

MINUTES
BOARD OF AIRPORT COMMISSIONERS
MONDAY, OCTOBER 30, 2006
4:00 P.M.

PRESENT:

Michael Flaherty
Miro Weinberger
Robert Miller
Huck Gutman
Mary Sprayregen

Brian Searles
Robert McEwing
Tamara Gagne
Lynn Zizza

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

MONTHLY STATEMENTS:

The minutes of the previous board meeting were reviewed. Commissioner Weinberger made a motion to approve the minutes of September 13, 2006 as presented. Seconded by Commissioner Gutman. Minutes passed in favor.

The September operating statement and the warrant were presented for review. The revenues are strong and the expenses are under.

OLD BUSINESS:

Update on Web Site & WiFi:

T. Gagne reported that a secondary proposal is needed for the day to day changes on the **website**; the airport is considering a contract with the Chamber of Commerce for the daily maintenance. Ms. Gagne also noted that the web site now has live interactive flight status information provided by IFly.

T. Gagne also provided an update on the terminal wide **wireless network** indicating that the contract to Summit Technologies had been awarded and that they had made significant progress towards having the project complete by the end of the year, with some anticipation that it will be working by Thanksgiving. The wireless service will be offered free of charge.

Update on Business Development Efforts:

Mr. Searles advised that the Airport has been in regular communication with Air Canada, including the transmittal of the New England Study, but that there has been no further commitment by Air Canada. AirTran Airways appears to have a national strategy in which they are pulling back service, but they have a survey on their website asking for feedback on what cities its customers want served for which BTV was invited to participate. The Airport also represented itself at a trade show in Montreal over the past week-end with an updated color brochure distributed. Plattsburgh was represented at the show as well. Discussion. Commissioner Gutman brought up the topic regarding the 25% of airport traffic coming from Canada and wondered if the Airport had information regarding the area from which they came in Canada. Mr. Searles responded that the Airport is continually conducting terminal surveys which has zip code details and will have options on its web site and wireless network to allow for surveys. Mr. Gutman expressed desire to see the majority of the marketing effort focused in Canada including the investigation of providing bus service to and from. Discussion. Mr. Searles also advised that Burlington Airport is realizing the need for a more focused marketing effort – what BTV is trying to do is “not enough” for what is needed – and that additional staff may be required.

Chamber After Hours Event:

Reminder initiated that the Airport is hosting the monthly Lake Champlain Regional Chamber of Commerce, “Business After Hours” event on Thursday, November 9, 2006 starting at 5:30. Commissioner Sprayregen advised that she had invited Air Canada properties representative but that they were unable to attend the event.

NEW BUSINESS:

NOTE II Ribbon Cutting Event:

Discussion ensued regarding an event to officially open the north concourse project. The Commission wanted to have it sooner than later and discussed the possibility of November 29 together with a monthly Commission meeting. Discussion.

Off-Airport Taxing Authority:

Mr. Searles advised that the rental car and parking companies’ levels of business in the area continues to increase and it is time to address and protect the airport’s interests with regard to both of these revenue sources. Mr. Searles acknowledged that this has been a sensitive political situation with South Burlington, but feels that they may be ready to discuss this because of their desire to reap revenues from the imposition of fees. Discussion. The on Airport companies continue to express their concern about the unfair advantage that an off Airport car rental operator has because of the lack of fees. Discussion. Commission concurred that they want discussion with South Burlington to start in this regard.

US Visit & WHT1:

Commissioner Sprayregen explained that she has been following the USVISIT and WHTI (Western Hemisphere Travel Initiatives) congressional proposals and that WHTI has more potential impact to the Airport. Under this proposal all travelers crossing the Canadian border will be required to have special ID's or a passport. This proposal has been successfully delayed for seventeen months. The USVISIT is a biometric way of checking the background of all entering the United States. Discussion.

MANAGER'S REPORT:

Mr. Searles advised that the City and Airport would soon be starting the process of the **FY'08 budget development** and that he would be looking for Commission input on any new initiatives that they may want to see. The FY'08 budget will immediately reflect a wages increase over the current year based on the new operations staffing level. The Airport asked the City to approve the hiring of two of the available and qualified operations specialists (versus the one that was originally planned) due to the absence of an existing operations specialist who is perpetually on military leave and the need to cover that vacated shift 75% of its scheduled time.

Mr. Searles advised that the One Flight Up **food service contract** is scheduled to expire at the end of this calendar year and that they would be notified that their existence would be on a month to month basis while an RFP is constructed and issued. While the Airport is very satisfied with the food service offered by One Flight Up, the RFP will require a future vendor to have longer hours of coverage for various aspects of the food services offered in the airport. The current contemplation is that the RFP may be broken into two or three components – the restaurant and lounge together and the snack bar and kiosks separate or together as one unit. Discussion. Commissioner Weinberger expressed concern about limiting the Airports' proposers by advertising for kiosks separately. Discussion. Commissioner Gutman opined that he liked the small town feel and would be opposed to a mall affect dining option. Commissioner Weinberger expressed his concern that the hours, service and food quality are not appropriate at this time and should be addressed in any new contract. Discussion.

Mr. McEwing distributed a copy of the results for the most recent **quarterly survey**. The survey, conducted in the terminal building and gate areas, ask where travelers are from and to where they are going and is done by zip code. Also asked is the question of purpose – the results continue to reflect that Burlington has 30% of its traffic traveling for business. Burlington has had recent past figures as high as 40% and in earlier years as high as 60%. The goal of the airport will be to enhance that business traveler mix. Mr. Searles commented that the percentage of Vermont travelers is consistently going down and that the Quebec passenger is consistently going up. Discussion.

A copy of the **New England Regional Airport System Plan** was distributed for review and discussion. Mr. McEwing advised that the consultant of this report would be at the Airport on the 17th of November to present the report – Commissioners invited. The report has projections that Burlington Airport, in an enhanced case, would experience a 3% per year income growth and a potential 4.8% traffic increase.

OTHER BUSINESS:

Mr. Searles advised that he would be **meeting**, on November 13, with some officials from **Pratt & Whitney Canada**, presumably to discuss their plans for BTV.

Commissioner Weinberger reported that he attended a conference where a futurist spoke and advised that all evolution is exponential, not linear. This thought was expressed with regard to how the the Airport thinks about and plans for growth. Discussion.

The next meeting was proposed for November 29. Commissioner Flaherty responded that he was out of town on that day and Commissioner Gutman indicated that he could only attend meetings that were scheduled for Mondays. Further discussion. December 12 proposed for meeting and coincidental ribbon cutting ceremony. Agreed.

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
WEDNESDAY, SEPTEMBER 13, 2006
4:00 P.M.

PRESENT:

Michael Flaherty
Miro Weinberger
Robert Miller

Brian Searles
Robert McEwing
Tamara Gagne
Lynn Zizza

The meeting was called to order by the Chairman, Mr. Flaherty at 4:15 p.m. with the above referenced present.

MONTHLY STATEMENTS:

The minutes of the previous board meeting were reviewed. Mr. Miller made a motion to approve the minutes of July 26, 2006 as presented. Seconded by Mr. Weinberger. Minutes passed in favor.

The August operating statement and the warrant were presented for review. The revenues continue to stay on target with expenses slightly above due to the rising cost of insurance.

OLD BUSINESS:

The Burlington Airport **Website** is still under development.

The **WIFI** project has started with the installation of wire by Summit Technologies. This project should be completed in sixty days at a cost of \$157,000.00. The cost to the airport for "free" service will be about \$1.75 per user per month.

Mr. McEwing presented the construction updates. A detailed schedule has been established for finalizing the **NOTE II** project. The goal is to have this operational by October 30th. The area underneath the walkway is being developed for GSE heated parking, something that the airport has needed. The **South End Wetlands Mitigation** site which is on Van Sicklen Road will have a final inspection on September 18th. The **Arrestor Barrier** project has not been easy for the airport or the airlines. The airport received a claim for \$156,000.00 from Jetblue stating that there was a lack of communication and that they lost revenue. There is no legitimacy to their claim. Discussion.

The current monthly traffic is down 2/10th % with the cost of fuel being the largest factor. The airport **marketing** approach is three fold, airlines, passengers, and to the region. The airport has had on-going presentations and communications to a number of air carriers. Mr. Flaherty advised that the meeting with Air Canada was a positive and productive one. Air Canada has also requested additional follow up information. Discussion. The airport is also looking for advertising ideas from the commission. Mr. Weinberger stated that he would like to see wireless advertised and Mr. Miller stated that he would like to see advertising money spent outside Chittenden County. Discussion.

The commission **Youth member** was not discussed.

NEW BUSINESS:

Commutair is currently being forced out of Clinton County and has expressed interest in relocating to Burlington. Their existing service provides connecting service to small markets for major air carriers. Commutair does have an option of going to Plattsburgh but hangar space would not be ready when the terminal building is opened. The airport is looking to use the Army Guard hangar. The only major problem with the hangar is the plumbing otherwise the building is not in bad shape. The estimated cost to upgrade the hangar is approximately \$100,000.00. There is a chance that Commutair is playing Burlington against Plattsburgh but the airport needs to make a reasonable offer. Commutair has requested that they have no restrictions and that they would be able to provide all the same services that they provide in Plattsburgh. The airport is reviewing rental rates that could be offered. Discussion.

The airport is hosting a **Chamber After Hours Event** on November 9th from 5:30 – 7:30 in the new north concourse.

Mr. Miller exited the meeting at 5:50 p.m.

MANAGER'S REPORT:

The airport received approximately one hundred and twenty five noise complaints regarding the **Wings over Vermont Air Show**. The complaints were mostly related to Friday's practice versus the actual air show.

The airport has started looking at the level of **Ground Transportation** service that is offered and right now it's poor at best. The airport needs to increase the quality of service and as the airport grows other ways to move people will be needed. The airport has also met with CCTA to improve the bus routes and schedules. Mr. Miller stated that he was concerned that the City would not support the airport having control over the taxicabs and allowing a single company to manage. Discussion.

OTHER BUSINESS:

Mr. Flaherty scheduled the next meeting for Monday October 30, 2006 at 4:00 p.m.

There being no further business, the meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Lynn M. Zizza for
Tamara S. Gagne
Clerk of the Board

**MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, JULY 26, 2006
4:00 P.M.**

PRESENT:

Michael Flaherty
Miro Weinberger
Mary Sprayregen

Brian Searles
Robert McEwing
Tamara Gagne
Lynn Zizza

The meeting was called to order by the Chairman, Mr. Flaherty at 4:35 p.m. with the above referenced present.

MONTHLY STATEMENTS:

The minutes of the previous board meeting were reviewed. Mr. Flaherty made a motion to approve the minutes of June 29, 2006 as presented. Seconded by Mr. Weinberger. Minutes passed in favor.

The June operating statement and the warrant were presented for review. The budget is on target, with expenses being under spent. Mrs. Gagne also advised that Aviatron had been contesting the square footage that they were being billed. It has recently been negotiated and it will be corrected by next month.

OLD BUSINESS:

The Burlington Airport **Website** is up and running and some errors have been discovered. Tim Shea from the Chamber has also located someone to translate the website into French.

The bids for the **WIFI** project were opened on July 20th; only one bid was received from Summit. The proposed installed amount is \$157,000.00 with a project duration of sixty days. The Airport is contemplating that the project will be complete by the end of the year and hopeful for completion before the holidays.

Mr. McEwing presented the construction updates. The **NOTE II** project is ahead of schedule and the airport expects to have use of the facility by October 29th. The walkway is scheduled to be torn down in early October and the installation of the boarding bridges will begin. The **South End Development** fill project is forty percent complete and the **Rock Quarry** should be finished by the end of this year. The **ASH** facility is essentially complete with the final punch list items being completed. The airport is also working on a consolidated trash area for the Airport Maintenance Shop, Pratt & Whitney, Heritage (ASH), and Aviatron. The **Arrestor Barrier** project was not discussed.

The **Marketing** effort was discussed in the air service meeting that was held before the commission meeting.

NEW BUSINESS:

The airport has opened a dialogue with the taxis to improve customer service. The **taxi operators** have submitted a **petition for a change in taxi rates**; one rate increase has already been approved. The new rate consists of a very high minimum compared to other airports of \$8.50 increased from a minimum of \$4.50. The taxi operators have also received a 4.1% TPI (Transportation Pricing Index) increase. Mr. Weinberger suggested that there not be any action in this regard in light of the recent TPI increase and until there is final realization of the minimum fee increase, and to see if there is any public response. Discussion.

The airport received a request from the **Americorps Vista** for a youth member to be placed on the board of commissioners. The youth member would be 15-17 years old and would be a non voting member. This member would only be able to participate in the discussion. Mr. Weinberger expressed concern regarding confidentially issues during executive session. The commission will postpone making a decision until next month but the response so far is positive.

Mr. Weinberger exited the meeting at 5:00 p.m.

MANAGER'S REPORT:

The **Regional Branding Effort** has brought the Chamber of Commerce and the Burlington Business Association together to hire a consultant to consolidate efforts to have Burlington and Vermont recognized.

The new **Operations Foreman position** has been filled by Carl Gross who has been promoted from an Operations Specialist. The job posting for his replacement has been posted.

The airport will be hosting an **employee picnic** on July 30th at North Beach from 9:00 a.m. till 9:00 p.m. The commission is welcome to attend.

The airport has received **noise complaints** regarding the Air Guard. There have been no flight pattern changes, despite thoughts in that regard, and the airport is working with the Air Guard to resolve.

The Vermont National Air Guard will be having an **air show**, "Wings over Vermont", to celebrate their 60th anniversary. The event will be held over Lake Champlain's waterfront on August 19th.

OTHER BUSINESS:

Mr. Flaherty scheduled the **next meeting** for Wednesday September 13, 2006 at 4:00 p.m.

There being no further business, the meeting adjourned at 5:20 p.m.

Respectfully Submitted,

Lynn M. Zizza for
Tamara S. Gagne
Clerk of the Board

**MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, JUNE 29, 2006
4:00 P.M.**

PRESENT:

Michael Flaherty
Bobby Miller
Miro Weinberger
Mary Sprayregan

Brian Searles
Robert McEwing

The meeting was held in the new conference room at the new Aviation Support Hangar occupied by Heritage Flight. It was preceded with a tour of the new facility and an explanation of the Heritage operation by Chris Hill and Larry Abrams.

Following the tour, the meeting was called to order by the Chairman, Mr. Flaherty at 4:45 p.m. with the above referenced present.

MONTHLY STATEMENTS:

The minutes of the previous board meeting were reviewed. Mr. Miller made a motion to approve the minutes of May 31, 2006 as presented. Seconded by Mr. Weinberger. Minutes passed in favor.

The May operating statement was presented for review. Budget is on target. Airport's insurance carrier has changed with more favorable economics. Also, enplanement data, trends in fares, national enplanement forecasts were also discussed.

OLD BUSINESS:

Mr. McEwing presented the construction updates. The **ASH** facility is essentially completed with final punch list items, all minor, being worked on. The **NOTE II** project is on track to be completed in November, with framing of the walls occurring, concrete slabs/roof poured. Exterior wallboard work starts on July 7. Boarding bridge installation to begin in early October. The project is on target for a November completion.

Bids were opened on the **mitigation** site on Van Sicklin Road. The project was under the engineer's estimate by approximately \$100,000. The low bidder was from Massachusetts with extensive experience with wetland development. The grant application for federal funds for this project has been finalized for submittal to FAA.

Design for the **Glycol** collection and treatment project is nearing completion and is being coordinated with ANR. Expected to be advertised for bid in July.

FAA has approved an additional \$300,000 in **land** acquisition money for Burlington from the noise discretionary fund. Project application for federal grant is being revised to reflect the additional money.

OLD BUSINESS CONT'D:

The **South End Development** fill project is well underway and will take approximately another year to complete this first phase. Design is about to start on the taxiway/apron system to serve this area. The Burlington Airport **Website** is up and running. Site can be viewed at www.btv.aero. The **WIFI** Request for Proposal was issued today. Burlington Telecom is coordinating the project and will review the bids.

MANAGER'S REPORT

The Airport made **air service presentations** to several airlines in Texas. Meeting with **Air Trans** was positive and keeps the airport on their radar screen. **American Eagle** meeting was not positive and the Airport will work with other people in the American Eagle organization to see if a relationship can be established. **Air Canada** was very positive and requested a survey of business connections with Toronto. A further meeting will be held with their corporate people. At the meetings with **United** and **Delta** the emphasis was on increased size of aircraft and more direct service. **Southwest** meeting was unexpectedly encouraging and they want inbound demographic information. The meeting actually started with Southwest at a previous evening event. There were also informal discussions with **Spirit, Alligent, and Virgin America.**

A meeting was held with **taxi operators** to discuss issues included in a petition and other items such as cleanliness, rates and rate increases. One rate increase has been approved. The taxi operators want to meet with the Commission.

The Board **Report** to the City Council was on June 26. Also discussed was the Keogh petition and Federal obligations and assurances.

NEW BUSINESS:

The second phase of the **Arrestor Barrier project** has been scheduled for September 6, 2006. The project will take place over a 45 day period and will shorten the effective runway length. Discussion.

NOMINATIONS:

Mr. Flaherty asked Mr. McEwing to take the meeting for purposes of **Annual Elections.**

Mr. McEwing called for nominations for **Chairman.** Mr. Miller (who was representing Mr. Gutman) nominated Mr. Flaherty. Ms Sprayregan seconded. Unanimous vote.

Mr. Miller nominated Tamara Gagne for **Clerk** of the Board. Mr. Weinberger seconded. Unanimous vote.

There being no further business, Mr. Weinberger made a motion to adjourn. Seconded by Mr. Miller. The meeting adjourned at 5:40 p.m.

Respectfully Submitted,

Robert McEwing for
Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
WEDNESDAY, MAY 31, 2006
4:00 P.M.

PRESENT:

Michael Flaherty
Bobby Miller
Huck Gutman
Miro Weinberger
Mary Sprayregan
Mayor Bob Kiss

Brian Searles
Tamara Gagne
Robert McEwing
Heather Kendrew
Lynn Zizza

The meeting was called to order by the Chairman, Mr. Flaherty at 4:15 p.m. with the above referenced present.

MONTHLY STATEMENTS:

The minutes of the previous board meeting were reviewed. Mr. Miller made a motion to approve the minutes of March 30, 2006 as presented. Seconded by Mr. Gutman. Minutes passed in favor.

The March and April warrants were accepted and received signature by the Board.

The April operating statement was presented for review. Discussion.

MAYOR'S ADDRESS:

Mayor Kiss stated that the airport is an amazing part of Burlington and a very impressive facility. The Mayor received great feedback from another Mayor who recently visited. The Mayor advised that he liked the art that was incorporated into the terminal and commended the commission for their role. The Mayor advised that he understands the tension between the Air Guard and the citizens of Burlington but that he also understands the service that is provided by the Air Guard. Mr. Gutman pointed out to the Mayor that the City's profit centers have historically been the Airport and BED.

OLD BUSINESS:

Mr. McEwing presented the construction updates. The **NOTE II** project is on track to be completed in November, with the steel erected and the elaborate security wall being currently worked on between the terminal and the FAA. This construction satisfies South Burlington's requirements for landscaping. The boarding bridges are expected to arrive in early September.

OLD BUSINESS CONT'D:

The siding and the landscaping are being finalized at the **ASH** facility. The tenant is occupying the building and an open house is expected at the end of next month. The **South End Development** project is in its first phase of filling and in approximately another year this process will be completed. There is also 9,000 square feet available in this area that is being proposed for a privately built and owned hangar. Pizzagalli has requested to own a hangar instead of leasing from FBO that can house two aircraft and a maintenance department. Discussion.

A draft **air service analysis** report created by SH & E was issued to each commissioner for their review. Mr. Searles stated that the reason the report was created was to figure out "what airlines the airport should be communicating to" at the Jumpstart conference in June. The airport has appointments with the following air carrier's: United, Jetblue, Air Tran, American Eagle, Spirit and Air Canada. The big question to ask the commission is should the airport meet with Southwest, their business model is typically precluded them from considering BTV (minimum of five flights a day w/ 737 at 80% load factor plus competing with Jetblue). Mr. Miller advised that he was concerned that they may go to Plattsburgh and that would hurt the airport, Mr. Gutman agreed that even if it puts pressure on Jetblue and the existing carriers, the airport should speak with them. The airport is also conducting a terminal survey to find out the demographics of our passengers. Discussion.

The goal for the Burlington Airport **Website** is to be up and running with basic information before the Jumpstart conference on June 11th.

Ms. Gagne reported that Burlington Telecom will manage and award the **WIFI RFP**. The RFP will be ready to advertise in three weeks and the WIFI should be up and running in approximately 45 days. Mr. Weinberger expressed his concern that the airport needs to be sufficiently involved to ensure good customer service. Mr. Gutman also expressed concern that Burlington Telecom would want to be involved if they were not going to make any money. Ms. Gagne advised that Burlington Telecom was not yet ready to provide the service themselves but had offered to help. Discussion.

NEW BUSINESS:

The **Arrestor Barrier project** has been planned for a couple of years and the previous director, Mr. Hamilton had not wanted it to happen. The airlines were impacted the most at a cost of approximately \$275,000.00. There is no question that this project is needed and it is scheduled to re-occur in September. The airport had a meeting with the Guard to discuss the results and whether September is the correct time frame or potentially postponing the project until spring. Discussion.

Ms. Gagne provided a report on the status of the **airline lease negotiations** by advising that the current ten (10) year lease expires on June 30, 2006. McNeil, Leddy & Sheahan, with Ms. Gagne, have drafted a new agreement for a five (5) year term, which is now the industry standard. The new agreement does not differ greatly from the existing agreement except to recognize the use of preferential space instead of exclusive space at the terminal. It has also been constructed using terms that have been successfully executed at other airports in the last year and with same carriers. The rates are anticipated to be offered at the landing and per square foot rates that are in

effect now for USAirways (a rate that was established as an interim rate for air carriers signing on to the

airport agreement for the last three years of the agreement – higher than the signatory rate for air carriers who have been a part of the agreement for longer than three years). Ms. Gagne reported that she does not anticipate any true ‘negotiation’ or hesitation for execution by all carriers.

Ms. Kendrew presented the proposal from City Arts for an **environmental exhibit** at the airport. City Arts approached the airport about a project that involves the relationship between humans and the environment and they want to use our mitigation site. The cost is \$5,000.00. Discussion.

Mr. Flaherty asked Mr. Miller to act as the chairman as he exited the meeting.

MANAGER’S REPORT:

The airport has internally advertised for the **Assistant Director of Operations Foreman** position. The job posting officially closes tomorrow and the airport staff along with HR will be conducting the interviews. This position should be filled by the end of next month.

The airport needs to review **ground transportation**. The airport has little or no control of the taxis and quality control has become a concern.

The **ATC** has eliminated overtime from their budget. The tower will now close at midnight regardless of the needs of the airport; Boston will take over but planes could be diverted.

Mr. Gutman thanked the Mayor for attending and staying for the whole meeting.

The next meeting will be held at the new ASH facility on June 29th at 4:00 p.m.

There being no further business, Mr. Miller made a motion to adjourn. Seconded by Mr. Gutman. The meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Lynn M. Zizza for
Tamara S. Gagne
Clerk of the Board

**MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, MARCH 30, 2006
5:00 P.M.**

PRESENT:

Michael Flaherty
Bobby Miller
Miro Weinberger
Mary Sprayregen
Huck Gutman

Brian Searles
Tamara Gagne
Lynn Zizza
Robert McEwing

The meeting was called to order by the Chairman, Mr. Flaherty at 5:05 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 February 23, 2006 as presented. Seconded by Mr. Miller. Minutes passed in favor.

The February warrant was accepted and received signature by the Board.

The February operating statement was presented for review. Discussion.

CONSTRUCTION PROJECT UPDATE:

Mr. McEwing presented the construction updates. The **Army Guard facility** has started to rise from the ground and is pretty impressive. The coordination with the airlines for the **NOTE II** project has been challenging and the walkway is ahead of schedule and almost complete. The **Aviation Support Hangar** will be ready for occupancy in two weeks. The **mitigation** site continues to need development work and the permit from Act 250 still has not been received. Discussion.

UPDATE ON MARKETING/AIR SERVICE EFFORTS:

Mr. Searles stated that preliminary screening of air service that the airport will market to has begun. The airport has received three proposals to hire consultants to provide a baseline study of the airport's needs. Mr. Searles advised that he, Mr. McEwing and Ms. Gagne would be traveling to Austin, Texas in June to make presentations to select air carriers. Discussion.

WEBSITE & WIFI UPDATES:

Ms. Gagne reported that the draft version of the WIFI RFP had been finalized and that Burlington Telecom had provided the information that the City requires but that it was too general. A copy was provided to Mr. Weinberger for review and Ms. Sprayregen also advised that she'd like a copy to review. Discussion.

NEW BUSINESS:

Ms. Gagne advised that the summary provided of the **FY'07 Preliminary Budget** had been presented to the City Council and that the revenues had been under estimated. Mr. Searles added that the new administration will not be concerned with the airport budget.

The airport is being forced by the City of South Burlington to pay exorbitant Stormwater fees even though the airport does not utilize or contribute to South Burlington's system. These fees imposed by the **Cities of Burlington and South Burlington** are continuing to increase. Mr. Flaherty suggested a review of the history of payments to both Burlington and South Burlington in anticipation of any additional requests for increased contributions. Discussion.

Mr. Searles reported that TSA's lease would be expiring soon and that they had requested a break on their **government rents**, currently they are paying between \$43.00 and \$45.00 a square foot. Ms. Gagne provided examples of other government agencies that pay much less. Mr. Miller responded that they should be paying the same as the other tenants. Discussion.

MANAGER'S REPORT:

Mr. Searles updated the commission on his trip to **Washington** to attend the Airport Legislative Alliance conference.

Mr. Searles advised that the **airport organization** was successful in reclassification and reorganization, except for the position of Director of Finance which was denied. This will be reiterated to the new administration.

The **transition to the new Mayor** will occur on April 3rd at 6:00 pm. Mr. Flaherty suggested that the Mayor be invited to the next meeting.

The commission discussed the schedule for the next meeting, May 4th at 4:00 p.m.

There being no further business, the meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Lynn M. Zizza for
Tamara S. Gagne
Clerk of the Board

**MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, FEBRUARY 23, 2006
4:00 P.M.**

PRESENT:

Michael Flaherty
Miro Weinberger
Mary Sprayregen

Brian Searles
Tamara Gagne
Lynn Zizza
Robert McEwing

The meeting was called to order by the Chairman, Mr. Flaherty at 4:13 p.m. with the above referenced present.

MONTHLY STATEMENTS:

Mr. Weinberger made a motion to approve the minutes of January 26th as presented. Seconded by Ms. Sprayregen. Minutes passed in favor.

The January operating statement was presented for review. Discussion.

The January warrant was accepted and received signature by the Board.

CONSTRUCTION PROJECTS:

Mr. McEwing presented the construction updates. The elevator is being installed in the **Aviation Support Hangar**. The **Army Guard** project is expected to be completed by November 2006. The concrete work has begun on the **NOTE II** project and US Airways is being impacted. The design work for the **glycol system** is also currently underway.

WIFI UPDATE:

Ms. Gagne reported that she hoped to have the RFP published by the end of next week and that the draft was 50% completed. Mr. Weinberger inquired about the direction that Wifi was headed. "Would it be free to our customers?" Mr. Searles stated that the cost of the system and the monthly maintenance cost would determine the answer. The airport's goal is for a top notch system that would be free to its customers.

MARKETING UPDATE:

Mr. Searles stated that the airport was not yet clear on marketing and that it might be helpful to have a consultant on board. Ms. Gagne advised that she learned how to get statistical data from a conference that she attended. The airport would need to subscribe to get the data and SH& E would give us a base line cost.

WEBSITE UPDATE:

Mr. Searles stated that a draft website had been written up and that the airport would need assistance with the bilingual page. The airport has also decided to make the TSA and baggage belt announcements bilingual. Discussion.

NEW BUSINESS:

The City Council voted down the **Air Guard Ballot** item which could get the attention of the B.R.A.C. (Base Re-Alignment Commission). This measure would not have any effect on the war, which was the goal. A letter was also written to the Burlington Free Press expressing the same idea of the need to vote down this measure. The Air Guard provides the airport with millions of dollars in services.

The airport has offered **Airline Crew parking** to all air crew stationed in Burlington at a cost of \$100.00 per year. The airport will need feedback on whether to allow air crew not operating out of Burlington the opportunity to park as well. Discussion.

A draft of the **FY'07 Budget** has been submitted to the city and will be available for presentation at the March meeting.

MANAGER'S REPORT:

The airport's **organizational review** is currently adding an assistant to the Director of Operations and also another operations specialist position. The latter position was approved by Brendan Keleher before he left. A couple of other positions have also been submitted for re-classification.

On March 24th Higher Ground is hosting a talent show involving four local high schools. This event is to benefit the City of Burlington's sister city **Moss Point, MO**. The city would like kids from Moss Point to be able to attend the event and the airport has asked the airlines to donate airfare.

Mr. Flaherty scheduled the next meeting for Thursday March 30, 2006 at 5:00 p.m.

There being no further business, the meeting adjourned at 5:12 p.m.

Respectfully Submitted,

Lynn M. Zizza for
Tamara S. Gagne
Clerk of the Board

MINUTES
BOARD OF AIRPORT COMMISSIONERS
THURSDAY, JANUARY 26, 2006
4:00 P.M.

PRESENT:

Michael Flaherty
Bobby Miller
Miro Weinberger
Mary Sprayregen

Tamara Gagne
Robert McEwing
Lynn Zizza

The meeting was called to order by the Chairman, Mr. Flaherty at 4:15 p.m. with the above referenced present.

MONTHLY STATEMENTS:

Mr. Flaherty made a motion to approve the minutes of December 14th as presented. Seconded by Mr. Miller. Minutes passed in favor.

The December warrant was accepted and received signature by the Board.

The December operating statement was presented for review.

AIRPORT PROJECTS:

Mr. McEwing presented the construction updates. The **Aviation Support Hanger** is completely enclosed and the interior painting is scheduled to start next week. The completion goal is mid March with a Labor and Industry inspection scheduled on March 21st. A letter of intent was signed by Heritage to occupy the ASH facility. The airport is continuing to work with Heritage on their personal requirements for the building.

The pre construction coordination meeting for **NOTE II** was held this week regarding the timing of construction events. A couple of preliminary items such as fence work will start as early as next work with a final completion goal of the end of November 2006. An intricate part of the NOTE II project is improvement of the glycol system. The next stage is installation of an underground tank with piping to the airfield for above ground pumping.

Mr. Miller inquired about the process relating to Larkin's property mitigation for the **South End Development project**. Discussion.

NEW BUSINESS:

The **Airport Layout Plan** is currently being updated by Campbell & Paris for a fee of \$172,700.00. The runway will need to be reconstructed at some point and this will be an enormous project. Discussion.

The **Noise Study** is being funded under AIP Land Acquisition 2006 and was a required update. The last study was completed in 1990. Campbell & Paris have been contracted for \$132,500.00.

The FAA has changed their criteria for **Runway Signage** and is mandating that the signs be upgraded. The cost to replace these signs will be approximately \$150,000.00.

The FAA requested a **Runway Alternative Study** which is being done by Hoyle Tanner and Associates for \$100,000.00. The alternatives that have been discussed are to build a parallel taxiway and another option is to reconstruct the safety areas which would need to be strengthened to support full length use.

The **Vermont Air Guard** will be having an airshow for its 60th anniversary on August 18th and 19th. The Air Guard will be opening the base to the public and there will be a preliminary show here at the Burlington Airport done by the Thunderbirds. The Thunderbirds will then proceed to Lake Champlain for the main show which is expected to be a huge event.

Mr. Flaherty scheduled the next meeting for February 23, 2006 at 4:00 p.m.

There being no further business, the meeting adjourned at 5:10 p.m.

Respectfully Submitted,

Lynn M. Zizza for
Tamara S. Gagne
Clerk of the Board