

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
Neil Planzer
Jeannette D. Topham

AIRPORT COMMISSION MEETING

May 13, 2014

The meeting was called to order at 5:00 PM by Acting Chairman Arthur D. Gasbarro with the following Commissioners present, Andrea N. Planzer, Neil Planzer and Jeanette D. Topham.

Daniel W. Drake participated remotely due to geographical distance.

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

Airport employees present were Thomas M. Rafter, Airport Manager, David Sylvia, Training & Compliance Officer, Jamie Miller, Business/Finance Manager, Noah Karberg, Environmental Coordinator, Lara Hanson, Operations Superintendent and Janine Torres, Office Manager.

Mr. Gasbarro announced the meeting was being recorded.

Mr. Gasbarro asked for comments on the Agenda. Hearing none the Agenda was approved.

Ms. Topham made a **Motion** to approve the 4/22/14 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 noted the 5/6/14 Minutes are still pending.

Mr. Gasbarro asked for comments or questions on the 5/7/14 Warrant. Hearing none, the Warrant was ratified.

Public Comment

None.

Pending Leases & Contracts

Mr. Gasbarro reviewed the list of pending contracts:

- **Kevin Conrad Heating & Cooling Inc.**, for \$31,400, to repair ARFF HVAC system coil and add anti-freeze noting an insurance claim is pending.
- **Baynes & Jones Electrical Supply**, for \$4,154, for replacement parts for South Ramp lights.
- **Sherwin Industries** for \$24,660, for Type III glass beads required for airfield painting.
- **Schmidt Equipment**, \$70,000, for a compact track loader, approved for 80% MassDOT reimbursement if delivered before 6/30/14.
- **Schmidt Equipment**, \$271,085, new loader, eligible for 80% MassDOT reimbursement, but declined. Mr. Rafter to inquire further as to why.
- **MHQ Supply**, \$63,000, for F350 pick-up and skid mounted tank, approved for 80% MassDOT reimbursement if delivered before 6/30/14. Ms. Planzer asked why the three equipment contracts are dated July 1st, yet delivery is scheduled prior. Mr. Rafter explained these are FY15 Capital Purchases, yet for grant eligibility, delivery was required by June 30th.
- **World Fuel Services** – Mr. Rafter explained extensive comments were received from legal which need to be discussed with World Fuel. Therefore this contract which includes fuel supply, truck leases and a branding agreement should be tabled.

Ms. Planzer made a **Motion** to accept all pending contracts as listed on Exhibit 1 except for the World Fuel Contract. **Second** by Mr. Planzer and **Passed** by the following roll-call vote:

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

042214-2 Formerly Used Defense Site (FUDS) Status

Mr. Rafter reported receiving, through G.J. Smith, the Army Corp. of Engineer's (Corp) delineated boundaries of the MRS two acres site. The Corp has been asked to state, in a formal letter, that the Airport will not be at risk of assuming responsibility of the entire site should it allow development adjacent to the MRS site. The Corp has agreed to submit a letter. Mr. Rafter added Legal Counsel is still concerned.

Mr. Drake asked if Mr. Smith's pending lot is within the delineated boundaries. Mr. Rafter responded it does not appear to be.

Mr. Drake added if the dirt pile in which the munition was found was moved from within the delineated boundaries. Mr. Rafter responded it was. Mr. Rafter added asking the Corp specifically if the Corp is certain there are no munitions outside of the two-acre site. The Corp responded they were fairly certain because the site was used as a munition dump and not a bombing range.

After brief discussion over concerns of how the boundaries were determined as well as Mr. Smith's willingness to perhaps accept some responsibility should his pending lease move forward, it was determined to wait and see what the Corp states in their letter.

Pending Matters

070913-1 TON Memorandum of Understanding (MOU) Update – Mr. Rafter indicated no change in status as the wait for the TON to finalize their new policy.

022613-2 Master Plan & Sustainability Program – Mr. Rafter noted receiving updated traffic numbers comparing the ferry vs. air traffic. Jacob assures they will be included in the final report. Mr. Drake interjected noting having supplied Jacobs with the Steamship traffic numbers for years ending December 2012 and 2013 pointing out to them they have no relation to the numbers Jacobs used in their report. Mr. Drake added his concern over Jacobs' use of incorrect numbers as well as their indifference as how this could affect the financial forecast. Mr. Drake suggests the Commission should instruct Jacobs to revise the financial forecast portion of the Master Plan accordingly.

Discussion moved to the role the Commissions should take during the Master Plan process resulting in the decision to hold a workshop prior to the next scheduled Commission meeting and invite the lead consultant, Bill Richardson, from Jacobs to attend.

Mr. Rafter reported proceeding with the alternatives analysis portion of the Master Plan which included a meeting with Jacobs and Andrew Vorce of the Town Planning & Land Use office. Additionally, a meeting is scheduled with the FAA on Thursday to review the same subject matter prior to taking it to the Advisory Group.

Mr. Drake noted the terminal needs being reviewed as part of the Master Plan are geared toward secured flights. Mr. Drake suggested discussing the future of the air taxi's with the FAA on Thursday. After brief discussion Mr. Rafter noted he would make mention of the decrease in the Hyannis enplanements but noted the purpose of the Master Plan facility needs is to address the existing deficiencies.

Before concluding the subject, Mr. Gasbarro noted the related materials included in the packet as a follow up to the May 6th Special Commission Meeting including a link to the Transportation Planning page of the Town's website, e-mail correspondence between Mr. Drake and Barnstable Airport Manager Bud Breault regarding the potential new fast ferry; e-mail correspondence between Mr. Drake and MassDOT-Aeronautics Administrator, Chris Willenborg, also regarding the potential new fast ferry.

051314-1 Consideration of New Administrative Position – Mr. Rafter requested permission to add an administrative staff position to assist the Office Manager in her many duties noting the job description is still in draft form.

Mr. Planzer made a **Motion** to grant authority to the Airport Manager to hire a position as described. **Second** by Ms. Topham.

During discussion Mr. Drake agreed the work load is excessive and supports having trained back-up as good business practice. When asked, Mr. Rafter noted it would be a full-time, 40 hours per week position that may or may not be in the union. Mr. Gasbarro asked for a roll-call vote:

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

Manager's Report

Project Updates – Mr. Rafter reported:

- R/W 15/33 REILS and PAPI's installation should be completed this week.
- The VASI's were removed from R/W 6 causing the runway to be close briefly forcing traffic to R/W 15/33
- The FAA's has indicated our PFC application should be reviewed by the end of the week. If approved, PFC collections can begin July 1st, after the airlines are notified.
- Two FAA Grant awards are anticipated for the ARFF vehicle as well as the Security Upgrades project. Both projects were put out to bid and bids came in under budget. Congressman Keating is expected on-island Friday and may be making an announcement regarding those Grants. When asked, Mr. Rafter explained the ARFF truck accessories not eligible for FAA reimbursement were taking out of the bid package and will be bid separately. Inquiries into State reimbursement will be sought.

RFP Bid Status – Mr. Rafter reported:

- The ATCT RFQ – Jacobs, out of Virginia, were selected as the design firm. A pre-planning meeting conference call was held with Jacobs and the FAA and a design charrette is planned on site June 11th and 12th. The schedule indicates the temporary control tower will be utilized into the summer months diminishing commercial ramp space.

Operations – Mr. Rafter reported:

- Master Lease Agreements were recently reviewed by Legal Counsel and will be going out to the airlines.
- Seasonal employees are starting and are undergoing training.
- A crack sealing MassDOT-Aeronautics project is underway which will be followed by runway painting. Mr. Gasbarro suggests a letter of thanks be sent.
- JetBlue starts service on May 15th.
- A special event permit has been granted for May 16th in Hangar 4 as part of the Wine Festival events.
- Miami Air has a 737 charter flight coming in May 23rd through the 26th.
- An MD83 charter request is being considered for June 26th through the 29th. If space doesn't allow, they will be instructed to drop and go.
- Work is continuing on Hangar 7, formerly the Taylor hangar now Marine Lumber hangar.
- A handout of the Town's Proposed Classification Plan Grade Level Characteristics Chart in conjunction with the compensation study establishing salary levels was reviewed. The Commission needs to decide whether the Airport should be included in the plan; whether the consultant should give a separate briefing to the Commission or be held jointly with the BOS at their June 11th workshop. Mr. Rafter added the challenge to this is the highly technical skills of several airport positions are not similar to other Town Departments. After brief discussion the consensus was to have a separate meeting with the consultant and make a decision after that.
- The Part 139 Airport Certification Inspection is taking place June 3rd through 5th. Nantucket Airport is required to be a Part 139 Airport due to scheduled air carriers having more than 9 seats.

Staff Update

Mr. Rafter welcomed Jamie Miller, the new Business/Finance Manager to the Staff.

Sub-Committee Reports

Mr. Gasbarro reported the **Energy & Environmental Sub-Committee** met to bring Mr. Planzer up-to-date on the mowing, obligations pertaining to our environmental permits and noise. The minutes shall be forthcoming and can be reviewed at a future meeting. Mr. Planzer noted the meeting was well done, Mr. Karberg was well prepared and thanked everyone involved.

Commissioner's Comments

Ms. Topham suggested talking to the airlines regarding their higher ticket prices. Mr. Rafter noted there are several elements that factor in on ticket prices. Destination, airline equipment, fuel and overhead for example. Mr. Rafter indicated the Master Plan will include financial benchmarking which will show the cost to the airline per passenger noting this information will be very helpful. Mr. Drake added \$14 dollars of every ticket to Hyannis is taxes; whereas \$.50 of every steamship ticket is taxes. The other factor is the economics of running a 9 passenger airplane is different than running a 300 passenger boat.

Mr. Gasbarro commented he learned a lot at the May 6th meeting regarding the relationship between the Steamship and Hy-Line.

Public Comment

None.

Having no further business, Ms. Topham made a **Motion** to adjourn. **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

Meeting adjourned at 6:16 pm.

Respectfully submitted,

Janine M. Torres Recorder

Master List of Documents Used
5/13/14 Agenda including Exhibit 1
4/22/14 Draft Airport Commission Minutes
5/7/14 Warrant Commission Approval Sheet
Kevin Conrad Heating & Cooling Contract for ARFF Repair
Baynes & Jones Electric Supply Contract for Ramp Light Parts
Sherwin Industries Contract for Type III Glass Beads
Schmidt Equipment Contract for Compact Track Loader
Schmidt Equipment Contract for Loader
MHQ Supply Contract for Pick-Up/Skid Mounted Tank
5/8/14 E-Mail from Gasbarro to Drake/Rafter re Transportation Planning
5/7/14 E-Mail String between Drake/Breault re Proposed Ferry Schedule Change
5/9/14 E-Mail String between Drake/Willenborg re Fast Ferry
5/9/14 Letter from Breault to Steamship Authority
Town of Nantucket Proposed Classification Plan Grade Level Characteristic Chart