Westfield-Barnes
REGIONAL AIRPORT

Commission Meeting Minutes

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Commission

Kimberly S. Cameron, Chair
Donald J. Nicoletti

The regular meeting of the Westfield Barnes Regional Airport Commission of Thursday, April 14, 2016 was held in the Airport Administration Building Conference Room, Westfield, MA. Chairman Cameron called the meeting to order at 7:49 p.m.

ATTENDANCE:

Commissioner Cameron
Commissioner Nicoletti

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

APPROVAL OF MEETING MINUTES: Commissioner Cameron stated on record that without a quorum the January and February minutes cannot be approved by the Commission, but she has read and reviewed them and requested the Airport Principal Clerk to post them as the official record of those meetings. Commission Cameron made a motion to approve the March meeting minutes, seconded by Commissioner Nicoletti, so voted 2/0.

PUBLIC PARTICIPATION: None

AIRPORT ACTIVITIES:

A. *Noise Mitigation Update-* Prior to tonight's Commission meeting was a requested meeting by homeowners from Carol Lane regarding questions concerning the Residential Noise Mitigation Program. This similar meeting was held on March 24th except for in attendance during this meeting was Mayor Brian Sullivan and FAA representative Richard Doucette. After the meeting was adjourned Jane Verbeck, Wyle Project Manager, entered the Commission meeting for a brief period of time. In her short meeting, she was asked by Chairperson Cameron to please submit the schedule of the new Noise Compatibility Program (NCP). Attached is the updated schedule.

B. *Runway 2/20 Update-*Stantec will be researching all engineering, execution and compaction testing that was conducted on the runway and present their findings and solutions to the Commission at the May meeting. The research provided by Stantec regarding the runway will more than likely be followed up by an independent review.

C. *Security System Update-*The airport has established a contract with Cebula Electronics Corporation for a new security system. The funding for the $19,561 project will be reimbursed by MassDOT.

D. *HVAC Update-* The new server for the HVAC system arrived yesterday and will be installed within the next few weeks.

E. *VHF Digital Link Capacities-* Fran Ahern (Gulfstream General Manager) informed the Airport Manager regarding his concerns about the airport not having a VHF data link that tests digital links from the aircrafts cockpit to the ground. Currently all airports that Gulfstream Service Centers are based have this capability for testing. The Airport Manager is researching costs and determining whether it would be advantageous for the airport to provide this capability and report back to the Commission next month.

F. *Snow blower-* Commissioner Nicoletti made a motion to put the current Kodiak snow blower out to auction and present to the Commission options for leasing a new snow blower, seconded by Commissioner Cameron, so voted 2/0.

G. *Finance Committee Briefing-* The Airport Manager and the Commission discussed revenue and costs that will be presented at the May 5th finance committee meeting

H. *Vote on lease termination notification language (90-120 days)* Commissioner Cameron made a motion for the lease notification period to be extended to 120 days, seconded by Commissioner Nicoletti, so voted 2/0.

I. *FAA Inspection Reminder-* May 18th will be the opening briefing for the FAA inspection.

J. *Rectrix Update-* Commissioner Cameron had previously disclosed of her potential conflict of interest given that her step brother was employed at Rectrix. Commissioner Cameron informed her step brother is no longer employed at Rectrix and there is no longer a conflict of interest.

K. Legal Update-

- *Minimum Standards-* The Airport Manager informed this task is on hold due to a new hire.
- *Hangar 3-* The Commission and Airport Manger will review the lease language.
- *Rental Car Lease-* The Commission requested a five year lease that will annually be renewed perpetual with 120 day notification period.
- *FAA Grant Assurances-* A training date for the Commission has yet to be scheduled.

The following items were discussed and referred to legal:

- Rectrix/Five Star
- Museum

CAPITAL IMPROVEMENT PROJECTS:

1. *Vault Update-* The actual vault is in place and will be operating within the next three weeks.

2. *Hangar II Punch list-* The project is on schedule. Painting of the Westfield Barnes Regional Airport sign will begin within the next few weeks.

FISCAL AND AIRPORT USE REPORTS:

A. *Air Traffic-* Continues to be low due to Military deployments.

B. *Revenue/Expenses/Budget-* The Commission reviewed a spreadsheet demonstrating airport costs that were purchased from the special appropriation funding.

C. *Insurance Claim Status-* There are no current updates at this time.

D. *Equipment/Lighting-* There are no current updates at this time.

E. *Leases-* There are no current updates on leases at this time.

Personnel:

A. *Manager PSA and Evaluation Wrap-Up*- The Commission agreed to schedule a working session with the Airport Manager and Jeff Krok from the law department to update the Airport Managers current action plan and to discuss during next month's meeting.

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

The Chairman adjourned the meeting at 9:45 p.m.

Respectfully submitted,

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

Approved:

Kimberly S. Cameron, Chair
Westfield Airport Commission

Westfield-Barnes Regional Airport

Fuel Flowage FY '16

New rate effective 12/15

	JET	AVGAS	PAYMENT
	$0.080	$0.080	FY 2016

AF/Rectrix Inc

	(gallons)	(gallons)	
2015 June	18,000	8,500	$1,902.50
July	30,000	3,841	$2,499.67
Aug	20,000	9,500	$2,117.50
Sept	50,000	4,000	$4,010.00
Oct	40,000	8,000	$3,520.00
Nov	38,000	4,000	$3,360.00
Dec	30,000	4,000	$2,720.00
2016 Jan	20,000	0	$1,600.00
Feb	30,000	3,938	$2,715.04
Mar	30,000	4,000	$2,720.00
Apr	20,000	4,000	$1,920.00
May			
Total	326,000	53,779	$29,084.71

Five Star Jet Center

2015 June	8,000	0	$600.00
July	8,002	4,000	$860.15
Aug	8,000	0	$600.00
Sept	8,000	0	$600.00
Oct	-	-	-
Nov	-	-	-
Dec	-	-	-
2016 Jan	-	-	-
Feb	-	-	-
Mar	-	-	-
Apr	-	-	-
May	-	-	-
Total	32,002	4,000	$2,660.15

Gulfstream Aerospace

2015 June	20,342	0	$1,525.65
July	30,176	0	$2,263.20
Aug	20,248	0	$1,518.60
Sept	30,185	0	$2,263.88
Oct	30,410	0	$2,280.75
Nov	20,441	0	$1,533.08
Dec	30,764	0	$2,307.30
2016 Jan	10,384	0	$776.55
Feb	20,613	0	$1,649.04
Mar	30,800	0	$2,464.00
Apr	20,486	0	$1,638.88
May			
Total	264,819		$20,220.93
TOTALS	622,821	57,779	$51,965.79

Westfield-Barnes Regional Airport *YTD Income Report*

	Jul '15	Aug '15	Sept '15	Oct '15	Nov '15	Dec '15	Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16	FY '16 Total
Access Fees													
Gulfstream	$833.33	$833.33	$833.33	$833.33	$0.00	$1,666.66	$833.33	$833.33	$833.33	$833.33			$8,333.30
DBLS, LLC	$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													
AirFlyte/Rectrix	$2,770.66	$2,770.66	$2,770.66	$2,770.66	$2,770.66	$2,770.66	$2,770.66	$2,770.66	$2,770.66	$2,770.66			$27,706.60
Bill Board Fees	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,750.00			$17,500.00
Five Star Jet Center	$0.00	$0.00	$2,768.52	$1,384.26	$1,384.26	$1,384.26	$1,384.26	$1,384.26	$1,384.26	$1,384.26			$12,458.34
Gonet, John	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$314.16	$0.00	$0.00	$0.00			$314.16
Gulfstream	$4,591.96	$4,591.96	$4,591.96	$4,591.96	$0.00	$9,183.92	$4,591.96	$4,591.96	$4,591.96	$4,591.96			$45,919.60
Labrie, James	$38.94	$38.94	$38.94	$0.00	$77.88	$38.94	$38.94	$38.94	$38.94	$38.94			$389.40
Halasi Kun	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00	$0.00			$1,008.00
Hoover	$0.00	$0.00	$0.00	$0.00	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00			$240.00
PVMTM (Museum)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00
PV Rider Training	$1,200.00	$1,200.00	$0.00	$1,200.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$0.00			$4,800.00
Whip City Aviation	$1,456.29	$1,145.87	$1,593.24	$2,040.61	$1,593.24	$1,593.24	$6,593.24	$0.00	$3,384.81	$1,394.91			$20,795.45
Fuel Flowage Fees													
AirFlyte/Rectrix	$1,902.50	$2,499.67	$2,117.50	$4,010.00	$3,520.00	$3,360.00	$2,720.00	$1,600.00	$2,715.04	$2,720.00			$27,164.71
Five Star Jet Center	$0.00	$0.00	$0.00	$0.00	$2,660.15	$0.00	$0.00	$0.00	$0.00	$0.00			$2,660.15
Gulfstream	$1,525.65	$2,263.20	$1,518.60	$2,263.88	$2,280.75	$1,533.08	$2,307.30	$ 776.55	$1,649.04	$2,464.00			$18,582.05
Hangar Rentals													
Hangar #1	$1,050.79	$846.00	$864.00	$882.00	$864.00	$539.00	$564.00	$864.00	$864.00	$864.00			$8,201.79
Hangar #2	$300.00	$950.00	$1,230.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$2,480.00
Hangar #3	$1,937.16	$1,937.16	$1,937.16	$1,937.16	$1,937.16	$1,937.16	$1,937.16	$1,937.16	$1,937.16	$1,937.16			$19,371.60
Joint Use Fees													
Army National Guard	$11,726.00	$0.00	$0.00	$0.00	$23,452.00	$0.00	$11,726.00	$0.00	$0.00	$11,726.00			$58,630.00
Municipal Bldg Rent													
AdUp Aviation	$326.25	$326.25	$326.25	$326.25	$326.25	$326.25	$326.25	$326.25	$326.25	$326.25			$3,262.50
Rectrix	$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			$14,017.50
Enterprise Rent A Car	$537.50	$537.50	$537.50	$537.50	$537.50	$0.00	$0.00	$0.00	$0.00	$0.00			$2,687.50
Five Star Jet Center	$0.00	$169.00	$338.00	$169.00	$169.00	$169.00	$169.00	$169.00	$169.00	$169.00			$1,690.00
Green, Bruce	$207.50	$207.50	$207.50	$0.00	$207.50	$415.00	$0.00	$415.00	$207.50	$0.00			$1,867.50
Keenan, Joseph	$626.25	$0.00	$0.00	$1,878.75	$626.25	$626.25	$626.25	$0.00	$1,252.50	$626.25			$6,262.50
Wyle Labs	$375.00	$375.00	$375.00	$375.00	$375.00	$375.00	$375.00	$375.00	$375.00	$375.00			$3,750.00
Conference Room	$100.00	$0.00	$225.00	$500.00	$0.00	$450.00	$575.00	$0.00	$75.00	$0.00			$1,925.00
Miscellaneous	$0.00	$0.00	$0.00	$50.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$50.00
Operational Use Fees	$4,059.00	$4,680.00	$4,397.00	$3,407.00	$5,770.75	$7,674.00	$3,185.00	$4,146.00	$3,426.00	$2,265.00			$42,999.75
Parking Fees	$275.00	$290.00	$190.00	$205.00	$515.75	$465.00	$310.00	$130.00	$135.00	$157.00			$2,672.75
Tie Down Fees	$280.00	$240.00	$200.00	$160.00	$160.00	$340.00	$440.00	$440.00	$360.00	$160.00			$2,780.00
TOTAL	$39,383.53	$29,165.79	$30,313.91	$32,786.11	$53,931.85	$38,111.17	$45,051.26	$24,061.86	$29,759.20	$37,955.47	$0.00	$0.00	$360,520.15

Air Traffic Record - Five Year Comparison

		2012	2013	2014	2015	2016
Itinerant Ops	Jan	2172	1680	1018	1089	1748
(IFR & VFR)	Feb	1866	1522	1403	1042	1432
	Mar	1879	2102	1338	1497	2119
	Apr	1827	2219	2211	2144	2068
	May	2551	2684	2728	2377	
	Jun	2138	1948	2649	2224	
	Jul	2725	1805	2625	2327	
	Aug	2402	2353	2639	2543	
	Sep	2130	2230	2675	2484	
	Oct	2402	1897	2119	2480	
	Nov	2498	1526	1917	2068	
	Dec	1176	1051	1429	1462	
	Total	25766	23017	24751	23737	7367

Local Ops	Jan	1672	1146	1186	762	1226
	Feb	2150	1286	1048	678	918
	Mar	2234	2286	1488	813	1354
	Apr	1622	2142	1314	1239	1530
	May	1422	1838	1761	1142	
	Jun	2046	1834	1600	1212	
	Jul	2122	1742	1550	1299	
	Aug	2351	1576	1816	1399	
	Sep	1672	1349	1474	1490	
	Oct	2017	1206	1449	1334	
	Nov	1824	1186	1130	1184	
	Dec	1118	1054	806	782	
	Total	22250	18645	16622	13334	5028

Itin & Lcl Ops	Jan	3844	2826	2614	1851	2974
	Feb	4405	2808	2451	1720	2350
	Mar	4752	4837	3214	2310	3473
	Apr	3942	4952	3525	3383	3598
	May	3973	4522	4489	3519	
	Jun	4688	4340	4249	3436	
	Jul	4847	4120	4175	3626	
	Aug	5383	3929	4455	3942	
	Sep	4492	3579	4149	3974	
	Oct	4419	3103	3568	3814	
	Nov	4322	2712	3047	3252	
	Dec	2695	2382	2235	2244	
	Totals	51762	44110	42171	37071	12395

Air Traffic Record Y-T-D 2016

Westfield-Barnes Regional Airport

	ITINERANT										LOCAL			TOTAL
	IFR					VFR								
2016	AC	AT	GA	MI	Total IFR Itinerant	AC	AT	GA	MI	Total VFR Itinerant	Civil	Military	Total Lcl Ops	
JAN	0	61	220	99	380	0	2	1106	260	1368	1074	152	1226	2974
FEB	0	75	217	70	362	0	0	939	131	1070	764	154	918	2350
MAR	0	73	286	135	494	0	0	1315	310	1625	1048	306	1354	3473
APR	0	60	247	46	353	0	0	1557	158	1715	1436	94	1530	3598
MAY														
JUN														
JUL														
AUG														
SEP														
OCT														
NOV														
DEC														
TOTAL	0	269	970	350	1589	0	2	4917	859	5778	4322	706	5028	12395