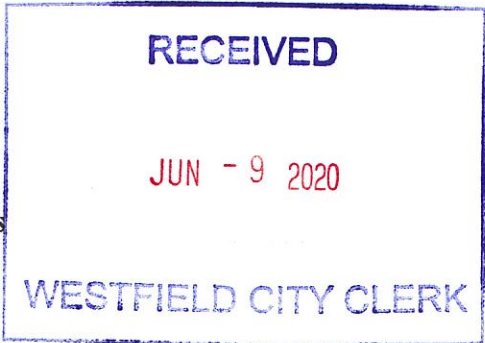




Commission Meeting Minutes



Commission

William P. Gonet, Chair
Kimberly S. Cameron

The special meeting regular meeting of the Westfield Barnes Regional Airport Commission of Wednesday, April 15, 2020 at 6:00 pm. due to the Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governors' March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the City of Westfield Airport Commission is being conducted via remote participation. Specific information can be found on the City of Westfield website at www.cityofwestfield.org. For this meeting, members of the public who wish to listen to the meeting may do so by tuning into Channel 15 or online at westfieldtv.org. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the City's website an audio recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

ROLL CALL OF ATTENDANCE MEMBERS:

- A. Airport Commission- Commissioner Gonet, Chair, Commissioner
Airport Commissioner
- B. Airport Manager- Christopher Willenborg, Airport Manager, Jeff Lovejoy,
Assistant Airport Manager
- C. Airport Staff- None
- D. Airport Tenants- None
- E. Contractors (ASG, KBR-Wyle)- Craig Schuster, Airport Solutions Group, Bill
Onyski, Ward 6 City Councilor and liaison for Airport
Commission, Nick Collins, KBR-Wyle

APPROVE OUTSTANDING MINUTES:

Commissioner Cameron made a motion to approve the March 12th regular meeting minutes as well as the March 31st special meeting minutes, seconded by Commission Gonet, so voted 2/0.

SPECIAL AGENDA ITEMS:

- A. New Airport Manager Introduction- Christopher J. Willenborg, C.M. - Mr. Willenborg thanked the commission for the opportunity to serve as Airport Manager for Westfield- Barnes Regional Airport. He also provided a brief background of his career and expressed how pleased he is to be back and to move the airport forward.
- B. CARES ACT- FAA Grant Programs- The CARE ACT was passed by Congress to provide 10 billion dollars to airports throughout the country. Primarily the focus of this act is for commercial service airports however they provided a set aside of 100 million dollars for general aviation airports across the country. There are approximately a little over 3,000 airports eligible for this funding. Mr. Willenborg participated in a conference call yesterday with FAA New England Region about the implementation of this program. It was shared with the group that Westfield-Barnes Regional Airport will be receiving a grant at 100% funding in the amount of \$69,000. This money is to be used on airport operating expenses. The New England Region will be coming out with some additional guidance anticipated next week on specifically the type of airport operating funds this money can be used on and will have more details on that hopefully within the next several weeks. This grant is anticipated to come forward within the next two to three weeks.
- C. Tenant Request from SOK's Restaurant and Ross-Rectrix Aviation- Both tenants have submitted requests to the airport for some rent abatement relief due to the impacts of COVID19. Mr. Willenborg will be working closely with the City Legal Department, Airport Commission and most importantly the FAA to address these issues that are arising at airports. Addressing these issues need to be done in accordance with FAA Grant Assurances. There will be a follow-up at next month's meeting.
- D. ASMP Grant Status for Airfield Mowing Decks- MassDOT Aeronautics Division provided the airport with an ASMP Grant for the purchase of two airfield mower decks. The order has been placed and all documents of the grant have been signed and accepted. The mowing decks are anticipated to be delivered no later than June 30th of this year.

STANDARD AGENDA ITEMS:

- A. Engineer Update- Craig Schuster, Airport Solutions Group, discussed the attached report.
- B. Operational Statistics- Stats, Ops, News, Tenant Items- Due to the COVID19 operational statistics have been impacted negatively. There has been a decrease in aircraft activity at the airport as well as other airports throughout the country. Operations for the month of March compared to March of 2019 are down 21%. YTD operations are about 0.6% down and hopefully have a chance to rebound before the end of the year. In regards to Military Operations the percentage also decreased for the month as compared to 2019. Operations are down over 51% due to training activities decreasing due to the COVID19 protocols at the base. YTD operations are down 26%.

- C. Jet Fuel- The month of March compared to March 2019 sales were up 0.1% and YTD down 0.1%. There were no avgas deliveries made for the month and YTD 7,896 gallons of avgas have been delivered to the airport since January 1st. Mr. Willenborg informed he will have more information at the next commission meeting regarding the FY21 Budget.
- D. Noise Program- KBR-Wyle- Nick Collins, KBR-Wyle, discussed the following open grants:

AIP50- Homes were demolished last fall and winter and today started began the finish grading and prepping for the seeding at 332, 355, 362, 380 and 398 Holyoke Road. Work is anticipated to be complete in the next two weeks. Following that will begin the closeout of the grant and will likely be closed out sometime around June.

AIP 52- This grant is for the demolition of four houses. The engineering and hazardous materials surveys were completed throughout the winter. The bid package has been prepped however due to the COVID19 Wyle is waiting for some directives as to how the bid will be put out to the public. This has all been established and arranged between himself and Tammy Tefft, City Purchasing. This will be for the demolition of 273, 284, 286 and 393 Holyoke Road. The bid opening will be May 27th but will be available for review for contractors May 6th. This work is anticipated to begin in August 2020.

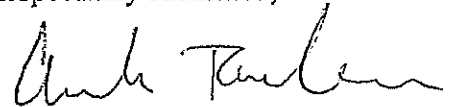
The reuse plan and NCP update and future sound insulation grants will be discussed with the airport manager and will update the commission at the next meeting.

- E. Review Critical Item List- The Airport Manager explained the staff has been working on the current identified items on the list. He is also working on the ALP update with Stantec as well as replacing airfield signs that were supposed to be replaced during the 15-33 project. The joint seal contractor will be coming out to fix several sealant areas on Runway 2-20. Mr. Willenborg advised he will continue working on this list.

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

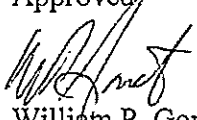
The Chairman adjourned the meeting at 6:46 p.m.

Respectfully submitted,



Amanda M. Raymakers
Principal Clerk

Approved:



William P. Gonet, Chair
Westfield Airport Commission



AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

at 8:30AM throughout the duration of the project. During the social distancing requirements for COVID-19, the weekly construction meetings will be hosted as conference calls.

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 is working with the contractor and Acting Airport manager Jeff Lovejoy on scheduling of the punch item work. Ideally, this work will be completed during the Airport closure for the Runway 15-33 Reconstruction Project. ASG submitted the required project closeout information to MassDOT and the Airport.

6. 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 Air National Guard will be following up with ASG and Acting Airport Manager Jeff Lovejoy regarding the timing and release of funding for the project.

Air Traffic Record Y-T-D 2020

Westfield-Barnes Regional Airport

2020	IFR						VFR						LOCAL			TOTAL	
	AC	AT	GA	MI	Itinerant	Total IFR	AC	AT	GA	MI	Itinerant	Total VFR	Civil	Military	Lcl Ops		Total
JAN	0	46	222	160	428	0	30	1101	226	1367	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																	
MAY																	
JUN																	
JUL																	
AUG																	
SEP																	
OCT																	
NOV																	
DEC																	
TOTAL	0	103	589	390	1082	0	84	3185	445	3714	3796	346	4142	8938			

Air Traffic Record - Five Year Comparison

	2016	2017	2018	2019	2020	
Itinerant Ops (IFR & VFR)	Jan	1748	1439	1631	1739	1785
	Feb	1432	1388	1369	1648	1540
	Mar	2119	1410	1931	2134	1471
	Apr	2068	2110	1993	1860	
	May	2059	2090	2498	1935	
	Jun	2191	2369	2425	2215	
	Jul	2427	2097	2504	2344	
	Aug	2492	2909	2003	2574	
	Sep	2651	1978	1887	2571	
	Oct	2080	2117	1799	1976	
	Nov	1891	1677	1578	1786	
	Dec	1563	1107	1846	1299	
	Total	24721	22691	23464	24081	4796

Local Ops	Jan	1226	936	1064	1205	1442
	Feb	918	866	1221	1313	1296
	Mar	1354	812	1490	1504	1404
	Apr	1530	1434	1772	1434	
	May	1404	1712	1730	1642	
	Jun	1854	1734	1626	1646	
	Jul	1390	1780	1988	1504	
	Aug	1824	3304	1586	1796	
	Sep	1584	1424	1414	2275	
	Oct	1284	1397	1418	1812	
	Nov	1282	1328	1078	1834	
	Dec	970	1062	1272	922	
	Total	16620	17789	17659	18887	4142

Itin & Lcl Ops	Jan	2974	2375	2695	2944	3227
	Feb	2350	2254	2590	2961	2836
	Mar	3473	2222	3421	3638	2875
	Apr	3598	3544	3765	3294	
	May	3463	3802	4228	3577	
	Jun	4045	4103	4051	3861	
	Jul	3817	3877	4492	3848	
	Aug	4316	6213	3589	4370	
	Sep	4235	3402	3301	4846	
	Oct	3364	3514	3217	3788	
	Nov	3173	3005	2656	3620	
	Dec	2533	2506	3118	2221	
	Totals	41341	40817	41123	42968	8938

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	20,191	0	\$1,615.28
Mar			
Apr			
May			
Total	179,682	40,900	\$17,646.56

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	20,540	0	\$1,643.20
Mar			
Apr			
May			
Total	193,694	0	\$15,495.52

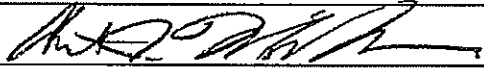
Air Methods

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	383,146	40,900	\$ 33,923.68
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**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION -
Name of public employee:	Christopher J. Willenborg
Title or Position:	Airport Manager
Agency/Department:	Westfield-Barnes Regional Airport
Agency address:	110 Airport Road, Suite 225 Westfield, MA 01085
Office Phone:	413-572-6275
Office E-mail:	cwillenborg@barnesairport.com
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	Prior to my employment as Airport Manager of Westfield-Barnes Regional Airport, I was Executive Vice President of Airport Solutions Group. Over the past three years, Airport Solutions Group has been the on-call engineering firm for the Airport. As an employee of Airport Solutions Group, I was the Client Manager for Westfield-Barnes Regional Airport.
What responsibility do you have for taking action or making a decision?	As Airport Manager of Westfield-Barnes Regional Airport, I am responsible for the day to day operations of the airport and provide professional experience/recommendations to the Westfield Airport Commission regarding policy decisions for the Airport.
Explain your relationship or affiliation to the person or organization.	I am no longer employed at Airport Solutions Group and previously served as Executive Vice President of Airport Solutions Group. I never had a financial interest in the company during my employment of Airport Solutions Group.
How do your official actions or decision matter to the person or organization?	The Westfield Airport Commission has hired me to oversee Westfield-Barnes Regional Airport and to provide professional recommendations on policy related matters for the operation of Westfield-Barnes Regional Airport.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	I contacted the Massachusetts State Ethics Commission on February 14, 2020. I spoke to Mike McDonald of the MA State Ethics Commission and he provided guidance regarding the submittal of this form and M.G.L 268A Section 23B3 for future actions if necessary.
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	04/13/2020

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.



Federal Aviation Administration

CARES Act Airport Grants – Frequently Asked Questions

This document answers frequently asked questions (FAQs) stakeholders may have related to the approximately \$10 billion in grants for airports under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The FAA has additional information unrelated to CARES Act grants for airport sponsors considering COVID-19 restrictions or accommodations. That information is available at www.faa.gov/airports.

The guidance here is not legally binding in its own right and will not be relied upon by the Federal Aviation Administration (FAA) as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this guidance, as distinct from existing statutes, regulations, and grant assurances, is voluntary only, and nonconformity will not affect existing rights and obligations.

These FAQs will be updated periodically.

General Questions

- Q1: How does the Coronavirus Aid, Relief, and Economic Security (CARES) Act benefit airports?**
A: Title XII of Division B of the CARES Act provides approximately \$10 billion to support U.S. airports experiencing severe economic disruption caused by the COVID-19 public health emergency. This funding will be distributed to airports to prevent, prepare for, and respond to the impacts of the COVID-19 public health emergency.
- Q2: Who is eligible to receive funding?**
A: These funds are available only to sponsors as defined in section 47102 of title 49, United States Code (U.S.C.); that is, airport sponsors meeting statutory and policy requirements under this section and identified in the FAA's current National Plan of Integrated Airports System (NPIAS).
- Q3: Where is this funding coming from?**
A: The funds are coming directly from the U.S. Treasury's General Fund to prevent, prepare for, and respond to the impacts of the COVID-19 public health emergency. The FAA's Office of Airports will administer these grant funds to airport sponsors.

Q4: What is the period of availability to obligate or spend CARES Act funding?

A: Funds are available until expended. There is no deadline to obligate funds available under the CARES Act. Nevertheless, the FAA intends to award grants and obligate these funds on an expedited basis. The FAA encourages airport sponsors to spend funds expeditiously to reduce the adverse impacts of the current public health emergency.

Q5: Is there a deadline by which funds for operating expenses must be used?

A: No. However, grants for operating expenses may not include activities prior to January 20, 2020.

Q6: How will this funding be allocated to airport sponsors?

A: The \$10 billion in funding is divided into four groups. The CARES Act establishes formulas for each group to allocate the funds to specific airports. Because the CARES Act allocates all funds by formula or to increase the Federal share for grants funded under fiscal year (FY) 2020 appropriations, none of these funds are discretionary. These four groups are:

- (1) 100% Federal share for 2020 Airport Improvement Program (AIP) Grants. At least \$500 million is available to increase the Federal share to 100% for grants awarded under the fiscal year (FY) 2020 appropriations cycle for FY 2020 AIP and FY 2020 Supplemental Discretionary grants. The Federal share for FY 2018 and 2019 Supplemental Discretionary grants will not increase.
- (2) Commercial Service Airports. At least \$7.4 billion is available to Commercial Service Airports for any purpose for which airport revenues may lawfully be used. The total allocation to an airport is determined by the following formula:
 - a. 50% of the total allocation is based on the number of enplanements the airport had during calendar year 2018 as a percentage of total 2018 enplanements for all commercial service airports.
 - b. 25% of the total allocation is based on the sponsor's fiscal year 2018 debt service as a percentage of the combined debt service for all commercial service airports; and
 - c. 25% of the total allocation is based on the sponsor's fiscal year 2018 ratio of unrestricted reserves to its respective debt service.
- (3) Primary Airports. Up to \$2 billion is available to large, medium, and small hub airports and non-hub primary airports for any purpose for which airport revenues may be lawfully used. These funds are allocated based upon statutory AIP primary entitlement formulas. However, the \$26 million limit under 49 U.S.C. 47114(c)(1)(C)(iii) and reduction for imposing passenger facility charges under 49 U.S.C. 47114(f) do not apply to these allocations.

- (4) General Aviation Airports. At least \$100 million is available to general aviation airports for any purpose for which airport revenues may be lawfully used. These funds are allocated based on the categories published in the most current NPIAS, reflecting the percentage of the aggregate published eligible development costs for each such category, and then dividing the allocated funds evenly among the eligible airports in each category, rounded up to the nearest thousand dollars.

Q7: How is the 100% Federal share determined?

A: When a grant is awarded, the Federal share is determined by the category of airport and the airport development goal. This Federal share is specific to each grant. To implement the CARES Act requirement and award AIP and Supplemental Discretionary grants appropriated for FY 2020 at a 100% Federal share, the FAA will calculate the increased Federal share for each AIP grant. The FAA will amend FY 2020 grants that already have been executed to adjust to the 100% Federal share. The FAA will award and execute the remaining FY 2020 grants with a 100% Federal share.

Q8: Do CARES grants have a local match?

A: No. Funds under the CARES Act are available at a 100% Federal share.

Q9: How can an airport sponsor use CARES grant funds?

A: An airport owner/sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy document defines permitted and prohibited uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act makes clear that the funds may not be used for any purpose not related to the airport.

Q10: Can I use CARES grant funds for new airport development on the airport?

A: Yes. However, additional requirements apply. To make these critical CARES funds available as quickly as possible, the FAA is issuing non-construction grants that permit expenditure for airport operating expenses (such as payroll) and to pay airport debt service. A recipient of a CARES grant that wishes to use the funds for new airport development or construction (i.e., to award a contract after March 27, 2020, for airport development) should contact its local Airports District Office or Airports Regional Office to make arrangements to do so. That office will ensure that such development is consistent with all of the recipient's prior Federal obligations, meets safety and security standards, meets National Environmental Policy Act (NEPA), prevailing wage, Buy American, Veterans' Preference, and Disadvantaged Business Enterprise Program requirements, and meets other specific requirements for new airport development under the CARES Act.

Q11: Are there any other specific requirements for accepting CARES grant funds?

A: Yes. The airport sponsor must continue to employ, through December 31, 2020, at least 90% of the number of individuals employed (after making adjustments for retirements or voluntary employee separations) as of March 27, 2020. The Secretary of Transportation may waive this workforce retention requirement if the Secretary determines that the sponsor is experiencing economic hardship as a direct result of the requirement, or that the requirement reduces aviation safety or security. The workforce retention requirement does not apply to non-hub or non-primary airports.

Q12: How do small, medium and large hub airport sponsors report their respective compliance with the employee retention requirement?

A: Airport sponsors must certify compliance with the CARES Act employment requirements (outlined in Q11) at the time of grant execution and report employment totals quarterly on June 30, September 30, and December 31, 2020. That report and certification should include the number of full-time equivalent (FTE) employees working at the airport as of March 27, 2020, as the baseline comparison. Airport sponsors may make adjustments for employees who perform duties at both the airport and other facilities operated by the airport sponsor. Airport sponsors also may make adjustments for retirements or voluntary employee separations when calculating the workforce retention percentage. If an airport sponsor intends to request a waiver from the employment requirements, it should do so no less than 30 days prior to a quarterly report date and provide documentation supporting its request.

Q13: Are multi-year grants eligible for a 100% Federal share under the CARES Act?

A: The FAA will provide a 100% Federal share for multi-year grants issued in FY 2020 under FY 2020 appropriations (Pub. L. 116-94). Future year funding for FY 2020 multi-year grants will continue to provide a 100% Federal share as long as CARES matching funds remain. Once matching funds are exhausted, FY 2020 multi-year grants will revert to the normal sponsor share. Multi-year grants issued in FY 2019 or earlier are not eligible for a 100% Federal share because they were issued under different appropriations laws. These grants will continue to be funded under the terms of the Grant Agreement.

Q14: If an airport sponsor owns or operates multiple airports, may CARES Act Airport Grant funds be pooled?

A: Yes. An airport sponsor may use funds at any airport under its control.

Q15: Are airport sponsors in the Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau, and Wake Island eligible for CARES Act Airport Grants?

A: No. The CARES Act states sponsors of airports defined in 49 U.S.C. 47102 are eligible. Eligible airports are included in the NPIAS. Airports in the Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau, and

Wake Island are not included in the NPIAS. While these airport sponsors may be eligible for some AIP discretionary funding, they are not eligible under the CARES Act.

Q16: Are airports in U.S. territories eligible for CARES Act Airport Grants?

A: Yes. The CARES Act states sponsors of airports defined in 49 U.S.C. 47102 are eligible. Eligible airports are included in the NPIAS. Airports in U.S. territories (American Samoa, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Guam) are included in the NPIAS.

Q17: Can an airport sponsor use CARES Act Airport Grants and funding from other Federal programs to pay for expenses related to the COVID-19 public health emergency?

A: CARES Act Airport Grants may be used for airport operating expenses that arise due to the COVID-19 public health emergency. The FAA recognizes that several sources of COVID-19 relief funds may be available to airport sponsors. Airport sponsors may use other sources of funding consistent with the terms of those programs. However, an airport sponsor may not invoice under its CARES Act Airport Grant for expenses that have been reimbursed under another program.

Questions on Allocation Formulas

Q-F1: What financial information is the FAA using to determine distribution of the 50% of the \$7.4 billion available under the CARES Act for commercial service airports that pertains to an airport's debt ratio?

A: This information is taken from each commercial service airport sponsor's annual financial report. By law, since 1994, each Chief Financial Officer (or equivalent) of a commercial service airport must certify an annual financial report to the FAA. FAA Advisory Circular (AC) 150/5100-19D, "Guide for Airport Financial Reports Filed by Airport Sponsors." provides detailed instructions on the use of the Certification Activity Tracking System (CATS), including how the system relates to government accounting requirements. Each airport must submit and certify its annual financial report within 120 days of the end of its fiscal year. The FAA used the FY 2018 CATS data for all airports, reported as of March 14, 2020, to calculate allocations under the CARES Act formulas. The FAA is not accepting sponsor-requested amendments to certified CATS data for purposes of calculating CARES Act Airport Grants allocations. Where the FAA's preliminary review identified airports whose submissions raised technical issues, the FAA worked closely with those airports to address and correct those issues.

Q-F2: What is the CARES Act phrase "each sponsor's ratio of unrestricted reserves to their respective debt service" intended to accomplish?

A: In general, the higher an airport's reserves are, or the lower its debt service is, the more it may be allocated under this ratio.

Questions on Grant Application, Agreement, and Invoicing

Q-GA1: Is a grant application required to receive CARES Act Airport Grants?

A: Yes, with one exception. After the Secretary of Transportation announces awards under the CARES Act, each airport sponsor must submit a grant application to access those funds. However, sponsors do not need to apply for the increased Federal share of FY 2020 AIP or FY 2020 Supplemental Discretionary grants.

Q-GA2: Will the FAA use a standard grant application form or one specifically designed for this program?

A: The FAA will use the Office of Management and Budget (OMB) SF-424, *Application for Federal Assistance*.

Q-GA3: When will CARES Act Airport Grant applications be available and how long after filing a complete application should an airport sponsor expect to receive a grant?

A: The FAA will provide this application to airport sponsors through the local Airports District Office or Airports Regional Office shortly after the Secretary announces CARES Act Airport Grants awards. The FAA anticipates providing a grant agreement for execution within days of receiving a complete application.

Q-GA4: Will the FAA use a standard AIP grant agreement or one specifically designed for this program?

A: The FAA will provide a simplified Grant Agreement shortly after it receives an application. This simplified agreement includes the requirements under the CARES Act and makes funds immediately available for expenses, other than airport development, including payroll, debt service, utility expenses, service contracts, and supplies.

Q-GA5: Does a CARES Act Airport Grant require an airport sponsor to obligate itself to the standard set of FAA Airport Sponsor Grant Assurances?

A: Generally, no. If an airport sponsor uses its CARES Act Airport Grant for operational expenses, the standard FAA Airport Sponsor Grant Assurances do not apply. The CARES Act Airport Grants for operational expenses remain subject to audit, reporting, records retention, and other requirements under 2 CFR part 200 like other Federal grant funding. Some laws outside of 49 U.S.C. chapter 471 also apply, such as 49 U.S.C. 40103(e), which prohibits the grant of an exclusive right to conduct any type of aeronautical activity at an airport, and Title VI of the Civil Rights Act, which prohibits discrimination on the basis of race, color, or national origin. If an airport sponsor uses its CARES Act Airport Grant for new airport development, additional requirements apply (see Q10). Additionally, CARES Act Airport Grant funds may be used only for the capital and operating expense of the airport. Examples of expenditures that FAA has found to be allowable are provided in the [FAA Revenue Use Policy](#). The CARES Act does not, however,

void assurances made in prior grant agreements; therefore, a sponsor's pre-existing grant assurances and Federal obligations continue to apply.

Q-GA6: How will an airport sponsor submit payment requests for CARES Act Airport Grants?

A: The FAA will use the existing U.S. Department of Transportation Delphi eInvoicing system for payment requests. Airport sponsors will continue the current practice of submitting underlying payment request documentation. Examples of documentation include payroll receipts, janitorial contract invoices, and debt service payments. The FAA will review invoices manually to ensure adequate oversight, but it will process payments quickly.

Questions on Use of Funds

Q-U1: Can CARES Act Airport Grants funds be used to purchase an aviation or aviation easement?

A: Yes, provided the purchase is consistent with 49 U.S.C. 47107(b) and (k)(2) (i.e., the expenditure is an airport operating cost that reflects the value received). Examples of expenditures that FAA has found allowable are provided in the FAA Revenue Use Policy. The airport sponsor should consult with its local Airports District Office or Airports Regional Office because this purchase could be considered "airport development" and subject to additional requirements. See Q10.

Q-U2: Can CARES Act Airport Grants funds be used to accelerate structured settlement agreements or pay the penalty for early defeasement of debt?

A: Yes, provided the use of funds is consistent with 49 U.S.C. 47107(b) and (k)(2) (i.e., the expenditure is an airport operating cost that reflects the value received). Examples of expenditures that FAA has found allowable are provided in the FAA Revenue Use Policy. If any part of the debt had been approved for Passenger Facility Charge (PFC) collections, the airport sponsor may have to amend its PFC approval to reflect the change.

Q-U3: Can CARES Act Airport Grants funds be used for a surface access project (roads or rail/transit)?

A: Yes. This use is airport development and, therefore, additional requirements apply. See Q10.

Q-U4: Can CARES Act Airport Grants funds be used to prepay long-term contracts (for example, shuttle-bus operators, janitorial services, security services, fire and police services)?

A: Yes, provided the prepayment is a *bona fide* transaction where the sponsor receives the benefit of the prepaid services and receives some value in exchange for committing in advance.

- Q-U5: Can CARES Act Airport Grants funds be deposited in the airport sponsor's reserve account (or invest them for future use)?**
A: No. The FAA would not be able to ensure a potential future use is a use consistent with the CARES Act requirement. Airports should submit invoices and underlying documentation for airport expenditures. See Q-GA6.
- Q-U6: Can CARES Act Airport Grants funds be used to help bolster the local government's pension fund?**
A: Generally, no. However, if the fund has historically been supported by the airport and the support is proportional to the share paid to airport retirees, then the airport should consult with its local Airports District Office or Airports Regional Office, to determine if such a use is appropriate.

Questions on Environmental Review

- Q-E1: Are there any environmental requirements associated with increases to 100% Federal share for FY 2020 AIP grants?**
A: All projects funded for AIP and Supplemental Discretionary grants under FY 2020 appropriations continue to be subject to environmental requirements. However, no additional environmental analysis is required for the Federal share increase.
- Q-E2: Are there any environmental review requirements associated with non-construction grants for airport operating expenses and debt service?**
A: No. These types of grants have no potential to impact the environment, and therefore are not major federal actions subject to National Environmental Policy Act (NEPA) review.

Questions on Administration under the State Block Grant Program

- Q-SB1: What is the State Block Grant Program (SBGP)?**
A: In 1987, Congress authorized the FAA to use State block grants to provide AIP funds to airport sponsors. Through the State Block Grant Program (SBGP), the FAA provides funds directly to States that participate in the program. In turn, SBGP participants fund and oversee AIP projects to non-primary commercial service, reliever, and general aviation airports. The program currently includes the following 10 States: Georgia, Illinois, Michigan, Missouri, New Hampshire, North Carolina, Pennsylvania, Tennessee, Texas, and Wisconsin.
- Q-SB2: How will the FAA Administer CARES Act funding for States participating in the SBGP?**
A: The FAA Airport Improvement Program Branch (APP-520) will utilize its existing relationships with the States participating in the SBGP for administration of CARES Act Airport Grants. These participants have relationships with airport

sponsors within their States and currently provide grant management and internal controls. Leveraging this infrastructure will facilitate efficient and expedient distribution of funds.

Q-SB3: Will FAA Regional and Airport District Offices remain the points-of-contact for CARES Act Airport Grants?

A: Yes. States participating in the SBGP should continue to work with their local Airports District Office or Airports Regional Office throughout CARES Act Airport Grants implementation and administration.

Q-SB4: Do CARES Act Airport Grants funding allocations work differently for the SBGP?

A: No. The FAA will calculate each airport sponsor's allocation based on formulas in the CARES Act. The Secretary of Transportation will announce these award amounts along with all awards under the CARES Act Airport Grants program.

Q-SB5: How much CARES Act funding may States participating in the SBGP distribute?

A: The CARES Act provides for specific allocations to each airport sponsor. The FAA will aggregate the amounts announced for each airport sponsor into one State award.

Q-SB6: How may States participating in the SBGP allocate CARES Act Airport Grants?

A: States participating the SBGP must make sub-awards to each airport sponsor based on that sponsor's allocation under the CARES Act. The FAA expects States to make these sub-awards on an expedited basis, for airport sponsors to spend funds quickly, to reduce the adverse impacts of the current public health emergency. States must follow 2 CFR part 200 requirements for CARES Act Airport Grants and sub-awards.

Q-SB7: What application and grant agreement will be used for sub-grants?

A: States participating in the SBGP will use a streamlined application and grant agreement process similar to what the FAA is using for all CARES Act Airports Grants. The FAA will provide States with template documents after these grants are announced.

Q-SB8: Can States participating in the SBGP mix FY 2020 AIP funds and additional funds to increase the Federal share under the CARES Act?

A: No. The (1) FY 2020 AIP and Supplemental Discretionary funds are separate from the (2) CARES Act funds to increase the Federal share. States must separately account for the two different funding sources as they are drawn down to ensure each appropriation is spent as intended.

Q-SB9: What if my State legislature needs to approve the acceptance of CARES Act funding?

A: The FAA recommends that States participating in the SBGP use their usual State processes to approve, accept, and administer Federal funds.

Q-SB10: Can CARES Act Airport Grants be sub-awarded to airport sponsors that had previously opted out of the SBGP?

A: No. States participating in the SBGP do not have to make sub-awards to airport sponsors that opted-out in FY 2020 or do not participate in the SBGP. The FAA will administer grants for those airport sponsors.

Q-SB11: What are the reporting requirements for CARES Act Airport Grants?

A: States participating in the SBGP will continue the current practice of providing sub-award reporting information on CARES Act Airport Grants to the FAA upon request.

Q-SB12: Will CARES Act Airport Grants require end-of-fiscal-year reporting like other AIP funding?

A: Yes. CARES Act Airport Grants funds will be included in the Annual Report of Federal Funding at the end of FY 2020.

Q-SB13: How will payment requests be submitted for CARES Act Airport Grants?

A: The FAA will use the existing U.S. Department of Transportation Delphi eInvoicing system for payment requests. States participating in the SBGP will continue the current practice of retaining all underlying payment request documentation and complete records.

Q-SB14: Will the FAA audit CARES Act Airport Grants administered by States participating in the SBGP?

A: Yes. The FAA will include audits of CARES Act Airport Grants in its annual audit process.



Commission Meeting Minutes

Commission

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

The special meeting regular meeting of the Westfield Barnes Regional Airport Commission of Thursday, March 31, 2020 at 12:00 pm. due to the Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governors' March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the City of Westfield Airport Commission is being conducted via remote participation. Specific information can be found on the City of Westfield website at www.cityofwestfield.org. For this meeting, members of the public who wish to listen to the meeting may do so by tuning into Channel 15 or online at westfieldtv.org. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the City's website an audio recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

TELECONFERENCE ATTENDANCE:

Commissioner Gonet
Commissioner Cameron

Interim Airport Manager- Jeff Lovejoy

PUBLIC PARTICIPATION: None

AIRPORT ACTIVITIES: This information had been provided to the Commission in advance for review.

1. Approve ASMP Grant for Two Mower Decks (Vote)- Commissioner Gonet made a motion to approve the Grant Contract for ASMP Project No. #2020-BAF-33, State Grant No. ASMP20BAF21BAFMOWDEK, seconded by Commissioner Cameron, followed by a roll call vote:

Commissioner Cameron-yes
Commissioner Gonet-yes

2. Approve ASMP Grant Assurances for Two Mower Decks (Vote) – Commissioner Gonet made a motion to approve the Grant Assurances for this project, seconded by Commissioner Cameron, followed by a roll call vote:

Commissioner Cameron-yes
Commissioner Gonet-yes

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

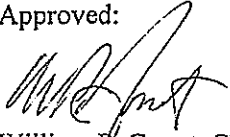
The Chairman adjourned the meeting at 12:06 p.m.

Respectfully submitted,



Amanda M. Raymakers
Principal Clerk

Approved:



William F. Gonet, Chair
Westfield Airport Commission