

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**

**April 9, 2019**

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

Commissioner Arthur Gasbarro was absent.

The meeting took place in the 1<sup>st</sup> 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, 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. Bouscaren made a **Motion** to adopt the draft minutes dated 3/12/19. **Second** by Ms. Planzer and **Passed** unanimously.

Ms. Topham made a **Motion** to ratify the 3/20/19 and approve the 4/10/19 Warrants. **Second** by Mr. Bouscaren and **Passed** unanimously.

**Public Comment**

None

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

- ➔ **McFarland-Johnson, Inc.** Task Order in the amount of \$22,850 for the Employee Housing Development Feasibility Study. To estimate potential costs and revenues, assess financial viability of initial capital investment, ongoing maintenance and operation, and long-term financial performance of the project. This is a capital expense.
- ➔ **Jacobs Engineering-** Task Order in the amount of \$152,900 for the design and construction management services for concrete apron repairs. Contract expires 7/31/19, this is 95% ASMP and 5% Nantucket Memorial Airport funded.

- **Lakes Region-** Contract in the amount of \$52,500 to provide aviation fuel facility annual inspection and tank cleaning. Completion date of 5/15/19. Contract expires 4/9/20. This is an operating expense.
- **KOBO Utility Construction Corp.-** Contract in the amount of \$0 to extend the project completion date for the airfield electrical vault modifications to 6/20/19. This is a capital expense.
- **Victor-Brandon Corp.-** Contract in the amount of \$686,500 to install concrete hardstand and apron repairs. Completion date of 5/12/19. This is 95% ASMP and 5% ACK funded.
- **Hi-Lite Airfield Services-** Contract in the amount of \$309,220.75 to remove/replace pavement markings on runway 6-24. Completion date of 5/12/19. 100% ASMP funded.
- **McFarland-Johnson, Inc.** Task Order 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. Task Order MJ-A-04 contract **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 he is working with the town finance director on an updated Memorandum of Understanding (MOU) with the FAA approved reimbursement amount. Will be at next meeting for approval.
- **050916-1 Crew Quarters Development-** Mr. Rafter reported that a Request for Proposals (RFP) for an Owners Project Manager (OPM) and a Request for Quotes (RFQ) for design services must be done. Transfer of funds was approved at Annual Town Meeting. Working with the town as they create an employee housing policy.
- **111318-3 Nantucket Memorial Aviation Wall for Terminal-** Mr. Rafter reported that the aviation wall is almost complete. One of the plaques returned with the wrong information on it and had to be sent back. Once complete a ceremony will be coordinated.

**MassDot ASMP Grant Pre-Application 040919-1** Runway 6-24 Paint and Pavement Markings-\$309,220.75- Mr. Drake reported that the Airport is being 100% reimbursed By Mass DOT for the 6-24 Pavement Markings Project.

Ms. Topham made a **Motion** to approve the ASMP Grant Pre-Application for Runway 6-24 Paint and Pavement Markings for \$309,220.75 **Second** by Mr. Bouscaren and **Passed** unanimously.

- **040919-2** Apron Concrete Repairs- \$807,500- Mr. Drake reported that the Airport is being 95% reimbursed for the Apron Concrete Repairs Project.

Mr. Bouscaren made a **Motion** to approve the ASMP Grant Pre-Application for the Apron Concrete Repair for \$807,500 **Second** by Ms. Planzer and **Passed** unanimously.

**Manager's Report** – Mr. Rafter reported:

**Project Updates**

- **Pipe Burst in Administration Building** - Engineering firm is working on the scope to repair water damage that occurred on the first floor of the Administrative office building. Administration is in contact with insurance company regarding next steps.
- **Seasonal Hold Room Phase II**- Installation of the fence has begun. The flooring system is on site.
- **Concrete Hardstands**- With approved contract, work will begin April 10, 2019.
- **Pavement Markings**- Work is scheduled to begin April 29, 2019.
- **Generator for Airfield Lighting**- Installation has begun.
- **Post Screening Refreshment Opportunity**- Reviewing potential vendors.
- **ALP Update (Geometry Analysis)** – Waiting approval from FAA
- **EA/EIS**- Archeological work was complete. No cultural resources were identified.
- **Tank Compliance Services**- New fuel tank has been installed for the Air Traffic Control Tower generator. Seeking proposals to get pricing for the removal of the old underground storage tank
- **PFC Application**- Work has begun, and data is being gathered for the second application.
- **Bunker Road Drainage Issue**- Waiting for a short term solution from engineers, and design for the long term solution of an infiltration system.
- **Fuel Farm Rehabilitation**- Finalizing the Task Order scope of work.

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

- **On call Airfield Electrical**- Received one bid and is under review.
- **HVAC/Oil/Geothermal Service**- Received one bid and is under review.
- **IT Services**- Received two bids and is under review.
- **Fuel Farm Supply RFP**- Received five bids and is under review.
- **Bunker Road Parcels**- Currently being advertised and is out to bid, and due April 29, 2019.

**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 of a right turn lane from Old South Road onto Airport Road. The base course will occur during the month of April, and final paving in the fall.
- Responded to a request from Massachusetts Department of Environmental Protection (MASSDEP), regarding the Airport's past and current use of Aqueous Film-Forming Foam (AFFF), used for firefighting.
- The security system articles have been approved at Annual Town Meeting and will be reaching out to congressional delegation requesting their support for an application for supplemental discretionary funds for the new system. FAA said notifications should be out before the end of spring.
- Airport staff participated in Safety Management System Training.
- There will be a Tenant Meeting on April 11, 2019 at 10:30 AM.

**Discussion:**

Ms. Topham asked the reason for the delay on the project to repair water damage in the Administration Building. Mr. Rafter responded that Administration is still waiting on insurance. The scope will then have to be developed, followed by the design work, then will go out to bid, and be awarded. Work is anticipated to be done by July.

Ms. Topham asked if there were other asphalt companies that sent in bids for the Concrete Repair project. Mr. Rafter responded that a second company did not get their bid in on time.

**Statistics** – Mr. Rafter reviewed the February 2019 statistics:

- Operations are down 18.58% from February 2018; and down 25.52% from last FYTD.
- Enplanements are down 14.75% from February 2018; and up 4.46% from last FYTD.
- Jet A Gallons are up 31.28% from February 2018; and up 10.59% from last FYTD.
- Jet A Gallons are down 12.09 % from March 2018.
- AvGas Gallons are up 17.10 % from February 2018; and up 16.31% from last FYTD.
- AvGas Gallons are up 42.35% from March 2018.
- Freight is up 14.12% from February 2018; and up 5.49% from last FYTD.
- 1 Noise Complaints were filed for February 2019 compared to 0 in February 2018.

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

- Began hiring seasonal employees for the 2019 season. Two new experienced seasonal employees have been hired for the line service, and there will be seven returning seasonal employees this season. Training dates are May 6, 2019 and June 3, 2019.
- Debbie Crooks, HR and Finance Assistant, attended the job fair at the Nantucket High School.
- Katy Perales, Office Manager, will be returning to work part time on April 24, 2019

**Commissioners Comments**

- Mr. Drake recommended that the Airport write a “Thank You” letter to MASSDOT for their financial help on some of the Airport projects.

**Public Comment**

Steve Drabkin, retired federal employee, noted, that there is limited air service between Nantucket and Martha’s Vineyard, and hopes that this information will be passed on to Cape Air, with the hope of getting response from the airlines outlining its future plans regarding this issue.

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 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 Ms. Topham and **Passed** unanimously, by the following roll-call vote:

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

Meeting adjourned at 5:31 pm.

Respectfully submitted,

Lillian Sylvia, Recorder

**Master List of Documents Used**

4/9/19 Agenda including Exhibit 1 (Handout)  
3/12/19 Draft Minutes  
3/20/19 Warrant Signature Page  
4/10/19 Warrant Signature Page  
McFarland-Johnson Inc. Task Order MJ-N-16  
Jacobs Task Order No. 4  
Lakes Region Fuel Farm Inspections Contract (Handout)  
Jacobs Airfield Electrical Vault Modifications Extension  
Victor-Brandon Corp. Concrete Apron Repairs Contract (Handout)  
Hi-Lite Airfield Services Contract (Handout)  
Airport Economic Impact Study  
February 2019 Monthly Statistical Report

