



acceptance yet. This presentation was to inform the Airport Manager and Commission that there is little or no change in the contour. Mrs. Verbeck informed the Commission that part of the NEM update is to hold a public meeting to inform the community of the change as part of the FAA requirements. She noted that when the airport manager and she spoke with Mr. Doucette, he implied since this was such a small change he would be opened to Wyle presenting the change to the commission, posting it in the newspaper and advertising it with the map on the city's webpage rather than holding a public meeting. Mrs. Verbeck inquired how the commission would feel about having a public meeting at a Commission Meeting, open to the public and advertised in two local papers and posted on the City's Web Page. The Commission responded with additional questions. All questions lead up to the fact that the last public meeting was not well attended and with advertisement, a Public Meeting at a Commission Meeting and additional information being added to the City of Westfield's web page we would meet the requirements for the FAA

Five homes were demolished in 2018 under AIP #48 and five homes will be demolished in early 2019 under AIP #50. If we close on an additional 5 homes in the next several months we will take the 5 homes down in the late fall or early spring of 2020. These homes are under AIP#52. With the new NEM there could be a possible 2 additional homes eligible for acquisition who has been interested in the program from the beginning. If the FAA approves them they will be done under AIP #52. The problem that Wyle is finding with demolition is that when you take down a house with a vast amount of land there tends to be more problems found. An example is 790 North Road. This property has had a draining issue. Water was flowing onto the neighbor's property. A retention pond was required to capture the overflow of water. The neighbor to this property has a culvert located under the driveway that he believes is now being flooded due to the retention pond. Mr. Billowitz has contacted RH White who is a site company and a civil engineer design company to look at this property. There is funding available under AIP #48 grant money that can be used until May to evaluate the site. The Grant will be closed out after May, 2019. This property is under discussion with the city as to whether they would like to make any changes before the grant is closed. Going forward we hope to address any of these types of issues before we bid the work. Also, the more homes acquired would mean more properties to be mowed and maintained. Mr. Onyski will be asking the City Solicitor who is responsible for mowing the properties. Would it be the airport or the city responsibility? Mr. Billowitz will need to check with the legal department but believed because these properties were purchased with FAA funds the properties are owned by the City but belong to the airport. Mr. Billowitz advised the premise behind this program is to take the sensitivity out of the area and create a buffer around the airport area as designated.

Mrs. Verbeck explained there needs to be a plan in place for the future to either end the program or continue it. She advised the FAA recommended Wyle nudge the commission and council to move forward with sound insulation for the reason that they don't want to end on a bad note given that the program changed so drastically in 2015. Wyle has already partially designed 21 homes. The city and the FAA have already funded this partial design that should be looked at if the program continues. Mrs. Verbeck said, if the city moves forward with the sound insulation portion of the program there would be half of a group ready. This would be under a new Grant that would be applied for in May of 2019.

Commissioner Gonet summarized that there are 21 homes for the next level sound proofing, two homes possibly eligible for acquisition, outside the contour and are on the fringe and five homes for acquisition this year. The 21 homes are in the next grant and are all for sound insulation.

Nick Collins, Wyle's Construction Consultant explained the program started off with the sound insulation and a combined effort of land acquisition. The FAA then said they wanted all acquisitions done with no more sound proofing.

There were 152 homes that are eligible now. Mrs. Verbeck stated if they do all 152 homes and they don't meet this new interior noise level of 45, then the program is anticipated to end in three years. If a 1/3 of the homeowners have an interior level of 45db or greater it could take five years to finish the program.

Kim Cameron asked what Wyle is requesting of the commission at this time. Mr. Collins went back to the original question regarding the public meeting. The Commission agreed Wyle will advertise a special meeting prior to the airport commission meeting in which time they will review the latest noise plan and will disclose those three houses that have changed and an update on the sound insulation. Wyle will also advertise this report in the paper and city website. Mrs. Verbeck advised she hopes to have the NEM finished by the end of this month and anticipates March to be the earliest to hold this meeting. Mrs. Verbeck will attend next month's meeting to formalize the plan with the commission so the commission then can discuss if they want to continue this program with sound insulation. Commissioner Gonet stated the Commission would like Wyle to attend the commission meetings periodically to provide updates.

Commissioner Gonet asked what the exit plan looks like. Mrs. Verbeck advised the best case scenario would be this fall when demolition and acquisition are completed. If the city continues to move forward with sound insulation the program could last another 3-5 years depending on the noise tests which determine what level of treatments these homes get which is a cost issue. The city budgets \$138,888.00 each fiscal year for the local share of the noise program. Wyle has been doing 21-25 homes per grant for sound insulation in the past. There possibly could be 50 homes in the new grant because in most cases homeowners will only receive air conditioning, fresh air and electrical updates. Mrs. Verbeck reiterated this decision is based on the commission's decision moving forward with sound insulation and testing.

Commissioner Gonet asked for Councilor Onyski's recommendation and he stated there are some people who love having the empty lot next door to their home and others who think the empty lots devalue their homes. He did not comment on sound insulation portion of the program.

- C. Strategic Agenda Worksheet-Finalize- The Commission discussed the standard agenda that will be reviewed monthly with airport items to assist the planning process and identifying strategies in advance.

#### **CAPITAL IMPROVEMENT/AIRFIELD CONSTRUCTION/LAND**

- A. ASG Update- Chris Willenborg reviewed the attached monthly status report with the Commission.

#### **AIRPORT MANAGER'S UPDATE:**

- A. Fiscal and Airport Use Reports:
  - i. Statistics- Air Traffic- Traffic is up 24% from last December measured on a calendar year basis with contributing factors of low snowfall. Military operations are down YTD due to deployment over the summer.
  - ii. Revenue/Expenses/Budget Fuel- Fuel is down 4.1% YTD. Avgas is down -0.2% for the month of November and on a calendar year revenue basis up 12%. The manager is still working on the joint use fee increase for the army guard. Once that increase is complete all leases will be up to date.
- B. Airport Operations:

- i. Airport Employees- Patrick Dillon, Motor Equipment Repairman, began the position on Monday. One of the two spots has been filled for seasonal snow plowing with a Rectrix employee and the other is still open.
- ii. Snow- The recorded snow total for the month of November was 8 inches and roughly 1.5 inches of snow has accumulated since.
- iii. Part 139- The Operations Facility Coordinator has been diligently updating the Airport Certification Manual (ACM).

### EXECUTIVE SESSION

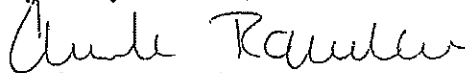
Commissioner Gonet made a motion that the Commission go into Executive Session to discuss Liptak Development in order to consider the leases and value of real property. It is the opinion of the chair that having the discussion on this/these items in an open session may be detrimental to the public body's negotiating position. The Commission will not reconvene in open session at the conclusion of the Executive Session, seconded by Commissioner Nicoletti, followed by a roll call vote:

Commissioner Gonet – yes  
Commissioner Cameron- yes  
Commissioner Nicoletti-yes

The Commission entered Executive Session at 7:15 p.m. There being no other business to come before the Commission, Commissioner Gonet motioned to adjourn the meeting, following the Executive Session, seconded by Commissioner Cameron; so voted 3/0.

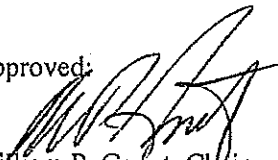
The Chairman adjourned the meeting at 7:46 p.m.

Respectfully submitted,

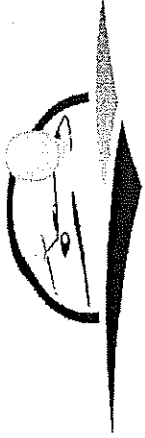


Amanda M. Raymaakers  
Principal Clerk

Approved:



William P. Gonet, Chair  
Westfield Airport Commission



**Westfield-Barnes**  
REGIONAL AIRPORT

**Barnes Airport Meeting Sign-In**

MEETING TYPE: Airport Commission

DATE: 1/10/19@ 6:00

LOCATION: Airport Conference Room

NAME / ATTENDEE	COMPANY / AREA	EMAIL	SIGNATURE
Chris Wilkenburg	ASG	c.wilkenburg@airport-solutions-group.com	<i>[Signature]</i>
Jane W Lambert	KBR wyle	jane.verbeck@wyle.com	<i>[Signature]</i>
Nicholas Collins	KBR wyle	nicholas.m.collins@gmail.com	<i>[Signature]</i>
Bill Onyski	City of Westfield		<i>[Signature]</i>

# AGENDA

138,000

## NEM and Airport Improvement Plan Update

Thursday 1/10/2019

6:00PM to 7:00PM

- I. Presentation of New 2020 Noise Exposure Map Draft (AIP # 54)
  - A. Very little change from 2015
  - B. Red box shows the only relevant change affecting 3 new properties
  - C. FAA's opinion: The change means those homes attached to the 3 properties will qualify for that respective noise level's noise program.
  - D. Because, these are the only changes we feel that a small public meeting, and update to the City website will work to meet the FAA's public outreach requirement.
    1. An option for the meeting may be to add it to a future commission meeting.
  - E. Questions regarding this new map?
  
- II. Update on Existing Program
  - A. AIP # 48
    - a. Group 5 Demolition. Completed.
    - b. 790 North Road is under discussion with the City as to whether they would like to make any changes before the grant is closed out.
  - B. AIP # 50:
    - a. Plan for Group 6 Demolition of 5 more homes, and going out for bid at the beginning of March 2019.
  - C. AIP # 52:
    - a. Currently Acquiring additional homes for demolition.
    - b. Offering easements rather than acquiring homes for those that qualify.
  
- III. Future of the Program
  - A. Does the commission and or the City of Westfield plan on continuing with the program?
  - B. Discussion as to a potential end date may need to be discussed.
  - C. Discussion as to what is fair to the residents needs to be taken into consideration and the FAA's opinion on how the program should continue or start to conclude.





## AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

**5. MassDOT ASMP Project - Purchase of Two 18 Foot Snow Plows – Total Cost - \$83,500**

Funding breakdown MassDOT Share (80%)-\$66,800 Local Share (20%)\$16,700

MassDOT has issued a FY2019 ASMP Grant to BAF for the Purchase of Two 18 Foot Plows. These new plows will replace existing outdated 20 foot plows for the Oshkosh plow trucks. Airport Manager Eric Billowitz will coordinate with Tammy Tefft of Purchasing regarding next steps to procure the plows.

**6. MassDOT ASMP Project – Construct Aircraft Ramp – Total Cost - \$475,000**

Funding breakdown MassDOT Share (80%)\$380,000 Local Share (20%)\$95,000

MassDOT has issued a FY2019 ASMP Grant for the Construction of an Aircraft Ramp. This project is part of a site development effort to construct an aircraft ramp located in the northwest quadrant of the Airport. ASG will be scheduling a pre-design meeting with MassDOT and BAF to review the scope of work for the project.

**7. 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. ASG will be scheduling a pre-design meeting with MassDOT and BAF to review the scope of work for the project.

8. ASG is working with Airport Manager Eric Billowitz regarding the FAA's Supplemental Appropriations of \$1.0B for general aviation airports across the country. The project proposed for the FAA grant application is the new taxiway/apron at the southwest quadrant of the airport to access aviation use land adjacent to Air Methods leasehold. If selected, the project would be funded at 100%. Airport Manager Eric Billowitz submitted the application prior to the October 31<sup>st</sup> deadline.

9. ASG is assisting the Airport with creating new graphics for the BAF Airport Certification Manual regarding Runway 2-20 Safety Areas and DPF Vehicle Regeneration Area.

10. ASG and GZA is assisting the Airport with a review of the Airport's Stormwater Pollution Prevention Plan. This plan will be updated during the Construction of Runway 2-20 Airfield Drainage Improvements Phase II.



Westfield Barnes Regional Airport

Airport Commission 2019 Agenda

**STANDARD WORK PROCESS**

Rev: Jan 1, 2019

**Purpose:** The purpose of our strategic agenda is to provide a framework in order for the commission and airport manager to focus on the key metrics and processes to insure we are moving towards a revenue positive, FAA Part 139 Regional Airport.

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Special Agenda Items*</b>												
Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd
<b>Standard Agenda Items</b>												
Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review	Engineering Review
Ops Stats	Ops Stats	Ops Stats	Ops Stats	Ops Stats	Ops Stats	Ops Stats	Ops Stats	Ops Stats	Ops Stats	Ops Stats	Ops Stats	Ops Stats
	Strategic Plan					Strategic Plan				Strategic Plan		
Noise Program					Noise Program				Noise Program			
				Marketing Program				Marketing Program				Marketing Program
			Operations Report w/ Part 139 Review				Operations Report w/ Part 139 Review				Operations Report	
						FAA Inspection						
								Master Plan / AIP Projects	FAA / MassDOT ACIP Review	Master Plan / AIP Projects		MassDOT ASMP
	Budget Review	Budget Review w/ 3yr		Budget to Mayor	Budget Review	Budget voted on by City Council	Adopted Budget Review				Budget Review w/ 3yr	
<b>Executive Session*</b>												
Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd	Add items as req'd
*Note: 1-Add special items such as new leases, new opportunities, specific areas of concern. 2-Executive session required to negotiate in private where negotiation in public would be detrimental to the Airport's bargaining ability.												





## Airport Statistics Summary - 2018

<b>Air Traffic</b>													
Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
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
2017	2,375	2,254	2,222	3,544	3,802	4,103	3,877	6,213	3,402	3,514	3,005	2,506	40,817
% +/-	13.5%	14.9%	54.0%	6.2%	11.2%	-1.3%	15.9%	-42.2%	-3.0%	-8.5%	-11.6%	24.4%	0.7%
YTD													
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
2017	2,375	4,629	6,851	10,395	14,197	18,300	22,177	28,390	31,792	35,306	38,311	40,817	40,817
% +/-	13.5%	14.2%	27.1%	20.0%	17.6%	13.4%	13.8%	1.6%	1.1%	0.1%	-0.8%	0.7%	0.7%

<b>Military Ops</b>													
Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018	429	339	508	708	838	358	244	380	225	529	686	460	5,704
2017	393	363	416	528	533	584	449	1,418	415	609	305	472	6,485
% +/-	9.2%	-6.6%	22.1%	34.1%	57.2%	-38.7%	-45.7%	-73.2%	-45.8%	-13.1%	124.9%	-2.5%	-12.0%
YTD													
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
2017	393	756	1,172	1,700	2,233	2,817	3,266	4,684	5,099	5,708	6,013	6,485	6,485
% +/-	9.2%	1.6%	8.9%	16.7%	26.4%	12.9%	4.8%	-18.8%	-21.0%	-20.1%	-12.8%	-12.0%	-12.0%

<b>Jet Fuel</b>													
Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018	51,104	40,781	40,347	40,513	32,811	50,011	59,409	29,924	39,990	40,023	42,604		467,517
2017	50,762	20,273	50,946	30,366	50,483	50,458	39,850	34,246	59,324	50,039	50,637	30,509	517,893
% +/-	0.7%	101.2%	-20.8%	33.4%	-35.0%	-0.9%	49.1%	-12.6%	-32.6%	-20.0%	-15.9%		-9.7%
YTD													
2018	51,104	91,885	132,232	172,745	205,556	255,567	314,976	344,900	384,890	424,913	467,517		-
2017	50,762	71,035	121,981	152,347	202,830	253,288	293,138	327,384	386,708	436,747	487,384	517,893	517,893
% +/-	0.7%	29.4%	8.4%	13.4%	1.3%	0.9%	7.4%	5.4%	-0.5%	-2.7%	-4.1%		-100.0%



**Berkshire Barre**  
REGIONAL AIRPORT

### Airport Statistics Summary - 2018

Avgas													
Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018	4,501	8,186	-	8,412	-	8,000	12,503	-	7,997	7,115	7,110	-	63,824
2017	-	4,002	4,000	3,947	-	8,000	11,001	29,767	3,964	7,999	-	-	72,680
% +/-	#DIV/0!	104.5%	-100.0%	113.1%	#DIV/0!	0.0%	13.7%	-100.0%	101.7%	-11.1%	#DIV/0!	-	-12.2%
YTD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018	4,501	12,687	12,687	21,099	21,099	29,099	41,602	41,602	49,599	56,714	63,824	-	-
2017	-	4,002	8,002	11,949	11,949	19,949	30,950	60,717	64,681	72,680	72,680	72,680	72,680
% +/-	#DIV/0!	217.0%	58.5%	76.6%	76.6%	45.9%	34.4%	-31.5%	-23.3%	-22.0%	-12.2%	-	-100.0%

Revenue													
Monthly	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Access Fees	833	833	833	833	1,757	833	-	1,667	-	1,667	833	833	10,923
Commercial Land Re	14,047	12,319	15,583	14,010	13,812	13,812	13,890	13,812	9,259	22,524	9,369	18,350	170,788
Fuel Flowage Fees	2,441	4,448	3,917	3,228	3,914	4,829	4,641	5,753	1,585	4,648	1,632	6,440	47,475
Hangar Rentals	2,801	864	2,801	2,801	2,801	2,801	2,801	2,801	2,801	2,917	3,609	10,679	40,478
Joint Use Fees	11,726	-	-	11,726	-	-	-	-	-	-	-	-	23,452
Municipal Bldg Rent	4,378	5,303	4,790	4,765	4,790	4,965	4,915	4,765	4,915	4,765	2,356	6,010	56,718
Miscellaneous	-	-	-	1,000	-	225	50	-	-	-	-	-	1,275
Landing Fees	3,734	969	4,422	2,549	2,889	1,995	3,689	4,239	4,683	6,875	7,410	6,344	49,796
Parking Fees	260	15	240	55	205	380	530	605	1,505	480	1,045	695	6,015
Tie Down Fees	360	40	160	160	600	120	360	80	120	160	120	40	2,320
TOTAL	40,580	24,792	32,747	41,127	30,768	29,961	30,876	33,722	24,868	44,035	26,374	49,391	409,241
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
% +/-	43.8%	-5.4%	-14.0%	6.2%	5.2%	13.3%	-21.3%	12.8%	-9.1%	60.9%	-3.7%	80.4%	11.9%