

# Commission Minutes 1992

## EXECUTIVE SUMMARY

### MANAGER'S REPORT:

1. **CHRISTMAS DEC 92:** My staff and myself wish each of you and your families warmest greetings for a happy, healthy and safe holiday season. In the spirit of the season, my staff and myself are providing a few munchies during the meeting in thanks for your leadership and support throughout the year.
2. **WELCOME CENTER:** See enclosed letters.
3. **ILS RNWY 33:** FAA plans to purchase up to 171 systems over the next three years. How this relates to our need through the AIP is being determined.
4. **FINANCE BOARD:** At their Nov 23, 1992 mtg. they formally appropriated \$33,000.00 for terminal renovations and \$5000.00 for CCTA.
5. **FY'94 LABOR/MANAGEMENT BUDGET:** Due to the Mayor by Dec 16th. It was necessary for me to reject several of labors proposals in order to keep expenses and capital within budget. This is only the initial draft in order to meet the Mayor's directive. I would recommend a similar system for commission review as was accomplished last year. After individual reviews we can set a business luncheon date to draft final budget.
6. The **MAYOR** wishes to address the commission. He has been advised of date, place and time. Do not know the specific subject matter.
7. **GATE 4/5:** Renovations are scheduled to be sufficiently complete for you to see a major improvement in that area.
8. **THANKSGIVING HOLIDAY PERIOD:** No surprises. Extremely busy. Approximately 10,000 enplanements during that period. Only stress to the facilities was the parking lot, which is normal.
9. **GROUND TRANSPORTATION OFFENSES:** Two hearings were conducted. Cab drivers were found guilty in both hearings. One driver has already served a five day suspension. The other driver, Jeff Guzman, has indicated that he will appeal my decision to the commission. He has not, as yet, delivered to me that request in writing, which is required.

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

**10. METRO HANGAR:** Bill Post has requested proposals from firms interested in either selling or finding leasees for the Metro Hangar. The letter requesting proposals is included in packets.

**11. AIP-18:** Final calculations are complete for the maintenance shop expansion resulting in \$13,663.00 in change orders for a total construction cost to Engleberth of \$ 514,563.00 out of a grant amount of 614,790.00.

**12. U.S. AIR SCHEDULE:** They will be replacing their jet service to LaGuardia (3 flights per day) with Dash-8 commuter aircraft, operated by Allegheny Commuter, a wholly owned subsidiary of U.S. Air. Reason--only a 30% load factor on the jets, and they are beefing up their service from Philly and Pit to Florida cities and need the jets.

**13. LAND ACQUISITION:** Phil Hathaway met with me to discuss the Airport's property offer withdrawal. He indicated that he is still interested in selling his property to the airport and will most likely submit an offer in an amount (most likely) lower than what he previously offered. If one is received, I recommend that we investigate the FAA administrative purchase procedures.

John Yeager of So. Burlington Realty (MUNSON) called and desires to allow the airport the use of their property for the perimeter road.

**REGULAR REPORTS:**

**1. PURCHASES:** Penthouse HVAC charcoal filters reactivation. Standard yearly budgeted item. Requires commission approval in that the expense exceeds \$2000.00. Total cost of this requisition \$2792.00. Computer work station for \$2479.00. This item was originally programmed for next year to complete the approved airport computer program. In that, the manager is using the file server to a much greater extent than forecasted, it is recommended to purchase the final work station this year. Capital funds are available.

**2. TERMINAL RENOVATIONS:** Staff and architect have been preparing a draft of terminal renovation recommendations. This, plus options on how to utilize this year's \$133,000.00 will be presented at meeting time.

**LEASES AND CONTRACTS:**

**1. POLICE:** See enclosed memo of understanding.

**2. BUSINESS AIR:** Update by counsel.

**3. P&W:** They are ready to sign the sub-lease agreement with Innotech. The delay is with our verbage regarding environmental concerns within our operating agreement with them. I expect this to be worked out soon--their legal counsel has been ill. Of further note is what may be a request from them regarding the date their fee to us will begin. My response to the local manager was the effective date of the agreement should be retroactive to July 1st, that the start of the fee should not be tied into administrative delays that resulted from negotiating problems btwn themselves and Innotech. His response was that their lower rent to Innotech under the new sublease will not be retroactive, therefore neither should their fee to the airport. What is your desire in this regard?

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**NOVEMBER 10, 1992**  
**3:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of Oct. 6, 1992.
2. October Warrant
3. October Operating Statement
4. McNeil/Murray Invoice

**MANAGERS REPORT:**

**REGULAR REPORTS:**

1. Mountain Transit
2. Charter Change
3. Donard Corporation
4. Perimiter Road

**LEASES and CONTRACTS:**

1. Police Contract
2. Hertz
3. Business Air
4. HTA

11-10-92 Commission Meeting Follow Up

1. **Charter Change** - Nancy to provide charter change language for review and decision.
2. **Mountain Transit** - Letter indicating denial of request for waiver.
3. **Metro Hangar** - Amend lease document to reflect approval for Innotech to perform light maintenance work in Hangar on Business X aircraft. Periodic checks to ensure compliance.
4. **Metro Hangar** - Bill Post to solicit proposals from 3-4 brokers to exclusively advertise the hangar.
5. **Operating Statements** - Establish program to delete from total revenues the restaurant concession fee that will then be applied to an ammortization schedule.
6. **McNeil & Murray** - Need info from Joe McNeil regarding potential legal fees for Business Air litigation prior to next meeting.
7. **Land Acquisition** - Begin condemnation process on Munson property. Advise FAA as it relates to the perimeter road
8. **PFC Committee** - Mike Cain and Bill Post assigned. Coordinate and schedule 1st meeting.
9. **Donard Corp.** - Letter indicating Commission rejection.
10. **Expense Item** - Issue purchase order.
11. **Hertz Corp.** - Letter of denial of extension request.
12. **HTA Contract** - Approved. Forward to FAA, etc.
13. **Terminal Renovations** - Set meeting with Laurie to determine best use of the \$33,000.00 terminal renovation monies as it relates to snack bar and lower lobby area.
14. **Police Contract** - Meeting to be held with Mayor with three year contract offer.
15. **Finance Board** - Coordinate thru Brendan Keleher the appropriation of the \$33,000.00 and the \$5000.00

**CHAIRMAN - JRC:**

Items #14

**DIRECTOR - JJ:**

Items #2,3,5,6,7,8,9,11,13,15

**COUNSEL:**

Items #1,3,6,7

**T. GAGNE:**

Items #5,10

R. VARNEY:

Items #3,10

B. MCEWING:

Items #7,8,12,13

## EXECUTIVE SUMMARY

### MANAGERS REPORT:

1. **BOARD OF FINANCE MEETING 10-26-92:** \$98,509.00 of carryover monies was approved, however \$38,000.00 of that did not receive appropriation per Brendan's request of the Board. He asked that portion be set aside in the event the commission agrees with his request to reimburse the General Fund for Police services. Although I conveyed the commission's desire for the specific use of those monies, and even if the commission agreed to the Treasurer's request, monies to reimburse would not necessarily be appropriated from those carry-over funds, the board agreed with his recommendation.
2. **LAND ACQUISITION CONDEMNATION PROCESS:** In that we expect and have experienced problems with two properties, the Engineer will present the process. Of great concern in that process is the requirement to set aside, for a lengthy period of time, the monies that would be required to purchase a property undergoing condemnation.
3. **AIP/CIP:** The annual meeting occurred with Weedon Paris and Priscilla Soldan representing the FAA; Mike Flaherty was in attendance and will share his perspective during the meeting. The crossing of vehicles on Rnwy 01 received considerable discussion as it relates to the Airport's entitlement funds. This will be discussed during regular reports under item #4 (perimeter road). In that a **PFC** program directly involves the airport's five year **AIP/CIP**, I am requesting a sub committee in order to lessen the time factor involved with incorporating a **PFC** into the five year plan, which is a key to a successful **PFC**.
4. **LANDSIDE PLANNING:** I have asked Howard, Needles (**HNTB**) to submit a proposal, for commission consideration, on landside planning. Most likely this will appear on the December agenda.
5. **PRECISION APPROACH RNWY 33:** FAA airports is now supporting our need for an ILS to Rnwy 33. All procedures to effect an installation have begun. Will know more after Jan 1. However, the FAA is meeting Nov 10 to discuss the need to buy anymore category one landing systems because of the enthusiasm over satellite approach systems.
6. **NORTHWEST ORIENT:** They again are showing interest in operating. I forwarded the terminal and ramp layout, at their request.
7. **RUNWAY INCURSION ACTION TEAM (RIAT):** At the request of the FAA the airport hosted a two day conference. The **RIAT** purpose is to assist airports in reducing movement area incursions by reviewing procedures, inspecting the airfield and discussing new technologies wherein the incorporation thereof would reduce the incursion rate. A very thought provoking session, with positive results.
8. **TENANTS MEETING:** Meeting held Oct 30. Fairly good turnout, no problems brought forth. Mike Flaherty represented the commission.



9. **PERSONNEL:** Larry Dumas has accepted the working foreman position for the Church St. Marketplace effective Nov 13. With his Grade 12 position now vacant, Gerry Carey, who voluntarily stepped down from the position of Airport Foreman, will now be assigned to that vacant position, and we will hire a Foreman. I am to appear before the Board of Finance Nov 9 to waive the city's hiring freeze; I expect no difficulty in that regard.
10. **MIG-29:** They have departed.
11. **ACCESS CONTROL/SECURITY FENCING:** Notice to proceed has been given. Expect both projects to run on schedule.
12. **GATE 4/5:** Delays continue due to material delivery. Project completion is now scheduled for mid Dec.
13. **SAILS:** On a positive note, the sails are in place over the snack bar.
14. **KING ST YOUTH CENTER:** Due to the generosity of the commission, commemorative plaques will be displayed in their new building; specifically the Board and Thrift Rooms.
15. **GROUND TRANSPORTATION:** Duane Hanlon has pleaded guilty to his offense. I suspended his right to operate. He will not appeal to the commission. The matter of unavailability of queue cabs has rectified itself. Three new operators are licensed and the others are working more hours, for how long is anyone's guess. Item #2 on regular reports is to discuss the need for the commission to have the authority to contract exclusively with one cab company.
16. **FY'94 L/M BUDGET:** Is on schedule. Will present the results at the December meeting.
17. **RESTAURANT RENOVATION:** Final payment has been made to Engleberth. Project is now complete. We continue to receive many accolades.
18. **HERTZ, UNDERGROUND STORAGE TANK (UST):** While they were replacing their fuel tank at the car wash, approx. 250 cu.yds of contaminated soil was discovered. They are totally responsible for treatment and disposal, and are coordinating their plan with the state EPA. We are monitoring the progress.

**REGULAR REPORTS:**

1. **MOUNTAIN TRANSIT:** Tabled from Oct. meeting. Their request was to waive the requirement to license their drivers, in that, those drivers operate at the airport under ICC rules not requiring licensing, therefore, when operating as a charter carrier a license should not be required. Staff and counsel feel that it would be discriminatory to waive the requirement. For the privilege to operate as a commercial carrier a license is required.
2. **CHARTER CHANGE:** In order for the commission to have authority to contract exclusively with one cab company, a charter change would be necessary. Discussion as it relates to adequate service now and in the future by independent owner/operators.
3. **DONARD CORPORATION:** John Mcbrearty is expected to address the commission to discuss leasing the Metro Hangar. He was to submit to me a business plan by Fri. Nov 6, however, he has not. See enclosed material.
4. **PERIMETER ROAD:** Results of the **AIP/CIP** meeting with the FAA will be presented and options available to meet the requirements.

**LEASES AND CONTRACTS:**

1. **POLICE CONTRACT:** Executive session with Brendan Keleher.
2. **HERTZ:** Tabled from the Oct. meeting. Their request was for an extension to the car wash facility lease.
3. **BUSINESS AIR:** Executive session briefing from Joe McNeil.
4. **HTA:** With concurrence from FAA and Counsel request approval of their contract for runway 1/19 overlay/reconstruction and airfield signage. Engineering/Design/Inspection cost=\$194,700.00 for total project cost of approx. \$1,450,000.00.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**OCTOBER 6, 1992**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of August 11, 1992
2. August and September Warrant
3. August and September Operating Statements
4. McNeil and Murray Invoices

**MANAGER'S REPORT:**

**REGULAR REPORTS:**

1. CCTA---Doreen Kraft
2. Capital Purchases
3. Gate 4/5 Renovation Capital
4. Airshow--- Jim Parker
5. Mountain Transit
6. FY'92 Financial Statement
7. Travel

**LEASES AND CONTRACTS:**

1. Valley Air Services
2. K-1
3. Police Contract
4. Vt. Business Brokers
5. Business Air
6. Conntinental Airlines
7. United Airlines
8. Metro Hangar
9. Hertz

MANAGER'S REPORT:

1. Airport Taxi Service
2. Part 139 Inspection Results
3. De-Icing Rules
4. Brant Dinkin vs Interspace
5. AIP Land Acquisitions
6. AIP Grants
7. Gate 4/5 Update
8. Recycling Program
9. Environmental Statement
10. DBE Plan
11. Five (5) Year AIP/CIP
12. P&W
13. Paid parking lots/DPW Management Efficiency

## EXECUTIVE SUMMARY

### MANAGER'S REPORT:

1. AIRPORT TAXI SERVICE: Discussion around insufficient independent owner/operator cabs to support service to the traveller. A study in this regard was begun about four months ago and is ongoing.
2. PART 139 INSPECTION: The FAR Part 139 Certification inspection was conducted on August 24-27. The Airports' certification was re-issued with Mike Flaherty attending the outbrief.
3. DE-ICING RULES: A new winter aircraft de-icing rule is out. Meetings are being conducted with the airlines to determine operational impact.
4. BRANT DINKIN VS INTERSPACE: Brant Dinkin of Information Gallery, (contractor who previously handled brochure distribution) has filed suit against Interspace for misrepresentation of themselves in their negotiations with Information Gallery, interference with contractual relations, breach of contract, breach of implied covenant of good faith and fair dealing and copyright infringement. The Airport has not, as of yet, been named a party to this suit.
5. AIP LAND ACQUISITIONS: Mr. Phil Hathaway, owner of one of the five properties on Airport Drive will not accept the purchase offer of the City. Condemnation procedures need to be considered and discussed. Appraisals of the Munson property and the storage area property are scheduled and will be conducted by Keller, Navin, Cable & O'Brien.
6. AIP GRANTS: Federal AIP Grants for both the Fuel Farm & Environmental Study and Access Control projects have been received and approved by the City Council.
7. GATE 4/5: Renovations to the Gate 4/5 area were begun on Monday night September 14 and will continue at night for approximately 4-5 weeks.
8. RECYCLING PROGRAM: The airport recycling container is in place. Education of tenants is ongoing. Cooperation and usage is high.
9. ENVIRONMENTAL STATEMENT: Per requirement of the City, an airport environmental statement has been prepared and submitted. Copy enclosed.

10. DBE PLAN: The DBE plan update, as required by FAA, has been submitted on time.

11. The annual meeting with the FAA to discuss the Airports five year **CAPITAL IMPROVEMENT PROGRAM (CIP)** as it relates to the use of federal funding will be held on Wed. Oct 7 at 2:30 p.m. in my office. The FAA will be represented by Weedon Parris and Priscilla Soldan. Commission representation is requested and encouraged. The manner in how we approach the future development of the airport is very important in dealing with the unknowns of economic growth in the region, and how we expend Federal, State, and local capital funds over the next five years is crucial to ensure our responsibilities to our customer are balanced and met. It is for these reasons that I strongly urge the commission to attend this meeting.

12. P&W--- Met with Paul Parrot of P&W and Mike Sacco. Counsel will work directly with Mike to correctly orchestrate the sub-lease language. Paul Parrot is to present a proposed annual fixed fee prior to commission meeting. Hopefully all documents will be available for Nov. approval.

13. PARKING LOT EFFICIENCY: To improve customer service, Norm Baldwin of DPW is studying the possibility of merging the long term lot with the short term, and using the long term only for overflow. How often the overflow would be used and orchestrating a fee schedule with the two lots combined are major items in determining if the system would work.

#### LEASES & CONTRACTS

1. Valley Air--- They request to renew the Pod Four (4) lease which expires Dec. 31,1992 at the same terms as the existing lease. Recommend that if approval is granted that the lease dates be changed to coincide with our fiscal year.

2. K-1--- Kevin Couture submitted his proposal at the Sept 22 information meeting. The Chair will brief the commission.

3. Police--- The Chair expects to enter into executive session at 4:00 with Brendan Kelleher in attendance.

4. Vt. Business Brokers--- Received a proposal at the Sept 22 info meeting. Chair will brief the results.

5. Business Air--- Counsel will update in executive session.

6. Conntinental--- Request to lease the Hertz managers office at the going rate.

7. United--- Request to lease the space across from the engineers office for a break room. Going rate of 29.61.

8. Metro Hangar-- Act on proposals from Valley and Innotech. Executive session prior to discuss rental options.

9. Hertz--- Chair will brief their proposal submitted at the Sept 22 info meeting.

#### REGULAR REPORTS

1. CCTA - Doreen Kraft should be in attendance to request the allocation of \$5,000 from the airport to expand and update the K-12 Educational Program in accordance with the enclosed letter. Also included is a year end report for the K-12 program sponsored this past year.

2. CAPITAL PURCHASES: Approval requested for the purchase of the following budgeted capital items. Plow blades for \$1475.00, pallet forks for bucket loader for \$6250.00 and a 37' boom and bucket lift at \$15,850.00 to be used for all interior and exterior light repair and replacement as well as for cleaning projects inside and out.

3. GATE 4/5 CAPITAL: Increase requested for electrical upgrades for energy saving purposes and an error in cost estimating by the architect. The engineer will provide the detail.

4. AIRSHOW: Jim Parker hopes to have sufficient information to brief the commission on the results .

5. MOUNTAIN TRANSIT: Loren Barr, assistant general manager wishes to address the commission to waive the requirement for their drivers to be licensed. Counsel will advise as to the legalities within the ordinance.

6. FY'92 UNAUDITED FINANCIAL STATEMENT: Request has been made to Airport accounting to provide an unaudited financial statement for the Airports' '92 fiscal year end. Discussion as it relates to landing fees.

7. TRAVEL APPROVAL: Approval requested to allow the airport electrician to attend an airfield wiring and electrical seminar, sponsored by Crouse-Hinds, in Windsor Locks, CT at a cost to airport of \$398.00 plus travel expenses and meals. Approval requested for the chief of vehicle maintenance to attend a software computer course in Chicago at a cost of \$250.00 plus travel and meals. All are budgeted expenses.

#### FY'92 OPTIONS

1. Fy'92 capital expended= \$150,000.00. Can expend an additional \$200,000.00 within airline operating agreements which would increase the landing fee approx. \$.10-15 cents.
2. Carryover \$110,000.00 which includes \$60,000.00 of interest income. All \$110,000.00 can be expended, no adjustment to landing fee.
3. Carryover minus the interest income and expend \$50,000.00, no adjustment to landing fee.
4. Transfer all into reserves, show a loss thru depreciation.



Follow-Ups

1. Bus Air-- further rept in dec.
2. Inn agreement for Metro Hgr.
3. Continue P&W & INN
4. K-1
5. Mtn Transit --recco to abc on the 27
6. Pod 4 renewal
7. lease metro/bldg 880-- continue interviews
8. Hathasway--withdraw offer
9. \$ to city for 27 mtg
10. Fin Brd--carryover funds
11. Police contract
12. Gate4/5 \$13,000 from '92 carryover

AGENDA  
AIRPORT BOARD OF COMMISSIONERS  
AUGUST 11, 1992  
4:00 P.M.

**REGULAR SESSION**

**MONTHLY REPORTS:**

1. Minutes July 14, 1992
2. July Warrant
3. July Operating Statement
4. Revenue Comparisons FY'91, 92, 93
5. Mcneil/Murray Invoice

**MANAGERS REPORT:**

1. United Station Manager
2. Bldg. 880 available lease area (see enclosed exhibit)
3. Interspace
4. Gate 4/5 renovation
5. License and Taxi ordinances
6. Police contract
7. Access Control

**REGULAR REPORTS:**

1. CCTA-- Doreen Craft
2. NWS--- Brenda Easter
3. Car Rental Agreements
4. Metro Hangar-- Mike Sacco & Frank Donahue
5. Bldg 6 Roof
6. Capital purchase

**LEASES AND CONTRACTS:**

1. Business Air
2. Innotech sub-lease to P&W
3. P&W operating agreement

EXECUTIVE SUMMARY  
AIRPORT BOARD OF COMMISSIONERS  
AUGUST 11, 1992

**AGENDA FORMAT.....A SLIGHT CHANGE TO THE NORM--THE FIRST THIRTY MINUTES OF EACH MEETING WILL BE DEVOTED TO FINANCIAL ITEMS AND THE MANAGERS REPORT. INDIVIDUALS THAT WILL APPEAR BEFORE THE COMMISSION WILL BE INFORMED THAT THEY WILL BE HEARD BEGINNING AT 4:30 P.M.**

**MONTHLY REPORTS....**(see enclosed reports). Discussion on revenue comparisons for Fy'91-92-93.

**MANAGERS REPORT**

1. **UNITED STATION MANAGER.....**Bill Spruce is leaving for Boston. The new manager has not been named. Dave Lucas of Rochester is the interim mgr.
2. **BUILDING 880.....**Discussion on use of available space.
3. **INTERSPACE.....**Their advertising renovation is complete.
4. **GATE 4/5.....**Renovations to begin week of 17 Aug.
5. **ORDINANCES.....**Effective date is Aug 16,1992.
6. **POLICE CONTRACT.....**The city has agreed to our request for manpower reduction. They are to provide me with the estimated budget based on this reduction, at which time the contract can be executed. The budget is expected to be less than 400,000.
7. **ACCESS CONTROL.....**Bid results are as follows: Johnson Controls=  
\$459,700.00---- IBM= \$450,917.00---- Escoa= 266,934.00---- D/A Technology= \$243,748.00, which is the low qualified bid. Awaiting receipt of the Grant for submission to City Council for acceptance. System is due to be on line by February 17, 1993.

## **REGULAR REPORTS:**

1. **CCTA**.....(see enclosed correspondence). Regarding their concern on the \$300.00, I never guaranteed any contribution. I did say that if the airport printed a brochure that we might pay for its distribution thru the center.

2. **NWS**.....As briefed in several other summaries, the NWS is now ready to enter into an agreement to lease 3000 sq/ft of the dance hall (see enclosed diagram). They expect to make renovations for occupancy summer of '94. During this time it is their request to pay a lesser sq/ft amount until they take occupancy. The present rate is set at \$10.00/sq/ft. Item #2, to support their new Radar, the present leased area on the airport needs to be adjusted somewhat. (see enclosed diagram).

3. **CAR RENTALS**.....All four organizations have requested the present agreement, which expires Oct. 31, 1992, be extended at least one year, with the present minimum guarantee. See enclosed documentation listing their payments vs. the guarantee. They remit the minimum or 9.5% whichever is higher. We have no legal commitment to enlist proposals.

4. **METRO HANGAR**.....Both Innotech and Valley air have requested exclusive right to market the hangar. (see enclosed correspondence).

5. **BLDG SIX**.....Roof leak. Cost to repair is still under investigation. Also, if a determination is made in ref: to item #4 above, should Aviatron use of Bldg 6 for aircraft storage be denied, in that the Metro facility would be available.

6. **CAPITAL PURCHASE**.....In accordance with the approved airport computer program, approval is requested to expend \$1949.00 to replace the maintenance computer with a Epson 386 SX+ in order to facilitate the previously purchased software. The computer being replaced will be provided to the Electrician. This then completes the computer upgrade program, with the exception of a work station for the Director, which is programmed for next fiscal year.

## **LEASES AND CONTRACTS:**

1. **BUSINESS AIR**.....Counsel will brief the results of the depositions.

2. **INNOTECH/P&W**.....P&W is still reviewing the sub-lease document. Conversation with all parties indicates everything in order. They have been advised that any further delay is not in everyones best interest. Pursuing return of the agreements.

3. **P&W OPERATING AGREEMENT**.....Still waiting for needed

information that only P&W can supply.

COMMISSION MEETING  
FOLLOW-UP  
Aug 11, 1992

1. **TRANSIENT LANDING FEES**----- write off those that can not be retrieved due to insufficient address's and/or one time onlys.
2. **CCTA**----- contact doreen, ABC is interested, however, more definition as to the program and it's benefit is required. Set for Sept agenda. Negotiate not to exceed their claim to \$300.00, RE: Airport brochure distribution at their downtown location.
3. **NWS**----- \$10,000.00 to hold the dance hall area for their future expansion. Brenda Easter to verify. NWS will submit a renewed lease for the present leasehold at \$12.00 per sq/ft, and the appropriate verbage to hold the expansion space.
4. **METRO HANGAR**----- set meeting with commuters as to their use thereof. Inform Aviatron to submit written proposal prior to meeting with the Chair. No action as yet relating to Valley & Innotech proposals. Set for Sept. agenda.
5. **BLDG.6**----- Roof repair okay with Chair approval.
6. **CAPITAL**----- vehicle maint. computer purchase approved.
7. **CAR RENTAL AGREEMENT**----- one year extension at present terms. The four extra spaces left from the Dollar days will be provided at no charge.
8. **P&W**----- proceed with operating agreement. Set for Sept. agenda. Term will coincide with the sub-lease from Innoteck. \$400,000.00 base . Over the base is at 3%.
9. **UNITED LOAD FACTORS**----- provide detail for Mike Cain.
10. **MUNSON**----- Chair to meet again within next two weeks. Sept agenda item.

**ASSIGNMENTS**

<u>CHAIR</u>	<u>J.J.</u>	<u>T.G.</u>		<u>RICK</u>	<u>RAM</u>
<u>COUNSEL</u>					
4,10	all	1,3,6,7,8	5,6	5	3,7,8

AGENDA  
AIRPORT BOARD OF COMMISSIONERS  
July 14, 1992  
4:00 P.M.

REGULAR SESSION

Monthly Reports:

1. Minutes June 25, 1992
2. June Warrant
3. June Operating Statement
4. McNeil/Murray Invoice

Regular Reports:

1. Metro Hangar.....Aircraft Parking
2. Airport Taxi Service.....Stephen Brooks
3. Air-Rides.....Blaine Sprout
4. FY'93 Budget Amendment.....Trash Removal Expense
5. Baggage Claim Area.....Temporary Wall Renovation
6. Expense Approval.....Exceeds \$2000
7. AIP Grants.....Application Approval

Managers Report:

1. P&W Sublease
2. Taxi Ordnance
3. Parking Lot Sealing
4. Gate 4/5 Renovation
5. ADA
6. NWS
7. Rnwy 15/33 Maintenance
8. License Fee
9. Police Contract
10. Free Press Machines
11. Restaurant Revenues

## EXECUTIVE SUMMARY

1. METRO HANGAR..... Valley Air is interested in parking one or two twin engine transient jets in the hangar, otherwise, they say, those corporations will not operate overnite at BTV. The hangar may also be suitable for Aviatron Lear Jets, however Phil Guerre remains undecided. Latest input is that they will move the entire operation to Montpelier where a hangar is available. He will appear before the commission to once again explain their needs, in hopes that the commission will change their decision on the use of the old Montair Bldg (bldg 6). ie: the hangar portion. Airfield maintenance can exist without the use of the hangar for storage. Based upon the meeting with the CEO of Aviatron and the Chair, it may be in the airports best interest to lease the entire bldg. for their use in storing Lear Jets.
2. STEPHEN BROOKS..... desires to address commission re: taxi licensing procedures, Queue vs: downtown cabs and higher cost in using airport Queue cabs. See enclosed material.
3. Air-Rides..... meeting with a Blaine Sprout to discuss his desire to operate a "WACO" type aircraft for air-rides. Based upon that meeting, he may come before the commission to enter into an operating agreement.
4. BUDGET..... So. BTV has recently increased substantially the landfill rate. IAW SO. BTV officials, this is a result of an earlier than expected landfill closure to cover closure costs. This will result in an approx.\$ 17,000 increase to the trash removal budget. Because this is such a substantial increase, a budget amendment is recommended. I will forward this thur Finance Board with commission approval.
5. BAGGAGE CLAIM..... Interspace new backlit advertising displays will be installed 27-30 Aug. In that, major wallpaper repair will be required, it is recommended to remove the wallpaper, repair any sheet rock damage and temporarily paint until major renovations occur next spring.
6. EXPENSE APPROVAL..... Budgeted tool requires commission approval in that the amount exceeds \$2000.
7. AIP GRANTS..... 1.) ACCESS CONTROL/SECURITY FENCING--Bid opening on July 20. Request commission grant the Chairman approval to accept the low qualified bid, so that, the application for grant to the FAA can be accomplished within their time frame. 2.) FUEL FARM RELOCATION STYDY--Negotiated contract amount of \$229,540(see enclosed project scope). Request commission approval and with FAA concurrence on that amount, apply for the Grant.

8. P&W..... Review of the required changes to the sublease by Innotech & P&W continues. Expect to submit final documents at the Aug. Mtg.

9. TAXI ORDNANCE..... The ordnance committee has approved the amendment. Expect City Council resolution Jul 20.

10. PARKING LOT SEALING..... Expect completion of car rental lots by end of Jul. Very well accepted by the car rental agencies. Main lot crack sealing & re-striping schedule is being formulated.

11. GATE 4/5 RENOVATION..... Final design mtg. with the airlines has occurred. Renovation to begin last week of Jul. Final color schemes will be presented to the Chair prior to that time.

12. ADA..... Planning continues on meeting access criteria. Items require action at various times into the Fall. We will meet all criteria.

13. NWS..... Meetings scheduled for 8,9,10 Jul regarding their future needs as at relates to additional office space to support the installation of NEXRAD at BTV.

14. 15/33..... Rubber removal progressing well-- SAAB friction test results will be displayed at the meeting.

15. LICENSE FEE..... Of 26 agencies required to be licensed, to date 13 have paid. Follow-up is in progress with the 13 agencies that have not paid. Request direction on a cut-off date not to exceed prior to finding those agencies in default.

16. POLICE CONTRACT..... Meeting scheduled for Jul 22 with the Mayor, Chief, & Treasurer.

17. FREE PRESS..... Counsel reports limited authority in where machines can be displayed. This , of course, at this time is not a problem. See enclosed Airports report.

18. Restaurant Revenues..... June 1992 revenues were double those of June 1991. &68,545 vs. \$33,000