

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 12, 2018**

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

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 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 5/8/18 draft minutes. Mrs. Planzer asked for a correction on page 3, T-Hangar Discussion, to reference her abstaining from future T-Hangar votes but be included in discussions on the matter.

Mr. Drake made a **Motion** to approve the 5/8/18 draft minutes with the removal of the words “discussion and” from page 3, T-Hangar discussion. **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

Mrs. Topham made a **Motion** to ratify the 5/16/18, 5/23/18, and 6/6/18 Warrants. **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 Leases/Contracts** – Mr. Rafter presented for approval the following operating agreements, leases, lease amendments, beach license, contract amendments, and contract change orders:

- **Reliant Air-** Operating agreement for General Aviation Part 135 Operator \$1500 Annual Business Fee plus landing and ramp fees.
- **Tradewind Aviation LLC-** Operating agreement for General Aviation Part 135 Operator \$1500 Annual Business Fee plus landing and ramp fees.
- **SpectaculAir-** Operating agreement for General Aviation Part 135 Operator \$1500 Annual Business Fee plus landing and ramp fees.
- **Nantucket Express-** Operating agreement for General Aviation Part 135 Operator \$1500 Annual Business Fee plus landing and ramp fees.
- **United Airlines, Inc. -** Lease for seasonal airline agreement for \$15,920 plus landing/freight fees and Annual Business Fee of \$1,500.
- **Delta Air Lines, Inc. -** Lease for seasonal airline agreement for \$18,800 plus landing/freight fees and Annual Business Fee of \$1,500.
- **Hyannis Air Service (dba Cape Air/Nantucket Airlines) -** Lease for annual airline agreement for \$96,480 plus landing/freight fees and Annual Business Fee of \$1,500.
- **Joffe Finance Corp. -** Hangar 5 award for \$13,200, plus the Annual Business Fee of \$1,500. Twenty year lease with no renewal options. Zero abatement requested for renovations. Tenant is responsible for obtaining a legal survey of the leased area once the constructions/alterations are complete. Transient use of the hangar for airplane repairs is an approved use after written approval from the Airport.
- **Sayles' Seafood-** Beach license for catered events at Nobadeer Beach for an Annual Business Fee of \$1,500.
- **McGarvey Concrete Foundations-** Bunker lease Amendment No. 1 to lease agreement executed on February 2018 for \$2,247 to shift awarded parcel resulting in an increase in square footage from ± 21,780 sf to ± 22,850 sf.
- **Lakes Region Environmental-** Amendment No. 3 to 3- year contract for fuel farm annual inspections/repair in the amount of \$3,000 to cover additional repairs found during inspection. This is an Operating expense.
- **Annese Electrical Services, Inc. -** Amendment No. 1 to extend contract expiration date to 7/15/18 for seasonal hold room electrical services.
- **Victor Brandon Corporation-** Change Order No. 1 for \$45,000 to add fencing/concrete to contract titled, Reconstruct a Portion of the Commercial North Ramp. MassDOT ASMP Grant-100% Reimbursement. This is Capital expense.
- **Victor Brandon Corporation-** Change Order No. 2 for \$28,000 to repair taxi way A and E to contract titled, Reconstruct a Portion of the Commercial North Ramp. FAA grant eligible if the total amount stays within the original grant amount. This is a Capital expense. **Note:** Jacobs is working on a revision to this change order and has asked Airport Administration to place a hold on its review by the Commission.
- **Jacobs Engineering -** Supplemental Agreement No. 2 in the amount of \$3,500 for AIP project #67, North Ramp Rehab Areas 3. FAA grant eligible if the total amount stays within the original grant amount. This is a capital expense.
- **Kobo Utility Construction Corp. -** Change Order No. 1 in the amount of \$65,943 for various additions/deletions to the Airfield Electrical Vault Modifications. FAA/MassDOT grant reimbursable. This is a Capital expense.

- **Kobo Utility Construction Corp.** - Change Order No. 2 in the amount of \$15,400 for airfield lighting controls to the Airfield Electrical Vault Modifications. ATCT reimbursable agreement. This is a capital expense.
- **Kobo Utility Construction Corp.** - Change Order No. 3 in the amount of \$118,000 for additions due to unforeseen conditions to the Airfield Electrical Vault Modifications. FAA/MassDOT grant reimbursable. This is a capital expense.
- **Potters Industries LLC**- Amendment No. 1 to 3-year contract to supply type III glass beads in the amount of \$25,300. Contract expires 10/31/18 and is a capital expense.

Mr. Drake made a **Motion** to approve operating agreements, leases, lease amendments, beach license, contract amendments, and contract change orders as presented with the exception of Victor Brandon Corporation Change Order No. 2. **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

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

- **011315-2 General Fund Repayment Proposal and Discussion of In-Kind Service**- Airport Administration received an update from the Town Finance Director. The Finance Department is continuing the process of drafting an appeal letter to the Compliance Division of the FAA.
- **061317-2 Brookfield Asset Bridgetown LLC Sub-Lease to FedEx Corp**- Received the Recognition, Non-Disturbance and Attornment Agreement from the sub-tenant Federal Express Corporation. This document completes the sub-lease of Hangar 1 from Brookfield Asset Bridgetown LLC to FedEx.

Mrs. Topham made a **Motion** to approve the Recognition, Non-Disturbance and Attornment Agreement as presented. **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

- **050916-1 Crew Quarters Development**- Airport Administration is working with the Town Finance Director to determine financing options for the project.

**050818-3 FAA Grant Acceptance AIP 68 “Install Emergency Back-up Generator”**- The grant award was not yet received as of the meeting date; and therefore, was not discussed.

**061218-2 Non-Union Employees COLA Discussion**- Mr. Rafter presented for discussion a proposed 2.5% increase for non-union employees. This is in alignment with what the union employees will receive.

Mr. Drake made a **Motion** to approve, effective July 1, 2018, a salary increase of 2 ½% for non-union employees (which is the same as the contractual obligation under the Union agreement receive). **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

**061218-3 FAA Part 139 Certification Inspection Report-** Compliance letter was shared by Mr. Rafter. There are 8 areas of concern addressed in the letter. Overall Airport personnel are disappointed with the inspection results and are making efforts to rectify the concerns immediately and anticipate future inspections to produce more positive results. Airport Administration will share with the Commission a summary of the actions taken to rectify the concerns.

**061218-4 FY18 Contingency Reserve Transfer Discussion-** Mr. Rafter is requesting that the Airport Contingency Fund in the amount of \$25,000 be applied to match the ASMP MassDOT Grant for the Rates and Charges Study. This account will be replenished in the next fiscal year budget effective July 1, 2018.

Mrs. Planzer made a **Motion** to approve the use of \$25,000 from the Airport Contingency Fund to match the MassDOT ASMP Grant for the Rates and Charges Study. **Second** by Mr. Drake 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** – Electrical cutover was performed. It is anticipated that the system will be commissioned and the controls will be put into the control tower in two weeks.
- **Public Address/Flight Information Display System projects (PA/FIDS)** – Complete and operational. Final inspection with FAA and MassDOT on June 27, 2018. Jacobs is in contact with MassDOT seeking additional funding for the project.
- **North Ramp Area 3-** Complete. FAA has approved the use of the remaining funding in the grant to cover the needed repairs of taxiway A & E as long as it does not exceed the original contract amount. Final inspection with FAA and MassDOT on June 27, 2018.
- **ALP Update (Geometry Analysis)** –Airport Administration meet with the FAA and subject matter experts on June 8, 2018 to review alternatives created by McFarland Johnson. McFarland Johnson will be reducing the number of alternatives based on the conversation.
- **Restaurant Enclosure** – Working with Historic District Commission to complete signoff of the building permit.
- **Restaurant - Crosswinds** is open. They are progressing with the steps needed to open the “Crosswinds to Go” area in the previous gift shop space as well as the bar in the secure hold room.
- **Additional Capacity**
  - Expanded Hold Room- Tent is complete, gates are being installed, and electric work is being completed. Target date for completion is June 14, 2018.

- 5<sup>th</sup> and 6<sup>th</sup> Positions for Commercial Aircraft Parking on the Apron- completed.
- **Markings Project**- Completed under budget.
- **Taxiway A**- Pavement was found to be rutted as part of the annual certification inspection and when removed a concrete-like substance was found underneath that lacked structural integrity. Funding for the repairs will be in connection with the Ramp Area 3 project.
- **Rates and Charges Study**- McFarland Johnson's submission is 90% complete.

**RFP/IFB Bid Status** – Mr. Rafter reported the RFPs and REI being worked on include:

- **Flat Roof Building**- Fly Blade has been awarded a 14 month lease and the lease term sheet has been signed. The lease is being developed by Airport Counsel and reviewed by Airport Administration. A Tenant Alteration/Construction application has been approved by Airport Administration. In order to expedite the process a special Airport Commission meeting is requested the last week of June to review the finalized lease.

Commissioners shared concerned about past performance of Fly Blade and want to ensure that the lease includes language on security expectations and allowable leased property uses. Mr. Gasbarro requested that a legal survey be completed of the leased property as part of the lease process.

Mr. Drake made a **Motion** to prevent construction/alterations from being performed by Fly Blade on the proposed leased area until a lease is signed by the Airport Commission. **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

Mr. Drake leaves the meeting at 5:40.

- **Gas Station RFP**- Lease negotiations continue with the Airport Gas.
- **Sun Island RFP** will be reissued in the near future.

**Operations** – Mr. Rafter reported:

- Delta began service on June 8, 2018 and American begins the weekend of June 16, 2018.
- Noah Karberg, Assistant Airport Manager, attended Jump Start, a meeting for airport and airlines to connect in person. Mr. Karberg reviewed with the Commission his experience at the meeting. Air service sustainability was a focus in his conversations with airlines.
- Memorial Day weekend sales were down 4% which equates to \$10,872.
- Town of Nantucket has notified Airport Administration that capital request plan for the next 10 years beginning in 2020 is due July 16, 2018.
- Mini Airport Day was held on Sunday, June 10, 2018.
- Nantucket Flying Association Aviation Camp is scheduled for June 25-29, 2018.

**Statistics** – Mr. Rafter reviewed the April 2018 statistics:

- Operations are down 34.3% from April 2017; and down 17.4% from last FYTD.
- Enplanements are up 10.33% from April 2017; and down 3.01% from last FYTD.
- Jet A Gallons are up 27.33% from April 2017; and up 8.2% from last FYTD.
- Jet A Gallons are down 9.13% from May 2017.
- AvGas Gallons are up 28.7% from April 2017; and down 13.5% from last FYTD
- AvGas Gallons are up 8.23% from May 2017.

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- Freight is down 6.7% from April 2017; and up 2.7% from last FYTD.
- 1 Noise Complaint was filed for April 2018 compared to 1 in April 2017.

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

- All seasonal positions are filled.
- Full Time maintenance position is filled by Jeff Beamish.

**Commissioners Comments**

Before leaving the meeting Mr. Drake shared that Dan Wolf , Chairman of Cape Air requested to be put on the agenda for the July 10, 2018 Commission Meeting to discuss air service. Mr. Drake said he agreed to his request.

Mrs. Topham shared concerns including the length of grass in the front of the terminal and TSA only having one line open for passenger screening. In addition a taxi driver approached her with concerns regarding Uber drivers at the airport. Mr. Rafter shared with the Commission that we were unable to have the Governor’s office intervene in a supplemental bill to enable the Airport to control the Transportation Network Companies. Next steps will be to collaborate with Martha’s Vineyard Airport and Provincetown Airport.

Mr. Gasbarro shared with the Commission that he was pleased with the mini airport day and would be in favor of a yearly event to promote the Airport to the community.

**Public Comment**

David Barrett, Nantucket Taxi owner, shared with the Commission concerns and submitted pictures:

- Length of the grass in front of the terminal
- Trash barrel was removed on the terminal side between the terminal building and the administration building.
- Lack of carts available for departing passengers
- Taxi regulations state that passengers can choose the taxi they want and do not go in order but that the other taxis do not need to move to accommodate the departure out of sequence. Mr. Barrett would like the last part regarding taxi’s not having to move be removed from the regulations.
- Uber/ Transportation Network Companies’ parking practices at the Airport, the use of the handicapped spot for pickups, and not displaying signs that identify them as an Uber driver
- Taxi grid spaces are fading and need to be repainted.

The Commission requested that Airport Administration meet with the Nantucket Police Representative that oversees the officers stationed at the Airport to discuss expectations and help needed with enforcement regarding handicapped parking use and Transportation Network Companies pick up procedures to ensure safety at the Airport.

Mr. Gasbarro requested a parking lot update from Mr. Rafter. Jamie Sandsbury, Business & Finance Manager, will present an update at the August 14, 2018 Commission meeting. The parking lot is being monitored and electronic chalking and tickets are being given out.

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 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  
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Commission; and under 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. Clause 6: To discuss strategy with respect to the Airport Gas Lease negotiations. The Chair has determined that open session may have a detrimental effect on the negotiating 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. Bouscaren- Aye  
Mr. Topham- Aye

Meeting adjourned at 6:15 pm.

Respectfully submitted,

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Katy Perales, Recorder

**Master List of Documents Used**

6/12/18 Agenda including Updated Exhibit 1 (Handout)  
5/8/18 Draft Minutes  
5/16/18 Warrant Signature Sheet  
5/23/18 Warrant Signature Sheet  
6/6/18 Warrant Signature Sheet  
Reliant Air Operating Agreement  
Tradewind Aviation LLC Operating Agreement  
SpectaculAir Operating Agreement  
Nantucket Express Operating Agreement  
United Airlines, Inc. Lease Agreement (Handout)  
Delta Airlines, Inc. Lease Agreement  
Hyannis Airlines, Inc. Lease Agreement  
Joffe Finance Corp Lease Agreement  
Salyes' Seafood License Agreement  
McGarvey Concrete Foundations Lease Agreement  
Lakes Region Environmental Contract Amendment  
Annese Electrical Services, Inc. Contract Amendment  
Victor-Bandon Corporation Contract Change Order #1  
Victor-Bandon Corporation Contract Change Order #2  
Jacobs Engineering Supplemental Agreement No 2 Contract Amendment  
Kobo Utility Construction Corp Contract Change Order #1  
Kobo Utility Construction Corp Contract Change Order #2  
Kobo Utility Construction Corp Contract Change Order #3  
Potters Industries LLC Contract Amendment  
Federal Express Corporation Recognition, Non-Disturbance and Attornment Agreement  
FAA Part 139 Certification Inspection Report  
Fly Blade Lease Term Sheet  
April 2018 Monthly Statistical Report