

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
Philip Marks III
Jeanette D. Topham

AIRPORT COMMISSION MEETING
May 10, 2022

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

This meeting was conducted remotely by video conference via Zoom app and broadcast on the Town of Nantucket YouTube Channel.

Airport employees present were Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Katy Perales, Office Manager, Jamie Sandsbury, Business Manager and Boyana Stoykova-Nelson, Administrative Assistant.

Also present: Richard Lasdin, McFarland-Johnson Inc. (MJI) and Georgie Nugent, McFarland-Johnson Inc.

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.

Ms. Topham and Mr. Marks abstained from voting for the 3/28/22 Draft minutes, explaining that they didn't attend that meeting.

Mr. Bouscaren made a **Motion** to approve the 3/28/22 and 4/12/22 Draft minutes. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Ms. Topham made a **Motion** to ratify the 4/13/22 and 4/27/22 Warrants. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Public Comment.

None.

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

- **American Airlines Inc.-** Non-Signatory Airline Lease Agreement in the amount of \$30,751 plus \$1,500 Annual business fee plus landing, ramp, baggage, and Remain Overnight fees. Expires 03/31/23.
- **Delta Airlines Inc.-** Non-Signatory Airline Lease Agreement in the amount of \$19,707 plus \$1,500 Annual business fee plus landing, ramp, baggage, and Remain Overnight fees. Expires 03/31/23.
- **Northeast Rescue Systems-** Contract in the amount of \$49,568.27 for Supply and Delivery of sixteen (16) Sets of Replacement Firefighter Protective Gear (turnout gear) in a PF Zero Fabric.
- **South Shore Generator Services Inc.** – Contract Amendment for ARFF Generator Enclosure with Base Tank replacement to extend the contract expiration date to 10/31/22.
- **AERO Specialties, Inc.-** Contract Amendment for Supply and Delivery of 2 JST Aircraft Tractors to extend the contract expiration date to 10/31/22.
- **Everett J. Prescott Inc.-** Contract in the amount of \$10,355.50 for Replacement of the Backflow Preventer in Terminal.
- **TRAC Builders, Inc.-** Change Order No.6 for Fuel Farm Rehabilitation Phase III to extend the contract expiration date to 8/31/22. No cost Change.

Mr. Bouscaren made a **Motion** to approve the airline lease agreements, contracts and contract amendments as shown on Exhibit 1. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

Pending Matters – Mr. Rafter reported on:

091019-01 Capital Approval Process/Home Rule Petition- No change. Mr. Karberg contacted the representative's office to keep this moving and the Airport hasn't received a response back.

071420-03 Per- a polyfluoroalkyl substances (PFAS) Investigation Update- Mr. Karberg gave an update on the PFAS Investigation Status Table.

Mr. Karberg reported on the most recent Task Order that was signed by the Commissioners in April for ongoing sampling and the continuation of Phase II Site characterization. Weston Solutions will be on site to take twenty-eight (28) groundwater and thirty-six (36) soil samples with a third-party driller. That work will start the week of May 23rd.

Mr. Karberg reviewed the Interim Commission Report which is included in the packet.

Mr. Karberg expanded on the following items:

- Madaquesham Valley Road (MVR) – The Airport is tracking two (2) homes just below twenty (20) parts per trillion (ppt). Mr. Karberg explained that one (1) exceeded the relevant standards. The Airport followed the Licensed Site Professional’s (LSP) recommendation to include that house for a water service connection.
- POETS were sampled and are performing per specification.
- Fuel Farm Granular Activated Carbon (GAC) system. —Mr. Karberg reported that Weston Solutions found an unregulated compound during the routine sampling. Weston Solutions have investigated and determined the source of this to be a pumping rate issue. The follow-up sample has tested in the clear, so the GAC System is functioning properly.

Water Service Project-Mr. Karberg reported that all homes west of the Airport have been connected to Town water. The Airport continues to review the items such as plantings, lawn restoration and driveway restorations and take on any issues as they occur. The Airport has received an access agreement for a home on Nobadeer Way. Mr. Karberg explained that this home was a holdout, but eligible for sampling per previous Immediate Response Actions (IRA). Mr. Karberg stated that the airport will indicate next steps once the sample results are received.

Water Main Project.

Mr. Karberg reviewed the three (3) phases of work on MVR and West of Airport area as follows:

- All fifty (50) lateral connections from the water main to the property edge have been completed.
- All eighteen (18) water service lines from the property edge to residence have been completed.
- Seventeen (17) interior plumbing conversions to town water have been completed. Mr. Karberg reported that only one (1) property is pending with two (2) houses on it, and this is anticipated to be completed by 05/15/22.

Skyline Drive – Mr. Karberg reported that the Airport and Town of Nantucket are working collaboratively on repaving for late Spring. The design work is currently underway with the Town’s consultant. The Airport is still working on identifying a firm to replant the cul de sac at the east end of Skyline Drive.

Public Communication.

Mr. Karberg reported that no negative feedback was received regarding the discontinuation of the bottled water services. Mr. Karberg mentioned that the next step will be to notify MVR residents and the final step will be to notify the residents west of airport.

There are now two (2) residents in Nobadeer Way area who refused and continued to refuse original sampling access but are receiving bottled water. Mr. Karberg explained that there is a different standard under the Massachusetts Contingency Plan (MCP) for discontinuing their service, which we are pursuing with a LSP and Airport Counsel. Mr. Karberg will have a more information for the next Commission meeting.

Resident communication.

Mr. Karberg reported on a single resident who has expressed concern for the condition of their property following water service installation. The Airport has made contact, reviewed the site, and it appeared that items that were raised were not necessarily relevant to Airport’s work scope. Mr. Karberg reported on a single resident who received a water bill by mistake without receiving the Airport’s credit. The Airport apologized and informed the homeowner that they will not have to pay this bill, and the Airport will communicate with the Water Company accordingly. Mr.

Karberg reported that the Airport received a positive communication from two (2) residents (one written, one verbal), thanking the Airport for the speed and diligence in resolving this issue.

Major Commercial Development Application.

The Airport received an abutter notification for a Major Commercial Development (MCD) application for 1 and 7 Airport Road. The airport provided a set of comments per email handout that include PFAS and other related items such as compatible land uses per FAA's requirements, stormwater, aesthetic, and traffic. The mentioned topics have been issues the Commission has reviewed before relevant to that area, and the Airport wanted to ensure the same opportunity for these projects. Stormwater is also a potential item that could interact with the MCP investigation.

Mr. Gasbarro commented that the applications were discussed on the last Planning Board's meeting and the hearing was continued for additional information to the June meeting. The Commissioners raised the following concerns regarding this MCD application:

- Lightning
- Buffer zone/ gateway to the island
- Effective screening
- Lack of detailed drainage design plan for Storm water infiltration

The Commissioners have no objection to the commercial-use of the land as proposed, as long as it is effectively screened year-round. The Airport is one of two gateways to the island, and a majority of users of the Airport pass by this site. The Commissioners discussed sending a letter and to provide further comments to the next public hearing for this matter.

Mr. Bouscaren made a **Motion** to send a letter to the Nantucket Planning Board. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

051022-01 ATM Update- Mr. Rafter reported that the Airport's warrant articles all passed at Annual Town Meeting.

051022-02 Cape Air Flight Schedule- Mr. Rafter reported that the Airport has been notified by Cape Air that they are going to be reducing their schedule significantly due to a pilot shortage. Mr. Rafter explained that a lot of pilots decided to retire early and there was limited pilot training during the pandemic. The Airport is anticipating sending a support letter to the Congressional Delegation on potential alternative pathways for pilots to get the hours they need and other creative ways to encourage and expedite the process for pilots' training. Mr. Rafter clarified that the reduced schedule begins in June 2022 and will impact the airport's business significantly.

051022-03 LUINA Memorandum of Agreement approval- Mr. Rafter requested the Commission to approve the signed memorandum of agreement with the Union after which a new contract will be created based on the changes. The cost of living identified in this agreement is 1%, 1.5% and 1.5 % over the three years, effective July 1,2020.

Ms. Topham made a **Motion** to approve the LUINA Memorandum of Agreement. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

051022-04 Non-Union Employees COLA Discussion- Mr. Rafter recommended a 1.5% cost of living increase to the non-union personnel, effective 07/01/22, noting the increase is in line with Union and other Town negotiations and that this increase is typically approved each year.

Ms. Topham made a **Motion** to approve the recommended increase for Non-Union employees. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

051022-05 3rd Quarter Report FY22- Mr. Rafter reported that the 3rd Quarter report and the increase of the Fuel Revolver Cap will be presented to the Select Board this week. Total revenues were up about 67% or \$7.3 Million over last year, mainly due to the fuel revenue. Total fuel sales have increased \$4.3 over last year. The airport noted an increase in other areas such as PFC's, fee income, and vehicle income all because of the economy recovering from the impacts of the pandemic. The total operations and employments were up 18% and 145% respectively over this time last year. The expenses were up 45% or \$2.2 Million, mainly due to the cost of fuel. The total fuel expenses were up \$885,000. Payroll expenses are not accurate due to the receipt of the CARES Act. Grant Reimbursements. The municipal accounting system does not reflect these reimbursements or the related expenses. The surplus is about \$9.6 Million compared to about \$4 Million last year. If the projection carries through to the end of the fiscal year, the Airport will have a fund balance of \$16.7 Million.

Manager's Report

Project Updates – Mr. Rafter reported:

- **Taxiway E-** Work continues. The markings are scheduled for 05/19/22 through 05/25/22. The project is anticipated to be finish in June 2022.
- **Security Project Phase II-** The Airport is in the process of closing out this project.
- **Fuel Farm Rehabilitation-** Work is completed and the farm is operational. The Airport is working through some challenges on removing the temporary tanks.
- **Crew Quarters Housing-** Meeting was held and the selection process was discussed for an Architect. Mr. Rafter directed MJI to begin developing a Request for Qualification (RFQ) to select an architect.
- **Hangar Development-** Hagedorn Aviation 's 7460 form from the FAA has been approved and construction continues. Mr. Rafter believes that the project will be finished quickly.
- **Terminal Optimization Project-** The report from the consultant is still pending.
- **Taxiway G-** The FAA Grant application has been submitted. Two (2) bids were received and are under review.
- **Master Plan Update-** Meeting with the FAA to discuss the scope and cost of the project is scheduled for 05/13/22.

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

- **Maintenance Contract for Security System**- MJI is working on developing Request for Proposals (RFP).
- **RFQ for OPM Terminal Space Optimization**- The Airport selected CHA and the contract is being developed.
- **OPM Housing Project**- The Airport selected CHA and requested a fee proposal for their OPM services.
- **On- Call Airfield Electrical IFB**-Awarded to ENE Systems.
- **On-Call HVAC, Oil, Geothermal IFB**- Awarded to KOBO Utility Construction Corp.
- **RFP IT Services**- Out for proposals and the deadline for proposals is 05/12/22.
- **Sun Island Road RFP**- Request for Proposals is being developed.
- **Quote Process for Backflow Replacement in the Terminal**- Contract approved for Everett J. Prescott, Inc earlier in the meeting.

Operations – Mr. Rafter reported:

- FAA inspection took place May 4th-5th and went very well except two minor discrepancies. One was a sign that was faded, and the other was a couple of employees exceeded the 12-month iteration for training. Staff performed admirably.
- JetBlue Airways and United Airlines started limited service on 05/04/22.
- Taxicab Operator's Public Hearing is scheduled for 05/18/22 and the Select Board will consider increasing the taxi service rates that were requested. The Airport provided the Select Board with comments on the proposed rates.
- The Airport is continuing discussions with BETA Technologies and once the agreement is created it will be presented to the Commissioners for approval.
- The Airport is working with tenants on Bunker Road to clear leasehold boundary issues.
- TSA performed an Airline inspection.
- Staff is working on next steps for the recently appropriated capital projects and starting to develop the FY24 requests which is due in July.
- Mr. Rafter reminded everyone the deadline to submit for Commissioner positions is 5/20/22.

Statistics – Mr. Rafter reviewed the March 2022 Statistics:

- Operations are down 7.91% from March 2021; and up 17.78% from last FYTD.
- Enplanements are up 12.03% from March 2021; and up 145.45% from last FYTD.
- Jet A Gallons are down 2.82% from March 2021; and up 39.74% from last FYTD.
- Jet A Gallons are up 52.83% from April 2021.
- AvGas Gallons are down 39.90% from March 2021; and up 10.37% from last FYTD.
- AvGas Gallons are up 52.83% from April 2021.
- Freight is down 22.62% from March 2021; and down 28.03% from last FYTD.
- No Noise complaints were filed for March 2022.

Personnel Report- Mr. Rafter reported on:

- Ben Reppert has been hired as a Maintenance Specialist II.
- The Airport made an offer to an individual for Maintenance Mechanic position, but the offer was declined, because the individual accepted a position with another Town department.

Commissioners Comments-

Mr. Gasbarro asked the Commissioners if they would like to try the new trailer for meetings in June or wait until July.

The Commissioners discussed and agreed that they prefer to wait and continue with the zoom meetings this point.

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 Walsh, where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission. **Second** by Ms. Planzer and **Passed** unanimously, by the following roll-call vote:

Mr. Bouscaren- Aye

Ms. Planzer- Aye

Ms. Topham- Aye

Mr. Gasbarro- Aye

Mr. Marks- Aye

Meeting adjourned at 6:02 pm.

Respectfully submitted,

Boyana Stoykova-Nelson, Recorder

Master List of Documents Used

5/10/22 Agenda including Exhibit 1 (Handout)
3/28/22 Draft Minutes
4/12/22 Draft Minutes
4/13/22 Warrant Approvals
4/27/22 Warrant Approvals
American Airlines Inc. Lease Agreement
Delta Airlines Inc. Lease Agreement
Northeast Rescue Systems Contract
South Shore Generator services Inc. Contract Amendment
AERO Specialties, Inc. Contract Amendment (handout)
Everett J. Prescott, Inc. Contract
TRAC Builders, Inc. Change Order No.6 (handout)
PFAS Investigation Status Table
PFAS Interim Data Submittal
Nantucket Planning Board 1&7 Airport Road MCD Permit (handout)
Memorandum of Understanding between Union and Airport
3rd Quarter Report FY22
Noah Karberg's Letter to Select Board Taxi Rates (handout)
March 2022 Monthly Statistical Report

