

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
January 10, 2017

The meeting was called to order at 5:00 pm by Chairman Daniel Drake with the following Commissioners present: Vice Chair Arthur Gasbarro, Jeanette Topham, Andrea Planzer and Anthony Bouscaren.

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, Janine Torres, Office Manager, Jamie Sandsbury, Business & Finance Manager, David Sylvia, Compliance Manager, and Mae Williams, Administrative Assistant.

Mr. Drake announced the meeting was being both audio and video recorded.

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

Mr. Drake noted the minutes from 2016 ATM, 4/2/16 and 4/5/16 are still pending.

Mr. Drake asked for comments or corrections to December 1, 2016 Meeting Minutes. Ms. Topham made a **Motion** to approve the minutes. **Second** by Ms. Planzer and **Passed** unanimously.

Mr. Drake asked for comments or corrections to December 13, 2016 Meeting Minutes. Ms. Topham made a **Motion** to approve the minutes. **Second** by Mr. Bouscaren and **Passed** unanimously.

Mr. Bouscaren made a **Motion** to ratify the 12/21/16 warrant. **Second** by Ms. Topham and **Passed** unanimously.

Mr. Bouscaren made a **Motion** to approve the 1/11/17 warrant. **Second** by Ms. Planzer and **Passed** unanimously.

Public Comment

None

Pending Matters – Mr. Rafter reported:

042214-2 Formerly Used Defense Site (FUDS) Status – The public comment portion of the Remedial Investigation Plan drafted by the Army Corp of Engineers (ACE) was closed on

January 6, 2017. With no comments from the public, the Airport should have clearance on these parcels for lease by March, 2017.

011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services – There has been no further progress to report.

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

- A Taste of Nantucket – 2017 Catering License Agreement for Annual Business Fee of \$1,500.00 plus 25% Catering Charge.
- P&M Reis Trucking – 3 year contract for Trash/Recycling Hauling services; not to exceed \$20,000.00 per year.

Mr. Gasbarro made a **Motion** to approve the pending leases and contracts. **Second** by Ms. Topham and **Passed** unanimously.

120116-3 Long Range Financial Planning

011017-1 Stabilization Fund Discussion- Mr. Rafter asked for the Commission to approve 2 (two) Warrant Articles drafted for the 2017 Town Meeting that would establish a Stabilization Fund that will help to alleviate financial burdens to the Airport in the event of unexpected retirements requiring a one-time payout.

Mr. Brian Turbitt, Town Finance Director, addressed the Commission and answered questions of the legalities, concerns, and benefits of instituting such a fund. Mr. Turbitt stated one of his goals is to establish such a fund for all Town Departments in the future. After a question and answer discussion period with Mr. Turbitt concerning the pros and cons of establishing such a fund, Mr. Bouscaren made a **Motion** to approve the 2 (two) recommended Articles to establish a Stabilization Fund and to provide an appropriate level of funding. **Second** by Ms. Planzer and **Passed** unanimously.

Chairman Drake asked Mr. Turbitt and Ms. Sandsbury to attend the next Airport Commission Meeting with recommendations for adjustments to the current year's budget and recommendation's for funding of the stabilization fund.

011017-2 Non-Aeronautical Lease Rate Discussion – Mr. Rafter reported he has had discussions with Mr. David Mackey of Anderson & Kreiger, Airport Counsel, regarding establishing rates for non-aeronautical land uses. Mr. Rafter will present recommendations and policy language at the next Commission meeting.

050916-1 Nobadeer Farm Development Update – Mr. Rafter reported that due to the unresponsiveness of the surveyor for this project, the Airport is making efforts to replace him.

122215-1 Air Service Update – Mr. Rafter reported that Cape Air is currently offering Island residents discounted fares between Nantucket and Boston through March, 2017.

Air service development continues in conjunction with the Cape & Islands Airports Group seeking the gathering of empirical data. However, through use of a different consulting firm, as the firm we intended to engage, Sixel Consulting, has since been restructured and is no longer believed to be a viable option.

100912-2 Gatto vs. Town Update- Chairman Drake informed the audience that since 2013, the Airport has been in discussion with the Gatto family regarding a legitimate claim for a piece of land in the middle of the airfield. Under the obligations to the Federal Aviation Administration (FAA) Airport Improvement Plan (AIP) Grant Assurances, the Airport has the obligation to take

clear title to any property shown in Schedule A of the AIP. Recorded on July 21, 2016, the Board of Selectmen of the Town of Nantucket, as authorized by 2014 Town Meeting, voted to acquire the land locked claimed by the Gatto family by eminent domain in return for compensation for damages of \$3,500.00. The Gatto family has until July 22, 2019 to commence an action in Superior Court challenging the Town's assessment of damages for the property taken. On advice of Airport Counsel, the substantial number of executive session minutes on this issue will not be released until the matter has been determined settled or the appeal period has expired.

011017-3 Citizen's Request for Memorial Bench – A request for a memorial plaque for Tom "Coach" Landry, who provided many years of taxi service at the Airport, be installed on an existing bench near the lane where taxi operators operate. Ms. Topham made a **Motion** to approve the installation of the plaque. **Second** by Ms. Planzer and **Passed** unanimously.

Manager's Report – Mr. Rafter reported:

Project Updates

- **Air Traffic Control Tower** – ATCT project is still in the closing out phase.
- **Vault Room** – Construction of the new electrical Vault began on December 27, 2016 and is moving along rapidly. Trenching is complete and the foundation is underway.
- **Interactive Employee Training & Public Address/Flight Information Display System projects** – The script editing portion of the Interactive Employee Training (IET) project is behind schedule. The Airport is working with the contractor, AAAE, to expedite the process. The construction schedule for the replacement of the Public Address (PA) and Flight Information Display System (FIDS) has been received from INFAX, the Contractor. Work is scheduled to begin in late February 2017 and should be completed by late March 2017.
- **Snow Blower and broom** – A January 3, 2017 delivery date was not met and is now due the week of January 23, 2017. The Airport is assessing \$250.00 per day for liquidated damages.
- **Security Cameras** – a Change Order is being processed to address interference with radio frequencies. This project is fully funded by the State.
- **Capital Projects** – FY18 Airport Improvement Projects (AIP), are North Ramp Rehab (Area III) and Partial Perimeter Fence Replacement; and an Airport Layout Plan (ALP) Update and Narrative Report on Non-Standard Pavement Geometry.
- **Parking Lot Project** – A site visit is planned with the Consultant, Trillion Aviation, on Wednesday, January 11, 2017 to discuss the mechanisms, method of operations, and rate structure proposal.

RFP/Bid Status – Mr. Rafter reported the RFP's being worked on include:

- **Airport Gas Parcel** – RFP is close to completion.
- **Sun Island Road Land** – The FAA Land Release Request has been sent to the FAA and the RFP has been drafted.
- **Terminal Concession/Gift Shop area** – RFP is drafted and Fair Market Rental Value Appraisal is still pending.
- **Future of Flat Roof Building** – needs to be taken in two (2) phases; outside interest for purchase and relocation or destruction; and, re-use to lease in present location. Mr. Rafter stated the preferred goal is to have the building removed from the site. It was agreed to seek interest in purchasing and relocating the building first.
- **Bunker Road Parcels** – Using the RFP template from the Sun Island Road, the Bunker parcels should be available in March 2017.

Operations – Mr. Rafter reported:

- **Snow events** – a pre-snow storm conference call with tenants was held on January 6th to inform them of the Airport's intentions on snow removal and safety. The crew did an excellent job having the Airport open by 7am on Monday. Some airlines chose not to operate. Due to a new reporting system implemented by the FAA, runway condition reports are not as clear as the last system.
- **Solar Development** – A meeting was held on Tuesday, January 10, 2017 with a potential solar development company. This would entail National Grid undertaking the project on land leased from the airport.
- **Union Negotiations** – are continuing.
- **Finance Committee Meeting** will be held on Thursday, January 12, 2017 to discuss the fuel revolver.
- **Budget presentation** to the Board of Selectmen will be January 18, 2017 and to Finance Committee (FinCom) on January 26, 2017.
- **Meeting with Natural Heritage** will take place on Friday, January 13, 2017 to discuss the Environmental Management Plan.
- **Advertising Program** is moving forward. Lisa Balkunas-Kelly of Airport Media Solutions is preparing draft advertising contracts, rates & charges, and a potential list of clients.
- **Family Assistance Plan** will be a focus of the Triennial exercise that will take place on September 12-13, 2017.
- A meeting was held with **Cape Air** to discuss a plan to address customer service issues that have arisen.

Statistics – Mr. Rafter reviewed the November 2016 statistics:

- Operations are up 6.36% from November 2015; and down 4.22% from last fiscal year-to-date (FYTD).
- Enplanements are down 44.10% from November 2015; and down 12.09% from last FYTD.
- Jet A Gallons are up 11.62% from November 2015; and up 1.54% from last FYTD.
- Jet A Gallons for December are up 8.91%
- AvGas Gallons are up 4.26% from November 2015; and up 9.96% from last FYTD.
- AvGas Gallons for December are up 14.56%.
- Freight is down 39.39% from November 2015; and down 36.67% from last FYTD.
- 0 Noise Complaints were filed for November 2016.

Mr. Rafter submitted a travel request to attend the 89th Annual AAAE Conference & Exposition in Long Beach CA on May 7, 2017 through May 10, 2017.

Ms. Planzer made a **Motion** to approve the travel request. **Second** by Mr. Bouscaren and **Passed** unanimously.

Sub-Committee Reports

None

Commissioners Comments

Vice-Chair Gasbarro suggested a formal response by the Commission to the BOS to suggest inclusion of the Airport's parking lot as a solution. Mr. Rafter noted the Town is working towards a change in the By-Laws to utilize the Airport parking lot. Mike Burns, the Town's Transportation Planner, has been invited to attend the Airport's meeting with their parking consultant. Mr. Gasbarro suggested a public approach and would like this topic to be an agenda item for the next Commission Meeting.

Public Comment

None.

Having no further business for Open Session, Mr. Bouscaren 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 3 – to discuss strategy with respect to collective bargaining. The Chair has determined that an open session may have a detrimental effect on the negotiation/litigation position of the Airport Commission; Clauses 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 6 to consider purchase, exchange, lease or value of real property with respect to Exhibit A. The Chair has determined that an open session may have a detrimental effect on the litigation position of the Airport Commission. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

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

Meeting adjourned at 6:10 pm

Respectfully submitted,


Mae R. Williams, Recorder

Master List of Documents Used

1/10/17 Agenda including Exhibit 1

12/1/16 Draft Minutes

12/13/16 Draft Minutes

12/21/16 Warrant Signature Sheet

1/11/17 Warrant Signature Sheet

A Taste of Nantucket 2017 Catering License Agreement

P&M Reis Trucking Contract 7/1/16 through 6/30/19

Town & County of Nantucket Citizens Request for Memorial Plaque for Thomas G. Landry “Coach”

November 2016 Monthly Statistical Report

Request for Travel – AAAE 89th Annual Conference & Exposition, Long Beach CA May 7-10, 2017

Handouts

2017 ATM Draft Articles (1 & 2) re Stabilization Fund

Town of Nantucket 2011 Financial Reserves Policy