



Commission Meeting Minutes



Commission

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

The regular meeting of the Westfield Barnes Regional Airport Commission of Thursday, February 13, 2020 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
Commissioner Nicoletti

Interim Airport Manager- Jeff Lovejoy

APPROVAL OF MEETING MINUTES: Commissioner Gonet made a motion to approve the January 16th, regular meeting minutes, seconded by Commissioner Nicoletti, so voted 2/0.

PUBLIC PARTICIPATION:

1. Dave Halasi-Kun, Hangar 56, Airport Road, advised back when Brian Barnes was Airport Manager he agreed to reduce Mr. Halasi-Kun's rental rate due to the poor condition that the hangar was in, in exchange for improvements to gradually be made back in 2013. The lease was originally drafted to be a 20 year lease and the legal department advised it was too long and gave him a 6 year lease with a minimum investment of \$6,000 when he ended up investing \$35,000. Mr. Halasi-Kun advised his intent on redoing the building is to build something of community where people of the airport can come together. His only ask is a 6 year lease or longer would be better that takes into account for submittal and that the work done to his hangar was in good faith. Commissioner Gonet believes what Mr. Halasi-Kun is doing is important and it should be recognized when people make investments to the airport and asked that Mr. Halaski-Kun put together a proposal and come back to the Commission with that proposal.
2. Brian Mitchell, Tower Manager, informed the Midwest ATC Contract Tower at Barnes has been nominated for facility of the year and there are 10 candidates across the country. Mr. Mitchell is looking for letters of support from the community and the Commission will provide letters of support.

AIRPORT ACTIVITIES:

- A. Signature Authority- Commissioner Gonet made a motion to appoint Commissioner Cameron designated board member to sign schedule of bills payable and original invoices and himself, Commissioner Gonet as back-up designated board member to sign schedule of bills payable and original invoices, seconded by Commission Nicoletti, followed by a roll call vote:

Commissioner Gonet-yes
Commissioner Nicoletti-yes

- B. Airport Manager Job Posting Update- The advertisement will be closing on February 17th and there are several qualified candidates. On February 18th at 4:00 will be a prescreening meeting and interviews will be scheduled once prescreening is complete.

STANDARD AGENDA ITEMS

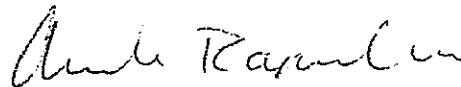
- A. Engineer Review- Chris Willenborg reviewed the attached ASG monthly update.
- B. Noise Program- Nick Collins, KBR Wyle Project Manager, discussed the items attached.
- C. Operational Statistics- Stats, Ops News, Tenant Items- Attached are the airports monthly traffic and fuel statistics.
- a. Operations for January overall monthly totals are up by 45%. This is an increase of 10% from last January.
 - b. Jet fuel numbers for December were down.
 - c. Revenue for January is continuing to increase. The Army National Guard Joint Use Agreement is still in negotiations and Mr. Lovejoy has been in contact with multiple people regarding this status.
 - d. New ramp lighting has been installed on the airport apron. Full LED ramp lighting will be complete by the end of next week.
 - e. The Oshkosh Sweeper has been back received back from maintenance and techs will be coming to the airport next week to update the Murphy System.
- D. Review Strategic Agenda- Discussed items that will be on the list for the future.
- E. Review Critical Items List- The list was reviewed to determine which items have been completed or are still open.

EXECUTIVE SESSION

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.

The Chairman adjourned the meeting at 6:50 p.m.

Respectfully submitted,



Amanda M. Raymakers
Principal Clerk

Approved:



William P. Gonet, Chair
Westfield Airport Commission

Air Traffic Record Y-T-D 2020

Westfield-Barnes Regional Airport

	ITINERANT						LOCAL			TOTAL
	IFR			VFR			LOCAL			
	AC	AT	GA	MI	GA	MI	Civil	Military	Lcl Ops	
2020										
	AC	AT	GA	MI	GA	MI	Civil	Military	Lcl Ops	
JAN	0	46	222	160	1101	226	1294	148	1442	3227
FEB										
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	46	222	160	1101	226	1294	148	1442	3227

Monthly %	#DIV/0!	39.4%	55.2%	75.8%	60.3%	#DIV/0!	50.0%	28.6%	44.9%	31.5%	67.6%	-1.3%	56.4%	45.3%
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Chg fm 2019 Avg	-100.0%	3.6%	1.9%	30.6%	11.0%	#DIV/0!	-24.7%	-21.6%	28.0%	-16.3%	-9.8%	5.7%	-8.4%	-9.9%
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Chg Jan 2019-2020	#DIV/0!	7.0%	41.4%	46.8%	38.5%	#DIV/0!	-3.2%	-3.7%	-11.7%	-5.1%	30.1%	-29.5%	19.7%	9.6%
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ITINERANT											LOCAL			TOTAL
IFR					VFR					Civil	Military	Lcl Ops		
	AC	AT	GA	MI	Total Itinerant	AC	AT	GA	MI				Total Itinerant	
2019	AC	AT	GA	MI	Total IFR	AC	AT	GA	MI	Total VFR	Civil	Military	Lcl Ops	TOTAL
DEC	0	33	143	91	267	0	20	856	156	1032	772	150	922	2221
JAN	0	43	157	109	309	0	31	1143	256	1430	995	210	1205	2944

Air Traffic Record - Five Year Comparison

Totals	3227	0	0	0	0
Jan	3227				
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

Itm & Lcl Ops

Total	1442	0	0	0	0
Jan	1442				
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

Local Ops

Total	1785	0	0	0	0
Jan	1785				
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

Inherent Ops
(FR & VFR)

2020 2021 2022 2023 2024

Westfield-Barnes Regional Airport
Fuel Flowage FY '20

JET (gallons) \$0.080
 AVGAS (gallons) \$0.080
 PAYMENT (dollars) FY '20

AF/Rectrix/FS

2019 June	29,897	4,000	\$2,711.76
July	19,841	0	\$1,587.28
Aug	29,709	8,499	\$3,056.64
Sept	19,888	8,003	\$2,231.28
Oct	29,970	4,001	\$2,717.68
Nov	0	8,501	\$680.08
Dec	10,054	0	\$804.32
2020 Jan			
Feb			
Mar			
Apr			
May			
Total	139,359	33,004	\$13,789.04

Gulfstream Aerospace

2019 June	20,328	0	\$1,626.24
July	30,301	0	\$2,424.08
Aug	10,127	0	\$810.16
Sept	20,302	0	\$1,624.16
Oct	20,174	0	\$1,613.92
Nov	41,042	0	\$3,283.36
Dec	10,292	0	\$823.36
2020 Jan			
Feb			
Mar			
Apr			
May			
Total	152,566	0	\$12,205.28

Air Methods

2019 June	0	0	\$0
July	9,770	0	\$781.60
Aug	0	0	\$0
Sept	0	0	\$0
Oct			
Nov			
Dec			
2020 Jan			
Feb			
Mar			
Apr			
May			
Total	9,770	0	\$781.60

TOTALS

301,695 33,004 \$ 26,775.92

AIRPORT COMMISSION UPDATE
KBRwyle Noise Mitigation Program
2/13/2020

OPEN GRANTS

AIP #50

1. 5 homes are demolished.
2. Final Grading and Seeding to take place in Spring of 2020.
3. Anticipated that Grant will be closed by June of 2020.

AIP#52

1. Consists of 4 Houses slated for demolition in the Spring of 2020: 273, 284, 286, and 393 Holyoke Road.
2. These are the last houses expected for demolition.
3. Demolition plans are 75% complete.
4. Work to commence this summer (2020).

Future Grant for 2020

1. FAA has directed us to perform the Re-use Plan in 2020 under AIP52 using left over grant funds.
2. FAA has directed to us apply for Noise Compatibility Plan Update in May of 2021 and a Sound Insulation Grant at the same time.

CURRENT NUMBERS:

1. 198 homes remain that qualify for program benefits.
2. 45 out of the 198 households are currently interested in sound insulation 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.



AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

MEMORANDUM

TO:	Jeff Lovejoy, Acting Airport Manager	FROM:	Chris Willenborg
LOCATION:	Westfield, MA	LOCATION:	Burlington, MA
SUBJECT:	Monthly Status Report – Misc. Projects	DATE:	February 13, 2020

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

MISCELLANEOUS ITEMS

1. ASG participated on a conference call with Acting Airport Manager Jeff Lovejoy and Stantec regarding the status of the BAF ALP Update Study. The team reviewed previous alternatives identified and draft capital projects prioritization schedule. Acting Airport Manager Jeff Lovejoy is following up with the Airport Commission and airport tenants on the draft documents.
2. ASG will request the electronic CAD files from Stantec for the Airport Layout Plan when the document becomes final draft.
3. **Airfield Drainage Improvements Phase II – Construction Phase – Total Cost - \$3,000,000**

Funding breakdown FAA Share (90%)-\$2,700,000 MassDOT Share (5%)-\$150,000 Local Share (5%)-\$150,000

JL Raymakers finished the construction phase of work for the winter on Saturday, November 30th. The remaining work tasks to be completed by JL Raymakers in the spring will be final hydroseeding and outstanding punch list items. There are four (4) remaining days left under the existing construction contract.

4. **Reconstruct, Mark, Light, and Groove Runway 15-33 – Total Cost – \$7,525,614**

Funding breakdown FAA Share - \$6,773,052.60 MassDOT Share - \$464,576.70 Local Share - \$398,354.70

As a follow up to the Runway 15 tree obstructions located on Mr. Noah's property adjacent to the Airport, Acting Airport Manager Jeff Lovejoy has contacted Mr. Noah to execute another extension of the City of Westfield Access Agreement which will expire on June 30, 2020.

ASG is coordinating the tree removal schedule with Northern Tree Service. We anticipate the work will be completed in the Spring of 2020.



7300 W. 129th Street
Overland Park, Kansas 66213
Tel. (913) 782-7082, Fax. (913) 897-9300

February 12, 2020

Westfield Airport Commission
Attention: William Gonet, Chair

Dear Members of the Westfield Airport Commission,

The Barnes FAA Contract Tower has been nominated for Facility of the Year for contract air traffic facilities. I write you today to request a letter of support to add to our list of accomplishments. Here is some history on the award:

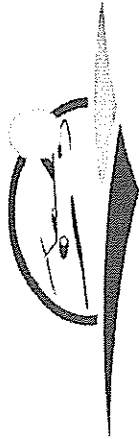
In June of 2002, the Federal Aviation Administration and the Contract Tower Program lost a great friend and champion when Mr. Willie F. Card passed away. As Contract Tower Branch Manager from 1998 to 2002, Willie created an environment in which the FAA, the ATC contractors, airports, and American Association of Airport Executives/U.S. Contract Tower Association came together to form a unique and lasting partnership with the common goal of providing the very best air traffic control services to the local users at FAA contract towers.

The Willie F. Card Contract Tower Service Award is presented annually to the FAA contract tower that most closely mirrors Willie's vision of what the contract tower program exemplifies. This vision embodies providing excellent air traffic control services, both from a safety and customer service perspective, to all stakeholders in the local aviation community, with a professional and courteous attitude.

A letter of support from you, received by March 6, 2020, would be greatly appreciated! Please contact me directly if you should have any questions, and thank you for your consideration.

Sincerely,

Brian Mitchell
BAF FCT Air Traffic Manager
114 Airport Road
Westfield, MA 01085
brian.mitchell@midwestates.com
413-562-4582 ext. 4



Westfield-Barnes
REGIONAL AIRPORT

Barnes Airport Meeting Sign-In

MEETING TYPE: Airport Commission

DATE: 2/13/20@ 6:00

LOCATION: Airport Conference Room

NAME / ATTENDEE	COMPANY / AREA	EMAIL	SIGNATURE
Chris Wilkenborg	ASG	cwillenborg@airportshelbourn.org	
Jesse Loveson	BARNES / MGR	slowejoy@barnesairport.com	
Nicholas Collins	KBR Kyle	nicholas.collins@us.kbr.com	
BEAN MITCHELL	MIDWEST ATR	bean.mitchell@midwestates.com	
Dario Hasi-Kun	HANGAR 5/B	D.HASIKUN@GMAIL.COM	

