

Middlebury Airport Communications Task Group
Meeting Notes
May 25, 2022

Purpose: Enhancing communications between the Agency of Transportation, Town of Middlebury, Middlebury Airport Neighborhood Association, and users of the Middlebury State Airport to generate regular, centralized communications to highlight news, events, issues, opportunities and to reduce miscommunications between all parties.

Task Group Members: Prem Prakash (MANA), Nick Artim (Town), Dan Delabruere (AOT), Michele Boomhower (AOT)

Meeting Guest: David Prescott, MANA

Agenda Items/Discussion

1. Formalizing a communications process
 - a. To share routine communications with representation from AOT, Town, MANA
 - i. Current major activities at the airport (permitting, planning, construction of major projects)
 - ii. Planned maintenance which would be of a significant nature (minor construction maintenance projects that the public would take note of, maintenance of obstruction zones (tree trimming), spraying of fence perimeter, line stripping of runway, etc.)
 - iii. Notice of any pending permits
 - iv. Notice of events occurring at the airport
 - b. To set a recurring Monthly Meetings, moving to quarterly or as needed based upon activities/needs
 - c. To secure consensus on circulating meeting updates following the monthly meetings
4. Updates for posting to the Town of Middlebury Website
 - a. Types of Updates
 - i. Act 250 Master Permitting Project Status, Dates, Links
Act 250 Database re: status of all permits related to the airport, including private hangar development projects
<https://anrweb.vt.gov/ANR/Act250/default.aspx> - Using Base Permit Number 9A0158 to see all Act 250 permits issued for the airport and all pending projects based on search criteria
 - ii. Middlebury Airport Master Plan Update, Status, Dates, Links
 - iii. Links to other Airport resources
3. Monthly Updates for May
 - a. The Technical Advisory Committee for the Middlebury Airport Master Plan update will be meeting on Tuesday, June 7th. This is a working meeting which includes representatives from the Town of Middlebury (Nick Artim) and MANA (Eugene Roy).

- b. AOT will be completing the activities authorized through Act 250 Permit 9A-0158-11. This will involve selective cutting in the winter of 22/23 of trees not included in the area wide cut undertaken earlier in 2022.

Details can be found at this link:

<https://anrweb.vt.gov/ANR/Act250/Details.aspx?Num=9A0158-11>

- c. Response to MANA questions posed to AOT on March 17, 2022 – Michele committed to working with AOT staff to respond to this inquiry by Friday, June 10th.

4. Action Items

- a. Contact Kathleen Ramsey to arrange for webpage update on the town site and provide content and links to refresh the page (Michele)
- b. Contact Josh Donabedian to discuss most efficient way to communicate Act 250 notices arising from the District 9 Commission through the Middlebury Town Website (Michele)
- c. Coordinate with AOT Staff regarding posting of upcoming Middlebury Airport Master Plan Public Meeting scheduled for Thursday, June 30th at the Middlebury Town Offices (Michele)
- d. Coordinate with AOT Staff to respond to MANA questions of March 17 (Michele & Dan)

5. Next Schedule meetings of the Middlebury Airport Communications Task Group

- a. Wednesday, June 15th, 3:00, Virtual
- b. Monday, July 18th, 3:30, Virtual
- c. Monday, August 15th, 11:00, In person