



Commission Meeting Minutes

RECEIVED

AUG 18 2020

WESTFIELD CITY CLERK

Commission

William P. Gonet, Chair
Kimberly S. Cameron

The regular meeting of the Westfield Barnes Regional Airport Commission of Wednesday, May 27, 2020 at 5:02 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 Bill Gonet, Chair, Commissioner Kim Cameron
- B. Airport Manager- Christopher Willenborg
- C. Airport Staff- None
- D. Airport Tenants- None
- E. Contractors (ASG, KBR-Wyle)- Bill Onyski, Ward 6 City Councilor and Liaison for Airport Commission, Nick Collins, KBR-Wyle

APPROVE OUTSTANDING MINUTES:

Upon motion made by Commissioner Gonet and seconded by Commissioner Cameron, it was unanimously VOTED: To approve the April 15, 2020 regular meeting minutes.

SPECIAL AGENDA ITEMS:

- A. **Vote to Approve Airport FY21 Budget-** The Commission was provided a copy of the proposed FY2021 budget for their review. The Manager met with the Mayor and City Auditor reviewing the budget and is scheduled to meet

with the Finance Committee on June 8th at 6:00 p.m. Mr. Willenborg invited the Commission to attend the meeting and advised he will be addressing any concerns and giving a presentation about the budget. Overall the budget is 3.6% higher than last year's proposed budget. This is a result of Collective Bargaining Agreement raises that are included although primarily this is a flat budget in regards to Purchase of Services and Supplies which are the two critical line items used to safely maintain the airport. \$150,000 was initially requested for Runway 2-20 Markings and was reduced to \$100,000.00 after the meeting with the Mayor and City Auditor. Ideally after July 1st the airport should be able to remark Runway 2-20 in preparation of the next Part 139 Inspection with help from the \$69,000 from the CARES Act and the \$100,000 the Air National Guard has committed. The Manager asked the Commission to vote on the proposed FY21 total budget line item in the amount of \$792,517.21. Upon motion duly made by Commissioner Gonet and seconded by Commissioner Cameron, it was unanimously VOTED: To approve the proposed FY2021 Airport Department budget, followed by a roll call vote:

Commissioner Gonet-yes
Commissioner Cameron-yes

The motion has passed.

- B. Vote to Revise Current Landing Fee Schedule-** The previous Airport Manager had done a survey of landing fees for transient aircraft and the Commission voted to approve the landing fee schedule in July 2018. In addition the airport manager at the time recommended that based aircraft with a max take off weight of over 12,500 lbs also be charged a landing fee. This is a common practice at airports in the New York and New Jersey area however this is not a common practice in Massachusetts or New England. The airport has received several comments from based aircraft tenants that exceed the 12,500 lb weight class regarding the landing fees being charged. These aircraft are based aircraft that pay rent and purchases fuel and supports the airport in numerous aspects. This has created a competitive disadvantage at the Airport because other airports around such as Westover or Bradley do not charge landing fees for their based aircraft. This would be an incentive for a potential tenant to move to one of these facilities and would negatively impact Westfield-Barnes Regional Airport. Therefore the Airport Manager is requesting the Airport Commission to update the airport landing fee schedule to eliminate the landing fee for based aircraft and everything else will stay the same. Commissioner Cameron stated this is the first time the Commission is hearing any issues or concerns and she would encourage people to bring concern to the commission meetings if the issues are not being addressed. Upon motion duly made by Commissioner Gonet and seconded by Commissioner Cameron, it was unanimously VOTED: To update the current Airport Landing Fee Schedule to reflect the elimination of landing fee billing of based aircraft, followed by a roll call vote:

Commissioner Gonet-yes
Commissioner Cameron-yes

The motion has passed.

- C. **Update on On-Call Noise Consultant Request for Qualifications-** The Commission asked the previous Airport Manager to do a Request for Qualifications for on-call noise consultant services. KBR/Wyle has been the on-call noise consultant since 2008 and it is time to go through the consultant selection process. It is anticipated the City Purchaser will have the RFQ document finalized and advertised in June. This will be a 3 year contract and once a final template is created the Airport Manager will send it out to the Commission.

STANDARD AGENDA ITEMS:

- A. **Engineer Update-** Chris Willenborg discussed the attached report from Airport Solutions Group.

B. Operational Statistics- Stats, Ops, News, Tenant Items-

a. Tenant Related Matters:

- i. The Airport received the Army Guard Airport Joint Use Agreement payment for \$115,986.00 The actual written agreement was signed by the Adjutant General and at next month's meeting the Commission will approve and sign the agreement.
- ii. MassDOT is crack sealing the aircraft parking apron from Hangar 1 to the old Five Star hangar as well as the terminal building parking lot which is being fully funded by MassDOT.
- iii. The Airport has been coordinating with Fly LuGu and the Mass Airport Management Association who wrote a letter to the Governor and his reopening task force to allow flight training to resume. Over a dozen flight schools in the state have also signed a letter to reopen the schools.
- iv. Col. Bladen will become the new Wing Commander for the 104th Fighter Wing in about a week. Col. Green was promoted to Brigadier General Green and received his star and will continue service with the ANG for the Commonwealth. He will be based at the MA Joint Force Headquarters at Hanscom Air Force Base.
- v. The Airport Manager reached out to Kevin Bradley who is the Interim Manager for Ross/Rectrix Westfield asking for further information before recommending to the commission in regards to taking action in rent relief due to the COVID-19 now that things are starting to reopen. The Airport Manager believes the airport will start to see things pick up and see an increase in activity.

- C. **Noise Program-** Nick Collins, KBR/Wyle, informed there are still two grants open, AIP50 and AIP52. AIP50 the work has been completed and by June they will be processing final payments and closing that grant out. AIP52 is for the demolition of the last four homes which are 273,284,286 and 393 Holyoke

Road. Today was the bid opening for the demolition contractors. There were six contractors that submitted bids and Encore Contracting was lowest bidder at \$197,000. Mr. Collins will be contacting Encore tomorrow since he is concerned that their bid which was significantly lower than the engineering estimate. The review and recommendation of the award will be June 11th and the Commission will be able to make the final approval. The contract will then be awarded July 2nd. KBR/Wyle's contract will be done June 30th with the construction management. According to Mr. Collins schedule the demolition will be starting in August and completing around October so that may or may not change. The Airport Manager spoke with Deputy Chief Bishop of the Westfield Fire Department regarding coordinating training activity with the airport fire department and City of Westfield Fire Department at those 4 homes on Holyoke Road.

- D. **Review Critical Item List-** The ALP Master Plan Update is still being worked on. The Airport Manager needs to review the draft narrative report. The FAA Part 139 signage deficiency will be addressed through the Runway 15-33 Project and will be completed by June 30th. The FAA has postponed the Part 139 Airport Inspection which was scheduled for June 15-17 and will be rescheduled at a future date.

There being no further business to come before the Airport Commission, upon motion made by Commissioner Gonet and seconded by Commissioner Cameron, it was unanimously **VOTED** to adjourn at 5:59 p.m.

Respectfully submitted,



Amanda M. Raymaakers
Principal Clerk

Approved:



William P. Gonet, Chair
Westfield Airport Commission



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FOR PERIOD 99

CITY OF WESTFIELD
NEXT YEAR BUDGET COMPARISON REPORT

05/20/2020 10:48
l.robienciazak

PROJECTION: 2021 CITY OF WESTFIELD BUDGET 2021

ACCOUNTS FOR:	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2021 DEPARTMENT	2021 AUDITOR	2021 MAYOR COMMENT
AIRPORT						
11990000 511000	129,664.39	140,312.80	139,316.40	146,512.80	177,768.79	.00
11990000 511100	209,882.39	231,198.56	232,393.58	224,496.38	228,073.42	.00
11990000 511110	735.00	13,890.00	12,440.00	14,040.00	14,040.00	.00
11990000 512000	.00	.00	.00	.00	.00	.00
11990000 512100	.00	.00	.00	.00	.00	.00
11990000 512300	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	.00
11990000 512400	.00	.00	.00	.00	.00	.00
11990000 513000	16,587.82	16,000.00	16,000.00	16,000.00	16,000.00	.00
11990000 514000	.00	.00	.00	.00	.00	.00
11990000 514200	.00	.00	1,450.00	.00	.00	.00
11990000 519060	.00	.00	.00	.00	.00	.00
11990000 519063	.00	.00	.00	.00	.00	.00
11990000 519900	1,057.69	.00	996.40	.00	.00	.00
11990000 520000	221,875.84	147,875.00	210,919.28	178,820.00	178,820.00	.00
11990000 520000 4864	.00	.00	.00	.00	.00	.00
11990000 540000	39,721.81	54,700.00	47,112.02	55,700.00	55,700.00	.00
11990000 540000 4866	.00	.00	.00	.00	.00	.00
11990000 560000	.00	.00	500.00	.00	.00	.00
11990000 570700	.00	.00	.00	.00	.00	.00
11990000 571000	.00	500.00	.00	500.00	500.00	.00
11990000 572000	.00	2,000.00	.00	2,000.00	2,000.00	.00

05/20/2020 10:48
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CITY OF WESTFIELD
NEXT YEAR BUDGET COMPARISON REPORT

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bgnyrpts

PROJECTION: 2021 CITY OF WESTFIELD BUDGET 2021

FOR PERIOD 99

ACCOUNTS FOR:	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2021 DEPARTMENT	2021 AUDITOR	2021 MAYOR COMMENT
11990000 578000	824.00	1,290.00	550.00	1,290.00	1,565.00	.00
GENERAL EX						
11990000 580000	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4828	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4839	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4844	.00	138,889.00	34,979.08	.00	.00	.00
CAPITAL PR						
11990000 580000 4845	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4849	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4850	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4851	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4858	-157,037.05	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4867	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4868	6,620.25	.00	.00	.00	.00	.00
CP DRN DES						
11990000 580000 4870	46,535.44	.00	82,996.79	.00	.00	.00
CAPITAL PR						
11990000 580000 4871	12,821.60	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4872	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4873	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 4875	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580000 5113	.00	.00	.00	.00	.00	.00
CAPITAL PR						
11990000 580002 4862	-1,097.56	.00	.00	.00	.00	.00
AIRPORT MA						
11990000 582000	.00	.00	.00	.00	.00	.00
BUILDINGS						
11990000 583000 4832	.00	.00	.00	.00	.00	.00
PLANT/ CA						
11990000 585000	8,386.50	.00	388.99	.00	.00	.00
ADDITIONAL						

05/20/2020 10:48
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CITY OF WESTFIELD
NEXT YEAR BUDGET COMPARISON REPORT

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PROJECTION: 2021 CITY OF WESTFIELD BUDGET 2021

FOR PERIOD 99



ACCOUNTS FOR:	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2021 DEPARTMENT	2021 AUDITOR	2021 MAYOR COMMENT
11990000 585001	15,149.71	15,150.00	15,150.00	15,150.00	15,150.00	.00
VEHICLES						
11990000 585500	251.18	500.00	500.00	500.00	500.00	.00
ADDITIONAL						
11990000 587000	359.00	.00	9,285.69	.00	.00	.00
REPLACEMENT						
11990000 587000 4863	13,680.08	.00	.00	.00	.00	.00
REPLACEMENT						
11990000 589000	.00	.00	.00	100,000.00	100,000.00	.00
OTHER CAPI						
11990000 589000 4829	.00	.00	.00	.00	.00	.00
OTH CAPTL						
11990000 589200	.00	.00	.00	.00	.00	.00
CONSTRUCTN						
11990000 596000	.00	.00	.00	.00	.00	.00
INTRAFUND						
11990000 599999	.00	.00	.00	.00	.00	.00
CARRYOVER						
TOTAL AIRPORT	568,418.09	764,705.36	807,378.23	757,409.18	792,517.21	.00
GRAND TOTAL	568,418.09	764,705.36	807,378.23	757,409.18	792,517.21	.00

** END OF REPORT - Generated by Lynn Robliciezak **



05/20/2020 10:44
I.robienciazak
CITY OF WESTFIELD
AUDITOR BUDGET REQUESTS
BUDGET PROJECTION 2021 CITY OF WESTFIELD BUDGET 2021

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	AUDITOR	PERCENT CHANGE
11990000511000		FT SALARY EMPLOYEES	139,316.40	140,312.80	177,768.79	27.60
1000-1-199-0000-00-00-00-511100-		Christopher Willenborg	1.00	116,568.79	116,568.79	
		Airport Manager PSA				
		Jeffrey Lovejoy	1.00	61,200.00	61,200.00	
		Operations Facilities Coordinator PSA				
11990000511100		FT HOURLY EMPLOYEES	232,393.58	222,673.60	228,073.42	-1.86
1000-1-199-0000-00-00-00-511100-		Eileen Collins	1.00	56,837.97	56,837.97	
		Admin. Asst				
		Anniversary date: 10/29/1979.				
		Grade 14, Step 12				
		\$31.11 x 7 x 261 = \$56,837.97				
		Amanda Raymakers	1.00	42,587.37	42,587.37	
		Principal Clerk				
		Anniversary date: 7/1/2014				
		Grade 10, Step 6				
		\$23.31 x 7 x 261 = \$42,587.37				
		Patrick Dillon	1.00	39,465.04	39,465.04	
		Motor Equipment Operator				
		Anniversary date 1/7/19				
		Grade 11, Step 2				
		18.58 * 8 * 136 = 20,215.04				
		Grade 11, Step 3				
		19.25 * 8 * 125 = \$19,250.00				
		Christopher Nicoli	1.00	38,131.44	38,131.44	
		Motor Equipment Operator				
		Anniversary Date: 11/25/2019				
		Grade 11, Step 2				
		\$17.79 x 8 x 105 = 14,946.60				
		Grade 11, Step 3				
		\$18.58 x 8 x 156 = 23,187.84				
		Randall Paul	1.00	51,051.60	51,051.60	
		Working Foreman				
		Anniversary Date: 12/1/14				
		Grade 14, Step 6				
		\$24.45 x 8 x 261= 51,051.60				
11990000511110		PT HOURLY EMPLOYEES	12,440.00	.00	14,040.00	12.86
1000-1-199-0000-00-00-00-51110-		PART TIME HOURLY - WINTER/SUMMER	1.00	14,040.00	14,040.00	
11990000512000		TEMP SALARY EMPLOYEES	.00	.00	.00	.00
1000-1-199-0000-00-00-00-51200-						



ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADD BUDGET	PROJECTED ACTUAL	AUDITOR	PERCENT CHANGE
11990000512100			TEMP HOURLY EMPLOYEES	.00	.00	.00	.00
1000-1-199-0000-00-00-00-512100-							
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				
			VACANT	1.00	750.00	750.00	
			Commission Member				
			Kimberly S. Cameron	1.00	750.00	750.00	
			Commission Member				
11990000512400			SEASONAL EMPLOYEES	.00	.00	.00	.00
1000-1-199-0000-00-00-00-512400-							
11990000513000			OVERTIME	16,000.00	16,181.25	16,000.00	.00
1000-1-199-0000-00-00-00-513000-				1.00	16,000.00	16,000.00	
11990000514000			LONGEVITY	.00	.00	.00	.00
1000-1-199-0000-00-00-00-514000-							
11990000514200			OUT OF GRADE	1,450.00	.00	.00	-100.00
1000-1-199-0000-00-00-00-514200-							
11990000519060			STEPEND/ADMIN	.00	.00	.00	.00
1000-1-199-0000-00-00-00-519060-							
11990000519063			NEGOTIATED PAYMENT	.00	.00	.00	.00
1000-1-199-0000-00-00-00-519063-							
11990000519900			SEVERANCE	996.40	.00	.00	-100.00
1000-1-199-0000-00-00-00-519900-							
11990000520000			PURCHASE OF SERVICES	210,919.28	92,344.00	178,820.00	-15.22
1000-1-199-0000-00-00-00-520000-			Gas & Electric	1.00	85,000.00	85,000.00	
			Cell phones	1.00	1,300.00	1,300.00	
			Generator Maintenance	1.00	550.00	550.00	
			Electric repairs	1.00	3,000.00	3,000.00	
			HVAC, service & repair	1.00	10,000.00	10,000.00	
			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	
			Terminal Directory				
			Sprinkler On/Off	1.00	470.00	470.00	



ORG	BUDGET PROJECTION	OBJECT PROJ	ACCOUNT DESCRIPTION	CITY OF WESTFIELD	AUDITOR BUDGET REQUESTS	CURRENT ADJ BUDGET	PROJECTED ACTUAL	AUDITOR	PERCENT CHANGE
11990000520000	4864	PURCHASE OF SERVICES	Security system repairs			1.00	2,000.00	2,000.00	
1000-1-199-0000-00-00-00-520000-4864			Environmental, USF			1.00	3,000.00	3,000.00	
			Annual Fire, Extinguisher & Sprinkler			1.00	1,000.00	1,000.00	
			Inspections			1.00	1,000.00	1,000.00	
			Building repairs; doors, locks, general			1.00	500.00	500.00	
			Recalibrate friction meter			1.00	1,000.00	1,000.00	
			Vehicle repairs			1.00	2,000.00	2,000.00	
			Carpet cleaning			1.00	3,000.00	3,000.00	
			Window cleaning			1.00	10,000.00	10,000.00	
			Marketing			1.00	1,000.00	1,000.00	
			Plumbing			1.00	5,000.00	5,000.00	
			Website			1.00	5,000.00	5,000.00	
			Vehicle Repairs			1.00	10,000.00	10,000.00	
			Engineering Services			1.00	9,000.00	9,000.00	
			Renovate restrooms			1.00	9,000.00	9,000.00	
11990000540000	4864	PURCHASE OF SERVICES				.00	.00	.00	.00
1000-1-199-0000-00-00-00-540000-4864									
11990000540000		SUPPLIES				47,112.02	62,000.00	55,700.00	18.23
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	
			Oil			1.00	2,200.00	2,200.00	
			Plumbing Supplies			1.00	1,000.00	1,000.00	
11990000549000	4866	SUPPLIES				.00	.00	.00	.00
1000-1-199-0000-00-00-00-540000-4866									
11990000560000		INTERGOVERNMENTAL				500.00	.00	.00	-100.00
1000-1-199-0000-00-00-00-560000-									
11990000570700		COMP ED-CAREER INCENTIVE				.00	.00	.00	.00
1000-1-199-0000-00-00-00-570700-									
11990000571000		IN-STATE TRAVEL				.00	500.00	500.00	.00
1000-1-199-0000-00-00-00-571000-						1.00	500.00	500.00	
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	

05/20/2020 10:44
 L.robienciarzak

CITY OF WESTFIELD
 AUDITOR BUDGET REQUESTS

BUDGET PROJECTION 2021 CITY OF WESTFIELD BUDGET 2021



P 4
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ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	AUDITOR	PERCENT CHANGE
11990000580000		GENERAL EXPENSE/OTHER CHARGES	550.00	1,000.00	1,565.00	184.55
	1000-1-199-0000-00-00-00-578000-					
	MAMA		1.00	175.00	175.00	
	NBAA		1.00	515.00	515.00	
	AAAE		2.00	275.00	550.00	
	Chamber of Commerce		1.00	325.00	325.00	
11990000580000		CAPITAL PROJECT	.00	.00	.00	.00
	1000-1-199-0000-00-00-00-580000-					
11990000580000	4828	CAPITAL PROJECT	.00	.00	.00	.00
	1000-1-199-0000-00-00-00-580000-4828					
11990000580000	4839	CAPITAL PROJECT	.00	.00	.00	.00
	1000-1-199-0000-00-00-00-580000-4839					
11990000580000	4844	CAPITAL PROJECT	34,979.08	.00	.00	-100.00
	1000-1-199-0000-00-00-00-580000-4844					
	NOISE MITIGATION - SOUND INSULATION		1.00	.00	.00	
11990000580000	4845	CAPITAL PROJECT	.00	.00	.00	.00
	1000-1-199-0000-00-00-00-580000-4845					
11990000580000	4849	CAPITAL PROJECT	.00	.00	.00	.00
	1000-1-199-0000-00-00-00-580000-4849					
11990000580000	4850	CAPITAL PROJECT	.00	.00	.00	.00
	1000-1-199-0000-00-00-00-580000-4850					
11990000580000	4851	CAPITAL PROJECT	.00	.00	.00	.00
	1000-1-199-0000-00-00-00-580000-4851					
11990000580000	4858	CAPITAL PROJECT	.00	157,037.05	.00	.00
	1000-1-199-0000-00-00-00-580000-4858					
11990000580000	4867	CAPITAL PROJECT	.00	1,955.15	.00	.00
	1000-1-199-0000-00-00-00-580000-4867					
11990000580000	4868	CAPITAL PROJ - DRAIN DESIGN	.00	2,274.75	.00	.00
	1000-1-199-0000-00-00-00-580000-4868					
11990000580000	4870	CAPITAL PROJECT	82,996.79	.00	.00	-100.00
	1000-1-199-0000-00-00-00-580000-4870					
11990000580000	4871	CAPITAL PROJECT	.00	.00	.00	.00
	1000-1-199-0000-00-00-00-580000-4871					

05/20/2020 10:44
l.robienciezak

CITY OF WESTFIELD
AUDITOR BUDGET REQUESTS
BUDGET PROJECTION 2021 CITY OF WESTFIELD BUDGET 2021



P 5
bgdpeptrq

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	AUDITOR	PERCENT CHANGE
1199000058000	4872	CAPITAL PROJECT	.00	14,620.00	.00	.00
1000-1-199-0000-00-00-00-580000-4872						
1199000058000	4873	CAPITAL PROJECT	.00	92,500.00	.00	.00
1000-1-199-0000-00-00-00-580000-4873						
1199000058000	4875	CAPITAL PROJECT	.00	.00	.00	.00
1000-1-199-0000-00-00-00-580000-4875						
1199000058000	5113	CAPITAL PROJECT	.00	.00	.00	.00
1000-1-199-0000-00-00-00-580000-5113						
1199000058000	4862	AIRPORT MASTER PLAN UPDATE	.00	1,097.56	.00	.00
1000-1-199-0000-00-00-00-580002-4862						
11990000582000		BUILDINGS	.00	.00	.00	.00
1000-1-199-0000-00-00-00-582000-						
11990000583000	4832	PLANT/ CAPITAL IMPROVEMENTS	.00	.00	.00	.00
1000-1-199-0000-00-00-00-583000-4832						
11990000585000		ADDITIONAL / CAPITAL EQUIPMENT	388.99	.00	.00	-100.00
1000-1-199-0000-00-00-00-585000-						
11990000585001		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	.00
11990000585500		ADDITIONAL SMALL EQUIPMENT	500.00	500.00	500.00	.00
1000-1-199-0000-00-00-00-585500-						
11990000587000		REPLACEMENT EQUIPMENT	9,285.69	104.00	.00	-100.00
1000-1-199-0000-00-00-00-587000-						
11990000587000	4863	REPLACEMENT EQUIPMENT	.00	.00	.00	.00
1000-1-199-0000-00-00-00-587000-4863						
11990000589000		OTHER CAPITAL OUTLAY	.00	.00	100,000.00	.00
1000-1-199-0000-00-00-00-589000-						
		Repaint Runway Markings	1.00	100,000.00	100,000.00	.00
		Part 139 Requirement				
11990000589000	4829	OTHER CAPITAL OUTLAY	.00	.00	.00	.00
1000-1-199-0000-00-00-00-589000-4829						
11990000589200		CONSTRUCTION	.00	.00	.00	.00
1000-1-199-0000-00-00-00-589200-						

05/20/2020 10:44
l.robienciezak

CITY OF WESTFIELD
AUDITOR BUDGET REQUESTS

BUDGET PROJECTION 2021 CITY OF WESTFIELD BUDGET 2021

6
bgdeptg

ORG OBJECT PROJ ACCOUNT DESCRIPTION

ORG	OBJECT	PROJ	ACCOUNT	DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	AUDITOR	PERCENT CHANGE
11990000596000				INTRAFUND OPERATING TRANSFERS	.00	.00	.00	.00
1000-1-199-0000-00-00-00-596000-								
11990000599999				CARRYOVER	.00	.00	.00	.00
1000-1-199-0000-00-00-00-599999-								

BUDGET CEILING:
TOTALS: 807,378.23 824,650.16 807,378.23 792,517.21 -1.84

** END OF REPORT - Generated by Lynn Robienciezak **



Commission Meeting Minutes

Commission

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

The regular meeting of the Westfield Barnes Regional Airport Commission of Thursday, May 17, 2018 was held in the Airport Administration Building Conference Room, Westfield, MA. Chairman Gonet called the meeting to order at 6:09 p.m.

ATTENDANCE:

Commissioner Gonet
Commissioner Cameron
Commissioner Nicoletti

Airport Manager – Eric Billowitz

APPROVAL OF MEETING MINUTES: Commissioner Gonet made a motion to approve the March 15th, regular meeting minutes, seconded by Commissioner Nicoletti, so voted 2/0.

PUBLIC PARTICIPATION: None

AIRPORT ACTIVITIES:

- A. ANG Update- Taxiway Sierra- Col. Peter Green informed the 104th Fighter Wing Barnes Air National Guard, would like to advance the Taxiway Sierra project and believes it would be beneficial for both the Regional Airport and Military Operations. This project is estimated to cost \$4.47M and the Base Civil Engineer is soliciting the National Guard Bureau to assist funding through a Military Construction Cooperative Agreement. This project was anticipated to be an FY18 task but now looks like it will be a state FY19 project. It is anticipated to take 120 days and be a 2 phase project.

Major Jeremy Dugan, Base Civil Engineer, informed the design portion of this project has been fully funded and will remain with Stantec as the engineer for design as well as the construction inspection services. The state has provided the ANG with 95% of the funding which means 100% design pending any minor corrections that the state might find in their quality assurance review or the guard may find in their quality control review. Major Dugan informed this taxiway project will be beneficial for the Regional Airport in that;

1. The large body cargo aircraft will be able to park on the taxiway preventing closure of runway 15/33 or Taxiway Bravo North
2. Allow area for aircraft to park and will facilitate on-station aircraft training
3. Hazardous cargo loading
4. Hot pit refueling which impacts closing Taxiway Bravo North
5. Creates a secure parking apron separated from the community minimizing the noise impact to airport neighbors
6. Create perpendicular crossing to the compass rose with no back taxing down Runway 02/20 for Gulfstream's aircraft performing engine run-up's or instrumentation calibrations

This project is already on the airports capital investment plan of the Taxiway Sierra project. One concern that is currently being addressed is which party will be accountable to caring for the pavement once it's in place. 85% of the pavement is on airport property and 8,000-10,000 sq yards of pavement encroaches on the ANG's leased land. The ANG did a boundary survey and legal description that will propose redrawing the boundary to take the ANG's corner and grant it back to the City so the pavement is only on city owned property and would remain a joint use surface. In order to expedite the process the Adjutant General and the Mayor can enter into an agreement called the right of entry which allows the contractor on behalf of the city of Westfield or the Airport Commission to enter into the leased area. This project is currently all informational and discussions of negotiating will continue.

- B. Pioneer Valley Military Transportation Museum Update- Commissioner Cameron read the information agreed and voted upon from last month's commission meeting pertaining to the museum housing their operation across the street from the airfield. Mr. Dion explained he would like to go back to the museums original plan of building around hangar 3 and that his biggest concern with the location across from the airfield is access to the runway. Mr. Dion also doesn't feel it would be financially feasible for them and doesn't feel they will ever be a flying museum being located across the street. Mr. Billowitz stated the Commission should reserve their group discussion for executive session.
- C. MassDOT Statewide Airport Economic Impact Study- ASG- Chris Willenborg, ASG, informed MassDOT has decided to update their Statewide Airport Economic Impact Study and that two have been done over the last seven/eight years. ASG was selected as part of the team to perform this study and their specific roll is data collection. Mr. Willenborg is visiting three airports in Massachusetts for site visits and to meet with the airport manager's, tenants, etc. to gather an understanding of the economic impacts of the airport. Qualitative stories are also a big part of this study. By the end of June all thirty site visits will be completed. All information will be passed to CDM Smith who is the prime contractor that will put this information into their economic impact models. MassDOT is hoping to get deliverables done in November/December timeframes. These deliverables can be used as marketing brochures and videos.

CAPITAL IMPROVEMENT/AIRFIELD CONSTRUCTION/LAND

- A. ASG Update- Chris Willenborg reviewed the attached monthly status report with the Commission.
- B. MassDOT Grant- Loader Pusher/Plow- Commissioner Gonet made a motion to purchase a snow pusher/3 in 1 plow to be mounted to the airports John Deere from MassDOT funds under the Airport Safety and Maintenance Program, seconded by Commission Nicoletti, followed by a roll call vote:

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

AIRPORT MANAGER'S UPDATE:

- A. Fiscal and Airport Use Reports:
 - i. Air Traffic- Traffic is up April 2018 over April 2017 6.2%. YTD 20%. Military operations are also up by 34% and up YTD 17.4%.
 - ii. Revenue/Expenses/Budget – March 2018 over March 2017 fuel sales are down 20%. Rectrix is down 10%. AVGAS YTD is up 50%. The Airport Manager proposed creating a Barnes Users Group meeting that invites tenant aircraft owners to discuss any

concerns they may be having. The Commission would like to discuss further about the airport investing in a self serving fuel station.

iii. Leases- All tenant leases are current.

B. Airport Operations:

- i. Noise Program Update- Jay-mor Enterprises, Inc won the contract for the demolition of five homes and as of today can proceed with demolition.
- ii. Landing/Parking Fees-Discussion- An updated parking fee schedule was presented to the Commission. The Manager presented a comparison in landing fees with current rates and proposed new rates. Commissioner Gonet made a motion to accept the new user fee schedule that the Airport Manager has presented effective July 1, 2018, and to communicate this information to tenants for their comments, seconded by Commissioner Nicoletti, followed by a roll call vote;

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

iii. Grant related activity update- Discussed under Airport Solutions Group update.

EXECUTIVE SESSION

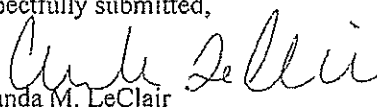
Commissioner Gonet made a motion that the Commission go into Executive Session to discuss the Pioneer Valley Military Transportation Museum in order to consider the leases and value of real property. It is the opinion of the chair that having the discussion on this/these items in an open session may be detrimental to the public body's negotiating position. The Commission will not reconvene in open session at the conclusion of the Executive Session, seconded by Commissioner Nicoletti, followed by a roll call vote:


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

The Commission entered Executive Session at 8:10 p.m. There being no other business to come before the Commission, Commissioner Gonet motioned to adjourn the meeting, following the Executive Session, seconded by Commissioner Cameron; so voted 3/0.

The Chairman adjourned the meeting at 9:05 p.m.

Respectfully submitted,


Amanda M. LeClair
Principal Clerk

Approved:  6/14/18

William P. Gonet, Chair
Westfield Airport Commission



Westfield-Barnes
REGIONAL AIRPORT

Use Fee Schedule

Effective July 1, 2018

Max Gross Take-Off Weight (MGTO) in Lbs	Operational Use Fee	Parking Fee (Overnight)
0 – 7,499	\$0	\$15.00
7,500 – 14,999	\$37.50	\$30.00
15,000 – 24,999	\$60.00	\$50.00
25,000 – 34,999	\$90.00	\$75.00
35,000 – 44,999	\$120.00	\$100.00
45,000 – 54,999	\$150.00	\$125.00
55,000 – 74,999	\$200.00	\$150.00
75,000 – 99,999	\$250.00	\$200.00
100,000 >	\$3.00 / 1,000 lbs	\$250.00

Westfield – Barnes Regional Airport, 110 Airport Road, Westfield, MA 01085-5331
Tel: 413-572-6275, Fax: 413-572-6296
mail@barnesairport.com
Website: www.barnesairport.com

Air Traffic Record - Five Year Comparison

Itinerant Ops
(IFR & VFR)

	2016	2017	2018	2019	2020
Jan	1748	1439	1631	1739	1785
Feb	1432	1388	1369	1648	1540
Mar	2119	1410	1931	2134	1471
Apr	2068	2110	1993	1860	1023
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	5819

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	772
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	4914

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	1795
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	42963	10733

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	20,187	0	\$1,614.96
Apr			
May			
Total	199,869	40,900	\$19,261.52

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	10,253	0	\$820.24
Apr			
May			
Total	203,947	0	\$16,315.76

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	0	0	\$0.00
Mar	0	0	\$0.00
Apr			
May			
Total	9,770	0	\$781.60

TOTALS	413,586	40,900	\$ 36,358.88
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Westmeig-B... 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	\$958.38	\$0.00	\$0.00	\$0.00	\$8,625.42
DBLS, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$1,321.92	\$1,321.92	\$0.00	\$0.00	\$13,219.20
All Star Car & Truck	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$1,000.00
Bill Beard 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	\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$17,500.00
Gonet, John	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$335.14	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$5,280.76	\$0.00	\$0.00	\$0.00	\$47,526.84
Gulfstream Option	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$112.00	\$112.00	\$0.00	\$0.00
Hafasi Kun	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$0.00	\$0.00	\$1,120.00
Hoover, Gary	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Labrie, James	\$38.94	\$38.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77.88	\$77.88	\$0.00	\$389.40
PVMTM (Museum)	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$2,958.82	\$2,958.82	\$0.00	\$0.00	\$100.00
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	\$1,384.26	\$1,384.26	\$0.00	\$0.00	\$2,958.82
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	\$3,186.48	\$1,594.23	\$0.00	\$0.00	\$13,842.60
													\$15,933.39
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	\$1,643.20	\$0.00	\$0.00	\$0.00	\$15,495.52
Rectrix Aerodrome	\$2,711.76	\$1,587.28	\$3,056.64	\$2,231.28	\$2,717.68	\$680.08	\$804.32	\$0.00	\$3,857.52	\$1,614.96	\$0.00	\$0.00	\$19,261.52
Air Methods Corp	\$781.60	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$864.00	\$864.00	\$0.00	\$0.00	\$8,640.00
Hangar #2	\$0.00	\$0.00	\$0.00	\$15,525.83	\$0.00	\$0.00	\$15,525.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,051.66
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	\$2,052.61	\$2,052.61	\$0.00	\$0.00	\$20,526.10
Joint Use Fees													
Army National Guard	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$1,122.00	\$1,122.00	\$0.00	\$0.00	\$11,220.00
All Star Car & Truck	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$537.50	\$0.00	\$0.00	\$5,375.00
Conference Room	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$682.61	\$682.61	\$0.00	\$0.00	\$1,365.22
Green, Bruce	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$207.50	\$0.00	\$0.00	\$2,075.00
Keenan, Joseph	\$626.25	\$626.25	\$626.25	\$626.25	\$626.25	\$626.25	\$0.00	\$626.25	\$0.00	\$0.00	\$0.00	\$0.00	\$4,383.75
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	\$1,401.75	\$1,401.75	\$0.00	\$0.00	\$14,017.50
Rectrix Admin Lobby	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00	\$169.00	\$0.00	\$0.00	\$1,690.00
Sok's Restaurant	\$1,065.60	\$1,065.60	\$1,065.60	\$1,065.60	\$532.80	\$0.00	\$1,065.60	\$1,065.60	\$1,065.60	\$2,131.20	\$0.00	\$0.00	\$10,123.20
Sok's Deck Fee	\$532.80	\$532.80	\$532.80	\$0.00	\$532.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,131.20
Westfield Flight Academy	\$0.00	\$0.00	\$355.61	\$355.61	\$355.61	\$0.00	\$355.61	\$355.61	\$0.00	\$1,066.93	\$0.00	\$0.00	\$2,844.88
KBR Wylie Labs	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$0.00	\$750.00	\$375.00	\$0.00	\$0.00	\$3,750.00
Miscellaneous													
Landing Fees	\$268.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333.00
Parking Fees	\$5,172.50	\$3,902.50	\$9,635.00	\$9,021.00	\$9,432.50	\$4,150.00	\$8,242.50	\$5,290.00	\$4,337.50	\$4,427.50	\$0.00	\$0.00	\$60,611.00
Tie Down Fees	\$460.00	\$685.00	\$875.00	\$605.00	\$960.00	\$1,485.00	\$585.00	\$670.00	\$160.00	\$220.00	\$0.00	\$0.00	\$6,905.00
	\$520.00	\$120.00	\$80.00	\$160.00	\$120.00	\$80.00	\$120.00	\$40.00	\$160.00	\$120.00	\$0.00	\$0.00	\$1,520.00
TOTAL	\$35,982.43	\$33,291.19	\$36,671.50	\$54,195.71	\$38,080.30	\$21,480.57	\$59,868.60	\$31,625.06	\$36,213.41	\$26,291.57	\$0.00	\$0.00	\$373,701.34



AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

MEMORANDUM

TO:	Chris Willenborg, Airport Manager	FROM:	Craig Schuster
LOCATION:	Westfield, MA	LOCATION:	Burlington, MA
SUBJECT:	Monthly Status Report – Misc. Projects	DATE:	May 27, 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. 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

ASG is coordinating with JL Raymakers regarding the completion the project. We are waiting for the grass seed to grow. The grass seed is a warm mix grass seed (required by the Airport's CMP) and requires consistently warm weather. There are some areas of erosion which JL Raymakers need to repair. There are four (4) remaining days left under the existing construction contract.

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

The tree obstructions for Runway 15 have been removed during the week of May 11, 2020 by Northern Construction.

E.T.&L. began the construction of the project on Monday, April 6, 2020. The project continued to install drainage structures and drain lines, runway edge light system, paving of the first lift of asphalt, runway intersection work, electrical work for the new PAPI's, and topsoil along the runway edge. The project is currently ahead of schedule. The weekly construction job meetings have been occurring every Friday 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.

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

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.

4. 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 the Airport for punch list work. That work was performed on Thursday night, May 21, 2020 which was during the Airport closure for the Runway 15-33 Reconstruction Project. The next step is to closeout the project.

- 5. 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.
- 6. ASG met with MANG and the Airport to discuss the Airport's Capital Projects Program.**

