

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
APRIL 14, 2025**

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

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

OTHERS PRESENT: Airport Manager Gabe Hanafin

ABSENT: Khrist Kendrick and Robin Gillette

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. Doxsee, Ms. Zuberek, Mr. Reulet and 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 – March 10, 2025

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Mr. Doxsee, it was unanimously voted to approve the above minutes as amended. Motion passed 5-0.

B. PUBLIC COMMENT

General Public Comment

Mark Zuberek appeared before the Commission and read from his handwritten statement, which is attached hereto. He asked that the Commission address the public comments made over the last six months.

Tenant Comment

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

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

Budget Summary

Mr. Hanafin reviewed the ninth month of FY25.

FY26 Budget Update

The preliminary FY26 budget shows little changes from FY25, Approximately \$250,000 will be pulled from the enterprise fund into capital funds. A more detailed overview will be presented in May/June.

Report on Noise Complaints received in the last month (March 10 – April 14)

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from March 10 – April 14. 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. Suggestions were made as to displaying information to the public as to progress made in addressing 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.

Update on Civil Air Patrol's use of office space

Mr. Hanafin reported that, after reviewing the draft lease for Civil Air Patrol (CAP) with the city solicitor, she recommended instead the use of a license agreement for the relatively small square footage of space rather than the traditional lease. Also CAP has declined the Museum's offer to pay the \$250 rent in exchange for the use of a small corner of the space, and will pay the \$250 rent itself.

Mr. Hanafin will draft the license agreement and present to the Commission for final approval at the next meeting.

Update regarding Mitiguy Aviation LLC - a potential new tenant

Mr. Hanafin reported that he had learned second-hand that a company by the name of Mitiguy Aviation LLC had advertised on social media for the availability of flight services out of Beverly airport. Upon reaching out to the company, he advised what the cost would be for keeping his Cessna 150 on a tie-down at the airport, and that there was no office space currently available. A short time later Mr. Hanafin was advised that the company would be starting a flight school at another airport in Boston, and if that deal fell through, he would be back in touch.

Chair Retallack began the discussion on the airport's position on using its facilities for a profit business. Discussion ensued on creating a schedule and charging a fee for the pilot's lounge being currently used to teach ground school. Out of respect for operating flight schools and with the aero club as an exception, a precedent would be set to make a distinction between an aero club and a flight school offering services for a fee.

Other Business

Chair Retallack introduced Dillon, a senior at Hamilton-Wenham High School, who will be serving as an intern in the administrative offices. Upon graduation she will be attending Florida Tech pursuing a degree in aviation management flight services. Dillon was warmly welcomed to the airport.

D. 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, she supplied a progress report on the project to Mr. Hanafin. Chair Retallack asked members to review the report for further discussion at the next meeting.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was unanimously voted to table the agenda item to next meeting. Motion passes 5-0, unanimous.

E. OLD BUSINESS BROUGHT BY AIRPORT MANAGER

Discussion and deliberation on future use of property along Airport Road

Mr. Hanafin began the discussion on the property along Airport Rd. by displaying a map of the six and one-half acres. The area adjacent to the property will continue to be used by the city. In 2014 the FAA released this land for non-aeronautical use on the condition that fair market value is paid at \$.56/sq ft. Chair Retallack noted that one of the largest real estate developers in Beverly had expressed an interest in the parcel of land.

In answer to his question on what the Commission envisions for this property, discussion ensued on the pros and cons of short-term and long-term lease as well as the current proposal of Sephora Tree Company. Also discussed was the advantage of putting the RFP out to bid for the entire parcel and pieces of the parcel and reassess on the basis of the bid proposals.

Following discussion, it was the consensus of the Commission to issue an RFP for a portion of the land, not the entire 6.5 acres. A subcommittee will be formed to assess submissions of RFP's.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was unanimously voted to issue an RFP for 4.21 acres along Airport Rd. and L. P. Henderson Drive. Mr. Kossowan-Y, Mr. Doxsee-Y, Ms. Zuberek-Y, Mr. Reulet-Y and Chair Retallack-Y. Motion passes 5-0, unanimous.

Discussion on land behind fence

Chair Retallack suggested that the plot of land outside the perimeter of the fence not be mowed but instead be used as a pollinator sanctuary. Mr. Hanafin will check to ensure the an unintended consequence of attracting wildlife hazardous to flights is not created.

F. 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 8:15PM.

Supporting documents:

Commission minutes of meeting of March 10, 2025

ASG report

Airport manager's monthly financial reports

Budget summary

Report on noise complaints

Landing fees report

Airport Mission statement

Airport Road property