

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

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

AIRPORT COMMISSION MEETING

NOVEMBER 25, 2014

The meeting was called to order at 5:00 pm by Chairman Daniel W. Drake with the following Commissioners present: Arthur D. Gasbarro, Vice Chair, Anthony G. Bouscaren, Jeanette D. Topham, and Andrea N. Planzer.

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, Mae Williams, Administrative Assistant, David Sylvia, Training & Compliance Officer, 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 adopted.

Public Comment

None

Ms. Topham made a **Motion** to approve the 10/14/14 and 10/28/14 Minutes. **Second** by Mr. Bouscaren and **Passed** unanimously.

Mr. Bouscaren made a **Motion** to ratify and approve the 11/5/2014 and 11/19/14 Warrants. **Second** by Ms. Topham and **Passed** unanimously.

Pending Contracts and Leases

Mr. Rafter presented the following Leases and Contracts:

- **Delta Airlines, Inc.**, 2014 Seasonal Lease for \$17,960.00 annual rental income, plus \$1,500.00 Annual Business Fee, plus Landing Fees. Mr. Gasbarro made a **Motion** to approve the lease with Delta, **Second** by Ms. Topham and **Passed** unanimously.
- **Harbor Fuel Oil, Corp.**, (Previously known as Nantucket Gas) Landlords Consent and Waiver, **Tabled** to allow time to review.
- **Honeywell**, Investment Grade Audit for Carbon Neutral Program, Capital Budget, \$14,550.00. Mr. Gasbarro made a **Motion** to accept the contract with Honeywell. **Second** by Ms. Planzer and **Passed** unanimously.

- **Homer Ray Refrigeration**, Air Conditioning Service, Operating Budget, not to exceed \$2,700.00. Ms. Topham made a **Motion** to approve the contract with Homer Ray Refrigeration. **Second** by Ms. Planzer and **Passed** unanimously.

112514-1 Madequecham Road Fence Line

Nantucket resident, Thomas Barada, stated he has submitted two Citizen Warrant Articles for the 2015 Annual Town Meeting (ATM). One to create public access to the beach by turning over land to the Land Bank for a parking lot; and, the second to have the Airport move the perimeter fence back giving access to paper road, Russell Street.

Mr. Rafter stated the Airport can submit a request to the FAA to move the fence but there is an FAA process that needs to be followed and approved.

Discussion took place regarding costs, concerns over location of a parking lot, required security buffer and actual ownership of the land in question. Mr. Drake stated until there is some resolution to clarity of these issues it is best not to rush into any decisions.

Mr. Barada also requested to remove or have a passage cut through the extension of the fence that juts out towards the bluff.

Mr. Gasbarro stated there is no need for the three sections of fence and suggests that removal or a passageway through would be acceptable to allow bikes and pedestrians and it would not, in his opinion, contribute to erosion of the bluff.

Discussion turned to an abutters way vs. a public way as well as the Town's Yard Sale Program. It was noted the Board of Selectman discussed holding off on the sale of the Madequecham paper streets. Mr. Drake remarked it will take time and expense to sort out the issues and perhaps by spring a solution can be offered.

Pending Matters

- **042214-2 Formerly Used Defense Site (FUDS) Status** – Mr. Rafter reported the Airport is moving forward with the planning of the relocation of affected tenants.
 - **112514-4 Army Corps of Engineers (ACE) Notice of Responsibility** - Mr. Rafter reported receiving a Notice of Responsibility (NR) from Mass DEP in regards to the arsenic levels found in the dirt pile known as Stockpile X; and due to Stockpile X having originated from within the FUDS site, presented a letter to ACE, from the Commission, to notify ACE of the NR as a responsible third party. Mr. Gasbarro made a **Motion** to endorse the letter. **Second** by Ms. Topham and **Passed** unanimously.
- **070913-1 TON Memorandum of Understanding (MOU)** – Mr. Rafter reported the MOU has been fully executed by the Board of Selectman and approved by MassDOT.

Finance

101414-3 FY16 Budget - Mr. Rafter presented the first draft of the FY16 Budget noting he is scheduled to present the budget to the Board of Selectman in January.

Mr. Rafter noted a \$500,000 increase to expenses and presented a handout to identify the related line items. Mr. Rafter also pointed out the Budget shows no subsidy from the General Fund in addition to some repayment to the Town. Retained Earnings this year is 1.8 Million vs. 1.4 Million for last year.

Mr. Drake inquired if the PFC Revenue is based on actual or a projection. Mr. Rafter believes the numbers are close.

Mr. Gasbarro commented on the improvements made to the budget line items; but noted the increase in expenses and lack of increase to projected revenue. He added that through the Master Plan we need to look at the overall Fee Structure. Mr. Rafter agreed with these concerns and offered information regarding diversified revenue. Mr. Drake added it did not need to be included for budget purposes.

112514-3 Repayment to General Fund

Mr. Rafter has spoken with Brian Turbitt, Town Finance Director, regarding a line item for re-payment to the Town. Mr. Turbitt is preparing a term sheet that will have a clause for an annual adjustment with a percentage of retained earnings noting there would be an anomaly the first year because the PFC revenues are not recorded as “actual” the repayment would be against retained earnings. Mr. Gasbarro does not agree with a binding percentage rate.

112514-2 Warrant Article Review

Mr. Rafter presented the Town’s first draft of the 2015 ATM Warrant Articles noting it includes the standard financial Warrant Articles for Operating Budget, Capital Budget, Transfers and Collective Bargaining, a place holder for the Carbon Neutral program, long-term Lease authorization for the Airport Gas Station lot, and a number of Land related Articles. It was decided to hold a Sub-Committee meeting to review the land articles.

Mr. Barada questioned one Airport Capital Item, a Regeneration Pad. Mr. Rafter explained the new diesel truck engines require engine regeneration after so many hours of operation.

022613-2 Master Plan and Sustainability Program Update

Mr. Rafter reported the Sub-committee met last week to review Chapter 7; and, an Advisory Group meeting is scheduled for December 18, 2014 at 3:00pm in the ARFF Building.

GA/Admin Building Update

Mr. Rafter reported Bill McGuire of Nantucket Architectural Group prepared the final punch list and has submitted it to the General Contractor, Fasano Acchione & Associates along with the request to resolve outstanding change orders and encourage their final pay requisition.

Manager’s Report

Other Project Updates – Mr. Rafter reported:

- **ATCT** – The 80% design review was held via conference call. There is potential ability for a second phase of funding and will meet with the Town Treasurer to confirm availability of potential funds.
- A pre-scope meeting with the FAA was held regarding two projects scheduled for next year, ramp rehabilitation and the purchase of snow removal equipment.
- **Stockpile X** –A \$30K proposal from the environmental consultant to address regulatory issues associated with Stockpile X noting the possibility exists for additional future expense to meet the requirements of clean-up.
- **Security Upgrades Project** - the majority of fence work has been done; the commercial ramp light pole for the corner of the terminal has been ordered; and the interactive software training will be accomplished later this year.
- **Website Update** – WPI Students have performed surveys and interviews and will be making a presentation to a focus group.

RFP/RFQ Update – Mr. Rafter reported:

- Appraisals and surveys are to be done for Sun Island Rd and Airport Gas Station parcels.
- Ground Power Unit (GPU) bid specs have been advertised with bids due on December 2, 2014.
- ARFF building flooring bid specs are available starting November 26, 2014.
- Airport tug bids will be out soon.

Operations

- **Stroll** - Mr. Rafter requested permission to waive GA landing fees for smaller aircraft over Stroll weekend to encourage people to fly in. After discussion including a future discount program for similar type weekends, Ms. Topham made the **Motion** to waive GA landing fees for single engine aircraft Friday through Sunday of Stroll weekend. **Second** by Ms. Planzer and **Passed** unanimously.
- **VIP Movement** over the Thanksgiving holiday may have a small impact on some of the traffic.
- **DPW Facilities Manager and Town Energy Consultant Meeting** took place as a first step to identify synergy for mutual procurements with other Town departments.
- **DI Jacobs Compensation Study** – finalizing job descriptions with the help of the Union. A Position Rating Manual will be available for review soon.
- An updated **Airport Emergency Plan (AEP)** – has been submitted to the FAA for review and approval.
- **Carbon Neutral Program**– request for an Environmental Sub-Committee meeting next week.

October Statistics – Mr. Rafter reported:

- Operations are down 17%. FYTD is down 6%.
- Enplanements are down 8.7%. FYTD down 2%
- Jet Fuel is up 10%. FYTD up 2%.
- AvGas is up 18%. FYTD down 7%.
- Freight is down 7%. YTD .2%.
- Noise Complaints were 12 for the month and continue to be addressed.

Sub-Committee Reports

- **Environmental Sub-Committee** - Mr. Gasbarro summarized Mr. Karberg's work with Natural Heritage in respect to permit compliance, mowing, etc. The Sub-Committee recommended a change to the Notice to Airmen (NOTAM) to remove the single engine exemption to the voluntary noise abatement corridors. Discussion followed. Mr. Gasbarro made a **Motion** to replace the yellow box on the NOTAM with "Nantucket Memorial Airport promotes and encourages compliance for ALL aircraft operations and update the NOTAM to take effect January 1, 2015. **Second** by Mr. Bouscaren and **Passed** unanimously.
- **Long Range Plan Sub-committee** – Mr. Drake reported the Sub-Committee met and reviewed Chapter 7 of Master Plan to make suggestions regarding points to discuss with the Advisory Group.

Commissioners Comments – None

Public Comment

Mr. Barada commented that there had been an opening in the fence used as a passageway in the section that juts out over the bluff and the opening was closed within the last year.

Having no further business for Open Session, Mr. Gasbarro made a **Motion** to adjourn into Executive Session, not to reconvene in Open Session, under General Law 30A Section 21 to review Executive Session Minutes enumerated on the agenda; and, Clauses 3 and 6 to consider the purchase to exchange lease or value of Real Property and discuss pending litigation regarding Gatto vs. Town. The Chair has determined that open session may have a detrimental effect on negotiations and/or litigation with the Airport. **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Meeting adjourned at 6:19 pm.

Respectfully submitted,

Janine M. Torres, Recorder

Master List of Documents Used

11/25/14 Agenda including Exhibit 1
10/14/14 Draft Minutes
10/28/14 Draft Minutes
11/5/14 Warrant Approval Sheet
11/19/14 Warrant Approval Sheet
11/6/14 Email from Barada Services to Rafter re: Section of Fence Blocking Public Access to
Madequecham Valley Rd
Delta Airlines 2014 Lease Agreement
Harbor Fuel Oil Landlord's Consent Waiver – Original and Red-Line Version
Reade, Gullicksen, Hanley & Gifford, LLP Letter Dated 11/12/14 re: Harbor Fuel Bunker Road Lease
Nantucket Gas Lease Agreement dated 11/1/99 including Nantucket Gas Assignment to Harbor Gas Dated
11/25/04, and Lease Amendment dated 11/14/2007
Honeywell International Contract
Homer Ray Refrigeration Contract
Madequecham Valley Road Parcels (Displayed)
11/5/14 Letter to ACE re DEP Notice of Responsibility
FY16 Proposed Budget
October Statistics
11/21/14 Email from Karberg to Drake and Gasbarro re: Notice to Airmen 2012

Handouts

FY16 Budget Drivers
Preliminary outline for 2015 ATM Articles