

**BEVERLY AIRPORT COMMISSION  
MINUTES OF MEETING  
JULY 10, 2023**

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

*PRESENT:* Commissioners Paul Trefry, Jason Roulet, Aaron Henry, Jessie Zuberek, Josh Doxsee, Khris Kendrick and Kyle Retallack

*OTHERS PRESENT:* Gabe Hanafin and Craig Schuster

*ABSENT:* Peter Gentile and Jason Roulet

*PUBLIC:* Zuberek and Little

*RECORDER:* Christine Martin Barraford

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**A. CALL TO ORDER**

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

The Chair noted that a member of the public, Mr. Zuberek, was also recording the meeting.

**1. Pledge of Allegiance**

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

**2. Acceptance of Regular Open Meeting Minutes – June 12, 2023**

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

**3. Reading of the Financial Report – Mr. Hanafin**

Mr. Hanafin reviewed the report on the following revenues for June, 2023 as compared with June, 2022: a) fuel flowage fee revenue at \$9,092.50 represented an increase of \$2,284.00; b) traffic count at 7,406 represented a decrease of 639; and c) landing fee revenue at \$17,693.97 represented an increase of \$2,468.38. The available revenue is \$566,138.00.

Discussion ensued. Mr. Trefry suggested extending the monthly snapshot to a year-to-date summary, as well as a reflection of timing of various social events that contributed to the numbers for fuel flowage, traffic counts and landing fees, i.e. area graduations, etc. Mr. Hanafin will also present the final numbers for the closing of the FY23 budget year, including the City budget, various enterprise funds, etc. It was agreed that the Commission make every effort to fully understand the budget process and the financial picture of the airport.

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

**4. Airport Solutions Group Presentation – Mr. Schuster**

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

***Airport Master Plan.*** ASG has prepared the final invoice and FAA and MassDOT closeout documents. The Airport has submitted the FAA closeout documents to the FAA for processing on 7/8/23. ASG has submitted the MassDOT closeout documents to MassDOT on June 8, 2023.

***Aeronautical Study Runway 16-34 and 927.*** ASG has prepared and submitted the FAA and MassDOT Grant applications on May 1, 2023. Currently waiting for the FAA to grant the project before starting project. Expected July, 2023.

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

***Permit for the Fence*** – work continues on obtaining a permit from MassDOT, and there is funding to complete portions of the construction and seek reimbursement. Discussion ensued on funding from the enterprise fund.

Discussion also ensued on the status of the fencing project and the process of accounting and funding thereof from the enterprise fund, which acts as a trust fund “buffer” to the budget. Chair Trefry reviewed the City’s accounting of direct and indirect costs charged to the Commission. It was agreed that the Commission would devote additional time to discussing the financing in more detail.

***Miscellaneous*** – ASG met with Airport Manager to discuss ongoing projects and future CIP projects. Discussion ensued. Chair Trefry suggested, for planning purposes, expanding discussion of the list of anticipated projects in order for the Commission to have a better understanding of CIP projects.

Mr. Hanafin will correct the numbers noted for airport security.

5. **Weston & Sampson – Environmental Site Assessment Report on 11.6 Acres on Airport Road**

Chair Trefry noted that the development of this property could potentially generate \$10-15K/month. At \$189K/year over 49 years would generate a total of \$8M of revenue. With that foundation, he asked Mr. Naslas of Weston & Sampson to review the results of the environmental site assessment of the 11.6 acres on Airport Road. (See detailed report attached and made part of these minutes.)

Mr. Naslas stated that the firm was initially asked to do a Phase I desktop assessment of environmental records and generate a report of past findings and potential issues for the purpose of advising the Commission on taking steps to publish an RFP on the parcel for development. The report reflects a summary of “what really matters” on the total site assessment.

Discussion ensued on the details of the Phase I report whether to proceed to Phase II. Mr. Naslas stated that the Commission had the option of a) ordering a Phase II assessment to further identify more complete records or employing penetrating radar to further identify the location of contamination/underground storage tanks, etc. or b) share the assessment risk with interested developers to do their own due diligence in the management of the construction process in specific areas. Additionally, he noted that there is a risk in continuing with Phase II as the investigation may potentially trigger additional leaks of contamination.

Discussion ensued on the action of specific contaminated solvents and response to management of treatment and mitigation of risk in certain areas of the parcel. The purpose of the Phase I assessment was to better inform the Commission of the status of the parcel to enable it to better inform the development community of the condition of the parcel for construction purposes. Mr. Naslas agreed that his firm could act as a consultant for the developer in informing the highest and best use of the parcel for acquisition purposes.

Discussion ensued on the option of paving over the parcel for rental as storage rather than issuing an RFP for development.

Chair Trefry asked for Mr. Naslas advice as to proceeding with Phase II. Mr. Naslas stated that Phase II could be done as due diligence as a typical risk and cost to the developer. This parcel may not be a clean site per se but it is a manageable site.

Following Mr. Naslas presentation, discussion ensued on the details of the RFP to be generated by Mr. Hanafin. Chair Trefry stated that the Commission is several months away from issuing an RFP. He suggested that Anderson Krieger be solicited to redraft the RFP proposing all or part of the 11.6 acres with language to incorporate the environmental assessment. Discussion also ensued on the present issues to be resolved with City and existing tenants.

Chair Trefry noted that the June invoice had not been received from the City. The City will be involved in the drafting of the RFP.

#### **B. AIRPORT MANAGER'S REPORT**

Mr. Hanafin reported that the aeronautical study of runway 16-34 will commence in July. He also stated that the control tower had reported the potential safety threat to pilots by the presence of coyotes on the runway. He renewed the state permit which expired in 2019 to eliminate coyote, deer and other wildlife in the area, and a hunter has been employed for the purpose. A log will be kept and will be useful to determine patterns/trends in taking steps for a permanent solution. Geese are migratory birds that require a federal permit, which is more stringent than state permits.

Mr. Hanafin also reported that there were several CPI increases to leases that were not assessed, and letters have gone out to lessees.

An RFP has been drafted to renew design and planning engineering services and will go out next week. A subcommittee will be formed to review bids in accordance with dates of posting.

Every three years the Commission needs to update its business airport usage from FY24-26. The goal that was calculated for the period is 1.52% to be expended on airport projects and contracts awarded. This was posted on the website to give the public a chance to review and provide feedback.

The firm of GZA will be on the property on Wednesday to take six more samples of the areas containing PFAS. Contracts are pending for the City Solicitor signature for on-call services in the amount of \$8K and \$75K for the overall contract.

#### **C. CHAIRMAN'S COMMENTS**

##### **Update on Lease Negotiations with the City for ongoing use of Airport Road**

Chair Trefry reported that the FAA had convened an hour-long meeting eleven days ago at the airport attended by seventeen participants: here from FAA, three from MassDOT, eight from the city along with the airport manager and himself. Following up on a letter sent to the City, the FAA suggested that a monthly update meeting would be appropriate to resolve issues between the airport and the City. The City's financial director had previously stated that it had spent \$670K on buildings 43 and 45 as

well as \$660K over a five-year period and the City wants those figures in place. As a first step the meeting went well, and the FAA noted that it was seeking resolution in a four-six week period.

Chair Trefry then handed out a summary he had drafted and reviewed the details thereof, attached hereto and made a part of these minutes. The review included the following highlights:

- Anticipated revenue at rate of square footage on annual basis would generate \$67K.
- Discussion of FEMA land and police outside firing range historically free of charge.
- Review of neighboring police stations have built-in firing range.
- Need to address issues for reconciliation for non-payment of existing tenants and City.
- Lease negotiations continue between the two attorneys and reported to FAA on progress.
- FAA determination that cost of \$670K City paid on building 45 and reimbursement of health insurance at \$66K should not be involved in this lease.

Discussion ensued on the different leases that are written differently over a twenty-year period and the absence of extension clauses. Mr. Hanafin was in favor of issuing new leases.

#### **Noise Committee**

Mr. Henry reported that the Committee has met twice and is in the process of reconciling the policy draft documents. A report will be presented to the Commission at its next meeting.

#### **E. OLD BUSINESS**

#### **F. TENANT COMMENTS**

Richard Little appeared before the Board and referenced the past events sponsored by the Flight School. He asked for the approval of a family day event scheduled for September 23, 2023.

Upon motion duly made by Ms. Zuberek and seconded by Mr. Henry, it was unanimously voted to approve the family day event scheduled for September 23, 2023. Motion passed 6-0, unanimous.

#### **G. PUBLIC COMMENTS**

Mark Zuberek appeared before the Commission and made the following statements: a) meetings are running too long; b) move public comment to the beginning of the meeting; c) clarification of financial report to contain numbers budgeted and spent; d) verification of City's comment that the airport is running in the deficit and is being supported by the City; e) agenda needs more detail on topics to be covered; d) insofar as the preliminary environmental report revealed contamination and leakage from underground storage tanks, Commission must supply this preliminary report to potential developers; and f) before an RFP can be published, the seven parcels already occupied must be evicted.

#### **H. ADJOURNMENT**

Upon motion duly made by Ms. Zuberek and seconded by Mr. Hendrick, it was unanimously voted to adjourn. Motion passed 6-0, unanimous. The meeting was adjourned at 8:16PM.