

MINUTES
BOARD OF AIRPORT COMMISSIONERS
DECEMBER 28, 1988
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth Potts
Huck Gutman	Tamara Gagne
Michael Flaherty	John Hamilton
Michael Cain	
Nancy Sheahan	Ben Price
	Wayne Hogue

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

Mr. Blanchard explained that Mr. Gutman had returned to Burlington on vacation, was able to attend this meeting, and also serves in the capacity as Airport Commissioner, as the Burlington City Council has not appointed an alternate for Mr. Gutman.

Mr. Flaherty made a motion to enter executive session to discuss a contract, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 4:02 p.m. Mr. Price was excused from this discussion.

The meeting resumed regular session at 4:11 p.m. Mr. Price returned and Mr. Hogue of Innotech left at this time.

MINUTES OF DECEMBER 12, 1988:

Mr. Flaherty made a motion to approve the Minutes of December 12, 1988 as mailed. Seconded by Mr. Gutman. All were in favor.

MANAGER'S REPORT:

ETHYLENE GLYCOL RECOVERY SYSTEM:

The ethylene glycol recovery system was initiated on December 22, 1988 and is in full operation. There were several initial delays due to obtaining materials, digging frozen ground, weather and staffing. The first "mixture" was pumped to the South Burlington treatment plant on this day.

LONG TERM PARKING LOT:

Fencing is to be completed today, not including guard rail for separation of lots. The signs and parking equipment are to be installed tomorrow. The agreement amendment with Department of Public Works has been drafted. The Airport will receive eighty

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LONG TERM PARKING (CONT.)

percent (80%) of gross revenues derived from this lot and the Department of Public Works will receive twenty percent (20%) but no less than \$4100.00 per month.

PRESS CONFERENCE:

Ken has issued a press release regarding the new parking lot and the resolution of the ethylene glycol problem. A press conference is scheduled for Thursday, December 29, 1988 at 2:00 p.m.. Mr. Gutman suggested that the press be reminded prior to the conference to ensure their presence.

ENTRY VESTIBULES:

E.F. Wall & Associates have been contacted to install windscreens in front of the Airport entry vestibules. Materials have been ordered and work is scheduled to begin to weeks from January 1, 1989. The project completion will require approximately ten (10) days.

MASTER PLAN GRANT STATUS:

Ken reported that he was unable to receive an update on the grant status due to vacations in the FAA offices. He is expecting a phone call on December 29, 1988 with additional information. Discussion.

ACCOUNTING REPORT:

Mr. Potts reported that all items addressed in the airport audit management report have been corrected. Mr. Blanchard questioned whether the accounts receivable reports were included in these addressed items. Mr. Potts assured the Commission that next month's reports would accurately reflect past due balances and accurate past due time frame. Discussion. Software was purchased to modify the existing program.

SMOKING POLICY:

Notification of the Airport smoking policy was issued to the Airport tenants on November 21, 1988. The majority of the smoking signs were installed during the week of December 19, 1988. The designated entrance signs have not been installed due to the requirement of urns and stantions to hold and display the

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SMOKING POLICY (CONT.)

signs. Discussion. The Commission expressed their concern regarding additional cigarette burns in both the carpet and new enduro floor. Discussion. Placement of ashtrays in non-smoking areas leads to smoking around the ashtray instead of it being used for extinguishing only. Discussion. Mr. Blanchard suggested that an ashtray be placed at the foot of the escalators. It was also suggested that Mr. Potts include the Airport's new smoking policy in the press conference.

TAXI METER RATES:

The approval of the Airport taxi meter rates was delayed at the Board of Aldermen meeting of December 19, 1988 until January 9, 1989 due to questions. Mr. Potts, the Ground Transportation Officer, a representative from the Centrodyne meter company, and several taxi owners will attend the meeting of January 9 to address any and all of the Board's concerns. In order to meet the effective date of February 1, 1989, as previously expected, the the approved rates must be posted the following day.

NEW BUSINESS:

At this time, Mr. Ben Price introduced himself as the public relations representative of the Airport Tenants Association. He indicated that he has been called in by Mr. Doug Pierson of the A.T.A. to provide professional help to this organization with its dealings with the Airport. Although not an agenda item, Mr. Price was given permission to address the Commission regarding several concerns. Mr. Price indicated that Mrs. Lynn Charlier of Park and Travel has expressed that she has had and continues to have trouble and complaints with the Airport. A discussion ensued regarding the make-up of the Airport Tenants Association, as Park and Travel is not a tenant of the Airport but is a member of the association. Mr. Price explained that the A.T.A. represents anyone who does business with the Airport, including the Radisson and Sheraton Hotels who have recently joined. Discussion. Other parties whom Mr. Price represents in their complaints about the Airport are Thrifty Car Rental and Spillanes Service Center in regards to the Airport telephone board.

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NEW BUSINESS (CONT.)

Thrifty was arbitrarily taken off of the Airport phone board, not notified and the same action was taken with Spillanes this past week. Mr. Blanchard explained that airport signage was contracted with Interspace Advertising. The Airport Commission has an adopted policy that the phone board be used strictly for accommodations and if the above reference companies were on this board, then it was without the Airport Commission's approval and knowledge. As a follow up to recent questions, Mr. Potts took note of companies not authorized to be on the phone board and contacted Interspace. The responsibility of client contact is left with Interspace. Discussion. Mr. Price continued to emphasize that Mrs. Charlier of Park and Travel had a "long standing beef with the Airport and its members" that evolves around the phone board and her parking operation. Mr. Gutman initiated a lengthy discussion regarding a determination of the capacity in which Mr. Price appears on behalf of the aforementioned parties. Mr. Price indicated that he would act as reporter, advocate, and negotiator but would have no power to make final decisions for these parties. Discussion. As is airport procedure, the responsibility to hear and resolve tenant complaints and problems is that of the Director of Aviation. If satisfaction is not received then a request to appear on the Airport Commission agenda may be made through the Director of Aviation. The D.O.A. nor the Airport Commission have ever "closed the door" on any suggestions, complaints or concerns. Discussion. Mr. Price again reiterated that Ms. Charlier did not believe any of this to be true, as she spoke with him about some "pretty tough stuff" that she would be willing to swear to, including sarcasm from Mr. Cain at a particular meeting that she attended. Mr. Price indicated that he believes that Ms. Charlier would be satisfied if the Airport Commission would allow her to place her number on the phone board. Discussion. Mr. Gutman indicated that the Airport Commission acts as guardians of the public trust in operating a safe and efficient airport in the interest of the City of Burlington, its citizens, and the traveling public. The Airport Commission would be glad to have a presentation of reasons for altering decisions they make, but can not alter decisions based on special interest requests. Mr. Price was thanked for his time and left the meeting at this time.

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US POSTAL SERVICE REQUEST:

Mr. Potts indicated that the U.S. Postal Service has expressed their desire to rent the Montair building, upon the expiration of the current lease, for an air transfer office. The U.S.P.S was made aware of the availability of this building through conversation with Mr. Potts. USAir has previously expressed interest in this building as well, but unofficial word is that they will no longer pursue this option. Discussion. The U.S.P.S. is concerned about the safety and security of the mail as it is currently handled and would like to take advantage of the terminal facilities. Mr. Blanchard indicated that rental of the building to the Postal Service would not seem feasible as they would need access to the ramp and the Commission is currently requesting Montair to relocate so that the ramp may be utilized as an interim solution to the public parking. Discussion. Mr. Potts indicated that he is not recommending that the building be rented to the Postal Service but merely forwarding their request.

DYNAIR CFE SERVICES LEASE:

Mr. Potts explained that Dynair CFE Services is a ground handling company for Emery Air Freight and have been operating from the Airport since May, 1988. The proposed lease terms include rental of the entire "Building 890" of 2,346 square feet at \$8.00 per s.f.. Lessor obligations include providing water, gas, heat, light, electricity, telephone, snow removal, janitorial service, and prorated share of property taxes and casualty insurance. Discussion. Inquiries were made as to whether any other parties had expressed an interest in this building and by whose decision that it had been leased to Dynair CFE. Mr. Potts explained that Innotech, CF Airfreight, and parties from Boston expressed their interest. Mr. Potts approved rental to Dynair due that Emery Air Freight had renewal options on the building and had intentions of subletting to Dynair. Mr. Potts preferred renting directly to Dynair. Discussion. Mr. Blanchard questioned the actual application of a prorata of casualty insurance, as he had never been aware of such an obligation. Mr. Potts indicated that each tenant was indeed invoiced for such responsibility. The Commission requested a breakdown of amounts billed and to show receipts are reflected in monthly statements.

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DYNAIR/CFE SERVICES (CONT.)

Mr. Cain also inquired whether any area surrounding the building was included in the square footage. Mr. Potts reported that the square footage is for the building only, and that Dynair has indicated that they would ensure containment of all equipment within those boundaries. Discussion. All future leases to include rental of appropriate square footage for ingress/egress, parking of vehicles and equipment.

Mr. Flaherty made a motion to approve the rental of Building 890 to Dynair CFE Services until 05-31-89 of 2,346 s.f. at \$8.00/s.f.. Seconded by Mr. Gutman. Discussion. Mr. Cain did not feel that adequate information had been given in determining that Dynair was the appropriate candidate for rental. Discussion. Mr. Gutman indicated that he was aware of Ken's negotiations with Dynair during his tenure as Chairman and that it had made sense to proceed with rental to Dynair. Two affirmative votes cast in favor of the motion. Mr. Cain voted no. Motion passed.

AIR GUARD LEASE:

The Vermont Air National Guard has submitted a request to renew the land use agreement for an additional five year term at \$3600 per year. This agreement includes the snow removal and crash fire rescue agreements. Discussion.

Mr. Cain made a motion to approve the lease renewal with the Vermont Air National Guard for an additional five year term. Seconded by Mr. Flaherty. All were in favor. Mr. Gutman abstained. Motion passed.

LEASE & CONTRACT UPDATE - NANCY SHEAHAN:

Nancy Sheahan reported that she had sent a letter of default to Emery Air Freight for an unpaid account balance of \$9,000. The lease terms provide for a thirty day period for payment and even at that time the Commission has option of terminating the agreement. Nancy has drafted the amendment to the DPW parking contract, Business Air agreement, and the amendment to the Commencers agreement for extended hours through the winter

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LEASE & CONTRACT UPDATE (CONT.):

season. Discussion. A proposed letter to Brockway regarding the parking of Warplanes aircraft on their ramp was forwarded to Ken. The letter, however, has not been mailed because Ken has received a report that the aircraft has been moved and that it does not belong to Warplanes. Discussion. The Commission directed that Brockway be notified by the Director of Operations of this violation. If no action is taken by this method, then the letter is to be mailed on Friday.

The Airport firing range has caused recent discussion regarding potential liability. Nancy is exploring having each agency sign hold harmless agreements and/or contribute to making it a safer place. Discussion.

Mr. Gutman made a motion to enter executive session to discuss pending litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 5:40 p.m.

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

ENDURO RUBBER FLOOR:

Mr. Potts reported that Don Vac has expressed their apologies in the poor workmanship of the recently installed enduro floor. The replacement work has been scheduled for the second week of January. The invoice will be held for Board of Airport Commission approval.

TELEPHONE SERVICE:

Ken Potts reported that he has received several proposals from pay phone long distance services, such as AT&T and I.T.I.. A ballot is forthcoming requesting all agencies to choose a long distance service for public pay phones. Discussion. Mr. Cain recommended that the Airport continue its service with AT&T for the next six months and seek additional information and bids in the interim.

Mr. Cain made a motion that the Burlington Airport maintain its long distance public phone service with AT&T for the ensuing six months so that additional information may be obtained and bids for the long distance service received. Seconded by Mr. Gutman. All were in favor.

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ENERGY MANAGEMENT PROPOSAL:

Ken Potts reported that he has received a letter from Demand-side Services, Inc. proposing to review the Airport's past electric costs, determine cost savings opportunities and prepare final report of all determinations to the Airport. Discussion. The Commission directed that Ken should research the background of the services provided by this company such as receiving a list of clients served and the reputation of the work performed.

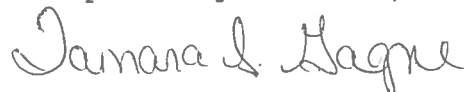
MISCELLANEOUS REPORTS:

SIGNAGE: The Commission expressed their concern about inadequate direction and signage regarding the smoking policy. Ken indicated that the signage was purchased and placed with the interest of keeping the airport from appearing "cluttered" with signage. Discussion. Commission suggested that the Director of Aviation request the assistance of all airport tenants in enforcement of the new smoking policy.

The next meeting of the Board of Airport Commissioners will be held on Tuesday, January 10, 1988.

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
DECEMBER 12, 1988
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth Potts
Michael Flaherty	Tamara Gagne
J. Richard Corley	John Hamilton
Michael Cain	Gerald D'Amico
Joseph McNeil	John Stewart
V. John Finster	Fred Solomon
Frank Donoghue	

The meeting was called to order by the Chairman, Mr. Blanchard at 4:04 p.m.

Mr. John Finster, new Airport Electrician was introduced to and welcomed by the Commission. Mr. Blanchard noted that Mr. Finster has already taken on many projects which the Airport had previously called in outside services.

In the interest of those present, Mr. Blanchard opened agenda items particular to their interest. Mr. Blanchard also indicated that this action in no way implies that the party must leave the meeting thereafter. All parties are invited and welcome to remain for the entire Commission meeting.

PROPOSED TAXI METER RATES:

Mr. Michael Flaherty reported that a public hearing for the presentation of recommended taxi meter rates was held on Thursday, December 8, 1988. All owners present at the hearing were seemingly agreeable to the proposed rates and left with information that the rates would be reviewed in six months. The proposed rates are as follows: \$2.00 drop fee for the first 1/6 mile, \$1.50/mile for the first ten miles, \$1.25/mile for 10+ miles, and \$18.00 tariff/hour, and the waiting time charge to be determined by individual companies. The charge per extra person is \$1.00 and the recommendation from the Committee is that there be no cab sharing except during peak Airport travel and with prior arrangement between traveling parties. The \$1.00 per extra person would only apply to 2-5 persons as it is recommended that over 6 persons rate be that of a charter, to be determined by individual van operators. Discussion.

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TAXI METER RATES (CONT.)

Mr. Corley made a motion to approve the taxi meter rates and conditions as presented. Seconded by Mr. Flaherty. Discussion. Mr. Solomon indicated that he felt that the rates were well thought of and the idea of creating uniformity is the real plus to this proposal. The approved rates will be taken to the Board of Aldermen for their December 19, 1988 meeting. The metered rates will become effective on February 1, 1989. All were in favor of approval.

MINUTES OF NOVEMBER 14, 1988 & NOVEMBER 28, 1988:

The minutes of November 14, 1988 and November 28, 1988 were reviewed. Minor corrections were made to terminology in Minutes of November 28, 1988.

Mr. Flaherty made a motion to approve the Minutes of November 14, 1988 as presented and of November 28, 1988 as amended. Seconded by Mr. Corley. All were in favor.

NOVEMBER WARRANT:

The November warrant was presented and reviewed.

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

OPERATING STATEMENTS:

The operating statements were presented and reviewed. The accounts receivable report is still inaccurate, as it does not reflect actual past due balances. Payments made are credited to outstanding balances rather than to the invoice to which they apply. John Stewart will be researching upgrade of current airport program and/or the City will also be creating a new program which John anticipates using for the Airport. The operating revenue and expense report was discussed. Ken to determine reasons for building and ground rental revenues in excess of budgeted figures. Mr. Potts reported that a letter of default for Emery Air Freight is being drafted. Emery Air Freight has a past due balance in excess of \$13,000 and has been contacted several times, including a certified letter.

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OPERATING STATEMENTS (CONT.)

Mr. Corley made a motion to approve the review of the operating statements as presented and discussed. Seconded by Mike Flaherty. All were in favor.

MCNEIL, MURRAY & SORRELL INVOICES:

The invoice for attorney's fees from McNeil, Murray & Sorrell was presented for review. A request for a breakdown of total to date expenses on major projects was made at the last meeting. Joe McNeil noted that this was not included in this particular invoice and will create report for next billing.

Mr. Corley made a motion to approve payment of the October 23, 1988 through November 22, 1988 invoice for McNeil, Murray & Sorrell. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

ETHYLENE GLYCOL RECOVERY SYSTEM:

Mr. Potts reported that final installation requirements were completed today for the ethylene glycol recovery system. A meeting with South Burlington is to be held in the upcoming week regarding coordination of treatment plant operation. Ken will also be contacting the State of Vermont regarding surface water permits and course of action taken. Discussion regarding the inaction taken by the State of Vermont in the Airports' request for assistance at the initiation of this project. The Commission directed that the press be notified regarding the completion of the glycol recovery system as a positive step towards a final resolve of the ethylene glycol problem.

AIP UPDATE:

A meeting was held on November 30, 1988 in Burlington Massachusetts with FAA sponsors. Discussed were the Airport Master Plan Update, entitlement funds, and status of all AIP programs. Entitlement funds for FY 1989 consist of \$1,589,567 and a \$236,291 carryover for a total of \$1,825,858. The following projects and costs are anticipated for FY 1989:

Oil/Water Separator (tentative allocation to be issued shortly) - \$1,000,000, Design and Environmental Assessment for the Access Road - \$100,000, Snow Removal Equipment - \$300,000, and Land

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AIP UPDATE (CONT.)

Acquisition at a cost not yet determined. Fiscal year 1990 anticipated projects are the Relocation of Taxiway Alpha - \$950,000, Taxiway G Construction - \$1,000,000, Construction of the Access Road - \$500,000, Third Maintenance Bay - \$100,000, Airfield Electrical Project - \$300,000 and Land Acquisition - \$1,000,000. Funding for Taxiway G Construction and Land Acquisition will be available through the Part 150 Noise Study. A final inspection for AIP-11 has been held, with few punch list items remaining, one of which will be completed in the spring on a letter of credit.

LONG TERM PARKING UPDATE:

Burlington Electric will install temporary lighting at a cost of \$107.00 per month, Engineer's Construction will begin work this week to place forms for the parking control equipment, the fencing contractor, F.R. Lafayette, will begin on December 19, 1988 at a cost of \$22,387.50, and the Department of Public Works is interviewing attendants for a January 2, 1989 opening. The signage plan is nearly complete for an order to be placed this week, and control equipment has been ordered and is expected before the end of the year.

TERMINAL AIR RETURN:

Hoyle, Tanner & Associates have been notified of the return air problem and are working towards a solution. Discussion. Mr. Potts reported that he has conveyed to HTA that the Airport Commission is not willing to pay for the correction to this apparent design error.

ENTRY VESTIBULES:

Bids for the entry vestibule wind curtains and doors were received by the Airport on December 8, 1988. A single bid by E.F. Wall was submitted of \$47,115.00, \$24,000 in excess of the Engineer's estimate. Discussion.

Mr. Corley made a motion to add to the agenda item #8 - Entry Vestibules, so that action may be taken on this item. Seconded by Mr. Cain. All were in favor.

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RENTAL CAR CONTRACTS & FENCING:

The Hertz and National Car Rental contract amendments were received on Friday, December 2, 1988 and are scheduled for final approval of the Board of Aldermen at their meeting of this evening. F.R. Lafayette fencing contractor completed installation of the required fencing in the new leased areas.

VALLEY AIR SERVICES - FRANK DONOGHUE:

Mr. Donoghue indicated that he is appearing before the Airport Commission to again request permission to place a sign in the vicinity of Charlie Taxiway to improve the exposure of Valley Air Services. Current Airport directional signage directs all air traffic towards the Innotech and Montair FBOs. Discussion. Mr. Potts had previously directed that research be made into the installation of a generic taxiway sign that would indicate that there are services available in the valley area. Mr. D'Amico presented the diagram of an illuminated taxiway sign that reads " --- FBO --- " to be placed at the intersections of Runway 15-33, Charlie and Alert Taxiways. The cost of the sign, including installation, is estimated at \$3,000. Discussion. Mr. Donoghue indicated that this would be a great improvement.

Mr. Corley made a motion to approve the purchase and installation of the illuminated taxiway sign as described above. Seconded by Mr. Cain. Discussion. All were in favor.

CAMPBELL & PARIS CONSULTANTS:

Mr. Gene Lucas and Mr. H.D. Campbell of Campbell & Paris Engineers entered the meeting to discuss the scope and schedule of the Airport Master Plan Update. Mr. Campbell initiated the discussion by emphasizing that the entire Master Plan Update would be based on information obtained from the Airport staff, Commission and advisory committee. Campbell & Paris will plan, at a minimum, a monthly meeting to receive input and report to the Commission. A schematic of events was presented indicating a start date for the first of January 1989, forecasting in February and March, and final reports in December, 1989. A meeting is to be held in the upcoming weeks to appoint a technical advisory committee. The TAC will consist of interested parties including tenant managers, neighbors, and outside officials. Discussion. The TAC is a requirement of FAA for federally assisted projects. Discussion.

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Mr. Flaherty made a motion to add to the agenda item #9 - Enduro Rubber Flooring. Seconded by Mr. Cain. All were in favor.

Mr. Cain made a motion to enter into executive session to discuss contractual negotiations and pending litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 5:15 p.m.

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

STANDARDIZATION OF LEASE RATES:

Mr. Cain inquired about the status of the standardization of lease rates with the understanding that direction had been given to the administrative assistant to categorize current leases. Mrs. Gagne responded that the categorization had been completed two meetings ago, but that at that meeting direction was given by Mr. Cain to not proceed further until he was able to meet with Joe McNeil. Discussion. A recollection of these facts was acknowledged and Mr. Cain and Joe McNeil will meet and have a recommendation of lease rates for the January 15, 1989 meeting.

Mr. Corley made a motion to accept the terms of the Innotech agreement regarding the southern boundaries of the Innotech lease. Seconded by Mr. Cain. All were in favor.

Mr. Corley made a motion to amend the existing Airport FBO ground rules and regulations to include, due to the congestion of aircraft in the Airport "alert area", that helicopters are restricted from hovering in the vicinity of the "alert area" and that any helicopter operations in this area must be towed from the landing area, as designated by Airport Management. Seconded by Mr. Cain. Discussion. This requirement to become effective immediately, and brought before Board of Aldermen at their next meeting. All were in favor.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM:

Mr. Corley made a motion to approve the 1988-1989 DBE program as presented. Seconded by Mr. Cain. All were in favor.

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PURCHASE APPROVAL:

A requisition for the purchase of airfield lighting was presented for approval. The purchase is a fourth year purchase of a five year plan for \$5400 and is a fully budgeted item.

Mr. Cain made a motion to approve the requisition order for the purchase of airfield lighting of \$5400. Seconded by Mr. Corley. All were in favor.

ENTRY VESTIBULES:

As earlier discussed the single bid received for this project was in excess of the estimate. Gerry D'Amico indicated that the two available options to remain within the estimated costs would be 1) to just do one vestibule or 2) just put in the wind screens. Discussion. Mr. Potts recommended that the wind screen installation be accomplished, leaving the option of completing the entire desing at a future time when funds would be available.

Mr. Corley made a motion to install wind screens in front of the Airport vestibule doors. Seconded by Mr. Flaherty. All were in favor.

ENDURO RUBBER FLOOR:

Mr. Blanchard expressed his concern regarding quality and appearance of installation of the enduro rubber floor. Discussion. The Commission directed that the invoice be brought before the Board prior to payment and acceptance of the enduro project.

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DYNAIR/CFE AIR FREIGHT LEASE:

Mr. Potts was questioned regarding approval of the lease between Dynair/CFE Air Freight and the Airport. This particular lease was reported as being forwarded to Dynair, although it has never approved by the Commission.

There being no further business, the meeting adjourned at 6:45 p.m.

The next meeting of the Airport Commission will be a special interim meeting on Wednesday, December 28, 1988.

Respectfully Submitted,

Tamara S. Gagne

Tamara S. Gagne

Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
NOVEMBER 28, 1988
4:00 P.M.

PRESENT:

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

Kenneth S. Potts
John Hamilton
Gerald D'Amico
Tamara Gagne
Richard Rothery, USAir

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

REGULAR REPORTS:

AIR STUDY - STATE OF VERMONT - KEN POTTS:

Mr. Potts reported that a letter had been received from Secretary of State, Susan Crampton in response to the questions posed at the last Airport Commission meeting. Ms. Crampton wrote that the State was unsure of action to be taken by MASSPORT in regards to the recent court decision, but that regardless of that action, "a need for the study would continue. The problem of congestion at major airports served by communities such as Burlington and Rutland will not cease to exist." Discussion. Mr. Cain expressed his objection to Burlington participation as this type of study should be accomplished by the State in the interest of the entire State transportation system. Discussion. Mr. Flaherty also expressed his concern in the value of a study completed at this time and elements of the study not usable until some future date. Discussion. Mr. Potts recommends that Burlington Airport agree to participate in the Study in some capacity as he feels that we will gain valuable information, and will be able to work step by step with the State. Discussion.

Mr. Cain made a motion to agree to participate in the Air Service Study with the State of Vermont and to commit funds of \$6,250.00. Seconded by Mr. Flaherty. All were in favor.

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JOHNSON CONTROLS - RETURN AIR PROBLEM:

Mr. Potts reported that Johnson Controls visited the Airport on November to study the return air problem. They have determined that the second floor return air system can not be easily reconnected. Mr. Potts has contacted Wiemann-Lamphere, who has indicated that they will provide a design to correct the problem and will be contacting him later this week with a cost estimate. Discussion. The Commission inquired justification behind the design as is. Mr. Potts responded that Wiemann-Lamphere was unable to provide any response for initial design error as the individual responsible no longer is employed by their firm. Discussion. Mr. Cain suggested that Mr. Potts request and prepare a written understanding for responsibility of design error prior to new design preparation or problem fix. Discussion. Hoyle, Tanner & Associates to be notified regarding return air system problem as they were the general contractor under terminal renovations project.

MASTER PLAN STATUS:

The Federal Aviation Administration, on November 18, 1988, gave final approval to the Master Plan scope of work and contracts. Application for federal funds is complete and will be hand carried this week. The total cost of this project is \$133,200 of which the FAA will participate with \$118,880, State with \$7,992.00 and Burlington Airport with \$5,328.00. The total cost includes Campbell & Paris contract cost of \$129,000 and Airport force account costs of \$4,200. Mr. Potts requested approval of the Campbell & Paris contract which has been thrice reviewed by legal counsel, and equally reviewed by the Engineer and Mr. Potts.

Mr. Flaherty made a motion to approve the Campbell & Paris contract for the Airport Master Plan study for a total project cost of \$133,200 to be distributed as described above. Seconded by Mr. Cain. All were in favor.

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ETHYLENE GLYCOL:

Mr. Potts reported that the pump station, including manhole, septic tank and sewer line are installed, and the pump motor will be connected this Wednesday. A completion of this project is expected by the end of this week. Discussion. The Commission directed Mr. Potts to coordinate appropriate press coverage for the fruition of a controversial problem. In regards to Commission direction from the previous meeting, Hoyle, Tanner & Associates have received correspondence indicating the Commissions' dissatisfaction on performance relating to this project. Hoyle, Tanner & Associates have requested to be on the December 12, 1988 agenda.

ENDURO RUBBER FLOORING:

The materials for the installation of the enduro rubber floor were expected to have arrived today. Don Vac, Inc., contractor for this project, is scheduled to begin work on the evening of November 30, 1988. Project is to be complete within five working days.

PARKING LOT:

Mr. Potts reported that striping of the lot is 95% complete, fencing design is also complete and has been forwarded to F.R. Lafayette for pricing estimates. Gerry D'Amico is coordinating lighting requirements with Burlington Electric Department, with an estimate at this time of approximately \$750 per month. The signs will be ordered as soon as rates are determined. Mr. Potts also reported that access control materials have been ordered, are expected to arrive at the end of December, and that he expects to open the new lot on January 2, 1988. Discussion. A press conference will also be held for the announcement of this opening. A lengthy discussion then ensued regarding rates and determination of "long" term. Included in this discussion were three and five day long term determinations, using new lot as overflow (all rates to be the same for both lots), and various proposed rates.

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Mr. Corley made a motion that the new lot operate on the basis of a long term lot with the "long term" determination of five or more days with the following rates: 0-5 days \$6.00/day and 5+ days \$4.25/day. The motion also includes changes to the existing lot rates as follows: 0-5 days \$4.50/day, 5-10 days \$6.00/day, and 10+ days \$7.50/day. Seconded by Mr. Cain. Discussion. Mr. Blanchard indicated that the changes to the existing lot rates would require Board of Aldermen approval, resolution and contract change. The long term sign for new lot will post rates. All were in favor.

TAXI METER MEETING:

Mr. Flaherty reported that a meeting regarding taxi meter rates was held between Mr. Potts, himself, the Ground Transportation Officer and several of the cab owners on November 23, 1988. Rates were discussed and generally agreed upon. A public hearing is scheduled for Thursday, December 8, 1988 at 7:00 p.m. Thereafter the established rates will require Board of Alderman approval, publication and twenty-one day notice. A full report and recommendation of rates to be presented at the next Board meeting.

LEASE STATUS - HERTZ/NATIONAL:

Mr. Blanchard indicated that he had discovered that the Hertz and National Car Rental operations had been forwarded lease amendments for their option area on July 1 of this year, and that these had not yet been returned. Upon discussion with local managers of these companies, Mr. Blanchard was told that their leases had not been returned due that the Airport had not installed fencing as requested. Further research into this matter revealed that the fence is not a condition of the lease and therefore not a condition of its return. Both agencies are and have been using the property for some time. Mr. Potts was directed to write letters to these agencies requesting a return of leases by the end of this week and to begin towing of vehicles from unleased land beginning Monday December 5.

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PROPOSED MEETING REGARDING COUNTER SPACE ALLOCATION:

Mr. Blanchard has attempted to finalize a meeting date with Mr. Harry Portz of USAir to discuss USAir and Piedmont merger plans as it relates to Burlington Airport. Mr. Portz is currently out of town and a meeting has not yet been coordinated. Mr. Richard Rothery of USAir reported that USAir hoped to present counter space and jetway proposal and plans to the Commission in the near future.

STATUS FY 1990 ENTITLEMENT FUNDS & PROJECTS:

Mr. Potts reported that the following projects were anticipated for the FY 1989 capital project and funding year:

- Drainage & Oil Water Separator
- Perimeter Road
- Land Acquisition
- Snow Removal Equipment
- Electrical Improvements

Discussion. Mr. Cain inquired at what period of time should the Airport be looking at 1990 projects. Mr. Potts reported that the present was the appropriate time. Mr. Cain requested that a list of projects be presented to the Commission at the next meeting for the 1989 and 1990 grant year.

FEDERAL EXPRESS SIGN:

Mr. Potts reported that Federal Express has requested permission to install two lighted 2 1/2' x 22' signs on the north and east side of their building and that he recommends approval. Discussion. Mr. Cain questioned the reasoning behind denial of a sign for Valley Air and recommended permission for Federal Express. Mr. Potts explained that there is continued research into assisting Valley Air in regards to their sign, but that their request was to place the sign on Charlie Taxiway, whereas Federal Express' request is to place signs on their building, much like Innotech, Montair, and other tenants of the Airport. Discussion.

Mr. Flaherty made a motion to approve the request of Federal Express to place two lighted 2 1/2' x 22' signs on their building. Seconded by Mr. Corley. All were in favor.

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Mr. Blanchard then questioned the status of the following items: Small claims case, inventory assignment, and miscellaneous aircraft at Valley Air and Warplanes parked on unleased land. The small claims case regarding taxi license transfer was lost, due to interpretation of the Taxi Rules & Regulations as written. Ken Potts is in the process of re-organizing and rewriting these regulations. Mr. Blanchard indicated that the inventory assignment of I.D. tags was reported some time ago but he is aware that it is not yet complete. Mr. Blanchard recommended that the remaining items, such as restaurant and accounting equipment (computers located downtown) be completed as soon as possible. Mr. Blanchard also noted that he has seen various aircraft tied down in areas obviously not leased in the Valley Air and Warplanes leased vicinity. A Warplanes aircraft is currently parked in the middle of the drive, and Mr. Blanchard directed that these situations be immediately addressed.

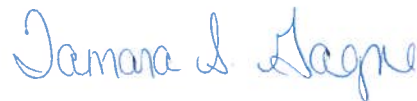
LEASE & CONTRACT UPDATE - JOE MCNEIL:

Mr. Corley made a motion to enter executive session to discuss contract and leases, pending litigation, and personnel matters, the premature disclosure of which would put the Airport at a substantial disadvantage. Members of the Board, Joe McNeil, and the administrative staff remained for the executive session. Seconded by Mr. Flaherty. The meeting entered executive session at 5:50 p.m.

The meeting resumed regular session at 7:10 p.m.

There being no further business, the meeting adjourned at 7:10 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
NOVEMBER 14, 1988
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Michael Flaherty
Michael Cain
J. Richard Corley
Nancy Sheahan

Kenneth S. Potts
Tamara Gagne
John Hamilton
Gerald D'Amico

The meeting was called to order by the Chairman, Mr. Blanchard at 4:07 p.m..

MINUTES OF OCTOBER 11, 1988 & OCTOBER 24, 1988:

The minutes of October 11 & 24, 1988 were reviewed. Mr. Flaherty made a motion to approve the minutes of both meetings as presented. Seconded by Mr. Cain. All were in favor.

OCTOBER WARRANT:

The October warrant was presented and reviewed. A coding error (0545 - Rubbish Removal) was noted, which will be corrected for next month. Discussion.

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

OPERATING STATEMENTS:

Mr. Blanchard questioned the status of the Emery Air Freight account balance, which had also been questioned last month. Mr. Potts indicated that Emery Air Freight had been sent a letter requesting payment and copies of all outstanding invoices. Upon receipt of this months' report, Mr. Potts again contacted Emery via phone. Mr. Michael Bartley of Emery responded that he had not received either of the letters that have been sent by the Airport. Mr. Potts reported that he has directed that copies again be forwarded, certified mail, and that the letter state that if payment is not received within ten working days a letter of default will be forwarded. Mr. Cain inquired about several items on the operating expense report which reflect greater than 33 percent spent to year to date. All questions were satisfactorily answered.

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

MCNEIL, MURRAY & SORRELL INVOICE:

The McNeil, Murray & Sorrell invoice for September - October was presented and reviewed. Mr. Blanchard requested that the Commission be provided with a total to date cost for the ongoing court cases, COB vs Northern Airways and COB vs Winooski.

Mr. Flaherty made a motion to approve the review and payment of the McNeil, Murray & Sorrell invoice for September - October as presented. Seconded by Mr. Cain. All were in favor.

SCOTT PRIMINO - HERTZ CORPORATION:

Mr. Scott Primino, Manager of the Hertz Corporation, Burlington division, entered the meeting to introduce himself to the Airport Commission. Mr. Primino complimented the Airport Management staff for their outstanding cooperation and assistance and commented that the Burlington Airport has been one of the more pleasant Airports at which to work. Mr. Blanchard extended words of welcome to Mr. Primino and also issued a friendly reminder that their lease amendment, for additional land adjacent to their car wash facility, is still outstanding. Mr. Primino will follow up.

GROUND TRANSPORTATION BOOTH EXTENDED HOURS:

Mr. Potts reported that the airlines have modified winter schedules which results in 15 arrivals between the hours of 8:05 10:50 p.m., six of these aircraft being DC-9's, 727's, and 737's. Ken recommends that the ground transportation booth hours be modified such that the attendants remain until 11:00 p.m. Sunday through Friday, beginning November 27 until April 29, 1989. Normal Saturday hours would be 10:00 a.m. to 6:00 p.m., to be modified when traffic demands warrant. The contract agreement would be modified to reflect the additional hours at an hourly

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rate of \$7.55. The modification would also indicate that the above referenced schedule is based on current traffic demands, to be determined by Ground Transportation and the Director of Aviation. The total cost for this change would be approximately \$1350.00, available in the budget under "Other Contractual Services". Discussion.

Mr. Flaherty made a motion to approve the modified schedule of the Ground Transportation Booth as recommended by the Airport Manager. Seconded by Mr. Cain. All were in favor.

REQUEST FOR DESIGNATED SMOKING AREAS:

Mr. Potts reported that based on a request from several tenants and passengers alike, the Airport has been working with the VT Lung Association to make and appropriately sign designated smoking areas. Ken recommends that the designated smoking areas be the mezzanine and Gate 5 (to consider handicap access) and that each tenant will be allowed to designate their own areas within their leased spaces. The following are actions to be taken to accomplish designation and appropriate signage.

1. Place ashtrays and signage at each entrance.
2. Signs at non-designated and designated areas.
3. Remove ash trays in non-smoking areas.
4. Notify tenants & employees of policies and areas.
5. Display floor plans depicting smoking areas.
6. Instruct personnel on enforcement.

Discussion. The cost of appropriate signage is estimated at \$700. Enforcement will be accomplished by mutual tenant and employee assistance in informing the public about the designated smoking areas. Discussion.

Mr. Flaherty made a motion to approve the recommendation of the Airport Manager regarding designation of smoking areas and signage procedures, but requested a review of the program in six months. Seconded by Mr. Cain. All were in favor.

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Mr. Cain made a motion to amend the agenda to include items #8 - I.T.S., #9 - Airport Sign, and 1c. - Allied Freight Systems. Seconded by Mr. Flaherty. All were in favor.

ETHYLENE GLYCOL PROCESS:

On November 10, 1988 the City of South Burlington received informal bids on the construction work required to install a pump and appropriate piping materials to intercept and pump the airport deicing fluids. The bids ranged from \$11,256.00 from Engineer's Construction to \$60,500 from R.J. Colton. Both pumping station and pipe materials have been ordered, the cost of which is not included in the above referenced bids. Discussion. Preliminary plans were received today from Hoyle, Tanner & Associates for pumping station design. Discussion. Mr. Blanchard expressed his concern and total disappointment in the performance of HTA regarding this particular problem and requested that Ken convey the feeling of the Commission to HTA. Discussion. Ken also reported that the concept of the ethylene glycol solution will be presented to the Board of Finance this evening to receive approval of fund allocation. Ken has indicated that the funds will be available in the capital improvement budget by delaying the removal of the South Hangar at \$69,000 and \$23,000 in grounds maintenance budget that was accomplished last fiscal year. Discussion.

Mr. Flaherty made a motion to award the construction work contract to Engineer's Construction for \$11,256.00 and to approve proceeding with the entire process at the following maximum costs: \$30,000 for construction (materials & labor), \$10,000 for engineering costs, and \$60,000 for treatment. Construction will begin as soon as possible with a completion date of December 1, 1988. Seconded by Mr. Cain. Discussion. All were in favor.

MANAGER'S REPORT:

ENDURO RUBBER FLOOR - Contracts have been signed by Don-Vac, Inc. and materials ordered. Due to lead time for receiving maroon border, installation will be done the first week after Thanksgiving. Discussion. Mr. Blanchard expressed his concern that the floor was not already installed and questioned the delay

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due that the Airport Commission gave full approval at their meeting of October 11, 1988. Mr. Potts responded that there were delays in determining whether the expense needed Finance Board approval and in contract signing. Discussion. The Commission direction was that upon Commission approval all items should receive expeditious and immediate handling.

VAOT AIR SERVICE STUDY - PHASE II - The Agency of Transportation has developed a scope of work which includes looking at the future and current demands for air travel in assessment of alternatives mode, impact of congestion of hub airports to and from Vermont, the relationship of airport access to economics of the state and community, and assessment of EAS program for Rutland and Montpelier. The cost estimate is \$70,000. FAA will pay \$45,000 and the State proposes that the Airport and the State split the remaining \$25,000. Discussion. Mr. Blanchard reported that Phase I had recently been overruled and questioned the affect the ruling will have on implementation of Phase II. Discussion. Mr. Potts reported that Massport is anticipating implementation of Phase II in the spring. Discussion. Mr. Flaherty made a motion to table this discussion until Mr. Potts has contacted State officials and determined what action Massport will continue in light of the recent decision.

TERMINAL AIR RETURN - Both Wiemann-Lamphere and Johnson Controls have been contacted regarding the lack of return air on the second floor of the terminal. Upon initial investigation, Johnson Controls has reported that the terminal expansion cut off the return air system to the second floor. Frank Mares of WLA reported that the second floor design was never addressed in terminal expansion and that the current system is a "drift return system" which usually works well in large open areas but not so in small offices. Discussion. Ken was directed to meet with Johnson Controls and determine the exact problem and the costs involved to fix it to be brought before the Board at their next meeting.

AIP UPDATE - AIP-09 - most punch list items are complete - seeding and joint repairs are the outstanding items - Pike Industries will be issuing a letter of credit for the seeding so that the project can be closed out. AIP-10 - A technical advisory committee meeting was held on November 3, 1988. The next phase is for land use scheduled for December. The Noise study will be complete in this calendar year. AIP-11 - Apron Reconstruction is complete and is one month ahead of schedule.

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Final figures nor final inspection have yet been completed. AIP-12 - final revisions to the Master Plan Update contract have been completed this week. Air photography proceedings have been approved by the FAA and will commence as soon as possible. Discussion. The Commission expressed their concern with the delays in receiving the grant for the Master Plan and subsequent delays in completion of the Plan. Discussion. Mr. Corley suggested that if the grant is not approved by the next Commission meeting that a delegation of Commissioners and management be sent to FAA. AIP-13 - both fence and emergency generator contracts under this AIP have been signed. Emergency Generator work to begin next week.

TAXI METERS - The ordinance requiring taxi meters in all taxicabs servicing the Airport was passed last month to become effective on November 19, 1988. Ken has already had meetings with a representative from the meter manufacturer and the Ground Transportation Officer. He wishes to also hold a meeting for the cab companies' owners to discuss various rates prior to the required public hearing. Discussion. Mr. Flaherty was appointed as the subcommittee chairman for the meter public hearing.

TOWER CLOSING - Ken reported that Mark Birch, FAA Burlington Tower Chief has requested comments regarding their desire to close the airport between the hours of 12 midnight and 6:00 a.m.. Ken indicated that the Airport would strongly consider opposition to this request based on the factors of cost, noise abatement, and safety. Comments are due by November 22, 1988. Discussion. The Commission directed that Airport Management take a very strong opposition to this proposal.

SALE OF MISCELLANEOUS ITEMS - The Airport advertised, opened bids and sold miscellaneous (junk) items no longer needed by the Airport. Bids received totaled \$1295.00, and items not sold or picked up will be brought to the landfill.

WIND CURTAINS - Gerry presented a design for installation of an encased area in front of the terminal entrance ways to minimize/prevent cold air access to the ticket counters. The project will involve installation of 4' sliding doors and modified handicap access. This project is currently budgeted at \$23,000. Discussion. Gerry directed to put the items out to bid and report to the Commission with costs prior to proceeding.

MEETINGS - Ken met with City officials to submit preliminary budget figures for FY '90.

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LEASE & CONTRACT UPDATE - NANCY SHEAHAN:

Nancy reported that Heli-Flights' attorney has indicated his approval of the lease terms and will be recommending signature to his client. Mike Cain also reported that notice has been given to his tenant that unapproved subleasing is in violation of the terms of the Hangar Condo lease with the Airport. Joe McNeil will be scheduling a meeting with Innotech Aviation regarding the South Hangar. Joe has not received a response from Steve Crampton regarding the GBIC/Cynosure lease. Nancy also indicated that Joe had received a request from Tad Powers, attorney for Warplanes, to change the 10 day insurance provision to 30 days. Joe has recommended that the Airport not change. Discussion ensued regarding the delays in getting this contract finalized. Discussion. Nancy has drafted the DPW extension agreement, a blanket franchise agreement and an amendment to the Airborne lease to incorporate responsibility for landing fees. Allied Air Freight had forwarded a letter from their banking authority requesting the Airport to sign for consent to assignment. Nancy responded that the Airport would not be interested.

Mr. Cain made a motion to enter executive session to discuss contracts and pending litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 6:25 p.m.

The meeting resumed regular session at 6:45 p.m.

Mr. Corley made a motion to proceed with requesting party status in the Act 250 process regarding the proposed Belter Subdivision in both the area of noise concerns and access through Airport property (Air Guard Road). Seconded by Mr. Cain. Mr. Flaherty abstained from voting. Motion passed.

Mr. Corley made a motion to enter executive session to discuss contract negotiations, 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 6:46 p.m.

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The meeting resumed regular session at 7:10 p.m.

CHAMBER OF COMMERCE:

Mr. Blanchard reported that the Community & Economic Development Office of the City of Burlington, on behalf of the Chamber of Commerce has requested that the Burlington International Airport appropriate \$12,500 to the Chamber Convention Bureau to further its operation of attracting business travelers, tourists, and conventioners to the Greater Burlington area. Discussion.

Mr. Corley made a motion that although it is a very worthy project, it is not in the best interest of managing the Airport at this time to appropriate the \$12,500. Seconded by Mr. Cain. All were in favor.

I.T.S.:

The Airport Commission, via Mr. Blanchard has been receiving complaints regarding inadequate service recently received by the International Total Services sky cap and luggage check-in. Mr. Potts has spoken with Mr. Rothery of USAir who indicated that they intend to hire a "runner" to bring bags between the check in area to the counter so that the curb will be manned at all times. The major problem at this time, however, is the labor market and maintaining a full staff.

AIRPORT SIGN:

Mike Cain indicated his concern regarding the condition and appearance of the Airport sign located on the corner of Airport Drive and Williston Road. Mr. Blanchard indicated that he believed this to be State of Vermont responsibility and that he would follow up.

MONTAIR PARKING LOT:

Mr. Blanchard reported that he has had several discussions with the Airport staff on the status, costs and procedures involved in developing the overflow and long term public parking lot, and

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stated that the Commission's desires in creating such a lot are not to "make money" but rather to satisfy the needs of the traveling public. Ken reported that striping of the lot will be done as soon as possible by Scotts Striping. Lighting, fencing and signage will follow immediately after January 1, 1989. The instruction from the Commission is to have all of the aforementioned items completed prior to January 1, 1988 so that lot utilization may begin on January 1, 1988. Total project cost is estimated at \$100,000 which would include operating machine purchases. Mr. Potts initiated explanation of lot operation sparking a lengthy discussion regarding equipment to be used. Mr. Potts had been directed to determine availability and costs of a credit card or pre-cashier system. He was able to determine that a credit card machine is not available in the U.S. and a pre-cashier system is available at an approximate cost of \$50-60,000. Discussion. Mr. Corley expressed that it would be in the best business interest of the Airport to install a manned booth. Discussion. Ken was directed to plan the operation of the lot with the installation of a booth, register, and cashier. The offer to run the parking lot would be extended to the Department of Public Works on the same terms as the six month extension currently used.

Mr. Corley made a motion to approve the payment and advance vouchering of payment #8 to F.W. Whitcomb Corp. for AIP-11 in the amount of \$146090.73. Seconded by Mr. Cain. All were in favor.

There being no further business, Mr. Corley made a motion to adjourn. The meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Tamara S. Gagne

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
OCTOBER 24, 1988
4:00 P.M.

PRESENT:

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

Kenneth Potts
Tamara Gagne
Gerald D'Amico
Michael Donoghue

The meeting was called to order by the Chairman, Mr. Blanchard at 4:01 p.m.

ETHYLENE GLYCOL - MIKE FLAHERTY, BILL SZYMANSKI, KEN POTTS:

Mike Flaherty reported that he, Bill Szymanski, Ken Potts and Hoyle, Tanner & Associates met regarding alternatives to the ethylene glycol drainage problems, as directed from last meeting. They have determined that South Burlington and/or Burlington Water Treatment plants can handle and will accommodate storage and treatment of the ethylene glycol. Mr. Flaherty reported that the costs for such treatment at a 24 hour use for 150 days (maximum use) is \$400 per day equal to \$60,000, the same cost estimated by Burlington. The other issue examined was that of transporting the fluids from the Airport to the South Burlington plant. Mr. Potts researched the possibility of trucking with costs estimated at \$50-60,000 for this procedure. Mr. Szymanski suggested installation of a plastic pipe between the two facilities. The cost of a 2" plastic pipe, installed is \$2.35 per square foot equating to a total of \$10-15,000. Carl Tortolano of HTA indicated that the pipe installation and pumping procedures would be the most feasible method of capture and transportation. Discussion. HTA would design a pumping station to be installed in the ramp catch basin to pump ethylene glycol and precipitation mixture to a holding tank at the South Burlington treatment station. Due to the quantities of precipitation flowing into the catch basin, the pump system would have to be manually activated only during times of de-icing operations. Discussion. Mr. Blanchard inquired of Mr. Potts whether the Operations department would have the availability of operating such a system. Mr. Potts reported that he believed that it could be worked in to their current schedule. Discussion.

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Mr. Flaherty made a motion to pursue the temporary solution to the ethylene glycol problem by treating the discharge at the South Burlington Water Treatment facilities at a maximum of \$400 per day (full capacity use), for a one year period, and installing a 2" plastic pipe and pumping station at a total project cost not to exceed \$80,000. Seconded by Mr. Corley. All were in favor.

MANAGER'S REPORT:

EMPLOYEE PARKING - Mr. Potts, as directed by the Board, met with all tenant managers regarding the lack of adequate employee parking. With the "spirit of cooperation" attitude, Mr. Potts will continue to meet and work with the tenants until a solution is found. Mr. Potts will make periodic reports, recommendations, and requests of the Airport Commission relative to this matter.

MASTER PLAN UPDATE - Ken met with Campbell & Paris on October 20, 1988. A conference call with FAA officials is scheduled this week to finalize all contract changes so that grant application can be made. The time frame for grant approval and Master Plan completion is approximately eight months. Upon approval to proceed with the Master Plan, Campbell & Paris will make bi-monthly appearances and reports to the Airport Manager and/or the Airport Commission regarding "task" status. The contract reads and the understanding is such that Campbell & Paris will be working closely with the Airport Commission to determine contents of Master Plan as opposed to creation of the plan by the Consultants.

FINANCE BOARD approval has been received on the ethylene glycol invoice from Hoyle, Tanner & Associates of \$14,000.

REGULAR REPORTS:

MONTAIR PARKING LOT:

Gerry D'Amico and Ken Potts presented a parking plan for both employee and public parking for the combination of the current employee and new Montair property lot. The parking plan depicts a north-south parking configuration consisting of 137 pay spaces

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MONTAIR (CONT.)

and 98 employee parking spaces. The public lot is advantaged by proximity to the terminal and 16 spaces are gained in the employee lot. Discussion. Various options for operation, control and type of parking allowed for the public spaces are currently being researched by Mr. Potts in conjunction with the Department of Public Works. These options will be presented at the next Airport Commission meeting. Mr. Blanchard indicated that it would be appropriate that fence relocation and striping be accomplished prior to winter. Mr. Potts was directed to contact Montair and work out agreement to take Airport's portion of the ramp in order to accomplish a parking lot change not feasible on January 1 due to winter complications. Discussion. Gerry D'Amico estimated costs for change over, including lighting, fencing, striping and some type of operational control to be \$60-100,000. Discussion.

Mr. Corley made a motion to approve the design of the parking plans as presented and that efforts should be made to accomplish lot striping and fence relocation as soon as possible. Seconded by Mr. Cain. Discussion. All were in favor.

Mr. Flaherty made a motion to enter executive session to discuss contract negotiations and personnel matters, the premature disclosure of which would put the Airport at a substantial disadvantage, excluding all but the Airport Commission. Seconded by Mr. Cain. The meeting entered executive session at 4:58 p.m.

The meeting resumed regular session at 5:50 p.m.

MCNEIL, MURRAY & SORRELL INVOICE:

Mr. Blanchard reported that each month the Commission would be receiving a copy of the attorney's invoice, detailed, for their review. The invoice for the period of August 23, 1988 through September 22, 1988 was presented, reviewed and accepted.

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NORTHLAND JANITORIAL CONTRACT:

According to award and contract stipulation, the Airport Commission requested a three month review of the services provided by the contractor. Mr. Potts reported that the services of Northland Janitorial have been greatly improved and that all problems presented to the contractor are immediately addressed. Mr. Blanchard also acknowledged that the terminal appearance has improved. Enduro rubber flooring will be installed prior to winter and replacement of carpets on mezzanine and baggage claim will take place in the spring.

CHANGE ORDER #1 - AIP-11:

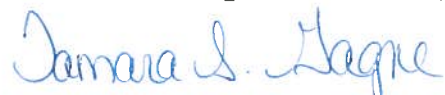
Mr. Potts reported that the Airport ceiling light, used by the National Weather Service, was to be relocated from the fuel farm to the electrical vault, including running a new line, at a total cost of \$3,697.80, to be included under AIP-11.

Mr. Cain made a motion to approve Change Order #1 to AIP-11 for relocation of the Airport ceiling light and related items from the fuel farm to the electrical vault at a total cost of \$3,697.80. Seconded by Mr. Flaherty. All were in favor.

The next meetings of the Airport Commission will be on November 14, 1988, November 28, 1988 and December 12, 1988.

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

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
OCTOBER 11, 1988
4:00 P.M.

PRESENT:

Huck Gutman, Chairman
M. Robert Blanchard
Michael Flaherty
Michael Cain
Joe McNeil

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

The meeting was called to order by the Chairman, Mr. Gutman at 4:02 p.m.

MINUTES:

The minutes of September 13, 1988 and September 27, 1988 were presented for approval. Mr. Gutman questioned the validity of the September 27, 1988 minutes relating to fencing bids, where the clerk had indicated that S.T. Paving had neglected to submit the required DBE assurances. Mr. Potts reported that this was in fact the case.

Mr. Blanchard made a motion to approve the Minutes of September 13, 1988 and September 27, 1988 as presented. Seconded by Mr. Flaherty. All were in favor.

SEPTEMBER WARRANT:

Items listed under capital improvement '1399' code were explained as equipment purchases and invoices for the back stairwell renovation project. Mr. Blanchard indicated that these, as well as ANY capital improvement expenditure, must be brought before the Board of Finance prior to purchase. Mr. Blanchard then requested copies of the attorney's invoices with each month's statements.

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

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OPERATING STATEMENTS:

Mr. Blanchard inquired as to the status of Emery Air Freight outstanding balance. Mrs. Gagne explained that the letter sent last month was never received, and that she was awaiting additional back up information from the treasurer's office and would proceed to contact the appropriate parties. Mr. Blanchard then expressed his concern in the accuracy of the trial balance report. The report, as currently designed, applies received payments to the most outstanding balance of each account, rather than to the applicable invoice. John Stewart was directed to review possibility of changing the report. The miscellaneous revenue report was then discussed. Mr. Blanchard requested a detail of AIP revenues be also included in this report. Huck Gutman requested that Ken Potts research possibilities of alternate public phone systems in the interest of substantial revenue gain. Discussion.

Mr. Blanchard made a motion to approve the review of the operating statements. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

JENNISON ENGINEERING CONTRACT - Signed contracts have been returned to the office for signature and the project is expected to be complete by November 15, 1988.

AIP PROJECTS - Final inspection of AIP-09 was held on Thursday, October 6, 1988. There are still painting and slurry seal items outstanding, to be completed in the upcoming week. Phase III of AIP-11 is currently in process to be completed by the end of this week. Paving will begin next week with a project completion time of mid November, approximately one month ahead of schedule. A guarantee for concrete patching was received from S.T. Griswold and reviewed and approved by Joe McNeil. An escrow account of \$2500 for 20 years has been established for this guarantee.

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Based on Mr. Gutman's report of last meeting that he would be leaving the Commission for a nine month period of time, the floor was opened for nominations for appointment of a temporary Chairman. Mr. Flaherty nominated Mr. Blanchard for this position. Seconded by Mr. Cain. Mr. Blanchard indicated acceptance of the nomination. No further nominations were made. Mr. Cain motioned to close the nominations. A vote was cast by the secretary.

Mr. Blanchard then expressed his gratitude for the time and effort exerted by Mr. Gutman during his tenure as Chairman and wished him luck in his new challenges.

AIRLINE MANAGER'S ASSOCIATION:

Blake Schultz, Continental and Linda Wise, Piedmont entered the meeting to present themselves to the Board of Airport Commissioners. Mr. Schultz explained that the Airline Manager's Association was formed to work with the Airport Commission and further enhance the communications between Airport management, Airport Commission and airline tenants. Their first concern is that of inadequate employee parking. Mr. Schultz explained that during the hours of 12 noon - 3 p.m. weekdays airport tenants require 113 parking spaces in a lot that currently provides 86 spots. Employees currently attempt utilization of the Innotech overflow lot. The problems indicated with use of this lot were 1) distance from terminal and upcoming inclement weather conditions, 2) no sidewalks or lighting, and 3) security - second shift supervisors are often required to make evening deposits and for them to walk from the terminal to the Innotech lot creates a security problem. Discussion. Mr. Schultz proposed the following solutions:

- 1) create a motorcycle parking area able to accommodate 4-5 bikes, rather than each of these taking valuable vehicle spaces.
- 2) suggests that the Innotech ground handling crew - under contract with Continental - utilize their own parking facility at Innotech. Discussion.
- 3) turn the 15 minute public parking over to managers, which would also create additional revenues by moving the public into the pay lot.
- 4) find alternate parking for the police dept.
- 5) extend the parking lot into the lawn area west of existing lot (Montair grass area).

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Discussion. Mr. Gutman indicated that the 15 minute and lot extension solutions were not viable. South Burlington would object to use of "green" area for auto parking and the 15 minute zone was created specifically for the convenience of the traveling public. Discussion. Mr. Gutman also informed Mr. Schultz that the Airport had made a decision to take over a portion of the Montair ramp to create additional public parking, but that perhaps a solution could be derived for employee parking in this area. Discussion. Mr. Blanchard suggested that the Board allow Ken Potts to research the discussed possibilities and report back to the Commission with a recommendation. Mr. Blanchard also requested that in the "spirit of cooperation" the airlines work out a way to alternately use the Innotech lot until such time that a workable solution is created. Discussion. Mr. Potts to have recommendation to the Board at their meeting of October 24.

PARKING LOT:

Mr. Blanchard made a motion to extend the City Parking lot contract for an additional six months, until June 30, 1989, at the same terms to give the Airport an opportunity to determine exactly what is desired for an efficient and adequate parking facility and to proceed with the bidding process in non-rushed timely fashion. Seconded by Mr. Flaherty. Discussion. Mr. Cain questioned service and operation of lot by the City and was informed that the level of service has in no way diminished and in many ways bettered that of APCOA. All were in favor.

Mr. Blanchard made a motion to amend the agenda to include items #6 - Ethylene Glycol Problem and #7 - VT Gas Easement.

ENDURO RUBBER FLOORING:

Mr. Potts reported that a single bid, by Don Vac Incorporated, was received for installation of enduro rubber flooring in the Airport terminal. The bid was submitted for \$13,000, \$3,000 over the budgeted amount. However, the \$10,000 budget did not include installation of new flooring in the Gate 5 area which is included in the submitted bid. Discussion.

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Mr. Blanchard made a motion to approve the enduro rubber flooring installation contract with Don Vac Incorporated at a cost of \$13,000, to be completed prior to winter. Seconded by Mr. Cain. All were in favor.

SECURITY FENCING:

Mr. Potts reported that the Airport's legal council has advised that the bid received from S.T. Paving for security fencing installation is a non-responsive bid. Mr. Potts therefore recommends award of contract to the only other bidder of F.R. Lafayette for \$35,350.00. This project is an AIP project, 96% reimbursable.

Mr. Cain made a motion to approve the award of contract for installation of security fencing to F.R. Lafayette, Inc. at a bid cost of \$35,350.00, to be partially funded through the FAA Airport Improvement Program. Seconded by Mr. Blanchard. All were in favor.

ETHYLENE GLYCOL PROBLEM UPDATE:

A letter was received, as of this date, indicating that a meeting was held with the State of Vermont regarding the ethylene glycol outfall proposal and that the State will not issue permits to allow the Airport to direct the drainage in to the Winooski river. Discussion. Mr. Gutman questioned whether or not the State was willing to assist the Airport with offering any alternatives. Discussion. Mike Flaherty recalled that Hoyle, Tanner & Associates had also presented the alternative of collecting the drainage and placing it in the Burlington or South Burlington treatment plants. Discussion. Mike Flaherty, Ken Potts, and Bill Szymanski to arrange meeting with HTA to discuss the alternative solution.

VT GAS EASEMENT:

VT Gas Systems has requested an easement for gas lines for the new Federal Express Building. Discussion. Joe McNeil was directed to draft and offer a license agreement which would allow the Airport relocation rights of the gas line should this type of action be necessitated by future development.

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Mr. Blanchard made a motion to grant an easement or license agreement with VT Gas Systems, with terminology and appropriate terms to be provided by Joe McNeil. Seconded by Mr. Flaherty. All were in favor.

LEASE & CONTRACT UPDATE - JOE MCNEIL:

Mr. Cain made a motion to enter executive session to discuss leases, contract negotiations and pending litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 6:35 p.m.

The meeting resumed regular session at 7:02 p.m.

CYNOSURE LEASE (AFSS BUILDING):

Mr. Cain made a motion to accept the Cynosure lease as presented with the amendment that should "the addition" be built by Cynosure it would revert to the Airport at a term of 25 years. Seconded by Mr. Blanchard. All were in favor.

WARPLANES AMENDMENT:

Mr. Cain made a motion to approve the amendment to the Warplanes, Inc. lease provided that Joe McNeil further research insurance requirements for aircraft not engaged in flight operations. Seconded by Mr. Flaherty. All were in favor.

There being no further business, the meeting adjourned at 7:04 p.m.

The next meeting of the Board of Airport Commissioners will be held on Monday, October 24, 1988 at 4:00 p.m.

Respectfully Submitted,

Tamara S. Gagne

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
SEPTEMBER 27, 1988
4:00 P.M.

PRESENT:

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

Kenneth Potts
Tamara Gagne
John Hamilton
Gerald D'Amico

The meeting was called to order by the Chairman, Mr. Gutman at 3:58 p.m.

Mr. Flaherty made a motion to amend the agenda to include items #4 - Jennison Engineering and #5 - Executive Session. Seconded by Mr. Blanchard. All were in favor.

MANAGER'S REPORT:

PACE PROGRAM UPDATE - On September 22, 1988 Ken and Gerry D'Amico met with Mary McDonald and Mac Stevens of State of Vermont. A scope of work is being developed to examine the effects of access control of hub airports, Phase II of the P.A.C.E. program. Federal funding will be sought after scope of work is developed. Mr. Gutman stated that the intentions of the Commission are to be made clear that they are willing to work with the State of Vermont only as it relates to Phase II of the P.A.C.E. program.

JONATHAN LEOPOLD - BILL PAYING POLICY:

Mr. Jonathan Leopold, City Treasurer entered the meeting to express his concerns regarding the manner in which the Airport Commission is dealing with the Airport payables. There have been two problems over the past months involving erroneous processing requests for payment. Jonathan reported that the Commission may delegate bill processing authority or can re-arrange their schedule to approve all invoices prior to submittal to City Hall, which is the method preferred by Mr. Leopold. Discussion. Mr. Leopold then explained the methods and time frame of payment used by City Hall. Discussion. The Commission indicated that the perceived problems will be addressed and the most responsible and efficient method of payment will be established.

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Mr. Blanchard made a motion to enter into executive session to discuss contract negotiations, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 4:28 p.m.

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

MANAGER'S REPORT (CONT.):

MORF TRANSIT - On September 23, 1988 Ken appeared in small claims court for the Airport in response to a claim filed by Morf Transit regarding the transferring of ground transportation licenses. A decision was not made at the time of the hearing and further documentation was requested by the Court. A written ruling will be then issued.

FAA MEETING DEBRIEF - On September 20, 1988 Gerry D'Amico and Ken Potts met with the FAA and HTA representatives in Burlington, Massachusetts on several items. The Airport received positive response to proceed immediately with the drainage project. The FAA is in the process of preparing a tentative allocation for this work. The soils and survey crews have been given a notice to proceed immediately. A new contract is being reviewed and pursuit of state permits is ongoing. Montair property was then discussed and FAA expressed the following concerns:

1. Placement of current aircraft now at Montair.
2. Amount and terms of pay back and release of obligation of assurances.
3. Long term solution of parking aircraft and autos.

The FAA is in the process of developing a letter of appropriate payback regarding federal funding used for this area. They will consider the loss parking for commuter apron (4,151 s.f.) and the blockage of the FAA tower and office buildings to the north. The Montair ramp was completed in 1983 at a cost of \$259,000 and has 11,700 s.f. Upon receipt of the letter regarding payback alternatives the FAA has requested that the Airport submit a letter or proposal detailing the rationale and accommodations for aircraft and long term auto parking plans.

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LONG TERM PARKING - Ken received information from Don Morley, DPW regarding conversion of the Montair lot into parking. Mr. Morley reported the use of a machine that would accept \$1, \$5, \$10 & \$20 dollar bills and issue a ticket but would still need a person to monitor length of stays to ensure proper payment. The cost of such a machine would be \$72,000 installed to include all materials for conversion.

TAXI MEETINGS REPORT - Ken attended an Ordinance Committee meeting on September 1, 1988 regarding taxi meters, where it was decided to hold a public hearing regarding the same. On September 20, 1988 the public hearing was held and the majority of the taxi cab owners spoke in favor of the meters, but were concerned about the regulation of rates. The rates are to be set by the Airport Commission at a later date.

LORAN C - based on a request of the previous meeting, Mr. Potts determined that the Airport has an agreement with FAA and the State of Vermont for a Loran C monitor. This monitor is located in the localizer building and the Airport has an alarm in the tower. The agreement included an equal share of the estimated cost of \$6,000.00. This agreement was passed by the Airport Commission on April 11, 1985 and was signed on April 26, 1985. The capital asses list lists the Loran C at \$6715.00. The Loran monitor checks the accuracy of the transmission of the Loran C. This enables the Airport to have a Loran C approach.

LANDING FEES - Last month's operating statements initiated concerns regarding the ytd balance for landing fees versus budgeted amounts. The budgeted landing fees are set for billing of \$.44/1000 lbs., but the billed rate is currently \$.32 pending final computation of revenues and expenses.

SECURITY FENCING - Bids were opened on September 27, 1988 for Airport Security fencing. Two bids were received;

S. T. Paving - \$30,390

F.R. Lafayette - \$35,350

S. T. Paving did not submit DBE requirements assurances. Bids under review by Airport staff and legal council.

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Gerry D'Amico attended a South Burlington public meeting on a zoning appeal from Mr. Randy Munson. Mr. Munson is appealing his right to fill in .95 acre of wet lands off from Williston Road. Airport's objection is that it is in the approach clear zone and would affect airport drainage. FAA recommends that Airports own all land needed for clear zones. Discussion. Commission direction to pursue objection to filling of wet lands and research possibility of property purchase.

PIEDMONT/USAIR:

Mr. Richard Rothery, USAir Station Manager, reported that Brockway Airlines will become USAir affiliated on March 15, 1989 to operate as Allegheny Commuter. A letter was received from Mr. Harry Portz, USAir indicating the following as their intents regarding the USAir and Piedmont merger:

1. USAir will be assigned the existing Piedmont/Brockway ticket counter and back offices area and the existing Piedmont holdroom and parking area.

2. Brockway will be assigned the existing United ticket counter and back office area.

3. United would be assigned the existing USAir ticket counter and back office area.

Discussion. Mr. Gutman expressed his concern regarding the adverse impact to the Airport in allowing one airline over half of the Airport's counter space. Discussion. Mr. Corley also expressed his concerns of a small hub creation, causing an increase in passenger tickets and that of adequate service to other airports. Discussion. Mr. Blanchard to continue negotiations with USAir relative to the above matters.

GREEN MOUNTAIN POWER - REQUEST FOR EASEMENT:

Green Mountain Power Corporation requests an easement to install a power line to serve the new Federal Express building. The easement would be for the construction of approximately 10 l.f. of overhead power line from the existing power pole by Building 880 to the Federal Express transformer pad.

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Mr. Corley made a motion to approve the request for an easement for Green Mountain Power Corp. Seconded by Mr. Flaherty. All were in favor.

JENNISON ENGINEERING:

Jennison Engineering had submitted a proposal to design an electrical upgrade to the existing terminal electrical design to eliminate the need for airline auxiliary power units, which have come under attack in the Airport noise study. Due to delays in the contract review, it was not feasible to begin work and finish design by the FY'88 August deadline. Ken Potts recommends that the Airport proceed with the contract at a cost of \$6500 to be allocated from this year's capital funds. Discussion. Mr. Blanchard questioned the reasons for the great delay and if that delay was due to Jennison's inability to provide timely services. Discussion. The actual delay was caused from untimely contract review and turn around. Discussion.

Mr. Corley made a motion to approve the engineering design contract with Jennison Engineering at a cost of \$6500, to be complete by November 15, 1988. Seconded by Mr. Flaherty. All were in favor.

INTERSTATE EQUIPMENT - INVOICE APPROVAL:

Interstate Equipment exceeded original estimate for repair of T-3 by \$2,566.92, due to purchase of additional parts. Request is for approval of payment for these parts.

Mr. Corley made a motion to approve payment to Interstate Equipment in the amount of \$2,566.92 for materials used in repair of Airport Vehicle, T-3. Seconded by Mr. Flaherty. All were in favor.

Mr. Potts will begin vacation on Wednesday, September 28, 1988 and return on October 7, 1988.

Mr. Corley made a motion to enter executive session to discuss contract negotiations, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 6:00 p.m.

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The meeting resumed regular session at 6:35 p.m.

Mr. Corley made a motion to rent to Montair Flight Service one half (1/2) of the tarmac and the full hangar for a period, beginning January 1, 1989, not to exceed six months at the following rates:

\$.17 per square foot for land rental

\$10.00 per square foot for building rental - triple net

50% of tie down fees

no percentage of gross revenues

Seconded by Mr. Flaherty. Mr. Blanchard abstained from voting.
Motion passed.

There being no further business, the meeting adjourned at 6:37 p.m.

The next meeting of the Board of Airport Commissioners will be a regular monthly meeting on Tuesday, October 11, 1988.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
SEPTEMBER 13, 1988
4:00 P.M.

PRESENT:

Huck Gutman, Chairman
M. Robert Blanchard
Michael Flaherty
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. Gutman at 4:13 p.m.

MINUTES - AUGUST 4, 1988 & AUGUST 25, 1988:

Mr. Flaherty made a motion to approve the minutes of August 4, 1988 and of August 25, 1988 as presented. Seconded by Mr. Blanchard. All were in favor.

SUSAN CRAMPTON - SECRETARY OF TRANSPORTATION:

Ms. Crampton and Mary McDonald of the State of Vermont entered the meeting to discuss the MASSPORT P.A.C.E. program. Phase I of the P.A.C.E. program, which has been instituted, is a restructuring of landing fees creating a significant increase for the general aviation and commuter aircraft. Ms. Crampton indicated that despite the continuing controversy and court action, she believes that Phase I will remain in place. However, Phase II, the access to Logan issue, is much more crucial and it is with this in mind that she has come before the Commission to determine their interest in working with the State of Vermont in pursuing a mutual study to develop a rational allocation plan for service between Burlington and Logan. Discussion. Mr. Blanchard indicated that both he and Ken Potts attended a meeting in Winooski where they were recorded and continue to be on record as concerned with developments of the Massport P.A.C.E. program. There will be no action on Phase II until all issues of Phase I are completely resolved, which appears to not be until after the first of next year. Discussion. Ms. Crampton indicated that Massport is seeking response and input from other aviation communities and states. Discussion. Mr. Gutman indicated that

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he would request that this become a regional effort. Ms. Crampton responded that there are many difficulties in attempting to comply with this request as other New England states have shown no interest in cooperating with Vermont on this or any other issues. Discussion. Ms. Crampton is proposing that the State of Vermont and the Burlington International Airport pursue an engineering study, at a cost not yet determined as the scope of the project has yet to be determined. Discussion. The Commission indicated their desire to work, in some fashion, with the State of Vermont on this issue, and that Mr. Potts would be contact between the State and themselves.

VT AIR NATIONAL GUARD:

At this time, Col. Jack Leonard, Air Guard and Deputy Adjutant General Tom O'Donovan, Army Guard entered the meeting to "visit" with the Commission regarding Guards and Airport mutual plans. A brief discussion ensued consisting of Air Guard responsibilities in Vermont, budget allocations, and potential growth. Relating to growth, Mr. Leonard indicated that he has no expectations of great growth, stable at this time, but that a rewrite of the national policy could change this situation. Discussion. Mr. Blanchard inquired whether or not there is a possibility of the Airport regaining the 890 ramp and Army Guard building. Mr. O'Donovan indicated that it is not possible as it is not feasible for them to move to the Air Guard side of the field, and to be moved off airport is out of the question. The general idea relayed from both Guard representatives is that they are at maximum capacity in both facilities. Discussion. Mr. Gutman requested that if the Air Guard has a need for de-icing operations, that they notify the Airport of these operations, and that the Airport Manager be invited to appropriate long term planning meetings relating to the Air Guard Master Plan. Mr. Gutman also thanked the Air National Guard for their support and cooperation in the Airport Noise study.

LEASE & CONTRACT UPDATE - JOE MCNEIL:

Mr. Blanchard made a motion to enter executive session to discuss lease contracts and pending litigations, the premature disclosure of which will put the Airport at a substantial disadvantage. Seconded by Mike Cain. All were in favor.

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The meeting entered executive at 4:40 p.m.

The meeting resumed regular session at 5:06 p.m.

Mr. Flaherty made a motion to approve the proposed taxi regulations amendments, as presented by legal council, excluding any portion relating to gun control requirements. Seconded by Mr. Cain. All were in favor.

Mr. Cain made a motion to enter executive session to discuss contracts, excluding all but the Commission. Seconded by Mr. Blanchard. All were in favor. The meeting entered executive session at 5:10 p.m.

The meeting resumed regular session at 5:35 p.m.

HTA - ETHYLENE GLYCOL:

James Boothroyd and James Downer, HTA and So. Burlington resident, Mr. Lothrop entered the meeting to discuss ethylene glycol drainage problem. Mr. Boothroyd briefed the Commission on the events that had taken place between this and the last meeting. Although previously directed to stop work, due to budget constraints, HTA was then asked to resume their study to encompass suggestions made by the Commission at their last meeting. Jim Boothroyd reported that they will continue to pursue possibility of FAA funding for the ethylene glycol study and that they have formulated a couple of short term solutions. Option 1 - expedite the oil/water separator drainage project to be used as a vehicle for ethylene glycol solution. The time frame would have to be such that design would be complete by October, Grant by mid-November and construction immediately thereafter, lasting approximately 30 days. Project would consist of drainage installation only, with oil/water separator to be completed in spring of '89. A meeting was held with the State of Vermont, EPA, where they indicated that it would be acceptable, with appropriate permits, to proceed with this temporary solution changing the outfall location from Kirby Road to the Winooski River. Discussion.

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Option 1A - to be used as back-up (if above schedule slides) or in addition to option 1. Burlington Public Works have offered the use of trucks to be parked at the airport to have drainage pumped into them to be then delivered to the treatment plant. Discussion. Jim Boothroyd reported that they had also examined the possibility of "shrinking the de-icing area" but determined that it would cause a great operational problem and create flight delays of 3-4 hours. Discussion.

Mr. Boothroyd indicated that an engineering contract for the oil/water separator and related drainage has been submitted to Airport Administration for review and that expeditious handling and approval of this contract is necessary to maintain time frame outlined for Option 1.

Mr. Blanchard made a motion to approve the engineering contract with Hoyle, Tanner & Associates for design of the oil/water separator and related drainage, upon review by the Airport Engineer and Airport Manager. Seconded by Mr. Cain. All were in favor.

Mr. Flaherty made a motion to approve payment of \$14,500 to Hoyle, Tanner & Associates, from the FY'88 capital improvement budget, for their work relating to the ethylene glycol drainage problem, pending Finance Board approval. Seconded by Mr. Blanchard. All were in favor.

AUGUST WARRANT:

The August warrant was presented for review. Mr. Gutman questioned payment to several unfamiliar vendors and was satisfied with response from Mr. Potts and Mrs. Gagne.

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

OPERATING STATEMENTS:

John Stewart to request that the Airport Police invoice the Airport on a quarterly basis.
Request made of John Stewart to break down the Capital expenses incurred on a monthly basis.

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Mr. Cain noted that the Airport lists a LORAN-C on the asset detail. Mr. Potts directed to determine location of the LORAN-C. Mr. Gutman indicated concern regarding the landing fees YTD balance being under budget. Discussion. John Stewart ensured that the YTD balance on total revenues shows Airport on "solid" ground.

Questions were then posed regarding the accounts receivable report. Montair - contested tax bill, Airport gift shop - motion previously made to delete this entry, Bar Harbor - Mr. Potts received a call that the check was in the mail, Emery - Mr. Potts mailed a letter requesting payment of referenced outstanding invoices.

Mr. Blanchard made a motion to approve the review of the Operating Statements as presented. Seconded by Mr. Cain. All were in favor.

A discussion then ensued regarding FY88 year end figures. John Stewart to complete figures in accordance with audit results and to also bring to the Commission an explanation regarding procedures of using "Fund Balance" funds and the current balance.

CIVIL AIR PATROL:

Mr. Blanchard made a motion to allow the Civil Air Patrol to renew the lease for rental of the property at 1360 Airport Drive for an additional year, all other terms and conditions to remain the same, and per their request, to allow Civil Air Patrol to paint the house white with dark blue shutters, costs to be born by Civil Air Patrol. Seconded by Mr. Cain. All were in favor.

Mr. Blanchard made a motion to amend the agenda to include item #6. Montair Letter. Seconded by Mike Flaherty. All were in favor.

MONTAIR:

A letter was received from Robert Rachlin, reference Montair Inc. with the following requests.

1. For the Commission to reconsider its decision to take over the entire Montair ramp on January 1.

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2. Proposal to install two trailers on the South Ramp.
3. Possible parking and access rights through Innotech parking facilities.
4. Access through the chain link fence located on Airport Drive.
5. A 3-4 year lease for the use of the South Ramp should this be the area established for their use.

Mr. Blanchard indicated that the Airport has been working with Montair for over a year, and have always indicated that we intend to take the entire lease area on January 1, 1989. Discussion. Ken Potts reported that the South Ramp appears to be the only viable solution for Montair relocation. Innotech currently has lease rights to approximately 20% of the ramp, of which controls access to remaining 80% of ramp. Discussion. Mr. Gutman expressed his understanding that it was Montair's responsibility to negotiate with Innotech for access to remaining portion of ramp. Mr. Gutman questioned the status of these proceedings. Discussion. Several opinions were voiced that the South Ramp would not accommodate trailers and all of Montair's and Innotech's GA and transient aircraft. Discussion. Regardless of Montair operation, the Airport has an obligation to the general aviation customers to provide sufficient space for aircraft tie-down. Discussion. A member of the Board was directed to determine, with the Airport staff, alternative solutions to Montair relocation and to represent the Commission as negotiator with Montair. Report to be submitted at next Commission meeting.

MANAGER'S REPORT:

CIANBRO CORPORATION, Interstate 89 Project - Gerry D'Amico has determined, from deed on file in South Burlington, that the property being used is that of Mr. Berard.

PSB/NEW ENGLAND TELEPHONE - Joe McNeil recommended that no further action be sought through the Public Service Board. Discussion.

Mr. Blanchard made a motion to approve the payment made to New England Telephone for work performed on the Terminal Expansion project of \$13,441.03. Seconded by Mr. Cain for discussion. One yes, one no vote. Chairman votes in favor, passing motion two to one.

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LONG TERM PARKING LOT - A request was made of Department of Public Works, Mr. George Crombie to provide the Airport with additional information regarding operation of the Montair property as a long term parking lot. No response was received from DPW. Ken reported that he researched the credit card machine option and has determined that such a machine is not yet on the market. A pre-cashier system is the only other alternative suggested, besides a manned booth. Discussion. Ken to continue to research options.

DAWN COURT ACCESS issue - Ken wrote a letter to the resident who was noted as using the Dawn Court Access.

AIP PROJECT STATUS - AIP-09 - punch list items are currently being completed with a final inspection scheduled for next week. AIP-10 Noise Study - Technical Advisory Committee meeting held and concerns expressed.

AIP-11 Phase II concrete pouring completed on September 9, joint sealing and concrete work continuing.

AIP-13 Electrical Upgrade - contracts recently forwarded to Delta Electric for signature, as grant has been received.

MASTER PLAN - revised scope of work received - recommendation to the Board for next meeting and grant expected next month.

NEW BUSINESS:

Mike Cain requested that Ken Potts write a letter to Hangar Condo Association indicating that there is to be no FBO nor repair service operations out of that facility.

The Board of Airport Commissioners will hold a meeting on Tuesday, September 27, 1988 at 4:00 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
AUGUST 25, 1988
4:00 P.M.

PRESENT:

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

Kenneth S. Potts
John Hamilton
Tamara Gagne
Joe McNeil

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

HTA - STATUS REPORT ON DRAINAGE:

Mr. Bob Faro, Jim Boothroyd, and Jim Downar entered the meeting to report on status and developments regarding the ethylene glycol runoff on Airport Parkway. Three South Burlington residents were also in attendance.

Mr. Faro reported that most of the de-icing procedures at Burlington Airport are done on the terminal ramp. Due to the nature of de-icing procedures and make-up of Burlington Airport Mr. Faro concluded that a separate de-icing area would not be logical. Discussion. A preliminary proposal then discussed was to pick up the terminal ramp drainage prior to its connection to the parking lot drainage and installing a pumping station with sensors to detect glycol run-off. The glycol would be separated and pumped to some type of holding tank (tanker trucks, permanent tanks, or fabricated tanks) and disposed of properly. The worst cost case would be created by using tanker trucks to transport the glycol/water mixtures. Using estimated number of accumulated gallons and highest trucking costs (\$1.25/gallon plus \$.25/gallon trucking) potential worst case costs to the Airport for a winter season could be four (4) million dollars. Discussion. Questions were directed and answered regarding reasons for initiation of study, time frame for possible completion and alternative solutions, percentages of ethylene glycol present in runoff, permits required for various drainage methods, and potential use of South Burlington Water Treatment plant for the glycol disposal. Within the next two weeks, HTA could be prepared to present optional short term solutions. Discussion.

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LEASE & CONTRACT UPDATE - JOE MCNEIL:

Joe reported that Vermont Bicycling Tours and Vermont Hiking Holidays have contacted his office to voice their concerns and complaints regarding the requirement of licensing their vehicles at the Airport and more importantly to be subject to airport inspection, where they feel a state inspection sticker is sufficient. They feel it a waste of valuable time and effort to "round" up vehicles, which operate in various parts of the State, and bring them all simultaneously to the Airport for inspection prior to licensing. Discussion. Airport staff indicated that current procedures do not request simultaneous inspection, but rather request that the vehicle, on a routine trip to the Airport, arrive 10 - 15 minutes early, and the inspection and licensing can be accomplished at this time. Discussion. Mr. Gutman requested that Joe McNeil relay this information and that should these agencies have further concerns they should be addressed to the airport administration. Mr. Gutman also indicated that their concern regarding satisfaction of airport inspection by display of a VT inspection sticker will be reviewed.

Mr. Flaherty made a motion to enter executive session to discuss contract and lease negotiations, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 5:01 p.m.

The meeting resumed regular session at 6:06 p.m.

Mr. Flaherty made a motion to pay Hoyle, Tanner & Associates for their work to date on the ethylene glycol study (currently estimated at \$10,000) and to pursue a contract with a local engineering firm to build a swale with a pump or necessary apparatus to provide a short term solution to the glycol drainage problem. Seconded by Mr. Corley. All were in favor.

FENTON HILL GIFT SHOP - JOHN POTASH:

At this time, John Potash, Manager, and Vick Loya of Fenton Hill entered the meeting to request permission for installation of a fudge machine in the mail order section of their gift shop.

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Mr. Blanchard made a motion that permission be granted to Fenton Hill Gift shop for installation of a fudge machine, and that appropriate letter of intent or amendment of contract be received. Seconded by Mr. Flaherty. All were in favor.

VIDEO DISPLAY SIGNS:

Ken reported that he had made contact with each of the airline's officials to receive written confirmation of their desire to participate in the purchase of the Video Display system, but received only a letter from Harry Portz, USAir that they were agreeable to the idea, but could not at this time sponsor payment. Mr. Pete Callahan, Business Express Station Manager, was in attendance to express his willingness to share in expense of the new FIDS system. Discussion.

Mr. Blanchard made a motion that, due to lack of participation interest from the airlines, the purchase of the Flight Information Display System be no longer considered. Seconded by Mr. Flaherty. All were in favor.

Mr. Blanchard made a motion that due that the research work on the ethylene glycol drainage problem was initiated and incurred during the 88 fiscal year, funds for payment of the same be allocated from capital improvement budget for that year. Seconded by Mr. Flaherty. All were in favor. Ken to contact City Treasurer's Office.

MANAGER'S REPORT:

CAMPBELL & PARIS have been notified that the parking study contract has been terminated.

MASS CASUALTY EXERCISE, held on August 24, 1988 was a tremendous success. Abundant number of victim volunteers as well as all local fire and rescue and emergency management teams on scene.

CIAMBRO - INTERSTATE 89 PROJECT - Mr. Berard has indicated that Cianbro is operating exclusively on his property, although a visit to the area appears otherwise. Gerry D'Amico is in the process of researching the Airport deeds on record in the City of South Burlington City Clerk's office.

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VT AIR GUARD - A letter has been received from Col. John Leonard indicating that they are not prepared to commit to the Airport fencing project. Discussion. The Board indicated that approval for the fencing project was granted based on the understanding that Mr. Leonard, in discussion with Ken, had committed to funding at least half of the fencing project. Discussion. Ken had reported that his discussion with Mr. Leonard was such that the Guard would be willing to discuss installation of the fence, but that in either context would not be able to perform installation for possibly another three years due to budget constraints. Mr. Potts then determined that it was necessary to proceed with approval from the Board to perform installation immediately, cost reimbursement from Air Guard to be discussed at a later date. The Commission then requested that Mr. Potts invite Mr. Leonard to the next Airport Commission meeting to discuss future and plans of the Air National Guard as it relates to the Airport plans.

GRANT for the Engine Generator and Fencing project has been received and was approved by the Board of Aldermen on August 22, 1988 to be returned to FAA by September 1, 1988.

Mr. Flaherty noted that a South Burlington resident is using the "Dawn Court" access to his own home, and has also made improvements to his driveway, around this access, apparently since the beginning of the tower construction project. Mr. Flaherty inquired whether this resident has been contacted and told that upon completion of the construction project access to "Dawn Court" will be denied. His concern being that this resident may attempt to revert to the "Grandfather clause" in stating that he has had use of this access without indication of being in error by doing this. Ken reported that he had been recently made aware of this situation and had wanted to receive direction from Joe McNeil. The Board directed that a letter be written immediately stating the Airport's position in use of this access and the pending plans upon construction completion.

KELCO DISPOSAL:

Ken reported that the South Burlington land fill fees have increased from \$5.00 to \$6.00, therefore requiring an increase in the original contract.

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Mr. Blanchard made a motion to amend the Kelco Disposal contract to pay for the increased costs for land fill charges. Seconded by Mr. Flaherty. All were in favor.

Mr. Potts also requested approval for a \$70.00/month contract with Kelco for weekly pick-up of one 6 yard dumpster at the maintenance garage. The dumpster is currently owned by Perry Enterprises and is being picked up at the same cost, but due to new contract with Kelco for compaction services, easier to deal with one company.

Mr. Blanchard made a motion that the \$70.00/month contract with Kelco Disposal Services for pick up of one 6 yard dumpster be approved. Seconded by Mr. Flaherty. All were in favor.

LONG TERM PARKING LOT:

Gerald D'Amico, Don Morley and Ken Potts met and discussed possibilities regarding creation of long term parking on the Montair property. A letter was received from George Crombie which indicated that this lot would have the potential of 312 spaces and that installation of a ticket booth and personnel, at a cost of \$46,000 would be the only feasible solution for controlled access. Discussion. Mr. Morley had indicated that a credit card access machine was not available. Discussion. Mr. Gutman to contact Mr. Crombie.

COMPLAINT TO PUBLIC SERVICE BOARD - RE: NEW ENGLAND TELEPHONE:

Ken reported that upon further requests for invoice justification, NET has submitted "loaded" labor rates. NET has insisted that they cannot produce labor hours/individual due to lengthy procedures to acquire this information. Mr. Potts presented a table, using the "loaded" labor rates he had received and previous information indicating number of persons and hours, of costs as they should have been billed. Discussion. Mr. Gutman indicated his disappointment that NET had only provided the Airport with average, not actual costs. Discussion.

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Mr. Potts also reported that NET has indicated that prior to providing any further information to the Airport, they are requesting a letter from the Airport indicating the reasons for which documentation to date is unsatisfactory and why a request has been made for \$6500 reimbursement if documentation is not provided. Discussion. Indication of the Board is that the request for written response to NET be denied and that they be notified that a letter is being forwarded to the Public Service Board. Ken directed to contact NET as well as Joe McNeil to begin this process.

Mr. Blanchard made a motion that the Airport attorney be directed to write a letter to the Public Service Board with indication that the Airport has received invoicing without proper documentation and denial of requests for the same. Seconded by Mr. Flaherty. All were in favor.

INNOTECH AVIATION CURB CUT REQUEST:

Mr. Potts recommended that Innotech Aviation be allowed their request for an additional curb cut, provided that they obtain all access permits from South Burlington, plans are submitted for review and approval, and that Innotech pay all costs associated with the project. Discussion.

Mr. Blanchard made a motion to approve Innotech's request for a curb cut based on Mr. Potts recommendation and the provisions he has set forth. Seconded by Mr. Flaherty. All were in favor.

REPORT - AIRPORT STRENGTHS & WEAKNESSES:

Airport Strengths:

- good air services for the Region
- good employees
- good fiscal polices
- leader in snow removal - Bernt Balchen Award
- strong administration who considers interests of Burlington
- flexible for the demands of the service industry

Airport Weaknesses:

- incompatible land use
- strained relations with neighbors & tenants
- preventative maintenance
- communications

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All of the described weaknesses are being addressed in various ways. Land use by Master Plan, preventative maintenance by a new program instituted by the Airport Mechanic, and individual meetings with tenants for those relations. Mr. Gutman requested that Ken expand on the communication problems. Ken indicated that their were inadequacies in all aspects from Commission to staff, staff to each other, and Airport to community and tenants. Discussion. Mr. Gutman indicated that it was the responsibility of the Director of Aviation to ensure proper and smooth communications flow. Discussion. Mr. Potts reported that communciations among staff members can be improved by weekly staff meetings, meetings with the maintenance crew who are not concentrated in the terminal building, and open communication lines. Discussion.

The next meeting of the Board of Airport Commissioners will be a regular monthly meeting, to be held on Tuesday, September 13, 1988.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
AUGUST 4, 1988
4:30 P.M.

PRESENT:

Huck Gutman, Chairman
M. Robert Blanchard
Michael Flaherty
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. Gutman at 4:40 p.m.

MINUTES OF JULY 12, 1988:

Mr. Blanchard made a motion to approve the Minutes of July 12, 1988 as written and amended. Seconded by Mr. Flaherty. All were in favor.

AIRPORT TENANTS ASSOCIATION:

Everette McArthur, Chairman, Tony Fargnoli, Vice Chairman, and John Sullivan, President Brockway facilities entered the meeting to present themselves on behalf of the Airport Tenants Association to the Board. Mr. Sullivan explained that the ATA is a creation of airport tenants who desire to assist those who currently have business operations or request an on airport operation, and when requested, act as a sounding board for the Airport Commission on relative topics. The second objective for ATA is to become familiar with all rules, regulations, and rates set forth by the Airport to be used as advisement relating to acquiring Airport tenancy. Mr. Gutman welcomed the ATA and indicated that the Commission has and will continue to create and establish fair and equitable guidelines for airport operations and willingly accepts any assistance from the ATA. Discussion. The ATA's primary concern relates to publication of standard rates and schedules. Mr. Cain indicated that he and Joe McNeil have begun work on establishing these standard rates for publication and would expect them to be complete in October. Discussion.

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CAMPBELL & PARIS - LONG RANGE PLANNING:

Mr. H.D. Campbell and Mr. Gene Lucas presented themselves to the Commission for a briefing on the Master Plan and Terminal Study progress. Mr. Campbell first addressed the Commission's concerns regarding financial responsibility of the parking study. It had been determined, after the consultants had begun initial research, that portions or all of the Terminal/Parking study would be FAA reimburseable. Mr. Campbell, via letter, explained to the Commission that due to the written language regarding parking study reimbursement eligibility, and different region interpretation, that they too were unaware of this possibility until recently. All work for the study has been halted until Mr. Weedon Paris of the FAA makes a determination on reimbursement eligibility.

Mr. Lucas presented a planning overview handout and briefly examined points within. The general aviation needs of the Airport will be the primary concern of this study. Areas to be addressed are determination of the scale of facilities that can be developed, location of FBO facilities in relation to airside and landside access, and determination of apron and automobile parking. Other areas to be addressed will involve incomplete items from the 1983 Master Plan and recommendations for 1988 - 1992.

At this point, Mr. Blanchard expressed his concerns regarding the information given to date, specifically as it relates to the parking study. During the interview process Campbell & Paris were specifically advised of the Montair property availability and the recommendation to pursue development of this area for long term parking. Also discussed was that a parking deck should be used as a last resort only, yet Thompson Consultants, in their latest presentation, had no plans for the Montair property and only plans for a parking deck and satellite parking on the Airports' south end. Mr. Campbell responded that he must take full responsibility for the breakdown in communication, as this was the case. He indicated that Mr. Hirsch was informed of the Montair availability, but was also told that there is a potential buy back cost involved due that the apron was constructed with

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AIP funds. Mr. Hirsch understood this to mean that the Montair property was actually less desirable. Discussion. Mr. Blanchard expressed his great disappointment in the turn of events and lack of vital information to meet the Commission expectations of a January 1, 1989 study and implementation completion date. Discussion. This time frame is even further delayed due to the previous discussion concerning funding eligibility. Based on all facts, the Commission no longer feels the needs for an urgent resolve on the parking situation. A feasible solution may be to extend the City parking on a month to month until a new parking operator has been designated. Discussion. Relating to Master Plan planning Mr. Gutman suggested that the following areas be addressed. Montair relocation - new G.A. area, possible relocation of Army Guard facilities to the Air Guard side of Airport property, working with Gerry D'Amico regarding Part 150 Noise study results and possible affects on Airport properties, and development of the South End. Discussion. Mr. Lucas indicated that the time frame for Master Plan completion is expected for 8 - 9 months after the notice to proceed.

JUNE SUPPLEMENT WARRANT & JULY WARRANT:

The aforementioned documents were presented for review.

Mr. Blanchard made a motion to approve the June Supplement Warrant and the July Warrant as presented. Seconded by Mr. Flaherty. All were in favor.

OPERATING STATEMENTS:

John Stewart reported that the FY'88 figures are not yet available but can have them available for the September meeting.

APCOA - 60-90 day balance is \$69,000.00 which is the total contested amount due Airport. Joe McNeil has exchanged correspondence with APCOA's attorney and to date there is no change in their position. Discussion. Joe indicated that the discussion between Tony Governale of APCOA and Bob Blanchard is most essential to the Airport's claim and will become brunt of the case. Discussion.

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Mr. Blanchard made a motion to approve the operating statements as presented, conditional upon receiving the FY'88 year end operating statements at the September meeting. Seconded by Mr. Flaherty. All were in favor.

Mr. Blanchard requested that the Airport be provided a segregated airport audit report from the City audit, acknowledging airports responsibility for appropriate costs. Discussion.

Mr. Blanchard made a motion to request from the City auditors a segregated airport audit report and to spend a meeting with the Board of Airport Commissioners, selected airport staff, John Stewart and Jonathan Leopold, City Treasurer, to enlighten the Commission on cash flow, procedures, and other accounting functions especially as it relates to affect on airline leases, and for the cost of these requests to be absorbed by the Airport. Seconded by Mike Cain. All were in favor.

MANAGER'S REPORT:

MASTERTech - Everette McArthur will sign a lease for \$500.00 per month minimum guarantee and 1 million \$ of insurance in both general liability and completed operations/products.

MITEL & VALLEY AIR PAST DUE BILLS - Valley Air account was a double billing. The correction has been made. Mitel tax bill was adjusted to reflect the time of occupancy. Payment will be processed upon receipt of the new bill.

DYNAIR/CFE - contract has been drafted and sent to CFE for signature.

DEPT HEAD MEETING was held on August 1, 1988 at 10:30 with Mayor Bernard Sanders. This meeting was an introduction of new dept heads and review of each department's activities.

APRON EXPANSION PROJECT - Area I was opened on July 29, 1988, 13 days ahead of schedule. Area II has begun and should be completed within 60 days. Construction has been going well. Only problem occurred on Area I. Concrete patches were placed in dips on the new concrete pads, due to problem with adjusting concrete. Letters have been written to both S.T. Griswold and Whitcomb Construction indicating that no payment will be made until a 20 year guarantee is received in writing. Discussion. Joe McNeil indicated that it would be best to receive the guarantee from the General Contractor. Discussion. Whitcomb will not guarantee this work, as they do not and can not pour concrete. Letter to be received from S.T. Griswold.

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PERSONNEL - The appeal process for the electrician position upgrade has begun. Ken has contacted the Personnel Director and reviewed all necessary forms and documentation for this appeal. The Airport is continuing to accept applications for this position, although no more than the original three have been received. The Airport is also accepting applications, until August 19, 1988 for the Ops/Maintenance position.

MASS CASUALTY EXERCISE to be hosted by the Airport on Wednesday, August 24, 1988 at 8:00 p.m. in cooperation with the Vermont Air Guard Crash Fire Rescue.

CIANBRO CONSTRUCTION has informed the Airport that they will not be on any airport property for the construction of the I-89 Bridge. The Airport has subsequently revoked any permission for use of this area via letter. Discussion. Ken Potts directed to inspect area in question to ensure that they are not using any portion of Airport property, including ingress/egress.

PLANNING FAIR sponsored by the City of Burlington to be held on August 12, 1988 from noon to six outside City Hall, of which the Airport will be a part.

PART 150 NOISE STUDY - Ken and Gerry D'Amico attended a meeting with the Williston Planning Commission to discuss the status of the Part 150 Study on August 2, 1988 at 7:30 p.m.. Attendees were receptive and attentive to the explanations given by Airport.

HTA to be invited to next meeting to discuss status of ethylene glycol and drainage problems.

Karl Ashline and Gerry Carey to be sent to "How to Supervise People" one day seminar in Burlington.

PIEDMONT AIRLINES sent a letter notifying Airport that they would be discontinuing jet service to Syracuse on September 7, 1988. Brockway will be assuming responsibilities for this route. Piedmont also indicated that they would continue to occupy their ticket counter space until the USAir and Piedmont merger were complete. Discussion.

ENGINE GENERATOR/NATIONAL GUARD FENCE:

Ken reported that a bid was received from Delta Electric for \$106,106.00, under the engineer's estimate of \$111,500, for the engine generator project. Ken recommends that the Commission award the contract to Delta Electric. Ken also reported that on July 27, 1988 a pre-application for federal funds was forwarded

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for the engine generator to include an fencing installation on the Air Guard side. This installation is necessary to prevent further vandalism and runway incursions, as has been frequent in past couple of weeks. Discussion. The responsibility for the fence installation should be Air Guard responsibility. Due to liability factors involved, Joe McNeil urged that the Airport initiate action to correct the situation and sort out the cost and liability later. Discussion. Although it has not been determined from the lease, which states that the Airport will maintain the airfield to FAA standards, who is directly responsible for fence installation, per previous discussions, the Air Guard has indicated that they would be willing to pay for at least half of the fencing project. Ken is awaiting written verification of this intent. Discussion.

Mr. Cain made a motion to approve contract award to Delta Electric for the Engine Generator project for \$106,106.00 and to proceed with fencing project under this AIP project, understanding that negotiations will ensue with Vermont Air National Guard for full or partial reimbursement. Seconded by Mr. Flaherty. All were in favor.

Mr. Blanchard made a motion to accept the Grant offer for the above mentioned projects, as it is offered to the Airport. Seconded by Mr. Flaherty. All were in favor.

PURCHASE APPROVALS:

A. UNDER BODY SCRAPERS - Ken requested approval for the expenditure of \$2,364.00 for snow removal under body scrapers from C.P.L. Systems, an item which is budgeted. Discussion. Purchase exceeds \$2,000 manager limit.

Mr. Blanchard made a motion to approve the purchase of six (6) under body carbide blades at \$394.00 each for a total of \$2364.00 from C.P.L. Systems. Seconded by Mr. Flaherty. All were in favor.

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B. VIDEO DISPLAY - Telespot Corp. has submitted a proposal for the purchase and installation of four (4) color monitors, a CPU, five input key boards, and two (2) 5' baggage claim LED displays for a cost of \$45,120.00, of which the Airport has \$25,000 budgeted. Discussion. Ken has contacted several airline officials and they have agreed that they would be interested in working out the remaining portion. Discussion. Ken directed to meet with and receive confirmation from airline officials as soon as possible.

C. TERMINAL CHAIRS - Ken reported that a local distributor, Office Environments, had been contacted to fulfill the need for terminal and mezzanine chairs. Discussion.

Mr. Blanchard made a motion to approve the purchase of terminal and mezzanine chairs through Office Environments. Seconded by Mike Flaherty. All were in favor.

MONTAIR 3RD FUEL TANK REQUEST:

Mr. Blanchard made a motion to approve the request of Montair Flight Service, Inc. to install a third jet fuel tank on the existing fuel farm, provided that a written commitment is received indicating that they will pay all costs to relocate said fuel tank when entire fuel farm is relocated. Montair also to be responsible for obtaining all necessary permits associated with placement of this tank. Seconded by Mike Flaherty. All were in favor.

FAR PART 150 STUDY - GERRY D'AMICO:

Gerry D'Amico reported that proposals from the consultant and project are better than half complete. Noise exposure maps were previously presented and at today's meeting noise compatibility plan and alternatives were presented. Some of these alternatives include an earth berm on Airport Parkway or one on Airport Drive, bi-directional runway evening flight patterns, and/or changing the flight path for jets to be re-routed over Williston and the G.A. Aircraft to be re-routed over the new north end. A lengthy discussion ensued regarding these alternatives therefore precluding consultant presentation. Another meeting to be scheduled for September where the consultant team will be expecting to receive from the TA Committee their preferred alternative responses.

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OFF AIRPORT USERS FEES:

Joe McNeil presented a draft copy of the rules and regulations governing off airport users fees. Discussion. Joe McNeil indicated that he has several concerns and reservations on enforcement via audit procedures and difficulties involved. Discussed. Mike Flaherty questioned whether or not there is another issue to be faced considering that the regulation will involve two cities. Joe responded that this should have no affect as the business location, (Burlington or South Burlington) is not relevant, rather what business is taken or conducted from the Burlington Int'l Airport. Discussion. Huck Gutman commented that there are two reasons for adopting an off airport users regulation, those being that the two largest on airport revenue streams are car rental and parking and that this regulation would ensure protection to the people who are on airport and paying much greater amounts to the Airport, and the second reason being that it would augment revenues in amounts of \$50 - \$75,000. Discussion. Mike Cain suggested that Joe McNeil continue research in to this subject and to contact other Airports in similar situations. Mike Flaherty indicated that South Burlington City Council has been informed and are not in support of this action.

Mr. Cain made a motion to enter executive session to discuss contracts and pending litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 7:20 p.m.

The meeting resumed regular session at 7:35 p.m.

Mr. Blanchard made a motion that the Parking and Curbside study contract be terminated at this time, based on the today's and previous discussion relative to actual continued need, and that payment for work completed to date be paid from Airport capital improvement funds. Seconded by Mike Flaherty. All were in favor.

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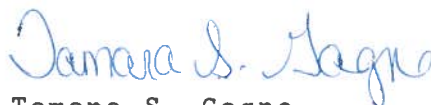
NEW ENGLAND TELEPHONE INVOICE:

Ken reported that he has received letters from three individuals regarding the examination of the \$13,000 N.E.T. invoice for work performed under AIP-06, Terminal Expansion. These individuals, with expertise in this area, have all stated that the cost for labor, materials and scope of work "appear" to be reasonable and appropriate. Ken has also contacted the City Treasurer to inform him of these responses, and Mr. Leopold is agreeable to approval of this invoice pending Commission approval. Funds to be allocated from FY '88 capital budget. Ken therefore requests Commission approval to have this issue and invoice brought before the Board of Finance for final resolution. Discussion. Mr. Blanchard reported that Ken had been directed to receive full justification of all costs or to report to N.E.T. that the Airport is only willing to pay up to \$6500.00 without justification, and Mr. Blanchard questioned the results of this directive. Mr. Potts responded that N.E.T. was not agreeable to accepting only the payment of \$6500.00 and that the information which the Airport is requesting is proprietary and not available. Discussion. Gerald D'Amico reported that he had contacted the Public Service Board and they indicated that the Airport or any entity has every right to information relative to work performed at their request. Discussion. Mr. Blanchard commented that Ken had done an exceptional job on acquiring the information regarding possible validity of invoice as submitted. However, the Commission is not yet satisfied with justification from N.E.T. Ken directed to further pursue receiving justification on all costs to include overhead. If satisfaction can not be met upon requests to the Manager or President of N.E.T. then action may be sought through the Vermont Public Service Board.

The next meeting of the Board of Airport Commissioners will be held on Wednesday August 24, 1988 at 4:30 p.m.

There being no further business, Mr. Blanchard made a motion to adjourn. Meeting adjourned at 8:01 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

BOARD OF AIRPORT COMMISSIONERS

NOTES

JULY 26, 1988

4:30 P.M.

PRESENT:

Huck Gutman, Chairman
Michael Flaherty
Tamara Gagne

Kenn Potts
John Hamilton
Gerry D'Amico

Joel Hirsch, Thompson Consultants International and Joel Crenshaw, Interair Development Corp. entered the session to present status and review of the Terminal Parking Study. Mr. Hirsch reported that a study was conducted in early March, the peak time for winter traffic, and several items were examined. At this time, Mr. Hirsch presented a "Preliminary Findings" report (attached) and reviewed the contents with those present. Discussed were existing capacities and current demand for public parking, employee parking and car rental spaces. Since the study, the Airport has relocated the car rental ready/return lots and combined them as one. Mr. Hirsch indicated that this would have been one of their recommendations, and with this accomplishment predicts that the car rental is now current with the long term plans (adequate size for next 5 years). Mr. Hirsch then discussed the curb activity analysis. They found that 40% of the traffic was double parked, 24% were triple parked and many cars were parked over 6 minutes. Curb enforcement was observed as reactive rather than preventive. TCI's recommendation relating to curb congestion is to begin by widening the front to a four lane access. Based on the above presentation, especially as it relates to public parking demand, Mr. Hirsch presented options on creating spaces. The first of these options was a second level parking deck. Understanding the Commission's initial concern regarding aesthetics of terminal front, TCI showed drawings of a second level deck sunk 5-6 feet below grade, which would create an area approximately 6 feet higher than the current lot. Discussion. Mr. Hirsch was then advised that the Montair facilities would become available after January 1, 1989 and that this area should be investigated in terms of a parking solution. Discussion. TCI will research those possibilities and include drawings relocating the Airport Circle entrance to encompass Montair property. No plans for this area were presented today, as TCI was seemingly unaware of this option. Further discussion consisted of overflow or temporary lots during deck construction. The area presented as an option was an area on the south end of the airport properties. Mr. Gutman quickly indicated that there have been previous discussions regarding

development of this area, none of which are for parking. Discussion. Mr. Hirsch then requested the Commissions' ideas, objections, etc on the proposals discussed. Is the idea of a parking structure totally out of line? Discussion. Mr. Gutman indicated that decking has been discussed as less than aesthetically pleasing but not totally unacceptable, although Commission is definately seeking other alternatives, such as the Montair property as a two - three year solution. Discussion. Mike Flaherty requested that TCI present alternative solutions at different growth percentages.

Mr. Gutman then explained to the consultants the situation as it relates to the initial urgency of a parking study and the current status of the existing lot. Mr. Crenshaw indicated that based on this information, it would appear that the parking study is no longer an urgent matter. Discussion. Parking study to be put on hold until further discussion of the full Board.

TERMINAL RENOVATIONS:

Mr. Potts then presented the following suggestions for FAA office renovations, not in prioritized order.

1. Observation/Play room
2. Additional Administration/Office Spaces
3. Requests for office space from United, Hertz, I.T.S., Contin.
4. Expansion of Restaurant
5. Special Retail Shops
6. Expanding Engineering/Planning Office

Discussion. Plans for the Tower Cab are to utilize it as a snow/operations area and special tour area.

To prepare a scope of work, architectural proposals, evaluations, and retain a contractor is estimated at 60-90 days. To prepare design specs, etc is 120 days. Thirty days to advertise, 30-60 days for notice to proceed & contract award. Construction could begin in one year after development of scope of services.

Scope of work to be prepared by mid-September.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JULY 12, 1988
4:30 P.M.

PRESENT:

Huck Gutman, Chairman
M. Robert Blanchard
Michael Flaherty
Nancy Sheahan

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

The meeting was called to order by the Chairman, Mr. Gutman at 4:35 p.m.

The next meeting of the Board will be held on Tuesday July 26, 1988 at 4:30 p.m. for the exclusive purpose of long range planning.

MINUTES - JUNE 7 AND JUNE 27, 1988:

Mr. Gutman reported a required change to the minutes of June 27, page five, regarding Warplanes. The motion to allow them additional leased area should reflect that this amendment can be canceled by Airport with thirty days notice.

Mr. Flaherty made a motion to approve the minutes of June 7, 1988 as presented and the minutes of June 27, 1988 with the noted change. Seconded by Mr. Blanchard. All were in favor.

JUNE WARRANT:

Payments to several unrecognized vendors were questioned and answered by the staff. Mr. Gutman then questioned the payments made to Reynolds, Smith & Hills, Inc. R,S,&H is the consulting team for the Part 150 Noise Study and percentage payments have been made according to work accomplished to date. Discussion. Mr. Gutman reminded the staff that a 10% retainage on all contract invoices is standard procedure and requested that it be carried out on every contractor.

Mr. Blanchard made a motion to approve the June warrant as presented. Seconded by Mr. Flaherty. All were in favor.

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OPERATING STATEMENTS:

Mr. Blanchard reviewed and questioned several of the accounts receivables showing past due balances. Of the accounts questioned, Mitel and Valley Air have actual past due amounts. Discussion. Mr. Potts directed to contact both parties to request letters of explanation regarding nonpayment of balances due. Letters due by Friday July 15, 1988 or notice to be issued indicating non-compliance of lease terms.

A review of the revenue report prompted questions regarding type of income classified as "miscellaneous". Discussion. John Stewart was asked to provide a detailed breakdown of each months miscellaneous revenue. Mr. Gutman then expressed his concern that the landing fee revenues are under budget. Discussion. Ken to look into whether the airport shows a growth trend, leveled off status or a decrease in air travel as it relates to landing fees.

The Department of Public Works budget for Airport Parking lot was reviewed. Total budget is equal to \$411,770.00 which Mr. Blanchard explained, contains the percentage payment to the Airport. Discussion. John Stewart to research and determine nature of \$7500.00 budgeted amount under the '1231' code, referenced as "Traffic to Airport".

Approval of operating statements deferred until August.

EASTERN EXPRESS - ALAN GRAY:

Mr. Gray entered the meeting and expressed his concern to expeditiously resolve the re-assignable space conflict, although he has already appeared with his concerns in November of 87. Mr. Gray explained that it is unacceptable to Eastern Express to sign an agreement which allows for their entire rented space to be re-assignable at the Airport's discretion. Mrs. Gagne requested clarification regarding Mr. Gray's indication that the 'entire' Eastern spaces are re-assignable. As a result of his request in

EASTERN EXPRESS: (CONT.)

November the Commission granted an amendment to the Eastern exhibit allowing for only half re-assignable space, a copy of which had been forwarded to Mr. Gray in April of this year. Mr. Gray appeared to be unaware of any such exchange, until Mrs. Gagne presented a copy of the forwarded exhibit. Mr. Gray still insisted that this was unacceptable and that legal action would be the only alternative should the Commission not reconsider their position. Discussion. The Commission indicated that they will take Eastern's concerns under advisement.

MONTAIR:

Bob Rachlin and Gene Fodor of Montair entered the meeting to request permission to install a third jet fuel tank on the existing fuel farm. Mr. Potts recommended that Montair be allowed to install a third jet fuel tank at their expense and that they obtain all necessary permits. With the understanding that the airport is considering relocation of the fuel farm, Montair has agreed to bear the appropriate costs involved in relocating their newly installed tank. Discussion. Mr. Rachlin indicated that Montair's primary reason for this request is to ensure an adequate and plentiful supply of fuel to its present customers. This addition would also put them in a competitive position to supply new customers. Discussion. This installation has been requested at this time as Mr. Rachlin understood that the fuel farm relocation time frame is three to five years. Mr. Gutman reported that this is a priority item and that he would expect preliminary action this fiscal year. Discussion. Gerry D'Amico pointed out that because design has not been contemplated it is feasible that the new storage facility could be underground, therefore leaving Montair with a useless above ground tank. Mr. Rachlin reported that all of their tanks, as well as their fuel trucks, are leased. Discussion. A discussion of fuel costs at Burlington and other airports ensued. A discussion also developed on whether or not the installation of the third fuel tank would affect the cost of fuel for the entire airport. The Commission to take this request under advisement.

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MANAGER'S REPORT:

MIDWEST INTERNATIONAL TV CHAIRS have been removed and final revenue report to be returned this week.

FY89 BUDGET was adopted by the City Council on June 27, 1988 and no questions were asked at that time.

WARPLANES - Exhibit 'A', recently approved by the Commission has been forwarded to the attorney's office. Nancy reported that Joe had not briefed her current status.

CARPET on the new baggage conveyor has been successfully installed.

VALLEY AIR - A meeting was held with Frank Donoghue on June 28, 1988 to discuss action on previous requests and letter of June 22

MASTERTECH - Insurance company still insists on products/completed operations coverage. Negotiations are continuing to examine possibilities of reduced coverage and minimum guarantees. Mr. Potts was directed to resolve negotiations by August 1, 1988.

EMERY BUILDING - A letter was received from Emery stating no further interest in Building 890. Contact has been made with CFE/Dynamair, a contracted agent for Emery's ground services, regarding occupying and rental of this building.

EMERGENCY GENERATOR - Plans and specs were received on July 5, 1988 and are being reviewed by Airport staff. Hoyle, Tanner & Associates has advertised for bids and bid opening is scheduled for July 26, 1988. The tentative allocation has been made and grant offer to be available by the end of July.

APRON EXPANSION PHASE II - The project has been progressing very well, until Thursday, July 7, 1988 when a stop order was issued due to problems arising in the concrete pouring. Problems are under review by Hoyle, Tanner & Associates and involved subcontractors. There have been few to no complaints regarding this construction project and all involved parties, airlines, FAA, etc., have been very cooperative and accommodating.

MASTER PLAN - A meeting was held with FAA in Massachusetts with our consulting team of Campbell & Paris on June 29, 1988 to discuss scope of work. FAA will pay 90% of all planning including parking lots. The only exception will be the fuel farm if relocation is not for an aeronautical purpose. FAA has also requested additional information such as aerial photos,

MANAGER'S REPORT - (CONT):

topography information, and a revision of scope of work and related costs. The total master plan costs are expected to exceed the budget of \$150,000 but the Airport share will decrease due to the larger base borne by FAA. The costs will drop from \$44,325 to \$6,755 based on the old cost schedule. The Master Plan should be submitted for grant by the end of July.

VTANG MASTER PLAN - A meeting was held with Col. John Leonard on July 8. Mr. Leonard indicated that VTANG would allow and welcome an airport representative to any and all of the Master Plan meetings. Discussion.

A meeting was also held with Mr. Bill Szymanski, Michael Flaherty, Mr & Mrs. Lothrop, several other South Burlington citizens and HTA, discussing the AIRPORT DRAINAGE systems to be designed and methods and plans of correction to waste water drainage.

MONTAIR RELOCATION - Federal Express and Emery have indicated that Montair tie down could be accommodated on the 880-890 Ramp. Joe McNeil has been asked to determine if the South Ramp is available for this purpose.

TERMINAL CHAIR PURCHASE - Mr. Hamilton has been in contact with USAir to determine feasibility of chair purchase through them. Preliminary discussions conclude that purchase of terminal chairs in this manner equate to approximately \$150.00 per chair. Mr. Potts has contacted Mr. Mark Birch, FAA Air Traffic Control Tower Chief, requesting a confirmed date for relocation and vacancy of office and tower facilities. Mr. Birch to make appropriate contacts.

On behalf of the Airport staff and management who participated in the appreciation picnic this past Saturday, a thank you is extended to the Airport Commission as a good time was had by all.

At this time, legal counsel, Nancy Sheahan entered the meeting and received a briefing on items discussed thus far.

An explanation of Eastern Express' dissertation was explained and discussed.

Mr. Blanchard made a motion that a letter again be forwarded to Eastern Express indicating the Commissions reinforcement of the instruction of the June 27, 1988 meeting. Seconded by Mr. Flaherty. All were in favor.

Nancy Sheahan to provide Mr. Gray with information on lease negotiation sessions regarding this aspect.

JANITORIAL SERVICES CONTRACT:

Mr. Potts reported that eight bids were received and opened on June 30, 1988 for janitorial services. Although the bidders were informed that one person per day coverage was insufficient, several bidders submitted proposals based on exactly that coverage. High bidders included two person per day coverage. Each of the staff members individually reviewed the proposals, and a group review was then held. The recommendation of the staff and of Mr. Potts concluded that Northland Janitorial was best qualified for bid award. Reasons for qualification were that Northland submitted a detailed and clearly defined proposal, listing janitorial service locations, resumes of key on-site personnel, number of employees proposed with detailed schedules for each. Northland also shows extensive experience and mastery of Enduro rubber floor cleaning and proposed the purchase of a new machine for this purpose. Northland's proposal also offered a man hour credit for hours worked per week under 180 from April 15 to November 1, and 220 hours from November 1 to April 15. Finally, Northland qualifies has WBE/MBE qualifications. Discussion. Although unsatisfied with past performance by Northland, there has been considerable improvement in the past several months. Discussion.

Mr. Blanchard made a motion to award the janitorial services contract to Northland Janitorial Services at a cost of \$149,969.00 per year, to include carpet cleaning, on a three month probation at which time performance and satisfaction will be reviewed. Seconded by Mr. Flaherty. All were in favor.

ELECTRICAL SERVICES CONTRACT:

A contract has been drafted for electrical services with Mike Catella. The contract calls for one (1) eight (8) hour a day per week service at \$25.00 per hour and emergency call in at a minimum two hour service charge of \$45.00, and regular rate for every hour thereafter. Mr. Potts checked several electrical firms and per hour labor costs ranged from \$25/hr plus travel of \$10.00, \$20/hr plus 15% of materials, and \$25-\$30 per hour. Discussion. Three applications have been received for the permanent position. Mr. Potts has decided to re-advertise the position in AAAE and The Boston Globe. Discussion. Many companies are experiencing difficulty locating qualified electricians, and the Airport is further restricted as starting salaries are not equitable for qualifications and experience necessary. Discussion. Mr. Blanchard suggested that the salary concerns be brought before the Personnel and Classification review committee. Discussion.

Mr. Blanchard made a motion to contract with Michael Catella for electrical services at \$25.00 per hour, for a maximum of eight hours per week, and two forty hour weeks for training. Seconded by Mr. Flaherty. All were in favor.

US POSTAL SERVICE:

Mr. Potts reported that Mr. James Hickey has requested locating a mail sorting/distribution center on the Airport. Initial research was in possibility of utilizing the "Dance Hall", which has since been determined unsuitable. Mr. Potts has suggested that Mr. Hickey contact both United and Continental regarding vacancy of the Kellogg Hangar for use as the mail center. Discussion. Mr. Hickey to be informed that his request will be forwarded to our Master Plan consultants, to be resolved upon completion and review of the Airport Master Plan Update.

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OFF AIRPORT OPERATOR'S FEES:

Mr. Potts proposed the following off airport operator fees:
Hotels, Motels, Courtesy Vehicles, Shuttles etc.
\$25.00 per year per vehicle for registration
\$.50 per passenger at pick up and drop off
Car Rentals
\$25.00 per year per shuttle vehicle for registration
6.5% of Airport generated gross receipts
Parking Lots
\$25.00 per year per shuttle vehicle for registration
20% of the first \$10,000 per month of Airport
generated gross receipts
25% of Airport generated gross receipts over
\$10,000 per month.

Discussion. Mr. Potts reported that in the Alamo case, the court has upheld the request to charge fair and reasonable off airport fees. Discussion. In order to collect per passenger fees, an airport agent would be required out front during all operational hours. Ground Transportation officer, Maggie Porter, has offered to conduct a cost/feasibility study to determine number of passengers arriving and departing by courtesy/shuttle vehicle during the times not already covered by Ground Transportation. Discussion. Mr. Flaherty suggested that rather than a per passenger fee, the Airport charge \$100.00 per vehicle per year as opposed to \$25.00 per year. Discussion. Mr. Blanchard recommended that the airport proceed with finalizing the fee schedule, to include Mr. Flaherty's suggested change, make notice to all concerned parties, and institute as required.

Mr. Flaherty made a motion to enter executive session to discuss contracts and negotiations the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Blanchard. The meeting entered executive session at 6:55 p.m.

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

CONTRACT AND LEASE UPDATE - NANCY SHEAHAN:

The resident engineering services contract, janitorial extension and police contract are on the Board agenda for resolution. Another letter has been written to the City of Winooski regarding their claim to a delinquent tax notice. Mr. Gene Bergman has been assigned to review the taxi regulations and the Airport's request to install taxi meters. A meeting is to be scheduled in the very near future. G.B.I.C. has agreed to be responsible for construction of addition if so requested by FAA and that the Airport will assume all other leasehold obligations. Discussion. Commission had previously agreed to be responsible for plumbing and other utility repairs for servicing not exceeding \$1000.00. Discussion. Nancy to check with Joe. 3060 Associates has again contacted Joe McNeil and is continuing its demand to have the Airport maintain the landscaping on the right of way road. Discussion. The Commission had understood this discussion to have been resolved some time ago. Discussion.

Mr. Flaherty made a motion to enter executive session to discuss contracts, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Blanchard. The meeting entered executive session at 7:25 p.m.

The meeting resumed regular session at 7:35 p.m.

Mr. Blanchard made a motion to enter executive session to discuss contracts and pending litigation, excluding all but the Airport Manager, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. The meeting entered executive session at 7:35 p.m.

The meeting resumed regular session at 7:50 p.m.

Mr. Blanchard made a motion that the Airport exercise its option to terminate the foreign trade zone lease with G.B.I.C.. Seconded by Mr. Flaherty. All were in favor.

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PURCHASE ORDERS:

Mr. Potts requested payment of the Airport Operators Council International Dues of \$2400.00 and the \$200 Bilateral Dues. AOCI provides national and international updates on Airport happenings, a library of reference materials, and numerous surveys and reference reports. The bilateral dues provides international negotiation. Discussion.

Mr. Blanchard made a motion to approve the expenditure of \$2600.00 for A.O.C.I. Annual and Bilateral dues. Seconded by Mr. Flaherty. All were in favor.

Both the transmission and engine are in need of repair and overhaul for airport vehicle, T-3. Discussion. Mr. Blanchard suggested that these funds be allocated from FY'88. John Stewart to check with Mr. Leopold. Should this action be appropriate, Mr. Potts would be required to appear before the Board of Finance for approval.

Mr. Blanchard made a motion to approve the expenditure of \$8,000 for repair and overhaul of T-3 engine and transmission. Seconded by Mr. Flaherty. All were in favor.

Mr. Potts reported that proposals were received for the purchase of airfield tractor equipment and materials. The following is Mr. Potts' recommendation, based on quotes received:

Purchase of John Deere Model 1450 Utility Tractor from Green Machine for a purchase price of \$18,840.00.
Purchase of 20' Batwing Mower from M&M Motors for a purchase price of \$11,073.00.
Purchase of John Deere Model F-935 Front End Mower from Yandow Sales for a purchase price of \$12,386.00.

Discussion. Purchase of the recommended items will exceed budget amount by approximately \$1200.00, but there is contingencies to cover.

Mr. Blanchard made a motion to approve the purchase of the above mentioned items as recommended by Mr. Potts. Seconded by Mr. Flaherty. All were in favor.

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MONTAIR RELOCATION:

Discussed under manager's report.

MANSFIELD HELI-FLIGHT:

Ken has been directed to have this resolved by August 1, 1988.

There being no further business, Mr. Flaherty made a motion to adjourn. The meeting adjourned at 8:03 p.m.

Respectfully Submitted,

Tamara S. Gagne

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JUNE 27, 1988
4:00 P.M.

PRESENT:

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

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

The meeting was called to order by the Chairman, Mr. Blanchard at 4:05 p.m.

Mr. D'Acuti made a motion to amend the agenda to add item #A1. Hoyle, Tanner & Associates. Seconded by Mr. Gutman. All were in favor.

HOYLE, TANNER & ASSOCIATES:

At this time, James Boothroyd, Carl Tortolano, and Dr. Robert Farrell of HTA entered the meeting to discuss further developments regarding the Kirby Road drainage problems. Also present for this portion of the meeting were Mr. & Mrs. Lathrop of South Burlington. Based on information that the Airport's actual ethylene glycol use is only 15,000 gallons Mr. Tortolano reported that HTA has developed a scope of work for both an interim temporary solution and for a permanent solution, and that discussion is continuing with FAA to determine funding eligibility and availability for this project. The temporary solution, not fully evolved, might involve holding tanks, but will certainly keep all drainage on Airport. HTA expecting to bid the project by early October, with funding available early November, if appropriated. Dr. Farrell reported that the ethylene glycol is diluted 50% with water thus creating additional surface waters with which to deal. Other areas to be addressed will be to determine how much of the glycol adheres to the aircraft and examine various methods of collection, holding, treating, and disposal. Glycol is a biodegradable material which

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has never been adequately addressed as it relates to treatment and disposal. Discussion. Mr. Blanchard directed Mr. Potts to meet with Hoyle, Tanner & Associates prior to a July end Commission meeting, inviting both concerned South Burlington citizens and Mr. Szymanski, South Burlington engineer and City Manager, to discuss actions being taken to correct airport runoff problems. Hoyle, Tanner & Associates to report at meeting of July 26, 1988.

CITY PARKING REPORT:

Mr. Don Morley, Department of Public Works, and Zaz Curti, parking lot manager, entered the meeting to discuss three month operation of new city/airport parking lot. Mr. Blanchard indicated that negotiations had concluded that Mr. Curti would remain parking lot manager at the Airport and that this however has not been the case, and requested explanation. Mr. Morley reported that the Department of Public Works is experiencing a drastic personnel change in its parking lot facilities. Mr. Curti had and is being used to phase out a retiring individual and to train a new manager. Discussion. A similiar system and equipment is used for accounting of tickets as was used by APCOA. Discussion. Mr. Morley reported that DPW has a budget of \$177,500 for operation of the Airport parking facilities. Mr. Gutman expressed his concern that the City was not realizing all revenues above the projected amounts, but that perhaps these funds were being used to subsidize other city parking facilities. Discussion. John Stewart and Don Morley explained that all airport parking facility revenues are directly deposited in a general City fund. Expenses for operation are paid from this account, justified by invoices and request for payments. Discussion. Commission indicated that they were pleased with the operation of the lot to date.

FINANCIAL STATUS FY '88 END:

Mr. Potts reported that the June 15, 1988 financial reports and projection through to the end of June, based on discussions with John Stewart indicate the following: Operating Revenue - \$3,109,623.00 (110% of budget), Operating Expenses - \$2,460,000 (98% of budget). Expected surplus at FY end is \$232,600.00.

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Discussion. The excess revenue has been generated in part from retro billing for lease audit discrepancies and under estimation of revenues in original budget. Discussion. Cost that has not yet been included in these figures is the depreciation expense. Preliminary estimate of depreciation expense is \$350,000. More information to be available at the July meeting.

Mr. Potts then explained that the cost of approved purchase of headsets at \$3,000.00 was incorrect. The request covered the purchase of ten headsets only. Not included in this estimate was the cost of appropriate vehicle modification for each headset at \$1226.00 per vehicle. Mr. Potts requests that the Board approve the additional funds to purchase nine head sets with six vehicle modifications for a total of \$9,651.00. Discussion. Headsets will both cut down on noise exposure and allow for safer procedures on active runways, as tower frequency will be prioritized. Discussion.

Mr. Corley made a motion to approve the amendment to the headset purchase for a new total of \$9,651.00. Seconded by Mr. D'Acuti. All were in favor.

MANAGER'S REPORT:

Meeting was held with MONTAIR regarding possible relocation sites. Discussed was the old NCO building, currently referred to as the White House. This building would be used for administration and classroom offices. This solution would also require installation of a trailer for the pilot's lounge and ramp access. A request to modify the Emery Building was also discussed. Mr. Gutman suggested researching possibilities of using a portion of the south ramp. Discussion. Mr. Corley expressed a concern regarding the time frame for these temporary quarters and results if permanent solution is never found. Discussion. Dick Corley suggested that a formal agreement be written regarding the proposed temporary location. Discussion. Mr. Gutman indicated that we should be developing a two to three year temporary solution. If Montair can not be placed in such a position for this length of time, then there would appear to be no means of providing a temporary solution. Discussion.

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MIDWEST INTERNATIONAL - A second letter was sent to Midwest regarding the removal of the TV Chairs, as they had not yet responded to the initial request. This letter has given a 30 day response and removal time. If no action is taken by this date, the chairs will be removed by Airport personnel.

MASTERTECH - an agreement has been presented to Everette McArthur for review. The terms include a minimum monthly guarantee.

VALLEY AIR - a letter has been written to inform them of the decisions made by the Board regarding their requests. Mr. Blanchard reported that a letter, dated June 20, 1988, had been sent to him from Valley Air mentioning that they had been unofficially informed of the Board's decision through Mr. Hamilton and that they were also seeking reconsideration of the sign installation decision. Questions were posed and discussed relating to the timely issuance of formal notification to Valley Air. Mr. Potts explained that the letter had been written and sent and that he had spoken with Mr. Donoghue the day of the May 7th meeting regarding the items to be addressed and his recommendations to be made to the Board, and that perhaps Mr. Donoghue had confused this conversation with that of one with Mr. Hamilton. Discussion. Mr. Blanchard directed Ken to respond to Valley Air's letter of June 20, 1988. Mr. Potts then reported that the cost for installation of requested taxiway lights amount to \$3725.00 and that his recommendation is to proceed with installation. Discussion.

Mr. Gutman made a motion to install taxiway lights on Alert Taxiway, based on Mr. Potts' recommendation for a cost of \$3725.00. Seconded by Mr. Corley. Discussion. Mr. D'Acuti indicated that this request was unduly delayed due to inappropriate initial cost estimate and lack of proper preparation. All were in favor of the motion to approve.

U.S. POSTAL MACHINE - installation of postal machine, as approved at an earlier Commission meeting, has been delayed as the Postal Service is in process of locating an appropriate size unit. The U.S. Post Office has also been in contact with Ken regarding rental of space for mail sorting/distribution center. They have been shown the "dance hall" as available space. Discussion. Mr.

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Blanchard reported that a stairwell on the north end of the terminal would have to be installed in order to rent the "dance hall". Mr. Potts has explained this requirement to the Postal Service.

Mr. Jim Parker, VTANG has contacted Ken regarding possible plans for an AIRSHOW next calendar year. Discussion. The Airport not to be involved except in operational coordination. Mr. Gutman reported that the VTANG is in the process of preparing a Master Plan and questioned whether or not the airport had means of being party to their proposals. Ken Potts directed to research these possibilities.

A meeting is scheduled in Burlington, MA on June 29, 1988 to meet with Campbell & Paris associates and FAA for review for scope of work for the Airport's MASTER PLAN UPDATE.

RENTAL CAR agencies, HERTZ & NATIONAL, have reached an agreement on option areas. Mr. Potts explained that it would be necessary to relocate a fence in order to gain contiguous space for National's option area. Discussion. Mr. Potts recommended that the modification to the option areas be accepted and that the fence relocation costs be born by the Airport. Discussion.

Mr. Corley made a motion to approve the revised versions of the car rental option areas and to relocate the appropriate fencing at a cost not to exceed \$1,000. Seconded by Mr. D'Acuti. All were in favor.

AIRBORNE has requested relocating their office space in Building 880 to a larger location in Building 880. With this requested change, Mr. Potts has requested that BICKNELL PHOTO relocate to the office presently occupied by Airborne which will allow access to an area behind the Bicknell space, currently unrentable.

Mr. Corley made a motion to approve the transfer of offices between Airborne Express and Bicknell Photo in Building 880. Seconded by Mr. D'Acuti. All were in favor.

WARPLANES - An exhibit has been created giving Warplanes 102 feet from their building for aircraft parking. Discussion. This area allows for appropriate wing tip clearance for passage by Brockway aircraft and gives best utilization of this ramp. Discussion.

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Mr. Corley expressed his concern that the original area discussed was sixty feet. After a brief discussion it was discovered that both areas are one in the same and that the actual footage is 102 as presented by Mr. Potts. Approximately 20 feet of useable space is lost when the hangar doors are open leaving only 80 feet of useable space. Discussion.

Mr. Corley made a motion to amend the Warplanes lease to allow them additional aircraft parking, aforementioned to be 102 feet from the building, for the express parking of Warplanes owned aircraft only, at a rate of \$.17/sf retroactive to date of beneficial occupancy. Seconded by Mr. D'Acuti. Discussion. Mr. Gutman suggested that for reasons of safe aircraft movement, the Airport will have the right to reclaim the area by cancellation of this amendment. Mr. Corley made a friendly amendment to the original motion to add that the area will be leased until such time that the Airport's needs require this area for alternate uses, with a maximum of thirty day notice. All were in favor.

1989 BUDGET AND CLASSIFICATION SYSTEM will be brought before Board of Aldermen at this evenings meeting for final approval. APPRECIATION MEETING for maintenance crew as approved for Snow Removal Award is scheduled for Saturday, July 9, 1988 at the Sandbar Beach.

OLD BUSINESS:

Mr. Blanchard questioned the status of the following:
JANITORIAL CONTRACTS - An amendment for a one month extension to the current janitorial agreement has been drafted. Janitorial bids are scheduled for June 30 at 2:00 p.m..
ELECTRICAL UPGRADE - Ken to be in contact with Jennison Engineering for cost proposal and notice to proceed.
TRASH COMPACTOR - installed and operational.
OFF AIRPORT USERS FEE - full report at next Commission meeting.
CARPETS ON BAG BELT - purchase order has been issued and carpets ordered.

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TAXI ORDINANCE - Still no resolution. Nancy to check with Joe on status.

STANDARDIZATION OF LEASE RATES - Joe McNeil and Mike Cain previously directed to meet. Mike to report at next meeting.

Mr. Blanchard explained that at the last Commission meeting the Board approved the May Warrant as presented. In this warrant, however, was an invoice which escaped the Board's attention. This invoice was from New England Telephone for \$13,441.03 for a scope of work performed under the terminal expansion project. The Board takes this opportunity to indicate that this invoice does and has not received the approval of the Board for payment. An investigation is ongoing and will be fully reported at an appropriate time. Discussion.

LEASE STATUS & UPDATE - NANCY SHEAHAN:

MANSFIELD HELI FLIGHT - Joe indicated that Eric Chase had contacted his office and would be submitting an application for occupancy and operation on field. Discussion. Joe to continue discussion with his attorney.

VTANG - Resolution drafted for renewal term

BICKNELL, AIRBORNE AND ALLIED have drafted amendments to leases for change in rentals and office spaces.

VALLEY AIR - 3rd amendment for additional aircraft tie down has been drafted. A fully executed copy of the first amendment to the lease can not be located at this point. The second amendment has been returned with requested amendments. Joe to review.

CIANBRO - contractor for the Interstate 89 project forwarded a draft of a lease - Nancy made revisions and has forwarded to Mr. Potts.

EMERGENCY AIRFIELD GENERATOR - resolution prepared and on Board meeting for this evening's meeting.

BROCKWAY amendment drafted.

Mr. Corley made a motion to enter executive session to discuss pending litigation, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. D'Acuti. The meeting entered executive session at 5:45 p.m.

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

Mr. Blanchard recommended that Mr. Kenneth Potts be re-appointed to the position of Airport Manager.

Mr. D'Acuti made a motion to reappoint Mr. Kenneth Potts to the position of Airport Manager. Seconded by Mr. Corley. All were in favor.

Mr. Corley made a motion to reappoint Tamara Gagne to the position of Clerk of the Board. Seconded by Mr. Cain. All were in favor.

Mr. Potts opened the floor for nominations for the position of Commission Chairman. Mr. Blanchard nominated Dr. Huck Gutman.

Mr. D'Acuti made a motion to close the nominations. Seconded by Mr. Cain. All were in favor.

Mr. Cain made a motion that Dr. Huck Gutman be appointed to the position of Airport Commission Chairman. Seconded by Mr. D'Acuti. All were in favor.

There being no further business, the meeting adjourned at 5:56 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JUNE 7, 1988
4:30 P.M.

PRESENT:

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

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

The meeting was called to order by the Chairman, Mr. Blanchard at 4:35 p.m.

SOUTH BURLINGTON REPRESENTATION:

At this time, South Burlington citizens and representatives Michael Flaherty and Councilman, Molly Lambert appeared before the Airport Commission to express their concern regarding the odor emitted from the stagnant drainage area off from Kirby Road area. Mr. Flaherty requested that the Airport Commission address two specific areas of concern. One being to take the appropriate measures to prevent future glycol drainage into the Kirby Road area and two to work with South Burlington on clean-up of existing problem. Mr. Blanchard indicated that the Airport Commission is well aware of the existing problem, has and will continue to cooperate and do all that is possible to resolve the situation and has employed the engineering services of Hoyle, Tanner & Associates to further develop possible solutions, and that entire situation has been deemed first priority in airport projects. Mr. Potts reported that a meeting was held with FAA where permission for commencing design of an oil/water separator and new drainage system was given. At this time, Mr. James Boothroyd, Executive Vice President of Hoyle, Tanner & Associates took the floor to explain research and development done by HTA regarding the drainage problem and more recently the issue of ethyl glycol runoff. Mr. Boothroyd explained that the 1/2 to 3/4 million dollar oil/water separator and drainage system, currently in preliminary discussion phase, will immediately retain all oil, ethyl glycol, and surface waters. This drainage system, however, leads to an existing drainage system, which is believed

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to terminate at the Winooski River. Discussion. Mr. Boothroyd also indicated that they have preliminarily researched the possibilities of using the South Burlington Water treatment plant, and have determined that ethyl glycol can be processed through such a plant under controlled circumstances. Discussion. Comments and concerns were then expressed by the citizen representation of South Burlington. Mr. Blanchard thanked all of the South Burlington representatives and again indicated that resolving this concern is the top priority project of the Airport. Hoyle, Tanner & Associates to report at next Airport Commission meeting.

MONTAIR - BOB RACHLIN:

Mr. Gene Fodor and Mr. Bob Rachlin of Montair Flight Service entered the Airport Commission meeting at this time. Mr. Rachlin proudly reported that Montair is now current on all payments to the Airport and that Montair has also undergone a change in ownership. Mr. Rachlin's purpose in attending this meeting, however, is to express Montair's continued concern on their ultimate field location, recognizing that their operating and leased space agreement expires in December of this year. Mr. Potts reported that he and the Commission have continued to review the Master Plan and optional land use areas. Recent research indicates that the Northwest area of the Airport may be available for development. Discussion. The Commission indicated that they intend to make the necessary arrangements to keep Montair Flight Service in business after the term of their lease, but that they would indeed be repossessing the existing land location. The Board gave direction to Mr. Potts and Mr. Hamilton to work with Montair on locating suitable temporary quarters for the period beginning January 1, 1989.

MINUTES:

Mr. D'Acuti made a motion to approve the minutes of May 10, 1988 and May 19, 1988 as presented. Seconded by Mr. Gutman. All were in favor.

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MAY WARRANT:

The May warrant was presented for discussion. Mr. Blanchard questioned the payment of \$13,441.03 to New England Telephone. Mrs. Gagne reported that Mr. Potts was contacted by New England Telephone indicating an outstanding balance for work performed under AIP-06 Terminal Renovation project. Discussion. Mr. Potts' understanding is that this amount will be paid under the AIP-06 overrun. Discussion. John Stewart indicated that this understanding is incorrect as the funds will actually come from this year's budget. Discussion. Mr. Blanchard directed that it must be approved by the City Finance Board. Mr. Corley questioned the payment to "Glidepath?" and was explained that Glidepath was the contractor for installation of new baggage conveyor.

Mr. Corley made a motion to approve the May Warrant as presented. Seconded by Mr. D'Acuti. All were in favor.

OPERATING STATEMENTS:

The operating and revenue expense report was reviewed and discussed. Mr. Corley questioned the landing fee ytd balance and John Stewart indicated that landing fees are billed a month behind due to nature of reports therefore explaining why this line item appears under budget. Montair reflects a \$2039.24 60-90 day balance due which John Stewart explained is a disputed tax bill. John Stewart then directed to check the DPW account to verify that all excess revenue is being turned over to the City as opposed to if being retained by DPW.

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

MANAGER'S REPORT:

- CAMPBELL & PARIS have forwarded a report on the glide slope relocation possibilities. The FAA's basic premise, to date, is that the relocation can be accomplished. Handout distributed to the Commission. Campbell & Paris are continuing work on cost estimates for this project, to be available at the next

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Commission meeting. Discussion. JJ inquired as to whether C&P had contacted the Air Guard regarding this relocation. Mr. Hamilton explained that the Air Guard installed a \$350,000 blast fence which, with the change, may fall into the critical area. Discussion. Ken to call Campbell & Paris to discuss this concern.

- MANSFIELD HELI-FLIGHT was issued an order to cease and desist all operations, with copies to Innotech Aviation and Hangar Condo Association. Upon receipt of the letter, Innotech Aviation notified the Airport that a request for the approval of this subtenancy was hand delivered to the Airport Manager's office several months ago. Discussion. Mr. Cain advised Mr. Eric Chase, owner of Heli-Flight Services, that he should immediately contact Joe McNeil's office. Joe McNeil to report on status at the next Board meeting.

- FINANCE BOARD meeting of May 19, 1988 was attended by Mr. Potts to present the final '89 budget request. Mr. Potts also attended the Board of Finance meeting of May 23, 1988 to request the transfer of \$200,000 to FY'88 capital fund. The Finance Board approved the transfer of the \$200,000 to a contingency fund, and requested that Mr. Potts return with a schedule of purchases and justification for each. Mr. Potts returned to their meeting of June 6, 1988 where the Board of Finance approved recommendation to the Board of Aldermen to transfer the requested funds to the Airport Capital budget. Discussion. Joe McNeil reported that in order to satisfy the airport's legal requirements as it relates to the airline signatory leases, the Commission must notify and accept comment on the proposed budget amendment. Discussion.

Mr. D'Acuti made a motion to approve the amendment to and expenses of the capital improvement budget of \$200,530.00 subject to meeting the legal requirements of the Airline leases, for which Joe McNeil will further review. Funds to be expended prior to June 30, 1988. Seconded by Mr. Gutman. All were in favor.

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Mr. Gutman made a motion to enter executive session to discuss contractual negotiations, 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 6:03 p.m.

Regular session resumed at 6:14 p.m.

Mr. Potts requested R.F.P. and purchase order approval for the following items which exceed the \$2500.00 approval amount allowed by the Manager. Engine Repair, T-2 - \$7,000.00, Frink Rollover Plow - \$16,450.00, Vehicle Radio purchase - \$7,000.00, Valley Air Road paving - \$6,640.00, and continuation of HVAC repairs & system upgrading - up to \$60,000.

Mr. Corley made a motion to approve the R.F.P. and purchase order requests for the above mentioned expenditures. Seconded by Mr. D'Acuti. All were in favor.

ELECTRICAL ENGINEERING CONTRACT - Mr. D'Amico had submitted the following list of firms qualified to fulfill the airport's needs regarding the electrical upgrade project.

Dufresne-Henry, Inc.
Hallam Associates, Inc.
Jennison Engineering

Mr. Potts recommended that Jennison Engineering be contacted for this project.

Mr. D'Acuti made a motion to approve the electrical engineering contract with Jennison Engineering to provide a terminal electrical upgrade at a cost of \$15,000. Seconded by Mr. Corley. All were in favor.

- EMERGENCY GENERATOR - On May 18, 1988 Ken Potts and Gerry D'Amico met with FAA and Hoyle, Tanner & Associates in Burlington, Ma for the purpose of a pre-design on the emergency generator project. The project scope will include removal of underground storage tanks and existing equipment to accommodate the installation of a 100kw engine generator and related electrical equipment. Expansion of the building will not be required. Discussion. Mr. Blanchard had understood that this was a high priority item some time ago and requested an explanation of why only now is action being taken. Discussion.

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Mr. D'Acuti made a motion to approve the electrical engineering contract with Hoyle, Tanner & Associates for engineering services associated with design of the airfield emergency generator at a cost of \$20,850.00 and testing charges of \$575.00. Seconded by Mr. Gutman. All were in favor.

- RECONSTRUCT TERMINAL APRON PHASE II - Clearance for the Grant approval was issued from FAA on June 2, 1988 and grant forwarded to the State of Vermont for signatures. Approval for acceptance of the Grant was given by the City Board of Aldermen on May 23, 1988 and executed when forwarded from the State, June 7, 1988. Notice to proceed was given by FAA on June 8, 1988. The project is scheduled to begin on Monday, June 13, 1988. Discussion. Project is behind schedule by one week from HTA's original time table. Discussion.

- JANITORIAL CONTRACTS have been advertised for bid opening of June 30, 1988. Pre-proposal meeting scheduled for Wednesday, June 15, 1988.

- TRASH COMPACTOR installation is scheduled to be complete by the first of next week. Kelco, Inc. to be providing trash compactor unit and service.

- WILLY'S VENDING SERVICE has been notified that they are to remove all vending machines by June 15, 1988. No response.

- OFF AIRPORT USERS FEES - At Mr. Gutman's request Mr. Potts has reviewed the institution of off airport users fees. He recommends that the Airport Commission institute an off airport users fee by ordinance. Mr. Potts reported that he anticipates unfavorable press and possible legal action with this decision, but that the benefits will out weigh the costs. Mr. Potts indicated that he feels that it is important to protect the interest of the Airport and its tenants and get a return from those outside users and companies that derive their business from the Airport. Mr. Potts then requested additional time to determine the specific charges to be appropriated to various operators.

- AIRLINE BUDGET MEETING - USAir, Piedmont, Brockway and Eastern Express were in attendance to review the FY'89 budget. Their areas of concern were:

1. Capital Improvement Amortization
2. Police Contract
3. Receiving Landing Fee Credit for Surplus Revenue
Based on 11 months.

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Discussion. Mr. Blanchard conversed with Harry Portz, USAir who indicated that they would accept the Police Contract costs only for this year and that he would personally direct meetings to discuss other alternatives. Discussion.

- INTERSTATE 89 PROJECT - Mr. Potts reported that Mr. John Kantz, State of Vermont, has sought permission to park three trailers on airport property for a three year period, during which time the State will be doing construction work on Interstate 89. Discussion. Joe McNeil reported that such permission would be deemed conveyance of interest of land and would need Board of Aldermen approval. Discussion. Joe recommends that a license be issued. Discussion. Commission agrees to license the State for use of the area requested.

LEASE REVIEW & UPDATE - JOE MCNEIL:

EASTERN & BUSINESS EXPRESS LEASES have not yet been signed. Discussion. Mr. Blanchard indicated that immediate corrective action needed to be taken, as it would for any other tenant operating without a signed agreement. Discussion. Recommendation that Eastern & Business be charged the Airport's \$10.00 landing fee charges. Discussion. Joe McNeil indicated that it would be appropriate to send a letter before the July 1, invoicing indicating that without a signed contract by August 1, 1988 their occupancy will terminate.

Mr. Corley made a motion that a letter be forwarded to Eastern and Business Express airlines indicating that the Airport is requiring their signed contracts by August 1, 1988. Failure to provide these documents will result in termination of occupancy and in accordance with established rules & regulations a minimum landing fee of \$10.00 will be assessed. Seconded by Mr. Gutman. All were in favor.

CAR RENTAL CONTRACTS - Hertz/National Option area leases have been drafted and reviewed by Ken Potts. Mr. Potts has received comment from both Hertz and National, National not being agreeable to the terms and conditions presented. Contracts, however, have not been forwarded for opportunity for official response. Rental relocation contract amendments were drafted, reviewed and returned to Joe McNeil's office for revision.

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Mr. Corley made motion to enter executive session to discuss contract negotiations, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 6:42 p.m.

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

Mr. Blanchard then requested updates on the following contracts/situations. Valley Air amendments? - Joe indicated that he believes that both executed contract are in his files. Joe will check and forward appropriate copies to the Airport. MIDWEST INT'L TV CHAIRS? - any follow up to initial "eviction" letter? No response to date, Ken to follow up immediately. DEVELOPMENT OF MONTAIR PROPERTY for airport parking - Ken indicated that he had reminded Campbell & Paris to assess situation.

VALLEY AIR SERVICES:

Mr. Potts recommended that, based on actual visibility and potential of numerous requests, the request for a sign be denied.

Mr. D'Acuti made a motion that Valley Air's request for sign installation near Valley Taxiway be denied based on Mr. Potts' recommendation. Seconded by Mr. Gutman. All were in favor.

Mr. Potts recommended that, based on the inadequate lighting and difficulty getting off from the runway to the taxiway, taxiway lights be installed. Discussion.

Mr. Gutman made a motion to install taxiway lights on "Valley Taxiway" at a cost not to exceed \$1500.00. Seconded by Mr. D'Acuti. Discussion. Mr. Hamilton expressed a concern that lights could not be installed for such a cost. Discussion. Mr. Gutman withdrew his motion as did Mr. D'Acuti his second. Mr. Potts directed to prepare actual costs figures for next Commission meeting.

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ATTORNEY'S CONTRACT:

Mr. Gutman made a motion that, given the excellent service provided by McNeil, Murray & Sorrell and their extremely reasonable rates, the Airport renew the legal services contract for an additional rate. Seconded by Mr. D'Acuti. All were in favor.

ENGINEERING CONTRACT RENEWAL:

Mr. Potts reported that the engineering services contract is up for renewal. He recommended that the Airport renew this contract with Gerald D'Amico at a rate of \$27.50 per hour.

Mr. Gutman made a motion to renew the airport engineering services contract with Gerald D'Amico at an hourly rate of \$27.50 based on a 24 hour work week. Seconded by Mr. D'Acuti. All were in favor.

Mr. Gutman made a motion to enter into executive session to discuss personnel matters. Seconded by Mr. D'Acuti. All were in favor. The meeting entered executive session at 7:04 p.m.

The meeting resumed regular session at 7:20 p.m. There being no further business, the meeting adjourned at 7:21 p.m.

The next meeting of the Airport Commission will be held on Tuesday, June 27, 1988 4:00 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MAY 19, 1988
3:30 P.M.

PRESENT:

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

Kenneth S. Potts
Tamara Gagne
John Hamilton

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

OLD BUSINESS - VALLEY AIR SERVICES REQUESTS:

Paving request - approved at meeting of May 10, 1988.
Installation of Sign - Discussion. Mr. Blanchard suggested that J.J. Hamilton and Ken Potts discuss this request and come before the Board on June 7, 1988 with their recommendation.
Additional tie-down - Discussion. The area available for additional tie-down spaces is the south edge of the Hangar Condos area. Discussion. JJ indicates that the only problem in allowing use of this area will be winter snow removal. Discussion.

Mr. Gutman made a motion to allow Valley Air Services the use of additional tie-down spaces in the area designated by the Airport Manager during the period of 15 April to November 1 only, and that the Airport will have the right to terminate with a 30 day notice. Seconded by Mr. D'Acuti.

Taxiway lights request - Discussion. The present taxi light system used is a reflective lighting system. Discussion. Mr. Blanchard requested that Mr. Potts determine exactly the type of lighting system requested by Valley Air and to bring report and recommendation to next Board meeting.

At this time a list of twenty-six items, listed by priority and with cost estimates was distributed to the Commission for review. This lists items to be purchased with excess capital revenues in this fiscal year. (This list is attached and made a part of these minutes.)

PROJECT LIST
LISTED BY PRIORITY

1	Repair of Snow Plow T-2	\$7,000.00	*
2	Crack Sealing & Joint Repair	\$23,000.00	*
3	HVAC Repairs & System Upgrading	\$60,000.00	*
4	Valley Road Construction	\$8,000.00	
5	Memory Expansion Adm. Asst.	\$200.00	*
6	Facsimile Machine	\$1,500.00	
7	Terminal Chairs & Furniture	\$3,900.00	
8	Restaurant Chairs	\$3,000.00	
9	Radios	\$7,000.00	*
10	I.D. Camera Equipment	\$500.00	*
11	Engineering - Electrical Upgrade	\$15,000.00	
12	Operations Vehicle	\$18,000.00	
13	Roll Over Plow	\$20,000.00	
14	Headsets	\$3,000.00	*
15	Air Compressor	\$11,000.00	
16	Portable 110V Generator	\$350.00	*
17	Hydraulic Press	\$2,500.00	
18	10 Ton Porta Power attachments	\$600.00	*
19	Tire Changing Equipment	\$2,300.00	
20	Jack Stands	\$250.00	*
21	Backhoe Attachments	\$7,500.00	
22	Rotor Hammer & Bits	\$800.00	*
23	Hydraulic Knock Out	\$500.00	*
24	Drafting	\$500.00	*
25	Ditty Bags	\$600.00	*
26	Office Furniture	\$3,000.00	*
	TOTAL	\$200,000.00	

* = Expense Items, All other Capital items

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An explanation of item #3 - HVAC Repairs & System Upgrading, was requested. Mr. Potts explained that the \$60,000 shown included such repair items as mixing boxes - \$12,000, balance old system - \$10,000, air curtains - \$10,000, 2nd floor return air - \$10,000, pneumatic repairs - \$3,000 and many other terminal building hvac repairs, of which do not include suggested upgrading revealed in Hallam Associates hvac study. Also requested from this amount will be the upgrading of the Building 880 hvac system, approximately \$20,000. Included in this amount is the \$20,000 already approved for immediate repairs in the terminal system. There is a potential of \$89,000 to \$100,000 in upgrading and repairs to terminal and building 880 hvac systems. Discussion.

Items #2 and #4 have been approved at the May 10, 1988 meeting.

Item #8 - Restaurant chairs, to be increased to \$7,000 to include purchase of new carpeting.

Discussion then ensued on purchase of new operations vehicle. The purchase would replace the Airport's Mercury Zephyr (T-17), used as ops vehicle and parking lot shuttle vehicle. Discussion. The requested vehicle would be a multi-passenger to be used for airfield tours and reliable shuttle transportation. Discussion. The Commission recommends that the purchase of a new vehicle to replace T-17 be removed from this purchase list to be included in its scheduled budget year of 1990.

Item #15 - Air Compressor was then questioned and discussed. Decision made to postpone this purchase as well.

Each of the other listed items was reviewed and discussed. Mr. Blanchard suggested that the remaining items, \$175,000, remain status quo until the next Commission meeting to be further discussed and finally approved and that in the interim Mr. Potts request an appearance before the Board of Finance to increase the Airport's capital budget by \$200,000.

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Mr. D'Acuti made a motion to amend the Airport Capital Improvement budget to add \$200,000 for the purchase of items preliminary discussed at this meeting with final approval at the next Board meeting. Seconded by Mr. Gutman. All were in favor.

The next meeting of the Board of Airport Commissioner will be a regular monthly meeting to be held on Tuesday, June 7, 1988 at 4:30 p.m.

There being no further business, the meeting adjourned at 4:50 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MAY 10, 1988
4:30 P.M.

PRESENT:

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

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

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

CAMPBELL & PARIS CONSULTANTS - NORTHWEST LAND AVAILABILITY:

At this time, Mr. H.D. Campbell and Mr. Gene Lucas of Campbell & Paris entered the meeting. Mr. Campbell then presented airfield layout diagrams, each depicting different options available in developing the northwest area of the airport. The first option described involved relocating Taxiway 'G' 200' to the north and relocation of the glide slope to provide approximately 19 additional acres of developable area. Discussion. Campbell & Paris would be looking to the Commission for direction in pursuing potential of this option. The next diagram depicted a potential FBO site of 1.8 acres with hangar space of 10,000 sf and parking of 15,000 sf opposite of Taxiway Hotel. The benefits of this area would be that there is no additional land purchase needed, access from off airport, and direct access to Taxiway 'H' for possible taxiway departure. The approximated cost would be \$875,000 to include pavement. The next option included the purchase of 1.4 additional acres, adjacent to the previous area, for a land cost of \$250,000 and a total of \$1.125 million. Option 4 requires the purchase of 2.9 additional acres, presently owned by Park & Travel, at a cost of \$350,000 and a total of \$1.125 million. This site provides excellent landside access to terminal and excellent access to the taxiway system. The final option requires the purchase of 1.4 additional acreage and is located north of Taxiway 'H', opposite the present glide slope location. This area would provide the largest area for aircraft parking (500' x 500'), but provides poor access to the terminal.

This approximated cost would be \$250,000 for the property acquisition and \$875,000 for development. Discussion. Mr. Gutman indicated that the Commission's major concern is to get the optimal, safest use of the airport's limited acreage, without precluding future development. Discussion. Mr. Blanchard directed Mr. Campbell and his firm to research the possibilities of relocating Taxiway 'G' and the glide slope and to have a recommendation available for the June Airport Commission meeting.

RESORT BROCHURE DISTRIBUTION SERVICES:

At this time, Mr. Bernard Haskell of RBDS expressed his desire to place a brochure rack within the airport terminal. Mr. Gutman requested an explanation on reasons for installation of an additional brochure rack, as Information Gallery currently maintains a rack within the terminal. Mr. Haskell indicated that there would be no duplication of brochure distribution as he would be seeking advertisers not currently advertised, perhaps out of the Stowe and other ski areas. Discussion. Mr. Blanchard thanked Mr. Haskell for his presentation and indicated that a decision would be forwarded through the Airport Manager.

INTERSPACE AIRPORT ADVERTISING:

Mark Lieberman and Ellen Lieberman of Interspace entered the meeting to answer any questions or concerns the Commission might have on discussion of their contract renewal.

Mr. Gutman made a motion to extend the Interspace Airport Advertising contract for an additional year under the same terms and conditions of the present contract. Seconded by Mr. Cain. All were in favor.

Mr. Gutman then commended Interspace on their excellent work and continued cooperation.

VALLEY AIR SERVICES - FRANK DONOGHUE & TOM CHASE:

Mr. Tom Chase presented to the Board a list of Valley's concerns beginning with Paving of the Entry Road. Mr. Chase indicated that Valley has been maintaining the entry road, to the best of its ability, under the presumption that the Airport had plans to pave this area. Discussion. Mr. Blanchard pointed out that Mr. Corley made mention of his desire to have this road paved at the last Commission meeting. Discussion. As is protocol of the Commission, each of Valley Air's concerns will be heard and discussed at a later time, with a decision to be released from the Airport Manager's office. Mr. Chase's second concern is a request to install a 4 x 8 sign near Charlie & Valley Taxiway. This request was initiated in August '87 but they were told at that time that the airport was in the middle of sign planning. The sign would display the Valley Air logo and is not currently planned to be a lighted display. Discussion. Mr. Chase's next request was to have identifying lights on Valley taxiway and improvements to the entry and exit on Runway 33. Lack of proper lighting is a great safety concern. Discussion. The final Valley Air concern related to the problem with conflict of visitors to other services (Warplanes & Heli-Services) using both Valley's parking area and their facilities to gain entry to other premises. Discussion. Valley Air has no recommendation on how to handle situation, but is requesting Commission intervention of some kind. Discussion. Joe McNeil indicated that the right to quiet enjoyment of the premises is implied in every lease and on this basis it would be appropriate for the Commission to take action. Discussion. Mike Cain suggested that his mandate to deal with Warplanes on their lease negotiations be expanded to include discussion of visitor and vehicle containment to their own leased area. Approved. Inquiries were then made to identify the "Heli-Services, Inc." operation. Mr. Blanchard reported that he had researched and discovered that Heli-Services, Inc. operates a Part 135 helicopter and delivery service, renting space from the Hangar Condo Association and occupying office space out of Innotech, both without approval of occupancy nor an

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operating agreement with the Airport. Discussion. Mr. Blanchard directed Mr. Potts to write a letter to Innotech Aviation and Hangar Condo Association indicating the Airports request to have Heli-Services, Inc. cease and desist operation immediately, also indicating their violation of lease terms for non-approval of subtenancy. This letter to be a priority item and status of situation to be reported to Mr. Blanchard by week end.

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

10. Vending Machines
11. Rubber Removal Bids
12. Report from Taxi Subcommittee

Seconded by Mr. Cain. All were in favor.

MINUTES OF MARCH 31, 1988 AND APRIL 28, 1988:

Mr. Cain made a motion to approve the Minutes of March 31, 1988 and April 28, 1988 as presented. Seconded by Mr. D'Acuti. All were in favor.

APRIL WARRANT:

The April warrant was presented for review and discussed.

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

OPERATING STATEMENTS:

The operating statements indicate that the Airport will realize a revenue surplus in excess of \$300,000. Due to this surplus the capital improvement budget needs to be redefined. Mr. Potts requests approval of Commission to proceed with the following purchases and repairs in accordance with the expected revenue surplus:

1. Crack sealing contract for \$23,530.00
2. \$7,000 for the repair of Tango-1, currently dismantled at maintenance garage.
3. Appropriation of \$20,000 for HVAC repairs being discovered under the preventative maintenance contract with Johnson Controls. Some of the items which need immediate attention involve; chillers - \$1600, air compressors - \$800, air monitor - \$2100, air handler motor - \$100, and hot water circulator - \$300. Other recommended repairs will be forthcoming from Johnson.
4. Repairs and paving to the Valley Air entrance road estimated at \$20,000.

Other projects to be reviewed would be AIP projects scheduled for next year to be accomplished in this fiscal year. Discussion. Mr. Blanchard recommends that the Commission approve capital expenditures up to \$200,000 with a meeting to be held on Thursday, May 19, 1988 to discuss and approve specific items. There will be a special meeting of the Board on this date to discuss additional capital expenditures for this fiscal year.

Mr. Gutman made a motion to approve the immediate expenditures of crack sealing, Valley Air road, and repairs to Tango-1 as presented by the Airport Manager. Seconded by Mr. D'Acuti. All were in favor.

Mr. Gutman made a motion that the brochure rack contract be renewed with Information Gallery for an additional year on the same terms and conditions as present. Seconded by Mr. D'Acuti. All were in favor.

LEASE REVIEW & UPDATE - JOE MCNEIL:

Joe reported that both the option area changes and the relocation changes to the CAR RENTAL LEASES are complete, subject to his final review.

WARPLANES - A meeting is scheduled for this Friday @ 10:00 a.m. to be reported on at the next Commission meeting.

TAXI METER PROPOSAL - Joe believes that the Burlington Alderman subcommittee will have a meeting this Thursday regarding Airport request to mandate taxi meters.

PIEDMONT AIRLINES LEASE - Joe has been in contact with Harry Portz who indicated that Piedmont had not executed their lease due to the USAir/Piedmont merger finalization. There is discussion between the two airlines which may conclude that Piedmont may cease to exist in the near future. Joe and Harry discussed rewriting the contract to have it expire in February '89 which is Joe's recommendation to the Board. Discussion. The Commission directed Joe to proceed with the aforementioned negotiations with Piedmont/USAir.

Mr. Gutman made a motion to enter into executive session to discuss leases and contracts, 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 6:18 p.m.

The meeting resumed regular session at 6:30 p.m.

MANAGER'S REPORT:

On April 18 & 19, Mr. Potts attended the Southeast Chapter AAAE conference in Louisville, KY. At this program, discussions were held on airline mergers, general aviation, code sharing, Part 150 programs, national aviation system plan, off-airport operators, and terminal building and airports of the future. Ken also met with the president of the National AAAE, R.C. Smith regarding the PACE at Logan Airport.

On April 25, 1988 Mr. Blanchard and Mr. Potts attended a Finance Board meeting, requesting and obtaining approval for budget transfers and fund allocation for 880 boiler and Master Plan studies.

An orientation session for the Board of Aldermen and Department Heads was attended by Ken.

Mr. Bill Depuy, FAA Inspector performed a Part 139 airfield inspection on April 27 & 28. The Airport passed this inspection, but two areas of concern were addressed by Mr. Depuy. These concerns are 1) training of tenants and CFR on local fire codes and 2) operation of ground vehicles on movement areas. A

training session is being prepared by the VT Air Guard relating to fire regulations and Operations will be the only airport users allowed on movement areas. The proposed perimeter road will fulfill the needs of all other airport users. The FAA has also recently completed an investigation of the Airport's involvement in an aircraft accident in Manchester, NH, caused by misfueling of the aircraft by Innotech Aviation. They have made an official determination that the Airport is in full compliance with all applicable requirements and cleared of any violations. On May 5, 1988 the Airport had a major jet fuel spill of over 500 gallons on the Airport 890 ramp. The spill was contained by VTANG CFR and Innotech. The State of Vermont and EPA have examined the spill and are satisfied with the containment and have determined that it did not get into the waterways. New bag belt is in and in full operation.

As requested at the previous Commission meeting Mr. Potts has made the following figures available relating to the utility costs for Building 880: Electricity \$440/mo, Gas \$1100/mo, and Water \$10/mo for a yearly total of \$13,400. Total square footage in Building 880 is estimated at 14,400 s.f., but USAir area must be exempt as they pay their own utilities. Utility cost per square foot therefore averages \$1.22/sf. Ken also reported that if the Commission desires to continue rental of this building then the "antique" heating system needs to be addressed. Discussion. In order to recover costs of utilities and to address the needs of a new HVAC system, a fair square foot cost would be \$10.00. Discussion.

Mr. Cain made a motion that as the leases in Building 880 are renewed, including those leases currently operating on a month to month due that they have already expired, the rate be \$10.00 per square foot, to include all utilities except for air conditioning. Air conditioning shall be charged at an additional \$.25/sf, with units to be provided by lessee, and that these rates be reviewed again in January '89. Seconded by Mr. Gutman. All were in favor.

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Mike Cain then suggested that it would be beneficial to also have common lease expiration dates.

Mr. Cain made a motion that all of the current renewable leases have a common expiration date of June 30, 1989. Seconded by Mr. Gutman. All were in favor.

LEASES:

WARPLANES - rate adjustment required per lease - should be based on CPI - John and Tammy to coordinate change.

HANGAR CONDO ASSOCIATION - to be discussed at the next meeting.

CIVIL AIR PATROL - Mr. Gutman made a motion to renew the Civil Air Patrol lease for rental of the Morin House for an additional year at the same terms and conditions as present. Seconded by Mr. Cain. All were in favor.

RESTAURANT - Discussion.

Mr. Gutman suggested that the Airport Restaurant lease be extended until such time that the FAA vacates their office areas, a period not to exceed two years, and that bids will be received at this time. Discussion.

Mr. Cain made a motion that the Airport Restaurant lease be extended until December 31, 1989, at which time the FAA is expected to have vacated their offices and the Airport will solicit bids for a restaurant operation. Seconded by Mr. Gutman. All were in favor.

UNITED CATERING - Mr. Cain made a motion that the United Airlines Catering contract for leased space in the "dance hall" be extended on a month to month basis not to exceed July 1, 1989. Seconded by Mr. Gutman. All were in favor.

AIP-11 BID AWARD:

Mr. Potts reported that on April 27, 1988 the Airport held its bid opening for the Apron Construction Project, Phase II. Two bids were received; F.W. Whitcomb at \$1,696,312.44 and Della Construction Co. at \$1,750,157.50. Mr. Potts recommended that the Commission approve the bid award to F.W. Whitcomb subject to FAA and VAOT approvals and allow the airport to proceed with submission of applications for federal and state funds, accept the grant offer and recommend approval to the City Board of Aldermen. Discussion. Mr. Potts also reported that the engineer's estimate was \$1,302,160, the difference being in mobilization and pay item changes. Discussion.

Mr. Cain made a motion to approve the award of AIP-11, Apron Reconstruction Phase II, to F.W. Whitcomb, subject to final FAA and VAOT approval, and that appropriate paperwork be submitted as required. Seconded by Mr. Gutman. Discussion. Mr. Blanchard reported that the final Board of Aldermen meeting for the month of May is scheduled for May 23, 1988 and that it is imperative that the grant offer be received by this time for approval. Should it not be received for this meeting, construction would feasibly be delayed for another month, and would therefore delay entire project for another year. Motion called and all were in favor.

JANITORIAL CONTRACT:

Mr. Blanchard recommended that due to continual unsatisfactory performance the contract for janitorial services be put back out to bid. Discussion. Mr. Hamilton indicated that the specs and requirements are very clear, but that the current manpower to perform the job is insufficient. Mr. Hamilton also commended Northland Janitorial on the recent cleanliness of the endura floors, but agrees that the contract should be rebid. Gerry D'Amico reported that the Commission should also be aware that Northland Janitorial is currently the largest MBE/WBE participant contracted with the Airport. Discussion.

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Mr. Gutman made a motion that the janitorial contract for the Burlington Airport terminal facilities be put out to bid. Seconded by Mr. Cain. All were in favor.

POLICE CONTRACT:

The police contract consisting of a \$325,000 per year fee, ten policemen and a one year term was reviewed.

Mr. Gutman made a motion that the Airport renew the Airport security contract with the City of Burlington Police Department at a yearly cost of \$325,000 and a ten man force, for an additional year. Seconded by Mr. Cain. All were in favor.

TRASH COMPACTOR:

Mr. Potts reported that Perry Enterprises had been notified that their counter proposal could not be accepted and that the Airport had contacted the next responsible bidder from the original RFP, Kelco Disposal, Inc.. Perry Enterprises once again met with Mr. Potts requesting consideration of a new proposal. Discussion. Mr. Blanchard recommends that the contract be awarded and forwarded to Kelco.

Mr. Gutman made a motion that the trash compactor contract be awarded to Kelco Disposal, Inc., contingent upon their signature within five days of contract receipt. Seconded by Mr. Cain. All were in favor.

VENDING MACHINES:

Mr. Blanchard recommended that the vending machine contracts be sent out to bid. Discussion. Huck Gutman indicated his concern regarding the expenses incurred to clean and maintain the carpets soiled by soda, coffee, and juices. Discussion. Mr. Gutman recommended that the solicited bids exclude machines providing liquids. Discussion.

Mr. Cain made a motion that all vending machines in the airport baggage claim area be removed in their entirety by June 15, 1988. Seconded by Mr. Gutman. All were in favor.

RUBBER REMOVAL CONTRACT:

Mr. Potts reported that the contracts for rubber removal and crack sealing of Runway 15-33 were opened on May 10, 1988 with the following bids received.

Rubber Removal & Striping	- Hydroblast	at \$41,679.00
	H2O Tech.	at \$41,906.10
Crack Sealing & Joint Repair	- Nicom	\$23,530.00
	New England Seal Coat	\$31,650.00

Mr. Gutman made a motion to approve award of contracts to the low bidders of Hydroblast for the Rubber Removal & Striping contract at \$41,679.00 and to Nicom for the Crack Sealing & Joint Repair contract at \$23,530.00. Seconded by Mr. Cain. All were in favor.

TAXI SUBCOMMITTEE REPORT:

Mr. Gutman reported that a request from Mr. Solomon of Morf Transit was received by himself to review his concerns regarding fee proration and license transfer. Mr. Gutman has reviewed these and reports and recommends that Mr. Solomon's request for fee proration has been acted upon at the January meeting of the Commission and that his request for license transfer be denied on the basis that it will not be in the best interest of the Airport to allow random transfer of licenses from vehicle to vehicle.

Mr. Cain made a motion to accept the report as presented from the Taxi Subcommittee. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman makes a motion, under new business, that the Chairman and the Airport Manager hold a reception for the airport employees, not to exceed \$250.00, to honor them on the occasion of receiving the Bernt Balchen Award for the second consecutive year. Seconded by Mr. Cain. All were in favor.

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There being no further business, the meeting adjourned at 7:30
p.m.

Respectfully Submitted,

Tamara S. Gagne

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
APRIL 28, 1988
4:00 P.M.

PRESENT:

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

Kenneth Potts
Tamara Gagne
John Stewart
Joseph McNeil

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

LEASE STATUS REPORT - MCNEIL/GAGNE:

TRASH COMPACTOR - Bid was awarded to Trash Unlimited several months ago. After initial award no response was received from Trash Unlimited and airport was later notified that Perry Enterprises had acquired Trash Unlimited. A Perry Enterprises representative met with Ken Potts indicating that they could not provide services and costs as proposed by Trash Unlimited and offered a new proposal. Contact was then made with the 2nd original bidder, Kelco, to determine their interest in providing services as proposed. A request has been coordinated with Nancy Sheahan (4-28-88) to draft a contract with Kelco for a June 1 installation.

A.N. DERINGER - final execution completed on this contract - currently up for renewal (March '88) - Building 880 tenant

AIRBORNE - final execution completed on this contract - renewable in June '88 - Building 880 tenant

BICKNELL PHOTO - lease is awaiting renewal terms - expired in January '87 - Building 880 tenant

Discussion ensued regarding standardization of all leases. Ken Potts and Mike Cain appointed to subcommittee to meet and discuss standard terms for all airport leases.

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USAIR MAINTENANCE - Bldg 880 - fully executed for 3500 s.f. @ \$4.50/sf for 20 years retro to October '87 - forwarded to John Stewart for invoicing 4-26-88.

USAIR OFFICE - amendment to airline operating agreement to include upstairs office area - amendment forwarded to Harry Portz for signature 3-4-88.

HERTZ OFFICE - amendment to car rental operating agreement to include upstairs office area - draft complete - awaiting occupancy date from accounting records.

POLICE CONTRACT - received 4-27-88 accepted and signed by Burlington Police Department.

FEDERAL EXPRESS GSE - facility lease - forwarded for review and signature 4-13-88 - awaiting return or comments.

PIEDMONT AIRLINES - Nancy Sheahan to forward letter w/copy to Harry Portz, requesting status and signatures.

BUSINESS EXPRESS/EASTERN EXPRESS - amended copies of exhibit (giving them 1/2 of their area as re-assignable as opposed to entire area) forwarded week of April 11, 1988. Response received from Eastern Express 4-19-88. No response from Business Express. Discussion. Joe advised that a written communication be forwarded stating that the Airport has taken its final stand.

HANGAR CONDO ASSOCIATION - in 6th year of lease - need rate adjustment per the contract - currently pays \$.07/sf for 79,200 s.f. - Other tenants currently at \$.17/sf.

BROCKWAY MAINTENANCE - amendment to include new paved area - request for contract amendment given to Nancy 4-26-88

COMMENCERS - ground transportation agreement - expires in June '88 - renewal and rates need be determined.

VALLEY AIR - Signed agreement for additional 14,868 sf land rental but airport does not have fully (Mayor's signature) executed copy. Joe to check his files. Airport does not have a signed copy of the agreement for Pod #4 rental. Joe to also check his files on this agreement.

FEDERAL EXPRESS DROP BOX - installed 4-11-88. Insurance documents and full 1 year rental (\$730.00) received.

EMERY - Bldg 890 lease - began in '85 with rates of \$6.00/sf (unfitted space) - expires in May '88 with 2 year addt'l option - need new rate for renewal.

MITEL - Bldg 880 - lease renewed Oct. '87 @ \$8.50/sf - expires again Sept 30, 1989.

WARPLANES - flat fee of \$17,000 for 1st year of contract - now in second year of contract - need to establish new rate. Joe reports that negotiations regarding insurance requirements has lagged unnecessarily and that he would have a resolve to these negotiations by the next Commission meeting.

RESTAURANT/UNITED CATERING - leases expires in July '88 - 620 sf @ \$12.00/sf in "dance hall" - month to month lease terms.

CITY OF WINOOSKI SUIT - Joe reports that a countersuit has been filed and that he has been in contact with Larry Sullivan, legal council for the FAA to seek their support.

MASTERTECH - Joe and Ken discussing and checking on insurance requirements prior to drafting of lease agreement

APCOA/CITY PARKING TRANSITION - Due to a question regarding percentage payment of extended APCOA contract, Mr. Gutman requested that any settlement of funds derived from parking during the parking transition be withheld from APCOA until a resolve is reached. Joe recommended that this settlement be released and deal with the percentage payment separately. Mr. Blanchard requested that Joe contact Huck Gutman and offer this explanation to him for approval of the release.

HERTZ/NATIONAL OPTION AREAS AND CAR RENTAL READY LOT RE-ALLOCATION - Joe has received information from Ken to proceed on contract amendments for these situations - to be complete by Monday or Tuesday, next week.

BUSINESS AIR - Dave Corey has contacted Joe McNeil and requested copy of Airport's published rates - Discussion

POLICE CONTRACT - Dick Corley suggested that Item #5 be amended to include the right to delete the number of officers as required. Discussion. Vin indicated that ten man coverage seems to be inappropriate for Burlington and that this was the exact issued discussed during lease negotiations. Discussion. Airlines were to have formed a committee to research adequate and appropriate response time. No report has been received from this committee and Mr. Blanchard is satisfied with continuing contract with Burlington Police Department with a ten man force. Discussion.

EASTERN EXPRESS - Mr. Corley made a motion that written communication be forwarded indicating that final action has been taken by the Airport Commission in their offer of half re-assignable space. Seconded by Mr. Cain. All were in favor.

Bob Blanchard recommended that the ground transportation contract, operated by Commencers, be renewed and increased by \$1,000.00. Discussion.

Mr. D'Acuti made a motion to renew the ground transportation contract with Commencers and to increase this contract from \$32,000 to \$33,000. Seconded by Mr. Corley. All were in favor.

Mr. Corley made a motion to enter into executive session to discuss leases, contracts and pending litigation, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Cain. The meeting entered executive session at 5:00 p.m.

The meeting resumed regular session at 5:30 p.m.

FY '89 BUDGET:

Ken requested a change to the presented budget in the following areas: Increase '0555' Rubbish Removal from \$12,000 to \$16,000 and increase '0595' Electrical Maintenance from 20,000 to 23,000. He also reported that changes were made in the salaries and wages category but none that changed the bottom line.

Mr. Blanchard then reported that the Airport Restaurant was in need of chair replacement and that the airport is responsible for purchase of this equipment. Discussion. Mr. Cain and Mr. Corley suggested that if \$2,000 - 4,000 worth of chairs was needed that Mr. Toulis should make that investment. Discussion. Restaurant lease to expire in June, with expectation to continue on a month to month as the Airport is not ready to bid that space. Discussion.

Mr. Cain made a motion to approve the requested amendments to the budget of a \$4,000 increase to rubbish removal and a \$3,000 increase to electrical maintenance. Seconded by Mr. D'Acuti. All were in favor.

Mr. Cain made a motion to accept the budget as amended for presentation to the appropriate boards and airline review. Seconded by Mr. Corley. All were in favor.

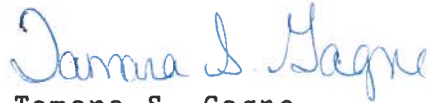
At this time, Mr. Potts reported to the Commission that the Burlington International Airport had received the Bernt Balchen Award for excellence in snow and ice control in a medium size airport. This is also the second consecutive year of award honor. A press conference will be held next week.

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Mr. Potts also reported that Mr. Fred Solomon of Morf Transit has requested a hearing before the Board of Airport Commissioners. Mr. Blanchard directed Mr. Potts to assign this hearing to the subcommittee of Huck Gutman and Nancy Sheahan.

There being no further business, Mr. Blanchard adjourned the meeting. The meeting adjourned at 5:45 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
APRIL 11, 1988
4:30 P.M.

PRESENT:

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

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

The meeting was called to order by the Chairman, Mr. Gutman at 4:35 p.m.

MINUTES OF MARCH 8, 1988:

Mr. Flaherty made a motion to approve the minutes of March 8, 1988 as presented. Seconded by Mike Cain. All were in favor.

Mr. Blanchard made a motion to make the following changes to the agenda: Items #5, #6 and #7 to be heard first under regular reports and to add items #13a. Signage Contract and #13b. Baggage Conveyor Change Order. Seconded by Mike Flaherty. All were in favor.

AVIS ROOF SATELLITE ANTENNA - TONY FARGNOLI:

Mr. Fagnoli briefly explained that the requested satellite antenna would be used as a datalink for Avis operations and would be placed on the airport roof. Questions were posed as to whether or not Avis had checked with South Burlington on their zoning regulations, and whether such an antenna might be available for shared use with other tenants. Discussion. Mr. Fagnoli indicated that South Burlington restrictions had not been reviewed and that he did not believe that shared use would be an available option. Discussion. The Commission requested that Mr. Fagnoli address the above mentioned concerns and return with more information.

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INFORMATION GALLERY - LEASE RENEWAL:

Mr. Brant Dinkin, President of Information Gallery entered the meeting to request that his current lease be renewed to allow him to keep the back-lit sign, relocate the brochure racks, and increase the contract to a five year term with an adjustment to the rental fees as well. Mr. Dinkin indicated that his request to move the current brochure location is prompted from Chamber of Commerce and customer complaints on poor visibility and accessibility. Discussion. The current lease expires on June 1, 1988. Discussion. Mr. Gutman suggested that the Commission discuss the entire issue of signage, agenda item #13a, and give Mr. Dinkin a response thereafter.

BROCKWAY - ADDITIONAL RAMP SPACE:

Will Sumner, Brockway Operations Manager, requested permission to black top a 130' x 150' area in front of the Brockway maintenance facility for aircraft parking. Discussion. Besides aircraft parking use, the problem of ingress and egress through the valley has also prompted Brockway's request. Discussion.

Mr. Blanchard made a motion to allow Brockway to construct a 130' x 150' black top area in front of the Brockway maintenance facilities, as presented, for the purpose of aircraft turn around and parking, for Brockway use only, with all improvements to be turned over to City at lease term. Discussion. Mr. Sumner requested a clarification of "for Brockway use only". The Commission indicated that the terms of this motion were in no way to construe permission for Brockway to expand its facilities into an FBO operation and use the approved black top area for aircraft maintenance. Motion called and all were in favor.

MARCH WARRANT:

Mr. Blanchard made a motion to approve the March warrant as presented. Seconded by Mr. Flaherty. All were in favor.

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OPERATING STATEMENTS:

Mr. Blanchard inquired as to validity of the monthly figure for electricity of \$2,204.88 when the previous month shows some \$40,000 spent. Discussion. Mr. Potts was then questioned about the make-up of the items currently spent under capital expenses and what other items are expected to be expended under this allocation. Mr. Potts indicated that he would research the exact make-up of the current items and that he was expecting to spend the following in the near future: \$56,000 - Bag Claim, \$50,000 - Landside Master Plan Study, \$50,000 - Phase II - Terminal Construction. Mr. Gutman appointed Mr. Blanchard as a single sub-committee to meet with Mr. Potts regarding the above mentioned items.

John Stewart apologized for not having the balance sheet prepared as per Commission request. The Commission gave Mr. Stewart a new deadline of Monday, April 18, 1988.

Mr. Flaherty made a motion to approve the review of the Operating Statements, excluding the two inquiries of Mr. Blanchard, until they have been answered to his satisfaction. Seconded by Mike Cain. All were in favor.

MANAGER'S REPORT:

The status of AIP projects is as follows:

New Walter Truck snowplow was delivered and put in use
Baggage Conveyor - installation began 4-11-88, to be
completed in 30 days.

Phase II - Apron Reconstruction - HTA will report on
status - a pre-bid meeting will be held on Thursday
April 14, 1988 and bid opening on April 27, 1988.

Emergency Generator - HTA will review the preliminary
design with the Airport on Thursday, April 14, 1988
Charcoal Filters - are currently installed - others to
be returned for reactivation.

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Part 150 - a public meeting and technical advisory meeting were held on April 5th - good response to both - Mr. Gutman reported that the most important part of the noise study reveals that just under 1,000 dwelling units, most of which are in Winooski, are living in areas of dangerous and unacceptable noise levels.

- Mr. Potts attended a meeting in Montpelier regarding the increased fees at Logan Airport. USAir and Piedmont have submitted letters of protest. USAir claims a cost increase of 40%. Discussion. All landing fees will be increasing, not just the commuter airlines. Discussion. Mr. Potts researched and reported the number of flights per day into Boston and submitted the same to the Commission for their review. Discussion.

Mr. Blanchard then questioned the status of the parking lot transition. Mr. Gutman reported that the contract with the Department of Public Works is fully executed and they are in place. However, the transition between the two contracts did not transpire as expected. Although Bob Blanchard had negotiated with APCOA for a three month lease extension with terms to be 80% of all revenue, payable monthly, APCOA submitted a contract which stated that terms remain in accordance with current contract with the exception of paying on a monthly basis. APCOA therefore would begin percentage payment of revenues over \$50,000 with that percent to start at 25% working to 80% by increments of 25%. Mr. Blanchard indicated that Mr. Governale of APCOA is aware of the situation, and is awaiting a letter from the Commission so that he may attempt to justly correct this gross misunderstanding.

Status of USAir maintenance contract - on Board of Alderman agenda for April 11, 1988 - Ken to pursue
Taxi Meter ordinance - Huck reported that it was moving slowly through the ordinance committee.
Police contract - At the interim Commission meeting changes were made and returned to Nancy and in turn sent to Police for review.
HVAC contract - started April 5

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Trash Compactor - Ken reported that we have sent letter to Perry Enterprises who has acquired Trash Unlimited, and requested a signed contract, but that we have received no response. Ken to follow up.

TV Chairs - letter to Midwest Int'l has not yet been written - Ken to follow up immediately

Montgomery Elevator Contract - fully executed with commencement date of April 1, 1988.

Status of Hertz/National Option areas - official notification has not been given to either company - Joe supposed to be drafting agreement for this area - Ken to check on status

Status of Boiler - Building 880 - Ken reported that a call was received from Cindy Ryan today indicating that the insurance co. had accepted the entire installation cost of \$11,600 and rental charges of \$6102.00, but refused to pay for any costs after February 1, 1988, due to the fact that they had contacted Airport regarding the purchase of a new boiler and felt that the airport had taken unnecessary time to install new equipment.

Status of northwest land availability request - Ken reported that a letter was written to FAA, mailed at the end of March, and no response received yet. Discussion. Ken to avidly pursue getting an answer. Discussion. Gerry reported that he spoke with FAA and was told that they would want to be involved in planning and discussion of development, but questioned why Airport would be researching this area separately considering the ALP update currently under way. Discussion. The consultant team contracted for the Master Plan Update to be invited to the next Commission meeting.

MASTERTECH - EVERETTE MCARTHUR:

Ken reported that he had several meetings with Mr. McArthur and his attorney David Thelander and had discussed various options.

Option 1 - 5% of revenues derived from airport work only, excluding Brockway and Montair

Option 2 - graduated fees on all revenues regardless of the source.

Option 3 - 5% of revenues on all sales except for equipment.

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Ken recommended that the Commission enter an agreement for Option 2, a graduated scale of fees on all revenues regardless of the source, for a one year period, and to reduce the public liability insurance from \$5,000,000.00. Discussion.

Mr. Cain made a motion to approve a contract with MasterTech Avionics to provide avionics work at the Airport with fees to be paid on a graduated fee scale of all revenues. The scale and reduced liability insurance to be determined by the Airport Manager. Seconded by Mr. Corley. Discussion. Mr. Cain indicated that should the Airport Commission set standardized rates, the terms of this contract would be reviewed. Mr. Corley voiced his objection that in his opinion, although they are not all the same, the Airport currently has standardized rates. Discussion. Motion called and all were in favor.

HTA - BIMONTHLY REPORT - BOOTHROYD, TORTOLANO:

At this time, Mr. James Boothroyd, and Mr. Carl Tortolano entered the meeting with their graphic display of the Phase II project schedule. Mr. Boothroyd reported that the phasing meetings with the airlines have taken place and that the project is exactly on schedule. He emphasized that although the project is currently on schedule the next phase, acceptance and approval of the contracts, is crucial and may cause delays. Discussion. This phase will occur in the last two weeks of May and may require a special Commission meeting. Discussion. HTA also reported that they will be discussing the Emergency Generator contract and design on this Thursday.

CAR RENTAL READY LOT RECONSIDERATION:

At this time, a representative of each of the car rentals entered the meeting. Mr. Gutman indicated that the item has been taken off the table for consideration, and the Commission would discuss the issues involved and return a decision to the car rental companies in 2 - 3 weeks. Discussion.

Mr. Corley made a motion to approve the re-location of the car rental lots as per the plans previously submitted, which give the rental agencies 80 spaces in the front of the Airport Parking lot, in exchange for the 74 employee spaces at the back, and employee parking to move to the car rental return lots. Seconded by Mr. Cain. Discussion. Mr. Blanchard voiced a concern that this relocation might actually take more than the approved eighty spaces from the public parking lot due that the cable location would be placed in the center of an additional row. Discussion. According to the new lot contract with the City of Burlington, there is no provision for size alterations to the lot. Discussion. The City would have to agree to sign off on the additional six spaces. Discussion. Mr. Gutman opinioned that it did not seem logical to alter current arrangements considering the landside study in progress. Discussion.

Mr. Corley amended his motion such that the relocation of the car rental ready lots be approved, with the allocation of a maximum of 80 spaces, minimum of 74, at a maximum cost of \$12,000 to be split 6 ways, and that this arrangement may be canceled at a time when the study is complete if necessary. Seconded by Mr. Cain. Motion passed with one negative vote. Ken directed to contact DPW regarding the request for the lot alteration.

BUDGET:

A). Long Term Capital Improvements - Mr. Gutman inquired on where funds would be available to develop Montair property should it be soon acquired. Mr. Potts reported that the development of this area would be included in the proposals/contract for parking facilities.

B). Landing Fees 1989: Ken briefly explained his computation of the new landing fees for 1989 of \$.429/1000 lbs. Discussion. Current rates are \$.32/1000 lbs. calculated with an estimated surplus in 1987, which was actually a deficit. When computing these landing rates, the base of \$.42/1000 lbs, is used. Discussion. Dick Corley suggested that the capital item expenditures be increased up to \$350,000. Ken explained that this was the recommendation given to him at the previous budget

meeting and that when the AIP funds of \$110,000 are included, total capital funds are at \$350,000. Discussion. Several of the capital items list were questioned. Enduro Rubber Flooring? - continue placement of this flooring in front of the car rental counters. Terminal Renovations? - proposed expenditures for vacated FAA offices. Tractor & Batwings in both 89 and 90? - explanation of mowing tractor and blades for airfield mowing. Discussion. Item #7 - Fuel Farm Relocation & Frontage Road - should not be listed on the AIP program priority list. The Board of Airport Commissioners will hold a special interim meeting on April 26, 1988 to discuss final budget.

CIVIL AIR PATROL - REQUEST FOR FEE EXEMPTION:

Ken explained that he had received a call from Mrs. Abrahams of C.A.P. requesting an exempt status of the Airport's user fees, which she referred to as a tax. Because this fee is not actually a tax, Mr. Potts recommended denial of exempt status.

Mr. Cain made a motion to deny the request of Civil Air Patrol to have an exempt status from the Airport's user fees. Seconded by Mr. Blanchard. All were in favor.

POSTAL STAMP MACHINE REQUEST:

The U.S. Post Office has proposed installation of a stamp machine offering both single and book stamp purchases. The Commission recognizes the need for the availability of stamps, but sees no requirement for a large postal unit. Ken Potts directed to work with Postal Service to provide appropriate size unit, and to check with the "space committee" prior to placement.

Mr. Corley made a motion to approve the installation of a stamp machine, provided by the U.S. Postal Service, with the aforementioned size restrictions. Seconded by Mr. Cain. All were in favor.

GRISWOLD & CARMEN GATE DAMAGE:

Ken reported that John Stewart had forwarded letters and spoke with both companies regarding payment for the gate damages. Both companies denied responsibility, indicating that the damage was caused from gate malfunction. Discussion. John Stewart was directed to write off these costs.

BELTER SUBDIVISION:

John Belter has requested of the South Burlington Planning Commission permission to develop an area of Country Club Estates, just to the north west of the Airport. Ken Potts was in attendance at the Planning meeting to voice the Airport's objection to such an approval, as it relates to placing additional housing in a highly affected noise area. However, the South Burlington Planning Commission approved the request of Mr. Belter. At this time, Mr. Gutman recommends that Joe McNeil be asked to represent the Airport at the State Act 250 meeting, and that he request party status. Discussion. Huck to speak to Joe about the same.

SIGNAGE CONTRACT:

Mr. Gutman reported that the signage contract with Interspace will expire in May of this year. Because of efficient and cooperative service Mr. Gutman recommends that the contract be extended with Interspace. Discussion.

Mr. Corley made a motion to table the discussion of this item until such time that the subcommittee has had time to review the current location of all terminal signage.

CONTRACT CHANGE ORDER - BAGGAGE CONVEYOR:

Mr. Potts reported that Glidepath Conveyors had determined that much of the installation work, to include heavy grinding and welding, should be performed at night for passenger safety and to facilitate working conditions. The extra cost for these measures is \$3011.00.

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Mr. Blanchard made a motion to approve a change order to the Glidepath Conveyors contract in the amount of \$3011.00. Seconded by Mr. Corley. All were in favor.

Mr. Blanchard made a motion to enter executive session to discuss contract negotiations and pending litigation, the premature disclosure of which would put the airport at a substantial disadvantage, to exclude all but the Airport Manager and Commission members. The meeting entered executive session at 7:10 p.m.

The meeting resumed regular session at 7:30 p.m. There being no further business, Mr. Blanchard made a motion to adjourn. Meeting adjourned at 7:30 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MARCH 31, 1988
3:30 P.M.

Present:

Dr. Huck Gutman, Chairman
Michael Flaherty
Michael Cain

Kenneth Potts
John Hamilton

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

The first order of business was a brief discussion of the parking lot situation. January payments, which should have been on the order of \$46,000 if APCOA had written the lease extension at 80% of revenues as Chairman Blanchard requested, were actually only \$3,000 as payments were made on the basis of the old lease, not corrected for either 80% or for annualized rates for the three month period. Ken Potts will contact Joe McNeil to look into what we can do, and to open discussion with APCOA.

The Commission decided not to pay APCOA any monies collected in April until Joe McNeil has dealt with APCOA.

There was a brief discussion of the Montpelier meeting called by the Governor to discuss the new Logan landing fees. Ken Potts attended and summarized what went on at the meeting.

Mike Cain made a motion to change the period for remedying non-performance or for notification of cancellation from the proposed fifteen days to thirty days on the Airport/City Accounting contract. Treasurer Leopold had requested a thirty day period. This was seconded by Mike Flaherty, and passed by the Board, so the notification period (period to cure) is now thirty days.

Mike Cain made a motion to enter a committee of the whole, for the purpose of discussing the proposed budget for the forthcoming fiscal year. The motion was seconded by Mr. Flaherty and passed.

The meeting adjourned at 5:54 p.m. as the Commission re-emerged from the committee of the whole for the purposes of adjournement.

Respectfully Submitted,

Huck Gutman
Acting Chairman

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MARCH 8, 1988
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth S. Potts
Huck Gutman	John Hamilton
Michael Cain	Tamara Gagne
Joe McNeil	Gerald D'Amico
	John Stewart

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

MINUTES OF FEBRUARY:

The minutes of February 09, 1988 were presented for review. Mr. Gutman made a motion to approve the minutes as presented and again commended the clerk for an exceptional job. Seconded by Mr. Cain. All were in favor.

NATIONAL WEATHER SERVICE - NEXRAD SITE:

At this time Al Koerner, Technical consultant on NEXRAD, Sally Slaughter, real property, Carl Caterino, Facilities Liason Officer, and John Machowski, Manager of the local NWS entered the meeting to discuss plans for the Burlington National Weather Service office. Mr. Machowski distributed brochures which detailed restructuring and modernization plans for the Burlington office of the NWS. NEXRAD, meaning 'next generation radar', will be the first new technology system resulting from this modernization. This system consists of three major units, for which the NWS currently does not have sufficient space. Mr. Koerner indicated that their primary reason for attending today would be to get a "sense of the Board" that they are in support of this modernization and that they would commit to providing 4800 square feet of space for the NEXRAD system. Discussion. Plans for this modernization will not take effect until 1991 - 1992. Discussion. Mr. Blanchard indicated that it is not in this Commission's power to commit a future Commission to provide space, but that a resolution would be passed to provide continuity for that Commission. Discussion.

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Mr. Cain made a motion that the sense of the Commission, given the presentation by the National Weather Service, is that the then existing Board of Commissioners would work and endeavor in favor of accommodating the National Weather Service in its plans for expansion. Seconded by Mr. Gutman. All were in favor. Joe McNeil to work with Ken Potts to draft letter to NWS.

VERMONT GAS SYSTEMS, INC. RELEASE:

Mr. Bailey, representing Hangar Condo Associates, appeared before the Commission to request the Board's signature on a release for claims against VT Gas Systems relating to excavation performed on the Airport on or about August 21, 1986. Discussion. Joe McNeil indicated a reservation about signing before receiving a release from VT Gas Systems against the Airport. Discussion.

At this time the Chair was turned over to Michael Cain.

Mr. Blanchard made a motion that the Airport will execute the aforementioned release in return for a mutual release from Vermont Gas Systems, Inc. and that Joe McNeil be designated authorized agent to hold such document in escrow. Seconded by Mr. Gutman. Mr. Cain abstained from voting. Motion passed.

The Chair was returned to Mr. Blanchard.

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

- #13 Diesel Fuel Purchase
- #14 Carpet Cleaning Contract
- #15 Runway Repairs
- #16 Engineering Firm Selection
- #17 Engine Generator Contract

Seconded by Mr. Cain. All were in favor.

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LEASE & CONTRACT UPDATE - JOE MCNEIL:

Joe reported that the parking lot contract draft is not complete as he would have liked. His goal would be to have the contract before the Board of Aldermen on the 21st of March for final approval. Discussion. Mr. Gutman was appointed as subcommittee to work with Joe McNeil on terms and conditions of contract. Mr. Blanchard dictated that the contract be executed by April 1, 1988 or alternative methods for parking lot operation would be sought. Airborne Express contract in Mayor's office for signature. Fully executed copy of USAir Maintenance contract was returned to them - Joe McNeil to forward copy to our office. Response forwarded to Park & Travel letter of last meeting. Ordinance committee will take up scoff law and towing ordinance for resolution

Taxi meter ordinance - strong sentiment in ordinance committee to go with meters in all cabs within City and possibly in Chittenden County - Joe to check on status for next meeting.

John Hamilton inquired about whether or not Warplanes had submitted its list of insured aircraft so that Operations may monitor their operation in that fashion. Joe has not yet received this documentation, but suggested that Operations make a list of aircraft by tail number and/or description and submit to him for comparison of insured.

Mike Cain appointed to subcommittee to review Warplanes contract. Northern Airways - preliminary injunction served - request for hearing as soon as possible.

Mr. Gutman made a motion to enter executive session to discuss the police contract. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 4:40 p.m.

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

Mr. Gutman made a motion that Joe McNeil be directed to prepare a memorandum of understanding to serve as a contract with the Burlington Police Department to provide police service for the forthcoming year and that this contractual memorandum be prepared and submitted to the Police Department by April 1, 1988 for their signature by April 15, 1988, and due to previous and ongoing problems, if the contract is not returned by that date other security services will be sought. Seconded by Mr. Cain with an amendment that if the contract is not accepted and signed by April 15, 1988 then the Airport will seek alternative security sources. All were in favor.

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FEBRUARY WARRANT:

The February warrant was reviewed. John Stewart explained that under the '0840' code the payment of \$10,981.51 to CED Twin State Electronics should be a payment for that amount to VT Gas Systems.

Mr. Cain made a motion to approve the February warrant as presented with the above mentioned correction. Seconded by Mr. Gutman. All were in favor.

OPERATING STATEMENTS:

Mr. Blanchard expressed his concern about the budget line items that appear to be considerably overspent. He suggested that Ken review these items and transfer funds within like budget codes appropriately.

Mr. Gutman questioned the accounts receivable past due balance to S.T. Griswold and J.A. Carmen Trucking. It was explained that these invoiced amounts are for damages to airfield gates. Discussion. The Commission directed that Ken Potts contact the tenants for whom these companies were doing business and notify them that they are responsible for payment. Discussion.

John Stewart to provide balance sheet for next meeting.

MANAGER'S REPORT:

Kate Ball, FAA Security Inspector visited the airport last week and found all to be in good order.

New Boiler installed in Building 880.

Walter Truck snow plow is in final design and ready for inspection - James Soter and Karl Ashline will be traveling to Syracuse on March 9, 1988 to inspect the plow.

HVAC proposals were reviewed by Dick Corley's HVAC technician and he concurs with the Airport recommendation to contract with Johnson Controls. Contract start will be April 1, 1988.

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Montair has been contacted regarding their past due account - promise has been made to be current by beginning of next month. Public Works Department has reviewed current APCOA lease and visited the parking site in preparation for the City's take over of the Airport parking lot.

Ken attended a meeting of the AAAE Northeast Chapter on March 2, 1988 in Hyannis - appointed as moderator for round table discussion

In response to Dick Corley's request of last meeting regarding expensed versus capital items, Ken reported that historically Capital items have a five or more year life and all others are expensed items.

On March 17, 1988 a tour of the Vermont Air National Guard and the Airport will be given to a local group of senators.

On March 24, 1988 a tour of the Airport, Flight Services Station, and FAA tower will be given to the Green Mountain Transportation Group.

Mr. Blanchard then questioned the status of the baggage conveyor and the Trash Unlimited contracts. Reported was that the baggage conveyor contract had been sent to City Attorney's office to be brought before the Mayor for signature. Rather than seeking signature, the contracts were distributed to City Clerk's office and to Joe McNeil for filing. City Attorney's office is now in process of retrieving documents to be forwarded to the Mayor.

A letter has been forwarded to Nancy Sheahan requesting her expertise on how to proceed with contract execution as the Airport has been notified that Bob Perry Trucking, now Perry Enterprises has acquired Trash Unlimited, Trash Unlimited being the trash contract award winner.

NORTHWEST LAND AVAILABILITY:

Mr. Blanchard and Mr. Cain held a meeting with Bob Rachlin of Montair Flight Service on plans for Montair. Mr. Rachlin reiterated his interest in Montair remaining on airport at contract term. Mike Cain interested in researching availability of land at northwest end of airport. Discussion. Gerry D'Amico insisted that the FAA would not allow construction of any type of building due that there are no plans incorporated in the current

Airport Layout Plan and that varied restrictions would also prohibit development. Discussion. Regardless of type of structure or facility, Commission wants an answer on whether or not the northwest land is useable.

Mr. Cain made a motion that an answer be given by the next Commission meeting on whether or not the northwest area of the Airport is a viable option for development and the applicable restrictions in that area. Seconded by Mr. Gutman. All were in favor.

AIRFIELD LIGHTING PURCHASE:

A request to purchase materials for airfield lighting replacement at a cost of \$7087.50 is brought before the Board for their approval. This cost is a budgeted item, but due to the amount requires Board approval.

Mr. Gutman made a motion to approve the expenditure of \$7087.50 for airfield lighting replacement materials. Seconded by Mr. Cain. All were in favor.

BICKNELL PHOTO LEASE:

Bicknell Photo lease expired in January, 1987 and have been operating on a month to month basis. A new contract has been drafted with terms of \$8.50 per square foot and a two year lease, expiring in January, 1989. Discussion. JJ Hamilton pointed out that it might be in best interest of Airport to relocate Bicknell Photo to another office in Building 880. In their current location, access to a large area of Building 880 is denied. Discussion. JJ and Ken to discuss this possibility and work out best solution for Airport.

EMERY LEASE:

Ken Potts reported that the Emery lease will be expiring in May of this year and that representatives of Emery have requested renewed square foot rate. Emery currently pays \$6.00 per square foot and are responsible for all heat, electricity and fit up

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costs. Discussion. Mike Cain reported that the going rate for commercial fit-up space is \$12-18/s.f. and warehouse space from \$4-8/s.f.. Discussion. Ken directed to contact Emery and indicate that he will wait for their proposal of terms and conditions to renew contract.

'89 BUDGET:

Ken Potts apologized for not having the preliminary budget prepared. There was a miscommunication regarding what is expected as a preliminary budget. Ken has and will continue to work closely with John Stewart and requests Board approval to have preliminary budget for review by April 1, 1988. Discussion. A budget workshop of staff and Commission to take place prior to the April 12, 1988 Commission meeting. The final budget must be submitted to the City Council by May 15, 1988 and to the airlines for review by May 1, 1988.

ACCOUNTING SERVICES CONTRACT:

The contract between the Airport and the City Treasurer's office to provide accounting services was presented for review. Discussion. The contract term is one year, but does not provide for a failure to perform cancellation clause. Discussion.

Mr. Gutman made a motion to accept the accounting services contract between the Airport and the City Treasurer's office for airport accounting services at a cost of \$2200.00 per month, provided that an amendment is made that upon notification of non-performance of services, the City has 15 days to cure and at end of following 15 days contract will be terminated. Seconded by Mr. Cain. All were in favor.

MASTERTECH:

Ken reported that he has met with Everette McArthur and his attorney David Thelander regarding MasterTech operation on the Airport. Mr. McArthur expressed his desire to be located on Airport. Optional areas were Brockway Hangar, Montair, Building 880 and Warplanes, Inc. hangar, with MasterTech's preference

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being Warplanes. Discussion. The Commission unanimously indicated that MasterTech not be allowed to sublet space from either Warplanes, Inc. or Brockway as this would be allowing these tenants to operate as fixed base operators. Discussion. MasterTech has indicated that they would be willing to pay a lesser percentage to the airport but that this lesser percentage be based on all on and off airport avionics work. Ken reported that this would be of better benefit to the Airport than the requested five percent payment, due that MasterTech's off airport work is considerably greater than that of on airport. Discussion. Why would MasterTech be willing to make such a deal if it would only benefit airport? Discussion. Ken was directed make final negotiations with MasterTech for proposal presentation at the next Board meeting.

DIESEL FUEL PURCHASE:

Mr. Gutman made a motion to approve expenditure of \$4545.00 for the purchase of airport diesel fuel, of which is in current budget. Seconded by Mr. Cain. All were in favor.

CARPET CLEANING CONTRACT:

Ken reported that the three month carpet cleaning contract has expired and that he recommends contract renewal for an additional three months. Discussion. Quality and performance is not satisfactory, but JJ believes that service received is appropriate with cost. Discussion.

Mr. Gutman made a motion to renew the carpet cleaning contract with Northland Janitorial Services for an additional three months at a cost of \$450.00 per week. Seconded by Mr. Cain. All were in favor.

RUNWAY REPAIRS:

Ken reported that renovation and safety work needed to be done on Runway 15-33 consisting of rubber removal, crack filling, joint repairs and sealing, and runway marking. The total project cost is estimated at \$88,000. Discussion. The priority portion would

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be to complete rubber removal and runway marking at approximate costs of \$19,000 and \$31,000 respectively. Discussion. Runway marking involves use of 2 1/2 acres of paint. Discussion. Mr. Blanchard indicated his concern regarding capital improvement funds spent to date and potentials for items proposed. Discussion.

Mr. Cain made a motion to expend an amount not to exceed \$50,000 for runway repairs, as directed by the Airport Manager. Seconded by Mr. Gutman. All were in favor.

ENGINEERING SELECTION:

Mr. Blanchard, Mr. Flaherty, and Mr. Potts interviewed seven engineering firms to provide services for the Five Year Capital Improvement Plan, Landside Master Plan and the Master Plan Update. Committee recommends that Hoyle, Tanner & Associates be awarded the Five Year Capital Improvement Plan and that the firm of Campbell & Parris Association and Thompson Consultants International & Crenshaw Association for the Landside Master Plan and the Master Plan Update. Discussion.

Mr. Cain made a motion to approve the recommendation of the Engineering selection committee as described. Seconded by Mr. Gutman. All were in favor.

ENGINE GENERATOR CONTRACT:

Proposals to replace the emergency airfield generator, removal of underground tanks and construction of brick exterior for vault were received. Ken recommended that Hoyle, Tanner & Associates in association with Wiemann-Lamphere be awarded the contract. Discussion. Mr. Blanchard questioned whether Wiemann-Lamphere has an electrical engineer for this project. Ken reported that upon discussion with Wiemann-Lamphere regarding this an answer was received that all plans would be stamped by an electrical engineer. Mr. Gutman indicated a strong reservation about using Wiemann-Lamphere considering previous design problems in the terminal reconstruction. Discussion.

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Mr. Gutman made a motion that Hoyle, Tanner & Associates be awarded the contract to provide a new emergency airfield generator and corresponding work, but that they be advised that an alternate design firm need be sought. Seconded by Mr. Cain. Mr. Blanchard voted no. Motion passed.

There being no further business, Mr. Cain made a motion to adjourn. Meeting adjourned at 7:20 p.m.

The next meeting of the Board of Airport Commissioners will be held on Tuesday April 12, 1988 at 3:30 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
FEBRUARY 09, 1988
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth S. Potts
Huck Gutman	John Hamilton
Michael Flaherty	Gerald D'Amico
J. Richard Corley	Tamara Gagne
Joe McNeil	John Stewart

The meeting was called to order by the Chairman, Mr. Blanchard at 3:49 p.m..

MINUTES OF JANUARY:

The minutes of January 12, 1988 and January 18, 1988 were reviewed.

Mr. Gutman made a motion to approve the minutes of January 12th and 18th as presented. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman made a motion to make item #2 - Parking Lot Contract under regular reports as the first order of business. Seconded by Mr. Flaherty. All were in favor.

PARKING LOT CONTRACT:

Mr. Tony Governale and Mr. Robert Bouta of APCOA entered the meeting at this time. Mr. Bouta presented to the Commission a letter for their review, regarding the City's intention of taking over the airport parking facilities on an interim basis. Upon review of the letter, Mr. Blanchard questioned Mr. Bouta's intent for carbon copying the letter to Mr. Harry Portz, USAir Regional Director. Mr. Bouta replied with a lengthy explanation that the airlines, "as he understands it", has a say in the airports operating expenses and revenues and that the entire process of airport parking and its facilities was to be examined and he wanted the question brought to the Board's attention regarding quality of service by the City operators. Discussion. Mr.

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Gutman then requested an answer to the original question of why Mr. Portz was copied on this correspondence. Mr. Bouta again offered an explanation that he believes the tenants have a vested interest in the Airport's operation. Mr. Blanchard then indicated that he is taking a very strong personal objection to the fact the Mr. Bouta would have copied this letter to the airlines via Mr. Portz, in an attempt to raise a flag that the Airport Commission is negotiating agreements which would not be in the best interest of the entire Airport. Discussion.

Mr. Gutman made a motion that the Burlington International Airport contract with the City of Burlington to operate the parking lot at the Airport for an interim period, not to exceed December 31, 1988. Contract terms will be stated such that the Airport will have the right to terminate the contract at an earlier date should the airport be prepared to solicit bids for a permanent contract, and that the Airport will expect and demand the same type and quality of service as provided by the current interim contract and contractor including 80% payment of gross revenues, payable on the fifteenth (15th) of each month for the preceeding month. Seconded by Mr. Flaherty. Discussion. Mr. Corley posed questions regarding possible rate change and airport's option if minimum service is not maintained. Mr. Gutman explained that there is no justification for a rate increase in parking fees nor an increased payment of gross revenue as the Airport is extending the parking lot contract, much the same as it has for the past three months with APCOA, on a non-competitive basis. Discussion. Mr. Blanchard indicated that should the Airport not be completely satisfied with the level of service provided by the City, at any point, a seven day cancellation notice would be given and the Airport would take responsibility for running the lot. Mr. Flaherty then questioned whether the City should be obligated to provide a minimum guarantee. Discussion. The current minimum guarantee with APCOA is \$3,000.00 per month. These terms will also be included in the city contract.

A vote was taken to approve the motion. All were in favor.

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JANUARY WARRANT:

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

OPERATING STATEMENTS:

All customers listed on the receivables statement, with outstanding balances, have been contacted either by phone or letter by John Stewart. Mr. Blanchard requested that Ken Potts personally contact Mr. Bob Rachlin of Montair and ask that payments for Montair be made current. If, for some reason, payment cannot be made, Mr. Rachlin is to be invited to the next Commission meeting.

Mr. Corley made a motion to accept the review of the operating statements as presented. Seconded by Mr. Flaherty. All were in favor.

Mr. Potts was directed to provide a report on items that are needed and can be expensed rather than capitalized, for the next meeting.

MANAGER'S REPORT:

TV CHAIRS: Mr. Potts, at the direction of the Board, drafted a letter to Midwest International giving them a thirty day cancellation notice to their TV Chair contract. Upon review of the contract Mr. Potts discovered that Midwest has a five year contract, beginning on July 31, 1984, with a five year renewal option. Mr. Potts indicated that he would still send a letter requesting removal based on space restrictions.

FAA MEETING: Gerry D'Amico and Ken Potts flew to Boston FAA offices and met with William Cronan, Victor Lung, Brad Davis and Vincent Scarano regarding FAA projects and related funding. ADAP-11, AIP-01 and AIP-08 were closed out at this meeting, with plans for close-out of AIP-04 for this week. AIP-05, 09, and 10 are still in progress.

GRANT AMENDMENT: The grant amendment to AIP-06 for \$71,467.05 was presented to the Board of Aldermen and approved.

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ENGINEERING RFQ'S: Twenty-two proposals for engineering services were received on February 1, 1988, 13 - Engineering & Planning, 7 - Planning including 3 for parking only, and 2 - Engineering. A recommendation will be made at the next Commission meeting.

AIR CURTAINS: Mr. Potts reported that the air curtains, discussed at the last meeting, are working as designed. However, in the original design, a plexi-glass wall was to be placed in front of each door to minimize air flow through the open doors. Due to budget constraints at time of installation, these walls were deleted. Discussion. Mr. Corley suggested that a letter be written to the airlines requesting an amendment to the airport capital budget to include installation of air curtain walls to help solve the cold air problems.

INNOTECH MOVING EXPENSES: Airport materials - \$1000.00, airport labor - \$3330.00, and Innotech Aviation related moving expenses (labor, materials, and Salamander rental) - \$3142.40.

CORRESPONDENCE: Mr. Potts reported that a letter regarding airport drainage problems and action for correction, was sent to Mr. Szymanski, South Burlington City Manager. Mr. Flaherty communicated that this letter was brought before the City Council.

PLANE CLEAN: Harry Pfrender and Mike Arruzza have come to the Airport with a proposal to provide plane cleaning services. They are currently attempting to secure an area large enough to store and maintain their equipment (checking with FBO's). Ken will present more details to the Commission when they come available.

AAAE CONFERENCE MEETING: Ken Potts and Tammy Gagne attended a AAAE annual conference planning meeting on January 13, 1988. Mr. Potts has been assigned to the planning committee and Mrs. Gagne to the Administrative Committee. At this meeting the Burlington Airport's interest in hosting the 1990 Conference was reconfirmed. The next Planning Committee meeting will be in Boston on March 2, 1988 which Ken Potts will attend.

Mr. Blanchard then questioned the status of Charcoal Filter purchase and installation of Baggage Conveyor. John Hamilton reported that the filters are expected at the end of this month, and Gerry D'Amico reported that the signed baggage conveyor contracts were received today and installation should take place in March.

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HTA PHASE II:

At this time, Jim Boothroyd and Carl Tortolano of Hoyle, Tanner & Associates entered the meeting to update the Commission on Phase II of Ramp Construction. Jim Boothroyd reported that entitlement and discretionary funds of \$2.1 million are available and that this phase is estimated at \$1.5 million. Hoyle, Tanner has done an overall design for Phase II but will need to detail the design as they had to do on each of AIP-08 and AIP-09. A tentative project schedule, on a graphic display, was then reviewed, showing bid advertising on March 30, 1988, bid opening on April 27, 1988 and project completion at the beginning of December. Discussion. Ken Potts recommended that a notice to proceed be given to Hoyle, Tanner & Associates for this project and that negotiations of contract costs be continued.

Mr. Flaherty made a motion that Hoyle, Tanner & Associates be given a notice to proceed on engineering design of Phase II - Ramp Construction and that negotiations for final contract continue. Seconded by Mr. Gutman. All were in favor.

The Commission requested that Hoyle, Tanner & Associates review alternatives to the previously used soil compaction methods in the prior ramp construction project, as there was concern regarding structural damage to the terminal and complaints from neighbors on vibrations to homes.

Mr. Corley made a motion to enter executive session to discuss contracts and pending litigation, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 5:20 p.m.

The meeting resumed regular session at 6:00 p.m.

GREENBURG LETTER:

The Greenburg letter is a letter from Park & Travel's legal council requesting formal notification of their request to be placed on the Airport phone board in September of 1987. The letter was turned over to Joe McNeil for response.

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FY '88 BUDGET:

Mr. Blanchard communicated that the preliminary budget should be presented to the Board at the next Commission meeting. Our final budget will then be presented to the City of Burlington in April. Discussion.

HVAC MEETING/CONTRACT:

Ken reported that due to previous and present problems with the HVAC system, proposals were solocited and received for a full maintenance agreement. Proposals were received from Johnson Controls, Air Comfort and Carrier Air Conditioning for a full HVAC maintenance agreement to include Building 880. The costs are as follows: Johnson Controls - \$200/day and service calls at \$34.00/hour, Carrier - \$316/day and service calls at \$39.50/hour, Air Comfort - \$136.85/day and \$30.00/hour.

Mr. Potts recommended that the contract be awarded to Johnson Controls with 16 hours per week for the first six months and 8 hours per week for remaining six months. Discussion. Dick Corley does not agree that the maintance agreement will provide the answers that the airport is seeking. Discussion. Dick Corley will take the contracts to his HVAC supervisor, have them reviewed and comment on their value.

Mr. Gutman made a motion to contract with Johnson Controls for a full maintenance agreement for a one year period, provided that Mr. Corley's HVAC experts agree that it would be beneficial to the Airport. Seconded by Mr. Flaherty. All were in favor.

At this time, members of the Burlington Police Commission and Police Department entered the meeting.

Mr. Flaherty made a motion to enter executive session to discuss security contracts. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 6:30 p.m.

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The meeting resumed regular session at 6:57 p.m. There being no further business, the meeting was adjourned at 7:00 p.m.

Respectfully Submitted,



Tamara S. Gagne
Administrative Assistant

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JANUARY 18, 1988
5:00 P.M.

PRESENT:

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

Kenneth S. Potts
Tamara Gagne

The meeting was called to order by the Chairman, Mr. Blanchard at 5:10 p.m..

Mr. Potts made a request to add to the agenda item #5 - Emergency Airfield Generator.

Mr. Flaherty made a motion to add to the agenda Item #5 - Emergency Airfield Generator. Seconded by Mr. Gutman. All were in favor.

CAR RENTAL RE-ALLOCATION:

Dick Corley reported that he met with the car rental agencies on December 29, 1987. When they arrived at this meeting they had all come to a mutual agreement on the re-allocation of their ready and return lots, including Dollar Car Rental. The cost of the re-allocation would be \$15,000 with a suggestion that it be split six ways to include the Airport. Discussion.

Mr. Gutman made a motion to table this item. Seconded by Mr. Flaherty. All were in favor.

HERTZ/NATIONAL OPTION AREAS:

A map, showing original option areas and suggested usable areas, was presented to the Commission. Original option areas are now taxiways and therefore not available. Discussion.

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Mr. Corley made a motion that the Airport Commission agrees, owing to the fact that Hertz and National have exercised their option for additional lands under their agreements, some of which is in an area that cannot be used for vehicles, on a temporary basis, to accommodate them by giving them equal lands, immediately adjacent to their present car wash facility and ready/return lots, as depicted in Exhibit designed by Airport Director, not to be construed that this confers any permanent rights to this area. Seconded by Mr. Flaherty. All were in favor.

FUEL FARM RELOCATION:

The fuel farm relocation will be taken into consideration by the engineering study to take place. The available relocation areas, as presented at the December 14, 1987 meeting, were again reviewed and discussed. The best location appears to be near the airport maintenance garage. Ken recommended that, when actual relocation comes to fruition, the tanks be placed above ground. The cost of relocating the fuel farm is an approximate 1 million dollar project, which would not include the proposed access road. Ken reported that he should have all research completed by June 1, 1988 to be able to present to the Board of Aldermen. Discussion.

Dick Corley recommended that Ken Potts make arrangements for the Airport Commission to tour the outer boundary of the Airport so that they can actually see the areas being discussed.

Relocation of car wash facility to also be examined by engineer consultants.

EMERGENCY AIRFIELD GENERATOR:

Ken reported that the airfield generator was in need of repair but that due to age of the generator, replacement parts are not available and it currently does not start on its own. Discussion. The cost of replacement is estimated at \$50-60,000, with possibility of 90% federal funding and 6% state. Mr. Potts also reported that the Vermont Air National Guard generator would be requested in the interim.

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Mr. Corley made a motion that the Airport Manager take the appropriate action to purchase a new airfield lighting emergency generator. Seconded by Mr. Flaherty. All were in favor.

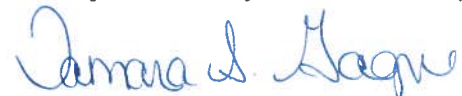
Mr. Corley made a motion to enter into executive session to discuss leases and contracts. Seconded by Mr. Flaherty. All were in favor.

The meeting entered executive session at 6:10 p.m.

The meeting resumed regular session at 7:10 p.m. There being no further business Mr. Corley made a motion to adjourn. Seconded by Mr. Gutman. All were in favor.

The next meeting of the Board of Airport Commissioners will be held on Tuesday, February 9, 1988.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JANUARY 12, 1988
3:30 P.M.

PRESENT:

M. Robert Blanchard
Michael Flaherty
Huck Gutman
Michael Cain
Joseph McNeil

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

The meeting was called to order by the Chairman, Mr. Blanchard at 3:47 p.m.

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

Under Manager's Report

Item #15 - Part 139 Meeting

Regular Session

#7 - Fred Solomon, Morf Transit

#8 - Midwest International, TV Chairs

Seconded by Mr. Cain. All were in favor.

MINUTES:

The minutes of December 14, 1987 and December 28, 1987 were presented for approval.

Mr. Flaherty made a motion to approve the minutes of December 14, 1987 with the following amendment relative to discussion of Warren Robenstein, Surveyor.

"Mr. Corley made a motion to approve a contract with Mr. Warren Robenstein for survey work for the airport, of \$6,000, and to approve up to \$1800 for extra work caused by vandalism of northeast markers in the fall of 1986. Seconded by Mr. Flaherty. All were in favor."

Discussion. Mr. Gutman reported that he agrees with the Commission action of December 14, 1987 as it relates to the placement of the G.B.I.C. display case, but also related that original negotiations for airport space did not provide for a specific area, but gave the airport the right to locate and re-locate the G.B.I.C. case as would be aesthetically pleasing and strategically located for airport use.

Mr. Flaherty's motion to approve the minutes as amended, seconded by Mr. Gutman. All were in favor.

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Mr. Flaherty made a motion to accept the minutes of December 28, 1987 as presented. Seconded by Mr. Cain. All were in favor.

DECEMBER WARRANT:

The December Warrant was presented for review and approval. A payment of \$710.28 to National Bank of Boston was made and will be checked upon by John Stewart. Also questioned were the equipment maintenance payments to Montgomery Elevator. John Hamilton indicated that we are in the process of signing a full maintenance contract for \$12,000, which will cover all service. Payments under '1399' code were questioned and explained.

Mr. Gutman made a motion to approve the December Warrant as presented. Seconded by Mr. Cain. All were in favor.

OPERATING STATEMENTS:

Customers with balances exceeding 90 day limit were questioned. Airport Restaurant shows a balance due in the 30-60 day column. Due to nature of payment (percentage) there should be no way of determining amount due. Therefore, the amount reported by Restaurant should be immediately zeroed out, as they make payment with their report. John Stewart to review and report at next meeting. Montair is making regular payments toward balance. The operating expense report was also reviewed. The December payment to Northland Janitorial must be re-coded to '0535'. Discussion. Treasurer's office to be responsible for billing, receivables, and reports. John Stewart and Ken Potts to be in contact to discuss receivables and appropriate protocol for follow-up to outstanding accounts.

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

At this time, Mr. Anthony Governale of APCOA entered the meeting to present to the Commission a year end check in the amount of \$598,810.69. Total payments to the Airport for 1987 were \$661,391.33. Total APCOA gross revenue for this year was \$912,989.16. Tony was then asked to provide reports to the Board relative to long term parking, number of empty spaces per day, and how rates have affected use.

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FRED SOLOMON, MORF TRANSIT:

Mr. Fred Solomon, owner of Morf Transit, Inc. appeared before the Board to request a pro-rated rebate on his ground license fee of \$450.00, which he paid in December and will expire in August. Mr. Solomon's protest is that the rules and regulations state a "450.00 per year fee", but if you register a vehicle any time after the August 1st registration date, one is paying the same fees for less than a year. Previous ground transportation rules and regulations provided for a half year fee after February 1st. Discussion. The Board indicated to Mr. Solomon that his request would be taken under consideration. Discussion.

Mr. Gutman made a motion to re-instate or institute into the new rules and regulations a ground licensing fee provision to allow for a half year license fee between the period of February 1 to July 31 of any licensing period. Seconded by Mr. Cain. All were in favor.

MANAGER'S REPORT:

Continental office space LEASE and FBO RULES & REGULATIONS were approved by the Board of Aldermen.

Airport is in receipt of renewals for LICENSES for RADAR SITE and RUNWAY VISUAL RANGE SYSTEMS. They have been reviewed and Ken recommends that they be approved and signed.

The Airport staff is in the process of working on and completing a thorough LEASE AUDIT. Preliminary report, relative to leased areas and corresponding billing, submitted to the Chairman on this date.

A new BOILER for BUILDING 880 has been ordered with expected delivery at the end of February.

A report on, OVERTIME EXPENSES to date, explanation of why overtime is needed to remove snow, (FAA requirements, air safety, etc.), and three different work schedules with enumerated advantages and disadvantages, was presented to the Board. Mr. Potts orally reviewed the report and recommended that the Airport continue its operation by working all crews a regular 7:00 a.m. to 3:30 p.m. shift, with all other hours as overtime. Discussion. Mr. Gutman posed clarifying questions on the outlined advantages and disadvantages. Also questioned was why

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the report indicates that the air cargo ramp receives snow removal priority over Runway 1-19. Mr. Hamilton explained that for parking and traffic of air cargo transports and general aviation aircraft, the air cargo ramp is cleared. If the snow was to be removed in the reverse, there is the possibility of back log on the runway as there would be no place for landed aircraft to go. Discussion. Mr. Blanchard indicated that he agreed with Mr. Potts on his recommendation.

AIP UPDATE - HTA is drawing up contracts for Phase II of the Apron Reconstruction. Ken met with John Stewart to go over outstanding FAA reimbursements. The Airport has recently received several payments and John and Ken will be working on continual update.

ENGINEERING RFP'S - advertisement has been placed in various media and notification sent to several firms indicating the airport's interest in receiving qualifications from interested firms in providing various engineering services. Qualifications to be submitted by February 1, 1988. Mike Flaherty and Bob Blanchard to serve on selection committee.

SKY CAP SERVICES - due to conflicts between the newly contracted sky cap and luggage service, I.T.S., and "The Sky's the Limit" sky cap service, intervention from the Airport was required. Anne Marie Dickinson, president of "Sky's The Limit", was given a cease and desist order on December 29, 1987. I.T.S. started its service in August, 1987. Both companies were allowed to operate until the influx of complaints from the public, station managers, and I.T.S. company against "Sky's the Limit" were brought to the Airport Manager, with a request for appropriate action.

AIRCRAFT ACCIDENT - On December 31, 1987 at approximately 5:40 p.m. a Piper Lance II crashed on the Airport's Runway 15. The pilot and wife, Paul and Judy Spiller, were killed on impact. Critically injured were Mr. & Mrs. Spiller's three sons. Crash, Fire and Rescue services, as well as Airport and Police, response was commendable. Outstanding performance by all participants, with special acknowledgment to Rick Varney as on duty operations officer. Arrival of Continental and departure of USAir were the only flight affected by the accident. Discussion. Mr. Blanchard reported that he witnessed the outstanding performance by rescue, police and airport personnel and recommended that letters of thanks and commendation be written to all, with copies to personnel files, as appropriate.

INNOTECH RELOCATION - Innotech services has been moved to the Emery bay, with airport bearing full expense of relocation. A full report of incurred costs at next meeting.

MASTERTECH has expressed an interest in being located on airport. Ken met with Mr. Thelander and Mr. McArthur and looked at available space in Building 880. Further discussions to follow on insurance requirements and percentage of fees paid.

Airport is now approving all PURCHASE ORDERS. Requisitions are no longer approved by City Hall Treasurer's office. These purchase orders can only be approved by the Director of Aviation, Office Manager, and/or Chairman of the Airport Commission. A policy has been put into effect regarding these changes.

The Finance Board approved purchase of the BAGGAGE CONVEYOR of \$56,738.00 and SNOW PLOW of \$144,100. These contracts are being sent to respective parties for signature. The Airport will be financially responsible for the entire cost of the Baggage Belt and for only 4% of the snow plow equipment.

AIR CURTAINS - airport has been receiving complaints from the tenants that there is still severe cold from the open vestibule doors. Discussion. Wiemann-Lamphere designed these air curtains with guarantee that the cold air flow through the vestibule doors would be taken care of. Discussion. Mike Cain reported that, in his experience, downward air flow in front of the doors has a much more efficient effect. Discussion. Huck suggested that Wiemann-Lamphere be contacted. Airport to research costs of installing air curtains as described by Mike Cain.

TRASH COMPACTOR - this contract was sent back to attorney's office for revision due to miscommunication regarding the purchase price and payments towards purchase at the end of the rental term. No rental payments will be applied towards purchase price. Discussion. Commission's understanding that rental payments were to be applied to purchase price. In effect, payments will be applied. The purchase price of compactor at installation would be \$9,000. Purchase price at end of two year term would be \$4,000. Rental payments for the two year term amount to \$4,800.00. Discussion.

FEDERAL EXPRESS DROP BOX - Federal Express was sent copies of the agreement for signing on December 15, 1987. We have had recent contact from Federal Express relative to installation.

PART 139 MEETING - A Part 139 meeting was attended on Dec. 16, 1987 relative to changes to this article. Exemptions were requested based on the new change requirements and the Airport is now in full compliance.

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Brief discussion on lease audit and MasterTech negotiations.

Mr. Cain made a motion to approve the license renewals for FAA project #DTFA12-EE-LR1E41RDR, Radar Site, and project #DTFA12-87-LR1840ARS7, Runway Visual Aid System. Seconded by Mr. Gutman. All were in favor.

LEASE & CONTRACT UPDATE - JOE MCNEIL:

Joe reported that he is currently working on a Workmen vs. City court case involving a claim against People Express and the City of Burlington for false arrest. A disgruntled passenger became abusive and was taken by Airport Police, Mark Kruger, and questioned. A motion was filed to dismiss on behalf of the City and Mark Kruger. Motion was granted for the City. The Court gave a 10 day review and response on memo's presented against Kruger. Joe to keep Commission updated.

Valley Air Lease - they are willing to sign, but Joe needs to attend to execution.
USAIR maintenance agreement and Orion Air office space to be checked on by Joe.

Mr. Cain made a motion to enter executive session to discuss lease negotiations and pending litigation, the premature disclosure of which would put the City at a substantial disadvantage. Seconded by Mike Flaherty. All were in favor. The meeting entered executive session at 6:35 p.m.

The meeting resumed regular session at 6:45 p.m.

RENTAL CAR LEASE OPTION:

Due to the absence of Dick Corley, this item to be discussed at interim meeting in approximately 2 weeks.

FUEL FARM RELOCATION:

This item to also be discussed at interim meeting.

The interim meeting of the Board of Airport Commissioners to be held on Monday, January 18, 1988 at 4:00 p.m. to discuss the above mentioned items along with parking lot contract.

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HVAC STUDY REPORT:

The HVAC study report done by Hallam Associates, Inc. indicates recommendation to go out for proposals to have HVAC preventative maintenance contract with a full-time technician on call one or two times a week. Discussion.

Mr. Gutman made a motion to send out request for proposals for an HVAC maintenance contract. Seconded by Mr. Flaherty. All were in favor.

MIDWEST INTERNATIONAL - TV CHAIRS:

Mr. Gutman made a motion to give written notice to Midwest International to terminate the contract for TV Chairs. Seconded by Mr. Cain. All were in favor.

SOUTH BURLINGTON REPORT/ACCESS ROAD:

A letter was received from the City of South Burlington Manager, Mr. Szymanski, requesting repair to the Air Guard Road before the City would accept it as its own. Gerry D'Amico reported that the proposed changes would cost \$25-30,000. Discussion.

Mr. Gutman made a motion to table this item. Seconded by Mr. Flaherty. All were in favor.

Mike Flaherty then suggested that the Airport write a letter to Mr. William Szymanski, City Manager, regarding the means the Airport is undertaking to correct airport runoff drainage.

There being no further business, Mr. Flaherty made a motion to adjourn. Seconded by Mr. Gutman. The meeting adjourned at 7:00 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of The Board