

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
JANUARY 13, 2025**

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

PRESENT: Commissioners: Chair Kyle Retallack, Bill Kossowan, Khris Kendrick, Jessie Zuberek (via Zoom) and Aaron Henry

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

ABSENT: Robin Gillette, Jason Reulet and Josh Doxsee

PUBLIC: Rachel Abel, Joe Dini and Paul Beaulieu, Avier Flight School

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. Kendrick, Chair Retallack and Ms. Zuberek.

Pledge of Allegiance

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

Approval of Regular Open Meeting Minutes – December 9, 2024

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Mr. Kendrick, it was unanimously voted to approve the above minutes as amended. Roll call vote: Mr. Kossowan-Y, Mr. Kendrick-Y, Chair Retallack-Y, Ms. Zuberek-Y and Mr. Henry. Motion passed 5-0, unanimous.

B. PUBLIC COMMENT

General Public Comment

Rachel Abel of Beverly appeared before the Commission and thanked the Commission for its hard work and service to the community. She noted the need to continue working to maintain safety for the entire community.

Joe Dini of Aerospace Museum thanked the Commission for the opportunity to bring forth his idea.

Tenant Comment

Paul Beaulieu of Avier Flight School appeared before the Commission via Zoom and stated is out of town and will follow up with Mr. Kenrick on his return. He is visiting the manufacturing factory in Zurick of simulators and is pursuing consideration of upgrades. He will report back to the Board at the next meeting and thanked the Commission for its support.

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 environmental notification form.

Next Steps:

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

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

Status:

- Continue to review information provide by FAA New England Flight procedures
- Draft report and plans have been developed in process of internal review

Next Steps:

- Analyze airspace – completed.
- Mitigation plan – ongoing/internal review.
- Develop Report – ongoing/internal review.
- Submit obstruction analysis and report to the FAA, MassDOT Aeronautics, and Beverly Airport for Review and Comment.
- Hold meeting to discuss 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 items. ASG working with Premier Fence to schedule their site work to address the punch list. ASG reached out to Premier this week and they are waiting for one of their foreman to get back from vacation. Once back, then they will schedule the punch list work.
- 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 28, 2024.
Finish Construction – July 26, 2024.
Final Inspection with BVY and MassDOT – completed.
Create punch list – completed.
Address punch list – tbd.
Project closeout.

Purchase Snow Removal Equipment (SRE)

Status:

- ASG received and addressed scope of work comments from the FAA, MassDOT Aeronautics and Beverly Airport. ASG has submitted a final draft scope of work to the FAA, MassDOT Aeronautics and Beverly Airport on January 10, 2025.

Next steps:

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

Miscellaneous – nothing to report

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

Budget Summary

Mr. Hanafin reviewed the sixth month of FY25.

Report on Noise Complaints received in the last month (December 9 – January 13)

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from December 9 – January 13. 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 with expected outreach to the middle and high schools in February.

E. OLD BUSINESS from a PREVIOUS MEETING

Continued discussion and deliberation on the future use of Building 45

Chair Retallack began the discussion on deliberations on the future use of Building 45 with input from Avier. Key points were as follows:

- FlightLevel proposed lease of two-thirds of the building, omitting the restaurant part.
- RFP was issued for the restaurant area with little feedback.
- FlightLevel would act as landlord and lease remaining one-third to Avier; work with Avier to incorporate 5K sq. ft. into mixed use space of exhibits, storage and staff offices; entrance fees used to support the ongoing operations of the museum.
- Airport funds earmarked for renovation of the building in the amount of \$111K; total cost of renovation anticipated to be significant.
- State funds may be available to support the museum project on aviation history.
- Despite the significant expense of the upcoming runway project, it is in the best interests of the Commission to advance this project.

Following discussion, it was agreed that the airport manager would a) inquire if the city would contribute city services to the project, and b) sit down with the Mr. Dini and Mr. Eichleay and draft a proposed layout and scope of plan, timeline and cost for the project and draft lease. Further discussion and vote will continue to the next meeting when the full membership is present.

Continued discussion and deliberation on the status and location of Civil Air Patrol

Chair Retallack reported that MultiWing had expressed an interest in the old tower space (Building 56), which the Civil Air Patrol is not currently occupying. There have been major issues with space which has made it uninhabitable. Due to issues with the water meter, MultiWing has been footing the entire bill for the tower space including the pilates studio.

Discussion ensued with input from the Civil Air Patrol Commander Walter Christensen on the two options for continued rental of: a) the small office in the admin building and use of the conference room for Wednesday evening meetings; and b) the trailer. Following discussion, it was agreed that the airport manager would meet with Mr. Cristensen on Wednesday to finalize the best option going forward.

Ms. Zuberek left the meeting.

Chair Retallack asked that the following agenda item be taken out of order and called a five-minute recess.

F. NEW BUSINESS BROUGHT BY AIRPORT MANAGER

Proposed lease addendum with MultiWing Aviation, LLC adding Building 56 (the old tower) to a currently held lease

Clark and Lindsey L'Abbe of MultiWing Aviation appeared before the Commission in support of their proposed lease addendum adding Building 56 to their current lease of Building 54. They detailed the numerous repairs to building systems to bring the structure up to safety and building codes. Their vision is to restore the old tower to its original natural beauty and charm. They have received quotes from all contractors and are ready to begin the project as soon as it is approved and have a timeline for completion in three months.

Following discussion, it was agreed that time was of the essence and that the airport manager will notify by email tomorrow morning the immediate community of the availability of the tower project with a short response time for replies of interest. If no replies are received, a special zoom meeting will then be scheduled within a week's time for the Commission to come together and vote on the project.

G. NEW BUSINESS BROUGHT BY VARIOUS COMMISSIONERS

Commissioner Khris Kendrick

Discussion on charging landing fees based upon similar airports.

Mr. Hanafin reviewed the document detailing landing fees for various size/weight/class of aircraft based on similar airports. Mr. Kendrick then reviewed his proposal for increasing the landing fees structure especially with regard to nighttime touch and go landings. Following discussion, it was agreed that the airport manager will reach out to the FAA to check assurance compliance and report back to the Commission at its next regularly scheduled meeting.

H. REPORTS from SUBCOMMITTEES

Commissioner Khris Kendrick

Innovation Committee

Update on the Department of Transportation SMART grant status

Mr. Kendrick reported that not only did the airport not receive the SMART grant, no one in Massachusetts did either. The DOT questioned the viability of exactly how EV chargers supported the community as a criterion for eligibility.

I. ADJOURNMENT

MOTION: upon motion duly made by Ms. Kossowan and seconded by Mr. Henry, it was unanimously voted to adjourn. Roll call vote: Mr. Kendrick-Y, Chair Retallack-Y, Mr. Henry and Mr. Kossowan-Y. Motion passed 4-0, unanimous.
The meeting adjourned at 8:24PM.

Supporting documents:

Commission minutes of meeting of December 9, 2024

ASG report

Airport manager's monthly financial reports

Budget summary

Report on noise complaints

Landing fee structure

HYA rates