

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**

**January 28, 2014**

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

Commissioner David C. Gray, Sr. was absent.

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, David Sylvia, Training & Compliance Officer and Janine Torres, Office Manager.

Mr. Drake announced the meeting was being recorded.

Mr. Drake requested a modification to the Agenda to move item C listed under Executive Session to Open Session and by doing so, eliminate the need to hold an Executive Session indicating there are no updates for the other items listed under Executive Session. Hearing no objections, the Agenda was approved as revised.

Ms. Topham made a **Motion** to approve the 12/10/13 Minutes noting one correction on page 2, under Pending Matters, last sentence in the third paragraph: the word "he" should be "the".

**Second** by Mr. Gasbarro and **Passed** Unanimously.

Mr. Topham made a **Motion** to ratify the 1/22/14 Warrant. **Second** by Ms. Planzer and **Passed** Unanimously.

**Public Comment**

None.

**Pending Leases & Contracts**

Mr. Rafter noted the only item is the Assignment & Assumption (Assignment) of the Taylor Hangar to Marine Lumber Operator, Inc. Mr. Rafter reminded the Commission they had previously approved the transfer pending receipt of Probate related paperwork. Legal Counsel revised the Assignment to address the Probate matter and the revision was handed out at the last

Commission Meeting and tabled to allow time for review. Mr. Drake asked if there were any questions. Hearing none, he will execute the Assignment on behalf of the Commission.

### **Pending Matters**

#### **021213-2 Air Traffic Control Tower (ATCT)**

- **RFQ Status** - Mr. Rafter reported the RFQ is being finalized, noting some confusion took place between Federal and State procurement requirements. The draft RFQ will be sent to the Chief Procurement Officer for her review shortly.
- **Supplemental Agreement to the Other Transactional Agreement (OTA)** – Mr. Rafter reported the concerns over the original OTA presented last February have been addressed in the new document. Mr. Drake noted he is listed as the contact person for the Commission with his home address and requested the address be changed to the Airport’s address. Mr. Gasbarro made a **Motion** to execute the Supplemental Agreement. **Second** by Ms. Planzer and **Passed** Unanimously.

**070913-1 TON Memorandum of Understanding (MOU)** – Mr. Rafter indicated he has the framework outlined on a draft procedure which would replace the majority of the MOU as discussed with Chief Procurement Officer.

### **Finance**

Mr. Rafter noted several MassDOT Grant Applications were signed and submitted for the purchase of several pieces of equipment.

Mr. Drake asked where the budget approval process stood with the Finance Committee. Mr. Rafter indicated he hasn’t heard anything and will reach out the Mr. Mulcahy, Chair, to ask.

Mr. Drake stated the FY15 budget was presented to the Board of Selectman last week noting a few questions were raised but nothing significant items was raised.

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

Mr. Rafter reported the Advisory Working Group is scheduled to meet for the second time on February 25<sup>th</sup>. The Consultant will attend the Commission Meeting that evening to report to the Commission.

Mr. Rafter an FTP site will be shared with the Working Group members to enable them to access the details of the work completed by the Consultant. Mr. Drake requested the Commission have access to the FTP site as well.

#### **012814-1 Bunker Road FUDS Site**

Mr. Drake recommended inserting here the discussion on the Bunker Road parcels originally noted on the Agenda as an Executive Session item.

Mr. Rafter reminded the Commission an unexploded ordnance was discovered in a Bunker Road dirt pile last October. The State Police responded and detonated the device safely. Mr. Karberg, in performing some due diligence as to how to proceed, recently discovered the Airport is listed as one of 4,600 Formerly Used Defense Site (FUDS). The Army Corp of Engineers maintains a list of sites across the country and as funds become available, remediates the sites in order of the priority it established when the review of all FUDS sights was completed in 2008. It was noted the Airport site was listed as low to medium risk and therefore slated for remediation in the year 2035; however, the recent discovery of the unexploded ordnance may move the site up in priority.

A conference call with the Army Corp of Engineers resulted in a recommendation the Airport hire a Licensed Site Professional (LSP) to expedite the process. Discussions have taken place in developing a scope of work for the LSP.

Mr. Rafter reported a 2008 study was discovered which indicated three areas of focus within the Airport site. One of those areas, the only one of concern, is approximately two (2) acres in the Bunker area which may contain buried ordnance materials. A more in depth investigation is needed as the next step to determining a remediation plan. Mr. Rafter added the Phase I assessments performed in the Bunker area prior to granting new Leases mentioned the record of FUDS site but noted they had been cleared by the Army Corp of Engineers. Mr. Rafter added this may not be an accurate statement. Mr. Rafter added until the 2008 Report was found on-line within the last ten days, no-one at the Airport was aware of this issue.

Mr. Rafter explained the tenants affected will be notified and an LSP will be engaged. Their findings will determine what the next steps will be. A proposed press release, was submitted to the Commission for review. As there was no comment, that will be released as well.

Mr. Drake added negotiations can proceed with the GJ Smith Lease, but the Commission will have to hold off signing until this issue is resolved. Mr. Drake added the existing tenants will be given some guidelines on how they can proceed with their operations.

Ms. Topham asked for a timeframe. Mr. Rafter said that question was asked during a preliminary discussion with an LSP who could not answer until more information is obtained.

The consensus of the Commission agreed with the course of action planned, noting the concern for safety is a top priority.

### **Manager's Report**

#### **Project Updates**

Mr. Rafter reported:

- The REILS and PAPI installation on Runway 15/33 are still pending.
- Two companies submitted proposals for the Carbon Neutral project and those are under review.
- In addition to the equipment mentioned earlier in MassDOT Grant applications, we are putting a scope of work together for a new fire truck which will be funded mostly through the FAA.

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

- The Engineering RFQ proposals have been received and the evaluations will be compared in a meeting on Thursday.
- Two proposals were received for the second Aviation Fuel Supply RFP. Proposals are currently being reviewed and will be compared at a meeting scheduled next month.

#### **Operations**

- The Accounting Department has moved into the new GA building and we are hoping to have the FBO moved in by the end of February.

#### **Statistics**

Mr. Rafter reported statistics are being reported for calendar year end. Beginning next month reporting will change to fiscal year only:

- Operations for December were 7,040, down 3.68% from December 2012 at 7,309. Operations for the Fiscal Year to-date are up 5.77%.
- Enplanements for December were 7,534, down 12% from December 2012 at 8647, but up overall for the year by 1.64%. Enplanements for the Fiscal Year were up .82%. Mr. Rafter added the growth is in the seasonal time frame.

- Freight for December was 163,458 pounds, down 7.85% from December 2012 and overall for the calendar year, down 3.4%.
- Jet-A fuel sales for December, 2013 were 31,661 gallons, over December 2012 at 20,748 gallons.
- AvGas fuel sales for December, 2013 were 4,580 gallons, over December 2012 at 3,296 gallons.

Mr. Rafter remarked Island Airlines statement they are carrying the same amount of passengers with fewer flights needs to be verified by reviewing the statistics.

Mr. Drake asked if Island Airlines is buying any fuel. Mr. Rafter responded no.

Mr. Rafter indicated Mr. Karberg has uncovered some anecdotal data showing the larger aircraft are dropping passengers, then leaving to go to Hyannis where they buy fuel, but it is due to the lack of hotel rooms on Nantucket. Mr. Rafter has asked the Master Plan Consultants to assess this information as future needs for the Airport. Mr. Drake added in the early 80's zoning along Old South Road was amended to prohibit hotels and guest houses.

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

None.

#### **Commissioners Comments**

None.

#### **Public Comment**

None.

Having no further business, Ms. Topham made a **Motion** to adjourn. **Second** by Mr. Gasbarro and **Passed** unanimously.

Meeting adjourned at 5:31 pm.

Respectfully submitted,

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Janine M. Torres Recorder

#### Master List of Documents Used

1/28/14 Agenda including Exhibit 1

12/10/13 Draft Minutes

1/22/14 Warrant Commission Approval Sheet

Assignment & Assumption of Lease between Linda R. Taylor and Marine Lumber Operator Inc.

Supplemental Agreement No 1 to the Other Transactional Agreement between the FAA and

Nantucket Memorial Airport #DTFAWA-08-A00005 re ATCT

MassDOT Grant Application for Brush Hog Mower

MassDOT Grant Application for Skid Steer

MassDOT Grant Application for Ground Power Unit (GPU)

MassDOT Grant Application for Loader with Plow

MassDOT Grant Application for Pickup with Skid Mounted Tank

MassDOT Grant Application for Electric Aircraft Tow Vehicle

Press Release re: Airport FUDS Site (Handout)

December 2013 Statistics Report