

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  
David C. Gray, Sr.  
Sonny Raichlen  
Jeannette Topham

**AIRPORT COMMISSION MEETING**  
**March 12, 2013**

The meeting was called to order at 5:01 PM by Chairman Daniel W. Drake with the following Commissioners present, Sonny Raichlen and Jeanette Topham.

Vice Chair Arthur D. Gasbarro and David C. Gray, Sr. were absent.

The meeting took place in the 1<sup>st</sup> 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 and Janine Torres, Office Manager.

The Commission **M/S/P** Unanimously to approve the Agenda.

The Commission **M/S/P** Unanimously to approve the 2/26/13 Minutes.

The Commission **M/S/P** Unanimously to approve the 1/22/13 Executive Session Minutes.

The Commission **M/S/P** Unanimously to ratify the 3/6/13 Warrant.

**Public Comment**

None.

**Pending Matters**

**120412-3 Existing Bunker Lease Review** – Mr. Rafter reported amendments are in progress for the Bunker Leases affected by the percentage rent clause.

Mr. Rafter also reported the five (5) Proposals received for the Bunker Lease RFP have been reviewed. The Airport will be moving forward with awarding each of the Proposers a Lease, three for a full acre and two for a half acre.

**021213-1 Fee Structure** – Mr. Rafter requested more time to work through some of the in-house disparities with the current landing fees to determining the potential financial impacts and to develop a strategy prior to discussing in a workshop setting.

### **GA/Administration Building Project Update**

Mr. Rafter presented two Amendments to Contracts to continue required services for an additional four months which is expected to be the completion of the project:

- Nantucket Architecture Group, for Design Services – Construction Phase, Not to Exceed amount of \$32,000
- Architectural Consulting Group (ACG), for Owner’s Project Manager Services, Not to Exceed amount of \$60,000

Mr. Rafter reported the new General Contractor, Fasano Acchione & Associates (Fasano), met on-site with several sub-contractors this week to work on a completion schedule which is due to the Airport on Friday, March 15<sup>th</sup>.

Ms. Topham asked if Fasano finished early, will it constitute a savings. Mr. Rafter explained no, but the airport is withholding liquidated damages per the original Contract which will be negotiated with the Surety at the end of the project.

Mr. Drake noted the amount being paid to ACG is more per month than their original contract, but it is less than what they had asked for. Additionally, all reimbursable expenses such as travel are included, whereas in the original Contract was extra.

Mr. Rafter noted a Notice to Proceed to ACG is anticipated within one week and Fasano has agreed to the same weekly meeting schedule as was in place before the work stoppage.

The Commission **M/S/P** Unanimously to approve the Contract Amendment for Nantucket Architecture Group.

The Commission **M/S/P** Unanimously to approve the Contract Amendment for Architectural Consulting Group.

**022613-2 Master Plan** – Mr. Rafter announced this project will now be called the Master Plan and Sustainability Program noting the sustainability portion is being added in conjunction with the FAA pilot program for sustainability projects. Mr. Rafter continued to explain this might lead to a separate sustainability project, but for now will be a separate section of the Master Plan.

Mr. Rafter noted the final scope has been provided for review which will be discussed further at a Client Group Meeting in Hyannis on March 13<sup>th</sup>. The Client Group includes members of the FAA and MassDOT.

Mr. Rafter added additional sections will be requested at the meeting to allow for replacement of the airfields electrical needs to address the age of the vault room electrical equipment as well as future IT needs.

### **021213-1 FAA Matters**

**Supplemental Agreement to the Other Transactional Agreement (OTA) - ATCT** – Mr. Rafter reported sending a disc of the 1961 structural drawings of the present control tower to the FAA, but has not heard back from them as to their usefulness. The FAA may decide to send an Engineer to look at the tower first hand, should the drawings not be readable.

## **Manager's Report**

Mr. Rafter reported on:

### **Other Projects Update**

- The 6/24 HIRLS project is moving along well. The Contractor is running new cabling along the runway; and as a reminder, does require RW 6/24 to be closed.
- The Lighting Upgrade project, resulting from the Energy Audit has begun and is almost complete.
- Taxiway Delta – Requested a Reserve Fund Transfer of \$90K from FinCom to cover design work necessary to apply for an FAA Grant by the May 1<sup>st</sup> deadline. Have requested an Independent Fee Estimate required before signing a Contract with Jacobs for the design work

### **RFP/Bid Status**

- Still waiting to hear from UPS on the draft Lease sent to them.
- Have been in discussion with the Gift Shop Proposer and after clearing some procurement issues, have agreed to move into lease negotiations. Mr. Drake asked the outcome of the rent adjustments based on enplanements. Mr. Rafter noted the rent cannot be adjusted based on enplanements because it was not listed as negotiable in the RFP; however, days/hours of operation can be negotiated, which the Proposer and Airport have agreed to negotiate.
- Airport is anticipating the Contractor to schedule the HVAC work in the restaurant for the end of the month.

### **Operations Update**

- Government sequestration could have an indirect affect on Nantucket, primarily due to delays throughout the air traffic system. Mr. Drake added we will also be affected if the FAA cannot maintain their equipment.
- The first Union negotiation meeting has been scheduled for March 26<sup>th</sup>.
- Met with Planning and Land Use Director, Andrew Vorce to review:
  - The Coffin Subdivision adjacent to the airfield. Mr. Vorce indicated there are 65 lots with a frozen designation until 2015 of RC-2 (Residential/Commercial) allowing commercial buildings with apartments above. If after 2015, lots are not used, the designation moves to CI (Commercial/Industrial).
  - Discussed a change to the By-Laws or other notification to potential owners/renters of land near the airport as to the proximity of the airfield.
  - Asked Mr. Vorce to look into the possible violation of Windmill Auto's permit which allows for storage of rental vehicles only.
- Nantucket has been chosen as one of two finalists in the MassDot Carbon Neutral Airport Request for Proposals. MassDot will be requesting supplemental information to determine the winning Proposer.
- Still reviewing the Minimum Standards which is tied back to the Fee Structure.
- Attended 3/5/13 FinCom Meeting. In addition to the Reserve Fund Transfer mentioned earlier:
  - Presented FY14 budget which they approved at their March 11th meeting.
  - Shared the update to the Airport's Revenue initiatives including the five Bunker parcel leases.
  - Discussed 2013 ATM Articles: Insurance reimbursement; Capital Items; and Collective Bargaining. Agreed to attend their 3/28 meeting to update on the Collective bargaining status.
- Met with School Superintendant, Michael Cozort, to discuss collaboration with School for aviation education and possible use of old FBO Building in the future which was met with a high level of interest.

- Town Manager has inquired about space to provide the Registry of Motor Vehicles due to the restrooms in the Town Building being non-ADA accessible. The possibility of the Old FBO building was discussed, but it was noted that the need is unlikely because of the possible retrofit of the Town Building restrooms.
- Met with NPD Sergeant Kevin Marshall regarding the expansion of the Volunteer in Police (VIP) service program to include the Airport. Will continue to work with him.
- Tenant meeting was held on March 5<sup>th</sup> and attended by the Service/Public Relations Sub-Committee members, Ms. Topham and Mr. Gray. Several topics were discussed including building and airfield facility issues, airline flight schedules and sequestration.
- The gates to the parking system are currently open due to a security issue with the revenue control system which is being investigated by the NPD and other entities. Hopefully, this will be resolved in a few days.

**Travel Request** – Mr. Rafter requested attending the American Association of Airport Executives (AAAE) Annual Conference in Reno, Nevada, May 19 – May 22, 2013. Mr. Rafter is the Chairman of the Technical Services Committee and has missed the previous two meetings of this Committee. The Commission had no objection.

### **Sub-Committee Reports**

**Service/Public Relations** - Ms. Topham commented on the March 5<sup>th</sup> Tenant Meeting noting it was well attended. Additional topics discussed were the condition of the employee break room, the status of the commercial ramp light pole, improvements needed to the public address system, better signage for the NRTA bus as well as baggage claim, and airline ramp and passenger hold room space issues.

**Personnel Sub-Committee** needs to schedule a meeting in the near future.

### **Commissioner's Comments**

Mr. Raichlen has heard complaints that our IT vendor is not very responsive. Mr. Rafter concurred that putting IT services back out to bid has become a high priority.

Mr. Raichlen noted poor phone service from Cape Air/Nantucket Airlines noting being on hold for 25 minutes trying to make a reservation recently. Several others have reported the same issue. Mr. Rafter will make them aware of it.

Discussion moved to how passengers can find out, especially during periods of bad weather, if their airline is flying. Social media, website posting and Flight Information systems were all discussed as well as who should be responsible and the consequences of not having up-to-date information. Mr. Rafter will reach out the Dave Fronzuto, the Town's Emergency Management Director on his notification procedure.

### **Public Comment**

Mr. Bruce King commented on the airport closures, stating the best advice is to contact the airline directly due to individual airlines having different operating procedures where one airline may stop operating hours before another. The airport should offer an internal airline number for a customer to call directly.

Having no other business, the meeting adjourned at 5:47 PM

Respectfully Submitted,

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Janine M. Torres, Recorder

Master List of Documents

3/12/13 Agenda

2/26/13 Draft Minutes

1/22/13 Draft Executive Session Minutes

Nantucket Architecture Group Contract Amendment (Handout)

Architectural Consulting Group Contract Amendment #3 (Handout)

Master Plan & Sustainability Program Draft Scope of Work dtd 3/11/13

Nantucket Airport Revenue Initiatives

3/8/13 E-mail from Bob Egan to Chris McLaughlin regarding Airport meeting with Mr. Cozort

AAAE Annual Conference Information

