

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**DECEMBER 17, 1998**  
**4:00 P.M.**

**REGULAR SESSION:**

1. Reports
2. Industrial Park Revenue Bond
3. North Hangar Drains
4. Off Airport User Fees
5. South End Environmental
6. Airport Property Lease Request
7. Manager's Report

## EXECUTIVE SUMMARY

**Management and Staff wish each commissioner and their families a very healthy, happy and prosperous holiday season. Happy Hanukkah, Merry Christmas, Happy New Year!**

- 1. REPORTS:** Tamara will brief the commission on a few irregularities on the combined revenue/expense report
- 2. INDUSTRIAL PARK REVENUE BOND:** Brendan will present a status report on how the Industrial Park Bond can be applied to the purchase of Industrial Park Buildings that were financed through BCDC. The Chair has been briefed in detail on the original buyout agreement.
- 3. NORTH HANGAR:** While Brendan is in attendance, discussion as it relates to the expenses for the Hangar that have been and will be incurred due to the purchase ie: the occupancy certificate and environmental issues. Thus far the Airport has expended just under \$50,0000. Another \$10,000 in expenses is estimated in order to be in compliance with the State.
- 4. OFF AIRPORT USER FEES:** Continuing discussion as it relates to the timing for implementation and review of documents.
- 5. SOUTH END ENVIRONMENTAL:** The South Hangar and the North Hangar sites are ready to be closed. A review of the clean up and details for the closing will be presented at the meeting.
- 6. LEASE REQUEST:** Whitcomb has requested the leasing of the building that came with the Lawson property that the Airport recently purchased. This is to provide them with an office space, on sight, during the ledge removal project. I am checking market rates. Is it the will of the commission to pursue this matter.

## **7. MANAGER'S REPORT**

**1. FREE PRESS EDITORIAL BOARD:** Two hour meeting, discussing Airport business in general and airfares/service in particular. No matter the factual content of the meeting, they will print what they want. It is not possible to determine their mind set as it relates to what the airport is doing to increase jet service and provide lower fares. They did seem, however, to be in agreement with the facts.

**2. AIRLINE MEETING:** The meeting with USAirways to discuss airfares and service is scheduled for Thurs. Jan 28, 1999 in Wash D.C. At this time, the Chair expects to attend, the Mayor has expressed his desire to attend, along with Frank Cioffi, a member from the Chamber, someone from State Economic Development, and travel and tourism are also expected to attend.

**3. CITY COUNCIL:** In that the meeting with USAirways has been postponed, I have rescheduled my presentation to the City Council for their first meeting in Feb.

**4. ATLANTIC COAST AIRLINES:** As you know, they commute for United on the Burlington-Dulles route. They have advised me that jet service with the 50 passenger regional jet will begin Feb 1, 1999 with initially one flight per day.

**5. BUSINESS EXPRESS:** They are being bought by American Eagle. It is my intent to have more information by meeting time.

**6. COMMISSION VACANCY:** Bobby Miller was unanimously appointed. I believe the other candidate was Brian Serles.

**7. INTERSPACE CONTRACT:** Huck convinced the Board of Finance at its meeting on Nov 30, to accept a ten year agreement. Resolution by City Council occurred Dec 7.

**8. CITY COUNCIL MEMBERS CONCERNS:** Sharon Bushor voiced her concern regarding the hours the observation tower is attended. She believes it should remain open after 6:00 P.M. Barbara Perry voiced her concern regarding the pickup area for taxi cabs. She believes taxis should queue up and pickup in front of the terminal. I explained the reasoning for the present operation. She believes it should be changed. Discussion as it relates to responding to her concern.

**9. COMMENCER CONTRACT:** See enclosed. I'll review at the meeting

**10. FY'99 BUDGET:** Preliminary budget is due to the City this Fri. What is the Commission pleasure this year in reviewing the final submittal which will be due in Feb.

**Appropriate food and beverage will be provided during the meeting.**

## FOLLOW-UP

1. **BCDC:** **JJ** advise Brendan to go forward with an entire buyout.
2. **NO HANGAR & SO HANGAR:** **BOB** proceed with closing the sites. **TAMARA** track the paper work.
3. **OFF ARPT FEES:** **JJ** work with counsel on resolution to city council.
4. **LEASE:** **BOB**, advise Whitcomb they can rent mo-mo for \$500/mo. They can move in anytime, the billing will begin Jan 4th. Find out if that's okay with them and advise. **JJ** draw up lease with counsel, give to **Tammy** for action when complete.
5. **TAXI P/U AREA:** **RICK** and **BOB** plan on reporting Jan mtg.
6. **SMARTE CART:** **JJ** advise them there will be no charge to the customer.
7. **BUDGET:** **TAMARA** have budget ready in order to deliver to commissioners by Jan 8th.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**NOVEMBER 19, 1998**  
**4:00 P.M.**

**REGULAR SESSION:**

1. Monthly Reports
2. Off Airport User Fee
3. Pratt & Whitney Hangar Purchase
4. No. Hangar Drains
5. ATM Contract Award
6. Part 135 Charter Request
7. Handicap Vehicle Parking Fee
8. Industrial Park Master Plan Report
9. Ledge Removal Bid Award
10. Land Acquisition- 3060 Associates
11. Terminal Improvement Project
12. Manager's Report

## EXECUTIVE SUMMARY

1. **MONTHLY REPORTS:** Review by Tamara
2. **OFF AIRPORT USER FEE:** Bill Ellis will be in attendance to update the commission on status.
3. **P&W:** Brendan is expected to review with the commission the numbers presented to him previously, in order to effect purchase.
4. **NO. HANGAR DRAINS:** In order to close the No. Hangar environmental site, the ANR requires that the hangar floor drains be closed or connected to the So. Burlington storm water system. Estimated cost to connect is \$15,000 - \$20,000. The hangar is owned by BCDC. Discussion and resolve.
5. **ATM:** Proposals were received from the Howard, Chittenden and Merchants banks. All proposals were responsive. The Howard proposed \$500/month (\$6,000/yr) with a \$0.25 per transaction fee over 2,000/month (estimated at a total rent of \$9,000/yr). The Merchants Bank offered \$13,800/year and the Chittenden Bank offered \$4,200/year.
6. **PART 135 CHARTER:** Pizzagalli Constr. Co., which owns and operates its own aircraft from the Airport for company purposes, has requested an operating agreement to perform approx. 10% of their flying as a part 135 charter operator. I will forward to them with your approval the Airport's standard agreement relating to charter operations.
7. **HANDICAP PARKING FEE:** An individual with a handicap complained to labor and industry that the Airport was incorrectly interpreting the law as it relates to free parking. Our counsel has reviewed labor/industry ordinances and determined that the Airport in fact was in violation. Charging a parking fee for a vehicle with a handicap plate or sticker has been discontinued. See enclosed correspondence. Discussion as it relates to pursuing a legislative change to the law.
8. **INDUSTRIAL PARK MASTER PLAN:** Bob will present a review of the approved master plan. Discussion as to implementation.
9. **LEDGE REMOVAL:**
10. **LAND ACQUISITION:** The appraisal of 3060 associates is complete. Discussion as it relates to purchase and lease back to the present owner.
11. **TERMINAL IMPROVEMENT PROJECT:** The architect and construction

manager will be present to review the project, its punch list and the additional fees. The additional fees have been discussed with staff and negotiated to what is considered justifiable expense. See enclosed correspondence re: the final budget.

**MANAGER'S REPORT:**

- 1. FREE PRESS:** The Editorial Board has asked to meet with myself and the commission on Wed Dec 9, 1998 at 2:00 P.M. in their offices to discuss the results of the Terminal Improvement Project as it relates to additional Air Service. It is their opinion that the improvements were meant to attract new low cost carriers. Why has that not happened and why are air fares high at Burlington.
- 2. COMMISSION VACANCY:** The vacancy has been posted. The appointment will be on the Nov 30 City Council agenda.
- 3. DEPOSITIONS:** Depositions relating to the So. Hangar/Business Air litigation are being conducted the 20th and 23rd for Mike Cain, Dick Corley, Huck and myself. This relates to the involvement of Gallagher Insurance Corp.
- 4. PARKING CONTRACT:** The DPW parking management contract has finally been executed by DPW. Tamara is working with their accounting division to reconcile revenues in accordance with the agreed to formula.
- 5. DESIGN AWARD:** FFF has received an award from the Vt. chapter of the American Institute of Architects for the parking/terminal design. Congratulations Jesse.
- 6. FEDEX:** Still attempting at press time to determine the status of their request for proposals.
- 7. AIR SERVICE:** A meeting has been scheduled by the Chamber and area business for Fri. Nov 20th at 8:00 A.M. to discuss how they can assist the Airport in acquiring lower air fares. I will present to the commission on Thurs my remarks. Mike Flaherty has been asked to attend.



**TO: BOARD OF AIRPORT COMMISSIONERS**  
**FM: JJ**

**DATE: NOV 17, 1998**  
**SUBJ: LEDGE REMOVAL BID AWARD; item #9 on Nov 19 agenda**

The bids received for ledge removal had not been thoroughly reviewed yesterday at the time the packet was delivered.

Please find enclosed the results of the bid review completed this date.

In order to capitalize upon the amount of dollars proposed by Whitcomb, they need to begin work this Fri Nov 20. The reason, is that, they have an immediate buyer for the sand that will be removed prior to the ledge being blasted. If there start date is delayed, they would lose the buyer, which would be a \$50,000 reduction in their bid. After discussion with Joe McNeil, the contract needs ratifying by the Board of Finance, even though it is a revenue only contract. The Board of Finance next meeting is Nov 30, which would delay the project resulting in a loss of revenue. I have talked with the Mayor in this regard. If it is the commission desire to give the contractor notice to proceed prior to the finance board officially awarding the contract, the Mayor will concur and recommend to the Finance Board to ratify the contract after the fact.

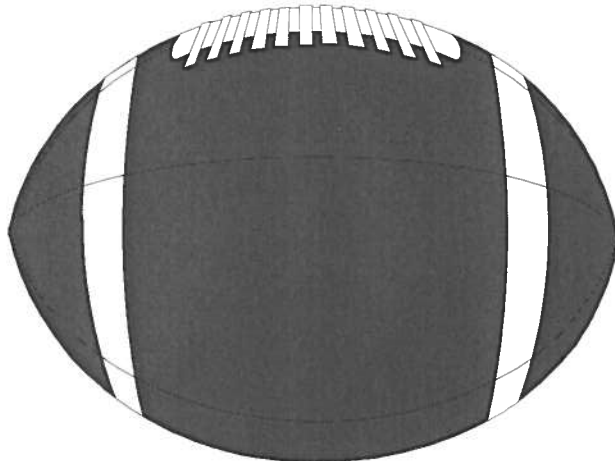
## FOLLOW-UP

1. **IP REV BOND:** **JJ** send ltr to Brendan re: attending Dec ABC mtg.
2. **HANDICAP PARKING FEES:** **JJ** coordinate with the Chair on writing a bill for the Legislature.
3. **HANDICAP REFUND:** **JJ** coordinate with counsel the policy and Free Press article.
4. **ATM:** **TAMMY** advise Merchants they have the contract, write sorry ltrs to the others. Coordinate with counsel on contract execution and resolution with City Council. Advise counsel to incorporate language re: max amount of transaction fee to customer.
5. **PIZZAGALI CHARTER:** **JJ** coordinate with counsel on charter agreement execution. **TAMMY** coordinate resolution after contract execution.
6. **1419 ARPT DR:** **BOB** coordinate with counsel on rental agreement. **TAMMY** coordinate execution with Bruce Racine. **JJ** determine if city council resolution is required.
7. **3060 LAND ACQUISITION:** **BOB** draft purchase letter, and coordinate its okay with counsel. Set mtg with Alex Rose to discuss ground lease. Set mtg with counsel after that mtg.
8. **LEDGE REMOVAL:** **BOB** draft notice to proceed. **JJ** to Finance Board Nov 30.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**OCTOBER 14, 1998**  
**4:00 P.M.**

**REGULAR SESSION:**

1. Barbara Perry
2. FedEx
3. Cargo Ramp Repair
4. Terminal Improvement Project
5. Vehicle Purchase
6. Northern Rent A Car dba Avis
7. Manager's Report



## EXECUTIVE SUMMARY

1. **BARBARA PERRY:** She has asked to come before the commission to discuss the recent contracts awarded by the commission ie: Chamber and Commencers, and to discuss the Interspace contract, which as yet has not been to city council for resolution. Some of her concerns are how she perceives the performance of Commencers in the role of an Airport Ambassador, and the Chamber/Interspace deal.

2. **FEDEX:** Executive session required to discuss the project as it relates to finances and the use of Industrial Park monies associated with BCDC involvement. Resolution required in order to proceed.

3. **CARGO RAMP REPAIR:** See enclosed memo to me from the Engineer. It appears that the most economical and efficient way to proceed with this 3-5 year repair, which then would coincide with a full ramp overlay funded through AIP.

4. **TERMINAL IMPROVEMENT PROJECT (TIP):** The Architect and CM will be in attendance to give a wrap up of the project.

5. **VEHICLE PURCHASE:** After assessing snow removal needs on the garage roof during last winter, it is recommended that a trackless vehicle, that can blow snow from the roof, be purchased. This vehicle can also be used during non winter months for various airfield duties. Estimated purchase price \$65,000.00. Funding from Capital cost center. Monies are available.

6. **NORTHERN RENT A CAR dba AVIS:** See enclosed. Agreement can be assigned, similar to the assignment of Val Preda dba Budget to Chambers Leasing. Resolution required which should address their need to supply performance bond, which is a requirement of the agreement.

### 7. **MANAGER'S REPORT:**

1. **PFC/CPI:** Bob will present a briefing as per commission request.

2. **LEDGE REMOVAL PROJECT:** Bids that were opened Fri Oct 9. will be presented. Further discussion as it relates to the FedEx project is needed, since the bids were unacceptable. This can be discussed under agenda item #2 above.

3. **FUEL FARM REMOVAL:** Was completed on Oct 7. There were no environmental problems.

4. **SOUTH HANGAR ENVIRONMENTAL:** Project is complete with one exception, which will be briefed at the meeting.

5. **SMART CARTE:** Meeting accomplished while in Orlando.

Awaiting their proposal. Further details at the meeting.

**6. CAH STATUS:** Will present the contract to the Board of Finance Oct 19. Estimated start date is Nov 1.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**SEPTEMBER 16, 1998**  
**4:00 P.M.**

**REGULAR SESSION:**

1. Monthly Reports
2. Park & Shuttle Contract Proposals
3. Aviatron
4. North Hangar Zoning
5. Purchase Approvals
6. South Terminal Ramp Project
7. Part Time Engineering Position
8. Terminal Advertising
9. Manager's Report

## EXECUTIVE SUMMARY

1. **MONTHLY REPORTS:** Receivables= tenants that are in arrears have been contacted. Expense/Revenue Report= discussion by Tamara.
2. **PARK & SHUTTLE CONTRACT PROPOSALS:** Mailed under separate cover. Discussion and contract award.
3. **AVIATRON:** Further discussion re: their request for rent reduction.
4. **NORTH HANGAR ZONING:** Meeting again with So. Burlington planning Tues. of this week. Based upon their approval, the Commission can move the sublease request of Valet Air to Neagley/Chase. The proper language for the motion will be available at the meeting.
5. **PURCHASE APPROVALS:** Following purchases require Commission approval since they exceed \$2000.00. 1) HVAC compressor replacement from Simons Inc. \$2772.00. 2) Annual plow blades from Vt. Municipal Truck \$4155.00. 3) Annual plow shoes from Wear Parts \$2430.00. 4) Annual airfield lighting stock from VRM Inc. \$4293.00. 5) Annual terminal lighting stock from Walsh Electric \$3,155.76
6. **SOUTH TERMINAL RAMP PROJECT:** Approve pre-engineering contract with E&K for \$94,900.00 for needs assessment and pre-design of ramp, terminal and concourse. The project is funded by the approved PFC.
7. **PART TIME ENGINEERING POSITION:** The responsibilities and accompanying work load suggest a position be created to assist the Engineer. There has been for over a year now, and I see no let up, 60-80 hours per week of engineering duties in order to perform required work. Obviously Bob has not been able to work such a schedule, plus he is only contracted for 32 hours/week. The work does get accomplished, albeit as a hardship not only for himself but for the Airport. If the position were to begin Oct 1, the projected payroll cost for the remainder of this fiscal year would be approx. \$22,000. Of that, the AIP force account would pay approx. \$13,000. I believe this years budget can handle the additional \$8000. Rates and charges to the airlines will be increased next fiscal year, at which time the additional payroll will be included. The full year cost to payroll would be approx. \$30,000.
8. **TERMINAL ADVERTISING:** As per commission direction, a walk thru of the terminal to determine additional advertising

locations.



**9. MANAGER'S REPORT:**

1. **FEDEX:** The team is on target for a Sept. 23 submittal. Preliminary costs are being determined during this week.

2. **TRIP:** Bob, Tamara and myself will be attending the ACI conference Oct 3-8 in Orlando.

3. **AMBASSADOR PROGRAM:** The program began on Monday of this week. Considerable oversight is being given to this program to ascertain the performance level of the contractor. I should have sufficient information by the next commission meeting to report findings.

4. **BOARD OF FINANCE:** The Chair and myself were asked to come before that Board on Monday of this week to report on the Terminal Project, Industrial Park, and Ground Transportation Management. The Board has asked the Airport to come before the City Council in November to discuss Air Service.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**AUGUST 27, 1998**  
**4:00 P.M.**

**REGULAR SESSION:**

1. Monthly Reports
2. Aviatron
3. Valet Air
4. J. Richard Corley
5. So. East Quadrant
6. Contract Awards
7. Advertising Signage Locations
8. Manager's Report

## EXECUTIVE SUMMARY

1. **REPORTS:** You will note a considerable net income loss at the bottom of the combined operating revenue and expense report. This is due to the bond principle and interest at the bottom of the operating expense column. Questionable receivables are being reviewed.

2. **AVIATRON:** They will brief the commission regarding their current financial situation.

3. **VALET AIR:** The So. Burlington Planning Commission tabled their request for a zoning amendment to the No. Hangar until the planner can show the commission a map of the present Airport Industrial Park zone limits and to give the Airport Commission time to discuss their findings, those being, to satisfy Valet request, the planning commission if voicing approval will relocate the Industrial Park zone limit as opposed to just amending the zoning for the No. Hangar. The Airport Commission had only agreed to amending zoning for the hangar, not in moving the zoning limits. Executive session for discussion.

4. **J. RICHARD CORLEY:** He has requested to address the commission.

5. **SO. EAST QUADRANT:** By way of reminder, Webster/Martin was hired to develop plans to submit to Act 250 for the development of the quadrant, including a CUD for the wetlands. That plan will be presented for discussion.

6. **CONTRACT AWARDS:** See enclosed. The recommendation is to award the bids to the low bidders. Monies greater than the bids received were budgeted for these contracts.

7. **ADVERTISING SIGNAGE LOCATIONS:** Discuss Interspace request for locations within the terminal.

### 8. **MANAGER'S REPORT:**

1. **MAYOR CLAVELLE:** Meeting last week with the Mayor and Chair regarding development of the So. East Quadrant. The Mayor showed great interest, believes there to be potential for empowerment funds to support the development, and wants to be part of the process as it develops.

2. **FEDEX:** We are in receipt of their RFP to build a City Station Facility. A proposal to the RFP must be returned within 30 days if it is to be considered. I will be meeting with the Treasurer and City Attorney next Monday in this regard. Further

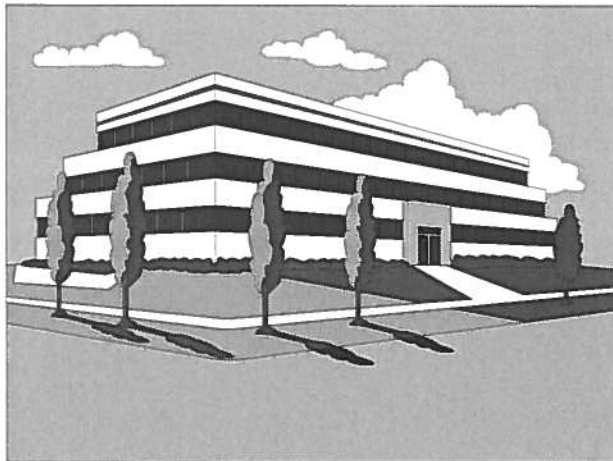
discussion should be in executive session.

3. **RIBBON CUTTING:** Invitations have been mailed. All other arrangements have been made.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JULY 23, 1998**  
**4:00 P.M.**

**REGULAR SESSION:**

1. Monthly Reports
2. Car Rental Customer Facility Charge
3. Awarding of Park and Shuttle Contract
4. Awarding of Ambassador Program Contract
5. Terminal Improvement Project
6. Manager's Report



## **EXECUTIVE SUMMARY**

- 1. MONTHLY REPORTS:** The report does not totally reflect year end at this time. There remains revenues yet to be included. However, year end surplus at approximately \$200,000.00 is forecasted.
- 2. CFC:** Dave Desarno of National will be present to discuss with the commission placing a cap on the CFC. In that many rentals are in excess of two weeks, he feels that a CFC of more than two weeks deters business.
- 3. PARK AND SHUTTLE:** See enclosed list of proposers and terms. The Chair will discuss the proposals in executive session.
- 4. AMBASSADOR PROGRAM PROPOSALS:** See enclosed list of proposers. The Chair will discuss the proposals in executive session.
- 5. TIP:** FFF and Engelberth will present status and budget.
- 6. MANAGER'S REPORT:**
  - 1. BGR/BTV INITIATIVE:** Meeting with the State this Thurs. At this time, they are prepared to fund between \$7500.00 and \$10,000.00 for the study. Communications with Bangor continue on their funding level.
  - 2. CERTIFICATION INSPECTION:** FAA will perform their annual Part 139 certification inspection July 28,29 and 30. As is customary, the commission is invited to the in briefing on Tues. July 28 at 0830. The out brief is scheduled for Thurs. July 30 at 1000.
  - 3. SOUTH EAST QUADRANT DEVELOPMENT PROJECT:** The permit for ledge removal will be submitted August 1. Ledge removal is expected to begin Sept 1. J.L. Davis reality and the owner of the building presently leased by FedEx on Boyer Circle in So. Burlington, are interested in our development as it relates to brokering for FedEx. The potential exists for a combined distribution center and an aviation facility. Webster/Martin will be presenting proposed plans for the development of that area for commission review and concurrence at

the Aug meeting.

#### **FOLLOW UP**

1. **CFC:** **JJ** notify car rentals that a cap will be placed on the CFC.
2. **CITY ARTS:** No action at this time
3. **S.E. QUADRANT DEVELOPMENT:** **JJ** provide ABC with tour of the area.
4. **AMBASSADOR PROGRAM:** **TAMMY** set interview schedule.
5. **PARK AND SHUTTLE:** **TAMMY** spread sheet our projected gross revenues. Forward to the commission. Set special mtg date for Aug 5.



**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**JUNE 29, 1998**  
**4:00 P.M.**

**REGULAR SESSION:**

1. Director of Aviation Appointment FY'99
2. Clerk of the Board Appointment FY'99
3. Election of Board Chairman FY'99
4. K-1 Services
5. Vermont Community Loan Fund
6. Air Guard Road
7. Parking and Police Contracts
8. Manager's Report

## EXECUTIVE SUMMARY

This is the last meeting to be chaired by Dick Corley, and his last meeting as an Airport Commissioner. I wish to take this opportunity to express my sincerest thanks to Dick in acknowledging his dedication to the Airport, its tenants and staff for sixteen (16) years as a commissioner and the last seven (7) as Chairman. His direction, vision, and superior business sense, have been significant in helping me in the management of Burlington Airport. I have learned from the best. His time devoted to the interests of the Airport will not have been wasted.

Linda Gibson, newly appointed Airport Commissioner, has been asked by Dick to attend this meeting.

1. **DIRECTOR APPOINTMENT:** I look forward to another year as the Airport's Director, and thank the Commission for its continued support. The challenges we have experienced over the last few years will be continuing, as we fight to provide our customers and tenants with the highest levels of service at the lowest possible cost.

2. **CLERK APPOINTMENT:**

3. **ELECTION OF CHAIRPERSON:**

4. **K-1 SERVICES:** I have asked K-1 Services (Kevin Couture) to consider moving from building 880 into building 870 in order to make available more space for Premier Catering in building 880. K-1 has been under a year to year lease providing GSE repair for the airlines. The move will not only provide Premier with needed room, but will rent a vacant building that is designed for that type work. Because of a square footage increase for K-1 beyond his needs, and utility costs being higher in bldg 870 than bldg 880, negotiations are presently at a \$6.00/sqft cost vs. his present \$6.50/sqft. I could support this, since a vacant building would now have a tenant and the move would benefit Premier.

5. **VCLF:** If it is the commission desire to maintain its \$15,000.00 loan to the VCLF, a resolution in that regard is required.

**6. AIR GUARD ROAD:** As a way of reminder, 4/5 mile of that road is Airport property. It requires considerable repair to bring it up to standard, at which time, South Burlington would assume control, maintenance and upkeep. John Belter was to make those repairs under his act 250 permit, however, he has not begun his development. The Air National Guard is prepared to fund the road repair including the Airport's portion, however, due to their fiscal year beginning Oct., the project would be delayed until spring of '99. Country Club Estates residents are anxious for our portion of the road repair to be made this summer. It is, by the way, the worst part of the road. In a meeting with So. Burlington, the Guard and Country Club Estate residents, discussion ensued as to So. Burlington and the Airport fronting the monies to repair the 4/5 mile segment this summer, and be reimbursed when the guard appropriation is released. Sonny Audette, So. Burlington public works, estimates the repair to be around \$50,000.00. This would be good community support for the Airport. There is a risk, that Congress would not appropriate the funds, however, Guard officials feel positive.

**7. PARKING AND POLICE CONTRACTS:** Final stages of re-writing the contracts. The Chair will brief the commission to gain concurrence.

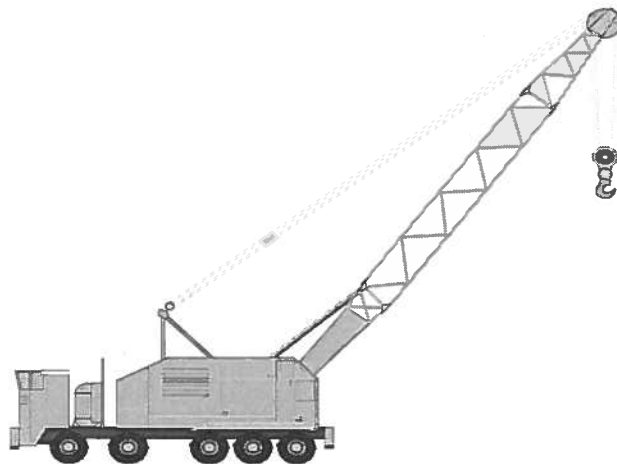
**MANAGER'S REPORT:**

- 1. HERTZ:** Tammy will brief the commission on their issues and provide my input.
- 2. NORTH HANGAR:** I was advised on Wed. by Andy Button that Valley is going forward with evicting Neagley/Chase. The reason? Valley was negotiating for all buildings to be under the \$10,000 repair cap, not just the buildings in the old Innotech lease. He said our counsel was aware of that. Our counsel is not available at this time to discuss. Tammy will further brief the commission in executive session.
- 3. ADVERTISING CONTRACT:** Is in its final draft. I expect execution shortly.
- 4. CHAMBER CONTRACT:** Ditto.
- 5. RFP'S:** Three companies for the Ambassador program and representatives from five organizations for parking, including DPW were at the meeting. Bid proposals are due Jul 17.
- 6. OFFICE POSITION:** Final interviews are being conducted.

I'm in Alaska, returning Jul 7. Have a good Fourth!

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**June 5, 1998**  
**12:00 P.M.**

1. HCA Aircraft Services-- Andy Button, Mark Neagley
2. Aviatron -- Phil Guerre
3. Marketing -- Airline Managers
4. RFP's/Contracts
5. Interspace Contract
6. Terminal Furniture -- FFF



## EXECUTIVE SUMMARY

Reports will not be available due to the early meeting date, however, an expense/revenue year end projection will be presented, including the project budget update. A second meeting this month will be scheduled for Monday, June 29, 1998 in accordance with the City Charter in order to appoint the Director for next year.

1. **HCA:** The default letter has been sent. The cure date is June 30, 1998. Discussion as it relates to zoning changes. See enclosures.

2. **AVIATRON:** A request has been received to provide General Aviation aircraft maintenance in Building #6. Requires Commission approval.

3. **MARKETING:** I will be meeting with the Airline Managers on Thursday to discuss the Airport's concern relating to Manchester Airport, to hear their perspective and to discuss a marketing partnership. I have asked their presence at the meeting to discuss this issue.

4. **RFP'S/CONTRACTS:** Final review and adoption of Commissioner inputs on parking and traffic control/customer service.

5. **INTERSPACE:** Final review and adoption of the contract.

6. **TERMINAL FURNITURE:** Presentation of recommendations for furniture purchases.

### FOLLOW-UP

1. **HCA:** **JJ** confer with counsel as to attending the So. BTV planning commission mtg on Mon Jun 8, 1998. **JJ** follow-up with counsel re: change to the FBO lease relating to repair dollars.
2. **INTERSPACE:** **JJ & Tammy** complete negotiation with Steve Shipple. Commission direction is buyout, no soffit advertising, however, Interspace to submit a design draft, \$60,000 guarantee.
3. **RFP'S:** **Tammy**, advertise them.
4. **FBO R&R'S:** **Tammy**, publish new rates. **JJ** advise Valley of commission decision.
5. **TIP:** **BOB**, follow-up on SOD placement and monies.
6. **FURNITURE:** **JJ** schedule a mtg with Dick and Mike Cain.
7. **TENANT MEETING:** **JJ** find a date. **Tammy**, advise tenants of the date.
8. **MARKETING:** **JJ** advise Hays Group no marketing program.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MAY 11, 1998**  
**12:00 P.M.**

**REGULAR SESSION:**

**AGENDA:**

1. Valley Air Services (Valley West Lease)
2. FY'99 Budget
3. Monthly Statements and Reports
4. Chittenden Taxi Corp (Paul Robar)
5. Police Services Contract
6. Parking Garage Management Contract
7. Interspace Advertising Contract
8. Chamber Of Commerce Contract
9. Public Assistance/Traffic Control RFP & Contract
10. Satellite Parking RFP & Contract
11. Land Acquisition Grant Acceptance
12. AFSCME Grievance Hearing
13. Marketing Program
14. Terminal Improvement Project
15. Ribbon Cutting Ceremony
16. Manager's Report



## EXECUTIVE SUMMARY

I realize this is an extensive time consuming agenda. The objective is to finalize RFP'S and contracts in order to meet a July 1, 1998 schedule. For planning purposes, I expect the meeting duration to be four hours. Lunch of course will be provided. Your time is greatly appreciated.

1. **Valley Air Services:** Andy Button and Valley's attorney will be in attendance to discuss the Neagley/Chase situation. See enclosed correspondence. I recommend the meeting to begin in executive session.
2. **FY'99 Budget:** Huck reviewed the budget with staff. He will present the findings.
3. **Reports:** The Hertz receivable has been resolved. Their properties Director assumed that the CFC replaced terminal rents. Poor assumption. They now understand and will remit payments.
4. **Chittenden Taxi Corp:** Paul Robar will request that the \$0.50 pick-up fee be waived when he is contracting with the Ramada for Flight Crew transport. The Ramada used to provide its own courtesy vehicle to transport flight crews, but now contracts with Mr. Robar. I do not recommend a waiver. He is not providing the courtesy, he is under contract using his contract carrier license. Airport rules/regs stipulate that contract carriers pay a \$0.50 pick-up. Tammy will review with the commission before hearing from Mr. Robar, the differences between the two types of carriers.
5. **Police Services Contract:** See enclosed. I have estimated the actual costs to the City for services including a 10% overhead. I have heard that the City would like \$250,000.00. Discussion as to the amount to offer and the term.
6. **Parking Garage Management Contract.** See two enclosures. 1) legal opinion, 2) draft contract. The City has agreed to the formula.
7. **Interspace Contract:** Mailed under separate cover. Review of terms, and contract resolution, to include Exhibit A (advertising space allocation). Exhibit A review at meeting.
8. **Chamber Contract:** Mailed under separate cover. Review of terms, and contract resolution.
9. **Contract for Terminal Front Traffic Control and Public Assistance/Customer Service:** Mailed under separate cover. Review and finalize the draft RFP and contract.

10. **Satellite Parking:** Mailed under separate cover. Review and finalize the draft RFP and contract.

**11. Land Acquisition:** Grant requires approval of the commission in order to forward to City Council for resolution. Review of program with the Engineer at the meeting.

**12. AFSCME Grievance Hearing:** See enclosed history and job description. The Union President will be in attendance, in accordance with union/city procedures. Joe McNeil will be in attendance as counsel for the Commission.

**13. Marketing Program:** The Chair will introduce Matt Hayes, of Hayes Group, who will present options on how best to set up an Airport marketing/advertisement program. Discussion as to how to thank our customers for the impact during construction and how to stem possible erosion due to the increase in low cost air fares out of Manchester N.H.

**14. Terminal Improvement Project:** Review of design and schedule for completion.

**15. Ribbon Cutting Ceremony:** Have been advised, that, for several reasons (to be discussed at the meeting) the project will not be substantially complete in order to conduct a ceremony June 19, 1998. The project will be substantially complete, if not totally complete to schedule a ceremony for the week of July 20, 1998. At this time I would recommend July 24, 1998. Discussion.

**16. Manager's Report:**

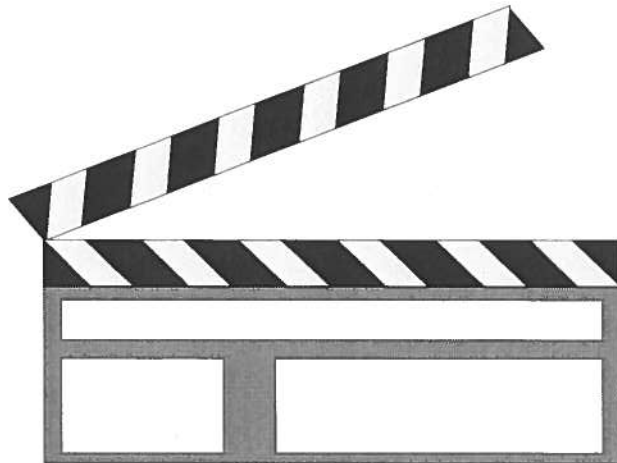
1. **SH&E:** See enclosed.
2. **Demers Hangar Lease:** See enclosed.
3. **Eric Chase Hangar Lease:** See enclosed.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MARCH 6, 1998**  
**12:00 P.M.**

**REGULAR SESSION:**

**AGENDA:**

1. Interspace Advertising Contract
2. Off Airport User Fee Resolution
3. Computer Purchase
4. DPW Parking Contract
5. Police Contract
6. Terminal Improvement Project (TIP)
7. FY'99 Budget
8. Manager's Report



## EXECUTIVE SUMMARY

1. **INTERSPACE:** The language that guarantees payment of \$70,0000 from Interspace to support the Chamber Welcome Center is now in place. The remaining document in this partnership, which is still being drafted, is the agreement between the Airport and the Chamber. A presentation regarding advertising locations within the terminal is required. Staff has concerns with some of the locations.
2. **OFF AIRPORT FEES:** Counsel will be in attendance to further brief the commission on the resolution. The reason is to discuss the recent litigation at Bangor International Airport wherein the court ruled in favor of the off airport car rental agency.
3. **COMPUTER PURCHASE:** The upgrading program to the airport's eight year old system will be presented for commission approval. The program has been reviewed by Mike Cain, which has his support.
4. **DPW PARKING CONTRACT:** Executive session is required to discuss this contract.
5. **POLICE CONTRACT:** Executive session is required to discuss this contract.
6. **TIP:** On going discussion by the Architect and CM pertaining to schedule and budget. The CM has advised that costs have escalated due to steel design issues. Staff is awaiting input from the CM in order to determine if there is an adverse impact to the budget.
7. **FY'99 BUDGET:** Enclosed for review and discussion.

## MANAGER'S REPORT

1. **DEVELOPMENT ISSUES:** Planning continues for the construction of the Pizzagali/Demurs hangar. Meeting with the District regarding permitting for the ledge removal. Meeting with representatives of Husky regarding their Aviation needs. (I will be addressing one issue, in that regard, in executive session.)

2. **AIRLINES:** I am meeting with USAirways properties and scheduling Directors in Wash D.C. next Wed. I am not in a panic mode, however, with the inclusion of MetroJet into Manchester, I feel it important to discuss the relationship between USA and Burlington.

3. **MASTERTECH:** Evertt MacArthur has discontinued business in building six, however, much of his inventory remains. I have changed the locks to protect our interests. We are pursuing legal means to recover past due rents. The schedule is to have Aviatron in the building by April 1.

4. **TRAVEL:** As the Commission is aware I reduced my normal travel schedule to conferences the last two years due to the business at hand and for budgetary purposes. I also will not be attending this years National AAE conference. Instead I will attend, along with counsel, a legal issues seminar conducted by Airports Council International on **Structuring and Drafting Airport Agreements to Maximize Non-Airline Revenues**. The seminar is in Monterey, Ca. April 1-4. I will only attend the first two days. I feel this topic is more focused to our present needs than the AAE conference, and should prove to be valuable and effective information. The cost is approx. \$3000.00, which is budgeted and available.

### Added items at the mtg

1. crack sealing
2. taxi cab issue
3. parking rates

## FOLLOW-UP

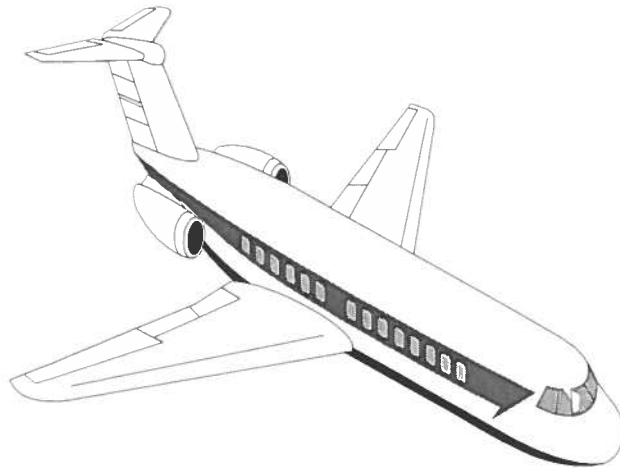
1. **INTERSPACE:** **TAMMY** work with the commission sign committee. **JJ** determine the chamber contract length to be 1, or 3 years.
2. **OFF AIRPT FEE:** **JJ** work with Tammy and counsel to develop a paper trail for the reasoning behind the fee. Provide at nxt ABC mtg. (BOND HOLDERS/GRANT ASSURANCES).
3. **COMPUTERS:** **TAMMY** order them.
4. **PARKING CONTRACT:** **JJ** work with the Chair on a letter to the Mayor. ie: use formula or lose contract. Coordinate with Chair on Mar mtg with Mayor and Brendan in attendance and possibly the finance board.
5. **POLICE:** **JJ** issue RFP for traffic movers.
6. **TAXI:** **RICK** develop a plan to improve service and appearance. Need preliminary rept week of 23 Mar.
7. **PKNG RATES:** **TAMMY**, cnx the surcharge in the garage. **RICK** set a mtg with Jim Brown.
8. **BUDGET:** **TAMMY**, final review with **JJ**. Mail to commission yr-yr comparison.
9. **CRACKS:** **BOB** requisition the job.
- 6.

**AGENDA**  
**BOARD OF AIRPORT COMMISSIONERS**  
**FEBRUARY 5, 1998**  
**4:00 P.M.**

**REGULAR SESSION:**

**AGENDA:**

1. Municipal Planning Organization (MPO)
2. Monthly Reports
3. Building Six Occupancy
4. New Hangar Construction
5. Underground Telephone Line Installation
6. Off Airport Parking Fee
7. DPW Parking Contract
8. Terminal Improvement Project
9. Manager's Report





## EXECUTIVE SUMMARY

1. **MPO:** Peter Plumeau is the new Executive Director of the MPO. In that transportation projects, including our AIP, must be included within the regions transportation improvement program (TIP), he would like to be introduced to the commission. He wants to ensure good relationships.
2. **MONTHLY REPORTS:** Nothing out of the ordinary.
3. **BUILDING SIX OCCUPANCY:** Joe Farnham will be in attendance to brief the commission on the continuing process of recouping past due rents from Mastertech and eviction procedures. Evert MacArthur was to have submitted a plan detailing the manner in which he would discharge his financial responsibilities, which has not been received. He was advised to vacate the building as of Feb 1, yet has not. Regarding future lease options for that building, find enclosed letter of intent.
4. **NEW HANGAR:** Angelo Pizzagalli and Dennis Demurs are interested in building, this year, a 10,000 sqft hangar for the purpose of storing and maintaining their own corporate aircraft, with the potential of renting space to other corporate owners. I have met with Angelo to discuss lease arrangements. He would also be interested in the Airport providing the capital, with a ten year lease and a ten year option. The financial study has begun as well as the sight location.
5. **UNDERGROUND TELEPHONE LINE INSTALLATION:** Valley Air wants to install lines connecting their east and west operation. To facilitate costs, they are asking to place the lines underground from the hangar in the valley to the general aviation terminal building.
6. **OFF AIRPORT PARKING FEE:** Bill Ellis advises that the 12% fee proposed by the commission for the off airport parking fee most likely would be litigated and lost due to the amount. He suggests a percentage of 10 or less, based upon court rulings relating to parking.
7. **DPW PARKING CONTRACT:** Discussion as it relates to what DPW forecasts as their expenses to operate the garage, that will not

be compensated with the present formula.

**8. TIP:** Architect and contractor will be in attendance for update briefing.

**9. MANAGER'S REPORT:**

**1. ICE STORM COSTS:** Projected to be in excess of \$45,000.00, all of which should be reimbursed by FEMA. Inspections and reports are being accomplished.

**2. ALTERNATIVE TRANSPORTATION STUDY:** Wilbur/Smith Associates have been hired by the MPO to undertake the study. City council has been advised. Projected completion date is Sept '98.

**3. ILS:** Runway 33 has proven its worth. Runway 15 final check for approach lites is scheduled for Feb 6.

**4. '99 BUDGET:** Preliminary draft is to be forwarded to the City Feb 9. Commission interface with management in preparation of final draft requires discussion.

**5. OFFICE ASSISTANT POSITION:** The City's Personnel Committee disagreed with the grade level that was supported by the commission. Request Executive Session to discuss.

**6. LAND ACQUISITION:** The Free Press published a report stating that the Airport had received a grant of 1.4 mil for land acquisition which has put the cart before the horse. It generated several calls, in that, the Airport had not talked with the landowners. The houses in question on Shamrock Rd and Airport Dr are part of the acquisition program. We have since advised the owners of our intent.

**7. BANGOR/BURLINGTON INITIATIVE:** I am chairing a committee of agencies from Bangor Airport, and the State of Maine and Vt. The purpose is to establish a connection to Toronto, that would have benefit to the region and State. In discussions with Bangor, it was evident that there is potential for a BGR-BTV market that would further entice an airline to provide the

Toronto service. I have preliminary input that Maine and Vt will partnership to pay costs related to marketing the airlines, and that Vt along with a partnership with tourism and ski industries just may provide subsidies. This initiative will also address the International market into BGR. I have begun a preliminary discussion with some airlines. The feed back from United Express is very positive.

**added agenda at mtg time:**

1. Interspace and Chamber Contracts.
2. Police Arbitration
3. CO Exp emb-145

#### FOLLOW-UP

1. **BLDG SIX:** JJ proceed with lease negotiations with Aviatron. Advise counsel of pending lease and operating agreement for sub-leasee.
2. **MASTERTECH:** JJ fwd ltr to MacArthur after receiving his. Continue work with counsel on attachment.
3. **NEW HANGAR:** JJ convince Angelo that original site is workable and preferable to Airport. Advise him that Airport will not finance construction.
4. **VALLEY AIR:** JJ advise Andy of approval of underground line installation. Coordinate with counsel re: any required paperwork.
5. **OFF AIRPORT PARKING FEE:** JJ advise counsel of change to 8%.
6. **DPW PARKING:** CHAIR set mtg with Mayor. JJ follow-up and attend mtg.
7. **ADVERTISING CONTRACT:** JJ complete contracts. Discuss with Chair for approval.
8. **ARBITRATION:** JJ brief Mike Cain.
9. **ABD CHAIR POSITION:** JJ check with counsel on legality of SO BTV rep being chair.