

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

Noah J. Karberg, 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
April 11, 2023

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

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: Noah Karberg, Airport Manager, Preston Harimon, Assistant Airport Manager, Boyana Stoykova-Nelson, Office Manager, Jamie Sandsbury, Business and Finance Manager and Vilina R. Ilieva Administrative Assistant.

Also present: Philip Cox, CHA Companies, and Joseph Sullivan, CHA Companies, Jim Soukup – Weston Solution.

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 and concerns on the 03/14/23 Draft minutes; hearing none, the 03/14/23 Draft Minutes were adopted by unanimous consent.

Ms. Topham made a **Motion** to ratify the 03/22/23 and 04/05/23 Warrants. **Second** by Mr. Marks III and **Passed** by the following roll call vote:

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

Public Comment

None.

021423-02 Lawrence Lynch Corporation Taxiway Echo Price Adjustment Request.

Mr. Karberg made a request to the FAA on behalf of Lawrence Lynch, asking to reconsider their determination that the cost was considered escalation and not an eligible item for AIP reimbursement. Lawrence Lynch submitted to the Airport a reimbursement request for Taxiway Echo for \$80,362.48. Mr. Karberg said that Lawrence Lynch Corporation has been responsible contractor. Mr. Karberg recommended that the Airport reimburse half of the requested amount total of \$ 40,181.24. Mr. Karberg clarified that this is an appropriate use of Airport Revenue.

Mr. Marks made a **Motion** to approve Mr. Karberg's recommendation. **Second** by Ms. Topham and **Passed** by the following roll call vote:

Ms. Topham – Aye

Ms. Planzer – Aye

Mr. Marks – Aye

Mr. Bouscaren – Aye

Mr. Gasbarro - Aye

041123-01 Crew Quarters: Alternative Presentation.

Mr. Karberg announced that there are three (3) alternatives for the location of the Airport Crew Quarters. Mr. Karberg shared graphic listing the alternatives as follows:

Alternative #1: The first location is as originally considered in the Southwest (SW) corner of the parcel.

Alternative #2: showed to the residence the north side of proposed driveway and it's Mr. Karberg recommended alternative. This alternative presents minimal impact to project/cost and timing.

Alternative #3: Relocated to northwest (NW) corner of the parcel. This alternative will be with additional permitted cost, also will delay the project by 4-12 months for regulatory review.

Mr. Gasbarro acknowledged the receipt of residents' letters and noted that the discussion will be on commission level first followed by public discussion.

Ms. Planzer would like to know the impact on the bike path between Alternative #1 and Alternative #2.

Mr. Gasbarro passed the question to McFarland (Mr. Lasdin) and possibly Mr. Cox, both presented at the meeting.

Mr. Lasdin responded that both alternatives will have minimal impact on the bike path.

Mr. Bouscaren commented that Mr. Karberg made a good recommendation and believes that the Airport Housing will not affect the bike path.

Mr. Marks reiterated that Alternative #2 is a good one and gives a nice buffer to the neighbors from the dormitory and Airport.

Mr. Gasbarro is supportive of Alternative #2.

Ms. Topham agreed with the other Commissioners and supported Alternative #2.

Mr. Gasbarro opens the floor to public comments.

Ms. Ruggiano, homeowner of Park Circle commented that none of those alternatives impact the bike path differently. Her suggestion for a choice is Alternative three.

Ms. Perales, homeowner of Park Circle asked what needs to be clean in a nature aspect.

Mr. Gasbarro responded that the Airport will only clear the limit of disturbance is permissive and not compulsory right. The Airport doesn't have to go far, and the goal is to preserve as much vegetation as possible.

Ms. Perales with second question: If Airport choose to go with Alternative three is that be an option to put the project out for Bid. Mr. Gasbarro answered that Airport cannot allow any delay on the project and must move forward with the housing alternatives.

Mr. Bouscaren said that the intention is to give permanent or semi-permanent housing to staff and their families. The project shouldn't be delayed and moving forward.

Mr. Getoor Executive Director of Strong wings would like to know the timeline of construction and what impact this is going to have during the summer with the safety and congestion.

Mr. Lasdin responded that the intent is to do construction off season and won't affect the upcoming summer season.

Ms. Wynn, homeowner of Park Circle asked: Is there any alternative for the Airport to find already existing housing?

Mr. Gasbarro responded that the Airport spent years looking for those other Alternatives.

Ms. Wynn is concerned that the bike path is heavily used from neighbors, Strong Wings students, and that the Airport staff will have to cross that bike path daily with cars.

Mr. Gasbarro responded that will be extra safety attention (like a sign and sign lines) crossing the bike path.

Mr. Viens homeowner of Park Circle would like the Commission to consider Alternative three but based on what Mr. Viens heard on the meeting his prospective is that Alternative two is a far superior option to Alternative one.

Ms. McMullen, homeowner of Park Circle, encourages the Airport to look at option three.

Mr. Ruggiano homeowner of Park Circle supported his wife which spoke first on the public comments that the favor Alternative is number three. Mr. Ruggiano is considering that new construction may ultimately continue in the future.

Mr. Bouscaren responded that the Airport doesn't have that many funds to build houses all over the area. Option two is a reasonable compromise considering all the factors.

Mr. Perales wanted to follow up and said that Alternative two compromise Alternative three. Mr. Perales said: The Airport housing is not presented in the beginning as a family housing "this is a dormitory for seasonal employees".

Mr. Cox has been asked to respond - His comment was: the current sewer line stops at the end of Park Circle so as we go further towards Alternative three it means will be more sewer they have to put. If there is any additional housing, we must look at new environmental permits and go through the whole process all over again. The permitting process that we have in place now allows the Airport to start design development immediately and allows construction in late Fall this year.

Mr. Getoor asked a question: is the sewer connection will be brought up to Nobadeer Farm Rd.?

Mr. Cox responded: Yes, it will!

Liz Finley, homeowner of Park Circle asked what the setback is from Alternative two to the bike path?

Mr. Lasdin responded that would like to look further into design, because he does not have an answer right now.

Mr. Bouscaren inserted a quick answer about where the bike path takes the short turn to the other bike path, roughly will be couple hundred feet.

Ms. McMullen, homeowner of Park Circle, asked if there would be another meeting.

Mr. Gasbarro responded there is not another meeting before the Annual Town Meeting.

There are no further public questions.

Mr. Gasbarro announced that Airport will move forward with alternative two and move the housing project ahead.

Ms. Perales interrupted Mr. Gasbarro with question if that will be voted? Mr. Gasbarro answered that there is no action item to vote on and the Commission agreed to move forward with Alternative two.

Ms. McMullen asked if there would be Motion? Mr. Gasbarro answered there is no Motion need it.

Mr. Bouscaren made a **Motion** to adopt the Alternative two. **Second** by Mr. Marks III.

Ms. Panzer made a comment that the Airport is building housing for safety. The airport doesn't want to be in the housing business.

Mr. Gasbarro announced there is no further discussion and **Passed** by the following roll call vote:

Ms. Topham – Aye

Ms. Planzer – Aye

Mr. Marks III – Aye

Mr. Bouscaren – Aye

Mr. Gasbarro – Aye

041123-02 Airport Taxi's Rules and Regulation Update – Public Hearing proposed to be scheduled for May 9, 2023.

Mr. Karberg would like to open a Public Hearing on May 9, 2023. Mr. Karberg would like to have permission to start advertising and outreach to the Public and Taxi Association for formal participation. The purpose is to update the Airport's Taxi Rules and Regulations.

Pending Leases/Contracts – Mr. Karberg presented Exhibit 1 for approval of the following contracts, leases, contract amendments. Mr. Karberg requested the Commission to approve a Not-to-exceed \$75,000 task order for Geotechnical Services and Survey for the South Apron to keep the project on track.

- ➔ **United Airline, Inc.** – Non-Signatory Airline Agreement in the amount of \$23,689.00.
- ➔ **Hyannis Air Services dba Cape Air** – Signatory Airline Agreement in the amount of \$ 92,441.00.
- ➔ **Nantucket Oasis Pool and Spa, Inc.** – Land Lease on 66 Bunker Rd. in the amount of \$187,770.00.
- ➔ **Harbor Fuel Oil Corporation and Toscana Corporation**– Sublease between tenants in short term.

- **Toscana Corporation** – Land Lease on 60 Bunker Rd. in the amount of \$80,797.50.
- **Cary Auto Inc.** – One Year Contract for Purchase and Delivery of Utility Trailer (to replace the one which is being used for the fuel farm GAC System.)
- **McFarland-Johnson Inc.** – Task Order for Crew Quarters Project for Design in the amount of \$397,400.00.
- **Robert B. Ours** – Contract Amendment to connect 36 Madequecham Valley Rd to Town water. No cost change order.
- **Franklin Paint Company** – Purchase and delivery of Traffic paint in the amount of \$24,010.65
- **McFarland-Johnson, Inc.** – Contract for Planning Reviews of Fleet Changes related to North Ramp Operations and New Airlines Entrants in the amount of \$26,000.00.
- **McFarland-Johnson, Inc.** – Task Order for South Apron. Not ready for Commission, just to approve the amount of \$75,000.00. for Geotechnical Services and Survey.

Mr. Gasbarro recused himself from voting on the Lease Agreement with Nantucket Oasis Pool and Spa, Inc, Toscana Corporation and the sublease between Toscana Corporation and Harbor Fuel Oil based on potential conflict of interest.

Mr. Marks made a **Motion** to approve the airline leases, contracts and contract amendments as set forth on Exhibit 1 except for The Toscana Corporation lease, Nantucket Oasis lease and the sublease for Harbor Fuel and Toscana Corporation.

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

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

Ms. Planzer entertained a Motion for approval of the Leases and Sublease.

Mr. Marks made a **Motion** to approve the Toscana Corporation lease, Nantucket Oasis lease and the sublease for Harbor Fuel Oil and Toscana Corporation as set forth on Exhibit 1.

Second by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Pending Matters – Mr. Karberg reported on:

091019-01 Capital Approval Process/Home Rule Petition-

The airport will need to wait until after the current Annual Town Meeting (ATM) cycle.

071420-03 Per- a Polyfluoroalkyl Substances (PFAS) Investigation Update- Mr.

Karberg gave an update on the PFAS Investigation Status Table. All data and reports are available via website, www.ack-pfas.com.

Mr. Soukup reviewed the presentation on PFAS Investigation Status Update including the following topics:

- Private Well Sampling – MVR & Nobadeer Way
- Fuel Farm Treatment System Media Replacement
- Groundwater Elevation Mapping/Monitoring
- Soil Sampling at the Airport
- IRA Status Report #13 Submitted

Mr. Bouscaren expressed concerns that if the Wannacomet Water Company draws water from the area where Weston solution will drill and if they are drilling deep well will give a pathway to contamination of the Island's water source.

Mr. Soukup explained that the Wellhead protection Area and zone two area are extremely conservative. It is based on pumping the well at its maximum rate for 180 days with no rainfall. It's an extremely conservative estimate of where the water comes from. The aquifers on Nantucket are all sand and gravel and they are interconnected. There is no barrier to flow in any direction.

Mr. Marks asked a question about the Southwest side of the Airport: Is there any contamination continuing there or is it the way it has been contaminated?

Mr. Karberg responded: Regarding the Southwest side, Gate 30B drainage has been cleaned, and it's not going into that area anymore. The fix which is assigned for South Ramp Extension would be tied in one drainage spot.

Bob Rosenbaum asked a question if there are any theories on the source of the contamination in the run-up areas that has been identified and if there is any plan how to deal with plumes.

Mr. Karberg responded that Weston Solution doesn't have an identified it as a foam discharge area. It is possible that some historical training took place there.

Mr. Soukup added that at this point Weston Solution is focused on getting to phase two. Lots of research has been going on at that point regarding PFAS methods remediation.

No further questions.

Finance – Mr. Karberg reported on:

a. **031423-03** Final Financial Statement Audit FY2022

b. **031423-04** Final Passenger Facility Charge Audit FY2022

As written, they are the required audits of Airport financial statements and require audits of the passenger facility charge program. They both find no fault with the Airport's record-keeping or administration and are provided.

021423-08 Discuss in Person, Hybrid and Remote Meeting Alternatives

Mr. Karberg announced that the State has extended the remote meeting law for another two years. Mr. Karberg added that the Community Room is not available on Tuesdays at 5pm. If the Commission would like to meet there the day and time needs to be changed. The trailer has had half of it available, and it's available every second Tuesday of the month at 5pm. These are only recommendations; Airport would like to keep Tuesdays at 5pm.

Mr. Gasbarro opened a discussion with the commission.

Mr. Marks does not have any comments.

Ms. Planzer preferred Remote Meeting

Mr. Bouscaren would like Remote Meeting.

Ms. Topham would like to continue with Remote Meeting.

Mr. Gasbarro made a comment that if the Meeting stay Remote will be better for Airport. If there is going to be any public engagement on item, the meeting always can be scheduled in person.

Mr. Gasbarro assumed that this in an agreement to keep the meeting remotely.

Manager's Report- Mr. Karberg reported on:

Project Updates – AIP

- **Taxiway Echo (TW E)**- The work has been completed on drainage improvements.
- **Taxiway Golf (TW G)**. - The paving work will begin in the middle of April.
- **Airport Master Plan Update**. Committee meetings need to be scheduled.
- **Geometry Study** – Second workshop will be scheduled shortly.
- **HVAC** - No update -The contractors were unable to mobilize to the airport as planned and the next visit has been rescheduled.
- **Southwest Ramp Expansion**. – Airport reviewing a draft scope and fee. Funding stakeholder agreement on presenting eligible vs. non-eligible work .
- **Runway 624 Project** – This is a project scheduled to begin in 2026. Airport met with FAA to discuss funding. Recent AIP handbook has revised down the PCI scores for eligible RW work. We may consider commissioning our own PCI review to identify if we continue major reconstruction or pavement life extension work.
- **Terminal Optimization** - The Airport issued a Request for Qualification (RFQ).
- **ARFF Truck – index change** – no update Mr. Karberg sent the letter to the FAA.
- **South Shore Fence** – No change in the status, and that may be an issue with a new RFQ for engineering.

Project Updates – Non-AIP

- **Crew Quarters.** The scope of work and fee proposal from McFarland-Johnson Inc. are completed and negotiated.
- **Town of Nantucket Surfside Area Water and Transportation Group** – The airport continues to coordinate meetings and share project updates between Town and Airport projects.
- **Hanger Development** – Airport will return to the Commission in May regarding Freight Hanger and Hanger 8.
- **Lightening Arrestors** – No update.
- **Right of Way Research** – Airport met with PLUS Department to set out a process to extinguish the old Paper streets for Old South Road and Hinsdale.
- **Standard Passenger Plan** – Mr. Karlberg announced that the late nights flights may be canceled. Airport will reach out to Operators to coordinate post ARFF staffing resolution.

RFP/Bid Status:

- **Impound Lot** – Airport has a parcel of land which is not leased out. The lot has an underground power cable and it's not suitable for excavation or disturbance. Mr. Karberg idea is that to be convert in parking lot/use as impound lot. RFP to be draft for review for next Commission meeting in May.
- **Bunker 60 and 66** – Leases were approved earlier on this meeting.
- **Request for Qualifications (RFQ) for Planning and Engineering Services-** The airport received one (1) proposal for planning from McFarland-Johnson Inc., and two (2) proposals for engineering from McFarland-Johnson Inc. and Burns McDonnell. The proposals are under internal review for new Contract Award I June.
- **Invitation for Bids (IFB) for ARFF Truck Maintenance** – Available to the public. Bids due on 04/27/23.
- **IFB for Landscaping Maintenance Service** – The Bid document is being developed.
- **RFQ for Terminal Optimization** – Available to the public. The statement of qualification is due on 05/03/23.
- **RFP for lots of J and K-** The airport is in the process of completing the permitting.
- **General OPM/On call-** De-emphasized for now.

Operations Update

- The Airport will temporarily replace Gate 15 with Gate 31.
- The FAA Inspection is from 05/30/23 to 06/01/23.
- The Airport is coordinating with Island agencies on Community Wildfire Protection Plan.
- The Airport received drafts TNC and Turo agreements from Council and it's under internal review.
- Potential Impound Lot – Moved to RFP item.

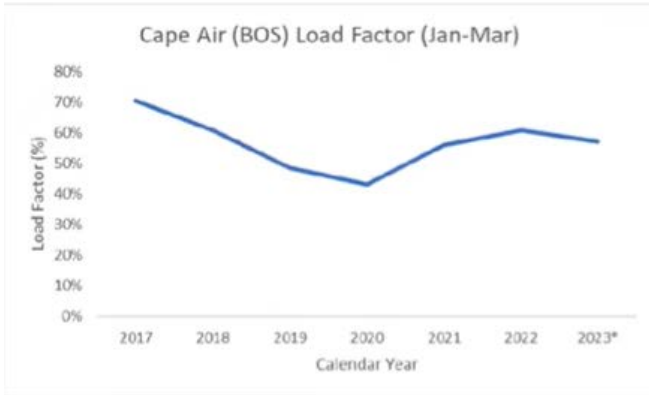
- Travel Approved for Preston Harimon (Airport Assistant Manager) to AAAE Annual Conference in Denver, beginning 06/02/23.
- Annual Town Meeting Article 17 – Mr. Karberg follows up to a presentation to the Airport Commission from year ago. The Town of Nantucket is modifying the language for ATM Article 17 to allow for studying the delta fields as a possible DPW campus relocation. This is in the early stages but expect formal outreach to the Commission at a future meeting if it is a serious concept.
- Tailwinds made an announcement that Seaplane will fly from Boston Harbor to ACK Airport. Nantucket Memorial Airport advised that Tailwinds will need an operating agreement.
- FAA – Proposed changes to their Air Carrier Incentive program. That would have limited flexibility for airports to distinguish between seasonal and year-round services, and limited ability to airports like Nantucket to designate a specific location for incentives such as Hyannis.

Statistics – Mr. Karberg reviewed the February 2023 Statistics:

- Operations are down 7.7 % from February 2022 and down 10.50% FYTD.
- SW ramp operations are down 3% in February.
- Enplanements are down 25.00% from February 2022 and are up 2.50% FYTD.
- Cape Air Service FY 2022 – FY20223
 - Boston 23% increase in Enplanements Passenger.
 - New Bedford 52% increase.
 - Hyannis 71% down.
 - Martha’s Vineyard 24% down.
- Jet A Gallons are down 10 % from February 2022 and increase to 14.00% in March.
- 100 Low Lid down 11% in February and increase to 18% in March.
- Freight is down 0.3% in February.
- Cape Air Freight increased in February. UPS, FedEx and US Mail down in February.
- 0 Noise complaints for February 2023 as expected.

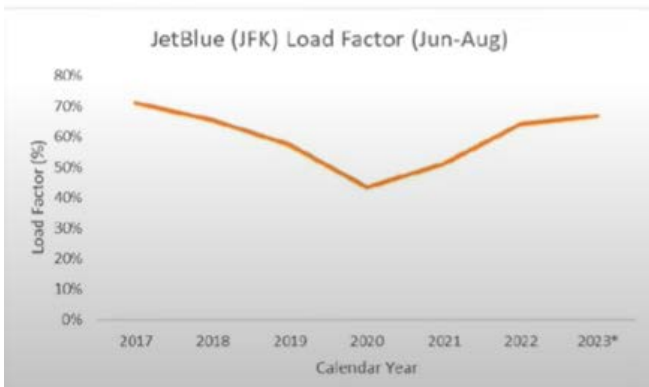
Mr. Karberg reviewed the graphic included in the packet.

1. Present two different routes and markets – First one, Cape Air Boston load factor (Jan – Mar). JetBlue JFK load factor (Jun-Aug)
From 2017 to 2019 – increased Departures but decreased employment numbers.



January-March Cape Air (BOS)			
Year	Enplaned PAX	# Departures	Load Factor
2017	3,345	527	71%
2018	2,793	511	61%
2019	3,072	702	49%
2020	2,282	588	43%
2021	1,669	332	56%
2022	1,811	331	61%
2023*	2,371	440	60%

*March estimated



June-August JetBlue (JFK)			
Year	Enplaned PAX	# Departures	Load Factor
2017	21,043	296	71%
2018	21,335	326	65%
2019	19,036	332	57%
2020	2,654	61	44%
2021	9,644	188	51%
2022	10,664	166	64%
2023*	11,197	168	67%

2. The Operations change has been a good one for Nantucket Airport it's not been dependent on passengers' volume for operations. It's always been a passenger and service dependent operation.

3. Static Revenue and declining operations. Airport has a well-integrated operations system that works with Airport Finance Department for our rates and charges.

4. Airline Activity and Revenue: Myths vs Reality were explained on graphics from. Mr. Karberg.

No Comments.

Personnel Report- Mr. Karberg reported on:

- ➔ An Operation Specialist did not complete their probationary period requirements and it's no longer with Nantucket Airport.
- ➔ Clement Johnson, Custodian and former FBO customer service has informed the Airport of his Resignation effective in April.
- ➔ Sergio Rivera has been promoted from a seasonal employee to a full-time Operation Specialist.

Public Comment.

Mr. Flaherty asked when the Airport will have available the proposed Taxi Rules and Regulation for Taxi Drivers and if the next meeting will be in-person.

Mr. Karberg responded that they are available in the meeting packet.

Commissioners' Comments.

Ms. Topham requested the next meeting to be in-person or hybrid.

Mr. Gasbarro doesn't have any concerns about this suggestion.

Mr. Marks agreed to an in-person meeting for May's Commission meeting.

Ms. Planzer – Agreed

Mr. Bouscaren – Agreed

Having no further business for Open Session, Mr. Bouscaren made a **Motion** to go into Executive Session, **Second** by Ms. Topham, 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. Clause 3: To discuss strategy with respect to the litigation regarding Walsh. Clause 3: To discuss strategy with respect to the litigation regarding potential claim for damages in re: 3&5 Evergreen Road. Clause 3: To Discuss Strategy with Respect to Pursuing Legal Claims against Manufacturer of Polyfluoroalkyl Substances (PFAS) and other potential sources of PFAS where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission. **Second** Ms. Topham and **Passed** unanimously, by the following roll-call vote:

Ms. Topham – Aye

Ms. Planzer – Aye

Mr. Marks III – Aye

Mr. Bouscaren – Aye

Mr. Gasbarro – Aye

The meeting adjourned at 7:15 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

04/11/23 Agenda including Exhibit 1 (Handout)
03/14/23 Draft Minutes
03/22/23 Warrant Approvals
04/05/23 Warrant Approvals
ACK Employee Housing Site Plan 23.03.31
14 B Park Circle Homeowners' letter
6 A Park Circle Homeowners' letter
13 A Park Circle Homeowners' letter (handout)
24 B Park Circle Homeowners' Letter (handout)
Airport Taxi Rules and Regulation Update
Taxi Line Plan
United Airlines, Inc. Lease Agreement
Hyannis Air Service, Inc Lease Agreement
Nantucket Oasis Pool and Spa, Inc. Lease Agreement
Harbor Fuel Oil Corporation Sublease with Toscana Corporation
Toscana Corporation Lease Agreement
Carey Auto Inc. - Contract
Task Order MJ-EN-05– McFarland Johnson, Inc
Letter of Authorization South Apron Task Order MJ-EA-04 t
Robert B. Our Co., Inc Contract #1740 - Amendment # 3
Franklin Paint Company – Contract
Task Order MJ-PN-19 McFarland-Jonson Inc.
PFAS Investigation Status Table
Weston Solution Consultant Presentation
Final statement Audit FY2022
Final Passenger Facility Charge Audit FY2022
February 2023 Statistics
Airline Activity and Revenue