NANTUCKET MEMORIAL AIRPORT COMMISSION
April 14, 2020
Agenda

1. Announcements
   a. Chair reviews virtual meeting statement
   b. This Meeting is Being Both Audio & Video Recorded

2. Review and Approve:
   a. Agenda
   b. 3/10/20 Draft Minutes
   c. Ratify 3/18/20 and 4/1/20 Warrants

3. Pending Leases/Contracts as Set Forth on Exhibit 1, which Exhibit is Herein Incorporated by Reference

4. Pending Matters
   a. **050916-1** Crew Quarters Development
   b. **091019-01** Town Government Study Committee

5. **031020-2** North Ramp Allocation Policy

6. Finance
   a. **041420-2** FY20 Financial Impacts Discussion
   b. **041420-3** FY21 Budget Discussion
   c. **041420-1** Lease Payment Abatement/Deferment Discussion

7. Manager's Report
   a. Project Updates
   b. RFP/Bid Status
   c. Operations Update
   d. Statistics
   e. Personnel Report

8. Commissioner's Comments

9. Public Comment

10. Executive Session – G.L. c.30A, §21 (a)
    a. Review ES minutes of 5/28/13, 9/10/13, 1/14/14, 2/25/14, 3/11/14, 3/25/14, 6/24/14, 4/14/15, 5/12/15, 8/11/15, 9/8/15, 12/8/15, 2/9/16, 9/13/16, 12/13/16, 1/10/17, 5/11/17, 6/13/17, 7/11/17, 8/8/17, 9/12/17, 10/10/17, 11/14/17, 12/12/17, 1/9/18, 2/13/18, 3/16/18, 4/10/18, 5/8/18, 6/12/18, 6/29/18, 7/10/18, 8/14/18, 9/11/18, 11/13/18, 12/11/18, 1/14/19, 2/12/19, 3/12/19, 4/9/19, 5/14/19, 6/11/19, 7/12/19, 8/13/19, 9/10/19, 10/8/19, 11/12/19, 12/10/19, 1/14/20, 2/11/20 for possible release; an 3/10/20 for review and possible release.

    b. Clause 3: To discuss strategy with respect to the litigation regarding the Gatto Claim, where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission.

    c. Clause 3: To discuss strategy with respect to the litigation regarding Walsh, where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission.

    d. Clause 3: To discuss strategy with respect to collective bargaining, where the Chair has determined that an open session may have detrimental effect on the bargaining position of the Airport Commission.

Remote Participation Via Zoom and Youtube

5:00 PM

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

DRAFT

AIRPORT COMMISSION MEETING
March 10, 2020

The meeting was called to order at 5:05 pm by Chairman Daniel Drake with the following Commissioners present: Jeanette Topham, Anthony Bouscaren, Arthur Gasbarro and Andrea Planzer.

Tom Rafter, Airport Manager, was away at a conference. Noah Karberg, Assistant Airport Manager participated on behalf of Mr. Rafter.

The meeting took place in the 1st floor Community room at the Public Safety Facility, 4 Fairgrounds Rd. Nantucket MA.

Airport employees present were: Noah Karberg, Assistant Airport Manager, David Sylvia, Safety and Compliance Officer, Katy Perales, Office Manager and Lillian Sylvia, 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. Bouscaren made a **Motion** to approve the draft minutes dated 2/11/20. **Second** by Ms. Topham and **Passed** unanimously.

Ms. Topham made a **Motion** to ratify the 2/19/20 and 3/4/20 Warrants. **Second** by Mr. Bouscaren and **Passed** unanimously.

Public Comment
None.

Pending Leases/Contracts – Mr. Karberg presented for approval the following Agreements and contracts:

- **Gama Aviation-** License agreement for aircraft maintenance, with an annual business fee of $1,500.
- **McFarland Johnson, Inc.-** Contract Amendment for on-call financial planning in the amount of $35,000. Extends the contract through to 6/30/2022 and increases the Not to Exceed (NTE) contract amount to $45,000. This is an operating expense.

- **McFarland Johnson, Inc.**- Task Order in the amount of $14,700 for Review of Hangar Development. This is an operating expense.
- **Weston Solutions-** Pending contract for licensed professional services to install prefilter point of entry treatment system at the Thompson House (seasonal Airport employee housing). Mr. Karberg asked that the Commission authorize the Chairman to sign this contract at a later date, due to its critical, regulatory need.
- **McFarland Johnson, Inc.**- Task Order in the amount of $22,200 for Tank Compliance Services. This is an operating expense.

Ms. Planzer made a **Motion** to approve the agreement with Gama Aviation and contract amendment and two contracts with McFarland Johnson, Inc. **Second** by Mr. Bouscaren and **Passed** unanimously.

Ms. Topham made a **Motion** to approve the contract with Weston Solutions, not to exceed $15,000 and to authorize the Chairman or Vice Chairman to sign the contract when it is ready on behalf of the Airport Commission. **Second** by Mr. Bouscaren and **Passed** unanimously.

Pending Matters – Mr. Karberg reported on:

- **050916-1 Crew Quarters Development-** There were two follow up items from the Long-Range Planning Subcommittee meeting on 2/18/2020:
  - Act on recommendation to transfer $300,000 from Retained Earnings to the Employee Housing Capital account;
  - After reviewing the previous housing article at Annual Town Meeting (ATM), Mr. Karberg explained that a new appropriation r article would be required for construction and bonding

The Long-Range Planning Subcommittee is still discussing whether to move forward with the Employee Housing development.

- **091019-01 Town Government Study Committee-** Mr. Karberg reported that Article 94 as printed in the warrant has been distributed. The Government Study Committee reached out to Town Administration and Mr. Rafter for language process clarification, which was provided.

031020-1 MassDOT ASMP Grant Awards & Associated Grant Assurances-

- **Purchase Loader with Forestry Mulcher- $95,784**

Mr. Gasbarro made a **Motion** to accept the the MassDOT grant for the purchase of loader with a mulcher **Second** by Ms. Planzer and **Passed** unanimously.

031020-2 North Ramp Allocation Policy- ***Pending***
Mr. Karberg reported that the North Ramp space allocation policy been reviewed with proposed changes finalized and will be presented at the April meeting for review and potential approval.

Finance- Mr. Karberg reported on:
031020-3 Budget Transfers- Mr. Karberg explained several proposed budget transfers all from Retained Earnings for action at ATM; A $400,000 transfer to the Operating Budget; a $119,200 transfer to Capital for funding of the SKID steer loader; a $50,000 transfer to Salaries and Wages for an increase in seasonal wages to help attract and maintain qualified help ;$62,336.70 to Capital for replacement of Airport 4, which is a 20+ year old utility truck. (The old truck will go the Department of Public Works.); a $4,178.31 transfer to Capital for the sponsor share of the

Apron Area 3 resurfacing project, $178,613.71 transfer to Capital for for runway markings removal and painting beads;$300,000 Transfer to Capital to further move along the Crews Quarters project; and a$300,000 Transfer to Capital for the sponsor share of the Security System Project Upgrades.

Mr. Gasbarro made a **Motion** to approve the transfers as listed printed in Article 17 prior to submission to Annual Town Meeting **Second** by Ms. Planzer and **Passed** unanimously.

031020-4 Fee Waiver- Mr. Karberg reported that the flat fee Hold Room charge in the Airport's Rates and Charges for the temporary Seasonal Hold Room has a disproportionate impact on nine seat carriers compared to 76-100 seat carriers. This issue was originally raised by Southern Airways, who is returning for the season and will have a sterile route to Providence, Rhode Island. Mr. Karberg asked that the Commission at its discretion, entertain a fee waiver related to this charge at a future Commission meeting. Mr. Karberg recommended the option for the Commission to entertain reopening the Public Hearing on Rates and Charges for consideration of this specific item, or the Commission could entertain giving staff direction to purpose modifications to the Air service Incentive Program, or the Commission could choose not to entertain this option.

Mr. Drake explained that any such fee waiver would only apply to year-round service.

Mr. Gasbarro expressed concern that a service may come into the summer season, intending to be year-round and make money in the summer season, but then decide to discontinue year-round service after already receiving the waiver. Mr. Gasbarro recommended proposing an incentive that requires an operator to maintain year-round service.

Mr. Gasbarro asked if Southern Airways will have an interline agreement with American Airlines this year. Mr. Karberg confirmed that an interline agreement is in place. The Commission agreed that that would be considered a new service in exploring incentives associated with the hold room fee.

The Administration team will consider any items needed for review regarding this matter and include them at the April Commission Meeting.

Manager's Report

Project Updates – Mr. Karberg reported:

- **Security Project Phase I-** Work has begun, which includes installation of conduits and data and wire runs. Critical works that will take place within the next couple of weeks is to bring the new access control system online.
- **Security Project Phase II-** Received bids and was awarded to LaVangie Electric, which came in at just under $3.2 Million. The award letter has been sent out, pending appropriation at ATM.
- **EA/EIS-** Phone call was held with Massachusetts Environmental Policy Act (MEPA), who required that the project include some level of greenhouse gas and energy analysis and additional public archeologic lab survey work.
- **PFC Application #2-** Airline consultation meeting scheduled for April 14, 2020. Supplied the FAA with requested information on the Airport deicing truck.
- **Fuel Farm Rehabilitation-** Pausing project to address stakeholder disagreement on the best path for bidding the project under Massachusetts Procurement Law. Waiting to hear back from Attorney General's office on their opinion of how to best move forward.

- **Taxiway E-** Held 100% design meeting. The FAA raised concerns that the Modification to Standards, Airport Certification Manual and the 50-10 Master Record documents may contain conflicting language with regards to the separation distance between Taxiway E, Taxiway Fox and Taxiway Gulf. The FAA wants to make sure that all these items align to avoid any delay for Taxiway E funding. Mr. Karberg noted that these issues have been addressed previously to the FAA's satisfaction and the proposed that was received by FAA is not workable from an Air Traffic control standpoint The Airport advised the FAA of these conflicts and is waiting for a response. He also said that a stub on Taxiway Fox will most likely be deemed ineligible for reimbursement and will be addressed as an addendum to the contract.

RFP/IFB Bid Status – Mr. Karberg reported on:

- **Request for Expression of Interest- Hangar Development-** Task order was approved. Will continue to meet and move forward with George Turner, who is interested in building a hangar.
- **Request for Expression of Interest (REOI)- Freight Hangar-** Revised REOI based on information from the Long-Range Planning Subcommittee meeting and working on scheduling dates for REOI release and response.
- **Hold Room Concession-** Request for Proposal (RFP) is under review by the Town. Anticipating a release date of March 18, 2020 with responses due mid-April. Commissioners interested in being on the RFP Evaluation committee should contact Administration.
- **On-Call Engineering-** Request for Qualifications (RFQ) issued on February 19, 2020 and bids are due March 20, 2020.
- **On-Call Planning-** Request for Qualifications (RFQ) issued on February 19, 2020 and bids are due March 20, 2020.
- **Fuel Farm Inspections-** Received two bids and are under review.

Operations – Mr. Karberg reported:

- Southern Airways service is returning with a new route to Hyannis, MA a secured route to Providence, RI and continued service to Norwood, MA starting April 17, 2020.
- JetBlue is reviewing schedule that was previously posted.
- System wide COVID-19 concerns are present in the air travel system. No affect seen on ACK yet, but will monitor. United reduced flights by 10% and JetBlue by 5%. These seem to be immediate March and April reductions.
- FBO point of sales system is transitioning to new software.
- The staff is Preparing for Annual Certification Inspection, now scheduled to take place May 27-29th.
- Representative Fernandez advanced an amendment in the House Transportation Bill which would allow the Airport to assess a charge on ride share company's fees for operating at the Airport.
- MassDOT is bidding out a multi-airport crack sealing effort with a value of about $500,000 to Nantucket Airport. Working on scope and effort with Administration.
- Had conference call among multiple Airports to discuss TSA back belt reimbursement legislative strategy. Letters were sent to congressional delegations urging funding. The ask Nationally is $50 Million in appropriation.
- In Statue Park, located on the corner of Old South Road and Airport Road, a line of vegetation has been removed.

- Airfield mowing has occurred in support of Natural Heritage and Endangered Species Conservation Management permit, utilizing a new piece of machinery that works well
- Meeting of the Technical Advisory Committee has been scheduled for March 27, 2020.
- Consultant on behalf of the Airport has put forth a Notice of Intent (NOI) to local Con Com as part of the Security Project to put 1400-1700 feet of fencing fabric around the South end of the Airport and on Nobadeer Beach. A site walk with Con Comm staff is scheduled for March 16, 2020, with a hearing to follow at a later date.
- Martha's Vineyard Airport reached out regarding the Airport's Fair Market Value (FMV) policy for escalation costs in leases as it is dealing with the same issue of the rapid escalation of FMV.
- Licensed site professionals tested for Polyfluoroalkyl Substances (PFAS), a group of manmade chemical compounds, at five (5) well locations on the Airport. Three of the five locations tested above the Massachusetts Department of Environmental Protection (MassDEP) exceedance of 20 parts per trillion for the regulated PFAS compounds. Two of the three wells are monitoring wells on the Airport, that do not feed ground water to any location. The third location was at the Thompson House, seasonal employee housing. Mr. Karberg reported that it is very early in the testing and analysis process and further testing will be scheduled for off Airport sites, so consultants and MassDEP can better understand the distribution and nature of any contamination. The Airport will address the Thompson House immediately, by installing a treatment system to guarantee that all water in the Thompson House can meet MassDEP criteria. Moving forward the Airport will conduct further testing, focusing on dispersion and how the compound moves through the ground water and determining the types of PFAS that are found in each well. The Airport will continue to reach out through the licensed site professional to the MassDEP and to the homeowners in potentially affected areas as testing is coordinated.

  Mr. Bouscaren asked who sets the maximum number that is to not be exceeded and if it is known if that limit is exceeded all over the island. Mr. Karberg reported that it is currently a state standard set by MassDEP which has regulatory authority over the issue, currently at 20 parts per trillion. Mr. Drake explained that whether PFAS is present or exceeds the MassDEP limit throughout the island is beyond the scope of the Airport's authority.

  Mr. Bouscaren asked if MassDEP could restrict the Airport from using the Thompson House. Mr. Karberg explained that if the Airport were not to take the steps to address the hazard then he believes that yes MassDEP could do so.

Statistics – Mr. Rafter reviewed the January 2020 statistics:

- Operations are up 14.59% from January 2019; and up 19.14% from last FYTD.
- Enplanements are down 23.50% from January 2019; and up 5.95% from last FYTD.
- Jet A Gallons are up 13.18% from January 2019; and up 2.49% from last FYTD.
- Jet A Gallons are down 43.74% from February 2019.
- AvGas Gallons are down 5.69% from January 2019; and down 1.87% from last FYTD.
- AvGas Gallons are up 45.21% from February2019.
- Freight is down 4.37% from January 2019; and down .65% from last FYTD.
- 0 Noise complaints were filed for February 2020 compared to 1 in February 2019.

Personnel Report- Mr. Karberg reported:

- Lillian Sylvia, Administrative Assistant, passed the second of three classes for Massachusetts Procurement Certification.
- The maintenance supervisor position is being backfilled via internal posting with interviews to follow.

Commissioners Comments-

031020-5 Long Range Planning Sub-Committee Meeting Recap- 2/18/20- Mr. Drake gave a briefing on the Long-Range Planning Subcommittee meeting held on February 18, 2020. The topics of discussion included the issuance of REOI to help determine the best use of the freight hangar, where the current lease expires at the end of March and has been renewed on a month-to-month basis. Other topics of discussion included employee housing, prioritization of uses of Retained Earnings and the use of concrete vs. asphalt in runway and taxiway construction.

Mr. Gasbarro expressed concern with the NOI for the moving the fence back to where it previously was on Nobadeer beach. Mr. Gasbarro would like to revisit this topic and look at other options.

Mr. Gasbarro repeated his concern of storm drainage from Airport Gas into Statue Park. Mr. Drake suggested that this an issue to discuss with Mr. Rafter when he returns.

Mr. Gasbarro mentioned that the Commission and staff should be prepared for Annual Town Meeting, should any articles pertaining to the Airport be called.

Ms. Topham asked if the Airport is going to revisit the idea of installing solar panels. Mr. Drake explained that when previously discussing this topic and going through exercises it was discovered this was not feasible due to mitigation requirements by Natural Heritage, requiring a substantial cash payment and the unavailability of tax credits to the Airport as it is not a non-profit organization, but it is something that can be looked at again at a later date. When asked why Barnstable Airport has a substantial solar array, Mr. Drake said it was his understanding that the Barnstable facility was built on a "brownfield",or previously disturbed property, which is not subject to Natural Heritage mitigation.
Mr. Gasbarro said that he had given someone who inquired about installing solar panel at the Airport Mr. Rafter's and Mr. Karberg's contact information.

Public Comment-
None.

Having no further business for Open Session, Ms. Topham 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 3: To discuss strategy with respect to the litigation regarding the Gatto claim, where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission.; Clause 3: To discuss strategy with respect to the litigation regarding Walsh, where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission; Clause 3: To discuss strategy with respect to collective bargaining, where the Chair has determined that an open session may have detrimental effect on the bargaining position of the Airport Commission. **Second** by Ms. Planzer and **Passed** unanimously, by the following roll-call vote:

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

Mr. Drake- Aye

Meeting adjourned at 6:03pm.

Respectfully submitted,

Lillian Sylvia, Recorder

Master List of Documents Used
3/10//20 Agenda including Exhibit 1
2/11/20 Draft Minutes
2/19/20 Warrant Signature Page
3/4/20 Warrant Signature Page
Gama Aviation License Agreement
McFarland Johnson Inc., Contract Amendment for On-Call Financial Planning
McFarland Johnson Inc., Task Order MJ-N-22
McFarland Johnson Inc., Task Oder MJ-N-21
MassDOT Standard Contract Form
MassDOT Grant Assurance
Budget Transfer- Article 17
Cape Cod Times Article "Legislation targets ride-sharing companies at local airports"
January 2020 Monthly Statistical Report

Warrant 03/18/2020

Please Sign and Date

Daniel Drake

3/10/20

Arthur Gasbarro

3/10/2020

Andrea Planzer

Jeanette Topham

Jeanette Topham

3/10/20

Anthony G. Bouscaren

Batch# 4306	Total $199,394.39	Batch Date 3/6/20	Initial AG DD JT
Batch# 4307	Total $501,745.25	Batch Date 3/5/20	Initial AG DD JT
Batch# 4311	Total $11,897.89	Batch Date 3/6/20	Initial AG DD JT
Batch# 4328	Total $226.61	Batch Date 3/10/20	Initial AG DD JT
Batch# _____	Total _____	Batch Date _____	Initial _____
Batch# _____	Total _____	Batch Date _____	Initial _____
Batch# _____	Total _____	Batch Date _____	Initial _____
Batch# _____	Total _____	Batch Date _____	Initial _____
Batch# _____	Total _____	Batch Date _____	Initial _____

From:	Jamie Sandsbury
To:	Brian Turbitt
Subject:	Invoices for 4/1/20 warrant
Date:	Sunday, March 29, 2020 2:33:00 PM
Attachments:	Ascent #669255 JetA 03.09.20.pdf Ascent #671584 JetA 03.16.20.pdf Ascent #672638 100LL 03.23.20.pdf

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Hello,

Attached please find 3 invoices to be paid in the 4/1/20 warrant – please note they are all wires to Ascent/World Fuel.

All 3 invoices are for the purchase of fuel during the month of March and are broken down as follows:

3/8/20 – Jet Fuel $23,973.15
3/16/20 – Jet Fuel $23,198.54
3/23/20 – 100LL $28,723.37

Total payment will be $75,895.06

Please let me know if you have any questions.

Thank you,

Jamie Miller Sandsbury
Nantucket Memorial Airport
Business Finance Manager
14 Airport Road
Nantucket, MA 02554
508-325-5300

Jamie Sandsbury

From: Dan Drake
Sent: Wednesday, April 1, 2020 11:34 AM
To: Jamie Sandsbury; Jeanette Topham; A Planzer; Arthur Gasbarro; 'Anthony Bouscaren'
Cc: Tom Rafter; Noah Karberg; Lillian Sylvia
Subject: RE: Warrant 4/1/2020

Jamie,

Sorry. When this first came through, I saw it on my iPad ut the message was not included. Then I forgot to look on my desktop intil now.

I approve the payment of the three Ascent invoices attached to your email.

Stay safe. Regards,

Dan

Daniel W. Drake
Chair
Nantucket Memorial Airport Commission

From: Jamie Sandsbury
Sent: Sunday, March 29, 2020 2:11 PM
To: Dan Drake <ddrake@nantucketairport.com>; Jeanette Topham <jtopham@nantucketairport.com>; A Planzer <aplanzer@nantucketairport.com>; Arthur Gasbarro <agasbarro@nantucketairport.com>; 'Anthony Bouscaren' <agbouscaren@gmail.com>
Cc: Tom Rafter <trafter@nantucketairport.com>; Noah Karberg <nkarberg@nantucketairport.com>; Lillian Sylvia <lsylvia@nantucketairport.com>
Subject: Warrant 4/1/2020

Hello,

We have received guidance from Town Finance and only invoices for legally obligated expenditures, utilities or COVID-19 specific bills is what is being processed during this time. With the 4/1/20 warrant being this week, I won't have the utility and other invoices ready until the next warrant (4/15/20). However I would like to be able to pay the most recent fuel invoices in the 4/1/20 warrant.

Attached please find the 3 invoices I will be submitting for the 4/1/20 warrant. Per Brian Turbitt, I will be scanning the invoices we want paid to the Town Finance Dept and they will enter them for us. So we won't have the batch reports until later.

However, in order to keep everything in line with our current approval process (as best we can), could you please reply and let me know whether or not you agree to the payment of the attached invoices in the 4/1/20 warrant.

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Please let me know when you have a chance.

Thank you,

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Nantucket Memorial Airport
Business Finance Manager
14 Airport Road
Nantucket, MA 02554
508-325-5300

Jamie Sandsbury

From: Arthur Gasbarro
Sent: Sunday, March 29, 2020 3:03 PM
To: Jamie Sandsbury
Cc: Tom Rafter
Subject: Re: Warrant 4/1/2020

Ok with me

On Mar 29, 2020, at 2:11 PM, Jamie Sandsbury <jsandsbury@nantucketairport.com> wrote:

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Thank you,

Jamie Miller Sandsbury
Nantucket Memorial Airport
Business Finance Manager
14 Airport Road
Nantucket, MA 02554
508-325-5300

<Ascent #669255 JetA 03.09.20.pdf>

Jamie Sandsbury

From: A Planzer
Sent: Sunday, March 29, 2020 2:33 PM
To: Jamie Sandsbury
Subject: Re: Warrant 4/1/2020

I agree to the payment of the three attached invoices.
Andrea Planzer

Sent from my iPhone

On Mar 29, 2020, at 2:11 PM, Jamie Sandsbury <jsandsbury@nantucketairport.com> wrote:

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Thank you,

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Nantucket Memorial Airport
Business Finance Manager
14 Airport Road
Nantucket, MA 02554
508-325-5300

Jamie Sandsbury

From: Jeanette Topham
Sent: Monday, March 30, 2020 11:35 AM
To: Jamie Sandsbury
Subject: Re: Warrant 4/1/2020

I. Approve. Jeanette

Sent from my iPad

On Mar 29, 2020, at 2:11 PM, Jamie Sandsbury <jsandsbury@nantucketairport.com> wrote:

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Business Finance Manager
14 Airport Road
Nantucket, MA 02554
508-325-5300

Jamie Sandsbury

From: Anthony Bouscaren <agbouscaren@gmail.com>
Sent: Sunday, March 29, 2020 3:32 PM
To: Jamie Sandsbury
Cc: Tom Rafter; Noah Karberg; Lillian Sylvia
Subject: Re: Warrant 4/1/2020

I agree to pay
the referenced invoices Tony Bouscaren

On Sun, Mar 29, 2020 at 2:11 PM Jamie Sandsbury <jsandsbury@nantucketairport.com> wrote:

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Attached please find the 3 invoices I will be submitting for the 4/1/20 warrant. Per Brian Turbitt, I will be scanning the invoices we want paid to the Town Finance Dept and they will enter them for us. So we won't have the batch reports until later.

However, in order to keep everything in line with our current approval process (as best we can), could you please reply and let me know whether or not you agree to the payment of the attached invoices in the 4/1/20 warrant.

All 3 invoices are for the purchase of fuel during the month of March and are broken down as follows:

3/8/20 – Jet Fuel $23,973.15

3/16/20 – Jet Fuel $23,198.54

3/23/20 – 100LL $28,723.37

Total payment will be $75,895.06

Jamie Sandsbury

From: Jamie Sandsbury
Sent: Sunday, March 29, 2020 2:33 PM
To: 'Brian Turbitt'
Subject: Invoices for 4/1/20 warrant
Attachments: Ascent #669255 JetA 03.09.20.pdf; Ascent #671584 JetA 03.16.20.pdf; Ascent #672638 100LL 03.23.20.pdf

Hello,

Attached please find 3 invoices to be paid in the 4/1/20 warrant – please note they are all wires to Ascent/World Fuel.

All 3 invoices are for the purchase of fuel during the month of March and are broken down as follows:

3/8/20 – Jet Fuel $23,973.15
3/16/20 – Jet Fuel $23,198.54
3/23/20 – 100LL $28,723.37

Total payment will be $75,895.06

Please let me know if you have any questions.

Thank you,

Jamie Miller Sandsbury
Nantucket Memorial Airport
Business Finance Manager
14 Airport Road
Nantucket, MA 02554
508-325-5300

Request to Brian For Input

Clerk	Document	Invoice	Inv Date	PO	Warrant	S	Check #	Amount	Use Tax
mbasheva	20292390	672638	04/01/2020	20000015	AP040120	P	4292	28,723.37	0.00
mbasheva	20292389	671584	04/01/2020	20000015	AP040120	P	4291	23,198.54	0.00
mbasheva	20292388	669255	04/01/2020	20000015	AP040120	P	4290	23,973.15	0.00

Vendor: 4023 ASCENT has 155 Invoices for: 3,935,588.29

** END OF REPORT - Generated by Jamie Miller **

Warrant AP 4/1/20 Proof

Exhibit 1
Pending Leases/Contracts/Agreements
4/14/2020

Type	With	Amount	Other Information	Source of Funding
Contract	Mass Tank Inspection and Services	$153,000	Fuel Farm Annual Inspections 3 Year Contract	Operating
Contract	McFarland Johnson Inc.	$522,222	Task Order MJ-A-06 Safety and Security Project Phase II	Capital
Contract	McFarland Johnson Inc.	$171,623	Task Order MJ-A-03C Environmental Assessment and Environmental Impact Report For Capital Improvement Programs Projects- Part C	Capital
Contract	JJ Cunningham LLC	$290,696	Pavement Markings Project 2020 Runways 15-33 and 12-30	Operating
Pending				

Contract No. _____

PO No. _____

Vendor No. _____

TOWN OF NANTUCKET

AGREEMENT BETWEEN THE TOWN OF NANTUCKET AND MASS TANK INSPECTION AND SERVICES

THIS AGREEMENT made effective _____, 2020, by and between the **TOWN OF NANTUCKET, MASSACHUSETTS**, a municipal corporation, acting by and through its Nantucket Airport Commission, with offices at 14 Airport Road, Nantucket, Massachusetts 02554 (hereinafter called the "AIRPORT"), and **Mass Tank Inspection and Services.** whose principal office address and state of incorporation 29 Abbey Lane, Middleboro, MA 02346 as set forth on Exhibit A (hereinafter called the "CONTRACTOR").

RECITALS:

WHEREAS, the AIRPORT desires to retain the CONTRACTOR to provide certain services for the AIRPORT, as described below, and the CONTRACTOR is willing to accept such engagement, all on the terms hereinafter set forth,

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 1 - ENGAGEMENT OF THE CONTRACTOR

1.1 The AIRPORT hereby engages the CONTRACTOR, and the CONTRACTOR hereby accepts the engagement to perform certain services for the AIRPORT, as described in Article 2.

1.2. In the performance of any service under this Agreement, the CONTRACTOR acts at all times as an independent contractor. There is no relationship of employment or agency between the AIRPORT, on the one hand, and the CONTRACTOR, on the other, and the AIRPORT shall not have or exercise any control or direction over the method by which the CONTRACTOR performs its work or functions aside from such control or directions which are consistent with the independent contractor relationship contemplated in the Agreement.

ARTICLE 2 - SERVICES OF THE CONTRACTOR

2.1 The CONTRACTOR will perform the services described in the Scope of Services set forth on Exhibit A (the "Work").

2.2 The CONTRACTOR shall report, and be responsible, to the AIRPORT and its designee (if any) as set forth on Exhibit A.

2.3 There shall be no amendment to the Scope of Services or Work provided for in this Agreement without the written approval of the AIRPORT. The AIRPORT shall be under no obligation to pay for any services performed by the CONTRACTOR which are not explicitly agreed to by the AIRPORT in writing.

2.4 The CONTRACTOR represents and warrants to the AIRPORT that the CONTRACTOR (including all of its personnel, whether employees, agents or independent contractors) will be qualified and duly licensed (if necessary) to perform the services required by this Agreement and further agrees to perform its services in a professional manner, and in accordance with the reasonable standard of care implied by law and all applicable local, state or federal ordinances, laws, rules and regulations, all of which are incorporated herein by reference. The CONTRACTOR will obtain and pay for any and all permits, bonds and other items required for the proper and legal performance of the Work.

2.5 The CONTRACTOR represents and warrants to the AIRPORT that it is not a party to any agreement contract or understanding which would in any way restricts or prohibits it from undertaking or performing its obligations hereunder in accordance with the terms and conditions of this Agreement.

2.6 All written materials and any other documents (whether in the form of "hard" copies, graphics, magnetic media or otherwise) which are received and produced by the CONTRACTOR pursuant to this Agreement shall be deemed to be "work for hire" and shall be and become the property of the AIRPORT upon the receipt and production of such items by the CONTRACTOR. The AIRPORT acknowledges that such materials are being prepared with respect to the specific project contemplated hereby and that any reuse of such materials by the AIRPORT in connection with any other project shall be at the AIRPORT's sole risk, unless otherwise agreed to by the CONTRACTOR in writing.

2.7 The CONTRACTOR shall be responsible for the professional and technical accuracy, and for the coordination, of all designs, drawings, specifications, estimates and other work or services furnished by CONTRACTOR or its consultants and subcontractors. The CONTRACTOR shall perform its work under this Agreement in such a competent and professional manner that detail checking and reviewing by the AIRPORT shall not be necessary. The CONTRACTOR shall supervise and direct the Work, using its best skills and attention, which shall not be less than such state of skill and attention generally rendered by the design and engineering profession for projects similar to the subject project in scope, difficulty and location.

2.8 The CONTRACTOR shall not use any subcontractors or sub-consultants (not identified herein) for any work required under this Agreement unless such use has been approved in advance in writing by the AIRPORT.

2.9 Notwithstanding anything to the contrary in this Agreement, the CONTRACTOR shall not be relieved of its obligations under this Agreement by the AIRPORT's performance,

or failure to perform, any of the AIRPORT's administrative duties under this Agreement, including, but not limited to, the AIRPORT's review and/or approval of plans, estimates, programs, documents, materials, work and services furnished by CONTRACTOR.

ARTICLE 3 - PERIOD OF SERVICES

3.1 Unless otherwise provided on Exhibit A, the term of this Agreement shall commence on the date hereof and continue until the Work is completed to the AIRPORT's reasonable satisfaction.

3.2 The CONTRACTOR shall proceed with the Work promptly after receiving Notice to Proceed and will diligently and faithfully prosecute the Work to completion in accordance with the provisions hereof. In any event, the Work shall be completed no later than the date set forth on Exhibit A. The CONTRACTOR acknowledges that time is of the essence of this Agreement.

3.3 If the CONTRACTOR is delayed in the performance of any of its obligations under this Agreement by the occurrence of an unforeseen event beyond its control such as fire or other casualty, abnormal adverse weather conditions, acts of God (collectively, "Unavoidable Events") which materially and adversely affect its ability to perform the Work, then the time for the CONTRACTOR to perform the Work shall be extended for such time as the AIRPORT shall reasonably determine is necessary to permit the CONTRACTOR to perform in light of the effects of the Unavoidable Event.

If an Unavoidable Event occurs which, in the AIRPORT's reasonable determination, makes the performance of the Agreement impossible without the expenditure of additional AIRPORT funds, the AIRPORT may, at its option, elect to terminate this Agreement upon thirty (30) days written notice.

ARTICLE 4 - PAYMENTS TO THE CONTRACTOR

4.1 The compensation due to the CONTRACTOR shall be paid in the amounts, and in the manner, set forth on Exhibit B, attached hereto.

4.2 The CONTRACTOR will bill the AIRPORT at the completion of the work unless otherwise provided on Exhibit B, with one or more invoices broken down to show the quantity of work performed and the percentage of the entire project completed, categories and amount of reimbursable expenses (if any), and provide such supporting data as may be required by the AIRPORT.

4.3 The AIRPORT will pay the CONTRACTOR upon review and approval of such invoices by the AIRPORT or its designee.

4.4 This engagement may be subject to budgetary restrictions which may limit the total amount of funds available for the Work. Accordingly, unless otherwise stated on Exhibit B, the AIRPORT will not be obligated to pay any amount in excess of the maximum project amount without the express written approval of the AIRPORT.

4.5 The CONTRACTOR and its sub-contractors shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the CONTRACTOR in the preparation of the documents, as reasonably determined by the AIRPORT.

ARTICLE 5 – TERMINATION

5.1 This Agreement may be terminated, with cause, by either the AIRPORT or CONTRACTOR, upon written notice given by the non-defaulting party. For the purposes of this provision, "cause" shall include the failure of a party to fulfill its material duties hereunder in a timely and proper manner.

5.2 The AIRPORT shall have the right to terminate this Agreement for its convenience and without cause upon ten (10) days written notice.

5.3 Following termination of this Agreement, the parties shall be relieved of all further obligations hereunder except:

(a) unless the AIRPORT terminates for cause under paragraph 5.1, in which event the AIRPORT shall be under no obligation to make any payments to CONTRACTOR except for those services satisfactorily provided, the AIRPORT shall remain responsible for payments for the services satisfactorily performed and, unless this Agreement is for a lump-sum, expenses of CONTRACTOR reasonably accrued prior to the effective date of the notice of termination in compliance with this Agreement (less the value of any claims of the AIRPORT), all as determined by the AIRPORT in its sole discretion, but for no other amounts, including, without limitation, claims for lost profits on Work not performed; and

(b) The CONTRACTOR shall remain liable for any damages, expenses or liabilities arising under this Agreement (including its indemnity obligations) with respect to AIRPORT performed pursuant to the Agreement.

ARTICLE 6 - INSURANCE AND INDEMNIFICATION

6.1 The CONTRACTOR agrees to indemnify and save the AIRPORT harmless from any and all manner of suits, claims, or demands arising out of any errors, omissions or negligence by CONTRACTOR (including all its employees, agents and independent contractors) in performing the Work, or any breach of the terms of this Agreement by such CONTRACTOR and shall reimburse the AIRPORT for any and all costs, damages and expenses, including reasonable attorney's fees, which the AIRPORT pays or becomes obligated to pay, by reason of such activities, or breach. The provisions of this Section 6.1 shall be in addition to, and shall not be construed as a limitation on, any other legal rights of the AIRPORT with respect to the CONTRACTOR, in connection with this Agreement, and shall survive termination or expiration of this Agreement.

6.2 Before commencing work the CONTRACTOR shall obtain and maintain at its expense and from insurance companies of a Best Rating of A or better, which are licensed to do business in the Commonwealth of Massachusetts, insurance as set forth below. If the CONTRACTOR is permitted to sub-contract a material portion of the Work, or is otherwise identifying a third party to perform services for the AIRPORT, the CONTRACTOR shall assure that such sub-contractor or other third party also has such insurance.

(a) Workers' Compensation, covering the obligations of the CONTRACTOR in accordance with applicable Workers' Compensation or Benefits laws.

(b) Commercial General Liability Insurance on an occurrence basis with a combined single limit of not less than $1 million. Coverage is to include premises and operations, coverage for liability of subcontractors. The policy shall contain an endorsement stating that any aggregate limits will apply separately to the work being performed under this Agreement.

(c) Automobile Liability Insurance of not less than $1 million combined single limit covering owned, hired and non-hired vehicle use.

(d) Errors and Omissions Insurance and/or Professional Liability Insurance of not less than $2 million per claim. The coverage shall be in force from the date of execution of the Agreement to the date when all design and construction work is completed and accepted by the TOWN, unless, however, the policy is a "claims made policy," in which event the policy shall remain effective and in full force for a period of six (6) years after completion of all design and construction work relating to the engagement.

(e) Such additional insurance as may be required to be carried by the CONTRACTOR by law.

(f) Such additional insurance as the AIRPORT may reasonably require, as set forth on Exhibit A.

CONTRACTOR shall maintain such insurance during the term of Agreement and give the AIRPORT thirty (30) days written notice of any change or cancellation of coverage. Each insurer providing policies hereunder shall waive its rights to subrogate claims against the AIRPORT. The AIRPORT will be added as an additional named insured with respect to each such policy and such endorsement shall be reflected on a Certificate of Insurance to be delivered to the AIRPORT upon the execution of this Agreement and at such times thereafter as the AIRPORT may reasonably request.

ARTICLE 7 - GENERAL PROVISIONS

7.1 Upon the expiration or the termination of this Agreement for any reason, all data, drawings, specifications, reports, estimates, summaries and other work product which have been

accumulated, developed or prepared by the CONTRACTOR (whether completed or in process) shall become the property of the AIRPORT upon payment for such to the CONTRACTOR and the CONTRACTOR shall immediately deliver or otherwise make available all such material to the AIRPORT.

7.2 Neither party may assign, transfer or otherwise dispose of this Agreement or any of its rights hereunder or otherwise delegate any of its duties hereunder without the prior written consent of the other party, and any such attempted assignment or other disposition without such consent shall be null and void and of no force and effect.

7.3 Except as otherwise expressly provided in this Agreement, any decision or action made by the AIRPORT relating to this Agreement, its operation, amendment or termination, shall be made by the Board, Committee or Authority of the AIRPORT specified in the initial paragraph of this Agreement, unless specifically authorized or delegated by a lawful vote of such body.

7.4 This Agreement, together with Exhibit A (Contractor, Scope of Work, Term), Exhibit B (Payments), and Exhibit C (Tax Compliance Certificate), and any additional exhibits referred to therein, constitute the entire agreement of AIRPORT and CONTRACTOR with respect to the matters set forth therein and may not be changed, amended, modified or terms waived except by a writing signed by AIRPORT and CONTRACTOR. If there is any conflict among the terms set forth in the body of this Agreement and the terms or provisions set forth in Exhibit A or Exhibit B, or in any other attachment hereto, or in any other document or law incorporated by reference herein, such conflict shall be resolved by giving precedence to the party's address above by certified mail, return receipt requested Terms or provisions contained in the following documents in accordance with the following hierarchy, with the topmost document of the highest priority:

A. Applicable federal, state and local laws, rules and regulations.

B. Amendments to this Agreement, if any.

C. Exhibits A and B.

D. This Agreement.

E. Any other attachments to this Agreement.

To the extent the conflict is not resolved by applying the above hierarchy, the conflict shall be resolved in a manner that results in the highest quantity and best quality of goods and services to the AIRPORT.

7.5 This Agreement is governed by the law of The Commonwealth of Massachusetts and shall be construed in accordance therewith. The parties agree that exclusive jurisdiction for any action arising out of or relating to this Agreement shall lie with the state and federal courts having jurisdiction over the county and state in which the Town is located and the parties hereby irrevocably waive, to the fullest extent permitted by law, any objection which they may now or hereafter have to the venue of any proceeding brought

in such location and further irrevocably waive any claims that any such proceeding has been brought in an inconvenient forum.

7.6 Any notices required or allowed shall be to the person's address above by certified mail, return receipt requested.

7.7 Notwithstanding anything to the contrary in this Agreement, this Agreement is subject to the appropriation and availability of funds.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

NANTUCKET MEMORIAL AIRPORT COMMISSION:

Daniel W. Drake, Chairman Date:

Date:

Date:

Funding Org/Obj:

Approved as to Funds Available:

Brian E. Turbitt, Director of Municipal Finance, or
Bob Dickinson, Assistant Town Accountant

CONTRACTOR:

Carl Horstmann

Print Name:

President

Title:

46-0954706

FEIN:

Date: 4-1-2020

Purchase Order #

CONTRACT EXHIBIT A

CONTRACTOR, SCOPE OF WORK, TERM

1. **Name of Contractor**: Mass Tank Inspection and Services

2. **State of Incorporation**: MA

3. **Principal Office Address**: 29 Abbey Lane, Middleboro, MA 02346

4. **Description of Services**:

Above & Below Ground Fuel Facility Inspection, Cleaning & General Maintenance

To provide above and below ground fuel facility annual inspections for three consecutive years, as well as general maintenance and emergency repair services located at Nantucket Memorial Airport 14 Airport Rd Nantucket MA 02554. Work shall be completed in accordance to ATA Specification 103 (2016 or latest edition), NFPA 407 (current edition), MassDEP and NPFA 30 (current edition) and the Airport Certification Manual (ACM). **Annual Inspections will take place during the month of October each year.**

The Nantucket fuel facility consists of the follow:

- 4 (25,000) gallon above ground JET-A tanks with segregated pumps, filters, controls and piping.
- 3 (20,000) gallon below ground 100LL tanks with segregated pumps, filters, controls and piping.

Scope of Work: (Annually)

- Storage tank interiors
  - Check fuel storage tank interiors for cleanliness and condition of coating / lining
  - Clean as required in accordance to ATA 103 Section 3.11 (see attached)
  - Label each tank with Company name and date as to when inspected and or cleaned
- Filter differential pressure gauges
  - Verify proper operation of filter differential pressure gauge(s) in accordance with gauge manufacturer's procedures and repair or replace as required. Reference ATA Section 3.9 (see attached)
- Filter / Separator heaters
  - Where installed, check filter separator sump and drain line heaters for proper operation
- Tank Vents
  - Check cleanliness of tank vent screens. Clean, repair or replace screens as required.
  - Check operation and condition of tank vents including condition of poppets and inlet screens
  - Check proper pressure / vacuum
- Line strainers
  - Check line strainers for cleanliness and damage.
  - Clean or replace as required
- Water defense system inspection & test
  - Check operation of water defense system in accordance with annual requirements of ATA 103 Section 3.12 (see attached)
- Filter Elements
  - Change Coalescer elements annually (not to exceed a 12 month service life) in accordance to ATA 103 Section 3.14 (see attached)

    - Change Separator elements annually (not to exceed a 12 month service life) in accordance to ATAT 103 Section 3.14 (see attached)
    - All filters shall be VELCON latest edition
    - All Jet –A filters shall be compatible with anti-icing (PRIST) additive
- Bonding Cable and Continuity check
    - Check condition of cable and reel in accordance to ATA 103 Section 3.10
    - Ensure proper connections and are rust and corrosion free
    - Check to ensure resistance is less than 15 ohms.
    - Replace clip annually and clean other connections as necessary
- Storage tanks
    - Check for proper operation of floating suctions and condition of cables / attachments
    - Check drop tubes for conditions and contamination
    - Check for proper operations of clock gauges
        - Verify accuracy of each gauge
    - Ensure access points and man ways are closed and weather tight
    - Check operation of high level system (overfill protection)
        - Remove and inspect devices for damage, wear and or corrosion
        - Verify proper operation of 90 percent visual and audible alarm
        - Verify proper operation of 95 percent visual and audible alarm
        - Ensure proper operation of 95 percent inlet shut off valve
    - Replace placards, these include the following: (all placards MUST meet current standards in size and color)
        - DOT 1863 or 1203
        - 704 Diamond for JET A
        - Flammable and or Combustible
        - NO Smoking
        - Product type (JET –A with white letters on a black background with a single black band) or (AVGAS 100LL with white letters on a red background with single blue band)
        - And product flow arrows
        - Max fill height including max gallons
        - Confined space
    - Scrape and Paint rusted or pealing areas on the storage tanks white with a Rust Inhibitor paint. (Jet A tanks shall be GLOSS white)
    - Label each tank with date of inspection and company name adjacent to tank sump
    - Inspect all tank valves for proper operation.
    - Check proper operations of leak monitoring system on underground tanks
        - Verify all electronic monitoring equipment is "on" and "Operating Properly"
        - Perform annual leak monitor test
        - Verify all leak sensors and liquid probes are working properly including leak monitoring console for visual and audible alarms.
        - Verify the interstitial space is free form liquids or other materials
        - Verify proper color code for fill caps and covers in accordance to API
    - Check all piping valves and proper operations of tank sump valves
        - Ensure labeling is in place for quantity of liquid the tank sump piping holds
- Piping
    - Replace product type placards appropriate for Jet A or Avgas 100LL

        - Jet A shall be white letters on a black background with a single black band
        - Avgas 100LL shall be white letters on a red background with a single blue band
    - Replace product flow arrows (Black arrows for Jet A and Blue arrow for Avgas or 100LL)
    - Scrape and Paint rusted areas with rust inhibitor paint
        - Gloss white for Jet A
        - Gloss Silver or Aluminum for Avgas 100LL
        - Re-paint ALL valve handles
            - Jet A (black)
            - Avgas 100LL (blue)
        - Re-paint fuel receiving caps to match valve handles
        - Re-paint rusted or pealing areas inside fueling cabinet to match existing
    - Inspect for proper operation of valves, safety devices or other piping components
    - Perform visual inspection of all piping
- Filter vessels
    - Check provisions for elimination of air and proper operation of relief valves
    - Ensure proper operation of manual sump drains
    - Label filter vessel with placard indicating month and year of last filter change date and next filter change date.
    - Touch up rusted or chipped areas with white gloss paint (ensuring to paint around placards and decals)
    - Check proper operation of all pressure gauges, test per manufacture recommendations or replace with new
- Jet A product re-claim vessel
    - Change filter annually not to exceed a 12 month period
    - Label filter change date
    - Visually inspect for cleanliness and pass a microbiological growth test
- Emergency Fuel Shutoffs
    - Check for proper operation of shutoffs when activated
    - Verify audible alarm is operational when EFSO is activated
- Hoses, swivels, nozzles and couplers
    - Verify hoses are no more than 10 years old
    - Check for cracks, soft spots, ballooning, leaks, cuts, abrasions, and other surface defects. Replace as required
    - Ensure dust caps are installed where appropriate
    - Check tightness of swivel attachment screws and hose couplings
    - Check cleanliness of nozzle screens, clean or replace as required
    - Check condition of nozzle and verify proper operation, replace as required
- Deadman Control
    - Ensure proper operation of Deadman in accordance to NFPA 407.
    - Check cord for cuts and loose or exposed wiring.
- Fueling cabinets
    - Ensure cleanliness inside cabinet. Cabinet shall be free on leaves, dirt, oil absorbent mats and trash. Clean as necessary.
    - Ensure cabinet lighting is operational, repair as required
    - Inspect cabinet components for signs of failure or wear
    - Scrape and paint chipped, pealing or rusted areas with High gloss white

    - Label annual inspection with company name and date on the outside highly visible to inspectors
    - Replace placards, these include (No Smoking, Flammable and product type)
- Pumps and Motors
    - Check pump motors for proper operation, drive coupling and lubrication
    - Grease fittings, swivels and other moving parts
    - Re-circulate fuel back into storage tanks to verify proper operation of all systems
    -

Requirements:

- At least one Jet A and Avgas 100LL tank including pumps, motors and controls shall be in service during the inspection process.
- Cost shall include immobilizing and demobilization on Nantucket Island, Massachusetts lodging, meals and other reasonable travel expenses.
- Leave two (2) liquid and two (2) solid waste barrel for future use
- Provide details inspection, cleaning and maintenance report within in two months of inspection, report shall include ATA 103 annual fuel facility check list.
- Disposal of liquid and solid waste products shall be properly contained and labeled for future removal by a third party.
- Work will take place during the month of October each year

5. **Person, Department, or Committee, if any, to whom CONTRACTOR reports** (§ 2.2): Preston Harimon

6. **Term of Agreement** (§3.1): 3 Years

7. **Completion Date** (§3.2): 3 years from effective date on Page 1

8. **Additional Insurance Coverage** (§6.2(e)): None

AGREEMENT EXHIBIT B

PAYMENTS

1. Lump Sum Method

   a. **Maximum Project Amount**: Year 1: $49,500, Year 2: $50,985, Year 3: $52,515. Total for three years: $153,000

   b. **Payment Increments**: Upon receipt of invoice and approval by Airport Commission

   c. **Reimbursable Expenses** (if any): None.

TAX COMPLIANCE CERTIFICATION
EXHIBIT C

Pursuant to M.G.L. 62C, Sec.49A, the undersigned certifies under the penalties of perjury that it, to the best knowledge and belief of management, has filed all state tax returns and paid all state taxes required under law (if any, are so required).

By: President

Name, President

4-1-2020

Date

46-0954706

FEIN:

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of person signing contract

Mass Tank Inspection Services, LLC

Name of Business

Approval Date _____
FAA AIP # **3-25-0033-___-2019**
MJ Project # **18236.14**

TASK ORDER
AUTHORIZATION
NO. MJ-A-06

PROJECT: Design, Bidding and Construction Phase Services for Safety and Security Equipment (Perimeter Fencing, Fingerprinting Equipment, Terminal Access Control and Cameras, and Badging Equipment) for Airport Terminal, Administration Building, ARFF Building, and Gates Including Perimeter Fence Replacement for Nantucket Memorial Airport

DATE OF ISSUANCE: March 10, 2020

PROJECT DESCRIPTION: The items of work related to additional services to be accomplished under this Task Order include the following and are further described on the attached detailed Scope of Work dated March 3, 2019 (14 pages):

The CONSULTANT will provide the required additional professional services to upgrade existing airport safety and security systems for the Airport Terminal, Administration Building, and ARFF Building and several perimeter gates and replace approx. 1,400 LF of perimeter fencing at Nantucket Memorial Airport in Nantucket, Massachusetts, within the hours listed in the attached fee proposal. These services are related to the additional project administration, design, permitting, bidding and award, funding support, construction administration, resident engineering, and overall project coordination as a result of the advancement of Project 2 that included security cameras, door/door hardware, gates, and fencing requirements.

METHOD OF COMPENSATION:

Lump Sum for Tasks 1.0 through 6.0 and Actual Cost plus Fixed Fee for Task 7.0. See attached detail contained in the Scope of Work and Fee Proposal, i.e., Exhibits A, B, and C.

AMOUNT OF COMPENSATION:

The maximum amount to be paid to the CONSULTANT by the SPONSOR under this Task Order shall be Five Hundred Twenty-Two Thousand Two Hundred Twenty-Two Dollars and No Cents ($ 522,222.00) unless this Task Order is amended in writing and agreed to by the SPONSOR and CONSULTANT.

The Agreement for Professional Engineering Services Between the Town of Nantucket, Massachusetts (the "SPONSOR") and McFarland-Johnson, Inc. (the "CONSULTANT") for On Call Engineering Services dated April 20, 2017 shall govern all TASK ORDERS executed under this Assignment, unless modified in writing and agreed to by SPONSOR and CONSULTANT.

ACCEPTED:

by _____
James M. Festa, P.E.
Chief Executive Office
McFarland-Johnson, Inc.

APPROVED:

Town of Nantucket
Nantucket Memorial Airport Commission

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

APPROVED AS TO FUNDS AVAILABLE

by _____
Brian E. Turbitt, Director of Municipal Finance or
Bob Dickinson, Assistant Town Accountant

Massachusetts Department of Transportation (MassDOT) Aeronautics Division

Contract Approval

The MassDOT Aeronautics Division, on this _____ day of _____, 20___, hereby approves Task Order MJ-A-06 between the Nantucket Memorial Airport and McFarland-Johnson, Inc. for the Engineering Services in connection with:

Safety and Security Project Upgrades - Security Cameras, Doors/Door Hardware, Gates and Fencing

Nantucket Memorial Airport
Nantucket, MA, Massachusetts

This Approval is granted in accordance with Section 51K, Chapter 90 of the General Laws of Massachusetts, as amended, and in no way makes the MassDOT Aeronautics Division a party to the Contractor and in no way interferes with the rights of either of the principals here above, and is not to be considered as a commitment of funding unless a grant is issued by MassDOT Aeronautics Division.

_____

Dr. Jeffrey DeCarlo, Ed.D., PMP, ATP, Administrator
MassDOT Aeronautics Division

EXHIBIT A

CONSULTANT’S ADDITIONAL SCOPE OF SERVICES

EXHIBIT "A"

ADDITIONAL SCOPE OF SERVICES DESCRIPTION

March 3, 2020

Nantucket Memorial Airport
Additional Scope of Work

Task Order No.: MJ-A-06

Safety and Security System Upgrades – Project 2
Design, Bidding and Construction Phase Services
(Perimeter Fencing, Security Cameras, Gates, and Fencing)

Introduction and Basic Project Description

It is the intention of the Nantucket Memorial Airport (SPONSOR) to upgrade existing airport safety and security equipment for the buildings noted below along with several perimeter gates and replacement of approximately 1,400 LF of perimeter fencing. McFarland Johnson, Inc. (CONSULTANT) along with its subconsultants will assist the SPONSOR with Design, Bidding, and Construction Phase services.

The following provides general information on the safety and security equipment to be installed or replaced including Perimeter Fencing, Fingerprinting Equipment, Terminal Access Control and Cameras, and Badging Equipment:

1. **Perimeter Fence Replacement:** Approximately 1,400 LF of existing perimeter fencing will be improved with new poles, arms, cross poles, barbed wire, etc. including new signage generally located along the approach to Runway 6. Due to continued shoreline erosion and the age of the fence, it requires replacement. The Airport's Wildlife Hazard Management Plan calls for this fence to be 8' chain link fence with barbed wire on top. ***Additional Services are required for completion of this item for design, bidding, funding, and construction.***

2. **Fingerprinting Equipment for Background Checks:** The Airport does not have fully functional fingerprinting equipment for background checks. This project will include selection and purchase of fingerprinting hardware, software, and appurtenances. Minor building modifications like electrical and data connections as well as data transmission upgrades may also be required. The CONSULTANT will assist SPONSOR with transitioning from current ink fingerprint process to electronic fingerprint capture and new aviation channeling service for background checks. ***Additional Services were not required for this item.***

3. **Access Control and Cameras:** Improvements will be made to the **Access Control System** in the Terminal Building, GA Terminal Building (FBO) / Administration Building), Airport Rescue and Fire Fighting (ARFF) Building, and

select Vehicle and Pedestrian Gates. The improvements are being made to replace outdated or non-serviceable equipment that has exceeded its useful life, to improve compliance with FAA and TSA regulations, to improve security, and to improve the overall integration of the Access Control System. Existing access controls at secure identification display area (SIDA) access points will include separate biometric reader, keypad, and proximity card reader. The SPONSOR uses the biometric reader and keypad on the non-secure side to gain access to the secure side, and the proximity card reader on the secure side making record of the individual gaining access to the non-secure side. New access controls shall match existing in terms of this functionality.

A particular area of concern is specifying a system that meets TSA requirements for providing adequate alarm, video, and response when security breaches occur. ***Additional Services are required for completion of this item for design, bidding, funding, and construction.***

4. Improvements to the existing **Video Monitoring System** will include upgrades to portions of the system that are outdated or non-serviceable and that have exceeded its useful life, integration of several systems into a single system, improvements to system coverage, and improvements to monitor locations and quality. Components may include video cameras, mounts, cabling, control and monitoring systems and recording/backup systems. The project includes three video viewing locations (one in each building). The Terminal and Administration Buildings will require viewing and control capabilities and ARFF Building will require only viewing capabilities. ***Additional Services are required for completion of this item for design, bidding, funding, and construction.***
.
5. **Badging Equipment:** The Airport's badging equipment has exceeded its design life and is frequently non-functional. The system is labor and maintenance intensive and requires upgrades to several major system components. Replacement of the Badging System in its entirety will be included in this project. This project will investigate using an on-line subscription badging system with a local badge printer, laminator, and appurtenances. Minor building modifications like electrical and data connections as well as data transmission upgrades may also be required. ***Additional Services were not required for this item.***

The project will include work ancillary to the systems described above including:

1. **Building Renovations and Ceiling Restoration:** This project will include minor building renovations ancillary to the safety and security work. This could include, but is not limited to: modifications to walls, doors, door frames, or door hardware to install Access Control; modifications to walls, ceilings, exterior siding, or eaves to install Video Cameras; trenching, installation of conduit, and landscaping/pavement/sidewalk restoration for power and cabling; modifications to ceilings to install new cabling; modifications to offices and other rooms needed to install Badging, Background Checks, Fingerprinting Systems, and Video

Systems; and other ancillary work. ***Additional Services are required for completion of this item for design, bidding, funding, and construction.***

All building areas and systems disturbed by the project will require restoration.

2. **Power, Communications, and Data Systems:** Improvements to the Airport's overall power, communications, and data systems will probably be necessary to support the safety and security systems proposed under this project. ***Additional Services are required for completion of this item for design, bidding, funding, and construction.***

3. **Non-Disclosure Agreements:** This project includes Sensitive Security Information (SSI) as defined by 49 CFR Part 1520, and there is an obligation to protect this information from unauthorized disclosure. CONSULTANT will assist SPONSOR with developing a non-disclosure agreement (NDA) for interested contractors to sign at time of bidding. CONSULTANT and Subconsultants Fennick McCredie Architecture, LTD and Doucet Survey, Inc. will mark plans, and specification cover sheet, per 1520.13, Marking SSI, including marking with "SENSITIVE SECURITY INFORMATION" and the WARNING noted in the CFR. ***Additional Services were not required for this item.***

The bid costs for construction of Projects #1 and #2 were $1,690,000 and $3,199,900, respectively.

<u>Detailed Description of Safety and Security Improvements Additional Services</u>

Section A. – Additional Services

CONSULTANT will provide the following services in accordance with the Agreement for Professional Services referenced in this Task Order and within the hours included in the attached Summary of Fees.

A.1. CONSULTANT's services shall be broken down into the following subtasks:

1. Task 1 Project Administration
2. Task 2 Schematic Design
3. Task 3 Design Development
4. Task 4 Final Design and Specifications
5. Task 5 Conservation Commission Permitting
6. Task 6 Bid Phase Services
7. Task 7 Construction Administration/Resident Engineering Services

For a breakdown of costs of the CONSULTANT, refer to Exhibit "B" Summary of Fees which includes the additional design phase services through bidding as a lump sum cost and construction phase support as an hourly cost.

1. **Task 1 Additional Project Administration Services**

   The CONSULTANT shall perform additional project administration for the project. Coordination with SPONSOR throughout the additional design services will be included in subsequent tasks.

   Subtasks to complete this task are as follows:

   1.1 The CONSULTANT shall prepare a draft of the additional Scope of Work (SOW) and Fee proposal for review of the SPONSOR. The SOW and Fee proposal shall be of sufficient detail to enable the SPONSOR to obtain an independent fee estimate at the SPONSOR's discretion for these additional services. The SOW and Fee Proposals will be reviewed by the SPONSOR.

   1.2 The CONSULTANT shall prepare a revised overall project schedule to account for these additional services. The revised schedule shall include critical milestones, including; design phases, Conservation Commission meetings and hearing, Central Register Notification, Advertisement for bid, sub bid opening, general bid opening, estimated construction start, and estimated construction finish all as impacted by the additional services required.

   1.3 The CONSULTANT will provide additional services related to preparation of project close-out documentation associated with the additional services and required second bid package. It is anticipated that the close-out documentation will include: a summary of the projects financial outlays, testing results, inspection reports, photos, reviewed submittals, verified as-built drawings, and other information.

   1.4 The preparation of a revised FAA grant application, grant assurances and grant certification for the project that includes the additional services and work resulting from the revised initial bid package (project #1) and the second bid package (Project #2).

   1.5 Additional coordination and liaison efforts associated with the SPONSOR and the grantor agencies and general correspondence necessary for the project development related to the additional services as part of the revised initial bid package (Project #1) and second bid package (Project #2).

1.6 Additional Coordination for door / door hardware design, preparation of revised and additional floor plans in electronic format (AutoCAD), and other architectural elements, as required. This includes the preparation of the necessary subcontract documents and bid solicitation and award as related to the initial bid package (Project #1) and the second bid package (Project #2).

1.7 Additional coordination with Architect regarding New Door/Door Hardware Services related to required additional door functionality and upgrades/replacements due to found condition of existing doors and ability to accept required access control equipment and hardware.

1.8 Grant Administration - A grant administrator will be assigned to the project to assist in the preparation of additional reimbursement requests, reporting on Disadvantaged Business Enterprise (DBE) accomplishments, preparing quarterly reports to FAA, and similar Grant Administration duties all as related to the second bid package (Project #2) and as impacted by the required additional services.

1.9 Attend additional meetings via teleconference and GoTo Meeting with Sponsor and affiliated agencies to facilitate coordination and project reviews for the revised initial bid package (Project #1) and required second bid package (Project #2) related to the additional services.

2. **Task 2 Additional Schematic Design (30%) Services**

The CONSULTANT shall prepare additional schematic design services to provide a representation of the elements and requirements for the safety and security improvements and to review those elements with the SPONSOR to obtain feedback as to the direction the design is progressing and if project objectives are being meet.

Subtasks to complete this task are as follows:

2.1 Schedule and attend coordination GoTo and conference call meetings with SPONSOR Regarding Additional Design Scope of Work, revised initial bid package (Project #1) second bid package (Project #2).

2.2 The CONSULTANT shall provide overall coordination during schematic design phase with design team and sponsor for revised initial bid package (Project #1) second bid package (Project #2).

2.3 The CONSULTANT shall provide additional services related to the design of additional door/door hardware to enhance functionality of doors, revisions to access control system documents, and revised

camera locations and alternative for TSA space for revised initial bid package (Project #1) and second bid package (Project #2).

2.4 The CONSULTANT shall provide additional services related to coordination of the door mock-up process to confirm approach is acceptable to minimize door replacements as much as viable for second bid package (Project #2).

2.5 The CONSULTANT shall provide additional services related to coordination with door hardware consultant regarding door functionality and access control upgrade for revised initial bid package (Project #1) second bid package (Project #2).

2.6 Complete Schematic Design of items listed in Detailed Description of Safety and Security Improvements noted as required additional service items herein and conduct QA/QC review.

2.7 Conduct a Schematic Design review session to discuss plans and obtain input from the SPONSOR. It is assumed the review meeting will be via a teleconference/GoTo Meeting, or equivalent.

2.8 The CONSULTANT shall revise and resubmit CSPP documents to account for two construction contracts and varied work areas required for Project #1 and Project #2.

2.9 The CONSULTANT shall revise remote gates to accommodate WiFi connections including new gate controllers and perimeter gate replacement impacted by permitting requirements.

2.10 The CONSULTANT shall provide additional schematic design phase services for security cameras and access control for additional scope of work requiring second bid package (Project #2).

2.11 The CONSULTANT shall provide additional Schematic Design services for the electrical/security system and required analyses, including:

a. Redesign of IT equipment layout in existing electrical room(s) for second bid package (Project #2);
b. Additional design for revised video monitoring camera upgrades both internal and external and to develop alternative for cameras in TSA space for second bid package (Project #2);
c. Additional design for layout of access control system improvements for new doors and added door functionality including door replacements found to be required based upon found existing door/door hardware conditions;

d. Coordinate with architect and door hardware consultant regarding detailed door/door hardware upgrades needed to accommodate new doors and added door functionality for second bid package (Project #2);
e. Additional coordination required with OPM regarding schematic design revised scope of work for second bid package:
f. Provide revised camera coverage locations and security control upgrades with the TSA based upon items noted in the TSA Letter of Deficiency issued to the SPONSOR; and
g. Additional design services for cabling requirements and conduit size/location for the connections between buildings and the airport terminal IT/Security system headworks for second bid package (Project #2).

3. **Task 3 Additional Design Development (75%) Services**

The CONSULTANT will advance the schematic design phase and prepare additional Design Development plans. Subtasks to complete this task are as follows:

3.1 The Consultant shall coordinate with SPONSOR and Design Team during the Design Development Phase design process related to Additional Services and second bid package (Project #2).

3.2 The CONSULTANT shall incorporate comments received from the Schematic Design submission. It is assumed that the coordination effort will be by telephone, teleconference, and email.

3.3 The CONSULTANT shall review and coordinate Probable Cost of Construction. Estimate to be based on the Design Development Progress Plans for second bid package (Project #2).

3.4 The CONSULTANT shall conduct Design Development review meeting with SPONSOR and members of the Design Team required and obtain additional existing conditions information as may be needed for the additional design changes for the revised initial bid package (Project #1) and the second bid package (Project #2). This will include CONSULTANT staff on-site as well as via a GoTo meeting.

3.5 The CONSULTANT shall coordinate with the TSA regarding Design Development progress plans for the additional scope of work related to the revised initial bid package (Project #1) and the second bid package (Project #2).

3.6 The CONSULTANT shall provide additional design plans and details for approximately 1,400 LF perimeter fence replacement related to

the environmental permitting required and for changes to approach for portions of fence within and outside of the buffer/setback areas and critical habitat resulting from environmental agency direction.

3.7 The CONSULTANT shall provide revised design/plans and details for security utility connections between buildings and access gates to airport terminal security system based upon additional services for the second bid package (Project #2) including the incorporation of the alternative included in the initial bid package (Project #1).

3.8 The CONSULTANT shall prepare the required and revised Construction Safety and Phasing Plans (CSPP) associated with the second bid package (Project #2) as well as revisions to the initial bid package (Project #1). This task includes the revisions to the alternative included in Project #1 to basic scope of work for Project #2 including Project #1 documents.

3.9 The CONSULTANT shall prepare five (5) airspace clearance review requests for the FAA to review, utilizing FAA Form 7460, Notice of Proposed Construction or Alteration for the second bid package (Project #2). The temporary airspace obstruction analysis during construction, and permanent airspace obstruction analysis once the project is complete will be generated and electronically filed with the FAA for their review of CSPP documents for the second bid package. Additionally, provide revised documentation including five (5) requests to the MassDOT using their format for the initial bid package (Project #1) and the second bid package (Project #2).

3.10 The CONSULTANT shall prepare Design Development documents for the revised internal / external security camera design including alternative for TSA space cameras

3.11 The CONSULTANT shall prepare detailed Design Development plans for the additional services for electrical / security project components. The basic revised scope of work includes:

a. Size and location of new equipment in IT room,
b. Design of video system and mounting requirements of cameras in approved camera locations for the second bid package (Project #2) including the additional and alternative cameras reviewed with and directed by TSA,
c. Design of access control system, mounting locations and requirements for additional scope of work associated with new and replaced door/door functionality upgrade requirements,
d. Coordination with architect regarding door/door hardware improvements related to Security requirements associated with

the additional scope of services and second bid package (Project #2),

e. Design and coordination improvements to the security office video display locations including services to those monitors in the ARFF building, and
f. Design cabling and conduit size/location for the connections between buildings and the airport terminal Security system headworks related to the additional scope of services and second bid package (Project #2).

4. **Task 4 Additional Construction Document Design (100%) Services**

Based upon the additional services and scope of work, the CONSULTANT shall prepare Construction Documents suitable for publicly bidding the construction of the safety and security improvements for revised initial bid package (Project #1) and the second bid package (Project #2).

Subtasks to complete this task are as follows:

4.1 The CONSULTANT shall coordinate the activities of the Design Team throughout the Construction Document preparation process for the required additional services with the SPONSOR.

4.2 The CONSULTANT shall incorporate revisions to the Design Development drawings from input received from the Design Development review with the SPONSOR.

4.3 The CONSULTANT will prepare revised final technical specifications using FAA Standard Specifications for airfield-related work and Standard AIA Specifications for building related work for the initial bid package (Project #1) and second bid package (Project #2).

4.4 The CONSULTANT shall prepare a final Specification "front end", including federal contract provisions, FAA, Massachusetts, and local requirements (provided by the SPONSOR) for the second bid package (Project #2).

4.5 The CONSULTANT shall perform a final in-house review of the plans and specifications for Quality Assurance and Quality Control for the second bid package (Project #2). The review will be undertaken for conformance to specified criteria, constructability and clarity of delivery.

4.6 The CONSULTANT shall conduct a design/" page turn" meeting with SPONSOR via a GoTo meeting including members of the Design Team to review Construction Documents and provide edits based upon comments provided.

4.7 The CONSULTANT shall prepare, review and coordinate probable cost of construction for second bid package (Project #2). Estimate to be based on the Construction Documents Plans for the second bid package.

4.8 The CONSULTANT shall compile the Bid DOCUMENTS (plans, specifications, front-end) and Opinion of Probable Cost and submit documents to the SPONSOR for their review for the second bid package (Project #2).

4.9 The CONSULTANT shall finalize revisions for the design and details for approximately 1,400 LF perimeter fencing replacement as a result of permitting input from Conservation Commission requirement for a NOI for the second bid package (Project #2).

4.10 The CONSULTANT shall finalize civil design and details for security utility connections between buildings and remote access gates to airport terminal security/IT system for changes required by TSA and SPONSOR and for incorporation into the second bid package (Project #2).

4.11 The CONSULTANT shall provide required electrical and security design changes in response to the TSA Letter of Deficiency items in final design for the initial bid package (Project #1) and the second bid package (Project #2).

4.12 The CONSULTANT shall provide additional services for Electrical/Security designs and analyses and incorporation within the second bid package (Project #2), including:

a. Final design of security camera system improvements as alternative for TSA space,
b. Final design of access control system improvements based upon additional doors / replaced doors as well as additional functionality required for second bid package (Project #2). This task incudes finalizing schedules and locations.
c. Final coordination with architect regarding door/door hardware improvements for the related additional services due to door replacements given condition of existing doors and required functionality improvements for the second bid package (Project #2).
d. Final design of location and size of conduit runs, cable trays, etc. required to accomplish video, access control, and security system improvements related to additional services associated with new doors and added door functionality for the second bid package (Project #2).

e. Preparing of Detailed Eligibility Matrix and Plans for MassDOT and FAA review including plan review by SPONSOR and meeting with these funding agencies for revised initial bid package (Project #1) and second bid package (Project #2).
f. Meeting with FAA and MassDOT and SPONSOR to review Eligibility documentation for both bid packages including revisions based upon Agency and SPONSOR input/comment

5. **Task 5 Additional Town of Nantucket Conservation Commission and Coordination Services**

The CONSULTANT will assist the SPONSOR in the preparation of the Conservation Commission application associated with improvements planned for the perimeter fencing for the second bid package (Project #2).

Subtasks to complete this task are as follows:

5.1 The CONSULTANT shall addend a site meeting to review existing perimeter fence upgrades, prepare the required plans, and prepare the Notice of Intent (NOI) application for Town review due to the permit required for portions of the perimeter fencing. This task includes coordination with related environmental review agencies.

5.2 The CONSULTANT shall prepare plan/specification/detail revisions associated with Conservation Commission input and requirements for issuance of the NOI permit. This task includes attendance with SPONSOR and Conservation Commission for the pre-hearing site review conducted by the Town.

6. **Task 6 Additional Bid Phase Services**

The CONSULTANT shall assist the SPONSOR in bidding second bid project (Project #2) per the laws and regulations of the Commonwealth of Massachusetts. To increase the opportunity and number of potential bidders, it is anticipated that the project will be broken into separate bidding components (primary and filed sub-bids wherein the required sub-bids will be determined based upon final opinion of probable construction cost). The base and filed sub-bids will utilize a common bid front end and bid dates with individual bid submission documents. It is anticipated that the Prime Contractor will be a General Contractor with Security Systems Prime Certification and with filed sub-bids based upon MGL. The CONSULTANT will coordinate the bid opening upon coordination with the SPONSOR and provide on-going management of the bid portal documents/responses during the bidding process.

Subtasks to complete this task are as follows:

6.1 The CONSULTANT shall make the Bid Documents available in electronic format on the CONSULTANT's online bid portal for bidding purposes and for BidDocs ONLINE receipt of bids as required by the SPONSOR.

6.2 The CONSULTANT will prepare Bid Advertisements for the SPONSORS use in publication in the newspaper of record for the second bid package (Project #2).

6.3 The CONSULTANT shall schedule, attend and conduct a pre-bid meeting at the Airport at which time potential bidders will have the opportunity to ask questions and examine the work site for the second bid package (Project #2).

6.4 The CONSULTANT, Architect, and subconsultants will answer questions from potential bidders concerning the Bid Documents for the second bid package (Project #2). The CONSULTANT will answer questions and provide technical advice to the SPONSOR concerning the Bid Documents. Addenda for BidDocs ONLINE and ENGINEER's bid portal will be prepared and distributed.

6.5 The CONSULTANT will prepare and issue up to four (4) addenda to the Bid Documents recipients to clarify, modify, or correct the Bid Documents for the second bid package (Project #2) for the CONSULTANT's bid portal and for BidDocs ONLINE site.

6.6 The CONSULTANT will review and compile bid results and issue the SPONSOR a "Bid Review" letter, summarizing the bid results and award of the contract to the lowest responsible bidder for the second bid package (Project #2).

6.7 The CONSULTANT will contact the selected contractor, draft award letters for the SPONSOR to use and arrange for the assembly of contracts, bonds and insurance prior to the start of construction for the second bid package (Project #2).

6.8 The CONSULTANT will assist the SPONSOR in reviewing and assembling contracts, bonds, and insurance by the selected contractor and forward necessary copies of these to the FAA and MassDOT for their approval of the project and prepare the conformed documents for the second bid package (Project #2).

7. Task 7 Additional Construction Admin. and Resident Engineer Services

The CONSULTANT shall assist the SPONSOR in additional Construction Administration services for the safety and security project associated with

the second bid package (Project #2). Work of the CONSULTANT shall include; shop drawing and submittal review, addressing contractor's RFIs during construction, processing construction change order(s), review of material testing reports, review of Contractor's payment requisitions, visiting the site during construction (three (3) total visits by members of the CONSULTANT's design team), performing a substantial completion inspection (one (1) visit by members of the CONSULTANT's design team), preparing a punch list, and review of and submission of the required AS-BUILT drawings to be prepared by the chosen contractor. Full time on-site inspection by a Resident Engineer is also included in this scope of work.

Subtasks to complete this task are as follows:

7.1 The CONSULTANT shall prepare for and attend a pre-construction conference and prepare and distribute minutes from the meeting.

7.2 The CONSULTANT shall review Contractor shop drawings and submittals as well as respond to Contractor's written RFIs during construction of the project.

7.3 The CONSULTANT shall prepare and distribute a maximum of three (3) construction change orders for the project. The change orders will be for a change as requested by the SPONSOR or for unforeseen conditions.

7.4 The CONSULTANT shall prepare acceptance testing requirements to determine if new safety and security system components meet the design requirements and shall review testing/performance results as submitted by the contractor and as required by the specifications regarding the IT/Security system for the second bid package (Project #2). This task includes coordination with the Contractor(s) to address appropriately any failure to meet the acceptance testing.

7.5 The CONSULTANT shall review Contractor's payment requisitions and make recommendation of payment to the SPONSOR.

7.6 Members of the CONSULTANT's Design Team shall schedule and attend a substantial completion meeting at which time a punch list will be prepared and distributed.

7.7 The CONSULTANT shall provide a full-time on-site Resident Engineer through the construction period as identified in the Contract Documents (approximately 35 weeks) for the second bid package (Project #2). The efforts of the Resident Engineer include coordination with the SPONSOR and the CONSULTANT's Design Team members, monitoring the progress of work and acceptability in compliance with the Contract Documents, coordination with the Contractor, attending

meetings with the Contractor(s), preparing daily inspection logs, preparing meeting minutes, reviewing meeting minutes prepared by the Contractor(s), and providing support to the CONSULTANT's Design Team and the SPONSOR's Owner's Project Manager.

7.8 The CONSULTANT shall review and provide updates regarding DBE participation monthly and the DBE final participation for the second bid package (Project #2).

7.9 The CONSULTANT shall review and provide updates regarding Contractor's and Subcontractor's Certified Payrolls for compliance purposes for the second bid package (Project #2).

7.10 The CONSULTANT shall review Contractor's monthly and final DBE participation for the second bid package (Project #2).

7.11 The CONSULTANT shall review the contractor's prepared As-Built drawings, based on mark-ups and preliminary plans provided by the Contractor. As-Built drawings will be provided to the SPONSOR in both hard copy and CAD formats from the contractor for the second bid package (Project #2).

EXHIBIT B

CONSULTANT’S ADDITIONAL FEE

Appendix 'A' Summary of Fees for Additional Services

Work Order No. MJ-A-06

Nantucket Memorial Airport
Nantucket, MA

Additional Engineering Services for

Safety and Security Equipment - Project 2 - Design, Bidding and Construction Phase Services

AIP No. 3-25-0033-___-2020

March 3, 2020

DESIGN PHASE

TASK	DESCRIPTION	MJ HOURS	TOTAL FEE
1.0	Project Administration	253	$ 38,346.00
2.0	Schematic Design (30%)	261	$ 51,343.00
3.0	Design Development (75%)	308	$ 64,873.00
4.0	Construction Documents (100%)	209	$ 42,357.00
5.0	Conservation Commission Application and Coordination	144	$ 23,794.00
6.0	Bid Phase Services	96	$ 17,352.00
	Total	**1271**	**$ 238,065.00**

McFarland Johnson Labor Related Costs	$	198,989.58
MJ Expenses	$	3,695.00
Subtotal MJ	**$**	**202,684.58**
Fennick & McCredie Architecture - Sudconsultant	$	35,380.00
Subtotal Subconsultants	**$**	**35,380.00**

CONSTRUCTION PHASE

TASK	DESCRIPTION	MJ HOURS	TOTAL FEE
7.0	Construction Administration and Resident Engineer	1722	$ 284,157.00
	Total	**1722**	**$ 284,157.00**

McFarland Johnson Labor Related Costs	$	200,741.90
MJ Expenses	$	60,070.00
Subtotal MJ	**$**	**260,811.90**
Fennick & McCredie Architecture - Sudconsultant	$	23,345.00
Subtotal Subconsultants	**$**	**23,345.00**
TOTAL FEE	**$**	**522,222.00**

Disciplines

E = MJ - Airports
A = FMA
M = Mechanical
EE = Electrical

ADDITIONAL SERVICES FEE SCHEDULE
Work Order No. MJ-A-06

Additional Engineering Services for
Safety and Security Equipment - Project 2 - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 1.0 Project Administration

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
1.1	Prepare Draft and Final Scope and Fee and Prepare Task Order for Additional Services	2		6						8
1.2	Revise Overall Project Schedule Related to Additional Design Services, Bidding, and Multiple Construction Seasons	2		4						6
1.3	Prepare Project Closeout for second contract	2		8	8				40	58
1.4	Prepare FAA Grant Application Including Coordination with SPONSOR for both construction projects and relaled additional services	2		8	8					18
1.5	Coordination with Support for SPONSOR for Grantor Coordination	4		24						28
1.6	Coordination with Architect Regarding Additional Services and Subcontracts	2		4						6
1.7	Coordination with Architect Regarding New Door/Door Hardware Services related to required functionality	1		2	4					7
1.8	Grant Administration Related to Additional Services	2		12					60	74
1.9	Teleconference and GoTo Meetings Regarding Project Administration for Additonal Scope of Work and second bid package	16		16	16					48
1.10										0
	Total Hours	33	0	84	36	0	0	0	100	**253**
	Hourly Rate	$ 89.00	$ 71.10	$ 54.24	$ 49.40	$ 44.60	$ 36.58	$ 33.20	$ 28.76	
	Direct labor Cost	$ 2,937.00	$ -	$ 4,556.16	$ 1,778.40	$ -	$ -	$ -	$ 2,876.00	**$ 12,147.56**

SUBCONSULTANTS	
Fennick McCredie Architecture	$ 1,500.00
TOTAL SUBCONSULTANTS	$ 1,500.00
Mileage/Rental Car/Gasoline	$ -
Hotel/per diem	$ -
Printing/Postage/Miscellaneous	$ 100.00
TOTAL EXPENSES	$ 100.00

TOTAL DIRECT LABOR COST	$ 12,147.56
OVERHEAD @ 175%	$ 21,258.23
TOTAL LABOR COST	$ 33,405.79
FIXED FEE @ 10%	$ 3,340.58
SUBCONSULTANTS	$ 1,500.00
EXPENSES	$ 100.00
TOTAL	**$ 38,346.00**

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety & Security Improvements - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 2.0 Schematic Design (30%)

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
GENERAL										
2.1	Schedule and attend coordination meeings with SPONSOR Regarding Additional Design Scope of Work and second bid package	8		8		4				20
2.2	Overall Coordination During Schematic Design Phase with Design Team and SPONSOR for second bid package	8		8		4				20
2.3	Design of Door/Door Hardware, Revisions to Access Control System Documents, and Revised Camera locations/alternative for TSA space	4		2		12				18
2.4	Coordination With Door Mock Up Process to Confirm Approach is Acceptable to minimize door replacements as much as viable	2		4		8				14
2.5	Coordination with Door Hardware Consultant Regarding Door Functionality and Access Control Upgrade for second bid package	2		2		8				12
2.6	Perform QA/QC Review of Schematic Design Documents for second bid package	2		8		8				18
2.7	Conduct Schematic Design review meeting with SPONSOR and members of the Design Team for second bid package	2		2		2				6
AVIATION / CIVIL / SITE										
2.8	Revise and Resubmit CSPP Documents to Account for Two Construction Contracts and Varied Work Areas Required	1		2		48				51
2.9	Revise Remote Gates to accommodate WiFi Connection including new Gate controllers and perimeter gate replacement impacted by permitting requirements	1		1	4	8				14
ELECTRICAL/SECURITY										
2.10	Schematic Design of Cameras/Access Control for Additional Scope of Work Requiring Second Bid Package	1		1	4	32				38

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety & Security Improvements - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 2.0 Schematic Design (30%)

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
2.11	Schematic Electrical System Design and analyses, including:									
a	Redesign of IT equipment layout in existing electrical room(s) for second bid package				4		4			8
b	Schematic design of additional video monitoring camera upgrades both internal and external and to develop alternative for cameras in TSA space	1			4		8			13
c	Schematic design layout of access control system improvements for new doors and added door functionality including door replacements deemed necessary by SPONSOR	1			2		8			11
d	Coordinate with architect and door hardware consultant regarding detailed door/door hardware upgrades needed to accommodate new doors and added door functionality for second bid package	1			1	2				4
e	Coordinate with OPM Regarding Schematic Design Revised Scope of Work for second bid package	2			2					4
f	Confirm revised camera coverage locations and security control upgrades with the TSA based upon items noted in the TSA letter of deficiency issued to the SPONSOR.	1		1			2			4
g	Schematic design cabling requirements and conduit size/location for the connections between buildings and the airport terminal IT/Security system headworks for second bid package	1			1		4			6

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety & Security Improvements - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 2.0 Schematic Design (30%)

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
	Total Hours	38	0	39	22	136	26	0	0	**261**
	Hourly Rate	$ 89.00	$ 71.10	$ 54.24	$ 49.40	$ 44.60	$ 36.58	$ 33.20	$ 28.76	
	Direct labor Cost	$ 3,382.00	$ -	$ 2,115.36	$ 1,086.80	$ 6,065.60	$ 951.08	$ -	$ -	**$ 13,600.84**

		TOTAL DIRECT LABOR COST	$ 13,600.84
SUBCONSULTANTS		OVERHEAD @ 175%	$ 23,801.47
Fennick McCredie Architecture	$ 9,550.00	TOTAL LABOR COST	$ 37,402.31
TOTAL SUBCONSULTANTS	$ 9,550.00	FIXED FEE @ 10%	$ 3,740.23
Mileage/Rental Car/Gasoline	$ 150.00	SUBCONSULTANTS	$ 9,550.00
Hotel and per diem	$ 450.00		
Printing/Postage/Miscellaneous	$ 50.00	EXPENSES	$ 650.00
TOTAL EXPENSES	$ 650.00	TOTAL	**$ 51,343.00**

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety & Security Improvements - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 3.0 Design Development (75%)

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
GENERAL										
3.1	Coordinate with SPONSOR and Design Team during the Design Development Phase design process related to Additional Services and second bid package	8		8	8					24
3.2	Provide updates to plans based upon comments received during Schematic Design review of second bid package scope of work	1			6	8				15
3.3	Review and Coordinate Probable Cost of Construction. Estimate to be based on the Design Development Progress Plans for second bid package	1			1	2				4
3.4	Conduct Design Development review meeting with SPONSOR and members of the design team required and obtain additional existing conditions information as may be needed.	2		2	2					6
3.5	Coordinate with the TSA regarding Design Development progress plans regarding scope of work	2			2					4
AVIATION / CIVIL / SITE										
3.6	Provide design plans and details for approximately 1,400 LF perimeter fence replacement related to environmental permitting required and for changes to approach for portions of fence within and outside of the buffer/setback areas and critical habitat.	2		4	40	8	4			58
3.7	Revise design/plan and details for Security utility connections between buildings and access gates to airport terminal security system based upon additional services for second bid package	1		1	8					10
3.8	Preparation of the required Construction Safety and Phasing Plans (CSPP) associated with the second bid package including inclusing of ductbank/cabling from Project #1 to Project #2 for bidding.	2		4	40					46

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety & Security Improvements - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 3.0 Design Development (75%)										
Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
3.9	Prepare five airspace clearance review requests for the FAA to review, utilizing FAA Form 7460, Notice of Proposed Construction or Alteration. The temporary airspace obstruction analysis during construction, and permanent airspace obstruction analysis once the project is complete will be generated and electronically filed with the FAA for their review of CSPP documents for the second bid package. Additionally, provide documentation to MassDOT (five requests) using their format for the second bid package.	2		2	24					28
ELECTRICAL AND SECURITY										
3.10	Develop 75% security camera design including alternative for TSA space cameras	1		1	8	16				26
3.11	Develop 75% electrical designs & analyses with specificiations, including:									
a	Size and location of new equipment in IT room.			1	4					5
b	Design video system and mounting requirements of cameras in approved camera locations for the second bid package including the additional and alternative cameras reviewed with TSA			2	8	4				14
c	Design access control system, mounting locations and requirements for additional scope of work associated with new doors/door functionality upgrade requirements	1		2	8	4				15
d	Coordinate with architect regarding door/door hardware improvements related to Security requirements associated with the additonal scope of services and second bid package	1		2	8	4				15
e	Location size of conduit runs, cable trays, etc. required to accomplish video, access control, and IT system improvements for the second bid package and related additional scope of services	1		1	8	4				14

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety & Security Improvements - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 3.0 Design Development (75%)

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
f	Design and coordinate improvements to the security office video display locations including services to those monitors	1			4	2				7
g	Design cabling requirements and conduit size/location for the connections between buildings and the airport terminal Security system headworks related to the additional scope of services and second bid package	1			8	8				17
h										0
	Total Hours	27	0	30	187	60	4	0	0	**308**
	Hourly Rate	$ 89.00	$ 71.10	$ 54.24	$ 49.40	$ 44.60	$ 36.58	$ 33.20	$ 28.76	
	Direct labor Cost	$ 2,403.00	$ -	$ 1,627.20	$ 9,237.80	$ 2,676.00	$ 146.32	$ -	$ -	**$ 16,090.32**

SUBCONSULTANTS	
Fennick McCredie Architecture	$ 15,500.00
TOTAL SUBCONSULTANTS	$ 15,500.00
Mileage/Rental Car/Gasoline	$ 150.00
Hotel and per diem	$ 450.00
Printing/Postage/Miscellaneous	$ 100.00
TOTAL EXPENSES	$ 700.00

TOTAL DIRECT LABOR COST	$ 16,090.32
OVERHEAD @ 175%	$ 28,158.06
TOTAL LABOR COST	$ 44,248.38
FIXED FEE @ 10%	$ 4,424.84
SUBCONSULTANTS	$ 15,500.00
EXPENSES	$ 700.00
TOTAL	**$ 64,873.00**

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety and Security Equipment - Project 2 - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 4.0 Construction Documents (100%)

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals	Disp.
GENERAL											
4.1	Coordinate the activities of design team throughout the Construction Document preparation process for the additional services.	4		4	8					16	
4.2	Provide updates to plans based upon comments/input received during Design Development review.	1		1	4	8				14	
4.2	Prepare revised final technical specifications using FAA Standard Specifications for airfield-related work and Standard AIA Specifications for building related work for second bid package	2		1	8	12				23	
4.3	Prepare a final Specification "front end", including federal contract provisions, FAA, Massachuetts, and local requirements (provided by the SPONSOR) for second bid package	4		2	4	16				26	
4.5	Perform a final in-house review of the plans and specifications for Quality Assurance and Quality Control for the second bid package. The review will be undertaken for conformance to specified criteria, constructability and clarity of delivery.	2		4	4	8				18	
4.6	Conduct design/page turn meeting with SPONSOR and members of the design team to review Construction Documents and provide edits based upon comments provided.	2		2	2	2				8	
4.7	Review and Coordinate Probable Cost of Construction for second bid package. Estimate to be based on the Construction Documents Plans for the second bid package.	1		1	1					3	
4.8	Compile from the design team the Bid DOCUMENTS (plans, specifications, front-end)., and Opinion of Probable Cost and submit them to the SPONSOR for their review for the second bid package.				2					2	

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety and Security Equipment - Project 2 - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 4.0 Construction Documents (100%)

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals	Disp.
AVIATION / CIVIL / SITE											
4.9	Finalize design and details for approximately 1,400 LF perimeter fencing replacement as a result of permitting input from Conservation Commission requirement for a NOI	2		2	4	8				16	
4.1	Finalize site design and details for Security utility connections between buildings and remote access gates to airport terminal security/IT system.	1		1	2	4				8	
ELECTRICAL AND SECURITY											
4.11	Incorporation of TSA Letter of Deficiency items in final design for second bid package	1		1	4	6				12	
4.12	Final Design for Electrical/Security designs and analyses for additional services and second bid package, including:										
a	Final design security camera system improvements as alternative for TSA space.	1		1	6	4				12	
b	Final design access control system improvements based upon additional doors and required door functionality for second bid package. Task incudes finalizing schedules and locations.			1	4	8				13	
c	Final coordinatations with architect regarding door/door hardware improvements related additional services and second bid package.	1		1	1					3	
d	Final design of location and size of conduit runs, cable trays, etc required to accomplish video, access control, and Security system improvements related to additional services associated with new doors, added door functionality, and second bid package.	1		1	1	4				7	
e	Preparion of Detailed Eligibility Matrix and Plans for MassDOT and FAA review including plan review by SPONSOR	4		4	8					16	

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety and Security Equipment - Project 2 - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 4.0 Construction Documents (100%)

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals	Disp.
f	Meeting with FAA and MassDOT and SPONSOR to review Eligibility documentation for both bid packages including revisions based upon Agency and SPONSOR input/comment	6		6						12	
h										0	
	Total Hours	33	0	33	63	80	0	0	0	**209**	
	Hourly Rate	$ 89.00	$ 71.10	$ 54.24	$ 49.40	$ 44.60	$ 36.58	$ 33.20	$ 28.76		
	Direct labor Cost	$ 2,937.00	$ -	$ 1,789.92	$ 3,112.20	$ 3,568.00	$ -	$ -	$ -	**$ 11,407.12**	

		TOTAL DIRECT LABOR COST	$ 11,407.12
SUBCONSULTANTS		OVERHEAD @ 175%	$ 19,962.46
Fennick McCredie Architecture	$ 7,500.00	TOTAL LABOR COST	$ 31,369.58
TOTAL SUBCONSULTANTS	$ 7,500.00		
		FIXED FEE @ 10%	$ 3,136.96
Mileage/Rental Car/Gasoline	$ 75.00	SUBCONSULTANTS	$ 7,500.00
Hotel and per diem	$ 225.00		
Printing/Postage/Miscellaneous	$ 50.00	EXPENSES	$ 350.00
TOTAL EXPENSES	$ 350.00	TOTAL	**$ 42,357.00**

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety and Security Equipment - Project 2 - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 5.0 ConCom Application and Coordination

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
AVIATION AND ARCHITECT										
5.1	Site meeting to review existing perimeter fence upgrades and to prepare the required permitting plans and preparing the NOI application for ConCom review due to permit required	4		8			4			16
5.2	Permitting Plan/specificaiton/detail revisions associated with ConCom input and requirements for permit including overall permitting coordination.	4		32	60	24	8			128
	Total Hours	8	0	40	60	24	12	0	0	**144**
	Hourly Rate	$ 89.00	$ 71.10	$ 54.24	$ 49.40	$ 44.60	$ 36.58	$ 33.20	$ 28.76	
	Direct labor Cost	$ 712.00	$ -	$ 2,169.60	$ 2,964.00	$ 1,070.40	$ 438.96	$ -	$ -	**$ 7,354.96**

		TOTAL DIRECT LABOR COST	$ 7,354.96
SUBCONSULTANTS		OVERHEAD @ 175%	$ 12,871.18
Fennick McCredie Architecture		TOTAL LABOR COST	$ 20,226.14
TOTAL SUBCONSULTANTS	$ -		
		FIXED FEE @ 10%	$ 2,022.61
Mileage/Rental Car/Gasoline	$ 325.00	SUBCONSULTANTS	$ -
Hotel and per diem	$ 560.00		
Printing/Postage/Miscellaneous	$ 660.00	EXPENSES	$ 1,545.00
TOTAL EXPENSES	$ 1,545.00	TOTAL	**$ 23,794.00**

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety and Security Equipment - Project 2 - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 6.0 Bidding and Award Assistance

Sub Task		Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
GENERAL, AVIATION, ARCHITECTURAL, ELECTRIAL AND MECHANICAL											
6.1		The Bid Documents will be made available in electronic format on the CONSULTANT's online bid portal for bidding purposes and for BidDocs ONLINE receipt of bids as required by SPONSOR.	2			4					6
6.2		The CONSULTANT will prepare Bid Advertisements for the SPONSORS use in publication in the newspaper of record for the second bid package				1					1
6.3		The CONSULTANT will schedule, coordinate and attend pre-bid conference at the airport to present the project to interested parties for the second bid package. The CONSULTANT will conduct a site walk of the project area to allow the contractors and sub-contractors the opportunity to observe the existing conditions.	2		12	12					26
6.4		The CONSULTANT, Architect, and subconsultants will answer questions from potential bidders concerning the Bid Documents for the second bid package. The CONSULTANT will answer questions and provide technical advice to the SPONSOR concerning the Bid Documents. Addenda for BidDocs ONLINE and ENGINEER's bid portal will be prepared and distributed.	2			8	16				26
6.5		The CONSULTANT will prepare and issue up to three (4) addenda to the Bid Documents recipients to clarify, modify, or correct the Bid Documents for the second bid package.	2			8	12				22
6.6		The CONSULTANT will review and compile bid results and issue the SPONSOR a "Bid Review" letter, summarizing the bid results and award of the contract to the lowest responsible bidder for the second bid package.	2			2					4
6.7		The CONSULTANT will contact the selected contractor, draft award letters for the SPONSOR to use and arrange for the assembly of contracts, bonds and insurance prior to the start of construction for the second bid package.	1			4					5

FEE SCHEDULE

Work Order No. MJ-A-06

Additional Engineering Services for

Safety and Security Equipment - Project 2 - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 6.0 Bidding and Award Assistance

Sub Task		Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
6.8		The CONSULTANT will assist the SPONSOR in reviewing and assembling contracts, bonds, and insurance by the selected contractor and forward necessary copies of these to the FAA for their approval of the project and prepare the conformed documents for the second bid package.	2			4					6
		Total Hours	13	0	12	43	28	0	0	0	**96**
		Hourly Rate	$ 89.00	$ 71.10	$ 54.24	$ 49.40	$ 44.60	$ 36.58	$ 33.20	$ 28.76	
		Direct labor Cost	$ 1,157.00	$ -	$ 650.88	$ 2,124.20	$ 1,248.80	$ -	$ -	$ -	**$ 5,180.88**

		TOTAL DIRECT LABOR COST	$ 5,180.88
SUBCONSULTANTS		OVERHEAD @ 175%	$ 9,066.54
Fennick McCredie Architecture	$ 1,330.00	TOTAL LABOR COST	$ 14,247.42
TOTAL SUBCONSULTANTS	$ 1,330.00		
		FIXED FEE @ 10%	$ 1,424.74
Mileage/Rental Car/Gasoline	$ 75.00	SUBCONSULTANTS	$ 1,330.00
Hotel and per diem	$ 225.00		
Printing/Postage/Miscellaneous	$ 50.00	EXPENSES	$ 350.00
TOTAL EXPENSES	$ 350.00	TOTAL	**$ 17,352.00**

FEE SCHEDULE
Work Order No. MJ-A-06

Additional Engineering Services for

Safety and Security Equipment - Project 2 - Design, Bidding and Construction Phase Services

Nantucket Memorial Airport
Nantucket, MA

AIP No. 3-25-0033-___-2020
March 3, 2020

Task 7.0 CONSTRUCTION ADMINSTRATION AND RESIDENT ENGINEER

Sub Task	Description	Sr Project/Div Manager	Project Manager	Sr. Proj. Engineer	Project Engineer	Senior Engineer	Asst. / Jr. / Res Engineer	Sr. Technician	Admin/Technician	Subtotals
7.1	Schedule, Prepare for, and Attend Pre-Construction Conference.				16	16		16		48
7.2	Prepare and Manage Sumittal Logs, provide review of submittals (Shop Drawings/RFIs).	2		8		16	12	24		62
7.3	Review and preparation of responses for Change Orders (maximum of five (5) Change Orders).	2			12	6				20
7.4	Development and review of testing results and coordination with Contractor to peform corrections	2			8	12				22
7.5	Review of Contractor Pay Requisitions	2		8	12	12				34
7.6	Perform Substantial Completion Inspections and prepare punchlist items for distribution and resolution	2			16	16				34
7.7	Provide Resident Engineer for thrity-five (35) week construction period and support with other tasks	2					1400			1402
7.8	Review Contractor's DBE monthly and final participation	2				8				10
7.9	Review Contractor's and Subcontractors Certified Payrolls for Compliance	2		4	8	16				30
7.10	Review Contractor's DBE Mouthly and Final Particpation	2			12	16				30
7.11	Coordinat reciept of all close out documents and preparation of As-Built Drawings by CONTRACTOR	2			8	4		16		30
	Total Hours	20	0	20	92	122	1412	56	0	**1722**
	Hourly Rate	$ 89.00	$ 71.10	$ 54.24	$ 49.40	$ 44.60	$ 36.58	$ 33.20	$ 28.76	
	Direct labor Cost	$ 1,780.00	$ -	$ 1,084.80	$ 4,544.80	$ 5,441.20	$51,650.96	$ 1,859.20	$ -	**$ 66,360.96**

SUBCONSULTANTS	
Fennick McCredie Architecture	$ 23,345.00
TOTAL SUBCONSULTANTS	$ 23,345.00
Mileage/Rental Car/Gasoline	$ 14,820.00
Hotel and per diem	$ 44,800.00
Printing/Postage/Miscellaneous	$ 450.00
TOTAL EXPENSES	$ 60,070.00

TOTAL DIRECT LABOR COST	$ 66,360.96
OVERHEAD @ 175%	$ 116,131.68
TOTAL LABOR COST	$ 182,492.64
FIXED FEE @ 10%	$ 18,249.26
SUBCONSULTANTS	$ 23,345.00
EXPENSES	$ 60,070.00
TOTAL	**$ 284,157.00**

EXHIBIT C

FENNICK & MCCREDIE ARCHITECTURE, LTD ADDITIONAL SCOPE OF SERVICES AND FEE

Fennick McCredie Architecture

November 19, 2019

Fred Mock
Vice President
McFarland Johnson, Inc.
53 Regional Drive
Concrod, New Hampshire 03301

RE: Nantucket Memorial Airport (ACK) Security Improvements Project: Additional Services

ADDITIONAL SERVICES REQUEST #1, rev1
Nantucket Memorial Airport (ACK) Security Improvements Project
Fennick McCredie Project # 1140-05

Mr. Mock,

Fennick McCredie is respectfully submitting this additional service request for the above referenced project due to additional work scope as summarized below. The terms and conditions in the base contract shall govern these additional services.

Design phase (Lump Sum)

1. Management and coordination increase due to design time extension
2. Rework incurred due to splitting project into separate bid packages, including drafting time and additional time to manage two Revit models and additional coordination time.
3. Addition of door hardware subconsultant due to increased complexity not anticipated in original scope- Refer to proposal from Campbell McCabe Worldwide, LLC. Note that original scope of work did not include a hardware consultant.
4. Minor changes to scope after initial drawing submission

Construction Phase (Hourly)

5. Additional site visits anticipated due to time extension and separate projects.
6. Increase in Construction Administration time and complexity due to multiple bid packages including separate field visits, separate submittal logs and reviews, additional RFI's, additional coordination and other increase labor costs due to working with separate contractors under separate contracts.

Sincerely,

Fennick McCredie Architecture

Scott Brodsky, AIA
Associate Principal

70 Franklin Street
Boston MA 02110
T 617. 350. 7900
FMarchitecture.com

Fennick McCredie Architecture

Project: **Nantucket Memorial Airport (ACK) Security Improvements Project**
Owner: Nantucket Memorial Airport
Prime: McFarland Johnson
Proj #: 1140-05
Date: 11/19/2019

ADDITIONAL SERVICE #1 FEE SUMMARY

	Labor	
	Phase Total	**FMA**
Programming/Feasibility (N/A)	$0	$0
Schematic Design (N/A)	$0	$0
Design Development (N/A)	$0	$0
Construction Documents	$17,660	$17,660
Construction Administration	$26,187	$26,187
Totals	**$43,848**	**$43,848**

	Expenses	
	Phase Total	**FMA**
Expenses	$14,877	$14,877
Totals	$14,877	$14,877

	Totals- Labor + Expenses		
	Phase Total	**FMA**	
Programming/Feasibility (N/A)	$0	$0	
Schematic Design (N/A)	$0	$0	
Design Development (N/A)	$0	$0	
Construction Documents	$17,660	$17,660	LS
Construction Administration	$26,187	$26,187	Hourly
Expenses	$14,877	$14,877	
Totals	**$58,724**	**$58,724**	

Notes:

70 Franklin Street
Boston MA 02110
T 617. 350. 7900
FMarchitecture.com

Fennick McCredie Architecture

Nantucket Memorial Airport (ACK) Security Improvements Project

ADDITIONAL SERVICE #1 LABOR BREAKDOWN

Fennick McCredie Architecture

Date: 11/19/2019

		Start week	End week	Labor subtotal (loaded)	Sub Task Totals (loaded)	Labor Hours: PIC Jonathan McCredie	PM/PA Scott Brodsky	PD Danielle Lax		
	Multiplier:	2.5								
	Unloaded Billing Rates					$82.88	$55.71	$31.86		
Phase:	**Programming/Feasibility (N/A)**									
Phase:	**Schematic Design (N/A)**									
Phase:	**Design Development (N/A)**									
Phase:	**Construction Documents**									
Task No.	**Task Name**									
1.0	**Project Management**			**$2,086**						
1.1	General project adminisration	1	1		$2,086	2	12	0	0	0
2.0	**Meetings**			**$2,627**						
2.1	Owner project meetings	1	1		$876	0	4	4	0	0
2.2	Coordination meetings	1	1		$1,751	0	8	8	0	0
3.0	**Construction Documents**			**$12,947**						
3.1	Split design packages	1	1		$6,866	0	31	32	0	0
3.2	Scope Changes	1	1		$6,081	0	36.8	12	0	0
	Construction Documents Hours				**149.8 hrs**	**2**	**92**	**56**	**0**	**0**
	Construction Documents Totals			**$17,660**		**$414**	**$12,785**	**$4,460**	**$0**	**$0**
Phase:	**Construction Administration**									
Task No.	**Task Name**									
1.0	**Program Management**			**$3,343**						
1.1	Management	25	49		$3,343	0	24	0	0	0
2.0	**Construction Administration**			**$22,845**						
2.1	Conformed Set				$1,194	0	4	8	0	0
2.2	General CA				$2,228	0	16	0	0	0
2.3	Shop Drawing Review				$5,254	0	24	24	0	0
2.4	RFI Responses				$5,731	0	32	16	0	0
2.5	Site Observation				$5,571	0	40	0	0	0
2.9	Punch List				$2,228	0	16	0	0	0
2.10	Record Set				$637	0	0	8	0	0
	Construction Administration Hours				**212 hrs**	**0**	**156**	**56**	**0**	**0**
	Construction Administration Totals			**$26,187**		**$0**	**$21,727**	**$4,460**	**$0**	**$0**

Fee Breakdown by Phase			
Programming/Feasibility (N/A)	**$0**	0.0%	(no additional scope)
Schematic Design (N/A)	**$0**	0.0%	(no additional scope)
Design Development (N/A)	**$0**	0.0%	(no additional scope)
Construction Documents	**$17,660**	40.3%	Lump Sum
Construction Administration	**$26,187**	59.7%	Hourly
Additional Service Labor Total	**$43,848**	100.0%	
Expenses	**$14,877**		Refer to attached Expense sheet
Consultant Total	**$58,724**		

70 Franklin Street
Boston MA 02110
T 617. 350. 7900
FMarchitecture.com

Nantucket Memorial Airport (ACK) Security Improvements Project

DIRECT EXPENSES

Fennick McCredie

Date: 11/19/2019

	Expense	Units	Cost	Qty	Total	Notes
	Parking	LS			$0.00	
	Rental cars	LS			$0.00	
	Mileage	MI	$0.58	960	$556.80	BOS to HYA
	Hotel	Ea			$0.00	
	Flight	LS	$240.00	8	$1,920.00	HYA to ACK
	Meals (per Diem)	Ea	$25.00	8	$200.00	
	Security badge	Ea	$41.00	0	$0.00	
	Lift rental	Day		0	$0.00	
	Reproductions	LS			$0.00	
	Taxi/Uber/Public trar	LS	$200.00	1	$200.00	allowance
Other					$0.00	
	Door Hardware Specifications and consulting	LS	$7,000.00	1	$7,000.00	Added consultant due to increased scope/complexity
	Specifications-splitting bid package	LS	$1,500.00	1	$1,500.00	Net add from original contract sum
	Cost Estimate	LS	$3,500.00	1	$3,500.00	Additional bid Package
					$0.00	
				Estimated Total	**$14,876.80**	

Campbell-McCabe Worldwide, LLC
63 Great Road, Suite 201
Maynard, MA 01754
www.campbell-mccabe.com
Office: 781.899.8822, 978.243.8281
MA & PA Certified Women Owned Business

CAMPBELL McCABE

CONFIDENTIAL

July 3, 2019

Scott Brodsky
Associate Principal
Fennick McCredie Architecture
70 Franklin Street
Boston, MA 02110

RE: ACK Safety & Security Project
Nantucket, MA

CMW No. 1907061
FMA No.

Dear Scott,

We are pleased to submit our fee proposal estimate for Independent Design/Specification services on the Architectural Technical Door Hardware (087100) requirements based on materials received via email on Beginning June 20, 2019 for the above project as follows:

Phase I & II

Fee: $7,000.00

Design Lump Sum Fee = $5,200
Construction Fee = $1,800

Door Hardware (087100)
Construction Documents
Construction Administration

I. BASE SERVICES

The base services included in this fee proposal include the below numerated items and will be billed at an hourly rate of $150. All services not listed below will be considered additional services.

1. Meetings as needed for Design Team Coordination (virtual).
2. Assisting in the selection process of hardware types, design, and finish per Owner Standards and Preferences.
3. Review door and frame details for hardware application.
4. Review openings for label compliances, as per Massachusetts State Code including IBC, LEED, and ADA requirements insofar as these apply to door openings.
5. Coordinate with Specification Consultant to ensure proper capturing of scope between sections (Aluminum, Wood, Hollow Metal, Glass and Sound Transmission Class).
6. Door Hardware Specification 087100 and Hardware Sets (Typical openings / Detailed Set assignments) Design Phases: Construction Documents (Bid Documents) through Construction Administration. This estimate is based on two (2) submissions with modified scope of work.
7. Assign Hardware Sets to initial Door Schedule in Excel.
8. Furnish Catalog Cuts: major products.

 CMW Initial_____ FMA Initial_____

9. Submittal Review:
    a. Door Hardware: Review 087100 Submittals for Approval of Compliance with Quality and Function. This quote allows for an initial review and record copy.
    b. Aluminum Store Front Hardware: Review 084113 Submittals for Approval of Compliance with Quality and Function. This quote allows for an initial review and record copy.
10. RFI Resolution: Design Phase, Responses to contractor Requests for Information will be submitted through the established chain of command:
    a. Construction Documents Phase.
    b. Construction Administration Phase.
11. Collaborate with Electrical Contractor for work related to 087100 Door Hardware, Doors & Frames.
12. Liaise with Security Integration Consultant for Mechanical and Access Control Security requirements.
13. Pre-Construction: Design Phase
    a. Kick–off Meeting (virtual) review approved submittal(s).
    b. Final Submittal Review: Review revised submittals to reflect pre-construction meeting directives. Review and Record Copy.
    c. Revise Specification(s) to reflect Final Submittal(s).
14. In Construction Phase: RFI Resolution, Responses to Contractor Requests for Information will be submitted through the established chain of command, allowance 3 hours.

II. ADDITIONAL SERVICES

Additional service requests, including but not limited to the following shall be billed at an hourly rate of $175 upon client's written authorization:

1. Estimated number of hours to re-engineer Hardware Sets Post Design Phase: 4 hours.
2. Changes in scope or requirements separate from this agreement.
3. Door schedule and plans: For the purposes of assigning Hardware Sets, Door Tag assignments are assumed to be final. Reassigning Hardware Sets to renumbered Door Tags in an additional service and may delay submission.
4. Additional deliverable specification submissions beyond base services.
5. Specification Addendum/Bulletin revisions requiring specification re-draft.
6. Masterkeying Consulting and Design.
7. Meetings beyond base services.
8. Site Visits.
9. Existing Conditions Survey.
10. Site Quality Review Products/Manufacturers and Summary.
11. Door Hardware Electromechanical Elevations.
12. Re-Engineering Hardware Sets for Card Reader locations provided Post-Construction Documents.
13. Metal Door/Frame Submittal Review with Comments.
14. Wood Door Submittal Review with Comments.
15. Door Hardware 087100 Submittal reviews beyond base services.

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III. TERMS AND CONDITIONS

Not applicable.

IV. REIMBURSABLE EXPENSES

Non-payroll expenses, including but not limited to, printing, messenger and delivery service, parking, out – of – state travel, etc., will be billed at a rate consistent with the prime agreement.

V. SCHEDULE

_____

TBA

VI. SCOPE

Excerpt from RFP Materials received via email.

VII. ANTICIPATED PROJECT STAFF

Michael Bartoloni, AHC, DHT Sr. Specification Consultant, Primary	mbartoloni@campbell-mccabe.com
Matthew Lewis, AHC, Assoc. AIA, CDT, LEED AP	mlewis@campbell-mccabe.com
Olivia Tortolini, Project Coordinator	otortolini@campbell-mccabe.com
Susan McCabe Messier, DHT, Principal	smccabemessier@campbell-mccabe.com

VIII. HOURLY RATES

2019-2020
$150 Base Services
$175 Additional Services

2021-2022
$175 Base Services
$200 Additional Services

IX. ASSUMPTIONS & QUALIFICATIONS

Assumptions

- Door Hardware Specified is based on New Doors/Frames/Hardware. Door hardware specified for existing conditions necessitates a fee revision.
- Automatic Door Operators - Automatic Door Operator locations are clearly defined on floor plans and door schedule.

 CMW Initial_____ FMA Initial_____

CAMPBELL McCABE

- Fire/Smoke Rated Openings – Rated Opening locations are clearly defined on floor plans and door schedule.
- STC Rated Openings – Opening locations are clearly defined on floor plans and door schedule.
- Security and Access Control Placements are clearly defined on floor plans and door schedule.
- Specialty Doors and Frames are clearly defined on floor plans and door schedule.

Qualifications

- 087100 Door Hardware Specification may not apply to Assembly Specialty Doors and Frames, such as Fire Rated Glass or Sound Transmission Class openings. Specialty Door and Frame manufactured products are excluded from this proposal unless otherwise defined in writing and approved by Campbell-McCabe Worldwide, LLC. Assembly Door and Frame Units are provided by the manufacturer with preinstalled Door Hardware limited to Manufacturer Fire Rating, Smoke Rating and/or Sound Rating as one integral package. Coordination on related sections may prompt additional service.
- Project Basis of Design Door Hardware is subject to Assembly/Prefabricated Openings Manufacturer approval. Refer to *Door and Frame Manufacturer* for details.
- Early Submittal Packages are not scheduled for this project.

 CMW Initial_____ FMA Initial_____

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X. ACCEPTANCE

If the terms of this proposal are acceptable to you, please return a signed copy of the agreement. The following information is requested two (2) weeks prior to submission date to proceed:

1. Floor Plans including
    - Automatic Door Operators
    - Ratings: Fire, Smoke, Sound Transmission Class
    - Security Placements
2. Door Schedule with Door Tags Including
    - Automatic Door Operators
    - Ratings: Fire, Smoke, Sound Transmission Class
    - Security Placements
3. Door Schedule in Excel
4. Emergency Egress Plans
5. Applicable Code Edition
6. Security Drawings indicating Access Control Placement
7. Specification format – provide a page for reference
8. Submission Schedule
9. Invoice Submission Schedule
10. Submittal Schedule
11. Anticipated Certificate of Occupancy

Insurance and WBE SDO certificates available on Award of Services

Sincerely,

Michael Bartoloni, AHC, DHT
mbartoloni@campbell-mccabe.com
781-899-8822 ext. 101

Campbell-McCabe Worldwide, LLC
63 Great Road, Suite 201
Maynard, MA 01754

Tax ID: 47-2565059

MA & PA Certified Women Owned Business

 CMW Initial_____ FMA Initial_____

CAMPBELL McCABE

ADDITIONAL SERVICES REQUEST / REQUEST FOR INFORMATION

Date:

Chris Ford, AIA
Slam Collaborative
80 Glastonbury Boulevard
Glastonbury, CT 06033

RE: Tufts University BRPH Entrance Modifications
Boston, MA

CMW No. 1910096
SC No. 19122.00

Requested by:

	Owner / Owners Representative
	Design Team
	Security/MEP
	General Contractor
	Door Hardware Supplier
	Door and Frame Supplier

Requested via:

	Email
	Telephone Call
	Meeting
	Other

Project Phase:

	Design
	Design Construction Administration
	Bidding
	Value Engineering
	In Construction
	Post Construction
	Other

Project materials/documents required:

	Door Tag number
	Door and Frame Material
	Door and Frame Elevation
	IF Applicable
	Fire Rating
	STC Rating
	Special Conditions
	Other

CMW Initial_____ FMA Initial_____

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Description of Services:

	Product inquiry
	Engineer New HW Set
	Add Opening
	Delete Opening
	Add ADA Operator
	Remove ADA Operator
	Add Access Control Card Reader
	Remove Access Control Card Reader

Total fee for Additional Services $

- Services will be rendered in accordance with the terms of previously executed Agreement.
- Services will be provided on receipt of Authorization.

Submitted by: Campbell-McCabe Worldwide, LLC
Approved by: Fennick McCredie Architecture

Please return signed form to:
Susan McCabe Messier, DHT, Principal
smccabemessier@campbell-mccabe.com
781.899.8822 ext. 2

_____
Signature/Title

CMW Initial_____ FMA Initial_____

Approval Date _____
FAA AIP # **3-25-0033-069-2018**
MJ Project # **18236.11**

TASK ORDER
AUTHORIZATION
NO. MJ-A-03C

PROJECT: Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects – Part C
Nantucket Memorial Airport

DATE OF ISSUANCE: March 10, 2020

PROJECT DESCRIPTION: The items of work to be accomplished under this Task Order include the following and are further described on the attached Scope of Work dated March 4, 2020 (25 pages):

The CONSULTANT will provide the required professional services to prepare an Environmental Assessment under the National Environmental Policy Act (NEPA) and an Environmental Impact Report under the Massachusetts Environmental Policy Act (MEPA) for proposed airport improvement projects at Nantucket Memorial Airport in Nantucket, Massachusetts, within the hours listed in the attached fee proposal.

METHOD OF COMPENSATION:

Lump Sum. See attached detail contained in the Scope of Work and Fee Proposal.

AMOUNT OF COMPENSATION:

The maximum amount to be paid to the CONSULTANT by the SPONSOR under this Task Order shall be One Hundred Seventy-One Thousand Six Hundred and Twenty-Three Dollars and Ten Cents ($171,623.10) unless this Task Order is amended in writing and agreed to by the SPONSOR and CONSULTANT.

The Agreement for Professional Engineering Services Between the Town of Nantucket, Massachusetts and McFarland-Johnson, Inc. for On Call Engineering Services between the Nantucket Memorial Airport Commission (the "SPONSOR") and McFarland-Johnson, Inc. (the "CONSULTANT"), for Professional Services at Nantucket Memorial Airport, dated April 20, 2017, shall govern all TASK ORDERS executed under this Assignment, unless modified in writing and agreed to by SPONSOR and CONSULTANT.

ACCEPTED:

by _____
James M. Festa, P.E.
CEO
McFarland-Johnson, Inc.

APPROVED:

Town of Nantucket
Nantucket Memorial Airport Commission

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

APPROVED AS TO FUNDS AVAILABLE

by _____
Brian E. Turbitt, Director of Municipal Finance or
Bob Dickinson, Assistant Town Accountant

Massachusetts Department of Transportation (MassDOT) Aeronautics Division

Contract Approval

The MassDOT Aeronautics Division, on this _____ day of _____, 20___, hereby approves Task Order MJ-A-03C between the Nantucket Memorial Airport and McFarland-Johnson, Inc. for the Engineering Services in connection with:

Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects – Part C

Nantucket Memorial Airport
Nantucket, Massachusetts

This Approval is granted in accordance with Section 51K, Chapter 90 of the General Laws of Massachusetts, as amended, and in no way makes the MassDOT Aeronautics Division a party to the Contractor and in no way interferes with the rights of either of the principals here above, and is not to be considered as a commitment of funding unless a grant is issued by MassDOT Aeronautics Division.

_____

Dr. Jeffrey DeCarlo, Ed.D., PMP, ATP, Administrator
MassDOT Aeronautics Division

March 4, 2020

Schedule A

SCOPE OF SERVICES

NANTUCKET MEMORIAL AIRPORT
NANTUCKET, MA

ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTAL IMPACT REPORT
FOR CAPITAL IMPROVEMENT PLAN PROJECTS

Part C

Note: Part C includes projects and tasks added to the CIP after the approval of the original scope, and consists of Constructing a New GSE Building, Reconstructing Runway 6-24, Expanding the Boat Yard, Analyzing Greenhouse Gases for the full CIP where required, and incorporating these tasks into the environmental document.

PROJECT DESCRIPTION:

McFarland-Johnson, Inc. (MJ), herein referred to as the "CONSULTANT", will provide required professional services related to an Environmental Assessment and Environmental Impact Report (EA/EIR) for proposed airport improvement projects at Nantucket Memorial Airport in Nantucket, Massachusetts, within the hours listed in the attached fee proposal. The proposed projects will be implemented by Nantucket Memorial Airport, herein referred to as the "SPONSOR," with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and the Massachusetts Department of Transportation Aeronautics Division (MassDOT).

Part C generally addresses the following projects:

1. Construct New GSE Building
2. Rehabilitate or Reconstruct Runway 6-24
3. Expand Boat Yard

One project, the Runway 33 Taxiway Connector and Run-up Pad, has been removed from consideration. However, two alternatives were developed for that project, along with a preliminary impact assessment, before it was eliminated from the project list. Therefore, removing this project will have minimal effect on the EA/EIR project effort.

Additionally, Massachusetts state law directs state agencies to help meet greenhouse gas (GHG) emissions reduction targets. The MA Environmental Policy Act (MEPA) office does this through its *Greenhouse Gas Emissions Policy and Protocol* ("GHG Policy") and the EIR review process. Project proponents are required to follow the Policy by analyzing GHG emissions from buildings, vehicles, land alteration, and construction. The original Part A and Part B scopes did not include a full GHG analysis.

The Scope of Services for Part C will supplement efforts undertaken in the Part A and B scopes of services and has been prepared to address the additional projects listed above and incorporate the GHG analysis for all proposed projects where required. These additional scope items will be incorporated into the EA/EIR documents outlined in the Part A and B scopes of services.

During the Airport's yearly CIP meeting, the FAA and MassDOT Aeronautics agreed that Taxiway E should be reconstructed in 2020 if at all possible (it was previously scheduled for 2021) and additionally indicated that Runway 6-24 would be programmed within the next 5 years. While Taxiway E was included within the original project, Runway 6-24 was not. Due to the need for expedited environmental review and permitting, the design team attended meetings with MA Natural Heritage and Endangered Species Program (NHESP) and MEPA staff to discuss these changes and to determine how the environmental review and permitting efforts could proceed. Specific to expedited review for Taxiway E, NHESP indicated that amending the previous permit to include Taxiway E reconstruction would be an acceptable method for attaining MA Endangered Species Act (MESA) project approval. MEPA staff indicated the project could be submitted for review in a Phase 1 Waiver Request as part of an Expanded Environmental Notification Form. The Phase 1 Waiver Request is being led by others with the CONSULTANT (MJ) providing support. The CONSULTANT's support services are included in this scope of work.

PROJECT TEAM

The Project Team for this assignment will include the CONSULTANT, subconsultant VHB, Inc., who will perform predominantly the resource identification and impact assessment, subconsultant Public Archaeology Laboratory (PAL), who will be responsible for conducting archaeological studies, and an as-yet unidentified energy rating subconsultant.

SCOPE OF WORK

The CONSULTANT (including subconsultants) will perform the following services within the hours included in the attached Schedule B – Cost of Work:

1. INVENTORY AND DATA COLLECTION

This task will involve the collection and review of available social, economic, and environmental documentation and previous reports, studies, and data pertinent to the new projects and analyses. A review of regulatory implications of the new projects will be performed along with consultation with the MEPA Office and the SPONSOR regarding the new projects.

2. PURPOSE AND NEED STATEMENT

The CONSULTANT will revise the Purpose and Need Statement to incorporate the new projects. This Statement will set forth the FAA requirements and rationale for proposed airport improvements.

2.1 The first step will be review of the planning documents that contributed to the new projects, such as the Master Plan Update, feasibility studies, and airport data.

2.2 The Master Plan Update documented the need for most proposed projects, but additional documentation is needed for the proposed Ground Service Equipment building (GSE) and a proposed expansion of a privately developed boat yard on non-aeronautical land. Additional research will be necessary to ensure the need is documented for these projects and for Runway 6-24.

2.3 The CONSULTANT will coordinate with the SPONSOR, MassDOT, and FAA to discuss the vision and need for each new project component.

2.4 The CONSULTANT will revise the draft Statement and submit it to the SPONSOR, MassDOT, and the FAA for review and comment. Upon receipt of comments, the Statement will be revised and resubmitted to the SPONSOR, MassDOT, and FAA for final approval.

3. ALTERNATIVES DEVELOPMENT

NEPA regulations require consideration of alternatives to the proposed action. Additionally, stormwater management requirements, overall project footprints, likely resource impacts (to a planning level of study), and construction costs must be determined. Most alternatives also require graphical representation of their designs and footprints. To develop alternatives for the projects being added to this EA/EIR, the following design effort is proposed.

3.1 Construct Ground Service Equipment (GSE) Storage Building: The airport experiences seasonal airline service and therefore it is not economical for airlines to provide their own GSE equipment to service their commercial aircraft; therefore, the airport owns this equipment. This proposed building will provide cold storage space for the off-season storage of this equipment. The proposed location of the GSE building is on previously disturbed ground. The CONSULTANT will determine the project footprints of two alternatives. Stormwater design will be undertaken only to the extent needed to determine the footprint of stormwater management measures that will meet regulatory requirements. The CONSULTANT will estimate approximate runoff volumes, infiltration rates and basin sizes based on standard assumptions but will not determine pollutant removal, discharge rates, depths to groundwater, or similar calculations. To support the GHG and energy usage analyses, the CONSULTANT will also develop building assumptions (such as roof orientation, photovoltaic readiness, and lighting types). The building assumptions need to reflect a base case (designed to the State Building Code) and an alternative with higher efficiency measures. (The GHG emissions analysis is addressed below.)

3.2 Expand Boat Yard: A privately operated boat yard currently has a lease on airport land adjacent to the ballfield, and additional space is needed for storing boats or other marine equipment. The proposed expansion area is designated as Priority Habitat of Rare Species and the project could potentially impact rare species. The CONSULTANT will determine the project footprint but it is assumed stormwater can be managed within the project footprint and no stormwater design is necessary. It is assumed the CONSULTANT will provide justification why other sites adjacent to the existing boat yard are not suitable, but that no off-airport alternatives need to be considered and no other new alternative footprints will be needed for the EA/EIR.

3.3 Taxiway E and Runway 6-24 Rehabilitation or Reconstruction: Runway 6-24 is the primary runway at the airport and the FAA indicated support during the 2019 CIP meeting to rehabilitate or reconstruct the runway. Preliminary analysis indicated that a portion of Taxiway E is at a higher elevation than the runway and therefore did not meet then-current FAA criteria. This project includes the following alternative analysis:

- keep Runway 6-24 at its current elevation and lower Taxiway E (designed by CONSULTANT);
- elevate Runway 6-24 (designed by CONSULTANT) and keep Taxiway E at its current elevation (designed by others);
- a "hybrid" combination of the two (designed by others); and
- keep both Taxiway E (designed by others) and Runway 6-24 (designed by CONSULTANT) at their current elevations (if FAA supports studying this alternative).

The CONSULTANT will coordinate with the SPONSOR's other consultants, who will develop an alternative that would keep Taxiway E at its current elevation and a hybrid alternative. The project also involves modifying intersecting pavement elevations, adding fillets to comply with FAA guidelines, relocating stub taxiways, and regrading areas to meet FAA slope design standards. This project includes the addition of impervious surfaces, temporary earth disturbance, and potentially permanent and temporary impacts to rare plant species and Priority Habitat. Stormwater design will be undertaken only to the extent needed to determine the footprint of stormwater management measures that will meet regulatory requirements. The CONSULTANT will estimate approximate runoff volumes, infiltration rates and basin sizes based on standard assumptions but will not determine pollutant removal, discharge rates, depths to groundwater, or similar calculations. The CONSULTANT will determine the alternatives' footprints, including possible footprints of stormwater BMPs and construction access and staging areas.

3.4 Crew Quarters: This is not a new project but additional work is needed to address MEPA comments. The preferred alternative is currently two building units with two dwellings each. MEPA would like to see other alternatives considered, such as a single four-unit building. Also, the CONSULTANT will determine parameters needed for the greenhouse gas analysis required by MEPA (addressed below). An alternative site layout has been developed for one alternative with the full 10-building layout. One additional alternative (a single building) will be identified and developed sufficient to determine an approximate footprint. Parameters needed for the GHG analysis will be determined for the preferred alternative. Alternative building orientations to facilitate energy savings or photovoltaic readiness may be considered in schematic form only, with no detailed site design.

4. ENVIRONMENTAL NOTIFICATION FORM

Additional effort has been required to incorporate the new projects and the Phase 1 Waiver Request into the Expanded Environmental Notification Form (EENF). The CONSULTANT will add the project descriptions, prepare graphics, recalculate impact acreages, and address the additional impacts in the EENF. The CONSULTANT will also coordinate the submittal of the Waiver and EENF with the MEPA Office.

5. ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTAL IMPACT REPORT

The CONSULTANT will supplement the Affected Environment, Environmental Consequences, Mitigation, and other efforts for the EA/EIR task as described below.

5.1 Affected Environment

One CONSULTANT staff member will assess the additional project areas while on site conducting rare plant surveys. No site visits are proposed other than those in the previously approved Task Orders (Parts A and B). Natural resource features such as land use, wetlands, wildlife habitat, and drainage features will be assessed, documented on project mapping, and photographed. This task does not involve formal delineation or detailed mapping, but findings will be documented in the Affected Environment section of the EA/EIR.

The CONSULTANT's subconsultant VHB, Inc. will collect, review, and summarize Airport-wide direct (i.e., stationary source combustion) and indirect (i.e., electricity use) energy consumption and associated GHG emissions. This is limited to airport-owned and operated buildings within the airport's boundary. It does not include energy consumed by the airport's fleet vehicle or equipment, nor does it include energy consumed at facilities within the airport's boundary owned or operated by the airport's tenants. Data collection will rely on the timely and comprehensive provision of utility bills, prior energy audits, or other existing sources by the airport.

The CONSULTANT's subconsultant VHB, Inc. will collect, review, and summarize information pertaining to current climate trends and projections relevant to the airport and their potential affects to the project site. Data sources to be leveraged include those provided by the resilientMA.org website, as well as the Executive Office of Energy and Environmental Affairs' *Climate Change Adaptation Report* (September 2011), the Town of Nantucket's *Natural Hazard Mitigation Plan* (March 2019), and the Town of Nantucket's *Community Resilience Building Workshop Summary of Findings – Final Report* (April 2019).

The CONSULTANT's archaeological subconsultant will review the proposed boat yard facility area for archaeological resources. The study area will include the proposed boat yard area along with the undeveloped airport property immediately west of the existing boat yard, which combined are approximately 5.6 acres. The CONSULTANT will prepare a permit application for conducting an intensive survey and will submit it to the Massachusetts Historical Commission. The CONSULTANT will conduct the intensive survey, which will require up to 60 50 cm by 50 cm test pits. A report addendum (to the 2019 report for the original projects) summarizing findings will be prepared. Artifacts recovered during field surveys will be returned to a CONSULTANT lab for processing and analyses. Map files will be provided with the location and attribute information for known archaeological resources and testing areas.

5.2 Environmental Consequences

The CONSULTANT will assess the impacts of the proposed projects listed above on resources. It is assumed that other resources not listed below will either not be affected or will not require additional effort beyond that previously scoped.

- GHG emissions: see Section 5.4 below.
- Surface and Groundwater Hydrology and Quality: The CONSULTANT will address stormwater runoff from the new projects in accordance with the MA Stormwater Handbook's Stormwater Management Standards. However, stormwater design will be undertaken only to the extent needed to determine the footprint of stormwater management measures that will meet regulatory requirements. The CONSULTANT will estimate approximate runoff volumes, infiltration rates and basin sizes based on standard assumptions but will not determine pollutant removal, discharge rates, depths to groundwater, or similar calculations. Existing deicing areas will be identified and deicing activities will be described, with quantitative data to the extent it is readily available.
- Plant and Animal Species and Habitat: Identify impacts to known or potential rare plant and animal species. The GSE building is not expected to impact rare species or habitats. The boat yard area is scrub oak habitat with potential rare species.
- Hazardous Waste: The MassDEP recently requested information on potential PFAS usage or contamination. Any PFAS information that could potentially affect proposed projects, such as soil contamination where earthwork is proposed, will be identified and described. This will be based on existing information provided by the airport; no new sampling or studies are proposed.
- Cumulative Impacts: The cumulative effects of all proposed projects on individual natural resources will be addressed in the individual resource impact sections.
- Construction Impacts: Potential construction impacts (noise, dust, GHG emissions, runoff, etc.) and the types of management practices that will be employed to minimize construction impacts will be assessed. Construction truck traffic may be quantified but it is assumed no formal air, noise, or water quality modeling will be necessary to address construction impacts.

5.3 Resiliency

The MEPA Certificate requires consideration of adaptation and resiliency in anticipation of climate change. This needs to be considered with respect to all proposed projects, but not in regard to the existing airport infrastructure. The CONSULTANT will identify the potential vulnerability of proposed infrastructure to sea level rise based on known elevations and expected sea level rise, but without formal modeling or mapping, as well as other climate hazards as applicable. Measures that reduce risks associated with these hazards will be identified and described in general terms but not designed - no specifications will be developed. Measures might include, but are not limited to, larger generators, protecting generators from flooding, enhancing erosion control, or "soft" shoreline stabilization. Shoreline infrastructure such as walls, boulders or sheet piling would not be proposed. Ongoing town efforts to address resiliency will be noted.

5.4 GHG Emissions Analysis

The Massachusetts Global Warming Solutions Act and Executive Order 569: Establishing an Integrated Climate Change Strategy for the Commonwealth directs state agencies to help meet greenhouse gas emissions reduction targets. MEPA does this through its GHG Policy and the EIR review process. The MEPA Certificate on the Environmental Notification Form directs the SPONSOR to follow the Policy by analyzing GHG emissions from buildings, vehicles, land alteration and construction. The analysis will include the following:

5.4.1 Take all feasible GHG mitigation measures applicable to the projects. Review measures identified through coordination with the Massachusetts Department of Energy Resources and the MEPA Office, and as listed in the MEPA GHG Policy. Document which were appropriate and incorporated into the projects.

5.4.2 Compare the "Baseline," i.e., the proposed project constructed based on HERS 55 vs. the "Mitigation Alternative," which is an alternative that achieves greater reductions. Discuss other mitigation measures that were rejected. For both, analyze total energy consumption and associated direct (generated on site) and indirect (generated elsewhere) emissions by the following:

a. Building GHG emissions:
    i. Only model the preferred alternative for the crew quarters.
    ii. Use HERS 55 for baseline building assumptions. It is expected an energy rating subconsultant will be needed to determine energy usage.
    iii. Model or calculate building emissions, based on HERS 50 or better. This method should yield a reasonable estimate of energy use, which will be converted to GHG emissions. It is expected an energy rating subconsultant will be needed to determine energy usage.
    iv. Make reasonable assumptions regarding the building envelope (wall types, insulation materials, window to wall ratios, and U and R values) and heating systems (heat pump or VRF, including AC, ERV, boiler and LPD efficiency). It is expected an energy rating subconsultant will be needed to make these determinations.
    v. Compare the results to energy usage expected with other building energy standards (Energy Star, HERS 55 or better, or Passivehouse). This does not need to be based on modeling, rather it will consist of a qualitative discussion of potential benefits.
    vi. Provide for potential photovoltaic installation or readiness. This does not include a detailed solar analysis design.
    vii. Compare electrification (i.e., use of heat pumps) vs. one alternative fuel type (e.g., natural gas or propane) in terms of energy usage, feasibility and costs.

viii. Calculate financial incentives available for various energy-saving technologies.
ix. For indirect/power generated elsewhere: calculate electricity usage and multiply times emissions factors listed in ISO-NE report.
x. For the GSE building, estimate lighting loads for a base case (i.e., 9th Edition of the Massachusetts Building Code) and identify possible measures to reduce lighting energy usage. It is expected an energy rating subconsultant will be needed to determine energy usage.
xi. Identify potential energy/GHG emissions mitigation measures that could be implemented as new buildings are planned, existing buildings remodeled, and energy systems are replaced. Such measures may include, but are not limited to:
    1. High-performance building envelope;
    2. Electrification of space and water heating;
    3. Heat recovery;
    4. Passivehouse building design; and
    5. Rooftop and/or ground-mounted solar photovoltaic systems.

b. Traffic emissions:
    i. It is assumed the project will not increase passenger vehicle, fleet, maintenance/operations, or other traffic, so no increase in emissions could occur. Therefore, it is assumed vehicle traffic emissions do not need to be formally modeled.
    ii. MEPA and DOER have requested that measures that might reduce vehicular emissions be specified. These could include bicycle/pedestrian facilities or measures taken to support low-emission vehicles. It is assumed no formal analysis or design is needed for these measures.

c. Land alteration: analyze carbon loss associated with changes in vegetation cover using a protocol provided by MEPA as a starting point. Tasks are likely to include:
    i. Calculation of the acreage of different vegetation and soil types in areas to be altered.
    ii. Calculation of biomass volume of vegetation types (in cubic feet per acre) based on existing information such as prior studies.
    iii. Input of the parameters into a spreadsheet and interpretation of results.

d. Construction: Discuss potential GHG minimization measures related to construction activities. It is assumed no emissions modeling is necessary.

5.4.3 Summarize and analyze findings, specify overall change in carbon emissions from the project, and summarize results.

5.5 Mitigation

The mitigation measures previously assessed will now include the new projects referenced above. The boat yard scrub oak habitat and the Runway 6-24 Priority Habitat impacts may require additional mitigation efforts. The Runway 6-24 project will involve several acres of temporary impacts. However, the mitigation will be an extension of the mitigation for the overall CIP projects rather than new mitigation plans.

5.6 Regulatory Compliance and Section 61 Findings

The CONSULTANT will describe the permits and approvals expected to be required for the new projects, and any anticipated issues in obtaining permits. Per MEPA regulations (301 CMR 11.12), the project proponent must make a finding "describing the Damage to the Environment and confirming that all feasible measures have been taken to avoid or minimize the Damage to the Environment. each permit program". The impacts and avoidance/minimization/mitigation measures proposed with the new projects will be described in this section.

6. COORDINATION

Additional coordination with the SPONSOR, FAA, MassDOT, the MEPA Office, and NHESP will be required to complete the new projects and analyses. Two additional meetings to address Taxiway E and Runway 6-24 design and impact issues are also included.

7. ADMINISTRATION

This task involves preparing scopes of services and estimates; coordinating with subconsultants; and miscellaneous scheduling, budgeting and updates necessitated by the additional projects.

Schedule B: Cost of Work

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task and Description	Payment Method	Hours	Fee
Task 1 - Inventory and Data Collection	Cost Plus Fixed Fee	20	$ 6,321.50
Task 2 - Purpose and Need Statement	Cost Plus Fixed Fee	36	$ 5,470.65
Task 3 - Alternatives Development	Cost Plus Fixed Fee	354	$ 43,846.77
Task 4 - Environmental Notification Form	Cost Plus Fixed Fee	20	$ 6,818.34
Task 5 - Environmental Assessment and Environmental Impact Report	Cost Plus Fixed Fee	94	$ 92,710.37
Task 6 - Coordination	Cost Plus Fixed Fee	50	$ 9,008.98
Task 7 - Administration	Cost Plus Fixed Fee	34	$ 7,446.48
	Total Cost	**608**	**$ 171,623.10**

MJ	$	80,840.95
Subconsultants - VHB	$	58,142.15
Subconsultants - PAL	$	17,490.00
Subconsultants - Energy Rating	$	15,000.00
Expenses	$	150.00
Total	$	171,623.10

Schedule B: Cost of Work

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 1 - Inventory and Data Collection

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
	Collect and review available documentation and regulations	MJ, VHB		4		8			8		20
	TOTAL Hours		0	4	0	8	0	0	8	0	**20**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ -	$ 215.84	$ -	$ 355.20	$ -	$ -	$ 265.60	$ -	

TOTAL HOURS		20
TOTAL DIRECT LABOR COST		$ 836.64
OVERHEAD @	175.00%	$ 1,464.12
TOTAL LABOR COST		$ 2,300.76
FEE @	10%	$ 230.08
SUBTOTAL		$ 2,530.84
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ 3,790.66
TOTAL TASK		**$ 6,321.50**

Expenses

Meals (0 days @ (75%x74/day)	$	-
Hotel (0 days @ $300/night)	$	-
Rental Car w/Fuel (0 days @ $75/day)	$	-
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)	$	-
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)		
Total Expenses	**$**	**-**

Outside Services

VHB	$	3,790.66
Total Outside Services:	**$**	**3,790.66**

Schedule B: Cost of Work

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 2 - Purpose and Need Statement

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
2.1	Review MP, CIP, feasibility studies, and data	MJ			4		4				8
2.2	Research need for GSE building and boat yard	MJ			4		4				8
2.3	Coordinate with airport and agencies regarding P&N	MJ		8							8
2.4	Draft Statement of Need, submit & revise for FAA approval	MJ		12							12
	TOTAL Hours		0	20	8	0	8	0	0	0	**36**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ -	$ 1,079.20	$ 433.92	$ -	$ 295.36	$ -	$ -	$ -	

TOTAL HOURS		36
TOTAL DIRECT LABOR COST		$ 1,808.48
OVERHEAD @	175.00%	$ 3,164.84
TOTAL LABOR COST		$ 4,973.32
FEE @	10%	$ 497.33
SUBTOTAL		$ 5,470.65
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ -
TOTAL TASK		**$ 5,470.65**

Expenses (meeting included in Task 6)

Meals (0 Trips @ $74/day)	
Hotel (0 days @ $300/night)	
Rental Car w/Fuel (0 days @ $75/day)	
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)	
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)	
Total Expenses	**$ -**

Outside Services

None	$ -
Total Outside Services:	**$ -**

Schedule B: Cost of Work

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 3 - Alternatives Development

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
3.1	Construct GSE Building	MJ	2	4	8		32		16		62
3.2	Expand Boat Yard	MJ	2	4	8		24		12		50
3.3	Taxiway E and Runway 6-24 Rehab/Reconstruction	MJ	2	12	24		80		24		142
3.4	Construct Crew Quarters	MJ	2	6	16		60		16		100
	TOTAL Hours		8	26	56	0	196	0	68	0	**354**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost	**Task Order MJ-A-03A (Includes Tasks 1, 2, 3, 4, 6, and 7)**	$ 560.48	$ 1,402.96	$ 3,037.44	$ -	$ 7,236.32	$ -	$ 2,257.60	$ -	

Task Order MJ-A-03B (Includes Task 5)

Expenses (meeting included in Task 6)

Meals (0 Trips @ $74/day)
Hotel (0 days @ $300/night)
Rental Car w/Fuel (0 days @ $75/day)
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)

Total Expenses **$ -**

Outside Services

VHB

Total Outside Services: **$ -**

TOTAL HOURS		354
TOTAL DIRECT LABOR COST		$ 14,494.80
OVERHEAD @	175.00%	$ 25,365.90
TOTAL LABOR COST		$ 39,860.70
FEE @	10%	$ 3,986.07
SUBTOTAL		$ 43,846.77
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ -
TOTAL TASK		**$ 43,846.77**

Schedule B: Cost of Work

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 4 - Environmental Notification Form

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
											0
	ENF preparation	MJ, VHB		8		8			4		20
											0
	TOTAL Hours		0	8	0	8	0	0	4	0	**20**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ -	$ 431.68	$ -	$ 355.20	$ -	$ -	$ 132.80	$ -	

TOTAL HOURS		20
TOTAL DIRECT LABOR COST		$ 919.68
OVERHEAD @	175.00%	$ 1,609.44
TOTAL LABOR COST		$ 2,529.12
FEE @	10%	$ 252.91
SUBTOTAL		$ 2,782.03
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ 4,036.31
TOTAL TASK		**$ 6,818.34**

Expenses (meetings included in Task 6)

Meals (0 days @ $74/day)	
Hotel (0 days @ $300/night)	
Rental Car w/Fuel (0 days @ $75/day)	
Newspaper Posting	
Copies and Printing (30 copies x $50/report volume)	
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)	
Total Expenses	**$ -**

Outside Services

VHB	$ 4,036.31
Total Outside Services:	**$ 4,036.31**

Schedule B: Cost of Work

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 5 - Environmental Assessment and Environmental Impact Report

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
5.1	Affected Environment										0
	a. Field review and documentation	VHB									0
	b. Collect data on energy use	VHB									0
	c. Collect data on climate trends and projections	VHB									0
	d. Conduct archaeological study	MJ/PAL		4							4
5.2	Environmental Consequences										0
	a. Address stormwater management for new projects	MJ		6			4		8		18
	b. Identify species impacts of new projects	VHB, MJ		4							4
	c. Collect available PFAS-related informatioon	VHB, MJ		2							2
	d. Address cumulative effects of new projects	VHB, MJ		2							2
	e. Address construction impacts in general terms	VHB, MJ		2							2
5.3	Resiliency	VHB, MJ		4		16			8		28
5.4	GHG Emissions Analysis		2	16							18
	5.4.1 Describe feasible and infeasible GHG mitigation measures	VHB, MJ									0
	5.4.2 Compare Baseline and Mitigation Alternatives										0
	a. Building GHG Emissions	VHB, MJ									0
	Building features and assumptions	MJ									0
	Model HERS 55 building	VHB, MJ									0
	Compare with other energy standards	VHB, MJ									0
	Compare electrification and gas	VHB, MJ									0
	Calculate financial incentives	VHB, MJ									0
	Convert energy to emissions	VHB, MJ									0
	Estimate lighting loads and measures (GSE)	VHB, MJ									0
	Identify other poential GHG mitigation measures	VHB, MJ									0
	b. Traffic: Evaluate measures to reduce vehicular emissions	VHB, MJ									0
	c. Land Alteration: Calculate acreages and biomass volume and interpret	VHB, MJ									0
	d. Construction: Discuss GHG minimization measures										0
	5.4.3 Summarize and analyze findings	VHB, MJ									0
5.5	Mitigation	VHB, MJ		4		8					12
5.6	Regulatory Compliance and Section 61 Findings	VHB, MJ		4							4
	TOTAL Hours		2	48	0	24	4	0	16	0	**94**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ 140.12	$ 2,590.08	$ -	$ 1,065.60	$ 147.68	$ -	$ 531.20	$ -	

Expenses

Meals (0 days @ (75%x$74)/day plus 4 @ $74/day)	
Hotel (0 days @ $300/night)	
Rental Car w/Fuel (0 days @ $75/day)	
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)	
Copies and Printing (0 copies x $150/report volume)	
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)	
Total Expenses	**$ -**

Outside Services

PAL Survey - Intensive	$ 17,490.00
VHB	$ 46,684.46
Energy rating subconsultant	$ 15,000.00
Total Outside Services:	**$ 79,174.46**

TOTAL HOURS		94
TOTAL DIRECT LABOR COST		$ 4,474.68
OVERHEAD @	175.00%	$ 7,830.69
TOTAL LABOR COST		$ 12,305.37
FEE @	10%	$ 1,230.54
SUBTOTAL		$ 13,535.91
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ 79,174.46
TOTAL TASK		**$ 92,710.37**

Schedule B: Cost of Work

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
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March 3, 2020

Task 6 - Coordination

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
											0
	Meetings and miscellaneous coordination (2 MJ staff and 2 VHB staff at 2 meetings)	MJ, VHB	2	16	16				8	8	50
	TOTAL Hours		2	16	16	0	0	0	8	8	**50**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ 140.12	$ 863.36	$ 867.84	$ -	$ -	$ -	$ 265.60	$ 184.00	

Expenses (2 meetings in Boston)

Meals (0 days @ (75%x$74)/day)	
Hotel (0 nights @ $300/night)	
Rental Car w/Fuel (2 days @ $75/day)	$ 150.00
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)	
Copies and Printing (misc.)	
Misc. Expenses (Conf. Calls/Postage/Etc)	
Total Expenses	**$ 150.00**

Outside Services

VHB	$ 1,838.20
Total Outside Services:	**$ 1,838.20**

TOTAL HOURS		50
TOTAL DIRECT LABOR COST		$ 2,320.92
OVERHEAD @	175.00%	$ 4,061.61
TOTAL LABOR COST		$ 6,382.53
FEE @	10%	$ 638.25
SUBTOTAL		$ 7,020.78
TOTAL EXPENSES		$ 150.00
TOTAL OUTSIDE SERVICES		$ 1,838.20
TOTAL TASK		**$ 9,008.98**

Schedule B: Cost of Work

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
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Task 7 - Administration

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
											0
	Prepare scope and estimate, manage subs, admin assistance	MJ, VHB	2	24	8						34
											0
	TOTAL Hours		2	24	8	0	0	0	0	0	**34**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ 140.12	$ 1,295.04	$ 433.92	$ -	$ -	$ -	$ -	$ -	

TOTAL HOURS		34
TOTAL DIRECT LABOR COST		$ 1,869.08
OVERHEAD @	175.00%	$ 3,270.89
TOTAL LABOR COST		$ 5,139.97
FEE @	10%	$ 514.00
SUBTOTAL		$ 5,653.97
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ 1,792.52
TOTAL TASK		**$ 7,446.48**

Expenses

Meals (0 Trips @ $74/day)	
Hotel (0 days @ $300/night)	
Rental Car w/Fuel (0 days @ $75/day)	
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)	
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)	
Total Expenses	**$ -**

Outside Services

VHB	$ 1,792.52
Total Outside Services:	**$ 1,792.52**

Schedule B-1: VHB, Inc. Fee Proposal

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task and Description	Payment Method	Hours	Fee
Task 1 - Inventory and Data Collection	Cost Plus Fixed Fee	31	$ 3,790.66
Task 2 - Purpose and Need Statement	Cost Plus Fixed Fee	0	$ -
Task 3 - Alternatives Development	Cost Plus Fixed Fee	0	$ -
Task 4 - Environmental Notification Form	Cost Plus Fixed Fee	27	$ 4,036.31
Task 5 - Environmental Assessment and Environmental Impact Report	Cost Plus Fixed Fee	331	$ 46,684.46
Task 6 - Coordination	Cost Plus Fixed Fee	12	$ 1,838.20
Task 7 - Administration	Cost Plus Fixed Fee	18	$ 1,792.52
	Total Cost	**419**	**$ 58,142.15**

VHB	$	58,142.15
Expenses	$	-
Total	$	58,142.15

Schedule B-1: VHB, Inc. Fee Proposal

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 1 - Inventory and Data Collection

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
	Collect and review available documentation and regulations	MJ, VHB	2	1	4	8	8	8			31
	TOTAL Hours		2	1	4	8	8	8	0	0	**31**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ 140.12	$ 53.96	$ 216.96	$ 355.20	$ 295.36	$ 276.00	$ -	$ -	

Expenses

Meals (0 days @ (75%x74/day)	$ -
Hotel (0 days @ $300/night)	$ -
Rental Car w/Fuel (0 days @ $75/day)	$ -
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)	$ -
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)	
Total Expenses	**$ -**

Outside Services

None

Total Outside Services: **$ -**

TOTAL HOURS		31
TOTAL DIRECT LABOR COST		$ 1,337.60
OVERHEAD @	157.63%	$ 2,108.46
TOTAL LABOR COST		$ 3,446.06
FEE @	10%	$ 344.61
SUBTOTAL		$ 3,790.66
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ -
TOTAL TASK		**$ 3,790.66**

Schedule B-1: VHB, Inc. Fee Proposal

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
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March 3, 2020

Task 2 - Purpose and Need Statement

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
2.1	Review MP, CIP, feasibility studies, and data	MJ									0
2.2	Research need for GSE building and boat yard	MJ									0
2.3	Coordinate with airport and agencies regarding P&N	MJ									0
2.4	Draft Statement of Need, submit & revise for FAA approval	MJ									0
	TOTAL Hours		0	0	0	0	0	0	0	0	**0**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

TOTAL HOURS	0
TOTAL DIRECT LABOR COST	$ -
OVERHEAD @ 157.63%	$ -
TOTAL LABOR COST	$ -
FEE @ 10%	$ -
SUBTOTAL	$ -
TOTAL EXPENSES	$ -
TOTAL OUTSIDE SERVICES	$ -
TOTAL TASK	**$ -**

Expenses (meeting included in Task 6)

Meals (0 Trips @ $74/day)
Hotel (0 days @ $300/night)
Rental Car w/Fuel (0 days @ $75/day)
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)

Total Expenses **$ -**

Outside Services

None $ -

Total Outside Services: **$ -**

Schedule B-1: VHB, Inc. Fee Proposal

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 3 - Alternatives Development

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
3.1	Construct GSE Building	MJ									0
3.2	Expand Boat Yard	MJ									0
3.3	Taxiway E and Runway 6-24 Rehab/Reconstruction	MJ									0
3.4	Construct Crew Quarters	MJ									0
	TOTAL Hours		0	0	0	0	0	0	0	0	**0**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

Task Order MJ-A-03B (Includes Task 5)

Expenses (meeting included in Task 6)

Meals (0 Trips @ $74/day)
Hotel (0 days @ $300/night)
Rental Car w/Fuel (0 days @ $75/day)
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)

Total Expenses **$ -**

Outside Services

None

Total Outside Services: **$ -**

TOTAL HOURS		0
TOTAL DIRECT LABOR COST		$ -
OVERHEAD @	157.63%	$ -
TOTAL LABOR COST		$ -
FEE @	10%	$ -
SUBTOTAL		$ -
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ -
TOTAL TASK		**$ -**

Schedule B-1: VHB, Inc. Fee Proposal

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 4 - Environmental Notification Form

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
											0
	ENF preparation	MJ, VHB	6	6	6	3	6				27
											0
	TOTAL Hours		6	6	6	3	6	0	0	0	**27**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ 420.36	$ 323.76	$ 325.44	$ 133.20	$ 221.52	$ -	$ -	$ -	

TOTAL HOURS		27
TOTAL DIRECT LABOR COST		$ 1,424.28
OVERHEAD @	157.63%	$ 2,245.09
TOTAL LABOR COST		$ 3,669.37
FEE @	10%	$ 366.94
SUBTOTAL		$ 4,036.31
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ -
TOTAL TASK		**$ 4,036.31**

Expenses (meetings included in Task 6)

Meals (0 days @ $74/day)
Hotel (0 days @ $300/night)
Rental Car w/Fuel (0 days @ $75/day)
Newspaper Posting
Copies and Printing (30 copies x $50/report volume)
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)

Total Expenses **$ -**

Outside Services

None

Total Outside Services: **$ -**

Schedule B-1: VHB, Inc. Fee Proposal

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 5 - Environmental Assessment and Environmental Impact Report

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
5.1	Affected Environment										0
	a. Field review and documentation	VHB	1	4	11	8	8	6			38
	b. Collect data on energy use	VHB			10						10
	c. Collect data on climate trends and projections	VHB		4	15						19
	d. Conduct archaeological study	MJ/PAL									0
5.2	Environmental Consequences										0
	a. Address stormwater management for new projects	MJ									0
	b. Identify species impacts of new projects	VHB, MJ		1	6	6					13
	c. Collect available PFAS-related informatioon	VHB, MJ	8	8	16						32
	d. Address cumulative effects of new projects	VHB, MJ	1	2	4		8				15
	e. Address construction impacts in general terms	VHB, MJ	1	2	6	8	2	4			23
5.3	Resiliency	VHB, MJ									0
5.4	GHG Emissions Analysis		6	8	74	42	24				154
5.5	Mitigation	VHB, MJ									0
5.6	Regulatory Compliance and Section 61 Findings	VHB, MJ	2	2	8	6	8	1			27
	TOTAL Hours		19	31	150	70	50	11	0	0	**331**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ 1,331.14	$ 1,672.76	$ 8,136.00	$ 3,108.00	$ 1,846.00	$ 379.50	$ -	$ -	

Expenses

Meals (0 days @ (75%x$74)/day plus 4 @ $74/day)	
Hotel (0 days @ $300/night)	
Rental Car w/Fuel (0 days @ $75/day)	
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)	
Copies and Printing (0 copies x $150/report volume)	
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)	
Total Expenses	**$ -**

Outside Services

None	
Total Outside Services:	**$ -**

TOTAL HOURS		331
TOTAL DIRECT LABOR COST		$ 16,473.40
OVERHEAD @	157.63%	$ 25,967.02
TOTAL LABOR COST		$ 42,440.42
FEE @	10%	$ 4,244.04
SUBTOTAL		$ 46,684.46
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ -
TOTAL TASK		**$ 46,684.46**

Schedule B-1: VHB, Inc. Fee Proposal

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 6 - Coordination

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
											0
	Meetings and miscellaneous coordination (2 MJ staff and 2 VHB staff at 2 meetings)	MJ, VHB		8	4						12
	TOTAL Hours		0	8	4	0	0	0	0	0	**12**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ -	$ 431.68	$ 216.96	$ -	$ -	$ -	$ -	$ -	

Expenses (2 meetings in Boston)

Meals (0 days @ (75%x$74)/day)	
Hotel (0 nights @ $300/night)	
Rental Car w/Fuel (0 days @ $75/day)	
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)	
Copies and Printing (misc.)	
Misc. Expenses (Conf. Calls/Postage/Etc)	
Total Expenses	**$ -**

Outside Services

None	
Total Outside Services:	**$ -**

TOTAL HOURS		12
TOTAL DIRECT LABOR COST		$ 648.64
OVERHEAD @	157.63%	$ 1,022.45
TOTAL LABOR COST		$ 1,671.09
FEE @	10%	$ 167.11
SUBTOTAL		$ 1,838.20
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ -
TOTAL TASK		**$ 1,838.20**

Schedule B-1: VHB, Inc. Fee Proposal

McFarland-Johnson, Inc.
Nantucket Memorial Airport
Environmental Assessment and Environmental Impact Report for Capital Improvement Program Projects - Part C
Task Order No. MJ-A-03C
March 3, 2020

Task 7 - Administration

Task	Description	Resp.	Project Principal	Project Manager	Sr. Airport Engineer	Proj. Env. Specialist	Project Engineer	Jr. Env. Specialist	Sr. CADD Technician	Admin. Profess.	Hours
											0
	Prepare scope and estimate, manage subs, admin assistance	MJ, VHB	2	2	2					12	18
											0
	TOTAL Hours		2	2	2	0	0	0	0	12	**18**
	Hourly Rate		$ 70.06	$ 53.96	$ 54.24	$ 44.40	$ 36.92	$ 34.50	$ 33.20	$ 23.00	
	Direct labor Cost		$ 140.12	$ 107.92	$ 108.48	$ -	$ -	$ -	$ -	$ 276.00	

TOTAL HOURS		18
TOTAL DIRECT LABOR COST		$ 632.52
OVERHEAD @	157.63%	$ 997.04
TOTAL LABOR COST		$ 1,629.56
FEE @	10%	$ 162.96
SUBTOTAL		$ 1,792.52
TOTAL EXPENSES		$ -
TOTAL OUTSIDE SERVICES		$ -
TOTAL TASK		**$ 1,792.52**

Expenses

Meals (0 Trips @ $74/day)	
Hotel (0 days @ $300/night)	
Rental Car w/Fuel (0 days @ $75/day)	
Misc Transportation Cost (Tolls/Ferry/Etc. - 0 trips @ $120/trip)	
Misc. Expenses (Conf. Calls/Postage/Copies/Etc)	
Total Expenses	**$ -**

Outside Services

None	
Total Outside Services:	**$ -**

CONTRACT DOCUMENTS

BETWEEN

THE TOWN OF NANTUCKET
NANTUCKET MEMORIAL AIRPORT

AND

J.J. CUNNINGHAM, LLC
200 WOODBINE ROAD
SHAVERTOWN, PA

FOR:

PAVEMENT MARKING PROJECT 2020

ASMP No: TBD
ISSUED: APRIL 8TH, 2020

NANTUCKET MEMORIAL AIRPORT COMMISSION
TOWN OF NANTUCKET, MASSACHUSETTS
NANTUCKET MEMORIAL AIRPORT
14 AIRPORT ROAD, NANTUCKET MA 02554

CONTRACT

THIS AGREEMENT, made and executed this _____ day of _____ in the year Two Thousand and Twenty, by and between the Nantucket Memorial Airport Commission, a Commission within the Town of Nantucket, County of Nantucket, in the Commonwealth of Massachusetts, being herein termed the OWNER, party of the first part, and JJ Cunningham LLC, herein after termed the CONTRACTOR, party of the second part;

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, (General Provisions pages GP-1 to GP-68), and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the following work to:

"PAVEMENT MARKING PROJECT 2020 (RUNWAY 15-33 AND 12-30)"
ASMP No. TBD
at the Nantucket Memorial Airport, Nantucket, Massachusetts.

herein after called the PROJECT, for the Contract Bid Price recorded in the PROPOSED SCHEDULE OF PRICES*, and all extra work in connection therewith, under the terms as stated in the Performance, Labor and Material Bonds and the General Provisions; and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said PROJECT in accordance with the conditions and prices stated in the Invitation to Bid, Instructions to Bidders, Bid Proposal, General Provisions and Documents, Contract Drawings, Specifications and Addenda; all of which are made a part hereof and collectively evidence and constitute the Contract.

THE CONTRACTOR hereby agrees to commence work under this Contract on or before a date to be specified in a written "Notice to Proceed" by the OWNER and to fully complete the project within:

15 CALENDAR DAYS
(for any combination of bid alternates awarded)

consecutive thereafter; and the CONTRACTOR represents that he has informed himself fully in regard to all conditions pertaining to the place where the work is to be done and other circumstances affecting the work; and

That the OWNER shall pay (as may prove convenient under the OWNER'S system of monthly audit and payment of bills) and the CONTRACTOR shall receive as full compensation for fulfilling everything required of the CONTRACTOR under this Contract $ 292,696.00

(Full compensation for fulfilling everything required of the Contractor under the Bid Proposal).

Signed, sealed and delivered to the OWNER on the day and year first above written.

It shall be noted that should federal, state, or local regulations in force during the anticipated contract time not allow the work to reasonably proceed at no fault of the contractor, then the contractor's bond will not be called, and **postponement** of the work shall be allowed.

NANTUCKET MEMORIAL AIRPORT COMMISSION

Signature: _____ Attested _____

By: Chairman_____

Signature: _____

By: Vice Chair_____

Signature: _____

By: Commissioner _____

Signature: _____

By: Commissioner_____

Signature: _____

By: Commissioner_____

TOWN OF NANTUCKET

By: _____ Attested _____

By: Town Finance Director

CONTRACTOR

By: _____ Attested _____

Jennifer Cunningham - President Title Operations Manager

(Print name and title of person from the Contractor's who is executing the contract)

** Execute acknowledgment of the officer or agent of the officer or agent of the Contractor who signs this document. Use proper form on next page.

Approved as to Form

By: _____

Attorney for the _____ of _____

ACKNOWLEDGMENT OF PRINCIPAL, IF A CORPORATION:

State of Pennsylvania)
County of Luzerne) SS:

On this 7th day of April, 2020, before me personally came and appeared Jennifer Cunningham to me known, who, being by me duly sworn, did depose and say to me that he resides at 200 Woodbine Rd, Shavertown, PA, that he is the President of JJ Cunningham LLC the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that one of the impressions affixed to said instrument is an impression of such seal; that it was so affixed by the order of the directors of said corporation, and that he signed his name thereto by like order.

(Seal) _____
Notary Public

Commonwealth of Pennsylvania

Notarial Seal
JEREMY CUNNINGHAM – Notary Public
KINGSTON TWP, LUZERNE COUNTY
My Commission Expires Apr 18, 2021

LABOR AND MATERIALS BOND Bond No.: 2300804

KNOW ALL MEN BY THESE PRESENTS:

That, JJ Cunningham LLC, an individual, a partnership, ~~a corporation~~ organized under the laws of the Commonwealth of ~~Massachusetts~~ Pennsylvania, having a usual place of business at 200 Woodbine Road, Shavertown, PA 18708, as Principal, and North American Specialty Insurance Company a corporation organized under the laws of the State of New Hampshire which company is authorized to transact business of suretyship in the Commonwealth of Massachusetts and has a usual place of business in 1450 American Lane, Suite 1100, Schaumburg, IL 60173 ~~Massachusetts~~ Illinois, as Surety, are holden and stand firmly bound and obligated unto the Town of Nantucket acting through the Nantucket Memorial Airport Commission, as Obligee, in the sum of Two Hundred Ninety-Two Thousand Six Hundred Ninety-six and 00/100 dollars ($ 292,696.00), lawful money of the United States of America, for payment of which, well and truly to be made, we hereby, jointly and severally, bind ourselves and each of us our heirs, executors, administrators, successors, and assigns by these presents.

WHEREAS, the said Principal has pursuant to a written proposal, accepted by the Nantucket Memorial Airport Commission entered into Contract with said Obligee, dated April 8, 2020, a copy of which Contract is attached hereto and by reference made a part hereof:
Pavement Marking Project 2020 (Runway 15-33 and 12-30) at the Nantucket Memorial Airport, Nantucket, Massachusetts

NOW, THEREFORE, THE CONDITION of this obligation is such that if said principal shall well and truly pay for all labor performed or furnished and materials used or employed therein, including lumber so employed which is not incorporated therein and is not wholly or necessarily consumed or made so worthless as to use its identity but only to the extent of its purchase price less its fair salvage value and including also any material specifically fabricated at the order of the contractor or subcontractor for use as a component part of said public work so as to be unsuitable for use elsewhere, even though such material has not been delivered and incorporated into the public work, but only to the extent of its purchase price less its fair salvage value and only to the extent that such specially fabricated material is in conformity with the Contract, Plans, and Specifications or any changes therein duly made; for payment of transportation charges, for materials used or employed therein which are consigned to the Contractor or a subcontractor who has direct contractual relationship with the Contractor; for payment by such Contractor and subcontractors of any sums due for the rental or hire of vehicles, steam shovels, rollers propelled by steam or other power, concrete mixers, tools and other appliances and equipment employed in such construction; for payment of transportation charges directly related to such rental or hire; and for payment by such contractor and subcontractors of any sums due trustees

or other persons authorized to collect such payments from the Contractor or subcontractors based upon the labor performed or furnished as aforesaid for health and welfare plans, supplementary unemployment benefit plans and other fringe benefits which are payable in cash and provided for in collective bargaining agreements between organized labor and the Contractor or subcontractors and provided that any such trustees or other persons authorized to collect such payments for health and welfare plans, supplementary unemployment benefit plans and other fringe benefits shall, subject to certain statutory provisions contained in Massachusetts General Laws, as amended, be entitled to the benefit of the security only in an amount based upon labor performed or furnished as aforesaid for a maximum of one hundred and twenty consecutive calendar days, this obligation shall be void; otherwise, it shall remain in full force and effect.

It is noted that should federal, state, or local regulations in force during the anticipated contract time not allow the work to reasonably proceed at no fault of the contractor, then the contractor's bond will not be called, and postponement of the work shall be allowed.

And the said Surety, for value received, hereby stipulates and agrees that no extension of time, or change in, alteration of, or addition to the terms of the Contract or the Specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such extension of time, alteration of or addition to the terms of the Contract or to the Specifications.

IN WITNESS WHEREOF, we have hereunto set our hands and seals to this bond this 8th day of April, 2020.

WITNESS:

JJ Cunningham LLC (SEAL)
Name of Principal

By: Jennifer Cunningham, President

WITNESS:

North American Specialty Insurance Company (SEAL)
Name of Surety

(SEAL)
Bruce M. Allen, Attorney-in-fact

Power of Attorney for person signing for the Surety Company must be attached.

LABOR AND MATERIALS BOND

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, Jeremy Cunningham, certify that I am the secretary of the corporation named as Principal in the within Bond; that Jennifer Cunningham who signed the said Bond on behalf of the Principal was then President of said corporation; that I know his signature and his signature is genuine; and that said Bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

April 8, 2020.

Corporate Seal

LABOR AND MATERIALS BOND

INDIVIDUAL CERTIFICATE

State of _____)

) SS:

County of _____)

On this _____ day of _____, 2020, before me personally appeared _____, known to me and known by me to be the person who executed the above instrument, who, being by me first sworn, did depose and say that he is the owner of the firm, _____; and that he executed the foregoing instrument on behalf of said firm for the uses and purposes stated herein.

Notary Public in and for the

County of _____,

State of _____

LABOR AND MATERIALS BOND

PARTNERSHIP CERTIFICATE

State of _____)

) SS:

County of _____)

On this _____ day of _____, 2020, before me personally appeared _____, known to me and known by me to be the person who executed the above instrument, who, being by me first sworn, did depose and say that he is a general partner in the firm of, _____; and that he executed the foregoing instrument on behalf of said firm for the uses and purposes stated herein.

Notary Public in and for the

County of _____,

State of _____

Bond No.: **2300804**

(Acknowledgement of Surety Company)

STATE OF New Jersey)
) ss.:
COUNTY OF Gloucester)

On this **8th** day of **April**, **2020**, before me personally came **Bruce M. Allen** to me Known, who being by me duly sworn, did depose and say the he resides in **West Chester, Pennsylvania** that he is the **Attorney-in-fact** of **North American Specialty Insurance Company**, the corporation described in and which executed the within instrument; that he **Bruce M. Allen** knows the seal of said corporation; that seal affixed to said instrument is such corporate seal; that is so affixed by the order of the Board of Directors of said corporation, and that he signed his name thereto by like order; and that the liabilities of said company do not exceed its assets as ascertained in the manner provided by the laws of the **State of Massachusetts**, and the said **Janet Anne Gross** further said that she is acquainted with **Bruce M. Allen** and knows him to be the **Attorney-in-fact** of said company; that the signature of the said **Bruce M. Allen** subscribed to the within instrument is in the genuine handwriting of the said **Bruce M. Allen** and was subscribed thereto by like order of the Board of Directors, and in the presence of him, the said.

NOTARY PUBLIC OF New Jersey
Commission Expires 5/19/2020

Janet Anne Gross, Notary Public

PERFORMANCE BOND Bond No.: 2300804

KNOW ALL MEN BY THESE PRESENTS:

That, JJ Cunningham LLC, an individual, a partnership, a corporation, organized under the laws of the Commonwealth of ~~Massachusetts~~ Pennsylvania, having a usual place of business at 200 Woodbine Road, Shavertown, PA 18708, as Principal, and North American Specialty Insurance Company a corporation organized under the laws of the State of New Hampshire which company is authorized to transact business of suretyship in the Commonwealth of Massachusetts and has a usual place of business in 1450 American Lane, Suite 1100, Schaumburg, IL 60173 ~~Massachusetts~~ Illinois, as Surety, are holden and stand firmly bound and obligated unto the Town of Nantucket acting through the Nantucket Municipal Airport Commission, as Obligee, in the sum of Two Hundred Ninety-Two Thousand Six Hundred Ninety-six and 00/100 dollars ($292,696.00), lawful money of the United States of America, for payment of which, well and truly to be made, we hereby, jointly and severally, bind ourselves and each of us our heirs, executors, administrators, successors, and assigns by these presents.

WHEREAS, the said Principal has pursuant to a written proposal, accepted by the Nantucket Municipal Airport Commission, entered into Contract with said Obligee, dated April 8, 2020, a copy of which Contract is attached hereto and by reference made a part hereof: Pavement Marking Project 2020 (Runway 15-33 and 12-30) at the Nantucket Memorial Airport, Nantucket, Massachusetts.

NOW, THEREFORE, THE CONDITION of the obligation is such that, if the said Principal shall well and truly keep and perform all of the agreements, terms, and conditions of said contract on his part to be kept and performed or furnished, this obligation shall be void; otherwise, it shall remain in full force and effect. And the said Surety, for value received, hereby stipulates and agrees that no extension of time, or change in, alteration of, or addition to the terms of the Contract or the Specifications accompanying the same in any way effect its obligations on this bond, and it does hereby waive notice of any such extension of time, alteration of, or addition to the terms of the Contract or to the Specifications.

It shall be noted that should federal, state, or local regulations in force during the anticipated contract time not allow the work to reasonably proceed at no fault of the contractor, then the contractor's bond will not be called, and postponement of the work shall be allowed.

IN WITNESS WHEREOF, we have hereunto set our hands and seals to this bond this 8th day of April 2020.

WITNESS:

JJ Cunningham LLC (SEAL)
Name of Principal

Jennifer Cunningham
President By:

WITNESS:

North American Specialty Insurance Company (SEAL)
Name of Surety

Bruce M. Allen, Attorney-in-fact

Power of Attorney for person signing for the Surety Company must be attached.

PERFORMANCE BOND

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, Jeremy Cunningham, certify that I am the secretary of the corporation named as Principal in the within Bond; that Jennifer Cunningham who signed the said Bond on behalf of the Principal was then President of said corporation; that I know his signature and his signature is genuine; and that said Bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

April 8, 2020.

Corporate Seal

PERFORMANCE BOND

INDIVIDUAL CERTIFICATE

State of _____)

) SS:

County of _____)

On this _____ day of _____, 2020, before me personally appeared _____, known to me and known by me to be the person who executed the above instrument, who, being by me first sworn, did depose and say that he is the owner of the firm, _____; and that he executed the foregoing instrument on behalf of said firm for the uses and purposes stated herein.

Notary Public in and for the

County of _____,

State of _____

PERFORMANCE BOND

PARTNERSHIP CERTIFICATE

State of _____)

) SS:

County of _____)

On this _____ day of _____, 2020, before me personally appeared _____, known to me and known by me to be the person who executed the above instrument, who, being by me first sworn, did depose and say that he is a general partner in the firm of, _____; and that he executed the foregoing instrument on behalf of said firm for the uses and purposes stated herein.

Notary Public in and for the

County of _____,

State of _____

Bond No.: **2300804**

(Acknowledgement of Surety Company)

STATE OF New Jersey)
) ss.:
COUNTY OF Gloucester)

On this **8th** day of **April**, **2020**, before me personally came **Bruce M. Allen** to me Known, who being by me duly sworn, did depose and say the he resides in **West Chester, Pennsylvania** that he is the **Attorney-in-fact** of **North American Specialty Insurance Company**, the corporation described in and which executed the within instrument; that he **Bruce M. Allen** knows the seal of said corporation; that seal affixed to said instrument is such corporate seal; that is so affixed by the order of the Board of Directors of said corporation, and that he signed his name thereto by like order; and that the liabilities of said company do not exceed its assets as ascertained in the manner provided by the laws of the **State of Massachusetts**, and the said **Janet Anne Gross** further said that she is acquainted with **Bruce M. Allen** and knows him to be the **Attorney-in-fact** of said company; that the signature of the said **Bruce M. Allen** subscribed to the within instrument is in the genuine handwriting of the said **Bruce M. Allen** and was subscribed thereto by like order of the Board of Directors, and in the presence of him, the said.

NOTARY PUBLIC OF New Jersey
Commission Expires 5/19/2020

Janet Anne Gross, Notary Public

NORTH AMERICAN
SPECIALTY INSURANCE COMPANY

1450 American Lane, Suite 1100, SCHAUMBURG, ILLINOIS 60173
847-273-1231, FAX: 847-273-6406, 800/338-0753

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
A New Hampshire Corporation

BALANCE SHEET AS OF DECEMBER 31, 2018
(Statutory Basis)

Valuation of securities on National Association of Insurance Commissioner Basis

ASSETS		LIABILITIES	
Cash	29,344,055	Reserve for Unearned Premiums	7,765
Bonds	305,313,574	Reserve for Losses and Loss Adjustment Expenses	22,601,839
Other Invested Assets	85,392,243	Funds Withheld	9,468,208
Other Admitted Assets	109,846,154	Taxes and Other Liabilities	163,467,096
		Surplus	334,251,118
TOTAL ADMITTED ASSETS	529,896,026	**TOTAL LIABILITIES & POLICYHOLDERS' SURPLUS**	529,796,026

The undersigned, being duly sworn, says: That he is Senior Vice President of North American Specialty Insurance Company, Kanas City, Missouri that said company is a corporation duly organized, existing by virtue of the Laws of the State of New Hampshire and that said Company has also complied with and is duly qualified to act as Surety under the Act of Congress approved; July 1947 6 U.S.C. sec. 6-13; and that to the best of his knowledge and belief the above statement is a full, true and correct statement of the financial condition of the said Company on the 31st day of December, 2018.

Michael A. Ito, Senior Vice President
North American Specialty Insurance Company

Subscribed and sworn before me,
this 30th day of March, 2019

Notary Public

OFFICIAL SEAL
M. KENNY
Notary Public - State of Illinois
My Commission Expires
12/04/2021

SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Overland Park, Kansas, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Overland Park, Kansas, each does hereby make, constitute and appoint:

BRUCE M. ALLEN, GREG M. ALLEN, KAREN L. ALLEN,
DIANE L. OTT, and KENNETH C. TURNER

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION ($50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."

NORTH AMERICAN SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1973 NEW HAMPSHIRE

By _____
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

By _____
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

WASHINGTON INTERNATIONAL INSURANCE COMPANY CORPORATE SEAL NEW HAMPSHIRE

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 8th day of January, 2018.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 8th day of January, 2018, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.

OFFICIAL SEAL
M. KENNY
Notary Public - State of Illinois
My Commission Expires
12/04/2021

M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 8th day of April, 2020.

Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

AERONAUTICS DIVISION

CONTRACT APPROVAL

The Massachusetts Department of Transportation Aeronautics Division this _____ day of _____, Two Thousand and Twenty, approves this Contract between the Nantucket Memorial Airport Commission and **J. J. Cunningham, LLC** in the amount of **$292,696.00** to

"PAVEMENT MARKING PROJECT 2020"
ASMP No. TBD
at the Nantucket Memorial Airport, Nantucket, Massachusetts.

This Contract is based upon the Drawings and Specifications approved by the Massachusetts Department of Transportation Aeronautics Division on the _____ day of _____, Two Thousand and Twenty.

This approval is granted in accordance with Section 51K, Chapter 90, of the General Laws, as amended, and in no way makes the Massachusetts DOT Aeronautics Division a party to the contract or is to be considered as a commitment of funding unless so voted by the Massachusetts DOT Aeronautics Division. This approval will in no way interfere with the right of either principal thereunder.

_____
Dr. Jeffrey DeCarlo, Administrator
Massachusetts DOT Aeronautics Division

POLICY

NANTUCKET MEMORIAL AIRPORT
TERMINAL AREA NORTH RAMP HARDSTAND ASSIGNMENTS

Applicability

This policy applies to all Aeronautical Terminal tenants utilizing the North Ramp Secure SIDA Ramp, and Non-secure SIDA Ram (collectively, 'Commercial Ramp').

Policy

It is the policy of the Nantucket Memorial Airport Commission to manage the Commercial Ramp to maximize safety, efficiency, and capacity.

Purpose

This policy is adopted to ensure that the Airport maximizes the limited area of Commercial Ramp effectively. This policy recognizes that the area available for Hardstand boarding positions is limited during periods of peak activity. Safe and efficient management of this resource is necessary to ensure Airport compliance with Grant Assurances – specifically protection of Part 77 Surfaces, to maintain efficient operation of the Airfield, and to minimize unnecessary taxiing of Large Air Carrier Aircraft on the Movement Area.

Procedures

I. <u>Secure SIDA – Large Air Carrier</u>

1. The Airport will review market share, schedule, and equipment information for each large air carrier.
2. The Airport will assign Hardstand location(s) as best as practicable according to aircraft activity levels and equipment.
3. The Airport will make its best effort to assign available Hardstand spaces based on the following criteria A) Aircraft tail height B) Aircraft length and wingspan C) Aircraft and passenger activity levels
4. The Airport will create Operating Procedures for joint-use, shared use, and irregular/delayed operations use of assigned and overflow hardstands, and provide to tenant Air Carriers.
5. The CY2020 Assignments and Procedures are attached as Exhibit A.
6. Policy will remain in place until modified by the Airport.

II. <u>Secure SIDA – Small Air Carrier</u>

Reserved for Future Revision

III. <u>Non-Secure SIDA – Small Air Carrier</u>

Reserved for Future Revision

IV. Notification and Distribution

Draft revisions to this policy shall be distributed to affected airlines and ATC for comments. Final approved policy copies shall be provided to all affected tenants following approval.

----------END----------

By VOTE taken on April 14, 2020

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

POLICY

NANTUCKET MEMORIAL AIRPORT
TERMINAL AREA NORTH RAMP HARDSTAND ASSIGNMENTS

Exhibit A: CY2020 Secure SIDA Large Air Carrier Ramp Assignments and Procedures

For CY2020, Market Share Data and Gate (i.e. Hardstand) Assignments are as follows:

	PAX Enplanements (Sum of Jun-Aug)						Aircraft Turns (Sum of Jun-Aug)						Gate Summary	
Carrier	2017	2018	2019	Sum	% Total	Adj. Gates (of 5)	2017	2018	2019	Sum	% Total	Adj. Gates (of 5)	# of Gates, by market share	# Gates, Assigned
JetBlue	33,006	34,027	41,486	108,519	65%	3.2	476	503	678	1,657	57%	2.9	3.0	2
American	7,788	9,051	12,554	29,393	18%	0.9	144	150	208	502	17%	0.9	0.9	1
United	3,370	6,442	7,846	17,658	11%	0.5	117	159	205	481	17%	0.8	0.7	0.5
Delta	4,756	5,121	2,293	12,170	7%	0.4	109	94	59	262	9%	0.5	0.4	0.5
Total	48,920	54,641	64,179	167,740	100%	5.0	846	906	1,150	2,902	100%	5.0		

JetBlue is assigned Preferential use of Hardstands 3 & 4.
American is assigned Preferential use of Hardstand 2A.
Delta and United are assigned Joint use of Hardstand 1.
Hardstand 5 is assigned as a Common Use Spot/Overflow, subject to the following Conditions:

Hardstand 5 Conditions (June 26, 2020 to Sept 6, 2020):
NOTE – Hardstand #5 is a Tow-in/Tow-out spot only!

1. The Primary use for Hardstand 5 is to minimize movement area congestion by providing an overflow gate available for arriving aircraft. If upon arrival, an Air Carrier's hardstand is occupied, and no other advance arrangements have been made, ground crew should expect that the arriving aircraft will be directed by Air Traffic Control (ATC) to Hardstand 5, where tow-in is required. This is the default expectation, unless one of the following are undertaken by airline personnel:

    a. **Exception 1**: Gate Sharing Policy.

    If a dual operation or IROP is known in advance, and an adjacent hardstand is available, airline personnel may informally agree to temporary use/sharing of the hardstand. In this circumstance, the initiating airline Station Manager will 1) Document the arrangement with the Station Manager providing the temporary use, 2) Notify Airport Operations at 508-325-7569, and 3) Contact aircraft crew with the hardstand assignment so they may inform ATC of the alternate temporary hardstand.

    b. **Exception 2**: Imminent push back.

    If an air carrier aircraft is expected to arrive while the hardstand is occupied, but pushback from the hardstand is imminent, airline ground crew should contact aircraft crew and communicate the situation. Aircraft crew may then contact ATC to inform of the duration until pushback, and request that ATC hold the arriving aircraft on the movement area. ATC will determine if they can honor the request.

2. Hardstand #5 is not explicitly designated on a first-come, first-used basis. While generally used on a first-available basis for single events, the Airport reserves the right to assign Hardstand #5 availability at its discretion in the event of multiple conflicts. The general terms of such

assignments are listed below, though their actual application may differ based on real-time events. Guiding Airport priorities are:

a. Arriving aircraft with a PAX medical emergency, PAX unruly behavior, or other emergency.
b. Airport operational necessity to accommodate an arrival with a non-delayed (or lesser delayed) associated departure to create Hold Room Occupancy Space.
c. Long On-Board, or potential for Long-Onboard flight status.
d. Inability of Ground Crew to deplane arriving aircraft.

Under these circumstances, Airport personnel will coordinate Hardstand #5 assignment directly with ATC, notifying airline personnel verbally.

3. The primary purpose of Hardstand #5 is to minimize movement area congestion, not to accommodate mechanical delays. However, use for mechanical delays may be considered under limited conditions:

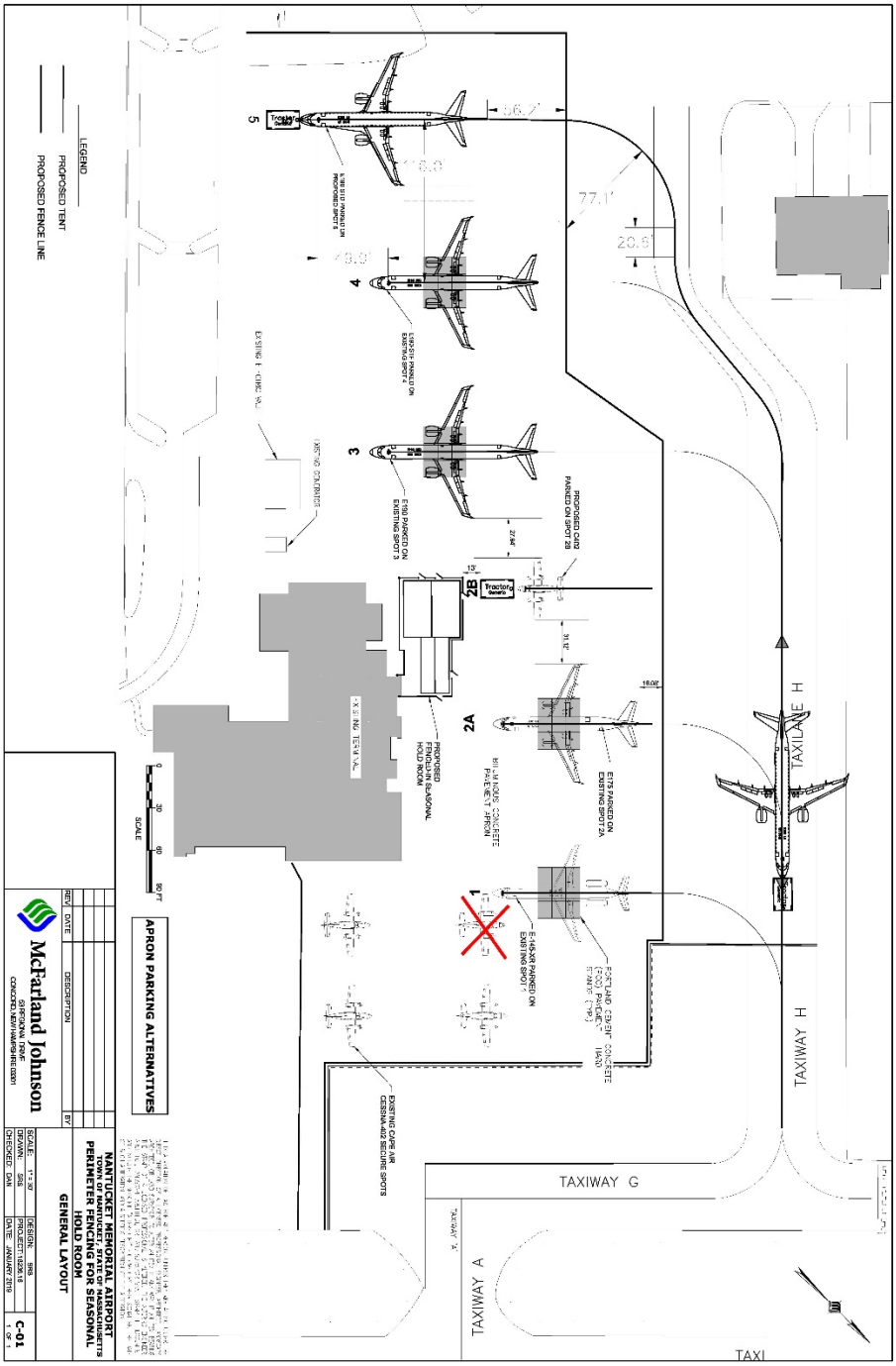
   a. All mechanical delays utilizing Hardstand #5 must be approved by the Airport.
   b. Ground crew must have the ability to relocate the aircraft from Hardstand 5 via tug if directed by Airport staff, potentially on an operation by operation basis.
   c. RON Charges apply, and Gate Overstay Fees, if applicable, may also be assessed.

4. Nantucket Memorial Airport staff reserve the ability to substitute Hardstand Assignments at any time with minimal notice in order to preserve safe and efficient operation of the Airport.

5. Failure to adhere to these policies will result in warnings and assessment of Gate Overstay Fees as specified in approved Rates and Charges.

POLICY

NANTUCKET MEMORIAL AIRPORT
TERMINAL AREA NORTH RAMP HARDSTAND ASSIGNMENTS



FY20 DRAFT BUDGET REVISION

TOWN OF NANTUCKET
NANTUCKET MEMORIAL AIRPORT - ENTERPRISE FUND

	A	B	C	D = B + C	E = D - A
	APPROVED BUDGET FY2020	**Per MUNIS as of Feb 2020**	**Estimated March - June 2020**	**Potential Total for FY20**	**Amount Over/(Under) Budget**
REVENUE					
OPERATING	*7,319,400*	$ 6,250,407	$ 590,828	$ 6,841,235	$ (478,165)
FUEL (IN EXCESS OF REVOLVER)	*2,000,000*	$ 1,404,824	$ 165,928	$ 1,570,752	$ (429,248)
TOTAL REVENUE	***9,319,400***	**$ 7,655,231**	**$ 756,756**	**$ 8,411,987**	**$ (907,413)**
EXPENSES					
SALARIES & WAGES	*5,018,900*	$ 3,405,638	$ 1,444,362	$ 4,850,000	$ (168,900)
OPERATING (EXCLUDING DEBT SERVICE)	*3,704,162*	$ 2,025,405	$ 1,704,595	$ 3,730,000	$ 25,838
DEBT SERVICE	*996,338*	$ 775,656	$ 220,682	$ 996,338	$ -
TOTAL EXPENSES	***9,719,400*** **	**$ 6,206,699**	**$ 3,369,639**	**$ 9,576,338**	**$ (143,062)**
NET EARNINGS	(400,000)	$ 1,448,532	$ (2,612,883)	$ (1,164,351)	
NET SOURCES/USES:					
Transfer from Airport Fuel Revolver	-	$ -	$ -	$ -	
Transfer from Retained Earnings - PFC	*400,000*	$ 400,000	$ -	$ 400,000	
Transfer from Stabilization Fund	-	$ -	$ -	$ -	
Transfer to Capital Projects	-	$ -	$ -	$ -	
Ending FB (Subtotal)	-	1,848,532	(2,612,883)	(764,351)	
ATM 2020 BUDGET TRANSFERS					
Transfer from R/E - Operating Budget	$ -	$ -	$ -	$ 400,000	
Transfer from Stabilization Fund - Salaries Budget	$ -	$ -	$ -	$ 27,500	
Transfer from R/E - Operating Budget (to cover shortfall) **not currently in ATM	$ -	$ -	$ -	$ 336,851	***Transfer needed from R/E for FY20 shortfall***
Ending FB Total	-	*1,848,532*	*(2,612,883)*	-	

	July 1, 2019		**July 1, 2019**	
Certified Retained Earnings as of	**3,582,219**		**3,582,219**	
Transfers in ATM 2020 using R/E (amongst various articles)				
Airport Capital Projects, A20'20 Buy Ecorestore Equip	*(119,200)*		*(119,200)*	
Airport Capital Projects, A20'20 Replace Maint Truck	*(62,337)*		*(62,337)*	
Airport Capital Projects, A20'20 Apron 3 Repair (Concrete Hardstands)	*(4,178)*		-	***Would like approval to remove from the applicable ATM 2020 Warrant Article, if necessary***
Airport Capital Projects, A12/2019 Replace Airfield Paint/Beads/Rubber Markings	*(178,614)*		-	***Would like approval to remove from the applicable ATM 2020 Warrant Article, if necessary***
Airport Capital Projects, A12/2017 Nobadeer Farm Development	*(300,000)*		-	***Would like approval to remove from the applicable ATM 2020 Warrant Article, if necessary***
Airport Capital Projects, A20/2020 Security System Upgrades	*(300,000)*		-	***Would like approval to remove from the applicable ATM 2020 Warrant Article, if necessary***
Airport Capital Projects, A20/2020 Fuel Farm Rehab	*(558,600)*		*(558,600)*	
Airport Capital Projects, Soils & Groundwater Investigation & Remediation	*(250,000)*		*(250,000)*	
Airport Stabilization Fund	*(100,000)*		*(100,000)*	
Airport Enterprise Fund, Operating Budget	*(400,000)*		*(400,000)*	
Airport Enterprise Fund, Salaries & Wages Budget	*(50,000)*		-	***Would like approval to remove from the applicable ATM 2020 Warrant Article, if necessary***
Less R/E for FY20 Budget (see above)	(336,851)		(336,851)	
Estimated R/E balance ending FY20	**922,439**	***Revised R/E Ending Balance FY20 Projection***	**1,755,231**	

AVIATION FUEL REVOLVER	***APPROVED BUDGET FY2020***	**Per MUNIS as of Feb 2020**	**Estimated March - June 2020**	**Potential Total for FY20**	**Amount Over/(Under) Budget**
Fuel Sales	5,200,000	$ 5,200,000	$ -	$ 5,200,000	
Fuel Purchases	5,200,000	$ 3,731,597	$ 225,000	$ 3,956,597	
Net Surplus (Deficit)	-	*1,468,403*	*(225,000)*	***1,243,403***	***Possible Fuel Revolver Fund Balance***

Beginning FB	*357,607*
Transfer to Airport Enterprise Fund	-
Transfer to Airport Stabilization Fund	-
Transfer to Airport Capital Projects	*(300,000)*
Ending FB	57,607

***This was towards the Fuel Farm Project included in the 2019 ATM capital requests, recorded in FY20*

March 31, 2020

Dear Port Authority Terminal Operators and Concession Business Partners:

Thank you for your continued commitment to our airports during these very challenging times. We hope you, your employees, and your loved ones remain safe.

The COVID-19 pandemic has resulted in an unprecedented reduction in air traffic and passengers traveling through our airports and airports across the nation. The financial impact has been devastating for our industry and we recognize the impact this has had on your business

In response to the reduction of passengers, the Port Authority is taking the following actions for its terminal concessions agreements:

1. Minimum Annual Guarantee (MAG) payment requirements will be waived and calculation of rents payable to the Port Authority will be converted to percentage fees only for all direct Port Authority terminal concessions agreements for the period of March 1, 2020 to May 31, 2020.
2. Concessionaires will be permitted to defer the remittance of all percentage fees due to the Port Authority for the period March 1, 2020 to May 31, 2020. Deferred amounts may be repaid in six equal monthly installments commencing July 1, 2020. This deferral does not alter the underlying obligations for payment of those percentage fees and other conditions in the respective concession agreements.
3. Given the uncertainty of air travel activity in the upcoming months, the Port Authority will evaluate the then-current conditions and forecasts in late May to make an evaluation with respect to any ongoing relief for the periods thereafter.

The Port Authority is calling on its terminal operators to take action and likewise waive MAG payment requirements and defer payment terms for concessionaires operating in their respective terminals. Such waiver and deferrals will be reflected in the revenue shares due to the Port Authority under the respective terminal agreements.

The actions to be taken by the Port Authority, as set out above, will help to ensure continuity of airport operations. To advance this same goal, the agency urges recipients of this letter to take actions of their own, as set out below:

- As a result of the coronavirus crisis, certain employees have lost their jobs or may lose their jobs. Employers should not contest these employees' applications for unemployment insurance.

4 World Trade Center
150 Greenwich Street, 18th Floor
New York, NY 10006

- After the crisis has passed, laid off or furloughed workers should get first priority in terms of airport re-hiring.
- The recently-enacted federal relief law allocates funds to certain airport stakeholders, provided they take particular steps, including with respect to keeping their workforces intact. Airport stakeholders should accept these funds.

We will be providing contractual notices to Port Authority concessionaires in the very near term and ask that all terminal operators share their intentions with respect to relief that will be provided to respective concessionaires.

Thank you again for your partnership with the Port Authority New York & New Jersey.

Sincerely,

Susan Warner Dooley

Aviation Chief Commercial Officer

From: Michael Allen
To: Lillian Sylvia
Subject: Re: SBA Economic Injury Disaster Loan and more Small Business Updates
Date: Sunday, March 29, 2020 2:43:54 PM

Hi Lillian,

I am writing to officially let you know that I will give it my best shot this month to meet the lease payment obligations…however, as you know, my business (all non-essential business') has been disrupted by the Town order to "shelter-in-place"…

It seems a bit strange to have to strap my business to make payment to the very entity that has stopped us from working… Nantucket Memorial Airport aka the Town of Nantucket.

As I said, I will review my financial situation closely and pay if at all possible. SBA will be at least a few more weeks as far as I can see….and it is still not very clear as to how much help this will be…business still need to find a way to float everything while this is being sorted out.

It would be nice if there was some sort of payment deferment plan put in place by the Airport to help us all through this difficult time.

Respectfully and with all the best,

Mike Allen
Tidal Creeks Corp.

On Mar 19, 2020, at 3:54 PM, Lillian Sylvia <LSylvia@nantucketairport.com> wrote:

Hello Everyone,

Please see the update below regarding the SBA Economic Injury Disaster Loan and more small business updates.

Thank you,

Lilly Sylvia
Administrative Assistant
Nantucket Memorial Airport
14 Airport Rd, Unit 1
Nantucket, MA 02554
(508) 325-7532
(508) 325-5306 (Fax)

From: Kristie Ferrantella <Kristie@Nantucketchamber.org>

Sent: Wednesday, March 18, 2020 8:56 PM
To: Tom Rafter <trafter@nantucketairport.com>
Subject: SBA Economic Injury Disaster Loan and more Small Business Updates

Hello,

Below are a few updates I received today that I wanted to pass along.

1. **The Small Business Administration's Economic Injury Disaster Loan program is now open in Massachusetts**. Massachusetts small businesses can now access and apply for Economic Impact Disaster Loans at www.sba.gov/disaster.
    - The SBA has established a toll-free line to answer questions at 1-800-659-2955.
    - U.S. Small Business Administration, SCORE, and Women Business Centers will be providing workshops to answer questions and to help small businesses with the loan application process.
2. **The Baker-Polito Administration today announced administrative tax relief measures** for small local businesses that have been impacted by the ongoing COVID-19 outbreak, especially in the restaurant and hospitality sectors. This tax relief includes postponing the collection of regular sales tax, meals tax, and room occupancy taxes that would be due in March, April and May so that they will instead be due on June 20. Additionally, all penalties and interest that would otherwise apply will be waived.
    - Businesses that paid less than $150,000 in regular sales plus meals taxes in the year ending February 29, 2020 will be eligible for relief for sales and meals taxes, and business that paid less than $150,000 in room occupancy taxes in the year ending February 29, 2020 will be eligible for relief with respect to room occupancy taxes.
    - The Department of Revenue is currently drafting emergency regulations to implement these administrative relief measures, and they are expected to be finalized before Friday, March 20, 2020.
3. **Governor Baker also today signed S.2599 to provide unemployment assistance to workers impacted by COVID-19**. This legislation will allow new claims to be paid more quickly by waiving the one week waiting period for unemployment benefits.

You can read the Governor's press release with additional updates here.

We will continue to post updates at nantucketchamber.org/COVID19 when we have them. In addition, the Chamber survey will help us measure the depth of business lost in order to fully advocate for recovery measures. Please take a minute to fill it out.

Sincerely,
Kristie

<image001.jpg>

Kristie L. Ferrantella
Interim President/CEO
Nantucket Island Chamber of Commerce

(508) 228-1700x8 | kristie@nantucketchamber.org |
www.nantucketchamber.org

<image001.jpg>

This email was sent on behalf of Nantucket Island Chamber of Commerce by GrowthZone, 4837 County Road 77, Nisswa, MN 56468.To unsubscribe click here. If you have questions or comments concerning this email or GrowthZone services in general, please contact us by email at support@growthzone.com.

BLADE URBAN AIR MOBILITY, INC.
499 East 34th Street
New York, New York 10016

April 13, 2020

Tom Rafter
Nantucket Memorial Airport Commission
14 Airport Road
Nantucket, MA 02554

RE: Rent Reprieve

Dear Tom:

As discussed earlier, Blade is seeking a temporary reprieve from rent due to the financial impact of the COVID-19 pandemic.

As you are already aware, demand for travel has significantly declined due to the COVID-19 pandemic and resultant "Stay At Home" orders issued on both state and federal levels. Unfortunately, Blade has not been immune to such decline and the associated economic impact. Thus, Blade is seeking a reprieve from its obligation of rent owed to the Nantucket Memorial Airport Commission, pursuant to the Airport Lease and Operating Agreement dated June 29, 2018, until it becomes financially feasible for us to resume such. We remain committed to being a long-term tenant of the Airport and are cautiously optimistic about the return of the travel market once this all passes.

Please let us know if you have any questions.

Sincerely,

Melissa Tomkiel
General Counsel

March 28, 2020

Federal Aviation Administration

Information for Airport Sponsors Considering COVID-19 Restrictions or Accommodations

PURPOSE

This document addresses common issues that have arisen or may arise for airport sponsors during the response to the COVID-19 pandemic. The Federal Aviation Administration (FAA) Office of Airports will evaluate specific requests regarding restrictions or accommodations on a case-by-case basis. The FAA retains maximum flexibility to consider unique circumstances during this public health emergency.

BACKGROUND

The FAA has been receiving inquiries from airport operators about their authority to implement a range of restrictions, changes in operations, terminal service consolidations, and other responses to the COVID-19 pandemic. Many of these inquiries reflect interest in facilitating social distancing or adapting to a reduced level of activity at the airport.

The FAA's primary concern is that federally obligated airports remain safe and open to the traveling public and aircraft. Particularly during this public health emergency, airports play an essential role in transporting medical and emergency equipment and personnel. The FAA continues to expect all airports to operate safely and stay open.

APPLICABILITY

The guidance here is not legally binding in its own right and will not be relied upon by the FAA as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this guidance, as distinct from existing statutes, regulations, and grant assurances, is voluntary only, and nonconformity will not affect existing rights and obligations.

ISSUES

Closing airports: All proposed closing of airport access (i.e., passenger and aircraft access) must be approved in advance by the FAA. As noted in Compliance Guidance Letter, 2020-01, in general, the FAA does not permit temporary closure or restriction of federally obligated airports for non-aeronautical purposes. An airport sponsor must obtain FAA approval to allow airport closure for a non-aeronautical purpose. (Grant Assurance 19 and 49 U.S.C. § 47107(a)(8)). Grant Assurance 19 further requires that airport sponsors will not cause or permit any activity or action on the airport that would interfere with its use for airport purposes. This includes all airport structures and operational areas. If a proposed action suspends or closes an international Port of Entry, then the sponsor may also need approval from Customs and Border Protection (CBP).

Prohibiting certain flights (e.g., certain locations, types of aircraft, types of operations): As is normally the case, actions such as these may violate Federal law and the airport's grant assurances, unless approved in advance by the FAA and/or the U.S. Department of Transportation (DOT). To seek such approval, the airport sponsor should contact the applicable FAA Airport District Office to discuss the matter.

Requiring flights to land at certain airports for screening: All such requests would ordinarily require prior FAA approval under Grant Assurances 19 and 22 and related statutes. Usually, these restrictions would likely constitute an unreasonable restriction on access; however, FAA has discretion to consider such requests and recognizes the exceptional situation presented by this public health emergency. Depending on the circumstances, such requests might be deemed as reasonable restrictions on access. However, even where FAA is amenable to such a temporary condition, the airport will need to coordinate with DOT with regard to requiring route changes, and with CBP if the action appears to suspend or close an international Port of Entry.

Closing of sections of the airfield to allow for aircraft parking: There should be no overflow parking of aircraft on runways to the extent practicable. If overflow parking of aircraft is needed, airports should first consider using gates, aprons, and non-movement areas. Based on the location selected, the sponsor must be able to respond with aircraft rescue and fire fighting (ARFF) capability and provide required notice. In all cases, operators of airports in the National Plan of Integrated Airport Systems should work with local air traffic facilities (if present) to develop a safe and reasonable parking plan and share that information with their servicing FAA Airports District Office, local FAA Air Traffic Manager, and FAA's Flight Standards Service. For part 139 certificated airports, see Cert Alert 20-02 – Temporary Parking of Overflow Aircraft.

Closing Restaurants or other retail activities in the terminal: From FAA's perspective, the closing of restaurants, retail stores, or other non-aeronautical functions in a terminal is not likely to violate FAA grant assurances, particularly if driven by public health measures or reduced clientele, and especially if based upon restrictions applicable to all business entities within the jurisdiction. However, airports should coordinate with the FAA Office of Civil Rights with regard to Airport Concession Disadvantaged Business Enterprise regulations.

Closing gates or sections of terminals: In coordination with airport sponsors, airlines, the Transportation Security Administration (TSA), and other entities, closing gates or sections of terminals is likely to be acceptable if the closure is executed in response to reduced passenger volumes and operations, is not discriminatory, and does not provide an unfair competitive advantage to one operator. For example, TSA has reduced lanes or consolidated passenger screening checkpoint operations in numerous airports in response to the reduction in originating passenger volume

Allowing terminals to be used for sheltering of people: This is likely to be acceptable if it does not interfere with necessary airport access and security for the traveling public and aircraft operations.

Screening or quarantining passengers boarding or exiting planes: State, local, or territorial public health officials may want to screen or quarantine passengers. In most cases, this is likely to be acceptable as long as passengers are not being categorically refused access to air transportation (e.g.,

through unapproved blanket closures). Airlines may refuse transportation to a passenger because of a communicable disease if the passenger's condition poses a direct threat to the health or safety of others. Care must also be taken in coordinating with airport sponsors, airlines, TSA, airport law enforcement, and other entities on when, where, and how your government conducts this screening and quarantining, with a goal of minimizing burden and maximizing flexibility for operations. Effort also should be made to minimize undesirable queueing or the formation of large groups of passengers.

Deferral of rental payments or other fees: Airports have flexibility to defer the collection of rents and/or fees if the circumstances warrant. The terms and interest rates applied should be reasonable and applied fairly to similarly situated businesses. Deferral of rental payments and or fees, if adequately justified, is not likely to violate FAA's grant assurances. A primary goal of the statutory sustainability principle is to keep the airport solvent to ensure that the airport can remain open and operate safely. If a deferral exceeds an annual reporting period, interest should be charged based on Treasury note interest rates and reported on FAA Form 127 as deferred revenue until collected. In general, there is no authority that would allow an airport to waive landing fees and terminal rents; any such request should be discussed with FAA's Office of Airports.

Sponsor's request for reducing hours of operation: If contemplated, it is important that any such proposed action be part of implementing a legitimate public health initiative related to COVID-19. At a minimum, to the extent considered, such an action would require FAA to examine whether it would result in an undue hardship on emergency response or otherwise unjustly discriminate against a specific user of the airport. Finally, FAA is unlikely to approve any such reductions that would restrict either government or emergency operations.

Sheltering-in-place impacts on airport personnel: Because airports are essential in transporting emergency and medical supplies and personnel during emergencies, a critical number of airport and Federal employees should be designated as essential to ensure the continuity, safety, and security of airport operations. Also, airport law enforcement should be informed to facilitate their access to airport and airport facilities. This is particularly true for part 139 certificated airports, which require minimum personnel to meet requirements of the regulation. In addition, the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency has issued guidance that specifically identifies airport operations personnel as part of the "Essential Critical Infrastructure Workforce" who should not be impeded from their efforts to keep airports safe and operational.

CONCLUSION

Airports should be cognizant of, and assume the responsibility for, the implications of their proposed actions in response to COVID-19. Considerations include, among others: (1) coordination with the FAA, (2) coordination with other Federal, state, or local agencies as needed, including airport law enforcement or local law enforcement entities serving the airport; (3) understanding of applicable Federal obligations, (4) impacts on aeronautical use and airport infrastructure; (5) impact on the safe and efficient functioning of air traffic and the National Airspace System; (6) communications and notice requirements; (7) evolving safety and security requirements; (8) the need to document actions; (9) plans for following up on or amending actions as the situation evolves; and (10) the impact to emergency services that rely on air transportation.

POLICY

NANTUCKET MEMORIAL AIRPORT
TEMPORARY COVID-19 RENT AND FEE DEFERRAL POLICY

Applicability

This policy applies on a temporary and limited basis to Land, Terminal, and Hangar tenants, and various other non-aeronautical agreement/license/permit holders.

General

It is the policy of the Nantucket Memorial Airport Commission to offer a limited rent deferral and repayment program to land, terminal, and hangar tenants. This policy provides these specified classes of tenants up to a three (3) month deferral of fifty percent (50%) of owed monthly rent/fees, with repayment to take place over a subsequent six (6) month period. In some defined cases (i.e. advertising contracts), waiver of one (1) month's contract value will be provided, and allowances for installment payment without penalty, respectively, will be made. This offer is elective, and tenants must elect to participate in this deferral plan, with the exception of advertising clients

Purpose

This policy is adopted to ensure that the Airport can help meet financial challenges presented to its specified user community by the COVID-19 pandemic while also meeting its Federal Obligations. Specifically, the Airport must take actions consistent with the following:

1. FAA Grant Assurance 24 – Fee and Rental Structure. Airport Fees should be fair, reasonable, and not unjustly discriminatory.

2. FAA Airport Compliance Manual. Chapter 17: Policy and Procedures Concerning the Use of Airport Revenue. Airports must maintain a fee and rental structure that makes the Airport as self-sustaining as possible under the particular circumstances at that airport.

3. FAA Information for Airport Sponsors Considering COVID-19 Restrictions or Accommodations, April 4, 2020. In cases where bond restrictions or other conditions may prevent airports from offering rent abatements, the deferrals of rents and/or fees may be possible. The terms and interest rates applied should be reasonable and applied fairly to similarly situated businesses. Deferral of rental payments and or fees, if adequately justified, is not likely to violate FAA's grant assurances.

The Airport is limited in its ability to waive fees outright and maintain self-sufficiency. However, the Airport finds that taking limited steps to help tenants through this crisis are ultimately in its best interest to ensure long term financial sustainability.

Policy

Due to COVID-19 and a significant decrease in passenger traffic, the Airport will automatically waive one month's rent for advertising clients from April 15th to May 15th. This step is taken to avoid

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cancellation of contracts by clients altogether. For tenants paying an annual rent (such as Car Rental companies), the Airport will allow for payment of rent in three installments over the next 12 months, in lieu of an annual payment.

Land, Terminal, and Hangar tenants (that remit payment on a monthly basis) may elect a three-month 50% rent deferral by notifying the Airport in writing (email is acceptable) of their intent to take advantage of the rent deferment policy.

The Airport will make the 50% adjustment to subsequent April, May and June monthly rent amounts. If April rent has already been remitted, the adjustment will apply to May, June, and July rents. Following the 3-month rent deferral period, an additional 3-month period will be provided before repayment of deferred rent begins. For example, if April-June rents were deferred at 50%, July-September rents would be paid at 100%, and repayment of deferred rent would not begin until October.

Following the 3-month period, rent will be paid at 125% for 6 months to recover the deferred rent amount. For example, if July – September rents were paid at 100% during the 3-month grace period, repayment would begin in October and conclude in March of the following year. No interest will be charged on deferred rent.

Any applicable CPI increases will be noted and deferred to the month after the final deferred rent payment is due. Tenant may be required to review and sign a waiver/tender/addendum or other contractual document. Preparation of this document will be at airport cost.

Airline and Federal Government tenants are not eligible for the rent deferral, as other Federal funding is available to them.

Airport staff will make their best faith effort to institute this policy by class of tenant and uniformly within specified tenant groups. However, in special cases (ex. unique business, legacy lease, pro-rated monthly payments, etc.) Airport staff will be afforded independent judgment to reconcile this policy with a particular lease structure and FAA Grant Assurances.

----------END----------

By VOTE taken on April 14, 2019

_____ _____
Daniel W. Drake, Chairman Andrea N. Planzer, Commissioner

_____ _____
Arthur D. Gasbarro, Vice Chair Jeanette D. Topham, Commissioner

_____
Anthony G. Bouscaren, Commissioner

DRAFT

14 Airport Rd.

Nantucket, MA

02554

508-228-6005

03/31/20

RE: Crosswinds Restaurant Rent During Pandemic Conditions

Attn: Airport Commission

We are writing to you in regards to the rental payments due for Crosswinds Restaurant and Bar at the Nantucket Memorial Airport.

As you are aware, we have been tenants in good standing, serving the airport and the surrounding Nantucket Community for over 10 years. Recent developments have occurred which have necessitated us to reach out to your body in the hope of temporary relief or assistance.

The current pandemic has led to a situation where Federal, State and Town governments have put extreme restrictions on restaurant service. We are currently permitted to serve take-out food only with no guests being allowed in the establishment at all. Our lease for the past 10 plus years has required us to be open from 6am until 9pm 365 days a year and up until now, we have complied with those requirements without fail.

At the current time, most people are confined to their homes and a limited amount of "essential" workers (including airport employees) are still working in the community. We have faced a decision to try to remain open for our regular hours and continue to do our best to provide takeout food for anyone in our community in need of it or to reduce our hours drastically or close completely (an option that most restaurants have chosen). We currently remain open for our usual hours of 6am until 9pm every day in the interests of community and airport service. Our business is currently drastically below what it usually would be this time of the year and the financial losses grow with each day we remain open.

We would like to reach out to this commission and ask for consideration in the interest of our current rent payments being reduced for the duration of the state of emergency that has led to restaurant patrons not being permitted to enter our establishment. Our sole business purpose and source of income is to serve food and we are currently prohibited from being able to do so, for the most part.

We have attached a report of our sales figures for March, April, May and June for the years 2017-2019. This indicates our average takeout business at around 20% of total sales. Despite our takeout business currently being even less than it would usually be, we would propose that our rent be adjusted accordingly by that same average percentage for the period of this emergency related mandatory closure with the understanding that the full rent would restore upon the lifting of the current restrictions.

This would help in some way to allow us to remain open each day to be available and of service to those in our general community and the airport staff who may want or need our food.

Any help or consideration in this matter, along with any alternative suggestions, would be greatly appreciated.

We will look forward to your reply.

Wishing safety and good health,

Christopher Skehel

2017

	MARCH	%	APRIL	%	MAY	%	JUNE	%	Total	%
For Here	$97,306.87	82.32%	$95,300.52	82.29%	$121,698.64	80.38%	$145,428.94	78.01%	**$459,734.97**	**80.40%**
To Go	$20,130.39	17.03%	$19,987.70	17.26%	$28,802.77	19.02%	$39,993.54	21.45%	**$108,914.40**	**19.05%**
Don't Make	$771.74	0.65%	$516.92	0.45%	$892.84	0.59%	$978.11	0.52%	**$3,159.61**	**0.55%**
Catering	$0.00	0.00%		0.00%	$4.00	0.00%	$13.95	0.01%	**$17.95**	**0.00%**
									$0.00	
Total	**$118,209.00**	**100.00%**	**$115,805.14**	**100.00%**	**$151,398.25**	**100.00%**	**$186,414.54**	**100.00%**	**$571,826.93**	**100.00%**
									0	
									0	

2018

	MARCH	%	APRIL	%	MAY	%	JUNE	%	#VALUE!	%
For Here	$0.00	0.00%	$0.00	0.00%	$59,169.38	80.08%	$154,085.37	78.10%	**$213,254.75**	**78.64%**
To Go	$0.00	0.00%	$0.00	0.00%	$14,397.19	19.48%	$42,324.88	21.45%	**$56,722.07**	**20.92%**
Don't Make	$0.00	0.00%	$0.00	0.00%	$324.90	0.44%	$881.26	0.45%	**$1,206.16**	**0.44%**
Catering	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%	$0.00	0.00%	**$0.00**	**0.00%**
									$0.00	
Total	**$0.00**	**0.00%**	**$0.00**	**0.00%**	**$73,891.47**	**100.00%**	**$197,291.51**	**100.00%**	**$271,182.98**	**100.00%**
									0	
									0	

2019

	MARCH	%	APRIL	%	MAY	%	JUNE	%	#VALUE!	%
For Here	$109,510.87	81.52%	$117,923.15	81.12%	$125,625.23	79.97%	$169,690.45	78.54%	**$522,749.70**	**80.07%**
To Go	$24,101.12	17.94%	$26,450.08	18.20%	$30,725.20	19.56%	$44,725.31	20.70%	**$126,001.71**	**19.30%**
Don't Make	$731.90	0.54%	$981.31	0.68%	$745.39	0.47%	$1,642.83	0.76%	**$4,101.43**	**0.63%**
Catering	$0.00	0.00%	$12.95	0.01%	$0.00	0.00%	$8.50	0.00%	**$21.45**	**0.00%**
									$0.00	
Total	**$134,343.89**	**100.00%**	**$145,367.49**	**100.00%**	**$157,095.82**	**100.00%**	**$216,067.09**	**100.00%**	**$652,874.29**	**100.00%**

14 Airport Rd.
Nantucket, MA
02554
508-228-6005

12/30/2019

Re: Airport General Retail Space

Hello Tom,

Thank you for reaching out. We made an agreement with you and we would like to keep our word and honor that agreement. We are willing to do whatever it takes to do so.

However, we do have to agree that the foot traffic in the airport has drastically decreased. We do appreciate your concern and would be grateful to you if you were able to adjust the financial terms. Anything you are able to do in that manner is appreciated. We look forward to hearing from you with your thoughts and input.

Best wishes,
Chris & Larry

Monthly Statistical Report

(February 2020)

Nantucket Memorial Airport

Operations FY2019 - FY2020

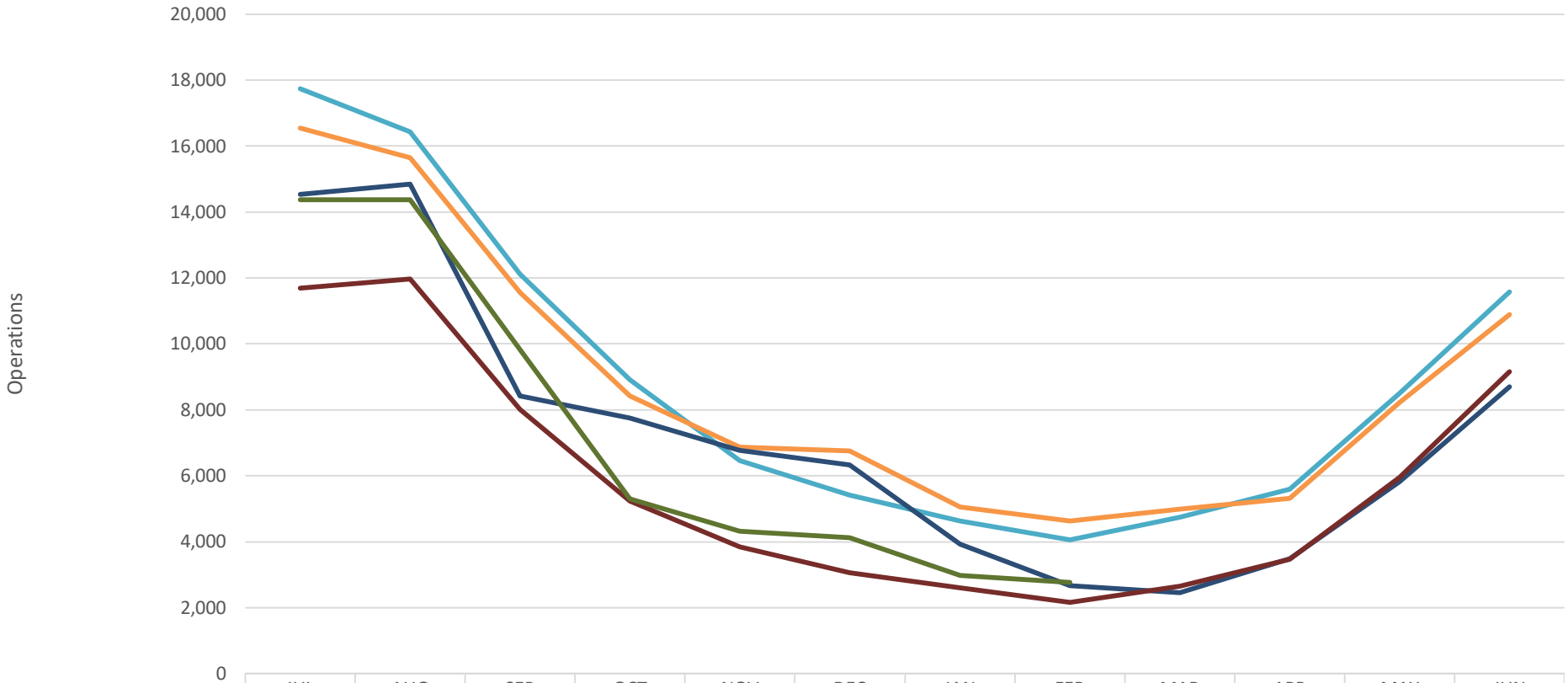
	CY 2019						CY 2020						
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Air Carrier	674	676	278	72	2	0	0	0					1,702
Air Taxi	8,421	8,406	6,237	3,453	2,633	2,428	1,680	1,547					34,805
General Aviation	5,208	5,196	3,232	1,703	1,543	1,495	1,128	1,095					20,600
Military	47	79	51	58	21	45	50	60					411
Intinerant	14,350	14,357	9,798	5,286	4,199	3,968	2,858	2,702					57,518
Civil	14	10	28	22	122	152	118	57					523
Military	0	0	4	0	2	9	0	10					25
Local	14	10	32	22	124	161	118	67					548
Operations	14,364	14,367	9,830	5,308	4,323	4,129	2,976	2,769					58,066
% Change	22.85%	19.97%	22.68%	1.49%	12.58%	34.71%	14.59%	27.66%					

February 2019 – February 2020 UP 27.66%
YTD Up 19.52%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL	% Change
Operations FY2015	16,805	17,470	11,337	8,463	6,276	6,861	4,341	3,883	75,436	
Operations FY2016	17,735	16,423	12,117	8,909	6,465	5,419	4,628	4,062	75,758	0.43%
Operations FY2017	16,538	15,647	11,562	8,426	6,876	6,756	5,061	4,630	75,496	-0.35%
Operations FY2018	14,530	14,843	8,418	7,748	6,771	6,324	3,933	2,664	65,231	-13.60%
Operations FY2019	11,692	11,975	8,013	5,230	3,840	3,065	2,597	2,169	48,581	-25.52%
Operations FY2020	14,364	14,367	9,830	5,308	4,323	4,129	2,976	2,769	58,066	19.52%

Nantucket Memorial Airport

Operations FY 2015-2018



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Operations FY2016	17,735	16,423	12,117	8,909	6,465	5,419	4,628	4,062	4,742	5,594	8,508	11,584
Operations FY2017	16,538	15,647	11,562	8,426	6,876	6,756	5,061	4,630	4,996	5,312	8,219	10,890
Operations FY2018	14,530	14,843	8,418	7,748	6,771	6,324	3,933	2,664	2,462	3,490	5,822	8,695
Operations FY2019	11,692	11,975	8,013	5,230	3,840	3,065	2,597	2,169	2,655	3,473	5,955	9,153
Operations FY 2020	14,364	14,367	9,830	5,308	4,323	4,129	2,976	2,769				

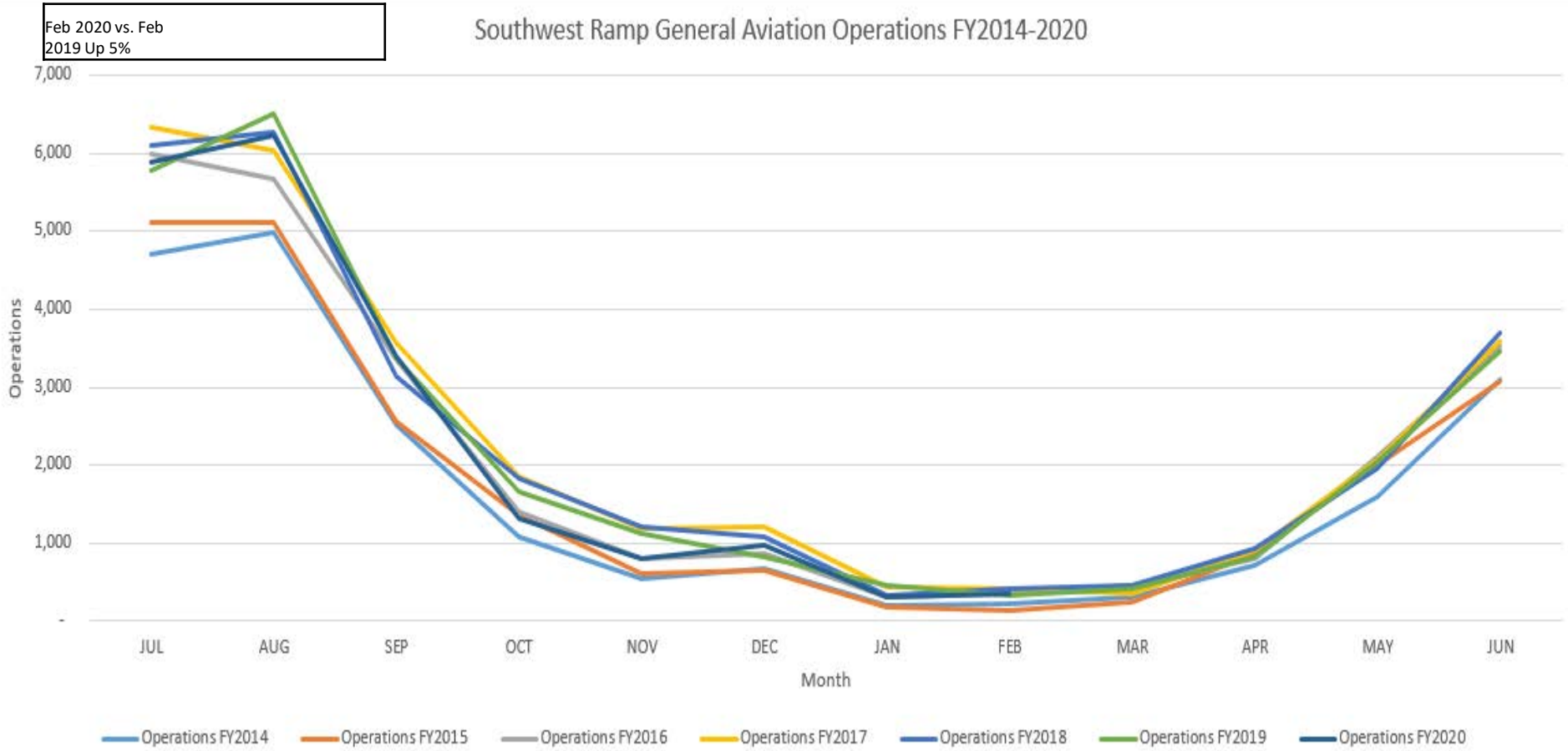
Nantucket Memorial Airport

Southwest Ramp Operations

Southwest Ramp General Aviation Operations

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% Change
Operations FY2014	4,710	4,974	2,518	1,082	544	678	212	218	310	726	1,598	3,090	20,660	
Operations FY2015	5,112	5,120	2,558	1,358	606	654	178	146	242	868	2,004	3,070	21,916	5.7%
Operations FY2016	5,988	5,680	3,344	1,414	800	868	312	344	462	794	2,120	3,536	25,662	14.6%
Operations FY2017	6,334	6,026	3,570	1,858	1,180	1,214	430	410	362	916	2,064	3,600	27,964	8.2%
Operations FY2018	6,096	6,262	3,146	1,834	1,208	1,082	336	418	468	940	1,962	3,702	27,454	-1.9%
Operations FY2019	5,780	6,500	3,370	1,664	1,116	824	462	342	426	832	2,038	3,452	26,806	-2.4%
Operations FY2020	5,884	6,222	3,398	1,314	808	980	320	360						

Feb 2020 vs. Feb 2019 Up 5%



Nantucket Memorial Airport

Passenger Enplanements FY2019 - FY2020

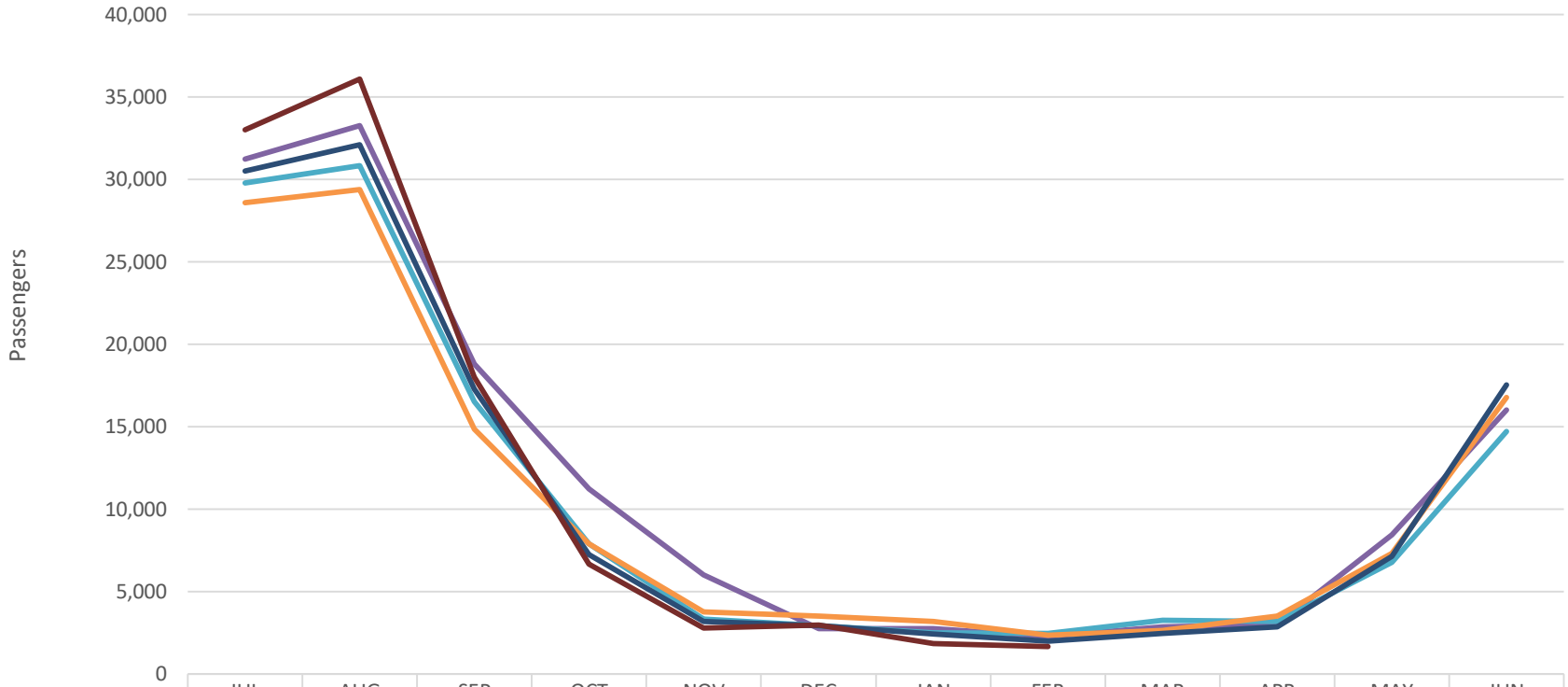
		CY 2019								CY 2020				
FY2020	AIRLINE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
	Cape Air *(KAP)*	4,761	4,420	4,425	2,419	1,424	1,840	1,063	1,015					21,367
	United Airlines	3,363	3,792	887	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED		8,042
	Delta Airlines	887	897	49	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED		1,833
	JetBlue Airways	15,233	17,295	9,345	2,311	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED			44,184
	Nantucket Air *(ACK)*	985	998	881	789	694	876	775	647					6,645
	Tradewind Aviation	1,592	1,492	838	296	96	256	14	11					4,595
	AMERICAN	5,129	5,886	565	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED		11,580
	Southern Airways	113	261	184	62	CLOSED	CLOSED	CLOSED	CLOSED					41
	Rectrix Aviation	949	1,033	855	786	591	CLOSED	CLOSED	CLOSED					4,214
	Monthly Total	33,012	36,074	18,029	6,663	2,805	2,972	1,852	1,673					103,080
	% Change Prior Year	8.09%	12.34%	4.27%	-8.07%	-12.01%	0.95%	-23.50%	-16.60%					

February 2019 – February 2020 Down -16.60%
YTD Up 5.48%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL	% Change
Enplanements FY 2016	31,250	33,252	18,822	11,246	6,007	2,752	2,766	2,287	108,382	
Enplanements FY 2017	29,787	30,830	16,542	7,899	3,358	2,959	2,501	2,480	96,356	-11.10%
Enplanements FY 2018	28,582	29,375	14,856	7,902	3,764	3,512	3,202	2,353	93,546	-2.92%
Enplanements FY 2019	30,511	32,112	17,291	7,248	3,188	2,944	2,421	2,006	97,721	4.46%
Enplanements FY 2020	33,012	36,074	18,029	6,663	2,805	2,972	1,852	1,673	103,080	5.48%

Nantucket Memorial Airport

Passenger Enplanements



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Enplanements FY 2016	31,250	33,252	18,822	11,246	6,007	2,752	2,766	2,287	2,879	3,022	8,432	16,037
Enplanements FY 2017	29,787	30,830	16,542	7,899	3,358	2,959	2,501	2,480	3,260	3,196	6,785	14,724
Enplanements FY 2018	28,582	29,375	14,856	7,902	3,764	3,512	3,202	2,353	2,646	3,526	7,329	16,792
Enplanements FY 2019	30,511	32,112	17,291	7,248	3,188	2,944	2,421	2,006	2,474	2,871	7,138	17,529
Enplanements FY 2020	33,012	36,074	18,029	6,663	2,805	2,972	1,852	1,673				

Operations /Enplanements

	OPERATIONS			ENPLANEMENTS		
AIRLINE	**FY19 FEB**	**FY20 FEB**	**% Diff.**	**FY19 FEB**	**FY20 FEB**	**% Diff.**
Cape Air (KAP)	255	290	14%	1,074	1,015	-5%
United Airlines	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Delta Airlines	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
JetBlue Airways	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Nantucket Air (ACK)	86	151	76%	344	647	88%
Tradewind Aviation	1	4	300%	1	11	1000%
Rectrix Airlines	136	CLOSED	-	587	CLOSED	-
USAirways (AMERICAN)	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Southern Airways	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Monthly Total	223	445	100%	2,006	1,673	-17%

Cape Air Average Load Factor ACK-BOS

Nantucket Memorial Airport Total Passenger Enplanements CAPE AIR 9 Seats (BOSTON)								
		2020					2019	
	Enplanements	# of flights	Average # of Pax per flight	Capacity	Average Load Factor %	Enlpanement Change %	Enplaned	Deplaned
January	833	224	3.72	9	41%	3%	811	827
February	745	206	3.62	9	40%	-9%	820	737

Cape Air Average Load Factor ACK-EWB

Nantucket Memorial Airport Total Passenger Enplanements CAPE AIR 9 Seats (EWB)								
		2020					2019	
	Enplanements	# of flights	Average # of Pax per flight	Capacity	Average Load Factor %	Enplanement Change %	Enplaned	Deplaned
January	108	28	3.86	9	43%	-54%	233	230
February	69	24	2.88	9	32%	-53%	147	145

Cape Air and ACK Air Average Load Factor ACK-HYA

Nantucket Memorial Airport Total Passenger Enplanements CAPE AIR 9 Seats (HYA)								
		2020					2019	
	Enplanements	# of flights	Average # of Pax per flight	Capacity	Average Load Factor %	Enplanement Change %	Enplaned	Deplaned
January	2	9	0.22	9	2%	-95%	38	7
February	99	27	3.67	9	41%	1314%	7	3

Nantucket Memorial Airport Total Passenger Enplanements ACK AIR 9 Seats (HYA)								
		2020					2019	
	Enplanements	# of flights	Average # of Pax per flight	Capacity	Average Load Factor %	Enplanement Change %	Enplaned	Deplaned
January	775	165	4.70	9	52%	65%	470	369
February	647	151	4.28	9	48%	88%	344	291

HYA Market

HYA				
	February	February	Change	% Chnge
	2019	2020		
Cape	1074	1015	-59	-5%
ACK	344	647	303	88%
Rectrix	587	0	-587	-100%
	2005	1662	-343	-17%

Cape Air Average Load Factor ACK-MVY

Nantucket Memorial Airport Total Passenger Enplanements CAPE AIR 9 Seats (MVY)								
		2020					2019	
	Enplanements	# of flights	Average # of Pax per flight	Capacity	Average Load Factor %	Enplanement Change %	Enplaned	Deplaned
January	102	30	3.40	9	38%	264%	28	25
February	102	33	3.09	9	34%	827%	11	6

Nantucket Memorial Airport

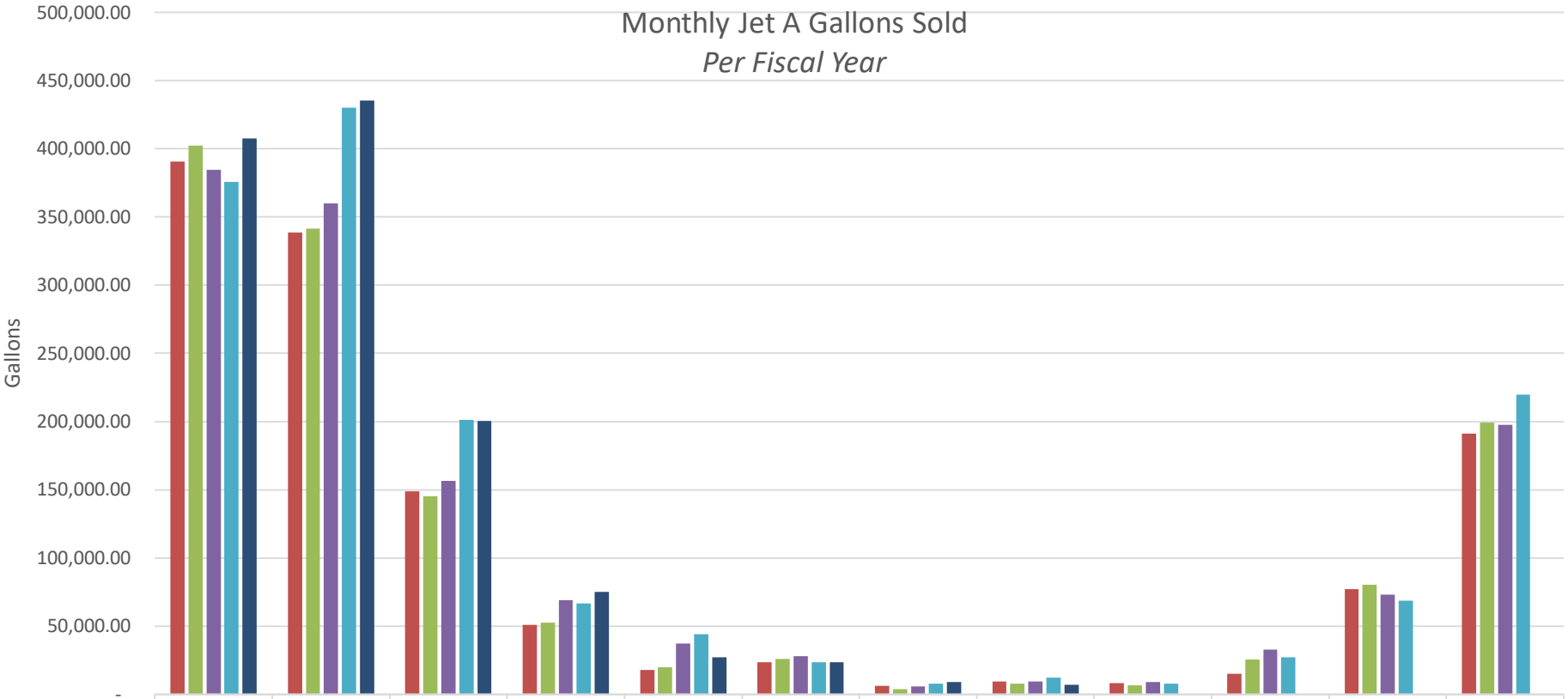
Jet A Gallons sold FY 2016 – FY 2020

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
FY16	390,746.00	338,874.00	148,694.00	50,854.00	17,610.00	23,635.00	6,024.00	9,169.00	8,265.00	14,978.00	77,123.00	191,256.00	1,277,228.00
FY17	402,398.00	341,424.00	145,201.00	52,648.00	19,657.00	25,742.00	3,535.00	7,751.00	6,339.00	25,649.00	80,204.40	199,254.00	1,309,802.40
FY 18	384,477.00	359,991.00	156,476.00	68,930.00	37,252.00	28,032.00	5,751.00	9,210.00	8,783.00	32,660.00	72,878.00	197,662.00	1,362,102.00
FY19	375,956.00	430,235.00	201,124.00	66,758.00	43,835.00	23,406.00	7,878.00	12,091.00	7,721.00	27,197.00	68,438.00	219,951.00	1,484,590.00
FY 20	407,550.00	435,334.00	200,320.00	75,088.00	27,165.00	23,409.00	8,916.00	6,802.00					1,184,584.00
	8.40%	1.19%	-0.40%	12.48%	-38.03%	0.01%	13.18%	-43.74%					

February 2019 – February 2020 Down – 43.74%
YTD Up 2.01%

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Total	% Change
2016 Jet A	390,746.00	338,874.00	148,694.00	50,854.00	17,610.00	23,635.00	6,024.00	9,169.00	985,606.00	
2017 Jet A	402,398.00	341,424.00	145,201.00	52,648.00	19,657.00	25,742.00	3,535.00	7,751.00	998,356.00	1.29%
2018Jet A	384,477.00	359,991.00	156,476.00	68,930.00	37,252.00	28,032.00	5,751.00	9,210.00	1,050,119.00	5.18%
2019Jet A	375,956.00	430,235.00	201,124.00	66,758.00	43,835.00	23,406.00	7,878.00	12,091.00	1,161,283.00	10.59%
2020 Jet A	407,550.00	435,334.00	200,320.00	75,088.00	27,165.00	23,409.00	8,916.00	6,802.00	1,184,584.00	2.01%

Nantucket Memorial Airport



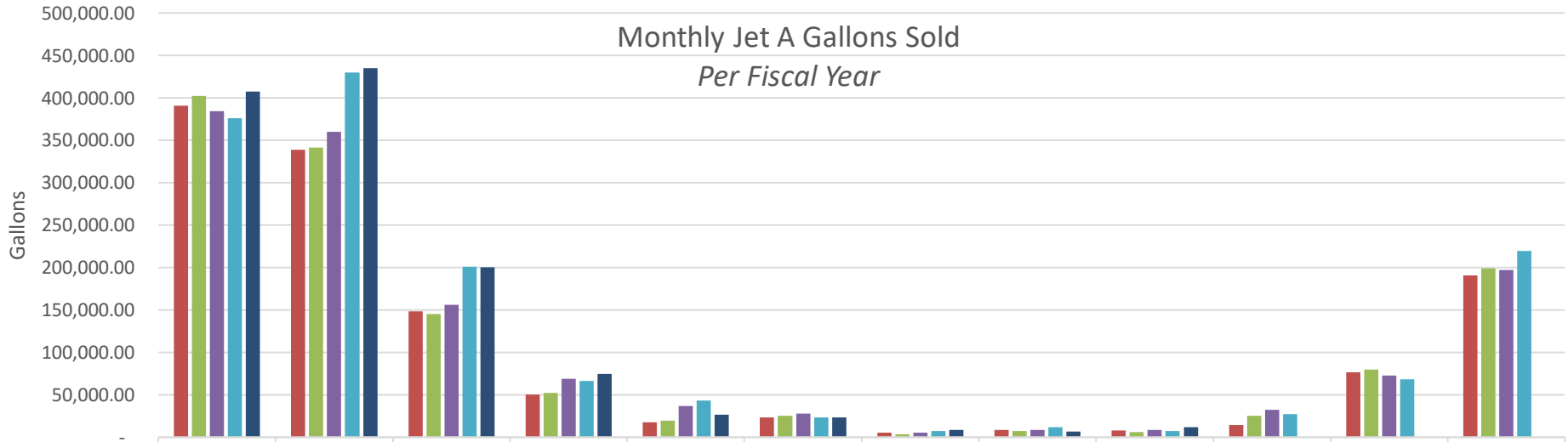
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY16	390,746.00	338,874.00	148,694.00	50,854.00	17,610.00	23,635.00	6,024.00	9,169.00	8,265.00	14,978.00	77,123.00	191,256.00
FY17	402,398.00	341,424.00	145,201.00	52,648.00	19,657.00	25,742.00	3,535.00	7,751.00	6,339.00	25,649.00	80,204.40	199,254.00
FY 18	384,477.00	359,991.00	156,476.00	68,930.00	37,252.00	28,032.00	5,751.00	9,210.00	8,783.00	32,660.00	72,878.00	197,662.00
FY19	375,956.00	430,235.00	201,124.00	66,758.00	43,835.00	23,406.00	7,878.00	12,091.00	7,721.00	27,197.00	68,438.00	219,951.00
FY 20	407,550.00	435,334.00	200,320.00	75,088.00	27,165.00	23,409.00	8,916.00	6,802.00				

Nantucket Memorial Airport

March vs. March UP 54.09%

Jet A

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
FY16	390,746.00	338,874.00	148,694.00	50,854.00	17,610.00	23,635.00	6,024.00	9,169.00	8,265.00	14,978.00	77,123.00	191,256.00	1,277,228.00
FY17	402,398.00	341,424.00	145,201.00	52,648.00	19,657.00	25,742.00	3,535.00	7,751.00	6,339.00	25,649.00	80,204.40	199,254.00	1,309,802.40
FY 18	384,477.00	359,991.00	156,476.00	68,930.00	37,252.00	28,032.00	5,751.00	9,210.00	8,783.00	32,660.00	72,878.00	197,662.00	1,362,102.00
FY19	375,956.00	430,235.00	201,124.00	66,758.00	43,835.00	23,406.00	7,878.00	12,091.00	7,721.00	27,197.00	68,438.00	219,951.00	1,484,590.00
FY 20	407,550.00	435,334.00	200,320.00	75,088.00	27,165.00	23,409.00	8,916.00	6,802.00	11,897.00				1,196,481.00
	8.40%	1.19%	-0.40%	12.48%	-38.03%	0.01%	13.18%	-43.74%	54.09%				



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY16	390,746.00	338,874.00	148,694.00	50,854.00	17,610.00	23,635.00	6,024.00	9,169.00	8,265.00	14,978.00	77,123.00	191,256.00
FY17	402,398.00	341,424.00	145,201.00	52,648.00	19,657.00	25,742.00	3,535.00	7,751.00	6,339.00	25,649.00	80,204.40	199,254.00
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FY 20	407,550.00	435,334.00	200,320.00	75,088.00	27,165.00	23,409.00	8,916.00	6,802.00	11,897.00			

Nantucket Memorial Airport

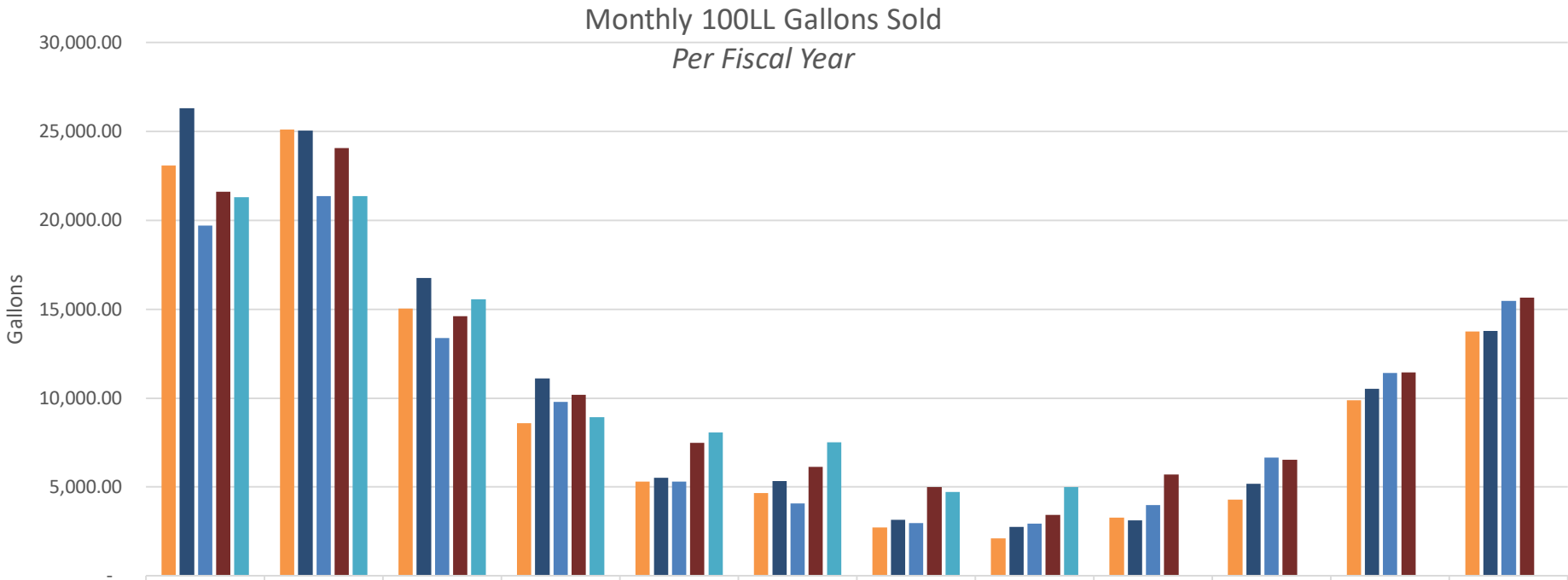
AvGas (100LL) Gallons Sold FY2016 - FY2020

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
FY 2016	23,067.00	25,091.20	15,027.90	8,579.40	5,301.30	4,658.10	2,714.00	2,096.30	3,271.40	4,275.60	9,889.40	13,732.30	117,703.90
FY 2017	26,296.70	25,032.40	16,766.80	11,119.60	5,527.00	5,334.00	3,167.00	2,750.00	3,111.50	5,176.00	10,535.50	13,789.40	128,605.90
FY 2018	19,705.40	21,362.20	13,381.80	9,774.90	5,313.50	4,070.00	2,982.80	2,939.10	3,998.10	6,661.60	11,402.30	15,457.70	117,049.40
FY 2019	21,609.20	24,059.70	14,611.30	10,169.60	7,483.10	6,141.30	4,988.90	3,441.80	5,691.20	6,532.10	11,433.00	15,636.70	131,797.90
FY 2020	21,303.10	21,364.00	15,548.00	8,914.00	8,057.00	7,508.00	4,705.00	4,998.00					92,397.10
	-1.42%	-11.20%	6.41%	-12.35%	7.67%	22.25%	-5.69%	45.21%					

February 2019 – February 2020 UP 45.21%
YTD Down – 0.12%

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD TOTAL	% Change
2016 AvGas	23,067.20	25,091.20	15,027.90	8,579.40	5,301.30	4,658.10	2,714.00	2,096.30	86,535.40	
2017 AvGas	26,296.70	25,032.40	16,766.80	11,119.60	5,527.00	5,334.00	3,167.00	2,750.00	95,993.50	10.93%
2018 AvGas	19,705.40	21,362.20	13,381.80	9,774.90	5,313.50	4,070.00	2,982.80	2,939.10	79,529.70	-17.15%
2019 AvGas	21,609.20	24,059.70	14,611.30	10,169.60	7,483.10	6,141.30	4,988.90	3,441.80	92,504.90	16.31%
2020 AvGas	21,303.10	21,364.00	15,548.00	8,914.00	8,057.00	7,508.00	4,705.00	4,998.00	92,397.10	-0.12%

Nantucket Memorial Airport

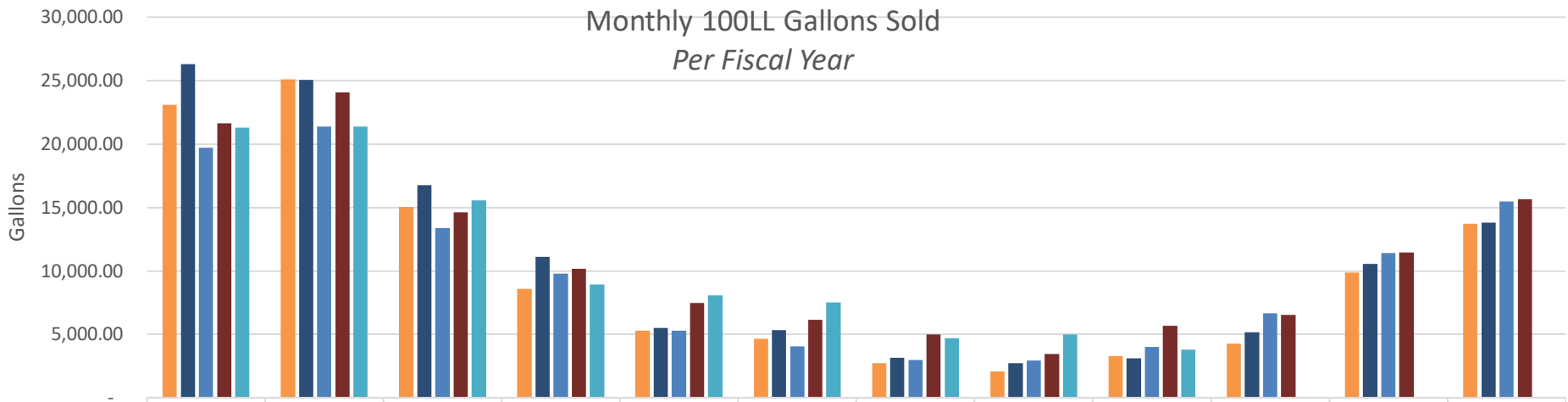


	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 2016	23,067.00	25,091.20	15,027.90	8,579.40	5,301.30	4,658.10	2,714.00	2,096.30	3,271.40	4,275.60	9,889.40	13,732.30
FY 2017	26,296.70	25,032.40	16,766.80	11,119.60	5,527.00	5,334.00	3,167.00	2,750.00	3,111.50	5,176.00	10,535.50	13,789.40
FY 2018	19,705.40	21,362.20	13,381.80	9,774.90	5,313.50	4,070.00	2,982.80	2,939.10	3,998.10	6,661.60	11,402.30	15,457.70
FY 2019	21,609.20	24,059.70	14,611.30	10,169.60	7,483.10	6,141.30	4,988.90	3,441.80	5,691.20	6,532.10	11,433.00	15,636.70
FY 2020	21,303.10	21,364.00	15,548.00	8,914.00	8,057.00	7,508.00	4,705.00	4,998.00				

Nantucket Memorial Airport

March vs. March Down -32.88%
AVGAS 100LL

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
FY 2016	23,067.00	25,091.20	15,027.90	8,579.40	5,301.30	4,658.10	2,714.00	2,096.30	3,271.40	4,275.60	9,889.40	13,732.30	117,703.90
FY 2017	26,296.70	25,032.40	16,766.80	11,119.60	5,527.00	5,334.00	3,167.00	2,750.00	3,111.50	5,176.00	10,535.50	13,789.40	128,605.90
FY 2018	19,705.40	21,362.20	13,381.80	9,774.90	5,313.50	4,070.00	2,982.80	2,939.10	3,998.10	6,661.60	11,402.30	15,457.70	117,049.40
FY 2019	21,609.20	24,059.70	14,611.30	10,169.60	7,483.10	6,141.30	4,988.90	3,441.80	5,691.20	6,532.10	11,433.00	15,636.70	131,797.90
FY 2020	21,303.10	21,364.00	15,548.00	8,914.00	8,057.00	7,508.00	4,705.00	4,998.00	3,820.00				96,217.10
	-1.42%	-11.20%	6.41%	-12.35%	7.67%	22.25%	-5.69%	45.21%	-32.88%				



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 2016	23,067.00	25,091.20	15,027.90	8,579.40	5,301.30	4,658.10	2,714.00	2,096.30	3,271.40	4,275.60	9,889.40	13,732.30
FY 2017	26,296.70	25,032.40	16,766.80	11,119.60	5,527.00	5,334.00	3,167.00	2,750.00	3,111.50	5,176.00	10,535.50	13,789.40
FY 2018	19,705.40	21,362.20	13,381.80	9,774.90	5,313.50	4,070.00	2,982.80	2,939.10	3,998.10	6,661.60	11,402.30	15,457.70
FY 2019	21,609.20	24,059.70	14,611.30	10,169.60	7,483.10	6,141.30	4,988.90	3,441.80	5,691.20	6,532.10	11,433.00	15,636.70
FY 2020	21,303.10	21,364.00	15,548.00	8,914.00	8,057.00	7,508.00	4,705.00	4,998.00	3,820.00			

Nantucket Memorial Airport

- FY 2020 monthly freight -

2020	FY21						FY20						
AIRLINE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cape Air *(KAP)*							40,542	30,491					71,033
Wiggins-FedEx							22,895	21,274					44,169
Wiggins-UPS							9,008	5,878					14,886
Allies Air Freight							6,533	5,572					12,105
Monthly Total							78,978	63,215					142,193
% Change Prior Year							-4.37%	-14.06%					

February 2019 – February 2020 Down -14.06%
YTD Down – 1.59%

Freight	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total	% Change
FY 2016	336,625.00	278,904.00	201,486.00	157,429.00	115,875.00	92,853.00	69,527.00	62,038.00	1,314,737.00	
FY 2017	200,823.00	190,768.00	131,947.00	96,783.00	70,228.00	106,220.00	77,970.00	66,960.00	941,699.00	-28.37%
FY 2018	204,698.00	197,802.00	124,036.00	104,165.00	113,084.00	120,250.00	70,690.00	64,461.00	999,186.00	6.10%
FY 2019	214,878.00	202,628.00	140,118.00	123,490.00	115,382.00	101,381.00	82,586.00	73,560.00	1,054,023.00	5.49%
FY 2020	225,081.00	200,652.00	134,935.00	127,453.00	102,056.00	104,898.00	78,978.00	63,215.00	1,037,268.00	-1.59%

Monthly Freight

	Feb-19	Feb-20	Lbs Inc/(Dec) over PY	% Inc/(Dec) over PY
Cape Air Freight	-	1,795	1,795	
USPS (Cape Air)	30,014	28,696	(1,318)	-4%
Fed Ex (Wiggins)	32,527	21,274	(11,253)	-35%
UPS (Wiggins)	5,108	5,878	770	15%
Allies Air Freight	5,911	5,572	(339)	-6%

Nantucket Memorial Airport

February 2020 Noise Complaints

-	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	% Change
FY 2016 Calls	72	55	14	1	2	11	0	1	2	0	10	15	183	
FY 2017 Calls	25	19	14	2	0	4	1	0	0	1	7	18	91	-50.27%
FY 2018 Calls	25	50	4	1	0	1	0	0	0	1	1	17	100	9.89%
FY 2019 Calls	59	21	3	1	1	0	2	1	0	0	5	9	102	42.00%
FY 2020 Calls	57	38	7	0	2	0	1	0	0				105	

Dawn Hill Holdgate, Chair
Select Board
Town of Nantucket

Elizabeth C. Gibson, Town Manager
Town of Nantucket

Dear Dawn and Libby:

Your leadership and diligence are greatly appreciated by our island community during the Covid 19 crisis. These are unprecedented times and the impacts have already and will continue to change the way we all go about our lives and businesses now and in the future.

The Airport staff has done an excellent job in keeping the facility operational, as required by Federal law. The staff is trying to conduct routine business in a somewhat normal manner, while still observing, to the greatest possible extent, the requirements of "shelter at home" and social distancing.

While the duration and impacts of the crisis are unclear and will probably remain so for some time, Airport Management has been analyzing the financial and operational impact of the downturn in business that has already occurred and is projected to continue, at least in relative manner, through the end of August, 2020. Following extensive discussions with many stakeholders, Airport Management has developed a forecast of the potential financial impacts for the current Fiscal Year 2020 (attached), and is working on an updated FY2021 budget.

While FY2020 will have a significant revenue loss and corresponding net earnings deficit, we are fortunate to have some Retained Earnings that will offset the projected net loss. However, the initial estimates for FY2021 are much less promising. We believe the commercial airlines portion of the Airport's business will be impacted significantly and for a much longer duration than the corporate/general aviation ("FBO") side of the house. (United Airlines has just advised us it is giving-up Nantucket service.) Any rebound of the commercial traffic will be slow. Social distancing in passenger processing and throughout the terminal, will dramatically reduce the throughput capacity. Additionally, most passengers may be hesitant to be in the trminal's confined space, breathing the same air as 90+ other people, until the virus is contained and/or a cure/vaccine is available. On the other hand, it is possible that some passengers that would normally fly on a commercial airline may opt for using private aircraft. While we don't anticipate an immediate full recovery for the FBO because of the worldwide economic effects of the crisis, we don't think this segment of our business will be as severely impacted as the commercial airlines traffic.

As we face the uncontrollable revenue loss, we are forced to look very closely at our expenses. As you are aware, the airport is a capital intense, critical asset with multiple obligations to the Federal Government. In this regard we will pursue every opportunity to take advantage of available funding from the Corona Aid Relief, and Economic Security ("CARES") Act and any other legislation. However, given the rules of the Massachusetts Department of Revenue, we are limited in the assumptions we can make about any relief revenue. Therefore, in revising the budget, it is necessary to reduce spending wherever possible and we are looking at all options.

As you know, the Airport and the Town entered into a reimbursement agreement on _____ to have the Airport reimburse the Town for the subsidy provided from 20_ to 20_ through annual payments of $____. While we are reasonably optimistic that the Airport will not require an additional subsidy from the Town to get it through the current financial downturn, we respectfully request that the annual payment of $___ for the Fiscal years 2020 and FY2021 be deferred and that the reimbursement agreement's repayment schedule be extended for two years through Fiscal Year 20__ . This would advance the effort of the Airport to avoid another subsidy while allowing it to fulfill its obligation of full repayment of the prior subsidy.

At its meeting on April, 14, 2020, the Airport Commission approved this request.

Your consideration of this request and a favorable response will be greatly appreciated.

Sincerely,

Daniel W. Drake, Chair
Nantucket Memorial Airport Commission

Thomas M. Rafter, Manager
Nantucket Memorial Airport

Cc: ??? FInCom chair
Brian Turbitt