



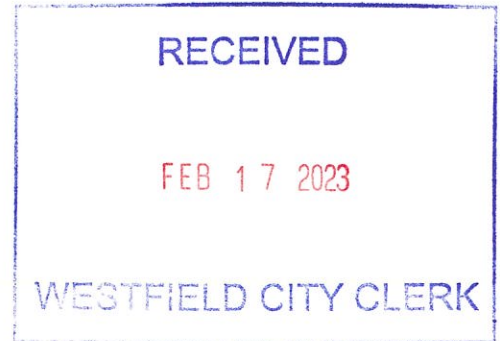
**Thursday, January 12, 2023 Commission Meeting Minutes**

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The regular meeting of the Westfield-Barnes Regional Airport Commission of Thursday, January 12, 2023 was held in the Airport Administration Building Conference Room, Westfield, MA. Chairman Gonet called the meeting to order at 6:00 p.m.

**ATTENDANCE:**

Commissioner Gonet - Absent -  
Commissioner Phelon  
Commissioner Gutowski  
Airport Manager- Christopher Willenborg  
Bill Onyski- City Councilor  
Frank Andruss- Atlantic Aviation  
Mike Phillips- Atlantic Aviation  
Nealon Derosier- Atlantic Aviation  
Bruce Green- Pilot/Tenant



**APPROVE OUTSTANDING MINUTES:**

Upon motion made by Commissioner Phelon and seconded by Commissioner Gutowski, it was voted to approve the December 8, 2022 regular meeting minutes.

Roll Call Vote:

Commissioner Phelon-Yes  
Commissioner Gutowski-Yes

Motion passed.

**PUBLIC PARTICIPATION:** None

**SPECIAL AGENDA ITEMS:**

A. Atlantic Aviation Update- Mike Phillips, Regional General Manager for Atlantic Aviation, provided the following updates:

- i. The updated plans for the old Five Star hangar will be provided by the contractor next week and Mr. Phillips will review the plans with the Commission at next month's meeting or a special meeting if requested.
- ii. Mr. Phillips introduced Frank Andruss as the new General Manager of the Westfield Atlantic Aviation FBO. Mr. Andruss former role with the company was Line Service Manager.

**B. Westfield International Air Show Update-** The Air Show is scheduled for May 13<sup>th</sup> & 14<sup>th</sup>. The 104<sup>th</sup> Fighter Wing Team and Thunderbolt Council attended the International Air Show Conference in Las Vegas in December where they were able to finalize their performer act teams. Listed below are the scheduled performers:

1. Jason Flood- Flies a Pitts- Civilian act
2. Rob Holland- World Champion Aerobatic Pilot
3. Franklins Flying Cirrus
4. T-33 Military Jet
5. American Airpower Museum P51, P25, P40 & C47 Static
6. Westfield Aviation Museum will provide some of their airplanes for statics in the Warbird area
7. Aftershock- Jet truck- Firetruck version
8. A10 Demo
9. F35 Demo Team
10. F18 Demo Team
11. 3 Jumping Teams
12. Flyovers during the air show- KC46, KC135. C5, C130 and C17
13. Static Displays KC46, KC135, C47, P40, T6, T1, T38, A10, F15, C17 and multiple helicopters.

The website will be updated in the upcoming weeks with the final list of performers.

**C. Airport Marketing Working Group Update-** Commissioner Phelon advised of the following:

- i. Friends of Barnes Airport has now shifted into Friends of Barnes Airport.
- ii. Some changes are being made to the bylaws for the groups 501C3 and once those changes are approved by the board members the group will obtain their tax exempt status.
- iii. The case in the lobby that will housing the BAF merchandise being sold is anticipated to be ready February 1<sup>st</sup>.
- iv. The website, Facebook and Instagram pages of the group are close to completion.
- v. Events are being planned for the 100<sup>th</sup> anniversary for 2023.
- vi. The next In the Air on the Air television show is scheduled and will include Fredika Ballard, owner of Fly LuGu and Alex Coly, Friends of Barnes Airport.

**D. Authorized Signature Form Boards/Commissioners- Possible Vote –**  
Commissioner Phelon made a motion to designate Chairman Gonet to sign bill schedules for accounts payable and to designate Commissioner Gutowski as a back-up member to sign schedules if Chairman Gonet is absent or otherwise unable to act, seconded by Commissioner Gutowski, followed by a roll call vote:

Commissioner Phelon-Yes  
Commissioner Gutowski- Yes

Motion Passed.

**STANDARD AGENDA ITEMS:**

- A. Engineer Update- Craig Schuster, ASG, reviewed each item on the Monthly Status Report (attached).
- B. Operational Statistics- Stats, Ops, News, Tenant Items-
  - a. Operations- Operations are up 18% From December 2022 to December 2021. YTD operations are down 0.5% from last year.
  - b. Fuel Flowage- Avgas flowage is down 20% and Jet-A flowage is up down 1%.
  - c. Airport Revenues are down 3% YTD.
  - d. Staffing Updates-
    - i. Shauna Seligman, Principal Clerk, began her maternity leave last Friday and is planning her return for March 6<sup>th</sup>.
    - ii. A PSA is being finalized for Eileen Collins to return as a part time employee for the month of January.
    - iii. Greg Browne, Airport Motor Equipment Operators last day was December 31<sup>st</sup>. Two people have been interviewed and both candidates were offered the position. One declined due to another job offer and still waiting for the second candidate to respond.
  - e. John Beltrandi is the new City Council President. The Airport Manager provided the Commission with an updated contact list of all committee members in the city.
  - f. There is a Finance Committee meeting on January 18<sup>th</sup> that the manager will be attending for the acceptance of the \$50,000 Community Compact Grant.
  - g. There is a tenant meeting scheduled for Saturday, February 4<sup>th</sup> at 10:00 a.m. in the Westfield Tech Academy Hangar. There will be personations and donuts and coffee provided for the tenants.
  - h. January 24<sup>th</sup>-26<sup>th</sup> the manager will be attending the NBAA Schedules & Dispatchers conference.
  - i. The Mayor sent out a memo advising draft budgets for FY24 due by February 10<sup>th</sup>.

C. Airport Noise Mitigation Program Update-

- a. Noise Compatibility Program is Study- On February 1<sup>st</sup> from 6:00-8:00 p.m. at the Westfield Intermediate School will be the public hearing to review the Noise Compatibility Program.
- b. Land Re-Use- The airport is still searching for potential funding options. The FAA recently advised there are airports that did not use their supplemental funding and have extra funds left over and asked airports to submit requests. The Airport Manager is waiting to hear if these funds can be used towards the Land Re-use.

**ADJOURN:**

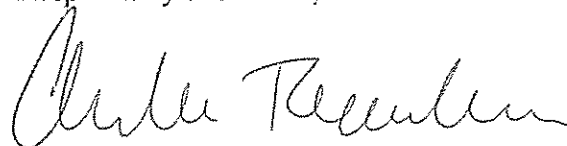
The next Airport Commission Meeting will on Thursday, February 9th at 6:00.

There being no other agenda items before the Commission, the Commissioner Phelon made a motion to adjourn the meeting at 6:54 p.m., seconded by Commissioner Gutowski, so voted.

Roll Call Vote:

Commissioner Phelon – Yes  
Commissioner Gutowski – Yes

Respectfully submitted,

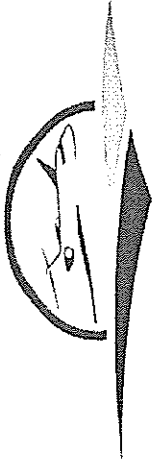


Amanda M. Raymakers  
Administrative Assistant

Approved:



William P. Gonet, Chair  
Westfield Airport Commission



**Westfield-Barnes**  
REGIONAL AIRPORT

**Westfield Airport Commission Meeting Sign-In**

MEETING TYPE: Airport Commission

DATE: 01/12/2022 @ 6:00 pm

LOCATION: Airport Conference Room

NAME / ATTENDEE	COMPANY / AREA	EMAIL	SIGNATURE
Cecilia Schuster	Airport Solutions Group	Cschuster@AirportSolutionsGroup.com	
Frank Annon	Atlantic Aviation	Frank.Annon@AtlanticAviation.co	
Michael Phillips	Atlantic Aviation	mphilips@ATAU.COM	
Nealon Derosier	Atlantic Aviation	Nealon.JD@Gmail.com	
Bruce Green	Pilot	skybolt31@yahoo.com	
William Onyski	City of Westfield		



# AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

## MEMORANDUM

<b>TO:</b>	Chris Willenborg Airport Manager	<b>FROM:</b>	Craig Schuster Director of Engineering
<b>LOCATION:</b>	Westfield, MA	<b>LOCATION :</b>	Burlington, MA
<b>SUBJECT:</b>	Monthly Status Report – Misc. Projects	<b>DATE:</b>	January 12, 2022

This memo describes the status of miscellaneous engineering and planning projects as well as outstanding issues at the Westfield-Barnes Regional Airport as of the date indicated above.

### PROJECTS

- 1. MassDOT ASMP Project – Install Self Service AVGAS Fuel Farm – Est. Total Cost - \$385,000**  
Funding breakdown MassDOT Share (80%) - \$308,000 Local Share (20%) - \$77,000

Due to funding limitations, the project is on hold until MassDOT Aeronautics notifies the Airport the funds are available.

- 2. Purchase Easements – Total Cost - \$270,000 (estimated)**  
Funding breakdown FAA Share (90%) – \$243,000; MassDOT Share (5%) – \$13,500; Local Share (5%) – \$13,500

ASG and their subconsultant, W.D. Schock Company, continue to negotiate with the property owners to secure the easements. Five out of the six easements have been agreed upon. ASG, W.D. Schock, BAF, and City of Westfield Legal Department had a meeting on December 20, 2022, to review proposed language changes to the Mr. Jolin’s easement, suggested by Mr. Jolin’s attorney. The result of the meeting, and with further consultation with Jorge Panteli, FAA Compliance and Land Use Specialist, is the suggested changes are not approved and the original easement language has to remain without revisions. ASG and W.D. Schock are reaching out to Mr. Jolin and his attorney regarding the decision.

- 3. Construct Taxiway B5 (Design Only) – Total Cost - \$233,900**  
Funding breakdown Local Share (100%) - \$233,900

This project is waiting to receive the go ahead from BAF to proceed with the next phase of the project which would be completing the design documents and then advertising for bids. However, funding for the project has not been resolved. In addition, there is an existing water line which runs underneath the proposed taxiway. The City of Westfield Water Department does not want the taxiway constructed over the water line. BAF is working with the City Water Department to resolve this issue.

- 4. Taxiway B South – Total Cost - TBD**  
Funding breakdown FAA Share (TBD%) - \$TBD; MassDOT Share (TBD%) - \$TBD; Local Share (TBD%) - \$TBD; MAANG (TBD%) - \$TBD



## AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

ASG submitted the 50% submission on 11/1/2022 and held a design review meeting on 12/2/22. ASG received comments and has addressed them. ASG is working towards a 90% design document submission for January 27, 2023.

5. **Taxiway B North Realignment Study – Total Cost - \$99,200 (estimated)**  
Funding breakdown Massachusetts Military Task Force (TBD%) - \$TBD; MassDOT Share (TBD%) - \$TBD; Local Share (0%)

ASG is in the process of coordinating a kickoff meeting, to start the project, sometime during the week of January 16, 2023.

6. **Single Environmental Impact Report (SEIR) and Permitting – Total Cost - \$254,600**  
Estimated Funding Breakdown – FAA (90%) - \$229,140; MassDOT (5%) - \$12,730; Local Share (5%) - \$12,730

The SEIR document was submitted to MEPA on 11/30/22. Public comments have closed as of January 6, 2023. MEPA is expecting comments MassDEP. Once all comments have been received then MEPA will issue a comment letter to the Airport.

7. **Cold Storage Building – Total Cost - \$TBD**  
Funding Breakdown – MassDOT (80%) - \$TBD; Local Share (20%) - \$TBD

No update. Structural materials were delivered prior to the June 30<sup>th</sup> deadline. The Airport was researching the possibility of having the City of Westfield Department of Publics work install the building.

8. **Reconstruct Taxiway B – Total Cost Est. - \$16,450,000**  
Funding Breakdown – FAA - \$8,865,000; MassDOT - \$492,500; Local Share - \$492,500; MANG - \$6,600,00

ASG is in the process of coordinating a scoping meeting for the construction services to support the construction of Taxiway B. The meeting will be held within the next few weeks.

### MISCELLANEOUS



## **BAF Airport Statistics Report – January 2023 Meeting**

### **1. Aircraft Operations**

December 2022 (2,986) versus December 2021 (3,522)

Aircraft operations up 18% December 2022 versus December 2021

Calendar Year 2022 (49,040) versus Calendar Year 2021 (49,118)  
YTD

Aircraft operations down .5% CY2022 versus CY2021

### **2. Fuel Flowage**

#### **AVGAS**

FY2023 YTD (31,732 gallons) versus FY2022 (39,804 gallons) YTD  
Annual Flowage

AVGAS flowage down 20%

#### **Jet-A**

FY2023 YTD (352,777 gallons) versus FY2022 (357,176 gallons) YTD  
Flowage

Jet-A flowage down 1%

### **3. Airport Revenues**

FY2023 YTD - \$259,725.55

FY2022 YTD - \$266,823.32

Airport revenues are down 3% YTD





# Westfield-Barnes Regional Airport Fuel Flowage FY '23

<u>JET</u>	<u>AVGAS</u>	<u>PAYMENT</u>
\$0.080	\$0.080	FY '22
(gallons)	(gallons)	(dollars)

## Ross/Rectrix

2022 June	49,795	7,908	\$4,616.24
July	39,645	0	\$3,171.60
Aug	37,631	7,885	\$3,641.52
Sept	39,817	7,939	\$3,820.48
Oct	45,976	8,000	\$4,318.08
Nov	40,125	0	\$3,210.00
Dec			
2023 Jan			
Feb			
Mar			
Apr			
May			
<b>Total</b>	<b>252,989</b>	<b>31,732</b>	<b>\$22,777.92</b>

## Gulfstream Aerospace

2022 June	20,298	0	\$1,623.84
July	18,828	0	\$1,506.24
Aug	9,908	0	\$792.64
Sept	20,296	0	\$1,623.68
Oct	20,201	0	\$1,616.08
Nov	10,257	0	\$820.56
Dec			
2023 Jan			
Feb			
Mar			
Apr			
May			
<b>Total</b>	<b>99,788</b>	<b>0</b>	<b>\$7,983.04</b>

<b>TOTALS</b>	<b>352,777</b>	<b>31,732</b>	<b>\$30,760.96</b>
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### FAA CONTRACT TOWER - AIRPORT OPERATIONS COUNT RECORD

Facility Name: **Westfield FAA Contract Tower**      Location: **Westfield, MA**      Mo. **1** | Yr. **2** | Location Ident. **B A F**

Airport Operations Count      Facility Operating Hours → **1** **5** **0**

Day	IFR						VFR						LOCAL			Total Airport Operations
	AC	AT	GA	MI	Total IFR Inherent Ops	AC	AT	GA	MI	Total VFR Inherent Ops	Civil	Military	Total Local Ops			
01		1	7	14	22		2	2	2	6				28		
02		1	3	2	6		1	54	4	59	162	14	176	241		
03		2		3	5								5			
04			11		11			63	2	65	131	6	137	213		
05		2	4	5	11		2	51	19	72	62	28	90	173		
06		4	8	9	21			2	13	15	34	4	38	74		
07		3			3								3			
08		2	6	13	21		3	55	9	67	52	10	62	150		
09		6	8		14		2	51		53	62		62	129		
10			14		14		1	67	1	69	58		58	141		
11		2			2			4		4	6		6	12		
12		2	5	1	8			11	6	17	34	4	38	63		
13		1	5	4	10		2	76	16	94	78	2	80	184		
14			5	7	12		2	21	8	31		4	4	47		
15		3	6	10	19			30	7	37	48	28	76	132		
16			5		5								5			
17			5		5			19	2	21	34		34	60		
18			12		12		3	84	2	89	166		166	267		
19		3	6		9		4	22	10	36	30	16	46	91		
20			10	15	25		4	61	12	77	60	14	74	176		
21		1	6	13	20		2	87	4	93	154	8	162	275		
22		1	7	7	15		1	34	3	38	50	16	66	119		
23																
24			1		1			6		6	2		2	9		
25		2			2		2	6		8	2		2	12		
26		1	5		6		2	51	1	54	80		80	140		
27			8		8			59		59	62		62	129		
28		2	7		9		2	67	2	71	120		120	200		
29		6	11	1	18			82		82	90		90	190		
30		3	10		13		5	71		76	162		162	251		
31			3		3									3		
Total		48	178	104	330		40	1136	123	1299	1739	154	1893	3522		

Westfield-Barnes Regional Airport

2022	ITINERANT										LOCAL					TOTAL
	IFR					VFR					LOCAL					
	AC	AT	GA	MI	Total IFR	AC	AT	GA	MI	Total VFR	Civil	Military	Total Lcl Ops			
JAN	4	67	133	109	313	0	25	999	118	1142	1376	192	1568			
FEB	9	82	149	178	418	0	24	1138	140	1302	1390	176	1566			
MAR	2	68	182	241	493	0	34	1194	122	1350	1552	220	1772			
APR	0	57	209	163	429	0	36	1159	92	1287	1538	98	1636			
MAY	0	67	288	122	477	0	41	1387	105	1533	1864	100	1964			
JUN	0	36	316	213	565	0	54	1594	147	1795	2510	80	2590			
JUL	0	40	263	143	446	0	33	1750	131	1914	2622	70	2692			
AUG	0	41	261	156	458	0	29	1625	152	1806	2732	130	2862			
SEP	0	54	250	163	467	0	57	1568	160	1785	2243	200	2443			
OCT	3	62	219	123	407	0	39	1489	98	1626	2370	50	2420			
NOV	5	33	229	175	442	0	36	1354	162	1552	1876	122	1998			
DEC	0	48	178	104	330	0	40	1136	123	1299	1739	154	1893			
TOTAL	23	655	2677	1890	5245	0	448	16393	1550	18391	23812	1592	25404			

## Air Traffic Record - Six Year Comparison

### Itinerant Ops

(JFR & VFR)

	2017	2018	2019	2020
Jan	1439	1631	1739	1785
Feb	1388	1369	1648	1540
Mar	1410	1931	2134	1471
Apr	2110	1993	1860	1023
May	2090	2498	1935	1642
Jun	2369	2425	2215	2152
Jul	2097	2504	2344	2707
Aug	2909	2003	2574	2099
Sep	1978	1887	2571	1906
Oct	2117	1799	1976	2161
Nov	1677	1578	1786	1952
Dec	1107	1846	1299	338
<b>Total</b>	<b>22691</b>	<b>23464</b>	<b>24081</b>	<b>20776</b>

### Local Ops

Jan	936	1064	1205	1442
Feb	866	1221	1313	1296
Mar	812	1490	1504	1404
Apr	1434	1772	1434	772
May	1712	1730	1642	1273
Jun	1734	1626	1646	2281
Jul	1780	1988	1504	3045
Aug	3304	1586	1796	2717
Sep	1424	1414	2275	2486
Oct	1397	1418	1812	2085
Nov	1328	1078	1834	2504
Dec	1062	1272	922	3272
<b>Total</b>	<b>17789</b>	<b>17659</b>	<b>18887</b>	<b>24577</b>

### Itin & Lcl Ops

Jan	2375	2695	2944	3227
Feb	2254	2590	2961	2836
Mar	2222	3421	3638	2875
Apr	3544	3765	3294	1795
May	3802	4228	3577	2915
Jun	4103	4051	3861	4433
Jul	3877	4492	3848	5752
Aug	6213	3589	4370	5238
Sep	3402	3301	4846	4872
Oct	3514	3217	3788	4246
Nov	3005	2656	3620	4456
Dec	2506	3118	2221	3610
<b>Totals</b>	<b>40817</b>	<b>41123</b>	<b>42968</b>	<b>46255</b>

