

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
SEPTEMBER 9, 2024**

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

PRESENT: Commissioners: Chair Kyle Retallack, Aaron Henry, Jason Reulet, Josh Doxsee, Jessie Zuberek, Bill Kossowan and Robin Gillette

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

ABSENT: Kris Kendrick

PUBLIC: Mark Zuberek 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 and Ms. Robin Gillette.

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 – August 12, 2024

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

B. PUBLIC COMMENT

General Public Comment

Mark Zuberek of Danvers appeared before the Commission and stated that at the last meeting he made five motions that were to be acted on and were not, and his written comments were not part of the minutes. He urged the Commission to act upon his and neighbors' comments made over the last one-two years.

Tenant Comment

Paul Beaulieu appeared before the Commission and submitted his written statement, attached hereto and made a part of these minutes.

Discussion ensued on various aspects of his proposal.

C. OLD BUSINESS

Proposed Lease with Air Bear Aviation, LLC for Hangar 4

Chair Retallack presented the proposed lease with Air Bear.

Discussion ensued. In response to Ms. Gillette's suggestion that language be added that periodically over a twenty-five year lease period, the airport have the right to reassess the type and size of aircraft that is allowed, Mr. Hanafin stated that because the airport receives public funds, that it must abide by

grant assurances preventing any sort of agreement or statement that could be construed as exclusive rights and discrimination of any kind. It can, however, make the noise abatement policy part of the lease agreement. He also noted that twice a year the airport requires its tenants to submit a list of registered aircraft in its facility. This list can be shared with the Commission indicative of the trend over time of the type of aircraft housed at the airport.

Mr. Kossowan suggested that Mr. Chace, former tenant of the building, be allowed to share his experience. Mr. Chace stated that he was required to submit one month before extension of the lease a list of the improvements he had made. Before he acquired the building, he completed \$200K worth of improvements. He suggested that the Commission require the tenant to do the same as the building has again deteriorated.

Mr. Hanafin pointed out article 6 outlining the requirements. As part of the negotiation process the new tenant agreed to make an investment in the building over the first five years in consideration of an adjusted rent. If he does not meet the investment requirement, he will be deemed as having broken the contract. He expressed his appreciation for his investment in the airport and holding the Commission's "feet to the fire and transparency to due its due diligence.

Mr. Chace expressed his appreciation that the lease will go forward on those terms.

MOTION: Upon motion duly made by Mr. Doxsee and seconded by Ms. Gillette, it was voted to approve the lease with Air Bear Aviation for Hangar 4. Roll call vote: Mr. Kossowan-A, Mr. Henry -Y, Chair Retallack-Y, Mr. Reulet-Y, Mr. Doxsee-Y, Ms. Gillette-Y and Ms. Zuberek-Y. Motion passed 6-0-1, with Mr. Kossowan abstaining.

D. NEW BUSINESS

Proposed Addendum to Tenant-at-Will Agreement with Avier for Office Space in Building 45

Mr. Hanafin stated that the addendum is for one small office space in Building 45. Mr. Beaulieu has requested that the addendum be adjusted to include the adjacent small room. Chair Retallack stated that the space has been promised to the Civil Air Patrol (CAP.)

Discussion ensued included the following highlights:

- Safety concerns for the continued use by CAP of the tower storage space during winter months and airport's risk exposure for liability.
- Expiration of six months for CAP was given to make a decision.
- CAP's use of the main conference area for its meeting space can continue.
- Notwithstanding CAP's non-profit status, the airport needs to make the best business decision in favor of a committed tenant paying rent.

MOTION: Chair Retallack made a motion seconded by Mr. Reulet to grant the requested addendum each one based on the same rate of larger space immediately.

Discussion ensued. Insofar as Mr. Beaulieu's new simulator business is in need of additional space now, if growth continues he may need to expand into additional space in the northeast area, possibly the restaurant space of Building 45. Mr. Hanafin suggested that if significant space is needed, the lease may be redrafted from a tenant-at-will status to a full lease. If grant money comes through in the next few years, the building can be finalized into an all aeronautical use.

MOTION: Roll call vote: Mr. Kossowan-Y, Mr. Henry -Y, Chair Retallack-Y, Mr. Reulet-Y, Mr. Doxsee-Y, Ms. Gillette-Y and Ms. Zuberek-Y. Motion passed 7-0, unanimous.

E. 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 August as detailed on the attached spreadsheet.

Budget Summary

Mr. Hanafin reviewed the second month of FY25. ARPA funds are being used to offset personnel expenses.

Report on Noise Complaints received in the last month (August 12 – September 9)

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from August 12 to September 9. Discussion ensued on the number, nature, content and pattern of the various complaints from Danvers and Beverly residents as well as the type of aircraft on different runways and the steps taken to respond to these complaints.

Operations and Landing Fee Tracking Update

Mr. Hanafin reviewed the monthly operations reports from the tower and ADSB from January to present and found a 15% discrepancy in their reports.

Discussion ensued on the delta. Following discussion it was agreed that the data set provided by ADSB would provide a much better understanding of flight operations. These number along with FAA data is used as a data source for determining the need for major runway projects.

Mr. Hanafin excused himself from the meeting.

F. 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:

- Significant gaps under perimeter of fence to be addressed by contractor.

Miscellaneous

Discussion ensued on upcoming building projects to be addressed including identifying the city’s use if needed.

G. COMMISSIONER COMMENTS

Chairman’s Comments – Kyle Retallack

Chair Retallack reported that Mr. Hanafin will be on leave and not available for the October meeting. However, the regular monthly meeting will be scheduled for October 21st not October 14th and the change of time will be duly advertised.

Notify the office with any suggested agenda items before forty-eight hours prior to the meeting.

Miscellaneous Commissioner Comments

Ms. Zuberek reported that she continued to reach out to schools to do aviation career presentations, and she is currently scheduled to do a presentation at the Danvers High School on October 24th.

Mr. Kossowan reported that there is no safety seminar scheduled for Septeomber. He also reported that assessment of landing fees is a nationwide issue, and if Beverly airport is to assess landing fees for any aircraft entering the tower space, it must clearly publicize this information

Mr. Henry reported that the Town of Danvers “is in a holding pattern with his appointment on this Commission.”

Other:

Mr. Beaulieu reported that operations to prepare for the upcoming airshow on September 14-15 continues.

H. ADJOURNMENT

MOTION: upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was unanimously voted to adjourn. The meeting adjourned at 8:36PM.

Supporting documents:

Commission minutes of meeting of August 12

Mr. Beaulieu’s written statement

ASG report

Airport manager’s monthly financial reports

Budget summary

Report on noise complaints

Operations and landing fee tracking update

Proposed Lease with Air Bear Aviation, LLC

Proposed addendum to Tenant-at-will agreement with Avier Aviation

