

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

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

PRESENT: Commissioners Paul Trefry, Aaron Henry, Jason Reulet, Jessie Zuberek, Khris Hendricks, Josh Doxsee (remote), Kyle Retallack and Bill Kossowan

OTHERS PRESENT: Airport Manager Gabe Hanafin and Craig Schuster of ASG Group

ABSENT: None

PUBLIC: Mark Zuberek and Tony Bettencourt

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. Reulet, Mr. Henry, Mr. Hendricks, Mr. Doxsee, Mr. Kossowan and Ms. Zuberek.

Chair Trefry welcomed new member Bill Kossowan. He stated that he is working with the Mayor to fill the two remaining open seats.

1. Pledge of Allegiance

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

2. Approval of Regular Open Meeting Minutes – September 11, 2023

Upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was voted to approve the above minutes as amended. Mr. Trefry-Y, Mr. Kossowan-Y, Mr. Henry-A, Mr. Reulet-Y, Ms. Zuberek-Y, Mr. Doxsee-Y, Mr. Hendricks-Y and Mr. Retallack-Y. Motion passed 7-0-1.

B. PUBLIC COMMENT

Tenant Comments

Richard Little appeared before the Commission and reported on a successful community family event airshow.

General Public Comment

Tony Bettencourt appeared before the Commission. He complained about noise of jets flying too low over neighborhoods.

Mr. Zuberek appeared before the Commission with five statements: a) agenda and minutes need to be posted on the website in a timely manner; b) glad to see noise abatement subcommittee making its report today; c) public comments identified to Commission should be included in the report; d) airshow was a tremendous community success and he was happy to speak to organizers and members of the Ninety-Nines, a women's pilot group; e) too low and too frequent jet landings are happening within distance over his house on the Middleton/Danvers line so that he can see numbers identifying planes; f) interviewed the tower on three new hangars are planned and are too close to neighborhoods and will impact noise pollution.

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.

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. BVY has its upcoming annual CIP meeting on Tuesday, October 17th from 1:00-2:30PM. Meeting will be virtual. ASG performed drone survey work on Runway 16-34 approaches on Friday, October 6th.

Discussion ensued on the technology used in the drone survey process.

Chair Trefry reported that he had researched online data from either the FAA or MassDOT on the actual requirements for fencing for an airport the size of Beverly. Based on written advice and not waiting for funding from either the FAA or MassDOT, the Commission would be in the position of making a decision on the best course of action to go forward, including funding the project itself in increments on an annual basis. Points of discussion included the type of fencing needed for animal control.

Following discussion, it was decided that Mr. Schuster will investigate the options for such a project and report back to the Commission.

D. AIRPORT MANAGER'S REPORT

Financial and Operations Report

Mr. Hanafin reviewed the financial and operations report for the previous month and year-to-date as detailed in the attached spreadsheet.

Jet Fuel Tax Implementation

Mr. Hanafin reviewed the history of the jet fuel tax. In 1988 the City Council voted to impose the jet fuel tax but did not proceed with implementation. The City is now implementing the jet fuel tax effective January 1, 2024. The state sets the 5% tax and reviews every quarter. The current tax per gallon is \$.13 and last quarter was \$.18. The tax will never go below \$.05. The money goes to the Department of Revenue, which then is sent to the City and to the airport as an additional revenue source to be applied toward the \$140K subsidy for direct and indirect costs to support airport operations. This would be advantageous to the City's budget. The City has notified the FBO of the tax implementation.

Discussion ensued on the financial advantage of increasing fuel flowage as opposed to a jet fuel tax. Chair Trefry stated that 80-90% of fuel pumped at the airport is jet fuel and the revenue generated from the 5% tax is economically more advantageous.

E. REPORTS OF SUBCOMMITTEES

Noise Abatement Subcommittee

Draft Noise Abatement Guidelines

Mr. Henry stated that the next draft of the noise abatement report had been completed, incorporating

suggested changes and inclusions and including public comments. The draft report will be distributed in anticipation of a public input meeting at the end of October.

Mr. Zuberek was allowed privilege of the floor. He asked if public comments were included from the tenure of the former Chair of the Commission. Following discussion, Mr. Zuberek agreed to provide copies of minutes of meetings to review public comments on noise abatement to be part of the public meeting in Danvers at the end of the month.

Mr. Henry asked members to provide feedback on the draft report.

Planning and Engineering Selection Subcommittee

Recommendation to retain Airport Solutions Group as on-call planning and engineering firms for airport projects.

Mr. Hanafin reported that the subcommittee had three responses to its RFP for on-call planning and engineering firms. After two meetings of presentations and interviews of the firms, the subcommittee voted twice unanimously to select ASG Solutions Group for both the planning services and engineering services.

Discussion ensued. Chair Trefry stated that the Commission is excited to work with ASG with an eye toward increased planning activities for both on-field and off-field options.

Vote:

Upon motion duly made by Ms. Zuberek and seconded by Mr. Reulet it was unanimously voted to accept the recommendation of the subcommittee to appoint ASG Solutions Group to provide both planning services and engineering services to the airport. Mr. Trefry-Y, Mr. Kossowan-Y, Mr. Henry-Y, Mr. Reulet-Y, Ms. Zuberek-Y, Mr. Doxsee-Y, Mr. Hendricks-Y and Mr. Retallack-Y. Motion passed 8-0, unanimous.

F. NEW BUSINESS

Update to Airport Rates and Fees

Mr. Hanafin reported that the rates and fees were last updated six years ago. He presented the proposed increases as detailed in the attached spreadsheet. Discussion ensued on the rationale for the increases. Mr. Kossowan noted that fees are not charged to touch and go's. Discussion ensued on the difficulties and expense of an surveillance infrastructure to track touch and go's.

Mr. Kossowan also began the discussion on establishing an infrastructure to strengthen airport security measures. Chair Trefry noted that the airport needs feedback from the FAA as to the official requirements to ensure safety before making financial investments in improvements to security infrastructure.

Mr. Hanafin stated that, insofar as a thirty-day notice to the FBO is required, a January 1, 2024 implementation date is set for the new rates.

Vote:

Upon motion duly made by Mr. Henry and seconded by Mr. Hendricks, it was unanimously voted to accept the proposed fee structure changes as presented. Mr. Trefry-Y, Mr. Kossowan-Y, Mr. Henry-Y, Mr. Reulet-Y, Ms. Zuberek-Y, Mr. Doxsee-Y, Mr. Hendricks-Y and Mr. Retallack-Y. Motion passed 8-0, unanimous.

Airport Conference

Mr. Hanafin asked members to let him know if they want to register to attend the New England airport conference in two weeks

G. COMMISSIONER COMMENTS

Chairman's Comments – Chair Trefry

Discussion on cost to improve Building 19

Chair Trefry reported that he has received an estimate to finish Building 45 for \$675,000. This work would restore the condition of the building basically to a shell.

Update on lease negotiations for Airport Road

The City has agreed to a lease for the property on Airport Road for storage of all trailers, and it is now in the hands of the FAA. Wayside Trailer will be informed of new estimate for square footage cost.

Miscellaneous Commissioner Comments

Mr. Kossowan suggested returning to sponsoring safety seminars each month. Chair Trefry asked him to spearhead the movement.

H. ADJOURNMENT

Upon motion duly made by Ms. Zuberek and seconded by Mr. Kossowan, it was unanimously voted to adjourn. Mr. Trefry-Y, Mr. Kossowan-Y, Mr. Henry-Y, Mr. Reulet-Y, Ms. Zuberek-Y, Mr. Doxsee-Y, Mr. Hendricks-Y and Mr. Retallack-Y. Motion passed 8-0, unanimous.

The meeting adjourned at 9:00PM.