



Minutes of the Feb. 17th MAMA Board of Directors Meeting.

1. **CALL TO ORDER** – The virtual meeting of the MAMA Board was called to order by President Matt Elia at 1:02 PM.

2. **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:

- None

3. **APPROVAL OF MINUTES:**

- 1/31/23 BOD MEETING** – Edits of typographical spelling edits and separating roll-call between board members, non-voting members, and guests. Jean motions to accept the minutes as amended. David D. seconds. Unanimously approved.
- 1/31/23 BOD EXECUTIVE SESSION MEETING** – Geoff F. motions to accept the executive session minutes. Jean M. seconds. Unanimously approved.

4. **COMMITTEE REPORTS:**

- CONFERENCE** – Dave D. & Paul M.
 - Committee followed up regarding contract and planning.
 - Draft contract provided to Tom H. and Matt E.. Committee is ready for a motion from the board. \$1,000 required to hold. About a month ahead of last year’s timeline.
 - Jean M. asks if the additional insurance is needed if MAMA is getting independent coverage. David D. responds that it is included and believes it is important to have the coverage.
 - Tom H. would like to get a “Save The Date” out. Jean M. notes that this is MAMA’s 50th conference. Matt E. confirms

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that an In Brief announcement needs to be sent out as soon as the contract is executed.

- Paul M. notes the need to consider the length of the second day to avoid people leaving early. Encourage golf on Sunday. David D. confirms that the option is available for a full second day.
- i. **CONTRACT STATUS** – Geoff F. motions to approve the contract and pay the down-payment fee. Chris W. seconds. Unanimously approved.
- ii. **THEME** – Not discussed.

b. EMERGING LEADERS

i. **SUMMARY OF 2/10/23 MEETING** –Natalie P. & Samantha S.

- Natalie P. notes the group is up to 18 members and reports that Sam S. has volunteered to lead the next meeting. Planning for end of March.
- Sam S. reports that her and Natalie P. are working on some write-ups for an In Brief and website page. Tom H. notes he needs a photo or headshots.
- Paul M. asks what the makeup is of the group. Natalie P. reports that the group has a lot of consultants and would like to see more airport and student representation.
- Jean M. suggests a page for the group on the website, possibly including the minutes.

c. EXECUTIVE – Matt E.

- Drafting updated Executive Director contract, more to discuss during Executive Session.
- Working to connect with the new Massachusetts Secretary of Transportation.

d. LEGISLATIVE – Chris W. & David D.

- Chris W. notes the need to start planning the On The Hill Day and identify costs. Might be an opportunity to meet with the new Secretary of Transportation.
- MassDOT Board Meeting. David D. notes that either he or Chris W. will attend. There is no update from the most recent meeting. One recommendation is to make sure there is a positive note about Aviation reported each month on the recorded line that is played at the beginning of each meeting.

i. **CURRENT BILLS FOR TRACKING & ACTION** – Chris W. reports that the list of bills has been sent out to the Board. Planning a call to discuss each of the bills to get a better understanding.

e. MARKETING – Geoff F. & Dan S. – No update at this time, committee will plan to meet again soon.

f. SCHOLARSHIP – Andy W. & Dan S.

- Andy W. reports that the application form has been updated and posted to the website.
- Dan S. notes the need to start sharing on social media and asks Tom H. to include in an In Brief.

5. TREASURER'S REPORT

- a. **1/31/23 REPORT** – Jean M. asks why some entries don't have a description. Matt C. responds that the way the system batches out payments it isn't as clear but it's something they're working on filling back in. Jean M. motions to accept the treasurer's report. Chris W. seconds. Approved unanimously.



- b. **2/17/23 REPORT** – Jean M. motions to accept the treasurer’s report. Chris W. seconds. Approved unanimously.

6. EXECUTIVE DIRECTOR’S REPORT – Tom H. reports:

- In Brief regarding elimination of 100LL fuel sent out a couple weeks ago.
- Email blast for MassDOT job openings sent out at the request of Denise Garcia.
- FAA New England Regional Congressional Stakeholder Meeting, developments on 5G, restrictions around airports, and impacts on radar altimeters.
- Membership dues, since December 15th, approximately \$9,500 so far. Physical mail reminders behind anticipated and this time last year. Another electronic reminder going out before the end of the month.
- Jean M. asks about the number of previous members who haven’t renewed? Tom H. does not currently have that figure at the moment. Due to system change, not as clear but will work on a list.
- David D. motions to accept the Executive Director’s report. Jean M. seconds. Unanimously approved.

7. OLD BUSINESS

- a. **BY-LAW MODIFICATIONS** – Tabled

- b. **MEMBERSHIP TIERS/RATES** – Tabled

- c. **MA TAX EXPENDITURE REVIEW COMMISSION** – Tabled

d. **GBR STATUS**

- Dan S. reports no significant changes since the last meeting.
- David D. notes that MassDOT has received a lot of FOIA requests about GBR.

8. NEW BUSINESS

a. **FINANCIAL DISCUSSION**

- Matt E. reports that he, Andy W., Jean M., Tom H., and Matt C. met to look at expenses and how they’re assigned. Specifically the group discussed conference-related and non-conference-related expenses and how these are reflected. The thinking was that it was not clear how revenue is organized when it is received. Matt E. asked if there was a historical context to the conference account and proposes eliminating the conference account, and merging all funds into one account which would reflect all revenues and all expenses.
- David D. notes that there was a prior need to separate the three funding sources and manage the activities separately within their respective account and use revenue from the conference to fund the operating account. Chris W. confirms and notes that some of the conference proceeds were retained as seed money for the next conference.
- Matt C. notes that the confusion seems to have started with Wild Apricot being put deposited into the wrong account and needing to be transferred between accounts.
- Andy W. agrees and notes that as long as good descriptions are maintained moving forward, a single account is easier moving forward.
- Jean M. recommends ensuring consistent/standardized entries to allow for filtering/sorting.
- Matt E. notes that if we move forward with a single account, need to formalize and document



tracking and develop a realistic budget.

- Dan S. notes the practice of non-profits to have a “checking” and “savings” or “CD” and suggests a plan for reserve funds. Matt E. notes this lines up with the agenda item for minimum balance.
- Chris W. asks if Wild Apricot is the issue and are there alternatives? Tom H. notes that MAMA is an in-between organization that doesn’t fit well with “large” nor “small” organizations. While Wild Apricot has its issues but is functional. Converting will require effort to research and plan how to move. Pricing on other systems is similar or a significant increase. See next subtopic for more details relating to the Wild Apricot renewal discussion.
- Matt E. confirms that everyone is in agreement to move toward a single account and asks the Treasurer to provide a draft tracking sheet for the next meeting. Chris W. stresses the need for development of how entries will be described for sorting/filtering. Matt E. would like a detailed budget sheet that allows for viewing of the different aspects of the budget. Dan S. recommends developing a very detailed ledger and grow from that with excel complexity. Dave D. notes that the Association used to use QuickBooks but stopped due to complexity. Andy W. agrees to develop a new sheet for the Board to review at the next meeting.

b. WILD APRICOT RENEWAL

- Matt E. reports that it is important to begin a review of the existing system. Renewal rates increase by 25% soon, but opportunity to renew for 1-3 years at discounted rate. Recommends the Board consider the renewal term and begin looking at alternative systems.
- Tom H. recommends the board consider a 2 year renewal.
- David D. notes that Wild Apricot has been purchased by another company and made changes adding issues to how MAMA uses it. From experience with similar products, all have issues.
- David D. makes motion to renew Wild Apricot for 2 years at \$2,244. Jean M. seconds. Vote passes with Chris W. and Geoff F. voting against.
 - Chris W. says he would rather a 1 year renewal. David D. asks if there is a penalty to leaving early. Tom H. says he does not know and adds that any change would take at least 12 months. Matt E. reiterates the prices are: 1 year \$1,188 (\$99/mo), 2 year \$2,244 (\$93.50/mo). Paul M. highlights the importance of not negatively impacting the scholarship or conference. Tom H. notes that this decision should not have a significant impact on overall finances, conference budget substantially more impactful. Geoff F. asks if there is actually a need for an RFP. Andy W. reports current balances are: Operating \$17,693.18, Conference \$52,151.41, Total \$69,844.59. Current price is \$110/mo, increase will be to \$140/mo. Matt E. asks what GoDaddy costs annually. Tom H. responds that GoDaddy covers the hosting of the website, email address, and Microsoft Office. Dave D. notes that Constant Contact is about \$520. Matt C. notes that GoDaddy is \$200-300.

c. SPONSORSHIP OF ACONE CRASH COURSE – Requested from David G.

- David D. notes that prior sponsorships (\$300) of this event have been because of the importance of gathering so many people to talk about safety. Event is March 15th 6-9PM in Burlington, MA.
- Dan S. makes motion to sponsor the event with \$300. Chris W. seconds. Approved unanimously.

d. NYAMA ATTENDANCE



Massachusetts Airport Management Association

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Plymouth, MA 02360
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- Chris W. spoke with NBAA NE Rep who recommended MAMA attend.
 - David D. makes motion that MAMA pay the expenses for two registrations and one hotel night for two members to attend the NYAMA conference. Geoff F. seconds. Approved unanimously.

9. BRIEFINGS – None.

10. PUBLIC COMMENTS – None.

11. BOARD MEMBER COMMENTS – None.

- David D. notes the importance of getting the new State leadership involved.

12. ADJOURN – Chris W. makes motion to adjourn the regular session into executive session and not return to regular session. Jean M. seconds. Approved unanimously. Adjourned to executive session at 2:54PM.