

MINUTES
BOARD OF AIRPORT COMMISSIONERS
DECEMBER 28, 1987
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman
J. Richard Corley
Michael Flaherty

Kenneth S. Potts
Joe McNeil

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

Mr. Corley made a motion to amend the agenda to include item #2 - Acceptance of Grant Amendment AIP-06. Seconded by Mr. Flaherty. All were in favor.

Mr. Flaherty made a motion to enter into executive session to discuss leases and contracts. 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 approve Grant Amendment #2, AIP -06 in the amount of \$71,467.05. Seconded by Mr. Flaherty. All were in favor.

There being no further business, Mr. Corley made a motion to adjourn. Seconded by Mr. Flaherty. The meeting adjourned at 5:25 p.m.

Respectfully Submitted,

Tamara S. Gagne
Tamara S. Gagne/Clerk

MINUTES
BOARD OF AIRPORT COMMISSIONERS
DECEMBER 14, 1987
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Michael Flaherty
J. Richard Corley
Michael Cain
Joe McNeil

Kenneth Potts
Tamara Gagne
John Hamilton
Gerald D'Amico
John Stewart

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

MINUTES OF NOVEMBER 10, 1987:

Mr. Cain made a motion to approve the minutes of November 10, 1987 as presented. Seconded by Mr. Corley. All were in favor.

NOVEMBER WARRANTS:

The November warrants were reviewed. Mr. Flaherty made a motion to approve the November warrant as presented. Seconded by Mike Cain. All were in favor.

OPERATING STATEMENTS:

Operating statements were reviewed and questioned. The following were questioned on the Accounts Receivable report: Northern Airways, J.A. Carman Trucking & S.T. Griswold (both are amounts incurred by airport property damage), Hangar Condo Associates (John S. to check), and Brockway.

Mr. Corley made a motion to accept the review of the Operating statements. Seconded by Mike Flaherty. All were in favor.

Mr. Corley made a motion to amend the agenda as follows:

16. Warren Robenstein
17. Cynosure
18. Approval of Leases

Seconded by Mr. Flaherty. All were in favor.

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MANAGER'S REPORT:

1. Fuel Purchase: Request is for approval of purchase of 4500 gallons of fuel for airfield fuel supply at an approximate cost of \$3,800.00

Mr. Corley made a motion to approve the airfield fuel purchase of \$3,800.00. Seconded by Mr. Cain. All were in favor.

2. Rules & Regulations - reviewed and approved by Dick Corley and J.J. and ready for Board of Aldermen approval on December 21.

3. AIP Update - Change Order #2

Mr. Potts reported that AIP-09 - Apron Construction is substantially complete to include lead-in and stop lines and that repairs to drains and catch basins on this apron project were completed on December 7, 1987.

The runway catch basin repairs will be funded out of AIP-03 and funding for new snow removal equipment will be funded out of AIP-05 in the amount of \$144,100.

Change Order #2 - AIP-09

The following are brief content description of this change order with appropriate costs:

Item 1 - increase fencing by 400 l.f. @ \$4,600 due to realignment of fence between auto parking lot and airport operating area -
INCREASE \$4,600

Item 2 - Delete 24' drive gate. The area near existing car wash was redesigned eliminating the need for the gate.
DECREASE \$2,540

Item 3 - Relocate existing slide gate. The revised area required the relocation of this gate.
INCREASE \$4,500

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Item 4-9 - Materials for the construction of 1,900 s.y parking lot and replacement of lost pavement area at the car wash.
INCREASE \$20,088

Item 10 - Adjustment of existing manholes to match the new elevation of the lot.
INCREASE \$1,000

Total cost of change order is \$27,648.80. This has been reviewed by Ken Potts and Gerry D'Amico and is submitted with recommendation of approval.

Mr. Cain made a motion to approve signing of the AIP 3-50-0005-09 Change Order #2 for the amount of \$27,648.80 as recommended. Seconded by Mr. Flaherty. All were in favor.

4. Boiler - 880 Building

VT Boiler Specialists submitted an inspection report on the boiler in Building 880 which included a repair cost quote of \$5,600 and a replacement cost quote of \$11,600 with a recommendation of replacement. These quotes do not include the cost of unloading of the boiler or removal of the door, if necessary. The boiler is covered under the City boiler insurance of which will pay for the lesser of the two solutions. A discussion ensued pertaining to backcharging to tenants for heating service.

Mr. Corley made a motion to approve the purchase of a new boiler for Building 880, not to exceed \$14,000. Seconded by Mr. Cain. Discussion on current fuel useage and abuse. All were in favor.

Ken to follow up on insurance reimbursement.

5. Classification Study Meeting - a final meeting on the city classification study was held on December 4, 1987. Mr. Blanchard reported that the Airport has only two positions that were significantly changed and whose salaries were red-lined for the next six years. One of which is not satisfactory and the other

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is appropriate. However, two other positions received upgrading under the proposed classification. These were the positions of Senior Operations Specialist and Airport Equipment Mechanic. Another upgraded Airport position was that of Administrative Assistant to Office Manager. All in all the Airport Department faired well. As of this week, the union has ratified the proposed classification and Ken to determine effective date on all changes.

6. Overtime Expenses:

Mr. Potts reported that in FY86, \$32,000 was spent on overtime, and in FY87 \$14,000, the most being saved by a flexible schedule based on snow forecasts. The year to date overtime costs approximate 3,700.00. Mr. Blanchard reported that he had directed JJ to have the crews work regular shifts with all outside hours as overtime until the classification study was complete. JJ then reported that the Airport had three ways in which to handle winter snow removal operations. These being straight shifts with overtime compensation, split-shifts for the entire winter season, or a flexible schedule based on snow forecasts. The straight shift is preferred by the employees, and the flex schedule by Operations as the most effective and economical. However, according to City Personnel Policy, the flex schedule must be agreeable to all parties before institution. The split shift can be directed, but does not provide for best or even good normal operating conditions for the airport due to inadequate staffing per shift. The recommendation would be to provide the snow removal employees with adequate compensation for working the flexible schedule. Suggested was a shift differential of \$5.00/hour. Discussion. Union contracts only allow for shift differential of \$.65/hour and would not be acceptable to city. Discussion. JJ and Ken Potts to work with crews on solution and report to Commission through Mr. Blanchard, by the end of this week.

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SOUTH BURLINGTON REPORT - MIKE FLAHERTY:

Mike reported that he had researched the issue regarding the \$20,500 due the Airport from South Burlington and noted that Joe McNeil and South Burlington were now in communication and that a check is in process. Joe McNeil explained the terms of the agreement as South Burlington will have a letter of credit and should they call on this landscaping bond, the airport will issue funds. Also reported by Mr. Flaherty is that South Burlington City Manager, Bill Szymanski and Sonny Audette considered taking the Airport road (to Country Club Estates) on as a city street, but they had some concerns about the condition of the road, which they intend on addressing in a letter to the Airport Manager. Results to follow.

BEAN PROPERTY:

Mr. Corley made a motion to make a settlement payment to the Bean's in the amount of \$6,000. Seconded by Mr. Cain. All were in favor.

LANGE MUSIC SERVICES - CLIFF RABOURNE:

A proposal was submitted by Mr. Rabourne to place approximately four coin operated video games in the main concourse, or other high traffic/visibility areas with proposals of payment.

Mr. Corley made a motion that a letter be written to Mr. Rabourne, Lange Music Services thanking him for his proposal but indicating that it is not in keeping with the decor that the Commission is currently seeking for the Airport. Seconded by Mr. Cain. All were in favor.

DOLLAR RENT-A-CAR - JOHN EASTON:

Mr. Easton, an attorney for Dollar Rent-a-Car, expressed his concern to the Commission that his client would be losing rental spaces with the car rental relocation as proposed by the other

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four car rental companies. Mr. Easton indicated that Dollar was willing to work on an equitable plan, but that they had not yet been included in discussions. The proposal would leave Dollar with only ten (10) ready and return spaces creating a totally unworkable situation. Discussion. Mr. Blanchard suggested that the Car Rental Relocation become agenda item #6a.

Mr. Corley made a motion to amend the agenda to include item #6a. Car Rental Relocation. Seconded by Mr. Cain. All were in favor.

HERTZ/NATIONAL CAR RENTAL OPTIONS:

Mr. Potts reported that National Car Rental had exercised its option of 20,000 s.f. and that Hertz too had exercised its option of 22,000 s.f.. Both of these rental agencies had been directed to work an agreement out between themselves and return with a solution. This was not accomplished and both returned to Airport management for solution. Ken Potts and Gerry D'Amico reviewed the available space and were able to agree on three possible solutions.

Option 1 - to give National what is left of their original described option, a 9500 s.f. area with no available option area for Hertz.

Option 2 - A division of surrounding car wash area of 22,000 s.f. to National and 19,100 s.f. to Hertz. This division does not give areas adjacent to each company's existing facilities.

Option 3 - A division of surrounding car wash area of 20,555 to Hertz and 20,620 to National, which does allow for the areas to be adjacent to existing facilities.

Discussion. Joe McNeil reported that there is an obligation by the Airport to provide for opted space even though the original described area has been used for other purposes. Dick Corley indicated that the car wash was not located in the best interest of the airport and would like to discuss possible relocation sites. Discussion.

Mr. Cain made a motion to table agenda items 6 and 6a. Seconded by Mr. Flaherty. All were in favor.

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Mike Cain and Dick Corley to meet with car rental agencies this week to discuss both of the above tabled items.

FEDERAL EXPRESS - JEFF SCHULTES:

At this time Jeff Schultes, Tennyson Lewis and Dave Farnum of Federal Express entered the meeting. Mr. Lewis expressed Federal's desire to renew their current operating agreement and were told that the renewal had been approved and an agreement was forthcoming. Mr. Tennyson then explained that Federal was seeking the Commission's approval to build a 60x150 s.f. building on the Airport to be used for storage of ramp equipment. The terms of the agreement would be for ten years with two five year options and a land rental fee of \$.17/s.f.. Discussion. The proposed aircraft parking plan needs to be further reviewed by the airport staff, but the Commission has no reservations about approval for this building. Discussion. Joe McNeil to forward updated copy of lease agreement.

Mr. Corley made a motion to allow Federal Express to proceed with plans to build a 60x150 s.f. storage building at \$.17/s.f. Seconded by Mr. Cain. All were in favor.

Mr. Corley made a motion to approve the renewed terms of the Federal Express operating agreement as presented. Seconded by Mr. Cain. All were in favor.

CYNOSURE - HARRY BEHENY:

Mr. Beheny entered the meeting at this time to discuss the Cynosure lease but to also express his concern regarding location of the Greater Burlington Industrial Corporation display case. Mr. Beheny indicated that the location adjacent to column was not beneficial in that the public was not able to view all sides of the display case. Mr. Blanchard directed Mr. Hamilton to relocate the G.B.I.C. display to the center of the baggage claim area, as originally proposed, and to provide appropriate electricity. Dick Corley then explained that he and Harry had discussed the terms of the Cynosure lease and what obligations the airport would be assuming in taking over the building. The

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Commission's concerns were of major repair costs including roof and plumbing responsibilities and that of building addition as provided for in current lease. Mr. Beheney indicated that G.B.I.C. would consider indemnifying airport of above normal repair costs and that the plumbing responsibility involves only a few toilet fixtures, kitchen sink and garbage disposal. Discussion. If the Airport decided not to build addition, Cynosure would step in but would also collect associated rents. Also reported was that the roof has a ten year guarantee. Discussion.

Mr. Cain made a motion that the Airport accept the Cynosure lease and building subject to terms as proposed by Council including prior discussion of indemnification to the Airport with respect to any obligation of building the addition, with the limits of repair costs at \$1,000 per year and Council satisfaction on roof warranty. Seconded by Mr. Flaherty. All were in favor. Mr. Corley abstained from voting.

Airport to be responsible for snow removal and ice control immediately.

Mr. Corley made a motion to enter into executive session to discuss contract negotiations and potential litigations, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 5:30 p.m.

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

Mr. Corley made a motion that the necessary means be taken to tell Northern Airways dba Northern Air Charter dba Northern Air Partners that they are occupying space on the Airport without a lease and that Commission direction is to vacate immediately. Seconded by Mr. Cain. All were in favor.

Mr. Corley made a motion that Innotech Aviation be recognized as valid Airport tenants and that they be notified of the hazards relating to the South Hangar and that the building be vacated withing 24 hours. Seconded by Mr. Cain. All were in favor.

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MBE/WBE PROGRAM:

The MBE/WBE program for 1988 was presented for review.

Mr. Cain made a motion to approve the 1988 MBE/WBE Program as presented. Seconded by Mr. Flaherty. All were in favor.

ENGINEERING R.F.P.'S:

Mr. Potts reported that he was seeking approval from the Commission to advertise for and review proposals of engineering firms with the following anticipated projects.

1. Terminal Access, Traffic Flow and Parking Master Plan. This study would examine current problems, make forecasts and recommendations for improvements as well as a financial requirement plan for a period of 20 years. The cost would be \$30 - 50,000, of which the parking study would not be funded by FAA.
2. General Aviation/Alert Area Master Plan and Environmental Assessment Update. Cost of \$70 - 100,000.
3. Five Year Airport Improvement Plan

Discussion.

Mr. Corley made a motion that appropriate R.F.P.'s be solicited for the above referenced projects and that FAA funding be assured prior to any decision or work. Seconded by Mr. Cain. All were in favor.

FUEL FARM RELOCATION:

Mr. Potts submitted to the Commission a map and recommendations on relocation of the existing fuel farm. Mr. Blanchard suggested that these be reviewed by the Commission to return with recommendations at next meeting. Discussion. Dick Corley and Mike Cain to review and comment.

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VALLEY AIR LEASE:

Joe McNeil has received a letter from Valley Air's attorney indicating that they are prepared to sign the lease but have requested an additional copy from his office.

HVAC STUDY & RECOMMENDATIONS:

Gerry D'Amico reported that Hallam Associates had not yet submitted their report. Mr. Blanchard indicated that he was not at all satisfied with response from Hallam Associates and directed Mr. Potts and Gerry D'Amico to begin work on maintenance agreement, to be presented at the next meeting.

MASTERTECH - DAVID THELANDER:

Mr. Thelander, attorney for Mastertech indicated that the Board's treatment to MasterTech has been unfair in their mandate to pay 5% of all revenue excluding Montair & Brockway. Mr. Blanchard directed that the lease be signed as presented or that MasterTech cease operation immediately. This issue has been discussed at length and MasterTech has not been able to present any new information that should change the decision of the Board. MasterTech, in earlier negotiations, also indicated that the 5% would be paid, under protest, retroactive to September 1, 1987, which the Airport has not yet seen. Discussion. Mr. Thelander commented that the Commission did not seem to understand what MasterTech's business was about and that the 5% payment would put the company out of business. Discussion. MasterTech would consider rental and building of offices to be on Airport premises. Discussion.

Mr. Cain suggested that MasterTech be given 120 days to negotiate the terms of operation and to pay 2 1/2% of airport derived revenue. Joe McNeil recommended that the length of negotiation time be shortened and that the Commission hold its ground on payment of 5%.

Mr. Cain made a motion that MasterTech be given sixty (60) days to negotiate the terms of their agreement, paying 5% of revenues, and all negotiations to terminate at the end of 120 days. Seconded by Mr. Flaherty. All were in favor.

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BAGGAGE BELT:

Mr. Corley made a motion that the Baggage Belt contract for \$56,600.00 be brought before the Board of Aldermen for approval. Seconded by Mr. Flaherty. All were in favor.

ROBEN WARRENSTEIN - LAND SURVEYOR:

Mr. Blanchard reported that during his tenure as Airport Manager, an invoice was received from Mr. Robenstein for work provided for the airport. When asked for a contract or letter of commitment, none could be produced. Mr. Blanchard then spoke with Morton Bostock, who indicated that he and Walter Houghton had made the request to Mr. Robenstein to provide airport survey work. The work was completed and cost of same is normal and reasonable. Discussion.

Mr. Corley made a motion to approve payment to Mr. Warren Robenstein of \$1,800.00 for work provided to the Airport. Seconded by Mr. Flaherty. All were in favor.

APPROVAL OF LEASES:

Mr. Flaherty made a motion to give final approval to the Federal Express Drop Box and Trash Compactor agreements and that as the Airport moves forward with new leases that the tenants be responsible for trash removal or appropriate compensation to have it taken care of by the Airport. Seconded by Mr. Corley. All were in favor.

Mr. Blanchard reported that the Board of Airport Commissioners regular monthly meetings will now be held on the second Tuesday of every month.

The next meeting of the Board of Airport Commissioners will be held on Tuesday, January 14, 1987.

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Mr. Corley made a motion to enter executive session to discuss contract negotiations. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 6:40 p.m.

There being no further business, Mr. Corley made a motion to adjourn the meeting.

Meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Tamara S. Gagne

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
NOVEMBER 10, 1987
3:30 P.M.

PRESENT:

M. Robert Blanchard
J. Richard Corley
Huck Gutman
Michael Flaherty
Joseph McNeil

Tamara Gagne
John Hamilton
Gerald D'Amico
Lynda Kingsbury
Nancy Sheahan
Ken Potts

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

MONTHLY REPORTS:

Mr. Gutman made a motion to approve the minutes of October 20, 1987 as presented. Seconded by Mr. Flaherty. All were in favor.

The October Warrant and financial statements were reviewed and questioned.

Mr. Gutman made a motion to approve the October warrant and review of the operating statements. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

Communication: So. Burlington City Manager - Mr. Blanchard reported that as indicated in the letter of November 3, 1987, the South Burlington City Council has appointed Councilman Michael Flaherty as alternate to the Burlington Airport Commission in Mr. D'Acuti's absence.

The following is a synopsis of Mr. Blanchard's managers' report;

Replacement of NEW TERMINAL WINDOWS - Mr. Blanchard explained that in the new expansion of the terminal, the existing terminal windows were used. It is now becoming apparent that these windows will have to be replaced and that, in fact, several already have been.

ROOF LEAKS - Continue to find leakage in the new terminal roofing above the airline make-up rooms. Pizzagalli and Gracie Roofing have been notified and Gracie has been on sight to inspect and work on various areas.

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AIR GUARD ROAD - now complete and Mr. Flaherty was asked to have the So. Burlington City Council consider taking this over as a So. Burlington road.

VESTIBULE DOORS & FLOORING - Terminal doors have been rehabilitated and new flooring in place, all under the \$5,000 budget allocated at a previous Commission meeting.

TERMINAL FRONTAGE SIGNS - Operations continues to work on signing the express/fire lane.

BUILDING 880 BOILER/HEATING SYSTEM - currently the airport is renting a boiler at \$800/mo. until the boiler repair is accomplished. Airport's understanding that all associated costs will be covered under boiler insurance.

FUEL FARM RELOCATION - Airport staffing has discussed and concluded that the relocation of the fuel farm should be a high priority item due to safety precautions and will be discussed by HTA.

O.T. FOR SNOW REMOVAL - Airport has, already in the season, had to use portions of its overtime budget. More important to keep surfaces in operable conditions due that VT Air Guard is on 24 hour alert status.

At this time Mr. Blanchard suggested amending the agenda as follows:

Add 2A - HTA, Delete Item #10, Change Item #6 to Item #20 and vice versa, and have items #1 - Lease & Contract Update, #3 - MasterTech Lease, #4 - National Car Rental/Land Option, #5 - Bean Property Settlement, and #7 - Perry Enterprises Communication under executive session.

Mr. Gutman made a motion to amend the agenda as recommended. Seconded by Mr. Flaherty. All were in favor.

BUSINESS EXPRESS - JIM DINEHART:

At this time, Mr. Dinehart and Mr. Alan Gray of Eastern Express, entered the meeting to express their concerns regarding the proposed airline operating leases. Mr. Dinehart indicated that Business Express was very concerned with the verbiage used for re-assignable space and the fact that the entire Business Express has been designated as re-assignable. Mr. Dinehart pointed out that it would create severe operational problems and limitations to be asked at any point to share some or all of their space with another carrier. Discussion. Mr. Gray also pointed out similar

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concerns, some of which addressed issues discussed at length in prior airline negotiating meetings, for which, Joe McNeil pointed out, each airline had the benefit of a representative. Discussion. Mr. Corley directed Eastern Express to contact Joe McNeil's office for clarification of any/all points in question and that the question of re-assignable space would be discussed later in this meeting, during executive session.

HTA - CARL TORTOLANO, BARRY LUSSIER:

Mr. Tortolano presented to the Commission a plan for relocation of the existing fuel farm and reported that the cost of this project would be \$1.2 million, which does not include removal costs of the existing tanks. Also reported was that FAA would not pay for installation of new tanks (which is what would be required for this relocation) therefore leaving the Airport to bear 90% of this cost. Discussion. Referenced was the fact that the issue would have to go to the City voters for a bond issue. Issue to be discussed as it relates to priority and available funds.

APCOA CONTRACT EXTENSION:

Mr. Blanchard reported that he had received a letter of confirmation from APCOA on the Airport's request to extend the parking lot lease and now only needed Commission approval to continue.

Mr. Gutman made a motion to approve the extension of the APCOA contract for a three month basis, with terms and conditions to remain the same except that payment of percentage rent shall be remitted within 15 days after the end of each calendar month for the preceding month. Seconded by Mr. Flaherty. All were in favor.

VENDING MACHINES:

The purpose of this agenda item is to bring to the Commissions' attention the fact that there is no current contract for vending service and receive direction. Mr. Gutman responded that he was not prepared to bid out this service, as he would like to review the issue of the effect of the vending products on the cleanliness of the airport and carpets. Discussion. The Board direction at this time is to continue with the current service.

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NORTHLAND CONTRACT - CARPET CLEANING:

Mr. Blanchard reported that a three month contract was given to Northland Janitorial for carpets which has run its course. His recommendation is to contract for an additional three months, with Northland Janitorial at the same cost of \$450/week.

Mr. Gutman made motion to contract with Northland Janitorial for carpet cleaning services commencing on November 23, 1987 and ending on February 22, 1987 at a rate of \$450/week. Seconded by Mr. Flaherty. All were in favor.

AIRWICK CONTRACT:

Mr. Hamilton explained to the Commission that Airwick provides accumulator service to each unit in the terminal's restrooms. The contract would provide for service to 28 units on a monthly basis for a yearly cost of \$1,116.00.

Mr. Gutman made a motion to approve the contract for accumulator service with Airwick at a cost of \$1,116.00 per year. Seconded by Mr. Flaherty. All were in favor.

RENTAL CAR RELOCATION:

Mr. Blanchard reported that the appointed subcommittee on this issue had met and resolved the proposal in this manner. The Airport would allow the car rental agencies to relocate the employee lot to the current return lot, turn the employee lot back to APCOA, and take 80 spaces from the front of the APCOA lot to be used as ready/return car lots. This differs from the original proposal in that the rental agencies had requested 100 spaces from the APCOA lot. The cost of the relocation would be shared in sixths - five car rental agencies and the airport. However, Dollar is not acceptable to the change and is of the opinion that they would be losing space. Discussion.

Mr. Gutman made a motion to accept the plans as presented subject to review by Joe McNeil on whether the move can be made with Dollar's objection. Seconded by Mr. Flaherty. All were in favor.

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TAXI REGULATIONS - DICK CORLEY:

Nancy Sheahan reported that the City of Burlington was also considering requiring meters within City cabs and that she would hope there could be coordination of efforts at that time. Dick Corley reported that after the public hearing, the response and his recommendation is that the section regarding registration of firearms be deleted from the document. Nancy reported that she spoke with Burlington Police Department and that they recommended that subsection B of this Section be removed from the document. Discussion. Mr. Gutman was appointed to serve on the subcommittee for further Rules and Regulations discussions.

AIRPORT RULES & REGULATIONS:

The proposed rules & regulations were reviewed by Dick Corley and he suggested that he, JJ and Ken Potts meet to discuss these changes.

CLASSIFICATION STUDY:

Mr. Blanchard reported that the City classification study had described many of the airport positions "totally unfair" and that he and JJ had been and will continue to work on personnel changes as they see necessary. Discussion. Dick pointed out that although the Airport is not, should be considered an "Enterprise" whereby the City should not be affected by changes made in budgetary items. Discussion. Dick suggested that Bob work closely with the progression of the classification.

AIRLINE CURB SIDE REQUEST:

Mr. Blanchard reported that USAir, Piedmont and Continental Airlines have contracted with International Total Services (ITS) to provide skycapping and curb side luggage check-in. Huck expressed his concern on the Airport's right to make recommendations and affect changes should there become issues relative to this service.

Mr. Flaherty made a motion to concur with the aforementioned airlines' contract for skycapping and curb-side luggage check-in with ITS. Seconded by Mr. Gutman. All were in favor.

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HVAC & NOISE STUDY:

Gerry D'Amico reported that Hallam Associates - HVAC, were at 60% completion and that he would be receiving a forecast report from the Part 150 Noise Study team.

TRUCK/RAMP PLOW BIDS:

Bids for the truck and ramp plow were received by Walter Truck Co. and Sharon Bucklin Associates. Walter Truck submitted a total bid price of \$144,000 and Sharon Bucklin Associates of \$173,000. Payment has been proposed under AIP - 05 Amendment #2, but FAA funding is lacking by \$8,000, which will be requested under the new '88 AIP funding.

Mr. Gutman made a motion to accept the low bid submitted by Walter Truck Co. dependent upon FAA funding. Seconded by Mr. Flaherty. All were in favor.

FEDERAL EXPRESS DROP BOX:

Mr. Blanchard reported that Federal Express had requested that the Commission reconsider their proposal to install a drop box in the area adjacent to the Merchants ATM unit. Discussion.

Mr. Gutman made a motion to approve the installation of the Federal Express Drop box in the proposed location. Seconded by Mr. Flaherty. All were in favor.

ESCALATOR REPAIR COSTS:

John Hamilton reported that he has reviewed the repair costs to the escalators and elevators since July 1, 1987 and projected costs to June of '88 and found them to be in the \$11,000.00 range. Mr. Hamilton also called other Montgomery escalator users and was told that these reported costs were in accordance with their costs and use. Mr. Hamilton recommended entering a full maintenance agreement with Montgomery at a cost of \$12,000.00/yr.

Mr. Gutman made a motion to enter into a full escalator/elevator maintenance agreement with Montgomery Escalator Co., Inc. at a cost of \$12,000.00 per year. Seconded by Mr. Flaherty. All were in favor.

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Mr. Gutman made a motion to enter executive session to discuss the pre-described amended and stated agenda items. Seconded by Mr. Flaherty. The meeting entered executive session at 5:25 p.m.

The meeting resumed regular session at 6:55 p.m.

Mr. Gutman made a motion that the car rental proposal be reconsidered. Seconded by Mr. Flaherty. All were in favor.

There being no further business, the meeting was adjourned at 7:03 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
OCTOBER 20, 1987
3:00 P.M.

PRESENT:

Michael G. Cain, Chairman
Huck Gutman
Vincent D'Acuti
Joseph McNeil
Nancy Sheahan
Mike Donahue

M. Robert Blanchard
Tamara Gagne
John Hamilton
Gerald D'Amico
Ken Potts
Lynda Kingsbury

The meeting was called to order by the Chairman, Mr. Cain, at 3:03 p.m.

Mr. Gutman made a motion to amend the agenda to include item #20, Trash Compactor. Seconded by Mr. D'Acuti. All were in favor.

MONTHLY REPORTS:

Mr. D'Acuti made a motion to approve the minutes of September 21, 1987 as presented. Seconded by Mr. Gutman. All were in favor.

A discussion of operating statements and September warrants followed. Questions were posed relating to past due accounts receivables and Lynda gave updated reports and expounded on new ways the receivables would be handled.

Mr. D'Acuti made a motion to accept the September warrant as presented. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman noted that the terminal and car rental concessions were up and pointed out the decrease in landing fees.

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

An invoice, in the amount of \$2,977.61, from McNeil, Murray & Sorrell for legal services for the month of September, was presented for review. Mr. Blanchard indicated that he had fully reviewed the statement, determined that all was in good order, and recommended payment.

Mr. D'Acuti made a motion to approve payment of \$2,977.61 to McNeil, Murray & Sorrell. Seconded by Mr. Gutman. All were in favor.

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MANAGER'S REPORT:

Mr. Blanchard presented to the Commission the following as articles of his manager's report;

CONSTRUCTION - one week behind - no problems except for vibrations caused by equipment. Gerry D'Amico has requested HTA to contact the FAA and request a reduction in compaction requirement from 100% to 98%. Discussion. May be creating problem in building foundation, neighbor complaints, and tenant disruption. Nancy to review the contractor's contract as it related to who would be responsible should actual damage occur.

AIR GUARD ROAD - work started on road repairs on 10-19-87 - Should be finished by the end of this week - \$6500. Vin D'Acuti to follow up with notification to South Burlington that the Airport will be interested in turning the improved roadway over to them.

CAR RENTAL RETURN LOTS - (Hertz & National) - will be completed by next week

RAMP PLOW - proposals are finished, have been put out, and are due by November 4. The City's total cost will be \$5,400 under AIP-05 Amendment #2.

Continued research on TELEPHONE COSTS by Tammy has discontinued service of another line amounting to a saving of \$154.00/month.

HEAVY EQUIPMENT OPERATOR - to replace Don Russell, will be filled this week.

HVAC study is under way and will be completed by the end of this month.

Bob attended a FINANCE BOARD meeting for approval of several capital items and also received approval to transfer general capital funds to the capital contingency fund, therefore allowing future capital purchases with Finance Board approval but not City Counsel resolution.

FEDERAL EXPRESS REQUEST - this has been put on hold, as they seem to continually delay for various reasons - they have no current lease with the Airport (expired) and have not yet submitted a full set of plans on the proposed building

BAGGAGE CONVEYOR - originally put on hold due that a higher priority expense was the Sweeper remanufacture, of \$51,000 and that only three months into the fiscal year, \$102,000 had been spent in capital funds. Actually discovered that sweeper cannot be remanufactured, new one will be required, and this will wait until next fiscal year. Discussion. Both Mr. Gutman and Mr. D'Acuti highly recommended that the bag conveyor installation be accomplished.

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LANG PROPERTY MONETARY DAMAGES - Mr. & Mrs. Lang had, this past week, spoken with Gerry D'Amico reference the installation of an airport gate around their property. They indicated that they had not been contacted about this installation, that contractors had crossed their property and had been, in general, inconvenienced and should receive monetary damages. A suggestion was made that the South Burlington representative speak to the Langs on behalf of the Commission to resolve this matter. Mr. D'Acuti agreed to meet with them and report back at the next Commission meeting.

VALLEY AIR SERVICE HANGAR LEASE - this lease has not yet been executed and is being held by Tom Chase.

FENTON HILL CASE LINE - JOHN POTASH:

At this time, Mr. Potash, Fenton Hill Shops Manager, entered the meeting to present a proposal to build a case line in the area previously occupied by VT Transit. This case would offer mail order VT Foods products, pay to the Airport 10% of its gross revenue and occupy approximately 54 s.f.

Mr. Gutman made a motion to approve the building of a 54 s.f. case line for the promotion and sale of Fenton Hill's VT Foods products. Seconded by Mr. D'Acuti. Discussion. The door adjacent to this area, allowing access into the news shop, is operable but will not be used. All were in favor.

HELIFLIGHT REQUEST - ERIC CHASE:

Eric Chase, President of Heliflight Services, came before the Board to request the lease or building of approximately 3,000 s.f. of hangar space to operate his helicopter service. Discussion. Mr. Gutman indicated that he was hesitant to enter into any contractual agreement due to noise concerns the airport has. Discussion. There were a few places indicated as appropriate possibilities for this proposal and Mr. Potts and Gerry D'Amico were instructed to work with Mr. Chase on a solution.

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CAR RENTAL PROPOSAL - HERTZ, AVIS, BUDGET:

Simon Ellis, Paul Kapchus, Tony Fagnoli, and Peter Val Preda entered the meeting to present their proposal to the Commission. Mr. Ellis began by reporting that the two major problems with the car rental's current position is that return and ready lot spaces have been reduced and they have begun to receive customer complaints on the distances involved in reaching or returning their vehicles. The proposal is to move the employees, from the back side of the APCOA lot, to the current car rental ready lots, and for the car rentals to take approximately 100 spaces from the front row of the APCOA lot. Discussion. Mike Cain appointed Mr. Gutman, Gerry D'Amico, Bob Blanchard and Ken Potts to study the proposal and make recommendation to the Board. Vin suggested that the subcommittee keep in mind the revenue loss of APCOA spaces and the costs of relocating. Mr. Blanchard appointed Chair of this committee.

CCS TENANT BILLING PROPOSAL:

In August of 1986, a proposal was presented to the Board to recover the costs of the new telephone installation and service thereof. The recommendation of CCS was to have each tenant pay for their own communication lines (ADS), and that this rate should be \$25/month.

Mr. D'Acuti made a motion that users of the Airport Dial System (ADS), excluding Federal Agencies, should pay a monthly fee of \$25 per ADS line. Seconded by Mr. Gutman. All were in favor.

NATIONAL WEATHER SERVICE:

The National Weather Service wrote a letter indicating their concern over the Commissions' lack of commitment to them for terminal space for the "forecasted" National Forecast Office. Discussion. The Commission recommended that a letter be written indicating that the Airport cannot commit to an uncertain project, planned for the year 1991, but that they would be certainly willing to accommodate them at that time, should the space be available.

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MONTGOMERY ELEVATOR CO:

Mr. Blanchard reported that repair costs of the new escalator seemed extremely high due to constant breakdown. Discussion. Suggestions were made that Mr. Hamilton contact several other companies with Montgomery escalators and determine if our service calls and costs are out of line.

PARKING LOT LEASE EXTENSION:

Mr. Blanchard requested the Board's approval to extend the APCOA lot lease for three (3) months in order that the new manager will have time to assess the situation of parking lot lease renewal. Contract terms would remain the same, except for a request to have revenue payments made on a monthly basis.

Mr. Gutman made a motion to approve the extension of the APCOA lot lease for a period of three (3) months and that payments be made on a month to month basis. Seconded by Mr. D'Acuti. All were in favor.

LEASE & CONTRACT UPDATE - NANCY SHEAHAN:

Nancy reported that Mitel had requested that their lease be extended for three (3) years rather than one (1). Discussion.

Mr. D'Acuti made a motion to approve the amendment of Mitel lease to three (3) years. Seconded by Mr. Gutman. Discussion. Also included in new lease will be that Mitel will be responsible for their own air conditioning. Discussion of working toward common expiration date of leases.

Mr. Gutman made a motion to amend the previous motion to an approval of a two (2) year lease. Seconded by Mr. D'Acuti. All were in favor.

AUTOMATIC ASSIGNMENT - USAIR/PIEDMONT:

Nancy reported that Piedmont has not signed their lease because of a request for the inclusion of automatic assignment terms should USAir and Piedmont merge. Nancy recommended that the request be denied due to the risk of not knowing in advance how Burlington will be served should the merger take place. An amendment can be made to the leases at the time of merger.

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Mr. D'Acuti made a motion to deny the request of Piedmont to include automatic assignment terms in their airline operating agreement. Seconded by Mr. Gutman. All were in favor.

Nancy also reported that Business Express has not executed their lease either. Their exhibit indicates that their entire exclusive area has been designated as re-assignable space. They have requested that this exhibit be changed and requested a letter of adjustment to landing fees prior to execution. The Board directed Nancy to respond that it would not be acceptable to change the exhibit.

VALLEY AIR LEASE AMENDMENT:

Bob reported that Valley had requested a change to their lease to change the specific number of tie downs (25) to be defined by boundary, allowing them any number they could place in their leased area. Discussion.

Mr. Gutman made motion that their lease be amended to define tie down area by boundary and to provide a "notice to cure" clause allowing them only 48 hours should they exceed their boundary lines. Seconded by Mr. D'Acuti. All were in favor.

An additional request of Valley Air was to pave a 20x80' area on the western end of the "Alerts" for aircraft parking spaces.

Mr. D'Acuti made a motion to approve Valley Air's request for paving a 20x80' area. Seconded by Mr. Gutman. All were in favor.

Bob then discussed possibility of further amending Valley's lease to rent the area in front of their pod at \$.17 per square foot. Discussion.

Mr. Gutman made a motion to table this discussion until the difficulties with Warplanes has been resolved. Seconded by Mr. D'Acuti.

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3060 ASSOCIATES - LARRY BAGDAN:

At this time Larry Bagdan, President 3060 Associates, entered the meeting. Mr. Bagdan reported that he had agreed to give a right of way to the Airport, and in turn the Airport, was to maintain the roadway, install a locked gate, and speed bumps. Mr. Bagdan indicated that the gate had never been installed, the road was plowed by them and that they also installed speed bumps. Gerry D'Amico researched the lease and reported that the Airport should be responsible for winter snow removal. Discussion. Joe McNeil reported that he had also reviewed the lease and could find no reference to a locked gate nor speed bumps, and that included was the landscaping and maintenance of the road. Discussion.

Mr. Gutman made a motion that this matter be turned over to the Airports' attorneys for advisement. Seconded by Mr. D'Acuti. All were in favor.

RULES & REGULATIONS:

At the last Board meeting a copy of FBO rules and regulations was submitted for review.

Mr. D'Acuti made a motion to approve the FBO Rules and Regulations as presented. Seconded by Mr. Gutman. Discussion. Mr. Gutman recommends that Commission wait for Mr. Corley's expertise on this matter.

Mr. Gutman made a motion to table the discussion. No second. The question was called for the original motion. Motion fails 2 to 1.

PARKING RULES & REGULATIONS ADOPTION:

Nancy presented the change to the airport parking rules & regulations which will allow scoff law enforcement and towing into Burlington. Discussion. Mr. D'Acuti questioned whether they could also be towed into South Burlington and received an affirmative answer.

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Mr. Gutman made a motion to approve the amendment to the parking rules and regulations to allow scoff law enforcement on Airport property and towing into Burlington. Seconded by Mr. D'Acuti. All were in favor.

TAXI RULES & REGULATIONS AMENDMENTS:

Huck Gutman reported that Nancy Sheahan, Lt. Bush, and Maggie Porter had met and drawn up several highly recommended amendments to the Taxi rules & regulations, such as receipt requirements, posted rates, meters, lighting, and registration of weapons. Discussion. Nancy indicated that the Commission would have to hold a hearing for the taxi cab companies.

Mr. D'Acuti made a motion to hold a hearing with Mr. Corley as presiding commissioner. Seconded by Mr. Gutman. All were in favor.

BROCKWAY REQUEST FOR ADDITIONAL SPACE:

Bob reported that Brockway was requesting an additional 120x200 feet of ramp space to accommodate their business. Discussion.

Mr. Gutman made a motion to table this discussion so that the Commission may have some time to review. Mr. Cain passed the Chair to Mr. D'Acuti. The motion to table was seconded by Mr. Cain. Chair passed back to Mike Cain. Motion passed, Mr. D'Acuti voting against.

880 BUILDING PRESENT & POTENTIAL PROBLEMS:

Bob reported that boiler and furnace, in 880, is down and that the tenants have been allowed to rent space heaters at the Airport's cost. Bob indicated that we can get by with the repair for this year but recommends replacement and review of HVAC system for next year. Mr. Hamilton indicated that cost of this breakdown and rentals should be taken care of by the boiler insurance company.

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BROCKWAY REQUEST FOR ADDITIONAL PARKING:

Bob reported that Brockway had requested 20 spaces for their pilot employee parking. No overnight parking is allowed in the lot and we currently do not have the available space.

Mr. Gutman made a motion to deny Brockway's request for employee parking. Seconded by Mr. D'Acuti. All were in favor.

TRASH COMPACTOR PROPOSAL:

Gerry D'Amico reported that the airport had accepted proposals to install a trash compactor. Proposals were received from Kelco and Trash Unlimited at costs of \$16,000 and \$15,286 per year, respectively. These costs include monthly rental of the compactor and land fill fees of some \$9,000. Proposal also includes a buy out option at the end of the two year term. Discussion.

Mr. Gutman made a motion to enter into a contract with Trash Unlimited for a trash compactor rental and trash removal at a cost of \$15,286.00/year for a period of two years. Seconded by Mr. D'Acuti. Discussion. A trash compactor will be aesthetically pleasing, essentially the same cost as the current trash disposal method, and a 30 day cancellation clause will be included in contract. All were in favor.

Mr. Gutman made a motion to enter into executive session to discuss contractual negotiations to include the following agenda items:

9. Northern Aircraft Inc./Lease - Innotech
11. MasterTech Lease

Seconded by Mr. D'Acuti. The meeting entered executive session at 6:10 p.m.

The meeting resumed regular session at 6:55 p.m.

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Mr. D'Acuti made a motion that pursuant to the recommendation of the Finance Board, the Commission authorizes Commissioner Gutman to work on an arrangement to pay a consulting fee to M. Robert Blanchard for the "services that he has performed as Airport Manager", as the Mayor felicitously phrased it. Seconded by Mr. Gutman. All were in favor.

The next meeting of the Board of Airport Commissioners will be a regular monthly meeting on November 9, 1987 at 3:30 p.m.

There being no further business, the meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
SEPTEMBER 21, 1987
3:30 P.M.

PRESENT:

Dr. Huck Gutman, Chairman
Vincent D'Acuti
J. Richard Corley
Michael Cain
Joseph McNeil

M. Robert Blanchard
John Hamilton
Tamara Gagne
Gerald D'Amico
Lynda Kingsbury

GUESTS:

Morton Bostock
James Boothroyd, HTA
Hal Findlay, Northern
Hobie Tomlinson, Montair

Tony Governale, APCOA
Carl Tortolano, HTA
Robert Rachlin, Montair

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

MINUTES - AUGUST 20, 1987:

Mr. D'Acuti made a motion to approve the minutes of August 20, 1987 as presented. Seconded by Mr. Corley. All were in favor.

Mr. D'Acuti made a motion to amend the agenda as follows;

- #13A. Accounting Services
- #19. 3060 Associates
- #20. Director of Aviation Position Search

Seconded by Mr. Corley. All were in favor.

MANAGER'S REPORT:

Mr. Blanchard briefly reported on the following;
VT TRANSIT has relocated to the counter previously known as the "information booth" and Fenton Hill gift shop will be occupying the other existing counter. Included in this change over, Fenton Hill will be renting the storage space behind VT Transit at a rate of \$10.00 per square foot on a year to year basis.
ORION AIR - has requested office space in building 880. They have been accommodated with a 300 s.f. area at \$8.50 per s.f., which will need Commission action. Orion air is a company contracted through Emery for their airfreight operation.

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TOW-BEHIND SWEEPER BIDS - Three bids were received. Sweepster, not the low bidder, was awarded contract, based on hydro static requirements in bid documents, not provided for by other two bidders. Bid amount of \$57,000, which Mr. Blanchard brought before the Board of Finance for approval - granted. Also approved by the Board of Finance and the City Council was the upgrading of Mrs. Gagne's position from Office Assistant to Administrative Assistant.

AAAE NORTHEAST CHAPTER MEETING - The AAAE site selection committee postponed Burlington as the site for the 1988 meeting and scheduled us for 1989 - 1990.

ATTORNEYS - Bob has been meeting weekly with our attorneys and receiving good response to airport needs.

RAMP PLOW - Gerry is working on an amendment to the AIP - 05 Grant to purchase an airport ramp plow.

PERSONNEL CHANGE - Don Russell has taken a disability retirement from his position as heavy equipment operator - will be looking to replace him.

MONTAIR - Bob has continued to work with them on plans for their future and has also gotten them current on their finances.

JANITORIAL CONTRACT - JJ and Bob are aggressively pursuing accordance of contract with daily inspections and contact with the contractor. Also just made aware that janitorial contract was awarded for entire terminal, but new airline leases stipulate that each airline is to provide their own janitorial services for exclusive space. Bob will be working on this.

PEOPLE EXPRESS TRAILER - has finally been removed from airport property, and lease for the same has recently been brought before the Board of Aldermen and approved - no payment ever made.

THROUGH WAY - area is working out well - police are pleased with traffic patterns in front - working on signage.

CCS - working with Tammy to determine dedicated line responsibilities - one line eliminated - saving of \$47.50 per month.

HVAC STUDY - contract has been awarded to Hallum associates who should start within the next two weeks.

Discussion. Questions were asked to Gerry whether appropriate permits had been obtained to fill the "wetlands" on south end of airport. Gerry responded that Act 250 had been accomplished but that there would be problems with permits from Army Corps of Engineers. Discussion. Joe McNeil and Gerry to meet and discuss requirements for obtaining permits for this area.

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BAGGAGE CLAIM MURAL - Project has been canceled due to lack of funds.

TONY GOVERNALE - APCOA:

Mr. Governale addressed the Commission to indicate that he was back on the Burlington account, glad to be here, and willing to work with one or all of the Commission on whatever their desires for the parking lot.

MONTAIR - BOB RACHLIN, HOBIE TOMLINSON:

Mr. Rachlin requested a discussion of Montair's lease with the Commission.

Mr. Cain made a motion to enter into executive session to discuss Montair lease. Seconded by Mr. D'Acuti. The meeting entered executive session at 4:15 p.m.

The meeting resumed regular session at 4:25 p.m.

NORTHERN AIRWAYS - HAL FINDLAY:

Mr. Findlay entered the meeting at this time and introduced himself as President of Northern Airways. He indicated that his purpose for being at this meeting was to discuss Northern's tardiness in signing their lease agreement and subsequent letter of termination. Mr. Findlay then apologized for the delay in the lease signing process and indicated that he had made changes to the lease draft, which he hopes will address the existing problems and be satisfactory to the Airport Commission, a copy of which was sent to Dick Corley, on this date. He then made a suggestion that the Commission move to incorporate these changes, and that he would be willing to sign the agreement as soon as possible. Mr. Findlay then indicated that he did sign the original draft, which was sent back to him along with September rent check. At this time, Mr. Blanchard indicated to Mr. Findlay that the returned check must have been for June rent, as the airport has no record of payment since the month of May. Discussion. Mr. Gutman also indicated, for the record, that the return of the signed lease came after the indicated deadline for the signing of the same.

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Joe McNeil indicated that with the execution of the Innotech/Northern Airways FBO agreement a series of permissions were sought for subleasing. These were for subleasing to; Future Planning Associates, Pratt & Whitney, Northern Aircraft Marketing, VT Air Cargo, Business Air, and Airco Supplies. Joe then asked Mr. Findlay if this subleasing went with the Innotech assignment and received an affirmative answer, therefore indicating that the above mentioned entities are sublessees of Innotech. Hal Findlay then indicated that both VT Air Cargo and Business Air were subleasing the South Hangar from Northern Airways, who is a sublessee of Innotech for the South Hangar. Joe then inquired how Northern came to be a sublessee of Innotech, without Innotech requesting permission from the Burlington Airport Commission to do the same. Discussion. The Airport's view is that the FBO lease was assigned from Northern to Innotech along with all lease rights. Mr. Findlay indicated that he would contact Innotech to have them come before the Board to request permission to sublet the South Hangar to Northern. Discussion.

Mr. Cain made a motion to enter into executive session to discuss the Northern Airways lease. Seconded by Mr. Corley. The meeting entered executive session at 5:00 p.m.

The meeting resumed regular session at 5:24 p.m.

HTA PRESENTATION - BOOTHROYD, TORTOLANO:

At this time, Mr. Boothroyd and Mr. Tortolano entered the meeting to present diagrams and current status of the Airport taxiway and apron construction. Phase I, Taxiways A & B Reconstruction, is complete. Phase II, Commuter Apron, is currently under construction. Phase III, Ramp Area, will include the airport drainage project with a water/oil separator installation. Discussion. Mr. Boothroyd indicated that AIP funding would not be available again until possibly the end of this year, but that design work on Phase III should begin sometime within the next three to five months. What this would mean is that the City would have to use in-house funds for design work and be reimbursed at a later date. Discussion.

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JOE MCNEIL - LEASE & CONTRACT UPDATE:

AIRLINE LEASES - Joe reported that he has received the four major carriers' signed leases.

SCOFF LAW - Changes need be made prior to Commission approval.

Report received of a taxi cab driver in possession of hand gun - legal to review for airport authority to discontinue such possessions

INSURANCE certificates have been received from all current tenants and Joe, Nancy and City Insurance are working together to ensure lease compliance.

Mr. D'Acuti made a motion to approve the leasing of 300 s.f. of office space to Orion Air, at \$8.50 per s.f. for a five (5) year term. Seconded by Mr. Cain. All were in favor.

Mr. Cain made a motion to enter into executive session to discuss leases and contracts. Seconded by Mr. D'Acuti. All were in favor. The meeting entered executive session at 5:57 p.m. The meeting resumed regular session at 6:05 p.m.

CAR RENTAL DROP LOT:

Gerry D'Amico presented a proposal to relocate the car rental drop lot to the north side of the air carrier apron adjacent to the electrical vault, as the existing drop lots are being displaced by the Phase II, Commuter Apron, construction. The question was asked as to whether customers would be walking from the return lots, or if the Airport was expected to provide a shuttle service and was answered that customers would be walking. Discussion then followed as to why the airport should pay for paving the car wash area. Discussion.

Mr. D'Acuti made a motion to approve the car rental drop lot proposal as presented, to include the paving of the car wash area of \$3,000. Seconded by Mr. Corley. All were in favor.

FEDERAL EXPRESS BUILDING LEASE REQUEST:

Gerry reported that Federal Express is requesting to build a 9,000 s.f building and has received ACT 250 approval but has not submitted a formal proposal to the Airport.

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BAG CONVEYOR BIDS:

Bob reported that a single bid was received for the new baggage conveyor, from Engelberth Construction for \$93,417.00. This bid was rejected and Gerry has since been in contact with conveyor manufacturers, with the intent of the airport becoming the general contractor. The two manufacturers contacted were Matthews and Glyde Path. The quotes received were \$95,000 and \$55,063, respectively, with an approximate in-house cost of \$2,000 for the second quote. Discussion.

Mr. D'Acuti made a motion that the Commission was in agreement with having the installation performed in-house, but that Gerry D'Amico should contact a few more conveyor companies, and to also contact users who have conveyors in use for over a year, and final decision to be left with the Airport Manager. Seconded by Mr. Corley. All were in favor.

AIR GUARD ROADWAY:

Gerry reported that a bid was received from A. Marcelino of \$6,257.20, which is \$1757 higher than original estimate. Discussion.

Mr. Corley made a motion to contract with A. Marcelino for repairs of Air Guard Road for the amount of \$6257.20. Seconded by Mr. Cain. All were in favor.

VESTIBULE FLOORING:

JJ. reported that to re-hab all three vestibule doors would cost from \$3,000 - \$5,000 and to install cocoa mat flooring another \$1,000. Discussion.

Mr. Cain made a motion to allow re-habilitation of vestibule doors and installation of new flooring to a maximum of \$5,000 without returning to Commission, and that Bob and JJ should contact both Dick Corley and Mike Cain in the interim to discuss alternative flooring possibilities. Seconded by Mr. Corley. All were in favor.

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V.A.S.I. PAVING REQUEST:

Gerry reported that Valley Air Services had requested permission to pave their tie-down area. Discussion. Point was made that Valley Air Services was not within guidelines of lease as it relates to number of tie-down spaces being used. Discussion.

Mr. Cain made a motion to table this request until V.A.S.I. meet lease requirements. Seconded by Mr. D'Acuti. All were in favor.

ATTORNEY'S BILLS:

The Attorney's bills were presented for review.

Mr. Cain made a motion to accept the bills, as presented, for full payment in the amount of \$2,921.03. Seconded by Mr. Corley. All were in favor.

COMPUTER PURCHASE - OPERATIONS:

Mike Cain explained that extensive research was performed on various models and that the one proposed would more than adequately satisfy the needs of the Operations Center for some time, and that this model was his recommendation from personal use. Discussion.

Mr. Corley made a motion to approve the purchase of the proposed Compaq Deskpro 286 Model 20, at the price quote of \$5464.00, and to include purchase of appropriate software, not included in this quote. Seconded by Mr. Cain. All were in favor.

RULES & REGULATIONS REPORT:

JJ reported that he has had three very productive meetings with the existing airport FBO's in establishing guidelines, including reasonable and correct fees. The first draft of these meetings will be included in minutes' mailing for Commission review and comment.

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CHARCOAL FILTER PURCHASE:

JJ reported that the filters in the new HVAC system needed cleaning, which would require the purchase of 120 spare filters at a cost of \$5700 and a cost of \$1800/120 for re-activation. Discussion.

Mr. Corley made a motion to approve the purchase and re-activation of the charcoal filters, with a review of cost and usage after this initial turnover. Seconded by Mr. Cain. All were in favor.

CAPITAL EXPENDITURES:

Bob reported that when the airport maintenance vehicles were ordered at the end of June, monies were not available for the purchase of required caps and plows. Request is for expenditure of \$5600 for two plows and a cap. Discussion.

Mr. Cain made a motion to allow capital expenditures of \$5600 for the purchase of two plows and a cap for the new airport maintenance vehicles. Seconded by Mr. Corley. All were in favor.

Also requested is the approval for capital expense for an Oshkosh roll over plow of \$16,500. Discussion.

Mr. Corley made a motion to allow the capital expenditure of \$16,500 for an Oshkosh roll over plow. Seconded by Mr. Cain. All were in favor.

3060 ASSOCIATES:

A letter was written from 3060 Associates, a company located on the airport's southern access road, indicating their concern over responsibility for maintenance and snow removal from this access road. Discussion. Gerry D'Amico to respond after review of leased premises.

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DIRECTOR OF AVIATION POSITION SEARCH REPORT:

Huck Gutman reported that intent of the subcommittee was to meet separately this week and choose final five candidates for manager's position. Tentative schedule for interviews is the last week of September, first week of October, with an approximate "on board" time of November 15, 1987.

AUGUST WARRANT:

June, July, and August warrants were presented for review. No discussion on June or July warrants, and therefore reinforced approval as of the meetings of July 21, 1987 and August 20, 1987.

Mr. Corley made a motion to approve the August warrant as presented. Seconded by Mr. Cain. All were in favor.

OPERATING STATEMENTS:

Mr. Cain made a motion to approve the review of Operating statements. Seconded by Mr. Cain. All were in favor.

ACCOUNTING SERVICES:

Mr. Blanchard reported that he had contracted with Morton Bostock to bring the airport accounting records up-to-date. A bill has been received for 134.25 hours at \$20.00 per hour. Discussion. Commission believes this to be a fair and reasonable invoice.

Mr. Corley made a motion to make contractual payment of \$2685 to Morton Bostock. Seconded by Mr. Cain. Discussion. Commission inquired of Mr. Bostock on his availability to train City Hall on taking over this function. Mr. Bostock indicated that he would be hesitant at training anyone without a strong accounting background, and that he did not feel that the City Treasurer's office was equipped or staffed to adequately provide these services. Discussion. Original agreement with M. Bostock was that he would take necessary time to update accounting and also provide personal or written instructions to the City Treasurer's staff. Discussion.

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Mr. Corley made a motion to enter executive session to discuss accounting contract. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 7:00 p.m.

The meeting resumed regular session at 7:15 p.m.

Mr. Gutman reported that the decision had been made to bring the accounting services back to the airport and that advertising and interview process for a new accountant would take place. In addition, payment of \$1600 would be made to Mr. Bostock, for his services, with the remainder to be paid upon fulfillment of contractual obligation of providing training. Discussion. M. Bostock indicated that he was greatly and personally offended that the Commission would need to hold back a monetary retainer. Discussion.

The decision was made to pay Mr. Bostock the entire contract amount of \$2685.00 provided that he would work until the new accountant was on board and provide adequate training.

There being no further business, Mr. Corley made a motion to adjourn. The meeting adjourned at 7:24 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
AUGUST 20, 1987
3:30 P.M.

PRESENT:

J. Richard Corley, Chairman
Vincent D'Acuti
Huck Gutman
Nancy Sheahan

M. Robert Blanchard
Tamara Gagne
John Hamilton
Gerald D'Amico
Lynda Kingsbury

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

MINUTES - JULY 23, 1987

Mr. D'Acuti made a motion to accept the minutes of July 23, 1987 as presented. Seconded by Mr. Gutman. All were in favor.

JULY WARRANT & OPERATING STATEMENTS:

The July warrant was presented in the form presented to the Board of Aldermen. Questions were asked and answered on several items. Discussed was the status of receiving Airport generated reports and warrants for signature. Dick Corley to speak with M. Bostock in that regards. Other concerns were operating statements and tenant billing. Also to be addressed after conversation with M. Bostock.

Mr. D'Acuti made a motion to accept the July warrants as presented, with an in depth report to follow as soon as possible. Seconded by Mr. Gutman. All were in favor.

NANCY SHEAHAN - LEASE & CONTRACT UPDATE:

Fenton Hill Amendments - accepted and being prepared for resolution
USAir Cargo/Maintenance - Agreement has been drafted with a 10 yr term vs the 20 yr term previously requested.
ATCT - resolution has been passed - awaiting signatures
JANITORIAL - passed, executed
INFO BOOTH - drafted, sent to Huck for review, Nancy to leave copy with Bob.

AIRLINE LEASE - still some minor points that need clarification - Dick Corley to review with Nancy

EMERY - drafted amendment for additional aircraft parking space and to provide for landing fees - standard with other airport operators

CONTINENTAL OFFICE SPACE - drafted amendment to Continental airline lease for office space at \$29.61/s.f.

FAA OFFICE SPACE LEASE EXTENSION - FAA has requested a two year extension to their current lease, which expires this September. Discussion. Bob would like to see the lease renewed for two (2) years, (ample time for new tower facility to be built), but that the agreement read that the Airport have the right to take over spaces as they are vacated.

ATM - Huck suggested that because Federal Express drop box was not installed, as designed, that the ATM area be cut back to accommodate only the ATM - this has been discussed and JJ will have it taken care of in about 2 weeks.

USAIR FREIGHT/MAINTENANCE AGREEMENT:

Mr. Blanchard requested approval of the agreement with USAir Airlines to rent an area in Building 880 for a ten year period at \$4.50 per square foot, USAir to pay all utilities and fit-up costs, for the operation of an airfreight and maintenance facility. Discussion.

Mr. Gutman made a motion to accept the agreement with USAir as described above. Seconded by Mr. D'Acuti. All were in favor.

EMERY AIR FREIGHT AMENDMENT:

Mr. D'Acuti made a motion to approve the amendment to Emery Worldwide lease which changes ramp space from 100 x 100 sf to 120 x 120 sf, and to include the provision for aircraft landing fees. Seconded by Mr. Gutman. All were in favor.

CONTINENTAL OFFICE SPACE:

Mr. Gutman made a motion to allow Continental to rent office space of approximately 150 sf, at \$29.61/sf and that the agreement designate this space as re-assignable space. Seconded by Mr. D'Acuti. All were in favor.

MANAGER'S REPORT:

Mr. Blanchard reported that he and Dick Corley had a meeting with the Airport tenants in regards to tenant and lease discrepancies and that the it was well received.

A call was placed and letter written to John Sullivan, President of Brockway, indicating that Brockway was in violation of their lease because they were allowing Everette McArthur to perform Avionics work out of their facility without Commission approval. Mr. Sullivan put Mr. McArthur on notice to cease all operation until such approval was given. Mr. Blanchard gave permission for Everette McArthur to continue to operate until his proposal could be brought before the Board for consideration.

Meeting was held with Montair and should be receiving proposal from them.

Warplanes Inc. was notified that they were in violation of their lease because of non-compliance of insurance and told that they were not to fly any of their planes out of this airport until insurance proof was provided. Subsequent, a meeting was held with Warplanes, the city insurance administrator, Nancy Sheahan and Bob Blanchard. The flying suspension is in effect until September 12, 1987, and if the Airport is not satisfied with proper documents, may ask them to cease operation. Warplanes representatives and Nancy Sheahan to be working together.

Catch Basin repairs are complete, no final cost, but a letter was sent to HTA indicating that Airport would not take responsibility. A meeting between Bob and HTA to occur on Tuesday.

A working committee has been established for changes to the Airport Rules and Regulations - tentative deadline is October 1. Continued efforts in cleaning of terminal buildings and grounds. Gerry is working on submission of five year capital improvement plans for FAA

Hiring of one full time person and two part-time people has been done. The full time person is an Operations Specialist /Maintenance position, where Mr. Tebbetts works maintenance three days per week and Operations on week-ends. The two part-time positions consist of an electrician and mechanic assistant.

The 1987-1988 snow removal plan is being prepared

New bag conveyor proposals have been sent out for bids

Air Guard Road repairs have been sent out for proposals

Noise study noise monitoring is complete

Trash and Tow-behind request for proposals is out

JIM LAMPHERE, WLA - TERMINAL CHANGE ORDERS & EXTRA COSTS:

Jim Lamphere indicated that at a previous Commission meeting, he had agreed to pursue payment of \$17,000 in extra design costs, with HTA and the airlines, provided that the Airport would cover the cost of two change orders that were then in question. Subsequent to that meeting, Jim received word that this was not the Commissions' understanding, and that they were contesting the payment of these change orders with HTA. Discussion.

Mr. Gutman made a motion that the Airport pay the two change orders of approximately \$2000.00;

Relocation of Freeze Stat - \$ 790.00
Electrical Changes - \$1324.00

and that Jim Lamphere, WLA pursue the extra costs of design work, \$17,000, with the airlines and HTA, and that the Airport will not be responsible for any portion of said amount. Seconded by Mr. D'Acuti. All were in favor.

EVERETTE MCARTHUR - MASTERTECH AVIONICS:

Mr. Blanchard explained that Everette McArthur was performing avionics work out of the Brockway hangar and paying the Airport 1.6% of gross revenues, based on an agreement approved for operation out of Montair. He recommended that the Commission take Mr. McArthur's proposal in to consideration, that a contract be made with the Airport, and that the percentage of revenue be increased.

At this time, the Executive Vice President of Brockway, requested Commission permission for Brockway Maintenance to become an FBO operation which would allow them to sublease space to Everette McArthur, and to also provide extended services in the future. Discussion. It is not Brockway's intent to become a full-fledged FBO, fueling etc., immediately, but perhaps in the near future. Discussion. It was Brockway's recommendation, in regards to MasterTech, that they be allowed to sublease and that the Airport make a separate agreement for MasterTech operation. Mr. McArthur then presented his proposal to be given permission to negotiate with the Airport for unrestricted avionics operations at the Airport and to continue operations until negotiations are complete. Discussion. The Commission took both proposals under advisement for discussion in Executive Session under contracts. Mr. Blanchard to have an answer for both parties in the morning.

AIRPORT CIRCLE - THROUGH WAY AND SCOFF LAW ENFORCEMENT:

Mr. Blanchard reported that there were vehicles parked on Airport property, with hundreds of dollars worth of parking tickets, and that Airport Police were not able to enforce scoff law, as Airport Circle is privately owned by the Airport. He was informed by Nancy Sheahan that Section 20-79 of the City Ordinance need be approved by the Commission and brought before the Board of Aldermen, so that the Scoff law may be enforced.

Mr. Gutman made a motion to approve Section 20-79 of the City Ordinance as it relates to scoff law to be brought before the Board of Aldermen, in order that Scoff law may be enforced on Airport property. Seconded by Mr. D'Acuti. All were in favor.

Bob also requested Board approval to go forward with plans to establish a through way in front of the terminal entrance. The cost would be approximately \$300 maximum, and would establish a free flowing lane for traffic, which the Airport Police will patrol constantly. Discussion.

Mr. Gutman made a motion to accept the plans for establishing a through way in front of the Airport terminal entrance. Seconded by Mr. D'Acuti. All were in favor.

COMPUTER PURCHASE:

Mr. Blanchard explained that Mike Cain had been appointed to a sub committee to investigate the need of a computer in the Operations center. Mike had several meetings with Rick Varney and JJ to review proposals and make suggestions. Mike's final recommendation was to purchase a Compaq Deskpro 286 Model 20, at a quote of \$5464.00. Discussion. The Commission questioned the cost and compatibility of this system and decided that further explanation by Mike would be necessary prior to approval.

Mr. Gutman made a motion to table the computer purchase discussion until next meeting.

HYDRAULIC HOSE MACHINE INVENTORY:

Mr. Gutman made a motion to approve the purchase of hydraulic hose inventory of \$2790.00 from Norco Auto Supply. Seconded by Mr. D'Acuti. All were in favor.

MANAGER'S POSITION UPDATE:

Huck Gutman reported that approximately 75 applications were received, that he had reviewed them and would be giving them to Dick Corley for review. After his review, Huck, Dick and Mike will meet to narrow down list, and that he expects that final interviews would take place in mid to late September.

FENTON HILL REQUEST:

Mr. Blanchard reported that Fenton Hill had requested the counter and storage space, in front of their newsstand, for sale of candies and overhead storage. The proposed term is for one year. VT Transit also requested the counter space, as opposed to their current counter, as it does not have proper lighting or electricity. Also included in their request was a proposal to offer public information assistance and possible luggage storage, with the approval of counter space relocation. Discussion. Mr. Blanchard requested Commission permission to speak with both and come to some agreement between the parties. Discussion.

Mr. Gutman made a motion that the Airport rent the storage closet to Fenton Hill, on a year to year basis, at a moderate rental rate at the discretion of the Airport Manager, and that the counter spaces also be dealt with by the Manager. Seconded by Mr. D'Acuti. All were in favor.

CARPET CLEANING:

Bob and JJ reported that carpet cleaning had been done on a contract basis for \$720.00 and that they were still not satisfied. Bob requested authority to enter into contract based on proposals received from Northland Janitorial and US Steamer, "The Carpet Cleaner". Northland proposed to bonnet buff all carpeted area at a rate of \$450 per week and steam extract at a cost of \$1400, (approximately every 3 months). US Steamer proposed to use the Host Steam Clean method at a cost of \$2500 each time. Discussion. Total carpeted area for entire terminal, including offices, is 28,544 s.f.. Dick suggested that it would be less expensive to replace the carpets as opposed to cleaning them. Discussion.

Mr. Gutman made a motion to contract with Northland Janitorial, for a three month basis, to provide carpet cleaning at a cost not to exceed \$10,000. Seconded by Mr. D'Acuti. All were in favor.

R.F.P. - PARKING:

Dick Corley reported that APCOA's lease expires in December of this year and that decisions must be made as to proposals for continued or new operation. Vin D'Acuti suggested that the possibility of the Airport running the lot itself, be researched. Discussion. Other airports, who have gone run their own, have now turned them back over to Airport parking companies. Dick then suggested that he and Bob will meet with APCOA to determine whether they would be interested in extending their lease on a month to month basis. Discussion. Bob and Dick to start with APCOA.

WATER/OIL SEPARATOR:

Gerry reported that because of the environmental issue that must be addressed, he is requesting authority to proceed on requests for discretionary funds, from AIP 05, for a water/oil separator. The water/oil separator would take care of the water drainage problem by keeping all drainage on airport. Discussion.

Mr. D'Acuti made a motion to submit a pre-application for discretionary funds, AIP 05, for a water/oil separator, at an approximate cost to Airport of \$23,000. Seconded by Mr. Gutman. All were in favor.

VESTIBULES:

Gerry reported that Engelberth had submitted a quote to install flooring, as installed in the new vestibule, of some \$20,000. Original proposal was to install cocoa mat or tile as a temporary solution, but Commission did not care to install either of these floorings. JJ also reported that he is receiving proposals on re-hab of the four old vestibule doors. One proposal already received quoted a price of \$5,000. JJ's recommendation is to go with least expensive route for re-hab and installation of flooring, as a temporary solution until major terminal renovation. Discussion. Commission expressed their desire to proceed with investigation of remanufacture of doors and temporary floor solutions.

Mr. Gutman made a motion to enter into executive session to discuss leases and contracts. Seconded by Mr. D'Acuti. The meeting entered executive session at 5:55 p.m.

The meeting resumed regular session at 6:20 p.m.

Mr. Gutman made a motion that Everette McArthur, MasterTech Avionics, be offered an agreement to allow operation at the Airport, at 5% of gross revenues, and that he must also have an agreement with an authorized FBO to operate out of their facility. Seconded by Mr. D'Acuti. All were in favor.

Also discussed was Brockway's request for an FBO operation. The Commission directed Bob Blanchard to get in touch with Brockway and indicate that a request in writing, stating Brockway's specific intentions, is necessary prior to approval.

There being no further business, the meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JULY 23, 1987
3:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Vincent D'Acuti
Huck Gutman
J. Richard Corley
Nancy Sheahan

Tamara Gagne
John J. Hamilton
Gerald W. D'Amico
Lynda Kingsbury

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

Mr. Blanchard reported that effective July 23, 1987 at 8:00 p.m. he will be on a leave of absence from the Board of Airport Commissioners, in order to assume his position as interim Administrator. His recommendation is that the Chair of the Commission be rotated among the remaining members. Bob also reported that he has taken John Hamilton off from the clock in order that Mr. Hamilton may be judged on his work performance, not on the time spent here. Also reported was the approval of the hiring of a Maintenance/Operations employee, which has been subsequently approved by the Board of Finance.

MINUTES - JUNE 30, 1987

Mr. D'Acuti made a motion to accept the minutes of June 30, 1987 as presented. Seconded by Mr. Gutman. All were in favor.

JUNE WARRANT & OPERATING STATEMENTS:

Lynda explained that warrant nor operating reports were yet available, but requested approval for payment of all normal expenditures and capital items already approved. Discussion.

Mr. Gutman made a motion that the treasurer's office be allowed to pay the bills for the June, with the warrants to follow. Seconded by Mr. D'Acuti. All were in favor.

Mr. D'Acuti made a motion to table the Operating Statements. Seconded by Mr. Gutman. All were in favor.

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July 23, 1987
Page Two

Bob then requested Commission approval to proceed on the following 1988 capital expenditures;

Spreader, Bag Belt, Airfield Radios, Re-Hab Tow Behind and a Plow.

Discussion. Lynda reported that it was her understanding that all appropriated capital funds for radios had been expended.

Mr. D'Acuti made a motion to expend up to \$122,000 of the capital budget, subject to review of items. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman made a motion to amend the agenda as follows:

Delete Item #5

11. AIP-09 and AIP-10 Approval
12. Rules and Regulations Change
13. Report on Noise Study & Report on Search -
New Position - Huck Gutman
14. Federal Express Drop Box
15. Executive Session
 - A. Heli Flight
 - B. Jim Campbell
 - C. Everette McArthur - MasterTech
 - D. Leases and Contracts

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

LEASE & CONTRACT UPDATE - NANCY SHEAHAN:

JANITORIAL - signed and prepared for resolution for Monday Board meeting

VALLEY AIR amendment - has been signed by Valley Air and also on Board agenda for resolution

PART 150 Consulting Agreement - approved by Finance and reviewed and accepted by Huck

AIRLINE LEASE - minor question in regards to responsibility of maintenance - Nancy to check with Dick Corley

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July 23, 1987
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GROUND TRANSPORTATION APPEALS - Nancy reported that she and Huck had taken care of an appeal and recommended that Huck be delegated to hear all taxi appeal cases. The Chairman, Mr. Blanchard appoints Huck Gutman as the taxi appeals officer for the Board of Airport Commissioners.

WARPLANES - Nancy reported that Joe and Warplanes' attorney have not been able to connect and therefore have not resolved the issue of insurance nor the signing of the amendment. The Commission directed that this be resolved by the next meeting.

NORTHERN CHARTER AGREEMENT - has not been signed by Northern/Hal Findley - outstanding for some time.

Mr. Gutman made a motion that Northern Charter be informed that immediate signing of their agreement is required, and if not by the next Commission meeting then the agreement will be destroyed and charter operations will cease. Seconded by Mr. D'Acuti. All were in favor.

FENTON HILL Amendment - Nancy reported that the amendment consisted of only language changes except for item #6 which relates to payment of attorney's fees, which she recommends not accepting.

Mr. D'Acuti made a motion to accept the amendments to the Fenton Hill American Ltd Gift and Specialty Shop leases except for item #6 on the Specialty Agreement and item #7 on the Gift Shop Agreement. Seconded by Mr. Gutman. All were in favor.

USAIR/PIEDMONT LEASE NEGOTIATIONS:

Mr. Blanchard reported that Piedmont is no longer interested in renting space in Building 880 for the purpose of an air freight operation. However, USAir, who bought out Piedmont, has expressed interest in space in that building. USAir would like to enter into a long-term agreement, twenty (20) years, at a rate of \$4.50 per square foot, paying own utilities and all fit-up costs amounting to approximately \$130,000. This request would serve the airport's need to provide a space for the USAir freight building, which will be removed with the Terminal Ramp project.

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July 23, 1987
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Discussion. Gerry reported that the life of Building 880 does exceed a twenty year period. Huck would like to ensure that, included in the lease, there be an amortized buy-out provision and that there be no subleasing allowed. Nancy indicated that both of these could be done. Discussion.

Mr. D'Acuti made a motion to allow USAir to rent approximately 3500 s.f. of Building 880 at \$4.50 per square foot for a term of twenty (20) years with all utility and fit-up costs provided by USAir. Seconded by Mr. Gutman. All were in favor.

CARPET CLEANING CONTRACT:

Mr. Blanchard reported that the airport had received three bids on the Host Dry Cleaning method of carpet cleaning;

J.M. Hopkins	\$36,806
VT Janitorial	\$49,834
Northland Jan	\$39,673

Bob also reported on the frequency of this carpet cleaning and a discussion followed. Dick Corley recommended that the carpet be cleaned by the square foot price, on a contract basis until winter.

Mr. Corley made a motion that airport management pursue individual carpet cleaning contractors, on an as needed basis, for the next three to four months, for the purpose of trying different companies and different processes. Seconded by Mr. D'Acuti. All were in favor.

FAA TOWER FACILITY LEASE:

Gerry reviewed, with the Commission, the proposed parking for the ATCT. He indicated that only a few trees would need be removed in order to construct the requested parking spaces. Discussion.

Mr. D'Acuti made a motion to accept the Air Traffic Control Tower Facility lease with the parking as presented on this day. Seconded by Mr. Corley. All were in favor.

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INFORMATION BOOTH - BRANT DINKIN:

Mr. Blanchard reported that, as explained in a letter of June 23, 1987, Mr. Dinkin had been asked to remove all information booth materials from the airport before this date, July 23, 1987, as he has no contract with the airport and his proposal of operation was not fulfilled. He also reported that he had a meeting with Mr. Dinkin on Tuesday in regards to this same letter and again gave him the order to vacate the booth premises. At this time, Mr. Dinkin responded by presenting a new proposal in hopes of satisfying the Commission's desires. The new proposal consists of re-location of his brochure racks and leaving information booth attendance to the Airport. Discussion.

Mr. Gutman made a motion that Mr. Dinkin's new proposal be accepted such that the brochure and map racks would be relocated to the area across from the soda machines, the lease term to expire in June, 1988 with no renewal options, and a rental of \$1000 for this period. Relocation to be complete within ten days. Maintenance and upkeep to be responsibility of Mr. Dinkin. Seconded by Mr. Corley. Discussion. Mr. Blanchard voted no. Motion passed by majority vote.

HVAC STUDY - GERRY D'AMICO:

Gerry reported that three proposals were received and reviewed.
Hallum - \$5,000
Jennison - \$8-12,000
WLA - \$7,100

Based on a proposal rating, Hallum and Jennison were equal, but according to the significant price variance, Gerry recommended Hallum. Discussion. This study will determine what the problems are with the entire system and complete an air handler mechanical study.

Mr. Corley made a motion to award the contract to Hallum for their bid of \$5,000. Seconded by Mr. D'Acuti. All were in favor.

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BAGGAGE CONVEYOR - GERRY D'AMICO:

Gerry has drafted bid proposals for the baggage conveyor and hopes to have a bid opening on the second of October, 1987.

TICKET COUNTERS - GERRY D'AMICO:

Gerry reported that bid proposal requests were sent out, but only Engleberth responded with a bid of \$2620. Discussion.

Mr. D'Acuti made a motion to spend \$2620 for a contract with Engleberth to repair the airline ticket counters. Seconded by Mr. Corley. All were in favor.

AIP-09-APRON CONTRACT:

Gerry requested Commission approval on contract award to Pike Industries for \$1,017,000 for the AIP-09 Apron contract and for approval of Hoyle, Tanner & Associates Engineering contract for \$143,790 for AIP-09.

Mr. Corley made a motion to approve the Hoyle, Tanner & Associates engineering contract for \$143,790 and the Pike Industries, Inc. contract for \$1,017,000 on Airport Improvement Project 3-50-0005-09, subject to receipt and approval of the Grant. Seconded by Mr. D'Acuti. All were in favor.

REPORTS ON NOISE STUDY & SEARCH FOR NEW MANAGER - HUCK GUTMAN:

Mr. Gutman reported that the noise study was approved by the Finance Board on Monday evening. The study will take one year, in which time, there will be seven to eight meetings of diverse groups representing the public, and three to seven public meetings. For the first three months, maps and measurements will be drawn and taken.

The salary of the Director of Aviation position was approved by the Board of Finance, but approved lower than what was desired and expected. Discussion. Salary range approved for \$35,000 to \$42,500. Position to be advertised in the Burlington Free Press, New York Times, The Wall Street Journal, and two other magazine publications.

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July 23, 1987
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RULES AND REGULATIONS CHANGE:

Bob reported that the current rules and regulations stipulate that all privately owned aircraft pay a landing fee, which is not standard procedure. It has been brought to the manager's attention by Innotech, who has been charging all aircraft, as per the rules & regs, but receiving complaints because the other FBO's do not. Discussion.

Mr. Corley made a motion to rewrite the rules and regulations so that a landing fee is not charged to aircraft under 6,000 lbs., other than certificate aircraft. Seconded by Mr. D'Acuti. All were in favor.

FEDERAL EXPRESS DROP BOX:

Gerry requested Commission approval to work with Federal Express on installation of a drop box, adjacent to the ATM. Discussion. Mr. Blanchard indicated that it would be the "opening of Pandora's box" in allowing Federal Express to install their drop box. Discussion.

Mr. Gutman made a motion to deny the request for a Federal Express drop box. Seconded by Mr. Corley. All were in favor.

Mr. D'Acuti made a motion that the the chairmanship of the Commission be rotated as follows:

Dick Corley - August
Huck Gutman - September
Mike Cain - October

Seconded by Mr. Corley. All were in favor.

The next meeting of the Board of Airport Commissioners will be a regular monthly meeting to be held on Thursday August 20, 1987.

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July 23, 1987
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Mr. D'Acuti made a motion to enter into executive session to discuss the following:

Heli Flight, Jim Campbell, Everette McArthur, and Leases and Contracts

Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 5:30 p.m.

The meeting resumed regular session at 6:02 p.m.

Gerry D'Amico and John Hamilton reported that due to the safety of the airport, repairs to catch basins on the runways were necessary. Discussion. The problems with the catch basins should not be occurring, but Gerry requested approval to have them repaired and determine direction of fault, (design or contracting) upon completion.

Mr. D'Acuti made a motion that the catch basins on Runways 15 & 19 be repaired by the Airport. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman made a motion that Gerry D'Amico be paid, his current hourly rate, for all additional hours required for the catch basin repair, and that they be noted as such hours, and in addition that Bob have the authority to allow Gerry D'Amico to work and be paid for hours above his contract, as Bob deems necessary. Seconded by Mr. Corley. All were in favor.

There being no further business, Mr. D'Acuti made a motion to adjourn. Meeting adjourned at 6:10 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JUNE 30, 1987
3:00 P.M.

PRESENT:

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

Walter E. Houghton
Gerald W. D'Amico
Tamara Gagne
Lynda Kingsbury
Nancy Sheahan
Mike Donahue, BFP

The meeting was called to order by the Director of Aviation, Walter Houghton at 3:10 p.m.

Walter began the meeting by taking nominations for Chairman of the Board of Airport Commissioners.

Mr. D'Acuti made a motion that M. Robert Blanchard be re-elected as Chairman of the Board. No further nominations were made. Mr. Gutman seconded the nomination. All were in favor.

The floor was opened for nominations for the Clerk of the Board position.

Mr. D'Acuti made a motion that Tamara Gagne be re-appointed as Clerk of the Board. Seconded by Mr. Gutman. Nominations were closed. All were in favor.

Mr. Gutman made a motion to accept the minutes of May 7, 1987, June 4, 1987 and June 17, 1987 as previously presented. Seconded by Mr. D'Acuti. All were in favor.

Minutes
June 30, 1987
Page Two

LEASES & CONTRACTS - JOE MCNEIL, NANCY SHEAHAN:

Nancy Sheahan reported that the airport had received two bids for insurance, one from Hansman, McAvoy and the other from Gallagher. Bids were as follows: Hansman - \$74,775 premium for \$50 million coverage and Gallagher - \$75,000 premium, \$2000 deductible, \$50 million coverage. Nancy explained that Hansman was unable to provide all the coverage requested by the City, but that Gallagher was. Both bids were discussed with Cindy Ryan, Insurance Administrator, and their recommendation would be to contract with Gallagher. This coverage excludes noise coverage. Discussion.

Mr. D'Acuti made a motion to accept the recommendation from Nancy Sheahan to contract with Gallagher for insurance coverage. Seconded by Mr. Gutman. All were in favor.

Mr. D'Acuti made a motion to amend the agenda as follows:

6. USAir Air Freight Cargo Facility
7. Air Guard Road
8. Janitorial Contracts
9. Job Description

Seconded by Mr. Corley. All were in favor.

LEGAL SERVICES CONTRACT - JOE MCNEIL:

Joe reviewed with the Commission the highlights of his legal services contract for approval. The entire firm of McNeil, Murray, & Sorrell will be available, with Joe and Nancy providing the primary service. They will meet with the Airport Manager not less than once every two weeks to review pending affairs, and attend monthly Airport Commission meetings, as designated, with the first two hours at no cost, to present oral presentation regarding the activities of the firm as it relates to the Airport. Hourly rate charges were also discussed.

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

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Page Three

JANITORIAL CONTRACTS:

Walt reported that from the janitorial bids, Northland Janitorial was the low bidder at \$128,550 to include carpet cleaning. Ranges were from that low to a high of \$275,000. Huck suggested that references be called. Walt reported that this had been done, and in the case of the low bidder, Northland is the current janitor. Discussion. Walt reported that the carpet manufacturer's recommendation, for its cleaning, is the HOST dry cleaning method. Discussion.

Mr. Corley made a motion to accept the low bid proposal, by Northland Janitorial, for the janitorial contract, excluding the carpet cleaning. This bid, less carpet cleaning, is for \$106,664. Seconded by Mr. Gutman. All were in favor.

LEASE & CONTRACT UPDATE - NANCY SHEAHAN:

The following contracts have been approved by the Board of Aldermen and only need execution:

Commencers, ATM, Montgomery Elevator & Escalator, National Weather Service, and Engineering Service.

The VALLEY AIR SERVICES leased area modification has been completed. Walt to review and return to Nancy for resolution. Previously approved by Commission. Airborne Express - lease has been drafted - standard cargo lease at current rental rates. Discussion.

Mr. Corley made a motion to accept the Airborne Express lease as presented. Seconded by Mr. Gutman. All were in favor.

Lease to be sent to Airborne for signing and then forwarded to Nancy for resolution.

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June 30, 1987
Page Four

GROUND TRANSPORTATION APPEAL - Beshaw - Huck Gutman to meet with Nancy Sheahan

PIEDMONT AIR CARGO - changes have been made - Nancy to send cover letter with highlight of changes to Commission for review. Walt reported that he had received a call from Harry Portz expressing interest in freight operations out of Burlington and the possibility of merging with Piedmont. Discussion.
C.A.P. - minor changes were made in insurance requirements - Walt has document for review
ATCT - revised document has been received and reviewed by Commission - Discussion - problem is with parking requirements. Discussion.

Mr. D'Acuti made a motion to accept the ATCT lease as presented. Seconded by Mr. Corley. Discussion. Walking tour of area to follow.

WARPLANES, INC. - Operational amendment to lease has not been signed - Joe has been in contact with Dean Martin, owner, but has been unable to speak with his attorney - Joe requesting proof of insurance or will find Warplanes in default of contract - Discussion

BANNISTER PROPERTY - have agreed to a 15 year lease term - Nancy working with them

AIRLINE LEASES - have been distributed to the airlines for signing

Mr. D'Acuti made a motion to enter into executive session to discuss employee personnel matters. Seconded by Mr. Cain. All were in favor. Meeting entered executive session at 4:15 p.m.

The meeting resumed regular session at 4:20 p.m.

CYNOSURE LEASE - DICK CORLEY:

Dick reviewed the highlights of the Cynosure Lease, the major concern being the 2,000 square foot addition to be built by lessor. Discussion. Also a concern was the Lessor's responsibility to provide 95 parking spaces if requested by the government. Dick indicated that Cynosure would be willing to bear the cost of the 2000 s.f. structure, when and if the FAA decides to build. Discussion. Dick Corley, Joe McNeil and Cynosure to meet.

AIR GUARD ROAD:

Walt and Gerry reported that they had received a letter from the Air National Guard concerning the condition of the Air Guard Road, access to Country Club Estates, and its need for repair. Walt suggested, due to the liability that this road presents, that we speak with South Burlington on having them buy the deeded right of way. Discussion. Vin D'Acuti was appointed to present this idea to South Burlington for their response. Discussion. Gerry reported that approximate costs to repair that road to safe driving conditions are as follows:

Drainage & shoulder area	-	\$1500
Guard rails	-	1200
Catch basin	-	1500

Mr. Corley made a motion that the Airport repair the road as suggested, not to exceed \$4500. Seconded by Mr. Cain. All were in favor.

Huck Gutman suggested that Gerry D'Amico check the road for speed limit signs and if there are none currently posted, that signs be posted with reasonable speed limits.

Dick Corley then inquired about having the Valley Air Road paved due to the high traffic content. Discussion. Discussion tabled until next meeting.

Bob Blanchard then reported that Mort Bostock had submitted his resignation and that it had been accepted by the City.

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Huck Gutman, on behalf of the Board of Airport Commissioners, thanked Morton Bostock for the excellent way in which he has transformed, computerized and made the Airport bookkeeping system work efficiently and for helping get financial and fiscal affairs in shape. It is with regret that the Commission accepts his resignation but wishes him success.

Bob Blanchard then presented to the Commission a proposed contract for accounting services, to be rendered by City Treasurer's office. Discussion. Contract indicates that all airport accounting will be performed and delegated out of the City Treasurer's office by Lynda Kingsbury at a cost not to exceed the combined salary and benefits paid to Mr. Bostock. The term is for a trial period of six months, at which time the City Treasurer, Chairman of the Board of Airport Commissioners, and Airport Manager will "determine the most appropriate, efficient, and effective arrangement for providing the financial services required by the Airport..."

Mr. Cain made a motion to accept the accounting contract with City of Burlington, City Treasurer's Office as presented. Seconded by Mr. Corley. All were in favor.

Mr. Corley made a motion to appoint Bob Blanchard as temporary administrator until the new airport manager is brought on board. Seconded by Mr. Cain. All were in favor.

JOB DESCRIPTION:

Huck Gutman reported that the new job description, for airport manager, had been drafted and would like review and approval by the full Board. Discussion. The salary recommendation for this position is \$40-50,000. Mike Cain suggested that this position be advertised as soon as possible. Discussion. Committee to begin work on advertising.

Mr. Cain made a motion to accept the new job description for approval by Personnel and Finance Board. Seconded by Mr. Corley. All were in favor.

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Lynda Kingsbury reported that because proposals were not sent out in time, the baggage conveyer would not be completed this fiscal year, therefore creating an unexpected surplus of capital funds. A decision had to be made to spend the \$50,000 plus other additional capital funds (\$82,000 total) on items that could be taken care of immediately. Lynda, Walt and JJ made the decision to advance the five year vehicle plan and to go to bid for one (1) one ton pick-up for the terminal front, three (3) ton and 1/2's for airfield, and one 4 wd blazer for operations. These vehicles would replace vehicles currently on the field, costing more to repair than their worth. Lynda would like Commission approval to proceed as described. Discussion.

Mr. Corley made a motion to purchase four (4) pick-ups and one (1) 4 wheel drive vehicle with capital funds for FY86-87. Seconded by Mr. Cain. Motion passed.

A walking tour followed, at which, possible future parking and relocation sites were discussed.

Being no further business the meeting was adjourned at 6:05 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JUNE 17, 1987
3:30 P.M.

PRESENT:

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

Walter E. Houghton
Gerald D'Amico
Tamara Gagne
Joe McNeil

Michael Donohue, BFP

The meeting was called to order by the Chairman, Mr. Blanchard at 3:35 p.m.

Mr. D'Acuti made a motion to enter into executive session to discuss the evaluation of a public employee. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 3:36 p.m.

The meeting resumed regular session at 3:41 p.m.

Mr. D'Acuti made a motion to add to the agenda the following items:

3. NWS Lease
4. Commencers Contract
5. Engineering Contract
6. Any Other Business

Seconded by Mr. Gutman. All were in favor.

REVIEW OF MANAGER'S JOB DESCRIPTION:

Huck Gutman suggested that "Director supervises Police force" be reworded and that a paragraph of the Director's most important duties be added, such as day to day responsibilities, long range planning, meeting the public needs, and accountable to the Commission. Discussion. Mr. Corley pointed that the current description is much too specific. Discussion.

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At this time Mr. Blanchard appointed a search and nominating committee with Huck Gutman as Chairman, and Dick Corley and Mike Cain as members. This committee to rewrite Director's job description, bring this and any salary recommendations before the Personnel Office, Finance Board and City Council for approval. Also assigned were the responsibilities of selecting and interviewing eight candidates, bringing final four to full Board for interview, completing work background checks on these four, and final selection to occur by the 1st of October, this year. This committee to bring, at the next Commission meeting on June 30, 1987, a proposed director's job description.

Joe McNeil to have a full lease review report at the June 30 meeting.

Joe then reported that there has been an injunction filed to prevent the opening of the Burlington Flight Service Station. At this time the court has denied preliminary requests, but Joe would like authority from the Commission to intervene, on the City's behalf, if it becomes a necessary action. Discussion. The Board gave Joe McNeil authority to intervene on behalf of the Burlington Airport.

NWS LEASE:

Bob Blanchard reported that the lease, as presented, showed that the National Weather Service would be paying \$21,420/yr effective October 1, 1986 to September, 1987, and after September to enter into the same lease agreement with term expiring in 1992. Discussion.

Mr. D'Acuti made a motion to accept the NWS lease as presented, pending review and approval by Joe McNeil. Seconded by Mr. Corley. Discussion. Walt reported that the NWS office here in Burlington will be expanding. First by adding NEXRAD radar and then hoping for additional space to become a forecast office. NWS will be looking for approximately 3000 s.f. in the year 1993. Discussion. All were in favor.

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COMMENCERS CONTRACT:

Huck Gutman reported that the Commencers', taxi cab starter, contract is up for renewal. Mr. Gutman explained that he was extremely satisfied with the performance by both Maggie Porter and her son Calvin. There have been no problems from the cab drivers or companies since Maggie has started and no problems at with her as a tenant. Therefore, due to outstanding and exemplary service Mr. Gutman recommended that the Commencers contract be renewed with a \$2,000 per year increase.

Mr. Gutman made a motion to renew the Commencers contract with a \$2,000 increase. Seconded by Mr. D'Acuti. All were in favor.

ENGINEERING CONTRACT:

Bob Blanchard reported that he was very satisfied with the work that Gerry has performed for the airport and that Gerry has requested a renewal on his contract for 24 hours per work at \$26.00 per hour. Discussion.

Mr. D'Acuti made a motion to renew the engineering contract with Gerald D'Amico for 24 hours per week at \$26.00 per hour not to exceed \$34,000 per year. Seconded by Mr. Gutman. All were in favor.

Both engineering and taxi starter contracts to be effective July 1, 1987.

At this time Gerry D'Amico handed out a synopsis of a meeting between himself, Walt, HTA and FAA regarding possible AIP funding. Gerry reported that between AIP 03 & 05 there is about \$350,000 available. Gerry and Walt discussed using the funds from project 03 for the ramp plow and funds from 05 for security fencing. Discussion. Approval will be needed from Finance Board for the 4% airport share. Discussion.

Mr. Corley made a motion that the necessary steps be taken to put up the required funds (\$14,000) in order to get the 03 & 05 contracts amended. Seconded by Mr. D'Acuti. All were in favor.

05

03
GWD

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June 17, 1987
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AIP 10 was then discussed. This project has not been approved and there is no contract. Discussion. Huck suggest that for the next AIP project that the city go out to competitive bidding for the engineering services. \$35,000 in design work has been completed on this project by HTA. There is no signed contract nor grant but the tentative allocation of funds has been made from FAA. HTA is willing to wait for payment of design work until there is a signed contract and grant. Discussion.

Walt then reported that he has spoken with FAA regarding using discretionary funds for bringing the airport runoff back on to the Airport.

FAA TEMPORARY PARKING:

Gerry reported that the work has been finished in creating the approved temporary FAA tower parking lot. This project had been approved at a cost of \$2,000 and Gerry reported that with coordination by JJ and the airport maintenance crew, work was completed in house at a cost of \$800.

Cynosure/FAA lease to be on agenda for next meeting - presentation by Dick Corley.

FAA Tower lease will be available for review for the next meeting.

There being no further business, Mr. D'Acuti made a motion to adjourn.

The meeting adjourned at 5:12 p.m.

The next meeting of the Board will be held on June 30, 1987 at 3:00 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JUNE 4, 1987
3:00 P.M.

PRESENT:

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

The meeting was called to order by the Chairman, Mr. Blanchard at 3:04 p.m.

Mr. Gutman made a motion to enter into executive session to discuss personnel. Seconded by Mr. D'Acuti. All were in favor. The meeting entered executive session at 3:05 p.m.

The meeting resumed regular session at 3:14 p.m.

At this time Mr. Blanchard announced that Mr. Walter Houghton, Director of Aviation, had turned in his resignation to be effective on July 17, 1987.

Mr. Gutman made a motion to enter executive session to discuss the first three agenda items under executive session pertaining to contracts and negotiations. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 3:17 p.m.

The meeting resumed regular session at 4:50 p.m.

Mr. D'Acuti made a motion that the Burlington Airport retain Joe McNeil, of McNeil, Murray & Sorrell as the airport attorney. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman made a motion to accept the airline operating lease, as discussed and amended, for signing by the airlines. Seconded by Mr. Corley. All were in favor.

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Mr. D'Acuti made a motion to accept the minutes of May 21, 1987 as presented. Seconded by Mr. Corley. All were in favor. Mr. Gutman was thanked and congratulated for the well written minutes of May 21, 1987.

A congratulations also goes out to Mr. Gutman on his re-appointment to the Airport Commission.

FAA PARKING - GERRY D'AMICO:

Gerry D'Amico reported that the FAA, Air Traffic and Maintenance, are looking for additional temporary parking until the tower facility is finished and parking permanently arranged. Discussion. Gerry presented a plan which would allow FAA to park on a gravel area beside the currently paved area, giving them the thirteen additional spaces required. Discussion.

Mr. D'Acuti made a motion to allow Gerry to proceed with the plan as presented, only as a temporary solution. Seconded by Mr. Corley. Discussion. Mr. Corley strongly suggested that although the arrangement would be on a temporary basis, that the terms be written down and signed by the FAA. All were in favor of the motion.

TERMINAL VESTIBULE - GERRY D'AMICO:

Gerry reported that the floors in the old vestibules have been torn up because corners were chipping and the carpet overlay has also been removed. Wiemann-Lamphere has suggested new floor coverings and sent samples. The two samples were cocoa mat and rubber abrasive tile. Discussion.

Mr. Corley made a motion to buy the cocoa mat floor finish, to be installed as a temporary solution (one year), and to work one door at a time in installing flooring like the new vestibule. Seconded by Mr. D'Acuti. Discussion. Subject deferred until next meeting when further cost comparisons can be made.

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TICKET COUNTERS - GERRY D'AMICO:

Gerry reported that there are problems with the airline ticket counters. The corners are chipping and the formica tops are peeling up. Wiemann-Lamphere has suggested installing oak trim around the tops and stainless steel for the corners. This would be at a quote of \$2600 by Engelberth Construction.

Mr. D'Acuti made a motion to install the oak and steel counter finishes for an amount of \$2600. Seconded by Mr. Corley. Discussion. Dick suggested that Gerry D'Amico receive other bids.

Mr. D'Acuti amends his motion to approve the installation of the oak and steel counter finishes providing that Gerry D'Amico attempt to secure at least two other bids and that amount of installation not exceed \$2600. Seconded by Mr. Corley. All were in favor.

FAA SECURITY REQUIREMENTS - VIN D'ACUTI:

Vin reported that he met with the airline and airport representatives on Thursday and that there are the following three security categories under which we fall;

Category 1 - 2,000,000 + enplanements
Category 2 - 500,000 + enplanements
Category 3 - 500,000 - enplanements

Category 1 is the category which FAA suggests that we maintain due to the Burlington Airport's "strategic location" and the airlines wish to maintain a category 3 status. Vin recommends category 2. Vin has also asked the airlines to produce facts and cost figures compared to other size equitable airports. Discussion.

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BLAKE SCHULTZ - CONTINENTAL AIRLINES:

Blake Schultz, Continental Station Manager, requested that the Commission again review his request for a temporary partition in the Continental departure lounge for an office space. Mr. Schultz explained that the partition would be temporary and easily removed at any time. Mr. Blanchard indicated that the Commission would take his request under consideration and get back to him with an answer as soon as possible. Huck Gutman and Mike Cain appointed as Commission subcommittee to review request.

G.B.I.C. DISPLAY - GUTMAN, CORLEY:

Mr. Gutman made a motion to allow G.B.I.C. case to be installed in the baggage claim area under the condition that if it does not work in that area or if it is unsightly, at any time, that the Airport has the right to move the case. Seconded by Mr. Corley. All were in favor.

INFORMATION BOOTH:

Mr. Blanchard directed Huck Gutman to meet with Mike Cain and then Brant Dinkin to reach a solution.

MEMORIAL TO AVIATORS:

Bob Blanchard explained that the memorial to aviators is a dedication monument commemorating aviators. Walt reported that the propeller is already on hand as well as the structural steel, and that the proposed funds are those left from the "Friends of the Airport" fund, approximately \$1300. Discussion. The Commission has no objection except for the location of the monument, which Bob requested that Walt determine and report on.

ATM LEASE:

The ATM lease was presented by Joe McNeil in final form. It was reviewed and accepted by the Commission.

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Mr. D'Acuti made a motion that Joe McNeil review the ATM lease and upon his review is given permission by the Airport Commission to forward to the Merchants Bank. Seconded by Mr. Gutman. All were in favor.

MAY WARRANTS:

The May warrants were presented and signed.

LEASE & CONTRACT POLICY:

Mr. D'Acuti made a motion that the lease and contract policy, as drafted by Joe McNeil, be approved as presented. Seconded by Mr. Gutman. All were in favor.

MANAGER'S REPORT:

Walt reported on several meetings and events that have occurred recently at the airport.

Walt and Huck Gutman traveled to San Antonio for the AAAE Conference. United Airlines has a new Chicago run starting today. The District Environmental Commission toured the airport last week. Brockway had a dedication ceremony for their new SAAB SF340 aircraft, and Fenton Hill will be holding a grand opening ceremony for the opening of their Vermont Gift and Specialty shops, with Madeline Kunin as an honored guest. Also reported was that the station managers have requested that Walt take an aggressive "look" at the employee parking situation. Walt is looking at alternatives.

There being no further business, Mr. Gutman made a motion to adjourn. Seconded by Mr. Corley. All were in favor. The meeting adjourned at 5:40 p.m.

The next meeting of the Board of Airport Commissioners is scheduled for June 25, 1987 at 3:30 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

Minutes
Burlington Airport Commission
May 21, 1987

Attending:

M. Robert Blanchard
J. Richard Corley
Micheal Cain
Vincent D'Acuti
Huck Gutman
Walter Houghton
Gerry D'Amico
Lynda Kingsbury
Morton Bostock
Joe McNeill

The meeting was convened by Chairman Blanchard at 3:45 PM. A motion was made by Vincent D'Acuti to amend the agenda to include the following items: 13. Vermont Federal Bank; 14. Continental Airlines; and 15. Hangar Condo Associates. The motion was seconded by Mike Cain. Hearing no objections, the Chair ruled that the motion to amend passed unanimously.

Mr. Bob Price, President of Innotech Aviation, spoke to the Board about basing corporate aircraft facilities at BIA. He said that with suitable hangar space there was also the possibility of aircraft maintenance for the major airlines. He raised the possibility of building a 100,000 square foot hangar building with 40 foot doors. Innotech is interested in having the BIA build such a building and leasing it to them. The project, he estimated, would cost about \$4,000,000. The Board indicated that it was interested in considering this possibility, provided that it had more information to go on. Innotech will go out and do a market assesement before future consideration by the Board; the assessment will be done in timely fashio; that is, within 120 days.

Joe McNeill delivered a lease report. The only outstanding lease is Northern Charters. The negotiations on the airlines lease are satisfactorily completed. Amicable discussion of the principles of lease negotiation, based on observations with which Huck Gutman had returned from the AAAE, ensued. The importance of the

exhibit assigning re-assignable space--which will accompany the lease--was emphasized. Copies of the lease and exhibits will be given to each of the commissioners, Lynda, and Walt by Friday, all of whom are to respond to Dick Corley by the next Friday if there are any objections.

The Commission entered into executive session on a motion by Mike Cain, seconded by Dick Corley, to discuss contracts. The executive session began at 4:15, and ended at 5:43.

Vincent D' Acuti was appointed liaison to the airlines concerning the Burlington Police Department security force. Dick Corley and Huck Gutman are to talk with Harry Behney (GBIC) regarding the GBIC lease for the Automated Flight Service Station, as from Joe McNeill's examination of the deed it appears that taking over that facility from Cynosure/GBIC involves greater fiscal responsibilities and obligations that Harry Behney had indicated when he met with the Board to ask it to assume the ownership of the AFSS. Mike Cain and Dick Corley are to investigate the industrial area.

Mike Cain made a motion concerning the requirements for active and adequate insurance: Resolved, that all tenants who have not, as of this date, submitted a certificate of proper insurance which shall adequately indemnify the Airport as required by their lease be issued notices of default. That, further, the Airport counsel shall pursue this vigorously and immediately. The motion was seconded by Dick Corley, and passed unanimously.

A motion was made by Mike Cain and seconded by Dick Corley: Resolved, that our counsel review the lease of Warplanes Inc., and if they are in fact in violation of the lease--especially in terms of flight instruction--that he send them a notice they are in violation of their lease, and in default; this to be done within seven (7) days. The motion passed.

A motion was made by Vince D'Acuti to lease a small portion of land to Bannister for \$1.00 a year, for fifteen years. Seconded by Dick Corley. Huck Gutman moved to table the motion; non-debatable, the motion passed, 3-2. The D'Acuti motion was therefore tabled.

The Allied Air Freight tax bill was discussed. Walt Houghton will take care of this by Tuesday.

The status of the janitorial RFP's was discussed. Walt Houghton said two bid packages were solicited, one for total price, one just for carpet cleaning. RFP's will be issued 20 May, and the bids are due June 15.

Report on the status of the information booth: Walt Houghton said the two large display cases for brochures will be moved. Negotiations proceed on the appropriate space/place for the brochure racks, and any plan must be approved by the subcommittee of Mike Cain and Huck Gutman.

Huck Gutman moved that the commission sign the contract for maintenance submitted by Montgomery Escalator/Elevator. Seconded by Vince D'Acuti, the motion passed.

Report on heating, ventilation, and air conditioning (HVAC): Gerry D'Amico is soliciting proposals to evaluate and analyze the entire terminal HVAC system.

Discussion of the GBIC proposal to set up a display case in the airport. Huck Gutman raised several objections: failure by GBIC to work with Burlington CEDO and Lake Champlain C of C; delivery of case before approval was solicited; question of placement in an increasingly sign-filled airport. Dick Corley gave an impassioned defense of the can-do attitude of GBIC, which he sees as representing the best and most active members of the Burlington community. Huck Gutman and Mike Cain will look into the GBIC proposal and report back to the Commission.

Huck Gutman and Mike Cain--the Buildings and Grounds Subcommittee-- will also look into the Continental Airlines request for office space in their departure lounge. Continental is tight on office space, and wishes an office for their station manager. The major problem--the Board has differences of opinion over this--is whether using part of the departure lounge will create a more cluttered airport just when the expansion has finally created a sense of space; and whether such a structure might make it more difficult in the future to bring in another major airline, which might have to share the Continental departure lounge.

Dick Corley moved that the Director of Aviation and Lynda Kingsbury, before the next meeting, read the Kingsbury/Bostock memo together, remedy what can be remedied immediately, and report to the Commission at its next meeting on all the rest of the items addressed in the

memo, with recommendations about what should be done in each instance. The motion, seconded by Vince D'Acuti, passed.

A short discussion of moonlighting ensued.

Gerry D'Amico presented copies of the report by Aquatec. In a quick summary, he said that it found that the smell comes from organic materials, and that the main problem is the stream itself. Vince D'Acuti was asked how things stood with South Burlington regarding the problem; he responded that South Burlington officials agreed with Aquatec, and realized that the stream itself was the major problem. He said that South Burlington was seriously considering routing the stream through a concrete course to eliminate the odor problem.

Chairman Blanchard adjourned the meeting at 6:30.

Respectfully submitted,



Huck Gutman
Acting Secretary

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MAY 7, 1987
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Huck Gutman
Vincent D'Acuti
Joe McNeil

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

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

Mr. D'Acuti made a motion to add to the agenda item #12 - VT Federal. Seconded by Mr. Gutman. All were in favor.

MANAGER'S REPORT:

Walt reported that the airport hosted a Senate Transportation Committee tour.

He is also working with Brant Dinkin, Information Booth, to find a new location for the brochure rack. They are also trying to iron out some problems they are having with the R.S.V.P. volunteer program.

Walt then reported that Anne Marie Dickinson, Sky's the Limit, has a request to be able to use office space for storage of her baggage carts. Ms. Dickinson is currently negotiating with USAir for a curbside check-in contract.

The Burlington International Airport was the 1st place award recipient for the Snow Symposium, snow removal award.

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There has been some discussion with FAA on the air traffic building in regards to their lease boundaries. Their parking lots have become an issue with Act 250 and the design has therefore been changed to an "L" shape, which requires a change to the lease exhibit. FAA will not proceed with the tower project until this parking problem is resolved. Vincent D'Acuti appointed to be the subcommittee on this project.

Walt is working with Mort and Lynda on the budget and on the lease inventory audit.

In trying to refine the lease approval procedures, Walt presented a cover letter style signature page. This to be accepted with a policy statement drawn up by Joe McNeil, at the next meeting.

Walt reported that he recently met with Airborne Express, Inc. who wishes to start air freight operations at Burlington and is looking for approximately 510 s.f. in Building 880.

Montgomery Escalator & Elevator agreements were received. However, there has been a change in the price previously quoted. The new price is \$300.00 per escalator as compared to the \$180 per escalator.

Allied - Walt reported that he has spoken with Mr. Spencer, he has been provided with copies of outstanding invoices, and has been asked to pull cancel checks as verification of payments in question. Walt is expecting payment by the first of the week. Discussion. Bob Blanchard directed Walt that if this matter was not completely resolved by the 21st of May then Mr. Spencer was to be on at the Commission meeting.

At this time the Commissioners directed questions to Walt in regards to his report.

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Vincent D'Acuti questioned the right of the Information Booth to be gaining revenue from its brochure distribution. Discussion. Huck Gutman responded that the revenues were for the service provided to the airport for customer information and to pay for the space.

Huck Gutman questioned the request from Anne-Marie Dickinson for storage of baggage carts. This is the first time this item has been brought before the Commission, yet it was mentioned that Ms. Dickinson was preparing to sign a contract with USAir. Discussion. Commission directed Walt to contact Ms. Dickinson and relay that, prior to signing a contract, she must come to the Commission for approval.

Huck also expressed his congratulations to the maintenance crew for winning the snow removal award.

Questions were asked as to why Montgomery's prices for maintenance were changed from their first proposal. Walt explained that Montgomery indicated that the first was a calculation mistake. Discussion. The Board to take this into consideration until the meeting of the 21st.

MINUTES:

Mr. Gutman made a motion to accept the minutes of April 21, 1987 as presented. Seconded by Mr. D'Acuti. All were in favor.

LEASES REVIEW - JOE MCNEIL:

Joe reported that he is current on all contracts except for three.

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G.B.I.C. - Joe needs Commission direction on conveyance of the G.B.I.C. Cynosure building and lease. Their proposal is to have the city take over the terms and agreements of the lease. Joe pointed out a few things that he wanted to make sure the Commission were aware of and understood. The current contract states that Cynosure will construct an additional building (2000 s.f.) for FAA. They also have an obligation to provide interior and exterior maintenance, snow removal, parking, plumbing, and other various maintenance items. Also would like to include clause that would indemnify the FAA and state from all insurance risks. The State has a security interest in the building because of committed funds. Discussion. Bob Blanchard requested that this item be held until someone from FAA is willing to come before the Board and negotiate these terms.

Northern Airways - right of cancellation was a concern of Dick Corleys'. Joe and Dick to discuss this upon his return. Joe indicated that Hal Findley has a slight problem with a particular part of the document, which Joe feels is a legitimate concern. Other than that, Joe feels that Hal is willing to sign.

Mr. Gutman made a motion to enter into executive session for the purpose of discussing personnel evaluations. Seconded by Mr. D'Acuti. All were in favor.

The meeting entered executive session at 3:27 p.m.

No official action was taken during executive session. Meeting resumed regular session at 4:40 p.m.

BUDGET & CAPITAL EXPENDITURES:

Mr. D'Acuti made a motion to accept the presentation of the Capital Improvements and Operating Budget worksheet. Seconded by Mr. Gutman. All were in favor.

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HVAC - REPAIRS - GERRY D'AMICO:

Prior to the Commission meeting, Gerry forwarded to the Commission members a memo outlining several problems with possible solutions in regards to the terminal heating/ventilating system. At this presentation, Gerry requested approval of a \$3700 repair job to Air Comfort. Discussion. The Commission agreed that this repair was necessary, but that for future repair, maintenance, and problems a study/evaluation of the system needed to be done.

Mr. Gutman made a motion that Gerry D'Amico solicit proposals from appropriate parties to review and evaluate the entire terminal needs for HVAC. Seconded by Mr. D'Acuti. All were in favor.

Mr. D'Acuti made a motion to accept the request for the \$3700 expenditure to Air Comfort for repair work to the HVAC system. Seconded by Mr. Gutman. All were in favor.

AIP - 09 GRANT AUTHORIZATION - GERRY D'AMICO:

Gerry reported that AIP-09 is the contract for the Part 150 Noise Study. The Grant should be in by end of week May 18 and work can follow the signing of the same. Discussion.

Mr. D'Acuti made a motion to accept the grant for AIP - 09. Seconded by Mr. Gutman. All were in favor.

AIP - 10 CONTRACT - GERRY D'AMICO:

This contract is an engineering contract to HTA for final design and construction review work for the ramp project. The FAA has made a firm commitment of entitlement funds to the Burlington Airport.

Mr. Gutman made a motion that the contract not be signed and that it be rejected. Seconded by Mr. D'Acuti. Discussion.

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Gerry D'Amico explained that the contract nor grant can be done without the engineering work completed first. Discussion. Work has been started although the Commission neither knew or approved of this contract. The Commission can not commit to work that the City does not have money to support. Discussion. Mr. D'Acuti made a motion to table the discussion. Motion died for lack of second. Mr. D'Acuti suggested that Bob, Mort, Lynda, Walt and Gerry meet and go over the scope of this project together to resolve this.

Bob Blanchard agreed that he would meet to discuss this project, but that at this point Mr. Gutman's motion was in order of approval. Mr. D'Acuti abstained. Motion passed with majority vote.

BANNISTER PROPERTY:

At this time, Mr. and Mrs. Lang entered the meeting to explain their position in the buying of the Bannister property and their understanding of the Commission's decisions. Mr. Lang explained that he is trying to buy the Bannister property to move his local business to this property. However, the bank will not consider financing because of the corner of the building which lies on airport property. Mr. Lang's request is that the Board reconsider selling that small piece of property. Mr. Gutman explained that, as has been indicated to the Bannisters, the Airport, acting in the best interest of the City, can not sell this property, but would be willing to enter into a long term lease arrangement. The Board then indicated to the Lang's that they would take it under advisement and get to them by the next Commission meeting. Mr. Lang explained that they were being pressured by the City of South Burlington to move from their present address and that time was of the essence. Mr. D'Acuti to speak with the Zoning Administrator of South Burlington to ask explain current delay in moving of Lang.

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G.B.I.C. DISPLAY CASE:

Walt reported that Interspace had delivered a display case, to the Burlington Airport, designed for G.B.I.C.. He sent a letter from Peter Clavelle, CEDO, to Harry Beheny, GBIC, in regards to coordinating efforts for construction of the case. Huck indicated that he recently spoke with Peter Clavelle and that there had been no coordination, as had been requested by the Commission. Discussion. Huck suggested that the Commission wait until the new bag claim belt is installed and determine available space, prior to approving the display case. In the meantime, Walt to check with Harry Beheny on the coordination function.

CONTINENTAL FLOOR PLAN CHANGES:

Walt reported that Continental is designing an 'L' shaped partition for office spaces in their departure lounge. Discussion. Huck would rather make arrangements to have the office space in the dance hall. Discussion. The direction of the Board is to put the work on hold until further consideration.

Mr. D'Acuti made a motion to table the Continental discussion. Seconded by Mr. Gutman. All were in favor.

Walt then reported that there was a change occurring to the new Piedmont area. This change is a partition being built between Gates 3 and 4, of lattice design, required by the FAA. Discussion.

Mr. Gutman made a motion to approve the installation of the Piedmont partition providing that the final design was approved by Bob Blanchard. Seconded by Mr. D'Acuti. All were in favor.

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RUG CLEANING:

Walt reported that Northland Janitorial performed their regular cleaning and that John Hamilton had contacted several carpet cleaners and that two demonstration had already taken place. Discussion. The Board feels that the carpets should be cleaned a minimum of four times per year. The direction to Walt was to solicit proposals and get the cleaning done.

Mr. Gutman made a motion that the soda and drink machines be removed. Discussion. Bob believes that whether there are or are not drink machines, the carpet will have to be cleaned the 4 times per year. Discussion. Walt to request that proposals indicate if there is a difference if drink machines were to be removed. Walt to bring back proposals for the next meeting.

VT FEDERAL - REQUEST FOR ATM:

Mr. D'Acuti reported that he had been asked by VT Federal to determine why they had not been contacted when original proposals were issued for ATM requests. He also indicated that he has no qualms of having two ATM's in the terminal. Huck indicated that the remainder of the Commission was very concerned that the terminal would begin to look cluttered. Discussion. Huck suggested that a letter of apology be written, but that the Commission previous decision is upheld.

At this time Mr. D'Acuti presented, to the Board, an article written about Anne Marie Dickinson and her sky cap services at the Airport and commented that it was a very good article. Mr. Blanchard stated, for the record, that the article was in correct in at least one fact. Ms. Dickinson is not the only female president of a company, at the airport, as Maggie Porter is another. Discussion.

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APRIL WARRANTS:

April warrants were reviewed and signed. Mort then requested approval of Gerry D'Amico's invoice, due that he had worked a week in excess of 24 hours.

Mr. D'Acuti made a motion to approve payment of 120 hours to Gerry D'Amico. Seconded by Mr. Gutman. All were in favor.

Mr. D'Acuti made a motion to accept the April warrant as presented. Seconded by Mr. Gutman. All were in favor.

Lynda then issued to the Commission a report of findings in regards to airport leases. A copy of the preliminary report is attached to these minutes. The report was reviewed and commented upon. The Board thanked Mort and Lynda for an extraordinary effort and looks forward to the remaining and final reports.

There being no further business, Mr. Blanchard adjourned the meeting.

Meeting adjourned at 6:38 p.m. The next meeting of the Board of Airport Commissioners will be held on Thursday, May 21, 1987 at 3:30 p.m.

Respectfully Submitted,

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
APRIL 21, 1987
3:30 P.M.

PRESENT:

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

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

Mike Donahue
Carl Tortalano
Barry Lussier

Jim Lamphere
Jeff Davis

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

Mr. Gutman made a motion to change the agenda to move item #5 to item #1a and to add to the agenda, #9 Airport Rugs. Seconded by Mr. D'Acuti. All were in favor.

At this time, Lt. Ken Bush, the new Airport Police supervisor, was introduced. Mr. Bush reported that, although he understands there have been problems in the past, he, and his men, will be working closely with airport operations and management and that he encourages Walt Houghton to come to him directly with any occurring problems or oversights, so that they may be discussed and resolved. The Commission extended their "welcome" to Lt. Bush.

MANAGER'S REPORT:

Walt began by reporting that the taxiway and apron construction has begun on schedule. We have coordinated with airlines in regards to using push backs, air traffic delays and aircraft parking. All is going well with no expected problems.

The Senate Transportation Committee will be touring the airport this week.

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Burlington has been again nominated for the Col. Bernt Balchen award for snow removal, to be presented at the upcoming Snow Symposium meeting. Walt and a member of his R&D Committee will be giving a presentation on the de-icing agent tests, done at Burlington Airport this past winter.

Walt has met and spoken with the City's new insurance administrator, Cindy Ryan. Ms. Ryan has been out to tour the airport and will be coordinating with airport to update our insurance file. Cindy also working with Mort and Nancy Sheahan for insurance R.F.P's.

Fenton Hill American is established in the gift shop with nearly their full product line, including newspaper sales for local distributors. They are also ready for the May 1 opening in the specialty shops. Walt and Al Carfora visited local VT vendors and discussed and reviewed possible VT product lines.

Huck Gutman suggested that notices, to promote the opening of the two Fenton Hill Vermont Specialty stores, should be sent out to local business magazines and newspapers.

Questions were raised in regards to Allied Air Freight outstanding invoice. Walt reported that he has been in contact with Allied and the problem was in regards to their tax bill and that they were billed for a period when they were not even in operation. Walt is working with Lynda, Mort and Allied to resolve this for the next Commission meeting.

MINUTES:

Mr. Gutman made a motion to accept the Minutes of March 5, 1987 and of March 24, 1987 as presented. Seconded by Mr. Cain. All were in favor.

ENVIRONMENTAL CONCERNS:

Walt reported that the airport had been just recently made aware, by South Burlington Department of Public Works, of a situation of complaints from South Burlington citizens in regards to a strong odor from the drainage area adjacent to Kirby Road. Walt reported that last year a study was done by a regional state investigator who indicated that the runoff was not airport related. Although the drainage may not be airport responsibility, the airport is actively examining all possibilities. So far Walt and Gerry have done the following:

1. Checked for large fuel spills - no occurrences without knowledge of airport operations - all spills appropriately cleaned and disposed of
2. Questionnaire sent out to all airport tenants to determine all products used on airport
3. Called and is working with South Burlington Water Resources and Public Works

Walt also reported that a hazardous material officer from the state has investigated that area and indicated that the odor was from a bacteriological decomposition, but we have nothing in writing yet.

Gerry D'Amico has recieved a quote from Aquatec Inc., Environmental Services, to perform a sampling program, analysis, and summary report at a cost of \$4700. Discussion. In the need for cooperation, in determining who's responsibility for this discharge, the Commission agreed with Mr. Houghton's request to go ahead with contracting with Aquatec, Inc.

Mr. D'Acuti made a motion to allow Aquatec, Inc. to perform a sampling study of the drainage area adjacent to Kirby Road, for the Burlington Airport, at a cost of \$4700. Seconded by Mr. Gutman. Discussion. Airport to act in full cooperation with South Burlington. All were in favor.

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LEASE UPDATE - NANCY SHEAHAN:

A.N. DERINGER - lease is signed and at city hall for resolution R.F.P.'s for INSURANCE are out and proposals are to be received by May 1, 1987. Nancy reported that there are many interested insurance companies, including the airport's current carrier, and the city insurance, as well.

VENDING - still awaiting specs and information from Dick Corley - Commission directed that Nancy do no further work on these R.F.P.'s until after next meeting.

MONTAIR - a letter was written to their attorney with a response that they would be willing to work with the airport

PIEDMONT AIR CARGO - has been sent to airport and out to Piedmont for signing

INFORMATION BOOTH - the document is with Walt for signing - Commission directed Walt to work with Brant Dinkin, information booth director, on design of the booth, prior to lease signature. At this time, the booth is not acceptable, as brochure rack is too high and blocks visibility of gift shop.

JANITORIAL - the lease agreement and proposals are with Walt - need specifications which are in typing stage - ready to send out

ATCT BASE BUILDING - awaiting response from Gail Gray, FAA on letter sent by Nancy in regards to changes to lease.

AIRLINE LEASE - Nancy is in process of scheduling final meeting with Harry Portz - looking at first part of May - Bob asked Nancy to schedule the meeting for May 7 or 8.

RESTAURANT EXTENSION - lease has been signed and is downtown for resolution

CYNOSURE - has asked the airport to take over the lease contract for FAA building - Nancy to prepare report

PARKING METERS - Nancy has determined that Airport Circle is not a South Burlington street so therefore Airport has right to install meters. However, APCOA has exclusive rights to parking and would have to be the ones to install and maintain meters.

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BANNISTER - Nancy asked for clarification of Commission's desires in regards to this property - this land is not land that the airport is willing to convey - desire long term lease which would become null and void if property is ever sold - terms of \$1.00 per year with annual cancellation clause - Nancy to work this out
BUSINESS AIR & NORTHERN AIRWAYS - Joe McNeil to have this report prepared and resolved by next Commission meeting
ARNIE MAREK - Nancy opined that the airport is responsible for loss revenues sustained by the airport gift shop' vending, during the construction period.

Mort pointed out that the recent Piedmont lease had not gone through his office for review and that his request was that all future documents be sure to follow this route. Discussion.
Walt, Nancy, Mort and Bob Blanchard to meet and resolve this request.

VALLEY AIR - ALERT HANGAR POD:

Walt reported that he had sent a letter to Valley Air indicating the Commission's desire to have the alert pod lease signed withing ten days of March 25, 1987. Walt also reported that we had not yet received a signed copy and that Valley Air seemed to still be negotiating with Dick Corley. Discussion.

Mr. Gutman made a motion to withdraw the offer of the rental of the Alert Area Pod 4 to Valley Air Services, effective immediately. Seconded by Mr. Cain. All were in favor.

TERMINAL EXPANSION SUMMARY - HTA, PIZZAGALLI, WLA

Jim Lamphere, WLA presented to the Commission a memo which addressed the problems occurring in the airport, due to construction. The following six items were discussed:

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1. Time delay - sprinkler system - Jim reported that this should now be resolved (see memo)
2. Sill Flashing - leaks - it has been determined that the leaking is coming from the old/existing wall system. Acme has investigated and done all that they can to new sill flashing. Discussion. The airport will not be charged for work that Acme has done to date. However, Jeff Davis reported that he believes that he may have to hire a caulker. Discussion. Mike suggested that Jeff Davis be authorized to study the problem and hire a caulker, if necessary, to a maximum of \$1,000. Discussion.

Mr. Cain made a motion to allow Jeff Davis to study the sill flashing leak and to hire a caulker, if necessary, to a maximum of \$1,000. Seconded by Mr. D'Acuti. All were in favor.

3. Formica Chipping and Peeling - airline counter tops - WLA looking into installing an oak strip corner guard - price to be determined - warping and pulling out on tops and sides is a warranty item

4. Question on Change Order #149 - explained that the work done on the particular change order has been confused with another piece of work

5. USAir's Electrical Problem - a letter, from Charlie Ryan, has been attached to this memo indicating that the problem has been solved - cost of \$1324 - discussion

6. HVAC - Jim Lamphere reported that Johnson Controls has been contacted to submit a price to change some wiring in order that the chiller start automatically - original was put in according to WLA specifications - discussion - Bob Blanchard asked WLA for recommendations on what could be done to resolve the airport's HVAC problems - discussion - Mike Cain requested that a subcommittee be formed to review solutions - Mike Cain, Gerry D'Amico, and HTA engineering to meet

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At this time, Barry Lussier reported that he was quite pleased with the way that terminal expansion had gone and relayed that he is working with Mort to get an immediate close out on this project.

Mr. Gutman suggested that Bob Blanchard draft a letter to HTA expressing the Commission's gratitude and express "a job well done".

Hoyle, Tanner & Associates to have final expansion figures for the next Commission meeting.

ESCALATOR/ELEVATOR MAINTENANCE AGREEMENT:

Walt reported that he has a proposal from Montgomery Elevator Co. for a maintenance service agreement. This agreement would cover all three elevators and both escalators at a cost of \$300/month or \$3600 per year. Discussion.

Mr. D'Acuti made a motion that the Commission is in concurrence with signing of the maintenance service agreement for Montgomery Elevator Co. at a cost of \$3600 per year, to cover the three elevators and both escalators. Seconded by Mr. Cain. All were in favor.

TRAVEL POLICY - \$2.00:

Walt reported that he had sent three of his men to Walter Truck Co. to see a snow plow. They came back with an invoice for \$2.00 for coffees and that payment of that had been refused according to the travel policy. Discussion. Mort indicated that if he paid this, he felt that it would be opening a way for future and larger abuse. Discussion. The Commission directed that the \$2.00 invoice be paid. Huck Gutman suggested that future questions of this nature be handled by the Airport Manager.

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PARK AND TRAVEL:

At this time, Lynn Charlier, owner of Park and Travel, and David Greenberg, her attorney entered the meeting to express their desire to be allowed to place their business number on the phone board located in the airport. They explained that they were originally told that they could not be placed on the board because they were classified as a car rental. They explained that they were, in fact, not in that same category. Discussion. The Commission will take their request under advisement and try to have an answer by the next Commission meeting. Discussion. Mike Cain recalled that the Commission had adopted a resolution that the telephone board be used only for hotels and accommodations. Discussion.

Mr. Gutman made a motion that the Commission resolves that the position of the subcommittee, who negotiated with Interspace Airport Advertising, being that only hotels be listed on the phone board, is now approved by the full Board. Therefore, as previously proposed, unless otherwise federally or state obligated to do so, hotel accommodations only will be allowed to place a number on the Interspace Advertising phone board. Seconded by Mr. Cain. All were in favor.

KELLOGG HANGAR RELOCATION:

Gerry D'Amico reported that he felt that the cost of relocating the Kellogg Hangar, approximately \$66 - 75,000, is extreme and probably more than what the building is worth. Discussion. Gerry reported that the USAir Freight Building must come down by the first of July, so a decision must be made shortly. Discussion. Walt reported that the ultimate use of Montair area would be for a temporary solution to parking. Discussion. Gerry and Walt to investigate alternate solutions for relocation of Montair activity.

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AIRPORT RUGS:

Bob reported that he was very dissatisfied and disgraced by the condition and cleanliness of the terminal carpets. Discussion. Bob gave Walt the direction to have a professional carpet cleaner come in to clean the rugs and to have them done as soon as possible. Discussion. The Commission then directed Walt to allow Northland Janitorial an opportunity to clean the carpets. If not cleaned within four days, then to contract a carpet cleaner. Lynda suggested that Walt receive three proposals prior to contracting.

PARKING:

Bob Blanchard directed Walt to commend his people on the excellent job done on improving and clearing out the no and restricted parking areas.

EMERY AIR FREIGHT:

Mr. Cain made a motion to approve the Emery Air Freight lease. Seconded by Mr. D'Acuti. All were in favor.

The next meeting of the Board of Airport Commissioners will be held on Thursday, May 7, 1987 at 3:30 p.m.

There being no further business, Mr. Cain made a motion to adjourn. Seconded by Mr. Gutman. The meeting adjourned at 6:20 p.m.

Respectfully Submitted,

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MARCH 24, 1987
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman
J. Richard Corley
Huck Gutman
Nancy Sheahan
Lynda Kingsbury

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

The meeting was called to order by the Chairman, Mr. Blanchard at 3:35 p.m.

Mr. Gutman made a motion to enter executive session to discuss personnel action, excluding all, but members of The Board. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 3:40 p.m.

Meeting resumed regular session at 3:50 p.m.

Dick Corley then discussed with Nancy Sheahan, changes to the Northern Airways charter lease and requested that final copies be forwarded to him with copies of the Warplanes and Valley Air leases.

REPORTS:

CONTRACTS & LEASES - NANCY SHEAHAN:

Nancy Sheahan reported on the status of the following leases:

Federal Express - has been reviewed by legal and sent back to Walt - Walt is awaiting meeting with Federal Express personnel.
FAA Reimbursable Agreement - reviewed and legal found it to be acceptable - resolution has been drafted and should be brought to Board of Aldermen on Monday

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Northern Charter - will now be brought back to Joe with recommendations given by Dick

Airline Lease - Nancy suggests making the change, in regards to charges for alert hangar area, and forwarding copies of the lease to the airlines for execution. Commission agreed to go ahead.

Taxi Cab Meters - Joe has not yet had a chance to review ordinances and legality stand point - will be reviewed by next week

A.N. Deringer - Nancy spoke with Peter Collins who indicated that he still had a problem with the taxes - Nancy to schedule another meeting

Insurance R.F.P.'s - Nancy and Joe met with Cindy Ryan, Insurance Administrator and Mort - discussed preliminary procedures - another meeting has been scheduled for the coming week

Vending Machines - Dick reported that he suggests that R.F.P.'s for vending service be sent out to all vendors and that he would prepare a report on costs and benefits if airport were to do own vending - Also discussed was the status of payment to Arnie Marek for claims on vending lost revenue - Nancy reported that there was some miscommunication, but that she would review the contract and give Walt a legal opinion on liability.

Dick Corley then gave to Nancy a letter from Montair Flight Service in regards to possibility of relocation of Montair. Then discussed were possible moving places. Nancy to review letter and respond to Montair's attorneys.

Janitorial R.F.P.'s - Nancy still waiting for specifications that Walt is working on - Commission directed that these R.F.P.'s take priority and that Walt get them to Nancy Sheahan as soon as possible

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BAGGAGE CLAIM MURAL - DOUG LASERAS:

The Commission reviewed a new sketch for the baggage mural which depicted a scene of the past, pioneers, a country scene with farmer and business man, and a winter scene with pondering skier. The Commission agreed to allow Mr. Laseras proceed with the mural in the design as presented. Commission directed Walt to coordinate with Mr. Laseras for funding, time and execution.

BANNISTER PROPERTY:

Walt reviewed with the Commission a letter from the Bannisters making an offering for a small parcel of airport land. Discussion. Suggestions were made not to accept the offer in the long term interest of the Airport, and to perhaps rent the land. Discussion. The Board recommended that a letter be sent indicating that they do not wish to sell the property, but that they are agreeable to entering into a long term rental agreement.

G.A. TERMINAL SEWER LINE - GERALD D'AMICO:

Gerry reported that Innotech has been experiencing problems with sewer back-ups. Upon an investigation by Innotech, they discovered that a length of pipe was missing in order that their building be correctly linked to city sewer lines. Innotech proceeded with the repair and is now looking for reimbursement from the City for the \$5700 in major repair work. Discussion. Dick Corley suggested that the City pay the repair work costs. Discussion. Mort requested looking at the lease agreement and determine city liability. Discussion.

Mr. Gutman made a motion to send this cost to the Finance Board and City Council for approval for payment. Seconded by Mr. Corley. Discussion. All were in favor.

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TELEPHONE SYSTEM - JACK MCCABE:

Jack McCabe reported that his report was in regards to switching our present telephone system to Burlington Telephone and using a four digit forced account code. Jack reported that if the airport switched to Burlington Telephone that we could save money on toll calling. He indicated that he didn't feel that forced account codes were necessary for the size system that the airport has (nine phone access) and that he suggests that the SMDR with printer recording of calls be tried for at least a month. Discussion. Mr. Gutman indicated his strong feelings toward accurate and absolute accounting of phone calls made, therefore recommending dialer system. Discussion. Jack indicated that the cost would not be prohibitive. Approximately \$15/mo with \$5/account code issued plus a one time installation fee. Discussion.

Mr. Gutman made a motion to go ahead with adding a dialer system to initiate use of a four digit forced account code for long distance dialing. Seconded by Mr. Corley. All were in favor.

BUDGET REVIEW:

Two items questioned under the Capital Projects list were the Operations computer and the Audio Visual equipment. Walt explained that he is in the process of putting together a portfolio of the needs and uses of a computer in applications of operations and airfield maintenance to justify a purchase. Walt will also be meeting with Mike Cain on this project. Walt also explained that the request for audio visual materials is to enhance training and public relations of the airport environment. Discussion.

Mr. Corley made a motion to accept the budget draft #6 as presented for forwarding to the airlines for review. Seconded by Mr. Gutman. All were in favor.

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Bob Blanchard then questioned the re-issue of Fenton Hill bid bond checks. Mort indicated that they had not been re-issued as he had not had time to review what was needed. Discussion. Bob suggested that this be a priority item and taken care of as soon as possible.

ALLIED AIR FREIGHT:

Mort reported that Allied is overdue on payment of an invoice issued some time ago when Allied exercised their right of first refusal on space in Building 890. He reported that they have paid subsequent bills, but that one invoice, for two months, was still outstanding. Mort indicated that letters have been sent and the response was that they are all paid, but also will not forward copies of canceled check. Discussion. Bob directed Walt to get in contact with Allied and get this straightened immediately.

VT FEDERAL BANK - ATM:

Walt reported that he has a request from VT Federal Bank to install an ATM in the airport. Discussion. Commission's feelings were that one ATM, already contracted with The Merchant's Bank, is amply sufficient at this time. Discussion.

Mr. Gutman made a motion that the request from VT Federal Bank for an automatic teller machine be denied at this time. Seconded by Mr. Corley. All were in favor.

Mr. Gutman made a motion to enter executive session to discuss property acquisition, contracts and grants, and personnel action. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 5:05 p.m.

The meeting resumed regular session at 5:25 p.m.

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At this time, Mr. Corley left the meeting leaving no quorum. Therefore, all following discussions were taken under advisement only, to be approved at the next meeting of the Airport Commission, scheduled for April 16, 1987 at 3:30 p.m.

AIR CURTAINS - GERRY D'AMICO:

Gerry reported that the remainder of the work to be done for Air Curtains would involve disrupting the food vending stand and Piedmont airlines and passenger travel through south doors. Gerry reported that an alternative was to perform installation in an eight (8) hour night shift, which would be an additional cost of \$455.00. Commission recommended that the work be done at night, so that disruption of operations will be minimul.

PARKING METERS - GERRY D'AMICO:

Gerry recommended that the Commission review the idea of installing eleven (11) parking meters along Airport Parkway, fencing near car ready lots, at a cost of \$200/space with a possibility of \$24,000 return revenue. Gerry to coordinate with Joe McNeil on legal ramifications of installing meters.

Mort then presented the following questions and concerns.

Airport maintenance coveralls - Mort wanted Commission direction as to approval for cleaning - Commission directed that the maintenance coveralls definitely be sent out for cleaning - discussion - Lynda also suggested possibility of r.f.p.'s for cleaning contract for all city department's uniforms.

CCS - Mort reported that he has a bill from CCS - Jack McCabe for \$980 and explained where the airport was in regards to the communication budget. Walt to get with Jack McCabe and determine percentage of completion. Mort to pay the \$980 invoice in hand.

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BAGGAGE LOCKERS:

Walt reported that he would like permission to pursue installation of baggage lockers, to be installed within the airport terminal. Discussion. Mr. Gutman expressed reservations about clutter and looks of lockers. Discussion. Sky Cap Services was the agency previously charged with storage facilities for luggage, skis, and misc. objects. Discussion. Discussion tabled until next meeting.

Mort Bostock given direction to follow up on status of the engineering contract with Nancy Sheahan.

Bob Blanchard then indicated to Walt that Operations was doing an excellent job in clearing up the employee and miscellaneous parking problems, but that his one suggestion is that a sign be placed on the fenced area along the car rental ready lot area. This area, recently designated as unauthorized for employee parking, should be reserved for short term passenger parking. Therefore, Bob requested that the sign read something to the effect that 15 minute parking only, all others will be towed.

There being no further business, the meeting adjourned at 6:55 p.m.

Respectfully Submitted,



Tamara S. Larivee
Clerk of The Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MARCH 5, 1987
4:00 P.M.

PRESENT:

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

Walter E. Houghton
Tamara Larivee
Mort Bostock
Nancy Sheahan

The meeting was called to order by the Chairman, Mr. Blanchard at 4:23 p.m.

Huck Gutman announced to the Commission that the Chairman of the Commission, Bob Blanchard, in recognition of his valiant service to the airport has been nominated as one of the four "Volunteers of the Year" by the Rotary Club of Vermont. A banquet reception will be held on March 16, 1987 6:30 p.m. at the Radisson Hotel at a cost of \$16.50. He has also been awarded \$250 to the Charity of his choice.

Mr. Gutman also eloquently announced that Mayor Bernard Sanders has been reelected for another two year term and wished him the best of luck.

MANAGER'S REPORT:

Walter reported that the St. George vs. City of Burlington case has been concluded. He and Gerry D'Amico are working on pre-planning for summer construction projects. Continuance of working with legal on "clean up" of all outstanding documents - ATM, C.A.P. and Gift and Specialty shop documents are completed.

Walt also reported that there is additional activity on Building 880 - Piedmont would like space and two ground handling requests have been submitted - VT Air Cargo and Green Mountain Air Cargo, who is trying to get a contract with Piedmont.

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In the coming week, the airport will be conducting a test of a new snow removal melting agent - C.M.A. - calcium magnesium acetate - this material is not made commercially yet and costs about \$500/ton - we are being sent a free sample and are the first airport ever tested.

Fenton Hill, new contract holders for the current gift shop and specialty shops, will be moving in this weekend to the gift shop and by the 1st of May to the specialty shops. Mr. Carfora to meet with Walt to meet with local distributors for their products.

Personnel - Walt reported that he has been conducting regular weekly staff meetings and employee meetings for their questions, input, and problems. Huck suggested that the Board consider allowing a meeting where the employees could come and sit with the Board and express their concerns to them.

Walt reported that he had received correspondence from the law firm of Alexandria & Alexandria in regards to the newsstands currently established throughout the terminal. Their understanding is that all newspapers will be sold in the gift shop and are contesting this based on their "1st amendment rights". Discussion. Walt and Joe McNeil feel that this is just a communication problem and would like to clear it up in this manner. Discussion. Joe McNeil to look into this matter within this week.

Walt then presented a roadside parking plan that Gerry D'Amico had drawn up for Airport Circle. According to Gerry's figures the airport could derive up to \$30,000 per year in metered revenues. The cost of refurbished meters would be \$150-\$160, \$200 to include pipes and installation. Discussion. Walt reported that he had not yet explored the APCOA document or under whose city jurisdiction it would fall. Discussion. Joe McNeil to research under whose ordinance this would come.

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LEASE & CONTRACTS STATUS - JOE MCNEIL & NANCY SHEAHAN:

Joe reported that he and Nancy have come up with wording for the airline lease that should resolve the final contention. Joe to speak with Dick Corley.

Valley Air - has been amended to 5 year term

Deringer - had been sent a letter from Nancy to vacate or sign by April 1 - she received an immediate response from their attorney who had a question concerning taxes - Nancy has spoken with Dick Corley and they have come up with solution and Nancy will be in contact with Deringer's lawyer - should have quick resolve.

Valley Air - on the additional square footage has been sent letter to sign by April 1 or to vacate - no response

VT Gas - Bob Blanchard scheduled to meet with VT Gas representatives to discuss protocol for future excavation work

R.F.P. - insurance broker - Nancy has spoken with Cindy, the city insurance administrator, and they are working together on the proposal - Nancy would like someone from the airport to be involved in this process - Mr. Blanchard appointed Mort to be present at these meetings - explained was that a broker shops around for the best policy for a company and gives recommendations - the airport is looking for a new broker due to unsatisfactory results from our current broker, Hansman, McAvoy.

R.F.P. - vending machines - Nancy to consult with Dick Corley

Joe McNeil reported that the Northern Airways lease will be finished early next week. Discussion.

Mr. Blanchard then requested that there be legal representation, either Joe or Nancy, at all future Commission meetings.

BUDGET:

Mr. Blanchard then reported to Walt and Mort that the Commission had reviewed the budget and cut some items and changed some dollar amounts. His request is that Walt, Mort, and appropriate parties review what the Commission has cut and come back with recommendations and priorities.

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March 5, 1987
Page Four

REPORTS:

INNOTECH - JOHN JANESICK & WAYNE HOGUE:

Mr. Wayne Hogue and Mr. John Janesick, managers of Innotech entered the meeting at this time. Mr. Hogue introduced himself and explained that he asked to come to the Commission to talk about Innotech and their future at the Burlington Airport. Innotech is a Canadian based firm employing about 500 people in general aviation, avionics, and maintenance and that Burlington is its first U.S. base. Innotech is looking to put in a small interior operation for refurbishing of aircraft interior. They would be getting new equipment in the avionics department and new ground support equipment. Mr. Hogue also reported that they are currently Continental's ground support crew and hope to expand to others. Discussion. Mr. Blanchard welcomed Mr. Hogue and Innotech to the Burlington Airport and expressed that should Innotech have requests for future plans to feel free to come to the Commission and we would work together.

MURAL - DOUG LASERAS:

Mr. Doug Laseras, a Vermont artist, came to the Commission with a request of painting a mural on the north interior wall of the baggage claim area. Mr. Laseras' concept was to paint a mural that would tell people, as much as possible, about Burlington and Vermont. The Commission had reviewed a sketch that Doug had submitted and had not agreed on or liked certain aspects of the same. Discussion. Doug to make several sketches to discuss with Huck Gutman to bring back to the rest of the Board for discussion.

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March 5, 1987
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SKY CAP SERVICES:

Walt asked that this be tabled as Anne-Marie Dickenson, owner of Sky Cap Services, could not be here. He did explain, however, that Ms. Dickenson is trying to establish a relationship with USAir and Continental for curbside checking. At this time she is paying the airport what is owed from luggage storage and is keeping in contact with Walt on the progress of her dealings.

MONTHLY REPORTS:

Mr. Cain made a motion to accept the minutes of February 5, 1987 as presented and the minutes of February 26, 1987 with the following changes:

Page Two - Part 150 - Mr. Corley's motion changed to read: "...to approve the Part 150 Noise Evaluation Study and to allow Gerry D'Amico to begin processing when funding is assured."

Page Five - Snow Symposium - change number of additional people from four to three - Mr. Houghton's intent was to include himself as the fourth person for trip approval.

Page Seven - Wackenhut - the square foot rental charge should be \$29.61 per s.f. as opposed to \$29.00 per s.f.
Motion to read as follows: "Mr. Corley made a motion to allow Wackenhut to rent the small office in the gate 1 & 2 area at a rate of \$29.61.s.f.. Seconded by Mr. Cain. All were in favor."

Seconded by Mr. Corley. All were in favor.

FEBRUARY WARRANT:

Discussion. Mr. Cain made a motion to approve the February warrant as presented. Seconded by Mr. Corley. All were in favor.

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March 5, 1987
Page Six

ACCOUNTS RECEIVABLE:

The following items were questioned and discussed:

Army National Guard - Mort requested sending a letter of default to the Army Guard. Walt reported that he has been in contact with a member of the VTARNG and would like time to take care of this. Walter was then directed to invite Donald Edwards to the next Commission meeting to discuss what is needed by VTARNG for ramp and building space.

Montair - Mike and Dick Corley in discussion with Hobie Tomlinson Allied - letter sent out today

Bar Harbor - problems ironed out by Lynda and Mort - should see payment soon

Business Express - Huck suggested sending a letter to contact the airport accounting office within five days

Piedmont

Hertz - called indicating that they are unable to find executed copy of new lease - Mort thinks this may be hold up on new payment amounts

Mitel - back tax bill - Huck suggested sending letter

National - okay

National Weather Service - in lease negotiations

People Express - Mort contacted station manager but did not receive acceptable response - would like direction to send firm letter - commission approved

USAir - airline lease negotiation protest

Warplanes - tax bill

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

Mr. Gutman stated that he believes that as an airport Commission we should tell the public that if they have a complaint with a particular airline that the Commission would be happy to collect these and pass them on to both the airlines and the Federal Aviation Administration. Discussion.

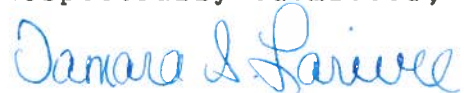
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Mr. Gutman made a motion that a subcommittee be formed to inform the public that the airport is concerned about difficulties they experience in flying in and out of this airport with airlines, and that the Commission will attempt to take these difficulties up, on their behalf, with appropriate authorities. The motion was called. No second given. The motion died for lack of a second.

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 6:35 p.m.

The next meeting of the Board of Airport Commissioners will be a special interim meeting on Tuesday, March 24, 1987 at 4:00 p.m.

Respectfully Submitted,



Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
FEBRUARY 26, 1987
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Walter E. Houghton
J. Richard Corley	Tamara S. Larivee
Michael G. Cain	Lynda Kingsbury
William Szymanski	Morton Bostock
Nancy Sheahan	Gerald W. D'Amico

The meeting was called to order by the Chairman, Mr. Blanchard at 4:15 p.m.

Mr. Corley made a motion to add to the agenda, under executive session, #4 - Bean Litigation. Seconded by Mr. Cain. All were in favor.

Mr. Corley made a motion to enter executive session to discuss the following:

1. USAir Freight Building Contract
2. Property Acquisition
3. Contracts
4. Bean Litigation

Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 4:20 p.m.

The meeting resumed regular session at 4:32 p.m.

Mr. Cain made a motion to extend the engineering contract for Gerald W. D'Amico until the end of our fiscal year, June 30, 1987. Seconded by Mr. Corley. All were in favor.

At this time, Mr. Blanchard noted for the record and again thanked our attorney, Nancy Sheahan for an outstanding job done on the St. George vs. City of Burlington case, recently settled.

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PAGE TWO

REGULAR REPORTS:

FAA TOWER GROUND LEASE:

Walt reported that he recently received the lease document for the FAA tower ground lease and that Nancy Sheahan now has it for review. Mr. Houghton explained that it was a standard FAA property lease and that approval from the Commission was needed.

Mr. Cain made a motion to approve the FAA Tower Ground Lease. Seconded by Mr. Corley. All were in favor.

PART 150 STUDY - GERALD D'AMICO:

Gerry explained that for the part 150 noise evaluation study the following funds will be needed.

Federal funds	-	\$153,000
State funds	-	10,200
City Share	-	1,800
Force Accting	-	5,000

Discussion. The maximum dollar amount that the City could be liable for would be \$6800. Discussion. Mort Bostock recommended that the Commission consider pointing out that we should commit to the funds this fiscal year if funds are available or wait until July 1, 1987 to commit if funds are not available in this fiscal year.

Mr. Corley made a motion to approve the Part 150 Noise Evaluation Study and to allow Gerry D'Amico to begin processing, when funding is assured. Seconded by Mr. Cain. All were in favor.

STATUS OF LEGAL DOCUMENTS AND LEASES - NANCY SHEAHAN:

Janitorial bids - Nancy is waiting for bid specs, to be submitted by Walt by next week

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FEBRUARY 26, 1987
PAGE THREE

Information Booth - Lease application with Walt

Airport Restaurant - Lease extension and extra space - combined in one document and should be out beginning of next week - Nancy waiting for extraction of minutes where extension was approved.

ATM - lease document is finished and is in Walt's possession for review - \$200/month + \$.05/transaction

Air Curtains - Joe is needing to speak with Gerry about a few minor changes and Joe must sign off on the document.

Civil Air Patrol - Morin House - document is ready - Walt is checking on the insurance coverage by C.A.P. and what they can provide for fire insurance.

Valley Air - agreement for pod 4 rental is done and in Walt's review - Walt questioned the term of this agreement. He understood it to be a five (5) year agreement. Mr. Corley confirmed this understanding and Walt to make necessary adjustments to the document. Still outstanding to Valley Air is the lease for the additional space that they are using. Nancy reported that Valley Air is contesting the rental fee of \$.17/s.f and therefore will not sign off on the document. Discussion. Mort Bostock reported that Valley is currently paying what they owe, which includes the extra area, all at \$.17/s.f. Discussion. Nancy reviewed a letter that she had drafted to Mr. Joe Fallan, Valley Air's attorney with regard to this matter. Discussion. Mr. Cain suggested that Nancy write a letter to Valley Air indicating that the airport is giving them thirty (30) days to sign the lease, April 1, 1987, or to be given notice to vacate the airport.

Commencers - Nancy still trying to determine insurance coverage, under city policy, for this position.

A.N. Deringer - Due to the time frame involved in the negligence of signing of this lease, Dick Corley suggested that a registered letter be written to A.N. Deringer indicating again our insistence to sign, and if there is no response or signing within 72 hours then a letter to vacate airport premises within thirty (30) days.

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PAGE FOUR

Air Vermont - Nancy reported that she has indicated to Air Vermont's lawyers that with the understanding that they are trying to sell their underground tanks, still located at the airport, that the party(ies) buying the tanks must remove them immediately or rent that space from the Airport.

VT Gas - Nancy reported that she has sent a letter to VT Gas indicating that the Airport was not willing to "budge" on paying any fees for damage incurred. Discussion. Mr. Cain indicated that Delta Electric had been paid for their work and that the Hangar Condo Associates would now be taking care of the situation with VT Gas. Nancy also reported that VT Gas is requesting a meeting with any of the Airport Commissioners to discuss protocol for future dealings at the Airport. Mr. Blanchard requested that Nancy set up a meeting, at VT Gas's convenience and that he would represent the Commission.

Northern Airways - Air Charter & Air Freight document has not yet been signed. Discussion. Dick Corley to speak with Joe McNeil upon his return.

At this time Mort Bostock requested the direction of the Commission for preparation of R.F.P.'s for an insurance broker for the Airport insurance. Discussion.

Mr. Cain made a motion to have Nancy Sheahan prepare request for proposals for an insurance broker for the Burlington International Airport. Seconded by Mr. Corley. All were in favor.

Discussion then followed regarding vending machine proposals. Mr. Corley suggested that the airport buy their own vending machines. Discussion. Mr. Corley and Nancy Sheahan to draw up request for proposals for buying of vending machines.

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FEBRUARY 26, 1987
PAGE FIVE

PRELIMINARY BUDGET PRESENTATION:

Mort Bostock handed to the Commission a preliminary budget consisting of all capital improvement requests, three new personnel positions, possible salary increases due to reclassification study, and all other line items. Mr. Blanchard requested that there be no further discussion at this time, and that he would request to meet with his commissioners head to head and then meet with Walt with their suggestions.

ALERT HANGAR PLANNING - GERRY D'AMICO:

Gerry reported that the airport was in need of space for future hangar space requests. Gerry reported that the area most suitable for discussion was the area at the south end of the airport, referred to as the "wetlands". As discussed earlier, bringing fill into this area would be the most feasible and Gerry reported that it would take a minimum of 250,000 yards. Discussion. Mr. Corley again mentioned the fact that there may be available fill, at a reasonable price, through the southern connector project. Discussion. Gerry to look at possibility of using fill from Brockway area and Dick Corley to look into acquiring fill from the southern connector project. The Commission recommended that Gerry begin process for ACT 250 permission to fill that area.

SNOW SYMPOSIUM & AAAE CONFERENCE - WALTER HOUGHTON:

Walt requested approval from the Commission to go to Buffalo, New York, with three additional people, for the Snow Symposium meeting in April and for approval of the AAAE Conference in San Antonio on May 10, 1987.

Mr. Cain made a motion to allow expenses to send four people to Buffalo for the Snow Symposium meeting and to allow Walt, Mr. Blanchard and Huck Gutman to go to the AAAE Conference in San Antonio in May. Seconded by Mr. Corley. All were in favor.

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Bob Blanchard then reported that he was requested to be a guest speaker in Montreal, last Tuesday, that he had called his commissioners for approval prior to leaving and he now would like it a part of the formal records.

Mr. Corley made a motion to approve Mr. Blanchard's trip to Montreal to speak at a conference of Canadian officials, at a cost of \$201.00. Seconded by Mr. Cain. All were in favor.

Mort Bostock then requested Commission permission to go to FAA and work with Donna Witte on cleaning up of federal grant documents. Discussion.

Mr. Corley made a motion to allow Mort to go to Boston to work with Donna Witte of FAA and that this reimbursement be priority one. Seconded by Mr. Cain. All were in favor.

ANNUAL REPORT:

Walt requested that monies be allocated in this year's budget for the expense of preparing an annual report for the Burlington International Airport. Discussion.

Mr. Cain made a motion to have Bob Blanchard and Walt get together and decide whether or not to proceed with this request. Seconded by Mr. Corley. All were in favor.

FEDERAL EXPRESS - WALT HOUGHTON:

Walt reported that Federal Express was interested in installing a drop box adjacent to the ATM machine. They have offered to pay \$500 per year. Discussion.

Mr. Cain made a motion to allow Federal Express to install a Federal Express drop box adjacent to the ATM. Seconded by Mr. Corley. All were in favor.

WACKENHUT - OFFICE RENTAL:

Walt reported that Wackenhut, the security screening company for United, USAir, and Continental, have requested the rental of the small room in the Gate 1 & 2 area. The space to be rented at \$29.61/s.f.

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FEBRUARY 26, 1987
PAGE SEVEN

Mr. Corley made a motion to allow Wackenhut to rent the small office in the gate 1 & 2 area at a rate of \$29.61/s.f.. Seconded by Mr. Cain. All were in favor.

MURAL - BAGGAGE CLAIM:

Walt reported that a local artist, Doug Laseras was interested in painting a mural in the baggage claim area, north wall. The cost of this project to be endowed by outside sponsors. Discussion. Commission requested that Mr. Laseras attend the next Commission meeting to discuss design of mural.

PIEDMONT AIR CARGO:

Walt reported that Piedmont has requested approximately 1300 s.f. of space in Building 880 to be used for air cargo operations. Space to be rented at \$8.50 s.f., on a five year term. Discussion.

Mr. Cain made a motion to allow Piedmont to rent space in Building 880 for the purpose of an air cargo operation at a rate of \$8.50/s.f. for a five year term. Seconded by Mr. Corley. All were in favor.

There being no further business, Mr. Corley made motion to adjourn the meeting. Seconded by Mr. Cain. All were in favor. The meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
FEBRUARY 5, 1987
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Michael Cain
Huck Gutman
Mike Flaherty
John Janesick, Innotech

Walter E. Houghton
Tamara Larivee
Morton Bostock
Lynda Kingsbury
Rollin Tebbetts, Operations

The meeting was called to order by the Chairman, Mr. Blanchard at 3:50 p.m.

MANAGER'S REPORT:

Walt reported that the air curtain contract had been signed and that commencement of this project should take place in approximately three (3) weeks. Also reported was that Burlington had, some time ago, submitted an application to be the host city for the 1988 Northeast Chapter Annual Conference of the AAAE. It will involve about 160 - 200 airport executives from all areas north of Washington. This year's conference is in Boston. The Chamber of Commerce now has a convention bureau department and The Radisson hotel will play an instrumental part in coordination of events and accommodations.

Walt then reported that the South Hangar repair is complete with its temporary/permanent fix and that Gerry had also discovered additional repair needs.

Airlines - Continental is now at Burlington and is overnighing their second aircraft. Their jetway is also installed, but not yet operational. United is now catering out of Burlington.

Bob Blanchard reported that he had spoken with Dick Dinning and Ed Colodny, of USAir, and that jet service to Boston might be a possibility. Mr. Blanchard to follow up with J. Warren McLure.

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February 5, 1987
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Mr. Blanchard then reported that \$500.00 was allowed for himself and Walt and that approximately \$260 was spent.

Mr. Gutman made a motion that the Commission commend the Airport Manager and the Chairman of the Commission for a job well done in Washington. Seconded by Mr. Cain. All were in favor.

Mr. Gutman then commended the clerk of the Board for exceptional minutes and made a motion to accept the minutes of January 8, 1987 and January 29, 1987 as presented. Seconded by Mr. Cain. All were in favor.

REGULAR REPORTS:

TELEPHONE - ADS:

Walt presented, to the Commission, a letter from Jack McCabe, Communication Consultant, which recommended that the airport charge its ADS users for these line services. The recommendation was to charge \$25.00 for full line users and \$15.00 for restricted use, per month. Discussion.

Mr. Cain made a motion to charge full service ADS tenants (paging capability) a charge of \$25.00 per month and \$15.00 per month for the tenants without full service, to be reviewed at the end of one year. Seconded by Mr. Gutman. Discussion. All were in favor.

VT GAS DISPUTE:

Joe McNeil reported that VT Gas has offered to split the cost of the damage done to the Condo Hangar area, but Joe indicated that it would not be in the best interest of the airport to offer any payment. Discussion. Mike Cain indicated that the possibility exists of taking this to small claims court. Discussion.

At this time, Mr. Blanchard turned the chair over to the Mike Cain.

Mr. Gutman made a motion that the City continue to take the position that we are not responsible for any costs in regards to the damage by VT Gas. Seconded by Mr. Blanchard. All were in favor.

At this time, the chair was relinquished to Mr. Blanchard.

VENDING MACHINE REVENUES:

Bob Blanchard asked accounting if they had determined that the airport owed Mr. Marek monies for lost revenues from the vending machines. Mort reported that he was waiting for the final legal opinion of Nancy Sheahan as to extent of liability and upon receipt of this information he would then be able to determine a dollar amount. Discussion. Mort to have a dollar amount for the next meeting.

TAXI CAB METERS:

Huck Gutman reported that, with Maggie Porter's assistance, he has the figures for taxi cab meters and the information that the meters can be calibrated in Essex. Huck also reported that he had a discussion with Joe McNeil and that he had advised that it would be in the airport's best interest to go to the legislation on this issue. Discussion. It was mentioned that South Burlington must have the authority to regulate the rates for the city. Discussion.

Mr. Gutman made a motion that Burlington International Airport require all taxi companies to have meters within all cabs, with rates that are fair and equitable to the public as well as the cab companies and that Joe McNeil be directed to draw a resolution for consideration by The Burlington City Council, The South Burlington City Council, and The Board of Airport Commissioners to pass identical regulations for the initiation of taxi cab meters for all destinations within Vermont. Seconded by Mr. Cain. Discussion. All were in favor.

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Page Four

GBIC DISPLAY CASE:

Huck Gutman reported that the Chamber of Commerce and the C.E.D.O. office asked if the airport would allow a display case space given gratis, for the display of business and vacation opportunities available to the public. This request was postponed during construction and resolution of signs with current leasing company. Since this time G.B.I.C. has also made a request for the same. Huck reported that he has spoken with Peter Clavelle and asked him to get together with all three interested parties and to speak with Walt on an appropriate space to come to the Commission with a proposal. Huck does not believe that this will interfere with our current lease with Interspace Airport Advertising. Walt then reported that he has spoken with Harry Beheny and Tom Ortelano - Interspace and that they are going to send photos of similar displays for review.

Mr. Gutman made a motion to add to the agenda item #6 - Jim Lamphere, Wiemann-Lamphere. Seconded by Mr. Cain. All were in favor.

At this time, Jim Lamphere and Mike Cook of Wiemann-Lamphere entered the meeting. Jim reported that he had received a letter from Gerry D'Amico indicating the Commission's concern on several contract items that were incorrectly designed. Discussion.

Mr. Gutman made a motion that Gerry D'Amico be directed to discuss these problems with Wiemann-Lamphere to derive an amicable solution. Seconded by Mr. Cain. All were in favor.

Mr. Gutman made a motion to enter into executive session to discuss attorney/client relations with Joe McNeil. Seconded by Mr. Cain. All were in favor.

The meeting entered executive session at 5:20 p.m.

Minutes
February 5, 1987
Page Five

The meeting resumed regular session at 5:52 p.m.

The January Warrant and January operating statements were presented for review. Discussion.

Mr. Cain made a motion to accept the January Warrant. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman questioned several items on the Account Receivables.

A.N. Deringer - property taxes

Allied - taxes

Avis - posting of check

Eastern - questions on their bill which are being worked out.

Dollar - they are current

Innotech - taxes, so far no problem with paying bills

Mitel - taxes

Montair - Mort to work up an explanation as to what has been happening in regards to their reports to give to Mike Cain.

Northern - bill in question

People Express - no problem

USAir - letter will be written according to new policy

Lynda Kingsbury then presented a "Past Due Account Policy" for the Commission review. Discussion. Lynda then suggested that she would like to amend the policy to change #3 to #4 and add #3 - "52 days - second phone call". Mr. Gutman made a suggestion that the word "regularly" be deleted, so that the context read "...next scheduled meeting...". Discussion.

Mr. Gutman made a motion to accept the past due account policy, presented by Lynda, as amended. Seconded by Mr. Cain. All were in favor.

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Page Six

SKY'S THE LIMIT:

Upon consideration of requests from terminal tenants for office space and the fact that Sky's The Limit sky cap service is past due on their payments, Mr. Blanchard recommended that the Sky Cap Service - Sky's the Limit not be allowed any space in the terminal for their operation. Discussion.

Mr. Gutman made a motion that the Sky's The Limit not be allowed terminal space for their operation effective as of the close of business February 6, 1987.

There being no further business, Mr. Gutman made a motion to adjourn. Seconded by Mr. Cain. All were in favor.

The meeting adjourned at 7:20 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of The Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JANUARY 29, 1987
4:30 P.M.

PRESENT:

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

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

The meeting was called to order by the Chairman, Mr. Blanchard at 4:45 p.m.

Mr. Corley made a motion to enter into executive session to discuss the following as outlined on the agenda:

1. Gift Shop Contract
2. United Airlines Contract
3. USAir Freight Building

Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 4:46 p.m.

The meeting resumed regular session at 5:45 p.m.

Mr. Cain made a motion to appoint a committee of one, Mr. Huck Gutman to speak to our legal council, Joe McNeil on the tardiness and results of our contract negotiations. Seconded by Mr. Corley. All were in favor.

Mr. Corley made a motion to approve the gift and specialty shop proposal, and subsequent contract for Fenton Hill and to allow them to start on March 1, 1987. Seconded by Mr. Gutman. All were in favor.

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PAGE TWO

Mr. Gutman made a motion to lease the "ballroom" space, of not more than 1,000 s.f. at \$12.00/s.f. on a 30 renewable day basis for not more than eighteen (18) months, and in an area suitable to the Airport Director, to Louis Toulis to be able to lease to United Airlines for a catering contract, to be billed as of date of beneficial occupancy. United Airlines to be responsible for all fit-up costs and responsible for their own security including fencing and enclosures. Seconded by Mr. Cain. Discussion. All were in favor.

Mr. Gutman made a motion that Louis Toulis pay the expenditure of \$750 to install a fence for the United Catering contract and that he be reimbursed by the Airport out of the percentage that is taken in from catering for the first month. Seconded by Mr. Cain. All were in favor.

Dick Corley requested, of Morton Bostock, a list of items that are left pending in regards to the Northern, Innotech and Business Air leases, so that he may take care of the same.

DESIGN DISCREPANCIES - GERRY D'AMICO:

Gerry reported that to date 156 change orders have been issued. He recognizes that in renovation work (old terminal) there will be design problems that can not be anticipated, but that in the design of new work all problems should have been foreseen. Gerry explained that there are two recent major problems. One of which is the free-stat location in the penthouse. It was designed in the wrong place and now shuts down all air-handling equipment and causes many problems. The other is the way that the USAir electrical system was designed. The Airport had a recent overload on this system which destroyed the USAir meter. Gerry recommends to the Commission that the Airport not pay for these design discrepancies. Discussion.

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JANUARY 29, 1987
PAGE THREE

Mr. Gutman made a motion to hold \$10,000 on HTA until successful completion of the terminal. Seconded by Mr. Cain. Discussion. Mr. Corley suggested that a letter be written to Wiemann-Lamphere or appropriate parties that the Commission will not pay for these items. Discussion.

Mr. Gutman made a motion that no further payments be made to Hoyle, Tanner & Associates, Wiemann-Lamphere, or Pizzagalli or any sub-contractors until all building problems have been successfully resolved and successful completion is subject to review by the Airport Engineer. Seconded by Mr. Corley. Discussion. All were in favor.

SOUTH HANGAR - GERALD D'AMICO:

Gerry D'Amico reported that the South Hangar is completed.

There being no further business, Mr. Corley made a motion to adjourn the meeting. The meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JANUARY 8, 1987
4:00 P.M.

PRESENT:

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

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

The meeting was called to order by the Chairman, Mr. Blanchard at 4:26 p.m.

MANAGERS REPORT:

Walt reported that the punch list was about 95% complete and that we also had the final FAA inspection on December 11. They were generally quite pleased with the way the project came together. LEASES: Walt and Joe McNeil are continuing work on all of the airport leases. Business Air and Warplanes are two that are near completion. Warplanes contract was signed on January 7, and is now in Joe's hand for final execution.

GENERAL REPORTS:

The airport took delivery of the SAAB friction tester the week before Christmas and operations and maintenance took part in a three day training course for operation and maintenance of the SAAB. Walt then reported that as of January 8 we have used 320 overtime winter operations hours which equaled about 19% of that budget category. The maintenance crew is on shift schedules which cover from 0430 to 2130 and the airport has hired additional snow removal help to cut down on overtime. The downside is that we are short handed on regular projects.

The Florida intern, Rollin Tebbetts started this week and has been trained in operations and will also be researching the janitorial concerns expressed by the tenants.

Walt and Gerry will be working together on planning for hangar space future requests, accomplishing most of it in house and hoping to use surplus funds from the AIP 04 - Terminal Plan Update for administrative costs.

MINUTES
JANUARY 8, 1987
PAGE TWO

Continental Airlines will be taking over People Express on February 1st and will include a new jetway, which is currently on its way to Burlington. All schedules and personnel will remain status quo and we should see the Continental airplanes in by the 1st. Continental properties personnel have also expressed a desire for air cargo activity at Burlington. Piedmont jetway was installed over the holidays and has now been in use for two days.

Questions were then directed to Walt from the Commissioners. Mr. Blanchard inquired whether or not the new intern student would be taking the place of our part-timer, Warren Waite and if he would be indeed taking over his week-end duties. Walt reported that Rollin would be taking over for Warren and that minimum maintenance and emptying of barrels would be performed.

Mike Cain inquired whether or not Walt felt comfortable with the new shifts for reduction of snow removal overtime. Walt again re-emphasized that there was insufficient manpower for daily projects, that this is not a final solution, but that we are still working on it.

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

- 1A. Restaurant Lease
- #6. Taxi Situation
- #7. Sweeper Repair
- #8. MBE/WBE Resolution

Seconded by Mr. Cain. All were in favor.

At this time Jeff Davis of Pizzagalli entered the meeting. Mr. Davis reported to the Commission that the punchlist was substantially complete and that there are some items that can not be complete until spring, but that funds will be held on that contractor. He also reported that Pizzagalli was still holding several checks on contractors until the completion of the punchlist. Jeff reported that 174 changes have been issued to date and all but six (6) have been approved. Jeff was then

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questioned about the roof problem. Jeff explained that although the drawings did not specify caulking the contractor did caulk and the problem now is of this leaking. Pizzagalli has looked at the problem and would like to bring in a professional caulker at a cost of no more than \$500.00. Huck questioned why the airport would have to pay for this item if the mistake was made by the architect. Discussion. Jeff's only explanation was that some items can not be drawn to perfection and that this falls in the natural margin of error. Discussion. Commission gave approval to proceed.

Mr. Gutman made a motion to accept the Minutes of December 4 and December 22, 1986 as presented. Seconded by Mr. Cain. All were in favor.

At this time, Mr. Blanchard turned the Chair over to Michael Cain in order that he may make a motion.

RESTAURANT LEASE:

Mr. Blanchard made a motion that the restaurant lease be extended by eighteen (18) months commencing on January 1, 1987 to June 30, 1988 and if at that time the restaurant is not out to bid, to extend the lease on a six month basis. Seconded by Mr. Gutman. All were in favor.

The Chair was at this time relinquished to Bob Blanchard.

TELEPHONE REPORT:

Mort Bostock reported that upon research and verification he has derived that we are paying for twelve (12) telephone lines, all of which are the airport responsibility. All of the lines are for direct communication lines to fire, police, and elevators, all justifiable lines. As for the long distance calls and bills, Mort stated that he was waiting for the new system so that calls can be traced.

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Mr. Gutman made a motion that J. Richard Corley take the Chair for the remainder of the meeting. Second by Mr. Cain. All were in favor.

ACCOUNTS RECEIVABLE:

The APCOA receivables of \$630,000 were questioned and Mort reported that APCOA would be mailing a check to the Airport on the 15th of January for \$547,000. Also reported that APCOA grossed 845,978 this calendar year. Dick suggested that the accounting office produce a revenue "track record" for negotiating purposes.

Others questioned were;

Piedmont - payment to be sent by the 15th.

Rent-a-Cars - only past due because of transitions from old to new lease.

Huck Gutman then questioned why penalties are not charged for those accounts past due. Discussion. Dick Corley stated that he feels that we must, first, establish a firm credit policy to inform and collect. He suggested that a letter be sent to all tenant indicating that "the following policies are in effect" indicating the policies. Dick pointed out that Lynda was to call Valley Air, as of last meeting, and discuss with them their past due account. Lynda reported that she did the same and that Valley Air is now current except for a discussion on whether they had access to their hangar during the month of October. Discussion. Lynda suggests that at this point Walt write a letter to Valley Air.

Montair was then questioned and Mort reported that they paid \$3,570 today, but that they were still were past due on \$4500. Discussion.

Bob Blanchard then questioned whether or not the airport is being charged finance charge for outstanding invoices. Mort responded that it is happening on a very rare occasion, due to the fact that we often do not receive invoices (misplaced) but that he does not pay any of the invoiced finance charges.

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Accounting will have a new credit policy available at the next meeting.

AUTOMATED TELLER MACHINES:

Walt reported that he had not received any further proposals for ATM's in the terminal. The Merchants Bank has proposed \$200 base rate per month plus \$.05 per transaction over 500 based on a three year lease. Discussion.

Mr. Gutman made a motion to empower Walt Houghton to negotiate a contract with Merchants Bank, for an ATM in the terminal, at a rate compatible with other airports and to allow placement under the north stairwell. Seconded by Mr. Cain. All were in favor.

SOUTH HANGAR ROOF:

Gerry D'Amico reported that he had talked with Messiers House Moving and received a quote on fixing the South Hangar roof. Messiers provided a cost of \$11,500.00 for a temporary fix, which could become its permanent fix. Discussion.

Mr. Cain made a motion to spend up to \$12,000.00 on the temporary/permanent solution of fixing the broken truss at the South Hangar. Seconded by Mr. Gutman. Discussion. All were in favor.

TAXI SITUATION - HUCK GUTMAN:

Huck Gutman reported that the airport has a continuing problem with customer complaints about taxi fares. He then listed the three different possibilities.

1. Set prices
2. Have each taxi driver be required to quote a price to each individual before entering taxi.
3. Install meters

Discussion. Mr. Blanchard reported that Joe McNeil has informed him that we are within our jurisdiction to enforce installation of meters in each cab. Discussion. The Chair appointed Huck Gutman to report on the cost of meters, the legality and comparisons.

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SWEEPER REPAIR:

Walt reported that we have a major problem/repair with our self-propelled sweeper. He would like to convert the sweeper to hydro statics at a cost estimate of \$5600/unit. Discussion. Walt reported that it must be rebuilt either way and that it was necessary to get it back in operation as soon as possible. Discussion.

Mr. Cain made a motion that Walt be authorized to spend up to \$15,000 on conversion of the self-propelled sweeper to hydro static. Seconded by Mr. Gutman. All were in favor.

Vehicle replacement schedule to be derived for this years' budget cycle.

MBE/WBE RESOLUTION:

Mr. Cain made a motion to accept the MBE/WBE resolution, as presented. Seconded by Mr. Blanchard. Discussion. All were in favor.

VT TRANSIT TICKET COUNTER:

Walt reported that Vermont Transit is requesting to be informed where they are to be permanently located. Discussion. The Commission to look over first floor area and make a decision.

Huck Gutman then questioned why there are still cars parked on the grass area, called Dawn Court. Walt reported that we are currently working with FAA to move them from the current employee parking lot to their own Flight Service lot. When this is accomplished, all tenant employees will be given parking cards for the lot and will therefore eliminate parking on the grass area. The Commission gave Walt thirty (30) days to resolve the problem.

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WARRANTS:

Mort reported that he had left the warrants at City Hall and suggested that he get them to the Commissioners first thing in the morning, let them review them, call if there are any questions, and to then sign off on their respective copies and return to the airport. Suggestion accepted as presented.

OPERATING STATEMENTS:

The point was made that the operating expense report shows only 44% of total budget, which is where we should be. Discussion.

Mr. Blanchard made a motion to accept the operating statements as presented. Seconded by Mr. Gutman. All were in favor.

Mr. Blanchard made a motion to enter into executive session to discuss contracts and leases. Seconded by Mr. Gutman. All were in favor.

The meeting resumed regular session at 7:00 p.m.

Mort Bostock reported that there is a problem with the airport police telephone bill. He reported that, last spring, because they would not give an account of their long distance phone calls, that the airport police lines would be isolated strictly for their use. Mort and Lynda verified that this was done. Later, airport police indicated that they would not be responsible for paying long distance calls as they did not have exclusive use. Upon verification, Mort and Lynda noted that this was the case. The line was somehow put back in to general use. Mort also reported that the police did decide to highlight and pay what they deemed to be their calls. However, Mort checked on the remaining calls. All of the calls checked were determined to belong to the airport police in some way (calls to state police, off duty officers, state's attorney, etc.). Discussion.

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Mr. Blanchard made a motion that the airport pay the base telephone rate and that the Burlington Police pay for all long distance calls. Seconded by Mr. Gutman. All were in favor.

Mort Bostock then reported that he has several invoices from Air Comfort amounting to over \$3600.00, which he had been holding. Per Commission request, he had been asked to bring these items to their attention before payment is made. Mort also reported that Walt and Gerry feel comfortable with payment.

Mr. Gutman made a motion to pay the Air Comfort bills. Seconded by Mr. Blanchard. All were in favor.

There being no further business, Mr. Blanchard made a motion to adjourn the meeting. Seconded by Mr. Cain. All were in favor. The meeting adjourned at 7:11 p.m.

The next meeting of the Board of Airport Commissioners will be a regular meeting to be held on Thursday, February 5, 1987.

Respectfully Submitted,

Tamara S. Larivee

Tamara S. Larivee
Clerk of the Board