

MINUTES SUBJECT TO CORRECTION BY THE AVIATION COUNCIL. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COUNCIL.

**VERMONT AVIATION ADVISORY COUNCIL  
MINUTES OF MEETING  
DILL BUILDING  
2178 AIRPORT ROAD  
BARRE, VT 05641  
February 14<sup>th</sup>, 2023**

**\*Hybrid meeting**

**ATTENDEES:**

Dan Delabruere, VTrans	David Tillberg, VTrans
Paul Libby, VTrans	Chris Carrigan, VT Chamber of Commerce
Rollin Tebbetts, VTrans	Bill Hanf, Green Mountain Avionics
Kyle Wells, VTrans	
Jason Owen, VTrans	

**ATTENDEES VIA TEAMS:**

Anne Christie	Nummy, John, VTrans
Armand J Dufresne	Patrick Sharrow, D&K
aws	Robert J. Luchini
Beitzel, Christopher	Schaefer, Bob
Bob Flint	Schaefer, Bob
Brassard, Trini, VTrans	Stacy Leveille
Christopher Reece	Steve Dolgin
Cliff Coy	Steve R. Bourque
Dejan, Sasa, VTrans	Tapper, Guy, VTrans
Eugene Roy	Tom Anderson OB7
Ewell, Todd	Wilson, John (Manchester, NH)
Fitzgerald, Mark, VTrans	
Flynn, Joe, VTrans	
George's Otter.ai	
Hehir, John	
Herrera, Cisco, VTrans Secretary	
Jake Flood	
Jamie Hildenbrandt	
Jen Ricciardi (DuBois &King)	
Kane, Megan, VTrans	
Laura F. Canham	
Layton, Renee, VTrans	
Mary Kay Genthner	
Mongillo, Jean E.	
mwinslow@acrpc.org	

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**1. CALL TO ORDER and ANNOUNCEMENTS**

Dan Delabruere called the hybrid meeting to order at 1:01 PM. Introductions were done. One member short of a quorum at the start.

**2. APPROVAL OF PREVIOUS MINUTES**

(from November 11<sup>th</sup>, 2022)

No quorum present. May come back to if get one during meeting.

**3. STATEWIDE MASTER PERMITTING UPDATE**

- Robert Lucini VTrans consultant working for MacFarland Johnson spoke about the airport master permitting process and updating status. Stormwater followed by water & waste water permits. 3 of 5 Act 250 complete. Stormwater 4 of 9 in process, 2 complete, 1 in ANR common review, 1 in design. Water & Wastewater 3 of 4 in design, 1 in ANR common review.

L – large 120 x 120', M – 80' x 60', S – 60 x 60'

Middlebury – 9 hangars, 1 L, 3 M, 1 S.

35 day comment review followed by 40 days for final decision document. Likely wrapped up late April / early May based on Act 250.

Franklin County – 3 L, 6 S. Have submitted Act 250. ANR commented about grassland bird habitat, which needs double that amount to be replaced by other actions elsewhere.

Rutland – Have 9 hangars, 3 L, 3 M, 3 S.

Stormwater permit completed. Waste Water in process. VTrans expects designs & plans to be submitted this week. Without any additional comments could then apply for those permits. May vary depending on reviewers comments.

NEK Int'l – Have Act 250 permit completed. Hangars 1 L, 3 M, 5 S.

Morrisville-Stowe – 3 hangars 2 L, 1 M Act 250 permit completed.

EF Knapp – 3 L, 1 M, 2 S. Submitted Stormwater. Under technical review. Consultant working on water & wastewater designs.

Hartness – 1 L, and some previously permitted hangars. Still working on stormwater designs. Expecting this week for review, and waste water review in next couple of weeks that is being worked on concurrently.

Bennington – 8 hangars proposed. 1 L, 6 M, 1 S. Uniquely at Bennington unusually high water table making permitting challenging. In communication with ANR and they have some options we are pursuing. Small amendment needed outside permitted area design team working on to be in complete compliance.

Caledonia – 3 M, 1 S. Act 250 permit completed (partial findings for this effort).

Cliff Coy question – Timeline on grassland habit for Franklin county?

Robert L. – have to get back to Cliff don't know how long that would take.

**4. PROJECT UPDATES, INCLUDING MASTER PLAN UPDATES**

Starting with Franklin County runway project by Kyle Wells. Topsoil delivery started. Mixing on site. Construction submittals approved. Airport closure April – Oct 2023. Airport tenants will have access to leased areas.

Tasks for construction will include: remove existing runway asphalt, prep for widening 15 ft to the West, trenching for all utilities such as runway edge lights, changing to LED, and significant drainage upgrades while runway is taken out. Also, excavating for sediment basins as required by stormwater permitting.

Magnetic declination will change as result of project to 18 – 36.

FAA had recently removed night operations. VTrans reacted quickly and last winter did clearing. This was uploaded to FAA. FAA asked for additional info. This was submitted 24<sup>th</sup> of Jan. Hoping to have night operations back soon.

Kyle showed the RAM tool, which FAA produces to track obstructions, and VTrans also goes in to update data documenting obstruction removal.

1000 feet of parallel taxiway will be installed and 1000 ft offset as part of the project as well. This will fix geometry issue based on FAA Advisory Circulars so that don't have to taxi on the apron anymore. Project will also clear obstructions that are new due to runway extension.

Project in 4 phases to minimize airport closures. Phase 1 is 60 days with no closures. New aviation easements needed to clear new obstructions due to extension. This will be done in the winter. Will not have closure impacts. Phase 2 is 90 days, with 10-14 nonconsecutive closure days. All the drainage work, build parallel taxiway. Phase 3 is 45 days, with 45 closure days. This will build 1000 ft extension and tie-ins to existing taxiways etc. This will be within RSA completely, so airport must be closed. Phase 4 is 30 days, with no closure days. All work outside RSA. This is final cleanup and grading. Removing another taxiway tie-in (Bravo). This project will eliminate back taxiwaying.

Question from Cliff Coy. No NOTAM says airport not usable at night? Is this instrument procedure you're referring to? Kyle – Yes.

Is runway safety now 150 ft from CL instead of 105 ft? Rollin T. – Yes 150 & 300 ft at ends.

First phase of cutting trees this year (winter)? Dan D. – We think so, but one thing hard about planning is things out of our control which includes getting final aviation easements needed from property owners with obstructions on lands we don't own those rights to. We're hopeful, but it's tiny bit of unknown at this point.

Bill Hanf - Commendable doing pre-planning to set up project into phases that minimize down time. Dan. D – Thanks and huge pat on back to Kyle & Paul for making this happen to keep airports open as long as we can, but be as safe as possible/necessary. Especially after another set of long closures on this same airport.

Project Update Morrisville-Stowe and Fuel Farm Update. Part of taxiway Alpha project done previously in 2021. Supply chain issues impacted schedule. 50' x 50' concrete pad. 12K Gal. Jet-A and 12K Gal. AV Gas tank. Shipping date is 2/21/23. Concrete pour April 2023. 30 days to cure. Then May 2023 tank install. Complete by June 2023. All estimates anticipated dates. Conduit & Duct Banks were already installed in previous

project. Cranes needed for install of tanks. Will need to file 7460 for this install to document impacts. Will affect area with tanks and small taxiway connections to parking area. Permits expected in hand soon.

Rutland runway rehab project from Paul Libby. In time for grant application this Spring. Rehab of 1-19. Up to 2" milling & repaving. Including widening so is equal width entire runway length. Grant limited to certain amount of funding. This is a supplemental grant that gave FAA little more money. FAA talked with VTrans about doing this runway project for Rutland that had been scheduled/designed previously. This is based on Federal stimulus money and is 100% federally funded. Project restructured to make it compliant with the terms of the grant to be 100% federally funded. Will get everything prepared for this Spring to go out for bidding. 60 days for construction. Will shut down airport a few/handful of days, but majority will be on the 1-19 runways and not close the entire airport. Safety and phasing plan submitted to FAA. 1-19 could be closed up to 60 days. In good shape to get this out to bid in next few weeks to be constructed in 2024. Dan D. – we try to work around and keep as much open as possible, but we can't put pilots at risk either.

Middlebury Master Plan update. Robert Luchini. Had 2<sup>nd</sup> public meeting Dec 14<sup>th</sup> of last year. Consultant CHA went through alternative in that meeting then had 30 day comment period. This got extended due to technical issues with VTrans website. This was done a couple times and expired Jan 27<sup>th</sup>. Event was well attended. That involvement is critical to our success. Plan shows short-, mid- and long-term projects. That implementation plan will inform airport layout plan. This is important because this plan is requirement for FAA funding. Any projects will only get funding if they are shown on this ALP document. Anticipate intermediate presentations from select board members on their comments. After we approve on state level, gets approved by FAA through final process/phase of the project.

EF Knapp Master Plan Update. Robert Luchini. Have completed TAC meeting to discuss alternatives. We got some feedback. Jan 18<sup>th</sup> 2023. Public meeting on Jan 25<sup>th</sup> 2023. We are currently in comment period until Feb 25<sup>th</sup> (30 day). Encouraging comments.

Question from Andy Sandbrook (aws in Teams). Middlebury – You mentioned going back to select board about their comments. Is that formal or informal? Dan D.- up to select board. They have asked for another update/meeting. Dan doesn't want to speak for them but would assume this would be at one of their regularly schedule select board meetings.

## **5. FY2024 GOVERNORS RECOMMENDED BUDGET OVERVIEW**

Dan went over the budget available at this link for FY2024:

<https://vtrans.vermont.gov/sites/aot/files/portal/documents/aboutus/capprog/24/10.%20AVIATION.pdf>

Question from Bob Flint. Link to budget. Sent in Teams chat. Dan D. said we would send to group. How compare to last year? Dan D. – up quite a bit. From \$5.9 M to \$17.3M. 82% higher budget from last year (fiscal year, starting on July 1<sup>st</sup>).

Question from Bill Hanf primarily federal money? Dan D. different buckets but typical is 90 / 10 Federal/FAA to the State portion.

Question Steve Dolgin. Any comment on Caledonia future projects. Dan D. – have to prioritize. Caledonia getting closer to top but no schedule for runway rehab project but we know that runway is getting tired. Can't say when it falls into FAA spending bucket. Jason Owen – Will do some small area paving this year and next year and doing some block cracking as preventative maintenance.

## **6. MAINTENANCE PROJECT UPDATES**

Rollin Tebbetts. VTrans working to get low lead at Middlebury. Temporary mobile 100 low lead (LL) tanker M-F 8 – 4:30 PM. Weekends is PPR. Check NOTAMs if want fuel at Middlebury. Bill Hanf took that on and thank you. Permanent fuel farm currently in RFP and permitting process for above ground self-fueling tank. Entrance gate for vehicle entry at Highgate has been unreliable so this gate is being upgraded and will be key card access also. Construction has started.

Question: Cliff Cloy – thanks for replacing gate. Long email about how gate works and who issues cards & the cost. How access if no card but legitimate reason to be there. Dan D. – VTrans will issue. If have a reason, you'll get a card. This will require some new thinking. Not everyone that gets through today will likely get through the same way. This will require likely an escort. If someone needs to get to a lessee's airport, you'll have to escort them in through the gate with your card and it will be you who is on record for opening the gate. Times have changed and how we think about security has changed. We have card access at Rutland. This isn't the last airport that will be converted to key cards. It is the way of the future. Most likely will be Rollin T. that gets you the card. We won't be there all the time, but there will be block times that Rollin will be there. The card will be signed for and then you'll have it.

Cliff Coy – Police, fire and ambulance? Dan D. - They'll have access.

Cliff Coy – What about tie downs? We have multiple members. Requiring site-a-badge system? Rollin T. – not a site-a-badge system. Dan D. – we'll answer these detailed types of questions outside of this meeting.

Cliff Coy – Not making it business friendly. Is there a demonstrated need?

Rollin T. – look what's going on. There have not been any threats at this airport, but we're not waiting until there is.

Cliff Coy – What's the purpose. You can walk around the gate?

Dan D. – We need to have this offline, but we need to improve security at all our airports.

Trini B. – We have this at Rutland, and it works fine. If we're going to grow use of airport, need to get to safer and more secure operating condition.

Cliff Coy- Rutland has passenger traffic and security there every day. Won't have this at Highgate.

Trini B. – Everyone who needs access will get a card. Nothing stops us from having card next day.

Cliff Coy – Way beyond need of this airport, but just an opinion...

Question Anne Christie. Fuel at Middlebury--is it self-pump? Does PPR mean is not accessible. Bill Hanf – Pretty much. We're staffed M-F at normal business hours. Not ramped up to have someone outside normal business hours. If there's a critical situation ways we might be able to get there to help out. Dan D. - It is full service, not self-service. Someone on Bill's team, who is trained will help and do the fueling.

## 7. PUBLIC INPUT

Dan D. opened floor for brief comments.

Mike Winslow from acrpc.org. want to bring up issue regarding hazmat reporting. There are underground fuel tank reporting requirements. Presence of these materials needs to be reported annually for previous year. In past several years materials from Middlebury airport weren't in these reports. Where is the breakdown, we don't know. But lack of this info getting to local entities. Don't know if just restricted to Middlebury. Dan D. – Saw this email earlier. Did last tier 2 reporting in August of 2022. We are doing this at all of our airports.

Bob Flint – Bill in Senate / House proposes to exempt airports of certain size from Act 250. Is VTrans supporting this? Dan D. – Don't know if we are supporting it. These are commercial airports used in that way already. That is our lens for what should go or not to Act 250. Ag exemption started last year and didn't really go anywhere. That was one didn't quite get through.

Cliff Coy – Hot button topic, maybe offline. There are tenants being charged commercial lease rates, not aware of definition of what a commercial operation? Is there published formula for determining what would be commercial tenant charge?

Trini B. – Any activity where entity comes out with a commercial benefit. Defined by FAA. We had conversations in the rate setting on what that is. People who own hangars across state. They sublease to other people. In some cases, person leasing doesn't even own an aircraft. That person is doing commercial use. They are getting aa benefit. We went to 3x if aviation oriented commercial activity and 5x lease rate if not aviation commercial activity.

Anyone subleasing now commercial rate. Trini B - Yes.

Cliff Coy example – paying standard rate 10 years. Remaining 10 years on lease. Will rent go up from personal aircraft rate to commercial? Trini B. – Yes, for portion that person is subleasing/renting out to another. Based on square footage. If read leases,

requires you to come and talk to the state if want to rent out space and that is amount being used. This is checked in annual inspections.

Cliff Coy – have you notified community that you will do this before just doing this?

Trini B. – Yes, discussed prior to handing them a new bill amount.

Jamie Hilden with Hildt Aviation – Wants to go on record saying in favor of the card access security. This is a big thing, and we are concerned about safety, and this improves the security. Gives traceability if there is an accident and prevents local people who don't own aircraft from just driving around safety sensitive areas and around aircraft.

Bill Hanf – Question what type of non-commercial activity have in hangars. Thought that was not allowed. Trini B. rate for land lease that are 5x regular rate. Ex. 2 fire trucks in hangar and not single thing for aviation in that hangar. Trailers not used for snow removal more like what would see in commercial storage shed. These are non-aviation uses. Not incidental item stored in <10% of space in the hangar. Most of these are obvious / blatant.

Bill Hanf – Thought this was not allowed.

Dan D. – Language changed a bit, now doesn't say not allowed but mention that if you allow it they mention rate difference.

Bill Hanf – If < 10% and have snow blower and other things to take care of hangar not charging higher rate for that area in the hangar?

Trini B. – No but there are some blatant examples of other uses. Snow blower would be required to meeting maintenance conditions of your lease and won't be billed higher rate for that.

## **7. ADJOURNMENT**

Next meeting will be on May 16th. Will be similar to this one. In-person or online.

Agenda and notification will be sent prior to that meeting.

Did not end up with a quorum, so will table acceptance of meeting minutes until next meeting.

With no further business and without objection, the meeting was adjourned at 2:42 PM.