

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**

**July 12, 2016**

The meeting was called to order at 5:03 pm by Chairman Daniel Drake with the following Commissioners present: Vice Chair Arthur Gasbarro, Jeanette Topham, and Andrea Planzer. Anthony Bouscaren participated remotely due to geographic distance.

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, Janine Torres, Office Manager, 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 Executive Session minutes of 8/28/12, 9/18/12, 12/4/12, 12/11/12, 2/26/13, 10/22/13, 6/9/15, 12/22/15, and 3/9/16. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

Ms. Topham made a **Motion** to approve the 6/10/16 minutes. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

Ms. Planzer made a **Motion** to ratify the warrants of 6/15/16, 6/22/16, and 6/30/16. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

### **Public Comment**

None

### **Election of Officers**

Mr. Drake asked for nominations for Chairman. Ms. Topham made a **Nomination** to appoint Daniel Drake as Chairman. **Second** by Arthur Gasbarro. No other nominations for Chairman were made. The VOTE for Mr. Drake as Chairman **Passed** by the following roll-call vote:

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

Mr. Drake asked for nominations for Vice Chair. Ms. Topham made a **Nomination** to appoint Arthur Gasbarro as Vice-Chair. **Second** by Ms. Planzer. No other nominations for Vice Chair were made. The VOTE for Mr. Gasbarro as Vice Chair **Passed** by the following roll-call vote:

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

### **Pending Matters**

**042214-2 Formerly Used Defense Site (FUDS) Status** – Mr. Rafter reported an inquiry was sent to the Army Corp of Engineers regarding the status of the report. ACE stated they are awaiting internal comments so it may be a couple more weeks.

**011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services** – Mr. Rafter reported the Board of Selectmen has signed the document and it has been forwarded to Federal Aviation Administration (FAA) and Massachusetts Department of Transportation – Aeronautics (DOT) for review and signature.

**060716-3 McGrath Family Trust request to Sub-Lease to Eastern Air Freight, LLC** – Mr. Rafter reported work is being done with Legal Counsel on appropriate language for sub-lease and Consent to Sub-Lease for DOT approval.

### **Pending Leases and Contracts**

Mr. Rafter presented the following Leases and Contracts:

- **Altius Aviation LLC** – 2016 Operating Agreement for \$1,500.00 plus Landing/Ramp fees. Fly Blade affiliate.
- **Aero-Tech Services Inc.** – 2016 Operating Agreement for \$1,500.00 plus Landing/Ramp fees. Fly Blade affiliate.

- **Kestrel Aviation** – 2016 Operating Agreement for \$1,500.00 plus Landing/Ramp fees. Fly Blade affiliate. – *PENDING*
- **United Airlines** – 2016 Seasonal Lease Agreement for \$15,920.00 plus \$1,500.00 Annual Business Fee plus Landing Fees. – *PENDING*
- **Island Barge, Inc.** – Amendment #2 for \$13,830.00 annual increase due to increase of 14,628 sq. ft.
- **Sayle’s Seafood** – 2016 Nobadeer Beach License for \$1,500.00.
- **Computer Assistance Services** – 3 year Contract not to exceed amount of \$207,000.00 for IT services.
- **New England Fire Equipment & Apparatus Corp** – Amendment #1 for increase of \$82.00 for Oshkosh Parts for ARFF Vehicle
- **Franklin Paint** – Contract for \$3,024.00 to purchase yellow paint for TW Echo makings.

Mr. Rafter added that he was ready to recommend ceasing Fly Blade operations altogether for non-compliance; but has since met with them and Fly Blade has been extremely cooperative since.

Mr. Gasbarro made a **Motion** for discussion to approve the pending leases and contracts excepting Kestrel Aviation and United Airlines. **Second** by Ms. Planzer.

Ms. Topham questioned the separate ending dates of the aviation contracts. The reason stated is they all have different starting dates.

Discussion continued regarding the challenge of United Airlines to return their Lease Agreement.

The Motion **Passed** by the following roll-call vote:

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

Melissa Tomkeil, President, of Fly Blade addressed the Commission stating that from their end, their “growing pains” came from an administrative sense, not operational, and she has expanded their team to assure a future success by all concerned.

Mr. Drake and Mr. Gasbarro each thanked them for coming to the meeting.

**FAA Grant Acceptance** – Mr. Rafter updated the Commission on the following grants:  
**101315-1** MassDOT Grant for AIP #63 (Snow Blower) for \$35,276.17 represents carry over to the new FY only.

**060716-2** AIP #65 Upgrade Public Address/Flight Information Display System and Install Computers and Interactive Employee Training System – the Federal grant amount is actually \$575,100.00. The amount reported the June meeting was for the entire amount of the project.

**071216-1 Flat Roof Building Disposition Discussion** – Mr. Rafter reported that a matrix is being created internally for the different options to consider. The building is an aviation asset as it has accessibility to both land and air sides due to its location. At present it is a seasonal building but the long term viability is in question. A draft RFP can be distributed to the Commission.

Mr. Gasbarro agreed with aviation use but would like to see a shorter term lease, i.e. 1-3 years.

Mr. Drake expressed his dislike for the building but it is an aviation asset. Traffic and Ramp parking could become an issue.

**122215-1 Air Service Update** – Mr. Rafter reported that Mr. Karberg is working to expand the survey beyond Chamber of Commerce members and is working with the ferry services to see if we can do in person surveys on the wharfs as well as at the Airport in August.

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

**Project Updates**

- ATCT – began operations in the rehabbed facility on June 23, 2016. The contractor is still working to complete punch list items. Two (2) change orders require ratification: CO #15, \$770, based on time and materials (T&M) for removal of excess data wiring; and CO #16 for \$2,071 based on T&M for repair of existing grounding and running an extra electrical circuit.

Mr. Gasbarro made a **Motion** to approve CO 15 & 16 for the Air Traffic Control Tower modernization project. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

- The contracts for FY17 AIP projects, Vault Modification, Flight Information/Public Address System (FIDS/PA System) and Interactive Employee Training (IET) are at the awarded firms for their execution. The filming for the IET is scheduled for August. Additional appropriations will be required for the three (3) AIP Projects at the Special Town Meeting in September.
- An additional appropriation for upgrading the fire alarm panel in the Terminal building will also be brought to Special Town Meeting.
- Airfield painting will be broken into four (4) two-year increments at approximately \$200,000.00 each year. This request will also go before Special Town Meeting.
- Fuel Farm piping repair is needed. This will be put through as a future Capital item.
- Fuel Farm fire suppression system is also in need of repair. Nantucket Fire Chief, Mr. Rhude will look into the local requirements to see whether they offer any flexibility.
- A possible lease-back to the Town for the Nobadeer Farm Road development will require legal counsel and, in part because of the potential conflict with Town Counsel, Mr. Rafter asked whether there was any objection to use Anderson & Kreiger to represent the Airport. There were no objections.

**RFP/Bid Status** – Mr. Rafter reported the following RFP's and RFQ's are being worked on:

- Computer Assistance Services contract has just been awarded.
- Airport Gas parcel.
- Sun Island Road parcels require submission of land release request to the FAA. It may have been covered when the Delta parcels were released but if not, the paperwork to have the land changed from aeronautical to non-aeronautical use will need to be completed.
- Fuel Farm painting scope of work should be ready by fall.
- We are working internally to develop the parking lot project scope.

**Operations** – Mr. Rafter reported:

- July 4<sup>th</sup> results show total sales up 9% from July 4, 2015 weekend.
- JetA and AvGas were up 16% with JetA up 14%.
- Nobadeer Beach party containment went well.
- Airport 1 is still having issues with foam proportioning.
- Family Assistance Plan (FAP) is still being developed and a table top exercise is being scheduled in the near future.
- Rules and Regulations are being re-written and will be sent to the State for approval once completed.
- The managers from Nantucket, Martha's Vineyard, and Hyannis will be meeting on a regular basis to discuss air service.
- A request to the Airport Commission Chairman for a letter of support for Mr. Rafter's candidacy for the Executive Committee for the National AAAE. The Commission agreed.

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

- Operations are down 9.64% from May 2015. Year-to-date is down 2.91%.
- Enplanements are down 23.62% from May 2015. Year-to-date is down 15.88%.
- Jet A gallons sold is up 26.93% from May 2015. Year-to-date is up 6.23%
- Jet A gallons sold is up 3.31% from June 2015.
- AvGas gallons sold is down 1.39% from May 2015. Year-to-date is up 6.40%.
- AvGas gallons sold is up 51.96% from June 2015.
- Freight is down 25.35% from May 2015. Year-to-date is down 15.14%.
- 15 Noise Complaints were filed in June 2016.

Mr. Rafter made a request to travel to the National Airports Conference October 2-4, 2016 in Orlando FL.

Ms. Topham made a **Motion** to approve Mr. Rafter's request for travel. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

**Commissioners Comments**

Ms. Topham questioned if one handicapped space located in front of the FBO could be swapped with the short term space.

**Public Comment**

None.

Having no further business for Open Session, Mr. Gasbarro 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. Also

Clause 3 to discuss strategy with respect to pending litigation related to the closure of Island Airlines. The Chair has determined that an open session may have a detrimental effect on the litigation position of the Airport Commission and was not reasonably anticipated 48 hours prior to the initial posting. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

Meeting adjourned at 5:42 pm

Respectfully submitted,

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Mae R. Williams, Recorder

**Master List of Documents Used**

7/12/16 “Updated” Agenda including Exhibit 1  
Executive Session Meeting Minutes 8/28/12  
Executive Session Meeting Minutes 9/18/12  
Executive Session Meeting Minutes 12/4/12  
Executive Session Meeting Minutes 12/11/12  
Executive Session Meeting Minutes 2/26/13  
Executive Session Meeting Minutes 10/22/16  
Executive Session Meeting Minutes 6/9/15  
Executive Session Meeting Minutes 12/22/15  
Executive Session Meeting Minutes 3/9/16  
6/10/16 Draft Minutes  
6/15/16 Warrant Signature Sheet  
6/22/16 Warrant Signature Sheet  
6/30/16 Warrant Signature Sheet  
Altius Aviation, LLC 2016 Operating Agreement  
Aero-Tech Services, Inc. 2016 Operating Agreement  
Kestrel Aviation, Inc. 2016 Operating Agreement  
United Airlines 2016 Lease Agreement  
Island Barge, Inc. Amendment 2 – increase in square footage  
Sayles Seafood 2016 Beach License Agreement  
Computer Assistance Services – 3 year contract for IT Services  
New England Fire Equipment & Apparatus Corp – Amendment 1 increase of \$82.14  
Franklin Paint Company – (yellow) runway and taxiway markings  
MaDOT – ARFF Tools & Equipment and SRE increase due to bid protest  
FAA Grant Agreement for AIP 56 - Upgrade Public Address System and Security Enhancements  
ATCT Construction Change Order log dated 7/7/16  
ATCT Change Order 15  
ATCT Change Order 16  
May 2016 Statistics  
NAC/AAAE Registration form – Rafter- Orlando 10/2/16-10/4/16