



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

The regular meeting of the Westfield Airport Commission of Thursday, March 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
RuthDuchmarme-ASG
Kathleen Hillman- Homeowner

III. APPROVE OUTSTANDING MINUTES

Upon motion made by Chairman Gonet and seconded by Commissioner Phelon, it was voted to approve the February 11, 2021 Regular Meeting Minutes.

Roll Call Vote:

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

IV. SPECIAL AGENDA ITEMS

- a. Airport Marketing Working Group-The first marketing group meeting was held on March 2nd with 7 tenants in attendance. Each tenant introduced themselves and advised how they market their business and provided marketing suggestions and feedback for the airport. The Airport Manager and Commissioner Phelon will meet next week to begin working on a marketing plan.

- b. Westfield Flight Academy Office Space Termination Notice/Interest in Office Space- Last month Westfield Flight Academy requested termination of their lease which adheres to their lease agreement. The Airport Manager advised Mr. Gary Heiny is in the process of doing a lease back program with Fly LUGU and is very interested in the office space. The manager inquired to the Commission if they would like to do a Request for Proposal or Request for Information for this space and that either process was acceptable. The Commission agreed an RFI would be best for this space.

- c. MassDOT Airport Safety and Maintenance Program (ASMP) Grants- The Airport Manger advised he is still waiting for the formal grant notification letter and reviewed the following projects:
 - a. Install two signs on the airfield around Bravo Delta Gulf intersection off of Runway 15-33.
 - b. Purchase of UHF frequency radios for airport management to communicate directly with military aircraft on their frequency.
 - c. Design only grant for a new taxiway in the southwest quadrant of airport located near Air Methods. A testing firm came out to verify if there was asbestos in the buildings. The report should be coming tomorrow.
 - d. Design only grant for self service avgas fuel facility. ASG is currently working on the scope of work.
 - e. Replace HVAC rooftop unit. This replacement will cost \$60,000 with a cost split of 80% State and 20% Local.

- d. Taxiway Sierra Rehabilitation Project Update- There were 11 bidders total and the apparent low bidder was JL Raymakers with an amount of \$4,056,929.74. The City Procurement Officer and ASG will go though the bid documents and verify all paper work meets bid submittal requirements. A firm is anticipated to formally be selected next week and begin the work in early April.

- e. Draft FY2022 Airport Budget Review– The Airport Manager reviewed the budget and additional costs that were added:
 - a. Fourth maintenance person for upkeep on airfield maintenance requirements \$39,692.88.
 - b. Two sweeper broom brushes totaling \$20,000.
 - c. Line painting \$50,000 to touch up the airfield and taxiways.
 - d. The local share for capital projects is \$32,500. There is a strong possibility that number will be removed from the budget due to the \$1.9 trillion COVID Relief bill that was passed. The language states that AIP projects for 2021 will have no local shares. The Airport Manager is waiting for FAA New England Region to confirm this information.
 - e. \$7,000 was added to the small equipment account for a small snow blower for sidewalks and a spreader for the back of a pickup truck.

The Commission will vote on the budget next month.

- f. Airport Minimum Standards Update- R.A. Wiedemann & Associates were provided with every lease on the airport and the current minimum standards. They reviewed all leases and identified

if there were any potential conflicts. The Manager will review this information and advised the firm is prepared to give an update to the commission next month.

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-
 - a. Operations are up 1% February 2021 over February 2020 and Y-T-D up 5%. The airport will have over 800 passenger implements after this weekend since charters began in November.
 - b. Avgassales are down 5% and jet fuel sales are down 22%. It is hopeful that once the full marketing plan is launched it will help increase activity and fuel sales.
 - c. Airport revenues up 11% Y-T-D.
 - d. During last week's windstorm gusts reached up to 62 mph causing some damage on the airport. Aero Design had damage to their vinyl siding on the front of their hangar that blew off onto the airfield. The Airport Manager and Assistant Manager consistently monitored the airfield through the night for debris.
 - e. Last Saturday the sewer line clogged and two professional services came in to unclog the line as well as clean the bathrooms. The cost came to \$6,000 and the Airport Manager is working with the City Procurement Officer on funding sources to pay this cost.
 - f. The Commemorative Air Force License Agreement has been finalized and all parties have signed the agreement. The event will be held June 14th-21st.
 - g. The airport is receiving a grant for \$57,162.00 and may possibly receive more funding from the FAA Phase II of the CARES Grant Act.
 - h. Jorge Panteli, FAA Compliance and Land Specialist, offered to do a presentation for the Commission either at the April or May meeting.
- c. Airport Noise Program-
 - a. FAA Land Re-Use Plan – The airport is waiting for the final letter of approval from FAA and it is anticipated to have the project kickoff meeting sometime next month. This project is being funded out of an existing AIP grant.
 - b. Noise Compatibility Study Update- A scoping meeting was held with FAA, MassDOT and Jones Payne Group. Jones Payne Group is currently putting together the scope of work which should be received by the airport next week. Once that is received an Independent

Fee Estimate will done and then a grant application can be submitted. It is anticipated the grant will be received in July or August and then the project can begin.

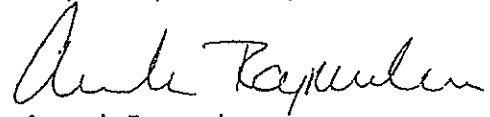
- d. Review of Airport Strategic Agenda- Budget/Capital Projects/Airport Manager Review- The Airport Manager is approaching his one year anniversary and a performance review will need to be completed.

There being before the Commission, the Chairman made a motion to adjourn the meeting at 7:04 p.m., seconded by Commissioner Phelon, so voted.

Roll Call Vote:

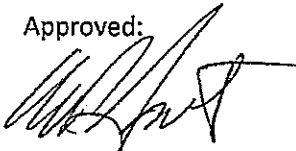
Commissioner Gonet – Yes
Commissioner Keefe – Yes
Commissioner Phelon - Yes

Respectfully submitted,



Amanda Raymakers
Principal Clerk

Approved:



William P. Gonet, Chair

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CITY OF WESTFIELD
DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 2022 CITY OF WESTFIELD BUDGET 2022

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPARTMENT	PERCENT CHANGE
11990000420000		CHARGES FOR SERVICES	.00	.00	.00	.00
1000-1-199-0000-00-00-00-420000-						
11990000432000		FEES	.00	.00	.00	.00
1000-1-199-0000-00-00-00-432000-						
11990000436000		RENTALS	.00	.00	.00	.00
1000-1-199-0000-00-00-00-436000-						
11990000437000		OTHER DEPARTMENTAL REVENUE	.00	.00	.00	.00
1000-1-199-0000-00-00-00-437000-						
11990000437502		PRIOR YEAR REVENUES	.00	.00	.00	.00
1000-1-199-0000-00-00-00-437502-						
11990000442000		OTHER LICENSES	.00	.00	.00	.00
1000-1-199-0000-00-00-00-442000-						
11990000442001		ADVERTISING LICENSE AGREEMENT	.00	.00	.00	.00
1000-1-199-0000-00-00-00-442001-						
11990000450000		FEDERAL REVENUE	.00	.00	.00	.00
1000-1-199-0000-00-00-00-450000-						
11990000460000		STATE REVENUE	.00	.00	.00	.00
1000-1-199-0000-00-00-00-460000-						
11990000480000		MISCELLANEOUS REVENUE	.00	.00	.00	.00
1000-1-199-0000-00-00-00-480000-						
11990000494100		SALE OF LAND	.00	.00	.00	.00
1000-1-199-0000-00-00-00-494100-						
11990000511000		FT SALARY EMPLOYEES	180,100.27	140,312.80	182,070.00	1.09
1000-1-199-0000-00-00-00-511000-		Christopher Willenborg Airport Manager PSA	1.00	119,646.00	119,646.00	
		Jeffrey Lovejoy Operations Facilities Coordinator PSA	1.00	62,424.00	62,424.00	
			.00	.00	.00	
11990000511100		FT HOURLY EMPLOYEES	228,073.42	222,673.60	275,697.28	20.88
1000-1-199-0000-00-00-00-511100-		Eileen Collins Admin Asst	1.00	57,970.71	57,970.71	
		Anniversary date: 10/29/1979 Grade 14, Step 12 \$31.73 x 7 x 261 = \$57,970.71 Amanda Raymakers Principal Clerk				
			1.00	44,779.77	44,779.77	



02/26/2021 08:47
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CITY OF WESTFIELD
DEPARTMENT BUDGET REQUESTS

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BUDGET PROJECTION 2022 CITY OF WESTFIELD BUDGET 2022

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPARTMENT	PERCENT CHANGE
		Anniversary date: 7/1/2014				
		Grade 10 Step 8 \$24.51x 7 x 261 = \$44,779.77				
		Patrick Dillon				
		Motor Equipment Operator	1.00	41,294.00	41,294.00	
		Anniversary date 1/7/19				
		Grade 11 Step 3				
		19.25* 8 * 136 = 20,944.00				
		Grade 11, Step 4				
		20.35* 8 * 125 = \$20,350.00				
		Christopher Nicoli				
		Motor Equipment Operator	1.00	40,117.92	40,117.92	
		Anniversary Date: 11/25/2019				
		Grade 11, Step 2				
		\$18.58 x 8 x 105 = 15,607.20				
		Grade 11, Step 3				
		\$19.64 x 8 x 156 = 24,510.72				
		Randall Paul				
		Working Foreman	1.00	51,842.00	51,842.00	
		Anniversary Date: 12/1/14				
		Grade 14, Step 6				
		\$24.45 x 8 x 109 = 21,320.40				
		Grade 14, Step 7				
		\$25.10 x 8 x 152 = 30,521.60				
		NEW HIRE	1.00	39,692.88	39,692.88	
		MOTOR EQUIPMENT OPERATOR				
11990000511110		PT HOURLY EMPLOYEES	12,040.00	.00	14,040.00	16.61
1000-1-199-0000-00-00-00-511110-		PART TIME HOURLY - WINTER/SUMMER	1.00	14,040.00	14,040.00	
936		HRS, WINTER, SUMMER				
936		X 15.00/HR = \$14,040.00	.00	.00	.00	
11990000512300		BOARD/COMMITTEE MEMBERS	2,400.00	2,400.00	2,400.00	.00
1000-1-199-0000-00-00-00-512300-		WILLIAM P. GONET	1.00	900.00	900.00	
		COMMISSION CHAIR	1.00	750.00	750.00	
		GEORGE KEEFE	1.00	750.00	750.00	
		COMMISSIONER	1.00	750.00	750.00	
		KATE PHEION	1.00	750.00	750.00	
		COMMISSIONER				
11990000513000		OVERTIME	16,000.00	16,000.00	16,000.00	.00
1000-1-199-0000-00-00-00-513000-			1.00	16,000.00	16,000.00	

02/26/2021 08:47
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CITY OF WESTFIELD
DEPARTMENT BUDGET REQUESTS

P 3
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BUDGET PROJECTION 2022 CITY OF WESTFIELD BUDGET 2022

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPARTMENT	PERCENT CHANGE
1199000052000		PURCHASE OF SERVICES	190,820.00	92,344.00	202,100.00	5.91
1000-1-199-0000-00-00-00-520000-		Gas & Electric	1.00	90,000.00	90,000.00	
		Cell phones	1.00	700.00	700.00	
		Generator Maintenance	1.00	550.00	550.00	
		Landside/Airside Electric repairs	1.00	2,000.00	2,000.00	
		HVAC, service & repair	1.00	8,000.00	8,000.00	
		Gate repairs	1.00	2,000.00	2,000.00	
		Elevator service & repair	1.00	2,000.00	2,000.00	
		Environmental, pump oil water separator 3/yr	1.00	4,500.00	4,500.00	
		Pest control	1.00	1,200.00	1,200.00	
		Uniform Service	1.00	2,000.00	2,000.00	
		Audit - Capital Projects	1.00	3,200.00	3,200.00	
		Water bills, cross connection	1.00	5,000.00	5,000.00	
		Sign Printing	1.00	1,000.00	1,000.00	
		Sprinkler On/Off	1.00	1,350.00	1,350.00	
		Security system repairs	1.00	3,000.00	3,000.00	
		SRE Fueling System	1.00	5,000.00	5,000.00	
		Annual Fire, Extinguisher & Sprinkler Inspections	1.00	2,000.00	2,000.00	
		Building repairs; doors, locks, general	1.00	1,000.00	1,000.00	
		Recalibrate friction meter	1.00	600.00	600.00	
		Vehicle repairs	1.00	25,000.00	25,000.00	
		Carpet cleaning	1.00	2,000.00	2,000.00	
		Window Cleaning	1.00	3,000.00	3,000.00	
		Marketing	1.00	10,000.00	10,000.00	
		Plumbing	1.00	1,000.00	1,000.00	
		Website	1.00	5,000.00	5,000.00	
		AAAE SERVICE CONTRACT DRIVER TEST	1.00	3,000.00	3,000.00	
		Engineering Services	1.00	10,000.00	10,000.00	
		Renovate restrooms	1.00	9,000.00	9,000.00	
1199000054000		SUPPLIES	44,650.00	43,000.00	75,700.00	69.54
1000-1-199-0000-00-00-00-540000-		Office Supplies	1.00	2,000.00	2,000.00	
		Vehicle supplies	1.00	12,000.00	12,000.00	
		Airfield lighting	1.00	10,000.00	10,000.00	
		Diesel fuel	1.00	14,000.00	14,000.00	
		Custodial supplies	1.00	3,500.00	3,500.00	
		Unleaded gas	1.00	7,000.00	7,000.00	
		Building & Grounds	1.00	4,000.00	4,000.00	
		Hydraulic Oil	1.00	2,200.00	2,200.00	
		Plumbing Supplies	1.00	1,000.00	1,000.00	
		Sweeper Broom Wafers (2)	2.00	10,000.00	20,000.00	
1199000057100		IN-STATE TRAVEL	425.00	1,500.00	500.00	17.65
1000-1-199-0000-00-00-00-571000-			1.00	500.00	500.00	

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CITY OF WESTFIELD
DEPARTMENT BUDGET REQUESTS

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BUDGET PROJECTION 2022 CITY OF WESTFIELD BUDGET 2022

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPARTMENT	PERCENT CHANGE
11990000572000		OUT-OF-STATE TRAVEL	.00	2,000.00	2,000.00	.00
1000-1-199-0000-00-00-00-572000-		Out of State travel	1.00	2,000.00	2,000.00	
11990000578000		GENERAL EXPENSE/OTHER CHARGES	1,690.00	1,000.00	1,515.00	-10.36
1000-1-199-0000-00-00-00-578000-		MAMA	1.00	175.00	175.00	
		NBAA	1.00	315.00	315.00	
		AAAE	2.00	275.00	550.00	
		Chamber of Commerce	1.00	375.00	375.00	
		NE CHAPTER AAEE	1.00	100.00	100.00	
11990000580000		CAPITAL PROJECT	.00	138,888.85	32,500.00	.00
1000-1-199-0000-00-00-00-580000-		Noise Compatibility Program, Incl share	1.00	32,500.00	32,500.00	
		\$22,500				
		Environmental Assessment, Incl share \$10,000				
11990000580000		CAPITAL PROJECT	.00	.00	.00	.00
1000-1-199-0000-00-00-00-580000-4844		4844 CAPITAL PROJECT	.00	.00	.00	.00
1000-1-199-0000-00-00-00-580000-4858		4858 CAPITAL PROJECT	.00	110,231.31	.00	.00
1000-1-199-0000-00-00-00-580000-4875		4875 CAPITAL PROJECT	.00	.00	.00	.00
1000-1-199-0000-00-00-00-580000-4875		4875 CAPITAL PROJECT	.00	.00	.00	.00
11990000585000		ADDITIONAL / CAPITAL EQUIPMENT	.00	.00	.00	.00
1000-1-199-0000-00-00-00-585000-		EQUIP VEHICLES	15,150.00	15,150.00	15,150.00	.00
1000-1-199-0000-00-00-00-585001-		Pickup truck lease	1.00	15,150.00	15,150.00	
11990000585500		ADDITIONAL SMALL EQUIPMENT	500.00	1,000.00	7,000.00	1,300.00
1000-1-199-0000-00-00-00-585500-		SNOW BLOWER, SPREADER ATTACHMENT	1.00	7,000.00	7,000.00	
11990000587000		REPLACEMENT EQUIPMENT	.00	1,000.00	.00	.00
1000-1-199-0000-00-00-00-587000-		Sweeper Brooms (2)	.00	.00	.00	
11990000589000		OTHER CAPITAL OUTLAY	100,000.00	.00	50,000.00	-50.00
1000-1-199-0000-00-00-00-589000-		Airfield Markings	1.00	50,000.00	50,000.00	
		Part 139 Requirement				
BUDGET CEILING:			791,848.69	787,500.56	791,848.69	
TOTALS:					876,672.28	10.71

** END OF REPORT - Generated by Eileen Collins **

westmeio-barnes Regional Airport YTD Income Report

	Jul '20	Aug '20	Sept '20	Oct '20	Nov '20	Dec '20	Jan '21	Feb '21	Mar '21	Apr '21	May '21	Jun '21	FY '21 Total
Access Fees													
Gulfstream Aerospace	\$958.38	\$958.38	\$958.38	\$958.38	\$0.00	\$1,916.76	\$0.00	\$1,916.76					\$7,667.04
DBLS, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
Commercial Land Rent													
Air Methods Corporation	\$1,321.92	\$0.00	\$2,643.84	\$1,321.92	\$1,321.92	\$1,321.92	\$1,321.92	\$0.00					\$9,253.44
All Star Car & Truck	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00	\$200.00					\$800.00
Bill Board Fees (Lamar)	\$1,750.00	\$1,750.00	\$1,750.00	\$0.00	\$3,500.00	\$1,750.00	\$1,750.00	\$1,750.00					\$14,000.00
Gonet, John	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$335.14	\$0.00					\$335.14
Gulfstream Aerospace	\$5,280.76	\$5,280.76	\$5,280.76	\$5,280.76	\$0.00	\$10,561.52	\$0.00	\$10,561.52					\$42,246.08
Gulfstream Option	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
Halasi Kun	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00					\$896.00
Hoover, Gary	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$0.00					\$240.00
Labrie, James	\$38.94	\$38.94	\$38.94	\$38.94	\$38.94	\$0.00	\$0.00	\$0.00					\$194.70
PVMTM (Museum)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
Rectrix/AF	\$2,958.82	\$2,958.82	\$2,958.82	\$2,958.82	\$2,958.82	\$2,958.82	\$2,958.82	\$2,958.82					\$23,670.56
Rectrix/FS	\$1,384.26	\$1,384.26	\$1,384.26	\$1,384.26	\$1,384.26	\$1,384.26	\$1,384.26	\$1,384.26					\$11,074.08
Whip City Aviation	\$3,186.48	\$1,593.24	\$0.00	\$1,593.24	\$1,593.24	\$1,593.24	\$0.00	\$3,186.48					\$12,745.92
Fuel Flowage Fees													
Gulfstream Aerospace	\$1,632.00	\$2,448.00	\$1,636.00	\$916.00	\$0.00	\$1,636.00	\$0.00	\$2,475.76					\$10,543.76
Rectrix Aerodrome	\$1,474.80	\$794.24	\$2,188.88	\$2,153.28	\$1,601.04	\$0.00	\$0.00	\$3,875.12					\$12,087.36
Air Methods Corp	\$1,301.92	\$0.00	\$0.00	\$0.00	\$0.00	\$2,247.60	\$0.00	\$0.00					\$3,549.12
Hangar Rentals													
Hangar #1	\$864.00	\$864.00	\$864.00	\$864.00	\$864.00	\$864.00	\$864.00	\$864.00					\$6,912.00
Hangar #2	\$0.00	\$0.00	\$0.00	\$0.00	\$15,525.83	\$0.00	\$0.00	\$0.00					\$15,525.83
Hangar #3	\$2,052.61	\$2,052.61	\$2,052.61	\$2,052.61	\$2,052.61	\$2,052.61	\$2,052.61	\$2,052.61					\$16,420.88
Joint Use Fees													
Army National Guard	\$0.00	\$0.00	\$0.00	\$14,488.25	\$0.00	\$14,488.25	\$0.00	\$0.00					\$28,986.50
Air National Guard	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
Municipal Bldg Rent													
Air Methods Corporation	\$1,122.00	\$0.00	\$2,244.00	\$1,122.00	\$1,122.00	\$1,122.00	\$1,122.00	\$0.00					\$7,854.00
All Star Car & Truck	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$1,075.00					\$4,300.00
Conference Room	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00					\$25.00
Fly LuGu	\$682.61	\$682.61	\$0.00	\$1,365.22	\$682.61	\$0.00	\$1,365.22	\$882.61					\$5,460.88
Green, Bruce	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50					\$1,660.00
Rectrix FBO	\$1,401.75	\$1,401.75	\$1,401.75	\$1,401.75	\$1,401.75	\$1,401.75	\$1,401.75	\$1,401.75					\$11,214.00
Rectrix Admin Lobby	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00					\$1,352.00
Sok's Restaurant	\$1,065.60	\$1,065.60	\$0.00	\$2,131.20	\$532.80	\$0.00	\$0.00	\$2,131.20					\$6,826.40
Sok's Deck Fee	\$532.80	\$532.80	\$0.00	\$1,065.60	\$0.00	\$0.00	\$0.00	\$0.00					\$3,186.80
Westfield Flight Academy	\$0.00	\$1,066.83	\$0.00	\$0.00	\$0.00	\$1,066.80	\$0.00	\$0.00					\$1,066.83
KBR Wyle Labs	\$375.00	\$375.00	\$375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$1,125.00
Miscellaneous													
Landing Fees	\$5,942.50	\$8,380.00	\$4,372.50	\$6,705.00	\$3,800.00	\$4,370.00	\$1,990.00	\$7,197.50					\$42,757.50
Parking Fees	\$760.00	\$535.00	\$530.00	\$1,090.00	\$75.00	\$190.00	\$0.00	\$125.00					\$3,305.00
Tie Down Fees	\$160.00	\$160.00	\$80.00	\$200.00	\$120.00	\$160.00	\$40.00	\$240.00					\$1,160.00
TOTAL	\$37,372.75	\$35,568.84	\$31,785.74	\$50,127.23	\$89,700.82	\$51,727.83	\$17,711.72	\$44,566.89	\$0.00	\$0.00	\$0.00	\$0.00	\$308,561.82

Westfield-Barnes Regional Airport
 Fuel Flowage FY '21

JET AVGAS PAYMENT
 \$0.080 \$0.080 FY '21
 (gallons) (gallons) (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	20,222	0	\$1,617.76
Feb			
Mar			
Apr			
May			
Total	140,183	39,004	\$14,337.96

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	20,661	0	\$1,652.88
Feb			
Mar			
Apr			
May			
Total	131,797	0	\$10,543.76

Air Methods

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

TOTALS	288,249	39,004	\$26,183.24
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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

Key Annual Dates

	Airport Manager Review	Submit budget to mayor April 15th	Budget voted on by council end of June	FAA AIP & Grants							
			FAA Part 139 Review								

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
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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
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
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
Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/FAA Part 139 Review	Operations Report w/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
Budget Review	Budget Review w/3 year fest	Budget Review w/3 year fest	Budget Review w/3 year fest	Budget Review w/3 year fest	Budget Review w/3 year fest	Budget Review w/3 year fest	Budget Review w/3 year fest	Budget Review w/3 year fest	Budget Review w/3 year fest	Budget Review w/3 year fest	Budget Review w/3 year fest
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
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*Notes: 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

Air Traffic Record Y-T-D 2021

Westfield-Barnes Regional Airport

	ITINERANT											LOCAL				TOTAL
	IFR						VFR					LOCAL				
	AC	AT	GA	MI	Total IFR	AC	AT	GA	MI	Total VFR	Civil	Military	Total			
2021					Total IFR					Total VFR			Total			
JAN	0	53	162	167	382	3	28	1150	137	1318	1674	132	1806			
FEB	2	29	136	116	283	0	17	1049	101	1167	1268	140	1408			
MAR																
APR																
MAY																
JUN																
JUL																
AUG																
SEP																
OCT																
NOV																
DEC																
TOTAL	2	82	298	283	665	3	45	2199	238	2485	2942	272	3214	6364		

Air Traffic Record - Five Year Comparison

		2017	2018	2019	2020	2021
Itinerant Ops (JFR & VFR)	Jan	1439	1631	1739	1785	1700
	Feb	1388	1369	1648	1540	1450
	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	
	Total	22691	23464	24081	20776	3150

Local Ops	Jan	936	1064	1205	1442	1806
	Feb	866	1221	1313	1296	1408
	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	
	Total	17789	17659	18887	24577	3214

Itin & Lcl Ops	Jan	2375	2695	2944	3227	3506
	Feb	2254	2590	2961	2836	2858
	Mar	2222	3421	3638	2875	
	Apr	3544	3765	3294	1795	
	May	3802	4228	3577	2915	
	Jun	4103	4051	3861	4438	
	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	
	Totals	40817	41123	42968	46255	6364



BAF Airport Statistics Report – March 2021 Meeting

1. Aircraft Operations

February 2020 (2,836) versus February 2021 (2,858)

Aircraft operations up 1% February 2020 versus February 2021

Calendar 2020 (42,968) versus Calendar 2021 (46,255) YTD

Aircraft operations up 5% YTD

2. Fuel Flowage

AVGAS

FY2020 versus FY2021 YTD

AVGAS flowage down 5% YTD

Jet-A

FY2020 versus FY2021 YTD

Jet-A flowage down 22% YTD

3. Airport Revenues

FY2020 YTD - \$276,924.36

FY2021 YTD - \$308,561.82

Airport revenues are up 11% YTD