

# Commission Minutes 1993

## EXECUTIVE SUMMARY

The Burlington International Airport Staff and Employees wish each of you and your families a **joyous, happy, safe** holiday period and **prosperous** New Year.

Due to a small general business agenda, time is available for general discussion between the commission and George Paris, the fuel farm relocation consultant, relating to areas on the airfield for a fuel farm location. Bill Countryman will also be in attendance to further provide direction relating to wetlands mitigation. Lunch will be available during this discussion, which should encompass approx. two hours.

You will note land acquisition appears on the agenda for the purpose of providing direction on how to proceed with the remaining Airport Drive properties and Park & Travel that have appraisals. As long as George is here, you may wish to ask his opinions on our land acquisition as it relates to our master plan.

**GATE 1&2 DEPARTURE LOUNGE:** Lisa Liberty, US Air Station Manager and Sharon Sarver, United Station Manager have been asked to attend the meeting to discuss the issue of meeters/greeters access to the lounge. The long standing agreement of available access, except during very busy times, requires revisiting, primarily due to the Thanksgiving Holiday period, wherein the lounge was never accessible even during times of low activity. Both Huck and Mike F. witnessed the occurrences.

**PREMIER CATERING:** Chuck Rolecek has requested an audience to again discuss both catering and the restaurant financial situations.

**LAND ACQUISITION:** Discussion on the purchase and timing thereof, of those properties that have been appraised, and how that relates to cash flow and entitlement funds.

### MANAGER'S REPORT:

- 1. US AIR GATE 1:** See enclosed correspondence. I gave approval, however, that approval was based on co-operative effort on meeter/greeter access to the departure lounge.
- 2. TENANT RELOCATIONS BLDG 880/870:** Project has progressed well. All moves are expected to be complete the week of 20 Dec.
- 3. AIP PROJECTS:** Punch list inspection conducted on Dec 10. Rather large list, especially contract two, due primarily to the electrical sub-contractor. 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.
- 4. BAGGAGE CLAIM:** Prints are finalized. Renovation to begin Jan 2, 1994.
- 5. ANN'S REPLACEMENT:** Twenty four applications received. Reviews and interviews are being conducted.
- 6. PERSONNEL ISSUE:** This requires Executive Session for Commissioners and myself only.

**LEASES AND CONTRACTS:**

1. **INNOTECH:** Discussion as it relates to the So. Hangar portion of the leasehold, Metro Hangar, and P&W.

**FOLLOW--UP**

1. **FUEL FARM:**

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

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of July 22, 1993
2. July and August Warrant
3. July and August Operating Statement
4. McNeil/Murray Invoices

**REGULAR REPORTS:**

1. Taxi Task Force Ordinance
2. CCTA--Doreen Kraft
3. Car Rental RFP
4. Expenses
5. FY'93 Year End Report to Airlines
6. Grant Acceptances & Contract Approvals
7. Change order to AIP-24
8. Vehicle Purchase Amendment
9. Metro Hangar Heating Units

**MANAGER'S REPORT:**

**LEASES AND CONTRACTS:**

1. Valley Air--Frank Donahue
2. Innotech Metro Hangar

## EXECUTIVE SUMMARY

### REGULAR REPORTS:

1. Councilor John Patch is unavailable to attend this meeting to discuss the results of the city council taxi task force. If the documents are ready resulting from the ordinance committee meeting of Tues. they will be presented at meeting time, otherwise there will be a separate mailing highlighting the changes, for commission review. The ordinance committee has scheduled approval of the new ordinance for their Oct 7, 1993 meeting.
2. Doreen Kraft has requested attendance to discuss contribution to the CCTA school program. The commission tabled their request from the June meeting.
3. Meeting with the present car rental organizations has been held. The Chair will brief the results. Further discussion required to determine final content of the RFP as it relates to yearly minimums, percentage amount, length of agreement, and bond performance requirement.
4. The Chair authorized the following expenditures due to the cancelled Aug. meeting. Asbestos removal in Bldg 880 for \$3000.00, snow removal plow truck front brake replacement for \$5400.00, airfield lighting supplies for \$2017.70, terminal glass replacement for \$ 2223.00, tow behind sweeper hydrostatic motor repair for \$2100.00, and 46" diameter runway broom for \$4661.14.  
Motion required for any expense exceeding \$2000.00.
5. The year end report that will be forwarded to the airlines for landing fee adjustment for FY'93 will be presented at meeting time. I recommended to the Chair to delay the baggage claim renovations until this report is discussed with the commission.
6. Due to the Aug. cancelled meeting, the Chair authorized moving forward on accepting the following Federal AIP grants and the engineering and contractor low bid contracts covered by those grants. ILS rnwy 33 study grant at \$79,200 and the contract to Campbell Paris to conduct that study for \$82,290.00, 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. The city council has accepted the ILS and Landside grants, and the Perimeter Road/ Drainage will be presented at their Sep, 13 meeting.

7. 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 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.

8. See enclosed memo.

9. Several overhead heating units out of order when the hangar was purchased are in need of repair in order for Innotech to conduct winter operations. The cost of repair for which quotes are being accepted will be presented at meeting time.

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

1. The Chair, Joe McNeil and myself will attend the Aug 23, 1993 Board of Finance meeting to inform them of the Business Air litigation.

2. 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.

3. The reconstruction of Rnwy 1/19 began on Aug 2. Project has progressed very well. The electrical portion of the project began Aug 9.

#### **LEASES AND CONTRACTS:**

1. Valley Air is requesting to make electrical and heating improvements to Pod 4. For that they request a longer lease term.

2. See enclosed letter from Joe McNeil to Spencer Knapp. As of today 9-8-93, Mike Sacco delivered the Metro Hangar operating agreement fully executed by Innotech. This may have occurred at this time, in that, I denied his request of me to repair the numerous out of order heating units in the hangar, in preparation for winter. I advised him that there would be no reason to repair heaters if there was no occupancy. He seemed dismayed until I explained the high potential of Innotech being ordered to vacate because of not signing the agreement.

**FOLLOW-UP**

1. **OCT MTG**--Tues. Oct 19, 1993 4:00 P.M.
2. **FINANCIAL**--approved \$180,241.59 loss by expending up to \$34,754.00 for bag claim renovation and excluding rest&interest income revenues of \$74,367.73.
3. **LANDING FEE ADJUSTMENT**--Send report to airlines increasing the fee from \$.46 to \$.51/1000#.
4. **TAXIS**--separate mailing of draft ordinance to ABC members.
5. **CCTA**--tabled to Oct mtg.
6. **CAR RENTAL RFP**--add statement referencing 25% decrease in deplanements car rental organizations may petition the ABC to reduce minimums. Advertise RFP after discussion with counsel.
7. **VEHICLES**--order the two, plus dump body & spreader.
8. **METRO HANGAR**--proceed with heater repairs NTE \$3300.00. Advise Mike Sacco.
9. **VALLEY AIR**--Extend Pod 4 lease term to Jun 30, 1998. Notify Valley by letter after discussion with counsel. Approve lighted ESSO sign above pod 4 north facing door. Negotiate an arpt access road sign to the Valley area. Mike Flaherty to advise of direction.
10. **AIRLINK**--Advise them that no future payment plans will be allowed.
11. **BAG CLAIM**--Approved NTE \$34,754.00. Research potential of Directors office renovation within that cost. Set mtg.
12. **AIRSHOW**--Approved for Sept 17-18. Negotiate arpt closure times with the Blues. Travel to Las Vegas first part of Dec. for mtg with the Blues. Airshow expense.

**RICK**--7,8

**TAMMY**--1,2,6,7,8,9

**RAM**--8,11

**JJ**--all

**COUNSEL**--6,9,10

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JULY 27, 1993**  
**12 NOON**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of June 29, 1993
2. June Warrant
3. June Operating Statement
4. McNeil/Murray Invoice

**LEASES AND CONTRACTS:**

1. Innotech/Metro Hangar License Agreement
2. Pratt & Whitney Lease Agreement
3. Business Air Litigation
4. Premier Lease of Building 880
5. Northwest Airlink



ABC MTG 7-27-93

1. P&W agreement
2. Innoterch metro agreement
3. Business Air
4. Premier 880 lease agreement
5. Taxi regs--an update as part of a mgrs rpt-so called
6. airlink

**AGENDA AMENDMENT FOR MTG 7-27-93 and NOTES:**

1. **So. Burlington Tax Stabilization**--provide info from last Fri. meeting. Mike Flaherty discussion with So. Burlington City Council.
2. **AIP-24**-- Pre-Con this Friday. Notice to proceed next week.
3. **ILS Rnwy 33**-- latest word out of Leahy office is funding approval for the ILS. What remains to be decided is what Fiscal Year. Information regarding this is expected from his office soon.
4. **Taxi Regs**--Arpt rules and regs remain intact. Combined ordinance for city and airport, derived primarily from arpt rules. One driver and one vehicle license to operate within city and airport. Administration procedures have not as yet been determined. Councilor John Patch, cochair of the taxi task force wishes to address the commission regarding some driver complaints regarding the queue setup, visibility, and the # of vehicles allowed in front.
5. **Travel**--Approval for engineer and myself to attend the budgeted Airports Council International annual conference in Nashviller, Tenn in October. \$5500.00 is reflected within the travel budget for this conference. Are any commissioners interested in attending.



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

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of May 20, 1993
2. May Warrant
3. May Operating Statement
4. McNeil/Murray Invoice

**REGULAR REPORTS:**

1. Clerk of the Board Appointment
2. Chairman of the Board Appointment
3. Director of Aviation Appointment
4. CCTA - Doreen Kraft
5. Year End Financial Status
6. FY'94 Capital Projects

**MANAGER'S REPORT:**

**LEASES AND CONTRACTS:**

1. Parking and Accounting Services Contracts--  
Mayor Peter Brownell and Brendan Kelleher
2. AIP-22 HTA Contract Amendment
3. Premier Catering - Bill Weigle

## **REGULAR REPORTS:**

1. **APPOINTMENTS** --- City charter requirement to annually appoint a Clerk for the Board, a Chairperson for the Board and the Airport Director.
2. **CCTA** --- Doreen Kraft will present a report on this years educational program funded by the airport, and to request financial assistance for the ensuing year.
3. **YEAR END FINANCIAL STATUS** --- See enclosed report. Discussion as it relates to landing fee increase.
4. **FY'94 CAPITAL PROJECTS** --- Discussion on staff recommended capital purchases resulting from the May 20 meeting, to be expended at the beginning of FY'94.

## **MANAGER'S REPORT:**

1. **AIP-22** --- 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. See enclosed itemized report of the project dollar shares.
2. **YEAR END REPORT** --- Expect to have for the Sept. meeting a report that can be forwarded to the airlines showing landing fee adjustment from .46/1000 to .51/1000.
3. **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.
4. **EXECUTIVE SESSIONS** --- See enclosed correspondence from Joe McNeil. I will try to provide the statutory provisions that can be used for justification.
5. **CATERING** --- As of Jul 1, USAir will terminate all coach class meals, thereby leaving Premier catering with but two United coach meal flights per day. This is the primary reason that Bill Weigle appears on the lease/contract agenda. He will explain their idea to sell food from a cart located within the departure lounges.
6. **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.

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

**7. 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 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".

**8. 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.

**9. BUSINESS AIR** --- More delays. The court has put off jury draw until Sept-Oct time frame due to court schedules.

**10. AIRPORT/SO. BURLINGTON TAX STABILIZATION** --- Should begin the process soon. Should the negotiation team consist of the chair and the manager?

**11. MOHAWK AIRLINES** --- They suspended service in order to realign management that would be acceptable to the Feds. Do not know as yet what prompted that action. They expect to resume service by the end of June.

**12. CONTINENTAL** --- \$22,102 remaining on their bankruptcy payment plan.

**13. LAND ACQUISITION** --- Executive session to discuss negotiating or securing of real estate purchase options.

**LEASES AND CONTRACTS:**

**1. PARKING LOT AND ACCOUNTING SERVICES CONTRACTS** --- The Mayor and the Treasurer will ask to extend the present contracts that expire June 30. The Mayor also wishes to discuss funding of capital improvements in the parking lots. Scot Johnstone, DPW, may also be in attendance. Brendan may ask for a modest increase to the \$35,000.00 fee, in that, there have been no adjustments for the last three years.

**2. PREMIER CATERING** --- Due to the drastic reduction in airline catering, they will abandon their leasehold on Industrial Ave. in Aug. They need approx. 2000 sq.ft. for combination office and storage. I have them interested in the old Mitel space in bldg 880. I expect to receive, by meeting time, a proposal on what they feel is an equitable rent.

**3. AIP-22 HTA CONTRACT AMENDMENT** --- HTA amendment to AIP-22 contract for \$64,000.00 is 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 is required.

## FOLLOW-UP

1. **CATERING WITHIN GATES1/2** --- letter from **ME** advising the airlines to support the request of Premier Catering. Commission strongly endorses.
2. **PARKING LOT CONTRACT** --- approved for fy'94 at present terms. **TAMMY** work with counsel for city council resolution.
3. **ACCOUITING SERVICES CONTRACT** --- approved for fy'94 at \$37,000.00 same contract terms. **TAMMY**, work with counsel for resolution by city council. **I** will notify Brendan re: budget amendment.
4. **CCTA** --- no available fy'93 funds. Tabeled to July mtg to discuss use of fy'94 revenues.
5. **HTA AMENDMENT** --- approved. **BOB**, provide appropriate paperwork. Presently checking need for Mayor to execute.
6. **PFC** --- Bill Post is interested in meeting. **I** will set mtg time based on when **BOB** and **I** can put together a start-up package.
7. **BAGGAGE CLAIM** --- use restaurant monies. **I** will contact the architect. **TAMMY**, you notify Lynn what we're up to. **BOB** let Peche know where we stand.
8. **JOURNEYMAN ELECTRICIAN** --- position approved. **I** will schedule us for Personnel Committee. **RICK**, your department to write justification and a draft job description.
9. **BUS AIR** --- **I** will set finance board for Chair to attend.
10. **CAPITAL PURCHASES** --- **RICK**, need bids for the two vehicles. **BOB**, need paperwork for the parts cleaner. **TAMMY**, will take care of bag claim reserved dollars.
11. **BUSINESS EXPRESS** --- **I** will set mtg for the Chair with facilities.

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

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of April 15, 1993
2. April Warrant
3. April Operating Statement
4. McNeil/Murray Invoice

**REGULAR REPORTS:**

1. Landside Study
2. Appraisals
3. AIP 22 Grant Acceptance
4. Journeyman Electrician Position
5. Expense Approval
6. FY'93 Budget--Year End Projection

**MANAGER'S REPORT:**

**LEASES AND CONTRACTS:**

1. Legal Services Contract
2. Annual Lease Renewals
3. HVAC Contract Request For Proposals
4. P&W
5. Innotech FBO Contract



## EXECUTIVE SUMMARY

### REGULAR REPORTS:

1. **LANDSIDE STUDY:** The sub-committee is recommending to proceed with the **two phase** approach. With approval, a grant application will be submitted to the FAA. See enclosed scope of work.
2. **APPRAISALS:** Approval is requested 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 charge to entitlement funds=\$4500.00.
3. **AIP-22 GRANT ACCEPTANCE:** AIP-22 is the runway 1/19, airfield signage, Golf taxiway lighting, runway temperature sensing system and airfield electrical vault programs for this summer. The grant should arrive the first week of July, which most likely will not coincide with the July commission, finance board nor city council meeting dates. In order to ensure no undue delay in giving the contractor notice to proceed, 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 cost \$2,310,000.
4. **JOURNEYMAN ELECTRICIAN POSITION:** Presentation on the merits of creating this position within maintenance. Cindy O'Hara, supervisor and Mike Catella, electrician will address the commission in this regard.
5. **EXPENSE APPROVAL:** The bids for the purchase and planting of our yearly flowers, which exceed the \$2000.00 limit of my authorized spending, thereby requiring commission approval, are still under review. Recommendation will be provided at meeting time.
6. **FY'93 BUDGET-YR. END PROJECTIONS:** Discussion as to needs vs. funding and impact to airport and airlines.

### MANGER'S REPORT:

1. **TENANT MEETING:** Set a coffee/danish meeting date/agenda for tenants to meet with commissioners.
2. **HEARING CONSERVATION PROGRAM:** Have established a program for educational and liability purposes.
3. **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.
4. **SOUTH BURLINGTON REQUEST:** South Burlington Fire Department has requested use of the residences that we own on Airport Drive for non-destructive training. I forwarded their request to Chuck Haftner and Mike Flaherty, in that, it could be a potential public relations concern. As of this writing I have not heard from either party.
5. **HATHAWAY PROPERTY:** His 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." He has cash and health problems,"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.
6. **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. I am monitoring the process closely.

**7. MASSPORT PEAK HOUR PRICING:** Again they are requesting of DOT the right to invoke price increases as a way to relieve their congestion problems. I attended a meeting 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 our 20-23 daily round trips to Logan would be minimal. Their interpretation of minimal is debateable. I will track the process closely.

**8. ANNUAL FAA AIRPORT'S CERTIFICATION INSPECTION:** The exit briefing will be held on Wednesday. Mike Flaherty will represent the commission. I will brief the results at the meeting.

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

**10. 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.

**11. PUBLIC PARKING:** Discussion at meeting time

**12. 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.

**13. TAXI DRIVER LICENSE DENIAL APPEAL:** In accordance with the regs, an applicant that is denied an airport drivers lisenace by the manager may appeal that decision to the commission. Request Mike Cain hear the appeal of Dominic Ladue.

**14. 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 as to one or two meetings for June. June 25 is a Friday, June 28,29,30, are Mon, Tues, Wed.

**15. 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.

**16. ROADAIR AIRLINES** is now being handled by Northwest Airlink instead of Continental Airlines.

**LEASES AND CONTRACTS:** The below listed leases/contracts expire June 30, 1993 except the HVAC contract.

**1. LEGAL SERVICES CONTRACT:** Budgeted for \$76,500 (includes fees to cover remaining Business Air litigation). Nancy Sheahan will be present to discuss hourly fees for contract term.

**2. ANNUAL LEASE RENEWALS:** Renewal of leases 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

**FEDEX 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

**3. NORTHEASTERN HVAC CONTRACT:** although this contract has one year remaining, request is made to request proposals from other firms for the last year of the contract, in that, they are not performing in the best interest of the Airport. The contract has a thirty day cancellation right.

**4. P&W:** Discussion as it relates to the reasons the sub-lease to Innotech and the Airport's operating agreement have not been executed by P&W, and the resulting lack of receiving revenues.

**5. INNOTECH FBO:** discussion as it relates to the lease agreement.

**FOLLOW-UP  
ABC MTG MAY 20, 1993**

1. **LANDSIDE STUDY:** Phase (1) approved. **BOB** set kick-off mtg with HNTB, ensure Mike Flaherty is notified, and attempt to reduce the cost without adversely affecting outcome.
2. **APPRAISALS:** Approved for the (3) parcels. **BOB** complete contract execution. Await input from **MY** mtg with park&travel as to appraising that parcel.
3. **AIP-22:** Chair approved to accept the grant. Counsel to set resolution for city council to give Mayor authority to accept. I'll set for June 14 finance board.
4. **JOURNEYMAN POSITION:** Back to the drawing board. **STAFF** revisit to document how to reduce/alter the budget so that full-time position payroll is not an increase to the overall budget. Discuss pros/cons of some form of contract work to assist with PM. Schedule for June abc mtg.
5. **EXPENSE APPROVAL:** Champlain awarded the flower contract for \$2100.00. **RICK** set mtg to discuss scope of work. Advise mtg date, I wish to attend that mtg. Contact the other bidders, thank them for their submittal. If they want to know why the commission awarded Champlain, it was a combination of quantity vs. price vs. performance.
6. **YR END PROJECTION:** Bus Air legal fees will be paid out of this years revenues. Submit requisitions for the five approved prioritized expense items, that apply to **YOUR** areas of responsibility. **BOB** acquire price quote from Ray Piche. **I'LL** contact Larry Atkins for both bag claim assistance and Gate 1.
7. **LEGAL SERVICES CONTRACT:** **COUNSEL** to forward letter of rates & charges for FY'94 period.
8. **ANNUAL LEASE RENEWALS:** **TAMMY**, notify the applicable parties re: requirement to execute lease agreements. Advise counsel.
9. **HVAC:** **RICK**, need to notify HVAC corp. that we are accepting proposals. Could possibly be accomplished verbally. Need to set a pre-proposal mtg, to discuss what service we want and to allow those interested to tour the facility. I will notify Northeastern that the contract will be terminated. Discussion required as to time frame for all this.
10. **P&W:** I will contact Paul Parrot to advise that environmental language will be adjusted to meet their desire.
11. **SO. HANGAR:** Joe McNeil to talk with Spencer Knapp. **MY** follow-up.
12. **CAR RENTAL AGREEMENT:** I'll set mtg. Chair to attend. Have other arpt rates/charges for the mtg.
13. **PARK & TRAVEL:** I'll speak with Lynn re: our desires.
14. **HATHAWAY:** I'll speak with Guy Nouveaux 658-4297.
15. **TAXI TASK FORCE:** **HUC** will assist.
16. **TAXI HRG:** **MIKE CAIN** to hear appeal. I'll set mtg and notify all parties.
17. **JUNE ABC MTG:** June 29, 1993.

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

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of March 23, 1993
2. March Warrant
3. March Operating Statements
4. McNeil/Murray Invoice

**REGULAR REPORTS:**

1. P&W
2. Mohawk Airlines
3. HTA AIP-22 contract amendment

**LEASES AND CONTRACTS:**

1. Business Air

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

### REGULAR REPORTS:

1. **P&W**---Sub lease from Innotech and the operating agreement with us still remains to be executed. 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. It remains to be seen if they will accept .
2. **Mohawk Airlines**---Horizon Air Inc. headquartered in Syracuse, N.Y. dba Mohawk Airlines has requested an operating agreement to fly Metro-111's twice daily to Hartford, Conn. Continental will do the ground handling. They will have no leasehold interest. They will obtain a license to operate and pay landing fees. Ground handling method same as that of Comutair, handled by US Air, and United Express, handled by United.
3. **HTA**---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. The additional fee to HTA to determine the requirements is \$6100.00, which has received FAA concurrence. Additional cost to us = \$244.00.

### LEASES AND CONTRACTS:

1. **Business Air**--- Bill Ellis and Francis X. Murray will present status.

### MANAGER'S REPORT:

1. **Innotech Fuel Farm**---see enclosed correspondence.
2. **K-1 Services**---See enclosed correspondence. I believe he will ask for a hearing, which I will schedule for the first week of May, due to counsel schedule.
3. **AFSCME**---The Executive Board voted to take the Rick Brown grievance to arbitration. I am acquiring all pertinent information on how the airport deals with an arbitration.
4. **Biosolids**---See enclosed correspondence.
5. **NETS**---See enclosed correspondence. Request discussion on future use. An option would be a mini business area with coin operated fax and copy machines.
6. **Senator Leahy Letter**---see enclosed.
7. **Stolen Cars**---Four automobiles have been stolen from both long & short term parking lots within the last few months. Under investigation by Burlington Police.
8. **Land Acquisition**---See enclosed correspondnce. In addition, after withdrawing our offer on the Phil Hathaway Airport Drive property, there has been no activity. We should be moving forward in some fashion to acquire that property.
9. **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).
10. **Year End Projections**---Expect to submit projections at the May meeting and discuss appropriate expenditures of remaining funds.
11. **Amended agenda items**= Police services billing, distribution of BA legal fees.



#### FOLLOW-UP

1. **Innotech/Fuel Shortage**...discuss how they are in compliance with their lease agreement with the chair prior to writing to Steve Plummer.
  2. **P&W**...send environment ltr of agreement. Discuss with Chair how to notify them that \$ will be made to the airport; agreement or not.
  3. **Mohawk**...send the original operating agreement, with cover letter. When returned, set for resolution.
  4. **HTA**...amendment approved. Downtown for resolution.
  5. **McNeil/Murray**...work out copying expenses.
  6. **K-1**...schedule mtg with Chair and Couture. Need chronological events of his operations that led to this mtg.
  7. **Leahy Letter**...copy Bernie & Jeffords
  8. **Hathaway property**...call him to determine his desire to make a final offer.
  9. **NETS**...no action by commission. We will press on with our thoughts.
  10. **BA Legal\$\$**...Commission will address distribution at May mtg.
- 4.



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

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of February 23, 1993
2. February Warrant
3. February Operating Statements
4. McNeil/ Murray Invoice

**REGULAR REPORTS:**

1. AFSCME Greivance
2. AIP Engineering Consultant Contracts
3. Capital Purchase
4. Travel
5. Five Year Capital Program

**LEASES AND CONTRACTS:**

1. Metro Hangar-Innotech proposal

**MANAGER'S REPORT:**

1. Vt. Air National Guard Lien
2. Airshow'94
3. Police Contract Status
4. American Airlines
5. Metro Hangar

## EXECUTIVE SUMMARY

### REGULAR REPORTS

- 1. GRIEVANCE:** In that the grievance filed by the Union on behalf of Rick Brown has not been resolved in his favor by myself or the Personnel Director, the union has decided to take the next step in the process by bringing the grievance before the commission. Gretchen Bailey, the city Personnel Director, and union representation will be in attendance. The format I believe is for the union to present their case followed by the findings of the Personnel Director. The commission may ask whatever questions they wish. A decision by the commission is requested within seven days after hearing the grievance. If a decision is not rendered, the union may elect to treat the grievance as denied at that step and appeal to the next step, which at this time would be arbitration.
- 2. CONSULTANT CONTRACTS:** Engineering contracts for Webster/Martin for the Perimeter Road, and HTA for "G" Taxiway have been negotiated and forwarded to FAA for their approval. With their concurrence request the commission approve those contracts. Costs are as follows: Webster/Martin= \$130,000 (our share= \$5200) HTA=\$358,500 (our share= \$14,340). The standard engineering contracts will be available for review at the meeting.
- 3. TOOLS:** The capital purchase of \$8006.00 for one set of mechanics basic tools is recommended and requested per fy'93 tool purchase budget discussion. The airport has never owned required tools for vehicle maintenance. Three mechanics work from one set of tools that do not belong to the airport.
- 4. TRAVEL:** The FAA annual certification seminar will be held at Bradley Apr 5&6. Request approval to send Don Degraw. Cost=\$225-- Snow Symposium will be held Apr 25-29. Cost=\$1600. All travel within budget.
- 5. FIVE YEAR CAPITAL:** Continuing discussion from last meeting.

### LEASES AND CONTRACTS:

- 1. METRO HGR/INNOTECH PROPOSAL:** See enclosed initial and amended Innotech proposal. Mike Sacco will attend the meeting to explain how he arrived at this proposal. He has been advised that it is well out of line with the airports requirements. Basically no revenue to the airport the first year and the ensuing years the sqft remittance is \$1.80. Recommend an Executive Session prior to any negotiating with Mike Sacco.

### MANAGERS REPORT:

- 1. LIEN:** A contractor that has been involved with new construction at the Air Guard has filed a mechanics lien over a \$750.00 bill. Of course we've 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.
- 2. AIRSHOW:** Jim Parker says the **BLUES in '94** are a strong possibility.
- 3. Police Contract:** Met with Sara Gear on Wed. Uncertain as to her attendance at the mtg. Will try for Apr. if there is no representation.
- 4. AMERICAN AIRLINES:** A soft interest in BTV has surfaced. Doubt if its anything more than normal feelers.
- 5. RESTAURANT:** Happy to report that the rest, in only 8 months of operation, exceeded the \$500,000 base for which the 4% fee kicked in.

**FOLLOW-UP**

1. **Webster/Martin**--design contract for perimeter road approved. Will need council resolution after FAA approval. No HTA for "G" needed--discretionary \$ denied by FAA.
2. **Mechanics Tools**--approved.
3. **Travel**--approved for BDL&BUF
4. **Five Yr. Capital**--schedule mtg with post & cain
5. **Metro Hgr**--work with Val & Inn on proposals.
6. **Accounting**--Mike Cain wants a balance sheet.
7. **American Airlines**--find someone for Dick to talk with.
8. **Grievance**--Notify parties that it's denied.

**Staff Involvement in some fashion or other:**

**Tammy**=# 1,2,3,6

**Rick**=#2,3

**Ram**=#1,4

2.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**FEBRUARY 23, 1993**  
**12:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of January 19, 1993  
Minutes of December 14, 1992
2. January Warrant
3. January Operating Statements
4. McNeil/Murray Invoice

**REGULAR REPORTS:**

1. FY'94 Budget

**LEASES AND CONTRACTS:**

1. Aviatron
2. Police
3. Valley Air
4. Metro Hangar

## EXECUTIVE SUMMARY

This meeting is primarily devoted to Fy'94 budget. Lunch will be provided during discussion. All line codes have received individual commissioner review. Request approval at this meeting.

Some standard business items require action ie: **Monthly Reports**. Also, due to timing of tenant requests, Aviatron and Valley Air require lease amendment discussion ie: **Aviatron** desires to expend \$15,000.00 to upgrade electrical service in order to serve additional business, and insulate the Hangar portion of Building #6. In order to amortize the capital improvement, they are requesting their lease term be extended to expire no earlier than June 30, 1995. This should not interfere with landside development, as the removal of that bldg (if that becomes the case) will not occur prior to the lease term that has been requested. The present lease rate is \$10.50 for 992 sq ft of office space and \$4.50 for 2076 sq ft of hangar space, which averages \$6.44/sf. In that the hangar space will be used for purposes other than aircraft storage, the \$6.44/sf should be changed to \$6.50/sf to be consistent with other leaseholds of this type. Revenue amount for the two year term = \$39,884.00. **Valley Air** is requesting to sublease 128 sq ft. of second floor space in their hangar to Claircom, a corp. that places electronic equip at airports used for airline airborne public telephones. Same corp. has also requested Bldg 880 space for same purpose. Considering the small amount of space required, Bldg 880 is not a good option. Valley would charge \$200.00/mo. which would be included in their gross revenues. Claircom would purchase a license from the airport. Commission approval is required for any and all subleases. **Police-** Lt. LaWare has been instructed by his superiors to develop a manpower schedule iaw the airports criteria. It appears this came about after written correspondence between the airport and Sarah Gear. I am still awaiting word on when the contract will be executed. **Metro Hangar-** the lease with Innotech expires in five weeks.

1. **Operating Statements:** You will notice that object line code 1420, bond principle, is 65% over the budgeted amount-- caused by an incorrect budgeted amount provided by the city. YTD is correct and is the total for the year.
2. **Receivables:** Accepted a payment plan from **Northwest Airlink**, similar to their last plan when they fell behind in payments. So far so good. **Warplanes** past due amounts expected by meeting time, if not, he has been advised that the license will be pulled.
3. **FY'94 Budget:** Commission will be presented with a five year and beyond plan for all capital programs for discussion as to how to proceed, when to proceed, and with what resources and where those resources can be found.

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

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of December 14, 1992
2. December Warrant
3. December Operating Statements
4. McNeil/Murray Invoice

**MANAGER'S REPORT:**

**REGULAR REPORTS:**

1. Terminal Renovations----Laurie Stavrand
2. HNTB
3. Travel Approval
4. Vehicle Purchase

**LEASES AND CONTRACTS:**

1. Police Contract
2. Business Air

## EXECUTIVE SUMMARY

### Manager's Report:

1. **Continental---** Art Vigil will announce that the monies owed from their bankruptcy will be paid in full on a payment schedule authorized by the court. Monies owed are \$28,671.78 which will be remitted over a six month period and added to this years general revenues. The \$1328.66 owed by Continental Express is under a separate stipulation and will be paid under a separate schedule. Art will also talk on the airline trend of replacing jet service with commuter type aircraft.
2. **Premier Catering---** Bill Weigle will brief on the impact to catering resulting from decreased levels of jet service.
3. **Munson Property---** Request executive session to brief on latest negotiations.
4. **Foreman Position---** Pleased to report that 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.
5. **FY'94 Budget---** All line item codes except the 1100's have been reviewed by commission sub-committees. Request a business luncheon meeting 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.
6. **Lt. Bill LaWare---** Pleased to announce that Bill is back as the Officer in charge of the airport police division.
7. **Jeff Guzman---** Mike Cain heard his appeal on my decision of his violation of the ground transportation rules and regulations. Guzman lost the appeal and served a five day suspension.
8. **BSP---** A freight forwarder who had previously shown interest in leasing space in Building 880, has shown renewed interest. I am expecting a proposal in the near future.
9. **Light Rail Transit---** See enclosed information. Of interest is the second paragraph from the top of the next to last page.
10. **Metro Hangar---** Request executive session to discuss future status.



### **Regular Reports:**

1. **Terminal Renovation---** Laurie will present conceptual ideas for the renovation of the baggage claim area. She is not, as yet, working within an assigned budget. Recommend setting a workable number out of the \$133,000.00 appropriated for terminal renovations.

2. **HNTB---** See enclosed scope of services draft that was discussed with HNTB representatives at a meeting on Jan. 6. Mike Flaherty was in attendance. A rep will be at the Tues. meeting to answer questions pertaining to their level of involvement. Discussion is requested in that regard in order to develop specific plans for landside development from which a contract can be negotiated.

3. **Travel---** To Buffalo Feb 17&18 for Tammy and myself to attend the committee meeting for the 1993 NEC AAAE conference. In that we host the 1994 conference, it is customary for the next year host to be a committee member to acquire the experience of organizing the conference. In that Tammy will have a large role for the conference she is also a committee member and needs the exposure. Travel costs will not exceed \$250.00.

4. **Vehicle Purchase---** Bill Post and Mike Flaherty approved the purchase of a \$23,805.00 Chevrolet 1 3/4 ton truck to replace the new Ford truck that was destroyed by fire on Jan 13. Several dealerships were contacted, the only vehicle meeting specs within the region was the Chevy from a dealer in Mass. Vehicle purchased through Cody Chevrolet on St. Albans. The vehicle was discounted to meet state contract pricing.

### **Leases and Contracts:**

1. **Business Air---** update in executive session.
2. **Police Contract---** status in executive session.

