BEVERLY AIRPORT COMMISSION
MINUTES OF MEETING
JULY 13, 2026

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

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

OTHERS PRESENT: Airport Manager Gabe Hanafin

ABSENT: Bill Kossowan

PUBLIC: None

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: Ms. Zuberek, Mr. Reulet, Mr. Kendrick, Mr. Deinstadt 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 – June 8, 2026

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Reulet, it was unanimously voted to accept the minutes of May 11 and June 8, 2026. Motion passed 6-0, unanimous.

B. PUBLIC COMMENT

General Public Comment

There was no public comment.

Tenant Comment

There was no tenant comment.

C. PRESENTATIONS

Airport Solutions Group – Craig Schuster

In Mr. Schuster's absence, Mr. Hanafin 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 month and year-to-date as of June as detailed on the attached spreadsheet. He noted that there is currently a bill in Congress to ban ADSB technology to assess landing fees.

Budget Summary

Mr. Hanafin reviewed the budget as of the end of the fiscal year in June, 2026 as detailed in the attached spreadsheet. He also reviewed the proposed FY27 budget attached hereto.

Report on Noise Complaints received in the last month (June 9 – July 13)
Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from June 9-July 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.

Security and Access Control
Mr. Hanafin noted that security will be discussed at the July 28th meeting.

E. OLD BUSINESS – Commissioner Deinstadt
Subcommittee on Mission Statements – Commissioner Deinstadt
Mr. Deinstadt reported that progress is being made by the subcommittee in developing the mission statement.

Subcommittee on Governance – Commissioner Reulet
Mr. Reulet reported that progress is being made in developing rules and regulations regarding governance.

F. NEW BUSINESS – Commissioner Reulet
Proposed proposal to create a subcommittee of the Airport Commission charge with matters of internal governance and procedures
In accordance with Mr. Reulet's suggestion, at the last meeting a vote was taken to form a subcommittee that would look into Roberts Rules of Order and other models and determine what aspects of those rules can be applied to commission meeting issues, annual reviews, policies and procedures, review of agenda setting practices, public comment structure, etc.

He suggested that a subcommittee be established that would look into Roberts Rules of Order and other models and determine what aspects of those rules can be applied to commission meeting issues, annual reviews, policies and procedures, review of agenda setting practices, public comment structure, etc.

Appointment of members to the subcommittee is needed. In preparation thereof, he presented a draft of the mission statement (attached hereto) to the commission as a starting point for deliberations to build a stronger commission.

Chair Retallack and Mr. Kendrick volunteered to join the subcommittee with Mr. Reulet, as well as Ms. Zuberek as an alternate member. Mr. Hanafin reminded members to abide by OML regulations in posting meetings and achieving quorum.

Proposed amendments to the airport rules and regulations
Chair Retallack opened the discussion on the proposed airport rules and regulations. Discussion ensued. It was suggested that the security clause be included as a separate document. Following discussion, the following amendment was agreed upon.

> **MOTION**: Upon motion duly made by Mr. Deinstadt and seconded by Mr. Kendrick, it was unanimously voted to revise the definition of airport operations area ("AOA") as discussed. Motion passed 6-0, unanimous.

> **MOTION**: Upon motion duly made by Ms. Zuberek and seconded by Mr. Deinstadt, it was unanimously voted to accept the definition of "owner" as presented. Motion passed 6-0, unanimous.

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Deinstadt, it was moved to accept the amendment to Section 1.3.2(c) as presented.

Discussion ensued on the timeline for submission of the proposed airport budget to the Mayor, and his release of the annual city budget.

Following discussion, the motion passed 6-0, unanimous.

MOTION: Upon motion duly made by Mr. Reulet and seconded by Mr. Kendrick, it was moved to accept the amendment to Section 1.3.3 as presented.

Discussion ensued on what would comprise Mr. Hanafin's independent decision-making process without Commission approval and what would require its approval.

Following discussion, motion passed 6-0, unanimous to strike the clause.

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Doxsee, it was moved to accept the amendment to Section 1.3.4 and 1.3.4(a) as presented.

Discussion ensued on the importance of maintaining communication between the airport manager and the Commission on definition of terms.

Following discussion, motion passed 6-0, unanimous.

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Reulet, it was moved to accept the amendment to Section 1.3.9 as presented.

Discussion ensued on the guidance for environmental/noise concerns for maximum idling time (suggested at thirty minutes) for aircraft and exceptions therefor

Following discussion, motion passed 6-0, unanimous.

MOTION: Upon motion duly made by Mr. Reulet and seconded by Mr. Deinstadt, it was moved to accept the amendment to Section 3.5.9 as presented.

Discussion ensued on the advisability/technicalities of establishing a wash bay for aircraft.

Following discussion, motion passed 6-0, unanimous.

OTHER:
Discussion ensued on adding a section for safety/insurance purposes as presented on vetting providers of mobile maintenance services to aircraft on the field.

Also discussed was a policy allowing re-fueling services while passengers onboard as long as doors are open and fire extinguisher is available.

MOTION: Upon motion duly made by Mr. Doxsee and seconded by Mr. Deinstadt, it was voted to add the language "as long as doors are open and fire extinguisher is available." Motion passed 4-2.

MOTION: Upon motion duly made by Mr. Doxsee and seconded by Mr. Deinstadt, it was moved to accept the amendment to Section 4.1.1 as presented.

Discussion ensued on the individual judgment of determining suspicious activity or objects and the procedures of hierarchies, especially inclusive of the airport manager, for reporting such findings, i.e. in the vernacular, “if you see something, say something.”

Following discussion, it was voted 0-6, unanimous.

In consideration of the failure of the vote on the amendment presented, Mr. Deinstadt will resubmit language for amendment to Section 4.1.1.

MOTION: Upon motion duly made by Mr. Deinstadt and seconded by Mr. Reulet, it was moved to accept the amendment to Section 4.1.2 as presented.

Discussion ensued the tenants’ responsibilities for what constitutes enforcing/adhering to the standard operating rules and regulations of the airport that violate security.

Following discussion, it was voted 6-0, unanimous.

MOTION: Upon motion duly made by Mr. Deinstadt and seconded by Mr. Reulet, it was unanimously voted to accept the amendment to Section 5.3.3(e) as presented.

G. ADJOURNMENT

MOTION: Upon motion duly made by Ms. Zuberek and seconded by Mr. Reulet, it was unanimously voted to adjourn. Motion passed 6-0, unanimous.
The meeting adjourned at 8:30PM.

Supporting documents:
Commission minutes of meeting of May 11 and June 8, 2026
ASG report
Operation and fee report
Budget summary
Noise report
Draft of Airport Rules and Regulations
Draft of internal governance guidelines and procedures