

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 12, 2019

The meeting was called to order at 6:00 pm by Chairman Daniel Drake with the following Commissioners present: Arthur Gasbarro, Andrea Planzer, and Anthony Bouscaren.

Commissioner Jeanette Topham 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, Noah Karberg, Assistant Airport Manager, David Sylvania, Safety & Compliance Officer, Jamie Sandsbury, Business & Finance Manager, and Lillian Sylvania, Administrative Assistant.

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

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

Mr. Bouscaren made a **Motion** to approve the draft minutes dated 1/14/19. **Second** by Ms. Planzer and **Passed** unanimously.

Mr. Bouscaren made a **Motion** to ratify the 1/23/19 and the 2/6/19 Warrants. **Second** by Ms. Planzer and **Passed** unanimously.

Public Comment

None

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

- ➔ **Forme Barre Fitness**- Beach License at Nobadeer Beach, with an annual business fee of \$1,500. Was formally known as Go Figure Barre Studio. License commences on 5/1/19 and expires on 9/10/19. Mr. Gasbarro asked that the hours for the use of Nobadeer Beach by Forme Barre Fitness be in writing and brought to their attention.
- ➔ **Potters Industries LLC**- Three year contract to supply and deliver glass beads, and is not to exceed the amount of \$231,000. Contract expires 1/31/22.

- **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 Ms. Planzer 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 he had a discussion with the director of municipal finance and will be preparing a letter to the FAA requesting their approval of an agreement with the final number due the Airport from the Town of about \$3.9 million.
- **050916-1 Crew Quarters Development-** Mr. Rafter reported that he attended the Town’s working group regarding its employee housing. The town is working on a housing policy, and the Airport will be working on a Request for Quotes (RFQ) for design, layout, and a site plan. The Town’s primary goal is constructing housing for seasonal employees, whereas the Airport is working on single family styled housing for employees.
- **021219-1 Proposed Purchase & Reuse of the Nantucket Inn by the Town of Nantucket-** Mr. Rafter reported that the town may purchase the Nantucket Inn Mr. Drake asked for opinions from the Airports standpoint, and how this may affect the Airport. TSA currently uses the Nantucket Inn as both temporary and year round housing. Pilots also utilize the Nantucket Inn, while they are on island. It is still unknown how the town would operate the Nantucket Inn, but Mr. Rafter expressed his concern to the Town Manager that both TSA and Pilots use the hotel. Mr. Bouscaren asked if the Commission would be interested in making a financial contribution to this purchase, protecting the Airports needs of the facility. Mr. Gasbarro explained that the Airport already has its own land, and hopes to start its “Crew Quarters” housing project; therefore he would be more supportive of using funds for that project over the Nantucket Inn. The Commission informally agreed to considering a draft letter-to-the –editor in opposition to the purchase at it March 12 meeting.
- **111318-3 Nantucket Memorial Aviation Wall for Terminal-** The plaques have been taken down and are being cleaned up, and the wall is being prepared. Once complete, the plaques will be put back up, making space for the two new individuals . A dedication ceremony is planned.

MassDot ASMP Grant Award/Grant Assurances

- **011419-2 Seasonal Hold Room and Gates Phase II- \$240,000- Pending-** Waitingfor MASS DOT.
- **011419-3 TW E Emergency Repair- \$8,000-** Mr. Rafter reported that Taxiway E Emergency Repair Grant has been approved by MASS DOT.

Mr. Bouscaren made a **Motion** to accept the Taxiway E Emergency Repair Grant for \$8,000 **Second** by Mr. Gasbarro and **Passed** unanimously.

Finance: Mr. Rafter reported on:

- **021219-2 Second Quarter Finance Report-** Mr. Rafter reviewed the Quarterly update that was presented to the Board of Selectman. Revenues increased by \$1.9 Million driven by Fuel price and gallons sold. There was a \$178,000 increase in rentals and Fair Market Value (FMV) and a one-time \$259,000 reimbursement from TSA for the bag belt in other revenue. Expenses increased \$1 Million driven by Fuel.
- **021219-3 Budget Transfer Approvals-** Mr. Rafter reviewed the list of transfers that are proposed in ATM. This include a contribution to the Stabilization fund, Fuel Revolving Fund, and use of Retained Earnings for ten capital projects

Mr. Gasbarro made a **Motion** to approve the Budget Transfers listed on the handout **Second** by Mr. Bouscaren and **Passed** unanimously.

Discussion:

Ms. Sandsbury asked the Commission's approval to be able to reduce the Budget Transfers by the amount any additional grant money received for the FIDS/PA Replacement capital project and the Airport Layout Plan capital project if any grant before the final amounts need to be in for Annual Town Meeting.

Mr. Drake **Amended** the first Motion subject to the receipt of any grant money applicable to said projects. No objection was raised to the amendment

- **021219-5 Fuel Revolver Cap Discussion-**Mr. Rafter reviewed the Fuel Revolver Cap. It will remain at \$5.2 Million. Should it have to be reduced, it will go to Town Meeting.

Manager's Report – Mr. Rafter reported:

Project Updates

- **Pipe Burst-** A pipe broke in one of the Administrative Offices, flooding the office, the hall way, and neighboring offices. Damaged areas have been removed and dried. An Insurance claim has been filed, and the Airport is now working with engineers to get a bid out for repairs.
- **Seasonal Hold Room Phase II-** is currently being advertised and has multiple bids out. Staff has constructed Gates and Counters for the Hold Room. Aircraft parking positions are being coordinated with the Airlines. Administration has met with TSA, addressing their concerns, and are pursuing a post screening beverage opportunity in the tent. A term sheet has been provided to the existing concessionaire, Crosswinds and received approval from the town allowing them to extend as part of their existing operation. (See "Commissioners Comments" below.)
- **ALP Update (Geometry Analysis)** – Waiting approval from FAA
- **EA/EIS-** The engineering Task Order has begun.
- **Tank Compliance Services-** A plan is being formulated for the Fuel Farm Compliance removal of the underground fuel storage tank for the tower generator.
- **PFC Application-** Work has begun, and data is being gathered for the second application.
- **Crew Quarters Development-** Engineers are working on developing a model that can be used to create a risk analysis for when estimates are received and plugged in.
- **Pavement Marking and Rubber Removal-** Bids are being developed.
- **Bunker Road Drainage Issue-** Engineers have presented short term recommendations, to deal with the drainage issue on Bunker Road, and and have started to look at a long-term solution to replacing the infiltration system.
- **Fuel Farm Rehabilitation-** Will be completed in two phases. Phase one will be testing the pipes and suppression system. Phase two will be determined by the work completed in Phase one.

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

- **On call Airfield Electrical-** Received one bid and is under review.
- **Fuel Farm Inspection-** Received one bid and was rejected. Will be reissued.
- **HVAC/Geothermal Service-** Received one bid and is under review.
- **IT Services-** Is currently being advertised and is out to bid, and due February 14, 2019.
- **Fuel Farm Supply and Rehabilitation RFP-** Is currently being advertised and is out to bid, and due March 8, 2019.
- **Seasonal Hold Room Phase II-** Is currently being advertised and has three separate bids out for the tent, flooring, and fence, and are due February 13, 2019.

Operations – Mr. Rafter reported:

- Certification Inspection from FAA is scheduled for May 22, 2019 – May 24, 2019.
- Drones have caused disruptions at several airports. The FAA is working on a concept of drone operations that will be issued to Airports.
- Currently moving through the Hangar waitlist process, and all T-Hangars will be occupied by March. 1, 2019.
- In the process of implementing the new Rates and Charges for the airlines

Statistics – Mr. Rafter reviewed the December 2018 statistics:

- Operations are down 51.53% from December 2017; and down 25.27% from last FYTD.
- Enplanements are down 16.17% from December 2017; and up 6.03% from last FYTD.
- Jet A Gallons are down 16.50% from December 2017; and up 10.26% from last FYTD.
- Jet A Gallons are up 36.98 % from January 2018.
- AvGas Gallons are up 50.89% from December 2017; and up 14.22% from last FYTD.
- AvGas Gallons are up 67.26% from January 2018.
- Freight is up 15.69% from December 2017; and up 3.92% from last FYTD.
- 2 Noise Complaints were filed for December 2018 compared to 0 in December 2017.

Personnel Report- Mr. Rafter Reported:

- A change in the Management staff schedule has been made where Mr. Rafter, Mr. Sylvia, and Mr. Karberg will rotate weekend coverage for eleven weeks of the summer.
- Katy Perales gave birth to a healthy baby boy and is currently on maternity leave.
- Helena Hubuva has been hired as a new customer service employee in the FBO.

Commissioners Comments

- Mr. Drake reported that, Airport Manager, Mr. Rafter requested approval of a letter of support in his quest for the AtLarge position of secretary/Treasurer of AAEE.

Mr. Gasbarro made a **Motion** to issue the letter of support for Mr. Rafter as drafted. **Second** by Ms. Planzer and **Passed** unanimously.

- Mr. Drake reported that the Community Foundation for Nantucket had planned on making a large donation to the Food Pantry and The Fuel Assistance Program, in support of the Air Traffic Controllers, TSA, and the Coast Guard, during the Government Shut down. The

shutdown ended before they were able to make the donation, but they are prepared to go forward with it if there is another shut down.

- Mr. Drake noted that Commissioner Topham, who was not present, had twice expressed her opposition (once orally and once in writing) to any kind of bar in the post-screening waiting area. and asked that Mr. Rafter explain the bar proposal. Mr. Rafter reported that the Hold Room Phase II area is going to be larger than last Year's tent. One tent will be assigned to Jet Blue, and the other to American Airlines, holding a total of roughly 125 people. Mr. Rafter explained that a post screening concession has been talked about in the past, and by placing a bar, and possibly a television, and some tables and benches in the tent, people waiting in the tents will have a more pleasurable experience. JetBlue will be up to ten flights a day on peak days, and there will be up to 20 flights a day on peak Saturdays during the summer season, not including Cape Air or Rectrix, which will result in a lot of activity. A detailed term sheet was sent out to the existing operator, Crosswinds Restaurant, addressing how the Airport expects this post screen concession to be properly and safely operated. Mr. Bouscaren asked how much revenue the Airport expects to make from the post screening concession. Mr. Rafter explained the draft term sheet identifies a revenue of \$35,000 from a fixed rent of \$7,000 per month. The licensing department has approved that Crosswinds can use the post screening concession as an extension of their current operation. Commissioners addressed Ms. Topham's concerns with having alcohol in the hold room. Ms. Topham does not agree with it. Mr. Rafter explained that the bar will be after passengers have gone through screening, there will be an armed officer in the hold room, and passengers will only be in the hold room for a limited amount of time. Mr. Rafter explained that in order for Crosswinds to be able to operate the post screening concession, all licenses must be in during the month of March, in order to be ready to serve by May or June, because of the Town's constraints. The Commissioners present all agreed to move forward with the post screening beverage concession.

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

Mr. Bouscaren – Aye

Mr. Gasbarro – Aye

Ms. Planzer – Aye

Mr. Drake – Aye

Meeting adjourned at 6:53 pm.

Respectfully submitted,

Lillian Sylvia, Recorder

Master List of Documents Used

2/12/19 Agenda including Exhibit 1(Handout)

1/14/19 Draft Minutes

1/23/19 Warrant Signature Page

2/6/19 Warrant Signature Page

Forme Barre Fitness License Agreement

Potters Industries LLC Contract

Second Quarter Finance Report

Budget Transfers Stabilization Transfer Listing (Handout)

Budget Transfers Stabilization Fund Breakdown

December 2018 Monthly Statistical Report

Letter of Support for Mr. Rafter's quest for the At Large position of secretary/Treasurer of AAAE.

