

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  
Jeanette D. Topham  
Philip Marks III

**AIRPORT COMMISSION MEETING**  
**September 13, 2022**

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

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: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, and Katy Perales, Office Manager.

Also Present: Rich Lasdin, McFarland-Johnson Inc. and Georgi Nugent, McFarland-Johnson Inc.

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 8/09/22 and 8/26/22 draft minutes. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Ms. Topham made a **Motion** to ratify the 08/17/22 and 9/7/22 Warrants. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

## Public Comment

None.

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

- **American Airlines-** Lease Amendment No.1 to extend the lease term from 10/01/22 through 09/30/23 with 10% increase in rent. No option to extend.
- **Federal Aviation Administration-** Supplemental Agreement No. 1 for lump-sum payment in settlement of net difference in rent for the time period from 01/01/22 through 10/01/22.
- **Nantucket Marine Inc.-** Lease Agreement in the amounts of \$37,026 for approximately 43,560 square feet land lease on Sun Island Road. Annual Business fee of \$1,500. Thirty (30) year lease with no option to extend. Permitted Use: Boatyard Facility.
- **Unifi Aviation, LLC-** Airline Lease Agreement in the amounts of \$1,500 annual business fee for ground handling for United Airlines and Delta Airlines. Expires 03/31/23.
- **Country Club Enterprises-** Contract in the amounts of \$32,970 for supply and delivery of two (2) 2022 Club Car Villager. Warranty included.
- **McFarland-Johnson Inc., -** Task Order MJ-PA-05 in the amounts of \$820,400 for Airport Master Plan. Anticipated finding: FAA 90%, DOT 5%, ACK 5%.
- **McFarland-Johnson Inc.-** Task Order MJ-EN-03 in the amounts of \$33,500 for professional services for a Terminal Design Charrette.
- **McFarland-Johnson Inc. –** Task Order MJ-PN-18 in the amounts of \$12,200 for Review Environmental Permit Implications of proposed Land use for two (2) Bunker parcels.
- **McFarland-Johnson Inc.-** Amendment No. 3 to Task Order MJ-PN-11 in the amounts of \$289,377.79 for PFAS Phase 2 Investigation and Assessment Services. New contract amount including amendment is \$1,286,184.11
- **McFarland-Johnson Inc. –** Task Order MJ-PN-17 in the amounts of \$5,700 for Botanical Monitoring 2022 to provide professional services for botanical surveys.
- **Mass Tank Inspection and Service-** Amendment No. 1 in the amounts of \$5,983.15 to provide stage 1 vapor testing, jet tank exterior epoxy repairs and install emergency vents. New contract amount including amendment is \$158,983.15
- **GMSTEK, LLC-** Contract in the amounts of \$47,633.64 for X1FBO Software and credit card processing. 3-year contract with a not-to-exceed amount.
- **Aero Specialties, Inc.-** Contract in the amounts of \$55,828.15 for supply and delivery of new lavatory cart, LC60 and new and ground power unit (GPU), JETGO 900. GPU has an eight (8) – month lead time.
- **MHQ, Inc.-**Contract in the amounts of \$ 72,217.24 for purchase of new 2023 Ford F250 Crew Cab to replace Airport 11 operations vehicle. Ten (10)-month lead time.
- **McGovern Municipal Headquarters-** Contract in the amounts of \$52,375 for supply and delivery of new 2-door Firefly ESV. Electric Parking enforcement vehicle includes a thirty-six (36)-month or 24,000-mile warranty.

Ms. Planzer made a **Motion** to approve the contracts as set forth on Exhibit 1. **Second** by Ms. Topham and **Passed** by the following roll call vote-

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

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

**091019-01 Capital Approval Process/Home Rule Petition-** No change.

**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](http://www.ack-pfas.com).

Mr. Karberg reported that the airport added an additional residence to the sampling program. The airport has been trying to arrange access and has received a written permission. Will not result in additional step outs.

**The Task Order/Phase2 Status:** Mr. Karberg reviewed the Task Order MJ-PN-11, Amendment 2 in the amounts of \$289,377.79 to close out the Immediate Response Action (IRA) Status report which has been submitted. The sampling has been completed. The synoptic well measurements are not part of the IRA status report, but will be available in Fall of 2022 and promulgated through next IRA or interim Commission report. Downgradient Property Status, and Potentially Productive Aquifer Exclusion expansion filings will be submitted in Fall of 2022 for review process and posting similar to the IRA updates.

Mr. Karberg reviewed the Immediate Response Action Report (IRA) #12 which was submitted in September of 2022 and covers the reporting period from 01/01/22 to 06/30/22.

The report cites the successful conclusion of airport public water system expansion, the detailed sampling that has occurred to existing residences in the program and work with the POET systems that have since been removed now that the homes have been connected to Town water.

Mr. Karberg reviewed page 38 of the IRA Status Report presentation, included in the packet, and concluded the following:

- Eighteen (18) POET removals were completed, and the airport is working through hazardous waste in landfill for proper disposal.
- The Airport did in advance a soil sampling related to the Taxiway Golf project. The results came back with the soil does not exceed S3 soil standards. No further work needed.
- The report details the Fuel Farm Granular Activated Carbon (GAC) System evaluation. The sample of the effluent is evaluated quarterly. Weston Solution Inc. has found a breakthrough of one non-regulated compound and believes that

there was a throttle that needed to be installed into some portion of the pump to increase the contact time with the media in the vessel. After making that change, resample was done and the results showed that the pump and the gas system are all working accordingly.

- Weston Solutions, Inc. downloaded transducers installed in wells that they had drilled, and no pumping was observed from neighboring homes.
- Soil and groundwater sampling discussion- The conceptual site model what the License site professional (LSP) has promoted for the past eighteen (18) months regarding the overall study is still valid and all the data is pointing in the same conclusions. The LSP cites several times in the document that the groundwater impacts west of the airport appear related to a source above Old South Road.

**Water Service Project.** Punchlist: The Airport needs to have a water meter cover reset in the driveway for a homeowner on Madaquesham Valley Road.

**Water Main Project.** Punchlist: The contractor needs to patch the water main cut across Monohansett Drive.

**Skyline Drive-** Mr. Karberg reported that the painting is being done through Town of Nantucket and is almost completed. The last item on the list is seeding which is anticipated to be done by the end of September 2022.

**Public Communication:** Mr. Karberg reported that there were no public comments submitted recently.

**091322-03 Declaration of Surplus Property 66 and 60 Bunker Road** – Mr. Rafter reported that one of the parcels is behind Atlantic Landscaping, Inc. and another adjacent to Tidal Creeks, Corporation. Mr. Rafter explained that this document is required before the Request for Proposals (RFP) are issued. Mr. Rafter mentioned that the Airport anticipates bringing back another Declaration of Surplus Property to the Commission for two additional parcels in the Bunker Road area that are adjacent to Island Barge, Inc., and Toscana Corporation. The Airport anticipates issuing these two RFPs simultaneously.

Mr. Marks asked what the orange line between the two properties represents.

Mr. Karberg explained that the orange line is an area of rare plants that the Airport needs to take away from the leasehold and protect into perpetuity. Mr. Karberg clarified that this land will be not part of the lease.

Ms. Topham commented that there are members of the public who leave their personal belongings on Airport's property and asked if anyone from the Airport investigates the Bunker area.

Mr. Rafter explained that the Airport has established a Lease Compliance Inspection program and Mr. Harimon is trying to rectify a couple of different areas.

Ms. Topham made a **Motion** to declare 60 and 66 Bunker Road as surplus properties. **Second** by Mr. Marks and **Passed** by the following roll call vote-

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

**091322-03 Ratify FAA Grant Awards** – Mr. Rafter reported the request of the ratification for the two FAA Grant Awards as follows:

- **AIP 80 Airport Master Plan Study in the amount of \$745,560**
- **AIP 81 Shift Taxiway G, Rehabilitate Portion of Taxiway F and Markings, Rehabilitate Taxiway C Sign and Markings in the amount of \$ 6,125,474**

Ms. Topham made a **Motion** to ratify the FAA Grant Award for AIP 80 Airport Master Plan in the amount of \$ 745,560. **Second** by Ms. Planzer and **Passed** by the following roll call vote-

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

Ms. Planzer made a **Motion** to ratify the FAA Grant Award for AIP 81 Shift Taxiway G, Rehabilitate Portion of Taxiway F and Markings, Rehabilitate Taxiway C Sign and Markings in the amount of \$ 6,125,474. **Second** by Mr. Marks and **Passed** by the following roll call vote-

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

**071222-03 Approve Union Contract-** Mr. Rafter reported on the approval of the contract by the Union and explained that there was a minor change request and that was the addition of Juneteenth as an observed holiday by the Town of Nantucket. The counsel suggested the commission to approve the contract and that will help expedite the process.

Mr. Marks made a **Motion** to approve the Union Contract. **Second** by Ms. Topham and **Passed** by the following roll call vote-

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

## Manager's Report

### Project Updates – Mr. Rafter reported:

- **Crew Quarters Housing-** A meeting with the architect is scheduled for 9/19/22.
- **Hangar Development-** The Hagedorn's Aviation hangar is almost complete. A meeting will be held to discuss signage and lighting.
- **Terminal Optimization Project-** Mr. Karberg is coordinating a meeting with the stakeholders.
- **HVAC Controls Project-** The project is underway and is estimated to be completed by the end of September 2022.
- **Taxiway G-** The Grant has been approved by the Commission earlier on this meeting.
- **Airport Master Plan-** The grant has been approved by the Commission earlier on this meeting. Work continues.
- **Non-standard Geometry Study-** Work continues.
- **Capital Improvement Projects (CIP)-** The Airport will meet with FAA on 09/19/22 and will meet with the Capital Committee on 09/29/22 to present the capital projects.

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

- **Security System Maintenance Program-** Received three (3) bids, which are being reviewed internally.
- **Owner's Project Manager (OPM) Terminal Space Optimization-** The Airport is waiting to get a little further along in the process. That way the contractor can better define the level of effort and then provide pricing.
- **OPM Housing Project-** The Airport is waiting to get a little further along in the process. That way the contractor can better define the level of effort and then provide pricing.
- **Sun Island Road-** Received one (1) proposal and Nantucket Marine Inc. was awarded. The lease agreement has been approved earlier on this meeting.

### Operations – Mr. Rafter reported:

- On 08/20/22 Mr. Karberg addressed the Quidnet Briar Patch Annual Homeowners' Association Meeting to discuss aircraft noise and noise abatement.
- On 08/29/22 Mr. Karberg met with the Surfside resident pilot Paul Heintz to update outreach efforts with the Surfside Homeowners' Association.
- On 08/24/22 the Administrator for the state division of aeronautics, Mr. DeCarlo, visited Nantucket Memorial Airport and saw the projects that were funded by them in the past. During the visit was also discussed the various opportunities to play a role in the electric transportation efforts. Another meeting is schedule in the week of September 19<sup>th</sup>, and they are looking into submitting a grant for a smart grid application.
- Mike Goulian Aviation has a large group of European pilots visiting in October of 2022 to participate in East Coast tour sponsored by Bulls& Cirrus. There will be nine (9) Cirrus aircrafts arriving on 10/13/22 and the Operations Superintendent is coordinating their activities.

- Labor Day sales were up 17% over last year driven primarily by the price of fuel.

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

- Operations are down 7.87 % from July 2021
- Enplanements are up 5.62% from July 2021
- Jet A Gallons are down 2.52 % from July 2021
- Jet A Gallons are up 12.4% from August 2021.
- AvGas Gallons are down 30.95% from July 2021.
- AvGas Gallons are down 32.82% from August 2021.
- Freight is down 32.79% from July 2021
- 39 Noise complaints were filed for July 2022 compared to 33 in July 2021.

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

- The Airport received a resignation letter from the maintenance department employee
- The Airport received a resignation letter from Katy Perales, the Office manager who will be taking a position elsewhere in the Town of Nantucket.

**Commissioners Comments-**

None.

**Public Comment-**

None.

Having no further business for Open Session, Mr. Marks 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 2: To conduct strategy sessions in preparation for contract negotiations with non-union personnel, including the Airport Manager. where the Chair has determined that an open session may have detrimental effect on the negotiating position of the Airport Commission. **Second** by Ms. Topham and **Passed** unanimously, by the following roll-call vote:

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

Meeting adjourned at 5:32 pm.

Respectfully submitted,

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Boyana Stoykova-Nelson, Recorder

**Master List of Documents Used**

9/13/22 Agenda including Exhibit 1 (Handout)  
8/9/22 Draft Minutes  
8/26/22 Draft Minutes  
8/17/22 Warrant Approvals  
9/7/22 Warrant Approvals  
American Airlines Lease Amendment  
Federal Aviation Administration Supplemental agreement  
Nantucket Marine Inc. Lease Agreement  
Unifi Aviation, LLC Airline Lease Agreement (handout)  
Country Club Enterprises Contract (handout)  
McFarland- Johnson Inc. Task Order MJ-PA-05 (handout)  
McFarland-Johnson Inc. Task Order MJ-EN-03  
McFarland-Johnson Inc. Task Order MJ-PN-18 (handout)  
McFarland-Johnson Inc. Task Order MJ-PN-11 (handout)  
Mass Tank Inspection and Service Contract Amendment  
GMSTEK, LLC Contract  
Aero Specialties, Inc. Contract  
MHQ, Inc. Contract (handout)  
McGovern Municipal Headquarters Contract  
PFAS Investigation Status Table  
PFAS IRA Report #12  
Declaration of Surplus Property 66 and 60 Bunker Road  
FAA Grant Award AIP 80 Airport master Plan  
FAA Grant Award AIP 81 Shift Taxiway G, Rehabilitate Portion of Taxiway F and  
Markings, Rehabilitate Taxiway C Sign and Markings  
Collective Bargaining Agreement (handout)  
July 2022 Statistics