

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**DECEMBER 12, 1994**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of October 27, 1994
2. October and November Warrants
3. October and November Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Airline Operating Agreement
2. Industrial Park Revenues

**MANAGER'S REPORT:**

**LEASES & CONTRACTS:**

1. P&W
2. Valley Air

## **EXECUTIVE SUMMARY**

**RECEIVABLES:** Final action to recind Warplanes right to operate will be taken in December if past due amounts are not paid. I have been guaranteed that past due amounts will be received by meeting time.

### **REGULAR REPORTS:**

- 1. AIRLINE OPERATING AGREEMENT:** The agreement allows the airport to exclude revenues for certain special projects in order to amortize the expense, as has been done with the restaurant. Discussion as it relates to excluding the So Hangar \$\$ for the renovation expense. Huc request. Counsel is reviewing the language and will present interpretation at the meeting.
- 2. INDUSTRIAL PARK REVENUES:** Huc request as agenda item for discussion as it relates to investing in the Vermont Community Loan Fund.

### **LEASES & CONTRACTS:**

- 1. P&W:** They have requested to appear before the commission to explain their state of affairs.
- 2. VALLEY AIR:** See enclosed proposal from Frank Donahue. He will attend the meeting to discuss.

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

- 1. ARCHITECT STATUS:** Shelter design was selected from the four firms that applied. A meeting will be held after Thanksgiving to formulate scope of work and costs. Proposals will be brought forth after Jan 1. Correcting the problems with the ceiling above the ticket counters will begin immediately.
- 2. FUEL FARM:** A meeting was conducted on Nov 7&8 with suppliers and equipment manufacturers. The Chair was in attendance and will brief the commission on the results, which seem to be very favorable to the Airport.
- 3. PARKING:** Additional spaces are now available. A meeting with DPW was held on Nov 18 to discuss plans to increase the level of customer service. The additional spaces proved worthwhile during the Thanksgiving period.
- 4. FY'95 BUDGET:** Staff members will be contacting individual members to arrange schedules to review assigned expense codes. If there is no objection, the following codes will be reviewed as follows: **CHAIR=** 01,02,03,13 **MIKE CAIN=** 8,9,10 **HUC=** 4,6,7 **BILL=** 11,12 **Mike Flaherty=** 05.
- 5. 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 rnwy 15 does not meet that standard. FAA is strongly urging us to research the

environmental impact of building that safety area, which in preliminary discussions impacts Muddy Brook. More information will be disseminated at the meeting.

**6. AIP NEWS:** See enclosed correspondence as it relates to LOI'S and discretionary funds. 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.

**7. LANDSIDE STUDY:** Discussion as it relates to the draft mailed earlier.

**8. NORTHWEST AIRLINES:** I have provided updated information to them on airline costs to operate out of BTV, and the facilities available for their use now and the plans for further expansion. 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. I will be attending a preliminary meeting in Montpelier on Dec 14, in preparation for a future meeting with Northwest principles. Bill Post and Mike Flaherty will also be in attendance.

**9. CONTINENTAL HANGAR:** In anticipation of the long term lease with Con Exp, 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 \$8687.87. A report on the heating system in general will be presented at the meeting.

**10. FUEL FARM CLEANUP:** 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 Jan meeting for Commission concurrence. Counsel will present our options as it relates to financial responsibility during this process.

**11. GATE 1/2 & NWS:** Engleberth expects to have plans and specs completed by Dec 13 to put out to bid. They will also estimate the total project cost. Final decision for colors etc. for Gate 1/2 will be accomplished with the Chair and architect on Dec 12.

**12. RUNWAY LIGHTING:** The new system went into operation Dec 1. It was one of our better construction projects. ECI and the electrical sub Delta performed very well.

**13. PERSONNEL:** Executive session to report on personnel matter.

**14. INNOTECH:** See enclosed correspondence.

**15. HAPPY HOLIDAYS:** Staff and Management wish each commissioner and their families a very happy and safe holiday period.

## FOLLOW UP

1. **INNOTECH:** JJ write letter regarding So. Hangar Doors. Consult with **Counsel**.
2. **WARPLANES:** TAMARA write new default letter.
3. **P&W:** Await word as it relates to them continuing leasehold interest with Innotech & Innotech desire to continue relationship with them.
4. **AIRLINE OPERATING AGREEMENT:** JJ add to negotiations the removal of So Hgr building rent from the agreement.
5. **FUEL FARM (new):** JJ review with **COUNSEL** lease agreement.
6. **ACCOUNTING:** TAMARA schedule meeting at Airport with Lynn.
7. **PARKING TICKET COST:** JJ work with **COUNSEL** on changing handicap parking fine to \$35. \$5 remains for all other fines.
8. **FUEL FARM:** JJ work with **COUNSEL** on letter to Innotech regarding required State action and their financial responsibility. **BOB** to assist. Prepare counsel to discuss action at the Jan ABC mtg.
9. **CO EXP HANGAR:** **BOB** continue upgrade to heating system, and prepare an RO indicating the upgrades prior to contracting for services.
10. **GATE 1/2:** **BOB** schedule luncheon mtg with USAir & United.
11. **NEXT MTG:** Tuesday Jan 24, 1994. **BOB** notify Scaranno and HNTB.
12. **WETLANDS STUDY:** **BOB** consult with Countryman on status and date when it will be presented to the commission.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**OCTOBER 26, 1994**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of August 25, 1994
2. August and September Warrant
3. August and September Operating Statements
4. McNeil/Leddy/Sheahan Invoices

**REGULAR REPORTS:**

1. CCTA-Mayor Brownell
2. Airshow-Jim Parker
3. Long Term Parking Expansion
4. FY'95 Capital Program
5. Metro Hangar Force Main Installation
6. CEDO Request For Wetlands Study Funding
7. Expense Approval

**MANAGER'S REPORT:**

**LEASES & CONTRACTS:**

1. Continental-Metro Hangar Lease.

## EXECUTIVE SUMMARY

1. **CCTA:** Now that the Airport owns the Lawson Property, the Mayor will address the commission to request official approval to offer a lease agreement to CCTA for use of a portion of that property as their headquarters and maintenance facility.
2. **AIRSHOW:** Jim Parker is expected to present the financial statement.
3. **LONG TERM PARKING:** Available parking is becoming more of a problem. In the last ten days long term has been closed, short term has been closed more than open. For very little expense, the present long term lot can be expanded to accomodate more long term and possibly be an overflow for short term. All parties agree that this is an adequate short term solution.
4. **FY'95 CAPITAL EXPENDITURES:** See enclosed. Discussion.
5. **METRO HANGAR FORCE MAIN:** With a long term tenant and the acquisition of the Lawson property, hook up to So. BTV treatment facility can now be accomplished. Discussion.
6. **CEDO REQUEST:** CEDO claims that the airport is responsible to pay for a study of the airport wetlands performed in late 1991, early 1992. It is my recollection that CEDO was interested in assisting the airport in the development of the wetlands and requested the airport pay \$500.00 for contracting services from a consultant hired by CEDO and knowledgeable in wetland categories. The \$500.00 was approved by the commission and paid by the airport at the time of the study.
7. **EXPENSE APPROVAL:** Urea supply for the winter. Cost will exceed \$2000.00. This is a \$20,000.00 budget item.

### LEASES & CONTRACTS:

1. **CONTINENTAL METRO HANGAR LEASE:** The Chair negotiated a year-year lease of the entire hangar, rent of \$75,000.00 per year plus utilities and taxes, no ground rent. Commission adoption required.

### MANAGER'S REPORT:

1. **GATE 1/2 & NWS:** Construction is scheduled to begin Jan 1. Delay due to NWS renovation prints.
2. **FY '96 BUDGET:** Request individual commissioner review during Nov, with formal adoption in Dec.
3. **FIVE YEAR CAPITAL PROGRAM:** Request a commissioner be assigned to work with staff in reviewing all programs.
4. **SOUTH HANGAR:** Open and operating. A visit to the sight by the commission is possible during the meeting.
5. **GAO:** A visit from their office in Seattle. 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 we have a fairly new terminal with a low bond, do not assess a PFC, and our rates to airlines are low,

yet the airport operates very effectively. They wanted to know how we do it.

6. **ILS:** Glide slope can be installed, slightly higher angle than 3.

7. **FUEL FARM:** site prep underway. Next step is funding, access and control.

8. **15/33 lights:** Operating by Decl.



#### FOLLOW-UP

1. **CCTA/LAWSON PROPERTY:** ABC will support the concept. Mayor will keep **JJ** informed of the progress.
2. **AIRSHOW:** Jim Parker to advise **JJ** of the airports share for charity. Amounts to distribute will be addressed at the Nov ABC mtg. **JJ** to schedule.
3. **PARKING:** Expand long term iaw diagram. **BOB** schedule Lafayette for fencing. **RICK** coordinate work with DPW and advise they will do the striping. **JJ** to talk with Scott Johnstone re: more coverage in long term, using that lot also for short term & installation of automatic machines.
4. **CAPITAL PROGRAM:** **JJ** set mtg with Mike Flaherty to discuss programs. Have him attend the Nov 15 mtg. **BOB** proceed with the HVAC work in the gift shop. **JJ** & **BOB** select architects for mtg with the Chair to select an architect to propose upgrades in lower lobby with immediate emphasis on the ticket counter overhead. **BOB** proceed with the engineering for the force main and incorporate some survey of the Lawson property within that scope of work. **STAFF** be prepared to attend mtgs with Mike Flaherty.
5. **FY'96 BUDGET:** **STAFF** be prepared to meet with commissioners on your line item responsibilities. **JJ** will assign the commissioners to object codes. Each **STAFF** member will schedule their commissioner for review. For planning purposes the budget will be presented to the entire commission at the Dec mtg.
6. **METRO HANGAR LEASE:** **JJ** notify counsel to prepare resolution for city council.
7. **CEDO:** **TAMMY** pay remainder of the \$1300 and someodd bill.
8. **UREA:** **TAMMY** issue P.O.
9. **PETES RV:** **BOB** advise Dave McGiness that the commission will meet NOV 22.
10. **INNOTECH HANGAR FEES:** **JJ** tlk with Mike Sacco re: their charges to Bus Express.
11. **NOV MTG DATE:** **TAMMY** advise the commission that the Nov date will be Tues. Nov 22.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**SEPTEMBER 14, 1994**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of August 25, 1994
2. August Warrant
3. August Operating Statement
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. One Flight Up/Premier Catering
2. Fuel Farm Study
3. FY'95 Capital Program

**MANAGER'S REPORT:**

**LEASES AND CONTRACTS:**

1. Metro Hangar
2. Innotech

## EXECUTIVE SUMMARY

1. **ONE FLIGHT UP/PRE4MIER CATERING:** Bill Weigle request to present financial status of the business.
2. **FUEL FARM STUDY:** Goerge Paris will present an update and discuss time schedule in which to have a new fuel farm in operation by "95.
3. **FY'95 CAPITAL:** Discussion of proposed five year plans.
4. **METRO HANGAR:** Discussion as to the future useage. Executive session required.
5. **INNOTECH:** Discussion of their proposals. Executive session required.

### MANAGER'S REPORT:

1. **AIRSHOW:** Awaiting final request for tickets/passes from commissioners.
2. **RATES & CHARGES:** Discussion of other Airport landing fees & terminal charges.
3. **SOUTH HANGAR:** Steel trusses are in place, ceiling is being installed. All labor/industry inspections are complete except for the truss. Contractor expects to turn over the hangar on Sept 26.



**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**AUGUST 30, 1994**  
**12:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of July 28, 1994
2. July Warrant
3. July Operating Statement
4. McNeil, Leddy & Sheahan Invoice

**REGULAR REPORTS:**

1. AFSCME Grievance
2. Capital Expenditures & OBS TWR HVAC

**MANAGER'S REPORT:**

**LEASES AND CONTRACTS:**

1. Metro Hangar

## EXECUTIVE SUMMARY

### REGULAR REPORTS AND LEASES AND CONTRACTS:

1. **FY '94 CLOSE-OUT:** Final unaudited report is still being processed. Expect to receive it in time to present at the meeting.
2. **GRIEVANCE:** A grievance has been filed by AFSCME Union on behalf of Jim Soter, who prior to his resignation on Aug 5, 1994 was head of vehicle maint. Neither his supervisor nor myself 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 his tool box. Find enclosed my findings in this case.
3. **METRO HANGAR:** Discussion as it relates to the present and future usage of the hangar. Executive session required.

### MANAGER'S REPORT:

1. **AIRSHOW:** Jim Parker will present an update. I have tickets and chalet passes to distribute to the commissioners. Please advise me of your desires on quantities.
2. **NEC'94:** The conference which we hosted was deemed a success by both the attendees and the Executive Board. Was very good public relations for this Airport. This conference set an all time record for attendance (265). Normal attendance is 180-200. Speaks well for the area and the facilities we offer.
3. **AIRPORT VIDEO:** I am researching the development of a 20 min. video relating to all aspects of the Airport, which can be used for PR purposes and during speaking engagements. Is there desire from any commissioner to be part of the development committee?
4. **FUEL FARM (present):** The report on the extent of contamination and suspected sources thereof will be available at the meeting for review and discussion. The State is anxiously awaiting the report, which will be forwarded next week after commission review.
5. **FUEL FARM (new):** The consultants will address the commission at the Sept mtg. 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.
6. **FY'95 CAPITAL:** Recommended amounts of capital expenditure per capital category will be distributed at the meeting for your review in preparation for discussion at the Sept mtg.

## FOLLOW-UP

1. **GRIEVANCE:** **TAMMY**, issue P.O. to Jim Soter for \$879.00 IAW Commission ruling. Object code Tools?
2. **CAPITAL EXPENDITURES:** **RICK**, purchase plow and tractor. **TAMMY**, issue P.O.'S. **JJ** coordinate with Parks on potential transfer of old tractor.
3. **OBSTWR HVAC:** **BOB**, research other vendors. If unsuccessful, purchase from Northeast.
4. **INNOTECH:** **JJ** coordinate with Chair on mtg date to further dicuss with them their proposals on Green Hgr, Fuel Farm & Metro Hgr.
5. **METRO HANGAR:** **JJ** contact Linda Crevalt re: So. Hgr completion and Co. desires for all Metro Hgr. Provide FBO's with status.
6. **AIRLINE OPTNG AGREEMENT:** **RICK**, survey appropriate arpts for terminal SqFt charge and update Landing Fees.
7. **FUEL FARM:** **JJ** cover letter and report to Innotech. **BOB** assist in writing cover letter. **COUNSEL** to review.
8. **FY'95:** **ALL**, submit needed capital items & \$\$ plus nice to do items. **JJ** schedule mtg with staff to discuss prior to Sept 16.
9. **FY'94:** **JJ & TAMMY**, complete review and finalize for Sept ABC mtg. Fwd to airlines after ABC concurrence.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JULY 28, 1994**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of June 30, 1994
2. June Warrant
3. June Operating Statement
4. McNeil, Leddy, Sheahan Invoice

**REGULAR REPORTS:**

1. Airshow Charity Dollar Distribution-Roger Crouse.
2. Park & Travel Request For Phone-Lynn Charlier
3. Land Acquisition-Lawson Property
4. Gate 1/2 Architectural Design Approval
5. Capital Expense
6. Expense Approval

**LEASES AND CONTRACTS:**

1. Innotech/Daystar
2. USAir

**MANAGER'S REPORT:**



## EXECUTIVE SUMMARY

1. **AIRSHOW CHARITY DOLLARS:** Roger Crouse, the local area rep for Make-a-Wish, has asked to come before the commission to enlist your support in identifying a specific amount of the United Way donation for Make-a-Wish. The reason for this request is the affiliation that the Blue Angels have with that charity.
2. **PARK & TRAVEL:** Request by them 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 granting approval relates to phone access to other off airport agencies, such as, Thrifty, and if phone access would necessitate the airport levying a fee on those agencies revenues.
3. **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. Additional approval by the commission is required because of the longer lease term.
4. **GATE 1/2 DESIGN:** The design will be available at the meeting for review and approval.
5. **CAPITAL EXPENSE:** Replacement of a ten year old unserviceable runway plow truck plow. The Schmidt manufactured plow for \$14,425.00 was the low bid.
6. **EXPENSE APPROVAL:** Replace unserviceable Hydrostatic Broom Drive Motor for runway sweeper. Approval required in that the expense exceeds \$2000.00.
7. **INNOTECH/DAYSTAR:** The owner has refused to sign any agreement with the Airport that has a % of revenue. I have asked Mike Sacco to attend the meeting to discuss that lease agreement. He also is attending for himself to discuss the Innotech leasehold. He has requested Executive Session.
8. **USAir:** See enclosed correspondence. Matt Walker, local manager for A.N. Derringer will attend the meeting. I have advised him that A.N. Derringer requires an operating agreement with the Airport in order to contract this work with USAir. Discussion as it relates to amount of fee to be remitted to the Airport and the sublease approval.

## **MANAGER'S REPORT:**

- 1. SOUTH HANGAR:** Renovations and repair continue. Contractor is on schedule.
- 2. METRO HANGAR:** Innotech refused to vacate a portion of the area set aside for Continental. Continental agreed to the Airport installing a wall within the subject area to provide the requested space by Innotech and provide required security for Continental. Continental, however, has agreed to this only until Sept 30.
- 3. USAir MANAGER:** USAir management at Burlington has changed. Bob Allison is the new manager, and will be introduced at the meeting.
- 4. RAMP SURVEY:** The new layout is presently being used to determine optional parking plans. A meeting to discuss with the airlines is being formulated. I believe problems will continue as long as USAir retains additional space in order to power out. Discussion as it relates to the power out issue, and the need for additional ramp parking now and in the future.
- 5. OFFICE ASSISTANT:** Erin Corley is in her third week of employment. She will be introduced at the meeting.
- 6. ACCENT TRAVEL:** Counsel has concluded that their lease agreement will not infringe on Interspace. The agreement is being finalized. Accent has been advised that if they agree with the terms of rental monies and duration that they can begin the fitup of the area in accordance with commission directive.
- 7. P&W:** Counsel is preparing a new document deleting reference to environmental issues.
- 8. LIGHTING PROJECT:** The contract has been awarded to ECI, the successful bidder for the cost of \$597,078.00. In that the project was rebid and in that additional design was required by FAA, HTA will be submitting a contract amendment for additional costs, approx. \$6000.00. This will appear on future agenda for approval when received and negotiated.
- 9. AUGUST AGENDA:** Request the meeting be set no earlier than the third week of Aug. due to my schedule and hosting the AAAE conference the second week. Also the agenda will focus on capital programs and briefings from the fuel farm and landside consultants.
- 10. AAAE CONFERENCE:** The events and the business sessions schedules will be available at the meeting for review and determination of what events commissioners desire to attend.
- 11. TERMINAL GROUNDS:** Second hand info, but accurate; the State Lt. GOV. is very impressed with the image the Airport displays in the style and upkeep of the terminal grounds.

## FOLLOW-UP

1. **MAKE-A-WISH:** Commission will make a donation from Airshow \$\$\$. Amount to be determined when Jim Parker provides final count. **JJ** to schedule at the Oct meeting.
2. **PARK&TRAVEL:** **JJ** to notify Lynn of approval to connect to the phone board. Also to notify Interspace.
3. **LAWSON PROPERTY:** **BOB** notify Dorsi of the seven yr. lease approval. Forward the agreement.
4. **EXPENSE:** **RICK** purchase the motor drive. **TAMMY** issue P.O.
5. **GATE 1&2:** **BOB** provide copy of approved design to USAir & United managers. Advise Atkins its a go.
6. **COMMUTAIR:** **JJ** speak with John Sullivan re: past due amounts.
7. **UNITED:** **TAMARA** work with John Grindle in settling their past due.
8. **RAMP PARKING:** **JJ** advise airlines of commission desire.
9. **AN DERRINGER:** **JJ** advise them & USAir of approval of the sublease after receiving and reviewing agreement.
10. **INNOTECH:** **JJ** arrange mtg with Chair & Steve Plummer.
11. **FUEL FARM:** **JJ** meet with Brendan re: revenue bond. **JJ** set meeting with counsel re: the report. **BOB** to attend.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JUNE 30, 1994**  
**4:00 P. M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of May 26, 1994
2. May Warrant
3. May Operating Statement
4. McNeil, Leddy, & Sheahan Invoice

**REGULAR REPORTS:**

1. Air Carrier Terminal Lease Request
2. AFSCME Grievance Hearing
3. Travel
4. Appropriation of FY'94 Capital Funds
5. FY'95 Appointments-Director of Aviation and Commission Clerk.
6. Election-Commission Chairman

**LEASES AND CONTRACTS**

1. Aviatron
2. Daystar
3. Precision Airlines (Northwest Airlink)

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

### MONTHLY REPORTS:

1. **OPERATING STATEMENT:** Precision doing business as Northwest Airlink has terminated operations throughout their system. We are determining their status re: their leasehold interest. The reason for the termination and Chapter 11 filing of May 28, 1994 supposedly was due to Northwest Airline decision not to renew their code sharing agreement as an Airlink, effective Nov 1, 1994. The good news is that they left owing only \$1761.68, that was due to the \$20,000.00 they paid in advance 3 yrs. ago.

### REGULAR REPORTS:

1. **TERMINAL LEASE REQUEST:** See enclosed correspondence. Rental of that area at the present terminal rate of \$29.61/sqft equates to \$2900.00 per year.
2. **GRIEVANCE:** See enclosed correspondence. Commission review of the grievance is the next step iaw union contract. I expect the grievant, Jim Soter and the union steward, Mike Catella to be in attendance.
3. **TRAVEL:** In order to make arrangements for the September conference, request approval be granted at this time for myself and the Engineer to attend the Airport's Council International conference, to be held in Toronto. Funding has been budgeted.
4. **CAPITAL EXPENSE:** Request \$5900.00 be appropriated for HVAC replacement for the observation tower air conditioning unit. This is the forty year old water cooled system reported last year that has been leaking and beyond repair.
5. **APPOINTMENTS:** Director of Aviation and Commission Clerk.
6. **ELECTION:** Commission Chairman for FY'95.

### LEASES:

1. **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 bldg. Discussion on terms of lease as it relates to rental charge increases throughout the five year term.
2. **INNOTECH:** The Daystar five year sublease from Innotech terminates June 30, 1994. See enclosed correspondence. It has an option clause for an additional five years, which Daystar has exercised. Mike Sacco was made aware, that airport approval was required before accepting their option. Approval to sublease has not been requested by Innotech. I have asked all principals to be in attendance. My 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

**Innotech (cont.):**

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 has informed me 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.

**3. PRECISION AIRLINES (Northwest Airlink):** As briefed above, they are out of business. Business Express and Northwest Airlines have negotiated an agreement for them to operate as an Airlink in addition to their Delta Connection role.

**4. PRATT & WHITNEY:** Executive session.

**MANAGER'S REPORT:**

**1. 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 us if we continue with a compensatory type lease. I believe that the issue of revenue diversion will be treated very seriously by the FAA.

**2. AIRLINE AFFAIRS COMMITTEE:** The Chair and myself met with the committee to primarily discuss landing fee increases. It was a productive meeting. See enclosed landing fee material used in the presentation. The committee is favorable to discuss and implement a new operating agreement based upon the agreement presently in affect. I am coordinating a meeting with the Chair and counsel to forward to that committee any changes to the present agreement for their review.

**3. 15/33 LIGHTING PROJECT:** The three bids received from DBE'S (this was a DBE set-aside project), were all rejected. The low bid was far in excess of the Engineer's estimate. The project has been rebid-this time, however, it will no longer be a set-aside.

**4. 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. I expect to have the Contractors new pricing by meeting time.

**5. AIRLINE RAMP PARKING:** The procedure used for the last eight years of local Airline Managers working together to accommodate each other during schedule changes and/or aircraft type changes no longer works, as evidenced by the latest confrontation between AZURE, United and Continental in attempting to accommodate a second RON United Aircraft on the ramp. For the future, in order to ensure confrontational issues do not impede efficient use of ramp space, and in the interest of ramp safety, I recommend a ramp parking specialist be hired to survey the ramp, coordinate with each airline on their desires, then recommend to the Airport a parking plan that assigns each airline certain space on the ramp to accommodate that airlines schedule and operational procedures. An estimated cost for this service= \$6-10,000.

**6. 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.

**7. 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.

**8. 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.

**9. BUSINESS AIR INSURANCE SETTLEMENT:** I've been advised by counsel that approx. another \$10,000 is forthcoming. Also, at sometime in the distant future, Lloyd's will have completed negotiations with Gallagher for more \$\$.

**10. 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.

**11. LAND ACQUISITION:** Expect to close on the Lawson and Haire properties July 1. Request continued discussion on the Park & Travel property.

**12. GATE 1/2 STATUS:** Options are on the conference room wall for discussion and review. Have 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.

**13. NWS RENOVATION:** Finance Board & City Council have approved the \$\$ appropriation for the projects. The Chair has awarded the construction management to Engleberth. Engleberth 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.

**14. 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.

**15. 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.

**16. 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 my meeting with her. I expect the final draft by Jun 29 and will forward to those parties.

**17. 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.

**18. 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.

**19. MANAGER'S SCHEDULE:** Vacation Jul 5-12. Out of town 2-5 Jul, and 11,12.

## EXECUTIVE SUMMARY

**AIRLINE RAMP PARKING:** JJ proceed with Webster/Martin survey of ramp. RICK coordinate their access to the ramp (two days expected time-Jon Lienwall is project manager). JJ, RICK, BOB, meet with airlines after survey complete to develop plan and ramp policies. RICK, contact all managers for them to submit their list of policies. Intent is for airlines to continue their role of managing themselves, with unrestrictive as possible the policies and the parking. TAMARA, issue PO for \$3000.00.

**DAYSTAR:** JJ contact Bill Simms to offer agreement of 3% on revenues in excess of \$400,000. JJ work with COUNSEL on an agreement.

**ACCENT TRAVEL:** JJ work with COUNSEL to determine if their operation will legally infringe on that of Interspace. If not, COUNSEL to draw up agreement one year term at \$29.61 per sqft.

**P&W:** JJ discuss with COUNSEL on removing all language dealing with environmental. JJ advise P&W of outcome if this will satisfy them in order to enter into an agreement. Remainder of agreement stays.

**AVIATRON:** JJ work with COUNSEL drafting amendment to lease extending it five years to expire Jun 30, 1999. Agreement to show \$\$ amount of their capital improvement with the Airport right to terminate the agreement early and refund a pro-rated amount of that capital improvement. JJ contact Phil Guerre to determine if this acceptable to them.

**SOUTH HANGAR:** JJ discuss CM with Piche to determine if cost can be lowered through that method. CHAIR to offer reduced rent to Innotech in lieu of making repairs.

**FUEL FARM:** RICK draft letter to Sacco re: the 139 inspection violations, for JJ signature.

**OBSERVATION TOWER:** BOB, coordinate replacement of AC unit. RICK submit list of items that could be upgraded for appearance sake. TAMARA issue appropriate PO's. STAFF input on upgrades.

**TRAVEL:** JJ make appropriate reservations and registration. TAMARA to assist.

**PRECISION:** COUNSEL prepare letter re: their termination of the leasehold and operating agreement.

15/33 lighting: **CHAIR** will award contract to low qualified bidder. **RICK** advise him of the bidder after HTA review.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MAY 26, 1994**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of April 28, 1994
2. April Warrant
3. April Operating Statements
4. McNeil, Leddy, Sheahan Invoices

**REGULAR REPORTS:**

1. Public Parking Lot--Scott Johnstone
2. Airshow--Jim Parker
3. Land Lease--Pete's Trailer Mart, Dave McGinnis
4. HTA--Carl Tortolano
5. NEC/AAAE Conference
6. Runway 15/33 Lighting Grant
7. Architectural/Construction Manager Proposals

**LEASES AND CONTRACTS:**

1. Aviatron--Phil Guare
2. Annual Lease Renewals
3. Runway 15/33 Contract Bid Award
4. So. Hangar Contract Bid Award
5. Three Year Contracts
6. Valley Air-Metro Hangar Proposal

**MANAGER'S REPORT**

## EXECUTIVE SUMMARY

### REGULAR REPORTS/LEASES

- 1. PARKING LOT:** See enclosed correspondence from Scott Johnstone, DPW.
- 2. AIRSHOW:** Jim Parker will present an update. Also the commission may wish to discuss the charitable organization(s) to receive the airport's share of the proceeds. Enclosed see correspondence received from United Way.
- 3. PETE'S TRAILER MART:** They were advised of the decision by the commission at the April meeting. It is their desire to personally come before the commission to explain in more detail their needs, and offer a proposal more acceptable than presented at the April meeting.
- 4. HTA:** I have asked Carl Tortolano, as the airports airfield consultant, to provide his firms viewpoint on the present and future status of the Airport Improvement Program as it relates to the distribution of discretionary dollars. Burlington's five year AIP/ CIP will need discretionary dollars. He will address the issue of: Having design in hand gets the discretionary buck! There is no need for action on this item at the meeting, however, future decisions relating to the expenditure of Airport CIP dollars should take this item into account.
- 5. NEC/AAAE CONFERENCE:** Host Airport's for the AAAE Chapter conferences historically provide a level of sponsorship. If it is the commission desire to appropriate sponsorship dollars to this years conference, I would recommend sponsoring the gifts that are provided to the attendees. I estimate cost to be approx. \$3500.
- 6. RNWY 15/33 LIGHTING PROJECT:** Request the Chair be given approval to accept the grant, estimated to be \$488,200.
- 7. ARCH/CONSTR MGR PROPOSALS:** Request the Chair be given authority to select the person and/or firm for the Gate1/2 and NWS fitup projects. Proposals due by Jun 2, 1994.

### LEASES & CONTRACTS:

- 1. AVIATRON:** See enclosed correspondence. Background: Commission previously agreed to a longer lease term due to capital improvements to Bldg 6 by Aviatron. Present lease expires June '95. It is their desire to make additional improvements with an accompanying longer term. Discussion as it relates to the future existence of Bldg 6.
- 2. ANNUAL LEASE RENEWALS:** The annual leases to A.N. Deringer, Konica, and K-1 expire Jun 30, 1994. Recommend they be renewed at the present terms, adjusted for CPI. Discussion of the the K-1 lease as it relates to moving the leasehold from Bldg 880 to the GSE space in 870 that Innotech will vacate when the So. Hangar is ready for occupancy.

**3. RNWY 15/33 LIGHTING CONTRACT BID:** Request the Chair be given authority to award the low qualified bid. Total estimated project cost \$542,500. Bid opening Jun 14, 1994.

4. **SO. HANGAR CONTRACT BID:** Request the Chair be given approval to award the contract. Engineers estimate \$250,000.
5. **THREE YEAR CONTRACTS:** HVAC, RUBBISH & JANITORIAL three year contracts expire Jun 30, 1994. City policy dictates request for proposals. In that office routine has been significantly impacted without an office assistant, request the present contracts be extended on a month-month basis at the same costs for three months. This should provide sufficient time in order to orchestrate proposals to be requested Sept 1, 1994.
6. **VALLEY AIR:** See enclosed proposal.

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

1. **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.
2. **CCTA LAND LEASE:** Chair will be meeting with the Mayor May 26. Results of that meeting will be discussed at the meeting.
3. **METRO HANGAR:** Meeting will be 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 will be briefed at the meeting.
4. **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.
5. **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
6. **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.



#### FOLLOW-UP

1. **PARKING LOT TICKET SPITTERS:** JJ to work with DPW on installation.
2. **AISHOW:** JJ notify King St Youth Center, **MIKE F**> to notify So. Burlington, **BILL POST** to notify United Way.
3. **PETE'S TRAILER MART:** JJ orchestrate agreement with **COUNSEL**. **BOB** work with Dave McGinnis on reviewing costs for the land improvements, timing of the project, and also advise him of the yearly \$100 license fee.
4. **AIP/CIP DISCRETIONARY \$\$:** **BOB** work with **JJ** on developing a list of projects that would be eligible for discretionary \$\$ . List to be discussed at Jun ABC mtg.
5. **NEC/AAAE CONFERENCE:** **TAMMY** co-ordinate Airport FY'95 \$\$ to pay for the gifts not to exceed \$3500.
6. **LAWSON PROPERTY:** **BOB** draft letter offering \$500,000 to purchase property. Co-ordinate with **BILL ELLIS** a closing date. **JJ** advise John Stewart and determine if a loan will be required. **BOB** continue coordination with FAA on land useage for ground transportation. Strive for resolve by Jun 30.
7. **AVIATRON:** **JJ** work with Phil Guerre on their expansion plans. **Bob** assist. Discuss at Jun ABC mtg.
8. **ANNUAL LEASE RENEWALS:** **TAMMY** work with **COUNSEL** on Konica, A.N. Derringer, K-1.
9. **THREE YEAR CONTRACTS:** **TAMMY** advise Northland, Northeastern, Kelco that present contracts will be extended to October 1st. and that airport will be requesting proposals Sept 1st.
10. **15/33 LIGHTING GRANT:** **JJ** advise **COUNSEL** when grant is received for city council resolution. **MAYOR** has approval to accept grant.
11. **ARCHITECTURAL PROPOSALS:** **JJ** set meeting with **CHAIR** to review and select proposal. **BOB** to attend.
12. **CONSTRUCTION MANAGER:** Ditto the above.
13. **15/33 LIGHTING CONTRACT:** **JJ** set mtg with **CHAIR** after bid opening to award contract. And set for Finance Brd & city council resolution.
14. **METRO HANGAR:** **JJ** advise Continental that their proposal has been accepted. Review with **COUNSEL** terms of the agreement. Advise Innotech that lease will expire Jun 30 per lease terms. Offer 1/2 of Hangar space until So. Hangar is ready. Discuss with **CHAIR** the monthly rental amount. Set mtg with Co. & Inn to determine use of space. Advise Valley that Hangar will not be occupiable until Oct 1st. **BOB** begin preparations to hook-up to So. BTV treatment plant, and removal of soil.
15. **SOUTH HANGAR:** **JJ** set mtg with **CHAIR** after bid opening to award contract. **BOB** to attend. Set for Finance Board & city council. **CHAIR** & **BOB** to attend Finance BRD mtg.
16. **DAYSTAR:** **JJ** continue working with Innotech on Sublease. Contact Marty Lynch.

17. **JUNE ABC MTG DATE: TAMMY** Coordinate commissioner schedules to meet on either Jun 28,29,30.

8.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**APRIL 28, 1994**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of March 24, 1994
2. March Warrant
3. March Operating Statement
4. McNeil, Leddy, Sheahan Invoice

**REGULAR REPORTS:**

1. HVAC Repair
2. Land Acquisition
3. Expense Approvals

**LEASES AND CONTRACTS:**

1. Innotech
2. Bob Moulton
3. NWS
4. ComAir

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

**1. HVAC REPAIR:** Investigation into the problems of the terminal bldg 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.

**2. LAND ACQUISITION:** Three items: (1) The appraisal for the Lawson property is complete. Executive session to discuss potential purchase. (2) Dave McGinnis, a partner with Pete's RV Center on the Williston Rd. has requested to lease airport land that abuts to their property for the purpose of parking and storing of recreational vehicles. Discussion. Motion required if the commission desires to pursue negotiations. (3) See enclosed correspondence regarding the Guy Neveux property. Discussion as to how to proceed.

**3. 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

**4. INNOTECH:** Executive session to discuss the leasehold as it relates to the So. Hangar and the Metro Hangar.

**5. BOB MOULTON:** See enclosed correspondence. Motion required to issue a license and an operating agreement.

**6. NWS:** 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.

**7. 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 same as with Comutair, United Express and Conn. Express.

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

**1. 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.

**2. 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.

**3. AIRLINE AFFAIRS COMMITTEE:** The US Air rep (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 mtg to kick off negotiations to extend the present agreement. The Chair and I will attend the mtg and any other commissioners are invited if they so desire to attend. The mtg date has not been established, but will occur sometime in May.

**4. GATE 1/2 IMPROVEMENT:** I conducted a mtg with US Air and United facilities people to hear their inputs as it relates to the expansion into the dance hall. Considering the standard posture of airline facilities people, it was a productive mtg. The architect is proceeding with drawings. A mtg with the Chair to review the results of that mtg and to discuss preliminary drawings will be scheduled for the first part of May.

**5. HTA:** The AIP reauthorization bill which provides the airport with its entitlement and discretionary funds is in treacherous waters. I have asked HTA, 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.

**6. SWEEPSTER:** See enclosed correspondence requested by Bill Post.

**7. 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.

**8. JIM SOTER:** He 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.

## FOLLOW-UP

1. **SOUTH HANGAR:** (1) **Bob** work with **JJ** to prepare a format to use in presenting the renovation plan. (2) **JJ** set mtg with the Chair & **Bob** to review the plan for Chair approval **NTE** \$275,000. (3) **JJ** set mtg with Innotech & **Bob** to review the plan. **Chair** to advise Innotech that plans will be submitted for their review and concurrence-- some negotiation is allowed-- and advise Innotech that they may remain in the Metro Hangar at the present lease terms on a month-month basis until the So. Hangar is ready for occupancy. **BOB** begin formulating plans on putting project out to bid. **JJ** will keep counsel informed of progress.
2. **NWS:** **BOB** draft proposal for CM contract to include Electrical and Mechanical design. **BOB** advise Larry Atkins to submit proposed contract for architectural design. **JJ** to review city policies covering both contracts. **COUNSEL** add to agreement that improvements particular to NWS eg: additional air conditioning units, & the emergency generator will be termed fixtures, thereby belonging to the airport if NWS were to leave the leasehold. Then stanby for flack.
3. **LAND ACQUISITION:** (1) **BOB** set meeting at airport with the appropriate parties re: Lawson acquisition. **JJ** to offer purchase at the appraised price. Some leeway may be attainable depending on FAA input. (2) **JJ** to advise Petes Trailer that request to lease land was denied. (3) **BOB** proceed with condemnation process for the Guy Neveux property. Set mtg with Bill Ellis for discussion on how to proceed.
4. **COMAIR:** **JJ** advise **Counsel** to prepare operating agreement. **TAMMY** to forward to COMAIR.
5. **BOB MOULTON:** **JJ** to advise **COUNSEL** to prepare operating agreement. **TAMMY** to forward.
6. **TDD PHONES:** **BOB** prepare RO> **TAMMY** issue PO.
7. **HVAC:** **BOB** submit RO for approved repairs. & oversee project with **RICK**. **TAMMY** issue PO.
8. **FILTERS:** **RICK** submit RO. & arrange for shipping. **TAMMY** issue PO.
9. **OPERATING STATEMENT:** **JJ** coordinate with accounting the proper disposition of Bus Air settlement monies.
10. **PARKING LOT:** **JJ** advise DPW they will be on May agenda for ticket spitter upgrade capital improvement.
11. **AIRLINE AFFAIRS COMMITTEE:** **JJ** advise chair of mtg on June 2 at 1100.
12. **HTA:** **JJ** advise HTA of May mtg date for ABC attendance.

13. **AIRSHOW:** JJ advise Jim Parker of May ABC mtg date.

14. **CCTA:** JJ advise chair of lease option, set mtg with Mayor if need be.

15. **BUS AIR SETTLEMENT:** JJ advise chair of status & May 19 mtg.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MARCH 24, 1994**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of February 24, 1994
2. February Warrant
3. February Operating Statements
4. McNeil, Leddy, Sheahan Invoice

**REGULAR REPORTS:**

1. Departure Lounge 1/2 Renovation
2. Fuel Farm Monitoring
3. Expense Approval

**LEASES AND CONTRACTS:**

1. Land Acquisition Relocation Contract
2. Innotech So. Hangar Leasehold

**MANAGER'S REPORT:**



## EXECUTIVE SUMMARY

1. **WARRANT:** Burlington City Council has granted authority to the City Treasurer to pay invoices when received, as opposed to the previous practice of holding all disbursement of funds until receiving council approval, thus the airport warrant will only reflect bills that have already been paid. Therefore, the approval of the warrant by the commission will now be a review for concurrence.
2. **RENOVATION:** 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. With approval I will go before the Finance Board to request the appropriation of those funds from the airport's undesignated fund balance. The monies to be used within that fund balance are part of the reimbursement for the monies expended on attorneys fees for the Business Air Litigation, originally identified for terminal capital improvements.
3. **FUEL FARM MONITORING:** 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 are still being accepted at this time. A recommendation will be provided at the commission meeting.
4. **EXPENSE APPROVAL:** The center line drive on a tow behind runway sweeper needs to be replaced. Commission approval required, in that, the cost exceeds \$2000. Cost of replacement is \$3097.00
5. **LAND ACQUISITION RELOCATION CONTRACT:** 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. Recommend approval.
6. **INNOTECH-SO> HANGAR LEASAEHOLD:** Executive session.



## MANAGER'S REPORT

1. **VICE PRESIDENT GORE:** 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 Fed Exp and Airborne Exp that may conflict with his departure time, in that, there can be no activity within the area of his aircraft. The aircraft is parked adjacent to the cargo ramp. All notifications of this event have been co-ordinated with those companies.

2. **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. **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. See enclosed correspondence from Mike Cain. A letter similar in content will be coming from this office. **US AIR** will be adding a jet to Pittsburgh in May. Departure time around noon. They have removed their jetway from gate 4. **UNITED** will add a second overnite jet in June.

3. **WALTERS TRUCK-SNOW REMOVAL VEHICLE:** The truck 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.

4. **EMPLOYEE:** Jim Soter, head of vehicle maintenance, has suffered 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 measures have been taken to ensure no disruption to vehicle maintenance.

5. **MULTI-MEDIA INSPECTION:** The State department of Natural Resources, Hazardous Materials Management Division has advised us that they will be conducting a visit at the airport this spring

to assess management of hazardous waste, UST'S, waste water practices, glycol disposal and other related areas. We do not expect any significant problems based upon our programs in place.

**6. 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.

**7. NWS:** Counsel is corresponding with their 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. Do not expect a major stumbling block at this time.

**8. HVAC:** As reported at last month meeting, the automatic controls to the penthouse HVAC system need extensive repair and/or replacement. Investigation as to the appropriate manner in which to proceed is still on going.

**9. YEAR END FINANCIAL PROJECTION:** See enclosed.

**10. HTA:** Hoyle Tanner 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.

**11. MGR> SCHEDULE:** The Executive Board of the AAAE Chapter has requested my attendance at their meeting in Allentown on Mon Mar 28 to provide an update on the conference that we will be hosting in Aug. Continental is providing a pass, in that, the travel budget will not support this unscheduled trip.

# BURLINGTON INTERNATIONAL AIRPORT

FEBRUARY 1994

FINANCIAL STATEMENTS



## FOLLOW--UP

1. **GATE1/2:** J.J. set mtg with Larry Atkins to discuss scope of work and write contract. **ALL STAFF** will be part of the architectural control committee.
2. **FUEL FARM MONITORING:** **BOB** notify the contractor to proceed. Provide appropriate purchasing documents. **TAMMY** issue P.O. **J.J.** consult with counsel as to who should be notified as to the contamination.
3. **TOW-BEHIND CENTER DRIVE:** **RICK** proceed to purchase. Also draft letter for my signature to Sweepster indicating the commissions extreme concern over the multitude of failures. Submit draft nlt **APR 1**. **TAMMY** issue purchase order.
4. **RELOCATION CONTRACT:** **BOB** advise Dorsi to proceed and set mtg as to his timetable etc. Provide him with a copy of the contract. If not already done, advise FAA that he is on board.
5. **TOOLS:** **RICK** proceed with purchase of the tools. Ensure that Cindy has all appropriate quotes from other vendors in the file. Set mtg with Cindy & me and then possibly all mechanics plus the Stewart as to how we will issue and hold accountable etc. **TAMMY** issue P.O.
6. **SO END STUDY:** **BOB** set mtg with Countryman, Huc, you and me to discuss Huc's role in the selection of a mitigating site. Mtg should be held nlt the APR commission mtg which for planning purposes will be around APR 21. or as early as APR 14.
7. **HVAC:** **BOB** advise the contractor to proceed. Set mtg for them and staff sort of a pre-con type mtg. **TAMMY** issue P.O.
8. **MULTI MEDIA INSPECTION:** **BOB** draft ltr to all arpt tenants of the upcoming event.
9. **CONN:** J.J. ltr to Art Vigil acknowledging their support of sponsorship for the NEC AAAE'94 conference.
10. **SO> HANGAR:** **BOB** apply for building permit from So. BTV. **TAMMY** issue P.O.
11. **AIRLINK:** J.J. advise them of the procedures after the seven days.
12. **WARPLANES:** **TAMMY** send std default ltr to them.
13. **WALTERS:** J.J. tlk with Ed Bentel about the timeliness.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**FEBRUARY 24, 1994**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of January 20, 1994
2. January Warrant
3. January Operating Statements
4. McNeil, Leddy & Sheahan Invoice

**REGULAR REPORTS:**

1. FY'95 Budget
2. Departure Gate 1/2 Renovation
3. Insurance Recovery
4. Capital Purchase & Expense Approval

**LEASES AND CONTRACTS:**

1. National Weather Service
2. Innotech

**MANAGER'S REPORT:**



## EXECUTIVE SUMMARY

### REGULAR REPORTS:

1. **FY'95 BUDGET:** All expense object codes, other than the 1100 code, for the FY'95 expense budget have been reviewed as follows:

Dick Corley= 0100,0200,0300,1200

Bill Post= 0500,0900,1000

Mike Flaherty= 0400,0600,0700,0800

As of this date Huc has been unable to review the 1100 code. This can be accomplished at meeting time with any other review needed. Request the approval of the expense budget at this meeting, in order to forward to the city within the time lines established.

**FY'95 Budget= \$3,432,497.97 + \$350,000.00 Capital = \$3,782,497.97**

**FY'94 " = \$3,364,276.91 + " " " " = \$3,714,276.91**

**FY'95 Budget is a + 1.84% over FY'94 Budget.**

2. **GATE 1/2 RENOVATION:** A preliminary architectural design sketch will be available for review. Request discussion as it relates to that prelim design and direction on how to proceed.

3. **INSURANCE RECOVERY:** Discussion as it relates to disbursement of those funds.

4. **CAPITAL PURCHASE:** Recommend the commission authorize the purchase of a **YORK RAKE**, budgeted within the capital equipment purchase program for the cost of \$1300. The equipment is pulled being a tractor on the airfield in maintaining level safety areas. **EXPENSE APPROVAL:** Standard runway broom purchase for \$3712.56. Approval required, in that, expense exceeds \$2000.00.

### LEASES AND CONTRACTS:

1. **NATIONAL WEATHER SERVICE:** **Brenda Easter**, Realty Specialist, and **Jerry Briton**, Site Coordinating Engineer from NWS will attend the meeting to propose the Airport funding the NWS renovation into the Dance Hall at an expected cost of \$500,000, and discuss the manner in which to charge back to NWS that cost.

2. **INNOTECH:** Continuing discussion of their leasehold as it relates to the So. Hangar, Metro Hangar, P&W sublease and the fuel farm.

**MANAGER'S REPORT:**

1. **HVAC REPAIRS:** The automatic controls that regulate air temperatures of the 8 yr. 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.
2. **LAND ACQUISITION:** Informational sessions are continuing with Park& Travel. Request executive session to discuss state of affairs.
3. **NEW TENANT:** Executive session required for explanation.
4. **TERMINAL RENOVATIONS:** Escalator area repainting and baggage claim renovation are 95% complete, and under budget.
5. **AIRLINE/AIRPORT NEWS:** See enclosed correspondence.
6. **TOUR:** For anyone interested, a short tour of the capital improvements to Building 880 and a ride on the new Perimeter Road in the new Operations Vehicle will be conducted at the close of the meeting.
7. **MANAGER'S SCHEDULE:** I'll be in Los Angeles 4-8 Mar. Procedures for the safe and efficient operation of the airport during my absence are in place.

## FOLLOW-UP

1. **NWS:** **JJ** meet with to determine terms of \$\$renovations. Forward agreement to Brenda Easter. Counsel & accounting to assist.
2. **INSURANCE:** **CHAIR** to work with Brendan on an article for the forum.
3. **INNOTECH:** **JJ** set mtg with Sacco & Chair for wk of 21 Mar.
4. **GATE 1/2::** **JJ** set mtg with Larry Atkins to negotiate architectural contract. Develop plans/specs to put out to bid. Back to ABC with cost estimate for the project. **BOB** attend all meetings. **JJ** set mtg with airlines.
5. **FY'95 BUDGET:** **TAMMY** finalize in proper form and forward to Treasurers Office.
6. **PK&TRVL:** **JJ** set mtg with Lynn & Chair for week of 21 Mar.
7. **CAPITAL:** **RICK** purchase York Rake.
8. **JOINT USE AGREEMENT:** **JJ** work with counsel to have agreement signed by the Mayor.
9. **HVAC:** **BOB** continue with cost estimates for a MAR ABC approval.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JANUARY 20, 1994**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of December 9, 1993
2. December Warrant
3. December Operating Statements
4. MLS Invoice

**REGULAR REPORTS:**

1. South Hangar
2. Land Acquisition

**MANAGERS REPORT:**

**LEASES AND CONTRACTS:**

1. Premier Catering
2. Metro Hangar
3. P&W
4. Business Air

## EXECUTIVE SUMMARY

I recommend the meeting begin with the commission viewing the capital improvements to the Bldg 880 spaces that have been renovated for Premier Catering and Airborne Express. We will be transported in the new Operations Vehicle and gain access via the new Perimeter Road system.

### RECOMMENDED ORDER OF AGENDA ITEMS:

1. **PREMIER CATERING:** Chuck Rolecheck has requested to address the commission to discuss the financial affairs of both the catering and the restaurant entities. See enclosed P&L statement.
  2. **AIRSHOW:** I have asked Jim Parker to provide an update of the plans for the Sept. Airshow.
  3. **UNION:** I have asked Paul Sutherland, the cities' collective bargaining negotiator, to address the commission in explaining the process that has led to an increase in the wages budget.
  4. **SOUTH HANGAR:** Engleberth will present the findings resulting from their inspection of the building. See enclosed correspondence.
  5. **LAND ACQUISITION:** presentation by staff as to status of appraised properties. Discussion as it relates to Park & Travel, and other properties on the market. See enclosure.
  6. **FY'95 BUDGET:** Initial draft is enclosed. Recommend similar review procedure as in previous years by assigning object codes to commissioners for discussion with staff. Assignments can be made at meeting time.
  7. **METRO HANGAR NEGOTIATIONS:** Innotech will be reviewing proposals. Expect more info in Feb.
  8. **P&W:** Discussion as it relates to sublease negotiations with Innotech and how that relates to no operating agreement with the airport.
  9. **BUSINESS AIR:** Update on insurance settlement.
  10. **ATTORNEYS:** McNeil/Murray has a new name, in that, Francis Murray has left the firm. The new name is McNeil/Leddy/Sheahan
  11. **FUEL FARM CONTAMINATION:** 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. See enclosure.
  12. **GLYCOL ODOR:** Dick Carter, arpt pkwy 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.
- MANAGERS REPORT:(included in above order)**

1. Airshow
2. Union Contract
3. FY'95 Budget
4. Metro Hangar

5. Attorneys name
6. Fuel Farm
7. Glycol

FOLLOW--UP

1. **PREMIER CATERING:** Reduce port fee to 5%. Effective Jan '94 to Jun '95. **JJ** write letter to Chuck Rolechek.
2. **AIRSHOW: TAMMY** Budget \$10,000 as contribution. **JJ** Check with legal as it relates to necessity of any written contract with Parker.
3. **SOUTH HANGAR:** Engleberth report reviewed by commission. No action required by staff until springtime.
4. **LAND ACQUISITION: BOB** contact Navin to appraise the Lawson property. **JJ** set mtg with Chair & Charlier of Park&Travel to negotiate sale. **BOB** draft letter for my signature for offer on the Hathaway property. Appraised price plus condemnation attorney fees. **BOB** draft letters for offers on the other three arpt dr. houses.
5. **'95 BUDGET:** Schedule commissioners to review line item codes as follows: **JJ** schedule Chair for 01,02,03,1200's and capital--**RICK** schedule Huc for 1100's, your best bet in contacting him is in the evening at his home 863-4467.--**TAMARA** schedule Mike Cain for the 9&1000's. **BOB** since the 0400's are close to your heart, you schedule Mike Fl;aherty for 4,6,7&0800's. Mikes home phone 864-5251. **TAMARA**, pls have the justification and the previous years comparisons available for those mtgs. The attempt is to have all staff members attend all mtgs, however not at the expense of the mtgs being delayed. The final budget will be presented to the commission on Feb 24. **THIS IS AN ABSOLUTE MUST DATE!!**
6. **FUEL FARM CONTAMINATION: BOB** provide as much detail as necessary to brief the commission on FEB 24 of our recommended method of dealing with the state's edict in this matter. We should be in agreement on that method NLT Feb 18.
7. **GLYCOL ODOR: BOB** arrange for a sample to be tested. Whatever organization we used in the past would be acceptable. We may want them to take samples from two-three areas. Can they do this at this time?
8. **GATE 1/2 RENOVATION: JJ** have Larry Atkins present a rough sketch with an estimated cost for Feb ABC mtg.
9. **ESCALATOR WINDOW WALL: BOB** have the wall repainted for Feb ABC mtg.
10. **AIR GUARD JOINT USE AGREEMENT: JJ** counsel with counsel. Brief commission Feb 24.
11. **NWS: JJ** mtg with Brendan to discuss funding dance hall fit-up. Present findings to ABC Feb 24.