

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

September 9, 2014

The meeting was called to order at 5:01pm by Chairman Daniel W. Drake with the following Commissioners present: Arthur D. Gasbarro, Vice Chair, Anthony G. Bouscaren, Andrea N. Planzer and Jeanette D. Topham.

The meeting took place in the 1st floor meeting room at the Public Safety Facility, 4 Fairgrounds Rd. Nantucket MA.

Airport employees present were: Thomas Rafter, Airport Manager, Janine Torres, Office Manager, Jamie Miller, Business & Finance Manager, Lara Hanson, Operations Superintendent, David Sylvia, Training & Compliance Officer, and Mae Williams, Administrative Assistant.

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

Mr. Drake announced the meeting was being recorded.

Public Comment

None

Election of Officers

Mr. Drake introduced and welcomed Mr. Bouscaren to the Commission. The election of officers had been postponed previously until Mr. Bouscaren was sworn in.

Nominations for Chairman: Mr. Gasbarro nominated Daniel Drake. Second by Ms. Topham. No other nominations for Chairman were made. The Vote for Mr. Drake was unanimous.

Nominations for Vice Chair: Ms. Topham nominated Arthur Gasbarro. Second by Ms. Planzer. No other nominations were made. The Vote for Mr. Gasbarro was unanimous.

Master Plan and Sustainability Plan – Mr. Rafter noted Chapters 6 and 7 contain sensitive security information so some content has been redacted. Mr. Rafter emphasized to the Commission that Chapter 6 (Facility Requirements) and Chapter 7 (Alternative Improvement Concepts) are critical Chapters that require careful scrutiny as they will ultimately contribute to the Airport Layout Plan (ALP). The ALP, which the FAA must approve, is critical for FAA funding eligibility noting if a project is not listed on the ALP, it will not be eligible for a grant. In vetting the various chapters, Mr. Rafter proposes having the Commissioners review and comment back to him before presenting to the Advisory Committee.

Mr. Rafter asked the Commission to consider a public workshop to enable simultaneous communication to the Board of Selectmen, Town Administration, and the general public. A final draft for Chapter 6 is provided in the packet. The final draft of Chapter 7 will be available shortly. Mr. Rafter emphasized the need for feedback from the Commissioners.

Mr. Rafter turned the meeting over to Bill Richardson from Jacobs Engineering, the Project Manager for the Master Plan.

Mr. Richardson reviewed his presentation on the status of the Master Plan:

Schedule: Jacobs spent the summer and early fall reviewing the alternative concepts derived from the last Advisory Group meeting and are now looking at how to proceed with the implementation plan starting with Chapters 6 and 7. This will tie into the Financial Feasibility Plan based on the priorities the Commission determine, eventually leading into the Airport Layout Plan which outlines the next 5, 10, up to 20 years of projects. Project priorities are set through the annual Capital Improvement Program with the FAA and the State.

Mr. Drake asked if the next step after this meeting would be a meeting with the Advisory Committee. Mr. Rafter responded he is first looking for input from the Commission, then the Advisory Committee, and then a public workshop. The next formal meeting would be with the Advisory Committee sometime in October with a broader public meeting sometime in November. Concurrently the financial feasibility study will be worked on.

Master Plan Issues: Mr. Richardson reviewed the five (5) issues the FAA and State wanted addressed in the Master Plan: Safety and Security, Capacity, Efficiency, Revenue Enhancements and Environmental/Sustainability Concepts. These issues are addressed throughout the remaining Master Plan chapters.

Master Plan Status:

- Chapter 6 – Facility Needs – final draft presented for Commission review and comment.
- Chapter 7 – Alternative Improvements Concepts – final draft will be presented within two weeks for Commission review and comment.
- Chapter 8 – Priorities/Implementation Plan (Oct/Nov) - Developed after Advisory Committee meets and Commission sets priorities.
- Chapter 9 – Financial Feasibility Plan (Nov/Dec)
- Chapter 10 – Airport Layout Plan (Dec)

Non-Aviation Revenue Sources: Mr. Richardson presented a map indicating potential non-aviation revenue sources including new Bunker Area lease parcels, surplus parcels for sale, lease or swap, potential for major solar development, and Terminal/Administration building flex-space rentals. The map indicated 100 plus acres available to the airport that is worth looking at offering significant opportunity for leasing.

Discussion took place regarding the potential uses of the different parcels, the inclusion of the Planning Dept. in the discussions, and the need for FAA approval for any land use.

Discussion moved to the use of some acreage designated for aviation use and whether there is a need for additional hangars. Mr. Rafter recalls Chapter 7 includes proposals for at least 3 different possible hangar development parcels. There will also be alternatives listed.

Next Steps, Milestones & Schedule: Mr. Richardson reviewed the next steps which include:

- Commission Review and Comment to prioritize 5/10/20 year improvement plan followed by an Advisory Committee meeting. The Commission repeated their concern that the previous Advisory Committee meeting were mostly informational and the next meeting should allow for a full afternoon of interactive discussion. Mr. Rafter adds that the Committee should also be asked to weigh in on the prioritization of the projects and the alternatives.
- Public Workshop after the Commission and Advisory Committee have fully vetted.
- Completion of Financial Feasibility Plan. During discussion Mr. Drake inquired as to the amount of stress testing by the FAA as to the alternatives in the financial planning. Do they consider the economy and/or geopolitical events, for example? Mr. Richardson responds they do, keeping in mind that they want to see the airport succeed and want to see it sustainable. Mr. Rafter interjects that typically in a Master Plan, the FAA is more concerned with the capital aspect. Prior to the Master Plan the airport had met with the FAA requesting latitude in seeking operating revenue and revenue enhancements so that the Grant Assurances and self-sustainability can be met. They allowed this latitude which is why this Master Plan is a little broader than a typical one.
- Develop the Airport Layout Plan depicting future improvements for FAA approval.

Mr. Drake expressed the need to develop a Master Plan that we can live with and adhere to and not simply end up on the shelf. Mr. Gasbarro agreed, noting the Master Plan should be a guidance document. Mr. Rafter stated that this is the reason that we need to carefully review Chapters 6 and 7.

Discussion turned to the difference between the Airport Improvement Program (AIP) and the Airport Layout Plan. Mr. Richardson states that the Airport Layout Plan is a physical document that lays out the physical improvements; and, the Capital Improvement Plan (CIP) is the financial feasibility plan that prioritizes the projects illustrated on the ALP. Mr. Rafter added the AIP is the actual federal funding program for projects listed on the CIP.

Mr. Gasbarro requests a menu depicting the 5/10/20 year plan. Mr. Richardson noted a menu was discussed today and is in draft form and will be distributed.

In conclusion, Mr. Drake encouraged everyone to review material once it is received.

Mr. Drake noted the need to go back to the beginning of the Agenda to review minutes.

Ms. Topham made a **Motion** to approve the 7/15/14 Minutes. **Second** by Ms. Planzer and **Passed** unanimously.

Upon request, Mr. Drake tabled the Minutes of 8/12/14 until the next meeting to allow time to review.

Ms. Topham makes **Motion** to ratify the 8/20/14 and 9/3/14 Warrants. **Second** by Mr. Gasbarro and **Passed** by a vote of 4 to 1 with Ms. Planzer abstaining.

Mr. Gasbarro makes **Motion** to approve the 9/10/14 Warrant. **Second** by Ms. Topham and **Passed** unanimously.

Mr. Drake noted he addressed with Mr. Rafter the issue of a batch being added to the 9/3 Warrant after it has already been signed by two Commissioners.

Pending Leases and Contracts – Mr. Rafter presented the following Leases and Contracts:

- **Tradewind Aviation** –A General Aviation Agreement for \$11,000 FBO Building Use Fee, plus \$1,500 Annual Business Fee, plus Landing Fees.

- **US Airways** – A terminal office space agreement for \$6,960 rental income plus \$1,500 Annual Business Fee.
- **KOBO Utility** – A \$5,850 Contract for underground piping for the irrigation system for the General Aviation Building funded through a Capital Budget.
- **MHQ Equipment and Supply** – A \$56,745 Contract for purchase of 2014 Ford F250 for the Operations Department Building funded through the Capital Budget.

Ms. Planzer made a **Motion** to approve the Leases with Tradewind Aviation and US Airways, Inc. **Second** by Ms. Topham and **Passed** unanimously.

Ms. Topham made a **Motion** to approve the Contracts with KOBO Utility and MHQ Equipment and Supply. Ms. Planzer **Seconded**. The Motion **Passed** unanimously.

Mr. Rafter commended Ms. Miller on a tremendous job creating a new interactive report for the airlines to submit their monthly enplanements and landing fees, noting its use will be a major improvement.

Pending Matters

070913-1 TON Memorandum of Understanding (MOU) Update

Mr. Rafter stated that a meeting was held last week with the Towns Procurement Officer and Finance Department representatives to review the new Procurement by Department Procedure. Mr. Rafter noted basic parameters were discussed of what will go into the new MOU. A draft should be complete for the next meeting.

042214-2 FUDS Formerly Used Defense Site Status

Tenants have been notified of the Army Corps of Engineers chosen contractor and plan to start a more in depth investigation of the FUDS Site. The affected parties were notified that we cancelled the outstanding Bunker Lease procurement. As instructed by the Commission, alternate parcels for a new RFP have been identified on Sun Island Road. The next step is to have the parcels appraised for Fair Market Value, the first step in the procurement process. We have received a rent relief request from one tenant in the Bunker area due to the impact of the FUDS issue. It needs to be reviewed with Legal Counsel.

Various Personnel Matters

Job/Salary Compensation Study - Mr. Rafter stated the DI Jacobs proposal for the salary compensation and classification study came in under the \$5,000 amount the Commission previously authorized. The first step is a review of the current job descriptions. However, this presented a challenge in that positions titles are described differently when comparing the job descriptions on file, the Union handbook and payroll reports. Once organized, Mr. Rafter will send them to Mr. Jacobs. Mr. Rafter will try to get a schedule to the Commission as soon as possible.

Ratification to the Changes of Non-Union Personnel Manual - Mr. Rafter reported Legal Counsel has provided language to the Exempt Employee section of the policy to address the concerns expressed by the Commission at the last meeting. Mr. Gasbarro suggested adding “appointed by the Manager” after “or by designee” to the language inserted by Counsel. After brief discussion, Mr. Drake asked for adoption of the policy as modified by Counsel and corrected by the Commission. The Policy was unanimously adopted.

DOT Grant Awards and Associated Assurances

090914-4 Chairman Signing Authority – Mr. Rafter explained each year, we must update the signing authority for Grant paperwork. Mr. Gasbarro made a **Motion** to endorse the Letter of Authorization dated September 9, 2014 for the Airport Commissioners to authorize Daniel W. Drake, Chairman, to sign Federal or State contracts, grants or other agreements, on behalf of the entire Commission. **Second** by Ms. Topham and **Passed** unanimously.

090914-2 Security Upgrades

Mr. Gasbarro made a **Motion** to accept the MassDOT Security Upgrades Grant for \$19,400.00 and associated Grant Assurances. **Second** by Ms. Planzer and **Passed** unanimously.

090914-3 ARFF Vehicle

Mr. Gasbarro made a **Motion** to accept the MassDOT ARFF Vehicle Grant for \$31,875.00 and associated Grant Assurances. **Second** by Ms. Topham and **Passed** unanimously.

Mr. Rafter remarked the Grant Assurances require Board of Selectman acceptance and are on their 9/10/14 Agenda. Mr. Rafter took this opportunity to report the Finance Department will require 3 (three) or more Commissioners signatures on Town Contracts. This will be incorporated into the new MOU and a revised Commission Policy will be prepared for the next meeting.

090914-4 FY16 Capital Requests

Mr. Rafter presented the FY16 Airport Capital Requests to the Town which included projected total cost, eligible federal and state reimbursement amounts and net cost to the Airport for the following items:

- Paint/Repair Fuel Farm Pipes
- Passenger Stair Truck/Ramp
- Lektro Aircraft Tug
- Snow Plow/Blower
- Utility Vehicle
- Ramp Rehabilitation
- Ground Service Equipment (GSE) Garage Design
- FBO Site Rehab
- 1988 Loader Re-Pinning/Transmission Overhaul
- Environmental Impact Report (EIR)

Mr. Rafter indicated one more item may be added, a regeneration pad for the fuel trucks, which may be required by laws pertaining to emissions standards. Additionally, the EIR could range anywhere from zero dollars to the max of \$500K mostly depending on the outcome of the Master Plan process and the FAA Airport Improvement Program.

Discussion led to two items of concern. The estimated cost of \$150K for the GSE design seems significantly high. Mr. Rafter agreed to review and noted the process of determining the location of the building adds to the cost; and, the FBO Site rehab may have been included in a previous year's Capital item and may not be needed.

Motion by Mr. Gasbarro to adopt FY16 Airport Capital requests with the possible adjustment to the discussed line items. **Second** by Ms. Topham and **Passed** unanimously.

090914-5 Review and Approve of FY15 Disadvantaged Business Enterprise (DBE) Plan

Mr. Rafter explained one requirement of FAA Grant Assurances that we have an approved DBE plan. The plan was prepared by Jacobs and reviewed by Mr. Rafter noting Mr. Sylvia will be responsible to implement and update accordingly.

After brief discussion, Ms. Topham made **Motion** to approve adoption of the Disadvantaged Business Enterprise Program. **Second** by Ms. Planzer and **Passed** unanimously.

Managers's Report

Other Project Updates – Mr. Rafter reported:

- Control Tower pre-qualifications draft has been completed and is being reviewed by Jacobs and the FAA.
- Security and ARFF vehicle contracts are fully executed. May-June 2015 time frame expected for delivery of the ARFF vehicle.
- FUDS consultant will be on-site September 25th to brief the stakeholders with further investigations to be completed in March or April.

RFP/Bid Status – Mr. Rafter reported:

- Due to a recommendation from Mr. Karberg, we are currently out to bid for brush cutting services.

Operations – Mr. Rafter reported:

- National Grid submitted a request for an easement to place a pad mounted transformer on Airport property located on Madequecham Valley Road. Mr. Rafter indicated this was odd as all other transformers are on the ocean side of the road. Mr. Drake learned from Town Administration that easements on Town owned land, including the Airport, require a Town Meeting vote. The Contractor was made aware.
- Met with Mr. Santos and he will provide a request to negotiate a new Lease for his hangar; and, will work with Mr. McGrath regarding issues with the combined roof. Mr. Santos and Mr. McGrath have received letters regarding the required repairs. We will be drafting a new Lease agreement with Mr. Santos and Mr. McGrath for hangars 5 & 6 respectively.
- Mass. Department of Transportation, Secretary Davey, is planning a visit September 11th at 10:00 a.m. A tour of the Airport is planned.
- On September 17th, the BOS is holding a housing workshop. Libby has distributed a draft of seasonal requirements and capacities. We responded in terms of the Airport's requirements and Mr. Rafter indicated he is in the process of drafting a letter to various State and Federal agencies that may have a need for seasonal or annual housing on Nantucket.
- FY16 Budget instructions are expected from TON next week.
- The FAA Compliance presentation is postponed until the October 28th meeting. Discussion of workshop vs. regular meeting resulted in a regular meeting with a minimum Agenda due to time constraints of Mr. Vick's presentation. An invitation to the TON is advised.
- The Airport is on the agenda for Finance Committee 9/11 Agenda regarding the FY14 budget.
- Passenger Facility Charge was instituted 7/1/14 with \$46,783.00 collected thus far and anticipate \$60K for September collections.
- National Incident Management System (NIMS) training requires Airport Administrative personnel and Commissioners to participate. Mr. Rafter will be coordinating with a training consultant to provide training.
- Full scale Emergency Drill exercise is scheduled for 9/24/14 from 8am-3pm.
- We have had two unannounced TSA inspections. Staff passed with flying colors.
- Mr. Karberg participated on a panel at the National Association of State Officials regarding the Carbon-Neutral Program process and reportedly did an outstanding job.
- A Tenant Meeting is tentatively scheduled for September 18th.
- A Holiday's for Heroes event is scheduled on the Island this week; but, arrival plans need to be verified.

Statistics – Mr. Rafter reported the July statistics:

- Operations are up 2% from July 2013
- Enplanements are up .86% from July 2013

- Jet A fuel gallons sold is down 1% but sales dollars is up 1% compared to July 2013
- Avgas fuel gallons sold is up 1%
- Freight is up 10.7% from July 2013
- Noise complaints are up 68% from July 2013 noting several repeat complainers

Sub-Committees Assignments

After brief discussion the Sub-Committee assignments are as follows:

- Financial Policy – All Commissioners
- Long-Range Plans/Airfield Policy/Facilities/Maintenance – Drake, Gasbarro, Planzer
- Personnel – Drake, Topham
- Noise/Environmental/Energy – Gasbarro, Bouscaren
- Service/Public Relations – Bouscaren, Topham

Mr. Drake suggested the Long-Range Plans Sub-Committee meet before the Public Outreach session for the Master Plan.

Mr. Gasbarro noted the Environmental Sub-Committee will plan a meeting now that Mr. Bouscaren has been appointed.

Commissioners Comments

Mr. Gasbarro commented that the illegal parking along Old South Road needs to be enforced.

Public Comment

None

Having no further business, Mr. Gasbarro made a **Motion** to enter into Executive Session, not to return to Open Session, for the purpose of reviewing Executive Session minutes as listed on the Agenda as well as to conduct strategy session for collective bargaining, where if held in Open Session, may have a detrimental effect on the bargaining position of the Commission. **Second** by Ms. Topham and **Passed** by the following roll- call vote:

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

Meeting adjourned at 6:35 p.m.

Respectfully submitted,

Janine M. Torres, Recorder

Master List of Documents Used

9/9/14 Agenda including Exhibit 1

Jacobs Status Report dated 9/2/14

Jacobs Master Plan Power Point Presentation dated 9/9/14 (Handout)

Jacobs Priority Master Plan Projects Menu (Discussed)

7/15/14 Draft Minutes

8/12/14 Draft Minutes (Handout)

8/20/14 Warrant Approval Sheet

9/10/14 Warrant Approval Sheet

Tradewind Aviation LLC Lease

US Airway's Inc Lease

Kobo Utility Construction Corp Contract

MassDOT Grant/Grant Assurances Security Upgrade

MassDOT Grant/Grant Assurances ARFF Vehicle

FY16 TON Capital Requests

Draft DBE Plan dated 8/1/14

