



Commission Meeting Minutes

Commission

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

The regular meeting of the Westfield Airport Commission of Thursday, October 13th, 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

Approve Minutes: Commissioner Mitchell motioned to approve the regular minutes of the September 8th, 2011 meeting, seconded by Commissioner Francis, so voted 2/0.

PUBLIC PARTICIPATION:

- A. Mr. Paul Dion addressed the Commission and asked for permission to build another hangar on his lease property. The Commission informed Mr. Dion that an amendment to the current lease would have to be completed and signed prior to construction beginning. The Airport Manager will work with Mr. Dion to insure the legal issues are addressed and the amendment is written IAW local and state guidelines. The Commission also indicated that one of the issues surrounding all leases is the rate structure given the new taxes being assessed by the assessor. Lease offsets will be ending soon, and they wanted to insure he fully understood what his financial commitment to the airport will be prior to signing leases and investing any capital on plans and permitting. The Commission voted 2/0 to allow Mr. Dion to expand on his property as long as he complied with their requests.

CAPITAL IMPROVEMENT PROJECTS:

- A. Mr. Arnie Stymest of Gale Associates briefed the Commission on the status of current and future projects.

AIRPORT ACTIVITIES:

- A. The Manager and the Commission discussed the possibility of the Pioneer Valley Military Transportation Museum moving into hangar two. The manager contacted Mr. Leo Dube and indicated that they would incur a tax burden if they rented space to airplanes in an effort to raise money for renovations and operating costs. Mr. Dube indicated that they would still be interested in the hangar. However, that would mean displacing current tenants and that is not acceptable to the manager as they wouldn't have an optional place to store aircraft this coming winter. The Commission voiced their concerns over such a proposition, and agreed that after careful consideration, that hangar 2 should not be offered to the museum at this time and that the manager continue to pursue another location for the museum.
- B. The Airport Manager informed the Commission that AirFlyte's attorney Mr. David Sanborn, initiated a request for public information regarding documentation that the airport administrative offices were holding. The information request was coordinated through the city

solicitor's office and Mr. Sanborn will be receiving the requested info shortly. It was also noted that the mayor has published a policy concerning the release of documents and that the airport was following the policy during this process.

- C. The Manager briefed the Commission on the status of the airport gates. Gate 42, located near the Technology Center, is utilized a great deal for non-airport activity. Therefore, the airport is negotiating with the Tech Center to take over maintenance and repair of that gate. In addition, the airport wants to keep the number of electronically actuated gates to a minimum and have them be in close proximity to the terminal area for security/continuity reasons. The Manager and Ops Facility Coordinator will be working on a plan and submitting it to the Commission at a later date.
- D. The old CAP buildings will be taken down in two steps. First, the asbestos will be removed followed by a demolition team that will be coming in and eventually removing the material to an approved installation. We are still working out where the funds will come from.
- E. The airport is looking at the possibility of extending Alpha taxiway to the end of Rwy 15. This project has been planned for in the CIP process, and federal and state dollars have been earmarked. This project was a late add-on last year and local funding is not in place. The Manager will be working directly with the city to attempt to secure funding for this project.

REPORTS:

- A. The Airport Manager and the Commissioners reviewed the activity and fiscal reports. Airport revenue was down considerably due to tax offsets. Air traffic was lower than the preceding years' monthly tally and the overall annual traffic is significantly lower.

ANYTHING THAT CAN PROPERLY COME BEFORE THIS BODY: N/A

EXECUTIVE SESSION: N/A

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 7:45 p.m.

Respectfully submitted,

// signed //

Brian P. Barnes, Airport Manager
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Approved:

// signed //

Gary Francis, Chairman
Westfield Airport Commission