

Trombley, Shana

From: Cole, Chris
Sent: Tuesday, November 13, 2012 8:47 AM
To: Trombley, Shana
Cc: Searles, Brian
Subject: Fwd: Boston on Thursday

From a cost perspective, it is less expensive to fly out of Rutland on Cape Air. Also, the plane if we leased it wouldn't be able to fly into Boston and would arrive instead at Hoscom airport, about 30 minutes from Boston. Ground transportation from Hascom would have to be arranged. The leased plane also has less ability to carry the same amount of weight so they would be limited to 25 lbs luggage per person.

Sent from my iPad

Begin forwarded message:

From: "Rouelle, Guy" <Guy.Rouelle@state.vt.us>
Date: November 13, 2012, 8:15:34 AM EST
To: "Cole, Chris" <Chris.Cole@state.vt.us>
Subject: Re: Boston on Thursday

30 minutes drive from Hanscom. Would need rental car set up. Car service like a town car pick up would be best knowing there is no no parking per say in BOS.

1.1 hours flight time from Knapp to Hanscom.

Airplane is \$140 per hour. Rental will be around \$400 when you add in the ferry time to and from Newport.

Guy Rouelle
Aviation Program Administrator
One National Life Dr.
Montpelier, Vermont 05633
[REDACTED] Office
[REDACTED] Cell

On Nov 13, 2012, at 8:09, "Cole, Chris" <Chris.Cole@state.vt.us> wrote:

Guy,

How much does leasing a plane cost? How far is Hanscom from Boston?

Sent from my iPad

On Nov 13, 2012, at 6:59 AM, "Rouelle, Guy" <Guy.Rouelle@state.vt.us> wrote:

A few details need to be worked out still.

We'll be limited to GPS and one other person. Overnight baggage limited to 25 lbs each. Underwear and a toothbrush. Lakeview's

plane is a single engine as well and will allow for less weight than the state plane.

Hanscom Airport is the better alternative. KBOS has a \$300 landing fee, \$100 tie down fee, and no on field maintenance for GA aircraft.

Weather go / no go decision will have to be a noon tomorrow; Wednesday.

Guy Rouelle
Aviation Program Administrator
One National Life Dr.
Montpelier, Vermont 05633
[REDACTED] Office
[REDACTED] Cell

On Nov 13, 2012, at 6:25, "Cole, Chris" <Chris.Cole@state.vt.us> wrote:

Arrange the plane with lakeview. Who will be the pilot? There is an overnight in Boston.

Sent from my iPad

On Nov 12, 2012, at 8:34 PM, "Rouelle, Guy" <Guy.Rouelle@state.vt.us> wrote:

Just let me know if we're going or not so that I can arrange the airplane with Lakeview.

Guy Rouelle
State Aeronautics
Administrator
Vermont Agency of
Transportation
One National Life Drive
Montpelier, Vermont 05633

[REDACTED] (office)
[REDACTED] (cell)

From: Trombley, Shana
Sent: Monday, November 12, 2012 5:49 PM
To: Cole, Chris
Cc: Rouelle, Guy
Subject: Re: Boston on Thursday

Any chance the maintenance
can be done upon return
Friday? Can u call me?

Sent from my iPhone
Shana Trombley
Scheduler
Governor Shumlin

On Nov 12, 2012, at 2:40 PM,
"Cole, Chris"
<Chris.Cole@state.vt.us>
wrote:

Shana,

The State plane
is unavailable
due to scheduled
maintenance. We
could look into
leasing a plane.
If we were able
to lease a plane
would the
Governor wish to
go down and back
on Friday?

From:
Trombl
ey,
Shana
Sent:
Sunday,
Novem
ber 11,
2012
9:22
PM
To:
Rouelle,
Guy
**Subjec
t:**
Boston
on
Thursda
y

Hi
Guy,

Hope
you are
well!
Gov.
Shumli
n
would
like to
take
the
plane
to
Boston
on
Thursd
ay for
a
speech
he is
giving.
He
underst
ands
that the
plane
can't
fly in
the
dark.
His
suggest
ion is
to
leave
closer
to
1:30p
m and
return
Friday
mornin
g. Any
chance
that
will
work?
-Shana

Schedu
ler

Govern
or's
Office

802.82
8.3333

Trombley, Shana

From: Rouelle, Guy
Sent: Wednesday, October 31, 2012 2:58 PM
To: Trombley, Shana
Cc: Cole, Chris
Subject: RE: the plane...

Shana, being single engine and without the redundant equipment necessary for safety flight at night, the aircraft is not adequate to carry passengers at night.

In addition, Mount Snow does not have functioning runway lights so, even with a twin-engine, we would not be able to land.

Guy Rouelle
Vermont Aeronautics Administrator
Division of Policy, Planning and Intermodal Development
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001
Off [REDACTED]
Cell [REDACTED]
FAX (802)828-2848



From: Trombley, Shana
Sent: Wednesday, October 31, 2012 12:59 PM
To: Rouelle, Guy
Subject: the plane...

Hi Guy,

I can't remember is the plane can be flown in the dark? There are two dates I'm looking into – one is November 14th to Mt. Snow or Brattleboro (he has to go to both places – Mt. Snow at 4pm and Brattleboro at 5:30ish. The next date, Nov. 15th he needs to fly to Boston. Is that possible? Again this would be in the evening. He'd need to arrive around 5:30pm and fly home that night, say 9ish. Is any of this a possibility?

Shana Trombley
Scheduler
Governor's office
802.828.3333 (o)
[REDACTED] (c)
shana.trombley@state.vt.us

Visit Governor Shumlin's Online Resources:
[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)

Trombley, Shana

From: Trombley, Shana
Sent: Wednesday, October 24, 2012 10:21 PM
To: Anderson, Thomas
Cc: Rouelle, Guy
Subject: Re: Thursday - trip to Bennington

Thank you!

Sent from my iPhone
Shana Trombley
Scheduler
Governor Shumlin

On Oct 24, 2012, at 7:20 PM, "Anderson, Thomas" <Thomas.Anderson@state.vt.us> wrote:

Shana,

I see Guy has passed along my cell phone number to you.

I will be standing by at the Knapp terminal tomorrow for an 1100 departure.

Any questions or issues, please don't hesitate to call.

Thanks, Tom

Sent from my iPhone

On Oct 24, 2012, at 16:11, "Rouelle, Guy" <Guy.Rouelle@state.vt.us> wrote:

Tom's cell is [REDACTED].

[REDACTED]

Guy Rouelle
State Aeronautics Administrator
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633

[REDACTED] (office)
[REDACTED] (cell)

From: Trombley, Shana
Sent: Wednesday, October 24, 2012 4:07 PM
To: Rouelle, Guy
Cc: Anderson, Thomas
Subject: RE: Thursday - trip to Bennington

Hi Guy and Tom,

Quick change.. Governor's security [REDACTED]
[REDACTED]
[REDACTED]

Also, Tom, can I get a cell phone number for you? -S

From: Rouelle, Guy
Sent: Wednesday, October 24, 2012 10:57 AM
To: Trombley, Shana
Cc: Anderson, Thomas
Subject: RE: Thursday - trip to Bennington

Shana, what time will we need to leave Knapp airport? It will be a 49 minute flight, approximately.

Tom Anderson will be his pilot.

Also, need weights and number of passengers.

Thanks

Guy Rouelle
Vermont Aeronautics Administrator
Division of Policy, Planning and Intermodal Development
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001
Off [REDACTED]
Cel [REDACTED]
FAX (802)828-2848

<image001.jpg> <image002.png>

From: Trombley, Shana
Sent: Tuesday, October 23, 2012 4:55 PM
To: Rouelle, Guy
Subject: RE: Thursday - trip to Bennington

Thanks! Just so you know – the Governor has an event at 1:30 in Bennington and another one at 2:30 in Bennington – so it won't be a long day! -S

From: Rouelle, Guy
Sent: Tuesday, October 23, 2012 4:44 PM
To: Trombley, Shana
Subject: RE: Thursday - trip to Bennington

Shana, I will check our scheduler and maintenance log in the morning and get right back with you first thing..

Guy Rouelle
State Aeronautics Administrator
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633

[REDACTED] (office)
[REDACTED] (cell)

From: Trombley, Shana
Sent: Tuesday, October 23, 2012 4:35 PM
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Hi Guy,

Governor Shumlin is going to Bennington for two meetings on Thursday and is wondering if the plane is available. Thanks,

Shana Trombley
Scheduler
Governor's office
802.828.3333 (o)
[REDACTED] (c)
shana.trombley@state.vt.us

Visit Governor Shumlin's Online Resources:
[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)

Trombley, Shana

From: Richards, Alyson
Sent: Wednesday, October 24, 2012 11:27 AM
To: Trombley, Shana
Subject: RE: Thursday - trip to Bennington

I will tell you and only you! (And Guy and Tom, and everyone who asks for this email as a public record...)

[REDACTED] (but muscle weighs more than fat! Hehe)

A

From: Trombley, Shana
Sent: Wednesday, October 24, 2012 11:09 AM
To: Richards, Alyson; [REDACTED]
Subject: FW: Thursday - trip to Bennington

Need your weight...

[REDACTED]

From: Rouelle, Guy
Sent: Wednesday, October 24, 2012 10:57 AM
To: Trombley, Shana
Cc: Anderson, Thomas
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Guy Rouelle
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One National Life Drive
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Off [REDACTED]
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 (office)
(cell)

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802.828.3333 (o)
 (c)
shana.trombley@state.vt.us

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Trombley, Shana

From: [REDACTED]
Sent: Wednesday, October 24, 2012 11:16 AM
To: Trombley, Shana
Subject: Re: Thursday - trip to Bennington

[REDACTED]

Sent from my iPhone

On Oct 24, 2012, at 11:08 AM, "Trombley, Shana" <Shana.Trombley@state.vt.us> wrote:

Need your weight...

[REDACTED]

From: Rouelle, Guy
Sent: Wednesday, October 24, 2012 10:57 AM
To: Trombley, Shana
Cc: Anderson, Thomas
Subject: RE: Thursday - trip to Bennington

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One National Life Drive
Montpelier, VT 05633-5001
Off [REDACTED]
Cell [REDACTED]
FAX (802)828-2848

<image001.jpg> <image002.png>

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Guy Rouelle
State Aeronautics Administrator
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One National Life Drive
Montpelier, Vermont 05633

[REDACTED] (office)
[REDACTED] (cell)

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Scheduler
Governor's office
802.828.3333 (o)
[REDACTED] (c)
shana.trombley@state.vt.us

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Trombley, Shana

From: [REDACTED]
Sent: Wednesday, October 24, 2012 11:14 AM
To: Trombley, Shana
Cc: Richards, Alyson; [REDACTED]
Subject: Re: Thursday - trip to Bennington

[REDACTED]
[REDACTED]
Vermont State Police
Executive Protection Unit
109 State Street
Montpelier, VT 05609
[REDACTED]

Sent from my iPhone

On Oct 24, 2012, at 11:08, "Trombley, Shana" <Shana.Trombley@state.vt.us> wrote:

Need your weight...

[REDACTED]

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Sent: Wednesday, October 24, 2012 10:57 AM
To: Trombley, Shana
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Vermont Aeronautics Administrator
Division of Policy, Planning and Intermodal Development
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001
[REDACTED]

FAX (802)828-2848

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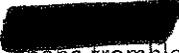
Guy Rouelle
State Aeronautics Administrator
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633

 (office)
(cell)

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Shana Trombley
Scheduler
Governor's office
802.828.3333 (o)
 (c)
shana.trombley@state.vt.us

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Trombley, Shana

From: GPS
Sent: Thursday, October 04, 2012 12:35 PM
To: Trombley, Shana
Cc: Lofy, Bill; [REDACTED]
Subject: Re: Tomorrow morning

Ouch

Sent from my iPhone

On Oct 4, 2012, at 12:32 PM, "Trombley, Shana" <Shana.Trombley@state.vt.us> wrote:

Sent from my iPhone
Shana Trombley
Scheduler
Governor Shumlin

Begin forwarded message:

From: "Rouelle, Guy" <Guy.Rouelle@state.vt.us>
Date: October 4, 2012 12:25:54 PM EDT
To: "Trombley, Shana" <Shana.Trombley@state.vt.us>
Cc: "Cole, Chris" <Chris.Cole@state.vt.us>
Subject: Tomorrow morning

The weather is not going to cooperate tomorrow morning.

The plane will not be able to conduct this mission due to it's limitations.

Guy Rouelle
Aviation Program Administrator
One National Life Dr.
Montpelier, Vermont 05633
[REDACTED] Office
[REDACTED] Cell

Trombley, Shana

From: Cole, Chris
Sent: Thursday, October 04, 2012 12:45 PM
To: Trombley, Shana
Cc: Searles, Brian
Subject: RE: Tomorrow morning

Please advise whether the Governor will be able to attend. Secretary Searles may have to broaden his remarks should the Governor not be able to attend.

Chris

-----Original Message-----

From: Trombley, Shana
Sent: Thursday, October 04, 2012 12:32 PM
To: Rouelle, Guy
Cc: Cole, Chris
Subject: Re: Tomorrow morning

Thx for heads up!

Sent from my iPhone
Shana Trombley
Scheduler
Governor Shumlin

On Oct 4, 2012, at 12:26 PM, "Rouelle, Guy" <Guy.Rouelle@state.vt.us> wrote:

> The weather is not going to cooperate tomorrow morning.
>
> The plane will not be able to conduct this mission due to it's limitations.
>
> Guy Rouelle
> Aviation Program Administrator
> One National Life Dr.
> Montpelier, Vermont 05633
> [REDACTED] Office
> [REDACTED] Cell

Trombley, Shana

From: GPS
Sent: Thursday, October 04, 2012 12:37 PM
To: Lofy, Bill
Cc: Trombley, Shana; [REDACTED]
Subject: Re: Tomorrow morning

Can't fly in fog.

Sent from my iPhone

On Oct 4, 2012, at 12:36 PM, "Lofy, Bill" <Bill.Lofy@state.vt.us> wrote:

What does "due to its limitations" mean?

On Oct 4, 2012, at 12:32 PM, "Trombley, Shana" <Shana.Trombley@state.vt.us> wrote:

Sent from my iPhone
Shana Trombley
Scheduler
Governor Shumlin

Begin forwarded message:

From: "Rouelle, Guy" <Guy.Rouelle@state.vt.us>
Date: October 4, 2012 12:25:54 PM EDT
To: "Trombley, Shana" <Shana.Trombley@state.vt.us>
Cc: "Cole, Chris" <Chris.Cole@state.vt.us>
Subject: **Tomorrow morning**

The weather is not going to cooperate tomorrow morning.

The plane will not be able to conduct this mission due to it's limitations.

Guy Rouelle
Aviation Program Administrator
One National Life Dr.
Montpelier, Vermont 05633
[REDACTED] Office
[REDACTED] Cell

Trombley, Shana

From: Rouelle, Guy
Sent: Friday, October 05, 2012 6:10 AM
To: Trombley, Shana
Subject: RE: Friday itinerary

Importance: High

Shana, looks as though the forecasts held in that the weather is bad this morning (so he'll drive to Brattleboro). Good call.

I will be in Springfield at 11:00 for the Governor to get him and passengers to Burlington on time.

Please confirm this plan will work?

Guy Rouelle
State Aeronautics Administrator
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633

[REDACTED] (office)

[REDACTED] (cell)

From: Trombley, Shana
Sent: Tuesday, October 02, 2012 9:41 PM
To: Rouelle, Guy
Subject: RE: Friday itinerary

Friday... (with Sen. Sanders)

7:50 - 8:30am	Depart for Hartness, Springfield
8:45 - 9:15am	Drive to Brattleboro
9:15 - 11:00am	Brattleboro events
11:00 - 11:45am	Depart for Hartness (extra time - in case we are running late)
11:45 - 12:45pm	Fly to Heritage

-----Original Message-----

From: Rouelle, Guy
Sent: Tuesday, October 02, 2012 2:04 PM
To: Trombley, Shana
Subject: Friday itinerary

Shana, could you please send me the itinerary for Friday.

Might be good weather after all. I'll let you know no later than 0800 on Thursday.

Guy Rouelle
Aviation Program Administrator
One National Life Dr.
Montpelier, Vermont 05633

[REDACTED] Office

[REDACTED] Cell

Trombley, Shana

From: Rouelle, Guy
Sent: Wednesday, October 03, 2012 5:34 AM
To: Trombley, Shana
Subject: RE: Friday itinerary

Perfect. Just a couple clarifying questions.

0750 departure from Knapp (Berlin)??

Once I drop them at Heritage is the airplane done or does he need a return flight to Berlin after UVM??

Still watching the weather and will brief you on Thursday regarding a go/no go.

Guy Rouelle
State Aeronautics Administrator
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633

 (office)
(cell)

From: Trombley, Shana
Sent: Tuesday, October 02, 2012 9:41 PM
To: Rouelle, Guy
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-----Original Message-----

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To: Trombley, Shana
Subject: Friday itinerary

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Might be good weather after all. I'll let you know no later than 0800 on Thursday.

Guy Rouelle
Aviation Program Administrator
One National Life Dr.
Montpelier, Vermont 05633

 Office
Cell

Trombley, Shana

From: Trombley, Shana
Sent: Friday, October 05, 2012 3:14 PM
To: Rouelle, Guy
Subject: RE: Friday itinerary

I'm sure he did! What a beautiful time of year to fly! Thanks, Guy!

-----Original Message-----

From: Rouelle, Guy
Sent: Friday, October 05, 2012 3:05 PM
To: 'Shea, Paddy (Sanders)'; Trombley, Shana
Cc: Lofy, Bill; [REDACTED]
Subject: RE: Friday itinerary

It was my pleasure. He seemed to enjoy the flight.

Guy Rouelle
Vermont Aeronautics Administrator
Division of Policy, Planning and Intermodal Development Vermont Agency of Transportation One
National Life Drive Montpelier, VT 05633-5001 Off [REDACTED] Cell [REDACTED] FAX
(802)828-2848

-----Original Message-----

From: Shea, Paddy (Sanders) [mailto:Paddy_Shea@sanders.senate.gov]
Sent: Friday, October 05, 2012 10:04 AM
To: Trombley, Shana; Rouelle, Guy
Cc: Lofy, Bill; [REDACTED]
Subject: RE: Friday Itinerary

Thanks, Shana and Guy! Senator Sanders appreciates the lift.

~Paddy

-----Original Message-----

From: Trombley, Shana [<mailto:Shana.Trombley@state.vt.us>]
Sent: Friday, October 05, 2012 7:31 AM
To: Rouelle, Guy
Cc: Lofy, Bill; [REDACTED], Shea, Paddy (Sanders)
Subject: Re: Friday Itinerary

That will be amazing. Thx

Sent from my iPhone
Shana Trombley
Scheduler
Governor Shumlin

On Oct 5, 2012, at 6:12 AM, "Rouelle, Guy" <Guy.Rouelle@state.vt.us> wrote:

> Shana, looks as though the forecasts held in that the weather is bad this morning (so he'll drive to Brattleboro). Good call.

>

> I will be in Springfield at 11:00 for the Governor to get him and passengers to Burlington on time.

>

> Please confirm this plan will work?

>

> Guy Rouelle

> State Aeronautics Administrator

> Vermont Agency of Transportation

> One National Life Drive

> Montpelier, Vermont 05633

>

> [REDACTED] (office)

> [REDACTED] (cell)

>

> From: Trombley, Shana

> Sent: Tuesday, October 02, 2012 9:41 PM

> To: Rouelle, Guy

> Subject: RE: Friday itinerary

>

> Friday... (with Sen. Sanders)

>

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> To: Trombley, Shana

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>

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>

> Guy Rouelle

> Aviation Program Administrator

> One National Life Dr.

> Montpelier, Vermont 05633

> [REDACTED] Office

> [REDACTED] Cell

Trombley, Shana

From: Cole, Chris
Sent: Friday, September 21, 2012 4:21 PM
To: Rouelle, Guy; Trombley, Shana
Subject: RE: Sept. 27th

Thanks Guy....

From: Rouelle, Guy
Sent: Friday, September 21, 2012 4:20 PM
To: Cole, Chris; Trombley, Shana
Subject: RE: Sept. 27th

Chris, I'll contact Bill Stenger and share any information that I get with both you and Shana.

Guy Rouelle
State Aeronautics Administrator
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633

 (office)
(cell)

From: Cole, Chris
Sent: Friday, September 21, 2012 2:08 PM
To: Rouelle, Guy; Trombley, Shana
Subject: RE: Sept. 27th

I think the event is scheduled but I don't have that information. I believe Bill Stenger is the point person for the festivities and as I understand it from Brian they will be traveling to several locations in and around Newport including the airport. Shana, is this information that you have? I probably won't be attending this event as I have an event in Montreal to attend.

Chris

From: Rouelle, Guy
Sent: Friday, September 21, 2012 1:48 PM
To: Trombley, Shana; Cole, Chris
Subject: RE: Sept. 27th

Shana, question about the 27th. It was my understanding from Bill Stenger that we would be meeting at Jay Peak in the Ball Room at 10:00am? Has this been changed??

Chris, do you have the event schedule yet? If we're supposed to be at Jay Peak at 10:00, he'll need to be at Knapp by 0845. Flight to Newport is 25 minutes. Drive to Jay Peak is 35 minutes.

As for October 5th. We would depart at 0750. We would need to have his ground transportation meet us at the Hartness (Springfield) State Airport and then drive him to Brattleboro. It is about a 45 minute drive to Brattleboro from Springfield. The other airport is not suitable.

The airplane is a 4 place airplane. One of which is taken by the pilot. We can take the Gov, Senator Sanders and one other in this plane.

Guy Rouelle
State Aeronautics Administrator
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633

[REDACTED] (office)
[REDACTED] (cell)

From: Trombley, Shana
Sent: Friday, September 21, 2012 11:28 AM
To: Rouelle, Guy; Cole, Chris
Subject: RE: Sept. 27th

Hello Guy,

Governor Shumlin needs to be at the Newport Airport at 10am on the 27th. If he arrives at Berlin Airport at 9:15am will this provide enough 'getting ready time' and flight time? He will depart Newport at 2:30ish. I will get the weights of staff and security ASAP.

On October 5th the Governor needs to be on-site at 9:45am — I know you were checking into the suitability of the airport. Are we good to go? If so, Senator Sanders would like to fly with the Gov that day too — as he has same challenge of attending the higher speed rail event then getting to UVM for installation ceremony. The senator weights [REDACTED] Is there room for staff/security?

Thanks for all your help with this! -S

From: Rouelle, Guy
Sent: Wednesday, September 19, 2012 5:04 PM
To: Cole, Chris; Trombley, Shana
Subject: RE: Sept. 27th

Flight time from Montpelier to Newport is 20 minutes.

Drive time from the Newport airport to Jay Peak is 25 minutes.

Total travel time is 45 minutes...

Guy Rouelle
State Aeronautics Administrator
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633

[REDACTED] (office)
[REDACTED] (cell)

From: Cole, Chris
Sent: Wednesday, September 19, 2012 5:00 PM
To: Trombley, Shana
Cc: Rouelle, Guy
Subject: RE: Sept. 27th

Guy will have to answer but I think as general rule the flight time is around 35 to 45 minutes from Montpelier to any corner of the state.

From: Trombley, Shana
Sent: Wednesday, September 19, 2012 2:54 PM
To: Cole, Chris
Cc: Rouelle, Guy
Subject: FW: Sept. 27th

Sorry to keep bugging you about this. Can you tell me the flight time (total travel time) for Montpelier to Newport? Thx

From: Trombley, Shana
Sent: Monday, September 17, 2012 2:38 PM
To: Cole, Chris
Subject: Sept. 27th

Hi Chris,

Can you let me know how long it will take to fly to Newport on the 27th? We are looking at an arrival time of 10am and the event will end at 1pm – possibly 2pm. Since Newport is just an hour and a half away from Montpelier does it make sense to fly? Thanks,

Shana Trombley
Scheduler
Governor's office
802.828.3333 (o)
[REDACTED] (c)
shana.trombley@state.vt.us

Visit Governor Shumlin's Online Resources:
[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)

Trombley, Shana

From: Trombley, Shana
Sent: Monday, September 24, 2012 12:23 PM
To: Rouelle, Guy
Cc: [REDACTED] Lofy, Bill
Subject: Logistics for Thursday, Sept. 27th

Hi Guy,

Sorry to further complicate matters but we're adding to the day on the 27th.

Here's what it is looking like. Please let me know your thoughts regarding flight times where appropriate.

8:15am Fly from Knapp to Newport
9am Arrive at Newport Airport
9:45am Arrive at Jay Peak
10-11am Jay
11- 11:30ish Drive to Newport
11:30 – 12:30ppm Event at The Gateway Center
1pm Newport Airport event
2pm Fly from Newport to Caledonia Airport & Drive to Burke Mnt (15 minute drive from airport to Burke Mnt)
3pm Burke Mnt. Event
3:45 – 4:pm Drive to Caledonia Airport
4pm Fly to Middlebury (Time?)

He will drive from Middlebury back to Montpelier later that evening.

Shana Trombley
Scheduler
Governor's office
802.828.3333 (o)
[REDACTED] (c)
shana.trombley@state.vt.us

Visit Governor Shumlin's Online Resources:
[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)

Trombley, Shana

From: Cole, Chris
Sent: Thursday, September 13, 2012 6:31 PM
To: Trombley, Shana
Subject: Fwd: New England Central High Speed Rail Dedication on October 5, 2012

FYI. They are checking on the suitability of the airport.

Sent from my iPad

Begin forwarded message:

From: "Rouelle, Guy" <Guy.Rouelle@state.vt.us>
Date: September 13, 2012 4:10:59 PM MDT
To: "Cole, Chris" <Chris.Cole@state.vt.us>
Subject: RE: New England Central High Speed Rail Dedication on October 5, 2012

Chris, the no wind time enroute is 45 minutes from Mount Snow to Burlington.

That would place the Governor at Heritage Flight at 12:15 providing plenty of time to get to UVM.

Tom and I will be checking out Mount Snow tomorrow and confirm it is okay to use.

Guy Rouelle
State Aeronautics Administrator
Vermont Agency of Transportation
One National Life Drive
Montpelier, Vermont 05633

 (office)
(cell)

From: Cole, Chris
Sent: Thursday, September 13, 2012 5:01 PM
To: Trombley, Shana
Cc: Rouelle, Guy
Subject: Fwd: New England Central High Speed Rail Dedication on October 5, 2012

Here is the schedule. While the train arrives in Brattleboro at 9:45, the speechifying doesn't start till 10. I asked Guy if he was in the air at 11:30 would he be able to get the Governor to UVM by 1:00. I'm waiting for his answer on whether this is possible and what time he needs to be in the air to get GPS there on time.

The other thing that's important to understand that if the weather is unsuitable for flying they won't fly and that call can only be made within 24 hours.

Sent from my iPad

Begin forwarded message:

From: "Hunter, Charles (NECR)" <charles.hunter@railamerica.com>
Date: September 10, 2012 8:31:43 AM MDT
To: "Searles, Brian" <Brian.Searles@state.vt.us>
Cc: "Cole, Chris" <Chris.Cole@state.vt.us>
Subject: RE: New England Central High Speed Rail Dedication on October 5, 2012

Lv. WRJ at 8:30AM, into Bratt at 9:45AM Speeches until 11AM Lv. Bratt at 11:30, back into WRJ by 13:30. Lunch onboard going north. CDH

From: Searles, Brian [<mailto:Brian.Searles@state.vt.us>]
Sent: Friday, September 07, 2012 3:25 PM
To: Hunter, Charles (NECR)
Cc: Cole, Chris
Subject: Re: New England Central High Speed Rail Dedication on October 5, 2012

Charles: working on getting Governor. What is schedule in Bratt? Could get him there 2:00 or later I think.

Brian

Sent from my iPhone

On Sep 7, 2012, at 1:52 PM, "Hunter, Charles (NECR)" <charles.hunter@railamerica.com> wrote:

All: We now have USDOT Sec LaHood & FRA Administrator Szabo confirmed for our October 5th event! I will need to work out the details to answer their questions below. Erik: Can you give me a call on Monday to go over some of these, please? CDH

From: rachell.macklin@dot.gov [<mailto:rachell.macklin@dot.gov>]
Sent: Friday, September 07, 2012 1:09 PM
To: Lundberg, Paul (GPRK)
Cc: Hunter, Charles (NECR); georgette.brammer@dot.gov; Amani.Kancey@dot.gov; ryan.lynch@dot.gov
Subject: RE: New England Central High Speed Rail Dedication on October 5, 2012
Importance: High

Hello Paul and Charles,

This email serves as "Acceptance" of your request for the Secretary of Transportation, Ray LaHood to speak at the **New England Central High Speed Rail Dedication on October 5, 2012**. Federal Railroad Administrator Joseph C. Szabo will also be accompanying the Secretary during this trip. Please provide the information requested below and return back to my attention via e-mail by **Tuesday, September 11, 2012**.

1. Do you need a bio or introduction brief bio and picture?

2. Who will be the onsite POC of the event and what is their cell phone number?
3. What is the expected arrival time and departure time for the Secretary and Administrator?
4. Will there be a podium, table, or chair with a microphone, lavalier, or wireless microphone?
5. Will there be a holding room/refresh area designated before and after the event?
6. Please forward final and/or working or draft agenda.
7. Do you have a recommended hotel for overnight accommodations? If so, please advise.
8. Do you have any other relevant background?
9. Please provide your communications/PR representatives contact information?
10. Please advise the exact address for the Amtrak Station in Brattleboro.
11. Weekly, may you forward a list of "accepted" attendees with titles and organizations?

Your point of contact for Secretary LaHood will be Ms. Georgette Brammer. Her contact information is below:

Office Phone: [REDACTED]
Email: Georgette.Brammer@dot.gov

Please ensure when you send e-mails to Ms. Brammer, to copy Amani.Kancey@dot.gov, Ryan.Lynch@dot.gov and myself.

Thank you very much,
Rachell

Rachell Macklin

Executive Assistant to the Administrator and Deputy
Administrator
Federal Railroad Administration
U.S. Department of Transportation
1200 New Jersey Avenue, S.E. - W30-311
Washington, D.C. 20590
Direct Line: [REDACTED]
rachell.macklin@dot.gov

Trombley, Shana

From: Cole, Chris
Sent: Tuesday, August 28, 2012 2:59 PM
To: Trombley, Shana
Subject: RE: State plane

Guy Rouelle, Aviation Program Manager will be your contact for the flight. He's our top flight instructor too. His cell number is [REDACTED]. He will have the plane at the terminal building at 10:30.

-----Original Message-----

From: Trombley, Shana
Sent: Tuesday, August 28, 2012 2:55 PM
To: Cole, Chris
Subject: RE: State plane

Thanks Chris. Who is our contact for the flight? And if it is you, can I get your cell number? Thx

-----Original Message-----

From: Cole, Chris
Sent: Tuesday, August 28, 2012 2:51 PM
To: Trombley, Shana
Subject: RE: State plane

Yes, we will make that happen. Whenever the Gov needs to be up in the air we will make it so.

-----Original Message-----

From: Trombley, Shana
Sent: Tuesday, August 28, 2012 2:50 PM
To: Cole, Chris
Subject: RE: State plane

Ok - so we are safe to say 1pm take off. Thanks

-----Original Message-----

From: Cole, Chris
Sent: Tuesday, August 28, 2012 2:49 PM
To: Trombley, Shana
Subject: RE: State plane

15 minutes or less depending on traffic...

-----Original Message-----

From: Trombley, Shana
Sent: Tuesday, August 28, 2012 2:47 PM
To: Cole, Chris
Subject: RE: State plane

The event should wrap up by 12:30pm. Do you know how far the airport is from the Bypass of VT 279?

-----Original Message-----

From: Cole, Chris

Sent: Tuesday, August 28, 2012 1:55 PM
To: Trombley, Shana
Subject: Re: State plane

When does the flight need to depart from Bennington? We can leave at any time.

Chris

On Aug 28, 2012, at 10:24 AM, "Trombley, Shana" <Shana.Trombley@state.vt.us> wrote:

> Also, what time do you estimate that the flight will depart from Bennington? Thank you. -
> Shana
>
>
>
> -----Original Message-----
> From: Cole, Chris
> Sent: Monday, August 27, 2012 11:24 AM
> To: Trombley, Shana
> Cc: [REDACTED]
> Subject: RE: State plane
>
> The plane is a four seater, so the Governor could bring along with him two other
> individuals. The flight takes about 35 to 45 minutes air time but they should depart from
> Knapp Airport in Berlin at about 10:30. If the Governor could meet the plane at the terminal
> building that would be best.
>
> Does the Governor have ground transportation arranged from the Bennington Airport to the
> event site? Is he returning from the event on the airplane?
>
> We need the weight of the three individuals, the Governor and his two passengers.
>
> Thx.
>
> Chris
>
> -----Original Message-----
> From: Trombley, Shana
> Sent: Monday, August 27, 2012 10:57 AM
> To: Cole, Chris
> Cc: [REDACTED]
> Subject: State plane
>
> Hi Chris,
> Gov Shumlin needs to be at the ribbon cutting at noon. Not sure how long the flt from
> Montpelier to Bennington is and how far is airport from our destination? Can u help answer
> these questions. Also, what is capacity? He needs security with him and if possible, staff.
>
> Thx, Shana
>
> Sent from my iPhone
> Shana Trombley
> Scheduler
> Governor Shumlin
>

London, Sarah

From: London, Sarah
Sent: Thursday, February 14, 2013 3:20 PM
To: Allen, Susan
Subject: Re: Here's what I plan on sending Heinz. Let me know if you have concerns or suggestions::

Thanks!

Sent from my iPad

On Feb 14, 2013, at 3:03 PM, "Allen, Susan" <Susan.Allen@state.vt.us> wrote:

Paul's request is below.

Paul, per your request. FYI, like all agencies that use the plane, we reimburse AOT for our trips:

1. Aug. 30, 2012 to Bennington for the opening of Route 9 (\$394.80)
2. Sept. 1, 2012 to Rutland for the State Fair (\$253.80)
3. Sept. 27, 2012 to Newport for a press event at Jay Peak resort; Caledonia Airport for a press event at Burke Mountain. (\$332.76)
4. Oct. 5, 2012 to Brattleboro for a meeting and public event with U.S. Transportation Sec. LaHood (\$344.04)
5. Oct. 25, 2012 to Bennington for tour of the Green Mountain Express, Bennington Housing Project, Global Z business (\$345.92)

On Feb 13, 2013, at 9:59 AM, "Paul Heintz" <paul@sevendaysvt.com> wrote:

Hey Sue — You mentioned in our conversation the other day that there's a list of when Gov. Shumlin has used the state airplane. Do you mind providing that to me? I'm curious where he went, why and how much it cost. Any other details would be appreciate too.

Thanks,
Paul

London, Sarah

From: London, Sarah
Sent: Tuesday, November 27, 2012 8:30 AM
To: Lofy, Bill; Miller, Elizabeth
Subject: RE: State Airplane #'s

Confirmed that is amount we owe. Formal invoice to come.

From: London, Sarah
Sent: Monday, November 26, 2012 4:56 PM
To: Lofy, Bill; Miller, Elizabeth
Subject: FW: State Airplane #'s

I believe the figure below is what we owe for use of the plane at this point but am confirming. We will then receive a formal invoice. You will see that Chris Cole does a cost/benefit analysis to confirm the Governor's use of the plane is a reasonable business expense for the state for each trip. Liz, Bill has the most up-to-date info on this based on my conversations with Chris from today. One of us can update you at any point.

From: Cole, Chris
Sent: Monday, November 26, 2012 3:21 PM
To: London, Sarah
Subject: State Airplane #'s

As requested. To calculate the cost benefit, we used GPS salary, plus mpg of vehicle, plus driving time to determine benefit to state. In most instances over a certain distance, it is better for the state for him to fly for a variety of reasons, notwithstanding the single engine issue I referred to previously. As you can see on all dates there were multiple VT stops as dictated by his schedule.

Chris Cole
Director of Policy, Planning and Intermodal Development
Vermont Agency of Transportation
1 National Life Drive
Montpelier, VT 05633
P [REDACTED]
C [REDACTED]
F (802) 828-3983



From: Anderson, Thomas
Sent: Monday, November 26, 2012 3:09 PM
To: Cole, Chris
Subject: GPS

GPS Travel State Aircraft N3171Y

Date	Route of flight	Hours	Cost
8/30/2012	MPV DDH VSF MPV	2.1	394.8

9/1/2012	MPV RUT MPV	1.35	253.8
9/27/2012	MPV EFK CDA 6B0	1.77	332.76
10/5/2012	MPV VSF BTV MPV	1.83	344.04
10/25/2012	MPV DDH MPV	1.84	345.92
			1671.32

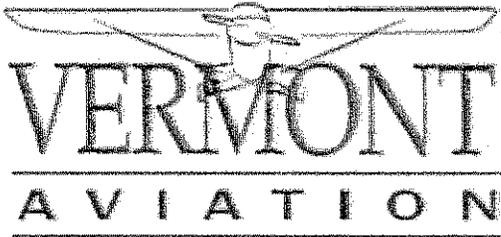
Cost per hour
\$176.00

MPV= Knapp State, Montpelier
 DDH= William H. Morse, Bennington
 VSF= Hartness State, Springfield
 RUT= RSVR, Rutland
 EFK= Newport State
 CDA= Caledonia
 6B0= Middlebury
 BTV= Burlington

Tom Anderson
 State Airport Operations Specialist/Pilot
 Aviation Program, Policy, Planning and Intermodal Development Division

 (c) - primary contact number
 (w)

thomas.anderson@state.vt.us
www.aviation.vermont.gov



London, Sarah

From: Miller, Elizabeth
Sent: Monday, November 26, 2012 7:11 PM
To: London, Sarah
Cc: Lofy, Bill
Subject: Re: State Airplane #'s

This is great; thanks and will catch up with you tomorrow

Elizabeth H. Miller
Commissioner, VT Public Service Dept.

On Nov 26, 2012, at 4:55 PM, "London, Sarah" <Sarah.London@state.vt.us> wrote:

I believe the figure below is what we owe for use of the plane at this point but am confirming. We will then receive a formal invoice. You will see that Chris Cole does a cost/benefit analysis to confirm the Governor's use of the plane is a reasonable business expense for the state for each trip. Liz, Bill has the most up-to-date info on this based on my conversations with Chris from today. One of us can update you at any point.

From: Cole, Chris
Sent: Monday, November 26, 2012 3:21 PM
To: London, Sarah
Subject: State Airplane #'s

As requested. To calculate the cost benefit, we used GPS salary, plus mpg of vehicle, plus driving time to determine benefit to state. In most instances over a certain distance, it is better for the state for him to fly for a variety of reasons, notwithstanding the single engine issue I referred to previously. As you can see on all dates there were multiple VT stops as dictated by his schedule.

Chris Cole
Director of Policy, Planning and Intermodal Development
Vermont Agency of Transportation
1 National Life Drive
Montpelier, VT 05633
P [REDACTED]
C [REDACTED]
F (802) 828-3983
<image002.jpg>

From: Anderson, Thomas
Sent: Monday, November 26, 2012 3:09 PM
To: Cole, Chris
Subject: GPS

GPS Travel State Aircraft N3171Y

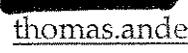
Date	Route of flight	Hours	Cost
------	-----------------	-------	------

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BTV= Burlington

Tom Anderson
State Airport Operations Specialist/Pilot
Aviation Program, Policy, Planning and Intermodal Development Division

 (c) - primary contact number
 (w)

thomas.anderson@state.vt.us

www.aviation.vermont.gov

<image001.png>

London, Sarah

From: London, Sarah
Sent: Monday, November 26, 2012 4:56 PM
To: Lofy, Bill; Miller, Elizabeth
Subject: FW: State Airplane #'s

I believe the figure below is what we owe for use of the plane at this point but am confirming. We will then receive a formal invoice. You will see that Chris Cole does a cost/benefit analysis to confirm the Governor's use of the plane is a reasonable business expense for the state for each trip. Liz, Bill has the most up-to-date info on this based on my conversations with Chris from today. One of us can update you at any point.

From: Cole, Chris
Sent: Monday, November 26, 2012 3:21 PM
To: London, Sarah
Subject: State Airplane #'s

As requested. To calculate the cost benefit, we used GPS salary, plus mpg of vehicle, plus driving time to determine benefit to state. In most instances over a certain distance, it is better for the state for him to fly for a variety of reasons, notwithstanding the single engine issue I referred to previously. As you can see on all dates there were multiple VT stops as dictated by his schedule.

Chris Cole
Director of Policy, Planning and Intermodal Development
Vermont Agency of Transportation
1 National Life Drive
Montpelier, VT 05633
P [REDACTED]
C [REDACTED]
F (802) 828-3983



From: Anderson, Thomas
Sent: Monday, November 26, 2012 3:09 PM
To: Cole, Chris
Subject: GPS

GPS Travel State Aircraft N3171Y

Date	Route of flight	Hours	Cost ,
8/30/2012	MPV DDH VSF MPV	2.1	394.8
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Cost per hour

\$176.00

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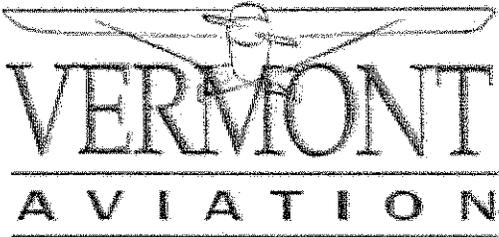
Tom Anderson
State Airport Operations Specialist/Pilot
Aviation Program, Policy, Planning and Intermodal Development Division

(c) - primary contact number

(w)

thomas.anderson@state.vt.us

www.aviation.vermont.gov



London, Sarah

From: Miller, Elizabeth
Sent: Wednesday, November 21, 2012 8:49 PM
To: Lofy, Bill
Subject: Fwd: State Plane
Attachments: Picture (Device Independent Bitmap) 1.jpg; ATT00001.htm; ATS Procedure_JAN12 (2).docx; ATT00002.htm

This is very helpful because it actually sets forth the rules, priority (gov first, but minimum Aviation purpose per year required) and billing. Read through briefly - documented info given to AOT re passengers etc.; costs billed to agency/dept that takes trip (and fee schedule isn't here - need to find out whether you've done any billing); approval for trip rests with AOT etc. Use when cost effective/appropriate for state business fine, as one would expect. Liz

Elizabeth H. Miller
Commissioner, VT Public Service Dept.

Begin forwarded message:

From: "London, Sarah" <Sarah.London@state.vt.us>
Date: November 20, 2012, 11:09:37 PM EST
To: "Miller, Elizabeth" <Elizabeth.Miller@state.vt.us>
Subject: Fwd: State Plane

This took a while. But helpful. If you can't read attachment let me know.

Sent from my iPad

Begin forwarded message:

From: "Cole, Chris" <Chris.Cole@state.vt.us>
Date: November 20, 2012, 2:45:45 PM EST
To: "London, Sarah" <Sarah.London@state.vt.us>
Subject: FW: State Plane

Hi Sarah,

I left you a voicemail on this subject. Our procedures are outlined in the attached document. Please give me a call if you would like to discuss further.

Chris Cole
Director of Policy, Planning and Intermodal Development
Vermont Agency of Transportation
1 National Life Drive
Montpelier, VT 05633
P [REDACTED]
C [REDACTED]
F (802) 828-3983

**Vermont Agency of Transportation
Aviation Program
Air Transportation Service
Aircraft Scheduling and Billing Procedure**

Purpose

This procedure establishes the process for using aircraft operated by the Air Transportation Service (ATS) of State of Vermont Agency of Transportation, Aviation Program.

This procedure is intended to ensure:

1. Air travel safety during State business.
2. The use of State owned aircraft in support of various missions by numerous Departments and Agencies when available, appropriate and cost effective.
3. All State travel needs are accomplished in as safe, orderly and timely manner.
4. Conformance to all applicable Federal Aviation Regulations and ATS Standard Operating Procedures (SOP).
5. State aircraft are operated no less than 250 hours per year in support of airborne missions, state airport oversight and inspection program, and pilot proficiency.

Plan

State owned aircraft will be utilized for Official State travel when it is deemed the aircraft are available, the flight is appropriate, and cost effective. The ATS department has several tools available to efficiently plan any air travel needs. The use of State owned aircraft greatly reduces the necessity to outsource various airborne missions.

Policies and Procedures

I. Rates for Use

Air travel fees are calculated using an hourly rate times the number of flight hours (from the time of engine start to the time of engine shut down). Traffic delays, routing changes due to weather, and diversions may increase the travel time and associated costs above the initial estimates. Other fees may apply and are described further in Paragraph II.

The responsibility for verifying that a non-overnight flight has been scheduled for the purpose of conducting official State business and approving the flight shall rest with the Aeronautics Administrator. The responsibility for verifying that an overnight flight has been scheduled for the purpose of conducting official State business and approving the

flight will be the responsibility of the Division Director. ATS will be reimbursed for providing transportation utilizing the following procedure:

- ATS requires requesting agency's Business Manager contact information
- ATS contacts requesting agency's Business Manager to discuss billing / Inter Agency Transfer:
 - Agency name
 - Vision information
- Completion of Flight:
 - Aircraft flight log completed
 - # Flight hours
 - Hourly rate
 - Additional Fees
 - Inter Agency Invoice generated
 - Flight Log and Inter Agency Invoice provided to ATS Business Manager for processing.

II. Additional Fees

If ground wait time at destination is in excess of eight (8) hours, hotel room(s) could be charged to the customer to ensure that the crew is adequately rested for the return trip. See also subsection IV, "Longer Duration Trips," below.

On an overnight stay, the customer will be charged for hotel rooms, meals, and ground transportation for the crew at State reimbursable rates.

The customer will be charged for **all** destination airport and fixed base operator ("FBO") fees. These fees may include landing, ramp, hanger, and servicing. Several of these fees can be avoided or reduced by flying to smaller airports. ATS staff can help to determine which airport best fits your needs.

III. Schedule and Reservations

In order to learn whether aircraft and crews are available for planned trips, and, if they are, to make a reservation:

1. Call ATS at 802-828-2833
2. State the purpose of the flight and give the required itinerary.
3. Give the names of the passengers who will be making the flight.
4. Provide ATS with Business Manager contact information so as to allow the Aviation Program the ability to set up an Inter-Agency transfer to fund the flight. Expenses may be shared by multiple Agencies and Departments and should be discussed during initial call.

5. ATS has several resources to help accommodate ground transportation, catering, meeting rooms, and hotels at your destination. A physical address of the meeting location will also help us to recommend the most economical and accessible airport for landing.
6. ATS will discuss the Go/No Go decision making process. Briefly stated, the assigned Pilot in Command (PIC) will have the authority to make this decision and is based on a number of variables associated with risk and safety. The PIC's decision is final.

IV. Longer Duration Trips

Trips that require over a 14 hour duty day for the pilots will require at least one of the following for safety:

1. Eight hour rest time and possible hotel charge
2. Overnight stay
3. State Aeronautics Administrator or Chief Pilot approval

Decisions regarding crew duty times will be in accordance with the ATS operating manual and FAA regulations.

ATS staff will estimate the total cost and flight time required and will confirm the flight if an aircraft is available. An e-mail reminder will be sent to the person reserving the aircraft on the day before the trip occurs.

ATS has several resources to help accommodate ground transportation, catering, meeting rooms, and hotels at your destination. A physical address of the meeting location will also help us to recommend the most economical and accessible airport for landing.

V. Priority Rights

Aircraft are scheduled on a first-come, first-served basis, except that the Governor has priority rights. The Governor may grant priority rights categorically to other departments, or may approve priority rights on a case-by-case basis. A trip with priority rights status will take precedence over a previously scheduled trip.

In cases where priority rights have been exercised, ATS will consider several options to fulfill its obligation to the original customer. This could include repositioning the aircraft, exploring alternate departure times, or utilizing the services of an outside charter company or assets available to ATS.

VI. Holds

A customer may place a hold on an aircraft for a specific date and time if a trip is expected, but cannot yet be confirmed. A hold will grant that customer first-right-of-

refusal if another customer or department wishes to reserve the aircraft. In such cases, the department requesting the hold will be given twenty-four (24) hours from the time of notice to either confirm their trip or release the aircraft for another customer's use. The ATS department will attempt to resolve these multiple service requests and can usually find a solution to accommodate both parties wishing to travel by air.

VII. Pertinent Trip Information

Destinations should be selected with airports having adequate approach, fuel, and maintenance facilities, assuring the maximum probability of completing the trip as planned. ATS staff will gladly make recommendations in regard to appropriate facilities.

When unable to land at Knapp State Airport, (KMPV) upon return from a trip, an alternate airport will be selected by the pilot after consultation with the passengers. Usually, the crew will rent a vehicle and bring the passengers to Montpelier if the alternate is nearby, such as Burlington or Lebanon. In those instances where additional ground transportation expenses are incurred due to weather related circumstances or other acts of God beyond the control of the ATS, the passengers or department will be responsible for the additional ground transportation costs.

Chris Cole, Director of Policy Planning and
Intermodal Development

London, Sarah

From: Cole, Chris
Sent: Tuesday, November 20, 2012 2:46 PM
To: London, Sarah
Subject: FW: State Plane

Importance: High



ATS
cedure_JAN12 (2).c

Hi Sarah,

I left you a voicemail on this subject. Our procedures are outlined in the attached document. Please give me a call if you would like to discuss further.

Chris Cole
Director of Policy, Planning and Intermodal Development
Vermont Agency of Transportation
1 National Life Drive
Montpelier, VT 05633
P [REDACTED]
C [REDACTED]
F (802) 828-3983



From: Dunleavy, John
Sent: Tuesday, November 13, 2012 2:36 PM
To: Cole, Chris; Brassard, Trini; Rouelle, Guy
Subject: State Plane
Importance: High

Governor Shumlin's legal counsel, Sarah London (x [REDACTED]) has questions about the State plane – e.g., protocols for getting approval to use the aircraft, procedures for billing back costs to ANR or other “customer” agencies, etc.

Please have some knowledgeable person (your business manager ?) give her a call.

**Vermont Agency of Transportation
Aviation Program
Air Transportation Service
Aircraft Scheduling and Billing Procedure**

Purpose

This procedure establishes the process for using aircraft operated by the Air Transportation Service (ATS) of State of Vermont Agency of Transportation, Aviation Program.

This procedure is intended to ensure:

1. Air travel safety during State business.
2. The use of State owned aircraft in support of various missions by numerous Departments and Agencies when available, appropriate and cost effective.
3. All State travel needs are accomplished in as safe, orderly and timely manner.
4. Conformance to all applicable Federal Aviation Regulations and ATS Standard Operating Procedures (SOP).
5. State aircraft are operated no less than 250 hours per year in support of airborne missions, state airport oversight and inspection program, and pilot proficiency.

Plan

State owned aircraft will be utilized for Official State travel when it is deemed the aircraft are available, the flight is appropriate, and cost effective. The ATS department has several tools available to efficiently plan any air travel needs. The use of State owned aircraft greatly reduces the necessity to outsource various airborne missions.

Policies and Procedures

I. Rates for Use

Air travel fees are calculated using an hourly rate times the number of flight hours (from the time of engine start to the time of engine shut down). Traffic delays, routing changes due to weather, and diversions may increase the travel time and associated costs above the initial estimates. Other fees may apply and are described further in Paragraph II.

The responsibility for verifying that a non-overnight flight has been scheduled for the purpose of conducting official State business and approving the flight shall rest with the Aeronautics Administrator. The responsibility for verifying that an overnight flight has been scheduled for the purpose of conducting official State business and approving the

flight will be the responsibility of the Division Director. ATS will be reimbursed for providing transportation utilizing the following procedure:

- ATS requires requesting agency's Business Manager contact information
- ATS contacts requesting agency's Business Manager to discuss billing / Inter Agency Transfer:
 - Agency name
 - Vision information
- Completion of Flight:
 - Aircraft flight log completed
 - # Flight hours
 - Hourly rate
 - Additional Fees
 - Inter Agency Invoice generated
 - Flight Log and Inter Agency Invoice provided to ATS Business Manager for processing.

II. Additional Fees

If ground wait time at destination is in excess of eight (8) hours, hotel room(s) could be charged to the customer to ensure that the crew is adequately rested for the return trip. See also subsection IV, "Longer Duration Trips," below.

On an overnight stay, the customer will be charged for hotel rooms, meals, and ground transportation for the crew at State reimbursable rates.

The customer will be charged for **all** destination airport and fixed base operator ("FBO") fees. These fees may include landing, ramp, hanger, and servicing. Several of these fees can be avoided or reduced by flying to smaller airports. ATS staff can help to determine which airport best fits your needs.

III. Schedule and Reservations

In order to learn whether aircraft and crews are available for planned trips, and, if they are, to make a reservation:

1. Call ATS at 802-828-2833
2. State the purpose of the flight and give the required itinerary.
3. Give the names of the passengers who will be making the flight.
4. Provide ATS with Business Manager contact information so as to allow the Aviation Program the ability to set up an Inter-Agency transfer to fund the flight. Expenses may be shared by multiple Agencies and Departments and should be discussed during initial call.

5. ATS has several resources to help accommodate ground transportation, catering, meeting rooms, and hotels at your destination. A physical address of the meeting location will also help us to recommend the most economical and accessible airport for landing.
6. ATS will discuss the Go/No Go decision making process. Briefly stated, the assigned Pilot in Command (PIC) will have the authority to make this decision and is based on a number of variables associated with risk and safety. The PIC's decision is final.

IV. Longer Duration Trips

Trips that require over a 14 hour duty day for the pilots will require at least one of the following for safety:

1. Eight hour rest time and possible hotel charge
2. Overnight stay
3. State Aeronautics Administrator or Chief Pilot approval

Decisions regarding crew duty times will be in accordance with the ATS operating manual and FAA regulations.

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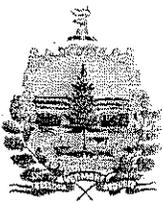
Chris Cole, Director of Policy Planning and
Intermodal Development



Unit: 01200 Ledger Group: ACTUALS Effective Date for Exchange Rate: 1/7/2013
 Journal ID: 0001629666 Source: TSF
 Date: 1/1/2013 Reversal: None Exchange Rate:
 Description: To reimburse AOT for use of State Plane. Reversal Date:

Line	Unit	Account	Description	Amount	Reference	USD
1	01200	10000	Interunit Cash Account	1,671.32	CRRNT	1,671.32
2	01200	518010	Travel-Inst-Other Transp-Emp	1,671.32	CRRNT	1,671.32
JRNL TOTAL DEBITS						1,671.32
JRNL TOTAL CREDITS						1,671.32

BUSINESS UNIT 01200 2



State of Vermont
 Agency of Transportation
 Accounts Receivable Unit
 1 National Life Drive
 Montpelier, Vermont
 05633-5001

VT Trans

Working to Get You There

BILLING INVOICE

Date: November 28, 2012 **Invoice #** Sarah London
Vendor: State of Vermont **Project #** OK's to pay.
Address: Office of the Governor **Notice:** See email attached.

General Description: Invoice for use of State plane

Date	Quantity	Route of Flight	Unit Cost	Total
8/30/12	2.1 hr	MPV DDH VSF MPV	\$188/HR	\$394.80 ✓
9/1/12	1.35hr	MPV RUT MPV	\$188/HR	\$253.80 ✓
9/27/12	1.77hr	MPV EFK CDA 6B0	\$188/HR	\$332.76 ✓
10/5/12	1.83hr	MPV VSF BTV MPV <i>SO BR</i>	\$188/HR	\$344.04 ✓
10/25/12	1.84hr	MPV DDH MPV	\$188/HR	\$345.92 ✓
		MPV=Knapp State, Montpelier EFK=Newport State		
		DDH=William H. Morse, Bennington CDA=Caledonia		
		VSF=Hartness State, Springfield 6B0=Middlebury		
		RUT=RSVR, Rutland BTV=Burlington		
Invoice Total				\$1,671.32 ✓

MAKE CHECK PAYABLE TO VERMONT STATE TREASURER.

**MAIL CHECK AND THIS FORM TO THE ABOVE ADDRESS, ATTENTION FINANCE & ADMINISTRATION – ACCOUNTS RECEIVABLE UNIT.
 802-828-3557**

Accounting Information

EA & Subjob:	Object Detail:	Agency Source:
Activity:	CBI or SPD:	Agreement No:
Payment Type (check #, cash, transfer):	STARS Batch Header ID:	Entered By:

Carrier, Janis

From: London, Sarah
Sent: Friday, December 21, 2012 10:25 AM
To: Carrier, Janis
Subject: RE: journal 0001629666

Looks like that is the corrected hourly rate. Thank you. Ok to pay.

From: Carrier, Janis
Sent: Friday, December 21, 2012 9:41 AM
To: London, Sarah
Subject: FW: journal 0001629666
Importance: High

Sarah, let me know if this meets with your approval and I will process.

Janis Carrier
Office of the Governor
109 State Street
Montpelier, VT 05609-0101
Telephone: (802) 828-3333
Fax: (802) 828-3339

Visit Governor Shumlin's Online Resources:
[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)

From: Briggs, Lori
Sent: Friday, December 21, 2012 9:32 AM
To: Carrier, Janis
Subject: journal 0001629666
Importance: High

Attached is a copy of the invoice that goes with journal 0001629666.
Thank you

From: Cochran, Susan
Sent: Wednesday, November 28, 2012 9:24 AM
To: Cross, Phil; Anderson, Thomas
Cc: Morse, Debbie; Briggs, Lori
Subject: RE: state plane
Importance: High

Good Morning,

Please find attached a copy of the billing that I have prepared for the Governor's office. Please let me know if this looks
~~alright to both of you~~

~~Thank you,~~

Susan Cochran, Financial Administrator II
VAOT-Budget & Financial Operations Accounts Receivable
One National Life Drive

Montpelier, Vermont 05633

 Telephone
(802)-828-2024 Fax

TF 12/20/12
stet



Unit: 08100
Journal ID: 0801629666
Date: 12/20/2012

Ledger Group: ACTUALS
Source: TSF
Reversal: None

Description: AOT receiving payment from Executive Office for Governor's travel in state plane from 8/30/12 through 10/25/12. ROE per 19 VSA 11e, LB

11/20/13

Effective Date for Exchange Rate: 12/20/2012



ACTUALS

1	08100	100105	20105	8100000200	59020	01200	Interunit Cash Account	CRRNT	1,00000000	USD	1,671.32
2	08100	515000	20105	8100000200	59020	01200	Rental - Other	CRRNT	1,00000000	USD	1,671.32

BUSINESS UNIT	JRNL TOTAL DEBITS	JRNL TOTAL CREDITS
08100	1,671.32	1,671.32

Unit	Agency	Journal ID	Date	Source	Year	Period	Amount	Ref No	Lang Descr	User
08100	01200	0001629666	1/1/2013	TSE	2013	7	1671.320	TF 122012	AOI receiving payment from Executive Office for Governor's travel in state plane from 8/30/12 through 10/25/12. ROE per 19 VSA 11e. LB (Copied by Finops-Orig by LBRIGGS 12/20/12)	MWHITE2