

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

Thomas M. Rafter, Airport Manager  
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*Commissioners*  
Arthur D. Gasbarro, Chairman  
Andrea N. Planzer, Vice Chair  
Anthony G. Bouscaren  
Jeanette D. Topham  
Philip Marks III

**AIRPORT COMMISSION MEETING**  
**January 11, 2022**

The meeting was called to order at 5:00 pm by Chairman Arthur Gasbarro with the following Commissioners present: Jeanette Topham, Andrea Planzer and Phillip Marks III.

This meeting was conducted remotely by video conference via Zoom app and posted after the meeting on the Town of Nantucket YouTube Channel.

Airport employees present were Thomas Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Katy Perales, Office Manager and Boyana Stoykova-Nelson, Administrative Assistant.

Also Present: Rich Lasdin, McFarland Johnson Inc.

Mr. Gasbarro read the Town's virtual meeting statement.

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

Mr. Gasbarro asked for comments on the agenda; hearing none, the agenda was adopted.

Mr. Gasbarro asked for comments on the Draft minutes dated 12/14/21. Mr. Rafter made a clarification that the Mooney Association expressed interest to hold an event in the fall of 2023 opposed to 2022 as stated in the minutes. Mr. Gasbarro approved the change and asked for update of the minutes.

Ms. Topham made a **Motion** to approve the draft minutes dated 12/14/21. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

Ms. Topham – Aye  
Mr. Gasbarro – Aye  
Ms. Planzer – Aye  
Mr. Marks – Aye

Ms. Topham made a **Motion** to ratify the 12/15/21 and the 1/5/22 Warrants. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

Ms. Topham – Aye  
Mr. Gasbarro – Aye

Ms. Planzer – Aye  
Mr. Marks – Aye

**Public Comment**

None

**011122-01 Public Hearing to Consider Proposed Revisions to Airport’s Rates and Charges**  
At 5:07PM, Mr. Gasbarro opened the public hearing after reading an open statement.

Mr. Bouscaren joined the meeting at 5:10PM.

Mr. Karberg reviewed a presentation on the Rate and Charges Public Hearing regarding the following:

- Stakeholder Consultations- Airline meeting was held on 11/12/21. Revised rate sheet provided 12/10/21. Draft Final Pro Formas provided 1/4/22.
- Terminal Cost Center Focus – Support year-round services via waived fees.
- Aeronautical Fees- Signatory Operators
- Aeronautical Fees- Non-signatory Operators
- Assessment Change for Ticket Counters
- Assessment Change for Common Space
- Establish Bag Fee
- Assessment Change for Ramp Fee
- Correction of Remain Over Night (RON) Fee
- Use, Service, and Administrative Fees
- Vehicle Parking
- Advertising

**Public Comment:**

Mr. Cestari, Southern Airways, updated the Commission on their current and planned future service and explained that these changes to the rates and charges would help support the expansion of these services.

Ms. Trebincevic, Delta Airlines, made a request to change the way that the common space is calculated. Ms. Trebincevic suggested that the office fee must be calculated based off the actual assessment opposed to the minimum requirement of 250 square feet (sf) office space.

Mr. Seadler, American Airlines, agreed with the 20/80 combination for the common space and made a request to change the minimum requirement of 250sf. for office space to be based on actual assessment. Mr. Seadler requested more information about the Baggage Fee and how it was determined.

Mr. Karberg explained that American Airlines and Delta Airlines have less than 250sf of office space, but there’s no more office space available. Mr. Karberg noted that an error was made, and the counter square footage will be added to each of their minimums and the airlines will meet their minimum assessment. Mr. Karberg stated that the issue was reconciled and will meet everyone’s

satisfaction. Mr. Karberg explained that the Baggage fees are not subject for a five (5) year waiver. Baggage fees will be assessed as they are in the Rates and Charges immediately. Mr. Karberg continued by explaining that the Ramp fees will be assessed and staged in over five (5) years. Mr. Karberg explained why certain fees are waived for Signatory Operators.

Commissioner and Airport Administrative Comments:

- Mr. Gasbarro suggested to consider a change of the minimum standard requirement for office/counter space.
- Mr. Rafter agreed that it would be fair to charge the actual assessment and modify the minimum standards.
- After a brief discussion and by unanimous consent the Airport Commissioners will modify the Draft Rates and Charges to strikethrough the minimum office/counter space charge.

Mr. Marks made a **Motion** to approve the Rates and Charges as proposed with the one change discussed regarding the minimum area size on the offices. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

#### **011122-02 Terminal Airline Tenant Rates and Charges Revisions Ramp Fee Phase-In Period Policy**

Mr. Seadler, American Airline, asked why the Airport would waive any of the rent fee charges if there's such an acceleration of cost on the airfield side.

Mr. Karberg explained that the Signatory operators bring operating revenue to the Airport year-round. Mr. Karberg added that the Signatory Airlines are operating very small and light aircrafts which don't impact the ramp the same way as bigger aircrafts.

Hearing no other comments Mr. Gasbarro closed the Public Hearing at 5:35 PM

Ms. Topham made a **Motion** to close the Public Hearing. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

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

**Pending Leases/Contracts** – Mr. Rafter presented for approval the following lease agreements and contracts:

- **Massachusetts Electric Company dba National Grid** – Landowner consent agreement to allow Nantucket Energy, LLC to connect solar array on 25 Bunker Road.
- **The Hertz Corporation** – Rental Car lease agreement in the amount of \$ 77,825.00.

- Five (5) year lease with one (1), five (5) year extension option. Plus \$1500 Annual business fee ,10% gross sales, and Customer Facility Charges (CFC's).
- **Thrift Cars Inc. DBA Nantucket Windmill Auto Rental** – Rental car Lease agreement in the amount of \$ 76,200.00. Five (5) year lease with one (1), five (5) year extension option. Plus \$1500 Annual business fee ,10% gross sales, and CFC's.
  - **Nantucket Auto Rental DBA Nantucket Island Rental Car-** Rental Car Lease agreement in the amount of \$ 74,975.00. Five (5) year lease with one (1), five (5) year extension option. Plus \$1500 Annual business fee ,10% gross sales, and CFC's.
  - **TRAC Builders Inc.** – Contract amendment for change order No.2 in the amount of \$236,332.48 for Fuel Farm Rehabilitation, Phase III. Electrical changes due to differing field conditions. New contract amount, including amendment is \$3,530,402.28.
  - **Lawrence Lynch Corporation-** Contract amendment for change order No. 2 in the amount of \$123,730.00 for Taxiway E project. New contract amount, including amendment is \$19,242,084.50.

Ms. Topham made a **Motion** to approve the pending leases and contracts as presented, **Second** by Mr. Marks and Passed unanimously by the following roll-call vote.

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

**Pending Matters** – Mr. Rafter reported on:

- **091019-01** Capital Approval Process/Home Rule Petition – Airport Administration had a meeting with Senator Cyr's chief staff was held last Wednesday January 5, 2022. The petition is still in the Senate.
- **071420-03** Per- a Polyfluoroalkyl Substances (PFAS) Investigation Update- Mr. Karberg gave an update on the following:
  - a. **Activity Report-** 500 samples were collected from 77 wells. Quarterly POET monitoring samples have been received and are displayed in current period columns in the activity report. All POETS continue to perform with effluent at No Detect (ND) levels. The consultant team has been monitoring a home on Madaquesham Valley Road (MVR) that was under but near 20 parts per trillion (PPT) as well as located adjacent to a home with a high reading. The most recent sampling resulted in detection of over 20 PPT, so this home will be added to our water service connection list. The residents had already been receiving bottled water and will be receiving a curb stop, and the licensed site professional (LSP) has already made contact regarding the update.
  - b. **Task Order/Phase 2 Status-** Soil data was received from the airport landside fence boundary along Monohanset Road. This sampling was done to inform the water main crossing location. In 4 locations there are S-1 level exceedances for PFAS in shallow soil. The immediate outcome advised by this data was to move the water main crossing point up approximately 400 feet to the northeast on Monohanset Road. A future outcome will be more specific soil delineation as advised by the LSP within the Phase investigatory work: for now, our focus has been on water main impacts and review of incoming groundwater data.
  - c. **PFAS Investigation Status Update- Consultant Presentation 2/8/22-** The consultant team is assembling received data in advance of a February presentation

to the Commission. We expect to receive a draft of that presentation later this month for review – it will be our first time seeing the data. We have the following outreach plan for the Commission’s meeting presentation:

- Notice to Town and Department of Environmental Protection (DEP).
  - Post information to website after meeting
  - Allow public question period after Commissioner’s questions and comments.
- d. **Immediate Response Action (IRA)**- Next IRA Status Report and next Massachusetts Contingency Plan (MCP) report interval are due at the end of February which will reflect presentation data.

Mr. Bouscaren asked if Mr. Karberg if had met in person with Mr. Peter McKay. Mr. Karberg answered that he sent out an email but didn’t get any respond back, but the offer is still available.

- e. **Water Service Project** – No homes are substantially completed yet. McFarland Johnson Inc. (MJI) and Robert B. Our (RBO) arraigning for interior plumbing work to occur. Two (2) homes on Nobadeer Way still require curb stop installation. Wannacomet Water Company is coordinating with Longfin LLC who remain busy. We have authorized a separate mobilization for RBO to complete the interior plumbing for homes that are ready. Three (3) homes off Skyline Drive are anticipated to be finished in February. MJI is coordinating the water service agreements. We will seek a change order to the RBO contract for private side excavation, plumbing and site restoration for the home on Madaquesham valley Road (MVR).
- f. **Water Main Project**- Mr. Karberg shared a figure of the Water Main Project. On Skyline Drive the main is constructed, connected to Woodland, pressure tested, and Chlorine tested. Curb stops are being installed currently. The deteriorating patch at the intersection of Woodland/Skyline to be repaired with concrete. On MVR, the main from the corner of Evergreen Way and Airport Road has been constructed along Monohanset Rd, onto airport property, and across the Runway six (RW6) approach (APR). Anticipating daytime RW6/24 closures for trenching in the glide slope critical area during the week of January 24, 2022. The work continues east and onto MVR. We are currently re-noticing night work and emergency access procedure.
- g. **Public Communication** - The website has been updated with project schedule and look ahead, which can be found at [www.ack-pfas.com](http://www.ack-pfas.com). Communication with residents continues.

Mr. Marks asked if we are seeing any of the migration that we were expecting to see in the water flow.

Mr. Karberg explained that based on the data provided, the migration is in consistent levels.

**011122-03 Ratify MassDOT Grant Award- AIP 72- Reconstruct Taxiway E (State Portion: Taxiway F and Aprons/Taxi lanes) - \$344,237.60** Mr. Gasbarro reported the request of the ratification for a MassDOT Grant Award AIP 72 for Taxiway E in the amount of \$344,237.60.

Ms. Topham made a **Motion** to ratify the MassDOT Grant Award in the amount of \$344,237.60. **Second** by Ms. Planzer and **Passed** by the following roll call vote-

Mr. Bouscaren- Aye

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

**011122-04 Ratify TSA Other Transactional Agreement “Baggage Belt Reimbursement” - \$155,606.60** - Mr. Gasbarro reported the request of the ratification for a TSA Other Transactional Agreement “Baggage Belt Reimbursement” in the amount of \$155,606.60.

Mr. Bouscaren made a **Motion** to ratify the TSA Other Transactional Agreement “Baggage Belt Reimbursement” in the amount of \$155,606.60. **Second** by Ms. Planzer and **Passed** by the following roll call vote-

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

**011122-05 Ratify FAA Concession Rent Relief Airport Rescue Grant Agreement, AIP 79-\$115,509** - Mr. Gasbarro reported the request of the ratification for a FAA Concession Rent Relief Airport Rescue Grant Agreement in the amount of \$115,509.

Ms. Planzer made a **Motion** to ratify the FAA Concession Rent Relief Airport Rescue Grant Agreement in the amount of \$115,509. **Second** by Mr. Marks and **Passed** by the following Roll call vote-

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

**Finance:** Mr. Rafter reported on:

- **011122-06 Capital Committee Update** – Meeting was held on Tuesday, 1/4/22 regarding the housing project. The model for the Crew Quarters Project that MJI created was presented to the committee and all question were answered.
- On Wednesday 1/12/22, the adopted budged will be presented to the Select Board.

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

**Project Updates**

- **Taxiway E-** Change orders were discussed at the last meeting with the engineers. Still anticipate a March 2022 completion.
- **Security Project Phase II-** Contractor addressed gate issues. The subcontractor will finish the doors in February 2022.
- **Fuel Farm Rehabilitation-** Work continues. The skids for the new Fuel Farm are due in January. Still anticipate a February/March 2022 completion.
- **Runway 12-30 Decommissioning-** The contractor from the Taxiway E project has expressed interest in completing the work in the Spring.
- **Crew Quarters-** RFQ for Owners Project Manager (OPM) has been posted for bids.

- **Hangar Development-** Meeting was held with the contractor for Mr. Hagedorn's hangar. They plan to begin construction next week. The hangar is anticipated to be completed by March 2022.
- **Exhibit A** – Task order to clean up and identify a number of the parcels.
- **Water Main Project-** Mr. Karberg shared an update on this project in the PFAS Investigation Update earlier in the meeting.

**RFP/IFB Bid Status** – Mr. Rafter reported the procurements being worked on include:

- **Security System Maintenance Program-** This Invitation for Bid (IFB) is being developed that will result in a contract for the maintenance of the new security system.
- **Terminal Space Optimization-** CHA was selected as the OPM. In the process of negotiating the contract.
- **HVAC Terminal Project-** Working with town to discuss potential next steps.
- **OPM Crew Quarters-** Request for Qualifications (RFQ) is being posted for an OPM for the Crew Quarters project and is due on January 25, 2022.
- **Concession space in the seasonal Hold room** – Request for Proposal (RFP) is being developed.

**Operations** – Mr. Rafter reported:

- Town of Nantucket is seeking two (2) additional Law enforcement officers for the Airport.
- Last week was the first snow of the year. The Maintenance Department did great job removing the snow and getting the airport open in timely manner.

**Statistics** – Mr. Rafter reviewed the November 2021 statistics:

- Operations are down 1.16 % from November 2020; and up 20.49% from last FYTD.
- Enplanements are up 33.30% from November 2020; and up 157.68% from last FYTD.
- Jet A Gallons are down 0.89% from November 2020; and up 42.04% from last FYTD.
- Jet A Gallons are up 33.69% from December 2020.
- AvGas Gallons are up 6.58% from November 2020; and up 17.09% from last FYTD.
- AvGas Gallons are up 12.57% from December 2020.
- Freight is down 12.03% from November 2020; and up 18.79% from last FYTD.
- 1 Noise Complaints was filed for November 2021 compared to 0 in November 2020.

**Personnel Report-** Mr. Rafter Reported:

- Preston Harimon has accepted the Compliance Manager position.
- In process of filling open positions in the Maintenance and Operations Department.

**Commissioners Comments**

- Mr. Gasbarro would like to know when the anticipated completion date of the Fuel Farm Rehabilitation Project is. Mr. Rafter explained that the initial schedule was behind about two (2) weeks because of the delivery delay of the skids. Anticipated completion is late February/ early March 2022.
- Mr. Gasbarro attended the Conservation Commission meeting, and the consultants on behalf of the Airport filed a Notice of Intent Application that is related to relocation of the perimeter road and the fence near the coastal dune bank along Nobadeer beach. The application is moving forward.

**Public Comment**

None



Having no further business for Open Session, Mr. Marks 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 collective bargaining, where the Chair has determined that an open session may have detrimental effect on the bargaining 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.

**Second** by Ms. Topham and **Passed** unanimously, by the following roll-call vote:

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

Meeting adjourned at 6:08 pm.

Respectfully submitted,

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Boyana Stoykova-Nelson, Recorder

**Master List of Documents Used**

1/11/22 Agenda including Exhibit 1(Handout)  
12/14/21 Draft Minutes  
12/15/21 Warrant Signature Pages  
1/5/22 Warrant Signature Pages  
Rates and Charges Public Hearing Presentation  
Rates and Charges Redline Revision (handout)  
Mr. Cestari's letter to Mr. Karberg (handout)  
Terminal Airline Tenant Rates and Charges revisions Ramp Fee Phase-In Period Policy  
Massachusetts Electric Company, dba National Grid – Landowner Consent Agreement  
The Hertz Corporation- Lease Agreement  
Thrift Cars Inc., dba Nantucket Windmill Auto -Lease agreement (handout)  
Nantucket Auto Rental, dba Nantucket Island rental Car – Lease agreement  
TRAC Builders Inc. – Contract Amendment  
Lawrence Lynch Corp. – Contract Amendment  
PFAS Investigation Status  
Updated Watermain Installation Figure (handout)  
MassDOT Grant Award- AIP 72- Reconstruct Taxiway E  
TSA Other Transactional Agreement “Baggage Belt Reimbursement”  
FAA Concession Rent Relief Airport Rescue Grant Agreement, AIP 79  
November 2021 Monthly Statistical Report