

MINUTES
BOARD OF AIRPORT COMMISSIONERS
DECEMBER 22, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard
Huck Gutman
J. Richard Corley
Michael Cain
Joe McNeil

Walter E. Houghton
Lynda Kingsbury
Morton Bostock
Tamara Larivee
Gerald W. D'Amico

The meeting was called to order by the Chairman, Mr. Blanchard at 3:38 p.m.

Mr. Gutman made a motion to add to the agenda items #10 and #11, Public Viewing, and Air Curtains, respectively and to enter into executive session to discuss G.B.I.C. Contract and Contracts, as outlined on the agenda. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 3:40 p.m.

Meeting resumed regular session at 4:10 p.m.

Mr. Corley made a motion to accept the ownership of the building from Cynosure subject to the review of the lease by the City Attorney. Seconded by Mr. Cain. All were in favor.

Mr. Gutman made a motion to enter into executive session to discuss contractual negotiations. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 4:15 p.m.

The meeting resumed regular session at 5:20 p.m.

Mr. Corley made a motion to advise the tenant, Innotech, or sublessees to vacate the building immediately or stay there at their own risk, so that the Airport can move as quickly as possible to repair the truss. Seconded by Mr. Cain. All were in favor.

MINUTES
DECEMBER 22, 1986
PAGE TWO

GIFT SHOP BIDS:

At this time Mr. Dick Lang and Mr. John Couri of Duty Free International and Arnie Marek, current gift shop owner, entered the meeting.

Bob Blanchard reported that the Airport had received three bids and the bid results are as follows:

Ben & Jerry's - Specialty Shop	1.	30,000	
	2.	32,500	
	3.	35,000	
	4.	37,500	
	5.	40,000	
Fenton Hill - Specialty & Gift	1.	30,000	20,000
	2.	32,500	22,500
	3.	35,000	25,000
	4.	37,500	27,500
	5.	40,000	30,000
Bev Watson - Specialty	1.	14,400	
	2.	14,400	
	3.	14,400	
	4.	15,600	
	5.	15,600	

Mr. Blanchard then noted for the record that the bid by Duty Free for the Gift Shop was originally overlooked, but that subsequent to that the bid was found and accepted as a legitimate bid. Mr. Corley then pointed out that the bids had gone out to solicit a bid for a shop that was uniquely Vermont. He then questioned Mr. Courri as to how Fenton Hill will provide this being from NY. Mr. Courri replied that Fenton Hill has several stores in Vermont, including one in Highgate and that they feel adequately prepared to provide the airport with a Vermont products shop.

MINUTES
DECEMBER 22, 1986
PAGE THREE

Discussion. Mr. Corley noted that it would be in the airports best interest to have one owner/operator. Discussion. Mr. Corley recommends that the decision be deferred until the next meeting and that one or two of the Commissioners visit the Highgate store in the meantime.

Mr. Corley made a motion to extend the gift shop on a continual 30 day basis, until this is resolved. Seconded by Mr. Cain. All were in favor.

Mr. Arnold Marek, Gift Shop operator, suggested that it would behoove the Commission to go back to bid on the gift shop, but to allow VT products back into the shop, based on the fact that it would gain more revenue than as currently proposed. Discussion. Issue to be brought up and resolved at next meeting.

TERMINAL PUNCH LIST:

Walt reported that the terminal punch list is, at this point, 75% complete and would be 100% complete by the 1st of January.

TELEPHONE REPORT:

Next meeting.

SOUTH HANGAR ROOF:

Taken care of in executive session.

ATM's:

Walt reported that he has a request for an ATM in the terminal. In the interest of fairness, Walt has sent out letters to local banks informing them of the same and giving them the opportunity to also submit a request. The Commission gave Walt their approval and suggested that there be no more than two, and they would be happy with one only.

MINUTES
DECEMBER 22, 1986
PAGE FOUR

AIRLINE CATERING:

Walt reported that he has local interest from a new catering service to service the airlines out of the airport. Their request is to have storage space and freezers. Discussion. Walt recommends that the airport go along with this as long as the restaurant is willing and as far as renting the space to get this type of operation started. Discussion. Dick Corley's concern is that the airport restaurant will shortly be out to bid, and why take on this extra not knowing who will be awarded the lease. Discussion. Dick suggested preparing R.F.P's for the airport restaurant as soon as possible. Discussion. Deferred until next meeting.

COMMUNICATION 504 COMMITTEE - HANDICAP ACCESS:

Bob Blanchard reported that Bonnie Vander Tuin, Personnel Director had written to Walt requesting that he check the handicap code requirements for counter heights at the airport, as she had been informed that we were not in compliance. Ms. Vander Tuin received a letter and drawings from Wiemann-Lamphere indicating that the airport was in full compliance. Mr. Blanchard then received a letter from Ms. Vander Tuin requesting that in this year's budget preparation that the Commission make allowances to have the counter heights lowered. Mr. Blanchard then reported to the Commission that he spoke with Alan Gear and that Mr. Gear toured the entire airport in his wheelchair and found no problems. End of discussion.

NATIONAL WEATHER SERVICE LEASE:

Walt reported that previously the NWS was paying \$8.00/s.f. and that he is proposing \$12.00/s.f. Discussion. Mr. Houghton also reported that although the National Weather could be stationed anywhere, he feels that it is very important that it be maintained within the airport terminal.

MINUTES
DECEMBER 22, 1986
PAGE FIVE

Mr. Cain made a motion to approve the National Weather Service lease at \$12.00/s.f.. Seconded by Mr. Corley. All were in favor.

PUBLIC ACCESS:

Mr. Blanchard reported that Mr. Gutman requested that this be on the agenda, and reporting for Mr. Gutman, he stated that non-passengers are still not being allowed into the departure lounges. Walt reported that he had spoken with Huck and the issue is settled. The airport has come to a mutual understanding with the airlines that the departure lounge is open to the public at all times with the exception of a few restrictions placed during holiday times when the departure lounges are already full with passengers.

AIR CURTAINS - GERRY D'AMICO:

Gerry D'Amico reported that we had a bid opening this morning (Dec 22) for the air curtains. Northeastern HVAC submitted a bid of \$19,690.00 and Ouellette Plumbing & Heating a bid of \$24,960.00. Essex Plumbing & Heating nor Air Comfort submitted a bid. Discussion.

Mr. Corley made a motion to accept the bid and work for air curtains from Northeastern HVAC of \$19,690.00. Seconded by Mr. Cain. All were in favor.

There being no further business, Mr. Cain made a motion to adjourn. Seconded by Mr. Corley. All were in favor. The meeting adjourned at 6:25 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
DECEMBER 4, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Walter E. Houghton
J. Richard Corley	Tamara Larivee
Huck Gutman	Gerald D'Amico
Mike Flaherty	Lynda Kingsbury
	Morton Bostock

The meeting was called to order by the Chairman, Mr. Blanchard at 3:46 p.m.

Mr. Corley made a motion to enter executive session to discuss personnel and long term contracts. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 3:47 p.m.

The meeting resumed regular session at 4:15 p.m.

Mr. Gutman reported to the Commission that it had been brought to his attention that the American Association of Airport Executives is to hold a conference in Washington to discuss and lobby for the reinstitution of the AIP legislation.

Mr. Gutman made a motion that the Chairman of the Board of Airport Commissioners and the Director of Aviation be authorized to go this conference. Seconded by Mr. Corley. All were in favor.

MANAGER'S REPORT:

Mr. Houghton reported that he is still in the process of working with the Agency of Transportation on the Title V revision.
RENTAL CAR - Parking situation resolved with the ready and drop lots, and documents all signed and near final resolution.
LONG and SHORT TERM PLANNING - Gerry and Walt continuing to work with the planning and where we are with federal grant monies.

MINUTES
DECEMBER 4, 1986
PAGE TWO

INTERSPACE ADVERTISING - With the help of Huck and Mike the sign distribution and decor has been resolved. Now looking at the possibility of an auto on display in the baggage claim area.

MONTREAL - Walter and Bob Blanchard were invited to spend a day with Edward Stohr of the International Civil Aviation Organization (ICAO) - the Aviation arm of United Nations. Agenda items included sit-ins on general council meetings, and working groups on Runway friction measurement. Mr. Blanchard reported that of the \$200.00 allowed only \$6.25 was spent.

BUDGET - Walt has begun preliminary budget preparations with the city. Looking into revenue projections and estimates as it relates to salaries, and to receive a cumulation by January 3, 1987 to determine need for tax increases within city.

AIRLINE NEGOTIATIONS - Walt reported that airline representatives seem to be very comfortable with the document as last discussed and that the final resolve is in the legal draft stage.

COMMUNICATIONS - Walt reported that he has had several meetings with Lynda and Mort in an attempt to improve communications with accounting. Regular weekly meetings will take place with an additional day each week for one on one meetings.

GIFT and SPECIALITY SHOP PROPOSALS - We have about 25-30 interested parties and the proposals are due back on December 10.

PART 150 NOISE COMPATIBILITY STUDY - Interviews, of three firms, were conducted last week. Walt and Gerry are now in the final selection process. The study will take 8-10 months to complete and will involve a working advisory group. The 90% FAA funds will come from planning funds and not AIP Federal funds.

SAAB - The Saab Friction Tester has been delivered and we are now in the process of a three day training and maintenance seminar.

LEASES - Walt hoping to have Warplanes and Valley Air Service Alert Hangar leases before the Board of Aldermen on Monday the 8th of December. Business Air lease has been through resolution and needs tenant signatures as soon as it is received from legal.

TERMINAL PUNCH LIST - There is a meeting tomorrow morning to go over the final punch list was now consists of about eight pages.

MINUTES
DECEMBER 4, 1986
PAGE THREE

At this time the minutes of November 5, 1986 and November 14, 1986 were presented for approval.

Mr. Gutman made a motion to accept the minutes of November 14 and November 5, 1986 as presented. Seconded by Mr. Corley. All were in favor.

COMMUNICATION CONSULTING SERVICES - JACK MCCABE & DICK BELANGER:
Jack McCabe handed out a communication system recommendation report. Dick Belanger then reported that the two major areas researched were the installation and also the feasibility of charging the users for the use of the ADS system. Included in the report are responses, synopsis of each company, proposal costs, ADS tenant billing, spread sheets, and the costs of installation of telephone paging, maintenance and finance expense. Mr. Belanger and Mr. McCabe, to fit the needs of the airport, recommends VT Telephone Co.. The bid prices include a 7% "unforeseen" contingency fee. Discussion. VT Telephone proposes 32 trunks with 120 lines, and the airport currently has 7 trunks and 45 lines. Discussion.

Mr. Gutman made a motion to table the Communication Consulting Services discussion until December 22. Motion died for lack of second. Discussion. Mr. Corley discussed the possibility of adding a busy lamp field and calling some of the other users of the VT Telephone service.

Mr. Corley made a motion to approve VT Telephone proposal with the addition of a busy lamp field and that Walt is to call three (3) companies who are similar to the airport in usage size and receive affirmative recommendations. Seconded by Mr. Gutman. All were in favor.

FINAL REPORT - TERMINAL CONSTRUCTION - JEFF DAVIS:

Jeff Davis reviewed the project budget summary sheets for December 4, 1986. He reported that contingency funds showed a surplus of \$46,428.01. Discussion. Jeff Davis reported that he feels that more than adequate coverage is being held in payments to the sub-contractors for additional work still needing to be completed.

MINUTES
DECEMBER 4, 1986
PAGE FOUR

INFORMATION BOOTH - BRANT DINKIN:

Mr. Dinkin presented a proposal to establish a Visitor Information Center in the Burlington International Airport to be staffed by Champlain College's Travel and Tourism students. He will be working with the Burlington Art Center and also the Chamber of Commerce. Discussion. Dick Corley agreed with proposal of \$500.00 per year based on a year to year arrangement and that Mr. Dinkin would train and pay Champlain College Travel and Tourism students.

Mr. Corley made a suggestion that Walter Houghton, under the context previously explained, resolve this with Mr. Dinkin.

INTERNSHIP - F.I.T.:

Mr. Houghton explained that he has a proposal from the Florida Institute of Technology for a 10 week internship with one of their qualified students in this program. Discussion. The student involved in this program would be taking the place of a weekend terminal maintenance assistant and also performing operational and administrative duties for Walt. He would be paid by the airport and assumed to be a part-time employee. Discussion.

Mr. Gutman made a motion to allow Walter to bring a student from F.I.T. to the airport for a 10 week internship. Seconded by Mr. Corley. All were in favor.

COMMUNICATIONS - ARNOLD MAREK:

Mr. Marek, Gift Shop owner/operator has written to Walter requesting that he be reimbursed for \$1999.27 of lost revenue from loss of vending machine use. Discussion. Mr. Houghton and his staff to review revenue stream and bring back recommendation to the Board.

MINUTES
DECEMBER 4, 1986
PAGE FIVE

NEW BUSINESS:

Walter reported that he also has a request to install storage lockers in the terminal. Walt reported that, at this time, he was not interested in installing lockers and that currently the Sky Cap has this service. Commission agreed with Mr. Houghton.

Huck Gutman reported that he was concerned about all of the parking on the grass lot. Discussion. Commission gave Mr. Houghton the directive to find a solution to remove all vehicles from the "grass lot".

OCTOBER WARRANTS:

Mr. Corley made a motion to accept the October warrant as presented. Discussion. Mr. Blanchard questioned the telephone bill of \$1787.00 and the fact that the Commission had still not received a report as requested. Mort Bostock explained that he is having problems with a run down of phone numbers, but will have a full report at the next meeting. Seconded by Mr. Gutman. All were in favor.

OPERATING STATEMENTS:

The account code 1119 for automotive supplies was questioned. \$32,000 has been spent to date and only \$41,000 has been budgeted. Walt reported that alot of this expenditure is attributed to the PM program, a new inventory system, and the fact that purchases were put on hold last year. Actually fits a good bell curve. A/R - Apcoa, FAA, Innotech, Montair - Walt to speak with Hobie Tomlinson, Montair about his past due account and to report at the next meeting. Mort reported that Valley Air Services has not recognized the additional square footage that is now included in their lease and that they are also delinquent on payment of pod rental and revenue payment. Discussion. Huck Gutman suggested sending a letter that indicates that they are in default and they have 15 days to cure and that they must move out of the 4th hangar. Discussion. Dick Corley suggested that Lynda, as Assistant City Treasurer, call and send letter indicating that they are on the past due list and they have two weeks to resolve it. Lynda to report at the December 22 meeting.

Gerry D'Amico reported that the Innotech south hangar roof needed

to be fixed before the end of winter. The only proposal he has is for \$10,200 to sure it up for winter and then \$11,000 to fix it in the spring. Discussion. Dick Corley to check with Joe McNeil to see who has responsibility in the new lease.

Gerry also requested permission to receive proposals from a consultant on getting a new main air handler motor. The current motor is a 100 hp motor, replacing a motor which just burned out, and is not appropriate for the airport and its use. Lynda suggested that Gerry try the Department of Public Works for that consultant. Commission gave Gerry the go ahead to receive proposals from a consultant.

Mr. Gutman made a motion to change the 10% shift differential pay, as previously approved, to \$.60 per hour. Seconded by Mr. Corley. All were in favor.

The next meeting of the Board of Airport Commissioners will be a special interim meeting on Monday, December 22, 1986 at 3:30 p.m.

There being no further business, Mr. Corley made a motion to adjourn the meeting. Seconded by Mr. Gutman. All were in favor. The meeting ended at 6:05 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
NOVEMBER 14, 1986
12:15 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Huck Gutman
Michael Cain
Vincent D'Acuti

Walter E. Houghton
Gerald W. D'Amico

The special interim meeting for discussion of airport long term planning was called to order at 12:45 p.m.

Mr. Gutman made a motion to enter into executive session to discuss personnel. Seconded by Mr. D'Acuti. The meeting entered executive session at 12:46 p.m.

The meeting resumed regular session at 1:02 p.m.

SNOW REMOVAL - WALTER HOUGHTON:

Mr. Houghton reported that the airport had been working on a solution to creatively staff the snow removal operation without exceeding the overtime budget. He then presented a proposal, which agrees with city personnel policy, reviewed by personnel director for compliance with fair standards labor act, which request that the airport be allowed to hire part time help to do clean up work, hired at about \$6.00/hr who do have airport experience. Another item that Mr. Houghton brought up and requested direction on was that according to city policy anyone who works outside of standard city hours (0700 - 0430) is eligible for shift differential. Mr. Houghton would like to implement a flexible schedule, which would mean that the shift differential pay would come into effect. Discussion. The discussed differential amount for flexible schedules was 10%. Walt indicated that the intention was to keep everyone on their regular schedules but that this would give the airport the flexibility to change with "Mother Nature". Discussion. All Commission seemed to agree with the proposal and were willing to give it a try. Walt then reported that another option that was explored was a contractual arrangement with Hinesburg Sand & Gravel, which would not allow any cost savings due to high labor costs. Discussion. Walt received Commission approval to go ahead with flexible schedule implementation and hiring of clean up force.

MINUTES
NOVEMBER 14, 1986
PAGE TWO

Walt then reported that Paul Newton had informed him that the price of installation of anti-freeze in the bag drop off had gone from \$300.00 to \$2100.00 and he needed Commission direction as they had approved installation only on the \$300 amount. Discussion. Commission gave direction to Gerry D'Amico to check with Paul Newton as to why the price has increased so dramatically and to then bring it back to Walt and the decision to be made by him at his discretion.

Mr. Cain made motion that Walt and Gerry be given authority to resolve the issue in the most cost effective manner that they see fit. Seconded by Mr. Gutman. All were in favor.

CAPITAL CONSTRUCTION PROJECTS - FIVE YEAR PROGRAM:

Walt and Gerry discussed the five year development program that has been presented to the Vermont Agency of Transportation and the Metropolitan Planning Organization. This program plan has been revised to reflect the latest engineering estimates for the proposed work. While we recognize that the reconstruction of the terminal apron is of extreme importance; this project will have to be constructed in phases due to funding constraints. The existing runway drainage system is developing serious signs of failure. Recent investigations indicate that drainage work in the runway intersection may become a high priority. Discussion.

The Commission recommended that Walter Houghton and Gerald D'Amico prioritize the first five projects.

A copy of the revised five year program is attached.

NEW BUSINESS:

Mr. Cain made a motion to allow Mr. Houghton and Mr. Blanchard the sum of \$200.00 to go to Montreal for a meeting with Mr. Edward Stohr. Seconded by Mr. Gutman. All were in favor.

There being no further business, Mr. Cain made a motion to adjourn. Seconded by Mr. Gutman. All were in favor. The meeting adjourned at 2:20 p.m.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, NOVEMBER 5, 1986
3:30 P.M.

PRESENT:

Vincent D'Acuti
Huck Gutman
Michael Cain
Lynda Kingsbury

Walter E. Houghton
Tamara Larivee
Gerald D'Amico
Morton Bostock

The meeting was called to order by Vincent D'Acuti, acting Chairman for M. Robert Blanchard, at 3:40 p.m.

Mr. Gutman made a motion to enter executive session to discuss the airline negotiations and Warplanes, Inc. contract and to add to the executive session agenda, personnel. Seconded by Mr. Cain. All were in favor.

The meeting entered executive session at 3:45 p.m.

The meeting resumed regular session at 4:40 p.m.

Discussed in executive session was that it was okay to proceed with Warplanes Inc. as long as there is a written document that defines purpose and that rentals are to begin in 90 days or when the building is tenurial, whichever is first.

APCOA - Tony Governale, Bob Bote:

Vin D'Acuti explained to APCOA that what the Commission was looking for is a choice of solutions to solve our parking problem. Bob Bote then reported on re-striping the current lot. He indicated that the lot would have to be closed at least 15 days and that the stalls are currently 9' stalls and could only be reduced to a minimum of 8'6". At least one third of the lot would have to be vacated during the process and the net gain would only be about 30 spaces. Discussion. Another suggestion

Minutes
November 5, 1986
Page Two

made was to move the employees out of the public lot and therefore gain 72 spaces. Discussion. A long term solution would be to extend the parking lot to the area which is now an exit road to the end of Dawn Court. Discussion. South Burlington zoning would not allow airport to do this. An additional 176 spaces could be gained from this area. The next solution discussed was the possibility of building up. The cost involved would be from \$3500 up per stall to build. Bob Boute explained that he has already had a preliminary discussion with APCOA's design manager. The project would encompass about six months and the suggestion was made to build up two stories initially with a plan to allow for phasing. Discussion. Mr. Boute is to put together a package as to what APCOA can do for the airport in regards to expanding the parking lot in exchange for a chance to negotiate for 5 year option.

Mr. Gutman made a motion to accept the minutes of October 22, 1986 as presented. Seconded by Mr. Cain. All were in favor.

The October warrant was then presented for discussion. The telephone bills were again questioned and Mort reported that he was still working on a report for Bob Blanchard as requested. McAuliffe - explanation by Mort of different account codes. Montgomery Elevator Sales was questioned. A comment was made that the escalators have not been functioning properly since installation and that they should not be paid until it works. Mort reported that some time ago, Pizzagalli had been issued a check for Montgomery Elevator Sales & Service for completion of the job. Mort to check with Pizzagalli to see if check has been issued. Commission recommended that a stop payment should be made on the check if it had not already been paid.

Mr. Cain made a motion to accept the warrant with the exception of the payment to Montgomery. Seconded by Mr. Gutman. All were in favor.

Mort Bostock then stated that he had several other items that he needs the Commission to approve or disapprove. First item presented was a bill from AT&T of \$177.00. This bill is in question because it doesn't match the purchase order issued which stated that a line could be installed for Gerry D'Amico at the maintenance shop. The \$177.00 is for a telephone and installation. Mort insisted that there were available phones here instead of purchasing a new one. Before going any further, Mr. D'Acuti asked Mort if the bills that he was bringing before the Commission had been presented to Walter Houghton. Mort responded that no, they had not, but that attempts had been made to contact John Hamilton to discuss these. Discussion. The point was made by the Commission that Mr. Hamilton is not the person to be contacted for these questions but that Walt should be the only one. Mort was directed that he should bring any other bills to Walt's attention and then if he still had a problem then to bring them to the Commission at that time. An Acme Paint & Glass bill of \$261.00 was questioned. Walt reported that he doesn't believe that it even belongs to the airport. Upon Walter Houghton's recommendation Mr. Gutman made a motion to pay the AT&T Telephone and service bill of \$177.00, which was in question. Seconded by Mr. Cain. All were in favor. Discussion. Mort asked that he be permitted to send a letter to Northern Airways indicating that they have not sent their reports since August. Discussion. It was decided that this decision must come from Walter. Mort then reported on public officials liability and the fact that the airport currently does not have this liability. The airport is included on the city's policy which is a \$300,000.00 policy for the entire city. However, the airport can be added under the city umbrella policy for a cost of \$7500. Mort requested approval of the liability policy dependent upon Joe McNeil and Jeanne Keller's recommendations.

Mr. Cain made a motion to give Joe McNeil authorization to bind insurance on the behalf of the Commission if he finds the terms of the policy acceptable. Seconded by Mr. Gutman. All were in favor.

Minutes
November 5, 1986
Page Four

Mr. Cain made a motion to accept the review of the operating statements. Seconded by Mr. Gutman. All were in favor.

Mr. Cain requested that an Accounts Receivable statement be presented for the next meeting.

TAX STABILIZATION:

Mr. D'Acuti reported that Mr. Blanchard requested that this item be tabled at this time. Discussion. Mr. D'Acuti pointed out that there are airport agencies that pay taxes directly to us and that these can not be billed until there is approval from the Commission. Mort requested that he have approval to bill the entities.

Mr. Gutman made a motion to send tax bills to entities which pay their tax directly to us to be hand delivered by Walt. Seconded by Mr. Cain. All were in favor.

Mr. Cain made a motion to table agenda item #3 - Tax Stabilization Report. Seconded by Mr. Gutman. All were in favor.

CAR RENTAL AGENCIES:

Walter reported that the bid bond checks had to be handed back to the car rentals and that the documents were ready to go back tomorrow. Walt then reported on the request from National to do an "L" shaped counter. Mr. Blanchard, Dick Corley, and Walt had previously discussed this item and gave permission to National to go ahead with their plans. Mr. Cain and Mr. Gutman are not in agreement but decided to back rest of Commission. Walt needed a decision on the National Car sign. Dave DeSarno has proposed to place it on the back wall behind the "L" shaped counter, across the window. Walt suggested that the sign should be placed to the front, so as to not block the window. Discussion. It was decided that to stay in accordance with the other car rentals, the sign should be placed on the back wall as proposed by National.

GIFT SHOP CONCESSION:

Walt reported that the R.F.P's were out for review and the that the return date was for November 21, 1986. Discussion. Mike Cain suggested sending the R.F.P's out but that the return date was too short. Discussion. Commission decided that they should be returned 30 days from the day that they are sent out. Date to be December 10, 1986. Permission was also given by the Commission to advertise in the Burlington Free Press as opposed to advertising in the Vanguard Press as previously requested.

SIGNAGE FOR PUBLIC OBSERVATION SPACES:

Huck Gutman requested that Walter Houghton put up signs near the departure lounges, indicating that non-passengers are welcome in to the passengers lounges for viewing.

NEW BUSINESS:

Mr. Gutman made a motion that the clerk of the Board write a letter of thanks to Bob Blanchard for a fine reception and for his constant supervision of the terminal expansion, (Letter enclosed) and that it should also be a part of the minutes of November 5, 1986. Seconded by Mr. Cain. All were in favor.

The Board of Airport Commissioners would like to have in the records their expression of gratitude to Bob Blanchard for his determination and supervision of the terminal expansion and extend thanks and congratulations on a "grand" grand opening.

MANAGER'S REPORT:

Walter Houghton reported that the car rental bid opening had taken place. He reported that the "slip and fall" litigation had been settled out of court on September 27, 1986 for \$25,000 of which are insurance company was assessed \$8,500. Discussion. Mr. Houghton then reported that the Federal Express negotiations for a ground support facility is back in motion.

Minutes
November 5, 1986
Page Six

Other reports were that the city was now in a reclassification study, and that Don Fischer, the engineer from APCOA was up last week. Walt reported that he and Gerry D'Amico were going down to FAA to discuss next years entitlement funds. He reported that Alpha Taxiway area would be under construction starting in May, 1987 - AIP - 08. Walt is also hoping that with funds left over from the AIP-03 project that the north end fence will be done.

Huck Gutman requested that there be a special interim meeting for discussing long term airport plans only. Discussion. There will be a special interim meeting on Friday November 14, 1986 at 12:15 p.m. to discuss airport long range planning. Mike Cain to bring lunch!

There being no further business, Mr. Cain made a motion to adjourn the meeting. Seconded by Mr. Gutman. All were in favor. The meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
OCTOBER 22, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Vincent D'Acuti
Huck Gutman
J. Richard Corley
Michael Cain

Walter E. Houghton
Gerry D'Amico
Joseph McNeil
Tamara Larivee
Lynda Kingsbury
Morton Bostock

The meeting was called to order by the Chairman, Mr. Blanchard at 3:48 p.m.

At this time, Barry Lussier, Carl Tortelano, and Jim Bouthroid, of HTA and Jeff Davis and Paul Newton, Pizzagalli, and Jim Lamphere, Wiemann-Lamphere entered the meeting.

Mr. D'Acuti made a motion to enter executive session to discuss Employees Salaries, HTA Contracts, and Airline Negotiations and to add to executive session #4 Tax Stabilization and to discuss HTA and Tax Stabilization first. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 3:48 p.m.

At 5:05 p.m. HTA, Pizzagalli, and Wiemann-Lamphere left the executive session.

Joe McNeil left the meeting at 5:30 p.m.

Following a ten minute break, the meeting resumed regular session at 6:02 p.m.

Mr. Corley made a motion that the Burlington Airport Commission accept the Tax Stabilization agreement as presented by South Burlington with the understanding that the council for both work out the minor legal problems as presented. Seconded by Mr. Gutman. All were in favor.

Mr. Corley made a motion to amend the minutes of September 23, 1986 page 1, paragraph 4 to change the \$50,000 insurance to \$500,000. Seconded by Mr. D'Acuti. All were in favor.

Mr. Corley made a motion to accept the minutes of September 11, 1986, September 23, 1986 (with the amendment) and of October 9, 1986. Seconded by Mr. D'Acuti. All were in favor.

Minutes
October 22, 1986
Page Two

Mr. Gutman made a motion to accept the amendment to the Terminal Expansion contract (AIP-06) made by Hoyle, Tanner, & Associates. Seconded by Mr. D'Acuti. All were in favor.

Mr. Gutman made a motion to accept the AIP-08 contract. Seconded by Mr. Corley. All were in favor.

At this time Jeff Davis and Paul Newton re-entered the meeting.

TERMINAL EXPANSION - JEFF DAVIS:

Jeff reported that he needed to go through the first page of change orders and the second page of his report. Jeff needs a decision on the change orders which have not yet been committed and were spoken about at the next meeting.

- CPR #114R - Electrical for vending machines - \$500 - to be done by airport.
- CPR #115 - Enclosure at bag conveyor - \$2,106 - Airport
- CPR #117R - Replace pull stations w/2099-9225 - \$495 - Pizzagalli to finish with materials already purchased and any additional to be taken care of by Airport
- CPR #142 - Automatic controls for HVAC/Boiler - \$500- Pizzagalli
- CPR #144 - Glycool sprinkler sys-bag drop off - \$300- Pizzagalli
- CPR #145 - Air Curts.-Vest 135 & 160 - \$22,064 - Airport
- CPR #148 - Electrical in room 243 for Musak - \$300 - Airport
- CPR #151 - Bulletin Boards - \$700 - Airport
- CPR #153 - Protection for bag convyr #102 - \$2,000 - Airport
- CPR #156 - S.S. plate guard - bag convyr - \$1,000 - Airport
- CPR #157 - Fan starter by-pass - \$1,000 - Pizzagalli

Jeff Davis then reported that he didn't feel that it was necessary for Pizzagalli to stay on the job site for the remaining change orders to be completed. Commission agreed that Pizzagalli would not need to remain on the site.

The next items discussed were the items (c.o.'s) funded by others in the airport. Under Burlington Airport CPR's #146 and #146s are for the SAAB friction tester. Dick Corley posed the question of whether this room was designed solely for the friction tester or if accommodations were being made for another vehicle. Walter reported that this was designed for only the SAAB friction tester.

Minutes
October 22, 1986
Page Three

- United Airlines - CPR #45 - New door east side stair 2 - \$1,147 original door was not satisfactory - United to pay for this change.
- People Express - CPR #14 - Elm stair 4, bridge 3 - \$2,448
- CPR #48 - Anchor bolts, bridge 3 - \$743
- CPR #50 - Loading bridge - \$8,181
All of these CPR's have been billed and paid (\$11,372.00).
- Airlines - CPR #83 - button control doors - \$1,681 - to be shared by all the airlines.
- Piedmont Airlines - CPR #108 loading bridge - \$15,069
CPR #108S loading bridge - \$1,000
CPR #161 Window/sliding window rm154A - \$350
Piedmont has not been billed for these charges but do have a written committment to pay.
- USAir - CPR #128 - carpet room 227 (office space) - \$266 - willing to pay for change.
- Avis Rent-a-Car - CPR #94 Dedicated circuit - \$518 - to be billed to Avis. Mort Bostock reported that they had been already billed and refuse to pay it.
- Rental Car Agencies CPR #37 - Rent-a-car revisions - \$2,739 - Mr. Corley suggested that the car rentals not be billed for these changes.

Discussion. Mr. Corley made a motion that CPR's #14, #48 and #50 be paid for by People Express, CPR #45 to the airport, CPR #83 to the airport, CPR's #108, 108s, and 161 to be billed to Piedmont, CPR #128 to be billed to USAir, CPR #94 to be billed to Avis, and CPR #37 to the airport. Seconded by Mr. Cain. All were in favor.

SEPTEMBER WARRANTS & OPERATING STATEMENTS:

Mr. Corley made a motion to approve the September warrants as presented. Seconded by Mr. D'Acuti. Discussion. Huck Gutman questioned the purchase of gas and how the decision was made to purchase at this particular time as opposed to another when gas prices may fluctuate. It was reported that our fuel is purchased through a competitive bid process and awarded contract. Mike Cain questioned the McAuliffe bills. Account code #1180 - safety supplies for airport maintenance, #1112 - paper supplies, #1010 - office supplies. All were in favor.

Minutes
October 22, 1986
Page Four

Mort Bostock then presented additional bills in voucher form (have not yet been issued checks) for approval. Discussion. Chairman of the Board, M. Robert Blanchard requested of Mort Bostock that he prepare a comprehensive report on our current telephone services to include details on GTE Sprint service, AT&T bills, and New England Telephone bills. Gabbie's Hardware bill was questioned - purchase of 2 scanners for operations and Walt and payment to Cooley Asphalt which is final payment (their retainage). Mr. D'Acuti made a motion to accept the additional vouchers as presented. Seconded by Mr. Corley. Discussion. Mr. Cain is not ready to accept these without further discussion. Mr. Corley made a point that the Airport Commission was getting too involved in the process of reviewing each purchase and that the responsibility should be in the airport managers hands. Discussion. All were in favor.

Mr. D'Acuti made a motion to accept the review of the Operating Statements as presented. Seconded by Mr. Corley. All were in favor.

LEASES/UPDATE:

Walt reported that the Warplanes Inc. lease was back with Joe McNeil for additional changes, which Walt would like to speak with Dick Corley about this week. The Business Air lease also needed additional changes which would make it more like an airline lease and less like a FBO operation. The gift shop and concession leases are at the stage of putting in the bid opening dates. Discussion. Dick Corley recommended that the concession spaces not be allocated before Christmas and more toward April 1 of 1987.

CAR RENTAL PROPOSALS:

Walt presented the results of the car rental bid opening:

Hertz	-	\$153,100,	\$160,700,	and	\$165,00
Budget	-	\$85,200,	\$90,000,	and	\$96,000
Avis	-	\$81,600,	\$85,200,	and	\$90,000
Dollar	-	\$84,100,	\$84,200,	\$84,300	
National	-	\$76,000,	\$75,000,	and	\$75,000

It was reported that Joe McNeil is drafting a resolution on these bids and a motion to accept the car rental contracts is in order.

Mr. Corley made a motion to add to the agenda item #12 - Acceptance of Car Rental Contracts. Seconded by Mr. Cain. All were in favor.

At this time Jeff Davis re-entered meeting with a report of one additional item. The existing vestibules are in poor condition and could really need new floor. Discussion. Jeff was given direction to try to get the material to put the same floor, as was decided on at the last meeting, over the existing vestibule floor to include the accent color.

At this time a discussion concerning Warplanes Inc. was brought on the table. Dick Corley was concerned that Warplanes had the idea of using one of their pods for aircraft storage which was not the intention of the Board. Discussion. Commission agreed that none of the pods are to be used for aircraft storage.

PARKING PLAN - GERRY D'AMICO:

Gerry D'Amico presented a parking plan for the Commission review. This parking plan consisted of moving the employee parking from the back of the lot to the far south of the terminal (present rental car drop lots), taking those employee spaces (72) and bringing them to the north front end of the APCOA lot to be turned over to the car rental agencies as ready spaces, and turning current Hertz ready lot and area north of terminal (currently construction parking) into the drop lots. Discussion.

Minutes
October 22, 1986
Page Six

The advantage to this plan would be that the congestion in the front of the terminal would be cut down with decrease of rental cars in and out of terminal area. Discussion. Gerry's alternate plan was to just turn over the area now being used by construction personnel to the car rentals. Discussion.

Mr. D'Acuti made a motion to accept the first parking plan presented provided it can be implemented on a 6 month basis. Motion defeated for lack of a second.

Mr. Cain made a motion to allow the car rentals to have the area north of the terminal as their ready lot and to allow Gerry D'Amico to put a sidewalk in for access to the south parking lot. Seconded by Mr. Gutman. Vote passed 4 to 1. Mr. D'Acuti voted no.

NATIONAL CAR RENTAL COUNTER:

Walt reported that as per the submitted bids, National is odd man out and Dave DeSarno requested that an addition be made to his space to make it equal to the seventeen (17) feet he had originally. Discussion. The point was made that if this were to occur then this space would then become prime space and would have to be offered to each of the other car rentals in the order of winning bids. Discussion. Mr. Corley suggests that Walt speak to Dave DeSarno and indicate to him that it is the Commissions intent to get back to him in 30 days to make a decision.

NATIONAL WEATHER SERVICE LEASE:

Walt reported that the NWS lease term had expired and that he needed direction of the Board on which ideas that they have. They are currently paying \$14.00/s.f.. Discussion. Walt was given direction to start working on new lease for NWS to include the \$10,000 worth of improvements provided by airport and to try to get the maximum square foot rental as possible, to be based on a five (5) year term.

Minutes
October 22, 1986
Page Seven

CIVIL AIR PATROL - MORIN PROPERTY:

Walt reported that the Civil Air Patrol is looking to rent the Morin property for use as an administrative office. They would like to rent on a month to month basis. Discussion.

Mr. Corley made a motion to rent the Morin property to the Civil Air Patrol on a month to month basis for \$1.00 per month and CAP provides all fit-up themselves. Seconded by Mr. D'Acuti. All were in favor.

TAXI SIGNAGE:

Walt reported that he had intercepted a request from one of our cab companies for a terminal sign through Interspace. According to the cab rules & regulations it states that the company has the right to bring their request to the Board of Airport Commissioners. Discussion. The Commission unanimously agreed that there would be no signs installed for the advertising of taxi cab companies.

GRAND OPENING:

Mr. Blanchard reported that he needed direction from the Board as to what they would like to see for the reception and grand opening. Discussion. Dick Corley suggested that the Commission authorize Walt to spend 'x' amount of dollars to have the entire airport completely cleaned one week before the opening. Suggestion was made to hire a local catering firm to provide hors d'oeuvres and a punch or cider (very minimal).

Mr. Corley made a motion to allow Bob Blanchard and the Director of Aviation to plan and carry out preparations for the Grand Opening with a \$1500 maximum limit. Seconded by Mr. Cain. All were in favor.

Minutes
October 22, 1986
Page Eight

CAR RENTAL LEASE APPROVAL:

Mr. Corley made a motion to approve the car rental leases for resolution. Seconded by Mr. Cain. All were in favor.

There being no further business, Mr. Corley made a motion to adjourn the meeting. Seconded by Mr. Cain. All were in favor. The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
OCTOBER 9, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Walter E. Houghton
Huck Gutman	Gerald D'Amico
Michael Cain	Tamara Larivee
Vincent D'Acuti	Morton Bostock
J. Richard Corley	Lynda Kingsbury

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

Mr. D'Acuti made a motion to enter executive session to discuss;

1. Employee Salaries
2. Hoyle, Tanner & Associates Contract
3. Airline Negotiations
4. Concession Contracts

with #2 - HTA as the first item. Seconded by Huck Gutman. All were in favor. The meeting entered executive session at 3:35 p.m.

No official action was required during executive session. The meeting entered regular session at 5:28 p.m.

Mr. Houghton then gave his monthly manager's report. A copy of this full report is available in the Manager's Office. In his report Mr. Houghton requested that the following issues be addressed by the Commission:

- Civil Air Patrol - lease Morin property on month to month.
- Piedmont Air Cargo lease
- Engineering Contract for AIP-08

As of the close of this meeting these issues had not been discussed.

Upon a discussion concerning Valley Air Services, Mort Bostock was given direction to bill Valley Air Services for the rental of their FBO operation as of October 1, 1986 at \$.17/s.f. for the 30,868 square feet, with the fuel farm charged in flowage fees.

Minutes
October 9, 1986
Page Two

TERMINAL EXPANSION - JEFF DAVIS:

Jeff Davis reported that they needed a decision on the installation of the terminal floor. He then reported that the price to proceed with this work has increased due to the fact that the contractor will be charging overtime because they will be installing the floor at night. The additional cost is about \$.36/s.f. The new cost for installation is \$17,500 as compared to the original \$11,000. Discussion. Several floor samples were presented and the sample previously discussed was decided to be the best for our use. It was a grey, square patterned tile with a grey border. Discussion. Mr. Corley suggested using a different accent color such as maroon. Jim Lamphere stated that it might create a drastic pattern which would be difficult to coordinate with the carpet. Discussion. Wiemann-Lamphere to see what they can do about adding color.

Jeff then reported that the construction contingency was at \$7,738.79. In order to come in under budget Jeff presented a list of change orders which he indicated were not necessary at this time. These were change orders #93, #114R, #115, #116, #130, #131, #138, #142, #144, #145, #146, #146s, #148, #151, #153, #156 and #157. CPR #131 is the dedication plaque which Jeff reported will be funded by the contractors.

The change to redesign the airline fit-up area has doubled from \$25,000 to \$50,000 which Jeff had understood to be funded by others through increased square rental charge. Discussion. Deferred until Tuesday for meeting with Dick Corley, Lynda and Mort.

Jim Lamphere was then questioned regarding structural design fees for the second floor. Discussion. Dick Corley to meet with Jim Lamphere about these costs.

Mr. Corley made a motion to install the main terminal flooring. Seconded by Mr. Gutman. All were in favor. Pizzagalli to get price of \$17,500 down as much as possible.

Minutes
October 9, 1986
Page Three

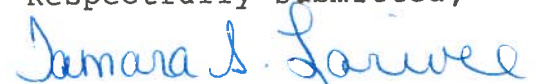
CPR #138 - provide control wiring-air handler - \$1,317.78 - work that should actually be completed now. Discussion. Mike Cain to meet with Jeff Davis and Jim Lamphere on Monday for clarification of costs. Additional CPR's which should be proceed are #146, #146s and #144 which is installation of overhead door for the SAAB Friction tester and the glycool sprinkler system-bag drop off. The costs for these are \$5,313.00 and \$300.00 respectively. Discussion. Mr. Corley made a motion to proceed with Change Orders #146 & #146s - install overhead for SAAB and firewall for the same. Seconded by Mr. Gutman. The records to show that Mr. Cain voted no. Motion passed three to one.

The grand opening and ribbon cutting ceremony will be held on October 31, 1986 at 1:00 p.m. in the new baggage claim area.

Gerry D'Amico was given Commission approval to send a "Notice to proceed" to Pike Industries on Phase I of the Taxiway A & B reconstruction/relocation.

Mr. Cain made a motion to adjourn the meeting at this time to reconvene on Wednesday October 22, 1986 at 3:30 p.m.. Seconded by Mr. Gutman. All were in favor. Meeting adjourned at 6:55 p.m.

Respectfully Submitted,



Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
SEPTEMBER 23, 1986
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Tamara S. Larivee
J. Richard Corley	Gerald W. D'Amico
Huck Gutman	Joseph McNeil
Michael Cain	

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

Mr. Cain made a motion to enter into executive session to discuss Car Rental Proposals and Hoyle, Tanner & Associates. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 4:35 p.m.

The meeting resumed regular session at 5:00 p.m.

Mr. Cain made a motion to reduce the Car Rental Proposal insurance to \$500,000. Seconded by Mr. Corley. All were in favor.

Bob then reported to the Commission that he was asked before the Board of Aldermen to discuss the Valley Air/Warplanes Inc. situation. He told the Board that the Airport had no lease with Warplanes Inc. but that we had the right to negotiate and explained the Commission's decision to allow Warplanes the right to negotiate for three (3) bays and the office and for Valley Air Services the fourth bay. Discussion.

Mr. Gutman made a motion to enter into executive session to discuss Warplanes and Valley Air Services contract negotiations. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 5:35 p.m.

The meeting resumed regular session at 5:55 p.m.

HOYLE, TANNER & ASSOCIATES:

Huck Gutman explained that a response was received from Hoyle, Tanner & Associates in regards to the re-examination/adjustment of AIP-06 figures. HTA basically responded that the costs were legitimate without much of an explanation. Discussion. Huck does not feel that HTA has addressed any of the real problems. Discussion. Hoyle, Tanner & Associates representative to be at the next Commission meeting on October 9, 1986.

A discussion concerning purchasing and contracts then came about. Mr. Gutman made a motion that "It is resolved that no managerial employee of the Burlington International Airport enter into any contractual arrangement or agreement, either written or verbal, binding the Airport to pay for goods or services without receiving prior approval for such contractual arrangement or agreement from the Airport Commission." Discussion. Mr. Corley suggested a friendly amendment to include some set dollar amounts. Mr. Gutman again made a motion to read as follows: "It is resolved that no managerial employee of the Burlington International Airport enter into any contractual arrangement or agreement, either written or verbal, binding the Airport to pay for goods or services without receiving prior approval for such contractual arrangement or agreement from the Airport Commission with the following set dollar amount standards: The Airport Manager has the authority to approve any and all purchases up to the amount of \$2,000.00. Any contracts or purchases over \$250.00 must be approved by the Airport Manager, and may not be approved by any other member of the Airport staff in any managerial position." Seconded by Mr. Cain. All were in favor.

AUTO PARKING - GERRY D'AMICO:

Gerry D'Amico presented a proposed parking scheme to the Commission. This proposal included cutting down on car rental spaces and the employee lot spaces. Also included a customer short term parking (parking meters) in the present bus lane area. Discussion. Commission liked the idea of parking meters (as they have asked for) but did not care for the proposed location. Commission was in agreement that there should only be employee parking near the building for Walter E. Houghton, Airport Manager and M. Robert Blanchard, Airport Commission Chairman. Discussion. Gerry to draft another proposal to bring before the Commission at the next meeting.

INTERSPACE ADVERTISING UPDATE - CAIN, GUTMAN:

Mr. Cain reported that himself, Mr. Gutman, and Mr. Houghton had had a productive meeting with Mark Lieberman of Interspace. Mr. Lieberman was to return to the Airport in the following week to install about 60% of the signs and work from that.

Minutes
September 23, 1986
Page Three

CONCESSIONS:

Mr. Cain reported that the decision had been made to bid out two concession spaces for two Vermont Speciality stores and to proceed on the basis of bidding a couple at a time.

Mr. Cain made a motion to adjourn the meeting. Seconded by Mr. Corley. All were in favor. The meeting adjourned at 6:25 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board

Minutes
September 11, 1986
Page Two

In construction related topics, Walt reported that a few things have occurred during the course of the month. One being that the Gift Shop was compressed to a much smaller area than was originally there. Upon a request from Arnie Marek, gift shop owner/operator, Walt brought the proposal of moving into part of the new space on a temporary basis, to both Dick Corley and Bob Blanchard and received approval to do the same. Another is that United has been allocated a temporary office space behind gate 2 and that USAir has been allocated an office on the second floor as their permanent space, which they will be renting. Walt reported that these items were not brought to the entire Commission due to the necessity to expedite the construction process and keep it ongoing.

Walt then reported that Gates 1 and 2 are now open to "meeters and greeters" and not only to the traveling public.

He then gave an update on the Warplanes/Valley Air negotiations stating that Joe McNeil has the lease application of Warplanes, Inc. and is working on the lease. Warplanes is proposing to invest about \$60-80,000 and pay \$2,000/month.

Walt then requested that the Commission consider some type of long term arrangements for Valley Air Services in their present temporary location at the alert hangar bay.

People Express trailers have been removed.

Gerry D'Amico and Walt are working on a proposed parking change to locate displaced parking in the rental lot beside the PE trailer, where the airport will be creating a commuter airline aircraft parking area.

Business Air document has been through resolution and Joe McNeil is currently working on the lease.

Walt then reported that the Airport was in the process of selecting a consultant for the Part 150 Noise Study and that he had received all proposals and would like a subcommittee from the Commission to review the proposals. Huck Gutman to review the proposals and narrow choices to three.

A review of the VT Gas occurrence was given, where the power and water systems were damaged during construction. Walt reported that Gerry D'Amico was doing the follow-up.

In conclusion, Walt explained that he has made a commitment to keep the Commission apprised of everything that happens on a day to day basis, and that this will happen through his monthly manager's report and through weekly discussions with Bob Blanchard and/or one of the Commissioners.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
SEPTEMBER 11, 1986
3:30 P.M.

PRESENT:

Mr. Robert Blanchard, Chairman	Walter E. Houghton
J. Richard Corley	Tamara Larivee
Michael Cain	Morton Bostock
Huck Gutman	Lynda Kingsbury
Vincent D'Acuti	

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

A motion was made by Mr. D'Acuti to enter into executive session to discuss Salaries of Airport Employees and Contract Negotiations - HTA, as outlined on the agenda. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 3:40 p.m.

The meeting resumed regular session at 4:42 p.m.

At this time, Mr. Houghton presented to the Commission his Manager's report.

Mr. Houghton first reported that the FAA Part 139 Airfield inspection had been conducted and that we passed "with flying colors" which is an inspection that involves all aspects of safety and how we operate the airport in accordance with our operating manual. He also reported that the Northern Airways/Innotech lease transfer has taken place with help of Dick Corley. The remainder of the report was divided into subjects as follows:

PERSONNEL

Walt reported that the decision had been made to hire a new mechanic to replace Don Brown and that person was James Soter and that a salary increase had been brought before the Board of Finance and approved. Ken Daley is back from his hospital stay and is on light duty. The Operations Specialist position has been advertised and a few applicants interviewed.

ONGOING PROJECTS

Walt then reported that time has been spent with FAA personnel on the planning and architectural drawings of the new FAA control tower and radar building, which is attached to the Flight Service Station in the complex to the left of the airport terminal. This project should be out to bid this winter to be built next summer.

Minutes
September 11, 1986
Page Three

Several items were then questioned in regards to Mr. Houghton's report. Huck Gutman commended Walt for having opened the departure lounge to the public and asked that the third ops specialist position be put on hold until such time that he can get with Walt to discuss the responsibilities involved. Dick Corley then questioned whether or not the Valley Air drive has been completed. Gerry D'Amico reported that the Airport had not received Act 250 approval for construction of this road, as he had previously reported. Should receive approval by the end of next week (September 18, 1986). Other Valley Air concerns deferred until item #6 - Valley Air. Dick Corley also pointed out that any recommendations concerning parking must be brought before the Board prior to any decision.

At this time Joe McNeil indicated that there has been a problem with exchange of information and timely processing of documents due to lack of communication between both the Airport and McNeil, Murray & Sorrell. Joe is proposing to prepare, both for the Commission and for Management, an executive summary of any legal documents and their key provisions.

CAR RENTAL PROPOSALS:

Joe McNeil reported that the car rental proposals will be sent out tomorrow. They will be going out with 9.5% on gross revenues subject to a \$60,000 minimum, with an additional charge for the ready or return lot spaces. Discussion. The "award of location" wording has been changed to indicate that high bidder will choose its spot. Discussion. Dollar Rent-A-Car is aware of needing to pay their debt (\$7500) before their bid will be accepted. Joe reported that they had committed, in a letter to the car rentals, that the 2-mile clause would be deleted and replaced with strong language relating to non-diversion of fees for airport business with the right to audit. Discussion. Joe reported that the wording now said, "It is understood and agreed that should the contractor establish a place of business for the purpose of operating a car rental business within Chittenden County in addition to the airport shall ensure that all gross revenues, properly allocated to this agreement, are reported." Discussion. Entire Commission is in accordance with this clause.

TERMINAL EXPANSION UPDATE-JEFF DAVIS:

Jeff reported that the project budget was at \$45,000 at the last meeting and is now down to \$19,000. A number of changes orders have been initiated for airline fitup areas, amounting to about \$128,000 not including change order 21Z of \$25,000.

21Z - \$25,000 - Represents the cost to be involved to redesign the airline fit-up area. Drawings are now out to contractors for their pricing. Discussion. It was Jeff's understanding that this amount was to come out of the airport budget and not the construction contingency. It is the intent of the Airport to work this out in airline negotiations.

Jeff reported that there have been some adjustments to the change orders. #118 - Repair existing concrete floor - Jeff previously reported that this change order was for \$5,000. They have used this \$5,000 already, with additional floor work needed. Jeff feels confident with \$10,000. Discussion. This floor repair is a repair of an existing condition, being done by Pizzagalli and is not a repair of the work done by Quicksilver.

New change orders are 128 - 139.

#129 - New roof on FAA Tower - \$5100 - Payment to come out of Capital funds per previous Board direction.

#131 - Dedication Plaque - \$1700 - brass material which is the most expensive - aluminum was discussed as an alternate material.

#132 - \$6475 - Temporary partitions - the cost to close off construction work from the main terminal. Discussion. The plywood used does belong to the airport as well as the temporary stairwell, which will be turned over to the airport upon completion.

#136 - Relocate jet barrier arrestor cable - \$500 - relocation of power source to existing barrier cable which, during renovation, was determined to be in the way.

#138 - provide control wiring-air handler - low voltage wiring for HVAC system in Penthouse.

Mike Cain then asked Jeff if the contractors, who return for extra items, are chosen through a competitive bid process or time and material? Jeff reported that it is usually time and material or lump sum. Discussion. Mike then requested that Jeff bring to the next meeting, by contractor, the amount of additional charges that they have incurred. Jeff explained that the last page of his monthly reports contains this information.

Minutes
September 11, 1986
Page Five

COMMUNICATIONS - JACK MCCABE:

Jack McCabe presented a review of the bidding for the airport dial system. R.F.P.'s were sent to five (5) bidders and four (4) have responded.

Twin State Telephone Co. - recommends a ML-8000 which Jack explained to be a large intercom system. Price is \$9,983. They have a lease purchase agreement for \$245 per month to equal about \$14,700. Office on Williston Road with 24 hour, 7 days per week service.

Selectronics Communications - proposes an Opus 40 which has the capacity to add a system to it, but is not large enough. Price is \$8,202.97. An Opus 80 is a system which would be adequate for the Airport but would cost \$12,717.34.

AT&T Communications - proposes a Merline 3070 which, including a state discount, would cost \$15,353. However, Jack reported that this system is a digital system which would not be adequate for the needs of the airport.

VT Telephone Co. - proposes a Mitel SX20 which has plenty of capacity, multiple paging and the cost would be \$9,410.00. They also have a lease purchase arrangement for \$240.00 per month for a five year term.

Jack then reported that perhaps his R.F.P.'s were not clearly defined in that none of the proposals included the management offices. Discussion. Bob Blanchard then asked what the time frame and costs would be to have the new system installed. Jack replied that he believes that the system could be installed for about \$15,000, and that this should be within the \$50,000 communication budget. However, Jack also reported that he needs to know from Jeff Davis what other change orders are proposed to come out of Communications budget. Jeff reported that there would be a \$700 change order to Omega Electric for conduit runs for New England Telephone. Discussion. Dick Corley then inquired about the amount of time to get the proposals out and returned and the new system installed. Jack reported that the proposals will be out next week and installation done within two months. Discussion. Mort Bostock pointed out that he had understood that the executive offices were to be in the first R.F.P.'s and that his concern is with the additional cost. Discussion. Jack stated that the second request for proposals would be sent out at no cost to the Airport.

Mr. D'Acuti made a motion to accept the Change Orders as presented with the exception of the airport plaque. Seconded by Mr. Corley. All were in favor.

Jeff Davis then reported that according to Pizzagalli's contract, for \$518,000, the airport was to be billed 1/12 of that contract every month, and that October would be the final twelfth of this contract. He also stated that there would be no charge for the additional time required needed to finish the expansion. Discussion. Bob Blanchard voiced that he felt that Pizzagalli should not be paid in full in accordance with the same procedures used with each subcontractor, as they have a retainage until the project is finished. Discussion. Jeff expressed his concern about the money that Pizzagalli has already used to finance the project to make the project happen which is above their contract. Discussion. A suggestion was made to pay interest on the amount in question at the going money market rate. Discussion. Mr. Corley made a motion to hold back \$25,000 and on that from today forward they will be paid the going interest rate, and that final payment will be made when keys and final punchlist is turned over. Seconded by Mr. D'Acuti. All were in favor.

Jeff Davis then presented floor samples for the main lobby. Discussion. Dick Corley suggested looking into circular tiles with abrasives. The main objective in choosing the correct floor style is for effective cleaning. Discussion. The Commission liked the gray coloring as presented but would like to see additional samples.

INTERSPACE ADVERTISING - MARK LIEBERMAN:

Mark Lieberman started by reviewing the background of the Interspace Advertising Contract. In their proposal and subsequent work, Mark pointed out that Interspace had been following the direction of the Commission as they perceived it. No signs taking up floor space, custom designed cases, local display program, etc. Interspace has invested approximately \$60,000 and in the last four (4) months have gained no revenues and are in constant battle with the paid subscribers. Mr. Lieberman came to the Commission for some type of direction which would satisfy the Commission. Huck Gutman, Michael Cain, and Walt to meet with Mark in the following week to come up with a solution and report to the Commission at the next meeting.

Minutes
September 11, 1986
Page Seven

TAXIWAY 'A' & 'B' CONSTRUCTION - GERRY D'AMICO:

Gerry D'Amico reported that the engineer's estimate for the construction costs, for this project, was \$1,058,000. The bids were opened on September 11, 1986 and the low bidder was Pike Industries at \$870,050 out of five bidders. Discussion. The project is expected to start in October and last 30 days (before snowfall) and restart again this spring. Discussion. Mr. D'Acuti made a motion to accept the bid of Pike Industries. Seconded by Mr. Cain. Discussion. Motion passed two to one. Mr. Gutman voted against approval.

PART 150 NOISE EVALUTION STUDY:

Walt reported that Huck is the committee member for this project. Huck to receive materials for review after this meeting. Discussion.

RUNWAY FRICTION TESTER:

Walt explained that the bid for the Saab runway friction tester came back at \$79,565 and that FAA share would be about \$51,000. He also explained that he had spoken with Lynda Kingsbury about the airport share of this cost. Lynda researched our bank financing possibilities and reported that we would be able to take a 5 year loan at a 5% rate through the city. This note would be a one year, resignable note with flexible interest rates. Lynda explained that her concerns were for a definite storage spot to keep it clean and secure and to have control of a log of miles, assigned drivers and penalties for misuse. Discussion. Mr. Cain made a motion to accept the SAAB friction tester and to finance it through the bank. Seconded by Mr. D'Acuti. All were in favor. Walt and Gerry D'Amico directed to find a place to garage this vehicle. Suggestion was made to use the plywood recently turned over by Pizzagalli Construction.

Minutes
September 11, 1986
Page Eight

BANNISTER ROOFING:

Mr. Houghton submitted a letter from the Bannisters who own property on Airport Parkway. The letter requested that the Airport Commission convey a small portion of property, on which the Bannister home had been constructed. Discussion. Huck Gutman suggested that the Bannisters make an offer to the Commission, but that this offer is unacceptable. Agreeable to all Commission.

VALLEY AIR SERVICES:

Walt reported that Valley Air is only paying on 16,500 square feet which is the area that the building sets on only. The area to which they should be paying (which includes landscaping and parking) is 30,868. Walt needs approval to send them an amendment to reflect this additional area. Discussion. Gerry reported that himself and Mort Bostock went to Valley Air Services and spoke with Frank Donohue about the additional area needed. Gerry felt, at that time, that Valley Air was in concurrence with the new area. Discussion. Mr. Cain suggested amending Valley Air's lease to incorporate the new area and then to look at the possibility of Valley renting the fourth alert bay. The Commission suggested that Walt to write a letter to Valley Air Services indicating that they have to vacate Pod #4 by October 15, 1986.

Mr. Cain made a motion that starting October 1, 1986 Valley Air Services will be charged on 30,868 square feet and that by October 11, 1986 Valley Air Services vacate Pod #4. Seconded by Mr. Gutman. All were in favor.

APCOA - VINCENT D'ACUTI:

Mr. D'Acuti reported that he had spoken with Tony Governale of Apcoa in regards to receiving monthly payments on their accrued balance. Apcoa is willing to cooperate in this aspect but would like to get a five year contract renewal guarantee. Discussion. Huck Gutman suggested indicating to Apcoa that it is possible that the Airport will not renew with Apcoa because there are other options. Discussion. Tony to get back to Vin with additional materials.

AUGUST WARRANTS:

Mort Bostock explained that the costs incurred in the month of July to Entre Computer Center represented the Airport service contract which equates to 10% of our equipment value and that there was \$1200 in repairs. Mike Cain suggested that the office computer be serviced so that Wordstar and its functions are in proper working order before approval of Mort's Entre Computer bills. Discussion. Pizzagalli Construction - \$3900 - Not approved until a report is given - Equipment leasing for snow removal - believed to be a FY85-86 bill. Hansman, McAvoy - insurance, C.R. Wood's Corp. - \$1178 - fluids for 55 gallon drums of oil, antifreeze - winter preparations, Interstate Equipment - rebuild transmission. All HTA payments to be held. A bill for generator rental for the Hangar Condo Associates was questioned. Mort explained that he has the bill (\$195) in hand and that it will appear on next month's warrants. Explained that the airport is under obligation to pay the bill, but will in turn bill VT Gas Systems. Mort then requested approval of checks for Jack McCabe, Gerry D'Amico, and the subcontractors. Jack McCabe - Communication Consulting Services, Gerry D'Amico - approved by Walter Houghton, subcontractors - approved by FAA and Hoyle, Tanner & Associates. Approval was given for payment of the three previously mentioned.

MINUTES OF AUGUST 14, 1986:

Mr. Gutman made a motion to approve the minutes of August 14, 1986 as presented and wanted noted in the records that these minutes were the most complete ever and commended the Clerk of the Board for the exceptional job done. Seconded by Mr. Cain. All were in favor.
Mr. D'Acuti made a motion to approve the minutes of June 30, 1986 which had not previously been approved. Seconded by Mr. Cain. All were in favor.

Minutes
September 11, 1986
Page Ten

There will be a special meeting of the Board on Tuesday,
September 23, 1986 at 4:00 p.m.

Mr. Cain made a motion to adjourn the meeting. Seconded by Mr.
Gutman. All were in favor. The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
AUGUST 14, 1986
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Michael G. Cain
J. Richard Corley
Vincent D'Acuti
Huck Gutman

Walter E. Houghton
Tamara S. Larivee
Nancy Sheahan
Lynda Kingsbury
Morton Bostock
Gerald D'Amico

The meeting was called to order by the Chairman, Bob Blanchard at 3:10 p.m.

Let the records show that the regular monthly meeting for July was not held due to lack of quorum, and an informal discussion was held.

Mr. D'Acuti made a motion to enter into executive session to discuss;

1. Personnel (Manager's Report)
2. Contract Negotiations, HTA
3. Contract Negotiations, Airline fit-up
4. Airline Contracts
5. Car Rental Contracts
6. Alert Hangar Negotiations, Warplanes Inc. and Valley Air Services
7. Salaries of Airport Employees

and to add to the agenda #8 - Nancy Sheahan - possible tax litigation. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 3:15 p.m.

The meeting resumed regular session at 5:20 p.m.

TERMINAL EXPANSION - JEFF DAVIS, PAUL NEWTON

Jeff Davis reported on the remaining contingency which stands at \$39,000.00. He then reported that the moves to the new airline spaces would be taking place next week. Involved in this move, Jeff explained that there was the need for some fire-damper relocation and conduit work which would incur a cost of about \$25,000. Discussion. Jeff to be in contact with Dick Corley on this.

CPR#54F - CCS The \$9,000 shown will be coming back out as it is to be included in the \$50,000 communication budget.

MINUTES
AUGUST 14, 1986
PAGE TWO

Changes 109-127:

#111 - Overtime expenses - Engelberth worked at night to install a gas line for which they feel is an overtime item. Pizzagalli and Wiemann-Lamphere are questioning this cost and are still researching.

#101 - repair slab where duct work was taken out.

#118 - repair concrete floors on existing slabs. This work was originally done by Quicksilver who is now being backcharged for the labor that they performed. Labor now being done by Pizzagalli. Discussion.

#92B - door handles installed to meet handicap code requirements. Discussion. The code requirements have not changed but the enforcement has.

#122 - misc code changes - drywall changes to meet fire code, additional sprinkler head, and all similar type of changes in this change order.

Mr. D'Acuti made a motion to approve all change orders excluding numbers 83 and 108 (Button Control doors - bill airlines and Piedmont passenger loading bridge, respectively). Seconded by Mr. Gutman. All were in favor.

Mr. Cain made a motion to negotiate a contract for the three bays and the administration office with Warplanes, Inc. with the caveat that they must supply a subpanel for electricity to separately meter the fourth bay and to also include the wording that Warplanes Inc. comply with all noise abatement policies as promulgated presently or in the future. Seconded by Mr. Gutman. All were in favor.

Mr. Houghton then reported that a purchase order was just received to proceed with the construction of the alert hangar road, which will be done in two weeks. Mr. Houghton then was directed to send a letter to Northern Airways indicating that they must vacate the alert pods by September 15, 1986.

CAR RENTAL R.F.P.'S:

It was reported that a subcommittee, headed by Michael Cain, has been formed to get together with Joe McNeil and the car rentals for suggestions on R.F.P.'s and car rental agreements before the proposals are submitted.

MINUTES
AUGUST 14, 1986
PAGE THREE

At this time, the Commission expressed their gratitude to Mr. Dick Corley for his time spent, in the last two years, negotiating on behalf of the Burlington International Airport.

Mr. D'Acuti made a motion to accept the minutes of June 16, 1986. Second by Mr. Gutman. All were in favor.

It was noted that Vincent D'Acuti has been re-appointed by the South Burlington City Council to serve on the Airport Commission for another year.

WARRANTS - JULY, 1986 & JUNE, 1986 SUPPLEMENT:

The following items were questioned and explanations given:

June overtime - justified

Entre computer costs (\$2332) - Huck Gutman questioned the large amounts paid to Entre considering that all accounting had been moved downtown. Mort Bostock had no explanation, except that he was quite sure that that amount of money was not spent on computer equipment. Upon further consideration, Mr. Bostock recalled that this amount was paid to Entre for a maintenance contract. Discussion. Huck again questioned this amount due to the fact that a new computer (IBM PC/XT) would only cost this amount. Discussion. It was decided not to approve payment of this item until further details were provided.

Trash Unlimited - construction trash removal company.

Burlington Free Press - advertisement for position opening posted by Personnel office. Mr. Houghton reported that the Airport, under advisement from the Commission, posts all ads in the Vanguard Press.

Star Press - printing firm for new requisition orders and purchase orders.

Giroux Printers - printing for new taxi registration stickers

Martins - coffee supplies for maintenance shop as approved by Commission.

National Airport Equipment (\$4600) - cans for upgrading of field lighting.

Entre Computer \$700 - Mort's hard disk for downtown - to be explained with other computer costs.

HTA (\$1300) - Access road and G.A. Apron - Discussion

McAuliffe - terminal paper products

Thompson Crenshaw - real estate appraisal

Discussion on Hoyle, Tanner & Associates monthly costs.

MINUTES
AUGUST 14, 1986
PAGE FOUR

Mr. Blanchard questioned Mort Bostock as to who approves his purchases. Mr. Bostock's reply was that he discusses these purchases with Mr. Houghton and that Mr. Houghton signs off on each of his purchase orders.

Mr. Cain made a motion to approve the June Supplement Warrant and the July Warrant with the two exceptions of paying Entre Computer and holding off on payment to Hoyle, Tanner & Associates for approximately two weeks. Seconded by Mr. Gutman. Mr. Bostock reported that Entre had already been paid but that a report would be provided. All were in favor.

Mort Bostock then presented Gerry D'Amico's bill for services. Mr. D'Acuti made a motion to approve payment of this bill upon Mr. Houghton's review and approval. Seconded by Mr. Cain. All were in favor.

Mort then presented the contractors' bills for July, to be approved. The Commission questioned whether these had been approved by Hoyle, Tanner & Associates, FAA and the appropriate parties. Discussion. Mr. D'Acuti made a motion to accept the recommendation from HTA and approval from Airport Manager to make payment of these bills. Seconded by Mr. Cain. Discussion. Mr. Cain inquired about the location of the physical copies of the approved payment list by FAA. Mr. Bostock reported that these copies were kept under lock and key in his office. All were in favor.

OPERATING STATEMENTS:

Discussion. The status of J.V. Handling payment and lease was reported to have been settled through a financial settlement. Mr. Blanchard then questioned the status of the Morris Cohen settlement. Mr. Houghton reported that he has spoken with Mr. Cohen and that he has agreed to pay his part of \$12,000. Discussion.

Mr. D'Acuti requested that a letter be sent to APCOA to inform them that payment is to be made, on a monthly basis, to the Airport to pay off their accrued balance. The Chairman then appointed Mr. D'Acuti to write this letter to APCOA.

MINUTES
AUGUST 14, 1986
PAGE FIVE

Mort Bostock then reported that these numbers were not the final numbers for June and therefore would not need Commission approval. Final numbers should be available shortly after completion of Mort's audit (approximately three weeks).

There being no further business, Mr. Cain made a motion to adjourn the meeting. Seconded by Mr. D'Acuti. All were in favor. The meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board



BURLINGTON INTERNATIONAL AIRPORT

August 1, 1986

Board of Airport Commissioners
Burlington International Airport
South Burlington, VT 05401

Dear Commissioner:

Bob Blanchard has requested that I forward these "notes" from the last Commission meeting which was held on July 17, 1986. Due to lack of quorum these minutes are not official, but merely submitted for your review to be discussed at the next meeting of the Board.

Sincerely,

Tamara S. Larivee
Clerk of the Board



MINUTES
BOARD OF AIRPORT COMMISSIONERS
JULY 17, 1986
4:00 P.M.

PRESENT:

M. Robert Blanchard
J. Richard Corley

Walter E. Houghton
Tamara Larivee
Morton Bostock
Linda Kingsbury

Jeff Davis began the meeting by giving an updated report on the terminal expansion. He reported that the remaining contingency has gone from \$17,000 to \$51,000 due to addition of the second floor reimbursement of airport funding. CPR #54 - Communication allowance of \$50,000 has been taken out. Morton reported that the \$50,000 for communication equipment must be brought before the Finance Board and Board of Aldermen.

Jeff then questioned what action was to be taken for the requests taken by the tenants and who was to pay for these requests. Bob Blanchard and Dick Corley were both in agreement that the tenants were to fund all requests by their company and that the airport needs letters of committment from each airline ensuring this policy.

Several CPR's were questioned:

CPR #45 - United changes - no committment letter

CPR #14 + #50 - People Express - Additional changes - verbal agreement, no committment letter

CPR's 101-108

#106 - install meter room 127 (information booth) - \$1,000

#107 - code change - no alternative - handicapp requirement - door handles rather than knobs

#108 - loading bridge foundation

CPR #11 - office furniture and equipment - A \$4200-4300 bill which Jeff gave recommendation be paid. Mr. Corley made a suggestion that Engelberth be paid for this amount.

It was discussed that a new roof on the FAA tower was desperately needed for safety reasons. Mr. Corley made a suggestion that it be done whether it be under capital improvements or maintenance budget. It was decided that it would be a capital improvement. Pizzagalli to issue a change order to Gracie Roofing.

The problem with the duct work was discussed. It was suggested

that estimates from sheet metal workers be obtained and brought back to the Commission.

Change order #57 - 5 rent-a-car offices - portions of that to be paid by the rent-a-car agencies. Direction from Mr. Blanchard and Mr. Corley were to have Mort bill the rent-a-car agencies for their appropriate costs. Hertz and Avis to be billed for their dedicated service.

The car rental proposals were then discussed. Joe McNeil recommended that the Commission abolish the provision of the agencies having the right to retain the same spaces. He also recommended that the percent stay at 10% of the concession fee. Mr. Corley made a suggestion to look at the possibility of having them bid on the percentage as well as the guaranteed minimum and also to reduce the term from five to three years. Another point which the car agencies strongly oppose is the right of the airport to collect on revenues gained within two miles of the airport. Joe reported that the agencies will agree to no diverse operations but he also recommended that the 2 mile radius clause be included. Commission recommended that it be taken out of the document. Commission direction was for Joe to go ahead and send out the bids with the percentage and guaranteed minimum to be bid.

GREATER PIT AIRCRAFT MAINTENANCE:

Joe McNeil reported that in negotiating with Greater Pit he has compromised from 10% of revenues to 8% to 6%, and GPAM will only agree to 2%. Commission recommended that Joe do whatever it takes to keep People Express here, even if it means dropping to the 2% of gross revenues.

Walter Houghton reported that the subleases of Northern Airways and the Business Air lease need approval.

RUNWAY FRICTION BIDS:

Walt reported that he had received bid recommendations from Hoyle, Tanner & Associates and that SAAB was their recommendation. Walt also reported that he had spoken with Jonathan Leopold about lease purchasing the remaining 40,000.00

Bob Blanchard made a suggestion that the SAAB not be registered

Minutes
July 17, 1986
Page Three

if the project does take place.

Mr. Corley made a suggestion to defer this for 60 days and have Walt get some information from other airports as to what their maintenance incurred costs are on a friction tester.

INTERSPACE ADVERTISING:

It was discussed that Interspace had sent a proposal to relocate the terminal signs and that their contract continues for another two years.

Interspace to be put off until September.

WARPLANES & VALLEY AIR:

Walt reported that he had had a meeting with Valley Air and Warplanes and that neither of them were willing to compromise nor agree with the previous Commission direction. Discussion. Bob Blanchard and Dick Corley recommended that Walt present to both parties that Warplanes will occupy three pods and that one pod will go to Valley Air.

Mort Bostock then presented the capital expense and appropriation summary.

Bob Blanchard and Dick Corley suggested approval of the contractors' bills.

Commission direction/approval was given to pay Dubois Construction what is due them for the roadway that they built.

The curb cut for Dollar Rent-a-Car was discussed. Gerry D'Amico explained why they should not be allowed a curb cut. Commission suggested that there be no curb cut for Dollar Rent-A-Car.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JUNE 30, 1986
4:00 P.M.
ELECTION/APPOINTMENT OF OFFICIALS

PRESENT:

M. Robert Blanchard, Chairman	Walter E. Houghton
J. Richard Corley	Morton Bostock
Michael Cain	Tamara Larivee
Huck Gutman	Joe McNeil
Vincent D'Acuti	Gerry D'Amico

ELECTION OF BOARD CHAIRMAN:

Mr. D'Acuti made a motion to nominate Robert Blanchard as Chairman of the Board. Seconded by Mr. Corley. Mr. Gutman made a motion to close nominations. Seconded by Mr. Corley. Mr. D'Acuti made a motion to elect Robert Blanchard as Chairman of the Board of Airport Commissioners. Seconded by Mr. Corley. All were in favor. So moved.

APPOINTMENT OF AIRPORT MANAGER:

Mr. D'Acuti made a motion to appoint Walter Houghton as Airport Manager. Seconded by Mr. Corley. Mr. Gutman made a motion that nominations be closed. All were in favor. Walter Houghton appointed Airport Manager.

APPOINTMENT OF CLERK OF THE BOARD:

Mr. Gutman made a motion to appoint Tamara Larivee as clerk. Seconded by Mr. D'Acuti. All were in favor.

Mr. Corley made a motion to add to the agenda item #4:
#4. Airport Liability Report
Seconded by Mr. Gutman. All were in favor.

CURB CUT PROPOSAL - BOB WALLACE/DOLLAR RENT-A-CAR:

Bob Wallace and Steve Allison entered the meeting at this time. Mr. Wallace reported that they own the property at 1936 Williston Road and that they are planning on putting a parking area in this property. Their request is approval from the Commission for a curb cut. Discussion. The Board then asked for recommendation from Walter Houghton. Mr. Houghton stated that he would have to defer this until himself and Gerry D'Amico can look into it, due to the fact that a similar request had previously been re-

MINUTES
JUNE 30, 1986
PAGE TWO

fused. Mr. Gutman made a motion to defer this item until further investigation. Seconded by Mr. Corley. All were in favor.

UPDATE CAR RENTAL PROPOSALS:

Mr. Houghton reported that he and Joe McNeil had a pre-bid meeting on the 25th of June. In that meeting the bidding car rental agencies expressed several concerns. The two major ones were insurance and the proposal deadline. Discussion. Joe McNeil reported that the proposal deadline had been moved up to August 8, 1986. Discussion. Mr. McNeil was given directive to change the proposal document as was required.

At this time a letter, from Dollar Rent-a-Car, stating that they were interested in leasing the fifth rental space, until a time when actual contracts were awarded, was presented for discussion. In fairness, it was decided that Thrifty should also be aware of this proposal. Mr. Gutman made a motion to receive, until 3 days, Thursday, July 3, 1986, written proposals from Dollar and Thrifty for the fifth car rental space to be leased only until the new contracts are signed, with no rights after this signing. Seconded by Mr. D'Acuti. All were in favor.

ENGINEERING CONTRACTS & PART 150:

Gerry D'Amico reported that letters were written to the state to be put on a five year noise study evaluation. The study will be funded 90% by FAA, 6% by the State, and 4% by the Airport. Mr. D'Amico also reported that we were one of the last airports in New England to have this study completed. Discussion. Mr. Houghton explained that he needs to advertise for bids at this point.

ENGINEERING CONTRACTS:

Gerry discussed some of his findings concerning Hoyle, Tanner & Associates' costs. One of those being a cost plus fixed fee (15%) above that of normal costs. He also reported that AIP-07 contract was in question. Discussion. Mr. Gutman requested that HTA be at the next Commission meeting to be the second agenda item, and to have Gerry be the Commission's representative in asking HTA some hard questions about their incurred costs.

MINUTES
JUNE 30, 1986
PAGE THREE

Hoyle, Tanner & Associates to be at the next Commission meeting.

The next meeting of the Airport Commission will be the regular monthly meeting on Thursday, July 10, 1986 at 4:00 p.m.

Mr. Gutman made a motion to enter into executive session to discuss personnel. Seconded by Mr. D'Acuti. So moved. The meeting entered executive session at 5:45 p.m.

The meeting resumed regular session at 6:03 p.m.

Mr. Cain made a motion to enter executive session to discuss airport liability. Seconded by Mr. Corley. So moved. The meeting entered executive session at 6:05 p.m.

The meeting resumed regular session at 6:25 p.m.

Dick Corley reported to the Commission that he and Joe McNeil were still working with Northern Airways and were close to a resolution. Discussion.

There being no further business, Mr. Cain made a motion to adjourn the meeting. Seconded by Mr. Corley. All were in favor. The meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JUNE 11, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Walter E. Houghton
Huck Gutman	Morton Bostock
Michael Cain	Tamara Larivee
J. Richard Corley	Paul Newton

The meeting was called to order by the Chairman, Bob Blanchard at 3:40 p.m.

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

- #7 Budget Approval
- #8 Piedmont Air Cargo
- #9 Car Rental R.F.P.'s

Executive Session:

- #1 Contract negotiations with Valley Air and Warplanes, Inc. (which includes - #4 Alert Hangars)

Seconded by Mr. Gutman. All were in favor.

The minutes of the previous meeting were presented for discussion. Mr. Gutman made a motion to accept the minutes of May 27, 1986 as presented. Seconded by Mr. Cain. All were in favor.

AIRPORT DEVELOPMENT:

Mr. Houghton reported that himself and Gerry D'Amico were working with South Burlington Planning on their proposed zoning changes as they pertain to the Airport. Mr. Houghton also hopes to do some work on land use zoning as it pertains to noise contours. He then presented a new noise contour map, generated after the F-16 acquisition and new airline schedules as of summer past, in which the contours do not equate to decibals but is rather a cumulative sound factor. Mr. Houghton then explained that residential developments were not to be inside the "65 line", as outlined on the map, which is feasible to have incorporated in the zoning laws. Mr. Houghton then reported that an application for purpose of completing a Part 150 Noise Study has been submitted. Discussion.

Mr. Houghton also reported that he and Gerry were also working with South Burlington on the frontage road across the back of the National Guard Alert Area to Building 890, which will open that entire area to other development. Discussion. Mr. Gutman

MINUTES
JUNE 11, 1986
PAGE TWO

questioned whether or not some of our own vehicles/personnel would be able to perform some of the work on this area. Gerry stated that there was very little that our own forces would be able to do, but that whatever was possible they would be doing. Discussion. Mr. Cain expressed his concern about when Valley Air would have full access to their facilities. Discussion. Gerry D'Amico to give a brief updated report at the July monthly meeting. Mr. Houghton reported that with the \$571,000.00 left in entitlement funds he plans on restoring Alpha Taxiway at some time this summer. Discussion.

VALLEY AIR SERVICE HANGAR:

As was discussed at the last Commission meeting, Valley Air was thought to be using more land than what was included in their lease. Gerry reported that original lease was an area of 16,000 s.f. with a ten foot perimeter allowing little or no vehicle parking. On 31 March Gerry wrote a letter to Frank Donoghue referencing the new lease requirements to include parking, septic, etc. of which, Gerry, Frank, Warren Robenstein, and Morton Bostock discussed prior to this letter. Discussion. Morton Bostock reported that Valley's original proposal was for a 60'x 80' hangar with a 10 car parking area. Morton reported that even at that time Frank Donoghue knew, from the sight plans from South Burlington, that he would need more than 16,000 s.f. Discussion. Mort reported that a lease amendment had been prepared to encompass the 30,868 square foot area that Gerry D'Amico had outlined with Valley Air Services. Discussion. Mr. Corley made a motion to have Walter Houghton contact Frank Donoghue and relay that the 30,868 s.f., as outlined in yellow, will be what the lease is to be amended to include, and therefore the new area for which Valley Air will be responsible. Seconded by Mr. Cain. All were in favor.

TERMINAL EXPANSION:

Mr. Blanchard reported that the Finance Board has approved the \$46,000 which has been transferred to the contingency fund.

Jeff Davis then proceeded to explain to the Commission the new change order format. The format is that the total dollar amount of change orders to date is recorded at the top of the form, to

Minutes
June 11, 1986
Page Three

include all amounts funded by the Airport and/or other sources. Below is a breakdown of the change orders as they were originally paid. A question then arose as to who would be paying for the \$14,000 change order for People Express. Jeff Davis reported that he has a verbal consent from Peoples to pay for this change order.

Discussion. Mr. Corley suggested that Mr. Houghton call properties of People Express and get a verbal and written consent that they will pay for their \$14,076.00 in change orders. Continuing, Jeff reported that the contingency has been picked up to \$17,000 as compared to 9,000 last month. The rubber flooring to be a last minute decision - \$10,000 extra not included in Project Budget report. Change Order #66 - USAir & United Additional Conduit in Departure Lounge - \$11,000. Jeff thought that this was part of the Communications budget, as was discussed previously in change order number 21 for \$9000. Discussion. Mr. Houghton to check with Jack McCabe, Communication Consulting Services.

Mr. Gutman then questioned the architects as to where the public can go to view arrivals and departures. Mr. Houghton reported that he had spoken with the airlines and that it would be publicly accessible, as soon as the security requirements are worked out. Discussion. Mr. Blanchard reported that the airlines wanted only 1500 square feet each and that if they are not willing to pay for the entire departure lounge then he intended to recover part of it for the public. Discussion. It was the consensus of the Board that they want an area that is always accessible to the public so that they may watch airplanes take off. Mr. Houghton to follow up on this.

Jeff then reported that the airlines had requested additional buttons on the exterior electrical doors for indoor and outdoor access. Discussion. Mr. Corley made a motion to write a letter to each tenant stating that the Airport is under extreme budget constraints at this point in the project and if there is anything that they may wish or need as a tenant that they assume full financial responsibility for that change. Seconded by Mr. Gutman. Discussion. Paul Newton reported that there is a real need for an exterior door button to protect the airports' equipment.

Change Orders 92-100 are new changes. Number 96 - Security gate on Second Floor - glass door with grill folding door, was brought up for discussion. Mr. Gutman suggested waiting on building of this door until it is known what the airlines end up doing with

MINUTES
JUNE 11, 1986
PAGE FOUR

this area. Discussion. Mr. Houghton reported that this door has to go in according to FAA security requirements. Discussion. Jeff then reported on alternate #12 - ceiling in baggage makeup areas, which, if eliminated would save the project some \$3800. Direction from Board was to eliminate the suspended ceilings in the baggage makeup areas. Alternate #13 - underslab sanitary drainage piping. Jeff reported that he had told the airlines that this would not be installed for them and that they would have to provide special sinks to pump it out. Discussion. The Board felt that it would be in their best interest to go ahead and install the underslab drainage and gave Jeff Davis the directive to go ahead and do the same. Jim Lamphere then reported that a recent report from United indicated that it was unacceptable to them to leave the columns as they are. Discussion. Mr. Blanchard to write a letter to United saying that structurally and architecturally that the columns can not be moved. If they are any questions on United's part then they can contact our architect. Concerns regarding work in the weather bureau were then discussed. The Commission then gave approval to do the \$2400 work in the weather bureau.

PERSONNEL - BONNIE VANDER TUIN:

Bonnie reported that she has some problems with overtime as it relates to the Airport employees. She stated that the city is fully under FLSA- Fair Labors Standards Act, and those are the guidelines that we should be following. Discussion. Bonnie then stated that Airport employees should follow the guidelines established by the Board of Aldermen, as non-union city employees, regardless of policies previously implemented. The question was then posed as to who was exempt from overtime as per the nature of our business. Discussion. Mr. Corley then questioned the possibility of entering into contracts to bank hours. Bonnie referred to this idea as the belio plan and didn't believe that it was applicable to the Airport. Discussion. The question was then posed as to whether salaried personnel scheduled on holidays receive regular eight hour pay day or are paid on a time and 1/2 pay scale. This question was in reference to the Ops specialists and Bonnie told Mr. Gutman that she would have to get back to aim to discuss exactly how the Ops specialists were classified. Mr. Gutman then read the compensatory time policy, as approved by the Board of Airport Commissioners. Bonnie seemed to have no

MINUTES
JUNE 11, 1986
PAGE FIVE

problem with it and requested a copy to bring to the Board of Aldermen.

The last point discussed was payment of shift differential. Discussion. Mr. Corley expressed that he had no problems with paying shift differential to compensate the employees who are willing to work the odd shifts.

MAY WARRANTS:

The May warrant was presented for discussion. Items questioned were Radap, Idaho Norland -snow blower equipment parts, Central Surplus Property - file cabinets and miscellaneous furniture, and Motorola - number of new radios and costs for repairing the old.

Mr. Corley made a motion to accept the May warrant as presented. Seconded by Mr. Gutman. All were in favor.

OPERATING STATEMENTS:

Mort Bostock presented an operating statement which gave a good representation of how FY85-86 will turn out.

Mr. Gutman questioned the revenue stream from the parking lot, due to the fact that they have been full all year compared to last, and the revenue stream is down. Discussion. An audit for APCOA was discussed to verify their revenue report. FY83 was the last time they were audited. Discussion. The Commission gave direction to Mort to get proposals from local firms to perform an audit, and report on what the costs would be.

Mr. Cain made a motion to accept the review of the operating statements. Seconded by Mr. Gutman. All were in favor.

EMERY AIR FREIGHT:

Mr. Houghton reported that he thought that he would have had a proposal from Emery Air Freight, but does not and therefore requested postponing the same.

Mr. Corley suggested that it be advertised that this space is for rent. Discussion.

MINUTES
JUNE 11, 1986
PAGE SIX

PURCHASING POLICY:

The purchasing policy was presented for approval. Mr. Gutman made a motion to accept the purchasing policy as presented. Seconded by Mr. Cain. All were in favor.

BUDGET:

Mr. Blanchard reported that the Airport budget must be submitted to the city treasurer by tomorrow morning. The budget, as presented, stands at \$2,567,000.00. Discussion. Mr. Corley made a motion to accept the budget as presented, to be submitted to the City Treasurer. Seconded by Mr. Gutman. All were in favor.

PIEDMONT AIR CARGO:

Mr. Houghton reported that Piedmont had requested 1000 s.f. of cargo space in building 880. Mr. Houghton requested approval from the Commission to start working with Piedmont on this area. Discussion. The Commission consensus was that a short term lease was all that was needed. Discussion. Mr. Corley made a motion to allow Mr. Houghton to go ahead with working with Piedmont. The Airport does not make any capital improvements. Seconded by Mr. Cain. All were in favor.

Discussion arose regarding Valley Air's air conditioning problem. Commission consensus that Valley Air is to be responsible for all costs incurred in the installation of their air conditioning in their building.

CAR RENTAL R.F.P.'S:

Mr. Gutman reported that in his opinion the R.F.P.'s were very well written. The R.F.P.'s are to be sent out to the major car rental agencies as well as publicly advertised. Discussion. Mr. Gutman made a motion to approve the Car Rental proposals to be sent out to the major car rentals, as well as advertised. Seconded by Mr. Corley. All were in favor.

Mr. Corley made a motion to approve the contractors' bills for terminal expansion. Seconded by Mr. Gutman. All were in favor.

MINUTES
JUNE 11, 1986
PAGE SEVEN

Mr. Corley made a motion to enter into executive session to discuss contract negotiations with Valley Air Services and Warplanes Inc. and also Northern Airways litigation. Seconded by Mr. Gutman. So moved. The meeting entered executive session at 6:45 p.m.

The meeting resumed regular session at 7:35 p.m.. It was decided that Mr. Houghton should make a proposal to Valley Air and Warplanes Inc. that Warplanes Inc. would lease two alert pods plus the office space and Valley Air the remaining two alert pods.

There being no further business, Mr. Corley made a motion to adjourn the meeting. Seconded by Mr. Cain. All were in favor. The meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MAY 27, 1986
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Huck Gutman
Michael Cain
Vincent D'Acuti
J. Richard Corley

Walter E. Houghton
Morton Bostock
Tamara S. Larivee

The meeting was called to order by the Chairman, Bob Blanchard at 4:09 p.m.

A motion was made by Mr. Gutman to add the following agenda items:

7. Brick Floor
- Executive Session:
8. Personnel
 9. Airline Negotiations

MONTHLY REPORTS:

The minutes of May 15, 1986 were presented for review. Mr. D'Acuti made a motion to amend the minutes as follows; page three (3), paragraph (3), second sentence forward to read "Discussion ensued" only, and page five (5), paragraph one to read " Mr. Gutman made a motion to enter into executive session to discuss personnel." Seconded by Mr. Cain. All were in favor.

Mr. D'Acuti made a motion to accept the minutes of May 15, 1986 as amended. Seconded by Mr. Cain. All were in favor.

BRICK FLOOR - PAUL NEWTON:

Paul Newton reported to the Commission that they were at the point of repairing the brick floor, and keeping in mind the contingency and the rubber floor originally in bid packages, which would cost about \$11,000.00, he offered three options;

1. Spend the \$11,000 and put the rubber flooring over the hole in the main corridor.
2. Try to match the existing finish with brick - Not feasible to save brick in area of demolition - Any substitute brick will look like a patch

3. Repair the slab bringing the elevation of the concrete flush with the other bricks, which would be at no extra cost.

Discussion. Mr. Houghton reported that we should keep in mind that the primary objective of the new addition was to make it the most maintenance efficient and least expensive as possible. He explained the problems with the current terminal floor which essentially would be the same with option one or two. Discussion. Mr. D'Acuti suggested going with option three and deciding at a later date what type of floor to be installed. Paul Newton was given the directive from the Commission to go ahead with option number 3. Discussion. Mike Cain suggested having colored concrete as long as it is not over \$200.00. Commission concensus.

OPERATING STATEMENTS:

Mr. D'Acuti made a motion to approve the review of the operating statements. Seconded by Mr. Gutman. All were in favor.

PURCHASING POLICY - VINCENT D'ACUTI:

Mr. D'Acuti reported that he had not been able to meet with Mr. Houghton on the purchasing policy and would therefore like to postpone presentation until the next meeting. Mr. D'Acuti to present final purchasing policy on June 11, 1986.

COMPENSATORY TIME POLICY:

Mr. Houghton presented a compensatory time policy for review. Questions were posed as to whom the policy affects and how the compensatory time is recorded. Discussion. Mr. Corley suggested changing the proposed policy to say that "No comp time unless it is pre-approved." Discussion. Mr. Gutman made a motion to accept the compensatory time policy as follows:

1. Exempt employees will be allowed a maximum of ten (10) days compensatory time annually.
2. Credit for compensatory time must be approved in advance, and will be credited only for activities not within the specific job descriptions.

3. Compensatory time must be used within 30 days of being earned.
4. Any exceptions to this policy must be approved by the Airport Commission.

Effective June 1, 1986
Seconded by Mr. Cain. All were in favor.

BAR HARBOR LEASE AMENDMENT:

Mort Bostock again presented the proposed change of a \$50.00 per day late charge to Bar Harbor's lease. Mr. Houghton recommended that this type of request be uniform in all of the other airline leases. Discussion. Mr. Gutman questioned what penalties were included in the new leases for late payments. Mr. Corley to look into this. Mort received Commission approval for the Bar Harbor lease amendment pending approval of the new lease.

BUSINESS EXPRESS:

Mr. Houghton reported that Business Express was to be the successor to Ransome - The Delta Connection starting June 1, 1986 and that he had a letter of intent and an executed lease application. Discussion. Mr. Cain suggested that Business Express be on a month to month lease of occupancy. Commission agreed.

Relative to this discussion a question arose regarding how a policy might be derived to get jet service from Burlington to Boston. Discussion. Mr. Corley suggested that the commuter airlines have a shorter term lease as compared to the major carriers so that a space be available should a jet service company desire to move in. Discussion. The Commission felt that it would be in the airport's best interest to have a press conference stating that it is the intent of the Board of Airport Commissioners to aggressively solicit for jet service to Boston. Mr. Houghton, Mr. Gutman, and Mr. Blanchard to be present at the press conference with the number of enplanements to Boston as statistical background.

JOB DESCRIPTION - HUCK GUTMAN:

Mr. Gutman presented the job description for the Public Relations

MINUTES
MAY 27, 1986
PAGE FOUR

officer with a few proposed extra functions. He also reported that a portion of the new terminal had been allocated for a public relations booth and office. Discussion. Mr. Corley suggested that due to FY86-87 budget restrictions that the Commission should seriously consider eliminating the position. Discussion. Mr. Gutman reported that he didn't believe that the position was a full time job, but with added responsibilities could be full time. Discussion. Mr. Corley again suggested that the position be eliminated and to "let the dust settle" for six months and at that time re-evaluate the airport's needs. Question was asked as to whom would take over the responsibility of duties performed in this position. Discussion. Mr. Gutman suggested that during bad weather and snow season that the Ops Specialists could be updating a recording to inform the public, as they are here during all such times. Discussion.

Mr. Corley made a motion to eliminate the public relations position. Seconded by Mr. Cain. Discussion. All were in favor. Motion was passed by a vote of 5 - 0.
As of July 1, 1986 the public relations position is eliminated.

Mr. Cain made a motion to enter into executive session to discuss airline negotiations. Seconded by Mr. Gutman. So moved. The meeting entered into executive session at 5:45 p.m.

No official action was taken during executive session. Mr. Corley made a motion to resume regular session. Seconded by Mr. Cain. So moved. Regular session resumed at 6:00 p.m.

Morton Bostock reported to the Commission that VT Structural Steel through Pizzagalli had requested that their cash escrow bond of \$15,000.00 be released to them. Mr. Bostock also reported that this request also had Joe McNeil's backing. Mr. Corley made a motion to release the cash escrow bond of \$15,000.00 to VT Structural Steel. Seconded by Mr. D'Acuti. All were in favor.

Mr. Bostock also requested approval of payment requests for terminal construction. Mr. D'Acuti made a motion to approve payment requests for terminal construction. Seconded by Mr. Corley. All were in favor.

Mr. Gutman made a motion to give the Chairman of the Board a calling card (to defer cost of calls made on behalf of the

MINUTES
MAY 27, 1986
PAGE FIVE

airport) as long as he keeps a record of all calls, as is required of all airport employees. Seconded by Mr. Corley. All were in favor.

Mr. Corley made a motion to add to the agenda, item #10 - Restaurant Renovation. Seconded by Mr. Cain. All were in favor.

Mr. Corley reported that the Commission had decided that the restaurant was in need of renovation and some make-up work. The renovation cost was about \$9,000.00 and the work performed was not at all satisfactory with little respect paid to the tenants' personal property. Discussion. Mr. Corley made a motion that the restaurant leasee pay a total of 50% of renovation cost incurred to date. Seconded by Mr. Gutman. Discussion. Payment was made to contractors under protest. All were in favor.

Mr. Gutman made a motion to enter into executive session to discuss personnel, and property negotiations, excluding everyone but the airport manager. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 6:20 p.m.

No official action was taken during executive session. Mr. Gutman made a motion to resume regular session. Seconded by Mr. Cain. So moved. The meeting resumed regular session at 7:16 p.m.

Mr. Corley made a motion to adjourn the present meeting to reconvene on June 11, 1986 at 9:00 a.m. Seconded by Mr. Cain. All were in favor.

The regular monthly meeting of the Board of Airport Commissioners will be held on Wednesday, June 11, 1986 at 3:30 p.m. in the new airport conference room.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee/Clerk

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MAY 15, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Walter E. Houghton
Vincent D'Acuti	Morton Bostock
Michael Cain	Tamara Larivee
J. Richard Corley	Jeff Davis
Huck Gutman	

The meeting was called to order by the Chairman, Mr. Blanchard at 3:40 p.m.

The clerk of the Board, Tamara Larivee, was directed that her first priority lies with work of the Commission.

REPORTS:

JAZZ FESTIVAL:

At this time, Louise Andrews of the Mayors Art Council entered the meeting and reviewed the communication, sent to Bob Blanchard, which requested a donation of \$1500. Due to budget restrictions, the Commission informed Ms. Andrews that it would not be possible for them to make a contribution to the Jazz Festival, but would gladly welcome participants to the airport in the welcoming of Ella Fitzgerald and Abdullah Ibrahim. To have as a matter of record, Mr. Gutman made a motion to give support to the Arts Council, in particular the Jazz Festival. Seconded by Mr. D'Acuti. Motion was favored by a unanimous vote.

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

10. Advertising Display
11. Business Express
12. Ground Transportation Officer Contract
13. Greater Pit

Seconded by Mr. D'Acuti. All were in favor.

Mr. Gutman made a motion to enter into executive session to discuss the status of gift shop and car rental R.F.P.'s and Northern Airways negotiations. Seconded by Mr. Cain. So moved. The meeting entered executive session at 3:55 p.m.

No official action was taken during executive session. Mr. Gutman made a motion to resume regular session. Seconded by Mr.

Minutes
May 15, 1986
Page Two

Corley. So moved. The meeting resumed regular session at 5:03 p.m.

Mr. Gutman made a motion to enter into executive session to discuss Greater Pit negotiations. Seconded by Mr. Corley. So moved. The meeting entered executive session at 5:05 p.m.

No official action was taken during executive session. The meeting returned to open session at 5:16 p.m.

TERMINAL EXPANSION - JEFF DAVIS:

Jeff reported that last month he was showing \$33,000.00 left in contingency and is now showing only \$9,000.00, most of which is due to airline fit-up area structural changes caused by old building unknowns. He then stated that there is a definite need for the extra funds of \$47,000, previously discussed, to finish the second floor of future rental areas. Morton Bostock reported that there were no funds available and therefore the \$47,000 would not be available until after the end of this fiscal year, July 1. The possibility of additional FAA funds was again discussed. Mr. Houghton reported that Barry Lussier and Karl Tortolano were pursuing this, but the funds were not expected until toward the end of the construction.

At this time, Jeff Davis brought the Commission to the first floor of the terminal to show them the cause of the "21R Change Order - Airline Fitup" cost. The major problem was stated as being the support beams and the process of their removal. Discussion. The general Commission consensus was to leave the beams as they are, and find a way to work around them.

Mr. Corley then asked Jeff Davis to call Mort Bostock before 9:00 a.m. on Friday, May 16, 1986, with the figures spent for airline fitup requirements and requests for change orders on this project, for the airline negotiations' meeting. Mr. Houghton then presented the possibility of People Express and USAir switching places, which would put People Express next to their departure lounge. The problem there, as pointed out by Jeff, is that USAir's requested larger door had already been installed, and he doesn't feel that they would want to move. Mr. Houghton to look into it.

ALERT HANGAR NEGOTIATION:

Dean Martin, Gene Fodor, and Frank Donoghue entered the meeting to propose requests for renovations of the alert hangars. Dick

Minutes
May 15, 1986
Page Three

Corley relayed that the Commission is not in a position to provide any fit-up costs. Mr. Corley then recommended that both Dean Martin for Warplanes Inc. and Gene Fodor & Frank Donoghue for Valley Air Services, submit proposals, by the end of this month (2 weeks), to include desired lease term and daily operation. Mr. Corley also suggested that a letter be written to Brockway and People Express to inform them that we are in final negotiations for the lease of the alert hangars and to "speak now or forever hold their peace".

If proposals from Warplanes & Valley Air are not in by June 1, 1986 then it will be considered that they do not wish to bid.

Valley Air then asked when the road to their hangar was to be finished. Mr. Houghton explained that he was in the process of having it approved by the Planning Commission. Discussion ensued.

Valley Air then stated that there seems to be a disagreement on what amount they are paying per their original contract and what they should be paying. Mort explained that the site plans were drawn up incorrectly. Mort reported that South Burlington Planning said that there was, in excess of, 30,000 feet needing to be included in Valley's contract to meet requirements for their parking, fuel, septic system, and landscaping needs. Discussion. Mr. Houghton and Gerry D'Amico to go to Valley Air and determine exactly what they are using, to be reported at the next meeting.

MONTHLY REPORTS:

The minutes of May 8, 1986 were reviewed. Mr. Gutman moved to ammend the minutes on page 3, under Operating Revenues, 3rd sentence to change the figure of "\$2,000,000.00" to \$200,000.00. Mr. Cain made a motion to accept the minutes of May 8, 1986 as amended. Seconded by Mr. Gutman. All were in favor.

MASTER TECH AVIONICS:

At this time, Everette McArthur of Master Tech entered the meeting, to present a proposal of becoming a separate entity at the airport, leasing from Valley Air. They are currently working

Minutes
May 15, 1986
Page Four

for Montair and Brockway. Mr. McArthur reported that it would "streamline" their operation to be on the airport. Discussion. Mr. Cain felt that it would be easier to allow Master Tech be a separate entity and let them go to Valley Air on their own. Discussion. Mr. Corley recommends that we put together a simple document saying that Master Tech has the right to sublease from Valley Air and must report revenues, excluding Brockway and Montair's in-house fleet, to pay 5% of that gross. The Commission or Mr. Houghton to get back to Mr. McArthur.

There will be a special interim meeting of the Board of Airport Commissioners on Thursday, May 29, 1986 at 4:00 p.m.

APRIL WARRANT:

Mort Bostock was directed by Bob Blanchard to not send checks to the subcontractors. Mort explained that all bills, of the same, had been signed off by Hoyle, Tanner & Associates, Pizzagalli, and Wiemann-Lamphere, and that by contract, he could not hold them.

Mort then requested approval of Gerry D'Amico's bill and his own travel pay. Discussion. Mr. Gutman made a motion to approve payment of Mort's travel expense. Seconded by Mr. Corley. All were in favor. The Commission then gave approval, once Walt has reviewed Gerry's time, for Mort to process payment.

Huck Gutman requested that Gerry D'Amico be at the May 29, 1986 meeting to update the Commission on Hoyle, Tanner & Associates, before the Vice-President, of the same, comes to the June meeting.

The Northland Janitorial bill was then questioned and replied to that the increased cost was due to the new area.

Mr. Corley made a motion to approve the April warrants. Seconded by Mr. D'Acuti. All were in favor.

OPERATING STATEMENTS:

The operating statements were presented for review. Mr. D'Acuti made a motion to accept the operating statements subject to review on the May 29, 1986 meeting. Seconded by Mr. Corley. All were in favor.

Minutes
May 15, 1986
Page Five

Mr. Gutman made a motion to enter into executive session to discuss personnel. Seconded by Mr. D'Acuti. So moved. The meeting entered executive session at 7:10 p.m.

No official action was taken during executive session. Open session resumed at 7:32 p.m.

PURCHASING POLICY - VINCENT D'ACUTI:

To be deferred until the May 29, 1986 meeting.

ORGANIZATION CHART:

Mr. D'Acuti made a motion to approve the Organization chart, as presented. Seconded by Mr. Corley. All were in favor. Mr. Gutman suggested that a copy go to every employee and that one be posted.

COMPENSATORY TIME POLICY:

Mr. Houghton reported that there was a need for some clarification on this policy. Discussion. The Commission's ideas were that salaried employees should be given a maximum of two (2) weeks comp time, with two (2) weeks equaling ten (10) days. Their definition of allowed comp time was, after hours business meetings and duties above and beyond the call, all of which given from the direction of the Airport Manager or the Board of Airport Commissioners. Walt Houghton to have a policy for the May 29th Commission meeting.

ADVERTISING POLICY:

Mike Cain asked that there be no advertising in the new terminal. He plans on heading a subcommittee on this subject. Discussion. Mr. Gutman made a motion not to allow signs, including the telephone board, to be put up without prior Commission approval. Seconded by Mr. D'Acuti. All were in favor.

BUSINESS EXPRESS:

Mr. Houghton reported that Business Express had bought Pilgrim and as of June 1, 86 will become the Delta Connection, and

Minutes
May 15, 1986
Page Six

requested approval of their lease application to occupy Ransome's space. Discussion. Question was asked whether Delta would be willing to come back here. Mr. Houghton reported that he had spoken with Bill Wallington, Properties Manager, and that at this time they were not interested. Business Express approval postponed until next meeting.

GROUND TRANSPORTATION OFFICER:

The Ground Transportation officer contract was presented for approval. Mr. Corley made a motion to approve the Ground Transportation Officer contract. Seconded by Mr. D'Acuti. All were in favor.

There being no further business, Mr. Corley made a motion to adjourn the meeting. Seconded by Mr. D'Acuti. All were in favor. The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee/Clerk

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MAY 8, 1986
4:00 P.M.
BUDGET WORKSHOP

PRESENT:

M. Robert Blanchard, Chairman
J. Richard Corley
Vincent D'Acuti
Michael Cain

Walter E. Houghton
Morton Bostock
Tamara Larivee

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

Mr. Blanchard informed the Commission that Hal Findley and John Williams had been invited to the meeting for brief presentations on their respective subjects.

NORTHERN AIRWAYS:

At this time, Hal Findley of Northern Airways entered the meeting. Hal acknowledged that Northern received a letter on May 1, 1986 stating that they were to come to terms on May 8, 1986. Mr. Findley then asked the Commission for a two-week extension until May 22, 1986 because they are trying to work with a company by the name of "Invo Tech" who is currently out of town. Mr. Findley also stated that he didn't feel that the lease was yet in finished form. Discussion. Mr. Corley stated that he believes that it is in the airports' best interest to have the lease signed. Mr. Gutman questioned Northern's credibility in regards to their outstanding balance of \$34,000.00 incurred by them and a past Canadian partner. Discussion. Mr. Corley recommended that the two (2) week extension be given to Northern Airways because the contract, above all, is the most important. Mr. D'Acuti asked Hal if Northern had any outstanding (besides the previous discussed amount) payments? Hal answered that besides J.V. Handling he believes that they are paid up. Mort Bostock says that the auditors questioned whether Northern was reporting all of their revenues, and the subsequent amount is in question. Huck Gutman again questioned Hal whether or not the airport would be paid for J.V. Handling. Mr. Findley stated that he has proposed that Northern pay \$8,697.00 and that Morris Cohen of J.V. Handling pay \$12,000.00, and that Northern turn over \$6500.00 worth of improvements.

MINUTES
MAY 8, 1986
PAGE TWO

WILLIAMS CONSULTANTS:

At this time, Mr. John Williams of Williams Consultants entered the meeting to present justification for his bill of \$3,000.00. Mr. Williams began by giving a guarantee of satisfaction and wanted to hear from the Commission, "...where I fell short." Mr. Corley asked what items were included in the report that were creative, unique, etc. which he himself wouldn't already know. The Commission didn't feel that a complete and satisfying report was given with regards to what was asked and expected of Mr. Williams. Mr. Williams replied that he did an extensive analysis, but that he decided to give a simple report versus an extremely complicated one. Mr. Corley recommended that Mr. Williams give expertise in terms of lease, floor plans, and sense of alternatives. Mr. Williams left the meeting with the understanding of what exactly the Commission was asking of him.

Mr. Cain made a motion to enter into executive session to discuss pending litigations. Seconded by Mr. Gutman. So moved. The meeting entered executive session at 4:55 p.m.

Mr. Cain made a motion to resume regular session. Seconded by Mr. Corley. So moved. Regular session resumed at 5:04 p.m.

Mr. Cain made a motion to institute suit against J.V. Handling, Northern Airways, and Morris Cohen, to collect back rent on the J.V. Handling "partnership". Seconded by Mr. Gutman. All were in favor.

Mr. Cain made a motion to continue negotiations with Northern for the additional two (2) weeks. Seconded by Mr. Corley for discussion purposes. Mr. Corley questioned whether, under the old lease, Northern can sell one of their hangars and operate out of the other. He feels that the Commission needs to know the answer to this before any decisions can be made.

Mr. Cain withdraws his previous motion as does Mr. Corley his second.

Mr. Corley made a motion to notify Northern Airways that we are not interested in granting them a two (2) week extension and that we consider all negotiations on the new lease to have ceased. Seconded by Mr. Cain. All were in favor.

MINUTES
MAY 8, 1986
PAGE THREE

BUDGET WORKSHOP:

Mr. Corley began by giving an overview of where we stood at year ending FY86 based on historical data. He reported that for FY85-86 we had a surplus of \$1,000,000 but have spent \$950,000 on Capital projects and that surplus for the year will be at zero. Mr. Corley also reported that based on increased spaces, same rates, and increased parking rates, revenues will be \$2,500,000.00. If the pre-budget proposal is accepted expenses will be \$2,567,693.00 with capital improvement items of;

Federal - \$ 76,500
Local - \$261,500, which Mr. Corley thinks can be brought down to \$118,000

Mr. Cain made a motion to enter executive session to discuss contract negotiations. Seconded by Mr. Gutman. So moved. The meeting entered executive session at 5:20 p.m.

No official action was taken during executive session. The meeting resumed regular session at 5:50 p.m.

OPERATING REVENUES:

The operating revenues were discussed and Mr. Corley made a suggestion to start with a revenue stream of \$2,750,000.00 with a round figure of 200,000.00 for capital improvements subtracted from that to leave \$2,550,000.00 with a 10% contingency (225,000.00) to leave an operating budget of \$2,225,000.00.

EXPENSES:

Expenses for FY86-87 were then discussed. Under salaries there was an allotment provided for a new heavy equipment operator/ops, of \$13,140.00 which is to provide operations assistance and maintenance work. Huck Gutman questioned the need of such a position due to the fact that what the current ops specialists do, in the summer, is still in question. Therefore, Mr. Gutman was assigned to review the 0100's to bring this category down to \$400,000.00 or less, and also to review the 0200's because they are directly related. The remaining categories were assigned as follows:

MINUTES
MAY 8, 1986
PAGE FOUR

- 0300's - Bob Blanchard
- 0400's - Morton Bostock-line by line break down for 0420's
- 0500's - Michael Cain & Dick Corley
- 0600's - Michael Cain
- 0700's - to be cut to \$10,000.00

A motion was made by Mr. Cain to allow Walt to provide insurance for the STARS airshow provided the airport receive reimbursement. Seconded by Mr. Corley. All were in favor.

- 0800's - Huck Gutman
- 0900's - no questions
- 1000's - all questions answered
- 1100's - Bob Blanchard
- 1105 - ID cards - Walt

A motion was made by Mr. Gutman to charge \$5.00 for replacement ID's and \$2.50 for initial ID's. Seconded by Mr. Cain. All were in favor. Mr. Houghton to check on this with FAA. The remaining three categories (1200, 1300, 1400) were reviewed, but needed no further explanations.

OPERATIONS SPECIALISTS:

Walt presented a book pertaining to airport safety and explained a little of what the specialists do, and more of why they are needed year 'round. Mr. Gutman is to come to the airport and spend time with our operations specialists to see their daily routine.

There will be a meeting in the first week of June to present budget findings.

The next meeting of the Board of Airport Commissioners will be a regular meeting to be held on Thursday May 15, 1986 at 3:30 p.m..

MINUTES
MAY 8, 1986
PAGE FIVE

There being no further business, Mr. Cain made a motion to adjourn. Seconded by Mr. Gutman. All were in favor. The meeting adjourned at 7:27 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee/Clerk

MINUTES
BOARD OF AIRPORT COMMISSIONERS
APRIL 10, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Vincent D'Acuti
Michael Cain
Huck Gutman
Tony Governale

Walter E. Houghton
Morton D. Bostock
Tamara Larivee
Jack McCabe

The meeting was called to order by the Chairman, Mr. Blanchard at 3:40 p.m.

A motion was made to add to Agenda Item #6: "Proposal for Parking Lot Increase". So moved.

MINUTES:

The minutes of March 25, 1986 were reviewed. Mr. Gutman moved to amend the minutes, on page three, paragraph 1, 3rd sentence, to read: "It was decided, while the issue was being negotiated, that Joanne was to write a letter of intent to the Board of Commissioners, to be delivered before the close of this meeting." A motion was made by Mr. Gutman to accept the minutes of March 25, 1986 with the above referenced amendment. Seconded by Mr. D'Acuti. So moved.

MARCH WARRANT:

The March warrant was presented for discussion. Items questioned were the distribution to different account numbers for McAuliffe expenditures, telephone, Hoyle & Tanner, Palmer & Dodge, etc.. Mr. Gutman, concerned about what HTA was costing us and how their costs are incurred, requested that Gerald D'Amico, Airport Engineer, attend the next meeting.

In discussing the telephone bills Morton Bostock stated that he would like to have the Airport Police transferred to their own line, so that the incurred bills, for the same, can be paid for by the Burlington Police Department, as Mr. Bostock believes that there is currently some abuse with their lines. Discussion. Mr. Cain made a motion that Morton Bostock draft that the Police services have their own phone number. Seconded by Mr. D'Acuti. All were in favor.

Mr. Gutman made a motion to not approve the payment of the Communication Consulting Services until the Commission has heard

from Jack McCabe, on his progress. Seconded by Mr. Cain. All were in favor.

Mr. Gutman made a motion to accept the March warrant with the exception of the previous motion. Seconded by Mr. Cain. All were in favor.

EXTENDING PARKING LOT FOR EMPLOYEES/PROPOSAL FOR PARKING LOT RATE INCREASE:

Mr. Governale, of APCOA presented to the Commission the proposal of a parking lot increase with the exception of the long term - 10+ days rate of \$5.50 daily maximum. He also stated that our parking rates are comparatively low. Discussion. Mr. D'Acuti made a motion to ammend the rates to "0-1/2 hour - \$.50, 1/2-1 hour - \$.50, each add'l hour - \$.50, 0-5 days - \$4.50 max daily, 5-10 days - \$5.00 max daily, and 10+ days - \$5.50 max daily. Discussion. Seconded by Mr. Cain. All were in favor.

Mr. D'Acuti then "informed" Mr. Governale that the APCOA contract is coming up in December 1987, and that some of the Commissioners think that we (the airport) can go into our own business. He then read to Mr. Governale an auditors report on APCOA stating: "The difference between revenue earned and cash collected makes a significant impact on the airport's cash flow each month. We recommend that in negotiating lease agreements, the airport attempt to match monthly payment terms with monthly revenue earned by the airport.". Mr. D'Acuti suggested that Tony go back to his boss and present the "situation" and come up with a solution.

EXTENDING PARKING LOT FOR EMPLOYEES:

Mr. Houghton explained to the Commission that he is trying to get 25 spaces from the APCOA lot for employee parking. He is looking into this because last year there were 100-150 spaces empty all summer long. Mr. Blanchard voiced his opposition to taking any spaces, due to loss revenue from these. Mr. Gutman made a suggestion that it be negotiated into the contracts that airport will provide satellite parking if the airlines and other renters in the terminal, as part of their rents, agree to a prorated share of a bus. Discussion. General Commission concensus was to leave the lot as is.

Minutes
April 10, 1986
Page Three

OPERATING STATEMENTS:

Items questioned were A.N. Deringer - has been corrected, Bar Harbor - they received overdue charge, but has been paid off, J.V. Handling, Misc - gate damages collected, Montair - should be contacting the airport about their balance, Northern Airways - agenda item, Other Prof. Services, Property Taxes - reported that the So. Burlington Council has agreed to have theirs and our attorney meet to work out some solution.

The approving of payment for Gerald W. D'Amico was discussed. Questions were asked as to what he does and in what detail. Mr. D'Acuti made a motion to make payment to Gerry D'Amico. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman made a motion to accept the review of the Operating Statements. Seconded by Mr. Cain. All were in favor.

TERMINAL EXPANSION UPDATE:

Jeff Davis reported that the concrete test passed. He also reported that the new baggage claim and holding areas will be in use beginning Tuesday, April 15, 1986. Mr. Blanchard then requested publicity on this commencement. Jeff is still working with the same figures that were presented last time. The \$9,000 Change Order for conduits was again brought on the table. It was determined that Jack McCabe is to meet with Jeff to determine if the Communication system can now be finished with \$41,000.00. Mr. McCabe understood that the \$9,000 in conduit was to be part of the construction costs, not his.

Mr. Blanchard then "forewarned" Jeff that if the Commission received the extra \$46,000.00 for completion of the expansion, and Jeff still came in at a deficit, then his contract will be terminated.

ORGANIZATION CHART/CONCEPT:

Walt said that the chart looked good to him but he was directed to bring it to the next meeting to be approved by the Board.

COMMUNICATION CONSULTING SERVICES - JACK MCCABE:

Jack McCabe of CCS reported on various communication systems, two of which were, shared tenant service and an airport centrax system. The airport centrax system was the least expensive, until it was discovered that it would cost the airport an extra \$4.00 per line, due to the fact that the service ends across the street. The shared tenant service is not a "good" system because the airport would then become a "telephone co." by reselling, servicing, etc. Mr. McCabe also reported that we have 46 lines working out of the 805 system currently in use. However, there is no room for growth and no replacement parts because AT&T no longer carries this system. A rough estimate for switching the system is \$25,000. Mr. Gutman asked who will move the existing switch and given the response that each individuals' vendor will have that responsibility. Paging system proposals were sent out to vendors. Music Services price was \$6,508.50 and Kenfield Communications was \$12,445.00. Discussion. Jack McCabe had not yet received the proposal, in written form, from Kenfield Communications. The Commission directed Mr. McCabe to bring back the Kenfield bid before they can approve one or the other. In order to provide paging service for the opening on Tuesday, in the new expansion, Music Services will be installing temporarily. As Mr. McCabe is still working on finding a compatible system, there is no solution as of yet.

After some discussion, Mr. Gutman made a motion to make payment to CCS. Seconded by Mr. Cain. All were in favor.

PRELIMINARY REPORT ON PURCHASING POLICY:

Vincent D'Acuti reported that, "Morts' job is turning out to be a monster's job.", being involved in too many activities. Mr. D'Acuti then read the auditor's report as follows: "During the course of our audit, we observed that the airport accountant was involved in a myriad of activities which exceed the responsibilities of a typical accountant position, so we therefore recommend that the Commissioners assess the staffing level and/or assignment of duties so that the accountant can give full attention to his primary responsibilities.

In his preliminary report, Mr. D'Acuti determined that Purchase Orders should be made out in triplicate and that work and

Minutes
April 10, 1986
Page Five

requisition forms were needed. He also stated that Mr. Bostock would like the P.O.'s to be in 4 copy form and Mr. D'Acuti ammends his decision to the 4 copy form. It states in the policy that purchases over \$500.00 needs bids, but Vince thinks that that should be \$1,000.00. Mr. D'Acuti to have final report at the May Commission meeting.

WAR PLANES INC/VALLEY AIR:

Gene Fodor entered the meeting at this time, to set before the Board, a proposal to rent the alert hangars. It was decided that this was all that was needed for the time being.

REVENUE BONDING AUTHORITY:

Joe McNeil stated that he had just returned from Montpelier and that the bill for the revenue bonding should be passed in tommorrow's (April 11) session.

NORTHERN AIRWAYS LEASE:

Joe McNeil reported that Northern and their lawyer took the original document and made major revisions, and in his opinion it looks like another delay. Mr. Blanchard's suggestion is to let Joe McNeil have time to go over it, but not to accept any changes. Discussion. Mr. Gutman made a motion to allow Joe McNeil to find Northern Airways in default of their lease, if they do not make a move and sign the contract by Tuesday, April 15, 1986. Seconded by Mr. Cain. All were in favor.

AIRLINE LEASE NEGOTIATIONS:

Joe McNeil is meeting with Harry Portz about the lease negotiations. Mr. McNeil reviewed the fact that the Commission was in opposition to negotiating advance rights of consultation, in the new lease. The notion is to negotiate a 10 year lease with automatic escalation committment. Discussion. Mr. Cain opposed this type of lease, but was informed that it would create a larger capacity for negotiating. Discussion. Mike Cain is to take Dick Corley's place in the meeting with Harry Portz, on Friday, April 11, 1986.

Minutes
April 10, 1986
Page Six

ALLIED AIR FREIGHT:

Morton Bostock, in acting for Walter Houghton, drafted a lease in which Allied Air Freight will be paying \$8.00 per square foot and doing all fit ups themselves.

Mr. Gutman made a motion to accept the Allied Air Freight Lease. Seconded by Mr. Cain. All were in favor.

FEDERAL EXPRESS CARGO:

The lease proposal presented by Mr. Houghton, for Federal Express is to be a 60'x100' ground support building with 2500 square feet at \$.17/sq. ft.. Discussion. Mr. Cain and Mr. Gutman desire to have an engineering point of view on whether or not the runway can be expanded and if this building would cause a problem. Therefore, Gerald D'Amico, airport engineer, it to look at this.

Mr. Cain made a motion to approve the ammendments to the Bar Harbor and Valley Air Services leases. Seconded by Mr. Gutman. All were in favor.

EXECUTIVE SECRETARY POSITION:

Walt Houghton reported that he was waiting for Jonathon Leopold's approval to break the hiring freeze and then advertising should take place this week.

Mr. Blanchard said that the next meeting of the Commission will be a special interim meeting on April 24, 1986 at 3:00 p.m.

There being no further business, Mr. Gutman made a motion to adjourn the meeting at 6:40 p.m.. Seconded by Mr. Cain. All were in favor.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee/Clerk

MINUTES
BURLINGTON AIRPORT COMMISSION
MARCH 25, 1986
2:00 P.M.

PRESENT:

M. Robert Blanchard	Walter E. Houghton
J. Richard Corley	Morton D. Bostock
Vincent J. D'Acuti	Nancy Sheahan
Dr. Huck Gutman	Joe McNeil
Tamara Larivee	Michael Donoghue

The meeting was called to order by the Chairman, Mr. Blanchard at 2:10 p.m.

MINUTES:

Mr. D'Acuti made a motion to accept the minutes of February 13 and February 18, 1986. Seconded by Mr. Gutman. All were in favor.

MONTHLY REPORTS:

The February warrant was presented for discussion. The expenses for overtime were again questioned. Walter Houghton said that he was aware of the problem and that he and John Hamilton were working on a solution, with appropriated budget funds in mind. Discussion. Mr. D'Acuti made a motion to accept the February warrant. Seconded by Mr. Gutman. All were in favor.

OPERATING STATEMENTS:

Morton Bostock was questioned as to how the operating statements are set up and meant to be interpreted. Suggestions were made to have last years' figures in the first columns. Mr. Corley made a suggestion to arrange the columns in this order; Current month, total spent, year to date, present year appropriation, spent last year, with percent (%) spent to last year deleted from the report. Mr. D'Acuti made a motion to accept the review of the Operating Statements, with the above referenced changes. Seconded by Mr. Gutman. All were in favor.

VT TRANSIT CO.:

Mr. Houghton explained that VT Transit and Clark Transportation were applying for the same space. Walt recommended the space go to VT Transit, due to the fact that Clark Transportation offered services other than just bus service and are therefore in direct competition with the other ground transportation services. Walt

Minutes
March 25, 1986
Page Two

received general Commission approval with his recommendation provided that he make a formal notification to Clark Transportation of their termination. Mr. Gutman questioned VT Transit's intent to operate solely as a bus service counter. Discussion. Details to be included in contract.

TERMINAL EXPANSION:

At this time, Jeff Davis of Pizzagalli entered the meeting. He stated that the construction progress was moving rapidly, but that the tentative completion date has been moved back two weeks, to Monday April 14, 1986 to include jetway operation. Mr. Blanchard requested that we be notified, by Mr. Davis, 2-3 days in advance of the jetway operation, for proper publicity. Jeff Davis also told the Commission that they were having to do a "stress" test on the slab on the second floor, around the escalator, and that if it didn't pass, there would be a two(2) month set back. The new change orders, numbers 50 through 72 were then presented for discussion. Change Order #54 was a \$9,000.00 change order for new conduits for telephones. Discussion ensued concerning whether this change should come out of Capital Expenditures allocated for Communications Systems. Discussion. Mr. Houghton to meet with the Communication Consulting Systems representatives and make sure that they understand what they have been budgeted and where they stand. Mr. Bob Yandow then presented the color scheme for the conference room. Discussion. Mr. Corley is to meet with Jim Lamphere to go over the colors of this scheme.

Mr. Corley made a motion to accept the Change Orders as presented. Seconded by Mr. D'Acuti. All were in favor.

Mr. Corley made a motion to add Item #14 to the Agenda: GREATER PIT. Seconded by Mr. D'Acuti. All were in favor.

GREATER PIT:

At this time, Joanne of People Express entered the meeting with Mike Pitterich and Lou Lacoste of Greater Pit Aircraft Maintenance. People Express signed a contract with Greater Pit, who started work on March 15, 1986, without prior Commission approval. Joe McNeil stated that People Express is in violation of Section 6, regarding ramp services, of their lease. Mr.

Corley also expressed a concern about the dilution of the airports' fixed base operators if Greater Pit were to continue to operate. Discussion. It was decided that Joanne was to write a letter of intent to the Board of Commissioners, to be delivered before the close of this meeting. Let the records show that the information was delivered before the close of the meeting.

WAR PLANES:

Dean Martin, President of War Planes, Inc. presented to the Commission that he desires to lease all or part of the existing alert hangar complex, for the purposes of a facility to restore, maintain and sell classic museum aircraft. Mr. Corley recommends that we enter executive session to establish;

1. What exactly the Commission would like to see in the alert hangar facility.
2. Term
3. Square footage available for rent

to present to Warplanes, Inc., what we have to offer.

A motion was made by Mr. Corley to enter into Executive Session to discuss contractual negotiations, personnel related matters, and pending litigations. Seconded by Mr. Gutman. So moved. The meeting entered Executive Session at 4:04 p.m.

No official action was taken during Executive Session. A motion was made by Mr. Corley to enter regular session. Seconded by Mr. Gutman. So moved. Executive Session ended at 6:00 p.m.

J.V. HANDLING:

Walt Houghton reported that he has a letter of committment from J.V. Handling. Discussion. Mr. Houghton feels confident that he will be paid.

ALLIED AIR FREIGHT:

Discussion as to what it would cost to fit up this building versus allowing Allied in to do the fitups. Discussion. Mr. Houghton is to present to them the proposal of \$7.00 per square foot and a three (3) year lease.

Minutes
March 25, 1986
Page Four

VTANG MUSEUM:

A motion was made by Mr. Corley to give the building on the Lavalette site to the VTANG. Seconded by Mr. D'Acuti. So moved. Let the records show that Dr. Huck Gutman abstained from voting.

ORGANIZATION CHART:

Mr. Houghton is to be prepared to give his thoughts and recommendations at the next meeting.

JOB DESCRIPTION:

Dr. Gutman has reviewed the possibility of having a hospitality/general information booth run by volunteers to inform the public, with the possibility of Shirley Chevalier coordinating such activities.

PURCHASING POLICY:

Mr. D'Acuti was assigned to do a report on the Purchasing Policy, to be completed by May 1, 1986.

PARKING GARAGE/CONSULTANT:

Walt Houghton was given the directive to bring before the Board of Aldermen, a rate increase in the parking facilities, of \$4.00 per day.

CONCESSION POLICY:

Mr. Gutman voiced his concern about not getting what was asked for by Williams Consultants. A motion was made by Mr. Gutman to not make payment to John Williams Consulting Services until the airport gets some firm answers. Seconded by Mr. Corley. All were in favor.

GIFT SHOP:

Mr. Houghton reported that the gift shop concession is an area that needs some policy decisions. Before the space goes to bid, Mr. Gutman made a suggestion to enquire about what kind of stock

Minutes
March 25, 1986
Page Five

at what prices. The Board is to get back to Walter on this.

The next meeting of the Board of Airport Commissioners will be their regular meeting on Thursday, April 10, 1986 at 3:30 p.m.

There being no further business, Mr. D'Acuti made a motion to adjourn the meeting. Seconded by Mr. Corley. All were in favor.

The meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee/Clerk

MINUTES
BURLINGTON AIRPORT COMMISSION
FEBRUARY 18, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman
J. Richard Corley
Michael Cain
Huck Gutman

Walter E. Houghton
Morton Bostock
Tamara Larivee

The meeting was called to reconvene by the Chairman, Mr. Blanchard at 3:40 p.m.

ENGINEERING CONTRACT:

The question was posed as to why an engineering contractor was needed and to what purpose he would serve. Discussion. Mr. Houghton would like this engineer to step in as project manager where he can delegate, to him, certain areas of responsibility. The engineering contract would be entered into for a one year agreement paying twenty-four dollars per hour (\$24.00/hour) with a maximum of thirty thousand dollars per year (30,000.00/year). Mr. Gutman, in interviewing for the position, did not believe that the person in question would be assertive enough to stand up for the Burlington Airport. However, it was generally felt that perhaps it might have been just his personality. Mr. Gutman acknowledged that he came across as very competent. Discussion. Mr. Cain made a motion to enter into a one year contract with an engineer at \$24.00 per hour with a maximum of \$30,000.00 per year, provided that a priority list, naming the Burlington Airport as first priority, is included in the contract. Seconded by Mr. Gutman. All were in favor.

At this time the Chair entertained a motion to enter Executive Session to discuss the Organization Chart as it pertains to personnel and other personnel related matters. So moved. The meeting entered Executive Session at 4:20 p.m.

The meeting came out of Executive Session at 6:35 p.m. There being no further business Mr. Gutman made a motion to adjourn. Seconded by Mr. Cain. All were in favor. The meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee/Clerk

MINUTES
BURLINGTON AIRPORT COMMISSION
FEBRUARY 13, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Morton Bostock
J. Richard Corley	Nancy Sheahan
Michael Cain	Joe McNeil
Huck Gutman	Tamara Larivee
Jeff Davis - Pizzagalli	

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

MINUTES:

Mr. Corley made a motion to accept the minutes of January 9, 1986 and the minutes of December 12, 1985. Seconded by Mr. Cain. All were in favor.

MONTHLY REPORTS:

The January warrant was presented for discussion. Items questioned were the payments for Burlington Electric, Barre Sign Co., Sweepster, and Petty Cash. Mr. Corley made a motion to accept the January warrant. Seconded by Mr. Gutman. So moved.

OPERATING STATEMENTS:

Mr. Cain requested that Mr. Bostock divide the airline, individual, and car rental codes on the Accounts Receivable data sheet, to serve the purpose of categorizing so that one could see the habitual problems that are occurring and for example, if, by nature, the airline industry is historically sixty (60) days late, the car rental thirty (30) days late, etc. Questions were posed concerning payments by Bar Harbor, Empire, Maggie Porter, National Weather Service, Northern Airways, etc. Discussion concerning Northern Airways lease.

SWANTON LIMESTONE - DENNIS DEMERS:

The proposal of a 60'x 80' corporate hangar by Lucien & Dennis Demers was presented at the December 12, 1985 Commission meeting. Reviewed was the fact that he would enter into a 30 year contract

Minutes
February 13, 1986
Page Two

paying seventeen (\$.17) per square foot with standard CPI adjustments. Discussion. Mr. Corley made a motion to approve the building of a 60' x 80' corporate hangar by Dennis Demers. Seconded by Mr. Cain. All were in favor.

VALLEY AIR CONTRACT:

The Valley Air Contract was presented and clarified. Discussion. The contract is being brought to The Board of Aldermen on Tuesday night by Joe McNeil.

TERMINAL EXPANSION UPDATE - JEFF DAVIS

Jeff Davis of Pizzagalli initiated the update by telling the Commission that there is \$72,000.00 left of contingency funds. He then presented the change orders to date. Discussion. A question was posed concerning Change Order #40 - Door Stiles. The change was an architectural change for FAA and Jeff is to find out exactly of what this consisted. The other concern brought up during this discussion was by Mr. Bostock in regards to bringing the Change Orders to The Board of Aldermen. The Commission decided that they would periodically meet privately with Mr. Jonathon Leopold vs the Board of Aldermen, to update the current Change Orders.

A motion was made by Mr. Cain to move into Executive Session to discuss Airline Lease Negotiations. Seconded by Mr. Corley. So moved. The meeting entered Executive Session at 5:15 p.m.

No official action was taken during Executive Session. The motion was made by Mr. Gutman to enter into regular session. Seconded by Mr. Corley. So moved. The meeting resumed regular session at 5:35 p.m.

A motion was made by Mr. Cain to enter Executive Session to discuss litigations pertaining to the Bean property. Seconded by Mr. Gutman. So moved. The meeting entered Executive Session at 5:37 p.m.

No official action was taken during Executive Session. The motion was made by Mr. Corley to enter into regular session. Seconded by Mr. Cain. So moved. The meeting resumed regular session at 5:47 p.m.

Minutes
February 13, 1986
Page Three

The Chairman, Mr. Blanchard adjourned the meeting at 5:50 p.m. to reconvene on Tuesday, February 18, 1986 at 3:30 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee/Clerk

MINUTES
BURLINGTON AIRPORT COMMISSION
JANUARY 9, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Huck Gutman
J. Richard Corley	Walter E. Houghton
Michael Cain	Morton D. Bostock
Vincent J. D'Acuti	Tamara Larivee

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

MINUTES:

Mr. Cain made a motion to accept the minutes of January 2, 1986. Seconded by Mr. D'Acuti. All in favor.

MONTHLY REPORTS:

The December warrant was presented for discussion. An item questioned was the payment for overtime. Discussion as to whether or not there is a possibility of split shifts or "snow alert" hours. Walt Houghton to report on the same at the next meeting. Other payments questioned were American Express, Green Mountain Kenworth, Free Press, etc.

Mr. Corley made a motion that every invoice received by the Burlington International Airport is to be initialed by Walter Houghton. Seconded by Mr. Cain. All in favor.

OPERATING STATEMENTS:

Discussion concerning where revenues show on the operating statements. Mort is at the input stage to getting formatted results. Mort is to have results and cover sheet at next meeting.

Mr. D'Acuti made a motion to accept the December warrant and the Operating Statements through December, 1985. Seconded by Mr. Gutman. All in favor.

PRELIMINARY BUDGET PRESENTATION:

Mort presented a preliminary budget to be perused by the Commission. Mr. Blanchard then reported that everything that the Commission had previously requested had been brought before the

Minutes
January 9, 1986
Page Two

Finance Board and had been approved, including the carry over from the last two years.

Mr. Bostock requested that this preliminary draft be given to Mr. Jonathon Leopold. Mr. Blanchard granted permission provided that a cover letter states that it is subject to change.

ORGANIZATION CHART - REPORT:

Mr. Gutman initiated the report by stating that everything goes to Walt because he is responsible for the entire airport. Mr. Bostock equals airport comptroller. Discussion as to what John Hamilton perceives as his responsibility, and division of responsibility at lower levels. Mr. Corley will bring an organizational chart draft to Walt to add, delete, or change positions as he perceives them. Mr. Blanchard requested that the organizational chart be ready for final presentation and voting, by the Commission, at the next meeting.

The next meeting of the Burlington Airport Commission is on Thursday, February 13, 1986.

TERMINAL EXPANSION:

Mr. Jim Lamphere and Mr. Bob Yandow of Weiman-Lamphere, entered the meeting at this time to present an interior color scheme for the existing and new expansion of the terminal. Mr. Yandow presented color selections, floor and ceiling materials, and wall coverings. Discussion. General concensus of the Commission is that they desire to view an alternative color scheme. Mr. Lamphere will have alternative ready in his office by noon on Friday, January 17, 1986, so that the Commission may stop by to choose a color scheme from the available two.

CHANGE ORDERS:

Jeff Davis of Pizzagalli Construction passed out a list of Change Orders and explained each as to whether they were an added or deleted expense and their nature. Change Order #18 is a pricing change of \$22,000.00 for the Weather Bureau. Discussion. Mr. Cain made a motion that the maximum amount spent on the Weather Bureau Service is \$10,000.00 instead of the requested \$22,000.00. Seconded by Mr. D'Acuti. All in favor.

Minutes
January 9, 1986
Page Three

A motion was made by Mr. Cain not to approve the change orders discussed. Discussion. Chair requested that change order #11 be tabled. So moved. All in favor.

At this time Karl Tortolano of Hoyle, Tanner & Associates presented the original contract of the architectural engineering services, with a \$10,400.00 increase. Discussion. Mr. D'Acuti made a motion to accept the \$10,400.00. No second. Mr. Cain ammends to have Pizzagalli research Hoyle, Tanner & Associates' dollar (\$) figure for validity. Discussion. Mr. D'Acuti again made a motion to accept the requested \$10,400.00. Seconded by Mr. Cain. All in favor.

NORTHLAND CONTRACT:

The Northland Janitorial contract was presented and discussed. A motion was made by Mr. Cain to approve the Northland Janitorial Contract. Seconded by Mr. Gutman. All in favor.

There being no further business, Mr. Gutman made a motion to adjourn. Seconded by Mr. Cain. The meeting adjourned at 6:47 p.m.

Respectfully Submitted,

Tamara L. Larivee

Tamara Larivee/Clerk

MINUTES
BURLINGTON AIRPORT COMMISSION
JANUARY 2, 1986
3:30 P.M.

PRESENT:

M. Robert Blanchard	Walter E. Houghton
J. Richard Corley	Morton D. Bostock
Michael Cain	Michael P. Donoghue
Vincent J. D'Acuti	Nancy Sheahan
Dr. Huck Gutman	Joe McNeil
Samuel Levin	Tamara Larivee

The meeting was called to order by the Chairman, Mr. Blanchard at 3:40 p.m.

NORTHERN AIRWAYS LEASE:

Mr. Corley reported to the Commission that himself, Joe McNeil, and Hal Finley were to have a conference call on Wednesday, January 3, 1986 concerning the Northern Airways Lease. Two minor changes to the lease were indicated. Verbage clean-up, but not any change in substance. Joe McNeil and/or Dick Corley to report back at next Thursday's, January 9, 1986 meeting.

RENT-A-CAR SPACE ALLOCATION:

Mr. Houghton reported that in the original terminal scheme, provisions were made for four (4) rental agencies that currently exist here, and he anticipates additional agencies to express interest. Questions posed by Morton Bostock as to when the rental agencies will be notified of their respective allocations and how this determination will be made. Discussion. Mr. Blanchard reported that Jim Lamphere will be attending next Thursday's meeting with color charts and expansion plans so that a clear picture may be made so to decide the number of car rental spaces allocated.

VALLEY AIR LEASE:

Alan Webster, Gene Fodor, Frank Donoghue, and Tom Hellman entered the meeting at this time. Mr. Webster brought forth three points concerning the Valley Air Lease;

1. The lessee is to be Valley Realty who will have a sublease for fixed base operator with Valley Air Services, Inc.
2. The concern over opportunity to cure for failure to pay

rent.

3. The road to the Valley Air facilities.

Mr. Corley referred to previous meeting's minutes about Valley Air Services not paying any revenue until such time that they have public access to the facilities via the finished roadway. Discussion. A question was posed by Mr. Blanchard as to whether the changes in the lease were significant enough to require another vote by the Commission and by the Board of Aldermen. Joe McNeil responded that ultimately he would bring the lease back to the Board of Aldermen for final resolution, however he did not feel that this action was necessary, but beneficial to avoid future questions raised about validity. Discussion. Mr. Corley commented that he desired to make Valley Air's Lease, concerning the right to cure, exactly like Northern's, stating that the rent is payable on the first of the month and that the lessee has right within ten (10) days of receipt of a certified letter to pay the rent. Joe McNeil to resolve points with Valley Air with Dick Corley present at these meetings.

PARK-N-TRAVEL:

Mr. & Mrs. Charlier entered the meeting at this time. Mrs. Charlier came to the Commission looking for their "blessing" on the Park-n-Travel, in order to get a loan from the bank. She also stated that she had two other options.

1. Personal funds backing
2. Two developers to whom they could sell out

Discussion. Mrs. Charlier stated that they had paid \$250,000.00 for the land with \$125,000.00 in improvements. A motion was made by Mr. D'Acuti to table the discussion. No second. A motion was made by Mr. Corley that it is not in the best interest of the airport to support Park-n-Travel. Seconded by Mr. D'Acuti. All in favor.

Mr. Blanchard moved that the Commission enter Executive Session at 4:50 p.m., including Nancy Sheahan and Joe McNeil, to discuss personnel related action. So moved. Executive Session ended at

Minutes
January 2, 1986
Page Three

5:28 p.m.. No official action was taken. Motion was made to adjourn the meeting by Mr. Gutman. Seconded by Mr. Cain. The meeting was adjourned at 5:40 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara Larivee/Clerk