

MASSPORT COMMUNITY ADVISORY COMMITTEE
EXECUTIVE COMMITTEE
MARCH 14, 2023, 8:30 AM ET – VIRTUAL MEETING

Meeting Minutes

Present: Roseann Bongiovanni (Chair), Stephen Fox (partial meeting), Sandra Kunz, Wig Zamore, Alan Wright (Treasurer), Jerry Falbo (Vice Chair), Maura Zlody

In Attendance: Aaron Toffler, Executive Director, Jennifer Dopazo Gilbert, Counsel; Tommy Butler of Massport; members of the public.

Welcome to the Virtual Meeting

The meeting was called to order by the Chair at 8:34 AM ET. An official roll call for attendance was taken.

Approval of Minutes of January 10, 2023

A motion was made by Ms. Kunz to approve the minutes from the January 10, 2023, Executive Committee meeting. Mr. Zamore seconded the motion. The minutes were approved unanimously by roll call vote.

Treasurer's Update – Presented by Alan Wright, Treasurer

Mr. Wright provided the treasurer's update. Mr. Wright indicated Massport CAC (Community Advisory Committee) received its first round of funding, totaling \$250,000 for FY 23 in July of 2022 and continues to have a balance in the account. The cash balance as of the end of February 2023, was \$130,017. Mr. Wright wanted to begin a conversation about carrying a surplus into the next fiscal year.

Leadership Update - Presented by Aaron Toffler, Executive Director

Executive Director Annual Review:

Ms. Bongiovanni distributed a proposal from Paradigm Associates (Bernie Lynch) to conduct an annual review of the Executive Director and to engage in some strategic planning/priority setting.

Vote to approve moving forward with a contract with Paradigm Associates to perform annual review of Executive Director and strategic planning/priority setting. (Mr. Wright motion; Ms. Kunz second).

Hiring Update:

Mr. Toffler provided an update on hiring for the Communications Consultant, the Website Consultant, and the Executive Assistant positions. Mr. Toffler recommended a vote to engage GoingClear, our website consultant, to revise/update our website to make it more functional and user-friendly. Mr. Toffler recommended a confirming vote of the General Committee's vote

to engage Liberty Square Group to a six-month contract. The Executive Assistant position has been re-posted and Mr. Toffler is reviewing applications and setting up interviews.

Vote to approve contract with website consultant GoingClear. (Mr. Falbo motion; Ms. Zlody second)

Vote to approve contracting with Liberty Square Group for a six-month contract pursuant to their response to MCAC's RFP. (Ms. Bongiovanni motion; Mr. Falbo second)

Comment Letters

Mr. Toffler discussed the need for the MCAC to submit comment letters to permitting authorities on Massport development projects and EDR/ESPR's. This process rarely aligns well with Executive Committee meetings. Mr. Toffler requested a vote to authorize him to draft and submit such comment letters in consultation with affected community representatives without needing a formal vote of the Executive Committee.

Vote to authorize Executive Director to review and comment on development projects including Massport environmental filings (EDRs and ESPRs). (Mr. Wright motion; Mr. Falbo second)

Data Needs

Mr. Wright presented graphics he produced using data posted by Massport on their website regarding runway usage. Discussion about getting data from Massport as a matter of course and using it to create usable graphics for the public and to answer questions about impacts.

Vote to direct Executive Director to draft an RFQ for a consultant to create a data architecture plan for the MCAC, identifying which information we have, what we need, and how to get it. Distribute to Executive Committee members for comment. (Mr. Falbo motion; Mr. Fox second)

Noise Complaint Line

Ms. Zlody requested that Massport fix all the links in this system so that one doesn't have to create a profile/account to log complaints or withdraw complaints

Massport Update – Presented by Thomas Butler

Mr. Butler provided an update on the remote meeting extension.

Mr. Butler reported that the acoustical testing plan for the soundproofing program was approved by the FAA and testing is scheduled to begin in April/May.

Mr. Butler distributed a fact sheet regarding the Runway 15R-33L runway closure scheduled to begin in August.

He also noted that Massport is expecting a robust cruise season this year.

New Business

None.

Correspondence

Mr. Toffler noted that comment letters were submitted by the MCAC on several Massport projects.

Public Comment

Public comments from Bryan Semple and Betsy Bogard are part of the record of this meeting (attached). Public comment was also received from Carolyn Montell re: Runway 33L traffic/usage, Amy McCoy re: impacts on Ayer.

Adjournment

A motion to adjourn was made by Ms. Kunz, seconded by Mr. Fox, and approved unanimously by roll call vote.

The meeting was adjourned at 10:09 am ET.

Documents Associated with this Meeting:

Agenda

Balance Sheet

Draft Minutes from January 10, 2023, Executive Committee Meeting

FY23 Budget Workbook

Treasurer's Report