

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

Thomas M. Rafter, Airport Manager  
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*Commissioners*  
Daniel W. Drake, Chairman  
Arthur D. Gasbarro, Vice Chair  
Anthony G. Bouscaren  
Andrea N. Planzer  
Jeanette D. Topham

**AIRPORT COMMISSION MEETING**

**OCTOBER 14, 2014**

The meeting was called to order at 5:00pm by Chairman Daniel W. Drake with the following Commissioners present: Arthur D. Gasbarro, Vice Chair, Anthony G. Bouscaren, and Jeanette D. Topham. Andrea N. Planzer participated via telephone due to geographic distance; and therefore, Mr. Drake reminded everyone that all votes need to be roll call votes.

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

Airport employees present were: Thomas Rafter, Airport Manager, Janine Torres, Office Manager, David Sylvia, Training & Compliance Officer, and Mae Williams, Administrative Assistant.

Mr. Drake announced the meeting was being recorded.

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

**Public Comment**

None

Ms. Topham made a **Motion** to approve the 8/12/14 Minutes. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

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

Mr. Gasbarro made a **Motion** to approve the 9/9/14 Minutes. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

Ms. Topham made a **Motion** to ratify the Warrants of 9/24/14 and 10/8/14. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

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

**Pending Leases and Contracts** – Mr. Rafter presented the following Leases and Contracts:

- **Wiggins Airway** – An operating agreement as an airfreight service for \$1,500 Annual Business Fee, plus Landing and Freight fees
- **Delta Air Lines** – Remains Pending.
- **Jacobs Engineering Group** – Professional Services associated with the procurement of Aircraft Rescue Fire Fighting vehicle, tools, accessories and equipment for \$5,232.00.
- **Vegetation Control Service Inc.** – Provide brush mowing services for 36 acres of mixed scrub oak, field, and firebreaks for \$22,860.00.

Mr. Gasbarro made a **Motion** to approve Wiggins Airway operating agreement and Jacobs Engineering and Vegetation Control Service, Inc. contracts. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

#### **Pending Matters**

##### **070913-1 TON Memorandum of Understanding (MOU) Update**

Mr. Rafter announced Ms. Torres earned her Certificate as an Associate MCPPO (Massachusetts Certified Public Purchasing Official).

Mr. Rafter presented a draft of a new MOU which states the Airport agrees to follow the Town of Nantucket's Procurement Policies, noting this document replaces the MOU dated September 21, 2011.

After brief discussion, Mr. Gasbarro made a **Motion** to endorse the MOU between the Airport, the Board of Selectmen, and the Town Manager. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

##### **042214-2 FUDS Formerly Used Defense Site Status**

Mr. Rafter, Mr. Sylvia, and Mr. Karberg met with the Army Corps of Engineers (ACE), the DEP and several of their sub-contractors to discuss the next phase of the investigative process. The plan discussed may involve moving some of the affected tenants to another location. ACE indicated some remediation may be done through the investigation process depending on what they find. This will be a time-consuming process and Mr. Rafter will be working with the affected tenants to develop a plan to accommodate them.

### **101414-1 Policy for Signing Contracts, Leases, and Other Agreements Excluding FAA-related Grant Documents**

Mr. Rafter presented a draft policy changing the Commission signing authority on non-grant related documents to a minimum of three (3) Commissioner signature's and noted the request came from the Town Finance Director and is incorporated in the new MOU.

Ms. Topham made a **Motion** to adopt the non-grant related signing policy. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

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

### **101414-2 FY15 Quarterly Report**

Mr. Rafter reported Revenue is up \$533K over the same period last year. Expenses are \$91K below the same period last year. Debt service is slightly below last year. Mr. Rafter stated the increase to Revenue is mostly due to the clean-up of Receivables, commending the work done by Ms. Miller and Ms. Crooks. Mr. Drake asked Mr. Rafter to express the Commission's appreciation of the work performed. Mr. Rafter added Ms. Miller was praised by the Finance Director at the last Audit Committee Meeting as well.

Mr. Gasbarro questioned the new line item "Fuel Sales Gas and Diesel" showing revenue of \$342. Mr. Rafter responded fuel sales to the airlines for their ground service equipment has been separated from other fuel sales.

### **101414-3 FY16 Budget Process**

Mr. Rafter reported the FY16 Budget process is underway and the Airport's FY16 budget is due to the Town on November 24, 2014. The Board of Selectman presentation is scheduled for January 21, 2015. A draft will be available at the next meeting which will allow at least two (2) reviews with the Commission prior to the BOS presentation. Mr. Rafter reported the Budget will include the PFC Revenue but intends to use them to reduce the debt service.

Mr. Drake recommended preparing an ATM Article to add PFC Revenue to the budget; and if not needed, can withdraw the Article. Additionally, discussions with the Town Finance Director will take place regarding the Revolving Fund and how to best utilize it which may result in an ATM Article.

### **090914-4 FY16 Capital Requests Update**

Mr. Rafter reported two of the FY16 Capital Requests presented at the September 9<sup>th</sup> were asked to be reviewed. The design cost of the Ground Service Equipment facility has been reduced dramatically; and the FBO Site Rehab item was a previous year Capital Item but further investigation is required as to the remaining funds available for the entire GA/Admin Building project. During discussion of what will happen with the old FBO building after the Tower project is complete, Mr. Rafter stated there has been interest in the building from an outside party.

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

Mr. Rafter thanked the Commission for their comments on Chapter 7. Comments have been reviewed with Jacobs. The final version is being drafted and is expected later this week. A Long-Range Plans/Policy Sub-Committee meeting will be held to prior to the Advisory Committee Meeting.

Mr. Rafter presented a handout of the revised Chapter 7 matrix showing potential projects slated for 0 - 5 years, 6 - 10 years and 11 - 20 year timeframes. Mr. Rafter noted the matrix serves as a guideline. The Financial Feasibility Study will help identify which projects should move forward. Mr. Drake asked who developed the priority score for each project; and, does Mr. Rafter agree with it. Mr. Rafter responded that Jacobs did the prioritizing; and, for the most part does agree. Mr. Rafter added the FAA provides resources in their funding process which aides in determining the priorities. .

### **Manager's Report**

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

- GA/Administration Building - The irrigation system has been installed and the sod should be in place next week. A meeting is scheduled this week with Nantucket Architecture Group to review the open items.
- Air Traffic Control Tower: The 70% design review meeting is taking place tomorrow (10/15). General Contractor prequalification submittals are due October 17<sup>th</sup>. Only two (2) firms have submitted Interest Forms so far. Mr. Rafter expressed concern of the construction estimate which is \$1M over what is left in the project funds. Mr. Bouscaren asked when the Tower project will take place and if the Commission has a choice. Mr. Rafter explained the funds for this project derived from a Congressional earmark and expire in the fall of 2015. Mr. Rafter briefed the Commission on the project's history and the expenses incurred so far.
- Security Upgrades Project: A preconstruction meeting was held last week with the contractor, KOBO Utility, the FAA, MassDOT and Jacobs. The project includes security fencing, a light on terminal building for the commercial ramp, replacement of doors, and other access control items. Kobo will submit the project schedule within the next 10 days.
- The annual Capital Improvement Plan (CIP) meeting with the FAA is scheduled for October 23<sup>rd</sup>. Mr. Rafter will join Jacobs in Hyannis for a conference call with the FAA. Jacobs will be here Friday to review the CIP prior to the meeting with FAA.

#### **Operations Update – Mr. Rafter reported:**

- Don Jacobs submitted draft job descriptions. Mr. Drake asked the Personnel Sub-Committee should review them. Mr. Rafter answered that it should look at them after his initial review.
- McGrath/Santos Hangar – the valley between the two roofs will be repaired soon, but the rest of the roof on the McGrath side will be completed in the spring. Mr. Santos will repair the side wall on his hangar. The new Lease agreements have been forwarded to Legal Counsel for specific language.
- A request from Catherine Stover has been received for an acre of land to build a crematorium expressing interest in a parcel in the Bunker Road area. There are challenges to that location including the lack of sewer and water. Sun Island Rd was discussed as an alternative. The Board of Selectmen have the topic on their October 15<sup>th</sup> Agenda to discuss as well. Mr. Rafter reminded the Commission the Airport is working on an RFP for the Sun Island property the first step is to have an appraisal and survey performed.
- Mr. Rafter reminded the Commissioner that required NIMS and/or Incident Command System training is being scheduled for them.
- Annual Report for Town Meeting – Mr. Rafter shared his Annual Report noting if the Commissioners have any input, he needs the information as soon as possible.
- Full Scale Exercise - Commissioners Topham, Planzer, and Gasbarro observed the exercise and their attendance was appreciated. The after action report will identify areas that need to be addressed for improvement.
- Two (2) personnel received advanced ARFF Training in Pittsburgh.

### August Statistics

- Operations are down 1.64% over 8/2013. Year-to-date Operations are flat.
- Enplanements are down .71% over 8/2013, Year-to-date Enplanements are flat.
- JetA Gallons sold are up 6% over 8/2013. Year-to-date JetA Gallons sold are up 2.3%
- AvGas Gallons sold are down 16%. Year-to-date AvGas gallons sold are down 8.17%.
- Freight is down 4.6%.
- Noise Complaints are up 170%.

### Commissioners Comments

Ms. Topham inquired about the re-design of the web-site by students of Worcester Poly-Tech. Mr. Rafter reported the students arrive later this month. Mr. Karberg will be overseeing.

Mr. Drake stated the need for the Personnel, Environmental, and Long Range Plans/Policy Sub-Committee's to meet in the near future.

Brief discussion took place regarding the re-scheduling of the FAA Compliance Officer, Mr. Tom Vick's 60-90 minute presentation to the Commission. Consensus let to a special meeting being held on November 18<sup>th</sup> if Mr. Vick is available. November 17<sup>th</sup> was chosen as an alternate date. This meeting would eliminate the need for a meeting on November 13<sup>th</sup>.

### Public Comment

None

Having no further business, Mr. Gasbarro made a **Motion** to enter into Executive Session, not to return to Open Session, for the purpose of reviewing Executive Session minutes as listed on the Agenda.

**Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

Meeting adjourned at 5:51pm

Respectfully submitted,

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Janine M. Torres, Recorder

Master List of Documents Used  
10/14/14 Agenda including Exhibit 1  
8/12/14 Draft Minutes  
9/9/14 Draft Minutes  
9/24/14 Warrant Approval Sheet  
10/8/14 Warrant Approval Sheet  
Wiggins Airways Lease  
Delta Air Lines Lease  
Jacobs Engineering Contract  
Vegetation Control Contract  
TON Memorandum of Understanding

Commission Policy for Signing Contracts  
FY15 1<sup>st</sup> Quarter Update  
FY16 Budget Timeline  
Master Plan Status Report dated 10.6.14  
August 2014 Statistics  
  
Displayed  
MapGeo-Bunker Area  
Handouts  
Master Plan Project List Matrix  
FY14 Airport Manager's Annual Report