

MINUTES
BURLINGTON AIRPORT COMMISSION
December 1, 1983

PRESENT:

William P. Thompson, Chairman
M. Robert Blanchard
Vincent J. D'Acuti
Schuyler Jackson
Walter E. Houghton, Director of Aviation
Kathy A. Gleason, Office Manager/Clerk

ABSENT:

Gary H. Barnes

Mr. Houghton requested the agenda be amended to include Reports item 5d., Shoe Shine Parlor Proposal and Resolutions item 4, Month to Month Lease of Building #865 "White House". Mr. D'Acuti moved to amend the agenda accordingly and add Reports item number 6 by Mr. D'Acuti on issues with the City of South Burlington and discussion relative to the Christmas Party. Mr. Jackson seconded the motion and requested discussion of the Christmas Party be handled in Executive Session. All were in favor.

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. D'Acuti, the Minutes of the November 3, 1983 Commission Meeting were approved as submitted. All were in favor.
2. Following examination of the Warrant for the month of November, Mr. D'Acuti moved for approval. Mr. Blanchard seconded the motion and all were in favor.
3. With review of the Operating Statements, Mr. Jackson expressed his concern with all receivable accounts listed as thirty to sixty days old. He stated that enough time has been wasted in an effort to instill responsibility for timely payments and moved Mr. Houghton be authorized to devise a program which upon culmination, all accounts with tenants and airport users will be current. Mr. Blanchard seconded the motion and all were in favor. Mr. D'Acuti moved to approve the Operating Statements as presented, seconded by Mr. Blanchard. All were in favor.

REPORTS

1. Mrs. Maryanne O'Malley, City Manager of Avis Car Rental attended the meeting to propose a counter upgrade program for their terminal location. The proposal for renovation of the back wall called for "Avis" lettering exceeding one foot in height. Mr. Thompson was concerned that the size of the letters may indicate the rental car agency was competing for visibility in the lobby. Mr. Jackson moved to approve the renovations as presented pending Mr. Houghton's investigation to ensure the letters are not significantly larger than those of other car rental counters in the terminal. Mr. Blanchard seconded the motion and all were in favor.

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REPORTS (Cont.)

2. Mr. Houghton distributed copies of a proposed contract with Thompson Crenshaw for professional consulting services to conduct a rate study and prepare and assist in airline lease negotiations, at a cost not to-exceed \$25,000. Mr. Houghton explained that the firm is prepared to modify the cost ceiling on the project and City Attorney McNeil intends to require they specify the scope of work to be performed. Mr. Houghton stated that Thompson Crenshaw will also research the Airport's ability to pay bonds in the event a terminal expansion bond issue is placed on the ballot of the March, 1984 elections. Mr. Jackson moved to authorize Mr. Houghton to engage the firm of Thompson Crenshaw for the consulting services required, subject to language approval by Attorney McNeil and a maximum expenditure of \$7,500 for the services. Mr. D'Acuti seconded the motion and all were in favor.
3. Mr. John Porter, President of Air Vermont, had been invited before the Board to explain why the airline is habitually delinquent in payment of airport fees and update Board members on the status of their hangar construction. When Mr. Thompson had stated that the Commission was concerned with Air Vermont's payment habits, Mr. Porter retorted that airline business, characteristically, is a cash-flow problem business, but realizing the Board's concerns, will place the airport on a higher priority in terms of payment. Mr. Porter gave his personal assurance that their account would be current by January 1, 1984. In accordance with the motion initiated by Mr. Jackson with review of the Operating Statements, Mr. Jackson urged Mr. Houghton arrange for a payment schedule with the airline and Mr. Porter communicate with airport management when a problem exists with adherence. Mr. Porter then stated that they had completed permit requirements for the hangar construction and had made arrangements for the purchase of steel. Weather permitting, they may begin construction this winter.
4. At 3:40 p.m., on motion of Mr. D'Acuti, the meeting moved into Executive Session for negotiation on Lease Amendment with A.P.C.O.A., Inc. executives. Mr. Blanchard seconded the motion and all were in favor.

Regular session resumed at 4:15 p.m. Mr. Jackson moved to place the matter in abeyance for three months to obtain and study monthly parking lot revenue figures and make a decision by February, 1984 determining if the contract with A.P.C.O.A. should be extended and under what terms. Mr. D'Acuti seconded the motion and all were in favor. Mr. Jackson added that being a department of the City of Burlington, the airport must account to the public and be prepared to defend a decision as made for the benefit of the facility. He also stated that he would welcome the opportunity to participate on a committee to review the A.P.C.O.A. contract.

REPORTS (Cont.)

5. The Airport Manager reported that he had been requested to prepare a preliminary level-funded budget for fiscal year 1984-1985. This preliminary budget could be reviewed at the same interim meeting to be called for review of the present fiscal year budget to make any budget line item transfers necessary to complete the present year. Mr. Jackson reiterated his desire to have a cost center budget prepared quarterly.

The Manager informed Board members that he and representatives from the City Attorney's office traveled to Boston to meet with bond counselors of Public Finance Department of the Bank of Boston. He and Chairman Thompson also met with architects from Wiemann-Lamphere and airline properties personnel for recommendations on terminal expansion to accommodate as many needs as possible. Mr. Houghton stated that Mr. Lamphere should have an expansion proposal prepared for presentation to the Board within one month.

Mr. Houghton reported that the parking lot expansion project is complete and the engineer left the construction site today. The manager needs only to attend to administrative details and additional landscaping will be performed in the Spring.

Mr. Eugene Hawkins attended the meeting to request permission for a shoe shine operation in the terminal lobby. He stated he would provide a presentable single seat stand which would be mobile and responded favorably to the suggestion of a uniform. Mr. Jackson felt it would be difficult to operate in the passenger circulation area and Mr. Blanchard stated that in other airports, the shoe shine area is located in the men's rest room. Mr. Hawkins added that he would like to sell rubber overshoes as well as other small footwear articles in the future with prior Board approval. The Board unanimously agreed to authorize Mr. Houghton to investigate for an area in the building to accommodate Mr. Hawkins' shoe shine stand.

6. Mr. D'Acuti reported on items relating to the City of South Burlington. A tax stabilization agreement with South Burlington is awaiting completion of reappraisals and review of a draft proposal to be prepared by the attorneys. An agreement should be finalized by January 1st.

The City of South Burlington has offered to install signage to the airport on Airport Drive, Kennedy Drive and Williston Road if the airport agrees to absorb the cost to purchase the signs. Mr. Houghton reported that he had requested the Traffic Division of the State Agency of Transportation conduct a survey to determine if the State would fund signage contending that it should not be the responsibility of the airport to mark a major public transportation facility. Mr. Houghton was granted Board approval

REPORTS (Cont.)

to pursue the matter with the Agency of Transportation and if they do not intend to cooperate, purchase the appropriate signage for installation by South Burlington.

On another matter with the City of South Burlington, Mr. D'Acuti reported that they are attempting to place into effect an ordinance to bann parking on Airport Drive for more than two to three hours.

RESOLUTIONS

1. Resolution regarding the Thompson Crenshaw Contract had been addressed under Reports item #2.
2. Board resolve with respect to the Airport Parking Company Lease Amendment had been discussed in Executive Session and motion made on the matter in Regular Session under Reports item #4.
3. Mr. and Mrs. Arnold Marek had been invited to attend the meeting, as the high bidder for the Airport Gift Shop Concession, to discuss with the Board their qualifications and potential development of the concession. Mr. Jackson had offered to withdraw from the discussion due to the fact that the Mareks are currently tenants of the Burlington Square Mall, however, no objections were raised to his attendance. Mr. Marek explained that he has been in related business for three years, operating a tobacco shop in the Burlington Square Mall and also the gift shop located in the Raddisson since February, 1983. He felt confident that he possesses the experience and systems to generate more revenue from the gift shop than the present operators, and because of this fact, could comfortably meet his higher monthly minimum guarantee. He also assured the gift shop would be open for ten hours per day.

Mr. and Mrs. Thomas Rotella of S.J.R., Inc., present operators of the gift shop concession then discussed their desire to retain their lease agreement for another three year term. They have registered the corporation as a woman-owned business and have seven years of experience in the operation of the airport gift shop. They expressed their dedication to the business during those years by stating they have had to borrow money to meet expenses when passenger traffic was drastically reduced as a result of the PATCO strike and termination of service by Delta Air Lines. Although there were three higher bids submitted, they viewed their bid as realistic and based on a 5% gross factor. The Rotellas indicated they have ideas for improvements to the shop but are reluctant to make capital expenditures when the possibility existed the lease would not be renewed. The shop is currently open for fourteen hours per day which covers all peak traffic periods of the day.

On motion of Mr. Jackson, seconded by Mr. D'Acuti, the meeting moved into Executive Session at 5:50 p.m. All were in favor.

RESOLUTIONS (Cont.)

Regular session resumed at 6:25 p.m. Mr. Jackson moved the Airport Gift Shop Concession Lease Agreement be awarded to Mr. and Mrs. Arnold Marek subject to: 1) the landlord retain the authority to set reasonable hours of operation and the Mareks be prepared to operate from 6:30 a.m. until 8:30 p.m. and 2) Board members inspect the shops presently operated by the Mareks and relay any dissatisfaction to Mr. Houghton immediately for a special meeting to be called. Mr. D'Acuti seconded the motion. No objections were raised and the motion carried.

4. Mr. Houghton informed the Board that the F.A.A. had elected to terminate their lease for occupancy of Building #865, also known as the "white house". He explained that he had been searching for a new tenant, preferably for an aviation use, or the airport would have to incur the cost for heating the building throughout the winter. Following further discussion, Mr. D'Acuti moved Mr. Houghton be authorized to rent the building, on a month to month arrangement, to Northern Airways for \$200.00 per month, the same rate as was charged the F.A.A. Mr. Blanchard seconded the motion and all were in favor.

The next regular meeting of the Board of Airport Commissioners has been scheduled for Thursday, December 29, 1983.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
November 3, 1983

PRESENT:

William P. Thompson, Chairman
Gary H. Barnes
M. Robert Blanchard
Schuyler Jackson
Vincent J. D'Acuti
Walter E. Houghton, Director of Aviation
Kathy A. Gleason, Office Manager/Clerk

MONTHLY REPORTS

1. On motion of Mr. Blanchard seconded by Mr. D'Acuti, the Minutes of the interim meeting of September 16, 1983 and regular session of October 4, 1983 were approved as submitted to be placed on record. All were in favor.
2. The Warrant for the month of October was examined by the Board. Mr. Jackson noted that the decrease in cost of utilities served to indicate the energy management system was successfully in operation. Mr. Jackson added that he would request representatives from Air Comfort attend a later meeting to report on their evaluation of the performance of the system. Mr. Blanchard also requested a special interim meeting should be scheduled after expiration of the first six months of the fiscal year to review the status of the budget to determine the line item transfers necessary to complete the fiscal year. On motion of Mr. Blanchard, seconded by Mr. D'Acuti, the Warrant for the month of October was approved for payment. All were in favor.
3. The Operating Statements were then reviewed. Discussion led to directives for collection of fees which were indicated as sixty to ninety days old. The fact that Air Florida was delinquent as stated rendered the airline in violation of their operating agreement. This could have been interpreted as basis for termination of their agreement to release the prime exclusive area for more efficient utilization. Mr. Houghton stated that their lucrative ground handling contract with People Express will continue, although at a lower cost, even though People Express will be accomodated with a modular building for gate space. It had been previously expressed that the contract with People Express would not be renewed contending it would not be economically beneficial for Air Florida to retain their exclusive area. Considering these circumstances, and the fact that Air Florida will be adding an additional daily flight to their schedule, Mr. Houghton stated it does not appear the airline is considering withdrawal from the Burlington market. To solve the delinquency problem, Mr. Barnes moved the Manager communicate with the airline executive to demand full payment by November 15. If payment is not then received, a certified letter will be issued to require the presence of a senior executive at the next meeting to explain why their contract should not be cancelled. Mr. Jackson seconded the motion and all were in favor.

MONTHLY REPORTS (Cont.)

In the same manner, Mr. Houghton was directed to contact Air Vermont Chairman of the Board, Gene Kazlow, on motion of Mr. Barnes, to demand payment by November 15 or issue certified letter to require his appearance at the next meeting. Mr. D'Acuti seconded the motion and all were in favor.

With regard to the Hangar Condominium Association, Mr. Barnes moved the Manager demand payment of the September 15 and October 15 invoices prior to the issuance of the November 15 billing or demand the association representative appear before the Board at their next regular meeting. Mr. Blanchard seconded the motion and all were in favor.

Although more current invoices had been paid, Federal Express was sixty to ninety days past due on one August 15 billing. It was determined to be apparently an oversight, and Miss Gleason was instructed to look into the matter to see payment is made.

Mr. Blanchard moved to approve the Operating Statements for record, seconded by Mr. Jackson. All were in favor.

Mr. Blanchard wished to formally congratulate Mr. Thompson on his recent appointment as Chairman of the State Chamber of Commerce.

REPORTS

1. A.P.C.O.A. Director of Airport Development, Anthony E. Governale, appeared before the Board to present a proposal for an amendment to the Lease Agreement with the parking lot company with the following provisions:
 - a. A.P.C.O.A. will relieve the Airport of any financial commitment for the construction of the expanded parking area and relocated circulation roadway up to, but not to exceed \$40,000.
 - b. The percentage rental paid to the Airport will remain at 80% of gross annual receipts in excess of \$255,000 for the remainder of the existing lease term and for the five additional years of the option term, provided the City commit to the five year extension when the present term expires in 1987.

Terms of the agreement for A.P.C.O.A. to recapture their investment for construction were discussed. Mr. Governale was questioned why he would expect the Board to approve a lease extension three years prior to the expiration of the current term. Mr. Governale responded

REPORTS (Cont.)

that historically, airports have resorted to concessioning the parking lot management who had formally elected to assume the operation themselves. When requested, Mr. Governale listed a number of airports where the parking facilities are operated by A.P.C.O.A. without capital investment on the part of the company. Mr. Thompson stated that he could see no benefit derived from agreeing to a lease extension at this point in that the Board may decide to solicit bids for the parking concession in 1987.

Following Mr. Governale's departure, Mr. Blanchard stated he was not in favor of the airport assuming the operation of the parking facilities due to the extensive additional costs which would be incurred and added that similarly, the airport did not wish to be in the janitorial business and therefore contracted for the service. Mr. Barnes and Mr. D'Acuti concurred with Mr. Blanchard's views. Mr. Thompson suggested the proposal be declined and postpone any further deliberation on the lease extension until such time as a decision must be made. Mr. D'Acuti was interested in having Mr. Houghton contact the other airports in the region for further information as Mr. Governale had listed above and then moved to table the matter. Mr. Blanchard seconded the motion and all were in favor. Mr. Thompson agreed to compute revenue figures to determine if the proposal would be economically advantageous.

2. Mr. Houghton brought to the Board's attention the necessity of replacing the restaurant chairs. The Board directed the Manager to pursue the purchase of high quality furniture with funds budgeted for that purpose, keeping in mind, however, the fact that the restaurant lease will expire in ten months and the Board may then decide to no longer be responsible for the purchase of restaurant equipment.
- 3a. Mr. Houghton reported that the paving is completed in the auxiliary parking lot, leaving painting, streetlights and installation of mechanical hardware to be performed next week.

The general aircraft parking apron at Montair is complete with the exception of landscaping and seeding.

Runway engineering is underway and core samples will be taken next week. Construction for runway rehabilitation should begin in May, 1984.

- 3b. The Manager reported on an aircraft accident occurring October 6, 1983 involving an Air Vermont Beech C-99 which sustained landing gear damage on ground final. The airline contended the damage was a result of the gear being snagged by the Air National Guard arresting barrier.

REPORTS (Cont.)

Although the airport may be brought into litigation relating to the incident, Mr. Houghton quoted correspondence from the Vermont Air National Guard stating that in lieu of a hold harmless clause on the City's behalf, "should there be an accident proximately caused by the Barrier, any person injured in such accident may pursue his or her remedy under the Federal Tort Claims Act, 28 U.S.C. SS 2671 through 2680." Mr. Houghton felt assured the City would not be held responsible.

- 3c. Mr. Houghton and Mr. Blanchard briefly reported on the Airport Operators Council International Conference they attended in Vancouver, British Columbia. Mr. Houghton stated that important issues were discussed relating to noise problems and airport litigation. He had the pleasure of meeting the People Express founder who spoke very optimistically about their market in Burlington. Mr. Houghton also learned that Canadian officials do not intend to deregulate Canadian air transport, therefore the influx of passengers from Canada should continue. Mr. Blanchard added that the council is attempting to involve more Airport Commissioners in their membership considering the majority of members are presently airport managers.

Mr. D'Acuti informed the Commission that the Belter party had obtained permission from the City of South Burlington for residential development of a parcel of land which lies in the approach path of Runway 1-19. Mr. Belter was given permission to construct five residential structures under the condition the structures must be noise insulated. The Board was satisfied the record states they registered their protest with the development.

Mr. Barnes read to the attendees correspondence he had directed to City Attorney Joseph McNeil requesting advise on what could appear to be an impropriety in connection with the airport gift shop bid solicitation. Mr. Barnes' wife is associated with a family business which may be interested in submitting a bid for the concession, and Mr. Barnes, himself, holds the position of secretary of the corporation. Mr. Barnes was questioning Mr. McNeil as to his responsibilities in this instance as an Airport Commissioner. He was unsure whether the circumstances require him to resign as secretary of the corporation or resign from his commission appointment or exactly how the situation should be handled appropriately. Mr. Barnes wished to inform the Board fully of the circumstances and will report on Mr. McNeil's opinion on the issue when received.

Regular session adjourned at approximately 5:45 p.m. when the meeting moved into executive session for personnel review by the Board.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

MINUTES
BURLINGTON AIRPORT COMMISSION
October 4, 1983

PRESENT:

William P. Thompson, Chairman
Gary H. Barnes
M. Robert Blanchard
Schuyler Jackson
James W. Burns, Burlington Board of Aldermen
Walter E. Houghton, Director of Aviation
Kathy A. Gleason, Office Manager/Clerk

ABSENT:

Vincent J. D'Acuti

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. Barnes, the Minutes of the September 1, 1983 regular session and September 16, 1983 interim meeting were approved as submitted. All were in favor.
2. Following review of the Warrant for the month of September, Mr. Barnes moved for approval. Mr. Blanchard seconded the motion and all were in favor.
3. The Operating Statements were examined by the Board. Mr. Thompson noted that the Hangar Condominium Association had failed to bring their account up to date and stated that Air Vermont should be notified that the Board will not approve any expansion plans for the airline if their payment record is not improved. When Mr. Barnes moved to approve the Operating Statements, Mr. Blanchard recommended the motion be amended to provide for action taken if the Hangar Condominium Association fails to cure the default. Mr. Barnes then amended the motion accordingly to refer the delinquency to the office of the City Attorney if the account is not current by October 19, 1983. Mr. Blanchard seconded the motion and all were in favor.

REPORTS

Parties in attendance representing Montair Flight Service and Northern Airways were called before the Board simultaneously upon the request of Mr. Barnes. Mr. Barnes wished the parties to be on notice that he has had business connections with both operations in the past and at present and that due to the nature of their reports, would be willing to withdraw from the discussions. No objections were raised and the meeting proceeded to the first agenda item of Reports.

REPORTS

1. Mr. Willett S. Foster, IV and Mr. Hobart C. Tomlinson of Montair Flight Service had been invited before the Board to discuss the FBO's interest in increasing their leased land allotment to include a parcel which lies between the Montair and Air North properties. Mr. Tomlinson stated that the grass area in question has been utilized by his operation for ten years for aircraft parking. Such use has never been contested although never formalized by inclusion in the Fixed Base Operator Agreement. The new aircraft parking ramp under construction would accomodate twenty-nine tie-down areas, however, this capacity will be reduced by vehicular parking. With this in mind, to deny the operation use of the grass parcel would reduce the aircraft parking capacity by one-third. All transient aircraft slots as well as a number of regular customer parking, Mr. Tomlinson added, would be lost. He also stated that the parcel is not useful to any other party without encroaching on the land presently leased by Montair.
2. Mr. Hal Findlay of Northern Airways appeared before the Board to discuss interest in the parcel of the opposing adjacent land lessee. On behalf of Northern Airways, Mr. Findlay stated that there are no plans at present to utilize the lot, although any future building expansion must be northerly to possibly accomodate an avionics or welding shop. He stated that at present, the lot is beneficial to Montair Flight Service, but future plans of Northern may see building expansion onto a portion of the parcel. He wished to make the Board aware of this possible future use in the event they are determining whether to dedicate the parcel with a long term lease.

Mr. Findlay notified the Board, as well, that the fixed base operation of A.N.A., Ltd. will be established as a separate corporation. Segregating the airline, Air North, from the operation will allow for solicitation of financial support for the airline only. The airline and fixed base operation have previously been operating as two divisions of A.N.A., Ltd. and would now require revised agreements with the City. Following Mr. Findlay's departure, the Board unanimously agreed to direct Mr. Houghton to proceed with revising both the Agreement with Northern Airways and Montair Flight Service. The Manager assured the Board that all interests in the parcel of land could be satisfied and was so directed to pursue the matter.

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REPORTS (Cont.)

A meeting of the Board with Wiemann-Lamphere, Architects was then scheduled for Thursday, October 27, 1983 at 12:00 noon to further discuss terminal design schematics. The meeting time and date will be later confirmed.

3. Mr. John C. Van Arsdale, Jr., Chairman and Chief Executive Officer of PBA (Provincetown-Boston Airline, Inc.) appeared before the Board with other staff members to introduce the airline and their intention to commence service to Burlington beginning Wednesday, October 26, 1983. Introduced as the largest regional carrier in the United States, PBA intends to begin service with five round-trip flights to Boston per day and assume the counter and office area formerly occupied by Precision Airline. Obtaining the consent of the Commission, Mr. Van Arsdale assured the members that PBA is a financially sound, reputable operation and will provide safe, reliable service to the community. Mr. Houghton was directed to take steps for preparation of the Airline Operating Agreement to expire concurrent with other agreements in effect and include language to relocate and recapture if the space is not sufficiently utilized. On motion of Mr. Blanchard, seconded by Mr. Barnes, PBA was granted permission to utilize the former Precision area. All were in favor.
4. Mr. C. David DeSarno of DeSarno Enterprises, Inc. attended the meeting to request Board approval for the corporation to assume the franchise of National Car Rental Systems in Burlington and transfer of the concession agreement. For their information he distributed copies of his personal resume and credit awards from various corporations. National has been represented as a corporate entity, but then decided to sell the Burlington operation to Mr. DeSarno, a corporate employee of twenty-three years. The 45% ownership in the rental car service facility will remain with National who will sublet the portion to DeSarno.

Mr. Barnes was concerned with the fact that an element of risk would exist to grant the assignment as opposed to approval for National Car Rental to sublet the station to DeSarno, and suggested that security should be obtained to ensure compliance. Mr. Houghton stated that such a request would establish a precedence with other tenants who were not so required and that by agreement, the request for assignment could not be unreasonably withheld. On motion of Mr. Blanchard, seconded by Mr. Barnes, the request for assignment to DeSarno Enterprises, Inc. of the National Car Rental Systems franchise was approved. All were in favor.

REPORTS (Cont.)

5. a. Communication had been received by Chairman Thompson from Mr. Skip Huffman, City Manager for People Express regarding their proposal for lease, erection and delivery of a temporary modular building to be used as gate space when their current contract for ground handling with Air Florida expires. The unit would provide 2,400 s.f. floor space and require prior approval from South Burlington Planning. If alternate gate space becomes available in the future, People Express could utilize the building for reservations. The Board unanimously agreed to permit placement of the structure at the southerly end of the terminal building and decided a rate per square foot per annum be charged allowing the City to clear \$10.00 p.s.f.p.a. for the ground rental. The Manager was instructed to investigate insurance ramifications associated with the structure and ensure the addition's use for none other than counter and gate hold area without prior approval of the Board.
- b. The Manager informed the Board that the Concession Agreement with the Airport Gift Shop expires at the end of year 1983. The contract documents are presently with the office of the City Attorney for review for modification prior to soliciting bids for the concession.
- c. Mr. Houghton reported on a recent aircraft accident on the airport resulting in the death of one of four passengers. Reports have concluded to date that the accident may have been the result of water in the fuel tank causing engine stall. He stated that the emergency medical service responded in 1.5 minutes and performed to perfection. The Manager has been a part of the post-crash proceedings and has handled communication with insurance investigators.
- d. Mr. Houghton informed Board members that the five year projected capital program involves \$224,768 in local funds. This amount does not provide for terminal expansion. When questioned whether terminal expansion is a project eligible for federal participation, Mr. Houghton responded that only public areas are eligible and that portion is extremely low on the federal funding priority list. Mr. Blanchard stated that, in the past, all excess funds, above operating revenues, were slated for terminal expansion. Mr. Jackson stated that a well-planned capital program would satisfy and account for all present unexpended revenues as well as future earnings.

REPORTS (Cont.)

Mr. Barnes stated his opposition to diversion of airport revenues until airport capital needs are satisfied without jeopardizing future plans and the financial integrity of the facility. Mr. Houghton added that the airport operates at only a "break-even" point as a public utility. The Board unanimously concurred that all airport generated funds should remain solely for airport capital improvement purposes.

e. Mr. Anthony Governale of A.P.C.O.A., Inc. addressed the Board on the status of the auxiliary parking lot construction. He had arrived in Burlington for an on-site inspection and meeting with the contractor. He stated it appears the project may be completed prior to the deadline in mid-November and in operation before snowfall. Mr. Governale advised that the company is planning to submit a proposal to include an additional \$32,000 for drainage and extension of their present lease which will expire in 1987. Mr. Thompson would not entertain a proposal to extend their lease term in that it would not be advantageous to the airport and that funds should be available within the City to cover the drainage costs. Mr. Barnes assured Mr. Governale, however, that the proposal would be reviewed and evaluated.

On another matter, Alderman Burns questioned the Board members on their involvement in employee relations within the department. He stressed the importance of this aspect within the City administration and stated that they should take responsibility for encouraging employee participation in programs designed by the City to air grievances and ensure harmony in the working atmosphere. Mr. Thompson responded that the Commission acts, as proven in recent incidences, as the next body in the appeal process if grievances are not satisfied by the immediate supervisor or Department Head.

f. A Belter party had requested permission from the City of South Burlington for residential development of a parcel of land which lies in the approach path of Runway 1-19. Airport management has expressed their concern with development of the particular property due to its location and Mr. Houghton stated that one more Act 250 hearing remains to register protest. Due to the fact that clearing of the parcel would remove a noise buffer, the residents of Country Club Estates are also opposed to the development. The Board unanimously urge the Manager to attend the hearing to relay their stand on the issue.

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BURLINGTON AIRPORT COMMISSION
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REPORTS (Cont.)

g. The Manager informed that Pilgrim Airline, who has been awarded service to Montreal, may be initiating service to Burlington by the end of October. The route will be Hartford - Burlington - Montreal and the airline has been negotiating with Air North for ground handling. They will need to arrange for customs clearing which may require customs to relocate to the terminal building.

On another matter, Chairman Thompson informed Board members that of the number of proposals submitted to the Federal Aviation Administration for locations of a regional Automated Flight Service Facility, Burlington was among the four finalists. The other three are Glens Falls, Albany and Lake Placid.

COMMUNICATIONS

1. Communication from Mr. John C. Van Arsdale, Jr., Chairman and Chief Executive Officer of PBA, Inc. expressing the airline's intent to begin service to Burlington had been distributed to the Board. The matter had been handled with Mr. Van Arsdale's personal appearance under Reports, item #3.

RESOLUTIONS

1. The Manager requested Board resolve to contract Northland Janitorial for terminal building cleaning service. The lowest bid originally accepted pending Board approval was for \$5,600 per month but was retracted three days later. The highest bid was for \$174,000 while Northland Janitorial bid \$7,300 per month or \$43,800 for the six month contract. On motion of Mr. Barnes, seconded by Mr. Blanchard, Northland Janitorial was granted the cleaning contract. All were in favor. Mr. Barnes added that if the public must contend with crowded facilities, we should at least see they are clean.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
September 16, 1983

PRESENT:

William P. Thompson, Chairman
M. Robert Blanchard
Vincent J. D'Acuti
Schuyler Jackson
Walter E. Houghton, Director of Aviation
Kathy A. Gleason, Office Manager/Clerk
James Lamphere, Wiemann-Lamphere, Architects
Dennis Webster, Wiemann-Lamphere, Architects

ABSENT:

Gary H. Barnes

The interim meeting convened at 2:15 p.m.

REPORTS

1. Mr. Lamphere and Mr. Webster appeared before the Board to discuss terminal design schematics for more efficient utilization of terminal space. Scheme #1 provided for building renovations for space usage if the Federal Aviation Administration and National Weather Service were to vacate the building. This proposal provided for an additional 12,330 square feet of usable space whereas, Scheme #2, providing for vacancy of F.A.A. space only, would increase the square footage to 47,904 s.f., or an increase of 6,748 s.f. Both schemes call for second level boarding for major carriers; Scheme #2 for installation of two boarding bridges and Scheme #1 would allow for three. If Scheme #2 was to be pursued at a lower cost to accommodate present space requirements, it could be easily converted to meet the renovations of Scheme #1. Both programs provided for a vehicle driveway/ramp for passenger entrance directly to the second level.

Following Mr. Lamphere's explanation, in detail, of diagrams depicting each scheme, questions were then raised. With construction of a rampway for second level passenger entrance, only ten feet had been allowed for vehicle clearance on the lower roadway. For sufficient truck passage, thirteen feet would be required. Mr. Lamphere added that the Master Plan did not actually deal with second level boarding, but accommodate growth with terminal expansion. Then discussed was the possibility of interference with the runway-building restriction line if the building was expanded easterly. Mr. Lamphere assured that if aircraft were properly positioned on the ramp, there would be sufficient ramp area for aircraft power turns or aircraft could be towed from the gate positions. He also assured that he would investigate further to see that federal regulations would be met in relation to the runway-building restriction line. Mr. Lamphere explained that the project could be accomplished in phases, where building renovations performed

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first could be followed by vehicle rampway construction. He added that the Board must make the decision whether to pursue second level boarding, and if not, the building will have to be expanded. Mr. Blanchard questioned whether it would be appropriate to expand downward, and utilize the cellar space. Mr. Lamphere stressed the expense of downward expansion and stated it would be more cost efficient to expand upward.

If a bond issue to fund the cost of expansion was passed in Spring, 1984, four to six months would be required to execute contract documents and occupancy could be expected in one year.

Mr. Jackson concluded that the present situation is definitely unacceptable, but does not see where second level boarding is the answer to the problem. Mr. Thompson agreed and added that perhaps one gateway or loading bridge could be installed once the F.A.A. vacates the building. Mr. Blanchard stated that the voters will need to be educated on the matter if a two-thirds majority vote is to be obtained to pass a bond issue.

Mr. Lamphere stated program requirements should be worked on prior to developing schemes and Mr. Blanchard felt that additional schemes should be developed to more practically utilize building space. Mr. Lamphere agreed to come before the Board with additional schemes and in accordance with a request by Mr. D'Acuti, give more thought to boarding more than two major airlines at once as restricted by Scheme #2. It was decided to grant special consideration to People Express for accommodations since the airline handles approximately one-half of the monthly commercial traffic.

The Board will schedule another interim meeting during the week of October 24 to review further progress on terminal design schematics to be prepared by Mr. Lamphere.

Mr. Houghton had been in contact with Air Florida officials to discuss the feasibility of relinquishing their exclusive space presently leased. Mr. Houghton stated he has obtained no answers yet, but their talks are still in exploratory stages. He should have further information for the Board at the next meeting.

Discussion led to the fact that Appendix C, Rates and Charges of the Airline Operating Agreements will expire June 30, 1984. Mr. Houghton was urged to open communication lines with consultant, Mr. Joel Crenshaw, to begin the rate study to formulate airline fees for upcoming negotiations.

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3. A five year capital improvement program, as prepared September 1, 1983, encompassing years 1984 through 1988 was presented to the Board for their review and approval. On motion of Mr. Jackson, seconded by Mr. D'Acuti, the five year capital program was approved for submission to the Chittenden County Metropolitan Planning Organization. All were in favor.

RESOLUTION

1. On motion of Mr. Blanchard, seconded by Mr. D'Acuti, Hoyle, Tanner and Associates was awarded the engineering contract for services and supervision of the project to rehabilitate runway 15-33. Mr. Houghton stated he and the selection subcommittee recommended contracting the firm based on their qualifications only. The contract will be generated at a meeting Mr. Houghton has scheduled with the F.A.A. next week and will then be submitted for Aldermanic approval.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
September 1, 1983

PRESENT:

William P. Thompson, Chairman
M. Robert Blanchard
Vincent J. D'Acuti
Schuyler Jackson
Gary H. Barnes
Walter E. Houghton, Director of Aviation
Kathy A. Gleason, Office Manager/Clerk

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Jackson, the minutes of the July 28, 1983 Commission Meeting were approved as submitted. All were in favor.
2. The Warrant for the month of August was examined by the Board in conjunction with the Operating Statements. The new operating statement format allowed for review of the warrant with the expense statement and budget statement covering the same monthly period. The statement of revenues would be the only statement covering the previous monthly period due to the fact that concession revenues are unknown until received following the close of the month's activities. Mr. Jackson requested a payment to Champlain Construction for the south end water line project be placed in the capital expenditures subsidiary code as opposed to professional contractual services. Mr. Barnes requested the Board be provided with information on the department's insurance and determine the coverage provided by a "package policy". The Board also questioned the excessive payments to McApco for janitorial supplies. On motion of Mr. D'Acuti, seconded by Mr. Blanchard, the Warrant for the month of August was approved for payment. All were in favor.

The manager was directed to write to Attorney Michael Cain to request the account of Hangar Condominium Association for land rental be brought up to date. Mr. Jackson requested that transfers not be made of budgeted funds from one line item to another within any subsidiary code without Board discussion and approval. Mr. D'Acuti moved to approve the operating statements for record. Mr. Jackson seconded the motion and all were in favor.

In accordance with a request of the Board at the previous meeting, Miss Gleason provided a report of fiscal year activity on airport investments and present status of the certificates of deposit. Mr. Blanchard was pleased with the information provided.

REPORTS

1. Mr. Frank Chicarelli, Station Manager for People Express in Burlington appeared before the Board to stress facility problems the airline encounters at their station. Prior to delving into the issue, Mr. Thompson brought to Mr. Chicarelli's attention the fact that the airline was

REPORTS (Cont.)

delinquent in payment of their fees. Mr. Chicarelli assured that the delinquency must be the result of an error and he would check into the matter immediately.

Mr. Chicarelli indicated the strength of their product in that in excess of 17,000 passengers were boarded during the month of August. He stressed their assurance that the airline will remain in the Burlington market and they have the ability to add more cities to strengthen their hub-spoke system. The contract with Air Florida for ground handling services expires November 15, and Mr. Chicarelli stated that for economic reasons, the airline is requesting exclusive accommodations in the terminal as well as an area for reservations. A possible solution to the problem would be erection of a modular unit to the south end of the terminal building to stage passengers prior to boarding. People Express executives find this solution as a viable alternative. Mr. Thompson assured that the Board will discuss the problems and evaluate possible solutions at a special meeting slated to review more efficient utilization of terminal space.

Mr. Blanchard stated his dissatisfaction with the fact that Air Florida operates only one flight per day and rents the most attractive and largest square footage area in the terminal building. Had airport management not been bound by contract to lease the area to Air Florida, the exclusive space would be allocated to the airline of greatest need. Mr. Barnes suggested Air Florida executives be contacted to see if they would be reasonable in having other accommodations provided and entertain relinquishing the exclusive space they presently rent. He felt the airline may be cooperative if it is intimated that airport management intends to render assistance to People Express to meet their needs. The Board concurred with Mr. Barnes' suggestion and accordingly, directed Mr. Houghton to communicate with Air Florida on the matter.

2. a. Mr. Houghton reported that he is presently working with South Burlington City Manager, William Szymanski and City Attorney representative, William Sorrell to draft a new tax stabilization agreement. An agreement has not yet been reached.
- b. The energy management system has been partially installed by Air Comfort, Inc. and the first payment on the system has been made, exceeding \$18,000.
- c. Advertisement For Bids for construction of the general aviation aircraft parking apron was published August 1, 2, and 3. Upon receipt of approval from the F.A.A., the contract will be awarded to the lowest bidder, Cooley Corporation of Williston and pre-construction conference held within one week.

REPORTS (Cont.)

- d. The Manager reported that the plans for the parking lot and exit roadway had been temporarily delayed to incorporate landscaping. The landscaping will be paid, in part, by the Federal money to be received under the roadway portion of the project. Advertisement for Bids will be published next week for bid opening to take place on September 20. Approval and permit from the District Environmental Commission should take place within the next two weeks. Mr. Jackson questioned whether the local share of the project had been budgeted under the 1500 capital expenditure subsidiary code of the fiscal year budget. It was determined that funds had not been so allocated and the adjustment will be made at a later date from, possibly, the terminal expansion allocation.
- e. Engineering firms had submitted proposals for their services associated with the project to rehabilitate Runway 15-33. A three-member subcommittee, being Mr. Houghton, Mr. Blanchard and Air Guard Base Engineer Erwin Waibel, had been appointed to narrow the bids to three finalists. The three firms which will be interviewed are Hoyle, Tanner & Associates, Knight Engineering and Dufresne-Henry, Inc. Another meeting will be held following interviews of the finalists when the subcommittee will select the firm they recommend for the engineering contract.
- f. As requested at the previous regular meeting, Mr. Houghton obtained membership to the technical advisory committee of the Metropolitan Planning Office and Chairman Thompson was granted exofficio, non-voting membership. Mr. Thompson was pleased with their appointments due to the fact that Federal money for projects and development will be under common review and approval by the organization. Mr. Thompson informed of the need to devise a five year capital project program for submission to the committee.
3. A summary of five concessionaire audit proposals submitted by accounting firms was distributed to Board members. Following discussion and recommendations, Mr. D'Acuti moved that a notice be sent to all concessionaires that are required by lease agreement to have certified audits performed, must have same performed at their expense and submit the results, and R. F. Lavigne & Company be contracted to perform the audits of the remaining concessions at a cost of \$1,500.00. Mr. Blanchard seconded the motion and all were in favor.
4. Mr. Peter Judge and Mr. Paul Sprayregen, both of Investors Corporation of Vermont appeared before the Board to propose land use of a 2.5 acre parcel adjacent to the National Car Rental Service Facility for construction of a hangar and single-story administrative offices. Development of the parcel for the airport-related use would require access to the taxiway without the property being airport-owned. Allowing airport access from the adjoining parcel would increase its value for possible future condemnation and acquisition. Mr. Thompson stated that he is not opposed to the parcel

REPORTS (Cont.)

being utilized for aviation purposes, but is opposed to permitting airport access from property not airport owned.

Mr. Houghton solicited opinions for a property "swap" for development of a parcel at the corner of Williston Road which could be appealing for investment purposes to ICV. Mr. Barnes stressed that to "swap" the parcels would not be appropriate, but rather purchase one lot to sell another. It was decided to investigate the possibility of the land sale/purchase as discussed.

Mr. Houghton informed the Board that when Air Vermont was notified their proposal for construction of a "pole-barn" hangar structure did not meet the approval of the Commission, they amended their proposal for erection of a structure of satisfactory composition on an undeveloped area of the airport. To satisfy the Board's financial stability requirements, the airline will be initiating public stock sale prior to construction which will partially fund the project and have filed for airspace alteration. Mr. Thompson added that reasonable ground rental would have to be agreed, and consistent with the Hangar Condominium Association lease, the building would revert to airport property in twenty five years.

The Board was in opposition to hangar construction on the ICV property, in favor of investigating a land sale/purchase arrangement with ICV for a parcel more appropriate for development and indicated no opposition to construction of a hangar by Air Vermont in the location of the Alert Area.

A special interim Commission Meeting was then scheduled for Friday, September 16 at 2:00 p.m. The regular meetings were also scheduled for the remainder of 1983, all to be held at 3:30 p.m. The dates will be October 4, November 3, December 1 and December 29 until further notice.

5. Montair Flight Service had requested an extension on the term of their lease from three to five years. The Board unanimously agreed to renew the lease, but review the terms as well. Discussion led to assignment of a land strip between Montair and Air North leased properties. Both operators wish to have the parcel added to their present land allotment, but if the property was to be divided equally, it could not be of significant use to either operation. The Board decided to invite each party to the next regular meeting to discuss their stand before the Board.
6. Precision Airline Station Manager, Mrs. Priscilla Roberti, was requested to appear before the Board due to the Commission's concern with the airline's terms of payment and habitual delinquency. Mrs. Roberti stated that the company has had cash flow problems, but has sold their convair aircraft which should ease the problem. Mr. D'Acuti moved

REPORTS (Cont.)

a letter be drafted to Precision Airline to pay within ten days (if permissible) of receipt of invoice or action will be initiated to terminate their service to Burlington International Airport. Mr. Blanchard seconded the motion and all were in favor. Mr. Barnes wished to be informed if an airline lease states when the airport can exercise its rights under default.

7. Mr. Houghton reported that Desarno Enterprises, Inc. is desirous of assuming the franchise of National Car Rental Systems and requires formal Board approval of the transfer in the form of a motion. As suggested by Chairman Thompson, the Board agreed that the airport should be better protected by the parent company. Mr. Barnes moved to authorize National Car Rental Systems to sublease to Desarno Enterprises, Inc. as opposed to authorizing the transfer. Mr. D'Acuti seconded the motion and all were in favor.
8. To proceed with their project to construct a sorting facility, Federal Express wished the Commission to formalize their intentions to enter into a lease arrangement for land rent with the air freight company. Mr. Houghton recommended the land be leased at a rate of \$.17 p.s.f.p.a., with an escalator, and provide for the building to revert to the airport after twenty five years, which is agreeable and customary. Mr. Barnes moved to proceed with the lease arrangement, seconded by Mr. D'Acuti. All were in favor.

COMMUNICATIONS

1. For informational purposes, communication was distributed to Board members from Mr. Robert J. Kemp, Airport Director of Wilkes-Barre/Scranton International Airport. Mr. Kemp thanked Mr. Houghton for the tour of the Burlington Airport facilities provided him and his Airport Commission.

RESOLUTIONS

1. On motion of Mr. Jackson, seconded by Mr. Barnes, approval was granted to proceed to award and execute the construction contract on the General Aviation Aircraft Parking Apron Project. All were in favor.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

MINUTES
BURLINGTON AIRPORT COMMISSION
July 28, 1983

PRESENT:

William P. Thompson, Chairman
M. Robert Blanchard
Vincent J. D'Acuti
Schuyler Jackson
Walter E. Houghton, Director of Aviation
Kathy A. Gleason, Office Manager/Clerk

Mr. D'Acuti recommended the agenda be amended to include a report by Mr. Patrick Brennan, local property owner interested in airport planning, to be heard prior to Reports item number one. Mr. Blanchard so moved on Mr. D'Acuti's suggestion and added Reports item #9; E.F. Wall & Associates, Bag Claim Area, #10; Interspace Services, Inc., #11; Concessionaire Audit Update, #12; Wilkes-Barre / Scranton Airport Commission Tour of BTV Facility. Mr. D'Acuti seconded the motion and all were in favor.

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Blanchard, the Minutes of the June 30, 1983 Commission Meeting were approved as submitted. All were in favor.
2. Following review of the Warrant for the month of July, Mr. D'Acuti moved for it's payment as presented. Mr. Blanchard seconded the motion and all were in favor.
3. Study of the Operating Statements for the month of June prompted Mr. Blanchard to note Precision Airline's delinquency in payment of airport fees. Mr. Blanchard moved to authorize the Airport Manager to invite a representative from the airline to attend the next regular meeting to explain the recurring delinquency, whether payment is made or not. Mr. D'Acuti seconded the motion and all were in favor. Mr. Blanchard also recommended to Mr. Houghton to invite a representative from Air Vermont to attend if payment is not received by the next meeting. Chairman Thompson requested the Manager research monies which will be needed for capital expenditures to determine how much may be added to the present investment from the fiscal year carryover. Mr. Blanchard moved to approve the June Operating Statements for record, seconded by Mr. D'Acuti. All were in favor. Miss Gleason then solicited opinions from the Board on new financial statement format for the fiscal year beginning July 1. The Board was pleased with the new Warrant report form initiated by City Hall and requested further breakdown of monthly expenditures.

REPORTS

Mr. Patrick Brennan, resident of Country Club Estates, holds the position of association representative for noise problems generated by the airport, had been designated as Chairman of the Airport Advisory Committee associated with the Master Plan Update and is a member of the City Council subcommittee on noise. He requested his appearance before the Board to discuss his findings that the airport planning process and South Burlington planning

REPORTS (Cont.)

process do not coincide. An example of his opinion is the recent request to the City of South Burlington by an individual owning property adjacent to the airport wishing to develop the land for a number of residential homes. Based on this instance, Mr. Brennan suggested the airport management study the possibility of applying for Federal money for a greenbelt or buffer of parkways or vegetation at the airport perimeter designed to prevent undesirable encroachments. In the case of the previously mentioned Belter property, development of the property would interfere with any future plans for runway extension. Mr. Houghton responded that the runway extension would merely enhance the runway for general aviation purposes as opposed to assisting commercial traffic which may not be sufficient justification to proceed with the project in the future. Mr. Brennan suggested the airport should determine where land fits into the scope of future projects and planning and offered his personal help in a joint program with the City of South Burlington. The Board thanked Mr. Brennan for his attendance and concern.

1. e. Item #1e was handled next in succession due to an invitation for Mr. Brennan to provide any input he may have to add to Mr. Houghton's report on F-4 noise. The Manager reported on recent meetings he had attended with South Burlington City Council representatives and Winooski City Council regarding the F-4 noise issue. The Air National Guard holds the position that they meet all criteria to operate the F-4 mission in Burlington and written approval supporting the mission had been received by the governor. Mr. Blanchard questioned whether the letter of approval had allowed the aircraft to fly in formation and Mr. Houghton responded that they are only restricted to formation landings and take-offs. Mr. Brennan added that dense foliage surrounding the airport should be a noise abatement process considered.
 - a. Mr. Houghton informed the Board that the disaster exercise, held at Camp Johnson on July 17 had been undertaken and proceeded smoothly. The exercise served as a good test of coordination and communication links with off-airport agencies.
 - b. Plans for the auxiliary parking lot have been reviewed and approved by the City of South Burlington, subject to final review of architectural drawings. The project, which also includes construction of the terminal exit roadway, is in final review with the F.A.A., and the Act 250 process has been completed. Invitation to bid on the project will be publicized next week and construction should be underway in late August.
 - c. Mr. Houghton informed Board members that he had received a telephone call from a representative of Senator Stafford's staff, stating that \$250,000 had been allocated for pre-engineering for the project to overlay the main runway. The project is estimated to cost in the vicinity of \$3.3 million. Monies are expected to be allocated, as well, in the fiscal year 1984 Department of Transportation budget for facilities and engineering projects such as tower relocation and installation of a microwave landing system.

REPORTS (Cont.)

- d. The Manager had solicited proposals for a pavement maintenance project, for which \$20,000 had been earmarked in the fiscal year 1984 budget to accomplish. A portion of the project will involve a one-half inch overlay of sand mix on the ramp at a cost of \$4,500, for which proposals had been received from Pike Industries and Frank Whitcomb Construction.
- e. The Manager's report on F-4 noise had been handled prior to item 1a. due to a request for Mr. Brennan's input on the matter.
- f. Mr. Houghton explained that he has retained the custodial services of Mr. Harold Walker following the termination of the airport's janitorial contract with B & L Janitorial. He stated that he is not intending to circumvent the bidding process for a new contract cleaning service, but for the interim, reevaluating specifications and utilizing new materials and procedures being effectively demonstrated by Mr. Walker and staff. Mr. Blanchard felt that Mr. Walker should be retained for the service due to his excellent performance and added that historically, the Board has yet to be satisfied with the results of a cleaning service contracted through a bidding process. Mr. D'Acuti stated that the next company awarded the contract should not necessarily be the lowest cost, but the best performance. Mr. Jackson felt a yearly contract may not be necessary, and a month to month arrangement may be more appropriate. Mr. Thompson retorted that a contract would be warranted in looking at the cleaning costs as a yearly expenditure. Mr. Blanchard wished the record to state that he is opposed to going through the bidding process for a new contract cleaning service.
2. Subsequent to approving a proposal submitted by Air Comfort for installation of an energy management system, Hammond Electric submitted a proposal for a comparable system. Mr. Houghton stated that based on this information, Jennison Engineering has been requested to review both proposals in terms of lighting replacement and window replacement for energy conservation, or other methods which may be proposed. Mr. Jackson requested an energy management update be placed on the agenda for the next regular meeting.
3. Contractors are presently studying the site for construction of a Federal Express sorting facility and bids have not yet been received. Mr. Houghton felt confident that a reasonable square footage rate for land lease will be negotiated.
4. A tour of all airport facilities has been scheduled for August 6 at 9:00 a.m. to convene in the Airport Restaurant. Invitees are the Burlington Board of Aldermen, Mayor and staff, South Burlington City Council, City Manager and staff, Vermont Adjutant General Edwards and Deputy Adjutant General. A CCTA bus has been reserved for the tour to encompass field facilities and activities and Mr. Houghton intends to brief the group on future projects. The Commission will be reminded of the tour prior to the date in hopes they will be able to attend.

REPORTS (Cont.)

5. The Federal Aviation Administration requested execution, on behalf of the City, for land use lease for a remote receiver site. Former airport management had been reluctant to execute such an agreement due to a provision included for the airport to be responsible for relocation with ADAP funds should the site be required for a more appropriate use. Mr. Houghton did not see this as a remote possibility after communications with F.A.A. legal officials and added that the site would have no impact on building restriction lines. Mr. D'Acuti moved Mr. Houghton be authorized to complete the land use request, seconded by Mr. Blanchard. All were in favor.
6. Chairman Thompson reported on the establishment of a Metropolitan Planning Office, comprised of eight community representatives. The organization had been developed due to the size of the area and Mayor Bernard Sanders has been appointed the Burlington representative. Federal money for projects and development will be under common review and approval by the organization. Mr. Thompson suggested Mr. Houghton request to hold an exofficio membership with the organization or request Mr. Houghton or a representative be appointed to their technical advisory committee. Mr. Thompson was directed to obtain further information and pursue the possibility of the recommended appointments.
7. Mr. James Lamphere of Wiemann-Lamphere, Architects has collected all necessary data and will have schematics prepared in two weeks for proposals for efficient utilization of terminal space. Mr. Houghton stated that he has additionally solicited input from airline properties representatives and will call a special meeting of the Board to review the schematics when they are prepared.
8. At 4:38 p.m., on motion of Mr. D'Acuti, seconded by Mr. Blanchard, the meeting moved into executive session. At 5:49 p.m., the meeting returned to regular session.
9. Mr. Blanchard wished to express his dissatisfaction with the baggage claim area refurbishment project completed by E. F. Wall & Associates. He stated the bumper doors are already showing signs of wear and the roof construction will not withstand the weather. The Board agreed to personally review the area following the meeting.
10. Interspace Services, Inc. has submitted an amendment to their agreement for placement of advertising displays in the new baggage claim area. The Board decided to review the area following regular session.
11. Miss Gleason reported on the status of bid solicitation for audits of the airport concessionaires. The invitation had been advertised for a closing

REPORTS (Cont.)

date of August 1, 1983 at 2:00 p.m. However, due to the interest expressed by local accounting firms and the extent of information requested, the date had been extended to August 8. Bids will then be reviewed and further information available at the next regular meeting. Mr. Jackson was provided a copy of the informational package distributed to the interested parties and was pleased with its contents.

12. A tour of the BTV facilities has been scheduled in accordance with a request by Wilkes-Barre / Scranton Airport Commission for August 12, 1983 at 3:30 p.m. The Board wished to be reminded of the date in advance and informed when the time is verified.

COMMUNICATIONS

1. Correspondence and plans for erection of a hangar on airport premises had been received from Mr. John Porter, President of Air Vermont, who contended that approval for such construction had been granted at a previous meeting by the Board. Mr. Porter proposed for the structure to be of "pole barn" wood frame construction. Mr. Houghton had turned the plans over to Wiemann-Lamphere, Architects for review of the specifications and concluded that the structure would not meet the 1981 BOCA Code adopted by the Vermont Department of Labor and Industry. Based on this finding and the fact that the proposed specifications were a vast compromise from industry standards, the Board disapproved the structure. In addition to informing Air Vermont of this, Mr. Thompson felt it appropriate they should submit proof of financial stability in terms of a bank credit statement and inform Mr. Porter that approval had not been previously granted by the Board for the hangar construction. The Board agreed with these recommendations and so authorized Mr. Houghton to relay same to Air Vermont.
2. Communication from Ms. Ann Marie Stokes, received by the Board, requested permission to initiate a Sky Cap Service at the airport. Ms. Stokes proposed to hire a staff for the purpose of transporting luggage for passengers who would operate on a tip only basis. She assured that the employees would be clean-cut, in uniform, and would have total liability insurance coverage. Mr. Houghton added that he found there to be no legal liability on the part of the airport and felt the service would be a great assistance to the traveling public. The Board agreed to entertain the proposal for a three month period provided a letter of agreement is executed with a provision for cancellation, a certificate of insurance be provided and Mr. Houghton investigate the service provided at other airports to see if it is revenue producing. Mr. D'Acuti moved to proceed with the proposal with the above stipulations, seconded by Mr. Jackson. All were in favor.

COMMUNICATIONS (Cont.)

3. Two communications were received from Mr. E. Andrew Deeds, President of Air North regarding the airport parking problem and airline counter space allocation. In stating the parking problem remains an "abomination", Mr. Deeds suggested a solution of satellite parking lots for car rental agencies and expressed the need for special tag parking, VIP parking and employee parking adjacent to the terminal building. He also stated the need exists for airline representation on the Board of Commissioners which will be formally suggested to the City. Mr. Deeds' second letter affirmed their concern with Clinton Aero's recent relocation to the Air Florida ticket counter in that the location is the most prime and prominent in the terminal building. He contended that Air Florida was principally in the ground-handling business due to the fact they are operating one flight per day and providing services for People Express as well as Clinton Aero. Allowing this situation to develop has served to deprive Air North as the home-based airline and stifled growth.

In discussion of the correspondence, Mr. Houghton stated that Mr. Deeds' parking concerns would be remedied with the auxiliary parking lot construction. Mr. D'Acuti added that at a recent national airport operators conference, he learned airline representation on airport commission boards was not sanctioned. Mr. Thompson stated that, contrary to a view presented in the letter, his appointment to the commission did not serve to represent the travel agency community and felt that airline participation would present a conflict of interest. The Board agreed that Air North's counter space concerns will be taken into consideration with terminal expansion plans.

At 6:45 p.m. on motion of Mr. Jackson, seconded by Mr. D'Acuti, the meeting moved into executive session to discuss an issue which could possibly lead to litigation. The meeting returned to regular session at 6:55 p.m. for adjournment.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
June 30, 1983

PRESENT:

William P. Thompson
M. Robert Blanchard
Vincent J. D'Acuti
Schuyler Jackson
Walter E. Houghton, Director of Aviation
Kathy A. Gleason, Office Manager/Clerk

ANNUAL ORGANIZATIONAL MEETING

1. Mr. Thompson requested the Board appoint the Airport Manager prior to entertaining nominations for the Chairmanship. In accordance with Mr. Thompson's recommendation, Mr. D'Acuti moved for Mr. Houghton's appointment as Airport Manager for the ensuing year. Mr. Blanchard seconded the motion and all were in favor.
2. Mr. Houghton petitioned the Board for Chairmanship nominations. On motion of Mr. Blanchard, seconded by Mr. D'Acuti, Mr. Thompson was nominated for the Chair. Mr. Blanchard moved nominations be closed, seconded by Mr. D'Acuti and the motion carried for Mr. Thompson's appointment.

On motion of Mr. Blanchard, seconded by Mr. D'Acuti, Miss Gleason was appointed Clerk of the Commission. All were in favor.

MONTHLY REPORTS

1. Following discussion relative to amending the Minutes of the May 26, 1983 Commission Meeting, the Board agreed it would be more appropriate for them to remain unaltered. On motion of Mr. D'Acuti, seconded by Mr. Blanchard, the Minutes of the May 26, 1983 Commission Meeting were approved as submitted. All were in favor.
2. The Warrant for the month of June was examined by the Board. Following a variety of questions pertaining to specific expenditures, Mr. D'Acuti moved for payment of the bills as presented. Mr. Blanchard seconded the motion and all were in favor.
3. The May Operating Statements were reviewed by the Commission. Precision Airline was again delinquent in payment of fees, as noted by Mr. Blanchard. Mr. Houghton stated that he would be personally in contact with the president of the airline in an effort to solve the incessant problem.

Mr. D'Acuti directed Miss Gleason to see that all of the Airport History Books are picked up from Queen City Printers if the full delivery had not yet been made.

On motion of Mr. D'Acuti, seconded by Mr. Jackson, the Operating Statements were approved for record as presented. All were in favor.

REPORTS

1. Mr. Houghton reported that the meeting he attended with Mr. Jackson in Orlando, Florida of the American Association of Airport Executives allowed him the opportunity to reacquaint himself with his peers in the industry. As a result of the meeting, the Board should be anticipating a visit from the Wilksbury-Scranton Airport Commission to tour our facility.

Mr. Houghton informed the Board that he participated in an interview conducted by Adele Schwartz, Contributing Editor for Airport Forum Magazine. The article she will compose on the Burlington International Airport may be completed for publication in the August issue.

The court trial resulting from a suit filed by Mr. Caulkins, property owner whose trees were felled by airport employees, has been concluded. Mr. Houghton added, however, that City Attorney McNeil is presently reviewing transcripts from the court reporter on the matter.

In accordance with the directive of the Board, Mr. Houghton had pursued the recommendations of an engineering study performed by Dufresne-Henry, Engineering conducted to review the repayment of certain interest free loans to the U.S. Department of Housing and Urban Development for preliminary planning of airport improvements back in 1965. Dufresne-Henry had concluded that the City of Burlington should reopen lines of communication with HUD officials and request that all or a portion of the funds reimbursed the government be returned. Contact with the Federal officials proved they would not concede to the request, Mr. Houghton stated, and delving further into the issue could expose the City of Burlington to reimburse additional monies which had been previously overlooked as eligible for reimbursement by the City. Based on Mr. Houghton's findings, the Commission unanimously agreed to suspend any further efforts to recover the monies.

Mr. Houghton informed that the firing range, located in the area of the Alert Facility, had been formally approved by South Burlington and is being utilized by the South Burlington Police Department. Mr. Houghton assured that authority to use the range is strictly granted to law enforcement agencies only.

The janitorial service contract expires as of today with B & L Janitorial and bids will be solicited for a new contract. A janitor has been hired in the interim to work with the airport maintenance crew to thoroughly clean the building before a new cleaning contract is assumed to maintain the building. Mr. Blanchard commented that the freshly sealed floor in the terminal lobby looks magnificent and the entrance to Airport Drive from Williston Road had been greatly improved when cleared and seeded.

REPORTS (Cont.)

Mr. Houghton had met with the Chittenden County resource people with regard to setting a date for the disaster exercise. On the date established, Sunday, July 17, the exercise will be held near Camp Johnson and the parties involved will simulate a disaster to check communications. The Commission wished to note that they would appreciate being reminded of the date for the disaster exercise. Mr. Houghton added that on July 12, a press briefing will be held to acquaint the media with the mechanics of the airport, the specific responsibilities, perimeters and relationships of the parties involved to assure more accurate reporting on aviation matters.

The Airport Manager reported on the status of the auxiliary parking lot construction project. The Commission had originally agreed to a total cost of \$90,000 for the project and to allow for a ten percent overrun. At this point, however, the parking lot company is proposing to complete the entire project in one phase as opposed to two involving \$11,400 in engineering costs, additional construction costs and \$32,000 for drainage. Lighting had not been accounted for in the final project figure of \$175,000. Mr. Houghton stressed that construction costs would be ultimately saved if the single-phase expansion was to be performed and \$20,000 had already been allocated for construction of an employee parking lot. This would bring the "bottom line" cost to \$130,000. The Board unanimously agreed to proceed subject to further negotiations with APCOA, Inc. once the overrun is established. The Airport Manager was instructed to consider leasing the parking lot lighting from Burlington Electric Department if that route was found to save costs. On another matter, invitation to bid on construction of the general aviation aircraft apron at Montair will be advertised on July 11 and the bid opening will be held July 26. Mr. Houghton informed that the apron construction portion of the project does not require an Act 250 permit.

Mr. Houghton met with Mr. James Lamphere of Wiemann-Lamphere, Architects to discuss design schematics for more efficient utilization of the terminal building. Chairman Thompson suggested a special meeting should be called when plans are ready for review. The Board was also informed that relocation of the air traffic control tower has been moved up for inclusion in the fiscal year 1984 National Department of Transportation budget.

On motion of Mr. D'Acuti, seconded by Mr. Blanchard, the meeting moved into Executive Session at approximately 6:05 p.m. to discuss items "b" and "c" under Reports. Regular session resumed at 6:30 p.m.

2. a. Mr. Jackson reported on the meeting attended with Mr. Houghton in Orlando, Florida of the American Association of Airport Executives. He found that one of the largest problems that emerge from airports that originated in corn fields is noise, and a problem which management should be aware of and sensitive to. Mr. Jackson stated he discussed airport budgets with other airport officials, as well as cost control, energy conservation and future financial planning.

REPORTS (Cont.)

Mr. Jackson had been requested to obtain further information from the A.A.A.E. Meeting and report back to the Board on permission granted airports by the F.A.A. to select an engineering firm for a multi-year program. Mr. Jackson stated he found that the provision had not been to select a "preferred vendor" but designed to allow engineering firms to begin and finish a long-term project. Mr. Houghton stated that it would be advantageous economically to be permitted to circumvent the advertising process in certain situations. Mr. Thompson suggested the matter remain tabled for review when Hoyle, Tanner & Associates complete the auxiliary parking lot project.

Mr. Jackson requested Mr. Houghton report at the next meeting on the status of the energy conservation system.

Mr. Houghton informed the Board that the vacancy in the airport police department is presently being posted in each City department. Mr. Thompson suggested that any Board member who may wish to review the applicants, should coordinate their examination with Mr. Houghton.

b. Mr. Jackson wished to suggest additional budget programs which should be incorporated in the new fiscal year 1983-84 budget. He recommended additional breakdown of an operations and maintenance category to include: 1) buildings and physical facilities, 2) outside maintenance, 3) runways, taxiways and aprons, 4) security, 5) equipment and vehicle repair and maintenance and 6) general administration. Following further discussion relative to the feasibility of accomplishing these programs, Miss Gleason closed by adding that the new statement format will be prepared for the next fiscal year for review by the Board at the next regular meeting.

3. Representatives from P. F. Jurgs & Company invited to attend the meeting were Mr. William M. Nicoll and Mr. Leon Berthiaume to explain procedures and quote prices for an audit of airport concessionaires. Mr. Nicoll questioned the reason for the Board's desire to have the audit performed, asking if the Board suspected they are not receiving the percentage of revenue they are entitled to. Mr. Nicoll stated that the exercise serves as a comfort to know that accounting procedures have been verified, but there is no system that can be undertaken to be 100% assured. Gross revenue reported can be compared to averages of comparable concessionaires within the industry, can be compared against the revenue reported on tax returns and can be verified by the accuracy of recordkeeping. He estimated that an audit of the Gift Shop and Restaurant could cost from \$1,000 to \$1,200. Mr. D'Acuti stated that the Restaurant had recently undergone an audit by the State for the purposes of rooms and meals tax and questioned whether an audit by P. F. Jurgs would be redundant. Mr. Nicoll responded that he has not recalled finding discrepancies between the two audits in the past.

REPORTS (Cont.)

Mr. Nicoll added that reported revenue may also be compared with the purchases to examine how the two may correspond. When asked whether any findings or conclusions from an audit may be acted upon, Mr. Nicoll stated that it may only arouse suspicion if anything was disclosed, and stated that the manager's office may conduct an audit internally under professional direction.

Mr. Jackson moved to begin the process to audit the airport concessionaires, if it must be accomplished over a period of years, and to begin with the cash-register-type concessions, or the Gift Shop and Restaurant. Mr. Blanchard seconded the motion, provided all concessionaires be audited. In discussion of the motion, Mr. Blanchard stated that the concessionaires should provide an audited financial report in accordance with their agreement, at their expense, at the close of their fiscal year. On motion of Mr. Jackson, seconded by Mr. D'Acuti, the meeting moved into Executive Session at 4:29 p.m. All were in favor. At 4:40 p.m. the meeting moved back into regular session on motion of Mr. Jackson, seconded by Mr. D'Acuti. Mr. Jackson then amended his previous motion for the auditing process to begin with soliciting bids from qualified auditing firms to audit concessionaires whose relationship with the airport is based on a percentage of gross revenue with respect to leases where the airport reserves the right to inspect their records and with this invitation to bid, establish a schedule and cost per tenant for the undertaking. Mr. Blanchard seconded the motion and all were in favor.

RESOLUTIONS

1. Amendment No. 1 to Agreement for Professional Services of Hoyle, Tanner & Associates for construction of the new General Aviation Aircraft Parking Apron and Agreement for construction of extension to the Airport Access Road and Installation of Security Fencing under AIP 3-50-0005-01 were presented to the Board for resolve. Mr. D'Acuti moved for their execution subject to review by the Airport Manager and the City Attorney. Mr. Blanchard seconded the motion and all were in favor.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
June 2, 1983

PRESENT:

William P. Thompson, Chairman
Wilfred J. Beaudoin
M. Robert Blanchard
Vincent J. D'Acuti
Schuyler Jackson
Walter E. Houghton, Director of Aviation

Chairman Thompson called the meeting to order. Mr. Jackson moved to amend the agenda as follows: Reports item #2, Remarks on F.Y. 1984 Budget, Reports #3, Report from Director on Damage to Airport Automobile, Reports #4, Audit of Concessionaires (Gift Shop and Restaurant), Reports #5, Use of Alert Hangar by Air Vermont, Reports #6, Attendance to F.A.A. Civil Aviation Security Training Course by Sgt. Kruger. Mr. D'Acuti seconded the motion for the amendments and all were in favor.

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Jackson, the Minutes of the April 28, 1983 Commission Meeting were approved as submitted. All were in favor. Mr. Blanchard moved to approve the Minutes of the May 5, Fiscal Year 1983-1984 Budget Review Meeting as presented. Mr. Jackson seconded the motion and all were in favor.
2. The Warrant for the month of May was examined by the Board. The high charge to New England Telephone prompted Mr. Jackson suggest Mr. Houghton investigate the cost of obtaining a watts line for the New England region to lower the long distance charges. Mr. Jackson also suggested Miss Gleason check with the City Treasury Department to see if the Warrant report form can be changed to correspond with the new budget format. This would allow the Commission to better understand how the payments they are approving will affect the budget line items. Mr. Jackson then moved to approve the Warrant for the month of May, seconded by Mr. D'Acuti. All were in favor.
3. The Board reviewed the April Operating Statements. Mr. Blanchard moved the Manager require a representative from Air Florida attend the next regular meeting if the airline does not cure the default indicated on the receivable statement by June 15. Mr. D'Acuti seconded the motion and all were in favor. Mr. Jackson moved to approve the Operating Statements for the month of April for record, seconded by Mr. Blanchard. All were in favor and the motion carried.

REPORTS

1. a. Of the energy management system proposals reviewed by Mr. Houghton, the Manager recommended the "state of the art" PTI system submitted by Air Comfort. The original cost of the system was \$41,000, however, utilizing airport personnel for installation would reduce the amount to

REPORTS (Cont.)

\$37,885. A 28% savings, or \$31,089, should be realized the first year the system will be utilized. Air Comfort can monitor the system from their computer in Williston to allow for day-to-day supervision to fine-tune the device. The system also has the capability of being tied-in with a runway temperature monitoring system computer. On motion of Mr. Jackson, seconded by Mr. D'Acuti, the Manager was directed to proceed with the Air Comfort proposal. All were in favor.

b. Mr. Houghton expressed the necessity to fill the vacant patrolman position in the Airport Police Department considering there was no end in sight to the present level of activity at the airport. Since November, 1982, over \$7,000 has been paid to deputies to handle the extra workload and insure sufficient coverage in the department. On motion of Mr. Jackson, seconded by Mr. Blanchard, Mr. Houghton was authorized to seek an individual to fill the vacant position in the Airport Police Department. All were in favor.

c. Mr. Houghton informed the Board that the Federal Aviation Administration has consented to permit airports to select an engineering firm for a multi-year program. Although there would be individual contracts drawn for each project, circumvention of the administrative process would be allowed not necessitating undergoing the selection process whenever engineering services are needed. Mr. Jackson was uncomfortable with the theory in that a commitment would be made to one firm for major projects and then questioned whether it would be regarded as a preferred vendor concept. The Board was in need of further information and Mr. D'Acuti suggested the A.A.A.E. meeting in Orlando, Florida would be a good source to find out the trend with other airports. The Board unanimously agreed with Mr. D'Acuti's recommendation to table the matter until further information is obtained.

d. Mr. Houghton looked to the Board for direction in establishment of a policy on future land acquisition. He requested recommendation on how to proceed when a party is willing to sell land to the airport when the parcel could be purchased with airport resources and incorporated in a possible upcoming project. A particular parcel in question, located at the approach end of the runway, is determined desirable by the F.A.A. and could accommodate a one-story building. Mr. Jackson stated it would be difficult to anticipate a policy which would apply to all occasions although the property could be researched for future use. The consensus of the Board was no pressing need exists requiring a land acquisition policy, however, if a parcel appears attractive, investigate the advantages of the purchase and so report to the Board.

REPORTS (Cont.)

e. Mr. Thompson reported that an agreement had been reached with A.P.C.O.A., Inc. for the new parking lot construction including the formula for revenue accountability allowing for return of the investment over a five year period. The plans are presently in design phase and should be received within one week. The plans will then go to South Burlington Zoning and final approval on Act 250 should be obtained by the end of the month. When questioned on accomodation of displaced vehicles during construction, Mr. Houghton explained that the overflow will be directed toward Dawn Court. The increased parking rates will become effective 12:01 a.m., June 3.

f. The Board unanimously agreed to utilize a portion of the funds allocated to Terminal Pre-Planning to have Wiemann-Lamphere Architects explore efficient utilization of space within the terminal as opposed to building expansion. Mr. Houghton indicated that the F.A.A. has reinstated the BTV tower relocation in their budget although there may not be action taken for two to three years. The area in the terminal could be tenantable in a shorter period of time if the City went to a bond issue to have the offices relocated. Mr. Thompson advised utilization of the space should be investigated and Mr. Jackson felt it important the area within the terminal building be occupied by passenger service tenants to the extent that some tenants should be relocated to off-airport offices. Mr. Jackson stressed the regional responsibilities and accountability that exists as the facility grows. Mr. Beaudoin stated that no matter what the future holds for facility expansion, the utmost should be done to preserve the view of the mountains. Mr. Blanchard added that no cellar exists beneath the newer section of the terminal which provides an excellent opportunity for expansion underground.

g. Review of Miscellaneous Projects:

- 1) Due to the lack of storage space on the field in the vicinity of the vault, a 12' x 15' shed, recently acquired from the F.A.A., will be relocated to that area. The shed will be placed on concrete piers with a paved floor.
- 2) The Manager informed the Board of an erosion problem that exists at the approach end of Runway 01 near the new general aviation apron. The area needs to be stabilized with embankment matting.
- 3) Bids had been accepted for purchase of a lawn tractor and mower. The lowest bid, received at approximately \$2,600, was submitted from One Ninety Seven. The bid was accepted for the purchase of a 12 h.p. Wheelhorse tractor with mower attachment.

REPORTS (Cont.)

4. The disaster preparedness committee is planning a disaster exercise for mid-July which will be conducted off-airport. The off-airport location will take much responsibility from the airport agencies while getting other local communities involved to test coordination and communication links. Mr. Houghton plans to hold a press briefing in advance to review the procedures in an effort to educate the press to report responsibly and accurately.
2. Mr. Jackson expressed his satisfaction with the manner in which Mr. Houghton upgraded the F.Y. 1984 budget to a planning document. He reiterated the fact that employee costs represent a significant percentage of the total operating budget and that he would like to see a study performed of the work force. Mr. Jackson thanked Mr. Houghton for his efforts in completing the product.
3. Despite Mr. Jackson's opposition, majority decision prevailed for the meeting to move into executive session at 6:00 p.m. to discuss the damage incurred to the Mercury Zephyr airport automobile and decide how the matter will be concluded. Regular session resumed at 6:30 p.m. Mr. Blanchard moved to accept the recommendation of Mr. Houghton to suspend Mr. Little without pay for two days as reprimand for the car-related incident. Mr. D'Acuti seconded the motion and all were in favor.
4. Mr. Jackson stated his desire to see an audit of the concessionaires performed, in particular, the Airport Gift Shop and Airport Restaurant. He stated that unlike the car rental agencies who are computerized corporations, the gift shop and restaurant are "Mom and Pop" operations who should be audited to insure their accounting meets contemporary standards. He added that an audit of these concessionaires would be a normal, responsible practice when leases provide for percentage-of-gross revenue rental. It would verify their utilization of accounting system procedures, insure they maintain appropriate books and properly compute gross revenue to make correct rent payments. Miss Gleason stated that although a formal audit has not been performed, P.F. Jurgs has made a "spot check" of concessionaire revenues to confirm the airport has received correct amounts when auditing the City's airport books. Mr. Blanchard felt adamant that only two concessionaires should not be singled out for an audit in that it is openly questioning their integrity. He stated that all airport concessionaires should be audited or none at all. Mr. Jackson stated these views were irresponsible and Mr. Blanchard responded that Mr. Jackson had been abrasive and has unfairly taken exception to the Airport Restaurant because he does not agree with their contract. Mr. Jackson insisted, however, that an audit would promote a policy of fairness and consistency and it is not necessary to incur the cost of having all concessionaires audited. The Board concurred to inviting a representative from P.F. Jurgs to the next meeting to explain procedures and quote prices for conducting such an audit.

REPORTS (Cont.)

5. Mr. Jackson, at the last regular meeting, had relayed his uneasiness with the intensive use of one bay of the Alert Hangars by Air Vermont and questioned whether A.N.A., Ltd. had leased the bay appropriately for the purpose of maintenance operations as opposed to aircraft storage. Mr. Houghton assured that he was satisfied with the use of the hangar for Air Vermont's purposes and found all persons entering the secured area properly authorized.
6. On motion of Mr. Blanchard, seconded by Mr. D'Acuti, Airport Police Sergeant Mark Kruger was authorized to attend the Federal Aviation Administration Civil Aviation Security Training Course to be held July 25 through July 29 in Oklahoma City. All were in favor. F.A.A. will reimburse the City for costs associated with the class.

Chairman Thompson took the opportunity, prior to Mr. Blanchard's early departure from the meeting, to present a plaque to Mr. Beaudoin for eleven years of dedicated service on the Airport Commission. Mr. Beaudoin had submitted his resignation from the Board which will be effective June 6, 1983.

COMMUNICATIONS

1. Communication from Col. John D. Leonard, Air Commander, Vermont Air National Guard had been received by the Board. Col. Leonard requested review and approval of "Supplement #2 To Agreement Between The State of Vermont And the City Of Burlington, Burlington International Airport, South Burlington, Vermont" to extend their lease agreement to June 30, 1988 which would expire June 30, 1983. Mr. Houghton explained that the Air Guard incurs \$275,000 in labor costs to man the Crash/Fire/Rescue station and maintains \$700,000 in assets to respond to emergencies on behalf of the airport. Therefore, the provision of the lease was quite satisfactory remuneration in addition to the services they provide for use of the airport by the Air Guard. On motion of Mr. Beaudoin, seconded by Mr. D'Acuti, the Supplement was approved as presented provided it is reviewed by the Manager and Chairman Thompson. All were in favor.
2. Correspondence from Avis Rent-A-Car City Manager, Maryanne O'Malley, was distributed to the Board for informational purposes. Mrs. O'Malley requested to meet with Board members to discuss potential problems that exist with the rental car drop lot area and discuss possible solutions. Mr. Houghton stated that he is working personally with the managers to satisfy their concerns.

RESOLUTIONS

1. Resolve on renewal of the agreement with the Vermont Air National Guard had been handled under Communications item #1.

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

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

MINUTES
BURLINGTON AIRPORT COMMISSION
May 12, 1983

PRESENT:

William P. Thompson, Chairman
Wilfred J. Beaudoin
Walter E. Houghton, Director of Aviation
James Burns, Board of Aldermen, Airport Liaison
William Loney, Burlington Police Commission
John Burns, Burlington Police Commission
Joseph Handy, Burlington Police Commission
Ike Isley, Burlington Police Commission
William O. Skelton, Board of Aldermen, Police Liaison
Senator Thomas Crowley, Burlington Police Commission Chairman
Bernard Sanders, Mayor

The meeting convened at approximately 5:00 pm in City Hall Contois Auditorium which had been called to discuss the feasibility of a merger between the Burlington Police Department and the Airport Police Department.

On motion of Mr. Loney, seconded by Mr. John Burns, Mr. Thompson was nominated Acting Chairman. No further nominations were offered and the motion carried for Mr. Thompson's appointment.

Mr. Thompson questioned the reasons which prompted the other parties to consider the feasibility of a merger between the departments and stated that the Airport Commission had definite reservations. Mr. Loney responded that a study proved they could not find distinct advantages to the merger, the cost to operate their department would increase, all BPD officers would need to be instructed extensively in Federal Aviation Administration Regulations in order to rotate duty on the airport and the airlines would ultimately incur the cost which could lead to future deterioration of air service. The advantage to a merger of the departments would be that BPD personnel on limited duty could be utilized in the Airport Police Department.

The positions of the two departments were contrary to the expectations of Mayor Sanders, in that BPD Chief Beaulieu had originally indicated to him that the merger would be beneficial. Mr. Loney added that it was a good suggestion prior to delving further into the issue, but they do not see a cost effective method to bring the Airport Police under the auspices of the Burlington Police Department.

Mr. Handy stated he may be willing to accept the proposal if shown the merger would be beneficial to the City of Burlington. Mr. Isley questioned the cost to train the Burlington Police to perform airport duties. Mr. Thompson did not have cost figures on hand for providing the federally required training. Mr. Beaudoin interjected that, unlike the BPD, the Airport Police come under the jurisdiction of the Sheriff's Department. Mr. Loney stated that due to the police union, problems could arise when Burlington Police are required to perform tasks not directly related to police work while on airport duty.

MINUTES
BURLINGTON AIRPORT COMMISSION
May 12, 1983
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Senator Crowley informed attendees that following five Legislative sessions to separate the powers and operation of the Airport Police, involving politics between Burlington and South Burlington, the Airport was designated a separate force.

Mr. Thompson summarized the position of the Airport Commission relative to the matter as follows:

1. Airport Police duties are unique and specialized. These officers must be intimately familiar with Federal Aviation Administration Rules and Regulations, have had Secret Service training, knowledgeable of airport operations to perform field condition reports and runway testing to make judgment calls for contacting plow crews and familiar with Air Guard and Army Reserve operations. Proficiency in these duties requires approximately six month's experience.
2. Airport Police officers must maintain a close rapport with other agencies such as U.S. Marshall, Drug Enforcement Agency, Customs and Immigration, Canadian Authorities and Sheriff's Department.
3. A merger of the police departments would have adverse effects on the relationship established with the South Burlington Police Department which had taken months to develop. Chief Carter had stated that Burlington Police operations on South Burlington territory would be as acceptable as setting up radar on Main Street by the South Burlington force.
4. A merger between the two departments would not be cost efficient.
5. A merger would remove the Airport Police accountability from the Airport Manager. No department head wishes another to control any part of his operation.
6. The entire Airport Police Department is in opposition to the merger despite the fact they would receive a pay increase. One officer, who had been with BPD for nine years and had taken a pay cut to transfer, stated he would resign before working with Burlington Police Department.
7. The possible benefit which would be derived by the Burlington Police more than offsets the disadvantages inflicted upon the present Airport Police operation.

Mr. Skelton stated that all parties at least profited from addressing the idea.

Mr. Loney also concluded that there would be no advantages gained by the airport and only one benefit to be gained by the Burlington Police, that being an alternate location for their off-beat patrolmen. Mr. Handy

MINUTES
BURLINGTON AIRPORT COMMISSION
May 12, 1983
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added that the meeting was very informative and was pleased the matter had been looked into.

Senator Crowley requested the Mayor's views. He responded that the idea was not his, but a concern of Chief Beaulieu which was the reason why it had been incorporated in the Police Reform Act of 1983.

Mr. Isley added that regional police power in a county-wide setting is a good idea in that off-beat diversity is desirable, however, the transition would difficult to accomplish.

The meeting adjourned at approximately 5:30 pm.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
May 5, 1983

PRESENT:

M. Robert Blanchard
Vincent J. D'Acuti
Schuyler Jackson
William P. Thompson, Chairman
Walter E. Houghton, Director of Aviation
Ernest J. Little, Deputy Director of Aviation
Kathy A. Gleason, Office Manager/Clerk

ABSENT:

Wilfred J. Beaudoin

FISCAL YEAR 1983-1984 BUDGET REVIEW

Projected revenue was first reviewed by the Board. The Chairman questioned anticipated revenue from the parking lot company, A.P.C.O.A. as being overstated at \$250,000. Based on the company's need to recoup their investment for the auxiliary parking lot construction, Mr. Thompson felt a reduction of \$100,000 was appropriate. Additionally, he requested the expected revenue from Federal Express to be represented under both Ground and Building Rental categories. Miss Gleason then explained that the figures used in estimating revenue were either fixed amounts, minimum guarantees, based on the current monthly average received or based on revenues to be generated from the next increment of negotiated fees at the present airline schedules. The Board basically approved the anticipated revenues as they were conservatively formulated.

The Board then reviewed the proposed expenditures for F.Y. 1983-1984. Salaries and Wages comprised such a large portion of the entire budget that Mr. Jackson stated a study of the present work-force should be performed in an effort to cut back or eliminate positions which are dispensable. Certain line items were established costs, however, of those anticipated expenses questioned were Field Lighting, Janitorial Supplies, Electrical Supplies, Office Supplies, Equipment Parts, Restaurant Equipment and Repair, Gasoline and Diesel Fuel. The Board agreed that a breakdown of these various line items must be prepared and reviewed prior to their approval without sufficient justification.

The meeting adjourned at approximately 6:30 p.m.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
April 28, 1983

PRESENT:

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

MONTHLY REPORTS

1. Mr. D'Acuti moved to approve the Minutes of the March 31, 1983 regular session Commission Meeting and the Minutes of the March 31, 1983 and April 6, 1983 Executive Sessions as submitted. Mr. Blanchard seconded the motion and all were in favor.
2. Review of the Warrant for the month of April prompted Mr. Jackson to note the excessive cost of utilities. Utility costs led to discussion of Reports item 2.e., Energy Conservation Proposals Review. Mr. Jackson reprimanded airport administration for not making a hands-on attempt to conserve energy since the matter had been first addressed approximately eight months earlier. Mr. Houghton responded that although the building is unique in having various heating zones, Mr. Jackson's concerns are valid and just. Mr. Jackson stated that considering the office is now fully staffed, he expects immediate progress in the area of energy conservation. Mr. Houghton stated he will be informing the Board at their next regular meeting the energy conservation proposal which will be accepted and implemented. On motion of Mr. Beaudoin, seconded by Mr. D'Acuti, the Warrant for the month of April was approved for payment. All were in favor.
3. The Board then reviewed the Operating Statements for the month of March. It was noted that Air Vermont was ninety days delinquent in reporting and payment of fuel flowage fees. Mr. Houghton assured Board members that he will contact them immediately for payment. Mr. Jackson reiterated his concern over excessive payments for utilities in that the Budget Statement indicated there had not been enough monies allocated for the year to meet the high costs. Mr. Blanchard moved to approve the Operating Statements for the month of March, seconded by Mr. Beaudoin. All were in favor.

REPORTS

1. Mr. Harald B. Findlay, General Manager of Northern Airways, personally appeared before the Board to follow up his communication to the Commission regarding utilization of the Alert Facility for Aircraft Storage. In summary, Northern Airways was requesting a long-term lease on the facility, approval for minimum level of capital improvements to be required to potential lessees and Northern will seek qualified tenants and enforce conditions of the lease. Mr. Findlay explained that in their present

REPORTS (Cont.)

condition, the Alert Hangars are not suitable for storage of costly airplanes and a \$10,000 to \$15,000 investment per hangar for improvements would be desired of the individual owners. The owners, in turn, would need assurance they will have the ability to utilize their investment over a period of years, thus requiring a long-term lease from the Airport Commission. Mr. Findlay was dismissed from the meeting to allow for open discussion by the Board. Mr. Houghton aired his opinion that he would prefer to allow improvement of the facilities as opposed to permitting the substantial structures deteriorate, and also due to the fact that airport administration would not be interested in expending the funds for the needed repairs. Also mentioned was the fact that the Alert Area is the last General Aviation reliever location on the airport and the fact that Air Vermont is renting one bay where they have located a trailer for maintenance facilities.

Mr. Beaudoin stated his opinion that he does not wish the area to be under a 20-year lease commitment. Mr. Thompson agreed that he was not comfortable with the idea and added that Mr. Houghton should study present and future utilization of the facilities. Mr. D'Acuti moved to deny the request of Northern Airways and direct Mr. Houghton to study the situation. Mr. Beaudoin seconded the motion and all were in favor.

Mr. Jackson addressed the fact that Air Vermont had been denied their request for hangar space and administrative offices on the airport and ignored the Board's determination by accomplishing same in an Alert Area hangar. At the same time, A.N.A. is renting aircraft storage space for a more intensive use without approval. Based on these conclusions, Mr. Houghton was directed to report back to the Board on the situation.

2. a. The Manager explained a request made by Mr. Alan Palmer for lease of airport property to the south for industrial purposes for further development of Muddy Brook Industrial Park. In exchange for the leased land, Mr. Palmer proposed upgrading the road to the Alert Area for south end access to meet street standards. Mr. Houghton assured that the proposed development would meet airspace criteria and would be located at a sufficient distance from operational areas. Due to the fact that the Board previously denied the request by Northern Airways to improve the Alert Area Facilities, the necessity for such access at present was then discussed. Mr. Jackson stated he was uncomfortable with leasing airport property for non-aviation purposes.
- b. Mr. Jackson's concerns led to discussion of a proposal from Federal Express for construction of a cargo building on the airport. Federal Express had originally requested the Board approve funding and construction of a building, and in turn, lease the premises to the air freight company. The Board agreed unanimously to rule out funding and construction of the

REPORTS (Cont.)

building, however, seeing that the Board was reluctant to grant Mr. Palmer a land lease for industrial development for non-aviation purposes, Mr. Thompson questioned whether it would be appropriate for Federal Express to contact Mr. Palmer. If Federal Express was to lease building space from Muddy Brook Industrial Park, the Board would be satisfied with the area's aviation use as well as satisfy Mr. Palmer's request for further development in the area. Mr. Houghton was instructed to communicate with the concerned parties in an attempt to negotiate a solution to comply with all requests.

c. The baggage claim area refurbishment project is underway but delayed awaiting arrival of the decking. The contract with E. F. Wall had been approved by the City Council for execution by Mr. Thompson. The first change order had been also prepared for signature by Mr. Houghton which included replacement of acoustical tiles for an additional \$700-\$800. Mr. Jackson moved the contract with E. F. Wall be executed, seconded by Mr. Beaudoin. All were in favor.

d. The Amendment to the Agreement with A.P.C.O.A. providing for increased parking rates had been approved by the City Council and the additional contract with A.P.C.O.A. including the formula for revenue accountability associated with the new parking lot had been received for execution. Mr. D'Acuti moved to execute the contract for the parking construction provided it is reviewed and approved by Mr. Thompson, Mr. Jackson and the Airport Manager. Mr. Beaudoin seconded the motion and all were in favor. Relocation of the terminal exit roadway will be completed during the present construction season and the auxiliary parking lot should be completed earlier.

e. As previously discussed, Mr. Houghton agreed that energy conservation is an area which requires immediate progress, and the Board will be informed at the next regular meeting, which proposal for conservation will be implemented.

f. Mr. Houghton proposed relocating the Airport Police office, presently in the former location of the Deputy Director's office, to a glass partition type office, to be constructed, on the northwest corner of the balcony. Mr. Houghton contended this new location would allow the department the needed visibility with a commanding view of activities in the terminal lobby. Mr. Blanchard moved the Airport Police office be relocated to the northwest corner of the balcony, seconded by Mr. Blanchard. Mr. Blanchard then amended the motion for the relocation not to exceed a cost of \$1,000. The amendment was seconded by Mr. Beaudoin and all were in favor.

COMMUNICATIONS

1. Correspondence from Mr. Clarence A. Monroe, Civil Rights Officer with the Federal Aviation Administration had been distributed to the Board for informational purposes. Mr. Monroe acknowledged receipt of the Minority and Women Business Enterprise Program for the airport and determined the program to fully meet the criteria set forth in the governing regulations, 49 CFR Part 23.
2. Also for information were provided copies of print-out depicting salary changes which will take place with the implementation of the proposed Reclassification and Pay Plan. The pay plan proposal is the result of a reclassification study performed by Labor Relations Associates, and in his cover letter, Personnel Director Peter Clavelle was in strong support of the consultant's recommendation to implement the plan on July 1, 1983. The Board requested they be supplied with copies of the proposed hierarchy and pay scales of all salary groups as they relate to the salary projections of airport employees.
3. Communication from Mr. Harald B. Findlay, General Manager of Northern Airways regarding utilization of the Alert Facility for aircraft storage had been covered by means of his appearance before the Board under Reports item #1.

RESOLUTIONS

1. The Agreement for advertising services with Interspace Services, Inc. had been brought before the Commission for resolve. A new Attachment "A" had been prepared, representing the floor plan depicting the exact location of all displays in the terminal lobby. Mr. Blanchard suggested the Board not approve the contract for execution until a wall is removed in the bag claim area and knows further what the availability of wall space will be for additional signage. Mr. Thompson stated that the company must have an executed Agreement before advertising can be sold. Mr. Blanchard then stated he would approve the Agreement with the Attachment indicating where the present signs are located. Mr. Jackson moved to approve the contract with Attachment "A" and if the company wishes to move signs or alter the display specifications, they will be required to formally amend Attachment "A" as it presently exists. Mr. Beaudoin seconded the motion and all were in favor.

The next regular meeting of the Board of Airport Commissioners will be held June 2, 1983.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
March 31, 1983

PRESENT:

Wilfred J. Beaudoin
M. Robert Blanchard
Schuyler Jackson*
Vincent J. D'Acuti
William P. Thompson, Chairman
Ernest J. Little, Deputy Director of Aviation
Walter E. Houghton, Director of Aviation

*Mr. Jackson withdrew from the meeting at approximately 5:35 p.m.

With approval of the Board, the agenda was amended to include Communications #5, Proposal to Operate Aircraft Cleaning Service at Burlington International Airport, Communications #6, Request From Clinton Aero Corporation for Counter Space, and Communications #7, Request from Baker's Dozen for Operation of Retail Stand in Terminal.

APPOINTMENT OF AIRPORT MANAGER

On motion of Mr. Beaudoin, seconded by Mr. Blanchard, Mr. Walter E. Houghton was appointed Airport Manager for the ensuing year. All were in favor and cordially welcomed Mr. Houghton to his new post at the Airport.

MONTHLY REPORTS

1. Mr. Beaudoin moved to approve the Minutes of the March 3, 1983 Commission Meeting as submitted. Mr. D'Acuti seconded the motion and all were in favor.
2. Following examination of the Warrant for the month of March, Mr. Jackson moved for its approval. Mr. Beaudoin seconded the motion and all were in favor.
3. Review of the Operating Statements for the month of February led to discussion of #2 under Communications regarding correspondence from Mr. Gary L. Paxton, Vice President - Properties and Facilities of Dollar Rent-A-Car. At the last regular meeting, a two-month concession and rental fee arrearage by Dollar Rent-A-Car had prompted the Board to request Mr. Little contact the mother company to cure the default of the franchisee, Burlington-Lincoln-Mercury. Mr. Paxton responded by stating that their approval of a mutual early termination of the Concession Agreement was contingent upon assurance by the City that there were no current outstanding obligations of BLM or Dollar Rent-A-Car. It was their position that the City accepted the responsibility and relieved the company of the responsibility of assuring that all obligations under the Agreement had been met prior to the mutual termination. Mr. D'Acuti moved the matter be placed in legal hands for collection. Mr. Beaudoin seconded the motion and all were in favor.

MONTHLY REPORTS (Cont.)

In noting an arrearage by the Hangar Condominium Association, Mr. Jackson moved the association be notified to clear the default by the next regular monthly meeting or arrange for a representative to appear before the Board. Mr. Blanchard seconded the motion and all were in favor.

On motion of Mr. Blanchard, seconded by Mr. D'Acuti, the Operating Statements for the month of February, 1983 were approved for record. All were in favor.

REPORTS

1. Ms. Susan Champigny, Assistant Director of Tours Reservac, Inc., appeared before the Board to request approval to place a sign in the terminal building advertising their bus service from Montreal to the Airport and publicizing their schedule. The company was also requesting financial support in the amount of \$2,400 from airport management to promote the airport as part of a cooperative publicity effort. Ms. Champigny explained there has been much enthusiasm for their transportation service to the Burlington Airport and stated that approximately 50% of their Montreal passengers are enroute to New York, 25% are traveling to Florida and 25% make connections to the west coast. Ms. Champigny departed the meeting to allow for open discussion by the Board. On motion of Mr. Jackson, seconded by Mr. D'Acuti, the request for investment in their publicity effort was denied. All were in favor.

The Board then discussed the request for erection of a sign in the terminal building. Chairman Thompson felt that Reservac should not be permitted to place a sign in the building the size requested considering the number of transportation companies now serving the Airport who may also wish to advertise their rates and schedules. The Board agreed to designate an area in each vestibule as a transportation gallery for such postings for all transportation agencies. On motion of Mr. Blanchard, seconded by Mr. Beaudoin, Tours Reservac, Inc. was permitted to erect a sign in the terminal to meet the criteria established by the Airport Commission. All were in favor and the motion carried.

Discussion then led to the airing of opinions regarding the placement of advertising display cases by the newly contracted advertising company, In-ter-space Services, Inc. The Board was generally dissatisfied with the fact that it appeared as though the company had erected more display cases on the terminal walls than were indicated on the floor plan. Mr. Little stated he will relay the Board's concerns to the company in a meeting he has scheduled with their representative.

REPORTS (Cont.)

2. Mr. Anthony Governale and Mr. John Becka, both of A.P.C.O.A., Inc., appeared before the Board with a concrete proposal for expansion of the public parking facilities. The 217-space auxiliary parking lot will be constructed north of the present exit roadway at a cost of \$90,000. A.P.C.O.A. proposed to handle the construction and offered to fund the cost and operate the additional lot through an increase in parking rates. Chairman Thompson and Mr. Little received conceptual approval from the City of South Burlington for relocating the exit roadway for the Fall of 1983, however, the Board's main concern was the financial return of the Airport as opposed to the increase in revenue to be realized by A.P.C.O.A. The parking company felt confident an increase in parking fees to \$.50 for the first half hour, \$.50 for the second half hour, \$.50 for each consecutive hour up to a maximum of \$3.50 per day was a reasonable charge. At approximately 4:30 p.m., on motion of Mr. D'Acuti, seconded by Mr. Beaudoin, the meeting moved into Executive Session. Regular Session resumed at 4:55 p.m.

3. a. Mr. Little reiterated that conceptual approval for plans to relocate the exit roadway had been obtained from the City of South Burlington, with minor suggestions regarding the new parking lot, at a meeting he attended with Chairman Thompson and the South Burlington Zoning Board. An application had been submitted to the F.A.A. to amend the Grant on the AIP-01 project to delete participation for construction of the relocated employee parking and include funding for the new terminal exit roadway. The F.A.A. accepted the amendment as well as preliminary approval for the \$3.5 million runway overlay project.

b. Mr. Little reported that he had received the results of a review of the terminal energy conservation proposals by Hammond Electric and Air Comfort, Inc. Mr. Harold Stewart of Jennison Engineering had conducted the reviews and concluded that they were equally deficient in various areas. Chairman Thompson stated he would be more comfortable with Mr. Stewart's conclusions if an additional party reviewed the proposals. Mr. Little agreed to obtain another review.

c. Mr. Little informed the Board that construction on the baggage claim area will begin as soon as the steel is delivered, which should be arriving within one week.

4. Chairman Thompson informed the Commission that the Minority/Women Business Enterprise Program for the Burlington International Airport had been completed by Mr. Gifford Hart and was ready for submission to the F.A.A. Mr. Thompson read the policy statement to the Board and stated that the Airport's five-year projection for compliance provided for 2% awarded contracts to include minority businesses and 3% would be awarded to women-owned businesses. Mr. Little had been designated the

REPORTS (Cont.)

Minority Business Enterprise Liaison Officer (MBELO), which compliance is necessary in order for Federal funding to continue. On motion of Mr. Beaudoin, seconded by Mr. D'Acuti the MBE/WBE Program was approved by the Board for submission. The motion carried unanimously.

5. In accordance with a request of Mr. Jackson, the Board was provided with a quarterly breakdown of payments made to regular suppliers for informational purposes. Mr. Jackson wished to see a similar payment recap computed semiannually.
6. Commissioner D'Acuti reported on a recent A.O.C.I. meeting he attended in Orlando, Florida. Of the information gathered while attending various meetings was the status of a number of major airlines and their plans for the future, encouragement of airport management to plan ahead but consider the instability of the industry, to apply for Federal grants for project funding as opposed to initiating a local head transportation tax on passengers and the substantial percentage of revenue generated from public parking facilities alone. Mr. D'Acuti found of interest the fact that thirty five certified carriers were in existence in November, 1978. There are presently over one hundred certified now, but air traffic has only increased by 4%.

Mr. Blanchard, on behalf of the Commission, wished to thank Mr. D'Acuti for taking time from his vacation in Florida to attend the meeting.

COMMUNICATIONS

1. Correspondence from Mr. Harrison Beckman, Acting Civil Rights Officer of the F.A.A. had been distributed to the Board. Mr. Beckman wished to remind the Board that the Airport had been found to be in noncompliance with 49 CFR Part 23, "Participation by Minority Business Enterprise in Department of Transportation Programs" and until noncompliance is remedied, the Agency is barred from entering into new financial assistance agreements with the City of Burlington. The City's noncompliance, however, had been remedied as further explained under Reports item #4.
2. Correspondence from Dollar Rent-A-Car relative to the City's request for the mother company to cure the default of the franchisee, Burlington-Lincoln-Mercury, had been covered in conjunction with review of the Operating Statements for the month of February.
3. Communication from Mr. James A. Thibault, Jr., Right of Way Supervisor with New England Telephone was received by the Board. The telephone company was requesting approval for execution of an easement for a 10' x 12' parcel of land on the lower part of Airport Drive to upgrade

COMMUNICATIONS (Cont.)

- the telephone system on both sides of the road with new cable. Mr. Jackson questioned whether the site requested may be required for a possible future demand and if so, would the Airport be responsible for payment of relocation of the junction. The Board directed the Airport Manager and Mr. Little to confer with New England Telephone on a site of least obstruction as opposed to the site requested.
4. An Accountants Report, prepared by John A. Lamson, on the ADAP 11 project, Reconstruction of Ramp and Taxiway "B" Project, was distributed to the Board for their information. Since the audit had been performed as a requirement by the F.A.A. in funding the ADAP 11 project, Mr. Thompson questioned whether the F.A.A. had been submitted a copy of the report. Miss Gleason was instructed by the Board to contact Mr. Lamson to so confirm.
 5. The Commission was presented with a proposal, prepared by Mr. Timothy Grover and Mr. Michael Reardon, to operate an aircraft cleaning service at the Burlington International at the alert area location. They anticipated bidding service contracts to commercial airlines servicing Burlington for overnight cleaning as well as private and corporate aircraft owners. On motion of Mr. D'Acuti, the matter was tabled until Mr. Houghton investigated the proposal to come before the Board with a recommendation. Mr. Beaudoin seconded the motion and all were in favor.
 6. A formal request was received from Clinton Aero Corporation for ticket counter accomodations in the terminal. Mr. Little stated that the possibility exists to accomodate the commuter airline when the baggage claim area is expanded. The shortage of counter space in the terminal prompted Mr. Beaudoin to state that the Board should move ahead in the near future with terminal building expansion. On motion of Mr. Beaudoin, seconded by Mr. D'Acuti, the matter was tabled until the next regular meeting. All were in favor and directed Mr. Houghton to communicate with the air carriers to determine their individual future needs. All were in favor.
 7. Communication from Baker's Dozen of Stowe, Vermont requested permission from the Airport Commission to establish a small retail stand in the terminal for the sale of danish, croissants and coffee. The stand would be a push-cart type and would occupy approximately a 5' x 7' area. Due to the fact that the lack of space in the terminal lobby had prompted the Board to deny previous similar requests, Mr. D'Acuti moved to refuse the proposal because additionally the service is being provided by the Airport Restaurant operator. Mr. Blanchard seconded the motion and all were in favor.

RESOLUTIONS

1. Resolve on the New England Telephone Easement had been discussed under Communications item #3.
2. Determination was made by the Board regarding the MBE/WBE Program by formal motion in conjunction with a report by Chairman Thompson on the subject under item #4 of Reports.
3. The United Air Lines Operating Agreement and Addendum as well as an Air Florida Addendum had been altered by the City Attorney, approved and prepared for execution. On motion of Mr. Beaudoin, seconded by Mr. Blanchard, the documents were to be reviewed by Airport Manager Houghton and scheduled for execution by the appropriate parties. All were in favor.
4. See above.
5. On motion of Mr. Beaudoin, seconded by Mr. D'Acuti, Mr. Houghton and Maintenance Supervisor Karl Ashline were authorized to attend the International Aviation Snow Symposium to be held in Allentown, Pennsylvania, April 25 through 29.
6. Mr. Beaudoin moved the Board authorize attendance of one Commissioner and two Airport representatives to the A.A.A.E. Conference, June 5-8 in Orlando, Florida, the parties to be later designated. Mr. Blanchard seconded the motion and all were in favor.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
March 3, 1983

PRESENT:

Wilfred J. Beaudoin*
M. Robert Blanchard
Schuyler Jackson
William P. Thompson, Chairman
Ernest J. Little, Deputy Director of Aviation

ABSENT:

Vincent J. D'Acuti

*Mr. Beaudoin arrived at the meeting at 6:00 p.m.

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. Jackson, the Minutes of the January 27 and February 8, 1983 Commission Meetings were approved as submitted. All were in favor.
2. In examining the Warrant for the month of February, Mr. Jackson requested a report be prepared for the next regular meeting of expenditures made to suppliers who had been utilized on a regular basis. On motion of Mr. Blanchard, seconded by Mr. Jackson, the Warrant was approved for payment. All were in favor.
3. The Operating Statements for the month of January were reviewed by the Board. Mr. Blanchard noted that the Receivables statement indicated Precision Airline was ninety days delinquent in payment of fees. Mr. Little was instructed to notify the airline that if they do not intend to bring their account current by the next monthly meeting, to prepare to have a representative appear before the Board. In noting that Dollar Rent-A-Car had neglected to pay two months concession and rental fees prior to their termination on January 5, Mr. Little was then instructed to notify the Dollar Rent-A-Car mother company in writing of the airport's intention to hold the company to correcting the default of the franchisee, Burlington-Lincoln-Mercury. Mr. Little agreed to review the contract and carry out the directive.

Mr. Blanchard brought to the Board's attention the fact that January, 1983 was the greatest revenue-generating month for the Airport Restaurant. Chairman Thompson appraised the Commission of the airport's cash status. The Board should anticipate possibly reducing the monthly investment to allow cash on hand to cover large expenditures expected in the near future. On motion of Mr. Blanchard, seconded by Mr. Jackson, the Operating Statements for the month of January were approved for record. All were in favor.

MINUTES

BURLINGTON AIRPORT COMMISSION

March 3, 1983

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REPORTS

1. Mr. James Lamphere of Wiemann-Lamphere, Architects, appeared before the Board to discuss the outcome of the bid opening, held at 3:00 p.m. March 1, to award the contract for refurbishment of the baggage claim area. The base bids submitted were for the building addition and interior alterations, while the alternate bids did not include interior work. The bids did not include the cost of the conveyor belt extension, estimated at approximately \$6,000, but did allow for the equipment's installation. E.F. Wall of Montpelier submitted the lowest bid and was awarded the contract.

Chairman Thompson was concerned that the newly established runway-building restriction line created from the addition to the terminal would not meet F.A.A. standards, thus jeopardizing our compliance for Federal funding. Mr. Jackson moved to authorize proceeding on the E.F. Wall bid to refurbish the baggage claim area contingent upon the cost of the conveyor belt not exceeding \$11,000 once confirmed and approval by the F.A.A. of the building-runway restriction line. Mr. Blanchard seconded the motion and all were in favor.

2. Mr. Anthony Governale and Mr. Donald Fisher representing A.P.C.O.A. appeared before the Board to present layouts of concrete solutions for the public parking problem. At present, 317 parking slots exist in the public parking lot. Based on their calculations, 360 slots were needed in 1982 based on the number of reported enplaned passengers. They concluded that 1983 enplaned passengers will range 240,000, requiring 480 parking slots. Phase I of their plan involved utilizing the present roadway with one section of expanded parking to the north, which would accommodate a sufficient number of vehicles as will be expected through 1984. Phase II involved no further expansion, but relocating the roadway to the north of the additional parking section to tie in the present parking with the addition where the present roadway is located. Phase III involved locating the roadway as far north toward Dawn Court as possible to allow a larger parcel for parking lot construction to carry the need through 1989. At 5:20 p.m., Mr. Blanchard moved the meeting move into Executive Session, seconded by Mr. Jackson. All were in favor. Regular session resumed at 6:00 p.m.
3. a. Mr. Little advised the Board of a South Burlington Zoning meeting he and Chairman Thompson will attend on March 22 to advise the City of the airports intention to expand the public parking lot and to discuss terminal expansion. They will report to the Commission on the outcome of the meeting with South Burlington officials at the next regular meeting.

REPORTS (Cont.)

- b. Mr. Little reported to the Board that he had received terminal energy conservation proposals from Hammond Electric and Air Comfort, Inc. The Board agreed it would be their advantage to individually review the proposals before the next regular meeting to then decide which proposal to accept. It was then decided to solicit costs from Jennison Engineering and Mr. Bob Bloomhover of the Burlington Square Mall for review of the proposals for a more professional interpretation
- c. Discussion of the installation of airport north end fencing had been covered in conjunction with discussion of increasing the public parking facilities under Reports item #2. The intent had been to investigate the possibility of including relocation of the terminal roadway as opposed to completing the north end fencing with excess Federal funds under the AIP-01 project.
- d. Mr. Little presented the Board with designs, prepared by Vermont Sign Graphics, for standardizing all signage on the airport premises as well as erection of a sign at the corner of Airport Drive and Williston Road. Mr. Beaudoin was in favor of the sign proposed for the roadway, however, Mr. Thompson felt approval for the sign could not be obtained from the City of South Burlington and the entire concept of standardizing all airport signs was not a priority at this time. Mr. Little stated that replacing roadway signs could be tied into the project to extend the terminal exit road.
- e. Mr. Little informed Board members of the U.S.A.F. BAC 12-14 arresting barrier construction to take place April 6 through May 9. Runway 15 will be displaced 2,031' April 6 through 13 and displaced a total of 1,831' April 13 through May 9, when construction is expected to be completed. The runway displacement should have no effect on the commercial airlines in terms of cancelling flights, but it is probable the larger airlines could lose seat capacity for one week.
4. Commissioner Blanchard reported on the success of the hot dog stand, which generated \$6,649 in gross sales after the first two months of business. Mr. Blanchard stated that the stand has been well received, is clean, efficient and recommended the Board permit to keep it in operation. Mr. Jackson stated that he had no objection to the concept of a hot dog stand in the terminal, but was opposed to the manner in which the valuable space in the terminal building was granted, in that if the space was available for occupancy, bids for utilization should have been solicited. Also, he contended that the design is not in keeping with the decor of the building. Mr. Jackson stated that Mr. Toulis

REPORTS (Cont.)

was granted permission to operate the hot dog stand on the basis of his food service exclusivity granted in the Restaurant Lease Agreement, however, his contract is for exclusive sit-down dinner service only. He stated that since the stand was a zero-investment operation, it would have been to the benefit of the airport to advertise the space. Mr. Thompson stated that if the operation was opened to bid, the Board would be allowing competition of their own concessionaire. Mr. Jackson insisted that the airport's overall food service revenue would not be reduced, but generated from an additional source.

Mr. Blanchard explained his view that the hot dog stand is an extension of the restaurant service presently provided and should not have gone to bid. The food service concession is a family operation who in their dedication to providing the service, has not failed to open in eighteen years. Mr. Beaudoin upheld Mr. Blanchard's opinion. Mr. Blanchard moved Mr. Toulis be authorized to maintain operation of the hot dog stand on a month to month basis and be so advised in writing. The motion was seconded by Mr. Beaudoin. All were in favor with the exception of Mr. Jackson and the motion carried.

COMMUNICATIONS

1. Correspondence had been received from Mr. Harrison Beckman of the Federal Aviation Administration regarding the establishment of a Minority/Women Business Enterprise Program for the Burlington International Airport. The correspondence from Mr. Beckman was a follow-up to a meeting he attended with Mr. Gifford R. Hart and Mr. Ernest Little where certain aspects of non-compliance were pointed out of the draft program submitted. Before the draft program is corrected, re-written and reviewed by the City Attorney, the project involves the time consuming task of analyzing construction contracts and review of leases. Failure to perform the work required could result in Federal funding delays. On motion of Mr. Beaudoin, seconded by Mr. Blanchard, Mr. Hart was directed to handle the project. All were in favor. Mr. Blanchard suggested General Electric be contacted for a listing of qualifying minority firms seeing as they must comply with a minority program considering their involvement in government contracts.
2. Correspondence from USAir Customer Service Manager, Martin Goldman, was discussed by the Board. Mr. Goldman protested instructions he had received from airport management to remove an advertising banner which had been placed in front of the USAir ticket counter. He had stated that the banner was a traditional part of airline marketing and in his opinion, was professional in appearance. The Board agreed,

COMMUNICATIONS (Cont.)

with Mr. Little's instructions to remove the banner, in that it created a carnival atmosphere in the terminal lobby. The Board agreed to establish a policy to disallow banners and posters in the public area of the terminal and such advertising may be permitted in airline gate areas if prior approval is granted by the Board. Mr. Little was directed to notify the airlines of the policy at the next Airport Council meeting.

3. Correspondence was received from the President of Air Vermont, John E. Porter, requesting formal approval for the airline to construct a hangar on the airport to accomodate their maintenance, dispatch and administrative operations. A previous meeting with former Airport Manager Schmidt had led them to believe that land was available for hangar construction on airport property adjacent to the Alert Hangars. Following discussion, the Board decided the location proposed was inappropriate due to the fact that the site for administrative offices would warrant public access to a secured area. Mr. Little was instructed to notify Air Vermont officials that no area exists on the airport which could be dedicated to such construction requiring unrestricted public access.
4. Added to the agenda was correspondence from Mr. John Lotane of Food for the Soul, Flowers, requesting to operate a flower concession in the terminal lobby. Mr. Lotane explained that a flower cart, due to the fact that it could be easily moved, has a flexibility offered by no other concession and would lend a festive and pleasing aspect to the terminal. On motion of Mr. Jackson, seconded by Mr. Beaudoin permission was not granted by the Board due to the lack of space in the lobby area. All were in favor.

RESOLUTIONS

Chairman Thompson called to table items #1, #2 and #3 of Resolutions until review of the documents for resolve had been fully reviewed by the City Attorney. All were in favor.

Mr. Beaudoin moved to no longer provide uniforms for any employee of the Airport Manager's Office. Mr. Blanchard seconded the motion and all were in favor.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

MINUTES
BURLINGTON AIRPORT COMMISSION
February 8, 1983

Present:

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

*Mr. Jackson arrived at 8:00 pm on a late flight from Philadelphia.

The meeting convened at 7:00 pm with a motion by Mr. Blanchard, seconded by Mr. D'Acuti, to move into Executive Session to review with Mr. Little his job performance. All were in favor. At 7:45 pm a motion by Mr. D'Acuti, seconded by Mr. Blanchard returned the meeting to Regular Session. All were in favor.

Mr. Blanchard moved Mr. Little be granted his merit pay increase and directed the Chairman to include Mr. Little's major accomplishments and deficiencies in his evaluation report. Mr. D'Acuti seconded the motion. All were in favor with the exception of Mr. Beaudoin, and the motion carried.

A fifteen minute recess was called to await Mr. Jackson's flight. Regular session then reconvened with Mr. Jackson in attendance.

Mr. D'Acuti moved to offer the position of Airport Manager to Mr. Walter E. Houghton effective April 1, 1983 and to seek approval from the Aldermanic Salary Committee to pay Mr. Houghton the maximum allowable salary for the A-06 salary grade. Mr. Beaudoin seconded the motion and the Commission was unanimously in favor.

The meeting was called to adjourn.

Respectfully submitted,

William P. Thompson, Chairman

WPT/kag

MINUTES
BURLINGTON AIRPORT COMMISSION
January 27, 1983

PRESENT:

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

On motion of Mr. Blanchard, seconded by Mr. Beaudoin, the Agenda was amended as follows: 1. approval of Minutes of December 30 Commission Meeting will also include approval of Minutes of January 19 interim meeting; 2. addition of #8 under Reports entitled "Dufresne-Henry, Inc., - Engineering Study; 3. addition of #9 under Reports entitled "M. Robert Blanchard - Public Address System"; and addition of #3 under Communications entitled "Wool Travel Service". All were in favor.

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Beaudoin, the Minutes of the December 30 and January 19 Commission Meetings were approved as submitted. All were in favor.
2. The Warrant for the month of January was reviewed by the Board. Mr. Jackson protested payment for repair of the Airport Restaurant ice machine and reimbursement to restaurant operator, Mr. Toulis, for purchase of a refrigerator, stating that Mr. Toulis should be responsible for such payments and that the exclusivity granted the restaurant operator by the lease agreement was inappropriate. Mr. Blanchard moved to approve the Warrant for payment, seconded by Mr. D'Acuti. Mr. Jackson wished the record to state that he was in opposition to approval of the Warrant for January, 1983. All, with the exception of Mr. Jackson, were in favor, and the motion carried.
3. The Board examined the Operating Statements for the month of December, 1982. Review of revenues led to discussion of the A.P.C.O.A., Inc. Parking Report for Year Ended December 15, 1982. Mr. Blanchard noted that the decline in yearly revenue from the parking lot company was somewhat in proportion to the yearly decline in enplaned passengers since 1979. Mr. Thompson alluded to the fact that the Board should consider assuming responsibility for the parking lot concession when the A.P.C.O.A., Inc. lease expires in 1987. On motion of Mr. Blanchard, seconded by Mr. D'Acuti, the Operating Statements for the month of December, 1982 were approved for record. All were in favor.

RESOLUTIONS

1. At approximately 3:30 p.m., on motion of Mr. Blanchard, the meeting moved into Executive Session to discuss ruling on Airport Police Officer St. George Disciplinary Hearing. Mr. Beaudoin seconded the motion and all were in favor. At approximately 3:50 p.m., the meeting moved to regular session. Mrs. Nancy Sheahan, Attorney for the City, attended the meeting to present the Board with Findings of Fact, Conclusions and Order. The Order provided for written reprimand for conduct on November 20, 1982 be placed in grievant's personnel file, grievant's suspension without pay pending the outcome of the hearing be upheld and grievant be dismissed forthwith from her position as patrolperson with the Airport Police Department based on the findings and conclusions. Mr. D'Acuti moved to accept the Findings of Fact, Conclusions and Order as presented, seconded by Mr. Beaudoin. All were in favor with the exception of Mr. Jackson, who abstained due to his inability to attend the Disciplinary Hearing.
2. The proposed agreement with Interspace Services, Inc. had been placed on the Agenda for resolve. Review by Commissioner Jackson concluded that the agreement should be altered to include additional safeguards and a more detailed floorplan exhibit to include current changes. On motion of Mr. D'Acuti, seconded by Mr. Jackson, resolution on the matter was tabled pending further review of the agreement by Mr. Jackson and City Attorney McNeil. Mr. Thompson stated that if the agreement cannot be properly altered for approval by all parties by the deadline for termination of services by Ackerley Airport Advertising, the present advertising company should be notified they will be permitted to hold over until such time as the agreement with Interspace Services, Inc. is consummated.

REPORTS

1. Mr. Hobart C. Tomlinson, President and Treasurer of Montair Flight Service, Inc. appeared before the Board to appraise the members of the FBO's progress and future plans. He informed that they now have an 18-employee staff and maintain eight trainer aircraft and three charter. He stated that their business has doubled in size and next year should stabilize as a mid-size fixed base operation, earning close to \$1 million per year. Mr. Tomlinson stated that he has had contact with an investor who is interested in financing for construction of T-hangars, however, the lease lines need to be redrawn to include the area to the north of the present lease line. He stressed the need to relocate their fuel facilities and was reminded that the task will be completed in conjunction with construction of the new general aviation aircraft parking apron in the spring. Mr. Tomlinson reiterated their

REPORTS (Cont.)

request for an extended lease term or provision for renewal periods to amortize their investments in City property and provide long-term protection for the fuel farm investment. Other items discussed were replacement of the overhead doors on the Montair hangar, highlights of the 3-5 year project to renovate the building and request for approval for erection of a sign on the south face of the building. Mr. Thompson suggested Mr. Tomlinson obtain approval by the South Burlington Ordinance Committee for the sign and then submit drawings to request approval by the Airport Commission. Mr. Tomlinson agreed to take the necessary steps and contact the Board when preliminary approval has been obtained.

2. On motion of Mr. D'Acuti, seconded by Mr. Beaudoin, the meeting moved into Executive Session for a report by Mr. Harry Behney regarding the G.B.I.C. Lease Amendment to utilize an area of building #880 for a proposal to accommodate a flight service station at Burlington. All were in favor and Executive Session commenced at approximately 5:00 p.m. Regular session resumed at 5:20 p.m. on motion of Mr. Beaudoin, seconded by Mr. D'Acuti. Mr. Beaudoin moved the lease with the Greater Burlington Industrial Corporation be amended as proposed so as to allow for submission of the proposal to F.A.A. Mr. Blanchard seconded the motion and all were in favor.
3. Mr. Anthony Governale of A.P.C.O.A., Inc. addressed the Board with ways in which the parking company would assist the Commission in remedying the vehicle parking problem. He stated that the Master Plan did not call to accommodate enough public parking to meet the present and future demands. He informed the Board that A.P.C.O.A. would assist in designing layout and cost estimates, advancing funds to finance a parking expansion project or arrange for payment out of parking lot revenues. Mr. Jackson felt a reasonable investment on the part of the parking company could better be determined if the Commission could be informed of the net revenue generated. Mr. Governale agreed to return before the Board with concrete solutions for consideration.
4. Mr. Chris Ludeman appeared before the Board to discuss the Board's decision to terminate the advertising services of his employer, Ackerley Communications, Inc. He explained his perplexity in the determination in that former Airport Manager, Mr. Schmidt, had not conveyed dissatisfaction with the service of Ackerley to him personally.

REPORTS (Cont.)

Mr. Ludeman explained that he had a problem renewing advertising contracts when Delta Air Lines terminated service to Burlington causing the advertisers to concieve there would be a decline in passenger traffic. Chairman Thompson assured Mr. Ludeman that the decision made was not to be interpreted as the Board's evaluation of Mr. Ludeman's performance, but the result of an on-going problem the Airport has had with service provided by Transportation Displays, Inc. and the succeeding company, Ackerley Communications. Prior to departing, Mr. Ludeman stressed the importance of communication between the company to be contracted and the present advertisers to insure the investment in the displays by the present advertisers is not lost and the transition will be handled smoothly and professionally. Mr. Ludeman also wished to be notified when the advertising contract comes up for renewal.

5. An analysis of power consumption was provided in accordance with a request of Mr. Jackson. Through observation, Mr. Jackson concluded that the boilers and chillers were operating simultaneously. Mr. Little stated that energy conservation proposals will be available for the next regular meeting from companies reviewing energy consumption.
6. Miss Gleason appraised the Board members of the status of the Budget-Rent-A-Car Concession Agreement. Val Preda Leasing, d/b/a Budget-Rent-A-Car had replaced Dollar Rent-A-Car concession in the terminal building at their original 1980 guarantee on January 5, 1983. The draft Concession Agreement and Bid Proposal had been prepared, submitted for review to the City Attorney's Office and should be scheduled for execution at the next meeting of the Board of Aldermen.
7. Mr. Little reported on his involvement in recent negotiations with United Air Lines, Inc. in an effort to accomodate the airline in the terminal building to commence service to Burlington on March 2. He explained the proposed plans to extend the USAir ticket counter through the area where now exists the USAir customer service manager office and to also utilize the present Airport Police office for the displaced USAir office. United will be allowed access to one of the non-exclusive gate areas and sublease additional area from USAir. A trailer will be placed on airport premises to accomodate their operations functions. The cost for modifications was estimated at \$9,550. Following discussion, Mr. Jackson moved the modifications be performed up to a maximum expenditure of \$10,000, the amount required in excess of \$10,000 will be split 50% incurred by United and 50% by the airport and should United decide to suspend service, there will be an 80% recapture of funds expended for the first year and a straight decline percentage for each of four succeeding years. Mr. Blanchard seconded the motion and all were in favor.

REPORTS (Cont.)

8. Chairman Thompson reported on conclusions and recommendations of an engineering study performed by Dufresne-Henry, Engineering authorized by Mr. Schmidt to review the repayment of certain interest free loans to the U.S. Department of Housing and Urban Development for preliminary planning of airport improvements in 1965. The monies had been reimbursed to HUD in 1982 due to the fact that HUD contended the original planning work was utilized in the taxiway construction project. When the final audit was being compiled for the taxiway construction project, it was determined the funds repaid to HUD were not project costs eligible for FAA reimbursement, leading to the question of whether the HUD planning funds should have been repaid for the portion of the 1965-1967 study. Dufresne-Henry concluded that the City of Burlington should reopen lines of communication with HUD officials and request that all or a portion of the \$22,241 be returned. Mr. D'Acuti moved to take steps to recover the monies paid to HUD, seconded by Mr. Beaudoin. All were in favor and agreed action on the matter should await appointment of an Airport Manager.
9. Mr. Blanchard called to the Board's attention the frequent misuse of the public address system by airport tenants. Following discussion, Mr. Blanchard moved a notice be circulated to all airport terminal employees stating the policy that anyone who uses the public address system for anything other than official business will be subject to disciplinary action by the Board of Airport Commissioners, the Board may opt to exercise its authority to remove or suspend the public address privilege for up to thirty days for inappropriate use and airport agency managers will be responsible for all actions of their staff to insure compliance. Mr. D'Acuti seconded the motion and all were in favor. Mr. Little was instructed to carry out the directive.

COMMUNICATIONS

1. Review of the A.P.C.O.A. Annual Report for Fiscal Year Ending December 15, 1982 was covered in conjunction with examination of the December Operating Statements.
2. The Board debated whether attendance to the A.O.C.I. Economic Specialty Conference to be held in Orlando, Florida was necessary. Mr. D'Acuti stated he would be vacationing in the area at the time the conference will be in session. He volunteered to attend only to require the registration fee of \$65.00 be incurred by the City. Mr. Blanchard moved Mr. D'Acuti attend the A.O.C.I. Economic Specialty Conference at a cost not to exceed \$65.00 and report to the Board. Mr. Beaudoin seconded the motion and all were in favor.

MINUTES
BURLINGTON AIRPORT COMMISSION
January 27, 1983
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COMMUNICATIONS (Cont.)

3. Mr. Thompson removed himself from the meeting and acknowledged Mr. D'Acuti to act as Chairman. The Board then reviewed a communication from Wool Travel Service who wished to secure permission from the Board to install a telephone tie-line with their office in New York for airline passengers to place hotel reservations throughout the world. Mr. Jackson moved the travel service be notified the Board is not interested in their proposal at this particular time. Mr. Blanchard seconded the motion and all were in favor. Following the conclusion of the communication item, Mr. Thompson returned to the meeting.

Prior to adjournment, Mr. Blanchard questioned whether it would be appropriate at this time to seek a replacement for the vacant position in the Airport Police Department. Mr. Thompson stated that a replacement could be sought since the Board had formally dismissed Officer St. George. It was decided that it was not mandatory to hire a City employee who may apply for the vacancy, but rather encouraged. The Board expressed their desire to review all applicants for the job.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k

MINUTES
BURLINGTON AIRPORT COMMISSION
January 19, 1983

PRESENT:

William P. Thompson, Chairman
Wilfred J. Beaudoin
M. Robert Blanchard
Vincent J. D'Acuti
Ernest J. Little, Deputy Director of Aviation
Chester F. Brooks, Chief, Airport Police
Nancy Sheehan, Burlington City Attorney's Office
David Watts, Vermont Legal Aid
Michael Donoghue, Burlington Free Press
Elaine Isaacson, Burlington Free Press

ABSENT:

Schuyler Jackson

The interim meeting was scheduled to conduct a disciplinary hearing before the Board regarding Officer Richarda St. George and, if time permitted, to hold an application review of the candidates for the position of Director of Aviation.

Chairman Thompson called the meeting to order. Mrs. Sheehan was introduced to review with the Board the procedure for disciplinary hearing. As an administrative proceeding, they will attempt to follow the rules of evidence and the Commission will make decisions on the rulings in a judicial capacity. The Board will have the burden of proof by preponderance of evidence presented. After the conclusion of the hearing, the Commission will deliberate and determine the nature of the charges. If the charges are found to be without merit, Ms. St. George may be reinstated and paid the suspended wages. If the charges are found to have merit, the reprimand will be determined based on the nature of the offenses. Mr. Watts, legal counsel for Ms. St. George, questioned whether material contained in her personnel file would be introduced to temper conclusions and requested specific allegations be defined. Ms. Sheehan stated that prior acts of misconduct may be considered. Mr. Blanchard stated that he felt the personnel file was not relevant at this time.

Mr. Watts elected to conduct a closed meeting. Mr. Blanchard moved the meeting illapse into Executive Session, seconded by Mr. Beaudoin. All were in favor.

At approximately 8:00 p.m., the meeting moved into regular session and adjourned. Chairman Thompson called a meeting for January 24, 1983 at 6:30 p.m. in the offices of the Airport Manager to pass a ruling from the evidence presented.

Respectfully submitted,

Kathy A. Gleason
Office Manager/Clerk

KAG/k