

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
Daniel W. Drake, Chairman
Arthur D. Gasbarro, Vice Chair
Anthony G. Bouscaren
Andrea N. Planzer
Jeanette D. Topham

AIRPORT COMMISSION MEETING
March 12, 2019

The meeting was called to order at 5:00 pm by Chairman Daniel Drake with the following Commissioners present: Arthur Gasbarro, Jeannette Topham, and Anthony Bouscaren.

Commissioner Planzer participated remotely as her 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: Thomas Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, David Sylvia, Safety & Compliance Officer, and Lillian Sylvia, 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. Gasbarro made a **Motion** to adopt the draft minutes dated 2/12/19 as amended. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Mr. Bouscaren made a **Motion** to ratify the 2/20/19 and the 3/6/19 Warrants. **Second** by Mr. Gasbarro and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye
Ms. Topham- Abstain 2/20/19, Aye 3/6/19
Mr. Gasbarro- Aye
Ms. Planzer- Aye 2/20/19, Abstain 3/6/19
Mr. Drake- Aye

Public Comment

None

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

- **Jacobs-** Waiting for a task order for design for Concrete Apron Repairs. Will be presented at the next open meeting.
- **TBD-** A contract for the Temporary Hold Room. Due to different interpretations of procurement law, the project was rebid as one project. Two proposals were received and are under review. Due to timing, Mr. Rafter respectively requested the Commission to authorize the Chairman to enter into a contract with the most responsible proposer in an amount not to exceed \$400,000. Mr. Gasbarro asked if the components used for this work will be reusable. Mr. Rafter explained that all parts of the tent structure will be reusable.
- **McFarland-Johnson, Inc.** Task Oder MJ-A-04- This contract was not reviewed and Mr. Rafter asked that it be removed from consideration.

Mr. Gasbarro made a **Motion** to authorize the Chairman to enter into a contract for the Temporary Seasonal Hold Room with the most responsible proposer not to exceed \$400,000 **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Discussion:

Mr. Drake asked if there should be a discussion of a possible special meeting for the Concrete Apron Repairs. Mr. Rafter explained that some things need to be clarified in executive session. Mr. Drake also mentioned that there is a possibility of having a special meeting for the award of another project.

Pending Matters – Mr. Rafter reported on:

- **011315-2 General Fund Repayment Proposal and Discussion of In-Kind Service-** Mr. Rafter reported that a letter was sent to the FAA for approval of the final amount of \$3,955,087.85 to be repaid to the town. Once approved by the FAA, the Commission and Select Board will then need to approve the agreement. The initial request was for \$4.6 million, but roughly \$600,000 of that was denied by the FAA because it went beyond the lookback period. Mr. Drake noted that the original Memorandum of Understanding (MOU) will be amended with the correct amount.
- **050916-1 Crew Quarters Development-** Mr. Rafter reported that the first draft for the Request for Qualifications (RFQ) for designer services has been completed. Mr. Rafter is working on a Request for Proposals (RFP) for an Owners Project Manager (OPM). There will be a transfer of funds at Annual Town Meeting (ATM) to fund the OPM and design. McFarland and Johnson will perform a financial analysis on feasibility and return on investment.
- **21219-1 Proposed Purchase & Reuse of the Nantucket Inn by the Town of Nantucket-** Mr. Drake reported that the purchase of the Nantucket Inn by the Town will not be moving forward at this time.

- **111318-3 Nantucket Memorial Aviation Wall for Terminal-** Mr. Rafter reported that 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, and a dedication ceremony will be planned.

MassDot ASMP Grant Award/Grant Assurances

- **011419-2 Seasonal Hold Room and Gates Phase II- \$240,000-** Mr. Rafter reported that the Seasonal Hold Room Grant has been approved by MASS DOT.

Mr. Gasbarro made a **Motion** to accept the Seasonal Hold Room and Gates Phase II Grant for \$240,000 **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye

Ms. Topham- Aye

Mr. Gasbarro-Aye

Ms. Planzer-Aye

Mr. Drake- Aye

Manager's Report – Mr. Rafter reported:

Project Updates

- **Pipe Burst-** The spec and design scope for the Administrative office flooding repairs are being finalized, and coordinated with the insurance company, and will then go out to bid.
- **Seasonal Hold Room Phase II-** Continuing with seasonal preparations. Aircraft parking positions and TSA preparation are being finalized.
- **ALP Update (Geometry Analysis)** – Waiting approval from FAA
- **EA/EIS-** The engineering Task Order has begun.
- **Tank Compliance Services-** Seeking proposals to get pricing for the removal of the underground storage tank for the air traffic control tower. The new tank is installed above ground, in the old vault.
- **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 have started to look at a long-term solution to replacing the infiltration system.
- **Fuel Farm Rehabilitation-** Finalizing the Task Order scope of work, which should be presented at the next open meeting.

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

- **Pavement Markings and Rubber Removal-** A continuous friction measurement was performed, indicating no need for rubber removal. This will be adjusted in the bid that is currently out and being advertised.
- **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-** Received two bids and is under review.
- **Fuel Farm Supply and Rehabilitation RFP-** There was a well-attended site visit, with multiple questions asked. The due date for bids has been changed to March 22, 2019.
- **Bunker Road Parcels-** Preparing to reissue.

Operations – Mr. Rafter reported:

- Certification Inspection from FAA is scheduled for May 22, 2019 – May 24, 2019.
- The contractor for the Richmond Group has begun construction for a right turn lane from Old South Road onto Airport Road. The work should take about three to four days putting down a base coat in April, and will be completed in the fall.
- Annual Town Meeting (ATM) is April 1, 2019. A statement has been prepared for the Taxiway and Security Articles if they were to be called. A handout will be distributed at ATM explaining the projects and that there will be no impact on the tax base for the local citizens.
- Continuing to monitor drone issues, detection and prevention.
- The security system was slightly modified. Currently working with TSA for a final solution.
- The maintenance department is working on replacing the landside signs from metal to more Nantucket appropriate signs.
- Mr. Rafter said the the Crosswinds operator had been given a term sheet for the operation of a bar within the secure hold room and had not yet responded.
- Mr. Karberg put together a tour for a familiarization event for a family with a special needs child. The Airport is looking to be able to offer this to more families on island, so that the children can get acclimated to the process of going through an Airport.

Discussion:

Ms. Topham asked if ServPro has gone through the Administrative Office building and made sure there was no mold from the pipe burst that took place. Mr. Rafter explained that this service was done immediately after the incident.

Mr. Gasbarro asked that the Airport consult with the Sign Advisory Committee pertaining to the replacement of the metal signs to more Nantucket appropriate ones.

Statistics – Mr. Rafter reviewed the January 2019 statistics:

- Operations are down 33.97% from January 2018; and down 25.82% from last FYTD.
- Enplanements are down 24.39% from January 2018; and up 4.96% from last FYTD.
- Jet A Gallons are up 36.98% from January 2018; and up 10.40% from last FYTD.
- Jet A Gallons are up 31.28 % from February 2018.
- AvGas Gallons are up.67.26% from January 2018; and up 16.28% from last FYTD.
- AvGas Gallons are up 17.10% from February 2018.
- Freight is up 16.83% from January 2018; and up 4.87% from last FYTD.
- 2 Noise Complaints were filed for January 2019 compared to 0 in January 2018.

Personnel Report- Mr. Rafter reported:

- The Airport will be participating in the Job Fair at the Nantucket High School.

Commissioners Comments

None

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

Meeting adjourned at 5:25 pm.

Respectfully submitted,

Lillian Sylvia, Recorder

Master List of Documents Used

2/12/19 Agenda including Exhibit 1(Handout)
2/12/19 Draft Minutes (Handout)
2/20/19 Warrant Signature Page
3/6/19 Warrant Signature Page
Letter of Request for the Temporary/Seasonal Hold Room (Handout)
FAA Repayment Request
Draft Nantucket Inn Letter for Consideration by the Airport Commission
Taxiway E Repair Contract Grant
Seasonal Hold Room Drawing
Richmond Group- Left Turn from Old South Rd. to Airport Rd.
Prepared Statement for Annual Town Meeting (Handout)
January 2019 Monthly Statistical Report