

**Middlebury Airport Communications Task Group**  
**Meeting Notes**  
**June 15, 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: None

Agenda Items/Discussion

1. Review and Update of Action Items from May 25<sup>th</sup> Meeting  
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) – still work to do on this front, there are additional enhancements which could be made. Michele will coordinate with Crystal prior to the next meeting.
  - 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) Still need to undertake this.
  - c. Coordinate with AOT Staff regarding posting of upcoming Middlebury Airport Master Plan Public Meeting scheduled for Thursday, June 30<sup>th</sup> at the Middlebury Town Offices (Michele) Completed.
  - d. Coordinate with AOT Staff to respond to MANA questions of March 17 (Michele & Dan) Completed.
2. Master Hangar Act 250 Permitting Process ([Permit Application # 9A0158-12](#))
  - a. The Permit application has been submitted and posted to the Act 250 database (link above)
  - b. Act 250 District Commission (DC) Staff deemed the permit complete on June 3, 2022
  - c. DC staff have indicated that the permit will be processed as a Major Application and that a public hearing will likely be set for July.
3. Master Plan Process Updates
  - a. The TAC Meeting held on June 7<sup>th</sup> and the documents reviewed at the meeting are posted to the [VTrans website for the Middlebury Airport](#)
  - b. Prem and Nick reported that they will be meeting with MANA representatives in advance of the June 30<sup>th</sup> Public Meeting; tentatively planned for June 29<sup>th</sup>.
  - c. June 30<sup>th</sup> is the Public Meeting date – details and documents will be posted at the [Middlebury Town Website Aviation webpage](#) and on the [VTrans website for the](#)

[Middlebury Airport](#) by close of business, Friday, June 24<sup>th</sup>. See details of public notice at bottom of these notes.

- d. Next steps following the Public Meeting on June 30<sup>th</sup>
  - i. 30 days Public Comment Period on Draft Plan ending July 30<sup>th</sup>
  - ii. September TAC meeting
  - iii. October Public Meeting on the Final Draft Plan
  - iv. FAA review and sign off
  - v. Secretary of Transportation sign off
4. On Field Planned Activities for the coming month(s)
  - a. Continued advance coordination for the Winter/Fall Tree Trimming - 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>

Prem asked if the trees could be salvaged by airport neighbors, Dan indicated he would review the contract with the tree removal service to determine if the trees were a part of the package or not.

- b. VTrans continues to work with the aviation fuel vendor to advance the fuel tank cleaning and inspection. Once the inspection is complete and the tank is deemed satisfactory, then fuel will be reinstalled. If the tank is not able to accept fuel, then a secondary plan will be developed to assure there is onsite fuel available.
3. Communications Round-up
    - a. All appreciated Nick's role in providing support to MANA regarding communicating the efforts that are ongoing.
    - b. It was noted that residents who have tried to reach out to Cisco with general questions have not been able to receive information based on Cisco's understanding of the division of operational communications versus permitting, planning and policy communications which Dan and Michele are managing. Dan will reach out to Cisco to clear up the misunderstanding and advise him that he may respond to questions regarding general airport operations and can refer other inquiries to Dan and Michele.
  3. Other Items - None
  3. Next Meeting - Monday, July 18<sup>th</sup>, 3:30, Virtual
  4. Action Items
    - a. Enhancements to the Airport webpage on the Town of Middlebury Site (Michele)
    - b. Communication with Act 250 District Coordinator re: webpage linkage to Act 250 database for airport permit and contact information for questions (Michele)

- c. Posting of the Airport Master Plan documents on the State and Town websites by COB June 24<sup>th</sup> (Michele)
  - d. Review tree cutting contract to determine if trees are available as salvage (Dan)
  - e. Follow-up with Cisco regarding airport communications (Dan)
5. Next Schedule meetings of the Middlebury Airport Communications Task Group
- a. Monday, July 18<sup>th</sup>, 3:30, Virtual
  - b. Monday, August 31<sup>st</sup> at 1:00, Middlebury Airport
  - c. September
  - d. October

**Public Information Meeting Scheduled for Middlebury State Airport  
Airport Master Plan Update**

The Vermont Agency of Transportation is currently undergoing an Airport Master Plan Update (MPU) to account for changes that have taken place at Middlebury State Airport and in the aviation industry since the completion of the previous update in 2003. The Master Plan will be used to guide airport improvements to meet existing and future needs of Airport users.

Please join us at an informational meeting to learn more about the Airport MPU. During the meeting, you will have an opportunity to understand the objectives of the study, review the study process, and the draft findings and recommendations, plus provide feedback regarding the future of the Airport.

**Thursday, June 30, 2022; 6 PM – 7:30 PM**  
**Middlebury Town Office, Conference Room**  
**77 Main Street**  
**Middlebury, VT 05753**

Additionally, the meeting will be held virtually and can be access via the link: [bit.ly/6B0PM1](https://bit.ly/6B0PM1)