

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, DECEMBER 12, 1991
4:00 P.M.

PRESENT:

J. Richard Corley, Chairman
Michael Cain
William Post
Michael Flaherty
Huck Gutman
Nancy Sheahan

John J. Hamilton, Director
Tamara S. Gagne
Richard C. Varney
Robert McEwing
Cindy O'Hara
Bill Ellis

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

MINUTES:

Mr. Cain made a motion to approve the minutes of November 14, 1991 as presented. Seconded by Mr. Flaherty. All were in favor.

Mr. Cain made a motion to approve the minutes of October 9, 1991 as presented. Seconded by Mr. Post. All were in favor.

WARRANT:

Mr. Cain made a motion to approve the November warrant for discussion. Seconded by Mr. Flaherty. Mr. Post questioned some of the vendors and was satisfactorily answered.

A discussion of the operating statements then began with a review of the trial balance. Questioned accounts were Business Express, Commutair, Continental, Montair, Aviatron and Northwest Airlink. Business Express, Commutair and Aviatron are attributed to missing or overlooked payments, for which settlement should be reached by next week. Continental and Continental Express still reflect the pre Chapter 11 monies owed the airport. They have been given a February '92 deadline for submittal of their reorganization plan. Montair monies are those owed prior to June 30, 1991 on their lease agreement with the airport. Discussion. Commission directed that Bill Ellis take appropriate action to collect said monies as per the terms of the agreement. The monthly revenue concession report, airport three year revenue comparison and the AIP receivables reports were reviewed and discussed.

Acceptance of the warrant was made with all in favor. The operating statements review was also accepted by the Commission.

MCNEIL & MURRAY:

Mr. Cain made a motion to approve the McNeil & Murray invoice for the period of October 23, 1991 to November 22, 1991 in the amount of \$3408.21. Seconded by Mr. Flaherty. All were in favor.

AIRSHOW - JIM PARKER:

Mr. Parker reported that the Blue Angels will not be coming to Burlington in the summer of '92 due to their limited schedule. He indicated that he checked with the Thunderbirds but they are only available on a weekday in September. Discussion. Mr. Parker recommended that instead of attempting to produce a small civilian airshow, to wait until 1993 and again attempt to get the Blues. Commission agreed.

CCTA - DOREEN CRAFT & CATHY DEBO:

A draft agreement for the exchange of \$60,000 for public transportation education in the Chittenden County K-12 school system and free bus ridership for the same group was presented for Commission review. Mr. Post questioned who would be making the presentations at the airport and to whom materials would be presented. Ms. Craft indicated, contrary to the proposed agreement, that CCTA would provide teaching staff at the airport and when they are unavailable, a predesigned video program will be available to be put in operation by the airport (present tower attendants). Ms. Craft is also working with local schools to develop their own on site seminar presentations as well as class room materials for those who do not come to the airport. Discussion. Ms. Debo explained that the proposed funding is \$60,000 for fare replacement cost, \$4,000 for marketing development and \$8,000 towards curriculum reimbursement. Discussion. The Commission (Mr. Corley and Mr. Gutman) indicated that their recollection of the terms of payment were for the \$60,000 and some amount for marketing, but that the curriculum costs and development were to be borne by CCTA. Discussion.

Mr. Cain made a motion to approve the agreement with CCTA with the discussed changes regarding teaching staff and video equipment being provided by CCTA with Airport funding not to exceed \$64,000. Seconded by Mr. Flaherty. All were in favor. A report at end of season and lesson plans to be provided to Commission.

RESTAURANT DESIGN CHANGE ORDER:

Woolf Stavrand Inc., architect for the restaurant renovations project, was directed by the Commission to prepare five alternative methods of implementing the restaurant renovation. This, plus a request of the previous chairman to alter the design of the stairway exit and removing the center HVAC/electrical shaft represents a \$6,702.50 change order to the original contract. Discussion. Mr. Hamilton indicated that every aspect of the detail billing has been reviewed and is appropriate.

Mr. Cain made a motion to approve the change order in the amount of \$6,702.50 to the Woolf Stavrand restaurant design contract. Seconded by Mr. Flaherty. All were in favor.

MASTERPLAN - GEORGE PARIS & H.D. CAMPBELL:

Mr. George Paris presented the final masterplan documents to the Commission for review and approval. Mr. Gutman questioned the position of the Air Guard on the proposed plan. Mr. Paris indicated that the Air Guard has attended all advisory committee meetings and that they are interested in the concept and are not in disagreement with the airports' direction. A meeting is scheduled with the Guard on 12-13-91 to make a final, individual presentation of the Masterplan. Discussion. Mr. Jim Boothroyd, Hoyle, Tanner & Associates President, indicated that he and his associates have reviewed the proposed master plan and believe that it lays out the direction of the airport for 30-40 years, instead of just 10 and yet it does not restrict short term development. He indicated that it was an innovative and novel approach to the needs of this airport and agreed with the overall direction. Discussion. The Commission deferred approval until related items have been discussed in executive session.

Mr. Cain 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 5:00 p.m.

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

Mr. Post made a motion to approve the amendment to the Valley Air contract, as negotiated, equating to Valley Air paying 3% of gross revenues exceeding \$1,000,000 and ground rent at the current \$.20 per square foot with an annual CPI adjustment. Seconded by Mr. Flaherty. All were in favor.

Mr. Post made a motion to approve a lease agreement with Valley Air for the rental of Alert Pod #4 for a term of one year from January 1, 1992 at the rate of \$48,000 with an adjustment for 1991 CPI. Seconded by Mr. Flaherty. All were in favor.

Mr. Cain made a motion to accept the business terms of the restaurant operating agreement with "One Flight Up" as presented. Seconded by Mr. Flaherty. Discussion. All were in favor.

EXPENSE ITEMS:

Mr. Hamilton requested approval of the following budgeted, but exceeding \$2,000, expense items. Runway sweeper core for \$2340.00, two (2) sets of sweeper wafers for \$7772.00, and to fill the diesel fuel tank of approximately 6,700 gallons at the current price per gallon and fill the gasoline tank with approximately 1000 gallons at the current price per gallon.

Mr. Post made a motion to approve the expense items as presented. Seconded by Mr. Cain. All were in favor.

MANAGER'S REPORT

1. US POSTAL SERVICE - Mr. Hamilton indicated that he met with Jim Carver, Postmaster at their New England Drive site. He continues to be open on using temporary facilities at the airport ie: possibly the south hangar.
2. BAG CLAIM AREA - proposal from the architect will be reviewed Friday December 13. Art is being displayed on the north wall and a rack with brochures is available at the counter area. Good feed back from the public.
3. GROUND TRANSPORTATION - The outer wall door should be installed this week, at which time the attendants will move inside.
4. RESTAURANT - Motif meeting for Friday December 13, 1991. Design and pricing are on schedule. Target date to present final design budget options to the sub committee is week of January 6, 1992.

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Mr. Cain made a motion to enter executive session to discuss airport growth, development and terms of Masterplan as presented. Seconded by Mr. Flaherty. The meeting entered executive session at 5:45 p.m.

The meeting resumed regular session at 7:05 p.m.

Mr. Cain made a motion to approve the Masterplan as prepared and presented by Campbell & Paris Engineers. Seconded by Mr. Gutman. Mr. Post abstained due to insufficient review of entire plan. Motion passed in favor.

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

Respectfully Submitted,



Tamara S. Gagne
Administrative Assistant

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, NOVEMBER 14, 1991
4:00 P.M.

PRESENT:

J. Richard Corley, Chairman
Michael Flaherty
William Post
Michael Cain
Huck Gutman

John Hamilton, Director
Tamara Gagne
Robert McEwing
Bill Ellis
Lynn Coddington

Also present for the majority of the meeting were Frank Sooter - BP Department Commission, Mike Sacco - Innotech Aviation, Susan Greene - City Arts Council, Marianne Lieberman - Interspace, and Mike Monte - CEDO.

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

MINUTES:

This item was deferred as the clerk of the board neglected to include copies in the commission packets for review.

OCTOBER WARRANT:

The October warrant was presented and reviewed. Questions were raised and answered on payments made to specific vendors and the total expenses paid.

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

OCTOBER OPERATING STATEMENTS:

The accounts receivables of the operating statements were questioned and discussed. The accounts that appear in the 60-90 days past due were Northwest, Commutair, Aviatron, Continental and Warplanes. Aviatron, Continental and Warplanes made appropriate payments to the Airport but they were received after the report date. A letter has been written and mailed to Northwest putting them on notice of default with a 30 day cure. The Commutair balance will require research. Discussion.

MCNEIL & MURRAY INVOICE:

Mr. Cain noted that the invoice had yet to detail the "action to date" on items, as previously requested. Bill Ellis reported that he was under the impression that Nancy Sheahan was waiting for some material or additional information from Mike Cain.

Mr. Gutman made a motion to approve the McNeil & Murray invoice for the period of September 23, 1991 to October 22, 1991 in the amount of \$3,813.18. Seconded by Mr. Flaherty. All were in favor.

US POSTAL SERVICE:

Mr. James Carter, Postmaster entered the meeting to request space on the airport facility to operate a mail transfer office. The US Postal Service had previously installed, and more recently removed, a trailer on the airfield for this purpose. However, the trailer had inadequate space and did not serve the needs as planned. Mr. Carter indicated that his primary concerns are 1) security of the mail 2) protection of the mail from weather and 3) safety of employees. Discussion. The Commission indicated that they would get back to Mr. Carter within 90 days and that he should also contact Innotech regarding potential space.

COMMUNITY ECONOMIC DEVELOPMENT OFFICE:

Mike Monte, Director of CEDO, indicated that the CEDO office is proposing to work with the Commission to take the initial steps in developing the property in the south corner of the airport, stating that the first issue to be addressed is that of environmental. The proposed agreement would be that CEDO would perform all necessary labor with the airport paying for associated direct costs. Discussion. Mr. Corley suggested that \$25-50,000 be set aside to cover costs of engineering study. The direction from the Board was for Mike Monte to provide an outline of costs within 30 days.

ATC HELO PAD:

Mark Birch, nor a representative from the Army Guard, were available to attend the meeting to discuss their request for a helo pad. JJ expressed that he had various concerns about the helo pad and did not agree with installation of the same. Discussion.

Mr. Gutman made a motion to amend the agenda to add Arts Alive. Seconded by Mr. Cain. All were in favor.

ARTS ALIVE/CITY ARTS COUNCIL:

Susan Green, City Arts requested approval from the Commission to place an ongoing art presentation in the baggage claim area as previously discussed. Arts Alive and City Arts would receive requests from various artists, whose art would then be jury selected. Airport would have no liability for theft or damage. Discussion.

Mr. Gutman made a motion to approve the art display for a seven month period beginning November 91 to May 92, with the understanding that if the airport requests that the display be removed or relocated then the artists and or sponsor must comply. Seconded by Mr. Cain. Discussion regarding content of art. All were in favor. Mr. Gutman to serve as volunteer on jury panel.

FRANK SOOTER - BPD COMMISSION:

Mr. Sooter expressed his and that of the Police Department Commission's desire to work closely with the Airport to ensure that they receive the support and services that is required to fulfill the contract. He indicated that misunderstandings can be minimized through communications and visits and invited the Airport Commission or Airport staff to any or all of the Police Commission meetings.

Mr. Cain made a motion to enter executive session to discuss contract negotiations, the premature disclosure of which will put the airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 5:25 p.m.

The meeting resumed regular session at 6:09 p.m.

EXPENSE APPROVAL:

Mr. Hamilton explained that one of the two boilers in the penthouse has "sprung a leak". Estimate \$4,000 to affect repair. Commission motion is required, in that, the costs exceeds \$2,000. Presently the 0500 codes (contractual services) have sufficient funds to cover the expense.

Mr. Cain made a motion to approve the expenditure of funds in the estimated amount of \$4,000 for repair of a penthouse boiler as presented. Seconded by Mr. Flaherty. All were in favor.

Mr. Cain made a motion to approve the purchase of a hydrostatic pump for an airport snow removal vehicle in the amount of \$4800. Seconded by Mr. Flaherty. All were in favor.

TRAVEL:

The international airshow conference will be held in Las Vegas December 4-7. Jim Parker has requested the Director to attend to acquire more knowledge in the sponsoring of an airshow, meet with the Blue Angels representatives and meet other Directors that sponsor airshows. The conference registration and airfare will be paid by Parker Enterprises as an airshow expense. Food and entertainment can be accommodated with the airports' travel budget. The Chairman is offering this trip to a commissioner. It is not a good time for the Director to be away from the airport, as long as an alternative exists. Discussion. Mr. Gutman expressed his concern that there should be no representation at such a conference as it may open airport for public criticism. Mr. Corley explained that it is prudent for the airport to have representation in the event of an accident occurring at the airshow, because it would at least indicate that the Commission acted responsibly in pre-airshow preparation. Discussion.

The majority of the Commission agreed with sending both the Director and a commission representative. Mr. Gutman opposed any such action.

MANAGER'S REPORT

RESTAURANT DESIGN/RENOVATION: The "R" team ie: Team Restaurant has been formed. The players are Lori Stavrand, Al Freye, Chuck Rolecek, Bob McEwing and myself. The parties were advised to deliver a product that will be functional for the operator and aesthetically pleasing to the customer to the tune of \$300,000, not including fees and F,F&E. All parties are completely aware of their own and the other team members responsibilities and are to work closely together to deliver the product in a timely, orderly fashion with options for approval by the Owner. Submission of plans and specs, with options, for final approval by the Commission subcommittee is expected to occur in mid December. Once the "R" team has been given directions on the options, construction plans and specs can be ready within six weeks dependent on type of options approved and construction managers' sub contractor selection process, then final approval of bids by the Owner. Amount of lead time to receive construction material is unknown at this time. Thought is being given to demolition and renovation of certain areas prior to closing the restaurant/kitchen.

CHAMBER & ARTS AREA: The subcommittee met with both parties. Proposals from the Chamber and the Arts are forthcoming.

TENANT MANAGERS' MEETING: A meeting was held on October 31, 1991 to discuss Master Plan, license fees, snow plan and general concerns. All tenants were represented. Feed back thus far on the license fee has indicated the amount of the fee to be high and legalities of imposing a fee. Comments received from Valley Air and Warplanes.

EQUAL RIGHTS: Washington D.C. and regional personnel rated our DBE program as impressive and commended our relationship with city programs and committees, with zero deficiencies. Congratulations to Bob McEwing on his detailed work.

AGENCY OF HUMAN SERVICES: Burlington Airport has been listed, for the first time, in the states' facility directory as meeting handicap accessibility requirements.

UNDERGROUND STORAGE TANKS: After very diligent work by the engineer, the old U.S. Government UST's located in the Alert Area will be removed by the Corp of Engineers, at no cost to the airport. The cost savings to the airport will be approximately \$40,000. Again, I wish to acknowledge the dedicated, highly professional work by Bob McEwing. The Commission also commended Mr. McEwing for a job well done.

CONTINENTAL AIRLINES: They reported a \$25.5 million operating profit for the third quarter ending September 30, 1991, but a 19.7 million net loss. The loss, however, is an improvement over the \$88.3 million loss posted in the same 1990 quarter. Their first nine months of 1991 showed a record net loss of \$310.1 mil.

MANAGER'S REPORT (CONT.)

YEAR END AUDIT: Still in process, however, accountants will provide a close un-audited figure. The "check book balance" will also be provided.

COLA: The Mayor and the Union agreed to a wage adjustment as opposed to a cost of living increase. \$850 across the board to all city employees. This amount equates to 3% increase on a \$28,000 gross pay. Those below \$28,000 obviously receive more than 3% of their gross - those above receive less than 3%. For the Airport, the \$850 per employee equates to a 3.37% increase. 5% for the lowest wage earner to 1.7% for the highest wage earner.

FY'93 BUDGET: The Mayor is expecting all department budgets to be submitted by December 13, 1991, again using the labor/management process. I will submit a draft budget, using that process, in accordance with his directive. Recommend preliminary budget review by the Commission in January. Finance Board will review airport budget March - April time frame.

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

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, OCTOBER 9, 1991
4:00 P.M.

PRESENT:

J. Richard Corley, Chairman
Michael Cain
Mike Flaherty
Huck Gutman
William Post

John J. Hamilton
Tamara Gagne
Rick Varney
Robert McEwing
Nancy Sheahan

Janet Bossange - Arts Alive, Susan Green - C.O.B. Arts, Laura Rowell - City Arts,
Maureen Boucher - Hertz Corp.

WARRANT:

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

OPERATING STATEMENTS:

Discussion regarding accounts receivables and inquiry on the status of Continental Airlines. No new information regarding the Continental Chapter 11 status.

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

MCNEIL & MURRAY INVOICE:

Discussion. A note was made that this monthly billing was particularly low.

Mr. Gutman made a motion to approve the McNeil & Murray invoice for the period of 8-23-91 to 9-22-91 in the amount of \$1930.07. Seconded by Mr. Cain. Discussion. Mr. Cain inquired about the status of having an "action to date" figure on all major cases, not yet reflected on the invoice. Nancy took notes on the request with a promise to follow up. Mike indicated that he would forward to Nancy a format that he has on file in his office. McNeil & Murray invoice approved in favor.

Mr. Gutman made a motion to amend the agenda to move items #4 & 5 to items #1 a & b in order to accommodate those waiting. Seconded by Mr. Cain. All were in favor.

HERTZ:

Maureen Boucher, Hertz station manager, appeared before the Board to request approval for construction of a new office facility in the car wash area. Hertz is in need of additional office space for their on site management team which will be accommodated in the proposed addition. The new building would be approximately 14 x 36 and would take the place of the existing trailer and be added directly on to the car wash building. Estimated construction cost is \$28,000 but Hertz has a budget of \$45,000. Discussion. As plans are developed Hertz must receive approval through the airport engineer.

Mr. Cain made a motion to approve the Hertz request to add a 14x36' structure to the existing car wash facility, as presented by Ms. Boucher. Seconded by Mr. Flaherty. All were in favor.

CITY ARTS COUNCIL:

Laura Rowell and Susan Green appeared before the Commission to request approval to place a sign in the terminal welcoming travelers to Burlington and reflecting that the City was named the "...Most Livable City for the Arts". Potential inclusion in such a display may be a brochure/programs rack of businesses and cultural events in Burlington. Discussion. Mr. Corley indicated that he has previously met with representatives of the Chamber of Commerce who also expressed a desire to promote greater Burlington at the Airport. Discussion

ARTS ALIVE:

Ms. Janet Bossange indicated that she was present at this particular meeting to specifically request the use of gallery space for an arts festival in June 1992, but that she and Susan Green have also discussed a rotating art display in the baggage claim area. However, the annual arts festival display request would involve the use of the baggage claim wall and the new corridor walls on the second floor of the terminal. The work to be displayed would be juried by a panel of people selected by the Commission and would hang from June 1 - June 30 at the artist's risk. Discussion.

The Commission proceeded to baggage claim to see and further discuss the potentials for upgrade and public presentation of information on area and cultural events of the City as well as surrounding communities.

Huck Gutman volunteered to serve as a subcommittee to meet with Arts Alive, City Arts, and the Chamber to discuss plans and potentials. A meeting to be scheduled within the next two weeks.

INNOTECH AVIATION:

Mike Sacco reported to the Commission that they are still in negotiations with Pratt & Whitney for a lease renewal which expired in June, 1991 but requested information from the Airport in order to proceed. Mr. Sacco indicated that the lack of hangar space is presenting a problem and inquired whether there is any update on the status of the south hangar. Innotech currently has two entities, one of which is P&W, who require large hangar space areas. Discussion. Mr. Corley indicated that there has been no positive progress in regards to settling the south hangar problems. Discussion.

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

The meeting entered executive session at 4:55 p.m.. The meeting resumed regular session at 5:15 p.m.. Innotech was advised that they could maintain contact with McNeil & Murray regarding the south hangar status.

VT GAS EASEMENT:

Mr. Mike O'Brien appeared before the Commission, in lieu of Ray Jewett, to discuss the Commission's opposition to the easement request for VT Air Guard. Bill Ellis reported that VT Gas will not agree to the conditions of indemnification and relocation provisions that the Commission set forth in the previous meeting. Mike O'Brien was not familiar enough with situation to advise Commission of reasons for opposition. The Commission inquired whether VT Gas had approached VT Air Guard regarding indemnification again to which Mike had insufficient knowledge to answer. Commission indicated that their conditions are firm and will not change. Mike O'Brien will advise Mr. Jewett.

TERMINAL:

Mr. Hamilton indicated that several issues should be addressed regarding the terminal as follows: 1) upkeep 2) periodic renovations 3) use of space re: the requests of the Chamber, Arts, etc. 4) ground transportation relocation, 5) new terminal entry and 6) public paid parking lot - maintenance & upkeep. The Commission directed that Huck address as many issues as relative as subcommittee regarding changes in the baggage claim and associated areas. Dick Corley suggested that an RFP be sought for re-striping and upgrade of parking facilities in order to estimate costs.

Mike Cain expressed concern regarding the fact that the FAA has once again put on hold the purchase and installation of an instrument landing system for Burlington. Mike indicated that the airport is losing flights by not having landing instrumentation from the south. Discussion regarding funding. Mr.

TERMINAL (CONT.):

Gutman suggested researching possibility of using FAA noise abatement monies for purchase of ILS. Commission direction was for management to continue to explore every possible avenue to get an ILS at Burlington.

LICENSE AGREEMENT:

The Commission gave consensus approval on the terms of the license agreement as presented and directed the attorneys to proceed with schedule of a public hearing.

CAPITAL EXPENDITURES: JJ explained that the following items required Commission approval for capital expenditure. 1) Airport has been invoiced by AAAE for \$3800.00 as payment for the Part II group application for the National EPA Storm Water Discharge Permit. This was an unknown item when FY'92 budget was finalized. This should be last and final payment in the process to receive the permit. AAAE is working with FAA to make this AIP eligible. 2) Corridor - an error was made in the specifications and the construction of the lighting for the conference room. The Chairman has appropriated \$1000.00 of capital funds to accomplish the required work in order to finish the project in a timely fashion. The corridor project budget is not, nor will it be overspent. c) Request approval to expend \$2395.00 to AC Paving Corp to repair catch basins on R/W 1-19 and 15-33. Budgeted item but exceeds \$2,000 limit.

Mr. Cain made a motion to approve the requested expense items, as presented. Seconded by Mr. Flaherty. All were in favor.

RESTAURANT PROPOSALS:

Mr. Corley indicated that seven proposals were received and interviews were conducted with all seven. The subcommittee narrowed those down to just two viable entities with their recommendation being for Premier Catering, Inc.. Mr. Corley indicated that they had an outstanding presentation, financially stable, currently on airport, local company and has current contracts with airlines for catering. Discussion. Each of the proposers indicated that they had concerns with the proposed restaurant design and requested being involved with architect on final design. Discussion.

Mr. Post made a motion to approve the recommendation of the subcommittee to award restaurant operation to Premier Catering, Inc. Seconded by Mr. Flaherty. All were in favor.

ACCOUNTS RECEIVABLES:

Mr. Hamilton requested that the Commission grant approval for the Director to have the authority to find a tenant in default of their lease terms if their payments due exceed 60 days, when deemed appropriate. The present policy is to wait for 90 days overdue before taking default action. Discussion. The Commission directed that Mr. Hamilton take action as requested.

Mr. Gutman made a motion to enter executive session to discuss contracts and pending litigations, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Flaherty. The meeting entered executive session at 6:05 p.m.

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

MANAGER'S REPORT

AOCI CONFERENCE: JJ reported that the conference provided valuable information but that it would be particularly beneficial for a commissioner to attend.

MUNSON PROPERTY: Meeting to be held with Randy Munson when the updated appraisal is complete. Possibly last week of October.

THRIFTY: Meeting with Chip Spillane week of October 14.

MONTAIR: Montair doors closed as of September 30. Interest by other parties to establish a flight school on the airport has been shown. Insufficient info at this time for discussion.

BTV AIR EXPRESS: A midwest air cargo company has expressed interest in operating in/out with B-727 equipment.

CCTA: Lesson plans for student transportation education to be submitted prior to appropriating the \$64,000.00. Huck indicated that he has spoken with Cathy Debo and they have agreed that it is unreasonable to initiate program now and will hope to have lesson plans and documentation ready for second semester.

TENANTS MANAGER'S MEETING: To be held week of October 28 to discuss Master Plan, FY'92 snow plan, and any other items of interest or concern. Request attendance by a commissioner.

MANAGER'S REPORT (CONT.)

FAA A&E MEETING: The annual state of affairs meeting was held on September 24th. For the third consecutive year, they were appraised of the need for precision guidance to Runway 33. For the 3rd time, they stated their concern and commitment (the check is in the mail). I will write our congressional delegation on this matter enlisting their support to keep it in the budget.

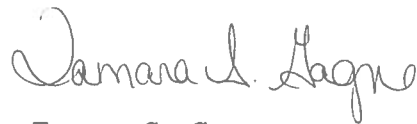
NEW ENGLAND TRAVEL: Completed negotiations on a few minor contract changes. They expect to occupy the information booth within the last two weeks of October.

CORRIDOR: Acme did not follow specs when laying the carpet squares - they have acknowledged the error and agreed, at their expense, to correct the situation. The major problem was the adhesive.

CEDO/S.E. QUADRANT: See enclosed letter from Mike Monte. Discussion and resolve on this matter would deem appropriate during November meeting when George Paris should present the last and final draft of the Master Plan for Commission approval. Discussion. Copies of the original RFP as proposed by CEDO to be forwarded to each commissioner for their review and comment. Mike Monte to be scheduled for the next meeting.

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

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MONDAY, SEPTEMBER 9, 1991
4:30 P.M.

PRESENT:

J. Richard Corley, Chairman
Michael Flaherty
Michael Cain
William Ellis

John J. Hamilton
Tamara S. Gagne
Robert McEwing
Richard Varney
Lynn Coddington

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

MINUTES:

Mr. Flaherty made a motion to approve the minutes of August 7, 1991 as presented. Seconded by Mr. Cain. All were in favor.

MASTERPLAN - GEORGE PARIS:

Mr. Paris reported that a final draft report was submitted in August and a final draft plan in July to FAA. Just prior to the meeting the review comments from FAA were received. George explained that Mr. Paris' comments addressed several minor items and the same issues as have been previously addressed; the parallel runway concept and formal and appropriate notification to the VT Air and Army Guards, Act 250 requirements on Masterplan notification, and the perimeter road item. Discussion regarding presentation to the VT Guards. Dick Corley, JJ and George Paris to meet, prior to final TAC meeting, with VT Air and Army Guards to present Masterplan as final document. The Commission discussed and agreed that Act 250 need not be involved until such time that a particular aspect of the Masterplan is implemented. Discussion regarding the perimeter road and the need to purchase the Munson property in order to properly address this issue. Mr. Corley indicated that it is necessary to purchase the Munson property to meet FAA guidelines for safety, even if it must be taken by eminent domain. Mr. Paris indicated that the final Masterplan report and plans will be ready for the next meeting after successful response to Weedon Paris (FAA) concerns.

RESTAURANT DESIGN:

Laurie Stavrand, Woolf Stavrand Design and Rick Scudder, Engelberth entered the meeting to discuss the scope of the restaurant renovations project. Laurie began by presenting detailed information on theme and design of the proposed modifications. Prior to completion of this presentation, Mr. Corley inquired about the anticipated costs for the renovations. Mr. Scudder presented a preliminary budget and outline specs which reflected a cost of \$839,000. Discussion. Rick indicated that the scope of the project would be adjusted to reflect a renovation that equated to the budget the Commission would set forth. Discussion.

RESTAURANT DESIGN (CONT.):

Mr. Cain and Mr. Flaherty agreed that the budget should be set at \$400,000. Discussion. The Commission discussed and agreed that they would further discuss a budget for this project after receipt of restaurant proposals. In regards to continuation of project design, Mr. Hamilton is seeking approval for a change order in the amount of \$2000 for a feasibility study on the HVAC system to the restaurant area. Discussion.

Mr. Cain made a motion to approve the change order of \$2000.00 to the restaurant design contract to further study the HVAC situation. Seconded by Mr. Flaherty. All were in favor.

WARRANTS:

Mr. Cain made a motion to approve the July and August warrants as presented. Seconded by Mr. Flaherty. All were in favor.

OPERATING STATEMENTS:

Mr. Hamilton recommended the write-off of rents past due from Dynair and Emery Air Freight as they have both left the airport. Discussion. Emery is still a viable entity as well as Dynair may be but Dynair had no choice in its departure as they were only here as the ground support unit for Emery. Dynair owes \$3,636.94 and Emery owes \$456.36. Discussion. Mr. Flaherty made a motion to write off the aforementioned debts in accordance with the recommendation of the airport manager. Seconded by Mr. Cain. All were in favor.

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

MCNEIL & MURRAY INVOICE:

Discussion regarding the breakdown of costs on a case by case basis as has been provided on cases such as Northern Airways. Discussion. Mr. Cain recommended that any issue or item that exceeds \$1000.00 should be separately accounted for.

Mr. Cain made a motion to approve the McNeil & Murray invoice for the period of July 23, 1991 to August 22, 1991 in the amount of \$3296.88. Seconded by Mr. Flaherty. All were in favor.

MT. MANSFIELD (STOWE) DISPLAY REQUEST:

At this time, Mr. Richard McLaughlin entered the meeting to request appropriate approval to display a gondola car, through Interspace Advertising, in the terminal building. The Mt. Mansfield Company is installing a new "state-of-the-art", 8 person gondola and would like to draw as much attention to the event as possible. The gondola size is 6'3" x 6' x 7' and would be strategically placed in the baggage claim area so as to be seen but not in the way for arrivals. Discussion. The display would be in place for approximately six months, from mid October to mid March. Discussion.

Mr. Cain made a motion to approve the gondola display in the baggage claim area for a six month period. Seconded by Mr. Flaherty. All were in favor.

VT GAS EASEMENT:

Tabled. Mr. Ray Jewett, scheduled to be present, could not make it.

EXPENSE APPROVAL:

Mr. Cain made a motion to approve the expenditure of \$6163.00 for the transmission overhaul of airport vehicle T-3 as requested. Seconded by Mr. Flaherty. All were in favor.

COMPUTER & SOFTWARE PURCHASE:

Mr. Cain explained that he met with Mr. Hamilton and Mr. Varney and reviewed the proposal regarding computer purchases and upgrades. He concurs with the justification and need for the current proposed system but indicated that the airport is charged with continuing to work at long term plan.

Mr. Cain made a motion to approve capital funds up to \$5200.00 to be designated for the purchase of software, serial port card and modem (2,480) for the dissemination of airfield condition reports and appropriate platform and monitor. Seconded by Mr. Flaherty. All were in favor.

LICENSE FEE ORDINANCE:

Mr. Cain indicated that he, the attorneys, and Mr. Hamilton met to review the draft of the license fee ordinance. They worked on a definition of who it affects and discussed other changes. Discussion. Mr. Corley directed that copies be forwarded to all commissioners and that they be required to respond within seven (7) days with any comments. If none are received, a public hearing is to be scheduled.

TRAVEL APPROVAL:

Mr. Hamilton requested approval for the airport engineer, Mr. McEwing to attend the AOCI conference on behalf of the Airport. Several topics, many of which fall directly under the responsibilities of the engineer, are to be presented - many of which will occur coincidentally with discussions already being attended by Mr. Hamilton. The only cost to the airport will be lodging and conference registration. Discussion. The Commission agreed that it would be appropriate for the engineer to attend on our behalf.

CCTA:

Mr. Hamilton reported that the CCTA subsidy proposal is scheduled for Finance and City Council review on September 10, 1991. The Mayor has expressed his concern that the City (Airport) is risking FAA aggravation by allowing this subsidy. Discussion. Mr. Corley to speak with Mayor Clavelle prior to action.

COMMISSION CONFERENCE ROOM & MX SHOP DEDICATIONS:

Mr. Flaherty made a motion to dedicate the airport commission conference room to the memory of its long term chairman, M. Robert Blanchard and to accept the recommendation of the airport manager and his employees to dedicate the addition to the snow removal equipment building to a former long term employee, Don Russell. Seconded by Mr. Cain. All were in favor.

LAND APPRAISAL - MUNSON PROPERTY:

Communications have been initiated with South Burlington Realty Co., owned by Randy Munson, concerning our interest in acquiring the property at 1860 Williston Road located in the clear zone to Runway 1. On September 4, "Mac" MacKinnon of South Burlington Realty visited the manager's office. Federal appraisal and land acquisition procedures were discussed. Request authorization to contract with the appraisal firm of Keller, Navin, Cable & O'Brien to update their previous appraisal of the Munson property. The cost to update will be negotiated within FAA guidelines. Expect an approximate cost of \$2,000.

Mr. Cain made a motion to approve the request to re-appraise the Munson property for the reasons described. Seconded by Mr. Flaherty. All were in favor.

LANDSCAPING ESCROW ACCOUNT w/SO. BURLINGTON:

The South Burlington Planning Commission is requiring a three (3) year escrow account from the airport in the amount of \$10,000.00 to cover required project landscaping under the maintenance shop expansion plans.

Mr. Cain made a motion to approve the establishing of an escrow agreement with the City of South Burlington in the amount of \$10,000 for the maintenance shop expansion project landscaping requirements. Seconded by Mr. Flaherty. All were in favor.

JJ reported that HERTZ CORPORATION has requested permission to construct a building at their car wash facility, similar to that constructed by National. Discussion. Commission indicated that they will require review of exact plans and will not further discuss until such presentation.

Mr. Flaherty made a motion to enter executive session to discuss leases and contracts, the premature disclosure of which will put the airport at a substantial disadvantage. Seconded by Mr. Cain. The meeting entered executive session at 6:10 p.m.

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

MANAGER'S REPORT

Mr. Corley expressed his compliments to Mr. Hamilton for the executive summaries prepared for the Commission.

MASS CASUALTY DRILL: The Airport will be participating in and hosting a mass casualty drill on Tuesday, September 10, 1991 at 6:00 p.m.. It will be publicized and the Commission is welcome to attend.

UNITED EXPRESS/WESTAIR HOLDINGS: United Express has requested approval for assignment of their operating agreement to a new holder. Discussion. Legal counsel to review and the new entity must provide a financial report or balance sheet.

AIRFIELD SIGNAGE CHANGES: Due to several aircraft accidents at airports over the last year, attributed to airfield signage criteria, the FAA has published new procedures that we must incorporate over the next 2-3 years. Should not be a significant impact to our entitlement funds.

GRISWOLD LAND ACQUISITION: Steele Griswold understands airport concerns regarding adjacent property, but does not feel it necessary to part with any of his land, at this time.

LAND ACQUISITION STATUS: On August 29, appraisal documents were received from Keller, Navin, Cable & O'Brien on the five parcels along Airport Drive that will be included in the pre-application for aid, now awaiting processing by the FAA. Values of the properties ranged from \$84,000 to \$135,000. George Silver & Associates is currently reviewing the five appraisals and should be completed by mid September. A State of Vermont relocation specialist is in the process of determining supplemental benefits to the property owners and renters under the Uniform Relocation Assistance & Real Property Acquisition Act. Upon completion of appraisal reviews and determination of benefits, formal offers will be made to the property owners. One owner, at 1412 Airport Drive, has already agreed to the appraisal price and we expect to move on obtaining that property by the end of September.

MANAGER'S REPORT (CONT.)

BOARD OF FINANCE: The Board of Finance approved the appropriation of \$99,900 to purchase the property at 1412 Airport Drive.

FAA GRANT ASSURANCES: The FAA has set a new policy regarding sponsor's commitment to the Grant Assurance program by requiring the sponsor to sign a statement to that affect. Counsel is presently reviewing the terms of that statement to determine the airports' liability.

HANDICAP ACCESS CORRIDOR: Corridor is almost complete. Request discussion on the merits of a press conference for a grand opening. Discussion. Commission agreed that a press conference was not needed.

AIP-18: (Mx Shop Addition Project) A notice to proceed was issued on 8-27-91. The building will be closed in and ready for partial use by November 1. Expected completion date, minus punch list items, is January 1, 1992.

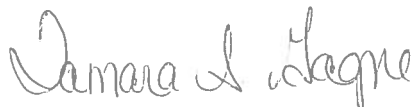
AIP-15: (Taxiway Construction) The final payment to the contractors has been made. The application to FAA for final reimbursement is being assembled.

UNITED LEASEHOLD: Amendments #1-4 have been received. United has indicated that amendment #5 (new space relocation) is in processing and should be received shortly.

AIRSHOW 1992: Jim Parker expects to hear a positive response from the Blue Angels, to perform summer of '92, this November. A meeting is being orchestrated with the Chairman, Mr. Hamilton and Jim to discuss preliminaries.

The Commission decided to schedule a time to discuss the commission direction as it relates to airport tenants and the terminal/appearance.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
TUESDAY, AUGUST 7, 1991
4:30 P.M.

PRESENT:

J. Richard Corley
Michael Flaherty
Michael Cain
Huck Gutman
Bill Ellis

John J. Hamilton
Tamara S. Gagne
Richard Varney
Robert McEwing
John Stewart
Lynn Coddington

The meeting was called to order by the Clerk of the Board, Tamara Gagne, at 4:46 p.m.

MINUTES:

Mr. Flaherty made a motion to approve the minutes of July 10, 1991 as presented.

OPERATING STATEMENTS AND WARRANT:

Mr. Hamilton reported that due to the change in personnel and the early meeting date, July operating statements and warrant will not be available until some time later in the month. Discussion. These items to be reviewed and approved at the September meeting.

MCNEIL & MURRAY INVOICE:

Mr. Flaherty made a motion to approve the McNeil & Murray invoice for the period of July 01, 1991 to July 22, 1991 in the amount of \$4,030.94. Seconded by Mr. Gutman. Discussion. All were in favor.

Ms. Gagne opened the floor for nominations for Chairman of the Board. Mr. Cain nominated J. Richard Corley to that position. Mr. Flaherty indicated his concurrence with the comment that any one of the Burlington commissioner representatives would serve the Commission well but that perhaps the senior commissioner is an appropriate choice. The opportunity for Chairman nominations was closed.

Mr. Cain made a motion in favor of appointing J. Richard Corley as Chairman of the Board. Seconded by Mr. Flaherty. All were in favor.

DIRECTOR OF AVIATION SCHEDULE:

Mr. Gutman indicated that this item was placed on the agenda per his request. However, Mr. Hamilton has written a memo in this regard, which has not yet had opportunity to review, and therefore requested that this item be tabled.

VERMONT GAS EASEMENT:

JJ reported that VT Gas has requested an easement for installation of natural gas pipe lines to serve the needs of the Vermont Air National Guard. Easements are usually granted and dealt with in a non controversial manner. However, in this case, VT Gas has indicated that these pipe lines are anticipated to be used in the future to serve other VT Gas, off Airport, interests and they have also requested to be indemnified from all risks. Discussion. JJ indicated that he did not feel that it was appropriate for a utility to not compensate the Airport if these lines would indeed serve off airport facilities or public and does not agree with indemnifying VT Gas from all liabilities. Discussion.

Mr. Gutman made a motion to approve the VT Gas requested easement, to serve the VT Air Guard, based on VT Gas agreeing to relocation if required under the Airport Masterplan(s), that the installed lines only serve airport tenants, that a performance bond for an agreed upon completion date be provided, that the installation or removal not disrupt the operations of the Airport, that the lines be maintained at the expense of VT Gas and there be no indemnifications. Seconded by Mr. Cain. All were in favor.

SURPLUS EQUIPMENT SALE:

JJ reported that the two self-propelled, front mounted runway sweepers, purchased in 1978, are now surplus equipment due to the scheduled purchase of replacement vehicles. He reported that all avenues have been exhausted to sell and/or give the sweepers away to other airports or City departments. Offers to liquidate through local companies produced a bid of \$1,000.00 from Charlebois, which JJ recommends be accepted so that the Airport won't end up paying to have them disposed. Discussion. Huck questioned the costs associated with repair of the vehicles and need for the number with which the airport operates.

Mr. Flaherty made a motion to concur with the manager's recommendation to sell the sweepers to Charlebois for the bid price of \$1,000.00. Seconded by Mr. Cain. Mr. Gutman abstained. The motion passed in favor.

LAND ACQUISITION:

Mr. Hamilton has scheduled a meeting with Mr. Steele Griswold to discuss the Airports' land use plan and masterplan as it relates to the potential purchase of his property. Mr. Griswold has indicated that he is not interested in selling, but will meet with JJ. The second land acquisition item that Mr. Hamilton presented was that the last house on Airport Drive, as a part of this fiscal year property acquisition plan, is currently for sale. The State of Vermont has been working closely with the airport as relocation specialists for land acquisition and all proper FAA procedures are being followed to ensure reimbursement eligibility. It is appropriate for the Airport to act now with a purchase offer on this house. The appraisal, completed this week, indicates a value of \$82,500. Discussion. Huck questioned the location and need to "free up" property on Airport Drive.

LAND ACQUISITION (CONT.):

Mr. Hamilton reported that this particular house is the last on Airport Drive and abuts the airport northwest portion, along the fence. The land use options are varied and numerous in context of airport growth and it is in the best interest of the Airport to attempt to acquire all properties that abut the Airport and fall in the 65 LDN noise level. Discussion.

Mr. Cain made a motion to proceed with purchase of the proposed property on Airport Drive. Seconded by Mr. Flaherty. All were in favor.

AOCI CONVENTION:

Mr. Hamilton requested information on whether any commissioner will be interested in attending the AOCI conference in New Orleans from September 29 to October 4. Agenda and conference information to be forwarded to each.

Mr. Gutman made a motion that the Chairman decide who, if anyone, goes to the conference. Seconded by Mr. Flaherty. All were in favor.

PURCHASE APPROVAL:

Mr. Hamilton presented an approved FY'92 budgeted software purchase for a maintenance and parts inventory software package in the amount of \$3,190.00 for approval and briefly explained the current conditions under which inventory is maintained and the magnitude of PM required for the 52 airport vehicles. Discussion. Mr. Cain suggested that, prior to approval, a comprehensive computer and software plan for the next two years be presented. Discussion.

Mr. Cain made a motion to table this agenda item until a plan is presented and approved. Seconded by Mr. Gutman. All were in favor.

MANAGER'S REPORT

BOARD OF FINANCE MEETING 7-22-91: 1) The \$64,000.00 CCTA expenditure was tabled in order for a commission rep and CCTA to speak with the Board of Finance for an understanding of the K-12 service as proposed. Next Finance Board meeting is scheduled for 8-19-91. 2) All FY'91 budget amendments approved as presented. Discussion regarding the CCTA subsidy. Resolve was that Huck would contact the Mayor and that there would be no representation at the scheduled Finance Board meeting.

HANDICAP ACCESS CORRIDOR: The scheduled completion date is 8-26-91, 1 ½ weeks behind proposed completion date due to several factors beyond the control of Engelberth. The project is progressing well, right on budget.

MANAGER'S REPORT (CONT.)

AIP-17 (MAINT. SHOP EXPANSION & SNOW REMOVAL EQUIPMENT PURCHASE): The grant offer preparation is in final stages at FAA. Expect construction to begin by August 15, 1991.

SHELBURNE AIR PARK: Correspondence was received from the State of Vermont in which they have requested comment from the Commission in regards to the Burlington Airport's potential desire to participate in purchase or maintenance of the Shelburne Air Park (letters on file). Discussion.

Mr. Gutman made a motion to write to the VT Agency of Transportation and advise them that the Burlington Airport has some safety concerns about involvement in the Shelburne Airpark and that we would like to be kept apprised of all events in this regard. Seconded by Mr. Cain. All were in favor.

AIRPORT REPORT: An "Airport" report was enclosed for information on AIP and off airport car rental fees.

NATIONAL WEATHER SERVICE: 1) Researching need and justification to accept ownership of their generator that is located in the basement mechanical room. This has the potential of serving the airport well. 2) Forwarding our needs for lease agreement of portion of "dance hall". With NWS acceptance will require Commission final approval to enter into a lease agreement.

RESTAURANT RENOVATION: August 31 is the deadline for proposal acceptance from interested parties to manage food concession. Architect is on schedule to submit final plans on August 31. Mr. Hamilton requested Commission direction in reviewing submitted proposals and finance board expenditure authorization. Discussion. The Commission requested that the RFP for restaurant operators be readvertised to ensure maximum exposure and that a display ad be used in local media.

SENIOR ACCOUNTANT POSITION: Lynn Coddington has been hired by the City Treasurer to perform the airport accounting function. John Stewart introduced Lynn to the Commission and she was welcomed to our team.

CITY COUNCIL COMP TIME POLICY RESOLUTION: City council has adopted a compensatory time off policy for salaried and management employees. I will adhere to this policy to the extent possible, in that, most cases wherein more than forty hours per week are worked, a one to one time off would unduly disrupt the operation and administration of the department. My staff is well aware of this and agree with my policy. Discussion. Mr. Corley suggested that if compensatory time is taken that it be taken in at least half day blocks instead of on an hour by hour basis. Mr. Corley also suggested that a quarterly report on use of comp time be given to the Commission.

MANAGER'S REPORT (CONT.)

LICENSE FEE DRAFT ORDINANCE: Draft to Mike Cain and the Director for review then submission to full Commission at September meeting.

INFORMATION BOOTH: If the administration office renovation is completed prior to New England Travel operating out of the booth, I will staff the info booth with the part time tower guide personnel to ensure continuity. Will not impact the part time budget allowance.

Mr. Flaherty made a motion to enter executive session to discuss contracts, the premature disclosure of which will put the Airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 5:44 p.m.

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

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, JULY 10, 1991
3:30 P.M.

PRESENT:

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

John J. Hamilton
Tamara S. Gagne
Robert McEwing
Bill Ellis
John Stewart

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

Mr. Corley made a motion to amend the agenda to accept a summary of the corridor project by Bill McDonough, Engelberth and Laurie Stavrand, Architect. Seconded by Mr. Flaherty. All were in favor.

HANDICAP ACCESS CORRIDOR PROJECT:

Mr. Hamilton reported that the bid opening results on the handicap access corridor were not acceptable as they had put the project approximately \$50,000 over budget. From that time, much discussion and negotiations have taken place regarding scope of project and the justification for the higher bid amounts. Bill McDonough explained that Engelberth was willing to work the figures back down to within the original estimated costs. This will involve narrowing the scope of the project, somewhat and redefining details. With appropriate direction from the Board, Bill indicated that the project could still begin as early as next week. Discussion. The Commission questioned what the end result would be, compared to that discussed to date. Laurie and Bill explained that the significant visible change would be that the carpet for the corridor would now be a broadloom vs carpet squares due to the cost factor and that the other changes would not be noticeable. JJ reported that the actual anticipated costs will be \$5,000 over budget in order to relocate the observation tower stairs, which is an aspect he recommends remain in the project as it will further open the south end of the corridor. Discussion. The Commission directed that Engelberth proceed provided that the project stays within budget as discussed and receives concurrence from Mr. Blanchard.

FY'91 OPERATING STATEMENTS:

John Stewart presented a year ending June 30, 1991 operating and expense report reflecting the operating transfer in (from airport parking tickets) of \$51,825.00 which applies to the Innotech settlement of \$33,000.00 and the Desert Storm additional police services of \$18,825.00. This preliminary report, which does not yet include revenues from terminal and field concession payments, reflects a net income of \$60,899.72. Discussion.

Mr. Corley made a motion to accept the review of the preliminary operating statement for the month of June, 1991. Seconded by Mr. Cain. All were in favor.

INFORMATION BOOTH/NEW ENGLAND TRAVEL:

JJ reported that New England Travel has indicated that the information booth venture will not be feasible without the ability to market their services. Mr. Halloway has requested that the area between the escalator and the information booth be utilized in a manner in which chairs and a brochure rack are allowed. Discussion. JJ indicated concurrence. Discussion. The Commission agreed to allow the use of the requested area but that the Commission retains the authority to reject anything that interferes with the flow of traffic or is not aesthetically pleasing.

TRAVEL - AOCI CONVENTION:

Mr. Gutman made a motion to approve travel for the Director of Aviation and the Chairman to the AOCI Annual Convention in New Orleans from September 29, 1991 to October 4, 1991 up to \$3,000 as budgeted. Seconded by Mr. Flaherty. All were in favor.

Mr. Corley 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 4:45 p.m.

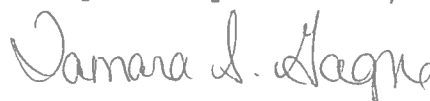
The meeting resumed regular session at 6:10 p.m.

A discussion continued regarding the June operating statement and proposed capital item purchases. Mr. Gutman requested that \$4,000 be allocated to CCTA in support of the free ridership to K-12 students program, so that marketing elements may be developed for said program. Discussion.

Mr. Corley made a motion to expend funds to cover the listed capital items in the amount of \$66,600.00 and to add to that the allocation of \$4,000 to CCTA specifically for the development of marketing materials for the free student ridership program. Seconded by Mr. Cain. All were in favor.

There being no further business, the meeting adjourned at 6:25 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JUNE 24, 1991
4:00 P.M.

PRESENT:

M. Robert Blanchard, Chairman
Huck Gutman
Michael Cain

John Hamilton
Tamara Gagne
Bob McEwing

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

TRAVEL - NEC AAAE CONFERENCE:

Mr. Hamilton requested approval to attend the NEC AAAE conference to be held in Philadelphia from August 18 to 21, 1991.

Mr. Cain made a motion to approve the travel request for attendance at the NEC AAAE conference in Philadelphia from August 18 to 21, 1991. Seconded by Mr. Gutman. All were in favor.

HANDICAP ACCESS CORRIDOR DESIGN:

Laurie Stavrand, architect for the corridor project entered the meeting to present and discuss a proposed corridor carpet design and color scheme. The proposed style of carpet squares versus broodloom was questioned for the cost and practicality of wear and replacement. Discussion. Mike Cain expressed his concern in having to "stock pile" all of the various color squares in order to have them available to use as replacements. Laurie indicated that if the replacement is being done for wear purposes, then the carpet tiles along the walls of the corridor can be swapped for those in the high traffic center area. Discussion. The Commission agreed that the design would be unique and intriguing and agreed to proceed as proposed.

Mr. Gutman made a motion to allow the Chairman to review and approve the subcontract bids, to be opened on June 27, 1991, up to the estimated project cost of \$140,000. Seconded by Mr. Cain. All were in favor.

JANITORIAL CONTRACT AWARD:

Mr. Hamilton presented a detailed staff evaluation of the janitorial contract proposals and interview process which led to the deduction, based on various factors from Disadvantaged Business status to price of contract for basic labor, that J.M. Hopkins and Northland Janitorial were the two most responsive and favorable firms. Mr. Blanchard indicated that J.M. Hopkins is a firm that was previously employed at the Airport and who was asked to leave. Discussion. Mr. Cain suggested that the airport continue with Northland based on all of the factors presented and discussed.

JANITORIAL CONTRACT AWARD (CONT.):

Mr. Cain made a motion to award the janitorial contract to Northland Janitorial for a bid price of \$149,811.00 with supplies expenses to be reimbursed to contractor based on actual invoicing, not to exceed the bid amount of \$17,930.00. Seconded by Mr. Gutman. All were in favor.

ABX - INTENT TO LEASE BUILDING 870:

Mr. Hamilton reported that ABX, a wholly owned subsidiary of Airborne Express, has requested to rent a portion of Building 870 (previous Dynair & Emery space) for the purpose of air cargo handling and servicing of aircraft. ABX currently rents space in Building 880 but has determined that Building 870 is more accommodating to their specific needs. Discussion.

Mr. Gutman made a motion to rent a portion of Building 870 to ABX, per their request and signed "Intent to Lease", for the standard Building 870 terms of \$8.00 per s.f. plus applicable ground space at \$.20 per s.f. for the period of July 1, 1991 to June 30, 1992. Seconded by Mr. Cain. All were in favor.

VT AEROSPACE - SUBLEASE FROM ABX REQUEST:

Mr. Hamilton reported that VT Aerospace has requested permission to sublease a one hundred square foot area from ABX in the Building 870 spaces in order that they may provide aircraft maintenance service and cargo ground handling for the ABX aircraft. Discussion. Mr. Blanchard questioned the previous request of VT Aerospace and the subsequent approval of the Board and its relation to this request. JJ explained that the Board has already given approval for VT Aerospace to rent space from the Airport, but because we have no space small enough to accommodate their request, it is to sublease from ABX. Discussion.

Mr. Gutman made a motion to approve a modification of the approval given to VT Aerospace at the June 11, 1991 meeting to allow the subleasing of space from ABX and to expand the request to allow the servicing of ABX aircraft. Seconded by Mr. Cain. All were in favor.

MX SHOP CONTRACT AWARD:

Bids on the expansion to the maintenance shop AIP-17 project were opened on June 21, 1991. New England Construction was the low bidder of the six bids received. Mr. Hamilton explained, however, that N.E. Construction "appears" to have qualified their bid and the FAA must make a determination on whether this is the case and whether they should be disqualified. Discussion. The next lowest bid was presented by Engelberth Construction Co. Discussion.

Mr. Cain 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. Gutman. All were in favor. The meeting entered executive session at 4:45 p.m.

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

Mr. Gutman made a motion to approve the maintenance shop contract award to the low, responsive bidder, as determined by the Federal Aviation Administration. Seconded by Mr. Cain. All were in favor.

Mr. Gutman made a motion to amend the agenda to move item #9 - Year End Budget Review, to #5a and add items under #5a, #1 - Manager's Request and #2 - CCTA Proposal. Seconded by Mr. Cain. All were in favor.

YEAR END BUDGET REVIEW:

As previously presented, the fiscal year end 1991 indicates that there are remaining estimated funds of \$80,000.00. Mr. Hamilton indicated that it is imperative that the budgeted capital item of underground storage tank monitoring be accomplished with a portion of these funds.

Mr. Cain made a motion to reserve up to \$20,000 of appropriated capital funds for the UST monitoring project. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman made a motion that, based on the success of the previous experiment with CCTA to encourage ridership on the airport route (65% increase), the airport engage in another experiment aimed at facilitating transportation to the airport for an educational program that will teach students the potentials of public transportation, by giving \$60,000 to CCTA (with CCTA soliciting additional funds from other sources for complete project application) to allow and subsidize school attending children, from ALL interested surrounding schools, during all school days, to ride the CCTA bus system free of charge for a period of time not to be less than half of one year. Seconded by Mr. Cain. All were in favor.

APPOINTMENT OF DIRECTOR OF AVIATION:

Mr. Cain nominated John Hamilton for the position appointment of Director of Aviation.

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

Mr. Cain made a motion to appoint Mr. John Hamilton as the Director of Aviation for the period of July 1, 1991 to June 30, 1992. Seconded by Mr. Gutman. All were in favor.

APPOINTMENT OF CLERK OF THE BOARD:

Mr. Gutman nominated Tamara Gagne for the position of Clerk of the Board.

Mr. Cain made a motion to close nominations. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman made a motion to appoint Tamara Gagne as Clerk of the Board for the Airport Commission for the period of July 1, 1991 to June 30, 1992. Seconded by Mr. Cain. All were in favor.

APPOINTMENT OF THE CHAIRMAN:

The Clerk of the Board opened the floor for nominations for the appointment of Chairman of the Airport Commission. Mr. Gutman nominated M. Robert Blanchard for the position of Chairman.

Mr. Cain made a motion to close nominations on Chairman of the Board. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman made a motion to appoint M. Robert Blanchard as Chairman of the Board of Airport Commissioners for the period of July 1, 1991 to June 30, 1992. Seconded by Mr. Cain. All were in favor.

MANAGER'S REPORT

1. TENANT OPERATING LICENSE - progress is well under way. Draft proposal for license fee structure and operating agreement fees are scheduled for Commission presentation in July. Counsel expects to submit a draft ordinance at the August meeting.
2. INFORMATION BOOTH - received one proposal from the RFP, which is attached for review. Discussion at the July meeting.
3. MONTAIR - please find Bob Rachlin letter attached. He requested to address the Commission on June 24. I advised him that the June meeting had already occurred and that the June 24 meeting was solely to address year end items. I will schedule him on the July agenda.
4. METRO N.E. (TWE) - we must file our claim re: their Chapter 11 by Oct 9, 1991. Bill Ellis will attend a hearing in Rochester, NY in July to represent the airports' interest.
5. PFC'S - please find attached airport highlights abstract on the final PFC rule. The conference with the FAA is still being scheduled.

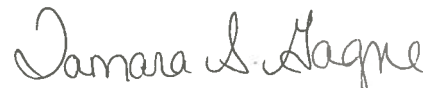
6. INTERSPACE BROCHURE RACK - is scheduled to be in place June 25.
7. GROUND TRANSPORTATION BOOTH - is scheduled to be totally relocated by June 27.

Mr. Blanchard announced that on behalf of the Commission he would like to congratulate Huck Gutman on the publication of his book entitled "As Others Read Us", and wish him luck and success.

The next meeting of the Board will be held on Thursday, July 11, 1991 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:05 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
TUESDAY, JUNE 11, 1991
3:30 P.M.

PRESENT:

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

John Hamilton
Tamara Gagne
Richard Varney
Robert McEwing
Barb Corcoran
John Stewart

Art Vigil - Continental, Rich McKnight - VT Aerospace, Pete Callahan & Peter Durgin - Business Express, Bill Spruce & Neal Helander - United,

The meeting was called to order by the Chairman, Mr. Blanchard at 3:40 p.m. Mr. Blanchard then turned the Chair over to Mr. Gutman.

AIP-15 CHANGE ORDER #1:

AIP-15 change order #1 to the Pike Industries contract on the referenced project was previously approved for the amount of \$11,309.59. Hoyle, Tanner & Associates revised and corrected that figure in the final change order documents, now equating to \$13,330.84. FAA has concurred on the corrected amount which now needs Commission approval. Discussion. Mr. Blanchard requested that the "Executive Summary" detail provide accurate information as to whom the extra monies go, as he had interpreted this change to be for additional funds for Hoyle, Tanner & Associates. Discussion.

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

Mr. Flaherty made a motion to enter executive session to discuss pending litigation, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 3:45 p.m.

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

TWE TERMINAL SPACE - ASSIGNMENT REQUEST:

Mr. Hamilton reported that the TWExpress operating agreement and the associated leasing of terminal space has been terminated. Zenith Air Holdings, the most recent owner of TWE/Metro Airlines, filed Chapter 11 on June 3, 1991. Writs of attachment for their properties have been served, concentrated on assets in the maintenance hangar. In accordance with the termination of their terminal spaces, both United and Business Express have submitted requests to lease that space. Mr.

TWE TERMINAL SPACE (CONT.):

Neal Helander, United Affairs Office, indicated that United desire for swapping current spaces for TWE space would be to improve their total operation and allow the accommodation of their air freight operation (currently being handled by Land Air Express out of Building 880). Discussion. Mr. Scott Durgin, Business Express, indicated that their request for space is based on the need for additional ticket counter frontage, work environment improvement and the addition of a bag belt. Discussion. Mr. Gutman questioned whether Business Express would be willing to accept the current United area in lieu of TWExpress area. Discussion. Mr. Durgin indicated that the United space would be acceptable, but that he would be concerned in finding an additional 120 s.f. for a station manager office. Discussion. Mr. Hamilton was directed to work with Business Express in order to find a suitable office space.

Mr. Corley made a motion to approve the United request to transfer their operations to the current TWExpress/Metro spaces and for Business Express to relocate to the current United Airlines space. The area to be occupied by United Airlines will remain exclusive non-reassignable space and Business Express will retain only that portion of their current non-reassignable s.f. in the new area. The remainder will be, in accordance with standard commuter operating agreement space, reassignable. Relocation on the whole or in any part will not be allowed until amendments referencing the same are fully executed. Seconded by Mr. Cain. All were in favor.

CCTA REQUEST:

Mr. Chris Greenman and Mary Racine, representatives of CCTA, entered the meeting at this time to discuss the request of Ms. Doreen Craft. Mr. Greenman reported that the CCTA is actively pursuing the underwriting of the free bus route between downtown Burlington and the Airport. He indicated that Cathy Debo is currently attempting contact with the University Mall and some of the South Burlington hotel and motel associations in order to determine their willingness to participate in funding for the free bus route. Discussion. The past years' figures have indicated that 3% of the number of people using the CCTA bus service are actually coming to the airport. Seventeen (17) percent of the riders stop at the University Mall, who currently contribute nothing to the route service. CCTA has determined that there was a 67% increase in ridership on the free bus route over previous years. Discussion. It was reported that Ms. Debo would have information from the South Burlington businesses by the end of this week.

VT AEROSPACE:

Rich McKnight, President of VT Aerospace, requested Commission approval to provide air carrier aircraft maintenance at Burlington. Discussion. He indicated that both Continental and USAir have expressed an interest in utilizing their services. Discussion. VT Aerospace was negotiating with Airborne Express to sublease a portion of their area in Building 880. However, with Airborne no longer renting space from the Airport, VT Aero would be required to deal directly with the Airport on any rented space.

Mr. Corley made a motion to enter executive session to discuss leases and contracts, the premature disclosure of which could put the airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 4:55 p.m.

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

Mr. Corley made a motion to allow VT Aerospace to rent building space as required and approve their request to provide air carrier aircraft line service maintenance only, all of which is pending counsel review regarding appropriate fees. Seconded by Mr. Flaherty. All were in favor.

Mr. Corley made a motion to approve the amended change order #1 amount to the Pike Industries contract for AIP-15 for a total corrected amount of \$13,330.84. Seconded by Mr. Cain. All were in favor.

CONTRACT BIDS:

JJ reported that the submitted proposals, on all three contracts, were evaluated in depth and the following information and recommendations are provided. The recommendation for the rubbish removal contract is to continue with Kelco based on their quality of service, them being a local firm and that they were the low bidder. Interviews were conducted with three of the four HVAC firms and five of the seven janitorial firms. Based on submitted proposals and the interviews, two HVAC firms and two janitorial firms were chosen. Mr. Hamilton reported that the difficulty in choosing a single firm has arisen around known quality vs. submitted costs for the contracts. The HVAC firm recommendations are for Northeastern HVAC Corp. for \$19,446.00 in the first year and approximately \$60,000 for the three year period. The other HVAC firm is Johnson Controls for \$26,976.00 for the first year and a three year total of \$80,928.00. Discussion. Mr. Hamilton attempted to explain that Johnson Controls quality of service and previous contract performance justify the additional yearly cost. Discussion.

Mr. Corley made a motion to approve the bid and contract of Northeastern HVAC Corp. Seconded by Mr. Cain. All were in favor.

CONTRACT BIDS (CONT.):

Mr. Hamilton reported that J.M. Hopkins at \$154,356 and Northland Janitorial at \$167,741.00 were the two janitorial firms that are recommended for consideration. Discussion. Mr. Corley and Mr. Flaherty questioned why the low bidder of the seven proposals was not chosen. Mr. Hamilton explained that based on review of proposals and interviews, the lower bidders do not appear as if they would perform the contract to our satisfaction, or to the standards that have been successfully performed over the last couple of years. A lengthy discussion ensued regarding purpose of requesting proposals and reasons for not accepting low bid. The Commission requested that Mr. Hamilton provide written justification for not accepting any of the other proposals, for the June 25th Commission meeting. Approval of the janitorial contract firm was deferred until the next meeting.

Mr. Flaherty made a motion to approve the recommendation and bid of Kelco for the rubbish removal contract at the Airport. Seconded by Mr. Corley. All were in favor.

TRACTOR PURCHASE:

Mr. Hamilton reported that the airfield mowing tractor purchase, originally approved for \$22,500 in May, actually cost \$26,000 because the old tractor was given to the Parks Department instead of being used as a trade-in.

Mr. Cain made a motion to approve the additional \$3500.00 capital expenditure for the purchase of the airfield mowing tractor. Seconded by Mr. Flaherty. All were in favor.

GROUND TRANSPORTATION AREA - RELOCATION:

Mr. Hamilton reported that the ground transportation attendant area and taxi queue line should be relocated to the north end of the terminal to coincide with passenger arrivals. Mr. Hamilton's meeting summary notes indicated that there were three options available. 1) Use the vacated Dollar Rent A Car space with inside/outside access for the attendant, 2) construct a new booth outside under the terminal canopy, or 3) relocate the existing booth.

Mr. Cain made a motion to relocate the existing booth to the north end. Seconded by Mr. Corley. No discussion allowed. All were in favor.

Mr. Corley made a motion to acknowledge and thank Barb Corcoran for the fine work that she has done for the airport, wish her well in her relocation, and authorize the clerk of the Board to spend up to \$50.00 for an appropriate thank you gift. Seconded by Mr. Flaherty. All were in favor.

FY'91 YEAR END BUDGET REVIEW:

A projected June 30, 1991 expense and revenue report was prepared which reflected that the forecasted operating expenses are \$188,000 less than budgeted. Mr. Hamilton reported that the industrial park revenues are under budget due to the Valley Air situation, but the industrial park expenses are also under budget. The legal services account reflects an overexpenditure of approximately \$29,000, of which \$14,000 is related to AIP-15 Act 250 and will be submitted for reimbursement. This forecasted report indicates that the airport will have a net income of approximately \$87,000. Discussion. Finalized expenditure decisions will be made at the meeting of the 25th.

MINUTES:

Mr. Cain made a motion to approve the minutes of May 9, 1991 as presented. Seconded by Mr. Flaherty. All were in favor.

MAY WARRANT:

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

MAY OPERATING STATEMENTS:

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

MCNEIL & MURRAY INVOICE:

Mr. Cain made a motion to approve the McNeil & Murray invoice for the period of April 23, 1991 to May 22, 1991 in the amount of \$4,513.21. Seconded by Mr. Corley. All were in favor.

CCTA TRANSPORTATION KIOSK REQUEST:

The Chittenden County Transportation Agency has requested that the airport participate in and provide a Burlington International Airport brochure for their transportation kiosk, to be located downtown. The monthly dues for participation in this program are \$25.00

Mr. Corley made a motion to approve the CCTA request to have the Airport participate in the brochure and information kiosk program at a rate of \$25.00 per month. Seconded by Mr. Cain. All were in favor.

LEASES & CONTRACTS:

Mr. Hamilton reported that the **VALLEY AIR** amendment is scheduled for the City of Burlington Finance Board and City Council on June 17, 1991.

Mr. Ellis is prepared to discuss the status of the Metro/Zenith Air proceedings regarding the maintenance hangar and associated ground space rentals.

Mr. Corley made a motion to enter executive session to discuss leases and contracts, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Cain. The meeting entered executive session at 5:50 p.m.

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

MANAGER'S REPORT

ACCESS CORRIDOR, MX SHOP, RESTAURANT RENOVATIONS: ACCESS CORRIDOR is progressing on schedule. Prebid conference 6/20, bid opening 6/27, start 7/8, complete 8/9. Mx Shop bid opening last week of June, contractor approval July commission meeting, grant acceptance by the Mayor 7/10. Restaurant lease RFP week of June 10, close out 60 days thereafter. Plans and specifications continue.

INFORMATION BOOTH: RFP's due in next week. Review at the July meeting.

DOLLAR RENT A CAR: Dollar Rent A Car has been notified that if the monies due the airport are not received by Friday, June 28, 1991, the Airport will cash in the performance bond.

BARBARA CORCORAN: Barb has resigned as of June 25, 1991 and will be leaving the area. That position vacancy has been approved by the Board of Finance to be filled and advertised for selection around July 1, 1991. JJ indicated that he would write an appropriate letter to the City Treasurer regarding her performance.

BUILDING 880 ASBESTOS PROJECT: Work will begin June 10, 1991. Temporary facilities for U.S. Customs and A.N. Deringer are in place.

LAND ACQUISITION: Under contract with the state as of 6/6/91 to provide those required services of a relocation specialist. Keller, Navin, & Cable have completed 3 of the 5 properties. All appraisals and the review appraisals are forecasted to be submitted to FAA in September. Condemnation of the Douglas Kelly property may be necessary. He presently is an unwilling seller.

MINUTES
JUNE 11, 1991

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TDD SYSTEM: Upgrading for handicap access continues with the purchase of a teledata telephone system for the hearing impaired. Implementation is set for the week of June 17.

FAA Airports Safety Standards Branch will perform the annual **FAR PART 139 CERTIFICATION INSPECTION** on June 24-26. The in-briefing will be held at 1:00 p.m. June 24. The FAA requests Commission attendance at that briefing if possible.

The June 10, 1991 meeting to discuss PFC's has been rescheduled by the FAA to the week of June 17, 1991. Bill Cronan and Vincent Scarano will attend. Commission representation is requested if possible.

SURVEY of airport operations personnel duties was distributed for Commission review. No comments were made.

Mr. Cain 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. Corley. The meeting entered executive session at 6:06 p.m.

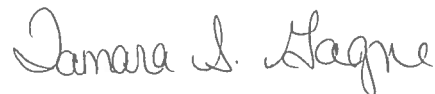
The meeting resumed regular session at 6:20 p.m.

The Commission directed that Counsel notify Montair of its violation of contract terms and proceed as required.

There being no further regular business, Mr. Cain made a motion to enter executive session to discuss personnel, excluding all parties but the Commissioners, the premature disclosure of said discussion would put the Commission at a substantial disadvantage. Seconded by Mr. Flaherty. The meeting entered executive session at 6:25 p.m.

There was no action as a result of this executive session. The meeting adjourned at 6:35 p.m..

Sincerely,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, MAY 9, 1991
4:00 P.M.

PRESENT:

M. Robert Blanchard
J. Richard Corley
Huck Gutman
Michael Cain
Nancy Sheahan

John Hamilton
Tamara Gagne
Richard Varney
Robert McEwing

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

MINUTES OF APRIL:

Mr. Blanchard made a motion to approve the minutes of April 9, 1991 as written. Seconded by Mr. Corley. All were in favor.

APRIL WARRANT:

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

APRIL OPERATING STATEMENTS:

The April operating statements were presented for discussion. Mr. Blanchard commented that it is imperative that the entire Commission be present for the June meeting in order to determine, review and approve FY'91 final year end expenses, revenues and purchases. Discussion. Mr. Gutman expressed a concern regarding the monies spent for legal services thus far, being 31% over what was budgeted. Discussion. Mr. Gutman then questioned the status of the Business Express, Continental, USAir and Metro/TWExpress accounts receivables. The Metro/TWExpress account was deferred to discuss in executive session regarding contract terms and the remaining accounts receivable questions were satisfied.

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

MCNEIL & MURRAY INVOICE:

Mr. Blanchard made a motion to approve the McNeil & Murray invoice for the period of March 23, 1991 through April 22, 1991 in the amount of \$2,688.85. Seconded by Mr. Corley. Discussion. Mr. Blanchard questioned why the invoice reflects charges for the Airport Commission meetings when it is his understanding that the agreement terms provide for three hours of free time for the purpose of the monthly commission meeting. Nancy Sheahan responded that she recognizes the term to which Mr. Blanchard is referring, but that this was deleted from the contract nearly two years ago. Mr. Blanchard then requested that Nancy provide copies of both the original contract and the letter indicating this change. Discussion. The motion was called and voted in favor.

UNITED EXPRESS:

Mr. William Spruce, United Station Manager and Ron LaScala, Assistant entered the meeting to be available to answer questions regarding United Express. Mr. Hamilton reported that Atlantic Coast Airlines, the east coast division of Westair Commuter Airlines, Inc. (a feeder for United Airlines) has requested Airport approval to begin one flight per day in June to Dulles. United Express will be a commuter for United Airlines, operating a 30 passenger Embraer Brasilia 120 aircraft. United Express will be responsible only for landing fees in the same manner as the Commutair relationship with the airport and USAir. Discussion. Mr. Spruce indicated that this commuter flight would be picking up some of the traffic from the daily operation that was cancelled, but that that flight is expected to return this fall. He also indicated that it is not the intent of United to replace any of its flights with the commuter operations. Discussion.

Mr. Blanchard made a motion to approve the operating agreement with Atlantic Coast Airlines dba Westair Commuter Airlines dba United Express provided they can meet all airport terms and requirements. Seconded by Mr. Corley. All were in favor.

EMERY, CFE/DYNAIR:

Emery Air Freight and CFE/Dynair, ground support for Emery, have vacated their leased premises as of April 30, 1991 and have asked for the termination of their leases in accordance with that date. Discussion. The Commission directed that Emery and CFE/Dynair be advised that their leases will remain in effect until term, June 30, 1991.

AIRBORNE EXPRESS, LAND AIR EXPRESS:

Mr. Hamilton reported that Airborne Express administration has vacated their Building 880 leasehold, but have been advised that they are obligated to full term of contract. Land Air Express, an assign of Allied Air Freight, has informed the Airport that they will no longer require Building 880 space upon completion of lease term and has further requested that the current lease be assigned to Airborne Express operations (ABX). ABX will continue occupancy of the spaces after June 30 and will enter into a new agreement with the Airport.

Mr. Blanchard made a motion to approve the assignment of the Land Air Express leasehold agreement to the principles of Airborne Express, per their request. Seconded by Mr. Corley. All were in favor.

AIRPORT INFORMATION BOOTH:

Mr. Hamilton requested Commission approval to request proposals for the staffing or occupancy of the first floor information center. Upon completion of the corridor renovations, which involves modifications to the administrative offices, the airport attendant in the information booth will be relocated to the business office. JJ reported that he believes there is an interest from local travel agencies to provide services within the terminal. Discussion. Mr. Cain suggested that JJ contact the airport in Hartford regarding their experience with the on-site travel agency and related information services they have. Mr. Blanchard agreed that proposals could be solocited provided that the office assistant does not relocate until other information services are provided. Commission gave approval direction.

EXPENSE APPROVALS:

Mr. Corley made a motion to approve the \$2671.00 expense for the annual spring planting of airport flower beds by Mother Nature's Helper. Seconded by Mr. Cain. All were in favor. Mr. Gutman "reserves opinion" on this matter.

Mr. Corley made a motion to approve the \$2750.00 expense for the repair of an engine oil leak for the airport vehicle T-5. Seconded by Mr. Cain. All were in favor.

CAPITAL PURCHASE APPROVAL:

Mr. Hamilton requests approval to expend budgeted capital improvement funds in the amount of \$22,500 for the purchase of the airfield mower tractor designated for this fiscal year. He recommends approval based upon need to replace existing equipment, appropriate season and quoted price. Mr. Hamilton recognized that the Airport account receivables are questionable but the purchase of this tractor is justified, budgeted and will not adversely affect airport budget, despite accounts receivable outlook. Discussion. Mr. Corley requested that this item be deferred until the Commission has discussed its contracts and pending litigations.

Mr. Corley made a motion to enter executive session to discuss contracts and leases, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Cain. The meeting entered executive session at 4:27 p.m.

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

Mr. Corley made a motion to approve the \$22,500 capital funds expenditure for an airfield mowing tractor as requested and discussed. Seconded by Mr. Cain. All were in favor.

AIP FIVE (5) YEAR CAPITAL PLAN APPROVAL:

Mr. Cain made a motion to approve the presented AIP Five (5) year capital plan. Seconded by Mr. Corley. Discussion. Mr. Hamilton reported that at the meeting of May 2, 1991 the FAA concurred with the presented plan and will be waiting for further direction regarding priority of Commission. Mr. Hamilton recommended that the airport consider purchase of the Munson property in order to create a means by which perimeter access can be accomplished for the eventual fuel farm relocation. Mr. Hamilton recommends that the FY'92 priority items include the environmental assessment, airfield fencing/access control/terminal security, fuel farm relocation study, and the rehab/overlay of Runway 1-19. The estimated total of these projects is \$2.2 million, available in allocated entitlement funds. The remaining projects will be processed with hopes of gaining FAA discretionary funds. Mr. Hamilton also inquired about the means in which the Airport Commission will anticipate covering the 4% portion of the additional projects. Discussion. Mr. Gutman inquired about need for an environmental assessment. Lengthy discussion regarding requirements to meet FAA criteria and need for such documentation. Mr. Gutman then questioned the dollars (\$350,000) associated with the fencing and terminal/access control. Mr. Hamilton reported that other airports have indicated that costs associated with terminal access plan are approximately \$200 - 250,000. The fencing replacement, electric gate replacement and new perimeter fencing is estimated at \$100,000. Discussion.

Mr. Cain indicated his concurrence with the priority recommendations as did Mr. Corley. The motion was called and passed in favor.

Mr. Hamilton requested an amendment to the agenda in order to request approval of an out of code budget transfer. The request is to transfer \$1364.00 from code '0589 - Grounds Maintenance' to code '1129 - Restaurant Equipment' in order to cover the expense of "sandwich cooler" restaurant equipment purchase. It has been determined that there are insufficient funds in the 1100's budget to transfer from within code and cover this expense. Discussion.

Mr. Blanchard made a motion to approve the out of code transfer, as requested, for the purchase as described. Seconded by Mr. Corley. All were in favor.

MANAGER'S REPORT

AIP-15 ACT 250 PERMIT: The State Environmental Board has denied the Munson appeal and issued our permit under the control of District #4 EPA. Munson, however, still has 30 days to appeal a third time to the VT Supreme Court.

MANAGER'S REPORT (CONT.)

LAND ACQUISITION: Appraisals are being conducted on the five properties in question. Grant issuance should occur in the October - November time frame. 1983 land acquisition reimbursement check has been issued for \$54,000.00. Mr. Blanchard questioned status of receipt of payment by the Airport. He expressed his concern that they have heard for too long that "the check is in the mail". Mr. Hamilton responded that Mr. Mac Stevens has promised that the check would receive a "quick turn around" from the State and should be received late this week or early next.

FINANCE BOARD MEETING: Asbestos removal and Threat Level IV fund appropriation was approved. Handicap access corridor project received approval, however, still requires final approval once the cost has been determined. I am scheduled for the May 13th finance board to obtain that final approval and submit it for resolution to the city council same date.

HVAC, RUBBISH, JANITORIAL CONTRACTS: These contracts are out to bid. Recommendation will be provided at the June meeting.

POLICE FIRING RANGE (LOCATED ON AIRPORT PROPERTY):

Mr. Hamilton reported that the firing range is closed, as of Wednesday May 8, 1991, until further notice due to an incident of Tuesday evening. VT State Police officers were in the range practicing when a bullet apparently ricocheted off from a rock and hit an individual in a nearby parking area. The individual did not sustain any injury except for an abrasion on the chest where bullet hit. The incident is under investigation by both the VT State Police and Lt. Bill LeWare of the Burlington Police Department. South Burlington officials have indicated that it will not be necessary for the airport to consider re-opening of the firing range as they are contemplating disallowance of any shooting in South Burlington.

Mr. Blanchard then questioned the status of the taxi stand relocation, originally scheduled to be accomplished by mid May. Mr. McEwing responded that he has been in contact with two different contractors, one of which can not provide services and the other has not yet responded with a quote. Mr. Hamilton indicated that he would "push alot harder" to get this project accomplished in a timely manner.

Mr. Gutman questioned the status of the Dollar Rent-A-Car parking spaces. Mr. Hamilton responded that it is the responsibility of the remaining rental agencies to occupy and pay for these spaces.

Mr. Corley made a motion to enter executive session to discuss leases, contracts and pending litigation, the premature disclosure of which will put the airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 5:10 p.m.

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

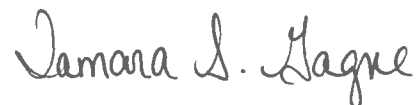
Mr. Cain made a motion to extend to Valley Air a new operating agreement based upon the negotiations of Mike Flaherty and Huck Gutman. Seconded by Mr. Corley for discussion. Mr. Cain voted in favor of the motion, Mr. Corley abstained, and Mr. Blanchard opposed the motion. The Chairman, Mr. Gutman, required to break the tie, voted in favor of the motion. Motion passes in favor.

Resolution to be drafted and presented to City Finance Board at their June meeting.

Mr. Cain made a motion to enter executive session, excluding all parties but the Commission to discuss pending litigation, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Corley. The meeting entered executive session at 5:40 p.m.

There being no further business, the meeting was adjourned at 5:40 p.m. for regular business and the Commission exited executive session at 6:00 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
TUESDAY, APRIL 9, 1991
3:30 P.M.

PRESENT:

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

John J. Hamilton
Tamara S. Gagne
Richard C. Varney, Jr.
Robert McEwing
Barbara Corcoran

Councilor Hallowell - C.O.B., and Woolf Stavrand Associates

The meeting was called to order by the Chairman, Mr. Blanchard at 3:40 p.m. with Commissioners Corley and Cain present for a quorum.

MINUTES OF FEBRUARY AND MARCH MEETINGS:

Mr. Corley made a motion to approve the minutes of February 12, 1991 and March 12, 1991 as presented. Seconded by Mr. Cain. All were in favor.

FEBRUARY & MARCH WARRANTS:

Mr. Corley made a motion to approve the February and March warrants as presented. Seconded by Mr. Cain. All were in favor.

FEBRUARY & MARCH OPERATING STATEMENTS:

Dick Corley questioned the accounts receivables, specifically Metro, Business Express, Northeast Express, Continental, USAir, and Valley Air receivables. Discussion. Regarding Valley Air a discussion was initiated relating to the negotiated lease agreement. Mr. Blanchard expressed his dissatisfaction with the terms and indicated that he would be required to report to the City Finance Board the changes to the lease and what those changes mean in terms of revenues to the City. Discussion. Valley Air discussion to be resumed under executive session upon arrival of Commissioner Gutman.

The Commission directed JJ to amend the FY'92 budget to include a "bad debt" expense item in accordance with current economic times and the realistic view that there will be debts that will require write off.

Mr. Corley made a motion to approve the February and March operating statements with the understanding that management is to monitor and address all account receivables and that Mr. Hamilton and the airport accountant are to determine those accounts who are "at risk" for non-payment and write them off, but amount of receivables written off not to exceed an increase to landing fees of \$.10 per 1000 lbs.. Seconded by Mr. Cain. All were in favor.

MCNEIL & MURRAY INVOICES:

The monthly statements of McNeil & Murray for February and March were presented for review.

Mr. Corley made a motion to approve the McNeil & Murray invoice for the period of January 23, 1991 to February 22, 1991 in the amount of \$4,860.76 and the invoice for the period of February 23, 1991 to March 22, 1991 in the amount of \$2,434.56 which will be reduced by the cost of any "D. Hanlon" expenses. Seconded by Mr. Cain. All were in favor.

Commissioner Gutman entered the meeting at this time.

MASTER PLAN UPDATE:

George Paris, Campbell & Paris consultants, was not able to be present today due to weather and consequent cancellation of his flight. Mr. Paris' agenda included briefing of FAA concerns and to solicit direction from the commission. Following discussion, Mr. Paris will need an additional 30-45 days to re-write portions of the Master Plan for resubmission to the FAA. Discussion. The Commission expressed their concern regarding the time taken and continued delay of completion.

A meeting will be held on Monday, May 6, 1991 at noon to discuss the Master Plan. Included agenda items will be restaurant renovations and police services contract.

TERMINAL RENOVATIONS PROJECTS:

Laurie Stavrand and David Woolf, Woolf Stavrand Architects, entered the meeting to present and discuss the corridor and restaurant renovation plans. Drawings were presented depicting a widened corridor, renovated administrative offices, a relocated Commission meeting room, and a change to restaurant renovation design. A discussion ensued regarding the need for a separate conference room for the Commission vs use of the restaurant conference room which will be doubled for other business meetings. Mr. Hamilton reported that the Commission conference room is also utilized for VIP press conferences, airport employee meetings, and airport project meetings, for which there may be conflicts with use of "rentable" conference room. Discussion. Mr. Hamilton reported that there are sufficient capital funds to complete the renovation of the corridor for this fiscal year and recommended that this project be separated from the restaurant renovations and be accomplished as soon as possible. Discussion. Project scope for corridor renovations, administrative office renovation and relocation of conference room is anticipated to be \$120,000.00. Discussion. The Board gave Mr. Hamilton authority to go before the City Finance Board to reallocate currently budgeted capital funds to the "Terminal Renovations" capital budget in order to accomplish

TERMINAL RENOVATIONS PROJECTS (CONT.):

the discussed "corridor" renovations. Mr. Hamilton then reported that the airport received only two responses to its advertisement for a construction manager. The response from CS Architecture was not one that included any proposed costs, but only gave references and resume of firm. Engleberth submitted proposal to manage construction at 6% of bid cost plus \$2600.00 per week for duration of project. Discussion. As the scope of the project has been reduced to the corridor renovations the suggestion was made that perhaps a clerk of the works would be sufficient to manage project. Discussion. Mr. Corley directed to negotiate with Engleberth and/or contact a "clerk of the works" to evaluate need and cost for current scope of project.

THREAT LEVEL IV SECURITY PAYMENT:

Mr. Hamilton requested Board approval to go before City Finance Board in order to request the transfer of parking ticket revenues into the police services expense budget to pay for costs of additional security required by the FAA Threat Level IV mandate.

Mr. Gutman made a motion to allow the presentation to the Finance Board for transfer of parking ticket revenues into the FY'91 expense budget as requested. Seconded by Mr. Corley. Discussion. All voted in favor.

PURCHASING POLICY APPROVAL:

Mr. Hamilton presented the proposed Airport purchasing policy, as drafted by Joe McNeil, addressing goods and services. For the purchase of goods and services from \$500 but less than \$10,000, a solicitation and receipt of three quotations is required, from \$10,000 to \$50,000 a solicitation and receipt of at least three written quotations, and for those purchases over \$50,000 a written request for proposals, including written specifications, must be sought. Discussion. Mr. Gutman expressed his concern that the policy requires the "receipt" of three quotations or proposals, when in fact there may not be a response by three or more. Discussion.

Mr. Corley made a motion to approve the purchasing policy with an amendment to reflect that a good faith solicitation of three quotations must be sought, but not necessarily received, but with the receipt of less than three quotations the review and approval of the Airport Commission is required. Seconded by Mr. Cain. All were in favor.

NEW ENGLAND TELEPHONE REQUEST:

New England Telephone has requested an easement to place a switching station in an area approximately 20' x 30' on airport property across from Berard Drive on the north end.

Mr. Gutman made a motion to approve the New England Telephone easement as presented. Seconded by Mr. Cain. All were in favor.

FY'91 BUDGET AMENDMENT:

Mr. Hamilton reported that the removal of asbestos in Building 880 is a project that is scheduled for FY'92. However, due to time of year and slow construction business, the estimated cost of \$15,000.00 can be reduced by at least \$5,000.00 if the project were to be accomplished prior to July 1, 1991. Mr. Hamilton indicated that he would like approval to request, of the City Finance Board, the transfer of industrial park revenue reserves to the operating budget in order to accomplish this project.

Mr. Gutman made a motion to approve the Building 880 asbestos removal project and to have industrial park reserve revenues transferred to the FY'91 expense budget for this project. Seconded by Mr. Cain. All were in favor.

PURCHASE APPROVAL:

Mr. Cain made a motion to approve the approximate expense of \$8,000 for repair of a transmission in airport vehicle, T-1. Seconded by Mr. Gutman. All were in favor.

Mr. Hamilton requested the additional appropriation of capital funds for the penthouse HVAC controller in the amount of \$1755.00. An error was made when determining correct size of torque load application that controls the main air handler speed and thus requires the above additional expense to correct.

Mr. Corley made a motion to approve the expense of capital funds in the amount of \$1755.00 for the purchase of an appropriate size HVAC controller as requested. Seconded by Mr. Cain. All were in favor.

AIRPORT ACCESS CONTROL:

Mr. Hamilton requested approval to advertise RFP's for a consultant to provide direction for the most economical manner in which to comply with the Federal requirement for airport access control. Discussion. The commission indicated that the research could be accomplished by airport staff and did not require the services of a consultant.

LAND ACQUISITION APPRAISAL FIRM CONTRACTS:

Mr. Hamilton recommended that the airport contract with Keller, Navin, Cable and O'Brien Appraisers for the appraisal of four properties on Airport Drive for an amount not to exceed \$4,000.00 and to contract with George Silver Associates for the review appraisal for the amount of \$1400.00. Discussion.

Mr. Corley made a motion to approve the land acquisition appraisal contracts as recommended. Seconded by Mr. Cain. All were in favor.

JOHNSON CONTROLS HVAC CONTRACT EXTENSION:

In order to align the HVAC P.M. contract with the fiscal year and to continue HVAC P.M., an extension to the contract that expired March 31, 1991 is needed. The terms remain the same as the original contract, however, chiller start up has been included which is normally accomplished at a time and materials cost. Contract extension cost is \$4042.00.

Mr. Cain made a motion to approve the Johnson Controls contract extension in the amount of \$4042.00, as recommended. Seconded by Mr. Gutman. All were in favor.

CONTRACT RENEWALS: The following list of contracts were presented for Commission approval for FY'92.

- Johnson Controls HVAC P.M. Contract - July 1, 1991 - June 30, 1992
\$27,000.00
- Engineering Contract - Recommend renewal of one year contract with Robert McEwing at \$28.00 per hour.
- Ground Transportation Contract - Recommend renewal of contract with Commencers at \$8.00 per hour, working 92 hours per week.
- Rubbish Removal Contract - Recommend renewal of contract with Kelco, Inc. for \$20,000, subject to increase in accordance with landfill costs.
- Montgomery Elevator P.M. Contract - Proprietary equipment - FY'92
renewal = \$17,265.24
- Janitorial Contract - Recommend renewal with Northland Janitorial -
\$155,000.00
- Legal Services Contract -
- Parking Lot Contract - Recommend one year renewal with DPW with
current terms (80/20).
- Security Services - Burlington Police Department - \$350,000.00

Discussion. Mr. Corley made a motion that the HVAC preventative maintenance, rubbish removal and janitorial contracts be put out to bid. Seconded by Mr. Cain. All were in favor.

LEASES & CONTRACT (CONT.):

Mr. Cain made a motion to approve the **Montgomery Elevator P.M. contract** as presented. Seconded by Mr. Corley. All were in favor.

Mr. Cain made a motion to approve the professional services contracts with **Commencers** for ground transportation services and the engineering contract with **Robert McEwing** as presented. Seconded by Mr. Corley. All were in favor.

The commission then discussed the **legal services contract** and whether there was a need for a yearly contract. Mr. Hamilton reported that the current hourly rates will remain in effect through the next fiscal year. Discussion. No resolve was reached on whether to execute a contract or not.

The **parking lot contract** was then discussed. Mr. Hamilton reported that he had met with George Crombie, Director of Public Works, regarding the airports' dissatisfaction with the current management of the lot. Mr. Crombie indicated a desire to submit a proposal for replacing personnel with machines as he is experiencing difficulty with maintaining appropriate staffing. Discussion. Mayor Peter Clavelle will be contacted to solicit cooperation in enforcement of quality control. Contract approval deferred until next meeting.

Airport Security contract deferred until next meeting.

FY'92 LEASE RENEWALS:

The below list of tenant lease agreements were presented for Commission approval for FY'92.

Land Air Express - 3026 s.f office/warehouse & 5730 s.f. ground @ \$.20
Airborne Express - 894 s.f. office/warehouse & 16600 s.f. ground @ \$.20
A.N. Deringer - 1460 s.f. office/warehouse & 1040 s.f. ground @ \$.20
Konica - 221 s.f. office/warehouse & 1000 s.f. ground @ \$.20
Dynair - 2346 s.f. office/warehouse & 8568 s.f. ground @ \$.20
Mitel - 2430 s.f. office
Emery Air Freight - 14400 s.f ground rent @ \$.20
International Total Services - terminal office rent @ \$29.61

Building 880 HVAC renovation made allowance for all 880 tenants to directly absorb utility heat and air conditioning costs. FY'91 rental fee of 10.50/s.f. included utility costs. Based on that and a review of previous 12 month utility costs, the square foot rental can remain the same for FY'92 while transferring costs of heat and A/C directly to the tenant.

LEASES & CONTRACTS (CONT.):

Mr. Cain made a motion to approve the one year leases of Land Air Express, Airborne Express, A.N. Deringer, Konica and Mitel as Building 880 tenants at the rates of \$10.50 per square foot office space rental and \$.20 per square foot for applicable ground rent, as recommended, and to approve the one year leases of Dynair and Emery Air Freight at the ground rental rate of \$.20 and the warehouse space rental of \$8.00 per s.f., and to approve the one year terminal office space rental to International Total Services. Seconded by Mr. Corley. All were in favor.

MANAGER'S REPORT

METRO NORTHEAST: Metro expects a decision on the leasing of available SAAB aircraft next week. Glen Wright, Vice President for properties is expected to coordinate with JJ in the near future re: overdue accounts.

FY'92 BUDGET: The Finance Board reviewed the airports' FY'92 budget at a meeting on Friday, March 29, 1991. The Mayor voiced concern regarding the use of Industrial Park revenues and that the conservative revenue forecast was unrealistic. Mr. Gutman questioned the Mayor's comments. Discussion.

NATIONAL EPA PERMIT: JJ reported that BTV is a part of a AAEE airport group permit package for the National EPA Storm Water Discharge permit. We will be kept current as to the status.

AIP-15 ACT 250 PERMIT: The state environmental board denied the appeal by Munson, thereby re-issuing the AIP-15 land use permit. However, another right of appeal by Munson for oral arguments to be conducted in front of the entire nine member board was available. Munson has exercised that right. We will receive Munson oral arguments on April 12, 1991. The Board will hear both sides, once again, April 18, 1991. HTA involvement for oral arguments will not be required.

AIP 5 YEAR CAPITAL PLAN: Find in the packet projected capital programs for the next five years. FAA will meet with airport staff in May for discussion. Commission input is requested for additions/deletions, etc. prior to that meeting.

PRECISION AIRLINES: A letter has been written to Precision Airlines regarding non-payment of current accounts, in violation of approved payment schedule allowance. Appropriate action to remove Precision from its second floor office space and restrict use of the common areas will be instituted.

MANAGER'S REPORT (CONT.)

THREAT LEVEL IV SECURITY PROCEDURES: FAA has authorized certain procedural reductions. Law enforcement officers can be reduced to normal levels and curbside check-in can be re-instituted. Both have been accomplished. NO unattended vehicles and only ticketed passengers beyond screening remains in effect.

NWS SPACE REQUEST UPDATE: Counsel is reviewing standard government lease and incorporating our requirements.

AIP-16 UPDATE (OLD LAND ACQUISITION): Previous land acquisition reimbursals have been completely approved. Bill Cronan says he's working diligently at cutting the check. Discussion. Bob McEwing will continue to monitor process closely. In regards to land acquisition, Mr. Hamilton requested Commission direction regarding properties, in scope of current or future land acquisition, that voluntarily come onto the market. The last property on Airport Drive has recently been advertised for sale. Discussion. The Commission directed that those type of properties be addressed and purchased if available and meet Federal guidelines.

CRIMINAL INVESTIGATIONS UNIT: The criminal investigations unit task force has been relocated to the office adjacent to the Police office, originally occupied by United.

UNION CONTRACT: Collective bargaining has begun. JJ has met with Jim Dunn to explain the airport's concerns. He will keep the airport apprised of any progress.

CONTINENTAL: On file is a letter from Art Vigil of Continental Airlines about FBO competition. JJ advised Art that Valley Air Services has qualified jet engine mechanics and that he should research their pricing.

Mr. Gutman made a motion to enter executive session to discuss pending litigation, and leases, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 5:55 p.m. and excluded all but the Commissioners.

The Commission re-entered regular session at 6:10 p.m.

Mr. Cain made a motion to reconsider approval of the Valley Air negotiated lease amendment. Seconded by Mr. Corley. All were in favor.

Mr. Hamilton was directed to contact Mr. Tom Chase, Valley Air President, and inform him that the Commission had discussed and requested two changes to the negotiated agreement. Those changes are that the cost per square foot for ground rent will remain in accordance with the basic lease (\$.17 per s.f. as of February, 1986 with annual CPI adjustments throughout the term) and that Valley Air must voluntarily agree to vacate the leasehold within a 72 hour period for any infractions and/or violations to the lease term.

The next regular monthly meeting of the Board is scheduled for Wednesday, May 8, 1991 at 3:30 p.m.

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
MARCH 12, 1991
4:00 P.M.

PRESENT:

Huck Gutman, Acting Chairman
Michael Flaherty
J. Richard Corley
Joseph McNeil

John J. Hamilton
Tamara S. Gagne
Barbara Corcoran
Robert McEwing

Peter Callahan and Peter Durgin - Business Express, Bob Martin - Zenith Air Holdings, Marianne Lieberman and Shelly Bensley - Interspace, Brant Dinkin - Information Gallery, Eileen Lunati and Bobby Maynes - Chamber of Commerce

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

BUSINESS EXPRESS:

Mr. Scott Durgin, management representative for Business Express, requested that the Airport Commission allow Business Express to transfer occupancy to the TWExpress vacated space. Mr. Durgin explained that they would request retainage of their 1236 s.f. of "exclusive space" of the 2141 s.f. total space. The additional space would allow Business Express to create a fourth check-in position, which they feel is required due to increased traffic. Discussion. Business Express is currently operating eleven flights in and out of the Burlington Airport. Discussion. The Commission indicated that this request would be taken under advisement, further discussed in executive session as it relates to a contractual arrangement, and a decision would be made available tomorrow.

METRO NORTHEAST:

Mr. Robert Martin, representative of Zenith Air Holdings, Inc. reported that Zenith had purchased all of Metro Northeast stock and requested that the Commission approve that the Metro operating agreements be assigned in their entirety. Mr. Martin indicated that the only change to the previous TWExpress operation and staffing would be of adding himself as President. Mr. Flaherty inquired as to whether this meant that the local personnel would be re-hired to previous positions. Mr. Martin indicated that this is to be the case and that Zenith would still be affiliated with TransWorld Airlines. The Commission thanked Mr. Martin for his presentation and indicated that they would return a decision to him via the Airport Manager.

CHAMBER/TOURISM COMMITTEE:

Ms. Eileen Lunati and Ms. Bobby Maynes of the Lake Champlain Regional Chamber of Commerce Tourism Committee proposed the voluntary staffing of the airport information booth on week-ends for a six month period beginning on April 1. Volunteer coordination for the first six months has been arranged with the Carlson Travel Academy as a part of their on-going travel industry training. Discussion.

Mr. Corley made a motion that the Chamber of Commerce Tourism Committee be allowed to man the airport information booth with voluntary staffing on week-ends, as proposed, for a six month trial period. Seconded by Mr. Flaherty. All were in favor.

INTERSPACE:

Marianne Lieberman, Chief Operating Officer of Interspace Airport Advertising, appeared before the Board to present and gain approval for a brochure distribution program. Marianne explained that it is the intent of Interspace to have the brochure distribution program be a joint venture between the Airport, the Chamber, other Tourism affiliates and Interspace. All advertising clients leasing display space would receive a brochure rack at no cost as part of their current Interspace contract. The Chamber volunteers and their organization or business will receive brochure space at no charge, as well as will volunteers from the Hotel and Motel Association or other organizations participating in the volunteer program. Discussion. The particular design of the brochure rack is that it will have a header, feature a large area map at the center, and a display space at either side of the map, which Interspace is donating to the Airport. Marianne also indicated that as their advertising contract is an exclusive right for airport advertising and in light of current economic hardships, it would be appropriate that Interspace be granted the rights to the brochure distribution program which will also assist them in maintaining and perhaps creating additional sales. Discussion. Mr. Brant Dinkin, Information Gallery president, expressed his concern that he and other potential interests would not be allowed the opportunity to present their own proposals for Commission consideration. Mr. Gutman explained that although the Commission had contracted with Mr. Dinkin for the present brochure distribution program, they erred in doing so, as Interspace does have an exclusive advertising contract with the airport, which does not expire until June of 1992. Mr. Dinkin was assured that at that time the entire contract would be made available to the public. Discussion.

The Commission accepted and approved of the proposed brochure distribution program as presented.

TERMINAL RENOVATIONS:

Ms. Laurie Stavrand, Woolf Stavrand Architects, entered the meeting to present terminal renovations alternatives regarding restaurant and access to the same. A proposal to renovate the back hallway to accommodate handicap and direct access to the restaurant was presented. This proposal involves cutting the corner wall of the present Commission room, removing existing telephone room and create ramp, and leave an interior hallway connecting the administrative offices. The architects' estimate for construction, fixtures and professional fees is \$100,000. Construction period would be four weeks. Discussion. Ms. Stavrand proposed that either the interior conference room wall be moved to replace the space taken by the wall cut, or for the conference room to be relocated to one of the existing office spaces below or adjacent to the observation tower. Discussion. Mr. Corley suggested that the proposed dining/conference room within the renovated restaurant be used by the Airport Commission. Discussion. The Commission agreed that the renovation of the hallway was priority in considering any restaurant renovations. Ms. Stavrand then presented five renovations schemes for consideration. These schemes ranged from a minimal face-lift design to a total renovation to include the relocation of the bar area and an additional 1000 s.f. of dining area. Discussion. Mr. Gutman questioned whether Ms. Stavrand had any indication of what percent of our restaurant business was generated from the bar vs dining. JJ responded that he did a survey of other airports our size and service and discovered that the average annual gross of those operators is \$1.3 million versus the \$900,000 generated by this restaurant. Discussion. The Commission then discussed possible ways in which to finance such construction. Mr. Corley recommended narrowing the choices to two and eliminating Scheme #1. Discussion. The consensus was to retain Schemes #3 and #5 and have a subcommittee of the Commission meet to review and discuss these schemes in detail. Discussion. Mr. Corley and Mr. Gutman to meet with Stavrand Architects on Friday, March 15 at 1:00 p.m. Mr. Hamilton pointed out that the Commission would have to negotiate and approve a contract with Woolf Stavrand in order for them to continue. Discussion.

Mr. Corley made a motion that the subcommittee be given authority to negotiate and approve an architectural contract with Woolf Stavrand based upon further discussion and meeting of Friday. Seconded by Mr. Flaherty. All were in favor.

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. Corley. All were in favor. The meeting entered executive session at 5:15 p.m.

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

Mr. Flaherty made a motion to adopt the resolution presented by counsel regarding Innotech and its sublease to Daystar. Seconded by Mr. Corley. All were in favor.

Mr. Flaherty made a motion to approve the negotiated contract change to the Valley Air lease agreement as presented by the subcommittee. Seconded by Mr. Corley. Discussion. Counsel to present final document to subcommittee prior to City Council resolution.

Mr. Corley made a motion that Joseph McNeil be directed to withdraw the appeal request for the Northern Airways litigation as recommended by Mr. McNeil. Seconded by Mr. Flaherty. All were in favor.

CONTRACT RENEWAL POLICY:

Mr. Hamilton reported that a 1983 City contract/purchasing policy had been forwarded to the airport and indicates that the airport is required to request RFP's for all contracts or purchases over \$50,000.00, therefore creating the need for the airports' yearly contracts to be advertised versus renewed. Discussion. Mr. Gutman suggested that the determination of whether to request proposals should be based on the number of years in which competitive proposing has last been accomplished. Discussion. Joe McNeil indicated that he would draft a proposed purchasing policy for the Airport which can then be forwarded to City council for resolution. Discussion. The Commission suggested that contracts from \$50,000 - \$200,000 require a RFP with the reserved right to roll the contract over for an additional two years. Joe McNeil to draft proposal.

CONTINENTAL AIRLINES:

Mr. Art Vigil, Continental Station Manager, entered the meeting to discuss the status of Continental Airlines and its filing of Chapter 11. He assured the Commission that Continental is operating "business as usual" with no flight cuts or layoffs. Discussion. Art indicated that all current payments are being made on a monthly basis and the past due amounts (prior to December 3, 1990) are expected to be paid between April to June of this year. He also indicated that Continental should be out of re-organization by the end of 1991.

DELTA ELECTRIC FINAL PAYMENT - TERMINAL ELECTRICAL UPGRADE:

Delta Electric has invoiced the airport \$5350.50 which reflects 10% retainage held on the terminal electrical upgrade project, never invoiced or paid when the project was completed in the summer of 1989. JJ requested Commission approval to pay Delta the above sum and to allocate funds from the "Auto Doors & Sliders" capital budget line.

Mr. Corley made a motion to allow the capital expense of \$5350.50 from the "Auto Doors & Sliders" line item to Delta Electric for retainage payment on the terminal electrical upgrade project. Seconded by Mr. Flaherty. All were in favor.

EXPENSE APPROVAL:

JJ requested approval to expend funds from the electrical supply operating budget in the amount of \$2910.00 for wiring for an in-house airfield lighting project. Discussion. Requires commission approval due to it being over \$2000.

Mr. Flaherty made a motion to approve the expenditure of \$2910.00 as requested by Mr. Hamilton. Seconded by Mr. Corley. All were in favor.

FY'92 BUDGET:

Mr. Corley made a motion to approve the FY'92 revenue budget as presented at the interim budget meeting of February 22, 1991. Seconded by Mr. Flaherty. All were in favor.

Mr. Hamilton explained that the operating expense budget required three changes since the date of the interim meeting. Those changes included an increase to the salaries budget of \$3,000.00, an addition to the rubbish removal budget of \$2,000 due to increased landfill fees, and an addition to the electrical utility budget of \$50,000. Discussion. Mr. Hamilton explained that approval of the expense budget would leave approximately \$200,000.00 for capital purchases. Discussion regarding the need to increase landing and/or terminal fees.

Mr. Corley made a motion to approve the operating expense budget as reviewed and amended. Seconded by Mr. Flaherty. All were in favor.

USAIR/PREMIER CATERING AGREEMENT:

JJ reported that the agreement between USAir and Premier Catering had been received and was in order. Mr. Hamilton recommended, however, that the Commission approve a single consent to cater agreement, instead of requiring a separate (although identical) contract with each airline. Language within the agreement would require Premier to provide the airport with the names of airlines served as well as with a copy of the appropriate letter of intent or contract between Premier and said airline. Discussion.

Mr. Corley made a motion to amend the current Premier catering contract to reflect that they have the right to provide catering services on the airport, provided that the names of airlines whom they are serving are provided. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman questioned the dramatic increased ticket costs on USAir flights. Discussion. Mr. Corley indicated that he too was aware of the increased costs and suggested that the Commission address their concerns in a letter to USAir.

Mr. Flaherty made a motion to enter executive session to discuss leases and contracts, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Corley. All were in favor. The meeting entered executive session at 6:03 p.m.

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

Mr. Flaherty made a motion to approve the assignment of the **Metro Air Northeast** lease agreements to Zenith Air Holdings, Inc. as requested. Seconded by Mr. Corley. All were in favor.

NORTHWEST AIRLINK:

JJ reported that Northwest Airlink has proposed a twelve week payment schedule on their outstanding balance of \$12,623.93. Mr. Hamilton recommends approval of said schedule provided that Northwest continues to pay what is currently due the airport. Discussion.

Mr. Corley made a motion to accept the twelve week payment schedule made by Northwest Airlink, provided that they also maintain current payment status. Seconded by Mr. Flaherty. All were in favor.

TRAVEL REQUEST:

Mr. Hamilton requested approval to send two maintenance personnel to the annual Snow Symposium conference in Buffalo, New York. The expenses to be incurred would be for registration, hotel and meals. The individuals to attend will be driving to and from the conference. Discussion.

Mr. Flaherty made a motion to allow two maintenance personnel to attend the annual Snow Symposium conference in Buffalo, New York. Seconded by Mr. Corley. All were in favor.

At this time Mr. Corley left the meeting. There not being a quorum due to this departure, the official business meeting of the Board was declared adjourned at 6:10 p.m.

Mr. Flaherty and Mr. Gutman remained to discuss the Airport Manager's report and other non action items.

MANAGER'S REPORT

FAA MEETING OF 02-26-91: A successful meeting was conducted with the FAA on Tuesday, February 26, 1991. At this meeting the FAA approved the amount of the engineering contract with Webster Martin for the maintenance shop expansion. Their letter of approval should arrive shortly, at which time the contract will be forwarded to City Hall for resolution. Construction is expected to begin the first week of July and continue for a period of 60-90 days. Also discussed was the perimeter road. A letter was received this date which indicated that FAA will agree to waive the Part 139 requirement for the perimeter road until the Master Plan Study has been formally accepted and approved. Mr. Hamilton also reported that the FAA has further indicated that the resolve of this issue on a permanent basis is their highest priority. Gulf Taxiway design contract was also discussed. JJ indicated that he is not in favor of a design only contract as it is more money than if part of an entire project. However, the total cost for the parallel taxiway will exceed the airports' entitlement funds requiring discretionary funds. JJ's recommendation is that no action be taken on the design contract with Hoyle, Tanner & Associates until this project can be further discussed with FAA in May. JJ reported that land acquisition reimbursement for the "Morin" property purchase in 1983 will be approximately \$60,000 and is scheduled to be released from the FAA within the next three weeks. Regarding the new land acquisition plans, JJ reported that the cost submitted by Keller, Navin & Cable appraisers was within FAA guidelines. The Airport is still waiting for information from George Silver Associates on their costs for the review appraisal. Master Plan status is the same, but Mr. Cronan has interceded with air traffic division and is exerting his influence for a resolve.

AIRFIELD EMERGENCY ACCESS: Due to the increased aircraft traffic on the US Customs ramp, the airfield emergency access for Mutual Aid response has been changed to Gate 5, located adjacent to Building #6 (old Montair). The orange barrels are temporary throughout the remaining winter, at which time, aesthetically pleasing barricades will be installed in accordance with South Burlington zoning criteria.

CEDO: Per Chairman and Mayor request, I met with Bruce Siefer to discuss methods of displaying an artistic presentation in the terminal welcoming the traveler to the City of Burlington. Mr. Hamilton indicated that the CEDO office has requested money to support this effort. Discussion. The Commission directed JJ to inform CEDO that the airport would make a space available to them for their presentation but that it would not be in a position to offer financial support.

MUNICIPAL DEVELOPMENT PLAN: The City's draft 1991 Municipal Development plan is available in Administration for Commission review. Those pages that were applicable to the airport were distributed to the Commission.

MANAGER'S REPORT (CONT.)

OPERATIONS STAFFING: Rick Brown has been promoted to the Senior Operations Specialist position after a lengthy search produced no candidates that were more qualified. During the three month probationary period, he will be closely scrutinized to evaluate his ability to fill the position. Charles Gross has been hired to fill the other operations vacancy. He begins on Monday, March 11, 1991. The Ops department will be back to full speed (less snow removal supervision) by March 25, 1991.

Mr. Hamilton reported that Mr. John Franklin of **NORTHWEST ORIENT** was not able to attend the meeting but has invited members of the Board to his facility to discuss potential service into Burlington. Mr. Gutman and Mr. Blanchard assigned as subcommittee.

Mr. Gutman expressed his concern about the maintenance of a Threat Level IV posture despite FAA directives to do so. His concern lies largely with the impact to the traveling public. Mr. Hamilton indicated that he has taken several steps to minimize effects on public, including the allowance of dropping off in front of the terminal, but is restricted in actually changing the threat level. Discussion.

There being no further discussion, Mr. Gutman directed that remaining business items be included on next months' agenda.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
FEBRUARY 12, 1991
4:00 P.M.

PRESENT:

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

John J. Hamilton
Tamara Gagne
Robert McEwing
Barbara Corcoran

The meeting was called to order by the Chairman, Mr. Blanchard at 4:03 p.m..

Mr. Gutman made a motion that Mr. Hamilton be commended for his responsiveness and attention to detail regarding the increased security requirements. Seconded by Mr. Flaherty. All were in favor.

HTA - "G" TAXIWAY DESIGN:

Mr. Carl Tortolano reported that he had discussed with the FAA the use of noise monies for the design and construction of Taxiway "G" and was informed that noise funds could not be designated unless and until all available entitlement funds were used. Discussion. Mr. Tortolano also indicated that the FAA is very supportive of "G" Taxiway extension as they are in favor of creating parallel taxiway systems to the current runway structure. Discussion. Mr. Gutman questioned the alternative means in which Burlington Airport entitlement funds might be spent. The Commission discussed their lack of understanding the need for this extension. Mr. Hamilton explained that it creates a more effective and efficient traffic control situation and has the added benefit of noise reduction possibilities. Discussion. The commission directed that the project contract be placed on hold until a response is received from FAA regarding the perimeter road.

MINUTES OF JANUARY 17, 1991:

Mr. Gutman made a motion to approve the minutes of January 17, 1991 as presented. Seconded by Mr. Flaherty. All were in favor.

JANUARY WARRANT:

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

JANUARY OPERATING STATEMENTS:

Mr. Gutman questioned the Continental Airlines accounts receivable and inquired about the magnitude of the Chapter 11 filing. Discussion. The Commission directed that Barb present two separate revenue reports for the next meeting. One which includes Continental revenue and one that does not, in a prudent effort to not be surprised if Continental is not able to meet their financial obligations.

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

MCNEIL & MURRAY INVOICE:

Mr. Gutman made a motion to approve the McNeil & Murray invoice for the period of December 23, 1990 to January 22, 1991 in the amount of \$8,580.14. Seconded by Mr. Flaherty. All were in favor.

AIP-15 CHANGE ORDER:

A change order in the amount of \$11,309.59 for the Taxiway Improvements project is required by Pike Industries. The additional costs were incurred due to the FAA changing the localizer critical area, impacting the construction of T/W "K", and resulting in time lost to the contractor.

Mr. Gutman made a motion to approve the contract change order to Pike Industries in the amount of \$11,309.59, for which we are responsible for 4%. Seconded by Mr. Flaherty. All were in favor.

CAPITAL EXPENDITURES:

The HVAC control panel in the penthouse is out of service with a repair cost of \$5,000.00. The purchase cost of a new control panel is \$6,000, which is the least expensive of the three vendors researched. Discussion.

Mr. Gutman made a motion to approve the capital expenditure, from the "Auto Door Replacement" budget, for a Ross Equipment Co. HVAC control panel in the amount of \$6,000.00. Seconded by Mr. Flaherty. All were in favor.

The Airports' printer used by City Hall for airport accounting needs to be replaced due to nonfunctioning print characters, age of printer, and normal wear and tear. JJ requests appropriation from the capital improvement budget for the purchase of an Okidata 393 at a cost of \$996.00 from Computeam. Discussion. Barb reported that the printer is used for airport printing only.

CAPITAL EXPENDITURES (CONT.):

Mr. Gutman made a motion to approve the allocation of capital funds from the "Auto Door Replacement" budget for the purchase of an Okidata 393 printer for the airports accounting needs. Seconded by Mr. Cain. All were in favor.

The Airports' SSI Runway Sensor System monitor has failed due to age of equipment. The replacement cost of a compatible monitor is \$460.00, which JJ requests be approved to be purchased with capital funds. JJ also reported that the entire SSI system, due to age, is in need of replacement but is an FAA eligible reimbursement, which will be pursued. However, the current monitor request is for one that will be compatible with whatever the system may be.

Mr. Gutman made a motion to approve the allocation of capital funds from the "Auto Door Replacement" budget for the purchase of a new monitor for the Operations SSI system at a cost of \$460.00 from Computeam. Seconded by Mr. Flaherty. All were in favor.

RESTAURANT RENOVATION:

JJ reported that four architectural proposals for the restaurant renovation were received. Mr. Corley and Mr. Hamilton short listed that to two, being Forest & Teschmacher and Woolf Stavrand Architects. These two were chosen due to there being more renovation versus addition and the Forest & Teschmacher proposal is favored for appearing to be the lease costly plan. Discussion. Mr. Blanchard questioned the need, from where funding would come, and the guarantee of increased business. He indicated that the Board would have to justify to the City Council and Finance Board in order to request the allocation of a portion of funds in airport accounts. Discussion. Mr. Cain cited examples of other airport renovations which do not generate monies, but that provide either a public service and/or add to the aesthetics of the airport. He also reported that he believes that a "fresh", new restaurant will derive additional business, but he would be satisfied in accomplishing the renovation on an aesthetic basis. Mr. Gutman agreed. Discussion. JJ suggested that one of the two architects be chosen and that they prepare alternatives, ranging from minor and necessary renovations to the full scale for the Board review at their next meeting. Discussion.

Mr. Gutman made a motion to accept Woolf Stavrand architects for the purpose of presenting various design options for restaurant renovation. Seconded by Mr. Cain. The Commission directed that the entire restaurant renovation, in whatever form, be complete by Thanksgiving of this year. All were in favor.

MAINTENANCE SHOP EXPANSION - ENGINEERING CONTRACT:

JJ reported that he has negotiated an engineering contract cost, with Webster Martin, of \$86,000.00 for the design of the maintenance shop expansion which is an estimated construction cost of \$550,000.00. The contract is currently being reviewed by the FAA. Discussion. Huck had understood that the proposal costs were less than \$550,000.00. Mr. Hamilton reported that the proposal by the engineers were not changed, but that he had previously estimated construction costs to be only \$500,000.00 but were not accurate. Discussion.

Mr. Cain made a motion to approve the engineering contract with Webster Martin in the amount of \$86,000.00 for the design of the maintenance shop expansion, contingent upon FAA approval. Seconded by Mr. Flaherty. Mr. Gutman voted no. Motion passed in favor.

TRAVEL REQUESTS:

Mr. Gutman, in noting that the AAAE conference is to be held in Arizona, requested the support of the Commission in boycotting this conference, due that Arizona is one of two states who do not celebrate the birthday of Martin Luther King. Discussion. Mr. Gutman suggested that a letter be written to AAAE enlisting their cooperation for the same. Discussion.

Mr. Gutman made a motion that a letter be written to the AAAE requesting their consideration in boycotting the conference to be held in Arizona for the above mentioned reasons. Seconded by Mr. Flaherty for discussion purposes. Mr. Cain, Mr. Blanchard, and Mr. Flaherty voted against the motion.

Mr. Gutman made a motion to approve the conference registration fees for the airport engineer to attend the Annual Airports Engineering Conference in Hershey, PA. Seconded by Mr. Cain. All were in favor.

Mr. Blanchard indicated that it was the impression of the Board that the Director of Aviation would be cutting his travel requests down to two per year, generally the Northeast AAAE and the AOCTI conferences. This national AAAE conference would be the third such trip for the Director if allowed. Discussion. Mr. Hamilton reported that he is aware of this understanding but was under the impression that this conversation took place after the current budget was established and was intended for future budget processes. Discussion. The Commission indicated that although there are funds budgeted for this meeting does not mean that they must be spent.

PRECISION AIRLINES:

Mr. Hamilton reported that Precision Airlines dba Northwest Airlink continues to maintain an over 90 day balance.

Mr. Gutman made a motion that Precision Airlines be found in default of their operating agreement due to past due accounts. Seconded by Mr. Flaherty. All were in favor.

FY'92 BUDGET:

Mr. Blanchard suggested that the Commission take the budget materials presented and review and make comments to bring before Board at next meeting. Mike Cain inquired about a special budget meeting. Discussion. Mr. Hamilton requested that the special meeting be held prior to the March meeting so that final approval may be obtained at that Commission meeting. Discussion. The Commission will meet on Friday, February 22, 1991 at noon.

USAIR/PREMIER CATERING CONTRACT:

Mr. Hamilton reported that USAir does not execute written contracts with vendors at small cities but only has letters of agreement. However, they are willing to draft, execute and produce such an agreement, but have requested an operating extension until March 1, 1991 so that this may be orchestrated. Discussion.

Mr. Gutman made a motion to allow USAir to contract with Premier Catering until March 1, 1991, at which time a formal contract will be provided for the Board's approval. Seconded by Mr. Cain. All were in favor.

Mr. Flaherty made a motion to amend the agenda to include Item #9 - DBE Plan. Seconded by Mr. Gutman. All were in favor.

DBE PLAN APPROVAL:

Mr. Cain made a motion to approve the Disadvantaged Business Enterprise program plan as presented. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT

FAA SECURITY INSPECTION: A surprise security inspection of our Threat Level IV procedures was conducted on Thursday, February 7, 1991 by an FAA agent from Boston, Logan. The Airport received a four star rating.

MANAGER'S REPORT (CONT.):

HTA - AIP 15 PERMIT: Negotiation with HTA reference the additional cost for AIP-15 permit process resulted in a reduction of \$3,100,000, a fair and equitable amount. Mr. Blanchard approved.

NEWS COVERAGE: The thirty (30) minute Channel 15 television interview with Senator Delaney was informative and good PR for the airport specifically on attitudes regarding relationships with surrounding communities from our environmental aspect. On Thursday, February 14, 1991, Channel 17 will do a 30 minute interview with Mike Flaherty and myself. Unknown as to when it will air.

TAXI QUEUE: The relocated taxi queue is functioning very well.

AUDIT: The Airport received an audit on the use of federal funds. The only discrepancy was arithmetic on reimbursement requests. This will be corrected with a closer scrutiny between the engineer and treasurer's office.

USAIR PAST DUE BALANCE: A discrepancy in the billing of USAir for terminal space has been corrected. The amount due of \$76,000.00 will be paid in four installments, final payment on June 1, 1991 in order to receive all monies this fiscal year.

NATIONAL WEATHER SERVICE: Reviewing with counsel our governments standard lease to incorporate our requirements. NWS will review our inputs which will include required renovations to meet our desires. They are acceptable to our rental rate of \$12.00/sf with CPI adjustment for the first 10 years and negotiating an increase during the last 10 years.

MASTERPLAN: Continue to wait for FAA final comments. Last estimate by FAA was end of January. The major delay is the conflict that exists with Air Traffic Control re: the parallel runway concept. Mr. Gutman questioned why ATC is only now voicing their concerns when they had ample opportunity in their capacity as a member of the advisory committee. Bob McEwing indicated that the problems seem to have arisen from the regional ATC office, not locally. Discussion.

FAA MEETING: A meeting was held in Burlington, MA on Friday, February 1, 1991. Meetings were held with Vince Scarano, Bill Cronan, Donna Witte and HTA. Bob McEwing represented the airport. Discussion revolved around a closer relationship in communications, cooperation, and positive attitudes, specifically regarding Donna Witte. Results were very positive. Time will tell.

FAA MEETING (CONT.):

Discussion Items: (1) Faa recommended that snow removal equipment be incorporated with Taxiway "G" design grant, if commission desires a design contract. (2) FAA will advise of their recommended action for a perimeter road as it relates to the environmental assessment for the new parallel runway, and the feasibility of a parallel runway. (3) Access control pre-ap will be submitted no later than October 1, 1991. (4) FAA feels there to be insufficient time to be under grant for land acquisition by July 1, 1991, the cut-off date for FY'91 funds. If they had not delayed the process we would have met the deadline. My goal continues to be 1 July, 91. I am negotiating appraisal and review appraisal costs with Keller, Navin & Cable and George Silver Associates for FAA approval. Hopefully proper procedures can be affected for Commission approval at the March '91 meeting. (5) AIP 15 storm water monitoring has been determined as eligible under the grant. A change order will be forthcoming. HTA & Webster Martin proposals will be presented for Commission directive in regular reports. (6) Fuel farm cost analysis continues to be researched. (7) FAA desires to review FY'92 and our five year capital AIP in May. (8) FAA is studying eligibility for the handling of glycol.

Mr. Gutman 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. All were in favor. The meeting entered executive session at 5:50 p.m.

The meeting resumed regular session at 6:34 p.m. There being no further business, Mr. Gutman made a motion to adjourn. The meeting adjourned at 6:35.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JANUARY 17, 1991
3:30 P.M.

PRESENT:

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

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

Mr. James Boothroyd, President - HTA, Mr. Carl Tortolano, Engineer - HTA,
Mr. Barry Lussier, Engineer - HTA

The meeting was called to order by the chairman, Mr. Blanchard at 3:42 p.m.

Mr. Hamilton reported that the vacant operations specialist position had been filled and introduced to the Commission, Ms. Cynthia O'Hara as that new hire. Ms. O'Hara was welcomed and remained for the first agenda item.

Mr. Gutman made a motion to amend the agenda to include item #3 - Personnel under executive session. Seconded by Mr. Flaherty. All were in favor.

HTA - AIRFIELD AIP PROJECTS FY'92

Mr. James Boothroyd, President - HTA, initiated the presentation by discussing highlights. He indicated that Carl Tortolano, Engineer for HTA, would be detailing the requirements for the new EPA stormwater discharge permits as it relates to airports and construction projects and will also discuss airfield improvement projects to include fuel farm relocation, Taxiway G2, and AIP-15. Mr. Boothroyd also indicated that he would be discussing payment and overruns for AIP-15 project following Mr. Tortolano's presentation. Mr. Tortolano reported that EPA has published new regulations that do affect airports as glycol is specifically mentioned. The new regulations also affect construction projects that disturb 5+ acres. Mr. Tortolano explained that a drainage plan of the entire airport will need be detailed to include all stormwater outfall areas. Information on all major spills, storage locations of hazardous materials, and the drainage plan will be submitted to EPA with a request for a permit. Ultimately the airport will end up with a storm water drainage monitoring program. The deadline for submittal of all requested materials is November 16, 1991. The implementation, Phase II, of the new regulations is due by November 16, 1992. In order to meet these deadlines this work must begin immediately. Mr. Tortolano then recommended that, in regards

HTA - PROJECTS (CONT.):

to the relocation of the fuel farm, a study be performed to determine the needs of the airport, security requirements and cost and funding for such a project prior to any design work. Discussion. FAA will participate in 100% funding of a fuel farm relocation if the current storage and facilities are in compliance with latest EPA regulations. Due to the age of BTV facilities, this would not be the case, but is part of the reason that HTA is recommending that a study be accomplished to determine these varying factors. Discussion. Mr. Tortolano then discussed the G2 Taxiway project. HTA would like to begin on design for the construction of this 1900' taxiway, which also incorporates an upgrade to T/W "C" and widen T/W "B". Discussion. The primary reason for the construction of such a taxiway is for noise abatement. Discussion. Mr. Gutman questioned the use of noise abatement federal funding. Discussion. The construction costs associated with this project is two million dollars, but the design costs only are estimated at \$140,000.00. Discussion. Mr. Boothroyd then discussed the AIP-15, Airfield Improvements project, relating to costs and associated overruns. He indicated that it was a \$1.6 million project which came in under budget by \$50,000. The Act 250 was a difficult process which has yet to be resolved. HTA did obtain an Act 250 permit but it was challenged after its issue. Due to the nature of the challenge, additional engineering and legal fees were incurred and the issue is still not resolved. Discussion. Mr. Boothroyd also indicated that the Airport should anticipate problems with any future projects or development in this area, as several airport drainage areas go across the Munson property. Mr. Boothroyd recommended that the Commission consider purchasing this undevelopable wetland property to avoid future occurrences. Discussion. Mr. Boothroyd reported that he, Mr. Hamilton and Bill Ellis of McNeil & Murray had met and discussed the additional Act 250 time and associated engineering fees but had not reached an agreed upon figure. Discussion.

Mr. Corley made a motion that Mr. Hamilton and Mr. Blanchard negotiate a settlement with Hoyle, Tanner & Associates on the additional engineering costs required for AIP-15 project. Seconded by Mr. Flaherty. All were in favor.

INNOTECH AVIATION INC.:

Mr. Hamilton reported that the airport is in receipt of (1) the "Consent to Sublease" agreement between the Airport and Innotech, executed by Innotech, (2) the amended Montair to Innotech sublease agreement and (3) the "Sublease Agreement" between the Airport and Montair, signed by Montair, which provides the Airport with a six month personal guarantee.

Mr. Corley made a motion to approve the Innotech to Montair sublease agreements as previously presented and discussed and recently signed. Seconded by Mr. Gutman. Discussion. Mr. Blanchard inquired whether Innotech and Montair were current on all of their fees due the airport and received and affirmative answer. The motion passed in favor.

DAYSTAR SUBLEASE:

Daystar is an avionics repair facility which subleases space from Innotech Aviation. Under their current agreement with Innotech there is no provision for any % payment to the Airport. Discussion. The Commission directed that Mike Sacco, Manager of Daystar and Mr. Hamilton meet to negotiate agreement.

MINUTES OF DECEMBER 19, 1990:

Mr. Gutman made a motion to approve the minutes of December 19, 1990 as presented. Seconded by Mr. Flaherty. All were in favor.

DECEMBER WARRANT:

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

DECEMBER OPERATING STATEMENTS:

Mr. Corley made a motion to approve the review of the December operating statements as presented. Seconded by Mr. Flaherty. Discussion. Mr. Blanchard thanked Barb Corcoran for the preparation of the six month detail and a discussion of this detail ensued. The Board directed that Mr. Hamilton prepare a listing of projects and purchases, for the March meeting, in anticipation of surplus capital funds. Operating statements review passed in favor.

PREMIER/UNITED CATERING CONTRACT:

Mr. Hamilton reported that Premier Catering had signed the airport consent to catering agreement, which runs concurrently with the United/Premier contract for a three year period and requires Premier to pay a 10% port fee to the Airport.

Mr. Corley made a motion to approve the contract between Premier Catering and United Airlines for food catering services under the terms described above. Seconded by Mr. Gutman. All were in favor.

PREMIER/USAIR CATERING AGREEMENT:

Mr. Hamilton reported that USAir has requested permission to contract with Premier Catering as the Airport Restaurant has declined its services for the same. Discussion.

Mr. Corley made a motion that USAir be allowed to contract with Premier Catering for a period of twenty-eight (28) days under the same terms as the United/Premier agreement, provided that USAir orchestrates and execute an agreement to be presented to the Board at their February meeting for a March 1, 1991 start date. Seconded by Mr. Flaherty. All were in favor.

CIVIL AIR PATROL LEASE RENEWAL:

Mr. Corley made a motion to allow the Civil Air Patrol to renew its lease on the "Morin" property building for an additional one year period for the sum of \$1.00. Seconded by Mr. Flaherty. Discussion. Mr. Hamilton was directed to put the Civil Air Patrol on notice that this may be the last year in which this building will be able to be rented. Motion passed in favor.

MCNEIL & MURRAY INVOICE:

The McNeil & Murray invoice for the period of November 23, 1990 through December 22, 1990 was presented for review.

Mr. Gutman made a motion to approve the McNeil & Murray invoice for the period of November 23, 1990 to December 22, 1990 in the amount of \$6,112.74. Seconded by Mr. Corley. All were in favor.

DOLLAR RENT-A-CAR:

Mr. Hamilton has informed Dollar Rent-A-Car of their obligation to perform as indicated in their contract. In this regard, Dollar has requested approval to remit the \$30,000 in twelve (12) monthly installments in lieu of cashing the bond. JJ recommends that, if the Commission agrees to not cash the bond, the \$30,000 be collected within this fiscal year. Discussion.

Mr. Gutman made a motion that Dollar Rent-A-Car be allowed to make monthly payments to the Airport in the amount of \$5,000.00 per month, beginning in January, 1991, in order to meet their debt of \$30,000.00. Seconded by Mr. Corley. All were in favor.

AIP 5 YEAR PLAN:

This item deferred until Mr. Hamilton has had an opportunity to meet with all commissioners individually as previously directed.

Mr. Gutman made a motion to enter executive session to discuss personnel, national security, leases and 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.

The meeting resumed regular session at 5:40 p.m.

MANAGER'S REPORT

SOUTH BURLINGTON CITY COUNCIL: JJ was asked by So. Burlington City Manager to address the council on Monday, January 7, 1991 regarding their concerns with the airport Masterplan. Mr. Hamilton provided them with the present status of the plan, discussed concerns of the impact to their road system and the relocation of the small runway. They feel assured now that the airport will not implement any major part of the plan without coordinating efforts from all parties.

THE MUNICIPAL PLANNING ORGANIZATION has also asked for a review of our Masterplan. A very informative, worthwhile meeting was conducted on Tuesday, January 8, 1991.

THE OPERATION SPECIALIST POSITION has been filled. Starting date is Monday, January 28, 1991. Interviews are being conducted for the Sr. Ops position.

SURVEY RESULTS on how other airports meet FAA operational staffing requirements indicate that all airports have certified Part 139 inspectors in the form of either operations staffing or Crash Fire Rescue personnel who are cross trained.

LAND ACQUISITION: Discussions have occurred with Bill Cronan resulting in a meeting in Burlington, MA next week to finalize methods as they relate to better information flow and requirements for AIP projects and FAA personnel that control the same.

The **TAXI QUEUE** is scheduled for relocation Thursday, January 17, 1991, barring further difficulties.

It has been agreed that any short term corrective action to the **MAINTENANCE SHOP VENTILATION** would be counter-productive. Attempts will be made to orchestrate an upgrade as part of eligible funding for the shop renovation and addition.

There is an unknown problem with the Reliance MAIN AIR HANDLER CONTROL PANEL in the penthouse. The control panel regulates the speed of the air handler for energy conservation and controls static pressure throughout the duct work. Investigation is underway. The potential exists for this to be a costly item.

That portion of the CITY MUNICIPAL DEVELOPMENT PLAN that relates to the airport is attached for review. Any comments are requested, by the City, to be forwarded by Friday, January 18, 1991 to Carol Landsman, Planning Department. The Commission directed that JJ contact Ms. Landsman and correct that portion of the report that indicates that the Airport "...cannot incur revenue debt, but must seek the approval of the City Council and voters to issue general obligation bonds..." as this statement is incorrect.

The RESTAURANT tenant manager has agreed to and signed a letter indicating the lease term to be on a month to month basis.

JJ requested that a commissioner be assigned to review the FBO MINIMUM STANDARDS document. The Commission directed that JJ contact Mike Cain, as he is currently on similar subcommittee relative to license agreements and fees.

OPERATING STATEMENT MID YEAR REVIEW SUMMARY

"Combined Operating Revenue & Expense Report"

1. Revenues:

"Terminal Rent - Exclusive" is below forecast due to incorrect billing of USAir by City Hall. Will be rectified. Also, no rent from Dollar for November & December.

"Building Rent - IP" is above forecast due to increase in Bldg 880 cost per square foot.

"Building Rent" is above forecast due to new Aviatron lease

"Ground Rent" is under forecast due to a \$1000 ground rent amount budgeted to be received from Montair, which was incorrect when budgeted.

"Ground Rent - IP" is above forecast due to Bldg 880 tenants being assessed ground rent after budget process and CPI adjustments

"Field Concessions" are below forecast due to Innotech rent abatement on South Hangar, Innotech being behind on remitting concession monies and an incorrect submitted forecast by Montair.

"Field Concession - IP" are below forecast due to submitted figures by Valley Air.

"Miscellaneous" is above forecast due to equipment sales.

OPERATING STATEMENT MID YEAR REVIEW SUMMARY (CONT.)

2. Expenses:

"0400's" indicate YTD overspending due to legal services.

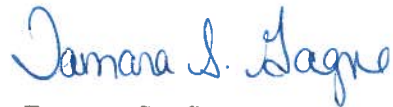
"0600's" indicate YTD overspending due to paying all Airport liability insurance.

"1000's" indicate YTD overspending due to purchase of all budgeted small equipment (postage scale).

"1100's" indicate YTD overspending due to purchasing most of small and safety equipment and tools budgeted items and winter operations.

There being no further business, the meeting adjourned at 6:10 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board