

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
June 13, 2017

The meeting was called to order at 5:02 pm by Chairman Daniel Drake with the following Commissioners present: Vice Chair Arthur Gasbarro and Jeanette Topham. Anthony Bouscaren participated via telephone conference due to geographical distance. Andrea Planzer was absent.

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, Noah Karberg, Environmental Coordinator and Jamie Sandsbury, Business and Finance Manager.

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 May 11, 2017 Meeting Minutes. Ms. Topham made a **Motion** to approve as drafted, **Second** by Mr. Gasbarro and **Passed** unanimously by the following roll-call vote:

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

Ms. Topham made a **Motion** to ratify the Warrants of 5/24/17 and 6/7/17. **Second** by Mr. Gasbarro and **Passed** unanimously by the following roll-call vote:

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

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

- **United Airlines** - 2017 Seasonal Airline Lease for \$15,920 plus \$1,500 Annual Business Fee (ABF) plus Landing Fees.
- **ACKlete Fitness**- 2017 Beach License Agreement for \$1,500 ABF.
- **Sayles Seafood** - 2017 Beach License Agreement for \$1,500 ABF.
- **Jacobs Engineering Group** – On-call engineering services. Each task assigned will amend on-call with amount and determination of funding source.

- **Airport Media Solutions** - Contract for \$4,400 to extend Advertising Consulting Services for remaining balance of original contract which had expired.
- **Stanley Access Technologies** – Winning bidder for a three-year Operating Budget Contract for \$70,500 for preventative maintenance, service and repair of Airport automatic doors.
- **Rectrix Aviation** – Winning bidder to supply and deliver switchback boarding ramp Capital Budget Contract for \$77,844.
- **State of NH, Department of Safety, Division of Fire Standards & Training** – \$8,675 Operating Budget Contract for two sessions of required live burn training for ARFF personnel.

Ms. Topham suggested increasing the \$1,500 Annual Business Fee with the next revision to Rates & Charges.

Discussion moved to oversight and frequency of events hosted by holders of Beach License Agreements; in particular, the scheduled classes proposed for ACKlete Fitness as it relates to beach congestion. ACKlete Fitness business owner, Danny Jacobs, addressed the Commissions questions noting his willingness to adjust class times to satisfy the Commission. After brief discussion on limiting fitness class times, Ms. Topham made the **Motion** to approve the ACKlete Fitness Beach License Agreement with no classes to be held between the hours of 11:00 a.m. to 5:30 p.m. **Second** by Mr. Gasbarro and **Passed** by the following roll-call vote:

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

Mr. Drake asked for comments on any other pending leases or contracts. Mr. Gasbarro made a **Motion** to approve the lease agreement with United Airlines, the license agreement with Sayle’s Seafood and the contracts with Jacobs’ Engineering, Airport Media Solutions, Stanley Access Technologies Rectrix Aviation and the State of New Hampshire. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

Mr. Drake suggested a policy on beach license activities to ensure approved activities do not conflict with time or space. Mr. Rafter noted he would draft a policy for consideration.

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 – Another reminder for a response was submitted to the Federal Aviation Administration (FAA). Mr. Rafter added that after in-kind services are deducted from the \$235 budgeted for repayment, the amount remaining for FY2017 is \$76,054.08 and requires Commission approval to transfer that amount. Mr. Gasbarro made a **Motion** to authorize the transfer to the escrow account the amount of \$76,054.08 for FY17 General Fund repayment, subject to receiving acceptance of in-kind services. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

042017-2 Hangar 1 Fair Market Rental Value Appraisal – Mr. Rafter reported the determined appraisal value of the land associated with hangar 1 is \$2.10 per square foot. The lease has been adjusted accordingly

061317-2 Brookfield Asset Bridgetown, LLC Sublease to FedEx Corp. – Mr. Rafter reported receiving a request to execute a Recognition, Non-Disturbance and Attornment Agreement (RNDA) between the Airport, Brookfield Asset Bridgetown, LLC and FedEx required by their lender. Airport Counsel upon review requested minor revisions which Brookfield has accepted. Airport Counsel has suggested approving the revised RNDA; but, withholding delivery pending some minor revisions needed to the FedEx sublease. Mr. Gasbarro made a **Motion** to approve the Recognition, Non-Disturbance and Attornment Agreement, not to be released until receipt of required documents to the satisfaction of the Manager and Counsel is met. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

122215-1 Air Service Update – Mr. Rafter reported on his attendance at the Jumpstart Conference in Providence, RI where he met with eight (8) airlines in early June. Meetings with United and Delta resulted in interest to possibly expand the shoulder season; however, American didn't seem receptive to providing Philadelphia service. Southern Airways showed interest in providing service between Nantucket (ACK) and Providence (PVD) as PVD has one non-sterile gate available. Discussed off-season service from Hyannis (HYA) to large hub airports with several carriers. JetBlue appeared to be the most interested. Cape Air is considering utilizing a 40 seat aircraft, an ATR, as an alternative to the 402.

Mr. Rafter noted Boston Logan, NY Kennedy and Hyannis airports are all undergoing runway work which will result in delays all summer. A meeting was held with JetBlue and Air Traffic Control to develop a contingency plan for prolonged delays.

In response to Ms. Topham's follow up questions, Mr. Rafter responded that a) there is currently no service to PVD and b) it is unclear how the fares may differ should Cape Air switch to the larger aircraft.

061317-1 Ratify Revised Advertising Rates – Mr. Rafter provided a handout to replace the rates provided in the Commission packets; a short-term, two-month rate was added to the Full Term Package to accommodate the shortened season with the delay of installing the new display screens. After brief discussion, Ms. Topham made a **Motion** to ratify the 2017 Advertising Rates as indicated on the handout. **Second** by Mr. Gasbarro and **Passed** unanimously by the following roll-call vote:

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

061317-3 Volume Fuel Discount Program Discussion – Mr. Rafter reported a fuel discount for high-end users is being considered. Mr. Karberg and Ms. Sandsbury are developing the parameters to determine if there is opportunity for a viable program.

061317-4 Non-Union FY18 COLA Discussion – As requested by the Chairman, Mr. Rafter recommends a 2% cost of living increase to the non-union personnel, effective July 1st, noting the increase is in line with Union and other Town negotiations. Mr. Gasbarro made a **Motion** to approve a 2% cost of living increase for non-union personnel for Fiscal Year 18. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

Manager’s Report – Mr. Rafter reported:

Project Updates

- **Air Traffic Control Tower** – This project is complete.
- **Vault Room** – The installed regulators are not working properly and a third party was brought in to run tests. The General Contractor, Kobo Utility was present. The test results are anticipated next week. The FAA has been notified of the project delay.
- **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. Modules for the movement area driver training as well as the Part 139 training is under final review. The snow removal module will be somewhat generic since you cannot predict when a snowstorm will hit to do live recording.
- **Public Address/Flight Information Display System projects (PA/FIDS)** – According to Jacobs’ recent update, Kobo Utility is expected to give a quote for the electrical portion which will hopefully allow the project to be completed.
- **SRE Sblowblower** – Airport Counsel has written a letter to the manufacture’s (Kodiak) attorney and have not yet received a response.
- **Crack sealing project** – A State-funded project to crack seal the runways has been completed.
- **Security Cameras** – The installation of this State-funded project that has been completed. Remote access for the authorized users is still being coordinated.
- **North Ramp Rehab Area III** – Initial bid received for construction was \$2.4M with \$2.2M authorized for the entire project. The FAA rejected the bid and the project is currently back out to bid with bids due 6/28/17.

- **Geometry Analysis** – Project has been awarded to McFarland-Johnson and we are awaiting their schedule of work. Air Traffic Control has supplied some documentation that will be beneficial to the analysis.
- **Crew Quarters Project** – No change in status - 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** – The last addendum issued to clarify the rate structure and to revise the sample lease agreement on the advice of Airport Counsel. The proposal due date was extended to June 23, 2017.
- **Terminal Concession Retail** – No proposals were received. The Airport is considering re-advertising for a short-term lease and is also considering incorporating the space into the RFP for the restaurant space which is coming up for renewal next year.
- **Solar Land Lease** – Proposals were received and are currently under review. Mr. Rafter shared a letter sent to State Senator Cyr asking for support to extend the program in Massachusetts beyond its current expiration date of December 31, 2017. A similar letter was sent by Town Administration.
- **Passenger Ramp** – Contract approved earlier in the meeting to the winning bidder, Rectrix Aviation.
- **Apron Flood Lights** – Bids received were over budget. Invitation to Bid will be revised and re-advertised.

Operations – Mr. Rafter reported:

- **Airline Fuel Audits** – A letter was received from JetBlue praising the Airport and staff on our fueling facility after its audit of our facility. A surprise audit was also conducted by NetJets as well and a similar letter is expected.
- **Tarmac Delay Meeting** – A meeting was held with Air Traffic and JetBlue to discuss and plan for irregular operations expected due to the runway work at Logan, JFK and Hyannis.
- **July 4th Preparations** – The Airport is once again involved with the Town's 4th of July crown control planning on island beaches. Installation of additional port-a-potties and trash dumpsters will begin on June 29th.
- **FBO Sales Results** for Wine Festival were up 16% over last year and Memorial Day weekend were up 9% over last year.
- **Air Traffic Control** staff received an award from the FAA for their teamwork in mobile control tower transition and cooperation through the tower rehabilitation project.
- **Dates to remember**
 - **Triennial Exercise** – Is scheduled for September 13, 2017.
 - **Flying Association Aviation Camp** is taking place June 26th through the 30th
- **DPW** Director and Deputy Director toured the airport facilities and airport affirmed our desire to assist the DPW and the Town any way it can.

Statistics – Mr. Rafter reviewed the April 2017 statistics:

- Operations are down 5% from April 2016; and down .03% from last FYTD.
- Enplanements are up 5.76% from April 2016; and down 10% from last FYTD.
- Jet A Gallons are up 71.24% from April 2016; and up 2.13% from last FYTD.
- Jet A Gallons for May are up 4%.
- AvGas Gallons are up 21% from April 2016; and up 10.84% from last FYTD.
- AvGas Gallons for May are up 6.53%.
- Freight is up 7.82% from April 2016; and down 23.18% from last FYTD.

→ 1 Noise Complaints was filed for April 2017.

Personnel Report – Mr. Rafter reported:

- After losing some seasonal employees, replacements from Puerto Rico, familiar with airport operations were hired. Over-all, the outcome is beneficial as the replacements can work later into the season and have experience.
- The Administrative Assistant has resigned and we will look to fill that position promptly.

061317-5 Request to Travel – October 1-3, 2017 from Mr. Rafter to attend the National Airport Conference in Las Vegas for which he serves on the Conference Committee. Ms. Topham made a **Motion** to approve Mr. Rafter’s travel request, October 1st through 3rd to Las Vegas. **Second** by Mr. Gasbarro and **Passed** by the following roll-call vote:

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

Commissioners Comments

Mr. Bouscaren remarked on the difficulty of attending the meeting via telephone but asserts it is better than missing the meeting, adding he appreciates Mr. Rafter’s report.

Mr. Gasbarro asked for an update on Tailwind, the seaplane operator. Mr. Rafter indicated that Mr. Karberg has been in contact with Tailwind explaining our fee structure as it relates to scheduled service. Tailwind has indicated they will drop the scheduled service and operate as an on-demand charter, which has the fee requirement of paying only the ABF plus Landing and Ramp Fees.

Mr Rafter continued by explaining that air carriers operating under a Part 135 (on-demand charter) certificate are allowed to offer scheduled service so long as they offer less than five scheduled flights per week and are limited in the size of aircraft which can be utilized.

The FAA defines “scheduled” if the service meets three (3) elements: point of origin, point of destination and departure time. If the operator, not the passenger, determines any of these three elements it is considered scheduled service. Mr. Gasbarro noted he viewed Tailwinds website just prior to the meeting and was able to find posted days and times of travel between NY and Nantucket. Mr. Rafter will investigate further.

Mr. Drake reported the transfer of the Thompson House property from the Land Bank to the Airport has been completed and recorded. Mr. Drake will be reviewing the related Executive Session minutes to determine if they can be released at the next Commission Meeting. Mr. Drake also intends to write a letter to the Land Bank thanking them for their cooperation.

Mr. Drake announced he and Mr. Rafter have a meeting with Dan Wolf, of Cape Air in Hyannis on June 15th to discuss Cape Air’s customer service issues and declining reputation.

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; and Clause 3 6/13/17 Airport Commission Meeting

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. Topham and **Passed** unanimously by the following roll-call vote:

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

Meeting adjourned at 6:03 pm

Respectfully submitted,

Jamie Sandsbury, Recorder

Master List of Documents Used

6/13/17 Agenda including Exhibit 1
5/11/17 Draft Minutes
5/24/17 Warrant Signature Sheet
6/7/17 Warrant Signature Sheet
United Airlines, Inc. 2017 Lease Agreement
ACKlete Fitness 2017 Beach License Agreement
Sayle's Seafood 2017 Beach License Agreement
Jacobs Engineering Group On-Call Contract
Airport Media Solutions Contract (Exp 12/31/17)
Stanley Access Technologies 3-Year Contract
Rectrix Aviation Inc Contract
State of NH, Div. of Fire Standards & Training Contract (Exp 12/31/17)
2017 Advertising Rates
2017 Revised Advertising Rates (handout)
Sublease Agreement b/ Brookfield Asset Bridgetown LLC and FedEx Corp
Recognition, Non-Disturbance and Attornment Agreement / Airport, Brookfield Asset and FedEx Corp (handout)
National Airport Conference Information (Oct 1-3, 2017)
JetBlue letter dated 6/1/17 re Fuel Storage Audit
Rafter letter to Senator Cyr dated 6/9/17 re: Solar Program expansion (handout)
April 2017 Statistics (handout)