

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

March 9, 2016

The meeting was called to order at 3:35 pm by Chairman Daniel Drake with the following Commissioners present: Andrea Planzer and Jeanette Topham. Anthony Bouscaren participated by phone due to geographical distance. Arthur Gasbarro was absent.

The meeting took place in the Nantucket Memorial Airport General Aviation/Administration Building, 2nd floor Conference room 14 Airport Rd. Nantucket MA.

Airport employees present were: Thomas Rafter, Airport Manager, and Janine Torres, Office Manager.

Mr. Drake announced the meeting was being audio recorded.

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

Ms. Planzer made a **Motion** to approve the minutes of 2/9/16. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

Mr. Planzer made a **Motion** to ratify the warrant of 2/24/16 and approve the warrant of 3/9/16. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

Public Comment – None

020916-1 Public Hearing to consider Proposed Revisions to Rates & Charges

Mr. Drake opened the Public Hearing. Mr. Drake suggested continuing the Hearing until the next meeting due to the late change in date and location.

Ms. Planzer made a **Motion** to continue the Public Hearing until the meeting of April 12, 2016. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

Pending Matters – Mr. Rafter reported the following:

042214-2 Formerly Used Defense Site (FUDS) Status – The report from the Army Corp of Engineers is still pending.

011216-1 Emily Air LLC Request for Sub-Lease to Fly Blade, Inc. – Consent to sub-lease is still with Town Counsel and needs to be approved by Mass. Department of Transportation (Mass DOT). The ramp fees for Blade will be similar to those charged Marine Home Center lease.

031015-1 Airline Incentive Plan Discussion – after review and approval by the Federal Aviation Administration (FAA) the Airline Incentive Plan was presented for approval.

Ms. Topham made a **Motion** to approve the Airline Incentive Plan. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services - The Finance Department is modifying the draft agreement's language in regards to provide the mechanism for credit for in-kind services.

Pending Leases and Contracts

Mr. Rafter presented the following Leases and Contracts:

- **Nantucket Auto Rental, Inc.** – 2016 Car Rental Agreement for \$14,275 rent plus \$1,500 Annual Business Fee plus 10% Gross Receipts plus Customer Facility Charges.
- **The Hertz Corporation** – 2016 Car Rental Agreement for \$15,925 plus \$1,500 Annual Business Fee plus 10% Gross Receipts plus Customer Facility Charges.
- **Thrifty Cars, Inc.** rental agreement was still pending.

Ms. Planzer made a **Motion** to approve the Nantucket Auto Rental and The Hertz Corporation Leases. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

030816-1 Declaration of Surplus Property – 10 Sun Island Road Parcels – Mr. Rafter reported the Declaration is the first step in the procurement process to dispose of land by sale or rent. The Request for Proposal (RFP) is in draft form which will include nine (9) parcels which can be bid either as a whole, single or combined parcels. It will be released after Town Meeting acts on Article 94 of the Warrant would extend the permissible lease term from 20 to 30 years.

Ms. Topham made a **Motion** to declare as surplus property and unnecessary for Airport use at the present time, the parcels located at 10 Sun Island Road as depicted on Exhibit A to the Declaration. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

030816-2 Flat Roof Building Future Use Discussion – Mr. Rafter reported a matrix has been created to study the proposed future uses of the Flat Roof Building. After some evaluation, it is probable that it will be moved. There has been interest expressed in the building.

122215-1 Air Service Update – Mr. Rafter reported meeting with Janet Schulte of the Nantucket Island Chamber of Commerce as well as Chambers on the Cape and other airports, on a regional approach to air service development. The Airport will be hosting a focus group in the 3rd week in April to collect data from 20-30 local business people regarding demands for air service. Then hopefully to develop a format that can be replicated in other regions.

Manager's Report

Project Updates

- Air Traffic Control Tower – Mr. Rafter requested the Commission ratify change orders PCO #009 and PCO #010 for a net increase of \$3,185.00 to the construction contract.

Ms. Planzer made a **Motion** ratify PCO #009 and PCO #010. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

- A site visit has taken place with the engineers for the three (3) Airport Improvement Projects (AIP's) for FY17: Electrical Vault Room Rehabilitation, Interactive Employee Training Software and FIDS/PA System Update
- A water pipe and fire suppression pipe break above the airfield electrical vault room caused damage shutting down the airfield lights temporarily. Emergency procurement was authorized by the State.
- An after-hours broken fire suppression pipe in the restaurant caused damage resulting in the street entrance to the restaurant be closed off.
- The front end loader that was in for transmission overhaul is back in service.
- Two (2) new golf carts have been received.
- Manager's vehicle has been received.
- A new Point-of-Sale software is being installed in the FBO that will minimize the time needed to service customers as well allow them to automate the fuel slip process.

RFP/Bid Status

- HVAC/Oil Burner bids are out and due back by March 15.
- Specs are being prepared to purchase a passenger boarding ramp.
- An RFQ for is being prepared for an architect to design employee housing.
- An on-call engineering service RFP is drafted.
- Airport Gas draft RFP is under review.
- Sun Island draft RFP is under review.

3.9.16 Airport Commission Meeting

- Airfield painting and airfield electrical on-call service RFP's are being drafted.
- A few Bunker Road tenants have expanded use beyond the boundaries of their leases. A letter was sent and two (2) have expressed interest in adding property to their lease
- Island Air Bankruptcy meeting was held February 12, 2016 in Brockton. Airport Counsel informed the Trustee that Passenger Facility Charges (PFC's) collected by Island Airlines on behalf of Nantucket Airport should be considered assets, not debt. Thomas Cunningham, operator of Island Air, acknowledged to the Trustee that he had not segregated the PFCs collected
- The Freight Hangar has been released by the Trustee to Mr. William McGrath who has been working with Cape Air for freight operations.
- Advertising proposal to develop advertising services to increase revenue is moving forward.

Other

On March 7, 2016, Mr. Rafter did an Airport drive-a-round with Geno-TV.

Statistics – Mr. Rafter reviewed the January 2016 overall statistics.

- Operations are up 6.61% from January 2015. Year-to-date up .20%.
- Enplanements are down 34.66% from January 2015. Year-to-date is down 9.06%.
- Jet A gallons sold is up 52.82% from January 2015. Year-to-date is up 4.32%.
- Jet A gallons sold is up 151% from February 2015.
- AvGas gallons sold is up 53.48% from January 2015. Year-to-date is up 6.68%.
- AvGas gallons sold is up .65% from February 2015.
- 1 Noise Complaint filed in February 2016.

Request for Travel - Mr. Rafter asked to attend the AAAE Annual Conference in Houston TX on May 15th – 18th, 2016.

Ms. Planzer made a **Motion** to approve Mr. Rafter's request for travel. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

Personnel Report – Mr. Rafter announced Noah Karberg, Environmental Coordinator, achieved "Certified Member" status through AAAE (American Association of Airport Executives).

Commissioners Comments

Mr. Drake announced that Cape Air has pulled out of Providence and Block Island. He also reminded everyone that Nantucket Annual Town Meeting is Saturday, April 2, 2016 at 9:00am.

Public Comment

Larry Pollack of Crosswinds Restaurant suggested the parking lot entry gate be left open due to its repeated issues. Mr. Rafter responded he understands the issue but will not leave arm open unless a major issue with the mechanism arises.

Chris Skehel of Crosswinds Restaurant expressed his gratitude towards Airport Staff on initial response to pipe burst.

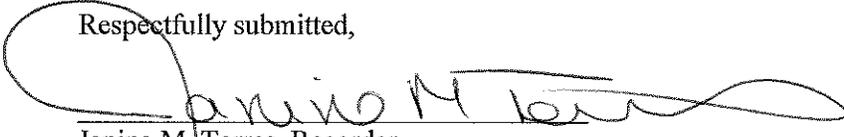
Having no further business for Open Session, Ms. Topham made a **Motion** to go into Executive Session, under G.L. Chapter 30 A, Section 21 A, not to return to Open Session, to review Executive Session Minutes as enumerated on the Agenda; Clause 6 - to consider the purchase,

exchange, lease or value of real property with respect to Exhibit A of the Airport Layout Plan and under Clauses 3 & 6 to consider the purchase, exchange, lease or value of real property and to discuss pending litigation to Gatto vs. Town. The Chair has determined that an open session may have a detrimental effect on the negotiation/litigation position of the Airport Commission. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

Meeting adjourned at 5:37 pm

Respectfully submitted,



Janine M. Torres, Recorder

Master List of Documents Used

3/9/16 Agenda including Exhibit 1
2/9/16 Draft Minutes
2/24/16 Warrant Signature Sheet
3/9/16 Warrant Signature Sheet
Proposed changes to Nantucket Memorial Airport Rates & Charges dated 3/8/16
Updated Air Service Incentive Program Draft **031015-1**
Nantucket Auto Rental Inc. 2016 Car Rental Agreement
Thrift Cars, Inc. 2016 Car Rental Agreement
The Hertz Corporation 2016 Car Rental Agreement
Declaration of Surplus Property – 10 Sun Island Road
ATCT Construction Change Order Log
Maron Construction Co., Inc. PCO 009 \$4,256.00
Maron Construction Co., Inc. PCO 010 (-\$1,071.00)
January 2016 Statistics Report includes February Fuel and Noise Complaints
AAAE 2016 Annual Conference Announcement & Agenda