



Minutes of the August 10, 2023 MAMA Board of Directors Meeting.

1. **CALL TO ORDER** – The virtual meeting of the MAMA Board of Directors was called to order by President Matt Elia at 1:04 PM

2. **ROLL CALL** – Voting members of the Board of Directors in attendance:

- President Matthew Elia – HYA
- Vice President Chris Willenborg – BAF (joined at 1:19 PM)
- Secretary Dan Shearer – PSF
- Treasurer Andrew Widor – CEF
- Matt Cardillo – PYM
- David Dinneen – Gale Associates

Non-voting MAMA members in attendance:

- Thomas Hurley – Executive Director
- Paul McDonough – McFarlan Johnson
- Robert Law – McFarlan Johnson / Emerging Leaders
- Natalie Pavelock – Jacobs / Emerging Leaders (joined at 1:08 PM)

Guests in attendance:

- None

3. **APPROVAL OF MINUTES:**

- a. **6/30/23 BOD MEETING** – David D. motions to accept the minutes. Andrew W. seconds. Unanimously approved.
- b. **6/30/23 BOD EXECUTIVE SESSION MEETING** – David D. motions to accept the minutes. Andrew W. seconds. Unanimously approved.

4. **COMMITTEE REPORTS:**

- a. **CONFERENCE** – David D. & Paul M.
 - David D. reports lots of work and progress. Now 10 weeks out, starting to meet every 2 weeks. Multiple sponsors booked; 3 Platinum, 2 Gold, 1 Silver. Looking into an ice breaker event at the museum downtown. Airport Commissioner's/Manager's seminar is coming along, being facilitated by Tom Maher. Budgeted approximately \$23,000 for expenses with almost \$14,000 collected so far.
 - Paul M. reports that nearly all speakers have been confirmed and the agenda is nailed down well in advance. Still need to confirm the Secretary of Transportation, David D. adds also New England Region FAA.
 - Matt E. clarifies the various letters to officials are out or about to be sent. Currently inviting Secretary and Undersecretary of Transportation, Director of Aeronautics

ASSOCIATION OFFICERS

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Division, Senator Velis, and Representative Blais. David D. notes additional invitations to Denise Garcia (Deputy Administrator), and Luke Garrison and Julie Seltsam-Wilps (FAA New England).

- Paul M. asks if new members of the MassDOT Board of Directors be invited to attend highlighting the opportunity to involve them in aviation. Matt E. agrees and Tom H. will prepare another letter to the Secretary of Transportation.
- Paul M. asks that sponsor tags and double-sided name tags be verified. David D. notes it's already being worked on.

b. EMERGING LEADERS – Natalie P., Robert L.

- Robert L. reports that the group is planning for a meeting during the annual conference as well as an August meeting.
- Paul M. highlights the Conference Committee's effort to have members of Emerging Leaders speak at the conference.
- Matt E. thanks the Conference Committee for their efforts to involve the Emerging Leaders group into the conference activities.

c. EXECUTIVE – Matt E.

- No update.

d. LEGISLATIVE – Chris W. & David D.

- Chris W. reports the committee is coordinating with Rep. Blais on hosting a meeting. Chris W. and Andrew W. plan to attend the September MassDOT Board Meeting and will encourage attendance of the annual meeting.

e. MARKETING – Geoff F. & Dan S.

- No update.

f. SCHOLARSHIP – Andy W. & Dan S.

- **PROFESSIONAL DEVELOPMENT AWARD** – Conference Attendee Sponsorship
 - Dan S. reports that at the last meeting the decision to be made was the value or number of awards to be offered. Application form is almost complete and can be added to the conference page on the website.
 - David D. reiterates his opinion on the value of enabling access to this event for those early in their careers.
 - Matt E. asks if it is just covering the attendance cost or also hotel. Andrew W. notes that some may not need hotel rooms. David D. notes it's about \$175-180/night. Matt E. suggests that maybe the requirement be that the individual be employed by a MAMA member.
 - David D. notes that hotel discount code is missing from the website.
 - Andrew W. makes motion for MAMA to offer up to two (2) awards, each covering conference registration (\$350 value) and up to two (2) nights of hotel stay (at the group rate). David D. seconds. Unanimously approved.
 - Dan S. will finalize the registration form, send out, and post to the website.



5. TREASURER'S REPORT – Andy W.

- a. \$67,840.53 TOTAL (not including Avigilon \$1,000 and D&K \$3,000 sponsorships)
- b. Chris W. motions to accept the Treasurer's Report. David D. seconds. Unanimously approved.

6. EXECUTIVE DIRECTOR'S REPORT – Tom H.

- a. Tom H. reports the success of establishing an agenda early which has helped with obtaining 7 sponsors totaling \$13,000 in sponsor revenue to date. Tom H. highlights the sponsors for the conference. Dan S. offers to add sponsor list to the website.
- b. David D. motions to accept the Executive Director's Report. Dan S. seconds. Unanimously approved.

7. OLD BUSINESS:

a. BY-LAW MODIFICATIONS

- Tabled

b. FINANCIAL DISCUSSION – Certificate of Deposits

- Tabled

8. NEW BUSINESS – NONE

a. CONSIDER THE PURCHASE OF AV EQUIPMENT FOR EVENTS

- Paul M. reports that there is some AV equipment that will need to be rented. Cost (roughly \$1,200) seems to make sense to consider purchasing if a good place to store the equipment can be identified. Andrew W. adds the equipment purchase would include: 3 screen drapes (~\$175), HDMI live switcher (~\$375), HDMI splitter (~\$175), and 9-10' projection screen (~\$375). Cost to rent is increased because minimum period is 5 days.
- Tom H. says that the equipment can be stored at PYM and notes that it makes sense if it's equipment that will be used multiple times.
- Chris W. stresses the importance of purchasing "commercial grade" equipment and large enough for our needs. Tom H. notes that in some venues larger screen(s) would still need to be rented, but the size being looked at would be useful for other MAMA meetings.
- David D. raised some concerns about storage of and accounting for MAMA-owned items, including historical items. He believes the Association already owns a projector and possibly a screen, but would need to be verified.
- Matt E. raises concern about upkeep and troubleshooting during an event.
- Andrew W. suggests that with Steve overseeing the AV setup, it makes sense to acquire the equipment. If we move away from that in the future, it may make more sense then to rent.
- Andrew W. makes motion to purchase the equipment up to \$2,000. David D. seconds the motion for further discussion. Unanimously approved with verification that drape supports are included.
 - David D. asks if the drapes come with the supports. Andrew W. does not have that information. Matt E. wants to verify that the supports are included, but otherwise the items aren't particularly concerning, but asks that the motion include verification of drape supports.

b. CONSIDER THE PURCHASE OF A NEW ROLL-UP BANNER DISPLAY

- Matt E. asks that the Association purchase a new roll-up banner to replace the aging banner.



Massachusetts Airport Management Association

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David D. suggests that a new banner should be approximately \$350.

- Dan S. makes motion to expend up to \$500 to purchase a new banner. Matt C. seconds.
Unanimously approved.

9. BRIEFINGS – NONE

10. PUBLIC COMMENTS – NONE

11. BOARD MEMBER COMMENTS – NONE

12. ADJOURN – Chris W. makes motion to adjourn the regular session into executive session and not return to regular session. David D. seconds. Approved unanimously. Adjourned to executive session at 2:06 PM.