

**BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
OCTOBER 15, 2025**

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

PRESENT: Commissioners: Chair Kyle Retallack, Khris Kendrick (via remote,) Jessie Kuberek, Todd Deinstadt and Bill Kossowan

OTHERS PRESENT: Airport Manager Gabe Hanafin and Craig Schuster

ABSENT: Josh Doxsee and Jason Reulet

PUBLIC:

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. Deinstadt, Mr. Reulet, Ms. Zuberek, Mr. Doxsee, Mr. Kossowan 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 – September 8, 2025

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Mr. Deinstadt, it was voted to approve the above minutes as amended. Motion passed 4-0-1 with Ms. Zuberek abstaining.

B. PUBLIC COMMENT

General Public Comment

There was no public comment.

Tenant Comment

Tina and Emma Anderson, owners of the Beverly Flight Center appeared before the Commission and read from a written statement seeking additional hangar space for maintenance. Discussion ensued on efforts to accommodate the needs for temporary extra maintenance space at least during the winter months with the guidance of FAA and within the constraints of environmental codes, etc.

Peter Eichleay, owner of Flight Level Aviation, appeared before the Commission and gave an update on the construction of the hangar.

C. PRESENTATIONS

Airport Solutions Group – Craig Schuster

Mr. Schuster reviewed his report which is attached hereto. Discussion ensued on various aspects of the report.

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 September as detailed on the attached spreadsheet.

Budget Summary

Mr. Hanafin reviewed the third month of FY26 and budget year to date.

Report on Noise Complaints received in the last month (September 8– October 15)

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from September 8 – October 15. Discussion ensued on the number, nature, time, content and pattern of the complaints from residents and adjacent towns as well as the type of aircraft on different runways and the steps taken to respond to these complaints.

Discussion on potential of a future lease with Beverly Flight Center

Mr. Hanafin reported that he is currently working on the potential lease with Beverly Flight Center and will keep the Commission updated.

Update on FlyBy Fun Run and 5K

Mr. Hanafin reported that plans for the event on October 26th are going smoothly.

Massachusetts Airport Management Association upcoming conference including Commissioners’ workshop

Mr. Hanafin encouraged all members to attend the MAMA conference on October 19th.

E. NEW BUSINESS BROUGHT BY AIRPORT MANAGER

Deliberation and vote on proposal by Sage Environmental to conduct monitoring and reporting airport environmental projects (PFAS and Petroleum Release)

Mr. Hanafin reported that, in accordance with the Commission’s prior discussion and direction to him to proceed with soliciting an initial proposal from Sage Environmental, he obtained a proposal from Sage to conduct monitoring and reporting airport environmental projects (PFAS and petroleum release.) He reviewed both the proposed scope of work from GZA as compared with the initial proposal from Sage and submission of a final proposal.

Discussion ensued on various aspects of the proposed scope of work.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was unanimously voted to move from GZA to Sage Environmental for the above-stated project. Roll call vote: Mr. Kendrick-Y, Chair Retallack-Y, Mr. Kossowan-Y, Ms. Zuberek and Mr. Deinstadt-Y. Motion carries 5-0, unanimous.

Deliberation and vote on Community Use Agreement with the City of Beverly for use of airport land as a dog park

Mr. Hanafin reviewed the history of the proposed new community use agreement with the City of Beverly for use of airport land as a dog park. Discussion ensued on control of the actual day-to-day use of the dog park, the terms of which will be determined and incorporated in the final community use agreement.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Mr. Kendrick, it was unanimously voted to approve the community use agreement. Motion carries 5-0, unanimous.

Discussion on non-aeronautical land along Airport Road and bids received from the RFP

Mr. Hanafin reported that there were no responses received from the RFP issued on the non-aeronautical land along Airport Road. Discussion ensued on the potential for realistically converting the land into aeronautical use in the future.

F. UPDATES FROM VARIOUS COMMISSIONERS

Commissioner Jessie Zuberek

Update on local school outreach and visits

Ms. Zuberek reported on continued outreach efforts to schools and requests from various schools for presentations from Commissioners.

Commissioner Todd Deinstadt

Discussion on hosting a “See Something, Say Something” meeting for airport stakeholders

Mr. Deinstadt reviewed his proposal to increase airport security by conducting an initial audit of airport property and also offering seminars on the topic to airport stakeholders. Chair Retallack was in favor of the proposal and that he coordinate with the airport manager on the logistics.

Commissioner Bill Kossowan

Mr. Kossowan affirmed the need to continue to offer safety seminars. He also noted the ongoing need to appoint airport commissioners.

Other

Mr. Hanafin gave an update on the museum project. Chair Retallack will follow-up on the EV charging stations.

G. ADJOURNMENT

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was unanimously voted to adjourn. Motion passed 5-0, unanimous.
The meeting adjourned at 7:31PM.

Supporting documents:

Commission minutes of meeting of September 8, 2025

ASG report

Mr. Hanafin’s report on FY26 summary

Airport manager’s monthly financial reports

Budget summary

Report on noise complaints

Proposal from Sage Environmental

Community Use Agreement with the City of Beverly