

Massport CAC Meeting

June 13, 2019







Agenda

1. **Welcome & Introduction [5 min]**
 - a. **Alaina Coppola – Director of Community Relations and Government Affairs**
2. Vote to approve Minutes of April 23, 2019 [5 min]
3. Chairman Update
 - a. FY19 Review and FY20 Discussion [10 min]
4. MCAC Massport Board Member Update – John Nucci [5 min]
5. Treasurer Report [5 min]
 - a. Vote to approve the MCAC FY20 Budget
6. Executive Director Update [5 min]
 - a. MPA Annual Current Expense Expenditure Budgets Review Update
7. Update on Noise Insulation Review – Massport CAC Counsel [15 min]
8. Update from FAA [30 min]
 - a. Block 1 Update
 - b. FAA Reauthorization Bill Update
9. Update from Massport [35 min]
 - a. RNAV Study Update
 - b. HMMH Comparative Analysis Report and Fly Quiet Reporting Draft Update
 - c. Ground Transportation Overview
10. New Business – reserved for matters the Chair did not reasonably anticipate at the time of posting
11. Public Comment [10 minutes]
12. Adjournment



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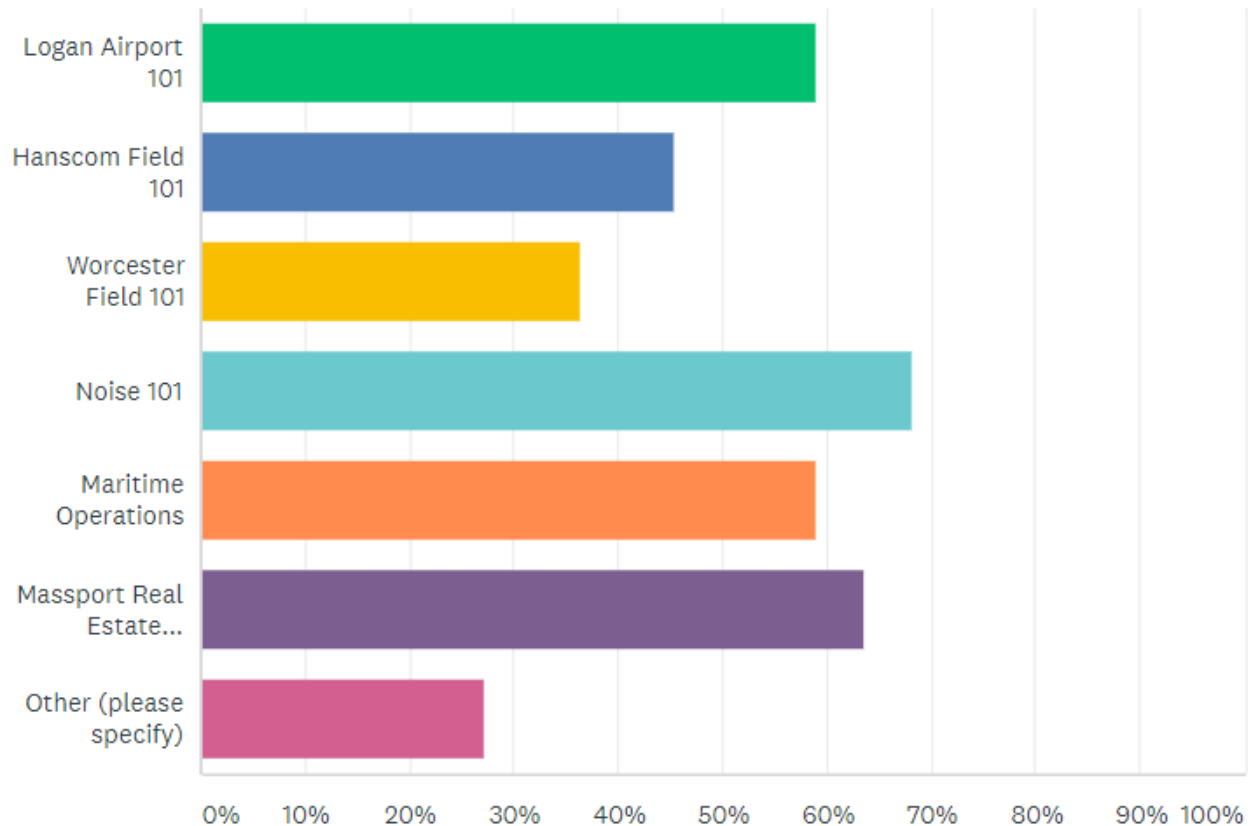
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Training Survey Responses

What types of Massport training are you interested in?

Answered: 22 Skipped: 0





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FY19 Report

\$300K budget

Delayed hiring of Executive Director (Oct.) and Admin.(June)

We will spend an estimated \$192,000

Salary & Benefits: \$117K (60%)

Services (admin, website): \$19K (10%)

Professional Fees (legal, insurance): \$48K (25%)

Other: \$8K (5%)

Q4 run-rate @\$75K (25%)

Annual summary report from AAFCPA once year is closed



FY20 Budget

\$350,000

Updated budget categories:

Salary & Benefits: \$179,500 (51%)

Office Expenses (incl. rent): \$17,500 (5%)

Services (legal, accounting, admin): \$125,000 (36%)

Media & Public Affairs: \$5,000 (1%)

Travel & Meetings: \$15,000 (4%)

Insurance: \$8,000 (2%)

Enhanced Quickbooks Reporting



FY20 Budget ctd.

Account		FY19 Approved	Notes	FY20 Proposed	Notes	Δ \$	Δ %
41000	Payroll Expenses	\$ 130,000		\$ 133,000		\$3,000	2.3%
41020	Salary Weekly	\$ 130,000		\$ 133,000	3% increase @ 1 yr Oct anniversary	\$3,000	2.3%
	Executive Director	\$ 130,000		\$ 133,000		\$3,000	2.3%
	Analyst	\$ -	No analyst		Contract for services (44510)	\$0	
	Administrator/Coordinator	\$ -	PT Admin		PT Admin (contract 44500)	\$0	
41500	Fringe Benefits	\$ 45,500		\$ 46,550		\$1,050	2.3%
41505	Health & Insur. Benefits	\$ 45,500	35% of salary	\$ 46,550	35% of salary	\$1,050	2.3%
41510	Payroll Taxes				Adjust as needed	\$0	
42000	Materials & Supplies	\$ 6,500		\$ 17,500		\$11,000	169.2%
42010	Printing & Stationery	\$ 500		\$ 500		\$0	0.0%
42030	Copying Supplies	\$ 500		\$ 500		\$0	0.0%
42260	Office Rent	\$ 4,000	CIC/WeWork	\$ 15,000		\$11,000	275.0%
42300	Office Equipment	\$ 1,500		\$ 1,500		\$0	0.0%
42400	Software and Subscriptions			\$ 1,500	Quickbooks, Office, Ring Central		
44000	Services	\$ 94,700		\$ 124,650		\$29,950	31.6%
44500	Misc. Contract	\$ 52,300		\$ 55,770		\$3,470	6.6%
	Massport Service Agreement	\$ -	Free or Self			\$0	
	Accounting, Payroll, & Admin	\$ 7,500		\$ 2,210		(\$5,290)	-70.5%
	Website Development	\$ 10,000		\$ 10,000		\$0	0.0%
	Website Hosting & Maint.	\$ 3,600		\$ 3,600	From projected 5-year budget	\$0	0.0%
	Admin Support	\$ 31,200	\$40/hr, 15 hr/week	\$ 39,960	\$40/hr @ 999 hours	\$8,760	28.1%
44510	General Consultants	\$ 4,000		\$ 35,000	Budget analysis	\$31,000	775.0%
44520	Legal Consultants	\$ 35,000	Steady state	\$ 33,880		(\$1,120)	-3.2%
44570	Personnel Mgt. Consultant	\$ 3,400		\$ -	No need in FY20	(\$3,400)	-
46000	Media & Public Affairs	\$ 3,500		\$ 4,800		\$1,300	37.1%
46010	Special Events	\$ 2,000		\$ 2,000		\$0	0.0%
46150	Public Hearings	\$ 1,000		\$ 1,000		\$0	0.0%
46160	Advertising General	\$ 500		\$ 1,800	Advertising for FT admin	\$1,300	260.0%
47000	Travel & Meetings	\$ 12,300		\$ 15,500		\$3,200	26.0%
47010	Transportation	\$ 3,500		\$ 5,000		\$1,500	42.9%
47020	Accommodations	\$ 2,500		\$ 4,000		\$1,500	60.0%
47025	Meals	\$ 2,300		\$ 2,500		\$200	8.7%
47030	Tolls, Parking, & Transit	\$ 4,000		\$ 4,000		\$0	0.0%
48090	Insurance	\$ 7,500		\$ 8,000		\$500	6.7%
49000	Other Expense	\$ -		\$ -		\$0	
49177	Misc. Project Expense	\$ -				\$0	
49500	Other Misc. Expense	\$ -				\$0	
	TOTAL	\$ 300,000		\$ 350,000	Increase set by legislation	\$50,000	16.7%



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Massport CAC Mission

The mission of the Massachusetts Port Authority Community Advisory Committee is to be the voice of communities impacted by Massport operations; we collaboratively offer local, regional, and national solutions through advocacy, information and Authority oversight.