

WESTFIELD AIRPORT COMMISSION

Thursday, March 11th, 2010 – 7:00PM

Airport Administration Building, Conference Room
110 Airport Road
Westfield, MA 01085

AGENDA

- I. Approve Regular Meeting Minutes and Executive Session Minutes of the February 24th, 2010 Meeting
- II. Public Participation
- III. Capital Improvement Program
 - A. Gale Associate's Monthly Report
- IV. Airport Activities
 - A. Cersosimo Lumber Land Appraisal
 - B. Whip City Lease Renewal Update
 - C. Northeast Helicopter Visit / Air Show Participation
 - D. Pest Removal Company Update
 - E. State Police Academy Driving Course Inquiry
 - F. Harry Hermann
- V. Activity and Fiscal Reports
 - A. Review Air Traffic, Revenue and Expense Reports (Jan 2010)
 - B. Budget Process
- VII. Anything That Can Properly Come Before This Body
 - A. Commission Ethics Training
- VIII. Executive Session

**WESTFIELD AIRPORT COMMISSION
WESTFIELD-BARNES AIRPORT
WESTFIELD, MA 01085
MINUTES**

DRAFT

COMMISSION

*Gary M. Francis, Chairman
Donna G. Vella
Joseph B. Mitchell*

The regular meeting of the Westfield Airport Commission of Thursday, March 11th, 2010 was held in Airport Administration Building Conference Room, Westfield, MA. Commissioner Francis called the meeting to order at 7:00PM.

ATTENDANCE:

Commissioner Vella	Airport Manager Brian Barnes
Commissioner Francis	Operations Facilities Coordinator Stacey Skeet
Commissioner Mitchell	See Attached Sign-in Sheet

PUBLIC PARTICIPATION:

A. Mr. Jim Hoerle addressed the commission to emphasize that he wants to complete the Hangar Three assignment prior to April 1st, 2010. The lawyers representing Mr. Hoerle and Mr. Dion still need to coordinate with the Westfield Law Department so the city can write the assignment. The airport manager will work closely with the city Law Department to insure that the coordination and documentation is completed prior to the requested deadline. A Special Commission meeting will be called later this month to sign the official lease paperwork.

CAPITAL IMPROVEMENT PROJECTS:

- A. Mr. Armand Dufresne of Gale Associates reviewed the construction priorities and gave an explanation for the high cost associated with the Wildlife Hazard Program. During last month's meeting, Commissioner Vella questioned the high cost of the program. Mr. Dufresne explained that they were unsure of what mitigation steps would be required at the outset of the program, so they planned for the worst case and would apply any remaining money toward another FAA/MassDOT approved project.

AIRPORT ACTIVITIES:

- A. The airport manager explained that he checked with the appraisers and the Cersosimo land appraisal would be completed in about two more weeks.
- B. The airport manager explained that the Whip City lease renewal had to be bid out under Chapter 30B rules due to the fact that the land is not utilized for aviation related activities. Mr. Pighetti has been notified and was referred to the Purchasing Department where he could receive assistance in completing the bid package.
- C. The commission voted 3/0 to allow the land currently leased by Whip City to be utilized for purposes other than aviation related activities for the period of time specified in the new lease. An RFP will be advertised soon.

- D. Northeast Helicopters visited the airport to review plans for moving to the airport as a new tenant. Their options would be to sublet from Mr. Dion in hangar three, or purchase Mr. Phillips building and lease on the south west side of runway 15/33.
- E. Mr. Stacey Skeet explained the process of hiring a pest removal company for the building. The airport selected Orkin who will sign a separate contract with the Runway Restaurant and report restaurant status to management on a regular basis.
- F. The airport manager told the commission that the State Police Academy was inquiring about utilizing Taxiway "S" as a training location for their driving school. Commissioner Mitchell said it was a good thing to explore all options, but cautioned that we not support a full-time school on FAA funded property. The proposal would be for next year (2011).
- G. After considering relocating the Harry Hermann cement stone beside hangar two, the commission recommended that airport management come up with proposals regarding honoring past individuals who have contributed to aviation here at Barnes. Stacey Skeet and Brian Barnes will research and come up with recommendations.

REPORTS:

- A. The airport manager and the commissioners reviewed the activity and fiscal reports.
- B. The airport manager explained the 2011 budget process to the commissioners. The budget will be prepared utilizing the three options recommended by the Mayors Office, approved by the commission and forwarded to the city.

ANYTHING THAT CAN PROPERLY COME BEFORE THIS BODY:

- A. The commissioners were presented with Ethics Training packets. The course can be taken from home by computer, or the commissioners can come to the airport and conduct the training here. The deadline is April 1st, 2010.
- B. Commissioner Vella made a motion to allow Stacey Skeet to sign the department head's signature to the Payroll Hours Register, regular and expended transfers and any invoices, seconded by Commissioner Mitchell, so voted 3/0.

EXECUTIVE SESSION

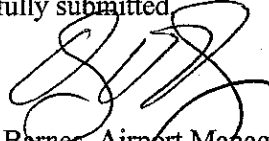
Commissioner Vella motioned to enter into Executive Session at 7:45PM to address a tenant issue, seconded by Commissioner Mitchell, so voted 3/0.

There being no vote taken, Commissioner Vella motioned to adjourn from Executive Session, seconded by Commissioner Mitchell, so voted 3/0.

There being no other business to come before the Commission, Commissioner Francis motioned to adjourn the meeting, seconded by Commissioner Vella, so voted 3/0.

Commissioner Francis adjourned the meeting at 8:10PM.

Respectfully submitted



Brian P. Barnes, Airport Manager
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Approved:

Gary Francis, Chairman
Westfield Barnes Airport Commission

