

Town of Nantucket  
**NANTUCKET MEMORIAL AIRPORT**  
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Nantucket Island, Massachusetts 02554

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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**  
**June 7, 2013**

The meeting was called to order at 10:20 AM by Chairman Daniel W. Drake with the following Commissioners present, David C. Gray, Sr., and Jeanette Topham.

Vice Chair Arthur D. Gasbarro and Commissioner Sonny Raichlen was absent.

The meeting took place in the meeting room at the Snow Removal Equipment Building, 13 New South Road.

Mr. Drake announced the meeting was being recorded.

Airport employees present were Thomas M. Rafter, Airport Manager, Ashley Christ, Business Manager, David Sylvia, Training and Compliance Officer, Blaine Buckley, Operations Supervisor, Preston Harimon, Operations Supervisor, John Grangrade, Maintenance Supervisor and Janine Torres, Office Manager.

Also present was Patrick Topham, FAA Air Traffic Control Tower Chief.

Mary Walsh, FAA New England Regional Administrator and Laurie Dragonas, FAA Lead Certification Inspector joined the meeting at 10:30 AM.

The Commission **M/S/P** Unanimously approval of the Agenda with Mr. Drake noting Agenda item #2 would be discussed first to allow the FAA representatives additional time before joining the meeting.

**022613-2 Master Plan & Sustainability Program Update** – Mr. Rafter provided both the advantages and disadvantages of putting the Master Plan Scope out as an RFP.

Mr. Rafter also provided a revised Fee Estimate from Jacobs reducing the project cost to \$949K, down from \$1.3M, indicating working closely with Jacobs in trimming down hours associated with several tasks.

Mr. Rafter acknowledged if there were more time prior to the Grant Application filing deadline in July, he would still recommend an RFP, however, given the time constraints, would like the Commission to reconsider using Jacobs.

After brief discussion, the Commission **M/S/P** Unanimously to retain Jacobs Engineering as the consultant to oversee the Master Plan & Sustainability Project.

**FAA Part 139 Certification Inspection De-Brief** – Ms. Dragonas gave her debrief on the Airport’s Part 139 Inspection which took place over the previous two days concluding just prior to this meeting.

Ms. Dragonas said overall, the airfield is in great condition and the inspection went well with no major discrepancies. Closeout letter of Correction will be forwarded next week. Some notable comments were:

- Operations personnel Fred Wellington and Addison Falconer both did extremely well in airfield inspection tour.
- An organization chart is needed to avoid confusion between roles
- A few instances of non-standard airfield markings.
- RW threshold lights currently are higher than recently revised standard. Advised leaving for now as standard may change again.
- Runway side striping on RW 15/33 should be 36” wide. Noted this will be addressed in the fall with the TW Delta project.
- Recommends REILS/PAPI’s for runway 33 for safety enhancement.
- Recommends supplemental windsock for RW 33 approach
- Ruts were found in the RW 24 safety area greater than 3” deep noting this has already been corrected.
- Concerned over red paint fading to pink on surface “Hold” markings. Paint manufacturer has been contacted.
- State Contractor doing a poor job on runway painting. MassDOT has been invited to inspect.
- Radio didn’t work well after switching to CTAK procedures after tower closed. Need to rectify.
- Found fuel truck records indicating truck should have been taken out of service.
- Two staff members fire training was a month later than the 12 months required by the rules. Recommends scheduling twice-a-year staff training to ensure compliance
- Recommend digital NOTAM system

Ms. Dragonas, Mr. Sylvia, Mr. Grangrade, Mr. Buckley, Mr. Harimon, Mr. Topham left the meeting at 11:22 AM.

Ms. Walsh updated the Commission and Mr. Rafter on the ATCT study, indicating the final report with the FAA’s recommendation regarding the feasibility of raising the tower should be completed by the end of June.

Ms. Walsh indicated navigational aids (NAVAIDS) may be an option should there be discretionary funds.

On June 17, 2013 MassDOT will join Ms. Walsh in Washington to report on the Carbon Neutral Program.

Having no other business, the Commission **M/S/P** Unanimously to adjourn at 11:55 AM.

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Janine M. Torres, Recorder

Master List of Documents

6/7/13 Agenda

Advantages/Disadvantages of Master Plan RFP

Jacobs revised Fee Estimate dtd 5/22/13