

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

Thomas M. Rafter, Airport Manager
Phone: (508) 325-5300
Fax: (508) 325-5306



Commissioners
Daniel W. Drake, Chairman
Arthur D. Gasbarro, Vice Chair
Anthony G. Bouscaren
Andrea N. Planzer
Jeanette D. Topham

AIRPORT COMMISSION MEETING

OCTOBER 28, 2014

The meeting was called to order at 5:03pm by Chairman Daniel W. Drake with the following Commissioners present: Arthur D. Gasbarro, Vice Chair, Andrea N. Planzer, and Jeanette D. Topham. Anthony G. Bouscaren participated via telephone due to geographic distance; and therefore, Mr. Drake reminded everyone that all votes need to be roll call votes.

The meeting took place in the 1st floor meeting room at the Public Safety Facility, 4 Fairgrounds Rd. Nantucket MA.

Airport employees present were: Thomas Rafter, Airport Manager, David Sylvia, Training & Compliance Officer, and Mae Williams, Administrative Assistant.

Mr. Drake announced the meeting was being recorded.

Mr. Drake asked for comments on the Agenda. Hearing none, the Agenda was adopted.

Public Comment

None

Meeting Minutes of 10/14/14 postponed.

Ms. Planzer made a **Motion** to ratify 10/22/14 Warrant. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

Ms. Topham – Aye
Mr. Bouscaren – Aye
Ms. Planzer – Aye
Mr. Gasbarro – Aye
Mr. Drake – Aye

Approve Warrant of 11/5/14 postponed.

Pending Leases and Contracts – Mr. Rafter presented the following Leases and Contracts:

- **JetBlue** – Remains Pending
- **Delta Air Lines** – Remains Pending.
- **Jacobs Engineering Group Amendment** – extending the expiration date of the Master Plan Contract to June 30, 2015.

- **Nantucket Architectural Group Amendment #3** – an increase to the GA/Admin Building Design through Construction Services Contract in the amount of \$42,900.

Mr. Drake clarified that the funding for Nantucket Architecture Group Amendment approved under Pending Leases and Contracts, will be coming out of the Capital Budget and not the Operating Budget as referenced on Exhibit 1.

Ms. Topham made a **Motion** to approve the Jacobs Engineering Contract. **Second** by Mr. Gasbarro and **Passed** by the following roll call vote:

Ms. Topham – Aye
 Mr. Bouscaren – Aye
 Ms. Planzer – Aye
 Mr. Gasbarro – Aye
 Mr. Drake – Aye

After a brief explanation by Mr. Rafter regarding Amendment #3 to Nantucket Architectural Group, Ms. Topham made a **Motion** to approve Amendment #3. **Second** by Mr. Gasbarro and **Passed** by the following roll call vote:

Ms. Topham – Aye
 Mr. Bouscaren – Aye
 Ms. Planzer – Aye
 Mr. Gasbarro – Aye
 Mr. Drake – Aye

Pending Matters

- **070913-1 TON Memorandum of Understanding (MOU) Update** - Mr. Rafter reported a red-line version of the MOU has been sent to Town for review by the Board of Selectmen. The Airport will be informed of when it will appear on their agenda.
- **042214-2 FUDS Formerly Used Defense Site Status** - Mr. Rafter reported discussions will be held this week with the tenants affected by the Army Corps of Engineers’ plan for assessment and remediation .

GA/Admin Building – After a brief review by Mr. Rafter regarding Change Orders, #20, #21, and #24R. Mr. Gasbarro made a **Motion** to ratify Change orders #20, #21, and #24R, **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Mr. Rafter commended the Maintenance staff on their installation of the sod and drainage around the GA/Admin building.

Mr. Drake pointed out that of the \$476,000 of the remaining budget includes \$362,000 of liquidated damages withheld.

Finance

102814-1 FAA Five Year CIP - Mr. Rafter stated that he, along with Jacobs, met with the FAA regarding the 5 year Capital Improvement Plan (CIP), noting for Federal FY2015 ACK will be applying for grants for a snow blower, the tools for the ARFF truck, and partial ramp rehabilitation.

090914-4 FY16 Capital Requests Update

Mr. Rafter reported the revisions to the FY16 Capital Requests with the Town include decreasing the amount for the EA/EIR due to a prior ATM appropriation. Also, we are looking to acquire the utility vehicle sooner if Treasurer agrees it can be done through a prior appropriation.

022613-2 Master Plan and Sustainability Program Update

Mr. Rafter reported he will be meeting with consultant on October 31st to finalize the FAA CIP and to determine how it will be integrated into the matrix that was formulated from the draft of Chapter 7. This will help determine the Financial Feasibility for Chapter 8. Mr. Drake requested dates for meetings for the Sub-committee and Advisory Committee.

Manager's Report Other Project Updates – Mr. Rafter reported:

- **Air Traffic Control Tower (ATCT)** Due to budgetary constraints, the project needs to be de-scoped. The major factor on how this can be accomplished is whether the ADA requirements may be deleted if the second floor of the space is not modified, as the FAA agrees the revised scope should focus on the third floor and the tower cab. The FAA will look into the ADA requirements and research other funding sources if necessary. Ms. Topham inquired about input from State ADA. Mr. Rafter indicated we would not pursue that not until we have the Federal determination. Discussion turned to detailed cost estimate and ideas for cost reduction alternatives. Mr. Rafter reported only one submission was received for the general contractor pre-qualification forcing rejection and the decision to going directly out to bid.
- **Stockpile X** – A Notice of Responsibility (Notice) from the Department of Environmental Protection (DEP) was received. Mr. Karberg is working with Weston Solutions to formulate a plan to address it and added the Airport will meet the deadline given in the Notice.
- **Security Upgrades Project** – The contractor has begun mobilizing and staging their equipment. The field work should be completed by Thanksgiving. Interactive employee training will follow a separate schedule.
- **Website Project** – Mr. Karberg is working with the students from Worcester Poly Tech (WPI) as well as with Jason Bridges from the Town IT Department and Civic Plus to update our Website.
- **RFQ/RFP Update** – Appraisals for Sun Island Road property and Airport Gas Station parcels are required for upcoming RFP's Ms. Torres is working on bids for a GPU, an aircraft tug, and replacing some of the flooring in the ARFF building.

Operations Update – Mr. Rafter reported:

- **Citizen Warrant Article** – A handout depicting the Airport fence line at the end of Madequecham Valley Road was presented to show where a private citizen has questioned the ownership of land around the Thompson house and requests that the Airport move the fence to allow public access to the beach. Mr. Rafter believes that the FAA would not allow this. Ms. Topham raised the concern of environmental impact. Mr. Rafter stated that, according to Andrew Vorce, there is a parcel of land that has not gone through the entire process of conveying the land to the Airport from the Town. Discussion continued regarding the parcel and the sale of the paper roads. Mr. Drake questions if a citizen can submit a warrant article that directs the Board of Selectman or the Commission to use a parcel of land for a certain thing. Mr. Gasbarro recommended that we find out the status of conveyance of the lot depicted as Lot 100 on the handout.
- **Visitor Services** – Mr. Rafter and Mr. Tallman met with Visitor Services who are anxious to bring back the Airport Ambassador Program during the summer season as well as Daffodil and Christmas Stroll weekends. Some changes regarding the location of the Ambassadors was discussed.
- **DI Jacobs Compensation Analysis** is still underway and moving forward.

- **Crematorium Update** – this group wanted free land and was informed the Airport could not accommodate this request.
- **National Incident Management System (NIMS) Training for Commissioners** will be scheduled through Dave Fronzuto who will perform that training.
- **Full Scale Exercise and After Action Report** – Mr. Rafter met with Fire Chief Mark McDougall to review the report. They will be developing a plan to address the items that were identified. The lack of equipment is an issue. There was a surprise drill today with live fire and the ARFF personnel did an excellent job.
- **FAA Compliance Training** with Tom Vick will be November 18, 2014 at 3:00pm at the Public Safety Facility, 1st floor Meeting Room, 4 Fairgrounds Rd.

September Statistics:

- Operations are down 14% over 9/2014. Fiscal year to date is down 7%.
- Enplanements are down 5.3% over 9/2014. Fiscal year to date is down 2%.
- Jet A fuel gallons sold is down 5% over 9/2014. Fiscal year to date is up 1.1%.
- AvGas fuel gallons sold is down 18% over 9/2014. Year to date is down 10.25%.
- Freight is down 2% over 9/2014. Fiscal year to date is up 1.8%
- Noise Complaints are up.

Commissioners Comments

Ms. Topham stated there will be a tenant meeting this Thursday at 10:30am.
 Mr. Gasbarro stated there will be an environmental sub-committee on Friday.
 Mr. Drake commented on the unresponsiveness of Town Legal Counsel with regard to the timely review of the terminal leases for the seasonal air carriers

Upcoming Commission Meetings

November 18, 2014 at 3:00pm - November 25, 2014 at 5:00pm - December 9, 2014 at 5:00pm
 Mr. Drake made a suggestion to have one meeting a month in the year 2015 on the second Tuesday of each month but to hold the fourth Tuesday of each month in case another meeting is called for. The Commission agreed.

Public Comment

None

Having no further business, Ms. Planzer made a **Motion** to adjourn. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

- Ms. Topham - Aye
- Mr. Bouscaren -Aye
- Ms. Planzer - Aye
- Mr. Gasbarro - Aye
- Mr. Drake - Aye

Meeting adjourned at 6:00pm

Respectfully submitted,

Mae R. Williams, Recorder

10/22/14 Warrant Approval Sheet
JetBlue Lease
Delta Air Lines Lease
Jacobs Engineering Master Plan Amendment 1
Nantucket Architectural Group Amendment 3
GA Building Financial Summary
GA/Admin Building Construction Change Orders dated 10/24/14
September Statistics
Handouts
Fence Moving Proposal
FAA 5 year CIP Update

