

**BEVERLY AIRPORT COMMISSION  
MINUTES OF MEETING  
JUNE 10, 2024**

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

*PRESENT:* Commissioners: Chair Kyle Retallack, Jason Reulet, Aaron Henry, Khris Kendrick, Jessie Zuberick, Bill Kossowan and Robin Gillette

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

*ABSENT:* Josh Doxsee

*PUBLIC:* Mark Zuberek, Paul Beaulieu and Peter Eichleay

*RECORDER:* Christine Martin Barraford

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**A. CALL TO ORDER**

Chair Retallack 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: Mr. Kossowan, Mr. Reulet, Chair Retallack, Mr. Doxsee, Ms. Zuberek, Ms. Gillette and Mr. Kendrick.

**1. Pledge of Allegiance**

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

**2. Approval of Regular Open Meeting Minutes – May 13, 2024**

Upon motion duly made by Ms. Zuberek and seconded by Mr. Kendrick, it was voted to approve the above minutes as amended. Motion passed 6-0-1 with Mr. Henry abstaining.

**B. PUBLIC COMMENT**

**General Public Comments**

Chair Retallack acknowledged that Mr. Zuberek and Mr. Bettencourt had submitted a list of multiple resident noise and other concerns/complaints, and he and the airport manager are in the process of compiling them into a new working document by prioritization.

Mr. Zuberek added that all public comments are recorded in the minutes of all airport meetings. Chair Retallack reported that he and the airport manager had walked the neighborhoods in Danvers speaking to residents. Mr. Kossowan stated that he had heard from a resident with regard to jet traffic who could not be present at the meeting. Chair Retallack asked that all complaints be funneled through the airport manager.

**Tenant Comment**

Paul Beaulieu asked the Commission to address the number of transients coming into the airport. Chair Retallack stated that the new tracking system being proposed will address and identify users of the airport and their impact to the overall operation and in terms of resolution of the noise issue.

**PRESENTATIONS**

**Airport Solutions Group – Craig Schuster**

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



**EA / EENF for 5-Yr AMPU Projects [Incl. Reconstruct RW 16-34 & TW 'E' & Access Road]/Single EIR**

**Status:**

Next Steps:

- Expect FAA/MassDOT grant offer July 2024 possibly August
- ASG is coordinating drone flight for June 18<sup>th</sup> or 19<sup>th</sup> to drone area of proposed Taxiway E for EA/EENF

**Aeronautical Study Runway 16-34 and 9-27 (FY2023)**

**Status:** ASG has completed the analysis. In the process of developing report and determine mitigation of any proposed obstructions.

- Next Steps:
- ASG will continue to analyze the approaches.
- Develop report – ongoing
- Submit obstruction analysis and report to the FAA, MassDOT Aeronautics and Beverly Airport for review and comment – tbd
- Hold meeting to discuss comments
  - Address comments and resubmit
  - Hold final meeting to discuss any comments
  - Prepare final report.

**Install Perimeter Fence (FY2024)(ASMP Project)**

**Status:**

- ASG, Beverly Airport, and Contractor held pre-construction conference on May 22, 2024
- Notice to proceed was given for May 28, 2024 • Next Steps:
  - o Complete bid process - *COMPLETED*
  - o Open bids on April 17th, analyze bids and prepare letter of recommendation *COMPLETED*
  - o Prepare contractor and ASG contracts for signature – *COMPLETED*
  - o Hold pre-construction Meeting – *COMPLETED*
  - o Issue Notice-to-proceed – *COMPLETED*
  - o Start Construction – started on May 28, 2024

**Miscellaneous**

None.

Discussion ensued on various aspects of the projects.

**C. AIRPORT MANAGER’S REPORT – Gabriel Hanafin**

**Financial and Operations Report**

Mr. Hanafin reviewed the financial and operations report for the previous month and year-to-date as of May as detailed on the attached spreadsheet. He also reviewed the budget to actual numbers and present tracking of budget expenses. Monthly operations were down 8.65% partially due to repairs on the runway requiring shutdown. He reviewed landing fees and fuel flowage.

**Report on Noise Complaints received in the last month (May 13- June 10)**

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from May 13 through June 10. Year to date there have been 137 complaints filed. Discussion ensued on the specific nature, content and pattern of the various complaints as well as the type of aircraft.

**Report on neighborhood canvassing**

Mr. Hanafin reported that he and Chair Retallack had begun the neighborhood canvassing effort from house to house starting on Old Burley St. For the most part, they were kindly well received and had positive feedback. The visits provided the opportunity to correct misinformation. They passed out their business cards and welcomed additional feedback at any time. They will continue until all streets are canvassed.

### **Update on Building 45**

Mr. Hanafin reported that Building 45 office space was being prepared for occupancy by Avier, including completed fire and building inspections.

Mr. Kendrick had put together the draft RFI for Building 45. He asked for member review and comment back to him within the week for finalization and public advertisement.

### **Fiscal Year 2025 budget**

Mr. Hanafin reviewed the FY2025 budget attached hereto. He noted that Covid relief funds in the amount of \$83K are available to be spent. Discussion ensued on whether the funds needed to be expended by December of 2024, and the specific types of expenses that qualify for funding. Mr. Kossowan suggested better lighting of the airport at night, even though these funds do not qualify for Covid funds.

Final approval by City Council is expected on Monday.

### **Community Outreach**

Chair Retallack reported that he, Mary Parsons and Commissioners Zuberek and Kossowan met with 275 students in the sixth grade. Career opportunities were discussed from airport manager to maintenance mechanics. A few students approached at the end of the presentation to hear more about the civil air patrol.

Ms. Parsons later hosted a group visiting the tower.

Mr. Hanafin is meeting with the civil air patrol on Wednesday to further discuss their tenancy at Building 45.

## **D. REPORTS of SUB-COMMITTEES**

### **Airport Innovation Subcommittee Update**

Mr. Kenrick reported that, although the subcommittee has not met since last meeting, he is doing the behind the scenes work on the three pillars: sustainability, financial and air traffic tracking. He recalled that presentations had been made by two vendors with similar plans but differing quotes.

Mr. Hanafin pointed out that the original proposal had been made by Flight Level Technology, and Mr. Eichleay summarized his presentation. Discussion ensued on the need for the services and the revenue and noise control benefits thereof by procuring the real-time data.

Mr. Kossowan suggested that the summer time is the time for implementation. Following discussion, it was agreed that, while the Commission is in agreement of a system implementation, more time is needed for the subcommittee to vet the options of the programs in order to determine the best decision.

Mr. Reulet reported on his efforts on pursuing the subcommittee's designated pillars of sustainability with regard to electric fast charging stations and changes needed within the infrastructure in collaboration with National Grid and Danvers Electric. There are currently two other airports under development and the subcommittee will track its progress. Discussion ensued on the technicalities of initiation of the design process. Mr. Kenrick summarized his visits with three vendors. There is enough capacity for level 2 vehicle charging stations with level 3 needed for aircraft.

Mr. Eichleay joined in the discussion on supporting the next level of technology and training the next generation in the flight school.

The airshow will provide its own equipment for support of electric aircraft.

**E. COMMISSIONER COMMENTS**

**Chairman's Comments**

Chair Retallack thanked Mr. Zuberek and Mr. and Mrs. Bettencourt on providing lists of resident feedback and looks forward to continuing the neighborhood canvassing.

**Miscellaneous Commissioner Comments**

Mr. Kossowan reported that a safety seminar entitled “*May Day-May Day*” is scheduled for July 2<sup>nd</sup> at 6:00PM.

**Discussion of formation of new subcommittee for community outreach –  
Commissioner Robin Gillette**

Ms. Gillette suggested the formation of a new subcommittee to outreach to all stakeholders across the board to gain information on concerns in an effort to correct misinformation and support transparency. This information would then be categorized according to priority. Tools would include a flowchart tracking the receipt of the complaint and commonality of interest and documenting the steps taken to address.

The Commission was in agreement with Ms. Gillette working with the airport manager and chair in their efforts already started in tracking and documenting complaints and streamline the process with the tool of flowcharting.

Mr. Zuberek added that she would continue outreach to the schools.

**F. ADJOURNMENT**

Upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was unanimously voted to adjourn. The meeting adjourned at 7:40PM.

*Supporting documents:*

Commission minutes of meeting of May

ASG report

Airport manager's monthly financial reports

FY2025 preliminary budget

Report on noise complaints

Community outreach

Update on Building 45