

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

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

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

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

ABSENT: Aaron Henry

PUBLIC: Mark Zuberek and Tony Bettencourt

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. Kendrick, 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 – November 18, 2024

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

Tony Bettencourt appeared before the Commission and complained of noise in his neighborhood.

Tenant Comment

Clark L'Abbe appeared before the Commission.

Paul Beaulieu appeared before the Commission and stated he is appreciative of the Commission's support and praised the actions of the Chair.

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:

- Reviewing points provided by FAA New England Flight procedures.
- Plan still being developed.

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:

- ASG performed site walkthrough on Friday, December 6th on fence to go over punch list.
- 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:

- Project is to replace existing carrier vehicle and now plow blade which was purchased with FAA funds in 2002 and material spreader which was purchased in 1984.
- ASG has developed a draft scope of services and submitted to FAA, MassDOT Aeronautics and Beverly Airport for review on December 4, 2024. Comments due on December 18th.

Next steps:

- Prepare draft scope of work – completed.
- Send draft scope of work out for review – completed.
- Address cope of work comments.
- Prepare associated fee.
- Independent fee estimate (IFE) process.

Miscellaneous

- Nothing to report.

Discussion ensued on various aspects of the above projects.

Chair Retallack asked that the following agenda item “G” be taken out of order.

D. NEW BUSINESS BROUGHT BY VARIOUS COMMISSIONERS

Commissioner Robin Gillette

Discussion on the establishment of bi-annual community information events

Ms. Gillette began the discussion about hosting a semi-annual Open House community event for the purpose of public relations and discussing community concerns of the Danvers/Beverly community. Discussion ensued and ideas shared on topics and dates. Ms. Zuberek noted that the FAA can be useful in furthering the efforts of community outreach. Chair Retallack thought “door hangars” as announcements would be more economical and encourage a better turnout. The Commission was supportive of the idea and discussion will continue at the next meeting.

Continued discussion on the development of a vision and mission statement

Ms. Gillette reopened the discussion on the draft of the vision and mission statement distributed to the Commission at its last meeting. Following discussion, it was agreed that members will send suggestions to Ms. Gillette before next meeting for further discussion as an agenda item but not amongst members outside of that meeting in order to comply with Open Meeting Law.

Ms. Gillette left the meeting.

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

Budget Summary

Mr. Hanafin reviewed the fifth month of FY25.

Report on Noise Complaints received in the last month (November 18 – December 9)

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

Ms. Zuberek and Mr. Hanafin had conducted another successful community outreach to the school children.

F. DISCUSSION ON THE CURRENT AND FUTURE USE OF BUILDING 45

Mr. Hanafin stated that information gathering will continue for review at the January meeting for deliberations and possible vote in February.

Update from AVIER, LLC on their current use of office space in Building 45 – Paul Beaulieu

Mr. Beulieu appeared before the Commission and distributed written update on the current and proposed future use of AVIER’s office space in Building 45, including the offerings of flight simulators for pilot training in the interests of ensuring aviation safety.

Comments from FlightLevel Aviation on interest in Building 45 development – Peter Eichleay

Mr. Eichleay appeared via Zoom before the Commission and presented his proposal in conjunction with and in partnership with AVIER’s vision and investment to accommodate its growth. Mr. Eichleay committed to the funding of necessary updates to the building.

Presentation from the Massachusetts Air and Space Museum – Joseph Dini

Mr. Dini appeared before the Commission and reviewed his PowerPoint presentation on the proposed Massachusetts Air and Space Museum including the following highlights including a short history of MASM and future plans for regional aerospace expansion/pavilion in Building 45 with local support of stakeholders.

Chair Retallack asked that the following agenda item “H” be taken out of order.

G. NEW BUSINESS BROUGHT BY AIRPORT MANAGER

Request from Civil Air Patrol to extend current reduction in rent (\$1/month) for Building 56 for five (5) years (current reduction terminates March, 2025)

Commander Walter Christensen of the Civil Air Patrol appeared before the Commission and presented its proposal and rationale for its request to extend the current reduction in rent for Building 56. A detailed presentation of financials and updates was provided as backup. Discussion ensued on the slow progress made over the last year on not only cosmetic updates but especially required heating updates and use of space heaters, thereby compromising the safety to the airport in general.

Discussion ensued on the alternative use of Building 45 as a safer tenancy and mitigation of risk exposure to the building and airport due to freezing temperatures. Water to the building will need to be shut off and the building removed from service. Discussion also ensued on the fair market value of the office space at Building 45 and the temporary transition over the three months for the tenant to relocate to Building 45.

The final decision on the renewal of the tenant-at-will agreement will be made following the expiration of the agreement in March, 2025.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Mr. Kendrick, it was voted to move Civil Air Patrol into the administrative building for the next three months at no additional charge due to safety concerns and issues with Building 56 and the airport taking stewardship of that building. Roll call vote: Mr. Doxsee-Y, Mr. Kossowan-Y, Mr. Reulet-Y, Chair Retallack-Y, Ms. Zuberek-N and Mr. Kendrick-Y. Motion passed 5-1.

H. OLD BUSINESS FROM A PREVIOUS MEETING

Contract Addendum 3 with GZA Environmental for continued services related to PFAS contamination at Taxiway F (tabled at the November 18th meeting)

Mr. Hanafin reviewed his PowerPoint presentation on the continued services related to PFAS contamination of Taxiway F including the following highlights:

- Categories and limits.
- Map of contamination and impact to surrounding areas including wells.

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Kendrick, it was unanimously voted to pay the \$48,000 and change to GZA for the two new wells. Roll call vote: Mr. Doxsee-Y, Mr. Kossowan-Y, Mr. Reulet-Y, Chair Retallack-Y , Ms. Zuberek-Y and Mr. Kendrick-Y. Motion passed 6-0, unanimous.

I. NEW BUSINESS BROUGHT BY COMMISSIONERS

Commissioner Kris Kendrick

Review and discussion of the current landing fees

Mr. Kendrick distributed the current landing fees reports from various airports. Mr. Hanafin will review the data for further consideration. Discussion ensued on varying fees on weight class of aircraft and night surcharges.

SMART objectives for the Airport Manager

Mr. Kendrick distributed the first draft of SMART objectives for the airport manager for review and further discussion at the next meeting. The intention of the Commission is to provide the tools for the manager to achieve his proposed goals.

NEW BUSINESS BROUGHT BY AIRPORT MANAGER

Vote on Chairman of the Commission for the January, 2025 – January, 2026 term (per MGL Chapter 90, /section 51E)

MOTION: Upon motion made by Kris Kendrick and seconded by Mr. Doxsee, it was unanimously voted to nominate Kyle Retallack as Chair of the Commission for January, 2025 – January, 2026. Roll call vote: Mr. Doxsee-Y, Mr. Kendrick-Y, Mr. Reulet-Y, Chair Retallack-Y , Ms. Zuberek-Y and Mr. Kossowan-Y. Motion passed 6-0, unanimous.

Upon motion made by Chair Retallack and seconded by Mr. Reulet, it was unanimously voted to nominate Josh Doxsee as Vice-Chair of the Commission for January, 2025 – January, 2026. Roll call vote: Mr. Doxsee-Y, Mr. Kendrick-Y, Mr. Reulet-Y, Chair Retallack-Y , Ms. Zuberek-Y and Mr. Kossowan-Y. Motion passed 6-0, unanimous.

J. REPORTS FROM SUB-COMMITTEES

Innovation Committee

Update on the Department of Transportation SMART grant status

Mr. Kendrick reported the application is still active and a decision will be made by January. Chair Retallack reported that two more quotes are needed for EV chargers.

K. ADJOURNMENT

MOTION: upon motion duly made by Ms. Zuberek and seconded by Mr. Kossowan, it was unanimously voted to adjourn. Roll call vote: Mr. Doxsee-Y, Mr. Kendrick-Y, Mr. Reulet-Y, Chair Retallack-Y , Ms. Zuberek-Y and Mr. Kossowan-Y. Motion passed 6-0, unanimous. The meeting adjourned at 9:05PM.

Supporting documents:

Commission minutes of meeting of November 18, 2024

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
Civil Air Patrol tenant-at-will
Airport landing fees
SMART objectives for airport manager