BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
APRIL 13, 2026

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

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

OTHERS PRESENT: Airport Manager Gabe Hanafin

ABSENT: None

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, 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.

The March meeting was cancelled.
Approval of Regular Open Meeting Minutes – February 9, 2026

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Doxsee, it was unanimously voted to approve the above minutes. Motion passed 7-0, unanimous.

B. PUBLIC COMMENT

General Public Comment

There was no public comment.

Tenant Comment
Update on Building 56 Improvements

Clark L'Abbe appeared before the Commission and stated that Building 56 is on target to being finished in June and displayed pictures of progress to date. He noted that high strength insulation was used on the top floor and plumbing issues corrected as needed.

C. PRESENTATIONS

Airport Solutions Group – Craig Schuster

Mr. Schuster reviewed his report attached hereto.

D. AIRPORT MANAGER'S REPORT – Gabriel Hanafin

Operations and Fee Report

Mr. Hanafin reviewed the financial and operations report for the previous two months and year-to-date as of February/March as detailed on the attached spreadsheet. Discussion ensued on decreased revenue and trends associated with dire winter conditions and global market issues. Also discussed were measures being taken to address runway obstructions.

Budget Summary
Mr. Hanafin reviewed the budget as of February/March, 2026 as detailed in the attached spreadsheet. Discussion ensued on travel expenses attributed to transportation for fuel and other fees attributed to landing fees and fuel flowage fees.

Report on Noise Complaints received in the last month (February 9 – April 13)
Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from February 9 – April 13, 2026. Discussion ensued on the number, nature, content and pattern of the complaints from towns, as well as the type of aircraft on different runways and the steps taken to respond to these complaints.

Commission Training
Mr. Hanafin urged all members to attend the training on Open Meeting Law on April 30th at 6:00PM at city council chambers.

Update on Outreach efforts to area schools
Ms. Zuberek reported that she will be going to Lynn Public Schools on Wednesday and Beverly Middle School on June 15th. Tina confirmed that aviation day for Chelsea High School girls be will held this Sunday introducing students to aviation job opportunities for women.

Mr. Hanafin will check with the new tower manager on re-instituting airport tours.

Update on Beverly Dog Park
Mr. Hanafin reported that the dog park has re-opened after a short closure due to a weather-related fence repair problem. The park is open to all non-residents.

House Transportation Committee tour – May 4
Mr. Hanafin reported that the airport will be hosting the House Transportation Committee on a tour of the airport on May 4th.

Dissemination of draft of Airport Rules and Regulations to be discussed and deliberated at a future Airport Commission meeting
Mr. Hanafin presented a draft of the Airport Rules and Regulations for member review. This is a revision of the 2017 document. Amendments and suggested revisions will be discussed and voted on at a future meeting. Mr. Hanafin will distribute to tenants for their review and comment as well. The final document will be reviewed by legal counsel and forwarded to MassDOT.

E. NEW BUSINESS – Gabriel Hanafin
Contract – Airport Solutions Group – Task Order #19 (Permitting and Data Collection for runway 16/34 Reconstruction)
Mr. Hanafin reviewed the contract of ASG on the overall scope of work to complete Task Order #19 for permitting and data collection for runway 16/34 reconstruction.

> **MOTION**: Upon motion duly made by Ms. Zuberek and seconded by Mr. Kossowan, it was unanimously voted to accept Task Order #19. Motion passed 7-0, unanimous.

Lease – Addendum #8 to FlightLevel Aviation's Master Lease for their use of space in Building 45
Mr. Hanafin reviewed the addendum to FlightLevel Aviation's master lease for their use of space in Building 45. This would apply to space other than that occupied by the museum. Following approval, the lease will be sent as is customary to the City Council for review and approval.

MOTION: Upon motion duly made by Mr. Kendrick and seconded by Mr. Kossowan, it was unanimously voted to accept Addendum #8 to FlightLevel Aviation's master lease.
Motion passed 7-0, unanimous.

Request for Consent – per Article 15 of the Master Lease FlightLevel Aviation requests Commission Consent to seek commercial financing for the ongoing construction of a corporate hangar

Mr. Hanafin reviewed the request for consent per Article 15 of FlightLevel Aviation's master lease to seek commercial financing for the ongoing construction of a corporate hangar. In response to concerns with regard to risk of exposure, grant assurances, etc., Mr. Hanafin noted that the consent has been reviewed by the City Solicitor's office.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Mr. Reulet, it was unanimously voted to accept the Ground Lease Estoppel Certificate. Motion passed 7-0, unanimous.

Request for Consent – per Article 3.1 of the Hangar 4 Lease AirBear Aviation request Commission consent to pursue construction activities on the Hangar 4 leasehold

Mr. Hanafin reviewed the request for consent per Article 3.1 of the Hangar 4 lease of AirBear Aviation to seek consent to pursue construction activities on the Hangar 4 leasehold. In response to Mr. Kossowan's concerns about poor quality and aesthetics, Chair Retallack confirmed that construction activities have been of high quality.

Discussion ensued. Mr. Doxsee expressed concerns about the lessee not fulfilling the required terms of the lease essentially as an FBO and providing maintenance on the field, with the flight school going elsewhere for maintenance needs. He suggested that legal counsel be retained to advise the Commission on its legal responsibilities. If a complaint is filed against the airport, it becomes a legal issue and therefore the fiduciary responsibility of the Commission.

Mr. Hanafin confirmed unequivocally that grant assurances of the airport are not at risk because maintenance activities are being fulfilled even during the construction period. He affirmed that over the three years he has exercised due diligence and care in fulfilling his duties as airport manager and overseer of all activities. He confirmed that he has no issues with the Hangar 4 lease. The original form of lease was developed by legal counsel, and the City Solicitor has reviewed the document.

Chair Retallack confirmed that the FAA has confirmed that the airport's grant assurances are not at risk and there is no breach of lease. Mr. Hanafin stated that construction activities have been ongoing.

Chair Retallack invited Mr. Bear to come forward and address the Commission. Mr. Bear confirmed the operation of a repair shop. He also noted that he is working the a community college to offer aviation mechanics programs, and create a secondary repair station for hands-on training.

Mr. Bear expressed his dismay about the Commission's concerns, and he invited all to come and view the progress that has been made on construction activities at the hangar.

Mr. L'Abbe spoke in support of Bear Aviation as being very responsive as a working partner.

Chair Retallack stated that voting in favor of this document in no way affects what has been researched or anything legal, but is a continuation of what Bear Aviation is already doing and is not in violation of anything.

MOTION: Upon motion duly made by Mr. Kossowan and seconded by Ms. Zuberek, it was voted to accept this document. Roll call vote: Ms. Zuberek-Y, Mr. Kossowan-Y, Mr. Doxsee-N, Mr. Kendrick-P, Mr. Deinstadt-N, Mr. Reulet-P and Chair Retallack-Y. Motion failed 3-2-2.

Mr. Doxsee made a motion to forward the document to Anderson Krieger for its review and opinion. Chair Retallack was reluctant to incur costs from Anderson Krieger on a lease which was written by Andersen Krieger. He spoke strongly in support of the airport manager and expressed extreme dismay that some members of the Commission are now questioning his professional capabilities in vetting leases. He repeated that the FAA has confirmed that the airport is in no way in violation of grant assurances.

Mr. Kossowan urged a retaking of the vote and discussion ensued.

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Reulet, it was voted to supersede our last vote on Hangar 4 lease. Roll call vote: Ms. Zuberek-Y, Mr. Kossowan-Y, Mr. Doxsee-N, Mr. Kendrick-Y, Mr. Deinstadt-N, Mr. Reulet-Y and Chair Retallack-Y.
Motion passed 6-2.

In response to the request to refer the matter to Anderson Kriger, Chair Retallack reiterated his reluctance to incur additional legal costs and reiterated his confidence and capability of the airport manager to vet leases.

The discussion will resume at a subsequent meeting.

Mr. Hanafin mentioned that camera failed and meetings is being audio only.

F. UPDATES, COMMENTS AND DISCUSSIONS FROM VARIOUS AIRPORT COMMISSIONERS

Commissioner Deinstadt

Discussion on the creation of an airport mission statement

Mr. Deinstadt presented a draft of the airport mission statement. He asked that a subcommittee be formed to finalize the mission statement.

MOTION: Upon motion duly made by Mr. Deinstadt and seconded by Ms. Zuberek, it was voted to form a subcommittee of Mr. Deinstadt acting as Chair, Mr. Reulet and Ms. Zuberek to finalize the mission statement . Roll call vote: Ms. Zuberek-Y, Mr. Kossowan-Y, Mr. Doxsee-Y, Mr. Kendrick-Y, Mr. Deinstadt-Y, Mr. Reulet-Y and Chair Retallack-Y. Motion passed 7-0.

Discussion on airport badges for members of the Commission

Mr. Deinstadt began the discussion on airport badges for members of the airport Commission. Insofar as the responsibility of the Commission is to "trust but verify", he said, he felt that all Commissioners have full access to all areas of the airport.

Discussion ensued. Chair Retallack stated that, insofar as members do not have knowledge of all areas of the airport, for safety purposes, members should not have badges that allow open access to all areas of the airport without the accompaniment of Mr. Hanafin. From an operational and safety standpoint, Mr. Hanafin noted the importance of a small central location of management be maintained.

In-depth discussion ensued on the rights and responsibilities of Commissioners for the "care and custody" of the airport to be granted airport badges, even though historically they have never been issued at Beverly or neighboring regional airports. It was pointed out that, notwithstanding the fact that the airport manager is a non-voting member of the Commission, the final responsibility for all activities at the airport fall to the duly elected officials of the Commission.

MOTION: Upon motion duly made by Mr. Doxsee and seconded by Mr. Kossowan, it was voted to form a subcommittee to review and discuss policies with regard to airport commission badges with Mr. Deinstadt as Chair, Mr. Kendrick and Mr. Doxsee. Motion passed 6-1, with Chair Retallack voting No.

Chair Retallack granted privilege of the floor to Mr. L'Abbe.
Mr. L'Abbe spoke in support of airport manager Hanafin in fulfillment of his professional duties.

Commissioner Kendrick
Discussion on potential uses of land located along Airport Road
Commissioner Kendrick reviewed the options for the uses of land located along Airport Road.

Commissioner Doxsee
Discussion on the implementation and use of an airport survey to be sent to users of the airport
To be tabled to next meeting.

Discussion regarding realignment of the boundary fence near the entry point of Avier Flight
To be tabled to next meeting.

Discussion regarding creation of a "Monthly Administrative Engagement Log" to be included in Airport Manager's monthly report
Mr. Doxsee noted that, insofar as the airport manager and Chair meet to discuss Commission matters, that a "monthly administrative engagement log" be created and maintained with a short description of the nature of the meeting and the topics discussed from a high level. This log will be shared with the Commission prior to each regularly scheduled monthly meeting of the Commission.

G. ADJOURNMENT

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Kossowan, it was unanimously voted to adjourn. Motion passed 7-0, unanimous.
The meeting adjourned at 9:13PM.

Supporting documents:
Commission minutes of meeting of February 9, 2026
ASG report
Operation and fee report
Noise report
Draft of Airport Rules and Regulations
Task Order #19 (ASG)
Request of Consent. FlightLevel Aviation
Request for Consent – Bear Aviation
Mr. L'Abbe's presentation on new hangar
Draft of mission statement