

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**  
**September 10, 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., Andrea N. Planzer and Jeanette D. Topham.

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, Noah Karberg, Environmental Coordinator 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 8/13/13 minutes. **Second** by Mr. Gray and **Passed** Unanimously.

Mr. Gasbarro made a **Motion** to approve the 8/15/13 Minutes. **Second** by Mr. Gray and **Passed** Unanimously.

Mr. Gasbarro made a **Motion** to approve the 8/15/13 Minutes. **Second** by Mr. Gray and **Passed** Unanimously.

Mr. Gasbarro made a **Motion** to approve the 7/9/13 Executive Session Minutes. **Second** by Ms. Topham and **Passed** Unanimously.

Mr. Gray made a **Motion** to ratify the 9/4/13 Warrant. **Second** by Mr. Gasbarro and **Passed** Unanimously.

**Public Comment**

None.

**Pending Leases and Contracts**

Mr. Rafter presented one (1) Lease for approval:

- **United Parcel Service** – A five year Lease located at 143 Old South Road for \$38,446.80 annually with annual CPI increases and an Annual Business Fee, effective September 1, 2013.

After brief discussion, Mr. Gasbarro made a **Motion** to approve the 5 year Lease to United Parcel Service as presented. **Second** by Mr. Gray and **Passed** Unanimously.

### **Pending Matters**

#### **120412-3 Existing Bunker Lease Review**

- Mr. Rafter reported the Amendment to the Atlantic Aeolus Lease has been sent to the tenant and we are waiting for their response.
- Harbor Fuel Oil Corporation seeks permission to allow boat storage on their most recent lease parcel on Bunker Road.

Brief discussion took place on the specifics of the Harbor Fuel request. Having no major concerns, Ms. Topham made a **Motion** to approve the request by Harbor Fuel subject to Mr. Rafter agreeing to the details with Harbor Fuel with any limitations he deemed appropriate. **Second** by Ms. Planzer and **Passed** Unanimously.

The Commission directed Mr. Rafter to thank Harbor Fuel for following procedure by seeking permission first.

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

Mr. Rafter reported the FAA is preparing plans and specifications for the required work. The Airport will be responsible for issuing the procurement. Mr. Rafter also reported working with the Finance Department on determining the fund balance to compare to what the FAA believes to be the fund balance. The FAA has indicated they may have another source of funding for new equipment.

Discussion moved to the need for Special Town Meeting authorization. Mr. Rafter indicated authorization up to \$4M already exists from ATM2008, Article 13. Mr. Drake noted the need to verify the fund balance compared to estimated project cost, and whether the funds for the equipment need to be paid up front by the Airport as well.

Mr. Rafter added the FAA should be providing an update on the project within a few weeks.

**061113-1 Bunker Area Environmental Permit Review** – Mr. Rafter indicated the permit application has been prepared and is currently under review prior to submittal to Natural Heritage.

**062513-3 Noise Abatement** – Mr. Rafter noted the August Noise Complaint Summary was provided in the packet and efforts will be made to improve categorization.

**070913-1 Memorandum of Understanding (MOU) with TON Update** – Mr. Rafter reported still working on drafting new document.

**081313-5 MOU with SDO/OSD re DBE Program** – Mr. Rafter reported working with MassDOT on this.

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

**Project Cost Review** – Mr. Rafter reported on the limited progress made: second floor interior is almost complete, second floor decking is complete, the elevator is installed and its inspection is scheduled. Contractor has been notified the asphalt laid in the rear of the building is unacceptable as a final lift. A second layer is planned to rectify.

Mr. Drake asked about the temporary shed. Mr. Rafter responded the Contractor was instructed to work on a time and material basis to move the remaining circuits after which we will move the shed. In addition to the shed, the office trailers have to be relocated in order for the completion of the site work.

Mr. Gasbarro commented on the timeliness of receiving the Owners Project Manager's monthly reports noting receiving the June and July reports on September 10<sup>th</sup>.

### **Finance**

**080813-3 STM Discussion – PAPI/REILS** - Mr. Rafter reported receiving a response from the Finance Department that indicates a STM article will not be needed in order to proceed with the FAA's request to front the cost of replacing the VASI system with PAPI/REILS on Runway 6. Mr. Rafter will verify his interpretation of the response received.

Mr. Rafter noted the Airport is scheduled to give their quarterly presentation to the Board of Selectman on October 23<sup>rd</sup> and should have the report to the Commission on October 22<sup>nd</sup>.

**022613-2 Master Plan and Sustainability Program Update** – Mr. Rafter reported a press release will be issued as a follow up to the Open House. Jacobs has been performing traffic counts on the roadways, has drafted a tri-fold brochure on noise abatement, has conducted some aerial imaging for GIS mapping and are finalizing their sub-consultant contracts.

When asked, Mr. Rafter will obtain an update on the formation and meeting date of the advisory committee. Mr. Gasbarro volunteered to represent the Commission on the advisory committee.

**062513-1 Re-Align and Widen Taxiway (Delta) Connector Update** – Mr. Rafter reported the pre-construction meeting was held on September 9<sup>th</sup>. Construction begins September 16<sup>th</sup> and is expected to be completed within 30 days. It will require closing most of Taxiway Echo for approximately 1 week as well as the runway intersection for the re-stripping of Runway 15/33 edge lines.

Mr. Rafter also reported Mr. Karberg has identified the plants that are required to be relocated during the project.

### **Manager's Report**

#### **Projects Update**

Mr. Rafter reported:

- Passenger Facility Charge (PFC): have been providing additional information as requested by the Consultant.
- FAA is hosting a pre-construction meeting phone call on September 12<sup>th</sup> for the RW 6 PAPI/REILS project which will be done in conjunction with the Taxiway Delta project for logistic purposes.

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

- The 1<sup>st</sup> draft of the engineering RFQ is completed and under internal review.
- The RFP for fuel supply is 90% complete.
- Mr. Rafter noted the required Town approval of all procurement is hindered with the Chief Procurement Officer's position vacancy. Diane O'Neil has accepted a job with the school and is only performing CPO duties on a part-time basis. Mr. Rafter added this is a concern with three major procurements needed for the Airport.

#### **Operations Update**

- Capital Improvement Plan meeting with the FAA is scheduled for October 10<sup>th</sup> in Hyannis for 10:00 AM

- A new employee, John Dugan, started this week as our Building & Systems Maintenance Technician who is replacing Chris Wilson.
- Three flights for Holiday's for Hero's took place today with another flight coming in on Friday with events planned through the weekend. Organizers have expressed their appreciation on waiving of the landing and parking fees.
- Six ARFF personnel attended hot fire training in New Hampshire last week. Two personnel are attending fuel supervisor training in Hyannis next week.
- Met with the Town's Emergency Management Coordinator, Dave Fronzuto, regarding use of "Ping 4 Alerts" I Phone/Android App. Will share information on this with Commission.
- Nantucket Flying Association is holding another BBQ on Saturday, September 14<sup>th</sup> from 11:00 – 2:00 at Hangar 4
- Jet A fuel sold YTD is down 1% in gallons. Fuel revenue is down but overall revenue is up. Mr. Rafter believes this is due in part to the realignment of the fee structure. Mr. Rafter will be working on a fuel incentive program to hopefully increase fuel sales.

### **Sub-Committee Reports**

Mr. Gasbarro shared the Environmental Sub-Committee minutes from its August 22nd meeting.

### **Commissioner's Comments**

Mr. Topham announced the next meeting of the TON Personnel Compensation Committee is scheduled for September 16<sup>th</sup> at 4:00 PM.

Mr. Gray asked if the asphalt re-habilitation being planned includes any portion of the GA Ramp. Mr. Rafter answered yes and will be working with the consultant on a phasing plan.

Mr. Drake expressed his concern over potential delays in the timing of advertising our three major procurements due to the vacancy of a Chief Procurement Officer. Mr. Drake intends to send the Town Manager a note expressing his concerns. Mr. Rafter noted the interview process has begun but the timing of hiring and training a replacement is unknown. Ms. O'Neil will be performing CPO duties one day a week noting this covers all Town Departments and the workload could be overwhelming. It was noted that Town Counsel can assist if needed.

The Commission asked Mr. Rafter to thank Chris Wilson for his service on their behalf.

### **Public Comment**

None.

**Motion** by Ms. Topham to enter into executive session, not to return to open session for the purpose of 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 8/27/13 for review and possible release; and to consider the purchase, exchange, lease or value of real property and to discuss pending litigation to Gatto v. Town. The Chair has determined that an open session may have a detrimental effect on the negotiating and/or litigation position of the Airport Commission; and 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 a detrimental effect on the litigation position of the Airport Commission. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

Meeting adjourned at 5:36 PM.

Respectfully submitted,

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Janine M. Torres, Recorder

Master List of Documents

September 10, 2013 Agenda including Exhibit 1

August 13, 2013 Draft Minutes

August 15, 2013 Draft Minutes

July 9, 2013 Executive Session Minutes

UPS Lease Commencing 9/1/13

August 2013 Noise Complaint Summary

Architectural Consulting Group Monthly Summary Ending June 30, 2013

Architectural Consulting Group Monthly Summary Ending July 31, 2013

Energy/Environmental Sub-Committee August 22, 2013 Minutes

