



Minutes of the Jan. 31st MAMA Board of Directors Meeting.

A. CALL TO ORDER – The virtual meeting of the MAMA Board was called to order by President Matt Elia at 9:04 AM.

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

- President Matthew Elia – HYA
- Vice President Chris Willenborg – BAF
- Secretary Dan Shearer – PSF
- Treasurer Andrew Widor – CEF
- Matt Cardillo – PYM
- David Dinneen – Gale Associates
- Geoff Freeman – MVY
- Jean Mongillo – Hoyle Tanner

Non-voting members in attendance:

- Thomas Hurley – Executive Director
- Paul McDonough – McFarland Johnson
- Samantha Smithies – Stantec
- Natalie Pavelock – Jacobs

Guests in attendance:

- Denise Garcia – MassDOT

C. APPROVAL OF MINUTES FROM:

- 11/15/22 BOD MEETING** – Chris W. motions to accept the regular and executive minutes. David D. seconds. Unanimously approved.
- 12/25/22 BOD MEETING** – Jean M. motions to accept. Chris W. seconds. Unanimously approved.

D. COMMITTEE REPORTS

a. EXECUTIVE – Matt E.

- Working on updating Tom H.’s contract.
- started conversation with Jeff DeCarlo to set up meeting with MassDOT.
- Invited John Kirkendall to attend an upcoming MAMA meeting to bring him into the loop. Recommend via Zoom for that meeting.
- A resignation has been received from a former Board member, looking to fill.

b. LEGISLATIVE – Chris W. & David D.

- Chris W. notes the Legislative Committee is going to be very busy. Bill for the legislative season have been filed, several involving aviation. Highlights:

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- Two bills (House & Senate) repeal existing aircraft sales tax exemption. Natalie Higgins (House Rep) is from the Worcester district, typically it is Hanscom.
 - Protect employment benefits for CAP & USCG Auxiliary.
 - Kate Hogan, real estate taxes, privately owned public use airport land.
 - Fuel standards, all motor fuels, including aircraft fuel.
 - Michael Finn, Senator Velis, & others, multiple UAV/UAS bills
 - Nick B., repeal fuel taxes for a period of time.
 - Environmental Justice, improve air quality & airport EJ communities.
 - Kip Diggs, embarkation fees, unsure if impacts aircraft.
 - Sustainable Aviation Fuel induced contrail mitigation.
 - Rep Hogan & Sen Cyr, establishing PFAS remediation trust fund for soils and water contaminated by PFAS. Limiting use of PFAS.
 - Chris W. met with Brittany at NBAA Schedulers and Dispatchers and was strongly encouraged to have someone from MAMA attend NYAMA.
- c. CONFERENCE** – Paul M. & David D.
- Dave D. reports the conference is scheduled for Sunday-Tuesday, October 22nd-24th. Room-nights of 105 between Sunday and Monday. Anticipating 100 attendees. A couple challenges with the contract being reviewed. Anticipate sending revisions back to the hotel this week. Looking for a couple more volunteers to help coordinate. Working on title and speakers. Once the contract is finalized a “save the date” will be sent out.
 - Paul M. notes that it is important for attendees to stay at the hotel. Looking for keynote speaker. Looking for presentations, needs to be of interest to attendees. Tom H. will send the survey with feedback after last conference.
 - Jean M. asks for the room rates. Dave D. confirms that it is \$169/night and the minimum balance on food is \$10,000.
 - Dave D. notes that Paul M. has a lot of experience with coordinating the NEC conference.
- d. MARKETING** – Geoff F. & Dan S.
- Geoff F. reports that he, Dan S. and Dave D. met in January. Several projects discussed include:
 - Reviewing and updating contacts. Cleaning up and updating.
 - Getting the conference advertised early and widely.
 - Regular airport spotlights using a simple template/format.
 - Geoff F. notes that the Committee wants to know what the President and Board felt about the need for approval of distributing information in the news (potentially sensitive topics?).
 - Geoff F. notes the need to include Chambers of Commerce, at least ensuring they’re provided with updates and information.
 - Dan S. notes the Committee discussed the logo and if we should revert back from the 50th logo to the regular one. Matt E. notes that the 50th logo should at least be in the About Us section of the website. Dan S. notes asks if the Association’s Historian could write up a section for the website about the 50th. Tom Hurley also noted he could include information in the signature area of his emails.
 - Dan S. notes that he can update the website, please send requests to him.
 - Dan S. notes that there was a request from the post-Conference survey about incorporating a forum or discussion area on the website.



- Paul M. notes that we should consider the need for making presenters aware that what is being presented may be shared and should be considered public. Also, how soon after should that information be made available? A month?

e. SCHOLARSHIP – Andy W. & Dan S.

- See New Business “Scholarship Proposal”.

f. EMERGING LEADERS – Samantha S., Natalie P., Matt E., & David D.

- Matt E. highlights that the Associations youth leadership group is officially to be referred to as MAMA’s Emerging Leaders.
- Natalie P. reports that the Emerging Leaders as a name is more inclusive of the group, which is open to those 35 years or younger or less than 10 years of experience. Currently 16 on the roster and it does not include any students, yet.
- Sam S. reports that the mission of Emerging Leaders is to share knowledge, network, and mentor Emerging Leaders in the field and to foster friendships. The group plans to meet monthly. Meetings are structured at one hour per meeting with a guest speaker.
- Natalie P. notes that the group will utilize a rotating meeting leader to allow members the opportunity to take a leadership role.
- Matt E. notes that meetings will be modeled on the remote meetings held during COVID and that meetings will be open to others who want to sit in.
- Andy W. asks if the Scholarship Committee can collaborate regarding student involvement. Sam S. agrees that it might be helpful.
- Dan S. asks about development of Emerging Leaders page on the Website and inclusion in social media. Matt E. agrees and suggests a page be developed for the About Us section. David D. notes that each of the committees should have a “purpose” statement. Tom H. offers to send an In Brief if one of the committee members can put some talking points together for him. Matt E. suggests setting up the website page, holding the meeting, then sending out the In Brief.
- Paul M. congratulates the effort to form this new important group and asks for the agenda and meeting information. Important to get more involved. Suggests considering a scholarship for conference attendance. Matt E. agrees.

E. TREASURER’S REPORT – Andy W.

- Andy W. notes that he and Matt C. are working to finish up switching the finances/banking information. Working through a few hurdles. Utilizing Dropbox to share information. MAMA addressed to Plymouth, which is causing some of the headaches and requires coordination. Currently splitting some duties.
- Matt C. reports that they are waiting on a MassDOT payment. Membership renewals are picking up. Starting on taxes, working on finalizing the figures from 2022, so far:
 - Operating Account \$17,702.24, Conference Account \$50,796.83, Total \$68,499.07.
 - Conference Account: Income ~ \$60,000, ended ~ \$47,000; overall ran ~ \$5-6,000 deficit.
 - Operating Account: Income ~ \$11-12,000 with ~ \$9,000 expenses. Including Tom H. contract, slight deficit in 2022 compared to 2021.
- Jean M. wants to review the conference specific versus “conference account”.
- Matt E. asks what the major driver of cost change between the two years. Matt C. says he will need to dig into that some more to determine the specifics. Matt E. notes that he needs to meet with the Treasurers, Conference Committee, and Tom H. to review in more detail and set up the CY2023 budget.



- Dave D. suggests looking into reducing some of the GoDaddy and Constant Contact bills by paying annual.
- David D. motions to accept the Treasurer's report. Jean M. makes motion to postpone the vote until next meeting to provide more time to review. Dave D. rescinds his original motion. Geoff F. seconds. Matt C. abstains, otherwise unanimously approved.

F. EXECUTIVE DIRECTOR'S REPORT – Tom H.

- Tom H. highlights that the Emerging Leaders group has a great name and looks forward to helping however he can. Payment from MassDOT is anticipated shortly. Membership renewal program is in full swing and going well. Another notice will be sent out later in February, but anticipates that the organization will see close to the same revenue from membership as last year (which was about \$11,500).
- Regarding the executive discussion, Tom H. says he is committed to stay for another year, possibly longer.
- Budgeting, Tom H. will put together anticipated revenue from membership and conference. Starting point will be a conservative membership income and last year's conference revenue. Important that the Conference Committee provide anticipated revenue to him. Budget will be completed this week and provided to the Executive Committee. Dave D. says they are working on a conference budget and will provide that shortly. Tom H. notes that last year's conference didn't differentiate much between sponsorship levels, that should be considered.
- Chris W. motions to accept the report. Jean M. seconds. Unanimously approved.

G. OLD BUSINESS

- BY-LAW MODIFICATIONS (TABLED)** – Tabled
- MEMBERSHIP TIERS/RATES (TABLED)** – Tabled
- MA TAX EXPENDITURE REVIEW COMMISSION** – Chris W. notes that existing members need to be reached out to, definitely a future discussion.
- GBR STATUS** – Chris W. notes that an article was just published in the Berkshire Eagle. Planning board has approved. Dan S. notes that in addition to the land court case that has been stayed, they have to go through several Town/City groups, the next is the Select Board, which requires 4 of 5 to approve. Supporters have thanked MAMA for their support and noted a significant increase in petition signatures.
- AVGAS TALKING POINTS** – Chris W. notes the public comment period in the Federal Register. Need to send comments to airports, they serve to provide good talking points. Jean M. asks for the talking points to be sent to the Board.

H. NEW BUSINESS

a. SCHOLARSHIP PROPOSAL

- Andy W. reports that the Scholarship Committee met, prepped application update and needs Board approval deadline, number of scholarships, an amount(s). In terms of timeline the Committee wants to aim for an end of April deadline to align with Spring semester. Dan S. notes that last year the Board approved up to \$4,000 in hopes of multiple awardees.
- Dave D. suggests lowering the main award and also offering awards to attend the conference. Paul M. suggests naming them after notable figures in Airport Management, Consulting, etc. Matt E. suggests similar and considering the attendance scholarship based on need/distance.



- Tom H. notes that the PYM Aero Club used an online portal, worked well to increase applicants.
- Andy W. suggests that the main scholarship be reduced to \$3,000 and use \$1,000 for conference attendees. Dan S. notes that the prior year's award amount was \$2,000 and recommends going back to a single award at \$2,000. Matt E. notes that attendance scholarship can be decided later.
- Andy W. makes motion to table for a month. Dan S. asks if the Board is considering potentially not doing the award this year? If we're tabling is there concern about not funding it? Dave D. notes that education is a fundamental aspect of the Association. Tom H. says that MassDOT's payment is about \$1,400 is pending. Matt E. suggests a motion for \$2,000 would be an appropriate step back at this time to be fiscally sound and decide later on the remaining \$2,000 (compared to last year) toward funding conference attendance scholarships.
- Dave D. makes motion to approve a cap of \$2,000 for the Crocker Snow scholarship and establish a new scholarship for conference attendance, the amount of which to be determined at a later time. Andy W. asks if we want to take that much of a step back. Paul M. notes that even at \$2,000, it is a significant amount. Last year was very generous. Jean M. notes that lowering should now reduce the pool of applicants. Geoff F. seconds. Unanimously approved as follows:
 - i. **DEADLINE** – April 30th
 - ii. **NUMBER** – At the committee's discretion
 - iii. **AMOUNT** – up to \$2,000 total

I. BRIEFINGS

a. MassDOT Aeronautics Division Update – Denise G. provides the following updates:

- Interview conducted for Director of UAS, narrowed down to selection.
- Managers of Operations & Facilities and Operations & Compliance. Interviewing six candidates.
- Positions for Senior Engineer, Civil Planner VI, Civil Engineer III after Director of UAS hired.
- Working with several airports and military on projects.
- Following audit, Division working on Internal Control Plan, Business Continuity Plan, Communications Risk Assessment, then the System Plan.
- Advanced Air Mobility has received a Memorandum of Agreement.
- New Secretary of Transportation, Gina Fiandaca, initial meeting with Aeronautics.
- Taunton and Lawrence Admin Buildings continuing to move ahead. Still fighting for the projects. Prior governor asked to sunset the program.
- Working on notifying airports of which ASMP projects will be funded.
- Mike Miller will be reaching out to airports who need to send updated CIP.
- David D. asks about Lawrence airport's admin building status update. Denise G. believes the Lawrence project is in final design.
- David D. notes that Lorraine B. at MassDOT is being honored. Recommends sending a congratulatory letter (Tom H. will handle this).
- David D. stresses the importance of getting MAMA connected with the new Secretary of Transportation.

J. PUBLIC COMMENTS – None

K. CHAIR/BOARD COMMENTS – None



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- L. **ADJOURN** – Motion to adjourn the regular session into executive session and not return to regular session made by David D. Seconded by Geoff F. Unanimously approved. Adjourned to executive session at 10:49.