

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

Thomas M. Rafter, Airport Manager  
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*Commissioners*  
Arthur D. Gasbarro, Chairman  
Andrea N. Planzer, Vice Chair  
Anthony G. Bouscaren  
Jeanette D. Topham  
Philip Marks III

**AIRPORT COMMISSION MEETING**  
**March 8, 2022**

The meeting was called to order at 5:00 pm by Chairman Arthur Gasbarro with the following Commissioners present: Jeanette Topham, Andrea Planzer, Phillip Marks III, 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. (MJI)

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. Marks made a **Motion** to approve the 2/8/22 draft minutes. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Ms. Topham abstained from voting, explaining that she wasn't present for the total duration of the meeting on 2/8/22.

Mr. Bouscaren made a **Motion** to ratify the 02/16/22 Warrant. **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

## Public Comment

None.

**Pending Leases/Contracts** – Mr. Rafter explained that the Airline leases are pending, because additional language was added that delayed the distribution of the agreements. Mr. Rafter presented for approval the following contract and contract amendments.

- ➔ **Hortonville Consulting, LLC**- Contract in the amount of \$ 42,540.00. This is a three (3) year contract for Aircraft Rescue and Firefighting (ARFF) Training and includes Travel and Lodging Expenses.
- ➔ **Zenergy Building Technologies, Inc.**- Contract in the amounts of \$ 637,510.00. Terminal HVAC project. Supply and Install BACnet DDC Controls System. The Estimated Project Completion is 9/30/22.
- ➔ **McFarland- Johnson, Inc.**- Task Order MJ-EA-03 for Design Bidding and Construction Phase Services to Relocate and Reconstruct, Mark, Light and Sign Taxiway G in the amounts of \$ 701,700.00. Anticipated funding: FAA 90%, Department of Transportation (DOT) 5%, Nantucket Memorial Airport 5%.
- ➔ **TRAC Builders Inc.**- Change Order No. 4 for Fuel Farm Rehabilitation- Phase III in the amount of \$ 70,879.15 for Structural Steel Bracing, Weights and Measures Certification, and Pump House Door. New contract amount including amendment is \$ 3,873,580.29.
- ➔ **Jacobs Engineering Group**- Revised Supplemental Agreement No. 4 for Fuel Farm Rehabilitation-Phase III for Reconstruct, Strengthen, Mark, Light and Sign Taxiway E. MDOT requested Additional Back-up Documentation. No change to total amount.

Ms. Topham made a **Motion** to approve the contracts and contract amendments as shown on Exhibit 1. **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

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

**091019-01 Capital Approval Process/Home Rule Petition**- Mr. Karberg reached out to Senator Cyr's office received a response from the Chief of Staff who has referred this matter over to the Senator's Legislative Budget Director. The Airport explained how critical this is and the potential impacts of lost opportunities for recent round of funds being distributed from Washington called Bipartisan Infrastructure Law (BIL). The mentioned bill is broken down into three (3) different areas as follows:

- Airport Infrastructure Grant (AIG) Formula Infrastructure Allocations (AIG Allocated)
- AIG Competitive Infrastructure Funds (AIG Competitive)
- Airport Terminal Program (ATP)

The Airport consultants are aware of the deadlines and are seeking more information from FAA.

**071420-03 Per- a Polyfluoroalkyl Substances (PFAS) Investigation Update-** Mr. Karberg explained that he doesn't have a table appended this month, but there's no major updates since the February's data presentation. All data and reports are available via website, [www.ack-pfas.com](http://www.ack-pfas.com).

Task Order/Phase 2 Status- Mr. Karberg reported that the quarterly POET system sampling took place in late February and the data will be available in the next few weeks. The Airport is anticipating a Task Order through MJI for the April's meeting to support the Spring 2022 sampling. Weston Solutions explained to the Airport what that sample would entail, and it will be more investigative work in the Northwest corner of the property and adjacent to the Runway (RW) 33 approach. The Airport is preparing a scope with the consultant to decommission POET Systems and dispose of the old resin media in an off-site landfill and decontaminate and repurpose the parts and pieces of the POET System properly.

Mr. Karberg explained that the issue with decommissioning the POET System is because the PFAS particles that are collected from the POET media are not regulated by EPA's hazardous waste, but the Airport is treating it as a hazardous waste, and it will not be maintained and disposed locally. Mr. Karberg reported that the IRA Status report #11 has been submitted to MassDEP and it was sent out to the Commission and can be found on the Airport website at [www.ack-pfas.com](http://www.ack-pfas.com).

Water Service Project- Mr. Karberg reported that eight (8) homes are connected to Town water. A couple of miscellaneous site restoration items are scheduled for the Spring. One homeowner requested to put back plantings where it was cleared for the waterline and a few more requests were received for seeding, lawn, and landscaping.

Water Main Project- The Skyline branch has been constructed and connected to Woodland. The water main has been pressure tested and chlorine tested. Mr. Karberg announced that three (3) homes on Skyline/ Monohansett area are being prepared for connection to Town water, but the date has not yet been set. The work will be done in conjunction with Madaquesham Valley Road (MVR) work. There will be total of sixteen (16) properties between MVR and Skyline/ Monohansett area. The MVR water main work has been completed. The water main has passed the pressure test and the chlorine test is still in progress. The airport is planning connection for thirteen (13) MVR residences, total on sixteen (16) properties. The Airport is having an internal discussion on amendments to contracts for accomplishing the next round of connections with consultant and Town Finance Department. Mr. Karberg is confident that will identify the best approach to meet state requirements and expedite completion.

**030822-01 Review Bottled Water Cessation Process** – Mr. Karberg asked the Commissioners to discuss and direct the process of discontinuation of bottled water service to residences. Mr. Karberg reviewed the two parts connected to this matter. The first one is to send a letter to the eight (8) residences that have been connected and actively using Town water giving notice of the discontinuing of bottled water service. The second part of the process is to send a letter to residents in the Nobadeer and Evergreen area who have not received airport-sponsored connections and have detectable PFAS under 20 parts per trillion (ppt). Mr. Karberg continued by explaining that the airport has an existing policy that identified that bottled water service would cease to these residents once affected homes within the general geographic area had been secured to a Town water service. The Airport is currently beginning that consideration with the residents at Nobadeer and Evergreen area. This is a Commission policy and can be revisit at their

discretion. The cessation of the bottled water is recognized as being a contentious step when withdrawn from the public and Mr. Karberg wants to be sure that the Commissioners are aware of the pending letter. Mr. Karberg reviews the three (3) options for Commissioners' review:

- Send letter per existing policy
- Review alternate options that extend the bottled water provision with Counsel and present options in April's meeting.
- Take other direction as indicated by Commission.

Mr. Bouscaren asked what the Airport told the residents whose water tested under the 20 ppt in the beginning.

Mr. Karberg answered that it was a Department of Environmental Protection (DEP) requirement for the investigation and that bottled water was provided out of an abundance of caution and explained that the Airport is at the later stage in the investigation where the risk pathway and the risk assessment is not of a concern that justifies the continued provision of bottled water as a Massachusetts Contingency Plan (MCP) requirement.

Mr. Bouscaren asked Mr. Karberg if he has any recommendation of how this might be handled. Mr. Karberg suggested to provide written notice, written rationale and provide advanced notification if this service will cease. Mr. Karberg recommended to give reasonable time to the residents to receive the notification before water delivery stopped. Mr. Karberg stated that this provision wasn't permanent and must have an end.

Mr. Bouscaren asked for clarification that the owners of the mentioned residences have an option to connect to Wannacomet Water Company (WWCO), but they choose to use their own well.

Mr. Karberg confirmed that the owners can initiate the paperwork and the private contracting process.

Mr. Bouscaren asked if the Airport can offer any financial assistance to connect the mentioned properties to WWCO.

Mr. Karberg answered that the Airport is not responsible for residents who will not receive an airport water connection and there's nothing further that the Airport can do other than prolong the provision of bottled water.

Mr. Bouscaren asked if the Airport decides to provide payments to the residents to connect to WWCO will that be a diversion of Airport money.

Mr. Karberg answered that his understanding is yes but would have Airport Counsel review that statement.

Mr. Bouscaren suggested to ask FAA to approve the diversion and hook up those owners to WWCO. Mr. Bouscaren is concern that the Airport might bring media's attention.

Mr. Karberg explained that the FAA will not approve the request and will instead suggest to the Airport to review its grant assurance provisions.

Mr. Bouscaren asked how much it costs to connect to WWCO and how much cost the bottled water service.

Mr. Karberg said it cost is roughly between ten (10) and twenty (20) thousand dollars per household to connect to WWCO and between two hundred (200) and three hundred (300) dollars per bi-weekly cycle to distribute water to one (1) household.

Mr. Bouscaren asked when the Airport is required to stop providing bottled water.

Mr. Karberg explained that the MCP does not require that the Airport cease bottled water services, but it becomes a revenue use issue when it is no longer an appropriate provision.

Mr. Bouscaren asked how many households are affected.

Mr. Karberg didn't have an exact number, but it's between ten (10) and fifty (50).

Mr. Gasbarro joined the discussion and did a recap. Mr. Gasbarro suggested to break down the situation into couple of pieces. After a brief discussion Mr. Gasbarro suggested to give appropriate notice to the households who have been connected to WWCO and have been receiving bottled water service and notify them that the provision of the bottled water will cease.

That way they will have enough time to transition, and they can still get bottled water on their own expense.

Mr. Makarios joined the meeting at 5:25 pm.

Mr. Bouscaren suggested to write a letter notifying the homeowners of the residences that have been connected to WWCO that in thirty (30) days after receiving the letter the bottled water service will cease.

Mr. Gasbarro agreed that this is reasonable and after a brief discussion the Commissioners reached consensus.

Mr. Gasbarro continued with the second part of the process- residences which have not been connected to WWCO and their PFAS level are under 20 ppt and suggested to give ninety a (90) day notice after receiving the letter.

Mr. Marks clarified that the residences that are part of this group are not being connected to WWCO by the Airport, but there is a water main in commission and if they would like to connect it will be on their own expense.

Ms. Topham expressed concern that some of the homeowners might face financial difficulties to connect to the water main on their own and it can be challenging to do so right away.

Mr. Rafter added that the residences in this group tested under 20 ppt for PFAS and they have safe drinking water per the DEP standards.

Mr. Gasbarro suggested to modify the policy to read that the residences will receive bottled water up to 90 days after the new water main is conditioned or date of the notice provided by the Airport whichever is later.

Mr. Gasbarro asked Airport Counsel if that's a reasonable approach and Mr. Makarios confirmed that this is reasonable and gives enough time to residents to transition.

Mr. Marks made a **Motion** to modify the policy. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye  
Ms. Planzer- Aye  
Mr. Marks- Aye  
Ms. Topham- No  
Mr. Gasbarro- Aye

**030822-02** 2022 Annual Town Meeting (ATM) Warrant Articles. – Mr. Rafter reviewed the following Articles:

- **Article 21** – Enterprise Operating Budget
- **Article 22** – Enterprise Capital Budget – Mr. Gasbarro and Mr. Rafter were able to provide the Financial Committee with additional data on two projects that Capital Committee had given a negative recommendation on:
  - a. Housing
  - b. Noise Berm

Mr. Rafter reported that the Finance Committee voted to support both projects.

- **Article 23** – Enterprise Budget Transfers – Mr. Rafter will provide detailed information later in this meeting under Finance.
- **Article 33** – Employee Stabilization Fund – Mr. Rafter explained that there was a recommendation for no action this year due to a transfer from Retained Earning directly into the Operating account because of the timing of Mr. Sylvia's retirement.

**030822-03** Discuss In-Person, Hybrid and Remote Meeting Alternatives

Mr. Gasbarro reported that the state has extended the deadline to end remote meetings from 4/1/22 to 7/15/22. This means that the Airport would be able to legally continue meeting via zoom through at least 7/15/22.

Mr. Gasbarro reviewed the options for the meetings.

- **In- Person** – Meetings are held on the first (1<sup>st</sup>) Floor Community Room at 4 Fairground Road. The challenges that the Airport is facing is the available space that the Town has. If the Airport wants to meet in the Community room, then the Airport commission must change the day or time of the meeting, because there's already a different meeting at the same day and time. The only day that the Airport Commission can meet in this room at 5PM is Fridays. The Airport can utilize the room for meeting any weekday if the meeting is concluded by 4:30PM including Executive Session. These meetings could be recorded by Nantucket Community Television (NCTV) and stream live on YouTube. The room is also set up for Hybrid meetings.
- **The Trailer at 131 Pleasant Street-** Mr. Gasbarro explained that the trailer is not available yet, but when it becomes available the Airport will be able to meet there at regular time and day. It will have an OWL camera and NCTV will be able to tape the meetings and post them on YouTube after the meeting. The Airport Commission would not be live on YouTube. The trailer will also be set up for hybrid meetings.
- **Zoom-** Mr. Gasbarro explained that the virtual meetings are extended to 07/15/22.

After a brief discussion the Commissioners have decided to meet virtually on Zoom until 07/15/22 or until the Trailer becomes available.

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

**030822-04** 2<sup>nd</sup> Quarter Report FY2022 – Mr. Rafter reported that the Revenue went up from \$9,600,000 to \$16,400,000, Expenses are up from \$4,600,000 to \$6,100,000 and Net Earnings are \$10,000,000 opposed to \$5,000,000 from FY2021. The Surplus by 12/31/21 was \$9,600,000 versus \$3,700,00 last year. The Airport has been informed that the Retained Earnings as of 07/1/2021 are \$7,200,000. The fund balance by 12/31/21 was \$16,800,000. Mr. Rafter explained that the Airport is using this with caution because there are still six (6) months left, and the Airport has higher expenses in the winter. The Airport transferred \$250,000 from the Passenger Facility Charge (PFC) when normally this transfer is typically around \$400,000 due to the pandemic. The significant increases are attributed mainly to the following of items:

- Airline landing fees – increased from \$231,000 in FY2021 to \$727,000 in FY2022
- Auto Rental Commission – increased from \$447,000 in FY2021 to \$810,000 in FY2022
- Miscellaneous Income- increased from \$14,000 in FY2021 to \$278,000 in FY2022. This is due to the bag belt reimbursement back in July 2021 for \$156,000 plus the two (2) insurance reimbursements in the amount of \$91,920.50.

**030822-05** Budget Transfers -Mr. Rafter asked the Commissioners to disregard the top part of the Budget Transfer document where it had the prior year appropriations. The Airport had an internal meeting with the Finance Department, and they are going to be addressed later. Mr. Rafter continued by reviewing the proposed budget transfers from Retained Earnings. The transfers will cover several capital projects. Mr. Rafter reviewed the Debt Schedule chart included in the packet and explained that the annual debt payments since 2015 to 2022 were reduced by almost \$500,000.

Ms. Planzer suggested to put on hold the additional payment to the Town to reduce the debt owed to the Town of Nantucket.

Mr. Rafter explained that there's no interest, but the earlier the Airport pay it off the quicker the Airport will get into the operating account. The Airport still owes to the Town of Nantucket \$2,600,000 and is scheduled to be paid off by 2033. Mr. Rafter added that the Airport's Business and Finance Manager (Jamie Sandsbury) is recommending paying off whatever is possible to free up some cash directly into the operating account.

Mr. Bouscaren agreed that the Airport should pay off debt as quickly as possible.

Mr. Gasbarro made a statement that if the Airport paid off whatever it can now then in future may not have to borrow as much for a different project. Mr. Gasbarro added that is the Business Manager's recommendation from a business perspective.

Ms. Topham noted that most likely Jamie Sandsbury consulted with the Town Finance Manager (Brian E. Turbitt) regarding this matter. Ms. Topham expressed her confidence in Jamie Sandsbury and the excellent job she has done throughout the years.

Ms. Planzer clarified that she doesn't doubt Ms. Sandsbury's work. Ms. Planzer thinks that the Airport can stay on regular repayment, because there's no interest on the borrowed money.

Mr. Bouscaren made a **Motion** to approve all the transfers presented by Mr. Rafter. **Second** by Mr. Marks. 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** – Mr. Rafter reported:

**Project Updates**

- **Taxiway E-** Preconstruction meeting was held on 03/07/22. Contractor will return late March 2022 to mobilize and start the final phase of this project.
- **Security Project Phase II-** The final items are anticipated for completion by the end of March 2022 and then the Airport will be closing out the project.
- **Fuel Farm Rehabilitation-** The Commissioning of the Fuel System is scheduled for 03/22/22 and the commissioning of the Fire suppression system is scheduled on 03/30/22.
- **Runway 12-30 Decommissioning-** The Airport is working with the contractor on Taxiway Echo and his subcontractor will be on Nantucket to begin that work in early April 2022.
- **Crew Quarters-** As Mr. Rafter mentioned earlier, the Finance Committee will support this request, and the Airport will be moving forward to engage the Owner Project Manager (OPM) and begin development of the Request for Qualification (RFQ) for an architect.
- **Hangar Development-**
  - **Hagedorn's hangar-** The construction has begun. The hangar doors are on site and the building is due to arrive soon. Hagedorn's crew is working through some issue with electrical primary that was uncovered.
  - **Turner's hangar** – Mr. Tuner will not be moving forward on this project due to the current economic conditions.
- **Terminal Optimization Project-** The Charette has been rescheduled for 3/31/22.

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

- **Security System Maintenance Program-** MJI are developing a Request for Proposals (RFP).

- **Terminal Space Optimization**-The Airport has selected CHA and the proposed contract is being reviewed by them.
- **HVAC Terminal Project**- The Contract has been approved earlier on this meeting.
- **OPM Crew Quarters**- The Airport selected CHA and requested a fee proposal.
- **Concession space in the seasonal Hold room** –The RFP is available to the public. Deadline was 03/07/22 and the Airport has received two (2) proposals that are being reviewed.
- On-call Airfield Electrical Services - IFB is being developed.
- On-call HVAC, Oil, Geothermal Services- IFB is being developed.
- Delta Fields- The Airport is working with legal to finalize the new agreement with new rates.

**Operations** – Mr. Rafter reported:

- Law Enforcement Officer (LEO) – The Airport is continuing to work with Town of Nantucket on some concerns relating to LEO staffing level for next summer.
- Maintenance Staff- The Airport Maintenance department will be short staffed due to medical leave and resignation.

**Statistics** – Mr. Rafter reviewed the January 2022 statistics:

- Operations are down 7.47 % from January 2021; and up 20.04% from last FYTD.
- Enplanements are up 6.52% from January 2021; and up 150.15% from last FYTD.
- Jet A Gallons are down 34.03% from January 2021; and up 41.12% from last FYTD.
- Jet A Gallons are down 29.57% from February 2021.
- AvGas Gallons are up 25.50% from January 2021; and up 14.88% from last FYTD.
- AvGas Gallons are down 21.77% from February 2021.
- Freight is down 39.74% from January 2021; and up 7.38% from last FYTD.
- No Noise Complaints were filed for January 2022 and January 2021.

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

- The Airport is advertising to hire an Operation Superintendent with no success as of 03/08/22.
- The Airport will be performing interviews for the Building System Technicians in the week of 03/14/22.
- In process of filling the Mechanic open position after Jeb Backus's resignation.
- Mr. Sylvia has provided notice of retirement in June 2022, and the Airport is currently advertising for the Airport Security Coordinator position.

Ms. Topham left the meeting at 6:08 pm.

**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 for possible release; 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. 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 4: To discuss the deployment of security personnel or devices, or strategies with respect thereto.

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

Mr. Bouscaren- Aye

Ms. Planzer- Aye

Mr. Marks- Aye

Mr. Gasbarro- Aye

Meeting adjourned at 6:10pm.

Respectfully submitted,

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Boyana Stoykova-Nelson, Recorder

**Master List of Documents Used**

03/08/22 Agenda including Exhibit 1

02/08/22 Draft Minutes

02/16/22 Warrant Approvals

Hortonville Consulting LLC Contract

Zenergy Building Technologies, Inc. Contract

McFarland-Johnson, Inc. Task Order MJ-EA-03 Taxiway G Relocation

TRAC Builders, Inc. Change Order No.4 Fuel Farm Improvements, Phase III

Jacobs Engineering Group Revised Supplemental Agreement No.4 Reconstruct, Mark, Light and Sign

Nantucket Memorial Airport PFAS Related Water Service Policy

3.1.22 Meeting Space Options

Quarterly Financial Report – Second Fiscal Quarter

Budget Transfers ATM 2022

Debt Schedule as of March 2022

January 2022 Monthly Statistical Report

