

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
MARCH 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 and Aaron Henry

OTHERS PRESENT: Airport Manager Gabe Hanafin

ABSENT: Josh Doxsee, Robin Gillette, and Aaron Henry

PUBLIC: Mark Zuberek, Paul Beaulieu and 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, 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 – February 10, 2025

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

B. PUBLIC COMMENT

General Public Comment

Mark Zuberek appeared before the Commission read from his handwritten statement, which is attached hereto.

Tenant Comment

Clark L'Abbe appeared before the Commission and reviewed pictures of the progress on the renovation of the tower.

Paul Beaulieu appeared before the Commission and reported that the Avier had received a distinguished flight school award and distinguished pilot award.

C. PRESENTATIONS

Massachusetts Air and Space Museum – Joseph Dini

Joseph Dini, accompanied by Dan Muldoon, appeared before the Commission and reviewed his PowerPoint presentation on the Massachusetts Air and Space Museum including the following highlights:

- Massachusetts Air and Space Museum, Inc. mission.

- Activities to achieve mission.
 - Thurston Teal raffle.
 - Horizons, a publication of the MASM.
 - Career fairs.
- MASM leadership.
- Affiliations/partnerships.
- What is our future.
- Beverly regional aviation and aerospace pavilion.
 - Entry way.
 - Space exploration and history.
 - Piper Cub and maule simulator.
 - T58 Coast Guard.
 - Mass Air National Guard.
 - Massachusetts aviation history.
 - Anne Bridge Baddour room.
- Aviation and aerospace pavilion (AAP) launch timeline.
- Fundraising campaign.
- Aviation and aerospace pavilion ticket sales estimates.
- Delivering impact.

Discussion ensued on the present and future plans for the facility.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was unanimously voted to begin negotiations and formulate a letter of intent. Roll call vote: Mr. Kossowan-Y, Mr. Kendrick-Y, Chair Retallack-Y, Mr. Reulet-Y, Ms. Zuberek-Y. Motion passed 5-0.

Mr. Hanafin will present the draft of the letter of intent for approval and vote at the next meeting.

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

Budget Summary

Mr. Hanafin reviewed the eighth month of FY25.

Report on Noise Complaints received in the last month (February 10 – March 10)

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from February 10 – March 10. Discussion ensued on the number, nature, content and pattern of the complaint from Beverly, Danvers and Wenham residents as well as the type of aircraft on different runways and the steps taken to respond to these complaints.

Update on various airport capital improvement projects

Mr. Hanafin reviewed the various airport capital improvement projects as completed by ASG and attached hereto. Discussion ensued on various aspects of the report and timeline of grant-sensitive projects.

Discussion on interest in the leasing and development of property along Airport Road

Mr. Hanafin began the discussion on the development of property along Airport Road. He introduced Mark Sephoria, owner of Sephoria Tree Service, who indicated his interest in the land as a lessee including the following highlights:

- Need for at least 50K sq. ft. to store equipment.
- Willingness to take on improvements and clear trees; and allow access to the property for parking for the bi-annual airshow; leave tree frontage to conceal view from L.P. Henderson St.

Mr. Hanafin stated that state procurement laws allow lease negotiations to go forward under \$35K, but if over, an RFP must be issued. At \$.56/sq. ft. times 50K equals \$28K. The property can be leased on a one-year basis, but a longer lease would require the issuance of an RFP. There are no environmental concerns of wetlands on the property.

Following discussion, it was agreed that the matter would be further discussed at the next meeting.

Update on various outreach efforts

Mr. Hanafin reported the following outreach efforts:

- Presentation at the high school on February 14th.
- Presentation to the Rotary Club.
- Presentation to City Council with update on grants, noise issues and future capital projects.

Other update

Mr. Hanafin will distribute the latest addendum received from GZA with regard to petroleum release and a quote of \$64K. Discussion will continue with the city on the project and a further update will be provided at the next meeting.

Agenda item to be taken out-of-order

Chair Retallack asked that the discussion and deliberation on Civil Air Patrol and its continued use of airport facilities be taken out of order.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was unanimously voted to move the Civil Air Patrol discussion up on the agenda. Roll call vote: Mr. Kossowan-Y, Mr. Kendrick-Y, Chair Retallack-Y, Mr. Reulet-Y, Ms. Zuberek-Y. Motion passed 5-0.

E. DISCUSSION AND DELIBERATION ON CIVIL AIR PATROL AND ITS CONTINUED USE OF AIRPORT FACILITIES

Capt. Walter Christiansen, Squadron Commander, and Capt. Aaron Poetz, Deputy Commander for Cadets, appeared before the Commission and reviewed the PowerPoint presentation on the Civil Air Patrol's continued use of airport facilities including the following highlights:

- Beverly Composite Squadron Civil Air Patrol (CAP).
- Who we are.
 - Present enrollment of forty-one cadets; growing enrollment needs larger space.
 - Scholarship programs are available for flight lessons for cadets; connection with aviation resources for obtaining pilot license; using military model training cadets for future leadership; hands-on opportunities for community service.
- Why we are asking for your help.
 - Mutually supportive and beneficial relationship with the airport.
- What is in it for you.

Mr. Hanafin gave a historical perspective on the airport's relationship with Civil Air Patrol. The Board had voted to reduce the monthly rent twelve months ago to \$1/month and the lease has expired. The CAP occupies an office in the administration building inclusive of utilities and internet and use of the conference room occasionally. If the airport increased the rent for 350 sq. ft. of space at the same rate as Avier's office space in building 45, the rent be \$538/month. The CAP is asking for consideration of

a lease at \$50/month, which would allow it to have more financial resources to fund activities of the CAP with no cost to families.

Discussion ensued. Mr. Dini offered to be the lessor the space and sublet at \$250-300/month to give the CAP the security it needs. Chair Retallack expressed hesitancy to mix the two entities together in the lease of the space in order to maintain the individual integrity of the CAP. Mr. Hanafin noted that the airport has provision for subletting, noting that FlightLevel has several sublets across the airport.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Mr. Reulet, it was unanimously voted to rent the space for five years in the amount of \$250 with option to extend five years after that and present the lease to the Civil Air Patrol for right of first refusal or go into negotiations with Mr. Dini and Mr. Hanafin. Roll call vote: Mr. Kossowan-Y, Mr. Kendrick-Y, Chair Retallack-Y, Mr. Reulet-Y, Ms. Zuberek-Y. Motion passed 5-0.

F. OLD BUSINESS BROUGHT BY AIRPORT COMMISSIONERS AT PREVIOUS MEETINGS

Commissioner Robin Gillette

Continued discussion and deliberation on the formulation of the airport's mission and vision statement

In Ms. Gillette's absence, Mr. Hanafin asked members to provide feedback to Ms. Gillette on the formulation of the airport's mission and vision statement

Commissioner Khris Kendrick

Continued discussion, deliberation and vote regarding changes to landing fees which includes a) decreasing the weight at which landing fees are assessed, and b) implementing a nighttime surcharge – Tabled at the February 10, 2025 meeting

Chair Retallack stated that in Mr. Doxsee's absence from meetings, he viewed the videotape of meetings and submitted a letter to the Commission sharing his view of the changes to landing fees, which is attached hereto. Mr. Retallack read the letter to the Commission.

Discussion ensued. Mr. Hanafin stated that there is no justification for a nighttime surcharge unless there is a change in federal statute as it would be in violation of grant assurances #22.

Notwithstanding the fact that it is the airport's fiduciary responsibility to ensure that all avenues of legitimate revenue are explored, it was the general consensus of the Commission not to move forward with makes changing in the landing fees. The Commission thanked Mr. Kendrick for his valuable work on bringing forward the assessment.

G. NEW BUSINESS BROUGHT BY AIRPORT COMMISSIONERS

Commissioner Bill Kossowan

A proposal to recommend changing the composition of the Airport Commission as described in the City of Beverly Ordinance 15-11A

Mr. Kossowan proposed that the Commission consider changing the composition of the Airport Commission as described in the City of Beverly Ordinance 15-11A from seven Beverly members and two Danvers members to five Beverly and four Danvers. Insofar as 37% of the airport lies in Danvers, this would reflect a fairer taxation with representation.

Mr. Hanafin stated that since this is a City of Beverly ordinance administered by the City and the Council, the Commission has no authority to make changes. What is needed to change the ordinance is for the Commission to make a recommendation of the Danvers Select Board to consider the change, and if that Board agrees, the matter would go to the Beverly City Council.

Discussion ensued. Mr. Kossowan stated that he often hears complaints from his constituents about noise issues. Chair Retallack stated that he has repeatedly asked residents to report complaints to the

airport manager, and he and the manager actively solicit feedback from neighborhood visits. Both of them have made presentations to the Danvers Select Board with a healthy exchange of ideas. Mr. Kossowan asked that the Commission make this recommendation before the Danvers election. Chair Retallack suggested that the Commission wait until after the election when a full Select Board has been designated as well as a new Town Manager and the discussion can continue. Following discussion, members of the Commission agreed not to take any action at this time, but to continue productive discussion with Danvers.

Chair Retallack reiterated his plea that all complaints be filed with the airport manager to provide the necessary feedback to address the problems.

New Danvers Commissioner

Chair Retallack welcomed the new Danvers Commissioner, Todd Deinstadt, who is currently in the process of being sworn in. Mr. Deinstadt has been involved with the airport since the age of ten, a graduate of the Civil Air Patrol leadership program and Air Force veteran. He has worked over forty years in aviation and has the expertise and enthusiasm to make a positive contribution to the Commission.

Mr. Hanafin stated that Mr. Deinstadt comes highly recommended from the community.

H. ADJOURNMENT

MOTION: upon motion duly made by Ms. Zuberek and seconded by Mr. Kossowan, it was unanimously voted to adjourn. Motion passed 5-0, unanimous.
The meeting adjourned at 9:13PM.

Supporting documents:

Commission minutes of meeting of February 10, 2025

ASG report

Airport manager's monthly financial reports

Budget summary

Report on noise complaints

Civil Air Patrol presentation

Landing fees report