Westfield-Barnes
REGIONAL AIRPORT

Commission Meeting Minutes

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WESTFIELD CITY CLERK

Commission

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

The regular meeting of the Westfield Barnes Regional Airport Commission of Thursday, September 8, 2016 was held in the Airport Administration Building Conference Room, Westfield, MA. Commissioner Gonet called the meeting to order at 7:00 p.m.

ATTENDANCE:

Commissioner Nicoletti	Administrative Assistant-Eileen Collins
Commissioner Gonet	Principal Clerk - Amanda LeClair
	Operations Facility Coordinator - Mike Shearer

APPROVAL OF MEETING MINUTES: Commission Gonet made a motion to approve the August 9, 2016 regular and executive meeting minutes, seconded by Commissioner Nicoletti, so voted 2/0.

PUBLIC PARTICIPATION: None

AIRPORT ACTIVITIES:

A. *Solar Lease*-City Advancement Officer Joseph Mitchell explained the highlights of the minor changes made to the 20 year solar lease that was presented to the Commission at the May meeting. After the engineering process was completed it was determined the project is larger than proposed. Instead of being 3.6 mW DC in size the project is now 3.9mW DC size and encompasses 18 acres of airport land. The increase in project size is more beneficial to the airport because the lease payment went from $69,000 per year to $73,550 per year for the airport. An annual payment of $54,000 will be made to the City in lieu of personal property taxes. Ameresco Solar will be responsible for tree trimming of the entire site with the exception of the wetlands every 2 years as well as system removal at end of the 20 year project. There will also be security fencing around the solar project itself. A pilot agreement is drafted and will be brought to the City Council and Board of Assessors for approval. The City Advancement Officer asked the Commission to vote to approve the lease but not sign the lease since there are remaining items/approvals to be completed. The Power Purchase Agreement between Ameresco and the Westfield Gas and Electric is still being negotiated. Commissioner Gonet made a motion to approve the solar lease, seconded by Commissioner Nicoletti, followed by a roll call vote:

   Commissioner Gonet-yes
   Commissioner Nicoletti-yes

B. *Museum*- Paul Dion (Treasurer of the Westfield Aviation Museum and current lease holder of hangar 3) informed he has two items tonight. Mr. Dion was informed by Mark Beglane (Museum Attorney) his discussion with City Solicitor Sue Phillips, that the city has denied their lease transfer for a proposal made to swap 20 Airport Road for hangar 3 and some property around it. Commissioner Gonet informed about his discussion with Attorney Mark Beglane and City Solicitor Sue Phillips on August 26th about their plans to create an action list for all tasks needing to be accomplished to peruse this arrangement as well as spoke with Attorney Phillips again today about putting the plan together. Peter

Howe (President of the museum) informed that his attorney sent the museum an email last night stating that the city was not prepared to move forward with the swapping of 20 airport road for hangar 3. The museum voted to continue with their site plans for 20 airport road. Commissioner Gonet stated he cannot make a comment because he can only speak to what he has been doing and has not seen that email at this time. Mr. Dion introduced Chris Lucia and explained the two made an arrangement for the transfer of the lease pending the approval of the Airport Commission. Rob Lévesque (Engineer/Levesque Associates) filed a site plan approval special permit, storm water application with the city of Westfield and is required to come before the Airport Commission. Mr. Leveque informed he has come before the Commission last November with the same site plans. Mr. Levesque explained the zoning regulations are written to state that Levesque Associates has the constructive approval if the Airport Commission does not act beyond a certain date and they are well beyond that date. Mr. Levesque informed the site plan has not changed but he attended the meeting as a professional courtesy to show the Commission what the plan is. The Museum is proposing two 7,200 square foot buildings and a 16,800 square foot museum building. The first two buildings will be storage buildings and the last building will encompass the museum. Phase 1 would include a prefabricated storage building and 32 parking spaces with a total of 106 parking spaces between all 3 buildings. Phase 2 would be the second 7,300 square foot building and phase 3 would be the museum building. Mr. Levesque informed he will be before the Barnes Aquifer Protection Group in the upcoming weeks and put on the planning board meeting for October 3rd. Mr. Lévesque informed if the Commission would like to make a vote tonight then that would be great but if not he believed they have constructive approval based on the input from the attorney representing the museum. Neither Commission members were prepared to take a vote tonight and will provide a response to the museum after review. Mr. Dion informed the Commission he will be hosting a hangar dance in hangar 3 on October 14th and Papps will provide a cash bar for the dance. Commissioner Gonet made a motion to approve Papps to serve beer and wine for one night only at the hangar dance function contingent upon all proper permitting, seconded by Commissioner Nicoletti, so voted 2/0.

C. *Labrie Expansion*- Commissioner Gonet informed the expansion is an ongoing discussion and moving forward. The Commission is concerned with Mr. Labrie's taxiway access being located through Rectrix and informed that his lease will need to state that the City is not responsible should Rectrix ever not allow Mr. Labrie access via the sub taxi.

D. *AIP-CIP-FY2017-202*- Stantec will be representing the airport at the FAA AIP-CIP meeting on October 26th at MassDOT.

E. *Wyle Update*- Mel Baker (Wyle Senior Construction Manager) explained the draft copy of the NCP (Noise Compatibility Program) update has been revised by City Solicitor Sue Phillips. The NCP is currently at Wyle and waiting be modified from the draft to the final version. Wyle is requiring a final decision from the Airport Commission on the future status of the Noise Mitigation prior to final printing of the NCP update. Currently the NCP states the Noise Mitigation Program will continue following the completion of the acquisition program. Once the final decision is determined by the Commission then the NCP will go to FAA and Wyle will be able to move forward with the acquisition process of the homes. Mr. Baker informed it would still be beneficial to homeowners who do not meet the eligibility requirement of being nosier than 45DB interior noise level. Even if a home fails that eligibility requirement the homeowner is still eligible to have a central air system installed resulting in a quieter home given that the windows will be closed. The only exception to obtaining central air is if you already have an existing system, FAA will not replace it. Bill Onyski (City Councilor Ward 6) explained that to his understanding when Jane Verbeck (Wyle Project Manger) was in front of city council and L&O that the Airport Commission voted to end the Noise Mitigation Program once the buyouts where completed. He explained his reasoning for attending tonight's meeting was to ask for reconsideration to what Mr. Baker is requesting a final decision for from the Commission which is to continue the Noise Mitigation Program once the Acquisition Program is completed. Mr. Baker explained the only major change to the NCP was in the old NCP that was regulated by the noise map that was done in 2014 and the updated map; around 19 houses for acquisition were added in or taken out of the map. Wyle spoke with

FAA and explained that people made life decisions based on this program and being informed that they were eligible and going to be bought and then suddenly they fell out of the contours. With the exception of one property, FAA decided if Wyle changed the NCP to get down to 65DB and still buy houses instead of 70DB then Wyle could include those houses and FAA would approve the buying of those homes down to 65DB. This included only the homes that were in the 70DB from the prior NCP. Commissioner Gonet made a motion to continue with the Noise Mitigation Program, seconded by Commissioner Nicoletti, so voted, followed by a roll call vote:

Commissioner Gonet-yes
Commissioner Nicoletti-yes

Mr. Baker informed the grant has been received for the acquisition of approximately 7 or 8 homes. The number depends on what the appraisal comes in at. Most of the appraisals can't be done on these homes because they are in the 65DB that requires the NCP approval. Two homes have been appraised and approved since they are above the 70DB level. Mr. Baker informed on the review of the NCP by City Solicitor Sue Phillips, she had inquired if there was a written plan for the disposal of vacant lots once they are done. Wyle has discussed this with the previous Airport Manager Brian Barnes and the airport has been mowing the lots while Mr. Baker monitors them when in the neighborhood. Mr. Baker informed Wyle is more than willing to monitor these lots and help the airport in any way they can. Mr. Baker interpreted that the City Solicitor thought it was Wyle's responsibility to create a plan to sell or do away with these vacant lots and he would work with the airport to gather point of contacts for those who interested in purchasing the land. FAA has stringent rules regarding how you dispose of the properties. The home has to be appraised and sold for at or close to fair market value of the land and a house cannot be built on the land. If these lots sold, the FAA would have to gather a check for the final selling price for reimbursement or the airport could use the money towards another noise mitigation program first or other AIP projects. Someone would have to authorize Wyle to spend money for the appraisals and Commissioner Gonet would like to make this an action item to review further. Mr. Baker recommended for the Commission to wait until there is some sort of direction of the 25 potential house lots because some lots could align in a row and make a large area for something such as a park. Mr. Onyski suggested Wyle speak with Richard Doucette from FAA about avigation easements again even thought Richard Doucette stated the FAA doesn't find them beneficial. Mr. Onyski believes it's a good option for the people who would like to stay in their homes and deal with the noise of the planes and be provided a certain dollar amount. Mr. Onyski explained he received a letter to be a part of the Noise Mitigation Advisory committee and sent the letter to City Solicitor Sue Phillips. He believes the meeting should be formal and have minutes and goal and determine what the committee is going to accomplish. Mr. Baker explained in the NCP there is a list of recommended changes that this committee could establish, FAA guidelines, communication with Wyle, ect. Mr. Baker stated Wyle could be the ears for the airport and they are more than willing to do that. The Commission agrees that setting up a plan for the Noise Mitigation Advisory Committee would be a great thing and provide the members with a direction.

F. *Authorization/Signature Form-* Commissioner Gonet made a motion for Eileen Collins, Administrative Assistant to sign all payroll warrants, payroll registers, expended transfers, invoice maintenance, payroll maintenance and transfers in the absence of the Airport Manager until the permanent position is filled as well as all Commission members be granted the authority to sign all Federal and State grants and all contracts associated with grants in addition to Eileen Collins sign all other contracts during the absence of the Airport Manager, seconded by Commissioner Nicoletti, so voted, followed by a roll call vote:

Commissioner Nicoletti-yes
Commissioner Gonet-yes

G. *Selection Committee-* This agenda item is moving forward.

H. *Job Description Update/Interim Airport Manager Plan-* Commissioner Gonet explained the Airport is currently looking for a part time manager until the full time position is filled.

I. *Kiwanis Car Show-* The Kiwanis Car Show on September 10th has been cancelled.

J. *Hangar Dance-* Discussed during agenda item B.

K. *Emergency Protocols-* The Operations Facility Coordinator briefed the Commission on the Airport Emergency Plan with contacts and protocols in case of an emergency at the airport. The Operations Coordinator informed the Commission on a recent fuel spill at the airport as well as a gas leak in the terminal building this morning.

L. *October Snow Plan Meeting-* There will be a snow plan meeting in October with all major tenants on the airport to discuss what snow procedures worked well last year and what will need improvement this snow season. One major change this year is instead of snow reporting, RCAM (Runway Condition Assessment) will be used. Commissioner Nicoletti inquired if the Commission is able to attend this meeting and requested Mike Shearer email the Commission the date of the meeting when determined.

M. *Air Show/Air Show Meetings-* The existing Airport Manager Brian Barnes previously informed that he would still attend the Air Show meetings even after his resignation until a new Airport Manager is hired. Commissioner Gonet stated he would prefer someone from the Airport Commission attend these meetings instead of Mr. Barnes since he works elsewhere now. Commissioner Gonet and Commissioner Nicoletti would both like to attend the meetings and requested Mike Shearer adds all three Commissioners to the Air show emails for updates and meeting dates.

N. *Legal Update-* There is no legal update at this time.

CAPITAL IMPROVEMENT PROJECTS:

A. Airport Drainage Project- The Drainage project along the north end of runway 2-20 is anticipated to begin at the end of September. The project is expected to take 30 days and the runway will be closed at night.

FISCAL AND AIRPORT USE REPORTS:

A. Air Traffic- For the month the airport is up 7.1% over last August and year to date up 14.4%.
B. Revenue, Expenses, Budget- The Commission reviewed the year to date income report for the month of August.
C. Equipment/Lighting- There are no current updates at this time.
D. Leases- There is no current updates at this time.

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

Commissioner Gonet adjourned the meeting at 8:14 p.m.

Respectfully submitted,

Approved:

Kimberly S. Cameron, Chair
Westfield Airport Commission

Westfield-Barnes Regional Airport

Fuel Flowage FY '17

New rate effective 12/15

JET	AVGAS	PAYMENT
$0.080	$0.080	FY 2017

AF/Rectrix Inc

	(gallons)	(gallons)	
2016 June	29,692	8,000	$3,015.36
July	30,000	4,000	$2,720.00
Aug	20,000	8,000	$2,240.00
Sept	40,000	8,000	$3,840.00
Oct			
Nov			
Dec			
2017 Jan			
Feb			
Mar			
Apr			
May			
Total	119,692	28,000	$11,815.36

Five Star Jet Center

2016 June	0	0	$0.00
July			
Aug			
Sept			
Oct			
Nov			
Dec			
2017 Jan			
Feb			
Mar			
Apr			
May			
Total	0	0	$0.00

Gulfstream Aerospace

2016 June	30,451	0	$2,436.08
July	20,220	0	$1,617.60
Aug	20,178	0	$1,614.24
Sept	20,270	0	$1,621.60
Oct			
Nov			
Dec			
2017 Jan			
Feb			
Mar			
Apr			
May			
Total	91,119	0	$7,289.52
TOTALS	210,811	28,000	$19,104.88

Air Traffic Record Y-T-D 2016

Westfield-Barnes Regional Airport

	ITINERANT										LOCAL			TOTAL
	IFR					VFR								
2016					Total IFR					Total VFR			Total	
	AC	AT	GA	MI	Itinerant	AC	AT	GA	MI	Itinerant	Civil	Military	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	0	69	331	48	448	0	1	1491	119	1611	1324	80	1404	3463
JUN	0	46	285	46	377	0	0	1678	136	1814	1672	182	1854	4045
JUL	2	39	342	49	432	0	0	1835	160	1995	1274	116	1390	3817
AUG	0	52	339	116	507	0	0	1806	179	1985	1526	298	1824	4316
SEP	2	60	327	156	545	0	0	1810	296	2106	1130	454	1584	4235
OCT														
NOV														
DEC														
TOTAL	4	535	2594	765	3898	0	3	13537	1749	15289	11248	1836	13084	32271

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	2059
	Jun	2138	1948	2649	2224	2191
	Jul	2725	1805	2625	2327	2427
	Aug	2402	2353	2639	2543	2492
	Sep	2130	2230	2675	2484	2651
	Oct	2402	1897	2119	2480	
	Nov	2498	1526	1917	2068	
	Dec	1176	1051	1429	1462	
	Total	**25766**	**23017**	**24751**	**23737**	**19187**
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	1404
	Jun	2046	1834	1600	1212	1854
	Jul	2122	1742	1550	1299	1390
	Aug	2351	1576	1816	1399	1824
	Sep	1672	1349	1474	1490	1584
	Oct	2017	1206	1449	1334	
	Nov	1824	1186	1130	1184	
	Dec	1118	1054	806	782	
	Total	**22250**	**18645**	**16622**	**13334**	**13084**
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	3463
	Jun	4688	4340	4249	3436	4045
	Jul	4847	4120	4175	3626	3581
	Aug	5383	3929	4455	3942	4316
	Sep	4492	3579	4149	3974	4235
	Oct	4419	3103	3568	3814	
	Nov	4322	2712	3047	3252	
	Dec	2695	2382	2235	2244	
	Totals	**51762**	**44110**	**42171**	**37071**	**32035**

Westfield-Barnes Regional Airport *YTD Income Report*

	Jul '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Feb '17	Mar '17	Apr '17	May '17	Jun '17	FY '17 Total
Access Fees													
Gulfstream	$833.33	$833.33	$833.33										
DBLS, LLC	$0.00	$0.00	$0.00										
Commercial Land Rent													
AirFlyte/Rectrix	$2,770.66	$2,770.66	$2,770.66										
Bill Board Fees	$1,750.00	$1,750.00	$1,750.00										
Five Star Jet Center	$1,384.26	$1,384.26	$1,384.26										
Gonet, John	$0.00	$0.00	$0.00										
Gulfstream	$4,591.96	$4,591.96	$4,591.96										
Labrie, James	$38.94	$0.00	$77.88										
Halasi Kun	$112.00	$112.00	$112.00										
Hoover	$0.00	$0.00	$0.00										
PVMTM (Museum)	$0.00	$0.00	$0.00										
PV Rider Training	$1,625.00	$1,300.00	$0.00										
Whip City Aviation	$0.00	$1,593.24	$3,186.48										
All Star Car & Truck Rental	$0.00	$100.00	$100.00										
Fuel Flowage Fees													
AirFlyte/Rectrix	$3,015.36	$2,720.00	$2,240.00										
Five Star Jet Center	$0.00	$0.00	$0.00										
Gulfstream	$2,436.08	$1,617.60	$1,614.24										
Hangar Rentals													
Hangar #1	$864.00	$864.00	$864.00										
Hangar #2	$0.00	$0.00	$0.00										
Hangar #3	$1,937.16	$1,937.16	$1,937.16										
Joint Use Fees													
Army National Guard	$11,726.00	$0.00	$0.00										
Municipal Bldg Rent													
AdUp Aviation	$326.25	$326.25	$326.25										
Rectrix	$1,401.75	$1,401.75	$1,401.75										
All Star Car & Truck Rental	$0.00	$537.50	$537.50										
Five Star Jet Center	$169.00	$169.00	$169.00										
Green, Bruce	$207.50	$207.50	$207.50										
Keenan, Joseph	$1,252.50	$626.25	$626.25										
Wyle Labs	$375.00	$375.00	$375.00										
Conference Room	$0.00	$50.00	$50.00										
Miscellaneous	$0.00	$50.00	$46.00										
Operational Use Fees	$2,934.00	$2,895.00	$2,783.00										
Parking Fees	$245.00	$194.00	$65.00										
Tie Down Fees	$880.00	$120.00	$120.00										
TOTAL	$40,875.75	$28,526.46	$28,169.22	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$97,571.43