

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
January 9, 2018

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, Jeanette Topham, and Anthony Bouscaren.

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, David Sylvia, Safety & Compliance Officer, Jamie Sandsbury, Business & Finance Manager, Janine Torres, Office Manager, and Katy Perales, Administrative Assistant.

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

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

Mr. Bouscaren made a **Motion** to approve the draft minutes dated 12/12/2017. **Second** by Ms. Planzer and **Passed** unanimously.

Ms. Bouscaren made a **Motion** to ratify the 12/20/17 Warrant and approve the 1/10/18 Warrant. **Second** by Ms. Topham and **Passed** unanimously.

Pending Leases/Contracts – Mr. Rafter presented for approval the following contracts and contract amendment:

- **Aero Specialties, Inc.** - Contract for \$61,595 for Aircraft Tug. This is a capital expenditure.
- **Passur Aerospace**- Three year contract for \$79,200 for FAA portal for flight tracking. This is an operating expenditure.
- **Jacobs Engineering**- Contract amendment for on call master contract to require electronic, “as-built” files as suggested by MassDOT.

Mr. Bouscaren made a **Motion** to approve the contracts and contract amendment as presented. **Second** by Mr. Gasbarro and **Passed** unanimously.

Public Comment

None

Pending Matters – Mr. Rafter reported on:

- **011315-2 General Fund Repayment Proposal and Discussion of In-Kind Service**- Airport Administration had a conference call with FAA on 1/9/2018. Next step will be for FAA to send an updated response letter.

- **061317-2 Brookfield Asset Bridgetown LLC Sub-Lease to FedEx Corp-**Sub-lease was submitted to Airport Administration. Airport Counsel is currently reviewing to ensure - conformity of term dates to master lease.
- **050916-1 Crew Quarters Development-** Airport Administration received estimated costs for a similar project and met with the Town Housing Coordinator to determine the viability of the project.

091217-2 T-Hangar Discussion – Airport Administration will begin analysis of the advantages and disadvantages of the types of operations available for management of the T-Hangar.

121217-1 Discussion of Grant Assurances Rights and Obligations- Town Counsel, KP Law and Airport Counsel, Anderson & Krieger are consulting to determine next steps. This may include a modification to the procurement MOU that was signed by the Commission in 2012.

Finance

111417-2 FY19 Budget- Mr. Rafter reviewed the final draft of the FY19 Budget. The final budget will be presented to the Board of Selectman on 1/10/18. Change to the draft presented on 12/12/17 includes additional costs associated to health care benefits. These costs are proportionate by number of employees and retirees in each Town department. Line item amount is determined by the Town of Nantucket. Jamie Sandsbury, Business & Finance Manager, addressed the Commissions concerns regarding this increase and any questions pertaining to the budget.

Mr. Gasbarro made **Motion** to adopt draft four of the FY19 budget dated 1/4/2018 as presented. **Second** by Ms. Topham and **Passed** unanimously.

010918-1 Declaration of Surplus Property- Restaurant & Concession Space- Mr. Rafter reviewed the declaration of surplus property that is required under Chapter 30B for disposal of real property.

Ms. Planzer made **Motion** to declare as surplus property the restaurant and concession space located in the terminal. **Second** by Mr. Bouscaren and **Passed** unanimously.

Manager's Report – Mr. Rafter reported:

Project Updates

- **Vault Room** – Airport Administration is reviewing cost estimates submitted by Jacobs.
- **Public Address/Flight Information Display System projects (PA/FIDS)** – Jacobs received a letter from the contractor, Infax, stating their opinion that the Airport and Jacobs caused a delay in the project. Jacobs has responded to the letter and provided documentation to the Airport Administration to review.
- **Geometry Analysis** – Meeting is scheduled for 1/17/17 with the FAA and McFarland Johnson to determine the final scope of the project.
- **GSE Storage Garage Design-** Project is on hold.
- **Restaurant Enclosure** – It is anticipated the Contract will be awarded.
- **Restaurant Flooring-** Project was started and needed to be placed on hold for asbestos testing. Testing came back negative and work will continue this Saturday.
- **Additional Capacity**
 - Expanded Hold Room- McFarland Johnson is updating their fee proposal and scope of work.
 - 5th Position for Commercial Parking on the Apron- Jacobs is developing plan.

- Additional Podiums and Relocation of Podiums- Airport Maintenance crew is building an additional gate podium. Airport Administration is working with IT consultant to realign all the data cables.
 - Ticket Counter Reallocation and Relocation-Some airline ticket counters are being reassigned based on their market share. Airport Administration and the Maintenance Department will collaborate with the airlines to complete project.
- **Snow Removal Equipment-** Upgraded blower attachment has been delivered and is being tested.

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

- **Airport Restaurant Lease RFP-** document is being completed and will be reviewed by both Chief Procurement Officer and Airport Counsel. Planned date to begin advertising is 1/24/2018; and, bids will be accepted till 2/26/2018 to fulfill 30-day advertising requirement.
- **Bunker Road/Sun Island Land Lease RFPs-** Received two bids for Bunker Road and zero bids for Sun Island Road. Bunker Road bids are being reviewed and evaluated.
- **Gas Station RFP-** Airport Gas was awarded the lease. Airport Administration has met with Airport Gas to review lease and next step will be to have Airport Counsel review.

Operations – Mr. Rafter reported:

- Tenant Meeting scheduled for 1/11/2018 which will include a discussion on the Additional Capacity project.
- Due to precipitation and the temperature dropping the Airport was closed at 7pm on 1/4/2018 and reopened 7:15am on 1/5/2018.
- On 1/5/2018 Airport Administration was notified by MassDOT regarding transporting of emergency personnel by helicopter for the sewer break. A Black Hawk was utilized to transport personnel.
- Sprinkler head leak in the second floor of the FBO was caught early and did not cause damage.
- Family Assistance Plan (FAP) table top drill will be held on 2/6/18.
- The re-scheduling of the FAA required full-scale emergency drill will be in April 2018. Date to be determined.
- Annual Town meeting starts April 3, 2018

Statistics – Mr. Rafter reviewed the November 2017 statistics:

- Operations are down 1.53% from November 2016; and down 11.4% from last FYTD.
- Enplanements are up 12.09% from November 2016; and down 4.45% from last FYTD.
- Jet A Gallons are up 89.5% from November 2016; and up 6.3% from last FYTD
- Jet A Gallons are up 8.9% from December 2016.
- AvGas Gallons are down 3.86% from November 2016; and down 18% from last FYTD
- AvGas Gallons are down 23.7% from December 2016.
- Freight is up 61% from November 2016; and up 7.71% from last FYTD.
- 1 Noise Complaint was filed for December 2017 compared to 4 in December 2016.

Personnel Report – Mr. Rafter reported:

- Two positions in the custodian department have been filled with the hiring of Clement Johnson and Dennis Reid.
- Bob Tallman submitted formal notice that he will be retiring in May 2018. Airport Administration will review the job description for the position.

010918-2 Chairman Drake- Rafter Letter of Support- Airport Manager, Mr. Rafter, requests approval of a letter of support to become a member of the AAAE executive committee.

Ms. Topham made **Motion** to authorize Mr. Drake to sign the letter of support as presented. **Second** by Mr. Bouscaren and **Passed** unanimously.

Commissioners Comments

- Mr. Gasbarro asked for an update on the new parking system. Mr. Rafter informed the Commission that Republic Parking has completed the mechanical hookup. Audio and video connection to their main office is being installed and, Airport Administration is finalizing all the details of the outlying parking lots. Expect a decline in revenues for the first year of operation.

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 bargaining position of the Airport Commission; and under Clause 6 to consider the lease value of various leases. The Chair has determined that an open session may have a detrimental effect on the negotiation position of the Airport Commission. **Second** by Ms. Planzer and **Passed** unanimously, by the following roll-call vote:

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

Meeting adjourned at 5:45 pm.

Respectfully submitted,

Katy Perales, Recorder

Master List of Documents Used

- 1/9/2018 Agenda including Updated Exhibit 1
- 12/12/17 Draft Minutes
- 12/20/17 Warrant Signature Sheet
- 1/10/2018 Warrant Signature Sheet
- Aero Specialties, Inc. Contract
- Passur Aerospace Contract
- Jacobs Engineering Contract Amendment 1
- FY19 Budget dated 1/4/2018
- Declaration of Surplus Property- Restaurant and Concession Space
- November 2017 Statistics
- AAAE Executive Committee Letter of Support
- 1/9/2018 Airport Commission Meeting