

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
AUGUST 14, 2023**

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

PRESENT: Commissioners Paul Trefry, Jason Roulet, Aaron Henry, Josh Doxsee, and Kyle Retallack

OTHERS PRESENT: Gabe Hanafin and Craig Schuster

ABSENT: Jessie Zuberek and Khris Kendrick

PUBLIC: Mark Zuberek, Tony Bettencourt, Rachel Abel and Patrick Waddington

RECORDER: Christine Martin Barraford

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 – July 10, 2023

Upon motion duly made by Mr. Doxsee and seconded by Mr. Henry, it was unanimously voted to approve the above minutes as amended. Motion passed 5-0, unanimous.

B. PUBLIC COMMENT

Tenant Comments

Peter Eichleay, owner of Flight Level Aviation, appeared before the Board and presented floor plans for leasehold expansion with regard to the construction of a 20,000sf hangar. Discussion ensued on the number of aircraft to be accommodated, current leasing plans and timeline for the project. Mr. Eichleay will proceed to obtain approval from the City.

General Public Comment

Mark Zuberek read a prepared statement to the Commission, copy of which is attached hereto and made part of these minutes.

Rachel Abel thanked the Commission for its continuing efforts to maintain a good neighbor policy.

Tony Bettencourt noted the continuing need to manage wild life with the erection of good fencing.

Patrick Waddell noted that property values in the town of Wenham are being affected by airport operations and asked that the Town of Wenham be granted two seats on the Commission.

C. PRESENTATIONS

Airport Solutions Group – Craig Schuster

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

Aeronautical Study Runway 16-34 and 9-27. FAA grant was offered to the airport last month. Waiting for City to execute signatures. ASG is preparing contracts between city and airport.

Discussion ensued on the content and timeline of the study. Chair Trefry stated that the Commission will keep the city apprised of project plans.

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 the content and timeline of the project.

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.

D. AIRPORT MANAGER’S REPORT – Gabriel Hanafin

Financial Report/Presentation – Monthly Operations Report

Mr. Hanafin reviewed the report on the following revenues for July, 2023 as compared with July, 2022: a) fuel flowage fee revenue at \$7,776.10 represented a decrease of \$1,134.90; b) traffic count at 8,347 represented a decrease of 387; and c) landing fee revenue at \$16,221.82 represented a decrease of \$3,194.92. The available revenue is \$579,674.00.

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. weather etc.

Update on Engineering and Planning Services RFP

Mr. Hanafin reported that responses to the RFP are due on August 25th. A subcommittee will be appointed to review submissions. Discussion ensued on the timeline and process of review.

FY23/FY24 Budget Presentation

Mr. Hanafin reviewed the PowerPoint presentation of a detailed overview of the airport/City budget, copy of which is attached hereto and made a part of these minutes. Discussion ensued on specific accounts. Chair Trefry gave a historical review of past amounts budgeted by the city for airport operations and its investment in Building 45. He noted that \$111K remains in the enterprise fund. Discussion also ensued on various facets of the presentation.

E. REPORTS OF SUBCOMMITTEES

Noise Abatement

Mr. Henry reported that there are no further updates at this time. A meeting of the subcommittee is being planned.

Engineering and Planning Services Bids

A subcommittee will be formed to review submissions of RFP's for engineering and planning services to the airport.

F. NEW BUSINESS

Transfer of Leases from Baker Aviation Management LLC to Multi Wing LLC

James Baker of Baker Aviation Management presented his proposal for a transfer of lease of four buildings to Multi Wing LLC. Upon approval by the Commission, the transfer will go to City Council for its approval. Mr. Hanafin has shared the appropriate documentation to the City. Chair Trefry thanked Mr. Baker for his service to the airport.

Upon motion duly made by Mr. Henry and seconded by Mr. Doxsee, it was unanimously voted to approve the transfer of lease from Baker Management LLC to Multi Wing LLC. Roll call vote: Chair Trefry-Y, Mr. Retallack-Y, Mr. Doxsee-Y and Mr. Henry-Y and Mr. Roulet-Y. Motion passes 5-0, unanimous.

G. CHAIRMAN'S COMMENTS

Chair Trefry recognized the resignation of Commissioner Gentile and thanked him for his seven years of service.

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

Chair Trefry reported that the Commission is waiting on an update from attorneys Anderson Krieger on the lease negotiations. The FAA has set a deadline of October 1st for resolution

Review of City Council Comments on Airport Enterprise Fund during June 6 Meeting

Chair Trefry began the discussion on the recommendations made by Mr. Perry and his suggestion to meet with Mr. Hanafin after Labor Day to discuss the disposition of Building 45. Chair Trefry reviewed the recommendations as follows:

- Update airport website – recommendations have been addressed.
- Fill open seats on the Commission – in progress.
- Set goals and objectives to stabilize position of airport manager – in progress.
- Policy on harassment – initial training completed and Mr. Hanafin following up with state.
- Review all airport fees – in progress.
- Meet quarterly with Finance Director.
- Meet annually with City Council – airport report submitted for Mayor's annual report.

Mr. Hanafin advised the Commission on the technicalities of the jet fuel tax. Discussion ensued on the impact to business operations and having further conversation with the FBO on its feedback. The tax would go toward funding the City's annual subsidization of the airport, currently at \$100K.

Chair Trefry recalled the statement from the FAA at the June 3rd meeting that general aviation airports are not expected to make a profit and advised doing anything that would jeopardize the operation of the airport and its value of service to the community. Mr. Hanafin will advise City Council of the Commission's position on the assessment of the tax.

Chair Trefry stated that the Commission looks forward to Mr. Perry's visit in September.

E. OLD BUSINESS

There was none.

F. ADJOURNMENT

Upon motion duly made by Mr. Henry and seconded by Mr. Doxsee, it was unanimously voted to adjourn. Motion passed 5-0, unanimous. The meeting was adjourned at 8:14PM.