

**BEVERLY AIRPORT COMMISSION  
MINUTES OF MEETING  
OCTOBER 21, 2024**

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

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

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

*ABSENT:* Josh Doxsee

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

*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. Henry, Mr. Reulet, Chair Retallack, Mr. Doxsee, Ms. Zuberek and Ms. 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 – September 9, 2024**

Upon motion duly made by Mr. Henry and seconded by Ms. Zuberek, it was unanimously voted to approve the above minutes as amended. Motion passed 7-0, unanimous.

**B. PUBLIC COMMENT**

**General Public Comment**

Mark Zuberek of Danvers appeared before the Commission and read from his written statement, attached hereto.

Mr. Bettencourt of Danvers appeared before the Commission and reported that he had received three complaints from Beverly. Chair Retallack asked that they submit their complaints on the website.

Chair Retallack welcomed Senator Lovely to the meeting via Zoom.

**Tenant Comment**

Paul Beaulieu appeared before the Commission and reported that the flight simulator program is going well.

**C. PRESENTATIONS**

**Airport Solutions Group – Craig Schuster**

Mr. Schuster reviewed his report as follows:

**Environmental Assessment (EA)/Expanded Environmental Notification Form / EENF for 5-Yr Master Plan Update (AMPU) Projects [Incl. Reconstruct RW 16-34 & TW 'E' & Access Road] /Single EIR**

**Status:**

- ASG and GZA working on draft environmental documents.
- ASG held an internal kickoff meeting with GZA to start project.

**Next Steps:**

- FAA grant offer – completed.
- Expect FAA/MassDOT Aeronautics grant offer – waiting.
- Prepare draft environmental documents – ongoing.

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

**Status:**

- ASG continue to review the results of the airspace to determine potential obstruction and mitigation meth of the potential obstructions.
- Prepared obstacle plan.

**Next Steps:**

- Analyze airspace – complete, need to determine mitigation plan.
- 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 performed site walk on fence on October 27 and recorded punch list items to be addressed by contractor. ASG prepared punch list plan.
- MassDOT Aeronautics performed site walk on fence on October 1.
- ASG is waiting for MassDOT information to be included in punch list plan before issuance to contractor.

**Next Steps:**

- Complete bid process – completed.
- Open bids on April 17<sup>th</sup>, 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<sup>th</sup>.
- Finish Construction – July 26<sup>th</sup>.
- Final Inspection with BVY and MassDOT – completed.
- Create Punch list – ongoing.
- Project Closeout.

**Miscellaneous** – nothing to report.

Discussion ensued on various aspects of the above projects.

Mr. Beaulieu noted that an announcement was made that the City of Beverly received a grant for a study of all four runways in the amount of \$400+.

#### **D. 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 September as detailed on the attached spreadsheet. Discussion ensued on various aspects of the report.

##### **Budget Summary**

Mr. Hanafin reviewed the third month of FY25 and the continued use of remaining ARPA funds. Upcoming expenses were also discussed.

##### **Report on Noise Complaints received in the last month (September 9 – October 21)**

Mr. Hanafin reviewed his written report attached hereto on the 105 noise complaints from seven unique addresses received from September 9 to October 21, as well as the 5 complaints received with regard to the airshow. 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.

##### **Airshow Update**

Mr. Hanafin reported on a very successful two-day airshow and thanked Rich Little for his contributions. Discussion ensued.

##### **School Presentations**

Mr. Hanafin reported that he and Ms. Zuberek are scheduled to make their presentations to school children on October 24<sup>th</sup> along with Mass Aeronautics and “spreading the good news of aviation.” Ms. Zuberek noted that both Lynn Schools, Essex Tech and Greenfield have expressed an interest in presentations as well. Discussion ensued.

#### **E. COMMISSIONER COMMENTS**

##### **Chairman's Comments – Kyle Retallack**

Chair Retallack reported the month has been going well and that he is grateful that Mr. Hanafin is back from paternity leave and available for daily check-ins.

##### **Miscellaneous Commissioner Comments**

Mr. Reulet reported that he was gratified to have appeared on Mr. Zuberek's show. Noting the importance of dialogue when there is disagreement and misunderstanding, he reflected on community engagement and developing a mechanism of accountability and finding ways to communicate and a reasonable timeline for addressing problems. Part of the responsibility of a policymaking body is to take into account all stakeholders and their interests and involving the FAA in specific areas of expertise. He stated a better communication plan and strategic plan to inform policy is needed to uphold the principles of accountability and transparency that will “benefit the community, benefit the airport and build goodwill.”

Mr. Reulet suggested innovative ways to address long-standing issues by involving the FAA in offering soundproofing technologies to insulate homes built in the 60's and 70's. He asked that the discussion continue at the next meeting in order to formulate a solid plan to build structures for accountability and transparency.

Discussion ensued. Mr. Hanafin noted that the airport is not eligible for the FAA soundproofing program. Chair Retallack noted that he and Mr. Hanafin had spearheaded outreach with “boots on the ground” reaching out to Danvers residents on a daily basis, and that more has been done in the last year than in the past twenty or thirty years to address a good neighbor policy. Ms. Gillette repeated her offer of having a formal system of collecting data on documenting the complaint, the actual response to the complaint and possible next steps in a formal database. Chair Retallack noted that he

wholeheartedly supported this initiative. Ms. Gillette also noted that the airport's mission and vision statement be expanded to include specific actions when issues arise. Chair Retallack noted that the website contained a lengthy FAQ section on all areas of airport business.

Discussion continued. Mr. Kossowan noted it took courage for Mr. Reulet to appear on Mr. Zuberek's show. Mr. Kendrick suggested inviting the FAA to a meeting to discuss these ongoing issues. Mr. Henry noted that the Commission has done a lot to address issues but has not necessarily "regurgitated" that information to the public. Mr. Kendrick suggested Mr. Reulet work with the innovation subcommittee to advance further initiatives.

Chair Retallack noted the importance of the Commission working together on the same page as a public body and not acting individually to preserve the common goals of the Commission. The Commission has always considered what it wants to achieve when making decisions on votes and what impact it will have to benefit the Commission and the public. He suggested developing a newsletter that will contain information on input from members on the various activities and outreach efforts.

Chair Retallack announced that the discussion will continue at the next meeting scheduled for November 18<sup>th</sup> at 6:00PM.

#### **Other Comments**

Mr. Kossowan reported that the next safety seminar will be held on November 6<sup>th</sup>.

#### **F. ADJOURN TO EXECUTIVE SESSION**

Upon motion duly made by Mr. Kossowan and seconded by Ms. Gillette, it was unanimously voted to adjourn to Executive Session not to return to Open Session per M.G.L.A. 30A (a)(2) for the purpose of conducting negotiation of non-union personnel regarding the salary of Gabriel Hanafin, Airport Manager. The motion passed 7-0, unanimous. The meeting adjourned at 7:22PM.

#### *Supporting documents:*

Commission minutes of meeting of September 9  
Mr. Zuberek's written statement  
ASG report  
Airport manager's monthly financial reports  
Budget summary  
Report on noise complaints