

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
August 08, 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 07/11/23 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

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

Ms. Topham made a **Motion** to ratify the 06/30/23 and 07/19/23 Warrants **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

Public Comment:

None.

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

- **Memorandum of Agreement** – Department of Homeland Security To meet the planning Guidelines and Design Standards and Checked Baggage inspection System Remediation Projects.
- **Toscana Corporation** – Amendment No. 1 to adjust land lease by 4,425 square feet. New Base Rent - \$70,841.28 adjusted annually.
- **Toscana Corporation** – Amendment No.2 to Lease- rent abatement Grant an Access License Agreement to Nantucket Oasis Pool & Spa, and to provide Toscana a rent credit for the access area. -\$8,640.00
- **Victor Brandon Corporation** - Change Order No.1 to Provide Underground Utility Location Services, Relocate, Reconstruct, Mark, Light and Sign Taxiway G. New contract amount including amendment - \$5,588,864.70.

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

Mr. Gasbarro – Recused himself from voting.

080823-01 Declaration of Surplus property Bunker Road:

Mr. Karberg explained the declaration: The Airport has two (2) Declarations: First one is for Impound Lot associated with mixed storage. The land was appraised at \$2.50 per square foot. That will combine dedicated Impound use of approximately 10-20 vehicles, with an auto repair shop and storage use. The Second Declaration is for portion of seventy-seven (77) and seventy-nine (79) Bunker Road. This is also recently appraised at \$2.25 per square foot. This two (2) lots are portions behind the existing tenants Victor Brandon and Toscana Corporation. The two lots combined are 23,652 square feet. No Further Discussion.

Ms. Planzer made a **Motion** to declare to make the declaration. **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

080823-02 Minimum Standards Update

Mr. Karberg present for review and vote to the Commissioners updated Airport Minimum Standards. The update is specific to section L page seventy-seven (77) of the packet, announce the phrase “at all times”. This is in response to the Standard Passenger Plan and flight cancellations. In the event of a late-night cancellation to answer passenger questions, until such time as passengers depart the terminal, or the terminal has been locked for the evening.

Ms. Topham made a **Motion** to adopt the revision of Minimum Standards. **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

071123-03 PFAS Related Water Service Policy Review

Mr. Karberg presented the policy update for Commissioner discussion and approval to extend Bottled Water Services until February 28,2024 for a small group of residents West of Nantucket who do not have access to a water main. This extension will continue automatically, and residents do not need to notify Nantucket. Mr. Karberg has reached out to this ownership group for comments and has not received any.

Commissioner Comment:

None

Ms. Topham made a **Motion** to adopt the revised policy. **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

Finance – Mr. Karberg reported on:

a. 080823-03 Capital Projects FY25 Budget Update

The Airport reviewed and updated the Capital Project list. The Airport removed one project and updated the cost estimates with some additional supporting documentation. The first significant change is, the Airport removed 1.2 million dollars for Electrification.

- Ramp High Master Light – Budget numbers will stay the same.
- PFAS Phase 2 – No significant update.
- Parking Lot and Access Road – The Airport increased the price based on the recent bid for asphalt.
- Ground and Landing Project – this is an upcoming operational budget to install protection for Fuel Farm, Terminal, and remote Gates.
- Catch Basin Cleaning Replacement – the price increase after engineering review.
- Paints and Beads Rubber Marking Removal – No updates.

b. 080823-04-03 4th Quarter Report FY23

Revenue:

- Increased by 10% over FY22. Fuel sales, land rental income, and fee income are the main drivers of this increase.
- Increased despite operations decreasing 10%, enplanements remain static.
- Nantucket has played the hand it was dealt with well, take advantage of increased General Aviation Jet A uplifts, and increased business activity.

Expenses:

- Increase by 22% over 2022.
- Retirement payouts buffered by previous stabilization fund planning.
- High operating expenses due to inflation, outsourcing due to outsourcing/positional losses.
- Fuel expenses are higher but offset by revenue.
- Forecasting expenses is more difficult than revenues, a challenge to stay under expenses/demonstrate future revenue in budget cycle.

Net Earnings: \$8.5M, Surplus of \$7M, and a projected fund balance of \$7.5M.

Optimism: The Airport staff adapting to changes in fleet and services and adapting to inflation. Room to increase Rates and Charges. Non aeronautical land use development will continue the rates adjustment.

Caution: The Airport will continue stewardship of the fund balance to pay down debt. In this high-cost environment, the sponsor share of AIP projects is substantial – (debs payments equal operating expenses).

Pending Matters

a. 071420-03 Per-and Polyfluoroalkyl Substances (PFAS) Investigation Update.

Mr. Karberg gave an update that eighty (80) individual samples are taken from 545 wells. The Airport is currently reviewing Fall sampling Task Order from McFarland Johnson and Western Solutions. The fall sampling will merge with Spring sampling with the drilling portion that was delayed. The initial PFAS appropriation was \$8 million at the 2021 Actual Town Meeting. Actual expensed dollars against this account are \$7.3 million, not including amounts currently encumbered. The Airport may be in a position to delay some work from our spring sampling until after July 1.

IRA status report is due end of August and will be present have consultant presentation in September Meeting.

b. 050923-01 Crew Quarters Project

Mr. Karberg gave an update that Bracken Engineering and Toscana Corporation completed the geotechnical and soils investigation. The Modular Request for Proposal (RFP) will be issued and available to the public on August 17th. The General contractor RFP is to be issued on September 7th. The Airport had taken the initial architectural design to HDC and NFP. The Airport continues forward to complete the Design phases.

i.080823-05 Crew Quarters Phase II Alternative Presentation

Mr. Phil Cox, OPM at CHA Consulting, will provide an update and review of the proposed site concept. The draft concept can be found in the packet.

Commissioners' Comments.

Hearing None.

c. Sout Apron Expansion Project

The Airport issued the bid for a partial ramp. That included alternative one (1), which included the replacement of seven (7) catch basins for a total of \$36.5 million.

Alternative two (2) added another 7,500 square yards for a total of \$40.8 million for Alternatives one and two. The Bid was over estimated, but the FAA was able to add more funds after the Airport regrouped and de-scoped the project to approximately 25,000 square yards. For the 40.8 million, the FAA will fund \$32.4 Million, Nantucket Airport will fund \$6.6 million, and MassDOT will fund \$1.8 million. The Airport is waiting for the Grant Award Letter from the FAA to be confirmed, and the next step will be the Commissioner's review and vote.

Commissioners' Comments.

Hearing None.

Manager's Report- Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Taxiway Golf (TW G).** – Reviewed alternate Fall Ramp operation with relocated center line with Air carriers and Air traffic. The Airport may push back the project to start September 28th to accommodate the United Airlines last day.

- **Master Plan** – The Airport has a meeting on August 23rd. The meeting will be one (1) of three (3) and won't be open to the public.
- **Geometry Project** – No update.
- **Southwest Ramp Expansion.** – No further updates.
- **Runway 624 Project** – No update.
- **Terminal Optimization** – No update.
- **ARFF Truck – index change** – The Airport Awarded the Bid for the trucks to Oshkosh. The tools Award went to Industrial Protection Services.

Project Updates – Non-AIP

- **Hangar Development** - The Airport has met on-sit with representatives from Hagedorn Aviation. They provided a good concept for updating Hangar #8, providing opportunities, and providing the Airport opportunity for storage as well. The Airport would like to proceed to negotiate terms with them in late Fall or early Winter.
- **General Aviation Hangars** – The Airport may reduce occupancy or discuss Liability waiver. The Airport would like to provide an affordable hangar opportunity for the tenants.
- **Lightning Arrestors** – Some immediate work is required to install surge protectors in locations such the Fuel farm.
- **ROW** – The Airport is currently reviewing Task Order from McFarland Johnson to relocate the fence related to the Bunker Road.

RFP/Bid Status:

- **IFB for Automatic Doors** – The Contract was awarded to Allegion Access Technologies. Pending signature from vendor. **No Update**
- **IFB for South Apron Expansion** – The Airport received one bid and it's under review. **No Update**
- **RFQ for Terminal Optimization Project** – The Airport is in the fee negotiation stage. **No Update**
- **RFP for J&K Lots** –RFP is being developed for release and will be available in September.
- **RFP for Impound Lot** – The RFP is developed and will be available to the public on August 16th.
- **IFB for Modular Building Contractor** – Has been finalized and will be available on August 17th.
- **RFP (Potential) between Town and DPW** – The Airport received an updated price for this area of Sun Island Road. The Airport will reach out to the Administration for their discussion.

Operations Update

- The FAA Inspection follow up – The Marketing project is in process to be scoped for bid with McFarland Johnson.
- Fuel Supply –
 - From July 23rd to July 29th, the Airport limited uplift to transient GA operators to 300 gal per aircraft per day. The purpose was to preserve limited inventory for life flight or scheduled service and inconvenience the fewest passengers possible.
 - The Airport still sells between 9,500 and 20,000 gallons per day but was able to recover inventory. Sales recovered quickly. Without any supply disruption, the Airport is on pace to finish the season without any further restrictions.
- Ramp Capacity – The Airport had issued various Runway 15/33 closures and Ramp Restrictions through July that is happening often to aircraft over 79 feet.
- On July 21st - the Airport host the Firs Lady and the attendance military operation.
- During the week of July 24th the Airport had a flat tire accident with an aircraft, which was towed, and safely moved from the runway.
- Special Town Meeting – The Airport has two (2) items for this meeting. One is for zoning, and one is for appropriation.
- 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 Meting.

Statistics – Mr. Karberg reviewed the June 2023 Statistics:

- For June, total Ops are down nearly 13%, and YTD down 9.5%
- SW Ramp operations were down 22%.
- Enplanements were down 5.2% in June, and up 4% YTD.

Boston Market in June

- Cape Air down 22%
- Jet Blue up 33%

Charlotte in June – American down 51% that 1 flight in 2023 versus 2 in 2022.

DCA in June

- JetBlue down 21%
- American down 56% (fewer flights)
- EWB Cape Air down 17% June
- EWR United down 31% in June
- HPN JetBlue down 26%
- Cape Air HYA down 76%

JFK in June

- Delta down 21%
- JetBlue up 19%

LGA in June

- Delta up 2%, JetBlue (n/a)
- MVY Cape Air up 94% 31 pax versus 16.
- PHL down 55% American fewer flights.
- ORD down 87% same.
- In May Mr. Karberg reported “Large air carriers are all up – wait for June performance to review before establishing trends.” In June the Airport had a few issues as bad weather, and National issues with error system performance.
- Jet A Gal sold up 3% in June (closed month very strong), down 8% in July (sales restrictions).
- 100 LL down 20% in June, down 18% in July.
- Freight down 25% in June.
- UPS up significantly, Cape Air freight, Fed Ex and USPS down.
- Cameron Woods has taken on Noise complaints and is getting us caught up and addressing the backlog. Eight (8) noise complaints in June, consistent for the month and FY year with past performance.

Personnel Report- Mr. Karberg reported on:

- Michael Moran, who has been returning as a seasonal operations employee has accepted an Operation Specialist Position.
- Upcoming retirement of Linda True – Parking Coordinator and Lenny Liburd – Custodian. These positions are still not fulfilled.
- The Airport had a cookout to honor and celebrate the seasonal workers.

Commissioners’ Comments.

Mr. Gasbarro asked a question about the fuel shortage note and whether it could get issued before hitting the criticized level.

Mr. Karberg replied to this by saying the Airport is limited to notes either available or unavailable for fuel, and it cannot be promoted through the No Time System.

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 6:02 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

08/08/23 Agenda including Exhibit 1
07/11/23 Draft Minutes
06/30/23 Warrant Approvals
07/19/23 Warrant Approvals
Memorandum of Agreement Department of Homeland Security (TSA)
Toscana Corporation Lease Amendment No.1
Toscana Corporation Lease Amendment No.2
Victor Brandon Corporation Contract Amendment
Declaration of Surplus Property Bunker Road
Minimum Standards Update
PFAS Related Water Service Policy
Capital Project FY25 Budget Update
4th Quart Report FY23
Per-and Polyfluoroalkyl Substances (PFAS) Investigation Update
Crew Quarters Project
Crew Quarter Phase II Alternative Presentation
South Apron Expansion Project
Monthly Statistical Report