

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, DECEMBER 19, 1996
4:00 P.M.

PRESENT:

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

John J. Hamilton
Tamara S. Gagne
Robert McEwing
Erin Driscoll

Peter Urb - Downey Corporation

The meeting was called to order at 4:05 p.m. by Bill Post with himself, Mike Cain, Mike Flaherty, JJ Hamilton, Tamara Gagne and Peter Urb present.

WARPLANES/DOWNEY CORPORATION:

Mr. Hamilton advised that a request has been made by Warplanes to sublease a portion of their leasehold to Downey Corporation. Mr. Martin could not be in attendance at this meeting. A letter of explanation in this regard was received from Jack Downey. Discussion. Mr. Urb explained that some of the work that is proposed for Burlington is currently being conducted in Plattsburgh with ten employees. Downey has been approached by a locally based regional airline to provide these services at a Burlington base. Discussion. Mr. Post expressed his concern regarding the status of Warplanes as it relates to their rents and eviction proceedings. Mr. Hamilton reported that Warplanes was not willing to relinquish its leasehold and become a sub-tenant of Downey Corporation. Discussion. The Commission indicated that they would welcome Downey Corporation on the Airport, but they would not be allowed to sublease from Warplanes unless the payments for that sublease were orchestrated to come directly to the Airport. Mr. Urb left the meeting.

MASTERTECH, INC.:

Mr. Hamilton advised that Mastertech, Inc., an aircraft avionics repair station, had been approved to move into Building #6 (previously occupied by Aviatron) to begin operations as of January 1, 1997. Mr. Hamilton also advised that \$6000 worth of improvements to the building had been approved by the Chairman and Mastertech's rent had increased to \$20,000 per year instead of the rate previously approved by the Commission.

Mr. Cain made a motion to confirm the aforementioned changes and expenses as explained by Mr. Hamilton. Seconded by Mr. Flaherty. All were in favor.

CONSULTANT SELECTION:

Mr. Hamilton advised that, in accordance with the November commission direction regarding management recommendation for the use of airfield consultants, the following is submitted; accept the four consultants recommended at the October meeting. Both Hoyle, Tanner & Associates and Edwards & Kelcey would be utilized for airfield projects with the actual selection done on a project to project basis.

Mr. Flaherty made a motion to accept the recommended consultants of Hoyle, Tanner & Associates, Edwards & Kelcey for the airfield, Campbell & Paris for planning and Webster Martin for special projects. Seconded by Mr. Cain. All were in favor.

TAXI ADVISORY COMMITTEE:

Mr. Hamilton advised that the taxi advisory committee met again on Tuesday the 17th. Three issues were discussed and recommended for Commission attention. 1) **Contract Carrier \$0.50 pick-up fee.** It is the opinion of the owners that the fee should be exempt for those that possess a \$500.00 Queue permit. 2) **Taxi Driver inside the terminal to quote fares and provide customer service.** Their feeling is that the airports customer service agents do not act in the best interests of the cabs. 3) **Representation.** As independent owners, many feel that they should represent themselves as opposed to a rotating committee, and that the process is too slow. Discussion. Mr. Hamilton advised that the staff can find no correlation between the queue permit and the fee structure for contract carriers. In a sense, the \$125.00 contract carrier permit fee is waived if an owner holds a queue permit. Staff agrees that if a cab is called out from the queue, out of sequence, at the request of a customer for a contract, the \$0.50 fee is not applicable, however, when a contract is established, the contract carrier rules should apply. Also, it is felt that if the pickup fee is waived, then it should be waived for all carriers. The \$\$\$ impact to the airport would be a loss of \$1300-1500 per year in revenues. Regarding item #2, staff feels that allowing the diverse types of drivers inside the terminal would be chaotic at best and provide temptation for solicitation. The airport provides customer service agents that contractually are required to assist the customers needs for all types of transportation. Having a customer exposed to two people, each with their own agenda, would be of great conflict and disruptive.

TAXI ADVISORY COMMITTEE (cont.):

Discussion. The Commission agreed that it is not in the best interest of the Airport or its customers to have a taxi driver be the Airports' representative. Mr. Cain made a motion to table action on waiving the \$.50 pick-up fee until it can be further analyzed. At this time (4:40) Mr. Corley entered the meeting.

A discussion ensued regarding the presentation by Downey Corporation. Mr. Corley agreed with the Commission, but expressed that he would feel more comfortable if Warplanes were to assign its lease to Downey and sublease a portion back.

AIRPORT VEHICLE PURCHASE:

Mr. Hamilton reported that there was a need to to replace the Directors' auto, which is five years old with 50,000 miles. In addition, during the next 2-3 years monies for such capital purchases will be limited due to the bond debt, but there are funds available in this years budget. Quality and costs for a four wheel drive vehicle, needed to ensure access to the airport throughout the winter months, has been researched. A very good vehicle is the Ford Explorer. Heritage retail price is \$30,000+, and they have quoted a price of \$26,000+. Request that this be put out to bid to Heritage plus three other Ford dealers, accepting the low bid. The present vehicle will be turned over to the airfield to replace the last Directors vehicle, for use as an airfield service vehicle for the Director of Maintenance, parts runs etc.. Discussion. Mr. Post expressed his concern that the Airport feels the need to replace a vehicle with only 50,000 miles, in that trade-in is not a factor. General discussion regarding its warrant ensued. Mr. Corley asked that the Commission allow him to negotiate with and discuss options with Mr. Hamilton on their behalf.

OPERATING STATEMENTS:

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

Mr. Flaherty made a motion to approve the **McNeil, Leddy & Sheahan** invoice for the period of October 23 - November 22, 1996 in the amount of \$10,236.97. Seconded by Mr. Post. All were in favor.

Karen Frink, Dick Ludders and Richard Diamond of Hoyle, Tanner & Associates (HTA) entered the meeting.

AIRPORT LAYOUT PLAN:

Mr. Ludders, Vice President of HTA, explained that they were under contract to the Airport to update the Airport Layout Plan (ALP) and that the process required Commission involvement to provide direction regarding recommended changes. Mr. Diamond presented graphs reflecting the Campbell & Paris (C&P) ALP forecasts (done in 1990) for passenger and aircraft traffic, compared to recent forecasts prepared by HTA. Mr. Diamond explained that the comparison reflects that C&P's forecast was overly aggressive and that HTA has modified those according to recent airport data. Discussion. Karen Frink then presented an overview of the airports future development plan, its differences from the current ALP and discussed the concerns the Commission had. Commission directed HTA to proceed as presented. HTA left the meeting at this time.

TERMINAL/PARKING IMPROVEMENTS:

Jesse Beck and Steve Mossman of Freeman, French & Freeman entered the meeting and provided an update on the status of the parking structure and terminal improvements design. Mr. Freeman reported that the concentration of work over the past few weeks has been toward site circulation, who is parking where & how many, cost to structure the building to add on in the future, covered walkway vs canopy and the sub-grade to the garage. Mr. Beck indicated that they recommended that the garage be built on-grade due to additional costs to sub-grade with no real value or need to do so. Discussion. F,F&F also recommended that the Commission allow them to proceed with structuring the garage to allow for a covered second floor walkway, with the decision as to whether the walkway actually gets constructed to be made at some later date. Discussion. Mr. Flaherty left the meeting at this time indicating his agreement with the discussion thus far and approving the concept/need for a canopy for the vehicle drive lanes. Additional discussion occurred regarding canopies, traffic, costs and circulation. The Commission indicated their satisfaction with the direction that F,F&F were proceeding.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, NOVEMBER 21, 1996
4:00 P.M.

PRESENT:

J. Richard Corley
William Post
Huck Gutman
Michael Flaherty

John J. Hamilton
Tamara S. Gagne
Robert McEwing

Wayne Burle - V.P. AN Deringer, Cheryl Berkhoff - Jessica's Taxi,
Reginald Snow - Shamrock Taxi, Jessie Beck - Freeman, French &
Freeman, Alex Fineman - VT Subcontractors

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

Mr. Post made a motion to approve the **minutes** of October 16, 1996
as presented. Seconded by Mr. Gutman. All were in favor.

A.N. DERINGER - WAYNE BURLE:

Mr. Wayne Burle, Vice President of A.N. Deringer advised that
A.N. Deringer has 98% of the customs brokerage business in
Burlington and that that aspect of the business is not growing.
They are therefore placing more emphasis into the freight
forwarding portion of their business. During this reorganization
period, their request of the airport is to reduce by half the
annual rental payment of \$15,330.00 for the 1460 sqft of space in
Building 880. In this way, they would be able to continue same
day service to the customer, while focusing on establishing more
of a presence for freight forwarding. Mr. Corley asked how this
limited adjustment would help the overall situation. Mr. Burle
explained that Deringer has set a goal for a one year turn around
or will be forced to close the operation. Mr. Hamilton advised
that A.N. Deringer has paid \$10.50/sqft. for the last twelve
years and provided the following information regarding other
tenant rates in that same building;

A.N. DERINGER (cont.):

1. USAIR = \$4.50/sqft (based on long term and their capital layout)
2. PREMIER = \$4.50/sqft (plus 9% port fee)
3. K-1 = \$6.50/sqft (based on their business with the airlines)
4. ABX = \$8.00/sqft (based on long term and airport assisted capital improvements)
5. Continental = \$10.00/sqft (storage only) (based on the terminal rental rate for storage).

Mr. Hamilton also advised that a reduction in rent in accordance with A.N. Deringer request would equate to a \$5.25/s.f. rental rate. Commission indicated that they would consider the request of A.N. Deringer. Mr. Burle left the meeting.

FREEMAN, FRENCH & FREEMAN CONTRACT - JESSE BECK:

Mr. Beck requested that the Commission approve an interim contract for services to be provided by FFF in anticipation of a final contract associated with the terminal expansion design. Discussion. This would allow for architectural design to start in advance of full project approval. Mr. Beck explained that the fees would be rolled into a lump sum negotiated amount for final contract. Discussion. The Commission questioned the amount of architectural work that would be done in advance based on potential that project will not be done. Mr. Beck advised that he is requesting a maximum of \$200,000 for a three months. Discussion. Bond rating, project approval and funds will not be available until April.

Mr. Flaherty made a motion to approve the interim contract to Freeman, French & Freeman in the amount of \$200,000 for architectural design associated with anticipated terminal project. Discussion and rebuttal from Mr. Gutman. Motion seconded by Mr. Post. All were in favor.

MASTERTECH:

Mr. Hamilton advised that he and Mr. Corley met with Everette McArthur of MasterTech Avionics on Wednesday, November 20, 1996. Mr. McArthur has requested the lease of the Airports' Building #6 at a rental rate of \$8.00 per square foot.

CONSTRUCTION MANAGER CONTRACT:

Mr. Alex Fineman of VT Subcontractors addressed his concerns regarding the selection process for the construction management proposals and requested that the Commission carefully consider that Engelberth has a history of not allowing certain subcontractors to bid on their projects. Mr. Fineman's concerns so noted. Mr. Fineman left the meeting. Mr. Hamilton advised that construction manager proposals were received and interviews were conducted with Engelberth and Pizzagalli. Based on those proposals and interviews, Engelberth is recommended for award of the construction manager contract for the terminal expansion project. Discussion.

Mr. Gutman made a motion to enter executive session to discuss contract negotiations, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. All were in favor. The meeting entered executive session at 4:30 p.m.

Meeting resumed regular session at 4:45 p.m.

Mr. Gutman made a motion to approve a rent reduction to **A.N. Deringer** to the amount of \$6.50 per s.f. for the ensuing 18 month period with a request for a report from Deringer at the June 1998 meeting. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman made a motion to offer a lease agreement to **MasterTech** for Building #6 at a rate of \$8.00/s.f. with a CPI adjustment and the ground rent to be negotiated by the Chairman, Mr. Corley. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman made a motion to approve the award of the **construction management** contract to **Engelberth** with the requirement that all of the subcontractors are solicited by appropriately advertised public request and monitored by Airport. Seconded by Mr. Flaherty. All were in favor.

Mr. Reggie Snow expressed his concern, that as a tax payer, he did not feel that he was getting appropriate response and care by the Airport for the services that he provides here and also expressed his concern about the performance of the ground transportation officer. Mr. Snow and Ms. Berkhoff left the meeting.

Mr. Flaherty made a motion to approve the invoice from **McNeil, Leddy & Sheahan** for the period of September 23, 1996 to October 22, 1996 in the amount of \$10,097.63. Seconded by Mr. Gutman. All were in favor.

A preliminary discussion regarding design theme for **terminal expansion project** was presented by Mr. Beck. Discussion.

The **manager's report** was presented in advance of the meeting, was not discussed and is listed below for recording purposes.

MANAGER'S REPORT:

A **due diligence report** is required for the bond resolution in order to use all airport revenues vs. parking lot only revenues to back the bond. SH&E, who provided the feasibility report for the parking facility, is capable of preparing a due diligence report. Bond counsel has worked with them previously and supports their capability. SH&E is providing a proposal in this regard.

It has been suggested and agreed to, that the airport should keep the Mayor and City Council in the loop during all phases of pre-construction. A monthly report on the status, as well as a newsletter to all airport tenants will be provided. If there are other suggestions or direction, it is welcomed.

Warplanes: \$20,000.00 of the \$26,6489.99 owed has been received, with a request by Mr. Martin to have the remainder remitted by end of the month.

MANAGER'S REPORT (cont.):

P&W/Aviatron: Aviatron has taken occupancy of their building as of Friday, November 15. All permits have been received for P&W, the road is scheduled to be useable by week of Nov 25, the steel arrives throughout the week of Nov 18. Lease agreements have been given to the tenants. BCDC gave approval to build a 5600 sq ft addition onto the new Aviatron building in accordance with the request of Aviatron at last months commission meeting. The cost is estimated at \$263,000. In that the original building cost exceeded the previously negotiated amount upon which the rental rate was established, a new rental rate of \$6.45/sqft was negotiated, which will also be applied to the addition.

Bond Resolution: A kick off meeting was conducted last week. In order to have money available for a May 1 parking facility ground breaking, bonds need to be delivered in mid April, a bond rating by March 1, and underwriter selection by January 1. According to the experts, this is attainable.

Park & Travel Purchase: Transition talks have begun. The closing in accordance with the agreement is to occur no later than Feb 1, 1997.

Covered Parking Management: The Chair and Director of Aviation will be meeting with DPW to discuss financial management fees during and after construction.

ILS: The trees have finally been removed, but only after much stress and strain with the Agency of Natural Resources. The Airport awaits the final ruling by the District Environmental Commission regarding the Agencies appeal.

Innotech: A transient jet damaged the south hangar doors according to the report from Innotech. The aircraft operator gave a different story. Our insurance agency is investigating the matter. The engineer is analyzing the condition for liability purposes.

Glycol Tank: Scheduled to be erected by December 1.

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The initial meeting of the **Taxi Advisory Committee** has occurred. A mission statement was drafted which will be the foundation for all future monthly meetings. Too early in the process to determine if this method will be effective.

There being no further business, the meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MANAGER'S REPORT:

Helen Tremont, **US Air** is back as the properties manager for Burlington.

The closing for the loans to **BCDC** with the bank is expected to occur on December 23.

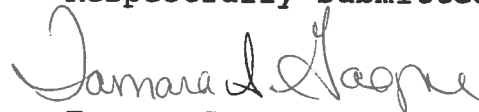
The District Environmental is asking for more information on a management plan and objections from the ANR by Jan 10 regarding the Airports **tree clearing permit**. Unclear as yet as to how the District will proceed in this matter. Counsel is cautiously optimistic that rulings will be in our favor.

CAR RENTALS: Decision should be made at this meeting, if possible, as to the number, if any, will be allowed in the covered parking facility (CPF), the monthly stall cost, and if it will be mandatory for them to rent spots within the CPF.

The **SH&E** report on airline marketing has been delayed until the January meeting, in that, Huck was not able to be at this meeting.

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

Respectfully Submitted,


Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, OCTOBER 17, 1996
4:00 P.M.

PRESENT:

Huck Gutman
Bill Post
J. Richard Corley, Chairman
William Ellis

John Hamilton
Tamara Gagne
Erin Driscoll
Richard Varney

Phil Guare & Hans Kraus - Aviatron

In the absence of Mr. Corley and a meeting quorum, Mr. Gutman called the meeting to order for discussion of non-action items. The meeting began at 4:20 p.m. with Mr. Gutman, Mr. Post, Mr. Hamilton and Ms. Gagne in attendance.

SEPTEMBER WARRANT & OPERATING STATEMENTS:

Mr. Gutman questioned the warrant detail regarding a payment to Essex Rental of \$1145.24. Ms. Gagne advised that although the company name would indicate a 'rental' of equipment the code under which the expense is allocated is for a vehicle maintenance supply(ies). Mr. Post then questioned the details of the '1399' codes equating to capital improvement projects. Ms. Gagne explained that the payments to Ray Piche were for his role as the contractor on the Aviatron building project, the payments to the State of VT were permit fees on the same project and that the payments to Bruce Taylor and Bredice Appraisers were appraisal fees for AIP land acquisition projects. Discussion. Mr. Gutman and Mr. Post recommended that the Airport continue to consider first the services of Bredice Appraisers for appraisals required by the Airport.

Mr. Ellis and Miss Driscoll entered the meeting at 4:30 p.m.

ALTERNATIVE TRANSPORTATION RESOLUTION:

Mr. Hamilton advised that the City of Burlington Council has sponsored a resolution relating to "Alternative Transportation Strategies" in which the Mayor, Director of Aviation and Director of Public Works are charged with "...fully consider the availability of revenues to be utilized for the development of alternative transportation options...". Mr. Hamilton further advised that he, the City Treasurer (in the Mayor's absence), and the Director of Public Works have met in this regard and have six (6) recommended responses to the resolution, as follows; (1) description of previous attempts by the airport, (2) improvements to the present taxicab & public bus system, (3) continue valet parking shuttle service, (4) study the feasibility of a door-door van service, (5) report how the industry is dealing with alternatives, (6) justification for a covered facility even with an alternative system. At this time Phil Guare and Hans Kraus entered the meeting. Discussion. Mr. Gutman indicated that he was in favor of the proposed responses except for #3, which he does not believe addresses the intent of alternative transportation. Mr. Gutman also suggested that Councilor Abbott be contacted for names of "alternative transportation consultants" to assist with the feasibility study. Commissioners Gutman and Post recommended proceeding as proposed.

Mr. Varney entered the meeting at 4:45 p.m.

PUBLIC HEARING OF TAXI ISSUES ON 9-12-96:

Mr. Hamilton presented a copy of the notes from the taxi public hearing of September 12, 1996 with proposed responses to their concerns. Mr. Gutman requested a synopsis of the responses. Ms. Gagne advised that there were no requests from the owner/operators or the drivers for changes to the ordinance and therefore no response was required in that regard. The other issues were accusations and requests for additional visibility and vehicles up front. The Airport feels that the needs of the customers are adequately met with the systems that are currently in place, but recommend the purchase of security and video equipment to assist ground transportation in various monitoring requirements and recommend the creation of a taxi advisory committee to meet on a monthly basis consisting of representatives from the taxis, ground transportation and airport

PUBLIC HEARING OF TAXI ISSUES (CONT.):

management. Discussion. Huck and Bill agreed that Airport management should proceed in this regard.

MANAGER'S REPORT:

A draft report of the **market feasibility study**, conducted by SH&E is expected by the end of the month. Information in that regard was expected by meeting time. SH&E will be scheduled to review this report with the commission during the November meeting. Mr. Hamilton advised that as an aside to this study, Ron Miller from the State Economic Development Office contacted the Airport for advice on how best the State could expend funds to market for more airline services. He was briefed on our study. In that connections to Canada were not part of the scope, he was advised that he might consider a study for a Toronto connection. Since that meeting, Mike Flaherty has advised that VAOT contacted him to inquire if the Airport could fund that effort. Mike has asked that the commission discuss this issue and respond to the State. He would be in favor of funding the additional work. Discussion. Huck expressed his immeasurable concern that SH&E did not have any preliminary information especially in light of the airport's need to have said information prior to the November ballot item. Discussion. Mr. Gutman then indicated that he would be in favor of discussing and supporting the State in their endeavor, but that it should wait until the assigned marketing study is complete. Discussion. Mr. Corley entered the meeting at this time.

REGULAR REPORTS:

Mr. Gutman made a motion to approve the **minutes of September 12, 1996** as written, the review of the **operating statements**, the **September warrant** and the **McNeil, Leddy & Sheahan invoice** in the amount of \$6,379.94. Seconded by Mr. Post. All were in favor.

Mr. Gutman made a motion to enter executive session to discuss leases and contracts relative to Aviatron, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. The meeting entered executive session at 5:05 p.m. The meeting resumed regular session at 5:25 p.m. at which time Mr. Guare and Mr. Kraus left the meeting.

Mr. Gutman made a motion to enter executive session to discuss lease and contract terms relative to Warplanes, Inc., the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. The meeting entered executive session at 5:25 p.m. The meeting resumed regular session at 5:35 p.m.

The Commission directed that a letter of default and termination be sent to Warplanes in regard to their past due monies and lack of appropriate operating license and to reject the terms of their proposed payment plan.

Mr. Ellis left the meeting at this time.

CONSULTANT SELECTION:

Mr. Hamilton advised that eighteen firms had responded to the Airport's request for qualifications. The selection committee (Bill Post, Mike Flaherty, Bob McEwing & JJ) recommended that the firm of Freeman French and Freeman be selected for parking facility and terminal expansion. For airfield and terminal airside projects the firms of HTA and Edward and Kelcey, for special projects and planning, the firms of Campbell & Paris and Webster-Martin were the recommended consultants. Mr. Gutman expressed his concern about the performance of the consultants that the Airport continues to choose. Mr. Corley expressed his concern about the method in which the selection process is or has the appearance of happening. He then questioned and discussed why the entire subcommittee did not participate in the airfield, terminal and planning consultant selections. Discussion.

Mr. Gutman made a motion to accept the subcommittee recommendation of Freeman, French & Freeman for the parking and terminal facility projects. He also suggested that the other recommendations be deferred so that a Commission subcommittee could review them. Mr. Corley added that this action was intended to ensure that the Commission and management can prove due process and for the Commission to feel comfortable in their ultimate approvals. Seconded by Mr. Post. All were in favor.

Airport staff directed to provide a short list of candidates for interview and to detail why the remaining firms did not make the short list.

PARKING FACILITY CONSTRUCTION ADMINISTRATION:

Discussion and resolve as it relates to the parking facility being constructed by Construction Management or General Contractor. Mr. Gutman made a motion to advertise for a construction management firm for the parking structure construction. Seconded by Mr. Post. All were in favor.

MANAGER'S REPORT:

PARK & TRAVEL: The option agreement has been signed by the Mayor. The grant has been received. With a revenue bond, a closing can be effected.

P&W/AVIATRON: Act 250 permit has been granted for Aviatron. The building is 65% complete. P&W permit has been approved contingent upon the receiving of the CUD, which is expected this week. Footings and foundation work for P&W is underway. Loan closings are set for week of 21 October. P&W has been advised that occupancy can be expected March 1, 1997. The Airport has been advised by P&W that they have given notice to Innotech in this regard.

WETLANDS: The block in the culvert under taxiway K has been dislodged and the ponded water in the wetlands has been drained. In order to prevent further blockings, a grate will be installed over the opening. Considerable drainage is still occurring due to total saturation of the soil.

ILS TREE REMOVAL: This project was once again delayed by Fish & Wildlife due to their action in denying a permit for the Burlington woodchip plant to accept the wood chips. The Airport was successful in having their position reversed and the project is underway.

GLYCOL HOLDING TANK should be installed and operating during the last week of November. The license agreement with So. Burlington has been fully executed.

**Minutes
Airport Commission**

**October 17, 1996
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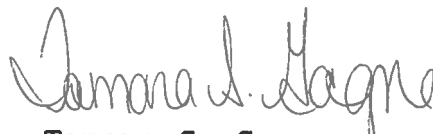
CONTINENTAL will begin service out of Newark on January 1, 1997 with the new regional jet, the EMB 145. This is to replace the ATR-42. It is uncertain as to when Burlington will receive this service. It is expected that BTV will continue as the Northeast hub for maintenance.

PRESENTATIONS: I was asked to present the parking and terminal plan to the South Burlington City Council, in that, there are new members to that council. It was received well. Mike Flaherty attended with me. I was also asked to provide information to Burlington's Ward One residents regarding the revenue bond on October 15th. Generally that was accepted well, especially when they were assured that there was no tax liability. One resident expressed concern that we would be attracting more cars by building a covered parking facility, and that money would be better spent on alternative transportation. Another resident, although very much in favor, expressed concern that by allowing the airport to grow and develop it will only add to what is already a deplorable situation---**NOISE**.

SCHEDULE: Bob and I will be in San Diego from 19 - 24 October attending the ACI conference.

There being no further business, the meeting adjourned at 6:15 p.m.

Respectfully Submitted,



**Tamara S. Gagne
Clerk of the Board**

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, SEPTEMBER 12, 1996
4:00 P.M.

PRESENT:

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

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

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

MONTHLY REPORTS:

Mr. Flaherty made a motion to approve the **minutes** of August 22, 1996 as presented. Seconded by Mr. Post. All were in favor.

The August **operating statements** were reviewed and discussed. The Warplanes receivables and related actions were questioned and discussed.

Mr. Gutman made a motion to enter executive session to discuss the Warplanes lease agreement and pending legal action, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. All were in favor. The meeting entered executive session at 4:10 p.m.

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

Mr. Gutman made a motion to approve the August **warrant** and the review of the August operating statements. Seconded by Mr. Post. All were in favor.

BOND RESOLUTION:

Mr. Hamilton advised that the Board of Finance had reviewed and accepted the Airport's bond resolution in the amount of \$19 million for the parking facility, terminal access improvements, lobby renovations and Pratt & Whitney hangar. They are prepared to recommend its placement on the November ballot, with Commission approval. Discussion. Mr. Gutman expressed his impassioned concern regarding the figures reflected for the cost of the parking facility compared to those previously presented and the Airports' ability to amortize the additional \$1 M indicated. Airport staff explained that additional parking spaces were now included as well as extra costs for land purchase and temporary facilities and that the City Treasurer had reviewed and is comfortable with the Airports' ability to generate sufficient revenues to cover the debt. Each of the other Commissioners also provided response that the vote to proceed with the bond did not commit them to proceeding with the project if they did not continue to be satisfied with costs or ability to afford. Discussion.

Mr. Cain made a motion to proceed with presentation of the revenue bond figures to the City Council. Seconded by Mr. Post. Discussion. Motion passed all in favor.

PERSONNEL:

Mr. Corley advised that he had met with Airport staff regarding the request to replace the mx supervisor position with a director of maintenance and facilities. He felt convinced that the staff was correct in their assessment for the need and also justified in the additional expense. Mr. Cain verbally agreed that he felt that the request had merit. Mr. Gutman questioned the impact to the job description and pay scale of the Director of Operations. Mr. Hamilton advised the decision relative to pay scale was yet to be determined and would be done so by the Personnel classification committee. Mr. Gutman was also advised that the Director of Operations position is anticipated to take on additional responsibilities relative to Police services contract and ground transportation issues. Discussion.

PERSONNEL (CONT.):

Mr. Flaherty made a motion to approve the request to abolish the Airport Foreman position and replace it with the Director of Maintenance & Facilities and to also add a Heavy Equipment Operator to the staffing. Seconded by Mr. Cain. All were in favor.

Mr. Gutman expressed a concern regarding the police services and administration of the contract. Discussion. Mr. Gutman and Mr. Corley to meet with the Burlington Police Chief and Commission in this regard.

AIRPORT RULES & REGULATIONS CHAPTER 2: OPERATION OF MOTOR VEHICLES:

Mr. Post made a motion to approve the Airport Rules & Regulations Chapter 2: Operation of Motor Vehicles as written. Seconded by Mr. Cain. All were in favor.

EXPENSE APPROVALS:

Mr. Post made a motion to approve the low bid of \$10,494.00 to Nicom for annual runway striping. Seconded by Mr. Flaherty. Huck voted no. Motion passed in favor 2 to 1.

Mr. Post made a motion to approve the \$3600.00 expense to repair three drain inlets on Runway 15/33. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

Bill Ellis has begun the eviction proceedings against Warplanes in accordance with previous Commission direction.

Personnel: The electrician assistant, Paula Dunnivant has given her resignation and will leave the Airport on September 30, 1996. The most significant impact to the airport at this time is the role that position plays in snow removal activities. The Airport is now down three snow removal operators - effectively an entire team.

MANAGER'S REPORT (CONT.):

The staff will be meeting with Everett MacArthur of **MasterTech** next week to discuss available options for the location of his business.

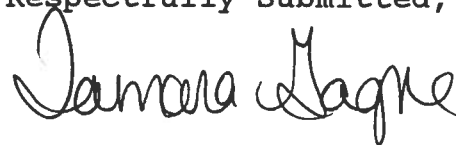
The Director of Aviation is scheduled to be in Brattleboro next Monday for the Dean Martin trial. It is expected that a return prior to 7:00 p.m. will afford attendance at the City Council meeting. At this time, the Chair and Huck will be attending that meeting.

Act 250 permits have been received for **Aviatron**. **P&W** permit is expected the week of the 23rd.

City Council Transportation Committee meeting was held on Monday, August 26, 1996. The vote was 2-1 to recommend to the city council to proceed with the parking facility. Martha Abbott was the dissenting vote. Huck was in attendance, and should be acknowledged and thanked for his outstanding presentation to that committee.

There being no further regular business, the meeting adjourned at 5:12 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, AUGUST 22, 1996
12:00 NOON

PRESENT:

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

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

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

Mr. Gutman made a motion to enter executive session to discuss the terms of pending negotiations relative to **Park & Travel**, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mike Flaherty. All were in favor. The meeting entered executive session at 12:20 p.m.

The meeting resumed regular session at 1:03 p.m. with no action as a result of the executive session.

Mr. Everette McArthur entered the meeting at this time.

MASTERTECH AVIONICS - EVERETTE MCARTHUR:

Mr. Everette McArthur, owner of Mastertech Avionics expressed an interest in relocating his avionics business from Plattsburgh to Burlington Airport. The request would be to rent some hangar space with access to a ramp. Discussion. The Commission indicated their desire to accommodate Mr. McArthur and directed Mr. Hamilton to work directly with him to determine viable options. Mr. McArthur left the meeting at this time.

INTERSPACE:

Mark Lieberman, CEO and Bob Lovell, Operations Director entered the meeting. Mr. Lieberman explained that Interspace has been at Burlington since 1983 and has grown from a four airport firm to their current status of twenty-six. Mr. Lieberman reviewed Interspaces' partnership with the Airport, showed the growth in revenues over the period and expressed their interest in

INTERSPACE (CONT.):

continuing the relationship with Burlington. Mr. Lieberman indicated that it was again time for additional capital upgrades and requested consideration of an additional five year extension to their agreement. Discussion. Mr. Hamilton advised that in accordance with the City policies, that agreement must be put out to bid. Discussion. The Commission directed that Mr. Hamilton begin working on the associated RFP and that consideration be given to making the coinciding contract a ten year agreement due to the capital investment to be required. Mr. Lieberman and Mr. Lovell left the meeting at this time.

EXPENSE ITEMS:

Mr. Flaherty made a motion to approve the replacement purchase of a pressure washer for the amount of \$3095.00 as bid and requested. Seconded by Mr. Post. All were in favor.

Mr. Flaherty made a motion to approve the expenditure of \$6408.60 for the purchase of replacement tires for the Airport bucket loader as requested. Seconded by Mr. Post. All were in favor.

S, H & E PROPOSAL:

Mr. Gutman reported that a proposal to study the Burlington Air service was presented by Mr. Eliot Lees of SH&E. The study was divided into three tasks ranging from air carrier presentation at \$7,500/presentation to estimating the market demand at a cost of \$10,000 and identifying route opportunities at \$11,500. Discussion. The Commission was enthused about the potential of identifying low fare routes and exploring Boston jet service. A part of the route opportunities study could include 'transborder service', an option the Commission decided not to study at this time. Discussion. Mr. Hamilton was directed to negotiate with SH&E regarding the costs presented and proceed with the studies as presented.

Mr. Gutman made a motion to enter executive session to discuss leases and contracts relative to **Pratt & Whitney** and **Aviatron**, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. The meeting entered executive session at 1:38 p.m.

The meeting resumed regular session at 1:40 p.m.

BURLINGTON CITY DEVELOPMENT CORPORATION LEASE AGREEMENT:

Mr. Post made a motion to approve a ground lease with the Burlington City Development Corporation for a fifty (50) year term at an initial rate of \$.24/s.f. subject to annual cpi adjustment. Seconded by Mr. Gutman. All were in favor.

PRATT & WHITNEY SUB-LEASE AGREEMENT:

Mr. Gutman made a motion to approve the sub-lease between BCDC and Pratt & Whitney for the negotiated twenty (20) year term. Seconded by Mr. Flaherty. All were in favor.

AVIATRON SUB-LEASE AGREEMENT:

Mr. Flaherty made a motion to approve the sub-lease between BCDC and Aviatron for the negotiated twenty (20) year term. Seconded by Mr. Post. Motion called. Mr. Gutman voted no. Motion passed in favor 2 to 1.

MONTHLY REPORTS:

Mr. Gutman made a motion to approve the **minutes of July 25, 1996** as presented. Seconded by Mr. Post. All were in favor.

The **July warrant** was reviewed and approved by the Commission.

Commission reviewed and discussed the **July operating statements**. The Warplanes receivables were questioned. Commission directed that eviction proceedings begin against Warplanes regarding their non-response to a current default notice.

Mr. Gutman made a motion to approve the **McNeil, Leddy & Sheahan** invoice for the period of July 1, 1996 to July 22, 1996 in the amount of \$1,325.11. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

The finance board tabled the approval of the **Park & Travel** purchase to their September 16 meeting.

ILS to Runway 33: The District Environmental Commission has directed the airport to answer several questions pertaining to the fish and wildlife appeal of the airports' permit to cut trees in support of the ILS. Comments are due by Sept 13. The commission did not accept the wildlife request to stay their decision. The permit to cut trees is still valid. We will now await their findings in this regard.

ILS to Runway 15: FAA will be replacing the control cable for ILS 15, which necessitates the ILS being out of service for a two week period. The NDB to 15 will be used during inclement weather. This approach adds 1/4 mile to visibility requirements which should be of little impact during the outage which is scheduled for Sept 16-27.

On the evening of August 19th, Airborne Express received a **bomb threat**. The FAA found, and Airborne Express finally agreed with the findings, that it was a hoax. Airport bomb threat procedures were implemented without incident. Discussion. Mr. Gutman questioned the procedures used for safety related incidents. Mr. Hamilton indicated that Rick Varney, as Director of Operations, was solely responsible for response, action and appropriate follow up. The Director of Aviation was always kept informed, but is only involved in accidents or crashes that involve injury to persons, and then only to act as an agent for public and community relations.

Valet Air provided a bid to the insurance company to make repairs to the aircraft that had a gear up landing two weeks ago. A mechanic from Middlebury did likewise at a much less cost and was prepared to use Warplanes facilities for that repair. Frank Donahue advised the airport of this and of his concern. Both the owner and the insurance company were advised that, in accordance with lease agreements, Warplanes facilities could not be used, in that, Valet could and would make the repairs. After considerable conversations with all parties, Valet Air decided to withdraw from the contest.

The vacant **mechanic** position has been filled with Kevin Kaigle, a mechanic from DPW. He appears to be well suited for the position.

MANAGER'S REPORT (CONT.):

Public Hearing: Some taxi cab drivers have asked, through the ordinance committee, to conduct a hearing relating to the airports ground transportation rules and regulations. That committee has asked the commission to conduct the hearing with the ordinance committee in attendance. For planning purposes, the hearing will be scheduled to coincide with the Sept commission meeting which is set for Sept 12.

The Airport Manager and Administrative Assistant will be in Manchester, N.H. during the week of August 24 - 27 to attend the annual **Northeast Chapter Airport Executive conference.**

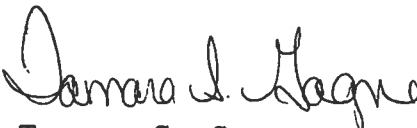
City Council: The presence of the Airport Director has been requested to meet with the City Council's transportation committee on August 22 to discuss **parking.** Martha Abbott is the Chair. Discussion. Mr. Gutman offered to also attend on behalf of the Commission.

MAINTENANCE ORGANIZATION:

Mr. Hamilton advised that, as a result of the Airfield Maintenance Supervisor resignation, careful review of the entire Airport organization had been given consideration prior to a request to simply fill that same position. The recommendation from the Airport staff was the creation of a Maintenance & Facilities manager. Prior to full presentation, the Commission elected to defer this to sub-committee, consisting of the Chairman and any other interested Commissioner. Mr. Hamilton advised that the staff was very interested in assisting the Commission in their understanding of the need for such a position and of the current Airport structure. He also advised that the Airport was required to take action on the vacant supervisor position no later than September 16, 1996.

There being no further business, the meeting adjourned at 2:35 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JULY 25, 1996
4:00 P.M.

PRESENT:

J. Richard Corley, Chairman
Huck Gutman
Bill Post

John J. Hamilton
Tamara S. Gagne
Robert McEwing

The meeting was called to order by the Chairman, Mr. Corley at 4:04 p.m.

PREMIER CATERING:

Mr. Chuck Rolecek and Rich Bettinger of Premier Catering entered the meeting to request that the Commission continue the reduced port fee rate of 5% that was previously approved to continue through June 30 of this year. Discussion. Mr. Gutman requested that Tamara be assigned to perform a revenue test audit of Premier accounts.

Mr. Gutman made a motion to approve the request of Premier Catering to continue paying the reduced port fee amount of 5% of gross revenues with the provision that Premier provide information and support to Ms. Gagne to review Premier's revenues. Seconded by Mr. Post. All were in favor.

Mr. Gutman made a motion to enter executive session to discuss the contract and purchase negotiations for the Park & Travel facility, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. The meeting entered executive session at 4:15 p.m.

The meeting resumed regular session at 4:25 p.m.

PARKING FINANCIAL FEASIBILITY STUDY:

Mr. Eliot Lees of Simat, Helliesen & Eichner, Inc. (SH&E) presented the results of the parking facility financial feasibility study. He advised that the new proposed parking rates will support the bond, are comparable to other airports, yet remain low. A general discussion ensued regarding the structuring of financing to ensure feasibility during the first two years. Discussion. Mr. Hamilton advised that if the

PARKING FINANCIAL FEASIBILITY STUDY (cont.):

Commission was comfortable with the information presented and desires to proceed then the action required is a written report to the City Council for August 15 with an oral presentation at their September 1st meeting. Huck requested that an executive summary be provided to the City Council and Mr. Post was assigned to interview the underwriters. The Commission also discussed and approved proceeding with initial design phases and was advised that the potential outlay in this regard would be approximately \$100,000.

Mr. Gutman made a motion to enter executive session to discuss leases and contracts, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. The meeting entered executive session at 5:10 p.m.

The meeting resumed regular session at 5:18 p.m.

BID OPENINGS:

Mr. Hamilton advised that the glycol tank and tree obstruction removal projects bids have been received. The glycol tank apparent low bidder is Weston Construction at \$130,000. The low bid for obstruction removal is \$69,810.00. This bid is recommended to be accepted, however, it will be reduced in that Steele Griswold, himself, will be removing many of the trees on his property. The reason for this, is that, the FAA will not participate in this project without a perpetual easement on his property. He refuses to voluntarily agree to the easement, so, in order to assist in establishing the ILS and to make ready his land for sale/development, he will remove the trees.

Mr. Post made a motion to award the contract for obstruction removal to Weston Construction in the amount of \$69,810. Seconded by Mr. Gutman. All were in favor.

Mr. Post made a motion to award the contract for glycol tank to Weston Construction in the amount of \$130,000. Seconded by Mr. Gutman. Discussion. All were in favor.

GRANTS ACCEPTANCES:

Commission approval is required for the acceptance of four grants in order to send to city council for resolution at their Aug 15 meeting. Grants in the amount of \$1,773,500.00 as follows: (1) obstruction removal/glycol for \$270,000.00, (2) snow removal equipment for \$414,000.00, (3) update the ALP for \$49,500.00 and (4) land acquisition for \$990,000.00.

Mr. Post made a motion to accept the FAA grants as described. Seconded by Mr. Gutman. All were in favor.

EXPENSE ITEM:

A Hydraulic pump for one of the runway tow behind sweepers needs to be rebuilt. Commission approval in that the price exceeds \$2000.00. Cost to rebuild \$3230.00.

Mr. Post made a motion to approve the expenditure of \$3230.00 for the repair of a hydraulice pump as described. Seconded by Mr. Gutman. All were in favor.

MINUTES:

Mr. Gutman made a motion to approve the **minutes** of June 24, 1996 as presented. Seconded by Mr. Post. All were in favor.

MONTHLY OPERATING STATEMENTS:

Ms. Gagne advised that the receivables are excellent, although it should be noted that Innotech is three months behind in remittance of concession reports and associated payments (does not reflect in receivables - only in concession report detail). The net income line does not reflect a number of outstanding FY'96 expenses currently in the amount of \$39,120 and the Pratt & Whitney associated expenses currently at \$11,093. Discussion.

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

MANAGER'S REPORT:

P&W/AVIATRON: VEDA has approved the \$1 mil loan at 6.75%. The Howard bank has agreed to finance \$1.35 mil at prime plus 0.5%. The blended rate will be 7.98% for annual payments of \$ Annual building rents will provide \$310,000.00. Ground rent will provide \$ Closing on both loans is scheduled in approx. three weeks. Counsel should complete review of the contractor contracts next week. The ground lease with BCDC and the authority for BCDC to construct the buildings and entire into lease agreements with P&W/Aviatron is in its final review. The building leases are in draft form and will be presented to the commission at the Aug. meeting. The city supports a bond resolution on the NOV ballot to pay off the BCDC loan. The airport then would be the owner of the buildings, the finance fee would be greatly reduced and the airport then would realize a profit from the building rents. It is anticipated that a notice to proceed order can be issued and all permits in place by Aug 15th. With that start-up date, the Aviatron building can be occupied OCT 1 and P&W occupancy Dec 15th.

AIRPORT SURVEY: The first completion of data has been completed. See enclosed.

FUEL FARM: The state has approved Innotech's plan. Work to begin the 22nd.

ILS: Met with FAA in Boston for a status conference. Localizer with glide slope for 3/4 mile visibility will be in operation by year end. It was not a cooperative meeting. FAA began by stating the glide slope would be delayed due to the potential next year of the runway threshold being relocated. They were advised that was not a done deal and that the project would require discretionary monies which again was not a sure bet. They also advised that the outer marker would not be installed this year. In the meeting that occurred two months ago, they were on board for a Aug installation date with a end of Oct commissioning date. Their lack of effort or work or commitment to this project was quite evident. Very obvious intentional slow down on their part. They finally agreed to press forward. I will be passing this info to Sen Leahy's office.

TERMINAL IMPROVEMENTS: It is forecasted that with the increased terminal rents to the airlines that monies will be available this year to continue with the terminal improvement program (TIP). Discussion is requested as it relates to flooring.

MANAGER'S REPORT (cont.):

PRESENTATIONS: Gave an economic presentation on the airport to the Governor's economic progress council in Montpelier. It was well received. Will be on Ch 17 transportation program hosted by Bill Aswad and Mike Flaherty on the 22nd. to discuss airport issues.

P&T: Owner has agreed to the \$1.6 mil offer. She wants it all up front. Agreement contingent on obtaining revenue bond in Nov and FAA participation of \$900,000.00. If it all comes together, closing would occur in Feb, and operational control turned over to the airport May 31.

TREE CLEARING ACT 250 PERMIT: The Fish and Wildlife Service of the Agency of Natural Resources has filed a Motion to Alter the Act 250 permit for the Obstruction Removal project.

There being no further business, the meetind adjourned at 5:40 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MONDAY, JUNE 24, 1996
7:00 P.M.

PRESENT:

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

John J. Hamilton
Tamara S. Gagne
Robert McEwing

The meeting was called to order by the Chairman, Mr. Corley at 7:10 p.m. without Commissioner Cain.

MINUTES:

Mr. Gutman extended commendations to the Clerk for the minutes of May 20, 1996 as written and made a motion to approve the same. Seconded by Mr. Flaherty. All were in favor.

Mr. Cain entered the meeting at 7:15 p.m.

MAY OPERATING STATEMENTS AND WARRANT:

A discussion regarding accounts receivables ensued. Warplanes was discussed at length. Mr. Hamilton advised that they had been issued a notice of default with a 30 day cure option. Discussion. Mr. Corley requested that he be notified if the account was not cleared by mid July.

MCNEIL, LEDDY & SHEAHAN INVOICE:

Mr. Flaherty made a motion to approve the McNeil, Leddy & Sheahan invoice for the period of April 23, 1996 to May 22, 1996 in the amount of \$4,497.26. Seconded by Mr. Gutman. All were in favor.

EXPENSE ITEMS:

Mr. Hamilton advised that the area in the southeast quadrant of the airport has become a lake due to what appears to be a blockage near the entrance to the culvert that drains it. A temporary dam needs to be built in order to control the release of the water and gain access to the blockage. If this does not correct the problem (ie: the culvert may have collapsed under taxiway juliet) the situation will be reassessed. A quotation of \$2950.00 has been given to perform the required work in this regard. Discussion.

Mr. Cain made a motion to approve the payment of \$2950.00 for the **culvert repair and assessment**. Seconded by Mr. Flaherty. All were in favor.

Mr. Hamilton also advised that a portion of the concrete ramp in the Valley requires repair due to years of deterioration. It has become a safety problem due to FOD. He recommended that the project be accomplished after July 1, 1996 at a cost not to exceed \$5000.00. Discussion. Mr. Gutman expressed his concern that the rents received from tenants utilizing that space do not cover such an expense. Discussion. Commission agreed that the downsize risk was too high to not repair the concrete.

Mr. Flaherty made a motion to proceed with **repair of the concrete** in the valley area at the not to exceed cost of \$5,000.00. Seconded by Mr. Cain. All were in favor.

SNOW REMOVAL EQUIPMENT PURCHASE:

Due to safety area funding next year, the FAA has recommended that the vehicles scheduled to be replaced next year be purchased with this fiscal year funding. One (1) twenty year old runway plow and a self propelled blower, both of which are high maintenance vehicles due to age, are recommended to be replaced. It is anticipated that bids will be approximately \$480,000 for both vehicles. Airport share is 4% of that figure. Discussion. The Commission questioned whether there were other higher priority projects that could be accomplished with the referenced funding. Mr. McEwing advised that there were no other projects that could be developed and accomplished prior to the end of the FAA fiscal year or that would be accepted by the FAA.

Mr. Flaherty made a motion to approve the allocation of federal funds in the estimated amount of \$480,000 for the replacement purchase of **snow removal equipment** as identified in the replacement program schedule. Seconded by Mr. Gutman with a friendly amendment to request that the Airport make inquiry through the military for surplus equipment. Friendly amendment accepted. Motion passed all in favor.

CONSULTANT RFP'S:

Mr. Hamilton advised that request for proposals need to be sought for interested and qualified engineering consultants to perform multi-year services for the airport. His recommendation is to have two commissioners serve on the committee to assist with selection. Discussion. Mr. Gutman expressed his concern for the need to start the process over in that the airport currently has qualified engineers on specific projects. Mr. Hamilton advised that those consultants would continue on those specific projects, but that the FAA directives required new interviews for future and different airport projects. Discussion.

Mr. Cain made a motion that Mr. Post and Mr. Flaherty again serve on the selection committee. Seconded by Mr. Gutman. All were in favor.

APPOINTMENTS:

Mr. Cain nominated and made a motion to appoint John J. Hamilton to the position of Director of Aviation for the period of July 1, 1996 to June 30, 1997. Mr. Flaherty seconded the motion. There being no further nominations, motion passed all in favor. Mr. Cain commented that he was pleased with the job that has been done by Mr. Hamilton.

Mr. Gutman nominated and made a motion to appoint Tamara S. Gagne to the position of Clerk of the Board of Airport Commissioners for the period of July 1, 1996 to June 30, 1997. Mr. Flaherty seconded the motion. There being no further nominations, motion passed all in favor.

LEASES & CONTRACTS:

Mr. Flaherty made a motion to approve the renewal of the *ground transportation* contract with **Commencers** under the same terms and costs for the period of July 1, 1996 to June 30, 1997. Seconded by Mr. Gutman. All were in favor.

Mr. Flaherty made a motion to approve the renewal of of the *engineering* contract with **Robert McEwing, P.E.** under the same terms and costs for the period of July 1, 1996 to June 30, 1997. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman made a motion to approve the renewal of the **K-1 Service, A.N. Deringer, and Konica** building and ground rent agreements at the same building rents and an increased ground rent of \$.24/s.f. for the period of July 1, 1996 to June 30, 1997. Seconded by Mr. Flaherty. All were in favor.

MANAGER'S REPORT:

The VEDA application for the financing of the **Pratt & Whitney/Aviatron** projects is complete. Their board will review and make a determination on June 28, 1996 as to the financing rate. GBIC will be in attendance at that meeting. At the present time it is unknown how much, if any, of the million dollars is available from VEDA and the 6.75% finance rate may be higher. The Howard bank has provided in writing their intentions in the financing of the facilities. If the airport were to guarantee the loan by committing Industrial Park funds, the bank has shown interest in providing a lower finance rate. The rate that has been mentioned is 8.25%. Discussion.

Mr. Gutman made a motion to guarantee industrial park revenues in an amount equal to the yearly loan payment costs for the **Pratt & Whitney/Aviatron** projects. Seconded by Mr. Cain. All were in favor.

The owners of **Park & Travel** have not been able to reach a decision on the Airport's final offer to purchase their properties. Jack Russell, a certified commercial investment member, has been hired to help with that decision. It is expected that a decision will be given next Wednesday. Negotiations continue with the FAA on the amount eligible for funding.

MANAGER'S REPORT (cont.):

Innotech has advised the State that they will take responsibility for the continued monitoring of the **fuel farm** and have hired a consultant in that regard.

The **FAA Part 139 Inspection** of the airfield was very successful.

A permit has finally been received to cut trees for the **ILS** with no mitigation required for the deer herd.

FAA has advised of the potential of receiving \$2,000,000.00 in discretionary funding to begin the first phase of the **Runway End Safety Area** project next summer.

Business Express is restricted from signing the new 10 year airline operating agreement until their chapter 11 is terminated. They will operate month-month at the new rates.

Employee Vacancy: Dave Fleming, age 46, airport mechanic employed for 16 years unexpectedly died last Saturday. An advertisement to fill this position will be posted in the upcoming week. Discussion. Commission requested that Airport staff entertain the notion of commemorating his service with a dedication of a vehicle, building or the planting of a tree.

The **FAA Air Traffic Control Tower** has been tasked to complete a study to determine if the hours of operation of the tower and approach control should be reduced. The proposed hours of closure would be from 2300 to 0600 daily. The Airport staff has been asked to provide our input regarding our safety concerns. However, there remains a strong potential that the tower will be shut down during the specified times. Discussion. The Commission adamantly disagreed with the closure during the proposed hours due to the frequency of flights after 2300 and prior to 0600 and expressed their concern about safety, especially during inclement weather. They requested that Mr. Hamilton contact appropriate Senators and Representatives to express the concern of the Commission and of the Airport.

A discussion ensued regarding the Commission annual report presentation to the **City Council**.

**Minutes
Airport Commission**

**June 24, 1996
Page 6**

There being no further business, the meeting adjourned at 8:15
p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MONDAY, MAY 20, 1996
4:00 P.M.

PRESENT:

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

John J. Hamilton
Tamara S. Gagne
Robert McEwing

Also in attendance for portions of the meeting were: Mayor Peter Clavelle & Brendan Keleher - City of Burlington, William Ellis & John St. Francis - McNeil, Leddy & Sheahan, Bob Eddy - Carlson Wagonlit Travel, and Mike Sacco - Innotech Aviation

An informal discussion between the Mayor and Commissioners Gutman and Flaherty began at 4:15 p.m. Mayor Clavelle explained that he feels it appropriate to meet with his Commissions on a regular basis to open communications. He also indicated that he and Mr. Keleher have come to Commission today serving dual roles; that of City officials and that of corporate leaders in their roles as President and Treasurer of Burlington City Development Corporation.

At this time Mr. Cain entered the meeting. Based on the quorum status, Mr. Gutman called the meeting to order at 4:20 p.m.

Mr. Cain made a motion to enter executive session to discuss contracts and negotiations relative to the Pratt & Whitney and Aviatron tenancy and pending litigation relative to the Innotech fuel farm. Seconded by Mr. Flaherty. All were in favor. The meeting entered executive session at 4:22 p.m.

Mr. Corley entered the meeting at 4:33 p.m.

Mayor Clavelle and Brendan Keleher left the meeting at 4:56 p.m.

Commissioner Flaherty left the meeting at 5:15 p.m.

The meeting resumed regular session at 5:17 p.m.

INNOTECH FUEL FARM:

Mr. Mike Sacco entered the meeting at this time to present and discuss the letter sent from Innotech Aviation Ltd's Ian Wilson. Mr. Corley advised Mr. Sacco that the Commission would not accept Innotech's offer to pay half of the continued monitoring costs required by the State. He also advised that the Commission feels that Innotech should take positive action in its response to the State, but that if they do not, the Airport will and will then take action it deems necessary. Mr. Sacco then inquired whether the Commission felt that they were fully informed about Innotech's liability in this regard. Mr. Sacco then explained that testing and procedures have been completed which concluded that the Innotech *underground* storage tanks are not leaking. Mr. Sacco indicated that it is also Innotech's opinion that there has never been any incident of fuel spills or leaks that would equate to the existing ground water contamination. Mr. Sacco then struck down the validity of the daily fuel farm inspection reports and the subsequent outbrief report by the FAA. When questioned whether "poor housekeeping" could be a factor in this issue, Mr. Sacco responded that when problems are noted by either Innotech or Airport Operations, they are "all corrected ultimately, within a couple of months". Discussion. Mr. Sacco left the meeting with the understanding as presented by Mr. Corley.

Mr. Cain made a motion to enter executive session to discuss pending litigation regarding Innotech, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Gutman. The meeting entered executive session at 5:30 p.m.

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

PARK & TRAVEL LAND ACQUISITION:

Mr. Hamilton advised that federal support for the proposed purchase of the Park & Travel facility has become a problem. The FAA has raised a concern in which they will not pay the appraised price, as it includes the value of the business. At this time, the FAA has an opinion from Washington that would only allow the purchase of the land at its appraised value. Mr. McEwing and Mr. Hamilton will continue due diligence in their attempt to present logical evidence to support the entire appraised purchase.

CARLSON WAGONLIT LEASE REQUEST:

Mr. Bob Eddy entered the meeting at this time to request approval to lease additional area in the terminal to operate a staffed travel agent position. Mr. Eddy indicated that, based on discussion with and review of other 'sister' airport operations, a travel agency can operate successfully. Once established, the agency would provide business services, travel support service, VIP lounge and ticket pick-up. Discussion. Mr. Eddy advised that the current request is to occupy the area adjacent to Gate 1/2, but would ultimately prefer a more centralized and public space. Discussion. The Commission approved the month to month trial tenancy with the details of same to be worked out with the Director of Aviation.

BUILDING 870 ROOF REPAIR:

Mr. Cain made a motion to approve the cost up to \$5,000 for the repair of the roof on the Building 870 portion over the Konica leasehold. Seconded by Mr. Gutman. All were in favor.

AIRPORT DRIVE LAND:

Mr. Hamilton reported that the final four houses on Airport Drive will be gone by June 15. Mr. McEwing then requested that consideration and approval be given to proceed with the development of an engineering plan and landscaping for vehicular parking. Mr. Gutman opposed the expenditure of funds to develop this area without the full knowledge of all of the parking plans in place. Discussion. Mr. Gutman was convinced, after lengthy discussion, that the request is only to develop a proposed parking plan in an area that, regardless of who is designated for the discussed area, will need to be for parking.

Mr. Cain made a motion to approve \$4300 for the development of an engineering plan and landscaping for vehicular parking in the Airport Drive area. Seconded by Mr. Gutman. All were in favor.

VT COMMUNITY LOAN FUND:

Mr. Hamilton advised that the initial investment term through the VT Community Loan Fund will expire in June. He expects that they will ask for the relationship to be continued. The Commission agreed that they would commit the \$15,000 to the VT Community Loan Fund for an additional one year term.

P&W/AVIATRON DESIGN/BUILD CONTRACTS:

Mr. Hamilton advised that four design/build contractors were interviewed on this date by Mr. McEwing, Mr. Flaherty, Mr. Hamilton and . The recommendation of the committee was to select Engelberth at a low bid of \$231,000 for the 44,000 s.f. hangar (P&W) and Ray Piche Construction with a low bid of \$48,576 for the 10,000 s.f. hangar (Aviatron). Discussion.

Mr. Gutman made a motion to approve the recommendations of the Committee as presented. Seconded by Mr. Cain. All were in favor.

MAY WARRANT AND OPERATING STATEMENTS:

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

A discussion ensued regarding the yearly revenue comparisons. Mr. Corley questioned the decrease in parking revenues despite the continued capacity problems. Mr. Hamilton responded that the decrease is primarily due to the fact that the Airport lacks an appropriate fee and parking structure in which the spaces can be turned over at competitive rates. Ms. Gagne advised that 2/3 of all daily parking lot users are recorded for stays under one hour, but that the Airport only realizes a \$.50 fee for that use. Discussion regarding similar airport parking fee structures.

MCNEIL, LEDDY & SHEAHAN INVOICE:

Mr. Gutman made a motion to approve the McNeil, Leddy & Sheahan invoice for the period of March 23, 1996 to April 22, 1996 in the amount of \$3,992.38. Seconded by Mr. Cain. All were in favor.

Mr. Cain left the meeting at 6:00 p.m.

MANAGER'S REPORT:

A request has been made to the City Council to provide the Commission **Annau Report** at their regular council meeting of June 24 instead of the scheduled May 28 presentation.

The **MAY 28 City Council Meeting** is the meeting for prospective commissioners to meet with the council. Commissioner Cain is reminded that the filing of an application is required to be reappointed.

MANAGER'S REPORT (CONT.):

A meeting with Elliot Lees of **SH&E**, the parking structure financial feasibility firm, was held on May 15. The time frame to complete the study is July 1.

An **Act 250 Environmental Hearing** for the Runway 33 **ILS Clearing Project** is scheduled for Tuesday evening at 1730. The VT Fish and Wildlife has protested the project for its ramifications to the wildlife habitat provided for the deer. Discussion. Mr. Gutman requested that Mr. Flaherty be contacted to represent the Airport on the State level.

Everette McArthur of **Mastertech Avionics** has contacted the Airport regarding leasing opportunities at Burlington. Mr. McArthur is a previous tenant at the Airport and is currently at Plattsburgh. He has indicated that he would be interested in renting the vacated Aviatron building. A letter of intent/interest has been requested.

Budget Rent-A-Car has been purchased by **Chambers Leasing, Inc.** and in accordance with the approved phone vote taken on May 9, 1996, the Budget lease has been assigned to Chambers. The car rental agency will continue to be operated as a Budget franchise.

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

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
TUESDAY, APRIL 23, 1996
4:00 P.M.

PRESENT:

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

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

The meeting was called to order by Mr. Huck Gutman at 4:10 p.m. with all those present except for Mr. Corley.

MINUTES:

Mr. Cain made a motion to approve the minutes of March 13, 1996 as presented. Seconded by Mr. Flaherty. All were in favor.

MARCH WARRANT & OPERATING STATEMENTS:

A discussion regarding the receivables ensued. Huck requested that a registered notice be sent to Continental. Discussion. Warplanes also made a cause for concern. Mr. Hamilton advised that Mr. Martin had called and promised to deliver a check. The Commission agreed that Warplanes, if not paid up by next meeting, should be sent an eviction notice. Discussion.

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

Mr. Flaherty made a motion to approve the **McNeil, Leddy & Sheahan invoice** for the period of February 23 to March 22, 1996 in the amount of \$4,686.53. Seconded by Mr. Cain. All were in favor.

DISCOVER JAZZ:

Mr. Hamilton explained that the Mayor has requested the Airport be a participant of the annual *Discover Jazz* event, in that, we are the Gateway. The approximate cost is \$500.00. The festival committee will choose musicians that will not interfere with tenant daily routine. The Airport has participated in this event before. Discussion.

Mr. Flaherty made a motion to approve up to \$500 for the participation in the annual *Discover Jazz* event, as requested by the Mayor. Seconded by Mr. Post. All were in favor.

INTERNET:

Mr. Hamilton advised that the Governor has advised that Vermont will have a Discover Vermont home page on the Vt. Web and has requested that the Airport be involved. The City will have its own home page and the Airport can have its own page for an annual fee of \$249.00. Initial information would be three pictures and two paragraphs, which can be changed or added to at anytime. Discussion.

Mr. Post made a motion to approve the request to participate on the Discover Vermont web access system. Seconded by Mr. Flaherty. Mr. Gutman and Mr. Cain were opposed. Mr. Corley voted in favor. Motion passed.

Mr. Gutman made a motion to enter executive session to discuss contract negotiations relative to Park & Travel, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. Mr. Post left the meeting so as not to conflict with the fact that his firm represents Park & Travel. Meeting entered executive session at 4:45 p.m. The meeting resumed regular session at 5:00 p.m.

Mr. Post re-entered the meeting.

Mr. Cain made a motion to enter executive session to discuss leases and contracts relative to Pratt & Whitney, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. The meeting entered executive session at 5:02 p.m. The meeting resumed regular session at 5:30 p.m.

The Commission directed that negotiations for contract terms with Pratt & Whitney be handled by Mr. Corley based on discussions presented in executive session. Mr. Gutman requested that an official notice be sent to Innotech regarding the action and notification from Pratt & Whitney on their intent and plans for leasing directly from the Airport.

Mr. Cain made a motion to approve the **financial consultant contract** with SH&E for an amount not to exceed \$34,000 with Bill Post continuing to participate in the negotiations and monitor of services. Seconded by Mr. Flaherty. All were in favor.

AVIATRON HANGAR BUILDING:

A discussion regarding the need of Aviatron to have a hangar available by September of this year. Aviatron has proposed a \$60,000 per year payment on an estimated hangar construction cost of \$300,000.

Mr. Gutman made a motion that the Chairman contact and negotiate with Aviatron. Seconded by Mr. Cain. All were in favor.

LAWSON PROPERTY:

Mr. Hamilton reported that the Airport was approached by a local realtor regarding the availability for lease of the vacant building and 1 acre of land to support an existing off airport car rental agency. Both an open and an exclusive listing has been proposed by the realtor. Discussion. The Commission denied the request of Enterprise to rent the available space due to its conflict with the current on-airport car rentals.

MANAGER'S REPORT

The annual **CITY COUNCIL** meeting for the presentation of commission reports is May 28. In addition a Finance Board meeting will be held on April 29 to gain approval for reimbursement of the expenses that will be accrued during the preparation for revenue bond authority. Discussion. Mr. Corley requested that Mr. Hamilton coordinate and request that the Commission appear before the City Council for its annual report at a subsequent meeting, where all of the Airport Commission Board can be present and provide greater detail to the Council.

The **Obstruction Removal Project (trees)** to clear for the **ILS** installation is scheduled for May. An Act 250 permit is expected to be issued shortly. FAA is on target for an August '96 installation.

Mr. Flaherty left the meeting at 6:00 p.m.

Discussions regarding the **Runway 33 Safety Area Project** continue with the FAA and the advisory committee. Five different alternatives were presented ranging from \$7,800,000 to \$11,000,000 with a recommendation by the advisory committee to relocate each of the Runway 15 and 33 threshold 500' north at an estimated cost of \$8,300,000. Discussion. Mr. Gutman requested that Hoyle, Tanner & Associates be present at the next Commission meeting.

**Minutes
Airport Commission**

**April 23, 1996
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The final meeting for the **Passenger Facility Charge (PFC) program** prior to submission to Washington is April 18. Collection target date is Sept-October 1996.

There being no further business, the meeting adjourned at 6:25 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, MARCH 13, 1996
4:00 P.M.

PRESENT:

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

John J. Hamilton
Tamara S. Gagne
Robert McEwing

Tom O'Donovan - VT Army National Guard

The meeting was called to order at 4:03 p.m. by the Chairman, Mr. Corley.

VT ARMY NATIONAL GUARD:

Mr. Tom O'Donovan, Assistant to the Adjutant General of the VT Army National Guard attended the meeting to advise the Commission that he has received the Airports' proposal and concurs with the negotiations to date. He then suggested that in addition to the proposed negotiated settlements, a rent reduction would be desirable. At this time, Mr. O'Donovan left the meeting. Discussion. Mr. McEwing explained the proposed placement of a hangar for Pratt & Whitney and its effect to the Guard. Mr. Hamilton explained that the Guard has agreed to relinquish the identified portion of their leasehold in exchange for the following: The Airport 1) constructing two helo-pads, 2) removing of vacated buildings owned by the Guard, 3) installing new fencing around the Guard perimeter (around new roadway) and 4) a formal ramp snow removal plan. Mr. Hamilton also recommended that the yearly rents be reduced to one half their current rate of \$5700.00. Discussion. The Commission agreed to move forward under the terms as described by Mr. Hamilton.

Mr. Gutman made a motion to enter executive session to discuss pending contract and lease negotiations regarding Pratt & Whitney, Aviatron and GBIC, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 4:10 p.m.

The meeting resumed regular session at 4:50 p.m. at which time Mr. Post excused himself from pending discussion re: Park and Travel in order to prevent any conflict of interest concerns.

Mr. Gutman made a motion to enter executive session to discuss pending negotiations relative to Park and Travel and contract terms relative to the construction of a parking facility, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 4:50 p.m.

Mr. Post re-entered the meeting at 4:55 p.m. upon conclusion of all discussion relative to Park and Travel.

The meeting resumed regular session at 5:10 p.m.

COVERED PARKING FACILITY:

Based on the information provided Mr. Hamilton that the Airport should contract with a financial advisor regarding the feasibility of funding for the parking structure, the Commission approved proceeding in that regard with a cost not to exceed \$25,000 without prior consultation of the Commission.

MANAGER'S REPORT:

McNeil, Leddy & Sheahan have contracted with an attorney in New Hampshire to protect our interests in the **Business Express** chapter 11 filing. BusEx has remitted monies due post-petition, however, word has it that the situation is not as under control as it was prescribed to us last month. It is necessary that we receive from BusEx through the bankruptcy court their intention as it relates to continued interest in their leasehold at BTV. Without this, if they were to continue operating, did not remit rents & fees, and then left, there would be no legal action available to recover those funds. Discussion. Mr. Cain suggested that the Chair contact the Director of Finances at Business Express to express the Airports' concern. Mr. Hamilton requested to provide name and phone number.

The tenants at the **Neauveu property** continue to not pay their rent. Appropriate action is being taken to force payments and eviction if necessary.

ILS - Steele Griswold has granted permission for the airport to remove trees on his property that are obstructions for the referenced project. Mr. Corley requested that Mr. Hamilton write a letter on behalf of the Commission to Mr. Griswold expressing their gratitude for his support for the safety of all airport users.

FEBRUARY WARRANT & OPERATING STATEMENTS:

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

A general review and discussion of the operating statements ensued. Mr. Hamilton advised that he was paying particular attention to the Warplanes receivables status and would write them a default notice. Discussion.

Mr. Corley requested that Mr. Hamilton research and provide a name and number for an American Airlines representative from their properties and facilities division. A discussion followed regarding the inability to date to be able find the appropriate contacts. Discussion. Mr. Cain made a motion that all future Commission agendas include a status report on the American Airlines structure, until appropriate contacts have been provided for the Chair to call. Seconded by Mr. Gutman. All were in favor.

MINUTES OF FEBRUARY 12, 1996:

Mr. Gutman made a motion to approve the minutes of February 12, 1996 as presented. Seconded by Mr. Cain. All were in favor.

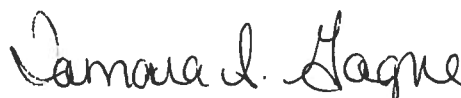
MCNEIL, LEDDY & SHEAHAN INVOICE:

Mr. Gutman made a motion to approve the McNeil, Leddy & Sheahan invoice in the amount of \$3,060.25 for the period of January 23, 1996 to February 22, 1996. Seconded by Mr. Cain. All were in favor.

At this time, Don DeGraw of the Airport Operations staff entered the meeting to advise that USAir station manager had an announcement regarding USAir service. The news was that USAir will be operating, as of May 1, (twice per day) from Burlington to Washington National Airport.

There being no further business, the meeting adjourned at 5:40 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MONDAY, FEBRUARY 12, 1996
4:00 P.M.

PRESENT:

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

John J. Hamilton
Tamara S. Gagne
Robert McEwing
Erin Corley

The meeting was called to order by the Chairman at 4:08 p.m..

Bill Ellis of McNeil, Leddy & Sheahan entered the meeting.

Mr. Flaherty made a motion to enter executive session to discuss lease and contract negotiations, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. Meeting entered executive session at 4:09 p.m.

The meeting resumed regular session at 4:16 p.m. with no action required as a result of executive session.

AVIATRON:

Phil Guare and Hans Krause, manager and owner of Aviatron, entered the meeting to explain that Aviatron required additional lease space and requested that the Commission consider carrying the construction cost of an addition or new building with a ten year lease payback term. Discussion. Mr. Corley advised that the Commission is not willing to have Aviatron add to their existing building due to its conflict with Airport planning. The Commission, however, is agreeable to allowing Aviatron to build a new 10,000 s.f. facility on available airport property. Mr. Corley than advised that he would make contact with G.B.I.C. to request their support of Aviatron's request.

Mr. Guare and Mr. Krause left the meeting at this time.

Mr. Flaherty made a motion to enter executive session to discuss pending litigation and lease terms regarding Valley Air Services, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 4:20 p.m.

The meeting resumed regular session at 4:45 p.m. As a result of the executive session, Mr. Ellis was directed to respond to Valley Air's letter of allegations (dated 02-02-96) with a formal response to include reference to a release and agreement made in January of 1992. A letter to Innotech will also be written to remind them that all generated revenues must be included in their calculation of gross. Mr. Ellis left the meeting at this time.

OPERATING STATEMENTS:

A review and discussion of the January operating statements ensued. Business Express Chapter 11 status and the accounts receivable of Warplanes were specifically cited. Mr. Flaherty questioned the disproportionate decrease in parking lot revenues over past two years to the decrease in enplanements. Discussion.

Mr. Cain made a motion to approve the January and February warrants as presented and to approve the review of the operating statement for February. Seconded by Mr. Flaherty. All were in favor.

COVERED PARKING FACILITY:

Mr. Hamilton advised that City Treasurer, Brendan Keleher is continuing exploration of financing options for the covered parking facility, but does not have all materials ready at this time. Discussion. Mr. Cain inquired whether, if not supportable by Airport revenues or bonding, private operators have been considered. Mr. Corley indicated that this is still an option that has yet to be explored.

Mr. Gutman made a motion to enter executive session to discuss contracts and negotiations regarding the purchase of Park and Travel and off airport car rental fees, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Cain. All were in favor. The meeting entered executive session at 5:05 p.m.

The meeting resumed regular session at 5:16 p.m. No action taken in either regard.

MCNEIL, LEDDY & SHEAHAN INVOICES:

Mr. Cain made a motion to approve the charges from McNeil, Leddy and Sheahan for the period of 10/23-11/22 for \$1657.93, 11/23-12/22 for \$2094.77 and 12/23-1/22 for \$2,573.68. Seconded by Mr. Flaherty. All were in favor.

TREASURER SERVICE CHARGE:

Mr. Hamilton reported that the City Treasurer has requested an increase to the accounting services contract in the amount of \$3,000. Discussion. Mr. Hamilton indicated that the increase is warranted due to the additional work required for the NWS loan accounting and financial administration of the PFC program.

Mr. Flaherty made a motion to approve an increase in the amount of \$3,000 to the treasurer's office accounting service contract. Seconded by Mr. Gutman. All were in favor.

Mr. Gutman left the meeting at this time.

MANAGER'S REPORT

Correspondence between the State, Innotech and the Airport regarding the **fuel farm contamination problem** were distributed and reviewed. Innotech has been given a date of March 12, 1996 in which to provide a specified work plan.

The following was reported as the summation of **meetings held with the FAA** in Burlington, MA:

ILS: Obstruction removal ie: trees, which is our responsibility, will be accomplished by early spring. Discussion with Steele Griswold regarding the trees that need to be removed on his land have been positive. Estimates for the value are being prepared along with avigation easements over those areas as well as over the Pike land. These easements will protect the primary surface for the ILS. At this time the cost (AIP eligible monies) for those easements are expected to be nominal in nature. The site for the outer marker and NDB has been selected. This area is the responsibility of the FAA. FAA has committed to an August 1st installation date with commissioning Oct 31. Sen Leahy should be invited to the commissioning. The approach lighting system may not be installed until a later date depending on the time schedule for improving the safety area. ILS minimums for category 3 aircraft will be 250' and 3/4 mile visibility.

MANAGER'S REPORT (cont.):

FAA Meetings (cont.):

SAFETY AREA: Year ago, runway end safety areas were the top priority of the FAA. After they assessed the costs to improve the number of non standard safety areas at airports through out the country, the priority of upgrading all safety areas to the standard, has been reduced considerably. It appears that the FAA will waiver the standard here at Burlington and accept a modified improvement. Charts depicting our recommendation to the FAA will be at the meeting for your review. An environmental assessment is being prepared for that work. It is regulatory that the airport form an advisory committee from neighboring communities to provide input to that assessment(enclosure). I believe this to be a very good cross section of people to ensure a positive influence.

PFC: Finally, after much review and re-review the application is complete. It is expected that it will be in Washington by March 1. We expect to begin collection September 1.

CIP: FAA Airport's Division, Burlington Mass. has approved our five year AIP. The amount of discretionary monies and future appropriations from congress will affect its outcome. They were very impressed with the thought that went into the program. Compliments to Bob for his dedicated effort and manner in dealing with those officials.

AIRPORT LAYOUT PLAN (ALP): That portion of the airport's master plan is due for updating. HTA will be scheduled for the March meeting to review status. Certain decisions will need to be made regarding the future direction of the airport as it relates to the master plan.

Business Express Airlines has filed **Chapter 11** on January 24, 1996. Pre-petition monies owed to the Airport are \$39,000. A letter should be forthcoming that they will remain current with their rents and fees and that they will be 'around for a long time'.

A meeting with Mayor Peter Clavelle was held regarding the **airport industrial park** and its related revenues. Exploration regarding fund development for inclusion in City revenues was again discussed. Joe McNeil, City Attorney was also in attendance and made clear what was allowable under FAA guidelines.

MANAGER'S REPORT (cont.):

Mr. **Carl Tortolano**, projects coordinator for Burlington Airport, has resigned from HTA and is now employed by Edwards and Kelsey. There is no concern regarding the transition to a new project coordinator from HTA.

Mr. **Robert Allison**, USAir station manager has been reassigned to Providence, RI. His replacement has not been yet determined. A letter of commendation and thanks has been sent to USAir management regarding performance of Mr. Allison. A similar letter was also written on behalf of Mr. **John Grindle**, United station manager.

Negotiations to utilize a portion of the **Army Guard leasehold** ramp and acreage for the potential placement of a hangar for Pratt & Whitney and accommodation of a Federal Express Airbus activity are progressing well. Acceptance has been received with some consideration for a rent reduction, formalized snow removal agreement and the construction of a helo pad.

The **FY'97 budget** has been approved by the Finance Board.

A presentation of the Airports' **five year capital plan** to the **House Transportation Committee** was met with much enthusiasm and support.

The **terminal directional signage** plan and upgrade has been completed. Many and daily complimentary comments are received from the public for the terminal appearance.

The airlines have again expressed their concern regarding gasoline and glycol **fees charged by Innotech**.

The **VT Air Guard** has been unable to attract an air demo team for their proposed **air show**. They are still working on acquiring individual demos by F-18, 14, or 15. Discussion. Commission recommended that Air Guard be advised that they should change their plans to host this event on the Guard side, advertised as an open house.

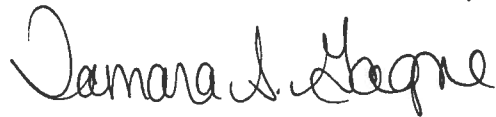
A closing on the **Airport Drive property** owned by **Guy Neveau** took place on January 17, 1996. A negotiated and FAA approved \$170,000 was paid for the property. The tenants will have until April to relocate. At this time, rents have not been paid for the months of January and February. An eviction notice letter will be sent.

MANAGER'S REPORT (cont.):

Land acquisition: The Lang Construction building (formerly Bannister Roofing) located on Airport Parkway with the Runway 15 approach corridor safety area is for sale. They have inquired as to our interest in purchasing. The property consists of a 3200 sqft metal building on approx 1 acre. The asking price is \$225,000 which is eligible for federal funding. This is a desirable property to purchase, however, acquiring federal funding does not appear to be feasible at this time.

There being no further business, the meeting adjourned at 6:05 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

JANUARY 1996

NO MEETING HELD