



MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE

Minutes from the MCAC Executive Committee monthly meeting held *Tuesday, June 13, 2023, AT 9:30 AM*

1. Attendance Roll Call and Vote Summary

Town/ City	Massport CAC Appointee	Committee Role	Attendance Roll Call	Approve Minutes from 5-09-23 meeting	Vote #1:	Vote #2:	Vote #3:	Vote #4:	Vote #5:	Adjourn
Boston (Roslindale)	Alan Wright	Treasurer	Y	y	y	No vote required	y	Vote not taken, will be raised at next EC meeting.	y	y
Winthrop	Jerry Falbo	Vice Chair	Y	y	y	No vote required	y	Vote not taken, will be raised at next EC meeting.	y	np
Boston (Fenway)	Maura Zlody	Secretary	Y	y	y	No vote required	y	Vote not taken, will be raised at next EC meeting.	y	y
Chelsea	Roseann Bongiovanni	Chair	Y	y	y	No vote required	y	Vote not taken, will be raised at next EC meeting.	y	np
Braintree	Sandra Kunz	At-Large	np	np	np	No vote required	np	Vote not taken, will be raised at next EC meeting.	np	np
Boston (South End)	Stephen Fox	At-Large	Y	y	y	No vote required	y	Vote not taken, will be raised at next EC meeting.	y	y
Somerville	Wig Zamore	Environment & Health	y	y	n	No vote required	n	Vote not taken, will be raised at next EC meeting.	y	y
Votes:			Vote Status	Key						
1. Approve budget with stipulation of future quarterly review and reporting on line items, specifically regarding consultant engagement			Passed as noted above	NP = Not present for vote						
2. Approve SharePoint redesign			No vote required.	N= NO						
3. Environment and Health charge			Passed as noted above	Y= YES						
4. Approve Aviation's elected slate			address at next meeting							
5. Approve Aviation's request for engagement funding			Passed as noted above							

2. Approval of Executive Committee Minutes of May 9, 2023 – *Approved as noted above*

3. Public Comment: *No public comment made.*

4. Leadership Update

- a. Draft budget – *Approved as noted above with the stipulation of a quarterly review and discussion of proposed consultant expenditures.*
- b. Data consultant RFQ update - *RFQ has been issued on the Massachusetts COMMBUYS site. The RFQ was also pushed out to 380 vendors in the system that may match the requested work. Committee members were asked to forward bid details to potential candidates for their consideration. The bid can be viewed at this link: <https://www.commbuys.com/bso/bid/bidSummary.sdo?docId=BD-23-2244-MCAC-MCAC-89638&mode=initial>*
- c. Website update and Shared Drive – *No vote required, staff to reorganize shared drive to make site more user friendly. Three MCAC members have volunteered to provide website design feedback.*
- d. Annual Meeting – September 21, 2023. *Members are asked to consider continuing or running for leadership roles. Final vote on the slate will be taken at the annual meeting. A final agenda will be provided as the meeting date approaches in accordance with the Open Meeting Law.*
- e. Committee membership
 - i. Executive Committee membership. *See note above regarding vote that will take place for leadership positions at the annual meeting to be held in September.*
 - ii. Environment and Health subcommittee draft charge – *Please see attached draft charge which was approved by the Executive Committee as noted in the table above.*
 - iii. Aviation Operations subcommittee membership – *approve subcommittee leadership vote. The Aviation and Operations subcommittee had voted on new leadership at their June 1st meeting, which requires Executive Committee approval. The vote is deferred to the July meeting.*
 - iv. Vacancies update. *The vacancy for Everett has been filled by Jay Monty. The vacancy for Lincoln is being pursued in meetings to be held this afternoon, (June 13th). Focus will continue on remaining*



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vacancies and Committee member Maura Zlody indicated she would raise the South Boston opening to her management at Boston City Hall.

- f. *FAA Noise Policy Review update – Aviation Operations committee request for noise consultant – Request was approved as noted in the table above. The specifics of the engagement were noted by Alan Wright as he filed the motion to approve:*

The Aviation and Operations Subcommittee requests Executive Committee approval for a consulting engagement that would allow a response to the FAA Noise Policy and to regional noise mitigation, including but not limited to the following:

- i. Consideration of helicopter traffic*
- ii. Consideration of noise landing fees*
- iii. Evaluation of new or updated metrics and data analytics, including persistence and annoyance as part of the response to the FAA*
- iv. Implementation of enforcement measures as part of the recommendation to the FAA*

- g. *Hanscom update – Cindy and Aaron updated EC members regarding the ongoing efforts to fill the Lincoln vacancy and staff attendance at HFAC meetings. Staff is committed to obtaining information available from the HFAC and sharing that with MCAC members. Staff reiterated that no opinions or decisions are being discussed and that information gathered is being provided to the MCAC as soon as it is obtained by staff.*

- h. *September offsite meeting. A tentative meeting date is set for September 12th. A proposed agenda is included with these minutes.*

5. *MCAC Executive Director Evaluation and Goal Setting. Roseann provided an overview of the evaluation, highlighting the following:*

- a. Not all decisions need to be made by the Executive Committee. Further details regarding when staff can move forward with decisions will be outlined by the Executive Committee.*
- b. The Executive Committee strives for a more public profile and greater initiative on key priorities. This will be discussed in detail as the EC sets specific goals and objectives for itself and staff.*
- c. The Executive Committee expects more transparency from Massport and wants staff to enable that.*
- d. The Executive Committee wants the Executive Director to build a strong base of legislative relationships*
- e. The Executive Committee wants staff to improve the MCAC profile through use of social media and the MCAC website*
- f. The EC wants staff to manage a communications plan that highlights MCAC accomplishments*
- g. The EC expects the executive director to use the 2021 questionnaire to outline priorities and timelines for project completion based on the priorities already identified by members.*
- h. The EC will develop specific goals and timelines that include monthly reporting metrics for performance evaluation.*

6. *2021 MCAC Survey Results and Priorities. Staff to review and create a document that outlines survey results and priorities for action by MCAC.*

7. *Treasurer's Update. Alan Wright presented the financials through end of May to the Executive Committee, including P&L, current fiscal year budget status, and the Treasurer's summary report. Documents were included with reference material distributed on Monday, June 12th.*

8. *Massport Update – 5 minutes – Tommy Butler*

- a. RSIP Update. Tommy indicated that a report regarding the RSIP inspection results should be available in the July timeframe.*



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- b. Runway 33 closure update and June 13th public meeting presentation review. *Tommy reminded the Executive Committee that Massport is holding a public meeting tonight, June 13th to inform communities about the R33 project. Cindy sent the notification provided by Tommy last week to all MCAC members so they could make their communities aware of the meeting.*
- c. *Cindy asked Tommy whether Massport had accepted the MCAC request for a tour of Terminal E for the September 12th offsite. Stephen Fox clarified that it was the EC's request that Massport provide a tour prior to the official opening of Terminal E. Tommy will work on dates and advise on what is possible.*
9. New Business – reserved for matters the Chair did not reasonably anticipate at the time of posting. *No new business was discussed.*
10. Correspondence – *No correspondence was noted.*
11. Adjournment. *All members present at the end of the meeting voted to adjourn as of 11:45am as noted in the table above.*

Action Item Summary

- Aaron and Cindy to continue efforts on filling vacancies. The next update will be provided within two weeks.
- Aaron and Cindy to work with LSG to obtain more information regarding Massport plans for projects.
- Aaron and Cindy to provide quarterly updates on the budget, in line with request for details noted above regarding line-item planned expenditures
- Wig to provide RFQ details to academics for their consideration. The link to the RFQ bid on COMMBUYS is <https://www.commbuys.com/bsa/bid/bidSummary.sdo?docId=BD-23-2244-MCAC-MCAC-89638&mode=initial>
- Staff to file a request for an extension of 60 days regarding the FAA Noise Policy request for public input.
- Staff to provide feedback regarding other organizations replying to the FAA request. Currently, Cindy Christiansen's group is working with 70 other organizations on a response.
- Executive Committee to develop concrete goals and objectives for the MCAC and for staff that includes timelines and monthly reporting with relevant metrics.
- Executive Committee would like to pursue an East Boston representative for the MCAC EC since the member serving on the Massport Board is not on the MCAC EC. Ownership of this action item is to be determined.
- Tommy Butler to provide dates for a Terminal E tour, preferably before the official opening of the terminal.