

MINUTES  
BURLINGTON AIRPORT COMMISSION  
December 30, 1982

PRESENT:

Wilfred J. Beaudoin  
M. Robert Blanchard  
William P. Thompson, Chairman  
Thomas W. Schmidt, A.A.E., Director of Aviation

ABSENT:

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

MONTHLY REPORTS

1. On motion of Mr. Beaudoin, seconded by Mr. Blanchard, the Minutes of the December 2, 1982 Commission Meeting were approved as submitted. All were in favor.
2. After review of the Warrant drawn for the month of December, Mr. Blanchard moved for its approval and payment. Mr. Beaudoin seconded the motion and all were in favor.
3. The Operating Statements for the month of November were then examined by the Board. In studying the receivable statement and noting billings of Air Vermont and Precision which were sixty days old, Mr. Blanchard suggested the Board take immediate steps to collect. Mr. Thompson did not think it advisable for the Board, at this particular time, to press for payment due to the fact that the department would soon be operating without an airport manager. Mr. Blanchard moved the Manager notify both airlines in writing to submit payment in full by noon, Thursday, January 13, 1983, and if payment is not then received, a special Board meeting will be called that afternoon to discuss what action should be appropriately taken. It was added to notify the airlines that if they do not intend to have payment submitted by the deadline set, to prepare to have a representative attend the meeting. Mr. Beaudoin seconded the motion and all were in favor. Mr. Blanchard then moved to approve the Operating Statements for record, seconded by Mr. Beaudoin. All were in favor.

REPORTS

1. Mr. Blanchard requested approval by the Board, on behalf of Airport Restaurant operator Louis Toulis, to construct and operate a hot dog stand beneath the southern most stairway in the terminal building. Mr. Blanchard explained that Mr. Toulis would plan to operate the stand from 11:00 a.m. until 8:00 p.m. and felt that with the influx

REPORTS (Cont.)

of traveling students, the need has been encouraged for fast food. Also, the low cost airline, People Express, has prompted the need for low cost food in the terminal. Mr. Schmidt questioned whether running water was required at the location to satisfy sanitation requirements. Mr. Blanchard stated that requirements are satisfied as long as facilities are provided in the building. Mr. Schmidt stated that there has been a congestion problem in the south end of the terminal building with passenger traffic from People Express and suggested that another location may prove more suitable. Mr. Thompson suggested the present information booth area as an alternative, but Mr. Blanchard held that the south stair area was a better location to serve the People Express passenger traffic. Mr. Beaudoin moved the concept be given a two month trial at a set-up cost not to exceed \$400.00. Mr. Blanchard seconded the motion and all were in favor.

2. a. Mr. Schmidt provided the Board with an analysis of power consumption representing a comparison of kilowatt usage per month for the past three years. Due to the fact that the analysis was provided in accordance with a request made by Mr. Jackson, and considering that Mr. Jackson was absent from the meeting, it was decided to review the analysis at the next regular meeting.

- b. Mr. Schmidt informed the Board members that the Land Acquisition Project had been completed and audited. The demolition, removal of the structures and grading of the land had been performed quite smoothly.

- c. Mr. Schmidt reported on the progress of the F.A.A. tower proposal, informing the Board that Mr. Roland Bisson, Realty Officer with the Federal Aviation Administration was enthusiastic about the plan. Regarding the proposal for location of an Automated Flight Service Facility in Burlington, Mr. Thompson stated that the State was very anxious to have the facility located in Vermont. The Board was then informed that Mitel was intending to vacate the 16,000 square foot building #880. Mr. Thompson explained the excellent opportunity to utilize 8,000 square feet of the building for the F.A.A. Flight Service Facility and the remaining portion for the foreign trade zone. The airport would then have to amend the building lease with the Greater Burlington Industrial Corporation to provide the facility for twenty-five years with one-year lease renewal options. Wiemann-Lamphere Architects estimated the cost to G.B.I.C. for submission of a proposal to the F.A.A. to be \$3,000 to \$4,000. Mr. Thompson was given unanimous Board approval to work with G.B.I.C. on the project and submit a proposal to F.A.A.

REPORTS (Cont.)

d. Mr. Schmidt reported on the status of the issue regarding dismissal of Airport Police Officer St. George. Ms. St. George retained a lawyer with Vermont Legal Aid and requested to waive the hearing before the Department Head to appeal directly to the Commission. The hearing is scheduled for January 19, 1983 at 3:00 p.m. in the airport manager's office. Mr. Schmidt wished the Board members to be aware that they have the right to subpoena on matters dealing with the police department.

e. Mr. Schmidt informed the Board that the advertising company, Interspace Services, Inc., which had been introduced at the last regular meeting, had been highly recommended by various airports he had contacted. Based on that information and the Board's displeasure with the service presently provided by Ackerley Airport Advertising, the Commission agreed unanimously to execute a contract with Interspace Services. The transition is expected as early as possible.

f. The Manager reported on the Dollar Rent-A-Car franchise ambition to relinquish their concession in the terminal building to Budget Rent-A-Car, an agency which had been previously operating in the Dollar Agency location. When Budget lost its contract renewal to the higher bidding Dollar Rent-A-Car, the agency was forced to move off-airport. The Board was reluctant to allow Budget to operate at the airport for their original bid fearing the other rental car agencies would demand they be allowed to rebid on the terminal concessions. A verbal opinion from City Attorney McNeil on the matter absolved the airport from liability due to the anticipated advantages of accepting the bid and the revenues derived from what had been off-airport business. Mr. Blanchard was hesitant to allow the transition without a formal release from Dollar and a fully executed agreement by Budget. Mr. Schmidt stressed the importance of allowing Budget to operate until legal matters are consummated. The time period involved to process a new agreement through the City Council could cost a loss of revenue if the location was left vacant. The Board directed Mr. Schmidt to consult with the City Attorney and arrange for a temporary agreement upon approval of a release by the Dollar franchise.

COMMUNICATIONS

1. On motion of Mr. Beaudoin, seconded by Mr. Blanchard, consideration of attendance to the Airport Officials' Policy Conference to be held in Ontario, California was dismissed.



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COMMUNICATIONS (Cont.)

2. Correspondence from Thomas H. Rotella, President of S.J.R., Inc., d/b/a Airport Gift Shop was received by the Board. After receiving numerous complaints from the public pertaining to the Gift Shop's refusal to provide change to its customers for the vending machines, Mr. Schmidt had informed Mr. Rotella in writing, of his commitment to provide change to encourage vending machine sales in the terminal. In his response, Mr. Rotella explained his periodic refusal to provide change was prompted by requests for change for long distance telephone calls and bus fare. He assured their position that they will do everything possible to assist the traveling public. Although the Board was sympathetic toward Mr. Rotella's position, they wished to see that the problem does not persist.

Mr. Blanchard wished to inform the Commission of his observation of taxicab drivers soliciting passengers in the terminal building and wished to discuss what appropriate action may be taken. Following discussion, all were agreeable to advising Police Chief Brooks of the regulation infraction so as to reprimand the violators in the future.

On motion on Mr. Beaudoin, seconded by Mr. Blanchard, the meeting was adjourned. All were in favor.

Respectfully submitted,

Kathy A. Gleason  
Office Manager/Clerk

KAG/k

MINUTES  
BURLINGTON AIRPORT COMMISSION  
December 14, 1982

PRESENT:

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

Mr. Schmidt called a special interim meeting to present schemes of varying cost to solve the problems associated with the baggage claim area. A serious lack of space in the area has posed a problem of access to the baggage belt by the tugs and resulted in repeated damage to the conveyor. The problem was compounded with service to Burlington by People Express, increasing passenger traffic.

Mr. Schmidt first proposed a "quick fix" plan which would cost in the vicinity of \$40,524. A temporary enclosure would be constructed on the ramp side of the terminal, with access at either end to allow for the pass-through of baggage tugs. It would be a wood construction enclosure with bumper doors and beer case rollers.

A long-range, permanent plan devised by Wiemann-Lamphere, Architects cost considerably more money due to the fact that the scheme included the purchase of a new conveyor belt or an extension of the present equipment. The entire operation would be moved outside to the proposed building addition which would allow for additional cueing area in the common use space for baggage claim. The higher cost also included wall treatment and floor covering.

The Board agreed that the prices set forth for the plans appeared excessive considering the simplicity of the project and the materials which would be utilized. Mr. Blanchard suggested going to bid on the project to obtain competitive prices. Mr. Thompson questioned whether an obligation existed to contract Wiemann-Lamphere to handle the project. Mr. Schmidt explained that the architects should handle the project because they are intimately familiar with the building and their cost would be 10% of the project cost, whatever bid would be accepted. Mr. Blanchard moved to place both plans out for bid. Mr. D'Acuti seconded the motion, but wished the record to state that he was personally in favor of the second plan. All were in favor.

On motion of Mr. D'Acuti, seconded by Mr. Beaudoin, the meeting moved into Executive Session. The meeting adjourned following Executive Session.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
December 2, 1982

PRESENT:

Wilfred J. Beaudoin  
M. Robert Blanchard  
Vincent J. D'Acuti  
Schuyler Jackson  
William P. Thompson, Chairman  
Thomas W. Schmidt, A.A.E., Director of Aviation  
Ernest J. Little, Deputy Director of Aviation  
James W. Burns, Burlington Board of Aldermen

MONTHLY REPORTS

1. Mr. Beaudoin moved to approve the Minutes of the October 28, 1982 Commission meeting for record. Mr. D'Acuti seconded the motion and all were in favor.
2. The Warrant for the month of November was examined by the Board. Mr. Schmidt provided members with an analysis of cubic feet gas usage from Vermont Gas Systems billings for 1980, 1981 and 1982 in accordance with a request of Mr. Jackson at the previous meeting. Mr. Jackson then requested he be provided with a similar comparison of kilowatt usage in noting the high Burlington Electric Department bill. Mr. Beaudoin moved to approve the Warrant for payment, seconded by Mr. Jackson. All were in favor.
3. The Operating Statements for the month of October were reviewed by the Commission. Mr. Schmidt explained correspondence he had sent to Air Vermont President John Porter, indicating that if fuel reports and payment of fuel flowage fees were not received by this meeting, he would bring the matter to the Board's attention to determine if the airline's fueling rights should be suspended until the matter was cleared. Since payment had not been received, Mr. Blanchard moved Mr. Schmidt be authorized to suspend fueling rights of the airline if payment is not received by the close of business, 4:30 p.m., on Friday, December 3, 1982, and so notify Air Vermont, in writing, of the Board's determination. Mr. D'Acuti seconded the motion and all were in favor. Mr. D'Acuti then moved to approve the Operating Statements as presented, seconded by Mr. Beaudoin. All were in favor.

REPORTS

1. Mr. Mark Lieberman of Interspace Services, Inc. introduced the advertising company to the Commission with interest in assuming advertising services presently provided by Ackerley Airport Advertising. The seven-year old company, which presently serves seven airports, attempts to fill the needs characteristic to mid-sized airports such as Burlington, who are not receiving adequate service from large advertising companies. He explained the company



REPORTS (Cont.)

1. philosophy of making the airport a showcase and emphasizing local selling of advertising. They do not wish to interfere with the operation of the airport, but rather to enhance it. Mr. Lieberman explained that after studying the layout of the Burlington terminal, they would propose a total of 60 advertising cases, including phone boards with sixteen units each. Prior to leaving the meeting, Mr. Lieberman distributed informational packages to the Board for their review. The Board then discussed the present service provided by Ackerley Communications, Inc. and the fact that the airport is not bound by contract. The Commission agreed that they would review the material for discussion at their next regular meeting.
2. a. On motion of Mr. D'Acuti, seconded by Mr. Jackson, the meeting moved into Executive Session for discussion of the dismissal hearing regarding Officer St. George. Alderman Burns wished the record to state that he was in attendance for Executive Session. Following the report, Mr. Blanchard moved the meeting to return to regular session. Mr. Beaudoin seconded the motion and all were in favor.  
  
b. Mr. Schmidt reported that a construction company from Watertown, New York, Panzini, Ltd., who was awarded the contract for demolition and removal of the structures located on the six acquired properties, has filed their Performance Bond and evidence of insurance. The company was issued their notice to proceed on December 1. Panzini offered a bid of \$5,995 and then accepted a proposal from a third party to move the Barnes house and garage to another location. Mr. Schmidt explained that the demolition payment will be charged to the Land Acquisition Account, however, Federal funds for the project have been exhausted.  
  
c. Mr. Little reported that Champlain Construction had been awarded the contract for construction of a new water main at the south end of the airport and has already completed the project. Chairman Thompson questioned the status of the issue involving airport liability in removing trees from the private property of Mr. Leland Calkins. Mr. Schmidt responded that the property owners had filed a court action to recover damages and the matter had been placed in the hands of the insurance company handling airport liability.  
  
d. Mr. Schmidt reviewed the severe public parking problem which has developed at the airport, compounded by holiday travel and increased traffic with the initiation of People Express service. Mr. Jackson suggested raising the parking rates, assuming that increasing rates will reduce demand. Mr. D'Acuti felt it unadvisable for the Board to accommodate the present passenger demand due to the instability of the airline industry. Mr. Schmidt informed that permission had been obtained

REPORTS (Cont.)

from the City of South Burlington to utilize the vacant lot located behind the airport's newly acquired Barnes house for temporary parking. Mr. Blanchard felt the airport parking lot company should be responsible for assisting in solving the parking problem. Also discussed at this point of the meeting were items #1, 2 and 3 to be covered on the agenda under Communications. Communications distributed to the Board for their information were from Mr. Robert F. Bouta, Attorney - Properties Department of National Car Rental System, Inc. and Simon H. P. Ellis, Director, Properties and Concessions for The Hertz Corporation. Their letters to Mr. Schmidt expressed the companies' appreciation for cooperation provided in the relocation of the rental car drop lot to the former location of the employees parking lot and to formally request consideration to maintain the arrangement in the future. The Board agreed that it would not be advisable to commit the area for future rental car company use at the present time. Also covered was a petition submitted by a number of terminal building employees expressing their displeasure with the new employee parking area. Mr. Schmidt stated that their contention that the new location provided for inadequate lighting and security had been remedied. Mr. D'Acuti moved the Manager "get on the stick" and solve the parking problem, seconded by Mr. Jackson. All were in favor.

e. Mr. James Lamphere, of Wiemann-Lamphere, Architects, attended the meeting to familiarize the Board with costs associated with construction of a building to house an Automated Flight Service Facility. The cost of the facility and financial strategy would determine whether the Board would approve submitting a proposal to the F.A.A. to locate the flight service center at Burlington. Mr. Lamphere explained he had arrived at a cost for the proposed 8,000 s.f. building of \$611,000, which does not include site work, false floors, etc. Mr. Thompson felt the possibility existed for Cynosure to finance the building and also felt it would be a grave mistake if the Commission did not investigate all financial avenues and pursue the project. Mr. Schmidt stated that Mr. Merchant of the State Transportation Agency may arouse interest from the Vermont Legislature in contributing to the project to support its location in the state. Mr. Lamphere explained the project would cost approximately \$900,000 if, included, was the project to relocate the tower and vacate the F.A.A. from the terminal building. Mr. Thompson suggested the Board observe what changes may occur in City government in early 1983 and perhaps sell a bond issue for March of 1984. The Manager explained that if the F.A.A. approves an interest rate, a mortgage loan could be obtained where the agreement could be collateral for the note. On motion of Mr. Beaudoin, seconded by Mr. Blanchard, the Board formally approved pursuing the plan.



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Discussion then led to the serious need to refurbish the baggage belt area for easier access by the airlines and to ultimately reduce damage to the conveyor. The problem had been addressed in F.Y. 1982, but no action had been taken. Mr. Schmidt was directed to proceed with a solution to the problem, and if the need exists, call a special meeting of the Board.

f. The Manager reported on a meeting regarding initiating a cash management account for the airport he attended with the assistant city treasurer, Barr Wright. Because of the charges associated with maintaining the account, it was suggested to stay with the present airport investment program. Ms. Wright suggested placing airport funds in the city account, tracking the funds and crediting the airport each month for revenues made on investments. Due to the fact that the airport cash balance has fluctuated drastically during the past year, it was decided to maintain the present program until such time as the cash balance stabilizes.

The finished copy of the Airport History Book was distributed to Board members. They were quite pleased with the finished product and instructed Mr. Schmidt to thank the writer, David Robinson, on their behalf and Shirley Chevalier for their efforts in producing the book. Mr. Schmidt informed that the book will not be sold out of the office, but by the Airport Gift Shop and has been distributed to local bookstores. The Board agreed, on Mr. D'Acuti's suggestion, that a free copy should be provided for libraries and complimentary copies forwarded to the Mayor, Governor, South Burlington city officials, Transportation Department, Board of Aldermen and other dignitaries and airport related agencies at the Manager's discretion. It was decided to set a 500 copy limit on the number of books distributed as complimentary copies.

The Manager reported on a meeting he attended with Mr. Peter Valpreda, former operator of Budget Rent-A-Car at the Burlington Airport and Mr. James Costas, present operator of Dollar Rent-A-Car who succeeded the Budget concession in the terminal. Mr. Costas discussed with Mr. Schmidt the agency's desire to turn their position back over to the Budget agency, but at the yearly guarantee that was bid by Budget Rent-A-Car when the rental car agency contracts were up for renegotiation. Dollar Rent-A-Car has refused to guarantee Budget's minimum. Mr. Schmidt explained that he has requested a legal opinion on the matter from the City Attorney, anticipating that the other rental car agencies may demand renegotiation as well.

COMMUNICATIONS

Items number 1, 2 and 3 had been covered in conjunction with report 2d regarding future parking development.

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COMMUNICATIONS (Cont.)

4. Communication from Mr. E. A. Deeds, President of Air North, had been received by the Board. Mr. Deeds was requesting the Board declare their support for the airline's petition for relief under the 419 subsidy program in which Air North participated in the North Country during 1980-1982. Air North is attempting to recoup some of the \$500,000 in losses sustained under the EAS program. Mr. Thompson felt the Board should not be in a position to plead everyone's cause, but Mr. Beaudoin felt the airline should be supported because of the good service they provide to the community. Following discussion, the Commission agreed to join forces with the Chamber of Commerce in assisting the airline with their endeavor.
5. Communication from Mr. Fred Solomon, owner of Morf Taxi Service, was distributed to the Board for informational purposes. Mr. Solomon wished management to be familiar with his new Stowe shuttle service beginning November 24 and his commitment to comply with Airport taxi regulations.
6. Communication from Mr. Robert R. Stuart requested permission from the Board to utilize fifteen to thirty acres of airport property to experiment with harvesting timothy hay. Due to the fact that high grass may draw birds to the area, the Board agreed not to allow the experiment at this time.

Mr. Beaudoin moved to adjourn the meeting, seconded by Mr. Jackson. All were in favor.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
October 28, 1982

PRESENT:

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

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Beaudoin, the Minutes of the September 30, 1982 Commission were approved as presented. All were in favor.
2. In review of the October, 1982 Warrant, Mr. Beaudoin requested Mr. Schmidt initiate use of a long-distance telephone call log in noting the excessively high payment due New England Telephone. Mr. Jackson requested the Manager prepare an analysis of billings from Vermont Gas Systems for the next regular meeting due to a sharp increase in gas usage. Mr. Beaudoin moved the Warrant be approved for payment, seconded by Mr. Jackson. All were in favor.
3. After familiarizing Mr. Jackson with the Board's budgetary theory, the Commission approved the Operating Statements for the month of September, 1982 for record.

REPORTS

The agenda was amended to include a report by Commissioner D'Acuti on his recent attendance in Philadelphia, Pennsylvania to an A.O.C.I. Annual Conference, presentation by representatives of Peoplexpress and an update by writer David Robinson regarding the Airport History Book project.

1. Mr. D'Acuti reported on information he had gathered in attending the A.O.C.I. Annual Conference with Mr. Schmidt. Mr. Schmidt was congratulated on his election to the domestic A.O.C.I. Board of Directors and informed the Board that their meeting next year will be held in Vienna. Mr. D'Acuti attended a seminar focusing on Airport Commissioners where airport disasters were discussed, the pros and cons of airline deregulation and what the future may hold for the airline industry. Mr. D'Acuti felt an important point stressed was the effect that airport management will have on the future of the airlines.



REPORTS (Cont.)

2. Executives from Peoplexpress who appeared before the Board were Mr. Donald E. Hoydu, Managing Officer, Mr. Frank P. Chicarelli, Customer Service Manager, and City Managers Michael J. Krueel and Steven P. Jacka. The representatives reported their intent to initiate service to Burlington on November 15, utilizing Boeing 737 aircraft. They have contracted with Air Florida for handling operations, but the need existed for an area for freight storage and housing aeronautical equipment. Mr. Schmidt stated that the area on which the former Delta building was located is available for placement of a trailer. Mr. D'Acuti questioned zoning in the area, but stated there should not be a problem with approval for a temporary trailer to be placed on the lot. Mr. Blanchard moved that permission be granted for the airline to place a trailer on the former Delta building location, seconded by Mr. Beaudoin. The Peoplexpress representatives were dismissed from the meeting to allow for further open discussion. All were in favor and the motion carried, adding that permission be granted contingent upon zoning regulations. Mr. Jackson stated that the agreement between the airport and airline should be month to month for leasing the area and stipulate that the Board reserve the right to relocate the trailer when need dictates.
3. Mr. David Robinson reported on the progress of the Airport History book. He suggested that considering the larger size increased printing costs and that a price of \$4.95 per book was a bargain, the cost should be increased to a \$10.00 vicinity. Mr. Beaudoin moved to set the cost at \$7.95 per book, seconded by Mr. Jackson. All were in favor. Discussion then led to a decision as to whether pictures of the Board members and office staff should appear in the history book. Mr. D'Acuti, Mr. Blanchard and Mr. Beaudoin felt it appropriate that pictures should be included of the current Commission while Mr. Thompson and Mr. Jackson objected. Mr. D'Acuti moved that pictures of the Board be included in the book, seconded by Mr. Blanchard. Chairman Thompson vetoed the proposal and the motion was technically withdrawn.
4. Mr. Jackson reported on a recent meeting he joined with Mr. Schmidt, Mr. Little, Mr. D'Acuti and Mr. Bob Bloomhover, head of maintenance for Burlington Square concerning energy conservation on the airport. Mr. Jackson felt quite confident they had seen good opportunities for reducing energy consumption which could reflect in airline rates in the future. Mr. Little reported that he was experimenting in shutting down the heating system at certain intervals during the day and if the effort results in lower utility bills, he will look into an automatic shut-down system in the future.

REPORTS (Cont.)

5. a. A report by the Airport Manager covering Peoplexpress had been conducted by the airline representatives under Item #2.
- b. Mr. Schmidt informed the Board that bid opening for construction of a new water main at the airport south end will be held on November 4 at 10:30 a.m. in the office of the Airport Manager.
- c. The Manager reported on the status of the project to construct a new general aviation apron at Montair and relocate the rental car drop lot. Mr. Schmidt had been informed by the F.A.A. that the Burlington Airport would not be allowed to split the contract for both segments of the project. Due to the fact the the apron construction portion of the project could not be accomplished until Spring of 1983, the rental car drop lot paving would also have to be delayed forcing the rental car agencies to endure the temporary, unpaved drop lot conditions through the winter months. A letter had been received by Mr. Schmidt from the four agencies located in the terminal building expressing their dissatisfaction with utilizing the temporary lot during the winter. The reasons for their position were the parking lot, once icy conditions occur, will create a hazard to their customers and the possibility of bodily injury, customers resistance to use the lot due to its location will create congestion in front of the terminal and safety and location problems will result in the need for additional manpower. They proposed utilizing the present employee parking lot for a rental car drop lot and using the present temporary rental car drop lot location for employee parking. Mr. D'Acuti moved to accept their proposal as a solution to the problem until Spring, seconded by Mr. Beaudoin. All were in favor.
- d. The Manager wished the Board to be aware that an item to be placed on the March ballot for vote by the public to change the term of the Commissions of City departments would in no way affect the length of term established for Airport Commission members.
- e. For informational purposes, Mr. Schmidt reported to the Board on a proposed City Personnel Policies Manual distributed to the City departments through their respective employee relations committee representatives. Mr. Schmidt wished the Board to note that the proposed manual had not been distributed to the Department Heads, nor were they consulted in its composition. After reviewing the manual, Mr. Schmidt found that although the Commission form of government exists in each department, those particular governing bodies had been totally excluded from the processes outlined. Mr. Blanchard suggested that the Department Heads should digest the policies manual and meet with their suggestions with the Board of Aldermen. Mr. Schmidt stated that the Department Heads intend to meet shortly to discuss the manual.

REPORTS (Cont.)

f. Mr. Schmidt explained that he had been notified of a meeting, which he attended, relative to airport zoning changes. The airport had been entirely zoned as an airport industrial zone and the change proposed was to section a designated area of the airport as an airport district, which also would carry additional restrictions. Mr. Schmidt's presentation to the Zoning Board prompted them to amend the zoning, however, the amendments must be further approved by the South Burlington City Council.

g. A report to the Commission on the status of the Airport History book had been presented by Mr. David Robinson under Item #3.

h. Mr. Schmidt explained that he had met with representatives from Interspace Services, Inc., an airport advertising company which is interested in submitting a proposal to the Burlington Airport to assume the services presently provided by Ackerley Airport Advertising. They were interested in attending the next regular Board meeting to discuss their proposal.

i. The Manager wished the Board members to be on notice that he had received a formal resignation from Airport Police Sergeant Wendell Worth, effective November 4. When a three-part examination was conducted to fill the Sergeant position, Officer Mark Kruger had achieved the second highest score, and therefore, Mr. Schmidt stated, was the best candidate to fill the vacancy. The Board was agreeable to Mr. Schmidt's plan.

j. Mr. Schmidt reminded the Board of a dinner party to be held in the Airport Restaurant Lounge on October 30 in honor of former Chairman Roger P. Fay, member of the Board of Airport Commissioners for fourteen years.

COMMUNICATIONS

1. Communication from Mr. E. Andrew Deeds, President of Air North, had been reviewed by the Board. Mr. Deeds wished to re-assert the airline's long range plans and desire for more space at the airport in various ticketing areas. The Manager responded to the correspondence by stating the pressing problem of space in the terminal building and expressing the Commissioner's appreciation of the important contribution Air North has made and continues to make to the airport and community.



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COMMUNICATIONS (Cont.)

2. Communication from Attorney Robert B. Hemley was distributed to the Commission. Mr. Hemley informed that his clients, Mr. and Mrs. Leland Calkins, wished to bring claim for money damages suffered as a consequence of the Airport's actions in clearing trees on their land. Mr. Little explained the incident, prompted by the fact that the area of trees to be cleared at the airport south end had been misinterpreted and an additional 20' of land had been cleared on Mr. Calkins' private property. Mr. Schmidt advised that the matter had been turned over to the insurance company handling the airport's liability and Chairman Thompson stressed the need to see that another incident of that nature does not occur.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
September 30, 1982

PRESENT:

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

MONTHLY REPORTS

1. Mr. D'Acuti moved to approve the Minutes of the September 2, 1982 Commission meeting as submitted. Mr. Jackson seconded the motion and all were in favor.
2. The Warrant for the month of September was reviewed by the Board. Following discussion of Mr. Jackson's energy cost-saving suggestions, Mr. Blanchard moved to approve the Warrant for payment as presented. Mr. Beaudoin seconded the motion and all were in favor.
3. The Operating Statements for the month of August were examined by the Board. Mr. Blanchard noted from the receivables that Air Florida was sixty-days delinquent in payment. Mr. Schmidt referred to a news release issued by Air Florida stating that they had reached agreements in principle with major lenders to provide additional working capital based on a new operating program to return the company to profitability. Mr. Schmidt felt confident that the past due amounts would be received soon. Mr. Jackson stated that the Commission should be firm in their attempt to collect, however, Mr. Thompson felt the Board should not be quick to lock their doors because their service to Burlington is needed. Mr. Blanchard moved to direct the Manager to send a letter to the Air Florida executives stating that if payment is not received by the next regular meeting, a representative should be prepared to appear before the Board to discuss a solution or reason for the delinquency. Mr. Beaudoin seconded the motion and Mr. Jackson added that the airline should also prepare a plan as to how they will expect to meet their responsibilities at the airport in the future. All were in favor. Mr. Blanchard moved to approve the Operating Statements for record, seconded by Mr. Jackson. All were in favor.

REPORTS

1. a. Mr. Schmidt reported that the final property to be acquired associated with the Land Acquisition Project had been closed on September 24. Demolition or removal of the structures on the six parcels remains to complete the project. The Manager stated his intent to draw specifications for bid for both a revenue and expense

REPORTS (Cont.)

situation, where the bid accepted will be most beneficial to the airport. Mr. Schmidt opted that the houses could be placed for sale to the highest bidder and as a package, the purchaser must remove the buildings and grade the land. Mr. Thompson suggested Mr. Schmidt contact an insurance agency to see if presentation of a bond should be included in the bid specs. Mr. Schmidt expressed the urgency in completing the project in that the airport will be subject to taxation on the buildings if they are not removed by spring, 1983.

b. Mr. Schmidt reported that the grant for the Apron & Parking Lot Construction Project had been received for the full amount of entitlement, \$529,000. Mr. Schmidt stated that he found if the full amount had not been accepted, during this present Federal fiscal year, the difference could not have been carried over. There is not sufficient time remaining before winter to pave the Montair aircraft parking area, however, the new rental car drop lot will be completed.

c. Mr. Schmidt informed the Commission that the F.A.A. had accepted to proceed with their former proposal for terminal rent at the four-year term requested by the Board at their previous meeting. The F.A.A. accepted the proposal to be retroactive to July 1, 1980.

d. Chairman Thompson reported that he and Mr. Schmidt had met with City Treasurer Leopold to discuss a proposed cash management account established for the airport department. The Airport, once implemented, would assume responsibility for sufficient funds within the account to cover expenses. The majority of the Board felt the proposal would be beneficial to the airport, however, Mr. Blanchard was unsure as to whether the plan would be advantageous. Mr. Schmidt added that airport funds must be utilized for airport purposes as required by resolution, airport lease agreements and ADAP regulation. Mr. Schmidt stated he will investigate the mechanics of the plan, forward a letter to Mr. Leopold of the Commission's consent to the proposal and finalize the arrangements.

e. The Manager informed the Board that the airport is in the process of complying with a U.S. Department of Transportation ruling requiring facilities to develop and implement a Minority Business Enterprise program. To assure the MBE goals are achieved a copy of the program must be submitted to the F.A.A., a draft of which, the Manager informed, had been sent for approval.



REPORTS (Cont.)

f. Mr. Schmidt notified Board members of the change in Federal Regulations no longer requiring a law enforcement officer to be present at a gate area when an aircraft is boarding. The regulation was changed to allow flexible response security system utilized if an officer can report to a screening area within a designated length of time. This change will cause a reduction in L.E.O. billed to the airlines from 75% to 50% of the total cost of the law enforcement department. The security plans have been amended to reflect the change. Mr. Thompson suggested that since USAir had been particularly interested in the implementation of the new system, it would be appropriate for the Manager to write Mr. Harry Portz of USAir to notify him that the new plan is in use.

g. Mr. Schmidt reported on a meeting held of the Airport Disaster Preparedness Committee where a disaster exercise was planned for spring of 1983. The next meeting of the committee will be held January 11, 1983 and a subcommittee will be designated to arrange the exercise.

COMMUNICATIONS

1. Communication from Mayor Bernard Sanders to all Department Heads regarding an open house at City Hall was distributed to the Board. The Mayor encouraged all Department Heads to attend the open house, slated for October 20 at 7:30 p.m., to allow citizens of the City to engage in face to face discussions with department heads and commissioners and to become familiar with how City government functions. Mr. Blanchard volunteered to attend the gathering with Mr. Schmidt.

RESOLUTIONS

1. The Airport History manuscript had been reviewed by Board members for opinions and suggestions for improvement. Mr. D'Acuti suggested the size of the book be increased to 8" x 10" to better accommodate pictures and objected to the fact that there were a number of pioneers who were not mentioned sufficiently, if at all. Mr. Thompson stated that these changes will set back the deadline for printing, however, it is important that changes be made to meet the Board's approval. It was also decided that with the previously proposed book size, the writer was unable to elaborate on airport development in the last ten years. The Board unanimously gave their approval to enlarge the size of the book and contract with writer David Robinson to pay him a flat fee for all processes involved in finishing the product.

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Prior to adjournment, Mr. Little presented the Board with information and estimates on replacement flooring in the entranceways to the terminal building. Members agreed the necessity existed to replace the flooring and authorized Mr. Little to purchase crosswalk linoleum for the areas.

Mr. Beaudoin moved to adjourn the meeting, seconded by Mr. Jackson. All were in favor.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
September 2, 1982

PRESENT:

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

ABSENT:

Schuyler Jackson

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Beaudoin, the Minutes of the July 29, 1982 Commission Meeting were approved as submitted. All were in favor.
2. Following examination, Mr. Blanchard moved to approve the Warrant for the month of August as presented. Mr. D'Acuti seconded the motion and all were in favor.
3. The Operating Statements for the month of July were reviewed by the Board. Mr. Thompson stated that the account receivables aging provided would be more useful than the previous report. On motion of Mr. Beaudoin, seconded by Mr. D'Acuti, the Operating Statements were approved as presented. All were in favor.

REPORTS

1. Mr. Jeffrey Karns, Director of Stations for Precision Airline and Mr. Mahlon Robinson, Station Manager appeared before the Board to question the Commission on the status of their decision to construct a corridor to the ramp through the security area. Mr. Schmidt explained that his understanding of the Board's approval for construction of the corridor was based on the assumption they would be utilizing Convair aircraft which would necessitate better loading arrangements. Mr. Thompson felt the need for the corridor existed and would provide better loading access for both Precision and Air Vermont. After a brief interruption to inspect the area in question, the Board instructed Mr. Schmidt to complete the project as originally approved.



REPORTS

2. Mr. Beaudoin moved to shift into Executive Session to report on his inspection of the telephone charges, seconded by Mr. Blanchard. Approximately ten minutes later, Mr. Blanchard moved the meeting return to regular session, seconded by Mr. D'Acuti. All were in favor.
3. Mr. Jackson's report on performance standards for airport tenants was tabled due to his inability to attend the meeting.
4. Mr. Schmidt discussed with the Board the Federal Aviation Administration's proposed terminal rental rates for a five year lease. Their proposal called for payment of \$14.00 p.s.f.p.a. for their rentable space. Mr. Schmidt explained that the F.A.A. is bypassing the philosophy that each tenant should pay for the cost of public space, but if the Board accepted their proposal, the airport will receive what they intend to for the first three years of the contract, but the final two years will be a concession. Mr. D'Acuti suggested limiting the proposal to four years when other tenant leases will be renegotiated. Mr. D'Acuti moved the proposal be accepted to expire June 30, 1984. Mr. Blanchard seconded the motion and all were in favor.
  - b. Mr. Schmidt reported that a Sales Agreement had been executed and deposit made on the final property to be acquired in the Land Acquisition Project. Mr. Barnes settled for \$210,000 in lieu of condemnation. The closing on the parcel is scheduled for September 24.
  - c. Viewpoints were aired regarding a reception and award presentation for former Chairman Roger P. Fay. Mr. D'Acuti stated that recognition should go one step further by taking Mr. and Mrs. Fay to dinner. Mr. Blanchard stated that he would not support the dinner being paid for by the airport. The Board decided that each member will contribute toward a dinner for Mr. and Mrs. Fay and a brief meeting will be scheduled of anyone interested in attending to award Mr. Fay with an honorary plaque.
  - d. Miss Gleason was requested to obtain an itemization of audit costs from P.F. Jurgs for a report at the meeting. She explained, however, that contact with the accounting firm proved that an itemization could not be obtained until the audit was complete. She will provide the Board with an itemization at that time.
  - e. The Manager informed the Board that the Preapplication had been submitted to the F.A.A. on the project to expand aircraft parking for Montair Flight Service and relocate the rental car drop lot.

REPORTS (Cont.)

Fifty percent of the design phase is completed to date. The project is estimated to total \$348,000 and will be complete before the construction season ends which should be approximately November 15. When Mr. Thompson questioned what the Manager felt the availability of ADAP funding will be for the next year, Mr. Schmidt stated that the amount of funds will depend on the number of enplanements. He added that an overlay of the main runway will be accomplished next year if \$1.2 million is granted in discretionary funds.

A memo to the Commission from airport history writer David Robinson was distributed to the Board. Due to the time factor involved, Mr. Robinson requested the assistance of an experienced freelancer, Judy Kaplan, to work on the manuscript resulting in a \$500.00 increase in cost over the original budget. He also stated that a quote from Queen City Printers for \$3,500 for printing and binding should be accepted in writing as well as his official approval to proceed with the manuscript preparation from the Board. Mr. Schmidt explained that once the draft is obtained, solicitation of advertisers may begin. The Commission's meeting to review the manuscript was scheduled for 1:00 p.m., September 24. To prepare the Board members for the meeting, the manuscript will be available prior to the meeting for study. The Commission gave their approval for advance of \$500.00 to each one of the writers.

RESOLUTIONS

1. Mr. Schmidt reported on his comparison of airport general liability insurance costs and coverage. He stated that the coverage of the new insurance agency, Hansman McAvoy & Company, was very good coverage as well as cost saving. The Burlington Airport is a straightforward operation and uncomplicated in terms of insurance risks.
2. On motion of Mr. Blanchard, seconded by Mr. D'Acuti, the Manager was given approval to attend the Northeast Chapter, A.A.A.E. meeting to be held in Hyannis, Massachusetts at the end of September.
3. The Manager looked for resolve on the part of the Board to undertake an A.D.A.P. project to fully fence the airport perimeter. He explained that \$170,000 in federal funds remains, which if unused, may not be allowed as carryover into the following year. Mr. Thompson questioned whether the funds could be applied toward the runway overlay project next year if it is found they could be carried over. Mr. Schmidt stated that since discretionary funds are granted on a competitive basis, either we will receive enough money to complete the project or no funds will be received at all. He explained that the project

RESOLUTIONS (Cont.)

is important enough to undertake in that more secure fencing is necessary to keep wildlife off of the field. The fencing project is also desirable from the standpoint of requiring little preliminary work for the short amount of time remaining to apply for funds. After realizing the hazard associated with the existing fencing and once assured by the Manager that to use the leftover funds during the present ADAP year would not hinder the airport's chances of obtaining discretionary money next year, the Board concurred that the fencing project should be undertaken.

4. On motion of Mr. Blanchard, seconded by Mr. Beaudoin, Airfield Facility Electrician Michael Catella was authorized to attend an airport lighting workshop on September 15 and 16 sponsored by Sepco Regulator Company.

Prior to closing the meeting, Mr. Blanchard wished Mr. Schmidt to be aware that the grass area adjacent to the Air North building was in need of maintenance. Mr. Little responded that he would take care of the matter.

Mr. Beaudoin moved to adjourn, seconded by Mr. Blanchard. All were in favor.

Respectfully submitted,

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

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
July 29, 1982

PRESENT:

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

ABSENT:

Wilfred J. Beaudoin

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Jackson, the Minutes of the regular session and executive session of the July 1, 1982 Commission meeting were approved as submitted. All were in favor.
2. The July, 1982 Warrant was examined by the Board. In noting the drastic increase in payment to Burlington Electric, Mr. Jackson suggested the Manager look into an audit of energy consumption and possibly contact the University of Vermont extension service for information. A progress billing for the year end audit had been submitted by P. F. Jurgs and included in the July Warrant. Mr. Thompson and Mr. Jackson suggested the accounting firm be contacted for an hourly breakdown of their fee. Mr. Blanchard moved to approve the July Warrant for payment as presented, seconded by Mr. D'Acuti. All were in favor.
3. The fiscal year end June Operating Statements were presented to the Board for their review. The Receivables indicated that no payments had yet been received from Air Florida. Mr. Schmidt stated that he had contacted their offices in Miami and a check to bring their account current would be issued early next week. Mr. Schmidt was also assured that they would place their account with the airport on a 45-day payment schedule. The Board questioned whether a 45-day payment schedule would be sufficient in that their billings would be considered delinquent after 30 days and their plan would not be beneficial to the airport's cash flow. It was decided to keep their account under surveillance and provide an aging of the billings for the next regular meeting.

Mr. Schmidt explained that after budget transfers, \$199,572 remains in the airport regular account which consists of carryover funds accumulated over three years. After discussion, Mr. D'Acuti moved to authorize the Manager to request the Finance Board to invest an additional \$100,000 in a 30-day certificate. Mr. Blanchard seconded the motion and all were in favor.

REPORTS

1. Mr. Peter Judge and Mr. Paul Sprayregen, both of Investors Corporation of Vermont, appeared before the Board to express their interest in developing a parcel of land, owned by ICV, west of the airport boundary behind the rental car service facility. ICV is interested in constructing a flight service facility on the parcel, which would consist of a 8,000 square foot building. The F.A.A. would request construction in 1988 and propose for a 20-year lease provision. Mr. Judge explained that his offer to the federal government for the location must be submitted by January, 1983. He also explained that the location would be appealing to the government due to its zoning, availability of utilities and room for expansion. Mr. Judge was aware of the fact that his proposal to utilize the parcel for an automated flight service facility was not in accordance with the newest Airport Layout Plan completed in conjunction with the 1982 Master Plan Update, however, he wished to find out from the Board whether they could consider deviating from the Layout Plan in considering his request and the benefits derived by the community and airport in providing the on-airport facility. Mr. Schmidt explained that the Master Plan may be changed, but when changed, alternatives must be demonstrated to the F.A.A. Mr. Sprayregen suggested that ICV would not be opposed to developing the area for T-hangars. The Board informed Mr. Judge and Mr. Sprayregen that they would consider the proposal and would be in contact within sixty days.

Mr. D'Acuti informed Mr. Schmidt of the City of South Burlington's intentions to connect Kirby Road and Airport Drive in accordance with their Master Plan, which could change the traffic flow at the airport. Mr. Thompson wished to add that he would like to see a new building constructed to house both the tower and automated flight service station.

2. A report by Mr. Beaudoin of one month's review of telephone charges was tabled due to his inability to attend the meeting.
3. a. Regarding the Land Acquisition Project, Mr. Schmidt informed the board that he and Relocation Officer Gifford Hart will be attending a pre-hearing conference scheduled for 10:00 a.m. in the Contois Auditorium the following morning. Nancy Sheehan of the City Attorney's Office is representing the airport and there has been no contact by an attorney representing Mr. Barnes. Mr. Blanchard suggested that if Mr. Barnes appears willing to settle, perhaps Mr. Schmidt should offer \$210,000 for the property, considering the additional offer of \$5,000 could be incurred in attorney's fees if the offer is not made. Mr. D'Acuti was concerned that if \$210,000 is offered, perhaps the airport would be bound to the proposal. It was decided that if settlement might be reached at the conference, Mr. Schmidt should contact Mr. Thompson to approve any offer made.

REPORTS (Cont.)

b. Mr. Schmidt reported on the new heating, ventilating and air conditioning company hired by the airport, Air-Temp, Inc. Mr. Schmidt and Mr. Little were very pleased with their work, and although their initial billings appear high, they are correcting problems as a result of service performed by Air Comfort, Inc. As suggested by Mr. Beaudoin, Mr. Schmidt investigated contracting Mr. Robert Martell to perform the work on the heating, ventilating and air conditioning system, but found him to be mostly involved in plumbing and less familiar with the sophisticated equipment found in the airport terminal building.

c. Mr. Thompson reported briefly on a lunch meeting he attended with Mr. Hart, Mr. Schmidt and Mr. David Robinson, coordinator of the airport history project. They discussed the history project in terms of completion by November, 1982, printing of 3,000 copies at a cost of \$7,500. Mr. Robinson agreed to prepare a letter of agreement to begin a draft manuscript for presentation to the Board by late September. Mr. Thompson suggested a special meeting may be called at that time to review the manuscript.

d. Mr. Schmidt requested discussion of an award plaque for former Chairman Fay be deferred due to the fact that he has not yet located one to his satisfaction.

e. A list of persons possessing appropriate stickers for authority to park in the rental car drop lot was distributed to the Board. Mr. Thompson stated that his request was for information on the number of parking spaces available in the lot as opposed to the number of part-time employees authorized to park there and the number of courtesy stickers granted.

COMMUNICATIONS

1. Correspondence from Mr. Joseph F. Rowland, Vice President of Hansman McAvoy & Company was reviewed by the Board. The insurance agency had been drafting coverages and limits with Associated Aviation Underwriters for the airport since the previous policy expired July 1. The airport is presently under binder with the new company, which specializes in aviation insurance, but the airport is not under obligation to contract with AAU. Mr. Blanchard suggested to check with the former agent, Hackett, Valine & MacDonald to see how their costs for comparable insurance would compare. Mr. Thompson agreed that he would like to know how the policies and prices compared. Mr. Schmidt stated he would have more information for the Board at the next regular meeting.



COMMUNICATIONS (Cont.)

2. Correspondence from Mr. H. Jay Setter, Chairman of the AOCI Nominating Committee was presented to the Board. Mr. Setter requested Mr. Schmidt to accept in writing, nomination for the position of U.S. Domestic Director of AOCI. Mr. Schmidt informed the Board that if elected, the position would involve attending two additional meetings per year. Mr. Blanchard stated Mr. Schmidt should respond to Mr. Setter's letter that he will accept the nomination. The Board unanimously agreed.
3. The Board received copy of correspondence from J. S. Cretella, Chief, Environmental Section of F.A.A. In the communication, Mr. Cretella advised Mr. Schmidt that they moved the location of the remote receiver facility planned for the airport, to the runway side of the building restriction line at the south end of the field. Mr. Cretella indicated that prior to the start of construction, they will submit plans and specifications. The Manager stated that the parcel on which the facility will be located will not be income generating because it will be considered a Navaid. Mr. D'Acuti moved to approve the construction, seconded by Mr. Blanchard. All were in favor.
4. Communications from Air Vermont regarding their request to install one 10,000 gallon avgas storage tank adjacent to the Northern Airways fuel farm had been received by the Board. Due to the urgency of their request and time factor involved, Mr. Schmidt had taken a telephone poll of the Commission and gave Air Vermont preliminary approval to proceed. The fuel facilities should be completed early August. On motion of Mr. Blanchard, seconded by Mr. D'Acuti, Air Vermont was given the Board's formal approval of the installation. All were in favor.
5. On motion of Mr. D'Acuti, seconded by Mr. Blanchard, approval was given to Mr. Schmidt and one Commissioner to attend the next Airport Operators Council International conference to be held in Philadelphia, Pennsylvania on October 10, 1982. All were in favor.

RESOLUTIONS

1. The Manager presented the Commission with a proposed Lease Agreement between the City and Federal Express for their approval. Mr. Schmidt explained that the lease was the standard agreement held with the airlines, using the same rates. Mr. D'Acuti moved to approve the lease agreement provided it is first reviewed by the City Attorney. Mr. Blanchard seconded the motion and all were in favor.
2. The issue of the Federal Aviation Administration's refusal to pay the new terminal rental rate on their former rent-free space was addressed by the Board. Mr. Schmidt had previously obtained permission from the

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RESOLUTIONS (Cont.)

Board to pursue legal action to collect. When Delta Air Lines gave notice of their intentions to terminate service at Burlington, the Board decided to set the matter aside. Mr. Schmidt suggested the F.A.A. may accept payment of the airline terminal rental rate for their space, which had not yet been proposed. Mr. Blanchard moved the Airport Manager be authorized to present a revised rental rate to the F.A.A., equivalent to the airline rate. Mr. D'Acuti seconded the motion and all were in favor.

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

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
July 1, 1982

PRESENT:

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

ANNUAL ORGANIZATIONAL MEETING

1. Mr. Schmidt formally declared the meeting open. Nominations were accepted for Chairman of the Commission. Mr. D'Acuti nominated Mr. Thompson for the Chairmanship, seconded by Mr. Beaudoin, and with no further nominations, moved nominations be closed. All were in favor and Mr. Thompson was elected unanimously.
2. Mr. Thompson called for a motion on the appointment of Airport Manager/Clerk. Mr. Beaudoin moved Mr. Schmidt be reappointed for the ensuing year, seconded by Mr. D'Acuti. All were in favor.

MONTHLY REPORTS

1. Mr. Beaudoin moved to approve the Minutes of the June 3, 1982 Commission Meeting as submitted. Mr. D'Acuti seconded the motion and all were in favor.
2. The Warrant for the month of June was presented to the Board for their review and approval. When a large payment to Air Comfort was noted, Mr. Schmidt stated that he intended to discuss maintenance of the heating, ventilating and air conditioning system later in the meeting. Mr. D'Acuti moved to approve the June Warrant as presented, seconded by Mr. Beaudoin. All were in favor.
3. The Operating Statements for the month of May were examined by the Board. Although the receivables statement reflected that almost all accounts were within thirty days due, the amount outstanding from F.A.A. had only increased each month. Mr. Thompson suggested the item be placed on the agenda for the next regular meeting to discuss taking action. Mr. Schmidt explained his anticipated carryover at fiscal year end. Cash on hand should be in the vicinity of \$311,690, \$125,000 of which is invested in certificates of deposit. Mr. Jackson inquired as to the amount of interest that had been earned on the certificate during the past year. Since that amount had not been listed as a separate item on the earnings statement, Mr. Thompson requested that interest be shown as a separate income item when the operating statement formats are prepared for the new fiscal year.



Review of the Operating Statements led the Board to discuss the line item transfers under Resolutions on the agenda. Mr. Schmidt explained the various account balances and that \$145,877.01 from the airport regular account and/or carryover would be distributed to the project accounts as follows: Snow Equipment Garage - \$53,069.95, Snow Removal Equipment - \$24,307.06, Master Plan - \$8,500 and Land Acquisition - \$60,000. When questioned whether funds were available to purchase the last of six properties involved in the Land Acquisition Project, Mr. Schmidt explained that \$225,000 consisting of airport funds and unexpended Federal money were available. The final offer for the property was \$204,000. Mr. D'Acuti moved to approve expending the carryover in accordance with Mr. Schmidt's request for a line item budget change. Mr. Jackson seconded the motion and all were in favor.

#### REPORTS

1. a. Mr. Schmidt reported to the Board on the fixed monthly charges associated with the telephone bill per their request at the last regular meeting. It was decided that the long distance charges were excessive and Mr. Beaudoin volunteered to review the bill with Mr. Schmidt before the next meeting to check the validity of the calls made.
- b. There had been no further activity on the Land Acquisition Project. As reported previously, a petition had been filed with the Public Service Board initiating condemnation proceedings against the final property to be acquired owned by Mr. and Mrs. Barnes. No word had yet been heard on a hearing date.
- c. Mr. Schmidt informed the Board that he had selected an engineering firm to proceed with the project to relocate the rental car drop lot and enlarge the aircraft parking area for Montair Flight Service. Of those firms who submitted proposals on the project, Fay, Spoffard and Thorndike, Engineers, Inc., Dufresne-Henry, Inc., Harvey Oest, Inc. and Hoyle, Tanner & Associates, Mr. Schmidt chose Hoyle, Tanner & Associates based on their qualifications and extensive experience in airport related work. The engineers had reviewed the project budget with the Manager and the preapplication will be prepared for submission to the F.A.A.
- d. Mr. Schmidt wished the Board to be on notice of a public hearing to be held on Wednesday, July 14 at 7:30 p.m. in the City Hall Contois Auditorium for public review of the Master Plan Update for the airport. Invited to participate are the Board of Aldermen, the Airport Advisory Committee, the Board of Commissioners and the general public.

REPORTS (Cont.)

e. Mr. Schmidt reported on a heating, ventilating and air conditioning maintenance agreement he had obtained from Anthony Galante of Airtemp for time and materials and a sliding scale mark-up on parts. Mr. Schmidt had been assured by the company that they could be at the airport within two hours of a service call. Mr. Beaudoin suggested that before a decision is made to obtain a specific company for the service, the Manager contact Martell Plumbing and Heating, Inc. to obtain a bid, who he strongly recommended.

COMMUNICATIONS

1. Correspondence from USAir Regional Director of Properties, Harry Portz, was distributed to the Board. In a telephone conversation Mr. Schmidt had with Mr. Portz, it was brought to the Manager's attention that the USAir lease agreement provided for the City to maintain the freight building structurally. As opposed to setting new rental rates for the freight building to pay back the full amount expended by the City for the structure's modifications, Mr. Portz proposed increasing the square footage rate to pay back \$11,800 to the City at a 12% interest rate over five years. This proposal would increase the square footage rate from \$2.00 to \$2.96. Mr. Beaudoin moved the Manager amend the lease with USAir in accordance with the provisions set forth in Mr. Portz' letter. Mr. D'Acuti seconded the motion and all were in favor.
2. Communication from the State of Vermont, Agency of Transportation regarding a public hearing for the purpose of receiving recommendations for projects for future additions to the Five Year Transportation Construction program had been received by Mr. Schmidt. He attended the hearing, sent a follow up letter to the Transportation Board on airport funding requests and distributed to the Commission for their information.
3. Mr. Gifford Hart attended the meeting to discuss with the Board a conversation he had with Mr. David E. Robinson, coordinator of a project to publish the airport history. Mr. Hart felt Mr. Robinson was very knowledgeable and would be an excellent choice if the project was to be undertaken. He had suggested the Board or designated subcommittee meet with Mr. Robinson to discuss exactly what the Commission would expect in the publication. Mr. Beaudoin stated that he would not be as negative about the project if there were pledges to assist in funding and Mr. Blanchard would also agree to proceed with the project if the airport could recoup \$5,000 of the cost. Mr. Jackson felt that the \$10,000 expenditure was excessive and would receive critical reaction from the Aldermen. Mr. Blanchard moved to proceed with the project, but to expend no more than \$5,000. Mr. D'Acuti seconded the motion and all were in favor.



COMMUNICATIONS (Cont.)

4. Communication from Montair Flight Service had been received by the Board to assure the Commission was aware of Montair's interest in a piece of land owned by the airport between their boundary and that of Air North. Air North has been performing engineering work to expand their hangar over the same parcel. Although the subject had been brought to the Board for informational purposes only at this time, Mr. Schmidt wished the Commission to be aware that they may be faced with a decision of either granting a land lease for the parcel to Montair or Air North in the future.
5. An AOCI/AAAE 1981 Airport Management Salary Survey had been distributed to the Board for comparison purposes between salaries of positions at Burlington and those of related job classifications throughout the United States.
6. Correspondence from Peter Judge of Investors Corporation of Vermont had been added to the agenda. ICV is the owner of a parcel of land which lies immediately west of the airport boundary, behind the Hertz Rent-a-Car facility. Their intention is to submit a proposal to utilize the property for an automated flight service station facility to the Federal Aviation Administration which they felt was compatible with the airport and beneficial to the greater Burlington area. Mr. Schmidt explained that he understood if the flight service station was to be located at Burlington, it may have to be on airport owned land and utilizing the parcel for such a purpose was not in conformance with the present airport layout plan. The Manager stated he will notify Mr. Judge of this.

Mr. D'Acuti wished the Board to be aware that he has received a complaint from Avis about the new rental car drop lot accommodations resulting from using the former drop lot for aircraft parking. Avis was dissatisfied with the size of the new lot and the fact that access is through the rental car ready lot. Mr. Little stated that the project is not yet completed and the size of the lot will be adequate once paved. Mr. Thompson felt the list of persons employed part time at the airport who are allowed to park in the drop lot should be reviewed to see that space is not being occupied by unauthorized vehicles.

Mr. Blanchard moved to go into Executive Session, seconded by Mr. D'Acuti, to discuss union activity. Approximately 15 minutes later, Mr. Blanchard moved to return to regular session, seconded by Mr. Jackson.

Before closing the meeting, Mr. Thompson suggested a plaque or resolution should be prepared in honor of former Chairman Roger Fay, who served on the Board for fourteen years. Mr. Schmidt stated he will be back to the Board with suggestions at the next regular meeting.



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RESOLUTIONS

1. Line item budget transfer had been discussed in conjunction with the Operating Statements under Monthly Reports of the meeting.

Mr. Beaudoin moved to adjourn, seconded by Mr. Jackson. All were in favor.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
June 3, 1982

PRESENT:

Roger P. Fay, Chairman  
Wilfred J. Beaudoin  
M. Robert Blanchard  
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. Thompson, seconded by Mr. Beaudoin, the Minutes of the April 29, 1982 and May 12, 1982 Commission Meetings were approved as submitted. All were in favor.
2. The Warrant for the month of May was reviewed by the Board. In noting that the telephone bill has been excessive for the past months, Mr. Thompson requested a breakdown of the bill be prepared for review at the next meeting. Mr. Blanchard moved the Warrant be approved as presented, seconded by Mr. Thompson. All were in favor.
3. The Operating Statements for the month of April were examined by the Board. The receivables statement indicated that the Gift Shop was in arrears from December, 1981 as a result of two checks which did not clear the bank. Mr. Blanchard moved the Gift Shop be locked and a lien placed on the inventory without delay. Lacking a second to the motion, Mr. Schmidt then explained that he had reviewed the Gift Shop contract with the City Attorney's office to find that the oral warning and request for payment he had given the Gift Shop owner was not sufficient. A letter demanding payment was then issued immediately, notifying Mr. Rotella that if the arrearage was not cured by close of business on June 9, ten days later, the contract would be cancelled. Only written notice would have complied with the terms of the contract. Mr. Thompson then moved that if the default is not cured by the close of business on June 9, Mr. Schmidt be authorized to close the Gift Shop. Mr. D'Acuti seconded the motion. All were in favor with the exception of Mr. Blanchard.

REPORTS

1. Mr. Schmidt reported on the status of the Land Acquisition Project. The fifth property, the Tardie parcel, had been closed and the tenants were informed they must vacate by June 30. The final property to be acquired, the Barnes parcel, had been approved for condemnation proceedings at the last meeting of the Burlington Board of Aldermen. The request was then filed with the Public Service Board and a hearing may be scheduled in thirty days.

REPORTS (Cont.)

2. By the direction of the Board at their last regular meeting, the Manager obtained three bids for engineering services for a project to upgrade the water supply at the south end of the field. All three bids considered were to provide all services associated with the project. The original proposal from Trudell Consulting Engineers which prompted solicitation of competitive bids, provided for payment of \$15,240. Engineers, Inc. called for payment not to exceed \$11,505, and Hamlin Engineers submitted a proposal for \$11,400. Mr. D'Acuti moved to accept the lowest bid, seconded by Mr. Thompson. All were in favor.
3. For informational purposes, the Manager informed Board members that quite a number of engineering proposals had been received, although not yet reviewed, for the new G.A. apron and relocation of the rental car drop lot. Three airport engineering firms had been solicited to submit proposals due to the fact that the project qualified for Federal funding and was also advertised in the Burlington Free Press as required for ADAP funding. Mr. Schmidt explained the time involved for the ADAP funds to become available and asked the Board if they were interested in interviewing a number of randomly chosen engineering firms. Mr. Fay suggested that the Board would act upon the recommendations of Mr. Schmidt. Mr. Thompson, Mr. Beaudoin and Mr. Blanchard felt that Montair was assured their airplane parking problem would be remedied without delay and that something should be done to at least temporarily solve their problem without waiting through the Federal funding process. Various ways to temporarily solve the airplane parking problem were discussed, such as expending money necessary to move fencing and have the rental car drop lot moved to the grass area of the former Tardie property. Mr. Beaudoin moved the Manager see that space is provided for Montair, on a temporary basis, for aircraft parking. Mr. Thompson seconded the motion and all were in favor.
4. A report of the Airport Gift Shop delinquent account had been discussed with review of the April Operating Statements under the meeting's Monthly Reports.
5. Mr. Little explained the regrowth of scrub brush at the airport north end, 500 feet on each side of the riel lights, has been a problem and in need of removal. A clearing project had been undertaken a few years earlier when trees were leveled to stumps, but the vegetation had returned thicker than before. It was suggested to table the matter until a clearing cost estimate had been obtained, but Mr. Blanchard suggested using a chemical which would kill the growth. Killing the grass would cause an erosion problem. Mr. D'Acuti suggested looking into using the chemical on tree stumps only and Mr. Schmidt agreed to check into the possibility.



COMMUNICATIONS

1. A communication regarding the delinquent account of Precision Airline had been presented to the Board. The Manager informed the Board that payment had been received in full and the matter settled since the item had been placed on the agenda for discussion.
2. Correspondence to the President of the Airport Gift Shop, Thomas Rotella, informing him that if payment is not received by June 9, their contract will be cancelled, had been reviewed by the Board in conjunction with the review of their delinquent account under the Meeting's Monthly Reports.
3. A communication from Harry F. Portz, Regional Director - Properties for USAir, Inc. requested major modifications to the USAir freight building to establish a maintenance base in Burlington using the existing structure. The modifications requested included repairing the existing roof, repair or replacing the existing overhead door and construct necessary office space. The Manager estimated the project to cost roughly \$20,000 and wished the Board to be aware that the Master Plan slated the building for demolition. USAir is presently paying \$2.00 per square foot for the approximately 3,300 square foot building. If their rent was increased to \$4.00 per square foot, the airport should be able to recoup their investment in five years. Mr. Thompson felt there would be a potential danger of loosing service if the Board does not cooperate with USAir's request, but also felt provision should be made to attempt to collect for the modifications if USAir should decide to discontinue service to Burlington in the future. Mr. Schmidt agreed he will request the rental increase to cover costs and if USAir does not agree to the increase, the Manager will appeal to the Board for further direction.
4. Copy of correspondence to Commissioner Thompson from Mr. David E. Robinson regarding the airport history was distributed to the Board. Mr. Robinson proposed publication of the airport history to range from \$6,359 for 3,000 copies to \$7,121 for 5,000 to include manuscript preparation and production work, typesetting, camera copy paste-up, printing and binding and miscellaneous expenditures. Mr. Thompson discussed the limited market available for a specialized book such as the airport history by comparing the salability to other specialized publications. Mr. Beaudoin held firm to his view that the cost is too high and does not look at the project optimistically. Mr. Schmidt stated that the project should not be regarded from a profit-making point of view but rather as a public relations effort. Mr. Fay questioned whether the airlines would regard the investment in a history book by the airport as a nonessential expenditure. Mr. Blanchard suggested that if \$5,000 could be raised in subsidies, only approximately 1,000 copies would need to be sold to break-even their investment.

COMMUNICATIONS (Cont.)

4. Mr. Thompson stated that an individual must be chosen to edit the material compiled and that person should be unbiased as to what material should be included but familiar with the history. It was decided that sponsorship will be investigated before the next meeting and an appropriate editor will be sought.
5. Correspondence from Montair Flight Service included a request to assume the former counter space held by Clinton Aero Corp. to set up a Montreal commuter operation. Due to the fact that Montair does not yet have scheduled service immediately necessitating counter space, the Board decided their request will not be granted until such time as they start commercial service.

RESOLUTIONS

1. On motion of Mr. Beaudoin, seconded by Mr. Thompson, Mr. Schmidt was authorized to execute a lease amendment allowing Dollar Rent-A-Car to sublet the concession to Burlington Lincoln Mercury due to the fact that Dollar had terminated the Franchise Agreement with First Commonwealth.

Mr. Beaudoin moved to adjourn, seconded by Mr. Blanchard. All were in favor. The next regular monthly meeting will be held July 1, 1982.

Respectfully submitted.

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
May 12, 1982  
\* SPECIAL HEARING \*

PRESENT:

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

A formal complaint had been received by the Airport Manager from a passenger of Ace Taxi, known as Essex Cab at the time of the incident, alleging that he had been charged an exorbitant rate of \$7.00 to be transported from the airport to upper Main Street in Burlington. Upon reviewing the rates filed, the Manager found the charge should have been approximately \$4.50. Consequently, Mr. Schmidt issued a letter of suspension to Mr. Burbo for a thirty day period for violation of Section 11.17 of Chapter III of the Burlington International Airport Rules and Regulations which are ordinances of the City of Burlington, contending that Mr. Burbo had deviated from the rates so filed. Because Mr. Burbo indicated a desire to appeal the suspension to the Board of Airport Commissioners, Mr. Schmidt decided to rescind his decision until the Board had heard Mr. Burbo's appeal and rule as to whether the suspension should be carried out or revoked.

Chairman Fay opened the meeting by briefly stating the above circumstances which prompted calling a special hearing. Mr. Burbo stated that as Essex Cab, he always used a meter in his taxi, which was in full view, and therefore could not have charged \$7.00 to carry a passenger from the airport to Main Street. When using the meter for charging fares, he stated he never charged a flat rate. When he merged with Marshall Taxi to form Ace Taxi, he reduced his rates and stopped using the meter with the exception of setting up zones in Essex. Mr. Burbo stated he did not remember any protest from a passenger for charging a specific rate to Main Street and the rate charged to Main Street was found to be lower when his dispatcher was contacted recently because when the incident occurred on March 15, his rates were higher. Mr. Schmidt stated that he had checked the rates filed which were in effect March 15, and the rate charged the complainant at that time was not consistent.

Chairman Fay informed Mr. Burbo that he has personally known the passenger for approximately twenty five years and has found him to be a man of good character. Mr. Burbo complained that the Board was taking one individual's word against his, the passenger did not obtain a receipt to prove that \$7.00 was actually charged and that he would have agreed to reduce his rates if he had been requested to do so by the Board. Mr. Schmidt informed



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BURLINGTON AIRPORT COMMISSION  
May 12, 1982  
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Mr. Burbo that he had received several telephone complaints in the past contending that Mr. Burbo's rates were exceptionally high. Mr. Burbo insisted that if he had received \$7.00 to transport the passenger to Main Street, the amount included a tip. Chairman Fay felt that giving Mr. Burbo a tip was highly unlikely at the time in light of the fact that the passenger protested paying the basic rate charged.

Following Mr. Burbo's exit, Mr. D'Acuti suggested that since the Board is now aware that Mr. Burbo's rates are reduced, he should be warned that if deviation occurs, suspension will be invoked. Mr. Blanchard moved, however, that the suspension be upheld, seconded by Mr. Thompson. Mr. Beaudoin added that if Mr. Burbo has any further objection, the Board must require him to obtain legal counsel. All were in favor.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
April 29, 1982

PRESENT:

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

TOUR OF MITEL

Prior to the regular session, the Manager provided the Board members and Alderman Burns with a tour of the Mitel building.

REPORTS

1. Mr. E. Andrew Deeds, President and Chairman of A.N.A., Ltd., Mr. Harold Findlay, General Manager of Northern Airways and Mr. John Sullivan, President of Air North, attended the meeting to brief the Commission on the status of the corporation and their plans for the future. Mr. Findlay reported on Northern's interest in building a non-commercial maintenance facility and initiating a pure freighter service between Burlington and Boston to provide one-day service for air cargo utilizing Twin Otter aircraft.

Mr. Sullivan reported on the status of Air North. The airline is establishing Binghamton, New York as a hub in addition to Burlington to serve Boston, New York and Washington, D.C. After studying their routes and fleet, they had decided to retire the Twin Otters and are presently phasing out their SD-330 Short aircraft. The airline has begun service with F-27 aircraft due to economics and slot problems and hope to be regarded as a better alternative to jet service.

Mr. Deeds urged the Board to give future consideration to better utilization of space in the terminal building. In relocating the vending machines to provide new counter space for Precision Airline, the cueing area for Air North had been reduced. Mr. Sullivan mentioned that Air North's written statement of their interest in acquiring the former Delta Air Line counter and operations areas had not been considered by the Board in that Air Florida had acquired the space. He stated that the Board had given the largest space to the carrier with the largest equipment instead of a carrier with the most operations. Mr. Schmidt retorted that the Board was forced to look at the matter from a financial standpoint and see that the area was rented in its entirety.

REPORTS (Cont.)

The airline executives were enthusiastic about the future of Northern Airways and Air North in the Burlington Area, and prior to departing the meeting, Chairman Fay assured them that the Board would support and assist them in every possible way.

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Thompson, the Minutes of the April 15, 1982 and March 24, 1982 Commission Meetings were approved as submitted. All were in favor.
2. Mr. D'Acuti moved to approve the Warrant for the month of April as presented. Mr. Blanchard seconded the motion and all were in favor.
3. The Operating Statements for the month of March were reviewed by the Commission. In noting that Dollar Rent-A-Car remained delinquent in concession payments and terminal rental in excess of \$16,000, the Manager explained that in recent conversations he has had with the company, he has found them to have a cash flow problem. Mr. Thompson moved Mr. Schmidt send a wire to the President of Dollar Rent-A-Car stating that unless the airport is in receipt of payment in full by May 15, the Board will take appropriate action and exercise their rights as stated in the concession contract. Mr. Beaudoin seconded the motion and Mr. Blanchard added that in case of non-payment by the 15th, the Manager call a special meeting of the Board. All were in favor.

In noting outstanding charges for February for landing fees and terminal rental for Precision Airline, Mr. Thompson moved the Manager advise Precision that they will not be permitted to move into their new location unless their account is current and that the Board will not tolerate delinquency. Mr. Beaudoin seconded the motion and all were in favor.

The Board noticed that the account with the Gift Shop had been brought up to date, and instructed Mr. Schmidt that if another check from S.J.R., Inc. does not clear the bank, they should consider calling an emergency meeting and demand all future payments be in the form of a bank check.

Mr. Thompson moved to approve the Operating Statements for the month of March. Mr. Blanchard seconded the motion and all were in favor.



REPORTS (Cont.)

2. Item #2 under "Reports" relating to Dollar Rent-A-Car had been discussed under item #3 of the Monthly Reports in conjunction with the Operating Statements for the month of March.
3. The Manager informed the Board that Federal Express has made a commitment to lease ramp space at the south end of the field and will accept proposals from developers to construct and lease a building. Following discussion of the location, Mr. Thompson moved to approve the concept of leasing Federal Express ramp space in the Building 890 ramp area at the Airport Manager's specifications. Mr. D'Acuti seconded the motion and all were in favor.
4. The Manager wished the Commission members to be on notice that on May 5, 1982 at 2:00 p.m. bids will be opened for a heating, ventilating, and air conditioning service contract.

COMMUNICATIONS

1. Correspondence from Mr. Tyler Hart, P.E. of Trudell Consulting Engineers, Inc., regarding their proposal for engineering fees for upgrading the water supply to the south end of the field by construction of a new water main, was distributed to the Board. Mr. Tyler stated that he did not agree with the Manager's suggestion that engineering services be based on a percentage of the construction cost because there would be no incentive to find the most economical solution and that their proposal includes items in addition to the basic services of the engineering contract. The Board maintained that their proposal for services was too high and Mr. Thompson questioned that considering the work performed by Trudell to date, if any commitment for payment existed. Mr. Schmidt stated that they have performed work under guides of their proposal. Mr. Thompson felt that Trudell's standards should not govern the cost and Mr. Schmidt agreed to obtain an additional proposal from another engineering firm. If the costs are comparable, it is likely they will agree to contract Trudell Engineering.
2. Mr. Schmidt distributed to the Board correspondence he received from Samuel Strier, Chief, Logistics Division of the Federal Aviation Administration wherein the Manager was invited to attend a briefing in Lake Placid, New York on the agency's new space acquisition program for installation of an Automated Flight Service Station in the flight plan area consisting of all counties in Vermont and a number in New Hampshire and New York. Information on submitting offers by

COMMUNICATIONS (Cont.)

interested communities will be discussed at the briefing. Mr. D'Acuti suggested Mr. Schmidt attend the pre-bid meeting and Mr. Beaudoin offered to accompany him. The Board was agreeable to the suggestion.

3. A communication from Mr. Willett S. Foster IV of Montair Flight Service, Inc. informed the Board that the flight service has been actively working with architects on their proposal for construction of a line of "T" hangars along their southern boundary and that the area is critical for their plans for future expansion. In a previous conversation Mr. Schmidt had with Mr. Sullivan of Air North, Mr. Sullivan assured Mr. Schmidt that they had no intention to utilize the same area Montair had interest in. To the contrary, however, Mr. Sullivan stated that A.N.A., Ltd. was interested in the location in his presentation to the Board. Mr. Schmidt stated to the Board that he had been misinformed of A.N.A., Ltd.'s intentions regarding the site. The Manager stated that relocation of the rental car drop lot may be underway after May 15th, when the closing takes place on the fifth property of the land acquisition project, providing for additional aircraft tie-down space for Montair in the present drop lot location. Mr. Schmidt also stated that the project should qualify for ADAP funds seeing as the parking lot relocation is due to an aviation need.
4. Communication from the American Association of Airport Executives summarizing the events of the A.A.A.E. 1982 conference to be held in Phoenix, Arizona was presented to the Board. On motion of Mr. Blanchard, seconded by Mr. Thompson, Mr. Schmidt was authorized to attend the conference, to be held on May 15. In noting the date of the conference conflicted with the deadline established for payment by Dollar Rent-A-Car under item #3 of Monthly Reports, the Board agreed the deadline date for payment to be set at May 14.

RESOLUTIONS

1. Mr. Little presented the Board with further information regarding the cleaning services who had submitted proposals for the cleaning contract for the terminal building. The presently contracted company, J. M. Hopkins, had bid low simply to maintain their contract, assuring that their staff and hours would not be altered. B & L Janitorial, the lowest bidder, had been very highly recommended and had been released from one contract only for economic reasons.

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RESOLUTIONS (Cont.)

Mr. Blanchard felt assured that B & L Janitorial could not perform quality work at the price bid, and felt that the "in house" cleaning performed by Mr. Louis Toulis would far outweigh the advantage of a lower price. Mr. Thompson moved to award a one year contract, with 30 day cancellation provision, to B & L Janitorial, seconded by Mr. D'Acuti. Both Mr. Beaudoin and Mr. Blanchard were in opposition. The motion carried with Chairman Fay's vote to contract B & L Janitorial.

2. The Manager was authorized to attend the A.A.A.E. Annual Conference following discussion of the meeting under item #4 of Communications.

Respectfully submitted,

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

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
April 15, 1982

PRESENT:

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

ABSENT:

M. Robert Blanchard

REPORT

1. A presentation by Mr. Deeds of Air North was removed from the agenda due to his inability to attend.

COMMUNICATIONS

1. Communication from Mr. Walter Fawcett, President of Precision Airline was distributed to the Board. Mr. Jeffrey Karns, Director of Stations for Precision, appeared before the Board on their behalf. The communication from Mr. Fawcett proposed using the present vending machine area of the terminal building for ticketing, office space and storage. The problem associated with the proposed area is lack of ramp access, which could be solved by construction of a corridor along the south side of the Air North waiting room. Mr. Schmidt stated that the area is operationally a good location and that space is available for relocation of the vending machines. Mr. Beaudoin questioned expending the money for such renovations considering that Precision has been serving Burlington for only two months. Mr. Schmidt explained that the money expended would be minimal since the work would be performed by airport staff and the airport would be responsible for ceiling and wall finishing. The airline would install the ticket counter to the airport's specifications at their own expense. Mr. Thompson felt that considering the volume of service Precision is offering the community, the airline should be better accommodated. When questioned the time span involved to complete the work, Mr. Little stated that the renovations could be performed immediately and be completed in approximately one week. Mr. Beaudoin moved the request be granted according to the proposal made, seconded by Mr. Thompson. All were in favor.
2. Correspondence from Mr. Dean B. Pineles, Commissioner of the Vermont Department of Labor and Industry was presented to the Board for their information. Mr. Pineles stated that in view of Mr. Schmidt's

COMMUNICATIONS (Cont.)

commitment to provide the necessary water supply to the tee hangar project during the 1982 construction season, he is willing to grant a Certificate of Occupancy, subject to revocation if the work is not completed.

3. Communication from Mr. Tyler Hart, P.E. of Trudell Consulting Engineers, Inc. was submitted to the Board for their review. The proposal for engineering services, amounting to \$15,240, was based on the project to construct a new 4800 ft. water main from the Champlain Water District main transmission line to provide a sufficient water supply to the south end of the airport. Mr. Schmidt felt the proposal was too high in view of the fact that engineering costs are usually ten percent of the project cost, and the new water line installation should not exceed \$100,000. Mr. Schmidt stated he will negotiate for a more reasonable fee for engineering from Trudell and if they do not agree to reduce their fees, he will contact another engineering firm. If they do agree to reduce their fee, Mr. Schmidt will have a contract drawn for approval at the next regular meeting.

The Manager wished the Board to be on notice of an Orientation Seminar to be held at the City Hall Contois Auditorium on April 24 at 10:00 a.m. to familiarize city officials with each department's complexity of operations and projects.

RESOLUTIONS

1. The Manager appealed to the Board for approval to execute a lease agreement with Air Florida. The new lease which is a direct contract, is a continuation of the Delta lease but provides for payment of the new rates. Mr. Beaudoin moved the Manager be authorized to execute the lease agreement with Air Florida, seconded by Mr. D'Acuti. All were in favor.
2. Mr. Little presented the Commission with information on the contract cleaning bid opening held on April 7. He explained the various amounts submitted for bid and recommendations he obtained by contacting references for the cleaning services. Mr. D'Acuti suggested Mr. Little investigate the companies involved to further ascertain the basis for their bids, the number of staff expected to be utilized, type of equipment, etc. Mr. Thompson stated that with the delay in awarding the contract being discussed, the effective date should be changed to July 1 and the issue placed on the agenda for the next regular meeting. Consequently, Mr. D'Acuti moved the matter be tabled, seconded by Mr. Thompson. All were in favor.



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April 15, 1982  
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Mr. D'Acuti wished the Board to be informed that he had represented the Airport Commission at the funeral of Clifford Ward, former tower chief at Burlington International Airport and employee of the F.A.A. for 34 years.

The Commission members decided that any questions relative to disposal of property on the newly acquired parcels of land should be directed to the Airport Manager.

F.Y. 1982 BUDGET REVIEW

Mr. Schmidt submitted a proposed budget for fiscal year 1983 to the Board for their approval. In explaining how he arrived at the projected earnings, the Manager stated that terminal rent was based on current occupancy at the current rate, common use revenue being a fixed amount. Charter fees were estimated and rental car terminal rent was a fixed amount. Anticipated income from F.A.A. terminal rent was based on the old p.s.f.p.a. amount. Concession revenue was based on minimum guarantees with the exception of Hertz, which was based on an average. The restaurant, income from advertising and A.P.C.O.A. were a continuation of amounts currently being received. Revenue from the gift shop was based on their minimum guarantee and telephone income was increased 100% due to the fact that as of April 1, they have begun paying concession on their full revenue.

The Manager explained his computation for anticipated revenue from landing fees. He had based the revenue on an extension of airline schedules effective May 1 to determine the type of equipment used and the rate per landing based on current contracts. Mr. Thompson was concerned with landing fees Mr. Schmidt expected to receive from USAir, feeling the amount was too high an increase over the current fiscal year. Mr. Schmidt stated he would check his figures, but felt the amount would be accurate. Ground rental rates were fixed amounts, however, the Manager expected to increase income from G.B.I.C. to \$4,000 per month in the event their new building is constructed. Revenue anticipated from Federal Express was contingent upon their construction of a new building, which the Manager had recently found had not been approved by the company. Mr. Schmidt explained that Federal Express is currently seeking a contractor to construct the building for lease, however, it is unsure whether the project will be delayed indefinitely. Mr. D'Acuti suggested reducing landing fee income from USAir and striking income from Federal Express from the budget. Concessions from field related operations were continuations of that presently being received and revenue for law enforcement was based on a 50% contribution from the airlines.



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F.Y. 1983 BUDGET REVIEW (Cont.)

The Manager explained that monies allocated for capital expenditures were based on the fact that ADAP funding may not be available. Such capital projects included construction of a new water main at the south end of the field, construction of a new apron and relocation of the rental car drop lot. In reducing anticipated income to \$1.2 million, the following budget cuts were made: eliminating a residue for transfer to savings in the amount of \$17,222, reducing the allocation for apron construction by \$3,910, reducing the amount allowed for utilities by \$10,000 and cutting Insurance and Janitorial Services by \$5,000 each. Mr. Thompson moved to approve the budget as amended, seconded by Mr. D'Acuti. All were in favor.

Respectfully submitted,

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

TWS:kag

MINUTES  
BURLINGTON AIRPORT COMMISSION  
March 24, 1982

PRESENT:

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

ABSENT:

Vincent J. D'Acuti

SPECIAL REPORTS

The agenda was amended to include a report by the owners of Montair Flight Service of their need to expand and upgrade their facilities.

1. Owners of Montair Flight Service, Willett S. Foster, IV, Chairman of the Board, Hobart C. Tomlinson, President and Treasurer and Mr. Henri Perreault, Vice President and General Manager, appeared before the Board to present immediate problems with their facility which must be remedied and special requests to be considered in updating the Airport Master Plan. Proposals which were highlighted in their correspondence presented to the Board included leasing the area presently used as the rental car drop lot for aircraft parking, designation of an area for turbine fuel storage in anticipation of expanding fueling operations, construction of a modular second floor on their building for office space and provision for a counter in the airport terminal building in the event they are selected to provide essential air service to Newport, Vermont. Montair also requested maintenance performed on their hangar, approval for an unlighted, painted sign on the southwest face of the hangar and an extended lease term or provision for renewal periods to amortize their investments in City property. Mr. Tomlinson explained the growth experienced by the flight service which prompted the owners to appeal to the Commission to initiate these improvements. They are expanding their cargo and charter operations, beginning an air ambulance, have bid on service to Newport as well as looking into scheduled service to Montreal. Solving the problem of ramp space shortage would allow for increased aircraft storage and alleviate congestion for increased fueling services. Construction of tee hangars on the southern portion of the leased premises would also provide storage area critically needed. The Board informed the Montair officials that they must await further progress of the land acquisition project before the rental car drop lot can be relocated, releasing its present location for aircraft storage. Chairman Fay assured the party that the Board will do their utmost to provide the additional space needed.

SPECIAL REPORTS (Cont.)

2. Representatives of Dufresne-Henry, Inc., Harvey Oest and Richard Dymont, were invited to attend the meeting to explain findings and conclusions as well as development alternatives included in the December, 1981 Review Submission of the Airport Master Plan Update. Their intent in moving taxiway A 100' from the terminal and public areas was to adopt criteria of a transport taxiway. Mr. Little stated that as long as the airport operations manual acknowledged the fact that the location of the taxiway does not meet distance requirements from public areas, the airport would not be cited for violation. Mr. Oest explained that the government would require the airport to correct the violation before granting Federal funds to accomplish other improvements. Mr. Oest stated that runway 15-33 is below strength and cannot withstand 727 aircraft. He recommended a 6-9" bituminous concrete overlay, stressing an overlay as opposed to reconstruction would not require closing the airport and considering the present satisfactory condition of the runway. The present cracks are not related to pavement movement and if filled well and reconstructed in only major areas, a runway overlay should last twenty years. Mr. Oest explained that although sufficient strength is not there, the runway shows no signs of frost heaving and has an excellent draining base.

The Board questioned why the Master Plan provided for easterly terminal expansion. Mr. Oest responded that the easterly expansion was contingent upon relocating the taxiway 100', and their investigations concluded that future needs of the terminal building were for additional cueing area in the lobby. Mr. Beaudoin was concerned that the easterly expansion would obstruct the public viewing area. The plan discussed, Mr. Oest stated, was strictly an analysis based on the forecast of future needs and was not devised on the assumption that the F.A.A. would vacate the building. Mr. Schmidt viewed the plans as expensive with no provision for future second level boarding. Mr. Blanchard felt strongly that the airport should be expanded to the north, where properties are presently being acquired. The Board agreed the difficulty involved with forecasting terminal needs at the present time in light of the fact that it is uncertain whether the F.A.A. will vacate the building, it is unknown whether another trunk carrier will be serving Burlington or if the airport will become predominantly commuter. It was decided that the Board should have a complete tour of the entire facility to best determine what future needs will be. Consequently, a tour was scheduled for Thursday, April 15, 1982 at 3:00 p.m.



MONTHLY REPORTS

1. Mr. Thompson moved to approve the Minutes of the February 25, 1982 Commission Meeting as submitted. Mr. Beaudoin seconded the motion and all were in favor.
2. Following review, Mr. Blanchard moved to approve the Warrant for the month of March, seconded by Mr. Thompson. All were in favor.
3. In studying the Statements for the month of February, it was noted that the Airport Gift Shop was delinquent in payment of monthly concession fees for December, 1981, January, and February, 1982. Mr. Blanchard moved Mr. Schmidt demand receipt of all monies due through February by the next regular meeting. Mr. Thompson seconded the motion and all were in favor.

REPORTS

1. Mr. Fay reported to the Board on a meeting attended with Mr. Jack Stanton, Mr. Fred Hackett, Mr. Hilton Wick of the Chamber of Commerce, Mr. Harry Behney, Executive Director for GBIC, Mr. Thomas Evslin, Secretary of Transportation for the State of Vermont and Mr. Edward Colodney of USAir. They discussed restrictions for major improvements in the air service to the Greater Burlington Area. Mr. Fay was very pleased with the rapport established among the groups attending and felt the meeting was quite beneficial from a public relations point of view.
2. Mr. Schmidt informed the Board of the proposed Air Florida schedule to begin April 26 utilizing Boeing 737 aircraft. Their flight will depart Burlington for Boston, White Plains, and Washington, D.C. with a turn-around flight in the evening. Delta officials have scheduled a meeting with Air Florida representatives to discuss the transition. Mr. Schmidt, in response to a correspondence from Delta relative to their agreement termination, requested the airline terminate on April 25, 1982 at 12:01 a.m. to accomodate Air Florida's inauguration on April 26.

The Manager informed the Board that bid opening for contract cleaning services for the terminal building is scheduled for 2:00 p.m. on April 7, 1982 in the Manager's office. Mr. Schmidt has sent copies of the bid specs along with invitations to bid to approximately eight local cleaning companies.

Regarding the Land Acquisition Project, the City Attorney has begun condemnation proceedings on the Barnes property. The sales agreement

REPORTS (Cont.)

for the Tardie property has been executed and closing will be held on May 15.

COMMUNICATIONS

1. Correspondence from Mr. David C. Garrett, Jr., President of Delta Air Lines to Mr. Hackett of the Lake Champlain Regional Chamber of Commerce was distributed to the Board for their information. The letter briefly stated that through analysis of cost and traffic at Burlington, it was confirmed that the airline could not expect to operate their service profitably in the foreseeable future. They reiterated the fact that they do not intend to reverse their decision.
2. Communication from Mr. Gary L. Paxton, Vice President of Dollar Rent-A-Car Systems to Mr. Schmidt was addressed by the Board. The communication included a proposed agreement for the Board's approval, allowing Dollar Rent-A-Car to sublet the concession to Burlington Lincoln Mercury in view of the fact that First Commonwealth Rental, Inc. remained in default to the City and terminated their License Agreement with Dollar. The letter also proposed a payment schedule for approval by the City to cure the arrearage of \$16,474.09 providing for immediately reducing the default to \$15,000.00 and paying \$3,000.00 per month for fifteen months commencing April 15. Mr. Thompson was concerned with verbiage in the Consent to Assignment section of the Agreement. The line in question stated "..., and Dollar shall remain fully obligated under the Concession Agreement jointly and severally with BLM." He suggested the verbiage be reviewed with the City Attorney. Following further discussion, Mr. Beaudoin moved the Manager have the Agreement reviewed by the City Attorney prior to execution and inform Mr. Paxton that the agreement will not be executed unless Dollar makes good the default within 14 days in its entirety. Mr. Blanchard seconded the motion and all were in favor.
3. Mr. Schmidt appealed to the Board for approval to remedy the problem of the critically poor water supply to the south end of the field. The problem has progressed to the point where the situation has jeopardized construction of the GBIC building, construction of the new Federal Express building and presently, the Commissioner of the Department of Labor and Industry will not issue Certificates of Occupancy to the owners of the condominium tee hangars unless the system is upgraded. Mr. Schmidt found the solution to the problem would involve installation of 4,000' of 12" line from the Champlain

MINUTES  
BURLINGTON AIRPORT COMMISSION  
March 24, 1982  
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COMMUNICATIONS (Cont.)

Water District to the south end of the field at a cost of approximately \$130,000. The Manager stated that Federal Express, GBIC and the Army Guard may be in a position to assist financially. With the Board's approval, Mr. Schmidt would plan to budget the project in fiscal year 1982 - 1983. Correspondence regarding the matter presented to the Board was addressed to the Commissioner of the Department of Labor and Industry from Mr. Schmidt wherein the Manager attempted to satisfy the need for upgrading the water supply for fire protection purposes by informing the Commissioner of the capabilities of the Vermont Air National Guard Crash/Fire/Rescue operation. The Department remained firm in their stand that the water supply problem must be solved. Mr. Schmidt wished the Board's approval in principle in order to plan on allocating funds in the new fiscal year budget. Mr. Blanchard moved the Manager begin the preliminary plans to have the work performed and report to the Board on his progress. Mr. Thompson seconded the motion and all were in favor.

4. Communication from Mr. James Campbell of A.N.A., Ltd. to Mr. Schmidt was presented to the Board for their information, thanking Mr. Schmidt for the professional manner in which he handled problems which threatened to indefinitely delay passage of title and occupancy of the condominium tee hangars.

RESOLUTIONS

1. On motion of Mr. Blanchard, seconded by Mr. Thompson, Mr. Little and Airfield Maintenance Supervisor Karl Ashline were authorized to attend the annual International Aviation Snow Symposium to be held in Allentown, Pennsylvania on April 26. All were in favor.

Respectfully submitted,

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

TWS:kag



MINUTES  
BURLINGTON AIRPORT COMMISSION  
February 25, 1982

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. Thompson, seconded by Mr. Beaudoin, the Minutes of the January 28, 1982 Commission Meeting were approved as submitted. All were in favor.
2. Mr. Beaudoin moved to approve the Warrant for the Month of February as presented. Mr. Thompson seconded the motion and all were in favor.

Mr. Thompson moved to amend the agenda to include discussion relative to an opinion of Jennison Engineering regarding payments made to Air Comfort by the City and to also include correspondence from the Airport Manager to the Delta Air Lines station manager and a proposed letter to the Burlington Free Press for publication regarding the Delta Air Lines termination. Mr. Blanchard seconded the motion and all were in favor.

3. The Operating Statements for the month of January were reviewed by the Board. In noting Dollar Rent-A-Car remained delinquent in payment of concession fees and terminal rental, and considering that their deadline for payment had been extended and expired, Mr. Thompson moved the Manager communicate to the mother company that the franchisee is in default and demand payment. Mr. Beaudoin seconded the motion and all were in favor.

REPORTS

1. The Manager requested the Board set a time for a special meeting to review the Master Plan Update and plan development alternatives. It was decided the special meeting will be held March 9, 1982 at 3:30 p.m. in the offices of the Airport Manager.
  - b. The Manager informed the Board of carriers who have expressed interest in replacing service to Burlington upon the exit of Delta. Of those were Northwest Orient, Empire, Bar Harbor and Freedom Air.

REPORTS (Cont.)

Air Florida has expressed the most interest and will let Mr. Schmidt know within one week as to whether they will definitely initiate service to Burlington. The Greater Burlington Industrial Corporation may request a meeting with Delta officials in Atlanta for information about the market. Mr. Schmidt should know within three weeks the proposed schedules of airlines on the Boston route.

c. Mr. Schmidt spoke with Alderman Russell Niquette, Chairman of the Ordinance Committee, regarding whether the City intends to deregulate fare levels of the City licensed cab companies. He was informed that the committee has been leaning toward setting a maximum fare. Mr. Schmidt recommended the Airport Commission set a maximum fare to be charged by the cab companies, setting no minimum and that the insurance requirements are reasonable and should not be altered. He stated that the airport could be held liable for licensing a cab company who had not been required to carry sufficient insurance. Mr. Beaudoin, however, felt that the present insurance requirements are too high and if lowered, more taxicab business would be encouraged resulting in more control. He also stated that the airport should set insurance requirements to not exceed the requirements of the City. Mr. Thompson stated that to reduce the insurance requirement would not increase the airport's liability in that if a Burlington licensed cab has an accident, the court would not uphold an action to sue the City. Mr. Beaudoin moved to amend section 11.13 of the Taxicab Rules and Regulations to establish insurance requirements within thirty days at either the State or City level, whichever is higher. Mr. Thompson seconded the motion and all were in favor. Mr. Schmidt stated he will request a meeting with a representative from two major cab companies and one independent to discuss maximum rates to be set. The Board agreed with Mr. Schmidt's plans.

d. Regarding the status of the Land Acquisition Project, Mr. Schmidt informed the Board that the fifth property, the Tardie home, was now under contract. The original offer was \$148,000 and the accepted purchase price amounted to \$160,000. The closing is scheduled in 90 days. Mr. Schmidt appealed to the Board for direction on acquiring the Barnes property, who has yet to accept an offer made by the airport. Mr. Barnes has already been notified by certified mail that precondemnation is underway by the City Attorney. The final offer made on the property was \$204,000. Mr. Thompson moved the City Attorney institute condemnation proceedings, seconded by Mr. Beaudoin. All were in favor.



REPORTS (Cont.)

- e. The Manager reported on a notice received from New England Telephone informing him that the telephone company concession agreement will be changed to be based on the total telephone volume. The concession paid will be based on credit card calls in addition to coin calls which will result in an increase in revenue of ten to twenty times that presently received from the telephone concession. The Manager will further report on the matter at the next regular meeting.
- f. Federal Express is planning to construct a building on the airport in the vicinity of the 890 ramp. Their present lease will expire in July when they will exercise a one year option. They will erect a modular temporary building and begin construction in 1983. Federal Express plans to utilize 727 aircraft at Burlington beginning June 1.
- g. The Manager discussed with the Board the problems involved with the Greater Burlington Industrial Corporation's plans to construct a 30,000 square foot spec building. There have been problems with the proposed site, problems with parking facilities due to South Burlington zoning and also with the building's water supply. There is not sufficient water pressure on Williston Road to meet the requirements of the building. After discussing suggestions on means to remedy the water problem, Mr. Thompson suggested the Manager speak with South Burlington officials to make a coordinated effort to solve a common problem. Mr. Blanchard felt drilling a well was a viable solution and Mr. Schmidt agreed to look into the possibility.
- h. The results of an investigation by Jennison Engineering of amounts paid to Air Comfort by the City for heating and air-conditioning maintenance were reviewed by the Board. The investigation could not indicate whether the parts replacement was warranted, but could show whether the prices charged were reasonable. Although it is customary for the contractor to markup the price for parts from 10-15%, a 35-40% markup was found in the investigation. The Manager requested Jennison Engineering draw specs for bid for the heating and air conditioning service.

COMMUNICATIONS

1. A communication from the Senior Vice President of Finance for Delta Air Lines had been received by the Board stating May 31, 1982 as the effective date of termination of the Airport Use and Lease Agreement.



COMMUNICATIONS (Cont.)

Mr. Schmidt stated that he intends to tailor termination to the airport management's convenience within reasonable, cooperative limits. He will not respond until further information is known of a replacement carrier.

2. The Board decided unanimously to exclude a correspondence from Mr. Louis Toulis, operator of the Airport Restaurant, from the agenda due to the fact that the correspondence included a confidential proposal for the maintenance contract at the airport. Further discussion related to Mr. Toulis' interest in assuming the contract cleaning service and whether a change in cleaning services was warranted. Mr. Beaudoin and Mr. Blanchard stated problems observed with the present cleaning company, however, Mr. Thompson and Mr. D'Acuti felt the Board would be criticized for terminating the agreement with the present company to hire a concessionaire who is attempting to replace loss of income which will result with the termination of Delta Air Lines catering. Mr. Schmidt found the present cleaning company satisfactory in that they have responded to every problem brought to their attention. Mr. Blanchard moved to go to bid for a contract cleaning service with an effective date of May 1, 1982. Mr. Thompson seconded the motion and all were in favor. Mr. Schmidt recommended a two year proposal and the Board agreed, allowing the Manager to draw the bid specs.
3. Correspondence indicating the Board of Aldermen's acknowledgement of the change in meeting time of the Airport Commission to 3:30 p.m. was distributed to the Board for their information.
4. Correspondence had been received from Mr. Michael C. Byrnes, Vice President of Planning of Air North, indicating their interest in obtaining the counter area to be vacated by Delta Air Lines. It was decided their request for consideration should be deferred until such time as a replacement carrier was determined. Mr. Thompson recommended that in the event Delta is not replaced by a carrier of comparable size, the present Air North counter be utilized as a commuter counter, capable of handling operations of three commuter airlines.
5. Correspondence from Mr. Hobart C. Tomlinson, President of Montair Flight Service, was reviewed by the Board, indicating issues the FBO desires to have considered in updating the five year airport Master Plan. The Board decided to discuss the requests at their special Master Plan Update review meeting as scheduled in subsection "a." of Reports. Mr. D'Acuti moved the matter be tabled accordingly, seconded by Mr. Beaudoin. All were in favor.

RESOLUTIONS

1. Mr. Schmidt, as Chairman of the AOCI Committee on Problems of Smaller Airports, requested permission from the Board to attend their mid-year meeting in conjunction with the AOCI Economic Specialty Conference to be held March 29 in Sacramento, California. Mr. Thompson moved the Manager be authorized to attend, seconded by Mr. Beaudoin. All were in favor.
2. The Manager informed the Board that with the Federal Aviation Administration's reorganization effort, the airways facilities maintenance sector staff may be transferred to Albany, New York, vacating their office space adjacent to the offices of the Airport Manager. The Manager presented the Commission with a proposed floor plan to utilize the space for expansion of the Manager's office. Although the Board was receptive to the idea, Mr. D'Acuti stated that since the space could be profitably rented, and in light of the fact that no carrier has yet made a commitment to replace Delta, revenues should be closely monitored and expenditures not made unless necessary.

Mr. Schmidt distributed copies of a correspondence to Mr. David Breen, Station Manager for Delta Air Lines refuting a letter to the editor in the Monday, February 22, 1982 publication of the Burlington Free Press. The letter published alleged that the airport management was responsible for Delta's decision to terminate service at Burlington. The Manager wished Mr. Breen and the Delta employees to be informed that the City's fees had nothing to do with the decision, that the fee schedule is merely a basis for recovering costs and that the market had weakened due to a loss of traffic to Montreal. The Board expressed an interest in obtaining further information on how many individuals in the community fly out of Montreal.

Mr. Schmidt appealed to the Board for authority to respond to the letter written to the editor of the Free Press. Mr. Schmidt stated that the letter was not frivolous, the individual who wrote the letter was well informed and the letter was a direct accusation. Mr. Blanchard and Mr. Thompson were opposed to responding to the letter in feeling that rebuttal would stir further response. Mr. Beaudoin's opinion was such that the public should be made aware of the extensive loss of traffic to Montreal. Mr. Thompson suggested a response should be made to the Board of Aldermen, if at all, and moved that no action be taken at present. Mr. D'Acuti seconded the motion and all were in favor.

Respectfully submitted,

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



MINUTES  
BURLINGTON AIRPORT COMMISSION  
January 28, 1982

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. Mr. Thompson moved to approve the Minutes of the December 29, 1981 Commission Meeting as submitted. Mr. D'Acuti seconded the motion and all were in favor.

On motion of Mr. Blanchard, seconded by Mr. D'Acuti, the first item listed under Reports on the agenda will be handled prior to completion of the Monthly Reports.

REPORTS

1. Mr. Robert Fletcher of Yellow Cab Company, Mr. Earl Benway of B & B Taxi and Mr. Paul Robar of Benway's Taxi appeared before the Board to discuss problems which had surfaced over the past few weeks in relation to the airport taxicab licensing system. Although the Board could not promulgate or regulate rates charged by the cab companies, they were concerned by the excessive rates inflicted upon the general public. The cab companies were concerned over the high insurance requirements set by the Board which ultimately was reducing their profit to operate at the airport and were additionally disturbed by their alleged observance of the independent cab operators soliciting customers within the terminal building. Mr. Schmidt stated that the fares filed with the Airport Manager's office are high and perhaps the solution would be to regulate the situation. The pros and cons of soliciting bids for an exclusive taxicab operator at the airport were discussed. Mr. Schmidt informed the Board that any regulatory action should be delayed and contingent upon whether the City of Burlington decided to deregulate the City licensed cab companies. Mr. Robar explained that the independent operators would insist that their rates are higher to compensate for the high insurance rates they are required to pay to operate out of the airport. Mr. Robar stated that the airport requires higher insurance than the State of Vermont and is only equaled by the requirements of IBM. Mr. Benway explained that he does not wish to be licensed to operate out of the airport as other taxicab companies, but only to pick up passengers when he is called.



REPORTS (Cont.)

He, too, appealed to the Board to lower the insurance requirements to permit him to service the airport patrons only when needed. Mr. Fletcher voiced his opinion that the Airport Police are not the proper personnel to inspect the vehicles prior to licensing and that proof that the vehicle has been inspected by a certified inspector should be sufficient. Mr. Fay explained that the inspection is not to insure the vehicle's mechanical maintenance, but rather cosmetically maintained. Mr. Thompson moved the Manager prepare a report of recommended solutions to the taxicab problems for the next regular meeting. Mr. D'Acuti seconded the motion and all were in favor.

MONTHLY REPORTS (Cont.)

2. On motion of Mr. Blanchard, seconded by Mr. Beaudoin, the Warrant for the month of January was approved for payment.
3. The Operating Statements for the month of December were examined by the Board. Mr. Blanchard noted that Dollar Rent-A-Car was delinquent in concession and rental payments and Mr. Beaudoin stressed that Mr. Schmidt should contact them for payment as soon as possible. Considering their pending transfer of ownership, any further delay may require the Board to resort to litigation for collection. The Manager agreed to discuss the matter with the owner of the franchise, follow-up with a letter, and relay a deadline of February 15 for receipt of payment or further action will be taken. Mr. Blanchard moved to approve the Statements, seconded by Mr. Beaudoin. All were in favor.

REPORTS (Cont.)

2. a. In response to a request by the Board, Mr. Schmidt met with Mr. Harold Stewart of Jennison Engineering to discuss amounts paid Air Comfort, Inc. for heating and air conditioning maintenance. Mr. Stewart will investigate the prices charged the airport for parts by comparing invoices against current price lists to determine if Air Comfort is overcharging, and if found to be true, the Board will have a basis for action. The Manager explained that although Mr. Stewart designed the heating and air conditioning system, he would not be able to determine if the parts replacements were warranted. He will also look into drawing an agreement which would provide for pass-through at cost for parts. Mr. Schmidt will have a report for the Board at their next meeting.

REPORTS (Cont.)

2. b. Regarding the land acquisition project, the Manager reported that a closing had taken place on the fourth property. A final offer had been made on the Barnes property, however, Mr. Barnes has not yet responded.

c. The Manager discussed with the Commission the recent notice to terminate service by Delta Air Lines. Delta Air Line officials recently stated at a press conference that costs of operating out of Burlington International had contributed to their decision and that their decision was irreversible. Mr. Schmidt explained that the present problem which must be dealt with is the erroneous opinion of the business community that the City is responsible for the decision in that they were not willing to bargain with Delta. Mr. Fay stated that the increase in rates charged by the airport over the past few years had not been unreasonable. The Manager had informed the Board that USAir had made a public commitment to assume the routes left vacant by Delta, although contingent upon release of the slots by the F.A.A. at Logan International. The Chamber of Commerce, City and State, therefore, are attempting to persuade the F.A.A. to release such slots on the strength of USAir's commitment. Mr. Thompson felt they would not be doing justice to the air industry in Vermont if another trunk carrier was not pursued and Mr. Beaudoin felt the prestige of another large carrier was necessary. Mr. Schmidt, however, feared that marketing another large carrier to Burlington and bringing in strong competition may deteriorate business for USAir who had agreed to fill the vacancies. The Greater Burlington Industrial Corporation will try to market airlines to Burlington just as they would other industries, and the Board agreed that concessions will have to be made on their part in order to attract another airline. Discussion led to item 2.f. regarding legal action with the F.A.A. over their failure to pay new terminal rental rates. Due to their need to be in a good bargaining position with the F.A.A. to open slots at Logan, Mr. Thompson moved not to bring suit at this time, but continue to negotiate and leave the City open to concede if necessary. Mr. Blanchard seconded the motion and all were in favor.

d. Mr. Little reported on a study he conducted of the effect the roving guard concept would have on reducing or maintaining the airport police staff. After explaining his calculations and proposed schedules, he concluded that a five-man staff would fill all shifts with a minimum amount of overtime. When the Board decided that it was necessary to maintain the 11 p.m. to 7 a.m. shift for patrol and still allow for the Police Chief supervisory position, Mr. D'Acuti moved to remain with a six man force with one person in the Police Chief capacity. Although increasing the airport's cost for maintaining



REPORTS (Cont.)

the department by \$30,000 to \$35,000 per year, the motion also provided for reducing the cost of the department to the airlines from 75% to 50%. Mr. Blanchard seconded the motion and all were in favor.

e. The Manager wished the Board to be on notice that the January meeting of the Airport Advisory Committee for the Master Plan Update had been cancelled due to weather.

f. The Manager's report on the status of litigation with F.A.A. had been discussed in conjunction with the report on Delta Air Line's termination.

COMMUNICATIONS

1. The A.P.C.O.A. Parking Report for Year Ended December 15, 1981 had been received and distributed to the Board for their information. The amount due the City less their guarantee paid amounted to \$73,898.31. In comparison to the previous year ended December 15, 1980, \$85,372.56 had been due the City.

Mr. Thompson moved the regular meetings of the Airport Commission convene at 3:30 p.m. in light of the fact that their decision to demonstrate a spirit of cooperation with the Board of Aldermen and convene meetings at 5:00 p.m. had not resulted in increased public participation. He also moved the Chairman write the Board to inform them of their decision. Mr. Blanchard seconded the motion and all were in favor.

Chairman Fay requested information on funding of the airport history publication for presentation at their next regular meeting.

Respectfully submitted,

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

TWS:kag