

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. Boscaren  
Andrea N. Planzer  
Jeanette D. Topham

**AIRPORT COMMISSION MEETING**  
**May 11, 2017**

The meeting was called to order at 6:01 pm by Acting Chairman Arthur Gasbarro with the following Commissioners present: Anthony Boscaren and Andrea Planzer. Chairman Dan Drake participated via phone conference due to geographical distance. Jeannette Topham participated remotely due to a personal disability.

The meeting took place in the 1<sup>st</sup> 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, David Sylvia, Compliance Manager, Noah Karberg, Environmental Coordinator, and Mae Williams, Administrative Assistant.

Mr. Gasbarro announced the meeting was being both audio and video recorded.

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

Mr. Gasbarro asked for comments or corrections to the March 20, 2017 Meeting Minutes. Hearing none, the Minutes were adopted.

Ms. Planzer made a **Motion** to ratify the warrants of 4/19/17 and 5/3/17. **Second** by Mr. Boscaren and **Passed** unanimously by the following roll-call vote:

Mr. Boscaren – Aye  
Ms. Topham – Aye  
Ms. Planzer – Aye  
Mr. Gasbarro – Aye  
Mr. Drake – Aye

Ms. Planzer made a **Motion** to approve the warrant of 5/17/17. **Second** by Mr. Boscaren and **Passed** unanimously by the following roll-call vote:

Mr. Boscaren – Aye  
Ms. Topham – Aye  
Ms. Planzer – Aye  
Mr. Gasbarro – Aye  
Mr. Drake – Aye

**Pending Leases/Contracts** – Mr. Rafter presented the following Leases and Contracts:

- **American Airlines/Piedmont Airlines** - 2017 Terminal Office Space and Ground Handling Agreement for \$6,960, plus \$1,500 Annual Business Fee (ABF) and \$480 for intercom.
- **American Airlines/Republic Airlines** - 2017 Seasonal Airline Lease for \$12,000, plus \$1,500 ABF, plus applicable Landing fees.
- **Delta Airlines** - 2017 Seasonal Airline/Terminal Office Lease for \$18,800, plus \$1,500 ABF, plus \$480 for intercom plus applicable Landing fees.
- **United Airlines** - 2017 Seasonal Terminal Lease for \$15,920.00, plus \$1,500 ABF, plus \$480 intercom plus applicable Landing fees. – *Pending*
- **JetBlue Airways Corporation** - 2017 Seasonal Airline Lease for \$18,000, plus \$1,500 ABF, plus \$480 intercom, plus applicable Landing fees.
- **Republic Parking System** – Three (3) year Contract for \$90,000 to operate and manage the Airport’s Parking Facilities.
- **Jacobs Engineering Group** – On-call engineering services. Each task assigned will amend on-call with amount and determination of funding source – *Pending*
- **Grey Wall Software, LLC** - Contract for \$24,150 for twenty-two (22) Licenses for VEOCI Software and 30 hours of Professional Services.
- **Door Concepts** - Contract for \$2,075 for troubleshooting and repair of Terminal automatic doors.
- **State of NH, Department of Safety, Division of Fire Standards & Training** – Amendment #2 to increase original amount of \$565 from \$14,850 to \$15,415.
- **Trillion Aviation** – Amendment #1 to extend termination date from June 30, 2017 to September 30, 2017.

Ms. Planzer inquired as to the difference between the Annual Leases vs. Seasonal Agreements.

Janine Torres, Office Manager, explained the differences between Annual and Seasonal Leases and added that is based on past practice.

Mr. Rafter suggested to have Anderson & Kreiger (Airport Counsel) review the standard documents prior to next year’s season. Mr. Gasbarro and Ms. Planzer concurred.

Mr. Drake made a **Motion** to approve all Leases & contracts excepting United Airlines and Jacobs Engineering. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

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

**Public Comment**

None

**Pending Matters** – Mr. Rafter reported:

**042214-2 Formerly Used Defense Site (FUDS) Status** – The Airport is still awaiting a final determination from the Army Corp of Engineers (ACE).

**011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services** – Mr. Jorge Pantelli of the Federal Aviation Administration (FAA) has indicated the Airport should receive a response within a week, however, the FAA has concerns regarding some of the requests that went

beyond a six (6) year period and indicated they would not consider those payments. He will put these concerns in writing.

**042017-2 Hangar 1 Fair Market Rental Value Appraisal** – The appraisal is pending.

**122215-1 Air Service Update** – Mr. Rafter reported the following:

Mr. Rafter is scheduled to meet with several airlines at the Jumpstart Conference in Providence RI in early June. Presentations, both independently, and regionally with Hyannis have drafted.

The Airport has received an application filed with the FAA for service between Nantucket and Hyannis from G-Jets. The Airport has sent its responses.

Allies Air has leased or purchased a former Island Airline plane and is looking to put it under a certificate that is based out of Nashua NH to begin 5 or less flights per week between Nantucket and Hyannis. They will be looking to get a commuter certificate.

Island Shuttle continues to pursue their certification. This will be a new commuter service between Nantucket and Hyannis.

Hyannis Airport is rehabilitating one of its runways and this has caused some delays and cancellations. The work will continue throughout the summer and may pose some minor impacts with service.

Mr. Gasbarro inquired about Tailwind Aviation advertisements. Mr. Rafter responded they have been sent the information they need to operate properly out of Nantucket.

**042017-5 Airport Manager Contract Discussion** – Mr. Drake reviewed the principal changes made by Anderson & Kreiger, Airport Counsel: the references to the Town of Nantucket being the employer have been removed; the section regarding business travel and lodging for Town employees are the same as other Town employees; the provision that the Airport Manager keep the Town informed of the relevant happenings at the Airport has been revised and incorporated into Exhibit A. Airport Counsel recommended the renewal provision be changed from three (3) years to one (1) year to allow for more flexibility.

Ms. Topham expressed her opinion that she does not approve of rolling contracts. Mr. Drake explained the provision states the agreement can be terminated after one year with certain notice.

She asked for clarification regarding the two weeks of vacation that can be carried over from year to year.

She stated she has spoken with some of the Airport tenants and they would like Mr. Rafter to make himself more visible.

Ms. Planzer made a **Motion** to approve the employment agreement with Mr. Rafter, Airport Manager. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

Mr. Bouscaren – Aye  
Ms. Topham – Aye  
Ms. Planzer – Aye  
Mr. Gasbarro – Aye  
Mr. Drake – Aye

Mr. Drake suggested that all of the Commissioners sign the contract to establish a good record.

**051117-1 Airport Business Plan Concept** – Mr. Rafter presented a Power Point presentation on the benefit of establishing a business plan. He reviewed the concept of how he would like to see the quality and growth of the Airport.

Mr. Drake suggested this information be publicized on social media to get this important information out to the public.

Mr. Gasbarro suggested adding a sub-site on our website and to encourage feedback from the general public.

Mr. Drake suggested presenting the Business Plan at a future meeting of the Board of Selectmen.

Mr. Rafter stated that while this document will be an ongoing effort, it will remain a standing agenda item until the plan is complete.

**051117-2 Noise Presentation** – Mr. Noah Karberg, Environmental Coordinator, presented a Power Point summarizing the Noise Abatement Program. He reviewed the Landing Fee Incentive Program, Noise Complaint summary to date, Aircraft Power Unit (APU) Action log, Noise Abatement and Pre-season promotional items.

Mr. Gasbarro added his belief that Mr. Karberg's efforts to respond, inform and educate the public of the Noise Abatement Program have been very helpful.

**051117-3 FY17 3<sup>rd</sup> Quarter Update** – Mr. Rafter reviewed a spreadsheet that was presented to the Board of Selectmen showing revenue is up 3%, expenses are down, showing net results of 19% above last year.

**Manager's Report** – Mr. Rafter reported:

**Project Updates**

- **Air Traffic Control Tower** – The final invoice was sent for payment in the Town's last warrant and we are in the process of closing the project out.
- **Vault Room** – A meeting with Jacobs is scheduled for Friday, May 12, 2017 as it appears there may be a further delay in completing the project.
- **Interactive Employee Training (IET)** – The IET is in place and working well for the Security Identification Display Area (SIDA) and non-movement area driver training. A meeting with the vendor to review the movement area driver training as well as the Part 139 training modules is scheduled for Friday, May 12, 2017.
- **Public Address/Flight Information Display System projects (PA/FIDS)** – This project has been delayed due to a major issue obtaining a replacement electrician.
- **Crack sealing project** – A State funded project due to start next week during nighttime hours sealing the cracks on the runways.
- **Security Cameras** – The installation of this State-funded project that has been completed. Remote access for the authorized users is being coordinated.
- **North Ramp Rehab Area III** – Bids have been received exceeding the amount authorized for the project. The Airport is working with Finance to review how to best accomplish the project.
- **Geometry Analysis** – Working with the FAA to determine the engineering firm to award this project to.
  
- **Crew Quarters Project** – Conceptual drawings and floor plans are being developed by the architect and they will coordinate with the surveyor and then the plans will be submitted to FAA for approval. The next step is to work with Town Consultant to see if it is a viable project for developers.

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

- **Airport Gas** – Proposals are due Friday, May 26, 2017. An addenda is being written to identify proper payment structure.
- **Terminal Concession Retail** – Proposals are due Monday, May 15, 2017.
- **Bunker Road Land Lease** – This RFP is still being developed.
- **Solar Land Lease** – Proposals are due Monday, May 22, 2017.
- **Door Maintenance** – Proposals are due Monday, May 22, 2017.
- **Passenger Ramp** – Proposals are due Monday, May 22, 2017.
- **Apron Flood Lights** – Bids are due Thursday, June 1, 2017.

**Operations** – Mr. Rafter reported:

- **Freight** – The Airport is working on developing specific minimum standards for freight operation.
- **FAA Certification** – The inspection was a success with many positive comments from the inspector. The absence of Pavement Condition Numbers (PCN) for the runways on our self-inspection reports may be considered a letter of correction.
- **Hangar 6** – This hangar is in a state of disrepair and we will be putting out an RFP for to address tenancy and repair.
- **Advertising** – Lisa Kelly of Airport Media Solutions will be on site next week.
- **Triennial Exercise** – Is scheduled for September 13, 2017.

**Statistics** – Mr. Rafter reviewed the February 2017 statistics:

- Operations are up 5.36% from March 2016; and down .01% from last FYTD.
- Enplanements are up 13.23% from March 2016; and down 10.47% from last FYTD.
- Jet A Gallons are down 23.30% from March 2016; and up 1.09% from last FYTD.
- Jet A Gallons for April 2017 are up 71.24%.
- AvGas Gallons are down 4.89% from March 2016; and up 10.35% from last FYTD.
- AvGas Gallons for April 2017 are up 21.06%.
- Freight is up 18.91% from March 2016; and down 25.49% from last FYTD.
- 0 Noise Complaints were filed for March 2017.

**Personnel Report** – Mr. Rafter reported:

All seasonal positions have been filled with staggering start dates.

Mr. Rafter requested that the vacant Airport Operations Specialist position be filled first rather than the Safety Management System (SMS) Manager previously approved in the budget process. The Commission concurred.

#### **Commissioners Comments**

Mr. Drake announced the Airport Commission Meeting schedule is back on track for its normal date and time, the second Tuesday of the month (June 13, 2017) at 5:00 pm.

Mr. Gasbarro made a brief reiteration regarding noise abatement to have an open line of communication with the FAA in the ATCT.

#### **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; Clause 6 to consider the purchase, exchange, lease or value of real property 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. And Clause 3 – to discuss strategy with respect to pending litigation related to SRE Snowblower. 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. Topham - Aye  
Ms. Planzer – Aye  
Mr. Bouscaren – Aye  
Mr. Gasbarro - Aye  
Mr. Drake - Aye

Meeting adjourned at 7:19 pm

Respectfully submitted,

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Mae R. Williams, Recorder

**Master List of Documents Used**

5/11/17 Agenda including Exhibit 1  
4/20/17 Draft Minutes  
4/19/17 Warrant Signature Sheet  
5/3/17 Warrant Signature Sheet  
5/17/17 Warrant Signature Sheet  
American Airlines/Piedmont Airlines 2017 Lease Agreement  
American Airlines/Republic Airlines 2017 Lease Agreement  
Delta Airlines 2017 Lease Agreement  
United Airlines, Inc. 2017 Lease Agreement  
JetBlue Airways 2017 Lease Agreement  
Republic Parking System LLC Contract  
Jacobs Engineering Group On-Call Contract  
Grey Wall Software LLC Contract  
Door Concepts, Inc. Contract  
State of NH, Div. of Fire Standards & Training Amendment #2  
Trillion Aviation Amendment #1  
ACK Memorial Airport Noise Abatement Program, 2017  
FY17 3<sup>rd</sup> Quarter Update  
March 2017 Monthly Statistical Report  
Employment Agreement for Airport Manager