

Massport CAC Meeting

June 14, 2018





Agenda

1. Public Comment [10 minutes]
2. Executive Director Search Update [10 min]
3. Approval of the Minutes of the March 15, 2018 Meeting [5 min]
4. Treasurer Report [15 min]
 - a. Question on Whether to Vote to Reallocate Funds in FY' 2018 Budget
 - b. FY' 2019 Budget Proposal
 - c. Question of Voting to Approve of FY 2019 Pro Forma Budget
 - d. Question of Voting to Engage AAFCPA to Provide Accounting Services for the MCAC
5. Question of authorizing the Chair to execute the Amended and Restated Memorandum of Understanding with Massport in connection with Receiving Funds and Accounting procedures [5 min]
6. Update from Massport regarding: [45 min]
 - a. Massport Strategic Plan and Forecast
 - b. RNAV Study (Block 1 FAA status and Block 2 update)
 - c. Airside Ground Vehicle Initiative
 - d. EDR
 - e. Fly Quiet Report
7. Question of Voting to Request Massport to Conduct a Comparative Study relative to Fly Quiet Programs and Related Reporting [10 min]
8. Question of Voting to Support the Aviation Operations Sub-Committee Reporting Resolution [10 min]
9. Environment & Health Sub-Committee Update [5 min]
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11. Adjournment



Massport CAC Mission

The mission of the Massachusetts Port Authority Community Advisory Committee is to be the voice of communities impacted by Massport operations; we collaboratively offer local, regional, and national solutions through advocacy, information and Authority oversight.



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Executive Director Update

- Finalist Selected
- Finalizing an Employment Offer
- MOU Agreement Amendment with Massport in Progress
- Engaging with Massport Regarding Policies Pertaining to MCAC



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Treasurer's Report – June 2018

- FY '18 through the end of May we have spent \$90,000.
 - 44500: Admin \$2,500
 - 44510: Legal \$43,000
 - 49500: Massport Service fee \$32,000
 - 44570: HR Consulting \$13,000
- Anticipate total FY'18 spending to be \$115K once insurance and web expenses are billed.
- FY'18 budget had anticipated the hiring of Executive Director in September. Now likely to happen in Q1 FY'19.
- HR Consultant running ahead of budget: requesting reallocation of \$10K from Salary.



FY'19 Budget Summary

<i>FY'18 Budget Summary</i>	<i>FY2018</i>	<i>FY2018</i>	<i>FY2018</i>	<i>FY2018</i>	<i>FY2018</i>	<i>FY2019</i>	
Account.	Budget	Budget	Budget	Actual	Projected	Budget	NOTES
41020 SALARY WEEKLY	\$ 95,000	\$ 70,000	\$ 60,000	\$ -	\$ -	\$ 130,000	FT Executive Director
Payroll	\$ 95,000	\$ 70,000	\$ 60,000	\$ -	\$ -	\$ 130,000	
41505 HEALTH & INSURANCE BENEFITS	\$ 31,350	\$ 31,350	\$ 31,350	\$ -	\$ -	\$ 45,500	35% of Salary
Fringe Benefits	\$ 31,350	\$ 31,350	\$ 31,350	\$ -	\$ -	\$ 45,500	
42010 PRINTING & STATIONERY SUPPLIES	\$ 400	\$ 400	\$ 400	\$ -	\$ -	\$ 500	
42030 COPYING SUPPLIES	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ 500	
42260 OFFICE RENT	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ 4,000	Shared space/WeWork
OFFICE EQUIPMENT - Laptop for ED						\$ 1,500	
Materials & Supplies	\$ 6,900	\$ 6,900	\$ 6,900	\$ -	\$ -	\$ 6,500	
44500 MISC CONTRACT (Massport Service Agreement)	\$ 35,000	\$ 35,000	\$ 35,000	\$ 32,083	\$ 35,000	\$ -	
44500 MISC CONTRACT (Accounting, Payroll, Admin.)						\$ 7,500	CPA Services & Audit
44500 MISC CONTRACT (Website Development)	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 10,000	
44500 MISC CONTRACT (Website hosting, maint)	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 3,000	
44500 MISC CONTRACT (Admin Support)	\$ 16,000	\$ 6,000	\$ 6,000	\$ 2,339	\$ 3,000	\$ 31,200	\$40/hr, 15 hrs/week
44500 MISC CONTRACT (Minute-takers for Mtgs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Services	\$ 58,500	\$ 48,500	\$ 48,500	\$ 34,422	\$ 45,500	\$ 51,700	
44510 PROF FEE-GENERAL CONSULTANTS	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 4,000	
44520 PROF FEE-LEGAL CONSULTANTS	\$ 25,000	\$ 60,000	\$ 60,000	\$ 43,011	\$ 50,000	\$ 35,000	
44570 PROF FEE-PERSONNEL MGT CONSULT	\$ 10,000	\$ 10,000	\$ 20,000	\$ 13,075	\$ 13,075	\$ 4,000	
48090 INSURANCE	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 7,500	
Professional Fees	\$ 46,000	\$ 81,000	\$ 91,000	\$ 56,086	\$ 69,075	\$ 50,500	
46010 SPECIAL EVENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	
46150 PUBLIC HEARINGS	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 1,000	
46160 ADVERTISING GENERAL	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 500	
Media & Public Affairs	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 3,500	
47010 TRAVEL-TRANSPORTATION	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 3,500	
47020 TRAVEL-ACCOMODATIONS	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ 2,500	
47025 TRAVEL-MEALS	\$ 750	\$ 750	\$ 750	\$ -	\$ -	\$ 2,300	
47030 TRAVEL-TOLLS & PARKING	\$ 2,000	\$ 2,000	\$ 2,000	\$ 204	\$ 500	\$ 4,000	
Travel & Meetings	\$ 7,250	\$ 7,250	\$ 7,250	\$ 204	\$ 500	\$ 12,300	
49177 MISC.PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
49500 MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL EXPENSES	\$ 250,000	\$ 250,000	\$ 250,000	\$ 90,713	\$ 115,075	\$ 300,000	



FY'19 Budget for Approval

- \$300K budget
- Executive Director hired and on-board for entire year
- PT Office Admin (15 hrs./week)
- Shift from Massport Services to independent finances (Bookkeeping, Payroll and Benefits services)
- Shared space office (like a WeWork) or Transportation Building
- Made slight modifications to ED compensation



FY'19 Budget

<i>FY'19 Budget</i>	<i>FY2019 MARCH</i>	<i>FY2019 FINAL</i>	
Account.	Budget	Budget	NOTES
41020 SALARY WEEKLY	\$ 125,000	\$ 130,000	FT Executive Director
Payroll	\$ 125,000	\$ 130,000	
41505 HEALTH & INSURANCE BENEFITS	\$ 41,250	\$ 45,500	35% of Salary
Fringe Benefits	\$ 41,250	\$ 45,500	
42010 PRINTING & STATIONERY SUPPLIES	\$ 500	\$ 500	
42030 COPYING SUPPLIES	\$ 500	\$ 500	
42260 OFFICE RENT	\$ 4,000	\$ 4,000	Shared space/WeWork
OFFICE EQUIPMENT - Laptop for ED	\$ -	\$ 1,500	
Materials & Supplies	\$ 5,000	\$ 6,500	
44500 MISC CONTRACT (Massport Service Agreement)	\$ -	\$ -	
44500 MISC CONTRACT (Accounting, Payroll, Admin.)	\$ 7,500	\$ 7,500	CPA Services & Audit
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44500 MISC CONTRACT (Admin Support)	\$ 31,200	\$ 31,200	\$40/hr, 15 hrs/week
44500 MISC CONTRACT (Minute-takers for Mtgs)	\$ -	\$ -	
Services	\$ 51,700	\$ 51,700	
44510 PROF FEE-GENERAL CONSULTANTS	\$ 5,000	\$ 4,000	
44520 PROF FEE-LEGAL CONSULTANTS	\$ 35,000	\$ 35,000	
44570 PROF FEE-PERSONNEL MGT CONSULT	\$ 5,000	\$ 4,000	
48090 INSURANCE	\$ 7,500	\$ 7,500	
Professional Fees	\$ 52,500	\$ 50,500	
46010 SPECIAL EVENTS	\$ 3,500	\$ 2,000	
46150 PUBLIC HEARINGS	\$ 3,500	\$ 1,000	
46160 ADVERTISING GENERAL	\$ 2,050	\$ 500	
Media & Public Affairs	\$ 9,050	\$ 3,500	
47010 TRAVEL-TRANSPORTATION	\$ 5,000	\$ 3,500	
47020 TRAVEL-ACCOMMODATIONS	\$ 4,000	\$ 2,500	
47025 TRAVEL-MEALS	\$ 2,500	\$ 2,300	
47030 TRAVEL-TOLLS & PARKING	\$ 4,000	\$ 4,000	
Travel & Meetings	\$ 15,500	\$ 12,300	
49177 MISC.PROJECT EXPENSES	\$ -	\$ -	
49500 MISCELLANEOUS	\$ -	\$ -	
Other Expenses	\$ -	\$ -	
TOTAL EXPENSES	\$ 300,000	\$ 300,000	



Planning for FY'19

- Identified Accounting/CPS Services provider AAFCPAs (<https://www.aafcpa.com/>) – currently provide audit and CPA services to MBTA Advisory Committee
- FY'19 Services
 - Setup EIN, banking, and Quickbooks accounts, payroll svc.
 - Provide quarterly compiled financial reports
 - Estimated cost: \$6,000
- FY'20 and beyond
 - Provide quarterly compiled financial reports
 - Conduct annual audit
 - Estimated cost: \$6,500



Motions

1. (Ratification from March 2018) To modify the FY'18 budget by reallocating \$25K from Salary and \$10K from Admin Support categories to be added to Legal – increasing Legal to \$60K.
2. To modify the FY'18 budget by reallocating \$10K from Salary to be added to HR Consulting – increasing HR to \$20K.
3. To approve the FY'19 Budget as presented
4. To approve engagement of AAFCPA for financial and CPA accounting services.

Annotation: Budget Motions Adopted by MCAC June 14, 2018



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11. Adjournment



Memorandum of Understanding

- MOU Agreement Amendment with Massport in Progress
 - Amends Service Agreement
 - Elimination of Service Fee
 - Stipulates Financial Management Policies and Procedures
 - Addresses Massport Policies Pertaining to MCAC

Annotation: Question of authorizing the Chair to execute the Amended and Restated Memorandum of Understanding with Massport in connection with Receiving Funds and Accounting procedures. Motion adopted by MCAC June 14, 2018



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Update from Massport

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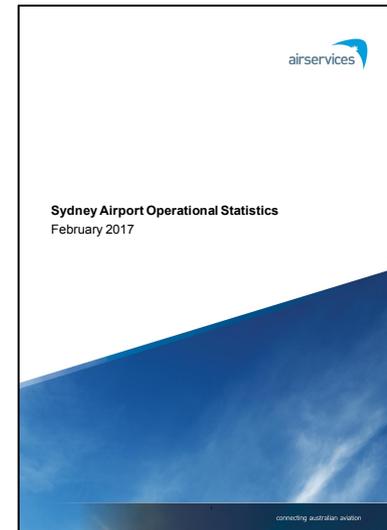
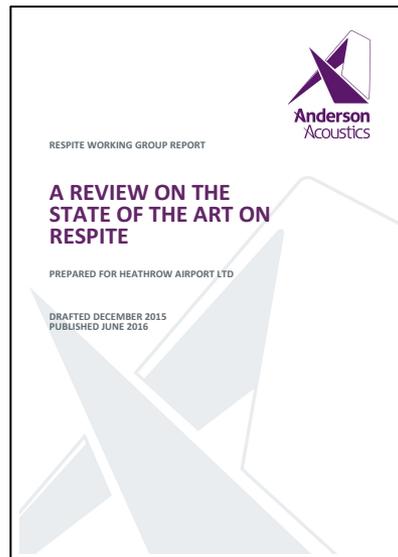
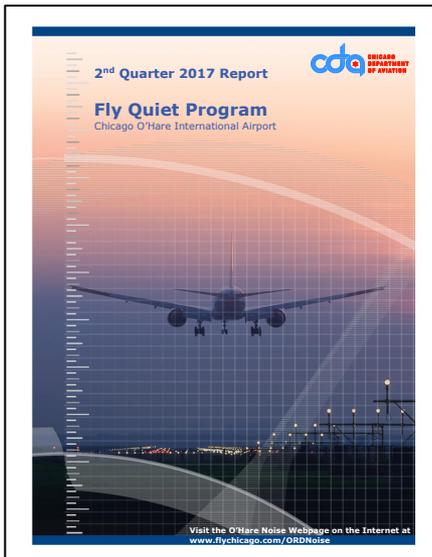
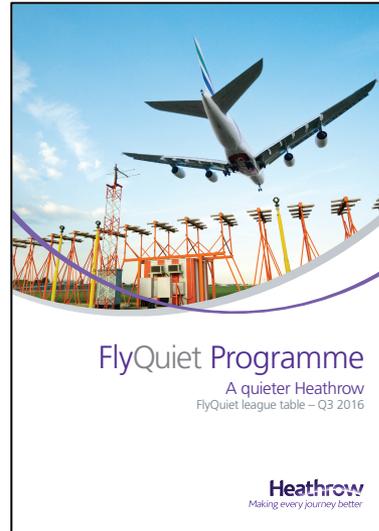
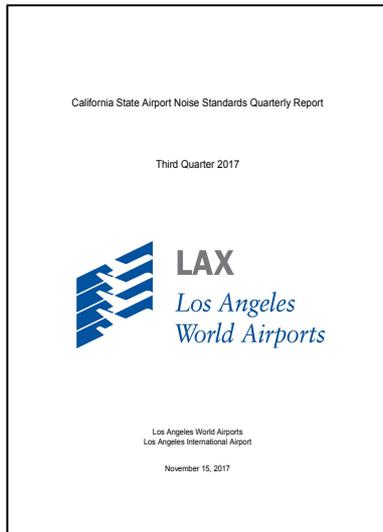


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Sample of Reports by Airport Operators





Boston Logan International Airport Operational Overview and Fly Quiet Report, Q4 2017



Operational Update

Overview of Noise Complaints

Flight Tracks Information

Noise Abatement Program Overview

Draft, Work in Progress 4th
Quarter 2017

*“What gets measured gets managed.” William Thomson,
Lord Kelvin, mathematical physicist and engineer*



Comparative Assessment Study of Leading Airport Operator's Fly Quiet Programs

Motion:

In connection with Massport's recent offer to engage a consultant to conduct a study for the MCAC, the MCAC requests Massport to engage an industry recognized consultant to conduct a review of existing airport Fly Quiet Programs including periodic data reports to communities. This review should be conducted of a limited number of comparable US and International airports (e.g. MSP, ORD, SEA, SFO, LAX, LHR, MUC, SYD). As part of their work, the consultant shall also provide a recommended reporting format/outline for Massport operated airports (BOS, BED, and ORH) based on available data and their findings of best practices at other airports. The consultant shall provide a draft report to the MCAC and one **or more** briefings to a subcommittee of the MCAC for review and receive feedback, and produce a final report and plan of action (for another optional briefing) for delivery to the MCAC and Massport no later than 6 months from this vote.

Annotation: Motion as amended adopted by MCAC June 14, 2018



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Massport CAC Resolution with Respect to Operational Data Reports

Motion:

Massport Community Advisory Committee (“MCAC”) requests the Massachusetts Port Authority collaborate with the MCAC in the development of easy-to-understand, quantifiable operational data reports, and where appropriate, grade airlines, flight personnel, controllers and Massport on noise reduction performance and lead to noise reduction initiatives over time.

The following reports in priority order are requested:

1. Fleet Noise Quality
2. Dwell & Persistence
3. Noise Exceedance
4. Departure & Arrival Quality
5. Ground Noise
6. Historical Comparisons

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Quarterly Meeting Schedule

MCAC General Meeting	March 15, 2018
MCAC General Meeting	June 14, 2018
MCAC Annual Meeting	September 13, 2018
MCAC General Meeting	December 13, 2018

Location:

Massachusetts Transportation Building
MassDOT Boardroom, 2nd floor
10 Park Plaza
Boston, Massachusetts 02116



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