

MINUTES
BOARD OF AIRPORT COMMISSIONERS
Thursday, December 13, 2001
4:30 P.M.

PRESENT:

Robert Miller, Chairman
Huck Gutman
Gordon Watson
Hinda Miller

John J. Hamilton
Tamara S. Gagne
Robert McEwing

Chuck Rolecek & Bill Weigle – One Flight Up, Jesse Beck – Freeman,
French & Freeman

The meeting was called to order by the Chairman, Mr. Miller at 4:33 p.m.

MONTHLY STATEMENTS:

Commission review of monthly operating statements. Ms. Gagne reviewed the updated accounts receivable list – discussion.

Mr. Gutman made a motion to approve the minutes of November 25, 2001 as written. Seconded by Mr. Watson. All were in favor.

Mr. Gutman made a motion to approve the operating statement review and approve the **November warrant** as presented. Seconded by Mr. Watson. All were in favor.

JESSE BECK – FREEMAN, FRENCH & FREEMAN:

Mr. Beck presented the “Excellence in Design” Award that FFF received for the north concourse - discussion & congratulations. Mr. Beck also provided update on progress of the **Parking and Access Project Improvements (PAPI)** for which they have been tasked to provide preliminary design. The study of the elements are on going, including counting and evaluation of existing spaces and determination of what is needed to accommodate employees, car rentals and public.

A review of the written manager's report, below, ensued.

MANAGER'S REPORT:

An error in the **DPW garage revenue** distribution, of \$207,000 has been identified and will be adjusted back to the Airport. Discussion.

Mr. Gutman made a motion that the Board commends Tamara Gagne for her attentiveness to airport financial affairs. Seconded by Mr. Miller. All were in favor.

A proposal will be made at the January meeting regarding **Vehicle parking rates** recommending to increase the daily parking rate in the garage and long term lot. The justification is two fold: 1) to ensure adequate dollars in the garage maintenance fund, and 2) to assist in paying higher costs for the ambassador and vehicle check programs. The current consideration is for an increase of one dollar per day. Discussion. Huck expressed a concern that additional increase of costs to travelers at this time, if not needed, would be detrimental to traveler as well as to the decision to travel.

STELEX dba ONE FLIGHT UP RESTAURANT LEASE:

Mr. Hamilton reported that the optional ten year term fee had been negotiated for Commission adoption. However, since the owners' review of the impact that the livable wage ordinance will have on their business, it appears necessary that the fee will require discussion and re-negotiation. Mr. Hamilton recommended that the current agreement be extended three months for that purpose. The City Attorney's office agrees with waiving the livable wage ordinance start until April 1st. At this time, Mr. Rolecek, Stelex CEO and Bill Weigle, Stelex CFO entered the meeting to provide information on the status of their business. Mr. Rolecek indicated that they were pleased to be finishing their 10th year and that this year has been the best year in revenues, rent payments and business, despite the events of September 11. The September 11 impact has been a variety of things – shortened operating hours – insufficient traffic to justify evening hours – fewer travelers because of flight reductions – removal of food and services from catering – employee base also dropped off – fewer applicants for

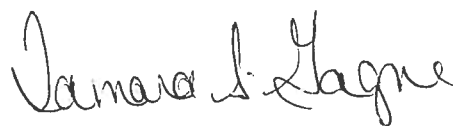
STELEX (cont.):

employment – fewer flights = fewer delays = less revenues. Brief reference to the livable wage ordinance impact should it be implemented. Mr. Rolecek also indicated that there has been a huge impact to the Premier Catering aspect of their business. As far as Stelex is concerned, the operations have been considered one and the same. The restaurant is a difficult operation to run as a stand alone restaurant. It is no longer used as local restaurant option. Travelers are not convinced to buy something for themselves before boarding. Mr. Rolecek spoke of additional items listed as to effects of economics. Discussion. Mr. Gutman commented that Stelex has done an excellent job in the ten years with no complaints received and that the Board has always supported the restaurant through their rough spots, as the Commission concern is to provide a service to the public. Discussion.

Mr. Gutman made a motion to approve the extension of the restaurant lease agreement for the recommended three months, under the terms of their current agreement, in order to have additional time to study and understand the livable wage ordinance and its impact. Discussion. Hinda asked whether the restaurant would continue to educate passengers as to availability of ‘take away’ meals, properly packaged, properly marketed. Discussion. Seconded by Mr. Watson. 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

MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, AUGUST 29, 2001
4:00 P.M.

PRESENT:

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

John J. Hamilton
Tamara Gagne
Robert McEwing

Tim Shea – Chamber of Commerce

The meeting was called to order at 4:05 p.m. by the Chairman, Mr. Miller with all listed present.

CHAMBER MARKETING:

Tim Shea of the Lake Champlain Regional Chamber of Commerce proposed a cooperative print advertising program with the Airport Commission. The Chamber has found that they were continually dwarfed by other advertisers so a transition to co-operative marketing/PR happened. Travel writers were solicited, press releases distributed and a new approach crafted. Mr. Shea then distributed an overview of the program and explained that the difference between printed press and PR is owing when ad is placed. The materials provided examples of printed pieces obtained with out paying as 'advertising' but provided by travel writers, spending approximately \$12,000 and appearing in many publications (incl. NY Times) where directs ads of that proportion would have cost hundreds of thousands of dollars. Mr. Shea indicated that he was requesting that the Airport financially participate in this program. Ms. Miller asked for more detail as to how the program works. Mr. Shea explained that airlines (JetBlue has been very helpful) provide free air service, hotels provide rooms for travel writers, and other in kind services are donated. Ms. Miller asked whether these 'consultants' get a 'spec sheet' with pre-assigned bullets? Discussion. Mr. Shea advised that current partners are hotels and the Chamber with \$5K contributions each. Discussion.

Gerry Manock entered the meeting at 4:25.

Commission to take Chamber proposal under advisement. Discussion re: targeting businesses versus the casual traveler.

RENTAL REQUEST:

Mr. Hamilton explained that Mr. Jerry Manock, of Manock Comprehensive Design, Inc. has asked to come before the Commission to explain the **Challenger Learning Center of Vermont** program. It has involvement with aviation in some fashion. Mr. Hamilton advised that he is under impression that Mr. Manock is looking for donated space. Mr. Manock addressed Commission by explaining the Challenger Learning Center program – integrated & contextual – fully state certified high school curriculum – modeled after many other similar schools in country - problem solving environment – each academy has an enterprise center (replace Burlington & Essex technical centers) – public choice schools - covers Chittenden county, Alburg, St. Albans) – in science & applied science they are proposing a challenger learning center be built in to the school – professional development for teachers. For high school students to run some of the missions and for higher ed students to write. Ultimately wants space for temporary housing of this Challenger Learning Center – questions and discussion – space is provided to the Burlington Tech Center because they provide aviation related curriculum – Discussion. Mr. Manock explained that the Challenger Centers are for career education and requested 6000 s.f. of donated space to support a proposed Challenger Center for this area, needed in 18 months. Chairman, Mr. Miller responded that the Airport could not commit to space that far in future, but could be supportive of idea. If Center is supported as aviation related then could receive airport support in terms of donated space – if there is space available. The ultimate unknown is the success of the campaign (middle school students – 8 week program – come to this facility from their schools for that period of time to work on a ‘mission’). Discussion as to whether airport can provide free space. Mr. Manock explained that part of Challenger Center contract is to have space identified prior to opening, so 18 month time frame would be significantly reduced. Discussion. Mr. Gutman indicated that he was definitely supportive of education related to aviation, but does not feel that this program would qualify. Mr. Miller to provide follow up contact with Mr. Manock.

AFSS BUILDING:

Mr. Hamilton explained that, by lease agreement, the Airport is responsible for roof repair/replacement of the Automated Flight Service Station (AFSS) building. As previously reported, the 10 year guaranteed roof has been failing. The roof was installed in 1986. It is no longer economical to repair. Monies were budgeted for the replacement. The cost is estimated at \$37,000-\$40,000.

Motion by Hinda Miller to approve the expenditure of funds for repair of the AFSS building in accordance with the requirements of the Airport to do so. Seconded by Huck Gutman. All were in favor.

LAND ACQUISITION:

Mr. Hamilton advised that the appraisal process on the Brady property – 1238-1242 Airport Drive – has been completed and result is \$425,000. This property is on the Airport's land acquisition program and is AIP eligible, but is not programmed until the Federal fiscal year of 2002. Mr. Hamilton requested Commission approval to proceed with purchase and sales agreement with a proposed closing date within this calendar year.

Motion by Hinda Miller to proceed with a purchase and sales agreement and closing on the purchase of the "Brady property" in accordance with the Airport's land acquisition plan. Seconded by Huck Gutman. All were in favor.

Motion Hinda Miller to allocate \$5,000 to the LCR Chamber per their request. Discussion. Huck Gutman opposed because he feels that Chamber is only targeting the casual traveler and should be focusing its efforts on attracting business. Motion seconded by Gordon Watson. Motion called with Mr. Gutman opposed. Motion passed in favor. Constant communication to be requested from the Chamber on the contacts made.

NORTH END TERMINAL STUDY (NETS):

Mr. Hamilton explained that the North End Terminal Study was complete and that all of the alternatives had been reviewed by staff and Mr. Miller. He further advised that Mr. Miller, Mayor with CEDO & city attorney have met to discuss the project, but not the specific alternatives. It is recommended to move forward with anticipation for project to start next spring. The project would require a March ballot item for a revenue bond and a January City council presentation. A financial feasibility study would also be required. A Finance Board presentation would be required in September or October and JJ would be meeting with the CCTA director to prepare for any opposition could be received with regard to adding parking at airport. Mr. Huck Gutman expressed a concern about the economy and airline infrastructure and did not feel that the Commission should proceed on expansion because of unknowns. Mr. Hamilton indicated that "parking is a big problem" and it is prudent to be prepared to move forward. Commission agreed to proceed with planning and presentations.

CONTINENTAL EXPRESS RENTAL:

JJ Hamilton advised that Continental has asked to rent a 4500 s.f. space at 3060 Williston Road. The recommended rate of rental is \$7.00 per s.f. with pro-rated taxes, airport paying utilities, month to month term.

Huck Gutman made a motion to allow the rental of space to Continental provided that the Chairman set the rental rate based on prevailing local rents. Seconded by Mike Flaherty. All were in favor.

MANAGER'S REPORT:

A letter was forwarded to the Congressional delegation regarding **LaGuardia slot allocation**. A paragraph of that letter appeared in last weeks Aviation Week and Space Technology magazine.

Sister City Program: The Mayor was elated with the manner in which the Airport provided the welcoming of the delegation from Puerto Cabeza.

Advertising: The Commission authorized support for the Shrines annual football game. As a result, the announcer of the game told everyone that Burlington was the Airport of choice for travel, not Manchester.

MANAGER'S REPORT (CONT.):

CEDO: The "Doing Business in Vermont" booklet, which the commission graciously authorized \$4000 to help produce, will be available for review at the meeting.

Passenger Boarding's: July set a new record for all months = 51,895, a 39% increase over July '00. The year to date increase is 30%.

Air Service: American has terminated its Montreal-Boston route. Burlington may see more Canadian traffic because of that change. The State is putting together a presentation for American Eagle, with the intent of developing a non stop route Burlington to St. Louis. Lines of communication have been opened with Air Canada with the intent of developing a route structure into/out of Toronto. The State is also working with Burlington in that regard. United has announced that, beginning in November, all flights will be on the Airbus 319. Also they will be adding more flights on Saturdays.

Glycol Lawsuit Update: The cost for BTV will be \$2500.00, based upon airport size. The only additional costs known at this time would occur only if BTV itself is directly named. In other words, there are other airports that are being individually litigated, which costs that airport more than the general share. The law firm is attempting to have the suit dismissed on procedural grounds.

The footings have been poured, elevator has been ordered, building components are being assembled, and steel has been ordered for the **North End Ramp Project (NERP)**. The Act 250 permit should be received on September 10.

The 2nd phase of the **South End Development** (preparation of the environmental assessment report and mitigation plan) grant is expected by the end of August. The kick-off meeting will be held the middle of September.

Rock Ledge Project: An RFP has been issued with a September 14 cutoff date. The new contract will start about the middle of October.

MANAGER'S REPORT (CONT.):

A **VOSHA** inspection of the maintenance facility was conducted in July. A written report was received last week but all items were corrected before that was received. A hearing is scheduled next week – all violations were deemed 'serious' – the hearing will be held in hopes of mitigating the fines from \$11,000. Discussion.

Airport Legal Services: McNeil, Leddy & Sheahan has advised that their rates will increase to partner = \$125, associate = \$115 and Joe McNeil = \$150.

Commissioner Gutman requested that the 1989 terminal concourse dedication plaque be re-installed as per previous requests.

Discussion about airport status, events, etc.

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

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

AGENDA
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY August 29, 2001
4:00 P.M.

MONTHLY REPORTS:

- Minutes of July 26, 2001
- July Warrant
- July Operating Statements

OLD BUSINESS:

- Chamber Marketing
- Land Acquisition
- NETS

NEW BUSINESS:

- Concession Contract
- City Arts
- Rental Request
- AFSS Building

MANAGER'S REPORT:

EXECUTIVE SUMMARY

PLEASE NOTE THAT THIS MONTH'S SUMMARY SHOWS THE AGENDA ITEMS IN THE ORDER IN WHICH THEY ARE ADDRESSED, VERSUS, HOW THEY APPEAR ON THE AGENDA ITSELF.

CHAMBER MARKETING: Tim Shea will be in attendance to present a marketing idea for the Airport. This was reported at the July meeting by myself, however, sufficient detail was lacking in order for the commission to be able to determine its worthiness.

CONCESSION CONTRACT: This was held over from the July meeting. Linda Hathaway, a One Flite Up Employee, is a massage therapist, interested in providing chair massage to the public within the terminal. She will present her case. At this time, management has no position in this regard.

CITY ARTS: Doreen Kraft has asked to be placed on the agenda. I do not know her intent.

RENTAL REQUEST: A Jerry Manock, of Manock Comprehensive Design, Inc. has asked to come before the Commission to explain the **Challenger Learning Center** program. It has involvement with aviation in some fashion. I believe he is looking for donated space.

AFSS BUILDING: By lease agreement, the Airport is responsible for roof repair/replacement to the AFSS building. As previously mentioned, the 10 yr. guaranteed roof has been failing. The roof was installed in 1986. It no longer is economical to repair. Monies were budgeted for the replacement. The cost is estimated at \$37,000-\$40,000.

LAND ACQUISITION: The appraisal and environmental phase one are complete. We are now ready to move forward with a purchase and sales agreement for purchase this calendar year.

NETS: Highly successful meeting with the Mayor last week. He is very supportive of the study and moving forward. Further discussion as to next step.

MONTHLY REPORTS:

MANAGER'S REPORT:

1. **LGA SLOTS:** See enclosed letter. A paragraph of that letter appeared in last weeks Aviation Week and Space Technology magazine.
2. **SISTER CITY PROGRAM:** The Mayor was elated with the manner in which the Airport provided the welcoming of the delegation from Puerto Cabeza.
3. **ADVERTISING:** The Commission authorized support for the Shrines annual football game. As a result, the announcer of the game told everyone that Burlington was the Airport of choice for travel, not Manchester.
4. **CEDO ASSISTANCE:** The Doing Business in Vermont Booklet, which the commission graciously authorized \$ 4000 to help produce, will be available for review at the meeting.
5. **BOARDINGS:** July set a new record for all months = 51,895, a 39% increase over July '00. The year to date increase is 30%.
6. **AIR SERVICE:** American has terminated its Montreal-Boston route. We may see more Canadian traffic because of that. The State is putting together a presentation for American Eagle, with the intent of developing a non stop route Burlington to St. Louis. We've opened lines of communication with Air Canada with the intent of developing a route structure into/out of Toronto. This State is also working with us on that. United has announced that beginning in Nov, all flights will be on the Airbus 319. Also they will be adding more flights on Saturdays.
7. **GLYCOL UPDATE:** The cost for BTV will be \$2500.00, based upon airport size. The only additional costs known at this time would occur only if BTV itself is directly attacked. In other words, there are other airports that are being individually litigated, which costs that airport more than the general share. The law firm is attempting to have the suit dismissed on procedural grounds.
8. **NERP:** The footings have been poured, elevator has been ordered, building components are being assembled, and steel has been ordered. Act 250 permit should be recv'd on Sep 10.

9. **SED:** The 2nd phase (preparation of the environmental assessment report and mitigation plan) grant is expected by the end of August. The kick-off meeting will be held the middle of Sep.

10. **ROCK:** The RFP has been issued with a Sep 14 date. The new contract will start about the middle of October.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
4:00 P.M.
JUNE 28, 2001

PRESENT:

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

John J. Hamilton
Tamara Gagne
Robert McEwing

Lyndol Atkins – City of Burlington AFSCME Union President, Reginald Mobbs – City of Burlington Airport employee, Janet Murnane – City Attorney

The meeting was called to order by the Chairman, Mr. Miller at 4:01 p.m. with all above parties present.

Grievance: Reginald Mobbs, airport maintenance worker II, has filed a grievance relating to disciplinary action. I will present the Airport facts, Lyn Atkins, AFSCME Union President will present their facts, Janet Murnane of McNeil, Leddy, and Sheahan will act as Commission Counsel. Mr. Hamilton read the letter of discipline into the record (attached – A) Janet Murnane explained the procedures that could be followed to hear issues in this regard.

Lyndol Atkins indicated that they requested a remedy – does not believe the discipline is warranted and wants it to be removed. Lyndol indicated that the “facts” that Mr. Hamilton presented are not those. Reggie – left airport at 6:00 on Sunday – near Albany, car started to burn – burnt hands and ingested smoke as they continued to operate the vehicle into Buffalo – Monday a.m. called Bob – trouble w/car – need replacement vehicle and what to do with airport vehicle – dinners and engagements set up w/vendors that needed attendance, so not all for personal use (as indicated). Monday put in full day at conference but checked out that afternoon. Denies claim that the discussion he had with Bob was belligerent, but hung up phone because he was called names by Bob. Came back Tuesday to Symposium for a couple of hours – Wednesday drove home – some meetings were not geared to an operator such as himself and so he left – with car rental he rented on his own – only day he can’t count for is Thursday. From 0600 to 0700 Sunday night he was on airport time – Lyndol proceeded to ask questions about typical protocol related to attendance at the symposium, and reiteration of the phone conversation. Reggie advised that management had two written statements that support his position and will further indicate that the attendance at symposium is not mandatory. Additional presentation re: the vehicle fumes – Commission? Medical assistance sought over injuries – no - ? what need for car – meals and vendors – discussion related to car

use – Lyndol explanation of “purpose of trip” – Huck – did he attend conference? Belligerent & insubordinate? Are the issues – Reggie had conversation w/Bob in which he felt that Bob indicated that he did not feel that discipline was warranted and in which he admitted calling him a name. JJ clarified ‘normal’ workweek – M-F – 7-3:30 – attendance is voluntary – if they volunteer then they must agree to change work week to Sunday to Thursday. Employee knows in advance and with voluntary knowledge that drive is more than 8 hours each way. Mr. Atkins – grievance is about insubordination and belligerence and that has not been proved by City. Robert read documentation that he prepared moments after incident happened – (attachment to minutes – B).

Mayor Peter Clavelle entered the meeting.

Lyndol indicated that they do not believe there is any proof of insubordination or belligerence. Commissioner Flaherty asked whether the Airport had knowledge of his whereabouts after the conversation – NO – Huck - anger management. Any previous issues with anger control? Reggie indicated no and JJ indicated yes. Janet asked if there were any other documents – Reggie asked for comments of Corey Jewell to be included as well as documentation of his burned hands – JJ advised that he interviewed several employees – Janet advised that the written statements are not normally accepted without the witness available for rebuttal and questions of cross examination, so the referenced statements would not be allowed. Discussion.

Mr. Flaherty made a motion to enter executive session, excluding all but the Commission and attorney Janet Murnane, to discuss the grievance at hand. Seconded by Mr. Gutman. All were in favor. The meeting entered executive session at 5:05 p.m.

Mr. Flaherty made a motion to remain in executive session, inviting the Mayor to enter, to discuss the evaluation of the Airport Department Head. Seconded by Mr. Gutman. All were in favor.

The meeting resumed regular session at 6:00 p.m.

ANNUAL APPOINTMENTS:

Mr. Flaherty made a motion to appoint Bobby Miller as Chairman of the Airport Commission for FY’02. Seconded by Ms. Miller. All were in favor.

Mr. Flaherty made a motion to appoint Tamara Gagne as Clerk of the Board for the FY’02 year. Seconded by Ms. Miller. All were in favor.

OPERATING STATEMENTS:

Mr. Gutman made a motion to approve the **minutes of May 29, 2001** as presented. Seconded by Mr. Flaherty. All were in favor.

Mr. Gutman made a motion to approve the **May warrant** as presented. Seconded by Ms. Miller. All were in favor.

SOUTH BURLINGTON REQUEST:

South Burlington has asked the State to secure funding for a Potash Brook watershed restoration plan, and are asking for assistance in matching funds from other major agencies and landowners in the Potash Brook watershed area. They have requested support from the Airport in the amount of \$5000.00.

Mr. Watson made a motion to support the request of South Burlington in the amount of \$5000. Seconded by Mr. Gutman. All were in favor.

FAA GLIDE SLOPE LEASE:

Mr. Watson made a motion to approve the FAA glide slope lease. Seconded by Mr. Gutman. All were in favor.

The meeting adjourned at 6:20 p.m.

AGENDA

**BOARD OF AIRPORT COMMISSIONERS
THURSDAY JUNE 28, 2001
4:00 P.M.**

MONTHLY REPORTS:

- Minutes of May 29, 2001
- May Warrant
- May Operating Statements

OLD BUSINESS:

- North End Ramp Project
- North End Terminal Study

NEW BUSINESS:

- Grievance
- FAA Lease
- South Burlington Request
- Appointments and Evaluations

MANAGER'S REPORT:

EXECUTIVE SUMMARY

MONTHLY REPORTS:

- a. **Financials:** Presentation on June 30 end of year financials.

OLD BUSINESS:

- a. **NERP:** Presentation of final design and Chair authority to enter into low bid contracts.
- b. **NETS:** Draft report has been received. Presentation by staff at the meeting. The consultant will be here in July for final draft report

NEW BUSINESS:

- a. **Grievance:** Reginald Mobbs, airport maintenance worker II, has filed a grievance relating to disciplinary action. I will present the Airport facts, Lyn Atkins, AFSCME Union President will present their facts, Janet Murnane of McNeil, Leddy, and Sheahan will act as Commission Counsel.
- b. **FAA Glideslope Lease:** Standard renewal lease agreement to FAA for navigational purposes.
- c. **South Burlington Request:** They have asked the State to secure funding for a Potash Brook watershed restoration plan, and are asking for assistance in matching funds from other major agencies and landowners in the Potash Brook watershed area. They are asking for \$5000.00.
- d. **Chair Appointment:** Annual appointment of a Chair for FY'02
- e. **Clerk Appointment:** Annual appointment of Clerk to the Board for FY'02.
- f. **Director Evaluation:** The Mayor will be in attendance to discuss the Director with the Board.

MANAGER'S REPORT:

- a. **July Meeting:** Historically there is no July meeting, however, I would like to present the consultants study relating to the third phase of the Terminal Improvement Plan, and also schedule the airport marketing people from Manchester.
- b. **"A" Taxiway:** The FAA is in agreement to delay the originally scheduled repair and reorientation of "A": North Taxiway.
- c. **Director of Maintenance:** The new Director of Maintenance has been selected. He is Ron Sweeney, a local resident with 21 years experience in facility maintenance. We had a good pool of applicants to choose from. He will be introduced at the July meeting.
- d. **Delta:** They will conduct a press conference, with our assistance, July 9, 2001 to announce the new Cincinnati service.
- e. **Heritage/Airports:** Negotiations are being conducted relating to the assignment of the Heritage leasehold to Airports. The resolution in that regard is before the City Council Monday June 25, 2001. A July 2, 2001 closing remains do-able.

**MINUTES
BOARD OF AIRPORT COMMISSIONERS
TUESDAY, MAY 29, 2001
4:00 P.M.**

PRESENT:

Robert Miller, Chairman
Huck Gutman
Michael Flaherty
Gordon Watson

John Hamilton
Tamara Gagne
Robert McEwing

Joseph Farnham – McNeil, Leddy & Sheahan, Andy Button – Heritage Flight, Oswin Moore - AMPORTS

HERITAGE FLIGHT:

Mr. Hamilton explained that the owners of Valley Air Services dba Heritage Flight have decided to sell the FBO to AMPORTS, a company that owns several other FBO'S in Pittsburgh, Teterboro, Gulfport/Biloxi. They have asked Airport approval for the assignment of their leases at Burlington for a closing on July 2. In accordance with the lease agreement, approval of the assignment can not be unreasonably denied. At this time it appears to be reasonable. In addition to approving the assignment, and as a condition of the sale, Heritage will sub lease from the new owner the buildings associated with Heritage's current lease in the Valley, in order to maintain the charter and aircraft maintenance operation. This will require a separate operating agreement between the Airport and Heritage. Andy Button indicated that Amports, in recognizing BTV growth potential, had made an offer to Heritage that if felt appropriate to respond to. Amports representative Mr. Moore indicated that Amports is looking at small airports with good growth potential to sustain aviation (not just airport). He also advised that they have good long term relationships at the airports they serve and that they would like to make some investments at BTV, initially in T-Hangars. Amports is requesting Commission blessing prior to consideration of the business purchase. Joseph Farnham indicated that he has had an initial review of documents presented by Heritage attorney. The FBO agreement, as it exists, appears to have room to negotiate a new term with any new operator. Discussion. Heritage will be doing charter service and maintenance. Amport will be providing fueling, tie down and hangaring. Discussion. Amport feels that it can provide more competitive fuel pricing because of its existence at five other airports and its services there. Discussion and questions re: operation of FBO and separation of responsibilities.

Mr. Morse and Mr. Button left the meeting.

Mr. Flaherty made a motion to enter executive session to discuss the lease and contract terms, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Gutman. All were in favor. Meeting entered at 4:40 p.m.

Meeting resumed regular session at 5:00 p.m.

Motion by Mr. Gutman that the attorneys be instructed to actively pursue these negotiations and lease transfer and to conclude said action by July 2. Seconded by Mr. Watson. All were in favor.

MONTHLY OPERATING STATEMENTS:

Mike Flaherty made a motion to approve the **minutes of April 27, 2001**. Seconded by Mr. Gutman. Mr. Miller inquired about whether funds were identified for purchase of the additional radios for the Police Department (\$6500). All were in favor.

Review of the warrant and operating statements. Discussion regarding year end projections.

Mr. Hamilton advised that he required an add to agenda for the Commission to consider "Authority for Anticipation Note Borrowing ". Mr. Flaherty made a motion to add this item to the agenda. Seconded by Mr. Watson. All were in favor.

REVENUE ANTICIPATION NOTE:

Ms. Gagne explained that due to a high level of projected cash disbursements in late June and early July the Airport was in need of issuing a revenue anticipation note. The requirement is estimated at \$2,500,000 to cover expenses associated with the purchase of 3060 Williston Road (\$1,200,000), revenue bond debt service payments (\$2,100,000) and other estimated changes to cash/contingency (\$335,000). The Treasurer's office has recommended that the \$2,500,000 issue be orchestrated for a six month term and they will solicit from various lending institutions to secure the best rate. Discussion.

Motion by Mr. Flaherty to approve a six month, \$2,500,000 revenue anticipation note to cover anticipated cash disbursements in upcoming months. Seconded by Mr. Watson. All were in favor.

TAXI METER RATES:

Mr. Hamilton advised that he had met with the individual owner/operators regarding an increase to the current taxi metered rates and discussed suggested amounts. With additional research into other similar markets, transportation price indexes and rates at other airports, Mr. Hamilton recommended that the rate for the first ten miles increase from \$1.65 to \$1.95 and an increase for each mile thereafter from \$1.35 to \$1.50, and an increase for waiting time from \$18.00 to \$21.00 can be justified. The drop fee and the per person fee would remain as is. Mr. Hamilton then advised that the next step is to bring this before the ordinance committee for a public hearing, then to City Council for adoption. Discussion.

Motion by Mike Flaherty to approve the suggested rate increases. Seconded by Gordon Watson. All were in favor.

CONTRACT AWARDS:

Mr. Hamilton requested Commission approval for the expenditure of \$64,300 for maintenance service contracts for crack filling, joint resealing and patching of scheduled areas on the airfield. The Airport requested bids, received three and Nicom was the low bidder on all three projects.

Taxiway 'A' reconstruction project was bid with the low responsible bidder submitting a low bid (under estimate by \$40,000 and \$1,000,000 under next lowest bid) of \$1,655,875, of which the local share is \$74,000. A grant request (AIP-41) is being submitted to FAA.

Delta begins three daily round trip flights to Cincinnati on July 7th. With this increased activity there is a need for an extension of the baggage conveyor at that ticket counter. The estimated cost is \$21,000 and bids have been solicited.

Motion by Mike Flaherty to approve the expenses of \$64,300 to Nicom for the associated maintenance contracts, to approve the Taxiway A Reconstruction project and associated contracts, and to approve the estimated expenditure of \$21,000 for an extension of the baggage conveyor at the preferred use ticket counter occupied by Delta Airlines. Seconded by Mr. Gutman. All were in favor.

Mr. Hamilton indicated that he required Commission approval to negotiate for work with Engelberth for the North End Terminal Expansion project, instead of bidding due to time constraints. The project is estimated at \$380,000, excluding architectural design. Discussion. Mike suggested checking with City Attorney to determine whether reasons are justified. Commission concurred.

Mr. Hamilton advised that the Airport has issued a **RFQ** to solicit **for consultants for engineering and architectural services** for the next five years, in accordance with Federal program requirements. A Commission representative is requested to participate in the interview process. Discussion. Mike Flaherty to serve.

MANAGER'S REPORT:

PSA, a USAir Commuter, will start Pittsburgh service with a Dornier on June 7th, in addition to the USAir mainline Pittsburgh service.

Ambassador services contract requires RFP – recommend that the services be broadened to include additional customer services.

Personnel Issue: A grievance to a disciplinary measure has been filed. It will be placed on the June agenda.

The unveiling of the **Art exhibit** in the new concourse appeared to be a success for those in attendance.

MANAGER'S REPORT (cont.):

The **Aviatron** month-month lease to tie down aircraft on the Building #6 ramp has been terminated. The time finally arrived wherein they are infringing on air carrier activity. They are being accommodated as best possible in the valley area.

Enplanements: April increase was 31.48%. The last four months average = 26.52%. If this continues, this calendar year enplanements will be in excess of 560,000

The next meeting is set for Thursday, June 28, 2001 at 4:00 p.m.

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

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

AGENDA
BOARD OF AIRPORT COMMISSIONERS
TUESDAY MAY 29, 2001
4:00 P.M.

MONTHLY REPORTS:

- Minutes of April 19, 2001
- April Warrant
- April Operating Statements

OLD BUSINESS:

- Heritage Leasehold
- Taxi Meter Rates

NEW BUSINESS:

- Contract Awards
- Engineering Consultant RFQ

MANAGER'S REPORT:

THE CITY COUNCIL AGENDA FOR TUES MAY 29, 2001 IS TO MEET WITH COMMISSIONS AND ANYONE APPLYING TO FILL A COMMISSION VACANCY. THE CHAIR AND I WILL BE ATTENDING. ALL OTHER COMMISSION MEMBERS ARE INVITED. SEE ATTACHED REPORT.

OLD BUSINESS:

- 1. HERITAGE LEASEHOLD:** The owners have decided to sell the FBO to AMPORTS, a company that owns several other FBO'S in Pittsburgh, Teterboro, Gulfport/Biloxi. A representative of that firm and Andy Button will be in attendance. The chair and I met with them today. They would like to close on July 2. In accordance with the lease agreement, approval of the assignment can not be unreasonably denied. At this time it appears to be reasonable. Our attys will verify. In addition to approving the assignment, and as a condition of the sale, Heritage will sub lease from the new owner the buildings associated with Heritage current lease in the Valley, in order to maintain the charter and aircraft maintenance operation. This will require a separate operating agreement between the Airport and Heritage.
- 2. TAXI METER RATES:** Met with the individual owner/operators regarding the amount of increase to the current rates. I believe an increase in the rate for the first ten miles from \$1.65 to \$1.95 and an increase for each mile thereafter from \$1.35 to \$1.50, and an increase for waiting time from \$18.00 to \$21.00 can be justified. The drop fee and the per person fee would remain as is. The next step is to bring this before the ordinance committee for a public hearing, then to City Council for adoption.

NEW BUSINESS:

- 1. CONTRACT AWARDS:** Information on several contractual needs will be presented at the meeting. i.e.: alpha taxiway, concrete repairs, appraisal of properties, crack filling, and conveyor belt.
- 2. ENGINEERING CONSULTANT RFQ INTERVIEWS:** It's time again to request qualifications from interested firms. Request two commissioners be appointed to serve with management on the interview team.

AGENDA
BOARD OF AIRPORT COMMISSIONERS
FRIDAY APRIL 27, 2001
12:00 P.M.

MONTHLY REPORTS:

- Minutes of March 21, 2001
- March Warrant
- March Operating Statements

OLD BUSINESS:

- Heritage West Leasehold
- All Cycle

NEW BUSINESS:

- Marketing Presentation
- North Terminal Renovation
- Terminal Phone System
- Taxi Meter Rates
- Engineer's Budget
- Grant Acceptance
- Equipment Purchase

MANAGER'S REPORT:

A very important part of this meeting is discussion relating to the temporary expansion of the north end of the terminal for aircraft parking capacity.

MONTHLY REPORTS:

1. **RECEIVABLES:** Tammy will update the receivables list at the meeting. We expect most of the 60-90 and over 90 to have been received by the end of the month.

OLD BUSINESS:

1. **HERITAGE:** It is expected that the negotiations relating to an extension of the west leasehold and the release of the No. Hangar lease will have been concluded in order for the commission to move on those negotiations.
2. **ALL CYCLE:** See enclosed. Executive session discussion.

NEW BUSINESS:

1. **MARKETING PRESENTATION:** Greg MaGuire and Tom Altemus will be in attendance to discuss marketing partnership with the State.
2. **NORTH TERMINAL RENOVATION:** In order to provide capacity for the airline schedule, it is necessary to move the USAirways Express operation to the north end of the terminal. They then would operate out of USAirways main line gate 1 second level. In order for that to happen, access from the second level to ramp level would be necessary. Discussion as to how that can happen, and the funding source.
3. **TERMINAL PHONE SYSTEM:** Tammy will provide a briefing on the status.
4. **TAXI METER RATES:** The individual owner/operators are asking the commission to consider an increase to the current taxi meter per mile rates. I have met with a committee of those drivers to discuss the justification and a rational approach to an increase, if justified. I will present those findings at the meeting.

5. **ENGINEER'S BUDGET:** Due to the level of activity this year, the Engineer has been required to work more hours to date than originally forecasted. . Normally we would have reduced his level of work during the spring in order to stay within budget, however, the level of work has not subsided, and he also is now a regular city employee. The amount of increase is \$8000. There are sufficient funds to cover the increase.
6. **GRANT ACCEPTANCE and CONTRACT AWARDS:** 1) land acquisition grant for \$990,000. Local share \$44,000. Total cost \$1,100,000. This grant supports the purchase of the remaining properties on Airport Dr. extension, and the reimbursement for three properties previously purchased. 2) Phase two environmental reports for the south end development for \$202,500. Local share \$9,000. Total cost \$209,000. The contract is with Campbell/Paris. 3) Reconstruction of Taxiway A north for \$1,440,000. Total project cost \$1,600,000. Local share \$64,000. This is an engineer's estimate since the project is not yet out to bid. The actual grant amount that FAA will approve and award will be the bid amount. The motion to accept should be made reference that cost. Approve \$191,300 contract to HTA for engineering services for this project.
7. **EQUIPMENT PURCHASE (engineering):** 24" Hewlett Packard design jet color printer to enable printing of large format drawings using auto cad, \$2600. \$3000 was budgeted to cover this purchase.

MANAGER'S REPORT:

1. **JUNE MEETING:** The June meeting will be held with the Mayor in order to provide him the opportunity to be part of my evaluation. In order to accommodate his schedule, the meeting will be held on Thurs June 28.
2. **ROSE PROPERTY:** The P&S agreement has been executed. A closing date NLT Jun 30 is being coordinated.
3. **CITY PUBLICATION:** CEDO is publishing a business assistance publication. They are asking for assistance with the cost.
4. **AFFAIRS:** March enplanements were 24.31% above last March enplanements. There doesn't appear to be any slow down. Parking is an issue. The study should be complete by June. In the interim we have implemented contingency plans to deal effectively with this issue. Aircraft parking is also an issue. That also is being dealt with effectively.

MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, MARCH 21, 2001
4:00 P.M.

PRESENT:

Robert Miller, Chairman
Gordon Watson
Michael Flaherty
Hinda Miller

John J. Hamilton
Tamara Gagne
Richard Varney
Robert McEwing

The meeting was called to order by the Chairman, Mr. Miller at 4:07 p.m.

MONTHLY STATEMENTS:

Commission review of Minutes for February 21, 2001. Discussion relative to the status of United/USAir merger.

Mr. Flaherty made a motion to approve the **minutes of February 21, 2001** as presented. Seconded by Ms. Miller. All were in favor.

Commission review of the February '01 operating statements and warrant. Discussion and questions.

Commission approved the review of the operating statements and signed the **February warrant**.

HERITAGE FLIGHT LEASEHOLD:

Meeting held between airport and BCDC with review of annual revenues and potential from North Hangar with regard to consideration of releasing Heritage from its agreement with BCDC. It was determined that without the collection of aircraft hangar rents, a portion that Heritage would retain, revenues are insufficient to support expenses. Discussion. The Airport has no current need for control of the North Hangar. Previous concern related to Commutair's need for space for their base operation. Discussion regarding Heritage request for re-negotiation of existing leases. Airport representatives, to include Mr. Miller and Heritage will meet to discuss proposals.

FOX 44:

Mr. Hamilton advised that Fox 44 has been told that the Airport will not pay to advertise to support a terminal roof top camera and have asked to be again on the agenda. Mr. Hamilton indicated that he believes that their request will be for permission to use the terminal roof. Discussion. Mr. Watson indicated that he was not in favor of allowing television news cameras on the airport roof. Seconded by Mr. Flaherty. All were in favor.

PETE'S RV LAND PURCHASE:

Mr. Miller advised that he had discussion with owner, Terri Shepherd indicating that the Airport would not be able to purchase his property because of the asking price due to federal regulations that guide the purchases. Mr. Shepherd indicated that the airport was misunderstanding the proposed deal and offered to meet with Mr. Miller. Bobby Miller to set that meeting and report back.

MARKETING:

Mr. Hamilton reported that the State of Vermont, through its economic development and tourism office continues to ask the Airport to be part of their program in marketing the Airport. They believe that for a modest sum of money the Airport would be able to leverage that money and take advantage of their marketing programs. Tom Altemus and Greg Maguire were not able to attend the meeting due to a conflicting meeting and will be scheduled for next month.

New England Conference on Sexual Child Abuse, hosted at Sheraton in October want Airport to buy ad in conference brochure to \$150, \$250, \$350. Discussion. Commission not interested.

Divot Communications wants airport to advertise in their golf magazine with a "thank you" type advertisement to target JetBlue users from the NY market. Discussion. Commission not interested.

GRANT ACCEPTANCE/BID AWARD:

Mr. Hamilton requested that the Commission accept and forward to City Council a grant for \$416,938 for prior approved snow removal equipment. The local share of that grant would be \$18,531. In that regard, Mr. Hamilton requested the award of contracts to low, responsive bidders of \$275,950 from Stewart and Stevenson Inc. for the snow blower, \$104,988 from J&B International Inc. for a plow truck and \$76,163 for the truck equipment package from H.P. Fairfield Inc.

Mr. Flaherty made a motion to accept the Federal Grant for snow removal equipment and to approve the specified low bidders as described. Seconded by Ms. Miller. All were in favor.

BUDGET LINE CODE TRANSFERS:

Mr. Hamilton requested authorization to transfer \$80,000 from salary/wages to consultant fees since the change of status from contract to employee for the engineers did not occur in the original time frame. This will also require Board of Finance approval since it exceeds the Commission authority level. Also, to support travel to the National AAAE conference in May, there is a need to transfer \$10,000 from marketing to travel. Attendance by the staff and Chair to the ACI and also to AAAE had not been identified when the budget was formulated.

Motion Hinda Miller to approve the \$80,000 transfer of funds from salaries & wages to the consultant budget. Seconded by Mr. Flaherty. All were in favor.

Motion Mike Flaherty to transfer funds from marketing to travel as requested. Seconded by Ms. Miller. All were in favor.

MANAGER'S REPORT:

City Arts has advised that they will be installing the art for the concourse on April 25 & 26 with an unveiling on May 8th at noon. H'ordeauves and musicians requested to be sponsored by Airport – estimated at \$500. Discussion. Hinda questioned whether City Arts would be fulfilling their obligation to have write-ups in art journals and local media. The Commission approved support of the unveiling event.

Work is progressing for the **gate three renovations** with the schedule on target. The revised estimate, now that design is complete and the bids are in for the bag belt, is \$225,000, which compares to \$194,000 for the other renovations made to house new airlines last year. Considering this is new construction, the cost is in line with the scope of work. The low bid for the bag belt that will serve northwest is \$70,000.00, which is part of the total cost shown above. A presentation will be made to the Finance Board at their February 26th meeting.

Motion by Mike Flaherty. Seconded by Hinda Miller. All were in favor.

Enplanements: January was 29% above last January and February was 21% above last February. The increased activity has caused garage capacity issues on a more frequent basis. Mr. Hamilton advised that if this continues through end of the month, the Commission will need to consider mandating short term occupancy of the garage or look at other short term alternatives. Discussion.

MANAGER'S REPORT (CONT.):

Final documents are being orchestrated for a June 30 closing on the **3060 Williston Road** property (**AIP-37**) for the sale price of \$1,481,000.

March 5/6 Storm: American Eagle diverted flights to BTV to avoid conflicts anticipated in Boston not expected in Burlington. Storm started on a.m. of March 5th – 12 hour on, 12 hour off rotation at a 1" per hour rate of accumulation. By noon on Tuesday, all tenants had closed shop. Closed/quiet airport for 24 hours. Storm ended about 10 on Tuesday night and cleanup commenced. Three major problems – (1) 24" snow – glide slope required clean up – w/out same air carriers would not have been able to operate because of another storm system. (2) Terminal was affected by an extreme backlog of received baggage not arriving with owners – extra police hired to maintain control – (3) parking was huge problem because over 2000 cars were parked on airport – extra equipment rented to get third deck cleared – long term parking severely affected because of vehicles parked on airfield and on vacant lots and no means to get to them - Information learned as to preparedness for future type event.

New **operations specialist intern** will start May 7th – for a six month internship.

There being no further business, the meeting adjourned at 5:30 p.m.

The next meeting was tentatively scheduled for April 27th at noon.

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

AGENDA
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY MARCH 21, 2001
4:00 P.M.

MONTHLY REPORTS:

- Minutes of February 21, 2001
- February Warrant
- February Operating Statements

OLD BUSINESS:

- Heritage Flight Leasehold
- Fox 44

NEW BUSINESS:

- Marketing
- Grant Acceptance/Bid Award
- Budget Line Code Transfers

MANAGER'S REPORT:

EXECUTIVE SUMMARY

OLD BUSINESS:

HERITAGE FLIGHT: Will report the latest negotiations, which are on going as of this writing.

FOX 44: They have been advised that the Airport will not pay to advertise thru their terminal roof top camera. They have asked to again be placed on the agenda. I believe they will now just ask for permission to use the terminal roof. If that is the case, then consideration needs to be given to a fee or an exchange in services.

NEW BUSINESS:

MARKETING: The State, through its eco/development/tourism office continues to ask the Airport to be part of their program in marketing the Airport. They believe that for a modest sum of money the Airport would be able to leverage that money and take advantage of their marketing programs. Tom Altemus and Greg Maguire will be here to discuss what they believe is advantageous for the Airport.

GRANT/BID ACCEPTANCE: Accept and forward to City Council a grant for \$416,938 for prior approved snow removal equipment. Local share \$18,531. Award the low bids of \$275,950 from Stewart and Stevenson inc. for snow blower, \$104,988 from J&B International inc. for plow truck, and \$76,163 for the truck equipment package from H.P. Fairfield Inc.

BUDGET TRANSFERS: Need authorization to transfer \$80,000 from salary/wages to consultant fees since the change of status from contract to employee for the engineers did not occur in the original time frame. This will also require Board of Finance approval since it exceeds the Commission authority level. Also, to support travel to the National AAAE conference in May need to transfer \$10,000 from marketing to travel. Attendance by entire staff and Chair to the ACI and also to AAAE had not been identified when this budget was formulated.

MANAGER'S REPORT:

1. **ART:** Wow-----I've been advised the installation is set for Apr 25, 26.
2. **GATE 3:** Work is progressing. The schedule is in tact. The revised estimate now that design is complete and the bids are in for the bag belt is \$225,000, which compares to \$194,000 for the other renovations made to house new airlines last year. Considering this is new construction, the cost is in line with the scope of work. The low bid for the bag belt that will serve northwest is \$70,000.00, which is part of the total cost shown above. I'll be at the Feb 26 Board of Finance meeting to present these numbers.
3. **ENPLANEMENTS:** Jan was 29% above last Jan. Feb was 21% above last Feb.
4. **3060 WILLISTON ROAD:** Final documents are being coordinated for a closing prior to June 30 for the sale price of \$1,481,000.
5. **MAR 5/6 STORM:** A presentation will be given relating to the strain on the facilities, how it was handled etc.

**MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, MARCH 21, 2001
4:00 P.M.**

PRESENT:

Robert Miller, Chairman
Gordon Watson
Michael Flaherty
Hinda Miller

John J. Hamilton
Tamara Gagne
Richard Varney
Robert McEwing

The meeting was called to order by the Chairman, Mr. Miller at 4:07 p.m..

MONTHLY STATEMENTS:

Commission review of Minutes for February 21, 2001. Discussion relative to the status of United/USAir merger.

Mr. Flaherty made a motion to approve the **minutes of February 21, 2001** as presented. Seconded by Ms. Miller. All were in favor.

Commission review of the February '01 operating statements and warrant. Discussion and questions.

Commission approved the review of the operating statements and signed the **February warrant**.

HERITAGE FLIGHT LEASEHOLD:

Meeting held between airport and BCDC with review of annual revenues and potential from North Hangar with regard to consideration of releasing Heritage from its agreement with BCDC. It was determined that without the collection of aircraft hangar rents, a portion that Heritage would retain, revenues are insufficient to support expenses. Discussion. The Airport has no current need for control of the North Hangar. Previous concern related to Commutair's need for space for their base operation. Discussion regarding Heritage request for re-negotiation of existing leases. Airport representatives, to include Mr. Miller, and Heritage will meet to discuss proposals.

FOX 44:

Mr. Hamilton advised that Fox 44 has been advised that the Airport will not pay to advertise to support a terminal roof top camera. They have asked to again be placed on

the agenda. I believe they will now just ask for permission to use the terminal roof. If that is the case, then consideration needs to be given to a fee or an exchange in services Discussion initiated regarding the FOX 44 proposal from previous month. Mr. Watson indicated that he was not in favor of allowing television news cameras on the airport roof. Seconded by Mr. Flaherty. All were in favor.

PETE'S RV LAND PURCHASE:

Mr. Miller advised that he had discussion with owner, Terri Shepherd indicating that the Airport would not be able to purchase his property because of the asking price due to federal regulations that guide the purchases. Mr. Shepherd indicated that the airport was misunderstanding the proposed deal and offered to meet with Mr. Miller. Bobby Miller to set that meeting and report back.

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Mr. Flaherty made a motion to accept the Federal Grant for snow removal equipment and to approve the specified low bidders as described. Seconded by Ms. Miller. All were in favor.

BUDGET LINE CODE TRANSFLRS:

As described below.

Motion Hinda Miller to approve the \$80,000 transfer of funds from salaries & wages to the consultant budget. Seconded by Mr. Flaherty. All were in favor.

Motion Mike Flaherty from marketing to travel as requested. Seconded by Ms. Miller.

MANAGER'S REPORT:

City Arts has advised that they will be installing the art for the concourse on April 25 & 26 with an unveiling on May 8th at noon. H'ordeauves and musicians requested to be sponsored by Airport – estimated at \$500. Discussion. Hinda questioned whether City Arts would be fulfilling their obligation to have write-ups in art journals and local media. Commission approved support for unveiling event.

GATE THREE RENOVATIONS:

Work is progressing. The schedule is in tact. The revised estimate now that design is complete and the bids are in for the bag belt is \$225,000, which compares to \$194,000 for the other renovations made to house new airlines last year. Considering this is new construction, the cost is in line with the scope of work. The low bid for the bag belt that will serve NorthWest is \$70,000.00, which is part of the total cost shown above. I'll be at the Feb 26 Board of Finance meeting to present these numbers.

rite up)

Motion by Mike Flaherty. Seconded by Hinda. All were in favor.

ENPLANEMENTS: Jan was 29% above last Jan. Feb was 21% above last Feb. The increased activity has caused garage capacity issues on a more frequent basis. Mr. Hamilton advised that if this continues through end of the month, the Commission will need to consider mandating a short term occupancy of the garage or look at other short term alternatives. Discussion.

3060 WILLISTON ROAD: Final documents are being coordinated for a closing prior to June 30 for the sale price of \$1,481,000.

MAR 5/6 STORM: A presentation will be given relating to the strain on the facilities, how it was handled etc. RCV overview of issues related to the storm – American Eagle diverted flights to BTV to avoid conflicts anticipated in Boston not expected in Burlington. Storm started on am of March 5th – 12 hour on, 12 hour off rotation – 1" per hour rate of accumulation. By noon on Tuesday, all tenants had closed shop. Closed/quiet airport for 24 hours. Storm ended about 10 on tues nite and cleanup commenced. Three major problems – 24" snow – glide slope required clean up – w/out same air carriers would not have been able to operate because of another storm system. Terminal was affected by an extreme backlog of received baggage not arriving with owners – extra police hired to maintain control – parking was huge problem because over 2000 cars were parked on airport – extra equipment rented to get third deck cleared –

long term parking severely affected because of vehicles parked on airfield and on vacant lots and no means to get to them -

Information learned as to preparedness for future type event.

New operations specialist intern will start May 7th - name...6 month internship

There being no further business, the meeting adjourned at 5:30 p.m.

Next meeting scheduled for 27th at noon

Minutes
Board of Airport Commissioners
Wednesday, February 21, 2001
4:00 P.M.

Present:

Bobby Miller, Chairman
Michael Flaherty
Gordon Watson
Hinda Miller

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

Rosalyn Graham, Mary Camden – Shelburne News, Andy Button – Heritage Flight, George Paris – Campbell & Paris Consulting Engineers

The meeting was called to order by the Chairman, Mr. Miller at 4:06 p.m. with the above noted present.

SHELBURNE NEWS:

Rosalyn Graham, Editor of the Shelburne News, (with Mary Camden – ETP Publishing advertising manager) addressed the Commission to get their consideration for participating in the publication of an Airport periodical. Ms. Graham explained that the Shelburne News had been publishing a monthly Airport Newspaper, BTV Destination Press, since June of 99, but that financial support of that publication required them to discontinue as of December last year. She indicated that she felt it provided valuable information to the public and raised awareness of the Airport. Ms. Graham suggested that the new publication be quarterly and that it may be set in a magazine format. She also indicated that it would be important for the Airport to be more visible in the advertising as this was detrimental to earlier publications because of lack of obvious support from the airport for the 'airport paper'. Discussion. Ms. Graham advised that there were 7500 of the Destination Press publication per month and they were placed at hotels, city hall, airport and airport tenant spaces. Discussion. Commission discussed the budgeting of \$3,000/issue from marketing. The proposed plan would be to distribute 10,000 each quarter, with Shelburne News writing, publishing, selling advertising and producing. Ms. Graham advised that the

SHELBURNE NEWS (cont):

cost per publication is approximately \$5,000-\$6,000. Discussion. The Commission suggested that the publication include a reader's comment page that may be used as a forum to receive passenger feedback. (Ms. Alice Winn – Chairman of the Board for Shelburne News – entered the meeting). Commissioner H. Miller also expressed concern about the added responsibility and work load to the airport staff to which Ms. Graham responded that there would be no more than what was already being provided in that the publication would be produced on a less frequent basis. Discussion regarding a one year trial. Ms. Graham and parties left the meeting.

HERITAGE FLIGHT LEASEHOLD:

Mr. Miller briefed Commission regarding the leasehold changes/desires of Heritage Flight as relates to their North Hangar occupancy. Heritage has advised that they would be willing to vacate the North Hangar, allow the rents associated with same come directly to Airport and would be looking to have Airport construct a new hangar when the south end is developed. A meeting was held today with the City of Burlington, BCDC (building owner) to discuss whether they would be willing to release Heritage from their rental obligation. Commission advised Heritage that there appeared to be a workable solution to their request. Additional information from Heritage related to existing sublease copies was requested. Andy Button left the meeting.

SOUTH END DEVELOPMENT:

George Paris of Campbell & Paris Engineering Services presented the South End Development (SED) Phase "A" Facility Planning Study. He advised that the notice to proceed was received in September and a team effort was reflected in this final product. The study team accomplished a comprehensive south end evaluation, developed air cargo alternatives, refined three alternative facility layout diagrams, conducted an economic impact analysis and some of preliminary hydrology and wildlife studies. Mr. Paris advised that the task was undertaken with the assumption that the number one priority was to maintain safety and efficiency but provide for

SOUTH END DEVELOPMENT (cont):

development. (The synopsis of the study assumptions, activity forecasts, south end development alternatives, economic impact of those alternatives and the study conclusions are in written format and available in files). Mr. Paris concluded by indicating that they hoped to have the FAA application in by May 1 for the remainder of the environmental study funds for an early summer, late spring development. Discussion re: mitigation options for wetland issues. The Commission questioned whether the opposition from the State Agency of Natural Resources or the Federal Corps of Engineers were larger? Mr. Paris responded that the State and Federal agencies are so closely linked that it would be difficult to ascertain, but the State seems to be of a more pressing issue.

FY'02 BUDGET:

The expense and revenue budgets for the upcoming fiscal year were presented. Mr. Flaherty expressed a concern the sufficiency of the education and travel budgets. He suggested transferring \$10,000 from public relations to add to education and training. Questions re: staffing levels and pay increases? Commission concurrence on Mr. Flaherty's suggestion. The Commission approved the expense budget of \$7,620,500 and the estimated revenue budget of \$8,166,000 as presented and amended.

Motion by Mike Flaherty to approve the one year trial proposal by **Shelburne News** to produce a quarterly airport publication with the airport contribution of \$3,000 per issue, as described and discussed. Seconded by Gordon Watson. All were in favor.

MONTHLY STATEMENTS:

Motion by Mike Flaherty to approve the **January 2001** warrant as presented. Seconded by Hinda Miller. All were in favor.

Motion by Mike Flaherty to approve the **Minutes of January 26, 2001** as presented. Seconded by Bobby Miller. All were in favor.

GATE THREE RENOVATIONS:

The renovations associated with modifying Gate 3 and adding a new ticket counter to accommodate Northwest Airlines is estimated at \$175,000 to include bag belt equipment. These renovations can be made to accommodate their arrival of May 1st.

Motion by Mike Flaherty to approve the estimated capital funds expenditure of \$175,000 for the renovations to Gate 3 and addition of an airline ticket counter to accommodate Northwest Airlines. Seconded by Hinda Miller. All were in favor.

ROSE PROPERTY PURCHASE:

Mr. Hamilton provided a summary of the correspondence between the Airport and Alex Rose, owner of property at 3060 Williston Road. He indicated that Mr. Rose had recently rejected the Airport's negotiated offer of \$1,466,000 and requested \$15,000 more, based on increased rental contracts since time of appraisal. Discussion re: what was included in the appraisal as a basis. Discussion. Mr. McEwing advised that the higher purchase price would be eligible for AIP reimbursement. Commission agreed to proceed with the offer of \$1,481,000.

CAPITAL EXPENSE:

Mr. Hamilton requested Commission approval to replace the office copier. The existing unit is 11 years old, is showing signs of failure and no longer has parts available for repair. The estimated cost for a replacement copier is \$5,000 to \$10,000 dependent upon bids and whether refurbished or secondary market copiers are available.

Motion by Gordan Watson to approve expenditure of funds to replace the office copier. Seconded by Hinda Miller. All were in favor.

Hinda Miller and Mike Flaherty left the meeting.

SNOW REMOVAL OPERATIONS:

Rick Varney, Director of Operations gave a presentation regarding the airports' snow removal operation for this winter. He explained that since 1906, BTV has only averaged two snowstorms over 6" each year with most snow made up of small storms. To date figures show 71" of snowfall and the average at BTV is 83". Mr. Varney advised that there is the potential for a record winter, but unknown at this time. Mr. Varney indicated that a colder winter provides dry snow and is easier on equipment and expendable resources, but is harsher on 'hardware'. As relates to the budget, the expendables equate to salt, brushes & brooms for equipment, and ice melting chemicals. The budget currently reflects only 37% spent on runway deicer, salt at 56% of budget, and brushes will be spent to 100% (\$15,000). \$36,000 of a \$50K budget (72%) has been spent for OT. Mr. Varney then explained that 70 on calls have been used to date, with only a 40% crews call in. That budget is currently overspent by 21% and will continue to incur costs until mid April. The runway de-icing chemical and salt budget is not anticipated to be overspent, and the overtime budget will be close. Mr. Varney then indicated that improvements to overall program is the addition of two new employees, one to each assigned crew and new bucket loader, ramp plow and sweeper. Discussion.

MANAGER'S REPORT:

The **Mayor's quarterly** meeting was held last week. Long term parking and the ambassador program were discussed. The Mayor is pleased that those contracts are performing well, and that there is no need for the city to become involved.

The Airport's **Mission Statement** and **FY'02 Capital Projects** were submitted to City Council as part of the overall budget submittal.

A letter has been received from the **Automated Flight Service Station (AFSS)** advising of continued roof leaking issues at the FSS and requesting Airport action to identify, correct and plan for the roof replacement for 2002. This situation is being investigated, including the status of the roof guarantee.

MANAGER'S REPORT (cont):

A **Statement of Senator Leahy** regarding the judiciary committee hearing on airline competition has been received and supports the Airport's position regarding the United and USAir merger and AIR-21 stance.

The recent bid for a **snow blower** has been sent back out for rebid. There was only one bid for a rear discharge blower and a change to the specifications should allow for additional bidders of this style.

Schedule: The Director will be out from March 3rd to 10th for a week of vacation.

January enplanements were 38,245, the highest level in history for a January.

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

Respectfully Submitted,

Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
FRIDAY, JANUARY 26, 2001
4:00 P.M.

PRESENT:

Bobby Miller, Chairman
Michael Flaherty
Hinda Miller

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

The meeting was called to order by the Chairman, Mr. Miller at 4:12 p.m. with Commissioners Flaherty and H. Miller present.

Discussion re: concourse grand opening event and schedule of events.

General discussion of airline industry items and general airport affairs.

MINUTES:

The minutes of December 19, 2000 were presented for review. Motion by Mike Flaherty to approve the minutes as presented. Seconded by Hinda Miller. All were in favor.

MONTHLY OPERATING STATEMENTS:

The November and December operating statements were reviewed and discussed. Tamara Gagne advised that the airport is currently in process of creating next fiscal year budget and will be providing detail to Commission for their review, a week prior to next meeting. Discussion.

Motion made by Mr. Flaherty to approve the December and November **warrants** as presented. Seconded by Ms. Miller. All were in favor.

NORTH END TERMINAL STUDY (NETS):

Mr. Hamilton advised that a scope of work for the previously approved consultant study for the north end development has been drafted. Mr. McEwing provided an explanation summarizing that the consultant will look at baggage claim expansion, possible expansion for the National Weather Service, a consolidation of the USAirways operations to the north end, ramp parking issues and public parking alternatives. Discussion. Study is a 90 day process and implementation could be designed and ready for a spring 2002 time frame, dependent upon what is decided. Discussion.

Motion Mike Flaherty to approve the proposed scope of work, with Airport staff to negotiate the price of the contract up to \$65,000. Seconded by Hinda Miller. All were in favor.

Motion Mike Flaherty to enter executive session to discuss airport contracts, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Hinda Miller. All were in favor. The meeting entered executive session at 4:49 p.m. The meeting resumed regular session at 4:55 p.m.

Motion Hinda Miller to approve the Welcome Center contract with the Chamber of Commerce for an additional three year term at \$110,000 for the first year with CPI adjustments for years 2 and 3. Seconded by Mr. Flaherty. All were in favor.

FY'02 AIRPORT AND CAPITAL IMPROVEMENT PLANS (AIP & CIP):

Explanation by Bob McEwing of planned projects under both the Airport Improvement Program (AIP) and the Capital Improvement Program (CIP). Those projects are summarized as environmental assessment portion of the South End Development (SED) study, snow removal equipment purchases, reconstruction of Taxiway A, and land acquisition. The Airport's estimated share of AIP projects is \$143,440 for the next fiscal year.

MANAGER'S REPORT:

DIRECTOR OF MAINTENANCE POSITION: Bob McEwing has been asked to assist in the management of the Maintenance Division for the next two months. It has been the intent to combine maintenance with engineering, but has been prohibited due to the engineer being a contract employee. The duties of the Director of Maintenance will be added to the Airport Engineer's position as part of the process under which the engineer position will be a regular full time employee. This action has been discussed with the Chairman and the City to determine what issues might arise. No issues have been identified. Additional detail regarding thought process, changes to the organizational chart and how this action will empower the work force was to be provided at meeting time. No discussion.

An **Airline Facilities/Properties Meeting** was held on Wednesday, January 24, 2001. An evaluation of ramp usage and discussion regarding gate use and potential changes occurred. All airlines were represented by either local station managers or properties and facilities personnel from the main offices. A good exchange of information occurred.

Manager's Report (cont.):

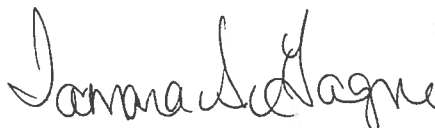
JJ & Bob attended a **public hearing** for So. Burlington residents regarding the access study conducted by the MPO, where approximately \$10,000 is being contributed to cost of study by the Airport. A neighbor, at this hearing, expressed concern that the Medical Center will be using the airport parking facility to park vehicles during their upcoming renovation. The Commission directed that the hospital be required to seek So. Burlington approval. JJ will notify Park & Shuttle and the appropriate Medical Center contact.

Travel: Bob McEwing and Tamara Gagne will be attending a PFC and Airport Rates and Charges seminar in Washington D.C. from March 4-7.

A press conference has been scheduled by **Northwest** for February 1 to announce the start of their new service from Burlington, Vermont.

There being no further business, the meeting adjourned at 5:30 p.m.

Respectfully Submitted,



Tamara S. Gagne
Clerk of the Board