

MINUTES
BOARD OF AIRPORT COMMISSIONERS
TUESDAY, DECEMBER 19, 2000
4:00 P.M.

PRESENT:

Robert Miller, Chairman
Michael Flaherty
Gordon Watson
Hinda Miller

John J. Hamilton
Tamara Gagne
Richard Varney
Robert McEwing

Tim Kavanagh and Gina Gaughan - Fox 44, Casey Mahan, Ken Burbo, Debbie Ansaldi, Jeff Crawford - airport employees, Steve Goodkind, Jim Brown, Larry Tucker - Department of Public Works

FOX 44 PROPOSAL:

Tim Kavanagh from FOX 44 provided background information on the news station and its programs. Gina Gaughan explained that they were asking Burlington Airport to partner with Fox 44 to bring live shots of the airport to the viewing area. Ms. Gaughan advised that they felt it would provide positive exposure to Burlington Airport in the market area. Discussion. Burlington Airport would be required to advance \$15,000 in support of the equipment costs and \$25,000 annually in support of the program. Discussion. Mr. Kavanagh and Ms. Gaughan left the meeting.

LCRCC WELCOME CENTER:

Tim Shea, Lake Champlain Regional Chamber of Commerce (LCRCC), advised that the Chamber has been successfully providing information services at the Airport for the past two (2) years, are in the process of developing their budgets and requested the Commission consider extending their current contract for an additional three (3) years. Tim explained that the Chamber is in the business of providing visitor information, manages 1 of 4 regional visitors centers, has a database of information, professional staff and a pool of employees to effectively cover hours. Tim requested that there be an increase in funding based upon two things being health care cost and competitive environment to retain employees (the Chamber pays 100% of medical to retain employees). His proposal is for an increase to \$110,000 per year with CPI for years 2 & 3. Discussion. Mr. Shea left the meeting.

STEVE GOODKIND - DPW:

Mr. Steve Goodkind, Department for Public Works advised that there is \$2.0 million worth of business generated at airport parking garage. DPW currently provides the attendants and management for the garage facility, with approx \$.20 on the dollar being made by DPW. He advised that they do everything they can to control theft of services at this facility because there is gross misuse compared to other garages. Mr. Goodkind provided examples of long term parkers, car rental mix, etc. and indicated that he hoped that the car rentals will be provided with separate entry/exit because they are abusing the system. He further advised that Public Works previously ran all of the parking but when Park & Shuttle was put out to bid, Public Works was not ready to bid. Mr. Goodkind advised that they are now and if there is money to be made then DPW should be providing the service and making that money. Mr. Goodkind stated that he would like to negotiate for a future contract for Park & Shuttle and not have it go to bid. Commissioner Flaherty expressed a concern about customer service and talked about complaints that he has received regarding long lines and insufficient open booths. Discussion. Equipment options discussed. Mr. Goodkind indicated that they have good revenue control and oversight. He then suggested that the Commission consider canceling the existing Park & Shuttle contract to contract with DPW. Mr. Tucker, an employee with DPW, expressed his concern regarding the car rental mix with the public. Discussion. Mr. Goodkind, Mr. Brown and Mr. Tucker left the meeting.

EMPLOYEE PARKING:

Ms. Debbie Ansaldi, a representative for Burlington Airport employees requested audience before the Commission regarding employee parking. Ms. Ansaldi provided an explanation of the procedural change from the old employee lot to a new one. Ms. Ansaldi then admitted that control of the employee lot was undertaken by Airport as result of employees complaining for lack of spaces, but their current complaint is that the enforcement is arbitrary and unfair. For example, she stated that "if the permit is not on mirror vs dashboard then it is immediately towed". Signatures were collected of those "disgruntled" under a complaining reading, in part, as follows: ". 'We employees... rules unfairly and arbitrarily enforced... believe that towing must be used for trespassers only...'. Ms. Ansaldi then provided names and examples of employees who were towed. She advised that

she spoke with Rick Varney who had indicated that the database of employee vehicle plate numbers would be implemented. She further advised that the employees whom she represents were asking for an employee friendly parking lot and for a control gate and for the employees who have been towed to be reimbursed. Question posed back to Debbie as to how she would suggest proper control in cases where abuse is involved. Discussion. Explanation by Mr. Varney regarding policies and procedures. Mr. Varney also advised that the policy will be amended/adjusted to include the check of the employee parking database. Discussion. Ms. Mahan expressed a concern that there is no stipulation about the rules associated with an issued permit at time of getting the permit. Discussion. Ms. Gagne indicated that a written explanation of the rules at time of permit receipt is appropriate, but is currently the responsibility of the company for whom the employee works and that consideration of the airport taking back that responsibility has been discussed and will be further evaluated. Debbie offered to do a research project of other airports and how they handle their employee parking. Ms. Ansaldi and remaining airport employees left the meeting. Discussion. The Commission discussed the circumstances surrounding the towing of vehicles to date and decided that the efforts in changing the procedures was appropriate but that there was no evidence presented to warrant the reimbursement of towing expenses to employees affected.

INTERSPACE:

Mr. Hamilton advised that the installation of television monitors within each of the new concourse gates for viewing by the public and as an advertising source of revenues, appears to have merit. The Commission indicated an interest in proceeding in getting information.

RATES/CHARGES:

Mr. Hamilton explained that the Airport is diversifying its use of facilities to non-aviation rentals by offering roof space to cellular services. The rates and charges for said rental need to be established and published in the Airport's rates and charges guide. A recommended rate is \$50.00 per square foot or \$1,000 per year minimum. Discussion.

Motion by Mike Flaherty to establish the Airport commercial, non-aviation rental rate at \$50.00 per s.f. with a minimum of \$1,000/year. Seconded by Hinda Miller. All were in favor.

MANAGER'S REPORT:

Testimony was presented before the House Aviation Sub-Committee regarding the **LaGuardia Lottery**. Since that time a meeting was held with the State and VT Congressional delegation in order to continue a dialogue with the FAA and DOT with the objective of delaying the lottery implementation so that the Airport can state it's case directly to the FAA and expect a resolve. The concern that BTV has with the FAA is the manner in which the lottery was conducted. They did not place appropriate weight on the importance of service to smaller under-served communities such as Burlington. They disregarded one of the two goals of AIR-21 ie: service to under served communities, thereby eliminating equity in their approach. They should have considered the communities that would receive new service with the slot exemptions, but did not. As a result, communities such as Chicago (that is already well served into LaGuardia) picked up several daily flights because the airlines that were allowed to pick first (new entrants) would use the slot exemptions to markets like that. As a result Delta has advised that they will terminate service to LaGuardia effective January 30. They have also advised that they will continue to operate out of Burlington to Boston with five daily round trips.

As a perfect example of how AIR-21 has been beneficial to this Airport, **enplanements** last October & November '99 to LaGuardia were 4,315. This October & November '00 **enplanements** to LaGuardia were 10,522.

The **concourse second level offices** are near completion. Airlines will take occupancy in early January.

The recommended date for **concourse open house** is January 26, 2001.

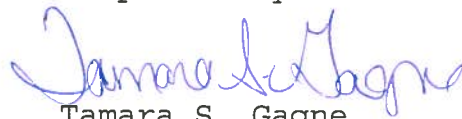
The Commission approved an **energy savings program** last year that required a \$60,000 investment. The first **energy rebate** check of \$8,263.00 has been received.

The **South End Development (SED)** study is proceeding well with update to be provided at next meeting.

Mr. Flaherty made a motion to enter executive session to discuss lease and contract terms regarding new air service, the premature disclosure of which would put the airport and said air carrier at a substantial disadvantage. Seconded by Mr. Watson. All were in favor. Meeting entered executive session for 10 minutes and resumed regular session.

There being no further business, the meeting adjourned at 6:10 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MONDAY, NOVEMBER 20, 2000
4:00 P.M.

PRESENT:

Robert Miller, Chairman
Michael Flaherty
Gordon Watson
Hinda Miller

John Hamilton
Tamara Gagne
Robert McEwing

The meeting was called to order by the Chairman, Mr. Miller at 4:10 p.m.

CONCOURSE SECOND LEVEL FIT-UP:

Mr. Hamilton explained that discussion was required for approval to complete the second level of the new concourse for offices. Annual rental income is estimated at \$100,000. A&E and construction is estimated at \$130,000 with a contingency of \$20,000. Discussion. There is a cost savings to continue with the existing contractor. Discussion re: source of funds.

Motion Mike Flaherty. Seconded by Mr. Watson to approve the expenditure of \$154,000 to fit-up the second floor concourse area. All were in favor.

Steve Goodkind and Jim Brown of Department of Public Works entered the meeting. Mr. Goodkind indicated that they were stopping by to introduce themselves and propose the idea of adding services provided by DPW, to include long term parking and ambassador services.

Mr. Hamilton requested that the Commission add to the agenda the Sprint cell phone service request for storage space and antenna installation on roof.

Motion by Mr. Flaherty to add the recommended item to the agenda. Seconded by Ms. Miller. Item added.

SPRINT CELLULAR:

Mr. Hamilton advised that Sprint had requested to install an antennae on the airport rooftop and rent affiliated storage space in the control tower area below. They have proposed to pay \$800/month for the antenna and would need 80 s.f office for

operations, proposed in observation tower lower office.

A motion by Mike Flaherty and second by Hinda Miller passed the motion. All were in favor.

Bobby Miller questioned the status of parking facilities as relates to whether the fullness is related to the holiday periods or whether it is related to the new air carrier schedule. Discussion. HNTB will be in town and idea can be explored as to studying parking needs. Discussion.

MANAGER'S REPORT:

Enplanements are the highest in all of airport history.

Concourse: Operations began Tuesday night the 14th with the arrival of an American Eagle Saab 340. As previously briefed, Co Express and Delta will begin operations on Fri the 17th, at which time USAirways Express will begin operations out of Gate 3. JetBlue is scheduled to begin operations from Gate 10 of the concourse on Tuesday the 28th. Minor work and punch list items will continue in the main concourse, while the original gate four area receives renovations. The contractor estimates 3-4 weeks for completion. Discussion as it relates to a press conference discussion regarding the ribbon cutting ceremony occurred. Suggestions for after the first of year - 1st to 2nd week of January.

Mike Flaherty left the meeting.

General discussion re: airport affairs, airline service, etc.

BTV Destination Press: - The November issue will be the last. It is not financially feasible for them to continue. JJ would like to do further research. Thinks that with financial support from airport then they could produce quarterly publication. JJ will pursue information.

Charter change - JJ explained that there will be a one year transition period during which the Mayor will put together an action plan delineating the roles of the departments and whether Commissions will remain in place. Power of the Mayor will be through the department heads. Discussion.

Northwest Airlines: The State has planned several meetings for Thurs the 16th. I will play a role in a power point presentation at the Radisson Thurs at 8:00 a.m., with a much larger role at the Airport in the P.M.

Laguardia Airport: The FAA and the Port Authority seem to have reached agreement on how to handle the additional flights caused by AIR-21. They will issue a max of 150 slots via lottery. This has the potential to impact all new flights to/from BTV/LGA that have/will come about because of AIR-21. Burlington Airport has written to the FAA stating its position in that regard ie: service has improved, competition is keener which needs to be considered when enacting the rules of play.

T. Gagne reported that the **Director of Maintenance** position will be advertised. Discussion re: Ray Piche resignation and qualifications for the position for candidates.

Next Commission meeting set for Tuesday, December 19th at 4:00 p.m.

There being no further business the meeting adjourned at 5:35 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

AGENDA
BOARD OF AIRPORT COMMISSIONERS
MONDAY NOVEMBER 20, 2000
4:00 P.M.

MONTHLY REPORTS:

- * Minutes of October 24, 2000
- * October Warrant
- * October Operating Statement

OLD BUSINESS:

- * No items

NEW BUSINESS:

- * New Second Level Office Area Fit Up

MANGER'S REPORT:

EXECUTIVE SUMMARY

As all are aware, this meeting falls within the week of Thanksgiving. It is with great pleasure that I offer to each of you and your families mine and my staff's heartfelt thanks and appreciation for your dedicated and tireless efforts in keeping this a great airport. In light of that, a light fare will be available throughout the meeting. The agenda is also light fare, less than one hour, to also afford time to discuss--lightly--potential impacts resulting from the charter change as it relates to Commissions.

NEW BUSINESS:

*** **SECOND LEVEL FIT-UP:** The estimate for the fit-up(should not exceed 150) that will provide rentable space for the airlines etc. will be presented at the meeting. Coordination with Brendan on the financial options available in order to complete this improvement now, as it was not budgeted for this fiscal year, are complete. By way of reminder, the airlines are interested in acquiring office space now, versus waiting till July 1st. As mentioned at the October meeting, financial options and cost would be established with presentation at the November meeting.

MANAGER'S REPORT:

*** **CONCOURSE:** Operations began Tuesday night the 14th with the arrival of an American Eagle Saab 340. As previously briefed, Co Express and Delta will begin operations on Fri the 17th, at which time USAirways Express will begin operations out of Gate 3. JetBlue is scheduled to begin operations from Gate 10 of the concourse on Tuesday the 28th. Minor work and punch list items will continue in the main concourse, while the original gate four area receives renovations. The contractor estimates 3-4 weeks for completion. Discussion as it relates to a press conference etc.

*** **NORTHWEST:** The State has planned several meetings for Thurs the 16th. I will play a role in a power point presentation at the Radisson Thurs at 8:00 a.m., with a much larger role at the Airport in the P.M.

LAGUARDIA AIRPORT: The FAA and the Port Authority seem to have reached agreement on how to handle the additional flights caused by AIR-21. They will issue a max of 150 slots via lottery. This has the potential to impact all new flights to/from BTV/LGA that have/will come about because of AIR-21. I have written to the FAA stating our position in that regard ie: service has improved, competition is keener which needs to be considered when

enacting the rules of play.

***** DESTINATION PRESS:** The November issue will be the last. It is not financially feasible for them to continue.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
TUESDAY, OCTOBER 24, 2000
4:00 P.M.

PRESENT:

Robert Miller, Chairman
Huck Gutman
Michael Flaherty
Hinda Miller

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

Jim Parker - Parker Aviation, Harry Snider, Renee Parmallee - Human Resources, Mark Kruger - Burlington Police Department, Corey Jewell - BTV Union Representative, Susan Gilfilan - McNeil, Leddy & Sheahan

The meeting was called to order by the Chairman, Mr. Miller at 4:15 p.m. with all of the above in attendance.

BURLINGTON CHARITY AIRSHOW:

Mr. Jim Parker - broke even with \$15,000 profit distributed back to the charities that worked the event. There were no additional monies left for charity distribution. Well attended considering the weather and all enjoyed the event. Commissioner Gutman passed on comments that all enjoyed show, despite weather.

Mr. Parker left the meeting. Virginia Simmons from Shelburne News Agency entered the meeting.

AFSCME GRIEVANCE:

Mr. Hamilton explained that a dispatcher for the Burlington Police Department (dispatchers are in the afscme union, not the police union) has filed a grievance against the Airport relating to the hiring of Brandy Boardman for the latest Operation Specialist position. His grievance is that since he is in the union, and in his opinion meets the minimum qualifications for the position, then he should have been hired. Mr. Hamilton then introduced the parties in attendance followed by an explanation by Sue Gilfillan re: the procedures - AFSCME to initiate by explaining the grievance w/follow up response by City and/or Airport with Commission afforded opportunity to deliberate. Sue Gilfilan will write up decision.

Mr. Jewell presented grievance - position for operations specialist opened - Mr. Kruger feels that he meets minimum

qualifications for the open position and was never granted opportunity for an interview in violation of Article 7.3. For applicants presenting relative and equal qualifications, priority should be given to AFSCME employee. Harry Snider - HR - contract language is correct - "reasonably equal qualifications" - however the determination was made that he did not meet minimum qualifications for the applicable position. Posting requires a B.S. in aviation or 6 month equivalent experience - initially met airport experience level, but was further clarified by Airport that there was a mis-interpretation of experience qualifications. Mr. Gutman questioned whether the job description was updated w/regard to the minimum qualifications. Discussion. Mr. Hamilton explained the "six month experience" interpretation. Discussion. Mr. Jewell & Mr. Kruger explained 1980 started at Airport as Airport Police Department at time when they were designated to report field conditions for airport during off hours with many years of service stationed at Airport. laterally transferred to BPD in 1985 and left airport station in '96 but hadn't done airport operations duties since ??? (when first operations specialist was hired) "late eighties"? formal education = high school with on job training. The hired individual has an aviation degree, was fully qualified as an airport operations specialist and was fully qualified for BTV. Discussion. Job posting and job description presented for review - Job posting marked as #1 and description as #2. Mr. Kruger asked that his cover letter (not available at meeting) be made available to Commission as well. Discussion. When Airport Police were used in 1982 to provide information on airfield conditions was prior to the current FAA Part 139 regulations. Operations specialist positions were created in 1988 as directed by FAA to ensure that articles of the regulation can be implemented- ?? does the Part 139 regulation tell what a fully qualified ops specialist is? NO - up to airport to have ability to ensure regulation compliance and enactment. Discussion. Renee explained that she does all position screenings for the City of Burlington - sent resumes over based on strictly having listed being at an Airport for more than six months. Discussion. Mr. Snider explained that there are occasions in the city process in which candidates who HR screen in (or out) may be turned around for same rationale. Meeting entered executive session for purpose of deliberation at 5:26. Meeting resumed regular session at 5:33 p.m. The Commission decided to keep the grievance open to request for Mr. Kruger's and Ms. Boardman's applications and request for opportunity to review over the week-end with a decision to be made via a conference call or meeting early next week.

TERMINAL ART/ADVERTISING:

Hinda - received info from airport staff regarding advertising

revenues, contract terms, etc. Hinda feels that we are already meeting our obligation to Interspace with the advertising that is currently allocated. The question is whether the Commission wants this airport to be a showcase, a local experience, etc. through support of public art. Mr. Miller proposed that the discussion of the escalator development be again tabled until the art in the new concourse is produced and displayed. Hinda suggested that this also applies to Interspace. Mr. Gutman seconded the proposal to table discussion until after art is available in concourse. Hinda looking for Commission to make final decision on public art concept as a whole. The City Arts proposal would be for a three month rotating display that would be determined by open proposal and would be funded or underwritten by a local vendor. Doreen hopes that decision does not come down to a financial decision only. ?what is role of airport in terms of welcoming the traveler. Motion Huck. Seconded by Mr. Flaherty. All were in favor. Doreen Kraft left the meeting.

VALET AIR SERVICES:

Mr. Hamilton explained that Andy Button of Valet Air Services dba Heritage Flight had asked permission to install new T-Hangars on the South Ramp. A meeting was held with the Chairman, Director and Mr. Button last week to discuss that, as well as a projected look at the future as it relates to General Aviation. It is recommended that permission be granted for the installation of the T-Hangars. Regarding the future, Valet Air appears ready to enter into an agreement to lease a new 50,000 sqft hangar(built by the Airport), that would replace the North Hangar, South Hangar and the Alert Pods, thereby releasing the two hangars back to the control of the Airport. The required planning necessary to undertake such a major project and enter into a new agreement with Valet is still in its infancy. Discussion. Mr. Gutman expressed a concern about creating long term relationship with Valet Air with some unresolved issues still pending. Valet would bear cost of constructing new t-hangars. Commission agreed pending a meeting with Valet Air.

CARGO RAMP REPAIR CONTRACT:

Mr. Hamilton explained that bids to effect needed repairs to the concrete cargo ramp have been received. The low bid is \$16,200.00 from T&M of Richmond. They have previously worked for the Airport, have always performed well, and the bid is in line with the engineer's estimate

Mr. Flaherty made a motion to approve the cargo ramp project and award to T&M Maintenance as recommended. Seconded by Watson. All were in favor.

LANDSCAPE BIDS:

Mr. Hamilton explained that landscape bids were received as part of the South Terminal Expansion Project with the low bid of \$37,933.00 from Gold Leaf Inc..

Mr. Gutman made a motion to approve and to add \$2,000 for perennials and bulbs. Seconded by Mr. Flaherty. All were in favor.

US DEPARTMENT OF AGRICULTURE:

Mr. Hamilton requested the approval of a one year wild life assessment contract to the US Department of Agriculture at a cost of \$22,931 as recommended by FAA and to be paid under an AIP project. Motion by Mike Flaherty. Seconded by Gordon Watson. All were in favor.

MARKETING:

Mr. Hamilton explained that he has been approached by FOX 44, WCAX TV and other media relating to various forms of marketing. Direction is needed in how the Commission wants to continue dealing with inquiries. For example, FOX 44 wants to install a camera on the terminal roof in order to show views of the airport and the surrounding area during advertising commercials. WCAX wants to advertise the Airport during the all evening Nov 7 election results. Mr. Gutman responded that if Fox would like to provide a 'free' live cam of airport, then ok - Discussion.

MONTHLY REPORTS:

The **minutes of September 25, 2000** were reviewed. Mr. Flaherty made a motion to approve the minutes as presented. Seconded by Mr. Gutman. All were in favor.

MANAGER'S REPORT

Air Service: It is still early in the game to trend the impact of low cost service being provided by JetBlue. Stats for their 27 day operation in Sept. = 3990 enplanements, slightly above a 50% load factor. Total Sept. enplanements were 2% above the Sept.three year average, and 4% above last Sept. Their lower airfares are being matched on some routes by the competition, in fact, due to JetBlue pricing methodology, it is possible to find a lower airfare on other carriers. ACJet, which began Delta service Oct 1 with the new 32 pax Dornier Jet is doing very well on its Laguardia route, also with \$49 one way fares. Northwest

principals will be here Nov 15/16 to meet with the Airport and business/govt leaders. A similar program used for JetBlue will be presented to Northwest. They have advised us to plan on a Burlington-Detroit route flown by one of their Airlinks with RJ'S. Some of our facility is showing constrain. The parking garage, for the first time in its three year operation, has been full at various times of the day during this last week. Car rental and other concession operations are being trended to determine the JetBlue impact.

Gate Assignments: Gate and airline matchups have been finalized for gates 3 to 10. For the most part, the exercise was done in a smooth cooperative fashion.

Concourse Project: Construction and fit-up are in their final stages. Meetings have been and will continue to be held with the airlines to coordinate the move of their operations into the concourse. The anticipated time for the move will be the week of Nov 13. Airlines should be totally operational in their new gates by Nov 20.

Trash Contract: All Cycle, who previously provided trash and recycling services to the Airport, and who was the second low bidder on the latest bid proposal, have filed suit against the Airport for breach of contract. Bill Ellis advises that he considers this a frivolous suit and that a counter suit has been filed.

Burlington Tech Center: Grand opening at alert hangars on Saturday, Mayor was in attendance and pleased with curriculum and student attendance allowing graduating seniors to high paying position

There being no further business, the meeting adjourned at 6:30 p.m..

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, SEPTEMBER 7, 2000
4:00 P.M.

PRESENT:

Robert Miller, Chairman
Huck Gutman
Michael Flaherty
Gordon Watson

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

Jim Parker - Parker Aviation, Bob Mildrum - Engelberth, Jesse Beck, Alex Halpern - Freeman, French & Freeman

The meeting was called to order by the Chairman at 4:30 p.m.

Motion by Mr. Gutman to table the discussion regarding the escalator development until next meeting. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman made a motion to add to the agenda the consideration of a maintenance contract for the airport's oil/water separator systems. Seconded by Mr. Flaherty. All were in favor.

AIRSHOW UPDATE - Jim Parker - Parker Aviation:

Mr. Parker advised that all coordination and planning for the airshow are going well. It appears that budgeted expenses and revenues are on target to leave \$60-80K (\$30-\$40 for airport distribution) as profit for charities. Mr. Parker advised that advance sales are slow at this time, but are anticipated to soon accelerate. Mr. Parker also indicated that all advertisements had been placed with parking, safety & security all in place.

Mr. Parker left the meeting.

S.T.E.P. UPDATE:

Jesse Beck advised that the project is on shedule with a shift of priorities. Bob Mildrum reiterated that the project schedule is on track and that glass is not all in with the skylight not yet received. Discussion. Beck, Mildrum & Halpern left the meeting.

Mr. Hamilton introduced the airport intern and part-time employee, Immanuel Mgana who is Tanzania born, an Embry Riddle student, and brings a high level of computer expertise to his

position.

An introduction of Ann Beland, jetBlue BTV station manager, was then conducted.

BCDC:

Mr. Hamilton provided an explanation regarding the status of the payment due to BCDC for the industrial park development. The Commission requested written documentation on the explanation in an understandable summary format.

OPERATING STATEMENTS:

The Commission reviewed the July operating and financial statements and July warrant. The July warrant was signed for approval by all present commissioners.

PROPERTY RENTAL STATUS REPORT:

Mr. McEwing reported that the airport will have five residential properties available for rent, ranging from \$800 - \$1250. Two of the properties are already rented with three others under application. Mr. McEwing advised of a potential problem with an applicant who provided false information and was later determined to be State Section 8, which created an issue in the term of the agreement. Mr. McEwing further advised that lead & asbestos testing is currently on going in the three vacant properties. Discussion.

AIRSHOW CHARITY SELECTIONS:

A discussion regarding charity selections for airshow funding distribution occurred. Requests were received from King Street Youth Center (prior years' benefactor), a request from Mayor Clavelle for support of the 242 Main and Club Youth Speak Out programs, and a request from South Burlington for its PTA. Discussion.

Mr. Gutman a motion to distribute the Airport's share of airshow allocated profit to the charities as detailed in a ratio of 20% each with the remaining 20% allocated to the Burlington Food Shelf. Seconded by Mr. Flaherty. All were in favor.

TRIANGLE OF EXCELLENCE REQUEST:

Mayor Peter Clavelle has asked that the Airport Commission sponsor the City's Third Annual Symposium of the Triangle of Excellence. The Mayor described this event as an opportunity for the Airport to market itself. Discussion.

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Airport Commission

September 7, 2000
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Mr. Gutman made a motion to approve the expenditure of \$3500 in support of the City of Burlington Triangle of Excellence provided that the airport receives appropriate levels of exposure. Seconded by Mr. Watson. All were in favor.

PROPOSED AIRPORT IMPROVEMENT PROGRAM #40 -PETE'S RV CENTER:

Mr. Hamilton advised the Commission that the Pete's RV property is an "important parcel for the airport to own" and recommended that the Airport proceed with discussion and negotiation with Discussion.

Motion by Mike Flaherty to proceed with negotiation for Pete's RV Center purchase and to appoint the Chairman as negotiator for that purchase. Seconded by Mr. Gutman. All were in favor.

OIL/WATER SEPARATOR CONTRACT:

Mr. Hamilton advised that the low bidder for a contract to clean three oil/water separator systems on Airport was \$2,550 with a disposal estimate of \$3,420 by North Country Environmental. This service is an annual item with bids sought each year as necessary.

Mike Flaherty made a motion to approve the oil/water separator contract to North Country Environmental as described. Seconded by Mr. Watson. All were in favor.

There being no further business, the meeting adjourned at 5:57 p.m.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

AGENDA
BOARD OF AIRPORT COMMISSIONERS
THURSDAY SEPTEMBER 7, 2000
4:00 P.M.

MONTHLY REPORTS:

- * Minutes of July 18, 2000
- * July & August Warrants
- * July & August Operating Statements

OLD BUSINESS:

- * Interspace
- * Airshow

NEW BUSINESS:

- * Land Acquisition
- * Triangle of Excellence

MANAGER'S REPORT:

EXECUTIVE SUMMARY

OLD BUSINESS:

1. **INTERSPACE:** Continued discussion regarding the use of the escalator area soffit for advertisement, or art, or a combination of both. Interspace is interested in a decision as their next Ad campaign starts Sep 18.
2. **AIRSHOW:** Jim Parker will be in attendance to provide latest information. Also, the Commission needs to decide what charity(s) will be selected for receipt of proceeds. See attached letters.

NEW BUSINESS:

1. **LAND ACQUISITION:** Executive session required.
2. **TRIANGLE OF EXCELLENCE:** See attached letter from the Mayor.

MANAGER'S REPORT:

1. **JETBLUE:** Their terminal counter area is complete and ready for the operation to begin next Thurs. the 7th. A contract has been executed between them and United Airlines for ground handling and temporary use of the United loading bridge and the Gate Two area. Customer service agents have been hired with training being conducted daily. Although the official start date is the 7th, due to scheduling conflicts with some of the politicians, the media event will be Fri. the 8th at 3:00 P.M. The station manager for JetBlue is Ann Belander; I will introduce her at the mtg after the 4:30 departure.
2. **AIR SERVICE:** As briefed via earlier e mail, Delta will begin service to LGA with a new Delta Connection Airline (AC Jet) using 32 passenger twin engine Dornier jets four times daily. I expect their gate use request at any time. With that request, plus the desires of American Eagle, the remaining gates can then be assigned. I request the Chair be authorized to execute gate assignments, since the final assignments will need to be made prior to the Oct. meeting.
3. **BCDC:** Met with Brendan and John Stewart regarding the development fee relating to depreciation. They guaranteed that BCDC received only the negotiated fee of \$600,000. I asked for a more understandable report detailing that guarantee. At press time it had not been prepared. I expect to present it at the meeting.
4. **COMMUTAIR:** Executive session required.
5. **PROPERTY RENTAL REPORT:** Status of rentals will be presented.
6. **LEDGE REMOVAL:** Operations have increased during the past two months as the demand for crushed rock has increased and Whitcomb is preparing for the start of the Maple Tree Project. Issuing a

phase two contract to complete the ledge removal is pending awaiting review of the past performance of Whitcomb. Recommendation for commission action will be forthcoming in the next two months.

7. SOUTH END DEVELOPMENT: The grant has been received and executed for the first phase of the environmental study. Demand forecasts and facility requirements are being prepared for a December report submittal.

8. STEP: ECI and FFF will provide an update on the concourse schedule and budget.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
TUESDAY, APRIL 18, 2000
4:00 P.M.

PRESENT:

Bobby Miller, Chairman
Michael Flaherty
Gordon Watson

John Hamilton
Tamara Gagne
Richard Varney
Raymond Piche
Robert McEwing

Greg McGuire - State of Vermont

The meeting was called to order at 4:03 p.m. with the above referenced present.

GREG MCGUIRE - STATE OF VERMONT TOURISM & MARKETING:

Mr. McGuire advised that although no specific discussion has occurred with jetBlue, the State will be working with them to market for their arrival. It is anticipated that there will be intense focus in about a month. Mr. McGuire also indicated that they are working with key VT representatives on cooperative marketing for ski packages and jetBlue service. The State will also be asking jetBlue to put the Explore (VT) magazine in their seat pockets.

MINUTES:

Motion by Mr. Flaherty to approve the minutes of March 23, 2000 as presented. Seconded by Mr. Watson. All were in favor.

MONTHLY STATEMENTS:

The March operating statements and warrant were reviewed and discussed. The Commission questioned the \$749,987 developmental fee related to the purchase of the BCDC buildings. Discussion. Commission requested that Brendan Keleher be asked to prepare a concise summary of the transaction and, if necessary, present to the Commission at their next meeting.

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

EQUIPMENT PURCHASE:

Mr. Hamilton advised that, as reported last month, an airfield mower needs to be replaced at an estimated cost of \$20,000. Bids were solicited and received from four local vendors. The preferred mower cost is \$18,100, which is \$2000 over the lowest bid. Mr. Hamilton advised that the selected proposal is recommended over the lowest bid because of the quality of that proposed mower. Key enhancements over the low bid model are in horsepower, cooling system and the cab enclosure.

Mr. Watson made a motion to accept the recommendation of Mr. Hamilton and approve the expenditure of \$18,100 for the purchase of an airfield mowing tractor as bid and described. Seconded by Mr. Flaherty. All were in favor.

Tim Shea, Lake Champlain Chamber of Commerce entered the meeting.

MARKETING:

Tim Shea, Lake Champlain Regional Chamber of Commerce was invited to provide information on a proposed format and cost for the Chamber to produce and administer a survey per previous Commission meeting request. Mr. Shea advised that the Chamber would propose to conduct the survey with in house staff, create a list of questions and mail to their entire membership. Tim then asked the Commission for input regarding the questions they would want answered. Mr. Shea advised that the estimated cost would be \$5500. Discussion. The Commission advised they would like to know or have differentiation between personal and business travel of those interviewed. Discussion. ?How does survey get to the right person to provide appropriate feedback? Discussion. ?Timeframe? Tim proposed development of survey prior to next meeting and then implementation in June with results for July 1.

A motion to proceed was made by Mike Flaherty. Seconded by Gordon Watson. All were in favor subject to draft questionnaire review.

Mr. Shea also thanked the Board for participation in New England Regional marketing effort with support of the regional map.

Tim Shea and Richard Varney left the meeting.

LAND ACQUISITION:

Mr. Hamilton advised that Alex Rose, property owner of 3060 Williston Road, is requesting to execute a purchase and sales agreement now, but wait until next spring to close. Mr. Hamilton reminded the Board that the approval has been granted for the purchase, however, since the closing would be delayed, it requires amended approval. An interim use agreement would need to be orchestrated.

Motion by Mike Flaherty to approve the process for a delayed closing, subject to Chair review. Seconded by Gordon Watson. All were in favor.

HVAC UPGRADE:

Mr. Hamilton advised that energy efficiency improvements to the terminal HVAC system for \$60,700 received approval at the January meeting. Mr. Hamilton further advised that since that date, BED has received and analyzed bids for equipment and labor to complete the work they recommended and in the process found that there were changes to both the scope of work and cost of work elements that will increase the cost from the original \$60,700 to \$65,636, an increase of \$4,936. Approval is requested to approve these additional costs.

Motion by Mr. Flaherty to approve the additional expenditure of \$4,936 in support of the terminal HVAC upgrades. Seconded by Mr. Watson. All were in favor.

ALERT POD LEASING:

Motion by Mike Flaherty to enter executive session to discuss leases and contracts relative to the alert pods, 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 4:40 p.m.

The meeting resumed regular session at 4:50 p.m..

Motion by Mr. Flaherty to approve the request by Aviatron to lease the alert pod #1 on a month to month basis in support of and on the evidence of need to accommodate Commutair. Seconded by Mr. Watson. All were in favor.

CONTINENTAL EXPRESS HANGAR & TERMINAL LEASE:

Continental Express facilities personnel not able to attend this meeting. Items tabled until future meeting.

AIRPORT DRIVE ENTRY SIGN:

Mr. Hamilton advised that as a part of the landscaping plan for the concourse building, an entry sign in the landscaped area at the corner of Airport Drive/Williston Road was reflected on the plans. This was denied since there is already a sign at the entrance to the Airport and South Burlington only allows one sign per business. Finding the Airport has always been a problem for the first time user. An aesthetically pleasing sign in that area would correct that problem. However, the sign at the entry to the terminal is also needed. In order to move forward on this, it will be necessary to go before the So. Burlington City Council to request a waiver. Discussion. Commission supports proceeding with Mike Flaherty to monitor and support as necessary.

AIRFIELD EMERGENCY EQUIPMENT:

Mr. Hamilton advised that the Airport has been lacking for a mobile command post to be used during emergency response to aircraft accidents. Discussion in the past in determining whether Air Guard Fire Department or the Airport is responsible has caused delays. The responsibility is a shared one. The fire department has constructed a very functional mobile command unit. The Airport's input to this would be the purchase of a generator to supply the required electrical needs at an estimated cost of \$2,500.00. Mr. Hamilton recommended and requested approval. Discussion. The Commission inquired whether the specified generator would suit current and future needs and queried who would own and maintain the unit. Mr. Hamilton explained that the Airport would retain ownership of the generator and would have a letter of agreement with the VT Air Guard making them responsible for maintenance.

Mr. Watson made a motion to approve the purchase of a generator to be used for the emergency services command center to be located at and maintained by the VT Air National Guard at an estimated cost of \$2500.00. Seconded by Mr. Flaherty. All were in favor.

AIRPORT ORGANIZATION:

Mr. Hamilton advised that the airport has grown in its administrative, financial and operational responsibilities to the City and its tenants. The work load, demand, improvements to the facilities, construction of new facilities and the development of the industrial park require a deeper organization that will be able to sustain itself and stay postured for future demands. Mr. Hamilton noted that over the past eleven years there has been

AIRPORT ORGANIZATION: (cont.)

only minor additions or changes to the structure with the acquiescence of part time help and that in 1984 the airport had more positions in the administration than are currently there, with only half of the workload. Mr. Hamilton then explained that there were three categories of changes and defined them as Engineering positions from contract to employee, new hires, and upgrades. Regarding the upgrades, Mr. Hamilton advised that he is requesting a re-evaluation of the office manager position with a change to the job description to encompass the increased administration and financial responsibilities and accountability. Mr. Hamilton then explained that changes to an existing maintenance worker position are recommended. The Airport has been operating for several years with the terminal maintenance working foreman providing both airfield snow team leading and having responsibility for secondary surface snow removal and terminal grounds. It is recommended that these roles be separated. This working foreman would then be dedicated to facilities maintenance when not in snow removal operations. With this change affected an upgrade to a maintenance worker would be required to add the duties of secondary surface snow removal, terminal grounds and arborist duties. The final upgrade change would be to increase the hours of an existing part-time position to full time. The referenced part-time position was established when the garage facility was opened. During the last two years, it has been determined that 24 hours per week are insufficient to cover responsibilities. Mr. Hamilton then initiated his presentation for hiring additional personnel. He advised that currently Burlington Police cover a portion of airport operating hours, the hours outside of airline activity, solely for the purpose of property protection and as a conduit for the Director of Operations in the absence of an Operations specialist. In addition, the FAA ATC has reduced its hours of operations and is closed between 0100 and 0500. This closure presents a problem for winter time operations. In order to keep the airport open during the closed tower times when snow removal is in progress, the airport needs a fully qualified operations specialist to monitor traffic and advise snow removal crews when to clear the runway for safety purposes. It is recommended that the overnight police officer be replaced by an operations specialist position. It is also recommended that the position description be modestly modified to incorporate administrative duties. Mr. Hamilton pressed on to the second new hire advising that a new administrative support position has been discussed with the Board on prior occasions. It is currently recommended that the new position be solicited to provide general reception, public information and assistance to the Director in a secretarial role.

AIRPORT ORGANIZATION: (cont.)

The last area for additional personnel is for airfield maintenance, primarily for snow removal purposes. Over the years, more pavement requiring snow removal has been created, less runway time available to clear, and a change to FAA criteria is requiring more equipment, and thus additional personnel, to provide snow removal services. Mr. Hamilton indicated that the requirement would be for two additional maintenance employees. However, he expressed concerns that, based on a union requirement, the airport's master electrician and vehicle maintenance chief are required to equally share in the distribution of overtime for snow removal. This would mean that the maintenance employees hired for that purpose would not be used all the time. JJ advised that he would be exploring whether the union would be amenable to discussion in this regard. And finally, Mr. Hamilton reported, the airports' contracted engineering positions (one full time, one part time) must become city classified positions. Mr. Hamilton advised that both positions are needed and justified and recommended they be retained. Mr. Hamilton concluded that, although a lot to digest, would like to receive Commission direction on the proposed changes in order to continue the required process which can still take several months. Ms. Gagne then advised that the proposed changes were estimated to cost an additional \$136,000 in direct payroll, not including benefits. She also advised that the ensuing fiscal year budget includes the changes for the engineering positions, but does not have monies allocated for the new changes. However, that budget is projected to have sufficient revenues to adequately cover the changes. Discussion.

Commission approved and agreed to proceed with recommended changes to staffing levels as described.

MANAGER'S REPORT:

Revenue Bond: The report by Moody's regarding the Airports' credit rating was provided (on file). The Commission requested that their recognition and appreciation for the efforts of the staff for sound management and operation of the airport, be made a part of the record. Bonds scheduled to close on May 23 with a retail sale to VT residents on May 15.

MANAGER'S REPORT: (cont.)

LGA/BTV Route: Continental Express and Delta Connection have both requested slot waivers at Laguardia(LGA) to provide service between there and Burlington, along with several other cities. The reason is two fold. Congress, through AIR-21 has encouraged airlines to provide service to regional airports such as Burlington with regional jets. If they do, then slots at the slot controlled airports such as LGA would be waived thereby allowing that service. In addition, New York is Burlington's #1 market and it appears that both airlines want to pressure USAirWays service.

City arts has again been advised that the \$40,000 budget is to be integrated into the design, not be an add on. They will be ready to make a presentation to the Commission in May.

Interspace will address the Commission with their recommendations for concourse advertising displays at the May meeting.

Parking Garage Rates: The new rates and first half hour of free parking has been in effect since April 1. The ambassadors report that the terminal front is less congested since the implementation of the new rates.

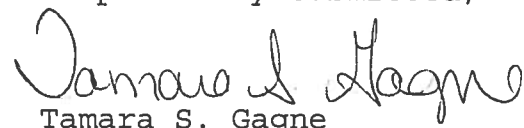
Jesse Beck and Alex Halpern, Freeman, French & Freeman entered the meeting.

SOUTH TERMINAL EXPANSION PROJECT:

Jesse advised that he feels that project and architectural aspects are on schedule. Bids opened to date are just under budget. Discussion regarding bids and issues of lack of bidders. Discussion regarding project schedule, availability of bid packages, turn around of bid packages, etc. Mr. Miller expressed his grave concern regarding the slippage of the schedule. Jesse recommended that a meeting between airport, contract manager and architect be held. Commission agreed. All bid packages are out with five more to be opened on Thursday. Discussion.

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

Respectfully Submitted,


Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, MARCH 23, 2000
4:00 P.M.

PRESENT:

Bobby Miller, Chairman
Gordon Watson
Hinda Miller
Michael Flaherty

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

Patricia Grant Wilkinsen - Underwriters Counsel, Michael Wheet -
Solomon, Smith, Barney - Underwriter, Brendan Keleher - City
Treasurer, Jim Parker - Parker Aviation

The meeting was called to order by the Chairman, Mr. Miller at
4:00 p.m. with the above referenced present.

AIRSHOW:

Mr. James Parker - Parker Aviation played a 10 minute
informational video regarding the production of an airshow, its
marketing needs and sponsorship venues. Thunderbirds will be the
headliner team for the Burlington Airport Charity Airshow with
other major attractions. Mr. Parker explained that there is
great difficulty in getting jet teams and that he has been
applying for six years for Thunderbirds and only this year
achieved success. Mr. Parker also advised that the sponsorship
solicitation to date has been very successful. Sponsorship comes
in the form of trading of services or cash donations. The
Airshow is scheduled for September 23 & 24. There is a sponsored
free show on Friday, September 22 for Make-A-Wish families. The
press and radio are also invited to this day's events. Mr.
Parker advised that there is little or no impact to airline
schedules, with advance coordination and notification provided to
all involved. Mr. Parker then indicated that he was requesting
airport sponsorship of \$15,000 which would provide the Airport
Commission with 35% control of the profits for charitable
distribution. This distribution factor is based on the Airport
donation of its airfield, facilities and support, in combination
with their cash contribution. Discussion. Ms. Miller questioned
parking and access. Hinda suggested methods in which airport
could best utilize its sponsored monies with exposure to its new
air service. Discussion.

Ms. Miller made a motion to approve support of the airshow in the
amount of \$15,000 and that this event be used as leverage for
marketing of the airports positive events, including jetBlue.
Seconded by Mr. Flaherty. All were in favor.

Piche, McEwing, Varney and Parker left the meeting.

MARKETING:

Hinda Miller suggested that the airport needs a web site and should be hosted by the Chamber. Discussion. Ms. Gagne explained that several options and web site designs have been explored. She suggested that it more appropriate for the airport to host its own web site with others, including the City and Chamber, having links to same. Discussion. Hinda recommended that monies be dedicated to research the need, host, and implementation. Discussion. Commission agreed. BTV staff to present options, list of objectives, and associated costs.

Bob McEwing and Bob Mildrum entered the meeting.

Discussion re: other marketing options including the sponsorship of jetBlue. Ms. Miller indicated that her other objective is to get the Burlington Airport customer base back through creative initiatives like the double mileage offer. JJ advised that he has made contact with USAir in this regard. Hinda suggested that the Airport create professional/formal proposal to airlines regarding the mileage offer. Mike Flaherty suggested that further study of the benefit vs cost be conducted. Discussion. Mike Flaherty suggested a comprehensive business consumer study. Discussion. Mr. Hamilton suggested that the Mayor's task force for marketing be asked for support. Commission suggested that the Airport request a proposal from the Chamber of Commerce to conduct a survey of its business members to answer such questions as "why they do or would use BTV, experience from using Manchester, travel dollars spent on air travel, use of negotiated terms with airlines, will jetBlue alter your plans", etc., etc.

SOUTH TERMINAL EXPANSION PROJECT (STEP):

Mr. Bob Mildrum advised that the project is in the bidding stage - with contracts awarded for concrete to S.T. Ireland, steel to Reliance and a single bid on glass by St. Albans Glass. Mike Flaherty questioned the status of receiving steel on schedule and its impact to project finish. Discussion regarding the sole glass bidder. General discussion regarding remaining contract bids to be received. Ramp construction will resume on Monday, March 27 with ground breaking on building scheduled for April 24. Bob Mildrum noted that with regard to DBE solicitation, he researched both State and City of Burlington DBE lists and discovered that there were very few services for construction contractors and all those that were determined to be relevant were contacted.

Bob Mildrum left the meeting.

Mr. Hamilton advised that project start up could generate complaints and requested that the Commission refer inquiries back to Airport. The tenants and South Burlington neighbors will be informed via an information flyer.

S.T.E.P. BID AWARDS:

Mr. Hamilton explained that because of the numerous bid packages for this project (25), the opening and awarding of bids will not coincide in a timely manner with the monthly Commission meetings and to wait for the meetings to award bids would delay the project. He therefore requested that the Director of Aviation be authorized to award bids to the low, qualified bidder. If there is a low qualified bid that does not appear reasonable, it is recommended that a discussion of the bid award be conducted with the chairman. Mr. Hamilton advised that the Commission would receive a report that will include a list of the bidders, amount of the bids and successful bidder.

Motion Mike Flaherty to approve requested item with regular information being relayed to the Chairman. Seconded by Mr. Watson. Discussion. Ms. Miller questioned the qualification process. All were in favor.

MANAGER'S REPORT:

Revenue Bond: The feasibility study and official statement will be in final draft after a conference call this Friday with the team. This is in preparation for the presentation to the rating agencies. For this issue, the rating agencies of Fitch and Moody's will come to the Airport next week for the presentations. The presentation schedule is as follows: Thurs Mar 23 at 2:15 p.m. with Fitch (lunch and Airport tour at noon), Fri Mar 24 at 10:00 a.m. with Moody's (breakfast at 0800). There will be a practice session with FSA Insurance at 2:00 p.m. Wed Mar 22. The commission is invited to attend any of the presentations.

AIP/PFC: The House has passed the bill increasing entitlement and PFC funds. A presentation will be made to the Commission at the April meeting to discuss the effect of this legislation.

Terminal Art: City Arts has put together a schedule for artist selection and type of art for the concourse that will not adversely affect the design/construction schedule, thereby meeting the objective of \$40,000 worth of concourse art design and construction.

MANAGER'S REPORT (cont.):

Airfield Equipment Purchase: Maintenance is putting together plans and specs for the purchase of an airfield grass mower to be used for mowing around airfield edge lights. The present fifteen year old mower is beyond useful repair and use. Estimated cost is \$20,000. Bids will be presented at the April meeting.

Bond Vote: The percent of votes required for passage of a revenue bond was incorrectly reported on the bi monthly report. For a revenue bond, a simple majority is required, not a 2/3 majority as reported.

Airlines: Delta has announced that one of its carriers will have service from Burlington to LaGuardia in July. They have not provided any official communication in this regard, nor do we know which of its affiliates will be the one to provide such service.

Aviatron is currently negotiating with Commutair to provide maintenance base service. Aviatron has advised that they will need hangar space to affect the negotiations. JJ advised that the airport does have a month to month agreement with Valet Air for one of its alert pods and the Commission could opt to lease to Aviatron. Discussion.

MONTHLY REPORTS:

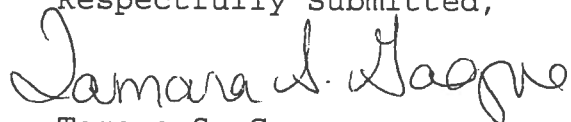
The February operating statements and warrant were presented for review. Ms. Gagne reported that the February combined operating revenue and expense report reflects a negative YTD balance. This balance is attributed to the airports' debt service payments, except for a \$32,000 interest payment, being 100% allocated and the revenues for same only based on an eight month percentage. Operating expenses remain underspent, with the exception of employee benefits which equate to the increased (and unforeseen) costs of health care. Revenues are on schedule and slightly above. The customer aged trial balance report, updated through meeting date, was discussed. The outstanding \$2100 balance for "David Niquette" was explained as a rental amount associated with an AIP land purchase transaction and that the amount of relocation monies payable to Mr. Niquette would be reduced by the amount of the outstanding rent.

Motion by Mike Flaherty to approve the review of the February operating statements and the February warrant. Seconded by Ms. Miller. All were in favor.

Motion by Gordon Watson to approve the minutes of February 23, 2000 as submitted. Seconded by Mr. Flaherty. All were in favor.

There being no further business, Mr. Flaherty made a motion to adjourn. Seconded by Mr. Watson. The meeting adjourned at 5:35 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board