

Town of Nantucket
NANTUCKET MEMORIAL AIRPORT

14 Airport Road
Nantucket Island, Massachusetts 02554

Thomas M. Rafter, A.A.E., Airport Manager
Phone: (508) 325-5300
Fax: (508) 325-5306



Commissioners
Daniel W. Drake, Chairman
Arthur D. Gasbarro, Vice Chair
David C. Gray, Sr.
Andrea N. Planzer
Jeannette D. Topham

AIRPORT COMMISSION MEETING

October 8, 2013

The meeting was called to order 4:33 PM by Chairman Daniel W. Drake with the following Commissioners present, Vice Chair Arthur D. Gasbarro, David C. Gray, Sr., 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.

Airport employees present were Thomas M. Rafter, Airport Manager, Ashley Christ, Business Manager and Janine Torres, Office Manager.

Also present were Elizabeth Gibson, Town Manager and Rick Atherton, Chairman of the Nantucket Board of Selectman.

Attorney Rick Holland from Legal Counsel's Office was on the phone.

Mr. Gray made a **Motion** to enter into Executive Session, to reconvene in Open Session, to discuss strategy with respect to threatened litigation with respect to the completion of the GA Building. The Chair has determined that an open session may have detrimental effect on the litigation position of the Airport Commission; and, to consider the purchase, exchange, lease or value of real property and to discuss pending litigation to Gatto vs. Town. The Chair has determined that an open session may have a detrimental effect on the negotiation and/or litigation position of the Airport Commission. **Second** by Ms. Topham and **Passed** by the following vote:

Chairman Drake – Aye
Vice Chair Gasbarro – Aye
Mr. Gray – Aye
Ms. Topham – Aye
Ms. Planzer – Aye

Open session reconvened at 5:35 PM.

Ms. Gibson and Mr. Atherton left the meeting.

Mr. Holland was no longer on the phone.

Noah Karberg, Environmental Coordinator, joined the meeting.

Mr. Drake announced the meeting was being recorded.

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

Ms. Topham made a **Motion** to approve the 9/24/13 Minutes. **Second** by Mr. Gray and **Passed** Unanimously.

Ms. Topham made a **Motion** to ratify the 10/02/13 Warrant. **Second** by Mr. Gray and **Passed** Unanimously.

Public Comment

None.

Pending Leases & Contracts

Mr. Rafter noted the **GJ Smith Bunker Parcel Lease** is still pending as the potential tenant has not provided their requested changes. Mr. Gasbarro asked that those changes are shared when available.

Mr. Rafter presented a one year License Agreement for **Stowe Enterprises LLC dba Fresh Air Services** to provide aircraft detailing services. Mr. Rafter recommended approval contingent upon receipt of the Annual Business Fee as well as updated certificates of insurance.

Mr. Gray made a **Motion** to approve the one year License Agreement with Stowe Enterprises LLC contingent upon receipt of the Annual Business Fee and current certificates of insurance. **Second** by Mr. Gasbarro. During discussion, Ms. Planzer pointed out a redundant sentence at the end of Section 7 of the Agreement. Mr. Drake asked the sentence be stricken and he will initial and the Licensee will be asked to initial. Motion **Passed** Unanimously.

Pending Matters

120412-3 Existing Bunker Lease Review – Mr. Rafter indicated a red line version of the Atlantic Aeolus Lease incorporating the Amendment was provided to the tenant upon their request but the tenant has not yet provided feedback or set up appointment to meet.

021213-2 Supplemental Agreement to the Other Transactional Agreement (OTA): ATCT – Mr. Rafter noted there is no need for additional borrowing to rehab the existing tower and thanked Commissioner Planzer's husband for his assistance in verifying the funds from the original OTA as well as the additional funding are in place with the FAA itself.

061113-14 Bunker Area Environmental Permit Review – Mr. Rafter indicated the permit was filed with MESA and a response is expected within 30 days of the filing date.

062513-3 Noise Abatement

- Mr. Rafter presented the final "Fly Friendly" brochure. Ms. Topham suggested a darker green background on the inside left panel for easier reading.
- The September Noise Complaint Summary was reviewed. Mr. Gasbarro commented on the last bullet asking whether IFR or VFR conditions existed when the Tower personnel instructed flights outside the corridors; noting if VFR, perhaps reaching out to the Tower.

070913-1 TON Memorandum of Understanding (MOU) – Mr. Rafter reported this item is still pending.

081313-5 MOU with SDO/OSD re Disadvantaged Business Enterprise (DBE) Program – Mr. Rafter reported the DOT is still reviewing.

GA/Administration Building - Mr. Drake noted the continued slow progress being made. The most recent schedule from the General Contractor indicates a November 1st completion date but doesn't take into account a final clean or punch item tasks.

Finance

081313-2 Airport Capital Improvement Plan (CIP) – Mr. Rafter presented the revised CIP to be discussed with the FAA noting the meeting with the FAA scheduled for October 10th has been postponed due to the Federal Govt. shutdown and will be rescheduled. Mr. Gasbarro noted some differences since the last draft. Mr. Rafter concurred noting the main focus is on pavement rehabilitation based on the Statewide Pavement Plan. Additionally, after meeting with Senior Staff, it was concluded the security system upgrades as well as a new ARFF truck were a priority. The South Apron Environmental project is a timing issue with the Master Plan.

082213-1 FY15 Capital Requests – Mr. Rafter presented a revised Town Capital Request worksheet explaining the second round of borrowing for FY14 was cancelled by the Town Treasurer which will defer the planned equipment procurement this fall until FY15. Additionally, we cannot assume the Town will hold the second round of borrowing in FY15. This means the items listed for the second half of FY14 and FY15 will be combined with the Capital items listed in the first half of FY15. Mr. Rafter added the deferment of the FY14 equipment will have a significant impact on airport operations as well as an increased cost.

Mr. Rafter added once the meeting occurs with the FAA to finalize the CIP, the TON Capital Requests may be adjusted to Rafter to marry the two documents.

When discussion moved to funding, Mr. Rafter commented the CIP is based on FAA Fiscal Year. Mr. Drake noted the FAA may tell us there are little or no discretionary funds for FAA FY2015 due to large projects at Providence and Bridgeport Airports. Mr. Gasbarro added he would like to see a majority of the eligible equipment funded. Mr. Rafter agreed adding the FAA only funds fire and snow removal equipment. State ASMP (Airport Safety Maintenance Program) grants are available for other equipment. Mr. Gasbarro added he would rather see spending on equipment rather than expansion in order to operate effectively.

100813-1 FY15 Budget – Mr. Rafter presented the FY15 Budget Instructions as well as the worksheets provided by the Finance Department (FD). Mr. Rafter added the instructions are specific towards the Town Departments and not the Enterprise Funds but does provide a good guideline.

Internally, each Supervisor has been given a worksheet to submit their line items after which it will be consolidated to formulate the budget.

Mr. Rafter commented the draft worksheets provided by the FD may have a few discrepancies. Mr. Drake added it does not include a provision for a PFC. Mr. Rafter added the FD is aware of that and will allow the forecast provided by the consultant for budget purposes.

Timing was discussed and it was determined a draft budget will be presented at the Commission's November 12th meeting.

022613-2 Master Plan & Sustainability Program Update – Mr. Rafter reported the invitations went out for the Advisory Group participants. Four participants have confirmed. A conference call is scheduled for tomorrow with the financial sub-consultant to go over the information they need to put together the bench marking and other financial models such as rates & charges. The sub-consultants for the surveying work were on site today to go over the work on verifying the Airport boundaries otherwise known as Exhibit A.

062513-1 Re-Align and Widen Taxiway Connector Update – Mr. Rafter noted the new offset portion of Taxiway Delta will be known as “Juliet”. The work is almost complete. The re-painting of the Runway 15/33 edge lines is complete. The seal coating is all that remains and should be completed in the next few days.

The MassDOT Grant award was received. Mr. Gasbarro made a **Motion** to accept the MassDOT Grant award for \$43K as well adopting the associated Grant Assurances. **Second** by Ms. Planzer. During discussion, Ms. Topham commented on Section J of the Grant Assurances which promotes Compatible Land Use. Mr. Rafter confirmed its meaning to encourage appropriate zoning in the airport vicinity as to not restrict normal airport operations. Mr. Drake noted the Assurances require any agreement between the Airport and TON, such as the MOU, be signed off by DOT. The Motion **Passed** Unanimously.

Manager’s Update

Other Project Updates

- Passenger Facility Charge (PFC) – Still waiting for comments from FAA on proposed application.
- RW 6 PAPI/REILS – Construction is expected this month and waiting for FAA to let us know when.
- RW 33 PAPI/REILS – Still waiting for revised OTA from FAA

RFP/Bid Status

- Still working on the Aviation Fuel RFP and Engineering RFQ.
- Carbon Neutral – RFP is complete and waiting for CPO review.

Operations Update

- Airport provided vehicle for “Touch a Truck” Program
- Fuel incentive program draft is almost complete
- A Tenant meeting is scheduled for October 24th
- Met with Ms. Planzer to discuss hangar issues regarding a possible sub-lease/assignment of the Taylor Hangar as well as long term hangar plans.

Mr. Rafter reported attending the MAMA (Mass Airport Management Assoc) Conference and learned that MassDOT-Aeronautics will be administering a crack sealing program this year. MassDOT is also working on a Statewide CCTV Program starting with unmanned and contract tower airports and ending with FAA Control Tower airports that will tie CCTV cameras into local police departments. Mr. Rafter attended a presentation of new software currently being tested for dynamic master planning. MAMA will be creating an advocacy group to address various environmental issues and has shared the information with Mr. Karberg should he be interested in participating.

Sub-Committee Reports

Mr. Drake asked if the Commission reviewed and had comments for Ms. Topham relating to the TON Compensation Committee report from the last meeting. Ms. Planzer did note reading and had no questions or comments.

Commissioner's Comments

None.

Public Comment

Mr. Karberg, spoke as to the timing of the Carbon Neutral RFP review by the Chief Procurement Officer as it relates to the October 23rd notification in the Central Register noting it has been reviewed by Town Counsel. Mr. Rafter added he may ask the Town Manager for assistance in making this a priority.

Having no further business, Mr. Gasbarro made a **Motion** to adjourn. **Second by Ms. Planzer** and **Passed** Unanimously.

Meeting adjourned at 6:20 PM.

Respectfully submitted,

Janine M. Torres
Recorder

Master List of Documents

10/8/13 Agenda

9/24/13 Draft Minutes

Stowe Enterprises, LLC 2013 License Agreement

September 2013 Noise Complaint Summary

Fly Friendly Brochure

Merchants/FAA GA Construction Schedule (Run date 10/2/13)

Five-Year FAA CIP dated 10/4/2013

FY14-15 TON Capital Request Summary with strikeouts

FY15 TON Budget Instructions and Worksheets

FY2015 Budget Timeline including 9/27/13 email from Martin Anguelov

Comm. of Mass Standard Contract Form – Re-Align & Widen Taxiway Connector Grant

MassDOT Grant Assurances – Re-Align & Widen Taxiway Connector