

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  
Andrea N. Planzer  
Jeanette D. Topham

**AIRPORT COMMISSION MEETING**

**March 11, 2014**

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

Commissioner Arthur D. Gasbarro 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, David Sylvia, Training & Compliance Officer, Ashley Christ, Business Manager and Janine Torres, Office Manager.

Mr. Drake announced the meeting was being recorded.

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

Ms. Planzer made a **Motion** to approve the 2/25/14 Minutes. **Second** by Ms. Topham and **Passed** unanimously.

Ms. Planzer made a **Motion** to ratify the 3/5/14 Warrant. **Second** by Ms. Topham and **Passed** unanimously.

**Public Comment**

None.

**Pending Leases & Contracts**

Mr. Rafter noted the Commission had previously approved a draft of the Emily Air LLC Lease at their February 11, 2014 meeting subject to acceptance by Mr. Cunningham. Mr. Cunningham's lender has since submitted requested changes; however, comments have not been received from Legal Counsel prior to the meeting. The matter was tabled.

**Pending Matters**

**070913-1 TON Memorandum of Understanding (MOU)** – Mr. Rafter reported the draft of the new MOU is still pending.

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

Mr. Rafter reported that a webinar had taken place earlier in the day with a majority of the Advisory Group members to allow group discussion as a continuation of the February 25<sup>th</sup> Advisory Group meeting. The members provided good discussion and feedback on the Master Plan topics reviewed. The next Advisory Group meeting is being planned for April and will be formatted differently to allow more time for discussion. Mr. Rafter added some information presented at the February 25<sup>th</sup> meeting has been populated to the Master Plan pages of the website noting some changes to the formatting is necessary.

Mr. Rafter reported Jacobs will be on site next week to begin IT inventory as part of the Master Plan. The goal is to assess the technology we have today and come up with long term needs.

Mr. Drake read aloud an excerpt of an e-mail he received personally which expressed angst towards corporate travel and felt the community was being unjustly taxed to pay for GA building. Mr. Rafter noted this belief is unfortunately widespread and even mentioned in the Advisory Group discussion earlier. Mr. Rafter added general aviation makes up approximately 64% of the Airport's revenue while commercial airlines only 17% with the remaining revenue coming mostly from land leases. Mr. Rafter added he would expect that expense would show the opposite with support for commercial airlines operation costs the airport more than running the FBO.

Mr. Drake added the shared infrastructure of runways, taxiways and ramps are FAA funded and not an expense to the public.

Mr. Rafter noted this misconception strengthens the need to educate the community and will work with staff to put together a brief informational piece on the airport's revenues and expenses with regard to general aviation versus commercial users.

### **Manager's Report**

#### **Project Updates**

Mr. Rafter reported:

- Transition to the new FBO may happen as early as this Friday. The temporary pilot's trailer is being readied to be removed and the old FBO building will be shut down.
- The FAA will be installing the Runway 15/33 REIL's/PAPI's late this month.
- The interviews with the two ESCO proposers took place in Boston last week. A brief e-mail from Mr. Karberg indicated the investment grade audit, thought to come in around \$70K, may be as little as \$15K. The review Committee must now recommend whether to move forward with an ESCO or manage the Carbon Neutral Program ourselves. The recommendation should be received by the end of the month.
- Clean up of the ARFF Building continues after a broken pipe caused internal damage.
- FUDS (Formerly Used Defense Site) – A representative was on-site to obtain some soil samples; however, while he was here he received a call informing him he was laid off immediately. Several apologetic phone calls were received and testing should resume next week with no additional cost to the Airport.

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

- Several prospective proposers for the Air Traffic Control Tower design RFQ expressed concern over the design timeline and have indicated they would not be submitting proposals. Discussion with FAA officials will take place to determine how to proceed. The main determining factor will be verifying when the five different funding sources expire. Mr. Rafter also reported responding to the FAA's three proposed sites for the mobile tower noting the Airport would prefer site 1 which would be approximate 80 feet onto the ramp near the flat roof building. Site 2 would be on the ramp off the northeast

corner of the main terminal and site 3 would be in the middle of the south ramp near the fuel farm. An on-site Safety Management Meeting is scheduled in the next few weeks for the sites to be reviewed.

- A meeting with Ascent is scheduled for tomorrow to review the content of the new fuel supply contract. The Jacobs contract for on-call engineering is still being drafted.

### **Operations**

- Discussion is taking place with the Harbor Master for the possibility of housing lifeguards at the Thompson House. Some repair to the Thompson House may be needed in order for this to happen.
- The Airport is beginning to coordinate the Airport's Part 139 Triennial exercise to be held in September 2014.
- Mr. Rafter and Mr. Drake met with FinCom earlier today to discuss Article 12 (Airport Capital requests). FinCom expressed concern that the level of transparency wasn't adequate in demonstrating what the percentage splits are on the sources of funding and wanted stronger assurance the grants would be awarded. Mr. Rafter felt he and Mr. Drake were able to demonstrate the Airport is in a stronger financial position than two years ago. Mr. Drake handed out a draft of a fact sheet regarding Article 12 that will be part of the "plain English" handout Town Administration prepares for ATM. Mr. Drake added after sharing this with the FinCom, they decided not to add any comment to Article 12 in the ATM Warrant.
- Mr. Rafter reported approving the first Special Event Permit Application for the 2014 season from the Wine Festival to rent Hangar 4. Brief discussion took place regarding the event preparation and security requirements.

### **Travel Request**

Mr. Rafter requested permission to attend the American Association of Airport Executives (AAAE) Annual Conference being held in San Antonio in mid-May. Mr. Rafter is Chair of their Technical Services Committee and is required to hold a Committee Meeting. After brief discussion Ms. Planzer made a **Motion** to approve Mr. Rafter's attendance of the AAAE conference. **Second** by Ms. Topham and the motion **Passed** unanimously.

Mr. Rafter reported he will be on vacation beginning Friday, March 14th returning Monday, March 24<sup>th</sup>.

### **Sub-Committee Reports**

None.

### **Commissioners Comments**

Mr. Drake commented up until two years ago, the Airport contributed to the Chamber of Commerce in support of the Christmas Stroll and Daffodil Weekend festivities. The previous Finance Director disallowed this practice citing it was prohibited by law for a municipal entity to make charitable contributions. Mr. Drake added the Chamber of Commerce is not a charitable organization falling under a 501 (c) 3; but it is a tax exempt organization. Mr. Drake would like to re-explore supporting the Chamber of Commerce's tourism efforts for Daffodil and Christmas Stroll weekends and discuss at a future meeting. Ms. Planzer and Ms. Topham concurred.

Mr. Drake reminded everyone the Board of Selectman have been advertising to fill the vacancy on the Commission with the intent to make the appointment at their meeting on March 19th. Mr. Drake knows of only one candidate who has applied.

### **Public Comment**

None.

Having no further business, Ms. Topham made a **Motion** to adjourn into executive session, not to reconvene in open session, to review executive session minutes of 8/28/12, 9/18/12, 2/4/12, 12/11/12, 2/26/13, 4/23/13, 5/28/13, 8/27/13, 9/10/13, 9/24/13, 10/8/13, 10/22/13, 11/12/13 and 12/10/13 for possible release; and 1/14/14 and 2/11/14 for review and possible release; 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; to conduct strategy session with respect to collective bargaining where if held in Open Session, may have a detrimental effect on the bargaining position of the Airport Commission; and to discuss strategy with respect to pending litigation on a personnel matter. The Chair has determined that an Open Session may have a detrimental effect on the litigation position of the Commission. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

Meeting adjourned at 5:44 pm.

Respectfully submitted,

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Janine M. Torres Recorder

Master List of Documents Used  
3/11/14 Agenda including Exhibit 1  
2/25/14 Draft Minutes  
3/5/14 Warrant Commission Approval Sheet  
3/4/14 Email from M. Hanley to R. Holland re Emily Air LLC  
Draft 4 of Emily Air LLC Lease  
3/6/14 Email from S. Boudette to J. Torres re UPS Portable Distribution Unit  
3/11/14 Email from D. Drake to T. Rafter re Private Lounge Tax (Read Aloud)  
Draft Article 12 Fact Sheet (Handout)  
ACK Special Event Permit for Wine Festival Hangar 4 Rental for 5/16/14 (Handout)  
AAAE 86<sup>th</sup> Annual Conference Information