

MINUTES  
Special Interim Meeting  
Burlington Airport Commission  
December 27, 1984  
3:30 p.m.

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PRESENT:

M. Robert Blanchard, Chairman  
William P. Thompson  
Gary Barnes  
J. Richard Corley  
Walter E. Houghton  
Carolyn Wright

William Symanski, South Burlington

Press: Tom Farmer, Channel 3  
Erin Clark, Channel 5  
Jim Chang, Free Press

TAXI REGULATIONS

Mr. Houghton explained that the airport still was receiving complaints about the taxi drivers, one of which was marijuana smoking on the job December 21st. Mr. Blanchard again expressed his desire to get the new regulations in effect by February 1. Mr. Barnes then reported that about 30 people had attended the public meeting regarding the proposed taxi regulations and some points raised there were that the taxi drivers objected to the "Ground Transportation Booth" sign in the terminal, saying it was misleading because the taxis do not use the services of this booth. They are prohibited from soliciting fares in the terminal. Another concern was the initial outlay for an owner of a fleet of cabs; a request was made for staggered payments. Mr. Barnes carefully explained each proposed change in the regulations that were drawn up by the city attorney's office and each was discussed. On motion of Mr. Barnes, seconded by Mr. Corley, these regulations, after making the changes, would be adopted and presented to the City Council at their meeting January 7th. All in favor.

Mr. Barnes said he would summarize this 33 page document into a concise, easy to understand 1 or 2 pages, which would be affixed to the regulations when distributed to the taxi and shuttle companies. Mr. Houghton will have the Ground Transportation sign changed. Mr. Blanchard complimented Mr. Barnes on a job well done and all commissioners agreed.

On motion of Mr. Thompson, the meeting moved into Executive Session at 4:40 p.m. for the purpose of discussing real estate negotiations.

At 5:20 p.m. Mr. Thompson moved to go back into regular session.

Mr. Thompson moved to approve the Brockway Air lease as presented. Seconded by Mr. Barnes. All in favor.

On motion of Mr. Thompson the Airport Manager is authorized to proceed with the right-of-way access road resolution for the Board of Aldermen's approval. This is the access road from Williston Road to the Brockway Air hangar. Motion seconded by Mr. Barnes. All in favor.

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Burlington Airport Commission

Mr. Houghton reported to the commission that the office staff was working on the FY1985/86 Budget which City Hall Treasurer's office had requested by January 4.

At 5:25 p.m. Mr. Blanchard asked the recording clerk to step out of the meeting because he wished to speak to the commission privately.

There being no further business, the meeting adjourned at 5:40 p.m.

Respectfully submitted,

Carolyn P. Wright  
Recording Clerk/Office Manager



MINUTES  
December 13, 1984  
Burlington International Airport  
3:30 p.m.

PRESENT:

M. Robert Blanchard, Chairman  
William P. Thompson  
Vincent J. D'Acuti  
Walter E. Houghton  
Carolyn Wright

Mike Donoghue, Free Press  
Tony Governale, APCOA  
Zaz Curti, APCOA  
Joseph McNeil

The meeting was called to order at 3:30 p.m. by the Chairman, Mr. Blanchard. Minutes of the previous meeting were read. On motion of Mr. Thompson, seconded by Mr. D'Acuti, the minutes were approved as presented.

Warrants and Operating Statements for November were presented and reviewed. Mr. Thompson commended the staff on their revenue collecting efforts since the accounts receivable figure was only \$313.00. On motion of Mr. Thompson, seconded by Mr. D'Acuti, the Warrants and Operating Statements were approved as presented. Motion passed.

Mr. Thompson requested an accurate December report as early as possible in January for the purpose of reviewing the fiscal year's first 6 months financial operation of the airport.

The commissioners, clerk, Mr. Governale and Mr. Houghton toured the Mitel Building and heard Mr. Houghton's ideas for the utilization of it since G.B.I.C. vacated on November 1st. This building will now be another revenue producing one for the airport and Mr. Houghton would like to put U.S. Customs and all air freight handling at this location. Mitel Corporation will remain as a tenant, but will pay their rent to the airport instead of G.B.I.C. as of November 1, 1984. Final details will be worked out with U.S. Customs and the air freight companies in the next two months. This building also being considered for the FAA Flight Service Center, along with another location on the airport. Details as to exactly where this Center will finally be located are still being negotiated.

TAXI REGULATIONS

The taxi regulations currently under consideration should be put into effect by February 1st it was felt by the Chairman, Mr. Blanchard. With this goal in mind, Mr. Blanchard called for a special interim meeting on December 27, 1984 at 3:30 p.m. Mr. Gary Barnes, the commissioner who was reporting to the commission regarding these regulations would attend that meeting and hopefully a final draft would then be ready to present to the City Council. The commissioners present were in agreement and anxious to get on with the implementation of these regulations.

BROCKWAY AIR HANGAR LEASE

Mr. Houghton reported that he had had a meeting with Mr. Von Elbe and Mr. O'Brien of Brockway regarding the lease for the new hangar. There were a few minor problems, but the main one was that they wanted a 30 year lease instead of a 20 year one; this was a bank requirement, they said. After some discussion, it was decided to table this discussion until the meeting December 27th. The motion to

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table this subject was made by Mr. D'Acuti, seconded by Mr. Thompson. Motion passed.

Mr. Houghton then reported that Mr. Crenshaw's company was requesting another agreement for financial consulting services in the amount of \$15,000. Mr. Houghton's suggestion to the commission was to let the Thompson-Crenshaw current contract run to full limit and then renew. Present contract amount is up to approximately \$9600.00.

A.P.C.O.A.

Mr. Tony Governale came into the meeting at this time with Mr. Zaz Curti to report that he had discussed the parking rates at Burlington with his associates in Cleveland and suggested the following rates be considered: parking 3 days or less \$3.50 per day; days over 3: \$5.00 per day. In other words, if a person leaves his car 5 days, he will pay \$5.00 per day for each of the five days. If he only leaves his car 3 days, he pays \$3.50 for the three days. After some discussion the commission agreed upon these rates and a resolution will be drawn up by the City Attorney for presentation to the Board of Aldermen.

On motion of Mr. D'Acuti, seconded by Mr. Thompson, the meeting moved into Executive Session at 5:06 p.m. for discussion of land acquisition.

At 5:55 p.m., on motion of Mr. D'Acuti, the meeting moved back into regular session.

Mr. Thompson moved to authorize the Airport Manager to continue negotiations with property owners. Seconded by Mr. D'Acuti. All in favor.

There being no further business, the meeting adjourned at 6:00 p.m.

Respectfully submitted,

Carolyn Wright  
Office Manager/Clerk



MINUTES  
November 8, 1984  
Burlington International Airport  
3:30 p.m.

PRESENT:

M. Robert Blanchard, Chairman  
Vincent J. D'Acuti  
William P. Thompson  
Gary Barnes  
Walter E. Houghton, Director of Aviation  
Carolyn Wright, Clerk

Mike Donoghue - Burlington Free Press  
Beth Holtzman - Vanguard Press

The meeting was called to order and the minutes of the previous meeting were read. On motion of Mr. D'Acuti, the minutes were approved as read. Seconded by Mr. Thompson. All in favor.

Warrants and Operating Statements for October were examined and discussed. Mr. Thompson moved approval of the Operating Statements. Seconded by Mr. D'Acuti. Motion passed.

Parking Situation: Mr. Houghton explained that since the Aldermen had voted against the request to increase the daily parking rate from \$3.50 per day to \$4.50 per day, he had been working on solutions to the parking problem. One idea is to have the airport employees park off airport and be shuttled to the terminal. CCTA has a bus which can be leased by the airport for \$1 per year which could be used as a shuttle bus. It could be staffed by airport employees who would be hired on a contract basis, similar to summer help. He said there were two locations near Montair that could be used for parking. There followed more discussion pertaining to parking rates and it was felt by all that more off-airport is badly needed. Mr. Blanchard said that some of the City Council members had expressed to him they felt they had voted against the parking rate increase too hastily. On motion of Mr. Barnes, the commission decided to go back to the Aldermen with another proposal: \$3.50 per day for three days, then increase to \$5.00 per day thereafter -- subject to A.P.C.O.A.'s approval. Seconded by Mr. D'Acuti. All in favor.

Bond Issue: Maureen Barnes, who had been in charge of collecting the money from contributors for promotion of the bond issue, reported that she had a balance of \$884.20 that day, expecting \$400 additional from donors. She reported that they had been able to meet all expenses and would probably have some carryover after all pledges were in. Mr. Blanchard thanked Mrs. Barnes for all her help in the fund raising from "Friends of the Airport" and a special thanks to Gary Barnes, who headed up the campaign. Seconded by all the commissioners. All bond issues on the ballot passed. The commissioners decided to put a letter in the Free Press thanking the people of Burlington for voting for the bond issue for the terminal expansion. Also, a letter is to be sent to every contributor to the bond promotion. Mr. Thompson to draft these letters. The Vanguard Press to get a thank-you letter to publish, also.

Mr. Houghton reported that he is in touch with Jay Wood of Hoyle, Tanner & Associates regarding the parking lot in front of the terminal and he will come to the next commission meeting with some recommendations as to a parking garage, expanded lot, etc. Zoning restrictions, legal regulations need to be addressed in the planning and plans need to be coordinated with A.P.C.O.A. All commissioners are anxious to move ahead as quickly as possible with some solution to the parking problem.

Taxis: Mr. Barnes asked that this subject be tabled until the next meeting because he was not quite prepared due to the fact that he was the chairman of the campaign for raising funds for promotion of the bond issue.

Air National Guard: Mr. Houghton reported that the agreement between the city and the National Guard Crash-Fire Rescue department had been finalized and was at city hall for the Mayor's signature.

Terminal Expansion: Mr. Houghton will have a meeting November 29th with the airline properties managers and station managers to determine what space will be needed by each in the new terminal expansion. Mr. Barnes suggested that the airport get an investment banker immediately so that services, fees, etc. could be defined.

Northern Airways Lease: The estimate for renovating the Northern Airways terminal of \$160,000 appears to be too low. The new figure is approx \$200,000. A new roof cost \$12,800. Mr. Corley is to report on the progress of the Northern Lease at the next meeting.

At 4:45 the meeting entered Executive Session for the purpose of discussing land acquisition. At 5:20 regular session resumed.

On motion of Gary Barnes, Mr. Houghton was authorized to negotiate for an easement to run a gas line for the alert area. Seconded by Mr. Thompson. Motion passed.

Dates for the next meetings will be December 13, January 10, February 14 and March 14. All at 3:30 p.m. in the Director of Aviation's office.

There being no further business, the meeting adjourned at 5:25 p.m..

Respectfully submitted,

*Carolyn Wright*  
Carolyn Wright  
Clerk of the Board  
Office Manager



MINUTES  
Burlington Airport Commission  
October 24, 1984  
4:00 p.m.

Special Interim Meeting

PRESENT:

M. Robert Blanchard, Chairman  
Vincent J. D'Acuti  
William P. Thompson  
Gary Barnes  
J. Richard Corley

Walter E. Houghton  
Carolyn P. Wright

This was a special meeting called by the Chairman, Mr. Blanchard, for the purpose of checking the progress of fund raising for the promotion of the bond issue for terminal expansion to the voters.

Mr. Barnes reported that \$3100 had been raised, including today's checks and that pledges were in hand for an additional \$2200. A discussion then followed regarding persons and businesses to ask for further donations.

Mr. Blanchard reported that he had had a meeting with Mayor Sanders on Friday October 19th. At that time the Mayor said he wanted to present a Resolution to the Board of Aldermen for approval of taking \$175,000 of non-airport related funds from the airport and add it to the city's General Fund and he asked for the commission's support and approval. After much discussion, the general opinion was that the commissioners would endorse this action, provided that it is established that it will not cost the airport their state or federal funding monies or involve litigation with same.

Brockway Lease

The proposed Brockway Lease was described by Mr. Houghton. It will be a 20 year one at 17¢ per sq. foot for the hangar area. Rent will be \$1300/month, triple-net land lease. \$15,660/year. Airport is spending dollars to bring utilities to the area, which will be there for future use. On motion of William Thompson, Commission moved to approve the lease as described. Seconded by Mr. Barnes. All in favor.

Northern Airways Lease

This lease still being negotiated. Mr. Houghton, Mr. Corley and Mr. Crenshaw will have a conference and get back to the commission.

Back on the subject of the bond issue, it was reported that pamphlets were being printed and the commissioners were asked to pick up a bundle each for handing out. Mr. Blanchard asked for a report at 9:00 a.m. Monday on how much money had been collected.

Meeting adjourned at 5:45 p.m.

Carolyn Wright, Clerk

MINUTES  
Burlington Airport Commission  
October 11, 1984  
3:30 p.m.

PRESENT:

M. Robert Blanchard  
Vincent J. D'Acuti  
Gary Barnes  
Walter E. Houghton  
Carolyn P. Wright

Mike Donoghue, Free Press  
Jack Stanton, Chamber of Commerce

Mr. Blanchard opened the meeting at 3:30 p.m. Minutes of the previous meeting were presented and approved. Operating statements were presented and discussed. Carolyn Wright reported that the accountant said computer printouts of the expenses would be available at the next commission meeting. Mr. Blanchard requested the operating statements be given to the commissioners a few days before the meeting if possible. Mr. D'Acuti made the motion to approve the operating statements. Seconded by Mr. Barnes. So moved.

The accounts receivable reports showed Air North/Brockway owing \$7200. Mr. Blanchard reported that he had received no reply to his letter of last month which regarded the past due invoices. On motion of Mr. Barnes, any tenant who has delinquent invoices be asked (after one demand letter) to attend the commission meeting to explain why they are delinquent. The next step would be to turn over the account to the City Attorney. Seconded by Mr. D'Acuti. Motion passed.

Taxis

Mr. Barnes reported that he had received some intelligent correspondence regarding the taxi situation, but hadn't had time to read everything and he asked that this item be tabled until the next meeting.

Bond Issue for Terminal Expansion

Mr. Blanchard reported that he and Mr. Houghton had met with Paul Bruhn, who had put together a package for publicizing the bond issue before the November 6th election. Total cost for this would be \$7500, which could not be from city funds. This amount would need to be raised in a very short time by the commissioners. On motion of Mr. Barnes the idea package of Mr. Bruhn's was accepted and after today's meeting, the commissioners would become a fund raising committee and people would be assigned to certain jobs for this purpose. Motion seconded by Mr. D'Acuti and unanimously passed.

United Airlines Renovation

Mr. Houghton reported that renovations had been started for the United Airlines exclusive space in the terminal. Kencliff Construction was the low bidder at \$39,000. The airport's \$10,000 would cover architectural and design fees.



Mr. Barnes suggested that photographs should be taken of the terminal when very crowded so people would be aware of the current conditions. He felt that this would probably help persuade the voters.

Mr. Blanchard appointed Mr. Barnes temporary chairman of the fund raising committee.

Walter Houghton reported that the runway construction was complete and entire runway would be functional tomorrow (October 12).

Communications:

The commissioners were given a copy of a letter written to Mayor Sanders from Harry Portz, USAir, Chairman of the Burlington Airline Airport Affairs Committee confirming their stand regarding revenue diversion from the airport to the city.

Also a letter from A.P.C.O.A.'s Tony Governale which enclosed a letter from Sr. Vice President of APCOA, Mike Griffin to an architect in Little Rock, Arkansas that explained the APCOA position with regard to construction projects administered by others.

On motion of Gary Barnes the meeting moved into Executive Session at 4:20 for the purpose of discussing a personnel problem. Motion seconded by Mr. D'Acuti .

At 4:30 p.m. meeting resumed regular session.

Mr. Jack Stanton asked to go on record with commendations for the smooth running of the airport during the runway construction. He felt that the management did a fine job with a minimal amount of inconvenience to airline customers.

Mr. D'Acuti moved to adjourn at 5:00 p.m.

Respectfully submitted,

Carolyn Wright  
Office Manager/Clerk

MINUTES  
September 27, 1984  
9:00 a.m.

Special Interim Meeting

PRESENT:

M. Robert Blanchard  
Vincent D'Acuti  
Gary Barnes  
J. Richard Corley  
William Thompson

Walter E. Houghton  
John J. Hamilton  
Carolyn Wright

Dick Ludders, HTA  
Jay Wood, HTA  
Dennis Webster, W-L  
Jim Lamphere, W-L

Diane Gallgher, City Council

Mike Donoghue, Free Press  
Andy Potter, WDOT

Meeting was opened by Mr. Blanchard, Chairman. Agenda was amended to add Land Acquisition in Executive Session.

Mr. Blanchard reported on his meeting with the Finance Board when the plan was presented for the airport terminal expansion. This was Scheme #3 as voted by the commissioners for an approximate cost of \$5.6 million.

The Finance Board thought that the plan was too elaborate and expensive and they asked that the commissioners go back and consider some less expensive alternatives. A plan is needed by October 1st in order to get a bond issue on the November ballot.

Mr. Jay Wood from Hoyle, Tanner & Associates then explained how the team, consisting of HTA, Weimann-Lamphere and Thompson-Crenshaw worked together to come up with the ideas for terminal expansion to be presented today. They proposed the work be done in Phases with Phase I being renovations to the first floor, sprinklers, ceiling, etc. added to the second floor, addition and site work for a total of \$3,386,000. Phase II is the addition of two loading bridges at a cost of \$566,000. The Phase III Budget is second floor alterations, added second floor for \$1,723,000 with Phase IVA Budget being alterations to the second floor, escalators and moving the loading bridges to the second level for a cost of \$839,000. Phase IV calls for major and minor renovations to the first floor, an addition to the terminal, sitework, escalators and loading bridges for a cost of \$5,900,000.

After considerable discussion Commissioner Gary Barnes moved that the airport commission support the Phase IV Plan for terminal expansion as presented by the consultant team, with the Phase II development plan as an alternate. Motion seconded by Mr. D'Acuti. Motion unanimously passed.

Mr. Blanchard asked that all commissioners try to attend the Board of Aldermen meeting at City Hall on October 1st when the plan would be presented to the City Council.

At 9:50 a.m. the meeting entered into Executive Session to discuss land acquisition. Returned to regular session at 11:05 a.m.



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There being no further business, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Carolyn P. Wright  
Office Manager/Clerk  
of the Board

MINUTES  
BURLINGTON AIRPORT COMMISSION  
September 6, 1984  
3:30 p.m.

PRESENT:

M. Robert Blanchard  
Vincent D'Acuti  
J. Richard Corley

Walter E. Houghton  
Carolyn P. Wright

Minutes of the last regular meeting were read and approved.  
Minutes of special interim meetings are not ready at this time.

MONTHLY REPORTS

Review of the monthly bills. Some items questioned: Timer bill for the restaurant freezer, laundry, airport liability insurance, and maintenance items (object code 1114). On motion of Mr. Corley, seconded by Mr. D'Acuti, the bills were approved. All in favor.

Mr. Blanchard reported that Mayor Sanders was pleased with his visit to the airport, made on September 5th.

OPERATING STATEMENTS

Were presented and approved on motion of Mr. D'Acuti, seconded by Mr. Corley. All in favor.

Sky Cap Mr. Houghton has had a contract drawn up by city attorney for "Sky's the Limit" sky cap service, which pays the airport 10% of commissions. Mr. D'Acuti made the motion to approve this contract. Seconded by Mr. Corley. So moved.

HUD

Burlington Airport had received \$91,000 for taxiway Gulf improvements and \$28,000 was to have been repaid when construction started. Gifford Hart and Mr. Houghton had a meeting with Jack Nazar and a repayment of \$10,194.00 was settled. To be paid before January, 1985.

Mr. Corley moved O.K. to pay if legal department approves. Seconded by Mr. D'Acuti. All in favor.

Airline Negotiations Thompson-Crenshaw report is on the way and this subject will be further discussed after receipt of same.

Communications

Mr. Houghton showed a BTV passenger survey which asked the questions of passengers on their conception of the Burlington Airport. Services, building, etc. Also a letter was received from Peter Judge offering his property for \$175,000. Offer good until September 21. Commissioners felt a special meeting would be needed for discussion of this. Possible FAA participation in Judge acquisition. A motion to table this item was made by Mr. D'Acuti, Seconded by Mr. Corley. So moved.



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PARKING RATES In a letter from Mr. Governale of APCOA, it was said that they felt \$5.00 for all day parking was too high. They recommended \$4.00. On motion of Mr. D'Acuti, seconded by Mr. Corley the rate was raised to \$4.50 per day. Hourly rates to remain the same. All in favor. To go into effect upon approval by the Board of Aldermen.

Mr. Governale was attending the meeting and he reported that APCOA built the Portland, Maine parking garage of 200 spaces and would be interested in proposing a parking garage for Burlington when they are ready.

AIR NORTH HANGAR

Mr. Houghton to have information to Board of Aldermen by the 13th for 17th meeting.

It was felt that a copy of Plan #3 should be on display at the airport and a copy made for the Mayor. This will be done this week.

Mr. Blanchard asked Mr. Corley and Mr. Houghton to go to the Editorial Board regarding expansion of the terminal.

There being no further business, the meeting adjourned at 4:55 p.m.

Respectfully submitted,

Carolyn P. Wright  
Clerk/Office Manager

MINUTES  
BURLINGTON AIRPORT COMMISSION  
September 5, 1984  
8:00 a.m.

Special Interim Meeting

PRESENT:

M. Robert Blanchard  
Vincent D'Acuti  
William P. Thompson  
Gary Barnes  
J. Richard Corley  
Walter E. Houghton  
Carolyn Wright

Jim Lamphere, W-L  
Dennis Webster, W-L  
Mike Donoghue, Free Press

The meeting was called to order at 8:15 a.m. Discussion was held regarding the three schemes. Mr. Thompson said he compared last February's estimates (\$3.6 mil) to scheme 3 (\$5.1 mil not including jetways) and asked why the difference? The architects said the difference was the second floor detail. It was reported that the financial consultants have said that the most expensive scheme was affordable. Jetways are also a revenue producing item; the airport receives a payment for each load. Mr. Blanchard said that all airlines were not interested in jetways, only United. Mr. Barnes said that one lawsuit for a slip on ice could result in the cost of a jetway. Mr. Blanchard was for Scheme #1. Mr. Barnes liked Scheme #3. After some discussion about beginning with plan #1 and going to plan #3 at some later date, it was decided that it would be better to go with plan #3 because of more concession space and if it was proven that the airport could service the debt, then Plan #3 would be the best one. Mr. Houghton said that the airport should be a catalyst to future growth of the city. Mr. D'Acuti favored Scheme #3 because of more concession and rental space. Mr. Corley favored Scheme #3 because of future growth and cost of construction in the future.

On Motion of Mr. Thompson, seconded by Mr. Corley, the commission voted to support Plan #3 to present to the voters. All in favor.

Mr. Houghton was to check with Joe McNeil for dates for presentation to the Board of Aldermen. Weimann-Lamphere was directed to proceed with finalization of renderings, etc. and directed to include observation facilities in the plan. Also jetways should be shown in the plan with costs included. They also asked Thompson-Crenshaw to include the parking revenues in their projections.

On motion of Mr. Blanchard, the agenda was amended as follows: 1. Parking rates and 2. taxicabs. Seconded by Mr. D'Acuti. All in favor.

Taxicabs The reaction from the cab drivers to the new regulations was that they would have difficulty paying the fees and some said they would have to go back on welfare. Some cab companies commended the commission. The Board is preparing for the public meeting and will report there what the problems were and why the commission was forced to make some regulations.



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Mr. D'Acuti moved to adjourn the meeting at 9:00 a.m.

Respectfully submitted,

Carolyn P. Wright  
Clerk/Office Manager

MINUTES  
BURLINGTON AIRPORT COMMISSION  
August 30, 1984

Special Interim Meeting

PRESENT:

M. Robert Blanchard, Chairman  
William P. Thompson  
Gary Barnes  
Walter E. Houghton  
Gifford Hart  
Carolyn Wright  
J. Richard Corley

Mike Donoghue, Free Press  
Dick Ludders, HTA  
Jay Wood, HTA  
Tony Governale, APCOA  
Jim Lamphere, Weimann-Lamphere  
Dennis Webster, W-L

Meeting opened at 3:15 p.m. by the chairman, Mr. Blanchard.

Jay Wood of Hoyle, Tanner & Associates asked the commission for a decision at this meeting if all the input was there, because of the time frame for preparation of a proposal to the Board of Aldermen. He said the pieces would be shown separately, but could be mixed and matched. Ideas were presented for expansion of the parking lot. Parking spaces were increased from 500 to 1100. Based on enplanements, three choices were possible - 1. Build out, 2. Dig a hole, 3. go up. Some prices mentioned were under \$1 million to buy 9 residences. \$1.47 million needed for property acquisition, (for the build-out scheme), \$300,000 to build the parking lot and \$200,000 for an access road. This scheme would need a shuttle bus; would be too long a walk in winter. Also it would double the amount of snow plowing.

Mr. Barnes expressed the opinion that this much should not be spent on a long-term parking lot. The second scheme was a deck over the present parking lot which would cost approx \$3.2 million. There would be no increase to employee parking or ready lots. Biggest disadvantage was the cost. The upper deck would need to be plowed. This scheme would provide 1040 parking spots and would be 15' above ground level. There would be one collection booth and no shuttle would be needed.

The third scheme presented showed a parking lot with a 100 room hotel. 200 parking spaces for the hotel, plus a double deck, 25' high with 1293 parking spaces. 387 on first level, 453 on second level and 453 on third level. Statistics show that 1100 spaces are called for in the 10 year plan, just for airline passengers. More spaces needed for employees. This scheme would cost approx \$5.4 million.

Mr. Thompson liked the \$5.2 million project with hotel. Mr. Corley liked the idea of an underground parking scheme. Mr. Barnes thinks only the terminal should be expanded. Mr. Corley said it should be a revenue producing entity that would pay for itself. Mr. Barnes didn't feel comfortable taking on a huge debt. Mr. Thompson said the airport needs more surrounding land for airport needs. He thinks the problem with the parking should be solved in the present parking area. The architects said a hotel is a feasible item and height requirements are within South Burlington's parameters.

At this time, Mr. Webster again reviewed the three schemes for terminal expansion.

- Scheme 1 costs approx \$3.282 with 2 jetways \$3.782 million
- Scheme 2 costs approx \$5.85 million
- Scheme 3 costs approx \$5.6 million



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None of these schemes need a parking garage - this could be built later.

Mr. Corley asked for renderings for the next meeting scheduled for September 6th (regularly scheduled meeting.)

Then a special meeting was set for 8:00 a.m. Wednesday, September 5th in the Airport Manager's office for further discussion of the terminal expansion and selection of a plan. This would not affect the regular monthly meeting on September 6th at 3:30 p.m. Clerk to post both meetings with City Clerk's office.

There being no further business, the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Carolyn P. Wright  
Clerk/Office Manager

MINUTES  
BURLINGTON AIRPORT COMMISSION  
August 23, 1984

Special Interim Meeting

PRESENT:

M. Robert Blanchard, Chairman  
Vincent D'Acuti  
William P. Thompson  
Gary Barnes

Walter E. Houghton  
Carolyn Wright  
Gifford Hart

Weedon Parris, FAA  
Dick Ludders, Hoyle, Tanner & Assoc.  
Jay Wood, Hoyle, Tanner  
Jim Lamphere, Weimann-Lamphere  
Dennis Webster, Weimann-Lamphere

Press:  
Channel 22  
WDOT Radio  
Burlington Free Press

Meeting opened at 3:20 p.m.

Mr. Houghton asked to amend the agenda to include: Executive Session - Land Acquisition.

Mr. Blanchard explained to the press that this was a "workshop" meeting; the first one between the commissioners and the consultants and architects regarding terminal expansion plans.

Mr. Dick Ludders of Hoyle, Tanner & Associates began by explaining HTA's role in analyzing needs for expansion both airside and street side, based on surveys taken in and around the terminal in July, 1984. HTA, working with Weimann-Lamphere architects and Thompson-Crenshaw (nationally recognized experts in airport planning and design) made up the consulting team which analyzed, coordinated and came up with ideas for the terminal expansion.

Jay Wood (HTA) reported that they were given the assignment at end of spring - the task of determining by end of summer '84 what the needs were. The former Master Plan has already exceeded the 1995 plans. So they needed to formalize a new plan. He said he felt the airport growth would be an ongoing thing. They surveyed airlines, travel agents - both in Burlington and surrounding towns such as Rutland, Stowe, etc. A third group counted people and traffic. They pondered such questions as: Is existing roadway system adequate? etc. They conducted peak hour surveys and the results were collated at Plattsburgh, New York university. Everything from airlines to ticket counter space was analyzed. Mr. Wood feels that by 1990 Canada will de-regulate.

Mr. Barnes asked if Mr. Wood felt that if PEOPLExpress Airlines stop service into Burlington, would this mean a big drop in business? Mr. Wood said that it had been proven the market is here and therefore some other airline would step in and take over. The terminal planning was based on a 10 year growth period.

Mr. Blanchard said that United Airlines had announced that they were lowering their rates to Chicago. Mr. Wood feels that it is catering to a new market and will result in an increase of business. Mr. Dennis Webster of Weimann-Lamphere Architects explained how his firm worked with Hoyle, Tanner and



Thompson-Crenshaw to arrive at guidelines for the design of the terminal. Hoyle Tanner took surveys and Thompson Crenshaw took the numbers and custom fit them to the demand, working closely with Weimann-Lamphere. Don Willit of Thompson-Crenshaw who has 20 years experience in designing airports drew the plans. The scheme was a basic one with variations. The main changes were to the ground floor. There was one security area and one hold room for all enplaning passengers. One exit and one entrance on the air side. This plan showed a concourse built halfway between first and second levels. This concourse does not need to be built all at once - it could be built in sections. This plan called for the south end freight building to be removed. Fuel farm would not be moved.

Mr. Thompson was disappointed that the parking problem was not addressed and that only one scheme for terminal expansion was shown. Mr. Webster said another scheme was drawn up, but it did not have a solution for people arriving and parking, either. The plan shown was considered a first step that could be built onto at a later date. With this plan there would be nothing to prevent second level boarding at some future date.

The building would be 20,000 square feet. The cost would be \$2.8 to 3 million dollars. Site work \$250-\$300,000 not included. The concourse alone will cost \$500,000. \$200,000 for jetways. Total cost \$4,500,000 with two jetways. It was said that an O.K. would be needed in order to go ahead with the planning in order for a bond issue to be put on the November ballot. Mr. Blanchard was not in favor of expanding to the south and thought that the expansion should move north only. Mr. D'Acuti approved of this plan. Mr. Thompson thought that there should be more than one plan to choose from. He requested a proposal which included second level boarding ...is it feasible? Hoyle, Tanner was requested to go back and come up with some alternate plans which addressed the parking problems, also.

Mr. Weedon Parris of FAA said that it would not be possible to solve all the problems with one plan; it had been his experience that no airport had everything and the needs of the enplaning and deplaning passengers should be considered. The representatives from Hoyle, Tanner & Associates and Weimann-Lamphere then promised to go back and work up some additional designs with ballpark figures to present at another commission meeting on Thursday, August 30th. A presentation was needed for the Board of Aldermen on September 10th.

At this time it was proposed to amend the agenda to add 1A: Ground Transportation, and Gary Barnes reported that ordinances had been received from McNeil, Murray and Sorrell. He gave costs for a cab starter, stating that the cab starter's salary would be dependent upon the fee charged per vehicle and per driver. A \$400 per vehicle is suggested, with a \$25.00 fee per driver. This would pay for a cab starter for 12 hours per day. A copy of the ordinances will be sent to all taxi companies, bus and shuttle services, etc, who serve the airport at the present time. A public meeting is planned for September 11th at 7:30 p.m. at City Hall for the purpose of getting some feedback from the transportation companies.

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August 23, 1984  
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Land Acquisition: A motion to pay \$5,221.00 plus closing costs to buy the Hildred Dumas property was made by William P. Thompson, seconded by Mr. Barnes. All in favor.

5:26 Board moved into Executive Session to discuss further land acquisition.

5:45 Board moved back into regular session.

Montair Doors: Mr. Houghton reported that the overhead doors at Montair were very old and had been repaired many times and badly needed replacing. On motion of Bill Thompson, seconded by Gary Barnes, \$14,500 was allocated to purchase new doors for the Montair building. All in favor.

There being no further business, the meeting adjourned at 5:50 p.m.

Respectfully submitted,

Carolyn P. Wright  
Clerk of the Board/Office Manager



MINUTES  
BURLINGTON AIRPORT COMMISSION  
August 9, 1984

PRESENT:

M. Robert Blanchard, Chairman  
Vincent J. D'Acuti  
William P. Thompson  
J. Richard Corley  
Gary Barnes  
Walter E. Houghton, Director of Aviation  
Carolyn P. Wright, Office Manager/Clerk

Future meeting dates were discussed. Dates for next meetings will be September 6, October 11, November 8 and December 13. Mr. Blanchard requested that all interested parties be notified officially by the Clerk of these dates.

At this time Mr. Stuart Wallace and Mr. Jim Sterling of United Airlines Properties division came into the meeting to discuss the interior renovation plans for the exclusive space for United. On motion of Mr. Thompson, the Board authorized United to move ahead with the plans with the airport contributing \$10,000 towards the project, United to pay the balance. Motion seconded by Mr. Corley. All in favor.

MONTHLY REPORTS

On motion of Mr. Thompson, the Minutes of the July 12, 1984 Commission Meeting were approved as submitted. All were in favor. Commission members requested that they receive minutes of previous meetings and monthly reports earlier. Clerk to comply with this request.

June Supplemental and July Warrants were presented. There was a discussion about the compressor in the freezer just purchased for the restaurant. The present compressor is not powerful enough to keep all the food frozen. The office is holding back payment for the freezer until this situation is rectified. Mr. Corley is to check into what the proper size should be for the freezer and report back to the commission. Mr. Blanchard feels that the company should put in the proper size compressor before payment is made. The commissioners had a question about legal services invoices from City Hall. They asked that in future all invoices from City Hall be fully documented. On motion of Mr. D'Acuti the warrants were approved. Seconded by Mr. Thompson. All in favor.

Mr. Houghton reported that the first <sup>when</sup> batch of signs had arrived from Vermont Sign Graphics. When he feels that we have received \$7,000 worth he will discontinue doing business with Vermont Sign Graphics. This company has been unsatisfactory.

The operating statements were presented and there was a discussion on the Air North delinquent account. Morton Bostock (contract accountant) reported to the commission that the ground rent for Air North/Northern Airways should have been adjusted in 1981 to reflect an increase to \$1,739.92 and this was never done. Therefore there is a balance due the airport of approximately \$28,423.77. Mr. Bostock had a meeting with Mr. Hal Findlay and Mr. Dave Robinson of Northern Airways and also a meeting with Don O'Brien of Air North regarding these past due accounts. \$12,544.85 was paid by Northern



Airways towards their account. Promises were made by both companies to bring accounts up to date and the amount due for back rent is to be negotiated. Most probably this amount will be incorporated into Northern Airways new lease and paid for over a period of time. On motion of Mr. Thompson, an agreement in writing is to be sent to Air North (copy to Brockway) that all payments be kept current and that all past due accounts be brought up to date by September 1st, 1984. This letter to be signed by the Chairman of the commission, Mr. Blanchard. It is to state that the commission is unhappy with past due accounts and will be keeping a close watch on the payments in the future. Seconded by Mr. D'Acuti. All in favor.

Bill Thompson suggested that the office staff send a memo to all air carriers regarding their monthly payments just as an update; a reminder that the payments should be made in accordance with their lease agreement.

On motion of Mr. Barnes, seconded by Mr. Corley, the operating statements were approved. All in favor.

Mr. Houghton reported that he felt the crack filling should be done with the capital budget carryover from the 1983/84 budget appropriation. Mr. Houghton to negotiate this with the treasurer's office.

Audits Mr. Bostock reported that audits had been done for Montair, Air North and A.P.C.O.A. He said the Montair audit looks satisfactory. Air North has a bookkeeping problem and the APCOA overpaid \$7,000 which has since been paid back by the city. The bill for these three audits was \$1500 from R.F. Lavigne. This was considered reasonable by the commissioners. Mr. Corley suggested asking the restaurant owner for his "meals & rooms" form for determination of his actual business. Internal audits have been received from Avis, Budget and Hertz.

Mr. Houghton reported on the terminal expansion meeting which was held August 7th, with Hoyle, Tanner, Weimann-Lamphere, Thompson-Crenshaw, etc. They are working towards an October 1st deadline in order to get on the November ballot with a bond issue. Weimann-Lamphere is fine tuning and adjusting schematics, drawings, etc. Another meeting is planned on August 23 with airline personnel attending also.

Air North Hangar Mr. Houghton reported that a third contractor is giving a proposal for the site work. The hangar location will be in the alert area and the site needs to be approved by the district 3 environmental commission. After a discussion on expenditures for preparation of the site for the hangar, it was decided that two commissioners and Mr. Houghton would meet with Air North to negotiate the hangar lease.

Jetways Mr. Houghton has received a figure from Jetways Corporation of \$200,000 installed. If at a later date the airport goes to second level boarding, cost is \$5,000 to adjust the jetways. On August 27th a representative from the Jetway Corporation will be in Burlington to visit Mr. Houghton. Mr. D'Acuti and Mr. Thompson expressed their approval of jetways. Mr. Houghton to report any further information after his meeting.



Taxis Mr. Blanchard reported that some rules and regulations had been drawn up by City Attorney Joe McNeil. When this has been reviewed and refined and there is a final draft, it will be necessary to go before the ordinance committee. Some of the items mentioned were: a charge per cab of \$250 - \$500 and also a charge per driver; cleanliness, language, etc. Mr. Houghton reported that he had received a petition from the taxi drivers against the ground transportation booth. Drivers want the sign taken down that says "Ground Transportation".

Lease Renewals The restaurant lease expires October 31, 1984 and the Emery Air Freight one expires September 30, 1984. After some discussion regarding the restaurant lease, a motion was made by Mr. Thompson that the lease be extended for one year with the following stipulations: 10% of gross revenues to be paid to the airport and restaurant owner to spend \$10,000 for kitchen equipment, drapery cleaning, etc. All expenditures and improvements to be approved by the commission. Also that the airport be named as insured on the restaurant insurance policy. Motion seconded by Mr. Corley. All in favor.

Emery has requested a three-year lease and will make improvements to the building. The Board would like a 120 day cancellation clause. Mr. Houghton to come to next Board meeting with a proposal. It was felt that a charge of \$4.00 per sq.ft. should be charged OR they make capital improvement to the building.

There followed a discussion about the new Northern Airways lease. Mr. Corley feels a per square foot rent should be charged. On Motion of Mr. Bill Thompson Mr. Houghton is authorized to tell Northern Airways to negotiate a lease with Pratt & Whitney (who want to lease space in the Northern Airways building) and that the commission will not expect monies from the P & W sales, but that they expect to get a percentage of revenues that pass through the maintenance department using Pratt & Whitney parts. Commissioners will be checking all new leases thoroughly. Seconded by Mr. D'Acuti. All in favor.

Parking Rates After a short discussion on the hours of the parking lot a motion was made by Mr. Corley to raise the maximum daily parking fee to \$5.00 per day. Hourly fees to be unaffected. Seconded by Mr. D'Acuti. All in favor. Mr. Houghton to check this out with A.P.C.O.A. and report back to the commission.

Loran "C" and Runway Friction Mr. Houghton reported that last year FAA ran runway friction tests at Dulles Airport and Kennedy Airport which were not successful. Now they would like to do these tests at the Burlington Airport. The runway friction tester could be incorporated in Phase 2 of the runway overlay. Cost of the runway friction tester (local share) would be approximately \$2400. Total cost is \$60,000 to \$67,000. Board unanimously has no objection to paying the \$2400.

Mr. Houghton reported that the Confederate Air Force will be bringing a B-29 and a B-24 aircraft to Burlington August 25 thru 31st. They will be on the 890 ramp and open for public viewing.

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August 9, 1984  
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The Elks club had approached a commission member requesting permission to instal 2 gum ball machines (1¢) in the terminal building. Commissioners vetoed this idea. They felt that if they let one organization do this, all other social organizations would follow and there isn't space for this at the present time.

Mr. D'Acuti moved to adjourn and the meeting adjourned at 7:00 p.m.

Respectfully submitted,

Carolyn P. Wright  
Office Manager/Clerk



MINUTES  
BURLINGTON INTERNATIONAL AIRPORT  
BOARD OF AIRPORT COMMISSIONERS  
July 12, 1984  
3:30 p.m.

PRESENT:

M. Robert Blanchard, Chairman  
Vincent J. D'Acuti, Commissioner  
William P. Thompson, Commissioner  
J. Richard Corley, Commissioner  
Walter E. Houghton, Director of Aviation  
John J. Hamilton, Director of Operations  
Diane Gallagher, Board of Aldermen  
Carolyn Wright, Office Manager/Clerk

Meeting was called to order by the Chairman at 3:30 p.m. Minutes of the last meetings of June 7th and June 28th were read. June 7th minutes were amended. A motion to approve the amended minutes of June 7th and the June 28th minutes as presented was made by Mr. Thompson and seconded by Mr. D'Acuti. All in favor.

June warrants were presented. A breakdown of the charge for legal services from City Hall was requested before the next meeting by Mr. Blanchard. A motion to approve the warrants was made by Mr. D'Acuti and seconded by Mr. Thompson. All in favor.

The June operating statements were presented and reviewed. It was asked that end-of-year revenues be given to the commission before the next meeting in August. There was a question on the Air North delinquency and Mr. Houghton is to contact Air North about this. A motion to accept the operating statements as presented was made by Mr. Thompson, seconded by Mr. Corley. All in favor.

Mr. Blanchard reported on a meeting he had had with Mayor Sanders. The Mayor wants an appraisal of the airport. Mayor also wants a list of all cities who have contributed to airports from Mr. Crenshaw. It was unanimous with the Board that Mr. Crenshaw was hired by the airport commissioners and this information would come through the commission to the Mayor. Mayor Sanders also wants revenues from the car rental agencies that are not airport related to be diverted into the general fund of the city. Mr. Thompson felt that the city council should direct this. Mr. Thompson was not opposed to having the airport appraised, but didn't agree that the Mayor and Treasurer should choose the appraiser. Board agreed on the appraisal. Mr. Houghton to solicit two appraisers. Mr. Blanchard read a letter from Pat Garahan, Secretary of the Vermont State Agency of Transportation regarding the diversion of airport funds to the city. Mrs. Gallagher recommended a copy of this letter be sent to the members of the Board of Aldermen for their information.

MINUTES

Burlington International Airport Commission

July 12, 1984

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REPORTS

Airport Liability Insurance: Mr. Houghton reported on a meeting with the Hansman McAvoy insurance agency. He reported that the airport needs to increase coverage from 20 million to 50 million dollars. Cost: \$14,655/year. A motion to amend coverage to 50-million was made by Mr. Corley, seconded by Mr. Thompson. All in favor. It was also reported that the airport police are covered under the city police policy. Policies forthcoming from the company direct to airport.

TAXI REVIEW The proposed new regulations regarding taxis are in Mr. McNeil's office (city attorney) for review. When the review is completed, a meeting will be held in the City Hall auditorium. Fees, etc. to be determined after the public meeting.

LEASE REVIEW Mr. Corley to have this report at August meeting.

AIR NORTH HANGAR Mr. Houghton has met with Mr. Andy Deeds and an air space form has been sent out to FAA to approve a site. After discussions in which it was reported that permission had been given to demolish the Emery Building, a motion was made to direct the Airport Manager to tell Air North that the commission had not approved the hangar location, but were anxious to come to a hasty decision and to work with them. Mr. Deeds or the Air North representative should have a meeting with the environmental departments to see what environmental problems might occur. Motion made by Mr. Thompson, seconded by Mr. D'Acuti. All in favor.

RUNWAY REHABILITATION UPDATE Mr. Houghton reported that there were only two more nights of paving for the critical part of the runway.

JETWAYS It was reported that \$400,000 would be the cost (approx) for jetways. Mr. D'Acuti is in favor of jetways. Mr. Thompson suggested investigating the possibility. Mr. D'Acuti and Mr. Houghton to research this.

Move to adjourn made by Mr. Corley. Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Carolyn Wright  
Office Manager/Clerk



MINUTES  
Burlington Airport Commission  
June 28, 1984  
3:30 p.m.

This was a special meeting called to review the Fiscal Year 1983/84 activities and to elect or re-elect the Director of Aviation for the coming year. Also for the election of a Chairman for 1984/85.

PRESENT:

William P. Thompson, Chairman  
M. Robert Blanchard, Commissioner  
J. Richard Corley, Commissioner  
Vincent D'Acuti, Commissioner  
Diane Gallagher, Board of Aldermen  
Gary Barnes, Commissioner  
Walter E. Houghton, Director of Aviation  
Carolyn Wright, Clerk  
Joseph O'Neil, City Attorney

EXECUTIVE SESSION

Meeting went into Executive Session at 3:35 p.m. Moved back into regular session at 4:45 p.m.

A motion was made by Mr. D'Acuti, seconded by Mr. Corley to ask Hoyle, Tanner & Associates to add, as part of their study, no more than 10 hours to study the feasibility of commercial uses in connection with parking lot airspace. All in favor.

Mr. O'Neil read a letter from the State Agency of Transportation regarding the runway paving project. His opinion is for the commission to answer this letter stating acceptance of the grant, however we do not accept the text which implies the State is acting as agency for the Airport in their negotiations with the City and Federal governments.

AIRPORT MANAGER RE-APPOINTMENT

Mr. Blanchard recommended that Mr. Houghton be re-appointed for another year and made a motion to that effect. Seconded by Mr. Barnes. All in favor.

AIRPORT CLERK

Mr. Blanchard nominated Carolyn Wright as Clerk for the Commission for the year 84/85. Seconded by Mr. Corley. All in favor.

ELECTION OF CHAIRMAN

Mr. D'Acuti nominated Mr. Blanchard for Chairman after Mr. Thompson said he would not want to run for the office. Unanimous vote for Mr. Blanchard.

PRATT & WHITNEY

Commission approved the Pratt & Whitney sub-tenancy for 5 years with renewal-commission to have option to review any new tenants if P & W leaves.

MINUTES  
Burlington Airport Commission  
June 28, 1984  
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Pratt & Whitney will be sub-tenants of Northern Airways.

EMPIRE AIRLINES

Mr. Houghton advised that Empire Airlines have expressed intent to service Burlington. Request granted to utilize the former Air Vermont counter. Empire will have a press conference in July to advertise their services.

AIR NORTH MAINTENANCE HANGAR

Air North has proposed building a 33,000 ft. building on the 890 ramp. Requires demolition of the Emery Bldg and white house. After discussion commission conceptually agreed to keep Air North maintenance base in Burlington, but were not eager to relinquish prime space. The commission will study feasibility of present alert hangar and T-hangar site and make their final decision at the July 12th meeting.

GROUND TRANSPORTATION BOOTH

Commission approved a Ground Transportation Booth to be built by the Bag Claim area.

Next regular Commission meeting will be Thursday, July 12th, 1984.

Respectfully submitted,

Carolyn Wright, Clerk



MINUTES  
Burlington Airport Commission  
June 7, 1984  
3:30 p.m.

Present:

William P. Thompson, Chairman  
M. Robert Blanchard, Commissioner  
J. Richard Corley, Commissioner  
Vincent D'Acuti, Commissioner  
Gary Barnes, Commissioner  
Walter E. Houghton, Director of Aviation  
Joseph O'Neil, City Attorney  
Nancy Sheahan, City Attorney  
Mike Donoghue, Burlington Free Press  
Brad Wright, Channel 3 T.V.  
Carolyn Wright, Clerk

Meeting was called to order by the Chairman, Mr. Thompson. Minutes of the last meetings were read and approved. Motion to approve the minutes as presented was made by Mr. Blanchard and seconded by Mr. D'Acuti.

May warrants were presented and discussed. Motion to approve the May warrants made by Mr. Blanchard, seconded by Mr. Corley. Approved. Operating Statements were presented and discussed. A Motion to approve the operating statements was made by Mr. D'Acuti, seconded by Mr. Corley. Approved.

Motion to move into Executive Session made by Mr. D'Acuti, seconded by Mr. Blanchard. Meeting went into Executive Session at 4:02 p.m. Meeting moved back into regular session at 4:42 p.m. Motion to move into regular session made by Mr. Blanchard, seconded by Mr. Corley.

A motion to amend the agenda was made by the Director of Aviation to amend the agenda as follows:

- Item 4 - Pratt & Whitney - Northern -office construction
- Item 5 - Terminal renovation
- Item 6 - Pratt & Whitney exclusive
- Item 7 - Report from Indianapolis trip
- Item 8 - Up date on taxis

REPORTS

Mr. Houghton reported that Clark Transportation want to lease a booth in the terminal lobby for ground transportation information, rented on a square foot basis. After a brief discussion, a motion was made by Mr. Corley that a booth be rented to CTA on a sq. ft. basis for a trial period of 12 months. Seconded by Mr. D'Acuti. All in favor.

## MINUTES

Burlington Airport Commission

June 7, 1984

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### BUDGET REVIEW

Mr. Thompson reported that an arrangement had been agreed upon with Mayor Sanders that \$300,000 of airport revenues be paid into the City of Burlington General Fund for this year (1983/84) and 1/2 the parking lot revenues for the 84/85 fiscal year, but not less than \$250,000 in exchange for the Mayor's agreement with line item transfers in the 83/84 budget, approval of the 84/85 airport budget and support of the terminal expansion plan. Mr. Thompson and Mr. Houghton had attended the Finance Board meeting of June 6th. Mr. Barnes said he didn't think a vote by the commissioners was necessary because the Board of Aldermen have to approve this agreement. It was reported that the Airport budget becomes part of the Mayor's budget.

At this point, Commissioner D'Acuti read a paper (copy attached) expressing his views on the agreement with the Mayor.

### PRATT & WHITNEY

Mr. Houghton reported that the Pratt & Whitney Company had requested permission to build a low-level lean-to type structure on the side of the Air North building for their offices. They would like a land lease. Mr. Houghton said that when P & W move in they need to have assurance that the airport would not require revenue from sales. They would be a lessee of Northern Airways. Mr. Barnes expressed the opinion that the commissioners might think of what the airport needs are. Northern could sublet to P & W. Discussion on policy and procedures. A Motion was made by Mr. Barnes and seconded by Mr. Blanchard to table the discussion until the meeting after the June 28th meeting - at which time Mr. Corley will report on his findings after looking over the leases. All in favor.

### GENERAL AVIATION TERMINAL RENOVATION

Mr. Houghton showed a drawing of Air North's plans to renovate their terminal building. Mr. Houghton would like the U.S. Customs to be moved from this building to the air cargo area. He has spoken to the district area supervisor who is agreeable to the move. After a brief discussion the commissioners said they agreed with the concept, but would like to see drawings of the interior detail of the plans for final approval.

### TAXIS

Mr. Thompson reported that he is receiving considerable input from the taxi companies and Mr. Barnes said he would like to have a public meeting next month for expression of views, then come back to the commission with reports. Mr. Barnes and Mr. Blanchard to meet with Mr. Houghton on June 14th regarding the taxi situation and then publish the hearing date after talking to all airport personnel about the meeting.

### AAAE

Mr. D'Acuti reported on his and Mr. Houghton's trip to the AAAE meeting in Indianapolis, and showed many pamphlets and information gathered at the meetings. Some of the reports were regarding jetways, policy procedures, etc.



MINUTES  
Burlington Airport Commission  
June 7, 1984  
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Move to adjourn was made by Mr. Blanchard, seconded by Mr. Corley.  
Meeting adjourned at 5:40 p.m.

Respectfully submitted,

Carolyn P. Wright, Clerk

I HAVE BEEN AN AIRPORT COMMISSIONER FOR 18 YEARS AND HAVE JUST BEEN REAPPOINTED TO MY 19TH YEAR. I AM DISAPPOINTED THAT THE MAYOR WHO HAD PRIVATE MEETINGS WITH DICK CORLEY, BOB BLANCHARD AND BILL THOMPSON NOT ONCE INQUIRED ABOUT SOUTH BURLINGTON.

MAYOR SANDERS WAS QUOTED AS SAYING - "THE MONEY THE CITY IS TAKING WILL IN NO WAY AFFECT EITHER THE OPERATIONAL NEEDS OR THE CAPITAL NEEDS OF THE AIRPORT. THIS MONEY COMES TO THE CITY AS A RESULT OF A LARGE SURPLUS IN THE OPERATIONS OF THE AIRPORT PARKING LOT, AND IS AN ACKNOWLEDGEMENT THAT THE TAXPAYERS OF BURLINGTON HAVE CONTRIBUTED SIGNIFICANTLY - GOING AS FAR BACK AS 1927 - TO THE UPKEEP AND EXPENSES OF THE AIRPORT." (END OF QUOTE)

THE SOUTH BURLINGTON TAXPAYERS HAVE ALSO CONTRIBUTED SIGNIFICANTLY, IF NOT MORE - TO THE UPKEEP AND EXPENSES OF THE AIRPORT.

THIS AGREEMENT WITH MAYOR SANDERS WILL AFFECT THE OPERATIONAL AND CAPITAL NEEDS OF THE AIRPORT. THIS AIRPORT COMMISSION HAS DONE A TREMENDOUS JOB IN OPERATING THIS AIRPORT AND HAVING THIS AMOUNT OF MONEY IN RESERVE FOR A MAJOR EXPANSION OF THE AIRPORT TERMINAL. TAKE AWAY \$300,000 AND IT WILL COST JUST THAT MUCH MORE TO EXPAND. THIS WILL POSITIVELY AFFECT THE OPERATIONAL NEEDS. YOU ALL KNOW THAT SOUTH BURLINGTON HAS BEEN VERY COOPERATIVE WITH THE AIRPORT.



#1 - TAXES - THERE WAS 157 ACRES OF LAND THAT THE FEDERAL GOVERNMENT TRANSFERRED TO THE AIRPORT THAT WAS NOT RECORDED. THEREFORE SOUTH BURLINGTON LOST AT LEAST 1 YEAR OF TAXES.

#2 - SOUTH BURLINGTON HAD A TEN YEAR CONTRACT GIVING THE BURLINGTON AIRPORT A TAX BREAK. THE AIRPORT HAS BEEN ASSESSED AT ONLY \$1,089,900 - TAXES ONLY \$50,560.47. THE AIRPORT SHOULD BE ASSESSED FOR \$5 MILLION. ((THE MAYOR SAYS IT IS WORTH BETWEEN 5 AND 10 MILLION).THIS WILL MAKE TAXES CLOSE TO \$300,000.

THE MAYOR STATED THAT NEXT YEAR THE CITY WILL TAKE HALF OF THE REVENUE GENERATED BY THE AIRPORT PARKING LOT, BUT NOT LESS THAN \$250,000.

FEDERAL LAW PROHIBITS SPENDING AIRPORT REVENUES FOR ANYTHING OTHER THAN AIRPORT EXPENSES. I REALLY DON'T KNOW OF ANYONE THAT PARKS IN THEAIRPORT PARKING LOT THAT DOES NOT HAVE ANYTHING TO DO WITH THE AIRPORT. OVER THE PAST YEARS WE HAVE TORN DOWN A DOZEN HOMES TO EXPAND THE PARKING LOT AND WE STILL NEED MORE PARKING. IF THIS PARKING LOT IS NOT AIRPORT ORIENTED, AND NOT OWNED BY THE AIRPORT, SOUTH BURLINGTON WILL HAVE TO INCREASE THEIR TAXES SUBSTANTIALLY.

SOUTH BURLINGTON HAS COOPERATED WITH THE AIRPORT WITH SERVICES, FIRE, POLICE, SEWAGE, WATER, ORDINANCES (LAST ORDINANCE - NO PARKING ON AIRPORT PARKWAY), ZONING AND PLANNING - COOPERATED BY SLOWING DOWN THE BUILDING OF HOMES NEAR THE AIRPOT. ALSO FORMED NOISE COMMITTEE TO TAKE THE PRESSURE OFF THE AIRPORT. LAST AND NOT LEAST IS ROAD MAINTENANCE TO AND FROM THE AIRPORT.

OUR OPERATION COSTS WILL GO UP. WE WILL HAVE TO RAISE LANDING FEES, RENTALS, AND NOW WITH DEREGULATION THE AIRLINES HAVE TO SHOW A PROFIT OR THEY MOVE ON. REMEMBER DELTA. ONE OF THESE DAYS CANADA WILL STRAIGHTEN OUT THEIR FARES OR AN AIRLINE LIKE PEOPLEXPRESS WILL FLY OUT OF MONTREAL CAUSING US TO LOSE 20% OF PASSENGER BUSINESS. BETWEEN THE 2 CITIES NEXT YEAR WE'LL BE TAKING OUT OF OUR BUDGET BETWEEN 1/2 TO 3/4 MILLION DOLLARS AND THIS WILL CERTAINLY EFFECT OUR OPERATIONAL OR CAPITAL NEEDS.

MAYOR SANDERS WAS QUOTED SAYING THAT HE AGREED TO SUPPORT THE AIRPORTS PROPOSED BUDGET FOR THE COMING YEAR AND TO SUPPORT A MAJOR EXPANSION OF THE AIRPORT TERMINAL UPON RECEIVING THIS MONEY. THIS IS HARD TO BELIEVE HE WOULD SAY THAT. IS THIS A PHONEY BUDGET? DOES HE REALLY BELIEVE THAT WE DO NOT NEED AN EXPANSION? NO - HE KNOWS THE BUDGET IS RIGHT - AND WE DO HAVE TO EXPAND.



MINUTES  
Burlington Airport Commission  
May 14, 1984  
7:30 p.m.

This special meeting to review the proposed 1984-85 Budget was attended by all the commissioners, but was a workshop-type meeting and minutes were not taken. A subsequent meeting was planned for 8:00 a.m. on May 23, 1984 for finalization of this Budget.

MINUTES  
Burlington Airport Commission  
May 23, 1984  
8:00 a.m.

PRESENT:

William P. Thompson, Chairman  
M. Robert Blanchard, Commissioner  
Gary Barnes, Commissioner  
J. Richard Corley, Commissioner  
Vincent D'Acuti, Commissioner  
Walter E. Houghton, Director of Aviation  
Morton D. Bostock, Accountant  
Carolyn P. Wright, Recording Secretary

Discussions were resumed regarding the Budget (continuing from the May 14th meeting).

A motion to approve the Budget with the following changes:

Addition of \$7,000 to capital items for a used wrecker.  
5% South Burlington tax increase  
National Weather Service rent increase from \$8 to \$14 s.f. after  
Sept. 1, 1984.

Motion made by Mr. D'Acuti, seconded by Mr. Barnes. All in favor.

A discussion then followed regarding the Mayor's request to commissioners for \$200,000 to be given to the city general fund out of excess monies from the airport at the end of fiscal year 83-84 - June 30, 1984.

After some discussion, a motion was made by Mr. D'Acuti that the discussion be tabled until the commission had further information. Seconded by Mr. Barnes. Motion defeated.

A motion was then made by Mr. Corley: To divert \$200,000 to City of Burlington from the 83-84 funds less known and unknown liabilities as of 6/30/84 and empower representatives to negotiate a not-to-exceed figure of 25% excess of revenues

MINUTES

Burlington Airport Commission  
Special Meeting  
May 23, 1984  
Page 2

over expenditures after adequate capital expenditures for the ensuing years. Seconded by Mr. Blanchard. Motion defeated.

Motion amended by Mr. Corley: To authorize the chairman to negotiate with the city with a formula. Delete the \$200,000 this year but to re-negotiate a deal over this, and to empower the chairman and Mr. Houghton to enter into negotiations and come back to commission for approval.

Motion defeated 3-2.

Further discussion regarding diversion of airport revenues.

A motion to adjourn made by Mr. D'Acuti. Seconded by Mr. Barnes.  
Approved.

Meeting adjourned at

Respectfully submitted,

Carolyn Wright  
Recording Secretary/  
Office Manager



MINUTES  
Burlington Airport Commission  
May 3, 1984

PRESENT:

William P. Thompson, Chairman  
M. Robert Blanchard, Commissioner  
Gary Barnes, Commissioner  
J. Richard Corley, Commissioner  
Vincent D'Acuti, Commissioner  
Walter E. Houghton, Director of Aviation  
C. Wright, Recording Secretary

The Meeting was called to order at 3:30 p.m. by the Chairman, Mr. Bill Thompson.

MONTHLY REPORTS

Minutes of the previous meeting were presented and approved as presented. The April Warrant was presented and discussed. A motion to approve the warrants as presented was made by Mr. Blanchard, seconded by Mr. Barnes. Motion passed.

Operating statements were presented and discussed. It is planned for Mr. Houghton and Mr. Thompson to go before the finance committee to re-allocate some of the budget figures. A Motion to approve the operating statements was made by Mr. Blanchard, seconded by Mr. D'Acuti. All in favor.

A Motion to amend the agenda to add items as follows was made by Mr. D'Acuti, seconded by Mr. Blanchard. 4. Personnel organization chart; 5. Snow removal award; 6. Terminal expansion. All in favor.

REPORTS

Re: Air Florida

For the benefit of all the commissioners, Mr. Houghton recounted the events of the previous week with regard to Air Florida: The City Attorney had brought suit against Air Florida for the unpaid invoices in the amount of approximately \$21,000. Court date was set for April 21, 1984. On April 20, Air Florida representative, Mr. G. W. Anderson visited Mr. Houghton's office. The purpose of his visit was to bring a check for the outstanding invoices. He was accompanied by the Properties and Facilities Manager of United Airlines, Mr. S. R. Wallace. Mr. Wallace presented a United Airlines check for \$22,500 to pay Air Florida's outstanding invoices. In return for this payment, United requested permission to appear before the Airport Commission at their meeting on May 3rd to appeal the decision made by the commission at their April 5, 1984 meeting to give Air North the space vacated by Air Florida. An agreement was drawn up by Mr. McNeil's office to accept this check in payment of Air Florida's invoices and to grant permission for United to be represented at the commission meeting on May 3rd.

MINUTES

Burlington Airport Commission

May 3, 1984

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At this time, Air North representatives Andy Deeds and Dave Robinson, along with Air Florida's Mr. G. W. Anderson and United's Mr. S. R. Wallace came into the meeting. Mr. Anderson handed the commissioners a letter expressing appreciation, goodbyes, etc. from the airline. Mr. Wallace then apologized for not making the last meeting (due to weather and flight was cancelled) and reported that United has been working with Air Florida to try to sub-lease their Burlington exclusive terminal space. He expressed pleasure in the 14 months United has been in Burlington and said they have received excellent co-operation. United plans 3 flights/day starting 7 May and additional flights in June, forecasting 6,000 enplanements per month in the very near future. Mr. Wallace expressed a concern over lack of space, in particular baggage makeup and office. He said he appreciated Air North's needs, but requested that United be given the Air Florida space, feeling that this could be a temporary move until the terminal expands and there would be room for all. He then requested that the Commission reconsider their decision of the assignment to Air North.

Mr. Deeds said that Air North would be putting on some additional flights in June, also. He expressed a willingness to sublet an office for the United Airlines Manager. Mr. Deeds felt that their enplanements did entitle Air North to the Air Florida space. They will be adding 3 round trips to Boston in June in addition to the 17 turnarounds per day presently going.

Mr. Blanchard asked about the PBA space and whether United would be interested in that, but Mr. Wallace replied that it was "unworkable".

There followed a discussion regarding possible alternatives and then a motion was made by Mr. Blanchard to move into Executive Session - seconded by Mr. Barnes and the meeting moved into Executive Session at 4:37 p.m.

A motion to return to regular session was made by Mr. Barnes and seconded by Mr. D'Acuti, to move back into regular session. All in favor. The meeting resumed regular session at 4:37 p.m.

A motion was made by Mr. Barnes that the commission stay with their original decision to lease to Air North the vacated Air Florida space and allocate \$10,000 for renovations for United's space. Seconded by Mr. Blanchard. All in favor.

TERMINAL SEATING:

Mr. Houghton proposed that the airport take over the hold area that Air Florida had been using. He has negotiated to buy the chairs for \$20 each and the baggage conveyor for \$2900. Also, PeopleExpress have seats in the wrong color that we can purchase as "used" property. The cost was \$168/each and the airport can buy for \$99.50 each. Total cost: \$7900 for chairs. These can be used throughout the terminal to replace worn seating.

A motion to purchase the chairs as outlined above by Mr. Houghton was made by Mr. D'Acuti and seconded by Mr. Corley. All in favor.



MINUTES  
Burlington Airport Commission  
May 3, 1984  
Page 3 of 3

TAXI SITUATION:

Mr. Houghton reported that the influx of independent taxi owners has caused many problems. His office is receiving many complaints both from users of the taxis and owners. He contacted other airports to ask how they solve this problem and every one he contacted seemed to be having some sort of problems with the taxis. Mr. Houghton feels that a sub-committee is needed to study this problem and perhaps a fee should be charged for a taxi to be allowed to pick up and discharge at the airport. Mr. Thompson feels it should be brought before the Board of Aldermen; that the situation should be explored and then reported at the next commission meeting. Mr. Barnes and Mr. Blanchard agreed to study the situation and make this report.

PERSONNEL ORGANIZATION CHART:

Mr. Houghton presented his idea for an organizational personnel chart for presentation to the Salary Committee. This chart included a new patrolman, an engineer and an accountant/computer person. A discussion followed regarding the need for additional personnel and salaries.

A motion to approve the concept of the organizational chart as presented, but with the words "Tour Guide" deleted, was made by Mr. Barnes, seconded by Mr. D'Acuti. All in favor.

SNOW REMOVAL AWARD:

Mr. Houghton reported that the Burlington International Airport received an Honorable Mention Award at the International Snow Symposium which was being held in Allentown, Pennsylvania at this time.

TERMINAL EXPANSION:

A brief discussion on the proposed terminal expansion for the following year. Mr. Blanchard suggested that the commission meet with the Mayor to talk about the terminal expansion. Regarding the coolers on the roof, Air Comfort Co. will propose cooler repair or replacement within the next few weeks.

Commissioners set a meeting to review the proposed 1984-85 Budget as prepared by Mr. Houghton and staff on May 14th at 7:00 p.m.

Mr. Thompson reminded all that the next regular commission meetings would be June 7th and June 28, 1984 - both at 3:30 p.m. in the Airport Manager's Office.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Carolyn P. Wright  
Recording Secretary  
Office Manager

MINUTES  
Burlington Airport Commission  
April 5, 1984

PRESENT:

William P. Thompson, Chairman  
M. Robert Blanchard, Commissioner  
J. Richard Corley, Commissioner  
Gary Barnes, Commissioner  
Walter E. Houghton, Director of Aviation  
Carolyn Wright, Recording Secretary

MONTHLY REPORTS

Meeting was called to order by the Chairman, Mr. Thompson. Minutes of the previous meeting were presented and several corrections were made. A motion to accept the minutes after the corrections, was made by Mr. Blanchard and seconded by Mr. Corley.

Motion was made to add Item 7 - Walk-In Freezer for Restaurant - to the agenda was made by Mr. Corley, seconded by Mr. Blanchard. All in favor.

Warrant for March was presented and after a brief discussion a motion to accept the Warrant as presented was made by Mr. Blanchard, seconded by Mr. Corley. Operating Statements were presented and discussed. A motion that the operating statements be approved as presented was made by Mr. Blanchard, seconded by Mr. Corley.

Discussion led by Mr. Thompson regarding schedule of commission meetings for May and June. Meeting dates for next three times will be: May 3, June 7 and June 28 - all to be held at 3:30 p.m. in the Director of Aviation's office.

REPORTS

Air Florida has officially notified the Airport Manager that they will cease operations at Burlington on April 28, 1984. Manager reported that Air Florida owes approximately \$18,000 and that City Attorney is in the process of collection. Commissioners discussed possible lien and Mr. Barnes is to send a letter on behalf of commission to the city attorney, expressing their concerns over this matter.

AIR FLORIDA COUNTER

Two airline companies have requested that they be allowed to lease the space that Air Florida will vacate. At this time Air North representatives Andy Deeds, Dave Robinson and Andy Price came into the meeting and presented their reasons for wanting this space. They feel they should be given positive consideration due to Air North's growth and commitment to the Burlington area. Air North is the third largest carrier in Burlington based on the most recent months boarding statistics. They are averaging 5500 enplanements per month and have 17 turnarounds per day. The city has always been the airline's



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Burlington Airport Commission

April 5, 1984

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home base and they have continuously added capacity in this market over the past two year period. They have just placed in service a fourth F-27 aircraft on March 18 and anticipate the acquisition of a fifth F-27 within the next 60 days. As a further indication of their commitment, they have recently submitted a proposal for the erection of an additional maintenance facility to accomodate their growing fleet. They request the commission's approval to lease the vacated Air Florida space based on historical commitment, recent growth, current limitations, effects of de-regulation and current and future commitments.

United Air Lines' representative, Mr. S. R. Wallace, due to attend the meeting, but delayed in Boston due to weather, sent the Burlington Station Manager, Terri H. Chiparo. In a letter dated April 2, 1984 from Mr. Wallace United indicated their interest in obtaining permanent exclusive space at Burlington Airport (specifically the present Air Florida space) to permit them to staff and handle all facets of its airline operation. They anticipate expanding their air service into and out of Burlington in the near future and can do so most economically using their own employees. They plan to add about eight employees to the staff when adequate space becomes available. They ask for the commission's approval to lease the present Air Florida space.

People Express Manager Skip Huffman, also attending the meeting at this time, said that People Express needs a heated garage and maintenance area because they will be having an overnight plane here in Burlington later. The hangar is important and the garage would be nice. A commissioner asked Mr. Huffman if they would be willing to work with Air North and Mr. Huffman gave an affirmative answer. Also he expressed pleasure with the new People hold-room trailer.

MULTI-YEAR EXPANSION PROJECT

Mr. Houghton explained the present stage activity for the overlay of Runway 15-33 to the air carrier representatives and commissioners, giving dates of construction, etc. He told how it will be phased and that there should be a maximum of 90 days disruption. Hopefully it can be completed in 60 days, but there will always be 6,000 ft of usable runway during construction. Military planes will go to Plattsburgh during this construction, which will begin June 18, 1984. Mr. Houghton reported on his meetings with F.A.A., the multi-selection process for an engineering firm, etc. 13 proposals were received as a result of the newspaper notice, which were short-listed to 4 firms. The selection committee chose Hoyle, Tanner & Associates who will be working with Wiemann-Lamphere and Thompson-Crenshaw. Included in future plans will be improvement of fueling procedures, de-icing conditions in addition to expanding the terminal facilities.

A motion to ratify the action of the Airport Manager in selecting Hoyle, Tanner & Associates as the successful firm for providing A/E services was made by Mr. Blanchard. Seconded by Mr. Barnes. All in favor.



MINUTES

Burlington Airport Commission

April 5, 1984

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Mr. Houghton reported that repair is needed on the chiller deck on the roof of the terminal. The maintenance man Tony Galente has recommended replacing it and the probable cost would be approximately \$120,000. Mr. Corley suggested that bids be called for from knowledgeable sources. A motion was made by Mr. Blanchard that the Airport Manager get 3 bid proposals for repair or replacement of the chiller deck. Seconded by Mr. Barnes. All in favor. Mr. Corley to work with Mr. Houghton on this item and report to commission at next meeting.

VEHICLE PARKING

Airport Manager Mr. Houghton informed the board that the airport parking lot has been at capacity for the last 45 days and a solution must be found for the parking problem. Mr. Blanchard suggested another location for the cars of employees. Brief discussion regarding off-airport parking. Commissioners asked Mr. Houghton to keep them posted on parking conditions.

AIR NATIONAL GUARD CRASH FIRE RESCUE

A possibility of the transfer of some Guard unit personnel has resulted in their request to terminate the commitment for crash fire rescue at the airport. Mr. Houghton reports that he is looking at the idea of employing additional men or getting some South Burlington fire fighters for this purpose. The fire fighting equipment will stay at the airport and possibly three (3) men. Mr. Barnes expressed the need for some sort of contingency plan. Mr. Corley feels the airport should embark on a program to bring fire fighting personnel perhaps from Colchester, Essex, etc. as a stop-gap procedure until airport hires their own people. All the commissioners agreed that if Air Guard will provide training for personnel from local fire departments, they would agree to the request. A Motion was then made by Mr. Corley that Commission approves Air Guard request subject to their co-operation in training of personnel on equipment. Seconded by Mr. Blanchard. All in favor.

FOOD SERVICE - WALK IN FREEZER

Mr. Toulis of the Airport Restaurant has requested that the commission approve the purchase of a new freezer. He has obtained an offer of \$1200 for the trade in of a freezer purchased for \$1500 originally. After a discussion, a Motion was made by Mr. Blanchard that Mr. Toulis get 3 bids for new freezer and that \$3500 set aside for ice maker go towards purchase of new freezer, and that a top figure of \$4,600 (\$3500 + \$1200 trade-in) be set for cost of a freezer.

At 6:20 p.m. the Commission moved into executive session on motion of Mr. Blanchard, seconded by Mr. Corley. At 6:29 p.m. the meeting returned to regular session. A motion was made by Mr. Corley that Air North (Brockway Airlines) be offered the space to be vacated by Air Florida. The Gate area will become joint use and under control of airport commission. Also the Kellogg hangar will be leased jointly between United Airlines and People Express. Seconded by Mr. Blanchard. All in favor.



MINUTES  
Burlington Airport Commission  
April 5, 1984  
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A motion made by Mr. Corley that Airport Manager strike best deal possible to move PBA into the Air North space. Commission requests a written request from PBA. Motion seconded by Mr. Blanchard. All in favor. In addition, commission asks Air North to try and provide space for an office for United's Mrs. Chiparo.

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Carolyn P. Wright  
Office Manager/Clerk  
Recording Secretary

MINUTES  
Burlington Airport Commission  
Special Interim Meeting  
March 14, 1984  
7:00 p.m.

PRESENT:

William P. Thompson, Chairman  
M. Robert Blanchard, Commissioner  
Vincent D'Acuti, Commissioner  
Walter E. Houghton, Director of Aviation

Carolyn Wright, Office Mgr/Clerk

REPORTS (Adjourned Meeting Items from March 1st meeting)

TERMINAL SIGNS:

Mr. Houghton has obtained verbal quote for all signs needed immediately for terminal interior and exterior of \$16,700, but would like to pare this to \$10,000. Discussed using the \$5,000 that was budgeted for crack fill and maintenance in object code 1500 and adding \$5,000 from the terminal expansion budget figure. Mr. Blanchard moved that the airport spend \$10,000 for the terminal signs. Seconded by Mr. D'Acuti. All in favor.

AIR NORTH HANGAR:

Mr. Houghton reported that Air North requests permission to build a hangar, approximately 120' x 240' (large enough for three F27s). Possible locations were discussed - among them building 890 (Emery now leases this building with expiry date 12/31/84), alert hangar area and Building 880 (now leased by G.B.I.C.)

Mr. Houghton expressed a desire to use Building 880 for U.S. Customs and all cargo carriers. G.B.I.C. to notify airport if they want to continue leasing Bldg 880 after 12/31/84. The commission asked Mr. Houghton to inform Air North they agree with the concept, but are waiting to see what can be done for Emery Air Freight.

AIR NORTH COUNTER SPACE:

Air North desires to integrate counter space with Air Florida. If Air North takes Air Florida space, PBA will take current Air North space, then a decision must be made as to the PBA space. Commission agrees and directs that Air North should negotiate with Air Florida and the move would be at the expense of Air North.

VENDING MACHINES:

Mr. Thompson reported that he had received a letter from Gary Martin reporting that he did not get to bid on the vending machine concession at the Airport when Gift Shop changed owners. Mr. Thompson studied the Gift Shop lease, which revealed Gift Shop has control of vending machines. He suggested the commission give other companies the opportunity to bid when present Gift Shop lease expires.



MINUTES

Burlington Airport Commission

March 14, 1984

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MUZAK

Mr. Houghton reported that he has been approached by the Muzak Company requesting that the airport have a trial demonstration of Muzak. Commission agrees to this demonstration.

PEOPLE EXPRESS HOLD ROOM (TRAILER)

Mr. Houghton reported that People Express paid \$15,000 to bring the trailers to the site and it will cost another \$15,000 to take them out. Discussion regarding amount of business People Express has brought to the airport, etc. Mr. Blanchard moved that commission pay up to \$25,000 for installation of terminal expansion trailer, connecting tunnel, etc. Seconded by Mr. D'Acuti. All in favor.

FOOD CONCESSION - TERMINAL LOBBY

Mr. Blanchard reported that the food concession in the terminal lobby must have a stainless steel counter in order to comply with health regulations. Also water must be at this location. Mr. Toulis has agreed to pay for the counter. Revenues to the airport from this concession for the period Jan. 4, 1983 to Jan. 31, 1984 were \$4,394.00. Estimated cost for construction of backdrop, water hook-up and canopy is \$1197.00.

Mr. Blanchard moved that airport provide not-to-exceed \$1200.00 to provide necessary improvements to food concession, first floor, terminal building. Seconded by Mr. D'Acuti. All in favor.

SNOW SYMPOSIUM

Mr. Houghton would like to send 4 people from Burlington to the Annual International Snow Symposium in Allentown, Pennsylvania April 30 to May 3, 1984. Mr. Blanchard moved that \$1500 be allocated for the trip, and it be left to the Airport Manager's discretion who to send. Seconded by Mr. D'Acuti. All in favor.

Mr. Houghton reported that Bar Harbor Airlines has indicated a desire to service Burlington with 2 trips per day from Portland, Maine. Reservations, etc. would be handled by PBA. Bar Harbor to be in touch later.

MINUTES

Burlington Airport Commission

March 14, 1984

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Mr. Blanchard noted that a car rental agency is advertising in the terminal lobby with prices showing in the ad. He believes this is prohibited in the terms of car rental agency leases (amount of rental). Mr. Houghton said that the City Attorney is checking this out currently.

Mr. Blanchard reported an incident where an angry passenger verbally abused one of the airport policemen. Commission agrees that if a similar incident should occur, the party should be invited to voice his complaint before the commission.

Airport Commission commenced Executive Session at 9:30 p.m.

Meeting adjourned at 10:15 p.m.

Respectfully submitted,

*Carolyn Wright*

Carolyn Wright  
Recording Secretary  
Airport Commission Meetings

March 14, 1984



MINUTES  
Burlington Airport Commission  
March 1, 1984

PRESENT:

William P. Thompson, Chairman  
M. Robert Blanchard, Commissioner  
Vincent D'Acuti, Commissioner  
Gary Barnes, Commissioner  
Walter E. Houghton, Director of Aviation

Carolyn Wright, Office Mgr/Clerk  
Bruce Beierwaltes, Air Florida

MONTHLY REPORTS

Meeting was called to order by the Chairman, Mr. Thompson. Discussion of the minutes of the previous meeting. Motion to approve the minutes as presented made by Mr. Blanchard. Seconded by Mr. Barnes. So moved.

February Warrant was presented and discussed. Some items discussed were personnel benefits, salaries, policemen, etc. Mr. Blanchard moved to accept the warrant as presented. Seconded by Mr. Barnes. All in favor.

Operating Statements were presented and Mr. Houghton informed the Commission that People Express had leased the trailer and had it brought to site, with our maintenance men doing the inside finish work together with Benchmark Restoration constructing the tunnel leading to the trailer. Mr. Houghton reported that cost will be more than original estimate of \$10,000 due to fire department regulations. Mr. Blanchard moved to table decision to accept cost of tunnel until next meeting when there is a better idea of final cost.

Mr. Blanchard moved that Operating Statements be approved. Seconded by Mr. D'Acuti. All in favor.

TERMINAL PLANNING

A presentation by two representatives from Hoyle, Tanner & Associates of Londonderry, New Hampshire revealed ideas for resurfacing of runway 15-33 and terminal expansion. Several alternatives were presented, including joining rehabilitation of runway and terminal expansion as one project, and applying for federal assistance. Two types of federal money are available: entitlement and discretionary, and the Burlington Airport has the possibility of \$1 million per year for three years from these funds.

MINUTES

Burlington Airport Commission

March 1, 1984

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F.A.A. has established selection criteria to qualify for federal funds which is called "multi-year selection". The procedure is to identify all projects the airport would like to accomplish over a period of 2, 3, or 5 years, etc., by a consultant team and then report to F.A.A. what firm will be involved. (New England as of this date has only a 3-year multi-year plan available). Procedure involves publicly advertising for qualified firms to submit proposals. When firm is chosen, pre-application for federal assistance is submitted to F.A.A.

Mr. D'Acuti moved for authorization of Airport Manager (Mr. Houghton) to proceed with multi-year selection process and pre-application to F.A.A. Seconded by Mr. Blanchard. All in favor.

Mr. D'Acuti made a motion to proceed with the Runway Rehabilitation Phase I Plan for Runway 15-33 (resurfacing two ends first). Seconded by Mr. Blanchard. All in favor.

TERMINAL SIGNAGE

Mr. George Doll, Mr. Keith Dudek and Mr. Mike Vanderheyden of Vermont Sign Graphics made a well-prepared presentation for airport signs, both inside and outside of the terminal. Mr. Thompson asked the cost of the signs. Mr. Houghton to meet with Vermont Sign Graphics to come to a price for signs needed immediately and then report back to the commission with this cost. Mr. Houghton reported that the State DOT is working on a sign for Williston Road (Direction to the Airport).

The commission decided to adjourn the meeting due to the late hour and re-adjourn at a special meeting March 14, 1984 at 7:00 p.m. to discuss remaining agenda items and proposed budget.

Meeting adjourned at 7:15 p.m.



MINUTES  
Burlington Airport Commission  
February 2, 1984

PRESENT:

William P. Thompson, Chairman  
M. Robert Blanchard  
Vincent J. D'Acuti  
Schuyler Jackson  
Gary H. Barnes  
Walter E. Houghton, Director of Aviation  
Carolyn Wright, Office Manager/Clerk  
Mike Donoghue, Burlington Free Press

MONTHLY REPORTS

1. On motion of Mr. D'Acuti, seconded by Mr. Blanchard, the Minutes of the January 3, 1984 Commission Meeting were approved as submitted. Motion passed.
2. The Operating Statements for December were reviewed. January statement not available for the meeting due to changeover of Office Managers. The January statement to be mailed to the Commission Members when ready, for review at the March 1 meeting.

The January Warrant was approved as presented on motion of Mr. D'Acuti, seconded by Mr. Blanchard. All in favor.

Discussion re Gift Shop - Complaints received that prices were too high. Mr. Houghton informed the Commission that a clause in the Gift Shop Owner's Contract states he can control the prices of the vending machines. Mr. D'Acuti feels that Mr. Houghton should speak to gift shop owner about the prices - that it is not good to be too expensive.

Short discussion on Air Vermont's indebtedness. Mr. Houghton reported that Mr. McNeil's office has copies of outstanding invoices.

Mr. Jackson reported that he has changed residence from Burlington to Hinesburg and submitted his resignation effective February 3rd, 1984. Commission noted with regret Commissioner's resignation, praised him for his contributions to the Commission, especially his participation in obtaining the Energy Management System.

TERMINAL PLANNING

Mr. Dennis Webster of Wiemann-Lamphere, Architects appeared to display additional and updated schemes for the terminal expansion for the Board's review. Mr. Webster explained Scheme A and B again, for purposes of review and then showed Scheme G, which included 3 jetways,

MINUTES

Burlington Airport Commission

February 2, 1984

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four escalators and baggage claim at north end. This is a linear scheme, which doubles the size of the airport. Pricing for this scheme not yet complete. Preliminary estimated pricing is \$3,200,000 for Scheme A, \$2,500,000 for Scheme B, and a ballpark estimate of \$4,000,000 for Scheme C. There was a discussion on the feasibility of buying jetways, because air carriers are concerned that rents, fees, etc. might be raised to cover cost of these. Mr. Houghton said that "used" jetways are sometimes available for sale, which might cut the costs in Scheme C. Mr. Barnes suggested some pro-forma financial statements be prepared which will determine the possibility of an expenditure of \$4,600,000; necessity of raising rents, fees, etc. and possible profits. Also it was agreed by all that they need to know the cost to service the debt. Mr. Blanchard in favor of not-so-costly expansion. Majority of attendees agree Scheme B is good, and Scheme C. is better, but is it affordable? Mr. Barnes proposed the community be included in the decision. Mr. Houghton reported that there might be a possibility of obtaining some federal money for this project, and that a group, including 2 Commissioners, 2 architects, and Mr. Houghton will visit the Portland, Maine airport on February 14 for the purpose of observing their expansion, maintenance procedures, computers and general operation. Portland was the recipient of federal funds for their expansion. Some information regarding this aspect is expected.

Decision unanimous to wait for financial figures, the Crenshaw report, etc. before deciding which Scheme is best.

3. The Manager reported that the Montair Lease is a 5-year instead of a 3 year one. Northern Airways space is redesignated - both parties satisfied. Lease done by Joe McNeil's office. Manager is authorized to sign leases up to \$50,000. Higher amounts need Mayor and Board of Aldermen approval.

Mr. Blanchard moved that the leases be submitted for approval, seconded by Mr. D'Acuti. All in favor.

The Airport Manager reported that Air Vermont owes \$3,825.00, plus November, December and January fuel reports, usually averaging \$450-\$500 monthly. Mr. McNeil has the Air Vermont outstanding invoices (copies) and it was questioned if Air Vermont should be allowed to operate until all bills are paid. Manager to check with City Attorney for legality. Mr. Thompson suggested that future leases should require a deposit (e.g. first and last months' rent) to avoid future similar problems. Manager reported that Mall Airways interested in servicing Burlington if Air Vermont does not start up again. Manager reports that Air Florida is almost current with payments.



4. RUNWAY RE-HABILITATION PROJECT

Manager showed plan and reported that construction will commence May 1, 1984 and continue through June. 64,000 tons of asphalt will be used and the work will be done from 10:00 p.m. until 7:00 a.m. each night. Possible changes in equipment in here. Mr. Houghton noted that airports are still included in Mr. Reagan's budget.

5. TERMINAL SIGNS

Mr. Vanderheyden from Vermont Sign Graphics was to be at meeting, but wasn't quite ready with proposals. Plans to attend March 1 meeting.

Mr. D'Acuti discussed signs. Motion was made by Mr. Blanchard, seconded by Mr. Barnes, that \$260 be spent for airport signs along Williston Road. All in favor.

6. Agenda was amended to include discussion re Pilgrim Airlines. This airline will service Burlington commencing March 5, 1984. Planes are Twin Otters, 2 flights daily, servicing Islip, Albany, Burlington, Montreal (Dorval) and Groton.

7. Mr. Houghton proposed making a bus stop in front of the terminal, using existing parking spaces which will include a shelter. This will alleviate the traffic congestion and is enthusiastically endorsed by the transit companies. The cost will be approximately \$10,000 maximum for guardrails and asphalt. Manager feels this is probably a high estimate. A motion by Mr. Blanchard for a "not-to-exceed" figure of \$11,000 for the bus lane was made. Seconded by Mr. D'Acuti. All in favor.

On the same subject, Mr. Blanchard suggested a booth for a policeman be erected near the bus lane. Mr. Houghton explained that this was planned and a seventh policeman is included in the new budget for this purpose.

8. Mr. Houghton reported that the Airport will have a visit on Feb. 9 by the Associate Administrator of the F.A.A. and he invited the Commissioners to be present. Manager to notify the commissioners of exact time of visit.
9. Welcome was given to new Office Manager, Carolyn Wright.
10. Suggestion was made to make a resolution (official) for Commissioner S. Jackson expressing gratitude for his services to the Commission. All in favor.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Carolyn Wright, Office Mgr, Clerk

MINUTES  
Burlington Airport Commission  
January 5, 1984

PRESENT:

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

ABSENT:

Vincent J. D'Acuti

On motion of Mr. Jackson, seconded by Mr. Blanchard, the agenda was amended to include Reports item i. Alert Hangar, j. Crenshaw Agreement, k. Schedule for Regular Meetings, l. California Airport Commissioners Meeting, Executive Session, item #1: Property Acquisition and item #2: Airline Negotiations. All were in favor.

MONTHLY REPORTS

1. On motion of Mr. Blanchard, seconded by Mr. Jackson, the Minutes of the December 1, 1983 Commission Meeting were approved as submitted. All were in favor.
2. The December Warrant was approved as presented on motion of Mr. Barnes. Mr. Jackson seconded the motion and all were in favor.
3. The operating statements were then reviewed by the attendees and unanimously agreed to devise a method for collection of delinquent accounts. Mr. Barnes moved the Manager be directed to advise all tenants in arrears that a check to bring their accounts current must be received by the next regular Board meeting or the matter will be referred to the City Attorney for collection action. Mr. Jackson seconded the motion for discussion. Mr. Jackson reiterated his desire to see the Manager formulate a payment program for all agencies, which prompted Mr. Barnes to amend his motion to direct Mr. Houghton to implement a short term program for collection as well as a long term program so the outstanding items are dealt with equitably. Mr. Jackson seconded the motion and the floor was opened for discussion. Mr. Thompson was in favor of Mr. Barnes' motion, but felt further definition should be made to ensure that ultimately, the Commission should be responsible for all decisions relative to executing lease rights under such circumstances. Mr. Barnes then amended his motion accordingly to authorize Mr. Houghton to implement such programs for collecting receivables short of referring such issues to the City Attorney without approval of the Chairman of the Board. Mr. Jackson seconded the motion and all were in favor. Mr. Blanchard moved to approve the Operating Statements for record, seconded by Mr. Jackson. All were in favor.



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## REPORTS

1. Mr. Peter Cole of Air Comfort, Inc. attended the meeting to provide an overview of the Energy Management System principals, practices and accomplishments to date and answer any questions Board members may raise on the system. Mr. Cole explained energy savings principals such as O. A. Reset Control involving adjustment of hot and cold deck temperatures, upgrading existing pneumatics and installation of new pneumatic system. Other controls explained were the Economizer, Set-Back and Advance Start Control principals. Estimated energy savings had been computed to date and Mr. Cole was optimistic that savings will exceed the cost of the system in less time than originally anticipated. Mr. Cole then recommended repair of obviously faulty mixing boxes located in the car rental booths and baggage area, completion of the building air balance and installation of air curtains in each terminal front foyer to reduce heat loss. The Commission was quite pleased with Mr. Cole's presentation and agreed to schedule a tour of the system installation with Mr. Cole in the near future.
2. Mr. Dennis Webster of Wiemann-Lamphere, Architects appeared to provide two schemes for terminal expansion for the Board's review. Considering input and recommendations from the airlines, Mr. Webster explained that from their standpoint, it would be cost effective to combine all passenger hold areas, which would also reduce security checkpoint costs. Both schemes provide for loading docks and in brief, Scheme A provides for baggage claim and freight area to the south, all ticketing in the center of the building with People Express as the sole tenant to the north. Scheme B provided for the ticketing areas to the south followed by a consolidated commuter holding area, People Express area and a holding area for major carriers to the extreme north. Due to the Vermont climate, Mr. Barnes was very much in favor of jetways, although it was stated that the airlines were only interested in jetways from a marketing aspect. Mr. Barnes was therefore, most interested in further review of Scheme A modified to eliminate the driveway for second level passenger entrance and replaced with escalators and jetways. Mr. Jackson would entertain further review of both schemes if further refined with more accurate cost estimates, as would Mr. Blanchard. Mr. Barnes added Mr. Webster should investigate utilizing present space available assuming the F.A.A. may vacate the building. The Board unanimously consented to requesting Mr. Webster return with Scheme A to better utilize the present space, Scheme B and Scheme C per Mr. Barnes' request utilizing escalators. All were in favor.
3. a. The Manager reported that he had been requested to submit a preliminary level funded budget for fiscal year 1984-1985. The Board slated Wednesday, January 25, 1984 at 7:00 p.m. for a budget review. It was also agreed at this time, to hold all regular session Commission Meetings on the first Thursday of each month as opposed to the last Thursday. The meeting reports would more effectively encompass the full month's activities and Mr. Thompson instructed to have notices prepared accordingly.



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REPORTS (Cont.)

- b. At the previous meeting, Mr. Houghton was directed to investigate an appropriate location for Mr. Hawkins' shoe shine operation. In conclusion, Mr. Houghton stated that he had not found a suitable area and also felt that to designate an area for the operation at this time would set a bad precedent for all others who have requested terminal space in the past for one purpose or another and were denied such a request. Mr. Blanchard moved to decline Mr. Hawkins' request to operate a shoe shine parlor in the terminal, but to review his request in the future when additional space is available. Mr. Jackson seconded the motion and all were in favor.
- c. Board members were provided with copies of Taxicab Rules and Regulations for operating out of the airport. Mr. Thompson stated he was not looking immediately for recommendations on solving problems which have persisted with the taxicab companies, but would like to see the Board move in the direction of improving taxicab service. When questioned by Mr. Barnes, Mr. Thompson stated that one of the greatest problems with the cab service is price gauging. Mr. Barnes responded that such a problem could be solved merely by disclosure of rates to the public. Mr. Houghton suggested to query other airports to see how their cab and limousine services are handled. Mr. Thompson added that perhaps a fee should be charged the taxicab companies and apply the fees collected toward employing a "starter" who would control trafficking the cabs. Mr. Blanchard felt this was a good idea as well, and Mr. Houghton was encouraged to research the matter and solicit input from other airports.
- d. Mr. Houghton wished to inform the Commissioners of the airport holiday travel and activity. In summary, he stated that December emplanements were approximately 35,750, the airfield maintenance crew weathered a severe ice storm resulting in a major carrier taxiing off a taxiway and the capacity of newly enlarged public parking lot was exceeded two days prior to Christmas.
- e. The Manager advised that relative to a Board directive of the previous meeting to devise a delinquent accounts collection procedure, various lease agreements have been studied to establish actual due dates of airport fees. Mr. Houghton will distribute memos to all airport users to inform them of their payment schedules and will attempt to initiate the program prior to the next regular meeting.
- f. Correspondence from Air North City Manager, Mark Snyder, was distributed to the Board and proposed certain hold room modifications which could be performed "in-house" to expand the gate three area to increase the number of flights the area could accommodate daily from two to seven. Consequently, congestion in the terminal lobby would also be reduced. Mr. Thompson



REPORTS (Cont.)

recommended the Board approve the proposed modifications to be performed "in-house" at a cost not-to-exceed \$5,000 and if so, have the matter brought back to the Board for review. Mr. Blanchard placed a motion on the table based on Mr. Thompson's recommendation. Mr. Jackson seconded the motion and all were in favor.

g. Miss Gleason provided Board members with a summary of the status of concessionaire audit reports. Of those agencies who have submitted their reports, the results were also provided. R. F. Lavigne had indicated their audit of the fixed base operations and parking concession will be completed and available for Board review at the February Commission meeting. The Board designated March 1, 1984 as the deadline for submission of all audit reports from tenants who are required by the terms of their concession agreements to do so.

h. Mr. Houghton informed the Commission that Miss Gleason has submitted her resignation as Office Manager on December 19, 1983.

i. Air Vermont had been occupying one bay of the Alert Hangars for their maintenance facility and has expressed an interest in renovating their area in lieu of constructing a new hangar for their operations. Considering requests from UPS and PBA for storage space, Mr. Houghton proposed reacquiring the Alert Hangars from Northern Airways and dealing with these clients directly. Northern could be allowed a thirty-day notice for the airport to assume management. The Board agreed to authorize Mr. Houghton to pursue the matter.

j. On motion of Mr. Blanchard, seconded by Mr. Jackson, the Manager was authorized to execute an agreement with Thompson Crenshaw for preparation of a Rate Study at a cost not-to-exceed \$15,000 and also provided City Attorney McNeil modifies the agreement to expand the scope of work to be performed. All were in favor.

k. Altering the schedule for regular Commission meetings was discussed under Reports item 3a.

l. A meeting of the Organization of Airport Commissioners had been scheduled for February, 1984 to be held in California. The Board unanimously agreed the need did not exist to approve Burlington Airport Commission representation.

At 6:15 p.m., on motion of Mr. Blanchard, seconded by Jr. Jackson, the meeting moved into Executive Session. Mr. Burns remained in attendance. The meeting returned to Regular Session at 6:30 p.m. Mr. Jackson moved Mr. Houghton be directed to proceed with the purchase of the Dumas owned property, seconded by Mr. Blanchard. All were in favor. The meeting adjourned at approximately 6:31 p.m.

Respectfully submitted,