

**VERMONT AVIATION ADVISORY COUNCIL  
MINUTES OF MEETING  
BARRE CITY PLACE  
219 NORTH MAIN STREET  
BARRE, VT 05641  
December 2, 2020**

**\*Meeting held by teleconference**

**ATTENDEES:** Joe Flynn, Secretary of Transportation  
Michele Boomhower, PPAID  
Dan Delabruere, VTrans  
Trini Brassard, VTrans  
Jason Owen, VTrans  
Guy Tapper, VTrans  
Paul Libby, VTrans  
Rollin Tebbetts, VTrans  
Scott Fortney, VTrans  
Jen Davis, VTrans  
Juliann Sherman, VTrans  
Kyle Wells, VTrans  
Evan Robinson, VTrans  
Costa Pappis, VTrans  
Bob Atchinson, VTrans  
John Zicconi, Vermont Transportation Board  
Chris Carrigan, Vermont Chamber  
Paul Carroccio, Rutland Airport  
Steve Dolgin, Caledonia Airport  
Matt Caron, Gale Assoc.  
Gerry D'Amico, AECOM  
Dave Corey, AQX Inc.  
Steve Ireland, McFarland Johnson  
Heath Marsden, Jacobs Eng.  
John Hehir, Jacobs Eng.  
Bill Hanf, Green Mountain Avionics  
Robert McEwing, BTV NEAC  
Bob Flint, Springfield  
Doug White, VFA  
Patrick Sharrow, Hoyle Tanner & Associates  
Cliff Coy, Boarder Air Ltd.  
Charles Rockwell, Green Mountain Flight Training  
George Coy, KFSO  
Janice Peaslee, Caledonia  
Barbara Murphy, legislature  
Dan Gavin, Newport  
Scott Draper, Rutland  
Vince Matais, VT Pilots Association

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## 1. CALL TO ORDER and ANNOUNCEMENTS

Dan Delabruere called the teleconference meeting to order at 1:02 PM and explained the procedure to be followed.

### *Announcements*

An application has been submitted to the Transportation Board and a public hearing will be held on 12/17/20 regarding the naming of the Rutland terminal as “Walter E. Houghton Memorial Terminal”. Contact John Zacconi at the Transportation Board for more information.

## 2. PUBLIC INPUT

- Vincent Matais, Vermont Pilots Association, said the Caledonian Airport has been out of airplane fuel for the past 10 months. There is a proposal to have the Vermont Pilots Association purchase the gas. Dan Delabruere said he will provide more information on the matter after the meeting.
- Paul Carroccio, Rutland, asked about the status of the DMV using the Springfield Airport for commercial drivers license testing. Dan Delabruere said the DMV had to find a place to do CDL testing. The situation is temporary and the FAA did not have a problem with the proposal. A large area has been paved which can be used by airplanes afterward. The terminal building is not being used. Trini Brassard added the Graves Building is being used where CDL testing was done before. There is no impact to the runways. Upgrades to the building have been done using CARES Act money. Bob Flint observed the arrangement solves the problem for the DMV for space and improves the property which will be developable commercially.
- Cliff Coy asked if there is a list of projects funded by the CARES Act. Trini Brassard said there are multiple sources for CARES Act funding. The money allocated to the state is to be used to offset costs due to COVID. VTrans will use FAA funding from the CARES Act to upgrade the fuel farm at each airport, for example.

## 3. APPROVAL OF MINUTES

*January 13, 2020*

**MOTION by Paul Carroccio, SECOND by Barbara Murphy, to approve the 1/13/20 minutes as written. VOTING: unanimous; motion carried.**

## 4. CAPE AIR UPDATE

Dan Delabruere reported Cape Air began service in Rutland with their Tecnam P2012 Traveler aircraft. Cape Air continues to use their Cessna airplane as well.

## 5. VERMONT AIRPORT SYSTEMS PLAN UPDATE

Costa Pappis gave a presentation on the update of the Policy chapter of the Airport Systems Plan. Issues to be addressed include:

- Ground transportation and connection to other transportation modes - There are options within the vicinity of state airports. The recommendation is better coordination of services. Information should be provided to the public on

- available transport options and the airports must be marketed to the service providers.
- Land use and environmental linkages (lengthier runways, permitting, electric aircraft) - Recommendations include working with planning on best practices for land use planning around airports, continue with master permitting, prepare for power distribution utilities for electric aircraft, and improve energy efficiency in airport buildings.
  - Economic development and market – ideas are needed to encourage economic development and marketing at state airports. Recommendations include prioritizing economic development and marketing ideas for airports in the legislative report.
  - Financial sustainability – the recommendation is to expand airport infrastructure and have cost effective airport growth.
  - Funding sources for airport projects – FAA Airport Improvement Program (AIP) funds do not meet all airport capital needs. The recommendation is finding alternative funding sources to bridge the gap.
  - Aviation education support – the recommendation is to support FBO education outreach efforts with funding and foster partnerships with colleges offering programs in flight operations and aircraft maintenance.
  - Prioritization for state-owned airport projects – the recommendation is to have a common prioritization method for projects before the FAA and for non-FAA grants.

Next steps with the plan update include having a public review of the draft plan, finalizing the plan in February 2021, and presenting to the House and Senate transportation committees if needed in February/March 2021.

Bob Flint suggested listing regional development corps as an economic development partner. Costa Pappis said regional development corps are mentioned in the plan. Bob Flint suggested adding Small Business Development Center to SCORE.

It was suggested the Aviation Council be notified when the plan is to be presented to the legislature in order to lend support to staff.

## **6. MASTER PERMITTING UPDATE**

Steve Ireland with McFarland Johnson gave an update on the status of master permitting at each airport in the state. The permits are for hangars and associated stormwater management, wastewater, water, and Act 250. The intent of master permitting is to give guidance on what can be reasonably developed at each airport.

Doug White asked if the infrastructure will be negotiated between the state and the developer. Dan Delabruere said there will be conversation on how infrastructure will be funded.

Paul Carroccio spoke positively about the master permitting being a good marketing tool and helpful to the developer. The permit cost should be prorated with each developer paying a share.

#### **7. LEASE RATES: Report from Subcommittee**

Steve Dolgin reported the subcommittee discussed postponing rent in 2020 due to lack of business as a result of the pandemic. The committee also discussed a three year phase-in for commercial rent increases. Trini Brassard noted there are legal challenges with the state waiving rent. There are many programs for businesses under COVID, but rent is not eligible. The state can adjust rents so businesses can ramp up before the full rent is due.

Steve Dolgin said the committee urged considering a long term (longer than two year) FBO contract in order to have the security needed to invest. The FBO is the center kingpin at an airport and the #1 link to development. FBO concerns need to be heard and addressed. Leases are a big issue.

#### **8. PROJECT UPDATES**

The updated report will be posted on the website and emailed to the Aviation Council. Kyle Wells highlighted the types of projects being done including update to the master plan, Aviation System Plan, obstruction removal, aviation easements, runway reconstruction, runway safety area construction, taxiway construction, paving and pavement maintenance, environmental mitigation (post-construction monitoring and maintenance), utility relocation, and firefighting equipment (ARFF cart).

Cliff Coy asked if the state is funding connection of water and sewer service at the Highgate Airport. Trini Brassard said the state is discussing the allocation process for rates. Per the FAA, straight utilities are not eligible for grants.

#### **9. WINTER MAINTENANCE UPDATE**

Rollin Tebbetts said according to weather forecasts the temperatures will be warmer than normal and precipitation will be normal. There are 15 members on the maintenance team which will be at full staffing once the position in Rutland is filled (waiver of the hiring freeze is needed). The equipment is prepared for operation. Dan Delabruere added equipment at some airports has been added such as pickup trucks with plows and spreaders in order to get pilots back on the runway faster.

#### **10. NEXT MEETING and ADJOURNMENT**

Next Meeting: March 18, 2021 at 1 PM. Remote meeting.

With no further business and without objection the meeting was adjourned at 2:53 PM.