

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

Thomas M. Rafter, Airport Manager  
Phone: (508) 325-5300  
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*Commissioners*  
Daniel W. Drake, Chairman  
Arthur D. Gasbarro, Vice Chair  
Anthony G. Bouscaren  
Andrea N. Planzer  
Jeanette D. Topham

**AIRPORT COMMISSION MEETING**  
**January 14, 2020**

The meeting was called to order at 5:00 pm by Chairman Daniel Drake with the following Commissioners present: Jeanette Topham, Arthur Gasbarro, Anthony Bouscaren and Andrea Planzer.

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

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Jamie Sandsbury, Business and Finance Manager, David Sylvania, Safety and Compliance Officer and Katy Perales, Office Manager.

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. Gasbarro made a **Motion** to approve the draft minutes dated 12/10/19. **Second** by Ms. Planzer and **Passed** unanimously.

Ms. Planzer made a **Motion** to ratify the 12/18/19 and 1/8/20 Warrants. **Second** by Mr. Bouscaren **Passed** unanimously.

**Public Comment**

None.

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

- ➔ **Weston Solutions-** Contract in the amount of \$53,650 for Environmental Consulting Services and Site Assessment for per- and polyfluoroalkyl substances. This is an operating expense.
- ➔ **Jacobs Engineering Group, Inc.-** Task Order in the amount of \$337,187 for design services for the Fuel Farm Rehabilitation Project. This is a capital expense.
- ➔ **McFarland Johnson, Inc-** Task Order in the amount of \$22,700 for initial design services for the Fuel Farm Upgrades Phase III Project. This is a capital expense.

Mr. Gasbarro made a **Motion** to approve the contracts as presented, **Second** by Ms. Topham and **Passed** unanimously.

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

- **050916-1 Crew Quarters Development-** Topic will be discussed at the Long-Range Planning Sub Committee Meeting on February 7, 2020. Mr. Rafter will meet with Diana Brown from Nantucket Community Sailing to tour their new facility as potential off-season housing for Airport employees.
- **091019-01 Town Government Study Committee-** Mr. Rafter reported that questions regarding the warrant article were asked by the Town Government Study Committee and are being addressed.

**011420-1 Rates and Charges Public Hearing proposed to be scheduled for February 11, 2020-** Noah Karberg, Assistant Airport Manager, reviewed proposed draft changes to the Nantucket Memorial Airport Rates and Charges.

Mr. Drake and Mr. Gasbarro discussed and offered to the Commission a suggestion that all parking violations be \$50.00 per day. As of now the lower lot is a cheaper violation. The commission agreed that all parking violations should be \$50.00 per day and asked for this change to be made in the Rates and Charges.

Mr. Gasbarro asked how much of the study that was commissioned last year was used to develop these changes. Mr. Rafter explained that the study that was used last year, created a rates and changes model which provides guidelines to what areas to focus on and what the impacts will be.

Mr. Gasbarro asked if the advertising rates and charges were reviewed. Mr. Rafter explained that the advertising consultant recommended starting out with one rate, and as the program and volume develops to look at potential changes every few years. There were some increases in certain categories last year.

Mr. Drake asked how frequent other airports increase rates and charges. Mr. Karberg explained that most major commercial airports will do an annually or quarterly revision based on their methodology and level of activity.

Mr. Gasbarro asked about the APU overlap fee. Mr. Rafter explained that he will research the possibility of this addition and its impacts on the Airport. Mr. Rafter explained that the implementation could be challenging, as there are a number of reasons that an aircraft could be waiting. The Commission agreed to have APU overlap fees listed as TBD (To Be Determined) in the rates and charges. There will be an environmental subcommittee meeting planned for further discussion.

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

**111219-3 FY2021 Preliminary Budget-** Mr. Rafter explained that there have been no changes since the last version that was presented at the December 2019 Commission meeting, which reflects no reliance on Retained Earnings. Expenses increased due to professional services, directly related to potential legal costs. Revenue increased due to CPI and land rentals.

Mr. Gasbarro made a **Motion** to approve the proposed FY2021 final budget as presented for the Nantucket Memorial Airport Enterprise Fund, **Second** by Ms. Topham and **Passed** unanimously.

**011420-2 Capital Projects Update-** Mr. Rafter presented the capital projects update, requesting supplemental funding for the Fuel Farm Rehabilitation.

Mr. Gasbarro made a **Motion** to approve the revised capital request summary for FY2021, **Second** by Ms. Topham and **Passed** unanimously.

**011420-3 Parking Report-** Mr. Rafter reviewed the parking report. In 2018-2019, gross revenues increased 10%, violations revenues increased 56%, total gross receipts increased 15% and net revenue increased 21% or \$14,299. Year to date reports shows gross revenue increased 20%, violation revenue increased 11%, total gross receipts increased 19% and net revenue increased \$23,422.

**011420-4 Financial Statements and Schedule of Passenger Facility Charges and Expenditures FY2019-** Mr. Rafter reported on the audit of the FY2019 financial statements and schedule of passenger facility charges and expenditures. The audit is clean, and the Airport is reported to be compliant with PFC charges and expenditures.

### **Manager's Report**

**Project Updates** – Mr. Rafter reported:

- **Bunker Road Drainage-** Infiltrator has been installed and is working. The Maintenance Department will maintain the dry well and catch basins. Working with engineers to develop a drainage plan for the entire airport.
- **Security Project Phase I-** Contractors are completing security and safety training, getting badged and will begin work.
- **Security Project Phase II-** Bids available January 14<sup>th</sup> and are due February 25<sup>th</sup>. A meeting will be held on January 31<sup>st</sup> with FAA to determine the eligibility levels for the entire security project.
- **EA/EIS-** Environmental Notification Form (ENF) was submitted and a public meeting was held December 18, 2019, with one member from the public who attended. Comments from agencies are being addressed. Expecting a response this week.
- **PFC Application #2-** Sent consultation letter to FAA for approval.
- **Fuel Farm Rehabilitation-** Project was transferred to Jacob's Engineering Group, Inc. Project is planned for one construction season.. May be split into two projects, as one-part deals with firefighting and the other part deals with fuel, plumbing and piping.
- **Taxiway E-** 60% design complete. Meeting was held with FAA and MassDOT to go through the 60% design. Estimated cost has increased back to \$19 million.
- **TSA Floor Replacement-** replacing the flooring in TSA offices due to a flooding issue, which maintenance has resolved.

**RFP/IFB Bid Status** – Mr. Rafter reported on:

- **Request for Expression of Interest- Hangar Development-** Received one proposal expressing interest in building a Hangar which is under review.
- **Land Appraisals-** proceeding with appraisals for various properties in accordance with the Airport's previously established policy.
- **Request for Expression of Interest (REOI)- Freight Hangar-** Developing an REOI for the Freight Hangar.

Working on developing RFP's and Leases for the following-

- Hold Room Concession
- Fuel Farm Inspections

- On-Call Engineering
- Parking Management Services

**Operations** – Mr. Rafter reported:

- FAA made a public statement regarding revoking the license of Nantucket Express. According to the state website, Nantucket Express was disbanded in June 2019 by court order. Legal is looking into potential impacts on operators and pilots at the Airport.
- Transitioning to X-1 software in the Fixed Based Operation (FBO).

**Statistics** – Mr. Rafter reviewed the November 2019 statistics:

- Operations are up 12.58% from November 2018; and up 18.26% from last FYTD.
- Enplanements are down 12.01% from November 2018; and up 6.90% from last FYTD.
- Jet A Gallons are up 38.03% from November 2018; and up 2.46% from last FYTD.
- Jet A Gallons are up .01% from December 2018.
- AvGas Gallons are up 7.67% from November 2018; and down 3.52% from last FYTD.
- AvGas Gallons are up 22.25% from December 2018.
- Freight is down 11.55% from November 2018; and down .79% from last FYTD.
- 0 Noise complaints were filed for December 2019.

**Personnel Report-**

None.

**Commissioners Comments-**

**11/26/19 Long Range Planning Draft Minutes-** Will be submitted to the Committee for approval.

Mr. Drake reported that there will be a Long-Range Planning Sub-Committee Meeting Schedule for February 7, 2020.

**Public Comment**

None.

Having no further business for Open Session, Mr. Gasbarro made a **Motion** to go into Executive Session, under G.L. Chapter 30A, Section 21A, not to return to Open Session, to review Executive Session Minutes as enumerated on the Agenda; Clause 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. Topham and **Passed** unanimously, by the following roll-call

vote: Mr. Bouscaren- Aye  
Ms. Topham- Aye  
Ms. Planzer- Aye  
Mr. Gasbarro- Aye  
Mr. Drake- Aye

Meeting adjourned at 6:09pm.

Respectfully submitted,

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Lillian Sylvia, Recorder

**Master List of Documents Used**

1/14/20 Agenda including Exhibit 1  
12/10/19 Draft Minutes  
12/18/19 Warrant Signature Page  
1/8/20 Warrant Signature Page  
Weston Solutions Contract  
Jacobs Engineering Group, Inc.- Task Order No. 6  
McFarland Johnson, Inc.- Task Order MJ-N-19  
Draft Rates and Charges  
FY2021 Final Budget  
FY21 Capital Request Summary  
Parking Report  
Report on Examination of the Basic Financial Statements  
Schedule of Passenger Facility Charges and Expenditures  
FAA Press Release- Nantucket Express  
November 2019 Monthly Statistical Report  
11/26/19 Draft Long-Range Planning Subcommittee Minutes

