

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

DECEMBER 9, 2014

The meeting was called to order at 5:03 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, Jamie Miller, Business and Finance Manager, Mae Williams, Administrative Assistant, 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 adopted.

Ms. Planzer made a **Motion** to ratify the 12/3/14 and 12/4/14 Warrants. **Second** by Mr. Bouscaren and **Passed** unanimously.

Public Comment

None

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

- **Harbor Fuel Oil Corp (HFOC)** - Relating to their Bunker Lease, a request for Landlord Consent and Waiver to allow refinancing. Ms. Topham made a **Motion** to approve. **Second** by Ms. Planzer and **Passed** unanimously.
- **Kevin Conrad Heating and Cooling** – Contract Amendment to extend the expiration date to 2/1/15 for repair to the ARFF Building HVAC system. Mr. Gasbarro made a **Motion** to approve. **Second** by Ms. Topham and **Passed** unanimously.
- **Jacobs Engineering** - Contract Amendment #1 to increase contract amount by \$40,273 relating to additional work due to the de-scoping of the Air Traffic Control Tower (ATCT). Ms. Topham questioned some of the de-scoped items pertaining to life safety and energy efficiency. Mr. Drake suggested reviewing scope changes at a later date. Mr. Bouscaren made a **Motion** to approve the amendment. **Second** by Ms. Planzer and **Passed** unanimously.

- **Weston Solutions** – Mr. Rafter noted a last minute review from the Procurement Officer instructed the Airport to combine the two Weston Contract items listed on Exhibit 1 into one new contract for a total of \$23,623 (\$1,235 for MCP Notification associated with FUDS Stockpile X and \$22,388 for continued environmental consulting including establishing a Work Plan). Mr. Gasbarro made a **Motion** to approve the combined contract with Weston Solutions. **Second** by Ms. Topham and **Passed** unanimously.

Pending Matters

042214-2 Formerly Used Defense Site (FUDS) Status

Mr. Rafter stated that Legal Counsel is preparing the necessary documents for the relocation of the affected tenants as well as reviewing laws regarding tenant relocation.

112514-1 Madequecham Road Fence – Mr. Drake noted this topic covers two separate issues raised by Island resident Thomas Barada: moving the Airport fence to provide a form of public beach access and removing the stub of fence near the bluff.

Mr. Drake reported property issues were discussed at the Long-Range Plans Sub-Committee meeting on 12/5/14 resulting in the Sub-Committee’s unanimous recommendation not to move the fence due to FAA obligations, environmental issues, required surveying, Runway Protection Zone (RPZ) issues, and the significant cost.

Mr. Thomas Barada suggested the Airport should submit a Town Warrant Article to create a public way on Everett Street in lieu of moving the fence.

Mr. Rafter noted that any application to the FAA could result in its taking the position to eliminate any public gatherings within the RPZ, which could close Nobadeer Beach. After brief discussion Mr. Bouscaren made a **Motion** to keep the fence where it is. **Second** by Mr. Gasbarro and **Passed** unanimously.

Discussion moved to the stub portion of the fence. Mr. Rafter stated there is no security issue with the stub portion of the fence and its removal is at the Commissioners discretion. Mr. Gasbarro made a **Motion** that the section of fence, known as the stub fence be removed. **Second** by Mr. Bouscaren. During discussion, the location of the stub fence was clarified and the issue of erosion caused by pedestrian traffic was debated. The **Motion** carried by a vote of 3 - 2 with Mr. Drake and Ms. Topham voting against the motion.

Mr. Drake updated the Commission regarding his conversation with Town Counsel regarding property ownership, noting the lands belong to the “Inhabitants of Nantucket” or the Town. A Deed does not need to be filed when property is “transferred” from the control of the Town to the control of the Airport or vice versa. To be effective, a transfer of control must be approved at Town Meeting and a vote (before or after the Town Meeting vote) by the entity relinquishing control. Mr. Drake added what comprises an effective vote by the entity relinquishing control was not discussed in depth. If the process is properly executed a “Notice of Transfer” of control of the property should be filed with the Registry of Deeds

Mr. Rafter reported his meeting with Andrew Vorce, NP & EDC Director, and Eric Savetsky of the Nantucket Islands Land Bank. The first topic discussed was the ownership of the parcel where the Thompson house is located, Mr. Savetsky said a title search was already underway as the Land Bank believes the parcel is owned by the Land Bank. The second topic discussed was that the Commission decision to not move the fence and how it relates to FAA Grant Assurances. The last item discussed was the 1995 Town Warrant Article relating to land transfer to the Airport to which Mr. Vorce indicated the release, or vote of the entity, hadn’t taken place, noting the residential development in the

area since 1995, refutes the original intent of the transfer, to create a buffer; and therefore, will not take place.

Finance

101414-3 FY16 Budget Review

Mr. Rafter presented the 2nd draft of the FY16 Budget noting a reduction of \$41K. Brief discussion took place regarding repayment to the Town resulting in a **Motion** by Mr. Gasbarro to approve the prepared budget subject to decreasing the Transfer to General Fund line item to \$200K and shifting \$135K to the Contingency Reserve Expense line item. **Second** by Ms. Topham and **Passed** unanimously.

022613-2 Master Plan and Sustainability Program Update

Mr. Rafter reported the Advisory Group meeting is scheduled for December 18, 2014. Chapter 7 has been completed with alternatives, costs, and a priority matrix and will be presented to the Advisory Group. The revised NOTAM regarding Voluntary Noise Routes as well as the revised Emergency Grid map will be posted.

012213-1 Carbon Neutral Program Update

Mr. Rafter reported a meeting was held with National Heritage regarding the solar aspect of the Carbon Neutral Program at which it was determined erecting a solar field would require a taking of protected land and the Airport would have to mitigate (at least) twice as much land. This would require a significant amount of land and be costly. MassDOT - Aeronautics and MassPort are meeting to discuss a related issue and will consider whether these environmental regulations apply to airports, and will supply information on the outcome of their discussions. Mr. Gasbarro added MassDOT attorneys are checking whether there are exemptions that may apply to the regulations. Mr. Drake asked if there were alternatives, i.e. a roof over the parking lot. Mr. Gasbarro responded there are glare issues, structural stability issues, and the required square footage to make it viable. Another alternative may be the FUDS site or an area of disturbed land where mitigation would not need to occur.

GA/Admin Building Update

Mr. Rafter reported the final punch list from Mr. McGuire has been forwarded on to Town Counsel and have asked Town Counsel to reach out to the Surety Company to expedite receipt of theirs so this project can be closed out.

Manager's Report

Other Project Updates – Mr. Rafter reported:

- **Air Traffic Control Tower (ATCT)** bid specs will be available to bidders on December 17, 2014. Filed Sub-bids are due January 7, 2015 and General Contractor bids are due January 21, 2015. Mr. Rafter discussed with Brian Turbitt, Town Finance Director, funding strategies if the bids came in over funds available. An additional ATM Article may be needed.
- **Security Upgrades** – The fencing portion of the project is complete; however a few minor adjustments are needed. The commercial ramp light pole is on order. The Engineer has been notified that the Airport doesn't feel the interactive training provided for the gate software meets the specifications of the project.
- **Website Update** – The WPI students are making their presentation on the website recommendations on December 16, 2014 at 1:30pm. Mr. Bouscaren and Mr. Gasbarro will attend.

RFP/Bid Status – Mr. Rafter reported:

- Bids for the Ground Power Unit (GPU) were received and were slightly over what was estimated.
- ARFF Building floor resurfacing bids are due on December 12, 2014.
- The bid specs for the aircraft tug are still being drafted.

Operations - Mr. Rafter reported:

- Thanksgiving weekend sales were up \$30K from last year; however, Stroll weekend sales dropped \$19K from last year noting the weather on Stroll weekend was bad.
- Stroll weekend weather also created customer service challenges for the airlines with lack of information and re-booking availability. Mr. Rafter will be meeting with Cape Air on December 12, 2014 to discuss having a plan in place for irregular operations to improve customer relations.
- The December 10, 2014 Board of Selectmen meeting is a Workshop to review ATM Warrant Articles.
- Classification/Compensation Study – a meeting with Don Jacobs is scheduled for December 12, 2014 to review the proposed classifications of compensation categories and salary ranges.
- Airport Certification Manual – an internal meeting was held to review needed updates.
- Comments on the Sign and Marking Plan have been received by the FAA.
- Mr. Rafter and Ms. Miller met with Town Finance to review prior Capital projects and discuss re-appropriations or rescinding of funding that may not be needed.
- Ms. Torres will be on vacation from December 15, 2014 through December 19, 2014 and Mr. Rafter will be on vacation from December 22, 2014 through January 1, 2015.

Ms. Topham wondered if having an Ambassador on site during Stroll Weekend might have helped. Mr. Rafter reminded the Commission that Visitors Services have indicated they would like to have an Ambassador available on such weekends starting next Fiscal Year. Mr. Rafter stated he will be reaching out to the Inquirer and Mirror as to how to get the Airlines on the alert system used by the ferry companies.

Mr. Gasbarro asked for clarification on the ATCT bid dates and remarked the deadline for the ATM Warrant Articles are in the same time- frame. He requests that we get a written estimate from Jacobs on Construction Services and be prepared with an ATM Article. Mr. Drake suggested notifying the Capital Projects Committee as well.

Sub-Committee Reports

Topics have been covered in previous discussions.

Commissioner's Comments

Ms. Topham watched the video of the Part 139 Drill shown on NCTV18 and thought it was interesting. Ms. Planzer agreed.

Mr. Gasbarro is concerned the Land Use Warrant Articles regarding changes to zoning and land use of Airport land are being made public tomorrow and the Commission hasn't seen them. After discussion, a Long-Range Sub-Committee meeting to review the Land Use Articles will be held Wednesday, December 17, 2014. Time to be determined.

Mr. Drake would like to see better cooperation, coordination, and a common front between the Airport, the Planning Department and the Land Bank. Mr. Rafter suggests that going forward that any action they are taking regarding Airport property be discussed with the Airport.

Public Comment

None.

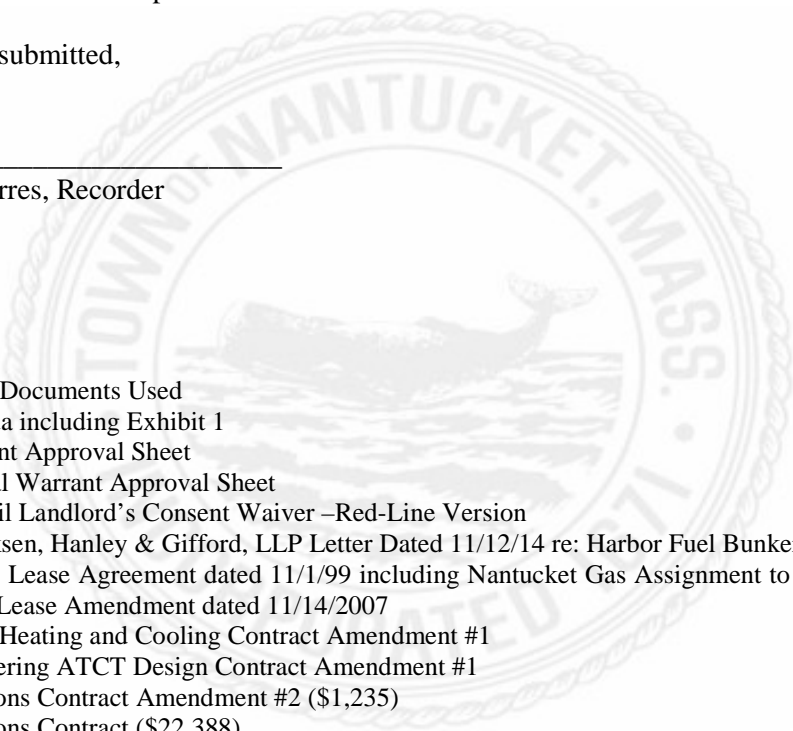
Having no further business for Open Session, Mr. Gasbarro made a **Motion** to adjourn to Executive Session, not to reconvene in Open Session, to review executive session minutes of various dates enumerated on the Agenda. **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

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

Meeting adjourned at 6:31pm.

Respectfully submitted,

Janine M. Torres, Recorder



Master List of Documents Used
12/9/14 Agenda including Exhibit 1
12/3/14 Warrant Approval Sheet
12/4/14 Special Warrant Approval Sheet
Harbor Fuel Oil Landlord’s Consent Waiver –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
Kevin Conrad Heating and Cooling Contract Amendment #1
Jacobs Engineering ATCT Design Contract Amendment #1
Weston Solutions Contract Amendment #2 (\$1,235)
Weston Solutions Contract (\$22,388)
2nd Draft FY16 Budget