

**BEVERLY AIRPORT COMMISSION  
MINUTES OF MEETING  
DECEMBER 8, 2025**

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

*PRESENT:* Commissioners: Chair Kyle Retallack, Jason Reulet, Khris Kendrick, Josh Doxsee, Jessie Zuberek (via Zoom), Todd Deinstadt and Bill Kossowan

*OTHERS PRESENT:* Airport Manager Gabe Hanafin

*ABSENT:* None

*PUBLIC:* None

*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. Deinstadt, Ms. Zuberek, Mr. Doxsee, Mr. Kossowan, Mr. Khendrick, 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 – November 10, 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 7-0, unanimous.

**B. PUBLIC COMMENT**

**General Public Comment**

There was no public comment.

**Tenant Comment**

Clark L'Abbe appeared before the Commission and gave an update on the renovation of Building 56 as well as prospects for occupation of the building. He then reviewed a site plan for potential hangar space construction. Discussion ensued on the logistics/feasibility of such construction and its impact on the long-term airport master plan. Following discussion, Chair Retallack noted that several meetings are scheduled for wetland advisory as well as with ASG to gather more information. A regular meeting of the Commission in January will contain an agenda item to further discuss Mr. L'Abbe's proposal.

**C. PRESENTATIONS**

**Airport Solutions Group – Craig Schuster**

Mr. Schuster reviewed the latest ASG 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 November as detailed on the attached spreadsheet.

**Budget Summary**

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

**Report on Noise Complaints received in the last month (November 11 – December 8)**

Mr. Hanafin reported that for the period from November 11 – December 8, he has received twenty-two noise complaints. He asked the public to continue to report any noise complaints to him. Discussion ensued on the number, nature, time, content and pattern of the complaints from residents and adjacent towns over the past few years.

Mr. Hanafin suggested that, in his absence, the Commission have a “state of the airport” meeting on January 21<sup>st</sup> as a replacement for the regularly scheduled meeting on January 6<sup>th</sup>.

**Appointments and Elections**

Chair Retallack noted that five members are up for re-appointment. The City Council will vote on re-appointments at its January 15<sup>th</sup> meeting, and re-appointments will be sworn in again within the week.

Chair Retallack noted the Chair needs to be elected for a one-year term as of January 1<sup>st</sup>. He indicated his continued interest to serve as Chair and asked for nominations. There were none.

**MOTION:** Upon motion duly made by Mr. Khendrick and seconded by Mr. Reulet, it was unanimously voted to elect Kyle Retallack for a second term. Mr. Deinstadt-Y, Ms. Zuberek-Y, Mr. Doxsee-Y, Mr. Kossowan-Y, Mr. Khendrick-Y, Mr. Reulet-Y and Chair Retallack-Y. Motion passed 7-0, unanimous.

**E. UPDATES FROM VARIOUS COMMISSIONERS**

**Commissioner Todd Deinstadt**

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

Mr. Deinstadt reported on the security meeting he had with tenants, Beverly Police, representatives of the Mass Business Association and FAA on November 20<sup>th</sup>. The TSA recommends that the Beverly airport model itself to commercial airports. He then reviewed the summary of his report of specific details for creating a “circle/culture of security.” A snapshot of each tenant’s operations would provide a security assessment and the basis for dialogue with each tenant. Best practices for security would then be developed for the entire airport.

Discussion ensued on current security measures and regular safety drills. Airport air show events have provided the basis for developing safety and security in the face of large crowds.

Mr. Deinstadt recommended an annual tabletop review and dialogue and every two years bring Beverly public safety in to review safety measures. Mr. Kossowan suggested adding active shooter training as well as Hanscom currently does.

Mr. Hanafin suggested reviewing the current airport security procedures with tenants before conducting an assessment. Mr. L’Abbe gave his input as a tenant.

Mr. Deinstadt reaffirmed that his doing a security assessment and beginning the dialogue is the best way to go forward to create a culture of security.

Chair Retallack suggested that further discussion is needed.

**Educational Outreach**

Ms. Zuberek gave an update on the airport’s educational outreach to schools.

**F. ADJOURNMENT**

**MOTION:** Upon motion duly made by Mr. Kossowan and seconded by Mr. Doxsee, it was unanimously voted to adjourn. Motion passed 7-0, unanimous.  
The meeting adjourned at 7:40PM.

*Supporting documents:*

Commission minutes of meeting of November 10, 2025

ASG report

Mr. Hanafin's report on FY26 summary

Airport manager's monthly financial reports

Budget summary

Report on noise complaints