

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

Thomas M. Rafter, Airport Manager  
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*Commissioners*  
Daniel W. Drake, Chairman  
Arthur D. Gasbarro, Vice Chair  
Anthony G. Boscaren  
Andrea N. Planzer  
Jeanette D. Topham

**AIRPORT COMMISSION MEETING**  
**April 14, 2020**

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

This meeting was conducted remotely by video conference via Zoom app and broadcasted on the Town of Nantucket YouTube Channel consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth and due to the outbreak of the "COVID-19 Virus".

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Jamie Sandsbury, Business and Finance manager, Katy Perales, Office Manager and Lillian Sylvia, Administrative Assistant

Also Present were: Christina Marshall, Anderson and Kreiger.

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. Boscaren made a **Motion** to approve the draft minutes dated 3/10/20. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Mr. Boscaren- Aye  
Ms. Topham- Aye  
Mr. Gasbarro- Aye  
Ms. Planzer- Aye  
Mr. Drake- Aye

Ms. Topham made a **Motion** to ratify the 3/18/20 and 4/1/20 Warrants. **Second** by Mr. Boscaren and **Passed** by the following roll call vote:

Mr. Boscaren- Aye  
Ms. Topham- Aye  
Mr. Gasbarro- Aye  
Ms. Planzer- Aye  
Mr. Drake- Aye

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

- ➔ **Mass Tank Inspection and Services-** Three-year contract in the amount of \$153,000 for Fuel Farm Annual Inspections.
- ➔ **McFarland Johnson, Inc.-** Task Order in the amount of \$522,222 for the Safety and Security Project Phase II.
- ➔ **McFarland Johnson, Inc.-** Task Order in the amount of \$171,623 for Environmental Assessment and Environmental Impact Report for capital improvement programs projects part C.
- ➔ **JJ Cunningham LLC-** Contract in the amount of \$290,696 for Pavement Markings Project 2020 for Runway 15-33. Work for 12-20 of this project was an add alternate that increased the amount above what was viable for the budget. That work will be done in house.

Mr. Gasbarro said he would like more information relating to the scope of the McFarland Johnson, Inc contract for Environmental Assessment and Environmental Impact report for part C and asked if action of this contract could be deferred for one month. Mr. Rafter explained that this task order falls under the McFarland Johnson, Inc. On Call Agreement, which expires 4/19/2020 which is prior to the May Commission Meeting, therefore this task order could not be acted upon at the May meeting. Mr. Karberg answered some questions regarding moving forward with the contract and recommended approving it at this meeting.

Mr. Gasbarro made a **Motion** to approve the Contracts with Mass Tank Inspection and Services, McFarland Johnson Inc. Safety and Security Project Phase II and JJ Cunningham LLC. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Mr. Bouscaren made a **Motion** to approve the contract with McFarland Johnson Inc. for Part C for the EI/EIR. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye  
 Ms. Topham- Aye  
 Mr. Gasbarro- No  
 Ms. Planzer- Aye  
 Mr. Drake- Aye

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

- ➔ **050916-1 Crew Quarters Development-** Mr. Rafter asked the Commission to reconsider the transfer of \$300,000 from Retained Earning to the Employee Housing Capital account that was recommended at the Long-Range Planning Subcommittee meeting and subsequently approved by the Commission

Mr. Bouscaren made a **Motion** to reverse the decision from the February 18, 2020 Long Range Subcommittee Meeting to transfer \$300,000 from Retained Earnings to the Employee Housing Capital account subject to Annual Town Meeting (ATM) approval. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Ms. Planzer- Aye  
Mr. Drake- Aye

- **091019-01 Town Government Study Committee-** New ATM date is scheduled for Saturday, May 2, 2020 at 9:00 AM and may be subject to change. If ATM does not occur before the FAA deadline for grant applications, which is currently set to at May 1, 2020, but is rumored to be extended, this project could be jeopardized. A call has been scheduled with the Town Finance Director to discuss concerns of delaying ATM.

**031020-2 North Ramp Allocation Policy-** Mr. Rafter reported on:

To provide large air carrier ramp space assignments and conflicts due to weather delays and unanticipated operations.

Mr. Gasbarro made a **Motion** to approve the North Ramp Allocation Policy. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

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

**041420-1 FY20 Financial Impacts Discussion-** FY20 impacts due to the COVID-19 health crisis are projected as follows: Revenues are expected to be about \$907,000 less than budget for an estimated total of \$8.4 Million. Expenses are anticipated to be about \$143,000 less than budget for an estimated total of \$9.5 Million, resulting in a shortfall of \$1,164,351. After the yearly standard transfer of \$400,000 from the PFC account, the shortfall reduced to \$764,000. Mr. Rafter explained several proposed budget transfers for action at ATM; a) \$400,000 from Retained Earnings into the Operating Budget; b) \$27,500 from the Stabilization fund into the Salaries Budget, and c) An estimated additional \$336,851 from Retained Earnings upon approval from the Commission. Mr. Rafter explained that these numbers are all estimates and subject to change. Mr. Rafter asked the Commission to give flexibility as there are many steps to get all numbers finalized and approved in order to apply to any Coronavirus Aid, Relief and Economic Security (CARES) Act grants. Mr. Rafter explained several additional proposed budget transfers all from Capital Projects; a) \$471,000 transfer from Apron Area 3 Project; b) \$178,614 transfer from Airfield Paint/Beads/Rubber Markings; c) the previously approves transfer of \$300,000 transfer from the Crews Quarters Development; d) \$300,000 transfer from Security System Upgrades; d) \$50,000 transfer from the Salaries and Wages Budget. The Airport will also be asking the Town for a deferral of the subsidy repayment obligation for FY20 and FY21. Mr. Rafter explained the final transfers will be dependent on potential CARES act funding and its impact on Airports finances. Mr. Rafter asked the Commission for approval for the option to make the listed transfers.

Mr. Bouscaren made a **Motion** to give the Airport manager the authority to determine the necessary amounts for the various transfers, subject to the approval of the Chairman and Vice Chairman. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye  
Ms. Topham- Aye

Mr. Gasbarro- Aye  
Ms. Planzer- Aye  
Mr. Drake- Aye

**041420-2 FY21 Budget Discussion-** Administration is working with Town Finance Department on what the FY21 Budget will look like. Will have to be submitted in its entirety for Annual Town Meeting (ATM). Mr. Rafter explained that a special meeting may need to be held if ATM is held as planned.

**041420-3 Lease Payment Abatement/Deferment Discussion-** Mr. Rafter explained that COVID-19 has affected business for tenants of the Airport. The Airport has received requests for rent relief due to this health crisis. Mr. Rafter summarized key points in the draft policy. Tenants will have to opt in to be eligible for the rent deferral and it will be equally offered to all Tenants of the Airport. Airline and Federal Government tenants are not eligible for the rent deferral, as other Federal funding is available to them. Ms. Marshall of, Anderson and Kreiger, explained guidelines that FAA has published on several issues related to COVID-19 and restrictions and accommodations at Airports, having to do with deferrals for both aeronautical and non-aeronautical tenants. Ms. Marshall also explained that Airports are not permitted to waive landing fees and terminal rents at this time.

Ms. Topham made a **Motion** to approve the Temporary COVID-19 Rent and Fee Deferral Policy as presented. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

**041420-4 CARES Act Grant Acceptance-** Mr. Rafter gave a briefing on what the CARES Act is and reviewed the areas that ACK fits into. Mr. Rafter explained that the Airport is seeking the Commission to authorize the Chairman to apply/execute any and all grants associated with the CARES Act.

Ms. Topham made a **Motion** to enable the Chairman to execute any documents which will enable the Airport to participate in CARES Act funding from the FAA or DOT. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

### **Manager's Report**

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

- **Security Project Phase I-** Received exemption from the Town under the Emergency Order and work is continuing with the appropriate safety precautions in place.
- **EA/EIS-** Contract with McFarland Johnson, Inc. was approved.
- **PFC Application #2-** Held user consultation meeting. Delta attended the meeting via conference call and there were no objections.

- **PFC Application #1-** Through the end of last year the Airport collected \$3.2 Million, with a remaining \$3.7 Million to collect. Before the current authority expires in 2024.
- **Fuel Farm Rehabilitation-** Will most likely need to be bid out into two separate projects.
- **Taxiway E-** Bid due date has been extended to Friday, April 17, 2020 and will be opened electronically. Possibility of receiving 100% funding.
- **Airfield Markings-** Contract was awarded to JJ Cunningham LLC. Work start date pushed back due to COVID-19.
- **Thompson House POET System-** Received exemption from the Town for the installation of a Point of Entry Treatment (POET) system on the Thompson House regarding Ploy-Fluoroalkyl Substances (PFAS).

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

- **Request for Expression of Interest- Hangar Development-** On hold.
- **Request for Expression of Interest (REOI)- Freight Hangar-** On hold.
- **Hold Room Concession-** Bids are due Friday, April 17, 2020 at 2:00PM.
- **On-Call Engineering-** Received five bids and are under review.
- **On-Call Planning-** Received two bids and are under review.
- **Fuel Farm Inspections-** Awarded to Mass Tank Inspections and Services.
- **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.
- **Automated Door Maintenance-** Working on developing IFB.

**Operations – Mr. Rafter reported:**

- Update was sent out to Commissioners regarding how the Airport is currently operating and changes that have been made due to COVID-19.
- Working on Reconstitution of Operations plan.
- Working on Return to Work program.
- FAA Certification Inspection scheduled for May 27<sup>th</sup>-29<sup>th</sup>.
- Air Service Impacts related to COVID-19:
  - Cape Air is down to about two flights a day each to Boston and Hyannis
  - Southern Airways has delayed opening until May 22<sup>nd</sup>.
  - JetBlue has delayed opening until June, subject to change. Will be canceling service to LaGuardia and White Planes, consolidating that through Kennedy and Newark.
  - United is seeking exemption through DOT to cancel all summer service to Nantucket.
  - Waiting to hear from Delta.
  - No change on American Airlines.

**Statistics – Mr. Rafter reviewed the February 2020 statistics:**

- Operations are up 27.66% from February 2019; and up 19.52% from last FYTD.
- Enplanements are down 16.60% from February 2019; and up 5.48% from last FYTD.
- Jet A Gallons are down 43.74% from February 2019; and up 2.01% from last FYTD.
- Jet A Gallons are up 54.09% from March 2019.
- AvGas Gallons are up 45.21% from February 2019; and down .12% from last FYTD.
- AvGas Gallons are down 32.88% from March 2019.
- Freight is down 14.06% from February 2019; and down 1.59% from last FYTD.
- 0 Noise complaints were filed for March 2020 compared to 0 in March 2019.

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

- Will be asking the Commission for consideration of allowing staff to work remotely.
- Family First Act; gives an extra two weeks of emergency sick leave to employees if related to COVID-19 crisis.
- Mr. Rafter recognized staff for working diligently through this difficult time.

**Commissioners Comments-**

Mr. Drake explained and asked for Commission's consent to submit a draft letter asking Town for a deferral on the FY20 and FY 21 repayment and extending the repayment by two years. Wording is subject to change depending on information regarding CARES Act.

Mr. Bouscaren made a **Motion** to send the letter asking Town for a deferral. **Second** by Mr. Gasbarro and **Passed** by the following roll call vote:

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

**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 6:46pm.

Respectfully submitted,

Lillian Sylvia, Recorder

**Master List of Documents Used**

4/14/20 Agenda including Exhibit 1  
3/10/20 Draft Minutes  
3/18/20 Warrant Signature Page  
4/1/20 Warrant Signature Page  
Mass Tank Inspection and Services Contract  
McFarland Johnson Inc., Task Order MJ-A-06  
McFarland Johnson Inc., Task Order MJ-A-03C  
JJ Cunningham LLC Contract  
North Ramp Allocation Policy  
FY20 Budget Summary  
Concession Relief Notice  
Tidal Creek Rent Reprieve Request  
Blade Rent Reprieve Letter  
FAA Information for Airport Sponsors Considering COVID-19 Restrictions or Accommodations  
Temporary COVID-19 Rent and Fee Deferral Policy  
Crosswinds Restaurant Rent Reprieve Letter  
Crosswinds Takeout Sales Worksheet  
Crosswinds Retail Space Letter  
February 2020 Monthly Statistical Report  
Draft Letter to Town for Deferral on FY20 and FY21 Repayment

