

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
AUGUST 12, 2024**

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

PRESENT: Commissioners: Chair Kyle Retallack, Aaron Henry, Jason Reulet, Josh Doxsee, Khrista Kendrick, Jessie Zuberek (via Zoom), Bill Kossowan and Robin Gillette (via Zoom)

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

ABSENT: None.

PUBLIC: Mark Zuberek, Steve Zuberek, Tony Bettencourt and Paul Beaulieu

RECORDER: Christine Martin Barraford

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. Henry, Mr. Reulet, Chair Retallack, Mr. Doxsee, Ms. Zuberek, Ms. Robin 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 – July 8, 2024

Upon motion duly made by Ms. Zuberek and seconded by Mr. Kossowan, it was voted to approve the above minutes as amended. Roll call vote: Mr. Kossowan-Y, Mr. Henry -A, Mr. Kendrick-Y, Chair Retallack-Y, Mr. Reulet-Y, Mr. Doxsee-Y, Ms. Gillette-Y and Ms. Zuberek-Y. Motion passed 7-0-1 with Mr. Henry abstaining.

B. PUBLIC COMMENT

General Public Comment

Ace Chase appeared before the Commission. He stated that, as a previous owner of a hangar lease, there is no provision to extend the lease. The appropriate procedure is to give the present owner ninety days to terminate the lease and then it is available for lease.

Steve Blomerth, a lifelong resident of Danvers appeared before the Commission and submitted his written statement, attached hereto and made a part of these minutes.

Mark Zuberek of Danvers appeared before the Board and submitted a written statement, attached hereto and made a part of these minutes.

Tony Bettencourt appeared before the Commission and complained about noise issues.

Chair Retallack reiterated that all noise complaints should be filed through the airport website for appropriate followup and action.

Tenant Comment

There were none.

PRESENTATIONS

Airport Solutions Group – Craig Schuster

In Mr. Schuster's absence, Bob Mallard of Airport Solutions Group 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:

- ASG is starting to develop conceptual design of Taxiway E.
- ASG is coordinating with their environmental subconsultant GZA and the Airport for GZA to perform a site visit to identify wetlands within proposed project area. ASG will coordinate with the airport for access.

Next Steps:

- Expect FAA/MassDOT grant offer August 2024.

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

Status:

- ASG is reviewing the results of the airspace to determine potential obstruction and mitigation method of the potential obstructions.

Next Steps:

- Analyze airspace - ongoing.
- 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.
- Prepare final report.

Install Perimeter Fence (FY2024)(ASMP Project)

Status:

- Project is substantially complete.
- ASG had pre-final inspection walkthrough with Premier Fence on August 9th to review punch list items.

Next Steps:

- Complete bid process – COMPLETED.
- Open bids on April 17th, analyze bids and prepare letter of recommendation – COMPLETED.
- Prepare contractor and ASG contracts for signature – COMPLETED.
- Hold pre-construction Meeting – COMPLETED
- Issue Notice-to-proceed – COMPLETED.
- Start Construction – started on May 28, 2024.
- Finish Construction- July 26, 2024
- Schedule final inspection with BVY and MassDOT.

Miscellaneous

- ASG and BVY had a pre-capital improvement program (CIP) meeting on August 2nd to discuss VY's CIP prior to the annual CIP meeting with FAA and MassDOT Aeronautics.
- ASG attended annual CIP meeting with BVY, FAA and MassDOT Aeronautics on August 8th.

Discussion ensued on various aspects of the report.

C. AIRPORT MANAGER'S REPORT – Gabriel Hanafin Operations and Fee Report

Mr. Hanafin reviewed the financial and operations report for the previous month and year-to-date as of July as detailed on the attached spreadsheet. While there was a substantial increase in fuel flowage fees, there was a decrease in landing fees.

Budget Summary

Mr. Hanafin reviewed the first month of FY25. 13% of budgeting revenues were received and expended 9.1% of expenses.

Discussion ensued on various aspects of the budget, including the assessment of the jet fuel tax.

Report on Noise Complaints received in the last month (July 8 – August 12)

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from July 8 to August 12. Discussion ensued on the nature, content and pattern of the various complaints from Danvers and Beverly residents as well as the type of aircraft on different runways. Mr. Hanafin commended the flight schools on decreasing the number of touch and go's which have consistently caused complaints.

Landing Fees and Operations Tracking

Mr. Hanafin reported that his research revealed that the current setup of fee structure and FBO collecting fees at the time of landing is more beneficial to the airport than hiring a third party. The percentage of fee charged is greater than the fee charged by the FBO with only a small margin of error. Each month data is submitted from the control tower up to closing at 9:00PM and compared to actual ADSB figures. He reviewed the ADSB operations data report, which can be downloaded every week for accuracy and additional billing purposes. Access to a full data set can be obtained by an annual subscription to the service is \$3,600.

Discussion ensued on the value of the third party service data mining flight plans for comparison with ADSB figures. Following discussion, it was agreed to purchase the full service annual subscription to be evaluated each year as to the value of the report and its continuation.

Discussion of Property along Airport Road

Mr. Hanafin began the discussion on moving forward with the development of the Airport Road property in consideration of the City's current operations. Discussion ensued on the various options including general business and industry as well as aeronautical to meet the demand for additional hangars of different types. ASG has developed a mock-up of the property which can be included in an RFP, which can be advertised at aviation conferences. Development of this land will also become part of the new airport master plan outlining the entire scope of vision for the airport.

Update on Building 45

Mr. Hanafin reported that the tenant for the finished office space will be updating its tenant-at-will agreement, and he has received one response to the RFI posted on Combuys. Work is being completed to prepare the unfinished section for the winter months.

Other

Because of a scheduling conflict, the September meeting will be changed to a starting time of 5:00PM.

Mr. Hanafin will be taking a two-week paternal leave in October, and will not be attending the October meeting.

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Tenant Comment

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E. REPORTS of SUB-COMMITTEES

Airport Innovation Subcommittee Update - Grant Proposal Submission and Next Steps

Mr. Kendrick reported that he had applied for two DOT grants: a) EV charging stations for aircraft and vehicles; and b) an airport advisory system that slows for situational awareness for pilots after hours, which provides information on noise abatement and flight activity in the area.

Discussion ensued. Liability for use of the system is on the pilot. Safety of the system from being hacked was of prime importance, and Mr. Kendrick will ensure that provisions have been made for the secure autonomy of pilot use is built into the system. Notice of award of grant is due in September.

Update on Operations and Fee Tracking System – Discussion on Landing Fee Structure

Mr. Kendrick reported that three companies responded to his request for information on systems. One of them came in at 20% of revenue share. A free month trial in order to make an assessment is being sought. A tracking system will help track situation awareness and add security.

Discussion ensued on the goal of maximizing revenue and the prospect of charging landing fees for transient aircraft. The subscription service would help identify the frequency as well as weight of transient aircraft traffic in order to assess the impact to the infrastructure. Also discussed was the prospect of a highly intensified runway landing.

Vote:

A motion was made by Mr. Kendrick and seconded by Mr. Henry to authorize the airport manager to use his discretion in the purchase of the tracking system in the amount of \$3,600.00.

Discussion followed on the merits of having Mr. Hanafin track a month's worth of data for assessment purposes, thereby saving money, or waiting until Mr. Hanafin returns from a short leave of absence.

Following discussion, it was unanimously voted to authorize the purchase of the tracking system. Roll call vote: Mr. Kossowan-Y, Mr. Henry-Y, Mr. Kendrick-Y, Chair Retallack-Y, Mr. Reulet-Y, Mr. Doxsee-Y, Ms. Gillette-Y and Ms. Zuberek-Y. Motion passed 8-0, unanimous.

EV Charging Update and Strategy

Mr. Retallack reported that he had a meeting with the vendor and discussed various options for installing two level 3 stations and two level 3 charging stations equipped with two wands for vehicle and aircraft for both locations in Beverly and Danvers. Discussion ensued on the five-year plan for

installation and the responsibility for disposal/replacement of equipment at termination. Also discussed was the advancement of technology and obsolescence of equipment during the terms of the plan. Two other quotes will be obtained.

F. NEW BUSINESS

Proposed Leases with Multi Wing Aviation, LLC – Hangar 2, Hangar 3 and Building 54

Mr. Hanafin reviewed the list of improvements proposed to be done on hangars 2 and 3 and building 54, attached hereto and made a part hereof.

Discussion ensued on the renegotiation of leases to reflect the improvements detailed by the owner. The leases are vetted by counsel and then sent to the city solicitor's office.

Upon motion duly made by Mr. Kossowan and seconded by Mr. Doxsee, it was voted to approve the lease with Multi-Wing Aviation, LLC. Roll call vote: Mr. Kossowan-Y, Mr. Henry -Y, Mr. Kendrick-Y, Chair Retallack-Y, Mr. Reulet-Y, Mr. Doxsee-Y, Ms. Gillette-Y and Ms. Zuberek-Y. Motion passed 8-0, unanimous.

Proposed Lease with Air Bear Aviation, LLC for Hangar 4

Mr. Hanafin reviewed the list of improvements proposed to be done on hangar 4, attached hereto and made a part hereof.

Discussion ensued on Mr. Chase's suggestion above about the terms of this lease negotiation based on his experience with a prior lease. Mr. Hanafin confirmed that this is a new lease under the purview of MA general laws Chapter B terms of negotiation and has been reviewed by counsel.

Discussion ensued on delaying the vote in order to seek further advice from counsel.

Upon motion duly made by Mr. Kossowan and seconded by Chair Retallack, it was voted to wait thirty days. Roll call vote: Mr. Kossowan-Y, Mr. Henry -Y, Mr. Kendrick-Y, Chair Retallack-Y, Mr. Reulet-Y, Mr. Doxsee-N, Ms. Gillette-Y and Ms. Zuberek-N. Motion passed 6-0-2.

Proposed Tenant-at-Will Agreement with Flight4CF for Office Space in Building 45

Mr. Hanafin reviewed the identical terms from last month of tenant-at-will agreement with Flight 4CF for office space in Building 45. Flight 4CF plans the airport's air show.

Upon motion duly made by Mr. Kossowan and seconded by Mr. Doxsee, it was unanimously voted to wait thirty days. Roll call vote: Mr. Kossowan-Y, Mr. Henry -Y, Mr. Kendrick-Y, Chair Retallack-Y, Mr. Reulet-Y, Mr. Doxsee-Y, Ms. Gillette-Y and Ms. Zuberek-Y. Motion passed 8-0, unanimous.

G. COMMISSIONER COMMENTS

Chairman's Comments – Kyle Retallack

Chair Retallack reported a CIP meeting had been held with ASG and he was excited about the progress of the airport. Mr. Hanafin stated that the state has a system plan looking all aviation infrastructure operating in Massachusetts and is seeking submittals of proposals for funding. New snow removal equipment will need to be housed in the storage building to be completed. A new master plan will be generated.

Miscellaneous Commissioner Comments

Mr. Doxsee praised the Chair for his tireless efforts to advance the mission of the airport. Mr. Kenrick suggested reaching out to state representatives and senators to advocate for funding of grant proposals and submitting a letter of recommendation to MassDOT.

Discussion on Drone Operations near the Airport

Mr. Kossowan warned of the issue of increasing unmanned drone operations both for delivery of goods and passengers within airport space. Discussion ensued on the printing of drones of 3D printers adding to the problem of unregistered and unregulated drone flights.

Report on Last Safety Seminar and Plans for Future Seminars

Mr. Kossowan reported the last safety seminar was held on the topic of “what to do when the unimaginable happens.” Ms. Zuberek noted that the 25% of attendance was composed of women pilots and this was a remarkable turnout in light of the fact that 7% of all pilots are women.

The next seminar is scheduled in the fall.

H. ADJOURNMENT

Chair Retallack announced the meeting was adjourned. The meeting adjourned at 7:56PM.

Supporting documents:

Commission minutes of meeting of July 8
Mr. Zuberek’s written statement
Mr. Blometh’s written statement
ASG report
Airport manager’s monthly financial reports
Report on noise complaints
Update on building 45
Innovation Subcommittee submittals
Lease with Wing Aviation, LLC
Lease with Air Bear Aviation, LLC