



Commission Meeting Minutes

Commission

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

The regular meeting of the Westfield Airport Commission of Thursday, September 8th, 2011 was held in the Airport Administration Building Conference Room, Westfield, MA. Commissioner Francis called the meeting to order at 7:03 p.m.

ATTENDANCE:

Commissioner Francis
Commissioner Mitchell
Commissioner Cameron

Airport Manager Brian Barnes
Operations Facility Coordinator Stacey Skeet

Approve Minutes: Commissioner Mitchell motioned to approve the regular minutes of the June 9th, 2011 meeting, seconded by Commissioner Cameron, so voted 3/0.

PUBLIC PARTICIPATION:

- A. Mr. Leo Dube representing the PVMTM discussed their desire to enter into a lease agreement with the city for Hangar 2. Their intent is to fix the roof and turn Hangar 2 into a museum. Until then, they wanted to let airplanes hangar on the premises and charge them a fee to help pay for renovations. The airport manager explained that they may be liable for taxes if they sublease to other aircraft and the tax Assessor would have to be consulted. The manager asked Mr. Jeff Daley to assist in getting the info from the assessor and he indicated he would. The matter is on hold until a determination can be made. If the hangar is a tax liability, then the museum will continue to work with the manager to find a suitable place for the future museum. The museum is in the process of removing their vehicles and equipment from their current location. The manager also indicated he would provide them with an official letter asking them to vacate the premises soon.
- B. Mr. Hoover addressed the Commission and asked why his proposal that the Commission agreed to was taking so long to implement. They explained that the legal department was undermanned and other issues were taking priority over the lease issue and we would get to it just as soon as we could. The Airport Manager is looking into how they can speed up the process.
- C. Mr. Kevin Bradley gave a 10 minute presentation to the Commission updating them on AirFlyte's accomplishments and the economic impact they have had on the airport since they started operations in 2007. The Commission was very impressed with the professionalism and excellence that AirFlyte has exhibited during operations and the briefing. They also noted that their marketing strategies have been a positive influence on the airport as a whole.
- D. Mr. Jeff Daley, City Advancement Officer, introduced himself to the Commission and asked that they adjourn into Executive Session to discuss the Gulfstream proposed lease that needed to be approved by the commission in order to be presented at the next city council meeting. Commissioner Mitchell made a motion to enter into Executive Session and then resume in general session afterwards, seconded by Commissioner Cameron and voted as follows;

Commissioner Francis – yes
Commissioner Mitchell - yes
Commissioner Cameron - yes
The Commission entered Executive Session at 7:45 p.m.

Following Executive Session, Commissioner Mitchell made a motion to reconvene back to regular session, seconded by Commissioner Cameron, so voted 3/0.

CAPITAL IMPROVEMENT PROJECTS:

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

AIRPORT ACTIVITIES:

- A. The washout continues to be a factor at Taxiway Sierra. The city is unable to assist as they do not have the manpower or equipment. The airport will be contracting this maintenance out and coordinating with Gale Associates to help alleviate the problem.
- B. Cersosimo Lumber Yard is asking to rent the property for a three year term for \$1,000.00 per month after the city purchases the land. The Commission agreed to the terms as long as an aviation clause is put in the contract stipulating that Cersosimo move within 90 days of being notified that an aviation related business will be purchasing and or utilizing the property. Commissioner Mitchell made a motion to accept the conditions, seconded by Commissioner Cameron, so voted 3/0.
- C. The Airport Manager informed the Commission that Chuck Cohen was interested in erecting a hangar on the parcel of land just south of Hangar 2. This could be in conflict with a resolution for the museum and the Commission asked that he look into another plot of land. The Manager will continue to work with Dr. Cohen on this issue.

REPORTS:

- A. The Airport Manager and the Commissioners reviewed the activity and fiscal reports. Airport revenue was down considerably, again 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:

- A. Acquisition of Homes – The Airport Manager reviewed with the Commission the votes required to expedite legal matters related to the purchase of property related to the noise mitigation program.

Commissioner Cameron motioned that Brian P. Barnes, Airport Manager of Westfield-Barnes Regional Airport, be, and hereby is, authorized to negotiate, execute, acknowledge and deliver, on behalf of the Westfield Airport Commission (the "Commission") any and all settlement statements, certifications or other documents or instruments, with such terms and provisions as Brian P. Barnes shall determine are reasonable and necessary, with respect to the closings relating to the acquisition of the properties known and numbered as 222 Dry Bridge Road, 225 Dry Bridge Road, 233 Dry Bridge Road and 21 Deepwoods Drive, Westfield, Massachusetts (collectively the "Properties"); and that any actions taken by said Brian P. Barnes with respect to the closings relating to the Properties prior to the date hereof are hereby approved, ratified and confirmed. Motion seconded by Commissioner Mitchell; so voted 3/0.

Commissioner Cameron motioned that Gary M. Francis, Chairman of the Airport Commission, be, and hereby is, authorized to negotiate, execute, acknowledge and deliver, on behalf of the Commission, any and all settlement statements, certifications or other documents or instruments, with such terms and provisions as Gary M. Francis shall determine are reasonable and necessary, with respect to the closings relating to the acquisition of the Properties; and that any actions taken by said Gary M. Francis with respect to the closings relating to the Properties prior to the date hereof are hereby approved, ratified and confirmed. Motion seconded by Commissioner Mitchell; so voted 2/0.

Commissioner Cameron motioned that Annino, Draper & Moore, P.C. (the "Escrow Agent") act as escrow agent with respect to the purchase of the Properties by the City of Westfield; that the Escrow Agent be authorized to receive funds from the Federal Aviation Administration (the "FAA"), the Massachusetts Department of Transportation (the "DOT") and the City of Westfield (the "City") relating to the purchase of the Properties; and that the Escrow Agent be authorized to disburse funds in accordance with the settlement statements relating to the closing of each of the Properties. Motion seconded by Commissioner Mitchell; so voted 3/0.

- B. The Manager briefed the Commission on the upcoming CIP meeting and the airport's priorities. The Commission was in agreement that the CIP proposal met the Commission's intent and supported the Airport Master Plan. The CIP meeting will take place on September 20, 2011 in Boston at the MassDOT offices at Logan Airport.
- C. The Manager advised that there will be a meeting with Rare Species representatives NHESP on September 22, 2011 to discuss options for the proposed Gulfstream mitigation.

EXECUTIVE SESSION:

- A. Commissioner Mitchell motioned to convene into Executive Session to discuss pending litigation and then to adjourn and not 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 9 p.m.

Commissioner Mitchell motioned to adjourn from Executive Session at 9:25 p.m., seconded by Commissioner Francis, so voted 3/0.

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

Commissioner Francis adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Brian P. Barnes, Airport Manager
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Approved:

Gary Francis, Chairman
Westfield Airport Commission