

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, DECEMBER 21, 2004**  
**4:00 P.M.**

**PRESENT:**

Robert Miller  
Gordon Watson  
Miro Weinberger

John Hamilton  
Tamara Gagne

The meeting was called to order by Mr. Miller, acting Chairman, at 4:08 p.m. with the above referenced present.

**OPERATING STATEMENTS:**

The Commission reviewed the **minutes of October 20, 2004** and the **minutes of November 30, 2004**.

Mr. Watson made a motion to approve the minutes as presented. Seconded by Mr. Weinberger. All were in favor.

Commission reviewed the **November operating statements**. Discussion. Mr. Miller questioned the write off of City Line and Electronics Hospital accounts receivables. Tamara Gagne advised that the Electronics Hospital, though probably unlikely to actually be paid, is an active collection. The City Line accounts receivable should and will be written off. Mr. Miller also questioned the level of the parking facility revenues and how the increase of spaces relates to the percent increase. Tamara Gagne responded that revenues are proportionate and in line with projections.

**AVIATION SUPPORT HANGAR:**

Mr. Hamilton advised that the airport is in receipt of two responses to its request for proposals to construct a 30,000 s.f. hangar for the temporary relocation of the Army Guard. Explanation by Mr. Hamilton as to the timing of this project in order to fulfill the requirements of Pratt & Whitney to have a new operational facility by the fourth quarter of 2005. The only concern with regard to the proposals is that of ability to construct a hangar

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**TUESDAY, NOVEMBER 30, 2004**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Bobby Miller  
Miro Weinberger

John J. Hamilton  
Tamara Gagne

Phelan Fretz, LC Echo Center, Bill Ellis – MLS, Joe McNeil – MLS,  
Brendan Keleher – COB Chief Financial Officer, Mayor Peter Clavelle

The meeting was called to order by the Chairman, Mr. Flaherty at 4:05 p.m..

**LAKE CHAMPLAIN ECHO CENTER – PHELAN FRETZ:**

Phelan Fretz, Echo Leahy Center Executive Director presented proposal to place an aquarium in the airport in support of the airports' art program. Discussion regarding size, placement, maintenance and cost. JJ recommended that he meet with Mr. Fretz to review available space and represent to the Commission a specific proposal with pictures for the airport.

Motion Mr. Weinberger to enter executive session to discuss pending litigation regarding State Environmental action, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Miller. The meeting entered executive session at 4:12 p.m. Discussion regarding the pending litigation ended at 4:37 p.m. Bill Ellis left the meeting.

The meeting remained in executive session to discuss contract negotiations regarding taxes, the premature disclosure of which would put the airport at a substantial disadvantage. Discussion in this regard ended at 5:03 p.m.

Meeting resumed regular session at 5:04 p.m.

## **MANAGER'S REPORT:**

JJ is scheduled before the **City Council** on Monday December 20, to provide an update on the current terminal area project, the revenue bonds that have supported the projects, and to advise them as to the state of affairs of the airlines.

**Pratt/Army Guard:** The Army Guard has finally acquiesced and is willing to be accommodated in temporary facilities. The Airport will need to determine a funding source to build the hangar and the Guard will require use of it for three to four years. The occupancy by the Guard will be without rental income on the building. This aspect will require some discussion to determine how debt structure is managed such that there will be a lack of rentals to support it in the first few years. Discussion.

**Enplanements** have now reached 14 consecutive months that monthly figures have increased over the previous year.

**Wireless Hot Spots:** JJ advised that a draft RFP has been prepared and that the airport is working on a frequency survey to ensure that there is no conflict with existing air carrier air to ground communications that are already in place at BTV. It is the Airport intent to have the RFP available just after the first of the year with wireless access by end of the fiscal year.

## **OPERATING STATEMENTS:**

The Commission reviewed the October monthly statements and signed the October warrant as presented.

## **LEASE APPROVAL:**

Mr. Miller made a motion to approve the rental of the space at 3062 Williston Road to Martell's Physic Readings and to also allow, as per South Burlington zoning allowances, for the use of the building as a residence, at rental rates negotiated by Airport management. Seconded by Mr. Weinberger. All were in favor.

The Commission discussed the schedule for the next meeting, taking into consideration the holidays and Commissioner Gutman's class schedule. The next meeting is tentatively scheduled for Tuesday, December 21, 2004.

There being no further business, the meeting adjourned at 5:26 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**WEDNESDAY, OCTOBER 20, 2004**  
**4:00 PM**

**PRESENT:**

Michael Flaherty, Chairman  
Huck Gutman  
Miro Weinberger  
Robert Miller  
Gordon Watson

John J. Hamilton  
Tamara Gagne  
Heather Kendrew  
Robert McEwing

Sara Katz – Burlington City Arts

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

**BURLINGTON CITY ARTS:**

Sara Katz, Administration Director for City Arts presented an overview of the new and current art project (north terminal). Included with the oral presentation was a written summary of the allocation of the funds provided by the Airport for the project.  
Discussion.

**AIR GUARD STORMWATER:**

Heather Kendrew advised that due to the low bid being above the air guard budgeted amount, the Airport has been asked to up front an additional \$55,000. This will be reimbursed by the guard, once the monies are expended. Engineer's Construction is the low bidder. Mr. Hamilton advised that the Commission agreed to pay \$25,000 of the project but will now have to pay the additional \$55,000 with that being reimbursed.

Mr. Miller made a motion to approve the additional expenditure as described. Seconded by Mr. Watson. All were in favor.

Discussion.

**WETLANDS AND GLYCOL:**

Heather Kendrew advised that with regard to the permit process for the south end development, the Army Corps comment period has ended with an EPA comment the only one received and their concerns have been answered. November 5 will be last day for comment period.

**WETLANDS & GLYCOL (cont.):**

Ms. Kendrew then advised that the Airport is in receipt of an enforcement action notice by the State threatening legal action on a storm water "violation" related to the car wash facility, that was voluntarily repaired two years ago. The enforcement action notice also included the glycol de-icing activity that occurs on the air carrier and air cargo ramps. Though the State does not provide for guidelines nor will issue a permit for glycol discharge, they have found the airport to be in violation of its storm water discharge permit. Discussion. The glycol solution this year is the rental of four holding tanks with contracting to remove liquids to So. Burlington water treatment plant. Need permit from State, but they are not in position to issue one due to recent Federal regulation changes. Discussion.

**TRAPP/NOTE PROJECT UPDATES:**

Bob McEwing provided an update on the status of the projects; the walkway on the first level was opened this week, a temp wall between the old and new terminals has been constructed, Enterprise has been relocated, with the temp wall in front of their spaces to be removed by the 18<sup>th</sup> of November, the new bag belt is installed (but not in use), activity well under way on 2<sup>nd</sup> floor, art is being installed, and restrooms on the 2<sup>nd</sup> level are closed. The NOTE2 project (the expansion of the ramp, complete concourse w/boarding bridges, etc) is in preliminary design phase. The Airport is recommending a contract with Campbell & Paris for ramp design and layout and with FFF for concourse design. Discussion.

Mr. Miller made a motion to approve a design and engineering contract to Campbell & Paris Engineers for the north ramp project in the amount of \$303,617. Motion seconded by Mr. Watson. All were in favor.

Discussion regard selection of engineering firms.

Mr. Miller made a motion to approve the design contract with Freeman, French & Freeman for the north concourse in the amount of \$285,000. Seconded by Mr. Watson. All were in favor.

**LAND ACQUISITION:**

Mr. Hamilton advised that he needed approval for the expenditure of an additional \$1,000,000 under AIP Land '05 (already approved \$1.2M for this fiscal year). This is an estimated amount using the soft sell approach (there have been an influx of responses this year). Entitlement funds are available to cover these additional properties. FAA has authorized discretionary funds for noise mitigation for which the Airport would be eligible for the noise affected properties on Airport Parkway. Discussion. There is approximately \$1.5M anticipated in discretionary funding. Discussion. Mr. Hamilton also requested Commission confirmation of their knowledge and approval of the

**LAND ACQUISITION (cont.):**

purchase of the Larkin property at the requested value of \$775,000. In addition and support of the land acquisition program, Mr. Hamilton requested approval of a contract with the land acquisition relocation specialist, OR Colan, in the amount of \$144,481.

Mr. Miller made a motion to approve the additional expenditures under the airport land acquisition program as described. Seconded by Mr. Gutman. All were in favor.

Motion by Mr. Gutman to approve the purchase of the Larkin property at the offered price of \$775,000. Seconded by Mr. Miller. All were in favor.

Mr. Gutman made a motion to approve the contract with OR Colan Associates, the Airport's relocation specialist, for current fiscal year land programs in the amount of \$144,481. Seconded by Mr. Miller. All were in favor.

**MONTHLY REPORTS:**

Presented. No Discussion.

Minutes of September 29, 2004 presented. Motion by Mr. Miller to approve as presented. Seconded by Mr. Watson. All were in favor.

**MANAGER'S REPORT:**

The Airport experienced major **power outage** due to GMP sub station power outage and severe damages to its electrical systems and equipment. The estimated cost is \$15,000. The Airport will be working with BED and GMP to hold them accountable for the damage. Discussion.

The latest information from **USAirways** is that they will not liquidate and will emerge successfully from Chapter 11. Meetings have been arranged to meet **other air carriers** such as Delta and NorthWest to determine whether they would have the resources to initiate service to vacated cities if USAirways is not successful.

The meeting to discuss the **Pratt & Whitney** rental rate is scheduled for this Thursday.

A meeting with the **Army Guard** is being scheduled to discuss details relating to their use of the current Pratt facility while the Guard facility is being constructed.

The South Hangar at the **FBO Avcenter** and installation of twelve new T-Hangars is progressing well. All space has been rented for use.

**MANAGER'S REPORT (cont.):**

Airport is scheduled before the **Board of Finance** on Monday evening to seek approval for land acquisition, Campbell & Paris contract and Freeman, French & Freeman Note II contracts.

Due to the new Army Guard facility, the building that is leased by the **Civil Air Patrol** must be removed. The Airport has arranged for the use of a building on Airport Parkway that has been purchased under the land acquisition program. They again voiced their gratitude in the on going relationship with the Airport.

The Airport is in the process of negotiating a lease with **Silicon Dairy**, a website design and hosting consultant, for space in the building at 3060 Williston Road. The terms are consistent with that of other tenants in that building.

**Enplanements:** September was the thirteenth consecutive month in which enplanements scored new monthly records. This September total was 13.46% above last September, which started the thirteen month record. To date, enplanements are 14.91% above last year. Exceeding 600,000 is very reachable. The BOYD Group shows Burlington as the fifth fastest growing airport through 2010.

There being no further business, the meeting adjourned at 5:25 p.m. with a motion by Mr. Gutman and a second by Mr. Miller.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**Wednesday, SEPTEMBER 29, 2004**  
**4:00 P.M.**

**PRESENT:**

Robert E. Miller  
Huck Gutman  
Gordon Watson

John J. Hamilton  
Tamara Gagne  
Robert McEwing

Rick Sylvester, Burlington Tech Center

The meeting was called to order by Mr. Miller, acting Chairman, at 4:14 p.m.

**BURLINGTON TECH CENTER:**

Mr. Hamilton introduced Rick Sylvester, Burlington Technical Center teacher, and explained that Mr. Sylvester would be providing a report on the Tech Centers Operations. The airport leases an alert pod and center section of the Alert Hangars to them at no charge. The facility is to support their endeavor of providing an airframe and power plant school for the education and training of aircraft mechanics.

Mr. Sylvester provided a handout that contained some key history for the Burlington Tech Center, Aviation Technology school. Those facts included such information as the increase over the years in the number of enrolled students as well as the certifications school has earned. Mr. Sylvester indicated that the aviation school has the "highest training standard in the country of 89.5% completion". The BTC is also competitive with other schools in the nation for air frame education. He stressed the importance the training was providing to local students and the increased interest and participation. Mr. Sylvester then discussed the proposed regional technical academy and problems that have arisen with regard to the BTC Aviation school at this location. Discussion.

Miro Weinberger entered the meeting.

**TRAPP/NOTE UPDATE (cont.):**

started. The new NWS generator and airport generators are on site. The Airport generator is set and tested to operate. It will be used by the NWS while their existing unit is disconnected to get the new one installed. Mr. McEwing advised that \$14.2M has been spent to date out of \$16.18M budget for the reported work.

**EXPENSE ITEM:**

Mr. Hamilton explained that the FBO Avcenter roof needs to be replaced. Patch repairs over the years have reached their finality. In accordance with lease obligations, the Airport is responsible for the roof. The low bid is \$23,975.00 from A.C. Hawthorne.

Motion by Mr. Gutman to approve the expenditure of \$23,975.00 for the repair of the roof at the FBO AvCenter terminal building. Seconded by Mr. Watson. All were in favor.

**ADVERTISING CONTRACT ISSUE:**

Mr. Gutman made a motion to enter executive session to discuss leases and contract, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Watson. The meeting entered executive session at 5:40 p.m.. The meeting resumed regular session at 5:50 p.m..

The Commission requested that the Inn at Essex management be notified that they have considered their situation regarding their advertising display in the South Concourse and feel that it is an issue that must be resolved between them and Interspace. The Commission also indicated that they would not be supportive of the Airport losing any revenues in this regard based on the explanation provided by Inn at Essex regarding sign exposure.

**MANAGER'S REPORT (cont.):**

The Airport attorneys are working on a purchase and sales agreement for the Larkin property.

**Angelo Pizzagalli:** Discussion of a letter the Mr. Pizzagalli sent which continued to express his concern about fees for hangar space at BTV.

**USAirways** has again filed for Chapter 11 bankruptcy protection after failing to achieve \$800 million in concessions from its labor groups as part of the airlines \$1.5 billion cost restructuring plan. Discussion.

**South Burlington Issue:** The sidewalk, that the airport was being held hostage on, will now be constructed by South Burlington and the Airport will pay through a reimbursement.

Mr. Miller advised that he has been approached by the Director of Echo to be considered for placement for space/art at the Airport. Discussion. Mr. Gutman was very supportive, but commented that the airport needs to be totally "in charge" of its space and that such a display should be agreed upon for only short terms. Discussion.

Mr. Gutman made a motion to enter executive session to discuss personnel issues regarding the organization changes at the Airport. Seconded by Mr. Weinberger. The meeting entered regular session at 6:10 p.m. and excluded all but Mr. Hamilton and the commission members.

The meeting resumed regular session at 6:22 p.m. and was adjourned.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
WEDNESDAY, AUGUST 18, 2004  
4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Huck Gutman  
Gordon Watson  
Bobby Miller

Johh Hamilton  
Tamara Gagne  
Robert McEwing

The meeting was called to order by the Chairman, Mr. Flaherty at 4:04 p.m. with the above referenced present.

**MONTHLY STATEMENTS:**

The July operating statements were presented for review. Ms. Gagne provided a brief overview and answered any resulting questions.

Mr. Miller made a motion to approve the **minutes of July 13, 2004** as presented. Seconded by Mr. Gutman. All were in favor.

**TRAPP UPDATE:**

Robert McEwing presented a project summary in which he indicated that the walkway is scheduled to open by the end of next week and further explained that it was only delayed so that terminal connection could be 'wrapped up' and have no impact to the public (cranes & equipment in area). He advised that concrete has been poured and hvac installed with ceilings, walls, and lights in next few weeks. The finish of the second floor departure lounge will include a temporary wall due to the project that will begin next spring that will connect a gate concourse to the terminal. The original budget for the portion of project to date is \$16.180M of which only 14,823 has been expended. The north terminal component is also within budget. Also reported was that the total to date expenses on project are \$16.3 out of \$24.8 bond/allocation. As to the NWS portion of the project, an agreement has been on the costs associated with same and that NWS will pay. The NWS

**TRAPP UPDATE (cont.):**

renovation will provide more space, improve HVAC, and create a public display area outside of their space. Mr. Gutman advised that the public art committee has made their selection for the art concept for the new wing. A copy of the information in this regard will be made available at the next meeting.

**SOUTH END DEVELOPMENT:**

Robert McEwing advised that the Larkin site has been unanimously approved by the Corps of Engineers, Agency of Natural Resources, Environmental Protection Agency, for use as a replacement site in proceeding with the application for the CUD. A public notice in this regard was sent out on August 16. Fred Blais is doing appraisal differently than original appraiser to ensure that value of property is higher than originally estimated.

Mr. Miller questioned the status of the S.D. Ireland contract wherein rock is being removed from south end. Mr. McEwing responded that it should be done by the end of this year under the terms of the current contract.

**MANAGER'S REPORT:**

**Pratt & Whitney** has identified their hangar needs, which indicate they require a brand new facility, with occupancy by the fourth quarter of 2005. This means that the Army Guard facility/hangar must be removed. The City and State have been advised that without a new hangar, Pratt has indicated they will move out of state. Discussion regarding current status of Army Guard new facility project. Governor will be working with Adjutant General to ensure that Guard property can be secured for this to work. **(Commissioner Weinberger entered the meeting at this time)**. Pratt has brought its plans back to the front burner because they have secured their contract with Net Jets (the seventh largest airline in the world who provides private aircraft charter flights). Pratt plans are being priced by Dew & Engelberth for airport review by the end of the month. P&W has listed several 'challenges' for this project. GBIC will be providing training

### **MANAGER'S REPORT (cont.):**

monies to the fullest extent. State will be providing payroll tax rebate or waiver. BCDC is reviewing for funding potential. Pratt has asked for the loan to be amortized over 30 years with a 7 to 10 year contract. They have indicated, however, that with a 30 year amortization they will agree to a 15 year term. Pratt has also indicated that they do not expect that the cost associated with the removal of the Army Guard hangar (approx. \$500,000) would be included in their payback costs. Discussion. The number of jobs to be created as a result of this expansion was questioned and answered that P&W currently employ approximately 35 employees and is expected to double (one and half million in payroll going to three million). Mr. Gutman requested that meeting be held between Guard, Governor, congressional delegation, and Airport to resolve Army Guard issue. Governor is currently scheduled to do this meeting. If Airport has not heard from him at time that cost estimates are received then JJ will take initiative to coordinate that meeting. Mr. Gutman then questioned the potential for renters for the building that the airport constructed for Pratt in 1997. FBO AvCenter has already indicated they would be very interested in renting of the entire building. Discussion regarding responsibility for removal of Army Guard Hangar – Commission wants Guard to be made to tear down at their expense. JJ advised that they would be responsible to do so but cautioned that it would not get done in time for P&W. Discussion.

**Rental at 3062 Williston Road:** The renter at 3062 Williston Road has vacated the premises with rents paid up until their departure.

The July '04 **enplanements**, at 59,030, are the highest July enplanement total in airport history, a 17.34% increase over last July and causes the current airport year to date increase to be 14.01% over last year. It appears that August enplanements will come in exceeding 60,000, due primarily to the heavy traffic related to the PHISH concert (all flights were booked and oversold over this past week)

**Airline Activity Updates:** Several fall changes in equipment and loss of Pittsburg destination, by USAirways, starting in November. Discussion. Independence Air is adding a sixth flight to their schedule starting October 1. Discussion.

### **MANAGER'S REPORT (cont.):**

The **FBO Avcenter south hangar** project has begun with demolition starting this week. Asbestos is being removed from the Hangar by the Airport in preparation.

**Electronic's Hospital** has finally agreed to pay the back rent they owe. The terms of that payback are still being negotiated with their attorney.

**PHISH Followers:** Muddy, Smelly, Trashy...but they were polite, filled airplane seats, and spent money in the terminal...and they tip well.

### **TAXI RATES:**

Ms. Gagne summarized the request previously made by representatives of the taxi cab owners as follows:

1. An increase to the drop fee, from \$2.00 to \$2.50
2. An increase to the per mile rate for the first ten miles (currently \$2.30 per mile based on two recent TPI adjustments)
3. Elimination of the reduced per mile rate for ten or more miles
4. An allowable charge of \$1.00 per piece of passenger baggage
5. A fee of \$1.00 per child rider
6. A minimum fee for any fare from the Airport of \$8.50
7. An imposed requirement for all taxi owners to use the maximum rates as established by the Airport, vs being allowed to post something less than and up to the maximum.

With regard to the mandatory meter rates for published maximums – a discussion ensued. Mr. Gutman responded that a ground transportation officer was hired starting 15 years ago because of need to control operators, rates, etc. and having each company allowed to operate with varying rates is counterproductive. The Commission agreed that the rate should be the same for all owners.

With regard to the decrease after 10 miles in the per mile rate, the Commission indicated that it was to remain as published.

**TAXI RATES (cont.):**

With regard to the minimum fee of \$8.50, the Commission had a discussion and agreed that it should be implemented and concurred with the cab operators' recommendation for the rate. This action would effectively do away with the drop fee.

Their decision regarding the extra bag fee was no and the same for the extra fee for each child. Discussion.

**EXPENSE ITEM:**

Mr. Gutman made a motion to approve the expenditure of \$49,000 to Contech for annual repairs to the air carrier ramp concrete. Seconded by Mr. Watson. All were in favor.

**STAFF ORGANIZATION:**

Presentation by JJ of the proposed organization changes for the Airport. He indicated that he had been working on this for some time, but has really accelerated it in the past two weeks. HR has been providing guidance during this period and has responded that it would appear that the airport is "three years behind in implementing this change". The major changes are for the addition of a new position for "Assistant Airport Manager", titled as "Deputy Director of Aviation" and falling on the pay scales between a Grade 22-25, an upgrade for the Planning & Development Direct to Grade 25 (from 21) and have that position reporting directly to the Department Head instead of through the assistant director, an upgrade to the grade levels to four of the existing staff positions – fiscal & admin to grade 21 (from 17), mx to grade 21 (from 20), engineering to grade 21 (from 16) and a new position as "Assistant Director of Mx" at Grade 17. Job descriptions for new positions are being put together. Finance Board will be next step. No increases to tenant rates and charges as result of these changes/increases. Discussion/frustration expressed regarding automatic increases to the mx staff salaries from their previous Grade 12's to Grade 14's (as presented at last Commission meeting). Assistant Director would be required to oversee and coordinate the day to day, hour to hour operations of the airport over each of the respective division heads. JJ indicated that much of the current

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
TUESDAY, JULY 13, 2004  
4:00 P.M.**

**PRESENT:**

Miro Weinberger  
Huck Gutman  
Bobby Miller  
Gordon Watson

Tamara Gagne  
Lynn Zizza  
Robert McEwing

The meeting was called to order by Mr. Miller, standing in for the chairman Mr. Flaherty, at 4:10 p.m. with the above referenced present.

**MONTHLY STATEMENTS:**

The minutes of the previous board meeting were reviewed.

Mr. Gutman made a motion to approve the minutes of June 28, 2004 as presented. Seconded by Mr. Weinberger. Minutes passed in favor.

The June operating statement was presented for review. Discussion: Mr. Gutman stated that the account receivables looked good with lots of zeros and only questioned Continental's over sixty. Ms. Zizza responded that it was probably due to a recent firing of the manager.

The June warrant was approved by signature of the Board.

**TRAPP & NOTES:**

Robert McEwing provided an update on the status of the garage, skywalk and terminal projects. He stated that the budget was right on track.  
Discussion:

Mr. Gutman stated that the signage in the garage needs improvement and that the annuals look great and to please pass on his comments to maintenance.

**INTERSPACE:**

Tamara Gagne reviewed a proposal by Interspace to update, change and improve the baggage claim advertising display systems. Discussion:

All commissioners agree on the concept but disagreed with the ten-year extension of Interspace's contract. JJ and Tamara to negotiate terms.

**CONTRACT CARRIER FEES:**

Ms. Gagne reported that the Airport, in error, has been charging the Contract Carriers the same 'extra' vehicle fee as the Courtesy Carriers of \$25.00 instead of the \$125.00 per vehicle rate. The correct rates were published for the current permit year of August 1, 2004 – July 31, 2005.

Ms. Gagne further advised that Peg's Pick Up and Richard's Limos are asking for relief of recent increase in fees. Discussion:

As researched by Ms. Gagne, Bradley, Logan and JFK all have a per trip fee of approximately \$1.50 - \$ 2.50, but with more traffic to support their overall expenses. Mr. Gutman indicated that he understands the service that is provided by these contractors to local tourism and would be comfortable with them staying the same. Mr. Weinberger volunteered to review the rate structure with Ms. Gagne. The Commission agreed that the rates would remain "as practiced" until such review but that it was to be made clear to the contractor carriers that this decision was very temporary and subject to change based on subcommittee review and recommendation.

**TAXI RATES:**

Ms. Gagne reported that a group of taxicab owners is requesting Commission review and consideration for increases to the metered rates as per an email dated 07/06/04. Discussion:

Mr. Gutman stated that the rationale for these increases should be submitted and reviewed at the next meeting. He also stated expressed deep concern about charging for children.

## **PUBLIC ART DISPLAY:**

Mr. Gutman suggested that since the space, utilized by City Arts, is public, one of the commissioners should sit on the committee with City Arts. He stated that artisans should have to submit a portfolio with the art being rotated every three months. He also stated that an accounting of dollars should be submitted to the Commission to see how much money is going to City Arts versus the artist.

**DRAFT**

In this light, Mr. Gutman made a motion that the Public Arts Committee of City Arts, with one ex officio Airport Commissioner joining them, will henceforward decide what public art will be displayed in the showcase above the elevators; and that this decision will be made twice a year, based on openly-solicited submissions which can be made to City Arts at any time. Seconded by Mr. Watson. All were in favor.

Discussion ensued as to who would take that initiative to serve on that committee. No one volunteered. Understanding was that Mr. Gutman and Mr. Weinberger would initially take on that role.

## **MANAGER'S REPORT:**

**Pratt & Whitney's** request for a larger facility is priority again. Mr. Hamilton will be meeting with the Governor on Thursday July 15, 2004.  
Discussion:

Mr. Miller expressed concern that Plattsburg could become a potential spot due to no tax abatement for ten years.

The renter of **3062 Williston road** has been recently charged with illegal activities and the Airport is working with the attorneys on terminating the lease.

The **South End Development** application has been received from Campbell & Paris. All the Commission members in attendance concurred with the option.

**MANAGER'S REPORT (cont.):**

Mr. Hamilton is meeting with the Mayor tomorrow July 14, 2004 to discuss the condition of a permit from **South Burlington** to build a sidewalk that will cost approximately \$35,000.00.

The City of Burlington HR & Mayor's office orchestrated an increase for **Grade 12 Maintenance Workers** to Grade 14. Mr. Hamilton will express his concerns to the Mayor tomorrow July 14, 2004. The Airport was not notified of these changes and has not properly budgeted. Discussion:

Mr. Gutman stated that the Airport can afford it but the City can not. It must be political.

There being no further business, Mr. Gutman made a motion to adjourn. Seconded by Mr. Weinberger. The meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Lynn Zizza for  
Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MONDAY, JUNE 28, 2004**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Huck Gutman  
Bobby Miller  
Gordon Watson

John J. Hamilton  
Tamara Gagne  
Robert McEwing

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

**MONTHLY STATEMENTS:**

The minutes of the previous board meeting were reviewed. Mr. Miller pointed out a typo for correction.

Mr. Miller made a motion to approve the minutes of April 29, 2004 as presented, with correction. Seconded by Mr. Watson. Mr. Gutman abstained. Minutes passed in favor.

The April and May operating statements were presented for review. Discussion.

Mr. Miro Weinberger entered the meeting.

The April and May warrants were approved by signature of the Board.

**GRANT ACCEPTANCE & CONTRACTS APPROVAL:**

JJ requested the approval of a contract with Munson Earth Moving, as the low qualified bidder, to provide construction services for the Runway 33 safety area improvements project, a contract to Applied Pavement Technologies for the development of a pavement management program and to Hoyle, Tanner & Associates for an pavement evaluation contract. The

Munson contract amount is \$524,490.00, is under the engineer's estimate, the Applied Pavement contract is \$79,200 and HTA contract is \$77,800 and all will be paid under the Federal AIP program. Mr. Hamilton also requested the acceptance of the associated Federal Grant for this project in the amount of \$903,944 and further advised that these approval items are also scheduled before the Finance Board and City Council this evening.

Mr. Miller made a motion to approve the Munson Earth Moving contract in the amount of \$524,490, the Applied Pavement contract in the amount of \$79,200 and the HTA contract in the amount of \$77,800 and accept the Federal Airport Improvement Grant for the Runway 33 Safety Area projects in the amount of \$903,944. Seconded by Mr. Gutman. All were in favor.

**FY'05 NEW BUSINESS:**

Clerk of the Board, Tamara Gagne opened the floor for nominations for Chairperson of Board of Airport Commissioners for the fiscal year starting July 1, 2004 and ending June 30, 2005.

Mr. Gordon Watson nominated Michael Flaherty. No other nominations were made. Mr. Huck Gutman made a motion to close the floor for nominations which was seconded by Mr. Watson.

Ms. Gagne opened the floor to a motion for electing Mr. Flaherty as Chairperson of the Board. Motion made by Mr. Miller and seconded by Mr. Watson. All were in favor.

Mr. Huck Gutman made a motion to appoint Tamara Gagne to the position of clerk of the Board of Airport Commissioners for the fiscal 05 period. Seconded by Mr. Watson. All were in favor.

## **MANAGER'S REPORT:**

The Commission was represented by Mr. Hamilton, at the **City Council** meeting, for their annual commissioners report, earlier this month. The body appears to be confident in the manner in which oversight and management is being conducted.

**TRAPP/NOTE:** The current project is moving forward on schedule, and continues to be within budget. Steel price escalated during the project, but the budget has been able to absorb the increase.

The **South End Development** is still on target for an August 1<sup>st</sup> approval from the state and corp for the mitigation design and plan. After initial review by the state, it appears that a lower cost to construct and improve the mitigation site will be attainable.

The **FBO** amendment agreement for the construction of a new south hangar, is in the final stages. Ground breaking should occur within two weeks.

A meeting with **P&W:** higher headquarters personnel is scheduled for Wednesday. It is expected that they will request a new 110,000 sqft hangar. In this regard, the Army Guard is encouraged to move forward vigorously with the construction of their new facility. Bid opening is June 30, however, the construction start date is not until September. The congressional delegation may need to be involved.

**Air Service:** Independence Air press event is scheduled for Tuesday from 8:30 a.m. to 10:00 a.m. The press conference starts at 10:00. All commissioners are invited. Senator Leahy and Governor Douglas will speak.

General discussion regarding Burlington air service and enplanements.

**Enplanements** continue to grow, standing at 13% above last year. At this rate, they will exceed 600,000 for the year.

The Commission then discussed the situation surrounding the theft of services from the parking facility. Mr. Gutman requested that JJ coordinate the request to have Steve Goodkind at the next Board meeting.

The next meeting of the Board of Airport Commissioners will be held on Tuesday, July 13, 2004 at 4:00 p.m..

There being no further business, the meeting adjourned at 4:55 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES  
BOARD OF AIRPORT COMMISSIONERS  
THURSDAY, APRIL 29, 2004  
4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Bobby Miller  
Gordon Watson

John Hamilton  
Tamara Gagne  
Robert McEwing

Tim Shea, Lake Champlain Regional Chamber of Commerce

The meeting was called to order at 4:04 p.m.. with the above referenced in attendance.

Mr. Gutman entered the meeting.

**CHAMBER OF COMMERCE CONTRACT:**

Mr. Hamilton advised that the existing three year contract term with Chamber of Commerce is ue to expire in August and that discussion was required as it relates to maintaining the same hourly coverage with a 35-40 % increase to cost, due to the liveable wage or decreasing the number of hours to stay within the same budget. Mr. Hamilton advised that the Chamber was looking for a three year contract that would have a CPI or increase in the second and third years with a total three year contract amount of \$403,585.00. The current contract, which does not include the payment of livable wage rates, is \$305,000.

Mr. Tim Shea, LCRCC Vice President addressed the Commission thanking them for the opportunity and presented a data sheet on the Chamber's three year history which included number of visitors and phone calls, investments and FAQ's about the operation. Mr. Shea also advised that they currently pay an average wage of \$10.00 and wage will go to \$11.94 to full timers and \$15.32 to part time employees. Dicussion. Mr. Gutman challenged the amount of service

provided compared to the cost for service and suggested that there may be more options to providing customer service for the price of such a contract. Discussion – Mr. Miller indicated that he likes the aspect of personal customer service. Discussion. A point was mentioned that between this contract and the ambassadors, the airport will be spending almost half a million towards customer service. Mr. Gutman reiterated his desire to have the employees employed as Airport customer service agents be tasked to assist the airport department in any venue possible while they are on shift at the Airport.

Mr. Bobby Miller made a motion to approve the proposed three year contract for the 105 hours with the built in cost adjustment. Seconded by Mr. Watson. All were in favor.

#### **MINUTES:**

Mr. Bobby Miller made a motion to approve the minutes of January, February & March as presented. Seconded by Huck Gutman. All were in favor.

#### **CITY ARTS REQUEST FOR FUNDING:**

Mr. Hamilton advised that, as with the previous facility expansions, the process of budgeting monies to support and display public art has been followed. A \$50,000 not to exceed budget for the current expansion project has been discussed with City Arts, which they find acceptable. Their original request was for \$150,000. Also, need to determine if a commissioner desires to sit on the selection panel.

Discussion. Mr. Gutman and Mr. Weinberger were assigned to the committee. Huck asked Commission direction with regard to whether they would prefer to see allocation spent on one item or spread out over two or three items. That decision was relegated to Mr. Gutman and Mr. Weinberger.

### **TRAPP & NOTES:**

Bob McEwing addressed the Commission with a presentation of the project budget and costs to date; Parking original budget equates to \$10,411,000 compared to current estimate of \$8,941,000 with garage at 99% completion. The walkway original budget is \$2,840,000 and is currently estimated at \$3,285,000 due to re-assignment of costs originally assigned to garage. The roadway was originally budgeted at \$2,930,000 and is \$2,890,000 currently. The North Terminal (NOTE1) original cost was \$4,670,000 and is now estimated at \$5,735,000 due to re-assignment of bonding costs, and other factors. Discussion. Huck requested that landscape architects be directed to send him a copy of the plan – discussion.

### **NO SMOKING ORDINANCE:**

Mr. Hamilton advised that in order to make the front entry area of the terminal more smoke free, an ordinance to that effect is recommended. With concurrence, the regulation of smoking addendum to the Airport Rules and Regulations will be forwarded to the City Ordinance Committee. A smoking area will be designated in an area north of the center doors and south of the north door with appropriate signs. Also, a no pets in terminal ordinance is proposed.

Motion by Mr. Gutman to approve the smoking area ban and the “no pets in terminal” policy. Seconded by Mr. Miller.

Mr. Flaherty advised that he had received a letter from the Mayor asking for a memo from the Commission regarding an assessment of JJ for his annual evaluation. Mr. Gutman indicated that he has spoken with several city commissioners (councilors) who would like to hear from Airport more often and would request that JJ (Airport) attend council meetings more regularly. Discussion.

## MANAGER'S REPORT:

March **enplanements** saw a 12% increase over last year and with the 49,788 a new March record was established.

**South End Development:** a) The appraisal of the Larkin property came in at \$675,000, \$100,000 less than the asking price. A second appraisal with a different appraiser is being coordinated. b) A meeting with the State and Corp is being held on April 30. A preliminary look into the mitigation design with the consultant, state and Corps is the agenda for that meeting.

Mr. Gutman made a motion to enter executive session at 4:45 p.m. to discuss airline leases, the premature disclosure of which would put the airport at a substantial disadvantage. Seconded by Mr. Watson. All were in favor.

The meeting resumed regular session at 4:58 p.m.

Mr. Gutman made a motion to enter into an operating agreement with **Comair** for a leasehold interest in the space previously occupied by Northwest, under current Airport terms and conditions. Seconded by Mr. Miller. All were in favor.

Mr. Miller recommended that the Airport produce an RFP for the fill of the wetlands versus allowing for 'dumping' in that area.

Mr. Gutman made a motion to enter executive session to discuss personnel matters. Seconded by Mr. Miller. All were in favor.  
Meeting entered executive session at 5:00 p.m.

Meeting resumed regular session to discuss the recent death on airport premises. Mr. Hamilton briefed the Commission on these events.

Mr. Gutman made a motion to adjourn. There being no further business, all were in favor. Meeting adjourned at 5:14 p.m..

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**MARCH 25, 2004**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty  
Huck Gutman  
Gordon Watson  
Miro Weinberger

John Hamilton  
Tamara Gagne  
Robert McEwing

George Paris – Campbell & Paris

The meeting was called to order by the Chairman, Mr. Flaherty at 4:20 p.m. with the above listed present.

**TRAPP:**

Mr. McEwing provided an update on the status of the projects to include information that the walkway was to be completed by mid May and the revenue control equipment training is to be scheduled for next week, which will allow the airport to schedule the opening/use of the new garage equipment. The NOTE1 portion (baggage claim addition and second floor addition and National Weather renovation & addition) status is that Engelberth is installing footings, brick is being removed off from outside of 2<sup>nd</sup> level and gate 1A has been removed. The NOTE2 portion was presented by George Paris of C&P. Mr. Paris advised that his firm was tasked with providing a conceptual design of a walkway that would provide covered access to jet bridges to serve the north end. C&P provided several alternatives to the Airport at a meeting last month and it was narrowed down to the option presented here. In order for the project to proceed on schedule the airport is seeking Commission concurrence for this concept. Mr. Paris explained that the proposal is for the construction of a 'bump out' from the existing building that will go from the second level down to mid level bridges. Airline GSE equipment storage would be accommodated under the second level structure and the new jetbridge corridor would allow for five new bridges. He also indicated that phasing will be important to get the

**TRAPP (cont.):**

ramp constructed properly to relocate aircraft that currently use the ramp. Mr. Paris advised that the design takes into consideration a different mix of aircraft as well as accommodating the existing fleet. Discussion. Mr. Gutman - what were other alternatives and why this one? – Bob McEwing responded that the physical airfield constraints dictated this option as the recommendation (FAA Air traffic control building, ramp area , taxiway, etc.). Mr. McEwing further advised that the next step is to be allowed to design so that value engineering can be accomplished, within budget that is already established. Discussion.

Motion made by Huck Gutman to approve the concept as proposed.  
Seconded by Gordon Watson. All were in favor.

**MITIGATION DESIGN CONTRACT:**

Mr. Hamilton reported that four engineering firms, with expertise in mitigation design, were interviewed for the South End Development (SED) project. Dubois and King gave the most thorough and knowledgeable presentation. The interview committee recommends they be awarded the contract to prepare the mitigation design, oversee the construction of the site, and perform monitoring requirements. The total cost of said contract is \$223,000 to be conducted in phases. The funding of this contract will be provided by a grant under the AIP program.

George Paris provided an update on the mitigation process and south end development. He advised that in January 04 a letter was received from the Corps of Engineers giving approval to the Airport to proceed with identification of a LEDPA (least environmentally damaging practicable alternative). The decision then was 'how to mitigate'. The Corps had looked at two to three potential mitigation sites and the 50 acre parcel on Van Sicklin Road (Larkin property) was found to be the most acceptable. The Corps of Engineers is very supportive of this particular property. The Consultant that the Airport is seeking to approve needs to 'design' the site to ensure that it will meet the requirements of it being used as replacement and compensation property. Discussion. The Commission posed such questions

**MITIGATION DESIGN CONTRACT (cont.):**

as "how does the engineer 'design'?" Mr. Campbell explained that they must 'design' the appropriate plants and hydrology to ensure that this property is a satisfactory replacement for the land being developed. Mr. Hamilton explained that an option to buy Larkin property, with the purchase to occur after the first of the year, after studies have been done, is proposed. The requested approvals are for the option fee of \$5,000 and \$60,000 (of the total \$130,000) on the engineering contract to determine whether this property is developable for mitigation. Discussion.

Mr. Huck Gutman made a motion to approve entering into an engineering contract, for an amount up to \$223,000 with the first phase of \$60,000, with Dubois & King. Seconded by Mr. Gordon Watson. All were in favor.

**AVIATRON:**

Mr. Hamilton reported that Hans Kraus, the owner, came to Airport after receiving a lease termination letter. He brought with him a check for the entire receivables balance of \$64,843.25, which brings the Aviatron account current. Mr. Kraus apologized for the situation getting out of hand, indicating that he has faced serious personnel management problems. He assured the Airport that the account will be current in the future because he will be applying himself more closely to the Burlington operation. He also reported that business is still slow in recovering from September 11, but sees a positive future. He realizes that Aviatron did not live up to their part of the deal on the two months rent waiver, however, He is respectfully requesting that the waiver be put back in effect. Discussion.

Motion by Mr. Gordon Watson to waive the two months rent that had been previously approved for Aviatron, with the same agreement that, should the Airport be required to pursue legal remedies for future rent collection, then the two months waived rent will also be collected. Second by Mr. Miro Weinberger. All were in favor.

**FBO AVCENTER:**

Mr. Hamilton indicated that a decision needs to be reached as to whether the airport will negotiate some form of a temporary rent adjustment in order for the FBO to remain whole during the first few years with the new South Hangar. Discussion. Mr. Hamilton provided some background information that the lease agreement with the FBO does not have language that would require the FBO to replace their buildings, but Airport recommended that they do. Based on assumption of debt service, their net profit will go down even though the construction of the building will increase revenues and business. JJ indicated that their initial proposal was an \$800/month decrease over the term of the lease, but that he responded that this would not be acceptable. Their counter proposal was a \$10,000 per year over the first five years, which JJ rejected as well. Discussion. Huck very concerned about giving additional support above the lease extension. Huck would want to ensure that language is added to the extended agreement that would preclude them from being able to sell the hangar or its rights to anyone not conducting a FBO. Huck has heard that Avgas is higher at Burlington than comparable airports and complaints have been received. Discussion.

The Commission does not want to offer Airports any concessions at this time, but are more than willing to discuss this request further when financial needs dictate same.

**CAPITAL PURCHASES:**

Mr. Hamilton requested approval for capital purchases; 1) The replacement of a tractor for airfield maintenance is needed in accordance with the vehicle replacement program. The low bid is with Hendy Bros. for \$81,000, \$46,500 for the tractor, and \$34,500 for attachments. (loader, batwings, backhoe, plow) 2) In order to continue the in house striping of the airfield, and to be in compliance with FAA regulations pertaining to new striping criteria, an additional paint machine is needed. The low bid is with Franklin Paint Co. for \$10,928.00.

Motion by Mr. Huck Gutman to approve the purchase of an airfield mowing tractor and a new paint machine, as described, from the capital budget. Seconded by Mr. Miro Weinberger. All were in favor.

**FY'05 BUDGET:**

Ms. Gagne presented a summary of the projected FY'2005 expenses and revenues and discussed the budget process. Limited discussion and general concurrence.

**MANAGER'S REPORT:**

Mr. Hamilton reported that.

The Airport has been informed that the **Budget Car Rental property** on Airport Drive is for sale. It is identified on the Airport's land acquisition program. An appraisal has been ordered for potential purchase.

The Airport's request to have the legislature correct the conflict in the States statutes governing the cost to park for **handicap parking** was delivered to the House Transportation Committee to place on the Transportation Bill. The committee failed to correct the conflict, but did, however, put a two week cap on the time for free parking. Mr. Huck Gutman commended JJ for his efforts regarding handicap parking in the garage.

The February **Enplanements** again set records for Burlington at a 20% increase over last year and the highest February in history.

**Air Carriers:** 1) Continental and North West will be utilizing 737's and DC-9's during spring break. 2) An Independence Air consultant visited the airport last week to determine if the facilities would meet their needs. Comair visited the airport today to look at available space to conduct their existing operation, in that Atlantic Coast Airways, when they officially become Independence Air, will not handle Comair at Burlington.

The **liveable wage** has increased to \$11.92/hour with health benefits.

**MONTHLY OPERATING STATEMENTS:**

The February operating statements were reviewed and discussed with no questions. The February warrant was approved and signed.

The minutes of January and February meetings were presented for review. Mr. Weinberger asked for additional time to review prior to approval and requested advance receipt of minutes.

There being no further business, the meeting adjourned at 6:20 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**MINUTES**  
**BOARD OF AIRPORT COMMISSIONERS**  
**THURSDAY, FEBRUARY 26, 2004**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Miro Weinberger  
Bobby Miller  
Huck Gutman

John Hamilton  
Tamara Gagne  
Lynn Zizza  
Heather Kendrew  
Robert McEwing

Alex Halpern, Freeman, French & Freeman, Lynn Zizza, Airport Office  
Assistant

**MONTHLY STATEMENTS:**

The minutes of December, 2003 were not presented for review.

The **January operating statement** was presented, reviewed and discussed. Ms. Gagne provided an updated accounts receivable report, highlighted the on going problem with Aviatron payables and advised that they have made a promise to pay their 90 day arrears by Friday. Mr. Miller commented that they were effectively, even if the payment is made on Friday, in arrears for \$25,000 due to the March rent being billed for the first of that month.  
Discussion.

Mr. Jesse Beck, Freeman, French & Freeman entered the meeting.

**NOTE1 (North Terminal Expansion Phase1):**

Alex Halpern provided an update on the entire project indicating that the garage was substantially complete and being used, the walkway is scheduled to be available by the end of April and that they were proceeding with the NOTE1 renovation. Mr. Halpern explained that there was considerable time spent on working on the firewall requirements between the existing and new structures and that they have been in constant and direct communication

with Labor & Industry to ensure that the airport is in compliance but also has useable space. Mr. Halpern then presented first and second level drawings, explained each and outlined the National Weather space and its proposed changes.

**NOTE2 (North Terminal Expansion Ph2):**

Mr. Hamilton advised that Campbell & Paris Engineers has been working with the airport to provide conceptual ideas for the NOTE2 project. The recommended facility is a first and second level structure with the first level being utilized for aircraft ground service equipment storage and coverage and the second level providing a corridor out to boarding bridges. C&P also used an expert on ramp layout design to maximize efficiency and use of ramp at the north end. Discussion. Mr. Gutman questioned whether the airport's airfield facilities (runways, etc.) could handle the additional traffic. Mr. McEwing responded that the Airport had sufficient capacity for the next twenty years. Discussion then ensued regarding the revenue bond and component costs.

Jesse Beck, Alex Halpern left the meeting.

**FBO AVCENTER:**

Mr. Hamilton advised that FBO Avcenter was ready to proceed with the construction of the new south hangar, with a final meeting of their Board scheduled for Monday. In order for them to amortize the cost of improvements to the leasehold, they have asked for a new twenty year lease, which in reality extends the current term by nine years, with two five year options. The granting of this request to support the \$2 million expansion and renovation is in line with Airport standards. Recommend approval. Pizzagalli continues to refuse to meet the FBO fairly on rental terms. The FBO has agreed to leave rents in the new hangar as they are currently. Discussion.

## **ENVIRONMENTAL UPDATE:**

Heather Kendrew advised that the Airports' ramp deicing collection and containment system has failed. A temporary solution of pumping and trucking to South Burlington has been established. This solution will suffice for remainder of the season, but a permanent resolution will need to be devised before next winter. It has not been yet determined whether the problem is due to a broken pipe or a blockage, though Ms. Kendrew advised that the most cost efficient solution will be the install of new pipe. With regard to the air cargo ramp de-icing, there is no system in place so the Airport has created a temporary fix there to eliminate the feeding of drainage into the south end wetlands. The final environmental issue was that the Airport received notice from the State that the Airport was in violation of a 'wetlands disturbance rule' because of work that was being conducted at the north end outfall, a project which is required by the State to correct deficiencies there.

Lynn Zizza left the meeting.

Mr. Gutman made a motion to enter executive session to discuss pending litigation and lease and contract terms, the premature disclosure of which would put the Airport at a substantial disadvantage. Seconded by Mr. Miller. All were in favor. The meeting entered executive session at 5:10 p.m.

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

The Commission, in its executive session, decided that the Airport should not be party to a mediation session with regard to the complaint by Alex Rose. The Commission also asked that Mr. Miller negotiate an offer letter to Mr. Larkin for the purchase of property on Van Sicklin Road for the wetlands mitigation process associated with the development of the Airport's south end.

**MANAGER'S REPORT:**

A **South End Development (SED)** meeting was held on February 19, 2004 with all parties, to further along the mitigation process. A briefing and action, in executive session, will be required.

**Enplanements:** The Airport has set a new Airport record for January with its level of enplaned passengers.

**Parking:** This being one of the highly traveled weeks during the year, the old garage is full and 75% of the new garage is full.

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

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board

**BOARD OF AIRPORT COMMISSIONERS**  
**THURSDAY, JANUARY, 22, 2004**  
**4:00 P.M.**

**PRESENT:**

Michael Flaherty, Chairman  
Bobby Miller  
Miro Weinberger  
Huck Gutman  
Gordon Watson

John Hamilton  
Tamara Gagne  
Robert McEwing  
Heather Kendrew

The meeting was called to order at 4:09 p.m. by the Chairman, Mr. Flaherty.

**MANAGER'S REPORT:**

**Environmental :**

Airport Environmental Engineer, Heather Kendrew presented an update on airport and airfield environmental issues as follows;

**AIP-42 South End Development (SED)-Phase B – Environmental Assessment Study:** The Corp of Engineers has advised that they consider alternative 4 to “have potential” for being the least environmentally damaging practicable alternative (LEDPA). This means they are ready for public notice of alternative 4 plans and wetlands mitigation plan.

**AIP-44 Planning Study: Stormwater Management Plan:**

Water quality monitoring is ongoing. Winter testing showed propylene glycol (aircraft deicer) and urea (pavement deicer) in excess of state limits. Field-testing is being conducted on the glycol collection system on Friday to confirm system operation. State considers this an illegal discharge and is working with the airport to allow deicing to continue at this time. The Airport is also testing alternative pavement deicers which, while more expensive, are environmentally acceptable.

**South End Deicing:** During the course of the airport's stormwater study it has been determined that there are other areas outside of the glycol collection system where the deicer is being used, primarily in the areas by the wetland where cargo and corporate aircraft are parked. The state has been made aware of this problem and the Airport is working toward a solution to ensure the collection and treatment of deicers on all areas of the airport.

**Energy Efficiency:** Burlington Electric is working with the Airport to identify areas where the Airport could obtain further cost savings from energy reduction. New LED taxiway lighting might net as much as \$30,000/yr in energy and maintenance savings. Burlington Electric would also provide cost incentives toward the replacement of existing fixtures. The Airport is also working with Air National Guard and Army Guard to expand the savings to their areas.

**National Weather Service** item to be moved to regular reports.

**Pizzagalli:** Both Pizzagalli and Amports are talking with each other with hope for a resolve by the end of January.

**Airlines:** United has discontinued their Chicago route with Atlantic Coast Airlines (ACA). Trans State Airlines, also a United Express, is now flying that route. USAirways is contemplating the merger of their two wholly owned subsidiaries, Allegheny and PSA, for cost reductions. There should be no impact to the Airport. Allegheny currently operates the Laguardia route. The State, Chamber and congressional delegation will be making a pitch to ACA (future Independence Air), for Dulles service once they no longer operate the route for United. I have urged caution as to this reaching the news media.

Question about potential loss of service to LaGuardia. Not predicted at this time. Discussion. Report about comparative Washington airfares as contested by legislator.

#### **MONTHLY OPERATING STATEMENTS:**

The Commission was presented with and reviewed the **minutes of December 17, 2003**.

A motion was made by Bobby Miller to approve the **minutes of December 17, 2003** as presented. Seconded by Gordon Watson.

A review of the **December operating statements** and **warrant** followed with a lengthy discussion.

### **MARKETING:**

The Commission requested that marketing consideration and proposal be tabled for six months (this fiscal year) until projects and related financing are determined for the year.

### **TRAPP & NOTE:**

Robert McEwing presented an update on the terminal roadway and parking project (TRAPP). Mid February to March 1 is the anticipated date for new entry and exit activation. The walkway is to be enclosed in plastic this week for work to continue. The guaranteed maximum price has been reached on components of the TRAPP and the skywalk of \$15,570,000. \$4,900,000 is the estimate being used for the terminal expansion phase 1 (NOTE). Approval of the GMP for the bridge and walkway and budget for the NOTE is requested.

A motion was made by Huck Gutman to approve the GMP of \$15,570,000 for the TRAPP and budget of \$4,900,000 for the NOTE1 as explained. Seconded by Gordon Watson. All were in favor.

### **ENGINEERING CONSULTING CONTRACT:**

Mr. Hamilton requested Commission approval of the negotiated contract with Hoyle, Tanner, & Associates for the required engineering to complete the runway end safety area for runway 15/33 in the amount of \$283,100. This contract and project is an AIP eligible item. The Airport's share is 4%.

A motion was made by Huck Gutman to approve the engineering contract with Hoyle, Tanner & Associates for the safety area project on Runway 15/33 as requested. Seconded by Bobby Miller. All were in favor.

### **NATIONAL WEATHER SERVICE:**

Mr. Hamilton advised that he recommends approval of a request by the National Weather Service to fund its capital improvements, being orchestrated through and contiguous with the TRAPP, and amortize it over the period of their existing lease, as was done in the past with the Weather

Service. The recommendation is for an 11 year amortization of \$900,000 at 6% interest with a lease payback. The City Chief Financial officer indicates that the airport has sound financial support and means to proceed with the offer to the National Weather Service. Airport will net \$200,000 to \$300,000 in charging a higher percentage than what would be the available interest rate.

A motion by Bobby Miller to approve the lease modification to fund and amortize the National Weather Service improvements under the terms described. Seconded by Gordon Watson. All were in favor.

**LAND ACQUISITION:**

Mr. Hamilton advised that *Airport Grocery* has expressed an interest in selling their property to the airport, with the right to continue to operate their business. Discussion. Commission requested that the Airport conduct an appraisal of the property to be used in consideration of whether it is appropriate to purchase.

There being no further business, the meeting adjourned at 5:09 p.m.

Respectfully Submitted,

Tamara S. Gagne  
Clerk of the Board