

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, DECEMBER 16, 1999
4:00 P.M.

PRESENT:

Bobby Miller, Chairman
Michael Flaherty
Huck Gutman
Gordon Watson
Hinda Miller

John J. Hamilton
Tamara S. Gagne
Richard Varney
Raymond Piche
Robert McEwing

Madeleine Porter - Commencers & family, Doreen Kraft & Dean Bloch- Burlington City Arts, Carl Tortolano & Stephen Berardo - Edwards & Kelcey

Mr. Gutman expressed the appreciation of the Commission and Airport for the years of service provided to the City and Airport by Maggie Porter dba Commencers and presented and read the plaque approved and created for her.

TERMINAL ART DISPLAY:

Doreen Kraft of City Arts advised that she is involved with looking over designs for the new terminal concourse and evaluating the existing terminal space for terminal art displays or incorporation. She indicated that the following areas were desirable for development; over ticket counters (3 large panels), mezzanine, a changing exhibit in the departure lounge (handled separately) and small children's art area on back side of vending area on first floor and 2nd floor prow. Ms. Kraft then suggested that the airport designate 1% of its annual budget for a maintenance fund. Ms. Kraft requested that the commission establish a subcommittee to join their committee ("PART") to discuss display implementation and purchases, to begin as soon as possible. Discussion. Mr. Gutman indicated his "surprise" in that the Airport intent was to provide space for rotating art - not to buy art that three years from now would be "stale". Discussion. Mr. Bloch questioned whether the rotation could be on a basis that is a few months for some displays and a three-five year rotation for others. Discussion. Mr. Gutman again reiterated his concern for losing track of the intent for working with City Arts, that being to allow for the display by a wide variety of VT and local artists. Discussion. Ms. Miller volunteered to serve on the sub-committee. The City Arts representatives left the meeting. Mr. Gutman suggested that a portion of funding for the new terminal be set aside - 1% of budget. Mr. Hamilton advised that allocation of funding to

TERMINAL ARTS PROGRAM (cont.):

incorporate thoughtful art into the design of the new concourse is already a part of the program and is an allowable expenditure. However, he advised that the use of an airports' operating budget to buy or otherwise maintain a program that is not aviation related would not be an allowed use under Federal guidelines. Discussion.

EDWARDS & KELCEY PRESENTATION:

Carl Tortolano & Stephen Berado presented the airline ticket lift study and its analysis. Mr. Berado discussed the highlights equating to the reason for the ticket lift and usefulness of the information. The study was intended to determine where passengers were going, which airports (geographically) are competitors and what level of service is available or missing. Burlington has been a stable market for several years with the only change being a shift to regional carriers. A specific goal of this study was to analyze the traffic being lost to Manchester as result of low cost air carrier - Southwest (June '98). The report shows no decrease in traffic at Burlington to Manchester. Interpretations and presentation by Mr. Berado with recommendations for BTV to attract Delta Express & Metrojet. Discussion.

PARK & SHUTTLE:

C.A.H. Services, the Park & Shuttle operator, was asked to report to the Commission after they had operated the parking facility for six months under the revised payment schedule. A twelve month financial statement has been submitted reflecting an operating loss for C.A.H. Services. Mr. Curtis Hennigar is scheduled to attend the January commission meeting. Mr. Gutman requested that a summary of the last six months be provided at that time.

UNITED AIRLINES SPACE REQUIREMENTS:

Mr. Hamilton advised that United Airlines has requested reassignment of space from their present area in the lower lobby, to the vacant ticket counter and operational/baggage makeup area presently occupied by terminal maintenance. Their present area has become too small for their operation. United would assume all costs of the move. Mr. Hamilton also advised that he does not believe this reassignment of space to have any impact on future potential new airline operations. The change does not provide a significant increase in make-up area, but will satisfy the need for additional ticket counter space.

Mr. Gutman made a motion to approve United Airlines request for terminal ticket counter space reallocation as described. Second by Mr. Flaherty. All were in favor.

PRATT & WHITNEY:

Motion by Mike Flaherty to enter executive session to discuss lease and contract negotiations, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 5:40 p.m.

Meeting resumed regular session at 5:50

Mr. Flaherty made a motion to approve the **minutes of November 18, 1999**. Seconded by Mr. Gutman. All were in favor.

Motion by Mike Flaherty to approve the **November warrant** as presented. Seconded by Huck Gutman. All were in favor.

MANAGER'S REPORT:

A **revenue bond** meeting was conducted on December 3rd with all team players in attendance. A schedule was formalized to complete all work in time for an April-May bond sale. There will be conference calls and trips to Boston and New York during the next four months to complete required bonding documents.

The VT Department of Environmental Conservation has issued a determination that the North-South Hangar sites are eligible for a designation of "Site Management Activity Completed", thereby concluding the testing and work conducted at those sites to monitor and remediate **environmental** concerns.

Mr. Gutman expressed the Commission congratulations to Bob McEwing for his diligence regarding the north and south hangar environmental site clean up.

South Apron Project (SAP) Storm Water Permit: Due to the Agency of Natural Resources (ANR) unfamiliarity with the type of drainage system engineered for the South Apron Project, the permit they have issued would require the Airport to spend at least \$10,000/yr in testing. The Engineers are working with ANR to reduce the amount of required testing through education, since this is the first of its kind in the State. This technology is in use and well known throughout the industry and there are in excess of 1000 systems in use. Legal is aware of the situation, and will be called upon if necessary.

MANAGER'S REPORT (cont):

Concourse gate assignments have been discussed with all airlines. As expected, there are conflicts. As previously advised, the airport will be working with a terminal planner as to options available in establishing proper assignments. The Chair will be sitting on this committee.

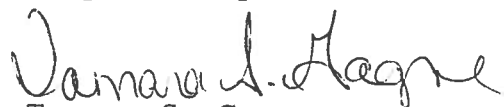
Millennium Airshow: Jim Parker of Parker Aviation reports that he was successful in acquiring the USAF Thunderbirds. Thunderbird Seven is scheduled to meet on December 19th for orientation. Thunderbird Seven is flown by a local Burlingtonian, Choccy Savaris. Mr. Savaris' parents operate a local Greek restaurant.

All airline managers and a minimum staff will be at Airport New Year's Eve through New Year's day to ensure or react to **Y2K** issues by performing a multitude of check lists. The Airport will be providing a food outlay during that time. The Airport also has a list of items to check and report to the FAA, none of which have a Y2K relationship. ie: all snow removal equipment must be started to ensure operation, despite fact that they are not date or time sensitive.

A meeting was held with the Mayor and the So. Burlington City Council Chairperson on December 7th to discuss the political ramifications and a strategy regarding **land acquisition** along the west side of Airport Drive between White St. and Airport Road. This meeting was a result of a perception that the City of Burlington was becoming a land monger by indiscriminantly buying up properties within the City of So. Burlington. In order to clarify the Airport's land acquisition program (LAP), a presentation will be made to the Commission in January. It has been requested that once the Commission has approved the LAP, that it be presented to both the Mayor and the So. Burlington City Council Chair for their adoption, thereby showing one common unified voice.

There being no further business, a motion to adjourn was made by Mike Flaherty. Seconded by Huck Gutman. All were in favor. Meeting adjourned at 6:00 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, NOVEMBER 18, 1999
3:30 P.M.

PRESENT:

Bobby Miller, Chairman
Gordon Watson
Huck Gutman
Michael Flaherty
Hinda Miller

John J. Hamilton
Tamara S. Gagne
Robert McEwing

The meeting was called to order by the Chairman, Mr. Miller at 3:40 p.m. with all of the above present.

MINUTES:

Motion by Mr. Gutman to approve the minutes of October 12, 1999 with a grammatical change to a portion of the manager's report. Seconded by Mr. Watson. All were in favor.

Hinda Miller, newly appointed Commission member, entered the meeting.

OPERATING STATEMENTS:

A review and discussion of the October operating statements occurred.

Motion by Mr. Gutman to approve the October warrant as presented. Seconded by Mr. Watson. All were in favor.

Commissioner Flaherty entered the meeting.
Jim Miller of Interspace entered the meeting.

ENGINEERING SERVICES:

Bob McEwing provided a briefing re: Webster Martin negotiated engineering services. He further detailed the scope of projects for which Webster Martin is contracted; **a. North hangar:** In order to close out the environmental issues related to the North and South hangars, the airport is connecting the floor drains in the north hangar and the oil water separator to the South Burlington sewer system. Engineering/permitting associated with this project is estimated at \$6,000. **b. Rock Ledge Development:** The Airport is in the process of developing plans for the removal of an additional 700,000 cubic yards of rock and sand in the overlook area. Engineering services associated with this phase 2

ENGINEERING SERVICES (cont.):

rock ledge removal project, including coordination with Act 250 and South Burlington are estimated at \$29,200. Clarification re: Webster Martin vs Dufresne-Henry. Rock ledge development changes went to South Burlington on Tuesday. Huck questioned how the contract amounts are reached. Bob advised that an estimate of hours is discussed and measured with an appropriate hourly rate. Cost of contract is based on actual time.

Motion by Huck Gutman to approve the Dufresne Henry dba Webster Martin engineering services contracts as described above. Seconded by Mike Flaherty. All were in favor.

HANGAR ROOF REPAIRS:

Mr. Hamilton reported that the Continental Express Hangar roof is in need of repair. Mr. Hamilton advised that the roof was put on in 1985 and that there has been continued patching over years, but that a 'patch' will no longer suffice. Three proposals were received with Evergreen Roofing being the low bidder at \$97,560. Mr. Hamilton also reported that Mr. Miller has reviewed the proposals and agrees with the method of repair. Discussion.

Motion by Mr. Gutman to approve the low bid by Evergreen Roofing to repair the Continental Hangar roof. Seconded by Mr. Flaherty. All were in favor.

INTERSPACE - JIM MILLER:

Escalator remodeling presentation provided. Interspace offered to invest capital to re-do the escalator with a different theme to welcome people to area. The artwork would change on a seasonal basis with the expense born by Interspace. Mr. Miller advised that the anticipated costs to renovate were \$20,000. The three client backlit would provide revenue generation of \$28,000 and the two client \$20,000. Discussion. Presentation of backdrop materials. Ms. Miller liked the three client look. Huck suggested exploring holographic imaging. Discussion. Bobby concerned about advertising and it overpowering the picture. Discussion. Ms. Miller requested an actual photograph of other developments that Interspace has implemented. Interspace tasked with providing additional information such as a realistic mock-up and real pictures of similarly developed sites.

MANAGER'S REPORT:

The manager's report was presented in writing with the following items highlighted in oral format;

Requests for **qualifications for appraisers** to be issued in coming week, per FAA guidelines. The appraisers will be selected on qualifications only. An **RFQ** will also be issued for an economic study and hydrology study **for south east wetlands**.

A car rental manager's meeting was held on November 19, 1999. The primary presentation was for the airport plans and potential increase to customers base due to jetBlue arrival. Car rentals expressed concern regarding available ready and return lot spaces. Discussion. Huck suggested that the South Hangar ramp be used for car rental vehicles. Discussion.

Jesse Beck, Alex Halpern of Freeman, French & Freeman and Richard Varney (Airport) entered the meeting.

Bond feasibility consultant proposals were solicited and have been received. Proposals were received from Leigh Fischer and Unison and Airport is waiting for response from S,H&E.

USAIRWAYS has advised that they will terminate their in house aircraft maintenance and cleaning in January, replacing it with contracts. The affect of this departure upon their leasehold in Building 880 has not yet been determined.

The level two environmental assessment study of the **Roberts property** is complete. There are no environmental issues. The Airport will proceed with a closing date.

The request is still in for DPW to evaluate the **garage parking rates**. It is imperative that a decision is reached soon regarding rates since any reduction to present revenue levels will need to be disclosed for bonding purposes.

The selection of **LARO cleaning services** appears to have been a competent choice. The terminal received a thorough start up cleaning and has remained in top shape.

The City of Burlington has been notified that it will be subject to a **handicap (ADA) access** inspection in February. City assigned personnel are examining compliance issues with each department. A meeting was held on November 15, 1999 and the Airport will be addressing any issues it may have regarding compliance.

SOUTH END TERMINAL PROJECT (STEP):

Bob McEwing advised that the ramp portion of project (phase I & II) is complete. Mr. Beck provided an explanation of the value engineering negotiations conducted between Airport and his firm. He then advised that the schedule was for a 3-4 month procedure to get bids on final design. The project budget is \$4,000,000 with a 5% contingency. Huck questioned the number of gates that will be available w/new terminal. Explanation by Bob that there would be a total of nine (9) gates. Mr. Gutman does not want to be in position that in a couple of years additional gates would be needed. Bob explained that we could not justify any additional gate area at this time, but that additional expansion to south end could occur and is possible. Mr. McEwing then explained the permitting process. Mr. Gutman also expressed concern that meters/greeters want to see out to the planes. Presentation of 3D terminal display. Mr. Gutman questioned whether there is City arts display incorporated into design and was advised that they have been contacted in this regard. Mr. Hamilton advised that he required Commission discussion and approval to proceed with the design and development of the second level. Mr. Gutman expressed his opposition to the second level office space allocations. Discussion. Mr. Gutman requested a study of the second level options for public viewing.

Motion by Gordon Watson to approve construction of second level plans to enclose and outfit up to max of \$400,000. Seconded by Mr. Flaherty. Motion passed in favor. Ms. Miller abstained.

Motion Mike Flaherty to enter executive session to discuss land acquisition, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Miller. All were in favor. The meeting entered executive session at 5:35 p.m. with all parties except Commissioners excluded.

The meeting resumed regular session at 5:55 p.m..

A discussion regarding the December monthly meeting dates occurred. No meeting date set.

There being no further business, Mr. Flaherty made a motion to adjourn. Seconded by Mr. Gutman. All were in favor.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
OCTOBER 12, 1999
4:00 P.M.

PRESENT:

Bobby Miller, Chairman
Huck Gutman
Gordon Watson
Michael Flaherty
Linda Gibson

John J. Hamilton
Tamara Gagne
Richard C. Varney
Robert McEwing

Alex Halpern - Freeman, French & Freeman, Adam Lisberg -
Burlington Free Press

The meeting was called to order by the Chairman at 4:00 p.m..

Mr. Gutman made a motion to add the following items to the agenda; 1) consideration to rescind a prior meeting motion in which public relations funds were made available for Director of Aviation use to participate in local charity events, 2) funding item in support of a regional transportation issue and 3) expenditure of funds to the local food shelf. Mr. Hamilton also requested that a full briefing of the Airports' recent land purchases be added to the manager's. Seconded by Mr. Flaherty. All were in favor.

SOUTH TERMINAL EXPANSION PROJECT (STEP):

Mr. McEwing provided a briefing to include the history of the original commuter concourse design (covered walkway) to the existing proposed structure. He explained that the change has been a result of new and expanded regional jet service, the imminent arrival of new air carriers and existing demand. Mr. McEwing also indicated that peak hour demand determines the number of square footage required for the existing and forecasted operations and that the new terminal concept is designed only for that demand. Mr. McEwing then explained that the second level of the proposed terminal is suggested for airport operations office and control center, additional airline station manager offices, and expanded restaurant facilities. Mr. McEwing also advised that the second level could not be built by PFC revenues and would have to be an airport capitalized project, at an estimated cost of \$300,000. Discussion. Mr. Gutman expressed a concern that the second level addition information is coming to the Commission 'after the fact'. The staff advised that the second level has been conceptualized by the architects and planners, but that the Commission presentation in this regard is beginning with

STEP (cont.):

the information presented this date. The staff has digested and considered the need and impacts of a second level addition and believes there to be many uses for same and explained the current and future needs for additional offices. Discussion. Huck indicated that he would prefer to see more planning on paper.

Alex Halpern left the meeting.

MARKETING PROGRAM:

Mr. Hamilton indicated that he was continuing to gather and receive marketing plans and marketing RFP's from other airports and requested Commissions' thoughts with regard to marketing. The Commissioners responses were to leverage the airports' marketing monies by piggybacking with the State Tourism department, to consider the traveler, VT public and the airlines when thinking about marketing, and to continue to train ourselves regarding marketing opportunities. Mr. Hamilton suggested that the Airport create a RFP to hire a part-time or contracted employee with expertise in marketing and public relations in order to provide input to the Commission regarding the allocation and spending of its marketing monies. Ms. Gibson suggested that the Commission agree upon an established goal. Mr. Gutman suggested that the State and Burlington Airport should be marketed to the international traveler, that the airport should market in and to the community and last to market the airport to existing and new airlines to get better service. Mr. Miller questioned whether it was really the Airports' job to get people to the area or only to provide a facility to accommodated them. Discussion re: leadership role versus a partnering role. Ms. Gibson indicated that the community should be first priority for the Airport, airline marketing as second and interstate (or international) business third. Discussion.

Mr. Gutman made a motion to spend \$30,000 of the \$150,000 public relations budget on a once or twice daily bus service from Burlington north end to local grocery stores. In addition Mr. Gutman distributed a one page motion regarding contribution of airport funds to the Chittenden Emergency Food Shelf (attached). Mr. Gutman indicated that he felt it would be a legitimate use of airport revenues under FAA criteria and would educate people about public transportation. The Commission questioned the reality of whether CCTA could provide such a service, the feasibility for it to be done for the proposed amount, and the understanding that the service already may exist. Mr. Flaherty suggested that CCTA needs to be consulted in this regard before consideration can be taken. Huck questioned whether the

MARKETING (cont.):

Commission could agree to poll the community (conduct a survey) while the CCTA portion is investigated. (Rick Varney left the meeting). Ms. Gibson suggested that transportation from Union Station directly to Airport be provided. Discussion regard viability and whether public would use. At this time, Mr. McEwing advised that, to the best of his understanding of the Federal regulations, that use of Airport revenues in this manner are not legal. Mr. Gutman vehemently opposed that thought process. Discussion. Motion and discussion tabled until a legal opinion could be provided. Second motion tabled on same basis.

Mr. Gutman made a motion to reverse the decision of August 19, 1999 regarding the expenditure of up to \$1,000 from public relations funds on charitable events. Seconded by Ms. Gibson. Mr. Gutman expressed his concern that the prior motion was inappropriate and could create a public perception that Airport is misusing funds. Discussion. Commission members Flaherty, Watson and Miller provided examples of charitable events in which Airport Director should participate and attempted to overcome Mr. Gutman's stigma that the appearance was for the money to be a way for the Director to play golf. Mr. Flaherty expressed concern that Huck is being contrary in his rationale for support of these events in light of his desire to help the public through food shelf and busses. Discussion. The Commission asked the Director to provide information regarding the city policy in this regard. Motion tabled until clarification in that regard is provided.

LAND ACQUISITION:

Mr. Hamilton advised that he had been before the City's Finance Board for approval of land acquisitions, two of which had already been purchased. Mr. Hamilton explained that the purchases were not done to intentionally bypass the system, but rather were assumed to be covered under a previously approved grant. An additional presentation will be made to the City Council to request their concurrence on a land acquisition master plan so that properties covered under the Airport's AIP program will not "fall through the cracks". Mr. Gutman expressed concern that councilor Perry felt that she was named as sponsoring council, but was not advised that properties were already purchased. Mr. Hamilton responded that there was misinformation in the Burlington Free Press article in that regard. Explanation accepted.

SOUTH EAST QUADRANT MASTER PLAN:

Mr. McEwing advised that their were engineering services required to develop a master plan document for the activities and space available in the south east quadrant area of the Airport. Regulatory agencies were contacted to get information on the steps required to develop south end. Webster Martin dba Dufresne-Henry is the Airports' pre-qualified engineering firm that will provide engineering services to develop the required documents to satisfy the regulatory agencies questions in order to get through Act 250. The hours that have been estimated to complete this task are 450 which equates to a contract price of \$34,910. Discussion regarding the types of development that will be reflected on that plan. Mr. Gutman requested that the plan allow for maximum flexibility.

Mr. Gutman made a motion to approve the contract amount of \$34,910 to Dufresne-Henry for engineering services associated with the Airport's south east quadrant. Seconded by Mr. Flaherty. All were in favor.

LAND ACQUISITION PROGRAM:

Mr. McEwing briefed the Airport's land acquisition program history, beginning in 1984 when a noise impact study was conducted in which properties were identified for future purchase. Mr. McEwing then advised that as the Airport proceeded with its planned purchases on Airport Drive Extension, neighbors came to Airport when their properties were put on market. Some of those properties were considered and subsequently purchased. The Airport current program identifies the Roberts and Rose properties on Williston Road, a property on Shamrock Road and all of the properties on the west side of Airport Drive for future potential. Mr. Flaherty advised that the Commission needs to make a conscious decision about whether Airport Drive properties will be purchased and present a comprehensive plan to South Burlington. Discussion.

Mr. Lisberg indicated that he took exception to the accusation that his Free Press article regarding the Airports' land acquisitions and his conversation with Barbara Perry, which was quoted, was inaccurate.

NORTHLAND JANITORIAL:

Mr. Hamilton reported that Art Sealone, owner of Northland Janitorial, has requested additional compensation for his services over the past few months relative to an increase in terminal size and responsibility that was not otherwise recognized in a contract amendment. Mr. Hamilton indicated that he needed to define the justification for the additional cost and would bring back to Commission at its November meeting.

RAMP PLOW PURCHASE:

Mr. Hamilton advised that the Airport was in process of obtaining quotes from qualified vendors to provide a ramp plow attachment for existing equipment. The estimated cost is \$10,000. Mr. Hamilton advised that the bids would be available before the next Commission meeting, but that due to ordering lead time and winter operations upon the Airport, recommended that the Commission provide the Chairman with authority to award the bid when received.

Mr. Flaherty made a motion to allow the Chairman the authority to approve the final bid selection for the purchase of a ramp plow attachment not to exceed \$12,000.00. Seconded by Mr. Gutman. All were in favor.

MONTHLY REPORTS:

Ms. Gagne regretfully informed Commission that the minutes of September 19, 1999 had been lost on a corrupt diskette and that she would require additional time to re-create those minutes and possible assistance from them regarding action item motions in that there were no other notes taken.

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

MANAGER'S REPORT:

No comments were made or received on the following manager's report submitted in advance of meeting.

The **bond issue** was presented to the **City Council** at their Monday October 4 meeting. Mr. Miller, Mr. Watson and Airport staff were in attendance. The bond issue requirements and projects were well accepted. The Finance Board requested that the bond resolution, as well as the contracts for the project, be

MANAGER'S REPORT (cont.):

There was discussion at the Board of Finance relating to the acquisition of land that occurred prior to approval of the City Council. The City Attorney has drawn up a new resolution (see enclosed) that will give the Airport the needed flexibility in order to keep within City purchasing policies. A new administration procedure in order to prevent any reoccurrence has been instituted. Apologies were made to the City in this regard. Mr. Hamilton also apologized to the Commission, in that, the Commission relies on management to ensure that policies and procedures have been met prior to submitting recommendations to the City Council.

There has been no response, as yet, to evaluating the reduced rate request for the **garage fees** from DPW.

Enclosed newspaper article on the **Discover New England** initiative where New England region airports are creating a partnership aimed at helping business travelers and vacationers understand the region's travel options.

Enclosure provided from the **FAA ATC Tower** advising Airport that the local tower has received tentative approval to close the BTV tower between 0100 and 0500L.

The Airport's underlying Baal **bond rating** has been re-affirmed by Moodys.

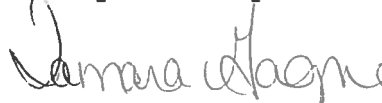
The level two environmental assessment of the **Roberts property** has begun.

Ms. Gibson announced that this meeting was to be her last with the Commission although her resignation is not officially effective until a replacement is named. She advised that she would be leaving the area on October 27, 1999.

The next meeting was tentatively scheduled for Thursday, November 18, 1999 at 4:00 p.m.

There being no further business, Mr. Gutman made a motion to adjourn. Seconded by Mr. Flaherty. All were in favor. Meeting adjourned at 6:15 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, SEPTEMBER 2, 1999
3:30 P.M.

PRESENT:

Bobby Miller, Chairman
Gordon Watson
Michael Flaherty

John J. Hamilton
Tamara Gagne
Robert McEwing

Adam Lisberg, Burlington Free Press

Mr. Miller called to order the special interim meeting of the Board of Airport Commissioners at 3:30 p.m.

Mr. Hamilton advised that although the intent of the meeting was for the Commission to discuss its marketing plans, he feels it appropriate and necessary to provide the facts associated with the most recent Burlington Free Press articles.

Mr. Hamilton explained that the vehicle to which the Free Press referred in their "Derby Car" article is an airport vehicle that, due to exorbitant maintenance costs was deemed surplus property. It was subsequently offered to the City of Burlington Department of Parks & Rec and used for a period of time and then returned to airport for our use in the tri-annual fire and rescue certification exercise. The maintenance employees were directed to prepare it for the same by removing all glass, seats and interior fixtures. Last year the Airport owned a similar type vehicle that was of no value. Its' purchase was requested by an Airport employee so that it could be used in the annual Champlain Valley Fair derby. The approval to purchase and use airport maintenance facility after hours to create the car was thought to be of benefit to employee moral and therefore granted. Based on previous year activity, the Director of Maintenance requested permission to use the certification exercise vehicle in this year's derby and was denied.

Mr. Hamilton then advised that Airport Engineer, Bob McEwing would define the Federal process regarding award of professional contracts to explain the Burlington Free Press article regarding award of contract without a bid process.

Mr. McEwing explained that the FAA requires that airports award contracts under Title 9 (Brooks Act) which is a condition of the airport grant agreements. An advisory circular is created for the purpose of providing direction in soliciting proposals and is built on qualification based award to contractors. In 1996 the Burlington Airport solicited for proposals to provide engineering services to the Airport for a three to five year contract period. All firms were reviewed and ranked with four firms selected for interviews. Freeman, French & Freeman, design team, were selected to provide on going design work for terminal projects. The remaining three engineering firms were selected to provide services to the Airport for the next 3-5 years. Hoyle, Tanner & Associates for airside development, Edwards & Kelcey for terminal projects, and Webster-Martin for landside, roadways and small drainage projects. When a relative project arises, the Airport and FAA consult with the engineer in pre-design to determine the detailed scope of work. The in-house engineer estimates the number of associated hours as does the engineering firm. The two parties then meet to negotiate the contract cost, ultimately receiving concurrence from the FAA. Discussion. Mr. McEwing responded to the discussion and advised that "Advisory Circulars" are mandatory and set the standards for all airports. The construction portion of all ensuing airport projects are put out to bid and follows both Federal and City policies.

Mr. Miller then posed whether Commission should consider hiring a press secretary. The Burlington Free Press is flooding the staff with requests, which they claim entitlement to, but staffing levels cannot handle. Mike Flaherty was not in agreement with a press secretary but supported need for additional staff. Mr. Hamilton suggested that a part-time staff person could be hired who also had public relations background. Mr. Flaherty responded that he did not feel it necessary nor would he support additional staff with a dedication to public relations.

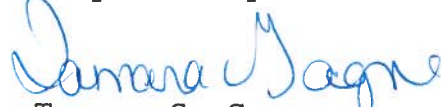
Mr. McEwing left the meeting.

A discussion of the Commissions' marketing goals and strategies ensued. Mr. Gutman indicated that the Commission should RFP for its marketing needs. He further advised that the Airport currently provides a safe, useable terminal, adequate parking, many competitive air fares to various destination and great frequency. The only missing item is that of a low cost air carrier and that is where the marketing strategies should focus - not much beyond. Discussion. Mike Flaherty agrees with component of the Chamber proposal that addresses the inbound traffic to Burlington Airport and the need to publicize the things that we do offer, as identified by Mr. Gutman. He also feels that it is important for the word to be spread, especially as it relates to a current perception that Airport does not have competitive fares and fact that travel agents are using other airports based on that perception and not necessarily comparing for each situation. Discussion.

Airport staff directed to present several RFP scenarios for Commission review.

There being no further business, the meeting adjourned at 4:20 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

BOARD OF AIRPORT COMMISSIONERS
MINUTES
THURSDAY, AUGUST 19, 1999
4:00 P.M.

PRESENT:

Bobby Miller, Chairman
Michael Flaherty
Huck Gutman
Linda Gibson
Gordon Watson

John J. Hamilton
Tamara S. Gagne

Wayne Roberts & Tim Shea - Chamber of Commerce, Paul Kaza, Emily Case & Glenn Ravdin - Paul Kaza Associates, Nils Schenholm - public

The meeting was called to order by the Chairman at 4:02 p.m. with all of the above listed present.

Mr. Nils Schenholm expressed concern re: the recent change in aircraft flight patterns and the increase in low flying commercial activity. He lives in Duxbury. He has recently contacted FAA official in Boston, MA and received information on altitudes and prescribed flight patterns. This individual advised that he must contact Airport authority. Mr. Schenholm indicated his frustration with the 'run around', and asked "Who's right is it to clutter airways?". He protested growth in general. Mr. Schenholm indicated that he was self-employed and works from home and is therefore affected on a regular basis. The Commission advised that the Airport, under their authority, has no control over air traffic and certainly no authority to prohibit same. Schenholm was advised that the 'authority' with whom he needs to direct his attention is to the Federal Aviation Administration, Air Traffic Control Chief, Mark Birch. Mr. Schenholm left the meeting indicating that he would get satisfaction and would return if that was not reached through the FAA.

Doreen Kraft of Burlington City Arts entered the meeting. Adam Lisberg of the Burlington Free Press entered.

LAKE CHAMPLAIN REGIONAL CHAMBER OF COMMERCE & PAUL KAZA ASSOC.:

Mr. Tim Shea, VT Convention & Visitors Bureau introduced himself and other 'team' members. A marketing proposal booklet was provided. Mr. Shea summarized that their proposal is that the Chamber and Paul Kaza Associates provide the Burlington Airport the appropriate marketing tools to manage airline growth, manage expansion of the Airport, stimulate the demand from out of state visitors and attract air carriers to the region. Mr. Roberts offered that the partnering with the Chamber and Paul Kaza (who currently has the State marketing program) allows for leveraging of combined funds and resources. Paul Kaza then provided an overhead presentation of the handout which detailed the types of marketing plans and tools that would be offered to the Airport. Mr. Mike Flaherty asked how and when effectiveness would be measured. Mr. Glenn Ravdin responded that measuring would be done in a number of different ways. The web site would provide the number of 'hits' to its sight, increases in traffic will be tracked, the demand and support for the cooperative advertising relative to the number of travel agents that become a part of system, and periodic surveys. Discussion. The Commission to review, list questions and consider proposal for future consideration.

TERMINAL ART DISPLAY PROGRAM:

Doreen Kraft of City Arts advised about Commission interest in establishing permanent, but free-standing displays in various areas of the terminal. Doreen expressed interest in being a part of airport development, especially related to the new project so that they can provide input into what is needed for permanent art displays. She requested being a partner in next phase of events regarding the terminal expansion project. She indicated that art plays an important role in what should be considered for the traveler. She also indicated that there is a wide variety of artists throughout the State looking for a venue to display. Discussion. Security is an issue. Discussion regarding liability/insurance. Huck indicated that Commission has some concerns/needs. The Commission feels it is important to showcase Vermont artists, that there is control over what is displayed without censorship, and regular rotation of the displays. Ms. Kraft to be invited to attend regular meetings of the terminal expansion project team and to be shown the areas that the Commission has already designated as available for development.

AMBASSADOR CONTRACTS:

Art Balfe representing **ITS, Inc.** entered the meeting for the purpose of being interviewed for the Airports' ambassador and ground transportation services contract. Mr. Balfe advised that ITS is a corporation which works with approximately 140 airports, primarily as pre-board screeners. ITS has no experience in traffic control, but feels they have the ability to handle such a contract due to their ability to handle the customer service aspect of this contract. *From where will people be hired?* Mr. Balfe advised that they would advertise and hire local people and would offer position to current employees (pre-board screeners) and will be attractive to them due to the proposed wage increase, but may be deterred by outside work. Mr. Balfe advised that they will not be cross training employees. *What will ITS look for in person to hire for that position?* The ability to perform the function by experience with dealing with people - a mock conflict resolution situation would be used during interviews, evidence of responsibility, good appearance - one that would project to the public an air of authority. *After midnight services - what guarantee for employee to stay?* Mr. Balfe response was that it could be written into the contract. *What other customer service and traffic control contracts does ITS have?* Mr. Balfe responded that there were no other ambassador contracts of which he is aware and none that he has managed. ITS has proposed 5:00 a.m. start based on current/existing perceived needs. Mr. Balfe advised that if ITS is awarded the contract he wants to get cards/leaflet of information to passenger re: rules and wants to be proactive in meeting passengers. He would also like to re-design front into separate arrival and departure areas. *What process for performance evaluation or quality control?* Response is that he would provide one-one supervision, company employee evaluations, implementation of procedures for disciplinary action, and solicit feedback from the client.

AMBASSADOR CONTRACT (cont.):

Curtis Hennigar and Patrick O'Brien of **CAH Services Inc.** entered the meeting for their interview. Mr. Hennigar indicated that CAH Services specializes in customer service and traffic control. Mr. Hennigar indicated that for this contract their focus would be on customer service by being pro-active in meeting the customer, determining their needs and having airline arrival information available to provide to the meet and greet traveler. Mr. Hennigar indicated that his staff would be supplied with radio communications and that the ground transportation officer would have a portable phone programmed with local service numbers such as hotels, transportation, etc. in order to respond efficiently to customer needs. He indicated that CAH goals are to eliminate customer complaints, improve customer service, and maintain traffic flow. Mr. Hennigar indicated that one of the factors attributing to the cost differential between his proposal and that of ITS would be noticeable in the proposed uniforms. CAH believes that the ambassador employees should look 'sharp' with crisp and clean uniforms, have uniformity, and have an appearance that commands respect and authority. They propose to hire individuals who will have appropriate customer service skills, but have the backbone to enforce the rules if necessary, to include a full time on-site supervisor. Does CAH have similar contracts? Mr. Hennigar responded that they have similar contracts, but not at airports - they provide the same types of service at hotels, garages, and similar size facilities. *plane is late and cars are circling? ambassador needs to stay late? plan?* Mr. Hennigar responded that his employees for the ground transportation contract as well as some of those from their Park & Shuttle operation would be cross trained to fill in as needed, but that the scheduled ambassadors would be assigned to stay for late aircraft arrivals. *?6:00 a.m - midnight?* CAH current proposal is to cover from 6:00 am until midnight, but has provided extra coverage between 4:30 & 6:00 p.m. because it is busy at that time. Mr. Gutman expressed a concern about the different roles that need to be addressed. *wages?* CAH to pay \$7.50 to start, \$8.75 for supervisor, \$8.00 for taxi dispatcher, no benefits.

PRATT & WHITNEY - BILL BURDETTE:

Mr. Bill Burdette of Pratt & Whitney entered the meeting and introduced himself to the new Commission members. Mr. Burdette requested that the Commission review the current ten year agreement for the P&W hangar. It is the intent of Pratt & Whitney that the Commission consider a request for a 20 year commitment with a re-amortization of the current rates over that new term. The Commission questioned the rate of reduction for which Pratt is looking. Mr. Burdette indicated that they are looking for better than 50% reduction. He also indicated that he is concerned about the P&W division in Plattsburgh and the consolidation of the two facilities to save money. Mr. Gutman requested that P&W put their proposal in writing before the Commission could consider taking any action in that regard.

Motion Mike Flaherty to allow the Commission Chairman to award the south end terminal pavement construction contract to the low responsive bidder. Seconded by Huck Gutman. All were in favor.

BCDC:

Mr. Hamilton reported that BCDC is prepared to turn over the Pratt & Whitney and Aviatron buildings with an August 26 bank closing date. Mr. Hamilton also advised that he currently had insufficient information as to how the fund transfer was to take place and with what resources. The City Treasurer continues to work on that presentation.

NORTH HANGAR ENVIRONMENTAL:

Mr. Hamilton advised that the State of Vermont will allow the closure of the environmental sites at the North & South hangars once the floor drains in the North hangar are connected to the South Burlington sewer system. They currently go to a drywell under the parking ramp. Bids have been received with the low bidder being A. Marcelino & Co. in the amount of \$20,942.

Discussion regarding the expense responsibility being that of the building owner.

Mike Flaherty made a motion to approve the **contract to A. Marcelino & Co.** in the amount of \$20,942 to connect the North Hangar floor drains to the South Burlington sewer system. Seconded by Linda Gibson. All were in favor.

REPORTS:

Ms. Gagne advised that the minutes from the July 15, 1999 meeting were not yet in their final form and cited work load and insufficient staffing to meet demands.

The July financial reports were presented for review. Mr. Gutman made a motion to approve the **July warrant** and to approve the review of the operating statements as presented. Seconded by Mr. Flaherty. All were in favor.

Mr. Hamilton advised that the Airport staff is preparing the janitorial RFP and requested a Commission subcommittee assignment to review and interview received and selected proposals. Discussion. Mr. Gordon Watson assigned to serve as Commission representative. RFP to be advertised on Monday, August 23, 1999 with a mandatory pre-proposal meeting scheduled for August 31, 1999. Bids will be opened on September 14, 1999 and reviewed for presentation to the Commission at their September meeting.

MANAGER'S REPORT:

The two phases of the **terminal development** projects are being referred to as the **South Apron Project (SAP)** and the **South Terminal Expansion Project (STEP)**. SAP construction will begin on September 15, with an estimated completion date of November 24. The STEP will begin within a few weeks of the bond vote with an estimated completion date of October 15 '00. At the September Commission meeting, the STEP team will be introduced, followed by discussion relating to project budget and design development. The bond issue presentation will be made at the September 27 City Council meeting. Materials for that presentation will be mailed to the commissioners for review.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JULY 15, 1999
4:00 P.M.

PRESENT:

Bobby Miller, Chairman
Huck Gutman
Michael Flaherty
Linda Gibson

John J. Hamilton
Tamara S. Gagne
Robert McEwing
Raymond Piche

Emily Case - Paul Kaza & Associates

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

MINUTES:

Ms. Gibson made a motion to approve the **minutes of June 28, 1999** as presented. Seconded by Mr. Gutman. All were in favor.

OPERATING STATEMENTS:

A review and discussion of the June 1999 operating statements.

Motion by Linda Gibson to approve the **June 1999** warrant. Seconded by Huck Gutman. All were in favor.

TERMINAL ART:

Walk thru to be conducted to determine space available to allocate for terminal art display.

INTERSPACE SIGN AREA ALLOCATION:

ditto terminal art

SOUTH END TERMINAL DEVELOPMENT:

Mr. Hamilton reported that a second meeting was conducted on June 7th with the bonding committee (Mayor, Treasurer, City Attorney, Commission Chair, Manager & staff). The Mayor supports a bond issue for the March election. His advice was to present a preliminary report to the Board of Finance at their June 12th meeting, provide a written communique for the August City Council meeting, and present a verbal report at the September City Council meeting. A copy of the report for finance board was presented. A discussion regarding a \$10,000,000 bond issue ensued. Mr. Hamilton advised that with concurrence to proceed with the bond issue, Commission approval of design contract with Freeman, French & Freeman (FFF), approval of a construction manager (CM), and approval of the PR document is required. Mr. Hamilton also requested that the Chairman sit on the FFF contract negotiations. Discussion. JJ advised that he and Mr. Miller attended a press conference in New York, hosted by New Air in which they announced that their official name is now "Jet Blue". They also reiterated their committment to Burlington.

Discussion - Mr. Gutman - wants to include consideration in bond issue for implementation of regional transportation alternatives study. Mr. Hamilton advised that a regional study, conducted by the Metropolitan Planning Organization, is in its final phase and will be provided to Commission.

Mr. Hamilton requested approval of a \$7,000 - \$8,000 contract to Paul Kaza Associates to prepare a presentation for City Council. Linda Gibson to sit on committee to finish the public relations contract.

Motion by Mike Flaherty to proceed with a **bond issue to city voters** in March with current request of \$10,000,000. Seconded by Linda Gibson. Discussion. All in favor.

Motion by Mike Flaherty to approve the expenditure of funds up to \$8,000 to **Paul Kaza Associates in the design and creation of a presentation** for the City Council relative to the proposed revenue bond issue. Seconded by Linda Gibson. Huck Gutman voted against. Motion passed in favor.

Mike Flaherty made a motion to approve a **contract with Freeman, French & Freeman** for the design of the south terminal concourse, with Bobby Miller presiding over negotiations. Seconded by Huck Gutman. All were in favor.

Emily Case left the meeting at 5:08 p.m.

CONSTRUCTION MANAGER (CM) CONTRACT:

Mr. Hamilton advised that three proposals were received. All of the proposing firms were deemed to be equally qualified to perform this contract with the bids as follows; DEW Construction - \$301,303, Pizzagalli - \$281,930 and Engelberth - \$279,538. Mr. Hamilton advised that the subcommittee recommendation is to award contract to Engelberth, based on their low bid.

Motion Huck to enter executive session to discuss contract negotiations relative to construction manager contract award, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Flaherty. All were in favor. Meeting entered executive at 5:10 p.m.

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

Mike Flaherty made a motion to recommend the award of the **CM contract to Engelberth** to City Council. Seconded by Linda Gibson. All were in favor.

LAND ACQUISITION:

Mr. Hamilton advised that there were three items for resolution:
1) approval to allow the fire department to burn a structure on the Shamrock Road. 2) accept the low bid of \$9468.00/structure for the demolition of four structures (\$1,514.00 airport share). 3) approve an expenditure of approx \$12,000.00 (\$480.00 airport share) for asbestoes removal. Bob McEwing made a presentation of the procedures followed in this process and advised that no bids were received to move/buy houses. The Habitat for Humanity has been asked to come into homes to be offered any contents of value. Asbestos must be removed from all houses purchased by airport prior to destruction.

Motion by Bobby Miller to approve the low bid of \$9468/structure to remove the four designated properties. Seconded by Linda Gibson. All were in favor.

Motion by Linda Gibson to approve asbestos removal under contract with the low responsive bidder at a cost of \$12,000. Seconded by Huck Gutman. All were in favor.

Mr. Hamilton advised that an appraisal price for Landerl property (corner of Airport Drive & White St.) of \$155,000 has been received. He requested approval to make offer to purchase and re-advertise the house for lease. Discussion. Mr. Hamilton explained that this property is of interest to the Airport due to its' proximity to Airport and owners current interest in selling. Mr. Hamilton also advised that there are also properties on Shamrock Road, adjacent to those that the Airport has already purchased, that are on the market and will be appraised. Huck suggested that if these houses are habitable homes then Commission should negotiate and discuss with South Burlington the need for community use in lieu of rental income and that he was willing to work on that issue.

Commission provided direction to proceed with an offer on the Landerl property.

MANAGER'S REPORT:

Mr. Hamilton reported that he and Mr. Miller were in attendance at the press conference in which **Newair** announced that its new and official name is **Jet Blue**.

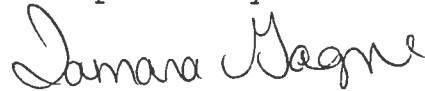
Motion to adjourn to lobby 5:37 p.m.

Commissioners toured airport facility to select areas that may be available and suitable for art displays. Several areas on second levels were identified to include 'south prow' of mezzanine, center of mezzanine and Gate 1/2 meeter/greeter area. Mr. Hamilton to contact Doreen Kraft of Burlington City Arts Department to attend next month Commission meeting.

In addition, the Commission reviewed one of Interspaces tabled requests, that being to develop the south end soffit between snack bar and ticket counters. Agreement was reached by Commission to allow Interspace to develop for advertising the lower south soffit (currently holding a clock).

There being no further business, the meeting adjourned from lobby at 5:50 p.m..

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MANAGER'S REPORT (cont.):

The Airport will require a **feasibility consultant** to produce the feasibility study that will support the bond issue. Two firms have been recommended by the City's financial consultant. Upon confirmation of work scope those firms will be contacted. Need for and schedule of interviews will be provided at next meeting.

Motion by Mike Flaherty to enter executive session to discuss contract negotiations relative to the ambassador contract. Seconded by Huck Gutman. All were in favor. Meeting entered executive session at 6:20 p.m.

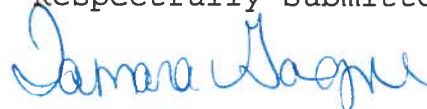
Mike Flaherty made a motion to accept the proposal offered by CAH Services, Inc. based on their interview, similar contract experience and their ability to provide the level of customer service sought by the Airport. Seconded by Gordon Watson. All were in favor.

Mr. Gutman made a motion that Commission dedicate a plaque to Commencers for her many years of service to read; "The Board of Airport Commissioners thank you for your years of dedication in assisting the travelers who have passed through the Burlington International Airport. Your efforts have greatly strengthened the Airports' role as the Gateway to the Queen City and its environs. August 1999". Seconded by Mike Flaherty. All were in favor.

Motion by Mike Flaherty to put \$1,000 in PR funds, to be controlled by Chair, to be spent on allowable charity events. Discussion. Linda Gibson suggested that all of the public relations funds be discussed in entire context instead of piecemeal. Discussion. Seconded by Gordon Watson. Discussion. Three in favor. Two opposed. Huck Gutman strenuously and vigorously opposed. Motion passed in favor.

Motion by Mike Flaherty to adjourn. Seconded by Linda Gibson. The meeting adjourned at 6:45 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MONDAY, JUNE 28, 1999
4:00 P.M.

PRESENT:

Michael Flaherty, Chairman
Bobby Miller
Linda Gibson
Gordon Watson

John J. Hamilton
Tamara S. Gagne
Robert McEwing
Raymond Piche

Channel 17

The meeting was called to order by the chairman at 4:05 p.m.

ELECTION OF CHAIRMAN - AIRPORT COMMISSION:

Tamara Gagne opened the floor for nominations for the chairman position for the Board of Airport Commissioners. Mr. Bobby Miller nominated himself. Seconded by Mr. Watson. Mr. Miller explained that he felt he could provide leadership and direction for the airport as it relates to its construction and development needs. Mr. Flaherty nominated himself explaining that he has ten years of service with the Commission with one year as its Chairman and that he serves as a connection to the legislature. There being no further nominations, the floor was closed. A vote was called for those in favor of Bobby Miller's nomination. Mr. Miller and Mr. Watson voted in favor with Ms. Gibson requesting additional consideration. Ms. Gibson then placed her vote in favor of Mr. Miller. Motion passed in favor with three ascensions. Mr. Miller took over the meeting.

JJ Hamilton explained the new format for the Commission agenda and advised that the "Old Business" items were those that had not received final Commission action and needed further consideration, but not necessarily at this or each meeting, but would remain on agendas until appropriate action is taken.

OLD BUSINESS:

Discussion regarding space in terminal for permanent *art display wall*. Bobby Miller suggested that the type of wall may be a free standing unit on the mezzanine. Tabled until next meeting to allow Mr. Gutman to participate in discussion.

Comment from Linda Gibson that she would like to have the minutes of the meeting as the first agenda item. They are currently included under monthly reports. Suggestion accepted as provided.

Mayor Peter Clavelle entered the meeting. Due to his presence Mr. Miller adjusted the agenda to act upon the new business item of director appointment.

Motion by Linda Gibson to enter executive session to discuss personnel matters, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Watson. All were in favor. The meeting entered executive session at 4:20 p.m.

Open session at 4:40 pm..

DIRECTOR OF AVIATION APPOINTMENT:

Motion by Mike Flaherty to reaffirm the May vote of the Commission to re-appoint Mr. John Hamilton for a three year period as the Airports' Director of Aviation. Seconded by Mr. Watson. Discussion. The Mayor indicated that he is recommending one year appointments, for this department head, as well as others, but will respect the Commission decision, having been made prior to the instruction in this regard. He also gave a commendation to the Commission regarding their layout for evaluation of the department head. The Mayor then reminded Commission and Director that increased communications is a key goal that he wants to see accomplished. The Mayor then expressed a desire to have a future discussion on how we can expand capacity of the airport, but not necessarily by personnel expansion, but by increasing marketing and economic development of airport. The Mayor indicated that he was fully supportive of the increased terminal phasing and airport expansion projects. All were in favor. JJ thanked Commission and Mayor for the appointment.

Mayor Peter Clavelle left the meeting @ 4:50 p.m.

Mr. Miller requested a 10 minute break.

Meeting resumed at 4:52 p.m.

Request by Commissioner Gibson to incorporate the Commissions' goals and priorities as an evaluation tool for themselves as well as airport management.

Mr. Flaherty made a motion to approve the **minutes of April 22 and May 20, 1999** as presented. Seconded by Linda Gibson with a correction to the second page of the May minutes regarding the engineer's estimate for terminal ramp to be correctly written as "1.7 million". All were in favor.

The **May operating statements** were reviewed. Ms. Gibson questioned the amount reported for CAH Services in the "Concession % Revenue" report for April. Ms. Gagne advised that as a result of the decrease in the monthly minimum, effective the first of March, their April receipts must be looked at in combination with their March remittance.

Ms. Gibson made a motion to approve the **May warrant**. Seconded by Mr. Flaherty. All were in favor.

OLD BUSINESS (cont.):

VALET AIR:

JJ advised that as old business, requires new subcommittee assignment as Bill Post was previously assigned to serve on subcommittee. Meeting to be held in July. Linda Gibson volunteered to serve on subcommittee with Bobby Miller.

BCDC:

Reminder that the Pratt & Whitney building buy out has not yet occurred. Commission to invite the City Treasurer to the next meeting.

NEW BUSINESS:

VERMONT COMMUNITY LOAN FUND:

Action required to re-authorize the loan of \$15,000 to the VCLF for FY'00. The VCLF makes low interest loans for affordable housing and community based services. In 1994 the commission authorized an interest free loan of \$15,000.00 to VCLF and has annually re-authorized that amount.

Discussion. Motion by Mike Flaherty to re-authorize the \$15,000 for five years. Seconded by Linda Gibson. All were in favor.

MANAGER'S REPORT:

The **BTV Destination Press's** initial publication is being read with interest. The next publication is scheduled for early July. If there is interest by a commissioner to submit articles for publication, they are encouraged to contact the publisher.

Park & Shuttle will be coming before the commission in July requesting to add on to the building an aesthetically pleasing enclosed lean-to type shelter for the purpose of sheltering their shuttle van and to provide a protected area for waxing and cleaning cars.

Another meeting was held with **Land Air** regarding their interest in building in the Airports' south end. They have not committed as yet to a lease, however, are very interested. It appears that the real deal breaker would be the lack of a new traffic light at the intersection of Route 2 and Valley Road. The Airport is in discussion with the State.

An offering of \$1,466,000 on the purchase of the **Rose property** was made by the Airport. The Airport is awaiting their response. The attorneys are about finished with the purchase and sales agreement on the **Robert's property**. A July signing is expected.

The airports' **runway project** began on time and is on schedule.

A subcommittee meeting of the **Burlington Air Service Task Force (BAST)** is being held on July 8, 1999 at 10:00 in the conference room.

USAirways has announced the start of regional jet service from Burlington to LaGuardia effective in mid August.

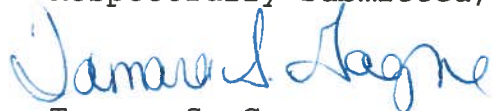
AGENDA ADDED ITEM - CONSTRUCTION MANAGER INTERVIEWS:

JJ requested the appointment of a Commission subcommittee to interview the construction manager's qualifications for the south end terminal projects. The process will take approximately 1 1/2 to 2 hours with a recommendation to be made at the July Commission meeting. Gordon Watson & Bobby Miller assigned.

Ray Piche, Director of Maintenance, reports that the Airport still has not conquered its HVAC problems and has Carrier Air Systems currently investigating the situation.

There being no further business, Mike Flaherty made a motion to adjourn. Seconded by Linda Gibson. All were in favor. The meeting adjourned at 5:20 pm..

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MARCH 18, 1999
4:00 P.M.

PRESENT:

Michael Flaherty, Chairman
Huck Gutman
Linda Gibson
Bobby Miller
William Post

John J. Hamilton
Tamara S. Gagne
Robert McEwing

Andy Button - Valet Air, Candy Bruner - So. Burlington resident,
Anne Geggis - Burlington Free Press

The meeting was called to order by the Chairman, Mr. Flaherty at
4:01 p.m.

CANDY BRUNER- SOUTH BURLINGTON RESIDENT:

Ms. Bruner explained that she was present on behalf of her
parents who are residents of Shamrock Road. She advised that her
parents wanted to move but were not getting favorable response
from a buyer perspective because of the potential of the
Airports' future interest in that property, like it has with the
other Shamrock Road properties. Mr. Flaherty explained that the
properties purchased by the Airport were done so under Federal
Grant programs. He also advised that the remaining houses on
Shamrock Road were not a part of the current funding plan, but
that the Airport would be evaluating its own financial ability to
purchase these buildings. He estimated that the Airport would be
able to respond to Ms. Bruner's needs this fall.

ANDY BUTTON - VALET AIR SERVICES:

Mr. Button explained that Daystar was an avionics firm that
rented space in the North Hangar. They had previously refused to
sign an agreement with the Airport, under its Innotech tenancy.
Andy explained that Valet had agreed to ensure that when this
tenancy term reached expiration it would require Daystar to
conform to Airport rules. Mr. Button indicated that he believes
that avionics would compliment their operation. Daystar is
willing to sell their business with an intended close date of
April 30. Discussion regarding whether a separate fee is
required of Valet.

Bill Post and Bobby Miller assigned as subcommittee to discuss and negotiate the consolidation of Valet's agreements.

Andy expressed interest in building new facilities. Being considered would be the 890 ramp. Also a need to remove T-Hangars and re-build appropriate number of needed hangars. Discussion. This will be included in the negotiations with Mr. Post and Mr. Miller.

Mr. Button left the meeting.

OPERATING STATEMENTS:

Discussion and presentation of operating statements to include the new charts for expenses and revenues.

Motion Bill Post to accept the February **warrant** as presented. Seconded by Mr. Miller. All were in favor.

FY'00 BUDGET:

Discussion. Huck and Linda assigned to a subcommittee to review and establish terminal rents and landing fees for the fiscal 2000 operating budget.

Motion Bobby Miller to approve the previously presented FY'00 expense budget. Seconded by Mr. Post. All were in favor.

MINUTES:

Motion Huck to accept the **minutes** of February 18, 1999 as presented. Seconded by Mr. Post. All were in favor.

LEAKAGE STUDY:

Mr. Hamilton advised that he needed to postpone leakage study presentation due to lack of complete information from Edwards & Kelcey. Mr. Hamilton reported that E&K is receiving very little cooperation from the local travel agents. Discussion. Mr. Hamilton also advised that New Air will be establishing a meeting date with the Mayor and that there is no meeting date for Shuttle America, but they are very interested in Burlington as an option.

LEAKAGE STUDY (cont.):

Mr. Hamilton and Mr. Flaherty reported on the air service delegation trip to Washington D.C. which included a meeting with USAir and the legislative representatives. They advised that it was a good opportunity for the delegation to personally talk airline affairs with the Airlines, and the entire congressional delegation were pleased that the region was taking a pro active approach to air service. USAir indicated that they would not provide Metrojet service and had no incentive to reduce airfares to New York and Washington. USAirways is in their second year of turning the company around, they are profitable and expect to remain as such. One positive point was the potential partnership with USAir and the State in marketing European tourism, which was discussed with Molly Lambert. They also indicated that they would be very interested in reviewing the leakage study. Discussion.

Anne Geggis of Burlington Free Press left the meeting.

MANAGER'S REPORT:

The City of Burlington voters approved a change to the City Charter regarding the **appointment of department heads**. In summary, the Mayor is now responsible for the annual appointments and is provided with recommendations only from the respective department commissions.

Mr. Gutman made a motion that as a part of the annual re-appointment process the Commission establish a procedure through which to review, and criteria by which to evaluate, the performance of the Director of Aviation, in order to be in compliance with the new charter change. Seconded by Linda Gibson. Discussion. All were in favor.

Mr. Hamilton advised that he had passed on the Airports' congratulations to the **Mayor on his election**. Huck to draft letter of congrats for Mike Flaherty signature.

MANAGER'S REPORT (cont.):

There has been considerable effort to entice **FEDEX** onto the Airport by next year with Bobby Miller assisting in that effort. It seems best now to continue with the airports' original plan for the orderly removal of the ledge at the south end, as the first step in the South End Development Project. This would give the Airport the best long term gain in terms of revenues and will get the area ready for **FEDEX** development by the summer of 2000.

The closing on the **Pratt & Whitney and Aviatron building purchases from BCDC** is scheduled for March 19, 1999.

Negotiations and discussion with **Roberts** regarding the **purchase of his Williston Road property** have continued. Roberts has agreed to sell. A formal request of that property purchase will be sought at the April meeting. Roberts will want to lease land and building back from Airport. The appraised value is \$550,000.

PURCHASE APPROVAL:

Mr. Hamilton advised that the terminal key system needs updating/replacing per FAA requirement. The estimated cost is \$9,000. Discussion.

Motion by Bill Post to approve the expenditure of \$9,000 to upgrade and implement a terminal key system, per FAA requirements. Seconded by Mr. Miller. Discussion. Huck questioned method of new system to ensure that the program stays in compliance. Discussion. All were in favor.

Mike Flaherty reported that he has sponsored a bill in the legislature re: handicap parking and associated fees. He will need to have documentation regarding the current use and loss of revenue for hearings.

Mike Flaherty has received complaints about the hourly garage parking fees. Bill Post advised he also has received numerous complaints. Discussion. Huck suggested that the rates be \$.50/half hour for first and \$.50 for second 1/2 hour. Discussion.

Motion Huck to enter executive session to discuss contracts and personnel issues, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Post. All were in favor. The meeting entered executive session at 5:15 p.m.

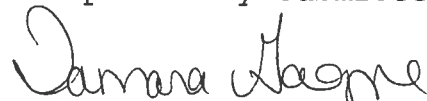
Regular session resumed at 5:30 p.m.

Linda Gibson suggested having plans for overall Commission goals, plan of action and general direction. A separate meeting will be scheduled to address these issues.

The next Commission meeting was scheduled for Thursday, April 22, 1999.

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

Respectfully Submitted,


Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, FEBRUARY 18, 1999
4:00 P.M.

PRESENT:

Michael Flaherty, Chairman
Huck Gutman
Bill Post
Bobby Miller
Linda Gibson

John J. Hamilton
Tamara S. Gagne
Ray Piche

Frank Donahue - Valet Air, Jim Parker - Parker Aviation

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

VALET AIR SERVICES - FRANK DONAHUE:

Valet Air requested appearance before Commission to provide "state of the union" and brought a 1998 revenue report. Mr. Donahue invited all to the G.A. Terminal to see the renovations Valet Air has done since the departure of Innotech. Mr. Donahue also advised that they have plans to paint the South Hangar and the T-Hangars. Discussion. Mr. Bill Post inquired about the condition of the T-Hangars. Frank reports very poor structural condition and should be taken down and that they are currently full so there would need to be a replacement facility. Discussion. Mr. Donahue advised that they have an addition scheduled for the Valet East location this spring based on Commission approval to do so. The plan is to construct an additional 2000 s.f. building on north side to serve as a parts room and shop equipment storage area. Other concerns expressed by Mr. Donahue were the conditions of both the G.A. terminal ramp and the alert hangar ramp. The estimated repair costs for the G.A. terminal ramp are \$25-\$35,000. Discussion. Bob McEwing to follow up this April when ground is thawed. Valet Air has sent a letter to Daystar advising that they would not re-new their sublease agreement without them having an operating agreement with the Airport. Discussion and explanation of history with Daystar. Bobby Miller inquired whether Valet Air would have any interest in providing low cost air service between Burlington and Boston or New York. Discussion. Frank indicated that they have explored those routes, but it is not profitable without the number of people.

Linda Gibson entered the meeting.

Jim Lamberti entered the meeting.
Frank Donahue left the meeting.

JIM PARKER - PARKER AVIATION:

Mr. Jim Parker from Warren, VT was introduced as one of the best acrobatic performers in the country, and in addition to performing at shows, is also a producer of shows. Mr. Parker has been under contract with the Airport on three separate occasions producing charitable shows at Burlington. Mr. Parker advised that \$250,000 has been raised for charities in past three air shows, but that Burlington has not hosted a show in five years. Mr. Parker advised that FAA has signed off on BTV as show site, but that next year is likely to be big year for requests (2000). He indicated that the Commission options were to hold a small airshow (civilian teams, etc.) but that it is a much larger financial risk than hosting a large demonstration team - which attract larger crowds. Plattsburgh is also considering a show for next year, but it should not be competition for Burlington as a sight. Mr. Parker does not suggest the Blue Angels due to their flight requirements and disruption to the community. He suggested that the Thunderbirds or the Canadian Snowbirds would be better teams to request. The Commission would also need to decide whether they wanted a single or two day event. Mr. Parker advised that if the Commission is interested he would prepare a budget for their review and request permission. Discussion. Financial exposure is limited. Staff & Parker to put together informational package for Commission analyzing impact to airlines, financial ability, etc.

JIM LAMBERTI - CHAIRMAN, VT CONVENTION BUREAU:

Mr. Lamberti advised that he was looking for Commission financial support for "The New England Initiative". Mr. Lamberti advised that the New England Initiative is a pilot program of the six New England states to collaboratively engage in an effort to promote New England in long-haul domestic markets. Mr. Lamberti advised that support from all six N.E. airports had been requested and all others have agreed to participate except for BTV. The requested financial need for participation for the six airports is \$5,000. The amount per airport is \$833.33 if all participate. The monies will be used to cover expenses to set up representatives from each of the Airports, in Chicago, to reach select business through sales promotion, direct sales and public relations activities.

Motion Huck Gutman to provide up to \$833.33 in support of "The New England Initiative" request by Mr. Lamberti. Seconded by Bill Post. All were in favor.

Mr. Gutman suggested that the Airport create a pavement maintenance plan to anticipate and cover issues such as was presented by Valet Air. Discussion.

MONTHLY REPORTS:

Mr. Post made a motion to approve the **minutes** of December 17, 1998 and of January 19, 1999 as presented. Seconded by Mr. Gutman. All were in favor.

Huck Gutman made a motion to approve the December 1998 **warrant** as presented. Seconded by Bill Post. All were in favor.

GRANT ACCEPTANCE:

Mr. Hamilton requested Commission acceptance of an anticipated Federal Grant offer for the overlay and grooving of runway 15/33 project. The estimated project cost is 3.5 million. Mr. Hamilton then advised that the bid opening to select the contractor is scheduled for 1:00 p.m. Tuesday February 23, 1999. Mr. Hamilton requested that the Commission give the Chair authority to award the bid to the lowest qualified bidder at time of opening, following appropriate engineering review. The project application, in which the contractor must be named, must be to FAA no later than March 1. The construction is scheduled to begin May 1.

Discussion and visual presentation.

In addition, Mr. Hamilton advised that HTA was authorized by the commission to proceed with the overlay and grooving project as the Engineer. However, the negotiated contract amount of \$241,800.00 has been established. The contract has concurrence of the FAA and with Commission approval will be forwarded to City Council for resolution.

Mr. Miller made a motion to accept the FAA grant for the runway overlay and grooving project, give the Chairman authority to award the construction contract to the low responsible bidder, and approve the HTA contract in the amount of \$241,800. Discussion re: cost for engineering services. Seconded by Mr. Post. All were in favor.

LAND ACQUISITION:

Mr. Hamilton advised that in order to orchestrate the land purchase of the Robert's property with a lease back provision, the Airport requires a negotiator experienced in these matters. He recommends the realty firm of JL Davis. In addition to their specific technical expertise in this area, JL Davis is the realtor that Federal Express is using to find a suitable Burlington location for their new facility. The purchase of the Roberts' property is essential to the development of the south end, an area suitable for Federal Express. The proposed fee is a not to exceed \$5,000 funded through the entitlement program, similar to the property relocation specialist that negotiates residential property for the Airport. Discussion. Huck concerned that C.O.B. will have issue with using JL Davis because of the relation to Jeff Davis and their conflict over his role as a developer. Would like to have three or more competing and from whom Chair could choose. Discussion. Mr. Miller indicated that he did not perceive a conflict because Jeff Davis is not involved in the real estate office and that the office is owned and run by individuals other than Mr. Davis. Discussion.

Mr. Miller made a motion to approve the recommendation of JL Davis to provide property purchase negotiations on the Roberts' property on Williston Road. Seconded by Mr. Post. Mr. Gutman opposed. Mr. Post abstained. Ms. Gibson, Mr. Miller and Mr. Flaherty voted in the affirmative. Motion passed in favor.

CO. EXPRESS HANGAR ROOF:

Mr. Hamilton requested Commission approval to expend \$7500.00 for roof repairs required at the Continental Express Hangar due to material failure and ice build up. Discussion.

Motion Bill Post to approve the \$7500 repair as requested. Seconded by Bobby Miller. Discussion. Huck suggested that approval be contingent upon final review by Mr. Miller. All were in favor.

SOUTH HANGAR ENVIRONMENTAL:

Mr. Hamilton advised that the remaining item in closing the South Hangar environmental site is to agree with a State of Vermont restrictive covenant that the Airport will never use that area for private residential development. Mr. Hamilton indicated that this does not create an adverse impact to the Airport or its future plans for this area.

Motion by Mr. Gutman to accept the State of Vermont covenant regarding residential development in the South Hangar area, as described. Seconded by Mr. Miller. All were in favor.

CAPTIVE RATE STUDY:

Mr. Hamilton requested Commission approval to spend \$15,000 on a passenger origin and destination and leakage study. In order for Burlington to know the impact to the region of low cost airfares at surrounding airports (ie: Manchester and Albany), and to determine the direction to proceed in attracting a low cost carrier, the Air Service Division of Edwards and Kelsey was asked to propose a scope of work, with associated cost, to determine the amount of passenger leakage to other airports, the reason why, and the actual paid cost of tickets out of Burlington to specific destinations. The submitted scope of work will provide that information. The \$15,000.00 cost is in line with the scope of work. Mr. Post commented that the scope of work is extremely reasonable compared to the cost proposed. Discussion.

Motion Bill Post to approve the \$15,000 expenditure to Edwards & Kelcey to conduct a study of Burlington service as described. Seconded by Linda Gibson. All were in favor.

MANAGER'S REPORT:

During the last five weeks a number events have transpired relative to **air service**. A Burlington Air Service task force has been formed, following the Senator Jeffords air service conference. A delegation will be meeting with USAirways in Washington on March 5th, to include the DOA, Commission Chair, Mayor Clavelle, State of VT travel representatives, Chamber of Commerce and GBIC. A meeting with officials from SouthWest, Northwest, Delta, and Northern Airlines was held the end of last month in Washington. While there, a meeting was held with Senator Leahy's staff and the Senator himself. Also gave an in depth presentation to the State Senate Transportation Committee on February 4, appeared on a live call in show on Ch 15 February 2, and will be appearing on Channel 17 on March 23. The City and Airport have received and responded to inquiries from New Air Corporation, Aeropro, and Shuttle America.

The Mayor will be scheduling a meeting with selected **taxi cab** firms to discuss operations at the Airport. The meeting is to discuss concerns registered to the Mayors office by certain cab drivers, for which the Airport has no knowledge. Mr. Hamilton plans to use this forum to discuss the impact to operations created by individual owner/operators that do not work during the peak hours, thereby causing a lack of sufficient cabs to meet demands. Discussion.

The Airport is in receipt of the **Smarte Cartes** used for transporting passenger luggage. The usage thus far is about 50%. Signs are being created to indicate compliments of "BTV".

A **City Council resolution** regarding a joint meeting with Burlington Airport was noted on the February 16 council agenda. The resolution was read and discussed. Mr. Flaherty indicated that he would coordinate a meeting for sometime in April.

Mr. Hamilton advised that Barbara Perry has inquired as to why the Airport has no display of **art work**. He advised that there has been discussion with city arts, but no further word from Doreen Kraft. Ms. Perry would like to see action. She was informed that city arts had been lobbying the Airport to fund displays. Barbara would just like to see art work at no cost to the airport.

Huck reported that a proposal was presented to Commission last spring to allow a German artist. Commission stand was that they would support local VT art on display. Huck has made several contacts, but none have 'panned'. Huck supports Barbara's position. Bill concerned about selecting artists. Discussion. Commission agreed that they would be willing to display **VT art** and that the issues of location and selection criteria would need to be established and there would be no fees or liability for same.

Motion by Mr. Gutman to enter executive session to discuss contract negotiations relative to Federal Express, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Ms. Gibson. All were in favor. Meeting entered executive session at 5:40 p.m.

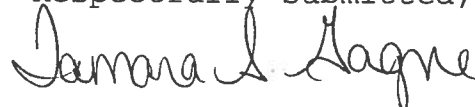
Meeting resumed regular session at 6:25 p.m.

As a result of the executive session, Commission directed Mr. Hamilton to proceed with generating an RFP advertising the availability for development in the southeast quadrant of Airport property, under a ground lease arrangement.

Next Commission meeting set for Thursday, March 18, 1999 4:00 p.m.

There being no further business, the meeting adjourned at 6:27 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
JANUARY 19, 1999
4:00 P.M.

PRESENT:

Michael Flaherty, Chairman
William G. Post
Linda Gibson
Bobby Miller
Huck Gutman

John J. Hamilton
Tamara S. Gagne
Robert McEwing
Richard Varney
Raymond Piche

The meeting was called to order by the Chairman, Mr. Flaherty at 4:05 p.m. with referenced attendees except Bobby Miller.

FY'00 OPERATING EXPENSE AND REVENUE BUDGET:

Ms. Gagne and Mr. Hamilton presented the FY'2000 expense budget for review and discussion.

Bobby Miller entered the meeting at 4:08 p.m.

A detailed review of the expense budget by line code followed. The advertising budget (code 6710), increased by \$100,000, was discussed. Huck expressed his opposition to putting monies in the advertising budget for purpose of marketing. Discussion ensued regarding the creation of a marketing budget. Several of the line codes were discussed to include questions regarding increases, decreases or general description of items purchased under a particular line code.

The presentation of the FY'2000 revenue budget resulted in a discussion of airline terminal and landing fee rents, status of current fiscal year end projections, and the impact of expenditures on projected airport fees. Final expense, revenue and recommended airline fees will be presented at a future meeting.

A brief discussion ensued regarding meeting and planning to examine the needs of the Burlington Airport regarding air service, air fares and Airport direction.

PARKING GARAGE FEES:

Mike Flaherty reported receiving complaints regarding the fees in the garage for short term parking. Mike suggested that the Commission consider providing the first fifteen minutes free of charge. Discussion. Commission expressed concern about sufficient revenues being generated by the garage to support the bond and suggested that Mr. Flaherty's recommendation be postponed until more time has elapsed in use of garage.

Mr. Miller inquired about a flight information system (FIDS) for the Airport. Mr. Hamilton advised that the terminal FIDS was a part of the plan for the renovations, but was deleted due to budgetary restraints. He also advised that it is an item that is now scheduled for spring, when the Airport evaluates its available capital funds. Discussion. The Commission directed Mr. Hamilton to proceed with an RFP for the FIDS as soon as possible. Mr. Miller also reported a registered complaint regarding signage for the bathrooms in Gate 1/2. Mr. Hamilton to investigate. Mr. Miller's final inquiry was about a clock(s) for the terminal building. Mr. Hamilton advised that the clocks were removed as a result of construction and were apparently neglected. He would provide appropriate follow-up.

The February Commission meeting was discussed and set for February 18, 1999.

MANAGER'S REPORT:

VT Army Guard is looking to develop a new facility to accept their new fleet of helicopters. They are exploring options on Airport at north end.

Mr. Jim Parker has indicated an interest in producing an **Airshow** for next year. Discussion. The Commission requested that Mr. Parker be invited to their next meeting.

America West begins service from Burlington, code sharing with Continental. They are a low cost air carrier and should provide better competitive rates to the west market.

MONTHLY REPORTS:

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

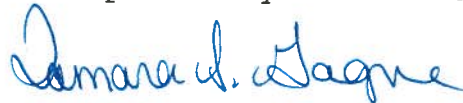
PROPERTY PURCHASES:

Mr. Hamilton advised that the appraisals have been completed on the Berard and Roberts properties and requested approval to proceed with purchase offers.

Mr. Gutman made a motion to proceed with purchase offers on the Berard and Roberts properties as appraised. Seconded by Mr. Miller. All were in favor.

There being no further business, the meeting adjourned at 6:00 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board