

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

Thomas M. Rafter, Airport Manager  
Phone: (508) 325-5300  
Fax: (508) 325-5306



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

**AIRPORT COMMISSION MEETING**

**April 19, 2016**

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

The meeting took place in the Nantucket Memorial Airport General Aviation/Administration Building, 2nd floor Conference room 14 Airport Rd. Nantucket MA.

Airport employees present were: Thomas Rafter, Airport Manager, Janine Torres, Office Manager, and Mae Williams, Administrative Assistant.

Mr. Drake announced the meeting was being audio recorded.

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

Ms. Topham made a **Motion** to approve the minutes of 3/9/16. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

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

Mr. Drake noted the minutes from ATM, 4/2/16 and 4/5/16 are still pending.

Mr. Bouscaren made a **Motion** to ratify the warrants of 3/23/16 and 4/6/16 and to approve the warrant of 4/20/16. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

**Public Comment** - None

### **Pending Matters**

**042214-2 Formerly Used Defense Site (FUDS) Status** – Mr. Rafter indicated the written release from the Army Corps of Engineers is still pending.

**011216-1 Emily Air LLC Request for Sub-Lease to Fly Blade, Inc.** – Mr. Rafter reported the sub-lease had been forwarded to MassDOT. Square footage discrepancy was found in comparing the sub-lease to the main lease and an Amendment to correct the square footage in the main lease will be forthcoming. Other minor adjustments, i.e. address change and request for a change of aircraft will be addressed.

Mr. Bouscaren made a **Motion** to approve the sub-lease from Emily Air to Fly Blade subject to the approval from Massachusetts Department of Transportation (MassDOT). **Second** by Ms. Topham and **Passed** by the following roll-call vote:

Mr. Gasbarro - Aye  
Mr. Bouscaren – Aye  
Ms. Planzer \_ Aye  
Ms. Topham – Aye  
Mr. Drake – Aye

**011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services** – Mr. Rafter presented a red-line copy addressing the value of the in-kind services approved by Brian Turbitt, Town Finance Director. If approved by the Commission, the MOU will be presented to the Board of Selectmen.

Mr. Bouscaren made a **Motion** to approve the Memorandum of Understanding between the Nantucket Board of Selectmen and Nantucket Memorial Airport Commission subject to receiving approval of the Federal Aviation Administration (FAA) and Massachusetts Department of Transportation (MassDOT). **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

Mr. Gasbarro - Aye  
Mr. Bouscaren – Aye  
Ms. Planzer \_ Aye  
Ms. Topham – Aye  
Mr. Drake – Aye

### **Pending Leases and Contracts**

Mr. Rafter presented the following Leases and Contracts:

- **Tradewind Aviation, LLC** – 2016 FBO Lease Agreement for \$11,500 rent, plus \$1,500.00 Annual Business Fee, plus Landing and Ramp fees.
- **Republic Airline Inc. DBA American Eagle** – 2016 Seasonal Airline Agreement for \$12,000.00 plus \$1,500.00 Annual Business Fee, plus Landing fees.
- **Jet Blue Airways Corporation** – 2016 Seasonal Airline Agreement for \$18,000.00 plus \$1,500.00 Annual Business Fee, plus Landing fees.
- **American Airlines** – 2016 Lease Agreement for office space, \$6,960.00 plus \$1,500.00 Annual Business Fee.

Mr. Bouscaren made a **Motion** to approve all Leases set forth. **Second** by Mr. Gasbarro and **Passed** by the following roll-call vote:

Mr. Gasbarro - Aye  
Mr. Bouscaren – Aye  
Ms. Planzer \_ Aye  
Ms. Topham – Aye  
Mr. Drake – Aye

- **Stowe Enterprises, LLC DBA Fresh Air Services** – 2016 License Agreement to perform aircraft detailing services, \$1,500.00 Annual Business Fee plus 20% of Cleaning Fees.
- **Mr Figure Barre Studios** – 2016 Beach License Agreement to conduct exercise classes on Nobadeer Beach, \$1,500.00 Annual Business Fee.

Mr. Bouscaren made a **Motion** to approve all License agreements set forth. **Second** by Mr. Gasbarro and **Passed** by the following roll-call vote:

Mr. Gasbarro - Aye  
Mr. Bouscaren – Aye  
Ms. Planzer \_ Aye  
Ms. Topham – Aye  
Mr. Drake – Aye

- **Jacobs Engineering Group, Inc.** \$29,077.00 engineering services Contract related to Airport Improvement Program (AIP): Install Computer Stations and Interactive Employee Training System.
- **Jacobs Engineering Group, Inc.** \$58,434.00 engineering services Contract related to AIP: Upgrade Public Address (PA) System and Flight Information System (FIDS).
- **Jacobs Engineering Group, Inc.** \$216,149.00 engineering services Contract related to AIP: Airfield Electrical Vault Modifications.
- **Franklin Paint Company** Contract for \$5,130.00 to supply FAA compliant paint for runway and taxiway markings.
- **Kobo Utility Construction Corp.** – for 3-year on-call services Contract for airfield lighting & vault testing & repair, not to exceed \$123,562.50.

Mr. Drake expressed concern regarding Jacobs Engineering’s lack of attentiveness and thoroughness. Discussion regarding alternatives to create competition and improve the level of service was had.

Ms. Topham made a **Motion** to approve the Contracts set forth. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

Mr. Gasbarro - Aye  
Mr. Bouscaren – Aye  
Ms. Planzer \_ Aye  
Ms. Topham – Aye  
Mr. Drake – Aye

**030816-2 Flat Roof Building Future Use Discussion** – Mr. Rafter reviewed potential summer uses that will be considered in evaluating the future of the building, including use as a freight facility. Mr. Gasbarro added that it is hard to discount any potential revenue. It was determined to use the building in some manner through this summer and make a long-term decision in the fall.

**122215-1 Air Service Update** – Mr. Rafter noted a focus group made up of Chamber of Commerce members has been established and will meet on Wednesday, April 20, 2016 at the Chamber of Commerce to discuss air service needs.

Jet Blue's need for an additional terminal counter space has been resolved for this season. A long-term plan may still be needed.

Island Shuttle, a potential new carrier, is negotiating with Bill McGrath regarding the freight hanger and aircraft rental; and, is awaiting approval from the Federal Aviation Administration (FAA) to start service to Hyannis and New Bedford this summer.

**041216-1 FY16 3<sup>rd</sup> Quarter Financials** – Mr. Rafter presented the FY16 3<sup>rd</sup> quarter financials noting \$1.122M of Retained Earnings were authorized at Annual Town Meeting (ATM) to be transferred to cover operating expenses as well as \$1.041M were authorized to be transferred from excess Fuel Revolver funds.

### **Manager's Report**

#### **Project Updates**

- Air Traffic Control Tower – Mr. Rafter reported the new completion date is scheduled for May 19<sup>th</sup> and the FAA will require at least a month further to install their equipment into the tower cab. Mr. Rafter requested the Commission ratify change order #12 for addition of a circuit breaker (\$1,113); approve change order #14 for required VCT flooring in the electronics room (\$23,297); and, approve, in theory, the additional expenses associated with the projects time extension which the final amount is not yet determined, but will be lower than the \$40K presented.

After brief discussion, Ms. Topham made a **Motion** to ratify Change Order #12, and approve Change Orders #13 and #14 subject to available funding and appropriate negotiations of Change Order #13. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

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

- Bids for Airport Improvement Projects (AIP) Vault Room Rehabilitation, Interactive Employee Training, and Public Address/Flight Information Display System are due on April 27, 2016.
- New FBO Software has been put on hold but other improvements, such as tablets in the fuel trucks to improve efficiency, are moving forward.
- The Airport has filed an application with the Zoning Board of Appeals to erect a temporary tent near the FBO to better organize passengers and baggage of high volume general aviation carriers.
- Funds for the Capital Improvement Projects that were approved at the 2016 Annual Town Meeting will be available July 1, 2016.

#### **RFP/Bid Status**

- Contracts for the winning bidder for Heating Ventilation Air Conditioning (HVAC), Oil Burner and Geothermal Systems repair and maintenance are under review by Town Procurement and should be available at the next Commission meeting.
- Passenger boarding ramp bids are due on April 20, 2016.

4.19.16 Airport Commission Meeting

- On-call engineering RFP is near completion.
- Airport Gas RFP is being reviewed.
- Sun Island Road RFP is still a work in progress.
- A draft an employee housing proposal has been sent to FAA for approval.

#### **Operations**

- Melissa Murphy, the new Visitors Services Director, gave us a proposal to have two (2) Ambassadors to direct people traffic during peak time. However, this would be an airport budget expense. Police Chief Bill Pittman suggested using seasonal Law Enforcement Officers to monitor vehicular traffic during peak times at no additional cost to the Airport.
- Maintenance is looking into moving the Jet Blue kiosks to the hallway directly across from their ticket counter.
- Federal Aviation Administration (FAA) Part 139 Inspection is scheduled for June 8-10, 2016.
- Mr. Karberg is continuing to work with Natural Heritage on concerns that were addressed at the Technical Advisory Committee.
- The fire suppression system at the Airport's Fuel Farm malfunctioned twice since last Friday and was dispensing foam.
- Letters of thanks were received by the Fire and Police Departments for our assistance in recent brush fire in the Moors and missing person search.

#### **Statistics** – Mr. Rafter reviewed the February 2016 overall statistics.

- Operations are up 4.61% from February 2015. Year-to-date is up .43%
- Enplanements are down 49.58% from February 2015. Year-to-date is down 10.58%.
- Jet A gallons sold is up 151% from February 2015. Year-to-date is up 4.89%.
- Jet A gallons sold is up 66.67% from March 2015.
- AvGas gallons sold is up .65% from February 2015. Year-to-date is up 6.53%.
- AvGas gallons sold is up 40.78% from March 2015.
- Freight is down 38.01% from February 2016. Year-to-date is down 10.11%.
- 2 Noise complaints filed in March 2016.

Discussion regarding monitoring freight took place.

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

- 
- Operations is in need of one (1) Line Service summer employee.

#### **Commissioners Comments**

After discussion, the May 2016 Airport Commission Meeting is rescheduled to Monday, May 9<sup>th</sup>; and the June 2016 Airport Commission Meeting is rescheduled to June 7, 2016 to assure the presence of a quorum. Time and venue to be determined.

Mr. Gasbarro commented on the TAC meeting mentioned under the Manager's Operations report. He believes Natural Heritage negative comments made at the meeting were due to years of lack of compliance by the Airport. Mr. Rafter added Mr. Karberg has engaged the FAA and MassDOT on the conflicting mowing issues.

Mr. Gasbarro is pleased with the effort made towards having signed airline leases and would like to see all leases signed and executed prior to service beginning.

#### **Public Comment**

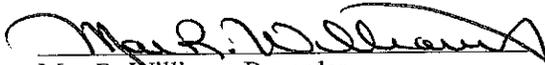
None

Having no further business for Open Session, Mr. Bouscaren made a **Motion** to go into Executive Session, under G.L. Chapter 30A, Section 21A, not to return to Open Session, to review Executive Session Minutes as enumerated on the Agenda; Clause 6 – to consider the purchase, exchange, lease or value of real property with respect to Exhibit A of the Airport Layout Plan and under Clauses 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. Topham and **Passed** by the following roll-call vote:

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

Meeting adjourned at 6:30 pm

Respectfully submitted,



Mae R. Williams, Recorder

**Master List of Documents Used**

4/19/16 Agenda including Exhibit 1  
3/9/16 Draft Minutes  
3/23/16 Warrant Signature Sheet  
4/6/16 Warrant Signature Sheet  
4/20/16 Warrant Signature Sheet  
Landlord Consent to Sublease – Emily Air to Fly Blade, Inc.  
Tradewind Aviation 2016 Lease Agreement  
Republic Airline Inc. 2016 Lease Agreement  
Jet Blue Airways 2016 Lease Agreement  
Thrift Cars, Inc. 2016 Lease Agreement  
American Airlines 2016 Lease Agreement  
Fresh Air Services, Inc. 2016 License Agreement  
Go Figure Barre Studio 2016 Beach License and associated Cover letter dated 4/9/16  
Jacobs Engineering Contract – Interactive Employee Training System  
Jacobs Engineering Contract – Public Address/Flight Info Display System  
Jacobs Engineering Contract – Airfield Electrical Vault Room Modifications  
Franklin Paint Contract – Airfield Paint & Related Supplies - \$5,130  
Kobo Utility Construction Corp. Contract – 3 year On-call Airfield Electrical  
FY 2016 3<sup>rd</sup> Quarter Financials Sheet  
Maron Construction Co., Inc. PCO 0012 \$1,113.00  
Maron Construction Co., Inc. PCO 0013 \$40,780.00  
February 2016 Statistics Report including March Fuel and Noise Complaints  
4/7/16 Email from Pittman to Rafter Subject: Thank You

**Handouts**

ATCT Construction Change Order Log  
Memorandum of Understanding (MOU) between Nantucket Board of Selectmen and Nantucket Airport Commission repayment proposal and in-kind services  
Maron Construction Co., Inc PCO 0014 \$23,297.00