

MINUTES
BOARD OF AIRPORT COMMISSIONERS
DECEMBER 7, 1989
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	John J. Hamilton
Huck Gutman	Tamara Gagne
Michael Cain	Gerry D'Amico
Nancy Sheahan	John Stewart

Jon Potash - Fenton Hill Gift Shops, Stan Wilbur - Webster Martin,
Carl Tortolano - HTA, Jim Dunn - City Attorney

FENTON HILL EXPANSION - JON POTASH:

Mr. Potash, Manager for Fenton Hill, presented a request and three varying plans to expand the current news stand facility at Burlington Airport. Mr. Blanchard, Mr. Gutman and Mr. Hamilton reviewed the plans by visiting the site and discussing proposed expansion.

HOYLE, TANNER & ASSOCIATES - CARL TORTOLANO:

Mr. Tortolano reported that the Oil/Water Separator project would be complete by the end of December as anticipated and then presented a project schedule for the FY '90 airfield improvement project. This particular project consists of relocating Taxiway 'A', construction (extension) of Taxiway Gulf, and lighting of Taxiways 'I', 'C', 'J', 'E', and Alpha North for a total cost of \$1.3 million. The length of the project is anticipated at four (4) months with construction to begin in June of 1990. Discussion. Mr. Gutman questioned whether the Taxiway Gulf extension was eligible for FAR federal funding due to its relation to the noise study. This project will be funded through FAA AIP as the requirements for these improvements are necessary for air carrier service. Mr. Tortolano then reviewed the detailed schedule of contracts and construction, which is already under way, but somewhat delayed. He reported that the delay is consistently related to FAA administration, review, and approval of contracts. They take more time to prepare comment on initial review than total time to have all other parties review, execute and return contracts. Discussion. The Commission directed Mr. Tortolano to write a letter, on behalf of the Burlington Airport Commission, to the Congress explaining our frustration and need for corrective action regarding the delays in review and processing of contracts and grant applications. Project update to be provided on monthly basis through airport administration. Hoyle, Tanner & Associates to return when deemed necessary.

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At approximately half way through Mr. Tortolano's presentation, Mr. Cain entered the meeting. A quorum now present, the meeting was officially called to order at 4:25 p.m.

An explanation of Fenton Hill's request and design was given to Mr. Cain.

Mr. Gutman made a motion to allow Fenton Hill to bring final design plans before the Board on Scheme A and if accepted, the Board will be willing to extend the current contract for an additional five (5) year term to recover capital investment costs. Seconded by Mr. Cain. All were in favor.

MINUTES OF NOVEMBER 7, 1989:

Mr. Gutman made a motion to approve the minutes of November 7, 1989 as presented. Seconded by Mr. Cain. All were in favor.

NOVEMBER WARRANT:

The November warrant was presented for review and discussion. All appeared to be standard monthly expenses.

Mr. Gutman made a motion to approve the November Warrant as presented. Seconded by Mr. Cain. All were in favor.

NOVEMBER OPERATING STATEMENTS:

The Commission again questioned the "Combined Operating Revenue & Expense Report" regarding the building and ground rent percent of budget. Building rent income reflects a 266% increase over budgeted revenues and ground rent shows an 817% increase. This problem results from the software being utilized and from the fact that the budget amount reflects only the budget for non industrial park revenues yet the revenues are those of all building and ground rent, including industrial park. Discussion. John Stewart reported that the Airport has received its new software package for the required upgrade and that it would be a priority task for next week.

Mr. Gutman made a motion to approve the review of the operating statements with special commendations to JJ and Tammy for the current accounts receivables report. Seconded by Mr. Cain. All were in favor.

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MCNEIL & MURRAY INVOICE:

Mr. Cain made a motion to approve the McNeil & Murray invoice for the period of September 23, 1989 through October 22, 1989 in the amount of \$3,956.10. Seconded by Mr. Gutman. All were in favor.

WEBSTER MARTIN - PERIMETER ROAD PLANNING:

Mr. Stan Wilbur, President of Webster Martin and John Lindewold, engineer presented a visual schedule of the perimeter road planning project indicating a November 6, 1989 start date and an April 5, 1990 completion. Mr. Wilbur indicated that they have been in contact with the FAA and discussed and identified the problems and documented the same. Future discussions will be held with Campbell & Paris as it relates to "meshing" this project with the ongoing Master Plan. Mr. Wilbur then explained that the proposed construction area for the perimeter road had been studied and soil tested for development capabilities. It appears that all of the roadway construction will fall in an area determined to be a "wet lands". Discussion. Options for mitigation will be researched and reported to the airport staff.

Mr. Gutman made a motion to enter executive session to discuss contracts and lease 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 5:00 p.m.

The meeting resumed regular session at 6:00 p.m., at which time a 10 minute recess was declared.

The meeting resumed regular session at 6:07 p.m.. Mr. Gutman 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. Cain. All were in favor. The meeting entered executive session at 6:08 p.m.

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

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U.S. POSTAL SERVICE AGREEMENT:

Mr. Hamilton reported that the U.S. Postal Service had received the Airport's draft of the agreement for placement of a mail transfer facility trailer on the Airport, but had instead returned one of their own agreements for our signature. Discussion. The approval for the trailer had been given to the Postal Service in March of 1989, yet no action had been taken until recently. Discussion. This item deferred until the January Commission meeting, at which time Nancy should have lease terms worked out with the Postal Service representative.

MASTERTECH:

Mr. Hamilton reported that Metro Air has indicated that MasterTech will be off the Airport facilities by the end of December, although that was the story several months ago. However, Everette McArthur refused the working agreement offered by Metro and indicated that he would be pursuing opportunities in Plattsburgh. Discussion. MasterTech to be given 30 day notice of contractual obligation expiration.

AFSS/GBIC CONTRACT:

Mr. Gutman made a motion to defer this item until the next regular meeting of the Airport Commission. Seconded by Mr. Cain. All were in favor.

RESTROOM RENOVATIONS:

Mr. Hamilton requested that the Chairman be allowed to review and approve the restroom renovations proposals to be received on December 18, 1989 so that construction may begin in early January as planned. Discussion.

Mr. Gutman made a motion to give authority to the Chairman, Mr. Blanchard to approve the contract award for the restroom renovation project on behalf of the Airport Commission. Seconded by Mr. Cain. All were in favor.

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MANAGER'S REPORT:

DEMAND SIDE SERVICES will be scheduled to appear before the Commission at their January meeting.

DBE GOALS - The FAA has congratulated the Burlington Airport on not only meeting its prescribed DBE goals, but for exceeding them in the 1989 fiscal year.

"LOVE CANAL" SOIL SAMPLES - The City of South Burlington continues to sample the soils and drainage off from Kirby Road and Airport Drive and the most recent report indicates no trace of ethylene glycol, although an odor persists. They have also forwarded an invoice to the Airport to pay for these soil samples. Discussion. JJ to research and contact the City Manager.

RECEPTION POSITION UPDATE - 63 applications have been received and are in the process of being reviewed. Final interviews will be conducted in the first week of January.

UNDERGROUND STORAGE TANK REMOVAL is a completed project with much better results than expected. The Airport has realized a great cost savings as there was no contaminated soil removal.

TAXI RULES & REGULATIONS & CONTRACT CARRIER LICENSING - It appears that the Airport Ground Transportation Rules & Regulations will be contested by members of the taxi cab owners and or drivers in January 1990. JJ will be contacting John Franco, City Attorney, to discuss procedures and plans for this involvement. It has also been noted that several baggage companies are picking up at the Airport without appropriate licenses which is under investigation and will be corrected.

MUNSON APPRAISAL has been delayed as they are awaiting a report regarding the soil tests that have been done. This determination will have an effect on development capabilities and subsequent appraisal value.

KELLOGG HANGAR removal is scheduled for early spring of 1990. There is currently no one occupying the building.

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MANAGER'S REPORT (CONT.):

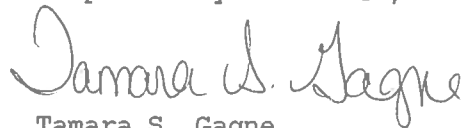
FAA TRIP REPORT - JJ and Gerry D'Amico met with FAA in Burlington, Mass. to discuss Airport Master Plan Update. JJ feels that the FAA was very pleased with the Master Plan and its current direction. At this meeting, Mr. Hamilton was also reassured, by Mr. Cronan, that as soon as the Airport submits all necessary paperwork to Donna Witte for previous land acquisition reimbursement, he will ensure that it is immediately addressed and feels that full reimbursement may be received by April, 1990.

The K-9 UNIT at the Airport is no longer located at the facility. Chief Scully did not agree with Mr. Hamilton's request to remove the subject, but has done so.

The next meeting of the Board will be held on January 9, 1990 at 4:00 p.m. as a regular monthly meeting.

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

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
NOVEMBER 7, 1989
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	John Hamilton
Michael Flaherty	Tamara Gagne
Huck Gutman	Gerald D'Amico
Michael Cain	Barbara Ironside
J. Richard Corley	Nancy Sheahan

Jared Wood, Gene Fodor - Montair, Jim Martocchio - United, Dick Rothery - USAir

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

TERMINAL RENOVATIONS - UNITED - OPERATIONS AREA:

Mr. Jim Martocchio, United Airlines Station Manager, requested the permission of the Board to re-design and renovate the United operations area. A sketch was presented showing the relocation of the entry door and installation of a 12' overhead door to replace the 10' door. There are no structural changes to the area and all construction costs will be borne by United. Discussion. Mr. Hamilton reported that this proposal has been reviewed by the staff and approved as presented. Discussion. Mr. Hamilton also reported that all salvageable materials, including the old overhead door, should be turned over to the Airport. Mr. Martocchio agreed that this would be appropriate.

Mr. Gutman made a motion to approve the request of United Airlines to renovate their terminal operations area (behind ticket counter) as presented. Seconded by Mr. Flaherty. All were in favor.

USAIR - INFORMATION DISPLAY SYSTEM REQUEST:

Mr. Richard Rothery, USAir Station Manager, requested approval to install a flight information display system which would involve adding monitors in Gate 1 and in front of USAir ticket counter. The equipment to be installed is already on site and can be installed in time for winter operations. Discussion. Mr. Gutman questioned whether, if at some time the Airport again attempts to purchase an Airport wide system, the equipment would be removed to accommodate such a new system. Mr. Rothery responded that USAir was supportive of the Airport's effort to install an airport FIDS and would remain so.

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USAIR REQUEST (CONT.):

Discussion. Mr. Blanchard questioned whether the information regarding on time status of flights would be maintained and accurate. Mr. Rothery indicated that it would be more efficient than current operations, as the terminal operator would update information from his desk, away from the ticket counter. Discussion. Mr. Gutman requested that clarification be given to all other airline agencies regarding this particular approval. If they were to come before the Commission to request installation of similar systems it will not necessarily receive approval. It would be the Board's desire at that time to request all of the airlines to participate in the cost and installation of a single comprehensive system. Discussion.

Mr. Flaherty made a motion to approve the request of USAir to install a Flight Information Display System (FIDS) which would involve the placement of a television display screen at Gate 1 and on the column in front of USAir. Seconded by Mr. Gutman. All were in favor.

MONTAIR - PRATT & WHITNEY SUBLEASE REQUEST:

Mr. Gene Fodor of Montair, Inc. provided the Commission with a brief background of the Pratt & Whitney operation and explained that they now require additional space for their service center as well as for their administration. Discussion. Nancy Sheahan reported that the current sublease under which Pratt & Whitney operates is one which was inherited from Innotech, inherited from Northern, and provides for a flat rental fee. Her concerns are insurance, indemnification, and previous Commission discussion regarding licenses for subsublessees. A discussion ensued regarding the engine work that Pratt & Whitney performs on the Airport and the Airport's right to collect a percentage of gross. It would not be the intent of the Commission to collect fees for administrative work or for work taken off airport. However, similar to Daystar Avionics, MasterTech, Innotech, Valley Air, and Montair, Pratt & Whitney must be required to remit fees based on revenues derived on sight. Discussion. As this item relates to a lease negotiation, the Commission reported to Mr. Fodor that they would further discuss this in executive session and return a decision to him at a later date.

Mr. Gutman made a motion to amend the agenda to add item #15. VT Women's Caucus on the Arts and item #16. Wind Screen Slider Door Contract. Seconded by Mr. Flaherty. All were in favor.

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MINUTES OF OCTOBER:

Mr. Flaherty made a motion to approve the Minutes of October 10, 1989 and the Minutes of October 25, 1989 as presented. Seconded by Mr. Gutman. All were in favor.

OCTOBER WARRANT:

Mr. Gutman questioned the payment of \$1565.00 to Pike Industries dated December 24, 1987. Mr. Hamilton responded that this is payment for lighting and gate installation for the car rental return lot project completed in the fall of 1987. The invoice had been misplaced or never received and was eventually rebilled in spring of 1989. Due to the date of the billing, although a purchase order for that amount was in the files, Mr. Potts researched records and held the invoice in his desk. It was again brought to Airports' attention, by Pike Industries, that the invoice remained outstanding. Mr. Hamilton then investigated the nature and validity, and upon receiving satisfactory explanations, processed the invoice for payment. \$965.00 of this payment is for the purchase of a new gate for the return lot which was to be paid by Hertz and National car rental. They have been invoiced for the same. Discussion. Mr. Gutman requested holding this payment to Pike Industries until the Director has researched the Minutes of the Board to ensure that this project was approved. Discussion. Mr. Gutman questioned payments to the U.S. Fish and Wildlife Dept. and to Valcom. The payment to U.S. Fish & Wildlife is a \$25.00 fee for a bird deprivation permit, which allows the Airport Operations staff to disband birds on the airfield when necessary. Valcom is a computer software supplier from whom the accounting update package was purchased.

Mr. Flaherty made a motion to approve the October Warrant as presented, contingent upon the Pike payment research. Seconded by Mr. Gutman. All were in favor.

OPERATING STATEMENTS:

The accounts receivable trial balances were reviewed and discussed. Items appearing in the 60-90 day balance were single invoices, for which the companies have been contacted. There were no balances in any other than 30-60 day. Mr. Gutman commented that the accounts receivables looked good compared to previous year's reports.

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

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TERMINAL RENOVATIONS - GATE 4 EXPANSION:

Mr. Hamilton reported that Gate 4 Expansion project had been previously reported, but that approval to proceed is now required. The existing Gate 4 will be expanded through the Gate 5 area up to the enduro floor. The three users of Gates 4 and 5, USAir, TWExpress and Business Express will pay for all renovation costs. Discussion. This area would now become a non-smoking Gate. Discussion. No handicap smoking facilities would be available with the elimination of Gate 5, as they do not have access to the mezzanine. JJ to coordinate with airlines to designate remaining portion of Gate 5 as smoking area. Discussion.

Mr. Flaherty made a motion to approve the renovation and expansion plans for Gate 4 and 5 departure lounges as presented by the Director. Seconded by Mr. Cain. All were in favor.

CONTINENTAL - GATE 3 RENOVATIONS:

Continental Airlines has requested permission to build a storage closet within Gate 3. The FAA, upon recent inspection, requested that Continental construct a wall adjacent to the screening area, where currently a walkway, bypassing screening, exists. With this direction, Continental thought it worthwhile to construct a full enclosure to serve as a storage closet. Discussion. Mike Cain appointed as a subcommittee to determine materials to be used and ensure that construction and finish will be in keeping with current airport design.

HTA CONTRACT - TAXIWAY 'A' DESIGN:

Mr. Hamilton reported that he and the engineer have reviewed the proposed contract for Taxiway 'A' design and reduced the original from \$143,300 to \$132,050. The \$132,050 contract amount is agreeable to the FAA for federal reimbursement participation. Discussion.

Mr. Cain made a motion to approve the design contract for Taxiway 'A' with Hoyle, Tanner & Associates in the amount of \$132,050.00. Seconded by Mr. Corley. All were in favor.

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KELLOGG HANGAR UPDATE:

Mr. Hamilton reported that the Kellogg Hangar has been generating no revenues for the past four years, although the Airport has been paying a thousand dollars per year for property taxes. It has been repaired a multitude of times by both USAir and the Airport (damaged by USAir power-outs), not properly maintained by the current occupants, and is not compatible with past or present ramp operations. Mr. Hamilton discussed possible options available to the Commission. 1. Leave the building and rent it as is. The Airlines, however, are not agreeable to paying for it in its present condition. 2. Have the building repaired by either the Airport or USAir and then rent it. 3. Board up the hangar and make arrangements to have it torn down in the spring. Discussion. It is currently used primarily for "junk" storage. Discussion. Mr. Hamilton expressed his concern about the Airport's liability in the event that someone were to be injured by a power out while in the building, as the doors are wide open. Its present condition also leaves concerns regarding its structural safety. Discussion.

Mr. Corley made a motion to have the Kellogg Hangar vacated, boarded up until such time that it can be torn down, and to have the Chairman negotiate with USAir to pay for the cost to remove it. Seconded by Mr. Cain. All were in favor.

RESTROOM RENOVATION - DESIGN APPROVAL:

Mr. Hamilton explained that the design submitted by Wiemann-Lamphere had been reviewed by himself, Gerry D'Amico and Dick Corley. Based upon this review, changes were suggested and incorporated into the design. Mr. Corley recommended that the specs be put out to bid.

Mr. Cain made a motion to approve the design for restroom renovation, as reviewed by Mr. Corley and Airport staff, to be put out to bid. Seconded by Mr. Gutman. All were in favor.

JANITORIAL SERVICE CONTRACT AWARD:

Mr. Hamilton reported that the janitorial service contract was put out to bid due to a significant reduction in square footage (FAA offices and carpets in front of airline ticket counters) and the concern for new carpet cleaning. Bids were received, reviewed and interviews

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JANITORIAL SERVICES CONTRACT (CONT.):

conducted by members of the administrative, operations and maintenance staff. Based on a number of varying factors, Mr. Hamilton recommended award of the cleaning contract to Northland Janitorial at a cost of \$146,860.00. Discussion. The Chair questioned this recommendation as it was his understanding that the contract was put out to bid because of dissatisfaction with the current contractor. Discussion. Mr. Hamilton reported that this was in fact a part of the reason, besides those mentioned above, but that after much research and an in-depth interview process, he concluded that he must choose the "best of the worst". He indicated that he feels that we have control over Northland as the Airport is 50% of their overall business. Also, in the period in which bids were solicited and reviewed, Northland has proven that they can perform to the standards required by the Airport. Discussion.

Mr. Corley made a motion to approve the recommendation of award of janitorial services contract to Northland Janitorial Services at a cost of \$146,860.00. Seconded by Mr. Flaherty. Mr. Gutman and Mr. Cain abstained from voting. The motion passed in favor.

LEASE & CONTRACT UPDATE - NANCY SHEAHAN:

Mr. Gutman made a motion to enter executive session to discuss contracts, 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 5:30 p.m.

The meeting resumed regular session at 6:05 p.m. Nancy Sheahan and Mike Cain were appointed to meet with representatives of Daystar Avionics to discuss sublease arrangement and fees.

Mr. Gutman made a motion to extend the "cease and desist" order to Daystar Avionics until the next meeting of the Board. Seconded by Mr. Corley. All were in favor.

CIVIL AIR PATROL:

Mr. Corley made a motion to approve the lease renewal with Civil Air Patrol for an additional one year term at the rate of \$1.00 for the rental of Airport property on Airport Drive, referred to as the "Morin House". Seconded by Mr. Flaherty. All were in favor.

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I.T.S. OFFICE RENTAL REQUEST:

International Total Services (I.T.S.) is the security screening company who currently provides service to Continental and Piedmont Airlines. Wackenhutt, security screeners for Gate 1 & 2, will be leaving the Airport and I.T.S. will be taking over their area. In light of the expanded operations at Burlington, I.T.S. has requested the use of an office area. Mr. Hamilton has suggested that they consider a 92 s.f. office within the Gate 1 & 2 holding area, which is currently unoccupied.

Mr. Corley made a motion to rent an office space, located in Gates 1 & 2, consisting of 92 s.f. at \$29.61 per square foot, for a one year term, to International Total Services. Seconded by Mr. Cain. All were in favor.

DYNAIR LEASE AMENDMENT:

Mr. Hamilton reported that Dynair CFE Services, the ground support company for Emery Worldwide, has been utilizing ground storage space on the Airport without paying for it. He recommends that the Airport offer a ground rental lease for the area in question, as an amendment to their current facility agreement. Discussion.

Mr. Corley made a motion to amend the Dynair CFE Services lease to include an area designated for ground storage equipment, as appropriate, at \$.20 per square foot. Seconded by Mr. Flaherty. All were in favor.

NATIONAL CAR RENTAL - LEASE AMENDMENT:

National Car Rental has requested permission to allow Dollar Rent-A-Car the use of their car wash facilities, under the terms of their lease. National Car would pay 10% of the revenues derived from Dollars' fees for use of the same.

Mr. Corley made a motion to approve the lease amendment to National Car Wash agreement to allow Dollar Rent-A-Car to use these facilities. National Car Rental will remit 10% of the fees charged to Dollar for this use. Seconded by Mr. Cain. All were in favor.

Mr. Hamilton also reported that he had reviewed the plans submitted by National for the installation of a trailer adjacent to the car wash. The engineer has assisted in detailing location of proposed structure and also reviewed the plans. A picture and aesthetics of the proposed trailer were reviewed by the Commission

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NATIONAL CAR RENTAL (CONT.):

Mr. Cain made a motion to approve National's request to locate a trailer adjacent to their car wash facility, based on design and review presented today. Seconded by Mr. Corley. All were in favor.

PURCHASE - AIRFIELD GATE 2 REPLACEMENT:

Mr. Corley made a motion to approve the purchase of a new airfield security gate as a replacement for Gate 2. Seconded by Mr. Cain. All were in favor.

VT WOMEN'S CAUCUS ON THE ARTS:

The VWCA has requested a donation by the Airport in the amount of \$1500. This would contribute to the cost of installation of permanent light fixtures in the Airport terminal to appropriately display art shows throughout this and upcoming years. A lengthy discussion ensued regarding appropriateness of such a donation, type of art which would be displayed, and the airport's right to selectively screen that art. It was decided that it would be in the best interest of the Airport and the traveling public to not entertain this request, but to allow the VWCA to continue with the three month program originally requested, as specifically approved at that time.

WIND SCREEN SLIDER DOOR CONTRACT:

Three proposals to install a wind screen structure at the center entrance doors were received. The proposals ranged from \$8, to \$9, from Acme Paint & Glass. Based on the type of door proposed and cost for installation, Mr. Hamilton recommends award of contract to Acme Paint & Glass.

Mr. Flaherty made a motion to approve the recommendation of the Director to award entry vestibule wind screen project to Acme Paint & Glass in the amount of \$. Seconded by Mr. Gutman. All were in favor.

MANAGER'S REPORT:

DEMAND SIDE SERVICES has submitted a report on the status of the electrical use and cost savings study of the Airport, for the Commission review. Mr. DeGrasse, of Demand Side, has indicated that he will be prepared to appear before the Board at their December meeting with a final report.

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MANAGER'S REPORT (CONT.):

ELECTRICAL GROUND POWER UNITS - JJ reported that he has written letters to USAir, United and Continental requesting the dates by which they will have received their ground power units. USAir has already received one and are awaiting information on the second unit. United nor Continental has responded, although United indicated that they will be receiving one. Discussion.

RECEPTION POSITION UPDATE:

Mr. Hamilton reported that a request for a new position approval has been submitted to the City. Due to a hiring freeze and a backlog of items on the Salary Committee agenda, the Airport will appear before the Finance Board on the 13th to receive this approval. Discussion.

ALLIED AIR FREIGHT - "Future at BTV":

Mr. Hamilton reported that Allied Air Freight has significantly reduced their operations, such that they are only providing service to United Airlines. In this light, there are rumors that they intend to sublet a large portion of their space to Airborne Freight, who has requested additional area. Mr. Hamilton has advised these tenants that subletting of any portion of their demised premises is not allowed, and that first and foremost they should contact the Airport with their plans. A.N. Deringer, another tenant in Building 880, also has requested permission to make changes to their area. When finalized, these proposals will be brought before the Board for their review.

ETHYLENE GLYCOL TREATMENT:

Mr. Hamilton reported that he has received a letter from the South Burlington City Manager advising the Airport that they were currently negotiating with Colchester for sewer treatment. This could effect the City's capacity to handle the Airport's ethylene glycol in the winter of 1990-91. Mr. Hamilton has presented this to the Board for their consideration in initiating thought towards a long term treatment solution.

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AIP UPDATE:

The ETHYLENE GLYCOL PROJECT is 90% complete. Mr. Blanchard requested that HTA appear before the Board at their December meeting to discuss status of projects. The MUNSON PROPERTY appraisal should be received next week and Webster Martin has been given official notice to proceed with DESIGN of the PERIMETER ROAD.

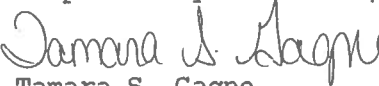
AIRPORTS PROJECT UPDATE:

UNDERGROUND STORAGE TANK removal has begun and DRAIN LINE CLEANING is complete. A pre-proposal was received from Thompson Consultants regarding second floor renovations. It was reviewed and returned with comments. However, Mr. Hamilton's concern is that the Airport Restaurant lease extension expires on December 31, 1989 and he needs direction in that regard. Discussion.

Mr. Gutman made a motion to extend the Airport Restaurant agreement to June 30, 1990, as a final extension of this lease in order for the Airport to prepare and receive proposals for a food and beverage concession and renovation. Seconded by Mr. Flaherty. All were in favor.

The next meeting of the Board will be on Wednesday, November 24, 1989 at 12:00 noon to discuss the Director of Aviation search.

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

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
OCTOBER 25, 1989
4:00 P.M.

PRESENT:

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

John J. Hamilton
Tamara S. Gagne
George Paris
H.D. Campbell
Bruce Seifer

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

A discussion began regarding the request for proposals (RFP) drafted by the City of Burlington CEDO for development of the Airport south end. The scope of the proposed RFP is too encompassing at this stage. The Airport must initially determine whether the south end area will be deemed a wet land and scope of work for required permits. Discussion. Nancy Sheahan was directed to contact an independent engineer, who has previously done work for the city, to walk the south end with Bruce Seifer of CEDO. This engineer will perform soil tests as required to determine feasibility of use for future development. Discussion.

Mr. Gutman made a motion to spend up to \$5,000 with the caviat that if the project is to exceed \$2500 the Chairman must be contacted prior to continuing, as a cost for the preliminary study of the south end to determine environmental status and feasibility of development, coordinated through the offices of McNeil & Murray and Community and Economic Development. Seconded by Mr. Corley. All were in favor.

Mr. Corley made a motion to enter executive session to discuss pending contracts and 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 4:49 p.m.

The meeting resumed regular session at 5:04 p.m.

Mr. Gutman made a motion to extend the "cease and desist" order to Daystar Avionics until such time that Nancy Sheahan has met with Daystar legal counsel to confer regarding terms offered for sublease. Seconded by Mr. Cain. All were in favor.

Mr. Gutman reported that the subcommittee had met regarding the requests of Vermont Transit and have concluded that they must be denied, based on Airport policies and current operating procedures. Mr. Hamilton directed to respond accordingly to Vermont Transit.

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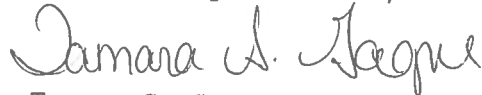
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At this time, the meeting resumed its only agenda item of Airport Master Plan Update. Mr. George Paris presented an agenda and attached materials to the Commission for review and comment. The agenda consisted of a forecast update, wind analysis review, terminal area analysis and layout sketches. Mr. Paris then proceeded to review the forecast update and explained the origin of numbers used and indications of the numbers. Discussion. Mr. Paris reported that the wind analysis conclusively reflects that Runway 15-33 will provide cross-wind coverage 95%+ of the time. This therefore, indicates that Runway 1-19 is not justified as a cross-wind runway. Discussion. A single runway has a capacity of 200,000 operations per year. A cross-wind runway increases that capacity from 200 to 215,000. A parallel runway would provide an approximate 40% capacity increase. Discussion. Mr. Paris also provided potential development sketches regarding terminal area, general aviation, corporate g.a., and air cargo operations. Discussion. Mr. Paris, accompanied by an airport representative, will meet with Mr. Weedon Parris of the FAA to discuss preliminary findings of this project.

The next meeting of the Board of Airport Commissioners will be held on Tuesday, November 7, 1989 at 4:00 p.m..

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

Respectfully Submitted,



Tamara S. Gagne

Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
OCTOBER 10, 1989
5:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Tamara Gagne
Mike Flaherty	Gerald D'Amico
Mike Cain	John Stewart
Huck Gutman	John Hamilton
Nancy Sheahan	Bill Ellis

Jack Dwyer - VT Transit, H.D. Campbell - Campbell & Paris Engineers,
Jeff Edgerton - Thompson Consultants, Mike Grennan - Urbach, Kahn &
Werlin

The meeting was called to order by the Chairman, Mr. Blanchard at 5:35
p.m.

REFERENCE NOTE: There is no management response to the first two
appearances as Mr. Hamilton was not attendance due to a Board of
Finance meeting.

VERMONT TRANSIT - JACK DWYER:

Mr. Dwyer, President of Vermont Transit, requested that the Airport
Commission consider changing the Airport policies regarding the
announcement of departures and placement on the airport telephone
board, currently restricted to hotels and accommodations. Mr. Dwyer
explained that Vermont Transit had operated a ticket sales and bus
information counter out of the Airport for the past three to four
years before their departure in September of this year. Upon
negotiations with Airport Administration, the VT Transit counter also
served as a general information source. Mr. Dwyer further explained
that during this tenancy they made daily announcements on the average
of six times per day. Upon leaving the terminal premises, VT Transit
began requesting the services of an airline to page departing bus
service. They were informed that such paging was in violation of
Airport policy. Mr. Dwyer feels that it is an inconvenience to the
public to not be allowed to do so. The second request of Vermont
Transit is to be allowed space on the airport phone board located in
the baggage claim. They had contacted Interspace Advertising but were

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October 10, 1989

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VERMONT TRANSIT (CONT.):

told that the board was restricted to hotels and accommodations. An approved phone line would allow a Vermont Transit customer direct access to the downtown information services. Discussion. Mr. Gutman indicated that the policies are made and enforced to ensure that all users are on a "level playing field". The taxi companies, for example, are not allowed to make announcements that they are leaving for points A,B, and C. Discussion. Mrs. Gagne reported that the airlines are also not allowed to use the public address system for announcement of flight boardings. Many of the persons present questioned this statement, as they have heard boarding announcements in the terminal. Mrs. Gagne explained that they are only allowed to make announcements for flights that have been delayed or changed in some form. Discussion. Mr. Gutman questioned the need for Vermont Transit to announce bus departures, which are also on a regular schedule. Mr. Dwyer responded that they feel that it is their responsibility to let the customer know that scheduled service is departing. Discussion. Mr. Blanchard appointed a subcommittee of Mr. Cain, Mr. Flaherty and Dr. Gutman to review and resolve both requests of Vermont Transit.

VALLEY AIR AUDIT - MIKE GRENNAN:

Mr. Grennan, CPA of Urbach, Kahn & Werlin, reported to the Commission that he and John Stewart had reviewed the records of Valley Air Services in order to determine the costs involved for a full audit. Mr. Grennan indicated that the books and records were in good order and that Valley Air does in fact reflect a 2% "Airport tax" on each invoice. Preliminary review did show that there is a discrepancy between the amounts collected for the airport tax and the amount remitted to the Airport. There appears to be no reconciliation process. However, Mr. Grennan indicated that, as a provision of the lease, Valley Air is required to submit an independent auditor's report, completed by a CPA, which should suffice to serve as verification of the books. Discussion. Mike indicated that if he were to proceed with the audit the cost would range from \$1500-\$2000. Discussion.

Mr. Gutman made a motion that Mike Grennan of Urbach, Kahn & Werlin proceed with an audit of Valley Air Services, based on the preliminary findings, at a cost not to exceed \$2,000. Seconded by Mr. Cain. All were in favor.

LANDSIDE ACCESS PLAN - H.D. CAMPBELL & JEFF EDGARTON:

Mr. Campbell and Mr. Edgerton are appearing before the Board to discuss the cancelled parking study begun by Thompson Consultants in the spring of 1988 and the payment due for the same. Mr. Campbell presented to the Commission a detailed expense breakdown for the work completed and items presented. Mr. Campbell also explained that much of the information that was gathered was necessary and will be used in the Master Plan Update. The collective invoices of Campbell & Paris, Thompson Consultants and Interair Development Corporation equate to \$26,178.12, approximately 50% of the entire project cost. The original estimate was \$11,000. Discussion. Mr. Blanchard suggested that Campbell & Paris meet with the JJ Hamilton and Gerry D'Amico to discuss a compromise amount if there is to be one. Discussion. Gerry D'Amico had also submitted a report to the Commission indicating that \$4,429.66 of the request was either not itemized or justified. Discussion. Mr. Gutman questioned individual hours expended, degree of expertise required to collect data which could have been obtained from car rental and parking lot operators, and the actual information provided to the Commission as a result of the study. Discussion. The Commission decided that the Commission Chairman be authorized to make the final decision regarding payment based on results of negotiations between JJ Hamilton, Gerry D'Amico and the consultants.

Mr. Gutman made a motion to enter executive session to discuss issues pertaining to contracts and leases, 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 6:40 p.m.

Mr. Hamilton, Gerry D'Amico, H.D. Campbell and Mr. Edgerton left the meeting at this time in order to finalize discussions regarding the payment to be made for the landside access study.

The meeting resumed regular session at 7:35 p.m. The items discussed in executive session included agenda items #1, #3, and #6.

Mr. Hamilton reported that they had reached a compromise payment to Campbell & Paris Engineers for the landside access study of \$21,250.00

Mr. Flaherty made a motion to approve the negotiated payment of \$21,250.00 to Campbell & Paris Engineers and its associates as total payment for the landside access study. Seconded by Mr. Gutman. All were in favor.

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MONTAIR SUBLEASE REQUEST - US BORDER PATROL:

Based on discussions which occurred in executive session, as well as those which took place in the subcommittee meeting between Dr. Gutman, Nancy Sheahan, John Hamilton and Bob Rachlin of this date, Mr. Gutman made a motion to approve the request of Montair, Inc. to sublease an office space to U.S. Border Patrol with an amendment to the lease regarding cooperation and enforcement from Montair of the Airport rules and regulations to its subtenants. Seconded by Mr. Flaherty. All were in favor.

UNDERGROUND STORAGE TANK PROPOSALS:

Mr. Hamilton reported that three proposals were received for removal of underground storage tanks ranging from \$75,732 from Munson Earth Moving to \$146,997 from Ralph Goodrich. The third bid was received from Dubois Construction at \$77,972. Both Munson and Goodrich called after the bid opening and indicated that they had made errors in their bid calculations (Munson too low and Goodrich too high). The budget for removal of underground storage tanks is \$80,000.00.

Mr. Gutman made a motion that, in the interest of public safety, the underground storage tank contract be awarded to Dubois Construction in the amount of \$77,972. Seconded by Mike Flaherty. All were in favor.

MINUTES OF SEPTEMBER 12, 1989 AND SEPTEMBER 26, 1989:

Mr. Gutman indicated that a change to the September 26, 1989 minutes was necessary regarding the Airshow update. The minutes should reflect that Mr. Gutman voted "No" to the motion to donate airshow charitable funds to the Flynn Theater. Mrs. Gagne also indicated that the minutes of September 26, 1989 required a change on page three regarding the motion to accept the perimeter road contract. The contract is for planning of the perimeter road only, as opposed to the "planning and design".

Mr. Flaherty made a motion to approve the Minutes of September 12, 1989 and of September 26, 1989 as amended. Seconded by Mr. Gutman. All were in favor.

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SEPTEMBER WARRANT:

The September Warrant was presented and reviewed. Mr. Gutman questioned several purchases which included Airwick, McAuliffe, and Arthur J. Gallagher. Airwick provides accumeters and service for each of the restrooms in the terminal, McAuliffe charges are for janitorial supplies and Arthur J. Gallagher is the Airport's insurance carrier. Discussion.

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

SEPTEMBER OPERATING STATEMENTS:

Mr. Gutman questioned the status of payment by the FAA, which currently reflects three months' rent due. Tammy reported that the receivables report reflects an October and November billing to FAA which will be credited and that September rent was received on this date.

The Commission then reviewed the financial statements that were presented by John Stewart which include an industrial park revenue and expense report for FY89, an industrial park reserve statement, cash flow and interest income calculations and a balance sheet. Discussion.

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

MCNEIL & MURRAY INVOICE:

Mr. Flaherty made a motion to approve the McNeil & Murray invoice in the amount of \$4,903.34 for the period of August 23, 1989 to September 22, 1989. Seconded by Mr. Gutman. All were in favor.

MANAGER'S REPORT:

Five JANITORIAL PROPOSALS were received ranging from \$130,800.00 to \$153,589.00. Each proposer will be scheduled for an interview by the airport subcommittee with a recommendation to be available at the first Commission meeting in November.

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MANAGER'S REPORT (CONT.):

BAGGAGE CLAIM carpet installation is to begin this evening with a five day work schedule for completion.

Per a previous Commission request, the cost to HEAT THE MONTAIR building has been estimated at \$75 per month.

Hoyle, Tanner & Associates have submitted a draft DESIGN CONTRACT for review for the TAXIWAY LIGHTING project.

The RESTROOM RENOVATION planning is on schedule. Wiemann-Lamphere has met with JJ Hamilton and Gerry D'Amico to review preliminary plans. All handicap requirements have been met or exceeded and a copy of the final plans will be forwarded to the Disability Council for review.

JJ has had an inquiry from CANADIAN GENERAL PARTNERS to operate out of Burlington and serve the Montreal and Ontario markets. Discussion. JJ to contact CGP and arrange for them to meet with the Commission Chairman.

Mr. Blanchard reported the recognition of the need for a full time airport receptionist and typist. Discussion. The Commission directed that JJ Hamilton and Tamara Gagne work together to create and place an appropriate position.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
AUGUST 22, 1989
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	John Hamilton
Huck Gutman	Tamara Gagne
Michael Flaherty	Bill Ellis
J. Richard Corley	Nancy Sheahan

Frank Donoghue - Valley Air Services, George Paris - Campbell & Paris

The meeting was called to order by the Chairman, Mr. Blanchard at 4:17 p.m.

VALLEY AIR SERVICE - FRANK DONOGHUE:

Mr. Blanchard reported that although Michael Cain is not present at this meeting, he asked that the Chairman report on the Valley Air trailer request on his behalf. Mr. Cain has reviewed this particular request, has "no problem with the installation of this temporary structure", but indicated that Valley Air must be required to fulfill all state and local permit requirements to install the same. Discussion.

Mr. Flaherty made a motion, based on Mr. Cain's recommendation, that Valley Air be allowed to install a temporary trailer structure on their existing leased premises, providing that they obtain all necessary state and local permits and approvals. Seconded by Mr. Gutman. Discussion. Mr. Donoghue explained that it will be a new trailer and presented a picture of the same. All were in favor.

Mr. Donoghue then requested that the Airport forward a letter stating the Commission consent regarding this structure. Mr. Blanchard indicated that Mr. Hamilton would follow up the approval with a letter as is usual procedure.

Mr. Gutman then questioned the reason for the sign request continually appearing before the Board. Discussion. Mr. Donoghue explained that he, Gerry D'Amico, and JJ Hamilton had walked the proposed area together and it was determined that the sign placement would fall within the building restriction line and therefore is not allowed. Mr. Donoghue was subsequently directed that he was welcome to request permission and/or official word from the FAA regarding permitted uses in this area. Discussion. The Commission directed that Mr. Hamilton write a letter to FAA indicating the Airport's permission to Valley

Air to install a sign, to be forwarded with Mr. Donoghue's request.

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Mr. Gutman made a motion to add to the agenda Item #6 - Gate 4, #7 - Restroom Renovations, and #8 - DPW Parking Agreement. Seconded by Mr. Flaherty. All were in favor.

INNOTECH AVIATION SUBLEASE REQUESTS:

Nancy Sheahan and JJ Hamilton directed to meet with all parties concerned with the proposed Innotech sublease requests and have a resolution by the next regular Commission meeting. Discussion. The agreement between Innotech and Montair and the amendment to the Innotech lease to allow for subleasing to Montair distributed to the Commission for review. Discussion. Commission members to be contacted regarding their comments prior to the meeting between Innotech and the Airport.

GENERAL REPORTS:

Mezzanine carpet replacement is scheduled to begin this evening and finish by Friday night.

The south door reconstruction is not proceeding as planned due to delays in receiving the new doors. The tile floor is also a special order item, which also has not been received.

The Warplanes past due balance, discussed at the last meeting, was investigated. It was determined that a 1986-1987 tax year invoice had not been received or had been misplaced by Warplanes and therefore had not been paid. Due to the poor quality of the Airport accounts payable program, Warplanes appeared to be three months in arrears on their regular monthly rentals, when in fact, the payments for these three months had been applied to the outstanding tax invoice. Mr. Martin, owner of Warplanes indicated that he would review and pay the tax invoice upon receipt of same.

POLICE CONTRACT:

Mr. Hamilton reported that the contract for security services between the Airport and the City of Burlington Police Department had been returned with acceptance from the Police Commission. Discussion. Mr. Blanchard indicated that the Police Department continues to be in default of the contract terms by not providing the officers as required. Discussion. The contract requires that nine officers per

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POLICE CONTRACT (CONT.):

day are present. Currently there are two officers per morning and evening shift and one for the midnight shift, none of whom are lieutenants which is also required. Discussion. Mr. Blanchard to speak with the appropriate authorities regarding contract administration prior to approval of this contract.

DPW PARKING AGREEMENT:

Mr. Hamilton reported that the agreement for parking lot operation with the Department of Public Works had not yet been received, that a meeting with Mr. Don Morley of DPW is scheduled for Wednesday, and that the DPW Commission will meet on August 31, 1989 for review of the contract. Discussion. The parking contract, forwarded to DPW on August 4 for signature, had already been through the negotiation process and needed only a quick turn around signature. Discussion.

Mr. Gutman made a motion that if the parking lot agreement is not returned, as negotiated, by the next regular Commission meeting then the Airport will go out to bid. Seconded by Mr. Flaherty. Discussion. Negotiations and concessions made to accommodate needs of the City of Burlington and there should be no need for further negotiations. All were in favor.

OFF AIRPORT USERS FEES - BILL ELLIS:

Mr. Ellis of McNeil & Murray presented a memorandum addressing the following concerns presented by the Commission regarding the imposition of off airport users fees:

1. What restraints are there on the scope of an off-airport user fee ordinance?
2. What legal challenges have been and could be made an off-airport user fee ordinance?
3. How should the appropriate fee or charge be determined?
4. How much would it cost to litigate the validity of the ordinance?

Bill proceeded with highlighting the answers to each of these topics presented in his memorandum. He reported that the Airport Commission does have the authority to regulate and charge for the use of airport facilities and explained some of the potential legal challenges. Of the legal challenges presented to date, all have uniformly failed.

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OFF AIRPORT USER'S FEES (CONT.):

Discussion. Mike Flaherty requested that Bill research the potential challenges regarding the Airport's right to charge businesses from South Burlington and surrounding towns, when the Airport is owned by the City of Burlington. Discussion. Mr. Gutman questioned whether or not a distinction can be made between classes of users and received a response that this is allowable provided that a logical, serious and defensible can be given for making that distinction. Discussion. Mr. Ellis then reported that there would be several means by which to determine fees, one of which would be to hire a consultant to survey and estimate the number of passengers using the off premise businesses. However, this method could prove to be costly as the statistical data would have to be updated on a regular basis with a need for regular consultant services. Mr. Ellis' recommendation would be to charge fees on the actual number of passengers/business derived from the Airport. Discussion. Mr. Ellis then reported that the cost to litigate would range from \$5,000 to \$10,000 and from \$15-\$20,000 in the worst case. Discussion. Mr. Flaherty will present the user fee concept to the City of South Burlington Council for their consideration and response.

MASTER PLAN UPDATE - GEORGE PARIS:

Mr. Paris reported that he had met with both Mr. Corley and Mr. Gutman, as well as Mayor Clavelle and had discussed and been given direction and specific requests for the master plan. A "Facts on Forecasts" was then distributed for review and comment. Highlights of this particular report were that the existing airfield capacity would be reached within the study period, G.A. activity will account for 60% of total annual operations, and that the commuter/taxi enplanements are forecasted to grow 50% faster than air carrier with a continued shift toward larger aircraft. Discussion. Mr. Paris reported, when questioned, that an airport our size could not substantiate any more than two FBO's. Discussion. At this time various forecast and information packets, as well as south end development alternatives, were distributed for review and discussion. Mr. Paris presented four possible development ideas for the airport south end with cost estimates for cut and fill and development. Discussion. The Commission thanked Mr. Paris for a very informative report and indicated that they would review the information received and meet with Mr. Paris again at their meeting of September 26, 1989.

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BATHROOM RENOVATIONS:

Mr. Hamilton reported that he was currently pursuing bathroom renovation plans. This project is budgeted at \$25,000 for both of the first floor public restrooms. Discussion. Mr. Corley indicated that required renovations could not be accomplished under the budget provided. Discussion. Mr. Hamilton reported that Wiemann-Lamphere had been contacted to design the bathroom renovations and had given a cost of \$4,000 for the same. Discussion.

Mr. Corley made a motion to approve the contract with Wiemann-Lamphere Architects to design plans for terminal first floor restroom renovations. Seconded by Mr. Gutman. Discussion. Mr. Corley to review final design plans prior to acceptance. All were in favor.

GATE 4:

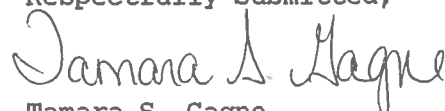
Mr. Hamilton reported that Metro Airlines Northeast has requested that the lattice work divider in Gate 4 be removed to provide for additional passenger space. Future discussion will emerge regarding expansion of the entire Gate 4 & 5 area, but is not sufficient information is not available at this time. Discussion.

Mr. Corley made a motion to allow Metro Airlines Northeast to remove the lattice work divider in Gate 4 provided that removal and fix up costs are the responsibility of Metro. Seconded by Mr. Gutman. All were in favor.

The next meetings of the Board of Airport Commissioners will be held on Tuesday, September 12 and Tuesday, September 26, 1989 at 4:30 p.m.

There being no further business, the meeting adjourned at 7:15 p.m.

Respectfully Submitted,



Tamara S. Gagne

Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
AUGUST 8, 1989
4:30 P.M.

PRESENT:

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

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

Mike Sacco - General Manager, Innotech, Carl Tortolano - HTA, James Parker - Parker Aviation, Martin Lynch - Daystar Avionics

DAYSTAR AVIONICS SUBLEASE - MIKE SACCO, MARTIN LYNCH:

Mr. Sacco, General Manager for Innotech Aviation, indicated that he had spoke with Mr. Bob Price, (President - Innotech) and that they were not aware of what further the Commission required from them in order to approve the Daystar sublease. Mr. Blanchard reported that a lease had not been reviewed by the Airport Attorney nor by the Commission. Mr. Sacco understood that Mr. Cain had received the lease for review and comment. Discussion. Nancy Sheahan to check with Joe McNeil to determine if lease terms were reviewed and discussed. Innotech to be contacted thereafter. Mr. Blanchard then previewed his concerns regarding the MONTAIR SUBLEASE REQUEST. Upon conference with the Airport attorney, it has been determined that the Airport can not entertain a sublease request from a sublessee. Therefore, Montair's request to rent hangar space to the U.S. Border Patrol must be a request from Innotech to rent this space. Discussion. Mr. Sacco indicated that he would contact Mr. Rachlin of Montair and request to appear before the Board when prepared to do so.

AIRSHOW UPDATE - JAMES PARKER:

Mr. Parker entered the meeting bearing airshow posters and a promotional airshow flight jacket. He reported that with only 30 days remaining before the "big event", all plans are well developed with the only setback being adequate parking. Original parking plans were thwarted when Digital withdrew their offer for use of their facilities. Although many parking facilities are available, the airshow committee is facing a logistics in transportation to and from these areas. Currently the O'Brien lot is being considered. Discussion. With the Airport Commission as the leader, many other sponsors have been brought in and up front revenues nearly cover the cost of the airshow at this point. Mr. Parker reported that he anticipates, with good weather, a \$90,000 profit for donation to the designated charities. Discussion.

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CARL TORTOLANO - HTA:

Mr. Tortolano appeared before the Board to brief the Commission on AIP projects with which they are involved. Carl reported that a notice to proceed was issued to Ralph B. Goodrich on July 19, 1989 for the oil/water separator project. The only problem encountered with this project is that of obtaining permits for the outfall structure. Carl indicated that the City of South Burlington, in particular Mr. Szymanski, was instrumental in "pushing" the State of Vermont into making a decision and agreeing to issue permits on the outfall plans. The project is on schedule and will be complete prior to winter. Mr. Tortolano also reported that a meeting has been held with FAA regarding various airfield improvement projects consisting of Taxiway 'A' relocation, marking and lighting of Taxiways G, I, J, E, and C, and related cable work. The actual construction season will begin in early spring of 1990 for this project. Estimated budget of this project is \$1.3 million.

MINUTES OF JULY 20, 1989 & JULY 25, 1989:

Mr. Gutman made a motion to approve the Minutes of July 20, 1989 and of July 25, 1989 as presented. Seconded by Mr. Flaherty. All were in favor.

JUNE WARRANT #3, JULY WARRANT:

The continuing warrant of June and the July warrant were presented and reviewed.

Mr. Flaherty made a motion to approve the aforementioned warrants as presented. Seconded by Mr. Gutman. All were in favor.

OPERATING STATEMENTS:

Mr. Gutman expressed his concern and questioned the justification for the landing fees being considerably under budget, whereas the car rentals and building and ground rentals are much greater than anticipated. Discussion. Barb Ironside reported that, relative to the landing fees, this report reflects June billings which only charged \$.32/1000 lbs. as opposed to the \$.42/1000 lbs. to be billed beginning with the July landing reports. Discussion. Mr. Gutman also questioned the salaries & wages balance and received a response that this item appears underspent due to the fact that all seasonal, part-time, and overtime wages are included in this budget,

most of which is not expended at this time of the year. The accounts

Should
be on
p. 2

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OPERATING STATEMENTS (CONT.):

receivable were then reviewed. Business Express, FAA, and Warplanes were noted as having over 60-90 day past due accounts. Discussion. FAA has submitted payment since the time of this report and Business Express has been contacted. Warplanes balance consists of a \$3,512 insurance billing and several months rent. Discussion.

Mr. Gutman made a motion that Warplanes be notified of their past due balance and requested to pay such balance by Friday, August 10, 1989. If Warplanes does not comply with this request then they are to be sent a notice of default on their lease terms. Seconded by Mr. Flaherty. All were in favor.

Mr. Flaherty made a motion to approve the review of the operating statements as presented, with the exception of the motion regarding action to be taken on the Warplanes account. Seconded by Mr. Gutman. All were in favor.

MCNEIL & MURRAY INVOICE:

The McNeil & Murray invoice for the month of July was presented for review.

Mr. Flaherty made a motion to approve the McNeil & Murray, Inc. invoice for the period of June 23, 1989 through July 22, 1989 in the amount of \$3,174.00. Seconded by Mr. Gutman. All were in favor.

K-1 SERVICES:

Mr. Potts reported that K-1 Services, United ground equipment maintenance contractor, has signed the airport operating agreement as presented with a retroactive date of July 1, 1989, and therefore seeks Commission approval. Discussion.

Mr. Flaherty made a motion to approve the K-1 Services operating agreement as recommended by the Airport Manager. Seconded by Mr. Gutman. All were in favor.

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KELLOGG HANGAR:

In discussing the space to be utilized by K-1 Services, Mr. Blanchard inquired about the status of a lease for the Kellogg Hangar currently being used by both United and Continental. Mr. Potts responded that a lease for these premises was drafted but put on hold per the Commission direction. A discussion ensued regarding when and who gave this direction. Mr. Potts recalled that this direction was given by Mr. Blanchard, although the Chairman had no such recollection. Discussion. Not believing that he would make such a decision, Mr. Blanchard humorously requested permission to "change his mind". Direction was given to Nancy Sheahan to re-draft an agreement for use of the Kellogg Hangar and limiting that use to cold storage.

DPW PARKING CONTRACT:

Mr. Potts reported that the parking agreement has been forwarded to the Department of Public Works for signature with the approved changes. JJ directed to follow up on return if not received by next Friday.

CAR RENTAL PROPOSALS:

Mr. Potts reported that he, JJ, and Nancy Sheahan have reviewed the car rental proposals and concerns of the current car rental operators. It is his recommendation to forward the same proposal that was requested three years ago. The concerns of the rental agencies were addressed previously and will be again addressed in the cover letter mailed with the proposals. Bid opening will be scheduled for September 1, 1989. Discussion. Mr. Gutman inquired about the appropriate procedures used if any or all of the car rental proposals were inadequate. Nancy reported that the Commission had the right to refuse any and all proposals and even determine not to fill all counters spaces if bids received were not satisfactory.

Mr. Gutman made a motion to advertise and send out car rental request for proposals with the same terms and conditions under which they currently operate. Seconded by Mr. Flaherty. All were in favor.

SOIL SAMPLES - SOUTH BURLINGTON:

Mr. Flaherty reported that a study produced by Wagner, Heindel & Noyes, indicated that the Airport ethylene glycol runoff was a direct cause of emanating odors in the Kirby Road residential area. A recommendation was made, from this study, to perform further soil testing for a one year period, to ensure that the "capture" system installed by the Airport has been effective. It is therefore the request of the City of South Burlington that the airport contribute to half of the cost of soil sampling to be done in areas affected by ethylene glycol runoff. Discussion.

Mr. Gutman made a motion that the Airport pay the City of South Burlington for half of the cost of soil sampling, in the amount of \$6,000, for samples to be taken during the course of one year. Seconded by Mr. Flaherty. All were in favor.

NORTHEAST CHAPTER - AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES:

Mr. Potts reported that due to his departure, the Executive Board of the NEC-AAAE has recommended that Burlington delay the annual conference for two years. Discussion. Reservations for accommodations have been made with the Radisson Hotel, but may be canceled. Discussion. Mr. Gutman questioned the resources available from the Administrative Assistant in continuing plans for the conference. Mrs. Gagne responded that it did not seem feasible for the airport to continue with the limited staffing now available and that it was beyond her means to continue such a project alone.

Mr. Gutman made a motion that, upon receipt of a letter from the NEC-AAAE Executive Board stating their recommendation of delaying the Burlington conference for two years, the conference be in fact postponed until that time. Seconded by Mr. Flaherty. All were in favor.

LEASE & CONTRACT UPDATE - NANCY SHEAHAN:

Nancy reported that the WARPLANES amendment, COMMUTAIR agreement, and the SNOW REMOVAL EQUIPMENT contracts were scheduled to appear before the Board of Aldermen at their Monday meeting.

The WARPLANES suit, regarding the Airport's order to "cease and desist" due to lease default has been dismissed.

The EMERY AIR FREIGHT lease for ramp space has been drafted for review and signature.

The VALLEY AIR amendment is passing through the various partners' hands for signature. Nancy will continue to monitor.

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AIR GUARD ROAD TRANSFER:

Nancy reported that John Belter has re-applied for an ACT 250 approval at this time. The Airport, City of South Burlington, and Mr. Belter are all in basic agreement, but Mr. Belter had requested that the Airport Engineer testify that the road, with improvements, would be safe. Mr. Damico was not willing to do so and Nancy has been attempting to contact Mr. Belter's attorney.

VALLEY AIR TRAILER REQUEST:

Due to Mr. Cain's absence, no information was available on this request. Ken Potts directed to contact Valley Air and determine progress and response to this request by Mr. Cain.

MANAGER'S REPORT:

Ken reported that the ELECTRICAL POWER UPGRADE has been completed. The Airlines have not yet purchased and installed their fixed power units and Continental indicated that they would not purchase one for their jetway. They have, however, been asked to provide information regarding their requirements for hook-up of a fixed power unit on the south ramp, but there has been no response to date.

Ken reported that AIP-05 reimbursement had been mailed by the FAA on July 31, 1989 to the State of Vermont. Mr. Mac Stevens has been notified and requested to "walk" this reimbursement through the process in order to ensure a quick turn around.

Mr. Blanchard questioned the status of a tower window replacement, which he noted remains cracked. Mr. Potts explained that the tower window was cracked this past winter because an air traffic controller placed a space heater on the window to defrost the same. He reported that he has written to and spoken with Mr. Mark Birch and Mr. Joe Salatino of the FAA who have indicated that the incident was an accident and feel that the Airport should be responsible for replacement. Discussion. The cost of a replacement window is estimated at \$1400. Discussion.

Mr. Gutman made a motion to notify the FAA that the cracked control tower window replacement is their responsibility, not that of the Airport. Seconded by Mr. Flaherty. All were in favor.

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At this time, the Chairman, on behalf of the entire Commission, thanked Ken for serving the Airport as its Director of Aviation and wished him well in his new position. Mr. Potts thanked the Commission for their well wishing as well as for the opportunity to work at the Burlington International Airport.

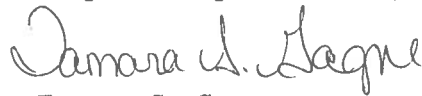
The next meeting of the Board of Airport Commissioners will be held on Tuesday, August 22, 1989 to serve as a workshop for the Master Plan Update and discuss the report on off-airport users fees to be presented by Bill Ellis.

Mr. Gutman made a motion to enter executive session to discuss contracts and personnel. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 6:25 p.m.

The meeting resumed regular session at 7:30 p.m.

Mr. Gutman made a motion to increase the salary of Mr. John Hamilton by 10% to cover his additional duties during his appointment as Intermim Director of Aviation. Seconded by Mr. Flaherty. All were in favor.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JULY 25, 1989
4:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth Potts
Huck Gutman	John Hamilton
J. Richard Corley	Tamara Gagne
Michael Cain	Gerry D'Amico
Michael Flaherty	Reginald Mobbs
Joe McNeil	Bill Ellis

Kevin Couture, Norm Smith - K-1 Services

Mr. Potts introduced Mr. Reginal Mobbs as the Airport's newest Maintenance Worker employee, filling the new fiscal year position opening. Mr. Mobbs was welcomed by and introduced to each Commissioner.

K-1 SERVICES CONTRACT - KEVIN COUTURE:

Mr. Potts reported that Mr. Couture and attorney, Norm Smith requested appearing before the Commission to discuss the gross receipts definition as set forth in the proposed agreement. Mr. Smith indicated that the gross receipts is currently defined as all revenue derived from the Airport. It is their request to have any work that Mr. Couture takes from the Airport and repairs at this shop to be exempt from gross revenue calculation. Discussion. Mr. Cain indicated that the terms of the agreement, as presented, are standard in accordance with similar leases, in particular MasterTech Avionics. Mr. Smith argued that MasterTech Avionics was a substantially different operation than that of his client, and therefore was non-applicable. However, the information that Mr. Smith presented regarding the MasterTech operation was incorrect. Mr. Cain explained the similarities between the two and emphasized that the goal of the Commission is to maintain a certain consistency within all leases. Discussion. Mr. Smith then questioned the terms requiring payment to the Airport regardless of whether K-1 Services had been paid by United. Discussion. The entire Commission agreed that the terms, as presented, are consistent with other agreements and that they are not willing to alter these. However, if K-1, after operating under these terms for a period of six months to a year, is experiencing particular difficulties then they are welcome to return to the Commission at that time. K-1 Services to forward executed copies immediately.

At this time, Mr. Blanchard announced that the Board has decided to appoint Mr. John (JJ) Hamilton as interim Director of Aviation and that Mr. Hamilton has accepted this responsibility. Mr. Blanchard reported that the Commission had the authority to increase his salary by 10% to cover the additional responsibilities and that he would be investigating the same.

INNOTECH AVIATION SUBLEASES:

Mr. Bob Rachlin and Mr. Gene Fodor appeared before the Board to enquire on the status of the Innotech to Montair, Inc. sublease. Mr. Cain responded that a business plan review had been requested and Innotech had yet to present one. Discussion. Mr. Rachlin indicated that he had never received such a request from Innotech. Discussion. Mr. Blanchard reported that he had been in contact with Joe McNeil who indicated that he had reviewed and received all documents related to the Innotech subleases and would be prepared to discuss these today, upon his arrival. Discussion dropped until Mr. McNeil's arrival.

OFF AIRPORT USER'S FEES REPORT - BILL ELLIS:

Bill Ellis, McNeil & Murray, presented a summary of research information relative to off airport users fees. As requested, Mr. Ellis' research considered the following aspects and areas of concern:

1. How broad an ordinance allowed and/or desired.
2. Restraints
3. Expected legal challenges and associated costs
4. Appropriate fee schedules.

Mr. Ellis reported that all other airports who have instituted fees have directed these towards those companies who operate courtesy vehicles, including hotel/motel, car rental and parking agencies. Discussion. Bill Ellis instructed to draft a report that each Commissioner can review prior to discussion.

MAYOR PETER CLAVELLE:

Mayor Peter Clavelle was welcomed into the Commission meeting to discuss pending contracts between the City of Burlington and the Airport. Mayor Clavelle stated that although he has raised the issue

MAYOR (CONT.):

of the effectiveness of the structure of business in the City of Burlington, and is therefore attempting to abolish the Commission structure, he appreciates the time and work spent by all of the Commissions and acknowledges the expertise and commitment given. Mayor Clavelle then indicated that the two issues he was present to discuss were the Airport parking facility and development of the Airport's south end. Relative to the parking facility, the Mayor expressed that the a) the Airport should establish the hours and standards, b) DPW should then assume the responsibilities within these parameters, c) DPW contract should cover their expenses per a justified budget, d) the City and Airport should look at a means of improving the efficiency and operation of the parking facilities, and e) the contract term should be extended beyond a six month term. Discussion.

At this time, Joe McNeil entered the meeting.

Mr. Gutman made a motion to enter executive session to discuss pending 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 5:20 p.m.

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

INNOTECH AVIATION SUBLEASE:

Mr. Flaherty made a motion to approve the sublease request of Innotech Aviation to Montair, Inc. giving the Chairman, Mr. Blanchard the authority to sign off on the contract upon receipt and review of Montair's business plan. Seconded by Mr. Gutman. Discussion. The Commission expressed their concern regarding the taxes due the Airport and Montair's payables. Discussion. Bob Rachlin was directed and agreed to remit payment of the past due taxes no later than August 22, 1989 and was directed to maintain a current payment status. All were in favor.

CAMPBELL & PARIS - GEORGE PARIS:

Mr. Paris reported that since he last met with the Commission he has held an advisory committee meeting and that a capacity issue has been raised. Discussion. Mr. Paris again described the master plan process for Mr. Gutman. Discussion. A workshop for the Airport Commission and Mr. Paris will be scheduled for the end of August. In the meantime, Mr. Paris is scheduled to meet with Mr. Corley and Mr. Gutman in the immediate future.

LEASE & CONTRACT UPDATE - BILL ELLIS:

Bill reported that Mr. Tad Powers of WARPLANES had been contacted and indicated that his client had signed the agreement and that they were "in the mail".

Minor changes were made to the Commutair agreement and returned to the Airport. Mrs. Gagne reported that she had the contract and it now appears on the Board agenda for final approval. Discussion.

Mr. Corley made a motion to approve the standard operating agreement between Commutair and the Airport, with Commutair doing business as USAir Express. Seconded by Mr. Gutman. All were in favor.

VERMONT TRANSIT SERVICES:

Mr. Potts reported that VT Transit has indicated that they would like to leave the Airport premises due to inadequate sales to cover expenses. Discussion. Mr. Potts has met with Mr. Jack Dwyer of VT Transit, who indicated that they would be willing to stay to maintain the information services if the Airport would opt to subsidize their operation. Discussion. Mr. Potts recommended waiving the monthly rental of \$190 and paying Vermont Transit up to \$800 per month to stay. Discussion. Vermont Transit will maintain the same service to and from the Airport, but will have no one here to sell tickets and provide VT Transit information. The other issue raised is the fact that they also provide general airport information on our behalf. Discussion. The Commission agreed that information services were important but that paying VT Transit may not be the most appropriate method. Therefore, in order to determine exact need, the "information booth" will not be manned after VT Transit vacates the premises. Vermont Transit will be vacating the Airport premises on September 1,

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SOIL SAMPLES - SOUTH BURLINGTON:

Mr. Potts reported that a study performed by Wagner, Heindel & Noyes recommended quarterly soil samples be taken of the area that they determined contained ethylene glycol discharge. The samples would ensure that the new system, installed by the Airport, is in fact keeping the residential area free from ethylene glycol runoff. The South Burlington City Council has requested that the Airport pay the entire cost of these samples equivalent to \$5,000 per year (8 samples). Discussion. Mr. Flaherty understood that the Council was requesting payment for half of the study itself and was unaware of any request for funding of quarterly samples. Discussion. Mr. Flaherty to have the request clarified and brought before the Board at their next meeting.

CITY TREASURER'S ACCOUNTING CONTRACT:

The city treasurer's office has proposed an accounting contract for the Airport to provide the accounting support rendered in the past at a cost of \$30,000.

Mr. Corley made a motion to approve the accounting services contract with the City of Burlington Treasurer's office at a cost of \$30,000. Seconded by Mr. Gutman. Discussion. Last year's contract was awarded at \$24,000. Similar contracted services would cost the Airport considerably more than what is being charged by the City. All were in favor.

PURCHASES:

Mr. Potts requested approval of the following budgeted purchases:

Plasma Cutter from Oxygen & Welding Supply at a cost of \$5499.50, budgeted at \$5,000.

Tail Gate Spreader from Interstate Equipment at \$2140.00, budgeted at \$5,000.

T-3 Spreader from Hydro Air at \$2401.95, budgeted at \$5,000.

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

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AIRSHOW UPDATE:

Mr. Parker of Parker Aviation has requested that the Airport Commission finalize their charities list. Discussion. The following charities are those designated by the Commission:

- North End Little League
- King Street Youth Center
- Committee on Temporary Shelter
- Crime Stoppers

VALLEY AIR SERVICES:

Mr. Potts reported that Gerry D'Amico met with Frank Donoghue to discuss the location of their sign request. Once again, Mr. Donoghue was told that this location was in the building restriction area. However, Mr. Donoghue will submit a request to the FAA to receive their final determination.

UNITED AIRLINES OFFICE SPACE REQUEST:

United Airlines has requested the rental of a second floor office space previously occupied by USAir. The proposed agreement is for rental of 120 square feet at \$29.61/s.f. for a period coincidental with term of airline operating agreement, but including a thirty day cancellation clause. Discussion.

Mr. Flaherty made a motion to rent to United Airlines a certain second floor office space of 120 square feet under the aforementioned terms. Seconded by Mr. Gutman. All were in favor.

MANAGER'S REPORT:

Mr. Potts has determined, per Mr. Gutman's request, that the Airport purchased FLOWERS from MOTHER NATURE'S HELPER at 50% UNDER RETAIL. On July 18, a MEETING was held WITH the MAYOR and Department Heads to discuss the retreat, working group reports, legal services, and draft management labor agreement.

A meeting will be held with Bill Ellis this week to discuss CAR RENTAL RFP'S.

A TOUR OF OUR AIRPORT was given on July 21, to the Airport Manager and his maintenance foreman of Lebanon Airport.

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MANAGER'S REPORT (CONT.):

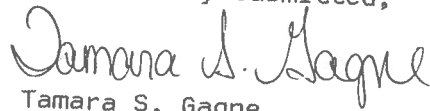
A representative of the BURLINGTON POLICE DEPT will be attending the monthly Commission meetings and will also submit a monthly report on daily manpower.

The Burlington City Council has recognized the Airport maintenance men as MEMBERS OF THE UNION. Discussion.

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

The next meeting of the Board of Airport Commissioners will be a regular monthly meeting to be held on Tuesday, August 8, 1989 at 4:30.

Respectfully Submitted,



Tamara S. Gagne

Administrative Assistant

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JULY 11, 1989
4:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Dr. Huck Gutman
Michael Cain
Nancy Sheahan

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

Frank Donoghue, Tom Chase, Tom Hellman, Joe Fallon - Valley Air Services,
Gene Fodor, Bob Rachlin - Montair, Inc.

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

INNOTECH AVIATION SUBLEASES:

Innotech representatives not present. However, Mr. Cain reported that he had received a copy of the amendment to the proposed sublease between Innotech and Montair and has reviewed the same. Mr. Cain indicated that the amendment seems to address the initial concerns of the Commission, but will need a full review by himself and Joe McNeil. Discussion. Mr. Rachlin reported that Montair owes the Airport \$15,000 on back rent, which will be paid in the immediate future. He also indicated that Montair owes an additional \$14-15,000 pertaining to tax billings from the Airport. It is Montair's contention that the "Montair Building" is a Department of Defense building and should not be taxable to the Airport and therefore also not Montair's tax responsibility. Discussion. Mr. Gutman indicated that, as is the case in all of our leases, all improvements made upon rented facilities reverts to the Airport at expiration of the lease term. Therefore, the "Montair" building, constructed by the Department of Defense, is rightfully the property of the Burlington International Airport. Discussion. Mr. Rachlin indicated that he had researched the City of South Burlington records to locate transfer or deed of property to the Airport but was unsuccessful. However, he suggested that he and Nancy Sheahan sit to discuss what he did find and determine if the structure is actually taxable. Discussion. Mr. Blanchard indicated that he appreciated Mr. Rachlin's concern for proper taxing of Airport property, but that this is an issue to be pursued by the Airport as owner, not Montair. The Airport has paid to the City of South Burlington the taxes due on the aforementioned property and building, which, according to the lease terms, is Montair responsibility to reimburse. The Airport will expect full payment of the taxes due from Montair. Montair would then be welcome to

INNOTECH AVIATION SUBLEASES (CONT.):

pursue this issue and request a refund if applicable documentation is found to warrant such action. Discussion. Mr. Rachlin requested permission to meet with Nancy Sheahan in regards to this issue in the meantime. Discussion. Mr. Rachlin to contact Nancy Sheahan. Mr. Blanchard then reported that the request of Montair regarding continued rental of the ramp area must also be made through Innotech Aviation as Montair no longer has a lessee/lessor relationship with the Airport. Discussion. Nancy to include in discussion and review of sublease agreement.

VALLEY AIR SERVICES:

Mr. Donoghue explained that Valley Air was once again on the agenda in hopes of resolving the issue on the second amendment regarding tie-down area use. Mr. Donoghue indicated that Valley Air agrees that there should be no free parking in assigned tie-down areas. As an agent for the Airport, Valley Air would and does see that each aircraft pays as appropriate and remits all funds due to the Airport. Discussion. Mr. Blanchard requested that Valley Air submit a monthly report indicating the number of private, corporate and transient aircraft tied down during that month. Discussion. Nancy Sheahan directed to work with Valley Air to require the remittance of a monthly report as indicated above and to allow them to park aircraft, within assigned boundaries, but as is necessary for convenient operation.

Mr. Donoghue also questioned the status of the sign request, for which he and Mr. Potts once again met. Ken reported that Mr. D'Amico is reviewing the request as it pertains to the airfield Part 77 requirements and will be available for Commission review at their next meeting.

Mr. Donoghue also requested Commission approval to install a temporary structure on the southwest corner of their building to accommodate a pilot's lounge. Discussion. Mr. Cain volunteered to serve as a subcommittee to review this particular request. Mr. Cain expressed the need to review the expanding needs of Valley Air service as a whole.

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COMMUTAIR - JOHN SULLIVAN:

Mr. John Sullivan, President of Commutair and Mr. Ray Baybrook, USAir Manager for commuter activities entered the meeting at this time to discuss Commutair operation out of Burlington as a USAir express. Mr. Sullivan reported that Commutair is currently based in Plattsburgh and is requesting approval for operating authority out of Burlington as USAir Express. Discussion. All operations would be handled by USAir and there is no present need for any terminal space. Mr. Sullivan also indicated that there is a letter of intent filed with USAir who will grant full approval of Commutair as their express service upon Commutair receiving Airport permission. Discussion. Commutair would serve a number of New York destinations including Albany, Newark and Plattsburgh as well as Boston. Commutair expects to begin service on August 1, 1989. Discussion. Nancy Sheahan reported that a draft agreement has been forwarded to Ken for his review. Mr. Potts to review agreement prior to meeting of July 25. Commission indicated that there appears to be no reason that Commutair should not be able to begin operation on August 1, 1989. A formal decision to be made at the next Airport Commission meeting.

Mr. Sullivan also indicated that they are interested in developing a maintenance facility at Burlington and proposed renovating the South Hangar for this purpose. Discussion. Mr. Blanchard reported that the South Hangar is not available at this time, but would keep in mind the request of Commutair.

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

Delete Item #4 and Item #7 and add Item #11 - Access Road Study, Item #12 - United Airlines (Request for Space).

Seconded by Mr. Gutman. All were in favor.

MONTHLY REPORTS:

MINUTES:

Mrs. Gagne recognized that page eight of the minutes of May 9, 1989 required a contractor name change and requested approval subject to this amendment.

Mr. Gutman made a motion to approve the Minutes of June 6, 1989, June 27, 1989 and May 9, 1989 as amended. Seconded by Mr. Cain. All were in favor.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MAY 24, 1989
4:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth S. Potts
Michael Cain	John Hamilton
Michael Flaherty	Tamara S. Gagne
J. Richard Corley	John Stewart
Joe McNeil	
Nancy Sheahan	

Art Vigil - Continental, Gene Fodor - Montair, George Paris - Campbell & Paris

Mr. Flaherty made a motion to add to the agenda item #2 - Montair Letter, Bob Rachlin. Seconded by Mr. Cain. All were in favor.

MASTER PLAN UPDATE - GEORGE PARIS, CAMPBELL & PARIS:

Mr. George Paris, a partner in the Campbell & Paris firm, announced that Mr. Gene Lucas had left the firm resulting in Mr. Paris becoming the project manager for the Airport Master Plan Update. Mr. Paris indicated that this change in personnel would not result in a significant, if any, delay in the project as they are only in the planning and preliminary design phases. Since Mr. Lucas' notice of May 22, 1989, Mr. Paris has reviewed the airport noise study and information gathered by Mr. Lucas. All topographic mapping is complete and various types of information and request for information forms will be forthcoming to Ken for his action. In his review, Mr. Paris has noted that many of the FAA standards have changed from the past master plan which he intends to use to the Airport's advantage in the present master plan update. Mr. Paris also indicated that he had brought an environmental assessment report from Stafford County, Virginia which he believes is very similar to what will be needed for our airport relative to the Act 250 process. Discussion. Mr. Blanchard reported that Mr. Lucas was charged with determining the best use for every area on the Airport, including but not limited to the northwest quadrant, the south end, and the airport parking needs. Discussion. Mr. Paris to report back at the end June or July Commission meeting.

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MONTAIR LETTER FROM BOB RACHLIN:

Mr. Blanchard reported that Bob Rachlin of Montair had presented a letter of request to continue to occupy their current leased premises at a rental rate of less than what is being charged. Discussion. The Commission will consider Montair's requests but are not prepared to make a decision on the use of the building, ramp or related areas.

Mr. Blanchard reported that he met with Mr. Governale and Mr. Larocco, Executive Vice President of APCOA regarding the Airport's claim. Mr. Blanchard negotiated a settlement of \$60,000 for which a release has been prepared. Discussion.

Mr. Cain made a motion to compromise the APCOA claim in the amount of \$60,000. Seconded by Mr. Corley. All were in favor.

Mr. Corley inquired on the status of the Airshow relative to designation of charities to receive profits distribution. Discussion. Mr. Corley to contact Mr. Parker on behalf of the Airport.

Per direction of the last Commission meeting, Mr. Potts presented the Board with his recommendations on distribution of the remaining capital improvement funds. He recommended that \$20,000 be appropriated to replace the south set of terminal doors and \$20,000 to pave the car rental car wash area. Mr. Potts indicated that the terminal doors were beyond repair and that the paving of the car rental car wash area is ultimately to the benefit of the Airport as we will be taking over a portion of the existing car wash grounds for the oil/water separator project. Discussion.

Mr. Corley made a motion to accept Mr. Potts' recommendation for appropriating capital improvement funds in the amount of \$40,000. Seconded by Mr. Flaherty. All were in favor.

Mr. Potts was then directed to work with John Stewart to determine the latest and most accurate "picture" of the Airport's financial status, concentrating on capital improvement funds.

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May 24, 1989

Page Three

Mr. Potts reported that four bids were received for the Airport snow removal equipment, (three for the tow behind sweeper, three for the self-propelled sweeper and one bid for the front end loader.) Mr. Potts recommended award to the low, responsible bids for each of the pieces of equipment as follows:

Tow Behind Sweeper	Sweepster	\$ 63,400
Self Propelled	Idaho Norland	\$155,015
Front End Loader	N.E. Equipment	\$ 83,064

Mr. Potts reported that two other front end loader manufacturers received proposals but did not submit bids. One firm indicated that they did not submit a bid because they had understood that they must bid on all three pieces of equipment. The other company indicated that they did not submit a bid because they did not want to bother with the encumbrance of the bid bonding requirements nor be responsible for warranty of the installed radios as required by the specifications. Both companies, however, indicated that the specifications themselves did not preclude them from bidding. Discussion. Mr. Cain expressed and discussed his concern that competitive bids were not received on the front end loader because of warranty requirements on the radios. Mr. Potts explained that although one of the companies indicated that this was one of their reasons, it was not their only reason. Mr. Potts also indicated that this requirement is included in all bid specifications and should not be considered inappropriate or unfair. Discussion.

Mr. Corley made a motion to accept Mr. Potts' recommendation to award the bids to the respective low, responsible bidders on each of the snow removal equipment pieces. Seconded by Mr. Flaherty. Mr. Cain voted against the motion. Motion passed in favor.

OIL/WATER SEPARATOR BID OPENING:

Mr. Potts reported that bids were received on the oil/water separator project on May 23, 1989. Ralph B. Goodrich, Inc. was the low bidder on the project at \$562,458.00. The engineer's estimate was \$843,420. Other bids ranged from \$598,230 to \$685,186. Discussion. Ken indicated that the State of Vermont has and will not issue a permit

OIL/WATER SEPARATOR (CONT.):

due to their concern over the project outfall area which they claim will endanger the "beaver pond". They have indicated that the current outfall area, behind the South Burlington residential area, is adequate considering the efforts made in collecting the ethylene glycol runoff. Discussion. Ken, Mike Flaherty, HTA and the City of South Burlington City Manager to meet on Thursday to discuss and evaluate the situation.

Mr. Corley made a motion to accept the low, responsible bid of Ralph B. Goodrich, Inc. of \$562,458.00 for the oil/water separator project. Seconded by Mr. Cain. All were in favor.

Mr. Cain made a motion to approve submittal of grant application to the Federal Aviation Administration in the amount of \$892,820.00 for the combined AIP-14 project of oil/water separator and snow removal equipment. Seconded by Mr. Flaherty. All were in favor.

MCNEIL & MURRAY - JOE MCNEIL & NANCY SHEAHAN:

Nancy Sheahan reported that the following lease agreements had been drafted for administration review: Airborne Express, Bicknell Photo, A.N. Deringer, Commencers, and the termination agreement for Bar Harbor Airways.

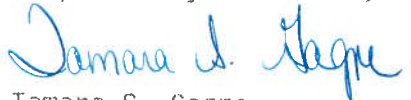
Mr. Cain made a motion to enter into executive session to discuss contracts and pending litigation, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Corley. The meeting entered executive session at 5:52 p.m.

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

The next meeting of the Board of Airport Commissioners will be a regular monthly meeting to be held on Tuesday, June 6, 1989.

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

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MAY 09, 1989
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth S. Potts
Michael Flaherty	John Hamilton
J. Richard Corley	Tamara Gagne
Michael Cain	Barbara Ironside
William Ellis	

James Parker - Parker Aviation, Wayne Hogue - Innotech, Bob Price - Innotech, Gene Fodor - Montair, Bob Rachlin - Montair, Brant Dinkin - Information Gallery, Richard Rothery - USAir, Pete Callahan - Business Express, Scott Durgin - Business Express, Doug Caldwell - Brockway/Metro, Andy Price - Brockway/Metro, Frank Donoghue - Valley Air Services, Tom Chase - Valley Air Services, Tom Hellman - Valley Air Services, Joe Fallon - Attorney Valley Air Services

The meeting was called to order by the Chairman, Mr. Blanchard at 4:20 p.m.

AIRSHOW UPDATE - JAMES PARKER:

Mr. Parker reported that the airshow plans were progressing very well. The following are confirmed acts for Sunday's show: The Thunderbirds, USArmy Golden Knights parachute team, F-14 demonstration, F-18 demonstration, Zar, glider aerobatic act, Warbirds in flight and on static, Dennis Demers and a comedy act. Insurance coverage of five million dollars has been approved and purchased for the airshow and Mr. Parker is in the process of determining who to contact in regards to receiving permits for placement of concessions. Discussion. Mr. Parker was referred to the City of South Burlington. The Airshow committee will continue to solicit funds and/or services to offset the cost of the show. Tent chalets and box seats are still available for purchase and the Airshow will be presented by the Airport Commission and the Vermont Air and Army National Guards. Discussion. The charge at the gate will be \$10.00 and \$8.00 in advance, under 5 years old will not be charged. There is no scheduled rain date, but we would be given first right of refusal for a show in the following year. Mr. Parker to return to the July Commission meeting for a final report.

INNOTECH/MONTAIR LEASE - BOB PRICE, BOB RACHLIN:

Mr. Price, Vice President of Innotech Aviation, explained that Innotech was proposing to lease the north hangar to Montair Flight Service, who will relocate their business to this building and assume the light aircraft maintenance operation of Innotech. Discussion. Mr. Blanchard indicated that the Commission had not seen the proposed sublease nor had sufficient time for legal review as it was received last Friday. Mr. Rachlin indicated that Montair, in its present situation, is not a viable operation. He then summarized the terms of the proposed sublease as a submittal of 3% of gross revenues beginning in 1991 and a guarantee of the minimum amounts presently guaranteed to the Airport under the Innotech lease. Discussion. In any case, Innotech will be withdrawing from its general aviation services. Discussion. Mr. Rachlin requested permission to proceed on a tentative and temporary basis with the aforementioned arrangement with the understanding that it is subject to the approval of the Board of Airport Commissioners upon their review of the proposed sublease documents. Discussion. Mike Cain was appointed to serve as a subcommittee to work with McNeil & Murray in reviewing the terms of the sublease. Discussion. Mr. Corley expressed his concern that Innotech has a lease obligation to be an FBO. Should this status change then his concern is extended into ensuring that the airport retain full FBO services. Discussion.

Mr. Flaherty made a motion to allow Montair Flight Service to relocate its operations into the Innotech north hangar on a temporary and tentative basis such that a review of the proposed sublease can be made. At that time the Board will accept or reject the subtenancy request based on the subcommittee and legal counsel recommendations. Seconded by Mr. Cain. All were in favor.

INFORMATION GALLERY - BRANT DINKIN:

Mr. Brant Dinkin of Information Gallery, (brochure rack displays) requested permission to continue providing brochure display services at the Airport under the current terms of \$1000 payment but with a two year contract. Discussion.

Mr. Corley made a motion to enter into a one year contract with Information Gallery to provide brochure display racks at a concession fee of \$1,000.00. Seconded by Mr. Flaherty. All were in favor.

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VALLEY AIR SERVICES - FRANK DONOGHUE, TOM CHASE, TOM HELLMAN, JOE FALLON:

Mr. Donoghue explained that Valley was given three (3) lease modifications for signature. Two of the three were approved by Valley Air but the third was not due to a tie-down restriction on lessee owned or leased aircraft. Paragraph three of the "Second Modification of Lease Agreement" indicates that tie down areas #2, #3, and #4 are to be used for the tying down of transient aircraft and are not to be used to park or tie-down lessee owned or leased aircraft without the express written permission of the Airport Commission. Discussion. Mr. Blanchard indicated that these are the terms to which Mr. Donoghue agreed in a negotiation meeting prior to drafting of these amendments. This particular arrangement was discussed and made in lieu of charging \$.17/square foot for the paved area in front of Pod #4, designated as tie-down area #1. It was determined that this tie-down area would be used by lessee owned or leased aircraft which generate percentage revenue for the Airport. Therefore language was included in the amendment to preclude Valley Air from utilizing other tie-down areas for their own aircraft. This being the language to which Valley Air now objects. Discussion. Valley Air directed to draft language which they would agree to, for review by McNeil & Murray staff. Mr. Donoghue then indicated that Valley had two other concerns which they would like to address. Frank reported that Valley Air had requested permission to install a sign which would direct customers to their services in the valley. Their initial request was denied due to FAA restrictions in the requested area and the Board's concern for a barrage of sign requests. Valley Air then returned again in December indicating that the Board's decision was unacceptable and again requested permission to place a sign. At this meeting the Board agreed to purchase a standard airfield sign which would include directional arrows and "FBO" to assist Valley Air in their endeavors to be noted as a full service FBO operating in the valley area. (Sign = " -- F-B-O -- "). Since that time the sign has not been installed and Montair Flight Service placed a sign for their services on the corner of the fencing around their ramp. Discussion. Mr. Potts indicated that Montair was given this permission and that it was done in the context that transient aircraft were having difficulty in finding Montair ramp area due to the fencing that was installed for the Airport's long term and employee parking lots. This sign placement also was not in any FAA restricted areas. He also reported that the standard service sign was not installed due to the loss of the airport electrician and prior to his leaving due to frost

VALLEY AIR SERVICES (CONT.):

Discussion. Mr. Blanchard directed that a contractor be contacted immediately to install the FBO sign. Discussion. Mr. Donoghue then indicated that upon hearing the terms proposed by Montair Flight Service in their request for a subtenancy, that Valley Air was being unjustly charged a percentage of gross. Discussion. Mr. Corley explained that the terms as outlined for the Montair and Innotech arrangement are that of a present lease, in effect for several years, and that those terms were the best terms available to the Airport at the time of negotiations. Discussion. Mr. Donoghue indicated that due to the discrepancy, Valley Air would be willing to re-negotiate their entire lease. Discussion. Mr. Donoghue, in closing, inquired whether the Commission feels that all of the FBO's should have similar operating agreements and if so then they are requesting that the Commission consider ways to make that happen. Mr. Cain indicated that they are in fact working towards a published rate schedule, but that even the published schedule would not account for previously negotiated long term leases.

PARKING SPACE REQUEST - METRO/BROCKWAY:

Representatives of Brockway/Piedmont Commuter, recently acquired by Metro Airlines soon to be doing business as TWA Commuter, stood before the Board to discuss their request for additional parking spaces. Mr. Doug Caldwell, President of Trans World Express, reported that Brockway currently leases 18 flight crew parking spaces from Innotech. Even at present, these spaces are not adequate and their desire would be to obtain the use of 40 spaces. It is with these requirements that they have requested to rent the Montair facility parking area. Mr. Potts reported that he has received many requests for the use of the Montair building and he recommends that all requests be considered and reviewed prior to any decision for all or portions of the Montair facilities. Discussion. Mr. Caldwell indicated that Brockway would be receiving additional SAAB which may also require additional aircraft parking requirements in the valley. Discussion. Brockway/Metro's request will be considered and acted upon when a decision has been made as to the disposition of the Montair building.

AIRLINE TICKET COUNTER SWITCH - USAIR & BROCKWAY:

A letter was received from Mr. Harry Portz of USAir requesting the Board's permission for a space exchange of ticket counter and back office locations between USAir and Brockway, with the understanding that USAir would occupy the Brockway and Piedmont spaces.

AIRLINE TICKET COUNTER SWITCH (CONT.):

Mr. Corley made a motion to allow USAir and Brockway to exchange ticket counter and back office spaces with the understanding that USAir will occupy the Brockway and Piedmont spaces. Seconded by Mr. Flaherty. Discussion. Space exchange to take place in mid June.

Mr. Cain inquired about USAir's progress regarding their power out situation. Mr. Dick Rothery reported that USAir was progressing well, operational changes have already taken place to push back early flights, alternate parking arrangements have been made, and USAir has hired Wiemann-Lamphere Architects in order to design an additional jetway exit. This jetway would further separate the United and USAir airline jets so that United will not be affected by power outs. Discussion.

BUSINESS EXPRESS - SCOTT DURGIN, PETE CALLAHAN:

Mr. Scott Durgin, Director of Stations for Business Express spoke before the Board requesting the right to lease the vacated Eastern Express counter and back office spaces. Mr. Durgin indicated that Business Express' operation has expanded over 100% over the past years from 4 flights to 9 flights this summer. Discussion. Mr. Potts recommended that the Airport allow Business Express to lease this additional space on a month to month basis with the entire additional area as re-assignable. Discussion. Mr. Durgin requested that if the additional area would be 100% re-assignable, then the current Business Express space become 100% unreassignable. Discussion.

Mr. Cain made a motion to lease to Business Express, The Delta Connection additional counter and back office space, currently described as that of Eastern Express dba Continental Express, for their operations. This lease will be on a month to month basis with 100% of the additional area re-assignable. In conjunction with this arrangement, verbiage would be amended to allow Business Express to retain 100% of their current space, deleting language which currently indicates that 50% of it is re-assignable. Seconded by Mr. Flaherty. All were in favor.

LEASE TERMINATION - BAR HARBOR:

Mr. Potts recommended that Bar Harbor's request for termination of airline lease agreement be honored based upon satisfying the following conditions: full payment of all balances due, repair of all facilities and return of all Airport issued parking permits and I.D.'s. Discussion.

Mr. Corley made a motion to grant Bar Harbor their request for airline lease termination upon satisfying the conditions as set forth by the Airport Manager. Seconded by Mr. Cain. All were in favor.

LEASE & CONTRACT UPDATE - BILL ELLIS:

Mr. Flaherty made a motion to enter 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. Corley. All were in favor. The meeting entered executive session at 5:30 p.m.

The meeting resumed regular session at 5:42 p.m.

INTERSPACE LEASE RENEWAL:

Mr. Potts reported that the Interspace Advertising contract was up for renewal. Interspace currently remits 34% of gross revenues and has a one year contract. Other Airports percentage remittance on advertising contracts range from 40% to 60% equating to \$24 to \$75 per 1000 passengers. Interspace's past three contracts represent the low end of the per passenger figures at \$21, \$22, and \$24. Discussion. Ken also indicated, however, that due to the Commission's concerns regarding aesthetics of the Airport, Interspace was restricted in number of advertising display cases and signs. Discussion. Ken therefore recommends that Interspace be given a three year advertising contract at 40% of gross revenues.

Mr. Cain made a motion to approve a three year advertising contract with Interspace Airport Advertising at a rate of 40% of gross revenues. Seconded by Mr. Flaherty. All were in favor.

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COMMENCERS CONTRACT RENEWAL:

Commencers, the ground transportation officer agreement, is a one year contract which currently pays \$33,000 for 12 hours per day, seven days per week. Mr. Potts indicated that due to the consistent and efficient manner in which these duties are carried out by Ms. Porter and her staff, he recommends continuing the agreement and increasing it by \$1000.00.

Mr. Corley made a motion to approve the Commencers contract for an additional one year term at \$34,000. Seconded by Mr. Flaherty. All were in favor.

LEASE RATES FY 90:

Three of the one year contracts for space in Building 880 will expire in June of this year. Current rental is \$10.00 per square foot with an additional \$.25 per square foot if tenant has installed air conditioning units. Discussion. Each of these contract renewals will also require amendments to include payment of prevailing landing fees to cover aircraft utilized by each tenant. Discussion.

Mr. Corley made a motion to maintain the \$10.00 per square foot rental fee for Building 880 rentals for an additional one year term with the recommended amendment to include payment of the prevailing landing fees. Seconded by Mr. Cain. All were in favor.

ENDURO FLOOR ACCEPTANCE:

Mr. Potts reported that the enduro floor installation is finally complete with the exception of three minor problem areas to be corrected on the 11th and 15th. It is his recommendation to accept the enduro floor installation upon correction of the remaining problems. Discussion.

Upon completion of problem areas and final inspection by the Board of Airport Commissioners at their meeting of May 24, 1989, full payment will be approved.

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PURCHASE REQUESTS:

Mother Nature's Helper has submitted a quotation to provide flower and landscaping services to the terminal front for a cost of \$3307.00. Funds are available in the grounds maintenance budget.

Mr. Corley made a motion to approve the Mother Nature's Helper proposal for landscaping and flower planting for the terminal front at a cost of \$3307.00. Seconded by Mr. Cain. All were in favor.

Mr. Potts reported that we would be receiving an invoice from the City of South Burlington for the treatment of ethylene glycol. This invoice is approximately \$8800, which he would like approved now so that payment may be made upon receipt.

Mr. Corley made a motion to approve payment to the City of South Burlington for ethylene glycol treatment upon receipt of invoicing. Seconded by Mr. Cain. All were in favor.

FY90 BUDGET APPROVAL:

Mr. Corley made a motion to approve the FY90 Airport budget as presented at the Board meeting of April 4, 1989. Seconded by Mr. Flaherty. All were in favor.

ELECTRICAL UPGRADE BIDS:

Mr. Potts reported that four (4) bids for the Airport electrical upgrade, which includes fixed power units and power factor penalty, were received on April 25. These bids ranged from the low of \$53,823 submitted by Omega Electric to a high of \$69,630 submitted by Burlington Electric Service. Ken recommended that the bids from Omega and Ames Electric be rejected as incomplete for the lack of DBE documentation and that the contract be awarded to Delta Electric at \$60,950 with an 85% DBE guarantee. Discussion. The total budget for these two items is \$70,000.

Mr. Flaherty made a motion to reject the bids of Delta Electric and Ames Electric and to award the contract for electrical upgrade to Delta Electric with a bid of \$60,950, as recommended by Mr. Potts. Seconded by Mr. Cain. All were in favor.

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MINUTES OF APRIL 4, 1989:

Mr. Cain made a motion to approve the minutes of April 4, 1989 as presented. Seconded by Mr. Flaherty. All were in favor.

APRIL WARRANT:

The April warrant was presented and reviewed. No inquiries.

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

APRIL OPERATING STATEMENTS:

The accounts receivables were reviewed and questioned. Montair was noted as having a balance of \$30,000. Mr. Potts indicated that he had spoken with Montair who had not made payment due to company financial problems and their request for an abatement on the new contract rents. Discussion.

Mr. Cain made a motion that Montair be denied their request for a rent abatement for their 1988 and 1989 calendar year operations. Seconded by Mr. Flaherty. All were in favor.

Discussion regarding fuel suppliers at the Airport and its relation to competitive service.

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

MCNEIL & MURRAY INVOICE:

The McNeil & Murray invoice for the period of March 23, 1989 through April 22, 1989 was presented and reviewed. Discussion. Mr. Corley and Mr. Cain expressed their dissatisfaction with the progress on the Northern Airways case. Discussion.

Mr. Flaherty made a motion to approve the McNeil & Murray invoice for the period of March 23, 1989 through April 22, 1989 for \$5,243.60. Seconded by Mr. Corley. All were in favor.

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MANAGER'S REPORT:

PERSONNEL - A memo was sent to the Board of Finance requesting approval to fill the vacant positions of electrician and operations specialist which were approved. A memo was also sent to Personnel to appear before the Salary Committee and Board of Finance to appeal the classification of the electrician position. A response was returned stating that a six month waiting period is necessary before a re-appeal can be made. Ken will be contacting the Chairman of the Salary Committee to request a waiver of this requirement.

FY90 BUDGET - has been sent to the City of Burlington for review and approval. Adjustments were made to the revenues to cover all of the requested expenses.

VALLEY AIR SERVICES - A meeting was held with Mr. Frank Donoghue on April 7, 1989 regarding proper aircraft parking and the Airport's request for compliance and other related matters.

A DEPARTMENT HEAD MEETING was held by the Mayor on April 18, where each department stated their top priorities. A retreat for all department heads is scheduled for mid June. Discussion. Each department has been requested to fund their own department head costs of approximately \$150.

On April 6, Ken attended the dedication of the first federally installed MLS in Lebanon, New Hampshire. On April 13, Mr. Potts gave a speech on Burlington's solution to the treatment of deicing fluid at The Airports and Ground Water Contamination Seminar at Bradley Int'l. On April 22, the Airport sponsored tours as part of the City of Burlington "Kid's Day", with about 40 people showing for the tours. On April 27, Ken spoke before the Transportation Focus Group of the Governor's Commission of the Economic Future of Vermont on the importance of air transportation to the State of Vermont economy.

Mr. Potts will be attending the AAAE NATIONAL CONFERENCE in Nashville, Tennessee from Saturday, May 13 through Thursday, May 18, 1989.

A TENANT MANAGERS MEETING was held on May 4, 1989. Mr. Potts gave a brief update on current and future projects and requested that each agency introduce themselves and describe any their activities. The Tenant Managers meetings are scheduled to be held every quarter.

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MANAGER'S REPORT (CONT.):

On May 5, 1989 Mr. Potts was introduced to the new City of South Burlington Manager, Mr. Charles Hefter. Mr. Hefter, Mr. Flaherty and Mr. Potts discussed mutual concerns and toured the Airport facilities.

On May 1, at 3:00 p.m. a student pilot ran off the runway into the grass and flipped the plane upside down. There were no injuries and crash fire rescue responded in 1 1/2 minutes.

At the International Aviation Snow Symposium Burlington Airport was again nationally recognized as a leader in snow removal by receiving the Colonel Bernt Balchen second place award. Syracuse Airport received first place. Mr. Potts recommended that it was appropriate to have a "get together" similar to that of last year, for the dedication shown during the snow removal season. Discussion.

Mr. Flaherty made a motion to approve an Airport sponsored gathering for the employees for their dedication and service during the snow removal season for which they were nationally recognized, at a cost not to exceed \$300.00. Seconded by Mr. Corley. All were in favor.

AIP UPDATE - AIP 10, PART 150 NOISE STUDY is being printed in final form. AIP-05, FRICTION MEASURING AND SNOW REMOVAL EQUIPMENT PURCHASES - FAA has been contacted on the status of final payment. As a special favor, they have started the close-out. In follow up they have requested additional information which has been provided to them. Discussion. Mr. Blanchard questioned the delay on this particular project as initial purchases were made in 1986. Discussion. The project remained open at the Airport's request to purchase additional snow removal equipment. This project is now in the final stages of close-out with final payment to be forwarded to the State of Vermont for processing. AIP-13, EMERGENCY GENERATOR was installed on this date. A final project inspection will be held at the end of next week. The asbestos ceiling has been successfully removed and an air quality test has been completed. AIP-14, CONTRACT 1, OIL/WATER SEPARATOR PROJECT bids will be opened on May 18, at 10:00 a.m.. A pre-bid meeting is scheduled for May 11 at 10:00 a.m. AIP-14, CONTRACT 2, SNOW REMOVAL EQUIPMENT bids will be opened on May 16, also at 10:00 a.m.. The pre-application for federal funds for these projects is due on May 26, 1989. The bids will be presented for approval at the May 24 Commission meeting.

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A capital improvement status report was presented and reviewed. Mr. Potts was directed to make a list of purchase priorities for the next Board meeting.

The next meeting of the Board of Airport Commissioners will be held on Wednesday, May 24, 1989 at 3:30 p.m.

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

Respectfully Submitted,



Tamara S. Gagne

Administrative Assistant

MINUTES
BOARD OF AIRPORT COMMISSIONERS
APRIL 4, 1989
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth S. Potts
Michael Flaherty	Tamara Gagne
J. Richard Corley	John Hamilton
Nancy Sheahan	Gerry D'Amico
	John Stewart

Wayne Hogue - Innotech, Gene Fodor - Montair, John Belter & John Ponsetto - Belter Subdivision, Stan Wilbur - Webster Martin

The meeting commenced at 4:18 p.m. with only Mr. Blanchard and Mr. Flaherty present as Commissioners. Due to lack of quorum, agenda items were to be heard with no action taken.

Mr. Potts requested the following amendments to the agenda: #7. Webster-Martin, #8. TWM Northeast (Jennison Engineering), #9. Innotech/Montair.

WEBSTER-MARTIN:

Webster Martin is a South Burlington engineering firm who has been selected to design the Airport perimeter road. Mr. Stan Wilbur, of Webster Martin, was requested to come before the Board to describe the course of this project. Mr. Wilbur explained that the specifications called for a final design of a perimeter road at the South end of the Airport. However, a programming and finance meeting was held with FAA where questions were raised and other options discussed. Three concerns discussed were potential problems with wet lands, the approach and primary runway surfaces and its relationship to a potential road across the end of it, and the major or minor acquisition of property for development. The options presented to the FAA for consideration for construction of the road were: 1. all on-airport design involving a cut and fill project. This option would require the minimum purchase of additional property. 2. the actual roadway outside of the primary runway surface, but would require a major land acquisition. 3. a very low level road all within airport boundary, but would also require minimum land purchase. 4. the final alternative is the installation of a tube approximately 17' wide by 400' long costing \$160,000 for the tube alone. Mr. Wilbur visually presented these options and further explained that each would be explored and a final recommendation would be presented in June or July of this year. Discussion. Federal funds are available for this project in this fiscal year.

Mr. Corley entered the meeting at this time. Mr. Blanchard officially called the meeting to order.

INNOTECH/MONTAIR:

Mr. Blanchard indicated that although the Commission is aware that there has been discussion and negotiation between Innotech and Montair to accommodate Montair, he was surprised to read a public notice that Montair would begin their "new" operation out of the Innotech North Hangar on May 1, 1989. A letter was also received from Mr. Marty Lynch of Daystar Avionics indicating that they have entered into an agreement with Innotech Aviation to sublet a portion of the North Hangar and take over Innotech's avionics. Mr. Wayne Hogue apologized for what seemed to be action taken without the Commission's approval and indicated that it is Innotech's intention to sublet the north hangar to Montair and Marty Lynch, but are still in negotiation stage only. There are no formal agreements, nor ample information to request permission from the Board for such subletting, at this time. Mr. Hogue indicated that upon resolution of negotiations between Innotech and respective parties, Innotech would appear before the Airport Commission to request permission to sublet prior to any official action in that direction. Discussion. Gene Fodor, Montair representative, indicated that Montair had proceeded post haste under the impression that the Commission was anxious to take over the building presently occupied by Montair. Discussion. The Commission indicated that they had cooperated in every available fashion to accommodate Montair and has no intention of "putting them out on the street" if their desire is to continue to operate here. Discussion. Assurance was again given that approval will be requested of the Board of Airport Commissioners prior to subletting of premises.

BELTER SUBDIVISION - JOHN BELTER & JOHN PONSETTO:

Mr. Ponsetto explained that a "stumbling" in the Act 250 process has brought he and his client before the Board of Airport Commissioners to discuss the "Air Guard" road, which would provide access to Mr. Belter's proposed subdivision. In discussion with Nancy Sheahan, Mr. Ponsetto is aware that the Airport Commission desires to turn the road over to the City of South Burlington and that South Burlington will not accept the road without upgrade work. Mr. Ponsetto indicated that Bill Szymanski, City Manager, has indicated that a high estimate for needed upgrade is \$48,000. Discussion. Mr. Flaherty reported that this estimate is that of the Act 250, not of Mr. Szymanski.

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BELTER SUBDIVISION (CONT.):

Discussion. Mr. Ponsetto to receive clarification from Mr. Szymanski. Mr. Flaherty also explained that the City of South Burlington was not willing to contribute to payment for upgrade of this road. A discussion then ensued regarding the Airport's benefit in providing funding for the upgrade of this road. The road is not used by the Airport and could feasibly be closed without detriment to the Airport. Mr. Ponsetto replied that the Airport should consider participation because of the liability problem, not necessarily covered by posting of the road and he is not sure that the Airport has the right to close it. Discussion. Initial negotiations requested that Mr. Belter contribute 50% of costs to upgrade the road, which he had agreed to although the Belter Subdivision would only contribute to 11% of the traffic currently using the road. Discussion. Mr. Belter also indicated that he believes that Act 250 approval can be obtained if he proceeds with only widening the road to satisfy their safety concerns, with the condition of the road remaining the same. Discussion. A recommendation was given for Mr. Belter to again speak with Mr. Szymanski regarding cost required for adequate upgrade, and return to the Commission with a report on the cost of the difference between what is required and what John Belter is willing to pay.

VT WOMEN'S CAUSUS FOR ART:

Two representatives of the VT Women's Caucus for Art entered the meeting at this time to request permission to use the Airport facilities for the display of an art show called "Mowing the Mountains" in the winter months of 1990. The VTWCA has received funding from the Vermont Council for the Arts and is looking for non-traditional display space, such as the Airport. Ms. Hochschild explained that the display areas being considered are the baggage claim walls, lobby walls, airspace in lobby, outside near the bus stop for a sculpture, and a tree preserve which would utilize the columns in the Airport. Discussion. Ms. Hochschild indicated that they were aware of the public liability concerns and that of uninhibited public access and have covered both. The VTWCA will require technical assistance with lighting and scaffolding from the Airport. Discussion.

Mr. Corley made a motion to allow the Vermont Women's Caucus for Art, a non-profit organization of professional artists to utilize the Airport terminal in February and March of 1990 to place a collaborative exhibition of paintings and sculptures by Vermont Artists presenting works about Vermont's environment and development. Seconded by Mr. Flaherty. All were in favor.

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MINUTES OF MARCH 8, 1989:

Mr. Flaherty made a motion to approve the Minutes of March 8, 1989 as presented. Seconded by Mr. Corley. All were in favor.

MARCH WARRANT:

The March warrant was presented for review. No questions or discussion.

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

MARCH OPERATING STATEMENTS:

The March operating statements were presented and reviewed.

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

MCNEIL & MURRAY MONTHLY INVOICE:

Mr. Corley made a motion to approve the McNeil & Murray invoice for the period of February 23, 1989 to March 22, 1989 in the amount of \$4,193.80. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

ENDURO RUBBER FLOORING - A letter has been forwarded to Don-Vac indicating that as soon as new materials are received they are to commence work immediately. A response has been received confirming this intent and Ken reported that new materials should be received any day.

BUDGET & INDUSTRIAL ZONE MEETING was held with Jonathan Leopold regarding past and present expenses and revenues from the industrial zone. New accounts have been established, a copy of which was included in this month's package.

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MANAGER'S REPORT (CONT.):

AIP UPDATE: AIP 13 - EMERGENCY GENERATOR - A notice to proceed has been issued effective April 5, 1989 with project completion expected for July, 1989. A temporary electrical generator hook-up is currently in place. Change Order #1 is forthcoming for removal of an asbestos ceiling in the vault in the amount of \$3,746.00, which may cause an approximate ten (10) day delay. AIP-10 - NOISE STUDY - final public hearing and TAC meetings were held on the Airport noise study and the final report is being compiled. AIP-12 - MASTER PLAN UPDATE - the first meeting of the Airport Advisory Committee for the Master Plan Update was held to discuss the role of the committee and to describe the project. Bi-monthly meetings of the AAC will be held throughout the duration of the study. AIP-14 - SNOW REMOVAL EQUIPMENT - specs are being completed and reviewed.

Mr. Blanchard indicated that a City of Winooski representative had approached him expressing their concern that the Airport had disbanded the Technical Advisory Committee without a final review of the finished product. Mr. Potts explained that the final plans were reviewed in the meeting held on March 29, 1989 and R,S,& H was just compiling this information. Discussion. Mr. Potts also indicated that additional meetings, information and assistance were given to Winooski above and beyond the scope of the project. Discussion. There will be additional meetings of the TAC to review progress of implemented changes.

PERSONNEL CHANGES: The Airport electrician, V. John Finster, has resigned due to family problems. We are in the process of advertising for a replacement. Discussion. Mr. Blanchard questioned the previous difficulty in attracting and hiring a qualified individual at the current salary offered. It has been his understanding that a request for an upgrade was to be made in order to attract and retain a qualified electrician. Discussion. The Commission directed that Ken and JJ "sell" the electrician's position for the value that it is. The City currently understands the Airport's needs to be equivalent to that of other non-specialized department's electricians. It is the responsibility of the Airport to explain the highly specialized lighting system of an airport and show other justification to upgrade this position. A request to appear before the Salary Committee and the Board of Finance to be submitted by April 5, 1989.

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MANAGER'S REPORT (CONT.):

The position of operations specialist has been offered to Mr. Robert Fraser who is expected to fill this post in the next few weeks. Discussion. Mr. Blanchard questioned the length of time taken in filling vacant positions. Ken responded that the City has a hiring freeze, therefore requiring that each vacancy filling be approved by the Board of Finance and the Personnel Office. Discussion.

The Airport Engineer has requested and been granted a leave of absence from April 15, 1989 to June 19, 1989. Mr. D'Amico will be leaving for Morocco to work on the reconstruction of a runway. Discussion.

HANDICAPP ACCESS ISSUE - Several recommendations, including additional lighting in the back hallway by the Airport Restaurant, signage, and intallation of waterfountains, have been acted upon from the initial access report.

AIRLINE UPDATES: Mr. Harry Portz, USAir has requested a meeting with the Airport to discuss the powerout problem and USAir's status and needs relative to their Piedmont merger. BAR HARBOR dba CONTINENTAL EXPRESS has indicated that they will discontinue air service on May 24, 1989 and leave the Burlington Airport premises by June 1. They will be forwarding a letter of formal request to terminate their operating agreement and have agreed to bring their account up to date and leave their premises in a clean and repaired condition. BUSINESS EXPRESS has requested the option to occupy the vacated premises of Continental Express.

CITY FUNCTIONS: The Airport will be participating in the City of Burlington sponsored "Kid's Day" on Saturday April 22, 1989, by offering twenty minute tours between the hours of 1:00 p.m. to 3:00 p.m.

A Department Head meeting has already been held with the new Mayor who has also requested meeting with each of the Department's Commissions.

Mr. Blanchard indicated that he had recently noted that Heli-Flight still appeared to be operating out of the airport as he has noted their aircraft parked on the Warplanes ramp. Discussion. Mr. Blanchard also directed Ken's attention to various Valley Air parked aircraft which seem to be causing a safety hazard by the manner in which they are parked and that they appear to be outside of their leased boundaries. Discussion. Ken indicated that he would track down the Heli-Flight situation and again speak with Mr. Frank Donoghue of Valley Air.

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LEASE & CONTRACT UPDATE - MCNEIL & MURRAY:

Nancy Sheahan reported that Valley Air Services contracts are finally up to date. Fully executed copies should be returned to the Airport within the week. Warplanes contract is near full resolve. Minor differences of opinion still to be ironed out and the issue of retroactive date. APCOA has been forwarded a letter regarding the Airports position regarding additional funds due the Airport. Discussion.

JOHNSON CONTROLS - CONTRACT RENEWAL:

Ken reported that Johnson Controls has presented a proposal for a new preventative maintenance contract consisting of eight (8) hours a week for \$11091.00. The current, but soon to expire, contract was for sixteen (16) hours per week for the first three months and eight (8) hours for the remaining nine months at a cost of \$13,002.00. Ken recommended that the Commission approve the contract as described.

Mr. Flaherty made a motion to approve the Johnson Control preventative maintenance contract for the above referenced terms and cost. Seconded by Mr. Corley. All were in favor.

AIR CARGO OPERATORS:

Negotiations between Business Air and the Airport for an air cargo operating agreement has brought to the Airport's attention similar cargo operators, most of which currently pay landing fees to a fixed base operator. Known operators include Primac (Canadian based firm), Pac Air, and New England Air Express of which Pac Air and N.E. Air currently pay their landing fees to Innotech. Primac is a cargo operation which uses the airport only as a diverted route from Plattsburgh, who has been in contact with the Airport in order to sign an agreement and pay the required landing fees. It has been determined that it would be futile for Airport management to keep track of and maintain current operating agreements on the potential number of regular and occasional cargo operators. Discussion. It is the recommendation of Mr. Potts to have the airport fixed base operators handle, charge and report on such air cargo operators. Discussion. Nancy Sheahan reported that Business Air had agreed to all contract terms, was ready to sign the agreement and had proposed a \$1,000 landing fee payment for the past three years' airport use.

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AIR CARGO OPERATORS (CONT.):

Nancy also reported that Business Air has always been willing to work with an airport fixed base operator in payment of landing fees. Discussion. The Commission agreed that Ken's recommendation is appropriate and that Nancy should report the same to Business Air and accept the \$1,000 payment offer for past use.

TWM NORTHEAST:

TWM Northeast (Jennison Engineering) has submitted a proposal to review the shop drawings and perform site inspections for the electrical upgrade project at a fee of \$1000.00. Mr. Potts reported that he and Gerry D'Amico find the fee to be very reasonable and recommend approval of a contract with TWM.

Mr. Corly made a motion to enter into a contract with TWM Northeast to perform shop drawing review and site inspections on the electrical upgrade project at a cost of \$1,000.00. Seconded by Mr. Flaherty. All were in favor.

Mr. Flaherty made a motion to enter into executive session to discuss pending litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Corley. All were in favor.

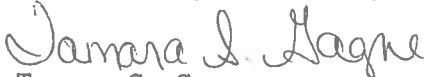
The meeting entered executive session at 6:16 p.m.

The meeting resumed regular session at 6:28 p.m.

The next meeting of the Airport Commission will be regular monthly meeting to be held on Tuesday, May 9, 1989 at 4:00 p.m.

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

Respectfully Submitted,


Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MARCH 8, 1989
4:00 P.M.

PRESENT:

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

Observers: Ben Price - ATA, Richard Rothery - USAir, Art Vigil - CO,
and James Martocchio - United

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

MINUTES OF FEBRUARY 7, 1989 AND FEBRUARY 21, 1989:

The minutes of February 7, 1989 and February 21, 1989 were reviewed in
mailings.

Mr. Corley made a motion to approve the Minutes of February 7, 1989
and of February 21, 1989 as presented. Seconded by Mr. Flaherty. All
were in favor.

FEBRUARY WARRANT:

The February warrant was presented and reviewed. The "Casey & Dupuis
Equipment" purchase for \$1,867.36 and the "Sears" purchase for \$249.99
were questioned. Satisfactory explanations were offered and received
as the purchase of filters for the airport vacuum sweeper and
replacement purchase of a microwave oven for the maintenance garage,
respectively.

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

Minutes

March 8, 1989

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OPERATING STATEMENTS:

The February operating expense report was presented and reviewed. Dick Corley observed that the total revenues are less than 1/2 percent over the budgeted figures. A discussion then followed regarding the education and travel budgets and the fiscal year 1990 budget and its preparation. The accounts receivable were then reviewed. The following customer accounts were questioned: Bar Harbor (Eastern Express), Montair, FAA, MasterTech, Hangar Condo and APCOA. Ken was directed to "take the bull by the horns" regarding Eastern Express past due balance due to the nature of the ongoing strike and results thereof. Montair had spoken with Ken regarding financial problems, requested additional time for payment and indicated that they would be caught up by the first of March. Payment has not been received and Ken will contact. Ken will also follow up on other accounts receivable balances.

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

MCNEIL, MURRAY & SORRELL:

The McNeil, Murray & Sorrell invoice for the period of January 23, 1989 through February 22, 1989 in the amount of \$3,429.14 was presented and reviewed.

Mr. Corley made a motion to approve payment of the McNeil, Murray & Sorrell invoice for the period of January 23, 1989 through February 22, 1989 in the amount of \$3,429.14. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

ETHYLENE GLYCOL - Gerry D'Amico, Ken Potts, Bill Szymanski and Don Witten (So. Burlington Water Waste) met with State Officials for Water Quality on February 9, 1989. The purpose of this meeting was to discuss and tour the temporary system and discuss future plans and permit process for ethylene glycol treatment. Ken reported that the State seemed to be satisfied with the system in place and had not contacted the Airport on follow up.

Minutes

March 8, 1989

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HANDICAP ACCESS - Two officials from the Burlington Disability Council, Stan Marshall and Susan Waterman did an accessibility tour of the Airport on February 8, 1989. A preliminary report was received outlining major concerns such as signage, access to second floor, doors and restrooms. Upon receipt of a final report, action will be taken and a full report will be given to the Commission. Discussion. Mr. Blanchard directed that applicable action upon the preliminary report be taken as soon as possible.

SECOND FLOOR RETURN AIR - Mr. Frank Maras of Wiemann-Lamphere returned and examined the second floor return air fix. He reported that the blockage from the reception area is cleared and the system is performing as designed. Mr. Maras also indicated that an exhaust fan will eliminate the smoke in the conference room during meetings. Ken is currently awaiting specifications for such a fan.

ENDURO RUBBER FLOOR INSTALLATION - Don-Vac, Inc., contractors for the enduro rubber floor installation, have received new materials to begin replacement. Enduro Rubber Floor manufacturer examined the installed rubber floor and determined that the squares were incorrectly cut and will be forwarding a letter in that regard. Don-Vac will begin replacement installation in approximately three weeks.

SEXUAL HARRASSMENT WORKSHOP - On March 1, 1989 a workshop for all airport employees was held to discuss the new City Sexual Harrassment Policy. Seminar leaders were Linda Gibson - Personnel Director, Gretchen Bailey - Assistant City Attorney, and Chief Kevin Scully of the Burlington Police Department.

TAXIMETERS - All airport licensed taxicabs are in compliance with the new meter ordinance. There have been only two registered complaints about the new meters and these were that the rates were too high. The Airport, cab drivers, and ground transportation officers have however received many favorable comments. A review of the ground transportation rules and regulations is ongoing with a recommendation to the Board to be forthcoming in the near future.

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March 8, 1989

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ACCESS TO SECURE AREAS OF AIRPORTS SEMINAR - On February 16 & 17, 1989 Rollin Tebbets, Senior Operations Specialist, attended a seminar on the new federal regulations regarding access to secure areas of Airports. The FAA has passed a new regulation which requires computer controlled access to the aircraft operating areas. Burlington Airport has one year to develop a plan and 30 months to implement it. Ken indicated that different systems would be examined and a recommendation made in the future.

PERSONNEL CHANGES - Ken reported that Patrick Clancy has resigned in his position as Senior Operations Specialist to assume the position of Manager of Operations at the Binghamton, NY Airport. Rollin Tebbets has been promoted to the vacated position and Richard Brown has transferred from the Ops/Maintenance position to a full time Operations Specialist. In examining the needs of the Airport, Mr. Potts is anticipating on making the Ops/Maintenance position a full time Operations Specialist. The application deadline for the vacant position is March 10, 1989.

AIP UPDATE - AIP-10, NOISE STUDY - a final technical advisory committee meeting and public hearing will be held on March 29, 1989 to which all members of the Board of Aldermen and Board of Commissioners will be invited. AIP-13, ENGINE GENERATOR - revised drawings are being reviewed by HTA and if approved generator installation will take place soon. Discussion. Mr. Blanchard questioned the continued delay in purchase and installation of this generator which was a required "emergency" purchase over a year ago last December. Gerry D'Amico offered explanation of various design changes and prolonged review of each. AIP-12, MASTER PLAN UPDATE - Letters of invitation to serve on the advisory committee have been mailed, with receipt of several confirmations and no regrets. The first meeting will be held on March 30, 1989 at 3:00 p.m.. AIP-15, ACCESS ROAD - A pre-design meeting is to be held in Burlington, MA on March 14 with FAA, Webster-Martin and Ken and Gerry D'Amico. Topics of discussion will include placement of the road for proper clearance of aircraft and the grant process. The purchase of new snow removal equipment is expected to be included under this same grant. Specifications for this equipment are currently being written.

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March 8, 1989

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EASTERN STRIKE - Eastern Express has very few boardings from Burlington due to connection availability, but is still operating and Continental Airlines is operating as normal.

SEMINARS - Ken will be attending a "Management of Multiple Priorities" seminar on March 13, 1989 at the Radisson Hotel and will be a guest speaker at a ground water contamination seminar at Bradley Airport in Connecticut on April 13, 1989. Ken's topic for this seminar will be the ethylene glycol system in use by Burlington Airport.

REGULAR SESSION:

DPW CONTRACT AMENDMENT:

Mr. Potts reported that George Crombie, DPW Director has requested an amendment to the long term parking lot agreement to include a payment to DPW of \$4,000.00 consisting of \$1,000 for time in development of the parking lot and \$3,000 for the exit booth. Mr. Crombie has indicated that he will not sign the contract without these amendments. The contract however, was negotiated between Mr. Potts and Don Morley, DPW, as directed by Mr. Crombie, and has been fully approved by the Board of Alderpersons. Discussion. Although promised, this proposal has not been received in writing. Further discussion ensued regarding these costs being the responsibility of DPW as they are the managers of this facility. The Commission indicated that this was a ludicrous proposal and that the amendment request is denied. Should DPW have further requests or objections, they will have to appear before the Board of Alderpersons.

HTA CONTRACT - OIL/WATER SEPARATOR:

Ken reported that the Hoyle, Tanner & Associates engineering contract fees for the Oil/Water Separator project have been negotiated to \$123,200, with federal participation at \$110,970. The Federal participation limit is \$111,000 for engineering fees. Mr. Potts recommends approval.

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March 8, 1989

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Mr. Flaherty made a motion to approve the Hoyle, Tanner & Associates engineering contract for the oil/water separator project at a cost of \$123,200. Seconded by Mr. Corley with the comment that these fees, as are all, are exorbitant. All were in favor.

ELECTRICAL UPGRADE:

Mr. Potts reported that the plans for the electrical upgrade to accommodate fixed power units have been completed and he recommends approval for the bidding process to begin. Discussion.

Mr. Flaherty made a motion to concur with Mr. Pott's recommendation to put this project out to bid. Seconded by Mr. Corley. Discussion. Art Vigil of Continental, (Continental being opposed to installation of fixed power units), indicated that there is no noise problem created by APU/GPU's and that Continental does not ever run APU's during the night. Discussion. Dick Corley questioned whether it has been determined that the source of the noise and generated complaints is actually from that of the APU's and GPU's. Mr. Rothery and Mr. Vigil indicated that they have returned to the Airport in the late evening and early morning hours and have not been able to hear airport noise, even as close as the employee or pay parking lots. Discussion. Mr. Hamilton, however, a resident of Kennedy Drive area of South Burlington, can often hear noise generated from APU and/or GPU's. Discussion. The electrical upgrade will provide a solution only to those aircraft parked on the terminal ramp. The Airport currently has seven overnight aircraft, of which only 5 are able to utilize the terminal ramp area. Others are remotely parked on the Innotech Aviation ramp and are subject to using both APU's and GPU's. Continental properties personnel do not see the need for purchase of fixed power units, but may be agreeable to one for the terminal. Continental has requested that the airport simply provide a 440 electrical hook-up in the remote area. Mr. Potts indicated that he has written to the corporate offices of Continental requesting exact specifications. Discussion. Fixed power units cost approximately \$40,000 with a cost recovery time of approximately one year. The original motion was called and approved by all.

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March 8, 1989
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DEMAND SIDE SERVICES:

Mr. Potts recommended approval of a contract with Demand Side Services, an electrical engineering service who proposes to review the Airport electric bills, rates and metering provided in order to implement a program for the maximum, least-cost utilization of electric power. Per previous meeting direction, Mr. Potts checked several references, all of which spoke very highly of the knowledge, expertise and negotiation skills of Demand Side Services. The cost for the electrical engineering services is \$7,600.00 which does not include the cost of installation of a pulse meter. Discussion. The funds are available in the '0500' budget to be transferred from the '0589 - Grounds Maintenance' to the '0599 - Other Professional Services' category. Mr. Corley inquired as to whether Demand Side offered any type of guarantee that electrical cost savings would be realized. No guarantee has been discussed or offered but Ken will pursue prior to contract award.

Mr. Flaherty made a motion to approve a contract with Demand Side Services for electrical engineering services, as proposed, provided that the guarantee for realization of cost savings is obtained prior to contract award, at a cost of \$7,600.00. Seconded by Mr. Corley. All were in favor.

PURCHASES:

Ken reported that the following bids were received on purchase of a portable compressor and related equipment:

New England Equipment Co., Inc.	\$11,992.50
Essex Equipment Sales	13,974.00
C.R. Woods	13,491.00

Ken recommended purchase through New England Equipment Co., Inc. and recommended full approval as this is a completely budgeted item.

Mr. Corley made a motion to approve the purchase of a portable compressor and related equipment from New England Equipment Co., Inc. at a cost of \$11,992.50. Seconded by Mr. Flaherty. All were in favor.

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March 8, 1989

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Ken also reported that the maintenance garage was in need of an upgraded and/or new telephone system. Their needs have been researched and the following bids were received to provide the required system: AT&T - \$2100 and VT Telephone - \$1396. The system will include replacement of three existing telephones, installation of an additional phone and a paging system. Discussion.

Mr. Corley made a motion to approve the purchase of a new telephone system, as proposed, for the Airport maintenance garage from VT Telephone at a cost of \$1396.00.

Ken then requested the approval of \$5,000 in repairs to the Walter's spreader. The spreader is a new purchase and should be covered by warranty, but Walter Truck Corporation, the spreader manufacturer, has filed Chapter Eleven - Bankruptcy. Nancy Sheahan has been notified and appropriate follow up has begun. However, repair is necessary at this time.

Mr. Corley made a motion to approve payment of expenses incurred for miscellaneous repairs to the airport spreader (T-10). Seconded by Mr. Flaherty. All were in favor.

Based on a request of Hoyle, Tanner & Associates and recommendation of the Administrative Assistant, Mr. Potts requested approval of an "advanced" payment to HTA for AIP-11. The Commission approval is required in this case in order to issue payment prior to the review by the Board of Alderpersons.

Mr. Corley made a motion to approve various invoices to Hoyle, Tanner & Associates, under AIP-11, totaling \$39,760.98. Seconded by Mr. Flaherty. All were in favor.

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March 8, 1989

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NEW ITEMS:

U.S. POSTAL SERVICE REQUEST:

The United States Postal Service has requested the placement of a trailer on the Airport premises near Gate 7 to serve as a temporary solution to their needs for an air transfer office. Mr. Potts recommends approval with the following proposed conditions:

- A. Temporary solution - six month initial period then a month to month tenancy.
- B. Trailer to be aesthetically pleasing.
- C. Postal Service responsible for all costs.
- D. P.S. maintains and follows security rules & regs.
- E. P.S. will cooperate with Airport on operational procedures.

Discussion. Ken also indicated that they would pay the \$.17 per square foot ground rental. Discussion. Mr. Blanchard indicated that he was not in favor of placement of a trailer on the Airport grounds due to previous difficulty with People's Express and removal of one of their trailers from the premises. Discussion.

Mr. Flaherty made a motion to approve the placement of a trailer for the United States Postal Service as a temporary solution to their need for an air transfer office under the terms as presented. Seconded by Mr. Corley. Mr. Blanchard voted no. Motion passed in favor.

NEW ENGLAND TELEPHONE PROPOSAL:

New England Telephone currently maintains and services all public pay phones at the Airport and pays 5% of gross revenues. The contract with NET is up for renewal and they have developed a new commission rate proposal of 8% graduating to 14% of revenues over \$400. Ken recommends that the Commission accept the two year proposal as described.

Mr. Flaherty made a motion to approve the two year public telephone contract with New England Telephone under the aforementioned terms and conditions. Seconded by Mr. Corley.

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March 8, 1989

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POWER OUTS:

On March 1, 1989 USAir made a strong power out blowing bags, skis and sand around the ramp. Two United employees were knocked to the ground and one sustained arm injuries in the blast. Similar incidents and damage to nearby buildings have been noted in the past and this has been a topic of discussion at many safety council meetings. USAir is very reluctant to change to push back due to the cost. Discussion. Normal procedure is that the airlines work these things out among themselves, but discussion between United and USAir has come to no fruition. Due to the personal injury involved in this recent incident, United has requested that the Airport take action to restrict USAir from power outs. Discussion. Dick Rothery, USAir station manager indicated that some instances have been eliminated by parking in different areas. The expense to USAir is approximately one half of a million dollars. The work cannot be contracted out to any other company due to the union contracts. Discussion. Mr. Potts reported that he has drafted a letter to Mr. Harry Portz in this regard. Discussion. The Commission indicated that they desire to meet with Mr. Portz on his next visit to Burlington regarding this situation.

LEASE & CONTRACT UPDATE - MCNEIL, MURRAY & SORRELL:

Nancy Sheahan reported that John Belter, in his proposal for the Belter Subdivision, would like to discuss the terms of the road. Discussion. The Commission directed that Mr. Belter negotiate with South Burlington regarding road improvement costs and that there should be no cost to the Airport.

Joe McNeil reported that Mansfield Heli-Flight has proposed to pay the Airport \$250/month for the past six months of operations, pending negotiations, but will not agree to any other terms of offered contract. Joe indicated that it would not be prudent of the Airport to allow a business to operate without proper insurance and acknowledgement and agreement of basic terms of all airport operating agreements.

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March 8, 1989

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Mr. Corley made a motion to enter executive session to discuss lease 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 6:15 p.m.

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

Respectfully Submitted,



Tamara S. Gagne

Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
FEBRUARY 21, 1989
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth Potts
Michael Flaherty	Tamara Gagne
J. Richard Corley	John Hamilton
	Gerry D'Amico

Gene Lucas

Jim Parker

Observers: Ben Price - ATA

The meeting was called to order by the Chairman, Mr. Blanchard at 4:20 p.m.

AIRSHOW UPDATE - JIM PARKER:

Mr. James Parker, Parker Aviation, reported that the Airshow has been scheduled and advertised for September 10, 1989. Preliminary plans have begun regarding the sponsor program and the sale of advertisements. Thrifty Car Rental has already donated the use of rental vehicles for the airshow participants. Mr. Parker is currently working with local banking authorities (Howard Bank at this time) to establish an escrow arrangement between the Airshow Committee and the bank to disburse funds for payments and charities. Discussion. Mr. Parker indicated that sponsors would be able to decide which charity would receive any applicable funds. Discussion. Mr. Corley suggested that the airshow committee limit the choice of charities to three or four maximum so that each of these receives sizeable donations. Discussion. Mr. Parker to take this suggestion under consideration with the amendment to allow sponsors opposed to donating to the charities suggested, to then choose one of their liking. Mr. Parker indicated that he anticipates the sponsorship program to be complete by April. Discussion. Mr. Blanchard indicated that the Commission would be considering sponsorship and that the Board is unanimous in proceeding with plans for the airshow and will be extending any service required from the airport in terms of personnel and coordination. Mr. Parker will report to the Airport Commission April meeting.

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February 21, 1989

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ENGINEER and LAND APPRAISAL SELECTION:

Ken reported that the subcommittee for engineering and land appraisal selection has reviewed the submitted proposals and recommend the following:

Webster-Martin, Inc. for the design and environmental assessment for the Airport perimeter road. Subcontractors for the project will include Dufresne-Henry - develop aviation design for FAA Part 77 requirements, Knight Consulting - soils, Trans-Op - traffic engineers, IEP - environmental work and two DBE firms, Buxton Drafting and Reprographics. Discussion. The land appraisal recommended firm is Keller, Navin, Cable and O'Brien of Burlington, Vermont. Discussion. The engineering firm will be working closely with Campbell & Paris to ensure a design that falls within Master Plan requirements. The design of the perimeter road will require two phases with the first phase expected to be complete by July of this year. The engineering firm will also determine the minimum land requirement that will need acquiring for this project. Discussion. A tentative allocation has not yet been granted but will be forthcoming with the recommendation of a selected firm. Discussion.

Mr. Flaherty made a motion to approve the recommendations of the subcommittee as outlined above. Seconded by Mr. Corley. All were in favor.

LICENSE COMMITTEE MEETING:

Mr. Potts reported that on February 13, 1989 representatives of the Airport met with the City of Burlington License Committee, the city and airport attorneys, and various representatives of the taxi companies to discuss concerns regarding taxi and driver licensing procedures at the Airport. In addition to this discussion, the license committee questioned and heard complaints and allegations against the Airport Ground Transportation officer. In regards to the Airport licensing procedures, Nancy Sheahan was directed to meet with Gretchen Bailey to discuss the same. The allegations against Maggie

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LICENSE COMMITTEE MEETING (CONT.)

Porter, the Ground Transportation Officer, include dispatching, favoritism towards particular companies, and selecting a taxi for the customer, all of which have come from Mr. Paul Robar owner of Chittenden Taxi Corp and his drivers. Mr. Potts indicated that he has neither found or has been provided with any evidence to support any of these claims. Discussion. Mr. Corley questioned why these concerns were brought to the City. Mr. Blanchard indicated that it was entirely inappropriate for this matter to have been discussed with the City of Burlington License Committee and not with the Airport Commission, as Mr. Robar has been told is the procedure. Discussion. Mr. Blanchard indicated that he will be writing a letter to the City License Committee in regards to allowing this type of dialogue at a committee meeting and will also be in attendance at the next License Committee meeting. Mr. Blanchard directed Ken to write a letter, on behalf of the Airport Commission, to the License Committee indicating that the Airport heartily supports Mrs. Porter on the job that she has and continues to perform. Mr. Blanchard also requested that Ken, as Airport Manager, write a similar letter if he also supports this theory and Mrs. Porter. Discussion.

AIRPORT MASTER PLAN:

Gene Lucas of Campbell & Paris Engineers presented aerial photographs and a computerized topographical map of the Airport. The official notice to proceed was issued today and the Master Plan Update will begin. Mr. Blanchard presented Mr. Cain's concerns, in his absence, as that of developing the northwest end of the Airport and the south end as an industrial development. Mr. Corley indicated that he would like the following to be specifically addressed by the Master Plan Update: 1. The development of the northwest corner of the Airport being aware of the highly sensitive and political nature of this development as it abutts a residential area. 2. The south and west areas (Alerts) and its topographical limitations and how the limitations will affect its use as an integral part of an airport. 3. Parking requirements. Discussion. The Master Plan should determine

the highest and best use of all airport owned properties in unison.

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February 21, 1989

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AIRPORT MASTER PLAN (CONT.):

Discussion. The proposed list of advisory committee members was presented and reviewed. Based on a request from the ATA to have a member of their association on the advisory committee and to act as a car rental representative, Mr. Tony Fagnoli was recommended as an addition to this list. Mr. Lucas will digest all information received, schedule the first advisory meeting and return to the Airport Commission at their April meeting.

Mr. Corley made a motion to enter into executive session to discuss leases and pending litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. The meeting entered executive session at 5:55 p.m.

The meeting resumed regular session at 6:30 p.m. There being no further business, the meeting was adjourned at this time.

The next meeting of the Board will be a regular monthly meeting to be held on Wednesday, March 8, 1989 at 4:00 p.m.

Respectfully Submitted,



Tamara S. Gagne

Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
FEBRUARY 07, 1989
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	Kenneth S. Potts
Michael Flaherty	John Hamilton
Michael Cain	Gerry D'Amico
J. Richard Corley	Tamara Gagne
Nancy Sheahan	John Stewart
Bill Ellis	Carl Tortolano

Observers: Ben Price - ATA, Everette McArthur - ATA, Art Vigil - CO

The meeting was called to order by the Chairman, Mr. Blanchard at 4:17 p.m..

Mr. Flaherty made a motion to approve the amendment to the agenda by adding the following: #9 - Warplanes/Sheahan, #10 - Belter Development, #11 - Purchase Requests. Seconded by Mr. Cain. All were in favor.

MINUTES OF JANUARY 10, 1989:

Mr. Flaherty made a motion to approve the minutes of January 10, 1989 as written and reviewed. Seconded by Mr. Cain. All were in favor.

JANUARY WARRANT:

The January warrant was presented for review and approval. Mr. Blanchard noted that the year to date telephone charges are not accurately recorded. The warrant reflects an \$896.51 balance but the operating statements only show a current month balance of \$426.51. John Stewart had provided Mr. Blanchard with the information that the Airport Dial System (ADS) monthly charges to the tenants are being credited against the telephone account. Mr. Blanchard indicated that this is an incorrect procedure and requested that it be corrected immediately. John Stewart reported that the year to date credit given to the telephone account is \$2225.00, which will be correctly re-debited.

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February 7, 1989

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MINUTES (CONT.):

Mr. Flaherty made a motion to approve the January warrant as presented with the aforementioned discussion to be corrected in future reports. Seconded by Mr. Cain. All were in favor.

OPERATING STATEMENTS:

Included in the operating statements is a manual breakdown of building and ground rents as they relate to the industrial zone. A meeting is to be held with Jonathan Leopold, City Treasurer and Airport staff regarding concurrence of what constitutes industrial zone revenues and related expenses. Discussion. Accounts receivable reflect \$91,754.51 over 90 days past due from various tenants. Mr. Blanchard requested that Joe McNeil be notified that proceedings should begin against APCOA regarding their balance of \$71,580.83. Other aging receivables include Dollar Rent-A-Car, Innotech Aviation, Montair Flight Service, and Northern Airways. The report also included National Car Rental at \$4002.95, but payment was made in the interim. Discussion. The Commission directed that Ken request payment from Dollar for a \$7,923.19 past due balance, to be submitted by Friday of this week. Mr. Potts reported that Dollar had been sent a letter in this regard. The operating expense report was then reviewed. Mr. Blanchard inquired as to why funds had not been transferred within their codes to bring them within budgeted amounts. Mr. Potts responded that the final figures would be complete this week and that he had already spoken with Mr. Stewart that these changes would be forthcoming.

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

MCNEIL, MURRAY & SORRELL INVOICE:

The McNeil, Murray & Sorrell invoice for the period of December 23, 1988 to January 22, 1989 was presented for review. A breakdown of total year to date costs on major items is included in the report. The balance, however, only reflects the "to date" costs from the time that the breakdown was requested. Discussion. As noted in last week's press, a court ruling was issued on the Winooski tax issue that Winooski was not entitled to payment of taxes for airspace.

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February 7, 1989

Page Three

M,M,& S INVOICE (CONT.):

Discussion. Reimbursement of legal fees was not awarded to the Airport and Nancy reported that, in her opinion, it would not be justified to further pursue this case. Discussion.

Mr. Corley made a motion to approve payment of the McNeil, Murray & Sorrell invoice for the period of December 23, 1988 to January 22, 1989 for \$3,381.78. Seconded by Mr. Cain. All were in favor.

MANAGER'S REPORT:

BOARD OF FINANCE MEETING - The Board of Finance, at their January 30, 1989 meeting, approved the request of the Commission for additional expenditures in the capital improvement program and the revised capital improvement list. The additional capital expenses were approved in the amount of \$120,000 to include ethylene glycol, terminal electrical upgrade, and Taxiway Alpha. Mr. Blanchard, at this meeting, expressed his gratitude to these members of the Board, to the Mayor, and especially to Jonathan Leopold for all of the assistance and cooperation that they have afforded the Airport. The Mayor also thanked the Board of Airport Commissioners for the job that they have done at the Airport.

TENANT MANAGER'S MEETING - A meeting was held for all tenant managers on January 27, 1989. The meeting, attended by about 15 individuals/tenant managers consisted of a briefing by Mr. Potts on airport projects and a question and answer period. Topics of discussion were the Airport Master Plan, auto parking, aircraft parking, fuel farm relocation, the upcoming airshow, ramp area concerns and smoking areas. Plans are being made for quarterly meetings. Discussion.

DEPARTMENT HEAD MEETING - Ken attended a sexual harassment workshop on January 18, 1989 for all City Department Heads. Information and the adopted city policy in this regard was distributed for dissemination to all employees. An all employee meeting will be scheduled in the upcoming weeks to present this information. Discussion. Besides the obvious sexual harassment complaints, the policy also addresses jokes, cartoons, pin-ups and other materials or remarks that may be offensive. Discussion.

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February 7, 1989

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FAA TOWER CLOSURE - The FAA Tower Chief, Mark Birch, has informed the Airport that the tower will remain open on a 24 hour basis. Discussion.

INNOTECH/HELIFLIGHT - Innotech Aviation was notified of the Commission's decision to deny their request for a sublease to Mansfield Heliflight. Innotech subsequently gave Mansfield a February 1, 1989 deadline to vacate the Innotech office spaces. Attorney for Mansfield Heliflight made a request to extend the office arrangements for an additional two weeks due to Mr. Chase being out of the country. Innotech agreed to this extension, provided that a half month rental payment be made prior to February 1, 1989. As of February 3, 1989, rent had not been received and Innotech will address this problem. Discussion. Mr. Blanchard questioned whether the helicopter was off from airport property. Mr. Potts responded that the aircraft was no longer at Warplanes, but is parked on the Innotech ramp. Discussion. Ken to keep abreast of the situation.

EMERY AIR FREIGHT - Emery Air Freight did not respond to the Airport's request for payment within the thirty days of notice. The Airport then took action by placing vehicles in front and back of the parked aircraft. Payment, in full, was made an hour and a half later. Discussion.

TAXIMETERS - The metered taxi service with corresponding rates became effective on February 1, 1989. All licensed Airport taxicab companies, except for Chittenden Taxi Corp., are equipped with inspected and calibrated taximeters. Discussion. Ken reported that both customer and cab owners have expressed satisfaction with the new system. Discussion.

AIP UPDATE:

AIP-10: Gerry D'Amico and Mr. Potts met with the planning councils of Williston and Winooski to give the status of the Part 150 Noise Study and to discuss land use measures, including zoning/airport overlays, easements, sound proofing and noise disclosure notices. It was explained that the land use measures discussed were only recommendations and may not be adopted or funded. A meeting with the

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AIP UPDATE (CONT.):

City of South Burlington Planning Commission is scheduled for this evening. Discussion. Completion of the noise study is expected this month. Mr. Blanchard questioned the cause of the delays on this project. Mr. Potts reported that the delays were caused from the various planning commission meetings, the consultants, and various requests from the TAC. Discussion. Upon completion of the study, a report will be delivered and reviewed with the Airport Commission for approval. The approved report will be forwarded to the FAA for their review and approval. Upon completion of this review, a period of six months to one year, the FAA will approve expenditures for corrective projects. Discussion. Possible recommended action may include a berm, extension of Taxiway Gulf, other modifications to the airport, and/or a nighttime bi-directional runway flow, which would re-route traffic from over Winooski to over Williston. Discussion.

JENNISON ENGINEER - ELECTRICAL UPGRADE - The plans and specifications for the electrical upgrade are approximately 95% complete. The electrical upgrade will provide plans for modification to the existing electrical system to provide sufficient power for the airlines to install fixed power units. The fixed power units will eliminate the need for the use of GPU's and APU's, the source of many noise complaints. Discussion. Ken reported that the electrical upgrade will cost under \$50,000. Discussion. Continental airlines has submitted a letter indicating that they would not purchase a fixed power unit for Burlington. Discussion. Should the airlines not be willing to participate in this program, Ken indicated that the Airport could request an ordinance passage by the Board of Aldermen. Discussion. Mr. Art Vigil indicated that each power unit would cost approximately \$40,000. A discussion followed pertaining to who, when and from what the noise complaints are generated. Discussion. The Commission directed that Mr. Potts have a meeting with all of the major airlines regarding their cooperation in purchasing ground power units prior to proceeding with this project. Although enforcement could be sought through ordinance, the Commission would rather work in cooperation with the air carriers.

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AIP UPDATE (CONT.):

AIP-12: The Airport Master Plan Grant has been received and approved by the Board of Aldermen on February 2, 1989. It is currently in the Mayor's office for signature. A notice to proceed will be issued upon return of the fully executed copy of the Grant. Campbell & Paris Engineers have been invited to the meeting of February 21. Gerry D'Amico has drafted a list of TAC members for the Master Plan, which is now in being reviewed by Mr. Potts. A proposed list will be presented to the Airport Commission for their review and finalization. Total project cost for the Airport Master Plan is \$133,200.00.

MISC. AIP - A tentative allocation for purchase of snow removal equipment has been received. Specification are being prepared at this time. Discussion. The snow removal equipment is a FY89 purchase, completely budgeted, 90% federally funded and is for the replacement of vehicles. The request for reimbursement for AIP 03, and 09 have been received, reviewed and returned to FAA for reimbursement.

ENDURO RUBBER FLOOR - A meeting was held on February 6, 1989 with Mr. Rollin Vashon, an owner of the Don-Vac company. Mr. Vashon apologized for the poor workmanship and indicated that his company will return, tear up the entire floor, and replace it. He ensured Mr. Potts that the job would be done correctly this time and at their own expense. Replacement will begin as soon as materials are available.

RETURN AIR PROBLEM - Mr. Potts reported that New England Air has been to the Airport to correct the return air problem in the main offices. A dramatic difference has not been noted and results will be considered from this meeting. If the air flow is not deemed satisfactory, Ken will once again contact Hoyle, Tanner & Associates and/or Wiemann-Lamphere.

CLASSIFICATION APPEALS - The appeal for the position of airport electrician was denied, but Ken reported that he plans to re-appeal in six months. The Maintenance Worker II position appeal was approved. Discussion. Mr. Potts reported that the six month wait is required for all re-appeals.

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LONG TERM PARKING LOT - Mr. Potts reported that the lot, at noon time today, contained 91 vehicles. The revenues for this lot for the month of January have been reported at \$4219.50. Discussion. Per the contract terms, DPW maintains 20% or a minimum of \$4100. Discussion. If the lot were to continue to maintain an average of the 90 cars currently in the lot, then monthly gross revenues can be expected to be from \$10-15,000. Discussion. The lot is expected to fill in the upcoming month of March. Discussion. Mr. Blanchard also noted that when the contract is either put out to bid or extended, the contract will reflect both lots as one agreement with 80/20 terms.

HTA - OIL/WATER SEPARATOR PROJECT - TORTOLANO:

Mr. Carl Tortolano presented a tentative project schedule for the oil/water separator project, beginning with a design phase (started in December) and project completion in early October. The tentative allocation of funds has been granted by the FAA, with an expectation of an April 1 contract award. HTA will be requesting an extension of the award date as all required permits should be in place prior to project advertising. Discussion and detail of each step in the process.

ARMY GUARD LETTER OF AGREEMENT:

Mr. Potts reported that for the past several years discussion has been made concerning the Airport to plow the Army Guard 890 ramp in exchange for the use of two of their plows. One of the plows has been modified and installed on the new Airport ramp plow. The other plow will be returned to the Army Guard as the Airport has no use for it. The letter of agreement recently forwarded reflects the current arrangement but requests the Airport signature ensuring this arrangement. Discussion. The plowing of the 890 ramp does not incur additional time nor money to the Airport. Discussion. The Board indicated that they would be willing to continue to operate on a "gentlemen's agreement" as has been the procedure for the past several years.

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LONG DISTANCE TELEPHONE AGREEMENT:

Mr. Potts indicated that AT&T has agreed to offer the Airport a one year contract for long distance service with a commission of 8% plus an additional 2% bonus for the first six months. Discussion. The Airport will continue to review proposals from other long distance services in the interim and prior to the expiration of this contract, request proposals and make an educated decision on an appropriate company to best serve the needs of the traveling public.

Mr. Cain made a motion to approve the one year contract with AT&T Telephone Service for long distance service at the above proposed rates. Seconded by Mr. Flaherty. All were in favor.

LAND ACQUISITION:

Mr. Clyde DeVoid, owner of property at 1930 Williston Road, has notified the Airport that he is selling his property and wishes to give use first option on purchase. Discussion. The property at 1930 Williston road is adjacent to the Army Guard road and is valuable to the Airport because it falls in the clear zone area and may be required for any future development in that area. Discussion. The Commission directed that Ken contact Mr. Devoid indicating the Airport's interest and to have the land appraised. Ken reported that the Airport has already requested proposals from qualified appraisers in order to get an appraisal of the Munson property, purchase of which may be required for construction of the perimeter road. Discussion. Mr. Cain indicated that the Airport should always explore potential land acquisition if it meets with the long term goals of the Airport and could be potentially beneficial. Discussion. Mr. Potts also requested that a member of the Board be appointed to serve on the selection committee for the land appraisal selection as well as for the selection of the design engineer for the perimeter road. Mr. Cain volunteered to serve on the committee, which will have selections made for the February 21, 1989 meeting.

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VALLEY AIR SERVICES:

Mr. Blanchard reported that a meeting was held with Frank Donoghue of Valley Air Services to discuss the terms of the lease modification reflecting Valley's April '88 request for additional tie down space. Mr. Donoghue indicated that he was not willing to accept the terms of \$.17/square foot for the tie-down area, but would agree to 50% of tie-down fees collected from the area, as he does with other tie-down spaces. At this meeting the Airport explained that the Commissions' concern was for the land being used by non-revenue tie downs (Valley's own aircraft), and that these areas should be deriving revenue of \$.17 per square foot. Mr. Donoghue explained that even Valley's own aircraft were generating revenue for the Airport in the form of charters, for which the airport receives 2% of gross. Mr. Blanchard suggested, in light of the meeting with Valley Air, that the Commission change the terms of the amendment to allow Valley Air the use of tie-down areas #1, and #4 at 50% of tie-down fees. Discussion.

Mr. Corley made a motion to allow Valley Air Services the use of tie-down areas #1 and #4 charging them the standard land use fee of 50% of tie-downs. Seconded by Mr. Cain. All were in favor.

Nancy Sheahan and Tamara Gagne to meet and finalize signing of all of Valley's outstanding contracts and to draft the amendment as directed by the Commission.

BELTER DEVELOPMENT:

Nancy Sheahan reported that the District Environmental Commission denied the Belter application for a number of reasons, including the condition of the Airport owned access road. Discussion. Environmental Commission is very concerned about the condition of the road and if the applicant can not show that the road will be improved in some manner then that would be sufficient in itself to deny the project. Discussion.

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PURCHASE REQUESTS:

Mr. Potts requested permission be granted for the Airport to begin preparation of specifications for the overlay of Taxiway Alpha. The funding for this project has been approved by the Board of Finance in their approval of the revised capital improvement budget at a cost of \$35,000. Discussion.

Mr. Corley made a motion to approve proceeding with preparation of specifications for the overlay of Taxiway Alpha. Seconded by Mr. Flaherty. All were in favor.

Mr. Potts reported that he has requested the approval of the Chairman on the purchase of 7,000 gallons of diesel fuel at a cost of \$4,462.50. Ken explained that it required approval prior to the Commission meeting because the supplier requires a two day delivery notice, and had the purchase waited until this meeting, fuel delivery would not have taken place until Friday. The fuel is only purchased once a year and must be re-filled upon notification of minimum levels. Discussion.

Mr. Corley made a motion to approve the purchase of 7,000 gallons of diesel fuel for Airport maintenance at a cost of approximately \$4,462.50. Seconded by Mr. Cain. All were in favor.

Mr. Everette McArthur of A.T.A. expressed his enthusiasm over the prospect of the upcoming airshow and appreciation for the Commission's attitude towards it. Mr. McArthur explained that he had attended the first airshow committee meeting and is in the process of contacting sponsors.

Mr. Corley made a motion to enter executive session to discuss pending litigation and 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 5:55 p.m.

The meeting resumed regular session at 6:50 p.m.

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There being no further business, the meeting adjourned at 6:51 p.m.

The next meeting of the Board of Airport Commissioners will be an interim meeting to discuss the Airport Master Plan on February 21, 1989 at 4:00 p.m. Mr. James Parker, Parker Aviation, has also been invited to attend this meeting to discuss the upcoming airshow.

Respectfully Submitted,



Tamara S. Gagne

Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JANUARY 10, 1989
4:00 P.M.

PRESENT:

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

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

Everette McArthur, ATA
Ben Price, ATA
James Parker

The meeting was called to order by the Chairman, Mr. Blanchard at 4:20 p.m.

Mr. Blanchard recognized and welcomed Mr. Jim Parker of Parker Aviation, Mr. Everette McArthur of the A.T.A. and Mr. Price also from A.T.A..

MINUTES OF DECEMBER 28, 1988:

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

DECEMBER WARRANT:

The December warrant was presented and reviewed. The VT Trophy purchase of \$592.40 was questioned and explained that it was sign purchases in accordance with the Airport's smoking policy.

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

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OPERATING STATEMENTS:

Mr. Corley noted that revenues were up and expenses were down, including overtime. Discussion. Mr. Blanchard requested that the building and land rent revenues be broken down to correctly reflect that which is industrial park revenues and other building and land rentals. Mr. Blanchard also inquired about the casualty insurance cost and prorating of these costs. John Stewart reported that insurance costs are \$70,000 and \$19,000, but they have never been prorated to the appropriate tenants. Discussion. A list of appropriate tenants has been prepared by Tammy Gagne who will forward to John Stewart for retroactive billing. The accounts receivables were then reviewed. Discussion. Mr. Potts reported that letters of past due balances were sent to Dollar Rent a Car and National Car Rental. Piedmont Airlines has presented documentation showing payment of their past due balance. Emery Air Freight has made partial payment of past due amounts but has also received a letter of default for the remainder. Ken has also spoken with the Chief Executive Officer, Mike Bartley and has been ensured immediate and personal attention to this matter. Discussion. The letter of default provides for a thirty (30) day cure. Mr. Potts was directed to take appropriate action if monies are not received by the thirty-first day. Discussion. Montair account of \$6039.24 reflects a disputed property tax invoice and Ken recommended that the \$231.68 balance due from Trans-Border be written off as Trans-Border is no longer a tenant of the Airport. The Commission directed John Stewart to write off the Trans-Border account.

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

MCNEIL, MURRAY & SORRELL INVOICE:

The McNeil, Murray & Sorrell invoice for November 23, 1988 to December 22, 1988 was presented for review. The "to date" cost for the ongoing services are included in this invoice. Discussion.

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Mr. Corley made a motion to approve the invoice from McNeil, Murray & Sorrell, Inc. for the period of November 23, 1988 to December 22, 1988 in the amount of \$5,375.10. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

PARKING LOT UPDATE:

The new long term airport parking lot was opened on January 2, 1989. Additional information and directional signs have been ordered and additional lighting will be installed in the coming week. Although the Department of Public Works indicated that the long term lot would not work and never have any more than 20 vehicles, Ken reported that there are 40 vehicles in the lot on this day. Discussion.

PRESS CONFERENCE:

A press conference was held on December 29, 1988 with three television stations, the Burlington Free Press and the A.T.A. in attendance. Information was released regarding the ethylene glycol project, new long term parking, and the airport smoking policy with positive write-ups and reports the following day.

ENTRY VESTIBULES:

E.F. Wall Associates is scheduled to install entry vestibule wind screens beginning January 16, 1989. A two week installation time is expected.

TAXI METER RATES:

After much discussion, the Board of Aldermen, at their January 9, 1989 meeting, approved the requested meter rates for taxis operating at the Burlington International Airport. The Board did however, make a change to reflect that cab sharing would be allowed. The notice will be posted in the Burlington Free Press Wednesday edition for a February 1, 1989 effective date. The

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TAXI METER RATES (CONT.)

Board also requested that each company's rates be posted on a daily basis. A monthly report will also be submitted to the Ordinance Committee Chairman reflecting assets, problems or concerns with the use of the meters. These reports are to be used as reference in determining the need for city wide taxi meter installation.

ENDURO FLOOR:

Don-Vac, Inc. is scheduled to begin floor repair on January 16, 1989.

AIP & CIP LISTS:

AIP and CIP lists were presented for review. Discussion. The FY89 capital list reflected budgeted and actual amounts spent. Included is a breakdown of the ethylene glycol and parking lot project costs. Including budgeted figures to be purchased, the CIP list reflects an approximate \$30,000 contingency. Mr. Potts reported that all costs were not yet included in the parking and glycol projects and that glycol treatment is anticipated at \$25,000. Discussion. The Commission directed that Ken go to Finance Board with a request to increase the Capital Improvement budget. Discussion.

AIR GUARD ROAD:

Mr. Potts reported that signs have been installed on "Air Guard" road indicating "Private Road - No Through Traffic" and that inquiries have been made reference the signs. Discussion. Mr. Szymanski, South Burlington City Manager, is working on final figures to cover expense of road repair to such a condition that South Burlington will accept it from the Airport. Mr. Flaherty to speak with Mr. Szymanski to expedite the process.

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AIR SHOW REQUEST - JAMES PARKER:

Mr. Parker indicated that he was present to request permission of the Airport Commission to hold an airshow at the Burlington Airport in September, 1989. Mr. Parker reported that the airshow would feature the U.S. Airforce Thunderbirds who have not performed in Vermont for 22 years. Mr. Parker also explained that he has submitted a list of referrals to Ken for his use and that all necessary safety precautions would be followed. Discussion. The Commission questioned the amount of involvement or demand of services would be required from the Airport and its staff. Mr. Parker responded that they would require at least one staff person to be a member of the Airshow committee to properly represent the Airport concerns. All materials and other labor required is expected to come from other sources, but should additional airport staffing, time or materials be required, expenses for the same would be covered by the airshow. Mr. Parker indicated that his cost for producing the airshow would be a percentage of the profits. The remaining percentage of profits would be distributed to worthy charities. A lengthy discussion ensued regarding details of the airshow, coordination for parking, other performers, static displays, and handling of finances and distribution of profits. Mr. Corley indicated that the Airport enthusiastically supports the idea of the airshow and are intrigued by the aspect of the sharing of profits to charitable groups. In this light the Airport, the City of Burlington and the City of South Burlington may even be willing to sponsor portions of the airshow whether by staffing, accommodations, or funding. The Commission gave approval for Mr. Parker to proceed with plans for the Airshow and requested that he keep them informed on a monthly basis on its status.

Mr. Flaherty made a motion that Mr. James Parker of Parker Aviation Enterprises, Inc. be allowed to proceed with preparation of an airshow at the Burlington International Airport featuring the U.S. Thunderbirds for September, 1989. Seconded by Mr. Corley. All were in favor.

LAND ACQUISITION:

Ken reported that he and Gerry D'Amico have been working with the FAA (Donna Witte) on receiving reimbursement for previously purchased properties as well as proceeding with the purchase of the Munson property as directed by the Board at a previous meeting. Discussion. Mr. Blanchard questioned the status on the reimbursements for previous land purchases. Ms. Witte of FAA has begun researching Burlington Airport files in this regard. She will be preparing information relative to the same and forwarding for the reimbursement application process. It has already been determined that some costs associated with these previous land acquisitions will not be eligible for reimbursement due to improper procedures. Discussion. Mr. Blanchard requested clarification on why the Airport requires the property owned by Mr. Munson. Mr. Potts explained that the perimeter road construction is designed through a portion of this property. The Airport must construct the perimeter road to comply with the Federal Aviation Part 139. Gerry D'Amico also reported that the FAA recommends that airports own all property within the boundaries of the Airport clear zones, of which the Munson property is a part. Discussion. Mr. Munson has a request before the South Burlington Zoning to fill his property for development purposes. Discussion. Mr. Corley requested that the Commission be provided with information regarding allowable structures in airport clear zones. Mr. Flaherty also reported that he would retrieve information from the South Burlington Zoning council on their restrictions relative to buildings on the aforementioned property.

Mr. Flaherty made a motion to table the discussion until further information can be provided at a future meeting. Seconded by Mr. Corley. All were in favor.

REVENUES PROJECTION:

Mr. Potts presented a revenue projection report produced by John Stewart which reflects a projected revenue figure of \$3,239,319.09. Airport's budgeted figure is \$3,174,281.00

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showing a surplus projection of approximately \$65,000. Mr. Corley pointed out that the projections used are very conservative and also do not take into account the under expense of expenses. Discussion. Actual revenue projections could be near \$100,000 additional. John Stewart reported that the figures do not include depreciation expense which is anticipated at \$900,000.

A brief discussion ensued with Mr. McArthur and the Commission regarding the potential for scheduling of an informal meeting inviting airport tenants for the free exchange of ideas. Discussion. Mr. Blanchard indicated that such a meeting would be scheduled within the next two weeks and letters of invitation would be sent to all airport tenants.


Mr. Flaherty made a motion to enter executive session to discuss contracts, leases 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 6:04 p.m.

Mr. Price and Mr. McArthur were excused from the meeting.

The meeting resumed regular session at 7:00 p.m.

Mr. Flaherty made a motion to deny the request of Innotech Aviation, Inc. to sublet office space to Mansfield Heliflight. Seconded by Mr. Corley. All were in favor.

There being no further business the meeting adjourned at 7:01 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board