



BURLINGTON INTERNATIONAL AIRPORT

DATE: May 3, 2006
TO: James Pease
FROM: Heather Kendrew
RE: 2006 Annual Report

Attached is the 2006 annual report for the Burlington International Airport for general permit #3-9014. Stantec has completed an MS4 summary for submission with this annual report. This report included as Attachment 1 outlines the status of minimum measures for Illicit Discharge, Detection and Elimination, Construction Site Runoff Control, Post Construction Runoff Control, and Pollution Prevention/Good Housekeeping. Stantec's report on Public Education and Outreach and Public Participation/Involvement is not up to date so please disregard information on those measures as outlined on Pages 1 – 3 of 10. Information on these measures are included in the attached document.

If you have any questions or need further information, please let me know. Thank you for your assistance on this project.

**BURLINGTON INTERNATIONAL AIRPORT
STORMWATER GENERAL PERMIT 3-9014
ANNUAL REPORT
APRIL 2006**

In accordance with Section 5.3 of general permit 3-9014, the Burlington International Airport (BTV) must submit an annual report outlining the status of compliance with this permit. The conditions of Section 5.3 are listed below with a description of the progress made during 2006.

Condition 5.3.1: The status of BTV's compliance with permit conditions, an assessment of the appropriateness of the identified best management practices, progress toward achieving the statutory goal of reducing the discharge of pollutants to the MEP, and the measurable goals for each of the minimum control measures;

BTV is in compliance with the permit conditions listed in General Permit #3-9014. A Stormwater Management Program has been drafted and is being finalized based on the Airports water quality study. The BTV's Notice of Intent outlines how the Airport intends to satisfy each of the six minimum control measures listed in the permit. After review of the Best Management Practices (BMPs) listed in the notice of intent, it has been determined that they are still applicable and appropriate to best meet the goals of the permit conditions. Following is an update of progress made toward completing the Best Management Practice (BMP) for each measure.

Minimum Measure 1 - Public Education and Outreach. BTV is complying with this requirement through participation in the Regional Stormwater Education Program. The BTV website www.btv.aero is operational and does include an environmental link with basic stormwater information. Stormwater related reports for the airport will be included on the site in the near future.

Minimum Measure 2 - Public Participation/Involvement. BMP #1 & #3 - BTV made designated advertising space available to Regional Stormwater Education Program. Marketing Partners is developing a display which will be permanently placed in the designated display case. BMP #2 - Stenciling of storm drains has been replaced by attached storm drain markers. The storm drain markers have been installed and will be replaced periodically throughout the year as necessary.

Please see the attached report from Stantec outlining the remaining Minimum measures for Illicit Discharge, Detection and Elimination, Construction Site Runoff Control, Post Construction Runoff Control, and Pollution Prevention/Good Housekeeping.

Condition 5.3.2: Results of information collected and analyzed, if any, during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP. No additional analytical results were received in 2006. Additional testing will be accomplished in 2007.

Condition 5.3.3: A summary of stormwater activities you plan to undertake during the next reporting cycle (including an implementation schedule);

BTV is currently finalizing construction an underground injection gallery for glycol contaminated stormwater in coordination with the ANR UIC Program. Installation is complete pending final grading and planting, and initial monitoring well sampling which will be completed the week of May 7, 2007. Under this project, all stormwater from the terminal apron would be infiltrated into the ground water year round.

Condition 5.3.4: Proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the problem elements;

No changes in the SWMP or BMPs are being proposed at this time.

Condition 5.3.5: Notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

This condition is not applicable at this time.

ATTACHMENT 1

Stantec Consulting Services Inc.
55 Green Mountain Drive
South Burlington VT 05403
Tel: (802) 864-0223 Fax: (802) 864-0165

stantec.com



Stantec

April 19, 2007
File: 195310125

Burlington International Airport
1200 Airport Drive, #1
So. Burlington VT
05403
United States of America

Attention: Heather Kendrew

Dear Heather:

Reference: Burlington International Airport - MS4 Notice of Intent Summary

In April 2003, the Burlington International Airport (BIA) submitted a Notice of Intent (NOI) for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) to the Vermont Agency of Natural Resources to meet the regulations associated with the Environmental Protection Agency Phase II Stormwater Rule.

To satisfy the requirements of the MS4 permit, BIA agreed to develop a Stormwater Management Program (SWMP) designed to reduce the discharge of pollutants from the airport, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act. The SWMP must include information for six minimum control measures: (1) Public Education and Outreach, (2) Public Participation/Involvement, (3) Illicit Discharge Detection and Elimination, (4) Construction Site Runoff Control, (5) Post-Construction Site Runoff Control, and (6) Pollution Prevention/Good Housekeeping.

To assist BIA in reporting the progress to date made on the SWMP, the following summary is provided of the six minimum control measures, best management practices (BMPs) chosen to meet the control measures, measurable goals of each BMP, and how BIA has worked towards meeting each of the measurable goals.

A. Public Education and Outreach

As indicated in the NOI, this measure is met by BTV agreeing to and complying with the Regional Memo of Understanding (MOU). Please find attached a signed copy of the MOU.

Reference: Burlington International Airport - MS4 Notice of Intent Summary

BMP #1 - Website

Description:

BTV will work with the regional group to develop a website dedicated to public education as it relates to water quality issues. In the event that the regional group is not able to develop a website, BTV will make modifications to their existing site to accommodate a water quality section for the purpose of public education.

Measurable Goals:

Not applicable.

Status of Goal:

Complete. The regional group has developed a website <http://www.smartwaterways.org/index.html> dedicated to public education as it relates to water quality issues.

B. Public Participation/Involvement

This measure will be met by BTV implementing a program which will involve coordinating or participating in three (3) separate activities (BMPs) that encourage public participation and involvement.

BMP #1 – Advertisement Space

Description:

BTV will establish designated Advertisement Space in the Airport Terminal. One of the existing paid advertising signs will be cleared or moved to allow for the use of a lighted panel(s) for public participation and involvement purposes. The Airport intends to work with the City of Burlington Arts Department to design and develop, with approval from the Agency of Natural Resources, an appropriate display and message regarding storm water pollution prevention and water quality. The lighted panel(s) can display photographs and text, as well as contact information including the BTV stormwater management program coordinator, applicable ANR phone numbers, and any applicable web site addresses.

Measurable Goals:

BTV will review, re-evaluate, and update the display once per year.

Status of Goals:

Unknown.

Reference: Burlington International Airport - MS4 Notice of Intent Summary

BMP #2 – Storm Drain Stencils

Description:

BTV will institute a storm drain stenciling program, which will help to inform and remind the public that storm water runoff will reach waters of the State. Stencils will be placed on all publicly viewed storm drains. This will not include storm drains located on the air carrier ramp or the airfield, due to marking restrictions. Content of the stencils will be approved by ANR, but may include wording such as “Discharges to Winooski River”.

Measurable Goals:

BTV will re-stencil each applicable storm drain once every two years.

Status of Goals:

Unknown.

BMP #3 – Display Rack

Description:

BTV will provide designated display rack. Located in the terminal concourse area and readily visible to the public, the display rack will provide a location for entities other than BTV to display literature and information on storm water pollution prevention and water quality. Entities that could use the space include other traditional and non-traditional MS4s, the State of Vermont, the Lake Champlain Committee, Friends of the Winooski River, etc. The actual shape and size of the display rack will be determined in conjunction with the Airport's architect and the City of Burlington.

Measurable Goals:

BTV will have two different entities post displays in the rack each year.

Status of Goals:

Unknown.

C. Illicit Discharge Detection and Elimination

As a permit condition, each MS4 must develop, implement and enforce a Stormwater Management Program (SWMP) designed to reduce the discharge of pollutants from the MS4. The SWMP must include developing, implementing and enforcing a plan to detect and eliminate all illicit discharges.

Reference: Burlington International Airport - MS4 Notice of Intent Summary

BMP #1 – Illicit Discharge Detection and Elimination Plan

Description:

A plan to detect and eliminate all illicit discharges will be developed and enforced as part of the SWMP. This plan will include the following:

- A comprehensive storm sewer system Geographic Information Systems (GIS) map of the airport, showing locations of outfalls and names and locations of receiving waters.
- A policy which effectively prohibits non-storm water discharges into the BTV storm sewer system and implementing appropriate enforcement procedures and actions. This policy will be directed towards BTV employees and tenants, and will include disciplinary actions and repercussions as well as rewards and incentives.
- A plan to detect and address non-storm water discharges (including illegal dumping) to the BTV storm system. Outfall monitoring priorities have been established, and monitoring activities based on handling of certain materials (deicing material, cleaning fluids, fuel, etc.) are currently underway as part of the ongoing BTV stormwater study project. Monitoring results will be incorporated into the plan and problem discharges will be eliminated or corrected. Upon completion of priority monitoring and correction of problem discharges, if no opportunities exist for future illicit connections, then detailed monitoring will no longer be required.
- An annual monitoring schedule will be established with monitoring efforts consisting of annual visual and smell tests at all outfalls and discharge points.
- A way to inform employees and tenants of hazards associated with illegal discharges and improper disposal of waste. The airport will begin working with John Daly of the ANR Compliance Assistance Division. John will help educate airport staff and tenants to look at their maintenance and business practices and determine if they need to make changes to ensure environmental compliance. Individual tenant meetings will then be conducted as necessary to address all areas of concern.

Measurable Goals:

- 1) BTV will continue ongoing monitoring efforts and will complete the ongoing stormwater study, including monitoring and base map development by June 2004.
- 2) BTV will develop a draft of the SWMP and submit to ANR for review by June 2005.
- 3) Most or all illicit discharges detected by the stormwater study will be eliminated by June 2006.
- 4) BTV will provide the Secretary of ANR with a summary of monitoring activities conducted and corrective actions taken by February 1, 2008.

Reference: Burlington International Airport - MS4 Notice of Intent Summary

Status of Goals:

- 1) The stormwater study was completed in December 2004. Included in the stormwater study are the base map and outfall monitoring study.

The base map included in the report shows outfall locations, and names and locations of receiving waters. The base map was recently updated in 2007 to a GIS format, and to show recent development at the airport including a new aviation support hangar on Aviation Avenue, the wetland fill site, a terminal and apron expansion on the north end of the existing terminal, and a new underground aircraft deicing fluid treatment system constructed in the airfield.

The outfall monitoring study concluded that all but two outfalls at BTV have no significant harmful impact to water quality of the receiving waters. Sampling of two outfalls draining to an unnamed tributary to the Winooski River indicated significant nutrient and propylene glycol contamination. As a result, the existing Burlington International Airport deicing fluid collection system was investigated by airport personnel. Deficiencies within this system were identified and temporary corrective measures were implemented. BIA has recently completed construction of permanent underground aircraft de-icing fluid treatment facility. The system will be in operation for the winter of 2007/2008. The system consists of conveying the first flush of all stormwater collected from aircraft de-icing areas to an underground infiltration facility. The stormwater will be treated in the unsaturated zone prior to infiltrating into the saturated zone. Monitoring wells will be installed upgradient and downgradient of the treatment facility to monitor the biochemical oxygen demand and propylene glycol concentrations. The wells will be sampled twice annually in accordance with the Underground Injection Control Permit #6-0075 issued on February 9, 2007 by the Department of Environmental Conservation – Wastewater Management Division.

Additional discharge monitoring is summarized in the Stormwater Pollution Prevention Plan (SWPPP) developed as required by the Multi-Sector General Permit (MSGP).

- 2) A draft of the SWMP is currently being developed, and will be submitted by May 31, 2007 to ANR for review. The SWMP will include the Stormwater Pollution Prevention Plan being developed for the Multi-Sector General Permit and the BTV Stormwater Management Study completed in December 2004.
- 3) The illicit discharges identified in the BTV Stormwater Management Study, December 2004 consist of discharges containing aircraft de-icing fluids at the two outfalls discharging to an unnamed tributary to the Winooski River. BIA identified deficiencies within this system, and implemented temporary corrective measures to eliminate discharge of propylene glycol into surface waters. The temporary corrective measures consisted of pumping the first flush of runoff from de-icing areas into above ground storage tanks. The runoff was then pumped out of the

Reference: Burlington International Airport - MS4 Notice of Intent Summary

tanks and hauled to the South Burlington Wastewater Treatment Facility on Airport Parkway. The temporary solution was effective for treating the runoff, however was costly.

In 2007, BIA constructed an underground infiltration system to treat stormwater containing aircraft de-icing fluids. The system will be in operation for the winter of 2007/2008. The system consists of conveying the first flush of all stormwater collected from aircraft de-icing areas to an underground infiltration facility. The stormwater will be treated in the unsaturated zone prior to infiltrating into the saturated zone. Monitoring wells will be installed upgradient and downgradient of the treatment facility to monitor the biochemical oxygen demand and propylene glycol concentrations in the groundwater.

In addition to the illicit discharges discovered at the north outfalls, the study revealed that the rental car companies carwash facility was discharging to the storm drainage system. This was subsequently corrected by connecting the carwash discharge to the municipal sewer system.

- 4) A monitoring schedule for all outfalls is currently being developed as part of the SWPPP and will be included in the SWMP. BTV will provide a summary of the monitoring schedule and results to the Secretary of ANR by February 2008.

BMP #2 – Employee Questionnaire

Description:

An employee questionnaire will be developed in conjunction with ANR and circulated which will help evaluate the success of the program. Questions asked will help determine the level of awareness of storm water pollution and water quality issues and allow for suggestions to be made. The questionnaires may also provide BTV with additional information regarding discharges from tenants.

Measurable Goals:

BTV will distribute 500 questionnaires to employees and tenants by June 2006.

Status of Goals:

Questionnaire currently being developed.

D. Construction Site Runoff Control

As a permit condition, each MS4 must develop, implement and enforce a Stormwater Management Program (SWMP) designed to reduce the discharge of pollutants from the MS4.

Reference: Burlington International Airport - MS4 Notice of Intent Summary

The SWMP will include developing, implementing and enforcing a plan to prevent or reduce pollutants in construction site runoff.

BMP #1 – Construction Site Runoff Control Plan

Description:

A plan to prevent or reduce pollutants in construction site runoff will be developed, implemented and enforced as part of the SWMP. This plan will include the following:

- Measures for the adoption of an erosion control policy for stormwater runoff from all construction sites
- Procedures to identify construction activities meeting the one (1) acre threshold and report such activities to the Secretary to assure that all such projects are properly permitted in accordance with the ANR General Permit for Stormwater Runoff from Construction Sites (CPG 3-9020).
- Procedures to assure that construction activities are properly permitted and erosion and sediment control measures during construction are implemented in accordance with the terms of the permit.
- Procedures to assure that permitted projects are properly constructed and operated and maintained in accordance with the terms of the permit.
- Procedures to assist the Secretary of ANR in inspecting permitted projects for obvious signs of non-compliance with the conditions of the permit.
- Procedures for proper disposal of removed waste.

Measurable Goals:

- 1) BTV will develop a draft of the SWMP and submit to ANR for review by June 2005.
- 2) BTV will implement the SWMP by June 2007.

Status of Goals:

- 1) **A draft of the SWMP is currently being developed, and will be submitted by May 31, 2007 to ANR for review. The SWMP will include the Stormwater Pollution Prevention Plan being developed for the Multi-Sector General Permit and the BTV Stormwater Management Study completed in December 2004.**
- 2) **BTV plans to implement the SWMP upon approval from ANR.**

Reference: Burlington International Airport - MS4 Notice of Intent Summary

E. Post-Construction Runoff Control

As a permit condition, each MS4 must develop, implement and enforce a Stormwater Management Program (SWMP) designed to reduce the discharge of pollutants from the MS4. The SWMP will include developing, implementing and enforcing a plan to prevent or reduce pollutants in runoff from post-construction sites.

BMP #1 – Post-Construction Runoff Control Plan

Description:

A plan to prevent or reduce pollutants in post-construction site runoff will be developed, implemented and enforced as part of the SWMP. This plan will include the following:

- An operation and maintenance program for preventing or reducing pollutant runoff from operations including the maintenance of buildings, open spaces and storm water systems.
- Procedures to ensure compliance with the ANR Stormwater Rule and to identify projects that disturb greater than one (1) acre and report to the Secretary of ANR such activities that have one (1) or more acres of impervious surface to assure that all such projects are properly permitted.
- Procedures to prevent or minimize water quality impacts from storm water runoff from projects that disturb greater than one (1) acre and have less than one (1) acre of impervious surface by using a combination of structural and non-structural BMPs consistent with the Agency's 2002 Vermont State Stormwater Management Manual.
- Procedures to assure that permitted projects are properly constructed and operated and maintained in accordance with the terms of the permit.
- Procedures to assist the Secretary of ANR in inspecting permitted projects for obvious signs of non-compliance with the conditions of the permit.
- Maintenance schedules and inspection procedures for long term structural BMPs.
- Procedures for proper disposal of removed waste.
- A comprehensive storm sewer system Geographic Information Systems (GIS) map of the airport showing locations of all outfalls and names and locations of receiving waters.

Measurable Goals:

- 1) BTV will develop a draft of the SWMP and submit to ANR for review by June 2005.
- 2) BTV will implement the SWMP by June 2007.

Reference: Burlington International Airport - MS4 Notice of Intent Summary

Status of Goals:

- 1) **A draft of the SWMP is currently being developed, and will be submitted by May 31, 2007 to ANR for review. The SWMP will include the Stormwater Pollution Prevention Plan being developed for the Multi-Sector General Permit and the BTV Stormwater Management Study completed in December 2004.**
- 2) **BTV plans to implement the SWMP upon approval from ANR.**

F. Pollution Prevention/Good Housekeeping

As a permit condition, each MS4 must develop, implement and enforce a Stormwater Management Program (SWMP) designed to reduce the discharge of pollutants from the MS4. The SWMP will include developing, implementing and enforcing a plan to ensure pollution prevention and good housekeeping.

BMP #1 - Pollution Prevention/Good Housekeeping Plan

Description:

A plan to ensure good housekeeping practices and pollution prevention will be developed, implemented and enforced as part of the SWMP. The plan will be developed and implemented such that it also meets the requirements of the SWPPP as outlined in the MSGP. The SWMP will include the following:

- An operation and maintenance program for preventing or reducing pollutant runoff from operations including the maintenance of buildings, open spaces and storm water systems.
- Maintenance schedules and inspection procedures for long term structural BMPs.
- Controls for reducing or eliminating the discharge of pollutants from roads, runways, buildings, parking lots, storage areas and maintenance shops.
- Procedures for proper disposal of removed waste.
- A training component.
- A comprehensive storm sewer system Geographic Information System (GIS) map of the airport showing locations of all outfalls and names and locations of receiving waters.

Measurable Goals:

- 1) BTV will develop a draft of the SWMP and submit to ANR for review by June 2005.

Reference: Burlington International Airport - MS4 Notice of Intent Summary

- 2) BTV will implement the SWMP by June 2007.
- 3) The SWPPP will comply with the appropriate schedule and monitoring requirements outlined in the MSGP.

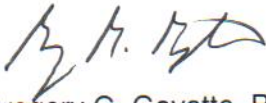
Status of Goals:

- 1) **A draft of the SWMP is currently being developed, and will be submitted by May 31, 2007 to ANR for review. The SWMP will include the Stormwater Pollution Prevention Plan being developed for the Multi-Sector General Permit and the BTV Stormwater Management Study completed in December 2004.**
- 2) **BTV plans to implement the SWMP upon approval from ANR.**
- 3) **The SWPPP is currently being developed, and will comply with the appropriate monitoring and schedule requirements of the MSGP.**

Please contact me if you have any questions or comments regarding the MS4 requirements.

Sincerely,

STANTEC CONSULTING SERVICES INC.



Gregory G. Goyette, P.E.
Project Engineer
Tel: (802) 864-0223
Fax: (802) 864-0165
greg.goyette@stantec.com

c. Jon Leinwohl, File

ATTACHMENT 2

Meeting Notes



Stantec

Burlington International Airport - MS4 Permit Action Items

FILE 195310125

Date: April 19, 2007
 Place/Time: Burlington International Airport / 2:00 PM
 Attendees: Heather Kendrew, Jon Leinwohl, Greg Goyette
 Distribution: Attendees

New Business

Item:	Action:
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Stormwater Discharge Permit Inspection & Reporting Requirements/Expiration Dates

- | | |
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| <ol style="list-style-type: none"> 1. Stantec introduced a system for automatically notifying BTV staff of looming inspection and reporting requirements and expiration dates for existing stormwater discharge permits. Development of this system will assist BTV staff with maintaining compliance with State stormwater regulations. 2. Currently, no mapping exists to associate stormwater management systems with discharge permits. Stantec is able to generate stormwater system maps based on permit number utilizing the GIS system developed for Section C of the Stormwater Management Program. Development of these maps will assist BTV staff with field inspections. | <ol style="list-style-type: none"> 1. Stantec will develop a scope and fee for developing an automatic notification system. 2. Stantec will develop a scope and fee for developing GIS maps of stormwater systems based on permit numbers. |
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MS4 Permit Status & Stormwater Management Program

- | | |
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| <ol style="list-style-type: none"> 1. Stantec submitted MS4 permit status letter to Heather. 2. Stantec submitted draft Stormwater Management Program to Heather Kendrew. The SWMP submitted to Heather supercedes all | <ol style="list-style-type: none"> 1. BTV will use the information contained in the status letter to update ANR on progress made on the MS4 permit requirements. 2. BTV will review the draft SWMP, and provide comments to |
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information submitted to BTV on 3/15/07. The SWMP will be submitted to ANR upon incorporation of comments provided by BTV, and inclusion of:

- a. *Stormwater Pollution Prevention Plan* – currently being developed by Pioneer.
- b. *Outfall monitoring program* – currently being developed by Pioneer.
- c. *Employee Questionnaire* – will be developed after reviewing draft SWPPP currently being developed by Pioneer.
- d. *BTV O&M manual policy* – will be incorporated into SWMP upon receiving current policy from BTV.
- e. *BTV O&M plan* – currently being developed by Pioneer.

Stantec. **Pioneer** will provide draft SWPPP to Stantec and BTV upon completion. **Stantec** will complete SWMP upon receiving comments from BTV and SWPPP from Pioneer.

The target date for submission of the SWMP to ANR is May 31, 2007.

Old Business

Item:

Action:

Section C – Illicit Discharge Detection Plan

1. Determine need for additional outfall monitoring program.

3/15/07: To determine effectiveness of permanent propylene glycol collection and treatment system (anticipated to be in operation by end of April), monitoring needs to occur at the north outfalls Q001A and Q001B and at the groundwater wells installed for this system.

The City of South Burlington recently sampled outfall M001 and detected presence of propylene glycol. Additional monitoring of this outfall will be required.

4/19/07: Pioneer is currently developing outfall monitoring program as part of the Stormwater Pollution Prevention Plan (SWPPP) required for the Multi-Sector General Permit (MSGP).

1. **Stantec** will incorporate outfall monitoring program into SWMP upon completion of task by Pioneer.

2. Conduct additional outfall monitoring.

3/15/07: This task is assumed to be completed by Pioneere.

4/19/07: BTV will be required to implement outfall monitoring based on program developed for the SWPPP.

3. Summarize additional outfall monitoring results.

3/15/07: This task is assumed to be completed by Pioneere.

4/19/07: Pending implementation of outfall monitoring program.

4. Coordinate BTV staff education efforts on illicit discharges and improper disposal of waste with John Daly.

3/15/07: John Daly conducted training for airport staff. Additional staff training efforts will be summarized in the Stormwater Pollution Prevention Plan (SWPPP) currently being developed by Pioneere as a requirement of the Multi-Sector General Permit.

4/19/07: Pending development of SWPPP.

2. **BTV** will conduct additional outfall monitoring based on program developed by Pioneer.

3. **BTV** will summarize additional outfall monitoring results upon completion of outfall monitoring.

4. **Stantec** will include staff training program into SWMP upon completion by Pioneer.

Section D – Construction Site Runoff Control Plan

1. Prepare erosion control policy for all construction projects at BTV.

3/15/07: Stantec has developed a draft erosion control policy for review by BTV.

4/19/07: Item still open.

2. Prepare construction site runoff permitting flow chart for use by designers/contractors.

3/15/07: Stantec has developed a draft summary form to be completed for all construction projects at BTV in accordance with the BTV Erosion Control Policy (Section D-1.) as a more appropriate method to meet the requirements of the MS4.

1. **BTV** to review Section 3 of the SWMP and provide comments to Stantec.

2. **BTV** to review Section 3 of the SWMP and provide comments to Stantec.

4/19/07: Item still open.

3. Prepare form and letter template to document construction project impacts and need for State permits.

3/15/07: Stantec has developed a draft cover letter template to be used as directed in the BTV Erosion Control Policy (Section D-1.).

3. **BTV** to review Section 3 of the SWMP and provide comments to Stantec.

4/19/07: Item still open.

4. Prepare erosion prevention and sediment control specification to be used on all BTV construction projects, and incorporated into all construction documents.

3/15/07: Stantec has developed a draft erosion prevention and sediment control specification to replace Technical Specification P-156: Temporary Erosion Prevention and Sediment Control.

4. **BTV** to review Section 3 of the SWMP and provide comments to Stantec.

4/19/07: Item still open.

Section E – Post-Construction Runoff Control Plan

1. Prepare operation and maintenance plan for preventing/reducing pollutant runoff from BTV operations (assume completed by BTV).

3/15/07: No progress to date. Pioneere is developing this as part of the SWPPP required for the MSGP. The SWMP developed for the MS4 will reference the operation and maintenance plan included in the SWPPP.

1. **BTV** to include SWPPP developed by Pioneer as Volume 3 of SWMP.

4/19/07: Item still open.

2. Prepare stormwater permitting flowchart for use by designers/contractors.

3/15/07: Stormwater permitting flowchart completed and submitted to BTV for review and comment.

2. **BTV** to review Section 4 of the SWMP and provide comments.

4/19/07: Item still open.

3. Prepare form and letter template to document proposed project impacts and need for state permits.

3. **BTV** to review Section 4 of the SWMP and provide comments.

3/15/07: Form and letter template completed and submitted to BTV for review and comment.

4/19/07: Item still open.

4. Prepare minimum BMP's for projects that do not require a permit.

4. **BTV** to review Section 4 of the SWMP and provide comments.

3/15/07: Stantec recommended that the City of Burlington Stormwater Management Manual be reviewed and if deemed appropriate, used to fulfill this requirement. BTV concurred with this recommendation.

4/19/07: SWMP references Section 5 of the City of Burlington Stormwater Management Manual to fulfill this requirement. Item complete.

5. Prepare stormwater specification.

5. **BTV** to review Section 4 of the SWMP and provide comments.

3/15/07: BTV concurred with Stantec's approach of developing a specification for the construction contracts that requires the contractor to have a professional engineer certify that the permitted stormwater system was constructed in accordance with the terms of the permit.

4/19/07: Stantec has developed construction specification D-755 Permitted Stormwater Management System Certification. This specification has been included in the SWMP.

6. Prepare Operations and Maintenance Manuals for BTV stormwater management practices if necessary (assume 4 systems).

6. **Stantec** to complete development of O&M manuals.

3/15/07: Stantec will prepare O&M manuals for the practices mentioned above.

4/19/07: O&M manuals are about 90% complete.

7. Summarize operations, maintenance, inspection requirements for existing BTV stormwater management practices.

7. **BTV** will review permit list. **Stantec** will update permit list based on comments received from BTV.

3/15/07: Not completed.

4/19/07: Operations, maintenance and

inspection summary has been included as an appendix to the SWMP. Heather mentioned that some of the permits on the list are no longer active.

8. Prepare contract condition for operations/maintenance manual with maintenance/inspection schedule requirement on all permitted stormwater systems.

8. **BTV** will provide current O&M policy to Stantec for review.

3/15/07: Stantec will review current BTV policies for O&M manual requirements, and add language as necessary to include stormwater management systems.

4/19/07: BTV will provide current O&M policy to Stantec for their review.

Section F – Pollution Prevention/Good Housekeeping Plan

1. All tasks

3/15/07: Pioneere is currently developing the SWPPP required for the MSGP.

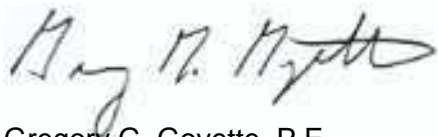
1. **Pioneer** to provide draft of SWPPP to Stantec upon completion.

4/19/07: Pioneer is developing the SWPPP and will provide a draft to Stantec upon completion. The SWPPP is to be included as Volume 3 of the SWMP.

The meeting adjourned at 3:00 PM.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING SERVICES INC.



Gregory G. Goyette, P.E.
Project Engineer
greg.goyette@stantec.com

Meeting Notes



Stantec

Burlington International Airport - MS4 Permit Action Items

FILE 195310125

Date: March 14, 2007
 Place/Time: Burlington International Airport / 2:00 PM
 Attendees: Heather Kendrew, Jon Leinwohl, Greg Goyette
 Distribution: Attendees

Item: **Action:**

Section C – Illicit Discharge Detection Plan

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| 1. Update stormwater mapping to include ASH, ADF and SED Projects. | 1. Item completed. No action required. |
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The stormwater mapping has been updated to include these projects and the most recent aerial photo. Plans were provided to Heather. The mapping has been converted to a GIS format to allow data attachment to stormwater infrastructure (ie. pipe inverts, sizes, materials, coordinates, etc.).

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| 2. Convert stormwater mapping CAD files into GIS shape files for use in GIS system. | 2. Item completed. Stantec will provide GIS files to BTV. |
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Stormwater mapping has been converted to a GIS format to allow data attachment to stormwater infrastructure (ie. pipe inverts, sizes, materials, coordinates, etc.).

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| 3. Develop policy for prohibiting non-storm water discharges. | 3. BTV to develop policy. |
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This task is assumed to be completed by BTV.

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| 4. Summarize outfall monitoring activities conducted by BTV since completion of December 2004 Stormwater Management Study. | 4. No action required. |
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No additional outfall monitoring activities have occurred since completion of the Dec. 2002 – Dec. 2003 monitoring program conducted by Pioneere.

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| 5. Determine need for additional outfall monitoring program. | 5. Stantec will coordinate development |
|--|---|

To determine effectiveness of permanent propylene glycol collection and treatment system (anticipated to be in operation by end of April), monitoring needs to occur at the north outfalls Q001A and Q001B and at the groundwater wells installed for this system. The City of South Burlington recently sampled outfall M001 and detected presence of propylene glycol. Additional monitoring of this outfall will be required.

6. Conduct additional outfall monitoring.

This task is assumed to be completed by Pioneere.

7. Summarize additional outfall monitoring results.

This task is assumed to be completed by Pioneere.

8. Coordinate BTV staff education efforts on illicit discharges and improper disposal of waste with John Daly.

John Daly conducted training for airport staff. Additional staff training efforts will be summarized in the Stormwater Pollution Prevention Plan (SWPPP) currently being developed by Pioneere as a requirement of the Multi-Sector General Permit.

of a formal outfall monitoring plan with Pioneere and BTV.

6. & 7. Additional outfall monitoring will be conducted pending completion of formal outfall monitoring plan.

8. **BTV** will make reference to the training program developed for the SWPPP when preparing the the Stormwater Management Plan (SMP) required for the MS4.

Section D – Construction Site Runoff Control Plan

1. Prepare erosion control policy for all construction projects at BTV.

Stantec has developed a draft erosion control policy for review by BTV.

2. Prepare construction site runoff permitting flow chart for use by designers/contractors.

Stantec has developed a draft summary form to be completed for all construction projects at BTV in accordance with the BTV Erosion Control Policy (Section D-1.) as a more appropriate method to meet the requirements of the MS4.

3. Prepare form and letter template to document construction project impacts and need for State

1. **BTV** to review erosion control policy, and provide comments to Stantec.

2. **BTV** to review summary form, and provide comments to Stantec.

3. **BTV** to review letter template, and provide comments to Stantec.

permits.

Stantec has developed a draft cover letter template to be used as directed in the BTV Erosion Control Policy (Section D-1.).

4. Prepare erosion prevention and sediment control specification to be used on all BTV construction projects, and incorporated into all construction documents.

4. **BTV** to review specification and provide comments to Stantec.

Stantec has developed a draft erosion prevention and sediment control specification to replace Technical Specification P-156: Temporary Erosion Prevention and Sediment Control.

Section E – Post-Construction Runoff Control Plan

1. Prepare operation and maintenance plan for preventing/reducing pollutant runoff from BTV operations (assume completed by BTV).

1. **Stantec** to verify this work with Pioneere.

No progress to date. Pioneere is developing this as part of the SWPPP required for the MSGP. The SMP developed for the MS4 will reference the operation and maintenance plan included in the SWPPP.

2. Prepare stormwater permitting flowchart for use by designers/contractors.

2. **BTV** to review and provide comments.

Stormwater permitting flowchart completed and submitted to BTV for review and comment.

3. Prepare form and letter template to document proposed project impacts and need for state permits.

3. **BTV** to review and provide comments.

Form and letter template completed and submitted to BTV for review and comment.

4. Prepare minimum BMP's for projects that do not require a permit.

4. **Stantec** will obtain a copy of the Burlington manual, review, and determine if the manual can be used to fulfill this requirement.

Stantec recommended that the City of Burlington Stormwater Management Manual be reviewed and if deemed appropriate, used to fulfill this requirement. BTV concurred with this recommendation.

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5. Prepare stormwater specification.

BTV concurred with Stantec's approach of developing a specification for the construction contracts that requires the contractor to have a professional engineer certify that the permitted stormwater system was constructed in accordance with the terms of the permit.

5. **Stantec** will develop specification and provide certification form to be included in construction contract documents.

6. Determine which BTV stormwater management practices have Operations and Maintenance Manuals.

BTV may have an operations and maintenance manual for the Vortech unit located near the surface sand filter. BTV does not have O&M manuals for the parking garage surface sand filter, NOTE II Vortech/Stormtech unit, ADF facility and the ASH grass channel.

6. **No action required.**

7. Prepare Operations and Maintenance Manuals for BTV stormwater management practices if necessary (assume 4 systems).

Stantec will prepare O&M manuals for the practices mentioned above.

7. **Stantec** will develop O&M manuals.

8. Summarize operations, maintenance, inspection requirements for existing BTV stormwater management practices.

Not completed.

8. **Stantec** will develop operations, maint., inspection summary for stormwater management practices.

9. Prepare contract condition for operations/maintenance manual with maintenance/inspection schedule requirement on all permitted stormwater systems.

Stantec will review current BTV policies for O&M manual requirements, and add language as necessary to include stormwater management systems.

9. **BTV** will provide Stantec with current O&M manual requirements.

10. Update stormwater mapping to include ASH, ADF, and SED projects.

Completed.

10. **No action required.**

Section F – Pollution Prevention/Good

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Housekeeping Plan

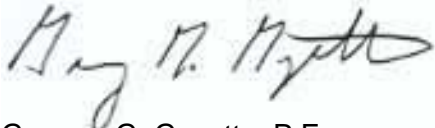
1. All tasks - *Pioneere is currently developing the SWPPP required for the MSGP.*

1. **Stantec** to verify this work with Pioneere.

The meeting adjourned at 4:00 PM.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING SERVICES INC.



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