



Commission Meeting Minutes

Commission

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

The regular meeting of the Westfield Airport Commission of Thursday, December 8th, 2011 was held in the Airport Administration Building Conference Room, Westfield, MA. Commissioner Francis called the meeting to order at 6:00 p.m.

ATTENDANCE:

Commissioner Francis
Commissioner Mitchell
Commissioner Cameron

Airport Manager Brian Barnes
Operations Facility Manager Stacey Skeet

Approve Minutes: Commissioner Mitchell motioned to approve the regular minutes of the November 10, 2011 meeting, seconded by Commissioner Francis, so voted 3/0.

PUBLIC PARTICIPATION:

- A. Gary Hoover addressed the t-hangar drainage issue and the Airport Manager discussed the options and way forward for the airport. The airport will be hiring an independent firm to scope the area, determine the cause of the blockage and propose mitigation options to the airport.
- B. Lisa Brodeur-McGan representing AirFlyte interests inquired why Five Star was being allowed to locate a satellite FBO operation in the lobby area of the new administration building. City lawyers answered that this was part of a legal settlement between the city and Five star in lieu of litigation. The airport was asked to release the terms of the agreement per FOIA (Freedom of Information Act). The Manager said he would release the terms of the agreement once the final agreement had been officially signed by both parties.
- C. AirFlyte Manager Kevin Bradley briefed the Commission on their new international campaign to attract more business here at Barnes. He passed out post cards that were being sent to all their clients around the US. The Commission commended Kevin for his efforts and thanked AirFlyte for their professional services and support throughout the years.

EXECUTIVE SESSION:

- A. Commissioner Mitchell motioned to convene into Executive Session to discuss the agreement in lieu of litigation with Five Star and then to adjourn and reconvene regular session, seconded by Commissioner Cameron, followed by a roll call vote:

Commissioner Francis – yes
Commissioner Mitchell – yes
Commissioner Cameron – yes

The Commission entered Executive Session at 6:32 p.m.

Commissioner Mitchell motioned to reconvene into regular session at 7:05 p.m., seconded by Commissioner Francis, so voted 3/0.

CAPITAL IMPROVEMENT PROJECTS:

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

AIRPORT ACTIVITIES:

- A. The Airport Manager briefed the Commission on the final purchase and sales agreement between North Hartland Kilns (a/k/a Cersosimo Lumber) and the airport. The final closing will be Friday, December 9th.
- B. The Airport Manager recommended that an RFP be put out for Hangar 2 based on the amount of interest shown by prospective tenants who desire to lease the hangar. The Manager will work with the city purchasing department to draw up the RFP and get it out for bid.
- C. Airport lease rates were discussed. Based on like hangars at comparable airports, the Commission felt that returning the t-hangar rents back to what they were pre tax was reasonable. To assist in helping tenants ease back into the new (previous) rates, the Commission agreed to raise the t-hangar rent to \$200 for 6 months then return to \$230 by July 1st, 2012. All offsets related to leases and rates not related to t-hangars are still in effect and will be negotiated once the airport gets additional legal help to assist in the process. To date, there were no new leases modified within the past year at the airport. The Commission asked for assistance and the Chairman agreed to write the Mayor a personal plea so that we could better serve our airport tenants. The entire lease process is significantly behind schedule and needs to be addressed.
- D. The Commission voted 3/0 to accept the reversion of the Gonet t-hangars 6 months early at Mr. Gonet's request. The airport will be taking over the t-hangar and open bay hangar rentals effective January 1, 2012.
- E. The Manager explained that the 2013 budget would be significantly higher than the preceding years due to many factors that include: sign and lighting maintenance, blacktop repair, t-hangar repair, vehicle maintenance and airport painting. The airport has forgone many maintenance responsibilities in the past in favor of new facilities and upgrades to the taxiways and runways, but now, the infrastructure maintenance needs to be addressed. In addition, many vehicles are older and need more maintenance to keep them in service during snow storms and daily airport maintenance projects. The Manager plans to address this point with the City Council as the budget cycle begins this Spring.

REPORTS:


- A. The Airport Manager and the Commissioners reviewed the activity and fiscal reports.

ANYTHING THAT CAN PROPERLY COME BEFORE THIS BODY: 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 3/0.

Commissioner Francis adjourned the meeting at 7:47 p.m.

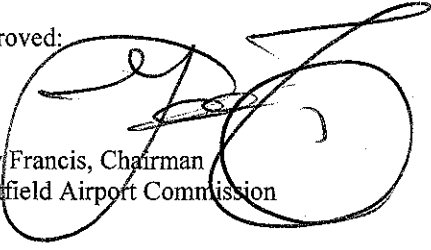
Respectfully submitted,



Brian P. Barnes, Airport Manager
Westfield Airport Commission
Management Office
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Approved:

Gary Francis, Chairman
Westfield Airport Commission

A handwritten signature in black ink, appearing to be 'GF', written over the printed name of Gary Francis. The signature is stylized and somewhat abstract, with large loops and a long horizontal stroke.