

**BEVERLY AIRPORT COMMISSION  
MINUTES OF MEETING  
FEBRUARY 10, 2025**

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

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

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

*ABSENT:* Josh Doxsee

*PUBLIC:* Paul Beaulieu, Avier Flight School

*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, Ms. Gillette, Ms. Zuberek, Mr. Reulet, Mr. Henry, Mr. Kendrick, Chair Retallack.

**Pledge of Allegiance**

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

**Approval of Regular Open Meeting Minutes – January 13, 2025**

**MOTION:** Upon motion duly made by Mr. Henry and seconded by Mr. Kossowan, it was unanimously voted to approve the above minutes as amended. Roll call vote: Mr. Kossowan-Y, Mr. Kendrick-Y, Ms. Gillette-Y, Chair Retallack-Y, Mr. Reulet-A, Ms. Zuberek-Y and Mr. Henry-Y. Motion passed 6-0-1.

**B. PUBLIC COMMENT**

**General Public Comment**

**Tenant Comment**

Paul Beaulieu of Avier Flight School appeared before the Commission via Zoom and read from his written statement about his concern that the airport has been closed four times this winter due to inclement weather when no other airports have been closed, i.e. Lawrence, Bedford, Nashua and Lowell. While he appreciates the efforts of the work crew, he questioned the reasons for the closure and questioned if there are contributing factors that are different from last season.

Mr. Hanafin responded that the decision to shutdown is based on his entering weather information into the Nodes system and the order to shut down is given for operational efficiency and safety. He added that there have been more snow events than last year. There is one full-time, one part-time and three on-call seasonal employees if available. He reviewed the process of not only plowing the runways but also removing piles of snow around corners for better pilot visibility.

Discussion ensued. Upon suggestion, Mr. Hanafin will reach out to the city to determine if there are city employees who may be trained on airfield snow excavation using airport equipment.

Clark and Lindsey L'Abbe of Multi-wing appeared before the Commission via Zoom. Mr. L'Abbe expressed gratitude for members of the Civil Air Patrol who showed up to remove debris from the old tower. He then showed "before pics" of the space and discussed the extensive plans for renovation. Discussion ensued on the plans.

**C. 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 January as detailed on the attached spreadsheet. He also reviewed the numbers for 2024 broken down by type of aircraft. Discussion ensued on various aspects of the report.

**Budget Summary**

Mr. Hanafin reviewed the seventh month of FY25.

**Report on Noise Complaints received in the last month (January 13 – February 10)**

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from January 13 – February 10. Discussion ensued on the number, nature, content and pattern of the various complaints from Danvers, Beverly and Wenham residents as well as the type of aircraft on different runways and the steps taken to respond to these complaints. Mr. Hanafin will provide comparison data for complaints made in 2024 at its next meeting.

Mr. Hanafin will follow up on an aircraft safety violation reported by Mr. Beaulieu.

**Update on various airport capital improvement projects**

Mr. Hanafin reviewed the various airport capital improvement projects. Discussion ensued.

**Ground vehicle driving handbook**

Mr. Hanafin presented the first draft of a formal policy on the authorized use of designated airport vehicles and beacon-equipped personal vehicles. He distributed the draft to airport tenants but has not yet received feedback. Discussion ensued.

**Electric vehicle chargers**

Mr. Hanafin is working with the city on best practices on the proposed installation of electric vehicle chargers at the airport.

**Community outreach**

Mr. Hanafin and Ms. Zuberek will be participating at a Career Day Fair at the high school on February 14<sup>th</sup> followed by a similar day on February 27<sup>th</sup> at the middle school. All members are invited to attend.

**D. AIRPORT SOLUTIONS GROUP – Mr. Hanafin**

In Mr. Schuster's absence, Mr. Hanafin stated that, going forward, Mr. Schuster will no longer present his Airport Solutions group report at meetings, but Mr. Hanafin will incorporate it into his manager's 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 SEIR**

**Status:**

- ASG and GZA continue to prepare the environmental notification form (ENF). ASG is revising plans and calculating impacts for the ENF. Draft ENF is expected to be submitted mid-March 2025 to the FAA, MassDOT Aeronautics and the Airport for review and

comment prior to officially submitting to the Massachusetts Environmental Protection Agency (MEPA). Submission to MEPA is expected to occur mid-June.

**Next Steps:**

- FAA grant offer - completed.
- MassDOT Aeronautics grant offer – waiting.
- Prepare draft environmental documents and submit for review – est. mid-March.

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

**Status:**

- ASG and airport held briefing on February 5 to discuss ASG's findings.
- ASG updated obstruction analysis plans and report based on meeting.
- Once plans and report have been updated then they will be submitted as a draft to the FAA, MassDOT Aeronautics and the airport review.

**Next Steps:**

- Analyze airspace – completed.
- Mitigation plan – ongoing/internal review.
- Develop Report and plans – updating
- Submit obstruction analysis and report to the FAA, MassDOT Aeronautics, and Beverly Airport for review and comment – est. towards end of February.

**Install Perimeter Fence (FY2024)(ASMP Project)**

**Status:**

- ASG reached out to Premier fence numerous times via email (1/7, 1/17, 1/27 and 2/4/2025) requesting on status to address punch list. Premier Fence responded to ASG's emails on 1/7, 1/17 and 1/27, 2025 stating they are working on a schedule and will respond back to ASG. Premier has not provide a schedule and has not yet responded to ASG's 2/4/25 email.
- ASG is preparing certificate of compliances (COC) with the Beverly Conservation Commission and Danvers Conservation Commission to close out the open permits for this project.

**Next Steps:**

- Address punch list – tbd.
- Waiting for schedule from contractor.
- Project closeout.

**Purchase Snow Removal Equipment (SRE)**

**Status:**

- ASG has prepared documents for bidding. The project was advertised on February 5. Project will be advertised for two weeks with a bid opening to be held February 19 at 10:00AM. Bid opening will be held at the airport.
- The airport is in the process of providing an independent fee estimate (IFE) for ASG's final scope of work.
- ASG is in process of preparing the FAA grant application paperwork to be ready for March 3 FAA grant application deadline.

**Next steps:**

- Finalize scope of work – completed.
- Prepare associated fee – in process.
- Independent fee estimate (IFE) process – ongoing
- Advertise project – ongoing.
- Bid opening – February 19 10:00AM.

**Miscellaneous** – nothing to report  
*Discussion ensued on various aspects of the above projects.*

**E. OLD BUSINESS - UPDATE AND DISCUSSION ON CIVIL AIR PATROL AND ITS CONTINUED AND FUTURE FACILITIES**

**Continued discussion and deliberation on the future use of Building 45**

Chair Retallack reported that he and Mr. Hanafin had conducted a walk-through/perimeter walk with FlightLevel and its representatives. The structural engineer will follow-up in the next few months to ensure the structural integrity of the building. Chair Retallack made it clear at that time that the \$100K in airport funds would be primarily used for restoration of the exterior of the building, with the interior renovation the responsibility of the tenant. The museum is still interested in pursuing the project and ensuring its funding.

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

Mr. Hanafin reported that the Civil Air Patrol had moved out of the tower and moved into the administration building office space with use of the conference room on Wednesday evenings. Their membership is growing with an expected total of sixty cadets.

Mr. Retallack noted that the one-year lease at \$1/month is coming up for renewal in March. The original rent was \$200/month, reduced to \$100/month and then \$1/month. Discussion ensued and it was agreed that the monthly rental should return to at the least \$100/month, and that the CAP should be given a sixty-day notice of the renewal of their lease at a higher rate.

At the suggestion of Mr. Kosswan, it was agreed that he and Mr. Hanafin would work together in inviting CAP upper management leadership to the next meeting to discuss their overall future partnership with the airport.

**F. NEW BUSINESS BROUGHT BY AIRPORT COMMISSIONERS**

**Commissioner Khris Kendrick**

**Deliberation and vote on decreasing weight at which landing fees are assessed**

Mr. Kendrick began the discussion on his proposal brought forward at the previous meeting on decreasing weight at which landing fees are assessed from 6-8K pounds to 5-8K pounds. Discussion ensued on the pro of additional revenue generation and con of incurring more work on FBO FlightLevel.

Following discussion, it was agreed that the proposal will be tabled to the next meeting to give Mr. Hanafin sufficient time to gather more data on the a) weight of aircraft arrivals and b) estimated revenue that would be generated over the next five-ten years. The Commission will discuss at the next meeting and make a final vote.

**Deliberation and vote on implementing a nighttime surcharge for operations at the airport after 10:30PM**

Mr. Kendrick began the discussion on implementing a nighttime surcharge for operations at the airport after 10:30PM. Discussion ensued.

Mr. Hanafin reviewed the Chapter 13 FAA guidelines and noted that he had reached out to the compliance coordinator for the New England region of the FAA and was advised that putting in place a surcharge so as to address noise would run afoul of grant assurances.

Mr. Henry noted that the city of Beverly regulates a number of land uses in very in-depth ways and this it would not be unreasonable for the Commission to regulate the use of its facility at night. Discussion ensued on maintaining stewardship of the airport resources and being a welcoming airport,

as well as challenging the FAA guidelines on imposing fees on nighttime traffic as well as the current cuts in federal funding.

Following discussion, it was agreed that Mr. Hanafin will gather data as above on a) weight of aircraft arrivals between 5-6K pounds; b) transient nighttime arrivals; and c) estimated revenue that would be generated over the next five-ten years. The Commission will discuss at the next meeting and make a final vote.

**Commissioner Robin Gillette**

**Exercise to assist in discussions about formulating a mission and value statement for the airport**

Ms. Gillette began the discussion about formulating a mission and value statement for the airport. Based on the airport master plan and airport manager job description documents, she asked members to peruse the documents and circle key words that identify the strong beliefs of the Commission, i.e. safety maintenance, development, community relations, strategic planning, etc. The second part of the exercise is to prioritize the stated values.

She asked members to submit their surveys to Mr. Hanafin, following which a mission and value statement will be word-crafted from the results of the survey.

**Commissioner Bill Kossowan**

A safety seminar will be held on Thursday, February 13<sup>th</sup>.

In response to his question on wildlife at the airport, Mr. Hanafin reported that the problems with deer and coyote over a year ago have not returned and there are no major problems with wildlife infestation.

**G. ADJOURNMENT**

**MOTION:** upon motion duly made by Ms. Kossowan and seconded by Ms. Gillette, it was unanimously voted to adjourn. Motion passed 7-0, unanimous.  
The meeting adjourned at 8:22PM.

*Supporting documents:*

Commission minutes of meeting of January 13, 2025

ASG report

Airport manager's monthly financial reports

Budget summary

Report on noise complaints

Landing fee structure

Vision and mission statement exercise