

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
February 11, 2020

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

Chairman Daniel Drake participated remotely as his physical attendance was unreasonably difficult.

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

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, David Sylvia, Safety and Compliance Officer and Katy Perales, 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 asked for comments on the draft minutes dated 1/14/20; hearing none, the minutes were adopted.

Ms. Topham made a **Motion** to ratify the 1/22/20 and 2/5/20 Warrants. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Public Comment

None.

021120-1 Public Hearing to Consider Proposed Revisions to Airport's Rates and Charges

At 5:02PM, Mr. Gasbarro opened the public hearing after reading an opening statement.

Public Comment:

None

Hearing no public comments Mr. Gasbarro closed the Public Hearing at 5:03PM.

Commissioner and Airport Administrative Comments:

- Mr. Rafter explained that violations for automobile parking will be \$50/day for all areas of the parking lot and will be added into the final version.
- Mr. Gasbarro suggested adding a discounted rate for those parking at the Airport and using the Shuttle Bus to get downtown in the future rates and charges.
- Ms. Topham asked if the \$120 weekly vehicle parking charge covered the entire week or was nightly. Mr. Rafter explained that it was \$120 for the week.
- Ms. Topham asked how the Airport tracks Uber/Lyft charges. Mr. Rafter explained that we are unable to charge Uber/Lyft due to the current state law. Administration is working with state representatives to try to modify the current law so that we are able to collect from Uber/Lyft.

Mr. Bouscaren made a **Motion** to adopt the Airport's Rates and Charges with changes to consolidate parking violations to \$50/day in all areas and adding a To Be Determined Shuttle Bus Discount for parking at the Airport. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

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

- **ACK Surf School, LLC**- Beach License agreement for operation of a Surf School at Noabadeer Beach, with an annual business fee of \$1,500.
- **Jacobs Engineering Group, Inc.**- Task Order in the amount of \$41,202 for design and project administration for pavement markings on runway 15-33 and 12-30. This is a capital expense.

Ms. Planzer made a **Motion** to approve the agreements and contracts as presented, **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Pending Matters – Mr. Rafter reported on:

- **050916-1 Crew Quarters Development-** Topic will be discussed in depth at the Long-Range Planning Sub Committee Meeting which was rescheduled to February 18, 2020. Mr. Rafter toured the Nantucket Community Sailing facility, where Mr. Rafter gained knowledge regarding stick-built construction and savings on seasonal rentals for employees. Mr. Rafter also reported that they would consider allowing the Airport to rent the facility to provide housing for seasonal employees in October, November and December when the Thompson House is not available.
- **091019-01 Town Government Study Committee-** Mr. Rafter reported that the warrant article has been posted as Article 94. Mr. Gasbarro asked if the Finance Committee gave a positive recommendation. Mr. Rafter explained that he believes they are still discussing, but he has yet to hear anything negative.

021120-2 Planning and Engineering RFQ Evaluation Committees (Commission Participation)- Mr. Rafter explained that two Request for Qualifications (RFQ) have been prepared for Engineering On-Call Services and Planning On-Call Services. Mr. Rafter asked that a representative from the Commission be on the Evaluation Committee. Mr. Drake asked that any Commissioners interested, speak to Mr. Rafter. Mr. Bouscaren expressed interest and will be on Evaluation Committee.

Finance- Mr. Rafter reported on:

021120-2 FY2020 Second Quarter Update- Mr. Rafter reviewed the Quarterly update. Revenues increased by \$281,000. PFC's increased by \$88,000, Fixed Base Operation (FBO) increased by \$120,000 and there were increases in other revenue, that were associated with the reimbursement of the baggage belt. Expenses, not including debt service are down 2%. Payroll and Fuel decreased. Administrative costs increased primarily due to legal fees and the addition of software programs.

With Fuel sales behind from last year, Mr. Drake asked if it will be made up by the end of the year. Mr. Rafter does not believe that fuel sales will be made up by the end of the year.

Manager's Report

Project Updates – Mr. Rafter reported:

- **Security Project Phase I-** Work has begun.
- **Security Project Phase II-** Bids are due February 25, 2020. A meeting was held on January 31st with FAA to determine the eligibility levels for the entire security project. Consultants will be calculating the actual dollar amount impacts, once they receive the schedule of values for the Phase II portion.
- **EA/EIS-** Work continues. Received final Record of Decision with the phase two waiver for Taxiway E.
- **PFC Application #2-** Sent consultation letter to FAA for approval.
- **Fuel Farm Rehabilitation-** Received and reviewed 90% plans and specifications. Bids will be due March 25, 2020.
- **Taxiway E-** Received 90% design plans and specifications. Total project cost estimate of \$19.5 Million. Bids will be available March 15, 2020 and due April 16, 2020.
- **Airfield Markings-** IFB will be available to the public by March 2, 2020 and have the work completed by May 9, 2020.

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

- **Request for Expression of Interest- Hangar Development-** Received one proposal from George Turner, expressing interest in building a Hangar. Received two inquiries beyond the REOI with interest to build smaller hangars. Once the larger hangar is solidified with Mr. Turner another REOI will be issued.
- **Request for Expression of Interest (REOI)- Freight Hangar-** Developed an REOI for the Freight Hangar and will be discussed further at the Long-Range Planning Subcommittee meeting. Looking to maximize utilization of the facility and make sure it has a freight component.
- **Hold Room Concession-** Working on Request for Proposal (RFP).
- **On-Call Engineering-** Working on Request for Qualifications (RFQ)
- **Fuel Farm Inspections-** Bids due February 25, 2020.

Operations – Mr. Rafter reported:

- Met with JetBlue to review their summer plan and look at future planning needs.
- Transitioning FBO point of sales system.
- Preparing for Annual Certification Inspection, scheduled to take place May 11-13th.
- Mr. Rafter asked that the Commission review the draft policy for Hard Stand Assignments, for approval at March meeting.

Statistics – Mr. Rafter reviewed the December 2019 statistics:

- Operations are up 34.71% from December 2018; and up 19.41% from last FYTD.
- Enplanements are up .95% from December 2018; and up 6.71% from last FYTD.
- Jet A Gallons are up .01% from December 2018; and up 2.41% from last FYTD.
- Jet A Gallons are up 13.18% from January 2019.
- AvGas Gallons are up 22.25% from December 2018; and down 1.64% from last FYTD.
- AvGas Gallons are down 5.69% from January 2019.
- Freight is up 3.47% from December 2018; and down .31% from last FYTD.
- 1 Noise complaint was filed for January 2020 compared to 2 in January 2019.

Personnel Report-

Micheal O’Neil, Airport Maintenance Supervisor, has announced his retirement after over 21 years at Nantucket Airport. On Friday, February 21st there will be coffee between 9-12 PM at the SRE Building to say your goodbyes and warm wishes.

Airport Manager Travel- Annual AAAE Conference, Denver, CO, May 10-13, 2020-

Mr. Rafter requested approval to attend the AAAE conference in Denver, Colorado, May 10-13.

Mr. Drake made a **Motion** to approve travel to the AAAE conference in Denver, Colorado. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Commissioners Comments-

Mr. Gasbarro announced that the Long-Range Planning Subcommittee meeting has been rescheduled to February 18, 2020 at 9:00AM in the Airport Conference Room.

Mr. Drake announced that former Airport Commissioner, Dual Macintyre, passed away. A funeral service will be held Saturday, February 15th at 11:00AM at St. Paul's Church.

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 the litigation regarding the Gatto claim, where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission.; Clause 3: To discuss strategy with respect to the litigation regarding Walsh, where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission; 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 Ms. Planzer and **Passed** unanimously, by the following roll-call

vote: Mr. Bouscaren- Aye
Ms. Topham- Aye
Ms. Planzer- Aye
Mr. Drake- Aye
Mr. Gasbarro- Aye

Meeting adjourned at 5:32pm.

Respectfully submitted,

Lillian Sylvia, Recorder

Master List of Documents Used

2/11/20 Agenda including Exhibit 1 (Handout)
1/14/20 Draft Minutes
1/22/20 Warrant Signature Page
2/5/20 Warrant Signature Page
Draft Rates and Charges
ACK Surf School License Agreement
Jacobs Engineering Group, Inc.- Task Order No. 7
FY2020 Second Quarter Update
Draft Policy- North Ramp Hardstand Assignments
December 2019 Monthly Statistical Report
Annual AAAE Conference, Denver, CO, Agenda

