

**Westfield Airport Commission Meeting Minutes  
Thursday, February 11, 2021 Commission Meeting Minutes**

The regular meeting of the Westfield Airport Commission of Thursday, February 11, 2021 was held via zoom. Chairman Gonet called the meeting to order at 6:00 p.m.

**I. The Massachusetts State of Emergency Open Meeting Preamble was read by Chairman Gonet.**

**II. Rollcall of attending Members**

Commissioner Gonet-Yes  
Commissioner Keefe-Yes  
Commissioner Phelon-Yes  
Airport Manager Willenborg-Yes  
ASG Representative Craig Schuster – Yes  
City Council Representative Bill Onyski- Yes  
City Procurement Officer – Tammy Tefft  
Jibber Aviation- Ralph Colby, Alex Colby & Nate Spiller



**III. APPROVE OUTSTANDING MINUTES**

Upon motion made by Chairman Gonet and seconded by Commissioner Phelon, it was voted to approve the January 14, 2021 regular meeting minutes.

Roll Call Vote:

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

**IV. SPECIAL AGENDA ITEMS**

- a. Jibber Aviation Presentation- Potential Vote- Alex Colby introduced himself as well as his father Ralph Colby and business partner Nate Spiller as the Jibber Aviation team. Mr. Alex Colby informed all 3 are pilots and Mr. Ralph Colby has been around Barnes Airport since the 70's and has a great deal of aviation experience. Their intent is to build 3 hangars all in one phase beginning this spring. The first hangar will be for their aircraft that is currently based at Barnes as well as additional aircraft they plan to purchase in the future. The second hangar will be a row of six T-Hangars which will include a heated common area for pilots. The third hangar will be two executive hangars under one roof which will house smaller corporate aircraft. They're also proposing a new gate which will provide access for themselves and tenants. Mr. Alex Colby advised there is a demand for hangar space at the airport and this will be beneficial to the airport in providing more hangar space and creating more air traffic.

Commissioner Gonet motioned to authorize the Airport Manager and Law Department to develop a draft lease for Jibber Aviation to proceed with this process, seconded by Commissioner Keefe, followed by a roll call vote:

Commissioner Gonet-yes  
Commissioner Keefe-yes  
Commissioner Phelon-yes

- b. Commemorative Air Force Fly-In Request- Potential Vote- The Commemorative Air Force would like to hold an event at the Airport June 14<sup>th</sup>– June 21<sup>st</sup>. Flight days and tours will be held on June 16<sup>th</sup>- 20<sup>th</sup>. The City of Westfield has an agreement that must be signed by the Commemorative Air Force agreeing to meet all requirements and insurances for this type of activity. The Commemorative Air Force requested that all landing fees be waived for this event.

Commissioner Gonet motioned for the Airport Manager and Law Department to draft an agreement between the Commemorative Air Force and Westfield-Barnes Regional Airport for a fly-in on June 14<sup>th</sup>- 21<sup>st</sup> and to waive all landing fees associated with this activity, seconded by Commissioner Phelon, followed by a roll call vote:

Commissioner Gonet-yes  
Commissioner Keefe-yes  
Commissioner Phelon-yes

This event will be dependent on Massachusetts COVID-19 Requirements.

- c. Airport Minimum Standards Update- R.A. Wiedemann & Associates will be performing the update to the minimum standards. A purchase order is in place and the project kickoff meeting will be held within the next two to three weeks.
- d. Airport Marketing Working Group Update- The Airport Manager and Commissioner Phelon had their first marketing meeting on February 8<sup>th</sup>. The following was discussed:
  - a. Commissioner Phelon will have involvement with the airports website regarding marketing efforts.
  - b. March 2<sup>nd</sup> there will be a Zoom meeting with aviation business tenants to discuss their marketing strategies, ideas and coordinate on marketing efforts.
  - c. Commissioner Phelon would like a meeting to be held with City Councilors and the Aviation Caucus for the Airport Manager to do a presentation of the airport in late summer/early fall.
  - d. Commissioner Phelon will reach out to MGM to set up a meeting regarding marketing of the airport.

**V. STANDARD AGENDA ITEMS:**

- a. ASG Engineer Update – Craig Schuster, ASG, went through each item on the ASG Monthly Status Report (attached).
- b. Operational Statistics – Stats, Ops News, Tenant Items
  - 1. Aircraft operations are up 9% Y-T-D which can be attributed to Fly LUGU’s flight school training as well as business aircraft activity has increased since COVID.
  - 2. Fuel Flowage- AVGAS is up 18% Y-T-D. Jet fuel is down 19% Y-T-D although the gap is closing since there has been an increase in jet fuel sales.
  - 3. Revenue Y-T-D down 6% due to when payments are received.
  - 4. There have been significant snow removal operations this past month. A few repairs have been made on the sweepers but all snow removal equipment is working as of now. The overtime budget for snow removal operations is now coming out of the City’s snow and ice overtime budget.
  - 5. MassDOT is looking to possibly issue an ASMP Grant which is a split of 80% State funded and 20% City funded of one of the following projects:
    - a. Design only grant for a new taxiway in the southwest quadrant of airport located near Air Methods. This area could then be utilized for business hangar development
    - b. Design only grant for self service avgas fuel facility
    - c. Purchase of UHF frequency radios for airport management to communicate directly with military aircraft on their frequency
    - d. Install two signs on the airfield around Bravo Delta Gulf intersection off of Runway 15-33

If MassDOT chooses to fund one of these projects it will need to be completed by June 30<sup>th</sup> and the airport would need to come up with the local share. There will be more to come at the next meeting.

6. The Mass Development Board voted to approve funding for the Taxiway Sierra Rehabilitation Project which is fully funded by the Mass Military Task Force. Ground breaking ceremony will be held sometime at the end of March or early April.
7. A request to transfer \$10,000.00 from the FT hourly account into purchase of services will be going before the Council.
8. Fly LUGU was interviewed today by Western Mass News regarding flight training and the impacts of COVID. Fly LUGU also took the reporter flying.

c. Airport Noise Program-

- a. Land Reuse Plan- The scope of work and fee has been completed and sent to FAA. The project kickoff meeting is anticipated for March.
  - b. Update to Noise Compatibility Program – A scoping meeting will be held at the end of the month with FAA. Once approved the airport will submit an FAA grant application that is due by May 1st. FAA will then issue the grant June, July or August and then project can begin.
- d. Review of Airport Strategic Agenda- The FY22 budget is currently being prepared. The following are list of requests:
- e.
- a. Lease to purchase a new snow blower
  - b. Maintain markings on the airfield
  - c. Hire fourth maintenance person

The draft budget will be provided to the Commission at the next meeting.

There being before the Commission, the Chairman made a motion to adjourn the meeting at 7:10 p.m., seconded by Commissioner Keefe, so voted.

Roll Call Vote:

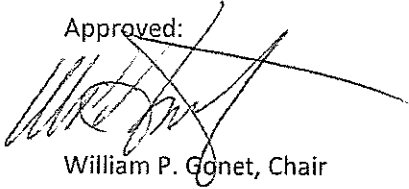
Commissioner Gonet – Yes  
Commissioner Keefe – Yes  
Commissioner Phelon - Yes

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Amanda Raymakers".

Amanda Raymakers  
Principal Clerk

Approved:

A handwritten signature in cursive script, appearing to read "William P. Gonet".

William P. Gonet, Chair



## PROPOSAL FOR A TOUR STOP at Westfield MA by the CAF B-29 *FIFI* and B-24 *Diamond Lil*

The world's only nationally touring pair of World War II four-engine bombers are the CAF B-29 Superfortress *FIFI* and B-24 Liberator *Diamond Lil*. These aircraft are national treasures and represent a significant piece of American history.

**2021 Event Highlights:** *FIFI* has been operated by the CAF for 50 years as of this year. *Diamond Lil* has her 80<sup>th</sup> production birthday on May 17, 2021. The CAF B29/B24 Squadron has been touring these bombers together for a decade.

The CAF B29/B24 Squadron aircraft available for this event are:

B-29 Superfortress *FIFI*, B-24 Liberator *Diamond Lil*, WASP T-6 Texan, P-51 Gunfighter, and our PT-13 Stearman, other aircraft as available and agreed upon.

### General Information:

Dates	Arrive Monday June 14 Noon, Depart Monday June 21 AM
Hours of Operation	Gates open 9am to 5pm, each day June 16 to June 20
Gate Fees	B29/B24 Squadron will run the gate. Gate fees are \$20 per adult, \$10 per child over age 10. B29/B24 Squadron to retain all gate fees.
Fuel	Will be purchased at KBAF by each aircraft at agreed upon discounted rate off 100LL avgas truck.
Landing Fees	We request that Landing Fees for all APHT aircraft be waived.
Hotel & Cars	Will be procured by each aircraft at our expense as needed
Rides	All aircraft rides will be booked through the B29/B24 Ride Desk and/or online at the <a href="http://AirPowerTour.org">AirPowerTour.org</a> website.

**Marketing/Promotion:** The B29/B24 Squadron will promote the event using our marketing team, some of these promotions will including press releases, prominent display of ads on our web site, and the [www.AirPowerTour.org](http://www.AirPowerTour.org) website, on Facebook, and other social media. Any promotional assistance by Westfield-Barnes Regional is greatly appreciated.

- Vendor Setup and Sales:** Westfield-Barnes agrees to allow the CAF B29/B24 Squadron PX trailer to be stationed near the aircraft or at a mutually agreeable vendor location for merchandise and goods sales.
- COVID-19 Mitigation:** We have Mask and Sanitizing protocols in place for crew, aircraft and passengers. There is a maximum of 10 passengers on any ride flight. We will adjust measures as needed for the June timeframe.
- Crowd Control:** We set up and monitored rope-lines to maintain a perimeter around the aircraft and control movement on the ramp.
- Safety of Flight:** Safety of our passengers and crew is paramount. We work year-round to ensure we meet FAA maintenance and crew training requirements – and more. Our aircraft are in excellent condition and crews attend Ground School and undergo annual Flight Training and Checkrides.

**For More Information:**

B29/B24 Squadron XO

Allen Benzing

[albenzing@gmail.com](mailto:albenzing@gmail.com) 214-707-2726

**Acceptance:**

Please sign and return this proposal as an indication of your acceptance of these terms. We look forward to working with you to help make your Air Show the best ever.

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
date



## **BAF Airport Statistics Report – February 2021 Meeting**

### **1. Aircraft Operations**

January 2020 (3,227) versus January 2021 (3,506)

**Aircraft operations up 9% January 2020 versus January 2021**

Calendar 2019 (42,968) versus Calendar 2020 (46,255) YTD

**Aircraft operations up 8% YTD**

### **2. Fuel Flowage**

**AVGAS**  
FY2020 versus FY2021 YTD

**AVGAS flowage up 18% YTD**

**Jet-A**  
FY2020 versus FY2021 YTD

**Jet-A flowage down 19% YTD**

### **3. Airport Revenues**

FY2020 YTD - \$219,702.70

FY2021 YTD - \$263,994.93

**Airport revenues are down 6% YTD**





Air Traffic Record Y-T-D 2021

*Westfield-Barnes Regional Airport*

2021	ITINERANT										LOCAL				TOTAL
	IFR					VFR					Total VFR	Civil	Military	Total Lcl Ops	
	AC	AT	GA	MI	Total IFR	AC	AT	GA	MI	Itinerant					
JAN	0	53	162	167	382	3	28	1150	137	1318	1674	132	1806	3506	
FEB															
MAR															
APR															
MAY															
JUN															
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
TOTAL	0	53	162	167	382	3	28	1150	137	1318	1674	132	1806	3506	

Air Traffic Record Y-T-D 2020

*Westfield-Barnes Regional Airport*

2020	ITINERANT														LOCAL				TOTAL
	IFR							VFR							LOCAL				
	AC	AT	GA	MI	Total IFR	AC	AT	GA	MI	Total VFR	Civil	Military	Total						
JAN	0	46	222	160	428	0	30	1101	226	1357	1294	148	1442	3227					
FEB	0	36	180	142	358	0	23	1029	130	1182	1194	102	1296	2836					
MAR	0	21	187	88	296	0	31	1055	89	1175	1308	96	1404	2875					
APR	0	18	83	53	154	0	30	763	76	869	728	44	772	1795					
MAY	0	26	161	129	316	0	25	1229	72	1326	1213	60	1273	2915					
JUN	0	25	246	217	488	0	50	1434	180	1664	2095	186	2281	4433					
JUL	0	36	293	199	528	0	49	1941	189	2179	2736	309	3045	5752					
AUG	0	8	24	173	422	0	29	1894	176	2099	2395	322	2717	5238					
SEP	0	29	238	213	480	0	33	1742	131	1906	2296	190	2486	4872					
OCT	0	18	281	140	439	0	41	1553	128	1722	1953	132	2085	4246					
NOV	8	18	174	163	363	0	29	1461	99	1589	2338	166	2504	4456					
DEC	0	38	136	164	338	0	18	1201	147	1366	1748	158	1906	3610					
TOTAL	8	319	2225	1841	4610	0	388	16403	1643	18434	21298	1913	23211	46255					

## Air Traffic Record - Five Year Comparison

	2017	2018	2019	2020	2021	
<b>Itinerant Ops</b> (IFR & VFR)	Jan	1439	1631	1739	1785	1700
	Feb	1388	1369	1648	1540	
	Mar	1410	1931	2134	1471	
	Apr	2110	1993	1860	1023	
	May	2090	2498	1935	1642	
	Jun	2369	2425	2215	2152	
	Jul	2097	2504	2344	2707	
	Aug	2909	2003	2574	2099	
	Sep	1978	1887	2571	1906	
	Oct	2117	1799	1976	2161	
	Nov	1677	1578	1786	1952	
	Dec	1107	1846	1299	338	
	<b>Total</b>	<b>22691</b>	<b>23464</b>	<b>24081</b>	<b>20776</b>	<b>1700</b>

<b>Local Ops</b>	Jan	936	1064	1205	1442	1806
	Feb	866	1221	1313	1296	
	Mar	812	1490	1504	1404	
	Apr	1434	1772	1434	772	
	May	1712	1730	1642	1273	
	Jun	1734	1626	1646	2281	
	Jul	1780	1988	1504	3045	
	Aug	3304	1586	1796	2717	
	Sep	1424	1414	2275	2486	
	Oct	1397	1418	1812	2085	
	Nov	1328	1078	1834	2504	
	Dec	1062	1272	922	3272	
	<b>Total</b>	<b>17789</b>	<b>17659</b>	<b>18887</b>	<b>24577</b>	<b>1806</b>

<b>Itin &amp; Lcl Ops</b>	Jan	2375	2695	2944	3227	3506
	Feb	2254	2590	2961	2836	
	Mar	2222	3421	3638	2875	
	Apr	3544	3765	3294	1795	
	May	3802	4228	3577	2915	
	Jun	4103	4051	3861	4433	
	Jul	3877	4492	3848	5752	
	Aug	6213	3589	4370	5238	
	Sep	3402	3301	4846	4872	
	Oct	3514	3217	3788	4246	
	Nov	3005	2656	3620	4456	
	Dec	2506	3118	2221	3610	
	<b>Totals</b>	<b>40817</b>	<b>41123</b>	<b>42968</b>	<b>46255</b>	<b>3506</b>

Westfield-Barnes Regional Airport  
 Fuel Flowage FY '21

JET  
\$0.080  
(gallons)
AVGAS  
\$0.080  
(gallons)
PAYMENT  
FY '21  
(dollars)

Ross/Rectrix

2020 June	9,935	8,500	\$1,474.80
July	9,928	0	\$794.24
Aug	19,860	7,501	\$2,188.88
Sept	19,916	7,000	\$2,153.28
Oct	20,013	0	\$1,604.04
Nov	20,093	8,002	\$2,247.60
Dec	20,216	8,001	\$2,257.36
2021 Jan			
Feb			
Mar			
Apr			
May			
<b>Total</b>	<b>119,961</b>	<b>39,004</b>	<b>\$12,720.20</b>

Gulfstream Aerospace

2020 June	20,400	0	\$1,632.00
July	30,600	0	\$2,448.00
Aug	19,200	0	\$1,536.00
Sept	10,200	0	\$816.00
Oct	10,192	0	\$815.36
Nov	10,258	0	\$820.64
Dec	10,286	0	\$822.88
2021 Jan			
Feb			
Mar			
Apr			
May			
<b>Total</b>	<b>111,136</b>	<b>0</b>	<b>\$8,890.88</b>

Air Methods

2020 June	16,269	0	\$1,301.52
July	0	0	
Aug	0	0	
Sept	0	0	
Oct	0	0	
Nov			
Dec			
2021 Jan			
Feb			
Mar			
Apr			
May			
<b>Total</b>	<b>16,269</b>	<b>0</b>	<b>\$1,301.52</b>

<b>TOTALS</b>	<b>247,366</b>	<b>39,004</b>	<b>\$22,912.60</b>
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MEMORANDUM

**TO:** Chris Willenborg, Airport Manager                                 **FROM:** Craig Schuster  
**LOCATION:** Westfield, MA   **LOCATION:** Burlington, MA  
**SUBJECT:** Monthly Status Report – Misc. Projects                         **DATE:** February 11, 2021

This memo describes the current status of miscellaneous engineering and planning projects and outstanding issues at the Westfield-Barnes Regional Airport as of the date indicated above.

**MISCELLANEOUS ITEMS**

1. **Airfield Drainage Improvements Phase II – Construction Phase – Total Cost - \$3,000,000**

Funding breakdown FAA Share (90%)-\$2,700,000 MassDOT Share (5%)-\$150,000 Local Share (5%)-\$150,000

Change order has been executed by the FAA. The next step is for ASG to prepare the final invoice and FAA and MassDOT closeout documentation.

2. **Reconstruct, Mark, Light, and Groove Runway 15-33 – Total Cost – \$7,525,614**

Funding breakdown FAA Share - \$6,773,052.60 MassDOT Share - \$464,576.70 Local Share - \$398,354.70

ASG is working on the final invoicing and MassDOT and FAA closeout.

3. **MassDOT ASMP Project – Install Self Service AVGAS Fuel Farm – Total Cost - \$385,000**

Funding breakdown MassDOT Share (80%)-\$308,000 Local Share (20%)-\$77,000

BAF submitted a 2020 ASMP project to install a self-service fuel farm. This project would include the installation of an aboveground self-service AVGAS Fuel Farm with credit card reader. MassDOT is concerned with starting this project without having an approved Airport Layout Plan identifying this specific construction project. Stantec is in the process of completing the Airport Layout Plan Update. This project has been put on hold until MassDOT ASMP grant funding becomes available.

4. **Environmental Assessment for Runway 15 Easements.**

ASG, BAF, FAA, and MassDOT held project pre-design meeting on February 10, 2021 to discuss scope items to be addressed for the project.

5. **Building Demolition Project.**

Project is currently suspended for the winter. Remaining work on the project is seeding which will be done in the spring. ASG prepared and submitted Change Order No.1 which is waiting for MassDOT and FAA approval.



## AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

### 6. Taxiway H, S and Apron (ANG Project)

This project is for the new construction of Taxiway H, Taxiway S, and apron, located east of Runway 2-20. The project is being done through MANG with Massachusetts Task Force Military funding. ASG has been tasked with providing construction services during the project. ASG is in the process of developing a scope and fee for their services. ASG is in the process of writing a draft scope of work and is coordinating a scoping meeting with BAF and MANG to discuss the project.

### 7. ALP Update.

ALP update is being performed by Stantec. ALP is in the process of being reviewed by the Airport. ASG will request the electronic CAD files from Stantec for the Airport Layout Plan when the document becomes final draft.

Barnes Westfield Regional Airport

Revision: 11-Aug-20

STANDARD WORK PROCESS

Airport Commission 2021 Agenda

**Purpose:** The purpose of our strategic agenda is to provide a framework in order for the commission and airport manager to focus on the key metrics and processes to insure we are moving towards a revenue positive, FAA Part 139 Regional Airport.

	January	February	March	April	May	June	July	AUGUST	September	October	November	December
<b>Key Annual Dates</b>			Airport Manager Review	Submit budget to mayor April 15th		Budget voted on by council end of June FAA Part 139 Review			FAA AIP & Grants			

**Special Agenda Items\***

Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd

**Standard Agenda Items**

Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review
Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics	Operational Statistics
Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan	Strategic Plan
Noise Program	Noise Program	Noise Program	Noise Program	Noise Program	Noise Program	Noise Program	Noise Program	Noise Program	Noise Program	Noise Program	Noise Program	Noise Program
Marketing Program	Marketing Program	Marketing Program	Marketing Program	Marketing Program	Marketing Program	Marketing Program	Marketing Program	Marketing Program	Marketing Program	Marketing Program	Marketing Program	Marketing Program
	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review	FAA Part 139 Review
Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP
Budget Review	Budget Review	Budget Review	Budget Review	Budget Review	Budget Review	Budget Review	Budget Review	Budget Review	Budget Review	Budget Review	Budget Review	Budget Review
Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP	Capital Projects AIP
	Airport Manager Review											

**Executive Session**

Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd	Add Items as req'd

\*Note: 1-Add special items such as new leases, new opportunities, specific areas of concern and 2-Executive session required to negotiate in private where negotiation in public would be detrimental to the Airport's bargaining ability