

MINUTES  
BURLINGTON AIRPORT COMMISSION  
December 29, 1981

PRESENT:

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

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. Beaudoin, the Minutes of the November 23, 1981 Commission Meeting were approved for submission. All were in favor.
2. In reviewing the Warrant for the month of December, Mr. Beaudoin questioned whether Mr. Schmidt had studied the Air Comfort contract and if any action had been taken for termination. Mr. Schmidt stated that further information will be available at the next regular meeting. Mr. Blanchard moved to approve the December Warrant as presented, seconded by Mr. Thompson. All were in favor.
3. The November Operating Statements were studied by the Board. In reviewing the receivables statement, it was noted that the Hertz Corporation was delinquent in paying the difference between their new terminal rental rates and those rates which were in effect before July 1, 1981. The Manager explained that the corporation was contesting the new rates with the belief that the new rates had not been unanimously accepted by the airlines. In correspondence, Mr. Schmidt informed Hertz that to the contrary, all airlines had accepted the new rates. Opposition raised was in regard to fuel flowage fees charged Delta Air Lines by Northern Airways, which is being handled through binding arbitration. The Manager had not yet received a response to his correspondence.

REPORTS

1. In light of the Board's concern over the recent increases in hangar rates charged by Northern Airways, and in accordance with their request for further information at the last regular meeting, Mr. James F. Campbell, Director of Sales for Northern, appeared before the Commission. Prior to his appearance, the Board was presented with a comparison of tee-hangar rental rates charged by fifteen comparable airports clearly indicating that Northern was charging rates in excess of all airports surveyed. Mr. Campbell explained the many factors which lead to price disparities in aviation

REPORTS (Cont.)

1. such as overhead costs, demand, differences in structures and different pricing policies relating to each profit center. He stated that the general market of storage in the area also affects the prices charged and cited instances such as boat storage, furniture storage and car storage where in each case, the square footage rate for space rental was higher. He summarized by adding that Northern has attempted to hold down their rates over the years and in comparing aviation to non-aviation storage, their prices are reasonable. There is still a waiting list for hangar space which would indicate the prices are not out of line. It was decided that the airports listed on the survey may not warrant a fair comparison since it was unknown whether their facilities are similar. The Board expressed the fact that they cannot dictate prices but only make recommendations and wished Northern Airways to be aware of complaints registered with the Commission.
  
2. a. The Airport Manager reported on the status of the Land Acquisition Project. Three closings have taken place and the fourth is under contract to close on January 5. A counteroffer has been received on the fifth property and no work has yet been done to acquire the sixth property. Mr. Schmidt informed the Board that Relocation Officer Gifford Hart has done an excellent job and the project is going smoothly.  
  
b. There has been no further development on negotiations with the F.A.A. The administration had sent a check for partial payment of funds owed the City and reduced the amount by approximately \$19,000 which was money owed the F.A.A. by the City for work performed on the Taxiway Project. In mentioning the fact that the airport is owed approximately \$100,000 in ADAP funds, the Manager assured that he will provide in the next Grant Agreement for contractors not to be paid until the airport is paid by the government and they may bid accordingly. The F.A.A. had informed the Manager their intention to study their site at the airport to determine whether their rentable space could be reduced. No word has yet been received. The F.A.A. uses the same methods to charge their tenants at Washington International as used at Burlington International although the F.A.A. remains firm in disputing the new terminal rental rates. Mr. Beaudoin moved Mr. Schmidt be directed to authorize the City Attorney to bring action against the F.A.A. to collect or whatever action he deems advisable. Mr. D'Acuti seconded the motion and all were in favor.

REPORTS (Cont.)

2. c. Regarding the Delta arbitration proceedings, a meeting is scheduled for next week with the arbitrator selected for a pre-hearing conference. Mr. Schmidt assumes this conference will be held to decide exactly what issue will be arbitrated whether it be Delta's opposition to new rates or imposition of the fuel flowage fee charged by Northern.

d. As reported by Mr. Thompson, Mr. Schmidt testified before Senator Crowley's committee to stress the need for Vermont to include airports in their funding program. The ten year construction program had been replaced with a five year program where \$60,000 for the first year would be allocated to the airport for runway resurfacing and the airport's financial assistance needs would be reevaluated each following year. This proposal remains to be approved by the House and Senate. Mr. Thompson stressed the need for the Manager to stay abreast of the issue.

e. Mr. Fay reported to the Board on a recent incident where Mr. Earl Benway of B & B Taxi contacted him requesting permission to pick up a prearranged passenger at the terminal. Although apparently unlicensed to do so, Mr. Fay granted the request as the fare had been prearranged. It was later found that the taxicab regulations would not allow for such a pickup. Consequently, Mr. Fay felt the need for all Commissioners to study the taxicab regulations to familiarize themselves with the ordinance in the event a similar situation arises. Mr. Schmidt wished the Board to be aware of a problem with the taxicab licensing system. The Federal Trade Commission forbids the approval and setting of taxicab rates in the belief that such control stifles competition. The licensed taxicab companies have filed their rates with the Airport Manager's office, but no control over these rates could be exercised. The Manager stated that the cab companies are consequently charging higher prices only to file their higher rates with the office. Mr. Thompson suggested confronting the cab companies with the problem of excessive fares in an attempt to curb rates or the airport will find it necessary to take appropriate action. The Board agreed with Mr. Thompson's suggestion.

COMMUNICATIONS

1. Communication from Mr. Harry Portz, Regional Director - Properties for USAir, Inc. was reviewed by the Board. Mr. Portz appealed to Mr. Schmidt to utilize cost reducing procedures pertaining to Law Enforcement Officers at Burlington. Mr. Schmidt explained the

COMMUNICATIONS (Cont.)

1. roving guard concept to the Board which could be implemented at Burlington because the boarding gates are in close proximity. This concept, however, would call for a reduction in law enforcement staff which, the Manager strongly felt, would not leave sufficient personnel to secure the entire facility although reducing cost to the airlines. Mr. Schmidt proposed reducing the percentage applicable to the airlines from 75% of the total cost of the department to 50%. The Board felt the proposal should be thoroughly evaluated due to the fact it could decrease airport income by as much as \$30,000 per year. Mr. Fay suggested the Manager write Mr. Portz to inform him the matter is being studied and Mr. Schmidt research justification of a six man department. All favored the suggestion.
2. Remarks made by J. Patrick Brennan, Advisory Committee Chairman of the Master Plan Update Project regarding land acquisition as aired on a local radio station were distributed to the Board. Mr. Brennan stated opposition to the airport expanding into surrounding neighborhoods and that the Commission must recognize "those neighborhood's integrity". He further stated that to resort to legal action in acquiring properties "raises a community problem, as opposed to remedying an airport problem". Mr. Schmidt informed the Board that he intends to have Mr. Brennan on notice that he has no authority to speak on behalf of the Advisory Committee and he has no prerogative to make such statements. The Board also wished Mr. Schmidt see that Mr. Brennan is informed the Commission is unhappy with his decision to take these positions.
3. The Airport Master Plan Update Review Submission, dated December, 1981, as prepared by Dufresne-Henry, Inc. was distributed to the Board for their review. The next meeting of the Advisory Committee is scheduled for January 14, 1982, where ideas presented in the submission will be evaluated and discussed. The Board members were invited to attend.

An eight foot, 42 lb. model of a DC-3 aircraft constructed by the aircraft maintenance class at Burlington High School had been delivered to the terminal and suspended in the lobby area.

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Mr. D'Acuti moved Mr. Schmidt write a letter of gratitude to the class and instructor or prepare a resolution to recognize their efforts. Mr. Thompson seconded the motion and all were in favor.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
November 23, 1981

PRESENT:

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

The meeting opened with a motion by Mr. Beaudoin, seconded by Mr. Thompson, to amend the agenda to include two correspondence items, numbers 4 and 5, from Mr. Thomas Rotella of S.J.R., Inc. and Mr. Richard Barnard. All were in favor.

Mr. D'Acuti moved the Reports section of the agenda be amended to include discussion of the airport history book, seconded by Mr. Thompson. All were in favor.

MONTHLY REPORTS

1. Mr. Thompson moved to approve the Minutes of the October 29, 1981 Commission Meeting as submitted. Mr. Blanchard seconded the motion and all were in favor.
2. The Warrant for the month of November was reviewed by the Board. In noting the monthly payment for routine maintenance of the terminal elevator, Mr. Blanchard requested the Manager see that the interior of the elevator is painted. Mr. Schmidt agreed that the work should be performed. On motion of Mr. Blanchard, seconded by Mr. Thompson the Warrant for the month of November was approved for payment. All were in favor.
3. The Operating Statements for the month of October were examined by the Board. Mr. Fay commented that it appears the projected earnings will not be very far from that budgeted. Mr. Blanchard moved for approval of the statements, seconded by Mr. Thompson. All were in favor.

REPORTS

1. a. The Manager reported on the status of the Land Acquisition Project. The Garvey property has been purchased and closed and sales agreements have been executed on the Volz and Bassett properties. The Jeromes are presently looking for a replacement dwelling. Mrs. Tardie has moved out of her house and is renting the home. She has not yet agreed on a second offer made. Mr. Barnes has asked for \$250,000 for his property. The Manager stated he hopes to have acquisition and demolition completed by April 1, 1982 before the beginning of the taxable year.

REPORTS (Cont.)

- b. Mr. Schmidt reported on a meeting he, Chairman Fay, City Attorney McNeil and Mr. Joel Crenshaw had with FAA officials in Burlington, Massachusetts. They discussed the airport's financial requirements and reasoning in charging the new terminal rental rates. The FAA has refused to pay the new rates, but has agreed to forward a check to the City for past due rents based on the expired contract rates. The Manager expects information by December 1 as to whether the FAA will reduce their space presently occupied in the terminal building.
- c. Mr. Schmidt informed the Board that he is in receipt of the release amendment and approval for the National Guard Avenue to be deeded to the City of South Burlington.
- d. The next meeting of the Airport Advisory Committee for the Master Plan Update will be held during the second week of December and will cover phases six and seven of the update. The Manager will forward information to the Commission as soon as it is available.
- e. The Manager met with representatives of Ackerley Advertising. The advertising firm, which replaced Transportation Displays, Inc., has rewritten all contracts for advertising in the terminal, sold two additional dioramas, phoneboard and plans to move a diorama to the wall near Air New England's former position. The Manager wished to stress the fact that the company has responded well to his request for service.
- f. Mr. Schmidt reported on a November 5 public hearing he attended which had been called to hear views on projects which should be considered in the ten year State transportation agency construction program. The Manager's presentation requested the agency consider the needs of aviation in the State. Mr. Thompson, who also attended the hearing, suggested Mr. Schmidt participate in a committee that will be formed to prepare an economic report as a follow-up to the hearing.
- g. A schedule of payments made to Air Comfort for the past year was presented to the Board. Due to the fact that payments made were in excess of \$24,000, Mr. Schmidt suggested going to bid for a contract on the basis of labor and purchase of parts at cost. He requested the Board's approval to retain Jennison Engineering to assist in drawing the specs. Mr. Beaudoin moved Mr. Schmidt contact Jennison Engineering for assistance in drawing bid specifications and study the Air Comfort contract for termination as soon as possible. Mr. Blanchard seconded the motion and all were in favor.

REPORTS (Cont.)

h. Recent conversations concerning the Committee to Honor Aviation Pioneers were discussed by the Board. Mr. Fay had informed Mr. Mahoney of the committee that the Board of Airport Commissioners wished him to proceed as directed by the Board originally. Mr. D'Acuti explained a conversation he had with Mrs. Desautels of the Board of Aldermen where she stated that she had been misinformed about John Burns' participation in the establishment of the airport. Mr. Beaudoin stated, also, that he had been contacted by persons supporting the Airport Commission's decision.

i. In conjunction with discussion of the Committee to Honor Aviation Pioneers, Mr. D'Acuti felt the issue of naming the terminal building has brought to light the need to publish the airport history and questioned the status of the project. Although no additional research had been performed in an effort to reduce the cost of the project, the majority of the Board members were in favor of having the book produced. Mr. Blanchard, however, questioned the necessity of having the history book published and its salability. Mr. Thompson offered to pursue further funding personally and come back to the Board with any additional information he can obtain.

COMMUNICATIONS

1. Communications from the Department of Housing and Urban Development were reviewed by the Board. Mr. Schmidt explained that in 1967, the Board of Airport Commissioners had taken advantage of a HUD grant for advance planning funds. Investigation identified what the needs of the airport were and provided for engineering and design until bid. The grant was an advance, and if any design was implemented, the government would be refunded. Consequently, recent projects have called for refunds to the government in excess of \$21,000. The Manager explained that ADAP funds are not available for reimbursement at the present time, however, the money due will be paid and submitted at a later date for reimbursement to the City.
2. A letter, dated November 4, from Mr. Walling, Regional Manager - Properties for Delta Air Lines to Mr. Daley of the Lake Champlain Regional Chamber of Commerce was presented to the Board for informational purposes. The correspondence provided a comparison of airport rental rates of 23 small hub cities and an explanation of Delta's philosophy and opinion of the airport consultant's rate making policy.



COMMUNICATIONS (Cont.)

3. A communication was discussed from R.G.L. Associates, Inc., a company which produces air shows throughout the northeast. The company had been contacted by the Burlington Police Association who wished to discuss the possibility of producing an air show at the Burlington International Airport for the Police Association's benefit. Mr. Schmidt stated he was opposed to the philosophy of charging the public admission to an air show as there has never been admission charged at the air shows in the past. Mr. Thompson moved Mr. Schmidt be directed to respond to R.G.L. Associates, Inc. stating the Commission's policy on air shows and their denial of the request. Mr. Beaudoin seconded the motion and all were in favor.
4. Mr. Thomas Rotella, President of S.J.R., Inc., d/b/a Airport Gift Shop attended the meeting to formally request that because of adverse economic conditions, the lease agreement with the Gift Shop be amended to delete the minimum monthly guarantee. He explained that the only means of eleviating overhead is to reduce salaries and rent. Following Mr. Rotella's presentation, Mr. Fay stated his concern over liability to other bidders for the concession who were not granted a lease with the City because their minimum monthly guarantees were below that submitted by S.J.R., Inc. Mr. Schmidt explained that Mr. Rotella had bid in good faith with full realization that there could be a downtrend in the economy in the future. Following discussion which included the option of soliciting bids for the Gift Shop once again, Mr. Thompson moved Mr. Schmidt write to Mr. Rotella to express the Board's understanding of the situation, but because of precedence which has already been established with other concessionaires and potential legal problems which could surface from those who last bid for the concession, the contract with S.J.R., Inc. will remain in effect unchanged. Mr. Blanchard seconded the motion and all were in favor.
5. Communication from Mr. Richard E. Barnard was distributed to the Board, wherein he lodged a strong protest against Northern Airways for, in Mr. Barnard's estimation, raising the hangar rents to unreasonable levels. Due to the 64% increase in cost, Mr. Barnard appealed to the Commission to investigate the matter to arrive at a third option, as opposed to paying the increased hangar rent or finding another location to house aircraft. In discussing the matter, Mr. Schmidt stated that the City has no control over Northern's charges, only the tie-down charge because airport property is involved. Mr. Beaudoin felt Northern Airways was pricing themselves out of existence. Mr. Fay stated that if the charges are too high, Northern should be made aware of it. Mr. Schmidt agreed to look into the matter and have more information for the next Board meeting. Mr. Fay requested the Manager respond to Mr. Barnard's letter to inform him of the Board's intent to research the situation.

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RESOLUTIONS

1. Mr. Schmidt appealed to the Commission for approval to reclassify the Executive Secretarial position of the Manager's Office to that of Office Manager. After discussion of the requirements of the new job description, Mr. D'Acuti moved to approve the reclassification and implement the new job description and duties in the office organization on December 7. Mr. Thompson seconded the motion and all were in favor.
2. Plans and specifications for the condominium T-Hangars under construction by Northern Airways were presented to the Board for their review. Following a short question and answer period, Mr. Thompson moved the plans and specs be approved, seconded by Mr. Beaudoin. All were in favor.

Respectfully submitted,

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

TWS:kag

MINUTES  
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Thomas W. Schmidt, Director of Aviation  
Ernest J. Little, Deputy Director of Aviation

The meeting opened with a motion by Mr. Thompson, seconded by Mr. Beaudoin, to amend the agenda to include Executive Session following Resolutions. All were in favor.

MONTHLY REPORTS

1. On motion of Mr. Beaudoin, seconded by Mr. D'Acuti, the Minutes of the October 1, 1981 Commission meeting were approved as submitted.
2. The Warrant for the Month of October was examined by the Board. In noting the amount of money due Air Comfort, Inc., Mr. Beaudoin felt strongly that a second opinion should have been sought before expending such a large amount for a new compressor. Mr. Schmidt explained that we have a contract with Air Comfort for labor, however, substantial amounts of money are being spent yearly for parts. Mr. Schmidt had suggested the Personnel Office hire one employee to handle all air-conditioning needs for City Departments. Mr. Beaudoin asked to see a total figure of money spent for Air Comfort services and parts in the past year for the next regular meeting and Mr. Fay requested information on contract dates, etc. to determine what other options may be available. Mr. Schmidt stated he will have more information for the next meeting as well as suggestions of other companies capable of handling the work. Mr. D'Acuti moved to approve the October Warrant as presented, seconded by Mr. Beaudoin. All were in favor.
3. The Operating Statements for the month of September were reviewed by the Commission. In noting F.A.A. receivables in excess of \$60,000, the Manager explained that although the F.A.A. is not willing to execute a new contract for rental rates, they are willing to sign a contract to pay past due charges based on the old expired rates. They will be willing to pay the airport as though the contracts that had expired were still in effect if the airport is willing to accept partial payment. Mr. Schmidt explained the content of the three contracts with F.A.A. and stated that the matter will be further discussed in Executive Session since litigation may be involved. Mr. Blanchard moved acceptance of the operating statements, seconded by Mr. Thompson. All were in favor.

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REPORTS

1. Mr. Fay reported on a recent Board of Aldermen meeting which he attended where resolution was passed respectfully requesting the City Department's Commission meetings held no earlier than 5:00 p.m. so as not to restrict public participation. Although Mr. Fay testified at the Aldermen's meeting that the public, historically, have not expressed an interest in attending the meetings of the Airport Commission, Mr. Blanchard felt that the Commission meetings should convene at 5:00 for a period of time to demonstrate a spirit of cooperation. Mr. Thompson moved Commission meetings convene at 5:00 p.m. for the next three months of regular session and the matter be reviewed once again at that time. Mr. D'Acuti seconded the motion and all were in favor. Mr. Blanchard suggested Mr. Schmidt write to the Board of Aldermen notifying them of the Airport Commission's decision to comply with their request for a period of time in their spirit of cooperation.
  
2. Mr. Fay informed the Board of his recent contact with Aldermen Maurice Mahoney, recently appointed member of a committee formed to study the possibility of recognizing aviation pioneers. Following special session held October 15 regarding the matter, Mr. Mahoney informed Mr. Fay that he will maintain his stand to name the terminal building the John J. Burns Terminal and requested Mr. Fay inform the Board of his position. After reviewing the Board's position of opposition to naming the terminal building after one individual, Mr. Fay was directed to contact Mr. Mahoney to inform him to proceed as directed at the October 15 meeting to review the issue with the other appointed committee members for a report at the November Commission meeting.
  
3. a. Mr. Schmidt informed the Board that offers had officially been made to each property owner affected by the Land Acquisition project. Of the offers made, which could not be discussed due to confidentiality, only one had been refused and a counter-offer made.  
  
b. Emery Air Freight has recently executed an agreement with the City and will reimburse the City for rent unpaid back to January 1, 1981. The invoice for rents due has been issued and payments should be received shortly.  
  
c. The Manager wished to officially inform the Board of Air New England's intention to liquidate and terminate service effective October 31. No further information was available, although Air North is anxious to assume their quarters in the terminal.

REPORTS (Cont.)

3. d. The item, F.A.A. Negotiations, as listed on the agenda for discussion during regular session, had been previously moved to Executive Session at the opening motion of the meeting.
- e. The Manager advised the Commission the V.I.D.A. loan had been approved for the Foreign Trade Zone's spec building. The F.A.A. will vacate the white house building by May, 1982. Mr. Fay stated that G.B.I.C. had appeared before the Board of Aldermen to notify them of their intent to construct the building and according to the press, had gone directly to the City Officials to somewhat bypass Airport Administration. Mr. Thompson understood that their action may have had to do with soliciting City approval for the V.I.D.A. loan, and Mr. Little stated that he attended the Board of Aldermen meeting which G.B.I.C. attended and found it to be strictly informational.

COMMUNICATIONS

1. Communication from Mr. Arthur Hogan, Executive Director of the Chittenden County Regional Planning Commission was distributed to the Board for notice of a public hearing scheduled for November 5. Lack of funds in the transportation agency has called for public views on which projects of the transportation construction program are of importance. Mr. Thompson stated that it is imperative Mr. Schmidt or Mr. Fay attend the hearing to speak on behalf of the Commission to continue state funding for airport projects. Mr. Schmidt will prepare remarks for submission at the hearing encouraging airport funding as a transportation agency priority.
2. Communication from Joel A. Blumenthal, Director of Marketing of Air Vermont, Inc. formally appraised the Board of their plans to operate regularly scheduled air service at Burlington International Airport. They have made arrangements to purchase the ticket counter from Air North, assuming Air North will take over the vacant Air New England ticket counter. Because the action hinges on whether Air New England terminates, a conditional motion was called. Mr. Thompson moved authority be granted Mr. Schmidt to work with Air Vermont, Inc. to provide counter space in the terminal building wherever possible. Mr. D'Acuti seconded the motion and all were in favor.
3. In connection with discussion relating to Air Vermont placement in the terminal building, Mr. Schmidt requested views on placement of Air North in the present Air New England area. Mr. Thompson, as well as other board members, felt Air North should occupy the space as long as they are the third largest carrier operating out of Burlington.

COMMUNICATIONS (Cont.)

Mr. Schmidt suggested that since there is no present contract with the airline, perhaps they would assume the area on a month-to-month basis. Mr. Thompson moved the Manager be directed to use discretion in placing Air North in the larger area with the understanding it is not to be on a permanent basis. Mr. Beaudoin seconded the motion and all were in favor.

4. Replacement of compressors by Air Comfort, Inc. had been addressed earlier in the meeting in conjunction with review of the Warrant for October where payment of same was approved.

RESOLUTIONS

1. On motion of Mr. Thompson, seconded by Mr. Beaudoin, a resolution was adopted by the Board in tribute to the late William G. Supernor, Airport Police Sergeant. All were in favor.
2. Plans for an orientation tour for the Board of Aldermen were discussed by the Board. Mr. Schmidt suggested a bus tour of the facilities, lunch, tour of the building and an orientation flight provided by Air North. The Mayor will be invited and Mr. D'Acuti suggested inviting South Burlington City Officials. The tour may be scheduled for early December. Mr. Thompson was concerned the Air North plane ride may seem extravagant, however, Mr. Schmidt assured that it will be made clear that the ride will be compliments of Air North. The Board gave concensus to proceed with the plans.
3. The Hangar Condominium Association agreement as will be executed between ANA, Ltd. and each unit purchaser was presented to the Board for approval. Mr. D'Acuti moved to table the matter until they are properly advised by the legal department and until an agreement has been worked out between all parties relating to the Association. Mr. Thompson seconded the motion and all were in favor. Chairman Fay requested a plot plan be available for review at the next meeting.

With conclusion of the agenda for regular session at 6:00 p.m., Mr. D'Acuti moved the meeting go into Executive Session, seconded by Mr. Thompson. Executive Session closed at approximately 45 minutes later, following which Mr. D'Acuti moved to adjourn the meeting, seconded by Mr. Thompson. All were in favor.

Respectfully submitted,

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

TWS:kag

BURLINGTON AIRPORT COMMISSION  
\*\* SPECIAL SESSION \*\*  
October 15, 1981

PRESENT:

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

Airport Naming Committee:

Maurice Mahoney, Alderman  
William J. Blanchard, Alderman

Mr. Mahoney opened the meeting by informing the Airport Commission of the Board of Aldermen's desire to name the terminal building the "John Burns Terminal" and have a plaque to that effect displayed. The City has recently changed their views on memorializing an individual by naming a building after a person, and such a change in viewpoint prompted them to request naming the airport terminal building after Mr. Burns, a former Mayor who chose the actual site where the airport is located and who has made outstanding contributions to aviation. Mr. Mahoney explained that Mr. Burns is in poor health and the Aldermen wish to have such a dedication accomplished while Mr. Burns is living.

Mr. D'Acuti explained that other people were aviation pioneers in addition to Mr. Burns. He stated that Mr. Burns was a colorful man, but is not solely responsible for the establishment of the airport. To the contrary, many people were involved.

Mr. Schmidt then presented brief biographies of a number of people who were involved in the Burlington airport during its early years, stressing each individual's position, accomplishments and personal investment in the advancement of aviation in Burlington and the State. It was clear that Mr. "Fritz" Shepardson had more time invested in the airport than others mentioned, however Mr. Burns was instrumental as well as other people. Mr. Mahoney then agreed that Mr. Burns was not the one person deserving of recognition, but one of a number of individuals.

Mr. D'Acuti stated that in the process of working on the publication of an airport history book, the aviation pioneers will be noted. Mr. Mahoney felt, however, that simply stating achievements in a history book would dilute recognition that should be given to particularly notable people.

Mr. Blanchard stated he supports the plaque concept in honoring these instrumental people.

BURLINGTON AIRPORT COMMISSION

\*\* SPECIAL SESSION \*\*

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Mr. Schmidt then read the minutes of the first Commission Meeting, stating the attendees were directly responsible for getting the airport "off the ground". Messrs Burns and Beebe chose the airport site, while Messrs. F. W. Shepardson, David W. Howe, William S. Preston, Sr. and William S. Appleyard purchased land on the chosen site for \$10,000 and held it in the name of The Burlington Free Press until the City of Burlington was ready to purchase it some years later. Mr. Beaudoin added that these people were the six original fathers and Mr. D'Acuti stated, also, that the Pugh family could not be overemphasized.

Mr. Schmidt asked Mr. Mahoney if the Aldermen would object to the Commission's approach. Mr. Mahoney answered that the Aldermen did want to name the terminal after John Burns, but he personally appreciates the dilemma presented. Mr. John Leddy of the City Attorney's office then appeared with a prepared resolution to name the terminal building, when Mr. Mahoney brought him up to date on what had been previously discussed.

It was then decided that Chairman Fay will appoint a small committee to prepare additional information for the Board for a dedication. This information will be available for review at the November Commission meeting.

The meeting closed with discussion of inviting the Aldermen to the airport for a complete tour for their own information and first-hand knowledge to assist them in airport related decisions.

Respectfully submitted,

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

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
October 1, 1981

PRESENT:

Wilfred J. Beaudoin  
Vincent J. D'Acuti  
William P. Thompson  
Roger P. Fay, Chairman  
Thomas W. Schmidt, A.A.E., Director of Aviation  
Ernest J. Little, Deputy Director of Aviation

ABSENT:

M. Robert Blanchard

MONTHLY REPORTS

1. Mr. Beaudoin moved to approve the Minutes of the August 27, 1981 Commission Meeting as submitted. Mr. Thompson seconded the motion and all were in favor.
2. Following review of the September Warrant, Mr. Thompson moved for its approval. Mr. D'Acuti seconded the motion. All were in favor.
3. In examining the Operating Statements for the month of August, it was noted that there had not been an adverse effect on the Earnings Statement for the month considering the PATCO strike. Mr. Fay informed the Board that they may expect a request from the Gift Shop for a reprieve from payment of their minimum monthly guarantee due to the fact that their income had declined substantially since the strike. Mr. Schmidt stated that a reprieve should not be granted because the airport's anticipated revenues are based on the monthly guarantees which is the reasoning behind guaranteeing monthly payments. In studying the receivables statement, Air New England was noted to be delinquent in payment. Mr. Thompson moved Mr. Schmidt inform Air New England they must bring their account current by October 15 or a special session will be called to begin eviction proceedings. Mr. D'Acuti seconded the motion and all were in favor.

Mr. Schmidt requested the Board to amend the agenda to include a report by Ms. Chevalier, Tour Guide and Public Relations Director relating to the Airport History project and discussion pertaining to Mr. Donald Russell, airport maintenance worker. Mr. D'Acuti moved the agenda be amended to accomodate same, seconded by Mr. Thompson. All were in favor.

REPORTS

1. Ms. Chevalier brought the Board up to date on the status of the Airport History project. Ms. Chevalier had obtained a price from another writer, Mrs. Betty Bok Feinman, and a sample of her work.

Mr. Thompson felt the writer's cost of \$2,600 was far too high, although Mr. D'Acuti said the price was in line with other writers. After further discussion relative to cost, Mrs. Feinman's writing style and anticipated public enthusiasm toward the publication, Ms. Chevalier was instructed to look into the sales history of similar local-interest books, submit Mrs. Feinman's sample writing to Mr. Ralph Hill for professional opinion and contact the Chittenden County Historical Society to advertise for another, possibly lower-cost writer in their bulletin. Ms. Chevalier should also check airport related businesses to see if they would be willing to donate money for the publication.

2. a. The Airport Manager informed the Board that the grant for the land acquisition project had been executed in the amount of \$520,130. A second appraisal is forthcoming along with the review appraisals, then, they will be in a position to make an offer to the property owners. Mr. Schmidt had made up a conservative budget for the project amounting to \$624,000, including \$50,000 contingency.
- b. Mr. Schmidt reported on his September 24 trip to Washington accompanied by Mr. Stanton of the Lake Champlain Regional Chamber of Commerce. They met with Mr. Colodny, President of USAir, to discuss their recent cut-back in service from Burlington. Mr. Colodny assured them the reduction was not an attempt to erode the market in Burlington and he is looking at ways to alleviate the situation in the future. Mr. Schmidt and Mr. Stanton also met with Senators Leady and Stafford to obtain political help in settling problems with the F.A.A. contract. Mr. Schmidt was quite satisfied with their reception in Washington.
- c. Mr. Schmidt notified the Commission Mr. Wendell Worth had been awarded the position of Sergeant in the Airport Police Department. Mr. Worth had scored highest, overall, in the three-part examination administered by the Vermont Police Academy. Mr. Fay questioned whether a resolution had been considered for the late Sergeant William G. Supernor. Mr. D'Acuti moved a resolution be prepared for their execution, seconded by Mr. Beaudoin. All were in favor.
- d. Airport related business recently handled at a session of the Board of Aldermen included execution of new leases for USAir and Air New England. Discussion relating to the new rates to be charged prompted Mr. Schmidt to be questioned about using airport funds for City purposes. The question had been temporarily dropped when City Attorney McNeil informed Mayor Sanders he was preparing an opinion on the subject. However, the Board of Aldermen did direct the Finance Committee to meet with the Airport Commission to investigate the possibility.

e. The Manager informed the Board that GBIC is close to going ahead with their speculative building. There had been a question of funding by GBIC. Mitel Corporation, a leader in communications technology is now fully occupying the G.E. building. Additional space is considered necessary to attract new tenants to the Foreign Trade Zone.

f. Mr. Schmidt had issued a check to the American Arbitration Association to initiate arbitration with Delta Air Lines. He explained he should be hearing from the association within a week with a list of arbitrators and resumes. One arbitrator will be chosen. Mr. Schmidt will keep the Board up to date on the matter.

g. Mr. Schmidt explained to the Commission that due to physical problems and excessive absenteeism, Mr. Donald Russell, an airport employee of approximately twenty years, had been scheduled for a disability retirement physical. It may be three to four weeks before the medical board arrives at a decision. Whether his dismissal will be based on disability retirement or not, Mr. Russell must have a hearing before the Commission. Although Mr. D'Acuti felt the Manager was being lenient, Mr. Thompson supported Mr. Schmidt's course of action.

#### COMMUNICATIONS

1. Fiscal year end financial statements, prepared by P. F. Jurgs, were reviewed by the Board. In noting the airport had experienced a loss in excess of \$70,000 for the year, it was explained that consideration of depreciation expense would have changed the perspective. A short question and answer period followed.
2. Correspondence from Mr. Schmidt to Ackerley Advertising Company had been distributed to the Board. In his letter, Mr. Schmidt notified the company that payment due the airport for a number of displays in the terminal building had not been received and were delinquent, in some instances, back to 1980. Mr. Schmidt wished the Board to be on notice that a problem does exist with the new advertising company.
3. Correspondence from and relating to Peoples Express Airline were reviewed by the Commission. The young, quickly expanding airline is looking into servicing the Burlington area. Mr. Schmidt and Mr. Stanton will be working together to prepare an information package on the Burlington area to submit to the new airline.

BURLINGTON AIRPORT COMMISSION

October 1, 1981

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4. Regarding the bankruptcy case of Brennan & Hargreaves, correspondence from the City Attorney's office informed Mr. Schmidt that as of October 1, the City will be in a position to enter into an agreement with Emery Air Freight. The new agreement, however, will not be executed until the first part of November. Execution of the new agreement was pending legal release by the bankruptcy court of the agreement with Brennan & Hargreaves. The agreement with Emery would have been accepted some time ago if the previous agreement with Brennan & Hargreaves had not been considered part of the bankruptcy estate under Chapter 11.
5. Correspondence from Accent Travel reiterating their desire to open a travel agency counter in the terminal building following their research on the matter was presented to the Board. Mr. D'Acuti moved to table discussion on the subject, seconded by Mr. Beaudoin. Mr. Thompson wished to abstain from the motion.

RESOLUTIONS

1. A draft lease agreement between the City and Hangar Condominium Association was prepared for the Board's review. Action will be taken on the matter at a later date.
2. Federal Express placed a request before the Commission for installation of an overnight delivery counter in the terminal building. The approximately 15 square foot receptacle would be used for rush delivery of envelopes and packages and would also serve as additional income for the airport for the space it would occupy. The Commission was in favor of installing the counter and agreed to discuss proposed locations after physically inspecting the terminal lobby.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
August 27, 1981

PRESENT:

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

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Thompson, the Minutes of the July 30, 1981 Commission Meeting were approved as submitted.
2. The Warrant for the month of August was reviewed by the Board. Noting the cost of coolers for the Restaurant purchased from Greg Restaurant Supply, Mr. Thompson suggested obtaining bids for equipment purchases when circumstances require. Mr. Thompson then moved to approve the Warrant as presented, seconded by Mr. Beaudoin. All were in favor.
3. The Operating Statements for the month of July were examined by the Board. It was noticed that receivables had increased substantially since last year. The Manager was instructed to contact the debtors to expedite payment. Noting the increase in payroll expense, Mr. Schmidt informed the Board that the vacant position in the Airport Police Department would not be filled. A change in law enforcement regulations to be effective September 11 will not require double coverage on patrolmen's shifts. The vacancy of the Sergeant position, resulting from the decease of Sergeant William G. Supernor, will be filled by promoting an officer of the department reducing the force by one officer. After further discussion, Mr. Blanchard requested a report be prepared for the next meeting to provide additional information of costs incurred by the City of Burlington for maintaining the police department.

Mr. Thompson brought to Mr. Schmidt's attention, the fact that the sign giving direction to the airport located at the corner of Williston Road and Airport Drive was in poor condition. In agreement, Mr. D'Acuti added that the City of South Burlington should not have objection to repainting the sign. Mr. Schmidt stated he would take care of the matter.

REPORTS

1. The Manager reported on the status of the land acquisition project. The House and Senate agreed to a one-year extension of the ADAP program, allowing for federal money available for the acquisition of three parcels of land. A pre-application for the project had

BURLINGTON AIRPORT COMMISSION

August 27, 1981

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been submitted to F.A.A. and an additional application had been prepared to cover all six parcels in the event discretionary money becomes available in September.

2. Mr. Schmidt reported on the manner in which he has decided to fill the airport police sergeant position. Feeling that seniority is not a good basis to make a selection and realizing that all patrolmen eligible for the position are qualified, it was decided the situation should be handled by examination. The Vermont Police Academy will administer the exam, which will consist of a general knowledge written test, a psychological exam and an oral review. The individual who scores the highest on the three part exam will be granted the promotion, however will be subject to a 90 day probationary period to insure they can satisfactorily handle a supervisory position.

CORRESPONDENCE

1. Correspondence from Helene Cohen, Attorney for Delta Air Lines, was presented to the Board. The letter stated that Delta is willing to participate in arbitration in order to obtain an equitable agreement with the City of Burlington. The letter, directed to the American Arbitration Association, also stated that Delta had been under the impression an agreement had been reached, however, the City changed its position and demanded arbitration. The City had rejected the latest proposal of the airlines when Delta later insisted it had included elimination of the fuel flowage fee as charged by Northern Airways. The Manager informed the Board that Mr. Portz, negotiator for USAir, agreed to sign a contract with the City as the City had originally interpreted the proposal, and Air North as well agreed to execute the contract. Mr. Schmidt said he is waiting for word from Air New England as to whether they would also prefer to execute an agreement rather than enter into arbitration. Mr. Schmidt wished the Board to reiterate their support to proceed with arbitration. The Board unanimously agreed.
2. The Board reviewed a letter from Mr. Delaire, Manager of American International Rent-A-Car, requesting permission to install a direct dial telephone near the baggage claim area in the terminal building. Since the company is not one of the four contracted rental car agencies located in the building, Mr. Delaire felt the service would reduce the frequency of the company's shuttle vehicle in the front of the terminal building thereby slightly reducing traffic volume. Off-airport rental car firms had not been permitted to install phones in the terminal area in the past as the phones could be compared to unmanned booths. The present rental agency contracts also limits

the number of operators in the terminal building to four. Outside agencies are permitted to pick up customers in front of the terminal building which is considered a public area, however, are not allowed to solicit within. Feeling approval would infringe on the contract rights of the present tenants, Mr. Blanchard moved to deny permission to install the direct dial telephones. Mr. Beaudoin seconded the motion and all were in favor.

3. Notice of a Transportation Committee luncheon meeting was distributed to the Commission. Mr. Schmidt invited Board members to attend the luncheon which featured the past airport manager, William F. Shea, as guest speaker.

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
July 30, 1981

PRESENT:

Vincent J. D'Acuti  
Wilfred J. Beaudoin  
William P. Thompson  
Thomas W. Schmidt, Director of Aviation/Clerk  
Ernest J. Little, Deputy Director of Aviation  
James W. Burns, Burlington Board of Aldermen

ABSENT:

M. Robert Blanchard  
Roger P. Fay, Chairman

Mr. D'Acuti moved to appoint Mr. Beaudoin Acting Chairman of the meeting in the absence of Mr. Fay. Mr. Thompson seconded the motion and all were in favor.

Mr. Schmidt explained to the Board that Mr. Michael Bernardo, Station Manager for USAir and Mr. Thomas Rotella of the Airport Gift Shop wished to each attend the meeting to discuss particular items. Mr. Thompson moved to amend the agenda accordingly, seconded by Mr. D'Acuti. All were in favor.

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Thompson, the minutes of the July 2, 1981 Commission Meeting were approved as submitted.
2. The Warrant for the month of July was discussed by the Board. When a question was raised regarding a payment listed to Acme Paint & Glass in excess of \$1,500, it was determined that the work performed had not been done correctly. Mr. Schmidt was instructed to look into the matter. Mr. Thompson moved to approve the July Warrant for payment with the exception of Acme Paint & Glass until the problem was rectified. The motion was seconded by Mr. D'Acuti and all were in favor.
3. The Operating Statements for the month of June and fiscal year 1980-1981 were reviewed by the Board. A total deposited for the fiscal year was \$1,109,483 and total expended was \$1,087,507, leaving carry-over in the amount of \$21,976. Unlike last year, Mr. Schmidt felt the airport was in a better position to make an investment, and suggested reinvesting \$100,000. A motion on the matter should be directed to the finance committee and if approved, would be referred to the Board of Aldermen. It was feared that once the request was made, the Mayor may be interested in using the airport money in the City general fund. The Manager explained, however, that the airport is obligated under contract with the airlines to use all airport revenues for airport purposes only.



It was decided that an opinion prepared by the City Attorney stating this point would be needed. Mr. Thompson moved the Manager obtain an opinion from the City Attorney stating the airport's contractual obligations in investing the money and approach the finance board for authority to finance \$100,000 for short terms. Mr. D'Acuti seconded the motion and all were in favor.

REPORTS

1. The first item scheduled for discussion regarding the Special Aldermanic Committee was postponed and replaced with a report to the Commission by Mr. Bernardo of USAir. Mr. Bernardo wished to have the Board reconsider their decision to hold the baggage claim area refurbishing project. He felt the project should be considered a priority item because due to lack of space, equipment was being damaged, they were experiencing a loss of productivity and exposing employees to bodily injury. As opposed to spending the \$80,000 to \$100,000 necessary to refurbish the entire area, Mr. Bernardo suggested simply widening the doors until such time as the entire project could be accomplished. Mr. Schmidt felt that suggestion had been proposed in the past, but due to structural problems, could not be accomplished. Mr. Thompson stressed that the Board is sympathetic to the airline's problem and would certainly attempt to do whatever possible to increase efficiency. The Manager was requested to investigate installing double doors in the area.
2. Prior to welcoming the attendees from Accent Travel, Mr. Thompson withdrew from the meeting due to a conflict of interest regarding the matter. This did not leave a quorum of the Board, however, it was decided discussions regarding Accent Travel would continue.

Mr. Robert Eddy, Mrs. Odette Eddy and Mr. Ray Miner of Accent Travel were introduced to the Board. They expressed their desire to open a travel agency counter in the terminal building, similar to the counter occupied by Air North. Mr. Eddy admitted the action would be a risk but they would be adding a unique service to the airport. They may come to find that the general public may wish to deal directly with the airlines rather than a travel agent where the public may not be familiar with the service the agency could provide. Mr. Schmidt suggested Mr. Eddy contact the travel agencies located in airports in other parts of the country for further information and Mr. Schmidt will bring the matter up before the full Board. Mr. Miner stated that the Burlington area is unique even if it is found that the concept was found not to be profitable in other parts of the country and Mrs. Eddy wished to state that the additional advertising they would employ would be to the benefit of the airport.

3. a. The Manager reported on the status of the airline rate negotiations. Delta Airlines reiterated that they would not change their original offer which included elimination of the fuel flowage fee. Mr. Schmidt informed that City Attorney McNeil had drafted a letter to the American Arbitration Association which he was holding for the Board's consent to proceed. Mr. Thompson suggested the Manager contact Mr. Portz of USAir to find out if he was under the impression their proposal had included elimination of the fee to perhaps see if USAir would accept the proposal without the contingency. Mr. Schmidt admitted that historically, dealing with the other airlines as opposed to dealing directly with Delta has resulted in settlement.
- b. Mr. Schmidt reported on the City's position in the bankruptcy case of Brennan & Hargreaves. Their agreement with the City cannot be cancelled due to the fact the agreement is part of the bankruptcy estate and considered an asset under Chapter 11. Once the court issues their legal release, the agreement can then be cancelled and a new agreement executed with Federal Express.

#### COMMUNICATIONS

1. Correspondence from Mrs. Odette Eddy, Manager of Accent Travel had been covered previously with their report.
2. On motion of Mr. D'Acuti, seconded by Mr. Thompson, Mr. Schmidt was granted permission to attend the 1981 Eastern Airport Managers Conference to be held August 31 through September 4, 1981 in Williamsburg, Virginia. Mr. Schmidt had been invited to participate as a guest panelist in the General Session Program at the conference.
3. Discussion relating to the airport Certificate of Deposit had been previously included in the Board's review of the June Operating Statements.
4. Communication from Mr. John J. Stanton, Chairman of the Transportation Committee to Mr. Edwin Colodny, President of USAir had been distributed to the Board for informational purposes. Mr. Stanton suggested he and Mr. Schmidt plan on a meeting with Mr. Colodny in the near future to discuss matters of mutual interest.

#### NEW BUSINESS

1. Preparation of a Resolution to the Finance Committee regarding the fiscal year carry-over had been covered earlier in the meeting in conjunction with examination of the June Operating Statements.

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BURLINGTON AIRPORT COMMISSION  
July 30, 1981  
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2. Mr. Thomas Rotella, owner of the Airport Gift Shop attended the meeting to request permission of the Board to construct a sign for display at the south end of the terminal building to alert the public of the Gift Shop's location. A draft of the sign which will be constructed was presented. Mr. Rotella also requested the Board's approval to open the Gift Shop on Sunday mornings at 8:00 rather than their usual hour of 7:00 a.m. due to the flight schedules at that time. Mr. Thompson moved the Manager be authorized to work with Mr. Rotella on the sign and agreeable hours at his discretion. Mr. D'Acuti seconded the motion and all were in favor.

Mr. Thompson moved the meeting adjourn, 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  
July 2, 1981

PRESENT:

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

ABSENT:

William P. Thompson  
M. Robert Blanchard

ANNUAL MEETING

1. Mr. D'Acuti moved to approve the Minutes of the May 28, 1981 Commission Meeting as submitted. The motion was seconded by Mr. Beaudoin and all were in favor.
2. Nominations were accepted for Chairman of the Commission. Mr. D'Acuti nominated Roger P. Fay for the Chairmanship, seconded by Mr. Beaudoin. Mr. Fay was elected unanimously.
3. Mr. Fay called for for motion on the appointment of Director of Aviation. Mr. Beaudoin moved to appoint Mr. Schmidt Director of Aviation, seconded by Mr. D'Acuti. 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. Mr. D'Acuti moved to approve the Statements. Mr. Beaudoin seconded the motion and all were in favor.

REPORTS

1. Ms. Shirley Chevalier, Tour Guide and Public Relations Director, attended the meeting to request permission from the Board for publication of the airport history. Ms. Chevalier has gathered information on airport history for the past five years and acquired a cost proposal for writing and printing. Mr. D'Acuti questioned the number of people who might be interested in purchasing such a book. Mr. Schmidt responded that the number of people interested in buying the book would depend on the price, which for printing of 5,000 volumes at \$3.00 each would allow for covering the cost of publication. Mr. Fay suggested to order a smaller volume for

the first printing to see how well the book would sell before making a larger investment. Although Mr. Beaudoin felt the idea was a gamble, he said the first printing is most expensive, and that additional orders would be a fraction of the cost. Mr. D'Acuti suggested Ms. Chevalier check into the cost for printing by the George Little Press as well as suggesting names of other local writers whose proposal may be lower than that submitted by Ms. Nancy English of \$100 per day. The reduced cost for printing a smaller volume should also be investigated. Mr. D'Acuti also offered for consideration the idea of donating a copy of the book to libraries, schools and government officials. It was decided that Ms. Chevalier should solicit additional proposals and information for review of the full board.

2. Mr. Henri Perreault and Mr. Norris LeClair, Vice President/General Manager and Chief Pilot respectively, of Montair Flight Service, Inc. attended the meeting to introduce themselves to the Board and discuss their development and future plans. They have plans to expand the charter department and increase local and general advertising. Their flight school had received quite a positive response due to the Air Show held in June and gas sales have increased from last year as well. Among the problems associated with their new business which were discussed with the Board were roof leaks in their office space, an 8'-9' heat tape left coiled in the hangar from the recent sewer project and the grass ramp space in need of grading and re-seeding from plowing last winter. The Board assured Mr. Perreault and Mr. LeClair that they would assist in every way possible.
3. Mr. Walter E. Houghton, Manager of Aviation Services of Northern Airways attended the meeting to further discuss Northern's plans for the Kellogg Hangar and update the Commission with more information on the Condominium T-Hangars. Northern was in need of a structure such as the Kellogg Hangar for deicing space and an aircraft completion center to perform striping, painting aircraft and interior work. Mr. Houghton explained their plans to raise the structure on a slab, raise the walls 3' and install a 15' door opening. The "skin" would be repaired and any badly damaged panels would be replaced. The proposed location was discussed with reference to any effect it may have on future improvements in the area. Mr. Houghton assured that the hangar would blend well in the wooded area at the south ramp.

Regarding the hexagon condominium hangars, Mr. Houghton is now awaiting response from persons having expressed a need for hangar space to get firm commitments for the hangar slots. The condominium

concept offers the advantage of condominium ownership plus a business tax credit. A.N.A., Ltd. would be the leaseholder. The proposed location for their erection is behind the alert area and accessibility to the area was discussed. Mr. Schmidt stated that the decision must now be made to dedicate the area to aviation use. The Board was agreeable to the concept.

4. On motion of Mr. D'Acuti, seconded by Mr. Beaudoin, the agenda was amended to include discussion with Mr. Roger Pepin and Mr. Raymond Kaczmarek, former Airport Department employees. They were reassured that upon the termination of their maintenance positions at the airport, they would be eligible for City maintenance jobs which may occur in the future. They had recently been made aware of a maintenance position available in the Library Department which had also been filled. Mr. Pepin and Mr. Kaczmarek felt they had not been given due consideration for the position especially since they had recently updated their applications per Mayor Sanders instruction. Mr. Schmidt explained that Personnel Director Copp and Mayor Sanders do not handle hiring for other departments, but that hiring is the responsibility of each department head. Mr. D'Acuti expressed the Board's sympathy to Mr. Pepin and Mr. Kaczmarek, and suggested appealing to Mayor Sanders for action since the matter was out of the hands of the Airport Commission.
5. The Manager reported on interest earned from the \$125,000 Certificate of Deposit invested at 7.87% at the beginning of fiscal year 1980-1981. The amount earned totaled \$9,883.32. The money was reinvested June 23, 1981 at 17.0% for 30 days and will continue to be reinvested every 30 days to take advantage of new interest rates for greater income.

An investigation proved that the Treasurer's Office had overbilled the Airport Department for pension plan payments due to the fact that overtime and part-time employee wages had been included in their computation. The result was a credit to the Airport Department in the amount of \$3,163.26 to be reflected in the pension plan billing for the second quarter of 1981.

#### COMMUNICATIONS

1. Correspondence from Mr. Andrew P. Coughlin, Contracting Officer of the Department of Transportation, F.A.A., was distributed to the Board regarding their review of the cost analysis report and its effect on their lease renewal. Mr. Coughlin stated that a

comparison of other F.A.A. space leases for similar space indicated that the proposed terminal rental rate was extraordinarily high, certain elements of the cost analysis report were distorted, the F.A.A. receives less services than other tenants and the F.A.A. should not be treated as a "regular tenant". After review of the letter, Mr. Schmidt recommended he should politely but forcefully respond that the Commission will support the rates established in the report and retort each point of argument set forth in Mr. Coughlin's letter. Also mentioned in the correspondence was the fact that the National Weather Service is paying \$8.23 per square foot through 1984, to which Chairman Fay will respond that their rental rate will be corrected when their lease comes up for renewal.

2. The Manager wished the Board to be informed that he had been requested by Mr. Robert Stewart, Associate Director of the Vermont League of Cities and Towns to rewrite Title 5 and Title 30 of the Vermont Statutes Annotated to consolidate them into a comprehensive Title 19. This includes making the law more readable, making substantive changes and repealing obsolete sections.
3. Correspondence from Mr. Wayne Lindquist, Executive Director of Gulfport - Biloxi Regional Airport Authority was presented to the Board. In his correspondence, Mr. Lindquist nominated Mr. Schmidt to fill a vacant position on the Board of Directors of the Airport Operators Council International. The Board consists of seven directors in the United States and six from foreign countries. The Board congratulated Mr. Schmidt and gave him their support for the time and labor the appointment will entail.
4. On motion of Mr. D'Acuti, seconded by Mr. Beaudoin, Mr. Schmidt was authorized to execute a three year lease agreement with Emery Distribution Systems, Inc., beginning January 1, 1981, leasing a portion of Building #870.
5. The Manager notified the Board of the AOCI 34th Annual Conference which will be held October 18-23, 1981 in Portland, Oregon. Chairman Fay stated his desire to accompany Mr. Schmidt to the conference.

NEW BUSINESS

1. The Board denied a request by Mitel Corporation for heating conversion. The conversion alone would cost in the vicinity of \$2,500. It was stated their present rent is minimal and a substantial amount of money had recently been expended for a new roof and boilers.

2. The Factory Mutual Engineering Association had prepared a Loss Prevention Report for Mitel Corporation "Foreign Trade Zone" bringing to their attention the fact that the automatic sprinkler protection is urgently needed, scant water supplies exist and the main water line is tuberculated. The insurance company will not cover the 890 area until these problems are remedied. Mr. Beaudoin suggested finding out who is responsible for replacing the water line and Mr. D'Acuti requested prices be obtained. The Manager said the problem is the responsibility of the City, but he will investigate the possibilities and find out if the Air Guard will be willing to assist.
3. Review of the Master Plan Update was tabled for discussion at a later date.
4. The agenda was amended to include discussion on the status of airline negotiations. Mr. Schmidt explained he had indicated through correspondence that the Commission had accepted the airline's most recent proposal, but later found that Mr. Walling was under the mistaken impression that a stipulation to the agreement was to terminate the fuel flowage fee, and in addition, Mr. Walling felt his proposal on new landing fees left the building rental contingent on their previous agreement. The Board was under the assumption the fuel flowage fee had not entered into the agreement at all. The Manager was instructed to give notice of the Board's intention to begin arbitration if the agreement is not accepted as stands.
5. The Board voted to approve the purchase and installation of an additional walk-in cooler for the airport restaurant for approximately \$5,800 to accomodate the increase in catering services provided for Delta Air Lines. The Manager informed the Board that a new compressor for the terminal building was needed which will cost in the vacinity of \$6,000 due to the failure of the present equipment.

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

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
May 28, 1981

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

The agenda was amended to include a New Business item entitled "Summer Employment".

MONTHLY REPORTS

1. Mr. Thompson moved to approve the Minutes of the April 23, 1981 Commission Meeting and the May 7, 1981 Special Meeting as submitted. The motion was seconded by Mr. Beaudoin and all were in favor.
2. On motion of Mr. D'Acuti, seconded by Mr. Beaudoin, the Warrant for the month of May was approved as presented. All were in favor.
3. The Operating Statements for the month of April were reviewed by the Board. It was noted Brennan & Hargreaves was delinquent in payment of rent and landing fees back to November of 1980. Mr. D'Acuti moved the Airport Manager be directed to seek legal council and take steps necessary for collection. The motion was seconded by Mr. Blanchard.

The Manager assured the Board that the amount of pension fees paid to the City Treasurer would be adjusted to reflect the amount of credit due the Airport Department by the end of the present fiscal year.

REPORTS

1. As requested at the last Special Board Meeting, the Airport Manager presented the Commission with a list of ten priority projects and their estimated cost. Mr. Schmidt explained these projects listed were projects which would be solely funded by the City. It was further discussed what projects were included in the 1981-1982 budget. The Manager advised the Board that new ADAP legislation should be expected by mid August.

BURLINGTON AIRPORT COMMISSION

May 28, 1981

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2. Regarding airline negotiations, Mr. Schmidt informed that William Walling of Delta Air Lines had indicated a desire to meet with the Commission. Mr. Schmidt's recommendation was such that the meeting should be of identical authority, Mr. Walling should attend with the Vice President of Properties of Delta as the decision making authority. It was decided by the Board, however, that they will meet with Mr. Walling and the airport consultant, Joel R. Crenshaw during the month of June. Mr. Fay felt it was imperative the Board indicate their support for the Airport Manager at the meeting.
3. The Board was informed that the letter written by the City Attorney to the Professional Air Traffic Controller Organization leader attempting to avert a nationwide strike by the organization had been adopted as a National resolution by the Airport Operators Council International.
4. The second meeting of the Airport Advisory Committee for the Master Plan Update was held May 21, 1981. Submitted for review at the meeting were Summary of Findings and Conclusions, Inventory of Existing Facilities and Conditions and Forecast of Aviation Demand, Demand/Capacity Analysis. The Commission will not discuss the report until reviewed.

COMMUNICATIONS

1. The Airport Manager circulated an invitation for the Commission members to attend the Annual Testimonial Dinner honoring those who have recently retired and those who have completed their service with the City during the past year to be held June 1, 1981 at the Elks Club in Burlington.
2. Mr. Schmidt informed the Board of the name change of The Airmaster to Montair Flight Service, Inc. The Commissioners requested the Manager to arrange for a meeting with the new owners to discuss their future plans for the company.
3. Correspondence from Wayne A. DeForge, Controller for Munson Earth Moving and a separate correspondence from Lloyd A. Portnow, Attorney for Munson listed as agenda item #4, were jointly reviewed by the Board. Both were seeking payment to Munson for work performed on the Taxiway Project. The Manager explained that Munson was responsible for the delay in the Airport's receipt of federal funds due to the fact that they had refused to participate with the engineer in

BURLINGTON AIRPORT COMMISSION

May 28, 1981

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resolving change orders and because Munson and Coffey Electric cross-liened each other over a job related dispute. Mr. D'Acuti moved payment to Munson Earth Moving Corporation be made, seconded by Mr. Thompson. All were in favor.

5. Correspondence from Walter E. Houghton, Manager of Aviation Services of Northern Airways was reviewed by the Board. Since the Kellogg Hangar is vacant and the Airport intends to remove it from its present site, Mr. Houghton proposed the structure be moved to the south ramp by Northern Airways and renovated for use as a deice facility and single bay storage hangar. Mr. Fay and Mr. Thompson encouraged the Manager to invite Mr. Houghton to the next regular meeting to explain the renovations planned for the Board's approval. Mr. Schmidt also indicated he should have a proposal for the condominium hangars at the next meeting.

NEW BUSINESS

1. Mr. Little explained to the Board the need to hire two individuals at minimum wage for the summer months as grounds-keepers. The permanent maintenance persons presently employed will be needed on the field to work on a major lighting project necessary to alleviate lighting problems during the winter. After discussion as to the job responsibilities of the present employees, the Board was unsure as to whether two additional employees were needed. Mr. D'Acuti moved to hire one additional maintenance person for the summer, seconded by Mr. Blanchard. All were in favor. Mr. D'Acuti also urged Mr. Schmidt to look into the cost of lawn-medic services.
2. Mr. Little updated the Board on plans for the Air Show to be held June 9 and 10. Due to the fact the Thunderbirds will be unable to attend, the show will include performances by A-10 and F-15 aircraft and a team of F-5 aircraft from Canada comparable to the Snowbirds.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
May 7, 1981

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

A special meeting of the Commission was called to review the proposed budget for fiscal year 1981 - 1982. Prior to the budget review, the following items were discussed:

1. Mr. Blanchard wished the record to state that he accepted a four year Commission term and Mr. Beaudoin agreed to accept a three year term. This would allow them to be subject to reappointment simultaneously.
2. Correspondence from William J. Middleton, Assistant Treasurer of Air New England was presented to the Board. The letter expressed apologies for delays in remitting payments and was accompanied by a check in the amount of \$7,268.17 covering all invoices outstanding submitted through March 1981.
3. On motion of Mr. Blanchard, seconded by Mr. Beaudoin, Mr. Schmidt was authorized to execute a land lease agreement with the F.A.A. leasing a parcel of land for installation of a visual approach slope indicator on Runway 15-33.

The income section of the proposed budget was first reviewed. Mr. Thompson questioned the anticipated terminal rental from the FAA. The income was higher than the income budgeted for the present fiscal year because, according to Mr. Schmidt, the new FAA agreements had no provisions for free space as had their previous agreements and the new square foot rate as will be charged according to the new Rate Study are higher than the older 1973 rental rate of \$8.95 p.s.f.p.a. Mr. Beaudoin feared that amount of income may be optimistic since the new rates had not yet been accepted and Mr. Thompson questioned whether charging the new rate would leave the City with unrentable space if the tenant attempted to cut costs by reducing space. Mr. Schmidt felt that would not be a probability and could propose a step rate increase.

When Mr. Beaudoin questioned the proposed income from airline rental, Mr. Schmidt explained he had used \$15.00 p.s.f.p.a. as an estimate for the rates. He also explained he had been ultra-conservative in preparing the budget. March fuel income was used as a guide in determining the fuel revenue for the new year and the income anticipated from two of the car rental agencies were only their minimum guarantees.

MINUTES  
BURLINGTON AIRPORT COMMISSION  
May 7, 1981  
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Mr. Schmidt explained he had also been conservative in estimating the expense section of the budget. Office Supplies line item was increased \$2,500, it was over budget by that amount this year. Pension was based on salaries budgeted and the service charge to be paid to the City Treasurer was increased 9%. The Janitorial Service fee had been increased due to a provision in their contract. After discussion relative to the \$125,000 CD invested at 8% by the City Treasurer, the Manager was requested to research the possibility of investing the Airport's money without going through the hands of the Treasurer and possibly the department handling its own checkbook. Mr. Thompson suggested the Manager should arrive at some figures in terms of what has been invested and the amount of return, they should be reviewed by the Commission and then be discussed with the Finance Committee to prove how the money could have been better invested for a greater return.

The amount of revenue over expenses should amount to approximately \$188,000.

The Manager appealed to the Board for approval to expend funds for three projects. The Montair sewer system problem could be resolved for \$2,600 to replace the sewer line and install heat tape to avoid freezing. The south end cargo area fencing should be rearranged at a cost of \$5,100. The terminal exit roadway requires a 1" overlay at a cost of \$1,722. Mr. Thompson moved the Manager be authorized to expend money for repair of the sewer, fence and paving out of the 1980-1981 budget. Mr. Beaudoin seconded the motion and all were in favor.

Two additional projects involving up to \$30,000 are paving of the General Aviation Terminal parking lot at Northern Airways at a cost of \$18,522 and the Montair parking lot. After discussion as to what other projects the money should be considered for and a request by Mr. Thompson to see a list of projects for consideration at the next Board meeting, Mr. Thompson moved to approve the budget as submitted and allow \$30,000 for paving, \$100,000 for terminal renovations and approximately \$58,000 for transfer to savings to be included under Capital Expenditures. Mr. Blanchard seconded the motion and all were in favor.

The Manager agreed to prepare a list of projects for the Board to set priorities at the next regular meeting.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
April 23, 1981

PRESENT:

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

MONTHLY REPORTS

1. Motion was made by Mr. Blanchard, seconded by Mr. Thompson, to approve the Minutes of the March 26, 1981 Commission Meeting as submitted. All were in favor.
2. The Warrant for the month of April was reviewed by the Board. The Manager was requested to check into retirement paid to the City Treasurer which was in excess of \$9,000. It was feared the Airport Department may have been overbilled. Mr. D'Acuti moved to approve the Warrant, seconded by Mr. Blanchard. All were in favor.
3. Discussion of the balloon payment for retirement as listed on the Warrant prompted discussion of the effect such a payment will make on the Insurance Budget line item. It was noted there is a significant increase in insurances paid for the present fiscal year in comparison to last year. The Manager was also requested to account for the sizeable increase in payroll expenses at the next meeting.

Contrary to the commitment made by Air New England as indicated at the last Commission Meeting, their account had not been brought up to date. Mr. Blanchard moved to authorize the Manager to instruct Air New England that if full payment is not received by May 15, a special Board meeting will convene to authorize padlocking their quarters. Such action may be waived if the Air New England president attends the meeting to discuss an alternative plan. Mr. Thompson suggested the letter stating the ultimatum be sent certified mail. Mr. Beaudoin seconded the motion and all were in favor.

Mr. Schmidt was also instructed to express the Board's concern to the Airport Gift Shop for their delinquent concession payments.

Mr. Blanchard wished to inform the Board members of the Restaurant assuming preparation of another breakfast for Delta Air Lines. The Airport will show an increase in income due to the additional catering.

REPORTS

1. Mr. Walter Bruska, Executive Director of the Greater Burlington Industrial Corporation, attended the meeting to report to the Board on the progress of the Foreign Trade Zone. The present tenant, Mitel Corporation, is planning to use the entire facility and increase their employment to 110 by the end of the summer. In addition, G.B.I.C. is in the preliminary stages of planning an additional facility, possibly a two story, 30,000 square foot building. G.B.I.C. already has three or four prospects for tenants, so will not build on speculation. Mr. Bruska stated he will report back to the Commission as soon as there is further progress. He also stated that although the corporation would be interested in leasing the Alert Area in the future, they have no immediate plans on doing so. Mr. Bruska invited the Commission members to tour the Foreign Trade Zone building upon its completion in June.
2. a. The Manager reported on the status of ADAP legislation. It appears there will continue to be a stand-off between the House and Senate and their differences must be reconciled before a new program will come into existence. A program might be underway by August of this year and the Manager expressed his hopes for the program to be retroactive.  
  
b. The Board reviewed a new rate proposal submitted by J. R. Crenshaw. They discussed the difference between the new rate proposal and the previous proposal and also how it compared to the airline proposal. Mr. Thompson stated he would feel more comfortable in what the airport was proposing for new rates if he could see comparable figures from other airports. Mr. Schmidt informed him that his attempt at the investigation was futile in light of the fact there were so many differing factors affecting rates at even comparably sized airports. Mr. Thompson then moved to authorize the Airport Manager to make a counterproposal as stated in the J. R. Crenshaw letter and negotiate with the airlines to arrive at a break-even point. Mr. D'Acuti seconded the motion and all were in favor.

COMMUNICATIONS

1. A communication from Attorney Lloyd Portnow, representing Munson Earth-Moving Corporation, was reviewed by the Board. Due to the corporation's involvement in an Airport project, Munson and Coffey Electric cross-liened each other over a job related dispute. As a result, neither contractor has been paid by the Airport. The Airport is presently awaiting receipt of federal funds. It appears that one company will sue the other and the Airport will be served a restraining order. Mr. Schmidt reported that federal funds, however, should be received in 30 to 60 days.

MINUTES  
BURLINGTON AIRPORT COMMISSION  
April 23, 1981  
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2. A letter from Walter Houghton, Manager of Aviation Services of Northern Airways, was presented to the Board for discussion relative to budget preparation. Mr. Houghton suggested the new fiscal year budget provide for regrading and gravel of the General Aviation Parking Lot. Mr. Thompson suggested including the improvement with completing the overlay project. Mr. Schmidt informed him that Pike agreed to hold their price based on the competitive bid for the project to overlay the existing terminal roadway which is deteriorating rapidly. Mr. D'Acuti and Mr. Thompson both encouraged the Manager to solicit prices for the parking lot improvement as suggested by Mr. Houghton.
3. The Board discussed correspondence from Mr. Andrew Deeds, President of A.N.A., Ltd., requesting consideration for a long term, 30 year lease on the Alert Hangar area to construct storage hangars. Mr. Schmidt's feelings on the matter were that a 30 year road block should not be placed in the middle of the industrial park development. After discussion, Chairman Fay stated the general concensus of the Board was the Commission is not ready to relinquish the entire area but is open to proposals on portions of the Alert area.

NEW BUSINESS

1. Mr. Blanchard moved permission be granted Mr. Schmidt to attend the A.A.A.E. Annual Meeting to be held in Reno, Nevada in May at the lowest cost possible. Mr. Thompson seconded the motion and all were in favor.
2. The Manager informed the Commission a special board meeting will be called prior to their next regular meeting to discuss the fiscal year 1981-1982 budget. Preparation of the new budget can no longer wait for a rate settlement with the airlines.
3. The Air National Guard Air Show, featuring the "Thunderbirds", will be held June 9 and 10. Due to the FAA requirement that there be a 1,500 ft. separation between the show and crowd, the show line will be over the Air Guard taxiway and the crowd area will be the terminal side.

Respectfully submitted,

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

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
March 26, 1981

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
M. Robert Blanchard  
Wilfred J. Beaudoin  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Director of Aviation/Clerk  
Jack McCarthy, Transportation Displays, Inc.

ABSENT:

Vincent J. D'Acuti

MONTHLY REPORTS

1. On motion of Mr. Thompson, seconded by Mr. Blanchard, the Minutes of the February 26, 1981 Commission Meeting were approved as submitted.
2. The Warrant for the month of March was examined by the Board. In noting payment of property taxes, the situation with the South Burlington Tax Department was briefly discussed. Mr. Beaudoin questioned a billing from Ben's Uniforms for new airport police patches. He questioned whether the order of over \$400.00 was premature in light of the fact that the establishment of a police force had not yet passed the legislature. Mr. Schmidt assured that if the item is not acted on by the legislature, it will become law automatically. Mr. Blanchard moved to approve the Warrant as presented, seconded by Mr. Beaudoin. All were in favor.
3. The Board then reviewed the Operating Statements for the month of February. Regarding the Accounts Receivable, Mr. Schmidt explained he has had a firm commitment from Air New England they will bring their account up to date by April 15. In notifying the Board that Brennan and Hargreaves had filed for bankruptcy, Mr. Thompson suggested the Manager find out on what basis the firm will continue to operate out of Burlington. Mr. Fay reported on his recent meeting with Mr. Schmidt to discuss budget matters. He explained the various reasons why the earnings for the fiscal year will fall short approximately \$125,000 from what had been projected. Even considering low earnings resulting from unanticipated circumstances, Mr. Schmidt informed the Board there should be a \$50,000 operating profit at the end of the fiscal year.
4. Mr. Thompson moved that until further notice, Commission Meetings will be held at 4:00 p.m. on the last Thursday of each month. Mr. Blanchard seconded the motion and all were in favor. The change was initiated due to a conflict of schedules with the Board members.

REPORTS

1. Mr. Jack McCarthy attended the meeting seeking approval of the Board to assume responsibility for advertising displays in the terminal building. The advertising company for the airport had been Transportation Displays, Inc., operated by Winston Network, Inc., which had recently sold out to Ackerley Company. In anticipating a short relationship with the new company, their agency representative for New England, Mr. McCarthy, was attempting to obtain contracts with airports he had been servicing for his previous employer to begin his own advertising business. Mr. McCarthy said he would request a seven year contract similar to his agreement with Portland Jetport. The first two years of the contract would provide for payment of 50% of gross to the airport, and the last five years would provide for 55% of gross. He anticipated yearly gross revenue of \$33,000 to \$34,000. Mr. Fay asked what would happen to the present advertising contracts. Mr. McCarthy felt a majority of present advertisers would be willing to renew their advertising and cancel their old contracts if necessary. Following Mr. McCarthy's departure, Mr. Schmidt felt the airport would stand nothing to lose in contracting Mr. McCarthy. Mr. Fay, however, felt the Commission should not consider such a change until the present company is given an opportunity. Mr. Thompson also felt the Commission should remain with the Ackerley Company for a period of time before considering assuming a new agent to solicit advertising for the airport. He also felt more comfortable with the present month-to-month agreement as opposed to Mr. McCarthy's seven year contract. Following discussion, the matter was tabled.
2. a. The Board reviewed minutes of the Airline Negotiation Conference held on March 24. Mr. Schmidt explained that if the parties were not in agreement on a new rate schedule by June 30, the matter will go to arbitration, which would be to the airport's advantage. Considering that may happen, the rate report as drawn by J. R. Crenshaw & Assoc. would be altered to be based on 1981 figures. Building rates could be expected to increase by 10% and landing figures by 5%. Mr. Thompson requested the Manager to investigate the cost per enplaned passenger in comparable airports in assuring the Commission will be fair in their rate expectations. The Manager requested general approval of the Board to decline the airline's counterproposal. The Board agreed. Mr. Schmidt informed them he will reevaluate his original proposal and notify the Board before submitting same to the airlines.
- b. The Commission reviewed a five year projection for the capital budget. The Manager explained that there will be \$50,000 surplus under the old ADAP program which must be spent. The money could be

used for fencing or the access road connecting FBO area to the cargo area. Lighting was another possibility. Although the baggage claim area project must be held, up to \$25,000 may still be spent to replace the failing baggage belt.

c. The Manager advised the Board of picketing undertaken by members of the Professional Air Traffic Controllers Organization. Mr. Schmidt said the general reaction he has observed to their activities has been very negative. There is still a possibility they may strike after their national convention in May.

#### COMMUNICATIONS

1. Correspondence from the South Burlington Water Department was discussed by the Board. Mr. Schmidt had appealed to the water department for any assistance they may be able to provide to improve the water system at the airport. It has previously been brought to the Manager's attention that the system could not support firefighting and rescue operations adequately. The water department's response was that they could not help in any way. Mr. Schmidt stated he will approach the Adjutant General to see if he will assume responsibility for a new water line since the City installed a new sewer line. The Manager confirmed that any other recommendations to correct the situation that could be taken care of "in-house" would be accomplished.
2. Correspondence from Full Gospel Business Men's Fellowship International sought approval of the Board to exhibit a display containing Voice Magazine in the terminal building. So as not to encourage the influx of other religious affiliations, Mr. Thompson moved Mr. Schmidt be directed to advise the Fellowship President, Mr. Frank Hammond, the general information booth only could be used for display of the pamphlets. Mr. Blanchard seconded the motion and all were in favor.

#### NEW BUSINESS

1. On motion of Mr. Blanchard, seconded by Mr. Thompson, Mr. Little and Mr. Ashline, Airfield Maintenance Supervisor, were authorized to attend the A.A.A.E. Aviation Snow Symposium to be held in Allentown, Pennsylvania April 27 - 30, 1981.

Respectfully submitted,

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

MINUTES  
BURLINGTON AIRPORT COMMISSION  
February 26, 1981

PRESENT:

Roger P. Fay, Chairman  
William P. Thompson  
M. Robert Blanchard  
Vincent J. D'Acuti  
Ernest J. Little, Deputy Director of Aviation  
Thomas W. Schmidt, Director of Aviation/Clerk  
Richard K. Derridinger, Northern Airways  
Walter Houghton, Northern Airways  
James Lamphere, Wiemann-Lamphere, Architects  
Col. Jack Leonard, Vermont Air National Guard  
James W. Burns, Burlington Board of Aldermen

ABSENT:

Wilfred J. Beaudoin

MONTHLY REPORTS

1. On motion of Mr. Thompson, seconded by Mr. D'Acuti, the Minutes of the January 27, 1981 Commission Meeting were approved as submitted.
2. After review, Mr. Thompson moved to approve the Warrant for the month of February as presented. Mr. Blanchard seconded the motion and all were in favor.
3. The Board discussed the Operating Statements for the month of January. Mr. Fay requested the Manager to check posting for the field maintenance account due to the fact a large amount of money budgeted for the account had already been expended. The Board noted income was below projections and expenses were excessive. The Manager explained he has enforced a spending freeze in an effort to cut back expenses. The Airport's \$125,000 certificate of deposit investment was discussed and ways in which the money could be used to generate more revenue. Mr. Blanchard questioned if steps should be taken to collect from Air New England. The Manager suggested that if a check was not received within a month, then possibly a special meeting should be called, but no action should be taken at present.

REPORTS

1. Mr. Fay introduced Mr. Richard K. Derridinger and Mr. Walter Houghton of Northern Airways to the Board members. Mr. Derridinger attended the meeting to inform the Board of the status of A.N.A., Ltd., their progression and plans for the future. He presented an organizational chart for the two divisions of A.N.A., Ltd. and explained the recent reorganization of the corporation.

Mr. Houghton attended the meeting to discuss with the Board the problem of aircraft storage and the possible ways to remedy the situation. When the erection of additional t-hangars was discussed with the Board one year ago, there were approximately 17 aircraft interested in utilizing the space. At present, however, there is a waiting list of nineteen single-engine aircraft and five twin-engine aircraft in need of storage space. Mr. Houghton presented a model of condo-style hangar units which would cost \$13,900 per bay. Mr. Thompson asked Mr. Houghton if Northern was interested in finding out if the City would assist in the project financially, if they were looking for a location to erect the hangars, or both. Mr. Houghton explained that although the corporation would prefer to invest their capital in other areas the Board could assist in just suggesting locations for the hangars. Mr. Houghton suggested that two of the model units may be located in the alert area. Mr. Fay explained the Board has been aware of the need for additional hangar space for five years and instructed Mr. Houghton to attend the March Commission Meeting with a more defined proposal.

2. Mr. Lamphere presented the Board with further information on the proposed baggage claim area extension project as requested at the December 30, 1980 Commission meeting. Including contingencies and fees, the project would total \$96,199.00. Approximately 30% of the cost would be labor, masonry would be approximately \$10,000, glass doors, \$7,000, the addition to the conveyor belt, \$4,800, plus demolition, carpentry and mechanical equipment. The Manager informed that the F.A.A. will not participate in any more than 50% of the project, however, \$750,000 should be made available the first year the ADAP program is reinstated. Mr. D'Acuti and Mr. Thompson requested the Manager to prepare a list of projects and their priorities for the next meeting to determine the importance of the baggage claim expansion project. Mr. Fay suggested Mr. Schmidt submit the request for financial aid to the F.A.A. as long as there is no commitment. The Board was in agreement.
3. a. The Manager reported on recent negotiations and meetings concerning Delta Air Lines. A correspondence from Joel R. Crenshaw put the issue in proper perspective when Mr. Schmidt met with the Executive Committee of the Chamber of commerce in stating that the airline was involved in a nationwide assault. The Manager had explained to the Committee the financial position of the airport and the relationship costs bear to revenues in an effort to support the present rate making concept. The Manager met with Mayor Paquette and the Chamber of Commerce to explain the views of airport administration regarding the Delta Air Lines issue prior to their meeting with airline executives.

- b. The Manager reported on his recent trip to Montpelier accompanied by other interested parties to testify before the House Transportation Committee against jet fuel taxation. To off-set a highway fund deficit, the State intended to tax diesel fuel, including avgas. The efforts to have the bill removed from legislation had been successful so far.
- c. The first meeting of the Master Plan Advisory Committee was held February 3. The first meeting was basically for organizational purposes. Mr. John Brennan was appointed Chairman, Mr. Vic Morrison appointed Vice Chairman and Mr. Schmidt as Secretary.
4. Col. Jack Leonard of the Vermont Air National Guard attended the meeting seeking approval of the Board to install underground, recessed barrier cables, necessary for the safe operation of the F-4 aircraft. If permission was granted, installation would take place in June or July of 1981 and were assured not to interfere with snow removal operations. Col. Leonard explained the facility modifications which must take place including construction of a new fuel cell repair dock. After discussion, Mr. D'Acuti moved permission be granted for the barriers installation, seconded by Mr. Blanchard. All were in favor. Mr. Thompson later explained his opinion that the Commission's opposition should have been indicated in delaying the installation of the barriers as had been previously discussed by the Board. Mr. Schmidt stated, however, that the Commission can limit or eliminate it's liability in a noise law suit arising from the new F-4 mission if our power was exercised in the area of noise control.

Following the Board's meeting with Col. Leonard, Mr. Thompson wished to set a precedent for future meetings in that further discussion and motions be made in the absence of any guest attendee to eliminate inhibitions in the exchange of opinions.

#### COMMUNICATIONS

1. A communication from Clinton Aero Corporation requesting ticket counter space in the terminal building was reviewed by the Board. The corporation is operating twelve scheduled flights between Burlington and Plattsburgh, New York and intends to add routes to Albany, New York. Following discussion, Mr. Thompson moved permission be granted Clinton Aero Corporation to construct a ticket counter in the terminal building with a standard airline contract on a month to month basis. Mr. D'Acuti seconded the motion and all were in favor.
2. The Board discussed a letter from Mr. Alfred Zeno, a local South Burlington property owner, concerning aircraft noise and foundation cracks thought to have been caused by aircraft vibrations. Mr. Fay

felt the complaints should not be acknowledged by a physical appearance. Mr. Schmidt explained that the times Mr. Zeno complained of extreme noise levels did not correlate with air traffic or operations and the cracks in the foundation of his home could be occurring for many different and varied reasons. The Manager was instructed to write Mr. Zeno to explain these points.

3. Mr. Blanchard moved to approve transfer of the operating rights under The Airmaster to the new owners, Mr. Willett S. Foster, Mr. Hobart C. Tomlinson and Mr. Henri Perreault. Mr. Thompson seconded the motion and all were in favor. The Manager then stated he will proceed in preparation of the lease agreement to be effective January 1, 1981.
4. The Manager informed the Board that a draft written by the City Attorney to the Professional Air Traffic Controller Organization leaders in an attempt to avert a nationwide strike had been sent to the leader of the local organization. The Manager felt that to date, the letter could play a major role in averting the strike.
5. Following his earlier presentation, Mr. Houghton discussed with the Board his proposal to install TV chairs in the terminal building. When Mr. D'Acuti indicated his concern over damage statistics of the chairs, Mr. Houghton explained his own employees would be knowledgeable in their repair and would keep spare parts on hand. The Airport would receive 25% of revenue generated. Mr. Thompson moved the Manager be granted permission to work on an agreement to install the TV chairs, seconded by Mr. Blanchard. All were in favor.
6. Correspondence from Mr. Bob Gurwicz, 3M Sales Representative for Applied Graphics Company proposed a purchase price for a 3M 545 Copier allowing for a trade-in on the present Cannon NP50 Copier. Mr. D'Acuti moved to table the matter, seconded by Mr. Blanchard. All were in favor.
7. A correspondence from J. R. Crenshaw & Assoc. regarding airline negotiations had been reviewed earlier at the meeting in connection with the Delta Air Lines issue.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
January 27, 1981

PRESENT:

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

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. Beaudoin, the Minutes of the December 30, 1980 Commission Meeting were approved as submitted.
2. On motion of Mr. D'Acuti, seconded by Mr. Thompson, the Warrant for the month of January was approved. All were in favor. The Board unanimously agreed not to renew their subscription to a publication by the American Association of Airport Executives. Payment would only be required to maintain the subscription for Chairman Fay, Mr. Schmidt and Mr. Little.
3. The Operating Statements for the month of December were examined by the Board. After notice that Air New England was once again in arrears, the Manager was instructed to contact the airline President, Robert Norris, to see when payment would be made. Following discussion, the Statements were approved as presented.

COMMUNICATIONS

1. A communication from Robert L. Merchant, Director of the Operations Division of the Vermont Agency of Transportation was reviewed by the Commission. The correspondence which regarded the F-4D National Guard Aircraft Proposal, intended to put administrators on notice that the stationing of eighteen F-4D aircraft at Burlington International Airport had reached the A-95 process. In order to further inform the Board of the issue, Mr. D'Acuti proposed inviting Col. Jack Leonard of the Vermont Air National Guard to the next regular Commission meeting. Mr. Schmidt agreed to extend the invitation.
2. On recommendation of Chairman Fay, discussion of a Delta Air Lines correspondence from Mr. William Walling was added to the agenda. Mr. Walling reiterated his views that Burlington had failed to act upon Delta's request for additional ticket counter



COMMUNICATIONS (Cont.)

space, and due to present ratemaking philosophy, terminal expansion is "out of the question". Mr. Beaudoin expressed his fear that Delta's threats to terminate service at Burlington may eventually materialize. Mr. Schmidt requested the Board to consider other factors involved, it is customary for airline officials of Mr. Walling's capacity to play on the fears of the community and that the airport is merely caught in the middle of different demands of various airline departments. The Manager viewed that reducing costs to the airlines would, in essence, be subsidizing them and that the cost of services concept presently in use is a fair principle. Mr. Thompson stated the airline should be notified that our position on the fuel flowage fee issue will be negotiable in July of this year. Mr. Schmidt informed the Board he will be in touch with City Attorney McNeil and will arrange for a meeting with Mr. Walling and Delta Attorney Cohen.

REPORTS

1. The parking report for year ended December 15, 1980 submitted by the Airport Parking Company of America was reviewed by the Board. The Manager indicated the company's net take was far too much in light of their investment. The revenue reported for the year was in excess of \$280,000.00.
2. A copy of the ballot regarding airport issues was provided for the Board for informational purposes. The ballot items, as they will appear in the March election, will pass with majority vote. The items include establishment of an airport police force and change in term for the Airport Commission.
3. The Manager informed the Board of the individuals who have agreed to participate in the Airport Advisory Committee and their respective agency or community group they represent. Mr. D'Acuti felt the Manager would be open to criticism if a woman specifically had not been invited to participate. After further discussion, Mr. D'Acuti moved to invite the President of the Burlington Board of Aldermen, Mrs. Joyce Desautels, to partake in the Committee. Mr. Blanchard seconded the motion and all were in favor.
4. Mr. Schmidt informed the Board of "Air Night" which the Manager will chair for the Green Mountain Transportation Club to be held on March 13 at the Radisson Hotel. The social evening will begin at 6:30 p.m. and guest speaker will be Mr. Robert Norris, President of Air New England.

MINUTES  
BURLINGTON AIRPORT COMMISSION  
January 27, 1981  
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EXECUTIVE SESSION

1. Following the regular session of the Airport Commission meeting, Executive Session commenced at 5:00 p.m. to allow for an annual performance evaluation of the Airport Manager. Executive Session closed at approximately 5:45 p.m. following which the meeting adjourned.

Respectfully submitted,

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

TWS:kag