# BEVERLY AIRPORT COMMISSION
# MINUTES OF MEETING
# JUNE 8, 2026



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

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

*OTHERS PRESENT:* Airport Manager Gabe Hanafin

*ABSENT:* Khris Kenrick and Bill Kossowan

*PUBLIC:* Tina and Emma Andersen; Peter Eichleay and Clark L'Abbe

*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. Reulet, 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 – May 11, 2026**

**MOTION**: Upon motion duly made by Mr. Reulet and seconded by Mr. Deinstadt, it was unanimously voted to table the minutes until the next meeting. Motion passed 5-0, unanimous.

## B. PUBLIC COMMENT

**General Public Comment**

There was no public comment.

**Tenant Comment**

**C.** Tina and Emma Andersen appeared virtually before the Commission and stated that they were caught off guard by some of the comments that were made at the April meeting with regard to maintenance were pointed at Beverly Flight Center its relationship with Air Bear Aviation. They weren't prepared to speak due to a death in the family, and it was disappointing to hear how some of the commissioners were discussing the topic. Following an uncertain financial time last summer, the Flight Center is back on track and working collaboratively with Tom Bear. They wish to leave this time in the past and move forward.

Chair Retallack thanked them for their comments, and extended condolences on behalf of the Commission on the recent loss of Mr. Andersen.

Peter Eichleay reported that the hangar is due to be completed by the week after July 4th with the certificate of occupancy following shortly thereafter. He thanked Mr. Hanafin for his assistance in moving the project along. He will provide a further update at the next meeting.

**D. PRESENTATIONS**

**Airport Solutions Group – Craig Schuster**

In Mr. Schuster's absence, Mr. Hanafin reviewed his report attached hereto.

**E. 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 May as detailed on the attached spreadsheet. He noted the upcoming international sports events in Boston and its potential impact to traffic at the airport.

**Budget Summary**

Mr. Hanafin reviewed the budget as of May, 2026 as detailed in the attached spreadsheet.

**Report on Noise Complaints received in the last month (May 12 – June 8)**

Mr. Hanafin reviewed his written report attached hereto on the noise complaints received from May 12-June 8, 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.

**Proposed FY27 budget**

Mr. Hanafin reviewed the proposed FY27 budget attached hereto. This has been submitted to the Mayor for final vote by City Council in June. He is proposing a 4% increase over last year's budget with a transfer of $26,000 to the enterprise fund. Other changes made are: a) a sizable increase in airport security; and b) increase in contracted services for biannual testing of stormwater as part of stormwater pollution prevention plan inclusive of tree removal. Discussion ensued on the issues around removal of trees from an economic and safety perspective.

**Community Outreach**

Mr. Hanafin and Chair Retallack gave a well-received presentation to the Wenham Board of Selectmen on a quick fifteen-minute "30,000 foot view update on the airport."

**F. OLD BUSINESS – Commissioner Doxsee**

Mr. Hanafin distributed the draft of the airport survey to users of the airport prepared by Mr. Doxsee. Discussion ensued with various suggestions made to improve the survey so as to gain maximum feedback and meshing the subcommittee on surveys into the subcommittee on mission statements and outreach.

> **MOTION**: Upon motion duly made by Ms. Zuberek and seconded by Mr. Reulet, it was unanimously voted to send the proposed survey to the subcommittee on mission statements and incorporate the survey into its mission. Motion passed 5-0, unanimous.

**Subcommittee on Mission Statements – Commissioner Deinstadt**

Mr. Deinstadt reported that the subcommittee agreed to meet next month following assigned "homework."

**G. NEW BUSINESS – Commissioner Reulet**

**Proposed proposal to create a subcommittee of the Airport Commission charge with matters of internal governance and procedures**

Mr. Reulet stated that the purpose of the subcommittee is to protect minority opinion. Following a conversation with the airport manager, he realized that the commission can improve upon what it is doing by adding a little more structure to how the commission goes about doing things, whether it's building out some sort of continuity plan or how we do policy, workflow review, etc. Also discussed was how to make commission meetings more efficient and effective and to have a more formalized process so that we are adhering to the rules and regulations that govern our public meetings.

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.

Discussion ensued with members in favor of a creating a subcommittee. Mr. Hanafin noted that the new airport assistant's job description requires her to attend all commission meetings and act as Clerk and ensuring that meetings are conducted in accordance with Roberts Rules of Order. This will enable all members including the Chair to be fully present and fully assume their roles as members of the commission.

> **MOTION**: Upon motion duly made by Mr. Reulet and seconded by Mr. Doxsee, it was unanimously voted to establish a governance subcommittee for reviewing and making recommendations to the full commission on matters of internal governance and procedures. Motion passed 5-0, unanimous.

Mr. Hanafin will send a letter to all commissioners asking for members to the new subcommittee. The Chair will be voted at the next meeting.

<u>**Proposed amendments to the airport rules and regulations**</u>
Mr. Hanafin reviewed his PowerPoint presentation on the proposed amendments to the airport rules and regulations. Discussion ensued and suggestions were made for further edits to the following sections: a) airport operations area; b) owner; c) airport manager authority; d) amendments; e) hangar storage; e) aeronautical operations; f) aircraft repair; g) fuel operations; h) airport security and access --duty to report; i) storage of ground vehicles in hangar; j)

> **MOTION**: Upon motion duly made by Mr. Deinstadt and seconded by Ms. Zuberek, it was unanimously voted to accept the new definition of "owner." Motion passed 5-0, unanimous.

> **MOTION**: Upon motion duly made by Mr. Doxsee and seconded by Mr. Reulet, it was moved to add to the last sentence "subject to the powers of the City of Beverly, the Mayor's Office and the Airport Commission and prepare the annual budget for the consideration and approval of the Airport Commission."

> Following discussion, the motion failed 5-0, unanimous.
> As a follow-up, Mr. Hanafin will speak to the Solicitor's office about the appropriateness of the suggested language.

Additional revised sections as listed above were reviewed but not voted on at this time.

After approval by the Solicitor's office, Mr. Hanafin will distribute the document to commissioners for review and vote at the next meeting.

<u>**Hangar 4 – Commissioner Retallack**</u>
Chair Retallack stated that he would like to "lay the matter to rest" insofar as the lease in question for Hangar 4 has been reviewed to the fullest extent by the FAA, the airport manager and the Chair. The commissioners agreed.

**Review of the airport manager's compensation – Commissioner Retallack**

After consulting with the Mayor, Chair Retallack suggested a 3% increase to the airport manager's compensation in consideration of his outstanding job performance over the year.

> **MOTION**: Upon motion duly made by Mr. Deinstadt and seconded by Ms. Zuberek, it was moved unanimously voted to increase the airport manager's salary by 3%. Roll-call vote: Ms. Zuberek-Y, Mr. Deinstadt-Y, Mr. Reulet-Y, Mr. Doxsee-Y and Chair Retallack-Y.
> Motion passed 5-0, unanimous.

**Community Outreach – Commissioner Zuberek**

Commissioner Zuberek asked for referrals for Boys and Girl Scout Troops for her educational outreach.

## H. ADJOURNMENT

> **MOTION**: Upon motion duly made by Ms. Zuberek and seconded by Mr. Reulet, it was unanimously voted to adjourn. Motion passed 5-0, unanimous.
> The meeting adjourned at 9:30PM.

*Supporting documents:*
Commission minutes of meeting of May 11, 2026
ASG report
Operation and fee report
FY27 proposed budget
Noise report
Draft of Airport Rules and Regulations
Draft of airport survey