



## MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE

### MINUTES FOR THE EXECUTIVE COMMITTEE HELD ON

JANUARY 10, 2019 AT 3:00 PM

Massachusetts Transportation Building | 10 Park Plaza, Boston, MA 02116

### Meeting Minutes

Present: Dave Carlon, Pete Navarra, Wig Zamore, Myron Kassaraba, Maura Zlody, Jerry Falbo

Participating Remotely: Andrea Adams

Others present: Jennifer Dopazo Gilbert, Counsel and Matthew A. Romero, Executive Director

### Approval of Minutes of December 11, 2018

The minutes were discussed.

Motion to approve by Mr. Carlon, seconded by Mr. Kassaraba. Approved with Messrs. Zamore and Navarra abstaining.

### Upcoming Conferences Discussion

Mr. Carlon noted that there is an upcoming conference held by UC Davis for Airport Operators. It is an annual conference that is being held this year in Jacksonville, Florida in early March, and he recommended that Mr. Romero attend on behalf of the Massport CAC. Mr. Kassaraba agreed that the conference is a good idea and supported having Mr. Romero attend. Mr. Zamore noted that this conference can be very heavy on science, so the agenda should be reviewed before committing. Mr. Navarra asked if Mr. Romero would be reporting back to the Executive Committee, and Mr. Kassaraba indicated that he expected Mr. Romero to prepare a memo summarizing the conference and topics covered.

Mr. Carlon also noted that the Massachusetts Municipal Association Annual Meeting was coming up soon. He felt it was a good networking opportunity, and perhaps could provide a useful forum for the Massport CAC to be represented. Mr. Romero noted that the program and booths were set at this date, but that he would inquire about the best way to have the Massport CAC represented in future.

The amount for these conferences was in the range of +/- \$3,000.

The motion was made to support the travel expenses as described.

Moved by Mr. Falbo, seconded by Mr. Navarra, approved.

### Treasurer Budget Update



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Mr. Kassaraba provided an update through Q2 (see attachment). Mr. Navarra asked if the process to get funding is automatic now, and Mr. Kassaraba responded that there are no obstacles.

Ms. Zlody joined the meeting at 3:15 PM.

Ms. Adams called in at 3:21 PM.

### Discussion and possible vote on motion to re-allocate funds in FY19 budget

Mr. Kassaraba described his proposed motion with regard to Software and Subscriptions and Conference Fees. Mr. Kassaraba wanted to set up two new accounts for these for budgeting purposes. This would transfer \$10,000 from payroll and distribute \$5,000 to Software and Subscriptions, \$2,500 to Conference Fees, and \$2,500 to Advertising (existing account).

Motion to setup the two new accounts made by Mr. Navarra, seconded by Mr. Falbo, and approved by roll call unanimously.

Motion to transfer \$10,000 out of payroll into software and subscriptions, (\$5,000), conference fees (\$2,500) and advertising (\$2,500) made by Mr. Navarra, seconded by Mr. Falbo, and approved by roll call unanimously.

### OML and Conflict of Interest Training Requirements for Massport CAC Members

Mr. Romero reported that he had reached out to all Massport CAC members on the required Conflict of Interest training and has been tracking compliance. He will continue to reach out to members who have not completed their training to ensure compliance. He noted that the Open Meeting Law training is not required, but he would provide information for members to access the free online training.

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

Mr. Navarra noted that the BLANS info is currently on his computer. He wants to move the BLANS info to a Microsoft Azure account owned by the Massport CAC. The total cost for this software subscription would be \$4.41 per year. The cost is trivial and will allow Mr. Romero to have access to the BLANS data.

Motion to create a subscription account for this Microsoft service by Mr. Navarra. Mr. Kassaraba questioned if this was the correct avenue for storing the BLANS data and discussed access issues. The objective is to back up this data, not to provide public access.

Mr. Zamore supported the storage of the BLANS data but questioned about future access for this data and all other Massport data. He wants someone to think about this in the future in case federal sites are shut down.



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Mr. Carlon noted that we should not take ownership of the data, just store it. For now the FAA owns the data. Ms. Zlody has asked what the requirements were for the FAA in terms of record retention for this data.

Mr. Carlon said the records retention law is clear and they must follow it. Mr. Kassaraba supports the motion to subscribe to a storage account, but he wants a plan as to how the data is made available and what the access options are.

Mr. Zamore said that when I-93 was built it was built illegally and the State lost the information. He is very concerned about this data disappearing intentionally by the government.

Motion by Mr. Navarra to authorize the subscription for data storage and authorize Mr. Romero to take control and possession of the BLANS data, second by Mr. Kassaraba. Approved by roll call vote unanimously.

### Correspondence

Mr. Falbo wanted to discuss a letter he received from the City Council of Winthrop dated December 17, 2018 relative to payments from Massport to the Winthrop Payment in Lieu of Taxes (PILOT) program. Mr. Carlon took the lead on presenting this since Mr. Falbo had lost his voice. He noted that Mr. Zamore's subcommittee will be taking this issue up at their upcoming meeting with respect to the health concerns.

Winthrop abutters are seeking more funding for noise mitigation. Mr. Falbo and Mr. Carlon plan to meet with the Town Manager to discuss the Point Shirley issues. Mr. Falbo discussed the PILOT payment increase, which had already been negotiated with Massport prior to this letter being submitted. He noted that noise levels were up as high as 90 db in this area of Winthrop.

### Public Comment

None

### Adjournment

Motion to adjourn at 3:44 pm by Mr. Zamore, seconded by Mr. Kassaraba, approved unanimously by roll call vote.

Documents Associated with EC Meeting:

### Agenda

Draft 12/11/18 EC minutes

Treasurer's Finance Summary



## MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE

12/17/18 Winthrop Town Council Letter to Jerry Falbo

Wig Zamore hand-out 2019 meeting