

Town of Nantucket
NANTUCKET MEMORIAL AIRPORT
14 Airport Road
Nantucket Island, Massachusetts 02554

Thomas M. Rafter, A.A.E., Airport Manager
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Commissioners
Daniel W. Drake, Chairman
Arthur D. Gasbarro, Vice Chair
David C. Gray, Sr.
Andrea N. Planzer
Jeannette D. Topham

AIRPORT COMMISSION MEETING
July 23 2013

The meeting was called to order at 5:00 PM by Vice Chair Arthur D. Gasbarro with the following Commissioners present, David C. Gray, Sr., Andrea N. Planzer and Jeanette D. Topham.

Chairman Daniel W. Drake was absent.

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, David Sylvia, Training and Compliance Officer, Ashley Christ, Business Manager, Noah Karberg, Environmental Coordinator, and Janine Torres, Office Manager.

Mr. Gasbarro announced the meeting was being recorded.

Mr. Gasbarro asked for any comments on the Agenda. Hearing none the Agenda was approved.

Ms. Topham made a **Motion** to approve the 7/9/13 Minutes. Mr. Gray **Seconded**. **The Commission Passed** Unanimously.

Mr. Gray made a **Motion** to release the Executive Session Minutes of 3/1/12, 3/27/12, 4/19/12, 4/26/12, 5/8/12, 5/22/12, 6/12/12, 6/26/12, 7/10/12, 7/24/12, 8/28/12 with a redaction of item #3, 9/25/12, 10/30/12, 12/18/12, 3/26/13 and 6/25/13. Ms. Topham **Seconded**. The Commission **Passed** Unanimously.

Ms. Topham made a **Motion** to ratify the 7/24/13 Warrant. Ms. Planzer **Seconded** and the Commission Passed Unanimously.

Public Comment

None.

Commission Signing Authority

After brief discussion Ms. Topham made the **Motion** authorizing Mr. Drake, as Chairman, the authority to sign on behalf of the entire Commission on Federal and State contracts, grants and other agreements, totaling \$50,000.00 or more, pertaining to projects previously approved by the entire Commission. Mr. Gray **Seconded**. The Commission **Passed** Unanimously.

Pending Leases and Contracts

Mr. Rafter presented one (1) Lease, and two (2) contracts for approval:

- **Air Wisconsin Airlines** – A seasonal airlines Operating Agreement (carrier for US Airway's), \$11,000 rental income, \$1,500 Business Fee plus Landing Fees.
- **Computer Assisted Services** – A three year contract to provide IT services for a not to exceed amount of \$150,000.
- **Victor-Brandon Corp** – A construction contract to Re-Align and Widen Taxiway D Connector, \$440,295.

Mr. Gray made a **Motion** to approve the Lease and two Contracts. Ms. Planzer **Seconded**. The Commission **Passed** Unanimously.

Pending Matters

120412-3 Existing Bunker Lease Review – Mr. Rafter reported the Amendment for the Atlantic Aeolus Lease is still pending.

021213-2 Supplemental Agreement to the Other Transactional Agreement (OTA) – ATCT

Mr. Rafter reported the FAA has yet to release their report.

061113-1 Bunker Area Environmental Permit Review – Mr. Rafter indicated Mr. Karberg continues to work with National Heritage and will be preparing a MESA filing.

062513-3 Noise Abatement – Mr. Rafter indicated increased educational efforts are continuing. Noise abatement cards are included in all catering bags and signs are being made for both the north and south ramps.

070913-1 Memorandum of Understanding (MOU) Update – Mr. Rafter indicated not receiving many Commission comments and will move forward in drafting a new MOU for presentation at a future meeting.

Finance

072313-1 EOY FY2013 Budget Update

Mr. Rafter presented the Summary Report that will be presented to the Board of Selectman on 7/24/13 indicating a Net Surplus of \$122K. This takes into account the fuel sales surplus. Mr. Rafter added the Finance Department has not finalized the reconciliations. Mr. Rafter noted frustration on being responsible for the data but not being able to control the data in MUNIS.

Mr. Rafter reported the goal moving forward is to demonstrate financial strength. Retiring additional debt service and instituting the PFC will help accomplish this.

Mr. Rafter indicated these numbers are preliminary and unaudited. Continued improvement is planned on communications with the Finance Department and will be addressed in the draft revised MOU with the Town.

Mr. Gasbarro noted no issuance costs associated with the latest borrowing are showing. Mr. Rafter thought it might be because the borrowing cycle may not be finalized and will confirm.

Mr. Gasbarro remarked it is time to start developing FY2015 Budget. Mr. Rafter added a new capital item format has been discussed at Cabinet meetings and will be shared at the next meeting.

GA/Administration Building Project Update

Mr. Rafter reported the Amendments to the Architectural Consulting Group and Nantucket Architecture Group Contracts will be presented at the next meeting.

Comments were made regarding the labor on the site. Mr. Rafter noted most of the progress has been on the site work and agrees there is not much work on the inside of the building.

Discussion took place regarding the letter to the Surety rejecting the project schedule and that each construction meeting will now document all the work that is behind according to that schedule.

The Project Change Order (PCO) numbers 12, 16 and 17 were approved by Mr. Rafter since the last report on June 26th for a total increase of \$16,014.01. Discussion took place regarding the waiver added to each PCO regarding the Surety's right to additional time resulting from the PCO after which Mr. Gray made a **Motion** to Ratify PCO's 12, 16 and 17 striking the "additional time" language from these and any future PCO. Ms. Planzer **Seconded** and **Passed** Unanimously.

022613-2 Master Plan and Sustainability Program Update

Mr. Rafter reported preparations are underway for the Open House taking place Thursday evening, August 15th in Hangar #3.

The Sub-Consultant working on the Economic Development/Impact portion of the Master Plan will be on Island the week of August 12th meeting with several different organizations to obtain feedback on the profile of Nantucket visitors to determine the demand for air service for example.

062513-1 Re-Align and Widen Taxiway (Delta) Connector Update – Mr. Rafter reported the FAA Grant Offer is presented for the Commission's acceptance. Mr. Gray made the **Motion** to accept the FAA Grant Offer in the amount of \$516,000.00 to realign and widen the south apron taxiway connector. Ms. Topham **Seconded**. The Commission **Passed** Unanimously.

Mr. Rafter noted the connector may be identified by another letter other than "D (Delta)".

072313-2 Review and Adopt TON Fraud Policy – Mr. Gasbarro explained the proposed Fraud Policy was developed by the Town after completion of several studies, analysis of procedures and upon recommendation resulting from a Fraud Risk Assessment. The Board of Selectman (BOS) adopted the Policy at their July 10th meeting.

Ms. Topham made a **Motion** to adopt the Fraud Policy. Mr. Gray **Seconded** and **Passed** Unanimously.

Manager's Report

Projects Update

Mr. Rafter reported:

- In process of reviewing a small scale solar project in conjunction with Cape Air. More to come once some additional details are worked out.
- Will be meeting with TON Capital Committee on July 31st to discuss long range capital plans. To prepare, met with Staff to go over what the Capital needs may be over next ten (10) years and is preparing a spreadsheet including funding sources to present to the Committee.
- Reviewed MassDOT website on their State wide pavement evaluation showing Nantucket's page indicating its use as a valuable tool to plan pavement maintenance.

When any State funded rehabilitation takes place, this website will be updated. Mr. Gasbarro pointed out the North Ramp pavement is rated in poor condition and suggests in planning its rehabilitation, to include the infrastructure for future electrification.

- Will be developing an overall maintenance plan that will cover facilities, vehicles and vegetation.
- Preliminary FAA data was shared on FY2012 Enplanements. Mr. Sylvia will work on verifying the data. This data determines our share in future AIP Funding.

RFP/Bid Status

- Still working with UPS to finalize their new Lease.
- Drafting engineering and fuel supply RFP's

Operations Update

- Participated in conference call with Providence airport and will be combining efforts in increasing service between our airports.
- Reported information on top 200 airports based on average fares. Aspen and Vale ranked 1 and 2as having the highest fares with the average itinerary of 1,100 miles. Nantucket ranked 199 in average fares; but interestingly has the highest yield for revenue per seat mile, because of the short distance of most flights, an itinerary average of 190 miles.
- The format shown at the last meeting for monthly reports to the BOS was updated slightly taking a more narrative approach.
 - Jet fuel sales were up 7% compared to last June, but down 4% for the entire fiscal year.
 - AvGas was down 42% from June and down 15% year over year.

Request for Travel – Permission to attend two conferences was granted

- The North East Chapter of AAE Annual Conference to be held in Pittsburgh, August 17th through the 21st
- The Massachusetts Airport Management Association Annual Conference in Foxboro, September 24th through 26th.

Statistics – Mr. Sylvia reported:

- Operations for June were 11,779 compared to 14,315 last June. Mr. Rafter added the comparison over fiscal years showed FY13 Operations up 5.77% over FY2012.
- Enplanements for June were 19,847, up 4.88% over last calendar year. The Fiscal year comparison has FY13 up .82% over FY12. In reviewing the enplanement report by destination, Mr. Rafter noted the intent is to add load factor per flight data.
- Freight for June was 284,536 lbs. Down 4.25% from last year.

Ms. Topham asked how the Community Sailing Event held in the Ocean Wings hangar went. Mr. Rafter assumed well having heard no complaints or issues.

Sub-Committee Reports

None.

Commissioner's Comments

Mr. Gray wanted to make sure the Airport was being proactive in regards to development around the airport. Mr. Rafter reported meeting with Andrew Vorce, Director of the Planning Office, but will follow up with letter to the realtor related to the Coffin development.

Mr. Gray hoped the Airport could host another Airport Day in the future. Mr. Rafter agreed.

Mr. Gray announced the Flying Association (NFA) is planning another BBQ on September 14th and that the NFA is attempting to coordinate a fly-out to Plymouth Airport later in the month.

Mr. Gasbarro announced the dedication of the donated lithograph will be in the terminal tomorrow at 11:00 AM.

Public Comment

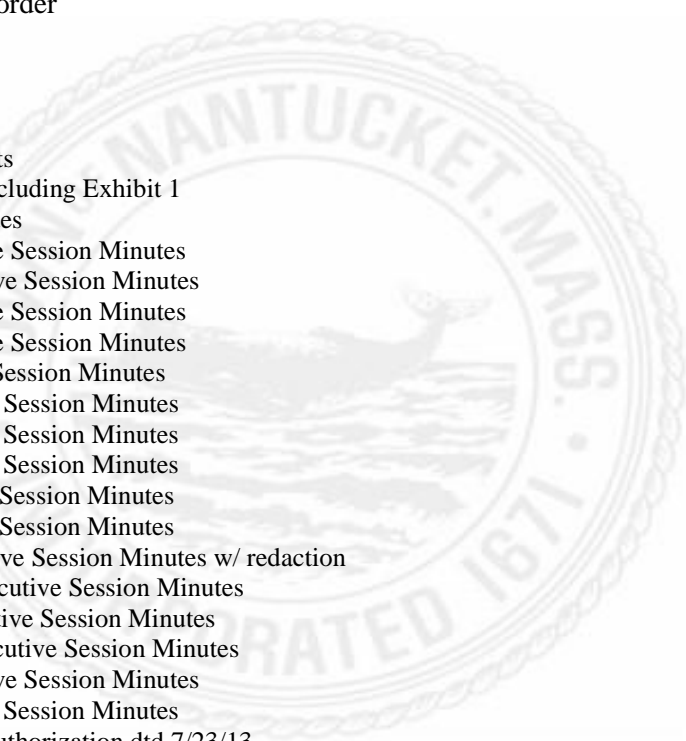
None.

Motion to adjourn by Mr. Gray followed by a **Second** from Ms. Topham which **Passed** Unanimously.

Meeting adjourned at 6:15 PM.

Respectfully submitted,

Janine M. Torres, Recorder



Master List of Documents
July 23, 2013 Agenda including Exhibit 1
July 9, 2013 Draft Minutes
March 1, 2012 Executive Session Minutes
March 27, 2012 Executive Session Minutes
April 19, 2012 Executive Session Minutes
April 26, 2012 Executive Session Minutes
May 8, 2012 Executive Session Minutes
May 22, 2012 Executive Session Minutes
June 12, 2012 Executive Session Minutes
June 26, 2012 Executive Session Minutes
July 10, 2012 Executive Session Minutes
July 24, 2012 Executive Session Minutes
August 28, 2012 Executive Session Minutes w/ redaction
September 25, 2012 Executive Session Minutes
October 30, 2012 Executive Session Minutes
December 18, 2012 Executive Session Minutes
March 26, 2013 Executive Session Minutes
June 25, 2013 Executive Session Minutes
Commission Letter of Authorization dtd 7/23/13
Air Wisconsin 2013 Operating Agreement
Computer Assistance Services Contract
Victor-Brandon Contract for TW Connector Project
FY13 Year End Summary
FY13 Airport Enterprise Update
GA/Admin Building Change Order Spreadsheet dtd 7/19/13
Merchants PCO #012 dtd 4/25/13
Merchants PCO #016 dtd 6/24/13
Merchants PCO #017 dtd 6/25/13
FAA Grant Offer dtd 7/17/13 for TW Connector Project
TON Fraud Policy dtd 7/10/13
NEC/AAAE Conference Registration Form
MAMA Conference Flyer
June Airport Statistics