



Commission Meeting Minutes

RECEIVED

MAY 20 2020

WESTFIELD CITY CLERK

Commission

William P. Gonet, Chair
Donald J. Nicoletti
Kimberly S. Cameron

The regular meeting of the Westfield Barnes Regional Airport Commission of Thursday, March 12, 2020 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 Nicoletti
Commissioner Cameron

Interim Airport Manager- Jeff Lovejoy

APPROVAL OF MEETING MINUTES: Commissioner Cameron made a motion to approve the January 16th, regular meeting minutes, seconded by Commissioner Gonet, so voted 3/0.

PUBLIC PARTICIPATION:

1. Brian Mitchell, Tower Manager, thanked the Commission for their letter of support for contract tower of the year.

AIRPORT ACTIVITIES:

- A. Approve and Sign Grant for ASMP Grant for Two Mower Decks- This item was noted voted on.
- B. Approve Grant Assurances for ASMP Grant for Two Mower Decks- This item was not voted on.
- C. Army Guard Joint Use Agreement- This item was not able to be discussed at this meeting. The version of the agreement that had been signed by the Army Guard was incorrect.
- D. Interviews of Airport Manager finalist candidates Christopher Willenborg and Andy Widor; possible vote to select candidate for offer of employment-

Dennis Miles, Personnel Director, explained the prescreening committee comprised of Bill Gonet, Commission Chair, Bill Onyski, City Council, Meghan Bristol, Assistant City Solicitor, and Michael Bolton, CEO/President of Westover, as well as himself, met February 18th and interviewed candidates on February 25th and 26th. The Committee voted to recommend the following two candidates to be presented to the Airport Commission as finalists for the position of Airport Manger: Chris Willenborg and Andy Widor. In adherence with the prescreening committee requirements they also identified an alternate candidate had one of the individuals bowed out of the process before the prescreening committee who is required to bring at least 2 finalists before the Commission. The vote and deliberations needs to be in open session but

doesn't have to be done tonight. Mr. Miles then lead a series of questions to the two candidates separately. Mr. Widor interviewed first and Mr. Willenborg then followed. The candidates were not in the same room as the interviews were held.

Commissioner Gonet made a motion to provide a conditional offer of employment to Christopher Willenborg to be Airport Manager. The appointment is conditional on successful background check and reaching agreement with the City on the terms of the agreement and start date etc., seconded by Commissioner Cameron, followed by a roll call vote:

Commissioner Gonet-yes
Commissioner Cameron-yes
Commissioner Nicoletti-yes

STANDARD AGENDA ITEMS

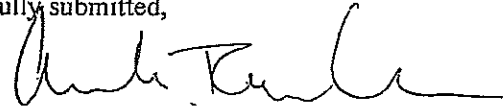
- A. Engineer Review- Craig Schuster reviewed the attached ASG monthly update.
- B. Operational Statistics- Stats, Ops News, Tenant Items- Attached are the airports monthly traffic and fuel statistics.
 - a. Operations for February 2020- Operations 2,836 (-4.2% under 2019: 2,961). YTD Operations: 6,063 (+2.7% over 2019: 5,095) Military Ops: 347 (-18.7% under 2019: 460) YTD Military Ops: 908 (-12.3% under 2019: 1,035)
 - b. Jet fuel numbers for January: 40,720 gallons (-0.2% under 2019: 40,820) YTD Jet Fuel: 40,720 gallons (-0.2% under 2019: 40,820.) Avgas: 7,896 gallons. YTD AvGas: 7,896 gallons. (2019:0)
 - c. Revenue for February \$31,625 (Monthly average \$45,746)
 - d. The Commission inquired who put Eric Billowitz, former Airport Manager, under contract during this interim period. This is a purchase of service agreement and not personnel matter. The Commission voted for Mr. Billowitz services to be an as needed contract not a PO and his services were used very seldom in the beginning of his departure. Mr. Lovejoy will have the authority to pull the agreement.
 - e. The City Council approved Free Cash for \$41.4K for Runway 33 PAPI
 - f. The ramp now has new LED lighting
 - g. Heavy Equipment has been serviced. The Murphy System still needs repairs performed on the sweepers. It was discovered there is a bad differential on the Oshkosh plow.
- C. Noise Program- See attached.
- D. Review Critical Items List- The list was reviewed to determine which items have been completed or still open.
- E. The next meeting will be held April 9th.

EXECUTIVE SESSION

There being no other business to come before the Commission, Commissioner Gonet motioned to adjourn the meeting, seconded by Commissioner Nicoletti, so voted 2/0.

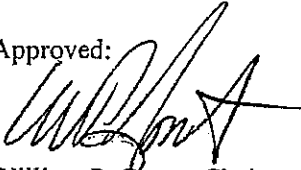
The Chairman adjourned the meeting at 8:43 p.m.

Respectfully submitted,

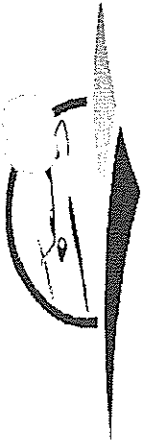


Amanda M. Raymakers
Principal Clerk

Approved:



William P. Conet, Chair
Westfield Airport Commission



Westfield-Barnes

REGIONAL AIRPORT

Barnes Airport Meeting Sign-In

MEETING TYPE: Airport Commission DATE: 3/12/20@ 6:00
 LOCATION: Airport Conference Room

NAME / ATTENDEE	COMPANY / AREA	EMAIL	SIGNATURE
Cecilia Schuster	ASG	C.Schuster@airportselectors.com	<i>[Signature]</i>
Chris Willenborg		cjwillenborg37@gmail.com	<i>[Signature]</i>
Andy Widor		Andykw@hotmail.com	<i>[Signature]</i>
Brian M. Reese	MOORE ARE	Brian.M.Reese@minustrates.com	<i>[Signature]</i>
William Onyisi	Westfield		<i>[Signature]</i>
Frederika Ballard	Flyhigh Flight Training	rika.c.flyhigh.com	<i>[Signature]</i>
Dennis Miles	City of Westfield		<i>[Signature]</i>
Bruce Green	Tenant	brucegreen@juma.com	<i>[Signature]</i>
Jeff Lovejoy	BAF	sllovejoy@barnesairport.com	<i>[Signature]</i>

AIRPORT COMMISSION UPDATE
KBRwyle Noise Mitigation Program
3/12/2020

OPEN GRANTS

AIP #50 No New Updates

1. 5 homes are demolished.
2. Final Grading and Seeding to take place in Spring of 2020.
3. Anticipated that Grant will be closed by June of 2020

AIP#52

1. Demolition of 4 Houses in the Spring of 2020:
273, 284, 286, and 393 Holyoke Road.
2. These are the last houses expected for demolition.
3. Bidding Documents and Demolition plans are being submitted for approval March 13, 2020.
4. Tentative Bid Opening is April 16, 2020.
5. Work to commence this summer (2020).

Reuse Plan

1. Looking to begin the Reuse Plan in May of 2020.

Noise Compatibility Program (NCP) Update

1. Needs to be added to the Airport Capital Improvement Plan for 2021.
2. This Grant would be applied for in May of 2021.

Future Sound Insulation Grant

1. Will be a second Grant for 2021.
2. This will also need to be noted on the Airport CIP for 2021.
3. This Grant would be applied for in May of 2021.
4. Engineering for the work will begin in August of 2020 using an existing internal borrow/bond that was created for this reason.

CURRENT NUMBERS:

1. 198 homes remain that qualify for program benefits.
2. 45 out of the 198 households are currently interested in sound insulation and have applied for benefits. This information is based on current applications KBR has on file. After the outreach letter, this information will be updated.



AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

MEMORANDUM

TO: Jeff Lovejoy, Acting Airport Manager **FROM:** Craig Schuster
LOCATION: Westfield, MA **LOCATION:** Burlington, MA
SUBJECT: Monthly Status Report – Misc. Projects **DATE:** March 12, 2020

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. ASG participated on a conference call with Acting Airport Manager Jeff Lovejoy and Stantec regarding the status of the BAF ALP Update Study. The team reviewed previous alternatives identified and draft capital projects prioritization schedule. Acting Airport Manager Jeff Lovejoy is following up with the Airport Commission and airport tenants on the draft documents.

ASG will request the electronic CAD files from Stantec for the Airport Layout Plan when the document becomes final draft.

2. **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

JL Raymakers finished the construction phase of work for the winter on Saturday, November 30th. The remaining work tasks to be completed by JL Raymakers in the spring will be final hydroseeding and outstanding punch list items. There are four (4) remaining days left under the existing construction contract.

3. **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

As a follow up to the Runway 15 tree obstructions located on Mr. Noah's property adjacent to the Airport, Acting Airport Manager Jeff Lovejoy coordinated with Mr. Noah to execute another extension of the City of Westfield Access Agreement which will expire on June 30, 2020.

Northern Tree Service is scheduled to start the tree removal on Mr. Noah's property on Monday, April 6th and will take one week to complete.

ASG and Acting Airport Manager Jeff Lovejoy hosted a tenant meeting on Friday, March 6th to review the project work phases and schedule. ASG and Acting Airport Manager Jeff Lovejoy have scheduled



AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

the pre-construction meeting for the project on Friday, March 20th. E.T.&L. has started to submit shop drawings for the project.

4. 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

MassDOT has issued a FY2019 ASMP Grant for the Installation of a Self-Service AVGAS 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.

5. MassDOT ASMP Project – Pavement Repair Runway 2-20 – Total Cost - \$1,060,330

Funding breakdown MassDOT Share (85%)-\$901,280.50 Local Share (15%)-\$159,049.50

ASG, MassDOT, and BAF conducted preliminary final project inspection on Tuesday, January 7, 2020. Due to active flying activities on this day, MassDOT, ASG, and BAF finalize their project inspection on Monday, February 24, 2020. During this final walkthrough of the project work area, there were several areas of the repair areas where the crack seal must be replaced by the contractor. ASG is working with the contractor and Acting Airport manager Jeff Lovejoy on scheduling this work. ASG submitted the required project closeout information to MassDOT and the Airport.

6. ASG is assisting Acting Airport Manager Jeff Lovejoy with recent FAA inquiries regarding FY2020 BAF Noise Program Grants and other BAF Noise Program related matters.
7. The Air National Guard has notified ASG and Acting Airport Manager Jeff Lovejoy that additional airfield pavement funding has become available through the state's Military Bond Bill. The team will be meeting with the Air National Guard to discuss potential funding for repairing Taxiway Sierra.

Air Traffic Record - Five Year Comparison

Itinerant Ops

(IFR & VFR)

	2020	2021	2022	2023	2024
Jan	1785				
Feb	1540				
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total	3325	0	0	0	0

Local Ops

Jan	1442				
Feb	1296				
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total	2738	0	0	0	0

Itin & Lcl Ops

Jan	3227				
Feb	2836				
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Totals	6063	0	0	0	0

Air Traffic Record Y-T-D 2020

Westfield-Barnes Regional Airport

	ITINERANT													LOCAL				TOTAL
	IFR						VFR						Civil	Military	Total			
	AC	AT	GA	MI	Total IFR	AC	AT	GA	MI	Total VFR								
2020																		
JAN	0	46	222	160	428	0	30	1101	226	1357	0	30	1101	226	1294	148	1442	3227
FEB	0	36	180	142	358	0	23	1029	130	1182	0	23	1029	130	1194	102	1296	2836
MAR																		
APR																		
MAY																		
JUN																		
JUL																		
AUG																		
SEP																		
OCT																		
NOV																		
DEC																		
TOTAL	0	82	402	302	786	0	53	2130	356	2539	0	53	2130	356	2488	250	2738	6063

Westfield-Barnes Regional Airport YTD Income Report

	Jul '19	Aug '19	Sept '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20	Mar '20	Apr '20	May '20	Jun '20	FY '20 Total
Access Fees													
Gulfstream Aerospace	\$958.38	\$958.38	\$958.38	\$958.38	\$958.38	\$0.00	\$1,916.76	\$958.38					\$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	\$1,321.92	\$1,321.92	\$1,321.92	\$1,321.92	\$1,321.92	\$1,321.92	\$1,321.92					\$10,575.36
All Star Car & Truck	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00					\$800.00
Bill Board Fees	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00					\$14,000.00
Gone!, 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	\$5,280.76	\$0.00	\$10,561.52	\$5,280.76					\$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	\$0.00	\$0.00	\$0.00					\$120.00
Labrie, James	\$38.94	\$38.94	\$38.94	\$0.00	\$0.00	\$77.88	\$0.00	\$116.82					\$311.52
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	\$1,593.24	\$1,593.24	\$0.00	\$3,186.48	\$1,593.24	\$0.00	\$1,593.24	\$1,593.24					\$11,152.68
Fuel Flowage Fees													
Gulfstream Aerospace	\$1,626.24	\$2,424.08	\$810.16	\$1,624.16	\$1,613.92	\$0.00	\$4,106.72	\$1,647.04					\$13,852.32
Rectrix Aerodrome	\$2,711.76	\$1,587.28	\$3,056.64	\$2,231.28	\$2,717.68	\$680.08	\$804.32	\$0.00					\$13,789.04
Air Methods Corp	\$781.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$781.60
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	\$15,525.83	\$0.00	\$0.00	\$15,525.83	\$0.00					\$31,051.66
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
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	\$1,122.00	\$1,122.00	\$1,122.00	\$1,122.00	\$1,122.00	\$1,122.00	\$1,122.00					\$8,976.00
All Star Car & Truck	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50					\$4,300.00
Conference Room	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$300.00
Fly LuGu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
Green, Bruce	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50					\$1,660.00
Keenan, Joseph	\$626.25	\$626.25	\$626.25	\$626.25	\$626.25	\$626.25	\$0.00	\$626.25					\$4,363.75
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	\$1,065.60	\$1,065.60	\$532.80	\$532.80	\$0.00	\$1,065.60					\$5,328.00
Sok's Deck Fee	\$532.80	\$532.80	\$355.61	\$355.61	\$355.61	\$0.00	\$1,065.60	\$355.61					\$3,729.60
Westfield Flight Academy	\$0.00	\$0.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00					\$1,778.05
KBR Wyle Labs	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00					\$2,625.00
Miscellaneous													
Landing Fees	\$258.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00					\$263.00
Parking Fees	\$5,172.50	\$3,902.50	\$8,635.00	\$8,021.00	\$8,432.50	\$4,150.00	\$8,242.50	\$5,290.00					\$51,846.00
Tie Down Fees	\$469.00	\$685.00	\$875.00	\$805.00	\$960.00	\$1,485.00	\$585.00	\$670.00					\$6,525.00
TOTAL	\$35,982.43	\$33,291.19	\$36,671.50	\$54,186.71	\$37,547.50	\$22,013.37	\$59,868.60	\$31,625.06	\$0.00	\$0.00	\$0.00	\$0.00	\$311,196.36

Westfield-Barnes Regional Airport
 Fuel Flowage FY '20

<u>JET</u>	<u>AVGAS</u>	<u>PAYMENT</u>
\$0.080	\$0.080	FY '20
(gallons)	(gallons)	(dollars)

AF/Rectrix/FS

2019 June	29,897	4,000	\$2,711.76
July	19,841	0	\$1,587.28
Aug	29,709	8,499	\$3,056.64
Sept	19,888	8,003	\$2,231.28
Oct	29,970	4,001	\$2,717.68
Nov	0	8,501	\$680.08
Dec	10,054	0	\$804.32
2020 Jan	20,132	7,896	\$2,242.24
Feb			
Mar			
Apr			
May			
Total	159,491	40,900	\$16,031.28

Gulfstream Aerospace

2019 June	20,328	0	\$1,626.24
July	30,301	0	\$2,424.08
Aug	10,127	0	\$810.16
Sept	20,302	0	\$1,624.16
Oct	20,174	0	\$1,613.92
Nov	41,042	0	\$3,283.36
Dec	10,292	0	\$823.36
2020 Jan	20,588	0	\$1,647.04
Feb			
Mar			
Apr			
May			
Total	173,154	0	\$13,852.32

Air Methods

2019 June	0	0	\$0.00
July	9,770	0	\$781.60
Aug	0	0	\$0.00
Sept	0	0	\$0.00
Oct	0	0	\$0.00
Nov	0	0	\$0.00
Dec	0	0	\$0.00
2020 Jan	0	0	\$0.00
Feb			
Mar			
Apr			
May			
Total	9,770	0	\$781.60

TOTALS	342,415	40,900	\$ 30,665.20
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