

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**  
**September 24, 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, David Sylvia, Training & Compliance Coordinator, Noah Karberg, Environmental Coordinator, and Janine Torres, Office Manager.

Mr. Drake announced the meeting was being recorded.

Mr. Drake asked for comments on the Agenda. Hearing none the Agenda was approved.

Mr. Gray made a **Motion** to approve the 9/10/13 minutes. **Second** by Ms. Planzer and **Passed** Unanimously.

Mr. Gasbarro made a **Motion** to approve the 8/15/13 Minutes. **Second** by Mr. Gray and **Passed** Unanimously.

Mr. Gasbarro made a **Motion** to ratify the 9/18/13 Warrant. **Second** by Ms. Topham and **Passed** Unanimously.

**Public Comment**

Carol Dunton asked for an update on the mold found in the flat roof building. Mr. Rafter responded the building was thoroughly inspected by a qualified contractor who reported the building does not have a mold issue. Mr. Drake asked Mr. Rafter to follow up with the School Department to see if they still may be interested in the building.

**Pending Leases and Contracts**

Mr. Rafter presented one (1) Lease and one (1) contract for approval noting the G J Smith Lease is not ready for approval:

- **Wisentaner, Inc.** – A twenty (20) year Lease with up to 2 – 5 year renewal options for a half acre lot located at 74 Bunker Road for \$19,166.40 annually with annual CPI increases and an Annual Business Fee, effective September 15, 2013. Ms. Topham made a **Motion** to approve, **Second** by Mr. Gasbarro and **Passed** Unanimously.
- **G.J. Smith, Inc.** – is requesting another modification and not ready for approval. Tenant is planning a storage unit and has indicated he has received Planning Board approval. Mr. Rafter indicated he has placed a call to the Planning Office to discuss. It is unclear whether the Airport's MCD (Major Commercial Development) Permit allows for storage facilities and is surprised the Planning Office wouldn't have notified the Airport.
- **Victor Brandon Corp.** – Change Order No 1 to the Re-Align & Widen South Apron Taxiway Connector Contract, increasing the contract by \$95,080.00, the cost to repaint the taxiway edge markings on runway 15/33. Mr. Rafter noted the FAA Grant award included this amount. Mr. Gasbarro made a **Motion** to approve Change Order No. 1 to the Victor Brandon Contract for \$95,080.00. **Second** by Mr. Gray and **Passed** Unanimously.

### **Pending Matters**

**120412-3 Existing Bunker Lease Review** - Mr. Rafter reported the Tenant has acknowledged receipt of the Amendment to the Atlantic Aeolus Lease but has not yet responded.

**021213-2 Supplemental Agreement to the Other Transactional Agreement (OTA) – ATCT**  
Mr. Rafter reported although there was an ATM Article in 2008 for authorization to borrow up to \$4M, no borrowing took place. He is working with the Finance Department to pursue the borrowing in the next cycle. He is also working with the FAA to determine the actual balance of the earmark. The original OTA indicates a not to exceed balance of \$2.9M; however reference is made to other agreements that we cannot locate. MUNIS indicates a balance of \$3.7M.

**061113-1 Bunker Area Environmental Permit Review** – Mr. Rafter indicated a MESA permit has been submitted to Natural Heritage.

**062513-3 Noise Abatement** – Mr. Rafter reported final comments have been submitted to Jacobs on the Noise Brochure. New APU use signs have been received however the high lift needed to install the signs is temporarily out-of-service.

**070913-1 Memorandum of Understanding (MOU) Update** – Mr. Rafter reported not yet having a draft for review.

**081313-5 MOU with SDO/OSD re Disadvantaged Business Enterprise (DBE) Program** – Mr. Rafter reported the initial concern over the agreement was that it would require the airport to pay a percentage of DOT grant monies to the DBE program but didn't specify a formula or cap or other controls. A conference call was held with MassDot indicated the airports had signed a previous MOU in 2002; however that document included an attachment which gave the information in question. MassDOT has agreed to add a similar attachment to the new MOU. Subsequently, Hyannis Airport had requested some language changes as well. A new document is expected addressing all the concerns.

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

Mr. Rafter gave an update of the progress made since the last meeting: electrical shed has been moved, temporary fence has been removed, entry doors are working and first floor kitchen counters have been installed. Plumbing work is still needed. Lockers have yet to be installed. Curbing has been delivered but finish site work has not been started.

Concern remains over slow progress being made. Mr. Rafter noted another schedule has been received indicating an October 20<sup>th</sup> completion date. Mr. Drake asked that the revised schedule be shared with the Commission.

### **Finance**

Mr. Rafter reported the new LEO (Law Enforcement Officer) Reimbursement Agreement was received from TSA indicating a \$98,550 reimbursement award for the required service. This is lower than last year's Agreement which was slightly over \$100K.

The Finance Departments instruction on FY15 budget preparation is expected by the end of the week. A tentative timeline for the budget process was distributed.

Mr. Drake reminded the Commission as a whole makes up the Airport's Finance Sub-Committee and suggested the bulk of the next meeting be spent on the budget process to familiarize everyone with the process. Everyone agreed.

Mr. Rafter reported receiving a draft Reimbursable Agreement from the FAA for the PAPI/REILS installation on RW 33. Mr. Rafter is requesting some additional language regarding the reimbursement amount and timeline be included. 90% drawings were also received.

**022613-2 Master Plan and Sustainability Program Update** – Mr. Rafter reported both the Noise Brochure and Advisory Committee participants are being finalized. A Jacobs's in-house meeting is planned for September 26th and they have been asked to review some concerns raised at a Coastal Management Work Plan Group meeting concerning beach erosion and potential impact to Runway 6.

Mr. Rafter will share the list of Advisory Committee participants when finalized.

**062513-1 Re-Align and Widen Taxiway (Delta) Connector Update** – Mr. Rafter reported the project is progressing on time within its thirty (30) day schedule. The old taxiway has been removed and conduit is being laid. The relocated plants are being watered regularly.

### **Manager's Report**

#### **Projects Update**

Mr. Rafter reported:

- Passenger Facility Charge (PFC): Consultant has provided preliminary documents detailing the \$7.5M of eligible project costs being applied for on the PFC application as well as the draft letter notifying the users (airlines). The documents are currently under review by the FAA. The projects included are the Terminal, the Taxiway Connector project currently underway, the Master Plan and the PFC Consulting. The documents project collection of a \$4.50 PFC through 12/2024. Mr. Rafter will forward the documents to the Commission. Once the FAA approves the documents, a date will be set for the consultation meeting with the users and the letters will be sent. Mr. Drake requested the Commission be notified as soon as that date is set to determine Commission attendance and the possible need to post the meeting.
- Runway 6 PAPI/REILS: FAA held a pre-construction meeting and the decision was made to postpone construction until October as opposed to simultaneous with the Taxiway Connector project.

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

- Engineering RFQ is still under internal review.
- Fuel RFP is almost complete noting Diane O'Neill has been very helpful in working over the weekend to provide comments.

## **Operations Update**

- Mr. Rafter provided a draft of the Airport's Annual Report due to the Town on Friday. Mr. Drake has provided his feedback and any other comments are needed as soon as possible.
- The FAA CIP (Capital Improvement Plan) meeting is scheduled for October 10<sup>th</sup> in Hyannis. Jacobs will be onsite October 1<sup>st</sup> for a preliminary meeting.
- Continuing to draft a fuel incentive program and hope to have for the next meeting.
- A webinar took place to review the RFP for the Carbon Neutral program. An internal/legal review will be the next step. An Article will be required at ATM for this.
- Fire training took place on Monday and two personnel will be attending advanced ARFF training in Pittsburgh next week.

## **Statistics**

- Operations are down 6.02% for August and down 9.8% over last Fiscal Year. Air Carrier operations are up slightly while Air Taxi and GA operations are down slightly. Mr. Sylvia added the total operations for August were 17,761 compared to 18,899 in August 2012.
- Enplanements for August were 35,758, up 8.85% over August 2012 at 32,852. Mr. Rafter noted the continuing trend of fewer operations but increased passengers indicates larger aircraft with fewer trips or full planes with fewer trips noting JetBlue's increase in both the Boston market as well as the NY market.
- Freight for the month of August was 311,070 lbs, down 10.48% from last August.

Discussion moved to the significant decrease in GA Operations. Mr. Rafter noted some additional analysis is needed to determine if it is mostly corporate jet traffic seeing that fuel sales have declined. Additionally small GA traffic has also decreased. Mr. Rafter intends to look at some incentives that may entice some traffic back.

Mr. Gray asked if the decrease in fuel sales was related to the landing fees. Mr. Rafter responded possibly but noted revenue as a whole has increased. Mr. Rafter added the first phase of the fuel incentive program will be towards commercial operators.

To respond to Mrs. Topham, Mr. Rafter noted fuel prices are compared to area airports but the Nantucket has added delivery costs to factor in.

## **Sub-Committee Reports**

Ms. Topham shared the minutes from the Town's Personnel Compensation Review Committee meeting of 8/14/13 noting the next meeting is scheduled for October 10<sup>th</sup>. The last meeting on 9/16/13 convened in Executive Session to meet with Labor Counsel who presented strategies for collective bargaining negotiations. Mr. Drake asked if the Committee will be advising the Town on collective bargaining strategy to which Ms. Topham responded not really, each Department will still be responsible for the negotiations. Mr. Drake thought perhaps the same presentation could be given to the Commission prior to upcoming negotiations. Mr. Drake suggested everyone look at the minutes provided and share comments or questions at the next meeting.

## **Commissioner's Comments**

Mr. Gray noted the crosswalk in front of the terminal has some loose bricks.

Mr. Gray remarked of issues that have risen for the flight students trying to obtain an airport ID badge. Mr. Rafter indicated a TSA representative met with Mr. Tallman to review options. Mr. Tallman plans on modifying the Security Plan in order to accommodate the students.

## Public Comment

None.

Mr. Gasbarro made a **Motion** to enter into Executive Session, not to reconvene in open session, to pursuant to M.G.L. c.30A, §21(a) clause 3 and 6, to consider the purchase, exchange, lease or value of real property and to discuss pending litigation to Gatto v. Town. The Chair has determined that an open session may have a detrimental effect on the negotiating and/or litigation position of the Airport Commission, and Clause 3, to discuss strategy with respect to threatened litigation with respect to the completion of the GA Building. The Chair has determined that an open session may have a detrimental effect on the litigation position of the Airport Commission. **Second Mr. Gray and Passed** by the following roll-call vote:

Mr. Drake – Aye  
Mr. Gasbarro – Aye  
Ms. Topham – Aye  
Mr. Gray – Aye  
Ms. Planzer – Aye

Meeting adjourned at 5:38 PM.

Respectfully submitted,

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Janine M. Torres, Recorder

Master List of Documents  
September 24, 2013 Agenda including Exhibit 1  
August 27, 2013 Draft Minutes  
September 10, 2013 Draft Minutes  
Wisentaner Inc. Lease  
G.J. Smith Lease  
Victor Brandon Corp Change Order No 1 to Taxiway Connector Contract  
Architectural Consulting Group August 2013 Monthly Summary Report GA Bldg (Handout)  
TON FY2015 Budget Timeline including 9/24/13 Email from M. Anguelov to Rafter (Handout)  
Airport Manager Annual Report FY2013 (Handout)  
August 2013 Airport Statistics  
TON Personnel Compensation Review Committee 9/16/13 Agenda and 8/14/13 Minutes