

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
David C. Gray, Sr.
Sonny Raichlen
Jeannette Topham

AIRPORT COMMISSION MEETING
February 12, 2013

The meeting was called to order at 5:01 PM by Chairman Daniel W. Drake with the following Commissioners present, Vice Chair Arthur D. Gasbarro, David C. Gray, Sr., Sonny Raichlen and Jeanette Topham.

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

Mr. Drake announced the meeting was being recorded.

Airport employees present were Thomas M. Rafter, Airport Manager, David Sylvania, Compliance Manager, Noah Karberg, Environmental Coordinator and Janine Torres, Office Manager.

The Commission **M/S/P** Unanimously approval of the Agenda.

The Commission **M/S/P** Unanimously approval of the 1/22/13 minutes.

The Commission **M/S/P** Unanimously to ratify the 2/6/13 Warrant.

Public Comment

None.

Pending Leases and Contracts

Mr. Rafter presented three (3) contracts for approval:

- **Frank Balester** – a one-time payment not to exceed \$450.00 for welding services on the snow sweeper
- A revision to the scope of **McFarland-Johnson, Inc.**, to provide consulting services to prepare the FAA PFC application as well as provide two years of required reporting in the amount of \$35K
- An amendment of \$240.51 to the **Safety-Kleen Systems, Inc.** contract associated with the NetJets fuel spill to cover Steamship surcharge fees

The Commission **M/S/P** Unanimously to approve all three (3) contracts.

Nantucket Flying Association Youth Camp Update

Chris MacLauchlin, President of the Nantucket Flying Association (NFA), gave an update on the club and the aviation camp.

Approximately 80 people attended the showing of the film “Shady Lady” hosted by the NFA in January. A guest speaker is being planned for another event after Daffodil Weekend. Geno TV will be filming a plane ride given by Mr. McLaughlin to promote the NFA as well as the camp.

The aviation camp is scheduled for June 24th through the 28th. The Nantucket Inn appears to be the location of the camp. Tuition is set at \$350 per camper. 20 enrollments are projected and several activities and guest speakers are planned.

Mr. McLaughlin reported meeting with Foley Vaughan regarding the Nantucket Educational Air Program (NEAP) funds. NEAP is being dissolved and the funds turned over to NFA.

Pending Matters

120412-3 Existing Bunker Lease Review – Mr. Rafter reported the appraisal was completed and is under review. The addendum to the RFP will be released with proposals due on February 22nd.

Finance/Budget

112012-1 FY2014 Budget - Mr. Rafter reported the reconciliation of the debt service as well as the fuel revolver amount is still outstanding. Mr. Drake added the FinCom will have the final say on any adjustments to the fuel revolver. Mr. Rafter noted the next meeting with the FinCom is March 5th at 4:30 and will be held in the high school cafeteria.

021213-1 2013 Fee Structure – Mr. Rafter presented the first draft of the 2013 Fee Structure noting comparisons with similar size airports still needs to be done as well as a complete methodology of rates and charges as part of the Master Plan process. Mr. Rafter presented some recommended changes most to take place immediately:

- **Airline Fees:** Add “Off Season Equipment Storage”, “Abandoned Equipment Disposal”. Commissioners Comment (CC) – Include kiosks square footage in ground lease.
- **Retail & Non-Aeronautical Space:** Change “Counter and Office Space” to Negotiated to comply with the RFP process. CC – change name to “Retail Space”.
- **Meeting Rooms:** Eliminate 2 hour minimum for terminal meeting room, Add “Admin. Building - \$300 per hour, Audio Visual, \$75/hour, Video Conferencing TBD
- **Scheduled Landing Fees:** Will require change to minimum standards
- **Volume Discounts:** Remove all incentives immediately

Some additional recommendations were to reorganize the fee structure to have all related categories together, and add items not currently listed, GPU fee and Art Commission, and consideration of altering the display case rental fee for example.

Mr. Rafter demonstrated some revenue incentives including the PFC, leasing of Bunker Road lots, and the removal of the fuel incentives for the remainder of the year and

After brief discussion regarding the timing of future changes, the Commission **M/S/P** Unanimously to adopt the presented Fee Structure effective March 1st.

GA/Administration Building Project Update

Discussion of Surety Takeover Agreement - Mr. Rafter reported the Takeover Agreement (Agreement) was not yet finalized. A special Commission meeting may be needed next week to review and approve the Takeover Agreement if the Agreement is finalized by then.

Mr. Rafter noted some leaks occurred during the blizzard and they have been documented.

Mr. Raichlen asked about the time needed to finish the building. Mr. Rafter noted the Agreement gives four months but would most likely be three adding the building itself is almost finished but the site work must wait for the asphalt plant to reopen in the spring. Mr. Drake added the contractor has 15 days after the Agreement is signed to produce a completion schedule.

021213-1 FAA Matters

Ms. Topham recused herself from this discussion.

Mr. Rafter reminded everyone he along with Mr. Drake and Mr. Gasbarro will be attending an FAA initiated meeting in Hyannis tomorrow (February 13, 2013). While the FAA has not provided an agenda, the topics we are planning to discuss are the expanded scope to the Master Plan, the control tower and clarification of the Supplement to the OTA, overall funding, and the Memorandum of Agreement (MOA) in regards to noise abatement flight tracks.

Manager's Report

Mr. Rafter introduced the new Environmental Coordinator, Noah Karberg, and made note of his significant input to the carbon neutral proposal prior to his official start date.

Projects Update

- 6/24 HIRLS project – Kobo has done a majority of the fence work, have begun surveying the runway and is presently working on the segmented circle and wind cone.
- Master Plan – a conference call with Jacobs took place to review the scope in detail. Another meeting is scheduled this week to introduce Mr. Karberg to the environmental issues involved with the Master Plan process.

RFP/Bid Status

- Still waiting to hear back from UPS regarding their new Lease.
- The proposals received for the gift shop are under review.
- Four bids were received for the HVAC work in the restaurant, all from off-island contractors.
- Two Articles have been included in the ATM Warrant; one to seek approval for ten year concession leases in the terminal; and the other to provide reimbursement for unexpected expenditures associated with the NetJets Fuel spill last October.

Operations Update

- Mr. Rafter met with Legal Counsel today to discuss strategy for the upcoming Union negotiations. Will be scheduling meetings with the Union representative, Tim Mahoney.
- Mr. Rafter commended the Maintenance and Operations staff on their work during last weekend's blizzard noting the Airport was reopened Sunday morning.
- A conference call was held with representatives from B&K Noise Desk. There is still an issue with added costs for the FAA feed which may be more than initially expected. A proposal is expected from B&K for the additional costs at which time a decision will have to be made to move forward or not.
- Various energy initiatives have begun: Expecting to hear about the carbon neutral proposals the week of March 4th; placed free order for LED light bulbs through Grant obtained by the Town's Energy Department; the replacement light project resulting from

the Energy Audit is set to begin soon; and the free review of the geothermal system has been scheduled.

Request for Travel

Mr. Rafter requested and was granted unanimous permission to attend the AAAE Legislative Alliance Conference in Washington DC March 20th – 21st.

Sub-Committee Reports

None.

Commissioner's Comments

Mr. Gray asked about the materials removed from the old LaFleur lease area. Mr. Rafter responded the materials make up airport-owned, airline -owned and past tenant-owned property. The items were moved to another location. Need to consult with Legal Counsel on how to dispose of the LaFleur property which the Airport obtained when the tenant defaulted on his Lease.

Mr. Raichlen asked about the financial benefits if awarded the carbon neutral project. Mr. Rafter noted the energy cost savings by reducing our carbon footprint which will be quantified through sub-metering as well as future consideration for funding sources such as VALE funding.

Mr. Drake made note of an acknowledgment from the Tower Chief on the staff's snow removal efforts.

Mr. Drake explained the Commission voted to enter into Executive Session during the January 22, 2013 meeting for the purpose of strategizing in preparation of Union negotiations; however, once convened, a quorum was not present due to Mr. Raichlen's absence as well as Ms. Topham and Mr. Gray's disqualifications due to conflict of interests. The meeting was therefore adjourned, but a directive made that Mr. Rafter along with Town Counsel's office perform negotiations with on behalf of the eligible Commissioners.

The Commission **M/S/P** with Mr. Gray and Ms. Topham recusing themselves to ratify the directive to allow Mr. Rafter and Town Counsel's office to perform Union negotiations with final approval of the eligible Commissioners.

Mr. Drake commented on the open issue of reconciled debt service being more than 2 months old and expressed additional concern regarding reconciliation of the capital accounts over the last 12 months. Mr. Drake felt if we do not have what we need over the next few days, it may be time to go to a higher level adding the Commission needs to review the numbers before they are due at FinCom. Mr. Gasbarro agreed and felt the Commission has already waited too long to express their displeasure to Town Administration.

Mr. Rafter reported receiving a partial reconciliation which was hard to understand. The Finance Department (FD) had said it would have the reconciliation finished by the previous Friday. Ms. Christ will work with Peter Lamb to interpret the FD's reconciliations and compare to his reconciliations.

After brief discussion the Commission **M/S/P** Unanimously, if the reconciliation is not received by Friday, February 15 to have the Chair notify Town Administration of the Commission's concern and displeasure with the FD in providing information in a timely manner.

Mr. Gasbarro asked if the NPEDC contacted the Airport regarding running cable through conduit under the runway to which Mr. Rafter reported they did.

Public Comment

Mr. McLaughlin commented during nighttime or wet conditions, pilots cannot see the centerline of taxiway Gulf heading to the North Ramp and adjacent to the SIDA area. Mr. Rafter said he would look into a short term solution of possible reflectors and noted the long term solution includes entire apron replacement.

Mr. Drake announced Executive Session to review the minutes would not be held.

Meeting adjourned at 6:32 PM

Respectfully Submitted,

Janine M. Torres, Recorder

Master List of Documents
2/12/13 Agenda, including Exhibit 1
1/22/13 Draft Minutes
Frank Balester Contract
McFarland-Johnson Contract
Safety-Kleen Amendment #1
Draft 2013 Fee Structure
1/25/13 FAA Supplemental Agreement to the OTA for ATCT
General Information on AAAE Legislative Alliance Conference

