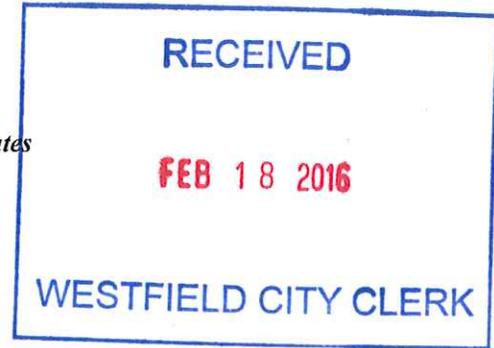




*Commission Meeting Minutes*



**Commission**

Kimberly S. Cameron, Chair  
Donald J. Nicoletti  
Robert T. Goyette

The regular meeting of the Westfield Barnes Regional Airport Commission of Thursday, February 11, 2016 was held in the Airport Administration Building Conference Room, Westfield, MA. Chairman Cameron called the meeting to order at 7:06 p.m.

**ATTENDANCE:**

Commissioner Cameron  
Commissioner Goyette

Airport Manager - Brian Barnes  
Principal Clerk - Amanda LeClair  
Operations Facility Coordinator - Mike Shearer

**APPROVAL OF MEETING MINUTES:** Commissioner Cameron deferred voting on the regular/executive minutes from the January 2016 meeting until next month.

**PUBLIC PARTICIPATION:** None

**AIRPORT ACTIVITIES:**

A. 1) *North Side Solar Proposal and Advancement Office Update* - As reported at the July, 2015 meeting, the City of Westfield and Airport Department have accepted the solar proposal submitted by Amereso Solar to lease 18 acres of 35 acres available of airport property on North Road. The law department is working on a lease for the commission to review, possibly at the March meeting. The airport will receive \$69,000 annually in rent of this land. 2) The City Advancement Officer provided an update concerning the quarter of an acre piece of land surrounded by Westfield Industrial Park that Mr. David Weiss offered the City to purchase. He said the land was assessed at \$700.00 and a title search will be performed.

B. *89 Sgt. Dion Way South Parcel RFP* - Commissioner Goyette made a motion to reject the proposal from the Silver Street Group, seconded by Commissioner Cameron, so voted 2/0 followed by a roll call vote:

Commissioner Cameron-yes  
Commissioner Goyette-yes

C. *Finance Committee Meeting Planning*- The airports reports/expenditures and budget details were reviewed. Commissioner Cameron made a recommendation to provide the finance committee with the same monthly reports they receive.

D. *Tools for Mechanic*- The Personnel Department has notified all departments with mechanics that the city must purchase the tools needed for their positions. In addition, any mechanics that currently use their own personal tools must remove them from city property. The Commission discussed how to fund the tools under the current budget that is already lacking, and recommended that the manager to explore the possibility of having the mechanic continue to use his own tools, if he is willing, and have him sign a full disclosure agreeing that the city (airport) is able to search his toolbox.

*Westfield Flight Academy Status/ New Lease-* The Commission reviewed the articles of the lease. Commissioner Cameron made a motion to allow the Airport Manager to sign the Westfield Flight Academy's office lease, on behalf of the Commission, seconded by Commissioner Goyette, so voted 2/0 followed by a roll call vote:

Commissioner Cameron-yes  
Commissioner Goyette-yes

**CAPITAL IMPROVEMENT PROJECTS: None**

**FISCAL AND AIRPORT USE REPORTS:**

- A. *Air Traffic-* The Airport Commission reviewed the air traffic for January 2016.
- B. *Revenue/Expenses/Budget –* Reviewed in item C. Commissioner Cameron requested the Airport Manager speak with the legal department regarding Rectrix/Five Star fuel operations due to the fact they are out of their lease.
- C. *Insurance Claims –* A request has been made of the city council to fund \$9,000 to repair the Five Star hangar. The damage was incurred last winter by an airport employee. The city has a municipal building insurance fund to cover these types of issues.
- D. *Equipment-* Mike Shearer reported that a couple of security gates and newer access badges are not functioning. A service technician came out to diagnose the problems and advised that the system is in need of a complete upgrade. The airport is using the original system that was installed in 2002. A quote of \$19,541.00 was received to provide a complete computer upgrade. The Manager was directed to seek a special appropriation from the city council to fund the upgrade.
- E. *Leases-* Pioneer Valley Rider Motorcycle Training. The License/Use Agreement rental rate will increase from \$300 to \$325 per weekend.

**Personnel:**

- A. *Manager PSA (Personnel Service Agreement and Evaluation-* The Commission reviewed the draft version of the Airport Manager's performance evaluation and reviewed feedback prepared by the law department and the Commission. Commissioner Cameron explained Jeff Krok from the law department will need to see the performance evaluation again to verify its legal compliance. Commissioner Goyette made a motion to put forth the performance review of Brian Barnes with the version of pending finalization from legal review based upon prior meetings and collaboration, seconded by Commissioner Cameron, so voted 2/0 followed by a roll call vote:

Commissioner Goyette-yes  
Commissioner Cameron-yes

The Commission still needs to review the action plan and determine if they want to make the PSA contingent upon the review from the finalization of this review and legal or the finishing up of the action plan. The Commission will meet with Mr. Barnes once the performance review is accepted by the law department for the purpose of creating milestones and recommendations where discrepancies were and to determine a plan of action template. Commissioner Goyette made a motion to grant Brian Barnes a one year PSA with a six month milestone review, contingent upon a midyear evaluation and attending the management training course, seconded by Commissioner Cameron, so voted 2/0, followed by a roll call vote:

Commissioner Cameron-yes  
Commissioner Goyette-yes

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

The Chairman adjourned the meeting at 8:39 p.m.

Respectfully submitted,

Brian P. Barnes, Airport Manager  
(413) 572-6275 (413) 572-6296 Fax  
E-mail: [brianbarnes@barnesairport.com](mailto:brianbarnes@barnesairport.com)

Approved:

Kimberly S. Cameron, Chair  
Westfield Airport Commission