



MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE

EXECUTIVE COMMITTEE

SEPTEMBER 10TH, 2019 AT 10:30 AM

State Transportation Board Room – Conference Room #1 | 10 Park Plaza, Boston, MA 02116

Meeting Minutes

Present: Andrea Adams, Dave Carlon, Jerry Falbo, Maura Zlody, Myron Kassaraba, Wig Zamore

Others Present: Jennifer Dopazo Gilbert, Counsel; Matthew A. Romero, Executive Director; Stephanie Ackley, Administrative Assistant; Anthony Gallagher, Massport; Tom Dougherty, Milton

Welcome to the Massachusetts Transportation Building

Approval of Minutes of July 9, 2019

The Minutes were discussed.

A motion to approve by Mr. Kassaraba, seconded by Mrs. Adams. The motion was approved unanimously.

Executive Director's Report

Future meeting schedule

Mr. Romero discussed the future meeting schedule with the Committee, and that staff plans on locking down meeting space once the DOT completes updates to their booking system. This should be done some time in September, and the Committee will receive updates as meeting space is booked.

Office space update

Mr. Romero provided 3 proposals for possible office space to the Committee, and discussion followed. He explained that based on the current needs that the Committee has, these locations all have their pros and cons, and that the biggest hindrance is cost. Mr. Kassaraba mentioned that he can't see spending upwards of \$1,800 a month if staff will not be present on a daily basis, and that a better consideration would be agreeing to space on a temporary basis, and once the Committee is better established, then acquire a longer term lease. Counsel mentioned that she can provide storage for locked files, if needed. Mr. Romero plans on touring facilities as his next steps and will provide updates at the next meeting. Mr. Gallagher said that he would ask the new Massport CEO if there would be any space within the Logan Office Center or its various campus locations, and that he would discuss with Mr. Romero if any specific location made the most sense.

Proposed Transit Reimbursement Policy

Mr. Romero discussed the drafted version of the Transit Reimbursement Policy along with the new form that he had mocked up. He pointed out that under our CPA's guidance, the Committee can reimburse, and make it consistent and easier for staff to submit. This new policy intends to standardize reimbursement, regardless of the method of transportation. The Committee discussed what would be considered allowed through the new policy as what the submission process would now entail. The Committee agrees that any Committee or Sub-Committee member whose attendance is required, should be eligible for reimbursement of parking, or per-ride tickets for the MBTA or ferry should be allowed, with a 30-day deadline for submission. They suggest that the form should be digital/fillable, and that as long as the member is in attendance, there is no need to provide a copy of the receipt, although it is welcomed. Mr. Romero will update with more formal language, and present updated version at the next meeting.

Website Enhancements Update

Mr. Romero briefly mentioned that he received an updated SOW from Going Clear this morning, and that he plans to review it and bring it back for further discussion at the October meeting. He explains that if Committee members have suggestions for changes to the website, they should provide them to Mrs. Ackley, and we will then do our best to incorporate those changes in the next round of revisions. Mrs. Ackley will also have training on the back end of the site, to allow more technical revisions and changes as needed. Mr. Carlon pointed out some of the latest news stories and opens discussion of how we are curating content for the website. Mr. Carlon wants the Committee to think more about this, and that we should discuss again in the future. Mr. Kassaraba suggested that any news articles on the current site be scrubbed, as they are outdated.

Subcommittee Update

Mr. Romero mentioned that at this point, the Aviation Subcommittee as well as the Environmental Health Subcommittee have now



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been reconstituted, and that the charge for the Aviation Subcommittee is complete, but the Environmental Health Subcommittee's is in the works. All new members will have an idea where we are going in the upcoming year.

MPA Annual Current Expense Expenditure Budgets Review Update

Mr. Romero discussed the Annual Current Expenditure Budgets Review and that the Collins Center is refining a proposal which being refined by Counsel and is nearly complete. They have identified subcontractors (SpyPond) with Aviation experience, so they are able to do a comparable analysis. They want to compare other airports and review the scope. The Committee discussed the process for vetting the contractors, as well cost allowed by the MCAC budget. Mr. Romero said that once there is a draft finalized, it would be sent to the Committee for feedback, and then he would follow up with Collins/SpyPond. Mr. Kassaraba reiterates that what is allowed in the budget is absolutely all that the Committee can spend. Mr. Romero believed fixed-price language was included in the proposal, but would confirm it was in the final draft.

Treasurer's Update

401K Employee Eligibility Clarification

Mr. Kassaraba discussed the 401k plan for the Executive Director. SEP contribution was not possible; therefore, 401k was established, and the Committee now has legal documents to abide. He explained that eligibility is for employees that are working 1,000 hours per year or greater. Mr. Kassaraba made a motion to restate the prior vote that eligibility for 401k is provided to employees that work more than 1,000 hours per calendar year, and after 12 months of service. Mrs. Zlody seconded, and the motion is passed with Mr. Falbo absent for the vote.

Budget Transfer to Accounting Payroll and Admin

Mr. Kassaraba discussed the compilation report as part of the funding, and that we have engaged AAFCPA to produce the report, a one-time \$3,000 expense. We are required to provide a quarterly report, which is \$750 per quarter. Mr. Kassaraba discussed how he has just signed an agreement with AAFCPA, and that money needs to be moved to fund this ongoing and hourly support. He proposes that the Committee increase the accounting and admin budget by \$7,000 to cover additional costs with AAFCPA, and that the money be moved from office rent, as well as decreasing the travel and meeting expenses to \$3250. A motion followed, Mrs. Zlody seconded, and a unanimous decision was made. Mr. Carlon pointed out that for such a small organization, our overhead is immense, and that Mr. Romero should revisit other options for Human Resources and Payroll, as the Committee didn't have resources in the past.

Update from Massport

Before Mr. Gallagher began, Mrs. Zlody pointed out that Massport used to provide a matrix and asks Mr. Gallagher to see if this is something the Committee could have prepared, as she appreciated the organization it provided. Mr. Gallagher says he will try to find the document.

Fly Quiet Reporting Draft and Update

Mr. Gallagher is pleased to announce that there is a Fly Quiet Report, which will be available tomorrow afternoon. This will allow the Aviation Subcommittee to review the report before they meet. He discussed the process in getting to the final report, and that they took all the feedback from the Aviation Subcommittee, Massport Aviation Operations. He thinks that HMMH should come back to discuss the report, and help readers digest it all, but understands the time it would take to get through the report. Mr. Carlon said that it will be reviewed at the Aviation Subcommittee Meeting, and feedback will be provided at the MCAC General Meeting. Mr. Romero said that there will be time to discuss the report during the January General Meeting.

Logan Forward/Expansion Plan Update

Mr. Gallagher discussed the Logan Forward/Expansion Plan Update, and if the MCAC has interest in this, and if so, what portions and how to best serve the MCAC and keep us in the loop. Mr. Carlon pointed out that the public is unaware of what happens at the Massport Board of Directors Meetings, that this is unabated growth without public input, and that Massport needs to come to a CAC meeting and discuss the growth and forecasts. Mr. Kassaraba added that there is no recognition of the impact of growth on the residents and communities, and it does not address the impact of the growth of aviation operations on people and communities. He thinks Massport should come discuss the aviation growth and impacts, and provide relevant data, such as passengers, flights, hour of operations, and have the discussion be more data driven, rather than PR. Mrs. Zlody pointed out that Massport used to have to file with MEPA every time they added flights, and that they should still have to share this information at every Board Meeting. Counsel pointed out that the reports lack the key dates and milestones, so communities know when changes take place, and Mr. Gallagher thinks that Massport can present this information. Counsel further pointed out that without discussing the impacts of projected growth of the airport, there could never be a discussion of mitigation. Mr. Carlon suggests that the MCAC have a training session, that is nothing but information to members, and the Committee agrees this is a good suggestion. Mrs. Zlody suggest that



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Massport analyze some of the changes they implement, like the 5,000 parking spots, and lay out a timeframe for seeing these results. Counsel added that if you never talk about impacts, you never have to talk about mitigation

RNAV Study Update

Mr. Gallagher says that he would like to have additional working group meetings for other runways and asks if there are any members of the public that would be valuable, and Mr. Romero replied that there are not yet. The Committee discussed the current meeting process, and the local community meetings. These communities will work on recommendations, and Mr. Gallagher points out that he would like to see all communities included. Mr. Carlon added that there is still a great deal of analysis to be done.

Logan ESRP Update

Mr. Gallagher discussed the ESRP, which has been out and published for some time now, but there has yet to be a public meeting scheduled. DEP studies relative to the parking freeze lift are due this month, but no public piece is baked in with the study. They are publishing this in addition to the ESRP so that public comment is longer, and they can close it with more time. Stewart Dalzel is working with the Secretary's office to move all these pieces. They are not trying to close the public comment period quickly. Public comment closure date (60 day) is Oct 11 and will likely be extended so that people can react to content in good timing with the meeting they schedule. Mr. Carlon asked if it would be on the Massport website, and Mr. Gallagher responded yes, but the schedule is not yet in place. Mr. Kassaraba asks what happens if/when there are errors identified, and the Committee discussed the process. Mr. Gallagher said that if you review the current, the changes are marked, Mr. Kassaraba feels that the ESRP is a perfunctory bureaucratic process that is broken. Mr. Carlon said that he read as much of the ESRP as he could and that the comments had a lot of forethought. He feels that the Committee needs to respond in a similar way. He thinks 45 days is not enough time to digest the report and asks where the agencies that are deficient are. He feels we should be providing comment of the ESRP to the Governor and to the legislature, and that our advisory role doesn't stop after a comment period, so we should engage further.

Noise Insulation Update – Massport CAC Counsel

Counsel spoke again and emailed to Massport regarding funding to mitigate noise problems. They are on track, and will provide at October, and would like to coordinate with FAA. We will get something in writing. Mrs. Zlody has asked Flavio for copies of the reports, FAA --- if the FAA put in picture windows 30 years ago, that would be different. Those windows were intended to open and close. If they no longer operate, that should qualify them for replacement. Mr. Kassaraba added that is embarrassing that there is so much money raised by Massport, and they spend on the airport, but can't update insulation or windows for impacted people. Mr. Carlon said that following the deliberate steps, the end of this process, Massport needs to own this problem. Mr. Kassaraba added that if there is ever a time, this is it, to send a letter to the Governor.

Cape Air Seaplane Discussion

Mrs. Zlody discussed the status of the Cape Air Seaplanes, and that there has been no update from Mr. Bonney. She reiterates that they want to come and talk, and she has emailed, to check in, but hasn't heard from them. She pointed out that the site at Pier 4 does not seem to be a firm site, but they may have a temporary landing location. The FAA has approved the area in the harbor, for landing. She will reach out again. Mr. Carlon says that he would like to know the flight path, and Mrs. Zlody thinks they will use the 4, but adds that we need to know this for sure.

Discussion of the process and procedure to conduct the performance evaluation for the Executive Director

Mr. Carlon discusses the process and procedure of the performance review evaluation for the Executive Director. Mr. Gallagher knows that there was interest in reflecting Massports Internal Process, but he has no way of allowing access to their system. He can provide screenshots, if that is helpful. Mr. Kassaraba suggested that Counsel talk to Massport HR. Mr. Carlon added that he would like to follow a standard process. Mr. Kassaraba left the meeting at 12:55. Counsel said that the best process is for the chair to have a review and report back to the Committee, and then there would be an Executive Session. Mr. Romero has provided an example from the MCAC's sister agencies. Both the MWRA Advisory Board and the MBTA Advisory Board essentially provide a list of accomplishments for the prior year, and a preview of anticipated initiatives for the upcoming 6 months to one year.

New Business – reserved for matters the Chair did not reasonably anticipate at the time of posting

The Committee discussed other logistics for the future, including FY20 Goals, Upcoming Meeting Agenda Items and Timing. Mr. Gallagher added that there is a Plane Pull Fundraising Event on September 22nd.

Correspondence

None



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Public Comment

None

Adjournment

A motion to adjourn was made, and the meeting ended at 1:08pm.

Documents Associated with the EC Meeting:

Agenda

Draft Minutes 7/9/2019

FY20 Meeting Schedule

Expense Report for September Approval

Office Space proposals

MWRA Advisory Board Executive Director Review Materials

News Stories (list date/publication)