

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
November 8, 2016

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

Commission Chairman Daniel Drake participated remotely by phone due to geographical distance.

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, Janine Torres, Office Manager, Jamie Sandsbury, Business & Finance Manager, and Mae Williams, Administrative Assistant.

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 noted the minutes from ATM, 4/2/16 and 4/5/16 are still pending.

Mr. Gasbarro asked for comments on or corrections to the 10/11/16 draft Minutes as well as 10/11/16 Federal Aviation Administration (FAA) Workshop draft Minutes. Ms. Planzer noted a couple of typographical errors. The minutes were approved by unanimous consent pending correction to the minutes.

Ms. Topham made a **Motion** to ratify the 10/19/16 and 11/2/16 warrants. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Chairman Drake - Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

Public Comment

None

Pending Matters

042214-2 Formerly Used Defense Site (FUDS) Status – Mr. Rafter reported the Army Corps of Engineers (ACE) has accepted the Airports comments on the draft Remedial Investigation Plan and they have indicated the site should be released by March 2017. The Airport has also received concurrence from the Department of Environmental Protection (DEP) on the plan.

011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services – Mr. Rafter reported there has been no change in status. Brian Turbitt, Town Finance Director, is assisting in providing answers to the FAA regarding previous years' subsidies.

091316-3 McGrath Family Trust request to Sub-Lease to Allies Air Freight, LLC– Mr. Rafter presented a revised Landlord Consent to Sublease (Consent) to Allies Air Freight, LLC (Allies) noting the original Consent approved by the Commission at their October 10, 2016 meeting was rejected, in part, by Allies.

Mr. Erik Goddard, a partner in Allies Air, LLC, and Mr. Robert Shields, Jr., Operations Manager for Allies Air, LLC, addressed the Commission presenting their cooperative business plan and ideas for how they would like to provide freight handling service to multiple freight carriers between Hyannis and Nantucket. Their operating permit for their Hyannis location should be valid on November 9, 2016 and they are hoping to have both facilities open for January 1, 2017. Allies is also planning an on-demand charter membership club that they are hoping to have operational in the Spring of 2017.

After a lengthy question and answer discussion concerning method of operation between freight carriers, Mr. Drake made a **Motion** to table the decision until a future meeting. **Second** by Ms. Topham and **Passed** by the following 3 to 2 roll-call vote:

Ms. Planzer – Nay
Mr. Bouscaren – Nay
Chairman Drake - Aye
Ms. Topham – Aye
Vice Chair Gasbarro – Aye

The Commission informally agreed that a special meeting might be necessary to expedite approval of the sublease and requested a copy of the Master Lease, Sublease and Allies' Business Plan in order to make an informed decision.

Pending Leases and Contracts

Mr. Rafter presented the following Lease and Contracts:

- **Hangar Six, LLC** – Ten-Year Lease with two (2) Five-Year Options for a ground lease where Hangar number six is located, retroactive to 12/1/2015.
- **Trillion Aviation LLC** – Consulting Services Contract to evaluate and recommend a Parking Access Revenue Control System (PARCS) for the amount of \$30,500, expiring June 30, 2017.
- **Airport Media Solutions** – Consulting Services Contract for developing an airport advertising program. Not to exceed \$12,500, expiring May 31, 2017.

Mr. Gasbarro questioned the lack of specificity in the lease language to the square footage of the land occupied by Hangar Six and would like to see a detailed plan of metes and bounds on future leases.

Mr. Drake made a **Motion** to approve the Lease. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Chairman Drake - Aye
Ms. Topham – Aye
Vice Chair Gasbarro – Aye

Mr. Bouscaren made a **Motion** to approve the contract with Trillion Aviation, LLC. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Chairman Drake - Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

Mr. Drake made a **Motion** to approve the contract with Airport Media Solutions. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Chairman Drake - Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

MassDOT Grant Award & Related Grant Assurances Acceptance – Mr. Rafter presented the following Grant Awards and related Grant Assurances:

- **110816-1 Airfield Electrical Vault Modifications**– Grant Award of \$63,825.
- **110816-2 Interactive Employee Training System/Upgrade Public Address & Flight Information Display Systems** – Grant Award of \$31,950.

Mr. Bouscaren made a **Motion** to accept the MassDOT Grant awards and Grant Assurances for the Airfield Electrical Vault Modifications and Interactive Employee Training System and Upgrade of the Public Address & Flight Information System. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Chairman Drake - Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

110816-3 Update Grant Signing Letter of Authorization – Mr. Rafter requested that in the absence of the Airport Commission Chairman, the Vice-Chair should have the authority to sign grant related documents.

Ms. Topham made a **Motion** to approve the updated Letter of Authorization as drafted. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Chairman Drake - Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye

Finance - Mr. Rafter reported:

- **101116-3 FY18 Capital Requests** – FY18 Capital requests has been revised by deferring the heavy duty brush cutter deck for \$30,000 for 1 to 2 years. This changes has been reported to the Town’s Capital Committee. Mr. Rafter informed the Commission that a member of the Capital Committee has been assigned to each Town department to become more familiar with each department’s Capital Projects.
- **110816-4 FY18 Operating Budget** – The FY18 Operating Budget is due to Town Finance by November 21, 2016. Mr. Rafter noted the Budget presented tonight is a preliminary draft and would like input from the Commission by November 16th. Mr. Rafter noted the major increase in expenses is in Salary and Wages due to the possible retirement of two long-time employees and the request for two new position, an SMS (Safety Management Systems) Manager and an additional Operations Specialist.

Mr. Rafter suggested the Commission hold a workshop to establish internal policies and guidelines for future financial planning and to review the operation of the fuel revolver with consideration of offsetting the operating account with retained earnings in hopes of stabilizing the operating budget.

071216-1 Flat Roof Building Disposition Discussion – Mr. Rafter presented an Expression of Interest from Rectrix Aviation in the Flat Roof Building for running a freight operation. Cape Air has also shown interest and will be coming to tour the building on November 10, 2016. It was recommended to put this topic on the agenda for the upcoming workshop. During discussion, Mr. Rafter was asked to prepare his concept of running freight from this location.

122215-1 Air Service Update – Mr. Rafter reported Rectrix has started their full-time operation with six (6) flights per day Monday through Friday with a modified schedule on weekends. They have begun with introductory fares that demonstrated flexibility in pricing.

Island Shuttle is still in the process of becoming certified, which may take anywhere from 3 to 9 months.

Cape Air’s fares are increasing significantly as well as reports of poor customer service.

Mr. Rafter will be meeting with Martha’s Vineyard and Hyannis Airports on Thursday, November 17, 2016 to consider a the collective retention of an air service consultant.

050916-1 Nobadeer Farm Development Update – Mr. Rafter stated the Nobadeer Farm Road Development land release is approximately 95% complete. A conference call with the FAA Compliance Officer, Jorge Pantelli is scheduled to finalize the “rent in lieu of services” portion of the release.

Manager's Report – Mr. Rafter reported:

Project Updates

- **Air Traffic Control Tower** – Punch list items are still being worked on for completion of the Tower.
- **Vault Room** – Schedule and submittals are being reviewed by the engineering firm.
- **Interactive Employee Training & Public Address/Flight Information Display System projects** – Schedule and submittals are being reviewed by the engineering firm.
- **Security Camera** – The state of Massachusetts will be installing a new security camera system at no charge.
- **FY18 Airport Improvement Projects (AIP)** – Jacobs Engineering is in the process of preparing the contracts for the upcoming projects: North Ramp Rehab (Area 3)/Replace Portion of Perimeter Fence and Airport Layout Plan (ALP) Update.

RFP/Bid Status – Mr. Rafter reported:

- **On-call Engineering** – Seven (7) Qualification Statements were received and reviewed by a five-member evaluation who are recommending award portions of the total job to two firms: Jacobs Engineering and McFarland Johnson for a term of one (1) year each with two (2) one (1) year options.

Mr. Drake made a **Motion** to accept the recommendation to retain both firms and proceed with the contracts. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Chairman Drake - Aye
Ms. Topham – Aye
Vice Chair Gasbarro – Aye

- **Fuel Farm Pipe Painting** project has been completed.
- **PARCS** – Contract with Trillion approved earlier..
- **Gift Shop Space RFP** is about 95% completed. An expression of interest for this space has been received from Crosswinds Restaurant; however, under M.G.L. Chapter 30B, an RFP is required to put the space out-to-bid.

Operations – Mr. Rafter reported:

- On October 27, 2016, there was an incident with a Cessna 402; upon landing, its gear collapsed. There was one person on board but there were no injuries. The damaged aircraft was removed by noontime the following day. Some runway lights were also damaged.
- The representative from the Capital Committee will be touring the Airport Wednesday, November 9, 2016.
- In a meeting with the FBO and Operations, this past summers' activities were reviewed to look at ways to make improvements for the next summer.
- Aircraft Rescue Fire-Fighting personnel will be hosting a joint training exercise on Monday, November 14, 2016 with the Town of Nantucket Fire Department.
- Staff is continuing to work on the Family Assistance Plan, Rules & Regulations and the Cape and Islands Airport Coordination.
- Jeff DeCarlo, MassDOT Aeronautics Administrator is hoping to visit the Airport soon.
- TSA has submitted a floor plan for the installation of a full body scanner to offer a higher level of security.
- Our Security Staff will be performing ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training in January, which is training for an active shooter.

Personnel – Mr. Rafter reported:

- He and Deb Crooks attended the Chamber of Commerce H2B Work Visa workshop. The Airport is considering H2B hiring for next season.
- The first meeting with the Labor Union was held on this date to begin negotiations. A follow up meeting is scheduled for December 13, 2016.

Statistics – Mr. Rafter reviewed the September 2016 statistics:

- Operations are down 4.58% from September 2015; and down 5.46% last fiscal year-to-date (FYTD).
- Enplanements are down 19.84% from September 2015; and down 9.15% last FYTD.
- Jet A Gallons are down 2.35% from September 2015; and up 1.22% last FYTD.
- Jet A Gallons for October are up 3.53%
- AvGas Gallons are up 11.57% from September 2015; and up 7.7% last FYTD.
- AvGas Gallons for October are up 29.61%.
- Freight is down 34.51% from September 2015; and down 35.92% last FYTD.
- 14 Noise Complaints filed for September 2016.

2017 Commission Meeting Calendar continuing the first Tuesday of each month for meetings was accepted.

Sub-Committee Reports

Ms. Topham reported the October tenant meeting went very well.

Ms. Topham said she has been approached regarding the lack of trash containers outside of the terminal.

Ms. Topham was also approached by taxi drivers wanting to be able to use more of the reserved taxi lane in front of the main terminal. It was reaffirmed the reason to only have two on each end of the lane is to avoid multiple taxi's backing up out of the lane should a taxi in the middle need to pull out of line. It also allows for better safety for deliveries and pedestrian traffic.

Tom Landry, a long time taxi driver, has passed away.

Commissioners Comments

Ms. Janine Torres reminded the Commissioners there will be an Open Meeting Law seminar on Monday and Tuesday, November 21 and 22, 2016.

Mr. Gasbarro and Ms. Topham did not receive the alert notification for the recent incident.. Mr. Rafter will be sure that the call back list will be verified.

Public Comment

None.

Having no further business for Open Session, Ms. Planzer 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 6 – to consider the purchase, exchange, lease or value of real property with respect to Exhibit A of the Airport Layout Plan. The Chair has determined that an open session may have a detrimental effect on the negotiation/litigation position of the Airport Commission. And under Clauses 3 & 6 to consider the purchase, exchange, lease or value of real property and to discuss pending litigation to Gatto vs. Town. The Chair has determined that an open session may have a detrimental effect on the negotiation/litigation position of the Airport Commission. Also Clause 3 to discuss strategy with respect to pending litigation related to the closure of Island Airlines. The Chair has determined 11/8/16 Airport Commission Meeting

that an open session may have a detrimental effect on the litigation position of the Airport Commission. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye
Ms. Topham – Aye
Vice Chair Gasbarro - Aye
Chairman Drake - Aye

Meeting adjourned at 7:15 pm

Respectfully submitted,

Mae R. Williams, Recorder

Master List of Documents Used

11/8/16 Agenda including Exhibit 1
10/11/16 Draft Minutes
10/11/16 Workshop Draft Minutes
10/19/16 Warrant Signature Sheet
11/2/16 Warrant Signature Sheet
Hangar Six, LLC 2016 Lease Agreement
Trillion AV, LLC Contract \$28,000 for Parking Revenue Access Control System (PARCS) Consulting
Airport Media Solutions, LLC Contract NTE \$12,500 for Advertising Consultant
MA DOT Grant Award Notification AIP #64 Vault Modification
MA DOT Grant Award Notification AIP #65a and #65b IET/FIDS
Nantucket Memorial Airport Commission Letter of Authorization dated 11/8/16
FY18 Capital Requests Draft Worksheet
FY18 Operating Budget Draft Worksheet
Rectrix – ACK Cargo Proposal Letter
Jacobs Engineering RFQ Award Letter engineering services dated 11/1/16
McFarland Johnson, Inc. RFQ Award Letter engineering services dated 11/1/16
September 2016 Statistics
2017 Commission Meeting Calendar

Handouts
Revised McGrath Family Trust consent to Sub-Lease to Allies Air Freight
Hangar Six, LLC Article Two and Article Three Revisions
Trillion AV, LLC page 1 and 4Revision
Crosswinds Restaurant Letter of Interest for rental space of former gift shop