bacon Act 40 U.S.C. " 276a to a-7, as supplemented by Department of Labor Regulations, 29 CFR ' 5.
- (c) Work Hours. For any Federal-Aid construction contracts in excess of \$ 2,000, or in excess of \$ 2,500 for other contracts involving employment of mechanics or laborers, the Contractor agrees to comply with the Contract Working Hours and Safety Standards Act, 40 U.S.C. " 327-330, as annexed by Department of Labor Regulations, 29 CFR □ 5.
- (d) Proprietary Rights. The parties under the Agreement hereby mutually agree that, if patentable discoveries or inventions should result from work performed under the Agreement, all rights accruing from such discoveries or inventions shall be the sole property of the Contractor. The Contractor, however, agrees to and does hereby grant to the Municipality, the State of Vermont and the United States Government an irrevocable, nonexclusive, non-transferable, and royalty-free license to practice each invention in the manufacture, use, and disposition, according to law, of any article or material or use of method that may be developed, as a part of the work under the Agreement.
- (e) Publications. All data, EDM, valuable papers and documents produced under the terms of the Agreement, shall become the property of the Municipality. The Contractor agrees

Attachment B: City of Burlington Contract Provisions

to allow access to all data, EDM, valuable papers and documents at all times. The Contractor shall not copyright any material originating under the Agreement without prior written approval of the Municipality.

4.3 PERSONNEL REQUIREMENTS AND CONDITIONS: A Contractor shall employ only qualified personnel, for responsible authority to supervise the work. The Municipality shall have the right to approve or disapprove key personnel assigned to administer activities related to the Agreement.

Except with the approval of the Municipality, during the life of the Agreement, the Contractor shall not employ:

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

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

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

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

The services of the Contractor, to be performed under the Agreement, are personal and shall not be transferred without written authorization of the Municipality and, when applicable, approved by the State of Vermont and FHWA. Any authorized subagreements, exceeding ten thousand

Attachment B: City of Burlington Contract Provisions

dollars in cost, shall contain all of the same provisions specified for and attached to the original Agreement with the Municipality.

4.5 BEGINNING AND COMPLETION OF WORK: The Contractor agrees to begin performance of services, specified in the Agreement, in accordance with the terms of the Agreement, as arranged in negotiations with the Municipality, or within ten (10) days of the date of written notice to begin work by the Municipality, and to complete the contracted services by the completion dates specified in the Agreement.

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

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

4.7 OWNERSHIP OF THE WORK: The Contractor agrees that the ownership of all studies, data sheets, survey notes, subsoil information, drawings, tracings, estimates, specifications, proposals, diagrams, calculations, EDM and other material prepared or collected by the Contractors, hereafter referred to as "instruments of professional service", shall become the property of the Municipality as they are prepared and/or developed during execution of the Agreement.

The Contractor shall surrender to the Municipality upon demand or submit for inspection at any time any instruments of professional service that have been collected, undertaken or completed by the Contractor pursuant to the Agreement. Upon completion of the work, in full, these instruments of professional service will be appropriately endorsed by the Contractor and turned over to the Municipality.

Data and publication rights to any instruments of service produced under this agreement are reserved to the Municipality and shall not be copyrighted by the Contractor at any time without written approval of the Municipality. No publications or publicity of the work, in part or in total, shall be made without the agreement of the Municipality, except that Contractors may in general terms use previously developed instruments of professional service to describe its abilities for a project in promotional materials.

4.8 RECORDS RETENTION: The Contractor agrees to retain, in company files, all books, documents, EDM, valuable papers, accounting records, and other evidence, pertaining to costs incurred for work performed under the Agreement, for a period of at least three (3) years after the final "date of acceptance" by the Municipality, unless otherwise notified by the Municipality. The Contractor further agrees that the Municipality, the State of Vermont, FHWA or other authorized representatives of the Federal Government, shall have access to all the above information for the purpose of review and audit during the Agreement period and anytime within

Attachment B: City of Burlington Contract Provisions

the aforementioned retention period. Copies of all the above referenced information shall be provided to the Municipality if requested.

4.9 APPEARANCES:

- (a) Hearings and Conferences. The Contractor shall provide professional services required by the Municipality and necessary for furtherance of any work covered under the Agreement. Professional services shall include appropriate representation at design conferences, public gatherings and hearings, and appearances before any legislative body, commission, board, or court, to justify, explain and defend its contractual services covered under the Agreement.

The Contractor shall perform any liaison that the Municipality deems necessary for the furtherance of the work and participate in conferences with the Municipality, at any reasonable time, concerning interpretation and evaluation of all aspects covered under the Agreement.

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

- (b) Appearance as Witness. If and when required by the Municipality, a Contractor, or an appropriate representative, shall prepare and appear for any litigation concerning any relevant project or related Agreement, on behalf of the Municipality. The Contractor shall be equitably paid for such services and for any reasonable expenses incurred in relation thereto, in accordance with the Contract document.

4.10 CHANGES AND AMENDMENTS: No changes or amendments of the Agreement shall be effective unless documented in writing and signed by authorized representatives of the Municipality and the Contractor.

4.11 APPENDICES: The Municipality may attach, to these specifications, appendices containing various forms and typical sample sheets for guidance and assistance to the Contractor in the performance of the work. It is understood, however, that such forms and samples may be modified, altered, and augmented from time to time by the Municipality as occasions may require. It is the responsibility of the Contractor to ensure that they have the latest versions applicable to the Agreement.

4.12 EXTENSION OF TIME: The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by the Contractor for delays or hindrances, from any cause whatsoever, during the progress of any portion of services specified in the Agreement. Such delays or hindrances, if any, may be compensated for by an extension of time for such reasonable period as the Municipality may decide. Time extensions shall be granted by amendment, only for excusable delays, such as delays beyond the control of the Contractor and without the fault or negligence of the Contractor.

Attachment B: City of Burlington Contract Provisions

4.13 SETTLEMENTS OF MISUNDERSTANDINGS: In order to prevent misunderstandings and litigation, it is mutually agreed by all parties that the selectboard and/or city council shall act as referee on all questions arising under the terms of an Agreement and that the decision of this governing body in such cases shall be binding upon both parties.

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

4.14 FAILURE TO COMPLY WITH TIME SCHEDULE: It is mutually understood and agreed to, that neither party hereto shall be held responsible for delay in performing the work encompassed herein, when such delay is due to unforeseeable causes such as acts of God, or a public enemy, fire, strikes, floods, or legal acts of public authorities. In the event that any such causes for delay are of such magnitude as to prevent the complete performance of the Agreement within two (2) years of the originally scheduled completion date, either party may by written notice request to amend or terminate the Agreement.

4.15 MUNICIPALITY'S OPTION TO TERMINATE: The Agreement may be terminated in accordance with the following provisions:

- (a) Breach of Contract. Administrative remedies - the Municipality reserves the right to terminate a Contract for breach of Contract agreements. Termination for breach of Contract will be without further compensation to the Contractor.
- (b) Termination for Cause. The Municipality reserves the right, upon written notice to the Contractor, to terminate the Agreement, as of a date to be specified by the Municipality, if the Contractor fails to complete the designated work to the satisfaction of the Municipality, within the time schedule agreed upon. The Contractor shall be compensated on the basis of the work performed and accepted by the Municipality at the date of final acceptance of the Agreement.
- (c) Termination for Convenience. In addition to its rights and options to terminate an Agreement as provided herein, the Municipality may, at any time prior to completion of services specified under an Agreement, terminate the Agreement by submitting written notice to a Contractor, within not less than fifteen (15) days prior to the effective date, via certified or registered mail, of its intention to do so. If the termination is for the Municipality's convenience, payment to the Contractor will be made promptly for the amount of any fees earned to the date of the notice of termination, less any payments previously made. However, if a notice of termination is given to a Contractor prior to completion of twenty (20) percent of the estimated services, as set forth in the approved Work Schedule and Progress Report, the Contractor will be reimbursed for that portion of any reasonable and necessary expenses incurred to date of the notice of termination, that are in excess of the amount earned under its approved fee to the date of said termination. Such requests for reimbursement shall be supported with factual data and

Attachment B: City of Burlington Contract Provisions

shall be subject to the Municipality's approval. The Contractor shall make no claim for additional compensation against the Municipality by reason of such termination.

5. OPERATIONAL STANDARDS

5.1 RESPONSIBILITY FOR SUPERVISION: The Contractor shall assume primary responsibility for general supervision of Contractor employees and his/her or their subcontractors for all work performed under the Contract and shall be solely responsible for all procedures, methods of analysis, interpretation, conclusions and contents of work performed under the Agreement.

5.2 INDEPENDENCE: The Contractor shall act in an independent capacity and not as officers or employees of the Municipality.

5.3 WORK SCHEDULE AND PROGRESS REPORT: Prior to initiating any work, the Contractor shall prepare, and submit to the Municipality, a general work schedule showing how the Contractor will complete the various phases of work in order to meet the completion date in the contract. The Municipality will use this general work schedule to monitor the Contractor.

During the life of the Contract the Contractor will make monthly progress reports indicating the work achieved through the date of the report. The Contractor shall link the monthly progress reports to the general schedule submitted.

The report shall indicate any matters that have or are anticipated to adversely affect progress of the work. The Municipality may require the Contractor to prepare a revised work schedule, in the event that a specific progress achievement falls behind the scheduled progress by more than thirty (30) days.

5.4 UTILITIES: Whenever a facility or component of a private, public, or cooperatively-owned utility will be affected by any proposed construction, the Contractor will counsel with the Municipality, plus achieve any necessary contacts and discussions with the affected owners, regarding any requirement necessary for revisions of facilities or existing installations, both above and below ground. Any such installations must be completely and accurately exhibited on any detail sheets or plans. The Contractor shall inform the Municipality, in writing, of any such contacts and the results thereof.

5.5 PUBLIC RELATIONS: Whenever it is necessary to perform work in the field, particularly with respect to reconnaissance, the Contractor will endeavor to maintain good relations with the public and any affected property owners. Personnel employed by or representing the Contractor shall conduct themselves with propriety. The Contractor agrees to inform property owners and/or tenants, in a timely manner, if there is need for entering upon private property as an agent of the Municipality, in accordance with VSA Title 19 ' 35 and ' 503, in order to accomplish the work under the Agreement. The Contractor agrees that any work will be done with minimum damage to the land and disturbance to the owner. Upon request of the Contractor, the

Attachment B: City of Burlington Contract Provisions

Municipality shall furnish a letter of introduction to property owners soliciting their cooperation and explaining that the Contractor is acting as an agent of the Municipality.

5.6 INSPECTION OF WORK: The Municipality shall, at all times, have access to the Contractor's work for the purposes of inspection, accounting, and auditing, and the Contractor shall provide whatever access is considered necessary to accomplish such inspections. At any time, the Contractor shall permit the Municipality or representative for the Municipality the opportunity to inspect any plans, drawings, estimates, specifications, or other materials prepared or undertaken by the Contractor pursuant to execution of the Agreement.

Conferences, visits to a site, or an inspection of the work, may be held at the request of any involved party or by representatives of the Municipality, the State of Vermont or FHWA.

5.7 WRITTEN DELIVERABLES: Written deliverables, presented under terms of the Agreement, shall be on 8 1/2" by 11" paper, consecutively printed on both sides. Reports shall be bound and have a title page that identifies the name and number of the project and publication date. The report shall have a table of contents and each page shall be numbered successively. Draft reports shall be identified as such.

6. PROJECT DEVELOPMENT AND STANDARDS

6.1 PLANS RECORDS AND AVAILABLE DATA: The Municipality agrees to make available, at no charge, for the Contractor's use all available data related to the Agreement including any preliminary plans, maps, drawings, photographs, reports, traffic data, calculations, EDM, valuable papers, topographic survey, utility location plats, or any other pertinent public records.

7. ADDITIONAL TERMS AND CONDITIONS

7.1 STANDARD OF CARE: In providing services under this Agreement, the CONSULTANT shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

7.2 HIDDEN CONDITIONS: A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If the CONSULTANT has reason to believe that such a condition may exist, the CONSULTANT shall request authorization from the MUNICIPALITY to investigate such a condition. MUNICIPALITY shall pay for all costs associated with the investigation of such hidden condition. If (1) the MUNICIPALITY fails to authorize such investigation after due notification, or (2) the CONSULTANT has no reason to believe that such a condition exists, the CONSULTANT shall not be responsible for the existing condition nor any resulting damages to persons or property.

7.3 OWNERSHIP OF DOCUMENTS: CONSULTANT'S documents are instruments of service and copyright protected. Any use of these documents without consent is illegal. All documents prepared or furnished by CONSULTANT by hard copy or in electronic format are

Attachment B: City of Burlington Contract Provisions

and will remain the property of CONSULTANT (including drawings, letters, reports, specifications, investigation photos, estimates, maps, descriptions, opinions, design, etc.). CONSULTANT at its discretion has the sole right to retain, store, share or dispose of said documents. CONSULTANT has a Document Retention Policy with an expiring retention/storage period. MUNICIPALITY's interested in purchasing their records prior to destruction must do so in writing at the end of CONSULTANT's services. Said documents are not intended or represented to be suitable for reuse by MUNICIPALITY or others on any other project. CLIENT shall indemnify and hold harmless CONSULTANT, its professional associates and consultants from all claims, damages, losses and expenses, including attorney fees, arising out of or resulting from MUNICIPALITY'S illegal use of said documents.

7.4 CONSEQUENTIAL DAMAGES: Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the MUNICIPALITY or the CONSULTANT, their employees, agents, subconsultants, or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

7.5 MISCELLANEOUS

- (a) In consideration of the mutual covenants of MUNICIPALITY and CONSULTANT, and in consideration of the risks, rewards and benefits of this project, and CONSULTANT'S total fee for services, the MUNICIPALITY agrees to the fullest extent permitted by law, that CONSULTANT'S total liability in the aggregate, including that of CONSULTANT'S officers, directors, employees, agents and independent professional associates and consultants, shall be liable to MUNICIPALITY and anyone claiming by, through or under MUNICIPALITY, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to CONSULTANT'S services, the project or this Agreement, from any cause or causes whatsoever, including but not limited to negligence, errors, omissions, strict liability or breach of contract of CONSULTANT or CONSULTANT'S officers, directors, employees, agents or independent professional associates or consultants, or any of them, shall be limited to the greater of \$50,000 or the total fee paid to CONSULTANT under this Agreement.
- (b) MUNICIPALITY and CONSULTANT and their respective partners, successors, executors, administrators, assigns and legal representatives of each are bound by this Agreement to the other party to this Agreement and to the partners, successors, administrators, assigns and legal representatives or such other party in respect to all covenants, agreements and obligations of this Agreement.
- (c) Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than MUNICIPALITY and CONSULTANT.
- (d) CONSULTANT offers no implied or express warranty in any of their professional services. All warranties, including merchantability, equipment, specified products and designs, are expressly disclaimed.

**Attachment C – Livable Wage Certification and the
July 1, 2015 Livable Wage Notice**

Certification of Compliance with the City of Burlington's Livable Wage Ordinance

I, _____, on behalf of _____
(contractor/vendor/grantee) and in connection with _____ (City
contract/project/grant), hereby certify under oath that (1) as a condition of entering into
this contract or grant, I confirm that all covered employees as defined by Burlington's
Livable Wage Ordinance shall be paid a livable wage for the term of the contract as
determined and adjusted annually by the City of Burlington's Chief Administrative Officer,
(2) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the
workplace or other location where covered employees work, and (3) payroll records or
other documentation, as deemed necessary by the Chief Administrative Officer, shall be
provided within ten (10) business days from receipt of the City's request.

Dated at _____, Vermont this ___ day of _____, 20__.

By: _____
Duly Authorized Agent

Subscribed and sworn to before me: _____
Notary



Livable Wage Ordinance

****EFFECTIVE JULY 1, 2015****

Are You
Receiving
A Livable
Wage?

The Burlington Livable Wage Ordinance requires that if you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least \$13.95 an hour **if the employer offers health insurance.**

\$13.95

If you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least \$15.83 an hour **if the employer does not offer health insurance.**

\$15.83

What Are
Your Rights
Under the
Livable Wage?

All employees who work directly on a City of Burlington service contract or a subcontract may be eligible. To find out if you are covered by the Livable Wage Ordinance you may call the Office of the Chief Administrative Officer at 802/865-7000.

Are You
Eligible to
Receive The
Livable Wage?

Covered employees are required to be paid at least the above amounts. If you are covered and your employer reduces your pay, your employer shall be considered in violation. You are protected by law if you assert your rights under the Livable Wage Ordinance.

Why Report A
Livable Wage
Violation?

If your employer is required to be paying you the Livable Wage and is not, he or she may be required to pay you back wages and be subject to any other appropriate action as outlined in the Ordinance.

Employee
Earned
Income Tax
Credit

Are you raising a family and making less than \$30,000? If so, you could be eligible to receive the Earned Income Tax Credit (EITC.) You may even be eligible if your income is so low that you do not owe any taxes. The EITC can reduce your taxes or provide a cash refund. There is a federal and state EITC, so ask about both. To find out if you qualify and how to get this benefit speak to your employer's payroll clerk or call IRS at 1.800.TAX.1040.



BURLINGTON INTERNATIONAL AIRPORT

MEMO

TO: Airport Commission

FROM: Burlington International Airport Staff

DATE: October 11, 2016

SUBJECT: Approval and recommendation to the Board of Finance for a contract with Desman Design Management to provide consulting services for garage Parking Access and Revenue Control System (PARCS).

The Burlington International Airport (BTV) in cooperation with the Department of Public Works seeks City of Burlington Board of Finance approval for a contract with Desman Design Management in the amount of **\$94,685** for consulting services to develop an RFP as well as manage the installation and testing for a new PARCS hardware/software for the Airport garage and all City garages.

The current PARCS system in its current configuration, outdated, labor intensive, and does not support a wide variety of customer options for daily, weekly or monthly parking. BTV and the City jointly issued a RFP for consulting services, as well as worked together to evaluate and score each proposal. The purpose was to hire an expert to define current and future needs, create a RFP to select a new PARC system, assist the team with evaluating proposals, and provide technical services during the installation and testing phases.

Desman Design Management was the lowest bidder and met all requirements of the bidding process. BTV and DPW will be splitting the cost of this consultant. BTV Airport will be responsible for 41% of the cost, or \$38,821. DPW's portion is 59%, or \$55,864. The Consultant Services RFP is attached.

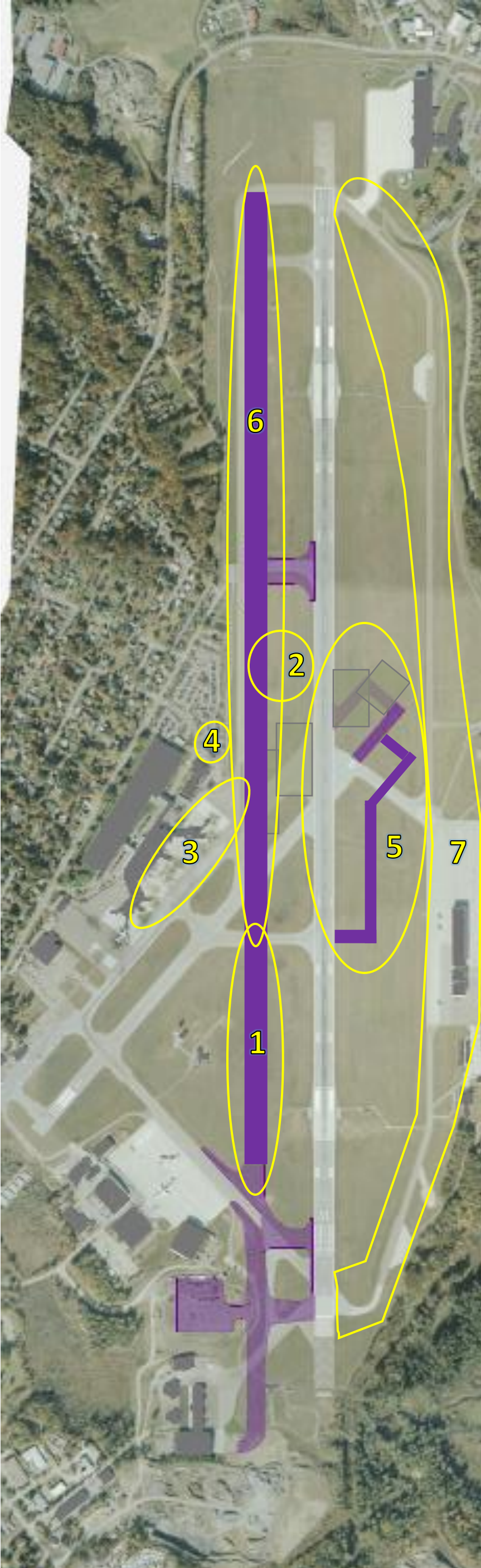
The expenditure of this contract will be from the Airport's capital projects line item.

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

Construction Update Report



Open Projects

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

Future Projects

- 2. North Glycol System Upgrades.** Our stormwater system at BTV is inspected on a regular basis. One of the recommendations that came out of those inspections was to upgrade our North Glycol System, which is currently not operating as intended. The upgrades include a new concrete holding tank and larger pipes and pumps to accommodate more treatment capacity for stormwater runoff. The project started August 29th and is considered a 90 calendar day project. We expect the work to be completed by November 27th, weather permitting. The project will require the closure of Taxiway G for 10 calendar days, which started on October 5th.
- 3. Air Carrier Apron Rehabilitation, Phases 3 - 9.** Rehabilitating the Air Carrier Apron adjacent to the Terminal Building is planned in 9 phases, with phase 2 occurring last summer. We requested funding for Phase 3 and 4 this year and FAA approved the full request! The grant offer, however, came so late in the season that we won't be able to start any work this year. Work will begin in March or April of 2017. The project was estimate to take 335 days, so we will meet over the next couple of months to discuss options to expedite the construction schedule.
- 4. Quick Turn-Around Facility.** Car Rental Companies at BTV currently utilize a car wash facility just north of the Air Traffic Control Tower to wash, fuel, and maintain their fleet of vehicles. Included in the Car Rental Company Agreement that was updated and executed in 2015 was a breakdown of how a portion of the Customer Facility Charges will be used to build a new Quick Turn-around Facility (QTA) to replace the existing, outdated car wash facility. The design of the facility is complete, and permit approvals have been obtained. The bid process will begin as soon as we have approval from BTV and the car rental companies on the construction process.
- 5. Taxiway B Extension.** The "sea of pavement" is a colloquial term that has been tossed around to label the intersection of Taxiway A and Runway 15-33, which has vast amounts of pavement. This intersection is dangerous for smaller aircrafts that essentially get lost in the "sea of pavement". FAA has asked BTV to expedite a project that will mitigate this safety concern. On August 27th, 2015, about 20 airport stakeholders, including BTV, Air Guard, FAA, Army Guard, Air Traffic Control, and the State Airports Director, attended an intensive planning session hosted by BTV to discuss design alternatives for relocating Taxiway A. Based on the discussion, we selected one alternative and made comments on the design. The planning process will continue over the next few months, and we are working very diligently to have this project ready for construction in 2017.
- 6. Taxiway G Realignment.** Realigning Taxiway G will be the final phases of the overall project to create a parallel taxiway for Runway 15-33. The first phase is Taxiway K, which is listed above in the open projects section. Taxiway G will be constructed in segments, and will likely take 2 years to complete. Construction is scheduled for 2017-2018 and we are currently working on the design and permits. The construction schedule will overlap with Taxiway B extension, so coordination between the projects is essential.
- 7. Vermont Air National Guard.** VTANG is planning to widen and reconstruct their apron, as well as Taxiways Delta and Foxtrot in 2017 and 2018. However, demolition work associated with Taxiway F could begin as soon as Fall 2016.



COMMISSION REPORT

Marketing Updates

This Month Highlights:

- Press Conference with Champlain College to showcase Flight and Graffiti.
- Hosted Live2Lead in partnership with The Burlington Free Press.
- Hosted a Rock, Paper, Scissor tournament for ANEW Place for homelessness awareness within Burlington.



True Cost Calculator:

We've incorporated a calculator into our website to be able to prove the true cost to catch those less expensive flights in Boston and Manchester.

Upcoming Events

- October 21-23—International Tourism & Travel Industry Show—Montreal, QC
- November 4—Lund Prom
- November 5—Wedding
- November 16—Alzheimer's Association Celebration

Purple Wi-Fi Top 5 Locations:

Last Month

1. Burlington, VT
2. Essex Junction, VT
3. South Burlington, VT
4. Montreal, Quebec
5. Montpelier, VT

This Month

1. Burlington, VT
2. Essex Junction, VT
3. South Burlington, VT
4. Colchester, VT
5. Barre, VT

1. Calculate Travel Costs by Entering Your Address:

2. The Number of Days You Will Park at the Airport:

3. The Round-Trip Airfare Cost from Each Airport:

Burlington

Boston

Manchester

Additional Option: Enter Your Annual Salary to Calculate Your Time Value:

Date Completed			2/11/2016	04/11-04/18	3/15/2016	05/16-05/23	4/13/2016	06/13-06/20	5/12/2016	7/18-7/23	6/14/2016	8/15-8/20	7/14/2016	9/12-9/17	8/11/2016	11/14-11/19	9/9/2016	12/12-12/17	10/7/2016	1/16-1-21
FROM:	TO Destination:	Code	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference	\$	Difference
BTV	Washington, D.C. National	DCA	\$ 283.00		\$ 289.00		\$ 299.00		\$ 369.00		\$ 365.00		\$ 234.00		\$ 207.00		\$ 307.00		\$ 207.00	
MHT			\$ 193.00	\$ 90.00	\$ 197.00	\$ 92.00	\$ 207.00	\$ 92.00	\$ 263.00	\$ 106.00	\$ 277.00	\$ 88.00	\$ 254.00	\$ (20.00)	\$ 238.00	\$ 55.00	\$ 252.00	\$ 55.00	\$ 238.00	\$ (31.00)
ALB			\$ 231.00	\$ 52.00	\$ 247.00	\$ 42.00	\$ 257.00	\$ 42.00	\$ 318.00	\$ 51.00	\$ 322.00	\$ 43.00	\$ 258.00	\$ (24.00)	\$ 211.00	\$ (4.00)	\$ 228.00	\$ 79.00	\$ 239.00	\$ (32.00)
YUL			\$ 254.00	\$ 29.00	\$ 282.00	\$ 7.00	\$ 389.00	\$ (90.00)	\$ 446.00	\$ (77.00)	\$ 327.00	\$ 38.00	\$ 297.00	\$ (63.00)	\$ 320.00	\$ (113.00)	\$ 305.00	\$ 2.00	\$ 321.00	\$ (114.00)
BTV	Baltimore, MD	BWI	\$ 396.00		\$ 411.00		\$ 432.00		\$ 466.00		\$ 432.00		\$ 432.00		\$ 438.00		\$ 338.00		\$ 465.00	
MHT			\$ 326.00	\$ 70.00	\$ 164.00	\$ 247.00	\$ 280.00	\$ 152.00	\$ 456.00	\$ 10.00	\$ 392.00	\$ 40.00	\$ 283.00	\$ 149.00	\$ 345.00	\$ 93.00	\$ 387.00	\$ (49.00)	\$ 328.00	\$ 137.00
ALB			\$ 325.00	\$ 71.00	\$ 240.00	\$ 171.00	\$ 301.00	\$ 131.00	\$ 294.00	\$ 172.00	\$ 309.00	\$ 123.00	\$ 268.00	\$ 164.00	\$ 346.00	\$ 92.00	\$ 283.00	\$ 55.00	\$ 305.00	\$ 160.00
YUL			\$ 297.00	\$ 99.00	\$ 306.00	\$ 105.00	\$ 318.00	\$ 114.00	\$ 334.00	\$ 132.00	\$ 343.00	\$ 89.00	\$ 321.00	\$ 111.00	\$ 346.00	\$ 92.00	\$ 269.00	\$ 69.00	\$ 317.00	\$ 148.00
BTV	Washington Dulles, VA	IAD	\$ 218.00		\$ 253.00		\$ 299.00		\$ 500.00		\$ 417.00		\$ 234.00		\$ 212.00		\$ 287.00		\$ 227.00	
MHT			\$ 206.00	\$ 12.00	\$ 239.00	\$ 14.00	\$ 330.00	\$ (31.00)	\$ 520.00	\$ (20.00)	\$ 496.00	\$ (79.00)	\$ 330.00	\$ (96.00)	\$ 260.00	\$ (48.00)	\$ 320.00	\$ (33.00)	\$ 348.00	\$ (121.00)
ALB			\$ 239.00	\$ (21.00)	\$ 231.00	\$ 22.00	\$ 241.00	\$ 58.00	\$ 297.00	\$ 203.00	\$ 365.00	\$ 52.00	\$ 326.00	\$ (92.00)	\$ 248.00	\$ (36.00)	\$ 289.00	\$ (2.00)	\$ 203.00	\$ 24.00
YUL			\$ 215.00	\$ 3.00	\$ 248.00	\$ 5.00	\$ 265.00	\$ 34.00	\$ 321.00	\$ 179.00	\$ 416.00	\$ 1.00	\$ 294.00	\$ (60.00)	\$ 254.00	\$ (42.00)	\$ 305.00	\$ (18.00)	\$ 254.00	\$ (27.00)
BTV	Las Vegas, NV	LAS	\$ 372.00		\$ 413.00		\$ 408.00		\$ 482.00		\$ 466.00		\$ 392.00		\$ 475.00		\$ 390.00		\$ 427.00	
MHT			\$ 354.00	\$ 18.00	\$ 339.00	\$ 74.00	\$ 441.00	\$ (33.00)	\$ 427.00	\$ 55.00	\$ 434.00	\$ 32.00	\$ 407.00	\$ (15.00)	\$ 356.00	\$ 119.00	\$ 368.00	\$ 22.00	\$ 381.00	\$ 46.00
ALB			\$ 352.00	\$ 20.00	\$ 438.00	\$ (25.00)	\$ 457.00	\$ (49.00)	\$ 530.00	\$ (48.00)	\$ 519.00	\$ (53.00)	\$ 407.00	\$ (15.00)	\$ 439.00	\$ 36.00	\$ 378.00	\$ 12.00	\$ 421.00	\$ 6.00
YUL			\$ 306.00	\$ 66.00	\$ 349.00	\$ 64.00	\$ 358.00	\$ 50.00	\$ 400.00	\$ 82.00	\$ 370.00	\$ 96.00	\$ 361.00	\$ 31.00	\$ 373.00	\$ 102.00	\$ 358.00	\$ 32.00	\$ 388.00	\$ 39.00
BTV	Chicago, IL	ORD	\$ 377.00		\$ 283.00		\$ 463.00		\$ 438.00		\$ 444.00		\$ 312.00		\$ 440.00		\$ 502.00		\$ 382.00	
MHT			\$ 200.00	\$ 177.00	\$ 238.00	\$ 45.00	\$ 265.00	\$ 198.00	\$ 354.00	\$ 84.00	\$ 387.00	\$ 57.00	\$ 263.00	\$ 49.00	\$ 280.00	\$ 160.00	\$ 393.00	\$ 109.00	\$ 187.00	\$ 195.00
ALB			\$ 349.00	\$ 28.00	\$ 349.00	\$ (66.00)	\$ 358.00	\$ 105.00	\$ 409.00	\$ 29.00	\$ 405.00	\$ 39.00	\$ 339.00	\$ (27.00)	\$ 307.00	\$ 133.00	\$ 339.00	\$ 163.00	\$ 401.00	\$ (19.00)
YUL			\$ 350.00	\$ 27.00	\$ 237.00	\$ 46.00	\$ 383.00	\$ 80.00	\$ 339.00	\$ 99.00	\$ 404.00	\$ 40.00	\$ 279.00	\$ 33.00	\$ 267.00	\$ 173.00	\$ 257.00	\$ 245.00	\$ 232.00	\$ 150.00
BTV	JFK, NY	JFK	\$ 127.00		\$ 158.00		\$ 229.00		\$ 236.00		\$ 221.00		\$ 137.00		\$ 197.00		\$ 217.00		\$ 142.00	
MHT			\$ 340.00	\$ (213.00)	\$ 360.00	\$ (202.00)	\$ 359.00	\$ (130.00)	\$ 450.00	\$ (214.00)	\$ 466.00	\$ 339.00	\$ (202.00)	\$ 384.00	\$ (187.00)	\$ 332.00	\$ (115.00)	\$ 354.00	\$ (212.00)	
ALB			\$ 372.00	\$ (245.00)	\$ 352.00	\$ (194.00)	\$ 364.00	\$ (135.00)	\$ 420.00	\$ (184.00)	\$ 495.00	\$ (274.00)	\$ 332.00	\$ (195.00)	\$ 381.00	\$ (184.00)	\$ 362.00	\$ (145.00)	\$ 369.00	\$ (227.00)
YUL			\$ 231.00	\$ (104.00)	\$ 290.00	\$ (132.00)	\$ 286.00	\$ (57.00)	\$ 272.00	\$ (36.00)	\$ 339.00	\$ (118.00)	\$ 254.00	\$ (117.00)	\$ 254.00	\$ (57.00)	\$ 243.00	\$ (26.00)	\$ 188.00	\$ (46.00)
BTV	LaGuardia, NY	LGA	\$ 137.00		\$ 127.00		\$ 196.00		\$ 342.00		\$ 213.00		\$ 187.00		\$ 231.00		\$ 142.00		\$ 127.00	
MHT			\$ 255.00	\$ (118.00)	\$ 233.00	\$ (106.00)	\$ 283.00	\$ (87.00)	\$ 318.00	\$ 24.00	\$ 391.00	\$ (178.00)	\$ 214.00	\$ (27.00)	\$ 333.00	\$ (102.00)	\$ 326.00	\$ (184.00)	\$ 221.00	\$ (94.00)
ALB			\$ 334.00	\$ (197.00)	\$ 352.00	\$ (225.00)	\$ 354.00	\$ (158.00)	\$ 432.00	\$ (90.00)	\$ 396.00	\$ (183.00)	\$ 400.00	\$ (213.00)	\$ 402.00	\$ (171.00)	\$ 402.00	\$ (260.00)	\$ 385.00	\$ (258.00)
YUL			\$ 231.00	\$ (94.00)	\$ 250.00	\$ (123.00)	\$ 240.00	\$ (44.00)	\$ 268.00	\$ 74.00	\$ 287.00	\$ (74.00)	\$ 256.00	\$ (69.00)	\$ 256.00	\$ (25.00)	\$ 231.00	\$ (89.00)	\$ 172.00	\$ (45.00)
BTV	Detroit, MI	DTW	\$ 312.00		\$ 272.00		\$ 476.00		\$ 604.00		\$ 643.00		\$ 369.00		\$ 528.00		\$ 675.00		\$ 254.00	
MHT			\$ 233.00	\$ 79.00	\$ 192.00	\$ 80.00	\$ 296.00	\$ 180.00	\$ 391.00	\$ 213.00	\$ 349.00	\$ 294.00	\$ 274.00	\$ 95.00	\$ 334.00	\$ 194.00	\$ 481.00	\$ 194.00	\$ 230.00	\$ 24.00
ALB			\$ 357.00	\$ (45.00)	\$ 312.00	\$ (40.00)	\$ 329.00	\$ 147.00	\$ 653.00	\$ (49.00)	\$ 407.00	\$ 236.00	\$ 341.00	\$ 28.00	\$ 349.00	\$ 179.00	\$ 603.00	\$ 72.00	\$ 508.00	\$ (254.00)
YUL			\$ 345.00	\$ (33.00)	\$ 377.00	\$ (105.00)	\$ 392.00	\$ 84.00	\$ 406.00	\$ 198.00	\$ 479.00	\$ 164.00	\$ 348.00	\$ 21.00	\$ 612.00	\$ (84.00)	\$ 602.00	\$ 73.00	\$ 592.00	\$ (338.00)
BTV	Newark, NJ	EWR	\$ 137.00		\$ 127.00		\$ 229.00		\$ 535.00		\$ 386.00		\$ 180.00		\$ 219.00		\$ 172.00		\$ 162.00	
MHT			\$ 255.00	\$ (118.00)	\$ 233.00	\$ (106.00)	\$ 283.00	\$ (54.00)	\$ 416.00	\$ 119.00	\$ 391.00	\$ (5.00)	\$ 344.00	\$ (164.00)	\$ 417.00	\$ (198.00)	\$ 427.00	\$ (255.00)	\$ 213.00	\$ (51.00)
ALB			\$ 341.00	\$ (204.00)	\$ 341.00	\$ (214.00)	\$ 361.00	\$ (132.00)	\$ 424.00	\$ 111.00	\$ 434.00	\$ (48.00)	\$ 351.00	\$ (171.00)	\$ 369.00	\$ (150.00)	\$ 383.00	\$ (211.00)	\$ 342.00	\$ (180.00)
YUL			\$ 242.00	\$ (105.00)	\$ 274.00	\$ (147.00)	\$ 260.00	\$ (31.00)	\$ 283.00	\$ 252.00	\$ 209.00	\$ 177.00	\$ 207.00	\$ (27.00)	\$ 224.00	\$ (5.00)	\$ 292.00	\$ (120.00)	\$ 324.00	\$ (162.00)
BTV	Atlanta, GA	ATL	\$ 301.00		\$ 357.00		\$ 326.00		\$ 527.00		\$ 453.00		\$ 180.00		\$ 473.00		\$ 487.00		\$ 487.00	
MHT			\$ 301.00	\$ -	\$ 205.00	\$ 152.00	\$ 269.00	\$ 57.00	\$ 417.00	\$ 110.00	\$ 362.00	\$ 91.00	\$ 265.00	\$ (85.00)	\$ 371.00	\$ 102.00	\$ 537.00	\$ (50.00)	\$ 267.00	\$ 220.00
ALB			\$ 361.00	\$ (60.00)	\$ 327.00	\$ 30.00	\$ 303.00	\$ 23.00	\$ 427.00	\$ 100.00	\$ 335.00	\$ 118.00	\$ 346.00	\$ (166.00)	\$ 319.00	\$ 154.00	\$ 531.00	\$ (44.00)	\$ 335.00	\$ 152.00
YUL			\$ 310.00	\$ (9.00)	\$ 360.00	\$ (3.00)	\$ 358.00	\$ (32.00)	\$ 377.00	\$ 150.00	\$ 381.00	\$ 72.00	\$ 495.00	\$ (315.00)	\$ 378.00	\$ 95.00	\$ 520.00	\$ (33.00)	\$ 450.00	\$ 37.00
BTV	Orlando/Sanford, FL ***	SFB	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
MHT			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
ALB			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
YUL			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
BTV	Fort Lauderdale, FL	FLL	\$ 276.00		\$ 292.00		\$ 366.00		\$ 346.00		\$ 352.00		\$ 312.00		\$ 328.00		\$ 314.00		\$ 303.00	
MHT			\$ 267.00	\$ 9.00	\$ 184.00	\$ 108.00	\$ 209.00	\$ 157.00	\$ 358.00	\$ (12.00)	\$ 295.00	\$ 57.00	\$ 217.00	\$ 95.00	\$ 291.00	\$ 37.00	\$ 248.00	\$ 66.00	\$ 251.00	\$ 52.00
ALB			\$ 230.00	\$ 46.00	\$ 177.00	\$ 115.00	\$ 194.00	\$ 172.00	\$ 270.00	\$ 76.00	\$ 252.00	\$ 100.00	\$ 146.00	\$ 166.00	\$ 216.00	\$ 112.00	\$ 196.00	\$ 118.00	\$ 177.00	\$ 126.00
YUL			\$ 246.00	\$ 30.00	\$ 290.00	\$ 2.00	\$ 277.00	\$ 89.00	\$ 279.00	\$ 67.00	\$ 277.00	\$ 75.00	\$ 349.00	\$ (37.00)	\$ 305.00	\$ 23.00	\$ 291.00	\$ 23.00	\$ 292.00	\$ 11.00
BTV	Denver, CO	DEN	\$ 360.00		\$ 336.00		\$ 409.00		\$ 602.00		\$ 563.00		\$ 382.00		\$ 431.00		\$ 426.00		\$ 365.00	
MHT			\$ 350.00	\$ 10.00	\$ 350.00	\$ (14.00)	\$ 482.00	\$ (73.00)	\$ 530.00	\$ 72.00	\$ 478.00	\$ 85.00	\$ 397.00	\$ (15.00)	\$ 410.00	\$ 21.00	\$ 366.00	\$ 60.00	\$ 312.00	\$ 53.00
ALB			\$ 415.00	\$ (55.00)	\$ 407.00	\$ (71.00)	\$ 385.00	\$ 24.00	\$ 444.00	\$ 158.00	\$ 439.00	\$ 124.00	\$ 388.00	\$ (6.00)	\$ 393.00	\$ 38.00	\$ 378.00	\$ 48.00	\$ 394.00	\$ (29.00)
YUL			\$ 324.00	\$ 36.00	\$ 334.00	\$ 2.00	\$ 355.00	\$ 54.00	\$ 361.00	\$ 241.00	\$ 367.00	\$ 196.00	\$ 379.00	\$ 3.00	\$ 365.00	\$ 66.00	\$ 441.00	\$ (15.00)	\$ 424.00	\$ (59.00)
BTV	Los Angeles, CA	LAX	\$ 410.00		\$ 426.00		\$ 470.00		\$ 638.00		\$ 538.00		\$ 414.00		\$ 458.00		\$ 474.00		\$ 423.00	
MHT			\$ 350.00	\$ 60.00	\$ 424.00	\$ 2.00														

True Cost Calculator Based on \$50,00 Income

Date Completed			10/7/2016	1/16-1/21
FROM:	TO Destination:	Code	\$	Difference
BTV	Washington, D.C. National	DCA	\$ 395.76	
BOS			\$ 743.22	\$ (347.46)
MHT			\$ 651.84	\$ (256.08)
BTV	Baltimore, MD	BWI	\$ 537.76	
BOS			\$ 673.22	\$ (135.46)
MHT			\$ 744.84	\$ (207.08)
BTV	Washington Dulles, VA	IAD	\$ 299.76	
BOS			\$ 723.22	\$ (423.46)
MHT			\$ 764.84	\$ (465.08)
BTV	Las Vegas, NV	LAS	\$ 499.76	
BOS			\$ 803.22	\$ (303.46)
MHT			\$ 797.84	\$ (298.08)
BTV	Chicago, IL	ORD	\$ 454.76	
BOS			\$ 703.22	\$ (248.46)
MHT			\$ 603.84	\$ (149.08)
BTV	JFK, NY	JFK	\$ 214.76	
BOS			\$ 733.22	\$ (518.46)
MHT			\$ 770.84	\$ (556.08)
BTV	LaGuardia, NY	LGA	\$ 199.76	
BOS			\$ 683.22	\$ (483.46)
MHT			\$ 637.84	\$ (438.08)
BTV	Detroit, MI	DTW	\$ 590.76	
BOS			\$ 770.22	\$ (179.46)
MHT			\$ 784.84	\$ (194.08)
BTV	Newark, NJ	EWR	\$ 234.76	
BOS			\$ 714.22	\$ (479.46)
MHT			\$ 629.84	\$ (395.08)
BTV	Atlanta, GA	ATL	\$ 559.76	
BOS			\$ 719.22	\$ (159.46)
MHT			\$ 683.84	\$ (124.08)
BTV	Fort Lauderdale, FL	FLL	\$ 375.76	
BOS			\$ 793.22	\$ (417.46)
MHT			\$ 667.84	\$ (292.08)
BTV	Denver, CO	DEN	\$ 437.76	
BOS			\$ 928.22	\$ (490.46)
MHT			\$ 728.84	\$ (291.08)
BTV	Los Angeles, CA	LAX	\$ 495.76	
BOS			\$ 873.22	\$ (377.46)
MHT			\$ 644.84	\$ (149.08)
BTV	Charlotte, NC	CLT	\$ 393.76	
BOS			\$ 759.22	\$ (365.46)
MHT			\$ 695.84	\$ (302.08)
Cumulative Average Difference				\$ (322.27)
BOS Average Difference			BOS	\$ (352.10)
MHT Average Difference			MHT	\$ (294.08)

TRUE COST CALCULATOR

When it comes to air travel, we know that cost is an important factor in your decision of choosing which airport to fly from. Most travelers base their decision solely on air fare and fail to calculate the value of their time, fuel, and parking fees. Traveling from Burlington International Airport can also mean shorter security lines and an overall easier more convenient travel experience, which is why we've created the True Cost Calculator.

TRUE COST CALCULATOR

This travel tool enables users to easily compare the total cost of travel inclusive of time spent on the road, mileage, parking fees, and airfare. By entering your trip origin address the tool automatically calculates the drive time and distance to each airport. The mileage cost is based on the latest 2016 IRS standard mileage rate (.54 cents). If traveling for business users can input their annual salary to calculate the value of time spent on the road. The True Cost Calculator was designed to help you save time and money. Now you can easily identify the true cost of your trip before making a booking decision based on airfare alone.

1. Calculate Travel Costs by Entering Your Address:

2. The Number of Days You Will Park at the Airport:

3. The Round-Trip Airfare Cost from Each Airport:

Burlington

Boston

Manchester

Additional Option: Enter Your Annual Salary to Calculate Your Time Value:

Calculate

Your True Cost

BTV

\$214.76

Fuel...\$0.05
Parking...\$72.00
Your Time...\$0.71
Airfare...\$142.00

BOS

\$733.22

Fuel...\$232.86
Parking...\$192.00
Your Time...\$161.36
Airfare...\$147.00

MHT

\$770.84

Fuel...\$185.09
Parking...\$102.00
Your Time...\$129.75
Airfare...\$354.00