

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
June 11, 2019

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

Commissioner Anthony Bouscaren 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, Jamie Sandsbury, Business and Finance Manager, and Katy Perales, Office Manager.

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 approve the draft minutes dated 4/9/19 and 5/14/19. **Second** by Ms. Planzer and **Passed** unanimously.

Ms. Topham made a **Motion** to ratify the 5/22/19 and 6/5/19 Warrants. **Second** by Ms. Planzer **Passed** unanimously.

Public Comment

None

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

- **ACKlete Fitness**- Beach license agreement for an exercise class on Nobadeer beach for an annual business fee of \$1,500. No classes are to be held between 11:00 AM -5:30 PM and expires 8/18/19.
- **Republic Airways dba American Eagle**- Seasonal Airline Agreement in the amount of \$18,000 plus \$1,500 Annual Business fee, landing fees and stair use as needed.
- **Delta Airlines, Inc**- Seasonal Airline Agreement in the amount of \$24, 800 plus \$1,500 Annual Business Fee, \$480 Intercom Fee, and landing fees.

- ➔ **Hyannis Air Service Inc, (Cape Air/Nantucket Airlines)**- Terminal airline agreement in the amount of \$96,480, plus \$1,500 Annual Business Fee, \$960 Intercom Fee, plus landing and freight fees.
- ➔ **Ross Rectrix**- Terminal airline agreement in the amount of \$32,280, plus \$1,500 Annual Business Fee, \$480 Intercom Fee, plus landing fees.
- ➔ **Wiggins Airways**- Annual Operating Agreement for an Annual Business Fee of \$1,500, plus landing and freight fees. Flies for UPS and FedEx.
- ➔ **Hungry Minnow**- Lease agreement in the amount of \$3,744 plus \$1,500 Annual Business Fee, for a one year agreement for concession space in the seasonal hold room tent.

Rebecca Chapa, owner of the Hungry Minnow, gave a presentation introducing the Flying Minnow, a concession that would be located in the temporary seasonal hold room and provide snack and beverage options for passengers once they go through security. Ms. Chapa explained staff will include employees from the Hungry Minnow, her concession located at Children's Beach,. Ms. Chapa has a background in the wine business, event management business and has retail experience. The flying Minnow would offer prepackaged snacks, souvenirs, and non- alcoholic beverages, along with beer and wine possibly in the future Ms. Chapa hopes to have the Flying Minnow up and running by July 1, 2019.

Commissioner comments/questions:

Ms. Topham asked if they would have to complete ServSafe training. Ms. Chapa explains that if they end up getting a liquor license, employees will have to be TIPS certified, and they will most likely have to have employees ServSafe trained.

Ms. Topham asked how drinks will be served. Ms. Chapa explained drinks will primarily be served in cans and plastic.

Ms. Topham expressed her concern with foods containing nuts. Ms. Chapa explained that they take nut allergies very seriously, and that they have a peanut free kitchen.

Mr. Gasbarro asked how they plan to store their supplies. Ms. Chapa explained she is looking at pre fab shed structures that can be locked up. Ms. Chapa also explained they do not plan to leave n excess stock at the Airport, and plan on doing daily re-stockings.

Mr. Gasbarro asked how bringing things through TSA so often will work. Mr. Rafter explained that there would be early morning pre screenings and finding another period throughout the day that would be appropriate for necessary restocking.

Mr. Drake said he understood there was no plan to provide alcoholic drinks this summer. Mr. Rafter explained that if there is time and the Flying Minnow can obtain a liquor license, this could happen .

- ➔ **Southern Airways**- Seasonal airline agreement in the amount of \$4,000 plus \$1,500 Annual Business Fee, and \$480 intercom fee. Plus landing and ramp fees.
- ➔ **P&M Reis Trucking, Inc.**- Three year contract for rubbish removal service not to exceed \$60,00. This is an operating expense.
- ➔ **Computer Assistance Services**- Three year contract for Airport IT services not to exceed \$207,000. This is an operating expense.

- **Grey Wall (Veoci)**- One year software subscription for VEOCI software in the amount of \$31,400. Includes up to 30 house professional service hours package. This is an operating expense.
- **Nantucket Auto Supply**- Contract not to exceed \$40,000 to provide parts and supplies to maintain. Equipment owned by the airport and receives 25% discount off list price for all products. This is an operating expense.
- **Kobo Electrical Corp.**- Change order in the amount of \$17,560 for the temporary generator rental. This is a capital expense.
- **Jacobs Engineering Group, Inc.**- Supplemental Agreement in the amount of \$32,300 for installing concrete hardstands and apron repair. The revised total for the contract is \$185,200 and is ASMP MassDOT grant eligible. This is a capital project.
- **Victor-Brandon Corporation**- Change order to deduct the amount of \$32,300 and add six (6) calendar days to install concrete hardstands and apron repairs. Revised completion date of 6/30/10. This is a capital expense.
- **R.A.D. Corp.**- Contract amendment not to exceed \$60,000 for seasonal hold room improvements to remove temporary tent structure and replace with new tent structure. This is a capital expense.
- **McFarland-Johnson, Inc.**- Contract amendment in the amount of \$12,400 for additional resident engineering services for runway 6-24 paint and rubber removal and paint markings. This is a capital expense.
- **Hi-Lite Airfield Services**- Contract amendment in the amount of \$31,776 for additional crack seal administration for runway 6-24 paint and rubber removal and pavement markings. This is a capital expense.
- **McFarland-Johnson, Inc.**- Contract in the amount of \$64,600 for fuel farm upgrades phase II to remove underground tank and fuel farm fire suspension system testing. This is a capital expense.
- **McFarland-Johnson, Inc.**- Contract in the amount of \$42,770 for design and procurement for the administration building restoration project. This is an operating expense.
- **McFarland Johnson, Inc.**- Contract in the amount of \$37,000 for design and procurement for runway 6-24 emergency repair. This is a capital expense.
- **O.H. Striping, Inc.**- Contract in the amount of \$94,859 for surface preparation and restoration for runway 6-24 emergency repair. This is a capital expense.
- **McFarland-Johnson, Inc.**- Contract in the amount of \$10,00 for engineering professional services for on-call aviation financial planning. This is an operating expense.
- **McFarland-Johnson, Inc.** Task Order MJ-A-04- This contract was not reviewed and Mr. Rafter asked that it be removed from consideration.

Mr. Gasbarro made a **Motion** to approve the following agreements and contracts- ACKlete Fitness, Republic Airways dba American Eagle, Delta Airlines, Inc., Hyannis Air Service, Inc., Ross Rectrix, Wiggins Airways, P&M Reis Trucking, Inc., Computer Assistance Services, Grey Wall, Nantucket Auto Supply, Kobo Electrical Corp., Jacobs Engineering Group, Inc., Victor-Brandon Corporation, McFarland-Johnson, Inc. Task Order MJ-N-13A, McFarland-Johnson, Inc. MJ-N-15, McFarland Johnson, Inc. MJ-N-17, McFarland-Johnson, Inc. MJ-N-20, and McFarland-Johnson, Inc. MJ-N-11 excluding the McFarland Johnson Inc. Task Order MJ-A-04 **Second** by Ms. Topham and **Passed** unanimously.

Mr. Gasbarro made a **Motion** to approve the following agreements and contracts- Southern Airways, R.A.D. Corp., Hi-Lite Airfield Services, and O.H. Striping, Inc. With the proviso that they will not be executed for the airport until receipt of the signed contract, not to exceed the

specified amounts and that the chairman, or in his absence the vice chairman, be authorized to sign the contracts on behalf of the Commission. **Second** by Ms. Topham and **Passed** unanimously.

Mr. Gasbarro made a **Motion** to approve the proposed lease with the Flying Minnow. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Ms. Topham- No
Mr. Gasbarro- Aye
Ms. Planzer- Aye
Mr. Drake- Aye

Pending Matters – Mr. Rafter reported on:

- **011315-2 General Fund Repayment Proposal and Discussion of In-Kind Service-** Mr. Rafter reported that the repayment agreement has been signed by the select board. Mr. Rafter asked for the Commission’s approval for the repayment of the general fund for FY19 in the amount of \$190,556.43.

Ms. Topham made a **Motion** to approve repayment to the general fund for FY19 in the amount of \$190,556.43. **Second** by Mr. Gasbarro and **Passed** unanimously.

- **050916-1 Crew Quarters Development-** Mr. Rafter reported that engineers have begun the process of developing the financial risk model.
- **111318-3 Nantucket Memorial Aviation Wall for Terminal-** Mr. Rafter reported that Lillian Sylvia, Administrative Assistant, will be putting together an agenda and date for the dedication. The family of John Larkin has been contacted and will be invited, as well as other families of those presented on the wall. The dedication will take place at the end of July.

061119-1 Non-Union Employees COLA Discussion- Mr. Drake reported that the town is budgeting a 2.5% increase for non-union employees. Mr. Drake recommends a 2.5% increase for everyone except for two people, a 4% increase for the Business Finance Manager and a 5% increase for the Assistant Airport Manager.

Mr. Gasbarro made a **Motion** to approve the 2.5% increase for non-union employees and accepting the 4% increase for the Business Finance Manager and 5% increase for the Assistant Airport Manager. **Second** by Ms. Planzer and **Passed** unanimously.

061119-2 Southern Airways Service Update- Mr. Rafter reported that Southern Airways has a schedule posted, and will be serving Providence, RI, Norwood, MA, and New Haven, CT from Nantucket.

Manager’s Report – Mr. Rafter reported:

Project Updates

- **Administration Building Flood Damage-** Received one bid, and working with insurance company the insurance to get it up to the bid price.

- **Seasonal Hold Room Phase II-** Will open to passengers on Thursday, June 13, 2019. Flooring has been installed, fence work is complete, the temporary tent has been installed, and the electrical and data cables have been installed. The American Airlines podium is set up. JetBlue podium is set up with the exception of IT equipment.
- **Concrete Hardstands-** Project completed. Remaining funds from MassDOT to use for taxiway patching and testing has been completed. MassDOT has approved funding for testing on taxiway echo that will be completed within the next week.
- **Pavement Markings-** Project completed. Working with engineers on residual impacts of paint removal from the center line of Runway 6-24. Contracts were approved.
- **Generator for Airfield Lighting-** Installation has been completed. Two doors that were damaged in a wind storm need to be replaced. To be completed within the next two to three weeks.
- **ALP Update (Geometry Analysis)** – Waiting approval from FAA.
- **EA/EIS-** Archeological work was complete. No cultural resources were identified. Working on developing a report. To be completed by the fall.
- **PFC Application-** Work has begun, and data is being gathered for the second application.
- **Bunker Road Drainage Issue-** Working with engineers on a solution.

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

- **UPS-** Has been awarded
- **Fuel Farm Supply RFP-** Received five bids which are under review. .
- **Bunker Road Parcels-** Received two bids for separate parcels which are under review.

Operations – Mr. Rafter reported:

- Certification Inspection from FAA was conducted from May 22, 2019 – May 24, 2019. Mr. Rafter thanked Mr. Karberg and staff, since he was unable to be present for the inspection. A total of six (6) items were written up in the compliance letter. Two (2) items have been completed, extension request granted for one (1) item, and Airport staff is working to complete the rest.
- On June 4, 2019, TSA Assistant Federal Security Director of Screening and the Regional Council for TSA did a follow up visit to prior meeting. Seasonal preparation and compliance issues were reviewed. TSA will increase staffing by nine employees for the summer season. TSA will be deploying techniques that should expedite the flow of passenger screening.
- For wine festival, sales were up 31% or \$37,166
- For Memorial Day weekend, sales were down 11% or \$30,120
- Mr. Rafter reported that there is not enough data to determine whether tenants or transients follow the Airports Voluntary Noise Abatement Routes conducting flight to and from Nantucket.

Mr. Rafter reported that the cleanup warrant for the end of the Fiscal Year will need to be signed On July 2 or 3

Statistics – Mr. Rafter reviewed the April 2019 statistics:

- Operations are down 0.49% from April 2018; and down 23.14% from last FYTD.
- Enplanements are down 18.58% from April 2018; and up 3.36% from last FYTD.
- Jet A Gallons are down 16.73% from April 2018; and up 9.59% from last FYTD.
- Jet A Gallons are down 6.09% from May 2018.
- AvGas Gallons are down 1.94 % from April 2018; and up 16.12% from last FYTD.
- AvGas Gallons are up 0.27% from May 2018.
- Freight is up 39.12% from April 2018; and up 8.78% from last FYTD.
- 0 Noise Complaints were filed for April 2019 compared to 1 in April 2018.

Personnel Report- Mr. Rafter reported:

- Mr. Rafter congratulated and presented Mr. Karberg with a plaque and a shirt for qualifying as an of Accredited Airport Executive. .

Commissioners Comments

- Mr. Gasbarro made a comment about trying to utilize the Airport parking lot for non-airport needs.
- Mr. Drake reported that the Commission was invited by the President of Southern Airways to attend a dinner to inaugurate their service. The State Ethics Commission representative he spoke with said it would be inappropriate for Mr. Drake to attend. Mr. Drake asked that Mr. Karberg let Southern Airways know that the Commission is unable to attend due to the Mass. ethics rules, but to thank them for the invite.

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

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

Meeting adjourned at 5:52 pm.

Respectfully submitted,

Lillian Sylvia, Recorder

Master List of Documents Used

6/11/19 Agenda including Exhibit 1(Handout)

6/11/19 Airport Commission Meeting

4/9/19 Draft Minutes
5/14/19 Draft Minutes
5/22/19 Warrant Signature page
6/5/19 Warrant Signature Page
ACKlete Fitness License Agreement
Republic Airways, Inc. Lease Agreement
Delta Airlines, Inc. Lease Agreement
Hyannis Air Service, Inc. Lease Agreement
Ross Rectrix Lease Agreement
Wiggins Airways Lease Agreement
The Hungry Minnow dba The Flying Minnow Lease Agreement
Southern Airways Express Lease Agreement
P&M Reis Trucking Inc., Contract
Grey Wall Software, LLC Contract
Nantucket Auto Supply Contract
Kobo Electrical Corp. Contract Amendment (Handout)
Jacobs Engineering Group, Inc. Contract Amendment
Victor-Brandon Corporation Contract Amendment
MJ-N-13A Task Order
Hi-Lite Airfield Services, LLC Contract Amendment
MJ-N-15 Fuel Farm Upgrades Task Order
MJ-N-17 Administration Building Restoration Task Order
MJ-N-20 Runway 6-24 Emergency Repair Task Order
O.H. Striping, Inc. Contract
MJ-N-11 On-Call Aviation Financial Planning Task Oder
Southern Airways Service Update Letter
April 2019 Monthly Statistical Report
2019 Annual Conference &Exhibition. Tampa, FL Agenda

