



*Commission Meeting Minutes*

Commission

*Gary M. Francis, Chairman  
Joseph B. Mitchell  
Kimberly S. Cameron*

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The regular meeting of the Westfield Airport Commission of Thursday, July 7<sup>th</sup>, 2011 was held in the Airport Administration Building Conference Room, Westfield, MA. Commissioner Francis called the meeting to order at 7:00 p.m.

**ATTENDANCE:**

Commissioner Francis  
Commissioner Mitchell

Airport Manager Brian Barnes  
See Sign-Up sheet

**Approve Minutes:** Commissioner Mitchell motioned to approve the regular minutes of the June 9<sup>th</sup>, 2011 meeting, seconded by Commissioner Francis, so voted 2/0.

**PUBLIC PARTICIPATION:**

- A. Paul B'Shara asked the Commission if they had reached a decision regarding the restaurants request for tax offsets and operating hour changes for the upcoming winter. Chairman Francis explained that the Commission had already granted them a deviation from the initial agreement in the lease. That agreement was supposed to be only for winter hours, but the restaurant adopted the change and never switched back. This would be the second deviation from their lease agreement. He also explained that tax offsets were for tenants paying rent. The restaurant is leasing rent free for the first 5 years per the lease agreement. This would impact his decision. Chairman Francis said that the Airport Manager would communicate the Commission's final answer to both requests NLT Friday, July 8, 2011.

**CAPITAL IMPROVEMENT PROJECTS:**

- A. Mr. Arnie Stymest of Gale Associates briefed the commission on the status of current projects.

**AIRPORT ACTIVITIES:**

- A. The washout that has developed on the southeastern portion of Sierra is being caused by a blocked water drainage pipe. The pipe is the single exit point for a large portion of the airports water runoff. The contractor recommended we put in a new pipe to facilitate the drainage process. The Ops Facility Coordinator and Airport Manager will coordinate with Gale Associates and come up with a cost and course of action.
- B. The Commission was told that the new leases would take a long time to complete as the process is painfully slow. The city lawyer has a heavy case load and is preparing for significant litigation in the fall.
- C. MCCA Rwy 2/20 project has been approved but awaiting state signatures from the AG's office. Construction is supposed to begin Aug 1, 2011 and continue for 7-10 days.
- D. The Wildlife Hazard Management Plan has been completed by USDA and is being reviewed internally. They will forward the final draft to FAA for approval.

- E. The airport would like to recognize and thank Eileen Hawkins. She has done an extraordinary job implementing a new billing software program that is more contemporary and will enable us to be more efficient and accurate in our billing process. She put in many long hours and contributed free time to insure that the system was up and running for the new fiscal year.
- F. Our website is undergoing a new upgrade. Launch date is Aug 1, 2011.
- G. The Manager briefed the Commission on the Noise Mitigation Program progress.

**REPORTS:**

- A. The Airport Manager and the Commissioners reviewed the activity and fiscal reports. Airport revenue was down due to tax offsets but the overall revenue taken in due to tax bills is up. Air traffic was higher than the preceding years' monthly tally for the first time this year.

**ANYTHING THAT CAN PROPERLY COME BEFORE THIS BODY: NA**

**EXECUTIVE SESSION:**

- A. Commissioner Mitchell motioned to convene into Executive Session at 7:40 p.m. to discuss lease matters and then to adjourn and not reconvene regular session, seconded by Commissioner Francis, followed by a roll call vote:

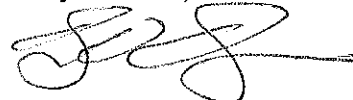
Commissioner Francis – yes  
Commissioner Mitchell – yes

- B. Commissioner Mitchell motioned to adjourn from Executive Session and adjourn at 8:10 p.m., seconded by Commissioner Francis, so voted 2/0.

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

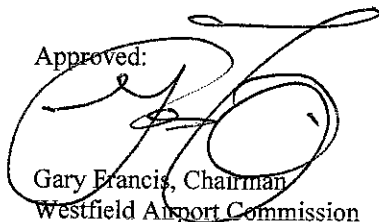
Commissioner Francis adjourned the meeting at 8:11 p.m.

Respectfully submitted,



Brian P. Barnes, Airport Manager  
Westfield Airport Commission  
Management Office  
(413) 572-6275 (413) 572-6296 Fax  
E-mail: bbarnes@barnesairport.com

Approved:



Gary Francis, Chairman  
Westfield Airport Commission