



Minutes of the May 22, 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 1:03 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
- Matt Cardillo – PYM
- Geoff Freeman – MVY
- David Dinneen – Gale Associates
- Jean Mongillo – Hoyle Tanner

Non-voting members in attendance:

- Thomas Hurley – Executive Director
- Paul McDonough – McFarland Johnson
- Samantha Smithies – FAA

Guests in attendance:

- Denise Garcia – MassDOT Aeronautics

3. **APPROVAL OF MINUTES:**

- a. **4/3/23 BOD MEETING** – Chris W. motions to accept the minutes. Jean M. seconds. Unanimously approved.
- b. **4/3/23 BOD EXECUTIVE SESSION MEETING** – Jean M. motions to accept the minutes. Chris W. seconds. Unanimously approved.

4. **COMMITTEE REPORTS:**

- a. **CONFERENCE** – David D. & Paul M.
 - David D. reports that the Conference Committee has narrowed the theme down to, *“Powering the Present, Shaping Tomorrow.”* The Committee continues to work on anticipated costs. Sponsorship levels: \$2000 gold, \$1000 silver, \$500 bronze, same as last year, added platinum \$3000. Calls for presentations due next week. Keynote speaker selected, John Cox.
 - Tom H. adds that Mike Wankum from WCBV weather might be another speaker and Secretary Fiandaca also potential. Matt E. notes that the Governor or Lieutenant Governor may be available.
 - David D. reminds of the importance of highlighting the Emerging Leaders at the conference.

ASSOCIATION OFFICERS

President

Matthew Elia
Cape Cod Gateway Airport
508-775-3033
melia@flyhya.com

Vice-President

Chris Willenborg, CM
Westfield-Barnes Regional Airport
413-572-6275
cwillenborg@barnesairport.com

Secretary/Clerk

Dan Shearer
Pittsfield Municipal Airport
413-448-9790
dshearer@cityofpittsfield.org

Treasurer

Andrew Widor
Westover Metropolitan Airport
413-593-5543
a.widor@westoverairport.com

BOARD OF DIRECTORS

Matt Cardillo
Plymouth Municipal Airport
508-746-2020
mcardillo@plymouth-ma.gov

David Dinneen
Gale Associates
781-710-0034
dvd@gainc.com

Geoff Freeman
Martha’s Vineyard Airport
508-693-7022
gfreeman@mvyaairport.com

Jean Mongillo, PE
Hoyle, Tanner Associates
603-716-0577
jmongillo@hoyletanner.com

EXECUTIVE DIRECTOR

Thomas Hurley
781-258-0547
executivedirector@massairports.com

HISTORIAN

David Graham
617-335-2198
dwg@shore.net



b. EMERGING LEADERS – Natalie P. & Samantha S.

- Samantha S. reports that the Emerging Leaders group met at Westfield on the 12th. Working to schedule the June call, looking for a speaker.
- Matt E. adds that the meeting went well and was happily surprised that the Secretary Fiandaca spent so much time attending the meeting.
- Paul M. commends Samantha S. and Natalie P. for the work. Recommends highlighting that the meeting is open to all MAMA members to add opportunity for greater interaction with members of the group. Matt E. confirms that the meetings are open to anyone in the organization.

c. EXECUTIVE – Matt E.

- Matt E. reports that many meetings have been held lately.
 1. Matt E., Chris W., and Tom H. met with Denise Garcia, Jeff DecCarlo, and Undersecretary Monica Tibbits-Nutt, advocated for MassDOT funding. Continued to meet with Jeff and Denise afterwards.
 2. Subsequent meeting with Matt E., Chris W., and Tom H. returned to Boston with Dave D., Joe Donovan, and Shawn Collins of AOPA to meet with Chairs and Vice Chairs of the House and Senate Revenue Committees.
 3. Third meeting on Wednesday at Westfield where MassDOT leadership were invited.
 4. Fourth meeting during Emerging Leaders meeting at Westfield where Undersecretary attended and noted that she had communicated concerns to the Governor's administration.

d. LEGISLATIVE – Chris W. & David D.

- Chris W. reports that the meetings went well, in great part to Joe Donovan's assistance. Secretary Fiandaca returned to attend the air show and challenged the Mayor to go skydiving in Orange. Sales tax exemption, keeping an eye out for that to come back up.
- Legislative Committee continues to track bills and partnering with the Co-Chairs of the Legislative Caucus. Representative Blais and AOPA Shawn Collins provided heads up regarding recent House amendment to tax relief bill concerning potential repeal of the aviation sales tax exemption.
- David D. adds how great it is that MAMA members are so active. Next MassDOT Board of Directors meeting is June 21st then July 19th and off for August. He will check with Denise G. on any written testimony from Jeff DeCarlo.

e. MARKETING – Geoff F. & Dan S.

- Dan S. reports that he continues to update the website and asks for new pictures to keep it fresh.
- Geoff F. reports that once information is made available to the committee the members will push it out to the public. Looking into adding a LinkedIn page to expand the organization's visibility on social media. FAA inspector inquired about having more participation in the conference to host some of their topics, like a Runway Safety meeting but from the inspector's perspective. Matt E. will reach out to Geoff F. about the concept.
- Dan S. reports the intent to begin using the YouTube account more and to promote the Commission Training videos more. Also asks that any upcoming events be sent over to be added to the website.
- David D. reports that social media efforts continue along as we near 600 Facebook followers. He



adds that the YouTube exists with the 2018 airport manager / commissioner training seminar along with MassDOT videos <https://www.youtube.com/@massachusettsairportmanage4524>.

- Jean M. asks that regular session meeting minutes be posted to the website, since quarterly meetings aren't happening as regularly. Dave D. agrees that it is important to post once approved and to include the next meeting date on the website. Tom H. suggests adding a block at the end of his emails with upcoming meetings. Dan S. suggests a standard text that would direct people to the website events page and asks if minutes should be public or member only. Paul M. suggests the videos be member-only and minutes be public. Dan S. notes that would be difficult with storage requirements. Matt E. agrees that the messaging should include a note about upcoming meetings and that they are open to members and public, and that the website should have the next meeting posted with a link. Meetings will need to have passcode or increased security. Minutes should be posted. Dan S. notes that Zoom Webinar is typically what is used. David D. asks how far back should the minutes be posted? Matt E. suggests beginning of calendar year 2023.

f. SCHOLARSHIP – Andy W. & Dan S.

- Dan S. reports the organization had four applications, three from Bridgewater State University and a fourth from St. Louis University. The Scholarship Committee met and scored the applications. Applicant Mazur Ali scored very well and was selected.
- Matt E. asks to confirm the approved scholarship amount is one for \$2,000. Dan S. confirms that during budget discussions the Board committed up to \$2,000 with the option to revisit.
- David D. notes that the plan was for some of the money not spent this year, as in prior years, would go toward one or two emerging leaders conference attendance scholarships. Dan S. asks to confirm that the conference attendance scholarships will be administered by the Scholarship Committee. Matt E. confirms; however, the amount will need to be based on the next treasurer's report which isn't available today. He asks that the Scholarship Committee draft up structure and outline for this new scholarship for the next meeting. Dan S. asks what it might cover beyond registration, like travel and/or hotel. Tom H. notes that student registration for past conferences has been \$50.
- Matt E. recommends that an award letter on letterhead be drafted.
- Paul M. asks if the check is written to the school or the individual. Dan S. responds that it is written to the individual. David D. notes that efforts to pay the school were done in the past but it is an effort to do that. He suggests doing a follow-up with awardees a year later.
- Dan S. makes motion to award Mazur Ali with 2023 Crocker Snow Scholarship for \$2,000. David D. seconds. Unanimously approved.
- Jean M. notes that there has never been a selection this early, or even applicants. Dan S. recommends that the Board be ready to vote on an amount during the first meeting after the annual meeting so it can be posted again at the beginning of January.

5. TREASURER'S REPORT – Andy W.

a. 5/22/23 REPORT – TABLED

6. EXECUTIVE DIRECTOR'S REPORT – Tom H.

- Tom H. reports that the meetings with the administration and MassDOT have been great opportunities.



Loomacres and Cape Cod Community College have reached out to be involved in the conference. Pat Macnamara, who assisted with the last conference, offered to assist again this year. Verogy, a solar developer, has joined MAMA and is looking to schedule a discussion with Tom H. Tom H. asks that the Conference Committee to let him know when attendance rates are determined.

- Dan S. notes that he's re-posted the safe the date for the conference since the actual one with registration is hidden.
- David D. makes motion to accept the Executive Director's report. Jean M. seconds. Unanimously approved.

7. OLD BUSINESS:

- a. **BY-LAW MODIFICATIONS** – Matt E. reports that draft changes to the by-laws should be circulated by the end of the week.
- b. **FINANCIAL DISCUSSION** – Certificate of Deposits.
 - Dan S. summarized a prior email that he had distributed. The Association typically has a combined minimum monthly balance on the two accounts of between \$46,000 and \$56,000. CD rates are currently 4-6% with 6-11 month terms. Ballpark figures, for each \$25,000 deposited at \$4.25% returns about \$440 every 5 months, about \$1000 per year. The organization could see an additional \$1,000-2,000 in revenue for funds sitting in our account. The Association's bank, Rockland Trust, has similar offerings currently available.
 - Matt E. suggests looking into a 5-month CD until we get through the conference.
 - Dan S. notes that the detailed email was sent out on April 19th. Figures are as conservative as possible. Since then, Rockland Trust is offering a 6-month at 4.5% as well as 5 & 11-month terms.
 - Paul M. suggests "laddering" CD's so there is a constant rotation regularly. Dan S. notes that typically the penalty for breaking the CD is loss of interest, not an additional fee, need to verify.
 - Matt E. recommends waiting until the next meeting when the financials are available to review.

8. NEW BUSINESS:

- a. **EXECUTIVE DIRECTOR CONTRACT**
 - Matt E. reports that the position overview and review documents were provided for review. Some feedback was received. The only change is in the term. The new contract is for three years with an annual check-in at the end of each calendar year to confirm intent to stay on with an agreement to stay on to provide transition. The rest of the contract is largely the same as before.
 - David D. notes that after reviewing, he believes the documents are much better than years ago.
 - David D. motions to approve the new Executive Director contract with Tom Hurley. Geoff F. seconds. Unanimously approved.
 - David D. asks that Tom H. publish an In Brief about his re-hiring as Executive Director.

9. BRIEFINGS

- a. **MassDOT Aeronautics**
 - Denise G. provided the following updates:
 - Finalizing system plan scope which will be posted in a few weeks on COMBUYS.
 - Working with Lawrence high school for A&P program.
 - MassDOT provided drone monitoring support at the Westfield International Airshow.



- MassDOT participating in Chatham air show and helping Hyannis with STEM program.
- Hired new Aviation Planner.
- Offer to fill Senior Engineer position, awaiting response.
- Posting Civil Engineer III and IV once approved by HR.
- Jeff DeCarlo was reappointed to world economic forum and will be attending Paris Air Show.
- MassDOT funded \$5 Million toward Counter UAS Center of Excellence.
- \$4 Million in US DOT grants. \$2 Million to Cape Cod Gateway Airport in conjunction with the transit authority for smart microgrid. \$2 Million to drone inspection program.
- Continuing to work on enterprise risk management, continuity of government, and continuity of operations planning.
- Chris W. asked about capital spending. Denise G. notes that this is a very tight year and their focus is on getting payments back on time. Owen is trying to get grants out as soon as possible. Chris W. thanks MassDOT for their support for counter-drone operations during the airshow.
- David D. asks if end of year grants are being prioritized. Denise G. confirms that they are.
- Jean M. asks about the timetable for the system plan. Denise G. believes the RFP will be out in the next couple weeks. The scope of work has already been written.
- Matt E. thanked Denise G. for the meeting with him and other board members recently.

10. PUBLIC COMMENTS – NONE

11. BOARD MEMBER COMMENTS – NONE

- a. Matt E. highlights that this is Jean M.'s last meeting and conveys his and the organization's appreciation for all of the work she has done and the change she has helped with. Jean M. thanked Matt E. and the rest of the Board and conveyed her appreciation for the opportunity and experience. David D. added that Jean M. helped the organization "step up its game" and encouraged thoughtful consideration of matters. Paul M. congratulated Jean M.

12. ADJOURN – David D. makes motion to adjourn the regular session into executive session and not return to regular session. Dan S. seconds. Approved unanimously. Adjourned to executive session at 2:26 PM.