



## Commission Meeting Minutes



### Commission

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

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The regular meeting of the Westfield Barnes Regional Airport Commission of Thursday, April 18, 2019 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 Cameron  
Commissioner Nicoletti  
Airport Manager – Eric Billowitz

**APPROVAL OF MEETING MINUTES:** Commissioner Gonet made a motion to approve the February 13th, regular meeting minutes, as well as the February 13th executive session minutes, seconded by Commissioner Nicoletti, so voted 2/0 as Commissioner Cameron did not attend. Commissioner Gonet made a motion to approve the March 14th, regular meeting minutes, as well as the March 14th executive session minutes, seconded by Commissioner Cameron, so voted 2/0 as Commissioner Nicoletti did not attend.

### **PUBLIC PARTICIPATION:**

1. President of EAA, Chapter 1620, David Miller, provided the Commission with a copy of their insurance forms covering all upcoming events. Mr. Miller informed EAA is a new tenant at Barnes located at hangar 3 and that they are a nonprofit 501C3 organization. This organization hosts events to promote general aviation.
2. Col. Peter Green, 104th Fighter Wing Commander, updated the Commission on the status of the new Air National Guard entrance and presented a supplemental agreement to the Guards existing lease. Col. Green informed the agreement has been reviewed by the National Guard Bureau and is ready to be reviewed by the Commission for their approval. Once the Commission approves the agreement it will then go to the Law Department for their review and approval. The Mayor will then sign off and it will then go back to the Air Force for final approval. The anticipated completion date for this project will be in 2022. Col. Green also informed Taxiway Sierra is fully designed and the Guard is currently seeking a funder to support the project.

### **AIRPORT ACTIVITIES:**

- A. MassDOT Airport Economic Impact Study Update- Mr. Billowitz stated the following information;
  - i. There are a total of 30 general aviation airports and 9 commercial service airports included in this study. From a total economic impact standpoint Barnes Airport is first in the general aviation category and fifth overall in the state.

Commissioner Gonet made a motion to go back into regular session at 7:45 to vote on the hangar 3 and Westfield Technical Academy/Westfield High School graduation agreement, seconded by Commissioner Nicoletti, followed by a roll call vote:

Commissioner Gonet – yes  
Commissioner Nicoletti-yes

Commissioner Cameron left Executive Session at 7:40.

Hangar 3 Lease- Commissioner Gonet made a motion to allow Mr. Billowitz to negotiate a draft agreement for hangar 3 and the location of a building on the adjacent property, seconded by Commissioner Nicoletti, followed by a roll call vote:

Commissioner Gonet-yes  
Commissioner Nicoletti-yes

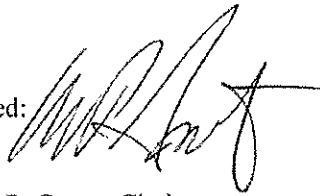
WTA/WHS- Commissioner Gonet made a motion for Mr. Billowitz to negotiate and to consummate an agreement with WTA/WHS regarding the graduation ceremony, seconded by Commissioner Nicoletti, followed by a roll call vote:

Commissioner Gonet-Yes  
Commissioner Nicoletti- yes

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

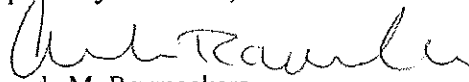
The Chairman adjourned the meeting at 7:48 p.m.

Approved:



William P. Gonet, Chair  
Westfield Airport Commission

Respectfully submitted,



Amanda M. Raymakers  
Principal Clerk



# Airport Statistics Summary - 2019

Air Traffic		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly														
2019		2,944	2,961	3,638										9,543
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%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-76.8%
YTD														
2019		2,944	5,905	9,543	9,543	9,543	9,543	9,543	9,543	9,543	9,543	9,543	9,543	9,543
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%	-23.5%	-42.9%	-54.0%	-62.2%	-66.9%	-70.3%	-73.0%	-74.9%	-76.8%	-76.8%

Military Ops		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly														
2019		575	460	563										1,598
2018		429	339	508	708	838	358	244	380	225	529	686	460	5,704
% +/-		34.0%	35.7%	10.8%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-72.0%
YTD														
2019		575	1,035	1,598	1,598	1,598	1,598	1,598	1,598	1,598	1,598	1,598	1,598	1,598
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%	-19.5%	-43.4%	-49.7%	-53.3%	-58.0%	-60.3%	-64.9%	-69.5%	-72.0%	-72.0%

Jet Fuel		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly														
2019		20,583	10,330											30,913
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
% +/-		-59.7%	-74.7%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-93.9%
YTD														
2019		20,583	30,913	30,913	30,913	30,913	30,913	30,913	30,913	30,913	30,913	30,913	30,913	-
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
% +/-		-59.7%	-66.4%	-76.6%	-82.1%	-85.0%	-87.9%	-90.2%	-91.0%	-92.0%	-92.7%	-93.4%	-100.0%	-100.0%



# AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

## MEMORANDUM

**TO:** Eric Billowitz, Airport Manager      **FROM:** Chris Willenborg  
**LOCATION:** Westfield, MA      **LOCATION:** Burlington, MA  
**SUBJECT:** Monthly Status Report – Misc. Projects      **DATE:** April 18, 2019

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 received a draft copy of the BAF Airport Master Plan Update from Airport Manager Eric Billowitz. This document was updated by the Airport's previous consultant, Stantec. ASG will request the electronic CAD files from Stantec for the Airport Layout Plan when the document becomes final draft.

2. **Airfield Drainage Improvements Phase II – Design Only – Total Cost - \$180,800**

Funding breakdown FAA Share (90%)-\$162,720 MassDOT Share (5%)-\$9,040 Local Share (5%)-\$9,040

ASG has received comments from MassDOT and FAA. ASG is currently addressing those comments.

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

ASG is working on the design phase of the project under a separate grant. Once the design phase is complete, ASG will work with the City Purchasing Department on the bidding for the construction phase of the project. ASG anticipates bidding this project in the Spring/Summer of 2019 with construction starting during the Fall of 2019.

4. **Reconstruct, Mark, Light, and Groove Runway 15-33 – Total Cost – est. \$6,000,000**

Last month, ASG and BAF were informed of potential Runway 15 tree obstructions based upon the on-going airspace obstruction analysis being completed by Stantec. There are off-airport tree obstructions southwest of Runway 15 that are located on private property. FAA, MassDOT, BAF, and ASG met on March 27, 2019 to discuss the tree issue. The result of that meeting was to have ASG field mark the trees to be removed and then coordinate with MassDOT on funding for the removal. ASG performed a field survey of the trees on April 1, 2019 and identified approximately 50 trees for removal. ASG, BAF, and MasSDOT had a subsequent conference call talk about tree



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ASG, BAF, FAA, and MassDOT conducted an onsite meeting on April 1, 2019 to discuss the heaving issue and to develop a plan going forward. After the meeting a site visit was performed to look at the heaved area. At that time other areas were looked at (touchdown zone markings, aiming points) and they all appeared to be experiencing some sort of similar distresses (slight heaving with some cracking). It was determined as a result of this meeting to remove and replace, in its entirety, all the problems areas with new materials. MassDOT would be funding this project at 80% MassDOT and 20% local. The project has to be mostly completed by June 30, 2019. ASG is currently working on the design and has submitted design documents to MassDOT for review.

9. 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.
10. ASG and GZA are 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.
11. ASG is assisting the Airport and City of Westfield with an FAA land release process for the roadway accessing the MA Army National Guard facility.