

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  
Andrea N. Planzer  
Jeannette D. Topham

**AIRPORT COMMISSION MEETING**

**April 10, 2014**

The meeting was called to order 5:01 PM by Chairman Daniel W. Drake with the following Commissioners present, Vice Chair Arthur D. Gasbarro, Andrea N. Planzer and Jeanette D. Topham.

Commissioner Neil Planzer participated by phone due to geographical distance.

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, Ashley Christ, Business Manager, Noah Karberg, Environmental Coordinator and Janine Torres, Office Manager.

Mr. Drake announced the meeting was being recorded.

Mr. Drake asked for any comments on the updated Agenda which removes the update from Town Counsel on the Open Meeting Law and the review of Executive Session topics noting these items would best be discussed when the full Commission is present in person at the meeting. Hearing no objections the updated Agenda was approved.

Ms. Topham made a **Motion** to approve the 3/25/14 Minutes. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

Mr. Gasbarro made a **Motion** to ratify the 4/2/14 Warrant. **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

## **Public Comment**

None.

## **Pending Leases & Contracts**

Mr. Drake recognized Mr. Rod Allred, representing **G. J. Smith, Inc.** for their pending Bunker Lease. Mr. Allred read aloud a statement he delivered to the Commission just prior to the meeting addressing their concerns regarding the pending lease negotiations and the FUDS (Formerly Used Defense Site) status.

Mr. Allred remarked their desire, either privately or in conjunction with the Airport, to remediate any problems related directly to G. J. Smith's parcel noting Weston Solutions, Inc., the same company contracted by the Airport as the Licensed Site Professional (LSP) to perform soil testing related to the FUDS issue, has indicated to G. J. Smith, Inc. their ability to perform testing and any necessary remediation of the proposed lease site. Mr. Allred asked if this was possible rather than wait for an overall review.

Mr. Drake responded, the proposed G. J. Smith lot, in addition to several other lots in the Bunker, are identified as specific areas of concerns within the overall FUDS site. The Army Corp of Engineers (Corp) has indicated that if any soil disturbance takes place within this specific area it will jeopardize any Corp funding on the remediation. When Mr. Allred suggested G. J. Smith pay for the remediation of their parcel, Mr. Drake indicated if any parcel within this area is disturbed, it will jeopardize the entire site and the Commission cannot risk losing the Corp engaging in and paying for any needed remediation.

Mr. Drake added the tenants were put on notice but two awarded lots remaining from the 2013 Bunker Procurement do not have signed leases. Due to the unknown time frame of when the FUDS issue will be resolved, Mr. Drake noted an Agenda item for the 4/22/14 meeting will be to discuss withdrawing the Procurement for the two remaining pending leases.

Mr. Geoff Smith expressed his disappointment that Town Counsel hasn't responded with comments on a Lease draft since the November 26<sup>th</sup> meeting. Mr. Drake indicated Town Counsel won't respond as long as the FUDS issue remains open.

## **Pending Matters**

**070913-1 TON Memorandum of Understanding (MOU)** – Mr. Rafter reported TON Chief Procurement Officer (CPO), Heidi Bauer and Silvio Genao, TON Engineer, who also holds CPO designation, presented the new draft procurement procedures for the Town at the Town Manger's Cabinet Meeting last Monday. Mr. Rafter noted his absence from that meeting but understands the new procedure would allow for the larger Departments to have a certified employee to be responsible for that Departments procurements and Ms. Bauer would engage in more of an audit role to ensure compliance. Once this procedure is finalized a new MOU document can be finalized.

## **Finance**

**041014-1 FY2014 Quarter Report** – Mr. Rafter presented the 3<sup>rd</sup> quarter financials for the Airport which shows a slight profit just under \$55K. Mr. Rafter noted this includes payment of Debt Service but excludes any Subsidy or Encumbrance carryover.

Mr. Drake reminded the Commission that a member of the Finance Committee had visited the Airport to review the financials and noted leaving with a better understanding of the Airport's financial position.

**041014-2 ATM Review** – Mr. Rafter noted that none of the Airport Articles were called at ATM; and said the Capital items, Operating Budget and Fuel Revolver were all approved as submitted in the Warrant.

### **022613-2 Master Plan & Sustainability Program Update**

Mr. Rafter reported that Jacobs IT consultant was on site yesterday and met with Schuyler Kuhl, the Airport's IT consultant, and Jenn Erichsen who is responsible for the Town phone system to get a better understanding of the systems in place. Jacobs will be preparing a road map of our IT needs and a plan of how to get there as part of the Master Plan.

The Airport received FAA approval letter of the aviation forecasts portion of the Master Plan.

Mr. Rafter indicated he met with a Jacobs representative conducting a candid client survey on their performance. As a result, Jacobs will be submitting weekly progress reports for the status of all the projects they are involved in. Mr. Rafter will forward to the Commission as they are received.

### **Manager's Report**

#### **Project Updates**

Mr. Rafter reported:

- The Grand Opening of the FBO is being re-scheduled to May 2, 2014 to not interfere with holiday or school vacation plans. Mr. Drake asked that a meeting be posted to all Commissioners to attend. Ms. Topham asked if the Garden Club had been contacted yet regarding plantings. Mr. Rafter responded not yet but intends to.
- Mr. Rafter added some other high profile opportunities for publicity may arise through the Carbon Neutral award announcement as well as the possibility of joining the Air Elite Program offered through World Fuel Services.
- Construction of Runway 15/33 REILs/PAPIs is scheduled to begin April 21<sup>st</sup>.week.
- The R/W 6 PAPI flight check was completed but has not yet been commissioned. The FAA needs to adjust some frequencies.
- Coordination is taking place with MassDOT and the VOLPE Center to award the Carbon Neutral Program to the most advantageous ESCO proposer.
- A final PFC Application has been submitted to the FAA and we are awaiting their decision. If approved, we will hopefully be collecting a PFC by July 1<sup>st</sup>.

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

- The IFB for the new ARFF vehicle is advertised. This is an FAA reimbursable purchase.
- The IFB for the Security Upgrades project will be advertised starting next week. This includes fence work, doors, locks, and training aids. This is an FAA reimbursable purchase.
- The re-advertisement of the Air Traffic Control Tower (ATCT) design RFQ has begun. The FAA was on site and held a Safety Management meeting to evaluate the three proposed sites for the mobile ATCT. As a result, site 1, just off the flat roof building was deemed to be the best option. Mr. Rafter added since the design and construction schedule was altered due to the re-bid process, the mobile tower may be in place during May and June, 2015

**FUDS Update** – Mr. Rafter reported we are still waiting for the Soil testing results from Weston Solutions. We are hoping to have them early next week.

## **Operations**

- Mr. Rafter presented a letter written by Mr. Karberg addressing the NRTA Park and Ride proposal by the Board of Selectman and how it could potentially hurt Airport Revenue.
- Mr. Rafter presented a post Mr. Karberg made through the Airport's social media outlets to address concerns received over the proposed Passenger Facility Charge (PFC) and how it may relate to the new General Aviation building. Mr. Drake distributed his response to an email his wife received related to the same subject. Mr. Rafter added the purpose was to educate the public.
- Mr. Rafter reported two charter requests have been received. One is for a Boeing 737 and the other involves an MD80 which is a very long aircraft. Trying to work through the logistics to see if we can handle such large aircraft and will consult the airlines for their assistance if necessary. Discussion led to the need for an additional passenger ramp or set of air stairs in FY16 Capital.
- Mr. Rafter noted the Chamber of Commerce is hosting a Legislators Listening Tour on Monday and Mr. Rafter will be providing a tour of the Airport.
- The Airport's ARFF personnel have begun this year's fire training.

## **Staff Update**

Mr. Rafter reported Ms. Christ has submitted her resignation as Business Manager. FBO employee Laura Clagg has resigned and has been replaced with Clement Johnson who was previously a seasonal employee. Hiring of seasonal staff is well underway and training schedules are being developed.

Mr. Rafter added the Airport's seasonal staffing house, the Thompson House, will be nearly full with Airport staff. The house rules have been strengthened to include weekly inspections.

## **Sub-Committee Reports**

**Environmental Sub-Committee:** Mr. Gasbarro reported the Technical Advisory Committee associated with the Airport's conservation management permit met yesterday for their annual meeting. The two most notable points were the Control Burn contract which utilizes shared services with other Town Departments has proven difficult to utilize. The permit allows for some mechanical methods, like mowing, which may have to be done for the upcoming year; but future burns are recommended. The second notable point was the review of the rare plant survey performed as part of the Master Plan in which extensive finds in both quantity and variety were discovered. The Commission will have to plan future mitigation for projects that may disturb these areas.

Mr. Rafter added what will most likely be recommended in the Master Plan is a comprehensive plan for both wildlife and plant species.

Mr. Drake noted seeing the Nantucket Conservation Foundations newspaper notice of planned burns through May and asked if they could help. Mr. Rafter explained the mutual aide agreement is with the Land Bank. Limited resources and the amount of land each agency needs to burn combined with the limited number of burn days makes logistics of mutual aide very difficult to manage.

Mr. Drake noted the Sub-Committee assignment review will be postponed to the next meeting when all the Commissioners are physically present.

## **Commissioners Comments**

Ms. Topham thanked Ms. Christ for her service.

Mr. Gasbarro noted watching the meetings he missed and reviewed the minutes and feels he is up-do-date on all meeting information.

Mr. Gasbarro revisited the idea of enclosing the sidewalk entrance to the restaurant emphasizing his belief how this would help with the indoor climate. Mr. Rafter reported putting up a wind curtain, similar to the terminal entrance, towards the end of winter; however the recent blizzard destroyed it. Mr. Rafter plans on replacing and noted when looking at a solid wall, concerns over sprinkler and fire systems were raised. Mr. Rafter agreed to revisit this or other alternatives.

Ms. Planzer commended Mr. Karberg on both his letter regarding the park & ride issue as well as the social media post discussed earlier in the meeting.

#### **Public Comment**

None.

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

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

Meeting adjourned at 5:50 pm.

Respectfully submitted,

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Janine M. Torres Recorder

#### Master List of Documents Used

4/10/14 Agenda & Updated Agenda including Exhibit 1  
3/25/14 Draft Airport Commission Minutes  
4/2/14 Warrant Commission Approval Sheet  
4/7/14 Letter from Rafter to G.J. Smith and Accompanying Enclosures: G.J. Smith Lease Time Line handed out by Mr. Allred at the 3/25/14 Commission Meeting; 3/15/13 Letter from Torres to G.J. Smith re: RFP Award Notification; 1/27/14 Email String b/ Torres/Allred/Smith re: 21E Study Copies; 1/29/14 Letter from Rafter to Smith re: Unexploded Ordnance  
4/10/14 Handout Statement from Allred (Handout)  
FY2014 Third Quarter Financial Summary  
Jacobs Engineering 4/7/14 Weekly Report  
4/7/14 FAA Approval Letter of Master Plan Aviation Forecast  
4/7/14 Letter from Karberg to Commission re NRTA Park & Ride  
Facebook Post Text re PFC  
3/12/14 Email from Drake to Parkinson re: PFC (Handout)  
Airport Sub-Committee Assignments w/ Vacancy