

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 11, 2016

The meeting was called to order at 5:00 pm by Acting Chairman Arthur Gasbarro with the following Commissioners present: Jeanette Topham, and Anthony Bouscaren.

Commissioner Andrea Planzer participated remotely by phone due to geographical distance.

Chairman Daniel Drake was absent.

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

Airport employees present were: Thomas Rafter, Airport Manager, David Sylvia, Compliance Manager, and Janine Torres, Office Manager

Mr. Gasbarro announced the meeting was being audio and video recorded.

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

Mr. Gasbarro noted the minutes from ATM, 4/2/16 and 4/5/16 are still pending.

Mr. Gasbarro asked for comments on or corrections to the 9/13/16 draft Minutes. Hearing none, the minutes were approved.

Ms. Topham made a **Motion** to ratify the 9/21/16 and 10/5/16 warrants. **Second** by Mr. Bouscaren and **Passed** unanimously by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

Public Comment

Ms. Topham announced former Airport Commissioner Sonny Raichlen passed away. A moment of silence was held.

Pending Matters

042214-2 Formerly Used Defense Site (FUDS) Status – Mr. Rafter reported the Army Corps of Engineers (ACE) accepted Airport comments to the draft Remedial Investigation Report. A public comment period will follow. ACE has advised the final report should be expected sometime around March, 2017.

011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services – Mr. Rafter indicated we are still awaiting information from Brian Turbitt, Town Finance Director, to address questions received by the Federal Aviation Administration (FAA).

091316-3 McGrath Family Trust request to Sub-Lease to Allies Air Freight, LLC– Mr. Rafter reported Airport Counsel has drafted the Landlord Consent to Sub-Lease, which upon approval and full execution, will be forwarded to MassDOT for approval. The Consent includes the right for the Commission to evict the sub-tenant directly, should the sub-tenant violate Airport Rules or Regulations. Ms. Topham made the **Motion** to approve the Landlord Consent to Sub-Lease. **Second** by Mr. Bouscaren and passed unanimously by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

Pending Leases and Contracts

Mr. Rafter presented the following Contracts:

- Gilbert Holdgate Drilling Inc., \$9,000 to perform repair and maintenance to geothermal wells, expiring 12/30/16 and funded by the Operating Budget.
- Shipsvew, Inc, \$63,950 to paint the fuel farm pipe system, expires 11/30/16 and funded by the Capital Budget.

Mr. Bouscaren made a **Motion** to approve the contracts as presented. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

101116-2 - Re-affirm 10 Sun Island Road Parcels for Non-Aeronautical Use – Mr. Rafter reminded the Commission of the 9/16/03 Commission vote to declare the entire Delta Parcel as non-aeronautical use, and the subsequent direction from the FAA to release smaller portions as needed. In order to request release of the land from the FAA to move forward with the Request for Proposals (RFP) to lease the land for non-aeronautical use, needs the Commission's reaffirmation to do so.

After brief discussion to clarify the location of the specific parcels, consisting of approximately 5 acres, east of the ball fields parking area, and between Nantucket Storage Center and the boat storage lot, Mr. Bouscaren made a **Motion** to re-affirm the portion of the Delta Property known as 10 Sun Island Road as surplus for non-aeronautical use. **Second** by Ms. Topham, and **Passed** unanimously by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

Finance

- **101116-3 FY18 Capital Requests** – Mr. Rafter shared the list of planned FY18 Capital Requests presented to the Long Range Plans/Policy Sub-committee last week, prior to the deadline to submit to the Finance Dept. noting some estimates still need to be revised. The Airport will be meeting with the Capital Committee on November 11th.
- **Long Term Capital** – Mr. Rafter reported Town Finance is instituting software for long-term capital planning that will allow for more streamlined planning.
- **FY18 Operating Budget Timeline** – Mr. Rafter reported staff is beginning to work on FY18 budget which is due to Town Finance by 11/21/16. A draft will be presented at the November 8th Commission Meeting. Mr. Rafter is currently scheduled to meet with the Town Manager on December 13th, the same day as the December Commission Meeting and will seek a postponement to allow the Commission to see final version first.

Mr. Gasbarro questioned the scope of the Capital item request, ATCT Phase II for \$75K. Mr. Rafter answered it is, for the most part, to provide the Air Traffic Control Tower personnel an additional restroom, de-scoped from the original modernization project.

101116-4 Airport Gas Estoppel Certificate – Mr. Rafter presented a revised Estoppel Certificate provided by Airport Counsel to replace the version submitted by Blue Hills Bank after Airport Counsel noted several concerns of the original document.

Mr. Gasbarro noted the As-Built provided is six years old and as a general rule, should require up-to-date plans with all legal documents.

Mr. Bouscaren made a **Motion** to endorse the Estoppel Certificate provided by Airport Counsel for Airport Gas Lease Parcel to Blue Hills Bank. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

071216-1 Flat Roof Building Disposition Discussion – Mr. Rafter continues to work on a draft RFP to allow for flexibility for the highest and best use to the Airport.

122215-1 Air Service Update – Mr. Rafter reported Island Shuttle's FAA Certificate is still pending. Senator Warren's office responded to Mr. Rafter's request for assistance in the FAA's process; but has not received any further information.

Rectrix Shuttle is providing limited service to Hyannis with the hopes to increase service soon.

Mr. Rafter is working collectively with Martha's Vineyard and Hyannis Airports in developing an RFP for an air service development consultant.

050916-1 Nobadeer Farm Development Update – Mr. Rafter is working with the Town's housing needs consultant to obtain some pro-forma information.

Mr. Rafter met earlier in the day with FAA Compliance and Land Use Specialist, Jorge Panteli, who provided comments to the draft land release request.

Mr. Rafter reported the appraisal for the development is expected any day.

Manager's Report – Mr. Rafter reported:

Project Updates

- **ATCT** – Contractor will be on site next week to work on punch list items including a substantial roof leak.
- **Vault Room** – Contractor will be submitting a construction schedule. Project has a ninety-day timeframe but will not be a contiguous ninety days. The planned completion will be April/May of 2017.
- **Interactive Employee Training & Public Address/Flight Information Display System projects** are both in the contractor submittal stages. Both projects should begin in the next couple of months.
- **Security Camera** project is a MassDOT, 100% funded, project to install perimeter cameras and is currently working with staff on the schedule.
- The FAA is reviewing the Independent Fee Estimate obtained for the FY18 Airport Improvement Plan Project: **North Ramp Pavement Rehab (Area 3) & Replace Portion of Perimeter Fencing**

RFP/Bid Status – Mr. Rafter reported:

- Seven (7) Proposals were received for the On-call engineering Request for Qualifications and are currently being evaluated. Interviews will most likely be scheduled.
- The Contract for \$63K approved earlier for the painting of the fuel farm pipes was the result of an Invitation to Bid to which the Airport had budgeted \$100K
- Parking Access Revenue Control System (PARCS) consulting services, approved by the Long Range Plans/Policy Sub-Committee, was quoted much higher than anticipated. Two more quotes must be obtained.
- Gift Shop space Request for Proposals is still being drafted.

Operations – Mr. Rafter reported:

- JetBlue has extended their service through October 28th.
- Preliminary meetings with Town Counsel are scheduled for upcoming Union negotiations.
- There is a tenant meeting scheduled for October 13, 2016 at 10:30 a.m.
- A reminder that Special Town Meeting is scheduled for October 17th. The Airport has one Article seeking supplemental borrowing authorization for the FY17 Capital Projects. Mr. Rafter will be in attendance should the Article be called for discussion.
- A contract will be forthcoming with an advertising consultant to help develop an advertising program.
- A Family Assistance Plan is being developed to establish a plan to assist the airlines should an aircraft accident occur.
- Airport Rules & Regulations are being updated and will be presented for Commission review after internal review is complete. It will also require a Public Hearing prior to approval by MassDOT.
- Nantucket Employee Empowerment Team (NEET) is planning its annual employee appreciation event for November 4, 2016 at the VFW.

Statistics – Mr. Rafter reviewed the August 2016 statistics:

- Operations are down 4.73% from August 2015; and down 5.8% last fiscal year-to-date (FYTD).

- Enplanements are down 7.2% from August 2015; and down 6% last FYTD.
- Jet A Gallons are up .75% from August 2015; and up 1.95% last FYTD.
- Jet A Gallons for September are down 2.35%
- AvGas Gallons are down .23% from August 2015; and up 6.6% last FYTD.
- AvGas Gallons for September are up 11.6%.
- Freight is down 31.6% from August 2015; and down 36% last FYTD.
- 19 Noise Complaints filed for August 2016. Down from 55 from August 2015.

Mr. Rafter announced the helipad at the Hospital was closed as of October 3rd due to planned hospital construction. All medivacs will be conducted at the Airport until construction is complete, most likely 1 1/2 years.

Sub-Committee Reports

- **Long Range Plans/Policy** – Mr. Gasbarro reported on the sub-committee held on 9/28/16 at which the on-going, labor intensive, issues of the current parking system were discussed at length; but also discussed the housing development project and FY18 Capital items. The Sub-Committee instructed Mr. Rafter to seek a quote from a consultant who specializes in revenue parking systems to recommend a system, compare operation methods, in-house vs. outsourcing; and advice on a fee structure to maximize revenue.

Commissioners Comments

Ms. Topham commented on an article in Airport Improvement Magazine regarding the Airport's use of VEOCI software. Mr. Rafter added, the cloud-based software, originally intended for Part 139 self-inspection and airport emergency notification, has been further developed and is now being used for purchase order requests, time off requests, lease management, and much more.

Mr. Gasbarro reported the Commission will ask Anderson & Kreiger, Airport Counsel, to draft an Airport Manager Contract.

Mr. Gasbarro asked the status of the Blade sub-lease. Mr. Rafter responded he continues to work with Airport Counsel on the correct process to address their violations.

Public Comment

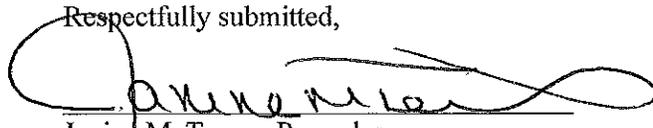
None.

Having no further business for Open Session, Ms. Topham made a **Motion** to go into Executive Session, under G.L. Chapter 30A, Section 21A, 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. The Chair has determined that an open session may have a detrimental effect on the negotiation/litigation position of the Airport Commission. 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. Also Clause 3 to discuss strategy with respect to pending litigation related to the closure of Island Airlines. The Chair has determined that an open session may have a detrimental effect on the litigation position of the Airport Commission. **Second** by Mr. Bouscaren and **Passed** unanimously by the following roll-call vote:

Ms. Planzer – Aye
 Mr. Bouscaren – Aye
 Ms. Topham – Aye
 Vice Chair Gasbarro - Aye

Meeting adjourned at 5:49 pm

Respectfully submitted,



Janine M. Torres, Recorder

Master List of Documents Used

10/11/16 Agenda including Exhibit 1

9/13/16 Draft Minutes

9/21/16 Warrant Signature Sheet

10/5/16 Warrant Signature Sheet

9/20/16 Email from Charette (ACE) to Karberg, Subject: Nantucket Airport FUDS MRS-1 RI Responses to Comments
McGrath Family Trust sublease to Allies Air Freight, LLC for Hangar 8.

Landlord Consent to Sublease McGrath Family Trust (Handout)

Gilbert Holdgate Drilling Inc Contract, \$9,000 Exp. 12/30/16

Shipsview Inc Contract, \$63,950, Exp 11/30/16

3/9/16 Airport Commission Minutes, Pages 2 & 3, including 3/8/16 Declaration of Surplus Property – 10 Sun Island Rd

FY18 Planned Capital Expenses

FY18 Departmental Budget Review Timeline

Fee Owners Estoppel Certificate to Leasehold Mortgage (Airport Gas)

Estoppel Certificate (A0396653.1) (Handout) August 2016 Statistics