

AGENDA
BOARD OF AIRPORT COMMISSIONERS
DECEMBER 17, 1997
4:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of November 20, 1997
2. November Warrant
3. November Operating Statements
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Wiggins Airways
2. Alert Hangar RFP
3. Gift Shop RFP
4. ILS 33 Tree Clearing Permit
5. Part Time Permanent Maintenance Position
6. Terminal Improvement Project

LEASES AND CONTRACTS:

1. Terminal Advertising Contract

MANAGER'S REPORT:

EXECUTIVE SUMMARY

Management and Staff wish each commissioner and their families a happy, prosperous and healthy holiday season. And in light of a New Year approaching, an appreciation and thankfulness for a commission that provides unselfish leadership, dedication and direction. Appropriate and suitable amounts of holiday foods will be available in conjunction with briefings by F/F/F and Engelberth on the Terminal Project, after the conclusion of normal business.

REGULAR REPORTS:

1. **WIGGINS AIRWAYS:** Jim Thomforde, Vice President of Operations, has asked to come before the commission to discuss the fees that Valley Air will be charging for hangar space and tie-downs. Wiggins is a small package air cargo company, who handles UPS in/out of Burlington. They average 3-4 aircraft at Burlington daily.
2. **ALERT HANGAR RFP:** The three parties interested in utilizing the Alerts will present their proposals. I have provided each party with 15 minutes in which to explain and discuss their proposal with the commission. Enclosed find the RFP'S from two of the parties. Proposals must arrive by 10:00 A.M. on the 17th.
3. **GIFT SHOP RFP:** Fenton Hill was the only organization to present a proposal. Bob Moskovitz, their Regional Director will be in attendance to explain and discuss their proposal. See enclosed executive summary and financial page.
4. **TREE CLEARING PERMIT:** See enclosed correspondence from the district and our attorneys. Discussion as it relates to accepting the District's opinion, or continuing the appeal.
5. **PERMANENT PART TIME POSITION:** The study on the need to supplement maintenance manhours in support of the parking facility and expanded terminal, is complete. It has been determined that a position is warranted to maintain the new facilities as it relates to cleanliness and snow removal within the garage, the roadways, parking lots and sidewalks, outside of the normal Mon-Fri 0730-1530 maintenance schedule. At this time it is envisioned that a minimum of 24 hrs per week will be necessary, working a 3:00 - 11:00 shift three days per week at an hourly wage of \$10.00 with limited benefits. Due to city labor relations, the position must be within the bargaining unit, otherwise the required hours would be scheduled as overtime for the full time force, which is not efficient nor economical. Also, the position would be able to conduct snow removal on roads

and sidewalks on straight time versus a full time terminal maintenance worker in an overtime status. Even though this is a part time position, it requires commission and Board of Finance approval since it is a permanent position.

6. TIP: I have asked both the Architect and Construction Manager to reflect on and recap for the commission the progress to date on this project. They will also continue the dialogue on design and costs. See enclosed minutes from last Dec. meeting. It is interesting to note the status of the project at that time as it compares to now, with a garage almost finished and the terminal within a few months of completion.

LEASES AND CONTRACTS:

1. ADVERTISING CONTRACT: Executive session

MANAGER'S REPORT:

1. ILS: Happy to report that the runway 33 ILS was finally put into use on Friday Dec 12, 1997. The 15 ILS still requires completion of, and a flight check for, the approach light system. This hopefully will be accomplished within the next two weeks. Senator Leahy is planning a press conference at the airport to celebrate the commissioning of the 33ILS on Mon Dec 22 at 1030.

2. AMERICORP: It is my understanding that they and Valet continue to negotiate hangar space regarding Americorp providing their own maintenance. You may wish to bring this matter to the table when Valet is discussing their proposal for operation of the Alert Hangars.

3. GARAGE OPENING: The garage opened on schedule Nov 21 at 2:00 P.M., a significant accomplishment. The team was given a hearty thank you. There remains considerable work to be accomplished, which is progressing very well.

4. CAR RENTALS: They moved into the garage on Dec 3, and are collecting the CFC.

5. INNOTECH CLOSING : Was accomplished on the 25th, not without a few moments of uneasiness as Innotech proceeded to withdraw its \$650,000 offer, in that, the closing was a day late. They eventually saw the light and the closing proceeded.

6. SOUTH HANGAR: The corrective action plan has begun. This is a six month project. Reports will be issued monthly.

7. CITY WAGE STUDIES: The prevailing wage policy for

contractual work funded through government sources has been before the ordinance committee. This is a separate doctrine from the liveable wage scale that would apply to city employees, which could have an impact to the airport. A resolution relating to the liveable wage is expected out in Jan/Feb.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
NOVEMBER 20, 1997
4:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of October 15, 1997
2. October Warrant
3. October Operating Statements
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Army Guard Building 890
2. Equipment Purchase
3. Off Airport User Fees
4. Conservation Agreement
5. Alert Hangars
6. Heindel/Noyes Environmental Report
7. Job Classification Change
8. Terminal Improvement Project

LEASES AND CONTRACTS:

1. SH&E -- Feasibility Study
2. Innotech/HCA/BCDC -- Lease Assignment
3. DPW -- Parking
4. Freeman/French/Freeman -- Fees

MANAGER'S REPORT:

EXECUTIVE SUMMARY

MANAGEMENT AND STAFF WISH EACH COMMISSIONER AND THEIR FAMILIES A SAFE AND FRUITFUL THANKSGIVING HOLIDAY PERIOD.

EXECUTIVE SESSION:

I recommend beginning the meeting in executive session to discuss several agenda items that will be acted upon during the regular session. Those items include SH&E, Innotech, Alert Hangars and F/F/F fees.

REGULAR REPORTS:

- 1. ARMY GUARD BLDG 890:** As requested at the Oct meeting, General Martha Rainville, The Adjutant General, has been invited to this meeting for the purpose of an official introduction to the commission and use this opportunity to discuss the future use of the Army Guard Hangar for airport purposes, ie: Air Cargo Center. I have previously discussed this matter with the General to determine her position and set the stage for negotiations with the commission. She showed a positive response.
- 2. EQUIPMENT PURCHASE:** In order to effectively maintain the parking facility, the purchase of a 1/2 ton pickup with spreader and plow, to be used with present equipment, and a vacuum sweeper is needed. \$27,000.00 for the sweeper, \$20,000.00 for the truck and \$8500.00 for attachments.
- 3. OFF AIRPORT USER FEES:** The sub committee has reached agreement on fees, and will present those at the meeting for commission concurrence.
- 4. CONSERVATION AGREEMENT:** Fish and Wildlife has presented to the District Environmental Commission their understanding of the agreement that was reached between the Chair and the head of Fish and Wildlife, which is contrary to our understanding. They have indicated that if there is to be any development in that area, the Airport would be required to mitigate the land that was cleared for the ILS. Counsel will be in attendance to discuss our response and request further direction in this matter. See enclosed correspondence.
- 5. ALERT HANGARS:** Discussion as it relates to the immediate short term and long term use. As a reminder, HCA has previously indicated their desire to operate those hangars during the winter for aircraft storage. See enclosed letter from the Downey Corp.

Both the Downey Corp and HCA will be in attendance. **Executive Session** required prior to public discussion.

6. HEINDEL/NOYES REPORT: The level two environmental study at the No. and So. Hangar has been completed. The corrective action plan has been approved by the State, and the financial cost for the clean up has been identified. Jeff Noyes will be in attendance to explain the corrective action plan. Commission approval is required in order to authorize an expenditure of \$43,500,00 for the clean up.

7. JOB CLASSIFICATION CHANGE: This is in regards to the Office Assistant I position that is filled by Erin Driscoll. Tamara will advise the Commission on the reasons why the position is deserving of a higher classification. Commission approval is required in order to affect the change.

8. TIP: Engelberth and FFF will present an update as to design and budget.

LEASES AND CONTRACTS:

1. SH&E: Eliot Lees will be in attendance to argue their point relating to the additional fee for the revenue bond feasibility study. As a reminder, SH&E invoiced the airport for an additional \$38,744.00 for that study. The commission authorized an additional payment of \$15,450.00. See enclosed latest correspondence in this matter. As a note, SH&E has provided consulting work to the Airport for an Air Service Study (**\$19,000.00**), an initial feasibility study for garage justification need and ability to finance (**\$34,000.00**), and the revenue bond feasibility study for (**\$24,000.00**), plus the additional **\$15,450.00**. If they were to be paid the entire invoice of **\$62,744.00**, SH&E will have charged a total of **\$96,744.00** for feasibility studys. **Executive Session** prior to discussion with SH&E.

2. INNOTECH/HCA/BCDC: The City Council on Nov 17, 1997 after being presented with the environmental report, authorized the assignment of the Innotech FBO agreement and their leasehold to HCA, and authorized a ground lease at the No. Hangar to BCDC. All parties are now preparing the necessary documents for a Nov 25, 1997 closing. **Executive Session** required prior to discussion with HCA on the useage of the No. Hangar. HCA will be in attendance.

3. DPW: See enclosed contract for parking management of the covered parking facility. Chair negotiated the revenue sharing. Requires commission approval.

4. **FFF:** Management has negotiated with FFF regarding the additional fees. **Executive Session** prior to discussion with Jesse Beck.

MANAGER'S REPORT:

1. **HCA TAKEOVER:** Final meeting to ensure fueling of airlines is not impacted with the change has occurred. The airlines will deplete their fuel inventory and begin storing fuel in Valet Air's fuel farm for use on the 26th.

2. **RNWX 15 ILS:** Flight check of the ILS being conducted on the 19th and 20th. If all checks out, the ILS will be useable the 21st. RNWX 33 ILS will be useable Dec 6th.

3. **SAFETY AREA PROJECT:** Completion of the project has been postponed to the Spring. The contractor was not able to complete the paving of "G" taxiway due to the weather. This delay will not present an operational problem.

4. **GIFT SHOP RFP:** Proposals are due Dec 5th. Will be presented to the commission at the Dec meeting.

5. **CAR RENTAL AGREEMENT:** The extension and the CFC collection amendment to their contract has been issued. Use of the facility and CFC collection will begin Dec 1st. They are having a problem agreeing on how to allocate spaces. It appears that the Airport may need to mediate this issue.

6. **AIR GUARD:** For those that may not have heard, our Vermont Air Guard received an outstanding grade for their Operational Readiness Inspection (ORI). First time in history, an outstanding grade was awarded. Congratulations may be in order to the General at the meeting.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
OCTOBER 15, 1997
10.00 A.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of September 24, 1997
2. September Warrant
3. September Operating Statement
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Terminal Improvement Project
2. Off Airport Car Rental

LEASES AND CONTRACTS:

1. Valet Air
2. Innotech

MANAGER'S REPORT:

EXECUTIVE SUMMARY

1. **TIP** = Continuing discussion on value engineering and project progress.
2. **OFF AIRPORT CAR RENTALS** = The sub-committee was to meet prior to the commission meeting, however, since the meeting time was changed to 10:00 A.M., discussion as to fees can be accomplished in front of the entire commission over lunch at the end of the meeting, if the sub committee so desires.
3. **VALET AIR** = The Alert Hangars are now in the possession of the Airport (more to follow in the Manager's Report). Andy Button will be in attendance to request use of the premises during the winter for aircraft storage. You may want to consider an executive session before hearing the request.
4. **INNOTECH** = Executive session required to discuss the assignment and the environmental issue. Jeff Noyes of Heindel and Noyes will be in attendance to discuss the phase two results.

MANAGER'S REPORT

1. **ALERT HANGARS** = The Airport officially took possession of the Warplanes lease hold on Oct 9, 1997. There are three aircraft, a Mig 21 jet engine, three Mig 21 jet engine tail sections and an unregistered automobile. We are attempting to find the owners. Disposal of unclaimed items, as yet, has not been determined. Further discussion in this regard requires executive session. We are in the process of winterizing the hangars. The hangars could be used for cold storage.
2. **RUNWAY 33 SAFETY AREA PROJECT** = The new 15 and 33 thresholds are in operation. Paving of the new taxiways is underway. The south end ravine has been filled. We were notified by FAA Airport's Division that an additional 1.2 million discretionary monies were available for the project. A grant amendment for that amount was accepted, thereby nullifying the multi year entitlement grant. Total discretionary funding now totals 1.7 million, which was the original request.
2. **ILS 15 and 33** = The 33 end is scheduled for flight check the week of Oct 20, the 15 end the week of Nov 3.
3. **FY '98 CIP** = Bill Cronan from Airport's Division will be here Wednesday afternoon to discuss the use of our Entitlement Funds as it relates to the five year Capital Improvement Program (CIP). If anyone wishes to attend, please advise.

4. **GIFT SHOP RFP =** The RFP is being issued with a return date of November 21, 1997.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
SEPTEMBER 24, 1997
4:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of August 28, 1997
2. August Warrant
3. August Operating Statement
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Terminal Improvement Projects (TIP)

LEASES AND CONTRACTS:

1. Innotech Aviation

MANAGER'S REPORT:

EXECUTIVE SUMMARY

1. **TIP:** Engelberth and F/F/F will be in attendance to continue the value engineering process.
2. **INNOTECH:** A briefing will be presented by the Chair on the most recent negotiations relating to the buyout by Valley Air Services.

MANAGER'S REPORT:

1. **SH&E:** Elliott Lees was presented with the commissions finding regarding their invoice for services. He would like to present himself in this regard at the October meeting.
2. **AIP-19:** See attached letter. This was land acquisition in 1994 for which the State provided relocation assistance under contract to the airport. Their fees were out of line. They finally have agreed.
3. **ILS 33:** FAA is striving to have the localizer and glide slope installed for a October 6 flight check. If that is attainable, the instrument procedure will be effective Nov 6. I'll be orchestrating a ribbon cutting ceremony for October.
4. **SAFETY AREA PROJECT:** Is on schedule. The ravine in the southeast quadrant is mostly filled in. The new runway 15 threshold will be in use later part of this month depending on weather for paving. The full ILS will not be available until Dec6

AGENDA
BOARD OF AIRPORT COMMISSIONERS
AUGUST 7, 1997
3:30 P.M.

REGULAR SESSION:

1. Terminal Projects Update
2. Terminal Construction Phasing
3. Budget
4. Terminal Landscaping
5. Pre-Cast T's
6. Signage

EXECUTIVE SUMMARY

The special monthly meeting is designed to review and discuss the **T**erminal **A**rea **I**mprovement **P**roject (TAIP) and the **P**arking **F**acility **I**mprovement **P**roject (PFIP). The intention is to schedule a monthly meeting for the remainder of the construction period to solely address the projects. The Architect and Construction Manager will attend these meetings as desired.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
AUGUST 28, 1997
4:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of July 29, 1997
2. July Warrant
3. July Operating Statement
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Terminal Improvement Project
 - a. Budget
 - b. Landscape
 - c. Phasing
2. Park and Shuttle; Business Contract Rates
3. Parking Rates
4. Off Airport User Fees

LEASES AND CONTRACTS:

1. SH&E
2. Valet Air/Innotech

MANAGER'S REPORT:

EXECUTIVE SUMMARY

1. **TERMINAL PROJECT:** Architect and Construction Manager will be in attendance to discuss budget, construction phasing/timing and landscaping issues.
2. **PARK & SHUTTLE:** Discussion as it relates to contractual agreements with business's regarding rates and receivables.
3. **PARKING RATES:** Commission needs to formally adopt the proposed rates that were used in calculating revenue for the feasibility study. Previous commission concurrence was given in using the proposed rates for the study, however, there was no formal adoption at that time.
4. **OFF AIRPORT FEES:** See enclosed proposed resolution for car rental agencies. Discussion as it relates to establishing the fee. Also, find enclosed the latest survey of airport's fee structure.
5. **SH&E:** Regarding their additional fee for the feasibility study, I have spoken with Eliot Lees, consultant who provided service, advising him that the method used for calculating the additional fee appears inappropriate. He does not agree but would be willing to settle for a lesser amount to preserve his relationship with Burlington. That amount will be addressed prior to the commission meeting during a phone call with the Chair. Results will be presented at the meeting for commission concurrence and approval.
6. **VALET AIR/INNOTECH:** The Chair will brief the commission on the letter of intent. John Grindle, United Manager, will be in attendance to brief the commission on a potential fueling problem for United as it relates to the amount of time prior to closing for Valet Air to be certified to fuel United aircraft.

MANAGER'S REPORT:

- 1. SAFETY AREA PROJECT:** The project is progressing fairly well. Dust and noise control have been a concern and addressed with good results. HTA is addressing a problem they have with the contractor as it relates to change orders. The 33 ILS installation begins Sept 8, with a 30 day completion. The FAA has been advised that the system must be operational by Oct 6 in order for the system to be flight checked, so that, the instrument procedure can be issued Nov 6. The 15 glide slope will be flight checked Nov 6, with a Dec 6 procedure issuance.
- 2. WARPLANES:** A default notice was granted by the court on August 13th, however, a Nancy Kratly (presumed to be Dean's sister-in-law) is proverting to undo the judgement citing inadaquate notice. We should here from the court soon.
- 3. ACT 250 - TREE CLEARING PROJECT:** The environmental board has given 60 days for the parties to agree on language to be presented to the District Commission.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
JULY 29, 1997
12:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of June 26, 1997
2. June Warrant
3. June Operating Statement
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Chairman Appointment for FY'98
2. Regional Airfares/Low Cost Air Carrier
3. Off Airport Car Rental and Parking Ordinance
4. ILS Tree Clearing/Agency of Natural Resources
5. Terminal Design/Scope
6. Purchases

LEASES AND CONTRACTS:

1. Innotech
2. Rental of Property at 3062 Williston Road

MANAGER'S REPORT:

EXECUTIVE SUMMARY

MONTHLY REPORTS:

Discussion will be required as it relates to fiscal operating balance and action taken in that regard.

1. **CHAIR APPOINTMENT FOR FY'98:** Self Explanatory.
2. **REGIONAL AIRFARES:** The local airline manager's have been invited to the meeting to begin discussion as it relates to very high regional airfares, and how this relates to a possible presence of a low cost carrier at Burlington.
3. **OFF AIRPORT USER FEES:** Discussion as to adopting an ordinance to assess fees to off airport car rental and parking organizations. If it is the desire of the commission to proceed, I will present resolutions for review and adoption at the August meeting.
4. **AGENCY OF NATURAL RESOURCES:** It appears that the Airport and the Agency have reached accord regarding the mitigation settlement, and that the Airport will be able to satisfy the District Environmental Commission order, without mitigating. The Chair will brief the commission on the negotiations, in detail, at the meeting.
5. **TERMINAL DESIGN:** The Architect has submitted a proposal of items for consideration that could reduce the financial scope of design. See enclosed proposal that will be reviewed with the Architect and Engelberth at the meeting. Also find enclosed the Terminal Area Improvement Project (TAIP) financial spread sheet that is used to track bids and estimates as it relates to the bottom line.
6. **PURCHASES:** Annual runway crack sealing up to \$10,000.

LEASES AND CONTRACTS:

1. **INNOTECH:** Executive session
2. **3062 WILLISTON ROAD PROPERTY:** We have a potential renter (NORTHEAST FIBER ARTS CENTER) \$12.00/ sqft rental= \$1350.00/mo. year -year lease. Tenant responsible for all charges and ground maintenance except property taxes. The going rates on the Williston Rd. vary between \$8-10/ sqft. If it is the commission desire to proceed with a lease agreement, which is highly recommended, I will complete the lease with counsel and submit the lease to the Chair for his review and concurrence. The

tenant desire is to make renovations during the month of Aug,
with an opening date of Sep 13.

**AGENDA
BOARD OF AIRPORT COMMISSIONERS
JUNE 26, 1997
12:00 P.M.**

REGULAR SESSION:

***** Ground Breaking Ceremony *****

MONTHLY REPORTS:

1. Minutes of April 29, 1997
2. April & May Warrant
3. May Operating Statement
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Director of Aviation Appointment
2. Clerk of the Board Appointment
3. Safety Area Project
4. Terminal Design Review

LEASES AND CONTRACTS:

1. Kleener Times
2. BCDC
3. VT Community Loan Fund
4. Business Express
5. Annual Contract Renewals
 - a. A.N. Deringer
 - b. Carlson Wagonlit Travel
 - c. K-1 Services
 - d. Konica Photo
 - e. Premier Catering

MANAGER'S REPORT:

EXECUTIVE SUMMARY

THE PROJECT SUMMARY:

In lieu of an official ground breaking, picture taking will take place in the old short term parking lot prior to the meeting. Those in attendance will only be the commission, staff, architect and construction manager. Refreshments will be served in the conference room during the meeting.

The main thrust of this meeting is review of the 90% drawings. The construction manager will present the Engelberth estimated cost for that design. Initial estimates by both architect and CM put the project \$800,000 over budget. If the estimate presented at the meeting continues to be over budget, elements within the project will need to be identified that could be removed after evaluation of bids.

Total cost for the parking structure was reduced by the construction manager in that many bids were much lower than their GMP. Actual cost continues to be less as more bids are received. The latest bid for architectural precast panels and spandrels was \$480,000 less than the CM estimate.

Sitework continues to be on schedule. Long term parking (Park&Travel area), new employee and FAA lots, for the most part, are finished and in use. The previous employee and long term lots are now being used for short term of 24 hrs or less. This appears to work best to ensure room for meeters/greeters. No parking in front of terminal is being strictly enforced. It has been quite a learning curve for certain police officers, however, the program for the most part is operating effectively with as little inconvenience to the customer as possible. The Park & Travel area accommodates all others with shuttle.

The north portion of the new access road opens on Wed, (for exiting traffic) the remainder will be open the following week. Excavation work in the old short term lot begins this Wed. Excavation in front of the terminal and laying of footings begins late July.

A reminder that job coordinating meetings are held every Tues and Fri mornings starting at nine and terminal design at nine on Wednesdays.

REGULAR REPORTS:

***** Ground Breaking Ceremony ***** Commission members and staff will go to the parking garage site for pictures and ceremonious ground breaking. Refreshments provided in conference room upon return.

1. & 2. In accordance with City Charter, a Director of Aviation and a Clerk of the Board must be selected and approved to serve for an additional year.

3. SAFETY AREA PROJECT: Bids were received from four firms. Scott Construction Inc of Newport, Vt. submitted the low responsive bid of \$ 3,956,491. The next low bid (\$143,200 over the low bid) was submitted by Munson, who has filed a protest. The protest is based upon a technicality that in our opinion does not warrant rejection, but does have an element of risk. See enclosed. Counsel will be in attendance. The FAA has concurred that the contract should be awarded to Scot. Regarding funding for this project, the FAA has not, as yet, released discretionary funds, therefore, the project will be funded through a multi year grant in that one years entitlement funds are inadequate to cover project costs. The FAA along with Senator Leahys' office will continue efforts for discretionary funding. Action is required to award the contract and to accept a multi year grant. Regarding the Act 250 permit, it is expected this Tues without any mention of mitigation. However, we were advised that some sort of language would appear regarding the deer situation short of mitigation language.

4. TERMINAL DESIGN: F/F/F/ and Engelberth will present latest design and costs for discussion and approval.

LEASES AND CONTRACTS:

- 1. KLEENER TIMES:** Matt Kerner & Philip Wills have been in business for several years providing car washing and detailing for Park and Travel customers. They wish to continue providing that service on a month-month basis. DPW as part of our management contract will collect the fees, retain 5% for cost accounting and remit 5% to the airport. Approval required
- 2. BCDC:** The Chair and City Treasurer completed negotiations regarding the purchase price for P&W. The agreement and explanation thereof will be available at the meeting for resolution.
- 3. VT COMMUNITY LOAN FUND:** Commission action required to either rollover \$15,000 investment for an additional year or to have it paid out.
- 4. BUSINESS EXPRESS:** We have received the \$24,000.00 of pre-petition monies agreed upon by the courts as settlement for monies owed the Airport. Commission action required to write off the remaining \$18,000.

5. ANNUAL CONTRACT RENEWALS:

- a. A.N. Deringer: Building 880 tenant paying rate of \$6.50/s.f. building rent (per Commission approval of November 1996, eff. through June 30,'97) & ground rent as CPI adjusted.
- b. Carlson Wagonlit Travel: Terminal tenant renting second floor space (adjacent to Gate 1/2) offering business center and travel agent services and first floor kiosk rental. Second floor space at \$10.00/s.f. and kiosk at \$35.00/s.f.
- c. K-1 Services: Building 880 tenant paying rate of \$6.50/s.f. & associated ground rents at CPI adjusted rate.
- d. Konica Photo: Building 870 tenant paying rate of \$8.50/s.f. & associated ground rent at CPI adjusted.
- e. Premier Catering: Building 880 tenant paying rate of \$4.50/s.f., no ground rent. Chuck Rolecek & Bill Weigle of Premier will also be in attendance to discuss the renewal of the Premier Catering airline agreement.

Each of the referenced leases need Commission approval for rental rates and terms. FY'98 proposed CPI ground rent is \$.25/s.f.

MANAGER'S REPORT:

- 1. SH&E:** They submitted invoices for double the amount of the original contract for their part in the revenue bond. I have advised them that this appears inappropriate, and to submit evidence documenting the reasons. I expect this will require their attendance at next months meeting.
- 2. LANG PROPERTY:** Lang property (roofing contractor at northwest end of Airport property) appraisal and review appraisals have been completed and should be received by the end of the month. A July closing date is being planned. Also, we will be seeking bids for removal of the building.
- 3. SOUTHEAST QUADRANT:** It has been determined that there is high quality rock located in the firing range area beyond the Continental hangar. It is estimated that the airport could realize up to \$500,000 in revenues from the sale of this rock to interested contractors plus, the Airport would be gaining valuable land that could be used for development purposes. If the Commission desires, I will proceed with a request for proposal.
- 4. WARPLANES:** More delays in the eviction process. This one caused by their counsel withdrawing from the case. Counsel is putting together summary judgements. The court did issue an order for Warplanes to make restitution and pay monthly rents to the court.
- 5. FEDERAL EXPRESS:** Has exercised the first of their two five year options on the continuation of ground rent in support of their freight facility. Ground rent is adjusted annually in accordance with CPI.
- 6. CHARTER:** Northern Airways minus Hal Findlay will begin operations as a part 135 charter operation out of Innotech in the near future.
- 7. ALTERNATIVE TRANSPORTATION STUDY:** See enclosed document submitted to city council per their request.
- 8. P&W OPEN HOUSE:** Will be held July 17. Invitations are forthcoming.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
MAY 28, 1997
4:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of April 29, 1997
2. April Warrant
3. April Operating Statement
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Terminal Design Review
2. Alternative Transportation Study

LEASES AND CONTRACTS:

1. Kleener Times

MANAGER'S REPORT:

EXECUTIVE SUMMARY

1. **TERMINAL DESIGN:** Review of 80% drawings with F/F/F.
2. **ALTERNATIVE TRANSPORTATION STUDY:** IAW the City Council resolution pertaining to this matter, find enclosed a draft letter for consideration.
3. **KLEENER TIMES:** Two people that have been in business for several years providing car washing and detailing for Park and Travel customers. (one of the owners is the son of Lynn Charlier). They wish to continue on a month-month basis, remitting 10% of their gross. Details on coordination with DPW as it relates to how they will move cars off site for their service is being discussed.

MANAGER'S REPORT:

1. **BOND CLOSING:** Occurred Thurs morning May 22 with no problems.
2. **WARPLANES:** Eviction process continues. Counsel will be in attendance to further brief the commission in Executive Session.
3. **ACT 250:** The District Commission is withholding the safety area permit until an agreement is reached with ANR. Further discussion in Executive Session.

Meeting was cnx.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
APRIL 29, 1997
4:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of March 25, 1997
2. March Warrant
3. March Operating Statement
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. The Project--Bid Awards
2. Terminal Design Review
3. Snow Removal Equipment Bids

LEASES AND CONTRACTS:

1. Lang
2. Premier Catering
3. Warplanes
4. Mastertech
5. Interspace
6. BCDC

MANAGER'S REPORT:

EXECUTIVE SUMMARY

REGULAR REPORTS:

1. **THE PROJECT:** Construction has begun. Act 250 permit has been received. The low responsive bid for site work of \$1.2 m from Munson was approved by the Chair. This bid plus those for paving, site electrical, structural steel and pre-cast concrete need adoption by the commission. Bidding firms, and bid results will be presented at the meeting.

Moody's has given the Airport a **BAA1** rating for revenue bonds. This will increase to a **AAA** after insurance. According to all parties, the presentation to the raters and insurance companies in New York was a success. BAA1 is just below an A rating. The reason given by Moody's was due to the Airport's size, situations that could occur out of our control and the threat of SouthWest operating close to our service area. The BAA1 vs. an A rating will cost approx. an additional \$10,000 in insurance.

Bond pricing is scheduled for May 5th. The City Council is holding a special meeting on May 6th (the Airport is the only agenda item) to officially approve the issuance of bonds. This will be the opportunity to acquire their final authorization for the project by presenting the Engelberth **Guaranteed Maximum Price (GMP)**. The meeting will start at 7:00 P.M. The last piece of business for the bond will be the closing on May 21 & 22 in Boston. The Chair will attend the closing.

There will be several accounting procedures required by the bond resolution as it relates to how the airport manages its finances at the closing and on a month-month basis for the term of the bond. Tammy will provide a briefing at the meeting on the various required funds.

2. **TERMINAL DESIGN REVIEW:** Presentation by F/F/F on the most recent design. Terminal design plans are not at a sufficient completion level, as yet, for the Construction Manager to provide an accurate cost. Discussion as it relates to the GMP.

3. **SNOW REMOVAL EQUIPMENT:** Bids were opened on Friday, 4/18, and have been evaluated. Recommend award of these AIP funded contracts as follows, and acceptance of the federal grant of \$420,000 that support these purchases.

- a. Airport Snow blower to Oshkosh: **\$275,344.**
- b. Airport Snow Removal truck to Clarks Truck Center:
\$111,043.29.
- c. Snow Removal Truck Equipment package to Howard Fairfield,

Inc: \$ 66,205.

Local share of the cost of this equipment purchase is \$18,400.
We have received a Federal AIP Grant to cover 90% of the cost of
this purchase.

LEASES AND CONTRACTS:

EXECUTIVE SESSION REQUIRED FOR ALL LEASE & CONTRACT AGENDA ITEMS.

1. **LANG:** Enclosure.
2. **PREMIER CATERING:** Enclosure
3. **WARPLANES:** Enclosure
4. **MASTERTECH:** Enclosure
5. **INTERSPACE:** Enclosure.
6. **BCDC:** Presentation at Meeting

MANAGER'S REPORT:

1. **COUNSEL:** Working with counsel preparing off airport user fee contract (Chair and I will be meeting with Spillane), car rental contract extension for covered ready stalls, PFC acceptance resolution for City Council, DPW temporary and long term parking management contract.
2. **PIZZAGALLI LETTER:** See enclosed
3. **ILS AND SAFETY AREA PROJECTS:** Sen. Leahy office met with FAA in this regard. Results will be presented at the meeting.
4. **LOW COST CARRIER:** The Chair and I are formulating plans to meet with the carrier.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
MARCH 25, 1997
5:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of February 19, 1997
2. January and February Warrant
3. February Operating Statements
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Terminal/Parking Improvements: Design and Budget Review.

LEASES AND CONTRACTS:

1. Car Rental Agreements
2. Terminal Advertising Contract
3. Salon @ 3062 Williston Road/Censor Security
4. Business Express

MANAGER'S REPORT:

EXECUTIVE SUMMARY

MONTHLY REPORTS:

REGULAR REPORTS:

1. **TERMINAL/PARKING IMPROVEMENTS:** The majority of the meeting is devoted to improvements and the Bond Resolution. F/F/F will be in attendance to brief the commission on the schedule, review latest design, and cost summary. I have also invited Brendan Keleher and Joe McNeil to discuss the Bond Resolution.

Present Terminal construction costs are above previous estimates. F/F/F is prepared to review the estimates of those costs in order to acquire commission direction. As part of that briefing, staff will present a PFC review of available funds that may be applied to overages.

Regarding the Bond Resolution, two trips to Boston, several in house meetings, and numerous conference calls have occurred since the Feb. meeting. Joe, Brendan and Staff will brief the commission on what has occurred and what is next. Specific direction from the commission may be necessary regarding amount of debt service coverage, length of the parking facility amortization ie: (20 vs, 30 yrs.) and amount of, if any, Industrial Park revenues pledged to the project.

Note that the meeting begins at 5:00 as opposed to the standard 4:00 P.M. I estimate that this meeting will last longer than the standard two hours.

LEASES AND CONTRACTS:

1. **CAR RENTAL AGENCIES:** A meeting, with the Chair in attendance, was held to discuss the number of ready spaces that may be allocated within the parking facility. All agencies desire that ready spaces be within the facility, with an appropriate number of return spaces outside. A method to defer the additional costs to the agencies associated with inside parking was discussed, that being a charge to the customer levied by the airport, which is an accepted method among Airport's. A charge of approx. \$1.00/contract would cover the amortized cost per stall. The agencies have been requested to submit an average number of contracts written per month. Commission action on the total number of allocated spaces and the customer service charge is required in order to proceed. Because of this change to their contract and the manner in which they conduct their business, they are asking for an extension to, or a new five year contract without putting out proposals.

2. **TERMINAL ADVERTISING:** Commission direction reference a month-month extension of the Interspace contract until the terminal project is complete, or request proposals at this time for a July 1 contract start.

3. **HAIR SALON:** The lessee, which the Airport inherited with the purchase of the Lawson property, has provided their required 90 day notice of termination, which will be effective June 1. An existing sub-lease of that building to Censor security, a month-month lease, also needs to be addressed. Does the commission desire to continue with a direct lease to Censor and/or what may be the Commissions desires on a new lessee for that building.
4. **BUSINESS EXPRESS:** See enclosed. Our counsel recommends that we sit tight.

MANAGER'S REPORT:

1. **CITY COUNCIL:** The presentation to the Burlington Board of Finance and the City Council on Feb 24th was successful in obtaining their vote for the A&E contract. It was understood that in voting yes to that contract, that in effect, it was their approval for the project. They were also provided with the estimated construction costs, and that the Airport would appear again the first part of April with the GMP for the Engleberth Contract.
2. **P&W:** The Hangar is substantially complete. They begin occupancy first of April, and by the 15th will be in full operation. There is a problem for them with the Innotech lease, in that, Innotech will not accept their termination of the lease. I have no idea where that will go, except that, Innotech expects to do an environmental assessment of the ground. As you know the Airport agreed to hold P&W harmless from any environmental issue attributable to their tenancy. P&W has records of all their dealings with Hazardous Materials, and is of the opinion that they have not contributed to any issue. Any further discussion of this issue should be accomplished in executive session.
3. **BOND RESOLUTION:** The third draft of the feasibility study, the preliminary official statement (**POS**) and the resolution itself is under review by all parties. A conference call this week with all parties to discuss. The underwriters are scheduling a meeting with the rating agencies (Moody's and Standard & Poors) in NYC the week of Apr 7.
4. **WARPLANES:** See enclosed correspondence. Executive session to discuss that lease. Counsel will be in attendance to discuss the issues.
5. **ACT 250:** We entertained the District Commission last week in a walk thru of the ILS approach course to runway 33, so that, they could better equate themselves with the alleged destruction of critical deer habitat ie: the obstruction (trees) removal for the ILS, for which, as a reminder to the commission, we received a permit, that the ANR appealed. A hearing is to be set for the District Commission to rule on that appeal. Executive session may be required. Counsel will be in attendance to discuss legal issues.

6. **AIRCORP ONE INC:** See enclosed. In accordance with rules/regs I will issue a license agreement and a letter of authorization including landing fee accountability.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
FEBRUARY 19, 1997
4:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of January 21, 1997
2. January Warrant
3. January Operating Statements
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Architects Design Review
2. Airport Layout Plan (ALP) Review
3. Air Service Study

LEASES AND CONTRACTS:

1. Warplanes

MANAGER'S REPORT:

EXECUTIVE SUMMARY

REGULAR REPORTS

1. **DESIGN REVIEW AND APPROVALS:** Freeman/French/Freeman will present the latest design recommendations. The meeting held on Feb 5th with the Airport Drive Neighbors was very successful, as was the presentation to the So. Burlington Planning Commission on Feb 11th. The Airport was commended by the planning commission for its proposal and the manner in which it dealt with the neighborhood. Approval for the project was granted.

(a) F/F/F has presented a draft proposal for their architectural/engineering fees. Copies will be distributed at the meeting. I have Fedex a copy to the Chair and will be reviewing the contents with him prior to the meeting. The Chair will be available throughout the meeting via speaker phone, in order to be part of the discussion with the commission, reference the fees.

2. **AIRPORT LAYOUT PLAN (ALP):** This will be the second of two required presentations by HTA. Discussion as it relates to the final draft of the ALP and final adoption.

3. **AIR SERVICE STUDY:** See enclosed letter from SH&E. Discussion as it relates to next step.

LEASES AND CONTRACTS

1. **WARPLANES:** Eviction procedures continue. Simultaneously, review and potential adoption of the sublease agreement with Downey Corp. Those agreements were sent last month under separate cover for commission review. Discussion as it relates to sublease approval contingent upon Warplanes paying past due rents. Word has it that Mr. Martin sentencing date is Mar 7th.

MANAGER'S REPORT:

1. **PARK AND TRAVEL:** As of Friday Feb 7, 1997, the Airport became the owner of Park and Travel. Reimbursement for eligible funds is being coordinated with the FAA. A quick turn around has been requested. Meetings are and will continue to be held regarding the operation of that parking area with DPW and Lynn Charlier. Several meetings are scheduled with DPW to ensure a smooth transition for operational custody on May 1st, and operational procedures for parking during the construction period. What needs analysis, as yet, is the method of operation after the parking facility is open in Nov. Staff has begun review, and will present discussion ideas in the near future. I'm working on ideas for a temporary contract with DPW to cover the

construction period. There will be additional expenses to DPW in the operation of parking, and certainly some unknown costs until the operation is up and running. I'm considering a plan that might be orchestrated around cost plus % for profit.

2. BOND RESOLUTION: See enclosed dates for time critical meetings. The Chair will be attending the meetings scheduled for the week of March 26. If there are others that wish to attend any of the meetings, please advise.

3. BUSINESS EXPRESS: As previously briefed, the bankruptcy has been delayed by a dispute between Bus Exp and SAAB, the major creditor, but appears to have been resolved, and Bus Exp plan will be put forward. At this time, Bus Exp is expected to continue to fly out of Burlington and whether this continues to be their position will be known next week. The final step in approving the plan is scheduled for Apr 8, 1997, but that may be postponed. After the plan is approved, the Airport will receive any pre-bankruptcy payment provided for by the plan. That amount is \$42,000.00.

4. CAR RENTALS: Meeting with them, which the Chair will attend, is scheduled for Mar 3, 1997 to negotiate a per ready spot fee in the garage.

5. BURLINGTON CITY COUNCIL: Plans are being developed to present the terminal/garage design and the F/F/F final contract, at their Mar 3, 1997 meeting. Strategies to use in the presentation of their one mil+ fee proposal is being discussed with counsel. These strategies, plus a meeting with the Chair and counsel, will occur prior to the 3rd.

6. RESOLUTION: See enclosed resolution by councilor Keller.

7. P&W: There is now a fully executed lease, and drawdowns are occurring from the bank loan.

8. INNOTECH: See enclosed correspondence. JL Davis has inquired if the Airport is interested in the purchase. I informed them as well as reminding Innotech, that any sale or lease requires prior approval of the Airport, and that it is usual and customary that the subleasee is required to remit to the Airport a fee. Also, discussions are occurring relating to the fuel farm and negotiating a new lease now as opposed to waiting to 2005.

9. TAX STABILIZATION: Mike Flaherty will brief the commission on the potential impact to our stabilization plan due to property tax reform.

10. **VT SENATE TRANSPORTATION COMMITTEE:** I have invited them to a breakfast and briefing on our improvements. If there is a desire to attend, please advise. The date has, as yet, not been determined.

11. **TERMINAL ADVERTISING CONTRACT:** Letters from parties have been sent to the commission regarding the Chamber being involved with that contract. We expect to distribute an RFP in April. Preliminary dialogue regarding terminal advertising may be appropriate at this time.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
JANUARY 21, 1997
4:00 P.M.

REGULAR SESSION:

MONTHLY REPORTS:

1. Minutes of December 19, 1996
2. December Warrant
3. December Operating Statements
4. McNeil/Leddy/Sheahan Invoice

REGULAR REPORTS:

1. Terminal /Parking Improvements
 - a. Dave Keller, City Councilor
 - b. Treasurer & City Attorney
 - c. Freeman/French/Freeman
2. SH&E Air Service Study
3. Gift Shop/Products Store RFP

LEASES AND CONTRACTS:

1. Warplanes

MANAGER'S REPORT:

EXECUTIVE SUMMARY

1. TERMINAL/PARKING IMPROVEMENTS:

a. **DAVE KELLER:** I have asked Mr. Keller to attend this meeting to discuss his concerns regarding the need for covered structured parking. He and other councilors from the progressive coalition continue to voice their objections at City Council meetings. At the Jan 13, 1997 meeting, he removed from the consent agenda the interim contracts for F/F/F and Engleberth, which had earlier that evening received unanimous support from the Board of Finance. As a result of his decision to remove the contracts from the consent agenda, the council vote for the contracts was tabled due to time constraints with their agenda. His concern is twofold; one, that there has been insufficient input from the public as to the need for covered parking, and two, that the Airport has not done enough to provide alternative transportation wherein a covered parking facility would not be needed. The hope is that by discussing his concerns, the Airport can get on with its business, in that, we will be on almost every City Council Agenda until project construction starts. The next meeting is Tues Jan 21, 1997 at 7:00 P.M. which can be attended by the commission after the commission meeting.

b. **Brendan Kelleher and Joe McNeil** will be in attendance to discuss how the city, or will the city back the finances needed for pre-ordered items, in that revenue bond monies will not be available until May 8, 1997, and consideration needs to be given to what the market will bear at the time monies will be available. It might be possible to delay parking construction until we are sure the market is right to sell bonds. This will be discussed with Engelberth at the meeting, along with the costs of lead time items.

c. **Jesse Beck of Freeman/French/Freeman** will provide the latest in design for the improvements.

2. **SH&E: Elliot Lees** will be in attendance to discuss the Air Service marketing study.

3. **GIFT SHOP RFP:** Fenton Hill lease expires in March. See enclosed. Decision as it relates to issuing the same RFP as previously used. Fenton Hill is very interested in continuing its relationship with the Airport. They have been a very good

tenant.

LEASES AND CONTRACTS:

1. **WARPLANES:** I have asked Dean Martin and Jack Downey to attend. The sublease agreement has been forwarded to them for their review. See enclosed draft agreements.

MANAGER'S REPORT:

1. **BOND RESOLUTION:** See enclosed correspondence. Is there a desire for commission representation for the interviewing of underwriters? Interviews are scheduled for Thurs. Jan 23, 1997.
2. **BCDC:** Closing on the P&W/Aviatron loans is scheduled for Wed Jan 22, 1997. The Chair will attend to sign all documents.
3. **P&W:** Construction of the Hangar is progressing well, with an estimated completion date of mid March.
4. **PFC:** Has been approved. The airlines have been notified. They begin collection as of April 1, 1997.
5. **MASTERTECH:** They are up and operating. The interior of the building looks great.
6. **DIRECTOR OF MAINTENANCE:** Fifteen responses were received. They are being reviewed for interview purposes.
7. **ADVERTISING LEASE:** See enclosed correspondence from the Chamber.
8. **DIRECTOR OF OPERATIONS:** Rick's mother had brain surgery last Mon, and suffered a stroke in the process. She remains in a coma in critical condition. She lives in Florida.

FOLLOW-UP

1. **STATEMENTS:** **TAMARA** coordinate with Lynn RE: expenses and receivables.
2. **PARK & TRAVEL:** **JJ** advise counsel that the \$500/day is acceptable.
3. **SH&E:** **JJ** ask Frank Cioffi to attend commission meeting re: Toronto Service.
4. **DAVE KELLER:** **JJ** continue communication with Dave re: **THE DEAL.**
5. **WARPLANES:** **JJ** advise counsel to continue eviction proceedings.
6. **GIFT SHOP RFP:** **TAMMY** put together the same RFP after hearing from Fenton Hill. Discuss how we will advertise the RFP.