

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

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

**June 10, 2016**

The meeting was called to order at 3:30 pm by Chairman Daniel Drake with the following Commissioners present: Vice Chair Arthur Gasbarro, Jeanette Topham, Andrea Planzer and Anthony Bouscaren.

The meeting took place in the 2<sup>nd</sup> floor Conference Room at the Nantucket Memorial Airport, 14 Airport Road, Nantucket, MA 02554

Airport employees present were: Thomas Rafter, Airport Manager and Janine Torres, Office Manager.

Mr. Drake announced the meeting was being audio 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.

Mr. Bouscaren made a **Motion** to approve the minutes of 5/9/16. **Second** by Ms. Planzer and **Passed** unanimously.

Ms. Topham made a **Motion** to ratify the warrants of 5/18/16 and 6/1/16. **Second** by Ms. Planzer and **Passed** unanimously.

Mr. Bouscaren made a **Motion** to approve the warrant of 6/15/16. **Second** by Ms. Planzer and **Passed** unanimously.

**Public Comment**

None

**Pending Matters**

**042214-2 Formerly Used Defense Site (FUDS) Status** – Mr. Rafter reported the final report from the Army Corp of Engineers (ACE) has still not been provided and they have not responded to our request for an update.

**011216-1 Emily Air LLC Request for Sub-Lease to Fly Blade, Inc.** – Mr. Rafter reported the sub-lease to Fly Blade has been approved by MassDOT since an amendment to the master lease with Emily Air LLC clarifying the leasehold size is drafted.

**011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services** – Mr. Rafter reported the agreement has been approved but needs to be signed by the Board of Selectmen and then the Airport will forward it to Federal Aviation Administration (FAA) and MassDOT. The Town will then forward it on to the Department of Revenue.

### **Pending Leases and Contracts**

Mr. Rafter presented the following Leases and Contracts:

- **Delta Air Lines** – 2016 Lease Agreement for \$18,800.00 rent plus \$1,500.00 Annual Business Fee, plus \$480.00 Intercom Fee, plus landing fees.
- **SpectaculAir** – 2016 Operating Agreement for \$1,500.00 Annual Business Fee plus Landing and Ramp Fees.
- **ACK Surf School** – 2016 Nobadeer Beach License for \$1,500.00 Annual Business Fee.
- **The Red Baron Adventure, LLC** – 2016 Operating Agreement for \$1,500.00 Annual Business Fee, plus monthly landing and ramp fees.
- **Lima NY Corp. d/b/a Fly the Whale** – 2016 Operating Agreement for \$1,500.00 Annual Business Fee, plus monthly Landing fees.
- **United Airlines, Inc.** – 2016 Lease Agreement for \$15,920.00 rent plus \$1,500.00 Annual Business Fee, plus \$480.00 Intercom Fee, plus monthly landing fees. – *PENDING*
- **Island Barge, Inc** – Lease Amendment Two (2) to increase lot size of 14,428 sq. ft. for \$13,830.00 additional rent, retroactive to May 1, 2016. *PENDING*
- **Emily Air, LLC** – Lease Amendment One (1) to increase the size of the Original Premises by approximately 313 sq. ft. and to amend Lessee’s new mailing address.
- **MHQ, Inc.** – Contract Amendment One (1) to extend termination date from June 30, 2016 to September 30, 2016.
- **Grey Wall Software, LLC** – Contract Amendment One (1) to renew Veoci Software for \$18,750 for one additional year.
- **Clarion Fire Protection Services** – Contract for fire suppression repair and maintenance services, not to exceed \$35,000.00.
- **Keystone Precision Instruments** – Contract for purchase of one (1) handheld GPS plus related software for \$12,296.00.
- **Team Eagle, Inc.** – Contract for filters for 2015 Oshkosh Striker 1500 for \$910.00.
- **New England Fire Equipment & Apparatus Corp.** – Contract for parts for 1989 Oshkosh T-1500 ARFF Vehicle for \$415.00.
- **State of NH, Division of Fire Standards & Training** – Contract for Live Burn Training not to exceed \$10,400.00, expiring 4/30/17.
- **Marine Home Center** – Contract to provide various materials and supplies on “as needed” basis not to exceed \$40,000.00 over a three (3) year period.
- **ENE Systems** – Contract for geothermal system restart during North Ramp rehab project for \$2,127.00.
- **Franklin Paint Company** – Contract for one (1) paint machine with pressurized bead system for \$21,100.00.

Mr. Gasbarro inquired as to the proposed operations, fees, and noise compliance regarding The Red Baron Adventure Operating Agreement. Mr. Rafter indicated Mr. Karberg, Environmental Coordinator, has requested this information. Mr. Drake suggested leaving it out of the blanket approval.

Mr. Gasbarro commented the Airport should not practice any type of land surveying with the GPS unit to be purchased as to not violate Chapter 112.

Ms. Planzer asked for clarification regarding the Amendment One (1) with Emily Air, LLC. Ms. Torres explained the discrepancy in the square footage of the Ocean Wings original lease that carried over to Emily Air's lease that needed to be corrected before the sub-lease to Fly Blade could be approved.

Mr. Gasbarro made a **Motion** to approve all Leases and Contracts as set forth on Exhibit 1 excepting Island Barge, Inc, United Airlines, and The Red Baron Adventure. **Second** by Ms. Topham and **Passed** unanimously.

Additional discussion regarding the operations of The Red Baron Adventure, LLC took place. Audience member and San Diego TSA Federal Security Director, Katie Connon, noted her familiarity with Red Baron and was not aware of any regulatory issues with their operation.

Mr. Bouscaren made a **Motion** to approve The Red Baron Adventure, LLC subject to the requested information being submitted to the Airport Manager for his approval and then the Airport Manager to consult with Mr. Gasbarro. **Second** by Ms. Topham and **Passed** unanimously.

#### **FAA Grant Acceptance**

**060716-1 AIP #64 Construct Airfield Electrical Vault** – Mr. Rafter presented a grant offer in the amount of \$1,148,850.00 from Federal Aviation Administration (FAA) for the construction of the Airfield Electrical Vault.

Ms. Topham made a **Motion** to accept the Grant from the FAA for AIP #64, the construction of Airfield Electrical Vault in the amount of \$1,148,850.00. **Second** by Mr. Bouscaren and **Passed** unanimously.

**060716-2 AIP #65 Upgrade Public Address/Flight Information Display System and Install Computers and Interactive Employee Training System** - Mr. Rafter requested that the Commission authorize the Chair to sign the second grant for the Flight Information Display System (FIDS)/Public Address (PA) System as well as the Interactive Employee Training (IET) when it is received due to it being time sensitive.

Mr. Bouscaren made a **Motion** to authorize the Chair or Vice-Chair to sign the grant acceptance document for AIP #65 Upgrade Public Address/Flight Information Display System and install computers for the Interactive Employee Training in the amount of \$639,000.00 when it is received from the FAA. **Second** by Ms. Topham and **Passed** unanimously.

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

- American Air Lines and Delta began service last week. Delta has started its LaGuardia weekend service.
- The Air Service survey has been finalized with the initial results presented to the Commission. The Chamber of Commerce is planning additional distribution of the survey.
- Cape Air will no longer be issuing commuter books in this market but they may have some form of electronic ticketing in the future.

**060716-4 McGrath Family Trust Request to Sub-Lease Freight Hangar to Eastern Air Freight, LLC.** – Mr. Rafter presented a sub-lease request form McGrath Family Trust to sub-lease to Eastern Air Freight, LLC. Mr. Rafter indicated Eastern Air Freight is part of Island Shuttle group which is still awaiting approval from FAA for its operating certificate. This will once again centralize the freight away from the main terminal as all freight will be required to go through this facility.

Mr. Gasbarro made a **Motion** to approve the request to sub-lease the freight hangar from the McGrath Family Trust to Eastern Air Freight, LLC. **Second** by Ms. Planzer and **Passed** unanimously.

**060716-4 Non-Union Employees FY17 COLA Discussion & Possible Approval** – Mr. Drake inquired of the Town Manager of Town’s practice on FY17 raises and he was informed they are looking at a 2 ½% raise. Mr. Drake noted the Union employees are slated for a 2% increase. Mr. Drake noted although he has not given Mr. Rafter a formal evaluation this year, is very pleased with his performance as well as the staff, both union and non-union personnel. Mr. Rafter indicated there is a performance evaluation in place for all airport employees. Mr. Gasbarro agreed with Mr. Drake’s performance comment but questioned the additional ½% for the Non-Union employees. Mr. Rafter stated that Union personnel receive a step increase as well as the COLA for the first five years. When asked, Mr. Rafter reported there are seven (7) Non-Union employees.

Mr. Bouscaren made a **Motion** to approve the 2 ½% increase for Non-Union staff for FY17. **Second** by Ms. Planzer and **Passed** unanimously.

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

**Project Updates**

- ATCT – Maron Construction is working on several punch-list items, several major items of which the contractor is accepting responsibility for and is working to resolve them. They are still anticipating to have the controllers back in the tower the week of June 21<sup>st</sup> and having the mobile tower removed by June 25, 2016.
- A meeting is scheduled on Wednesday, June 15, 2016 with Jacobs Engineering to review future Capital Projects, both FAA funded and those not funded by FAA.
- The fire alarm panel enunciators in the Terminal are not loud enough. The main panel in the terminal was not upgraded when the terminal renovation occurred. We are awaiting a quote for an additional panel and enunciators.
- The painting of TW Echo, done last October and funded by the State, did not include water blasting to remove the old layers of paint. Winter operations has damaged most of the markings making it necessary to repaint. We will plan an Article for Special Town Meeting to adjust FY17’s budget. Mr. Rafter is looking into a joint effort with other area airports to purchase a water blasting/paint machine and approach the State for funding.

**RFP/Bid Status** – Mr. Rafter reported a number of RFP’s and RFQ’s are being worked on.

**Operations** – Mr. Rafter reported:

- We are still working through the foam contamination issue.
- Airport 1 is back in service with a new engine.
- The tent is installed in the FBO parking lot. Quarter boards will be installed soon.
- Wine Festival weekend sales in the FBO were up 35% over 2015 and the best since 2011.
- Memorial Day sales in the FBO were up 22% over 2015 and the best since 2012.
- A meeting with the Martha’s Vineyard Airport Chairman and the new Airport Manager has been rescheduled.
- Visitor Service Ambassadors will begin weekends on June 25, 2016.
- The annual Part 139 inspection went very well but will note two (2) minor deficiencies:
  1. One fuel truck had a lighter receptacle which has already been removed and replaced with hard wiring for tablet charging.
  2. Two (2) employees extended beyond their allowed time for fuel training. They underwent training in April, instead of in January 2016.

- The Airport received a notice from the State wildlife agency stating that all individuals responsible for wildlife control, which includes the use of bangers, must have a firearm and hunting license. Mr. Karberg responded to them with suggestions on how to best accomplish this.
- A meeting was held with other Town agencies regarding the July 4<sup>th</sup> preparations with regard to the Nobadeer Beach Party. Port-a-potties, dumpsters, and a larger police presence were discussed.
- The end of FY16 is approaching so it is critical that the July 6, 2016 warrant be signed expeditiously for a quick turnaround.
- Nantucket Flying Association Aviation Camp is taking place June 27 through July 1, 2016.
- A Home Rule Petition was approved by the Massachusetts Governor exempting the Airport Fuel Revolver from the 10% aggregate revolving funds.

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

- Operations are down 22.40% from April 2015. Year-to-date is down .11%.
- Enplanements are down 60.27% from April 2015. Year-to-date is down 15.25%.
- Jet A gallons sold is down 11.13% from April 2015. Year-to-date is up 4.93%
- Jet A gallons sold is up 26.93% from May 2015.
- AvGas gallons sold is up 3.53% from April 2015. Year-to-date is up 7.29%.
- AvGas gallons sold is down 1.39% from May 2015.
- Freight is down 30.56% from April 2015. Year-to-date is down 14.10%.
- 10 Noise Complaints were filed in May 2016..

Mr. Rafter made a request for travel to the Northeast Chapter AAAE Conference in Wilmington DE, August 13-17, 2016 Ms. Topham made a **Motion** to approve the travel request. **Second** by Ms. Planzer and **Passed** unanimously.

#### **Commissioners Comments**

Mr. Gasbarro requested the future of the Flat Roof building as a future agenda item. Mr. Rafter agreed and noted that Fly Blade may be interested in renting it next year. \$55,000 is in the Capital budget to move and repair the site should the Airport decide to get rid or move the building. Keeping it where it is provides a valuable asset for aeronautical uses.

Mr. Bouscaren inquired about Island Shuttle beginning service. Mr. Rafter responded they are still awaiting approval from FAA, which is a tedious and lengthy process. A recent meeting with Bud Breault, Barnstable Municipal Airport Manager, Rich Araujo, and others, revealed they have two (2) different product lines that could be very beneficial to all.

Rectrix has purchased two (2) new King Airs and is also awaiting FAA certification.

Mr. Drake inquired about the meeting with Mary Walsh of FAA regarding Staff Housing with Mr. Rafter and Commissioner Planzer. Mr. Rafter informed the Commission that FAA presented four (4) potential alternatives. Three (3) were eliminated and one (1) was adopted for further consideration. A third party lease may be an option. Ms. Planzer added the FAA does not allow housing on Airport properties but they are working very hard to carve this out for Nantucket. Mr. Rafter said Mr. Tucker Holland – Nantucket Housing Consultant, joined the meeting and updated the group on the Town's employee housing efforts.

Mr. Drake addressed an e-mail sent to some of the Commission from the gift shop owner and suggests that Mr. Rafter discuss the matter with the gift shop lessee.

## 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. Planzer 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 4:35pm

Respectfully submitted,

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Janine M. Torres, Recorder

### Master List of Documents Used

6/10/16 Agenda including Exhibit 1  
5/9/16 Draft Minutes  
5/18/16 Warrant Signature Sheet  
6/1/16 Warrant Signature Sheet  
6/15/16 Warrant Signature Sheet  
Delta Air Lines 2016 Lease Agreement  
SpectaculAir 2016 Operating Agreement  
ACK Surf School 2016 License Agreement  
The Red Baron Adventure LLC 2016 Operating Agreement  
Lima NY Corp d/b/a Fly the Whale 2016 Operating Agreement  
United Airlines, Inc. 2016 Lease Agreement  
Island Barge, Inc. Amendment 2 – increase in square footage  
Emily Air, LLC Amendment 1 – increase the size of original premises  
MHQ Contract Amendment 1- term extension  
Grey Wall Software, LLC Amendment 1 – renew one year  
Clarion Fire Protection Services Contract for fire suppression services  
Keystone Precision Instruments Contract – Trimble Geo 7X Handheld GPS  
Team Eagle, Inc. Contract for filters for 2015 Oshkosh Striker 1500  
New England Fire Equipment & Apparatus Corp. Contract for parts for 1989 Oshkosh T-1500 ARFF Vehicle  
State of NH, Division of Fire Standards & Training Contract for Live Burn training  
Marine Home Center Contract for various materials and supplies  
ENE Systems Contract for oversight of Geothermal System restart  
Franklin Paint Company Contract for Graco LineLazer Paint Machine  
FAA Grant Agreement for construction of Airfield Electrical Vault Room  
McGrath Family Trust Sublease Agreement  
April 2016 Statistics

### Handouts

MassDOT consent for Sublease between Emily Air, LLC and Fly Blade, LLC  
Nantucket Flying Association announcement for 9<sup>th</sup> Annual Aviation Camp  
Nantucket Air Service Development Survey results