

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**

**May 9, 2016**

The meeting was called to order at 4:00 pm by Chairman Daniel Drake with the following Commissioners present: Vice Chair Arthur Gasbarro, Jeanette Topham and Anthony Bouscaren. Andrea Planzer participated by phone due to geographical distance.

The meeting took place in the 2<sup>nd</sup> floor Training Room at the Public Meeting Facility, 4 Fairgrounds Rd. Nantucket MA.

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

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

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

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

Ms. Topham made a **Motion** to approve the minutes of 4/19/16. **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. Bouscaren made a **Motion** to ratify the warrant of 5/4/16. **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

**020916-1 Public Hearing to consider Proposed Rates & Charges** – Mr. Drake opened the Public Hearing at 4:02 pm.

Mr. Rafter reviewed the proposed changes to the Rates & Charges and noted two (2) public requests to modify General Aviation fees were included in the packet for Commission consideration; but did not recommend them.

Mr. Drake asked for public comments. Hearing none, the Public Hearing was closed at 4:06 pm.

Mr. Bouscaren made a **Motion** to approve the changes in the Rates & Charges as set forth in the document presented. **Second** by Ms. Topham and **Adopted** as presented by the following roll-call vote:

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

#### **Pending Matters**

**042214-2 Formerly Used Defense Site (FUDS) Status** – Mr. Rafter reported the Army Corps of Engineers is hoping to have a draft of the Remedial Investigation Report (RMI) by the end of May 2016.

**011216-1 Emily Air LLC Request for Sub-Lease to Fly Blade, Inc.** – Mr. Rafter reported that discussion is needed with Fly Blade to review restrictions. Badging is proceeding for Fly Blade employees. The sub-lease is subject to approval by MassDOT Aeronautics Division and is currently under MassDOT review.

**011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services** – Mr. Rafter reported a transmittal letter was drafted to the Federal Aviation Administration (FAA) and MassDOT for their approval of the repayment proposal.

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

Mr. Rafter presented the following Leases and Contracts:

- ➔ **Wiggins Airways** – 2016 Operating Agreement for Fed Ex/UPS Air Freight, \$1,500.00 Annual Business Fee, plus Landing and Freight Fees.
- ➔ **Hyannis Air Service, Inc.** – 2016 Lease Agreement for \$96,480.00 rent plus \$1,500.00 Annual Business Fee, plus Landing Fees.
- ➔ **Piedmont Airlines, Inc.** – 2016 Annual Business Fee of \$1,500.00 for Ground Handling for American Airlines and their affiliates.
- ➔ **Shoreline Aviation, Inc.** – 2016 Air Charter Operating Agreement Annual Business Fee of \$1,500.00 plus Landing and Ramp Fees.
- ➔ **Nantucket Express** – 2016 Air Charter Operating Agreement Annual Business Fee of \$1,500.00 plus Landing and Ramp Fees.
- ➔ **Toscana Corporation** – Lease Amendment One (1) to increase lot size of 12,841 sq. ft. for \$12,105.00 additional rent, retroactive to May 1, 2016.
- ➔ **Island Barge, Inc.** – Lease Amendment Two (2) to increase lot size of 14,628 sq. ft. for \$13,830.00 additional rent, retroactive to May 1, 2016. - *PENDING*

Ms. Topham made a **Motion** to approve all Leases set forth on Exhibit 1 excepting Island Barge, Inc. **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

- **MassDOT** – Grant Extension for ARFF Vehicle, AIP 59, for \$32,025.00 needed for crossing fiscal years only.
- **Scheidt & Bachman, USA** – Contract for replacement parts and additional chip coins for Parking System for \$5,157.00.
- **ENE Systems, Inc.** – Three (3) year Contract for On Call Services for HVAC Repair and Maintenance, not to exceed \$115,900.00.
- **ENE Systems, Inc.** – Three (3) year Contract for On Call Services for Oil Fired Furnace Repair and Maintenance, not to exceed \$115,900.00.
- **ENE Systems, Inc.** – Three (3) year Contract for On Call Services for Geothermal Systems Repair and Maintenance, not to exceed \$115,900.00.

Mr. Bouscaren made a **Motion** to approve all Contracts set forth on Exhibit 1. **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

#### **Environmental Report**

- **Noise Abatement Program Update** - Noah Karberg, Environmental Coordinator, presented a Power Point presentation reviewing the Noise Abatement Program including the Landing Fee Incentive Program which is a 15% reduction for 85% compliance, Noise Compliance Summary, and the Pre-season efforts to promote the Program.
- **TON Solar Initiative** – Mr. Karberg reported SunEdison is declaring bankruptcy. Lauren Sinatra from Town’s energy office is having discussions with National Grid as a potential partner.

Mr. Drake commented for the record that he hopes the Town Manager and Energy Office are aware that if it is not our project, it is not our cost.

#### **122215-1 Air Service Update** – Mr. Rafter reported:

- Jet Blue began service on May 4, 2016.
- A survey was sent out to the focus group with a few responses received. Another survey will be sent out using Survey Monkey.
- Island Shuttle is looking to begin service July or August.

**050916-2 Crew Quarters Development Plan (Plan)** – Mary Walsh from the Federal Aviation Administration (FAA) has approved the plan and details. Additional meetings with the FAA will be scheduled to determine what mechanisms are available to ensure compliance with FAA grant assurances and regulations regarding land transfers. The revised plot plan from the surveyors is still pending. Ms. Planzer suggested adding the number of MedFlights to the Plan. Ms. Walsh agreed and noted she would sign the revised Plan.

**050915-2 Legal Counsel Discussion** – Mr. Drake would like to see Anderson & Kreiger added as co-counsel for use with any FAA or MassDOT aviation matters.

Mr. Gasbarro made a **Motion** to appoint Anderson & Kreiger as co-counsel to the Airport. **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

**Manager’s Report** – Mr. Rafter reported:

**Project Updates**

- ATCT construction is scheduled to be complete May 19, 2016 with the air traffic controllers being back in the rehabbed tower by third week of June and the mobile tower is to be removed offsite by June 25, 2016.
- A review with the Town Finance Department of the Capital Improvement Projects to determine borrowing requirements for the upcoming fiscal year was held with finalization pending.
- The terminal arrivals vestibule repairs have been completed.
- Restaurant entrance repairs have been completed.

**RFP/Bid Status**

- Bids have been received for the Airport Improvement Programs: Public Address/Flight information system (PA/FIDS), Interactive Employee Training System (IETS), and the Vault room upgrade.
- We did not receive any bids for the passenger boarding ramp and there will be a follow-up with vendors to discern the issues.
- Procurements are needed for an IT consultant, architectural services for employee housing, and on-call engineering services.
- Challenges with procurement on the Towns side regarding Airport Gas is being evaluated.
- Finalizing bid documents for Sun Island Road parcels, runway paint supplier, fuel farm pipe painting, and parking lot system replacement are all in the process. Mr. Drake suggested having Mr. Mackey take a look at the Airport Gas proposal if it stays consolidated with Town.

**Operations** – Mr. Rafter reported:

- A nationwide foam contamination issue was brought to our attention by our FAA Certification Inspector and our foam supply tested positive as well. Maintenance and Operations have been working with Noah Karberg to come up with a solution.
- A temporary tent will be erected near the FBO to accommodate charter passengers and their luggage
- A meeting was held with Boston MedFlight to review the locations on the Airport that can be used while the Nantucket Cottage Hospital undergoes construction rehabilitation and it was requested that they propose to the contractor that the helipad at the hospital be part of the early phase of construction to minimize amount of time they would need to operate at the Airport.
- A request from a bi-plane operator is being reviewed.
- Cape Air arrivals from Boston will be utilizing the air taxi baggage claim area to minimize congestion in the summer arrivals area.

- On Friday, April 22, 2016 there was a significant leak in the Main Terminal Gate 1 area due to a broken coil in one of the roof top HVAC units. Island Shuttle is still in negotiations with Bill McGrath to sub-lease and operate the freight hangar.
- Daffodil weekend fuel sales and gallons sold were up over last year.
- Abandoned vehicles in the south ramp pen have been relocated.
- We are still working with Visitor Services for some level of Airport Ambassadors for this season.
- FAA Part 139 inspection is scheduled for June 8-10, 2016.

**Statistics** – Mr. Rafter reviewed the March 2016 overall statistics.

- Operations are down 11.83% from March 2015. Year-to-date is down .39%
- Enplanements are down 52.22% from March 2015. Year-to-date is down 12.55%.
- Jet A gallons sold is up 66.67% from March 2015. Year-to-date is up 5.21%
- Jet A gallons sold is down 11.13% from April 2015.
- AvGas Gallons sold is up 40.78% from March 2015. Year-to-date is up 7.48%
- AvGas Gallons sold is up 3.53% from April 2015.
- Freight is down 38.35% from March 2015. Year-to-date is down 12.56%.
- 0 Noise Complaints file in April 2016.

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

- Training for seasonal line crew operators began this week.
- One (1) FBO seasonal employee has returned from last year.
- Interviews for the Maintenance Supervisor position were performed and Michael O’Neil has accepted the job offer.

**Commissioners Comments**

Mr. Drake referred to the Warrant that included the settlement of the General Administration/Administration building. He reminded Mr. Rafter to check with Legal Counsel to be sure we have the appropriate releases from the Surety.

There was a consensus to hold the minutes of the executive sessions of matters are still pending.

**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**

5/9/16 Agenda including Exhibit 1  
4/19/16 Draft Minutes  
5/4/16 Warrant Signature Sheet  
Proposed Rates & Charges  
Rates & Charges letter from R. Trinique dated 3/22/16  
Rates & Charges e-mail from M. Willmott to T Rafter dated 3/27/16  
Wiggins Airways 2016 Lease Agreement  
Hyannis Air Service, Inc. 2016 Lease Agreement  
Piedmont Airlines, Inc. 2016 Lease Agreement  
Shoreline Aviation, Inc. 2016 Operating Agreement  
Nantucket Express 2016 Operating Agreement  
Toscana Corporation Amendment 1 – increase in square footage  
Island Barge, Inc. Amendment 2 – increase in square footage  
MassDOT Contract Form – AIP 59 ARFF Vehicle (term extension)  
Scheidt and Bachman USA, Inc Contract – Miscellaneous supplies \$5,157.11  
ENE Systems Contract, Inc. – 3 year on call HVAC Services  
ENE Systems Contract, Inc. – 3 year on call Oil Burner Services  
ENE Systems Contract, Inc. – 3 year on call Geothermal Services  
ACK Noise Abatement Updates from Power Point Presentation – N. Karberg  
A. Gasbarro to T. Rafter e-mail re: Solar Development dated 4/30/16  
Essential Operations Crew Quarters Plan  
March 2016 Statistics