

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  
Philip Marks III  
Jeanette D. Topham

**AIRPORT COMMISSION MEETING**  
**June 14, 2022**

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

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

Airport employees present were Tom Rafter, Airport Manager and Katy Perales, Office Manager

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. Marks made a **Motion** to approve the 5/10/22 Draft minutes. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Ms. Topham made a **Motion** to ratify the 5/11/22, 5/25/22 and 6/8/22 Warrants. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

**Public Comment.**

None.

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

- ➔ **McFarland-Johnson, Inc.-** Contract in the amount of \$45,000 for On-Call Financial Planning Services. Three (3) year Task Order with number MJ-PN-15. Expires 6/13/25.
- ➔ **McFarland-Johnson, Inc.-** Contract in the amount of \$18,000 for On-Call Passenger facility Charge Administration Services. Three (3) year Task Order with number MJ-PN-16. Expires 6/13/25.
- ➔ **LeVangie Electric Company-** Revised Change Order No.1 for Safety and Security Project Phase 2. The original change order was approved on 10/12/21. Massachusetts Department of Transportation (MDOT), Federal Aviation Administration (FAA), and Airport share updated. No change to total amount.
- ➔ **TRAC Builders, Inc.-** Change Order No.7 in the amounts of \$15,420.58 for Fuel Farm Rehabilitation, Phase III for column repairs and hazardous material disposal. New contract amount including amendment is \$3,889,000.87.
- ➔ **Jacobs Engineering Group-** Supplemental Agreement No.7 in the amount of \$6,379.00 for Reconstruct, Strengthen, Mark, Light and Sign Taxiway E. Resident engineering services for runway 12-30 decommissioning field work. New contract amount including amendment is \$1,791,825.20.
- ➔ **Lawrence Lynch Corporation-** Change Order No.4 for Reconstruct, Strengthen, Mark, Light and Sign Taxiway E to extend the expiration date to 8/31/22. No Cost Change.
- ➔ **Nantucket Auto Supply-** Contract in the amounts of \$40,000 for parts and supplies to maintain equipment owned by the Airport. Three (3) year contract. 25% discount off list price for all Products.
- ➔ **Department of Transportation Federal Aviation Administration-** Reimbursable Agreement in the amounts of \$148,202.46 for FAA support for impacts to REIL and Fiber from sponsor's Taxiway G Improvement Project at Nantucket Memorial Airport.
- ➔ **Intertek USA, Inc.** – Pending contract for fuel testing services required at the completion of the Fuel Farm Project in order to sell fuel. There were six (6) tests completed.

Mr. Rafter asked the Commissioners to authorize the Chair to sign the Intertek USA, Inc. contract upon completion of final contract to avoid going into unpaid bills.

Ms. Topham made a **Motion** to approve the contracts and contract amendments as shown on Exhibit 1 and to authorize the Chair to execute the Intertek USA, Inc. contract amendment. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

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

**091019-01 Capital Approval Process/Home Rule Petition-** The Airport received a clarifying question from Sen. Cyr's Office regarding language that has been used in the petition. Mr. Karberg is working with Town Counsel to clarify the language. Then Senator Cyr's office explained that the process is moving along and will keep the Airport updated.

**071420-03 Per- a polyfluoroalkyl substances (PFAS) Investigation Update-** Mr. Rafter gave an update on the PFAS Investigation Status Table.

Mr. Rafter reported that all POET systems have been decommissioned and there's an outstanding item to complete the Hazardous Waste shipment off island to a certified landfill for spent resin. The Phase 2 Site characterization is continuing and spring sampling effort to support site characterization has been completed. The next IRA Report is due in August 2022, but a summary of spring sampling results will be provided once the data is received. The downgradient property Status, and Potentially Productive Aquifer Exclusion expansion filings are anticipated for late summer/fall of 2022.

**Water Service Project-** All eight (8) homes are connected to Town Water in Nobadeer Way/Evergreen Area. Mr. Rafter explained that a few items on the punch list work remains.

**Water Main Project.** The project is substantially complete. All homes are connected to Town water and curb stops are installed. The Punchlist-level items remain.

**Skyline Drive -repaving and rehabilitation.**

The Design is 90% complete with anticipation completion on 6/15/22. The Town's Paving Contractor will receive the plan on 6/17/22 and the estimated time for the project is three (3) weeks from start to finish, including the restoration work.

**Taxiway Golf soil results-** There's no exceedance of S-3 soils standards. The soils must remain on Airport but require no additional handling.

**Public Communication** –All affected residents have received the bottled water cessation letters per the policy and the water delivery will cease by the end of the month. The Airport has received a complaint from a resident who is requesting to continue the bottled water service. A single resident has continued to refuse access for sampling. One more legal notice is required prior to ceasing delivery to this resident.

**1&7 Airport Rd Major Commercial Development (MCD) Application Comment.** The letter was drafted and sent to Nantucket Planning Board per the direction of the Commission at the May Commission Meeting.

Ms. Topham asked if the Airport still covers the water bills for the residents.

Mr. Rafter confirmed that the Airport is paying the water company the first \$1000 of residents' water bills.

**061422-01- Ratify MassDOT Increased Amendment to Grant Award- AIP 72 – Reconstruct Taxiway E (State Portion: Taxiway F and Apron/Taxi Lanes)- \$7,966.93**

Mr. Rafter explained that the grant amendment is for the work that was not eligible for FAA Funding. The grant has been amended to include the replacement of the paving where Taxiway Foxtrot comes into Taxiway Echo and the replacement of the pavement by Hangar Eight, Gate Eight and the T-Hangar.

Mr. Marks made a **Motion** to ratify the MassDOT increased amendment to Grant award -AIP 72. **Second** by Ms. Topham and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye

Ms. Planzer- Aye

Ms. Topham- Aye

Mr. Gasbarro- Aye

Mr. Marks- Aye

### **051022-02 Cape Air Flight Schedule – Letter of Support**

Mr. Rafter reviewed the draft letter to Senator Warren which is included in the packet. Mr. Rafter explained that if the letter is approved by the Commission, the letter will be sent out to Senator Markey, and Representative Keating as well. Mr. Rafter asked the Commission for permission to send the letter to the legislative group and discuss what potential solutions may be available.

The Commissioners approved to send the letter as drafted by unanimous consent.

### **061422-02 Discuss In-Person, Hybrid, and Remote Meetings-**

Mr. Gasbarro explained that the Governor's acts allow remote meetings until 07/15/22. The next Commissioners' meeting is scheduled for 7/12/22. Mr. Gasbarro recommended to stay on zoom for the July meeting and start using the trailer after that.

Mr. Rafter mentioned that the Airport has a scheduled trailer tour with NCTV and the IT department for Town to identify its capabilities. The Airport will report back to the Commission after the tour.

The Commissioners agreed to meet remotely until 7/15/22.

### **061422-03 Nantucket Flying Association Special Event Application and Fee waiver request**

Mr. Rafter requested that the Commission allow to waive the landing fees associated with the Nantucket Flying Association Aviation Camp.

Mr. Marks made a **Motion** to waive the landing fees associated with the Nantucket Flying Association Camp. **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

### **061422-04 General Fund Proposal and Discussion of In-Kind Service**

Mr. Rafter reported that the Airport is paying the full amount of \$235,620.87 this year plus additional \$500,000 as discussed at a previous Commission Meeting. The airport provided no in-kind services this past year to offset against that payment and will be looking at other potential opportunities going forward.

Ms. Topham made a **Motion** to approve the General Fund Repayment Proposal. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

### **Manager's Report**

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

- **Taxiway E**-Taxiway Echo is fully operational, and the airport is working on some punch list items. The contractor is seeking an increase due to the cost escalation associated with changing the phases of work related to PFAS.
- **Security Project Phase II**- The Airport is in the process of closing out this project.

- **Fuel Farm Rehabilitation-** Work is completed and the farm is operational. The temporary tanks will be removed on 06/16/22.
- **Runway 12-30 Decommissioning** – This project is completed.
- **Crew Quarters Housing-** The Request for Qualifications (RFQ) for an architect has been drafted.
- **Hangar Development-** The construction is underway. The structural steels have been erected.
- **Terminal Optimization Project-** The Airport has received a preliminary draft of concept approaches.
- **HVAC Control Project-** Expected to begin after the 4<sup>th</sup> of July weekend and be completed by 09/30/22.
- **Taxiway G-** Two (2) bids were received and are under review. The Airport is planning to begin the environmental work in Fall 2022.
- **Master Plan Update-** The Airport must revise the scope of work per FAA request. This will impact the non-standard geometry study.

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

- **Maintenance Contract for Security System-** MJI is working on developing Request for Proposals (RFP).
- **RFQ for OPM Terminal Space Optimization-** The Airport selected CHA and the contract is being developed.
- **OPM Housing Project-** The Airport selected CHA and requested a fee proposal for their OPM services.
- **RFP IT Services-** Deadline was 05/12/22. Both proposals had to be rejected as did not meet minimum criteria. RFP was put out again and the deadline was 6/10/22. The Airport received three (3) proposals and they are under review.
- **Sun Island Road RFP-** The Request for Proposals is being reviewed by the Town's Procurement Officer.
- **Quote process** conducted for Auto Supplies that generated the contract approved for Nantucket Auto Supply earlier in the meeting.

**Operations** – Mr. Rafter reported:

- The Committee interviewed four (4) applicants for the Operation Superintendent position. The Airport made an offer, and it was accepted by Skyler Svedras.
- All seasonal carriers have begun service.

**Statistics** – Mr. Rafter reviewed the April 2022 Statistics:

- Operations are up 18.94% from April 2021; and up 17.86% from last FYTD.
- Enplanements are up 29.65% from April 2021; and up 140.44% from last FYTD.
- Jet A Gallons are up 52.83% from April 2021; and up 40.01% from last FYTD.
- Jet A Gallons are down 9.48% from May 2021.
- AvGas Gallons are up 2.57% from April 2021; and up 9.82% from last FYTD.
- AvGas Gallons are down 10.33% from May 2021.
- Freight is down 10.32% from April 2021; and down 22.93% from last FYTD.
- No Noise complaints were filed for April 2022.

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

- The Airport is still seeking to fill the Seasonal Operations Staff and Maintenance Mechanic open positions.

**061422-05 Travel Request- NEC/AAAE Annual Conference, August 7-9, 2022, Philadelphia, PA.-** The Commission approved the request by unanimous consent.

**Commissioner 's Comment-**

Ms. Topham expressed a concern about the Tradewinds's tent in the FBO Parking lot explaining that it takes up parking spaces.

Mr. Rafter explained that the tent was put up on purpose to help with the number of passengers and bags that the FBO Parking lot accumulates. The Airport will have an internal meeting regarding the parking and there will be signs posted for that specific parking areas.

**Public Comment-**

Mr. Rosenbaum, Chair of the Martha's Vineyard Airport Commission, announced that Martha's Vineyard Airport would like to join in the letter to Senator Warren regarding the pilot shortages. Mr. Rosenbaum commented that both airports are facing the same issues.

Mr. Gasbarro responded that he will provide a copy of the letter to Mr. Rosenbaum.

Ms. Topham made a **Motion** to adjourn the meeting. **Second** by Mr. Bouscaren and **Passed** unanimously, by the following roll-call vote:

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

Meeting adjourned at 5:38 pm.

Respectfully submitted,

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Boyana Stoykova-Nelson, Recorder

**Master List of Documents Used**

6/14/22 Agenda including Exhibit 1 (handout)  
5/10/22 Draft Minutes  
5/11/22 Warrant Approvals  
5/25/22 Warrant Approvals  
6/8/22 Warrant Approvals  
McFarland-Johnson, Inc. Task Order for On-Call Financial Planning Services  
McFarland-Johnson, Inc. Task Order for On-Call Passenger Facility Charge  
LeVangie Electric Company Change Order No.1  
TRAC Builders Change Order No.7  
Jacobs Engineering Group, Inc. Supplemental Agreement No.7  
Lawrence Lynch Corporation Change Order No. 4  
Nantucket Auto Supply Contract  
Department of Transportation federal Aviation Administration Reimbursable Agreement  
PFAS Investigation Status Table  
MassDOT Increased Amendment to Grant Award AIP 72  
Airport Commission's letter of Support ACK Pilot Shortage  
Nantucket Flying Association Special Permits Application Request  
Repayment to the Town of Nantucket Proposal  
Southern Airways - New England Flight Schedule  
April Statistics Presentation 2022 (handout)  
NEC/AAAE 2022 Annual Conference flyer (handout)

