

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**DECEMBER 19, 1996**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of November 21, 1996
2. November Warrant
3. November Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Taxi Advisory Committee
2. Vehicle Purchase
3. Airport Layout Plan (ALP)
4. Terminal/Parking Improvements

**LEASES AND CONTRACTS:**

1. Warplanes
2. Mastertech
3. Consultant Selection

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

Management and Staff wish each commissioner and their families a very Merry Christmas, Happy Hanakuh and the blessings of a New Year.

Recommended order for the agenda is:

1. Warplanes
2. Taxi Advisory Committee
3. Mastertech
4. Consultant Selection
5. Vehicle Purchase
6. Monthly Reports
7. ALP
8. Parking/Terminal

refreshments will be served for the discussion on parking/terminal improvements

Again this month, the focus will be towards terminal and parking improvements. F/F/F/ will present their latest for discussion and direction. Met with So. Burlington Planning Commission on Tuesday to acquire their concerns and comments. A very good meeting that provided the input so that there will be no delays when the official project approval is requested in Feb. Presented an update to the Burlington City Council on Monday, which proved to be successful. On a related matter regarding the accusations by Alex Feinman, the City Attorney provided a report to the Board of Finance which found that the Airport conducted the CM selection process correctly and that there was no foundation for Mr. Feinmans allegations. We also had a very successful meeting with the adjacent landowners. Mike Flaherty attended. We will be attending the Jan 13 City Council for resolution on a phase one contract with F/F/F and the Engelberth contracts. The Commission needs to move on the F/F/F phase one contract which encompasses schematic design and programming for a not to exceed amount of \$175,000. This will allow sufficient design development in order to orchestrate and negotiate the final contract dollars. The Commission has already accepted the Engelberth amount. The contract itself is being reviewed by counsel and staff.

## REGULAR REPORTS

1. **TAXI ADVISORY COMMITTEE** met again on Tues. Two issues were discussed. 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. Staff can find no correlation between the queue permit and the fee structure for contract carriers. In fact, the \$125.00 contract carrier permit fee is waived if a driver 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 that would be a loss of \$1300-1500 per year in revenues. 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. Staff can find no factual information to support that claim. Also, 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. 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. **Management agrees with staff on these issues.**

2. **VEHICLE PURCHASE:** It is time to replace the Directors' auto, which is five years old, 50,000 miles. Also, during the next 2-3 years monies for improvements will be limited due to the bond debt. I have researched quality and costs for a four wheel drive vehicle which I need to ensure access to the airport throughout winter months. A very good vehicle is the Ford Explorer. Heritage retail price is \$30,000 and change, they have quoted a price of \$26,000 and change. Request this be put out to bid to Heritage plus three other Ford dealers, accepting the low bid. There are ample funds within the budget for this purchase. My present vehicle will be turned over to the airfield to replace my last vehicle, for use as an airfield service vehicle for the Director of Maintenance, parts runs etc.

3. **AIRPORT LAYOUT PLAN:** HTA will be in attendance to discuss the masterplan and acquire direction on how to proceed.

4. **TERMINAL/PARKING IMPROVEMENTS:** Jesse Beck of F/F/F/ will

present their latest for discussion. Several items require  
commission direction.

## **LEASES AND CONTRACTS**

1. **WARPLANES:** Dean Martin is requesting to sublease a portion of his leasehold to Downey Corporation. (see enclosed letter from Jack Downey). Mr. Downey or his representative will be in attendance. Mr Martin may be out of the country, not able to attend.
2. **MASTERTECH:** In accordance with the negotiations for the lease of Bldg 6, the chair approved expenditures of up to \$7000.00 for repairs. The lease rent per year is \$20,000.
3. **CONSULTANT SELECTION:** In accordance with the Nov commission direction regarding management recommendation for the use of airfield consultants, the following is submitted. 1) there would not be confusion nor conflict if the airport used more than one consultant for airfield projects, in fact, it is in the best interest of the airport, considering the level of knowledge of management and staff in what is best for the airfield, that we use more than one consultant, and leave our options open for selection of specific projects. We do agree to use HTA for a majority of the projects, as long as they are capable of performing, but not exclusive rights to all projects within the next five years. If the commission is in agreement, all that would be required is a motion accepting the four consulting firms as qualified, with the understanding that a recommendation would be put forth for a consultant per project.

## **MANAGER'S REPORT:**

1. **US Air:** Helen Tremont is back as the properties manager for Burlington.
2. **BCDC LEASES:** The closing with the bank is expected to occur on Dec 23.
3. **DEER PERMIT:** The District is asking for more information on a management plan and objections from the ANR by Jan 10. Unclear as yet as to how the District will proceed in this matter. Counsel is cautiously optimistic that rulings will be in our favor.
4. **CAR RENTALS:** Decision should be made at this meeting, if possible, as to the number, if any, will be allowed in the CPF, the monthly stall cost, and if it will be mandatory for them to rent spots within the CPF.
5. **SH&E:** I have delayed the report on airline marketing for the Jan meeting, in that, Huck will not be at this meeting.

**FOLLOW-UP**

1. **WARPLANES:** JJ orchestrate a sublease for Downing Corp.
2. **TAXIS:** RICK advise the committee that the request for driver in the terminal is denied, the 50 cent p/u fee was tabeled.
3. **BLDG 6:** dollars to repair approved. **Bob** orchestrate repairs.
4. **DIRECTOR VEHICLE:** JJ bid the vehicle
5. **ALP:** **BOB** continue coordination with HTA
6. **CONSULTANTS:** **BOB** advise the four that they have been selected for airport projects.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**NOVEMBER 21, 1996**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of October 17, 1996
2. October Warrant
3. October Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Covered Parking Facility/Terminal Improvements
  - a. Schedule
  - b. Design Criteria
  - c. Construction Manager
  - d. Interim Contract
  - e. Due Diligence Study

**LEASES AND CONTRACTS:**

1. A.N. Deringer Inc.
2. Warplanes Inc.

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

The emphasis for this meeting is on the improvements supported by the bond resolution as it relates to parking and terminal improvements. The Mayor will be in attendance arriving at 4:30.

### REGULAR REPORTS:

1. **CPF/TERMINAL:** 1) Freeman/French/Freeman team will be in attendance to obtain input regarding scheduling/timing and design criteria. Minutes of meetings conducted thus far were sent under separate correspondence. 2) Construction Manager interviews will be conducted on Wed Nov 20, recommendation to select will be presented at the meeting. 3) F/F/F has requested an interim contract until the final contract is executed in order to invoice for work accomplished. Counsel has reviewed and approved (copy of contract is enclosed). 4) 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. I will be providing a monthly report on the status, as well as a newsletter to all airport tenants. If there are other suggestions or direction, I welcome it.

### LEASES AND CONTRACTS:

1. **A.N. Deringer:** They have 98% of the customs brokerage business in Burlington, and have advised that the business is not growing, therefore are 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 bldg 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. Wayne Burl, Vice President will be in attendance to explain in more detail. They have paid \$10.50/sqft. for the last twelve years.

The rental rates in bldg 880 are as follows:

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)

**OPTIONS: RE: A.N. Deringer**

1. Do Nothing
2. Reduce rent by half to **\$7665.00** which would be **\$5.25/sqft** for the 1460 sqft.
3. Apply the **\$8.00/sqft** rental rate for an annual payment of **\$11,680 (savings of \$3650)**.
4. Remove the office space area of 400 sqft at \$10.50/sqft from the lease, charge **\$6.50/sqft** for the warehouse area of 1060 sqft for an annual payment of **\$ \$6890.00**.

**2. WARPLANES:** \$20,000.00 of the \$26,6489.99 owed has been received, the remainder to be remitted end of month. This request of Mr. Martin requires commission action, in that, the 30 day notice for eviction expires Nov 21.

**MANAGER'S REPORT:**

**1. P&W/AVIATRON:** Chair and myself to meet with the Mayor and Treasurer, Mon Nov 18 to discuss final financial options. Results will be presented at the meeting. Aviatron has taken occupancy as of Fri Nov 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 5600sqft 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.

**2. MASTERTECH:** Chair and myself are scheduled to meet with Evertt MacArthur on Wed Nov 20. Results will be presented at the meeting.

**3. BOND RESOLUTION:** 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 deliver mid Apr, bond rating by Mar 1, underwriter selection by Jan1. According to the experts, this is attainable.

**4. PARK & TRAVEL:** Transition talks have begun. The closing in accordance with the agreement is to occur no later than Feb 1, 1997.

5. **COVERED PARKING MANAGEMENT:** The Chair and myself will be meeting with DPW to discuss financial management fees during and after construction. This will be addressed with the Mayor on Mon and reported at the meeting.

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

7. **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 doors of course were poor to begin with, this just makes a worse situation. The engineer is analyzing the condition for liability purposes.

8. **GLYCOL TANK:** Scheduled to be erected by Dec 1.

9. **TAXI ADVISORY COMM.:** The initial meeting 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.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**OCTOBER 17, 1996**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of September 12, 1996
2. September Warrant
3. September Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Alternative Transportation Resolution
2. Consultant Selections
3. Parking Facility Construction Administration
4. Taxi Ordinance Public Hearing

**LEASES & CONTRACTS:**

1. Aviatron
2. MasterTech
3. Innotech
4. Warplanes

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

**1. ALTERNATIVE TRANSPORTATION :** See enclosed resolution sponsored by Martha Abbott. A meeting has been held in this regard. Suggestions for a response are: (1) description of previous attempts by the airport, (2) improvements to the present taxicab system, (3) continue 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. Discussion and direction regarding the above.

**2. CONSULTANT SELECTION:** Eighteen firms responded to our request. The selection committee ( Bill Post, Mike Flaherty, Bob and myself) recommends the following: For parking facility and terminal expansion the firm of Freeman French and Freeman, 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.

**3. PARKING FACILITY CONSTRUCTION ADMINISTRATION:** Discussion and resolve as it relates to the facility being constructed by Construction Management or General Contractor.

**4. TAXI PUBLIC HEARING:** Information was sent last week under separate cover. Discussion as it relates to how best to proceed at this time.

## LEASES AND CONTRACTS

**1. AVIATRON:** See enclosed correspondence. This was discussed during the July meeting. I was later informed by Aviatron that the new operation may not happen. The original discussions relating to their new facility was that, their leasehold would be transferred to the new facility with different terms and rates. Never was there a reference to them being able to retain their present leasehold. Executive session for further discussion. I have asked Phil Guare to attend this meeting.

**2. MASTERTECH:** Several discussions have occurred with Evertt MacArthur reference available locations on the airport. At this time, there are no facilities for a sublease that would be suitable to his needs.

**3. INNOTECH:** Mike Sacco has voiced his displeasure with the increase to their rent, and that it should be rebated. The increase ( a CPI adjustment) is in accordance with the lease agreement. I have not received any written correspondence. I do not know if he will be in attendance.

4. **WARPLANES:** Executive session.

## **MANAGER'S REPORT:**

**1. SH&E STUDY:** A draft report is expected by the end of the month. I expect some info regarding that draft by Thursday. They will be scheduled to review this report with the commission during the Nov meeting. As an aside to this study, Ron Miller from the State Economic Development Office contacted me for advise 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, I advised him that he might consider a study for a Toronto connection. Since that meeting, Mike Flaherty advised me that VAOT contacted him to inquire if the Airport could fund that effort (very interesting turn of events). Mike has asked that the commission discuss this issue and respond to the State. He would be in favor of funding the additional work. I will have a cost at meeting time.

**2. PARK & TRAVEL:** The option agreement has been signed by the Mayor. The grant has been received. With a revenue bond, we can effect a closing.

**3. 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 Oct. P&W has been advised that occupancy can be expected Mar 1, 1997. I have been advised by P&W that they have given notice to Innotech in this regard.

**4. 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.

**5. 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. We were successful in having their position reversed and the project is underway.

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

**7. CONTINENTAL:** They will begin service out of Newark Jan 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.

8. **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 deploravble situation---**NOISE**.

9. **SCHEDULE:** Bob I will be in San Diego from 19 - 24 Oct attending the ACI conference.

#### FOLLOW-UP

1. **ALTERNATIVE TRANSPORTATION:** JJ formulate report. Ask Martha for consultant inputs.
2. **TAXI:** TAMARA draft memo re: the advisory committee.
3. **AVIATRON:** JJ determine cost for 5000 sqft add-on to Aviatron.
4. **MASTERTECH:** JJ schedule mtg with Evertt and Chair.
5. **CM:** BOB send out proposal for parking facility.
6. **CONSULTANTS:** BOB short list airfield firms and set interviews for week of 11 NOV.
7. **WARPLANES:** TAMARA mail letter.
8. **SH&E:** JJ advise Mike F. that arpt most likely will fund the state study.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**SEPTEMBER 12, 1996**  
**4:00 p.m.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of August 22, 1996
2. August Warrant
3. August Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Airport Rules & Regulations, Chapter 2  
Operation of Motor Vehicles
2. Bond Resolution
3. Expense Items
4. Personnel

**LEASES AND CONTRACTS:**

1. No items this month

**MANAGER'S REPORT:**

The August operating statements will be available at meeting time.

**REGULAR REPORTS:**

1. **RULES AND REGULATIONS:** Legal had to add language to the regs governing motor vehicles at the airport to be in compliance with state laws. These need to be accepted by the commission. See enclosed.
2. **BOND RESOLUTION:** The Board of Finance will recommend to the City Council to place the Airport's bond resolution on the Nov ballot. Airport Commission needs to concur with their recommendation. See enclosed summary. Executive session for P&T.
3. **EXPENSE ITEM:** Annual runway striping. Budgeted item. Low bid of \$10,494.00. Three drain inlets on runwy 15/33 require repair. Cost= \$3600.00
4. **PERSONNEL:** See enclosed report on further clarification of the new maintenance position that was discussed last meeting.

**MANAGER'S REPORT**

1. **WARPLANES:** Bill Ellis has begun the eviction proceedings in accordance with previous Commission direction.
2. **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.
4. **MASTERTECH:** Staff will be meeting with Evertt MacArthur next week.
5. **COURT:** I'm scheduled in Brattleboro next Mon. for the Dean Martin trial. I expect to be back in time for the 7:00 P.M. City Council meeting. At this time, the Chair and Huck will be attending that meeting.
6. **P&W/AVIATRON:** Act 250 permit should have been received for Aviatron by meeting time. P&W permit is expected the week of the 23rd.
7. **CITY COUNCIL TRANSPORTATION COMMITTEE:** 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 I would like to acknowledge and thank Huck for his outstanding presentation to that committee.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**AUGUST 22, 1996**  
**12:00 p.m.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of July 25, 1996
2. July Warrant
3. July Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. SH&E Proposal
2. Maintenance Organization
3. Bldg Six (6)
4. Expense Items

**LEASES AND CONTRACTS:**

1. Interspace
2. Innotech
3. BCDC/P&W/Aviatron

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

The main thrust of this months meeting is to strategize public opinion ie: City of Burlington voters, as it relates to a successful vote at the Nov election to acquire revenue bond authority. I will present the resolution to be included on the Nov Ballot at the Sept 16 City Council meeting. I would recommend that the commission meet in executive session from 12:00 to 1300 while lunching, then open the meeting to the public. I expect the principals from Interspace, Master Tech and Innotech to be in attendance.

**RECEIVABLES:** Warplanes continues in arrears. Several phone calls with commitment to pay have proven unsuccessful. Dean Martin trial relating to the incident in 1992 is scheduled to begin Sept 11. I have been advised by his counsel that I will be called, not as a witness for either party, but to testify to occurrences relating to our take over of the hangar in 1991.

### REGULAR REPORTS:

- 1. SH&E PROPOSAL:** Huck has received the proposal regarding route opportunities. He will lead a discussion as it relates to that proposal.
- 2. MAINTENANCE ORGANIZATION:** I will be proposing a plan to reorganize the maintenance division.
- 3. BLDG SIX (6):** When the word was out that Aviatron was moving out of Bldg 6 to new quarters, Everett MacArthur who owns and operates MasterTech (avionics firm) advised me that he was interested in entering into a lease agreement for that bldg. At about the same time, Aviatron advised that they may wish to continue leasing that bldg in order to conduct a landing gear assembly repair shop. Everett will be in attendance to explain his proposal. Executive session will be required prior to his discussion.
- 4. EXPENSE ITEMS:** Replace old wornout pressure washer used to steam clean vehicles and equipment (budgeted item) Low bid= \$3095.00. Replace the original bucket loader tires. \$6408.60

### LEASES AND CONTRACTS:

- 1. INTERSPACE:** They have asked to come before the commission to provide a state of affairs as it relates to the advertising contract. I also believe they are here to do some politicking in that their contract with the airport expires next year.



2. **INNOTECH:** I have asked Mike Sacco to attend to explain Innotech future as it relates to P&W leaving the green hangar, and how that may impact the use of the So. Hangar. This was tabled from last months meeting.

## LEASES AND CONTRACTS (cont'd)

3. **BCDC/P&W/AVIATRON:** The leases have been reviewed and will be available at the meeting. See enclosed summary of the terms and conditions. Approval required to proceed with city council resolution at their Sept 16 meeting.

### MANAGER'S REPORT:

1. **P&T:** The finance board tabled the approval of purchase to the Sept 16 meeting. **Further discussion on this matter in executive session.**

2. **ILS 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.

3. **ILS 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.

4. **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.

5. **VALET AIR:** RE: the gear up landing two weeks ago. Valet provided a bid to the insurance company to make repairs to that aircraft. A mechanic from Middlebury did likewise at a much less cost and was prepared to use Warplanes facilities for that repair. Frank Donahue advised me of this and of his concern. I spoke with both the owner and the insurance company advising them 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.

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

7. **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.

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

8. **NEC/AAE:** Tammy and I will be in Manchester, N.H. next week attending the conference. Back in the office on Aug 29.

9. **CITY COUNCIL:** My presence has been requested to meet with the City Council's transportation committee Aug 22 to discuss parking. Martha Abbott is the Chair.

**BCDC/P&W/AVIATRON  
LEASE TERMS AND CONDITIONS**

**BCDC:** Right to lease ground in order to construct buildings and enter into sublease agreements. **TERM= 50 years. COST= .24/sqft cpi adjusted.** The Airport will act as BCDC agent in managing the subleases and handling the finances. All other conditions are in accordance with standard airport leases.

**P&W/AVIATRON:** These lease agreements are with BCDC and are generic to the Airports standard lease agreements. **P&W** pays \$250,000/yr in rent for first ten years, re-negotiated for next ten yrs, \$.24/sqft grd rent and all other expenses ie: property tax, utilities etc. **Aviatron** pays \$60,000/yr in rent for first ten yrs., re-negotiated for next ten yrs, and same as P&W for all other expenses.

## FOLLOW-UP

1. **REVENUE BOND:** Chair & Huck work together on strategy to present to voters. **JJ** monitor.
2. **MATERTECH:** **JJ** set mtg with staff to find a place.
3. **INTERSPACE:** **JJ** rfp late Nov.
4. **SH&E:** **JJ** with **Staff** negotiate their proposal.
5. **WARPLANES:** **JJ/Tammy** start eviction procedures.

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

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of June 24, 1996
2. June Warrant
3. June Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Parking Financial Feasibility Study
2. Bid Openings
3. Expense Item
4. FAA Grant Acceptance

**LEASES AND CONTRACTS:**

1. Innotech
2. Aviatron

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

The primary focus for this months meeting is the parking feasibility study performed by SH&E. A draft report has been received and reviewed by staff and the Chair. An executive summary will be forthcoming under separate cover for your review prior to the meeting. I think you will find the reading very interesting. SH&E will be in attendance to discuss the report. If it is the commission desire to move forward, discussion as it relates to public relations strategy for the Nov ballot bonding authority.

**FINANCIALS:** 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.

**BID OPENINGS:** The glycol tank and tree obstruction removal projects bids have been received. The glycol tank bids are still under review. Recommendation will be presented at the meeting. 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.

**GRANT ACCEPTANCE:** 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.

**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

**INNOTECH & AVIATRON:** Executive session required to discuss these leases.

## **MANAGER'S REPORT:**

**1. 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. AWAY the enclosed resolution, the CHAIR will be executing this document. 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.

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

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

**4. 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.

**5. 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.):**

**6. 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.

**7. 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.

**8. 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.

## FOLLOW-UP

1. **PREMIER CATERING :** **TAMMY** continue the 5% port fee. Audir their revenue figures.
2. **PARKING:** **BOB** coordinate with SH&E to amend the executive summary for distribution to the City Council. Set mtg with Tammy and me to review prior to distribution. Need to have it distributed in time for their Aug 12 mtg.
3. **PARKING:** **JJ** set lunch mtg with commission to discuss strategy for revenue bond.
4. **REVENUE BOND:** **JJ** advise counsel we will proceed with underwriter interviews. Bill Post on the selection committee.
5. **PARKING FACILITY:** **BOB** orchestrate RFP'S for design. Bill Post on the selection committee.
6. **GRANTS:** **BOB** keep **JJ** informed on receiving dates. **JJ** set for city council resolution.
7. **P&T:** **JJ** agreement to city council Aug 12. Advise counsel

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JUNE 24, 1996**  
**7:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of May 20, 1996
2. May Warrant
3. May Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Expense Items
2. Snow Equipment Purchase
3. Consultant RFP'S
4. Appointments

**LEASES AND CONTRACTS:**

1. Ground Transportation
2. Engineer
3. Annual Building Lease Renewals

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

### REGULAR REPORTS:

**1. EXPENSE ITEM:** (1) The wetlands in the south east quadrant has become a lake due to what appears to be a blockage near the entrance to the culvert that drains the wetlands. 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. (2) 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. Recommend the project be accomplished after Jul 1, 1996 at a cost not to exceed \$5000.00.

**2 SNOW EQUIPMENT PURCHASE:** Due to safety area funding next year, the FAA has recommended that the vehicles scheduled to be replaced next year be purchased now. One 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.

**4. CONSULTANT RFP'S:** It's that time again. In accordance with FAA directives the airport should request proposals from interested and qualified consultants for multi year services. Approval to issue the RFP is requested. Recommend two commissioners be appointed to assist with the interview process.

Mike Flaherty and Bill Post have previously assisted staff with the process.

**5. APPOINTMENTS:** In accordance with the city charter, the Director of Aviation requires commission appointment for fy'97. Also, the commission clerk requires appointment.

### LEASES AND CONTRACTS:

**1. GROUND TRANSPORTATION:** Recommend that the Commencers contract be renewed for fy'97 under the same terms and cost.

**2. ENGINEER:** Recommend the contract with Robert McEwing be renewed for fy'97 under the same terms and cost.

**3. ANNUAL RENEWALS:** The yearly leases for A.N. Deringer, Konica, and K-1 services require resolution. Recommend same terms as last year with the standard CPI increase to ground rent fees.

**MANGER'S REPORT:**

1. **PRATT & WHITNEY/AVIATRON:** The VEDA application is complete. Their board will review and make determination on Jun 28, 1996. GBIC will attend that meeting with me. 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%. (see enclosures)
2. **PARK & TRAVEL:** The owner has not been able to reach a decision on our final offer of \$1,600,000. She has hired Jack Russell to help with that decision. I expect to hear next Wed. on the status of her decision. Negotiations continue with the FAA on the amount eligible for funding.
3. **FUEL FARM:** Innotech has advised the State that they will take responsibility for the continued monitoring and have hired a consultant in that regard.
4. **FAA PART 139 INSPECTION:** Very successful.
5. **ILS:** Finally received the permit to cut trees with no mitigation required for the deer herd.
6. **RNWX END SAFETY AREA:** FAA has advised of the potential of receiving \$2,000,000.00 in discretionary funding to begin the first phase next summer.
7. **BUSINESS EXPRESS:** They are restricted from signing the new 10 yr airline operating agreement until their chapter 11 is terminated. They will operate month-month at the new rates.
8. **EMPLOYEE VACANCY:** Dave Fleming, age 46, airport mechanic employed for 16 years unexpectedly died last Sat. I will advertise to fill this position during the week.
9. **FAA AIR TRAFFIC CONTROL TOWER:** See enclosed. Airport staff will provide our input regarding our safety concerns in that regard. However, there is a strong potential that the tower will be shut down during the specified times.
10. **CITY COUNCIL:** (see enclosed)

## FOLLOW-UP

1. **WARPLANES:** Tamara advise the commission next meeting of the payment status.
2. **CULVERT:** BOB proceed with the project. Notify Mike Cain at the appropriate time & keep staff informed in detail.
3. **VALLEY RAMP:** BOB proceed with the project, obtain the necessary quotes, brief RICK who will coordinate the work with the tenants. Proceed with crack filling.
4. **SNOW EQUIPMENT:** RICK continue with the project. BOB assist.
5. **CONSULTANT'S:** BOB put together the RFP. Consult with JJ on how the info will be disseminated.
6. **CONTRACTS:** TAMARA notify Maggie, have contract signed.
7. **LEASES:** TAMARA follow up on signatures.
8. **P&W:** JJ notify all parties of the loan guarantee.
9. **DAVE:** JJ work on form of recognition

**AGENDA  
BOARD OF AIRPORT COMMISSIONERS  
MAY 20, 1996  
4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS;**

1. Minutes of April 23, 1996
2. April Warrant
3. April Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. P&W and Aviatron Design/Build Contractor Selection
2. Vt. Community Loan Fund
3. Carlson Wagonlit Lease Request
4. Building 870 Roof Repair
5. Airport Drive Land
6. Park & Travel

**LEASES AND CONTRACTS:**

1. Innotech Fuel Farm

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

**MAYOR PETER CLAVELLE:** The Mayor has been invited to discuss Airport/City affairs. I expect him to arrive at 4:00 P.M.

### REGULAR REPORTS:

- 1. HANGAR CONTRACTORS:** The selection committee is meeting Monday afternoon to interview five of the thirteen contractors that submitted proposals. A recommendation will be provided at the meeting.
- 2. VT. COMMUNITY LOAN FUND:** The one year period will end June 30 on the \$15,000.00 loan. I expect to hear from them soon regarding an extension. What is the commissions desire?
- 3. CARLSON WAGONLIT:** They will be present to express a strong desire to lease additional space in order to support a fully staffed travel agency area in the terminal. If it is the commission desire to accommodate them, I would recommend a six month trial period (July-Dec) at a rate of \$10.00/sqft.
- 4. BUILDING 870 ROOF REPAIR:** Konica is the tenant in building 870. We have been repairing patches to the patches for the last six years. A new roof over their leased section is now needed. Expected cost \$5-6000.00 Dollars. Annual rental income is \$5000.00. With a signed lease agreement for fy'97 I would recommend replacing the roof in July.
- 5. AIRPORT DRIVE LAND:** The final four houses (two that are being burned-and two that are being moved) will be gone by Jun 15. The next step in this process is to develop an engineering plan for vehicular parking, landscaping, etc. Bob will present a briefing for discussion.
- 6. PARK AND TRAVEL:** Expect to have a response to our final offer prior to the meeting.

### LEASES AND CONTRACTS:

- 1. INNOTECH FUEL FARM:** See enclosed correspondence. I have asked Mike Sacco to attend. I would recommend an executive session before discussing this correspondence with Mike.

### MANAGER'S REPORT:

- 1. ANNUAL REPORT TO CITY COUNCIL:** See enclosed correspondence.
- 2. MAY 28 CITY COUNCIL MEETING:** The meeting for prospective commissioners to meet with the council. Reminder Mike that you will need to file an application to be reappointed.
- 3. SH&E STUDY:** Meeting with them May 15. Time frame to complete the study is Jul 1.



## FOLLOW-UP

1. **DESIGN/BUILD:** **BOB** notify the contractors of the results. Arrange mtgs with the selectees to discuss further scope of work and start up.
2. **VT COMMUNITY LOAN FUND:** **JJ** notify them of the extension.
3. **TRAVEL AGENCY:** **TAMMY** notify them of the results. Schedule a mtg to discuss the terms/fit-up and start up.
4. **BLDG 870:** **BOB** acquire bids for a july time frame. **RICK** notify them of bldg improvements. **TAMMY** send off a new lease to Konica.
5. **ARPT DRIVE LAND:** **BOB** set a mtg with Webster/Martin to negotiate cost and scope of work.
6. **PARK&TRAVEL:** **BOB** acquire Lynn's response. Coordinate with legal on drafting an opinion for FAA.
7. **FUEL FARM:** **JJ** follow up with Mike Sacco. **BOB** draft words for our response to the State. **JJ** set mtg with counsel.
8. **NEW TENANT:** **JJ** coordinate.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**APRIL 23, 1996**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of March 13, 1996
2. March Warrant
3. March Operating Statement
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Discover Jazz Festival
2. Internet (Vt. Web)
3. Park and Travel

**LEASES AND CONTRACTS:**

1. Parking Facility Financial Consultant (SH&E)
2. Pratt & Whitney New Facility
3. Aviatron New Facility
4. Accent Travel
5. Lawson Property Rental
6. Innotech (executive session)

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

### REGULAR REPORTS:

- 1. DISCOVER JAZZ:** The Mayor has requested the Airport be a participant of this annual event, in that, we are the Gateway. Cost approx \$500.00. The festival committee will choose musicians that will not interfere with tenant daily routine. The Airport has participated in this event before.
- 2. INTERNET:** The Governor has advised that Vermont will have a Discover Vermont home page on the Vt. Web. and has requested 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 added to at anytime. With commission concurrence we will proceed.
- 3. P&T:** Negotiations (executive session).

### LEASES AND CONTRACTS:

- 1. PARKING FACILITY:** See enclosed scope of work from SH&E. Bill Post attended the interview in which the scope of work was proposed. The commission previously approved a cost nte \$25,000, the consultant proposal exceeds that amount by \$9000.00. The proposal is being reviewed by Christy Myers of Evenson/Dodge. Her report will be available by meeting time.
- 2. P&W:** The numbers continue to be reviewed. A final meeting with the city is scheduled for Fri Apr 19 regarding their involvement in short term financing. Proposed cost breakdown for the facility and the infrastructure will be discussed at the meeting. Several meetings have occurred with P&W thus far.
- 3. AVIATRON:** Discussion as to preferred method of financing ie: part of the P&W package or Industrial Park Fund.
- 4. ACCENT TRAVEL:** They have shown interest in leasing the back area of the meeter/greeter area. I have asked for a proposal which should be ready by meeting time.
- 5. LAWSON PROPERTY:** We were 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. He has proposed for our consideration both an open and an exclusive listing. Discussion.

### MANAGER'S REPORT:

- 1. CITY COUNCIL:** May 28 is the meeting for the presentation of commission reports. Discussion. Also will be attending the Apr 29 meeting to gain approval for reimbursement of the expenses that will be accrued during the preparation for revenue bond authority

2. **INDUSTRIAL PARK:** The Mayor is out of town on vacation. The meeting with him to discuss the park will be rescheduled to coincide with the May commission meeting. (cont'd on back page)

**MANAGER'S REPORT CONT'D**

3. **ILS:** Obstruction removal (trees) is scheduled for May. Act 250 permit should be issued shortly. FAA is on target for an Aug installation.

4. **RUNWAY 33 SAFETY AREA:** Discussions continue with the FAA and the advisory committee. The alternatives (see enclosed) will be reviewed at the meeting.

5. **PFC:** Final meeting prior to submission to Wash. is Apr 18. Collection target date is Sept-Oct.

6. **AIRLINE OPERATING AGREEMENT:** Will be awhile for counsels to work out environmental language. New rates will be effective Jul 1.

**follow-up**

1. **RECEIVABLES:** T.G. do your normal thing. Track Co. Exp. **JJ** track Warplanes
2. **DISCOVER JAZZ:** **JJ** advise Doreen Craft its approved, quiet music, advise car rentals.
3. **VT WEBB:** Approved. **RICK**, your project to follow-up.
4. **P&T:** **BOB** draft the letter as described by commission. **JJ** coordinate mtg with Mike Flaherty
5. **SH&E:** **JJ** coordinate with Bill Post.
6. **P&W:** **JJ** set phone mtg with parties. **JJ** have counsel review the Innotech sublease.
7. **ERGONOMICS:** **JJ** advise them to move out chairs.
8. **LAWSON:** **BOB** advise high point that the property is not for rent.
9. **MAYOR:** **JJ** arrange mtg with chair/mayor and finance board.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MARCH 13, 1996**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of February 12, 1996
2. February Warrant
3. February Operating Statements
4. McNeil/Leddy/Sheahan Invoice

**REGULAR REPORTS:**

1. Covered Parking Facility
2. Park and Travel

**LEASES AND CONTRACTS:**

1. Pratt and Whitney
2. Aviatron
3. Vt Army National Guard
4. Valet Air

**MANAGER'S REPORT:**

## EXECUTIVE SUMMARY

### OPERATING STATEMENTS/REPORTS/LEASES AND CONTRACTS

1. **FINANCIALS:** All line codes have been reviewed for expense reductions. Only those items critical to the safety of the airport are approved. Travel has been restricted( attendance at the National AAAE in June has been cancelled and only one person will attend the April Snow Symposium). All purchasing is being scrutinized carefully in order to keep the budgeted deficit as low as possible.
2. **COVERED PARKING FACILITY (CPF):** The latest spread sheet is being reviewed by Evenson/Dodge (city's financial consultant). I have asked that the review be completed by meeting time.
3. **PARK & TRAVEL:** Several negotiation sessions have been conducted. Executive session to discuss.
4. **PRATT & WHITNEY:** Creative ways of solving the future existence for P&W to remain at the airport have been researched. Executive session to discuss.
5. **AVIATRON:** Plans for their expansion financed by the airport are progressing well. Executive session to discuss those plans will also be required.
6. **VTARNG:** Executive session required to discuss the strategies for futher negotiations.
7. **VALET AIR:** No response, as yet, from their attorneys. See enclosed correspondence from Innotech.

### MANAGER'S REPORT:

1. **FAA MEETINGS:** One more meeting is scheduled in Manchester on Tues Mar 13 to finalize the ILS/Safety area and the PFC.
2. **BUSINESS EXPRESS:** Our law firm has contracted with an attorney in New Hampshire to protect our interests in the 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.
3. **NEAUVEU PROPERTY:** The tenants continue to not pay their rent. Appropriate action is being taken to force payments and eviction if necessary.
4. **ILS:** Steele Griswold has granted permission for the airport to remove trees on his property that are obstructions.

## FOLLOW UP

1. **VTARNG:** **BOB** draft letter for **JJ** signature with the approvals of the commission. **BOB** coordinate new sketch with Webster/Martin.
2. **P&W:** **JJ** continue dialogue. Ensure mtg is scheduled soon.
3. **AVIATRON:** **JJ** set mtg after the GBIC/P&W mtg.
4. **PARK & TRAVEL:** **ALL NEGOTIATORS** await Lynn response. **BOB** check on it if not here this Fri.
5. **CPF:** **JJ** hire financial consultant. If \$\$\$ are more than \$25,000, poll the commission. **JJ** advise Brendan.
6. **VALET AIR:** **JJ** advise counsel to send the Innotech ltr to their attorneys.
7. **BUS EXP:** **JJ** provide for the chair the name and ## of their President.
8. **AMERICAN:** **JJ** provide chair with the name and ## of their properties person for the North East.
9. **GRISWOLD:** **JJ** write letter for Chair signature thanking him re: tree removal access to his property.



**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**FEBRUARY 12, 1996**  
**4:00 P.M.**

**REGULAR SESSION:**

**MONTHLY REPORTS:**

1. Minutes of December 14, 1995
2. January and February Warrants
3. January and February Operating Statements
4. McNeil/Leddy/Sheahan Invoices

**REGULAR REPORTS:**

1. Covered Parking Facility Financing
2. Off Airport Car Rental Fees

**LEASES AND CONTRACTS:**

1. Valet Air
2. Aviatron
3. Treasurer Service Charge

**MANAGER'S REPORT:**



## EXECUTIVE SUMMARY

**OPERATING STATEMENTS:** Are not in the packet. They will be distributed at the meeting. A problem with the reconciliation between the city and the airport caused a delay. Lynn will work this weekend to prepare the reports.

### REGULAR REPORTS:

1. **COVERED PARKING FACILITY:** Work continues on debt financing. An updated report will be provided at the meeting. Executive session will be required to discuss some of that report.
2. **OFF AIRPORT CAR RENTAL FEES:** Request further discussion as to when and a fee will be assessed. Will provide a recommended fee in executive session at the meeting.

### LEASES AND CONTRACTS:

1. **VALET AIR:** See enclosed correspondence. Discussion at the meeting in executive session.
2. **AVIATRON:** See enclosed correspondence. I have a draft plan to discuss at the meeting in executive session.
3. **TREASURER SERVICE CHARGE:** Recommend the fee be increased by \$3000.00 (Brendan request) beginning Jul 1st. Justification is the additional work required to do the NWS accounting for the loan and the accounting that will be required for the PFC program.

### MANAGER'S REPORT:

1. **FUEL FARM CONTAMINATION:** See enclosed correspondence (3 enclosure's). Executive session may be required depending upon the amount of discussion.
2. **PARK AND TRAVEL:** The negotiations are progressing very positively. Executive session required to discuss future meetings.
3. **FAA MEETINGS:** Met with the Airport's division on Jan 26 and again on Feb 5 to discuss the rnwy 33 ILS, Rnwy 15 end safety area, the PFC and our five year AIP CIP. See enclosures (3).  
**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.

**FAA Meetings cont'd.**

**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 Mar 1. We expect to begin collection Sept 1.(enclosure)

**CIP:** FAA Airport's Division, Burlington Mass. has approved our five year **AIP**(enclosure). 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. I will schedule HTA 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. Further discussion at the meeting regarding those items.

**BUSINESS EXPRESS BANKRUPTCY:** They filed chapter 11 on Jan 24. Pre-petition monies owed to the airport are \$39,000. I'm expecting a letter from them anytime advising us that they will remain current with their rents and fees and that they will be around a long time.

**INDUSTRIAL PARK:** The Mayor has asked to meet with me regarding the Industrial Park funds. You may recall that this is an important item for him. I will brief the commission on Mon. as to the outcome of that meeting.

**HTA:** Carl Tortolano who was the projects coordinator for the airport has resigned. He is now employed with Edwards and Kelsey, also an airport consulting firm. A considerable amount of their work is with Massport. I believe they will be expanding into northern New England with Carl as their VP.

**USAir:** Bob Allison has been reassigned to Providence, R.I. His replacement has not been determined as yet. Dick asked me to write a congratulatory letter on Bob, in that, he was instrumental in improving airline/airport relations. A letter was

also sent to United regarding the outstanding performance of John Grindle. (enclosures)

**ARMY GUARD LEASEHOLD:** Negotiations to use portions of their ramp and acreage are progressing well. Meeting today with P&W to review architectural drawings for the type of structure they need. Awaiting word from FedEx on their specific needs to accommodate an AirBus. With that in hand we will meet again with the Guard. They seem acceptable with some consideration for a rent reduction, formalized snow removal agreement and possibly a helo pad or two.

**FINANCE BOARD:** They have approved the FY'97 budget.

**HOUSE TRANSPORTATION COMMITTEE:** Was asked to present to them in Montpelier the Airport's five year plan. We were met with great enthusiasm and support. In fact, they gave us a round of applause for operating and managing a great facility.

**TERMINAL DIRECTIONAL SIGNAGE:** The project is complete. In addition to that, the terminal appearance is the best it has ever been. Many and daily comments from both the traveller and tenants on "**how great the place looks**". Compliments to the commission on authorizing necessary funding in this regard.

**INNOTECH:** Airlines again have expressed their concern regarding the outrageous cost to do business with Innotech. Gasoline for support equipment at \$2.29/gal. Glycol at \$9.00/gal. It might be appropriate to ask Mike Sacco at the Mar meeting his reasoning on pricing to the airlines.

**AIRSHOW:** There will be no demo team. At present, acquiring individual demos ie: F-18,14,15 etc. is "**up in the air**". According to the direction provided by the Chair to the Guard, their show would have to be a **homerun** in order to use the airfield facility. It appears that their show is but a **single**. According to their liaison officer, Maj. Rainville, they are prepared to move to their side if the commission so desires, however, they are still pushing for the whole thing. In light of what they expect, the word airshow should be changed to open house.

**NEAUVEU PROPERTY:** Closing finally occurred on Jan 17 for the negotiated and FAA approved \$170,000. The renters have until April to relocate. They are not paying the rent and will be served with eviction notice.

**LAND ACQUISITION:** The Lang Construction building (formerly Bannister Roofing) located on Airport Parkway within 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.

**FOLLOW UP**

**CPF:** JJ continue debt financing spread sheet review with **BRENDAN**

**CAR RENTAL OAFEEES:** Back burner

**AVIATRON:** JJ follow up **CHAIR** call to GBIC. JJ advise Aviatron its a go, new structure. **BOB** set meeting with Phil Guere to begin the process of detailing and defining their needs(scope of work). JJ develop the financing.

**VALET AIR:** JJ follow up with **BILL ELLIS** re: attorney to attorney communications and letter to Innotech re: charter gross revenues.

**P&T:** **TAMARA** set meeting of the negotiating committee, after which set meeting with Lyn Charlier.

**TREASURER SERVICE CHARGE:** **TAMARA** advise Lynn of the change to the budget, and how it will be amended.

**P&W:** JJ follow up **CHAIR** call to GBIC. JJ notify Bill Burdette of situation. **BOB** meet with them and Breadloaf to walk the site.

**INDUSTRIAL PARK:** JJ notify the Mayor that the Chair is available after Mar 6.

**ARMY GUARD:** **BOB** set meeting after we know the outcome of the site walkthru.

**AIRSHOW:** JJ notify the Guard that its an openhouse on their side.