

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
SEPTEMBER 11, 2023**

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

PRESENT: Commissioners Paul Trefry, Jason Reulet, Jessie Zuberek, Khris Kendrick, Josh Doxsee and Kyle Retallack

OTHERS PRESENT: Gabe Hanafin and Craig Schuster

ABSENT: Aaron Henry

PUBLIC: Mark Zuberek, Tony Bettencourt and Walter Ketcheson

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. Roll call was taken and members present were: Chair Trefry, Mr. Retallack, Mr. Kenrick, Mr. Doxsee, Mr. Kenrick, 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 – August 14, 2023

Upon motion duly made by Mr. Doxsee and seconded by Mr. Retallack, it was unanimously voted to approve the above minutes as amended. Mr. Trefry-Y, Mr. Reulet-Y, Ms. Zuberek-Y, Mr. Doxsee-Y, Mr. Kendrick-Y and Mr. Retallack-Y. Motion passed 6-0, unanimous.

B. PUBLIC COMMENT

Tenant Comments

There were no tenant comments.

General Public Comment

Walter Ketcheson appeared before the Commission and pledged his support of the airport community.

Tony Bettencourt appeared before the Commission.

Mr. Zuberek appeared before the Commission and reviewed the items he presented at the last meeting as follows: a) good neighbor policy and noise committee have been meeting over the last two years and no agreement has been reached on a policy; b) the Commission to consider responding to public comments with a yay, nay or maybe; c) hangar property that is proposed at west side of airport has a 30-40 foot high part of hangar hanging over homes in adjacent properties that will have a negative impact on the neighborhood.

At the suggestion of Mr. Zuberek, Chair Trefry paused the meeting for a standing moment of silence in memory of the victims of the 9-11 terrorist attack.....*never forget.*

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. The project has been started. Bluesky, ASG’s subconsultant, has performed the aerial data collection. Site data collection still needs to be performed. ASG is preparing contracts between the city and the airport.

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

Miscellaneous. ASG met with Gabe Hanafan on August 29th to review BVY’s current CIP to discuss the various projects and to prepare for the upcoming annual CIP meetings with FAA and MassDOT Aeronautics.

ASG is working on updating CIP cost estimates.

D. NEW BUSINESS

Agreement with Airport Solutions Group to conduct an Aeronautical Study

Mr. Hanafin reviewed the terms of the agreement with Airport Solutions Group to conduct an aeronautical study of the entire airport, with the last study having been completed in 2010. Discussion followed and Mr. Hanafin addressed specific questions of Commissioners with regard to construction schedule, timing, compliance and funding.

Upon motion duly made by Ms. Zuberek and seconded by Mr. Reulet, it was unanimously voted to approve the agreement with Airport Solutions Group to conduct an aeronautical study. Mr. Trefry-Y, Mr. Reulet-Y, Ms. Zuberek-Y, Mr. Doxsee-Y, Mr. Kendrick-Y and Mr. Retallack-Y. Motion passed 6-0, unanimous.

FlightLevel Aviation lease addendum to expand the leasehold

Mr. Hanafin reviewed the terms of the lease addendum with FlightLevel Aviation to expand the leasehold. Discussion followed and Mr. Hanafin addressed specific questions of Commissioners with regard to the various terms of the lease.

Mr. Zuberek was allowed privilege of the floor. He repeated his opposition above stated to the expansion of the two hangars that will have a negative impact on neighborhood properties in Danvers. Chair Trefry invited Commissioner deliberation. Peter Eichleay, owner of FlightLevel, appeared before the Commission in support of the project and showed engineering drawings of the proposed position of the hangars and noise abatement measures. Discussion ensued on the alignment of the hangars with the runway and other mitigating logistics.

Mr. Bettencourt was allowed privilege of the floor. He reminded the Commission on the limitation set on noise pollution of 75 decibels. Mr. Eichleay stated that the construction of the hangar would in fact overall decrease noise pollution.

Chair Trefry stated that the Commission was authorizing the lease addendum to a leasehold but it was the responsibility of Mr. Eichley to pursue the necessary permitting process for construction related thereto. Mr. Zuberek reiterated his objection to any obstruction in the neighborhood.

Upon motion duly made by Mr. Rettalack and seconded by Mr. Reulet, it was unanimously voted to approve the lease addendum. Mr. Trefry-Y, Mr. Reulet-Y, Ms. Zuberek-Y, Mr. Doxsee-Y, Mr. Kendrick-Y and Mr. Retallack-Y. Motion passed 6-0, unanimous.

E. AIRPORT MANAGER'S REPORT – Gabriel Hanafin

Financial Report/Presentation – Monthly Operations Report

Mr. Hanafin reviewed the monthly budget to actual reports including revenue, expenses and enterprise fund balances as well as monthly operations report attached and made a part of these minutes.

Discussion ensued. Mr. Trefry suggested extending the monthly snapshot to a year-to-date summary, reflecting and tracking changes.

2024-2029 Capital Improvement Program

Mr. Hanafin also reviewed his written report on the status of various airport projects within the capital improvement program, as well as participation by the city, MassDOT and FAA. Discussion ensued on the various projects listed, he length of time some projects have been on the CIP as well as future projects.

Airport fee increases

Mr. Hanafin updated the Commission on the jet fuel tax which is under the purview of the Massachusetts Department of Revenue. Also he is currently conducting research on neighboring airports on their fee structure.

Other:

Chair Trefry asked about the plans to ensure safety at the family event planned for next weekend and he was assured that sufficient plans were in place to ensure safety of the public.

F. REPORTS OF SUBCOMMITTEES

Noise Abatement

Chair Trefry reported that there are no further updates at this time. The next meeting is being scheduled. A quorum cannot be present at a subcommittee as no votes are taken.

G. COMMISSIONER COMMENTS

Chairman's Comments – Chair Trefry

Update on lease negotiations for Airport Road

Chair Trefry reported that an agreement has been tentatively reached with the city and a final copy will be presented to the FAA. The city recognized that it must pay fair market value for the property. The payment of rent will be credited toward the subsidy that the city provides for support of airport operations. Development of other areas on Airport Road will continue *not* part of this agreement.

Update on engineering contract prices

Chair Trefry reported that three bidders responded to the RFQ for engineering firms. He reviewed the general public procurement process including the formation of a subcommittee to evaluate the qualifications of the firms which submitted bids based on an agreed upon set of criteria. Following interview of the firms, the subcommittee will submit the two most highly qualified for a full vote by the Commission. The cost of services is negotiated with the city.

Option to reallocate unused Building 45 construction funds back to the city

Chair Trefry noted that in 2015 the city asked the airport to allocate \$117K from its enterprise fund as its portion of the cost of the city's renovation of Building 45. The city council acknowledged at its June 6, 2023 meeting that \$111K of the original amount remains locked in the city's Building 45 construction fund. A bid has been released to determine the cost for completing the renovation. If the cost is in the range of \$400-600, the cost of the entire project would amount to approximately \$1million. Insofar as the total amount is excessive for the return on the investment, Chair Trefry suggested that the city be requested to reallocate the remaining \$111K back into the airport's general enterprise fund for flexibility in allocation for other future airport projects.

Discussion ensued on the option of waiting for the results of the cost estimate for completing renovation of Building 45 before a decision is made. Chair Trefry stated that an item will be on next meeting's agenda for further discussion.

Miscellaneous Commissioner Comments

Mr. Hanafin reviewed other options for use of Building 45. Discussion ensued on alternative uses for the building including issuance of an RFP with suggestions for the proposed use of the space in accordance with the tailored demands of the organization.

H. 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.