

RECEIVED

FEB 12 2021

**Westfield Airport Commission Meeting Minutes  
Thursday, January 14, 2021 Commission Meeting Minutes**

WESTFIELD CITY CLERK

The regular meeting of the Westfield Airport Commission of Thursday, January 14, 2021 was held via zoom. Chairman Gonet called the meeting to order at 6:00 p.m.

**I. The Massachusetts State of Emergency Open Meeting Preamble was read by Chairman Gonet.**

**II. Rollcall of attending Members**

Commissioner Gonet-Yes  
Commissioner Keefe-Yes  
Commissioner Phelon-Yes  
Airport Manager Willenborg-Yes  
ASG Representative Craig Schuster – Yes  
City Council Representative Bill Onyski- Yes

**III. APPROVE OUTSTANDING MINUTES**

Upon motion made by Chairman Gonet and seconded by Commissioner Phelon, it was voted to approve the December 22, 2020 regular meeting minutes as well as the December 22, executive meeting minutes.

Roll Call Vote:

Commissioner Gonet – Yes  
Commissioner Keefe – Yes  
Commissioner Phelon - Yes

**IV. SPECIAL AGENDA ITEMS**

**a. Airport Request for Interests for Hangar Development- Proposal Response**

Jibber Aviation was the only company to submit a proposal and is looking to utilize both parcels. The evaluation committee comprised of the Airport Manager, Commissioner Keefe and the City Purchaser are now evaluating this proposal and will hold a conference call to discuss their comments to the evaluation. The Airport Manager anticipates a special commission meeting will be requested within the next two to three weeks to interview Jibber Aviation and address any questions or concerns.

**b. Airport Minimum Standards-Update**

Andersen Krieger and Weidemann & Associates were the only two companies to submit proposals to update the Airport's Minimum Standards document. The Airport Manager will be

meeting with the Law Department to review these proposals. Airport tenants will have an opportunity to review the minimum standards for comment and feedback to the Commission. Once these processes are complete the FAA will have the final approval. This update was not budgeted for FY2021 and the Manager will be seeking possible funding sources.

c. Airport Commission Sub-Committees/Working Groups

The Commission will be starting a marketing working group lead by Commissioner Phelon that will meet each month and will include airport tenant involvement. Commissioner Phelon will then report back to the Airport Commission at the regular monthly meetings.

**V. STANDARD AGENDA ITEMS:**

a. ASG Engineer Update – Craig Schuster, ASG, went through each item on the ASG Monthly Status Report (attached).

b. Operational Statistics – Stats, Ops News, Tenant Items

1. Aircraft operations are up 18% Y-T-D from May-December, 2019-2020. Operations Y-T-D up 8%. Since May of last year operations have been exceeding previous year operation numbers.
2. Fuel Flowage continues to be down. Avgas is down 6% Y-T-D and Jet A is also down. The Airport Manager has requested Gulfstream, Air Methods and Ross/Rectrix Aviation to provide the gallons of gas sold or utilized rather than just purchased to start reporting at the next commission meeting.
3. Revenues Y-T-D this fiscal year are up 12%.
4. Tenant Items-
  - a. The Airport Manager is working with the City IT Department to update the website. The Airport Manager is hopeful the website will get underway within the next month and will provide conceptual ideas of how the site will be laid out at the next meeting.
  - b. There have been a few minor snow removal events since the last meeting. Airport Management continues to notify tenants of snow removal operations and potential airfield impacts.
  - c. Repairs were made to the Oshkosh sweeper costing roughly \$3,000.00. The Airport Manager will go before the Council for a transfer request in February as repair costs for equipment has notably impacted the airports budget.

- d. Tobiko Restaurant is doing very well and is attracting both aviation tenants as well as the general public with their change in name and menu.
- e. Taxiway Sierra Project will be going out to bid in February with an anticipated starting date of late March early April. This project must be completed before the Westfield International Air Show.
- f. The Airport Manager met with the General Manager of Pioneer Valley Railroad to discuss possibilities of the PVRP utilizing airport properties for some of their activities. There will be more information at the next meeting.
- g. FAA New England Region Airports Division will be hosting a virtual Airports Conference on March 9<sup>th</sup>-11<sup>th</sup>.

c. Airport Noise Program

1. Land Re-use Plan

An Independent Fee Estimator (IFE) is currently reviewing the scope of work and fee for the Land Re-use Plan for the properties that have been acquired over the years. The Airport Manager is hopeful to receive the IFE this month and will submit it to FAA for approval. It's anticipated the project will begin in late February early March.

2. Noise Compatibility Update

Jones Payne Group is currently putting together a scope of work and fee. A new FAA grant will be needed to fund this project and a grant application will be submitted prior to May 1<sup>st</sup>. Based on the schedule of issuing grants it is expected to receive the grant in June or July and then the update can begin. This project will involve significant engagement with the community and legislators on the local level.

Westfield-Barnes Regional Airport will become a partnering airport with FAA's new program that entails noise abatement collaboration. Airports will be able to share their noise complaints which will help coordinate concerns with the general public.

d. Review of Airport Strategic Agenda

Chairman Gonet reviewed the attached agenda.

There being before the Commission, the Chairman made a motion to adjourn the meeting at 7:04 p.m., seconded by Commissioner Keefe, so voted.

Roll Call Vote:

Commissioner Gonet – Yes  
 Commissioner Keefe – Yes

Commissioner Phelon - Yes

Respectfully submitted,

  
Amanda Raymakers  
Principal Clerk

Approved:



William P. Gonet, Chair

Approved by  
Commissioner Gonet





## AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

### 6. Taxiway H, S and Apron (ANG Project)

This project is for the new construction of Taxiway H, Taxiway S, and apron, located east of Runway 2-20. The project is being done through MANG with Massachusetts Task Force Military funding. ASG has been tasked with providing construction services during the project. ASG is in the process of developing a scope and fee for their services.

### 7. ALP Update.

ALP update is being performed by Stantec. ALP is in the process of being reviewed by the Airport. ASG will request the electronic CAD files from Stantec for the Airport Layout Plan when the document becomes final draft.





## **BAF Airport Statistics Report – January 2021 Meeting**

### **1. Aircraft Operations**

#### **May-December Comparison**

May 2019-November 2019 – 30,131 operations

May 2020-November 2020 – 35,522 operations

**Aircraft operations up 18% during this period**

Calendar 2019 (42,968) versus Calendar 2020 (46,255) YTD

**Aircraft operations up 8% YTD**

### **2. Fuel Flowage**

#### **AVGAS**

FY2020 versus FY2021 YTD

**AVGAS flowage down 6% YTD**

#### **Jet-A**

FY2020 versus FY2021 YTD

**Jet-A flowage down 25% YTD**

### **3. Airport Revenues**

FY2020 YTD - \$219,702.70

FY2021 YTD - \$246,283.21

**Airport revenues are up 12% YTD**



### Air Traffic Record - Five Year Comparison

|                      | 2016         | 2017         | 2018         | 2019         | 2020         |
|----------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Itinerant Ops</b> |              |              |              |              |              |
| (IFR & VFR)          |              |              |              |              |              |
| Jan                  | 1748         | 1439         | 1631         | 1739         | 1785         |
| Feb                  | 1432         | 1388         | 1369         | 1648         | 1540         |
| Mar                  | 2119         | 1410         | 1931         | 2134         | 1471         |
| Apr                  | 2068         | 2110         | 1993         | 1860         | 1023         |
| May                  | 2059         | 2090         | 2498         | 1935         | 1642         |
| Jun                  | 2191         | 2369         | 2425         | 2215         | 2152         |
| Jul                  | 2427         | 2097         | 2504         | 2344         | 2707         |
| Aug                  | 2492         | 2909         | 2003         | 2574         | 2099         |
| Sep                  | 2651         | 1978         | 1887         | 2571         | 1906         |
| Oct                  | 2080         | 2117         | 1799         | 1976         | 2161         |
| Nov                  | 1891         | 1677         | 1578         | 1786         | 1952         |
| Dec                  | 1563         | 1107         | 1846         | 1299         | 338          |
| <b>Total</b>         | <b>24721</b> | <b>22691</b> | <b>23464</b> | <b>24081</b> | <b>20776</b> |

|                  |              |              |              |              |              |              |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>Local Ops</b> | Jan          | 1226         | 936          | 1064         | 1205         | 1442         |
|                  | Feb          | 918          | 866          | 1221         | 1313         | 1296         |
|                  | Mar          | 1354         | 812          | 1490         | 1504         | 1404         |
|                  | Apr          | 1530         | 1434         | 1772         | 1434         | 772          |
|                  | May          | 1404         | 1712         | 1730         | 1642         | 1273         |
|                  | Jun          | 1854         | 1734         | 1626         | 1646         | 2281         |
|                  | Jul          | 1390         | 1780         | 1988         | 1504         | 3045         |
|                  | Aug          | 1824         | 3304         | 1586         | 1796         | 2717         |
|                  | Sep          | 1584         | 1424         | 1414         | 2275         | 2486         |
|                  | Oct          | 1284         | 1397         | 1418         | 1812         | 2085         |
|                  | Nov          | 1282         | 1328         | 1078         | 1834         | 2504         |
|                  | Dec          | 970          | 1062         | 1272         | 922          | 3272         |
|                  | <b>Total</b> | <b>16620</b> | <b>17789</b> | <b>17659</b> | <b>18887</b> | <b>24577</b> |

|                           |               |              |              |              |              |              |
|---------------------------|---------------|--------------|--------------|--------------|--------------|--------------|
| <b>Itin &amp; Lcl Ops</b> | Jan           | 2974         | 2375         | 2695         | 2944         | 3227         |
|                           | Feb           | 2350         | 2254         | 2590         | 2961         | 2836         |
|                           | Mar           | 3473         | 2222         | 3421         | 3638         | 2875         |
|                           | Apr           | 3598         | 3544         | 3765         | 3294         | 1795         |
|                           | May           | 3463         | 3802         | 4228         | 3577         | 2915         |
|                           | Jun           | 4045         | 4103         | 4051         | 3861         | 4433         |
|                           | Jul           | 3817         | 3877         | 4492         | 3848         | 5752         |
|                           | Aug           | 4316         | 6213         | 3589         | 4370         | 5238         |
|                           | Sep           | 4235         | 3402         | 3301         | 4846         | 4872         |
|                           | Oct           | 3364         | 3514         | 3217         | 3788         | 4246         |
|                           | Nov           | 3173         | 3005         | 2656         | 3620         | 4456         |
|                           | Dec           | 2533         | 2506         | 3118         | 2221         | 3610         |
|                           | <b>Totals</b> | <b>41341</b> | <b>40817</b> | <b>41123</b> | <b>42968</b> | <b>46255</b> |



Westfield-Barnes Regional Airport  
 Fuel Flowage FY '21

JET                      AVGAS                      PAYMENT  
 \$0.080                      \$0.080                      FY '21  
 (gallons)                      (gallons)                      (dollars)

Ross/Rectrix

|              |               |               |                    |
|--------------|---------------|---------------|--------------------|
| 2020 June    | 9,935         | 8,500         | \$1,474.80         |
| July         | 9,928         | 0             | \$794.24           |
| Aug          | 19,860        | 7,501         | \$2,188.88         |
| Sept         | 19,916        | 7,000         | \$2,153.28         |
| Oct          | 20,013        | 0             | \$1,604.04         |
| Nov          | 20,093        | 8,002         | \$2,247.60         |
| Dec          |               |               |                    |
| 2021 Jan     |               |               |                    |
| Feb          |               |               |                    |
| Mar          |               |               |                    |
| Apr          |               |               |                    |
| May          |               |               |                    |
| <b>Total</b> | <b>99,745</b> | <b>31,003</b> | <b>\$10,462.84</b> |

Gulfstream Aerospace

|              |                |          |                   |
|--------------|----------------|----------|-------------------|
| 2020 June    | 20,400         | 0        | \$1,632.00        |
| July         | 30,600         | 0        | \$2,448.00        |
| Aug          | 19,200         | 0        | \$1,536.00        |
| Sept         | 10,200         | 0        | \$816.00          |
| Oct          | 10,192         | 0        | \$815.36          |
| Nov          | 10,258         | 0        | \$820.64          |
| Dec          |                |          |                   |
| 2021 Jan     |                |          |                   |
| Feb          |                |          |                   |
| Mar          |                |          |                   |
| Apr          |                |          |                   |
| May          |                |          |                   |
| <b>Total</b> | <b>100,850</b> | <b>0</b> | <b>\$8,068.00</b> |

Air Methods

|              |               |          |                   |
|--------------|---------------|----------|-------------------|
| 2020 June    | 16,269        | 0        | \$1,301.52        |
| July         | 0             | 0        |                   |
| Aug          | 0             | 0        |                   |
| Sept         | 0             | 0        |                   |
| Oct          | 0             | 0        |                   |
| Nov          |               |          |                   |
| Dec          |               |          |                   |
| 2021 Jan     |               |          |                   |
| Feb          |               |          |                   |
| Mar          |               |          |                   |
| Apr          |               |          |                   |
| May          |               |          |                   |
| <b>Total</b> | <b>16,269</b> | <b>0</b> | <b>\$1,301.52</b> |

|               |                |               |                    |
|---------------|----------------|---------------|--------------------|
| <b>TOTALS</b> | <b>216,864</b> | <b>31,003</b> | <b>\$19,832.36</b> |
|---------------|----------------|---------------|--------------------|



# ANDERSON KREIGER

DAVID S. MACKEY  
[dmackey@andersonkreiger.com](mailto:dmackey@andersonkreiger.com)  
T: 617.621.6531  
F: 617.621.6631

January 12, 2021

**VIA EMAIL**

Christopher J. Willenborg, C.M.  
Airport Manager  
Westfield-Barnes Regional Airport  
110 Airport Road, Suite 207  
Westfield, MA 01805  
[cwillenborg@barnesairport.com](mailto:cwillenborg@barnesairport.com)

**Re: *Westfield-Barnes Minimum Standards***

Dear Chris:

I am pleased to submit this proposal to the Westfield-Barnes Regional Airport Commission (the "Commission") to provide the Commission with specialized federal aviation legal counsel to update the Airport's minimum standards. We very much hope that we will have the privilege to work with you.

A&K has nationally recognized expertise in the representation of public airport owners and operators, such as the Commission. We are a 36-lawyer law firm based in Boston, and we have one of the largest and most diverse airport practices in the country. We represent airport owners and operators in a wide variety of significant legal matters, with a distinct focus on federal regulatory compliance, the negotiation and drafting of airline use and lease agreements, and airport-related litigation. Our firm is deeply committed to our airport practice. We never represent airlines, FBOs, aeronautical services providers or citizens adverse to airport development.

We have vast experience in drafting minimum standards – including, most recently, writing the minimum standards adopted by the Barnstable Municipal Airport Commission, the Wayne County Airport Authority at both DTW and Willow Run Airport, and the Santa Monica Municipal Airport Commission – and in defending those minimum standards and handling related litigation. We have successfully defended the Barnstable Municipal Airport Commission in precedent-setting RICO litigation involving its minimum standards. We are currently revising minimum standards for another airport and would be able to leverage that work to benefit the Commission in its current overhaul of the Airport's minimum standards.

Christopher J. Willenborg, C.M.  
January 12, 2021  
Page 2

Our firm has always dedicated itself to serving public sector clients such as the Westfield-Barnes Regional Airport Commission with skill, expertise, efficiency and creativity. A&K's experience and approach to the delivery of services make it possible for us to deliver the highest quality legal services efficiently and cost-effectively. We are well aware that our airport clients, which are public entities such as the Authority, are especially cost-conscious and expect favorable results at a reasonable cost. We are known for lean staffing by lawyers who understand what airports do and how to solve their legal problems quickly and efficiently. As a result, our clients find our services to be highly cost-effective.

Should you engage our services on this project, I, along with my partner Christina S. Marshall and associate, Lily C. Ricci, will generate an initial draft of a new set of minimum standards for the Airport, taking into account all of the relevant regulatory changes since the Airport's 1996 minimum standards, and work with you and the Commission to finalize and implement those minimum standards. Each of our resumes are attached to this letter.

We propose a partner hourly rate of \$380, and an associate hourly rate of \$325. These rates reflect a significant discount from our standard rates. We will be able to complete a draft of the minimum standards, and make a presentation to the Commission about them, within your budget of \$10,000. In the event that the scope of the project expands beyond these tasks and exceeds that budget, we will work with the Commission to establish an appropriate new budget prior to exceeding that amount.

If there is any further information you require, please do not hesitate to call me.

Sincerely,

/s/ David S. Mackey

Enclosures



## David S. Mackey

Partner

617.621.6531

[dmackey@andersonkreiger.com](mailto:dmackey@andersonkreiger.com)

### Practice Areas

General Civil Litigation  
Public Law  
Airports  
State & Local Agencies  
Federal Regulatory  
Compliance  
Internal Investigations

### Honors

*The Best Lawyers in America*,  
Commercial Litigation (2018 -  
2021), Appellate Practice  
(2021) and Litigation -  
Municipal (2021)

### Clerkships

Chief Justice Edward F.  
Hennessey, Massachusetts  
Supreme Judicial Court

### Education

Harvard Law School, J.D.  
1983 *cum laude*  
Amherst College, B.A. 1979  
*summa cum laude*

### Overview

Dave represents private and governmental clients in litigation, regulatory and administrative matters. Previously, he served as the General Counsel (2001-2013) and Interim CEO (2011-2012) at the Massachusetts Port Authority. While at Massport, Dave managed the successful defense of multi-billion dollar litigation stemming from the 9/11 attacks, and of nine lawsuits challenging a new Logan Airport runway.

Dave represents clients in high-profile matters. Recent examples include the defense of the Massachusetts Gaming Commission in multiple lawsuits brought to challenge the Commission's casino licensing decisions, the defense of the MBTA in a consumer class action seeking damages for storm-related disruptions in commuter rail service, a petition for judicial review against the TSA on behalf of airport trade associations and 24 airport clients, and representation of the Martha's Vineyard Airport Commission in a sovereignty dispute with Dukes County over the Airport.

Dave also advises clients in governmental enforcement and regulatory matters, and has significant experience with internal investigations. He was recently appointed Special Master by a federal judge to review a guilty plea by two corporate defendants in a criminal Clean Air Act matter.

Dave served as Chair of the Board of Bar Overseers from 2010 to 2013. He frequently represents clients in attorney disciplinary matters before the Board, and regularly lectures on legal ethics. He recently served as an expert witness on legal ethics in a federal False Claims Act case.

Prior to Massport, Dave was Chief of the Civil Division and then First Assistant U.S. Attorney at the U.S. Attorney's Office in Boston. Dave had previously been a partner in Goodwin Procter's Trial Department.

### Results

- Successfully defended the Massachusetts Gaming Commission against a challenge by the City of Boston to the Commission's award of a casino license to Wynn Resorts.
- Successfully defended the MBTA in a consumer class action regarding disruptions in commuter rail service during the historically bad winter of 2015.
- Successfully defended Massport in a lawsuit brought by a group of clamdiggers under the Oil Pollution Act, alleging that a jet fuel spill at Logan Airport damaged clam beds.
- Led a team of in-house and outside counsel in the 9/11 Commission investigation and related inquiries. Successfully managed the defense of multi-billion dollar lawsuits stemming from the terror attacks.
- As an Assistant U.S. Attorney, litigated several False Claims Act and *qui tam* (whistleblower) matters, and

prosecuted one of the most significant post-Nuremberg Nazi war crimes cases.

### **Affiliations**

Airports Council International, *Member of the Legal Steering Group and former Chair (2005-2013)*

Board of Bar Overseers, *former Chair (2010-2013); former Member (2009-2013)*

Boston College Law School, "Corporate Crises: Internal Investigations, Ethics and Compliance," *Adjunct Professor (Spring 2017, Fall 2014)*

SJC Standing Committee on the Rules of Civil and Appellate Procedure, appointed 2017





## Christina S. Marshall

Partner

617.621.6583

cmarshall@andersonkreiger.com

### Practice Areas

General Civil Litigation  
Public Law Litigation  
Public Law  
Airports  
Cities & Towns  
State & Local Agencies  
Land Use & Zoning  
Environmental  
Unmanned Aircraft  
Systems/Drones

### Honors

*The Best Lawyers in America*,  
Commercial Litigation  
(2020-2021)  
Massachusetts Super  
Lawyers Rising  
Stars, (2017-Present)

### Clerkships

Superior Court of  
Massachusetts, 2016  
Rhode Island Superior Court,  
2014

### Education

Boston College School of  
Law, J.D. 2013 *cum laude*  
Managing  
Editor, *Environmental Affairs*  
*Law Review*

Boston College, B.A. 2008

### Overview

Christina focuses her practice on representing public and private sector clients in litigation, as well as in complex commercial, regulatory, and administrative matters.

She also advises a variety of airports around the country on governance, compliance, and environmental matters. She has successfully represented airport sponsors in federal regulatory compliance disputes, civil litigation, and airport-airline negotiations. She also helps airports navigate their often complicated relationships with other state and local entities, and represents airports in the negotiation of airline use and lease agreements with airlines.

Christina regularly advises state agencies and municipalities on a range of local issues, including compliance with state laws such as the State Ethics Act, the Open Meeting Law, and the Public Records Act; environmental compliance and remediation; and governance matters from Town Meeting to drafting state and local legislation. She also handles the litigation needs of many of the firm's municipal clients.

### Results

- Obtained summary judgment in wetlands enforcement case on behalf of a local conservation commission.
- Successfully defended a local zoning decision, and the dismissal of a resulting appeal on standing grounds at the Appeals Court.
- Won dismissal of a class action lawsuit against the MRTA regarding disruptions in commuter rail service during the winter of 2015.
- Represented the Town of Barnstable in a lawsuit involving the contamination of its drinking water with PFAS, a constituent of AFFF, and obtained a favorable cost recovery settlement for the Town.
- Successfully defended the Martha's Vineyard Airport Commission against a preliminary injunction involving a bid protest for the lease of its property for a gas station.
- Represented a number of large and medium hub airports in negotiating and drafting airport-airline use and lease agreements.
- Successfully defended several airport clients, including a large hub and a number of small hub airports, in Part 13 proceedings before the FAA.
- Successfully defended municipalities against a variety of zoning and land use administrative appeals, obtaining favorable results on motions to dismiss, motions for summary judgment, and at trial.
- Successfully defended a telecommunications client against a preliminary injunction involving a cell phone tower in

Massachusetts.

- Advised municipal clients on ethics, environmental, and constitutional questions involving issues including assault weapon bans and election recounts.

**Affiliations**

Boston Bar Association, Real Estate Section, Land Use and Development, *Co-Chair* (2018 - 2020)

American Bar Association, Real Estate Litigation and Condemnation Committee Newsletter, *Co-Editor-in-Chief*



## Lily C. Ricci

Associate

617.621.6535

[lricci@andersonkreiger.com](mailto:lricci@andersonkreiger.com)

### Practice Areas

Environmental  
Airports

### Education

Georgetown University Law  
Center. J.D., 2018

Brown University. B.A. 2013

### Overview

Lily is a 2018 graduate of Georgetown University Law Center, where she was a Managing Editor of the Georgetown Environmental Law Review, a two-year Research Assistant to the Director of the Environmental Law and Policy Program, and a member of the Environmental Litigation Clinic. While in law school, she was an intern at the Department of Justice (Environment and Natural Resources Division), the Environmental Protection Agency, and the Natural Resources Defense Council. Prior to starting at Anderson & Kreiger, Lily was a CROWN Fellow at the Sonoma County Counsel's Office in Santa Rosa, California where she focused primarily on Open Space and Natural Resource issues.

Before law school, Lily worked as the President and Co-founder of a small social enterprise craft brewing start-up called Cape Commons.



**R.A. Wiedemann &  
Associates, Inc.**

P.O. Box 621 • Georgetown, KY 40324 • (502) 535-6570 FAX (502) 535-5314

December 30, 2020

Christopher J. Willenborg, C.M.  
Airport Manager  
Westfield-Barnes Regional Airport  
110 Airport Road, Suite 207  
Westfield, MA 01085

Dear Chris,

I have put together a work scope and fee estimate for the proposed updating of the Minimum Standards for Commercial Aeronautical Activity at Westfield-Barnes Regional Airport. Please feel free to revise the work scope in the event that I have not captured your idea of the work involved.

**Proposed Work Scope**

**Task 1 - Review Existing Minimum Standards and Leases**

The first task within the minimum standards development will be the review of existing minimum standards and associated documents. In addition, current leases will be reviewed to determine the interaction of the minimum standards with the lease language.

It is understood that the FAA representative in New England prefers the Manassas Regional Airport minimum standards and as such, those will be reviewed to determine their applicability to Westfield-Barnes Regional Airport.

**Task 2 – Coordination with Airport**

The second task involves the determination of reasonable standards for aeronautical businesses at Westfield-Barnes Regional Airport. In particular, it will be important to know what types of activity are to be encouraged and what types are to be restricted. Development of minimum standards provides ways to sort out operating practices and procedures. This task involves any coordination with appropriate parties to determine what type of aeronautical activity can be supported at the Airport. In addition, any preferred minimums (building sizes, operating hours, etc.) will be discussed.

**Task 3 - Develop Draft Minimum Standards**

The third task in this process will be the development of minimum standards for commercial aeronautical activity. All present and future Airport businesses would be subject to these standards. Information gathered in Tasks 2.1 and 2.2 will be used in the development of these standards. It is believed that the minimum standards should consider future businesses in addition to the existing

Christopher J. Willenborg, C.M.  
 Airport Manager  
 Westfield-Barnes Regional Airport  
 - page 2 -

on-Airport businesses. The results will provide good information on the minimum size of physical facilities and number of services that should be offered for any given Airport business.

**Task 4 - Minimum Standards Review**

A review of the Minimum Standards will be coordinated with all appropriate parties. Once all official parties are satisfied with the content of the document, it can be distributed to impacted Airport tenants for their review. We suggest that written comments be solicited from the tenant base and written responses will be given by the Consultant. Each commercial aeronautical tenant will have four weeks to respond, from the date of the receipt of the document. Responses to all tenant comments will be made by the Consultant within two weeks of receiving those comments.

**Consultant Costs and Schedule**

It is estimated that the cost to update the Westfield-Barnes Regional Airport Minimum Standards will be \$5,500. Table 1 presents the cost breakdown by Task. In addition, it is believed that this work can be accomplished within one month, exclusive of review times. If the minimum standards need to be approved by the Airport Sponsor, those delays and any responses or revisions are included in Task 4.

| <b>Table 1 - Consultant Costs for Minimum Standards Update</b> |                    |                      |                  |                   |
|--|--------------------|----------------------|------------------|-------------------|
| <b>Task</b>  | <b>Sr. Planner</b> | <b>Sr. Associate</b> | <b>Associate</b> | <b>RAWA Cost</b>  |
|  | rate=\$174.16/hr.  | rate=\$103.78        | rate=\$98.12     |                   |
| Task 1. Review Existing Standards                              | 4                  |                      | 12               | \$1,874.08        |
| Task 2. Coordination wth Airport                               | 4                  |                      |                  | \$696.64          |
| Task 3. Draft Minimum Standards                                | 4                  |                      | 16               | \$2,266.56        |
| Task 4. Minimum Standards Review                               | 4                  |                      |                  | \$696.64          |
| <b>Grand Totals</b>  | <b>16</b>          | <b>0</b>             | <b>28</b>        | <b>\$5,533.92</b> |
|  |                    |                      | Say              | \$5,500           |

\* \* \* \* \*

If this work scope and cost meets with your approval, we can structure our agreement directly from this letter proposal. I look forward to working with you on this important project!

Best Regards and Happy New Year!



Randal Wiedemann  
 President

