

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. Boscaren
Andrea N. Planzer
Jeanette D. Topham

AIRPORT COMMISSION MEETING
November 13, 2018

The meeting was called to order at 5:00 pm by Acting Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Anthony Boscaren, 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, Katy Perales, Office Manager and Lillian Sylvia, 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 draft minutes dated 10/8/18; hearing none, the Minutes were adopted.

Ms. Topham made a **Motion** to ratify the 10/24/18 and the 11/7/18 Warrants. **Second** by Mr. Boscaren and **Passed** unanimously by the following roll-call vote:

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

Public Comment

None

091217-2 Hangars & Tie-Down Rental Policy

Mr. Boscaren made a **Motion** to approve the Hangars & Tie-Down Rental Policy as presented. **Second** by and Ms. Planzer **Passed** unanimously by the following roll-call vote:

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

111318-1 Public Hearing to Consider Proposed Revisions to Airport's Rates and Charges with respect to Hangars and Tie Down policies and charges.

At 5:05 PM, Mr. Gasbarro opened the public hearing after reading an opening statement.

Ms. Planzer recuses herself from Public Hearing and leaves the table.

Mr. Rafter reviewed the proposed changes to the Rates and Charges as follows:

- T-Hangar rent line item will be added
- Single Engine Turbo Aircraft in the Common Hangar

Public Comment:

- T-Hangar tenants shared public comment on the proposed T-hangar monthly rental rate. They would like to see the rate set at a lower amount than proposed. There was a concern that if the price was too high the hangars would be empty. The speakers included: Mr. Cheney, Mr. Drabkin, Mr. Kairawicz, and Mr. Larson.

Commissioner and Airport Administrative Comments:

- Ms. Topham asked for clarification regarding the upfront cost by the current T-hangar owners. Mr. Kairawicz explained that the T-hangars were sold and bought for various prices throughout the 30 year lease period. The initial purchase price at the beginning on the lease was \$30,000. Mr. Drake shared a calculation of \$423 a month for the current T-hangar charge factoring in the original purchase price at the beginning of the lease.
- Mr. Rafter shared with the Commission that the proposed T-hangar fee calculation includes the maintenance of the surrounding of the T-hangar and not just the structure itself.
- Mr. Gasbarro suggests that the T-hangar monthly rate set at \$400 a month which would increase the current rent amount \$60 a month rather than \$110 a month.
- Mr. Drake suggests that the T-hangar monthly rate be set at \$450 a month based on the increasing expenses at the Airport.

Hearing no other comments Mr. Gasbarro closed the Public Hearing at 5:38PM

Mr. Bouscaren made a **Motion** to approve the proposed rates and charges with the adjustment of the monthly T-hangar rent be set at \$400. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

Mr. Bouscaren made a **Motion** to approve the proposed rates and charges presented for the Single Engine Turbo Aircraft in the Common Hangar. **Second** by Ms. Topham and **Passed** 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 presented for approval the following lease agreement and contracts:

- ➔ **ABD Safegate** – 3 year contract, not to exceed \$75,000 for purchase of airfield lighting products. Contract expires 6/30/21, this is an operating expense.
- ➔ **Over Head Door Co. of South Eastern MA**- Contract in the amount of \$74,900 to repair ARFF Bay Doors. This is an operating expense covered in part by insurance proceeds.
- ➔ **Infax, Inc**- Change order #1 to AIP 65 (PA/FIDS) for the acoustical study and sever room relocation in the amount of \$25,000. Adds 35 days to the contract. This is a capital expense.
- ➔ **Infax, Inc**- Change order #2 AIP 65 (PA/FIDS) for the public address project changes resulting from the acoustical study in the amount of \$0. Adds 30 days to the contract.
- ➔ **McFarland Johnson Inc.** - This contract was not reviewed and Mr. Rafter asked that it be removed from consideration.

Mr. Drake made a **Motion** to approve the contracts as presented excluding the McFarland Johnson Inc. Contract, **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

Pending Matters – Mr. Rafter reported on:

- ➔ **011315-2 General Fund Repayment Proposal and Discussion of In-Kind Service**- Letter was created and sent to the Director of Municipal Finance, Town of Nantucket. He responded through email explaining that the amortization schedule would need to be addressed if the final FAA amount were accepted by the Town. Airport Administration will follow up to the email response for additional clarification.
- ➔ **050916-1 Crew Quarters Development**- Based on the anticipated financial commitment to the project Mr. Rafter suggests that a Long Range Planning Sub-Committee meeting be scheduled to discuss the projects next steps.

111318-2 Non-Aeronautical Leases, Land Appraisal Cycles & Fair Market Value Cap Increases Policy Discussion- Mr. Rafter reported on:

Policy will cap the Fair Market Value Increase of existing non-aeromedical leases at 10%. This will allow the current lease rates to move towards Fair Market Value rates without an unmanageable increase by tenants in any one given year. The draft policy has been reviewed by the FAA with no concerns.

Mr. Drake made a **Motion** to approve the Non-Aeronautical Leases, Land Appraisal Cycles & Fair Market Value Cap Increase Policy as presented, **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

111318-3 Nantucket Memorial Aviation Wall for Terminal: Mr. Rafter reported on: Request was made of an additional aviator to be added to the Nantucket Aviation Pioneers Wall. It was determined that the request does not align with the established guidelines as an addition to the current wall. The Long Range Planning Sub-Committee will meet to discuss the possibility of establishing an additional space in the terminal to honor military and aviation pioneers from the island.

111318-4 Review Minimum Standards to Include Medical Freight Exception: Mr. Rafter reported on: Airport Minimum Standards will be updated to give permission for medical specimen containers no larger than 12”x12”, to the extent that the destination of the medical specimen air freight is not currently served by the Air Cargo Carrier be processed through the passenger terminal.

Ms. Topham made a **Motion** to approve the Minimum Standards proposed revision to section Q-Air Freight Operations as presented, **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

Finance: Mr. Rafter reported on:

- **111318-5 FY19 First Quarter Financial Report** will be presented to the Select Board Wednesday, November 14, 2018. Revenues and expenses have increased by 18%. Net Earnings have increased by \$586,000. After the transfer of the Retained Earnings and PFC funds and backing out the Fuel Surplus there was an increase of \$156,000 above last year in the surplus. Retained Earnings for last year were released and came in at \$2,161,016 and combined with the Surplus that brings the Projected Fund balance \$4,300,000.
- **111318-6 Fuel Revolver Cap Discussion-** An increase on the cap of expenses is recommended due to increased volume of fuel sales and changes of prices in order to secure enough funds to buy the fuel for the entire fiscal year.

Ms. Topham made a **Motion** to request the Select Board and Finance Committee approve the Fuel Revolver cap be adjusted to \$5,200,000, **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

- **111318-7 Preliminary First Draft of FY20 Budget** reflects no reliance on Retained Earnings. Income from Rent has increased. There is a significant increase in expenses for Maintenance and Repairs in regards to airfield pavement. There is a projected increase to the Contingency Reserve Fund.
- **111318-8 Green Book for Internal Controls for Review and Discussion-**Document that identifies the Airport’s internal controls over compliance requirements for FAA and MassDOT AIP funding awards. Airport Administration will distribute the full document to the Commission.

Manager's Report – Mr. Rafter reported:

Project Updates

- **PA/FIDS**- Infax change order #1 and #2 approved earlier in the meeting will address the close out of this project moving forward.
- **North Ramp**- The pavement has been rutting in 4 areas on the North Ramp all where pavement was replaced in the last 18 months. Airport Administration has begun working with Jacobs and FAA to determine next step towards a resolution to the problem.
- **ALP Update (Geometry Analysis)** – Final recommendations have been submitted and the next step will be a determination.
- **Taxiway E**- The warrant article included in the Special Town meeting on October 10, 2018 to request the authorization for project funding appropriation was not able to be heard due to a lack of a quorum. Administration is consulting with the Town Finance Department and engineering firm regarding next steps.
- **Security Upgrades**- Scope is complete. Administration is reviewing the design fee estimate, engaged a firm for the Independent Fee Estimate, and has started negotiations with an Owners Project Managers Firm. The warrant article included in the Special Town meeting on October 10, 2018 to request the authorization for project funding appropriation was not able to be heard due to a lack of a quorum. Administration is consulting with the Town Finance Department regarding next steps.
- **EA/EIS**- A project kickoff meeting with McFarland Johnson and the FAA was held to determine the scope and schedule. These details will be discussed at an Environmental Sub-Committee Meeting.

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

- **Sun Island RFP** is being prepared to be advertised for proposals.
- **Owners Project Manager (OPM)** for the Security Upgrades project has been awarded to the top-ranking candidate and we have requested a fee estimate for the services.
- **Fuel Farm Supply and Rehabilitation RFP**- Consulting with the Town Finance Department for next steps in the procurement process.
- **ARFF Door Repair IFB**- Contract has been issued.
- **143 Old South Road Lot- Land Lease RFP** is advertised with a proposal deadline of December 11, 2018.
- **Marine Home Center Lease**- Working on paperwork for a lease extension option available within the lease.
- **Surplus Fuel Truck IFB** is being developed.

Operations – Mr. Rafter reported:

- Freight services will no longer be provided through the terminal building with the exception of medical freight for as long as no other freight option is available between Nantucket and Boston. Cape Air and Airport Administration worked to develop a plan for the weekly delivery of newspapers that is a line with the Minimum Standards regarding freight.
- Airport Administration met with the Assistant Federal Security Director from TSA and discussed pre-check, peak hour staffing, and coordination of a meeting with Airlines in early December to begin preparing for the upcoming season.
- Pre-planning meeting for Snow and Ice Control took place on November 7, 2018. Training has been completed for the new deicer machine.
- Tenant meeting was held on October 25, 2018.
- There has been an increase in bird activity and bird strikes. The Assistant Airport Manger, Noah Karberg, has completed the review of the Wildlife Hazard Management Plan.

- Maintenance Department has repainted runway 6/24 markings and has begun crack sealing the runway.

Statistics – Mr. Rafter reviewed the September 2018 statistics:

- Operations are down 4.81% from September 2017; and down 16.17% from last FYTD.
- Enplanements are up 16.39% from September 2017; and up 9.75% from last FYTD.
- Jet A Gallons are up 28.53% from September 2017; and up 11.81% from last FYTD.
- Jet A Gallons are down 3.15% from October 2017.
- AvGas Gallons are up 9.19% from September 2017; and up 10.71% from last FYTD.
- AvGas Gallons are up 4% from October 2017.
- Freight is up 12.97% from September 2017; and up 5.90% from last FYTD.
- 3 Noise Complaints were filed for September 2018 compared to 4 in September 2017.

Personnel Report- Mr. Rafter Reported:

- Jed Backus has been hired to replace Nathaniel Ray in the Maintenance Department position for a mechanic.
- Lillian Sylvia has been hired to fill the Administrative Assistant Position.

Commissioners Comments

- **100918-6 2019 Commission Meeting Dates-** The list of the proposed 2019 Commission Meeting dates shall be set forth with no objections to the schedule presented it is adopted by the Commission.

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 pending litigation in respect to the Airport's Minimum Standards. The Chair has determined that an open session may have a detrimental effect on the litigation position of the Airport Commission; and under Clause 3: To discuss strategy with respect to collective bargaining in respect to the Airports determination of Light Duty Policy. The Chair has determined that an open session may have a detrimental effect on the bargaining position of the Airport Commission, **Second** by Ms. Planzer and **Passed** unanimously, by the following roll-call vote:

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

Meeting adjourned at 6:25 pm.

Respectfully submitted,

Katy Perales, Recorder

Master List of Documents Used

11/13/18 Agenda including Exhibit 1
10/9/18 Draft Minutes
10/24/18 Warrant Signature Page
11/7/18 Warrant Signature Page
Draft Hangar and Tie-Down Rental Policy
Draft Rates and Charges dated 10/23/18
ADB Safegate Contract
Overhead Door Company of South Eastern MA Contract (Handout)
Infax, Inc. Change Order #1 to AIP 65
Infax, Inc. Change Order #2 to AIP 65
McFarland-Johnson, Inc Task Order MJ-A-03 (Handout)
Draft Non-Aeronautical Leases, Land Appraisal Cycles & Fair Market Value Cap Increases Policy
Nantucket Aviation Wall Packet
11/13/18 Minimum Standards- Proposed Revision
FY19 First Quarter Financial Report
Preliminary First Draft of FY20 Budget
Green Book for Internal Controls
September 2018 Monthly Statistical Report
2019 Commission Meeting Calendar
Jet Blue Service Announcement dated 11/13/18 (Handout)

