

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**DECEMBER 19, 1990**  
**4:00 P.M.**

**PRESENT:**

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

John J. Hamilton  
Tamara S. Gagne  
Barbara Corcoran  
Bob McEwing  
Nancy Sheahan  
Joe McNeil

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

**UNION GRIEVANCE**

Mr. Gutman made a motion to enter executive session to discuss personnel contracts, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 4:03 p.m. with the Commission, Jim Dunn, Peter Konkle, John Hamilton and Tamara Gagne present.

The meeting resumed regular session at 4:16 p.m.

Mr. Gutman made a motion to accept the negotiated grievance settlement presented which reflects that the Director of Operations can fill vacant operation shifts, and that the operations specialists will be permitted to take personal time and up to five (5) vacation days on a day at a time basis. Seconded by Mr. Flaherty. All were in favor.

**DOLLAR RENT-A-CAR**

Mr. Christopher Wright, Dollar General Manager and Michael Rosenberg, attorney for Dollar entered the meeting at this time. Mr. Wright explained that due to substantial financial difficulties in sustaining the airport operation, it is necessary for Dollar to terminate its existence at the airport terminal. A letter to Mr. Hamilton requested that the Airport Commission consider the return of their performance bond. Discussion. Dollar is currently located at 33 Mountain Drive, South Burlington and operates a shuttle to and from the airport. Discussion. The Commission indicated that a decision would be made and Mr. Hamilton would be in contact with Dollar.

**MINUTES OF NOVEMBER 8, 1990:**

Mr. Flaherty made a motion to approve the minutes of November 8, 1990 as presented. Seconded by Mr. Gutman. All were in favor.

**NOVEMBER WARRANT:**

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

**NOVEMBER OPERATING STATEMENTS:**

The November operating statements were presented for review. Mr. Corley made a motion to accept the operating statements as presented. Seconded by Mr. Cain. Discussion. Mr. Blanchard reiterated his request to have a comprehensive six month report available at the January meeting. All were in favor of the review and subsequent discussion.

**MCNEIL & MURRAY INVOICES**

Mr. Cain made a motion to approve the McNeil & Murray invoice for the period of September 23, 1990 to October 22, 1990 in the amount of \$12,533.13 and the invoice for the period of October 23, 1990 to November 22, 1990 in the amount of \$11,368.50. Seconded by Mr. Flaherty. Discussion. Mr. Gutman questioned specific items and a discussion ensued regarding billed vs budgeted attorneys' fees. Motion to approved passed in favor.

At this time Joe McNeil, McNeil & Murray entered the meeting.

Mr. Flaherty made a motion to enter executive session to discuss contracts and pending litigation, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive at 4:44 p.m. excluding all parties but the Commission and Nancy Sheahan and Joe McNeil.

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

Mr. Gutman made a motion to amend the agenda to include Item #6 - Bill Spruce, United Airlines. Seconded by Mr. Flaherty. All were in favor.

**BILL SPRUCE - UNITED**

Mr. Spruce explained that effective January 1, Toulis, Inc. would no longer be providing food catering services to United and that Premier Catering has bid that service contract. Mr. Spruce indicated that he understood that the consent to catering agreement, approved by the Board at their last meeting, covered this service contract. Discussion. Mr. Hamilton reported that the current airport contract, coinciding with the United/Premier agreement, expires on December 31. A copy of the proposed new operating agreement between United and Premier (beginning January 1) was requested and never received. Discussion.

Mr. Gutman made a motion that the current contract be extended until January 31, 1991 with the agreement of extension signed by this Friday. It will then be the onest of Premier catering to provide requisite documents to the Commission for their review in a time frame to meet January commission meeting and City Council in order to have a new agreement in effect February 1. Seconded by Mr. Flaherty. All were in favor.

**RESTAURANT LEASE**

Mr. Corley reported that a meeting was held with five (5) architectural firms regarding plans for a renovated and/or redesigned restaurant. These firms are to have architectural proposals back to the airport by January 18, 1991. Discussion.

Mr. Cain made a motion to extend the current airport restaurant agreement on a month to month basis. Seconded by Mr. Flaherty. All were in favor.

**C.O.B. vs. BARROWS**

Bill Ellis reported that earlier in the week Mr. Finberg, Barrows attorney, indicated that the case would not be settled as agreed due to an additional incident of last week. Since that statement, however, signed general releases were returned to Mr. Ellis who will process and finalize claim. The amount of settlement is \$384.45.

**NATIONAL WEATHER SERVICE**

The National Weather Service has requested additional terminal space equating to approximately 2240 s.f.. JJ reported that he has spoken with a Ms. Brenda Easter of NWS regarding potential of one half use of existing dance hall space to accommodate their needs as well as general terms and fees for such rental. Ms.

**NATIONAL WEATHER SERVICE (CONT.)**

Easter has indicated that NWS would be agreeable to a ten year lease, preferably with additional five year options, and will pay for all fit-up costs to include the construction of an emergency stairwell exit on north end of terminal. NWS is also requesting to begin rental of that space immediately although construction will not take place for approximately another two years. Discussion. Current rental rate is \$12.00/s.f.. JJ recommends negotiating a \$10.00/s.f. rental fee over a 10 year period with only a CPI adjustment for the first ten years and should the five year option be a part of the negotiated contract, then the rate to change at that time. Discussion.

The Commission directed that JJ proceed with negotiations to allow NWS to rent an additional 2200+ square feet, in the current "dance hall" area, and report terms to Commission prior to committment.

**AIP 5 YEAR PLAN**

Mr. Gutman expressed a concern about the five year AIP plan being discussed at the end of a meeting and it not being given the careful consideration it requires.

Mr. Gutman recommends that this item be postponed until the next Board meeting to be addressed as the first agenda item. In the meantime, Mr. Hamilton should contact each commissioner individually regarding the needs of the airport so that they will be prepared to have a thorough discussion. Seconded by Mr. Corley. All were in favor.

**CAPITAL EXPENDITURES**

Mr. Hamilton explained that the lounge beer cooler and associated plumbing is beyond repair and requires replacement. In its current condition it is not only causing operational difficulties for the restaurant but is also causing water damage to Airport/USAir ceiling tiles below. The cost for replacing the beer cooler is \$1595.00 and the repairs and replacement of associated and bar sink plumbing is \$1592.00. Mr. Hamilton requests that funds from the terminal renovations capital budget be appropriated. Discussion. Mr. Gutman expressed his concern about this type of investment in light of proposed construction and renovation in near future. Discussion.

Mr. Corley made a motion to approve the terminal renovations capital expenditure to replace the lounge cooler and repair associated plumbing as required. Seconded by Mr. Flaherty. Mr. Gutman abstained from voting. The motion passed in favor.

#### LAND ACQUISITION

Mr. Hamilton reported that he was unable to make a recommendation regarding an appraisal firm for the purchase of four properties on Airport Drive due to a request for additional information from Ms. Witte of FAA. In order to meet FAA requirements for eligible reimbursement of land acquisition, Ms. Witte requested copies of the appraisal firms qualifications for her review. Upon receipt, Ms. Witte notified Mr. Hamilton that there was additional information required before she could make a determination of qualifications, which she originally had not requested. Discussion. Mr. Hamilton also reported that the expected reimbursement for previous land acquisition has not been received due to apparent additional requirements from Ms. Witte. Discussion. BTV has had continued difficulty in receiving appropriate and adequate information from Ms. Witte regarding AIP projects. A letter has been previously written to Mr. Cronan in this regard. Discussion. Mr. Hamilton and Bob McEwing to contact appropriate FAA persons.

#### NOTE FOR RECORD:

Item #6 - Bowl New England dba Flite One, under Leases & Contracts, is withdrawn from the agenda.

#### AIRBORNE EXPRESS AMENDMENT

Airborne Express has requested an amendment to their current agreement to be recognized as a signatory airline. JJ recommends approval which is consistent with Emery and Federal Express. Discussion.

Mr. Flaherty made a motion to grant the request of Airborne Freight Corporation to be recognized as a signatory airline. Seconded by Mr. Gutman. All were in favor.

#### AT&T CONTRACT RENEWAL

The current AT&T contract for 10% commission is renewable on a yearly basis. However, a new contract at 20% commission has been offered, requiring Commission approval.

Mr. Corley made a motion to approve the AT&T commission contract as described. Seconded by Mr. Flaherty. All were in favor.

#### **POLICE SERVICES CONTRACT**

Mr. Hamilton reported that an executed copy of the police services contract has finally arrived. Discussion. Mr. Blanchard reported that he has requested detail on the \$325,000.00 budget and received a portion of that detail and is not yet satisfied. Discussion. Upon receipt of requested information, Commission will entertain motion for approval.

Mr. Corley made a motion that JJ negotiate with Dollar Car Rental within parameters of terms discussed in executive session. Seconded by Mr. Gutman. All were in favor.

#### **MANAGER'S REPORT**

##### **EPA REQUIREMENTS**

The National EPA has come out with new permit requirements for stormwater discharge. All entities will be required to make application, even though permits may already be in place. It appears that the application process will be quite extensive.

##### **1991 AIRSHOW**

Jim Parker reports no Blue Angels, therefore, is reluctant to produce the show and try for 1992. Recommend we do not sponsor a show unless a jet demonstration team is available.

##### **AIP-15 ACT 250 APPEAL**

Still awaiting results from the state board.

##### **CONTINENTAL**

Continental has filed Chapter Eleven (11) for reorganization. I have been guaranteed no impact to BTV Airport.

##### **ARCHITECTURAL MEETING**

Five (one person firms) so called, attended a meeting on Wednesday, December 12, 1990 to discuss restaurant renovation. Much interest was exhibited. All parties to submit proposals no later than January 18, 1991.

#### SENIOR OPS SPECIALIST

Rollin Tebbetts has resigned as Senior Ops Specialist effective December 23, 1990. He has accepted an operations position at Bradley International Airport, Hartford, CT. I have accepted his resignation and acknowledged via letter his outstanding performance and recognized his contribution in maintaining the highest levels of airport safety during his 3 1/2 year tenure. All airport personnel are wishing Rollin the greatest of success.

#### OPERATIONAL COVERAGE

Due to the resignation of two ops specialists there will be only one qualified operations specialist for the next 6-8 weeks. Contingency plans have been developed to use myself, the Director of Ops, maintenance and police personnel to provide adequate operational coverage. I have discussed this problem with the FAA and gained their concurrence in using limited qualified personnel until normal staffing is realized. I expect to hire a specialist for Bob Fraser's vacated position by December 28, 1990. The Sr. Ops Specialist position is presently being advertised. Expect to fill that position by the middle of February, '91.

#### COMMUNICATION

New FBO minimum standards have been drafted. JJ recommends that a commissioner be assigned to review these standards to review and develop general guidelines for fees. Discussion. Commission requested that a copy be made for each commissioner for their review and comment and directed that this be handled in accordance with the subcommittee already established (Mike Cain) regarding licenses and fees.

#### RELOCATED TAXI QUEU

Due to a technical problem with the communications equipment, the Notifier factory is unable to deliver until the first of the year. Mr. Blanchard expressed his dissatisfaction in being promised for the last two months that the system would be in place and now there is an additional delay. Discussion.

#### FY'92 BUDGET

FY'92 budget is at City Hall per Mayor's directive. It is in no way final. It was submitted with the inputs from the labor/management budget committee. Expenses are \$3,104,333.00 Capital is \$429,600.00 Revenues are \$3,280,636. Discussion. Mr. Gutman questioned why and how a budget was forwarded to the Mayor of the City without prior Commission review. Discussion. Mr. Hamilton indicated that the Commission was previously briefed on the schedule for a budget submittal to the City, at which time they directed that it be appropriate for JJ to send the "budget", although it would not be a true representation of a final budget. Discussion. Mr. Gutman indicated that the best way to handle this in the future would be to at least have the Chairman review.

**PERIMETER ROAD**

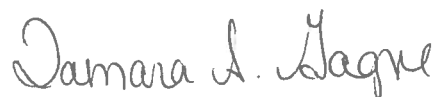
Although ATC agreed to the use of a stop light system, we have been advised by FAA, that ATC procedures no longer allow a controller to use the stop light system. The project is again under discussion. Mr. Blanchard requested that JJ consider the Webster Martin proposal which gave an option of relocating the runway threshold, and to produce a copy of that proposal for Mr. Gutman. Discussion. Mr. Corley indicated his concurrence in having the threshold relocated.

**MAINTENANCE SHOP**

A potential ventilation problem has surfaced at the shop. I have directed research as to air quality and code requirements. I expect some action will be necessary to rectify what, at this time, appears to be a real problem, which could also be a costly problem. If changes are required I will attempt to include within eligible FAA funds, if the MX shop expansion receives approval. Discussion. Bob McEwing will follow up by contacting other similar operations. Discussion. Mr. Gutman expressed his concern in providing proper air quality and requested that necessary follow up and action be exercised.

There being no further business, the meeting adjourned at 7:50 p.m.

Respectfully Submitted,



Tamara S. Gagne  
Administrative Assistant



**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**NOVEMBER 8, 1990**  
**3:30 P.M.**

**PRESENT:**

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

John J. Hamilton  
Tamara S. Gagne  
Barbara Corcoran  
Richard C. Varney  
Bob McEwing

Cathy Debo, Doreen Craft & Frank Masur of CCTA

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

Mr. Blanchard complimented both Mr. Hamilton and Ms. Gagne on the content and quality of the information disseminated to the Commission for this particular meeting. He recognized the amount of effort taken to produce such documentation but commented that it is necessary for the Commission to make prudent recommendations and action. Strong agreement from entire Commission.

Mr. Gutman made a motion that the Director of Aviation be instructed to write a letter of congratulations to the honorary Bernard Sanders, representative to Congress and the honorary Richard Snelling, new Governor of Vermont saying that the Airport Commission congratulates them on their victorious campaigns and looks forward to working closely with them in the future.

**CCTA/AIRPORT BUS SERVICE**

Ms. Catherine Debo, project director and coordinator for the CCTA/Airport free bus service thanked the Commission for the given opportunity for such a program and indicated her pleasure with the results of the experience to date. Ms. Debo then requested information regarding the Commission's perception of project results, type of surveys they would like to see and indication of what may happen on June 30, 1991. Discussion. Mr. Gutman indicated that he was impressed with the ridership increase as well as with the coordination and management cooperation displayed with regard to this service. Mr. Gutman complimented Ms. Debo on her attentiveness to the airports' needs and requirements and to Doreen Craft for the public relations and promotion of the project. Discussion. Mr. Gutman also indicated that although the Commission looks upon the project favorably, economics will dictate whether any funds will be available from the Airport to support this service in the future. Discussion. Mike Flaherty suggested that major stops on the route (University Mall, Sheraton, etc.) be contacted to solicit contributions for maintaining the free bus service. Discussion. Mr. Blanchard expressed his concern regarding the use of the free service by transients, both riding the route to get out of the cold and more importantly those who stop at the Airport and use the restrooms to wash, shave, etc. Mr. Masure acknowledged having had a similar concern and indicated that, although there may not be a solution, would aggressively research situation.

**UNITED/PREMIER CATERING CONTRACT**

Mr. Hamilton presented copies of the contract between United Airlines and Premier Catering and the proposed contract between the Airport and United Airlines & Premier Catering. The contract between Premier and United reflects an arrangement for Premier personnel to transport food to and from United's aircraft. The contract between the Airport and United Airlines & Premier is to allow this operation, collect a 10% port fee, and includes an additional insurance requirement to that which is reflected in the United/Premier contract. Mr. Blanchard questioned whether Premier had submitted insurance documentation as required by the agreement. Mr. Hamilton indicated that this documentation, under the terms of the agreement, must be submitted ten (10) days following execution.

Mr. Flaherty made a motion to accept the United/Premier contract under which Premier Catering will remit a 10% port fee to the Airport on all monies billed to United in connection with the furnishing of catering services for the period of November 13, 1990 to December 31, 1990. Seconded by Mr. Gutman. Discussion. Mr. Gutman commented that United obviously has the right to contract with whomever they choose, but that they did not give any thought to the Airport and the position in which it puts the airports' entire food service. Mr. Gutman indicated that meals service is becoming more and more marginal which impacts the revenue stream, for which United has no apparent concern. Motion called and passed in favor.

**UNION GRIEVANCE:**

Mr. Hamilton reported that the AFSCME Local 1343 Union has filed a grievance, the contents of which will be discussed in executive session regarding personnel and contracts. According to the Union contract if the Department Head cannot resolve such grievance it is forwarded to the Commission. Mr. Dunn, City Attorney will be in attendance to advise the Commission of their options and his recommendations on the same.

**MINUTES OF OCTOBER 11, 1990:**

Mr. Flaherty made a motion to approve the minutes of October 11, 1990 as presented. Seconded by Mr. Gutman. All were in favor.

**OCTOBER WARRANT:**

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

**OCTOBER OPERATING STATEMENTS:**

The October operating statements were presented for review. Mr. Gutman questioned the accounts receivables. Discussion.

Mr. Gutman made a motion to approve the operating statements with the exception of the accounts receivable report regarding the Allied and Valley Air accounts. Seconded by Mr. Flaherty. All were in favor.

Mr. Blanchard requested that the January operating statements be produced to accurately reflect all expenses (pending & completed) and all revenues through December 31, 1990.

**AMENDMENT TO FBO RULES & REGULATIONS**

Mr. Hamilton reported that the current FBO Rules & Regulations do not address parking fees for commercial aircraft utilizing an FBO, such as cargo operators who operate at night and park on a regular basis throughout the day. A telephone survey of twelve other airports as well as input from the local FBO's was received regarding appropriate fees. The results indicate a range of \$50-\$75 per month for such activity. Discussion. Mr. Hamilton recommends that the airport charge \$50 per month for aircraft of 12,500 pounds or less. Discussion.

Mr. Gutman made a motion to amend the FBO Rules & Regulations to include commercial aircraft daily parking rates of \$50/per month or \$30/day whichever is less on a monthly basis for all commercial aircraft of 12,500 pounds or less. Seconded by Mr. Flaherty. All were in favor.

Mr. Hamilton also reported that the current publication regarding overnight parking fees has an inaccurate fee structure for aircraft weighing 12,500 + pounds. The fee reflects a \$.70/1000 lbs rate which equates to a charge less than that of the 0-5999 and 6000-12,499 pound aircraft. JJ recommends that this rate be changed to \$30.00 per night. Discussion.

Mr. Flaherty made a motion to amend the current FBO Rules & Regulations publication to reflect a \$30.00 per night flat rate fee for aircraft parking with weights of 12,500 pounds or more. Seconded by Mr. Gutman. All were in favor.

**FY'91 CAPITAL EXPENDITURES FOR FY'90 PROJECT**

Acme Paint & Glass erred in invoicing for the middle entry/exit doors and flooring project that utilized FY'90 capital funds by invoicing for only a portion of the completed work. An additional invoice was recently received for labor and materials for flooring work, in the amount of \$925.44. Although an FY'90 project, funds to pay this invoice amount must be expensed from FY'91 funds. In addition, the original quote only equated to \$801.27. JJ requested Commission approval to pay the quoted amount and to allocate funds from the terminal renovations capital budget for this payment. Discussion.

Mr. Gutman made a motion to approve the payment and use of FY'91 terminal renovations capital to pay Acme Paint & Glass for the amount originally quoted under the scope of the door project. Seconded by Mr. Flaherty. All were in favor.

**AVIATRON LEASE AGREEMENT**

Aviatron, Inc. has requested to lease a portion of Building #6 (old "Montair") for the purpose of operating an aircraft electrical component repair station. The rental rate and terms are consistent with the Building #880 leases and will expire on June 30, 1991. Discussion. The use of this building will have no impact on the proposed taxi queue relocation.

Mr. Corley made a motion to approve the lease to Aviatron, Inc. which will allow them to operate an aircraft electrical component repair station in Building #6 at a rate of \$10.50 per square foot, expiring on June 30, 1991. Seconded by Mr. Flaherty. All were in favor.

**HTA AIP-15 CONTRACT AMENDMENT**

Mr. Hamilton reported that HTA is requesting an add to the contract for construction administration and resident engineer services caused by two required extensions to the project, primarily due to the Act 250 process. The add to the contract equates to a zero dollar change as the "control and testing" add in amendment No. 1 came in under budget. "Testing" came under budget because all that was required under the contract was not completed. JJ indicated that he feels comfortable in their request for additional resident engineering expenses but is hesitant in agreeing with the general administration charges. Discussion.

HTA CONTRACT AMENDMENTS AIP-15 (CONT.)

Commission commented that additional expenses appear to be due to inaccurate projection of project scope as opposed to related to project delays. Discussion. JJ recommends that the resident engineer costs be paid and that HTA be informed that the general administration costs will not be addressed until the entire AIP-15 project is reviewed in more detail. Discussion. The cost of the additional resident engineer time is \$7300. Discussion.

Mr. Flaherty made a motion to approve the HTA request for additional resident engineer costs and deny the general administration extras at this time based on the recommendation of the Director of Aviation. Seconded by Mr. Corley. All were in favor.

Mr. Peter Konkle, Labor/Management Representative and Jim Dunn, City Attorney entered the meeting at this time.

Mr. Gutman made a motion to enter **executive session** to discuss personnel and contracts, their premature disclosure of which will put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. The meeting entered executive session at 4:55 p.m.

The meeting resumed regular session at 5:25 p.m. No action taken on executive session.

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. Gutman. The meeting entered executive session at 5:25 p.m.

The meeting resumed regular session at 5:58 p.m.

Mr. Gutman made a motion that **Valley Air Services** be immediately notified of their lease violation and that they vacate airport premises in accordance with the terms and conditions of the agreement. Seconded by Mr. Flaherty. All were in favor.

Mr. Flaherty made a motion that **Allied Air Freight** be notified of their past due account and that appropriate action be taken if not reconciled. Seconded by Mr. Corley. All were in favor.

Mr. Gutman made a motion that the Director of Aviation ascertain on Monday whether there are any parties on airport who are trespassing and if so that counsel actively pursue criminal trespass charges and remove that entity from the Airport. Seconded by Mr. Corley. All were in favor.

The Commission directed that Innotech be notified that they are in violation of their approved sublease arrangement, as they have altered this agreement without Commission approval.

Nancy Sheahan was commended for the action taken and letter written in regards to Valley Air.

#### MANAGER'S REPORT

##### MINNEAPOLIS TRIP

The trip to Minneapolis to visit with N.W. Orient was cancelled due to the cost. Passes were not available and the airline was not ready to discuss any operational matters, only economics of the Burlington area which they already have on file. More discussion in the spring.

##### CHICAGO AOCI CONFERENCE

AOCI in Chicago was very worthwhile. Many good discussions on airport concerns vs. managers concerns. It appeared that many of the participants were commissioners.

##### NEWS REPORT VIDEO

Video of Channel 5 news report on Northern Airways and AIP 15 Act 250 permit appeal.

##### AIP 15 STATUS

AIP 15 final inspection will be held Wednesday 11-07-90. The project has received two extensions totalling 23 working days due to the ACT 250 permit, weather and unforeseen circumstances. All construction activity should be complete next week.

##### FY'92 BUDGET PROCESS

The budget process is on track. Expect to submit budget in accordance with Mayor's time frame.

**MANAGER'S REPORT (CONT.)**

**FAA MASTER PLAN MEETING**

At the FAA meeting held on Thursday, November 1, 1990 the Master Plan, Perimeter Road options, land acquisition, so. end development, and available to date entitlement funds were discussed. In regards to the perimeter road, air traffic control will agree to a red/green light installation and the airport will construct a small asphalt road around R/W 1-19. This also satisfies FAA and will cost approximately \$20,000. Discussion. In regards to the five year AIP projects, land acquisition, maintenance shop expansion and perimeter road are tentatively planned. Discussion. The Commission directed that Mr. Hamilton consider fuel farm relocation in this regard.

**LAND ACQUISITION STATUS**

Keller, Navin and Cable, and George Silver Associates submitted material in response to land acquisition appraisal proposals, which in turn have been forwarded to FAA for their review. After FAA input, I will recommend two firms to provide appraisals.

**PFC'S**

"AIRPORTS" reports that the House and Senate have passed the budget reconciliation bill which means that "airports now apparently will receive the authority, under certain conditions, to levy PFC's".

**TAXI QUEUE STATUS**

Research into type of communications to support a relocated taxi queue has taken longer than anticipated. Materials have been ordered with installation beginning week of 12 November. With no unforeseen difficulties taxi queue relocation should occur by 19 November. The cost for the communications equipment is \$1525.00 which is requested to be expensed from the terminal renovations capital budget. Mr. Gutman made a motion to approve the expense of \$1525.00 from the terminal renovations capital budget for the purchase of communications equipment to redesign terminal entry relative to taxi queue.

**REVENUES**

June 1989	\$269,501	June 1990	\$272,314
July 1989	\$265,261	July 1990	\$279,871
Aug. 1989	\$296,442	Aug. 1990	\$291,380
Sept 1989	\$294,307	Sept 1990	\$323,286
Oct 1989	\$285,253	Oct 1990	\$314,729

MANAGER'S REPORT (CONT.)

MARKETING THE AIRPORT

The local tourism council of the Chamber members and the State Department of Agriculture have been asking the airport to market itself in support of attracting more business & tourism into the area.

METRO NORTHEAST

Metro Northeast has reduced its business at BTV considerably due to financial constraints primarily because of fuel costs. They hope to "muddle" through this period, but, advise that even further cuts may be required.

ORDINANCES

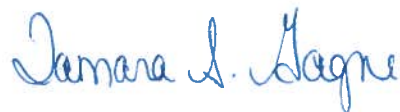
Airport Police have voiced a concern that an insufficient number of ordinances apply to the airport which restricts their ability to enforce the law. I am reviewing their concerns and will incorporate those applicable items in the forthcoming new set of airport rules and regulations.

POLICE CONTRACT

On no fewer than six occasions, I have asked Chief Scully for his overdue report on the cost of Police benefits within the contract dollar amount. I have advised the treasurer's office to continue no payments until this matter is resolved. On this date, Chief Scully submitted documentation which is currently being reviewed.

There being no further business, the meeting adjourned at 6:15 p.m.

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board



**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**OCTOBER 11, 1990**  
**3:30 P.M.**

**PRESENT:**

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

John J. Hamilton  
Tamara S. Gagne  
Barbara Corcoran  
William Ellis

Peter Konkle - City Labor Management Consultant, George Paris - Campbell & Paris

The meeting was called to order by the Chairman, Mr. Blanchard at 3:36 p.m.

**PETER KONKLE - CITY LABOR/MANAGEMENT CONSULTANT:**

Mr. Konkle explained that he was president of a Montpelier based consulting firm by the name of Co-operative Management Systems which has been implementing and encouraging cooperative management systems in Vermont for the past six (6) years, in both private industry and the public sector. The principle behind the cooperative management systems is to involve employees in those decisions or issues that directly or indirectly affect their work lives. In an effort to implement such a plan throughout the City, the City of Burlington applied for a grant through the Federal Mediation Service. The FMS issues these grants in an effort to manage the demand for their service by reducing the demand for their service. The labor/management system is now in place in all departments within the City and results from a recent department head meeting indicate that the system is functioning as designed and serving as a benefit to the City. Mr. Konkle then explained that the labor group would be involved in budget preparation by presenting their ideas for a more efficient, cost effective operation in the form of revenue generation, expenses and capital purchases. Mr. Konkle indicated that he understood that many of the departments already have this forum in place and will proceed as usual. The Commission indicated that the involvement of labor as indicated was important and has been past practice. A lengthy discussion then ensued regarding the realism of a budget created and finalized as much as nine months in advance of the budget year. Discussion.

**MINUTES OF SEPTEMBER 13, 1990:**

Mr. Cain made a motion to approve the minutes of September 13, 1990 as presented. Seconded by Mr. Flaherty. All were in favor.

**SEPTEMBER WARRANT:**

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

**Minutes**

**October 11, 1990**

**2**

**SEPTEMBER OPERATING STATEMENTS:**

The September operating statements were presented for review. Mr. Gutman questioned the operating revenue and expense report which reflects a "net operating income" of 225% of budget year to date. Discussion. Mr. Blanchard noted that these figures do not include any expense for "Airport Security" charges which would equate to \$81,500.00 (being withheld pending receipt of detail regarding contract requirements). Discussion.

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

**MCNEIL & MURRAY INVOICE:**

The McNeil & Murray invoice for the period of August 23, 1990 to September 22, 1990 was presented for review. Mr. Gutman expressed his satisfaction in seeing projects detailed under separate cover. Mr. Hamilton has requested that the Act 250 work for AIP-15 also be detailed.

Mr. Cain made a motion to approve the McNeil & Murray invoice in the amount of \$6,645.41 for the period of August 23, 1990 to September 22, 1990. Seconded by Mr. Gutman. All were in favor.

**GEORGE PARIS - CAMPBELL & PARIS: MASTERPLAN & SO. END PLANNING PROPOSAL:**

Mr. Paris presented and reviewed the final draft set of plans for the Airport Master Plan Study. Discussion. The Commission directed that Mr. Paris proceed with submission of these drawings to the FAA for their review. Mr. Paris then presented another draft of the Master Plan which includes revisions to Sections I-V as it relates to comments received from the Airport Engineer. Sections I-IV draft were submitted to Weedon Parris on September 18, 1990. Discussion. George reported that Weedon Parris had expressed a concern regarding the Airport's intentions for a perimeter road around Runway 1-19. In this regard, George recommended relocating the threshold of Runway 1-19 which would negate the need to raise the overrun surface to grade and/or tunnel options for an access road. The relocation of the threshold would also put the airport in a more responsible position as it relates to safety regarding the current inadequate overrun. Discussion. The Commission directed that George Paris and Mr. Hamilton meet with Weedon Parris to discuss the above mentioned as well as the environmental assessment need for the general aviation parallel runway as detailed in the Master Plan. Discussion.

Mr. Paris then reported that the planning proposal for the south end terminal renovations is complete as previously presented. The next phase would be the schematic design. George recommended discussing with the FAA the option of the south end re-alignment as a reimburseable item as this re-alignment creates additional commuter parking. Discussion. George directed to present idea to appropriate FAA officials.

Mr. Gutman made a motion to enter executive session to discuss land use contracts the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 4:50 p.m.. Present in this executive session were the Board members, Airport staff and George Paris.

Mr. Paris and Barbara Corcoran left this executive session at 5:20 p.m..

Executive session continued to discuss leases, contracts and pending litigation.

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

Mr. Gutman made a motion to contract with Campbell & Paris, for an amount not to exceed \$5,000, for investigation of wetlands problems. Seconded by Mr. Flaherty. All were in favor.

**CAPITAL EXPENSES:**

Mr. Hamilton explained that the purchase of a pavement and concrete walk behind cutting saw of \$1,750.00 and a hand-held cut-off saw for \$721.50 out of capital improvement funds was improperly made. He indicated that he was under the impression that his authority which applies to expenses also applied to capital purchases (limit of \$2,000). He has since realized that any monies expensed from the capital budget must be approved by the Airport Commission and will ensure that all future purchases are conducted in this manner.

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

**TRAVEL REQUEST - LEGAL COUNSEL:**

Mr. Flaherty made a motion to approve the attendance of airport legal counsel, Nancy Sheahan, at the AAEE seminar in Minneapolis at a cost not to exceed \$1,000.00. Seconded by Mr. Gutman. All were in favor.

**RENTAL CAR READY LOT PAVING:**

Mr. Hamilton requested permission to spend \$2,500 from the grounds maintenance budget to pave the rental car ready lot north of the terminal (Hertz area) due to drainage problems and break-up of existing pavement.

Mr. Gutman made a motion to allow the expense of \$2500.00 to pave the rental care ready lot north of the main terminal as detailed by the Airport Manager. Seconded by Mr. Flaherty. All were in favor.

**MINNEAPOLIS TRAVEL:**

Mr. Flaherty made a motion to approve the travel expenses to be associated with travel by JJ Hamilton, Mike Cain and Huck Gutman to Minneapolis for the purpose of securing additional air service to Burlington. Seconded by Mr. Gutman. All were in favor.

**MANAGER'S REPORT**

**AIP-15**

G-3 requires two (2) days work to complete "A" South paving scheduled for a 19 October completion. All construction is scheduled for a November 9 completion. A final inspection date will be determined. A State EPA hearing has been scheduled on the Munson appeal of our Act 250 Permit for 0930 on October 16.

**TAXI QUEU**

Metro Northeast has been advised that their lease agreement for the old Montair vehicle parking lot will terminate on November 4, 1990. On November 5, 1990 taxis will relocate to that area. Final plans and procedures are being established. An information memo to all affected taxis will be issued the week of October 22, 1990. At this time, both a telephone/light system and a backup intercom will be installed. Final costs are being determined.

**LAND ACQUISITION**

Request for proposals from qualified appraisal firms for the four properties on Airport Drive will be solocited. Working with Bob McMullen of the State, who will follow our step by step procedures to ensure all applicable rules and regulations are followed. Will request Commission approval, November meeting, for firms to appraise land. When costs are determined will file pre-ap for AIP federal funding.

**ENPLANEMENT & REVENUE COMPARISONS**

Revenues:           FY'90 to Date = \$856,010.00  
                      FY'91 to Date = \$879,320.00

Enplanements:    FY'90 to Date =  
                      FY'91 to Date =

**CCTA SUBSIDY REPORT**

Attached

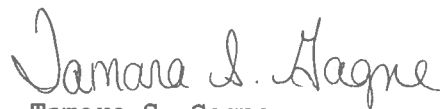
MANAGER'S REPORT (CONT.)

UNITED AIRLINES REQUEST FOR CATERING

United Airlines is requesting approval for Premier Catering to staff the delivery of restaurant catered food to their aircraft. A written contract for Commission review is expected to be presented at the next meeting. The attorney for Premier catering has been in contact with Mr. Hamilton. Discussion. Huck Gutman indicated that Premier would have to negotiate a contract with the Commission in order to provide these services to United. The previous contract required a 10% payment on gross revenues but that was prior to the airport's investment in a study to improve catering access and facilities. Discussion.

There being no further business, the meeting adjourned at 6:15 p.m.

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**SEPTEMBER 25, 1990**  
**3:30 P.M.**

Present:

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

John J. Hamilton  
Richard C. Varney  
Tamara S. Gagne  
Barbara Corcoran

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

**MONTHLY REPORTS**

**MINUTES OF AUGUST 14, 1990:**

The minutes of August 14, 1990 were presented for review. Mr. Gutman made a motion to approve the minutes as presented. Seconded by Mr. Flaherty. All were in favor.

**AUGUST WARRANT:**

Mr. Flaherty made a motion to approve the August warrant as presented pending full review by the Administrative Assistant for accuracy. Seconded by Mr. Gutman. All were in favor.

**AUGUST OPERATING STATEMENTS:**

The August operating statements were presented and reviewed. Mr. Gutman questioned the Webster-Martin payment which was explained to be for design on the perimeter road project. Discussion. Mr. Blanchard requested that the accounts receivable report be addressed and cleared. Discussion. On many of the accounts the outstanding balance is related to finance charges. Discussion. The Commission directed that the finance charges be written off provided that the invoice to which they apply has been paid.

Mr. Gutman made a motion to write off the MasterTech debt of 1000.00 plus the accrued interest. However, should MasterTech or Everette McArthur holding a majority interest in any company, request business priveleges at the Airport at any future time he be made to pay the amount due the airport plus interest to accrue at a rate of 12%. Seconded by Mr. Flaherty. All were in favor.

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

Mr. Gutman made a motion to amend the agenda to include the following:  
Item #5b. Airborne Lease Request and 5c. Request by Innotech for Use of So. Hangar. Seconded by Mr. Flaherty. All were in favor.

**REGULAR REPORTS**

**AOCI TRAVEL REQUEST:**

Mr. Hamilton requested approval to travel to Chicago on October 22, 1990 and return on October 26, 1990 to attend the Airport Operators Council International Annual conference. Mr. Gutman questioned the trips already taken this year for similar conferences. Discussion.

Mr. Gutman made a motion to approve the travel for the Director of Aviation to attend the A.O.C.I. Annual Conference in Chicago from October 22 to October 26, 1990. Seconded by Mr. Flaherty. All were in favor.

**BUILDING 880 HVAC FINAL PAYMENT:**

The Building 880 HVAC upgrade is complete, including all punch list items, and has been accepted.

Mr. Gutman made a motion to approve final payment of \$6,286.20 to Hallam Associates for the heating & ventilating upgrade to Building 880. Seconded by Mr. Flaherty. All were in favor.

**HANGAR CONDO PAYMENT REQUEST:**

The Hangar Condo Association has requested reimbursement from the Airport for electrical charges incurred on operation of Gate #14 which was turned over to the Airport in July, 1989. As Green Mountain Power was never made aware of the transfer of ownership, Hangar Condo Association continued to receive billing.

Mr. Gutman made a motion to approve reimbursement payment to Hangar Condo Association in the amount of \$668.88 for Green Mountain Power bills for the period of 7-12-89 to 11-18-89. Seconded by Mr. Flaherty. All were in favor.

**CAPITAL EXPENSES:**

Mr. Hamilton requested reappropriating capital funds from the "Sliders & Doors" to the purchase of two (2) hand held airport frequency radio replacements for the Airport Police. One will replace a stolen radio and the other to replace a well worn unit which was not scheduled to be replaced this year. Discussion.

Mr. Hamilton also requested approval to expense funds from the "Terminal Renovations" capital budget to replace a door and hardware in the south end terminal entrance (in order to meet fire code regulations) and a door in the observation tower landing which serves as a fire exit. The south end elevator, required for handicapp access to the second floor and airline catering, also requires the replacement of its leveler piston at a cost of \$5445.00.

Mr. Gutman made a motion to allow the transfer of capital funds from sliders and doors for the purchase of two (2) hand held airport frequency radios in the amount of \$1967.80 and to approve the expense of \$1476.00 for door replacements and \$5445.00 for elevator repair. Seconded by Mr. Flaherty. All were in favor.

Mr. Hamilton introduced Mr. Robert McEwing as the Airport's new contracted engineer.

**LEASES & CONTRACTS:**

**INNOTECH SUBLEASE REQUEST TO AVIATRON:**

Mr. Blanchard indicated that they would not entertain a request from Innotech for an additional sublease until the pending Montair agreement has been resolved. The Airport is in receipt of a letter from Bob Rachlin indicating Montair's willingness to remit the fees due for fuel flowage charges. Mr. Blanchard has requested that Montair submit a report of their daily activity for aircraft parking fees collected for August, 1990, for which they have already remitted fees to the Airport. Discussion. Montair indicated that they did not have ready access to this itemization but could resurrect such information with some time. Discussion. The Airport Commission directed that JJ, Nancy Sheahan and the appropriate Innotech and Montair personnel meet as soon as possible to create or modify the current lease arrangement between Innotech and Montair to accurately reflect the requirements of the Airport and to have it resolved and available to the Commission for their October meeting. At that time, the Aviatron sublease will be addressed.

**AIRBORNE LEASE REQUEST:**

Mr. Hamilton reported that Airborne Express has requested the rental of ramp space on the 890 Ramp for parking of a DC9 to be used in connection with their freight operation as well as an area on the west side of Building 880 for equipment storage. JJ indicated that both spaces are available and recommends that Airborne be allowed to rent a 100'x100' area on the ramp at \$.21/sf and a 20'x40' area, at the same rate, on the west side of Building 880. Discussion. Mr. Blanchard questioned the status of payment of landing fees by Airborne which, from latest correspondence, appears to be contested. Discussion. JJ reported that Airborne has indicated that they will accept responsibility for Air Cargo landing fees if Air Cargo does not remit directly to the Airport. Discussion.

Mr. Gutman made a motion to approve the ramp and ground rental request of Airborne provided that all past, current and future landing fees are remitted to the Airport as required by the lease agreement. Seconded by Mr. Flaherty. All were in favor.

**INNOTECH SOUTH HANGAR USE REQUEST:**

Mike Sacco requested information regarding the potential of re-opening the South Hangar in order to derive additional revenues. Discussion. Mr. Blanchard indicated that the Airport was not able to discuss use of this building at this time due to a pending claim and further was not prepared due to information to be provided in Airport Master Plan which may affect action decision.



**MCNEIL & MURRAY INVOICE:**

The McNeil & Murray invoice for the period of July 23, 1990 to August 22, 1990 in the amount of \$6036.29 was reviewed at this time. Mr. Hamilton indicated that he had discussed an August 11, 1990 \$40.00 charge with Nancy Sheahan as inappropriate as an airport contractor contacted the firm and was provided legal counsel without airport approval. Discussion.

Mr. Gutman made a motion to approve the McNeil & Murray invoice for the period of July 23, 1990 to August 22, 1990 in the amount of \$5,996.29 as presented and discussed. Seconded by Mr. Flaherty. All were in favor

**MANAGER'S REPORT**

**BUILDING 880 OCCUPANCY**

Airborne Express continues to seek more space in Building 880, however, is not ready to execute a lease amendment. A brokerage firm (similar to AN Deringer) in northern Vermont has shown interest in establishing an office in available space in Building 880. Further conversation to take place later this month.

**ENPLANEMENT/REVENUE STATISTICS**

January - July 1989 Enplanements = 257,489  
January - July 1990 Enplanements = 240,722  
January - August 1989 Revenues = 2,168,950  
January - August 1990 Revenues = 2,236,781

**AIP-15 ACT 250 PERMIT STATUS**

Pre hearing with the state EPA on August 28 revealed similar outlook as evidenced by the District EPA ie: it is an engineering problem. The two sides should discuss their differences and agree to a solution. This had occurred during the District Hearings at which time HTA redesigned the drainage system to meet Munson's concerns. However, Munson continues to appeal the District ruling. A hearing is scheduled for October 16. The majority of work for AIP-15 is scheduled to be complete week of October 15.

**LANDSCAPING ESCROW MONIES, SOUTH BURLINGTON**

A letter has been written to Mr. Richard Ward, South Burlington to request the release of \$20,000 in escrow monies held for landscaping from a previous airport project. The City of Burlington Finance Board has approved the transfer of the funds from the Airport reserve to the grounds maintenance budget. A check has not yet been delivered to the Airport. Mike Flaherty to follow up.

MANAGER'S REPORT (CONT.)

NEC/AAAE 32ND ANNUAL CONFERENCE

Considerable focus on privatization at the conference.

ENGINEER CONTRACT

Airport Engineer is now under contract. Present work schedule is every Tuesday. Twenty four hour week will begin later in the year.

MASTERPLAN AND SOUTH END UPDATE

George Paris is touching base with FAA on MasterPlan forecasts and inventories. Planning for an advisory committee meeting in October. The wrap up report on the South End proposal will be presented at the October Commission meeting. Am arranging a meeting between FAA, Airport and consultants reference these projects.

FUTURE LAND ACQUISITION STATUS

Discussion with the State continues regarding the amount of assistance they will provide with the correct policies and procedures in purchasing the first four properties along Airport Drive north from the terminal exit. Information letters have been mailed to the property owners.

1984 LAND ACQUISITION STATUS

The Grant has been accepted and forwarded to the FAA with the reimbursement request for \$62,452.00.

EQUIPMENT SALE

\$2661.50 received from the sale of seven (7) pieces of old equipment. No minimum bids were received on the front end loader. That item is being re-advertised with the expectation of at least one minimum of \$20,000.00 this time.

AIP-15 SECOND PERIODIC COST ESTIMATE

AIP-15 second periodic cost estimate of \$278,897.50 has been reviewed as correct and processed for payment.

CCTA MONTHLY REPORT

Report is attached - does indicate numbers of people on/off at Airport. Also enclosed is a copy of the brochure created and distributed by CCTA to all of the Burlington and South Burlington businesses.

MANAGER'S REPORT (CONT.)

PRATT & WHITNEY

Pratt & Whitney is attempting to finalize their plans on whether their operation will remain in Burlington or move off of the Airport. In order to make such a decision, they have requested information on what the airport would require for fees. JJ indicated that this answer was not readily available as it would require negotiations between the Commission and Pratt & Whitney and would be dependent on type of operation, capital investment and term.

USAIR POWER OUTS

JJ advised that United Airlines is again making an issue of the USAir aircraft power outs. He believes that the Commission will be contacted by United's Chicago personnel in this regard. Discussion. The Airport has monitored the situation to ensure safety aspect and instructed the airlines to work it out among themselves in regards to actual operations. New United station manager and recent incidents have apparently brought this issue about. JJ will keep the Commission advised.

FY92 BUDGET

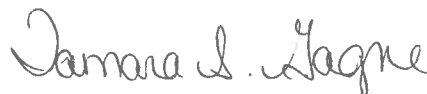
Mayor Peter Clavelle has requested that each department prepare and submit a budget for FY'92 by December 9, 1990. The preparation for this budget will also require the involvement of all labor personnel, which in the Airport's case is normal procedure. Discussion. Commission will be required to review the budget at their January, 1991 meeting.

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

Nancy Sheahan was directed to settle the Barrows vs. City of Burlington case by paying out of pocket expenses to the plaintiff in the amount of \$534.00.

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

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
TUESDAY, AUGUST 14, 1990  
3:30 P.M.

PRESENT:

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

John J. Hamilton  
Ann Zeno  
Nancy Sheahan  
John Stewart  
Richard C. Varney

George Paris - Campbell & Paris, Robert Griffin - O'Dell & Associates, Jared Wood - NPA

The meeting was called to order by the Chairman, Mr. Blanchard at 3:39 p.m.

MINUTES:

The minutes of July 10, 1990 and the minutes of July 24, 1990 were presented for review.

Mr. Gutman made a motion to approve the minutes of July 10, 1990 as presented. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman made a motion to approve the minutes of July 24, 1990 as presented. Seconded by Mr. Flaherty. All were in favor.

JULY WARRANTS:

Mr. Blanchard indicated the Commission's interest in Fiscal Year '90 and end of the year reports. Noting the presence of Mr. John Stewart, the City of Burlington's Chief Accountant, Mr. Blanchard allowed him this opportunity to present for review a 1990 Fiscal Year Summary. Mr. Stewart explained that the figures represent all entries that are known as of this August 14, 1990 commission meeting. The report covers the following topics:

Revenue/Expense summary for FY '90, the status of the Industrial Park Reserve as of June 30, 1990, interest income calculations and cash balances, and the status of the Tax stabilization agreement payment held in reserve. Mr. Stewart explained that the Airports revenues less the Industrial Park, then the Airports expenditures and the capital which was paid for or accrued from the 1990 funds less the \$95,000 capital reserves left the Airport with a net income of \$17,057.79.

Mr. Gutman questioned for a definition of capital reserves. Mr. Stewart explained that when the first projections were made in May, Mr. Stewart projected that \$95,000 would be needed to cover depreciation so that the Airport's fund balance would not be lost. This figure is excluded from the airline agreements and explained that the money comes from the interest earned by the Airport.

Mr. Blanchard questioned the Airports cash balance. Mr. Stewart explained that it ranged from \$702,797.00, which was the lowest, to \$1,595,632.00. The Airport has been in the black for two years now. The Industrial Park Reserve is at \$498,700.00, which is part of the \$1,595,632.00. The tax stabilization money is \$56,019.87. The interest from the tax stabilization money is included in the interest amount of \$95,000.00. Mr. Blanchard questioned whether Mr. Stewart knew where the money left over from South Burlington for landscaping was. Mr. Stewart indicated that it was on the books and that it was in an escrow deposit. Mr. Blanchard requested that Nancy Sheahan check the contract. Mr. Stewart also supplied budget to actual figures for the end of the year. The report shows everything at 100% except for the industrial park.

Mr. Corley questioned from the report that revenues were up 9% over budget and expenses were 3.5% under. Mr. Stewart indicated that this was correct. Mr. Blanchard questioned whether Mr. Hamilton had written to the Airlines regarding the capital expenditures not committed. Mr. Stewart indicated that the Airport is in good shape when audited. Mr. Blanchard expressed his gratitude to Mr. Stewart for the excellent report. The commission concurred in agreement that this was the best report ever distributed to the Commission. Mr. Hamilton reported that the Restaurant is in dire need of ovens. UsAir has indicated interest in having catering done by the Airport Restaurant creating the need for additional ovens. The amount would be \$6100. Discussion.

Mr. Corley made a motion to supply the Airport Restaurant with the new ovens with the condition that the ovens be written into the next restaurant contract at some depreciated value to be determined at a later date. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman made a motion that the \$11,000 left over from FY '90 be returned to the airlines by reducing landing fees by \$.01 cents. Seconded by Mr. Corley. All were in favor.

#### JULY WARRANTS:

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

#### JULY OPERATING STATEMENTS:

Mr. Corley made a motion to approve the July Operating Statements as presented. All were in favor.

MCNEIL & MURRAY INVOICES:

Mr. Gutman made a motion to accept the McNeil & Murray invoices as follows:

For the period of June 30, 1990 through July 22, 1990 for the amount of \$4,459.20. Seconded by Mr. Flaherty. All were in favor.

CAMPBELL & PARIS - SOUTH END DESIGN UPDATE

Mr. Paris indicated that in discussion with Weedon Paris from the Federal Aviation Administration, Mr. Weedon Paris seemed very interested in pursuing the master plan. Mr. Paris recommended that an environmental assessment be done for the Airport. Mr. Paris indicated that the assessment takes approximately one year, is effective for up to 5 years, it is FAA eligible, and includes Act 250. Discussion. Mr. Paris and Mr. Hamilton were given direction to start processing for an environmental assessment to be done. Mr. Paris noted Mr. Griffin's presence to report on the South End Terminal Study. Mr. Griffin presented several options to the Commission. Discussion. The Commission offered the following comments: The kitchen area not be moved. Window space is at a premium and very important. The kitchen needs to be enlarged or renovated as to allow for a larger catering business. The corridor needs to be shortened to diminish a tunnel effect. The Commission directed that Mr. Griffin research with more detail remembering the Commission's comments. Mr. Paris presented several options for the South End ramp area, service area, and taxi que area. Discussion. Mr. Paris was directed to expand upon the materials presented.

K-1 SERVICES:

At this time, Mr. Jack Bergeron, Attorney, Mr. Kevin Couture, and Mr. Bill Spruce from United entered the meeting. Mr. Blanchard explained that Mr. Hamilton had written a letter to Mr. Couture informing Mr. Couture that he was no longer permitted to do maintenance work on the apron. Mr. Bergeron, representing K-1 Services, explained that Mr. Couture has been under contract for one year with the airport and has also been under contract with United to perform emergency repair. Previously, Mr. Couture had been assigned an area called the equipment storage area, but most repairs are done where the equipment breaks down. Mr. Corley questioned the types of equipment that Mr. Couture repaired. Mr. Bergeron explained tugs, food catering trucks, and baggage belts.

Mr. Hamilton reported that the ramp is for airplanes and in no way should any ramp area be utilized for support equipment maintenance. Mr. Hamilton indicated that emergency repairs may have to be made to move the support equipment, but should move the equipment as soon as the equipment is repaired. Mr. Spruce indicated no complaints with K-1 Services and also indicated a need for Mr. Couture to continue with his repair work. Mr. Hamilton indicated his concern about safety and his concerns regarding maintenance work on the ramp area. Discussion.

Mr. Gutman made a motion to enter executive session to discuss K-1 Services, the contract and Mr. Hamilton's concerns. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 5:56 p.m.

The meeting resumed regular session at 6:04 p.m.

Mr. Corley reported that the Commission will approve a new contract with the following conditions. Mr. Corley indicated that Mr. Couture will do what is necessary to move the equipment off the ramp area and any other repairs will have to be done in a designated area. The Commission directed Mr. Hamilton to locate an area in which Mr. Couture may move the equipment to finish repairs. Mr. Corley also indicated that if Mr. Couture makes one repair more than the required repair to move the equipment off the ramp, the contract will become null and void immediately. Mr. Couture expressed his agreement with the terms and conditions.

HOYLE, TANNER & ASSOCIATES - AIP 15 UPDATE AND CONTRACT AMENDMENTS:

Mr. Boothroyd, President, reported an amendment to the contract. The job has grown from when first estimated. It has become 60% larger than originally envisioned. The Federal Aviation Administration completely changed criteria regarding control and testing. The FAA installed new requirements. The first design amendment was for \$25,000. This amendment is for \$26450 bringing the amount of the contract to \$183,700. Discussion.

Mr. Corley made a motion to approve the amendment of the contract for an additional \$26,400. Seconded by Mr. Flaherty. All were in favor.

At this time, 6:20 p.m., a 10 minute recess was declared.

Mr. Corley made a motion to enter executive session to discuss contracts, Innotech and Montair the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Gutman. The meeting entered executive session at 6:30 p.m.

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

LANDSCAPING ESCROW MONIES:

Mr. Hamilton reported that Mr. Flaherty has received phone calls regarding the area in front of the green hangar. The fencing is not aesthetically appealing. Mr. Flaherty had requested that the fence be replaced with cedar shrubs and the monies from our South Burlington landscaping escrow monies. Mr. Hamilton indicated that price quotes have been started. Mr. Gutman recommended that Mr. Hamilton contact the Agriculture Department at UVM and request a name of a supplier of cedar shrubs in the Northeast Kingdom. The Commission directed Mr. Hamilton to follow Mr. Gutman's recommendation.

CAPITAL EQUIPMENT PURCHASE:

Mr. Hamilton requested to expend \$2,465 for an in-bed spreader for the terminal truck to spread salt and sand during the winter. The Commission directed Mr. Hamilton to proceed with the purchase.



CCTA MONTHLY REPORT:

Mr. Hamilton reported that CCTA had provided a monthly report for the Commission to review showing the number of individuals getting off the bus at the Airport. Mr. Hamilton indicated that CCTA would like to market the free bus service by using one of the blank boxes for advertising in the terminal. Mr. Gutman reported that CCTA would like to have a children's art show in the baggage area and advertising for the free bus service, the restaurant, the observation tower and transportation. Mr. Gutman requested that \$250 be approved for mounting of the children's art. The commission gave approval and direction for the \$250.00 to be expended for the mounting of the children's art.

POLICE CONTRACT:

Mr. Hamilton reported that the contract has not been received and that the Treasurer's Office was informed that no payment was to be made to the Burlington Police until the contract was received.

Mr. Hamilton requested that the agenda be amended to include the following: Office Space Rental Request, AIP-15 1st Periodic Cost Estimate, Travel, and a request from MGC.

OFFICE SPACE REQUEST:

Mr. Hamilton indicated that United has put in a request for office space to use for training. The police have requested additional office space for police officers to change into. Discussion.

The Commission approved and directed Mr. Hamilton to rent United's old office back to them for \$12 sq. ft. leased on a month to month basis. The Commission approved the purchase of a dead bolt to prevent entry into the police office while officers change into their uniforms.

AIP-15 1ST PERIODICAL COST ESTIMATE FOR PIKE:

Mr. Hamilton reported the cost estimate is correct, for \$173,298.43, and requires Commission approval to be sent to the City Council.

The Commission approved payment of the \$173,298.43 to Pike Industries for the work completed on AIP-15.

Minutes  
August 14, 1990  
Page Seven  
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TRAVEL:

Mr. Hamilton requested to be able to send Rollin Tebbetts to a FAA/AAAE sponsored program all relating to airfields and safety. The total cost would be \$800. The Commission approved Mr. Tebbetts to travel to Chicago for the program.

MGC - REQUEST:

Mr. Hamilton reported that a gate had been purchased for the Hangar Condo association a while back and at that time the meter was not changed over to the Airport to pay the electricity for that gate. Mr. Hamilton recently had the meter changed to the Airport for payment. Mr. Cain has requested that the Hangar Condo be reimbursed for the previous payments made to Green Mountain Power. Mr. Gutman recommended that this request be deferred until Mr. Cain and the entire Commission be present.

At this time, the Commission went into executive session to discuss personnel/organization.

MANAGER'S REPORT:

AIP-15 APPEAL - there is going to be another meeting regarding the Act 250 appeal.

CEDO - Mr. Hamilton had a meeting with CEDO and they are very interested in assisting the airport in planning and development. Going to submit a cost proposal to the Airport to use Airport monies to study how to mitigate the wetlands.

TAXI QUE - procedures are being drawn up to move the taxi que. Mr. Hamilton reported that TWExpress should be told that they will be losing their parking lot November 1, 1990.

ENGINEER STATUS - Mr. Hamilton reported that he found an individual that clearly meets the requirements. The Commission delegated Mr. Blanchard to interview the candidate and if found acceptable, Mr. Hamilton is to offer the position.

There being no further business, the meeting adjourned at 7:52 p.m.

The next meeting of the Board will be a regular monthly meeting to be held on Tuesday, September 11, 1990 at 3:30 p.m.

Ann Zeno

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
TUESDAY JULY 24, 1990  
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	John J. Hamilton
Huck Gutman	Ann M. Zeno
Michael Flaherty	Bill Ellis
Michael Cain	Gerald W. D'Amico
Joseph McNeil	

The meeting was called to order by the Chairman, Mr. Blanchard at 3:37 p.m..

Mr. Blanchard reported to the Commission that communications that were received had incorrectly spelled his name and he would not read anything that was not correct.

INTERSPACE

Mr. Blanchard informed the Commission and representatives from the Chamber of Commerce that Interspace did not show up to the last meeting. There has been a lot of interest where the brochures were concerned. It was indicated that at the last meeting that Interspace was wanted at this meeting with a proposal by this meeting. Mr. Hamilton reported that after the last meeting, Interspace was contacted. Interspace met with Mr. Hamilton to have a meeting and discuss the Airport's needs for the brochures and the appropriate way of brochure distribution. Interspace looked at the terminal, looked at the way the brochures were handled in the past, looked at the Information Booth, and discussed the dollars involved in brochure distribution. Mr. Hamilton then reported that he advised Interspace that a proposal was needed as soon as possible, with the latest being before the July 24, 1990 Commission Meeting. Nothing was received. Mr. Hamilton called Interspace to find out that the person working on the proposal was on vacation and the owner was unavailable. Mr. Blanchard requested a bench conference with Mr. Gutman and Mr. Flaherty. Discussion.

Mr. Gutman made a motion to extend a one year contract to Information Gallery to place a brochure rack, without the sign, where previously held for \$500 a year. Mr. Hamilton requested that this be a contract until June 30 to keep within the fiscal year. Mr. Gutman agreed with Mr. Hamilton and amended his motion to a contract until June 30, 1991 at \$350 a year. Seconded by Mr. Flaherty. All were in favor.

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Mr. Blanchard requested Mr. Hamilton to call Interspace and express the Commission's disappointment in Interspace's performance as it relates to the brochure distribution proposals. The Chairman was personally embarrassed by Interspace's lack of response in front of The Chamber of Commerce and members of the community. Mr. Blanchard stated that when the contract for Interspace comes up next year, the Commission will take a close look at it.

MAINTENANCE SHOP PROPOSALS

Mr. Hamilton reported that the two architectural proposals accepted the July 10, 1990 commission meeting submitted statements on fees. Mr. Hamilton reported that Webster-Martin's dollar figure is \$89,000. JG Architects dollar figure is \$63,336. Mr. Hamilton explained that the reason Webster-Martins proposal is more is because Webster-Martin has shown a dollar amount for total involvement. Dollars will be reduced depending upon how much the airport engineer does. Mr. Blanchard asked if specs were out on the proposals and if both proposals were bid according to specs. Mr. Hamilton replied that JG Architects didn't, explaining that JG did not include any DBE goals, which the FAA mandates. Mr. Hamilton recommended Webster-Martin. He informed the commission that the airport cannot go with JG because the firm did not include DBE's. Mr. McNeil agreed with Mr. Hamilton on the subject that there is a requirement to solicit DBE's. Mr. Hamilton continued explaining that Webster-Martin included the fees for FAA administration. Discussion.

Mr. Blanchard recommended that Mr. McNeil review into the proposals and meet with Mr. Hamilton and Mr. Blanchard with his recommendation. Discussion.

Mr. Gutman made a motion that Mr. McNeil and Mr. Hamilton get in touch with each firm to investigate the exact terms of the bid proposals. Mr. McNeil and Mr. Hamilton will then make a recommendation to Mr. Blanchard, who is hereby given authority by the Board of Airport Commissioners, to make the decision for the Board. Mr. Flaherty seconded. All in favor.

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Mr. Gutman made a motion to enter executive session to discuss legal matters, 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 3:54 p.m.

The meeting resumed regular session at 5:10 p.m.

VALLEY AIR

Mr. Hamilton advised the commission that the FAA requested gross revenues for Valley Air and Innotech from 1986. McNeil and Murray forwarded a copy of the gross revenues to the Federal Aviation Administration.

Mr. Hamilton reported to the Commission that Valley Air scheduled service out of Rutland. Valley Air is not operating scheduled service out of Burlington Airport, but would like to. Mr. Hamilton provided Valley Air with a draft copy of the airline operating agreement which Valley Air indicated would be forwarded to their attorney. Valley Air agreed not to fly scheduled flights without the agreement. Mr. Hamilton indicated that Frank Donoghue showed Mr. Hamilton a letter dated June 13, 1990 from Spencer Knapp to Nancy Sheahan requesting operating out of this airport. Mr. Blanchard questioned whether Mr. Hamilton had seen this letter. Mr. Blanchard asked Mr. Ellis to check on this letter. Valley Air questioned the reason why would have to operate out of the terminal. Mr. Hamilton replied that the Airport needed to be consistent and also the FBO lease does not cover scheduled service. Mr. Blanchard also pointed out that the Airport insurance would not cover operating out of the Valley. Discussion. Mr. Blanchard indicated that if Valley Air wanted to try and operate out of the Valley, South Burlington would have to give permission on the change of status.

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PERIMETER ROAD

Mr. Hamilton reported that at the annual capital meeting with the FAA, perimeter road came up. Mr. Hamilton advised that he explained the Airport's new position on that road. The FAA totally disagreed. Mr. Hamilton reported that the FAA said that if the Airport doesn't want to build a perimeter road, don't, but the FAA will close the Airport's runway. Mr. Blanchard replied that the Commission will take it under advisement. Mr. Hamilton indicated that the FAA also said they understand the change of position on the Airport's part, because the Airport has the Master Plan. But they replied that it will not kick in at least for 5 years and the FAA feels the perimeter road is needed. Mr. Blanchard requested that Mr. Hamilton place a man to watch the amount of crossings for two days.

MANAGER'S REPORT

Hoyle, Tanner & Associates:

Mr. Hamilton wanted to give a "heads up" to the Commission regarding Hoyle, Tanner and Associates. They will be sending amendments for additional costs for AIP 15. Mr. Hamilton indicated the additional costs are presently being researched. The additional costs are there are more resident engineer hours required, more control and testing due, and more Hoyle, Tanner time due because of Act 250. Mr. Hamilton reported that the Airport has initial FAA approval, but no agreement will be entered into at this time. Mr. Gutman expressed his reservations. Discussion. Mr. Hamilton reminded the Commission that this report was just a heads up. The results are not all in. Mr. Blanchard indicated that Mr. Hamilton should receive the top figure, negotiate, and bring before the Board for discussion.

Pike Industries:

Mr. Hamilton reported that Pike will probably put in a change order for \$20000 - \$40000 in addition to what Pike bid for a mobilization fee for what Act 250 did to hamper the job.

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Mr. Blanchard advised the commission that Mr. Hamilton wrote a letter to Innotech regarding the unfit condition of the property. Mr. Hamilton indicated that Innotech has begun to clean up.

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

The next meeting of the Board will be a regular monthly meeting to be held on Tuesday, August 14, 1990 at 3:30 p.m.

Respectfully Submitted,



Ann M. Zeno

Mr. Hamilton reported that Mr. D'Amico, the Airport Engineer, will be leaving for Saudi Arabia to take an engineering position with the International Airports Project. He will be leaving sometime after August 2, 1990.

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
TUESDAY, JULY 10, 1990  
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	John J. Hamilton
J. Richard Corley	Ann Zeno
Huck Gutman	William Ellis
Michael Flaherty	Gerald D'Amico
Nancy Sheahan	Barb Corcoran

Jared Wood - NPA, George Paris - C&P, Robert Griffin - O'Dell Associates

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

MINUTES:

The minutes of June 26, 1990 were presented for review.

Mr. Corley made a motion to approve the minutes of June 26, 1990 as presented. Seconded by Mr. Flaherty. All were in favor.

JUNE WARRANT:

The June warrant was presented for review.

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

OPERATING STATEMENTS:

Mr. Blanchard questioned Mr. Hamilton regarding Allied Air Freight. Mr. Hamilton indicated that he had spoken to Allied and Allied said that we should have a check Federal Expressed to the airport. Mr. Hamilton also indicated that Allied was informed that if it is not received by July 16, 1990, the doors would be locked. Mr. Corley questioned the accounts receivable balance for USAir. Mr. Hamilton indicated that it was a bookkeeping error by USAir's bookkeeping department. In working with Dick Rothery, new invoices were issued and a check should be received shortly for the correct amounts. Mr. Hamilton advised the Board that approval needed to be given to write off Northern Airways debt of \$2004.95. Mr. Blanchard indicated that as of September 1, 1990, they will be off the Airport.



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Mr. Corley made a motion that Northern Airways debt be written off. Seconded by Mr. Flaherty. All were in favor.

Mr. Blanchard then questioned Barb, regarding when the Board would have the complete follow up of the expenses and revenues from FY '90. Barb indicated that she will have available a truer picture of the Airport's figures by the next regular commissioner's meeting.

Mr. Corley made a motion to accept the June Operating Statements as presented. Seconded by Mr. Flaherty. All were in favor.

At this time, Mr. Gutman arrived.

MCNEIL & MURRAY INVOICE:

The McNeil & Murray invoice for the period of May 23, 1990 through June 22, 1990 was presented for review. Mr. Blanchard indicated that the invoice excluded the recent court cost and last few days of June, 1990 which was needed for FY '90 reports. Discussion.

Mr. Corley made a motion to accept the McNeil & Murray invoice for the period May 23, 1990 through June 22, 1990 for the amount of \$7,802.79 Seconded by Mr. Flaherty. All were in favor.

Mr. Blanchard asked the Board to consider allowing George Paris to report on the Master Plan Update and also the South End Terminal Renovations next. Also, Mr. Blanchard introduced Mr. Robert Griffin, who is from O'Dell Associates and is the architect working on South End Terminal Renovation study. All were in favor.

MASTER PLAN UPDATE - GEORGE PARIS:

Mr. Paris handed out the first draft of the Master Plan report. Also, he is leaving a set of drawings to review, which go along with the Master Plan. Mr. Paris then advised the Board that he will write the final chapters during the month of August and will forward them as they get done. These are not the final copies. He would like comments and any suggestions. He is trying to establish the foundation of the rest of the study. Which is that the Airport has strong potential to thrive and grow and wants to make sure that the report reflects on the wishes of the policy of the Board.

At this point, 4:08 p.m., Nancy Sheahan arrived.

SOUTH END TERMINAL RENOVATION ARCHITECTURAL WORK STUDY:

Mr. Paris advised the Board that there are two elements to the South End Terminal Renovation Study. One is the inside of the terminal building and the changes that may be necessary or desired. The other being the outside, both on the land side in terms of circulation and the air side with regards with the South end and the commuter operation and how any of this impacts the North end in terms of the fuel farm and any uses for the "ballroom". Mr. Griffin of O'Dell is the architect with the team. His work is with the inside of the building and Mr. Paris' element of work is with the outside of the building. Mr. Paris then turned the floor over to Mr. Griffin for his presentation. Mr. Griffin proceeded to explain some of his ideas by using drawings he brought, from simple changes to major changes. Discussion. Mr. Blanchard reminded Mr. Paris that we can not lose sight of the fact that here we are talking about the Master Plan and it is not feasible to talk about putting a lot of money into a renovation plan. We are looking at using what we have for room. Mr. Gutman questioned enclosing a glass walkway creating a straight passageway from one end of the terminal to the other. Discussion. Mr. Gutman expressed that there needs to be definite plans on the restaurant renovations. There needs to be better access to the restaurant, improved visibility, and it makes sense to have more waiting area. Mr. Corley also questioned doing anything that would have to be taken back down if another major carrier starts operation out of this airport. Mr. Paris changed focus to his drawings of the outside areas. He pointed out the airports four major existing problems. The taxi-cab queues obstructing traffic flow, insufficient access for restaurant/catering deliveries, insufficient commuter aircraft parking/circulation area and mixed traffic on Airport Circulation Road. Discussion. Mr. Griffin and Mr. Paris then left the meeting.

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SNOW REMOVAL MAINTENANCE GARAGE EXPANSION PROPOSALS - GERRY D'AMICO:

In January, Gerry wrote the FAA about expanding the maintenance shop by 5000'. The FAA said that they would allow the airport to expand up to 15,600'. The pre-application was filed in April based on the 5000 foot expansion. Approval to put out advertising for RFP's came before the Commission at this point. Mr. Blanchard questioned if this is where the process is now. Mr. D'Amico replied that it is. The Airport has received 12 proposals, it was narrowed down to six, then down to two. They are Webster-Martin and Julian Goodrich. Discussion.

Mr. Gutman made a motion that both firms submit a presentation on finances and fees by July 24, 1990. Seconded by Mr. Corley. All were in favor.

INTERSPACE BROCHURE PROPOSAL:

Mr. Hamilton advised the Commissioners that Interspace could not make it to this meeting to submit the proposal. Discussion. Mr. Hamilton reported that he would have more information by the next meeting. Interspace will be coming to the Airport to look at Information Booth.

AFSS - FAA REQUEST FOR BUILDING MODIFICATION:

Mr. Hamilton reported that the Flight Service Building needed to have a window replaced.

Mr. Corley made a motion to approve the building modification. Seconded by Mr. Flaherty. All were in favor.

PURCHASE APPROVALS:

Mr. Hamilton requested approval to spend some approved budgeted FY '91 funds for the following items that are required: Batwing Mowers, Rollover Blade for Tango One, Dump Bodies, and Skid Steer. Discussion. Mr. Blanchard expressed his reluctance to spend approximately \$67,000 in the first month of the new fiscal year. Discussion.

Mr. Corley made a motion to approve the purchases if using excess funds from the FY '90 budget if available. If the funds are not available, the Commission would then re-evaluate the purchases. Seconded by Mr. Flaherty. All were in favor.

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**LEASES & CONTRACTS:**

NORTHERN AIRWAYS - TRIAL RESULTS were distributed by Mr. Ellis. Discussion. Mr. Hamilton requested of the Commissioners when they want to execute the \$33,000 payment to Innotech. Discussion. Mr. Hamilton explained that the City Treasurer would be transferring parking ticket revenues owed to the Airport into the Airport's general fund for payment. Mr. Hamilton reported that he will know more information by the July 24, 1990 meeting.

VALLEY AIR - Nancy Sheahan advised the Commissioners that she needed the authority for Mr. Blanchard to execute the escrow agreement and the agreement regarding the payment of the 4%.

Mr. Corley made the motion to give Mr. Blanchard the authority to be able to execute the agreements. Seconded by Mr. Flaherty. All were in favor.

Mr. Blanchard questioned Mr. Hamilton on the newspaper article regarding Valley Air having commercial flights. Mr. Hamilton informed the Commissioners that Mr. Donoghue was briefed that he can not operate a scheduled carrier out of the Airport without coming before the Commission and orchestrating a airline agreement. Discussion. Mr. Hamilton advised that he will be watching Valley Air closely.

At this time, 5:27 p.m., a five minute recess was declared.

POLICE CONTRACT - Nancy Sheahan briefed the Commissioners that Chief Scully had received the new contract. Discussion. Mr. Gutman questioned if that payment would be made without the executed contract. Nancy Sheahan was advised that if the contract is not received by August 1, or the day after the next Police Commission meeting payment would be withheld.

Mr. Corley made a motion to enter executive session to discuss Off Airport Users fees, 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 5:39 p.m.

The meeting resumed regular session at 6 p.m.

Mr. Gutman recognized that on July 9, 1990 the City of Burlington dedicated what used to be Mobile Beach to what is now M. Robert Blanchard Beach.

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MANAGERS REPORT:

AIP 15 - Mr. Hamilton reported that AIP 15 is ready to begin. Notice to proceed has been given.

YEAR END EXPENDITURE REPORT - Mr. Hamilton reported that all items that the Commission approved have either been ordered, received, on going or accomplished.

ENPLANEMENTS/REVENUES COMPARISON - Mr. Hamilton reported that revenues are up 3% and enplanements are up 2.5% compared to last year at this time.

There being no further business, the meeting adjourned at 6:07 p.m.

The next meeting of the Airport Commission is scheduled as a special meeting on Tuesday, July 24, 1990.

Respectfully Submitted,

*Ann M. Zeno*

Ann M. Zeno

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
TUESDAY JUNE 26, 1990  
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman  
Huck Gutman  
Michael Flaherty  
J. Richard Corley  
Nancy Sheahan  
Joseph McNeil

John J. Hamilton  
Tamara S. Gagne  
Richard C. Varney  
Ann Zeno  
Bill Ellis

Jared Wood - NPA, William Spruce - United Airlines

The meeting was called to order by the Chairman, Mr. Blanchard at 3:37 p.m.

Mr. Hamilton introduced Mr. William Spruce as the new United Airlines Station Manager for Burlington Airport, originally from Maine, transferring at this time from Seoul, Korea. Mr. Spruce was greeted by each Commissioner and welcomed to the Airport. The Commission indicated that they have always had a good relationship with United Airlines and the only outstanding issue was in regards to the installation of ground power units for noise reduction. Mr. Spruce indicated that these units were already in place and ready to use this winter.

DIRECTOR OF AVIATION APPOINTMENT:

Mr. Corley made a motion to re-appoint Mr. John J. Hamilton as Director of Aviation at the Burlington International Airport for the period of July 1, 1990 to June 30, 1991. Seconded by Mr. Flaherty. All were in favor.

COMMISSION CLERK APPOINTMENT:

Mr. Corley made a motion to re-appoint Mrs. Tamara Gagne as the Clerk of the Board of Airport Commissioners for the period of July 1, 1990 to June 30, 1991. Seconded by Mr. Flaherty. All were in favor.

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COMMISSION CHAIRMAN ELECTION:

At this time the Chair was turned over to Mrs. Gagne as Clerk of the Board. The floor was opened for nominations for Chairman of the Board. Mr. Corley nominated M. Robert Blanchard. No other nominations were made or accepted.

Mr. Corley made a motion that M. Robert Blanchard serve as the Chairman of the Board of Airport Commissioners for the period of July 1, 1990 to June 30, 1991. Seconded by Mike Flaherty. All were in favor.

TRAVEL REQUEST:

Mr. Hamilton requested approval of the Board to attend the Annual Northeast AAAE conference on August 25 - 30, 1990 in Princeton, New Jersey. The budget for this trip is \$2,000.00 to accommodate two persons, for which Mr. Hamilton invited the presence of one of the Commissioners. Discussion.

Mr. Corley made a motion to approve the travel request by Mr. Hamilton to attend the Annual Northeast AAAE conference in Princeton, New Jersey. Seconded by Mr. Flaherty. All were in favor.

CHAMPLAIN COLLEGE REQUEST:

Mr. Hamilton explained that the public relations coordinator of Champlain College had requested permission to display a solar-powered race car, built by Champlain College's Engineering Technology students, in the airport terminal. Discussion. Mr. Hamilton indicated that it could be easily orchestrated and would be a display of which he approves. Discussion. Details of the display have not been researched as Mr. Hamilton wanted direction from the Commission prior to any discussion with Champlain College.

Mr. Corley made a motion to approve the Champlain College solar-powered race car display, provided that it can be aesthetically and conveniently located, to be coordinated by JJ. Seconded by Mr. Flaherty. All were in favor, noting that Mr. Gutman too voted in favor.

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INNOTECH RE: DAYSTAR:

Mr. Hamilton indicated that Mike Sacco, Manager for Innotech had requested specific direction from the Airport Commission regarding their desires relative to negotiated subleasing fees for Daystar. Discussion. The Commission indicated that as in the case with Montair and in light of what they believe to be standard and reasonable, Daystar should remit to the Airport 3% of their gross revenues.

POLICE CONTRACT:

Mr. Hamilton reported that although previous discussion and presentation of the Police Services contract was for a continuation of the terms they presently provide, he now has additional concerns relating to the lack of appropriate coverages. He suggested that language be incorporated into the agreement that if coverage is not provided, as indicated, then the payment to the Police Department be proportionately reduced. Discussion. Mr. Blanchard agreed with this recommendation and suggested that coordination take place with the City Treasurer to orchestrate this deduction, which he indicated would not happen more than once!

Mr. Gutman made a motion to renew the Burlington Police Department services contract with the Airport for the period of July 1, 1990 to June 30, 1991 under the same terms as is presently agreed with the addition of the language so recommended by the Airport Manager. Seconded by Mr. Flaherty. All were in favor.

PARKING LOT CONTRACT:

Mr. Gutman made a motion to renew the Department of Public Works parking lot contract for an additional one year term, expiring on June 30, 1991. Seconded by Mr. Flaherty. Discussion. It was clarified that the extension is for a one year period, but it is the desire of the Commission to solicit proposals this winter for the operation of the parking lot.



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INFORMATION GALLERY/INTERSPACE:

Mr. Hamilton reported that based on the information provided in the lease and by determination of the attorney, the Airport would be in violation of its lease terms by allowing Mr. Dinkin of Information Gallery to contract advertising, by means of brochures, within the airport terminal. Discussion. Mr. Hamilton indicated that a travelers aid center with brochure distribution is an important asset and would recommend that Interspace Airport Advertising be allowed to provide such services to the Airport, as they have requested. Discussion.

Mr. Gutman made a motion to approve that Interspace Airport Advertising be allowed to provide services to maintain a travelers aid center with appropriate brochure distribution, based on direction and coordination from the Director of Aviation.

SECTOR AIRLINES:

Nancy Sheahan reported that it did not appear to her, based upon the documentation made available, that the airport has any legal means by which the \$12,000.00 can be collected from Mr. Morris Cohen of Sector Airlines. Discussion.

ALLIED AIR FREIGHT:

Allied Air Freight has been given a notification of default in regards to their past due balance. JJ reported that he met with Mr. Bill Spencer regarding the notification, who indicated that he would meet with his corporate office and attempt resolution. Mr. Hamilton indicated that he informed Mr. Spencer that if payment has not been made by July 9, 1990 a report would be made to the Airport Commission at their July 10, 1990 meeting and locks would be placed on the building thereafter.

ATTORNEY'S CONTRACT:

Mr. Corley made a motion to approve the renewal of the legal services contract with McNeil & Murray for an additional one year term with the hourly rates of \$95.00 for partners, \$80.00 for associates and \$45.00 for paralegals or clerks. Seconded by Mr. Flaherty. All were in favor.

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Mr. Gutman made a motion to enter 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. All were in favor. The meeting entered executive session at 4:07 p.m.

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

Mr. Gutman reported that a press conference and reception will be held on Friday, June 29, 1990 at 11:30 a.m. for the "kick-off" of the free CCTA bus program.

MANAGER'S REPORT:

Mr. Hamilton reported that renovations to the BUILDING 880 HVAC have begun with a thirty day contract and completion time frame.

The GIFT SHOP/INFORMATION BOOTH renovations are complete as of this date. Telephone conversion is expected this week in order to orchestrate the opening of the airport information center. Discussion. Mr. Gutman requested that a letter be written to Fenton Hill to indicate the feelings of the Commission that the renovations greatly enhanced the gift shop appearance and that they were quite impressed by the completed product.

JJ requested that the Commission mentally prepare for a discussion of the south end terminal study to be presented by Campbell & Paris at the next Board meeting.

JJ and George Paris will be appearing before the South Burlington City Council on July 9, 1990 to present and discuss the Airport Master Plan study, per request and suggestion of Commissioner Flaherty.

Notification regarding the ACT 250 PERMIT for AIP-15 is expected to be received on Wednesday, June 27, 1990. Although the District Commission was to have acted on it as of last Tuesday, they ran into complications relative to review by one of their Board members. JJ will keep Airport Commission apprised.

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MANAGER'S REPORT (CONT.):

The FEDERAL AVIATION ADMINISTRATION will be here on July 10 and July 11, 1990 to discuss the scope of the Taxiway 'G' Construction project as well as the five year AIP program. Any or all Commissioners are welcome to attend. Discussion.

There being no further business, Mr. Gutman made a motion to adjourn. Seconded by Mr. Flaherty. All were in favor. The meeting adjourned at 6:37 p.m.

The next meeting of the Board will be a regular monthly meeting to be held on Tuesday, July 10, 1990 at 3:30 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
TUESDAY JUNE 12, 1990  
3:30 P.M.

PRESENT:

M. Robert Blanchard, Chairman	John Hamilton
Huck Gutman	Tamara Gagne
Michael Flaherty	Richard Varney
Nancy Sheahan	Gerald D'Amico
William Ellis	Barb Corcoran
	Ann Zeno

Mr. Brant Dinkin - Info Gallery, George Paris - C&P, Dick DeGrasse - Demand Side Services, Rick Posie - 'A' Rent-A-Car

The meeting was called to order by the Chairman, Mr. Blanchard at 3:44 p.m..

MINUTES:

Mr. Gutman made a motion to approve the minutes of May 24, 1990 as forwarded and reviewed. Seconded by Mr. Flaherty. All were in favor.

DEMAND SIDE SERVICES - DICK DEGRASSE:

Mr. DeGrasse indicated that he had submitted a report to Mr. Hamilton discussing the various findings and recommendations regarding the electrical power study they have conducted over the past year. In summary, the Airport has fourteen meters (BED and GMP) of which only three are significant and incur approximately \$175,000 in utility charges per year. Mr. DeGrasse recommends that the Airport immediately request of BED to be put on "time-of-day" rate schedules for all of our Burlington Electric meters, for which there is no cost. Mr. DeGrasse next explained that BED is embarking on the institution of a new energy conservation program. One of its features will be to "round up" all generation capacity within the City and bring it under the dispatch control of the utility. This would involve obtaining all department emergency generators, including the Airport, centralized through BED and relieving them of their need to buy an equivalent amount of peaking capacity. Burlington Electric Department would enter into a contract with the Airport for the transfer of our two generators and would in turn pay the Airport approximately \$10,000 per year for this use. Additional initial expenses may be required such as on site generation system design of \$4300.00 in half of which BED

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DEMAND SIDE SERVICES (CONT.):

would request that the Airport participate. Discussion. Mr. Gutman questioned and was responded to that the use of the generators in this way would not adversely affect their value or life and would in fact be beneficial. Discussion. The complete proposal that Demand Side Services has produced is a five part plan consisting of the following:

1. Demand Side to continue analysis - \$3600/yr
2. Implement Time of Day Rates
3. Re-Program Energy Management System - Deferred to Johnson Controls
4. Energy Audit - "fashionable & cost effective" - \$
5. On Site Generation System Design - \$4300 (to be split with BED)

Discussion. Mr. DeGrasse to meet with the Airport Manager and Engineer to discuss this proposal with a recommendation to come from the Manager at the next regular Commission meeting.

INTERSPACE/INFO GALLERY PROPOSAL:

Mr. Hamilton reported that he had received a letter from Interspace Airport Advertising in which they indicated that they strongly endorse a travelers aid and brochure distribution program, but that this type of program is an advertising function. The letter indicates that the Information Gallery operation is in direct competition with them as advertisers and violates the exclusive advertising lease rights of Interspace. Discussion. Mr. Blanchard directed that Nancy Sheahan review the terms of the lease in order to determine if Interspace is correct in their assessment and for the Airport Manager to report back at the next meeting these findings. No further action taken. Mr. Dinkin advised that his proposal could not be acted upon in light of this action, and will be addressed at a future meeting.

At this time, Mr. Posie was given opportunity to discuss any items he may either be waiting for on the agenda or to bring up any business he is interested in expressing an opinion. Discussion. Mr. Posie indicated that as owner of 'A' Rent-a-Car he had hoped to hear about or discuss the off airport user fee issue. Mr. Blanchard explained that the direction was given to the Airport attorney, just at the last meeting, to contact all off premise car rental and parking lot

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OFF AIRPORT USER FEES (CONT.):

operators and meet to negotiate a contract. The status report and any other information relative to this contract will be discussed in executive session under the regulations regarding contract negotiations, to which Mr. Posie would not be privy. Discussion. Mr. Blanchard indicated that Mr. Posie should be contacted in the upcoming week regarding a date for the negotiations meeting and that he was welcome to contact the office at any time to obtain copies of minutes and or meeting notices regarding this subject. Mr. Posie satisfied with this discussion and information, left the meeting.

MAY WARRANT:

The May warrant was presented and reviewed.

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

MAY OPERATING STATEMENTS:

An explanation of the USAir past due account was given and the status of the Allied Air Freight payable balance was discussed. Mr. Hamilton indicated that upon receipt of the trial balance report, he contacted Mr. William Spencer and requested an explanation of the account. Mr. Spencer did not provide any information at that time and has not responded since, although Mr. Hamilton has made repeated attempts to contact him. Discussion. Mr. Hamilton recommends that Allied Air Freight be found in default of their lease agreement and be so properly notified. Discussion.

Mr. Gutman made a motion to install a new lock on the building and doors to Allied rented spaces until such time that the lease obligations are met. Seconded by Mr. Flaherty. Discussion. Nancy Sheahan that it would be proficient of the Commission to notify Allied Air Freight and allow them time to cure under the terms of the lease. Discussion. Mr. Gutman withdrew his motion and Mr. Flaherty his second.

Mr. Gutman made a motion to notify Allied Air Freight that they are in default of the terms of their lease in regards to outstanding rental payments, currently equating to \$11,321.15, and that they be given thirty (30) days to cure by payment of all balances. Seconded by Mr. Flaherty. All were in favor.

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MCNEIL & MURRAY INVOICES:

Mr. Gutman made a motion to approve the invoices of McNeil & Murray for the period of April 23, 1990 to May 22, 1990 in the amount of \$6,414.76 and for the period of March 23, 1990 to April 22, 1990 in the amount of \$5,276.20. Seconded by Mr. Flaherty. All were in favor.

MASTER PLAN UPDATE:

Mr. George Paris, Campbell & Paris Engineers, presented to the Commission an outline summary of progress to date as well as projected completion schedule for the Airport Master Plan. This report as well as Mr. Paris' comments indicated that the final draft will be presented to the Commission at their July meeting. From there the draft plans and report will be forwarded to FAA and the Advisory Committee members. It is expected that final comments and changes will be incorporated such that the final document may be submitted to FAA by September, 1990. Discussion.

SOUTH END RENOVATION PROJECT AND SCHEDULE - C&P:

Mr. Paris explained that he would accept any comments, directives or suggestions from the Commission in regards to the south end terminal renovation study as additional or clarification to what has been proposed. Discussion. Mr. Blanchard directed that Campbell & Paris should proceed as originally directed with a report to the Commission at their July meeting.

HOYLE, TANNER & ASSOCIATES - AIP 15:

JJ reported that HTA was tentatively scheduled dependent upon the outcome of the Act 250 hearing of last evening regarding AIP 15. It is, however, not necessary for their presence as a decision was not reached. Mr. Hamilton indicated that he felt the meeting to have come out in the Airport's favor, but it is unknown whether Munson would appeal such a favorable decision. Discussion. The goal of Mr. Munson would be to have the airport install a culvert under Williston Road, which within the scope of his plans will be required of him at some future date. Discussion. Mr. Ellis indicated that the District

AIP-15/ACT 250 PERMIT (CONT.):

Commission has requested additional technical information prior to their meeting of next Tuesday which he will be striving to produce for this Thursday to be available for their deliberation meeting. Discussion. The second issue, as mentioned above, is the concern about the impact to the culvert under Williston Road. Based on a memorandum from Mr. William Szymanski as South Burlington City Engineer there is an indication that the culvert may not be adequate for the current water flowage and his understanding of the project is that additional storm water will create problems with the culvert. As this memo was issued at preliminary project review, HTA has had opportunity and has altered the plans to accommodate for and resolve this concern. However, Mr. Szymanski has not or will not make himself available to review the new plans and or write an additional memorandum regarding the changes. Discussion. A decision will be made on Tuesday, June 19. If the permit is granted, the Airport will proceed with the project with the knowledge that Mr. Munson may appeal the decision and cause alterations or delays in the project at that time. Discussion. Mr. Blanchard indicated that should the District Commission approve a permit with the condition of building a new culvert under Williston Road, the Airport Commission will withdraw the project plans. Discussion. Mr. Gutman inquired as to the effect on airport operations with project cancellation. Mr. Hamilton explained that a major and important portion of the project could still be accomplished (a portion not affecting drainage whatsoever), but that without all aspects being completed, there is a potential of airfield lighting failure in the upcoming winter. Discussion. A decision from the District Commission will be given on Tuesday night.

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

The meeting resumed regular session at 6:55 p.m., however, Mr. Flaherty left leaving a lack of quorum for official action. The remainder of these minutes were taken under advisement.



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NPA DEPARTMENT LIAISONS:

Mr. Hamilton reported that the Community & Economic Development Office had issued a memo regarding the Neighborhood Planning Association (NPA) Department liaisons for which he is requesting Commission direction. Discussion. Mr. Gutman suggested that the six (6) representatives listed be mailed meeting notices and agendas for each Airport Commission meeting. These liaisons will then have the opportunity to join the Commission at their meeting.

FY'90 BUDGET:

DOORS & SLIDERS:

Mr. Hamilton reported that the entry door and slider proposals received were over the anticipated budget amounts by \$1200.00 and \$800.00 respectively. Due to the costs of many other items being under estimates, monies will be available for the extra costs for the doors and slider projects.

WALLPAPER:

Mr. Hamilton then presented three proposals and different styles for the wallpaper replacement project. The most similar and most durable sample of wallpaper is proposed at \$2,536.00. The other two samples and proposals are somewhat less costly. Discussion. Mr. Hamilton directed that this decision for style, color and proposal is to be made by himself.

COMPUTERS:

Due to lack of quorum, definitive action could not be taken on the computers. Mr. Blanchard indicated that Mike Cain was in favor of proposal 'B' as presented by Mr. Varney. Mr. Gutman commented that the report prepared by Mr. Varney was very clear and that he would be in favor of allowing additional funds for computer purchases as described, but also has some concerns. Mr. Gutman requested that in addition to the proposed purchases, a back up for the 100 MB hard drive be purchased and installed. Mr. Gutman's second request was for Mr. Hamilton to contact and work with the FAA regarding the Airport's position on continuation and construction of a perimeter road. They are to be explained the current Master Plan phases and its eventual elimination of the need for a perimeter road. Discussion. Mr. Hamilton agreed to contact Mr. Brad Davis.

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VOCATIONAL EDUCATION:

Mr. Gutman reported that he had met with the State Vocational Education Director and his assistant for the purpose of determining whether there would be ways in which the Airport could assist in furthering vocational education in the State. They briefly reviewed the following possibilities:

1. The State is interested in providing workshops for people who work at the Airport facility to improve public relations skills. The funding for such classes is minimal and would be payable by Airport. If the agencies show no interest for their employees to participate, then the workshops will not be pursued.

2. The Essex Junction High School heavy equipment and vehicle maintenance program would be interested in on site job experience opportunities. Mr. Gutman had indicated that the obligation of the current vehicle employees is to maintain and repair equipment and that in this endeavor they may already be "stretched out" relative to manpower and time. However, should there be an avid interest from Essex and a worthwhile program proposed, an additional hire may be justified.

3. The Burlington educational facilities have an extensive program in aerodynamics and would be interested in holding classes in the "Montair" building. In accordance they would also be interested in determining what the FBO's may have to offer.

Discussion. Mr. Gutman to provide contact names for Mr. Hamilton to pursue as feasible.

MANAGER'S REPORT:

CONTINENTAL Airlines is increasing its daily flight schedule to include a Continental Express ATR42, 44 passenger flight to Newark. An amendment to the Continental Airlines operating agreement will be required reflecting this addition and allowing Continental Express to pay its landing fees directly to the Airport.

USAIR has met with the Airport Manager regarding preliminary plans for expansion on the north end of the terminal and would like to address the Commission in the near future. Discussion. The Commission requested that Mr. George Paris be present for all discussion and planning regarding the north end as it relates to the Master Plan.

NORTHWEST AIRLINES, Mr. Robert Fornaro, has contacted Mr. Hamilton to inquire whether the Burlington Airport would be interested in service by Northwest Airlines. Mr. Hamilton directed to proceed with obtaining information regarding Northwest's intent.

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MANAGER'S REPORT (CONT.):

Mr. Hamilton has been invited to the BURLINGTON AND SOUTH BURLINGTON ROTARY CLUBS as guest speaker and will brief both on the Airport Master Plan.

GIFT SHOP RENOVATIONS are expected to be complete by June 18. The in-house renovations to the airport information and reception desk will begin that week with the anticipation of completion for June 25. Jennifer LaBelle will be attending this counter during the period in which Mrs. Gagne is on leave. Upon Mrs. Gagne's return, Ann Zeno will take over all responsibilities of information and reception in this location.

BUILDING 880 HVAC renovations should commence the first week of July.

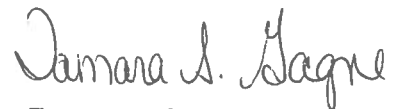
Mr. Hamilton will be attending a DEPARTMENT HEAD RETREAT on Wednesday and Thursday of this week in Bolton.

The next meeting of the Board of Airport Commissioners will be special interim meeting to be held on Tuesday, June 26, 1990 at 3:30 p.m. for the appointment of Director of Aviation and Clerk of the Board and election of Commission Chairman.

The next regular monthly meeting is tentatively scheduled for Tuesday, July 10, 1990 at 3:30 p.m.

There being no further business the meeting adjourned at 7:35 p.m.

Respectfully Submitted,

  
Tamara S. Gagne  
Clerk of the Board

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
THURSDAY, MAY 24, 1990  
3:30 P.M.

PRESENT:

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

John J. Hamilton  
Tamara S. Gagne  
Richard Varney  
Gerald D'Amico

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

Mr. Gutman made a motion to enter executive session to discuss the Valley Air negotiations and personnel, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Cain. The meeting entered executive session at 3:39 p.m.

The meeting resumed regular session at 4:10 p.m.

CCTA BUS SUBSIDY DEBRIEF:

Mr. Gutman reported that Joseph McNeil had considered the CCTA Burlington - Airport bus subsidy a favorable program in light of regional transportation authorities being allowed to participate in mutual funding projects with airports, the Burlington Airport program being a test project, and the specific parameters that have been established for this project to deal with problems relating to traffic congestion, parking, and terminal access. The Cities of South Burlington, Burlington, CCTA and the Mayor of Burlington have also approved the program. The contract will be a 366 day agreement for a payment not to exceed \$112,000.00. Mr. Gutman acknowledges that the previous approved amount was \$110,000.00. However, there is continued research into the books of CCTA to determine actual costs. The actual subsidy should in fact be considerably less than either of these figures as the Airport will realize a substantial discount for prepayment. Mr. Gutman also indicated that a press conference on this program was held with CCTA at 2:00 p.m. today with Channels 3 and 22 in attendance and the Burlington Free Press. Nancy Sheahan has proposed alternative wording to the resolution language presented at the previous commission meeting.

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Mr. Gutman made a motion to amend the CCTA bus subsidy resolution as submitted. Seconded by Mr. Cain. All were in favor.

Mr. Gutman indicated that he will be working on a draft agreement with CCTA. He has requested a day to day ridership account, but was told that this statistical information would could not be easily obtained and Ms. Debo offered to perform this survey request thirty-six (36) times during the contract term. Discussion. Mr. Cain requested that the accountability requirement be maintained on a daily basis. Discussion. Mr. Gutman to work on the contract and arrangements.

SOUTH END PROPOSAL:

Mr. Hamilton presented a proposal from Campbell & Paris Engineers to study, develop and design plans for various south end requirements including restaurant/lounge/kitchen renovation, improved second floor access, best use of former FAA tenant space, and south end terminal apron, parking and circulation improvements for a cost of \$15,000.00. The intended architect for this project is Odell Associates, highly recommended by Campbell & Paris. Discussion. Mr. Blanchard expressed his concern that this may take time away from the Master Plan Study. Mr. Hamilton reported that the final draft of the Master Plan is scheduled to be presented to the Commission in June.

Mr. Cain made a motion to proceed with a contract with Campbell & Paris Engineers for the south end proposal as described by the Airport Manager, at a cost of \$15,000.00. Seconded by Mr. Gutman. All were in favor. Mr. Gutman requested speaking with Campbell & Paris prior to starting this project.

ENTRY DOORS & SLIDERS:

JJ reported that he had requested a proposal from Acme Paint & Glass to install new middle entry doors and install sliders on the south entrance doors. No other proposals were requested, as all available information was on file from the recent installation of sliders on the middle vestibule and Acme would provide the same equipment as is currently in use. The entry door proposal exceeds the estimated amount by \$1950 and the sliders by \$493. Discussion. Upon further consideration (as this was the first time these have been reviewed) Mr. Hamilton requested that this item be deferred until the June meeting as he has questions on the proposals and numbers.

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Mr. Gutman questioned the reasoning for the Board cutting the computer purchase request of \$20,000 to \$3,000 at the last meeting. Mr. Gutman indicated that there was no requirement for the Airport to have a LAN system and no justification provided at the meeting. A lengthy discussion ensued regarding type of equipment, needs of the airport, justification memo prepared by Mr. Varney for this meeting, and applications of an updated system. The result was a request to have the proposed \$8,000 system detailed for the Commission to be reviewed at their June meeting.

GYPSY MOTH SPRAYING:

JJ reported that the Department of Agriculture will be contracting to have aerial gypsy moth spraying done in the areas of Burlington, South Burlington, Colchester, Essex and Essex Junction. Although the government is exempt from landing fees, the contractor would not be under normal circumstances. However, he has been informed that the costs that will be paid for landing fees will be passed back to the Department of Agriculture who is paying for this project with State funds as well as those contributed from the local communities. Mr. Hamilton recommends waiving of the landing fees for the contractor based on the above described. Mr. Gutman questioned the material that was to be sprayed and was informed that it was BT.

Mr. Gutman made a motion to approve the recommendation of the airport manager to waive landing fees for the U.S. Department of Agriculture for their Gypsy Moth Spraying program. Seconded by Mr. Cain. All were in favor.

Prompted by the discussion of charters and landing fee requirements, Mr. Blanchard questioned whether Mr. Morris Cohen was operating out of the Airport. JJ indicated that in fact he was operating a freight charter between the US and Canada through A.N. Deringer and was paying landing fees directly to the Airport, but has not remitted reports or landing for the past couple of months. Discussion. Mr. Blanchard had previously indicated that he wanted to be briefed on any activity conducted by Mr. Cohen, as Mr. Cohen owes the Airport the sum of \$12,000 from a previous negotiated contract. Discussion. Mr. Cain suggested that the original negotiators and contract be located and that legal procedures be initiated. Due to Mr. Cohen's canadian existence, it would be necessary to serve papers upon his entrance into the states (upon landing at BTV) and from there a writ of attachment for the aircraft. Discussion. JJ directed to follow up with Nancy Sheahan as instructed.

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ACCOUNTING SERVICES CONTRACT:

Mr. Hamilton reported that he had spoken with Mr. Brendan Kelleher, City Treasurer about the accounting services contract. One item relating to notification of accounts past due was added to the current agreement, which Mr. Kelleher found to be acceptable. The budget reflects \$35,000 available for this charge. Discussion.

Mr. Gutman made a motion to approve the accounting services contract with the City of Burlington, Treasurer's Office for a one year term at \$35,000, as negotiated by Mr. Hamilton. Seconded by Mr. Cain. All were in favor.

PARKING LOT CONTRACT:

Mr. Gutman made a motion continue the present parking lot contract under the same terms for an additional one year term with the City of Burlington, Department of Public Works. Seconded by Mr. Cain. Discussion. Mike Cain expressed his concern that BTV has not "tested the waters" in several years and that he would like to determine the industry standards. Discussion. Mr. Hamilton indicated that his only concern in renewing the contract is the maintenance and cleanliness of the lot. DPW does not want to manage the lot and therefore neglects much of that management. Discussion. Mr. Cain made a motion to table this motion in order that Mr. Hamilton will have opportunity to meet with the Mayor to indicate his concerns and ensure that they will be properly addressed with the renewal of the contract.

BUILDING 880 HVAC:

Mr. Hamilton reported that sealed proposals were received on Monday, May 21, 1990 from New England Air Systems, Delphia Construction, Chuck's HVAC, Northeastern HVAC and Four Systems. Four Systems' bid was considered an informal bid due to lack of bond and assurances and was therefore not allowed. The low proposal was from New England Air Systems at \$62,862.00 and the highest proposal from Northeastern HVAC at \$87,900.00. Discussion.

Mr. Cain made a motion to approve the Building 880 HVAC renovations contract award to New England Air Systems at a bid of \$62,862.00. Seconded by Mr. Gutman. All were in favor.

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MISCELLANEOUS & FOLLOW UP TO PREVIOUS MEETINGS:

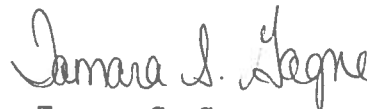
Mr. Gutman inquired as to the status of the letter that was to be sent to the Vice President of Innotech regarding the lack of response from the local manager in controlling the users parking area. Mr. Hamilton indicated that the letter was written to Mr. Sacco with a copy to the Vice President and that there is not response to date. Discussion. Mr. Gutman indicated that the directive was to contact the Vice President, not the manager. There is and continues to be a lack of cooperation and/or information on how the lot is controlled, to whom the unauthorized vehicles belong and the purpose of their business. Mr. Blanchard is concerned only as it relates to the potential competition with the pay public lot. Discussion. Due to this relation of the concern, a discussion ensued regarding the Commission's action towards collecting fees for other off airport users.

Mr. Cain made a motion to seek contracts with off premise car rental businesses and off airport valet parking, who derive all or some of their business from the Airport. Seconded by Mr. Gutman. Discussion. The Commission is in hopes that the users will be more acceptable to negotiating than to have fees imposed. All were in favor of the motion.

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

The next meeting of the Board will be a regular monthly meeting to be held on Tuesday, June 12, 1990 at 3:30 p.m.

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board



MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
TUESDAY, MAY 8, 1990  
3:30 P.M.

PRESENT:

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

John J. Hamilton  
Tamara Gagne  
Richard Varney  
Gerald D'Amico

In attendance for their respective agenda items:

Carl Tortolano - Hoyle, Tanner & Associates, Mike Clapp - Attorney for Valley Air Services, Brant Dinkin - Information Gallery

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

Mr. Gutman made a motion to amend the agenda to include the following items: #3a. One Year Bus Subsidy Program, #3b. Ethylene Glycol Treatment Agreement, and #7a. 880 Building HVAC. Seconded by Mr. Flaherty. All were in favor.

MINUTES:

The minutes of April 10, 1990 were presented for review and it was reported that the minutes of May 3, 1990, scheduled for approval were not yet available.

Mr. Gutman made a motion to approve the minutes of April 10, 1990 as presented. Seconded by Mr. Flaherty. All were in favor.

In regards to the meeting of May 3, 1990, Mr. Gutman acknowledged being in error in his statement that Valley Air Services had not been given ample notification by our attorneys, and apologizes for the same as it reflected negatively upon our counsel.

APRIL WARRANT:

Mr. Gutman questioned the payments to Montgomery Elevator, VT Women's Caucus on the Arts, National Airport Equipment purchases, and Schmidt

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APRIL WARRANT (CONT.):

Engineering. JJ explained that the Montgomery Elevator payments are the service contract payments for elevator and escalator preventative maintenance, VT Women's Caucus on the Arts for the reimbursement of the cost for the track lighting system, approved by Commission at the last meeting, National Airport Equipment is the company that provides airport lighting materials for the airfield, and the Schmidt Engineering reflects the purchase of a new sweeper under AIP-14, Contract 2.

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

OPERATING STATEMENTS:

Mr. Gutman questioned the accounts receivable balances for Allied Air Freight, Business Express and MasterTech Avionics. Mr. Hamilton reported that upon notification of these account past due balances, the Airport initiates letters of collection, which have been done. JJ indicated that we may continue to see the Allied Freight balance as the local manager, Mr. Fred Spencer has broadly indicated that the cost to operate from the Airport is excessive. Discussion. MasterTech is an outstanding invoice for which he is currently receiving a \$15.00 per month service charge and for which the Commission directed the Airport Manager to follow up with a single letter of notification and to maintain the record on the books until such time MasterTech may request to return to the Airport.

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

Mr. Gutman requested deferring the review and approval of the McNeil & Murray invoice until the executive session discussion in order to question charges on pending litigation cases and contract negotiations.

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VALLEY AIR SERVICES:

Noting the presence of Mr. Michael Clapp, attorney for Valley Air Services, Mr. Blanchard allowed him this opportunity to present his concerns or reason for attendance at this particular meeting. Nancy Sheahan presented copies of a letter from Mr. Clapp to the Commission just received at her office. Mr. Clapp explained that he did not expect the Commission to take action on this particular letter and further explained that he himself has not had the opportunity to make himself fully aware of the entire situation between Valley Air and the Airport, as Valley Air has just retained his services as of a few days ago. Mr. Blanchard summarized that the letter before them appeared to indicate that Valley Air is laying claim to a discrimination charge, but asked Mr. Clapp if he was prepared to address the issue before the Board at this time, relating to the monies owed the Airport by Valley Air. Discussion. Mr. Clapp indicated that he was not familiar with the offer of settlement made to Valley Air, nor prepared to address this subject. Therefore, Mr. Blanchard questioned airport counsel as to the status of the Valley Air negotiations. Nancy reported that Valley Air has not accepted the \$17,000 payment offer as of this date. Discussion.

Mr. Gutman made a motion that, as previously directed on May 3, 1990, Valley Air be found in default of their lease for non-payment of required fees. Seconded by Mr. Flaherty. All were in favor.

At this time, Mr. Blanchard directed that Nancy Sheahan be the sole contact between Valley Air officials and or their counsel from this point forward.

INFORMATION GALLERY PROPOSAL:

JJ reported that he has continued to review the proposal presented by Information Gallery and maintains his recommendation to have the brochure racks relocated along with the backlit sign to the area pictured on proposal #2. He has spoken with Interspace Airport Advertising who indicated that they do have a concern that Information

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INFORMATION GALLERY (CONT.):

Gallery is a competitor as it relates to advertising, but that they would not "push the issue" as their is insufficient terminal advertising space to provide for all agencies. JJ also reported that the back-lit display is a valuable public information tool and that the 60 odd brochures are informative advertising, but equates their necessity only to that of an aesthetic viewpoint if the back-lit display is allowed. Discussion. Mr. Blanchard indicated that he does not have a problem with where the racks are currently displayed, but realizes that the back-lit sign must be removed in light of gift shop expansion. Discussion. Ms. Bobbi Manes, Chamber of Commerce Director of Tourism, commented that the Chamber, both tourism and convention bureaus, are concerned with the inadequate dissemination of information from the Airport. Whether it is by Mr. Dinkin or another similar agency, the Chamber supports a managed visitor program which provides information to allow these visitors to find their way around the cities, entertainment and dining as well as other pieces to make their visit complete. Discussion. Mr. Blanchard reported that the Airport has already taken steps in that direction in that a full time person has been hired to attend an information booth in the main lobby. Discussion. Mr. Gutman suggested that the current Information Gallery display continue for the next six months and determine the need for the brochure distributions in light of the personal information to be provided. Discussion. Mr. Blanchard directed that this item be deferred to the advertising subcommittee for their review and recommendation to the Board for their June meeting.

HOYLE, TANNER & ASSOCIATES - AIP 15:

Mr. Hamilton reported that Hoyle, Tanner & Associates had submitted a request for additional design fees for the taxiway improvement project, AIP-15 of \$37,000. He indicated that some of these charges were justified and some were not. He has met with HTA since the receipt of this letter and came to agreement on legitimate cost extras of \$25,000.00 and would recommend a settlement of this amount provided that FAA also concurs.

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Mr. Gutman made a motion to approve payment to Hoyle, Tanner & Associates for additional design work on AIP-15, Taxiway Improvements Project in the amount of \$25,000 provided that FAA concurs on this additional cost. Seconded by Mr. Flaherty. All were in favor.

AIP-15 CONTRACT AWARD:

The three lowest bids, of five, received on the AIP-15, Taxiway Improvement Project were from Pike Industries at \$1.29 million, Whitcomb Construction Corp. at \$1.335 and Munson Earth Moving at \$1.388 million. JJ then reported that the Airport Engineer's estimate for construction was \$1.2 million dollars compared to HTA's estimate of \$1.7 million, indicating a job well done by the Airport Engineer! Discussion. In "light" of this report, Mr. Blanchard questioned whether JJ would recommend negating HTA's contract, at which time Mr. Tortolano gasped his heart!

Mr. Flaherty made a motion to approve the recommendation of contract award to Pike Industries of \$1.29 million for the AIP-15, Taxiway Improvement Project. Seconded by Mr. Gutman. Discussion. All were in favor.

ONE YEAR BUS SUBSIDY:

Mr. Gutman made a motion to adopt the following resolution:

WHEREAS: The Burlington International Airport has an obligation to foresee and prepare for the future transportation needs of the citizens of Burlington:

And whereas: These future needs involve safe and economical and convenient access to the Terminal;

And whereas: The Airport must be cognizant of working together with the City of South Burlington to facilitate the movement of traffic and persons in the congested Williston Road corridor:

And whereas: Finding alternatives to increasing employee parking is a short-range need, and finding alternatives to decking the parking lot to accommodate the traveling is a long-range need;

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BUS SUBSIDY RESOLUTION (CONT.):

Be it resolved: That the Burlington Airport will underwrite, for the cost of \$110,000, the cost of bus service by CCTA from downtown Burlington to the Airport (and return) for a period of one year only, providing by that contribution and the subsidy received by CCTA from the various local municipalities FREE BUS SERVICE on the Airport Route of CCTA;

And be it further resolved: That eight months after the inauguration of this free bus service a subcommittee of the Board of Airport Commissioners shall submit a report to the Commission whether, and on the manner in which, this free bus service impacts on the obligations and needs mentioned in the first part of this resolution, and on other community responses (local municipalities, bus riders, businesses in Burlington and South Burlington, the CCTA, airport management).

Discussion.

Seconded by Mr. Flaherty. Discussion. The motion to be passed contingent upon South Burlington approval and legal interpretation from City Attorney. All were in favor.

SOUTH BURLINGTON ETHYLENE GLYCOL TREATMENT:

Mr. Gutman made a motion that the Airport reach a contractual agreement with the City of South Burlington to remove the Airport ethylene glycol runoff to their water treatment plant for a minimum of \$25,000.00. Mr. Blanchard relinquished the Chair to Mr. Flaherty. Seconded by Mr. Blanchard. Discussion. JJ recommended that there be a meeting of Airport and City of South Burlington officials, including Nancy Sheahan to discuss contract terms. Mr. Flaherty called the vote. All were in favor. Chair returned to Mr. Blanchard.

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**ATM PROPOSAL:**

Mr. Hamilton reported that three banking companies responded to the Airport request for proposals. VT Federal and Chittenden responded with a letter that they were not interested and Merchants Bank with a proposal. JJ recommends that the Merchants Bank be awarded the ATM contract with their proposal of \$300/month payment with a \$.05 per transaction over 500. Discussion. The Commission indicated their discontent with the lack of response from the other banking groups, only in light of their constant requests to be allowed to provide ATM services.

Mr. Gutman made a motion to award the ATM contract to Merchants Bank at \$300/month with a \$.05 per transaction over 500, for a one year term with an option for an additional year. Seconded by Mr. Flaherty. All were in favor.

**HERTZ/NATIONAL CAR WASH PROPOSAL:**

Hertz and National Car Rentals have submitted a request to add a finishing room to the car wash facility, a diagram is attached. Discussion. JJ recommends approval based on aesthetics and there being no reason to withhold such approval. Discussion.

Mr. Flaherty made a motion to approve the request of Hertz and National Car Rentals to add a finishing room as per their diagram. Seconded by Mr. Gutman for discussion. The motion was passed in favor two to one, with Mr. Gutman voting against.

**MAINTENANCE BUILDING EXPANSION:**

Mr. Hamilton requests the approval of the Board to solicit architectural proposals to design the expansion to the maintenance building. The maintenance building expansion is an FY'91 AIP project in the amount of \$500,000, which will add three (3) additional bays and a mechanics bay (approximately 5,000 total s.f.). Discussion. The Commission expressed their concern that the four (4) bay addition is excessive, when there have been plans for only a single bay

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MAINTENANCE BUILDING EXPANSION (CONT.):

addition for the past three years. Discussion. The FAA requires that each airport provide adequate storage space for airport equipment, which in our case indicates the need for the additional 5,000 s.f.. Discussion. At this time, however, the request is not for approval of the project, but rather to proceed with proposal requests for design work which will be brought before the Board for their review and approval. Discussion.

Mr. Gutman made a motion to solicit proposals for design of the maintenance building expansion as requested by Mr. Hamilton. Seconded by Mr. Flaherty. All were in favor.

At this time, 4:55 p.m., a five minute recess was declared.

ART DISPLAY PROPOSAL:

JJ reported that the Airport historical pictures are in desperate need of restoration in order to have them properly preserved for the future enjoyment of all. During the period in which these will be restored, Ms. Jane Horner, an artist who recently displayed with the VT Women's Caucus on the Arts, has requested to be allowed to display her work. Discussion. The Commission indicated that it would not be appropriate to allow this request, as the Airport can not sponsor individual displays of art.

BUILDING 880 HVAC:

Mr. Hamilton reported that the capital improvement project for Building 880 HVAC upgrade (this year's capital project) was intended to include the cost of separately metering each tenant and making them responsible for their own utilities. However, the cost for the metering portion is now estimated at \$50,000 and the total project cost is only \$88,000. In light of this new information, JJ would recommend that the Airport continue to pay for the Building 880 utilities and increase the square foot rental to cover the costs. Discussion.



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BUILDING 880 HVAC (CONT.):

Mr. Gutman made a motion to increase the Building 880 lease rentals from \$10.00 per square foot to \$10.50 per square foot to cover current utility costs as well as new charges for air conditioning which will be installed in the upgrade. Seconded by Mr. Flaherty. All were in favor.

POLICE SERVICES CONTRACT:

The proposed police service contract has not been submitted to the Airport as of this date, therefore this item will be tabled until the next Commission meeting. JJ indicated that from conversations with Chief Scully, the contract terms will remain the same, but an additional police officer will be added to the force. Chief Scully also indicated that he was very willing to listen to and act upon the concerns of the Airport as it relates to the assignment of a lieutenant.

PARKING LOT CONTRACT:

This contract discussion was also tabled until the next Commission meeting in order for Mr. Gutman to meet with the Mayor and discuss its terms.

GROUND TRANSPORTATION CONTRACT:

Mr. Hamilton recommends the renewal of the current ground transportation contract with the addition of the four hours per week that is currently being worked under an amendment to present contract. The recommendation for renewal also comes with a recommendation for the \$1,000 increase given in previous years. Discussion.

Mr. Gutman made a motion to continue the ground transportation contract with Commencers for an additional one year term with hours of operation equating to 88 hours per week minimum at an annual cost of \$36,601.28. Seconded by Mr. Flaherty. All were in favor.

ENGINEERING SERVICES CONTRACT:

Mr. Hamilton reported that the FY'91 budget reflects an increase to the engineering service contract of \$1.50 per hour which he recommends for approval. Discussion.

Mr. Flaherty made a motion to approve the engineering services contract with Gerald W. D'Amico for an additional one year term at an hourly rate of \$30.00 per hour not to exceed \$37,440.00 for the contract term. Seconded by Mr. Gutman. All were in favor.

ACCOUNTING SERVICES CONTRACT:

The Commission inquired as to the terms and cost requested to have accounting services provided by the City Treasurer's office, as has been the past practice. JJ indicated that he has not discussed the terms with the new city treasurer, but will schedule himself to do the same. Discussion.

LEGAL SERVICES CONTRACT:

Nancy Sheahan reported that she was not aware that the contract was on this agenda and therefore has none prepared for discussion.

MANAGER'S REPORT:

PRECISION/NORTHWEST AIRLINK has a fully approved and executed operating agreement with the Airport and will begin operation on May 14, 1990.

The annual CITY DEPARTMENT HEAD RETREAT will be held on June 13-14 in Bolton, VT. JJ has served on the subcommittee for organizing this event.

The KELLOGG HANGAR is currently being removed with a completion date of this Friday, May 11, 1990 for a total cost of \$8500.

Minutes

May 8, 1990

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MANAGER'S REPORT (CONT.):

Information regarding collection and proper debiting of PARKING TICKET REVENUES to the Airport account will be received from the City Treasurer this Friday. A report to follow.

PASSENGER FACILITY CHARGES (P.F.C.) was an item that recently appeared in the press, initiated by an alderperson who thought that a surcharge to each airport passenger would be a great means by which the City could realize extra funds and therefore brought it before the City Council. This alderperson was not informed about the P.F.C., nor aware of the legal issues in attempting to divert these revenues to the City. Discussion. JJ explained that since that meeting, he has forwarded a letter to the City Treasurer, with a copy to the Mayor and City Council, explaining the nature of the proposed charges and the fact that these revenues would not be allowed to go to the City. The PFC is a charge that was prohibited by Congress years ago. However, FAA, states and airports are now soliciting Congress to change this prohibition. The PFC is a voluntary charge, up to \$3.00 per passenger, for which the Airport maintains 100% of the generated revenue. Based on our current enplanements, BTV would generate approximately \$1.3 million. BTV entitlement funds are 1.69 million dollars, of which a percentage would be relinquished to FAA (according to a sample chart and our enplanements - \$660,000) leaving the Airport with \$940,000 in entitlement funds and the \$1.3 million collected in PFC's. Discussion. The Commission questioned the time frame in implementation of this procedure. JJ reported that he has no information available regarding the Congress agenda, but will keep the Commission informed as he received word. Discussion. The PFC revenues will be dedicated as FAA funds and will require meeting of all current FAA regulations in order to allocate these funds, as is the case with the current entitlement. Discussion.

LAND ACQUISITION requirements regarding the properties on Airport Drive are being investigated at this time. However, the property of which Mr. Blanchard spoke last week has already been taken off the market. Investigation and reports will continue.

Mr. Blanchard then requested that JJ notify Interspace Advertising that it would be appropriate to have their empty advertising boxes filled with their own solicitation for advertisements or something of similar design. Mr. Gutman requested that the Commission take action on having the GBIC display case removed from the Airport. Discussion. The GBIC display approval was given with the understanding that the interior display would be rotated on a quarterly basis. The display has been in the Airport for the past two plus years and has yet to contain a different display. Discussion. Mr. Hamilton directed to write a letter to Mr. Beheny of GBIC to have the display case removed.

Mr. Blanchard then questioned the status of the Innotech parking lot control. Discussion. Mr. Blanchard expressed his disappointment that Mr. Sacco has neither responded to requests for control plans or is actively fulfilling the request of the Commission to have the lot patrolled. Discussion. Mr. Gutman suggested that the Airport Manager write a letter to the Vice President requesting his assistance in maintaining this lot. Discussion.

MCNEIL & MURRAY INVOICE:

The McNeil & Murray invoice for February 22, 1990 through March 21, 1990 was presented for review. Mr. Gutman questioned several charges incurred not relating to leases and contracts and was satisfactorily answered on all.

Mr. Gutman made a motion to enter executive session to discuss contracts, pending litigation and the McNeil & Murray invoice as it relates to these items, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 7:25 p.m.

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

Mr. Gutman made a motion to approve the McNeil & Murray invoice for the period of February 23, 1990 to March 22, 1990 in the amount of \$5,900.10. Seconded by Mr. Flaherty. All were in favor.

The next meeting of the Airport Commission is scheduled as a special meeting for March 24, 1990.

There being no further business, the meeting adjourned at 7:38 p.m..

Respectfully Submitted,

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
MAY 3, 1990  
3:30 P.M.

PRESENT:

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

John J. Hamilton  
Tamara Gagne  
Richard Varney  
Bill Ellis

Peter Brownell - C.O.B. Alderperson

The meeting was called to order by the Chairman, Mr. Blanchard at 3:41 p.m..

Mr. Gutman indicated that he was hereby resigning as the taxi subcommittee chairman, as he has recently read a newspaper article that there are ongoing problems between the drivers and the Airport, of which he was totally unaware. Discussion. Mr. Blanchard reported that these particular problems have been addressed in a letter to the Commission, which is to be discussed at this meeting. Prior to receipt of this letter however, Airport management was aware of the situation and appropriately dealing with individual complaints. Discussion. Mr. Blanchard explained that the complaint letter received was drafted by a Mr. Charles Finberg, an attorney who apparently represents the interests of several of the taxi drivers and owners operating at the Airport. However, Mr. Blanchard feels that it is appropriate that these individuals or group address the situation in the same manner that is required of all persons operating at the Airport, whether it be a tenant, contractor, passenger or other. That procedure is to follow the proper chain of command through airport administration. Discussion. The Commission directed that Nancy Sheahan write a response letter to Mr. Finberg that explains the Commission requirement.

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May 3, 1990

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VALLEY AIR SERVICES:

Mr. Blanchard inquired as to the status of the Valley Air Services negotiations, specifically their response to the offer of settlement. Bill Ellis reported that the offer had been made to Joe Fallon, Attorney for Valley Services, but that Nancy Sheahan had not received any comment or action. Bill Ellis reported that he attempted follow up with Mr. Fallon, finally received a return call today in which Mr. Fallon indicated that the Airport offer had been conveyed to the principles of Valley Air Services. It is Bill's impression that this conveyance of information has just transpired and that the principles have not had adequate time to respond and in fact have not responded as of this time. Mr. Hamilton reported that Valley Air Services is under the impression that the Airport Commission will be holding a special meeting to discuss FBO rates and fees and that they would wait until after this meeting to respond to the offer. Discussion. Mike Cain reported that the meeting to which they refer is this particular special meeting. However, this meeting was designated as a budget workshop. Mr. Blanchard expressed his opinion that it is no longer appropriate for the Commission to negotiate with Valley Air as they have already been given special consideration and ample opportunity to respond. Discussion. Mr. Gutman reiterated that previous direction to our attorneys was to negotiate with Valley Air Services within the parameters provided and that he finds it totally inappropriate for them to think that "new" parameters will be discussed, as if the initial directive were not valid. Discussion. Mike Cain reported that Valley Air had not received the offer until just this past week. Discussion. Bill Ellis was questioned as to why the offer was made only as of last week when Nancy Sheahan was directed to carry out the Commission directive a month ago. Discussion.

Mr. Gutman made a motion that if Valley Air has not responded to the offer made by Tuesday, May 8, 1990 then they will be found in default of their lease and the Board will be prepared to go to litigation. Seconded by Mr. Flaherty. Discussion. Mr. Gutman indicated that if in fact Valley Air was not contacted regarding the Commission's desire to negotiate until more than half of the time since the last meeting, due to Nancy Sheahan being on vacation, out sick or otherwise, then it is an issue that must be resolved between the Airport Commission and McNeil & Murray law firm as it is certainly not fair to expect a tenant to respond to a notice not given in a reasonable time. The motion was called and passed with all in favor.

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May 3, 1990  
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1990-1991 OPERATING BUDGET & REVENUE FORECAST:

The 1990-1991 operating expenses and revenue forecast were presented for review and approval. Mr. Blanchard reported that he has noted that a parcel of property north of the Airport on Airport Drive is for sale. It would be appropriate, in light of budget preparation and future airport development, that the purchase of this property, as well as the others in the airport development scope, be investigated. Mr. Hamilton then reported on the current operating budget status. The Industrial Park reserve fund balance is approximately \$435,000.00 and the pre-tax stabilization agreement fund is at \$57,000.00. The Airport cash status, including both of the above referenced funds is \$1.5 million drawing an average of 8% interest. To add to these funds, JJ will be meeting with the City Treasurer in the upcoming week to discuss parking ticket revenues derived at the Airport.

Mr. Gutman then began the review and discussion of the projected revenues for the fiscal 91 budget. He questioned the basis for the projected Innotech revenues of \$143,000. Mr. Hamilton explained that as indicated this figure is projected on a \$60,000 lease minimum plus an additional 3% of gross revenues over this minimum. The percentage was interpreted from information submitted directly from Innotech regarding projected operations, rental income and other revenues. Discussion. Mr. Gutman expressed his concern that the revenues reflect too great an expectation in light of economic changes and decreasing or stabilization of enplanements. Discussion. The current budget indicates that a surplus of revenues over expenses will be realized. Discussion. Mr. Gutman introduced a suggestion that the Airport subsidize the downtown to Airport bus route. Discussion. This sponsorship would attempt to solicit ridership of those currently driving to the Airport (decrease parking needs), provide a public service, and realize benefits to environmental concerns. Discussion. This program to be researched and discussed at a future meeting.

Mr. Blanchard questioned the percent increase of revenues for 1991 over those budgeted last year. The current total budgeted revenues are \$3,288,974 and FY'91 revenues are budgeted at \$3,484,305, a 5.94%

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May 3, 1990

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increase. Discussion. Mr. Gutman requested that Mr. Hamilton check with AAAE and AOCI to determine what landing fees and car rental concessions are expected to be in the upcoming year in light of the economy and enplanements. Discussion. JJ explained that the landing fees would not change as the number of enplaned passengers does not affect this fee. However, as pointed out by Mr. Gutman, there may be fewer flights as a result of a decrease in passengers. Discussion. JJ pointed out that the approved capital purchases and expenses will obviously not be purchased or expensed within the first month and the management of the budget is performed on a month to month basis, therefore the salvation if the revenues begin to show a decrease. Discussion. Mr. Gutman questioned the utility budgets, the uniform expense code and the increase to the wages and part-time budget. Mr. Hamilton reported that although the Airport no longer provides uniforms, the union contract allows \$100 per person allotment for the purchase of these uniforms. The increase to the wages budget is primarily due to the added position of Office Assistant, which is the person added as administrative support as well as a full time information attendant. The \$11,000 increase to the part-time budget reflects costs for the part-time observation attendants. Discussion. Mike Cain questioned the charges and budget for the treasurer's office service charge (\$32,500.00) and the administrative fee budget (\$35,000). The treasurer's office service charge includes charges for payroll, treasurer's office services, legal services, city clerk and general administrative support. The administrative fee is specifically the contract between the treasurer's office and the Airport to provide accounting services. Discussion.

Mr. Cain made a motion to approve the operating expense budget and revenue projections for the FY'91 operating year, as presented, with minor expense changes amounting to \$1200 - \$1500 as requested by the Airport Manager. Seconded by Mr. Gutman. All were in favor.

Mr. Blanchard declared a five minute recess at 5:15 p.m.

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



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May 3, 1990

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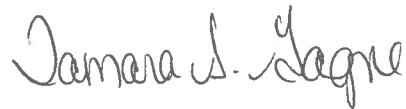
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Mr. Gutman made a motion to enter executive session to discuss the Montair contract and lease, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor.

The meeting resumed regular session at 5:28 p.m. As a result of the executive session, Mr. Gutman was appointed to exclusively speak to the officials of Montair until a resolution on contracts and terms can be reached.

There being no further business, the meeting adjourned at 5:30 p.m. The next meeting of the Airport Commission will be a regular monthly meeting to be held on Tuesday, May 8, 1990 at 3:30 p.m.

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
APRIL 10, 1990  
3:30 P.M.

PRESENT:

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

The meeting was called to order by the Acting Chairman, Mr. Gutman at 3:28 p.m.

Mr. Blanchard 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. Flaherty. The meeting entered executive session at 3:29 p.m.

The meeting resumed regular session at 4:55 p.m.

PRECISION AIRLINES:

Mr. Flaherty made a motion to approve the subtenancy arrangement between Business Express and Precision airlines for counter space and to proceed with an offer of the standard airline operating agreement between the Airport and Precision, including a provision that if Precision fails to pay to Business Express the ticket counter rentals, then the Airport will have the right to cancel the operating agreement. Seconded by Mr. Cain. All were in favor.

INFORMATION GALLERY - BROCHURE DISTRIBUTION:

Mr. Hamilton explained that the present contract for the display of a backlit sign and brochure racks, offering a \$1000 payment expires in June, 1990. Mr. Dinkin, President of Information Gallery, has presented two proposals for the continued display of his sign and display racks. One of the presentations proposes relocation of the back lit sign only with an offer of a \$2,000.00 and the second presentation proposes relocation of the back lit sign and brochure racks to a blank wall near the elevator in the baggage claim area with a payment of \$2,500.00 for this option. Discussion. JJ recommends the second proposal as the brochure racks should be relocated. Discussion. Mr. Cain made a motion that this item be tabled until the next meeting.

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MONTHLY REPORTS:

MINUTES OF MARCH 6, 1990:

Mr. Blanchard made a motion to approve the Minutes of March 6, 1990 as presented. Seconded by Mr. Flaherty. All were in favor.

MARCH OPERATING STATEMENTS:

Industrial park revenues, city budgeted versus airport budgeted, was discussed at length. Mr. Blanchard explained that only \$46,000 of the \$197,000 actual anticipated revenues was budgeted, because of the expectation of the City entering a contract, within this fiscal year, for the use of \$.05 per square foot of this industrial revenues for the Burlington Community Development Corporation. Discussion. Mr. Hamilton directed to meet with the new City Treasurer to discuss the status of the industrial revenue account and appropriate measures to be taken to budget for this year.

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

MARCH WARRANT:

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

MANAGER'S REPORT:

INNOTECH AVIATION PARKING - Mike Sacco of Innotech has reported that he is in full control of the parking at the G.A. Terminal on Airport Drive. Any authorized persons who park overnight have been issued a display permit. Those who park on a daily basis, but not overnight do not require a permit. JJ then reported that the Airport Ops staff also continue to check this parking area by recording all those vehicles who do not have display tags and who have been in the lot overnight. Discussion. Mr. Blanchard reported that he checked the lot himself yesterday and today and found that 28 vehicles were parked overnight and did not have permits. Mr. Blanchard questioned whether this is the "full control" that Mr. Sacco has indicated he has over this lot? Discussion. Mr. Hamilton indicated that he does not agree that there is full control, but that it is being addressed and operations is checking the lot.

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April 10, 1990

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AMERICAN AIRLINES:

JJ reported that, per Commission request, he has contacted American Airlines regarding the potential of their desire to operate at Burlington. American Airlines has indicated that a Burlington operation is not in their five year plan, but that American Eagle may express an interest in the near future.

SCOFF LAW ENFORCEMENT:

JJ reported that the scoff law ordinance, which allows towing of vehicles from all city streets and properties has recently been enforced at the Airport. These procedures have prompted a letter to Mr. George Crombie, Department head for Public Works regarding the procedures he has or will institute to collect the funds, presently not being paid, by the towed vehicle owner.

RESTROOM RENOVATIONS PROJECT:

JJ reported that the restrooms are scheduled to open this Friday after a final inspection of the ladies restroom. The construction must be complete no later than April 16.

RAMP NOISE:

JJ reported that there has been a large decrease in the noise generated on the ramp, primarily due to the weather change (no longer the need for APU's as supplemental power to heat the aircraft). However, the airlines who are required to remote park an aircraft (at Innotech or on the north end of the ramp near Kellogg Hangar) have no electrical sources available. JJ indicated that he was in the process of researching the cost for installation of 440 electrical power to the north ramp. Discussion. Once the costs and method are ascertained discussion will take place to determine whose responsibility it is to have such resources installed. Discussion. Continental has been told that they can no longer use their diesel ground power units and are in compliance. Discussion.

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**LONG TERM PARKING LOT:**

Due to inefficient attendant hours at the long term parking booth and subsequent customer complaints, DPW has installed a phone system within the exit booth. This system provides the customer with immediate contact to the main parking lot attendant in order that they may request their service for exiting the lot. Mr. Cain reported that one of his partners has had the opportunity to utilize this new system and spoke favorably of it.

**TERMINAL ADVERTISING AND SIGNAGE:**

On premise car rental agency managers have recently expressed a concern regarding the display of signs which have the rates of competing car rental agencies. The Airport car rental agencies are not allowed to display any types of signs on or around their counter, specifically those which would display their rates. Mr. Hamilton indicated that he does not believe it to be in the best interest of the Airport to allow the display of any rates for any of the advertisers in the terminal. Discussion. The Commission agreed with Mr. Hamilton's concerns and indicated that Interspace be advised that advertising of rates within the terminal is not allowed.

**POLICE SERVICES CONTRACT:**

JJ reported that he and Rick Varney had met with Chief Kevin Scully, Lt. Bill LeWare and Commander Sonnick to discuss the renewal of the police services contract. Chief Scully will be presenting a proposal of terms to JJ for further discussion. He did speak of desiring a ten man contract and a possible increase to the current \$325,000. Discussion. The Commission indicated that they would not accept any discussion of a ten man contract nor an increase. JJ reported that he would like to be able to negotiate that the Airport Manager have the ability to choose the Lieutenant who will be on duty at the Airport. Discussion. There are individuals who are not suited to the Airport atmosphere, for which the Airport should have ultimate control. Discussion. Mr. Blanchard stated that Lt. William LeWare has done an outstanding job in cooperation and service to the Airport and wanted it so noted for the record.

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April 10, 1990  
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REGULAR REPORTS:

HOYLE, TANNER & ASSOCIATES:

JJ reported that Hoyle, Tanner & Associates has submitted an amendment for additional monies on AIP-14, Oil/Water Separator due to an incorrect estimate on engineer's cost. The actual resident engineer for the project differed from the person for whom they budgeted. Although this would normally be an acceptable change order, as well as one that has been approved by FAA (in concept) for payment, JJ does not agree on the request based on principal. Although Hoyle, Tanner & Associates has known about this discrepancy from the beginning of the contract, the manager was not notified until this past week. JJ finds this to be a very unprofessional approach and based on this reasoning would not recommend payment. However, upon consideration of actual costs involved and potential adverse effect on the project engineer (Rich Fixler), JJ would recommend that, instead of the total request of \$3,400.00, only the actual out-of-pocket expenses of \$1271.00 (actual labor) be paid to Hoyle, Tanner & Associates. Discussion. The Commission agreed with Mr. Hamilton's concept for non-payment and suggested that he should contact the President of Hoyle, Tanner & Associates and explain his concern for the project engineer's welfare in either a reduced or non-payment dictate. Discussion.

Mr. Cain made a motion that the request by HTA for approval and payment of Amendment No. 1 to the Oil/Water Separator engineering contract be denied. Seconded by Mr. Flaherty. All were in favor.

ARMY GUARD/FAA ATCT HELO PAD REQUEST:

JJ reported that the Master Plan Update was reviewed in accordance with the request that was presented at the previous Commission meeting for a helo pad structure on airport. Discussion.

Mr. Cain made a motion to deny the request of the Army Guard and FAA ATCT for a helo pad structure based on review of the Master Plan. Seconded by Mr. Flaherty. All were in favor.

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April 10, 1990

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TRAVEL REQUESTS:

Mr. Blanchard made a motion to approve the travel requests of Mr. Hamilton to allow Rollin Tebbetts, Operations Specialist and Greg Hill, Working Foreman to attend the 1990 International Aviation Snow Symposium in Baltimore and for Mr. Hamilton to attend the National AAAE conference in St. Louis the week of May 21, 1990. Seconded by Mr. Flaherty. All were in favor.

A.N. DERINGER EXPANSION:

Mr. Hamilton reported that A.N. Deringer has requested approval for improvements to their current facility rental and to obtain additional rental space within Building 880. JJ has orchestrated the reacquisition of a portion of the US Customs/Immigration spaces within Building 880 for this purpose. Discussion.

Mr. Blanchard made a motion to approve the A.N. Deringer expansion and improvements request as presented. Seconded by Mr. Cain. All were in favor.

KELLOGG HANGAR REMOVAL:

Mr. Hamilton reported that he is in the process of updating the proposals received last fall to tear down the Kellogg Hangar building. The cost is not expected to exceed \$15,000 and the Airport would be looking to schedule this for early May. Discussion. USAir has agreed, in conversation, that they would participate in the cost of this removal. However, JJ recommends that the Airport proceed with removal and request a letter from USAir indicating their commitment or invoice them for the half for which they indicated they were willing to pay. Discussion.

Mr. Flaherty made a motion to proceed with removal of the Kellogg Hangar building at a cost not to exceed \$18,000 and to regain half of the actual costs from USAir. Seconded by Mr. Cain. All were in favor.

LEASE & CONTRACT RENEWALS:

Mr. Cain made a motion to approve the lease renewals of the following agencies as recommended and presented:

TERMINAL - I.T.S. Office Space Rental @ \$29.61/s.f.

AIRFIELD - K-1 Services Concession - no renewal

Metro Airlines Northeast Per Space Rental of  
"Montair" Parking Area on a month to month  
basis at \$625.00 per month

Airborne Freight Corp. Office/Warehouse  
rental - Bldg 880 @ \$10.00/s.f.

A.N. Deringer, Inc. Office/Warehouse  
rental - Bldg 880 @ \$10.00/s.f. and  
ground rental @ \$.20/s.f.

Bicknell Photo Office/Warehouse rental  
- Bldg 880 @ \$10.00/s.f.

Mitel, Inc. Office rental - Bldg 880 @ \$10.00/s.f.

Dynair CFE Services, Inc. Warehouse rental  
- Bldg 870 @ \$8.00/s.f. and Ground rental  
@ \$.20/s.f.

Emery Air Freight Aircraft Parking space rental  
@ \$.20/s.f.

Seconded by Mr. Flaherty. All were in favor.

FENTON HILL GIFT & SPECIALTY SHOP CONTRACT EXTENSION:

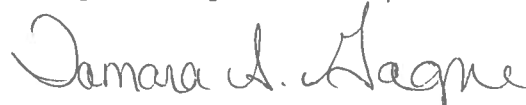
JJ reported that Fenton Hill has proposed a minimum annual guarantee of \$70,000 for the five year extension with an escalating percentage payment for revenues over \$700,000.00. Discussion.

Mr. Flaherty made a motion to approve the contract extension for Fenton Hill American Ltd. for the additional five year term at the minimums and percentage guarantees as proposed. Seconded by Mr. Cain. All were in favor.

There being no further business, the meeting adjourned at 5:50 p.m.

The next meeting of the Airport Commission will be a special interim meeting to be held on Thursday, May 3, 1990 at 3:30 p.m.

Respectfully Submitted,



Clerk of the Board



MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
MARCH 5, 1990  
4:00 P.M.

PRESENT:

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

Present for their respective presentations:

James Boothroyd, President - Hoyle, Tanner & Associates, Carl Tortolano - HTA, Stan Wilbur - Webster Martin, Jon Linwold - Webster Martin, Don Bortz - Continental, Peter Thayer - Precision, Mike Westmore - Precision, Mick Davis - Precision, John Gallichon - Precision, Harry Beheny - GBIC

AIP 14 & 15 - HOYLE, TANNER & ASSOCIATES:

Mr. Tortolano reported that the construction of Airport Project #14, Oil, Water Separator was complete as of February 14, 1990 and that the unit has been started. The only remaining items on this project are landscaping and seeding which will take place in the spring. Mr. Tortolano then presented the schedule for the airfield lighting project (#15) and explained current status. Due to the time frame for review of the permits by the State of Vermont, the project has been pushed back from the original schedule by approximately 30 days. Mr. Tortolano also indicated that the maximum time that the project could be delayed, due to this permit review, would be 150 days, the maximum by law. However, should this time frame actually come to fruition, the project would be unacceptably delayed such that construction could not occur in this calendar year. Discussion. Carl indicated that the situation would be constantly and consistently monitored. Mr. Tortolano then explained that the project cost estimate also required an adjustment. The FAA, in late 1989, issued a new airport advisory circular which changed the design criteria for pavement area on the reconstruction of taxiways. Currently, 1.3 million is allocated for the project, but the new estimate is 1.7 million. Discussion. The FAA should be willing to allocate the additional funds, however, the New England Region will have to bring the request back to Washington due to the amount of the additional being in excess of 10% of the original allocation. Discussion. Hoyle,

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March 5, 1990

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AIP 14 & 15 - HTA (CONT.):

Tanner was aware of the design change prior to the pre-bid meeting in September of 1989 but the advisory circular had not yet been published. Discussion. As a final report on this project, Mr. Tortolano explained that Taxiway Gulf extension would be accomplished next year. Discussion. Hoyle, Tanner directed to review the Master Plan documentation as it relates to next year's Gulf Taxiway project and encompassing future airport plans.

WEBSTER MARTIN - PERIMETER ROAD (AIP 16):

Mr. Jon Linwold explained that most of the study phase of the perimeter road project was complete and that he was looking for direction from the Airport Commission to proceed. Mr. Blanchard explained that the Board was willing to hear a status report, but that the recommendations for design or construction of the perimeter road would come from the Airport Manager. Mr. Linwold then presented the various options available relative to the problem of vehicular traffic crossing Runway 1. ALTERNATIVE #1 would be to do nothing. This alternative would seem unacceptable in light of the FAA FAR 139 regulation stating that only those vehicles necessary to the operation of an airport will be allowed access to movement areas. Also, FAA Air Traffic Control reports that approximately 200-300 vehicles currently cross the runway per day. This creates a very inefficient use of time, is potentially hazardous to users (higher accident potential) and could cause vehicle or aircraft delays. Discussion. ALTERNATIVE #2 is the relocation of Runway 1 threshold - aircraft would essentially be landing over vehicles crossing below the threshold. This change would decrease the length of the runway by approximately 760' to a total length of 2850'. The acceptable minimum length for this runway is 3200'. Also not feasible due to these requirements. ALTERNATIVE #3 is the construction of a perimeter road. Under this alternative there are three options, of which only two are feasible due that one also involves shortening of Runway 1. The other two viable options are 1) a 300' road and tunnel beneath the grade of the runway at an approximate construction cost of 1.2 to 1.5 million dollars. The construction in each of these options could include a "spur" off in the direction of the maintenance facility to connect directly to the access road. This option does not require the purchase of additional property. The second option is the "depressed profile". This road construction is done by creating a cut at the end of the runway and would involve no

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March 5, 1990

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WEBSTER MARTIN - AIP 16 (CONT.):

structure. The total road length is approximately 1200' with an additional 500' if the "spur" is constructed, at a cost of 650,000 to 750,000 dollars. Discussion. Webster Martin would recommend alternative #3, option 2. A final report will be available on April 5. Based on approval from FAA and notice to proceed from the Airport, construction could start in September or October.

Discussion. Mr. Hamilton was questioned on time frame that the Master Plan indicates a potential for a parallel runway system and responded that it is projected for approximately eight years. Discussion. If and when a parallel system is constructed there will be no need or use for Runway 1 as it currently exists. This should be considered in making final determination of perimeter road alternative. Discussion. Mr. Hamilton reported that the FAA has indicated that if the road is not constructed this year, as promised, then no further entitlement funds will be made available. Discussion. Mr. Hamilton to forward copy of letter which states this information, to the Commission.

Mr. Gutman made a motion to amend the agenda to add Item #4 a. CCTA Bus Subsidy. Seconded by Mr. Flaherty. All were in favor.

UNITED/CONTINENTAL ELECTRICAL GPU SERVICE:

Mr. Hamilton presented a letter from Mr. Vigil, Station Manager of Continental, who had requested it be read and made a part of the minutes of this meeting. (Letter dated March 5, 1990 with attachment of letter dated November 15, 1989 on file in Continental correspondence file). Mr. Hamilton summarized the content of the March 5, 1990 letter which indicates that Continental "never agreed to install electric ground power..." and arbitrates the actual noise created by their equipment versus that of other units on the field. The letter also requests answers to various questions, including whether the airport has conducted a noise impact study, the reason for categorizing GPU's and APU's alike and whether there have been considerations for extraordinary circumstances. Discussion. Outraged at having these type of questions asked in light of the extensive FAR Part 150 Noise Study conducted by the Airport, for which Continental was invited, participated and informed, Mr. Gutman expressed that the Airport had spent \$50,000 on installation of appropriate electrical sources to accommodate electrical ground power units for all of the airlines in order to resolve

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UNITED/CONTINENTAL GPU SERVICE (CONT.):

one of the many noise problems created at the Airport. The airlines have been consistently informed of the progress on this project and of the completion of same. It was then decided that with ample notification and installation time allowed a deadline be set. USAir airlines has willingly complied with the Airport's directive and currently has electrical service in place. United Airlines too has complied with the Airport wishes and should be receiving the ordered ground power unit within the next two months. Discussion. Don Bortz, representative of Continental, indicated that it was not practical or cost effective for Continental to purchase a \$50,000 electrical ground power unit for the two of five flights per day that they operate. Discussion. Mr. Hamilton explained that even with the use of electrical ground power units, on very cold nights (below zero) the airlines would require the use of APU's as an additional source to maintain heat on the aircraft. He requested clarification on whether this would be acceptable. Mr. Gutman explained that if there are situations in which what the airport allows and provides is not sufficient to meet the needs of the airlines, then they obviously must be allowed to supplement their services as needed. However, the rule remains that no APU's or diesel GPU's are to be run after eleven p.m. with allowances being made for those airlines who are in compliance and must use additional power units due to cold, unforeseen extraordinary maintenance items, etc., but not simply because the initiative or investment to comply will not be made. Discussion. Mr. Bortz reported that although Continental was not willing to invest in an electrical ground power unit, for whatever may be the reasons (lacking info from properties) he believes that there is a solution or alternative and would appreciate the consent of the Commission to work on these potential resolves. Discussion. The Commission ordered that the Airport Manager work with Continental, its facilities personnel and whoever it may concern in order to reach an acceptable alternative.

CCTA BUS SUBSIDY:

Mr. Gutman made a motion that the Airport provide \$50,000 for the next fiscal year, to the City of Burlington towards subsidizing the Burlington-Airport bus route in order to help alleviate the Airport parking and traffic problems, contingent upon two items: 1. Approval of the bus subsidy plan by the voters of Burlington (ballot for March 6, 1990 town meeting) and 2. approval by the South Burlington City Council. Seconded by Mr. Flaherty. Mr. Cain voted against the motion. All others in favor. Motion passed.

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GBIC/AFSS - HARRY BEHENY:

Nancy Sheahan reported that the State of Vermont has eliminated the requirement for comprehensive liability insurance covering the State and that with Mr. Beheny's cooperation the maximum limit on repairs to the building was reduced to \$1,000 as originally approved. The document is complete and has been forwarded, with these changes, to the State for signatures.

Mr. Gutman, based on a recommendation from the Airport attorney, made a motion to approve the agreement between the Airport and Greater Business Industrial Corporation in regards to the Automated Flight Service Station as reported and finalized. Seconded by Mr. Flaherty. All were in favor.

At this time, a five minute recess was called.

PRECISION AIRLINES (NORTHWEST AIRLINK):

At this time, the four representatives of Northwest Airlink entered the meeting to discuss their request to operate out of the Burlington Airport. Mr. Gallichon explained that Northwest Airlink is anticipating flight operations to begin out of Burlington on March 19, 1990. The actual lessee and carrier to serve Burlington will be "Northeast Express". However, Precision employees will be based here and for the first 45 days of operation and Precision aircraft will be providing service. Discussion. Mr. Blanchard expressed his dismay in learning that Precision had gone over the Commission and called the Mayor directly and indicated that the Airport Commission has been charged with the duty of determining what is in the best interest of the City of Burlington and the Burlington Airport and would continue to do so. Mr. Gallichon explained that he had contacted the Mayor in an attempt to determine what authority he had in ensuring that the Commission would in fact meet this month and apologized for proceeding so erroneously. Mr. Gallichon then indicated that they are interested in a temporary and permanent facility. Discussion. Precision has had an opportunity to review the terms of the current operating agreement and have submitted schedules and procured proper insurance certificates. Discussion. Both Mr. Cain and Mr. Gutman indicated their concern and unwillingness to allow Precision to begin operation without a fully executed operating agreement and in a temporary set-up that would create inconvenient access to the traveling public. Discussion. As per the terms of the current airline operating agreements, Precision must negotiate with

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PRECISION AIRLINES (CONT.):

current operators for use of space, facilities or personnel. If these negotiations are unsuccessful then the Airport has the requirement to notify those airlines with "reassignable" space to relinquish that space to Precision. Discussion. Mr. Gallichon indicated that these procedures have already been initiated and, to date, none of the current operators are willing to negotiate and he is under pressure due to the published schedule. Discussion. The Commission indicated that they would like some time to discuss this contract in executive session and that Precision could contact the Manager tomorrow.

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 6:20 p.m. The meeting resumed regular session at 6:25 p.m.

Mr. Gutman made a motion that Northwest Airlink/Precision/Northeast Express be advised that the request for a temporary ticket counter is an unacceptable alternative and that the Airport Commission, through Mr. Hamilton, will provide all aid and encouragement in their negotiations with current operators and if this does not work then the Airport will find them reassignable space as soon as possible. Seconded by Mr. Flaherty. All were in favor.

TRAVEL - SENIOR OPERATIONS SPECIALIST:

Mr. Hamilton requested approval to allow for Mr. Rollin Tebbetts to attend a FAA sponsored seminar in Nashua, New Hampshire. The seminar is in regards to safety and airport improvement programs to be held on March 20 and 21 at a cost of \$180.00 (travel, hotel & registration).

Mr. Gutman made a motion to approve the travel request as detailed by Mr. Hamilton. Seconded by Mr. Flaherty. All were in favor.

MINUTES OF FEBRUARY 6, 1990:

Mr. Gutman made a motion to approve the Minutes of February 6, 1990 as presented. Seconded by Mr. Flaherty. All were in favor.

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FEBRUARY WARRANT:

The February warrant was presented for review. This report has been reviewed by the Airport Manager and comes with his recommendation for approval.

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

FEBRUARY OPERATING STATEMENTS:

Mr. Blanchard noted that the wages and overtime budgets were overspent for the current period and that March and April could be potentially inclement weather months, for which additional overtime will be expended. Discussion. Although wages appear overspent, salaries are underspent due to the loss of the Director of Operations/Aviation position(s) in the transition. Mr. Hamilton hopes to transfer funds from this item code if necessary. John Stewart also indicated that the expenses for cost of living are not appropriately separated from wages as they should be. The COLA account reflects a \$24,000 budget, of which zero is spent. Discussion. The Commission asked Mr. Hamilton to explain how the Union benefits also affect the increase to wages and/or overtime. JJ explained that there was little or no effect to the maintenance wages, except for a double time payment provision for Thanksgiving, Christmas, New Year's and Fourth of July holidays worked (only applicable if snow removal takes place on these holidays). The major change is to the Operations Specialists wages as members of the bargaining unit. Each of the operations specialists are paid a premium shift differential for working weekends. The weekend coverage also provides for a half hour of paid overtime for the period they take as lunch, as they are not allowed to leave the worksite for that period. This additional half hour at time and one half is also given to the evening shift specialist for the same reason. (Does not apply to Day shift as they could feasibly leave facility as Director of Operations or Director of Aviation is available to respond to airfield.) The double time holidays are always applicable in their case, as the airport is open 365 days per year. Additional overtime is incurred by the Operations specialist, but this is for actual hours worked beyond eight as mandated by their respective shifts. Discussion. Mr. Hamilton indicated that he would review the need for the number of operations specialists currently employed and present possible alternatives, if there are any, by the June monthly meeting.

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

MCNEIL & MURRAY INVOICE:

Discussion. Noting that there have been no charges on the Northern Airways case for the past several months invoicing, Mr. Gutman questioned its status. Nancy reported that Northern Airways has waived their request for a jury trial and a conference is to be held on this Wednesday. The case will now be heard by a judge which should be able to take place within the next couple of months. Discussion.

Mr. Gutman made a motion to approve the McNeil & Murray invoice for the period of January 23, 1990 through February 22, 1990 in the amount of \$3,849.61. Seconded by Mr. Flaherty. All were in favor.

TERMINAL HVAC CONTRACT RENEWAL:

Mr. Hamilton reported that the current contract with Johnson Controls for service to the terminal and Building 880 HVAC systems expires in April of this year. Johnson Controls has indicated that an increase of \$500 would be required to continue the contract. Mr. Hamilton indicated that he is very satisfied with the performance and cooperation level provided by Johnson Controls and would recommend an additional fourteen month renewal (to place contract on airport fiscal year with all other contracts and leases).

Mr. Cain made a motion to approve the renewal of the Johnson Control HVAC service contract for an additional \$500 cost over previous contract amount, to expire on June 30, 1991. Seconded by Mr. Gutman. All were in favor.

TRASH REMOVAL SERVICES CONTRACT:

Mr. Hamilton reported that the trash removal services contract is expiring in April of this year. The current contract provides for a buy out option of the existing receptacle at contract term. However, Mr. Hamilton is not recommending this course of action as he would prefer to continue to rent the receptacle and renew the removal services contract for an additional year term (exact time period to be determined based on fiscal year) with the maximum buyout cost now reduced to \$6,860.00.



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TRASH REMOVAL SERVICES CONTRACT (CONT.):

Mr. Cain made a motion to renew the trash removal services contract with the current operator, as recommended by the Manager, with the cost of receptacle purchase not to exceed \$6,860 at the end of that term. Seconded by Mr. Flaherty. All were in favor.

RESTAURANT AGREEMENT RENEWAL:

The Airport restaurant agreement again expires in June of this year. As plans for renovations, RFP's or otherwise are not currently ready, Mr. Hamilton felt it appropriate that the Commission take action to extend the agreement. Discussion. Mr. Toulis, Airport Restaurant Owner, has indicated that he would prefer to enter into a two year extension of the agreement as he must make corresponding agreements with United, USAir and Continental for catering services. Discussion. Mr. Cain and Mr. Gutman volunteered as a subcommittee to meet to discuss, prepare and finalize plans for food concession RFP's and to do so as soon as possible. In that light;

Mr. Flaherty made a motion to extend the Airport Restaurant agreement with the current operator for an additional six month term in order to plan, receive proposals and select options for a food concession. Seconded by Mr. Gutman. All were in favor.

MITEL - LEASE TERMS:

Mr. Hamilton reported that Mitel Inc., a Building 880 tenant, had been forwarded a lease renewal on expiration of their previous five year contract. Several items within the lease were unacceptably modified and returned with signatures. A new original, with standard Building 880 terms, including \$.25/square foot additional charges for air conditioning, was returned to Mitel for execution and return by Friday, March 30, 1990. Mr. Hamilton requested that the Commission provide the necessary guidance at this meeting for him to take action if the document is not returned as requested.

Mr. Gutman made a motion that Mitel, Inc. be given a 30 day notice to vacate airport premises as of March 30, 1990 if an executed lease agreement is not received. Seconded by Mr. Cain. All were in favor.

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FENTON HILL - LEASE EXTENSION:

Mr. Hamilton reported that Fenton Hill has been requested to provide a schedule of minimum payments as it relates to the additional five year term requested and approved. As this schedule has yet to be received, this item will appear on the April agenda for review and approval.

AUTOMATIC TELLER MACHINE LEASE:

The Merchants Bank automatic teller machine agreement expired in December, 1989. There not being a standard lease rate schedule in effect for January, 1990 a lease renewal or recommendations for action were not presented to the Board. It is for this purpose that this appears as an agenda item. Discussion. The Board directed that the Airport solicit competitive proposals to operate an automatic teller machine in the terminal, due that several banking companies previously made issue with the Merchant agreement.

GROUND TRANSPORTATION AGREEMENT:

As previously reported, the ground transportation hours were extended to cover additional evening hours. However, this was at the expense of the agent herself or with the compromise of the morning hours (attendant on duty at 11:00 a.m. instead of 9:00 a.m.) which affected normal business transactions. Mr. Hamilton reported that the extension of the evening coverage has seemed to work well and he is requesting that these additional hours be paid on an hourly wage, based on current contract terms.

Mr. Cain made a motion to allow the Airport Manager the authority to pay for the additional hours worked by the ground transportation agent on an as needed basis. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman made a motion to enter executive session to discuss leases and contracts as outlined, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Cain. The meeting entered executive session at 6:59 p.m.

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

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VALLEY AIR SERVICES AUDIT:

Mr. Gutman made a motion that Valley Air be notified that they are to remit the calculated amount due the Airport, under the terms of the lease, within 30 days of notification and thereafter to be found in default of their lease terms and to so be appropriately notified. Seconded by Mr. Cain. All were in favor.

MANAGER'S REPORT:

1. DEMAND SIDE SERVICES although previously reported to be available this month, will be prepared to appear before the Airport Commission in April to present the final report on cost savings measures undertaken by their firm in regards to the airport electrical services.

12. RESTROOM RENOVATIONS will begin on Tuesday or Wednesday of next week. Discussion. The Commission expressed their great concern in once again having a contract several months before commencement. Discussion. Mr. Hamilton explained that if there is any fault for project delay, it would be that of the Airport and not the contractor, as initial delay was due to selection of colors and style. Once these items were selected, the contractor was notified and orders were placed. However, as previously reported, delivery time is 6-8 weeks. Discussion. The Commission indicated that this did not seem to be an acceptable answer and would be desirous of canceling the contract had the Airport not already given a Notice to Proceed as of this date. Discussion.

2. AIRBORNE EXPRESS is contracting to an air carrier for air cargo service for whom JJ had to inform would not be able to use the 890 ramp due to current spatial limitations. This carrier was directed that arrangements would be available through any one of the fixed base operators.

3. AIR TRANSPORTATION STUDY, the project for which the Airport donated \$6,000, held a meeting on February 27, 1990. The major topic of this session was the effect that the lack of Rutland air service has on Burlington. The basic conclusion being that 6,000 less passengers are enplaned through Burlington due to this situation.

4. YOUTH SERVICE NETWORK is a program sponsored and initiated by the City of Burlington which requests that all departments participate by allowing teenage volunteers to represent themselves at Commission meetings, run specific projects, and participate in department operations. The City has also inquired as to whether a department would be willing to contribute to the cost of the program with a donation of \$2.50 per day. Discussion. The Commission directed that Mr. Hamilton proceed with a response of full cooperation.

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5. LABOR RELATIONS WORK GROUPS is another function of the City, recently initiated, in which several labor and management representatives will meet on a bi-monthly basis to discuss working conditions, problems, solutions and other matters as necessary. The representatives are Gerry Carey, Greg Hill, Dave Fox, Ann Zeno, Larry Dumas, Rollin Tebbetts, and Richard Varney.

6. VEHICLE PARKING AUTO PAY MACHINE - Amano has provided information on a totally automatic pay station for airport parking systems. The cost for a single unit is approximately \$70,000. Discussion. This cost is far in excess of that to man the long term booth on a 24 hour basis.

7. INNOTECH PARKING LOT ASSAULT - Mr. Hamilton reported that during the weekend of February 27, 1990, a female flight crew employee was attacked, beaten and raped in the Innotech parking lot. A suspect and vehicle description have been obtained and it appears that an arrest is eminent.

8. INNOTECH EXECUTIVE TERMINAL PARKING - Operations has been checking the lot every week-end and there is a significant decrease in the number of unpermitted vehicles, but there are also still quite a few without permits. Innotech indicates that they are doing their best to manage this lot. Discussion.

9. UNITED AIRLINES STATION MANAGEMENT - United Airlines has appointed an interim station manager, Mr. Robert Jeffries, to replace Jim Martocchio who has left to return to Chicago.

10. WOMEN'S CAUCUS ON THE ARTS OPEN HOUSE was held on Saturday, February 24, 1990 with the Governor in attendance. Mr. Gutman noted, for the record, that Mr. Hamilton received great praise for his work in facilitating the displays and making the show successful. Mr. Gutman also recommended that the Airport approve the purchase of the light display to maintain as a permanent structure. The cost of the light is \$450. JJ to coordinate the same.

11. MASTER PLAN MEETING OF 03-01-90 - Mr. Hamilton, George Paris (Master Plan Consultant), Mike Flaherty and representatives of the Army and Air Guards met to discuss the proposed Master Plan. The meeting was very positive and JJ received a call from the Adjutant General's Office indicating their appreciation for the Airport's work on an intelligent and workable Master Plan. Mr. Hamilton also reported that an advisory committee meeting will be held within three weeks.

14. A.N. DERINGER EXPANSION - As previously reported, A.N. Deringer has expressed an interest in expanding their operations in Building 880. JJ is working with U.S. Customs to determine if some of their space may be available for use.

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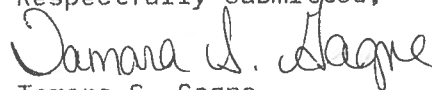
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15. CLASSIFICATION PROGRAM/EXEMPLARY PERFORMANCE: Mr. Hamilton explained that he was running into considerable, unacceptable obstacles with the Personnel Office. The electrician appeal request has still not been properly reviewed, yet the position of Working Foreman was upgraded by Union arbitration. This upgrade is not supported by the Airport and although the approval was given over a year ago, the Airport was just notified. This resulted in overtime calculations retroactive to December of 1988 and additional retroactive regular pay for the same period. In addition, Mr. Hamilton submitted a performance appraisal and request for a double merit increase on Mr. Tebbetts. The change of status form was returned with only a single step increase approved without the courtesy of an explanation. Discussion. Mr. Blanchard suggested that these type of issues be brought up at the next Department Head meeting for resolution. Discussion. Mr. Gutman advised that JJ should schedule a one on one meeting with the Mayor to discuss these issues prior to the Department Head meeting. Discussion.

16. LEASE RATES AND RENEWALS: Mr. Hamilton indicated that in order to administer upcoming lease renewals in a timely (and prior to Ms. Gagne's departure) manner an agenda item for the April meeting will be a presentation of the applicable leases to be renewed with a recommendation on rates and terms.

There being no further business, the meeting adjourned at 8:00 p.m.

Respectfully Submitted,



Tamara S. Gagne

Clerk of the Board

MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
FEBRUARY 6, 1990  
3:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman	John J. Hamilton
Michael Flaherty	Tamara S. Gagne
J. Richard Corley	Nancy Sheahan
Huck Gutman	Barbara Ironside
Michael G. Cain	

Present at Meeting for Appropriate Agenda Items:

George Paris - Campbell & Paris, Dave Cable - Keller Navin, Cable & O'Brien, Mark Birch - FAA ATC, Charlie Racine - Army Guard, Jon Potash - Fenton Hill, Victor Loya - Fenton Hill

The meeting was called to order by the Chairman, Mr. Blanchard at 3:10 p.m. with Mr. Flaherty and Mr. Corley present.

MINUTES OF DECEMBER 7, 1989:

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

WARRANTS & OPERATING STATEMENTS:

The December warrant and operating statements were presented for review. However, the January statements were not available at this time. Discussion ensued regarding reasons for absence of the January reports and accounting functions being performed by the City Treasurer's office. Mr. Blanchard directed to express the Commission's concerns to the Mayor regarding adequate and timely services provided by the treasurer's office. Full review and approval deferred until Ms. Ironside arrived at the meeting.

Mr. Gutman and Mr. Cain entered the meeting at this time.

MASTER PLAN UPDATE - GEORGE PARIS:

Mr. Paris presented a summary of the study's major concerns and a plan proposal and phasing recommendation. The concerns, numbering five, are as follows: Future Airfield Capacity, Growing Conflict with Neighborhood, Terminal Airside Expansion is Constrained, General

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MASTER PLAN UPDATE (CONT.):

Aviation Facilities are Fragmented, and Lack of Potential Development Areas for Other Corporate/Industrial Activity. The four major plan proposals presented were for a Parallel G.A. Runway Development, Corporate/Industrial Development Areas, Relocated Terminal Facility, and Use of the Existing Terminal for Corporate/Air Cargo Area. Mr. Paris then summarized that the plan significantly increases airfield capacity, provides organized G.A. operation, improves terminal area growth potential and access - with no property acquisition required - and activity centers moving farther away from residential areas potentially improving long term relationships with the neighborhood. The Army Guard facilities, however, would have to be relocated and the Air Guard operations could remain. Discussion. Mr. Cain questioned the content of the Army Guard master plan. Mr. Paris reported that he had met with both Guard units, but that only the Air National Guard had presented a proposed master planning schedule. Discussion. Mr. Corley appointed to meet with Campbell & Paris, JJ Hamilton and representatives of the Army and Air Guards to discuss the airport master plan as it relates to development of or in and around their areas. Meeting to be scheduled as soon as possible in order to proceed with public hearing schedule.

Mr. Gutman made a motion to enter executive session to discuss land acquisition, 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 4:00 p.m.

The meeting resumed regular session at 4:07 p.m.

Mr. Gutman questioned the feasibility, time frame and funding available from FAA if the Airport were to proceed with plans as presented. Mr. Paris responded that a new act, redone in 1987, was the Safety and Airway Capacity Act with an emphasis on the concerns of the FAA for airport capacity. Because both of these issues are addressed in the proposed planning and phasing puts the airport master plan in a very favorable, high priority position. Funding, as always is determined at the time of the project. Discussion. Mr. Paris advised that he expects to have a preliminary report for the Commission within 30 to 60 days of the date he meets with the advisory committee. Discussion.

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The meeting recessed at 4:16 p.m. for a five minute break.

At this time, Barb Ironside and Nancy Sheahan entered the meeting. Ms. Ironside had completed January warrant and operating statements for issuance to the Commission.

DECEMBER & JANUARY WARRANTS & OPERATING STATEMENTS:

Mr. Corley made a motion to approve the December warrant and December operating statements as presented. Seconded by Mr. Cain. All were in favor.

Mr. Corley made a motion to approve the January warrant and January operating statements. Seconded by Mr. Cain. Discussion. The accounts receivable statement was questioned. Ms. Gagne reported that as both she and Mr. Hamilton were just receiving the reports themselves the nature of any outstanding balances would require research. All were in favor of approval as presented.

MCNEIL & MURRAY INVOICES:

Discussion. Mr. Cain noted that there appeared no charges for the Northern Airways litigation and questioned its status. Discussion. McNeil & Murray have completed all court preparation that is necessary. Attorneys are now awaiting the appointment of a jury to hear the case. Discussion. It has also been discovered that Northern Airways, as of this date, does continue to operate in and out of the Airport as well as occupying office space in the g.a. hangar. Discussion.

Mr. Corley made a motion to approve the McNeil & Murray invoices as follows:

For the period of October 24, 1989 to November 22, 1989 in the amount of \$1,846.13, for the period of November 23, 1989 to December 22, 1989 in the amount of \$2,124.34 and for the period of December 23, 1989 to January 22, 1990 in the amount of \$1,662.08. Seconded by Mr. Flaherty. All were in favor.



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MUNSON APPRAISAL - DAVE CABLE:

Mr. David Cable appeared before the Commission and explained that he had given the airport a proposal to appraise a 3.2 acre parcel of land, located on the south perimeter area, known as the Munson property, for a sum of \$800. Once the appraisal review began, he determined that feasible uses of the land was an issue that needed extensive consideration due to the potential of wet lands present. He then spoke with Mr. Hamilton and Mr. D'Amico and presented a plan that would provide the airport with three appraisal scenarios at a cost of \$1800, an increase of \$1000 over the initial proposed fee. Mr. Cable's firm was directed to proceed with the appraisal process for \$1800. Discussion. The Commission inquired as to how an appraisal fee could be given without the knowledge of what the appraisal would involve. Mr. Cable indicated that he could very well have given an appraisal for the \$800 but it would not have taken into consideration the other possibilities that the three scenarios apparently present. Discussion.

Mr. Cain made a motion to approve the additional \$1000 expenditure for appraisal of the Munson property. Seconded by Mr. Corley. Mr. Blanchard and Mr. Gutman voted against the approval. Motion passed in favor.

GBIC/FSS - HARRY BEHENY:

Nancy Sheahan reported that she had received new documents from Steve Crampton from the State of Vermont regarding the GBIC/Cynosure lease of the Flight Service Station building. She has reviewed the agreement especially relating to the concerns the Commission expressed on initial approval. The agreement indicates that Cynosure would retain the obligation of building expansion but they would also be entitled to the rental for that new portion for a period of twenty-five years. Relating to building and maintenance repairs, Cynosure will be responsible for any structural repairs in excess of \$5,000 only and the agreement would require the city to provide insurance coverage for the entire building, limited to its replacement value. Discussion. Nancy Sheahan directed to conclude discussion with Steve Crampton and bring the document to the board for final approval at their next meeting.

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FENTON HILL - JON POTASH:

Mr. Potash presented a final design plan for the renovations to the gift shop store front for Commission review and approval. Discussion. Both stores are being recarpeted in the renovation and the airport information/reception office has been included in the plans. Discussion.

Mr. Corley made a motion to approve the final plans as presented. Seconded by Mr. Flaherty. Discussion. Mr. Cain questioned whether the current lease requires that Fenton Hill maintain a certain "face-lift" appearance throughout its term. Discussion. Mr. Cain's question was not intended to implicate that the current visual effect is less than that, but is looking for some type of assurance or control in the event that management or company changes over the term of the agreement. Discussion. Nancy Sheahan to check the terms of the agreement. If lacking such language, she will include the same in the amendment reference the five year extension of the contract. All were in favor of the original motion.

ARMY GUARD HELO PAD REQUEST - MARK BIRCH & CHARLIE RACINE:

Mr. Mark Birch, FAA Air Traffic Control Chief and Charlie Racine from the Army Guard entered the meeting to discuss a request that had been made over the past year. Mr. Birch indicated that he was seeking support from the Airport Commission to install helicopter landing pads on the airfield. This installation would greatly enhance air traffic and safety from the FAA's point of view, as well as facilitating Army Guard operations. Designated landing pads would take the helicopters out of the fixed wing patterns and flow and clear Taxiway Charlie. Discussion. Mr. Cain indicated that he did not feel comfortable considering this proposal in light of the ongoing Master Plan study. Discussion. JJ to report to Mark Birch the outcome of a meeting to be held between the Airport and Army and Air Guard units reference the Master Plan. Item deferred until that time.

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Mr. Gutman made a motion to enter executive session to discuss airport leases and contracts, 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 5:25 p.m.

The meeting resumed regular session at 6:10 p.m.

Mr. Gutman made a motion that if Valley Air has not provided the accounting documentation by Friday, February 9, 1990 as requested that JJ Hamilton be given the authority to order a detailed audit of their records. Seconded by Mr. Flaherty. Mr. Cain and Mr. Corley voted against the motion. An affirmative vote from the Chairman passed the motion in favor.

At this time Mr. Cain and Mr. Corley left the meeting.

ATC TOWER LIGHT PANEL PAYMENT - C.O. #1:

JJ explained that the airport light panel, controlling all airfield lighting, installed in the new tower required a change order in the amount of \$12,500. The changes to the original specifications have been accepted by FAA and will therefore be 96% reimbursable under the AIP project. Discussion.

Mr. Gutman made a motion to approve a change order to the Delta Electric - Light Panel contract in the amount of \$12,500, 4% of which is to be paid by the Airport. Seconded by Mr. Flaherty. All were in favor.

1990 DBE REPORT:

The Airport 1990 Disadvantaged Business Enterprise program reflecting 10% participation goals was presented for approval. The goal and program outline are scheduled to be published in the Burlington Free Press on Wednesday, February 7, 1990 (legal section).

Mr. Gutman made a motion to approve the 1990 Disadvantaged Business Enterprise Program reflecting a 10% participation goal. Seconded by Mr. Flaherty. All were in favor.

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A.N. DERINGER - O/H DOOR & LANDSCAPING PROPOSAL:

Mr. Hamilton reported that A.N. Deringer has submitted plans and specifications for the installation of an overhead door. These plans have been reviewed and are structurally and aesthetically approved and JJ recommends Commission concurrence. Deringer has also requested approval for some landscaping involving pavement of a small area for vehicle parking, for which they will be charged a ground rental fee, and flower and shrubbery landscaping. They have received South Burlington permit approval and JJ recommends approval. Discussion.

Mr. Flaherty made a motion to approve the overhead door and landscaping requests made by A.N. Deringer, as approved by Mr. Hamilton. Seconded by Mr. Gutman. All were in favor.

Mr. Blanchard indicated that he has recently visited the "Building 880" area and noted an abandoned truck trailer parked on the premises. He questioned the reasons for it being there as well as who owned it. Mr. Hamilton reported that it was an old Northern Airways truck trailer now owned by Allied Air Freight. JJ further reported that he was receiving no cooperation from Mr. Bill Spencer, manager for Allied, on removal of the trailer nor on other requests made by this office. Discussion. The Commission directed that Allied Air Freight be notified that the trailer must be removed by Friday, February 16, 1990 or the airport will have it removed at the expense of Allied.

BUILDING 880 HVAC ENGINEERING PROPOSAL:

Mr. Hamilton reported that the Airport had received three (3) proposals from engineering firms to design a new heating and ventilating system for Building 880. The proposals received were from Hallam Associates, TWM Northeast and Northern Engineers. Mr. Hamilton has determined that Hallam Associates has presented the most favorable proposal at a cost of \$8600, for which he recommends approval. Discussion. The current budget reflects \$80,000 in capital improvement for the entire project. The approved engineering firm will prepare design plans and specifications and solicit bids from qualified hvac contractors to perform the work. The entire project, including engineering fees, are to be kept under the \$80,000 budget, which, based on the engineers estimate, are feasible. Discussion.

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The Chair was turned over from Mr. Blanchard to Mr. Flaherty. Mr. Gutman made a motion to approve the selection of Hallam Associates engineering firm to design the Building 880 heating and ventilating system at the proposed cost of \$8600 as recommended by Mr. Hamilton. Seconded by Mr. Blanchard. Mr. Flaherty abstained from voting due to a personal conflict of interest. Motion passed in favor.

MANAGER'S REPORT:

RESTROOM RENOVATIONS - Materials have been chosen, ordered and are expected to arrive during the week of March 5, 1990 for the downstairs public men and women's restrooms. Mr. Corley, earlier in the meeting, had expressed a concern regarding the color chosen for the stalls. Mr. Hamilton reported that Mr. Corley had discussed the design and style of materials to be used in the restroom renovations, as per Commission direction. However, at the time for color selection, Mr. Corley was out of town. Due to a 6-8 week delivery time, the Airport staff, after consultation with the Chairman, proceeded with color selection to the best of their ability.

WOMEN'S CAUCUS ON THE ARTS - A grand opening for the art show display in the main terminal is to be held sometime next week, with the Governor to be in attendance. Discussion. Mr. Gutman requested that he be notified of the exact date and time.

CEDO - Southeast Quadrant - The Community and Economic Development Office of the City of Burlington, as requested by the Airport Commission, "toured" the Airport south end with Mr. William Countryman. Mr. Countryman reported that the area in question is, in his opinion, a wet land. Discussion. Mr. Gutman expressed his continued discontent regarding the action taken by Mr. D'Amico in allowing Webster-Martin to bring the Army Corps of Engineers to the Airport south end, in total disregard to the Commission's directive to have this arrangement made through the CEDO office. Discussion.

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GROUND TRANSPORTATION SCHEDULE - The ground transportation schedule will be changing to periodically monitor the evening traffic flow, in order to monitor abusers of the ground transportation rules and regulations. Two nights per week will be designated and the booth will be attended until 11:00 p.m. and will therefore open at 11:00 a.m. on these days. Discussion. Huck Gutman recommended that a letter be written to the repeat offenders indicating the Airports' knowledge of their habits and requesting a cease and desist of the abusive practices.

BUILDING 880 TENANT EXPANSION - A.N. Deringer is contemplating expansion of their business to include freight operations and has requested additional space in Building 880. Discussion. JJ will look into available possibilities and advise the Commission as he progresses. Discussion. Mr. Blanchard questioned the status of the previous report that Allied Air Freight was contemplating leaving the airport. JJ reported that he had not heard any new information and Allied still paid for and occupied their space. He reiterated that Bill Spencer is difficult to deal with as it relates to his tenancy. Discussion.

ATC GROUNDS MAINTENANCE - The Federal Aviation Administration will be soliciting bids to provide for snow removal and grounds maintenance for the air traffic control portion of the Flight Service Station. Mr. Hamilton felt it necessary to inform the Commission in the event that they would desire to submit a proposal on such work. The snow removal obligations could be easily handled without the need for additional personnel, but the summer grounds maintenance would require a part time seasonal worker. This worker would be paid from contract funds and would also be available to maintain the Flight Service grounds which are currently the responsibility of the Airport. Discussion. Airport Commission does not desire to enter the bid process for such an item and is not aware whether the Airport would legally be allowed to do so.

INNOTECH EXECUTIVE TERMINAL PARKING - JJ explained that he has been coordinating with Mike Sacco, Innotech Manager regarding control and parking of vehicles in the lot in front of the green hangar. Mr. Sacco already has many of the authorized parkers under permit, has completed the appropriate forms for car abandonment, and expects to

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INNOTECH EXECUTIVE TERMINAL - PARKING (CONT.):

have the remaining authorized parkers permitted by the first of next week. Many of the vehicles parked in this lot are illegal in that they are general public using these spaces for free parking instead of the main terminal lot. Discussion. There is a sign posted that indicates that violators will be towed, but this has not been enforced by Innotech. The recent concern and direction from the Chairman has prompted Innotech to re-evaluate their enforcement and control procedures. Discussion. The Commission directed that JJ check on the lot on Monday of next week and if Innotech has not taken the appropriate measures to properly enforce the parking regulations then the airport will tow as necessary and invoice Innotech for the same.

MASTERTECH - MasterTech's lease officially terminated in January and they have vacated the Airport premises. As the operating statements reflect, MasterTech owes the Airport \$1000.00 for two months on which JJ will write a collection letter.

AIP UPDATE: NOISE STUDY - The final report on the FAR Part 150 Noise was forwarded to FAA. They will take 6-8 months to review the report before responding to the Airport. LAND ACQUISITION REIMBURSEMENT - JJ reported that an updated pre-application has been submitted along with a letter requesting concurrence of the updated costs. Pending acceptance an application will be submitted. This step in the process should be just a formality as the costs were reviewed when JJ and the Engineer met with Donna Witte in Burlington, MA. The FAA will not be reimbursing the airport for the land purchased where the Flight Service Station is currently built. Discussion. OIL/WATER SEPARATOR PROJECT - This project is 99% complete with a final inspection scheduled for February 14, 1990. Goodrich, the contractor for the project, has submitted a change order in the amount of \$15,000. The Airport reduced this change order to \$10,000, but the FAA did not concur with the amount or the change order. Based on this determination, the Airport will also refuse acceptance of the change order. Discussion. PERIMETER ROAD - A second report on the status of the perimeter road project should be available next week. NEW PROJECTS - AIP-15, Taxiway Relocation & Lighting project is under way. Hoyle, Tanner & Associates will be scheduled for the next meeting.

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AIRPORT PROJECTS:

AIRFIELD SECURITY GATE #2 - Mr. Hamilton advised that this purchase was originally approved by the Commission in November, 1989. Due to the delay in ordering, the price for the gate increased by \$400, therefore requiring a change to the total purchase price.

TERMINAL SPACES - JJ explained that the terminal floor plan presented depicts the current allocation of storage and office spaces. The Airport operations office is being relocated to the vacated FAA office adjacent to the administration office. The Airport Engineer has already been relocated to a vacated FAA office directly across from where his "old" office was and adjacent to the proposed operations office. The tower observation office is at the base of the tower on the east side of the terminal. The drawing also indicates that United Airlines will be renting the existing Operations office and a storage closet in the hall adjacent to the current administration office. Discussion.

The Chair was turned over to Mr. Gutman.

Mr. Blanchard made a motion to approve the office and storage space arrangements as presented. Seconded by Mr. Flaherty. Mr. Gutman voted against the motion. Motion passed in favor.

UNDERGROUND STORAGE TANK REMOVAL - The total project cost was bid at \$77,000 but only cost the Airport \$40,000. There was no contaminated soil charges but there were extra charges of \$10,000 for excavation of tanks that were larger than those bid. Discussion. The Engineer estimated tank sizes based on information available. However, there was inadequate information available to determine exact size. Discussion. Commission believes that accurate information should have been available in land records turned over from the Air Guard and/or at the City of South Burlington City Clerk. Discussion.

DEMAND SIDE SERVICES - Demand Side Services currently has installed and is monitoring the electrical flow meter and will be scheduled for the March Commission meeting to present a final report.

WINDSCREEN SLIDER DOORS - The center vestibule windscreen slider doors have been installed and are functioning as designed.



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DIRECTOR OF OPERATIONS POSITION - Mr. Richard Varney, previous Burlington Senior Ops Specialist has been offered and accepted the Director of Operations position and will assume those duties on March 5, 1990. Mr. Hamilton appeared before the Salary Committee of the City of Burlington to request that he be given the authority to start the selected candidate at a step of three on the Grade 21 level, equating to a salary of \$35,232. His justification, which was accepted by the Committee, was that the individuals who qualified were not entry level positions.

FY 91 BUDGET - The 1991 operating expenses were presented for the Commission to peruse at their leisure. A meeting for later this month will be scheduled to discuss the presented materials.

Mr. Blanchard then questioned the status of several items previously reported for which there has been no follow up:

USAIR Information Display System - JJ to check on status.

GATE 4 Expansion - JJ understands that TWExpress is having difficulty in getting USAir to participate in the costs.

GATE 3 Closet Building - Was approval given for Continental to proceed with construction? JJ was informed that construction was under way after the fact. When he inquired of Art Vigil whether he had received concurrence from Commissioner Cain, Mr. Vigil responded that he "believed he had". Discussion. As it was a request made by the FAA for security requirements and is aesthetically pleasing, JJ allowed them to continue.

NATIONAL CAR RENTAL - Status of trailer installation and arrangement with Dollar Rent-a-Car for use of the car wash facility. The trailer has been installed and Dollar backed out of the arrangement for use of the car wash.

GROUND POWER UNITS - JJ indicated that although he has continually followed up with each of the affected airlines, he has received no information on arrival and installation dates of electrical ground power units. Discussion. He recommends that the Commission edict a cutoff date for use of diesel ground power units.

Mr. Gutman made a motion that there be no diesel ground power units or aircraft power units, other than electrical, allowed at the Burlington Airport for nighttime use after March 5, 1990. Seconded by Mr. Flaherty. Discussion. All were in favor.

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The next regular meeting of the Airport Commission will be held on  
Tuesday, March 5, 1990 at 4:00 p.m.

There being no further business, the meeting was adjourned at 7:45  
p.m.

Respectfully Submitted,

*Tamara S. Gagne*

Tamara S. Gagne

Clerk of the Board