

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MONDAY, DECEMBER 13, 1994
4:00 P.M.

PRESENT:

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

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

The meeting was called to order at by the Chairman, Mr. Corley at 4:08 p.m. with all of the above present except for Mr. Cain.

Mr. Flaherty made a motion to enter executive session to discuss lease negotiations and contract terms, 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 4:09 p.m.

Mr. Cain entered the meeting at 4:15 p.m.

The meeting resumed regular session at 4:20 p.m.

Mike Sacco - Innotech, Paul Parrott & Bill Burdette - Pratt & Whitney, and Art Vigil - Continental entered the meeting.

INNOTECH - MIKE SACCO:

Mike Sacco, General Manager of Innotech, reported that the hangar doors of the newly renovated "South" Hangar, in his opinion, were a safety hazard because they "come off of their tracks". He indicated that he realized that according to the lease that they were not the responsibility of the Airport but that according to the "tenable" condition agreement, Innotech felt the Airport would be responsible. He requested Commission response so that Innotech would know how to proceed. Discussion. The Commission responded that the Airport, in accordance with both its operating agreement and the "tenable" condition agreement had no further responsibility for the operation of the doors. It was also reported that the contractor for the renovations to that building did ensure that the doors were in working condition and even put additional monies and work into their existing condition to better them. Discussion. Mr. Sacco continued to refer to the "1990 agreement" and made clear that he understood that the Commission's decision would mean that Innotech would have to shut down the hangar to repair the doors.

Mr. Sacco was then notified that the Commission was moving forward on the fuel farm relocation and of the potential for Innotech to bear some financial responsibility for the associated clean-up.

Mr. Sacco was then questioned about the status of the sub-lease agreement between Innotech and Pratt & Whitney and indicated that although Pratt & Whitney was paying Innotech for their tenancy, an agreement had not yet been signed. Mr. Sacco then questioned why the agreement between themselves affects the signing of the agreement between the City and Pratt & Whitney. Mr. Corley explained that until Pratt & Whitney has a signed and approved sub-lease, the Airport cannot recognize them as a valid tenant and cannot therefore collect rents under a separate agreement. Discussion regarding the length of time taken to resolve the Pratt & Whitney agreement terms. The conflict is that P&W requires that Innotech do a base line environmental survey before signing and Innotech will not do the survey until P&W signs the agreement. Discussion.

PRATT & WHITNEY - PAUL PARROTT & BILL BURDETTE:

Mr. Parrott reported that Pratt & Whitney currently has business flown in from other countries equating to long term contracts and commitments. P&W is located in Burlington because of its proximity to Montreal where the P&W engine is made. Discussion regarding the environmental assessment need. Both Innotech and Pratt & Whitney managers reiterated that neither side is willing to compromise to get agreement between them resolved. Commission expressed their concern about maintaining the P&W business in Burlington and indicated that the Airport would be willing to discuss a direct space rental and contract if they could not come to terms with Innotech. The Commission requested that Mike speak to his managers and express the Commissions' deep concern over the lack of a signed agreement.

Mr. Sacco, Mr. Parrott and Mr. Burdette left the meeting at this time.

CONTINENTAL AIRLINES - ART VIGIL:

Art Vigil, Continental Airlines Station Manager, reported on the status of Continental's operations in light of the recent FAA decision to ban ATR-42 aircraft in icing conditions. The ATR-42 is the type of aircraft utilized by Continental in Burlington. Mr. Vigil reported that the FAA mandate was issued on Friday, December 9th and that the ATR fleet was replaced with a Brasilia fleet on Saturday night. He reported that the Brasilia aircraft has a 30 seat capacity vs the 46 afforded by the ATR-42 and also indicated that there was no impact at this time, but may be significant in 10 days - at the height of holiday travel. Discussion. Mr. Vigil indicated that he and his 'team' would be calling booked passengers over next week to attempt to re-book or re-schedule their flights so as to minimize impact. Discussion regarding the need for a press conference in this regard.

MONTHLY REPORTS:

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

Mr. Gutman made a motion to approve the **minutes** of October 27, 1994 as presented. Seconded by Mr. Post. All were in favor.

Mr. Gutman made a motion to approve the **McNeil, Leddy & Sheahan** invoices for the period of September 23, 1994 through October 22, 1994 and August 23, 1994 through September 22, 1994 in the amounts of \$4816.95 and \$3898.86 respectively. Seconded by Mr. Cain. All were in favor.

Discussion and review of the **operating statements**. Receivables were reviewed in depth and the Warplanes account status was discussed.

MANAGER'S REPORT:

Terminal Renovations: Mr. Tyler Scott dba Shelter Design was selected, from the four firms that applied, to provide design services for renovations and remodeling required for the first floor terminal ticket counter and entry areas. A meeting will be held after Thanksgiving to formulate scope of work and costs. Proposals will be brought forth after January 1. Correction of the problems with the ceiling above the ticket counters will begin immediately.

MANAGER'S REPORT (CONT.):

Fuel Farm: A meeting was conducted on November 7 & 8 with suppliers and equipment manufacturers of fuel farm services. Mr. Corley reported that it appears that the cost to the Airport may be less than \$1 million. The fuel farm will initially allow for the storage of 40-60,000 gallons of fuel with capability of expansion. Discussion.

Parking: Additional spaces for public parking are now available, due to the expansion of the long term lot. A meeting with DPW was held on November 18 to discuss plans to increase the level of customer service. The additional spaces proved worthwhile during the Thanksgiving period.

FY'96 budget: Staff members will be contacting individual Commissioners to arrange schedules to review assigned expense codes. Without objection, the following codes will be reviewed as follows: CHAIR= 0100,0200,0300,1300 MIKE CAIN= 0800,0900,1000 HUCK= 0400,0600,0700 BILL= 1100,1200 MIKE FLAHERTY= 0500.

Runway End Safety Areas: Top priority is being given to bring all safety areas up to standard, which is an area 500' wide by 1000' long. The safety area at the end of Runway 15 does not meet that standard. FAA is strongly urging the Airport to research the environmental impact of building that safety area, which in preliminary discussions impacts Muddy Brook.

AIP News: The FAA has issued policies clarifying and revising criteria for reviewing requests for letters of intent (LOIs) and discretionary Airport Improvement Program grants. FAA has indicated that it intends to consider requests for LOIs at primary or reliever airports "only for airside development projects with significant capacity benefits." FAA will consider three factors: (1) the project's effect on overall national air transportation system capacity; (2) project benefit and cost, and (3) the airport sponsor's financial commitment, including project timing. Plans are being formulated for the head of FAA Airport's Division to personally address the commission in January to discuss this very serious issue.

Landside Study: A discussion as it related to the draft landside access study, mailed earlier, took place. The Commission agreed that consideration of the proposed parking deck be made a priority discussion item.

MANAGER'S REPORT (CONT.):

Northwest Airlines: Updated information on the costs to operate out of BTV, and the facilities available for use now and plans for future expansion have been provided to Northwest Airlines. Rumor has it that they are looking at opening new stations in the Northeast as early as next fall. State DOT along with travel bureau and chamber have become involved. A preliminary meeting in Montpelier on Dec 14, in preparation for a future meeting with Northwest principles, is being held. Bill Post and Mike Flaherty as well as Mr. Hamilton will be in attendance.

Continental Hangar: In anticipation of the long term lease with Continental Express, and in accordance with the negotiated lease, the inspection of the facility revealed a number of required repairs, primarily to the heating and electrical systems. The associated cost to affect those repairs will total \$8687.86. Mr. McEwing made a presentation on the specific work elements of the repairs to the heaters in the hangar.

Mr. Gutman made a motion to approve the expenditure of \$6300.00 to correctly fix the 'Continental Express' Hangar heater units. Seconded by Mr. Flaherty. All were in favor.

Fuel Farm Cleanup: The Staff has been working with Ground Water Inc. regarding the latest input from the State. A report from Ground Water Inc. recommending a low cost method to be in compliance with the State's directive will be presented at the January meeting for Commission concurrence. Counsel will present our options as it relates to financial responsibility during this process.

Gate 1/2 & NWS: Engleberth expects to have plans and specs completed by December 13 to put out to bid for renovations and expansion of the National Weather Service and Gates 1/2. They will also provide estimates on the total project cost. Final decision for colors, etc. for Gate 1/2 were accomplished with the Chair and architect on this date.

Runway Lighting: The new runway lighting system went into operation on December 1. It appears that this was one of our better construction projects. ECI and the electrical sub Delta performed very well.

Mr. Gutman made a motion to enter executive session to discuss a personnel matter to protect the rights of the individual. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 6:05 p.m.

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

Mr. Gutman made a motion to amend the agenda to include item #3 under regular reports entitled: "Amendment to Airport Rules & Regulations Re: Fines for Parking violations". Seconded by Mr. Flaherty.

AMENDMENT TO AIRPORT RULES & REGULATIONS RE: FINES FOR PARKING VIOLATIONS:

Nancy Sheahan of McNeil, Leddy & Sheahan explained that the City of Burlington had increased their fines for parking violations throughout the City. The Airport, however, has its own regulations in this regard. She indicated that the difference in fees has caused confusion among Burlington Police Officers charged with enforcement of both regulations. She recommended that the Commission increase the Airport fines accordingly. Discussion. The Commission did not agree that the fees need to be the same. Discussion.

Mr. Gutman made a motion to amend the handicap parking violation fees from \$25 to \$35 but to keep the other Airport parking violation fees at \$5. Seconded by Mr. Flaherty. All were in favor.

Mr. Flaherty made a motion to approve the penalties for violation of parking offenses to civil to be handled in the new municipal/traffic court. Seconded by Mr. Post. All were in favor.

AIRLINE OPERATING AGREEMENT:

A discussion ensued regarding capital expenditures that can be deemed "special purpose facility" capital improvements so that the revenues for which can then be excluded from Airport revenue until the expense is recovered. Nancy Sheahan advised that the South Hangar renovation of \$360,000 does not fit into the prescribed definition. Discussion.

Mr. Gutman then requested information on the Airport's industrial park revenue fund status and inquired how these accumulated funds were invested. Discussion. Mr. Gutman requested that a current financial statement in this regard be generated for Commission discussion and review.

**MINUTES
AIRPORT COMMISSION**

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

Respectfully Submitted,

Tamara S. Gagne
Administrative Assistant

NOVEMBER 1994

NO MEETING HELD

MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, OCTOBER 26, 1994
4:00 P.M.

PRESENT:

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

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

Mayor Brownell, Art Sanborn - CEDO, Ken Schatz - City Attorney,
Jim Hogue, Rob Hopman, Dave Grippin - Leadership Champlain

John "Chip" French, the new head of vehicle maintenance for the Airport was introduced to Mr. Corley and Mr. Flaherty. He explained a little about his background and advised that he has found the maintenance facility here to "one of the best" he has worked in. Mr. French left the meeting at this time.

Mr. Hamilton then introduced the individuals from **Leadership Champlain**, an organization, run by the Chamber, of adult students studying area business development in the 90's. The focus of the group of students who are represented here is to determine what role the Airport can play in this business development concept. They have already met with Mr. Hamilton and will be attending Commission meetings to gain information on the structure of the Airport and its management. Mr. Corley offered to meet on individual basis with the group.

At this time, Mr. Gutman and Mr. Cain arrived. The meeting was officially called to order by the Chairman, Mr. Corley at 4:10 p.m.

CCTA - MAYOR BROWNELL:

Mayor Brownell explained that the City of Burlington has been working with Chittenden County Transportation Authority (CCTA) in examining alternative locations for the siting of their base garage and main offices. CCTA has agreed to put their condemnation of adjacent property procedures on hold until alternative City property options have been explored. Mayor then explained that it is the Airport's newly acquired "Lawson" property location that the City has considered as a potential and highly favorable alternative. Discussion. CCTA currently has a 20,000 s.f. building on approximately 1.5 acres. Their short term expansion needs are for an additional 18,000 s.f. building

CCTA (CONT.):

and acquisition of another 4.5 acres parcel (of which only 2.5-3 acres is useable and only about another 1.5 needed for current plans). Discussion.

Mr. Gutman made motion to enter executive session to discuss contract negotiations, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. Excluded from the meeting were all parties except for Mayor Brownell, Art Sanborne, Ken Schatz, and Airport staff.

The meeting resumed regular session at 4:43 p.m.. Mayor Brownell, Art Sanborne and Ken Schatz left the meeting at this time.

AIRSHOW DEBRIEF - JIM PARKER:

Jim Parker reported the revenues were under projections, primarily due to advance ticket sales which he attributed to the poor weather forecasts. Expenses were on target and in some cases under budget as well. A net of \$66,000 was realized for charities. However, Mr. Parker reported that the State has contacted Parker Aviation to inquire about the 5% state tax payment on ticket sales. Although the corporation is tax exempt, the State is arguing non-applicability to sales vs purchases. Discussion. The Commission recommended that Mr. Parker reflect only \$55,000 until the tax issue is resolved. Mr. Parker then surveyed the Commission as to their desire for an airshow in two years. Varied opinion from neutral to very positive. Jim will be meeting with the Canadian SnowBirds performance team to determine viability.

LONG TERM PARKING EXPANSION:

Mr. Hamilton reported that the Airport enplanements are up approximately 10,000 in the last three months and that the general increase in airline passenger traffic has filled both the long and short terms to capacity on a daily basis over the past two weeks (and on many other occasions since the beginning of this year). Mr. Hamilton advised that the present long term lot can be expanded to accommodate more long term and possibly be an overflow for short term. All parties concerned agree that this is an adequate short term solution. Discussion. Mr. Corley questioned whether the proposed expansion would have any impact to the Aviatron business and was assured that it would not. Discussion.

PARKING (CONT.):

Mr. Cain made a motion to approve the \$4,500.00 estimated to expand the long term parking lot facility. Seconded by Mr. Flaherty. Mr. Corley requested that the Department of Public Works be advised that additional coverage must be provided to the long term lot so as to provide more efficient customer service. The remaining Commissioners echoed Mr. Corley's concern and also suggested that Mr. Hamilton explore the possibility of converting both of the lots to short term so as to have full utilization of both lots at all times. All were in favor.

FY'95 CAPITAL PROGRAM/CURRENT NEEDS:

Mr. Hamilton presented a detail of FY'95 capital improvement items that have been prioritized to seek discussion and approval to progress on accomplishing.

Mr. Flaherty made a motion to approve the capital expense of \$3145.00 to replace the HVAC mixing boxes in the gift shop area as recommended. Seconded by Mr. Cain. All were in favor.

Mr. Corley recommended that the other capital improvement items, all related to first floor terminal upgrades, be designed under a five year architectural plan and accomplished as funds are available. Discussion. The Commission agreed with Mr. Corley's recommendation to solicit proposals from qualified architects, create a plan of action and progress with the upgrade to the ceiling and lighting above the airline ticket counters as a priority project.

"METRO" HANGAR/CONTINENTAL EXPRESS:

Mr. Corley reported that he has negotiated an agreement with Continental Express for the entire "Metro" Hangar at a rate of \$75,000 per year net, no ground rent payments, and taxes and utilities paid by Continental Express. The term is from year to year with a five year maximum, CPI adjusted.

Mr. Flaherty made a motion to confirm the negotiated lease agreement between Continental Express and the Airport for use of the "Metro" Hangar as presented. Seconded by Mr. Gutman. All were in favor.

Mr. Cain made a motion to approve the capital monies of \$11,200 to proceed with engineering design of the "Metro" hangar force main connection to the South Burlington water treatment facility. Seconded by Mr. Flaherty. All were in favor.

Mr. Flaherty made a motion to empower the Chairman and JJ Hamilton to choose the architect for the terminal first floor modifications. Seconded by Mr. Cain. All were in favor.

Mr. Hamilton requested that a Commissioner be designated to work with the Staff on an ongoing basis on current, future and AIP capital budget. Mike Flaherty volunteered to serve as requested.

MANAGER'S REPORT

Innotech/Metro Hangar/South Hangar status is such that Innotech is currently occupying the South Hangar and Continental Express has control of the "Metro" Hangar. Innotech is currently working with the airlines to provide quotes on winter aircraft storage. Mr. Hamilton received a complaint from Business Express station manager, Pete Callahan, that he felt that Innotech was gauging them by charging \$60.00 per night for a Beech 1900. Discussion. The rates paid previously to Innotech were much more reasonable. Discussion. The Commission requested that JJ write a letter to Innotech expressing that although it is the Commission's desire to keep others out of the FBO business, it is also the Commission's responsibility to ensure that rates and charges to all Airport tenants are fairly construed.

An **ILS to Runway 33** is a project that has a very positive outlook for installation in 1995 or 1996, despite previous information that there could be no ILS to 33. It can be installed with a degree slightly higher than three (3) degrees.

A visit from the **General Accounting Office (GAO)** from Seattle was held on October 24. It was a fact finding mission to prepare a report to Congress on how airports are operating as it relates to revenues and rates & charges. BTV was chosen as an example in that it has a fairly new terminal with a low bond, does not assess a PFC, and whose rates to airlines are low, yet is operated very effectively. They wanted to know how this is accomplished and inquired about related items.

Fuel farm site preparation is underway. The next step is to determine funding, access and control.

The City Council, at its meeting of October 24, 1994, gave approval to proceed with the **condemnation process** for the Airport Drive property owned by Guy Niveau.

The new **15/33 lighting system** is scheduled to be on-line by December 1, 1994.

CEDO REQUEST FOR WETLANDS STUDY PAYMENT:

Mr. Corley reported that the Airport had made an initial commitment to CEDO to pay \$500 for southend/wetland study services but that the actual incurred costs were \$1300.00. He recommended that the Commission approve the additional funds.

Mr. Cain made a motion to approve the additional payment of \$800 to CEDO for survey of property in the southeast airport quadrant for purposes of development. Seconded by Mr. Flaherty. All were in favor.

EXPENSE APPROVAL:

Mr. Hamilton requested approval to expend funds up to \$20,000 for the purchase of urea, a chemical used in winter operations for snow and ice control, of a budgeted amount of \$25,000. Approval is required due to the fact that each single delivery will exceed \$2000.

Mr. Gutman made a motion to approve the expense for urea purchase as described. Seconded by Mr. Cain. All were in favor.

MONTHLY STATEMENTS:

Mr. Flaherty made a motion to approve the **minutes** of August 25, 1994 as presented. Seconded by Mr. Gutman. All were in favor.

The September **operating statements** were reviewed and discussed. Receivables for USAir, Warplanes, Continental and United were questioned and requested that they be closely monitored. The revenue comparison document was also reviewed in detail.

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

Mr. Cain made a motion to approve the **McNeil, Leddy & Sheahan** invoice for the period of July 23, 1994 to August 22, 1994 in the amount of \$4,653.86. Seconded by Mr. Flaherty. All were in favor.

At this time, Mr. Flaherty left the meeting.

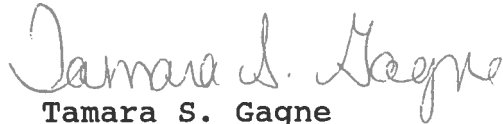
FUEL FARM STUDY:

Mr. Corley advised that at the December 19, 1993 meeting the Commission discussed approval of a \$10,000 contract to Bill Countryman. The Commission intent was to have Mr. Countryman proceed with the study of the wetlands issue for south end development, but the minutes do not reflect that desire.

Mr. Gutman made a motion to approve payment for services performed by William Countryman for examination of wetlands in an amount up to \$10,000. Seconded by Mr. Cain. All were in favor.

There being no further business, Mr. Gutman made a motion to adjourn. The meeting adjourned at 5:35 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

SEPTEMBER 1994

NO MEETING HELD

MINUTES
BOARD OF AIRPORT COMMISSIONERS
TUESDAY, AUGUST 30, 1994
12:00 NOON

PRESENT:

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

John J. Hamilton
Tamara Gagne
Richard Varney
Lynn Coddington
Cindy O'Hara

Jim Soter, Lyndol Atkins - AFSCME Union President, Michael
Catella - Airport Union Steward

The meeting was called to order by the Chairman, Mr. Corley at
12:06 p.m.

UNION GRIEVANCE:

Mr. Hamilton reported that a grievance has been filed by AFSCME
Union on behalf of Jim Soter, who prior to his resignation on
August 5, 1994 was head of vehicle maintenance. Neither his
supervisor nor Mr. Hamilton were able to satisfy the grievance,
therefore the next step in the process is for the commission to
hear the grievance. The grievance is for \$700.00 for tool
replacement and damage to the employee's tool box. Discussion.

Mr. Flaherty made a motion to enter executive session to discuss
personnel matters. Seconded by Mr. Gutman. All were in favor.
The meeting entered executive session at 12:25 p.m. and excluded
all but Commission members.

The meeting resumed regular session at 12:30 p.m.

The Commission advised Mr. Soter that they would settle with him
for the amounts demanded for tool replacement and tool box
damage.

At this time Mike Catella, Lyndol Atkins and James Soter left the
meeting. Frank Donahue - Valley Air Services and Jim & Marilyn
Parker - Parker Aviation entered the meeting.

94 AIRSHOW UPDATE - JIM PARKER:

Jim Parker reported that the Blue Angels coordination is set for a Thursday noon practice and full Blue Angels airshow at 1500 with seven other acts performing prior. He indicated that advance sales were going great and appeared to be at increased levels over previous years. Two to five thousand are estimated for Friday with thirty-five to forty thousand for Saturday and Sunday.

MONTHLY STATEMENTS:

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

The Commission reviewed the **operating statements** for the month of July. Mr. Gutman questioned the receivables of Commutair and of Warplanes. He requested that Mr. Hamilton contact both parties and expressed his concern about Warplanes always being in arrears. Discussion.

Mr. Gutman made a motion to enter executive session to discuss pending lease 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 12:58 p.m.

The meeting resumed regular session at 1:30 p.m.

FY'94 YEAR END REPORT:

The Commission reviewed the FY'94 unaudited financial report and accepted the \$52,335.72 loss reflected. The Commission decided that it would not exercise its option to increase the landing or terminal s.f. rents for this fiscal year.

OBSERVATION TOWER HVAC REPLACEMENT:

Mr. McEwing reported that three bids were recieved on the observation tower HVAC replacement project. The low bidder was Champlain Valley Air - a division of Bowl New England at \$4842. Other bidders were Northeastern HVAC at \$6025 and VT Mechanical at \$7200. Champlain Valley Air also provides the desired York air conditioning unit. Discussion. Mr. Gutman expressed his concern that if the Commission approves the contract to Champlain Valley it will appear as a conflict of interest due to Dick

HVAC (CONT.):

Corley's affiliation with Bowl New England. Mr. Corley assured the Commission that he knew nothing of the proposal made by Champlain Valley Air and further assured that he would abstain from discussion and vote on this issue. Mr. McEwing advised that the request for proposals was public. Three entities responded with Champlain Valley having the low bid as well as the most responsible proposal. Discussion.

Mr. Post made a motion to approve the low qualified bid of \$4842 from Champlain Valley Air. Seconded by Mr. Flaherty. Huck voted against the motion. Discussion. Mr. Flaherty expressed his opinion that there was no conflict, the proposal was handled appropriately and that the Commission would be remiss in not saving the \$1400 from the low bid to the next qualified.

Mr. Gutman made a motion to enter executive session to discuss personnel issues. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 2:00 p.m.

The meeting resumed regular session at 2:05 p.m.

Further discussion and presentation by Mr. McEwing as to the development process for the RFP and the quality of service offered by the low bidder. Discussion.

Mr. Post made a motion that, to avoid the appearance of a conflict of interest, the second qualified bidder on the observation tower **HVAC system** be awarded the **contract**. Seconded by Mr. Flaherty. All were in favor.

CAPITAL PURCHASES:

Mr. Varney, Operations Director requested that the Commission approve the capital expense for the replacement of a five year old runway plow. The low bid was submitted by Frink for \$16,000.

Mr. Post made a motion to approve the **capital expenditure of \$6,000** to Frink for a R/W replacement plow as presented. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman suggested that when equipment is replaced the replaced equipment is offered to the City of Burlington and then to the City of South Burlington. Mr. Hamilton advised that if the Airport does not have any secondary life use for the equipment, it is offered to the City of Burlington who usually graciously accept.

CAPITAL (CONT.):

Mr. Varney requested that the Commission approve the capital expenditure of funds for a replacement John Deere, 4 wheel drive lawn tractor in the amount of \$18,900.00.

Mr. Flaherty made a motion to approve the **capital expenditure of \$18,900** to John Deere for a replacement terminal lawn tractor in the amount of \$18,900. Seconded by Mr. Post. Discussion. All were in favor.

MANAGER'S REPORT: (INCLUDED AS A PART OF THE RECORD - NOT DISCUSSED)

NEC'94: The conference which Burlington hosted was deemed a success by both the attendees and the Executive Board. The conference was very good public relations for this Airport. This conference set an all time record for attendance (265). Normal attendance is 180-200. This speaks well for the area and the facilities we offer.

Airport Video: JJ is researching the development of a 20 minute video relating to all aspects of the Airport, which can be used for PR purposes and during speaking engagements.

Fuel Farm (present): The report on the extent of contamination and suspected sources thereof was available at the meeting for review and discussion. The State is anxiously awaiting the report, which will be forwarded next week after commission review.

Fuel Farm (new): The consultants will address the commission at the September meeting to discuss the implementation of plans to construct the new fuel farm next spring. Meetings are being held with local fuel suppliers/brokers/dealers to discuss a joint venture in funding the new farm.

There being no further business, Mr. Gutman made a motion to adjourn. Seconded by Mr. Post. Meeting adjourned at 2:20 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, JULY 28, 1994
4:00 P.M.

PRESENT:

J. Richard Corley, Chairman
William Post
Michael Flaherty

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

The meeting was called to order by the Chairman, Mr. Corley at 4:07 p.m.

AIRSHOW CHARITY DOLLARS - ROGER CROUSE:

Mr. Roger Crouse, the local area representative for Make-A-Wish Foundation entered the meeting to request the Airport Commission's consideration of identifying a specific amount of the United Way donation for Make-A-Wish. Discussion. Mr. Crouse indicated that his request is for a 3-5% donation or the cost of underwriting one child's wish which is \$4,000-\$6,000.

Mr. Hamilton then introduced the new office receptionist, Erin Corely.

TERMINAL RAMP ISSUE - UNITED AIRLINES - JOHN GRINDLE:

Mr. Grindle appeared before the Board to express his safety concern over USAir powering out and its non-compatibility with other airline uses on the ramp. Discussion. He requested that the Airport take the situation into hand and dictate a ramp use policy. No action taken or resolve reached.

MONTHLY STATEMENTS:

Mr. Flaherty made a motion to approve the **McNeil, Leddy & Sheahan invoice** for the period of 06-23-94 to 07-22-94 in the amount of \$6,481.41. Seconded by Mr. Post. All were in favor.

Mr. Post made a motion to approve the **minutes** of June 30, 1994 as presented. Seconded by Mr. Flaherty. All were in favor.

PARK & TRAVEL REQUEST FOR PHONE:

Park & Travel has made a request to have a phone in the terminal. If approval is granted, the method for phone access can be through the telephone board operated by Interspace. The commission policy has been that phone access to off airport agencies was only for hotel/motel accommodations. Discussion as to how approval relates to phone access to other off airport agencies. Mr. Flaherty indicated that he perceived it to be a benefit to the public that the Commission should not deny.

Mr. Post made a motion to approve the request of Park & Travel to put in an accessible phone on the terminal phone board. Seconded by Mr. Flaherty. All were in favor.

LAND ACQUISITION:

Negotiations with Lawson and his tenant have been completed. In reviewing the lease between Lawson and the tenant, it was discovered that the original term was not just three years, but had a renewal clause that extends the lease for seven years. This term has received concurrence from the FAA, as long as the rental monies of \$9000.00/yr. are tracked separately, and dedicated to airport usage. This lease impacts less than 1/2 acre of the entire 6.42 parcel, and should not affect any present or future usage of the property.

Mr. Flaherty made a motion to approve the extended lease term as presented. Seconded by Mr. Post. All were in favor.

GATE 1/2 DESIGN:

The latest design for the Gate 1/2 renovations was presented for review. Mr. Hamilton reported that the renovation should begin on October 1, 1994 with anticipated completion by early spring for the National Weather Service. The Gate 1/2 renovations will require a 60-90 day completion.

Mr. Post made a motion to proceed with the design as presented. Seconded by Mr. Flaherty. All were in favor.

PURCHASE APPROVAL:

Mr. Hamilton requested Commission approval for the expenditure of funds to replace an unserviceable hydrostatic broom drive motor for a runway sweeper. Approval required in that the expense exceeds \$2000.00.

Mr. Flaherty made a motion to approve the expenditure for a new hydrostatic broom drive motor as requested. Seconded by Mr. Post. All were in favor.

USAIR/A.N. DERINGER SUBLEASE:

Mr. Hamilton reported that A.N. Deringer requires an operating agreement with the Airport in order to contract services with USAir for their freight. He requested discussion as it relates to amount of fee to be remitted to the Airport and the sublease approval. Ms. Gagne contested that Deringer would not be required to pay a fee to provide a service in which USAir is already engaged and authorized to do. An approval of the sublease would be required. Hearty discussion ensued. The Commission agreed that they could not determine that a fee based on revenues was in order considering the Airport was receiving building rent.

Mr. Flaherty made a motion to enter executive session to discuss leases and contracts of Innotech, Daystar and USAir, 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 4:43 p.m.

Mr. Post left the meeting at 5:00 p.m.. There being no quorum at this point, general discussion among remaining Commissioners and staff ensued until 5:50 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, JUNE 30, 1994
4:00 P.M.

PRESENT:

J. Richard Corley
Michael Flaherty
William Post
Huck Gutman

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

Art Vigil - Continental, Lisa Liberty - USAir, Ron LaScala - United, John Grindle - United, Jim Starbuck - Accent Travel, Bob Eddy - Accent Travel, Ray Minor - Accent Travel, Bill Simms - Daystar

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

TERMINAL RAMP PARKING ISSUE:

The representatives of the three major carriers appeared before the Commission to express their concerns regarding aircraft parking issues on the terminal ramp. The Airport and the airlines have been working on this issue for several months with no resolve. United's concern is that of having to tow two aircraft (a costly endeavor) and that for their passengers who are having to walk from Alpha Taxiway to the terminal because that aircraft cannot get any closer to the terminal. USAir's concern is that of losing one of their three parking spaces to United. Continental expressed concerns over safety as each of the airlines continues to be compressed into insufficient space. Discussion. Mr. Corley advised that although the open ramp policy has worked in the past, the Commission has determined that it will contract for a survey and appropriate ramp layout plan to accommodate all concerned and the airlines will have to abide by that plan. Discussion. The airline representatives indicated that they would like to continue to have a general workable agreement, but would not agree to compromise among themselves. Ramp survey timeline reported to be accomplished by July 27th. United agreed to continue operating as they have on interim. Continental offered the use of their remote north end parking spot (refused by previous United management).

DAYSTAR SUBLEASE:

Mr. Hamilton reported that the Daystar five year sublease from Innotech terminates June 30, 1994. It has an option clause for an additional five years, which Daystar has exercised. Mr. Mike Sacco of Innotech was made aware that airport approval was required before accepting their option. Approval to sublease has not been requested by Innotech. Mr. Hamilton's recollection is that this originally started as a sub-sub lease with Montair that then became a straight sublease from Innotech after Montair went out of business. Negotiations with Daystar for a % payment to the Airport at that time were unsuccessful due to the rental amount plus a % that was being paid to Innotech. It was at that time that Innotech was informed that the option on the sublease could not be exercised until the Airport and Daystar negotiated an operating agreement. Daystar informed the airport that the option was exercised with Innotech over three months ago and that the rent has been increased 20% and the % of payment in addition to the rent continues. Discussion. Mr. Bill Simms explained that Daystar has been under the impression that the % override that they have been paying to Innotech was negotiated to pay what the Airport would require of them. He indicated that they rent 5200 s.f. with an option for an additional 3500 s.f. for \$2205 per month. At this time Mike Sacco, Innotech Aviation Manager, entered the meeting. The Commission requested explanation of the contract terms between Innotech and Daystar. Discussion. The Commission decided to discuss the contract terms in executive session.

ACCENT TRAVEL LEASE REQUEST - JIM STARBUCK:

Accent Travel has made written request to rent the vacant travel agency area (adjacent to gift shop) for the purpose of operating as a "meet and greet" service, courtesy ticket pickup, airport customer services, a 24 hour computer kiosk, and other travel agency related services. Discussion. Commission expressed their concern for the potential conflict with the current advertising contractor. Mr. Starbuck explained that the video kiosk displays are not sold advertising, but a benefit to the company for doing business with Accent Travel. Discussion. The Commission requested that counsel and Interspace be involved to ensure that there are no conflicts. With the approval of counsel and based on the essential need for this operation, the Commission will approve. Bill Ellis requested to research.

All parties in attendance, except for Mike Sacco, left the meeting at this time.

A discussion regarding the proposed letter of agreement between the City and Innotech Aviation regarding South Hangar occupancy ensued. The Commission advised Mr. Sacco that regardless of whether Innotech agreed or signed, they would proceed with full restoration of the South Hangar to fulfill its obligations to Innotech.

Mr. Sacco left the meeting at this time.

Mr. Flaherty made a motion to enter executive session to discuss leases and contracts, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. All were in favor. The meeting entered executive session at 5:01 p.m.

The meeting resumed regular session at 5:27 p.m.

Mr. Flaherty made a motion to approve the **Daystar** lease to the Airport at a rate of 1% of gross over \$400,000. Seconded by Mr. Gutman. All were in favor.

MONTHLY STATEMENTS:

Mr. Flaherty made a motion to approve the May and June **warrants** as presented. Seconded by Mr. Gutman. All were in favor.

The May and June operating statements were reviewed and discussed. Precision Airlines d/b/a Northwest Airlink has terminated operations throughout their system. The Airport is determining their status regarding their leasehold interest. The reason for the termination and Chapter 11 filing of May 28, 1994 was due to Northwest Airline decision not to renew their code sharing agreement as an Airlink, effective Nov 1, 1994. Northwest left owing only \$1761.68 due to the \$20,000.00 they paid in advance when they began operation.

CAPITAL EXPENSE APPROVALS:

Mr. Hamilton requested that the Commission consider the approval of \$6000 for HVAC air conditioning unit replacement for the observation tower. The existing system is over forty years old and has been leaking for the past two years. Research has indicated that repair is not an alternative due to age and current code requirements.

Mr. Gutman made a motion to approve the \$6000 for HVAC upgrade in the observation tower and suggested/approved the expenditure of \$2000 to improve the general appearance of the tower. Seconded by Mr. Flaherty. All were in favor.

Mr. Post made a motion to approve the **McNeil, Leddy & Sheahan invoice** for the period of 04-23-94 to 05-22-94 in the amount of \$2,300.72. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman made a motion to approve the **minutes** of May 26, 1994 as presented. Seconded by Mr. Flaherty. All were in favor.

TRAVEL:

Mr. Hamilton requested that approval be granted for himself and the Engineer to attend the Airport's Council International conference, to be held in Toronto in September. Funding has been budgeted.

Mr. Post made a motion to approve the travel expenses required for the Airport Manager and Airport Engineer to attend the ACI annual conference in Toronto in September '94. Seconded by Mr. Flaherty. All were in favor.

APPOINTMENTS:

Mr. Flaherty made a motion to appoint Mr. Hamilton to the position of Director of Aviation for the ensuing fiscal year and to appoint Tamara Gagne as the Clerk of the Board. Seconded by Mr. Post. All were in favor.

Tamara Gagne, as Clerk, opened the floor to nominations for Chairman of the Airport Commission for the fiscal year beginning July 1, 1994. J. Richard Corley was nominated by Mr. Flaherty and seconded by Gutman. No further nominations were made and the floor was closed to nominations with a vote by Mr. Post and a second by Mr. Gutman. Mr. Corley was elected as Chairman with a motion by Mr. Gutman and a second by Mr. Post. All were in favor.

A discussion regarding commission member attendance ensued. City Council expressed a concern about Michael Cain's record. Brian Sullivan, opponent for Dick Corley's appointment by the City Council, is putting political pressure on associates to get appointed to the Airport Commission. Discussion regarding Mr. Sullivan's potential conflict of interest due to his representation of Warplanes.

MANAGER'S REPORT

Precision Airlines (Northwest Airlink) has been notified that they no longer have rights to the counter space. Business Express and Northwest Airlines have negotiated an agreement for them to operate as an Airlink in addition to their Delta Connection role.

15/33 AIP Lighting Project: Mr. Hamilton reported that the three bids received from DBE'S (this was a DBE set-aside project), were all rejected. The low bid of \$520,000 from Nicom Seal Coating was far in excess of the Engineer's estimate of \$350,000. The project has been rebid, no longer as a set-aside. The new estimate has been established at \$400,000.

South Hangar Repair Status: The Contractor is reevaluating costs in the hope of reducing the bid to \$275,000. It appears that some of the original engineering estimates were low. The Contractor, in order not to delay the timeliness of the repair, has begun preliminary work; such as cleanup and necessary demolition. Discussion regarding making the contractor the construction manager with thought that this would lower the cost. The contractor is, in effect, the construction manager and cannot accomplish the required job at any lower cost.

Aviatron: Request by Aviatron to conceptually approve their capital improvement and corresponding five year lease. Plans and specs will require Airport concurrence followed by Commission acceptance. The Airport landside consultants believe the building can remain in place even with new access to the terminal building. Discussion on terms of lease as it relates to rental charge increases throughout the five year term.

AIP Reauthorization Bill agreement seems to have been reached as it relates to the issue of rates & charges. More specific language has been incorporated into the bill such as, additional financial reporting by airport's, an expedited review process for resolution of fee disputes, strengthening existing law on revenue diversion, and stronger enforcement of airport violators. Rates and charges issue may not be an impact to Burlington if we continue with a compensatory type lease. Mr. Hamilton indicated that the issue of revenue diversion will be treated very seriously by the FAA.

Airline Affairs Committee meeting was held between Mr. Hamilton and the Mr. Corley to primarily discuss landing fee increases. The committee is favorable to discuss and implement a new operating agreement based upon the agreement presently in effect. Mr. Hamilton will coordinate a meeting with the Chair and counsel to forward to that committee any changes to the present agreement for their review.

Office Assistant Position: After a long and laborious effort, the position has been offered to Erin Corley. She was the best qualified out of 125 applicants. She has begun training in the evenings and will start full time on July 8.

Terminal Access Improvements: More changes to curb cuts have occurred with more to follow. It not only provides better access, but the areas are more easily maintainable and safer.

Terminal Grounds: It should be noted that the entry to the terminal access road as well as the appearance of all the grounds around the terminal are excellent. Dick White, terminal maintenance, has been acknowledged for his dedicated efforts. Not only do the grounds look better than ever before, he has accomplished the improvements without incurring additional costs.

Business Air Insurance Settlement: Counsel has advised that approximately another \$10,000 is forthcoming. Also, at sometime in the distant future, Lloyd's will have completed negotiations with Gallagher for more money.

Landside Study: Subcommittee met with HNTB to discuss final scope of work for Phase one. Findings are expected to be presented to the commission in Aug-Sept.

Land Acquisition: Expect to close on the Lawson and Haire properties July 1. Request continued discussion on the Park & Travel property.

Gate 1/2 Status: Options for restaurant stand-up bar locations and screening entry/exits presented for discussion and review. Airport has requested inputs from the airlines. When the final layout is approved, the architect will complete the design as it relates to floor coverings, finishes etc. Request final approval at the Aug meeting to meet the Sept 1 renovation date, which coincides with the NWS renovation/fitup project. The Chair awarded the architectural to Larry Atkins. His cost is less than 10% of the \$175,000 estimated renovation construction cost.

NWS Renovation: Finance Board & City Council have approved the \$600,000 and \$200,000 appropriations for the projects. The Chair has awarded the construction management to Engleberth who was within \$5000.00 of the low proposal. It was felt that based on experience that their quality of work will far exceed the difference in cost and produce a better product.

Discretionary Funds: As per commission request from last month, the projects that would be eligible for FAA discretionary funding would be G taxiway, and the North and South end ramp expansions.

FY'94 Year End Projection: At this time, with removing interest and restaurant income from revenues there will neither be a surplus nor deficit. By Airline Operating Agreement there remains an additional \$60,000.00 that could be expended on capital improvements if desired. This would necessitate an increase to the landing fee for FY'95. Of interest for FY'95 revenues will be a reduction in terminal rent and landing fees due to Airlink termination. That amount is estimated to be \$65,000.00 for the year.

Metro Hangar Agreements: Agreements for Continental and Innotech have been drafted, based upon meetings with those parties and the Chair and Bill Post. Counsel is making adjustments resulting from a meeting with her. The final draft is expected by June 29 and will be forwarded to those parties.

Certification Inspection: The annual inspection by the FAA Airports Division was conducted Jun 20-22. Mike Flaherty attended the out brief. Good inspection, a few minor write ups. One major item, however, is the condition of the fuel farm. Problem areas have already been discussed with Innotech. It appears that they will correct the deficiencies without controversy. A final meeting to establish time lines is scheduled for next week. Mr. Gutman, pursuant to advice from counsel, recommends that a letter be written to Innotech and any previous owners/users of the fuel farm facility regarding the results of the fuel farm inspection.

Metro Hangar: Proposals have been requested for design and construction administration for the installation of a force main to connect the hangar to So. Burlington sewer treatment plant.

Manager's Schedule: Vacation Jul 5-12. Out of town 2-5 Jul, and 11,12 Jul.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, MAY 26, 1994
4:00 P.M.

PRESENT:

J. Richard Corley, Chairman
William G. Post
Michael Flaherty
Bill Ellis

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

Phil Guare - Aviatron, Scott Johnstone & Norm Baldwin - C. O. B.
Department of Public Works, Dave McGinnis - Pete's Trailer Mart

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

C.O.B. DEPARTMENT OF PUBLIC WORKS - SCOTT JOHNSTONE:

Scott Johnstone, Public Works Director appeared before the
Commission to present a proposal for the purchase and replacement
of revenue control equipment in both the long and short term
parking lots. The cost of the equipment, proposed to be born by
the Airport, is \$62,000 with a payback of two years at 5%. Mr.
Johnstone indicated that there are significant revenues being
lost through the current system primarily due to inaccurate math
calculations. Discussion. Inquiry made as to long term lot
customer satisfaction. Several inputs given that there are a
number of complaints, but fewer than in the past. Discussion.

Mr. Post made a motion to approve the purchase of new revenue
control equipment for the long and short term airport parking
lots at a cost of \$62,000 to be installed by the Department of
Public Works. Seconded by Mr. Flaherty. All were in favor.

Mr. Post 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.
Flaherty. All were in favor. The meeting entered executive
session at 4:20 p.m.

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

PETE'S TRAILER MART - DAVE MCGINNIS:

Mr. Dave McGinnis requested audience before the Commission to appeal their decision of last month denying him the right to use Airport property for storage. The Commission directed Mr. Hamilton and Mr. McEwing to propose the current square foot rental on the desired space for a three year term with the cost of tree removal (a project and associated cost that the Airport would ultimately have to bear based on FAA glideslope criteria) to be credited. The Airport would also reserve the right to terminate the lease arrangement with 60 days notice with a reimbursement for any credit due on the term.

VALLEY AIR SERVICE - FRANK DONAGHUE:

Mr. Donaghue requested Commission consideration for Valley Air to rent the Metro Hangar. The Commission reported that they were currently working with Continental Airlines for rental of one half of the "Metro" Hangar for a Continental maintenance base. Valley Air was asked to consider rental of the remaining portion under a shared use with Continental.

AVIATRON - PHIL GUARE:

Phil Guare, Manager of Aviatron requested that the Commission consider an extension to their leasehold rights of five (5) years, with an additional five year option based on planned expansion and capital improvements of \$10,000. Discussion. The Commission indicated that their request would be considered.

HTA - CARL TORTOLANO:

Mr. Tortolano reported and discussed the fact that Burlington Airport will lack sufficient AIP funds for its planned improvements. He indicated that when seeking discretionary funds for these projects the FAA is concerned about the following: ability to provide valid *designed* projects and proven good faith effort in collection of other relevant fees - ie: PFC's. A lengthy discussion followed regarding the need and justification for a design on T/W 'G' extension. The Commission directed HTA to provide information on 4-5 eligible discretionary funded projects for Commission decision as to design choice and priority.

AIRSHOW - JIM PARKER:

Mr. Parker indicated that the Airshow is confirmed for September 16, 17, & 18 with all acts booked. Parking negotiations with local providers are continuing and Mr. Corley advised he would contact Mr. Tilley. Discussion regarding charity distribution. The Commission agreed to handle same as in past. \$10,000 to King Street Youth Center, donation to South Burlington Drug Task Force, and the remainder to the United Way. Mr. Parker then completed his update on all activities and invited all to the committee meeting this date at 6:00 p.m.

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. Flaherty. The meeting entered executive session at 5:30 p.m.

Mr. Flaherty made a motion to give the Chairman the authority to accept a construction bid up to **\$275,000 for the South Hangar repairs**. Seconded by Mr. Post. All were in favor.

Mr. Flaherty made a motion to approve the purchase of the **Lawson property** through the AIP for a price not to exceed \$500,000 with no more than a three year lease option allowed for the current tenant. Seconded by Mr. Post. All were in favor.

NEC AAAE 94 CONFERENCE:

Mr. Hamilton recommended that the Airport consider sponsorship of the 1994 Annual AAAE Conference, hosted by Burlington this August, by sponsoring the registrant and spouse gift programs with a donation of \$3500.00.

Mr. Flaherty made a motion to concur with the recommendation of Mr. Hamilton for conference sponsorship of \$3500.00. Seconded by Mr. Post. All were in favor.

R/W 15/33 LIGHTING CONTRACT BID:

Mr. Post made a motion to give the Chairman the authority to accept the low qualified bid on the Runway 15/33 Lighting project contract. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT

SOUTH HANGAR: Invitation to bid has been advertised. Pre-bid/walk thru will be conducted May 31. Roof Truss structural repair is under design. Expected renovations to begin by July 1, with completion by Sept 30.

METRO HANGAR: Meeting was conducted with Continental on May 26 regarding their interest in utilizing the Hangar in support of their expansion plans for Continental Express in the Northeast. Results were briefed at the meeting.

OFFICE ASS'T POSITION: After conducting two group interviews, six finalists out of 125 applicants have been identified. Interviews are being conducted. Has been a very slow process due to certain city requests and requirements. Has placed considerable stress on office procedures and productivity.

FINANCE BOARD: Approval was received to accept the land acquisition grant of \$806,000, and the appropriation of an estimated \$600,000 for NWS and Gate 1/2 from the Airport's undesignated fund balance. Invitation to accept architectural and Construction Management proposals has been accomplished. Proposals due by Jun 2, 1994

JUNE COMMISSION MEETING: City Charter dictates that the Airport Commission meet within the last three working days of June in order to reappoint the Director. Date needs to be established and discussion as to that meeting being the official monthly meeting. Meeting set for June 30, 1994 at 4:00 p.m.

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

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, APRIL 28, 1994
4:00 P.M.

PRESENT:

Huck Gutman - Appointed Chair
William Post
Michael Cain
Michael Flaherty

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

Mike Sacco - Innotech Aviation,

The meeting was called to order at 4:40 p.m. by the Chairman, Mr. Gutman.

MONTHLY REPORTS:

Mr. Flaherty made a motion to approve the **minutes of March 24, 1994** as presented. Seconded by Mr. Cain. All were in favor.

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

Discussion regarding the **operating statements**. Approved as reviewed.

MCNEIL, LEDDY & SHEAHAN INVOICE:

An invoice for the past months' service had not been received as of meeting time.

Mr. Flaherty made a motion to approve the McNeil, Leddy & Sheahan legal service fees for the period of _____ as reviewed and approved by the Director of Aviation. Seconded by Mr. Cain. All were in favor.

NATIONAL WEATHER SERVICE:

Mr. explained that due to Government regulations pertaining to the borrowing of funds by its agencies, it will be necessary for the Airport to have a much larger role in the renovation and addition to their leasehold than previously reported. The Airport will request proposals from construction firms for a design/build contract, award the contract based on Airport/City policy and manage the contract. The expense will be recovered as originally agreed to ie: (7) yrs. at 10%, in the form of rental payments, as opposed to loan reimbursements. Workloads can be fashioned in order to directly oversee the construction. It is now envisioned that the renovation to the Gate1/2 Departure Lounge can be more closely aligned with the NWS design/build contract. Commission previously approved the project as it related to the manner in which the project would be funded. Further approval is now required for that stated above. The lease agreement will reflect the payback terms but will give the Weather Service the right to cancel the contract with 30 days notice. Discussion regarding viability of space without use as weather center and potential risks.

Mr. Flaherty made a motion to accept the current proposed terms for the Airport to provide engineering and fit-up services. Seconded by Mr. Cain. All were in favor.

INNOTECH AVIATION - MIKE SACCO:

Mr. Sacco indicated that due to previous meetings and current correspondence from Mr. Hamilton, he felt it necessary to "educate" the Commission regarding the South Hangar issue by detailing the past four year background. Mr. Sacco reported that the position that Innotech has taken is that although the Commission has decided to restore the South Hangar the only way to be fair to Innotech is to let them continued use of the "Metro" Hangar so as not to lose business they have generated there. Discussion regarding correspondence that Innotech sent to Commission. General discussion.

Mr. Flaherty made a motion to enter executive session to discuss leases, contract and 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 5:10 p.m.

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

LAND ACQUISITION: Dave McGinnis, a partner with Pete's RV Center on the Williston Road has requested to lease airport land that abuts to their property for the purpose of parking and storing of recreational vehicles. Discussion. The Commission denied the request.

Mr. Guy Niveau, owner of property at 1276 Airport Drive, continues to refuse the Airport and FAA appraised value for his property. Discussion.

Mr. Post made a motion to approve the recommendation to proceed with condemnation procedures for the acquisition of the Niveau property. Seconded by Mr. Cain. All were in favor.

HVAC REPAIR:

Investigation into the problems of the terminal building HVAC, reported at previous commission meetings, are complete. The three proposals requested, all recommend replacing the existing malfunctioning pneumatic control system with electronic differential pressure sensors. Repair costs received from the three proposals ranged from \$4800 to \$6450. Recommendation is to accept the \$4800 proposal from the local firm of Control Technology. Motion to proceed is required. Research into making additional changes/adjustments for a more efficient and less costly system are ongoing and will be reported as obtained.

Mr. Cain made a motion to approve the recommendation for HVAC repair as presented. Seconded by Mr. Flaherty. All were in favor.

EXPENSE APPROVALS:

Motion for approval required, in that, the expenses exceed \$2000.00. Two TDD phones for \$2650.00 required by regulation and \$2192.40 required for the annual reactivation of the HVAC charcoal filters.

Mr. Cain made a motion to approve the TDD phone expenditure of \$2650.00 for discussion purposes. Seconded by Mr. Post. Mr. Cain requested that the terms of the NYNEX contract be reviewed to determine its responsibility for placement of regulated telephone devices and written into future contracts. Discussion. Mr. Cain then recommended deferral until the next meeting.

Mr. Post made a motion to approve the \$2192.40 for charcoal reactivation. Seconded by Mr. Flaherty. All were in favor.

BOB MOULTON:

Mr. Bob Moulton, previous Innotech Aviation employee, has requested permission from the Airport to operate a mechanic's business on the Airport premises.

Mr. Post made a motion to approve the request of Bob Moulton as presented. Seconded by Mr. Cain. All were in favor.

COMAIR:

A Delta Connection Airline operating out of Cincinnati flying the Canadair 50 Passenger Jet has requested an operating agreement. They wish to begin operating on July 15, 1994, and will be ground handled by Business Express. Two daily round trips to Cinn. via Hartford and Providence. One aircraft will remain overnite then depart non-stop to Cinn. at 0600. There will be no leasehold interest, landing fees only. The agreement will be the same as with Comutair, United Express and Continental Express.

Mr. Cain made a motion to approve the operating agreement with Comair. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

Parking lot: DPW has again requested of the airport to consider funding of new automated ticket spitters which in their opinion will reduce the mathematic human errors by the gate attendants and completely remove any temptation of gate attendants to pocket money. Scott Johnstone has requested to come before the commission in May to submit a report on how a new system will generate additional revenues with a pay back schedule. It is his desire that the airport fund this capital improvement.

Finance Board: The FY'95 budget was presented to them on Apr 15. The council members are Bill Aswad, Sharon Bushor and Jane Knodell. The presentation was oriented primarily on how the airport handles its financial obligations as opposed to line item discussion. Finance Board accepted the commission budget.

Airline affiars committee: The USAir representative, Helen Tremont, is scheduling a meeting to discuss state of affairs between the airlines and airport as it relates to the airline operating agreement, review of the airports master plan as it relates to both AIP and in house capital improvements and to use the meeting to kick off negotiations to extend the present agreement.

Gate 1/2 improvement: JJ conducted a meeting with USAir and United facilities people to hear their inputs as it relates to the expansion into the dance hall. The architect is proceeding with drawings. A meeting with the Chair to review the results of that meeting and to discuss preliminary drawings will be scheduled for the first part of May.

HTA: The AIP reauthorization bill which provides the airport with its entitlement and discretionary funds is in treacherous waters. HTA has been asked, as our airfield consulting firm, to provide, at the May commission meeting, an analysis of how any resulting decrease to available funds would impact the airports AIP capital improvement program.

Airshow: Jim Parker will be prepared to provide an update at the May meeting. Discussion is requested as it relates to the charitable organization(s) that will receive the airports share. **Jim Soter** has returned to work, with limitations. Max 4 hrs per day, administration work only. It is still unclear as to when he will be able to perform his regular duties.

There being no further business, the meeting adjourned at 5:58 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, MARCH 24, 1994
4:00 P.M.

PRESENT:

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

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

Joe McNeil - McNeil, Leddy & Sheahan, Don DeGraw - Airport
Operations

The meeting was called to order by the Chairman, Mr. Corley at
4:05 p.m.

Mr. Flaherty made a motion to enter executive session to discuss
contract negotiations regarding Innotech Aviation, the premature
disclosure of which would put the Airport at a substantial
disadvantage. Seconded by Mr. Gutman. All were in favor. The
meeting entered executive session at 4:06 p.m. Present parties
at that time were the Commission and Mr. Hamilton. Joe McNeil
entered the meeting at 4:15 p.m..

The meeting resumed regular session at 4:43 p.m.

MONTHLY REPORTS:

Mr. Flaherty made a motion to approve the **minutes of February 24,
1994** as presented. Seconded by Mr. Post. All were in favor.

Warrant review and explanation of new bill paying policy set by
the City in that Brendan Kelleher, City Treasurer, now has
authority to pay invoices as received. Therefore the warrant
will be entirely an after the fact review, still requiring
concurrence and signature.

The **February operating statements** were reviewed in detail. Accounts receivables questions included Business Express and Northwest Airlink and Warplanes. The Commission was advised that Northwest has been issued a default letter and if not cured by March 28, 1994 that the option to pull the operating license can be exercised. Discussion. Commission expressed concern about closing down a commuter operation, but agreed that it prudent to ensure no financial liability to the Airport by insisting on full/up to date payment. Warplanes had indicated that a check would be delivered prior to meeting date and time. No checks were received so Warplanes will be issued a default notice on Friday, March 25. The same action will be applied to Warplanes as Northwest if default not cured within the required seven days.

Ms. Gagne requested that the Commission consider the write-off of \$1894.33 to Continental Airlines relative to interest fees on their Chapter 11 past due monies and the write off of landing fees from RoadAir Feeder Service in the amount of \$340.92 and to Mohawk Airlines in the amount of \$299.35.

Mr. Post made a motion to approve the write-off of the above referenced accounts receivable as recommended. Seconded by Mr. Flaherty. All were in favor.

MCNEIL, LEDDY & SHEAHAN INVOICES:

Mr. Flaherty made a motion to approve the McNeil, Leddy & Sheahan invoices for November 23, 1993 to December 22, 1993, December 23, 1993 to January 22, 1994, and January 23, 1994 to February 22, 1994 in the amounts of \$5917.37, \$8258.94 and \$13,792.21 respectively. Seconded by Mr. Gutman. All were in favor.

INNOTECH SOUTH HANGAR LEASEHOLD:

Mr. Flaherty made a motion to get the necessary permits from South Burlington to begin the process to make the South Hangar repaired as previously tenable. Seconded by Mr. Gutman. All were in favor. Commission requested that Mr. McEwing put this item on his agenda for immediate action.

DEPARTURE LOUNGE 1/2 RENOVATION:

Mr. Corley reported that following the February Commission meeting, he had met with Brenda Easter of the NWS to discuss terms of a proposed amortization agreement for the fit-up of the National Weather Service. The discussed terms were for a 10% return over a five year lease period. An agreement has not yet been returned by the NWS.

Mr. Hamilton advised that Airport counsel is corresponding with NWS counsel regarding the procedures relating to the funding of their expansion. The potential exists that the airport may have to be involved in more than just the funding aspect ie: awarding the bid and overseeing the project due to Federal Laws. Information will be provided when available.

Mr. Hamilton reported that construction estimate by the architect (Larry Atkins) for the renovation of the dance hall to support the Gate 1/2 departure lounge is \$175,000. The cost for architectural services (including project supervision) for that construction is \$17,000. Approval by the commission to contract for those services is required in order to develop plans and specifications to put out to bid.

Mr. Flaherty made a motion to approve the fee of \$17,000 to Larry Atkins Architect for the complete design, bid package and project supervision for the renovations to the second floor departure lounge area. Seconded by Mr. Gutman. All were in favor.

FUEL FARM MONITORING:

Mr. Hamilton advised that the Agency of Natural Resources has requested further definition as to the extent of contamination to the soil in the fuel farm, analyze groundwater samples at the three monitoring wells, and to initiate a program to recover the free product in existence on top of the ground water. Proposals were accepted from Ground Water of Vermont, USFM, CEH, and Environmental Products & Services. Mr. Hamilton recommended approval of the Ground Water of VT proposal at a cost of \$4363.00. Discussion. Mr. Corley requested that the Airport send out certified letters to any and all tenants who might have a potential liability in this regard.

FUEL FARM MONITORING (CONT.):

Mr. Hamilton advised that legal counsel is already drafting notice in this regard. Discussion.

Mr. Gutman made a motion to approve the proposal from Ground Water of Vermont in the amount of \$4363.00. Seconded by Mr. Flaherty. All were in favor.

EXPENSE APPROVAL:

Mr. Hamilton reported that the center line drive on a tow behind runway sweeper needs to be replaced. Commission approval is required, in that, the cost exceeds \$2000. The cost of replacement is \$3097.00. Discussion. Mr. Gutman requested that a letter be sent to the manufacturer advising of the Commission concern regarding failure of this product and indication that services would be sought elsewhere. Mr. Post requested that a copy of said letter be included in next month commission packet.

Mr. Post made a motion to approve the expenditure of \$3097.00 for the replacement of a center line drive to Sweepster with a letter to be written to Sweepster. Seconded by Mr. Gutman. All were in favor.

LAND ACQUISITION CONTRACT:

Mr. Hamilton advised that for previous land acquisitions the Vermont Agency of Transportation has been under contract to provide relocation assistance. A heavy workload will prevent them from providing those contractual services for the houses we are presently purchasing. A contract has been negotiated with Isidore D'orsi, a qualified relocation expert recommended by FAA Airport's Division. The estimated cost of \$13,800 is actually less than anticipated under the Agency's agreement. Discussion. Mr. Gutman and Mr. Post questioned the need to pay someone \$14,000 to assist willing sellers in relocating. Mr. McEwing advised that the relocation specialist was a Federal requirement. The only decision that the Airport has ability to make is to determine who will provide the service and/or whether to proceed with land acquisition based on the costs. Discussion.

LAND ACQUISITION CONTRACT (CONT.):

Mr. Post made a motion to approve the contract with Mr. Isidore D'orsi in the amount of \$13,800 for relocation assistance on the four proposed property purchases. Seconded by Mr. Flaherty. Mr. Gutman voted no. The motion passed in favor by majority vote.

MANAGER'S REPORT

VICE PRESIDENT GORE is arriving Friday at 1740, departing that evening. The Airport, as usual, has cooperated completely with the White House Staff and the Secret Service. The only disruption to operations may be an on time departure for Federal Express and Airborne Express that may conflict with his departure time, in that, there can be no activity within the area of his aircraft. The aircraft will be parked adjacent to the cargo ramp. All notifications of this event have been coordinated with those companies.

AIRLINES: CONTINENTAL will be replacing their one jet-a-day with an ATR-42 and turning all station operations over to their subsidiary Continental Express. It is expected that the jet will return during the summer. Continental's relationship with Continental Express as it relates to Continental leasehold interest in the terminal and the airline operating agreement is being reviewed by counsel. **BUSINESS EXPRESS** will be terminating SAAB-340 service to Boston and New York in April. Service to those destinations will be provided with Beech 1900 aircraft. It is rumored that they will be discontinuing all SAAB-340 service on their routes. Receivables are being watched closely. **US AIR** will be adding a jet to Pittsburgh in May with a noon time departure. They have also removed their jetway from Gate 4. **UNITED** will add a second overnite jet in June.

The **WALTERS TRUCK-SNOW REMOVAL VEHICLE** received extensive damage primarily to the frame and the plow when plow supports weakened allowing the end of the 24' plow to contact a ridge of snow and ice. The resultant torque twisted the plow and caused chassis damage. The insurance adjuster is appraising the damage estimated to be around \$60,000. Airport direct cost could be up to \$18,000.

MANAGER'S REPORT (CONT.)

PERSONNEL: Jim Soter, head of vehicle maintenance, has suffered a back injury requiring surgery. He has filed a workman's comp claim which is under investigation. In the event it is disapproved, he has no sick time to cover the three week recovery period. Temporary personnel measures have been taken to ensure no disruption to vehicle maintenance except that there is a serious concern regarding tools. Mr. Hamilton requested approval to expend \$25,000 in capital funds to purchase the budgeted "master tool set" with two subsets. Mr. Gutman suggested waiting until the fiscal year end in order that year end budget figures could be reviewed prior to purchase. Mr. Hamilton advised that the Airport is at risk of having Mr. Soter's tools removed due to his current condition. Without what is currently provided by Mr. Soter, vehicle maintenance operations will be severely impacted. Discussion.

Mr. Gutman made a motion to approve the capital expenditure of \$25,000 for the purchase of a master tool set and two subsets as described and requested. Seconded by Mr. Post. All were in favor.

MULTI-MEDIA INSPECTION: The State department of Natural Resources, Hazardous Materials Management Division has advised the Airport that they will be conducting a visit this spring to assess management of hazardous waste, UST'S, waste water practices, glycol disposal and other related areas. Discussion. Mr. Corley suggested that all tenants be formally notified of this inspection so that preparations can be made.

SOUTH END STUDY: A meeting was conducted with George Paris and Bill Countryman to review the progress of mitigation sites. Bill has determined there to be at least 25 potential sites and information was provided on the mitigation process. The next step is to short list the sites to the top 3 or 4 and then conduct on site inspection and evaluation of each. Mr. Gutman requested serving on subcommittee to evaluate potential sites.

MANAGER'S REPORT (CONT.)

HVAC: As reported at last month meeting, the automatic controls to the penthouse HVAC system need extensive repair and/or replacement. Several proposals were received from local HVAC consultants. Mr. Hamilton recommended that the Commission accept the proposal of Control Technologies for \$3900.00 to repair and balance the terminal heating and ventilating system.

Mr. Post made a motion to approve the recommendation of Mr. Hamilton to accept the proposal by Control Technologies for \$3900.00. Seconded by Mr. Gutman. All were in favor.

YEAR END FINANCIAL PROJECTION: Mr. Hamilton presented a FY'94 financial projection reflecting a \$50,000 net. He also advised that this figure does not take out restaurant and interest income revenues and that only \$248,000 of the \$350,000 allowed capital is anticipated to be spent. Discussion.

Hoyle, Tanner & Associates will be attending the April meeting to discuss present and future airport development projects, their timing, and how they relate to availability of discretionary funding.

MANAGER SCHEDULE: The Executive Board of the AAAE Chapter has requested the attendance of the Airport Manager at their meeting in Allentown on Monday March 28 to provide an update on the conference that we will be hosted in August. Continental in support of the conference, has provided a pass.

There being no further business, Mr. Post made a motion to adjourn. Motion seconded by Mr. Gutman. Meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, FEBRUARY 24, 1994
4:00 P.M.

PRESENT:

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

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

Bob Bell, Brenda Easter, Gerry Britain - National Weather Service, Lisa Liberty - USAir Station Manager, Art Vigil - Continental Station Manager, Brendan Kelleher - City Treasurer

NATIONAL WEATHER SERVICE:

Ms. Brenda Easter, Realty Specialist for the Department of Commerce (NWS), appeared before the Board to discuss and update on the status of NWS addition and renovations. Ms. Easter advised that the original intent of the Department was to do their own renovations but based on budget cut backs is no longer a viable option. She requested that the Airport give consideration to providing the fit-up, at a cost of \$500-600,000, to be amortized over an 8-10 year contract term. Renovations schedules to be such that completion would be realized by June 1995. Discussion. Mr. Gerry Britain, Site Coordinator for the NWS, advised that architectural design for the fit-up is approximately 35% complete and the budget does allow for the completion of drawings to 100%. However, if Airport desires, NWS is agreeable to allow Airport use of its own architect with NWS input. Discussion regarding number of new jobs to be realized and service to be provided with new facility. Ms. Easter and Mr. Britain also indicated that if the Airport were unable to assist in this regard, the Commerce Department would be required to solicit from off airport sponsors with the potential of total relocation. Discussion. Commission to consider. Ms. Easter, Mr. Britain and Mr. Bell left the meeting at this time.

Mr. Post made a motion to enter **executive session** to discuss contract pending litigation and settlement terms, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 4:33 p.m.

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

Mr. Flaherty made a motion to approve the **settlement agreement** from Lloyds of London Insurance as earlier agreed upon by the City of Burlington Council. Seconded by Mr. Gutman. All were in favor. Mr. Kelleher left the meeting at this time.

MONTHLY REPORTS:

Mr. Post made a motion to approve the **minutes** of January 20, 1994 as presented. Seconded by Mr. Gutman. All were in favor.

A review of the January **operating statements** reflected a 7% gain on revenues and 22% savings on expenditures. Mr. Corley noted that landing fees were down as is the parking revenue. Mr. Gutman questioned the **warrant** payments made to Campbell & Paris Engineers relative to AIP Fuel Farm. Huck expressed dissatisfaction with lack of real progress and lack of definitive information on how much FAA will participate in the project. Bob McEwing explained that the amount FAA will pay cannot be determined until the full scope of the project is defined. Discussion regarding holding of payment or approval of Campbell & Paris invoices until satisfactory oral report given. Payments are currently being made based on authorized scope of work with completed items verified by Bob McEwing.

Mr. Flaherty made a motion to enter executive session to discuss contract negotiations regarding Innotech Aviation, 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 5:20 p.m.

The meeting resumed regular session at 5:30 p.m.

The Commission, Airport staff and remaining attendees proceeded to Gate 1/2 area to discuss and review the NWS plans and its relation to upgrade and renovations to the departure and waiting areas. The tour also continued to the baggage claim to see the completed renovations in that area.

FY'95 BUDGET:

Mr. Post made a motion to approve the expense and revenue budgets for FY'95 as presented and reviewed by Commission subcommittee. Seconded by Mr. Gutman. Discussion. All were in favor.

CAPITAL PURCHASE & EXPENSE APPROVAL:

Mr. Gutman made a motion to approve the expenditure of capital funds in the amount of \$1300.00 for the purchase of a York Rake as budgeted and requested. Seconded by Mr. Post. All were in favor.

Mr. Hamilton requested expense approval for a runway broom purchase in the amount of \$3712.56. Mr. Post made a motion to approve the expenditure as requested. Discussion by Mr. Gutman. Motion not carried through.

MANAGER'S REPORT:

HVAC REPAIRS: The automatic controls that regulate air temperatures of the eight year old penthouse HVAC system are beyond any further repair. Cost data is being compiled and at this time the projected cost is in the \$3000-\$5000 range. The automatic system is now being overridden by operating in the manual mode for the control of temperatures. Replacement should be as soon as possible to be ready for the varying changes in temperatures as spring approaches.

TERMINAL RENOVATIONS: Escalator area repainting and baggage claim renovation are 95% complete and under budget.

Mr. Gutman made a motion to enter executive session to discuss 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 6:24 p.m.

The meeting resumed regular session at 6:30 p.m.

Mr. Hamilton reported that the VT Air Guard joint use agreement is up for renewal. The government has provided their standard language agreement which indicates that they can pull their fire rescue services with minimal notice to the Airport. Mr. Hamilton expressed his concern with this language but advised that there is no negotiation in this regard.

There being no further business Mr. Gutman made a motion to adjourn the meeting. Seconded by Mr. Post for a 6:35 p.m. adjournment.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, JANUARY 20, 1994
4:00 P.M.

PRESENT:

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

John J. Hamilton
Lynn Coddington

Jim Parker - Parker Aviation, Chuck Rolecek & William Weigle - Stelex Corp., Mike Sacco - Innotech Aviation, Al Freye & Anne McClellan - Engelberth Construction

The meeting was called to order at by the Chairman, Mr. Corley at 4:05 p.m.

PREMIER CATERING:

Mr. Chuck Rolecek and William Weigle appeared before the Board to present a restaurant and vending profit and loss statement in order to request consideration for a reduced fee. Discussion and presentation regarding circumstances. Mr. Rolecek specifically requested that the restaurant rent be changed to reflect a flat rate competitive fee versus a percentage. Discussion. Mr. Corley expressed his concern about a 40% payroll expense line item for an \$850,000 business. Discussion. Also requested was consideration of changes to the parking lot arrangement. Discussion. Mr. Corley advised that the Commission would discuss these requests in executive session and Mr. Hamilton would advise of action taken. Further discussion regarding Premier Catering operation. Mr. Rolecek and Mr. Weigle left the meeting at this time.

AIRSHOW '94 UPDATE:

Jim Parker of Parker Aviation advised that the Blue Angels have visited the Burlington Airport and have confirmed it as the site for the 1994 Airshow. The Blues will arrive in Burlington on Thursday September 15 and will provide an airshow on Friday (open to senior citizens, handicapped, military and invited guests), Saturday and Sunday (general public). Discussion regarding Friday show. Mr. Parker then requested input regarding the establishment of an educational scholarship fund in honor of Mary McGrath to which the Commission agreed as a good idea, however indicated that it would not be in the best interest to contribute any of the Airshow charity funds to the scholarship. Budget detail presented and reviewed. Jim Parker left the meeting at this time.

SOUTH HANGAR:

Al Freye and Anne McClellan presented the costs for repair and costs to replace the South Hangar building. Those ranged from a structural repair cost of \$226,000 to \$342,000 to achieve usable and code compliant space to \$550,000 to replace with a new building, not including tear down or site prep. Discussion. JJ reported that if the hangar is removed and site is prepared for ramp parking, it is eligible for FAA participation. Discussion. Decision as to removal or replacement to be made in spring. Al Freye, Anne McClellan and Mike Sacco left the meeting at this time.

Mike Flaherty made a motion to enter **executive session** to discuss pending litigation, contract negotiations and personnel matters, 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 5:00 p.m.

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

Mr. Gutman made a motion to reduce the **Premier Catering** port fee from 10% to 5% for a period of eighteen (18) months beginning January 1, 1994 ending June 30, 1995. Seconded by Mr. Flaherty. All were in favor.

FY'94 UNION CONTRACT:

Mr. Paul Sutherland, City of Burlington collective bargaining negotiator, entered the meeting. Mr. Sutherland explained the rationale behind the new "on call" pay agreed to by the City.

DECEMBER WARRANT & OPERATING STATEMENTS:

The December warrant and operating statements were reviewed and discussed.

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

LAND ACQUISITION:

Discussion as it relates to Park & Travel, and other properties on the market.

Mr. Post made a motion to approve the cost for an appraisal on the Lawson property on Williston Road. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT

Metro Hangar Negotiations: Innotech will be reviewing proposals. Expect more information in February.

Discussion required regarding P&W as it relates to sublease negotiations with Innotech and how that relates to no operating agreement with the airport. Dick Corley and JJ to meet with Mike Sacco to reach a resolve.

McNeil & Murray law firm has a new name, in that, Francis Murray has left the firm. The new name is **McNeil/Leddy/Sheahan**.

Fuel Farm Contamination: The State Agency of Natural Resources has requested specific action by the airport in this regard. A letter to them requesting a waiver to their time schedule has been forwarded. Consultation with Campbell/Paris will occur to determine the best method of complying with their request.

Glycol Odor: Dick Carter, Airport Parkway resident, reported a suspected Glycol odor emitting from the So. Burlington drainage swale that previously accepted airport drainage. This of course was rectified several years ago with new storm water drainage to an outfall in the Winooski River and a specific drainage system for glycol directly to the So. Burlington treatment plant. We will conduct a test to determine if the odor is caused by glycol.

There being no further business, the meeting adjourned at 6:20 p.m. with a motion by Mr. Flaherty and a second by Mr. Post.

Respectfully Submitted,

Tamara S. Gagne
Clerk of Board