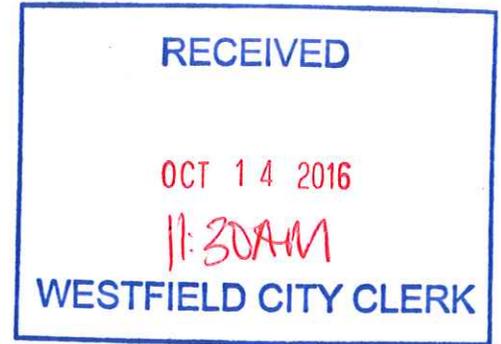




*Commission Special Meeting Minutes*

**Commission**

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



The special meeting of the Westfield Barnes Regional Airport Commission of Monday, October 3, 2016 was held in the Airport Administration Building Conference Room, Westfield, MA. Chairman Cameron called the meeting to order at 5:00 p.m.

**ATTENDANCE:**

Commissioner Cameron  
Commissioner Nicoletti  
Commissioner Gonet

**PUBLIC PARTICIPATION:** None

**AIRPORT ACTIVITIES:**

- A. *Screening Committee*- Attorney Krok explained to the Commission the recent hiring process used by the Westfield Fire Commission and gave each of the commissioners a copy of their hiring procedures. He and Amber Danahey modified the process to fit the criteria for the airport manager's position.

Attorney Krok stated for the record, that the advice of the law department is that a screening committee be established and that all questions for applicants be vetted beforehand, so that the Commission avoids any possible liability. He further stated that should the Commission decide against a screening committee and would rather interview applicants on their own as a Commission in Executive Session, that the law department would not be able to defend the Commission if they were legally challenged. Additionally, he recommended a four person screening committee, as opposed to the six members previously agreed upon, consisting of Jeff Krok (legal representative), Amber Danahey (Mayor's representative), Andy Davis (Worcester Airport Manager) and one member of the airport commission. The Commission decided to move forward with using a screening committee and that Commissioner Cameron would be the Commission representative.

The screening committee will interview, score and rank applicants using criteria provided. The intent of the screening committee is to disqualify applicants, with the goal to bring forth a limited, but exceptional group of applicants to the Airport Commission. The hope is that all candidates making it past this step are able to perform all technically specific areas of the position leaving the Commission to select the best personality fit for the airport. The law department is already screening the applications received to determine those that meet the minimum qualifications to forward to the screening committee. Interviews for the screening committee are anticipated to begin Tuesday, October 11, 2016.

After finalists references have been checked, fact finding information verified and background checks passed; the finalists will meet with the Airport Commission in open session to conduct interviews. The Commission interview questions used for the last

vacancy were provided and additional questions can be added. Any additional questions should be submitted to Amber Danahey to vet and coordinate.

When the screening committee holds a public meeting regarding the interviews, it will be an open meeting to interview and select the final candidates for consideration by the Airport Commission.

When the Commission level interviews take place, the agenda must be properly posted if an anticipated hiring might take place that evening. It must be an open meeting of the Commission; they cannot deliberate in executive session.

There being no other business to come before the Commission, Commissioner Cameron motioned to adjourn the meeting, seconded by Commissioner Nicoletti, so voted 3/0.

The Chairman adjourned the meeting at 5:53 p.m.

Approved:

A handwritten signature in black ink, appearing to be 'KSC', written over the printed name of the chair.

Kimberly S. Cameron, Chair  
Westfield Airport Commission