

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
December 13, 2016

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

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. Drake announced the meeting was being both audio and video recorded.

Mr. Drake asked for comments on the Agenda. Hearing none, the Agenda was adopted.

Mr. Drake noted the minutes from ATM, 4/2/16 and 4/5/16, as well as the 12/1/16 Special Commission Meeting are still pending.

Mr. Drake asked for comments or corrections to November 8, 2016 Meeting Minutes. Ms. Planzer made a **Motion** to approve the minutes. **Second** by Mr. Bouscaren and **Passed** unanimously.

Ms. Topham made a **Motion** to ratify the 11/16/16 and 12/7/16 warrants. **Second** by Mr. Bouscaren and **Passed** unanimously.

Public Comment

None

Pending Matters – Mr. Rafter reported:

042214-2 Formerly Used Defense Site (FUDS) Status – A public hearing was held on Wednesday, December 7, 2016, no public attended but the public has until Friday, January 6, 2017 to make comments on the draft Remedial Investigation. There are several interested parties in Bunker area leases. The Airport anticipates putting lots out-to-bid for lease in March 2017.

011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services – Responses to the Federal Aviation Administration's (FAA) questions have been submitted to both the FAA and MassDOT – Aeronautics and are waiting their approval or disapproval.

Pending Leases/Contracts – Mr. Rafter reported there was one contract listed on the Agenda Exhibit 1 with Jacobs Engineering that will remain pending.

Finance - Mr. Rafter reported:

10816-4 FY18 Operating Budget – Draft 3 of the Operating Budget shows budgeted Revenues of \$8.4M, up \$500K from FY17; and budgeted Expenses of \$9.4M, up \$282K from FY 17. The Net Loss of \$918K will be funded by use of \$218 of Retained Earnings, \$300K transfer from the Fuel Revolver Fund and \$400K transfer from the Passenger Facility Charges (PFC) Fund. Mr. Rafter stated there will be only one new full-time position, a Safety Management System (SMS) Manager. The SMS Manager will also be trained as a fire-fighter.

The FY18 Operating Budget is scheduled to be presented to the Town Manager on December 19, 2016, to the Board of Selectmen on January 18, 2017, and the Finance Committee on January 26, 2017.

Mr. Gasbarro made a **Motion** to approve Draft 3 of the proposed Airport’s FY18 budget, dated December 9, 2016 as reviewed. **Second** by Ms. Topham and **Passed** unanimously.

Mr. Rafter informed the Commission that he would like to present at the next Commission Meeting, a proposal to establishment a Stabilization Fund as discussed at the December 1, 2016 Special Meeting with the goal to include it in Annual Town Meeting Warrant for voter approval.

A Stabilization Fund would allow the Airport to budget for potential benefit payouts to retiring employees, fund small capital items, as well as to implement policies regarding the transfer of funds from Passenger Facility Charges (PFC) and the Fuel Revolver. The goal is to reduce reliance on Retained Earnings and balance the budget.

Mr. Rafter reported that a heat pump on the Geothermal System seized and is only running at 75% capacity. The cost for replacement is approximately \$100,000.00 and he would like the Commission’s permission to expend that money from the current (FY17) Operating Budget and seek the appropriate transfer at ATM to fund.

Ms. Topham made a **Motion** to expend up to \$120K to replace the failed heat pump motor in the terminal building and to seek approval at Town Meeting to increase the expense budget at the same amount plus have a transfer from the Fuel Revolver Fund to cover the cost. **Second** by Mr. Bouscaren and **Passed** unanimously.

Mr. Drake suggested considering a contingency fund to take care of emergencies. Mr. Gasbarro noted the \$25K already budgeted as Contingency Reserve – Expense. It was agreed to look at this in the future if it doesn’t get adjusted in the FY18 Budget.

122215-1 Air Service Update – The Cape and Islands Airport Group has been working collectively toward various goals, most specifically, data collection. Mr. Bud Breault, Barnstable Airport Manager, received a proposal from Sixel Consulting, a firm that consults for Air Service Development. The group reviewed the proposal and had a conference call with Sixel to suggest revisions to their proposal to collect empirical data for our particular market, on a regional basis. Sixel agreed and will revise its proposal.

050916-1 Nobadeer Farm Development Update – Mr. Rafter reported we are in the final stages for preparing the FAA land release document. Mr. Noah Karberg, Environmental Coordinator, has created the verbiage for the methodology that was discussed with FAA Compliance in regard to the intangible benefits. We still are trying to have the property surveyed.

Manager's Report – Mr. Rafter reported:

Project Updates

- **Air Traffic Control Tower** – A conference call was held with Maron Construction regarding the release of Retainage and the completion of the final punch list. A letter will be sent to the contractor notifying them of our position.
- **Vault Room** – Construction is scheduled to begin on December 27, 2016.
- **Interactive Employee Training & Public Address/Flight Information Display System projects** – The Contractor, AAAE, has done a walk-thru and has sent submittals to Jacobs Engineering for review.
- **Security Cameras** – This State-funded project has begun and should be completed by the end of the year.
- **Capital Projects** – Christie Kickham, Finance Committee liaison, visited the Airport to review proposed Capital projects.
- **Parking Lot Project** – a conference call has been scheduled with Trillion Aviation, Parking Lot Consultant, for December 28, 2016 with a follow up meeting in January 2017.

RFP/Bid Status – Mr. Rafter reported the RFP's being worked on include:

- Land Release for Nobadeer Farm Road
- Airport Gas parcel
- Sun Island Road parcels and Land Release
- Terminal Concession
- Flat Roof Building

Operations – Mr. Rafter reported:

- Thanksgiving weekend was very busy but fuel sales were down 6%.
- Stroll weekend fuel sales were up 26%.
- Union negotiations are under way.
- FAA Regional Administrator and her Deputy visited recently to discuss upcoming projects and funding issues.
- We are continuing to work with Massachusetts Endangered Species Act (MESA) regarding environmental and safety concerns.
- Lisa Balkunas-Kelly, Airport Media Solutions, advertising consultant, visited on Stroll weekend and is now preparing a new advertising program.
- Family Assistance Plan (FAP) – Airport Staff will meet with the American Red Cross on Monday, December 19, 2016 to exchange information and ideas.
- Cape and Islands Airport Group met to discuss various topics
- Nantucket Employee Empowerment Team (NEET) will be having a winter social at Cisco Brewery on Thursday, December 15, 2016.

Statistics – Mr. Rafter reviewed the October 2016 statistics:

- Operations are down 5.42% from October 2015; and down 5.46% from last fiscal year-to-date (FYTD).
- Enplanements are down 29.76% from October 2015; and down 10.06% from last FYTD.
- Jet A Gallons are up 3.53% from October 2015; and up 1.35% from last FYTD.
- Jet A Gallons for November are up 11.62%
- AvGas Gallons are up 29.61% from October 2015; and up 4.27% from last FYTD.
- AvGas Gallons for November are up 4.26%.
- Freight is down 38.52% from October 2015; and down 36.34% from last FYTD.

→ 2 Noise Complaints were filed for October 2016.

Mr. Rafter submitted a travel request to attend the Airport Council International (ACI) Jump Start Program in Providence RI on June 5-7, 2017. This program allows airports and airlines to meet to discuss air service development and other issues facing the industry.

Mr. Bouscaren made a **Motion** to approve the travel request. **Second** by Ms. Planzer and **Passed** unanimously.

Sub-Committee Reports

Mr. Drake noted the Financial Sub-Committee, which consists of the entire Commission, met on Thursday, December 1, 2016 as a Special Commission Meeting.

Commissioners Comments

Mr. Drake reviewed his visit to the renovated Air Traffic Control Tower (ATCT).

Mr. Drake reported receiving from the Steamship Authority, a report showing all ferry services, including the Hy-Line and Seastreak ferries, passenger numbers with the exception of inter-island service. Mr. Drake will ask Staff to forward to the Commission.

Public Comment

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. 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 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 6 to consider purchase, exchange, lease or value of real property with respect to Exhibit A. The Chair has determined that an open session may have a detrimental effect on the litigation position of the Airport Commission. **Second** by Ms. Planzer 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 5:45 pm

Respectfully submitted,

Mae R. Williams, Recorder

Master List of Documents Used

12/13/16 Agenda including Exhibit 1

11/8/16 Draft Minutes

11/16/16 Warrant Signature Sheet

12/7/16 Warrant Signature Sheet

12/13/16 Airport Commission Meeting

Jacobs Engineering Group Inc. Contract for North Ramp Reconstruction and replace 5,000' of perimeter fence
Draft 3 FY18 Town of Nantucket/Nantucket Memorial Airport Enterprise Operating Budget dated 12/9/16
October 2016 Monthly Statistical Report
Request for Travel – ACI Jump Start, Providence RI June 5-7, 2017

