

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**  
**August 27, 2013**

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

Andrea N. Planzer was absent.

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

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

Mr. Drake announced the meeting was being recorded.

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

Mr. Gasbarro made a **Motion** to approve the July 23, 2013 Minutes. **Second** by Mr. Gray and **Passed** Unanimously.

Ms. Topham made a **Motion** to approve the August 22, 2013 Minutes. **Second** by Mr. Gray and **Passed** Unanimously.

Ms. Topham made a **Motion** to ratify the 8/21/13 Warrant. **Second** by Mr. Gray and **Passed** Unanimously.

Mr. Drake noted the Minutes of 8/13/13 and 8/15/13 are still pending.

**Public Comment**

None.

**Pending Leases and Contracts**

Mr. Rafter presented one (1) lease for approval noting the UPS Lease is still at Legal for review.

- **Atlantic Landscaping, Inc.** – A five year lease with up to five – 5 year renewal options for .5 acres in the Bunker area for landscaping operations.

Mr. Drake noted the lessee name was different in two places in the document, Atlantic Landscape, Inc. and Atlantic Landscaping Inc. Mr. William Congelton, owner, was in the audience and clarified the correct name as Atlantic Landscaping, Inc. The correction was made on the document and initialed by both parties. Mr. Gasbarro made a **Motion** to execute the lease with Atlantic Landscaping, Inc. with the changes noted by the Chairman for a term of five years with up to five – 5 year renewal options. **Second** by Ms. Topham and **Passed** Unanimously.

#### **Pending Matters**

**120412-3 Existing Bunker Lease Review** – Mr. Rafter reported continuing to work on lease review.

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

Mr. Rafter reported receiving an email from Mary Walsh of the FAA who wrote they are putting together a scope of work based on an engineering report completed previously by their consultant. Mr. Rafter has asked for a copy of that report.

**061113-1 Bunker Area Environmental Permit Review** – Mr. Rafter indicated Mr. Karberg continues to work with Jacobs on filing a permit for the Bunker area.

**062513-3 Noise Abatement** – Mr. Rafter reported new signs on APU use are starting to be put up and Mr. Karberg continues his monitoring efforts.

**070913-1 Memorandum of Understanding (MOU) Update** – Mr. Rafter reported not yet having a draft for review.

**081313-4 Nantucket Public Schools Request for Flat Roof Building** – Mr. Rafter reported the School has withdrawn their request for the building citing concern over the potential mold issue. Mr. Rafter will continue efforts to gather costs for both rehabbing the building and moving it to assist in deciding what should be done with the building in the future. Mr. Drake noted he has asked Mr. Rafter to provide a recommendation once all information has been obtained.

**081313-5 MOU with SDO/OSD re Disadvantaged Business Enterprise (DBE) Program** – Mr. Rafter reported speaking with Chris Willenborg of MassDOT – Aeronautics who indicated they would be handling this for the Airport.

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

Mr. Rafter gave an update on the progress made noting the hardwood flooring is down and the floor finishing process has begun, the site work has begun, the new fence line has been laid out, front porch supports are being installed. The GC is holding firm on a mid-September finish, but Mr. Rafter notes that doesn't seem feasible. Ms. Topham commented on the lack of plumbing work each time she visits the site.

#### **Finance**

**082213-1 FY2015 TON Capital Requests Update** - Mr. Rafter presented a summary of Capital Requests reviewing the FY 14 Capital items as well as the FY15 Capital items noting which borrowing cycle will be utilized for each Capital item. Mr. Rafter noted after the meeting on August 22<sup>nd</sup> he realized two needed pieces of equipment were eliminated in FY 14, and will be scheduled for the second borrowing cycle for FY15.

Mr. Gray advised hybrid GPU are now available and should look into obtaining one through the Carbon Neutral program.

Mr. Drake reported the State has postponed their application deadline for reimbursements which will allow the Airport to submit grant applications after the second round of borrowing this year.

Motion by Ms. Topham to approve the updated Capital Requests for FY2015. **Second** by Mr. Gasbarro and **Passed** Unanimously.

**022613-2 Master Plan and Sustainability Program Update** – Mr. Rafter reviewed the Open House noting approximately 75 people attended. Several comments were turned in and the Airport will be addressing them. During the same week, noise monitoring was completed as well as several interviews with key Island groups. Results should be available in a few weeks. In September, we should begin the rates & charges portion of the Master Plan.

Mr. Rafter presented the draft of Master Plan website noting it should go live within three weeks.

**062513-1 Re-Align and Widen Taxiway (Delta) Connector Update** – Mr. Rafter reported the pre-construction meeting is scheduled for September 6<sup>th</sup> with work to begin September 16<sup>th</sup>. The repainting of the RW 15/33 edge markings will be part of the same contract. The added cost is within the percentage change allowed under the procurement law; and is covered under the FAA Grant. An amendment to the Victor-Brandon Corp contract for the cost of the runway painting will be forthcoming.

**Motion** by Mr. Gray to approve the Notice to Proceed to Victor-Brandon Corp with a start date of September 16, 2013. **Second** by Mr. Gasbarro and **Passed** Unanimously.

### **Manager's Report**

#### **Projects Update**

Mr. Rafter reported:

- Passenger Facility Charge (PFC): Participated in conference call with the FAA and our consultant to review the preliminary application. Supplied some additional information to the FAA regarding the Contract with the PFC Consultant. The process of notifying the users is the next step.
- RW 33 PAPI/REILS: The Finance Department has indicated the reimbursement from the FAA will be handled as a receivable, but it is not yet clear how the project will be funded. It is possible there are remaining funds from another Capital project. A STM Article may be needed to transfer the funds.

#### **RFP/Bid Status**

- Still working on drafting engineering and fuel supply RFP's

#### **Operations Update**

- Presented a request from Holidays for Heroes to waive landing and parking fees, and noted the Airports Rates and Charges do not address waving of fees for this type of operation as well as medical related flights. Mr. Rafter recommends a modification to the Fee Structure to waive parking and landing fees for non-profit organizations that provide air transportation for medical treatment or support of our military personnel. After brief discussion, **Motion** by Mr. Gasbarro to adopt as recommended. **Second** by Ms. Topham and **Passed** Unanimously.
- Navy will be performing torpedo exercises in September and the Airport will be providing storage space for their equipment.
- Commends the response of staff to an Alert 3 for an onboard fire.
- A water leak in the restaurant was the result of an improperly installed drain pan during the recent HVAC work. The Contractor is being contacted to perform a permanent fix.
- Began interviewing for a Building Systems Technician to replace Chris Wilson who is leaving the Island.

- Met with a Dr. Shapiro who is suggesting an airline and boat embarkation fee to fund new hospital. Mr. Rafter shared some hurdles he may face with the FAA.

**Request for Travel** – Mr. Rafter requested permission to attend the AAAE Board Meeting scheduled in conjunction with the National Airport Conference October 19, 2013 explaining he is Chair of the Technical Services Committee and is required to present a verbal report. The Commission had no objection.

#### **Statistics**

- Operations for July are down significantly. Mostly in general aviation and air taxi. Island Airlines reported increasing their load factor meaning they are carrying more people but with less flights. JetBlue flights to Boston have affected air taxi operations as well. Percentage decrease over July 2012 is 13.66%.
- Enplanements for July are up slightly. Percentage increase over July 2012 is 1.67%.
- The Master Plan process will create better data for general aviation.

#### **Sub-Committee Reports**

Mr. Gasbarro reported the Environmental Sub-Committee (Gasbarro/Gray) met with Mr. Rafter and Mr. Karberg on August 22, 2013. The comments received at the Master Plan Open House were reviewed. Mr. Karberg updated the Committee on the Airport's environmental compliance with Natural Heritage permit as well as progress he's made with his other projects.

Mr. Rafter noted a deer has been spotted on the airfield and the USDA will be on site this evening to assist in its removal.

#### **Commissioner's Comments**

Mr. Topham thanked everyone involved in tending to the Leyland Cypress trees along Airport Road, noting a resident of the area was pleased with the result.

Mr. Gray suggested the Commission meet only once per month. After brief discussion, the majority of the Commission felt two meetings were still necessary but will look at either a three week schedule or cutting back during the summer months. Mr. Drake asked that the meeting schedule be placed on the Agenda late October/early November for further discussion.

Mr. Gasbarro commented on the Mr. Rafter's report earlier regarding the leak in the restaurant. A system needs to be put in place to ensure contractors' work is thoroughly checked and accepted.

Mr. Gasbarro commented on learning that the new APU use signs and Fly Friendly brochures would have to be paid from the Operating Budget instead of the \$229K reallocated from the South Ramp Expansion project. Mr. Gasbarro added when discussing the \$229K over a year ago, the signs and brochures were discussed and met with enthusiasm. To learn the signs and brochures weren't covered creates concern on how Jacobs is managing the funds.

Mr. Rafter explained the signs may not have been an eligible expense and therefore couldn't be paid through the grant funds. He will look into it further and will request an analysis of the expenditures of the reallocated funds.

Mr. Drake suggested the minutes of sub-committee meetings should be included in the packets for reviewing purposes. Everyone concurred.

Mr. Drake would like the Services Sub-Committee along with Mr. Rafter to review the signage in the terminal noting there are areas in need of improvement.

Mr. Gray commented the queue lines coming down the hallway from summer arrivals takes too much room and should be moved over when not in use.

Mr. Gray commented the air show at Plymouth Airport over the weekend was a great success.

### **Public Comments**

None.

Having no other business for Open Session, a **Motion** was made by Ms. Topham to enter into Executive Session, not to reconvene in Open Session for the purpose of only reviewing Executive Session minutes of 8/28/12, 9/18/12, 12/4/12, 12/11/12, 2/26/13, 4/23/13 and 5/28/13 for possible release; and 7/9/13 for review and possible release. **Second** by Mr. Gray and **passed** by the following roll-call:

Mr. Drake – Aye  
Mr. Gasbarro – Aye  
Mr. Gray – Aye  
Ms. Topham – Aye

Meeting adjourned at 5:47 PM.

Respectfully submitted,

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Janine M. Torres, Recorder

Master List of Documents  
August 27, 2013 Agenda including Exhibit 1  
July 23, 2013 Draft Minutes  
August 22, 2013 Draft Minutes  
Atlantic Landscaping, Inc. Lease  
United Parcel Service, Inc/ Lease  
8/14/13 Email from Diane O’Neil to Tom Rafter re: Flat Roof Building  
8/26/13 Email from Rafter to Commission re additional FY2015 TON Capital Requests  
FY14-15 Capital Request Summary with Capital Request Forms (Handout)  
Notice to Proceed to Victor-Brandon Corp re AIP Project #58 dated 8/24/13  
8/26/13 Email from Tom McCann to Rafter re Holiday for Heroes (Handout)  
AAAE/National Airport Conference information  
July Statistics Report (Handout)