

Scope of Work

The petition specifically requests a cost benefit analysis. In order for the analysis to have value I believe that it is essential to put the results of that analysis into context. Therefore, I request that you begin your work by reviewing airport history followed by a review of airport operations and staffing, financial conditions, expenditures, revenue, debt, existing lease agreements, and any other matters or testimony that may help you develop your recommendations. For example, I encourage you to invite representatives from the Massachusetts Aeronautics Commission and the Federal Aviation Administration to participate in one or more of your meetings. In addition, city staff liaisons will be available to provide information and attend meetings.

Time Line

Upon conclusion of your work I respectfully request a written report describing the methodology used, materials reviewed, testimony received, and your recommendations. This report shall be due no later than May 15, 2016 unless you request an extension of time. This report will be submitted to me and the City Council for our review and consideration.

Meeting Format

Based upon my understanding of the Open Meeting Law the Airport Study Committees is subject to the Open Meeting Law. You must post meeting notices, keep records of your meetings, and meetings must be open to the public. You have within your discretion the ability to allow or not allow a public comment period as part of your meeting format.

Thank you for your willingness to serve. Your commitment to our city is to be commended. I look forward to seeing the results of your work.