

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
MARCH 13, 2023**

LOCATION: 50 L.P. Henderson Rd., Beverly Airport East Side

PRESENT: Commissioners Paul Trefry, Aaron Henry, Jason Reulet, Peter Gentile, Josh Doxie, and Jessie Zuberek

OTHERS PRESENT: Steven Rawding

ABSENT:

PUBLIC: Ace Chase, Rachel Abel, Bill Kosovan, and Mark Zuberek

RECORDER: Christine Martin Barraford

A. CALL TO ORDER

Mr. Trefry called the meeting to order at approximately 6:00PM, which is being audio and video recorded as a hybrid meeting. Present were: Mr. Trefry, Mr. Henry, Ms. Zuberek, Mr. Doxie, Mr. Reulet and Mr. Gentile.

1. Pledge of Allegiance

Mr. Trefry led those in attendance in the recitation of the Pledge of Allegiance.

2. Public Comment

Mr. Trefry announced that the public comment agenda item will be moved to the end of the meeting.

3. Acceptance of Minutes – February 13, 2023

Upon motion duly made by Mr. Henry and seconded by Mr. Doxie, it was unanimously voted to approve the above minutes. Motion passed 6-0, unanimous.

4. Reading of the Financial Report – Mr. Rawding

Mr. Rawding reported the following revenues for February, 2023 as compared with February, 2022: a) fuel flowage fee revenue at \$5,122.60 represented an increase of \$449.50; b) traffic count at 5,570 represented an increase of 1,372; and c) landing fee revenue at \$7,202.26 represented an increase of \$256.30. The combined numbers for January and February for 2023 showed a combination of 11,411 flights over last year's numbers for both months of 8,751, showing an increase of 2,650 flights.

Upon motion duly made by Ms. Zuberek and seconded by Mr. Doxie, it was unanimously voted to accept the final report as presented. Motion passed 6-0, unanimous.

5. Airport Solutions Group Presentation – Mr. Rawding

Mr. Schuster noted that the five-year contract with Airport Solutions Group is up for renewal. Mr. Trefry stated that a subcommittee will be appointed to handle the process of contract renewal and make its recommendation to the Commission.

Mr. Schuster reviewed the Airport Solutions Group monthly status report including the following highlights:

Airport Master Plan. Airport Layout Plan (ALP) has been sent for final signatures. Beverly Airport and MassDOT Aeronautics Division have both signed it. The Airport Layout Plan is currently with the FAA waiting for signature. ASG sent the plan to the FAA for signature on March 7, 2023. Once sign ASG will print out a full-size ALP drawing set for the Airport files and then proceed with closing the project out.

Aeronautical Study Runway 16-34 and 927. ASG, Airport, MassDOT Aeronautics Divisions, and the FAA had a pre-design scoping meeting on January 27, 2023, to discuss the scope of work for the aeronautical study. ASG is in the process of developing a scope of work based off the comments from the scoping meeting. ASG prepared the draft scope of work and sent out for review by the Airport, FAA, and MassDOT Aeronautics Division on March 7, 2023. ASG is expecting comments to be received by March 16, 2023. Once scope has been approved ASG will prepare the associated fee. The Airport will have to engage an Independent Fee Estimator.

Cold Storage Building – ASMP Project. The cold storage building project is on hold per MassDOT due to funding.

Discussion ensued on the various projects and the importance of coordinating these projects with the new Airport Manager and in turn regularly advising the City of progress.

Miscellaneous. ASG is providing airport management services of two days/week. Discussion ensued on the need repairs to the fence and the best way to expedite this repair.

6. Chairman's Report

Mr. Trefry announced the resignation of Jeffrey Schlichte from the Commission and welcomed Beverly resident Jessie Zuberek as a new Commissioner. She is a 2016 graduate of Beverly Flight School and has a financial background. She has been a long-time supporter of Beverly Airport.

Mr. Trefry noted that he and Mr. Gentile informed the Mayor of their intent to resign from the Commission in the near future. He began the discussion on the need for filling three current vacancies on the Commission, one from Danvers and two from Beverly. Several resumes have been sent to the Mayor without action, one from a Danvers resident, a doctor. Noting that the Commission has not had a full membership of nine for over six years and the Commission's importance as a public body responsible for the daily operations of an airport, he referenced the attached copy of the City of Beverly charter that stated if a board or committee notifies the City of a vacancy and that vacancy is not filled for three days following the request, the body itself can appoint a member.

Mr. Trefry announced that the candidate for airport manager has accepted the position. Because his wife is expecting a baby soon and he is relocating to this area, the Commission agreed on a starting date of June 5th. In the meantime, Mr. Rawding will continue to provide his excellent services as interim airport manager.

Mr. Trefry reported on his actions with regard to Building 45 and the City. On February 6th he had a breakfast meeting with City Councilor Todd Rotondo. This was followed a week later by his visit to the airport and he was accompanied by Mr. Doxie and Mr. Reulet to conduct a tour of Building 45 followed by a tour of properties on Airport Rd. Very much a "hands-on individual,"

he was supportive of the Commission's efforts to "get things done." Last week the President of the City Council, Julie Flowers, was appreciative of a tour of Building 45 as well.

Mr. Trefry, Mr. Doxie and Mr. Reulet then conducted a tour with City Budget Analyst, Jerry Perry, who gave them an interesting "City perspective" of many things and what finances may be available to the airport. Mr. Perry has had an outstanding career with the City and prior to that worked with the State Department of Revenue assisting cities and towns across the Commonwealth deal with financial problems.

His two perspectives were as follows: 1) the City was reluctant to spend any additional money on Building 45 and began the discussion on monies available to the Commission that could be used. The monies originally appropriated in 2018 of \$100K could be supplemented by a withdrawal from the airport enterprise fund of \$100K for a total of \$200K. Remaining in the enterprise fund would be \$400K.

Mr. Trefry suggested that, while these funds would not be sufficient to renovate the entire building, they could be used to renovate the middle section where the municipal inspectors would be housed and that would be adjacent to the end office suite. Renovation of the restaurant would not be addressed as its condition was the worst of the entire building.

Mr. Perry also suggested that the Commission explore the assessment of a jet fuel tax to raise revenues of approximately \$200K annually. Mr. Trefry reviewed the attached document that outlined the 5% jet fuel tax and the eight communities that had implemented the tax, including Bedford, Worcester, Marshfield, Norwood, etc. Discussion ensued and it was agreed that more research and analysis is needed to fully understand the implications of such a tax before an informed decision could be made. The last thing suggested by Mr. Perry was that the Commission deed the airport road property to the City in lieu of payment.

Mr. Trefry suggested that the Commission consider the development of a business plan that would include its vision for the airport for the next five years, the role of stakeholders in the community, opportunities for revenue building, and most importantly identifying things the airport wants to do without causing harm. Following good business practices, the Commission would need to properly vet all options and consider the impact of unintended consequences.

Mr. Trefry reviewed the receipts for renovations made to Building 43 and Building 45 and expressed the opinion that monies were overspent on the former which resulted in less monies available for the latter.

Discussion ensued on the best and responsible path forward in consideration of the current businesses in mind. Also discussed was the timeframe for the City budgeting process commencing in April.

Mr. Trefry began the discussion on the airport's relationship with Anderson Krieger and the outstanding balance of \$10K for past services. On March 9th he had a conversation with the FAA with regard to Building 45. FAA was not in favor of the City taking the Airport Rd. property in lieu of payment. In order to impose that relationship, the City needs to give the airport an accounting line-by-line for charges incurred and at what rate.

B. AIRPORT MANAGER’S REPORT

Mr. Rawding reported that the snow equipment has been serviced and is ready to go. PFAS assessment is ongoing. The base aircraft list is being updated per MassDOT and FAA requirements to be reconciled with submission of registration fees with a deadline of April 14th. Invoices have also been submitted for payment by the City. Discussion ensued.

C. NEW BUSINESS

Delegation to Vice Chair Trefry the authority to approve the Executive Session minutes drafted February 28, 2023.

Upon motion duly made by Mr. Henry and seconded by Mr. Doxie, it was unanimously voted to delegate authority to Vice Chair Trefry to approve the Executive Session minutes drafted February 28, 2023. Motion passes 7-0.

D. OLD BUSINESS

Subcommittee Reports:

- A) Property/Legal/Finance**
- B) Noise Abatement**
- C) Facility Maintenance**
- D) Website Management**
- E) Public Relations**
- F) Safety and Security**

Mr. Trefry reviewed the history of the above subcommittees, and suggested that the restructuring of them be discussed at the next meeting. Mr. Henry stated that there may not be need for continuation of all of the subcommittees, but Noise Abatement is one that needs to be continued and may have an overlap with the Public Relations subcommittee.

Noise Abatement Report

Mr. Henry reported that the subcommittee has not met in three weeks’ time due to school vacations, etc. The subcommittee had drafted three different versions of the noise abatement policy to be combined into one. Discussion ensued on the progress made. Since the resignation of Mr. Schlichte, he will regroup with Mr. Doxie on next steps. Ms. Zuberek offered to Mr. Schlichte’s place on the subcommittee from the pilot perspective.

E. DISCUSSION ON TENANT AND PUBLIC COMMENTS

At the outset, Mr. Trefry stated that the Commission “has a long way to go in interacting with the public.” He referenced the September meeting at which two and one-half hours were devoted to public comment. The testimony was emotional and heartfelt, the Commission was accommodating “to a fault and a lot more decorum is needed” during public comment.

He reached out to the City Solicitor on appropriate guidelines on how to conduct these meetings. Some of the suggestions included having public hearings quarterly and not at every single meeting or alternating tenant comments and public comments every other week. He noted that the City Council meetings limit public comment to three residents and requires them to sign up in advance of the meeting. He quoted from a section of the City Council rules on public comment that basically do not allow personal attack on any member of a public body, political speeches of any kind and comment directed to anyone present other than the presiding officer of the meeting. If a participant becomes unruly and does not respond to the presiding officer’s request by gavel or order to cease and desist, the Beverly Police Department may be called to physically remove that person from the meeting. While the Commission does not want to curtail comments, the presiding officer has a right and duty to maintain control of an orderly meeting.

F. TENANT COMMENTS

Bill Kosovan appeared before the Commission. He commented that there was an incident at a Commission meeting where the Police indeed were called, and he was in favor of maintaining orderly meetings. He was also in support of a jet fuel tax. Discussion ensued and the Chair noted that the Commission would conduct an analysis of the prospect of a jet fuel tax.

G. PUBLIC COMMENTS

Rachel Abel, Beverly resident, appeared before the Commission. She is in support of all the airport services. She was in favor of the opportunity for public comment on a regular basis.

Ace Chase appeared before the Commission. He questioned why the proposed runway extension is 5,600 feet and not 5,500, 5,400 etc. at a lower cost.

He also suggested that Building 45 be offered to a developer interested in renovating the building in at his cost in exchange for no rent for a five-year period. The Chair noted that the Commission would consider the option.

Mark Zuberek appeared before the Commission. He recognized the work of the noise abatement subcommittee and noted that the other subcommittees have been non-functional for many years. He noted that federal, state and excise taxes collected on jet fuel were to be shared with Danvers since part of the airport property was in Danvers. The Chair noted that it was real estate taxes, not fuel taxes, that were shared.

Mr. Zuberek also noted the importance of PFAS contamination assessment as there has been ground water contamination found in the town of Middleton. He also noted that the rules and regulations of Chapter 59 are not easily found on the airport website. He referenced the “emotional” September meeting with input from neighbors on noise issues, but nothing has been done since that time.

H. ADJOURNMENT TO EXECUTIVE SESSION

Upon motion duly made by Mr. Henry and seconded by Mr. Doxie, it was unanimously voted to adjourn to Executive Session not to return to Open Session under MGL 30A, Section 21 for permissible reason #6: to consider the purchase, exchange, lease or value of real property as the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Roll Call Vote:

Mr. Trefry-aye

Mr. Henry-aye

Mr. Doxie-aye

Mr. Gentile-aye

Mr. Reulet-aye

Ms. Zuberek-aye

The meeting adjourned to Executive Session at 7:54PM.