

**MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE  
EXECUTIVE COMMITTEE**

Meeting Minutes for the Meeting held on  
March 14, 2016 at 10:00 A.M.

Meeting #3  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445

**MEETING MINUTES**

1. Meeting Commences. Those in attendance are: Dave Carlon, Pam Hill, Myron Kassarabra, Neil Wishinsky, Wig Zamore. Jerry Falbo participated by phone. Maura Zlody arrived late. Also in attendance: Liz Becker. Member Wishinsky reads into the record how votes will take place and roll call votes will be required because Member Falbo is participating remotely.
2. Ratification and Approval of the Minutes of the February 16, 2016 and March 3, 2016 Massport CAC Executive Committee meetings.

Dave Carlon presents his draft meeting minutes for the March 3, 2016 meeting. Myron moves for a vote to ratify the meeting minutes with one typo edit, Neil seconds. By roll call vote these are approved by Member Carlon, Wishinsky, Kassaraba, Hill. Member Falbo abstains because he was not present at the meeting. Discussion of the meeting minutes from the general membership meeting on January 28, 2016 and a request from other members to review these meeting minutes. Discussion of posting ratified meeting minutes on the Massport website, along with agendas. Discussion regarding Liz distribution of the link to the Massport website that hosts the current agendas and meeting minutes.

3. Development of the Massport CAC Mission, Strategy, and Goals

Pam introduces prelude, if distribution needs to be to the full committee. Pam reads 3 draft statements. Key points include: Discussion on key words, Region, operations, communities, sustainable. Discussion of taking out 35 explicit communities & put in communities impacted by Massport operations. Discussion of vision statement and strategic plan.

10:55: Maura Zlody arrives

Next steps: Pam and Liz to continue to work on statement and memorialize the Wig and Myron draft statements.

4. Review Curriculum for Orientation Training and Massport CAC Members' Knowledge Transfer

Discussion of "Massport 101." Go through timeline and proposed site visits. Streamline

presentations to be given and by whom. Next steps: Liz to come back with updated draft of the day.

5. Review Massport CAC Website Development Options

Dave Carlon discussion about the large amount of work he has done with CommBuys – Database governing state procurements. While looking for a web designer he got the number down to 50 firms – out, down to 32 times. 2 web design: (1) Opus & (2) One Stop Designs (Woburn). Opus is still 1<sup>st</sup> choice – just a question about fiscal year budget \$. Word Press is the future & Opus does it

6. Development of Shared Services Agreement with Massport

Liz is continuing to work on shared services document. Discussion about MOA vs. Contract

7. New Business – reserved for matters the Chair did not reasonably anticipate at the time of posting

Myron presents an update on his attendance at NOISE – DC Meeting – discussion of RNAN, NexGen problems.

Legislative update- FAA in debate on privatization of air traffic control. Bills going through Congress. Some people summing up issues regionally, while others individually. Ex: Sen. McCain in Phoenix lots of advocacy. Relevant because what happens with FAA sets tone for how things work in the future.

8. Adjournment