



Thursday, January 13, 2021 Commission Meeting Minutes

The regular meeting of the Westfield-Barnes Regional Airport Commission of Thursday, January 13, 2021 was held in the Airport Administration Building Conference Room, Westfield, MA. Chairman Gonet called the meeting to order at 6:00 p.m.

ATTENDANCE:

Commissioner Gonet	Airport Manager- Christopher Willenborg
Commissioner Keefe	Jean Mongillo- HTA
Commissioner Phelon	Ruth Ducharme- ASG
Mitch McKnight- Jim Bob Aviation	Bruce Green- Pilot
Bill Onyski- City Councilor	Kathleen Hillman- Resident
Alex Colby- Exit 3 Aviation	

APPROVE OUTSTANDING MINUTES:

Upon motion made by Chairman Gonet and seconded by Commissioner Phelon, it was voted to approve the November 18, 2021 regular meeting minutes.

Roll Call Vote:

Commissioner Gonet-Yes
Commissioner Keefe-Yes
Commission Phelon-Yes

Motion passed.

PUBLIC PARTICIPATION:

- A. Alex Colby - Exit 3 Aviation Update –The hangar project is moving along well and still on schedule for construction start in February. They received Planning Board approval of the project in December and are currently working on the fire sprinkler system issue with the State Fire Marshall’s office.

SPECIAL AGENDA ITEMS:

- A. **MassDOT ASMP Grant to Purchase Electric Zero Turn Mower** – The Airport Manager informed the Commissioners that BAF has received a FY2022 MassDOT Airport Safety & Maintenance Program (ASMP) grant in the amount of \$41,600.00 for the purchase of an electric Zero Turn mower. The funding is part of MassDOT’s Sustainability grant program and has no local share requirement. Upon motion made Chairman Gonet and seconded by Commissioner Keefe, it was so voted to accept the MassDOT ASMP grant for the Purchase of an Electric Zero Turn Mower.

Roll Call Vote:

Commissioner Gonet – Yes
Commissioner Keefe – Yes
Commissioner Phelon - Yes

Motioned passed

- B. Airport Staffing Update** – The Airport Manager provided an update to the Commissioners about the current staffing levels. Eileen Collins retired on December 31, 2021 after 42 years of dedicated service to the Airport and Amanda Raymakers went out on maternity leave in mid-December returning the end of April 2022. The Airport Manager shared with the Commissioners that they have hired a new Principal Clerk, Tina Kane, and she will be starting on January 31, 2022. Also, one of the Motor Equipment Operator slots has been filled by Greg Browne and he is scheduled to start on January 18, 2022. There is still one open Motor Equipment Operator position and the Airport Manager will continue to work with the City Personnel Department to fill this position.
- C. Mayor Michael McCabe Airport Site Visit** – The Airport Manager informed the Commissioners that newly elected Mayor Michael McCabe will be visiting BAF on Wednesday, January 19, 2022 from 9:00AM-12:00PM. He is scheduled to meet at several airport tenant facilities and will be in the airport terminal conference room from 11:30AM-12:00PM to meet with individual tenants and staff.
- D. FY2023 Airport Department Budget** – The Airport Manager explained to the Commissioners that Mayor Michael McCabe has requested each City Department to prepare a draft FY2023 budget for a February 1, 2022 submittal to his office. The process is starting earlier this year compared to years past. The Airport Manager will keep the Commissioners informed of when Department Head meetings will be scheduled with Mayor Michael McCabe to review the proposed FY2023 Airport Department budget.
- E. Airport Marketing Working Group-** The following was discussed:
- a. Commissioner Phelon provided an update regarding the Tenant Marketing Group meeting that took place in November. It was a productive meeting and the group discussed a path forward for an airport clothing line.
 - b. Commissioner Phelon provided an update on the recent delivery of the sign directory for the terminal building lobby. The Airport Manager has received positive feedback from tenants regarding the new directory sign.
 - c. Commissioner Phelon provided an update on the status of the airport's website. The Airport Manager is working with City Technology Center on this project.
 - d. Commissioner Phelon provided an update on the efforts for next year's 100th Anniversary of Westfield-Barnes Regional Airport. The group will be working on hosting several events throughout 2023 to celebrate this anniversary.
 - e. The Airport Manager will be attending the NBAA Schedulers and Dispatchers Conference which was rescheduled to April 5th-7th in San Diego, CA. BAF will be exhibiting at this conference.
 - f. Commissioner Phelon noted that Kevin Bradley of Ross Aviation should be a guest on Harry Rock's radio show. In addition, Commissioner Phelon shared that she is working with Peter Cowles to establish a quarterly airport radio show.
- F. Target Distribution Center Proposal** - The Airport Manager and the Commissioners reviewed ENF document that Target submitted to MEPA for the proposed Target Distribution Center. This proposed development will be located on abutting property to BAF. The Airport Manager provided a copy of the letter he submitted to MEPA

regarding concerns that would need to be addressed prior to construction of the proposed facility. These concerns included FAA/MassDOT airspace reviews, building/crane/lighting structure heights, storm water detention basin locations, potential solar arrays, and radio frequency interference.

G. Request for Interest for Hangar Development Projects – The Airport Manager informed the Commissioners that they will be proceeding with Request for Interest (RFI) documents for new hangar development over the next 3-6 months. There is interest for larger box hangars and t-hangars. Mitch McKnight of Jim Bob Aviation explained to the Commissioners that his company would like to build a box hangar for their business jet. The Airport Manager will be working with City Purchasing Director on developing the RFI documents for three (3) airport parcels.

H. Airport Snow and Ice Removal Update – The Airport Manager provided an update on recent snow and ice removal operations at BAF. The rental snow melter overall is working well but utilizes large quantities of diesel fuel. During one of the recent storms, Airport #18 developed maintenance issues. The Airport had to rent a loader while Airport #18 is being repaired. The cost of the rental for one month is approximately \$8,000 and the repair to Airport #18 will be \$5,000-6,000 if it is a water pump replacement.

STANDARD AGENDA ITEMS:

A. Engineer Update- Ruth Ducharme, ASG, and the Airport Manager went through each item on the Monthly Status Report (attached). This included a review of the draft design plans for the self-service AVGAS fueling facility.

B. Operational Statistics- Stats, Ops, News, Tenant Items-

- a. Operations- Operations for calendar year 2021 were up 6% compared to 2020.
- b. Fuel Flowage- Avgas flowage is up 28% YTD and Jet-A flowage is up 39% YTD.
- c. Airport Revenues are up 8% YTD.
- d. ANG EIS Update- The ANG will be kicking off the Environmental Impact Statement project for the fighter conversion in late January 2022.
- e. Paraglider Issue – The Airport and ANG met with FAA officials regarding paraglider activity adjacent to Mt. Tom and the ILS approach path to Runway 20.
- f. Taxiway B South – The FAA will be reporting out to BAF, ANG, and ASG on funding breakdowns for the Taxiway B South project.

C. Airport Noise Mitigation Program Update-

- a. Noise Compatibility Program is Study- The Jones Payne Group received FAA air traffic data this month. An advisory committee will be put together for the NCP and a public hearing will be held.

- b. Land Re-Use- There is currently no funding for the Land Re-Use although there is a new funding source from the DOD Grant Program that Jones Payne Group is currently working on.

ADJOURN:

The next Airport Commission Meeting will be on Thursday, February 10th at 6:00.

There being no other agenda items before the Commission, the Chairman made a motion to adjourn the meeting at 7:45 p.m., seconded by Commissioner Keefe, so voted.

Roll Call Vote:

Commissioner Gonet – Yes
Commissioner Keefe – Yes
Commissioner Phelon – Yes

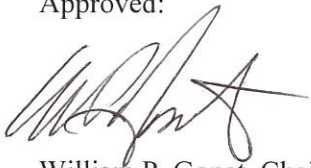
Motioned passed

Respectfully submitted,



Christopher J. Willenborg
Airport Manager

Approved:



William P. Gonet, Chair
Westfield Airport Commission