

MINUTES  
BURLINGTON AIRPORT COMMISSION  
December 30, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Wilfred J. Beaudoin  
M. Robert Blanchard  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Director of Aviation/Clerk  
Jack DuBrul, The Airmaster  
James Lamphere, Wiemann-Lamphere, Architects

MONTHLY REPORTS

1. On motion of Mr. Thompson, seconded by Mr. D'Acuti, the Minutes of the November 25, 1980 Commission Meeting were approved as submitted.
2. The Warrant for the month of December was reviewed by the Board. Due to the fact two new chairs of the number delivered for the mezzanine level of the terminal building were damaged, it was requested the check in payment to Business Systems be held. Mr. Blanchard moved to approve the Warrant as presented. Mr. Beaudoin seconded the motion and all were in favor.
3. The Operating Statements for the month of November were reviewed by the Board and approved as presented.

REPORTS

1. Mr. DuBrul attended the meeting to discuss how the provisions intended for The Airmaster new lease agreement would financially hinder the operation. The intentions of the new agreement would require The Airmaster to pay 1.6% of gross revenue with a minimum monthly payment of \$575.00, which is their present monthly rent. Mr. DuBrul explained the business was only at a break-even point this year until the shut-down of Runway 1-19 recently. With the new proposal, it would cost the business too much to grow. Mr. DuBrul appealed to the Board not to alter his present contract. Mr. Thompson then explained the Commission intended the \$575.00 per month payment to be a yearly minimum which would allow for monthly fluctuations. The slower business months could be adjusted during the months where business was better. Mr. DuBrul was then agreeable to the new lease.
2. On motion of Mr. D'Acuti, seconded by Mr. Thompson, the agenda was altered to accomodate discussions with Mr. Lamphere, of Wiemann-Lamphere, Architects. Considering the shortage of space and heat loss problem experienced in the baggage reclaim area of the terminal

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building, Mr. Lamphere proposed extending the east wall by 16 feet and removing the present overhead doors to install rubber bumper doors to reduce heat loss. The 16 foot extension would be 48 feet wide which would allow enough room for the luggage tugs to park in front of the conveyor belt. The Board discussed with Mr. Lamphere the effect such construction would have on future terminal expansion. Mr. D'Acuti questioned the advantages of pulling the conveyor into the public area of the building. Mr. Lamphere said the conveyor will be moved creating additional public area even considering a 12 foot section will be added to each side of the conveyor. He also explained the possibility of making the top of the building extension an observation deck off of the airport lounge. The estimated cost for the construction would be \$80,000 to \$100,000. The possibility of moving the baggage reclaim area entirely was discussed and if the present area would eventually be needed for additional ticket counter space. Mr. Schmidt explained that if the airport was to go into a second level concept in the future, the baggage reclaim area would still remain on the first floor. He also informed the Board that \$77,000 was left in entitlement funds and any delay in requesting assistance may impede the financial assistance altogether if terminal building funding provisions are pulled from the program. It was decided that Mr. Lamphere will provide the Board with a more defined estimate at the next regular meeting and Mr. Schmidt will more fully explore ADAP funding for the project.

3. a. Mr. Schmidt reported on the current status of the ADAP projects. Concerning the lighting project, all but 1800' of cable had been laid when work was terminated due to 24" of frost. The project will be completed in the Spring. Until that time, Runway 1-19 will only be open during daylight hours.
  
- b. Mr. Schmidt reported on his request for a charter change for the Airport Police Department to create statutory authority on a State level for the department. The Mayor would approve and recommend that the change be placed on the March ballot. After approved in March, it will be sent to the legislature and if not addressed in legislature, will automatically become law. Mr. D'Acuti wished to discuss the problems associated with an airport law enforcement agency. Mr. Schmidt explained that regardless of any problems that may be created, the law requires the change be made. Mr. Thompson felt the issue should not be presented at this point in time considering the upcoming tax issue with the City of South Burlington. Mr. Blanchard moved that a telephone vote be taken with the Commission and if the language is agreeable with the majority of the Board, the charter change should be placed on the March ballot. Mr. Beaudoin seconded the motion. Mr. Blanchard and Mr. Beaudoin were both in favor, opposing were Mr. Thompson and Mr. D'Acuti. Chairman Fay voted in favor and the motion carried. Mr. Beaudoin then moved the Manager be instructed to request the term of the Board members changed to four years with the exception of the South Burlington resident, Mr. D'Acuti. Mr. Thompson seconded the motion and all were in favor.

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c. The Commission reviewed a schedule submitted by newly formed Airport Limousine, Inc., a business owned and operated by North Country Transportation and Vt. Taxi, Inc. designed to transport passengers to and from local hotels to meet all major incoming and outgoing flights at the airport. The Board was in support of the new operation.

COMMUNICATIONS

1. The Board discussed a communication from Fire Chief Myrl C. Jaquith of the Vermont Air National Guard relative to the airport water system. He stated the installed water system at the airport cannot presently support firefighting and rescue operations adequately and recommended a number of actions to be taken to correct the situation. After reviewing these recommendations, it was decided that a number of the actions are not of the utmost importance, and the reasonable suggestions would be taken care of "in-house". Mr. D'Acuti suggested the Manager contact the water department to find out if any of the problems should be their responsibility to rectify.
2. A communication from William G. Walling, Regional Manager-Properties for Delta Air Lines was reviewed by the Board. In the communication, the airline insists the airport remains in violation of their contract, has increased operating costs at Burlington by a much larger amount than necessary, failed to act upon Delta's request for additional ticket counter space and has not allowed the airline, by means of excessive rental escalations, to install a loading bridge at Burlington. Mr. Schmidt explained the charges are untrue and Mr. Thompson, as well as the other Board members, felt there was no point in taking action at the present time.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
November 25, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Wilfred J. Beaudoin  
M. Robert Blanchard  
Joseph McNeil, Esquire, City Attorney  
James W. Burns, Board of Aldermen  
Thomas W. Schmidt, Director of Aviation/Clerk

ABSENT:

Vincent J. D'Acuti  
Ernest J. Little, Deputy Director of Aviation

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. Thompson, the Minutes of the October 30, 1980 Commission Meeting were approved as submitted.
2. The Warrant for the Month of November was examined by the Board. Mr. Thompson moved to approve the Warrant as presented, seconded by Mr. Beaudoin. All were in favor.
3. The Operating Statements for the month of October were reviewed by the Board. It was noted that the income as indicated on the Earnings Statement was below projections. Mr. Schmidt informed the Board that since A.P.C.O.A., Inc. makes a once-a-year balloon payment in January, the earnings should show a sizable increase then. Decrease in income is also due to a decline in passengers. Mr. Blanchard moved to approve the Operating Statements, seconded by Mr. Thompson. All were in favor.

EXECUTIVE SESSION

1. The issue of Delta Air Lines' demand for elimination of the fuel flowage fee as charged by Northern Airways was then brought up for discussion. Mr. McNeil explained the issue would be discussed in Executive Session in light of the fact that premature public disclosure would put the airport at a disadvantage. At 3:50 p.m. Mr. Blanchard moved the Board to go into Executive Session to discuss the controversy. Mr. Thompson seconded the motion which suspended regular session for approximately 45 minutes. Subsequent to Mr. Thompson's motion to return to regular session, as seconded by Mr. Beaudoin, Mr. Blanchard moved to authorize the City Attorney

to compose a letter to Delta Air Lines stating the Board stands firm on their convictions. Mr. Thompson seconded the motion and all were in favor.

#### REPORTS

1. a. The Airport Manager reported on the status of the ADAP projects. Due to a recent snowstorm, the current reconstruction project will remain four hours from completion until spring. The south ramp is completed and tie-downs are in, however a 37½' x 75' strip did not receive a final 2' lift.

Results of the noise survey, which was conducted for and submitted to the District Environmental Commission, have not yet been received.

- b. All who have been invited to participate in the Advisory Committee for the Master Plan Update Study have accepted. The first technical review meeting is planned for the first part of January, 1981.

- c. The Board discussed consequences, effects and possible solutions to the issue of the Air National Guard mission which will utilize the F-4 aircraft. Mr. Schmidt expressed his fear that residents will organize and obtain legal counsel due to the noise level of the aircraft. The Manager explained that installation of safety barriers necessary for the operation of the aircraft were denied in October of 1979. As long as these barriers are denied, condemnation proceedings would delay the use of the F-4 for up to one year. Mr. Thompson strongly felt the Commission should unanimously and publicly oppose the use of the F-4 aircraft to the local press which would strengthen the City's case in the event of a noise law suit. Mr. Thompson then moved to authorize the Manager to advise appropriate parties of their opposition, seconded by Mr. Blanchard. All were in favor.

#### OLD BUSINESS

1. On motion of Mr. Blanchard, seconded by Mr. Beaudoin, the new lease for The Airmaster was approved for execution. The new lease will require The Airmaster to remit 1.6% of gross revenue and guarantee a yearly minimum.
2. The completed Rate Study, as composed by J. R. Crenshaw & Associates, was examined by the Board. The difference in costs to operate under the new rate study and how the new rates would affect the tenants were discussed. Mr. Thompson moved to approve the rates as set forth in the Rate Study dated October, 1980. Mr. Beaudoin seconded the motion and all were in favor.

NEW BUSINESS

1. At the bid opening for the Airport Gift Shop Concession, held November 20, 1980 at 2:00 p.m., S.J.R., Inc. was found to be the highest bidder. Taking this into account, along with their past experience, Mr. Beaudoin moved to award the new Gift Shop contract to S.J.R., Inc. Mr. Thompson seconded the motion and all were in favor.

Mr. Beaudoin moved to adjourn the meeting. All were in favor.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
October 30, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Wilfred J. Beaudoin  
M. Robert Blanchard  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Director of Aviation/Clerk  
Walter G. Bruska, Greater Burlington Industrial Corp.  
James Lamphere, Wiemann-Lamphere, Architects

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, the minutes of the September 25, 1980 Commission Meeting were approved as submitted.
2. The Warrant for the month of October was reviewed by the Board. Mr. Thompson moved to approve the Warrant as presented, seconded by Mr. D'Acuti. All were in favor.
3. The Operating Statements for the month of September were examined by the Board and approved as presented.

REPORTS

1. Mr. Walter Bruska, Executive Director of the Greater Burlington Industrial Corporation attended the meeting to inform the Board of the status of the Foreign Trade Zone and to express his appreciation to the Board for their cooperation and assistance in its establishment. Mr. Bruska explained the Trade Zone has experienced such success that they hope to have the building fully rented within the next three to four months and hope to build additional facilities in the future. An Assistant Director, Mr. Jack Bascomb, has been employed to assist in promotion and marketing of the Foreign Trade Zone.
2. Mr. James Lamphere of Wiemann-Lamphere, Architects, attended the meeting to make a presentation to the Board in an effort to resolve the Snow Equipment Garage problem. Mr. Lamphere explained, to free Wiemann-Lamphere of liability, that the building was constructed to house the snow equipment based on the dimensions of the equipment provided by the manufacturer. The architects first used dimensions provided by airport administration, then issued a change order when catalog dimensions would further change the building plans. When the equipment was delivered, the equipment was in reality, not the same size as the catalog dimensions had indicated. The plans had been completed in March, 1979, at which time, only two pieces of equipment had been delivered. For this reason,



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physically measuring all of the equipment would have been impossible. The brooms, which measured 16' according to the catalog, measured 21' when delivered. One solution proposed by Mr. Lamphere, would be to remove the overhead doors on one bay of the garage to replace them with steel roll-up doors hung on the outside of the building which would add 2½' onto the bay. Insulated doors would cost \$12,200, uninsulated doors would range \$11,000. A second proposal would be to extend both bays at a cost of \$26,000, and the third, to add a whole additional bay at a cost of \$80,000. Mr. D'Acuti stated he felt the reason for the meeting was not to find a solution to the problem, but to decide who was responsible. It was then decided that Wiemann-Lamphere could not be held liable and that the manufacturer of the equipment could not be held responsible since the brochures they provided were for informational purposes only. Being satisfied with the explanation, Mr. D'Acuti moved to drop the matter and plan on constructing an additional bay in the future. Mr. Thompson seconded the motion and all were in favor.

3. a. The Manager reported on the status of the ADAP program. The program expired September 30, 1980 due to Congress' failure to enact another program in time and will not take effect until spring - summer, 1981. Project #11 is well ahead of schedule.
- b. The Master Plan Update Study will be underway in 4-5 weeks. An Advisory Committee will be formed of town managers, air carriers, F.B.O.'s, F.A.A., etc. to attend five technical review meetings. Consultants Speas Associates and Dufresne-Henry will conduct the study and will offer engineering recommendations on how to perform the overlay of 15-33 without closing the main runway.
- c. A noise survey was conducted at the request of the District Environmental Commission. Results showed that less than 30% of persons interviewed had serious objections to the existence of Taxiway "G". Detailed reports of the survey were distributed to the Board who will air their comments at the next Commission meeting.
- d. The first draft of the Rate Study, as prepared by J. R. Crenshaw & Assoc., was reviewed by the Board. It was noted that building rent was proposed to be increased and landing fees decreased. The Rate Study included 11% increase per year projection. Further discussion of the Rate Study was requested to be included on the agenda of the next meeting.



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- e. The Manager informed the Board that Hunter Broadcasting, Inc. had chosen a different site, other than the Intervale area, to erect their three towers.

COMMUNICATIONS

1. A communication from the Chief of the Airway Facilities Division of the F.A.A. was discussed by the Board. The F.A.A. announced they were able to secure an assignment for a VASI on Runway 33 and also retain the assignment for Runway 01. They plan to commission the Runway 01 VASI by March 1981 and the Runway 33 VASI by October 1981.

OLD BUSINESS

1. On motion of Mr. Thompson, seconded by Mr. Beaudoin, the land lease with Air New England was terminated, effective October 1, 1980.

NEW BUSINESS

1. The Commission was informed the lease for Airmaster will be due for renewal. In a recent meeting with Mr. Jack DuBrul, owner of Airmaster, the airport manager reported he was willing to pay 1.6% of gross revenue in lieu of all other rents which would produce a 20% increase in Airmaster rent. This would be proceeding, in principle, with the same agreement as the airport holds with A.N.A., Ltd., however, Mr. Thompson suggested a stipulation for a minimum monthly payment of \$575.00, or presently the amount received from Airmaster. Mr. D'Acuti moved to accept the principle for the new Airmaster agreement, seconded by Mr. Beaudoin. It was further discussed that a yearly minimum required of A.N.A., Ltd. would be in the best interests of the airport, seeing as one would be required of Airmaster. Mr. Thompson further suggested a yearly minimum rather than a monthly guarantee. The manager assured the Board that the A.N.A., Ltd. 30-year contract provides for 5-year interruptions, therefore, their contract negotiation will include proposals for a yearly minimum.

Mr. Thompson moved to adjourn the meeting, seconded by Mr. D'Acuti. All were in favor.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
September 25, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Wilfred J. Beaudoin  
M. Robert Blanchard  
James W. Burns, Board of Aldermen  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Director of Aviation/Clerk

ABSENT:

Vincent J. D'Acuti

Mr. Thompson moved item #2 on the agenda under the Reports section, Snow Equipment Garage, be discussed by the Board in Executive Session. Mr. Blanchard seconded the motion and all were in favor.

MONTHLY REPORTS

1. On motion of Mr. Thompson, seconded by Mr. Blanchard, the minutes of the August 28, 1980 Commission Meeting were approved.
2. The Warrant for the month of September was reviewed by the Board. When questioned regarding a \$620.00 payment to William Hunter, the Manager informed the Board the payment was for reimbursement for damaged clothing resulting from a mishap with the baggage conveyor belt. A pinched plate on the belt had been removed causing a gap on the belt through which the luggage had fallen, destroying the contents. Mr. Beaudoin moved to approve the Warrant as presented. Mr. Thompson seconded the motion and all were in favor.
3. The Operating Statements for the month of August were reviewed by the Board and approved as presented.

REPORTS

1. The Airport Manager reported on the current status of the ADAP Projects. The most current project involves reconstruction of Taxiway "B", reconstruction of a new ramp, reconstruction of the south ramp and further paving by the T-Hangars. Recabing of Runway 1-19 is also a part of this project. The bid accepted for construction and paving is in the vicinity of \$548,000 and the total amount of the grant for the project amounts to \$655,820, which represents the airport's complete entitlement for this year. Mr. Schmidt explained the ADAP Program will expire October 1, 1980. Although ticket tax, license and fuel fees will replenish the fund, no monies will be expended until possibly mid 1981.

Regarding the Taxiway Project, the Manager informed the Board the fourth easement for tree-topping had been executed. Mr. Gifford Hart is presently conducting a survey of the property owners and is finding the majority of owners have no objection to the existence of the airport. Mr. Schmidt further informed the Board the project is right on budget and additional work on noise and/or visual barriers may be required by the Environmental Board and required by Act 250.

The Manager explained, referring to the current Reconstruction Project, that the total grant of \$655,820 represents 90% of the total project cost. The State will pick up 60% of the remaining 10% difference.

3. The fourth tree cutting easement, as previously discussed, had been executed, and tree-topping on the Myers property should begin the following week.

#### COMMUNICATIONS

1. The Board discussed communication from A.P.C.O.A., Inc. regarding their plans to undergo capital improvements with the parking area. From previous communication with the parking company, the airport had been requested to participate in financing these improvements, which involve curb relocation, lightpost relocation and restriping for expansion. Mr. Schmidt explained that among other reasons, the airport had granted a rate increase to A.P.C.O.A., Inc. in January and, therefore, felt no need to assist them in funding their project. The company's response was such that they would be willing to provide the means to accomplish the necessary changes since there has been a positive degree of cooperation on the part of the City of Burlington.
2. A communication from Larmay & Associates, an imprinting house of clothing, glassware and souvenir items, was reviewed by the Board. They were expressing their interest in submitting a bid for the Airport Gift Shop concession, whose present contract expires November 1, 1980. Since no option was included in the Gift Shop lease, Mr. Schmidt indicated the airport would be required to go to bidding process as required under Minority Business Enterprise regulation. Requirements for bidding must be established and the Manager indicated a "qualified" bidder does not constitute the "highest" bidder. Mr. Thompson moved that the Airport Gift Shop concession be released for bid, seconded by Mr. Beaudoin. All were in favor. The effective date of the new Gift Shop contract will be January 1, 1981.

OLD BUSINESS

1. Proposals for new public seating in the mezzanine area of the terminal building were reviewed by the Commission. Mr. Schmidt explained five groupings of four chairs each were needed. Mr. Blanchard moved the Airport Manager be authorized to purchase the twenty chairs needed. Mr. Beaudoin seconded the motion and all were in favor. After further discussion of various styles and prices, Mr. Thompson moved the Manager be directed to purchase the Krueger series modular seating from the lowest priced company, being Business Systems of Vermont. Mr. Beaudoin seconded the motion and all were in favor.

NEW BUSINESS

1. On motion of Mr. Beaudoin, seconded by Mr. Thompson, the Manager was authorized to execute three new F.A.A. agreements. The three leases, all at no cost, covered three parcels of land; where the localizer exists, the glide slope installation and for the installation of a V.A.S.I. on Runway 15-33.

The Chairman declared the meeting to go into Executive Session at 5:05 p.m. At 5:15 p.m., the meeting returned to regular session. Mr. Thompson moved to adjourn the meeting, seconded by Mr. Beaudoin. All were in favor.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
August 28, 1980

PRESENT:

William P. Thompson  
Wilfred J. Beaudoin  
Vincent J. D'Acuti  
M. Robert Blanchard  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Director of Aviation/Clerk

ABSENT:

Roger P. Fay, Chairman

In the absence of Chairman Fay, Mr. D'Acuti moved Mr. Blanchard be appointed temporary chairman of the August Commission meeting. Mr. Thompson seconded the motion and all were in favor.

MONTHLY REPORTS

1. After discussion of the minutes of the July 30, 1980 Commission Meeting, it was noted an error had been made in item #2 of the "New Business" section. The minutes stated Mr. Fay had moved to allow the Airport Manager and one Commissioner to attend the A.O.C.I. convention in Mexico City. It was decided Mr. D'Acuti had actually made the motion and the change should be made accordingly.
2. On motion of Mr. Thompson, seconded by Mr. Beaudoin, the Warrant for the month of July was approved as presented.
3. The Operating Statements for the month of July were reviewed by the Board. Mr. Thompson moved the Statements be approved. Mr. Beaudoin seconded the motion and all were in favor.
4. The 1979-1980 fiscal year end Financial Reports, as composed by P. F. Jurgs & Company, were examined by the Commissioners. The Airport Manager answered questions relative to the terminology used in the reports so the Board would be better able to evaluate their financial position as of June 30, 1980.

REPORTS

1. Mr. Gifford Hart, Relocation Officer, informed the Board of the status of the Land Acquisition Project. He explained the first and second set of appraisals are completed and now in the hands of the review appraiser, Frank Bredice of Montpelier. The review appraisals should be finished by September 11. Although the original cost of the project was estimated at \$350,000, now that the appraisals are completed, the cost could approach \$590,000. Mr. Schmidt then

BURLINGTON AIRPORT COMMISSION

August 28, 1980

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explained to the Board how the paving project will dictate how much of the Federal funds will be available for the acquisition project due to the entitlement formula which is based on enrollment statistics. With the increased estimate for the Land Acquisition project, discretionary funds would be necessary to cover the entire project. Discretionary funds are only made available to priority projects, land acquisition not being considered as such. Mr. Hart advised the Board the final application is ready to be sent in to F.A.A., and after receipt of the actual application forms, the necessary paperwork should be ready to forward to the F.A.A. within a few days.

2. The status of the Snow Equipment Garage was then discussed by the Commission. In relation to the previous discussion relative to the lack of Federal funds available to add the additional bay onto the Garage, Mr. Little indicated there would be no problem presented with leaving one sweeper parked outside of the building for the winter. There would be sufficient space in the maintenance building to house the remaining equipment. The Board had not been aware the additional \$40,000 needed to build the addition to the Garage would reduce the Airport's allotment of entitlement funds for other projects. This would create somewhat of an out-of-pocket expense to complete the Garage to meet the original specs. Mr. Blanchard felt the Airport Manager must relay the dissatisfaction of the Board to Wiemann-Lamphere with realizing the addition to the Maintenance Building would come out of Airport Federal entitlement funds rather than an increase to the amount of monies requested for the project. Mr. D'Acuti suggested Mr. Schmidt should first discuss the matter with the City Attorney to find out how the problem should be approached.
3. Mr. D'Acuti moved the Board approve November 7, 1980 for the dedication ceremony of the Maintenance Facility to Charles W. Sencial and a plaque be ordered for the dedication not to exceed \$250.00. Mr. Beaudoin seconded the motion and all were in favor.
4. The Airport Manager reported on the Master Plan Update. The F.A.A. allocated \$74,850 as a separate planning grant, made available due to the fact other cities had intended to use the funds but had not taken further action. The update would run for the next five years and the preliminary draft should be available in six months.
5. The Airport Manager reported on the responses received from the Airport users in opposition to the proposed construction of three towers by Hunter Broadcasting, Inc. in the area of the Intervale. In investigating the matter, Mr. Schmidt learned the present tower of Hunter Broadcasting was on land adjoining property of the City

of Burlington. In the City's effort to acquire the portion of land, Hunter Broadcasting was offered the property in the Intervale to erect their towers. The problem would be solved by allowing Hunter Broadcasting to choose a different location.

6. Mr. Schmidt advised the Board he had written to Mr. Curtin of the Federal Aviation Administration indicating the City of Burlington had completed renegotiation of contracts, etc. in compliance with Section 30 of the Airport and Airway Development Act of 1970, as amended.

#### COMMUNICATIONS

1. A Communication from William Walling, Regional Manager-Properties of Delta Air Lines was discussed by the Board. Mr. Walling had surmised the City of Burlington was indifferent as to whether or not Delta continued to provide service to Burlington due to the fact the City would not agree to eliminate the fuel flowage fee being charged to Delta Air Lines. He indicated "these charges do increase the operating cost of a station and contribute significantly toward evaluating the economic feasibility of maintaining service to that city". The general feeling of the Board was that Mr. Walling had misunderstood the Airport Manager when informing Delta the Board would not take action on the airline's request to eliminate the fee.
2. Mr. Schmidt informed the Commission the plastic, seat molds on the chairs in the mezzanine of the terminal building had been cracking. The cost of replacing the seat molds would be as much as the cost of purchasing entirely new chairs. With this in mind, the Board reviewed correspondence from McAuliffe's Office Products Center proposing the cost of new seating of different styles. Mr. Schmidt indicated that if new chairs were purchased for the mezzanine, the chairs presently in that area could be used as spares when the chairs in the Air New England waiting area crack. Mr. Thompson suggested taking a present inventory of the spare seating in storage in an attempt to spend less than \$3,000, which the new seating would possibly cost, and to solicit additional proposals.
3. A communication from Wiemann-Lamphere, Architects had been included in the previous discussion of the Snow Equipment Garage. In the communication, Mr. Lamphere suggested two schemes to solve the garage expansion problem. It had been decided by the Board not to take immediate action on the problem.



OLD BUSINESS

1. Mr. Schmidt presented the Board with an executed agreement by C.E.S.L., Ltd., to begin production of a composite airline schedule. The schedule would be updated five times per year and would be of no charge to the City. Mr. Schmidt required approval of the Board to sign the agreement for production to begin. Mr. D'Acuti moved to accept the contract as presented, seconded by Mr. Thompson. All were in favor.

NEW BUSINESS

1. The Airport Manager expressed the need to have a rate study performed before the renegotiation clause of the Federal contracts becomes effective in 1981. Consultants will perform the rate study so the terminal rent agreements will cover expenses incurred in sustaining the terminal building. The rate study will not exceed \$5,000. Mr. D'Acuti moved to have the rate study performed at a cost not to exceed \$5,000. Mr. Thompson seconded the motion and all were in favor.
2. On motion of Mr. Thompson, seconded by Mr. Beaudoin, Mr. Little was authorized to attend the National Airports Conference in Oklahoma City, Oklahoma. Mr. Thompson stipulated Mr. Little should investigate less expensive airline rates in an attempt to cut costs.
3. On motion of Mr. D'Acuti, seconded by Mr. Thompson, Mr. Schmidt was authorized to attend the Northeast Chapter, A.A.A.E. Meeting in Niagara Falls, New York.
4. The Airport Manager reported to the Board on the necessity of replacing the Airport utility vehicle, the Oldsmobile Vista Cruiser Station Wagon. Due to the mechanical condition of the automobile and the costly repairs needed to the body, it was not financially advisable to have the repairs performed. Mr. Little looked into purchasing a Zephyr from Burlington, Lincoln Mercury for \$6,000 plus \$1,000 trade-in allowance on the station wagon. Mr. Beaudoin strongly advised the extended warranty be purchased. Mr. D'Acuti moved the Airport Manager be authorized to purchase a new utility vehicle under the supervision of Mr. Beaudoin. Mr. Thompson seconded the motion and all were in favor.

Mr. Beaudoin moved to adjourn the meeting, seconded by Mr. D'Acuti. All were in favor.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk



MINUTES  
BURLINGTON AIRPORT COMMISSION  
July 30, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Wilfred J. Beaudoin  
Vincent J. D'Acuti  
M. Robert Blanchard  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Director of Aviation/Clerk

MONTHLY REPORTS

1. The Warrant for the month of July was reviewed by the Board. Mr. Blanchard questioned the fact that the warrant included a payment to Cynosure for approximately \$63,000, paid in advance of the July Warrant's approval, which he had felt had not been properly approved by the Commission. The payment had been for reimbursement of work performed on the roof of the G.E. building earlier in the year. Mr. Schmidt advised Mr. Blanchard that prior to making payment, he had received majority approval by the Board members by telephone. Mr. Blanchard stated he would like to see a statement by the architects, Wiemann-Lamphere, setting forth their reasoning for contracting A. C. Hawthorne Company to perform the work. The Cynosure company had served as a mediate in delaying the payment until the 1980-81 fiscal year. Mr. Thompson moved the Warrant for the month of July be approved, seconded by Mr. D'Acuti. All were in favor.
2. On motion of Mr. Blanchard, seconded by Mr. Thompson, the Operating Statements for the month of June were approved as presented.

REPORTS

1. Mr. Fred Johnston of Pizzagalli Construction Company attended the meeting to propose to the Board the possible lease of a parcel of land at the south end of the airport presently under lease to Air New England for construction of a hangar. The company proposed to construct, own and manage the building which would house six to eight private aircraft. The Commission has previously discussed erecting T-Hangars on the site, so further discussion was relative to which course of action would be in the best interest of the general public and more financially beneficial to the airport. Mr. Johnston explained the construction company would assume a maintenance and operation contract with Northern Airways and the tenants of the hangar would pay \$500 to \$600 per month for these services. Mr. Schmidt explained that each of the eighteen slots in the proposed T-Hangar had been committed by aircraft owners

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but at a more reasonable rate of \$175 to \$200 per month. Mr. Johnston explained that aircraft owners who use their planes frequently and require service, heat and maintenance are willing to pay the higher storage fee. The proposed Pizzagalli hangar would be 9,800 square feet (80' x 120') and would cost approximately \$200,000 to construct. Mr. Johnston also felt the location would be adequately large enough to construct both the Pizzagalli hangar and T-hangar. A proposal was made to construct the hangar on the north side of the new apron to be built on the Air New England site. Everyone agreed the proposal had merit. Mr. Johnston agreed to submit to the Board revised plans, specs and refined costs of their project for further review. Mr. Thompson felt he would like to see the construction company take care of the first phase of the T-hangar construction, in addition, in light of the fact they could reduce the number of potential tenants for the T-hangar. This would not be true, according to Mr. Schmidt, because the tenants of the Pizzagalli hangar would be private aircraft owned by Pizzagalli and those owned privately by Northern Airways. The matter will be further discussed when additional information is obtained.

2. Mr. Schmidt reported to the Board on the new Federal Regulations received within the past 30 to 60 days. The regulations are applicable to airports as they are recipients of federal funds. The first, a two-fold obligation, requires the facility to have no physical barriers to the handicapped and also assurances that the City will not discriminate against the handicapped in their hiring policies, practices and procedures. The second regulation requires the establishment of an affirmative action program and that the City must assure that all airport tenants comply with the regulations regarding nondiscrimination. The third regulation required the airport to seek participation by minority business enterprises. Mr. Schmidt explained that as much as \$250,000 in Federal grants could be lost by October 1st if sufficient proof of compliance was not submitted to the Civil Rights Section of the Federal Aviation Administration.
3. The Airport Manager discussed with the Board an aeronautical study which had been received regarding the proposed construction of three towers by Hunter Broadcasting, Inc. in the area of the Intervale. Such construction would increase the Runway 15 localizer only altitude from 680 feet to 800 feet and create a navigational hazard. Mr. Schmidt indicated he had written to the Federal Aviation Administration to advise them of his opposition to the tower construction, but informed the Commission the FAA could only make a recommendation to the FCC. On a local level, Hunter Broadcasting had not yet applied for a building permit. The Manager felt confident the project could be stopped through the City's ability to deny a building permit.

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4. The Airport Manager reported a six percent increase in enplaned passengers in the 1979 - 1980 fiscal year. Enplanements for fiscal year 1978-1979 were 203,749 and in the recently ended fiscal year, 215,730 passengers were enplaned.
5. Regarding the Master Plan Update, the Manager reported as much as \$80,000 left over in the region could be set aside for a concentrated five year plan. Mr. Thompson suggested hiring an individual experienced in airport planning to review the plans, conduct interviews and present the results to an interested committee. The most important projects are the reconstruction of Runway 15-33 and revised plans for the terminal building. Sufficient funds would not be available to cover the entire scope of the plan, however, FAA may agree to delete certain scopes of least significance.
6. Mr. Schmidt advised the Board of a recent issue concerning National Guard Avenue, a road which was deeded to the airport as part of an entire parcel but which is located outside of the airport perimeter. The Airport Manager felt the responsibility for maintenance should lie with the City of South Burlington, but as long as the airport owns the road, the airport would be responsible for maintaining it. Through correspondence between the airport manager and the South Burlington City Manager, South Burlington indicated their willingness to have the road deeded to them. The Board felt confident that course of action would be in the better interests of the airport.

COMMUNICATIONS

1. A communication was received from Mr. Jacques Bultel of C.E.S.L., Ltd., Advertising Representatives proposing the production of a Burlington International Airport Guide. This guide would serve as a composite of all airline schedules and would be automatically updated every six months. Although the Board agreed the guide would be very helpful to the general public, Mr. Thompson suggested with the frequent changes occurring in airline schedules, the guide should be updated more often than every six months. The Board was in agreement.

NEW BUSINESS

1. The Airport Manager provided the Board with a diagram of the proposed sign for the Dollar Rent-A-Car counter in the lobby of the terminal building. The sign, with the exception of color, would be identical to the Hertz and National Rent-A-Car signs.



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Mr. D'Acuti moved the new Dollar sign be approved, seconded by Mr. Thompson. All were in favor.

2. Mr. Beaudoin moved to add to the agenda discussion on the Airport Operators Council International convention in Mexico City to be held in the fall. Mr. D'Acuti moved to allow the Airport Manager and one Commissioner to attend. Mr. Thompson seconded the motion and Mr. Beaudoin was designated to attend.
3. Mr. Schmidt wished to add to the agenda the proposed new sign for the Emery Air Freight building for approval. The sign would be placed on the east side of the building facing the Guard. Mr. D'Acuti moved to accept the smaller of the two signs proposed, one which was non-illuminated, provided it is approved by the South Burlington Zoning Board. Mr. Thompson seconded the motion and all were in favor.
4. The Airport Manager proposed to the Board promoting Airport Security Officer Wendell Worth to Corporal. After discussion regarding his qualifications and the effect the promotion would have on the chain of command, all were in favor to grant the advancement in rank.

Mr. D'Acuti moved to adjourn the meeting. Mr. Thompson seconded the motion and all were in favor.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
July 3, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Wilfred J. Beaudoin  
Vincent J. D'Acuti  
M. Robert Blanchard  
James W. Burns, Burlington Board of Aldermen  
Ernest J. Little, Deputy Director of Aviation  
Gifford R. Hart, Relocation Officer  
Thomas W. Schmidt, Director of Aviation/Clerk

ANNUAL ORGANIZATIONAL MEETING

1. Nominations were accepted for Chairman of the Commission. Mr. Thompson nominated Roger P. Fay for the Chairmanship. The nomination was seconded by Mr. Beaudoin. Being no further nominations, Mr. Fay was elected unanimously.
2. Motion was called on the appointment of a Director of Aviation. Mr. Thompson moved that Thomas W. Schmidt be appointed Director of Aviation for the ensuing year. The motion was seconded by Mr. Beaudoin and all were in favor.

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Beaudoin, the Warrant for the month of June was approved as presented.
2. The Operating Statements for the month of May were reviewed by the Board and approved as presented. The past due account of Air New England was discussed by the Board. Mr. Blanchard moved that if subsequent to notifying Air New England, their account is not brought to a current status by Friday, July 11, their offices will be closed. Mr. Beaudoin seconded the motion. Mr. Thompson then moved to amend the motion to specify that no action be taken to deprive the public of Air New England services without an emergency meeting of the Board to be held Friday, July 11, if necessary. One vote of disapproval was heard on the amendment by Mr. Blanchard. With a majority approval, the amendment was passed. The amended motion passed unanimously.

REPORTS

1. Mr. Schmidt reported on the results of the zoning appeal brought by Edward J. Barnes, property owner of a parcel of land adjacent to the airport. Mr. Barnes is seeking a variance to permit multiple use of his property. At a previous hearing on the appeal, the matter was tabled until the South Burlington City Attorney conducted further research to see if a vested right existed.

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The South Burlington City Attorney later provided an opinion that Mr. Barnes had no vested interest. The matter will be placed on the Zoning Board's agenda of July 14 for further discussion on the granting of a variance.

2. Mr. Gifford Hart, Relocation Officer for ADAP Project 12, reported to the Board on the progress of the project. The project total would be \$350,000, \$315,000 of which would be federally funded and \$35,000 in local funds. The A-95 Clearinghouse Review was completed June 12 and the ADAP Preapplication was submitted June 16 with no reply as yet. Title searches were completed on all six parcels and all owners had been personally contacted. Appraisals had been made by Richard Callahan of Essex and the results will tell if any second appraisals will be required by regulation. Immediate work to be done on the project is the preparation of the full application for funding and comparable properties research to demonstrate that there are similar replacement dwellings on the market.
3. The Airport Manager reported on the recent outcome of the rental car bidding and transition. Mr. Schmidt had received correspondence from Joseph Wool, Esq., attorney for Val Preda Leasing, d/b/a Budget Rent-A-Car stating they had no intention of vacating the premises at the airport by 12:00, July 1. Mr. Schmidt then met with Joseph McNeil, Esq., City Attorney to discuss what legal action could be taken. After an executive session held later with the Board of Aldermen it was decided that Budget Rent-A-Car should be evicted from the terminal building. In the early morning hours on July 1, Mr. Schmidt, Mr. Little, two Airport Security officers and a number of maintenance personnel entered the offices of Budget to remove furniture, files, etc. and towed their rental car fleet to another area on airport grounds. All were replaced by Dollar Rent-A-Car properties. Later in the day, Mr. Schmidt, Dollar Rent-A-Car and the Burlington City Clerk were served a Temporary Restraining Order which expires July 11, restraining Dollar Rent-A-Car from conducting business in the terminal. Mr. Schmidt informed the Board he will have a meeting with Mr. McNeil, Richard Blum, Esq. attorney for Dollar Rent-A-Car and an attorney from Boston representing First Commonwealth Company on Monday, July 7, before the court hearing on the matter scheduled for Tuesday, July 8.
4. Mr. Schmidt discussed the progress on the line-of-sight easements with the Commission. It appears that the Myers property owner has not yet executed an easement agreement and is looking for a counter offer. The Manager reported that if word is not received after Tuesday, July 8, he will present a petition to the Public Service Board. Obtaining the easements will allow line of sight for two critical ILS zones and will allow the tower to see aircraft at the hold line of the new taxiway.

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5. Mr. Schmidt reported briefly on negotiations with Delta Air Lines regarding their position that the fuel flowage fee is in violation of our contract with the airline. Mr. Schmidt reiterated the position of the Commission on the matter stating that the fuel flowage fee charged by Northern Airways, ANA, Ltd. is in consideration for their fueling rights granted by the Airport. ANA, Ltd. agreed to reduce their uplift fee on a sliding scale basis charged to Delta Air Lines. The Manager suggested to the Board the possibility of the Airport using the same formula from a "good faith" standpoint seeing as it was no longer profitable for the airline to tanker fuel. Mr. Thompson expressed his disapproval of such a discount, which was the general feeling of the Board.

COMMUNICATIONS

1. A communication was received from Airport Parking Company of America requesting permission to restripe the public parking lot. The stalls would be smaller and at a 70° angle which would allow for 48 additional parking stalls. Mr. Beaudoin moved to approve the request, seconded by Mr. Thompson. All were in favor.
2. Communication from J. R. Crenshaw and Associates, Inc., for informational purposes only, was reviewed by the Board. Crenshaw provided further information on the noise levels of the F-4 aircraft.. Mr. Fay questioned whether the Commission should take a more active stand on the issue. Mr. Schmidt stated a communication stating their views on the matter had been sent to Commander Leonard of the Air Guard and routed to Washington. Any further action at this point in time would be premature.

OLD BUSINESS

1. The Airport Manager discussed with the Board the request by Mr. Palmer of Muddy Brook Industrial Park Corp. to lease 23 acres of airport land adjoining his land at the southeast end of the airport. Coupled with development of the land would be construction of a thirty foot roadway from his property to the Airport Alert Area. Mr. Fay suggested Mr. Palmer be requested to submit a proposal for evaluation by the Board. Mr. Thompson suggested the Airport estimate the cost of constructing the roadway and decide if the Airport itself should assume its construction. Mr. Schmidt decided, after further discussion, to request Mr. Palmer to demonstrate a better proposition and he would work on the cost figures for having the Airport develop the roadway.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
June 9, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Vincent J. D'Acuti  
Thomas W. Schmidt, Airport Manager/Clerk

ABSENT:

M. Robert Blanchard  
Wilfred J. Beaudoin

1. A special meeting of the Commission was called to review the bids received for four available rental car concessions at the airport.
2. The four highest bidders appeared to be Hertz, National, Avis and Dollar Rent-A-Car. The Board expressed a desire that the licensee for Dollar, First Commonwealth Rental, Inc. be financially backed and guaranteed by the parent corporation, First Commonwealth Companies, and that a financial statement for that company be forwarded.
3. On motion of Mr. Thompson, seconded by Mr. D'Acuti, the Board awarded the concession contracts to Hertz, National, Avis and Dollar, provided the licensee for Dollar be guaranteed by the parent company, First Commonwealth Companies. All were in favor.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
May 29, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Wilfred J. Beaudoin  
Vincent J. D'Acuti  
M. Robert Blanchard  
James W. Burns, Burlington Board of Aldermen  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Airport Manager/Clerk

Chairman Roger Fay officially welcomed Mr. Burns to the Commission meeting, who was recently appointed as liason between the Burlington Board of Aldermen and the Board of Airport Commissioners.

MONTHLY REPORTS

1. On motion of Mr. Thompson, seconded by Mr. Beaudoin, the Warrant for the month of May was approved as presented.
2. The Operating Statements for the month of April were reviewed by the Board and approved as presented. Mr. Thompson moved to authorize the Manager to write to Air New England to once again request payment of their past due bills which were indicated on the Accounts Receivable statement to be in excess of \$18,000.00. Mr. D'Acuti seconded the motion with a stipulation to either request a payment schedule to bring the Air New England account up to date or request payment of invoices due from the first quarter of 1980. All were in favor.

REPORTS

1. Mr. Schmidt reported on an appeal made by Edward J. Barnes, property owner of a parcel of land adjacent to the airport. Mr. Barnes is seeking a variance to permit multiple use of his property. According to his legal counsel, in 1961 Mr. Barnes was given approval by the City of South Burlington to conduct public parking on his property. It was felt he had associated this approval with a request by Avis car rental agency to use the back portion of his property to build a car rental facility. At the hearing on Mr. Barnes' appeal, the matter was tabled until the South Burlington City Attorney conducted further research. There was further discussion on the consequence of allowing the parcel to be of commercial use with regard to the Relocation project. Mr. Schmidt reported he is currently in process of obtaining A95 and once acquired, will be forwarded to F.A.A. The project will be well under way in mid to late June.

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2. Mr. Schmidt's meeting with the Board of Aldermen to discuss the tree-cutting issue resulting in a line-of-sight problem was briefly reviewed by the Board. Mr. Fay commended the Manager on his fine presentation at the meeting. The Manager informed the Board he had explained to the Aldermen the issue was merely sensationalism on the part of the controllers union.
3. The Manager advised the Board of the final inspection of the Snow Equipment Garage scheduled for May 30, 1980 at 10:00 a.m. Mr. Schmidt informed the Commission on the outcome of his meeting with the F.A.A. in Boston where he was accompanied by Mr. James Lamphere of Wiemann-Lamphere, Inc. The purpose of the meeting was to discuss the lack of space in the new garage. The F.A.A. agreed to allow \$40,000 for the expansion which would add one bay to the south side of the garage. Mr. D'Acuti felt the second floor of the garage was too elaborate for a maintenance building. Mr. Little stated the second floor of the structure would be used to house an electrical test bench, woodshop area and drafting area. After airing opinions as to who was responsible for the structures lack of space to house the snow equipment, Mr. Blanchard wished the record to state he was opposed to paying Wiemann-Lamphere, Inc. fees associated with rectifying an error they were originally liable for.
4. Mr. Schmidt discussed with the Board a proposal made by Mr. James H. Nuovo, owner of Nuovo Taxi Company, to manage the airport taxi concession. Mr. Schmidt stated no action could be taken on the proposal until such time as all present taxicab licenses expired, which will be December 31, 1980. Mr. Nuovo was invited to make a presentation to the Board at its next regular meeting.
5. The Manager advised the Commission of the Rental Car Bid Opening to be held Monday, June 2, 1980 at 10:00 a.m. Based on the attendance at the pre-bid conference, Mr. Schmidt felt confident there would be five bidders. In addition to the four present rental car tenants, Dollar Rent-A-Car also expressed their interest.
6. Mr. Fay requested Mr. Schmidt to report to the Board on meetings he has had with William Walling of Delta Airlines in mid April and early May. Delta Airlines had charged the City with violation of their contract due to the fact they were being billed a fuel flowage fee on fuel. The airline had referred to a provision in their contract which stated the City could not directly or indirectly charge the airline for any expense item not covered in the contract. Mr. Schmidt informed the airline that the City sublet the fuel concession to Northern Airways, therefore, Delta would have to discuss the problem with them. It appeared that Northern Airways was charging Delta \$.09 per gallon uplift



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charge, \$.0125 of which comprised the fuel flowage fee. This was a concern of Delta Airlines in light of the fact that they had decided to uplift fuel at Burlington rather than tanker fuel from Portland or Boston. After Delta attempted to pressure the City to waive the fuel flowage fee, Mr. Schmidt explained he had no control over the Northern Airways charges. Northern Airways offered to charge the airline \$.09 for the first 100,000 gallons, \$.07 for the second 100,000 and \$.05 for the third 100,000 gallons. Mr. Walling invited Mr. Schmidt, the Chairman of the Board and City Attorney to discuss the problem with him and the attorney for Delta at a dinner meeting on June 11.

COMMUNICATIONS

1. Mr. Schmidt introduced Mr. Gifford R. Hart, professor at Saint Michael's College, to the Board of Commissioners. In working on his Masters program, Mr. Hart offered his services to the airport where he would be spearheading the relocation project and at the same time gaining the practical experience he required. Mr. Schmidt then explained the particulars of the program to the Board.
2. The Manager informed the Board of the Airport Operators Council International's 33rd annual conference which will be held in Mexico City September 28 through October 3, 1980.

Mr. Beaudoin moved the meeting be adjourned, seconded by Mr. D'Acuti.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
April 24, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Wilfred J. Beaudoin  
Vincent J. D'Acuti  
M. Robert Blanchard  
James Lamphere, Wiemann-Lamphere, Architects  
Thomas W. Schmidt, Airport Manager/Clerk

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. Thompson, the Warrant for the month of April was approved as presented.
2. The March Operating Statements were reviewed by the Board. It was noted that no progress had been made regarding Air New England's delinquent payments. Mr. Schmidt reported he had contacted Mr. Robert Miller, Executive VicePresident of Finance for Air New England, who reported they meerly had no funds to pay bills. Mr. D'Acuti suggested the Board set a monthly charge for the airline to pay which would be over and above the amount currently due so as to gradually pay what is now over \$20,000 in arrears. Mr. Blanchard moved to authorize the Airport Manager to instruct Air New England to pay the funds due from November and December of 1979. Mr. Thompson seconded the motion and all were in favor. After further discussion, Mr. Thompson moved to amend the motion to include Mr. Schmidt to write a letter to Air New England with an ultimatum that if the Commission was not in receipt of a check for 1979 outstanding funds by March 5, 1980, a senior representative would be requested to attend a special meeting to explain to the Board why their agreement should not be terminated. Mr. D'Acuti seconded the motion and all were in favor.

REPORTS

1. Ms. Chevalier, Tour Guide and Public Relations Director, attended the meeting to request approval from the Board to expend funds necessary to complete an airport history project to be displayed in the lobby of the terminal building. These funds would be necessary to enlarge twenty five pictures at a quote of approximately \$13.05 each. Mr. Thompson moved Ms. Chevalier be authorized to spend what is necessary up to \$500.00 to complete the project. Mr. Beaudoin seconded the motion and all were in favor.
2. The Commissioners toured the nearly complete Snow Equipment Garage with the architect. The purpose was to observe the problem dealing with the lack of space necessary to house all eight pieces of equipment. Mr. Schmidt and Mr. Lamphere indicated they intended

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to meet with F.A.A. officials in Boston in an effort to develop a mutually acceptable solution to the problem. A report will be made to the Board at its next meeting.

3. Mr. Schmidt reported on the success of the budget hearing he and Mr. Fay had attended with Mayor Paquette. It was noted the Mayor complimented the Commission on their efficient operation of the airport and through their dealings with government, have had a positive effect on the City's credibility.
4. The Airport Manager reported on plans to conduct a feasibility study and master plan update to see if it is possible to overlay the main runway without closing the airport. Dufresne-Henry and Speas Associates would prepare the preliminary proposal to determine if the runway work could be done at night or if the N-S runway could be extended and used for air carrier traffic. The F.A.A. will fund the study and plan which would begin mid July and be an eight-nine month project.
5. Mr. Schmidt displayed drawings of the scope of the ADAP project for summer, 1980. He stated he anticipates \$655,000 in entitlement funds and considering State funds available, the total project would cost \$730,000. The Manager brought the serious parking lot problem to the attention of the Board and felt that if the ramp work could be done as part of a future bond issue, \$350,000 would be available to use for land acquisition. The funds would be sufficient to acquire four parcels of land. Mr. D'Acuti moved Mr. Schmidt be instructed to look into purchasing the properties. Mr. Blanchard seconded the motion and all were in favor.

COMMUNICATIONS

1. The Airport Manager presented correspondence from Munson Earth Moving Corporation, explaining their involvement in the Taxiway project had resulted in a substantial loss to their company. Mr. Thompson moved Mr. Schmidt be instructed to convey the Board's sympathy for their problem, however, no additional compensation will be granted. Mr. Blanchard seconded the motion and all were in favor.
2. Mr. Eugene Hawkins attended the meeting to propose the initiation of a porter service at the airport. He stated he could use the Chamber of Commerce information stand as a post and he would use a fee basis rather than tip basis. He would charge \$2.00 straight fee and felt his system would eliminate crowds at the baggage reclaim areas. Mr. Schmidt instructed Mr. Hawkins to look into insurance which would be the same coverage as other concessionaires at the airport and Mr. D'Acuti instructed Mr. Hawkins to submit personal references for the Board's review. Mr. Fay said in addition to what was requested, the Board will analyze the need for such service.



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3. Communication from Mr. James Nuovo, Manager of Saint Christopher Transportation Company, Inc. and owner of Nuovo Taxi Company was reviewed by the Board. His proposal was to pay the airport \$15,000 per year to operate the Airport Taxi concession. Mr. Thompson moved to direct the Manager to find out more information about the proposal and submit same to the Board. Mr. Beaudoin seconded the motion and all were in favor.

NEW BUSINESS

1. The Board was advised that preliminary indications are that the Vermont Air National Guard would be undergoing a mission change within the next year, and that F-4 aircraft would be utilized. The Manager recommended that the Board go on record as opposing the use of F-4's due to their extreme noise levels. He cautioned that noise problems created by military aircraft would create militant anti-noise groups and would reflect on civilian operations as well. Mr. D'Acuti moved that a letter be drafted to heads of D.O.D. and D.A.F. indicating the Board's opposition and upon approval by the Commission, and review by the Commander of the Vermont Air Guard, be sent to these agencies and made public. The motion was seconded by Mr. Thompson and all were in favor.
2. A request for reclassification of the position of Executive Secretary to a higher grade was tabled for action at a later date.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
March 27, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Wilfred J. Beaudoin  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Airport Manager/Clerk  
Sam Cenzipa, Manager, National Car Rental

ABSENT:

Vincent J. D'Acuti  
M. Robert Blanchard

MONTHLY REPORTS

1. On motion of Mr. Thompson, seconded by Mr. Beaudoin, the Warrant for the month of March was approved as presented.
2. The February Operating Statements were reviewed by the Board. It was noted that Air New England remained delinquent in payment of rentals and fees dating back as far as November, 1979. Mr. Thompson suggested a letter giving them an ultimatum to bring their account current by a certain date. Mr. Fay suggested a payment schedule. The Board agreed to direct the Manager to call Air New England to see what arrangements could be made. The Manager was also directed to place the item on the next agenda if no progress is made.

REPORTS

1. Mr. Cenzipa attended the meeting to present specifications and plans for installation of a new company sign on their counter back wall. He suggested it would improve the appearance of their counter and be in keeping with the aesthetics of the building. The Commission inspected the counter and thereafter Mr. Thompson moved that the new sign be approved under the condition that all other unauthorized signs at the National counter be removed. Mr. Beaudoin seconded the motion and all were in favor.
2. The Airport Manager provided the Commissioners with copies of a proposed Bid specification and lease document for competitive bidding by interested rental car companies. In discussion, Mr. Fay questioned the meaning of the term "annual guarantee". Mr. Thompson noted the requirement for a performance bond and questioned whether the cost to the bidder would be excessive. The Manager responded that the performance bond would be necessary to protect the interest of the City. He also pointed out that the bond could be waived at any time

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for all agencies at the discretion of the Board. Mr. Beaudoin moved that the bidding proposal be forwarded to the City Attorney for his approval. Mr. Thompson seconded the motion and all were in favor.

3. Mr. Schmidt advised the Board that we had appealed the decision of the South Burlington Board of Civil Authority regarding taxation of Building 880 to the County Court. He also reported that South Burlington City Attorney had requested certain information regarding ownership of the land and dates of construction of the building. Land record references and a letter from the Air National Guard would be forwarded to their attorney as documentation of our contention that the land was owned by the city prior to construction of the building.
4. The Commission was advised that a special meeting would be held with officials of F.A.A. on April 10 at 3:30 p.m. The meeting would be a discussion session on the proposed construction of a new tower and office facility for F.A.A.
5. Mr. Little reported that the Snow Equipment Garage would be completed by April 21st with the possible exception of paving. He indicated that paving plants may open earlier than normal allowing earlier completion. Following discussion of dedication of the building, Mr. Beaudoin moved that the building be named after Charles W. Senical and be dedicated accordingly. Mr. Thompson seconded the motion and all were in favor.
6. With regard to the T-Hangar project, the Manager reported that for the time being the high cost of money would prevent the City from financing the project directly. In a meeting with Mr. Derridinger of Air North, an idea surfaced to apply to the State for low interest loans in conjunction with an existing application by Air North for construction of new hangar facilities. The Board will be kept up to date on progress of the application.
7. It was learned that USAir and Delta had agreed to accept the City's carpeting in the ticketing and hold room areas. Accordingly then, the carpeting has been ordered for these areas. Installation is expected to be complete within six weeks.

COMMUNICATIONS

1. A letter from Dufresne-Henry was reviewed by the Board. The letter proposed the outline of the project to be completed under the ADAP program this coming summer. The Manager indicated that the number one



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priority is the south ramp. If the \$300,000 in discretionary funds were dedicated, the project would encompass rebuilding of Taxiway A, Taxiway B, the south ramp and a major portion of the north ramp. Mr. Thompson moved that the proposed project be approved and the pre-application be forwarded to F.A.A. Mr. Beaudoin seconded the motion and all were in favor.

2. A communication from Wiemann-Lamphere requesting approval for construction of a new building for the Federal Express Corporation was reviewed by the Board. Federal Express would need a 300' x 250' plot of land adjacent to the building 890 ramp. In addition, approximately 200' x 200' of ramp to be used exclusively would be leased. In addition, their request would be for permission to install underground fueling tanks for aircraft as well as vehicles. The proposed building would be one story and 12,000 s.f. in size. Mr. Thompson moved that Wiemann-Lamphere and Federal Express be given the approval for construction on the site proposed to include facility for fueling. Mr. Beaudoin seconded the motion and all were in favor. Details of the lease will be forwarded to the Commissioners for their approval.

NEW BUSINESS

1. The Manager requested that permission be granted to permit Mr. Little to attend the International Aviation Snow Symposium to be held in Allentown, Pennsylvania on May 1, 1980. The cost of the trip was estimated to be approximately \$500.00. Mr. Thompson moved that permission be granted, seconded by Mr. Beaudoin. All were in favor.
2. Mr. Beaudoin reported on his inspection of the 1974 GMC Jimmy regarding his estimate of its fair market value. He indicated that the value of the vehicle was substantially higher than the \$1,000 bid received. He suggested that the vehicle be advertised at an asking price of \$2,300.00. The Manager was directed to place the ad and report back to the Commission at the next meeting.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
March 19, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
M. Robert Blanchard  
Wilfred J. Beaudoin  
Thomas W. Schmidt, Airport Manager/Clerk

ABSENT:

Vincent J. D'Acuti

A special meeting of the Commission was called to review the proposed fiscal year 1980-1981 Airport Budget.

1. The Airport Manager provided the Board with projections for income and expenses in the coming year. In reviewing the current year expenditure level, it was decided to increase the maintenance accounts by \$30,000 each and to increase the utilities account by \$10,000. The total budget of \$1,241,414 was approved by the Commission and will be forwarded to the Mayor.
2. In other business, the Manager reported that the airport electrician felt confident that existing power supplies, with some modifications, would be sufficient to handle the two additional refrigerators requested by the Airport Restaurant. The Manager was given authority to place an order for the additional units.
3. Mr. Schmidt advised the Board that if USAir and Delta decided against using corporate carpet in their gate areas and counter areas, the airport would be required as per the terms of the respective leases, to replace the worn carpet. The Manager was directed to place the order in the event corporate carpeting is not desired.
4. The next regular meeting of the Commission will be March 27, 1980.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
February 28, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
M. Robert Blanchard  
Wilfred J. Beaudoin  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Airport Manager/Clerk

ABSENT:

Vincent J. D'Acuti

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. Thompson, the Warrant for the month of February was approved as presented.
2. The January Operating Statements as well as the first set of worksheets under the new General Ledger system were reviewed by the Commissioners. Miss Gleason explained to the Board the system and its application to the existing format of Operating Statements. She pointed out that the cash on hand combined with the accounts receivable journal will equal the income shown on the operating statements each month.

REPORTS

1. The Airport Manager reported on the following topics:
  - a. A meeting was held with Chief of Aviation Security in Boston concerning the current misunderstanding with South Burlington over the responsibility for Airport Security. F.A.A. concurred with the Airport Commission concerning responsibilities for Security and agreed to write a letter to South Burlington Officials outlining the fact that the City of Burlington, in fact, did have sole responsibility for Security under Federal Law.
  - b. The Board was advised that the Snow Equipment Garage is approximately 60% complete. The project remains within the budget allocated and does not appear there will be any cost overruns during the remainder of the project.
  - c. The Commissioners were advised that G.B.I.C. had indicated an interest in the same parcel of land for which the Palmer Co. had made a proposal at the last meeting. It was recommended that no action be taken until contact had been made with G.B.I.C. concerning the land.
  - d. Reference was made to the letter sent to the South Burlington Tax Assessor concerning overpayment of Airport taxes. Credit



for the overpayment had been taken from the March payment due, no comment has been received from South Burlington officials.

COMMUNICATIONS

1. A communication from the South Burlington Board of Civil Authority was received by the Commission. The notice to taxpayers, dated February 19, 1980, indicated that the City of Burlington's appeal concerning taxation of Building 880 had been denied. Mr. Blanchard moved that the decision be appealed to County Court unless South Burlington voluntarily withdraws its demand for taxes no later than seven days from the deadline for filing. The motion was seconded by Mr. Beaudoin and all were in favor.

OLD BUSINESS

1. A revision to the proposed lease agreement between Louis and Joan Toulis and the City of Burlington governing operation of the Airport Restaurant and Lounge was discussed. In the original agreement executed in 1973, the lessee was required to maintain all of the lessors equipment at his expense. This provision was included at that time due to the fact that all of the equipment was new and covered under warranty. It was pointed out that six years later, the equipment was out of warranty and susceptible to failure. Mr. Blanchard moved that the clause be substituted for one which would place a \$150.00 deductible on all service work done on equipment. Mr. Beaudoin seconded the motion and all were in favor.

NEW BUSINESS

1. The Airport Manager advised the Commissioners of F.A.A.'s intention to budget for construction of a new tower and office complex. According to F.A.A. officials, under the federal budgetary system, occupation of new premises could not be expected for at least seven years. The question was raised whether or not the City of Burlington would be interested in building the facilities through a general obligation bond issue and leasing back to F.A.A. The Manager reviewed the several advantages and disadvantages of that proposal including the increased income which would be realized by the additional space made available in the terminal building. He also mentioned that pressure to relieve the line of sight problem would be removed as soon as the tower is relocated. The Board instructed the Manager to invite the representatives from F.A.A. to a meeting to mutually discuss the proposal.

MINUTES  
BURLINGTON AIRPORT COMMISSION  
February 28, 1980  
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2. A proposal was received from Acme Paint and Glass Co. for replacement of seventeen deffectivewindow units in the terminal building. On recommendation of the Commissioners, the Manager was instructed to obtain competitive proposals for the work to be done.
3. An offer to purchase a 1974 GMC Jimmy was received in the amount of \$1,000.00. The Board requested that Mr. Beaudoin inspect the vehicle to determine if the offer was in line with its fair market value.
4. The next meeting of the Board will be March 27, 1980.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
January 31, 1980

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
Vincent J. D'Acuti  
M. Robert Blanchard  
Wilfred J. Beaudoin  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Airport Manager/Clerk  
Alan Palmer, Muddy Brook Industrial Corporation  
Walter Houghton, Air North, Inc.

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. Thompson, the Warrant for the month of January was approved.
2. In discussion of the December Operating Statements, it was pointed out that the earnings statements did not fully reflect accurately the full amount of funds received by the Airport. The Manager indicated that in future statements, all funds coming into the Airport would be identified on the earnings statements including statements covering special accounts. In addition, a discrepancy in the reported earnings of A.N.A. should be researched to determine the cause for the decline.

REPORTS

1. Mr. Palmer of the Muddy Brook Industrial Park Corporation made a proposal to the Commission concerning lease of 23 acres of Airport land adjoining his land at the southeast end of the Airport. He proposed, over a five year period, to develop the acreage for industrial use. Coupled with the development would be construction of a thirty foot roadway from his property to the Airport Alert Area. Following his presentation, the Board directed the Manager to investigate the financial aspects of the plan and develop recommendations for leasing costs.
2. Mr. Houghton reported to the Board that a survey of potential T-Hangar tenants had been conducted. He reported that all seventeen units had firm commitments and at least three additional tenants would be on a waiting list. Following discussion, Mr. Thompson moved that the Manager be authorized to approach the City Finance Committee for purposes of developing funding sources and to report back to the Commission with final cost figures and an indication from Air North as to their willingness to assume contractual responsibility. Mr. Beaudoin seconded the motion and all were in favor.



3. Mr. D'Acuti reported to the Commission on his meeting with the South Burlington City Council. The two main issues discussed were the current dispute over taxation of Airport buildings and the proposed legislative action to establish an Airport police department. Following discussions of both sides' positions on the matter, it was a joint recommendation that the South Burlington City Council meet in session with the Board of Airport Commissioners. The date for the meeting has been set for February 7, at the offices of WJOV.
4. The Airport Manager reported on several current items:
  - a. The snow equipment garage was proceeding smoothly, although behind schedule. It is expected that we will be able to use a portion of the building for equipment storage within 30 days.
  - b. Legal work continued on the issue of South Burlington taxation of Airport buildings. The Manager reported that the findings of the Board of Civil Authority, issued in 1971, affirmed the position the City of Burlington has taken on the matter. In other words, the Board stated in 1971 that Airport buildings were exempt from taxation and that an appraisal of 75% of the land value could be added on to the appraised value of the land in lieu of their right to tax airport buildings. The concept was followed through in the tax agreement. Therefore it is our position that the City is not respecting the provisions of the tax agreement when it assesses such buildings.
  - c. The current cash position of the Airport with the City Treasurer is \$81,307.00. It is anticipated that one additional month will be required before excess funds in the amount of \$100,000.00 may be invested.
  - d. The Manager reported that the Mayor has asked for fiscal year 1981 budgets be submitted by February 28th.

COMMUNICATIONS

1. The annual financial report from Airport Parking Corporation of America was received by the Commissioners. The report showed an annual gross revenue of \$230,793.00. The Airport's share of that volume according to the current contract was \$110,305.00.
2. An informal letter of agreement concerning professional fees was received from J. R. Crenshaw and Associates. The Board authorized the Airport Manager to enter into the agreement for provision of consulting services on the renegotiation of the tax contract.

3. Federal Aviation Administration requested that the Manager be permitted to attend certification workshop to be held on February 26 in Boston. The Manager was given approval to attend.
4. A letter from Federal Express Corporation was reviewed by the Commissioners. The communication was a letter of intent to build a facility on the Airport of approximately 12,000 s.f. to handle their air cargo operations.

OLD BUSINESS

1. A proposed amendment to the restaurant contract was tabled by the Board.
2. The Airport Manager was authorized to execute a month to month contract with Emery Air Freight covering the lease of a small amount of space near building #870.
3. The next meeting of the Board of Airport Commissioners will be held on Thursday, February 7, at 3:00 p.m. in executive session to be followed at 4:00 p.m. with a joint open session with the South Burlington City Council.

Respectfully submitted,

Thomas W. Schmidt, A.A.E.  
Director of Aviation/Clerk

TWS:kag