

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

Noah Karberg, 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
July 11, 2023

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

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 Noah Karberg, Airport Manager, Preston Harimon, Assistant Airport Manager, Boyana Stoykova-Nelson, Office Manager, and Vilina R. Ilieva Administrative Assistant.

Also present: Philip Cox, CHA Companies.

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. Gasbarro asked for comments and concerns on the 06/20/23 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Ms. Topham – Abstained

Ms. Planzer - Aye

Mr. Bouscaren - Aye

Mr. Marks - Aye

Mr. Gasbarro - Aye

Mr. Bouscaren made a **Motion** to ratify the 06/07/23 and 06/28/23 Warrants **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Public Comment:

None.

071123-01 Election of Officers/Assign Sub - Committee Members

Ms. Topham made a **Motion** to nominate Mr. Gasbarro as Chairman of the Commission.
Second by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Mr. Bouscaren made a **Motion** to nominate Ms. Planzer as Vice-Chairman of the Commission.

Ms. Topham made a **Motion** to nominate Mr. Marks III and **Passed** by the following roll call vote:

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

Ms. Planzer was chosen as Vice Chair by every commissioner who cast a vote.

The Airport Commission Sub-Committees members for FY23 are as follows-

Long-Rang Plans/Policy-

Mr. Marks, Mr. Gasbarro and Ms. Planzer

Airfield Policy/Facilities/Maintenance-

Mr. Marks, Mr. Gasbarro and Ms. Planzer

Personnel-

Mr. Bouscaren and Ms. Topham

Noise/Environmental/Energy-

Mr. Gasbarro and Mr. Marks

Service/Public Relations-

Mr. Bouscaren and Ms. Topham

Finance-

Mr. Marks, Mr. Gasbarro, Ms. Planzer, Mr. Bouscaren and Ms. Topham

Public Comment:

None

071123-02 Grant Signing Letter of Authorization:

Mr. Gasbarro explained that this is the annual letter to allow the Chairman or the Vice Chair to sign contracts, grants, or other agreements on behalf of the entire commission.

Ms. Topham made a **Motion** to approve the Grant Signing Letter of Authorization. **Second** by Mr. Marks and **Passed** by the following roll call vote-

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

021423-04 Hangar 8

Mr. Karberg provided an update for Hangar 8 that he held two (2) conversations as follow up to the previous meeting: Hagedorn Aviation would be interested in potentially discussion terms of the Hangar 8 renovation for aviation use, abatement for repairs, and shared use.

The Nantucket Flying Association (NFA) would also be interested in Hangar 8 space. NFA does not necessarily have the same financial backing to take on the responsibilities for renovation and payment. The Airport received additional interest from a tenant in running this space as an auto repair shop.

Currently, Mr. Karberg is moving forward toward direct negotiation for aviation use with Hagedorn Aviation.

Mr. Karberg will have more to report on at the August Commission Meeting.

Public Comment:

None

071123-03 PFAS Related Water Service Policy Review

Mr. Karberg announced that last year, the Commission extended the Airport provisions of bottled water to approximately seven (7) residences that had PFAS detections below 20 parts per trillion. These homes were in a position where the Airport Water main did not abut traditional curb frontage, and if the owners wanted to connect to Town water, they faced additional challenges in accessing an updated section. At the time, the Airport Commission elected to extend bottled water service for another year. Since this last meeting in August 2022, the Town has received a State Revolving Fund to design and construct additional water mains that would serve this area. Construction relevant to these seven (7) homes could begin in the Fall. Mr. Karberg recommended an extension to February 28th, 2024. This timeline will allow for the Commissioning of the new main plus an additional 90 days for homeowners to mobilize a contractor to provide the connections. Mr. Karberg discussed this with the Town, Airport Counsel, and Consultants, and the revision should not present an issue. Mr. Karberg asked the Commissioners to receive the policy for the August meeting and perform outreach to this residence.

Commissioner Comment:

None

Pending Leases/Contracts -Mr. Karberg presented Exhibit 1 for approval of the following contracts, leases, contract amendments.

- **Lyft, Inc.** – Lease Agreement exp. 05/31/2026. The company will pay a Trip Fee per Airport Rates and Charges.
- **Clean Harbor Environmental Services, Inc.** – Contract for pick up the Disposal of PFAS Resin/carbon to be picked up in the amount of \$54,912.90.
- **McFarland – Johnson Inc.** – Contract for On-Call Engineering and Architectural Services. This is three (3) years Contract. Amount N/A
- **Department of Transportation Federal Aviation Administration** - Amendment No. 1 to Article three (3) and Article four (4) for Reimbursable Agreement for Taxiway Golf Improvement.

Mr. Bouscaren made a **Motion** to approve the leases, contracts and contract amendments as set forth in Exhibit one (1). **Second** by Ms. Topham and **Passed** by the following roll call vote:

Ms. Topham - Aye

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

Pending Matters – Mr. Karberg reported on:

- a. **091019-01** Capital approval Process/Home Rule Petition
- b. **071420-03** Per and Polyfluoroalkyl Substances (PFAS) Investigation Update
- c. **050923-01** Crew Quarters Project
- d. **062023-06** South Apron Expansion Project

Mr. Karberg reviewed the Capital approval process and Home Rule Petition. The Airport and the Finance Director reviewed the process for utilizing the Home Rule Petition passed by Mass General Legislature that would allow the Airport to receive Appropriation for Grant projects where funding did not accommodate the Annual Town Meeting schedule. The Airport identified a procedure, and further work is needed. Generally, the procedure would involve:

- The Airport to discuss the Grant and Project with Town Finance Director.
- Formal approval and adoption by the Airport Commission.
- The Airport and Town Finance Director must bring the project to the Finance Committee for discussion.
- Mr. Karberg and the Town Finance Manager collectively to present the Project to the Select Board.
- The Select Board advertise the decision in a paper for a fifteen (15) days window.

Per and Polyfluoroalkyl Substances (PFAS) Investigation update - Mr. Karberg announced that 545 samples have been taken from 80 individual wells. Data is being received from the Spring sampling and is currently being analyzed by the Consultant for inclusion in the August Inflation Reduction Act (IRA) update. This will be the final IRA required by Mass DEP. The Consultant will present the update at the September Meeting. The Airport still has the option to ask for a received non-regulatory Interim Status Updates.

Deep well Drilling has been moved back to September, based on contractor availability.

Hearing None

Crew Quarters Project – The Airport met with the Finance Department to review the Procurement methods for the modular building and on-site labor.

Mr. Karberg shared the schedule:

- The modular RFP for the building only needs to be issued by August 7th.
- The site RFP for the general contractor needs to be issued by September 7th for a thirty (30) day bid time frame. This bid will be returned by the General

Contractor by October 7th. The Bids will be held until November 7th, for the Special Town Meeting, and any escalation of cost could be addressed with a vote.

- If the Airport misses these dates, the project may be pushed to 2025 occupancy.

The Airport meet with the OPM, and Sewer Department to review the sewer connection. The closest sewer access is approximately 600 feet South of the site at the Nantucket New School. Mr. Karberg thinks that the Sewer may need to be connected along the street. The cost of the connection can be waved by the Town. The Excavation installation will be a submittal cost to the project, and it may need a special appropriation in the Special Town Meeting. The Airport will get this confirmed by the survey crew.

- Bracken Engineering marked out the test Pit location on July 7th. The Geotechnical engineers will do test pits on July 18th. The digging will be performed by Toscana Corporation.
- The Airport will try to include a preliminary review of the Building Architecture on the next HDC Agenda. The final filing deadline for that meeting is July 17th for a meeting on July 25th.

Mr. Gasbarro would like to know if the Airport will make the sewer separate.

Mr. Karberg answered that he spoke with the OPM and the engineer, and they both thought that the Airport is good on cost and timing for continuing with it as a design item.

Mr. Marks would like to add that the Barging, offloading, transportation to the site sometimes is not included by the modular companies.

Mr. Karberg will check with the OPM that this will be covered and included in the Bid.

Mr. Philip Cox replay that when RFQ for the modular portion the modular transportation to the Island will be on the company not on the General Contractor. Mr. Cox will communicate with the modular company that they will include the transportation in the RFQ.

The South Apron Expansion Project -

Mr. Karberg announced the Bid Opening on July 7th. The Airport received a bid from Robert B Our for \$36 million, which was overestimated. The Airport consultant is doing the bid analysis and additional coordination with the FAA. The project may be delayed by a year.

Manager's Report- Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Taxiway Golf (TW G).** – Continue to work through Fall.
- ➔ **Master Plan** – Forecast under review by FAA.
- ➔ **Geometry Project** – The Airport works through alternative evaluation.
- ➔ **HVAC** – Completed.
- ➔ **Southwest Ramp Expansion.** – No further updates.
- ➔ **Runway 624 Project** – This is a project scheduled to begin in 2026. Internally following our consultant selection in August. No further updates.
- ➔ **Terminal Optimization** – Meeting Discussion with the Chair and Vice Chair to define the design scope.
- ➔ **ARFF Truck – index change** – The Airport received one bid for each, ARFF Truck and ARFF Equipment. The bids will be evaluated soon.

- **Capital Improvement Program** – The program list will be updated in August with FAA and MassDOT.

Project Updates – Non-AIP

- **Crew Quarters.** Previously discussed.
- **Lightning Arrestors** – Previously discussed.
- **Right Away Research** – The airport will review with the Surveyor Contractor and Airport Council for the most efficacious way to extinguish Old South Road and Teasdale Circle.
- **Standard Passenger Plan** – Mr. Karlberg will have a follow-up in August.

RFP/Bid Status:

- **IFB for Automatic Doors** – The Contract was awarded to Allegion Access Technologies. Pending signature from vendor.
- **IFB for South Apron Expansion** – The Airport received one bid and it's under review.
- **IFB for ARFF Truck Equipment** – The Airport received one bid and it's under review.
- **IFB for ARFF Vehicle** - The Airport received one bid and it's under review.
- **RFQ for Terminal Optimization Project** – The Airport is in the fee negotiation stage.
- **RFQ for Engineering and Planning** – Contracts were approved earlier in this meeting.
- **RFP for J&K Lots** – Permitting has been finished and appraisal is completed. RFP is being developed.
- **RFP for Impound Lot** – The Airport received the draft appraisal.
- **RFP (Potential) between Town and DPW** – The Airport received the draft appraisal and it's under review.

Operations Update

- The FAA Inspection follow up – The Airport has two items: The first one is to update the training Master List. The second one is Markings to be repaired or repainted on the Airfield.
- Nantucket Oasis Lease – Oasis will have temporary access through Toscana lot.
- Statue Park – Airport staff are working to improve the grass.
- Fuel Supply - The Airport will continue to work through a number of logistical challenges.
- Air Service – Mr. Karberg opinion is that there is a lack of general system resilience.
- Special Town Meeting – The Airport has two articles. This is the zoning article and appropriation article.

- Travel Request – Mr. Karberg requested the September Meeting to be rescheduled for September 19th. The Airport Manager will have the AAAE conference between September 8th until September 13th.

Commissioners approved the September 19th Agenda Meeting.

Statistics – Mr. Karberg reviewed the May 2023 Statistics:

- For May Operations total down is 11% and down 9% FYTD.
- SW ramp operations are up 1.5% in May.
- Enplanements were up 6% from May and up 1% FYTD.
- Cape Air Service
 - Boston 20% increase in Enplanements Passenger.
 - New Bedford 40/% increase.
 - Hyannis 74% down.
 - Martha’s Vineyard 3% up.
- Jet A Gallons sold up 2 % from May and up 3% in June.
- 100 Low Lid increased 15% in May and decreased 20% in June.
- Freight is up 3.8% in May.
- 3 Noise complaints for May 2023.
- All Large Carriers are up in June.

Personnel Report- Mr. Karberg reported on:

- Retirement announcement – Lenny Liburd, custodian for 25 years, retiring at the end of September.
- New Hire – Cameron Woods has accepted the Environmental Coordinator position. Start at the end of July.
- Appointment Announcement – Mr. Karberg has been appointed Vice Chair of the AAAE Environmental Service Committee. The primary role is to guide industry policy to regulators and assist membership with implementing complex solution frameworks to environmental challenges at airports.

Commissioners’ Comments.

Hearing None.

Public Comments

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 collective bargaining. 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

3: To discuss Strategy with Respect to Pursuing Legal Claims against Manufacturer of Polyfluoroalkyl Substances (PFAS) and other potential sources of PFAS, where the Chair has determined that an open meeting may have a detrimental effect of the Litigating position of the Airport Commission. **Second** Ms. Topham and **Passed** unanimously, by the following roll-call vote:

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

The meeting adjourned at 6:03 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

07/11/23 Agenda including Exhibit 1
06/20/23 Draft Minutes
06/07/23 Warrant Approvals
06/28/23 Warrant Approvals
Nantucket Election of Officers/Assign Sub-Committee Members
Grant Signing Letter of Authorization
Hanger 8
PFAS Related Water Service Policy Review
McFarland-Johnson – Airport On-Call Architectural and Engineering Services (Contract)
McFarland-Johnson – Airport On-Call Planning and Architectural Services (Contract)
Lyft, Inc Agreement
Clean Harbors Environmental Services, Inc (Contract)
Capital Approval Process/Home Rule Petition
Per-and Polyfluoroalkyl Substances (PFAS) Investigation Update
Crew Quarters Project
South Apron Expansion Project

Preliminary FY25 Capital Request
Monthly Statistical Report