

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. Boscaren  
Andrea N. Planzer  
Jeanette D. Topham

**AIRPORT COMMISSION MEETING**

**January 14, 2019**

The meeting was called to order at 2:00 pm by Chairman Daniel Drake with the following Commissioners present: Arthur Gasbarro, Andrea Planzer, Jeanette Topham, and Anthony Boscaren.

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

Airport employees present were: Thomas Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, David Sylvia, Safety & Compliance Officer, Jamie Sandsbury, Business & Finance Manager, Katy Perales, Office Manager and Lillian Sylvia, Administrative Assistant.

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

Mr. Drake announced that the February meeting will be held on Tuesday, February 12th at 6:00 PM.

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

Mr. Boscaren made a **Motion** to approve the draft minutes dated 12/11/18. **Second** by Mr. Gasbarro and **Passed** unanimously.

Ms. Topham made a **Motion** to ratify the 12/19/18 and the 1/9/19 Warrants. **Second** by Mr. Boscaren and **Passed** unanimously by the following roll-call vote:

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

**Public Comment**

None

**Public Hearing to Consider Proposed Revisions to Airport's Rates and Charges-**

At 2:05PM, Mr. Drake opened the public hearing after reading an open statement.

Mr. Karberg reviewed the proposed changes to the Rates and Charges as follows:

- Outdoor Boarding Area
- Landing Fees
- Ramp Fees
- Technology-enable Provider (Uber, Lyft, etc)
- Remain Over Night (RON) Fee
- Use/Service Administration Fee: GPU Fee
- Advertising

Public Comment:

None

Hearing no other comments Mr. Drake closed the Public Hearing at 2:25 PM.

Commissioner and Airport Administrative Comments:

- Mr. Bouscaren asked how much more the Airport can expect ramp and landing fees to enhance revenue. Mr. Karberg explained Administration has discussed putting in place a sur charge specifically on the GA Ramp that would be specifically allocated for a GA ramp expansion.
- Mr. Gasbarro suggested that there be a 5% increase in the rates and charges for the smaller aircrafts that are under 6,000 lbs. Mr. Drake suggested that such rates and charges not be increased right now, because an increase has not been discussed or advertised prior to the meeting.
- Ms. Planzer asked if Tenants could sponsor a special event and how that is controlled. Mr. Drake said that Tenants are the only ones who can host or sponsor an event. Mr. Rafter explained that the Airport has a detailed special events application that must be filled out and approved by Administration. Mrs. Perales discussed whether or not the Airport Administrative team has enough time to appropriately and safely do a special event with the current staffing level of the Airport. Mrs. Perales explained that even if another organization is involved, Administration will only work directly with the Tenant.
- Mr. Drake requested that we look into selling advertising on the Airport Website, and look into what parts of the website are being accessed the most.
- Mr. Rafter clarified with the Commission that the \$15 charge for use of the GPU was the final decision. The Commission agreed.

Mr. Bouscaren made a **Motion** to approve the Rates and Charges changes as submitted and the subject to the public hearing and the \$15 GPU usage charge. **Second** by Ms. Planzer and **Passed** unanimously.

**Pending Leases/Contracts** – Mr. Rafter presented for approval the following lease agreements and contracts:

- **A Taste of Nantucket-** Catering License for Catering at the Airport, including a 25% Airport Catering Fee, as well as an annual business fee of \$1,500. License expires on 12/31/19.
- **New England Aircraft Detailing-** License Agreement for Aircraft Detailing. With an annual business fee of \$1,500. License commences on 5/1/19 and expires on 4/30/20.
- **Sayles Seafood-** Beach license for catering events at Nobadeer Beach, with an annual business fee of \$1,500. License commences on 7/1/19 and expires on 6/20/20
- **Team Eagle Inc. -** Contract in the amount of \$23,140, for the replacement of Firetruck FECO Bumper Turret. Contract expires on 6/30/19.
- **McFarland-Johnson, Inc. -** Task Order MJ-N-12 in the amount of \$109,800 for the design, bidding and limited construction support services for Seasonal Hold Room II Improvements.
- **McFarland-Johnson Inc. -** Task Order MJ-N-14 in the amount of \$19,800 for the South Apron Noise Analysis, to evaluate the effects of the South Apron expansion.
- **McFarland-Johnson, Inc.-** Task Order MJ-N-13 in the amount of \$25,900 for the specification preparation and limited construction support, for services for Runway 6-24 paint and rubber removal and pavement markings.
- **McFarland-Johnson, Inc.** Task Oder MJ-A-04- This contract was not reviewed and Mr. Rafter asked that it be removed from consideration.

Mr. Bouscaren made a **Motion** to approve the contracts as presented excluding the McFarland-Johnson Inc. Contract Task Order MJ-A-04, **Second** by Mr. Gasbarro and **Passed** unanimously.

**Pending Matters** – Mr. Rafter reported on:

- **011315-2 General Fund Repayment Proposal and Discussion of In-Kind Service-** Mr. Rafter reported that there has been no change, and that the town will be submitting the adjusted repayment agreement to DOR (Department of Revenue) for review, and it must be signed by both MASS DOT and DOR, before being approved by FAA.
- **050916-1 Crew Quarters Development-** Mr. Rafter reported that he will be attending a working group meeting with The town regarding its employee housing plan.
- **111318-3 Nantucket Memorial Aviation Wall for Terminal-** working with Leisa Henitz, head of the art program, and Johnny Grangrade, maintenance superintendent on expanding the existing wall. Ms. Topham asked that Mr. Rafter determine when this expansion will be complete, because the family of John Larkin would like to be present for the dedication, if there is one.

**MassDot ASMP Grant Award/Grant Assurances**

- **011419-2 Seasonal Hold Room and Gates Phase II- \$240,000- Pending-** Waiting to return from MASS DOT.
- **011419-3 TW E Emergency Repair- \$8,000- Pending-** Waiting to return from MASS DOT.

**Finance:** Mr. Rafter reported on:

- **121118-3 Final FY20 Budget-** Mr. Rafter reviewed the final draft of the FY20 Budget. The final budget will be presented to the Board of Selectman on 1/16/19. Reflects no reliance on Retained Earnings. Expenses are down due to better management of the budget. Revenue is up due to CPI, Fair Market Value (FMV), and land leases.

Mr. Gasbarro made a **Motion** to approve draft FY20 budget 1.14.19 **Second** by Ms. Planzer and **Passed** unanimously.

**Manager's Report** – Mr. Rafter reported:

**Project Updates**

- **Seasonal Hold Room Phase II-** Going out to bid in four separate bids; Tents, Floor system, Electrical, and fencing. There will be two tents, one for JetBlue and one for American Airlines. The flooring system will prevent water concerns, such as puddling. The ticket counters will be made in house by Airport staff, and there is potential for a post screening concession in the Tent area.
- **Runway 6-24 Paint and Rubber Removal-** Project was approved.
- **PA/FIDS-** Work has been completed and Project will be closed.
- **ALP Update (Geometry Analysis)** – Waiting approval from FAA
- **EA/EIS-** The engineering Task Order has begun.
- **ARFF Doors-** Scheduled to be repaired in late February 2019.

**RFP/IFB Bid Status** – Mr. Rafter reported the procurements being worked on include:

- **On call Airfield Electrical-** Is currently being advertised and is out to bid, and due February 4, 2019
- **Fuel Farm Inspection-** Is currently being advertised and is out to bid, and due February 4, 2019
- **Fuel Farm Supply and Rehabilitation RFP-** Has been reviewed by town and preparing to be advertised. A design Task Order by McFarland-Johnson, Inc. will be presented at the next commission meeting.
- **Sun Island RFP-** Is being prepared to be advertised for proposals at a later date.
- **143 Old South Road Lot- Land Lease RFP** received one bid and is under review.
- **Refueler Truck (Truck Eight) RFP-** Received one bid and has been awarded.
- **HVAC/Geothermal Service-** Is being reviewed by Town.

Mr. Rafter reported that Mrs. Perales is currently working on on the RFP for IT Services.

**Operations** – Mr. Rafter reported:

- The Federal government shut down has not had a significant impact on the Airport. There are several Federal Government employees that are still providing service for both TSA and Air Traffic. Administration sent Thank You letters for their continued service during the shutdown. There are concerns of the future impact this shutdown could have on the Airport.

**Statistics** – Mr. Rafter reviewed the November 2018 statistics:

- Operations are down 43.29% from November 2017; and down 22.10% from last FYTD.
- Enplanements are down 15.30% from November 2017; and up 6.95% from last FYTD.
- Jet A Gallons are up 17.67% from November 2017; and up 11% from last FYTD.
- Jet A Gallons are down 16.50 % from December 2017.
- AvGas Gallons are up. 40.83% from November 2017; and up 12.07% from last FYTD.
- AvGas Gallons are up 50.89% from December 2017.
- Freight is up 2.03% from November 2017; and up 7.09% from last FYTD.
- 1 Noise Complaints were filed for November 2018 compared to 0 in November 2017.

**Personnel Report-** Mr. Rafter Reported:

→ Michelle Allen, FBO, has resigned, and a new FBO employee will be hired.

**Travel Request-**

Mr. Rafter requests that the Commission allow him to attend two separate conferences; The NEC/AAAE 2019 Airports Conference in Hershey, Pennsylvania on March 27-29, 2019 where Mr. Rafter hopes to be a guest speaker, and the AAAE Conference & Exposition, in Boston, MA, on June 16-19, 2019.

Mr. Gasbarro made a **Motion** that Mr. Rafter be allowed to attend the conferences as presented with the ability of having Mr. Karberg attend the AAAE Conference & Exposition in Boston, MA. **Second** by Ms. Planzer and **Passed** unanimously.

**Commissioners Comments**

- Mr. Gasbarro would like to see some progress on the Environmental Storm Water project, as well as the Parking Signage for next season.
- Mr. Drake again announced that the next meeting will take place on February 12, 2019, at 6:00 PM. Ms. Topham will not be able to attend.
- Mr. Drake has reached out to Margaretta Andrews, Director of the Community Foundation, to see if there is anything to be done to help Air Traffic Controllers, TSA, and the Coast Guard, during the Federal Government shutdown. Ms. Topham mentioned that there are legal concerns, when it comes to providing certain donations.

**Public Comment**

None

Having no further business for Open Session, Mr. Gasbarro 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 pending litigation in respect to the resolution of Apron Area 3 Project. 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. Topham – Aye
- Mr. Bouscaren – Aye
- Mr. Gasbarro – Aye
- Ms. Planzer – Aye
- Mr. Drake – Aye

Meeting adjourned at 3:20 pm.

Respectfully submitted,

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Lillian Sylvia, Recorder

**Master List of Documents Used**

- 1/14/19 Agenda including Exhibit 1(Handout)
- 12/11/18 Draft Minutes

12/19/18 Warrant Signature Page  
1/9/19 Warrant Signature Page  
Key Rates and Charges Items  
Seasonal Landing Fees- Rates and Charges  
ACK Landing Fee History- Rates and Charges  
Draft Rates and Charges  
A Taste of Nantucket Catering License Agreement (Handout)  
New England Aircraft Detailing License Agreement  
Sayles Seafood Beach License Agreement  
Team Eagle Inc. Contract  
McFarland-Johnson, Inc. Task Order MJ-N-12 Contract  
McFarland-Johnson, Inc. Task Order MJ-N-14 Contract  
McFarland-Johnson, Inc. Task Order MJ-N-13 Contract  
Final FY20 Budget  
November 2018 Monthly Statistical Report  
NEC/AAA 2019 Airports Conference (Handout)  
AAAE Conference & Exposition (Handout)

