

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
NOVEMBER 18, 2024**

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

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

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

ABSENT: Kris Kendrik and Bill Kossowan

PUBLIC: Mark Zuberek

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. Gillette.

Pledge of Allegiance

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

Approval of Regular Open Meeting Minutes – October 21, 2024

MOTION: Upon motion duly made by Mr. Henry and seconded by Mr. Doxsee, it was unanimously voted to approve the above minutes as amended. Roll call vote: Mr. Doxsee-Y, Mr. Henry-Y, Mr. Reulet-Y, Chair Retallack-Y, Ms. Zuberek-Y and Ms. Gillette-Y. Motion passed 6-0, unanimous.

B. PUBLIC COMMENT

General Public Comment

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

Tenant Comment

There were no tenant comments.

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 Airport 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.
- May need to revise scope of work and fee because FAA needs the federal and state environmental documents as two separate submissions.

Next Steps:

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

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

- ASG is preparing draft report outlining obstructions and proposed mitigation measures. Once draft report is done ASG will meet with Airport to discuss findings and mitigation plan prior to submitting to the FAA and MassDOT Aeronautics for review.
- Prepared obstacle plan.

Next Steps:

- Analyze airspace – completed.
- Mitigation plan - 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.
- Hold final meeting to discuss any comments.
- 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 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 28th.
Finish Construction – July 26th.
Final Inspection with BVY and MassDOT – completed.
Create Punch list – completed.
Address punch list – tbd.
Project Closeout.

Purchase Snow Removal Equipment (SRE)**Status:**

- New project for FY2025
- Project is to replace existing carrier vehicle and now plow blade which was purchased with FAA funds in 2002.
- Pre-design/scoping meeting was held on October 25th with the FAA, ASG, Airport and Mass DOT Aeronautics.

Next steps:

- Prepare draft scope of work.
- Send draft scope of work out for review.

Miscellaneous

- ASG prepared end-of-year FAA report and sent to the Airport for processing.

Discussion ensued on various aspects of the above projects.

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 October as detailed on the attached spreadsheet. Discussion ensued on various aspects of the report.

Budget Summary

Mr. Hanafin reviewed the fourth month of FY25. ARPA funds are being used to offset personnel expenses. Discussion ensued on various aspects of the report.

Report on Noise Complaints received in the last month (October 21 – November 18)

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from October 21 – November 18. 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.

Discussion and deliberation on the future of various airport-owned properties

Discussion on leasing/future build-out of Building 45

Mr. Hanafin led the discussion on moving forward with the various airport-owned properties including Building 45 with the use restricted to aeronautical. He reported that a non-profit named Massachusetts Aeronautical Space Museum had expressed an interest in Building 45.

Discussion ensued on the condition of the building, the monies earmarked for renovations in the amount of \$110K and the different options for working with interested parties. The above company will be making a presentation at the December meeting on its proposal.

Discussion on future of parcels located on Airport Road and L.P. Henderson Rd.

Mr. Hanafin led the discussion on the future of the parcels on 6.5 acres of land located on Airport Road and L. P. Henderson Rd. He reviewed the aerial schematic of the property and the options for development of the property including aeronautical. An RFP is ready to be reviewed and distributed to interested private parties. Discussion ensued on the options for delineating the 6.5 acres into subdivision or offering the entire package for long-term lease. The discussion will be continued at the next meeting.

Educational Outreach to School Children

Ms. Zuberek reported on a successful tour of the airport by local school children.

E. Ratify Airport Manager’s Salary for remainder of FY25

Upon motion duly made by Mr. Henry and seconded by Ms. Gillette, it was unanimously voted to keep the airport manager’s salary the same for the remainder of FY25. Roll call vote: Mr. Doxsee-Y, Mr. Henry-Y, Mr. Reulet-Y, Chair Retallack-Y, Ms. Zuberek-Y and Ms. Gillette-Y. Motion passed 6-0, unanimous.

F. Discussion of possible addition to Airport Manager’s Job Description

Chair Retallack began the discussion on a possible addition to the airport manager’s job description. Discussion ensued on goal setting within the position. Notwithstanding the airport manager’s position within the hierarchy of the city, goals will be set within the framework of his relationship with the Commission. Ms. Gillette will prepare a draft of such goal setting for discussion at the next meeting.

G. NEW BUSINESS

Contract Addendum 3 with GZA Environmental for continuing PFAS mitigation work

Mr. Hanafin reviewed his PowerPoint presentation/schematic on the history of the GZA Environmental’s findings of presence of PFAS chemicals in the soil and its subsequent mitigation work. He asked for the Commission’s approval of the next contract addendum for Phase 2 assessment and the details thereof. He asked GZA to review the scope of work involved and their submission of the revised current contract addendum to complete the report for final submission to the DEP by August, 2025. The final submission of projected cost was \$48K.

Discussion ensued on the responsibility of the Commission in moving forward with the additional work and cost and its impact on the operating budget. Following discussion, it was agreed that the airport manager do due diligence in finding another company and determine their timeline and at the same time confer with DEP on the situation and maintain \$48K funds for disbursement if needed to GZA.

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Doxsee, it was unanimously voted to table the discussion until next month when Mr. Hanafin can supply more information on alternatives. Roll call vote: Mr. Doxsee-Y, Mr. Henry-Y, Mr. Reulet-Y, Chair Retallack-Y , Ms. Zuberek-Y and Ms. Gillette-Y. Motion passed 6-0, unanimous.

Proposed lease with Avier for Office Space in Building 45

Mr. Hanafin presented the proposed lease with Avier for office space t Building.

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Doxsee, it was unanimously voted to approve the lease with Avier for office space in Building 45. Roll call vote: Mr. Doxsee-Y, Mr. Henry-Y, Mr. Reulet-Y, Chair Retallack-Y , Ms. Zuberek-Y and Ms. Gillette-Y. Motion passed 6-0, unanimous.

H. Vote to Delegate Authority to Chair Retallack to approve October 21 and 29, 2024 Executive Session minutes

MOTION: Chair Retallack made a motion seconded by Mr. Henry and Ms. Gillette, it was unanimously approved to delegate power and authority to Chair Retallack to accept the above minutes. Roll call vote: Mr. Doxsee-Y, Mr. Henry-Y, Mr. Reulet-Y, Chair Retallack-Y , Ms. Zuberek-Y and Ms. Gillette-Y. Motion passed 6-0, unanimous.

Chairman’s Comments – Kyle Retallack

Chair Retallack reported progress on dealing with the disposition of airport-owned property.

Miscellaneous Commissioner Comments – Commissioner Robin Gillette

Proposed public concerns tracking form

Ms. Gillette distributed a draft of a proposed public concerns tracking form listing the nature of the complaint and steps taken to address and next steps as needed. Discussion ensued on the use and method of response to concerns both at regular scheduled meetings of the Commission as well as referral of issues for public participation at resident forums facilitated at the senior center. An agenda item will be included at each regularly scheduled meeting of the Commission.

Discussion on the development of a mission/vision statement for the Airport Commission

Ms. Gillette distributed a package of documents including the airport master plan, airport manager job description and the current mission/vision statement for the airport as well as samples of other airport mission statements. She reviewed proposed changes to the mission/vision statement including goals to guide development.

Discussion ensued and it was agreed that members would review documents submitted and share feedback with Ms. Gillette for further discussion at a future meeting.

I. ADJOURNMENT

MOTION: upon motion duly made by Ms. Gillette and seconded by Ms. Zuberek, it was unanimously voted to adjourn. The meeting adjourned at 9:01PM.

Supporting documents:

Commission minutes of meeting of October 21
Mr. Zuberek's written statement
ASG report
Airport manager's monthly financial reports
Budget summary
Report on noise complaints
Schematic designs of airport-owned properties
GZA contract addendum
Proposed Lease with Avier Aviation, LLC
Concerns tracking form
Statement of proposed mission/vision changes