

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. Bouscaren
Andrea N. Planzer
Jeanette D. Topham

AIRPORT COMMISSION MEETING
May 12, 2020

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

Ms. Topham made a **Motion** to approve the draft minutes dated 4/14/20. **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

Ms. Topham made a **Motion** to ratify the 4/15/20 and 4/29/20 Warrants. **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

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

- **A Taste Nantucket-** License agreement for catering at the Airport with an annual business fee of \$1,500, plus 25% Airport Catering Fee.
- **Forme Barre Fitness-** Beach license agreement at Nobadeer Beach with an annual business fee of \$1,500. No classes are to take place between 11:00AM-5:30PM.
- **Jet East Corporate Aviation, LLC-** License agreement for aircraft maintenance with an annual business fee of \$1,500.
- **Tradewind Aviation, LLC-** Operating agreement for General Aviation Part 135 Operator. \$1,500 annual business fee plus landing and ramp fees.
- **E-One, Inc-** Contract amendment for AFFF input based testing system. Changing the expiration date from 6/30/2020 to 6/30/2021.
- **Johnson Controls Fire Protection LP-** Contract amendment for the SRE sprinkler repair. Changing the expiration date from 6/30/2020 to 6/30/2021.
- **GMSTEK, LLC-** Contract amendment in the amount of \$4,766 for the Fixed Based Operations software to purchase and support three mobile credit devices to limit customer interaction due to COVID-19 crisis.
- **Jacobs Engineering Group, Inc-** Task Order in the amount of \$43,986 for the removal of existing harbor piles.
- **Jacob Engineering Group, Inc-** Task order in the amount of \$23,309 for stormwater inventory assessment.
- **Jacobs Engineering Group, Inc-** Contract amendment in the amount of \$6,800 for 2020 pavement markings project. Increase in resident engineering services.
- **JJ Cunningham, LLC-** Contract in the amount of \$292,696 for 2020 pavement markings project. Contract amount that was approved at the 4/14/2020 Commission meeting was \$290,696 and the correct amount is \$292,696. This was an Exhibit 1 error.
- **JJ Cunningham, LLC-** Contract amendment in the amount of \$30,624 for 2020 pavement markings project to include markings on runway 12-30.

Ms. Topham asked Mr. Rafter to elaborate on the storm water project with Jacobs. Mr. Rafter explained that it is an inventory of the Airport's entire drainage system and developing the best practices and maintenance schedule.

Mr. Bouscaren made a **Motion** to approve the agreements, contracts and contract amendments as presented. **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

Pending Matters – Mr. Rafter reported on:

- **050916-1 Crew Quarters Development-** No change.
- **091019-01 Town Government Study Committee-** Mr. Rafter reported that town is still working on a definite date for Annual Town Meeting (ATM). Airport projects that may be impacted by the delay of ATM are- PFAS remediation issue, Security Phase II and the Fuel Farm Rehabilitation Project.

051220-1 FAA CARES Act Grant Offer- \$6,203,288- Mr. Rafter reported that the Airport

received grant offer that has been closed out, for the Coronavirus Aid, Relief and Economic Security (CARES) Act in the amount of \$6,203,288. The Airport must apply to the FAA for reimbursement for qualifying expenditures. We are working with consultants to get the first invoice out to the FAA for processing so that the funds can start being applied to salaries and wages.

051220-2 MassDOT ASMP Grant Awards & Associated Grant Assurances: Mr. Rafter reported on:

→ **Safety & Security Equipment- A Portion of Project 1 and 2- \$607,100**

Ms. Topham made a **Motion** to accept the ASMP Grant from MassDOT in the amount of \$607,100 for the Safety & Security Equipment and to adopt the Grant Assurances. **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

051220-3 Electric Vehicle (EV) Chargers in Parking Lots- Mr. Rafter reported that the Town Energy Manger, Lauren Sinatra, requested r the Airport to install two charging stations for electrical vehicles in the Airport parking lot. The only expense to the Airport will be the continuing electricity charge.

Ms. Planzer made a **Motion** to approve the installation of electrical vehicle charging station in the Airport parking lot as noted in the site plan. **Second** by Ms. Topham 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- Updated FY20 impacts due to the COVID-19 health crisis are projected as follows: Revenues are expected to be about \$333,000 less than budgeted as opposed to the \$907,000 originally projected for an estimated total of \$8.9 Million. Expenses are anticipated to be about \$282,000 less than budgeted, as opposed to the original projection of \$143,000 less than budgeted, for an estimated total of \$9.4 Million, resulting in a shortfall of \$451,056. After the yearly standard transfer of \$400,000 from the PFC account, the shortfall is reduced to \$51,156. There will be no change in the budget transfers.

041420-2 FY 21 Budget Discussion- No Update.

051220-4 Request to Waive Penalty Fee for Operating without an Agreement for Seasonal Operators- Mr. Rafter asked that the Commission waive the penalty for the seasonal airlines, who do not have an approved agreement, due to the uncertainty and changes in what their plans are due the COVID-19 health crisis.

Ms. Topham made a **Motion** to waive the penalty for operating without a seasonal agreement for the seasonal operators for the 2020 season. **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-** Work is on schedule with a completion date of June 26, 2020.
- **Security Project Phase II-** Working through challenges regarding getting appropriation at ATM.
- **EA/EIR-** Received draft EI/EIR schedule.
- **PFC Application #2-** Air carrier coordination meeting was held on April 14, 2020 via Skype. Delta participated. Airline comment period closes May 14, 2020 and the public comment period opened April 16, 2020 and closes May 18, 2020. The application anticipates revenue of \$1.1 Million, from proposed effective date is May 1, 2024 through its expiration date of June 1, 2029.
- **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-** Working through challenges regarding getting appropriation at ATM.
- **Taxiway E-** Bid was awarded to Lawrence Lynch. Grant application will be filed shortly. Notified by FAA that the Airport is eligible for 100% FAA funding.
- **Airfield Markings-** Was awarded to JJ Cunningham, LLC. There has been a bid protest to this award from HiWay Safety. Working with legal to address this matter. MassDOT will be funding 80% of this project allowing for alternate work on runway 12-30.
- **Crack Sealing and Seal Coating-** Notified by MassDOT of available funding for this project. Work to take place in June.
- **Thompson House POET System-** Point of Entry Treatment (POET) system for water has been installed in 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-** Did not receive any bids.
- **On-Call Engineering-** Received five bids and are under review.
- **On-Call Planning-** Has been awarded to McFarland Johnson, Inc.
- **Automated Door Maintenance-** Bids are due May 15, 2020 at 2:00PM.

Operations – Mr. Rafter reported:

- Ten (10) Airport tenants have opted into the Rent Deferral Program.
- Return to Work Program- Employees are back to work. Some employees are working modified schedules due to childcare situations. Fixed Based Operator (FBO) will open Monday May 18th with proper signage up pertaining to COVID-19.
- FAA Certification Inspection has been postponed till further notice.
- Air Service Update (subject to change):

- JetBlue will not be operating in June. July Start to be determined.
- American Airlines will be running their regular proposed schedule.
- Delta will have one flight daily on Fridays, Saturdays and Sundays.
- United will be flying one flight on Saturdays only, June 6th through August 15th-22nd.

Statistics – Mr. Rafter reviewed the March 2020 statistics:

- Operations are down 9.45% from March 2019; and up 18.02% from last FYTD.
- Enplanements are down 86% from March 2019; and up 3.32% from last FYTD.
- Jet A Gallons are up 54% from March 2019; and up 2.35% from last FYTD.
- Jet A Gallons are down 76.3% from April 2019.
- AvGas Gallons are down 32.8% from March 2019; and down 2.02% from last FYTD.
- AvGas Gallons are down 37.62% from April 2019.
- Freight is down 3% from March 2019; and down 1.7% from last FYTD.
- 0 Noise complaints were filed for March 2020 compared to 0 in March 2019.

Personnel Report- Mr. Rafter reported:

- Beginning to process seasonal personnel.
- Reviewing telecommute work policy.
- Matt Aguiar, Maintenance, resigned.
- Noah Karberg, Assistant Airport Manager, will be handling the June Commission meeting. Mr. Rafter will be out starting June 4th, for 2-4 weeks for medical reasons.

Commissioners Comments-

None.

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. 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 5:49pm.

Respectfully submitted,

Lillian Sylvia, Recorder

Master List of Documents Used

5/12//20 Agenda including Exhibit 1 (Handout)
4/14/20 Draft Minutes
4/15/20 Warrant Signature Page
4/29/20 Warrant Signature Page
A Taste of Nantucket Catering License Agreement
Forme Barre Fitness License Agreement
Jet East Corporate Aviation, LLC License Agreement
Tradewind Aviation, LLC Operating Agreement
E-One, Inc Contract Amendment
Johnson Controls Fire Protection LP, Contract Amendment
GMSTEK, LLC, Contract Amendment
Jacobs Engineering Group, Inc, Task Order No. 8 (Handout)
Jacobs Engineering Group, Inc, Task Order No.9
Jacobs Engineering Group, Inc. Contract Amendment to Task Order No. 7 (Handout)
JJ Cunningham, LLC, Contract Amendment,
Declaration of Further Recess and Continuance of April 4, 2020 Annual Town Meeting
CARES Act Grant Transmittal Letter (Handout)
MASSDOT ASMP Grant- Safety and Security Equipment- A Portion of Project 1 and 2, \$607,100
Electrical Vehicle Charging Station Installation
FY20 Draft Budget Revision as of April 2020
Draft EI/EIR Schedule
March 2020 Monthly Statistical Report
Southwest Ramp General Aviation Operations- April 2020 vs. April 2019 (Handout)

