

Town of Nantucket  
**NANTUCKET MEMORIAL AIRPORT**  
14 Airport Road  
Nantucket Island, Massachusetts 02554

Thomas M. Rafter, Airport Manager  
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*Commissioners*  
Daniel W. Drake, Chairman  
Arthur D. Gasbarro, Vice Chair  
Anthony G. Bouscaren  
Andrea N. Planzer  
Jeanette D. Topham

**AIRPORT COMMISSION MEETING**

**November 10, 2015**

The meeting was called to order at 5:00 pm by Acting Chair Arthur Gasbarro with the following Commissioners present: Anthony Bouscaren, Jeanette Topham and Andrea Planzer. Participating by phone, due to geographical separation, was Daniel Drake.

The meeting took place in the 1<sup>st</sup> floor Community room at the Public Safety Facility, 4 Fairgrounds Rd. Nantucket MA.

Airport employees present were: Thomas Rafter, Airport Manager, David Sylvia, Compliance Manager, Jamie Sandsbury, Business & Finance Manager, Mae Williams, Administrative Assistant, and Janine Torres, Office Manager.

Mr. Gasbarro announced the meeting was being video and audio recorded.

Mr. Gasbarro asked for comments on the Agenda. Hearing none, the Agenda was adopted.

Mr. Bouscaren made a **Motion** to approve the 10/13/15 minutes. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Mr. Bouscaren - Aye  
Ms. Planzer - Aye  
Ms. Topham - Abstained.  
Mr. Gasbarro - Aye  
Mr. Drake - Aye

Mr. Bouscaren made a **Motion** to ratify the Warrants of 10/21/15 and 11/4/15. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Mr. Bouscaren - Aye  
Ms. Planzer - Aye  
Ms. Topham - Aye  
Mr. Gasbarro - Aye  
Mr. Drake - Aye

**Public Comment**

None.

**111015-1 Nantucket Wine Festival Hangar Event Discussion** – Mr. Rafter briefed the Commission on the event details of 2015 event noting there were a few challenges but went more smoothly than the previous year due to the requirement to have a detailed plan from the festival (NWF) organizers. Mr. Rafter noted the concern is that NWF included the Airport event in both their 2015 and 2016 applications to the Board of Selectman (BOS) prior to obtaining Airport approval.

NWF Executive Director, Nancy Bean, addressed the Commission noting the airport location was noted as “to be determined” on their 2016 itinerary presented to the BOS. Ms. Bean commented they weren’t aware of the challenges from last year’s event due to the repeated inability to meet with Airport staff after the event. Ms. Bean asked if the Airport would consider partnering with NWF for this event.

Allison Green of Wheels Up, co-sponsor of the NWF airport event, advised Wheels Up would do a better job in coordinating the static aircraft arrival knowing this was one of the challenges from last year.

After brief discussion including the aviation component of the event and the year-round presence of Wheels Up to the Airport’s GA customer base, the Commission agreed to re-visit at their December meeting after NWF submits their Special Event Permit Application to the Airport.

#### **Pending Matters**

- **042214-2 Formerly Used Defense Site (FUDS) Status** - Mr. Rafter reported the Army Corps of Engineers are nearly complete with the investigative portion of the work within the FUDS site with the remainder of the work dependent on the results of the soil samples taken.
- **11315-2 General Fund Repayment Proposal** - Mr. Rafter reported there has been no change.

#### **Pending Leases and Contracts**

Mr. Rafter presented the following Leases and Contracts:

- **Potters Industries LLC** – Three-year contract not to exceed \$125,000 from the Operating budget for the supply and delivery of Type III Glass beads used in airfield markings.
- **Scheidt and Bachmann USA, Inc.** – a contract for \$6,735 to purchase replacement parts for the parking system exit gate from the Operating budget noting the contract is still under review by the Chief Procurement Officer (CPO).
- **Offshore Property Services, LLC** – a \$49,750 contract for Clerk of the Work services for the Air Traffic Control Tower project being funded by the Capital budget noting the contract is still under review by the CPO.
- Mr. Rafter noted the contract amendment for **Kobo Utility** listed on Exhibit 1 of the Agenda is no longer required.
- Mr. Rafter noted the Lease Amendment for **Wisentaner, Inc.** remains pending.

Mr. Rafter suggested approving the Scheidt and Bachmann and Offshore Property Services Contracts pending approval by the Town of Nantucket Procurement Office so that their approval did not have to wait until the next Commission meeting.

Mr. Drake made a **Motion** to 1) approve the Potters Industries contract, and 2) the Scheidt and Bachmann and Offshore Property Services contracts subject to approval by the Town of Nantucket Procurement Office. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

11.10.15 Airport Commission Meeting

Mr. Bouscaren – Aye  
Ms. Topham – Aye  
Ms. Planzer – Aye  
Mr. Gasbarro – Aye  
Mr. Drake – Aye

#### **Finance**

- **111015-2 FY16 – 1st Quarter Financial Report** – Mr. Rafter presented the draft 1<sup>st</sup> quarter FY16 financials and indicate 75% improvement over FY15 1<sup>st</sup> quarter. Mr. Rafter is scheduled to present the quarterly update to the Board of Selectman on November 18<sup>th</sup>.
- **111015-3 – FY17 Budget Review and Possible Approval** – Mr. Rafter presented the draft FY17 Budget noting a \$700K increase compared to FY15 actuals. Mr. Rafter explained the most significant factors for the increase were Payroll, General Fund Repayment, Airfield Maintenance and Professional Services. Mr. Rafter noted \$10K was allotted for Contingency Reserve.

#### **During discussion:**

- Jamie Sandsbury, Business & Finance Manager, noted the 1<sup>st</sup> Quarter Update includes \$2.2M of Retained Earnings; but since it has yet to be confirmed, has not been incorporated into the FY17 budget. Ms. Sandsbury also noted anticipated PFC Income is on the conservative side due to the steady decrease in enplanements.
- The Contingency Line item should be increased to \$25K and requires Commission approval to spend.
- Ms. Sandsbury confirmed the increase to phone expense includes all Airport issued cell phones and tablets in addition to the new VoIP system.
- Debt service schedule will be reviewed and shared with the Commission.
- Approval of the FY17 Budget will be tabled until the December meeting.

#### **Manager's Report – Mr. Rafter reported:**

##### **Project Updates**

- North Ramp Rehab project is complete. The Final Inspection by the Federal Aviation Administration (FAA) and Mass Dept. of Transportation (MassDOT) is scheduled for November 12<sup>th</sup>.
- The modernization of the Air Traffic Control Tower is progressing. The majority of the abatement is complete. A steel-framed structure is being erected and will be raised over the existing cab to encapsulate and protect from winter elements through construction. The new rotating beacon will be installed on the temporary structure until the rehab is complete.
- The pre-scoping meeting was held with the FAA and MassDOT on the upcoming Airport Improvement Plan (AIP) projects: the Vault Room Rehabilitation, the Public Address/Flight Information Display System (PA/FIDS) Update and the Security Interactive Training System.
- Taxiway Markings project performed by the MassDOT contractor is complete. Mr. Rafter noted this project was 100% funded by MassDOT.

##### **RFP/Bid Status – Mr. Rafter reported:**

- A bid protest was received from the second low bidder on the SRE Snow Blower. Mr. Rafter is working with legal and the consultant to review and respond.
- The Invitation to Bid for annual fuel farm inspections is advertised.

- The Request for Proposals (RFP) for rental car concessions is also advertised.
- Work on the RFP for Airport Gas parcel is ongoing.

**Operations – Mr. Rafter reported:**

- National Incident Management System (NIMS) training took place on November 3<sup>rd</sup> and 4<sup>th</sup>. Commissioners who were not able to attend may take the courses on-line.
- Winter preparations are under way.
- Attended the Civic League sponsored meeting over the weekend which discussed housing needs.

**Statistics – Mr. Rafter reviewed the September 2015 statistics:**

- Operations are up 7% over September 2014. Year-to-date up 1.45%
- Enplanements are down 2.2% from September 2014. Year-to-date down 4.2%. New slides were introduced breaking out the enplanements per destination. All destinations except Hyannis were strong or marginally changed.
- Jet A gallons sold are up 17.9% over September 2014. Year-to-date up 6.22%. October sales are up 1%.
- AvGas gallons sold are up 31%. Year-to-date up 4.9%. October sales is up 4%.
- Freight is up 4% over September 2014. Year-to-date down 1.66%
- 14 Noise Complaints filed for September.

**Personnel Report – Mr. Rafter reported:**

- Interviews are underway for an FBO Customer Service Representative.
- There is a new opening in custodial that is currently being advertised.
- Noah Karberg, Environmental Coordinator, has become an ACE Certified (Airport Certified Employee) in Airfield Operations. He joins both Preston Harimon, Operations Superintendent, and John Grangrade, Maintenance Superintendent, who are also ACE certified.

**Commissioners Comments**

Mr. Gasbarro noted the 2016 Commission Meeting schedule was provided in the packet. Hearing no objection the schedule was adopted.

Ms. Topham suggested adding lights to the cement pillars in the walkways leading to the parking lot as well as painting the walkways blue, similar to Cape Cod hospital's parking lot, would help the sight impaired.

Mr. Drake suggested adding Special Events to the Fee Schedule to indicate a fixed rate plus expenses.

Mr. Drake suggested future discussion on whether to promote events at the Airport.

**Public Comment**

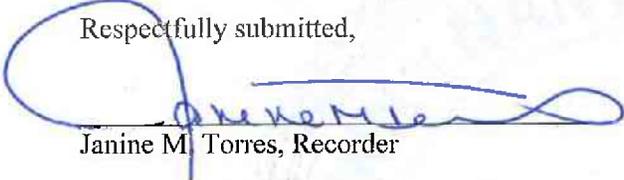
Brian DiBiasio, Nantucket Station Manager for Island Airlines, indicated their concern over flight disruption when the steel structure is hoisted over the tower cab. Mr. Rafter responded the goal is to minimize disruption to terminal operations. The exact date, time and duration are still unknown. Mr. DiBiasio suggested mid-day to early afternoon would have the least impact to their operations.

Having no further business for Open Session Mr. Bouscaren made a **Motion** to go into Executive Session, not to return to Open Session, a) under G.L. c.30A, §21(a), to review Executive Session Minutes as enumerated on the agenda for review and possible release; (b) under Clause 3 to discuss strategy with respect to threatened litigation with respect to the completion of the GA building; (c) under Clause 6, to consider the purchase, exchange, lease or value of real property with respect to Exhibit A of the Airport Layout Plan; (d) under Clause 3 & 6, to consider the purchase, exchange, lease or value of real property and to discuss pending litigation to Gatto vs. Town. The Chair has determined that an open session may have a detrimental effect on the negotiation/litigation position of the Airport Commission. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Mr. Bouscaren – Aye  
Ms. Topham – Aye  
Ms. Planzer – Aye  
Mr. Gasbarro – Aye  
Mr. Drake – Aye

Meeting adjourned at 6:05 pm

Respectfully submitted,



Janine M. Torres, Recorder

**Master List of Documents Used**

11.10.15 Agenda including Exhibit 1  
10.13.15 Draft Minutes (Handout)  
10.21.15 Warrant Signature Sheet  
11.4.15 Warrant Signature Sheet  
Dept. of the Army 0 Right of Entry for Environmental Investigation re FUDS Site  
Potters Industries LLC Contract (\$125K)  
Scheidt & Bachmann USA Contract (\$6,735)  
Offshore Property Services LLC Clerk of Works Contract (\$49,750)  
Memorandum of Understanding for Wisentaner Inc Relocation Credit  
FY2014 Airport Enterprise Update dated 9/30/15 (Handout)  
FY17 Draft Budget  
September Statistics Report  
2016 Commission Meeting Schedule