

Airport Manager description from 2017 that has been edited due to a few redundancies in the description. Educational requirements from 2018 were also added to the description. Commissioner Gonet made a motion to approve the January 2020 draft version of the Airport Manager/Department Head position description, seconded by Commissioner Cameron, so voted 2/0, followed by a roll call vote:

Commissioner Gonet-yes
Commissioner Cameron-yes

This job description will be brought before council for approval. Mr. Miles will follow the city's protocols to move this forward and the position will be posted tomorrow morning.

- ii. Candidate Screening- The personnel departments will be receiving the candidate information and will narrow them down to a handful. Personnel will follow their standard process of questions and a rating system that will be brought before the Commission. The prescreening committee created by the Commission will review the questions in open session and then interviews will be held in executive session and final interviews need to be in public session. Prescreening interviews where candidates may not want it to be known until they get to the final interviews will be held in executive session.

Commissioner Cameron made a motion to give Commissioner Gonet the authority to be the commission point person for the Airport Manager position and recruiting process and to work directly with Mr. Miles on that and anything that needs to come back to the commission do through special meeting or regular monthly commission meetings, seconded by Commissioner Gonet, followed by a roll call vote:

Commissioner Gonet-yes
Commissioner Cameron-yes

The Commission discussed the prescreening committee and agreed on the following potential committee members; Commissioner Gonet, Dennis Miles, Meghan Bristol and Eric Billowitz. Mr. Miles explained the pre-selection committee will bring forth candidates which needs to be two or greater. A draft set of questions has been sent over for the prescreening and the committee will approve those questions that each candidate will be interviewed with.

- iii. Finalist Interviews- Mr. Miles explained the finalists questions will also be prepared by the personnel department and the commission will see them in advance. The night of the interviews the Commission will want to approve those questions and ask all of the candidates those questions as well because it will need to be in the minutes that the Commission followed the consistent process.

2. Interim Management (MG CH. 41, Section 61.A) –Mr. Billowitz explained it is the Mayor's decision to appointment someone to head the department in the interim. Mr. Billowitz recommended to the Mayor to recognized Jeff Lovejoy, Operations Facility Coordinator, as the interim until the position is filled. The Mayor agreed and a PSA will be written for Mr. Lovejoy. The Commission would like to see an escalation process put together by Mr. Billowitz to be sure all the bases are covered. Mr. Billowitz informed he has made an on call arrangement with the commission and the city in assisting in this process to find his replacement and if any questions or

concerns appear he will be in contact.

Commissioner Cameron made a motion for Commissioner Gonet to be the point of contact in negotiating Mr. Billowitz terms and all things airport manager related, seconded by Commissioner Gonet, followed by a roll call vote:

Commissioner Gonet-yes
Commissioner Cameron-yes

STANDARD AGENDA ITEMS

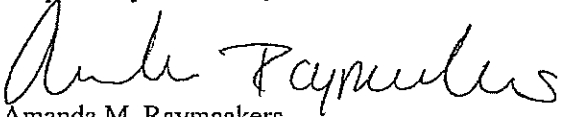
- A. Engineer Review- Craig Schuster reviewed the attached ASG monthly update.
- B. Noise Program- Nick Collins, KBR Wyle Project Manager, discussed the items attached.
- C. Operational Statistics- Stats, Ops News, Tenant Items- Attached are the airports monthly traffic and fuel statistics.
 - a. Operations for December are down 28% under 2018. 21.5 inches of snow accumulated for the month contributing to the decline in operations for the month. YTD traffic is up 4.5%. Military operations are down for the month and YTD down 7.6%.
 - b. Jet fuel is down 3.7%. Avgas is down as of November 15.4%.
 - c. Revenue for December came in low due to late collections.
 - d. Hangar 56- lease is up for renewal. A package has been sent to Mr. Halsi-Kun for review.
 - e. EAA B17 advised they are covering some venues for the Collings Foundation and will need to push their next visit to Barnes back to spring 2021 due to their busy schedule.
 - f. Army Guard Joint Use Agreement and Air Guard Joint Use agreement are both in development.
- D. Review Strategic Agenda- Commissioner Gonet advised to move the strategic agenda review to next month's meeting.
- E. Review Critical Item List- Mr. Billowitz will send this list to the Commission later on.

EXECUTIVE SESSION

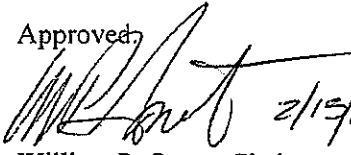
There being no other business to come before the Commission, Commissioner Gonet motioned to adjourn the meeting, seconded by Commissioner Cameron, so voted 2/0.

The Chairman adjourned the meeting at 7:45 p.m.

Respectfully submitted,


Amanda M. Raymaakers
Principal Clerk

Approved,

 2/15/2020

William P. Gonet, Chair
Westfield Airport Commission



Westfield-Barnes
REGIONAL AIRPORT

Barnes Airport Meeting Sign-In

MEETING TYPE: Airport Commission DATE: 1/16/2020@ 6:00

LOCATION: Airport Conference Room

NAME / ATTENDEE	COMPANY / AREA	EMAIL	SIGNATURE
Jeff Lovejoy	Westfield Apt	lovejoy@barnesairport.com	<i>[Signature]</i>
Nicholas Collins	KBR - Wyle	nicholas.collins@gmail.com	<i>[Signature]</i>
Dennis Miles	City of Westfield	Dennis.Miles@cityofwestfield.org	<i>[Signature]</i>
JOE Ballard	FLY LUGU	INFO@FLY LUGU.COM	<i>[Signature]</i>
Fredrika Ballard	Fly Lugue	HR@flylugue.com	<i>[Signature]</i>
CRAG SCHUSTER	ASH	C/SCHUSTER@AIRPORTSOLUTIONSGROUP.COM	<i>[Signature]</i>



AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

4. MassDOT ASMP Project – Install Self Service AVGAS Fuel Farm – Total Cost - \$385,000

Funding breakdown MassDOT Share (80%)-\$308,000 Local Share (20%)-\$77,000

MassDOT has issued a FY2019 ASMP Grant for the Installation of a Self-Service AVGAS Fuel Farm. This project would include the installation of an aboveground self-service AVGAS Fuel Farm with credit card reader. Last week MassDOT contacted Airport Manager Eric Billowitz regarding the project and concerns over the timing of the project. MassDOT is concerned with starting this project without having an approved Airport Layout Plan identifying this specific construction project. Stantec is in the process of completing the Airport Layout Plan Update. This project has been put on hold and maybe funded in FY2020.

5. MassDOT ASMP Project – Pavement Repair Runway 2-20 – Total Cost - \$1,060,330

Funding breakdown MassDOT Share (85%)-\$901,280.50 Local Share (15%)-\$159,049.50

Northeast Paving (formerly Lane Construction) completed the project last month with the pavement grooving and final markings application. As a result of the recent FAA Part 139 Airport Inspection, MassDOT approved a change order to the original contract amount to include the re-marking of Taxiway B and associated stub taxiways located off of Taxiway B. This change order work was completed in October.

ASG, MassDOT, and BAF conducted the final project inspection on Tuesday, January 7, 2020. ASG submitted the required project closeout information to MassDOT and the Airport.

6. ASG assisted Airport Manager Eric Billowitz with updating several tenant leasehold graphics.
7. ASG assisted Airport Manager Eric Billowitz with the preparation of the FY2019 FAA Annual DBE Report. FAA approved the FY2019 FAA Annual DBE Report in December 2019.
8. ASG is assisting Airport Manager Eric Billowitz with the preparation of the FY2020 Sponsor's Verification of Intent for FAA FY2020 AIP funding document. This is due to FAA by January 31, 2020.



Airport Statistics Summary - 2019

Air Traffic													
Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	2,944	2,961	3,638	3,294	3,577	3,861	3,848	4,370	4,846	3,788	3,620	2,221	42,968
2018	2,695	2,590	3,421	3,765	4,228	4,051	4,492	3,589	3,301	3,217	2,656	3,118	41,123
% +/-	9.2%	14.3%	6.3%	-12.5%	-15.4%	-4.7%	-14.3%	21.8%	46.8%	17.7%	36.3%	-28.8%	4.5%
YTD													
2019	2,944	5,905	9,543	12,837	16,414	20,275	24,123	28,493	33,339	37,127	40,747	42,968	42,968
2018	2,695	5,285	8,706	12,471	16,699	20,750	25,242	28,831	32,132	35,349	38,005	41,123	41,123
% +/-	9.2%	11.7%	9.6%	2.9%	-1.7%	-2.3%	-4.4%	-1.2%	3.8%	5.0%	7.2%	4.5%	4.5%
Military Ops													
Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	575	460	563	463	320	263	484	392	529	396	426	397	5,268
2018	429	339	508	708	838	358	244	380	225	529	686	460	5,704
% +/-	34.0%	35.7%	10.8%	-34.6%	-61.8%	-26.5%	98.4%	3.2%	135.1%	-25.1%	-37.9%	-13.7%	-7.6%
YTD													
2019	575	1,035	1,598	2,061	2,381	2,644	3,128	3,520	4,049	4,445	4,871	5,268	5,268
2018	429	768	1,276	1,984	2,822	3,180	3,424	3,804	4,029	4,558	5,244	5,704	5,704
% +/-	34.0%	34.8%	25.2%	3.9%	-15.6%	-16.9%	-8.6%	-7.5%	0.5%	-2.5%	-7.1%	-7.6%	-7.6%
Jet Fuel													
Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	40,820	40,685	41,012	32,822	30,206	50,225	59,912	39,836	40,190	50,144	41,042	466,894	466,894
2018	51,104	40,781	40,347	40,513	32,811	50,011	59,409	29,924	39,990	40,023	42,604	41,919	509,436
% +/-	-20.1%	-0.2%	1.6%	-19.0%	-7.9%	0.4%	0.8%	33.1%	0.5%	25.3%	-3.7%	-100.0%	-8.4%
YTD													
2019	40,820	81,505	122,517	155,339	185,545	235,770	295,682	335,518	375,708	425,852	466,894	466,894	466,894
2018	51,104	91,885	132,232	172,745	205,556	255,567	314,976	344,900	384,890	424,913	467,517	509,436	509,436
% +/-	-20.1%	-11.3%	-7.3%	-10.1%	-9.7%	-7.7%	-6.1%	-2.7%	-2.4%	0.2%	-0.1%	-8.4%	-8.4%



Airport Statistics Summary - 2019

AVGas		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly														
2019		-	-	8,001	5,000	7,983	4,000		8,499	8,003	4,001	8,501		53,988
2018		4,501	8,186	-	8,412	-	8,000	12,503	-	7,997	7,115	7,110	10,558	74,382
% +/-		-100.0%	-100.0%	#DIV/0!	-40.6%	#DIV/0!	-50.0%	-100.0%	#DIV/0!	0.1%	-43.8%	19.6%	-100.0%	-27.4%
YTD														
2019		-	-	8,001	13,001	20,984	24,984	24,984	33,483	41,486	45,487	53,988	53,988	53,988
2018		4,501	12,687	12,687	21,099	21,099	29,099	41,602	41,602	49,599	56,714	63,824	74,382	74,382
% +/-		-100.0%	-100.0%	-36.9%	-38.4%	-0.5%	-14.1%	-39.9%	-19.5%	-16.4%	-19.8%	-15.4%	-27.4%	-27.4%
Revenue														
Monthly														
Access Fees		\$ 1,958	\$ 958	\$ 958	\$ 958	\$ 1,882	\$ 958	\$ 958	\$ 958	\$ 958	\$ 958	\$ 958	\$ -	\$ 12,465
Commercial Land Rent		\$ 18,793	\$ 10,378	\$ 8,543	\$ 27,519	\$ 16,133	\$ 14,540	\$ 14,540	\$ 14,660	\$ 12,947	\$ 16,094	\$ 14,501	\$ 7,705	\$ 176,353
Fuel Flowage Fees		\$ 4,198	\$ 1,647	\$ 826	\$ 8,683	\$ 3,026	\$ 3,055	\$ 5,120	\$ 4,011	\$ 3,867	\$ 3,855	\$ 4,332	\$ 680	\$ 43,300
Hangar Rentals		\$ 2,916	\$ 2,918	\$ 2,917	\$ 18,442	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 18,442	\$ 2,917	\$ 2,917	\$ 66,052
Joint Use Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Bldg Rent		\$ 4,439	\$ 3,406	\$ 2,381	\$ 8,268	\$ 6,037	\$ 6,037	\$ 6,037	\$ 6,037	\$ 6,393	\$ 5,860	\$ 5,327	\$ 5,327	\$ 65,551
Miscellaneous		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 283
Landing Fees		\$ 11,399	\$ 5,178	\$ 6,003	\$ 10,682	\$ 6,981	\$ 4,693	\$ 5,173	\$ 3,903	\$ 8,635	\$ 8,021	\$ 8,433	\$ 4,150	\$ 83,248
Parking Fees		\$ 785	\$ 435	\$ 475	\$ 315	\$ 890	\$ 605	\$ 460	\$ 685	\$ 875	\$ 805	\$ 960	\$ 1,485	\$ 8,775
Tie Down Fees		\$ 160	\$ 80	\$ 160	\$ 80	\$ 200	\$ 120	\$ 520	\$ 120	\$ 80	\$ 160	\$ 120	\$ 80	\$ 1,880
2019 Total		\$ 44,649	\$ 24,999	\$ 22,263	\$ 74,948	\$ 38,066	\$ 32,925	\$ 35,982	\$ 33,291	\$ 36,672	\$ 54,197	\$ 37,548	\$ 22,369	\$ 457,907
2018 Revenue		\$ 40,580	\$ 24,792	\$ 32,747	\$ 41,127	\$ 30,768	\$ 29,961	\$ 30,835	\$ 33,722	\$ 24,868	\$ 44,035	\$ 26,374	\$ 49,391	\$ 409,200
% +/-		10.0%	0.8%	-32.0%	82.2%	23.7%	9.9%	16.7%	-1.3%	47.5%	23.1%	42.4%	-54.7%	11.9%
2017 Revenue		\$ 28,223	\$ 26,212	\$ 38,086	\$ 38,744	\$ 29,258	\$ 26,446	\$ 39,243	\$ 29,903	\$ 27,371	\$ 27,372	\$ 27,373	\$ 27,373	\$ 365,602

Barnes Regional Airport Critical Items List

Date: 16-Jan-20

<u>Item</u>	<u>Description</u>	<u>Start Date</u>	<u>Complete Date</u>	<u>Comments</u>
1	Army Guard rent status			
2	Air Guard JUA runway 2/20 paint issues			
3	Change entrance to T-Hangers to Gate 44			
4	Quarterly report on taxes			
5	Labrie Hangar access			
6	Halasse-Kun lease			
7	Fix front lock and flag lighting			
8	Master list of leases			
9	Noise program change from purchase			
10	AIP Master Plan timeline			
11				
12				
13				
14				
15				

AIRPORT COMMISSION UPDATE
1/16/2020

OPEN GRANTS

AIP #50-Demo of 332, 355, 362, 380, 398 Holyoke Road

1. All 5 homes are demolished, and 90% of the work is complete.
2. The work is shutdown for the Winter. Finish grading and seeding will occur in the spring.
3. Grant should be closed by May of 2020.

AIP#52-Demo of 273, 284, 286, and 393 Holyoke Road

1. Hazardous Materials Surveys and Demolition Plans are starting next week: January 20th, 2020.
2. Looking to bid the project and award the contract in April of 2020.
3. Anticipated work to be done in the summer and fall of 2020.

Future Grants:

Year 2020:

1. **Noise Compatibility Plan Update.** The Noise Compatibility Plan will be updated to reflect Airport/City changes to program options. The Grant would be applied for in May of 2020 and work would begin in August once funding is in place.
2. **Re-Use Plan.** The Re-Use Plan would provide options for the acquired land which the Airport/City now owns through the acquisition phases of the program. This would be a second planning grant. The Grant would be applied for in May of 2020 and work would begin in August once funding is in place.

Year 2021:

1. **Sound Insulation Grant.** After the planning grants are complete the next grant would be for sound insulation of approximately 20 homes. This grant would be applied for in May of 2021 and work to commence sometime in August 2021 after funding is in place.

CURRENT NUMBERS:

1. 198 homes remain that qualify for program benefits.
2. 45 out of the 198 households are currently interested and have applied for benefits. This information is based on current applications KBR has on file. After the outreach letter, this information will be updated.