

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

Thomas M. Rafter, Airport Manager  
Phone: (508) 325-5300  
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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**  
**August 8, 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 and Jeanette Topham. Commissioner Anthony Bouscaren participated by phone, beginning at 5:015 pm, due to geographical distance.

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, Noah Karberg, Assistant Airport Manager, David Sylvia, Safety & Compliance Officer and Janine Torres, Office Manager.

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

Pertaining to the Agenda, Mr. Drake noted the Executive Session Minutes listed for approval have not yet been approved for release in Executive Session and therefore, will not be voted upon tonight. With no other comments on the Agenda, the Agenda was adopted.

Mr. Drake asked for comments or corrections to the July 11, 2017 Meeting Minutes. Ms. Planzer made a **Motion** to approve as drafted, **Second** by Mr. Gasbarro and **Passed** unanimously by the following roll-call vote:

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

Ms. Topham made a **Motion** to ratify the July 9, 2017 Warrant. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

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

Ms. Topham made a **Motion** to approve the August 9, 2017 Warrant. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

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

**Pending Leases/Contracts** – Mr. Rafter noted the three (3) McFarland Johnson contracts are still pending due to Airport Counsels suggested changes; but did present for approval the following Agreement and Contracts:

- **Nantucket Island Chefs** – Catering Agreement for \$1,500 Annual Business Fee plus 25% Catering Charge,
- **Southworth-Milton Inc.** – A \$21,356 Contract to purchase a Sullair Air Compressor paid through Capital Account.
- **Victor-Brandon Corp** – A \$2,335,990 Contract for Airport Improvement Project (AIP) to Reconstruct a Portion of the Commercial North Ramp (Area 3) and Replace a Portion of Perimeter Fencing. This is Capital project that includes total 95% grant reimbursement from both FAA and MassDOT. Mr. Rafter noted additional borrowing authority is required at this fall’s Special Town Meeting (STM) for approximately \$400K to cover the entire projects costs.

Mr. Gasbarro made a **Motion** to approve the Catering Agreement with Nantucket Island Chef’s and the Contract with Southworth-Milton, Inc. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

Mr. Gasbarro made a **Motion** to approve the Contract with Victor-Brandon Corp subject to funding availability. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

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

**Public Comment**

None

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

- **042214-2 Formerly Used Defense Site (FUDS) Status** – The Army Corps of Engineers (ACE) has issued their Final Decision Document indicating the FUDS sight is clean. The Airport can now move forward with leasing the available property on Bunker Road.
- **011315-2 General Fund Repayment Proposal and Discussion of In-Kind Services** – The Federal Aviation Administration (FAA) has indicated that approximately \$650K of the \$4.612M requested may not eligible due to the lapse of time exceeding the allowable six (6) years. The FAA has requested specific dates when the expenses were incurred

before making a final decision. Ms. Sandsbury is working with Town Finance on responding.

- **061317-2 Brookfield Asset Bridgetown, LLC Sublease to FedEx Corp.** – Mr. Rafter reported this item remains pending as the attorney’s work out the discrepancies and sync the dates between the Master Lease and the Sub-Lease.

**071117-4 Minimum Standards Review and Discussion** - Mr. Rafter presented a second draft to the Freight Operations/Cargo section of the Minimum Standards as it relates to Operators and Facilities. The second draft incorporates changes based on comments from three Users and would require all cargo to be processed through a third-party facility or by separate agreement with the Airport; and, no cargo would be allowed to be processed through the Terminal. Mr. Rafter remarked the recommended changes were primarily concerns over terminal and street congestion, security concerns, better customer service offering one dedicated location and difficulty in policing if a size limit inside the terminal was still allowed. Mr. Rafter noted Barnstable Municipal Airport will be presenting the same changes to their Commission.

Mr. Rafter addressed a letter received from Cape Air prior to the meeting expressing their concerns about added costs to comply and would most likely stop carrying freight altogether.

Mr. Andrew Bonney, Sr. Vice President of Planning for Cape Air, responded to the Commissions concerns about security issues noting the same process is used for freight packages as luggage for non-secured flights to which Mr. Drake noted that is ultimately non-existent.

After continued discussion regarding security and other processing suggestions, Mr. Gasbarro remarked he sides with the Manager’s recommendation and made a **Motion** to approve the second drafted revision Minimum Standards. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

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

Mr. Drake thanked Mr. Bonney for Cape Air’s cooperation in starting freight service expeditiously when Cape & Island Air Freight closed over one year ago.

Mr. Rafter noted the revision to the Minimum Standards would become effective when a freight facility was available and noted that could happen within the next month and would notify Cape Air to allow a smooth transition to wind down freight service.

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

- United’s Nantucket service ends August 14<sup>th</sup> and Mr. Rafter heard they may be providing jet service next year instead of using a twin prop aircraft.
- The new airline, Island Shuttle, may be getting close to obtaining their FAA certificate.
- Nantucket Allies has purchased an aircraft that is currently undergoing conformity check for an Operating Certificate and is believed that will be used for freight.
- A new Company, Fly Louie, has begun advertising flights between White Plains and Nantucket. Mr. Karberg has contacted them regarding an Operating Agreement.

**051117-1 Airport Business Plan Draft** – Mr. Rafter presented the initial draft of the Airport’s Business Plan (Plan) following the template offered through ACRP (Airport Cooperative Research Program). The draft incorporates a Mission, Vision and Values Statement as well as the

Staff's input on the Airport's Strengths, Weaknesses, Opportunities and Threats, or SWOT Analysis from which a set of goals would be defined, refined and prioritized. Once goals are established, an action plan is developed to obtain the goal.

After brief discussion, mostly in respect to Public Relations, Mr. Drake suggested the Commission submit initial comments back to Mr. Rafter by Friday, August 25<sup>th</sup>.

Mr. Rafter suggested, and the Commission agreed, that the Long Range Plans Sub-Committee act as the Working Group on further development of the Plan.

**050916-1 Crew Quarters Development** - Mr. Rafter reported the Airport is permitted to have up to 57 bedrooms and presented the site survey and draft floor plans to be used in the FAA Land Release Request if the Commission agrees with the conceptual layout.

After brief discussion, Ms. Planzer made a **Motion** to approve the concept plan to be submitted to the FAA for approval. **Second** by Ms. Topham and **Passed** unanimously by the following roll-call vote:

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

**081817-1 FAA Grant Award – Airport Improvement Project #67 - \$2,342.194** – Mr. Drake noted the FAA Grant for ninety-percent (90%) reimbursement of costs associated with the reconstruction of a portion of the commercial North ramp and the replacement of a portion of perimeter fencing.

Mr. Gasbarro made a **Motion** to accept the Grant Agreement. **Second** by Ms. Planzer and **Passed** unanimously by the following roll-call vote:

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

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

**Project Updates**

- **Vault Room** – The Contractor, Kobo Utility, Manufacture, ADB Airfield Solutions, and Engineers (Jacobs) were on-site today to perform additional tests on the regulators to determine a solution and next steps to complete the project.
- **Interactive Employee Training (IET)** – The Part 139 training module is under final review.
- **Public Address/Flight Information Display System projects (PA/FIDS)** – The FIDS portion of the project is complete. Jacobs was on site today to establish fiber connectivity between the Terminal and Administration Buildings. The new PA system will be installed in October. A portable PA unit is being purchased to use in the interim.
- **FY 19 Capital Requests** are required to be submitted to Town Finance by August 21<sup>st</sup>. Mr. Rafter will email the Commission what is submitted to the Town since the deadline is prior to the next Commission meeting. The goal is to seek only AIP funded project authorization.

- **Geometry Analysis** – Project has been awarded to McFarland-Johnson and we are awaiting their schedule of work. FAA Grant award for 90% reimbursement has been received.
- **Ground Service Equipment (GSE) Storage Facility** – The scope has been developed with McFarland-Johnson to design. The location of the building will be behind the Aircraft Rescue Fire Fighting (ARFF) Building.
- **Restaurant Enclosure** – McFarland-Johnson and their sub, Fennick McCredie Architecture will be on-site to look at both the restaurant front entrance enclosure and determine a Rough Order of Magnitude (ROM) cost.
- **Temporary Hold Room** – McFarland-Johnson along with Fennick McCredie have also been tasked with looking into a temporary hold room structure of some sort to alleviate post screening congestion for next season.
- **Parking Revenue Access Control System** – All the new equipment has been installed with the exception of the shelter enclosures, after which the intercom and video cameras will be installed. Full functionality is expected by the third week of August.

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

- **Airport Gas** – The Lease was awarded to the incumbent, Airport Gas Station, Inc., and lease negotiations will begin.
- **Bunker Road and Sun Island Road RFP's** are being drafted. Internal discussions determined the Bunker Road RFP will be written as such to encourage smaller lot size proposals vs. Sun Island Road RFP will encourage larger lot size proposals. Mr. Rafter presented an amended Declaration of Surplus Property (Declaration) for Sun Island Road parcels and the initial Declaration for the Bunker Road parcels.
- **Hangar 5 RFP** is being drafted to rent in as-is condition and offering rent abatement for required repairs.
- **The World Fuel Contract** to supply aviation is continuing on a month-to-month basis. Mr. Rafter intends to put the fuel supply services back out to bid in the fall.
- **Replace Fuel Farm Ramp Lights IFB** is advertised. Bids are due August 18, 2017. Pre-Bid meeting is scheduled for August 14, 2017.

Ms. Planzer made a **Motion** to declare the Sun Island Road Parcels as surplus property. **Second** by Mr. Gasbarro and **Passed** by the following roll-call vote:

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

Ms. Topham made a **Motion** to declare the Bunker Road parcels as surplus property. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

**Operations** – Mr. Rafter reported:

- FY17 4<sup>th</sup> Quarter financials are scheduled to be presented to the Board of Selectman on August 23, 2017. The Airport has not yet received the report from Town Finance. Mr. Rafter will forward to the Commission once received and verified by Ms. Sandsbury.
- The T-Hangar tenants are organizing a hangar association and are planning to present a proposal at the September Commission meeting to manage the T-Hangars, after the hangars revert to the Airport in September, 2018.
- Dates to remember
  - Triennial Exercise – Is scheduled for September 13, 2017.
  - Special Town Meeting is scheduled for November 6, 2017
  - Annual Town Meeting is scheduled for April 13, 2018.

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

- Operations are down 5.99% from June 2016; and down 1.2% from last FYTD.
- Enplanements are down 8.19% from June 2016; and down 10.4% from last FYTD.
- Jet A Gallons are up 4.18% from June 2016; and up 2.55% from last FYTD.
- Jet A Gallons for July are down 4.45%.
- AvGas Gallons are up .42% from June 2016; and up 9.26% from last FYTD.
- AvGas Gallons for July are down 25%.
- Freight is up 14.62% from June 2016; and down 16.219% from last FYTD.
- 18 Noise Complaints were filed for June 2017 vs. 15 in June, 2016.

Mr. Drake requested a five (5) year history report on General Aviation Operations as well as Air Taxi Operations be created.

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

- A job offer was made to an Administrative Assistant applicant and are awaiting her response.
- A few seasonal staff have departed for the start of the school, but several remaining staff are scheduled to stay into October.

**Commissioners Comments**

None

**Public Comment**

None

Having no further business for Open Session, Ms. Planzer 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 consider the purchase, exchange lease or value of real property with respect to Madequecham Valley Road. The Chair has determined that an open session may have a detrimental effect on the bargaining position of the Airport Commission; and to discuss strategy with respect to collective bargaining. The Chair has determined that an open session may have a detrimental effect on the bargaining position of the Airport Commission, and 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 Mr. Gasbarro and **Passed** unanimously by the following roll-call vote:

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

Mr. Drake - Aye

Mr. Bouscaren announced he would not be participating in Executive Session.

Meeting adjourned at 6:07 pm.

Respectfully submitted,

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Janine M. Torres, Recorder

**Master List of Documents Used**

8/8/17 Agenda including Exhibit 1

7/11/17 Draft Minutes

7/19/17 Warrant Signature Sheet

8/9/17 Warrant Signature Sheet

Nantucket On Island Chef's 2017 Catering Agreement

Southworth Milton Inc Contract to Purchase Air Compressor

Victor-Brandon, Inc Contract for AIP Project #67 - N Ramp Area 3

McFarland Johnson Inc General Engineering Agreement for AIP Projects

McFarland Johnson Task Order 01 for portion of AIP Project #66 - Update SPCC Plan

McFarland Johnson Inc Task Order 02 for portion of AIP Project #66 - Geometry Analysis

Minimum Standards Freight Operations Section Existing

Minimum Standards Freight Operations Section Draft 1

Minimum Standards Freight Operations Section Post Tenant Comments

Draft Business Plan Dated March 2016

TJ Watterson email to Rafter dated 7/31/17 at 9:00 am re: AckAirport NFRd. Housing Proj - Option 1 (page 1 only)

Crew Quarters Survey Plan by Blackwell & Assoc. revised 8/3/17

Concept Design Crew Quarters Floor Plan (3 bedroom up/1bedroom down)

Concept Design Crew Quarter Floor Plan (3 bedroom up/2 bedroom down)

Concept Design Crew Quarters Floor Plan (3 bedroom up/3 bedroom down)

FAA Grant Agreement # 3-25-0033-067-2017 'Reconstruct Terminal Apron & Install Perimeter Fencing

Declaration of Surplus Property 10 Sun Island Road (Revised)

Declaration of Surplus Property Bunker Road Lots

June 2017 Statistics

2018 ATM Timeline