

MINUTES  
BURLINGTON AIRPORT COMMISSION  
DECEMBER 12, 1985  
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Walter E. Houghton
Vincent J. D'Acuti	Carolyn Wright
Michael G. Cain	Morton Bostock
Huck Gutman	Jeff Davis
Sam Levin	Paul Newton

The meeting was called to order at 3:30 p.m. by the Chairman, Mr. Blanchard.

MINUTES:

Mr. Gutman moved to accept the minutes of the last meeting as written. Seconded by Mr. Cain. All in favor.

MONTHLY REPORTS:

The monthly bills from November were presented and discussed. Some items questioned were the Morin taxes and moving expenses, Commencers, overtime cost, etc. Commission wants the records to show special expenditures and special revenues.

Mr. Gutman made a motion to accept the November warrant. Seconded by Mr. Cain. All in favor.

AIRPORT PARKING - LT. HEBERT:

Lt. Hebert reported that since the new parking rules went into effect, the police are writing 40-60 tickets per day. Mr. Blanchard questioned the fact that only one officer was on duty the past weekend. Lt. Hebert explained that he was short an officer, but felt that it was a slack period that only one was needed on duty. He said that he had brought extra officers to the airport during the Thanksgiving weekend when needed. Mr. Blanchard reminded the Lt. that the contract calls for two officers on duty at all times and the Lt. said he would report these concerns to his Chief.

TERMINAL EXPANSION UPDATE:

Jeff Davis and Paul Newton of Pizzagalli Construction Co. reported to the Commission on the current change order status. Some questions raised were on the cost of airline ticket counter fitup and what rents will be paid in the new terminal.

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Mr. Houghton said he was to have a meeting with the airlines next week about this subject, and would report back to the Commission at the next meeting. Change Order #7 will go into the Capital expenditures budget and Change Order #11 - Mr. Davis to tell the Accountant what is needed in the office and it will be bought by the Airport. It was mentioned that perhaps the copier can be shared by HTA and Pizzagalli offices. Also, it was reported that the roofing insulation R factor is being studied by Wiemann-Lamphere for the existing roof.

Mort Bostock handed out a list showing contract prices of each contractor on the job, work done to date, and money now due. The total due was \$344,796.30. After some discussion, Mr. D'Acuti moved that we pay the recommended amount. Seconded by Mr. Gutman. So moved.

#### STATUS REPORT - CAPITAL PROJECTS:

Mr. Houghton reported that he went to FAA last Wednesday for a predesigned meeting on next summer's construction. The first intended project for next spring, (already having \$177,000.00 in 03 project funds committed), is a \$330,000.00 project to regrade the end of Runway 15 for the Airport approach lighting system incorporating 3300 linear feet of security fence. This is to commence around May 1, 1986. Also discussed was the new design of the terminal ramp, which incorporates relocation of the fuel farm tanks, drainage courses, and incorporation of a water/fuel separator. Alpha taxiway to be moved out seventy-five (75) feet to encompass the grass area. Discussion.

#### TAXI REGULATIONS:

Mr. Houghton reported that the taxi regulations are ready to be brought to the Board of Aldermen on Monday night. Discussion.

#### JOHN WILLIAMS - CONCESSION CONSULTANT:

Mr. Houghton presented a letter of proposal stating that we, the airport, would like to enter into an agreement with John Williams to assist us, with his expertise, in planning the terminal concession space. The cost will be \$3,000.00, including his travel. Discussion. Mr. Cain made a motion to approve the concept of the contract with John Williams, provided that the

existing terminal signs and causing appearance thereof be addressed by Mr. Williams. Seconded by Mr. Gutman. So moved.

VALLEY AIR CONTRACT:

Mr. Bostock presented the Valley Air Contract for approval by the Commission, to be brought before the Board of Aldermen on Monday night. Discussion. Mr. D'Acuti made a motion to accept the contract as presented, provided that all parties are in agreement. Seconded by Mr. Gutman. All in favor.

CORPORATE HANGER - SWANTON LIMESTONE:

Mr. Houghton presented a proposal that Dennis & Lucien Demers of Swanton Limestone would like to build a 60' x 80' corporate hanger for their own use. They would be paying seventeen cents (\$.17) per square foot with standard CPI adjustments. Discussion. Issue to be brought up again at next meeting.

PURCHASING POLICY:

Mr. Houghton and Mort Bostock presented a purchasing policy draft as an interim policy measure. Discussion. The Commission will peruse the policy and give input as needed. General approval of the policy was given.

There being no further business, Mr. Cain made a motion to adjourn. Seconded by Mr. Gutman. The meeting adjourned at 5:45 p.m..

Respectfully Submitted,

*Tamara Larivee*

Tamara Larivee/Clerk

MINUTES  
BURLINGTON AIRPORT COMMISSION  
NOVEMBER 26, 1985  
3:30 P.M.

PRESENT:

M. Robert Blanchard	Carolyn Wright
J. Richard Corley	Walter E. Houghton
Michael Cain	Morton D. Bostock
Vincent J. D'Acuti	
Huck Gutman	

The meeting was called to order by the Chairman, Mr. Blanchard at 3:30 p.m.

BUILDING #880 - EMS (Energy Management System)

Mr. Blanchard reported to the commission that the Finance Board had approved some of the items on the Capital Expenditures Budget, one of which was the Energy Management System for Building #880. Air Comfort, Inc. had made two separate proposals for this system and these were passed out to the commissioners for explanation and discussion. Mr. Houghton recommended the A12100/REX, and said it would pay for itself in two years. Mr. D'Acuti made a motion to accept the proposal for the A12100/REX, and it was seconded by Mr. Cain. Discussion. All in favor. Cost: \$23,345.00.

PARKING:

Lt. Hebert, of the Burlington Police Department and officer in charge at the airport, came into the meeting to tell the commission that the parking regulations for the front of the terminal had been approved by the Board of Aldermen and would go into effect on November 29th. New signs have been made and will be erected tomorrow (November 27th). Any unoccupied vehicle, illegally parked, will be ticketed. Autos presenting a hazard will be towed at the owner's expense.

TAXI REGULATIONS:

Mr. Houghton reported that the Taxi Regulations with amendments will go before the Board of Aldermen on December 2nd. If approved, these regulations will take effect 21 days after that.

TERMINAL EXPANSION:

Mr. Paul Newton and Mr. Jeff Davis from Pizzagalli Construction, and Mr. Jim Lamphere of Wiemann-Lamphere Architects, came into the meeting and passed out lists of Change Orders to the commissioners and explained each one, their cause and whether it was an added expense or a deleted expense. Mr. Barry Lussier, of Hoyle, Tanner and Associates was also in the meeting to answer questions, etc. There was a general discussion on the Terminal Expansion and all concerned felt it was moving along well. Mr. Houghton is to get together with Paul Newton and Jeff Davis to discuss the fitting up of

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each airline's exclusive terminal space in the new expansion in the near future.

Mr. Blanchard said the next meeting of the Commission will be the regular one on December 12, 1985 at 3:30 p.m.

There being no further business, Mr. Cain moved to adjourn. Seconded by Mr. Corley. The meeting adjourned at 5:15 p.m.

Respectfully submitted,

*Carolyn Wright*

Carolyn Wright/Clerk

MINUTES  
BURLINGTON AIRPORT COMMISSION  
NOVEMBER 14, 1985  
3:30 P.M.

PRESENT:

M. Robert Blanchard	Walter E. Houghton
Vincent J. D'Acuti	Carolyn Wright
J. Richard Corley	Morton Bostock
Michael Cain	
Huck Gutman	

The meeting was called to order at 3:30 p.m. by the Chairman, Mr. Blanchard.

MONTHLY REPORTS:

The monthly bills from October were presented and discussed. Some items questioned were the payments for overtime, airfield lighting, telephone, etc. Mr. Blanchard appointed Mr. Corley and Mr. Gutman to check on whether or not the airport would be justified to have a NE watts line on their telephone. He appointed Mr. Cain to review the telephone calls, and report back to the commission.

Mr. D'Acuti made a motion to accept the October warrant. Seconded by Mr. Cain. All in favor.

CAR RENTAL AGENCIES:

At this time Mr. Dave DeSarno (National Car), Mr. Tony Fagnoli (Avis) and Miss Emily Breedon (Hertz) entered the meeting. They were here to discuss the percentage rate paid to the airport on the car rental agency commissions. At an earlier commission meeting, Mr. Corley had made a motion to reduce this percentage to 9% on regular business and 5% on contract business. This was discussed and determined that this method of percentage payments was not feasible. After some discussion, Mr. Corley made a motion to rescind his previous motion. This was seconded by Mr. D'Acuti. All in favor. Mr. Corley then made a motion to reduce the amount from 10% to 8% from October 1, 1985 to June 30, 1986. Seconded by Mr. Cain. Discussion. Motion amended by Mr. D'Acuti to 8.5%. Mr. Corley accepted the amendment. Mr. Cain accepted the amendment. Motion voted upon and passed. Let the record show that after June 30, 1986, this amount to be negotiated.

TAXI REGULATIONS:

Mr. Blanchard reported to the Commission that the Ground Transportation Rules had been passed by the Ordinance Committee and the Board of Aldermen. They will go into effect November 25, 1985.

Mr. Cain moved that the meeting enter Executive Session at 4:35 p.m. So moved. The meeting resumed regular session at 4:50 p.m.

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NORTHERN AIRWAYS CONTRACT:

Mr. Corley reported on the progress of the Northern Airways Lease Agreement and handed out some comparison sheets showing what the old lease had compared to the terms of the new lease. He said that they were within a day or two of signing if the commissioners agreed. After some discussion, Mr. Cain moved to execute the contract incorporating the changes discussed today. Seconded by Mr. D'Acuti. All in favor.

TERMINAL CONSULTANT FOR RENTAL SPACES:

Mr. John Williams, who has a consulting firm in Toronto, came into the meeting to present his credentials to the Board. He made a brief presentation of his services, which include marketing research and planning for the commercial rental spaces in the terminal. He recently completed a job at Massport in Boston. After the presentation, Mr. Williams left the meeting and the commissioners discussed this service. Mr. Corley suggested that the Airport Manager contact Mr. Williams, asking for a specific proposal with a dollar figure be sent as soon as possible, because the Commission needs to decide earlier rather than later if they want to utilize this service.

VALLEY AIR SERVICES:

Mr. Gene Fodor and his attorney, Alan Webster, representing Valley Air Services came into the meeting to discuss their lease negotiations. After a brief discussion, it was decided to meet in Mr. Houghton's office on Monday, November 18th to finalize the lease. Mr. Corley will attend this meeting also.

CYNOSURE LEASE:

Mr. Houghton told the commission that the Flight Service Center for FAA would start construction this winter, and that the lease from Cynosure to the FAA was ready for their approval. The successful bidder for this project was the firm of Wright & Morrissey. Mr. Corley moved to send the lease to the Mayor of Burlington for signature. Seconded by Mr. D'Acuti. All in favor.

APCOA:

Mr. Governale of APCOA was at the meeting to report that his company had reviewed the language in the contract which was in question and that a decision had been made to agree with the Airport's interpretation of the 5th Amendment of June 4, 1983, of said contract. This decision will mean approximately \$25,000 in additional monies to be paid to BIA from APCOA.

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TERMINAL EXPANSION:

Mr. Houghton told the commission that several change orders to the Terminal Expansion contracts had been discussed with the Project Manager and Architects, et.al. in a meeting that afternoon and he reported on those change orders. Mr. D'Acuti made a motion to put the " telephone change order" on the capital expenditures budget. Motion died for lack of a second. Mr. Blanchard set another commission meeting for Tuesday November 26, 1985. He asked that Jeff Davis, the Project Manager from Pizzagalli be asked to come to that meeting and that the change orders would be discussed then.

Mr. Houghton reported on several projects, i.e., the customs apron project is finished and very satisfactory; the Act 250 (environmental) permit had come through for the Access Road from Williston Road and construction had started; Federal Express wants to build a 60 x 100 ft. ground support facility and will pay the airport the present rate for ground rental of 17c per sq. ft.

COMMUNICATIONS CONSULTANT SERVICE:

Mr. Blanchard told the commission that he, Mr. Corley and Mr. Houghton had met earlier in the week with Mr. Jack McCabe and Mr. Ken Pinkham, who are offering their services as communication consultants for the terminal expansion. Afer some discussion and a recommendation from all concerned, Mr. Corley made a motion to hire Mr. McCabe's firm for \$15,000. Seconded by Mr. Cain. All in favor.

CAPITAL EXPENDITURES:

Mr. Blanchard told the commissioners that he plnned to go before the Finance Board on Monday, November 18, to get their approval of our Capital Expenditures. He asked that two commissioners also attend this meeting. The clerk was asked to notify Mr. Levin, who had previously expressed a desire to attend this meeting, also.

There being no further business, Mr. D'Acuti moved to adjourn the meeting. Seconded by Mr. Gutman. Meeting adjourned at 6:30 p.m.

Respectfully submitted

*Carolyn P. Wright*

Carolyn P. Wright/Clerk



MINUTES  
October 24, 1985  
Burlington Airport Commission

PRESENT:

M. Robert Blanchard	Vincent J. D'Acuti
Michael G. Cain	Huck Gutman
Walter E. Houghton	Morton Bostock

The meeting was called to order at 4:30 p.m. by the Chairman, Mr. Blanchard.

TERMINAL EXPANSION UPDATE:

Mr. Blanchard asked Mr. Houghton to report on the progress of the Terminal Expansion construction contracts, etc. Mort Bostock gave copies of the list of contracts to each commissioner. He then reviewed quickly this list and gave explanations as questions were asked. Mr. Houghton also reported that one week from Monday would be the first installation of structural steel.

\$4.0 mil. plus contingency was the figure mentioned for the present terminal expansion cost.

Morton to notify Mr. Blanchard of any change orders and any cost overruns so he can inform the Board and make a decision as to whether a meeting is necessary. Mr. Blanchard said the Board should be cognizant of all change orders and the costs. Mr. Bostock to summarize these and report at the next meeting.

CAPITAL IMPROVEMENTS BUDGET:

Mr. Bostock said that it is necessary to ask for additional appropriations to the Capital Improvements Budget. A letter will be sent to Mr. Leopold and then to the Board of Aldermen for approval. Mr. Bostock explained what the improvements are and which ones were planned for in the FY84/85 budget.

Mr. Blanchard also mentioned that he thought all land acquisitions should be put on "hold" for now. After some discussion, it was decided to discuss land acquisitions as they come up.

Mr. D'Acuti made a motion that the board approve the purchase of a new automobile for the Airport Manager. Seconded by Mr. Cain. All in favor.

Mr. Bostock said he thought a contingency amount of \$30,000 should be put into the Capital Expenses Budget for emergencies, such as vehicle repair for the snow removal equipment, etc. The commissioners unanimously agreed with this amount.

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The final figures for the Capital Expenditure Budget were as follows:  
Approximate amount needed: \$192,000; appropriation for this year is \$470,000; carryover from last year: \$482,000. Needed: An additional \$40,000 appropriation.

Mr. Blanchard said that they were not ready to go before the Finance Board as yet with this request. He asked Mr. Bostock to give the City Treasurer the figures for his review first, with an anticipated visit to the Finance Board in November.

Mr. D'Acuti made a motion to approve the Minutes of the October 10, 1985 Commission meeting as presented. Seconded by Mr. Cain. All in favor.

There being no further business the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

*Carolyn P. Wright*

Carolyn P. Wright/Clerk

MINUTES  
BURLINGTON AIRPORT COMMISSION  
October 10, 1985

PRESENT:

M. Robert Blanchard	J. Richard Corley
Vincent J. D'Acuti	Michael G. Cain
Dr. Huck Gutman	Walter E. Houghton
Morton D. Bostock	Carolyn P. Wright

The meeting was called to order by the Chairman, Mr. Blanchard at 4:00 p.m.

MONTHLY REPORTS:

The September Warrant was presented and discussed. The method of invoice reporting was explained to the two new commissioners, Dr. Gutman and Mr. Cain. Mr. Blanchard asked the accounting department to put the total amounts for each object code on the Expense Sheet. Mr. D'Acuti made the motion to accept the September warrant. Seconded by Mr. Corley. So moved.

Mr. D'Acuti moved to go into Executive Session to discuss the car rental agencies. The meeting entered Executive Session at 4:37 p.m. Regular session was resumed at 5:00 p.m. At this time Mr. Simon Ellis and Emily Breedon of Hertz Corporation came into the meeting. Mr. Ellis was asking for a reduction to 8% from 10% in commission fees to the airport. When asked about contract business, Hertz reported that 29% of their business was contract. Mr. D'Acuti told the commission the results of his interviews with people from 26 airports while he was attending the meetings in Hartford - he stated that all except two said they were not going to reduce their percentages, in fact, some were increasing their rents. After some lengthy discussion, it was agreed among the commissioners that they would like to offer Hertz some relief and Mr. Corley recommended changing the amount to be paid to the airport to 9% on all non-contract business and 5% on all contract business, effective October 1, 1985 until June 30, 1986. This would be for all the car rental agencies - not just Hertz. After some additional discussion, this recommendation was made into a motion, seconded by Mr. D'Acuti. An addition to the motion was that audited statements have to be submitted to the airport from all the car rental agencies for verification. All in favor.

PROJECT PROGRESS REPORT

Mr. Houghton gave a report on the projects currently active on the airport; a brief summary follows:

Runway 15-33: Paving complete, finishing: regrading and lights.  
Grooving to commence Oct. 17 - 45 day contract: \$76,000

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PROJECTS, (Continued)

Air Cargo Apron: (2500 sq.yd.) Underway - fencing, paving, commencing within two weeks. \$108,000

Alert Access Road: Bids have been opened. Environmental hearing Oct. 24th, planning commission, Oct. 22. Gas, electric, utilities. Brockway access tie in.

Valley Air Services Hangar: Building ordered, planning hearings scheduled. Water line relocation on us. \$175,000

AAFS Building: (Automated Flight Service) Bid opening this week. Successful bidder: Wright-Morrissey. Amt: \$819,000.

Tower Facility: Next summer - FAA project

Runway 15 Approach: Pre-app grant into FAA - \$330,000  
Approach light project simultaneous

Glide Slope Modernization: 3/4 complete - FAA project.

Loran-C: Bedford, Nov. 4 - BTV second airport in U.S. \$3300 in project. Received notoriety.

Runway Friction Equipment: FAA reject specifications on self-contained vehicle.

PARK N'FLY

Mr. Houghton and the commissioners discussed a letter and Option to Purchase sent from Mrs. Charlier and her lawyer, Mr. Crampton, regarding the Park N' Fly concept. Mr. Corley made a motion that a letter be sent to Mrs. Charlier on behalf of the commission stating that there is no interest in continuing discussions. Seconded by Mr. Cain. So Moved. All in favor.

COMMUNICATIONS CONSULTANT:

Mr. D'Acuti made a motion to table this item until the next commission meeting. Seconded by Dr. Gutman. All in favor.

CAPITAL EXPENSES REQUEST:

Morton Bostock presented a list of capital items and reported that additional dollars are needed: \$144,985. Mr. Blanchard and Mr. Bostock to go before the Finance Board with this request at their next meeting.

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TRAVEL POLICY:

In order to clarify the Travel Policy currently in force, a dollar amount was set at \$30.00 per day for business expenses while travelling, with an additional allowance for extenuating circumstances. The only persons entitled to this will be the Airport Manager and Commissioners. This was made into a motion by Mr. D'Acuti, seconded by Mr. Corley. All in favor.

TOUCH N' GO:

This is a computer information terminal, set up in the main lobby, where persons can view locations of restaurants, churches, museums, etc. The commissioners approved the installation of this system, provided the firm work through Interspace, Inc., the airport advertising concessionaire.

The meeting entered into Executive Session at 6:10 p.m. for the purpose of discussing contract negotiations. At 6:40 p.m., regular session resumed.

Mr. D'Acuti made a motion to accept the letter of resignation from Peter Morton as submitted by his attorney. All in favor.

There being no further business, the meeting adjourned at 6:42 p.m.

Respectfully submitted,

*Carolyn P. Wright*  
Carolyn P. Wright  
Clerk

MINUTES  
Burlington Airport Commission  
Friday, September 13, 1985  
4:30 p.m.

PRESENT:

M. Robert Blanchard	Morton Bostock
J. Richard Corley	Jim Downar, HTA
Vincent J. D'Acuti	Carolyn Wright
Walter E. Houghton	

The meeting was called to order at 4:30 p.m. by the Chairman, Mr. Blanchard.

MONTHLY REPORTS:

The August bills were presented and discussed. Mr. D'Acuti made a motion to approve the August bills. Seconded by Mr. Corley. So moved.

PARK N' FLY:

Mrs. Lynn Charlier and her attorney, Mr. Steve Crampton entered the meeting to initiate some discussions regarding Mrs. Charlier's proposal for a Park n'Fly operation from a property she has purchased on Airport Drive, South Burlington. Mrs. Charlier had spoken to the Commission at an earlier meeting and asked for another hearing with her lawyer present. Mrs. Charlier said she would definitely proceed with her plans, but wanted to know the Board's objections so she could learn where the conflicts were and work out a compromise. She said she was told that the airport would not need this particular parcel of land for three to five years. Mr. Houghton and Mr. Downar, an engineer from Hoyle, Tanner & Associates said the land would be needed sooner; probably one to two years. Mrs. Charlier made an offer to work with the airport with regard to the drainage problems in that area. Mr. Crampton said that his client would provide the airport with the ability to purchase the land when it was needed for future expansion. Mr. Downar said the Airport was about to come under federal grant for the design phase of moving the fuel farm, etc. and he expected construction to start in the summer of 1986. Mr. Blanchard asked Mr. Crampton to work with Mr. Houghton and Mr. Downar and if a solution is reached, Mr. Houghton will report the results to the Commission for a decision.

HERTZ CORPORATION:

Simon Ellis, Bob McHugh and Emily Breedon of the Hertz Corporation entered the meeting to make a plea for some sort of interim relief from paying their 10% fee to the airport on their commissions. Previously, Hertz had requested a reduction to 8% which was denied by the Board. Mr. Ellis told the Board that Hertz had suffered losses 100% worse than last year in Burlington, due to high labor costs, automobile prices and upkeep. Mr. Corley suggested a payment of 8% on contract business over \$100,000, and 10% on all other business.

After some discussion, Mr. Blanchard asked Mr. Bostock, the airport accountant to make a report showing how the commission rates could be reduced without loss of revenues to the airport. Any reduction in commission percentage would be for all car rental agencies serving Burlington Airport, including Hertz. When this report has been completed and reviewed by the Board, Mr. Ellis will be contacted.

MCNEIL, MURRAY & SORRELL CONTRACT:

The law firm had sent a proposal to the Airport for legal services and after some discussion, Mr. Corley moved to accept their proposal as written. Mr. D'Acuti seconded the motion and the vote was unanimous.

TERMINAL EXPANSION:

Mr. Jim Lamphere reported that the electrical and mechanical specifications will be re-designed by next Friday (September 20). He said that some money is lost that had been saved in the beginning of the project due to changes in the design and bid prices. Mr. Lamphere said he would feel comfortable with a 3 to 4 percent contingency in the project budget. The mechanical specification has been sent out for bids; if the bid figures come in too high, the mechanical system will need to be re-designed. The Commission also discussed the possibility of using the Capital Contingency Fund to close in the second floor of the expansion (as an alternate to re-designing the mechanical system if the bids are high).

Mr. Corley made a motion to add Item #6 to the Agenda: OPERATION OF MOTOR VEHICLES REGULATIONS. So moved.

Attorney Nancy Sheahan had drawn up a set of regulations for parking of motor vehicles in front of the airport. After some discussion, Mr. Corley made a motion to adopt these regulations as written. Seconded by Mr. D'Acuti. All in favor. These regulations will now go before the Ordinance Committee (next meeting Sept. 26) for approval.

GROUND BREAKING CEREMONY:

Mr. D'Acuti and Mr. Blanchard asked the Clerk to include in the Minutes the report of the Ground Breaking Ceremony for the Terminal Expansion that took place at 9:30 a.m. on Friday, September 13, 1985. All the airport "family" was invited, along with Mayor Sanders, the Airport Commissioners and the Press and T.V. reporters. Special guests were Mrs. Grace Pugh, Mr. Don Russell, Mr. Louis Toulis, and Mr. Warren Waite. These guests, whose combined years of service to the airport is 141 years, were asked to turn a shovelful of dirt, along with the dignitaries.

BID OPENINGS:

Mr. Houghton reported to the Board that two bid openings had taken place on Thursday, September 12th. One was for grooving of the runway and Swank Associates were the low bidders. The other project was the Custom Apron Construction in front of Building #880. Low bidder for this was Frank Whitcomb Co. Both projects to be completed before winter.

CAPITAL EXPENDITURES:

The Capital Expenditures Budget was discussed with the Accountant, Mr. Bostock. The list of needed Capital Items was examined; some were deleted and amounts were changed for some. Final amount needed is \$847,200. \$470,000 has been approved by the Finance Board. A request for an additional \$377,200 to the Capital Expenditure Budget will be requested.

Mr. D'Acuti made a motion to go into Executive Session to discuss Land Acquisition. The meeting went into Executive Session at 6:48 p.m.

Mr. D'Acuti made a motion to spend \$142,000 to acquire two properties: the ones owned by Blondin and Metevier. Seconded by Mr. Corley. All in favor.

It was suggested by Mr. Blanchard that all the Commissioners go before the Finance Board when the Capital money is requested, and that Mr. Bostock present a full explanation on all line items shown on the capital list.

The meeting entered regular session at 7:14 p.m.

Mr. Bostock reported that several companies are consistently late in paying their bills; namely Northern Airways, Empire Airlines, Michael Cain (Hangar Condos). Mr. Blanchard asked the Clerk to write letters to all these companies telling them if they are not current by the next Commission meeting, they are invited to come and explain to the Board their tardiness. Mr. Corley also suggested that the Northern Lease which is now being negotiated, include a paragraph stating that finance charges would be charged on late payments.

There being no further business, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

*Carolyn Wright*

Carolyn Wright/Clerk



MINUTES  
August 8, 1985  
Burlington Airport Commission

PRESENT:

M. Robert Blanchard	Robert Briggs, FAA
Vincent J. D'Acuti	Jeff Davis, Pizzagalli
Walter E. Houghton	Paul Newton, Pizzagalli
Sam Levin, Bd of Aldermen	Ed Bidell, Pizzagalli
Jim Downar, Hoyle, Tanner	Carl Tortelano, Hoyle, Tanner
Bob Yandow, Wiemann-Lamphere	Morton Bostock
Carolyn Wright	Stephane Ansel

The meeting was called to order at 4:12 p.m. by the Chairman, Mr. Blanchard.

Mr. Briggs began by explaining the FAA requirements for the terminal expansion project grant. They are: 1. Back-up of rationale for having a Construction Management Firm; 2. Summary of the selection process for the Construction Management Firm; 3. A set of floor plans showing elevations; 4. Presentation of vision from controller cab explaining free vision, shadow areas, flood lights obscuring vision, etc.; 5. RE-summary of related costs and any support testing plans; 6. Guarantee of an upset limit on price from City of Burlington. After some discussion, it was decided that Hoyle, Tanner, and Associates would supply a portion of the requirements, Pizzagalli a portion, and the Manager's office a portion of the needed documents for FAA within the next few days.

A meeting was planned for the following day at 1:00 p.m. between the people from Pizzagalli, Wiemann-Lamphere and Airport Commission to discuss cost estimates for the Project.

PARK N' FLY:

Mrs. Lynn Charlier entered the meeting at this point and explained her Park N' Fly concept. She recently purchased the Meade Property on Airport Drive from Mr. Judge and wants to construct a parking lot. The general feeling of the commissioners present was that they are not interested in supporting this project. Mr. Blanchard explained to Mrs. Charlier that the airport intention is to institute Eminent Domain to obtain the property it needs. Mrs. Charlier said that it was her intention to proceed with her plans because of the large investment.

At 5:30 p.m. the meeting entered into Executive Session to discuss some aspects of the Terminal Expansion project.

No formal action was taken by the two Commissioners during this meeting.

There being no further business, the meeting adjourned at 6:02 p.m.

Respectfully submitted,

*Carolyn Wright*

Carolyn Wright/Clerk

MINUTES  
BURLINGTON AIRPORT COMMISSION  
JULY 25, 1985

PRESENT:

M. Robert Blanchard	Jeff Davis, Pizzagalli
Vincent J. D'Acuti	Jim Lamphere, WLA
J. Richard Corley	Morton Bostock
Walter E. Houghton	Carolyn Wright

The meeting was called to order by the Chairman, Mr. Blanchard at 4:10 p.m.

A motion to add the following items to the agenda was made by Mr. D'Acuti, seconded by Mr. Corley. Agenda so ammended. 3. June Warrant, 4. Rent A Car Report, 5. Airport Commissioners recognition, 6. Valley Air Services, and 7. Property-  
"Executive Session".

NORTHERN AIRWAYS:

Mr. Corley reported on the progress of lease negotiations with Northern Airways. He said that he had told Northern that the Commission wanted a lease two weeks from today to discuss.

FINANCIAL STATEMENTS:

The June Warrant was presented and discussed. Mr. Corley moved the Warrant be approved as presented. Seconded by Mr. D'Acuti. So moved.

Mr. Corley also moved approval of the July 11 and June 27 Minutes. Seconded by Mr. D'Acuti. So moved.

TERMINAL EXPANSION:

Mr. Lamphere introduced Mr. Paul Newton, Pizzagalli Project Engineer for the Terminal Expansion Project. Mr. Lamphere then presented and explained the budget figures. Said he was pleased with these numbers and Mr. Houghton said that USAir and United are 98% sure they will buy their own jetways. Mr. Lamphere was told to go to the next Board of Aldermen meeting with his budget figure of \$4,253,605.00 and to be sure and show the reimburseables when asking for the Board's approval of this budget. Mr. Lamphere said that all permit information was at the Environmental Board and construction is scheduled to begin August 19.

Mr. Lamphere also said that arrangements should be made with the Finance Board for the signing of contracts within the \$4.2 million contract. Efforts will be made to get onto the Board of Aldermen July 29th meeting agenda for this purpose.

RENT A CAR REPORT

Mr. D'Acuti reported that he had interviewed the different rent a car owners and managers and that the consensus of opinion was to stay at a 10% of commission payment. After some discussion, Mr. D'Acuti moved that the fee stay at 10%, seconded by Mr. Corley. The vote was 2 ayes and 1 opposed. Majority passed the motion.

AIRPORT COMMISSIONERS RECOGNITION

Mr. Blanchard suggested the Board recognize Mr. Thompson and Mr. Barnes (former commissioners) for their length of service, with a plaque, dinner or similar action. It was decided that the Airport Manager buy plaques for each man for this purpose.

VALLEY AIR SERVICE

This company had presented its plans for a FBO operation on the airport at the last meeting. After some discussion the following motion was made by Mr. Corley: "We allow Valley Air to come onto the airfield as a FBO, with 180 days to construct a 9600 sq.ft. building at an approximate cost of \$250,000. Airport to provide 25 tiedown spaces for aircraft and give temporary use of an Alert Pod and Access Road during construction." Seconded by Mr. D'Acuti. All in favor.

It was also noted that Valley Air will pay 17 cents per sq.ft. rent for the land where the hangar will be built. FBO lease will be drawn up.

The meeting went into Executive Session at 5:50 to discuss Property.

There being no further business the meeting adjourned at 5:55 p.m.

Respectfully submitted,

*Carolyn Wright*

Carolyn Wright, Clerk

MINUTES  
BURLINGTON AIRPORT COMMISSION  
JULY 11, 1985

PRESENT:

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

Walter E. Houghton  
William P. Thompson (for  
the APCOA discussion only)

Gifford Hart  
Nancy Sheahan, Esq.

The meeting was called to order at 4:06 p.m. by the Chairman, Mr. Blanchard. Mr. D'Acuti moved to add Item 6 to the agenda "South Burlington Action". Also, Mr. Houghton asked to add Item 7 to the agenda "Land Acquisition" in Executive Session.

MINUTES

Mr. D'Acuti said that the recording secretary had left out some details of his remarks at the last meeting (June 27th) and he brought these remarks into the meeting on a typewritten sheet and asked that they be included in those minutes. Mr. D'Acuti made the motion that the June 27th minutes be approved "as amended". Seconded by Mr. Corley. So moved.

JUNE WARRANT

The June Warrant was presented and discussed, but the final signing and approval was delayed until the next meeting (July 25) because the City of Burlington will not finish the year end closing until July 15th, when final figures and adjustments will be ready.

APCOA LEASE

Mr. Tony Governale from APCOA came into the meeting at this point with Mr. Alan D. Cohen, National Properties Director, Airport Development, of APCOA. Mrs. Nancy Sheahan, legal council for the Airport also entered the meeting. Mr. D'Acuti moved that the meeting go into Executive Session. Seconded by Mr. Corley. All in favor. The meeting went into Executive Session to discuss APCOA lease. Mr. William Thompson entered the meeting for this discussion.

HERTZ LEASE

Simon Ellis, Director, Airport Concessions, of Hertz Corporation came into the meeting at this time, along with Emily Breeden, City Manager for Hertz and Bob McHugh, New England zone of Hertz. Mr. D'Acuti moved that the meeting go into Executive Session. Seconded by Mr. Corley. Meeting moved into Executive Session.

## VALLEY AIR

Mr. Frank Donahue of Valley Air Services came into the meeting at this point, along with Dick Kellogg, a Burlington architect, to discuss erecting a building for a fixed based operation. They talked about a 80 x 120 ft. hangar with office space - 9600 sq.ft. They also felt that 15 tie down spaces was too tight and the need is for 25 spaces. An alternate to this plan would be to rehabilitate the west two pods of the alert hangars, plus office facilities and add parking; leasing this area from the airport. The commissioners told the Valley Air Group that they would consider their proposals and advise them of their decision at a later date. Conceptual plan and qualifications ready in 60 days. Mr. Blanchard will head a study group for this project. Mr. Houghton stated that a larger commitment to the airport (investment) would tend to keep out gypsy FBOs.

## AIRPORT POLICE AGREEMENT

Mrs. Sheahan (city attorney) discussed how the contract will work between the airport and the Burlington Police Department. Mrs. Sheahan left the contract for Commission signatures. Some discussion followed regarding former officers Morton and Gould.

## TAXI REGULATIONS


Mr. D'Acuti moved that the meeting go into Executive Session to discuss the taxi regulations. Seconded by Mr. Corley. So moved. After the meeting returned to open session, a motion was made by Mr. D'Acuti, seconded by Mr. Corley - that the Chapter 3 Ground Transportation Regulations, Amendment #1 and Amendment #2, be approved. All in favor.

## SOUTH BURLINGTON

Mr. D'Acuti, South Burlington representative on the board said that his Board needs a letter from the Airport Commission explaining why the South Burlington Police contract proposal was rejected. Also needed is an opinion on the jurisdiction of BPD officers to arrest in South Burlington. Mrs. Sheahan will look into this matter. He also stated that a meeting will be held in the South Burlington offices on August 5th which will address the bond issue that the City of Burlington will issue for the airport terminal expansion. Mr. Robert Fletcher from the City Attorney's office will attend this meeting.

## LAND ACQUISITION

The meeting entered Executive Session to discuss Land Acquisition. When it returned to regular session, the Meade property appraisal was approved.



There being no further business, the meeting was adjourned at 7:07  
p.m.

Respectfully submitted,



Carolyn Wright/Clerk



MINUTES  
BURLINGTON AIRPORT COMMISSION  
JUNE 27, 1985

PRESENT:

M. Robert Blanchard	Jim Lamphere
Vincent J. D'Acuti	Jeff Davis, Pizzagalli
J. Richard Corley	
William P. Thompson	Walter E. Houghton

Carolyn Wright

The Meeting was called to order at 3:30 p.m. by the Chairman, Mr. Blanchard. Mr. D'Acuti made a motion to amend the agenda to add Item 1: Approval of the Minutes; Item 2: Mitel Lease, Bldg #880 and Item 3: Executive Session, Land Acquisition. So moved.

Mr. D'Acuti, who was absent from the last meeting, wanted to go on record with the following remarks: "At a recent meeting the Airport Commissioners hired the Burlington Police Department at a cost of more than \$250,000, which is more than \$50,000 than what the South Burlington police bid. I am told that Mayor Bernard Sanders stated that there is no discussion in reference to the police departments. He will not sign a contract for the South Burlington Police. There is no reason for us to subsidize the Burlington Police Department. There is a savings of over \$50,000 in using the South Burlington Police department and there will have to be some agreements and cooperation between the two departments. I don't feel that this decision will help. The Burlington International Airport is always trying to get cooperation from South Burlington in reference to taxes, sewer, zoning, etc. I don't think this move is fair to the airlines as it will cost the airlines more money.

The Airport Commission allocated approximately \$900 to the Jazz Festival out of our PR funds which is used for having school children tours at the airport and continuing our history of the airport and public relations. I feel that this airport commission is starting to play politics instead of running the board on a business basis. There is no question in my mind that we have to go to a Regional Authority. I request a copy of these minutes be sent to Mayor Sanders."

Mr. Thompson moved to accept the Minutes of May 30, June 6 and June 13 as written. Seconded by Mr. Corley. So moved.

ORGANIZATION MEETING:

Mr. D'Acuti moved to re-appoint Mr. Walter E. Houghton as Director of Aviation for the fiscal year July 1, 1985 through June 30, 1986. Seconded by Mr. Corley. All in favor.

Mr. Thompson moved to appoint Carolyn Wright as Clerk of the Board for the same fiscal year. Seconded by Mr. Corley. All in favor.



Mr. Corley nominated Mr. Robert Blanchard as Chairman for the ensuing year. Mr. D'Acuti moved to close the nominations. The vote was two ayes. Mr. Thompson did not vote. Majority vote made Mr. Blanchard Chairman.

#### TERMINAL EXPANSION:

Mr. Lamphere handed out to each commissioner a copy of the proposal from Pizzagalli Construction Company for their scope of work as Construction Managers for the terminal expansion project and their fee structure. The cost for the pre-construction phase of the project will be \$3,000.00; the cost for the entire project had been negotiated through Mr. Corley (representing the Airport) and Pizzagalli to \$518,000, (from \$555,000). Discussion followed regarding personnel for the project, MBE/WBE requirements, FAA requirements, etc. Mr. Corley then made a motion to submit the contract for Construction Managers for \$518,000 to the Board of Aldermen for approval. Seconded by Mr. Thompson. All in favor. The Board did ask Mr. Lamphere to attend the Board of Aldermen meeting to explain this contract, which he agreed to do. Mr. Lamphere suggested an Airport Commissioner accompany him, and this was agreed also.

Mr. Lamphere then showed the latest drawings of the terminal expansion plans and said that the entire shell and exterior drawings would be ready for formal bidding by July 15-20 and the week after that the interior would be ready to bid. He also reported that due to the fact the fire dept would not allow a variance on fire stairs, a second set of stairs is planned. He said he would have color charts, etc. by the July 11th commission meeting and Mr. Jeff Davis of Pizzagalli will also be at that meeting with some estimates. Mr. Lamphere and Mr. Davis left the meeting at 4:30 p.m.

#### LEASING OF JETWAYS:

Mr. Corley reported that he had heard from all the local banks who said they were not interested in leasing the jetways and other equipment for the terminal expansion. Mr. Houghton said Lockheed will bid and also United Airlines and USAir had expressed an interest in leasing, but were waiting to see what the Lockheed bid is. Mr. Corley said he would speak to Joseph McNeil about the legal aspects of leasing jetways.

#### MITEL LEASE:

Mr. Houghton read a letter from Mitel in which they were questioning the raise to \$8.50 per sq. ft. for the space they have in Building #880. They presently pay \$3.50. After some discussion, the commissioners said Mitel should pay the same rate as all other tenants in building #880 - \$8.50 per sq. ft.

Mr. Thompson moved to go into Executive Session to discuss Land Acquisition and Personnel Matters. Meeting moved into Executive Session at 4:50 p.m.

Meeting resumed regular session and Mr. DiAcuti made a motion to:  
Accept Policies as presented by the Director of Aviation. Seconded  
by Mr. Corley. All in favor.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Carolyn Wright/Clerk

MINUTES

BURLINGTON INTERNATIONAL AIRPORT COMMISSION  
JUNE 13, 1985

PRESENT:

M. Robert Blanchard  
William P. Thompson  
J. Richard Corley  
Walter E. Houghton  
Carolyn Wright

Sam Levin  
Gary H. Barnes  
Jim Lamphere  
Bob Yandow  
Morton Bostock

The meeting was called to order by the Chairman, Mr. Blanchard at 4:00 p.m. It was decided to go into Executive Session for the purpose of discussing the Airport Police Contract. Meeting entered Executive Session at 4:05 p.m.

At 5:05 p.m. the meeting returned to open session and Mr. Barnes made the following motion: " The Airport Commission will enter into a Contract (NOT interdepartment transfer) for one year with the City of Burlington Police Department for a not-to-exceed figure of \$253,000 to provide police services to the Airport with an initial staff of 8 people. Staff level to be reviewed monthly and to be increased by mutual agreement and the contract price to be increased accordingly if staff level increases."

Motion seconded by Mr. Corley. Discussion. Vote: 3 to 1 in favor. Motion passed. Mr. Corley, Mr. Barnes and Mr. Blanchard voted yes. Mr. Thompson voted against the motion. Mr. Barnes requested the record to show that he was in favor of 10 persons on the police force.

CONSTRUCTION MANAGER:

Mr. Lamphere and Mr. Corley explained that they, along with Mr. Houghton had conducted interviews on June 12th with six firms for the job of Construction Manager for the terminal expansion. Mr. Corley explained the interview process which was a point system and further made a motion as follows: "After reviewing the results of the interviews and points, we recommend that Pizzagalli Construction Company be selected as Construction Manager firm for the Terminal Expansion Project." Seconded by Mr. Gary Barnes. Discussion. Motion passed. Mr. Thompson abstained because of conflict of interest.

Mr. Lamphere said July 15-20 is slated for total completion of the documents. Commissioners unanimously agreed that Mr. Lamphere could proceed to prepare the Scope of Services. Mr. Yandow then showed the Commission drawings and latest changes to the terminal plans. An air duct that was causing concern because it was directly in front of an airline counter will be moved. This move will cost an additional \$25,000, but all agreed that no airline would like their counter behind this large duct.

June 13, 1985

Mr. Blanchard then announced that the next Commission meeting would be on June 27th and asked Mr. Lamphere to come to that meeting with a progress report.

Mr. Houghton reported on his trip to Baltimore June 13th where he met with the Directors of the Boston-Massachusetts Authority. He said he came away with some fresh ideas regarding rental of commercial space and other useful items, which certainly made the trip worthwhile.

MINUTES:

Mr. Thompson made a motion to approve the Minutes of the meetings on April 18, May 9, 16 and 23rd. So moved.

WARRANT:

May Warrant was presented and discussed. Most of the discussion was regarding the insurance premiums levied on the Airport from City Hall - \$26,280 approx for May, making a total year to date figure of \$41,458. Mr. Barnes made a motion that the May Warrant be approved EXCEPT for Risk Management Insurance, Insurance Reserve, Umbrella Liability Insurance and General Liability Insurance. Seconded by Mr. Corley. Motion defeated.

After some additional discussion, wherein it was mentioned that Mr. Houghton should write a letter expressing the commission's concern over this high cost, another vote was taken after Mr. Thompson moved approval of the May Warrants. Seconded by Mr. Corley. So moved. Mr. Thompson also moved approval of the May Operating Statements. Seconded by Mr. Corley. So moved.

JAZZ FESTIVAL:

Mr. Houghton told the Board that the Mayor's Arts Council had asked the Airport to donate \$1,500 towards the Jazz Festival this year. The Airport tenants had given a total of \$450.00 to date with more expected Friday, June 14. He asked the Board to approve giving the difference between \$1,500 and what was collected to be paid from the public relations fund. Mr. Barnes made a motion that the Airport pay this amount out of Airport Public Relations fund. Seconded by Mr. Corley. Discussion. Vote was 2 to 1, Mr. Corley and Mr. Barnes voting for the motion, Mr. Thompson voting against. Motion passed.

TRAVEL POLICY:

Mr. Houghton explained to the Board his proposed travel policy for expenses for out of town trips, mileage, etc. After some discussion, Mr. Barnes moved to accept the policy as written with two amendments. The Airport Manager to approve all expense reports and Chairman of the Airport Board of Commissioners to

June 13, 1985

approve the Airport Manager's expense reports. Seconded by Mr. Thompson. All in favor. (Copy of Travel Expense Policy attached)

Mr. Thompson praised Mr. Corley and Mr. Houghton and Mr. Lamphere for their efforts in interviewing and selecting a firm for Construction Manager for the terminal expansion project.

There being no further business, the meeting ajourned at 6:30 p.m.

Respectfully submitted,

Carolyn Wright/Clerk

June 13, 1985

TRAVEL EXPENSE POLICY

The following is a listing of allowances and requirements for expenses related to travel, meetings and seminars.

**MEALS:** Employees will receive reimbursement for meals. Any claim for reimbursement must be fully documented with receipts and only customary and reasonable expenses are allowed.

**TRAVEL:** Employees will be reimbursed for all travel expenses, taxi service, buses, airlines, etc. Full documentation is required and only customary and reasonable expenses are allowed.

**PERSONAL AUTOS:** Employees will be reimbursed at a rate of \$.25/mile for use of his/her personal vehicle. A voucher must be filled out and signed by the department head for reimbursement.

**SETTLEMENT:** All accounts must be settled and reconciled within one week of travel or expense.

Walter E. Houghton  
Director of Aviation

MINUTES  
Burlington Airport Commission  
June 6, 1985  
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PRESENT:

M. Robert Blanchard  
William P. Thompson  
J. Richard Corley  
Gary H. Barnes  
Walter E. Houghton

Morton Bostock  
Joel Crenshaw  
Jonathan Leopold  
Mike Donoghue, Free Press

Carolyn P. Wright

Lt. David Demag  
Tony Pomerleau  
Chief William Burke

The meeting was called to order by the Chairman, Mr. Blanchard at 3:30 p.m.

Mr. Houghton reported that the following firms had been selected for interviews next June 12, for the position of Construction Manager. Interview committee will consist of Jim Lamphere, Walter Houghton and Dick Corley. Mr. Blanchard invited any other commissioners to participate if they wished.

1. Gilbane Building Company, Hartford, Conn.
2. Pizzagalli Construction Co., So. Burlington, VT.
3. S.G. Phillips Construction, Inc., Burlington, VT.
4. Engleberth Construction, Inc., Winooski, VT.
5. Day & Zimmerman, Inc., Philadelphia, PA.

Recommendation will be made at June 13th meeting, and Mr. Blanchard expressed hope that a firm can be chosen on that day.

Mr. Joel Crenshaw said that there was a meeting that morning with two groups: the Airport Affairs Committee, which is made up of the properties people, who are interested in rates and charges, and another group from the same airlines - the facilities representatives. They are interested in what the terminal expansion looks like and how it works. It was the first time we ever had these two groups together, and it was a meeting that they had been trying to have for a long time. This meeting was needed to make everybody feel comfortable about the project. One concern of the major airlines was the fact that People Express had come into the terminal and the tremendous amount of traffic this causes. Two solutions were proposed to the architects, who were also at the meeting. They will investigate these two alternatives which are 1: switching People Express into the slot where United now is, and move United and USAir down, and 2: move an air duct. The airlines also came up with a much better idea for the second floor departure space. There were a number of other concerns that the airlines brought up and we (Mr.

June 6, 1985

Crenshaw, Mr. Houghton and the architects) have identified all of them, and have found a resolution for all these concerns, also. None of these resolutions disrupt the program in any way. The only discussion on Rates and Charges was the matter of equalized or unequalized rental rate and all the carriers now agree on an equalized rental rate for all airlines. He said the next step would be for him to meet with the representatives of the airline committee (on Burlington Airport's behalf) to draw up a preliminary business deal.

Mr. Houghton said that the he will be ready to submit the Jetway and Equipment Financing Proposals to the lending institutions early next week, and depending on how favorable the numbers come back, there is about a 99% certainty that the United or USAir would buy their own loading bridges.

Mr. Blanchard asked Mr. Houghton to ask Mr. Lamphere and Mr. Yandow of Wiemann-Lamphere to be here at the June 13th meeting with final drawings so this project can go ahead.

Mr. Crenshaw explained the method of compensatory rate paying by the airlines and advised this method be adopted by Burlington International because of its growth.

Mr. Thompson made a motion that the meeting move into Executive Session for the purpose of Contract Negotiation. Seconded by Mr. Gary Barnes. All in favor. Meeting moved into Executive Session at 4:00 p.m.

Clerk left the meeting at this time and no more minutes were taken.

Respectfully submitted,

Carolyn P. Wright/Clerk



MINUTES  
Burlington Airport Commission  
May 30, 1985

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The meeting was called to order by the Chairman, Mr. Blanchard at 3:30 p.m.

Mr. Thompson moved to amend the agenda to add Item 1: "Morin Property" and Item 2: "Update on Runway Construction Bid". Seconded by Mr. D'Acuti. All in favor.

Mr. Lamphere told the commission that since their last meeting when it was decided to go with a Construction Manager for the Terminal Expansion project, he had advertised in the newspapers and construction publications for pre-qualification and interest from construction managers. He said he had interest shown from single men to some of the largest firms in the country. He felt that there was going to be excellent reaction from this ad. On June 6th, the applications will be opened at his office with Mr. Houghton and Mr. Corley present, and it will be decided which firms will be interviewed. He said that they would come to the June 13th commission meeting with a recommendation. Present prediction for the construction documents to be completed is July 1st to 5th, unless they run into some obstacles.

Jim Downar explained that Hoyle, Tanner & Associates had been in contact with Katherine Vose, who is the coordinator for Act 250, and what had been done so far in compliance with this Act. A meeting is planned with Ms. Vose, Jim Downar, Jim Lamphere and Mr. Houghton next week at her office in Essex Junction. Mr. Lamphere said that the fire laws require sprinklers in the entire building after expansion and that he is asking for abatement on the second floor section until FAA moves out. He also was asking for abatement from the fire department from enclosing the stairs in until a later date. The jetway exit stairs cannot be used as an exit, so we have to have a stairway on the outside of the building for an emergency exit. After some discussion regarding the exit stairs and traffic flow, Mr. Lamphere said they would redraw this portion based on suggestions received today.

Mr. Houghton said Mr. Harry Portz of USAir had sent a letter regarding the cargo building. Since the present building will be demolished for the terminal expansion, Mr. Portz wanted to give USAir's cargo space requirements and have the problem resolved during the design phase of the expansion. The Kellogg hangar is also scheduled to come down, which is a concern of People Express Airline and there followed some discussions which included a possible plan of erecting a prefabricated building of 3750 sq.ft. or larger, for maintenance/cargo purposes somewhere on the airfield, but no definite decisions were made.

May 30, 1985

At Mr. Thompson's suggestion, Mr. Yandow explained the design plans and the traffic flow pattern of the terminal expansion project to the Board, as it stands at present. There was some discussion as to whether to reduce the car rental spaces to allow for more than four car rental agencies when the terminal expands. Another concern was the security screening area on the second floor, but it was felt that this could be worked out.

Mr. Downar, Mr. Lamphere and Mr. Yandow then left the meeting, reminding the Board of the June 6th meeting at 9:00 a.m. in the Weimann-Lamphere offices and Mr. Blanchard told these gentlemen that the June 13th commission meeting would be at 4:00 p.m.

Mr. D'Acuti reported on his and Mr. Houghton's trip to Baltimore at the AAAE meeting, May 12-16. He brought many pieces of literature for the other members to read and reported on several aspects of interest, one of which was the possibility of quarterly payments to the airport from the parking concession. Safety was stressed at the meeting (especially with fuel) and also a new concept in renting commercial concession spaces was the topic of one group session.

#### MORIN PROPERTY:

Mr. Houghton reported that the Morin property had had a title search and an appraisal of \$52,500. The plan is to buy the property, lease it back to the Morins for a time, then rent it. Mr. D'Acuti made a motion to offer the Morins \$52,500 for the property. Mr. Thompson seconded the motion. All in favor.

#### RUNWAY CONSTRUCTION:

Mr. Houghton reported that the bid opening was held on May 29th for the Runway Construction project. The job was estimated to cost \$1,520,000. Cooley Asphalt Paving Corporation of Barre, VT was the one and only bidder for \$1,576,000. Because they were the only bidders, we must wait for a decision to go ahead from the FAA. We have a verbal commitment of \$500,000 discretionary monies with the balance on September 30, 1985. The plan is to begin construction June 15th at 11:00 p.m. - all the paving work to be done between 11 p.m. and 6 a.m.

Mr. Blanchard told the Board that the Mayor's Task Force, which is studying what to do with the Airport, is coming to the Airport for a tour June 7th at 9:30 a.m.

Mr. Houghton also said that Mr. Joel Crenshaw would be here for the June 6th airline negotiation meeting.

May 30, 1985

There being no further business, the meeting was adjourned at 6:10  
p.m.

Respectfully submitted,

Carolyn P. Wright/Clerk

Burlington Airport Commission  
Minutes  
May 23, 1985

PRESENT:

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

Joeseeph McNeil  
Nancy Sheahan  
Mike Donoghue  
Robert Fletcher  
Morton Bostock  
Sam Levin

The meeting was called to order by the Chairman, Mr. Blanchard at 4:10 p.m.

TERMINAL EXPANSION:

Mr. Houghton told the commission that it was intended to persue the financing of the jetways by independent companies. He plans to meet with the State Fire Marshall this week to check if the jetway pedestal could be used as a fire exit.

Mr. Thompson moved to amend the agenda to add No. 4 "Airport Bond Issue". Seconded by Mr. D'Acuti. So moved.

SOUTH BURLINGTON TAX REAPPRAISAL:

The South Burlington Tax Department recently reappraised the airport property for a figure of \$6,988,600.00. The airport was appraised last year at: \$1,415,800.00. Attorney Joseph McNeil was at this meeting to give his advice regarding grievance procedures. The grievance meeting will be held on June 10. Mr. McNeil said this reappraisal had raised a question as to whether it is consistent with the past and meets the terms of both the Fair Market Value part of the statute and the Equity Among Taxpayers part of the statute. He asked the commission if they wanted to persue this to make certain the airport was being correctly and equitably assessed. Mr. Corley made a motion that the commission go through with the appeal process. Seconded by Mr. Thompson. All in favor. Also, Mr. Thompson said he would work with the attorney's office regarding this matter.

Mr. D'Acuti said he felt there was still the possibility of negotiating with South Burlington. The present "contract" had expired.

AIRPORT GENERAL OBLIGATION BONDS:

Mr. Robert Fletcher, Attorney from the firm of McNeil, Murray and Sorrell explained to the board that the income tax code exempts from taxation interest earned on State and Municipal obligations. So if a municipality issues a debt obligation, - a bond - it is tax exempt. This makes it attractive in the investment community, but there are rules which take away from the tax exemption; one

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23 May 1985

of those is the rule regarding Industrial Development Bonds. If the proceeds of the issue are all (or a major portion of them) are used for the benefit of non-exempt persons, then they become taxable. In this situation a major portion, almost 40% of the proceeds of the bonds that the airport will be issuing for the terminal expansion will go to provide space for non-exempt persons, i.e. commercial airlines, concessions, car rental agencies, etc. These bonds are called "Industrial Development Bonds - as a consequence, the interest becomes taxable. But, there is an exemption for bonds issued for airport facilities and if a substantial portion of the proceeds are used for airport, (and in this case 100% will be used for airport), but if 90% or more are used for airport facilities, and those facilities are not dedicated solely for the use of non-exempt persons, if they are used generally for the benefit of the travelling public, such as baggage handling areas, ticket counters, etc., the interest becomes exempt again. So there is no question that the interest on the bonds that the airport will be issuing is exempt from taxation. As a consequence of being IDB (Industrial Development Bonds) there are certain requirements which must be met. There must be "public approval", we already have "issuer approval" in the form of the voter referendum last November. Because the airport is located outside the geographic boundaries of the city we also need "host approval", which is approval by the State, either through the legislature, the Governor or the Attorney General (any one of the three) or by the local community, i.e. the city council of South Burlington. Traditionally, in New England, the practise has been to get gubernatorial approval. In order to do that it will be necessary for the Governor, or her appointed representative, to hold a public hearing locally after a notice in the newspaper, giving the size of the issue, what the proceeds will be used for, who will manage the facility, etc. The public hearing is for grievances, suggestions, comments, etc. From the record of this hearing, the appropriate entity makes a decision with respect to approval.

Mr. Thompson made a motion that (1) the commission ask the firm of McNeil, Murray and Sorrell to represent them at a hearing before the City Council of South Burlington and to invite a representative of the Governor's office to this meeting, and (2) do the necessary research for bond issuance. Seconded by Mr. D'Acuti. All in favor.

Mr. Fletcher explained that Palmer-Dodge is the present bond council for the city and what should occur next is a meeting of the parties; - the underwriter, representatives of the airport, underwriter's council, and financial advisor to set down a schedule of procedures to offer the document for issuance of the bonds. Project engineer attends this meeting to state that the construction will last through the term of the bonds, that the airport will generate enough revenues to pay off the bonds as they come due, etc. Then the market is looked at, and it is decided when the bonds should be issued.

Discussion followed regarding when first payments on interest

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23 May 1985

would have to be made and what provisions need to be made in the budget figures. Mr. Blanchard asked Mr. Houghton to be involved along with Mr. Fletcher in the meetings with the financial advisor and make a report at the next commission meeting.

K.W. VENTURES - PROPOSED HOTEL:

Mr. Bob Karol from K.W. Ventures explained to the commission his firm's proposed construction of a hotel, restaurant and swimming pool on Williston Road just south of Runway 1-19. He said they had met all the guidelines of zoning, height structure, etc. that the city of South Burlington demands. After his presentation the Commissioners discussed the project and Mr. Gifford Hart reported that there had been several accidents very near where the proposed hotel site is. Mr. Barnes expressed concern about a "high occupancy" building in the flight path and Mr. Thompson also had reservations about a hotel being built there. After some discussion, it was decided to give South Burlington Planning Commission a letter of opinion (to be written by Mr. Houghton) from the Board stating that they cannot endorse the project due to the high occupancy aspect of the building. Some other uses for this site might be feasible.

Mr. Barnes made a motion to go into Executive Session for the purpose of discussing a personnel matter. Seconded by Mr. Thompson. Meeting went into Executive Session at 5:40 p.m.

Clerk was dismissed at this time and no more minutes taken.

Respectfully submitted,

Carolyn P. Wright/Clerk

Burlington Airport Commission  
Special Meeting - May 16, 1985  
Minutes

PRESENT:

M. Robert Blanchard  
William P. Thompson  
Walter E. Houghton  
Jim Lamphere, W-L  
Bob Yandow, W-L  
Carolyn P. Wright

J. Richard Corley  
Morton D. Bostock  
Mike Donoghue

The meeting was called to order by the Chairman, Mr. Blanchard at 3:45 p.m.

BUDGET:

The commission commenced a workshop on the 1985/86 Budget. The draft budget proposed by the accountant, Mr. Bostock showed expenditures of approx \$3 million with revenues of \$2,445,000. A discussion ensued and Mr. Thompson noted that there was "fat" in this budget that could be reduced. The board then reviewed each item, discussing each object code and cutting expense figures wherever possible. It was also felt that capital expenditures could be "slowed down" and the money budgeted more efficiently. Mr. Bostock was asked to cut the expenses to meet the revenue projection of \$2,445,675.

Mr. Thompson made a motion to approve the budget for 85/86 with total revenues of \$2,445,675. Mr. Corley seconded the motion and all were in favor. The staff was directed to cut the operating budget to come in line with the revenue figure.

TERMINAL EXPANSION:

Mr. Corley reported that he and Jim Lamphere had gone to FAA in Burlington, Mass. to inform them that Burlington Airport desires a Construction Manager for the expansion project. He said the FAA was agreeable and said to go ahead with plans to obtain one. Mr. Corley then passed out to the rest of the commissioners a paper explaining what a construction manager is and does. He also explained that an ad would be placed for the position. Mr. Barnes made a motion to proceed to obtain a Construction Manager for the Terminal Expansion Project. Mr. Thompson amended the motion to read that Mr. D'Acuti, Mr. Corley, Mr. Houghton and Mr. Lamphere would interview all candidates and recommend their choice to the commission. Motion seconded by Mr. Corley. All in favor. The ad will appear in the newspaper May 23, 24 and 25. Recommendation will be made at the June 13 meeting of the commission.

Mr. Lamphere then showed what changes had been made to the terminal expansion plans since the last meeting. Mr. Houghton had sent a copy of a request for financing of the jetways and other

Burlington Airport Commission Meeting  
May 16, 1985

airport equipment that he intends to send to some of the major airlines to Mr. Corley for comments. Mr. Corley said he thought it was satisfactory.

Mr. Lamphere stated that the communications consultant was scheduled for a walk-through of the terminal next week.

The next commission meeting for terminal expansion review will be May 23, 1985 at 4:00 p.m. There will be an Executive Session at that meeting for the purpose of discussing personnel, according to Mr. Blanchard.

Mr. Houghton said he would like to discuss concession policy in a special meeting.

There being no further business, Mr. Thompson moved to adjourn the meeting. Seconded by Mr. Dick Corley. Meeting adjourned at 5:40 p.m.

Respectfully submitted,

Carolyn P. Wright/Clerk



Burlington Airport Commission  
Minutes - May 9, 1985

Present:

M. Robert Blanchard	Mike Donoghue
William P. Thompson	Sam Levin
J. Richard Corley	Carl Tortolano
Gary H. Barnes	Jim Boothroyd
Jim Lamphere	
Walter E. Houghton	
Morton D. Bostock	
Carolyn P. Wright	

The meeting was called to order by the Chairman, Mr. Blanchard at 3:40 p.m. Mr. Thompson moved the approval of the previous minutes, which was seconded by Mr. Corley. So moved.

HTA Contract:

Mr. Corley voiced his objections to a design/build contract for the terminal expansion. He felt that a Construction Manager would be the best solution for the project. He said a local firm should be involved. Mr. Lamphere then reported that there were 10 possible general contractors for this project. All work must be completely bid, i.e. cost, quality, time, convenience. Mr. Lamphere and Mr. Corley plan to meet with FAA officials in Burlington, Mass. to discuss the possibility of a Construction Manager. In discussing the HTA contract, it included a cost of \$117,000 for a resident engineer. Mr. Corley made a motion to accept the contract as written, but defer the resident engineer cost to a later date. Mr. Thompson seconded the motion. All in favor. It was felt that a staff engineer would suffice and FAA would most likely approve.

FINANCIAL REPORTS:

Mr. Thompson moved approval of the Operating Statements for April. Seconded by Mr. Barnes. So moved. Mr. Thompson also moved approval of the April Warrants. Seconded by Mr. Barnes. All in favor.

TAXI:

Mr. Barnes reported that he had talked with Mr. Robar of Airport Taxi, Maggie Porter, and Walter Houghton regarding complaints against Airport Taxi. Mr. Barnes will write an amendment to the taxi regulations to clarify a couple of gray areas.

BUDGET

Mr. Bostock present the preliminary budget to the commission for their information, including the capital budget and explained his method of obtaining the figures. Some of the questions raised

Minutes  
May 9, 1985

were regarding the amount for police, professional services, new positions, etc. The commissioners planned to meet next Thursday, May 16 for a Budget Workshop. Mr. Thompson said he would like to see the revenue projections for the next fiscal year at that meeting. Commissioners will start the meeting at 3:00 p.m. to try and complete their budget review.

Mr. Houghton reported to the commission that he had obtained two new snow plows from the Air Force surplus at no cost.

There being no further business, Mr. Thompson moved to adjourn the meeting. Seconded by Mr. Barnes. Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Carolyn P. Wright, Clerk

MINUTES  
BURLINGTON AIRPORT COMMISSION  
APRIL 18, 1985

PRESENT;  
M. ROBERT BLANCHARD  
WILLIAM P. THOMPSON  
VINCENT J. D'ACUTI  
WALTER E. HOUGHTON

MORTON BOSTOCK, ACCOUNTANT  
JIM DOWNAR, HTA  
JIM LAMPHERE, W-L

CAROLYN WRIGHT

The meeting was called to order by the Chairman, Mr. Blanchard at 3:31 p.m.

Mr. Houghton explained that on the 30th of April, the airport would enter into the first airline rate negotiation meeting with Joel Crenshaw. He also reported that they are shooting for plans and specs to be available to the contractor on or about the 7th of May, which would mean a bid opening around the 29th of May and under construction by June 15th for the overlay of the center of Runway 15-33. This is predicated on a prompt review by FAA of the plans and specs. Mr. Thompson asked if that completes the runway and Mr. Houghton said that grooving still has to be done and another little earthwork project at the end of the approach, but it's being held up by FAA facilities approach light system. The current project is basically just the paving of the central portion of Runway 15-33. Mr. Downar said it was his understanding that the FAA was processing a tentative allocation which includes \$500,000 in discretionary and the rest of the money for the project will come out of FY83-85 entitlement money. He said FAA had not issued the tentative allocation as yet, but in his last communication with FAA the tentative allocation had been submitted to Washington and it was in the computer, "waiting to be spit out."

There followed a discussion regarding the 1983-84 carryover money; \$365,000 left from 1983 and \$437,000 left from 1984. Remainder of the million out of FY85 entitlement, and \$500,000 of discretionary. Mr. Blanchard suggested no formal announcement be made regarding entitlement money until FAA allocates the money in writing. The project should proceed as scheduled, though. Mr. Houghton said that Gerry Curtin of FAA had requested that he write a letter just last week assuring him that no other money would be transferred to any other City department.

April 18, 1985

plan, he felt that it was good circulation, but when asked he said that the FAA offices in their present location are still not accessible to the handicapped. He then talked about the mechanical system and said that it would cost an additional \$15,000 for circulating pumps and an additional \$15,000 per year operating costs. The total cost now for the terminal expansion now stands at \$5,200,000 including the loading bridges. Discussion followed regarding Lockheed's proposal for financing the jetways, escalators and other equipment. General feeling was that it was very high and that local banks would be better and cheaper. Mr. Corley was certain that it could be financed locally.

Mr. Houghton said that he and Mr. Lamphere had met with the Champlain Water District regarding the gpm of water needed for the expansion and they are willing to work with us and Jim Lamphere is working on this now.

Mr. Houghton also reported that PeoplExpress had expressed a desire to have a "main street" ticket counter in the terminal expansion, similar to the other major air carriers. Mr. Lamphere, Mr. Houghton to work this out with Peoples and their managers.

Mr. Jim Downar then discussed the Hoyle, Tanner & Associates contract and explained what it covered. Mr. D'Acuti made the motion to accept the architectural and engineering contract for \$480,050, subject to Mr. Dick Corley's approval. Seconded by Mr. Thompson. All in favor.

Mr. Blanchard said the next meeting would be May 2. He asked Mr. Lamphere to be there, and a representative from Hoyle, Tanner if need be. Mr. Houghton said the \$86,000 engineering contract for access road and parking center for the alert area would be ready for the commission's approval at the May 2nd meeting. This amount is part of the 84/85 budget.

BUDGET;

The City has to approve the budget by July 1, 1985 according to Mr. Bostock the accountant. He explained reasons for budgeting increases in certain categories - some were utilities (due to rate increases in electricity which were quite substantial this year), salaries, etc. He said the capital expenditures for this year of \$980,000 will be only slightly above what

April 18, 1985

was originally requested.

There being no further business, the meeting was adjourned  
at 5:10 p.m.

Respectfully submitted,

Carolyn Wright/Clerk

MINUTES  
Burlington Airport Commission  
April 11, 1985  
4:00 p.m.

PRESENT:

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

Morton Bostock, Accountant  
Jim Lamphere, W-L  
Mike Donoghue, Free Press  
Tom Farmer, Channel 3 TV

Walter E. Houghton  
Carolyn Wright

Mr. Blanchard opened the meeting at 4:00 p.m. Mr. Thompson moved to add "Executive Session - Personnel Matter" to the agenda. Seconded by Mr. D'Acuti. All in favor.

On motion of Mr. Thompson, the minutes of previous meetings were approved as presented. Seconded by Mr. D'Acuti. So moved.

REPORTS

Mr. Bostock presented the commissioners with some monthly financial reports as produced by the new computerized system. He asked the board members to comment on their usefulness and to suggest what they would like to see in future printouts. Mr. Blanchard requested that the forms show the same basic format as the former monthly reports and if it could be done on the computer this would be satisfactory. Mr. Thompson asked Mr. Bostock to "get creative" and program the computer to produce informative, useful monthly reports.

Mr. Thompson moved approval of the warrants and operating statements. Seconded by Mr. D'Acuti. All in favor.

AIRPORT POLICE

Mr. Houghton introduced Lt. David Demag, on loan from the Burlington Police Department as the acting Chief for Airport Police. Mr. Demag explained to the board some of the new systems he has begun and told them that the force is currently being staffed with policemen and women from Burlington PD and South Burlington PD until the suspended officers are replaced, or reinstated.

TERMINAL EXPANSION:

Jim Lamphere, of Weimann-Lamphere reported to the commission that he had had a meeting the previous week with Hoyle, Tanner & Associates about the terminal expansion and that all boring, structural work will be done by HTA and W-L will do all the architectural work, electrical, etc. He showed the board the current plan which has the addition of a second escalator. He also had made an estimate for the closing in of the open portion of the second floor at approximately \$313,000. He said that the bid documents would call for the bidders to bid on doing this section separately. The second escalator adds about \$70,000 to the costs.

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Mr. Houghton then read the quotations from the Lockheed Corporation regarding the financing of the loading bridges, escalators, elevator, etc. There were several proposals from them - all rather high in the estimation of Mr. Houghton. He said a letter would be written to United, USAir and PEOPLEExpress airlines asking them if they would be interested in financing the loading bridges. This has been done on some other airports - Portland, Maine being one. Mr. Lamphere said the bid documents would be ready between June 15th and July 1st. Commission approval July 1 - 15th and would go out for bids July 15 to August 15th. The completion of the entire project will be November, 1986, according to Mr. Lamphere. He also said that his firm was starting to get into inspecting the mechanical system in the terminal, which seems to be working well. He did recommend a new roof and new insulation. His firm is meeting with South Burlington on the water line system this week. As far as the permit process, the only thing left to obtain is the water permit. Mr. Houghton also reported that a new contract with Weimann-Lamphere is now being reviewed by the city attorneys; this is for \$480,050 and includes all work on terminal, full time supervision on job, etc.

During the discussions on terminal expansion, Mr. Corley said he would find out if any local investors would be interested in the financing.

#### AIRPORT TAXI

Mr. Paul Robar entered the meeting; he had requested to come before the commission with some complaints. He passed out copies of his complaints and read each of them. Mr. Blanchard said he would turn these over to Mr. Barnes, who would meet with the Porters (taxi starters) Mr. Houghton, etc. and would get back to Mr. Robar in the next two weeks.

#### VALLEY AIR SERVICE

Mr. Gene Fodor and Mr. Frank Donoghue met with the board with their proposal to begin an air freight service similar to that of Federal Express. They are currently agents of DHL of California and have package delivery service on the ground, also. They are interested in starting an FBO with flight training operations. They would require hangar space and tie-down spaces. They are willing to build their own building if allowed to rent airport space. Currently they have rented two rooms in building #880 for their cargo operations. Mr. Thompson mentioned that he had no objection to the freight portion of their business, but would like to take under advisement the FBO proposal. Mr. Blanchard told the two men that the commission would consider the proposal and get back to them at a later date.

Valley Air Services is currently working out of Northern Airways and parking their airplanes there.

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NATIONAL CAR RENTAL

Mr. Dave DeSarno, owner of the National Car concession, came into the meeting asking the commission to lower his minimum guarantee for the year extension of his contract. It is presently set at \$110,000, which he felt was excessive for the amount of business he is doing. After some discussion, a motion was made by Mr. Corley to reduce Mr. DeSarno's minimum to \$75,000 for the year July 1, 1985 to June 30, 1986. Seconded by Mr. Thompson. All in favor.

LORAN-C

Mr. Houghton asked the commission to approve a consulting contract with Polhemus Associates for the purpose of obtaining the Loran-C unit onto the Burlington Airport. The contract is for \$6,600 and the state will fund half the cost. Mr. Houghton explained how the Loran-C works and the steps that had led up to Burlington Airport being awarded this unit over six states that had been vying for it. Mr. Thompson moved to enter into the contract for \$3,300 on Mr. Houghton's recommendation. Seconded by Mr. Corley. All in favor.

EXECUTIVE SESSION

Mr. Thompson moved to go into Executive Session to discuss personnel matters. Seconded by Mr. Corley. Meeting went into Executive Session at 6:31 p.m.

At 6:48 p.m. the meeting resumed regular session. There being no further business, the meeting adjourned at 6:50 p.m.

Next meeting will be April 18, 1985 at 3:30 p.m. in the Director of Aviation's office at the airport.

Respectfully submitted,

Carolyn Wright, Clerk



MINUTES

Burlington International Airport  
March 27, 1985  
3:30 p.m.

PRESENT:

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

Jim Lamphere  
Joel Crenshaw  
Robert White, Lockheed Corp.

The meeting was called to order by the Chairman, Mr. Blanchard at 3:30 p.m.

Mr. Houghton added "real estate negotiations" to the agenda.

Video Guide CRT

Mr. Houghton reported that a Mr. Bill Patterson had asked permission to put in a video guide system. This is a wall-mounted video unit that advertises local restaurants, ski resorts, etc. It is paid for by the advertisers and the airport receives 16% of gross receipts. Conservative projections are \$2,400 for the first year, \$3,700 for the second and \$4,800 for the third, etc. Mr. Houghton said that this can be rolled into the contract with Interspace Advertising, the current contractor for all airport advertising. After some discussion, Mr. Thompson moved that the commission approve the video guide system as described by the Airport Manager for a trial period (period not specified). Seconded by Mr. D'Acuti. All in favor.

Terminal Expansion

Mr. Lamphere gave a brief review of where the terminal planning sits, what the current budget figure is and said that all the airlines are in general agreement with this plan. Mr. Houghton mentioned that Bar Harbor airlines would start serving Burlington May 1st or 15th, flying to Bangor, Maine. PBA will handle their flights, and they will fly either Cessna 402s, Beech 99s, or Beech 1900s. He also stated that Empire will start using F-28 jet service on the 12th of April, and Ransome has also put on a larger plane, the Dash-7. The airport now has four midsize aircraft on the ramp before 7:00 a.m. Mr. Houghton's information was in response to some questions regarding the new commuter lounge and ramp on the terminal expansion design. The present budget figure is \$4,983,000, including three jetways. Total area is now 76,600 sq.ft. Weimann-Lamphere has commenced the contract drawing phase and is scheduled to go to bid between June 15 and July 15. He said they would hurry this along as fast as possible and that they have all the approvals needed. So. Burlington Planning Commission has also approved the design.

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Mr. Joel Crenshaw then reported to the commission that his firm had been tying up some of the ends and one of the major ones was major user concurrence with the concept of the project and the cost of the project. He said he was happy to tell that all of the airport users are enthusiastically supporting the project, both orally and in writing. Also his firm has been focusing on how much the project will cost, can you pay for it and under what circumstances can you pay for it? He said they have looked ahead at the revenue producing capability of the new facility, both from the fixed rental to the users and also at the revenues to be derived from the new concessions. They had spent quite some time on this, making conservative estimates of the revenues and very generous estimates of the cost. He said they had satisfied themselves that there will be more than enough revenue from this new facility to pay for almost any form of financing that the airport would undertake, at the current cost level of \$4.98 million.

Mr. Crenshaw also said it would be easily possible to have separate financing of the loading bridges, which cost \$280,000 each or a total of \$849,000. He then introduced Mr. Robert White, of the Lockheed Corporation and said he was well acquainted with their work and that they had done financing packages for very large airports including Los Angeles, San Francisco and Atlanta.

Mr. White then spoke to the board. He said he had looked over the airport, was impressed with the project in mind and explained that his company would be interested in quoting for the financing. He explained that the Lockheed Corporation could finance not only jetways, but other equipment such as escalators, elevators, baggage belt, etc. could be incorporated into the financial package. Several options are available such as lease-back or ownership. They would arrange for a maintenance person to be at the airport for this equipment, also. The commissioners asked Mr. White to go back and have his financial department quote for several alternate plans; Mr. Crenshaw will analyze the alternates and report to the Board as to what charge will need to be made to the airlines.

Mr. White said his firm had just completed a financial arrangement with Los Angeles Airport and he invited Mr. Houghton to phone the L.A. properties manager, Don Miller for a reference.

The Board congratulated Mr. Crenshaw on his negotiations with the airlines thus far and Mr. Crenshaw said he was still working on the cost factor, i.e. charges to the airlines. Some airlines were wanting landing fees included with square footage costs. Mr. Blanchard asked Mr. Lamphere, Mr. White and Mr. Crenshaw to come back to the April 11th meeting, and if necessary, Mr. Blanchard will call a meeting on April 18th also.

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Burlington Airport Commission  
March 27, 1985  
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Crenshaw Contract

Mr. Houghton explained that an additional \$15,000, agreed by the Commission, was now due to Mr. Crenshaw's firm. On motion of Mr. D'Acuti, seconded by Mr. Thompson, the airport manager was directed to pay \$15,000 to Thompson-Crenshaw. All in favor.

Hoyle, Tanner & Associates Contract

Mr. Houghton explained that HTA now needs an engineering contract for the design phase of the terminal expansion and he detailed the scope of work for this contract. Mr. Barnes made a motion that we sign the contract with Hoyle Tanner for a price of \$86,425.00. Seconded by Mr. Thompson. All in favor.

G.A. Terminal

Mr. Houghton reported that there was a cost overrun on the renovations to the Northern Airways terminal roof of \$7,037. The Airport had voted to cover the costs of the roof, an item that would have had to be replaced anyway - even if the terminal was not being renovated. Also, it is supposed to be ready with grand opening on April 15th. On motion of Mr. Thompson, the airport manager was directed to pay the cost overrun for the roof. Seconded by Mr. D'Acuti. All in favor.

Mr. Thompson asked the Clerk for a list of the capital expenditures before the next meeting. Mr. Thompson made a motion to go into Executive Session for the purpose of discussing land acquisition. Meeting moved into Executive Session at 5:00 p.m. Mr. Thompson moved to authorize a payment of \$1,000 to get an option on the subject property, and to get an appraisal of such property. Seconded by Mr. Barnes, All in favor.

Mr. Houghton reported that FAA personnel was coming to Burlington on April 2 for a meeting regarding their new tower and building ....or buildings.

Meeting moved into regular session at 5:06 on motion of Mr. Thompson. Seconded by Mr. Barnes. Regular meeting adjourned at 5:06 p.m.

Mr. Thompson then made a motion to make Gary Barnes Chairman of the Hearing Board for the purpose of a hearing for a suspended police officer who was appealing his suspension. Seconded by Mr. D'Acuti. All in favor. Mr. Blanchard excused himself from this hearing.

Mr. Jerome Diamond, attorney representing the suspended officer came into the meeting along with Attorney Nancy Sheahan. Mr. Barnes asked Mr. Diamond if he preferred an open or closed session. Mr. Diamond requested a closed session.

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The hearing began a closed session at 5:09. Came out of the closed session at 5:45 p.m.

Respectfully submitted,

Carolyn Wright  
Office Manager and Clerk of the Board

March 27, 1985

MINUTES

Burlington Airport Commission  
March 14, 1985  
3:30 p.m.

PRESENT:

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

George Commo - Channel 22 T.V.  
Barbara Miller " " "  
Mike Donoghue - Free Press

Walter E. Houghton, Director of Aviation  
Carolyn Wright

MITEL BUILDING

At 3:30 p.m. Mr. Houghton accompanied the commissioners on a tour through the Mitel Building to show them the recent renovations, and the new U.S. Customs quarters.

TERMINAL EXPANSION

Mr. Houghton brought the commissioners up to date on the most recent meetings with a subcommittee of United and USAir, who have been re-evaluating the quarters that they would occupy in the new terminal expansion. Earlier in the week they were to meet to attempt resolving their differences. Mr. Joel Crenshaw had been negotiating with the committee, because they felt the old established air carriers should not pick up the full burden of the new space. They wanted a dual rate structure with People Express paying a higher square footage rate because of higher enplanements. Mr. Crenshaw advised that this was proper in new terminal designs, and that he would provide the commission with an exercise to direct allocations, and he was working with the airlines committee. The commissioners said a dual rate structure was not wanted. With the new expansion, the new public area that the carriers will share the price of, the differential will not be so great. Mr. Thompson said he felt that we are building a new facility and like tenants should pay like fees.

Mr. Blanchard then told Mr. Houghton to ask Mr. Crenshaw to cease further negotiations as to rate differentials with the airlines. Mr. Houghton reported that all the other carriers at this time agree that the design evolved over the last months looks to be efficient, with additional concession and tenant space, additional public use areas, etc. He said at this time we need to transition with Thompson-Crenshaw into airline negotiations for the entire re-negotiated airline leases, including landing fees, square footage, etc. He will report the Board's feeling to Mr. Crenshaw regarding dual rate structure and ask him to attend the next meeting.

A discussion then followed regarding the terminal drawings that had been sent earlier to the commissioners. Some concerns were flexibility in case some new airline wants to begin servicing Burlington; where to put them? Bag handling for present commuters; car rental dealer spaces, etc. Mr. Corley mentioned that other airports seemed to be putting their concessions - food, etc. shops near the departure lounges, where it's more logical for business.

Minutes  
Burlington Airport Commission  
March 14, 1985  
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Mr. Houghton said that he and J.J. Hamilton had submitted a list of 35 items that need to be addressed in designing the terminal to Wiemann-Lamphere Architects - some of which were changing stations, nursing chairs, etc. - public needs. Mr. Thompson said the commission should be apprised as to locations of concessionaires, etc. all during the design phase. All commissioners concurred.

The commissioners were interested in "framing in" the open area on the second floor of the plan for future concession space and asked Mr. Houghton to find out the cost of this.

The board discussed the monies that will be available for the expansion, i.e. FAA Entitlement Monies, Bond, and other costs. Also mentioned and agreed was that the jetways will be financed commercially. Mr. Corley advised that actual cost figures would only be known when bids start coming in and that when they do, the commission can begin cutting the costs if need be, therefore Mr. Houghton was asked to tell Mr. Jim Lamphere to commence preparing the bid documentation, get permits, etc. to get the work started. Mr. Houghton told the Board that he and Joe McNeil (City Attorney) had been working with Palmer-Dodge with regard to the bond monies that will be needed.

All commissioners agreed they felt comfortable with the design - for the money available, and the design can smoothly transition to the next phase.

Mr. D'Acuti said that the South Burlington planning commission was in accord with the design - they had only two concerns: the landscape plan and the plans as to parking.

On motion of Mr. D'Acuti, three items on the agenda were tabled until the next meeting. The items were Crenshaw Contract, Video Guide Information System and General Aviation Terminal Project. Seconded by Mr. Corley. All in favor.

Next meeting is scheduled for Wednesday, March 27th at 3:30 p.m. Mr. Houghton to ask Mr. Crenshaw to attend this meeting.

On motion of Mr. D'Acuti, meeting went into Executive Session at 5:00 p.m. for the purpose of discussing a personnel matter.

Meeting resumed regular session at 5:55 p.m. There being no further business, meeting adjourned at 6:00 p.m.

Respectfully submitted,

Carolyn Wright  
Clerk of the Board

## MINUTES

Burlington Airport Commission  
March 7, 1985  
3:30 p.m.

### Present:

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

Walter E. Houghton, Director of  
Aviation  
Carolyn Wright, Clerk

The meeting was called to order by the Chairman, Mr. Blanchard at 3:30 p.m. A motion was made by Mr. D'Acuti to amend the agenda to include Mr. Robert Fletcher of Yellow Taxi as the number 1 item. Seconded by Mr. Thompson, all in favor.

Mr. Fletcher, the owner of Yellow and Checker Taxi Co., appeared before the commission to question some traffic tickets that were issued to his company on March 1st. These tickets were for violations of the new taxi regulations that went into effect on that date. The commissioners explained that they were waiting for a report from the attorneys before making arrangements for enforcing the tickets. After some discussion regarding the new regulations, Mr. Joseph McNeil and Mrs. Nancy Sheahan entered the meeting and Mr. McNeil told Mr. Fletcher that there were two issues being looked into: making deliveries of people from elsewhere to the airport, and the second one is people who phone from the airport asking specifically to be picked up by a certain taxi company. He said his office was in the process of inventorying other airports and checking to see what the legal status is in other litigated cases - if there have been any - with respect to the right of taxi companies to pick up elsewhere and deliver to the airport. As to the question of special calls, right now, they will continue to advise Walter, but to his way of thinking, it is an entirely different situation and not so close a question. To do business here, in the sense of picking up people, it really doesn't matter whether the taxi is here by virtue of a phone call or waiting in line. The attorney said he had instructed the airport police to issue one ticket per day to the offending taxi company just for the purpose of logging the situation, until a decision is reached regarding enforcement. They will not bring any company into court until they have satisfied themselves on the two points. Mr. Fletcher was told by Mr. McNeil to file a letter to Mr. Houghton to protect his right of appeal, and he would hear further when a hearing is arranged.

Mr. D'Acuti made a motion to go into Executive Session for the purpose of discussing property acquisition and a personnel matter. Seconded by Mr. Thompson. All in favor. The meeting entered Executive Session at 4:00 p.m.

Mr. Thompson moved to authorize the airport manager to negotiate a contract to buy the Lavalette property for \$300,000.00. Seconded by Mr. D'Acuti. All in favor. The meeting resumed regular session at 4:59 p.m.

### REPORTS

The minutes of the previous meeting, which had been sent to the commissioners previous to the meeting were approved on motion of Mr. D'Acuti, seconded by Mr. Thompson. All in favor.

The February Warrant was discussed and approved on motion of Mr. D'Acuti. Seconded by Mr. Thompson. All in favor.

The Operating Statements were then discussed. Some items singled out were the fuel bills, electric service and septic service. Mr. D'Acuti moved to accept the Operating Statements, seconded by Mr. Thompson. All in favor.

Mr. Thompson then moved to table two items on the agenda: Crenshaw Contract and Video Guide Information System, until the next meeting.

Some discussion followed regarding the percent spent of the budgeted monies. Mr. Blanchard reported that he and Mr. Houghton had received approval from the Finance Board for an additional appropriation of \$161,400. Carolyn Wright said that the final approval had not yet come from the Board of Aldermen and was not yet reflected on the operating statements. Mr. Blanchard asked the Clerk to check with the treasurer's office regarding this.

Mr. Blanchard stated that he had received a letter from Mr. Corley in which Mr. Corley reported on his and Mr. Houghton's meeting with Northern Airways for the purpose of negotiating payment for the amount past due for rents, etc. Mr. Corley's recommendation to the Board was as follows....."we issue a credit to Northern for all dollars collected during the period when they were serving as our pumping agent. I believe this amounts to approximately \$11,000. They should not pay percentages on pumping fees collected for us. I would suggest to the commission that the balance of monies owed - approx \$20,000, be collected over a 36 months period, with 10% on the unpaid balance. These monies represent land rents due with CPI adjustments, but not collected. "

Mr. Houghton said that he was in agreement with this recommendation, and that the Northern lease and agreement was now being reviewed by them and their attorney. Mr. D'Acuti made a motion that the Airport Commission accept these terms. Seconded by Mr. Thompson. All in favor.

#### TERMINAL EXPANSION

Mr. Houghton reported to the commission about his meeting the day before with the airline properties people. The way it was left regarding the terminal expansion design at the last meeting, we had adopted the plan with second level at north end with two jetways upstairs and a lower level jetway to handle People Express's passengers from their holdroom on the first floor. Up to that point, all the regional carriers were in accord, the car rental people were happy, and the design makes a lot of sense. More importantly, it offers the building block concept of eventually transitioning into Phase IV. United Airlines and USAir left the last meeting with the idea they wanted to explore the concept of leaving some of their space in its present configuration. They said they were happy with the space they currently occupy. They had attempted another design, but to Mr. Houghton's mind, completely unworkable. Mr. Thompson



reminded the commission that the leases with the airlines were expiring in 1987, when the square footage cost will probably be adjusted upwards anyway, and he was anxious to get the figures from Thompson-Crenshaw to see what kind of a charge will need to be made to pay for the expansion. Mr. Blanchard said he had instructed Joel Crenshaw to have a meeting with his contact men at USAir the following Monday or Tuesday in Washington, D. C. to try to negotiate so that at the next meeting, the commissioners would have some answers to enable them to make a final decision regarding the terminal expansion. Mr. Blanchard reiterated that this decision must be made very quickly in order to be able to break ground this summer.

Mr. Houghton also told the commission that USAir had said they felt People Express should pay a higher rate for their space because it was their feeling that the terminal had to be expanded because of People Express. But Mr. Houghton wanted to emphasize that even though he solicits their inputs in good faith, they are not expanding the airport for any given airline. They are doing it for the vitality and future of Burlington, Vermont and within about a month Empire is going to F-28 jets and Ransome is in Burlington with Dash 7's, causing more bumping and crowding up against one another. The time to expand is now, totally discounting People Express's involvement here.

The commissioners agreed that all airlines should pay the same square footage cost. They then set another meeting for March 14, when hopefully, Mr. Crenshaw would have the results of his meetings.

#### FUTURE MEETINGS

Mr. Blanchard then scheduled meetings for April 11th, May 9th and June 13th. According to City Charter, he said, a second meeting will also be scheduled in June - date to be determined later.

There being no further business, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Carolyn P. Wright  
Clerk of the Board

MINUTES  
Burlington International Airport  
February 14, 1985  
3:30 p.m.

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PRESENT:

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

Jay Wood, Hoyle, Tanner & Assoc.  
Mike Donoghue, Burlington Free Press

The meeting was called to order at 3:30 p.m. by the Chairman, Mr. Blanchard.

TERMINAL EXPANSION

Mr. Jay Wood, of Hoyle, Tanner & Associates was at the meeting because the commissioners, at their last meeting, asked him to return to Burlington and bring the dollar figures that had been worked up for the square footage space in the new terminal expansion. This figure would be the one to be borne by the airlines, and the commissioners were delaying their approval of the final design until these figures were available. Mr. Wood explained that the firm of Thompson-Crenshaw is now in the process of calculating these numbers and they should be ready in March. Mr. Blanchard told the commission that when these figures are ready, he will call a special meeting. Meanwhile, Mr. Houghton is to work with Mr. Joel Crenshaw and travel to Washington, D.C. for further negotiations with the airlines, if necessary.

Mr. Wood further informed the commission that he had been notified that day by Mr. Scarano of FAA and that Mr. Houghton had been notified simultaneously by Mr. Parris of FAA, that the discretionary monies originally earmarked for Burlington Airport will not be given in 1985. This amount of \$1.2 million will not be available until 1986. Mr. Houghton explained that the entitlement money from FAA of \$1.145 million for the terminal expansion project, is still expected in 1985. The terminal expansion project design now being proposed will cost \$4,133,000. With the bond issue of \$3.2 million, and \$1.145 million from FAA, \$638,000 additional is needed. It was felt that this amount, which is the cost of the jetways, can be financed commercially, therefore making this project feasible in 1985.

Postponement of the discretionary money will not, however, delay the overlay of the center portion of Runway 15-33 in the summer of 1985, Mr. Houghton said. The airport still plans on completing this project with its own funds, which will be reimbursed by FAA in 1986. He said that FAA discretionary funds go to the highest priority safety items and the runway is definitely in this category.

Mr. Blanchard asked Mr. Houghton to question the FAA as to the reasons for their decision - if it is final, and if so, may the commission please have their comments in writing?

REPORTS

Minutes of the previous two meetings were read. Mr. D'Acuti moved that the minutes be approved. Seconded by Mr. Thompson. All in favor.

January Bills were presented and discussed. On motion of Mr. D'Acuti, seconded by Mr. Thompson, the warrant was approved. All in favor.

Operating Statements were then discussed. Mr. Thompson moved to approve the Operating Statements and the motion was seconded by Mr. D'Acuti. All in favor.

At this time a move to amend the Agenda to add Item 3 - Taxicabs was made by Mr. Houghton. So moved.

#### PARKING LOT

Mr. Thompson explained that there was some dispute over the amount that is owed the airport from APCOA, Inc. He said that the language in the contract was ambiguous and that the city attorney's office is investigating the problem. The disputed amount is approximately \$28,000. This is in regard to the cost of the parking lot expansion in 1983. Mr. Houghton will report on this at next meeting.

#### FINANCE BOARD

Mr. Houghton reported that he and Mr. Blanchard had gone before the Finance Board the previous week requesting an additional \$161,400 for the FY84/85 Budget, which was approved, and now goes to the Board of Aldermen for approval.

#### TRAVEL

Mr. Houghton asked the Board's approval to attend the Annual AAAE Conference in Baltimore, Maryland, May 12 to 15, 1985, with one commissioner. Mr. Thompson moved to grant this request. Seconded by Mr. D'Acuti. All in favor.

Mr. Houghton asked approval to send Mr. J. J. Hamilton, Director of Operations, and 3 members of the maintenance staff to Allentown, Pennsylvania for the Snow Symposium, April 27-30, 1985. Mr. Thompson moved to approve this trip, seconded by Mr. D'Acuti. All in favor.

#### TAXICABS

Mr. Houghton presented the zone map and the chart of fines that had been prepared for the taxis and asked for the Board's approval. On motion of Mr. D'Acuti, seconded by Mr. Corley, these were approved unanimously by the Board.

Mr. Houghton informed the Board that several of the taxi companies are in favor of meters and had approached City Hall regarding them. Mr. Blanchard asked the clerk to send a letter to City Hall advising them that the Board of Airport Commissioners agree with the concept of taxicab meters.

#### COMMUNICATION:

A letter from Nancy Sheahan, attorney with the City Attorney's office, had been received regarding the permissibility of an airport policy prohibiting advertisements of a political nature to be displayed in the terminal.

Minutes  
Burlington Airport Commission  
February 14, 1985  
Page Three

The information from their office is as follows:

"It is permissible, to adopt content-neutral time and format requirements with respect to advertisements, such as the establishment of standards for size, color or lighting of advertising displays. The caveat is that any such requirements must be a reasonable restriction on the time, place and manner of the advertisement without reference to its content, that they serve a significant governmental interest, and that alternative forums exist for the exercise of First Amendment rights. Alternately, in order that political advertisements are not misconstrued as an official pronouncement of airport policy, the airport may print disclaimers, at the bottom of the advertisements or mounted separately from the advertisements, disclaiming sponsorship of the particular message and explaining that the advertisers are communicating their own messages by virtue of their First Amendment rights."

EXECUTIVE SESSION

On motion of Mr. D'Acuti, seconded by Mr. Thompson, the meeting moved into Executive Session at 4:55 p.m. for the purpose of discussing land acquisition.

Meeting returned to regular session at 5:10 p.m. on motion of Mr. D'Acuti, seconded by Mr. Corley.

There being no further business, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

*Carolyn P. Wright*

Carolyn P. Wright  
Clerk of the Board/Office Manager

MINUTES  
Burlington Airport Commission  
January 31, 1985  
3:30 p.m.

PRESENT:

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

Jay Wood, Hoyle, Tanner & Assoc.  
Don Willett, Thompson-Crenshaw  
Bob Yandow, Wiemann-Lamphere  
Jim Lamphere, Wiemann-Lamphere  
Diane Gallagher, Bd of Aldermen  
Joseph McNeil, City Attorney  
Nancy Sheahan, City Attorney

The meeting was called to order at 4:00 p.m. with an executive session to discuss land acquisition and personnel matters. This session was attended by Mr. Blanchard, Mr. Thompson, Mr. D'Acuti, Mr. Barnes, Mr. McNeil and Mrs. Sheahan.

Executive session ended at 4:45 p.m. and the regular meeting began.

On motion of Mr. Thompson, the Airport Manager was directed to institute eminent domain proceedings against the Lavalette and ICV properties immediately. Motion seconded by Mr. D'Acuti. All in favor.

TERMINAL EXPANSION

Jay Wood of Hoyle, Tanner & Associates, Inc., the designers of the new terminal building expansion brought the latest version of their design for approval by the commission. He also showed a draft copy of the latest Burlington International Airport Expansion Update which will be printed and distributed by his company. He reported that during a meeting the previous week with FAA, that they had agreed to build a two-story building for the flight service center instead of two one-story buildings as originally planned. They did request two separate entrances and HTA is now developing the design and drawings for this building's area. Mr. Wood said the drawings presented at the meeting today represent the conclusion of the planning stage of the terminal expansion and he explained the changes that were made to the plans after their meetings with the airlines. These changes also made an adjustment to the budget price. PEOPLEExpress had requested the first floor hold room for their exclusive use, so the design was altered to add a second story to the north end of the terminal where there would be another hold room for USAir and United Airlines. Passengers will board from the second floor via loading bridges (or jetways) and the PEOPLE-Express passengers will board from the first floor hold room, also via a loading bridge.

Jim Lamphere explained the new plan and said that the budget figure for this was now \$4,133,000.00. Some options mentioned were the loading bridges being "up-fronted" by the airlines, or financing obtained for the loading bridges from a private source. Mr. Lamphere said if this design is approved now, they could be ready to go to bid May 15 - June 1. Mr. Thompson inquired as to the square footage cost that the airlines would have to pay for this plan and Mr. Wood replied that he would have this information in the coming week. Mr. Blanchard then asked Mr. Wood if he would come to the February 14th commission meeting with some figures. The commission agreed that they would like to delay the final approval of the plan until they are more cognizant of these numbers. Mr. Barnes also expressed a desire to have HTA include a "down" escalator in addition to the "Up escalator" already in the plan.

TAXI REGULATIONS

Mr. Blanchard reported that the new taxi regulations had been approved by the Ordinance Committee and the Board of Aldermen with only two changes. He said he had personally thanked both groups. Regarding the cab starter, Mr. Houghton said he had had a written quotation from Pinkerton's and had also interviewed a woman for the job. Mr. Houghton favored the woman for the position and said that her quoted price was \$30,000/year. After some discussion, it was agreed that the rules should go into effect as soon as possible. Mr. Barnes then made the following motion: (6 parts)

1. Hire the woman as cab starter for a 6 months trial period at the quoted price,
2. Rules go into effect February 1, 1985.
3. Amend the rules to comply with the two recommended changes by the Board of Aldermen.
4. Waive the license requirement to March 1, 1985.
5. Schedule February 14th commission meeting to adopt the zone maps.
6. Taxi rates must be filed by March 1, 1985.

Discussion. Mr. Barnes then amended number 2 to read: 2. Leave to the Airport Manager's discretion as to when to start enforcing the rules (they will go into effect February 1) - with notice to the cab companies, but no later than March 1, 1985.

Motion by Mr. D'Acuti to accept the amendment to No. 2. Seconded by Mr. Barnes. All in favor. Motion by Mr. D'Acuti to accept the entire motion. Seconded by Mr. Thompson. All in favor.

CAR RENTAL AGENCIES

Mr. Houghton asked the commission's approval to extend the car rental agencies' leases for one year while the terminal is under construction because their offices, ready spaces and washing facilities would probably have to be moved. On motion of Mr. Thompson, the commission moved to extend the rental agreements for one year at the present rental rates either in the current space OR equivalent space. Seconded by Mr. D'Acuti. All in favor. Clerk was instructed to ask Attorney Sheahan to write a letter to this effect for the agencies with an acknowledgement for the agency to sign attached. All in favor.

Mr. Thompson moved to amend the agenda to add Item 4: Regional Airport Authority. So moved. Mr. Thompson then briefed the commission on some regional airport legislation.

After some discussion, Mr. D'Acuti moved that Airport Manager not spend any money for an appraisal of the airport until such time as he received approval of the airport commission. Seconded by Mr. Barnes. All in favor.

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Carolyn Wright - Office Mgr/Clerk

MINUTES  
January 10, 1985  
Burlington International Airport  
Commission  
3:30 p.m.

PRESENT:

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

The meeting was called to order at 3:30 by the Chairman, Mr. Blanchard. Minutes of the two previous meetings were presented and reviewed. On motion of Mr. Thompson, seconded by Mr. D'Acuti, the minutes were accepted as presented.

Mr. Thompson made a motion to add the following items to the agenda:

4. Parking rates
5. Water problems
6. Budget line item transfers.
7. Taxi regulations

December Warrants were presented and discussed. On motion of Mr. Thompson, the December bills were approved. The Operating Statements were presented and on motion of Mr. D'Acuti, seconded by Mr. Thompson, were approved as presented.

REPORTS

Mr. Houghton reported on his meeting with the FAA on January 7th. He was accompanied by Jim Lamphere from Hoyle, Tanner & Associates. The FAA entitlement money is in place and he obtained a verbal commitment for discretionary funds of \$1.2 million for engineering and design of the apron and taxiway, and Phase II of the runway rehabilitation. The same day, Mr. Harry Behney visited the properties division of FAA with regard to the location of the Flight Service Center in Burlington. Final location for this center is still being negotiated. Ground breaking for this could be September, 1985. Mr. Houghton is having another meeting with the properties people from the airlines on January 16th and 17th. At this meeting he will try to put some actual assignments on the existing plans for the terminal expansion. The commissioners asked Mr. Houghton to advise them of the results of these meetings and also requested a copy of the proposed plan, when ready.

GENERAL AVIATION TERMINAL

Mr. Houghton stated that renovations to this terminal had begun. Personnel have moved from the building to trailers and U.S. Customs is anxious to move over to Building #880. Some construction work needs to be done before this can happen, which would take about two weeks. Estimates for the cost were not available at this time. On motion of Mr. Thompson, the Director of Aviation was authorized to proceed with the construction for a figure of \$5,000, with the proviso that if the building is needed for another purpose, customs will move elsewhere. Seconded by Mr. D'Acuti. All in favor.

TERMINAL SIGNAGE

Mr. Houghton showed the commission a sign that was of a political nature which an organization wanted to display in the terminal. This organization had rented two advertising spaces from Interspace, Inc. Mr. Houghton read the portions of the lease which state that anyone has the right to rent the spaces, but the airport manager and commission can remove if objectionable. After some discussion, Mr. Thompson made a motion that they defer their decision until they get a legal opinion regarding the appropriateness of displaying political advertising in public buildings. Seconded by Mr. D'Acuti. All in favor.

Clerk to ask city attorney for this opinion by the next meeting, Feb. 14.

PARKING RATES: The new parking rates, which were voted and adopted at the last meeting will need a resolution passed by the City Council but Mr. Houghton suggested that this resolution not be prepared at this time. The reason for the parking rate increase was to try to solve the parking problem by discouraging long term parkers. During the holidays 72 spaces were taken from the employees and this seemed to alleviate the problem. Recent surveys of the parked cars showed 1/3 were Canadian cars. 36 parking spaces have been returned to the employees and Mr. Houghton would like to send in the resolution when he feels appropriate. Commissioners agreed with his decision.

WATER PROBLEM Mr. Blanchard reported that the ice machine in the restaurant now needs replacing. The present one is leaking through to the main floor (from the restaurant). Mr. Houghton reminded the commission that the airport had budgeted for an ice maker, but had purchased a new freezer last fall. After some discussion, a motion was made by Mr. D'Acuti to authorize the Airport Manager to purchase an ice maker for an amount not to exceed \$3,000. Title of which remains with the Airport. Seconded by Mr. Thompson. All in favor.

BUDGET LINE ITEM TRANSFERS Mr. Houghton stated that there was a need to go to the treasurer's office and request additional money be added to the present budget figures for some expenditures. Commission recommended that Mr. Houghton and Mr. Blanchard go prepared with the proper facts and figures and suggested that perhaps a representative of the auditing firm that audited the airport books accompany them.

TAXI REGULATIONS Mr. Blanchard reported that the proposed taxi regulations will be presented to the Ordinance Committee on January 17th, and before the City Council on January 21st. When these were presented to the City Council at the January 7th meeting, they requested time to review the regulations before voting on them.

5:15 the meeting moved into Executive Session on motion of Mr. D'Acuti, seconded by Mr. Thompson. Regular session resumed at 5:30.

There being no further business, meeting was adjourned.

Respectfully submitted,

Carolyn Wright, Clerk