

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
April 10, 2018

The meeting was called to order at 5:00 pm by Acting Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Anthony Bouscaren and Jeanette Topham. Daniel Drake participated remotely by phone as his physical attendance was unreasonably difficult.

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

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

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

Mr. Gasbarro asked for comments on the 3/16/18 draft minutes, hearing none, the minutes were adopted.

Ms. Topham made a **Motion** to ratify the 3/21/18 and 4/4/18 Warrants. **Second** by Mr. Bouscaren and **Passed** unanimously by the following roll-call vote:

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

041018-1 Public Hearing to Consider Proposed Revisions to Airport's Rates and Charges

At 5:04 PM, Mr. Gasbarro opened the public hearing after reading an opening statement which included the following proposed changes to the Rates and Charges:

- Revised fees including elimination of the FBO User Fee for Part 135 Operators providing scheduled service
- Updated parking rates and violation fees
- New aeronautical charges noting some are listed as “To Be Determined (TBD)”, upon completion of Rates and Charges Study and vetted through a future Public Hearing
- New Derelict Aircraft Storage fee
- New document format

There was no Public Comment.

Commissioner and Airport Administration Comments:

- Mr. Rafter directed the Commission to review the comments included in the meeting packet from Tradewind LLC and Reliant Air. Discussion included Ramp Fees for FBO Users-Scheduled Service (Section III) and FBO Users (Section IV), Category lines 2 and 3, be adjusted to read:

6,001 - 10,499 \$50.00
10,500 - 24,999 \$110.00

- Mr. Rafter reported that the Rates and Charges Analysis from the engineering firm is expected to be completed by June 1, 2018.

Hearing no further comments Mr. Gasbarro Closed the Public Hearing at 5:12PM.

Mr. Drake made a **Motion** to approve the proposed rates and charges with the adjustment of Ramp Fees for FBO Users-Scheduled Service and FBO Users sections to 6,001lb-10,499lb for \$50 and 10,500lb-24,999lb for \$110. **Second** by Mr. Bouscaren 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 Leases/Contracts – Mr. Rafter presented for approval the following lease amendment, contracts, and contract amendments:

- **Transportation Security Administration (TSA)** – Lease amendment to extend lease term three years from 6/1/2018-5/31/2021 for TSA offices in the amount of \$51,775 per year. Annual Consumer Price Index (CPI) adjustments included in lease.
- **Hi-Way Safety Systems-** Contract for the removal and replacement of airfield pavement markings on the taxiways for \$120,290. Completion date will be May 5, 2018. This is a capital expenditure. Contract paperwork has not been received by the Airport.
- **Hortonville Consulting LLC-** Contract for triennial drill consultant to cover travel reimbursement for drill controller and evaluators for the re-scheduled FAA Part 139 Emergency Drill in the amount of \$3,500. This is an operating expense.
- **Jacobs Engineering Group-** Contract for On Call Task Order #2- Professional Services Associated with Relocating the Fence Surrounding the Electrical Vault for \$30,000. This falls under a MassDOT ASMP Grant that covers 100% of the contract.
- **Airport Media Solutions-** Contract amendment for advertising consultant to increase funds to cover travel expenses for Nantucket visit for \$1,100. This is an operating expense.
- **Lakes Region Environmental-** Contract amendment for aviation fuel farm inspections/repairs to increase funds to cover replacement parts needed in the amount of \$1,000. This is an operating expense.
- **South Shore Generator-** Contract for repairs to the Airport Rescue and Fire Fighting (ARFF) building generator for \$16,861. This is an operating expense with possible insurance reimbursement.

- **Annese Electrical Services, Inc-** Contract for seasonal hold room electrical work for \$109,500. This is an operating expense.

Mr. Bouscaren made a **Motion** to approve lease amendment, contracts, and contract amendments as presented with the provision that Hi-Way Safety Systems submits the appropriate paperwork. **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

Pending Matters – Mr. Rafter reported on:

- **011315-2 General Fund Repayment Proposal and Discussion of In-Kind Service-** The Town Finance Director is collaborating with Town Counsel on drafting an appeal letter to the Compliance Division of the FAA.
- **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-** Annual Town Meeting article was approved to change the zoning to “Commercial Neighborhood” to align with the development plans.

041018-2 Declaration of Surplus Property - 10 Sun Island Road- Mr. Rafter reviewed the Declaration of Surplus Property that is required under Chapter 30B for disposal of real property with a minimum lease rate to be accepted of \$1.77 per square foot.

Mr. Bouscaren made a **Motion** to declare 10 Sun Island Road as surplus property as described. **Second** by Mrs. 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

041018-3 Commission Policy on Non-Aeronautical Lease Land Appraisal & Fair Market Value Cap Increases- Mr. Gasbarro requests that this item be moved to executive session as an item not reasonably anticipated by the Chair within 48 hours. Hearing no objection from the Commission this action is adopted.

041018-4 Draft FY18 3rd Quarter Update- Mr. Rafter Reported:

In comparison to 3rd Quarter FY17 Revenues are up \$449,000 and expenses are up \$531,000 for a net decrease of \$82,000 before debt service. After debt service, the net revenue is \$1.6 million which is \$70,000 below 3rd Quarter FY17. There is a decrease in reliance on retained earnings.

041018-5 MassDOT ASMP (Airport Safety and Maintenance Program) Grant Awards & Associated Grant Assurances- Mr. Rafter reviewed the grants received by MassDOT:

- Install Fencing Around Electrical Vault - \$70,000
- Construct Seasonal Hold Room and Gates - \$142,500
- Rates and Charges Study - \$80,000
- Security Vehicle- \$24,078.76

Mr. Bouscaren made a **Motion to** accept the grant awards and adopt the associated grant assurances. **Second** by Mrs. 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

Manager’s Report – Mr. Rafter reported:

Project Updates

- **Vault Room** – Remaining portions of the project have been broken down into three parts: vault, generator, and fencing. Vault and fencing is expected to be completed by the end of May. Generator is expected to be completed in the fall. The Airport has been awarded an ASMP MassDot grant for the fencing portion of the project.
- **Public Address/Flight Information Display System projects (PA/FIDS)** – Contractor has resumed work and anticipates that the project will be complete by the middle of May. Airport Administration continues to seek additional funding sources for the project.
- **Ramp Area 3-** As the weather gets warmer the contractor will add the seal coat to complete the project.
- **Geometry Analysis** –McFarland Johnson submitted 7 alternatives to be reviewed by Airport Administration.
- **Restaurant Enclosure** – Building permit has been approved and work is being performed. Expected completion by the second week of May.
- **Restaurant -** Crosswinds is in the process of completing set-up and plan to be operational by the middle of May.
- **Additional Capacity**
 - Expanded Hold Room- Bid documents have been restructured and broken into three IFBs and put out to bid a second time. Electrical and Fire Proofing portions will be simultaneously put out to bid.
 - 5th Position for Commercial Parking on the Apron- Jacobs has developed a plan. Next step will be to work with Airport staff on placing markings and obtain FAA approval.
 - Additional airline Podiums and Relocation of Podiums- Airport Maintenance crew built an additional gate podium and added lighting to the JetBlue counter. Airport Administration is working with IT consultant to realign all the data cables. Back wall signs have been hung.
 - Ticket Counter Reallocation and Relocation- Some airline ticket counters were reassigned based on their market share. Airport Administration and the Maintenance Department collaborated with the airlines to complete the project.
- **Fuel Farm Floodlights-** Have been installed and are operational. The project is complete.
- **Old Airport Downtown Fuel Pipeline -** Airport pipeline had previously been removed; however we are working on permitting and cost estimate to remove the remaining stanchions, per the request and concern of Great Harbor Yacht Club.

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

- **Bunker Road Land Lease RFPs-**
 - Two proposals were received for Bunker Road RFP at the appraised rate of \$2.10 per sf. One of the proposals was for 16,000 sf and the other was for 10,890 sf. Proposals are being reviewed.
 - One proposal was received for the Bunker Utility Storage RFP for \$2.20 sf that is approximately 13,000 sf. Proposal is being reviewed

- **Hangar 5 RFP**- Seeking proposals for the lease and rehabilitation of the hangar, due May 4, 2018.
- **Flat Roof Building**- Issued a Request of Expression of Interest. Expressions of Interest are due April 18, 2018.
- **Gas Station RFP**- Airport Gas was awarded the lease. Airport Counsel reviewed changes Airport Gas is requesting to the lease. Meeting with Airport Gas will be scheduled to continue negotiations.
- **Paint Removal and Pavement Markings IFB**- Awarded to Hi-Way Safety Systems for \$120,290 below the estimated appraisal.
- **Sun Island RFP** will be reissued.

Operations – Mr. Rafter reported:

- The re-scheduled FAA-required full-scale emergency drill will be April 12, 2018.
- Possible small scale Airport Day event being considered in conjunction with the opening of the restaurant.
- Island Shuttle is in the final step of the approval process with FAA. They are hopeful that they will be operational in May and have indicated that there frequency and pricing will be competitive with the boat.
- UPS has requested additional space at their current location. Through consultation with an engineering firm we have established the options and will be coordinating with UPS for a solution.
- Advertising Consultant is on island this week to help Katy Perales to make updates to the program and secure Airport advertising clients.

Statistics – Mr. Rafter reviewed the February 2018 statistics:

- Operations are down 42.46% from February 2017; and down 15.6% from last FYTD.
- Enplanements are down 5.12% from February 2017; and down 2.9% from last FYTD.
- Jet A Gallons are up 18.8% from February 2017; and up 6.55% from last FYTD.
- Jet A Gallons are up 38.55% from March 2017.
- AvGas Gallons are up 6.88% from February 2017; and down 17.15% from last FYTD
- AvGas Gallons are up 28.5% from March 2017.
- Freight is down 3.73% from February 2017; and up 6.1% from last FYTD.
- 0 Noise Complaint was filed for February 2018 compared to 0 in February 2017.

Personnel Report – Mr. Rafter reported:

- Seasonal employees have begun to be hired or re-hired for the season.
- Interviews are taking place for the open Maintenance position.
- Bob Tallman submitted formal notice that he will be retiring in May 2018. An applicant has been hired to replace him, Brittany Kesseli. In addition the position has been re-categorized as an Airport Security Terminal Facilities Director.
- Gary Allen has accepted the position of Building and Technical Systems Specialist.

Commissioners Comments

Mr. Drake commended the Airport staff and Airport Manager in doing a tremendous job on following up and completing the ASMP grants from MassDOT and securing the Airport additional funding.

Public Comment

None

Having no further business for Open Session, Mrs. Topham made a **Motion** to go into Executive Session, under G.L. Chapter 30A, Section 21A, not to return to Open Session, to review Executive 4/10/2018 Airport Commission Meeting

Session Minutes as enumerated on the Agenda; Clause 3: To discuss strategy with respect to pending litigation in respect to Airport Improvement Plan (AIP) projects. The Chair has determined that an open session may have a detrimental effect on the litigation 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 Mrs. Planzer and **Passed** unanimously, by the following roll-call vote:

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

Meeting adjourned at 5:40 pm.

Respectfully submitted,

Katy Perales, Recorder

Master List of Documents Used

4/10/18 Agenda including Updated Exhibit 1 (Handout)
3/16/18 Draft Minutes
3/21/2018 Warrant Signature Sheet
4/4/2018 Warrant Signature Sheet
Nantucket Memorial Airport Rates and Charges 2018 Draft Revisions (Handout)
Rates and Charges Chair Opening Statement (Read Aloud)
4/5/18 Email Chain from Wayne Toher, Reliant Air, and Noah Karberg, Airport Administration
4/2/18 Email Chain from Eric Zipkin, Tradewind Aviation, and Noah Karberg, Airport Administration
General Services Administration (TSA) Lease Extension through 5/31/21 (Handout)
Annese Electrical Services, Inc. Contract
Hortonville Consulting, LLC Contract Amendment
Jacobs Engineering Supplemental Agreement Non-AIP Task Order No. 2 Contract
Airport Media Solutions, LLC Contract Amendment #2
Lakes Region Environmental Contractors, Inc. Contract Amendment #2
South Shore Generator Service Inc. Contract
Declaration of Surplus Property- 10 Sun Island Road
Q3/FY2018 Airport Enterprise Update as of 3/31/18
MassDOT Aeronautics Division Grant Award Notification: Install Fence around the Electrical Vault
MassDOT Aeronautics Division Grant Award Notification: Construct Seasonal Hold Room and Gates
MassDOT Aeronautics Division Grant Award Notification: Rates and Charges Study
MassDOT Aeronautics Division Grant Award Notification: Purchase Security Vehicle
MassDOT Grant Assurances for ASMP Projects
February 2018 Statistics (Handout)