

Town of Nantucket
NANTUCKET MEMORIAL AIRPORT
14 Airport Road
Nantucket Island, Massachusetts 02554

Thomas M. Rafter, Airport Manager
Phone: (508) 325-5300
Fax: (508) 325-5306



Commissioners
Arthur D. Gasbarro, Chairman
Andrea N. Planzer, Vice Chair
Anthony G. Bouscaren
Jeanette D. Topham
Philip Marks III

AIRPORT COMMISSION MEETING
February 8, 2022

The meeting was called to order at 5:01 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer and Anthony Bouscaren.

This meeting was conducted remotely by video conference via Zoom app and posted after the meeting on the Town of Nantucket YouTube Channel.

Airport employees present were Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Jamie Sandsbury, Business and Finance Manager, Katy Perales, Office Manager and Boyana Stoykova-Nelson, Administrative Assistant.

Also Present: Rich Lasdin, McFarland Johnson Inc., Georgie Nugent, McFarland Johnson Inc., Jim Soukup, Weston Solutions, Lisa Kammer, Weston Solutions.

Mr. Gasbarro read the Town's virtual meeting statement.

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. Bouscaren made a **Motion** to approve the 1/11/22 draft minutes. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye
Ms. Planzer- Aye
Mr. Gasbarro- Aye

Mr. Bouscaren made a **Motion** to ratify the 1/19/22 and 2/2/22 Warrants. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye
Ms. Planzer- Aye
Mr. Gasbarro- Aye

Public Comment

None.

Philip Marks III joined the meeting at 5:06

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

- **A Taste of Nantucket** – Catering License Agreement for catering at the airport. \$1,500 annual business fee applies plus 25% airport catering fee.
- **Island Kitchen** – Catering License Agreement for catering at the airport. \$1,500 annual business fee applies plus 25% airport catering fee.
- **Aero Specialties, Inc.** – Contract for Supply and Delivery of 2 JST Aircraft Tractors (Tugs) in the amounts of \$110,782.00.
- **CHA Consulting Inc.**- Contract Amendment No.2 (two) in the amounts of \$22,289.00 for Fuel Farm Upgrades- Phase III, Owners Project Managers Services. Addition to Scope for Fuel Farm Commissioning Services. New Contract amount including Amendment is \$97,289.
- **McFarland-Johnson, Inc.**-Task Order MJ-PN-14 for Right-Of-Way (ROW) Research and Property Boundary Review in the amounts of \$22,600. Data Found will be Used to Update the Exhibit A.
- **Potters Industries LLC**- Three (3) year Contract for Supply and Delivery Glass Beads in the amounts of \$284,600.00. Contract expires 1/31/2025.
- **TRAC Builders** – Contract Amendment for Change Order No.3 (three) in the amounts of \$272,298.86 for Fuel Farm Rehabilitation, Phase III. Fuel Tank Conversion and Seismic Structural Racking. New Contract Amount Including Amendment is \$3,802,701.

Mr. Bouscaren made a **Motion** to approve the pending license agreements, contract amendments and change orders as presented. **Second** by Ms. Planzer and Passed unanimously by the following roll-call vote.

Mr. Bouscaren- Aye

Ms. Planzer- Aye

Mr. Marks- Aye

Mr. Gasbarro- Aye

Pending Matters – Mr. Rafter reported on:

- **091019-01 Capital Approval Process/Home Rule Petition**- No change in status, but Mr. Rafter will contact the Senate to get an update for the next meeting.
- **071420-03 Per- a Polyfluoroalkyl Substances (PFAS) Investigation Update**
Mr. Soukup, Weston Solutions, reviewed a presentation on Overview of Work Performed, explaining the following:

- Operations and Maintenance (O&M) of Point-Of-Entry Treatment (POET) System
- Private Well Sampling
- Soil Sampling along Monohansett Road
- Groundwater Sampling at the Airport

Mr. Gasbarro asked for clarification of the distinction between the thresholds for on the airport property and off the airport property and a confirmation that the off site is held to the highest standard means lowest concentration. Mr. Soukup confirmed that and continued by explaining that most part of the airport property is within the potentially productive aquifer exclusion zone, which means that the water within the airport is not held to drinking water standards, because no one is drinking that water. Mr. Soukup explained that the water off the airport property is held to more stringent drinking water standards as well as groundwater standards and soil standards.

Public Comment

None.

020822-02 Minimum Standards Update- Remove Minimum Office Counter Space Requirement for Airlines – Mr. Rafter reported a minor update that was requested by the Airlines on the Public Hearing regarding the minimum requirement for Office and Counter space. Mr. Rafter requested approval of the change to the Minimum Standards.

Mr. Bouscaren made a **Motion** to adopt the proposed revision to the Minimum Standards. **Second** by Mr. Marks and **Passed** by the following roll call vote-

- Mr. Bouscaren- Aye
- Ms. Planzer- Aye
- Mr. Marks- Aye
- Mr. Gasbarro- Aye

Mr. Gasbarro asked that once updated to have the Minimum Standards posted on the Airport website.

020822-03 Credit Card Processing Requirements Policy- Mr. Rafter explained that this is a new policy is created to formalize this directive to employees to ensure the security of credit card processing and the integrity of the system.

Ms. Topham joined the meeting at 5:40 pm.

Mr. Bouscaren made a **Motion** to adopt the Credit Card Processing Requirements Policy. **Second** by Ms. Topham and **Passed** by the following roll call vote-

- Mr. Bouscaren- Aye
- Ms. Planzer- Aye
- Mr. Marks- Aye
- Ms. Topham- Aye
- Mr. Gasbarro- Aye

Finance- Mr. Rafter reported on:

020822-04 Presented FY2023 Budget to the Finance Committee on 2/1/22 – Mr. Rafter reported that the budget was presented to the Finance Committee on 2/1/22 and there was a discussion about some concerns that Capital Committee may have regarding the housing project. The Airport have worked with the Financial Department on this matter and continuing to monitor it.

020822-05 Final Financial Statement Audit FY2021- Mr. Rafter reported that the Financial Statement Audit is still pending.

020822-06 Fuel Revolver Cap Increase – Mr. Rafter reported that the Airport is in the process of requesting increase to the cap on the Fuel Farm Revolver up to \$6,500,000. This increase will allow sufficient funds to purchase fuel as well as address the change orders associated with the conversion of the AvGas tank to Jet A and it's reflective of increases in the prices of fuel.

Mr. Bouscaren made a **Motion** to approve the Fuel Revolver Cap increase to \$6,500,000. **Second** by Ms. Planzer and **Passed** by the following roll call vote-

Mr. Bouscaren- Aye
Ms. Planzer- Aye
Mr. Marks- Aye
Ms. Topham- Aye
Mr. Gasbarro- Aye

Manager's Report

Project Updates – Mr. Rafter reported:

- **Taxiway E-** Change orders to the project were discussed at the last meeting with the engineers which would include decommissioning of 12-30 Runway and spot zero markings. Contractors will come back in March 2022 and decommissioning is anticipated to begin in April 2022.
- **Security Project Phase II-** Contractor replaced two of the three automatic doors in the main terminal. Still anticipate a February 2022 completion.
- **Fuel Farm Rehabilitation-** The project is moving along. The skids have arrived and set in place. The Airport anticipate the commissioning to take place the week of 2/28/2022 for fuel and shortly after for the fire suppression system. As mentioned earlier, the Airport is working on converting the AvGas tank to Jet A which will provide additional capacity of 20 000 (twenty thousand) gallon storage for Jet A.
- **Crew Quarters-**The Capital Committee expressed some concerns about the budget. The Airport will be moving forward to engage the Owner Project Manager (OPM) and begin development of the Request for Qualification (RFQ) for the architect.
- **Hangar Development-** The Hagedorn's hangar construction has begun. They have uncovered a primary electrical cable that will need to be rerouted by National Grid.

- **Terminal Optimization Project-** McFarland Johnson Inc. (MJI) have scheduled a charette for 2/18/22. Mr. Rafter asked for two (2) Commissioners to attend. Mrs. Planzer and Mr. Marks volunteered to do it.
- **Water Main Project-** Eight (8) connections were made. The water main work is completed across the airport. Work is continuing to Madaquesham Valley Road, and it was converted to day work based on feedbacks from community and others. Work completion is anticipated within the next few weeks.

RFP/IFB Bid Status – Mr. Rafter reported on:

- **Security System Maintenance Program-** The Airport is working with MJI. They have been provided with comments on necessary inventory of equipment, suggested levels and preventative maintenance scheduling.
- **Terminal Space Optimization-** CHA was selected as the Owners Project Manager (OPM). In the process of negotiating the contract.
- **HVAC Terminal Project-** Stantec reached out to the contractor that was selected for the Public Safety Building and have received a proposal. That was done after consulting with legal and the Chief Procurement Officer. The Airport is going through financial challenges.
- **OPM Crew Quarters-** One (1) proposal have been received and is under review.
- **Hold Room Concession Space-** Request for Proposal is available to the public. Deadline for proposals is 3/7/2022.
- **On-Call Airfield Electrical-** The Invitation for Bids is being developed.
- **On-Call HVAC, Oil, Geothermal -** The Invitation for Bids is being developed.

Operations – Mr. Rafter reported:

- **Law Enforcement Officer Staffing-** The Airport is working with the Nantucket Police Department and Transportation Security Administration (TSA) to resolve the staffing issue.
- **First Snowstorm-** The Airport crew did a tremendous job and had the Airport open in a timely manner.

Statistics – Mr. Rafter reviewed the December 2021 Statistics:

- Operations are up 35.94% from December 2020; and up 21.49% from last FYTD.
- Enplanements are up 74.23% from December 2020; and up 154.59% from last FYTD.
- Jet A Gallons are up 33.69% from December 2020; and up 42.24% from last FYTD.
- Jet A Gallons are down 34.03% from January 2021.
- AvGas Gallons are up 12.57% from December 2020; and up 16.79% from last FYTD.
- AvGas Gallons are down 25.50% from January 2021.
- Freight is down 11.67% from December 2020; and up 13.75% from last FYTD.
- 1 Noise Complaint was filed for December 2021 compared to 1 in December 2020.

Personnel Report- Mr. Rafter reported on:

- Garrett Allen has been promoted to the Maintenance Supervisor.

- Shanroy Nelson is transferring from the Operations department into Maintenance Department.
- Junior Brown has accepted full time employment with the Operations Department.
- Joanna Rodriguez has accepted full time employment with the Operations Department.

020822-07 Travel Request- Annual AAAE Conference & Expedition- June 5-8, 2022, Seattle, WA- Mr. Rafter noted that the AAAE conference is included in his contract. Commissioners approved the request.

Commissioners Comments-

None.

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, where the Chair has determined that an open session may have detrimental effect on the bargaining position of the Airport Commission.

Second by Mr. Marks and **Passed** unanimously, by the following roll-call vote:

- Mr. Bouscaren- Aye
- Ms. Planzer- Aye
- Mr. Marks- Aye
- Ms. Topham- Aye
- Mr. Gasbarro- Aye

Meeting adjourned at 5:54pm.

Respectfully submitted,

Boyana Stoykova-Nelson, Recorder

Master List of Documents Used

2/8/22 Agenda including Exhibit 1

1/11/22 Draft Minutes

1/19/22 Warrant Approvals

2/2/22 Warrant Approvals

A Taste of Nantucket Catering License Agreement

Island Kitchen Catering License Agreement

Aero Specialties, Inc. Tugs Contract

CHA Consulting Inc, Contract Amendment No. 2

McFarland Johnson Inc., Task Order NO. MJ-PN-14

Potters Industries LLC, Glass Beads Contract

TRAC Builders, Contract Amendment for Change Order No. 3

PFAS Investigation Status Update Presentation (Handout)

Minimum Standards for Commercial Aeronautical Service Providers Update

Credit Card Processing Requirement Policy

Monthly Statistical Report – December 2021

Travel request for AAAE Conference

