

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
September 19, 2023

The meeting was called to order at 5:00 pm by Chairman Arthur Gasbarro with the following Commissioners present: Anthony Bouscaren, 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, Jamie Sandsbury, Business Finance Manager, Boyana Stoykova-Nelson, Office Manager, and Vilina R. Ilieva, Administrative Assistant.

Also present: Philip Cox, CHA Companies, Jim Soukup, Weston Solution, Rich Lasdin McFarland-Johnson, Georgie Nugent, McFarland-Johnson.

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

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

Mr. Bouscaren made a **Motion** to ratify the 08/09/23, 08/16/23, 08/30/23 and 09/13/23 Warrants **Second** by Mr. Marks III and **Passed** by the following roll call vote:

Ms. Topham – 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.

- **McFarland-Johnson Inc. – Task Order No. MJ-PN-20** – Contract for Botanical Monitoring 2023 to Provide Professional Services for Botanical Surveys - \$6,300
- **Victor-Brandon Corporation – Change Order No.2** – Contract to Relocate, Reconstruct, Mark, Light and Sign Taxiway G - \$719,225
- **McFarland-Johnson Inc - Task Order No. MJ-EN-10** – Contract to move Bunker Road Fence and Access Improvements - \$ 29,000
- **McFarland-Johnson Inc – Task Order No. MJ-EN-09** – Contract for Engineering Services for Airfield Pavement Markings Replacement - \$85,100
- **McFarland-Johnson Inc – Amendment No. 2 to Task Order No. MJ-EA-04** – Contract for South Apron Expansion-Design, Building and Construction - \$82,400
- **McFarland-Johnson Inc – Amendment No. 6 to Task Order No. MJ-PN-11** – Contract for Source Area Investigation Phase II - \$88,821
- **McFarland-Johnson Inc – Task Order No. MJ-EN-08** – Contract for Grounding and Lightning Protection System Upgrades, Phase 1 - \$20,900
- **McFarland-Johnson Inc – Amendment No. 1 for Task Order No. MJ-PN14** – Contract for Right of Way (ROW) Research and Property Boundary Review - \$3,220
- **Code Red consulting, LLC - -** Contract for Provision of Full-Scale Triennial Exercise for Drill Controller and Evaluators - \$42,700
- **Mass Tank Inspection and Services, LLC** – Contract for Inspection, Cleaning and General Maintenance - \$ 56,250

Mr. Marks 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
Mr. Gasbarro - Aye

091923-01 Request for Comments on the Federal Aviation Administration (FAA) Review of the Civil Aviation Noise Policy, Notice of Public Meeting:

Mr. Karberg reviewed the Drafted Comment Letter on the Civil Aviation Noise Policy for the Commissioners to review and submit the comments by the deadline of September 29th. The Airport should not be constrained by the scope of the proposed and current policies and will provide its opinion on the crucial issues. Mr. Gasbarro announced that the letter is good, and he will be happy to sign once it's finalized.

Pending Matters

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

i. 091923-02 IRA Status Report No. 14

Mr. Karberg introduced Cameron Woods, the Airport's Environmental Coordinator, for the PFAS report. Miss Woods reported that the IRA Status Report No. 14 was submitted and published on August 28th, 2023. During this reporting period, there was one soil and groundwater sampling event that occurred in the period between September 11th and 15th. The event included soil sampling, shallow groundwater sampling, and deep well utility clearing (for later sampling). The detailed discussion of the sampling performed will be included in the Phase II CSA Report, which will be submitted on or before March 3rd, 2024. The Airport sampling occurred primarily in three areas: in the vicinity of Runway 15; West of Runway 24; and in the Bunker Road area. Miss Woods also reported that five (5) additional soil samples were collected along Monohansett Road. The deep-well drilling planned for September 25th, 2023, was canceled as it was no longer necessary.

Mr. Bouscaren asked a question if there is a date when the PFAS investigation will end or if this is an infinite investment?

The question was referred to Jim Soukup with the Weston Solution.

Mr. Soukup answered that the investigation into the PFAS contamination is due to be completed by March 3rd, 2024. Phase II report is designed to define the nature and extent of the contamination as well, and the Weston Solutions target is to hit that, and hopefully that will be the end of this investigation. Unfortunately, that will not be the end of the PFAS investigation.

The full presentation can be found in the Agenda Packet, or via the website, www.ack-pfas.com.

Mr. Bouscaren asked, what is Mr. Soukup's expectation regarding the cost and scope of any cleanup?

The answer from Mr. Soukup is that his expectation is that the risk is mitigated by connecting everyone up to the Town water, and that was the remediation and doesn't have risk anymore. Weston Solutions is planning to do Monitored Natural attenuation, which will monitor the PFAS levels over time.

Mr. Bouscaren asked if the Airport would be eligible to get reimbursement for all the money spent.

Mr. Karberg explained that the most effective strategy for the Airport is to take those costs into account and recycle them into our rate base.

Mr. Marks had a question regarding the fuel tank farm. To seal the concrete, could something like waterproof materials work? In addition to this question, Mr. Marks asked about the disposal of the activated charcoal in the canisters. Can that not be used?

Mr. Soukup answered that they didn't find anything yet to meet the standards that they were looking for to seal the concrete. Mr. Soukup reported that Charcoal was replaced by Carbon a few years ago.

The next update will be provided in the Spring.

Mr. Gasbarro would like to have an update between those six (6) months. Mr. Karberg and Miss Wodd will plan to have that status updated in the January time frame.

b. 050923-01 Crew Quarters Project

Mr. Karberg gave an update that the first HDC review took place on July 25th, and the Airport took away very reasonable feedback on minor architectural elements and a shift in the site plan. The Airport reviewed the site plan with the Fire Department, and they approved the current site layout. Unfortunately, this item went on the HDC Agenda for September 19th. The Airport goal is to receive bid prices for the modular units, which due date is September 20th. The due date was pushed back once due to accommodation, and some technical specs. Additionally, the airport works with the relevant town departments to organize sewer, water, and emergency access. Also, the Airport found that the sewer line does not go as far North on Nobadeer Far Rd. and must take responsibility for that extension.

c. Sout Apron Expansion Project

The Airport held a Special Commission Meeting on September 14th to ratify a \$29,857,845 grant to fund the project, which was awarded to Robert B. Ours. The intent is to begin initial site work this Fall and be completed by the third quarter of 2024. The project will be managed for the most part as a landslide project, the fencing will be off the area so the contractor can enter. This is not a secure project.

Commissioners' Comments.

Hearing None.

091923-03 Ratify FAA Grant Award

a) AIP 82 South Apron Phase I - \$2,823,379

Mr. Karberg announce this grant is Building Infrastructure Law (BIL) portion.

b) AIP 83 Shift Existing Taxy G Phase II - \$133,381

Mr. Karberg announced that is the portion of the reimbursable grant by FAA.

c) AIP 84 ARFF Vehicle and Equipment - \$869,050

Mr. Karberg announced that this grant includes an ARFF truck, tools, radios, and rescue equipment.

Commissioner Comment:

None

Mr. Mark made a **Motion** to approve the Grants. **Second** by Mrs. Topham and **Passed** by the following roll call vote:

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

062023-03 LIUNA Memorandum of Agreement Approval

Mr. Karberg presented the three-year Agreement with the Union. The Airport agreed to a base wage adjustment of \$2,500. And five (5) % increase in year one (1), five (5) % in year two (2), and four (4) % in year three (3). The Airport will receive the final, signed contract in about two months.

Mrs. Topham made a **Motion** to ratify the Memorandum of Agreement. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

062023-04 Non-Union Employees COLA Discussion

Mr. Karberg inquired the Commissioners to approve the same COLA methodology for the administrative staff with a base wage adjustment of \$2,500. And five (5) % increase in year one (1), five (5) % in year two (2), and four (4) % in year three (3).

Mr. Gasbarro asked Mr. Karberg for Contract Negotiations with a Non-Union Employee, specifically the Airport Manager to be discussed on the next meeting, October 10th, 2023.

Mr. Bouscaren made a **Motion** to approve the COLA Agreement. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

091923-04 Declaration of Surplus Property on Bunker Road

Mr. Karberg reviewed the declaration of Surplus. This Declaration is specific to a small portion of the lot that has not been leased previously but is intended to be leased with another piece of property. The portion in the declaration is located at 33 Bunker Road, with an appraised value of \$2,50. This area contains scrap metal and abandoned automobiles. Nantucket Airport intension is to release this parcel for rent, combined with

adjacent parcel lease to National Grid, which expires at the end of October. This parcel does not require a Declaration of Surplus.

Mr. Bouscaren made a **Motion** to declare the declaration of Surplus. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

091923-05 Annual Report FY2023

Mr. Karberg reported that the item has not been brought to the Airport Commission before. This is a FY2023 Airport revenue including:

- Jet-A sales
- Non-aeronautical rent income
- Aeronautical fee income

No action is needed.

091923-06 Discuss in Person, Hybrid, and Remote Meeting Alternatives

Mr. Karberg explained that the Meeting is currently on Zoom only, and the Airport had one Hybrid Meeting that took place in the Trailer. The Trailer is available for further Hybrid Meetings in the same time slot, but the 5PM every second Tuesday spot is not available in the facility due to a conflict. Mr. Karberg suggested that the meeting could continue to be conducted remotely or do research for another alternative date and time. Mr. Bouscaren said it's good to have an in-person aspect because it's been difficult for people who don't have devices or don't know how to register. On the other hand, it is good to continue via Zoom for all consultants who appear that way.

Mr. Gasbarro had a question to Mr. Karberg about whether he is aware of anybody having a problem attending the meetings.

Mr. Marks added that most of the stuff doesn't need to be public input, and when that is required, the meeting can be switched to a public meeting.

Mr. Gasbarro announced that the Airport Commission Meetings will continue via Zoom.

Manager's Report- Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Taxiway Golf (TW G).** – The Project will begin next week with a survey and work preparation.
- ➔ **Master Plan** – The Airport had a meeting on August 23rd. This is the first of three stakeholder Team Meetings. The Team understands very well the issue of the terminal area. The Environmental and Noise concerns were the focus in the discussion.
- ➔ **Geometry Project** – No update.
- ➔ **Southwest Ramp Expansion.** – Previously discussed.

- **Runway 624 Project** – No update.
- **Terminal Optimization** – No update.
- **ARFF Truck – index change** – The Grant was ratifying earlier on the Agenda.

Project Updates – Non-AIP

- **Hangar Development** – No Update.
- **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 and will keep working on it.
- **ROW** – The Airport contacted the consultants to finalize and close it out.
- **Fence Relocation** The Task Order has been approved. The Airport is working to finalize and discuss options with tenants.

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 awarded the Contract to Robert B. Ours and will be presented for approval at future Airport Commission Meetings.
- **IFB for ARFF Truck Equipment** - The Contract was awarded to Industrial Product Service and is pending signature from the vendor.
- **IFB ARFF Vehicle** - The Contract was awarded to OshKosh and is pending signature from the vendor.
- **RFQ for Terminal Optimization Project** – The Airport is in the fee negotiation stage. **No Update**
- **RFP for 77 and 79 Bunker Road** - The RFP is available to the public. The proposal deadline is September 26th.
- **RFP for Impound Lot** – The RFP is available to the public. The proposal deadline is September 26th.
- **IFB for Modular Building Contractor** - The Bid is available to the public, and the deadline was extended to September 20th.
- **RFQ for Geothermal System** - The Airport is seeking quotes to install isolation valves. The quote deadline to October 4th.

Operations Update

- Capital Improvement Plan (CIP) – This Plan is for Airports and FAA to understand their system right requests. The Plan is to meet the Commission goals as follow:
 - Potential Environmental permitting update, based on projects coming out of the Master plan process.
 - Continued permit monitoring.
 - RW 24 Hi Speed Exit Taxiway.

- RW 6-24 To increase the life of the Runway.
 - BIL Funding for Terminal Design.
 - Airfield remarking.
 - Dormitory construction Phase II.
- ➔ The FAA Inspection follow up – The Marketing project is in process to be scoped for bid with McFarland Johnson.
 - ➔ Fuel Supply – The Airport finished the season without further supply disruptions and limitations. The Airport set up a Meeting with Steamship in November to review logistics. The Airport will meet with World Fuel Services (WFS) to submit next year’s reservations and negotiate a new Fuel Supply Contract.
 - ➔ Ramp Capacity – The Airport staff had handle September and Labor Day weekend very well and the Runway 15-33 did not close.
 - ➔ Hurricane Lee – The Airport staff took down the tent on the Main Terminal and was put back on Monday.
 - ➔ Summer 2024 Air Services
 - American and JetBlue had been operating, Northeast Alliance will not be continuing services. That was a good market as airlines shared flights instead of both flights operating a LaGuardia or JFK.
 - Delta and United increased their services and numbers of operations.
 - AAAE NAC – This has a lot of focus on the industry. Floring Free Foam is now on the qualified product list for the airports. This is available to be purchased. The Airport Firefighters have to train differently, because the foam behaves differently.

Statistics – Mr. Karberg reviewed the June 2023 Statistics:

- For July, total Ops are down nearly 12%.
- SW Ramp operations were down 6%.
- Enplanements were up 2% in July.

Boston Market in July

- Cape Air down 18%.
- Jet Blue up 25%.

Charlotte in July – American up 19%.

DCA in July

- JetBlue down 22%
- American up 16%
- EWB Cape Air down 31% July
- EWR United down 3% in July
- HPN JetBlue down 23%
- Cape Air HYA down 48%

JFK in July

- Delta down 29%
- JetBlue up 19%

LGA in July

- Delta up 32%, JetBlue up 110%
- PHL up 1%
- ORD down 42%
- In July Mr. Karberg reported - Large cancelation numbers due to weather conditions.
- Jet A Gal sold down 8% in July (sales restrictions), up less than 1%.
- 100 LL down 18% in July, up 13% in August.
- Freight up 4% in July.
- UPS and USPS up significantly, Cape Air Freight and FedEx down.
- Noise Complains – 21 in July.

Personnel Report- Mr. Karberg reported on: Retirement celebrations for Lenny Liburd and Linda True. Both are retiring after significant years of service.

Mr. Karberg welcomed the two new hires: Darrien Nangle (Operation Specialist) and Carrlos Phillips (Grand Transportation Coordinator). They both started on September 18th.

Commissioners' Comments.

Hearing None.

Public Comments

Hearing None.

Having no further business for Open Session, Mr. Marks 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.

Second Mr. Bouscaren and **Passed** unanimously, by the following roll-call vote:

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

The meeting adjourned at 6:35 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

09/19/23 Agenda including Exhibit 1
08/08/23 Draft Minutes
08/09/23 Warrant Approvals
08/16/23 Warrant Approvals
08/16/23 Warrant Approvals
08/30/23 Warrant Approvals
09/13/23 Warrant Approvals
McFarland-Johnson Inc. Contract
Victor Brandon Corporation Contract Amendment
McFarland Johnson Inc. Contract
McFarland Johnson Inc. Contract
McFarland Johnson Inc. Contract
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Request for Comments on the Federal Aviation Administration's (FAA) Review of the Civil Aviation Noise Policy, Notice of Public Meeting
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Crew Quarters Project
South Apron Expansion Project
AIP 82 South Apron Phase I (BIL AIG Funding)
AIP 83 Shift Existing Taxiway G Phase II
AIP 84 ARFF Vehicles and Equipment
LIUNA Memorandum of Agreement Approval
Non-Union Employees COLA Discussion Declaration of Surplus Property on Bunker Road
Annual Report FY2023
August 2023 Monthly Statistics Presentation