

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
March 14, 2017

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

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, David Sylvia, Compliance Manager, Preston Harimon, Operations Superintendent, Blaine Buckley, Operations Supervisor, 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 asked for comments or corrections to the February 14, 2017 Meeting Minutes. Mr. Gasbarro made a **Motion** to approve the minutes. **Second** by Ms. Planzer and **Passed** by a vote of 4 to 1 with Ms. Topham abstaining

Mr. Bouscaren made a **Motion** to ratify the warrants of 2/22/17 and 3/8/17. **Second** by Ms. Planzer and **Passed** unanimously.

Public Comment

None

Pending Matters – Mr. Rafter reported:

042214-2 Formerly Used Defense Site (FUDS) Status – The Airport is still awaiting the Final Record Decision from the Army Corps of Engineers (ACE). A draft Request for Proposal (RFP) for the Bunker Road parcels has been developed.

011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services – There has been no further progress to report.

Hangar 1 Discussion

→ **031417-1 Potential sale of Emily Air Hangar to Brookfield Asset LLC** – Mr. Rafter reported the Airport has received a request from Brookfield Asset, LLC to purchase Hangar 1 from Emily Air, LLC and enter into a new lease agreement with Nantucket Memorial Airport. Mr. Rafter explained that Brookfield Asset, LLC's plan is to make

significant improvements to Hangar 1 and then to sub-lease the hangar to Federal Express for their island operations. The draft lease to Brookfield Asset, LLC includes leasing the ramp on the airfield side of the hangar.

Due to the inclement weather, Frank Fitzgerald, Sr. and Frank Fitzgerald, Jr. of Brookfield Asset, LLC, as well as Thomas Cunningham of Emily Air, LLC participated via phone conference for this portion of the meeting. Mr Rafter noted, and Mr. Fitzgerald, Sr. agreed, that the initial lease rate is subject to fair market value appraisal. Mr. Fitzgerald, Sr. requested the fair market value appraisal, due every five year anniversary of the lease, be capped to not exceed 20% in one given year as presented in the draft lease.

After a lengthy discussion, Mr. Bouscaren made a **Motion** to facilitate the transfer of a new lease, the sale of Hangar 1, and to approve the Brookfield Asset, LLC lease agreement for the land under Hangar 1, as presented, for the maximum term allowable, subject to the following conditions:

- 1) Receipt of the Request from Emily Air, LLC to terminate its lease of the land under Hangar 1, effective on or about April 15, 2017, with the approval of said Request delegated to Airport Manager Thomas Rafter.
- 2) The closing of the Purchase and Sales agreement for Hangar 1 from Emily Air, LLC to Brookfield Asset, LLC.
- 3) The receipt of a new Fair Market Value appraisal, with the final rent to be determined by the new appraisal.
- 4) The signing of the lease agreement by Brookfield Asset, LLC;

Second by Ms. Topham and **Passed** unanimously.

- **031417-2 Potential Sub-Lease of Hangar** – Federal Express (FedEx) will become a sub-tenant to Brookfield Asset, LLC in Hangar 1. FedEx is willing to pave the grass portion of the ramp between Hangars 2 and 3 for additional tie-down space that FedEx will pay for as part of their Operating Agreement with Nantucket Memorial Airport.

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

- **Go Barre Studio** – 2017 Beach License for Figure Method Exercise Classes June 20, 2017-September 10, 2017 for \$1,500 Annual Business Fee.

Ms. Topham made a **Motion** to approve Go Barre Studio 2017 Beach License. **Second** by Mr. Bouscaren and **Passed** unanimously.

- **Tradewind Aviation, LLC** – 2017 Lease Agreement for General Aviation Building use for \$11,550, plus \$1,500 Annual Business Fee, plus landing and Ramp Fees.
- **Brookfield Asset, LLC** – Prior action taken
- **State of NH, Dept. of Safety, Div. of Fire Standards and Training** – Contract Amendment #1 to add one additional Live Burn Training in the amount of \$4,450.

Mr. Bouscaren made a **Motion** to approve Tradewind Aviation, LLC and State of NH, Dept. of Safety Contract. **Second** by Ms. Planzer and **Passed** unanimously.

031417-3 VEOCI Software Demonstration – Preston Harimon, Operations Superintendent, and Blaine Buckley, Operations Supervisor, presented a demonstration of the Virtual Emergency Operation Center Internet (VEOCI) Software used in the daily operations of the Airport:

- Part 139 Safety Inspections of the Runways, Taxiways, and Aprons
- Airplane service requests including the fuel order process
- Airport Rescue and Fire Fighting program

- Emergency Operations Center (EOC)
- Snow and Ice Control Program
- Alert III process

Mr. Rafter added other VEOCI functions used by Airport Administration that include:

- Lease Management
- Purchase Order Requests
- Time off and overtime requests

This software has provided a valuable resource that eliminates paper and automates the work flow.

Mr. Drake expressed his appreciation to Mr. Buckley, Mr. Harimon, as well as the Operations and Maintenance personnel for their continued hard work.

050916-1 Nobadeer Farm Development Update – Mr. Rafter reported receiving a proposal from Blackwell and Associates to develop a site plan and survey for the Nobadeer Farm Development, the last piece needed for the FAA Land Release Request. Kopelman & Paige, Town Counsel, is working on the deregistering of the Delta parcel from Land Court. A follow up meeting with the Federal Aviation Administration (FAA) is scheduled for Monday, March 20, 2017.

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

- A schedule of this year's seasonal airline schedule has been developed and will be forwarded to the Commissioners.
- United Airlines has requested a substantial re-write of the Lease Agreement as they appear unwilling to sign a lease agreement as presented to them. The Airport has advised United it will not rewrite the lease which was presented in the standard form used by all airline tenants.
- Mr. Rick Araujo of Island Shuttle is hopeful it may have it's FAA, Part 121 Certificate within the next few weeks.
- Rectrix is having a March Madness sale offering reduced fares during the month of March.

Finance

031417-4 FY17 2nd Quarter Update – The FY17 2nd Quarter figures were inadvertently left out of last month's Commission Meeting packet so a copy was provided to Commissioners.

031417-5 Building in Airport Vicinity Discussion – Two draft form letters were presented to the Commission for their review. One letter would address incompatible land use and/or development in the vicinity of the Airport and one letter would address noise concerns. Mr. Gasbarro asked for the protocol to be explained. Mr. Drake suggested a copy of these letters be sent to the Planning Board.

Mr. Bouscaren made a **Motion** to adopt the letters and the practice of notification regarding incompatible land use and to send a copy to the Permit Granting Authority. **Second** by Ms. Topham and **Passed** unanimously.

031417-6 Parking Management Services Update

- **Request for Proposal (RFP) Update** -Mr. Rafter reported the pre-proposal conference was very well attended. A delay in finalizing the draft Management Agreement facilitated the need to extend the proposal deadline by an additional week to March 20th.

Revised Parking Rates Discussion - A draft of the proposed parking rate structure was reviewed. During discussion, better descriptions of the different lots were suggested as well as

adding "0-2 Hours Free" to General Parking (back lot) and changing the next line to "2-4 Hours". Mr. Rafter noted a Public Hearing is required and is planned for the next Airport Commission Meeting. Any further comments should be forwarded to him. Gasbarro suggested the Public Hearing also address the parking rates of Tie Down holders; and, also noted a protocol was passed at 2016 Town Meeting regarding abandoned vehicles and requested a process be established for the Airport to address procedures for disposing of abandoned vehicles.

Manager's Report – Mr. Rafter reported:

Project Updates

- **Air Traffic Control Tower** – The Airport has received the Certificate of Occupancy and is hoping to have this project closed out within the next month.
- **Vault Room** – Jacobs Engineering and KOBO Construction are working to solve a power source issue.
- **Interactive Employee Training & Public Address/Flight Information Display System projects** – The Security Identification Display Area (SIDA) and non-movement area driver training videos are complete. The Airport is working with the contractor to schedule the installation of the computers. The Part 139 modules are still being reviewed. The PA/FIDS project was scheduled to begin in April and be completed in April, but verification of the project schedule has been difficult to obtain from the contractor.
- **Snow Blower and Broom** – This equipment was scheduled for delivery on January 3, 2017 and received February 27, 2017. Training on the machine has been completed. The equipment is in service as of today's date but had significant issues during the March 10th storm. The issues have been documented and all avenues of recourse will be pursued.
- **Security Cameras** – The installation of the security cameras for this State funded project has been completed. Robert Tallman, Security Coordinator, is working with the vendor on user access and to connect the existing cameras into the new system.
- **FY18 AIP Projects** –
 - North Ramp Rehab, Area III and Replacing a Portion of Perimeter Fencing: the survey work has been completed.
 - The Airport Layout Plan (ALP) Update project addresses the geometry issue at the intersection of Runway 6/24 and Taxiway Charlie. Due to a large discrepancy between Jacobs Engineering Fee and the Independent Fee Estimate (IFE), the Airport is seeking a proposal from McFarland-Johnson.

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

- **Airport Gas Parcel** – RFP is out and an extension was requested and granted. The new due date for the proposals is Friday, May 12, 2017.
- **Terminal Concession/Gift Shop area** – This draft RFP is under internal procurement review.
- **Sun Island Road Parcels** – The land release sent to FAA has been delayed due to new administration in Washington. All notices must be reviewed before going into the Federal Register.
- **Bunker Road Parcels** – This draft is in progress but not yet completed.

Operations – Mr. Rafter reported:

- **Snow events** – Airport crews have worked diligently to have the Airport open as soon as possible after the current snow events.
- **Thompson House** – Maintenance is working on replacing appliances, reconstructing cabinets, and replacing furniture at the Thompson House. A notice for donations has been circulated.
- **Blade Request** – Blade is welcome to operate out of the FBO.

- **Allies Air Freight** – Mr. Robert Shields of Allies Air Freight has indicated he is ready to open. He has offered one free year rent to Cape Air and Rectrix.
- **Nantucket Flying Association** – Betsy Sanpere, representative of NFA, is looking for space in the terminal to display Camp and local school children artwork.
- **Advertising Program** – Airport Media Solutions (Airport Consultant) has submitted a draft rate card and media kit. It has been agreed that any proposed advertising will initially be run by the Commission.
- **Triennial Exercise** – is scheduled for Wednesday, September 13, 2017.
- **Family Assistance Plan** – The Airport is still in the process of developing the Family Assistance Plan and hoping to incorporate the plan into the triennial drill scheduled for September 13, 2017.
- **Part 139 Inspection** – This FAA annual inspection is scheduled for April 26-28
- **Reimbursement for LEO (Law Enforcement Officer)** – Due to possible new legislation, the funding for this program may be eliminated.

Statistics – Mr. Rafter reviewed the January 2017 statistics:

- Operations are up 9.36% from January 2016; and down 1.16% from last fiscal year-to-date (FYTD).
- Enplanements are down 9.58% from January 2016; and down 11.52% from last FYTD.
- Jet A Gallons are down 41.32% from January 2016; and up 1.45% from last FYTD.
- Jet A Gallons for February 2017 are down 15.47%
- AvGas Gallons are up 16.69% from January 2016; and up 10.43% from last FYTD.
- AvGas Gallons for February 2017 are up 31.18%.
- Freight is up 12.14% from January 2016; and down 30.17% from last FYTD.
- 1 Noise Complaints was filed for January 2017.

Personnel Report – Mr. Rafter informed the Commission the Airport is interviewing for a full-time FBO representative. The Airport is still facing challenges with retaining seasonal employees later into the season. The Airport has been working with 2 colleges to develop an intern program that may assist the Airport in retaining seasonal help into the Autumn months.

Commissioners Comments

The May 2017 Airport Commission meeting will be rescheduled to Thursday, May 11 at 6:00pm.

Mr. Drake reported Mr. Rafter has not had a contract and has been operating in good faith for 5 years. A contract proposal will be presented next month in open session.

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 with respect to Exhibit A. The Chair has determined that an open session may have a detrimental effect on the negotiation/litigation position of the Airport Commission. 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
Vice Chair Gasbarro - Aye
Chairman Drake - Aye

Meeting adjourned at 6:45pm

Respectfully submitted,


Mae R. Williams, Recorder

Master List of Documents Used

3/14/17 Agenda including Exhibit 1

2/14/17 Draft Minutes

2/22/17 Warrant Signature Sheet

3/8/17 Warrant Signature Sheet

Letter: Fitzgerald Attorneys at Law, P.C. dated March 10, 2017 re: purchase of Hangar 1 from Emily Air, LLC.

Draft Lease of Brookfield Assets, LLC/Bridgetown LLC for Hangar 1

Amor Architectural Corporation partial site plans for Hangar 1 and new pavement proposal for Federal Express planes on North Ramp

Go Figure Barre Studio 2017 Beach License for Exercise Classes

Tradewind Aviation 2017 Lease Agreement Commuter Air Service

State of NH – Division of Fire Standards and Safety Amendment #1 to June 6, 2016 Contract

Jacobs Engineering Group Contract On-call Engineering Services

McFarland-Johnson Inc. Contract On-call Engineering Services

FY2017 YTD 2nd Quarter Airport Enterprise Update

Form letter re: Airport Land Use and Surface Protection

Form letter re: Airport Noise and Land Use

Proposed Rate Structure for 2017 Parking lot

January 2017 Statistics

Handouts

Letter: Fitzgerald Attorneys at Law, PC dated March 13, 2017 re: Federal Express facility Nantucket Memorial Airport

Outline of VEOCI Presentation to Airport Commission meeting