

Wednesday, September 16, 2020 Commission Meeting Minutes

Commission

William P. Gonet, Chair
Kimberly S. Cameron
George W. Keefe

The regular meeting of the Westfield Airport Commission of Wednesday, September 16, 2020 was held in the Airport Administration Building Conference Room. Chairman Gonet called the meeting to order at 6:00 p.m.

ATTENDANCE:

Chairman William Gonet
Commissioner George Keefe

Airport Manager Christopher Willenborg

APPROVE OUTSTANDING MINUTES:

Upon motion made by Chairman Gonet and seconded by Commissioner Keefe, it was unanimously VOTED: To approve the August 17, 2020 regular meeting minutes as well as the August 26, 2020 special session minutes.

PUBLIC PARTICIPATION - None

SPECIAL AGENDA ITEMS

- a. Moment of Silence for former Westfield Airport Commissioner Dr. Donald J. Nicoletti

Don passed away on September 4, 2020. A moment of silence was held in his memory. Not only was Don an instrumental volunteer with Western Mass Wright Flight and serving on the Airport Commission, he was Superintendent of Gateway Regional School System. While there, he created an aviation program and secured a grant to buy an airplane in his first year. He then suffered a debilitating stroke, and after he left the school system there was a severe budget cut and the program was cut.

In his retired years, Don was a leader in the volunteer based Western Mass Wright Flight Program at Westfield-Barnes Airport. He took pride in introducing students to the history of aviation and STEM curriculum. He helped author the current manual used by the program and spent many hours advocating for the program in the local schools. Madeline Nicoletti, Don's wife, requested that donations in Don's memory be made to the Wright Flight Program.

b. One year Extension of the Air National Guard Joint Use Agreement

The Airport Joint Use Agreement with ANG is expiring and since the military is looking to update the overall template used for these types of agreements, they have therefore requested a One Year Extension of the Existing Agreement with the City of Westfield Airport. Over this next year, the Airport Manager will be able to negotiate the terms of the new lease with the Guard. Commissioner Gonet motioned to approve the one year extension agreement (term from September 20, 2020 to September 30, 2021) to the existing Air National Guard Joint Use Agreement; seconded by Commissioner Keefe. Motion passed.

c. Airport Turf Runway Update

Airport Manager Willenborg and Airport Operations Coordinator visited Hartford-Brainard Airport to look at their turf runway and get an understanding of their maintenance costs and operations. Basically, the turf runway is rolled it once at the beginning of the season, after in is cut low, and then surround the area with cones. The Manager noted that Barnes already has a mower that can accomplish the low cut and also that the City of Westfield Public Works Department is currently looking to acquire a roller that could possibly be shared with the airport. The cost factor would be for the cones to mark out the runway and reflectors. The cones are estimated at \$1,600.00 to accommodate the size of 1500' x 50'. There is still more research to be done but the possible plan for development is moving forward. It would build good will with the BAF tenants and draw additional aircraft activity.

d. Airport Minimum Standards Update

The document that was started years ago to update the minimum standards has been located and the Airport Manager and has started to review it along with the existing document from 1996. This update is important for the airport in moving forward with development and operations. It will be a lengthy process to update and will involve FAA guidance throughout.

e. Home Depot Storage Trailer Update

As reported at the last meeting, Home Depot had approached the Airport Manager about leasing space in the area of the previous racetrack for to store empty trailers on a short term basis. The Airport Manager and City Councilor Onyski have since talked about the city permitting process and determined that it would have to go before City Council. The airport needs to petition the council for a special permit for outside, empty trailer storage.

f. RW 02-20 Concrete Repair Update

Tomorrow night the Airport Manager will appear before the City Council requesting a transfer of funds of \$350,000.00 from the City Stabilization Account to cover the cost of the concrete repair project. Because the work needs to be completed prior to the end of this construction season (end of October) and is an essential airport safety related repair it needs to be done immediately. Pieces of concrete have been breaking out along the runway centerline. The Airport Manager explained that when the F15's depart there are holes blowing out of the runway and that the maintenance staff need to fill the holes immediately with a quick setting concrete mix before the F 15's return. Multiple pieces of concrete that have broken away have been found on the runway. The Airport Department will work on other potential funding sources to assist with the reimbursement cost of the repair, however timing of this safety-related project requires the use of City of Westfield funding to get the repair done

immediately. If the Council approves this transfer, MassDOT has engaged a company to come in and remove rubber on the runway, with high pressure plain water, and will fund this 100%. This will coincide with the concrete repair. The runway markings project will be accomplished the following week. The cost of this project is already in place with funding of \$100,000 through a Military Construction Cooperative Agreement (MCCA), \$69,000 through the Federal Cares Act and \$100,000 from the airport departmental budgeted capital project account.

g. BAF Capital Improvement Program Follow Up

Had a good meeting last month with MassDOT and ASG to discuss the draft AIP Capital Improvement Program. As was expected, FAA will not have a lot of 'discretionary funding' programmed over the next couple years. Therefore, airports will have to live within what is called 'non-primary entitlement funds'. Each year, per congressional legislation, airports get a certain amount money. The noise mitigation program comes from a different funding source and money won't be taken from the non-primary entitlement funds.

At this point, the commission paused the meeting to allow the Airport Manager to check the runway for debris following the military departure.

H. Soks Restaurant Proposal - Soks is taking on a new business partner and plans to change the menu to more of a Japanese Korean menu, serving sushi, ramen and hibachi. There is no Airport Commission approval required unless a change to signage is requested. These changes will become effective in the December – January time frame.

STANDARD AGENDA ITEMS

- a. ASG Engineer Update – Engineer Craig Schuster went over the Monthly Status Report of all open projects. Report attached.
- b. Operational Statistics – Stats, Ops News, Tenant Items
 - 1. Operations count up 20% compared to August 2019. Since May, 2020, we have seen an increase of business jets and flight training operations since pre-Covid numbers.
 - 2. Operating Budget – on target for first quarter of fiscal year.
 - 3. Revenues – are up 7% compared to August of last year.
 - 4. Air conditioning/heating unit – Another city department needs new units as well as the airport and purchasing is working towards combining the purchases.
 - 5. The Chamber of Commerce hosted its September Board Meeting at the airport and the Airport Manager was able to provide a presentation to the members. The Chamber breakfast will be September 18, 2020 at 7 a.m. at Tekoa Country Club and Congressman Neal is the guest speaker. Following the breakfast, the Congressman plans to tour the airport.

6. KBR Wyle is to vacate its two offices in the terminal building by September 30, 2020. The new organization, The Payne Group, will not need an office at the airport. The Airport Manager suggested allowing Western Mass Wright Flight, a non-profit aviation related organization be allowed to use one of the offices rent free, and the other office for the Airport Commission. Since the area is a secured area for airport administration and set apart from the public, the offices are not considered lease-able. For many years, Western Mass Wright Flight has used space in the administration kitchen area for their flight simulator, desk and filing cabinet. The Airport Commission agreed with the idea.

c. Airport Noise Mitigation Program Update

The Jones Pane Group, new Noise Mitigation firm now has a contract in place with the city/airport. There as a transitioning meeting with Nick Collins, former KBR employee and Diane Carter, project manager of The Jones Payne Group (Jones Pane Group)we was very productive. Next step is a meeting with FAA, MassDOT, JPG on the process of updating the Noise Compatibility Plan (NCP) so all parties are on the same page moving forward. JPG is currently working on a Scope and Fee for the NCP services.

d. Airport Strategic Agenda

Reviewed by Commission.

Executive Session

a. Westfield Aviation Lease – Hangar 3

This item postponed.

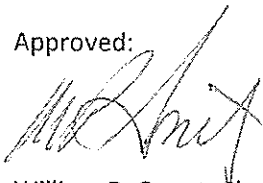
The next meeting will be October 8, 2020. There being no further business before the Commission, Commissioner Gonet moved to adjourn the meeting at 7:40 p.m., seconded by Commissioner Keefe. So voted.

Respectfully submitted,



Eileen Collins,
Administrative Assistant

Approved:



William P. Gonet, Chair

ASG

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:** October 15, 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

The final punch list item of repairing of Gate 22 occurred on September 16, 2020. The project is now complete and ASG will be working on MassDOT and FAA closeout documentation.

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

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

The reconstruction of Runway 15-33 has been substantially completed. The runway was re-opened on August 26, 2020 for operation. Runway 33 PAPI has not been flight checked yet because FAA ground crews are currently forbidden to travel to a site due to COVID-19. ASG, BAF, ET&L and MassDOT Aeronautics performed a final inspection on September 28, 2020. A punch list has been prepared and will be submitted to ET&L to address. ASG will coordinate with BAF on when to ET&L wants to address the punch list.

3. 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

Project has been closed out.

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



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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. Runway 2-20 Concrete Repairs – total Cost - \$350,000.

Runway 2-20 concrete repairs occurred from October 5, 2020 to October 9, 2020. Indus performed the work and ASG provided two Resident Engineers to inspect the work. The work went well and there was excellent coordination between BAF, ASG, ATCT, MANG, and Indus to get the work completed without any safety incidents. Preliminary cost calculations for the work completed is indicating the project to be running under budget by approximately \$40,000. More precise costs will be forthcoming once final invoices have been received.

6. 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.

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Air Traffic Record Y-T-D 2020

Westfield-Barnes Regional Airport

2020	ITINERANT													LOCAL				TOTAL
	IFR						VFR							Total VFR	Civil	Military	Total	
	AC	AT	GA	MI	AC	AT	GA	MI	GA	MI	MI	MI						
JAN	0	46	222	160	428	0	30	1101	226	1357	1294	148	1442	3227				
FEB	0	36	180	142	358	0	23	1029	130	1182	1194	102	1296	2836				
MAR	0	21	187	88	296	0	31	1055	89	1175	1308	96	1404	2875				
APR	0	18	83	53	154	0	30	763	76	869	728	44	772	1795				
MAY	0	26	161	129	316	0	25	1229	72	1326	1213	60	1273	2915				
JUN	0	25	246	217	488	0	50	1434	180	1664	2095	186	2281	4433				
JUL	0	36	293	199	528	0	49	1941	189	2179	2736	309	3045	5752				
AUG	0	8	24	173	422	0	29	1894	176	2099	2395	322	2717	5238				
SEP	0	29	238	213	480	0	33	1742	131	1906	2296	190	2486	4872				
OCT	0	18	281	140	439	0	41	1553	128	1722	1953	132	2085	4246				
NOV																		
DEC																		
TOTAL	0	263	1915	1514	3909	0	341	13741	1397	15479	17212	1589	18801	38189				

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	1023
	May	2059	2090	2498	1935	1642
	Jun	2191	2369	2425	2215	2152
	Jul	2427	2097	2504	2344	2707
	Aug	2492	2909	2003	2574	2099
	Sep	2651	1978	1887	2571	1906
	Oct	2080	2117	1799	1976	2161
	Nov	1891	1677	1578	1786	
	Dec	1563	1107	1846	1299	
	Total	24721	22691	23464	24081	18486

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	1273
	Jun	1854	1734	1626	1646	2281
	Jul	1390	1780	1988	1504	3045
	Aug	1824	3304	1586	1796	2717
	Sep	1584	1424	1414	2275	2486
	Oct	1284	1397	1418	1812	2085
	Nov	1282	1328	1078	1834	
	Dec	970	1062	1272	922	
	Total	16620	17789	17659	18887	18801

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	2915
	Jun	4045	4103	4051	3861	4433
	Jul	3817	3877	4492	3848	5752
	Aug	4316	6213	3589	4370	5238
	Sep	4235	3402	3301	4846	4872
	Oct	3364	3514	3217	3788	4246
	Nov	3173	3005	2656	3620	
	Dec	2533	2506	3118	2221	
	Totals	41341	40817	41123	42968	38189

Westfield-Barnes Regional Airport
 Fuel Flowage FY '21

<u>JET</u>	<u>AVGAS</u>	<u>PAYMENT</u>
\$0.080	\$0.080	FY '21
(gallons)	(gallons)	(dollars)

Ross/Rectrix

2020 June	9,935	8,500	\$1,474.80
July	9,928	0	\$794.24
Aug	19,860	7,501	\$2,188.88
Sept	19,916	7,000	\$2,153.28
Oct			
Nov			
Dec			
2021 Jan			
Feb			
Mar			
Apr			
May			
Total	59,639	23,001	\$6,611.20

Gulfstream Aerospace

2020 June	20,400	0	\$1,632.00
July	30,600	0	\$2,448.00
Aug	19,200	0	\$1,536.00
Sept	10,200	0	\$816.00
Oct			
Nov			
Dec			
2021 Jan			
Feb			
Mar			
Apr			
May			
Total	80,400	0	\$6,432.00

Air Methods

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

TOTALS	156,308	23,001	\$14,344.72
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