

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**WEDNESDAY, DECEMBER 15, 1993**  
**12:00 NOON**

**PRESENT:**

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

John J. Hamilton  
Tamara S. Gagne  
Robert A. McEwing  
Richard C. Varney

George Paris - Campbell & Paris, Bill Countryman - Wetlands  
Environmental Specialist

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

**FUEL FARM RELOCATION:**

Mr. George Paris of Campbell & Paris Engineers began his  
presentation by discussing the existing fuel storage facility  
issues. Discussed were such items as ownership and  
responsibility of existing tanks and equipment, clean-up  
responsibilities and AIP eligibility. The discussion then moved  
into the new fuel storage site and facility and its issues. Mr.  
Paris reviewed the five possible locations with an explanation of  
the pros and cons to each. Discussion. The Commission members  
agreed upon site selection number three (3) as the most viable.  
The discussion then proceeded to south-end development plans and  
issues with the focus on the engagement of Bill Countryman to  
begin mitigation and filling of 25 acres of wetlands.

Mr. Gutman made a motion to spend up to \$10,000 for the service  
of Bill Countryman to initiate the process to get the wetlands  
permitted. Discussion. The services contemplated are being  
conducted, at least in part, under the current AIP project for  
the fuel farm relocation. Discussion. The motion on the floor  
was unanimously tabled. Mr. Paris and Mr. Countryman left the  
meeting at this time.

Mr. Flaherty made a motion to enter executive session to discuss  
contract negotiations between Innotech Aviation and the City, 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 1:45 p.m.

The meeting resumed regular session at 2:10 p.m.

Mr. Flaherty made a motion to authorize JJ Hamilton to proceed with negotiation of a contract with Engelberth Construction for preliminary engineering and investigation services for the south hangar at a cost of \$7200.00. Mr. Gutman seconded with a friendly amendment to include the requirement of consultation with the Chairman. All were in favor.

Mr. Flaherty made a motion to enter executive session to discuss personnel issues. Seconded by Mr. Post. All were in favor. The meeting entered executive session at 2:11 p.m.

The meeting resumed regular session at 2:35 p.m.

**NOVEMBER WARRANT & OPERATING STATEMENTS:**

The November operating statements were reviewed and discussed. No issues.

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

Mr. Gutman made a motion to approve the budgeted expense of \$2025.00 for the monthly cleaning of the oil/water separator to Environmental Products & Services, Inc. and \$2173.00 to Crouse-Hinds for airfield lighting items. Seconded by Mr. Post. All were in favor.

**GATE 1/2 DEPARTURE LOUNGE:**

Mr. Hamilton reported that Lisa Liberty, USAir Station Manager and Sharon Sarver, United Station Manager were asked to attend the meeting to discuss the issue of meeters/greeters access to the Gate 1/2 departure lounge. The long standing agreement of available access, except during very busy time, needs to be readdressed primarily due to the fact that the lounge was never accessible during the Thanksgiving holiday despite the low passenger activity. Mr. Post and Mr. Flaherty witnessed and/or experienced this situation and requested its discussion. Ms. Liberty and Ms. Sarver did not feel that the issue was of enough significance to attend the meeting as requested. Mr. Corley advised that he would address this issue with each of these station managers.

**MANAGER'S REPORT**

The **RELOCATION OF TENANTS BETWEEN BLDG 880/870** has progressed well and is expected to be complete the week of 20 December.

**AIP PROJECTS:** Punch list inspection conducted on Dec 10 for the reconstruction of **R/W 1-19** project. A rather large list, especially contract two, due primarily to the electrical sub-contractor was gathered. Items will be corrected and adequate funds are being withheld to cover all items in addition to the 10% retainage. The **PERIMETER ROAD** has been in all respects an excellent project with very satisfactory results.

Prints are finalized for the renovations to the **BAGGAGE CLAIM** area. Renovation to begin approximately January 2, 1994.

Twenty four applications have been received for the **TEMP OFFICE ASSISTANT** position. Reviews and interviews are being conducted.

There being no further business, the meeting adjourned at 2:45 p.m..

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, NOVEMBER 9, 1993**  
**3:30 P.M.**

**PRESENT:**

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

John J. Hamilton  
Tamara S. Gagne  
Lynn Coddington

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

**MINUTES:**

Mr. Flaherty made a motion to approve the minutes of September 14, 1993 and October 19, 1993 as presented. Seconded by Mr. Post. All were in favor.

**OPERATING STATEMENTS:**

A review and discussion of the October operating statements took place. Questioned were the Northwest, United and Warplanes accounts receivables.

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

**CAR RENTAL BID PROPOSALS:**

Hertz, Budget, Avis and National Car rentals submitted bids (Attachment A) for the five year car rental concession agreement.

Mr. Flaherty made a motion to approve the Hertz, Budget, Avis and National bid proposals as presented (and attached) for the five year car rental concession term. Seconded by Mr. Post. All were in favor.

Joseph McNeil, McNeil & Murray, entered the meeting at this time.

Discussion regarding requirement for performance bond. Huck Gutman entered the meeting at this time. The Commission agreed that the performance bond must remain, in accordance with the RFP, but that they would be agreeable to review it after one year.

Mr. Flaherty made a motion to enter executive session to discuss the **Business Air pending litigation**, the premature disclosure of which would put the Airport and City at a substantial disadvantage. Seconded by Mr. Post. The meeting entered executive session at 4:03 p.m. and all parties were excused except for Joe McNeil, John Hamilton and the Commission members.

Lynn Coddington left the meeting at this time.

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

Mr. Post made a motion to approve the recommendation of Joe McNeil to concur with the City of Burlington Finance Board to settle the **Business Air** law suit in the amount of \$795,000 with the direction to Airport counsel to aggressively pursue insurance reimbursement. Seconded by Mr. Flaherty. All were in favor.

**FUEL FARM STUDY:**

Mr. Hamilton reported various levels of fuel product have been discovered and collected at the fuel farm site. The State of Vermont has been notified with no response to date.

**CCTA:**

Tabled until a future meeting.

**TAXI TASK FORCE:**

The Commission reviewed the August memo to Councilor John Patch from Mr. Hamilton regarding the City Task Force concerns regarding the ground transportation customer service desk location, taxicab queue, taxicab airport fee, taxicab fee to the customer from queue cabs and restriction on number of cabs licensed. They agreed that Mr. Hamilton had correctly addressed the issues and requested that he rewrite a letter to the City Task Force.

**MANAGER'S REPORT:**

The City Council has adopted the **Vehicle for Hire ordinance** and the **Airport Ground Transportation Rules and Regulations**. They have been posted with an effective date of November 27, 1993.

**Airfield Construction projects** are nearing completion. There will be a few punch list items for the spring, but overall they were good projects. Discussion. Huck questioned why the projects were scheduled for completion so late in the year. Discussion regarding FAA process. Huck indicated that it should be the responsibility of Hoyle, Tanner & Associates to convince the FAA that the projects must start earlier for the New England Region, specifically because of the weather.

**Premier Catering** - Due to U.S. Air discontinuing its coach catering Premier revenues will be reduced by \$20,000.00/month which will mean a \$2000.00/mo loss to the airport. Discussion. The Commission inquired about the status of cart service within the Gates. Mr. Hamilton reported that USAir and United were non supportive of the idea. Discussion. The Commission expressed their concern and obligation for providing service to the public and requested that Mr. Hamilton speak again to these station managers in this regard.

**FY'95 Budget** process has begun with staff and employee involvement. Input requested for any initial direction from the Commission on the budget to be submitted within the next two weeks.

**CONTINENTAL STORAGE SPACE:**

Mr. Hamilton recommended that approval be given for the month to month rental of cold storage space in Building 880 to Continental Airlines at a cost of \$1000/year. Discussion.

Mr. Gutman made a motion to approve the recommendation of Mr. Hamilton. Seconded by Mr. Flaherty. All were in favor.

Mr. Flaherty made a motion to enter executive session to discuss **Pratt & Whitney** and **Metro Hangar** contracts, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Gutman. The meeting entered executive session at 5:10 p.m.

The meeting resumed regular session at 5:40 p.m. There being no further business, Mr. Flaherty made a motion to adjourn.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, OCTOBER 19, 1993**  
**4:00 P.M.**

**PRESENT:**

J. Richard Corley, Chairman  
William G. Post  
Michael G. Cain

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

John Patch - City Councilor, Mayor Peter Brownell, Stephen Brooks, Gordon Giffin, George Paris - Campbell & Paris Engineers

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

**TAXI TASK FORCE DEBRIEF - COUNCILOR PATCH:**

Councilor John Patch appeared before the Board to brief the results of the city's taxi task force and discuss concerns of the queue cabs at the airport. Mr. Patch reported that the task force agreed to combine City vehicle and driver license procedures. This will allow those authorized to operate in the City to also do so at the Airport. The fee structure is based on the combination of the two existing rates for doing business at the Airport and that for operating in the City. The Airport will continue to require operators to pay a permit fee with similar structure of that already in place. Mr. Patch then indicated that, although not a request of the taxi task force, members in attendance requested that the Commission consider changes to the location of the ground transportation desk, the relocation of the queued cabs, the justification for the \$450 queue permit fee, and limiting the number of taxi cab operators. The Commission agreed to review the concerns as outlined.

At this time Councilor Patch, Stephen Brooks and Gordon Giffin left the meeting.

**CITY DIVERSITY POLICY - MAYOR BROWNELL:**

Mayor Brownell appeared before the Commission to explain the city's position as it relates to diversity. He explained and discussed various training opportunities available and reported that the City had received two responses to RFP's for instruction. Traditionally it is the employer responsibility to report the contracts let out to a DBE after the fact. The City policy now requires Departments to receive approval from the Finance Board prior to contract to ensure compliance with diversity and disadvantaged business practices. Discussion.

**FUEL FARM RELOCATION STUDY - GEORGE PARIS:**

Kim Hughes, Mike Roberts and William Countryman, representatives of Campbell & Paris fuel farm study team entered the meeting to present a status report. Mr. Countryman discussed the environmental and wetland assessments and how they were accomplished. He indicated that three (3) years is the average process time and the project would need the Corps of Engineers permit along with the need to mitigate the wetlands loss by creation/addition to existing owned or purchased property. Discussion. Mr. Roberts explained that the current fuel farm is at capacity. The tanks are useable but maxed out and the fuel farm is in need of significant "renovation" regardless of the relocation decision. Discussion. Mr. Paris then discussed alternative site plans. The Commission agreed that alternative #2, as presented, is the preferred location. The Commission then agreed that a separate meeting was to be scheduled for the purpose of comprehensive study of the project.

**CCTA - DOREEN KRAFT:**

Doreen Kraft, on behalf of CCTA, has requested financial support in the amount of \$5,000 for the K-12 transportation study program which has been tabled from the August meeting. Discussion. The Commission indicated that in consideration of pending litigation it was inappropriate to make a decision at this time and requested a further table of this issue.

**HELICOPTER PADS REQUEST:**

The Commission reviewed correspondence from Mark Birch of FAA ATCT for a request for the airport to install helicopter pads. Of primary concern is the delays experienced by fixed wing aircraft caused by conflicting rotary wing aircraft. Mr. Hamilton reported that this is an eligible item under AIP but does not appear in the five year plan. Discussion.

Mr. Post made a motion that the Airport staff continue its investigation of the viability under the AIP program and associated costs. Seconded by Mr. Cain. All were in favor.

**MONTHLY REPORTS:**

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

Mr. Cain made a motion to approve the **minutes** of September 15, 1994 as presented. Seconded by Mr. Post. All were in favor.



Joe McNeil, McNeil, Murray & Leddy law firm, entered the meeting at this time.

Mr. Post 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. Cain. All were in favor. The meeting entered executive session at 5:20 p.m.

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

**TAXI ORDINANCE & AIRPORT RULES & REGS:**

Mr. Hamilton gave a briefing on the new city ordinance governing taxicabs within the city and airport and reviewed the necessary changes to the Airport rules & regs caused by the new ordinance. The proposed changes to the Airport ordinance is to 1) increase the queue fee from \$450 to \$500, 2) create a baggage delivery queue permit at a cost of \$500/vehicle which replaces the \$25.00 per vehicle, \$25.00 per driver and \$.50 per pick-up fees 3) change contract and courtesy operator permit fees from \$25.00 per vehicle and \$25.00 per driver to \$125.00 for first vehicle, \$25.00 for each successive vehicle and no driver fees. Discussion.

Mr. Post made a motion to approve the proposed ordinance changes as described. Seconded by Mr. Cain for discussion purposes. Discussion. Mr. Cain voted against. Motion passed in favor two to one.

**AIP FIVE YEAR CAPITAL IMPROVEMENT PLAN:**

Mr. Cain made a motion to approve the Airport five year capital plan as presented. Seconded by Mr. Post. All were in favor.

**LEASES AND CONTRACTS:**

**ABX AIR, INC.:**

Mr. Hamilton reported that he is presently negotiating relocation of ABX from Building 870 to Building 880. They desire a longer term lease and a larger and better facility. The additional sqft at the current rental rate will generate an additional \$14,000.00/yr. The fit-up costs are expected to be approx. \$20,000.00. Motion is required for length of lease, rental charge and fit-up cost.

Mr. Cain made a motion to approve the ABX relocation and lease agreement as presented. Seconded by Mr. Post. All were in favor.

**MANAGER'S REPORT:**

**Trainnual emergency training exercise** was successful. The Mayor and City Treasurer attended and were very impressed.

**Arbitration** of the Richard Brown vs Cindy O'Hara grievance has been completed with the airport being successful. A summary of the arbitrator was enclosed.

**Restaurant revenues**, as of September, have exceeded \$500,000.00 in gross revenues, therefore in addition to the minimum they will be remitting an additional 4% of monthly gross revenues.

**AIP construction projects** are progressing satisfactorily. There have been a few difficulties, but all have been rectified through the efforts of the airport staff and HTA.

**Roadiar Feeder service** is no longer operating out of the Airport and has filed Chapter 11.

**Travel agency counter** use is presently being negotiated with Accent Travel, who has shown interest in leasing that space.

**Car rental proposals** bid opening for the car rental operating agreements has been postponed from October 19, 1993 to October 26, 1993 per the request of Hertz Corporation.

**Business Air** jury draw and start of trial is scheduled for October 25, 1993 in Manchester, VT.

Mr. Post 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. Cain. All were in favor. The meeting entered executive session at 7:20 p.m.

The meeting did not resume regular session and adjourned upon completion of the executive session.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, SEPTEMBER 14, 1993**  
**4:00 P.M.**

**PRESENT:**

J. Richard Corley, Chairman  
Bill Post  
Michael Flaherty  
Michael Cain

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

Frank Donahue - Valley Air Services, Dave DeSarno - National Car,  
Tony Fagnoli - Avis

The meeting was called to order by the Chairman, Mr. Corley at 4:03 p.m.. The parties listed above were present at this time.

**VALLEY AIR SERVICES - FRANK DONAHUE:**

Mr. Frank Donahue requested an increase to the Valley Pod #4 lease term to coincide with that of the FBO lease agreement in order to amortize proposed electrical, heat and lighting improvements in the amount of \$5,000. Discussion.

Mr. Flaherty made a motion to approve a five and 1/2 year extension to the Pod #4 lease agreement to expire on June 30, 1999 with all other terms to remain the same. Seconded by Mr. Post. All were in favor.

Discussion regarding public roadway signage for access to Valley Air Services. Mike Flaherty to research South Burlington regulations and advise Mr. Hamilton. Mr. Donahue left the meeting at this time and Mr. Varney entered.

**CAR RENTAL RFP:**

Mr. Hamilton reported that a meeting between himself, Mr. Corley and representatives of the car rental agencies was held in regards to the concession agreement and request for proposals (RFP). Based upon that meeting and further discussion the subcommittee recommend that the yearly minimum of \$60,000 and annual percent of 9.5% of gross revenues remain. Mr. Fagnoli and Mr. DeSarno requested that the Commission consider including language in the concession agreement that would provide for a reduction in the guaranteed minimums based on a decrease in deplanements. Discussion. Mr. Gutman expressed that all agencies have the right and opportunity to come to Commission in times of hardship to request reconsideration of agreement terms.

**CAR RENTAL RFP (CONT):**

He does not feel that it would be necessary to include language to that effect. Discussion. Mr. Flaherty suggested that written language be included that would provide for the opening to come back for re-negotiation. Discussion. The Commission agreed that counsel would be asked to draft language that would specifically state that with a 25% drop in deplanements the car rental agencies would have right to request an adjustment to the minimums. Mr. DeSarno then inquired whether the performance bond requirements could be dropped and the agreement itself extended from three years to five. Lengthy discussion regarding the performance bond requirements. Although many of the airport leases do not currently have performance bond requirements the Commission adopted procedures such that all new tenant agreements will include that language. Discussion. The Commission indicated they would get back to the rental car agencies with respect to these two items. Mr. DeSarno and Mr. Fargnoli left the meeting at this time.

**JULY & AUGUST OPERATING STATEMENTS:**

Discussion and review of August operating statements. Northwest Airlink accounts receivable was questioned. Mr. Hamilton advised that Northwest had been allowed to make payments on a monthly plan provided that they kept the current balance satisfied. Neither of these are being adequately addressed. Mr. Gutman suggested that in lieu of agreement to any future payment plans, when Northwest is in arrears a letter be sent giving them a deadline date to be current with indication to vacate if non-responsive.

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

**TAXI TASK FORCE ORDINANCE:**

Mr. Hamilton reported that the airport was in the process of redrafting the airport ground transportation rules and regulations to coincide with the City's new ordinance. The City will have only one document to cover the licensing of all taxi cabs and drivers. The Airport will then institute its own "fees" (similar to those now thought of as licenses) for operating on the Airport. Discussion.

**CCTA:**

Discussion deferred due to lack of representation from CCTA.

**INNOTECH/METRO HANGAR:**

Mr. Hamilton reported that Innotech has signed the license agreement for use of the Metro Hangar. However, they have requested that the airport repair the overhead heating units at a not to exceed estimate of \$3300.00.

Mr. Gutman made a motion to approve the expenditure of up to \$3400.00 for the repair of the overhead heating units in the Metro Hangar. Seconded by Mr. Cain. All were in favor.

**EXPENSE APPROVALS:**

Mr. Cain made a motion to approve the expenditure of \$3000 for asbestos removal in Building 880 for improvements to Premier space, a snow removal plow truck front brake replacement for \$5400, airfield lighting supplies for \$2017, terminal glass replacement for \$2223, tow behind sweeper hydrostatic motor repair for \$2100 and a 46" diameter runway sweeper broom for \$4661. Seconded by Mr. Flaherty. All were in favor.

**GRANT ACCEPTANCES & CONTRACT APPROVALS:**

Based on previous review and acceptance by the Chairman, Mr. Flaherty made a motion to accept the ILS Runway 33 Study grant at \$79,200 and the contract to Campbell Paris to conduct that study for \$82,290.00, the Landside Study grant for \$72,000.00 and the contract to HNTB to conduct that study for \$75,416.00, and the Perimeter Road/Drainage study for \$733,500.00 and the contract to Munson, the low bidder to construct the road for \$435,116.00 and for the drainage portion \$74,400.00 to HTA and \$66,900.00 to DPW. Seconded by Mr. Cain. All were in favor. The city council has accepted the ILS and Landside grants, and the Perimeter Road/Drainage will be presented at their September 13 meeting.

**CHANGE ORDER TO AIP-24:**

Mr. Hamilton explained that during reconstruction of Runway 1-19, it was found that the FAA duct bank across the runway at the taxiway 'B' intersection was only 12" below grade and not at the 32" depth indicated at the manholes when investigated during the design. In addition, the concrete surrounding the duct was found to have deteriorated to a point where the weight bearing strength

**AIP-24 CHANGE ORDER (CONT.):**

of the duct was questionable. After discussions with Airways Facilities and Airports Division personnel, it was determined that the most desirable course of action was to construct new duct banks for the power and control cables which serve both the ASR and ILS facilities. Cost of installing new electric manholes, installing new concrete encased ducts, removing the existing ducts and regrading the subgrade material will total \$32,490 of which the local share will be \$1,300.

Mr. Cain made a motion to approve a contract change order to AIP-24 in the amount of \$32,490.00. Seconded by Mr. Flaherty. All were in favor.

**VEHICLE PURCHASE AMENDMENT:**

Rick Varney, Director of Operations presented a request and justification for the expenditure of additional funds the two previously approved vehicle purchases. Discussion and inquiry regarding need for diesel Suburban and a response that all of the airport vehicles are being replaced with diesel engine and the Suburban offers the desired capacity requirements. Discussion.

Mr. Cain made a motion to approve an additional \$5000 for the combined purchase of the Operations Suburban vehicle and the terminal one ton dump body truck. Seconded by Mr. Flaherty. All were in favor.

**FY'93 YEAR END FINANCIALS:**

Tamara Gagne presented an unaudited year end report for fiscal year 1993 which reflected two versions - one based on exclusion of restaurant and interest income revenues. Discussion. The Commission agreed that in order to be consistent, both the restaurant revenue (to amortize renovations of \$400,000 taken from non airline funding) and the interest incomes should be excluded from revenues. Commission also agreed that the baggage claim renovation of \$34,754 should be accomplished as planned under the FY'93 capital program. The indicated loss then to the airlines would be \$180,240. The Commission directed that the airlines be notified that the landing fees would be increased this fiscal year by \$.05/1000 lbs.

**MCNEIL & MURRAY INVOICES:**

Mr. Flaherty made a motion to approve the McNeil & Murray invoice for the period of June 30, 1993 to July 22, 1993 in the amount of \$1618.90. Seconded by Mr. Cain. All were in favor.

Mr. Flaherty left the meeting at this time.

**MANAGER'S REPORT**

Dick Corley, Joe McNeil and JJ will attend the Aug 23, 1993 Board of Finance meeting to inform them of the **Business Air litigation**.

Soil borings, as required by the **fuel farm relocation study**, have produced contaminated soil. Further meetings will be held with counsel and consultants to determine the method in dealing with this issue.

The **Reconstruction of Runway 1/19** began on Aug 2. Project has progressed very well. The electrical portion of the project began Aug 9.

The World Aviation Research Bureau out of Canada has been in contact with the Airport regarding possible **air service** between Toronto and Burlington with 727 service. They have visited the terminal and have found airport fee structure acceptable. They are only in the pre-planning stage.

Innotech Aviation no longer handles the airport **international trash** and Valley Air will now assume that responsibility.  
Discussion.

Parker Aviation has advised that an **airshow** has been tentatively scheduled for next September 17 and 18th featuring the *Blue Angels*. Mr. Hamilton indicated that acceptance of this demonstration team would mean closure of the Airport on Thursday, Friday, Saturday and Sunday. Discussion. The Commission indicated that Parker Aviation should proceed.

The next meeting of the Commission was set for Tuesday, September 19th at 4:00 p.m.

There being no further business, the meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**AUGUST 1993**

**NO MEETING HELD**



**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, JULY 27, 1993**  
**12:00 NOON**

**PRESENT:**

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

John J. Hamilton  
Tamara S. Gagne  
Robert McEwing  
Richard C. Varney

Joe McNeil and Frank Murray - McNeil & Murray

The meeting was called to order by the Chairman, Mr. Corley at 12:04 p.m.. Mr. Varney entered the meeting at 12:23 p.m.

Mr. Flaherty made a motion to enter executive session to discuss the pending Business Air litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 12:05 p.m.

The meeting resumed regular session at 1:14 p.m.

**PREMIER LEASE OF BUILDING 880:**

Premier Catering has requested permission to rent available space in Building 880, to which they would relocate their catering and kitchen service. The proposed rental rate is \$4.50 per square foot triple net with term being month to month until March 1994. The Airport will provide fit-up to the extent that in-house labor can handle. Mr. Gutman questioned whether this rate was consistent with other Building 880 tenants and received an affirmative response from Mr. Hamilton. Discussion.

Mr. Post made a motion to approve the rental of space within Building 880 to Premier Catering, Inc. at a rate of \$4.50/s.f. triple net on a month to month basis. Seconded by Mr. Flaherty. All were in favor.

**NORTHEAST AIRLINK:**

Mr. Hamilton reported that Northwest Airlink has offered a payment plan in response to their default notice. They have proposed and completed similar payment plan offers in the past. The Commission agreed to accept the plan.

Mr. Hamilton advised that **WARPLANES** was being found in default for their May and June payments. Discussion.

**MANAGER'S REPORT**

Mr. Hamilton reported that a meeting has been held with Mike Flaherty, Chuck Haftner - City of South Burlington Manager and himself to discuss the terms of the **TAX STABILIZATION** agreement. Mr. Post made a motion to enter executive session to discuss the terms of the tax stabilization agreement, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Gutman. The meeting entered executive session at 1:25 p.m.

The meeting resumed regular session at 1:31 p.m. Mr. Flaherty left the meeting at 1:26 p.m.

**TRAVEL REQUEST:**

Mr. Post made a motion to approve the expense of travel monies for Mr. Hamilton and Mr. McEwing to attend the ACI National Conference in Nashville, Tennessee in mid October, 1993. Seconded by Mr. Gutman. All were in favor.

Mr. Post made a motion to approve the expense of travel and education funds, estimated at \$400, for the airport electrician to attend the annual lighting seminar sponsored by Crouse Hinds in Windsor Locks, Connecticut. Seconded by Mr. Gutman.

There being no further business the meeting adjourned at 2:00 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, JUNE 29, 1993**  
**4:00 P.M.**

**PRESENT:**

J. Richard Corley, Chairman  
William Post  
Michael Cain

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

Peter Brownell - Mayor, Chuck Rolecek, Bill Weigle, Elisabeth David - Premier/One Flight Up, Bob Bell - NWS, Doreen Kraft, Adele Dienno - CCTA, Brendan Kelleher - City Treasurer.

The meeting was called to order by the Chairman, Mr. Corley at 4:11 p.m.. All of the above listed individuals, except for Mr. Kelleher were present at this time.

**AIRPORT PARKING FACILITY:**

A general discussion regarding the current operating agreement between the Airport and the Department of Public Works ensued with Mayor Peter Brownell. Mr. Corley expressed an interest in having some capital improvements accomplished in the lot and indicated that an additional meeting to discuss responsibility and share of costs would be required. Mr. Brownell then explained that some of the downtown lots and potentially the airport facility would be equipped with computerized ticket fee equipment, intended to prohibit the over charging and pilfering of monies from parking fees. Mr. Brendan Kelleher entered the meeting at this time. Discussion.

Mr. Post made a motion to approve the renewal of the parking lot management agreement between the Airport and the City of Burlington Public Works Department under the same terms for a period of one year. Seconded by Mr. Cain. All were in favor.

**ACCOUNTING SERVICES CONTRACT:**

Mr. Kelleher, upon indication that the ongoing service from the City for the Airport accounting services has been good and the cost has not increased for three years, requested a "modest" increase. Discussion. Mr. Cain inquired about whether Airport funds were invested. Mr. Kelleher explained that the Airport account funds are maintained as a part of the general "sweep" account with interest calculated for the Airport on a daily basis by Lynn. Discussion. It was agreed that the Commission is interested in exploring investment opportunities.

Mr. Cain made a motion to approve the accounting services contract between the City of Burlington Treasurer's Office and the Airport for the 1994 fiscal year at a rate of \$37,000.00. Seconded by Mr. Post. All were in favor.

At this time, **Mr. Bob Bell, new Meteorologist in Charge (MIC) of the National Weather Service**, was introduced and welcomed to the airport. Mr. Bell expressed his enthusiasm for being able to expand their facility here in the airport vs having to relocate and to be able to provide the latest and most advanced weather forecasting office in the region by 1996. Mr. Bell also indicated that this Burlington station currently has the unique DOPLAR radar system in place.

Mayor Brownell, Mr. Kelleher and Mr. Bell left the meeting at this time.

**PREMIER CATERING/ONE FLIGHT UP - CHUCK ROLECEK & BILL WEIGLE:**

Mr. Rolecek, President of Stelex Corp. (parent company for Premier and One Flight Up) requested Commission meeting attendance to update the Board on the Premier Catering business at the Airport. Mr. Rolecek explained that the airline catering, despite expectations that the January through April period was the low end of the scale, continues to decrease. He indicated that Premier will be doing more of its food preparation out of the restaurant facility, researching possibility of relocation from Williston and a general downsizing of the company. He also indicated that Premier may be asking for a concession on the port fee arrangement it has with the Airport at some future time if airline catering continues to decline. Mr. Wiegler then presented a proposed departure lounge kiosk operation to offer snacks and beverages to the airline passengers who will no longer have those amenities offered on the flight. The Commission expressed their agreement in proceeding with coordination with the airline representatives and could not understand why they would not be full cooperation from them.

Mr. Rolecek, Mr. Weigle and Ms. David left the meeting at this time.

**CCTA - DOREEN KRAFT:**

Doreen Kraft, Marketing Director for CCTA, presented a year end progress report on the Airport supported transportation educational program. Adele Dienno, Educational Coordinator for CCTA, was introduced and reported that she had met with over 780 students and brought 33 trips to the Airport during this sponsored program. Pictures, letters, educational tour pamphlets and packets were presented for review. Ms. Kraft then indicated that CCTA was hopeful that the Airport would continue to be a sponsor of this effort. Explained in her letter of June 24, 1993 was the proposed plan for a \$10,000 sponsorship. In support of her request for additional monies, Ms. Kraft explained that under the "K-12 Student Free Fare Program" of 1991-1992 CCTA retained 42% of the youth ridership during the following year. The Commission indicated that they would consider this request after review of the Airport financial statements.

**MINUTES:**

Mr. Cain made a motion to approve the **minutes of April 15, 1992** and the **minutes of May 20, 1993** as presented. Seconded by Mr. Post. All were in favor.

**MAY WARRANT & OPERATING STATEMENTS:**

The May warrant and operating statements were reviewed and discussed. Lynn was recognized for having produced a cover sheet and table of contents for the reports which will serve to assist in the reviews. Mr. Hamilton provided an updated accounts receivable picture and advised that Northwest would be sent a default notice for their receivable balance. Discussion. Mr. Cain questioned the PFC status and was advised that a meeting of the subcommittee to study is in order.

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

**MCNEIL & MURRAY INVOICE:**

Mr. Cain made a motion to approve the McNeil & Murray invoice for the period of April 23 to May 22, 1993 in the amount of \$4,021.93. Seconded by Mr. Post. All were in favor.

**APPOINTMENTS:**

Mr. Cain made a motion to appoint Tamara Gagne to the position of **Clerk of the Board** for the period of July 1, 1993 to June 30, 1994. Seconded by Mr. Post. All were in favor.

The floor was opened for nominations for Chairman of the Airport Commission with J. Richard Corley being nominated by Mr. Cain. No further nominations were made. Mr. Cain made a motion that J. Richard Corley serve as **Chairman of the Airport Commission** for the period of July 1, 1993 to June 30, 1994. Seconded by Mr. Post. All were in favor.

Mr. Post made a motion to re-appoint John Hamilton to the position of **Director of Aviation** for the period of July 1, 1993 to June 30, 1994. Seconded by Mr. Cain. All were in favor.

**MANAGER'S REPORT:**

Dick Corley accepted the **AIP-22 Grant** for an approximate amount of \$2,798,419.00, and the low qualified bid from Pike Industries for Contract One (Reconstruction & Lighting of Runway 1/19) of that grant for \$2,292,911.00. Contract Two (T/W 'G' Lighting/New Electrical Vault/Airfield Signage) bid opening on June 24 indicates NECCO to be the low bid at \$407,134. Mr. Hamilton reported that Hoyle, Tanner & Associates have expressed a concern regarding the performance history by NECCO. A "pre-pre-construction" meeting is to be held to "lay the cards on the table" with NECCO. Discussion. Mr. Corley will also attend this briefing.

**YEAR END REPORT** -- Expect to have for the September meeting a report that can be forwarded to the airlines showing landing fee adjustment from .46/1000 to .51/1000.

**AIRPORT REVENUE DIVERSION** -- Nine municipalities have diverted over \$18 million dollars in airport revenues into city, county, and state coffers iaw the DOT Inspector General, and the search is not yet over.

**MEETING EXECUTIVE SESSIONS** -- A memo has been received from the City Attorney's office regarding criteria for executive sessions and nondisclosure of documents and cautioned all City Boards against entering executive session without just cause. The statutory provisions that can be used for justification were provided by McNeil & Murray and will be available for each meeting through the Clerk.

**BIRDS** -- English Sparrows and Pigeons are becoming a safety problem for the airlines while aircraft are parked on the terminal ramp. Department of Agriculture and Fish/Wildlife personnel are assisting with means of removing the problem.

**PERIMETER ROAD** -- The design submitted by Webster/Martin for the construction of the road around Runway One, below runway height has been reviewed. Due to the terrain, the road grade will be too steep for tugs and fuel trucks, especially during the winter. This will necessitate placing the road at runway height, with a maximum 5% grade. The road at its lowest point will be 12' below runway level. This design results in displacing the Runway One threshold by 250', which has no impact to the users of the runway. Webster/Martin is now finalizing design for "at grade" level. It is expected that construction will be completed prior to winter at an estimated cost of \$785,000. Negotiations with Munson, however, continue on acquiring the parcel of land referred to as the "triangle".

**LANDSIDE STUDY** -- A meeting with HNTB and Mike FLaherty to review the scope of work approved at the May meeting was held on June 21. Phase one presentation to the entire commission Sept-October time frame.

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

**BUSINESS AIR LITIGATION** -- More delays. The court has put off jury draw until Sept-Oct time frame due to court schedules.  
**MOHAWK AIRLINES** -- Suspended service in order to realign management that would be acceptable to the FAA. Unknown as to what prompted that action, but they have already resumed service.  
**CONTINENTAL** -- \$22,102 remaining on their bankruptcy payment plan.

**YEAR END FINANCIAL STATUS:**

Mr. Hamilton explained that based upon the projection through June 30, 1993, the Airport will have expended funds in excess of revenues by \$53,000. This number does not reflect the expenditure of baggage claim renovation funds, approved at the last meeting. The revenues of approximately \$40,000 from the Airport restaurant have been deducted from the total revenues figure as previously directed. Discussion. The Commission agreed to use the restaurant revenues to complete the planned baggage claim renovations.

Mr. Cain made a motion to enter executive session to discuss negotiating or securing of real estate purchase options for property on Airport Drive and to discuss the Innotech Aviation lease agreement and pending Business Air litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. All were in favor. The meeting entered executive session at 5:35 p.m.

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

Lynn Coddington left the meeting at this time.

**AIP-22 ENGINEERING CONTRACT AMENDMENT:**

Hoyle, Tanner & Associates engineering contract for AIP-22 needs an amendment in the amount of \$64,000 to develop plans and specifications, testing, contract administration and resident engineering for expansion of the airfield electrical vault to provide adequate electrical distribution for Taxiway 'G' and airfield signage. This was the result of the electrical evaluation. Motion to approve with FAA concurrence, which is forthcoming, is required.

Mr. Cain made a motion to approve the Hoyle, Tanner & Associates engineering contract on AIP-22 in the amount of \$64,000. Seconded by Mr. Post. All were in favor.

**JOURNEYMAN ELECTRICIAN POSITION:**

Mr. Corley reported having met with the Staff earlier in the day and discussing the justification for a full-time journeyman electrician position. As was established at the last meeting, the justification due to increased work load has been satisfied. The Staff researched the possibility of contract labor and has determined that full time contract labor is against Federal, State and City of Burlington labor acts and that the unique airport electrical systems do not set themselves up for the part-time contract labor. The Staff also has come up with recommendations for cost saving measures to offset some of the position costs, specifically for the performance of the basic HVAC p.m. contract. Discussion.

Mr. Post made a motion to approve the full time position of journeyman electrician for the Airport. Seconded by Mr. Cain. All were in favor.

Mr. Cain left the meeting at this time.

**FY'94 CAPITAL PURCHASES:**

The Airport five year vehicle replacement program was presented with a request for approval to purchase the delayed FY'93 vehicle purchase and the two FY'94 vehicles. Discussion. Airport Staff agreed that the purchase of the replacement airfield snow removal truck could be postponed. Mr. Corley and Mr. Post then agreed that the purchase of an Operations replacement vehicle and a terminal replacement truck were justified.

The approval was also given for the additional FY'93 capital expense of \$6,000 for an environmentally conscience parts cleaner, which will replace the need for a monthly service contract as performed at this time.

There being no further business, the meeting adjourned at 6:03 p.m..

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board



**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
THURSDAY, MAY 20, 1993  
4:00 P.M.**

**PRESENT:**

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

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

Bill Ellis & Nancy Sheahan - McNeil & Murray, Cindy O'Hara - Airport Foreperson, Mike Catella - Airport Electrician

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

**JOURNEYMAN ELECTRICIAN:**

Cindy O'Hara, Airport Foreperson made a presentation on the merits of hiring a journeyman electrician to assist Mike Catella in his daily and preventative maintenance schedules. The majority of the justification was based on new airfield lighting and lighting requirements as well as the creation and implementation of comprehensive terminal and airfield p.m. programs. Discussion. The Commission understood and agreed upon the need for additional man hours. Mr. Corley indicated a reluctance to add to payroll costs considering the current economic situation. He suggested use of contracted labor. Discussion. Mr. Gutman requested that management detail in what other areas the budget could be cut to allow for this additional cost, to which Mr. Post agreed. Discussion. Mr. Cain requested additional time for consideration.

Mr. Cain made a motion to enter executive session to discuss lease and contract negotiations, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Post. All were in favor. The meeting entered executive session at 4:25 p.m.

The meeting resumed regular session at 4:35 p.m.

**LEASES & CONTRACTS:**

A discussion began regarding the renewal of the McNeil & Murray legal services contract. Mr. Gutman began questioning the legal fees associated with the Business Air litigation.

Mr. Gutman made a motion to enter executive session to discuss pending litigation, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 4:40 p.m.

The meeting resumed regular session at 4:46 p.m.

Nancy Sheahan indicated that McNeil & Murray were not proposing an increase to the hourly fees now paid by the Airport. No action taken.

**OPERATING STATEMENTS:**

Mr. Corley initiated a discussion regarding the FY'93 year end projections. The decision before the Board is whether to pay for the Business Air litigation fees from regular operating monies or from the airport undesignated fund balance. Discussion. Several Board members discussed the favoring of leaving that expense as a part of regular operating expenses. Mr. Corley then reviewed the prioritized expense and capital detail presented by the staff and attempted to determine the "true priorities". Discussion. Huck suggested proceeding with the first four detailed expense items equating to \$23,435

Mr. Post made a motion to leave the Business Air litigation costs in the expense budget. Seconded by Mr. Cain. Discussion. Dick Corley recommended that prioritized expenses and capital items be accomplished in an amount not to exceed a \$50,000 deficit which will increase the landing fees by \$.05. Huck suggested proceeding with the five prioritized expense items equating to \$30,435 and all agreed that the baggage claim renovations, estimated at \$33,000 should be completed. The motion was called and all were in favor.

The Commission continued to review the operating statement reports.

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

Mr. Gutman made a motion to enter executive session to discuss contracts, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 5:13 p.m.

The meeting resumed regular session at 5:15 p.m.

Mrs. Gagne reported that the **accounts receivable** continued to have only two problem accounts - Warplanes and Northwest Airlink. She advised that Northwest Airlink, following this meeting, was to be found in default of their operating agreement and attachment of performance bond would be enacted.

**LANDSIDE STUDY:**

Mr. Hamilton reported that the subcommittee for the landside study has met with HNTB and are recommending proceeding with a two phase approach. Discussion. Many of the commissioners expressed opposition to proceeding with this project. Mr. Corley recommended review of the other AIP projects, including land acquisition, before approval of this study.

**APPRAISALS:**

Mr. Hamilton requested approval to conduct appraisals and review appraisals for three properties on Airport Drive, in the proximity of previously purchased properties, in accordance with the land acquisition program. The cost is \$4500.00.

Mr. Cain made a motion to proceed with the appraisals of the Airport Drive properties at a cost of \$4500. Seconded by Mr. Post. All were in favor.

Mr. Gutman made a motion to enter executive session to discuss pending contact negotiations, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 5:29 p.m.

The meeting resumed regular session at 5:38 p.m.

**AIP-22 GRANT ACCEPTANCE:**

Mr. Hamilton explained that AIP-22 is the Runway 1/19, airfield signage, Gulf Taxiway lighting, r/w temperature sensing system and airfield electrical vault programs for the summer. The grant is expected to arrive the first week of July, which will not coincide with the July commission, Finance Board or City Council meeting dates. Therefore, request is made to give the Chairman authority to accept the grant when received. The City Council is expected to provide the same type of authorization to the Mayor. Total estimated grant is \$2,310,000.

Mr. Cain made a motion to approve the acceptance of the pending grant for AIP-22 based on the estimated amount and to give authority to the Chairman, Mr. Corley for official acceptance upon receipt. Seconded by Mr. Flaherty. All were in favor.

**EXPENSE APPROVAL:**

Mr. Hamilton reported that three bids were received on the yearly purchase and planting of flowers for the terminal front. His recommendation is to proceed with the proposal received from Champlain Valley Landscaping at a cost of \$2100.

Mr. Cain made a motion to approve the flower purchase expense of \$2100 to Champlain Valley Landscaping as recommended. Seconded by Mr. Flaherty. All were in favor.

**MANAGER'S REPORT**

A hearing conservation program has been established for educational and liability purposes.

**AFSCME:** Paul Sutherland has been appointed by Mayor Brownell to represent the City's interest during collective bargaining. He has been briefed on management and commission concerns regarding the City's collective bargaining posture.

**South Burlington request:** South Burlington Fire Department has requested use of the residences that we own on Airport Drive for non-destructive training. Their request has been forwarded to Chuck Haftner and Mike Flaherty, in that, it could be a potential public relations concern. As of this writing there has been no word from either party.

**Hathaway Property:** Mr. Hathaway's latest offer is \$175,000 plus \$20,000 relocation allowance. Relocation is determined through specific methods and is non negotiable. His posture is that "this has gone on long enough" and he has cash and health problems, and "can no longer fight." We either accept his offer by Friday, or he cuts a deal with his partner Guy and then we can deal with him. Commission directed that JJ contact Guy.

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

**City Council Taxis Task Force:** The city council, in response to downtown cabs request for a price increase, made resolution appointing a task force to determine if there is justification. Part of the task force duties are to attempt to incorporate all city taxi regs into one ordinance, which could impact the Airport's regs. The process is being monitored closely but it is recommended that a Commissioner attend the four to six meeting to be held in this regard. Discussion. Huck Gutman will serve on this task force committee.

**Massport Peak Hour Pricing:** Massport is again requesting of DOT the right to invoke price increases as a way to relieve their congestion problems. A meeting was attended by JJ with Massport reps and Vt. Sec. of Transportation (Pat Garahan) on 5-17-93 to discuss their proposal and the impact on BTV. I suggested that they speak with the commission prior to any final decisions. According to their studies, the impact to Burlington's 20-23 daily round trips to Logan would be minimal. Their interpretation of minimal is debateable. The process will be closely monitored.

**Annual FAA Airport's Certification Inspection:** The annual certification inspection was held on Tuesday May 18 and an outbrief on Wednesday May 19 with Mike Flaherty in attendance. The Airport passed with no write-ups and the only concern was with the fuel farm.

**Runway 33 ILS:** Plans for this project continue to be on the front burner. Senator Leahy has spoken with DOT in this regard.

**NWS Expansion:** Present timing for the expansion indicates a construction period from 6-94 to 4-95. In that regard consideration should be given to hiring an architect to assist with plans and design for the remainder of the dance hall and the reconfiguration of Gate 1/2.

**On Airport Car Rental Agreement:** The one year extension to the three year agreement terminates 10-93. I will be setting a preliminary meeting to hear their concerns and discuss future agreements. Recommend commission representation at the meeting.

**Taxi Driver License Denial Appeal:** In accordance with the regs, an applicant that is denied an airport drivers lisenche by the manager may appeal that decision to the commission. Request Mike Cain hear the appeal of Dominic Ladue. Hearing date to be determined and set with Michael Cain.

**June Commission Meeting Dates:** A reminder, that in accordance with the city charter, commissions are to meet between June 25 and Jul 1 for reappointments of department positions. Discussion. The June meeting will be held on Tuesday, June 29, 1993 at 4:00 p.m.

**Parking & Accounting Services Contracts:** These contracts expire on June 30, 1993 but due to FY'94 Budget preparation, neither the Mayor or Brendan Kelleher are able to attend this meeting. They have requested to be on the June agenda.

**Roardai Airlines** is now being handled by Northwest Airlink instead of Continental Airlines.

**LEASES & CONTRACTS (CONT.):**

Mr. Hamilton recommended the renewal of leases and contracts for one year at same terms as current rates.

**I.T.S.**= terminal office space, \$29.61/s.f.

**COMMENCERS**= ground transportation, terms as agreed to during budget preparation (\$44,928/yr)

**MERCHANTS**= in terminal auto-teller machine, \$300/mo + \$.50 per transaction fee

**FEDEXP DROP BOX**= in terminal, \$750.00/yr

**A. N. DERINGER**= customs broker in bldg 880, \$10.50/s.f. building & \$0.21/s.f. + CPI ground rent

**KONICA**= film processing distributor in bldg 880, \$10.50/s.f. building & \$0.21/s.f. + CPI ground rent

**ABX INC.**= aircraft ground handling for Airborne Express in bldg 870, \$8.00/s.f. building & \$0.21/s.f + CPI ground rent

Mr. Cain made a motion to approve the annual lease renewals for ABX, Inc., A.N. Deringer, Konica, I.T.S., Merchants and Federal Express Drop Box leases as submitted and to approve the annual contract renewal for the ground transportation agreement to Commencers as budgeted. Seconded by Mr. Flaherty. All were in favor.

**HVAC CONTRACT:**

Mr. Hamilton requested approval to request proposals for the hvac contract and to give Northeastern HVAC a termination notice. The current contract does allow for a thirty day cancellation notification and due to contract performance problems, this is the recommended course of action.

Mr. Cain made a motion to approve the recommendation of the Manager to give notice to Northeastern HVAC and subsequently request proposals from qualified heating ventilating and air conditioning firms. Seconded by Mr. Flaherty. All were in favor.

**LANDSIDE STUDY (CONT.):**

A lively discussion ensued regarding need vs use vs cost.

Mr. Cain made a motion to proceed with phase one of the landside study with the consultant Howard, Needles, Tammen & Bergendoff (HNTB) at a cost of \$21,558. Seconded by Mr. Flaherty. Discussion. The motion passed in favor 3-1 with Mr. Gutman opposed.

There being no further business, Mr. Cain made a motion to adjourn at 5:55 p.m..

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**THURSDAY, APRIL 15, 1993**  
**4:00 P.M.**

**PRESENT:**

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

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

Art Vigil - Continental

**CONTINENTAL - ART VIGIL:**

Mr. Art Vigil, station manager for Continental Airlines, came to Commission meeting to address his concerns about the services of Innotech Aviation and most recently regarding an unavailability of fuel incident. Mr. Vigil indicated that if another FBO were available to provide the fueling service, then Innotech would not be utilized. Discussion. Issue expressed was whether Innotech was fulfilling the requirements of maintaining an FBO status. Discussion. JJ directed to write an inquiry to the President, Mr. Plummer, in this regard.

**MINUTES:**

Mr. Flaherty made a motion to approve the minutes of March 23, 1993 as presented. Seconded by Mr. Post. All were in favor.

**OPERATING STATEMENTS:**

Discussion. The police services monthly debit of \$49,300.78 was explained to be an actual cost debit with the assurance that the contract total of \$350,000 would not be exceeded. A general discussion of the revenue comparison report, and combined operating and expense report ensued. The Chair commented that the accounts receivables were "exceptional".

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

**MCNEIL & MURRAY INVOICE:**

A discussion of the Business Air legal expenses evolved regarding the McNeil & Murray invoice. Mr. Hamilton recommended that the invoice be paid except for the expense items under the Business Air litigation due to investigation of appropriate debits in this regard. Discussion.

Mr. Post made a motion to approve the McNeil & Murray invoice for the period of 02-23-93 to 03-22-93 in the amount of \$1196.38 for miscellaneous charges and \$39,204.22 with the exception of Business Air expenses. Seconded by Mr. Flaherty. All were in favor.

Mr. William Ellis and Francis Murray of McNeil & Murray entered the meeting at this time.

**PRATT & WHITNEY:**

Mr. Hamilton reported that the sub-lease from Innotech and the operating agreement with the Airport still remains to be executed. The continuing delay revolves around environmental concerns; specifically the airport being held harmless for any contaminated soil. Counsel has amended some of the language, which still holds us harmless, but specifically now states that once it is certain that there is no contaminated soil attributable to P&W after expiration of their operating agreement that they then will be held harmless. The amended letter of agreement in this regard will be forwarded to the parties with commission concurrence.

**MOHAWK AIRLINES:**

Horizon Air, Inc. doing business as Mohawk Airlines, headquarter in Syracuse NY, has requested approval to begin operations from the Burlington Airport to Hartford, CT with Metro 111's. Continental will provide ground handling services. They will have no leasehold interest and will only be responsible for landing fees and thus will not require a performance bond. Discussion.

Mr. Flaherty made a motion to approve the operating agreement request of Mohawk Airlines as described. Seconded by Mr. Post. All were in favor.

**HTA AIP-22 CONTRACT AMENDMENT:**

Due to the new regulatory requirement for airfield guidance signage, significant increases to electrical load and distribution from the airfield electrical vault will be necessary under the Rehabilitation of R/W 1-19 project. The additional fee to HTA to determine the requirements is \$6100.00, which has received FAA concurrence.

Mr. Post made a motion to approve the AIP-22 (Rehabilitation of R/W 1-19) engineering contract amendment in the amount of \$6100.00 as described. Seconded by Mr. Flaherty. Discussion. Mr. Gutman questioned the detail of the electrical vault work and inquired whether BED will be able to provide assistance. Discussion. Motion passed in favor.

**MANAGER'S REPORT**

**K-1 Services** was found in default of their operating agreement for performance of non authorized work within a restricted area. JJ reported that he believes that Mr. Couture will ask for a hearing on these charges, which he will schedule in accordance with availability of the airport attorney. Discussion. Mr. Gutman suggested that in lieu of a hearing that Mr. Corley meet with K-1 in this regard. Discussion. JJ to set up meeting with K-1, the Chair and himself.

**AFSCME:** The Executive Board voted to take the Rick Brown grievance to arbitration. All pertinent information on how the airport deals with an arbitration is being acquired at this time.

**Biosolids:** South Burlington has given approval to the Chittenden Solid Waste District to build a biosolids treatment facility at their water treatment plant. The Airport will be on record that this location is not acceptable due to the exhaust stack associated with the treatment facility that will appear in the clear zone of Runway 15-33.

**New England Travel Service** has given their 30 day notice that they will be leaving the Airport. A use option would be a mini business area with coin operated fax and copy machines being researched by Mrs. Gagne.

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

A letter has been sent to **Senator Leahy Letter** requesting consideration of the ILS for Burlington Airport. Discussion. Huck suggested that Congressman Sanders and Senator Jeffords receive copies of similar correspondence.

**Stolen Cars:** Four automobiles have been stolen from both long & short term parking lots within the last few months. These are under investigation by Burlington Police - Airport Division.

**Land Acquisition:** Bob McEwing presented written detail regarding the purchase of property at 2030 Williston Road (currently on the market). In addition, Mr. Hamilton reported that after withdrawing the offer on the Phil Hathaway Airport Drive property, there has been no activity. Discussion. Mike Flaherty suggested that Mr. Hathaway be contacted again in regards to the upcoming close of the fiscal, the prospect of new land purchase and our need to move forward due to both of these items. Options then discussed regarding use of owned land for leaseback for parking.

The **Finance Board** approved the '94 budget and the Taxiway "A" grant amendment. Make-up of the new board is as follows: Peter Brownell, Brendan Keleher, Bill Aswad (D), Dianne Deforge (R), Jane Knodell (PC).

**FY'93 Year End Projections** are expected to be submitted at the May meeting with a discussion of appropriate expenditures of remaining funds.

Mr. Post made a motion to enter executive session to discuss pending litigation, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 5:03 p.m. with the present Commissioners, present Airport Staff and legal counsel.

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

The Commission gave McNeil & Murray authority to settle the Business Air litigation with an offer up to \$90,000.

There being no further business, Mr. Post made a motion to adjourn. Motion passed and meeting adjourned at 5:45 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board



**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, MARCH 23, 1993**  
**4:00 P.M.**

**PRESENT:**

J. Richard Corley, Chairman  
William Post  
Michael Cain  
Lynn Coddington

John J. Hamilton  
Tamara Gagne  
Robert McEwing  
Richard Varney

Mike Sacco - Innotech, Frank Donahue - Valley Air, Mike Catella - Airport Electrician/Union Steward, Cindy O'Hara - Airport Foreperson, Richard Brown - Airport Ops Specialist, Lyndol Atkins - AFSCME President, Pat Lovejoy - AFSCME Vice President, Gretchen Bailey - C.O.B. Personnel Director

The following items were discussed by Mr. Corley and Mr. Post pending the arrival of Mr. Cain.

**METRO HANGAR:**

Innotech Aviation had sent a proposal to the Commission for the rental and occupancy of the "Metro" Hangar. Mr. Frank Donahue of Valley Air submitted a proposal at this time. Mr. Corley indicated that the Commission's desire is to sell or long term lease this facility, although no proposals have been received that satisfy either of these requirements. Mr. Sacco and Mr. Donahue were advised that the Commission would review the details of each proposal in executive session and return an answer to them through Mr. Hamilton.

Mr. Cain arrived and the meeting was called to order at 4:20 p.m.

**AFSCME GRIEVANCE:**

Mr. Pat Lovejoy, Vice President of AFSCME, explained that a grievance has been filed by Richard Brown, Airport Ops Specialist because he was not hired to fill the Airport Foreperson position. Mr. Lovejoy explained that Mr. Brown met the minimum qualifications, should have been awarded the position and is also the "senior" applicant. He also indicated that the Union is "happy" that a union member was hired, but seniority was not considered and that Mr. Brown has maintenance experience gained directly at this airport. The union position is that if two union members have relevantly equal abilities or qualifications then the senior employee should be awarded the position. Mr. Atkins then indicated that the Union feels that management made the wrong decision and did not show that Rick Brown "could not grow into that position". Discussion. Gretchen Bailey spoke on behalf of the City and Airport Management and reported that the requirements of both the City and Union processes for hiring were met. She indicated that the final decision is in fact a discretionary/management decision, not to be altered if the process has been followed and the record supports that decision.

**AFSCME GRIEVANCE (CONT.):**

All factors were considered including the fact that management had the unique and fortunate opportunity to have seen the performance of both candidates. Discussion. Mr. Corley indicated that the Commission would enter executive session to discuss and reach their decision and would return that information to the Union within the prescribed time. Mr. Atkins requested assurance that the only persons to be allowed in that executive session would be the Commissioners, which he received.

**MINUTES:**

Mr. Cain made a motion to approve the Minutes of February 23, 1993 as presented. Seconded by Mr. Post. All were in favor.

**FEBRUARY OPERATING STATEMENTS:**

Discussion regarding the legal costs of the Business Air litigation. Dick Corley indicated that the cost of the DC-3 expert is estimated at \$25,000. Discussion. Tamara Gagne reported that the Business Express accounts receivable appears to be the result of a "lost" November landing fee invoice and the Fenton Hill accounts receivable is due to an incorrect gross revenue adjustment. Other accounts receivable, Warplanes, Continental, and Northwest, are same situations that have been previously reported. The gross and concession revenue reports were reviewed and discussed.

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

**MCNEIL & MURRAY INVOICE:**

Mr. Cain made a motion to approve the McNeil & Murray invoice in the amount of \$31,056.51 for the period of January 23, 1993 to February 22, 1993. Seconded by Mr. Post. Discussion. All were in favor.

**ENGINEERING CONSULTANT CONTRACTS:**

Mr. Hamilton requested approval of the Webster Martin engineering contract for the perimeter road project in the amount of \$130,000 and for approval of the Hoyle, Tanner & Associates engineering contract for the "G" Taxiway project in the amount of \$358,500.

Mr. Cain made a motion to approve, pending FAA acceptance, the above referenced engineering contracts as described. Seconded by Mr. Post. All were in favor.

**CAPITAL PURCHASES:**

Mr. Hamilton requested approval of capital funds for the purchase of a basic mechanics tool set in the amount of \$8006.00. Mr. Hamilton explained that the Airport has never owned the required tools for vehicle maintenance and the three mechanics now work from one set of tools that belong to the Chief of Vehicle Maintenance. Discussion. The Commission expressed a concern on the control method for these tools. Discussion.

Mr. Cain made a motion to approve the capital funds for the purchase of one basic mechanics tool set. Seconded by Mr. Post. Discussion. The Commission directed that an inventory audit be performed within 6-8 months from purchase date. All were in favor.

**TRAVEL:**

Mr. Hamilton requested travel approvals for one person to attend the annual FAA Part 139 Certification Seminar in Bradley, Connecticut at a cost of \$225 and for three persons to attend the annual International Aviation Snow Symposium on April 25-29 in Buffalo, New York at an estimated cost of \$1600.

Mr. Cain made a motion to approve the travel requests as detailed. Seconded by Mr. Post. All were in favor.

**FIVE YEAR CAPITAL PROGRAM:**

Mr. Hamilton requested that the capital programs subcommittee, Mr. Post and Mr. Cain, meet with the airport staff prior to the April meeting to finalize the details of the five year plan. Discussion. The airport has received some airline feedback that they will be taking a hard line on capital spending and are not in favor of the passenger facility charge implementation.

**MANAGER'S REPORT**

A contractor that has been involved with new construction at the Air Guard has filed a mechanics lien over a \$750.00 bill. The Airport has been named as the landlord. Uncertain at this time if a perfected lien has been filed. Still awaiting more info from the Guard as to how they are handling the situation.  
**Airshow:** Jim Parker has indicated that the BLUES in '94 are a strong possibility.

**Police Contract:** JJ met with Sara Gear from the Police Commission on Wednesday, March 17. She was unsure as to her attendance at the meeting, but she will try for April if there is no representation.

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

**American Airlines:** A soft interest in BTV has surfaced from American. Mr. Hamilton indicated that he did not feel that it was anything more than normal "feelers". Dick Corley indicated that he would further explore this interest and requested a contact name.

**Restaurant:** The restaurant, in only 8 months of operation, exceeded the \$500,000 base for which the 4% fee kicked in.

Mr. Cain 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. Post. The meeting entered executive session at 5:15 p.m.

The meeting resumed regular session at 5:45 p.m.

**"METRO" HANGAR:**

The Commission requested that Mr. Hamilton advise both Innotech Aviation and Valley Air Services that both of their proposals were rejected and the Commission will not accept any proposal that offers less than a \$3500 per month rental payment and payment of utilities and taxes.

Mr. Cain made a motion to enter executive session to discuss the pending grievance excluding everyone but the Commission members which remained to be William Post, Michael Cain and J. Richard Corley.

There being no further regular business, the meeting adjourned coincidentally with the beginning of the Commissioners executive session.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, FEBRUARY 23, 1993**  
**12:00 NOON**

**PRESENT:**

J. Richard Corley, Chairman  
Michael Flaherty  
Bill Post  
Huck Gutman

John J. Hamilton  
Tamara S. Gagne  
Robert McEwing

The meeting was called to order at 12:15 p.m. by the Mr. Corley.

**MINUTES:**

Mr. Post made a motion to approve the minutes of December 14, 1992 and of January 19, 1993 as presented. Seconded by Mr. Gutman. All were in favor.

**OPERATING STATEMENTS & WARRANT:**

The operating statements were reviewed as presented. Items questioned and discussed were the content of the "Field Concessions" revenues, the reason for the bond principle expense being over YTD budget, the difference between "net operating income" and "net income" percent of budget and the status of the insurance reimbursement for the new vehicle purchase. Mr. Hamilton explained that the only outstanding receivable balance of concern is that of Warplanes. Discussion. Option available is to revoke operating license. JJ indicated that he has been assured that payment is forthcoming, coinciding with a payment to Warplanes from a vendor.

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

**MCNEIL & MURRAY INVOICE:**

Discussion regarding the Business Air costs. Commission noted that this invoice did not reflect the dollars spent to date on the Business Air litigation and requested that this be corrected for future invoices. The Commission also requested that Mr. Hamilton remind Joe McNeil of the Commissions' earlier conversations in which they were told that the legal fees on this case were estimated at \$100,000 - a number which is fast approaching.

Mr. Flaherty made a motion to approve the McNeil & Murray invoice for the period of December 23, 1992 to January 22, 1993 in the amount of \$13,479.27. Seconded by Mr. Post. All were in favor.

Mr. Flaherty made a motion to enter **executive session** to discuss pending litigation and lease and contract negotiations, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Post. The meeting entered executive session at 12:55 p.m.

The meeting resumed regular session at 1:15 p.m. The following actions are to be addressed by Mr. Hamilton as a result of the executive session.

**Aviatron** is to be advised that with the renewal of their lease agreement on July 1, 1993 the term will be, as requested, for a two year period. The office rate of \$10.50 per square foot will remain in effect and the hangar rate will be adjusted to \$5.00 per square foot with an annual CPI adjustment.

**Valley Air** was approved to allow the sublease to Claircom Commercial Group within the Valley hangar. Claircom will be required to purchase a license from the Airport.

The Commission will not continue to short term lease the "**Metro**" hangar and Innotech is to be advised that their month to month agreement will expire as scheduled.

At this time, Mr. Corley left the meeting. Mr. Gutman assumed the position of Chair and continued the meeting.

**FY'94 BUDGET:**

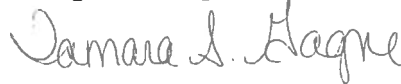
A discussion regarding the potential of losing the VT Air National Guard base and its effect on the airport. The Commission then discussed the FY'94 expense detail. Mr. Post questioned the unproportioned increase to wages vs benefits and was explained that the City Treasurer's office provided the insurance expense details, which even under the current fiscal year are over budget. JJ to check and verify with Treasurer's Office. Bill also suggested that the "Legal Fees" line code be increased to cover anticipated costs associated with the Business Air litigation. Discussion. Mr. Gutman questioned the increase to the "Uniform" line code budget and was explained that the uniform allowances are a dictate from the Union to cover uniforms and steel toe boots. Discussion. Mrs. Gagne explained that the final version of the expense budget will reflect one additional change in the "Wages" line code due to recent changes in personnel and potentially to the "Benefits" detail.

Mr. Post made a motion to approve the FY'94 expense budget as discussed with an addition of \$25,000 to the "Legal Services" line code. Seconded by Mr. Flaherty. All were in favor.

Mr. Hamilton and Bob McEwing then provided charts and details on the Airport five year capital purchase, capital improvement and AIP programs for "home" review. A request was made to review all of the proposed projects and consider revenue sources that might be used or generated to fulfill the schedule. A brief discussion ensued regarding new revenue generators - PFC's and off airport users fees.

There being no further business, the meeting adjourned at 2:10 p.m. with a motion by Mike Flaherty and seconded by Mr. Post.

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, JANUARY 19, 1993**  
**4:00 P.M.**

**PRESENT:**

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

John J. Hamilton  
Tamara S. Gagne  
Robert McEwing  
Nancy Sheahan

In attendance through their respective agenda items were Art Vigil - Continental Station Manager, Bill Weigle & Chuck Rolecek - Premier Catering, Laurie Stavrand - Woolf Stavrand Architect, Paul Yorossi - HNTB

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

**CONTINENTAL - ART VIGIL:**

Art Vigil, Continental station manager, reported that Burlington Airport will receive all of its past due monies relative to bankruptcy filing for both Continental Airlines and Continental Express, an amount equating to \$30,000. Mr. Vigil then discussed the airline trend of replacing jet service, where feasible, with commuter aircraft. The decision to replace is made based on the per seat revenue that a jet can generate from one city versus to/from an alternative city. Discussion.

**PREMIER CATERING - CHUCK ROLECEK:**

Chuck Rolecek, President of Premier Catering, reported that coinciding with the replacement of jet service the catering of hot foods and even snacks have been drastically reduced and revenues adversely impacted. Mr. Rolecek explained that Premier is researching the possibility of offering food service in the boarding areas to increase revenues and provide for the passenger. Mr. Rolecek also requested that the Commission reconsider its port fee percent. A reduction in the amount paid to the Airport will allow Premier to offer more attractive pricing to the airlines. The final consideration is that of renting a space within the "dance hall" to eliminate the need for their Williston office where in-flight meal service is currently prepared. Discussion. Chuck indicated that all of these items are in preliminary planning stage and will be brought back before Board upon completion.

**TERMINAL RENOVATIONS - LAURIE STAVRAND:**

Laurie Stavrand appeared before the Commission to present some conceptual renovation ideas for the baggage claim area. She indicated that the modifications were simple with the main "thrust" towards "lighter and brighter". The proposed detail calls for more/improved signage, relocation of vending machines, removal and replacement of carpet, additions and replacement



**TERMINAL RENOVATIONS (CONT.):**

of lighting fixtures, a new phone bank wall against escalators, removal and relocation of phone banks near women's restrooms, relocation of water fountain, a collage of maps on the north wall and a chair rack for index card displays for the art displays. Discussion. Mr. Gutman expressed his concern and dislike of the results of the Gate 4/5 renovation and expressed his opinion that the baggage claim will have a similar result. He complimented Laurie on her talent for unique and creative designs, citing the restaurant as a good example, but feels that Gates, Baggage Claim and other similar unique airport areas do not require such flair. Discussion. The remaining Commissioners agreed that the baggage claim renovation is intended to only be an upgrade to the lighting. Discussion.

**HNTB - PAUL YOROSSI:**

Mr. Paul Yorossi of HNTB, design engineers for airport landside planning, indicated that HNTB would like to define the scope of services and offer a fee for those services. Discussion. Huck indicated reservations on proceeding with this project because a similar study was begun some time ago and canceled by the Commission. Discussion. Huck suggested that HNTB be charged with a "scoping" project versus a study to give the Commission information on which they can decide to continue or abandon the services of HNTB. The Commission agreed and directed that Mr. McEwing, Mr. Hamilton and Mr. Flaherty negotiate with HNTB to determine the fees for the scoping project.

Mr. Flaherty made a motion to enter executive session to discuss leases and contacts, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Post. All were in favor. The meeting entered executive session at 5:05 p.m.

The meeting resumed regular session at 5:15 p.m.

**MCNEIL & MURRAY INVOICE:**

Mr. Cain made a motion to approve the McNeil & Murray invoice for the period of November 23, 1992 to December 22, 1992 in the amount of \$13,479.27. Seconded by Mr. Post. All were in favor.

**OPERATING STATEMENTS:**

The review of the operating statements prompted a discussion regarding capital expenditures which led to a discussion regarding terminal renovations and a possible change of architects for the baggage claim renovation. Huck questioned the Warplanes accounts receivable balance. J explained that Warplanes continues to be 30-60 days in arrears due to financial problems but has promised that by the end of January the balance due the airport will be settled. J directed to "police" it closely. Northeast Express account reflected a serious past due receivable. Discussion.

Mr. Gutman made a motion that, due to a pattern of late payment, Northeast Express performance bond be attached when their account becomes 31 days in arrears. Seconded by Mr. Flaherty. Discussion. Mr. Post offered an amendment of 45 days in arrears which was accepted. All were in favor.

As was reported by Mr. Vigil of Continental, the Airport has been deemed a secured creditor in their bankruptcy filing and as such will receive 100% of its past due monies. The Commission also noted that the accounts receivable balance for **Metro Airlines** had not yet been written off and directed that it be done.

Mr. Post made a motion to approve the **January warrant** as presented. Seconded by Mr. Cain. All were in favor.

**CAPITAL/VEHICLE PURCHASE:**

Mr. Hamilton reported that he received approval from Mr. Flaherty and Mr. Post to proceed with the purchase of a 1 3/4 ton truck to replace the new Ford truck that was destroyed by fire on January 13, 1993 and requests Commission ratification in this regard.

Mr. Post made a motion to approve the purchase of a 1 3/4 ton Chevy pick-up at a cost of \$23,805.00. Seconded by Mr. Cain. Discussion. Mr. Gutman questioned the need for such post-haste action and was advised that the vehicle purchased/replaced is used in snow removal operations, which in itself is an emergency situation. All were in favor.

**TRAVEL APPROVAL:**

Mr. Gutman approved the travel request to Buffalo, NY on February 17, 1993 by JJ and Tammy to attend the AAAE conference planning committee meeting. Seconded by Mr. Flaherty. All were in favor.

**MANAGER'S REPORT:**

**Foreman Position---** Cindy O'hara, operations specialist, has been awarded the airport maintenance supervisors position. She was the most qualified candidate of the 54 that applied. The vacated specialist position caused by her appointment is being advertised. Rick Brown, the Senior Operation Specialist, who also applied for the position has filed a grievance over her being selected.

**FY'94 Budget---** All line item codes except the 1100's have been reviewed by commission sub-committees. A business luncheon meeting was requested to be scheduled to discuss future capital improvement and how it relates to projected available revenues. At that meeting approval of total budget should be made. Discussion. Luncheon meeting set for Thursday, February 11, 1993 at which time the regular monthly meeting of the Board will also be conducted.

**Airport Police---** Lt. Bill LeWare is back as the Officer in charge of the airport police division which should be a positive change for the airport.

**Taxi Hearing---** Mike Cain heard the appeal of Jeff Guzman on my decision of his violation of the ground transportation rules and regulations. Guzman lost the appeal and served a five day suspension.

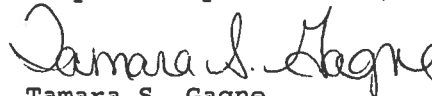
**BSP---** A freight forwarder who had previously shown interest in leasing space in Building 880, has shown renewed interest. A proposal is expected in the near future.

**Light Rail Transit---** Information in this regard was received and forwarded to the Commission. A note of interest was made. The second paragraph from the top of the next to last page notes that "...operating cost would need to be funded. ...one option would impose a passenger service fee at the Burlington International Airport...". Complete documentation on file under "VTAOT".

The above manager's report submitted as part of the record and was provided to the Commission in advance of the meeting. The only items highlighted or discussed are those with that indication.

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

Respectfully Submitted,



Tamara S. Gagne  
Clerk of the Board