

Town of Nantucket
NANTUCKET MEMORIAL AIRPORT
14 Airport Road
Nantucket Island, Massachusetts 02554

Thomas M. Rafter, Airport Manager
Phone: (508) 325-5300
Fax: (508) 325-5306



Commissioners
Daniel W. Drake, Chairman
Arthur D. Gasbarro, Vice Chair
Anthony G. Bouscaren
Andrea N. Planzer
Jeanette D. Topham

AIRPORT COMMISSION MEETING
April 20, 2017

The meeting was called to order at 6:00 pm by Chairman Daniel Drake with the following Commissioners present: Vice Chair Arthur Gasbarro, Anthony Bouscaren, and Jeannette Topham. Andrea Planzer participated via phone conference 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, David Sylvia, Compliance Manager, Jamie Sandsbury, Business and Finance Manager, and Mae Williams, Administrative Assistant.

Mr. Drake announced the meeting was being both audio and video recorded. He also announced the next Airport Commission Meeting will be held on Thursday, May 11, 2017 at 6:00 pm.

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

Mr. Drake asked for comments or corrections to the March 14, 2017 Meeting Minutes. Mr. Bouscaren made a **Motion** to approve the minutes. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

Ms. Topham made a **Motion** to ratify the warrants of 3/22/17 and 4/5/17. **Second** by Mr. Bouscaren and **Passed** unanimously by the following roll-call vote:

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

Mr. Drake announced the 2016 Annual Town Meeting minutes have been eliminated from the agenda due to the fact Town Counsel advised Mr. Drake that meetings of the Airport Commission (or of any board or commission held within an Annual Town Meeting do not constitute a formal meeting for purposes of posting or minute taking.

Republic Parking Systems has been chosen through the procurement process to manage the airport's parking operation. Mr. Don Barrett, Sr. Vice-President, and Roger Weisenbeck, Regional Manager of Republic Parking System gave a presentation of their proposed Parking Operation Plan.

Their goal is to implement a program that is cost effective, provide a revenue return, eliminate high maintenance costs, and take the operation of the parking facility away from Airport staff. Their plan is to install six (6) Luke II pay stations. Enforcement Officers patrol the lots numerous times throughout the day and issue parking violations to those who have not paid. All monies collected go into the Parking Program account. No monies are held by Republic. Mr. Barrett reviewed the payment process, the enforcement process, and collection from out-of-state customers. Rates will be posted at the pay stations. Discussion regarding the locations of the pay stations took place.

041117-1 Continuance of 4/11/17 Public Hearing to Consider Proposed Revisions to Parking Rates & Charges - A summary of the previous Public Hearing was available to all participants.

Mr. Roger Leveque of Nantucket Island Rent-a-car addressed the overflow parking lot, rental car staging, the handling of the hourly rate, and the payment of employee parking.

Mr. Christopher Skehel – Crosswinds Restaurant, questioned revenue and attracting customers to the Airport. Mr. Gasbarro responded citing the improvements that will occur with this new system.

Mr. Drake closed the Public Hearing at 6:37 pm and opened it to the Commission for discussion.

Mr. Bouscaren questioned employee parking fees and should employers pay for them. Mr. Rafter added to this that the point of employee parking charges is not so much for collecting revenue but to use it as a control mechanism.

Ms. Topham and Mr. Gasbarro would like to see a year-round grace period at no charge. Discussion continued regarding 2 or 3 hours for a grace period, consistency of rates for the front lot compared to rates for the back lot, tenant employee charge, as well as weekly & monthly rates.

Ms. Topham made a **Motion** to approve a three (3) hour free parking limit. **Second** by Mr. Gasbarro and passed by the following roll-call vote:

- Mr. Bouscaren – Aye
- Ms. Topham – Aye
- Ms. Planzer – Aye
- Mr. Gasbarro – Aye
- Mr. Drake - No

Mr. Gasbarro made a **Motion** to approve the \$10.00 monthly or \$100.00 annually for tenant employee parking. **Second** by Mr. Bouscaren and **Passed** unanimously by the following roll-call vote:

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

Mr. Bouscaren made a **Motion** to approve the fee of a daily, weekly and monthly fee for the back lot for: \$10.00 longer than 8 hours, \$60.00/week, and \$200.00/month. **Second** by Mr. Gasbarro and **Passed** unanimously by the following roll-call vote:

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

Mr. Gasbarro made a **Motion** to approve the fee for the front lot longer than 8 hours to \$20.00/day, \$120.00/week, and \$400.00/month. **Second** by Mr. Bouscaren and **Passed** unanimously by the following roll-call vote:

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

Discussion moved to the rate for three (3) to eight (8) hour time after which Mr. Drake reviewed the entire rate structure:

<u>Front Lot</u>	<u>Back Lot</u>
0 - 3 hours free	0 - 3 hours free
3-8 hours \$12.00	3-8 hours \$6.00
8 + hours \$20.00	8 + hours \$10.00
\$120.00/weekly	\$60.00/weekly
\$400.00/monthly	\$200.00/monthly

The Airport tenant employee parking charge in designated spots in the Back Lot is \$10.00/month and \$100.00/annually.

Contractors and Corporate in designated spots in the Back Lot is \$1,500.00/annually, \$875.00/6 months, and \$200.00/monthly.

Mr. Drake noted the discount for contractors with a Town or Airport contract is being eliminated.

Mr. Bouscaren made a **Motion** to approve the parking rates as summarized by Mr. Drake. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

Mr. Gasbarro – Aye
Mr. Drake – Aye

Discussion regarding Resident discount continued with Mr. Gasbarro stating that the discount is factored into the lower rates and therefore will be eliminated. There was no dissention.

Mr. Skehel thanked the Commission for their open-mindedness and stated Crosswinds will be happy to contribute financially to the advertising to promote the program and not to hesitate to reach out to them.

In discussing the effective date of the new parking rates, Mr. Barrett was asked about the lead time for ordering equipment. Mr. Barrett responded they would need a Letter to Proceed in order to order the equipment prior to the signing of their contract. Mr. Gasbarro questioned the details of Republic's price proposal. Mr. Barrett explained the breakdown of the proposal. Mr. Gasbarro suggested that Airport Counsel review the red line draft. Mr. Drake addressed the maintenance of equipment. Mr. Barrett explained the maintenance and repair of the equipment. Mr. Drake asked Mr. Barrett to be available by phone for the next Airport Commission Meeting on May 11, 2017.

Public Comment

None

Pending Matters – Mr. Rafter reported:

042214-2 Formerly Used Defense Site (FUDS) Status – The Army Corp of Engineers have informed Mr. Noah Karberg, Environmental Coordinator, the response should be expected very shortly.

011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services – There has been no response from FAA but payments are being deposited into a reserve fund.

021417-3 Thompson House Property Closing Documents – Mr. Drake read the Record of Vote that took place at the April 20, 2017 meeting.

- a. Approve that certain Settlement Agreement and Mutual Release, the agreement and all forms of attached thereto concerning the Commission's acceptance of the release deed from the Valerie Swett, Trustee of the New Beach Realty Trust, holding Title to the property for the Nantucket Land Bank in substantially the form presented to the Commission at its' April 20, 2017 meeting. Meeting the final changes in the reasonable discretion of the Commission in consultation with counsel. The agreement to be executed by the Commission once confirmation with the Nantucket Land Bank has been voted to approve the agreement.
- b. To authorize the Commissioners to take all actions on behalf of the Commission that are reasonably necessary to complete the conveyance of the property in accordance with the agreement, including without limitation executing the agreement, accepting the release deed, and signing any other closing forms or documents, conservation restrictions and easements as described in the agreement.
- c. To authorize the Airport Manager to execute and file the required Land Bank forms, including without limitation Form 1 and Form A in substantially the form presented to the Commission at its' April 20, 2017 meeting, with such changes that are necessary in the Airport Manager's reasonable discretion in consultation with counsel

Mr. Bouscaren made a **Motion** to approve the Record of Vote as read by Mr. Drake:

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

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

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

- **Rectrix Aviation, Inc.** – 2017 Terminal Airline Agreement for \$32,280, plus \$1,500 Annual Business Fee (ABF), plus landing and freight fees.
- **Hyannis Air Service, Inc.** – 2017 Terminal Airline Agreement for \$96,480, plus \$1,500 ABF, plus landing and freight fees.
- **American Airlines/Piedmont Airlines** – 2017 Terminal Lease Agreement for \$6,960, plus \$1,500 ABF – *Pending*
- **American Airlines/Republic Airline, Inc.** – 2017 Seasonal Carrier for American Airlines for \$12,000, plus \$1,500 ABF, plus landing fees – *Pending*
- **Delta Air Lines, Inc.** – 2017 Seasonal Terminal Lease Agreement for \$18,800, plus \$1,500 ABF, plus landing fees – *Pending*
- **JetBlue Airways Corporation** – 2017 Seasonal Terminal Lease Agreement for \$18,000, plus \$1,500 ABF, plus landing and ramp fees – *Pending*
- **General Services Administration/TSA** – 2017 one (1) year lease extension for \$51,775 expiring in May 2018.
- **Wiggins Airways** – 2017 ABF of \$1,500 for air freight services for UPS and FedEx, plus landing and freight fees.
- **Nantucket Express** – 2017 ABF of \$1,500 for Charter Service plus landing and ramp fees.
- **ACK Surf School** – 2017 ABF of \$1,500 for Nobadeer Beach Surf School.
- **Zeppelin Concrete Design** – Contract for \$10,689 for polishing terrazzo floors in terminal building.
- **Republic Parking System, LLC** – 3 year Contract for \$90,000 for Parking Management Services plus approved annual expenses.
- **Blackwell & Associates, Inc.** – 3 year on-call Contract for on-call Surveying Services – *Pending*.
- **McFarland-Johnson, Inc.** – On-call engineering services. Each task assigned will amend on-call with amount and determination of funding source.
- **Jacobs Engineering Group** - On-call engineering services. Each task assigned will amend on-call with amount and determination of funding source – *Pending*

Mr. Bouscaren made a **Motion** to accept all non-pending contracts and leases excepting Republic Parking and Blackwell & Associates. **Second** by Mr. Gasbarro and **Passed** unanimously by the following roll-call vote:

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

Mr. Gasbarro recused himself from the following vote to avoid any Conflict of Interest and stepped away from the table.

Ms. Topham made a **Motion** to approve the Blackwell & Associates contract. **Second** by Mr. Bouscaren and Passed by the following roll-call vote:

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

Hangar 1 Discussion

- **042017-1 - Termination of Emily Air LLC Lease** – Mr. Rafter reported the Airport has received a request for the Termination of the Lease with Emily Air LLC.
- **042017-2 – Land Appraisal - Pending**

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

Mr. Rafter has set up appointments with 8-10 airlines at the Jump Start Conference that will take place in Providence RI in early June.

The Airport has been contacted by Elite Airlines about flying between Nantucket, MA and West Chester NY.

The Cape & Islands airport group has put their consolidated proposal for a consultant on hold and is looking at alternative regional approaches to Air Service Development.

Declaration of Surplus Property

- **042017-3 – Bunker Area – Potential Solar Site** – approximately 15 acres of real estate in the Bunker area of the Airport. The Airport has been working with the Town for land lease proposals for a third party.

Mr. Bouscaren made a **Motion** to declare 15+/- acres of land in the Bunker area as surplus. The property has recently received a fair market rental opinion of \$2.00 per square foot. Any proposal will need to be approved by the Commission. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

- **042017-4 – Airport Terminal Concession** – The property was recently appraised at rental value of \$30.00 per square foot. Mr. Rafter is proposing a minimum square foot rate of \$37.00.

Mr. Bouscaren made a **Motion** to declare the Airport Terminal Concession space as surplus and available for rent at a minimum of \$37.00/sq. ft. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

042017-5 – Airport Manager Contract Discussion – Mr. Drake stated that due to prior Airport Commissions' lack of transparency, he deems it best to have this discussion in Open Session. He also stated that Airport Counsel has opined that it is appropriate for most, if not all, senior Town officials have contracts and it is advisable for Mr. Rafter to also have a contract. The contract presented will need to be reviewed by Airport Counsel before it can be approved.

Following a discussion regarding the salary provision and/or one-time bonus, a provision for a \$1,500.00 per month housing allowance, a \$3,000.00 payment into a deferred compensation plan, as well as a severance package, it was determined to send the contract to Anderson & Kreiger for review and present it to the Commission at the next meeting. The term of the contract would be for three (3) years.

Manager's Report – Mr. Rafter reported:

Project Updates

- **Air Traffic Control Tower** – The last change order (CO) to the general contract was presented.

Mr. Gasbarro made a **Motion** to ratify CO #8 in the amount of \$5,899.00. **Second** by Mr. Bouscaren and **Passed** unanimously by the following roll-call vote:

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

- **Vault Room** – There have been some engineering issues encountered causing a delay in the project but completion is scheduled for early June.
- **Interactive Employee Training (IET)** – The IET is operational for Security Identification Display Area (SIDA) as well as non-movement area driver training. Airport staff is working on approving the Part 139 training modules.
- **Public Address/Flight Information Display System projects (PA/FIDS)** – FIDS screens are being installed in existing locations.
- **Snow Blower and Broom** – Due to some challenges with this new piece of equipment, Mr. Rafter is working with Legal to solve the issue.
- **Security Cameras** – This State funded project has been installed and is operational.

FY18 AIP Projects

- **North Ramp Area III** – The pre-bid meeting was held on Tuesday, April 18, 2017. Bids are due Wednesday, April 26, 2017. The grant application is due on May 1, 2017.
- **Geometry Study** – The Airport has received a proposal from McFarland-Johnson for the study to be performed at the Intersection of RW 12/30 and RW 6/24. We will be proceeding with this project as well as the grant application. The grant application is due on May 1, 2017.

- **Nobadeer Farm Road Housing Development** – A meeting was held with FAA on Friday, April 21, 2017 and a subsequent meeting with Andrew Vorce, Director of Nantucket Planning and Land Use Service (PLUS) and Blackwell & Associates to review the FAA's comments. We are working on finalizing the survey, getting the final piece to the FAA regarding the land release, and then begin discussion on working with Tucker Holland – Nantucket Town Consultant to insure this is a viable project. On a related note, the Town's RFP for affordable housing has been advertised.

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

- **Airport Gas** – The RFP is out with proposals due on Friday, May 12, 2017.
- **Terminal Concession Retail** – The RFP has been advertised and proposals are due Monday, May 15, 2017.
- **Solar Land Lease** – The RFP is out and the proposals are due Monday, May 22, 2017.
- **Sun Island Road** – The RFP will go out after the Bunker Road is developed. The RFP is currently under review.

Operations – Mr. Rafter reported:

- **Thompson House** – Mr. Rafter would like to commend the maintenance crew and other staff members for the work done to refurbish the house.
- **FlyBlade** – The Airport needed to reaffirm that their sub-lease of Hangar 1, will not be approved for the second year.
- **Advertising Program** – Lisa Kelly, Advertising Consultant from Airport Media Solutions, was on site the week of April 10, 2017. She is developing a new program to increase revenue.

Dates to Remember

- **Triennial Disaster Exercise** will take place September 13, 2017. The tabletop exercise is scheduled for May 15, 2017.
- **Part 139 Certification Inspection** is scheduled for April 26-28, 2017.
- **Update on Legislative efforts** – Letters have been sent to our Congressional Delegation asking for their support for reimbursements for TSA's Law Enforcement Reimbursement (LEO) program and the Baggage Belt reimbursement.
- **Dylan Fernandes, Cape & Islands State Representative** was on-island and met with Mr. Rafter and discussed the competing interests between solar development and preservation of endangered species as well as the Transportation Network Company (TNC) transportation providers and the laws concerning legislative change.

Statistics – Mr. Rafter reviewed the February 2017 statistics:

- Operations are up 13.98% from February 2016; and down .35% from last FYTD.
- Enplanements are up 8.44% from February 2016; and down 11.10% from last FYTD.
- Jet A Gallons are down 15.47% from February 2016; and up 1.29% from last FYTD.
- Jet A Gallons for March 2017 are down 23.30%.
- AvGas Gallons are up 31.18% from February 2016; and up 10.93% from last FYTD.
- AvGas Gallons for March 2017 are down 4.89%.
- Freight is up 7.93% from February 2017; and down 28.37% from last FYTD.
- 0 Noise Complaints were filed for February 2017.

Personnel Report – Mr. Rafter reported:

- The FBO has a new full-time staff member named Rikka Petrova-Powers.
- A contingent of summer employees from Puerto Rico will be arriving soon.
- There are still a number of summer positions open including three (3) security gate guards and a seasonal maintenance employee.

- Preston Harimon, Operations Superintendent, is continuing to work on an intern program with Vaughn College.

Commissioners Comments

Mr. Drake requested the new Parking Rates be made available.

Public Comment

None

Having no further business for Open Session, Mr. Gasbarro 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 Mr. Bouscaren 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 8:10 pm

Respectfully submitted,


Mae R. Williams, Recorder

Master List of Documents Used

- 4/20/17 Agenda including Exhibit 1
- 3/14/17 Draft Minutes
- 3/22/17 Warrant Signature Sheet
- 4/5/17 Warrant Signature Sheet
- Proposed Parking Rates for 4/11/17 Public Hearing
- E-mail from Jeanette Topham re: Proposed Parking Rate Structure 3/21/17
- E-mail from Patrick Topham re: ACK Parking Rate Structure
- E-mail from Brooke Cameron of CC Construction re: Nantucket Airport Proposed New Parking Rates
- E-mail from John O'Hara of Nantucket Rent-a-car re: Proposed Parking Regulations for 4/11/17 Public Meeting
- E-mail from Brian Grossman re: Nantucket Airport Commission – Land Bank Settlement & Closing Documents
- Settlement Agreement and Mutual Release – Nantucket Memorial Airport – Land Bank for Thompson House property Assessor's Map 88 Lots 18 and 63
- Error and Omissions/Compliance Agreement – Valerie Swett, New Beach Realty Trust – Grantor and Town of Nantucket, Nantucket Memorial Airport Commission
- Rectrix Aviation, Inc. 2017 Lease Agreement for Commuter Airlines and Terminal rent
- 4/20/17 Airport Commission Meeting

Hyannis Air Service, Inc. 2017 Lease Agreement for Commuter Airlines and Terminal rent
American Airlines/Piedmont Airlines 2017 Lease Agreement – *Pending*
American Airlines/Republic Airlines 2017 Lease Agreement – *Pending*
Delta Airlines, Inc. 2017 Lease Agreement – *Pending*
JetBlue Airways Corporation 2017 Lease Agreement – *Pending*
General Services Administration/TSA 1 year lease extension through May 2018
Wiggins Airways 2017 Lease Agreement for Air Freight Service
Nantucket Express 2017 Operating Agreement for Air Charter and Telephone
ACK Surf School 2017 Beach License for Surf School
Zeppelin Concrete Design Contract to polish terrazzo floors in terminal
Republic Parking System, LLC Contract for 3 year management fee for Parking Management Services
Blackwell & Associates, Inc. Contract for 3 year On-call surveying services – *Pending*
McFarland-Johnson, Inc. Contract for On-call engineering Services
Jacobs Engineering Group Contract for On-call engineering Services – *Pending*
Emily Air, LLC letter re: Request for Termination of Lease Dated March 25, 2014, as amended on June 1, 2016
Emily Air, LLC Termination of Lease document
Emily Air, LLC Notice of Termination of Lease document
Declaration of Surplus Property – “Bunker Area”
Declaration of Surplus Property – “Retail Concession”
Proposed Employment Agreement for Airport Manager
ATCT Modernization Construction Change Order Log
Jacobs Construction Change Order #CO-8
February 2017 Monthly Statistical Report
Handout
Record of Vote of the Nantucket Memorial Airport Commission re: 60 Madequecham Valley Road, Tax Assessor’s Map 88 as Lots 18 and 63.