

Meeting Minutes MCAC Executive Committee

Date: May 09, 2023

Convened: 9:30am

Adjourned: 11:30am

Committee members in attendance: Roseann Bongiovanni, Jerry Falbo (from 10:15am-11am), Alan Wright, Wig Zamore, Sandra Kunz, Maura Zlody, Stephen Fox

Staff in attendance: Aaron Toffler, Cindy Baxter, Jennifer Dopazo Gilbert

1. Roll call was taken by Cindy Baxter, please see attached spreadsheet for details.
 2. Roseann introduced Cindy Baxter as the new executive assistant.
 3. Minutes of the April 11, 2023, meeting were approved unanimously.
 4. Roseann opened the meeting to the public for commentary. No comments were made.
 5. Wig and Aaron provided an overview of the conference they attended regarding UC Davis in San Francisco CA. Wig reviewed the construct of the meeting as an opportunity to take part in this annual symposium that brings together aviation experts, academic experts, and government officials on an annual basis. Aaron took summary notes which are attached to these minutes. Both Aaron and Wig confirmed that the FAA public notice on noise was discussed. Both further noted the benefits of building relationships and networking with others who are working on similar initiatives. In support of the discussion, a copy of the FAA notice is provided as a separate document with these meeting minutes.
 6. Leadership update
 - a. Roseann presented status on the executive director annual review, noting that a few interviews remain to be done, and it's anticipated that feedback will be presented to Aaron by end of May.
 - b. LSG guest speakers reviewed their objectives for the consulting services they will provide, which are:
 - i. Assist MCAC in building state and federal relationships as well as working with key stakeholders in the municipalities.
 - ii. Draft and script briefing material for use by MCAC
 - iii. Review legislative information and provide relevant information to the MCAC. As an example, LSG will analyze the House budget and, once it's released, the Senate budget, pulling out details that will be important to MCAC.
- LSG also reviewed building key relationships with the following individuals:
- i. Sen. DiDomenico (Cambridge/Everett)
 - ii. Sen. Timilty (Milton/Braintree/Bridgewater/Stoughton)
 - iii. Sen. Edwards (East Boston/Winthrop/Revere)
 - iv. Rep. Madaros (East Boston)
 - v. Sen. Crighton (Lynn/Lynfield/Swampscott, Sen. Chair of Transportation Cmte)
 - vi. Sen. Mark (Western MA - everything west of Northampton, Sen. Vice Chair of Transportation Cmte)
 - vii. Rep. Straus (Mattapoisett/Rochester/Marion/Fairhaven House Chair of Transportation Cmte)
 - viii. Rep. Murray (Milford/Mendon/Hopedale, House Vice Chair of Transportation Cmte)

Members reviewed the best way to prepare for initiating the relationships suggested by LSG, including developing an MCAC advocacy position and possibly some key recommendations MCAC would like to push forward on behalf of its constituents. It was suggested that staff take information already gathered by MCAC members via a recent questionnaire to kick off the effort. It was also suggested that each MCAC member reach out to their represented municipalities regarding priorities. Aaron indicated he would formally ask each MCAC representative to be prepared with priorities for their constituents so that the topic can be addressed as a formal agenda item at the next meeting. Jennifer reminded the group that the committee is required to hold a public hearing on one issue and then provide a report to the Governor.

- c. Committee/Subcommittee restructuring was discussed regarding the need to fill vacancies on the general MCAC and to review the missions of the two subcommittees, Aviation Operations chaired by Ralph Dormitzer and Environment and Health, chaired by Wig Zamore. Aaron noted that he had reached out to the municipalities that have vacancies and that Cindy will follow-up to get closure from each town with openings. Wig indicated that he wanted staff to support his and Alan's efforts on Environment and Health via working group discussions that Cindy will schedule for Cindy, Aaron, Wig, and Alan to attend. Jennifer confirmed that a working group was fine, but that any outcomes and proposals would need to be discussed with the Committee in an open forum. Cindy received feedback from Ralph regarding Aviation Operations and will schedule an open subcommittee meeting for the early June timeframe. Other potential subcommittees were mentioned, for example, Communications, but it was agreed that at this point, the key priorities would be handled under the construct of the existing two subcommittees of Aviation and Environment/Health. Members agreed that communications and outreach fall under staff responsibilities. Aaron and Cindy will work with LSG and others on the communications and outreach objectives.
7. Massport update. Tommy Butler provided updates on the RSIP pilot program, confirming that funding has been approved by the FAA and that given the available funds, Massport hopes to increase the number of homes from the present 10 to a total of 20. Consultants will be out between May 15th and May 26th to pick 5 in Winthrop and 5 in Revere from the data already analyzed based on the 2020 noise map. Committee members requested Massport provide a copy of the 2020 map as well as the scope of services for the RSIP. Tommy also provided an update on the Hanscom North project. Tommy indicated that Massport has been working directly with the Hanscom Field Advisory Committee and that the project includes use of both Massport and the town of Bedford land to support optimization of operations. Tommy indicated that the town of Bedford was supportive of the plan. MCAC members raised concerns about appropriate consideration of equity and requested more information be provided as well as outreach to the Bedford and Lexington MCAC representatives.
8. Treasurer's update. Alan provided status of cash on hand and current YTD budget spend, which is significantly below target. Aaron confirmed that with the new projects underway and with Cindy now on staff, expenses would increase, justifying MCAC's reaching out for the next allotment of funding from Massport. Aaron noted that further budget discussion for FY 2024 will be raised during the Thursday general MCAC meeting.

9. Schedule of meetings for FY24. Aaron noted that he and Cindy will review and schedule recurring meetings for the coming fiscal year.
10. New Business. Maura had sent an article regarding drones. That article is included as a separate document with these meeting minutes.

Action Items from the May EC meeting that Cindy is pursuing:

- List of initial key contacts that Tim Sullivan provided verbally during the meeting. **This item is provided with the minutes under item 6b.**
- In-progress outreach list with follow-up on status for filling municipality vacancies. Cindy to provide spreadsheet with bi-weekly tracking.
- Notes from Aaron regarding the UC Davis conference. **Provided as a separate document with these meeting minutes.**
- Scope of services and 2020 map regarding RSIP. **The 2020 noise contour map is provided as a separate document with these meeting minutes.**
- Current status report regarding Hanscom North Airfield project. Cindy to provide via a summary from the May 16th HFAC meeting and with presentation material from Sharon Williams. **Cindy distributed PPT from Massport to full committee on May 30th along with other documents shared during the May 16th HFAC meeting.**
- Budget update. To be provided in conjunction with the general MCAC meeting held May 11th. **Aaron provided budget and other financial documentation on May 9th to general committee members.**
- Drone article sent by Maura. **Provided as a separate document with these meeting minutes.**
- FAA public advisory regarding noise. **Provided as separate documents with these meeting minutes.**