



**Wednesday, February 9, 2022 Commission Meeting Minutes**

---

The regular meeting of the Westfield-Barnes Regional Airport Commission of Wednesday, February 9, 2022 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  
Commissioner Keefe  
Commissioner Phelon  
Airport Manager - Chris Willenborg  
Bill Onyski - City Councilor  
Craig Schuster – ASG  
Mike Gutowski – Western Mass Wright Flight



**APPROVE OUTSTANDING MINUTES:**

Upon motion made by Chairman Gonet and seconded by Commissioner Phelon, it was voted to approve the January 20, 2022 regular meeting minutes.

**Roll Call Vote:**

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

Motion passed.

**PUBLIC PARTICIPATION:**

- A. Chairman William Gonet – Chairman Gonet thanked Commissioner George Keefe for his dedicated service and guidance while serving on the Westfield Airport Commission. Chairman Gonet also welcomed future Airport Commissioner Michael Gutowski to the meeting as he waits for City Council approval of Mayor McCabe’s appointment. Airport Manager Chris Willenborg also thanked Commissioner Keefe for all his efforts on serving as an Airport Commissioner at BAF.

**SPECIAL AGENDA ITEMS:**

- A. **Airport Staffing Update** – The Airport Manager provided an update to the Commissioners about the current staffing levels. Unfortunately the new Principal Clerk for the Airport Department stepped down after one week. The Airport Manager will work with the Personnel Department to post the position again. There is still one open Motor Equipment Operator position and the Airport Manager will interviewing an internal candidate next week. Eileen Collins is helping two days week as vendor to ensure the essential administrative functions are being completed.

**B. Airport Marketing Working Group-** The following was discussed:

- a. Commissioner Phelon provided an update regarding the opportunity to host a Women in Aviation 99's Poker Run at BAF. We are working with Rika Ballard of FlyLUGU who is a member of 99's Chapter that includes BAF.
- b. Commissioner Phelon provided an update that we are moving forward with an airport TV show. This would occur quarterly and the name of the show will be "*In The Air, On the Air*". The Westfield Tech Academy graphics department is developing a logo for the show.
- c. The Airport Manager highlighted the new marketing display in the conference room that will be used at the NBAA Schedulers and Dispatchers Conference. The conference is scheduled for April 5<sup>th</sup>-7<sup>th</sup> in San Diego, CA. BAF will be exhibiting at this conference.
- d. The Airport Manager played a video that focused on BAF and Tobiko Restaurant as a destination in Western MA. This video was funded by Western Massachusetts Office of Travel and Tourism.

**C. ANG EIS Fighter Conversion** - The Airport Manager provided an update on the efforts of the ANG environmental consultant team for the upcoming aircraft conversion at the 104<sup>th</sup> Fighter Wing. The study will be looking at both the F-35 and F-15EX aircraft. There will be public meetings for this study which will be hosted at Westfield Intermediate School. These public meetings will be scheduled in late 2022/early 2023.

**D. 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 for a site located just south of Taxiway B4 (Ross Aviation MRO). There is interest for larger box hangars and t-hangars. This is being coordinated with Tammy Tefft of the City Purchasing Office.

**E. Airport Snow and Ice Removal Update** – The Airport Manager provided an update on recent snow and ice removal operations at BAF. The airport loader, Airport #18, has returned to service and is working well. One of the airport sweepers, Airport #16, has an issue with the broom engine shutting down on its own. The Airport is working with ATG on the repair for Airport #16.

**F. Airport Manager Chris Willenborg Job Performance Review** – The Airport Manager informed the Commission that his annual job performance review should be completed in March of 2022. Chairman Gonet requested the blank job performance review document to begin the process and will coordinate with the other Commissioners.

**STANDARD AGENDA ITEMS:**

- A. **Engineer Update-** Craig Schuster of ASG went through each item on the Monthly Status Report (attached).
- B. **Operational Statistics- Stats, Ops, News, Tenant Items-** Airport Manager Chris Willenborg
  - a. Fuel Flowage- Avgas flowage is up 23% YTD and Jet-A flowage is up 65% YTD.

- b. Airport Revenues are up 11% YTD.
- c. Aircraft Sport Team Charters -- The airport has processed over 2,800 student athletes utilizing large aircraft charters at BAF since October 2021. BAF is the preferred airport for UMass Athletics travel.
- d. MassDOT Statewide Crack Sealing and Markings -- The Airport will be included in MassDOT's Statewide Crack Sealing Program in April. MassDOT will be conducting crack sealing on Runway 2-20, Taxiway B North, Taxiway F and crack repair on taxilanes around the t-hangars. MassDOT will be covering 100% of the cost. In addition, they will be remarking Taxiway B North.
- e. Joint Committee on Revenue Hearing - The Airport Manager informed the Commissioners that he testified two weeks ago before the State Legislature Joint Committee of Revenue in opposition of a proposed bill to repeal the current aircraft sales tax exemption on sales and aircraft parts.
- f. Exit 3 Aviation Groundbreaking Ceremony -- The Airport Manager is working with Alex Colby on scheduling a groundbreaking ceremony in the next two weeks for the new hangar development project along Airport Road.
- g. MAMA Annual Conference -- The annual MAMA Conference may be held at MGM in Springfield in October 2022. The Airport Manager is on the MAMA Conference Committee and will be assisting in the planning efforts that may include an evening (Sunday night) at the New England Air Museum.

**C. Airport Strategic Agenda Review -- FY2023 Draft Airport Department Budget**

- a. The Airport Manager and Commissioners reviewed the draft FY2023 Airport Department Budget. The Mayor requested all Departments to submit draft budgets by February 1st. The draft FY2023 Airport Department budget is 4% less than last year's budget.

**D. Airport Noise Mitigation Program Update-**

- a. Noise Compatibility Program is Study- The Jones Payne Group provided an updated project schedule for the study update. There will be a project kick-off meeting for the public in March 2022. The Airport Manager will work with the consultant team on informing the community of the meeting through various media.
- 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, March 10th at 6:00.

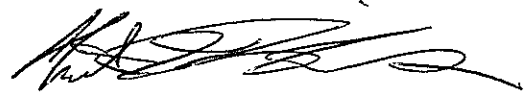
There being no other agenda items before the Commission, the Chairman made a motion to adjourn the meeting at 7:35 p.m., seconded by Commissioner Keefe, so voted.

Roll Call Vote:

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

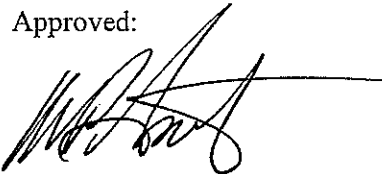
Motioned passed

Respectfully submitted,



Christopher J. Willenborg  
Airport Manager

Approved:



William P. Gonet, Chair  
Westfield Airport Commission