

Massport CAC General Meeting

June 8, 2017





Agenda

1. Welcome & Introduction of New Members
2. Public Comment
3. Approval of the Minutes of the March 9, 2017 Meeting
4. Chairman Update
5. Update from John Nucci, MCAC's Massport Board of Directors Representative
6. Treasurer Report & FY 2018 Budget Proposal
7. Question of Voting to Support the Following Motions:
 - a. Hiring of an Executive Director for the Massport CAC
 - b. Amendments to Massport CAC Enabling Act
 - c. FY 2018 Pro Forma Budget
 - d. Adoption of Policies & Procedures for the Massport CAC
8. Update from Massport
 - a. Four Resolutions Approved at March 9, 2017, General Meeting
 - b. Overview of Boston Logan Airport Runway Configurations
 - c. RNAV Study
9. Question of Voting to Support and Send the Following Resolution to Massport:
 - a. Require a person from Massport be appointed with the responsibility of reducing environmental and noise impacts of Massport operations.
10. Discussion on Boston Logan Airport Noise Study (i.e. BLANS) – add this to Chair Update, should discuss.
11. New Business – reserved for matters the Chair did not reasonably anticipate at the time of posting
12. Adjournment



Since Last General Meeting

- Bernard Lynch, Community Paradigm Associates, hired to assist in the creation of a Director position for the Massport CAC
 - Supporting Our Goal to Create an Operationally Self-Sustaining Independent Organization
- Discussions with State Legislators regarding Enabling Act amendments and process to enable hiring an Executive Director
- Albert Risk Management Consultants review of liability insurance options completed and premium quotes received
- RNAV Study Briefing to the Aviation Operations Subcommittee on May 5, 2017
- Environment & Health Subcommittee reconstituted
- MCAC website launched, admin modifications coming this month
- BLANS – Boston Logan Airport Noise Study Concluded.



Meeting Schedule

MCAC Annual Meeting	September 14, 2017*
<ul style="list-style-type: none">• MCAC Executive Director Hired	
<ul style="list-style-type: none">• Subcommittee Updates	
<ul style="list-style-type: none">• Massport Update on MCAC Resolutions	
<ul style="list-style-type: none">• R-NAV Study Update	
<ul style="list-style-type: none">• BLANS Review & Opportunities Discussion	
<ul style="list-style-type: none">• Election of MCAC Officers	
MCAC Quarterly General Meeting	December 7, 2017

*Fall Annual Meeting date pending the timing of hiring an Executive Director



Treasurer's Report
Massport CAC
General Meeting
June 8, 2017

Submitted by Myron Kassaraba, Treasurer
Representative, Town of Belmont



Treasurer Update

- Update on Insurance
- FY'17 Spending and Projections Update
- FY'18 Budget for Ratification
- FY'18 pro forma \$500k Budget



Massport CAC Budget Report of General Membership meeting - June 8, 2017

May 2017	Year-to-Date	FY2017	FY2017	FY2017	FY2017
Account.	Actuals ²	Projected	Budget	March Rev.*	May Rev.**
41020 SALARY WEEKLY	-	-	25,000	25,000	25,000
Payroll	-	-	25,000	25,000	25,000
41505 HEALTH & INSURANCE BENEFITS	-	-	7,500	7,500	7,500
Fringe Benefits	-	-	7,500	7,500	7,500
42010 PRINTING & STATIONERY SUPPLIES	-	-	1,000	1,000	1,000
42030 COPYING SUPPLIES	-	-	1,000	1,000	1,000
42260 OFFICE EQUIP FURN & FIXT	-	-	12,000	12,000	12,000
Materials & Supplies	-	-	14,000	14,000	14,000
44500 MISC CONTRACT (Massport Service Agreement) ¹	32,083	35,000	35,000	35,000	35,000
44500 MISC CONTRACT (Website Development)	8,648	8,648	10,000	10,000	10,000
44500 MISC CONTRACT (Website hosting, maint)	2,300	2,300	2,000	2,000	2,000
44500 MISC CONTRACT (Admin Support)	3,718	5,000	26,000	16,000	6,000
44500 MISC CONTRACT (Minute-takers for Mtgs)	-	-	1,000	1,000	1,000
Services	46,749	50,948	74,000	64,000	54,000
44510 PROF FEE-GENERAL CONSULTANTS	-	10,000	25,000	15,000	15,000
44520 PROF FEE-LEGAL CONSULTANTS	35,883	50,000	20,000	40,000	50,000
44570 PROF FEE-PERSONNEL MGT CONSULT	6,600	15,000	25,000	25,000	25,000
TBD - Insurance	-	6,000	-	-	6,000
Professional Fees	42,483	81,000	70,000	80,000	96,000
46010 SPECIAL EVENTS	-	-	20,000	20,000	20,000
46150 PUBLIC HEARINGS	-	-	5,000	5,000	5,000
46160 ADVERTISING GENERAL	-	-	5,000	5,000	5,000
Media & Public Affairs	-	-	30,000	30,000	30,000
47010 TRAVEL-TRANSPORTATION	-	2,500	5,000	5,000	5,000
47020 TRAVEL-ACCOMODATIONS	-	1,500	3,000	3,000	3,000
47025 TRAVEL-MEALS	306	1,000	1,500	1,500	1,500
47030 TRAVEL-TOLLS & PARKING	336	1,000	2,500	2,500	2,500
Travel & Meetings	642	6,000	12,000	12,000	12,000
49177 MISC.PROJECT EXPENSES	-	-	-	-	-
49500 MISCELLANEOUS	-	10,000	17,500	17,500	11,500
Other Expenses	-	10,000	17,500	17,500	11,500
TOTAL EXPENSES	89,874	147,948	250,000	250,000	250,000

ED hire now expected to be September '17

Notes: ¹ The Massport CAC has an agreement with Massport to provide support services. The annual cost is \$35,000.



FISCAL YEAR 2018 BUDGET APPROVED BY MCAC

Massport CAC FY' 18 BUDGET

<i>Includes approved budget and proforma \$500K budget</i>	FY2017	FY2018 Approved	Notes	FY2018 Transitional	Notes	FY'19 with Full Staff	
Account.	Final Budget	Budget		Budget		Budget	
41020 SALARY WEEKLY	\$25,000	\$95,000		\$188,333	9.5 months	\$280,000	
Executive Director		\$95,000	\$120K/9.5 mos	\$110,833	\$140K/9.5 mos.	\$140,000	
Analyst		\$0		\$40,000	\$80K/6 mos.	\$80,000	
Administrator/Coordinator		\$0		\$37,500	\$60K/7.5 mos.	\$60,000	
Payroll	\$25,000	\$95,000		\$188,333		\$280,000	
41505 HEALTH & INSURANCE BENEFITS	\$7,500	\$31,350	33%	\$62,150	33% of salary	\$92,400	
Fringe Benefits	\$7,500	\$31,350		\$62,150		\$92,400	
42010 PRINTING & STATIONERY SUPPLIES	\$1,000	\$400		\$500		\$500	
42030 COPYING SUPPLIES	\$1,000	\$500		\$500		\$500	
42260 OFFICE RENT	\$12,000	\$6,000		\$10,000		\$20,000	
Materials & Supplies	\$14,000	\$6,900		\$11,000		\$21,000	
44500 MISC CONTRACT (Massport Service Agreement) ¹	\$35,000	\$35,000		\$35,000		\$0	Transition to internal resources
44500 MISC CONTRACT Accounting, Payroll and Admin.						\$15,000	
44500 MISC CONTRACT (Website Development)	\$10,000	\$5,000		\$10,000		\$10,000	
44500 MISC CONTRACT (Website hosting, maint)	\$2,000	\$2,500		\$2,500		\$3,000	
44500 MISC CONTRACT (Admin Support)	\$6,000	\$16,000		\$9,000		\$0	
44500 MISC CONTRACT (Minute-takers for Mtgs)	\$1,000	\$0		\$0		\$0	
Services	\$54,000	\$58,500		\$56,500		\$28,000	
44510 PROF FEE-GENERAL CONSULTANTS	\$15,000	\$5,000		\$10,000		\$10,000	
44520 PROF FEE-LEGAL CONSULTANTS	\$50,000	\$25,000		\$40,000		\$25,000	
44570 PROF FEE-PERSONNEL MGT CONSULT	\$25,000	\$10,000		\$10,000		\$5,000	
INSURANCE	\$6,000	\$6,000		\$6,000		\$7,500	
Professional Fees	\$96,000	\$46,000		\$66,000		\$47,500	
46010 SPECIAL EVENTS	\$20,000	\$0		\$2,500		\$5,000	
46150 PUBLIC HEARINGS	\$5,000	\$2,500		\$2,500		\$5,000	
46160 ADVERTISING GENERAL	\$5,000	\$2,500		\$2,500		\$5,000	
Media & Public Affairs	\$30,000	\$5,000		\$7,500		\$15,000	
47010 TRAVEL-TRANSPORTATION	\$5,000	\$2,500		\$2,500		\$5,000	
47020 TRAVEL-ACCOMODATIONS	\$3,000	\$2,000		\$2,000		\$4,600	
47025 TRAVEL-MEALS	\$1,500	\$750		\$750		\$2,500	
47030 TRAVEL-TOLLS & PARKING	\$2,500	\$2,000		\$2,000		\$4,000	
Travel & Meetings	\$12,000	\$7,250		\$7,250		\$16,100	
49177 MISC.PROJECT EXPENSES	\$0	\$0		\$0		\$0	
49500 MISCELLANEOUS	\$11,500	\$0		\$10,000		\$0	
Other Expenses	\$11,500	\$0		\$10,000		\$0	
					OVER		
TOTAL EXPENSES	\$250,000	\$250,000		\$408,733	\$158,733	\$500,000	



Question of Voting to Support the Following Motions:

- a. Hiring of an Executive Director for the Massport CAC
- b. Amendments to Massport CAC Enabling Act
- c. FY 2018 Pro Forma Budget
- d. Adoption of Policies & Procedures for the Massport CAC



Massport Community Advisory Committee Executive Director Proposal

Bernard Lynch, Community Paradigm Associates

June 8, 2017



Purpose of Position

- Manage day to day operations, and special projects of the Massport CAC
- Provide fulltime presence for Advisory Committee in interactions with Massport, state and federal agencies, and legislative and executive branches.
- Based upon similar positions at the MBTA Advisory Board and MWRA Advisory Board



Position Responsibilities

- Function as CEO/CAO of CAC
- Administer all operations and programs of CAC
- Oversee and direct staff
- Prepare and manage annual operating budget as approved by Committee, including all procurements and contracts
- Serve as CAC spokesperson and distribute public information
- Advise CAC on policy development and implement policies
- Represent CAC in interactions with other agencies and organizations



Qualifications

- BA/BS in public policy, management, law, planning or similar field. Masters preferred.
- Seven years of experience in a relevant field and five years in a management role of a public/quasi-public organization.
- Working knowledge of relevant laws and regulations, and intergovernmental relations.
- Appropriate level of skills in:
 - Communications
 - Direct personnel
 - Project Management



Compensation and Benefits

- Salary of \$125,000+
- Health Insurance stipend
- Deferred Compensation plan

Process and Timetable

Activity / Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1 MCAC Approval of Hiring Executive Director	■																	
Search and Preliminary Screening																		
2 Search Process: Recruiting and Advertising		■	■	■	■													
3 Resumes Received			■	■	■													
4 Preliminary Review of Resumes			■	■	■													
5 Referral of Resumes to Screening Committee						■												
Semi-Finalists																		
6 Selection of Semi-Finalists by Screening Committee							■											
7 Screening Committee Interviews								■	■									
8 Selection of Finalists										■								
9 Reference and Background Review											■							
10 Referral of Finalists												■						
Finalists																		
11 Executive Committee Interviews													■					
12 Assessment of Finalists													■	■				
Selection																		
13 Selection of Executive Director by Executive Committee															■			
14 Negotiation of Employment Agreement																■	■	
15 Introduction of Executive Director to MCAC																		■



Executive Director Hiring Process

1. Establish Search Committee Comprising of the Following Individuals:
 - Chair, David Carlon
 - Vice Chair, Jerry Falbo
 - Chair, Aviation Operations Subcommittee, Ralph Dormitzer
 - Chair, Environment & Health Subcommittee Wig Zamore
 - Massport CAC Counsel, Jennifer Gilbert
 - Search Consultant, Bernard Lynch, Community Paradigm Associates
2. Search Committee to Screen Applications (in Executive Session)
3. Search Committee to Conduct Preliminary Interviews (in Executive Session)
4. Search Committee to recommend 2-3 candidates to be interviewed by the Massport CAC Executive Committee during a open public meeting. Massport CAC members will have an opportunity to participate.
5. Massport CAC Executive Committee to Hire the Executive Director



Hiring of an Executive Director for the Massport CAC

MOTION APPROVED BY MCAC

Motion: To authorize the Chair of the Massport CAC to proceed with the process to hire an Executive Director including establishing a Search Committee Comprised of

- David Carlon, The Chair
- Jerry Falbo, Vice Chair
- Ralph Dormitzer, Chair of the Aviation Operations Subcommittee
- Wig Zamore, Chair of the Environmental and Health Subcommittee
- Jennifer Dopazo Gilbert, General Counsel to the CAC
- Bernard Lynch, Community Paradigm Associates, Search Consultant

And further that the Search Committee be authorized to

1. Screen Applications and Conduct Preliminary Interviews in Executive Session; and
2. Recommend 2-3 candidates to be interviewed by the Massport CAC Executive Committee during a public meeting with MCAC members having an opportunity to participate; and
3. That the Massport CAC Executive Committee is authorized to select from the finalists and hire the Executive Director with the salary and benefits recommended by the Consultant



MCAC Enabling Act Amendments

- Request the Massachusetts Legislature to amend the MCAC Enabling Act to increase funding from \$250,00 to \$500,000 and to enable the funding to be increased from time to time.
- Request the Massachusetts Legislature to amend the MCAC quorum requirement from the current 50% plus 1 of members (i.e. 21) to be present to conduct a meeting to 15 members to be present to conduct a meeting.



Petitioning the Legislature to Amend the Massport CAC Enabling Act Re: Funding

Motion:

MOTION APPROVED BY MCAC

To authorize and empower the Executive Committee to file a request with the legislature to amend the MCAC Enabling Act by:

To delete section 36 (i) with respect to funding and replace it with the following section:

(i) The Massachusetts Port Authority Community Advisory Committee may incur annual expenses, not to exceed five hundred thousand dollars in the fiscal year commencing July first, two thousand and seventeen and continuing annually thereafter for expenses incurred in the performance of its duties and obligations under paragraphs (e) and (g), and for personnel, including technical assistance and office expenses under paragraph (h). Such annual expenses shall be submitted to the authority on or before March thirty-one of each year, and the authority shall transfer the amount requested to the Massachusetts Port Authority Community Advisory Committee on July first of each year thereafter **or on a mutually agreed upon schedule no less than quarterly**. Any balance remaining in the accounts of the Community Advisory Committee on June thirtieth of any fiscal year shall be returned to the authority or retained as a credit toward the next annual expense budget of the Community Advisory Committee in the discretion of the authority. After the initial transfer date, the maximum level of Community Advisory Committee expenses may be increased from time to time upon review and approval by the authority of the justification for such increases as submitted by the Community Advisory Committee.



Petitioning the Legislature to Amend the Massport CAC Enabling Act Re: Quorum Requirement

Motion:

MOVED NO ACTION BY MCAC

To authorize and empower the Executive Committee to file a request with the legislature to amend the MCAC Enabling Act by:

Changing the quorum requirement in Section 36 (c) to reduce it from a simple majority to 15.

(c) The Massachusetts Port Authority Community Advisory Committee may act at a regular periodic meeting called in accordance with its by-laws, at a special meeting called by the Authority or if a majority of members choose to do so. Except as provided in (f), a quorum of the Massachusetts Port Authority Community Advisory Committee shall consist of a **simple majority fifteen (15) of** voting members present, and the Massachusetts Port Authority Community Advisory Committee may act, except as otherwise provided in paragraph (f), by affirmative casting of a majority of the votes represented in the quorum. The Massachusetts Port Authority Community Advisory Committee shall be deemed to be a governing body for the purposes of, and shall be subject to, sections 18 to 25, inclusive, of chapter 30A of the General Laws.



Massport CAC FY 18 Pro Forma \$500K Budget	FY2018 Proposed Budget
Account.	Budget
41020 SALARY WEEKLY	\$280,000
Executive Director	\$140,000
Analyst	\$80,000
Administrator/Coordinator	\$60,000
Payroll	\$280,000
41505 HEALTH & INSURANCE BENEFITS	\$92,400
Fringe Benefits	\$92,400
42010 PRINTING & STATIONERY SUPPLIES	\$500
42030 COPYING SUPPLIES	\$500
42260 OFFICE RENT	\$20,000
Materials & Supplies	\$21,000
44500 MISC CONTRACT (Massport Service Agreement)	\$0
44500 MISC CONTRACT Accounting, Payroll and Admin.	\$15,000
44500 MISC CONTRACT (Website Development)	\$10,000
44500 MISC CONTRACT (Website hosting, maint)	\$3,000
44500 MISC CONTRACT (Admin Support)	\$0
44500 MISC CONTRACT (Minute-takers for Mtgs)	\$0
Services	\$28,000
44510 PROF FEE-GENERAL CONSULTANTS	\$10,000
44520 PROF FEE-LEGAL CONSULTANTS	\$25,000
44570 PROF FEE-PERSONNEL MGT CONSULT	\$5,000
INSURANCE	\$7,500
Professional Fees	\$47,500
46010 SPECIAL EVENTS	\$5,000
46150 PUBLIC HEARINGS	\$5,000
46160 ADVERTISING GENERAL	\$5,000
Media & Public Affairs	\$15,000
47010 TRAVEL-TRANSPORTATION	\$5,000
47020 TRAVEL-ACCOMODATIONS	\$4,600
47025 TRAVEL-MEALS	\$2,500
47030 TRAVEL-TOLLS & PARKING	\$4,000
Travel & Meetings	\$16,100
49177 MISC.PROJECT EXPENSES	\$0
49500 MISCELLANEOUS	\$0
Other Expenses	\$0
TOTAL EXPENSES	\$500,000



Approval of the FY 2018 Pro Forma Budget

Motion:

MOTION APPROVED BY MCAC

To approve the FY 2018 Pro Forma Budget as presented by the Treasurer to be effective upon passage of the proposed amendment or any version thereof to the Enabling Act, Section 36 (i) pertaining to funding of the MCAC.



MCAC Policy

Preparing and Submitting a Request

Rationale

- Ensures members have adequate information to make informed decisions
- Provides necessary time to fully vet ideas and have meaningful review of requests
- Provides reasonable amount of time for review for both MCAC and/or its subcommittees
- Process also allows time to gather information and respond to inquiries from members and/or the public



Adoption of Policies & Procedures for the Massport CAC

Motion:

MOVED NO ACTION BY MCAC

To approve the Policy and Procedure presented by the Chair with Respect to the Process for submitting a Request, Proposal or Resolution for Consideration by the MCAC.



Update from Massport

- a. Four Resolutions Approved at March 9, 2017, General Meeting
- b. Overview of Boston Logan Airport Runway Configurations
- c. RNAV Study



Aviation Operations Subcommittee Recommendation

Question of Voting to Support and Send the Following Resolution to Massport:

The Massport Community Advisory Committee (“MCAC”) requests that Massport hire, appoint or otherwise assign a staff person whose sole duty and responsibility shall be to create, facilitate and implement ways to reduce the environmental and noise impacts of Massport operations including, but not limited to aircraft operating in and out of any of its existing facilities and operations at Conley Terminal, and that such person or persons shall have the authority to require and/or report on the steps taken to comply with any related existing agreements, records of decision and/or applicable laws regarding such noise and environmental impacts. Such person shall report directly to the Chief Executive Officer of the Massachusetts Port Authority regarding his or her work, and in addition shall provide a report(s) to the MCAC.



Aviation Operations Subcommittee Recommendation

Rationale

- Greater Accountability Reporting Directly to the Massport CEO
- Dedicated Voice and Single Point of Contact for Community Issues and Concerns
- Accountable for Massport Noise and Environmental Impacts
- Coordinates Across Massport Organization and the FAA
- Facilitates Responsiveness to Community Issues & Concerns
- Ensures follow-up on Actions and Commitments
- Ensures Governance & Compliance
- Is the Communication Channel to the MCAC, Member Communities and the Public
- Presents Regular Updates to the Massport CEO, Massport Board of Directors, MCAC, Elected Officials, and Communities



Massport CAC Resolution

RESOLUTION ADOPTED BY MCAC

Question of Voting to Support and Send the Following Resolution to Massport:

The Massport Community Advisory Committee (“MCAC”) requests that Massport hire, appoint or otherwise assign a staff person whose sole duty and responsibility shall be to create, facilitate and implement ways to reduce the environmental and noise impacts of Massport operations including, but not limited to aircraft operating in and out of any of its existing facilities and operations at Conley Terminal, and that such person or persons shall have the authority to require and/or report on the steps taken to comply with any related existing agreements, records of decision and/or applicable laws regarding such noise and environmental impacts. Such person shall report directly to the Chief Executive Officer of the Massachusetts Port Authority regarding his or her work, and in addition shall provide a report(s) to the MCAC.



BLANS Review for Opportunities

- Boston Logan Airport Noise Study Concluded
- \$8M+ & ~10 years
- Conducted in Three Phases
 - ✧ Phase I - overflight changes including new RNAV procedures and environmental analysis
 - ✧ Phase II - ground noise and environmental analysis
 - ✧ Phase III - Runway Use and Reporting

<http://www.bostonoverflight.com>

Updated: November 17, 2016

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Boston Logan Airport Noise Study

formerly known as the Boston Overflight Noise Study

WELCOME THE STUDY PHASE 1 PHASE 2 PHASE 3 DOC. LIBRARY

Text Size: [-] [+]

WELCOME TO THE BOSTON LOGAN AIRPORT NOISE STUDY (BLANS) WEBSITE

The Boston Logan Airport Noise Study (BLANS) is a cooperative and unique effort undertaken by the [Federal Aviation Administration \(FAA\)](#), the [Massachusetts Port Authority \(Massport\)](#) and the [Logan Airport Community Advisory Committee \(CAC\)](#). CAC members represent more than 30 of the 90 communities within the 20-nautical mile radius [study area](#) around Boston Logan International Airport.

FAA
CAC
BLANS
Massport

The primary focus of the Boston Logan Airport Noise Study is to determine viable means to reduce noise from aircraft operations at, to and from Boston Logan International Airport without diminishing airport safety and efficiency. Currently, participation primarily consists of FAA, Massport and local government appointed members of CAC who strive to:

1. keep you informed on current progress,
2. provide you access to information used by the three parties for decision-making, and
3. give you a means to contact a representative to share your concerns and seek answers to questions.

We encourage you to navigate through the website to learn more about the study and how to stay informed. If you have any additional questions, please [contact members of the Boston Logan Airport Study project management team](#).

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project team
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BLANS Review for Opportunities

- Review BLANS Report for Opportunities
 - Short, Medium, Long-term Opportunities
 - Degree of Difficulty
 - Doable & Pragmatic
 - Prioritize Opportunities
- Inclusive, Thoughtful, Purposeful, and Methodical
 - Executive Committee
 - Aviation Operations Subcommittee
 - Environment & Health Subcommittee
 - MCAC Deliberations
- Review and Deliberate Options Over the Course of Several Meetings





END