

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

Thomas M. Rafter, A.A.E., Airport Manager  
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*Commissioners*  
Daniel W. Drake, Chairman  
Arthur D. Gasbarro, Vice Chair  
David C. Gray, Sr.  
Andrea N. Planzer  
Jeannette D. Topham

**AIRPORT COMMISSION MEETING**  
**July 9, 2013**

The meeting was called to order at 5:00 PM by Chairman Daniel W. Drake with the following Commissioners present, Vice Chair Arthur D. Gasbarro, David C. Gray, Sr., Andrea N. Planzer and Jeanette D. Topham.

The meeting took place in the 1<sup>st</sup> Floor meeting room at the Public Safety Facility, 4 Fairgrounds Rd.

Airport employees present were Thomas M. Rafter, Airport Manager, Ashley Christ, Business Manager, Noah Karberg, Environmental Coordinator, and Janine Torres, Office Manager.

Mr. Drake announced the meeting was being recorded.

The Commission **M/S/P** Unanimously approval of the Agenda.

The Commission **M/S/P** Unanimously approval of the 6/25/13 Minutes with Mr. Gray and Ms. Planzer abstaining.

The Commission **M/S/P** Unanimously to ratify the 6/30/13 Warrant.

**Election of Officers**

Ms. Topham nominated Dan Drake as Chairman. Mr. Gasbarro seconded his nomination.

Mr. Gray nominated Andrea Planzer as Chairman. There was no second.

The Commission voted Unanimously to appoint Mr. Drake as Chairman.

Mr. Gray nominated Mr. Gasbarro as Vice Chair. Ms. Topham Seconded his nomination.

The Commission voted Unanimously to appoint Mr. Gasbarro as Vice Chair.

**Public Comment**

None.

**Sub-Committee Assignment Discussion**

The list of Sub-Committee's was reviewed with Mr. Drake suggesting the Finance Committee be served by the entire Commission. All were in agreement.

Mr. Gasbarro suggested Finance be a rolling Agenda item. All were in agreement.

After brief discussion the Sub-Committee assignments were chosen:

- Long Range Plans/Policy – Mr. Drake, Mr. Gasbarro, Ms. Planzer
- Airfield Policy/Facilities/Maintenance – Mr. Gray, Ms. Planzer
- Personnel – Mr. Drake, Ms. Topham
- Noise/Environmental/Energy – Mr. Gasbarro, Mr. Gray
- Service/Public Relations – Mr. Gray, Ms. Topham

### **Pending Leases and Contracts**

Mr. Rafter presented two (2) Leases, one (1) Beach License Agreement and one (1) contract for approval:

- **US Airway's, Inc.** – A seasonal airline Lease for Office Space, \$6,960 rental income, \$1,500 Business Fee.
- **Air Wisconsin Airlines** – A seasonal airlines Operating Agreement (carrier for US Airway's), \$11,000 rental income, \$1,500 Business Fee plus Landing Fees. Mr. Rafter indicated the document has not yet been returned and therefore tabled.
- **Sayle's Seafood** – A one year Beach License Agreement for catered parties on Nobadeer Beach, \$1,500 Business Fee. Mr. Drake asked if this will interfere with the two food trucks already under agreement to which Mr. Rafter indicated it shouldn't.
- **Victor-Brandon Corp** – A construction contract to Re-Align and Widen Taxiway D Connector, \$440,295. This contract was tabled pending the award of the FAA Grant.

The Commission **M/S/P** Unanimously to approve the US Airway's Inc. Lease and the Sayle's Seafood Beach License Agreement.

### **Pending Matters**

**120412-3 Existing Bunker Lease Review** – Mr. Rafter reported the Amendment for the Atlantic Aeolus Lease is still pending.

### **021213-2 Supplemental Agreement to the Other Transactional Agreement (OTA) – ATCT**

Mr. Rafter reported the FAA has yet to release their report.

**052813-1 Appointment to the Town of Nantucket's (TON) ADHOC Compensation Committee** – As discussed during the May 28, 2013 Commission Meeting, the FINCOM requested a member of the Commission to participate in the newly formed Compensation Committee and Ms. Topham was nominated, but not appointed, due to her pending reappointment to the Commission. The Commission **M/S/P** Unanimously to appoint Ms. Topham to the TON ADHOC Compensation Committee.

**061113-1 Bunker Area Environmental Permit Review** – Mr. Rafter indicated one of the pending lease parcels will be realigned in order to mitigate a small area of plants.

**062513-3 Noise Abatement** – Mr. Karberg reported:

- Gathering data on APU usage on the South Ramp showed average run time from startup to ramp exit is 28 minutes. APU usage events showed a median run time of 18 minutes or less with 1 in 10 events lasting longer than 45 minutes.
- In attending the AAAE Environmental Conference, learned the FAA is now looking at particulate matter, air quality and greenhouse gas emissions in conjunction with noise. By tracking the tail number to type of aircraft along with plane data, can calculate gas

- emissions. This data will be helpful during future ramp expansion or electrification projects.
- June had 12 noise complaints. July has already had 12 noise complaints. There does appear to be more flights outside the noise corridors. Mr. Karberg shared his thoughts on why:
    - Outdated Incentive Program which does not include the GA carriers running regular service as well as the Passur system not being able to track VFR flights
    - Proportion of noise complaints with general aviation increasing and air taxi complaints decreasing
    - Infrastructure – South ramp capacity – closing of runway 15/33 to park aircraft and using 12/30 for air traffic. This led to nine (9) noise complaints in a three hour span.
    - Weather causing IFR conditions

The Commission suggested similar data should be gathered from the North Ramp.

Discussion took place regarding turning planes away when south ramp capacity is full. Mr. Rafter explained as a public use airport, unless the ATCT deems it necessary to keep RW 15/33 in use for safety reasons, you cannot turn aircraft away. If you do, a complaint could be filed with the FAA.

#### **070913-1 Memorandum of Understanding (MOU) Regarding Airport Procurement Review**

The Commission reviewed the MOU signed between the TON and Airport in September 2011.

Mr. Rafter noted several items in the MOU have been completed and can be eliminated and suggests the Commission provide comments on both the existing MOU and other topics such as communications that could be added.

After brief discussion, the Commission was asked to provide comments within two weeks to Mr. Rafter for him to create a first draft. Mr. Gasbarro request the new document indicate “supersedes previous” and that we not rush to get a final document.

#### **GA/Administration Building Project Update**

Mr. Rafter presented the revised construction schedule provided by the General Contractor indicated a late September completion including a ten (10) day period for final inspections.

Mr. Rafter reported the installation of the transformer was complete; however, National Grid notified the Airport the wrong transformer was installed. National Grid is scheduled to reinstall the correct transformer tomorrow, July 10<sup>th</sup>, within a four hour time frame.

Mr. Rafter indicated given the new schedule, amendments to both the Architect’s and OPM’s contracts will be required and have notified Legal Counsel for their assistance.

The Project Change Orders (PCO) were reviewed indicating three (3) additional PCO’s were approved by Mr. Rafter since the last report on April 23 for a net credit of \$17,887.25. PCO #15, in the amount of \$55,943.84 was presented to the Commission for review and approval.

Mr. Rafter explained this PCO covers the additional work associated with the electrical and data re-connections from the temporary locations to the new building. Negotiations as of today, has the amount down to approximately \$50K. Mr. Drake added this PCO, when first presented was for approximately \$147K.

The Commission **M/S/P** Unanimously to approve PCO #15 up to \$55,943.84.

The Commission **M/S/P** Unanimously to ratify the previous change orders, numbers 7, 8, 9, 10, 11, 13 and 14 for a total net credit of \$55,638.85.

Mr. Rafter reported the OPM is documenting the items they feel should not have been delayed due to the permanent power not being connected.

### **022613-2 Master Plan and Sustainability Program Update**

Mr. Rafter reported at the last meeting, a date of July 15<sup>th</sup> was proposed for a public meeting when in retrospect, may be too soon to be fully prepared. Additionally, an open house may be a better format rather than a meeting to attract more attention and engage the community more with tours, subject boards, Q&A, etc.

Ms. Anne McKinnon, of Jacobs Engineering, added an open house would get people more involved with the process.

After brief discussion regarding timing and advertising and notification through different Associations, the Commission agreed to plan an open house for the evening of Thursday, August 15<sup>th</sup>, specific time to be decided.

**062513-1 Re-Align and Widen Taxiway (Delta) Connector Update** – Tabled pending FAA Grant award.

**062513-2 Passenger Facility Charge (PFC) Update** – Mr. Rafter presented his recommendation for a minimum PFC of \$4.00, with serious consideration of \$4.50 adding the PFC Program is a means to supplement and provide funds for capital development at airports with. The major source of funding for capital development is the Airport Airway Trust Fund (AATF) which funds the AIP Program; however, Mr. Rafter indicated that the AATF investment into AIP funds has dropped significantly and should not be relied upon for our major source of funding for future capital projects.

Mr. Rafter recommended the projects to include in the PFC Application are: Terminal Renovation and Expansion, Master Plan Update, Taxiway Delta and the PFC Application. These projects would total just under \$7.5M to be collected through the PFC process and should be done in the shortest time frame possible.

After discussion the Commission **M/S/P** Unanimously to apply for a \$4.50 PFC as recommended by the Airport Manager.

### **Manager's Report**

#### **Projects Update**

Mr. Rafter asked Mr. Karberg to update the Commission on the Carbon Neutral Program and the Lighting Upgrade projects:

- A meeting took place in Boston on Friday, June 14<sup>th</sup> with MassDOT and Volpe to discuss the approach to the Carbon Neutral Project. Mr. Karberg added the main discussion focused on the use of an Energy Service Corporation (ESCO) to front the cost of the project. After some debate, both parties agreed this would be the preferred method. Another meeting will take place in September to review the draft RFP to obtain an ESCO.

- Mr. Karberg reported the lighting upgrades took place over the month of March at an investment of \$30K. Focusing just on the terminal building, there has been a 15% reduction in KW hours averaging more than \$1K per month in savings. FY14 savings should be approximately \$14K for just the terminal alone. Lighting Upgrades have taken place in other buildings, but the data has not been fully gathered.

#### **RFP/Bid Status**

- The proposals received for the RFP for IT Services have been reviewed and an announcement of award will be made at the next meeting.
- An RFQ for Engineering Services as well as the RFP for aviation fuel supply are the two major services needed to go out for bid.

#### **Operations Update**

- July 4<sup>th</sup> weekend was extremely busy with the Operations and FBO Staff doing a tremendous job.
- The Maintenance Staff resolved the issue of heat in the TSA bag make up room by essentially building a wall in inserting four air conditioners bring the room to 65 degrees.
- The five-day period between July 3<sup>rd</sup> and 7<sup>th</sup> resulted in flat fuel sales but higher landing and ramp fees
- Presented the draft format of the Monthly Report requested by the Board of Selectman (BOS) from all Department Heads. The final draft will be discussed in the Town Manager's Cabinet meeting and presented the following month to the BOS. Mr. Gasbarro suggested adding the Commission Meeting Dates due to the preparation work involved.
- The FY13 Year End Report will be reported to the Commission at the July 23<sup>rd</sup> meeting and the BOS at their July 24th meeting.
- Meeting with FinCom on July 22<sup>nd</sup>.
- There have been a couple of bird strikes (starlings and possible swallow) with one aircraft sustaining heavy damage. Mitigation efforts have been stepped up.

#### **Sub-Committee Reports**

None.

#### **Commissioner's Comments**

Ms. Topham asked how the coordination of Mrs. Kerry's medical flight worked. Mr. Rafter responded the local police and the Secretary's security team were in constant communication with Operations and the plan went very smoothly.

Ms. Topham suggested a thank you note to Mr. Raichlen for his service on the Commission. All agreed.

Mr. Gray commented on spending a portion of the weekend observing the FBO and Operations staff noting the need for another GPU.

Mr. Gasbarro asked if any progress was made on the new APU signage and educational brochure. Mr. Karberg reported developing a brochure. Mr. Rafter agreed to step up the effort.

Mr. Drake announced he will be absent for the next meeting.

#### **Public Comment**

None.

Having no other business for Open Session, the Commission **M/S/P** Unanimously by the following roll call vote, to enter into Executive Session, not to reconvene in Open Session to review the Executive Session minutes of 3/1/12, 3/27/12, 4/19/12, 4/26/12, 5/8/12, 5/22/12, 6/12/12, 6/26/12, 7/10/12, 7/24/12, 8/28/12, 9/18/12, 9/25/12, 10/30/12, 11/6/12, 12/4/12, 12/11/12, 12/18/12, 2/26/13, 3/26/13 and 4/23/13 for possible release; and 5/28/13 for review and possible release.

Chairman Drake – Aye  
Vice Chair Gasbarro – Aye  
Commissioner Gray – Aye  
Commissioner Planzer – Aye  
Commissioner Topham - Aye

Meeting adjourned at 6:57 PM.

Respectfully submitted,

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Janine M. Torres, Recorder

Master List of Documents  
July 9, 2013 Agenda including Exhibit 1  
June 25, 2013 Draft Minutes  
Blank Sub-Committee List  
US Airway's 2013 Lease  
Air Wisconsin 2013 Operating Agreement  
Sayles Seafood 2013 Beach License Agreement  
MOU b/ TON and NAC dtd 9/21/11  
GA/Admin Building Draft Schedule dtd 7/3/13  
GA/Admin Building Change Order Spreadsheet dtd 6/13/13  
Merchants PCO #007 Revised dtd 5/28/13  
Merchants PCO #013 dtd 6/15/13  
Merchants PCO #014 dtd 6/5/13  
Merchants PCO #015 dtd 6/26/13  
McFarland-Johnson PFC Memo dtd  
August 2013 PSF, 1st Floor Meeting Room Schedule  
PFC Recommendation Letter dtd July 5, 2013  
Draft Monthly Report for May 2013