

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**DECEMBER 14, 1995**  
**12:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of November 15, 1995
2. November Warrant
3. November Operating Statement
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Airlines; oral discussion on stability
2. Revenue Bonding Authority
3. FY'97 Budget
4. Oral Report on 1996 Air Show
5. Off Airport Car Rental Fees

**LEASES AND CONTRACTS:**

1. Vt Air National Guard
2. Innotech

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

### ORDER OF AGENDA ITEMS:

1. Airlines
2. Revenue Bonding/Improvements
3. Air Guard report on Airshow & lease request
4. Innotech
5. Off Airport Fees
6. FY'97 budget review
7. Monthly Reports

1. **AIRLINES:** Follow on from the Nov meeting, the airline managers have been invited to lunch with the commission to discuss their stability.
2. **REVENUE BONDING AUTHORITY:** In house financial feasibility for the parking facility has been completed and will be presented at the meeting. In that regard, discussion as it relates to the timeliness in which to place this on the ballot (Mayor's concern). Also, how this project will fit into the bonding for the terminal expansion funded through the PFC.
3. **VT AIR GUARD:** Col John Scott, Air Commander will be in attendance to report on the airshow and discuss the guard's master plan and need for 50 yr. lease.
4. **INNOTECH:** I have asked Mike Sacco to attend to discuss the enclosed letter. We still have not heard from the state.
5. **OFF AIRPORT FEES:** Further discussion on car rentals. Executive session required.
6. **FY'97 BUDGET:** See enclosed budget. Discussion and approval. I expect to present the budget to the Board of Finance next week.
7. **MONTHLY REPORTS:** Enclosed. Review and approvals.

### MANAGER'S REPORT:

1. **ARMY GUARD:** Met with Col Wissel, Lt Col's Nye and Racine regarding their present and future operational needs. Executive session required for further discussion.
2. **VT STATE TRANSPORTATION:** Meeting with Mike Flaherty, Bill Bruzizee and Mac Stevens regarding the Airports CIP, the state's 6% contribution and their timeliness in turning over federal funds to us. It was a productive meeting. Mike Flaherty will have further comment.
3. **AFSCME UNION CONTRACT:** City Council has approved, union has ratified the contract for FY'96. A total 3.9% increase. 3% for cola, other increases are to shift differential, parking for downtown employees, police dispatch additions and an increase in per day on call pay. The airport will be paying overtime differently than has been past practice. I will brief this at the meeting.
4. **PARK AND TRAVEL:** The negotiating committee met with Lyn Charlier. Mike Flaherty will brief the results. Further discussion should be in executive session.
5. **THANKSGIVING FLYING PERIOD:** Airlines reported very successful period.

6. **NATIONAL CAR RENTAL:** As briefed several years ago, Hertz removed considerable contaminated soil from its underground tank storage area, which is co-located with National's underground tank. The State has advised National (Dave Desarno) to investigate his area, report and take whatever corrective action is required. Recall that when Hertz did this, he was not in favor of moving forward. We will track the situation.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**NOVEMBER 15, 1995**  
**4:30 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. September & October Warrant
2. September & October Operating Statements
3. McNeil/Leddy/Sheahan Invoices

**LEASES & CONTRACTS:**

1. Air Guard Lease Extension

**MANAGER'S REPORT:**

## **EXECUTIVE SUMMARY**

**LEASES & CONTRACTS:** The Air Guard has requested their present 50 yr. lease, which expires in 2024, be renewed for 50 yrs to expire in 2044. The reason is the capital expenditures that are presently being funded and those to be funded require a 50 yr. lease for government purposes.

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

1. **FY'97 BUDGET:** Staff has completed the budget review in order to meet the Mayor's time line of next week. Presentation to the Board of Finance is scheduled for Dec 18. Staff will be assigning object codes during the next few weeks to each commissioner for review. Target date for full commission approval is the Dec mtg.

2. **AIRPORT DRIVE HOUSES:** One house has been moved. It is expected that 3 more will be moved in the next few weeks.

3. **ARMY GUARD LEASE:** Discussion with Maj Donald E. Edwards as it relates to the airport using a portion of that leasehold for tenant purposes will begin in the near future. The Chair will be advising who will sit on the negotiating committee.

4. **SOUTH BURLINGTON CITY COUNCIL:** Presentation of the potential improvements to the terminal and parking facilities was met with friendliness and support. Next presentation is to the planning commission in Dec.

5. **MAYOR'S COMMISSION CONFERENCE:** You should be receiving from the Mayor notification of a mtg with the Mayor and all city commissioners Wed evening Dec 6, 1995.

6. **P&W/INNOTECH:** Bill Post will brief the outcome of our mtg.

7. **PARK & TRAVEL:** Results of latest mtg will be briefed at the mtg.

### **1. Air Guard Lease Extension:**

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

1. **FY'97 BUDGET:**

2. **AIRPORT HOUSES:**

3. ARMY GUARD LEASE:
4. SO. BURLINGTON CITY COUNCIL PRESENTATION:
5. MAYOR'S COMMISSION CONFERENCE:
6. PARK & TRAVEL:

### FOLLOW UP

1. **ARMY GUARD:** JJ work with chair to negotiate how the Guard can release its leasehold to support air cargo expansion.
2. **PARK AND TRAVEL:** TAMARA set mtg with her and the negotiating committee.
3. **BUDGET:** JJ set luncheon mtg in Dec with commission for review and approval.
4. **CITY COUNCIL:** JJ advise the chair of commission desire to attend a Jan mtg to brief them on state of affairs.
5. **USER FEES:** JJ prepare proposal for Dec mtg.
6. **US AIR:** JJ advise Bob Allison to attend Dec mtg to discuss financial status.
7. **AIR GUARD LEASE:** JJ invite Col Scott to Dec mtg.
8. **INNOTECH:** JJ write letter to them re: what was discussed at the last mtg with them. Have counsel provide legal input
9. **FINANCIAL REPORTS:** TAMARA research software needs.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**OCTOBER 17, 1995**  
**5:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of September 26, 1995
2. September Warrant
3. September Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Discussion on several open items.

**MANAGER'S REPORT:**



## EXECUTIVE SUMMARY

1. There are no agenda items requiring commission action, however, there are discussion items relating to the **financing of the parking structure, airline operating agreement, Innotech and P&W leasehold.**

### MANAGER'S REPORT:

1. **TERMINAL IMPROVEMENTS:** The status report presented to the city council on Oct 2, 1995 was accepted well. Comment was made by the council as to the responsibility of the financing being that of the taxpayers. The council was informed that the financing for these improvements would be through airport revenue bonds. The Mayor has requested that the Burlington Planning Commission be kept informed of the parking facility project design. There appears to be concern for aesthetics.

I will be presenting the expected improvements to the So. Burlington City Council and their planning commission in Nov.

2. **BOND RESOLUTION:** Preliminary meeting was held Oct 12, 1995 with Palmer/Dodge (bond counsel). Awaiting input from financial counsel.

3. **NEVEAUX PROPERTY:** Hearing in front of the City Council is scheduled for Oct 23, 1995. Court hearing will be scheduled after that if a settlement hasn't been reached.

4. **FUEL FARM:** Still awaiting word from the State.

5. **COMAIR:** They will discontinue service as of Dec 1, 1995. Delta has instituted an additional bank of times at Cinn. for which Comair needs additional aircraft. When more aircraft are available, they say they will reinstitute the service, maybe in the spring.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**SEPTEMBER 25, 1995**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of August 1, 1995
2. July and August Warrant
3. July and August Operating Statements
4. McNeil/Leddy/Sheahan Invoices

**REGULAR REPORTS:**

1. Landside Study
2. Liability Insurance
3. Land Acquisition
4. Off Airport User fees
5. Expense Items

**LEASES AND CONTRACTS:**

1. Tax Stabilization
2. Airline Operating Agreement
3. CAP
4. Aviatron

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

**RECEIVABLES:** Warplanes has finally remitted some of the monies owed, with a certified check. I hope to have information at meeting time regarding that leasehold.

### REGULAR REPORTS:

- 1. LANDSIDE STUDY:** HNTB will present their latest financial study for the financing of the parking facility. I will be meeting with the city on Monday to discuss their financial involvement and report the findings at the meeting. If the financial presentation is acceptable, discussion as it relates to entering into design and a time line for construction.
- 2. LIABILITY INSURANCE:** As requested, the city's insurance administrator will appear before the commission to discuss deductibles.
- 3. LAND ACQUISITION:** A parcel of land on Williston Road adjacent to Airport property at the west side entrance to the Army Guard road is for sale. Appraised value will be around \$9500.00. Recommendation is to purchase due to its location, and that it lies within the approach corridor to runway one. Cost is eligible for recovery from the FAA.
- 4. OFF AIRPORT USER FEES:** Executive session is required for discussion.
- 5. EXPENSE ITEMS:** The following expenses exceed \$2000.00, therefore, commission action is required. (1) Hydraulic Pump replacement for a runway plow truck at \$3460.00. (2) airfield inground lights stock at \$4848.00 (3) Computer file server to replace present 5 yr old file server at \$4119.00, including labor.

### LEASES AND CONTRACTS:

- 1. TAX STABILIZATION:** So. Burlington has agreed to the negotiated appraisal previously conducted by the Chair. The agreement is as follows: Ten year agreement, \$100,000 increase over the ten years, \$237,000 for the first year (\$37,000) of that represents front load, \$7000.00/yr increases after the first year. Motion to approve is required.
- 2. AIRLINE OPERATING AGREEMENT:** Find enclosed a summary of changes to the present agreement. Cost/ sqft terminal rent still requires action. Meeting with the airlines on Wed Sept 27.
- 3. CAP:** See enclosed correspondence. Action required for CAP approval to rent available dwelling and consideration for other than a yr-yr lease.
- 4. AVIATRON:** See enclosed correspondence.

### MANAGER'S REPORT:

- 1. FAA PART 139 CERTIFICATION ANNUAL INSPECTION:** Inspection was conducted in Aug by FAA Airports Division. The Inspector

reported that the Airport is very well maintained and operated.  
The Operations and Maintenance staff have performed admirably.

**MANAGER'S REPORT (cont'd)**

2. **PFC:** The official meeting with Airlines is Wed Sept 27. According to local management, there should be no difficulty with airline concurrence for the program. Mike Flaherty will be attending that meeting. All other commissioners are welcome to attend.

3. **SELF BONDING:** Next meeting is with Palmer & Dodge (Bond Counsel) on Oct 12, 1995. Counsel is drawing up the bond resolution for City Council and March ballot.

4. **FUEL FARM CONTAMINATION:** See enclosed State of Vt and Innotech correspondence. Management meeting with EPA in Waterbury was successful in explaining the Airport's position on the source of contamination. EPA is expected to present their findings in the near future.

5. **P&W:** Negotiations with Ground Water Technology are complete. We are ready to go forward with a site investigation at the green hangar. The dollar cost for the investigation will be presented at the meeting. Also see enclosed correspondence from Innotech re: the communications between Mr. Charutte and the Chair.

6. **AIRPORT DRIVE HOUSES:** A required asbestoes survey has been completed and negotiations continue to sell/remove the structures along Airport Drive. One home may be moved within the next two weeks to be used for affordable housing in Barre. Also, South Burlington Fire Department has been approached to determine if there is interest in burning one or more of the houses.

## FOLLOW-UP

1. **LANDSIDE STUDY:** JJ continue financial study with legal and City Treasurer. Notify Chair of meeting dates.
2. **LIABILITY INSURANCE:** Present deductible is okay. JJ/TAMARA continue work with city insurance administrator in determining other sources for coverage and determine the re-insurer.
3. **CAP:** JJ advise counsel to draw up agreement. 10 yrs. amortize their improvements in the event we terminate the lease prior to the term.
4. **AVIATRON:** JJ follow-up with Phil Guere on design submittal for their expansion plans. Advise the term will be 10 yrs.
5. **LAND ACQUISITION:** BOB notify appropriate parties that the airport will purchase the property. Ensure that FAA is on board.
6. **OFF AIRPORT USER FEES:** On hold.
7. **EXPENSES:** RICK/TAMMY proceed with the purchases.
8. **GREEN HANGAR:** JJ notify Mike Sacco of the site investigation.
9. **TAX STABILIZATION:** JJ await draft from So. Burlington. Prepare to go before the finance board. Have counsel begin drafting the resolution for city council.
10. **P&W:** JJ set mtg with chair for either WK of 16 or 23 Oct. with P&W.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**AUGUST 1, 1995**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of June 26, 1995
2. June Warrant
3. June Operating Statements
4. McNeil/Leddy/Sheahan Invoices

**REGULAR REPORTS:**

1. Off Airport User Fees
2. Expense Approval

**LEASES AND CONTRACTS:**

1. Airline Operating Agreement
2. Innotech

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

### REPORTS:

**OPERATING STATEMENTS:** Available for Review

1. **OFF AIRPORT USER FEES:** Albany, Bangor, Manchester and Portland fees are as follows: **ALB=** There is no off airport valet parking. Car rental agencies pay \$5000.00/yr for each shuttle bus, plus a per trip fee. **BGR=** They do not charge the off airport parking agency a fee. The charge to a car rental agency is 5% of gross. **MHT=** Valet Parking pays to the airport \$6.50 per occupied space. The cost per day to the customer is \$10.50. The charge to a car rental agency is 6% of gross and \$300/yr. per shuttle bus. **PWM=** Parking and car rental agency fees are 4% on gross revenues in excess of \$200,000. In 1998 the fee will be increased to 6% on revenues in excess of \$200,000.\

2. **EXPENSE APPROVAL:** Expense approval of \$4900 for rebuilding of pump and drive motor for airfield vehicle requested (Commission required to approve any expenditure in excess of \$2000).

### LEASES AND CONTRACTS:

1. **AIRLINE OPERATING AGREEMENT:** An executive summary and the present agreement were delivered to the commissioners on Wed for review. Discussion of changes and the new terminal sqft rate at the meeting.

2. **INNOTECH:** Executive session required for this item.

### MANAGER'S REPORT:

1. **FUEL FARM:** Current situation was presented to the Chair on Fri. Content will be briefed at the meeting.

2. **So. BTV PROPERTY TAX:** This quarters tax has been paid under the old stabilization plan in accordance with Commission direction. Appeal before the Board of Civil Authority has not been scheduled.

3. **VALET AIR:** Payment iaw the lease agreement has been received.



## MANAGER'S REPORT (CONT.)

**4. TERMINAL IMPROVEMENTS:** Projects scheduled for the past year, for the most part, are complete. Compliments to the commission for improving the condition and appearance of the terminal have been many. Even the restaurant facility which, is now 4 yrs old, still receives much praise. Both airlines and the public have expressed their happiness with the meeter/greeter area and the upgrade to the departure lounge itself. There remains but few significant improvements within the terminal that should be considered. Discussion is requested for the following projects. Carpet replacement, mezzanine level and baggage claim. Upgrading of wall furnishings, ceiling, lighting and carpeting in Gate 3. Installation of a Flight Information System (FID).

**5. RUBBER REMOVAL:** The chemical used to remove rubber deposits from the runway has been successful. The cost savings, compared to the previous method of contracting the project, was \$11,000.00.

**6. JANITORIAL CONTRACT:** A recommendation will be presented to the Chair on Friday (7/14) and results reported to the Commission at meeting time.

**7. AIRPORT LIABILITY INSURANCE:** Annual premiums have increased this year from \$49,610 to \$62,500, with deductibles of \$25,000.

## FOLLOW-UP

1. **TERMINAL IMPROVEMENTS:** **Bob** prepare appropriate paper work to request proposals for a FID system, and be prepared to work as project coordinator for upgrade of Gate 3 when a decision has been reached as to the need for an architect and who that architect might be. **BOB** obtain quotes on replacing the mezzanine carpet.
2. **INSURANCE:** **JJ** set mtg with Brendan for the nxt ABC mtg to discuss deductibles.
3. **OFF ARPT USER FEES:** **JJ** set mtg with Chair and Thrifty car rental agency, then Park & Travel, then all other rental agencies.
4. **AIRLINE OPTNG AGREEMENT:** **JJ** set mtg with Chair & Tammy to crunch #'s.
5. **EXPENSE:** **RICK** proceed with repair of pump and drive motor.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JULY 18, 1995**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of June 26, 1995
2. June Warrant
3. June Operating Statements
4. McNeil/Leddy/Sheahan Invoices

**REGULAR REPORTS:**

1. Off Airport User Fees
2. Expense Approval

**LEASES AND CONTRACTS:**

1. Airline Operating Agreement

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

### REPORTS:

**OPERATING STATEMENTS:** As of this mailing, June operating statements had not been provided by the accountant. She has indicated that they should be available by Tuesday, but will further advise on Monday of this week.

**1. OFF AIRPORT USER FEES:** Albany, Bangor, Manchester and Portland fees are as follows: **ALB=** There is no off airport valet parking. Car rental agencies pay \$5000.00/yr for each shuttle bus, plus a per trip fee. **BGR=** They do not charge the off airport parking agency a fee. The charge to a car rental agency is 5% of gross. **MHT=** Valet Parking pays to the airport \$6.50 per occupied space. The cost per day to the customer is \$10.50. The charge to a car rental agency is 6% of gross and \$300/yr. per shuttle bus. **PWM=** Parking and car rental agency fees are 4% on gross revenues in excess of \$200,000. In 1998 the fee will be increased to 6% on revenues in excess of \$200,000.\

**2. EXPENSE APPROVAL:** Expense approval of \$4900 for rebuilding of pump and drive motor for airfield vehicle requested (Commission required to approve any expenditure in excess of \$2000).

### LEASES AND CONTRACTS:

**1. AIRLINE OPERATING AGREEMENT:** An executive summary and the present agreement were delivered to the commissioners on Wed for review. Discussion of changes and the new terminal sqft rate at the mtg on the 18th.

### MANAGER'S REPORT:

**1. FUEL FARM:** Current situation was presented to the Chair on Fri. Content will be briefed at the meeting.

**2. So. BTV PROPERTY TAX:** This quarters tax has been paid under the old stabilization plan in accordance with Commission direction. Appeal before the Board of Civil Authority has not been scheduled.

**3. VALET AIR:** Payment iaw the lease agreement has been received.

## MANAGER'S REPORT (CONT.)

**4. TERMINAL IMPROVEMENTS:** Projects scheduled for the past year, for the most part, are complete. Compliments to the commission for improving the condition and appearance of the terminal have been many. Even the restaurant facility which, is now 4 yrs old, still receives much praise. Both airlines and the public have expressed their happiness with the meeter/greeter area and the upgrade to the departure lounge itself. There remains but few significant improvements within the terminal that should be considered. Discussion is requested for the following projects. Carpet replacement, mezzanine level and baggage claim. Upgrading of wall furnishings, ceiling, lighting and carpeting in Gate 3. Installation of a Flight Information System (FID).

**5. RUBBER REMOVAL:** The chemical used to remove rubber deposits from the runway has been successful. The cost savings, compared to the previous method of contracting the project, was \$11,000.00.

**6. JANITORIAL CONTRACT:** A recommendation will be presented to the Chair on Friday (7/14) and results reported to the Commission at meeting time.

**7. AIRPORT LIABILITY INSURANCE:** Annual premiums have increased this year from \$49,610 to \$62,500, with deductibles of \$25,000.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JUNE 26, 1995**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of May 11, 1995
2. May Warrant
3. May Operating Statement
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Parking Lot Rates
2. Airline Operating Agreement
3. Director of Aviation Annual Appointment
4. Clerk of The Board Annual Appointment
5. Election of Board Chairman
6. Employee Parking Expansion

**LEASES AND CONTRACTS:**

1. Premier Catering Port Fee
2. Consultant Contracts

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

### REGULAR REPORTS:

1. **PARKING LOT RATES:** See enclosed correspondence from HNTB and DPW. Discussion as to increasing rates, and rates for covered parking.
2. **AIRLINE OPERATING AGREEMENT:** Cost center accounting is complete. Discussion as to recommended increase in terminal area square footage cost. Further discussion of changes to present agreement.
- 3,4,5. **APPOINTMENTS:** Per City Charter, Director of Aviation appointment by the Commission is required within the last five working days of June. Commission action required to reappoint the clerk and elect a Chairman.
6. **EMPLOYEE LOT EXPANSION:** Expanding the lot by 33 spaces is recommended to accommodate based flight crew parking, a request of USAir, Continental and Business Express. Those flight crews presently use the Innotech lot. The cost, which will be paid through parking fees is \$3574.00. Motion for approval is required.

### LEASES AND CONTRACTS:

1. **PREMIER CATERING:** See enclosed correspondence.
2. **CONSULTANT CONTRACTS (PFC and GLYCOL TANK):** The **PFC** contract to assist staff in putting together the document has been negotiated with HTA for \$18,600.00 (Airport outlay of \$744.00). Motion for approval is recommended contingent upon FAA concurrence. The contract for the **GLYCOL** holding tank to be installed at the So. BTV treatment plant has been negotiated with Hamlin Engineering for \$24,900.00 (Airport outlay of \$996.00). Motion for approval is recommended contingent upon FAA concurrence.

### MANAGER'S REPORT:

1. **AIRPORT DRIVE HOUSES:** Invitation to bid for sale and removal of the buildings has been issued and a Prebid meeting with 6 interested contractors was held on June 20. Bids will be opened on June 30. Goal is to remove the buildings, fill in the foundations and level the site by this fall in anticipation that it will be needed for parking.
2. **SO. BTV PROPERTY TAX:** Joe and I met with the tax accessor

who denied the Airport's appeal. Awaiting to hear when we will appear before their Board of Civil Authority. See enclosed.



**3. BONDING:** A preliminary meeting was conducted with the City's financial consultants regarding a bond rating for the Airport and authority to become self bonded. More meetings will be held during the summer. Target date for bond rating and city approval for self bonding is Nov. This has concurrence from city administration.

**4. GOVERNOR'S CONFERENCE:** In support of the City, Airport Tenants have been asked to apply extra effort in the appearance of buildings and grounds. See enclosed memo.

**5. GATE 1/2:** Ribbon cutting ceremony is being planned for July 11. Invitees are **Mayor, Treasurer, City Council Chair, SO. BTV City Mgr. and City Council Chair, USAir and United Mgrs.**

**6. AIRPORT LIABILITY INSURANCE PREMIUMS:** Insurance carrier has advised that rates will be increasing about 35%. Nothing to do with our clean record, only that the last five years, industry wide, have been poor in their estimation. Rates are across the board for all underwriters and those requiring aviation liability.

**7. AVIATRON:** Their business continues to grow. I expect to receive a proposal in the near future requesting they be granted permission from the airport to expand the present size of the facility. If financing could be arranged, a possible solution to many problems would be to demolish the building, then replace it on sight with a suitable structure that would house both Aviatron and P&W long term.

**8. VT COMMUNITY LOAN FUND:** Security of investing has been investigated and cleared through the Chair. Application has been submitted with July 15 fund transfer. The monies will be returned in one year.

**9. LAWSON PROPERTY:** I will be contacting commercial realators to assist in marketing the available building on that sight.

**10. COMMUTER RAIL:** The Governor has asked for support in his endeavours to make it possible.

**11. JANITORIAL CONTRACT:** Bids have been received and are under review. I will canvas the commission with the results and recommendations in order to provide the selected contractor a 30 day notice.

## FOLLOW-UP

1. **PREMIER PORT FEE:** **TAMMY** send letter regarding the continuation of a 5% fee good thru 6-30-96.
2. **CONSULTANT CONTRACTS:** **BOB** forward contracts to FAA for their approval. Advise HTA to get **cranking**. I want to be receiving PFC'S no later than Nov 1.
3. **INNOTECH:** **JJ** work with Chair on contacting their CEO. Provide results at the Jul 18 ABC mtg. **JJ** meet with counsel to formulate opinion on the fuel farm aging.
4. **WARPLANES:** **HUC** to meet with Dean Martin. **JJ** advise of same.
5. **SO BTV TAX:** **TAMMY** when due pay only the old amount.
6. **PARKING STRUCTURE:** **JJ** set mtg with Chair and DPW. Results at Jul 18 mtg.
7. **REVENUE SOURCES:** **JJ** provide at the Jul 18 mtg off arpt user fees.
8. **CITY COUNCIL:** **JJ** write a report for the Chair.
9. **PARK & TRAVEL:** **TAMMY** meet with Lynn, after mtg with **BOB & ME**.
10. **AIRLINE OPTNG AGREEMENT:** **JJ** provide executive summary for the airlines on the changes. Review with **TAMMY** the financials.
11. **OPERATING STATEMENTS:** **TAMMY** have Lynn correct some of the tenant gross listings and our percentages.
12. **EMPLOYEE PARKING:** **BOB** proceed with a PO for Lafayette, FY'96 monies. **RICK** schedule mtg with airline mgrs, and staff to discuss fees.
13. **GATE 1/2 RIBBON CUTTING:** **TAMMY** arrange date after the 11th. and make the invites. See **ME** for the list.
14. **LIABILITY INSURANCE:** **JJ** memo to city re: splitting airside/landside.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MAY 11, 1995**  
**2:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of April 11, 1995
2. April Warrant
3. April Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Landside Study
2. Vermont Community Loan Fund
3. Vehicle Purchase
4. Expense Approval

**LEASES AND CONTRACTS:**

1. NYNEX
2. Valley Air

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

1. **LANDSIDE STUDY:** Primary focus for this months meeting is to work with the consultants on finalizing the expansion plan. Staff and Chair will have coordinated efforts with HNTB prior to the meeting.

2. **VT COMMUNITY LOAN FUND:** Huck request to have commission approval to invest \$15,000 of Industrial Park Fund.

3. **VEHICLE PURCHASE:** A truck used to pull the tow behind runway sweepers, identified in the approved vehicle replacement program to have been replaced in 1993, is now recommended to be replaced due to age, repair costs and reliability.

4. **EXPENSE APPROVAL:** Request approval of \$2500 for the purchase of an air conditioning system for airfield mowing tractor.

1. **NYNEX:** Approval was granted last month to lease ground to NYNEX. They countered the proposal of \$.21/sqft (\$1470/yr for ten years ie: \$14,700) with \$.14/ sqft (\$1000/yr for ten years ie: \$10,000). They say the most they have ever paid in the area for ground rent was \$.11/sqft. According to local real estate, land rent in the county is around \$.06/sqft.

2. **VALLEY AIR:** Miscommunication last meeting on what Frank Donahue was asking of the commission. The commission moved to exclude Charter revenues from the % fee, when actually his request was to have all other revenues excluded, not the charter revenues. The financial difference will be briefed at the meeting.

1. Progress rpt on upgrade area.
2. FID System
3. Valley Air now Valet Air
4. Fuel Farm Aging

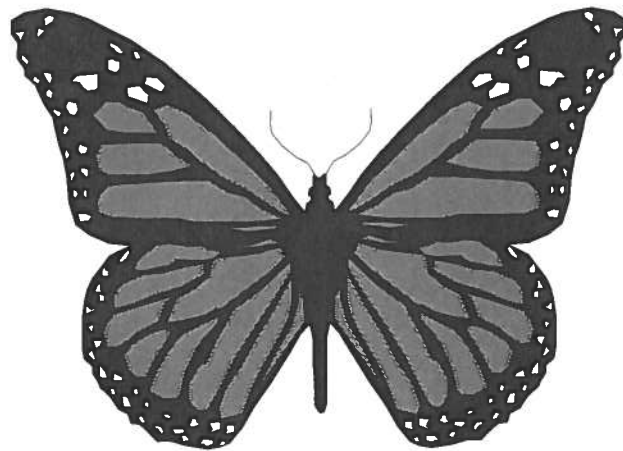
#### FOLLOW UP

1. **LANDSIDE STUDY:** JJ acquire lot type transactions ie: how many \$.50 tickets vs. 3 day tickets etc. Send to HNTB. Provide update to parking lot financing at JUN ABC mtg.
2. **LOAN FUND:** JJ determine risk of loaning \$15,000.00 of IP funds. If risk is acceptable advise Chair.
3. **VEHICLE PURCHASE:** RICK proceed with the low bid. TAMMY issue PO after Jul 1.
4. **NYNEX:** JJ advise them that \$1000/yr is acceptable. Provide counsel with terms for a lease resolution.
5. **VALLEY AIR:** JJ advise Frank of the ABC decision.

**BURLINGTON INTERNATIONAL AIRPORT**

**APRIL 1995**

**FINANCIAL STATEMENTS**



**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**APRIL 11, 1995**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of March 7, 1995
2. February\* Warrant
3. February\* Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Airline Ticket Counter Renovation
2. Bonding Authority

**LEASES AND CONTRACTS:**

1. P&W Sublease Update
2. Valley Air Sublease Request
3. Valley Air Financial Statement Review

**MANAGER'S REPORT:**

\* March Operating Statements will not be ready until April 14th due to a change over in the City's software and hardware systems.

### EXECUTIVE SUMMARY

1. **TICKET COUNTER RENOVATIONS:** Initial review indicates all counters can be upgraded for \$ . . . If it is Commission desire to press forward bids will be requested.
2. **BONDING AUTHORITY:** I have asked Joe McNeil to discuss the manner in which the Airport can appear on the Nov Ballot to acquire voter approval for bonding authority as part of our PFC program, and also to explain the methods in which the Airport will receive its bonding rating.
3. **P&W Sublease:** See enclosed correspondence from Innotech. Executive session discussion required. Paul Parrot is no longer with P&W. Bill Burdette is temporarily in charge.
3. **VALLEY AIR:** 1) Frank Donahue request to lease space from A.N. Derringer in Bldg 880 in order to then request to place a sign on the exterior of the building identifying the FBO in order to sell fuel to aircraft that are using U.S. Customs. Frank is unable to attend the meeting due to business commitment. 2) Valleys financials were still being reviewed by accounting as of this writing. I expect to have some info at meeting time. They have paid the 3% fee on income over \$1 mil, however, they excluded charter revenues from the gross in the event that their request is honored.

### MANAGER'S REPORT:

1. **SO BURLINGTON TAX STABILIZATION:** So Burlington City Council has withdrawn the agreed upon agreement. Mike Flaherty will brief the commission in Executive Session.
2. **TERMINAL RENOVATIONS:** 1) NWS and Gate 1/2 projects are progressing very well and well within budget. Slight delay in the Gate area due to lighting fixtures. 2) Lower Lobby area is also progressing well. Airlines are very satisfied with the ceiling area. In addition to the ticket counters, the replacement of the carpet in front of the counters should be considered.
3. **YEAR END FINANCIALS:** Preliminary figures will be provided at the meeting.
4. **COLLECTIVE BARGAINING:** Negotiations will begin soon with the Union. I will brief the commission on a few of the issues that will be on the table.
5. **SOUTH HANGAR:** Due to a leak in the water line that was under the hangar floor, it was necessary to install a new line. Cost \$2050.00.
6. **FUEL FARM:** See enclosed memo to Dick.
7. **AAAE MEETING:** I will be attending the AAAE annual conference May 20-25. The conference is being held in Boston.
8. **AMERICAN AIRLINES:** Renewed interest is being shown by their regional marketing people to operate out of BTV.



9. **PFC:** Financial package is in progress. I met with the new U.S. Air regional properties rep. Does not appear to be any significant adversity at this time.

**10. LANDSIDE STUDY:** We will be meeting again this month to continue refining phase two. What commissioners would like to be involved as plans are formulated?

**11. ARPT DR INTERX:** So. BTV has begun widening the intersection at Williston Rd. The new traffic lights are in place and So. BTV will be sending us an invoice for payment, which had been agreed to two years ago.

**12. HOUSE TRANS COMMITTEE:** Conducted a tour of facilities and discussion of Arpt Operations and the future.

**13. FEDEX:** They have advised us that BTV is being considered as a regional facility with two daily Airbus-300's.

#### FOLLOW-UP

1. **RENOVATIONS:** **BOB** acquire two verbal quotes in addition to TopShop for ticket counter renovation. Negotiate a quote from Piche for his work effort. Remind him that he is already on site and that if necessary I will provide a pencil sharpener. Best provide me with your estimate of cost for his involvement. **BOB** set mtg with Architect to review carpet for front of counters and directional signage. **JJ** advise airlines of carpet replacement.
2. **BONDING:** **JJ** continue work with counsel and set a mtg with Brendan Kelleher.
3. **P&W:** **JJ** work with counsel, then set mtg date with the Chair & P&W.
4. **VALLEY AIR:** **JJ** advise Valley to have Derringer write letter of request to sublease. **JJ** work with counsel on agreement language. **TAMARA** notify Valley of ABC decision on charter revenues. **JJ** advise Chair that Valley request was to exclude all revenues except charter, not the other way around. **TAMARA** provide the financial difference.
5. **NYNEX:** **JJ** advise them of annual cost. Workup agreement with counsel.
6. **SO BTV:** **JJ** follow-up with Mike F. for meet with Cimmonetti.
7. **AMERICAN:** **JJ** advise marketing that Chair wants to talk.
8. **HNTB:** **BOB** advise them MAY 11 for meeting and that they must be prepared to talk \$\$\$ for daily parking otherwise do not come.

**AGENDA  
BOARD OF AIRPORT COMMISSIONERS  
MARCH 7, 1995  
4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of January 24, 1995
2. January Warrant
3. January Operating Statements
4. McNeil, Leddy & Sheahan Invoice

**REGULAR REPORTS:**

1. Consultants Reports
2. Terminal Lobby Upgrade
3. FY'96 Budget
4. Expense Approval-Wafers

**LEASES AND CONTRACTS:**

1. Tax Stabilization - Executive Session
2. Innotech Leasehold - Executive Session
3. Continental Express Hangar - Sewer Force  
Main Contract Award

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

**GENERAL:** It is recommended the meeting open in Executive Session to discuss the **South Burlington Tax Stabilization and Innotech Leasehold** as it relates to **P&W** (see enclosed correspondence) and **Fuel**.

### REGULAR REPORTS:

**1. CONSULTANTS:** In order to provide the Commission an update on the status of projects, the Airport's three consulting firms (HNTB, Campbell/Paris and HTA) have been asked to present and discuss their applicable projects. This should prove to be interesting with all consultants on the same agenda, but hopefully an effective method and efficient use of time in providing information for the commission to act upon. **1) Landside Study** by HNTB. **2) Fuel Farm and Southend Study** by Campbell/Paris. **3) Runway 33 Safety Area Study** by HTA. All have been reminded to be clear, concise and to the point. HNTB will be looking for direction on how to progress with phase two of the landside study. Campbell/Paris in concert with Bill Countryman will be recommending strategy as to wetlands mitigation now that the runway 33 safety area has become an issue. HTA will present various options that are to be studied to bring the safety area up to standards. *Action by the commission will be required on the HNTB and Campbell/Paris presentations.*

**2. TERMINAL LOBBY UPGRADES:** Architectural plans have been reviewed with the Chair. Basically, it is a nuts and bolts upgrade for Airline Ticket Counter Ceiling replacement with electrical light upgrade, and wall finishings. The directional signage in the terminal is being priced at this time. The Chair will be recommending that approval be granted to expend Capital Funds in an amount not to exceed \$48,000.00, which does not include signage.

**3. FY'96 BUDGET:** All line items that were assigned to individual commissioners have been reviewed and approved. Formal adoption by the commission is now required. The budget is to be submitted to the Airlines no later than April 15, 1995. Expenses including Capital of \$350,000 are forecast to be \$3,854,874 (2.7% increase). Revenues are forecast to be \$3,424,426 (2.95% increase).

**4. EXPENSE:** \$10,000 P.O. for Sweeper Wafers.

### LEASES AND CONTRACTS:

**1. EXECUTIVE SESSION:** Discussion of the So. Burlington Tax Stabilization Agreement as it relates to cost and length of time, and the Innotech leasehold as it relates to the Fuel Farm (old & new), and P&W.

**2. FORCE MAIN:** Ray Cooley was the low qualified bid for the project at \$29,268.00. Recommend he be awarded the contract for work to begin April 1, 1995.

## **MANAGER'S REPORT:**

- 1. NWS/GATE 1/2:** Construction has begun. NWS scheduled to be complete by June 15, the Gate area by the fourth week of April.
- 2. UVM PRESENTATION:** The School of Natural Resources asked me to give a talk on the Airport's role in Vermont. It was very successful. Bob assisted.
- 3. NGC:** Briefings have begun on the Airport's role when the Governors arrive and depart for their conference the end of July. Requirements will strain the facility somewhat, but we will afford them their needs. The President is also expected during that time.
- 4. PFC:** The coordination process has been initiated with a meeting of the local Air Carrier Managers, and informal notification of the Facilities Reps. Project description and financial data is being formulated. Consultant contract costs are being negotiated for submission to FAA for concurrence.
- 5. HVAC:** The commission subcommittee awarded the contract to Control Technologies for \$37,125.00 for a 29 month period.
- 6. VALLEY AIR:** Frank Donahue submitted financial statements per commission request. They are being reviewed for comment by accounting.
- 7. HOLIDAY:** Spring Break was busy as usual. Parking facilities were stressed.
- 8. SNOW SYMPOSIUM:** Plans are underway for registration at this years snow symposium in Buffalo, Apr 23-27. If there are no objections, three personnel will be scheduled to attend in accordance with budgeted monies.
- 9. HELEN TREMONT:** Internal changes within USAir Facilities section. She has been reassigned. A Richard Potosnack has taken over as the properties and facilities rep for USAir.

## FOLLOW-UP

1. **INNOTECH:** JJ draft letter to Mike Sacco re: Arpt to enter into negotiations with P&W. **COUNSEL** to review. **COUNSEL** to research client/attorney privilege re: Level one environmental at the green hangar. **JJ** to follow-up.
2. **FUEL FARM (old):** **BOB** provide R.O. with bids for UST (abandon) removal. **TAMMY** issue P.O. **JJ** notify Sacco of time. **BOB** provide schedule for removal & draft letter to the state for **JJ** signature. **BOB** touch base with counsel if necessary.
3. **TAX STAB: CHAIR & MIKE F.** to finalize. **JJ** follow-up & schedule Finance Board/Cty Council Resolution. **JJ** advise **COUNSEL**.
4. **BUDGET:** Approved. **TAMMY** advise John Stewart and forward appropriate copies.
5. **TERMINAL LOBBY:** Approved to \$48,000. **RICK** schedule Airline MGRS to meet based upon **BOB'S** start-up time. **BOB** continue with ticket counter formica color change estimates.
6. **RNWX BROOMS:** **TAMMY** issue open P.O. for \$10,000. **RICK** submit R.O.
7. **FORCE MAIN:** **BOB** give Cooley notice to proceed. Make whatever other arrangements are necessary. Keep staff briefed.
8. **SNOW SYMPOSIUM:** Approved. **RICK** make whatever final arrangements are necessary.
9. **HNTB :** **BOB** advise Paul to press on with option D. At some point I will schedule a session with some commissioners. Need to be briefed on the scope of work.
10. **C/P:** **BOB** follow-up with George on his final report.
11. **HTA:** **BOB** advise when \$\$\$ for contract have been negotiated and agreed to by FAA. **WE** will then in some magic fashion provide the Chair with the scope of work and the \$\$\$ justification. I would not be against advising the Chair beforehand of a ballpark figure, so that, there will be no additional delays.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JANUARY 24, 1995**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY SESSION:**

1. Minutes of December 13, 1995
2. December Warrant
3. December Operating Statement
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Airshow-1996-----Col Scot
2. Airport Improvement Program--Vince Scarano
3. HVAC Proposals
4. Expense Approval

**LEASES AND CONTRACTS:**

1. Innotech Aviation----Steve Plummer
2. Valley Air-----Frank Donahue

**EXECUTIVE SESSION:**

1. Airline Operating Agreement
2. Tax Stabilization

**MANAGER'S REPORT:**



## EXECUTIVE SUMMARY

### FINANCIALS

#### 1. RECEIVABLES:

A 'to date' receivable report will be provided at Commission meeting. Each of the 60-90 or over 90 day receivable items have been addressed by letter on December 13, 1994.

#### 2. OPERATING STATEMENT:

### REGULAR REPORTS:

1. **AIRSHOW:** The Air Guard has requested use of the airfield for an airshow in 1996 in support of their 50th anniversary. Col John Scot, the Air Guard Commander will address the commission in this regard.

2. **AIP:** Vince Scarano, Manager of FAA New England Region Airport's Division was asked to address the commission regarding the cut back in entitlement funds. This should lead into a discussion of the airport's capital needs for the next (5) years as it relates to the lack of sufficient federal funding, both entitlement and discretionary, and what other financial resources are available, such as the **PFC**. See enclosed depiction of proposed projects and those that are eligible for PFC financing.

3. **HVAC:** Bid opening is scheduled for Jan 23. Results will be disclosed at the meeting. These proposals are the result of a 40% reduction in contracting all preventative maintenance, which now will be accomplished by airport maintenance personnel.

4. **EXPENSE APPROVAL:** Replacement of the tow-behind runway sweepers, heater cores. Cost=\$2344.11. Commission approval required, in that, cost exceeds \$2000.00.

### LEASES AND CONTRACTS:

1. **INNOTECH:** Steve Plummer was expected to attend the meeting. I was advised today Jan 20, 1995 that he will not be in attendance, in that, it is the opinion of Innotech counsel that a long term lease does exist with P&W, therefore a direct dicussion between the commission and Steve Plummer on that matter is not necessary. Mike Sacco will attend to explain their position.

2. **VALLEY:** Frank Donahue wishes to address the commission in reference to the enclosed letter.

## **EXECUTIVE SESSION:**

- 1. AIRLINE OPERATING AGREEMENT:** Discussion required as to need for change to rates or terms of agreement. Terminal rental rates are still being calculated and will be presented at Commission meeting.
- 2. TAX STABILIZATION:** Meetings have been conducted with the Chair, Mike Flaherty, and Bill Cimminotti regarding the present agreement which expires next year. Discussion as it relates to those meetings.

## **MANAGER'S REPORT:**

- 1. NWS/GATE1/2:** Bids from the sub contractors are being reviewed with Engleberth. Update will be presented at the meeting. Latest start-up time is scheduled for first week of Feb. Delays have been due to numerous design changes.
- 2. CONDEMNATION:** The necessity portion of the process is complete. The landowner did not challenge the necessity. The next step in the process is a hearing for compensation.
- 3. FUEL FARM:** Discussion with equipment manufacture continues. Lease/purchase agreements are being reviewed by counsel. Expect to have more information in Feb to further discussion options.
- 4. PARKING STRUCTURE:** A meeting was held with Bill Cimmonitti, Chuck Haftner and Mike Flaherty to discuss the possible construction of an above ground parking facility. There appears to be no significant opposition to the concept.
- 5. FORCE MAIN:** Hook-up from the Co. Exp Hangar to the So BTV treatment plant is out to bid. Project is scheduled for early spring.
- 6. ENPLANEMENTS:** See enclosed. 1994 was the third highest year for airline enplanements at 441,475.
- 7. VIDEO:** I'm requesting the opinion of the commission on producing a 20 min. video about the airport, as an informational and marketing tool, to be used as a visual aid for the speaking engagements I provide for the local service organizations, meetings with neighboring city councils and schools and for viewing in the observation tower. It should also have use to any prospected tenants. Expected cost for a first rate production is \$3-5000. Six months to produce. Once the production is complete it can very easily and cheaply be amended as changes occur. The organization I have been working with is Future Images.

8. **FEB MTG:** A consultants meeting is being formulated for the Feb commission meeting. Attendance by all three consulting firms is programmed, to review all present projects that are under contract.

#### FOLLOW-UP

1. **AIRSHOW:** Approved. Air Guard to submit overall plan. **JJ** will coordinate. **Rick** plan to become involved in the summer time.
2. **AIP:** PFC approved. **JJ** schedule mtg with local managers. **BOB** schedule mtg with HTA.
3. **INNOTECH:** No further action at this time re: P&W. **JJ** await receipt of memo from P&W.
4. **VALLEY:** **JJ** request of Frank Donahue financials.
5. **AIRLINE OPERATING AGREEMENT:** **JJ, Tammy** continue to work on the financials. **JJ** schedule mtg with John Stewart.
6. **TAX STABILIZATION:** **JJ** await agreement from SO> BTV. Forward to counsel. Set mtg with Fin Brd & City Council.
7. **HVAC:** Mike Flaherty and Bill Post to award contract. **BOB** continue setting interviews.
8. **VIDEO:** **JJ** contact Vic.
9. **SWEEPER WAFER CORE:** **RICK** process. **TAMMY** issue P.O.
10. **FORCE MAIN:** **JJ** schedule awarding the bid for Feb ABC mtg. **BOB** write letters after it has been awarded and determine start date.
11. **FEB ABC MTG:** **BOB** advise all consultants of the date after I provide that date.
12. **FUEL FARM:** **JJ** discuss with council Innotech role. Set agenda for Feb ABC mtg. Call Phil Hodes.