

**NANTUCKET MEMORIAL AIRPORT COMMISSION
LONG RANGE PLANS/POLICY – SUB-COMMITTEE MEETING
March 10, 2020
Agenda**

1. Announcements
 - a. This Meeting is Being Audio and Video Recorded
2. Review and Approve:
 - a. Agenda
 - b. 2/18/20 Long Range Planning Draft Minutes
3. Commissioner's Comments
4. Public Comment

Public Safety Facility
1st Floor Meeting Room
4 Fairgrounds Road

5:00 PM

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 Long Range Planning Subcommittee Meeting
February 18, 2020

The meeting was called to order at 9:00 am by Chairman Daniel Drake with the following commissioners present: Arthur Gasbarro and Andrea Planzer.

The meeting took place in the second floor Administration Conference room at the Nantucket Memorial Airport, 14 Airport Rd. Nantucket MA.

Airport employees present were: Thomas Rafter, Airport Manager, Jamie Sandsbury, Business and Finance Manager, Katy Perales, Office Manager, Lillian Sylvia, Administrative Assistant and Jeanette Topham, Airport Commissioner.

Mr. Drake announced that the meeting was being audio recorded.

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

Mr. Drake asked for comments on the Long-Range Planning Draft Minutes dated 11/26/19; hearing none, the minutes were adopted.

Public Comment

None.

Freight Facility Lease- Mr. Rafter reported on:

Hangar No. 8, which is currently leased to McGrath Family Trust and subleased to Allies Air, expires March 30, 2020. The hangar is currently leased as a freight facility. McGrath Family Trust accepted the option from the Airport to continue under the current lease terms on a Month to Month basis until the procurement process is completed. A Request for Expression of Interest (REOI) has been drafted. McGrath Family Trust's current lease rate is \$0.90 per sq. ft. The appraisal that was recently conducted valued the property between \$20-\$25 per sq. ft on the open rental market. Mr. Rafter explained that the facility could be used as a multi-use/multipurpose facility and that the REOI is an opportunity to get ideas, that can result in a Request for Proposals (RFP) that would be crafted in a way that best suits the Airport for whatever need there may be. Mr. Rafter reviewed language in the REOI, for Commissioners thoughts and comments.

Mr. Gasbarro discussed the Airports potential needs for partial use of the freight hangar as a storage equipment building which is currently included as an upcoming project in the Airport's Capital Improvement Plan (CIP). Mr. Rafter agreed that Hangar 8 could be considered for use by the Airport either for storing equipment or another use. This will be looked at by administration.

The Committee agreed to have language added into the REOI stating that the Airport is open to occupying a portion of the building.

Mr. Rafter discussed a conversation he had with Andrew Bonney, Director of Operations for Cape Air, regarding interest of running freight through the terminal in the off season. Mr. Bonney explained that the previous issue with freight was the cost of personnel at a separate location outside the terminal, but he would consider if it was operated seasonally as a freight facility and served another use in the off season. The Committee discussed that if this became an option both Hyannis and Nantucket would need to adjust the minimum standards to be similar regarding freight. Mr. Rafter will communicate with the Hyannis Airport Manager to see if this would be of interest to them, as it would only be beneficial if Hyannis agreed.

Employee Housing: Mr. Rafter reported on:

Mr. Rafter reviewed the cost for one building using the housing model that was completed by the engineering firm. In the presented model, one building was estimated to cost \$1.8 Million, with a projected loan amount of \$1.6 Million, with a down payment of \$180,000. Mr. Rafter discovered that this project can be bonded for up to 15 years. This would impact debt services and the Airport's Capital Costs. Mr. Rafter reviewed where the housing would stand in the Capital Plan and explained that the debt services presented to the Commission does not include major projects that are going to take place at the Airport.

Ms. Planzer expressed concern with only having one building and how that would resolve the employee housing issue. Commissioners discussed if it would be strategic and worth it to build just one building. Mr. Gasbarro expressed that by having one building at least there is an option, as opposed to not having any housing options.

Mr. Gasbarro asked what the risk was related to FAA approval that was received for housing. It was determined by FAA legal that this falls under aeronautical use, but there could still be a risk that this opinion would change if there is no action.

Commissioners agreed to have \$300,000 transferred from Retained Earnings into the Employee Housing Capital Account, in the event that the Airport decide to move forward with design work in the future.

Jamie Sandsbury, Business and Finance Manager is going to review the previous housing article that went to Town Meeting a few years ago and see if a place holder in the Capital Plan is necessary. A Long-Range Planning Subcommittee meeting will be scheduled for after the fiscal year to review where the Airport stands financially and the amount of debt that will be incurred from the other large projects.

Prioritization of Uses of Retained Earnings- Mr. Rafter reported on:

- \$300,000 transfer from Retained Earnings to the Employee Housing Capital Account.
- Mr. Drake asked if any additional authorizations were needed regarding the Security Project. Ms. Sandsbury explained that the supplemental amount is going to the 2020 Annual Town Meeting for approval. If approved the total cost of the project of \$6.1 Million will be authorized for the Security Project. Ms. Sandsbury explained that there is currently a \$200,000 place holder in the budget transfer that will go to the March Commission meeting for approval.

Use of Concrete for Airport Projects- Mr. Rafter reported on:

At a design meeting for Taxiway E, FAA and MassDOT both expressed having negative experiences with the use of concrete on aprons, taxiways and runways, mainly due to the upkeep, maintenance and movement. Mr. Gasbarro expressed that there should be more research regarding the use of concrete and pointed out that there are multiple concrete suppliers on Nantucket, which generates competition, as opposed to one asphalt supplier. Mr. Rafter explained that there is an option the selected vendor on the Taxiway E project to set up an asphalt plant on Sun Island Road, which is commercial/industrial land. Mr. Gasbarro expressed his concern of competition and previous failures of asphalt. The Committee discussed some benefits to concrete and would like to learn more about the advantages and disadvantages of concrete vs. asphalt.

Commissioner's Comments:

Ms. Topham expressed that she has a family member who is an airfield designer, who she will reach out to regarding information on Concrete vs. Asphalt.

Mr. Drake would like the minutes approved before the March Commission Meeting, if they are completed.

Public Comment:

None

Meeting adjourned at 10:16 am.

Respectfully submitted,

Lillian Sylvia, Recorder

Master List of Documents Used

2.18.20 Agenda
11.26.19 Draft Long-Range Planning Subcommittee Minutes
Freight Hangar Appraisal
Housing Study- Cost of One Building (Handout)
Capital Improvement Plan
Debt Service Schedule