

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 27, 2014

The meeting was called to order at 5:06 PM by Chairman Daniel W. Drake with the following Commissioners present: Arthur D. Gasbarro, Vice Chair, Andrea N. Planzer, Neil Planzer and Jeanette D. Topham.

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. Drake announced the meeting was being recorded.

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

Mr. Drake noted the 5/6/14 minutes are complete but were not distributed in time for review and the 5/13/14 are not yet complete. Therefore both were tabled.

Mr. Gasbarro made a Motion to ratify the 5/21/14 Warrant. Second by Ms. Planzer and Passed Unanimously.

Mr. Drake noted the 6/4/14 Warrant had not yet been reviewed by a majority of the Commission and therefore would be ratified at the next meeting.

Public Comment

None.

Pending Leases & Contracts

Mr. Rafter presented the following pending contracts and one pending Lease:

- **Kevin Conrad Heating & Cooling Inc.**, for \$8,735, to install an air conditioning unit in the gift shop. There was brief discussion regarding past and present cooling issues throughout the terminal.
- **Padula Brothers**, for \$53,189 for the purchase of a new Brush Hog mower. This purchase qualified for a MassDOT Grant. Mr. Rafter added 100% of the FY15 equipment costs were budgeted.
- **Lakes Region Environmental** for \$22,960, for the required annual fuel farm inspection.
- **Jacobs Engineering** for \$5,862, for consulting services to prepare the scope and bid documents for the new ARFF vehicle noting this is AIP Grant eligible.

- **Jacobs Engineering** for \$88,834 for design services to prepare the scope and bid documents for the Security Upgrades & Improvements project noting it is AIP Grant eligible noting \$100K FAA Grant award has already been announced for the fencing portion of this project and approximately \$300K additional grant monies are still be processed.
- **Hyannis Air Service Inc.** for their 2014 Operating Agreement which includes \$8,040 monthly rental income plus \$1,500 Annual Business Fee Income, plus Landing and Freight Fee Income.

Mr. Gasbarro made a **Motion** to approve all pending contracts and one lease as presented on Exhibit 1 except the World Fuel Contract. **Second** by Ms. Topham and **Passed** Unanimously.

Mr. Rafter explained on the **World Fuel** Contract, a conference call took place with World Fuel and Legal Counsel from both sides. Airport's Counsel recommended some significant changes which are now under review at World Fuel. Mr. Rafter reported negotiations are close and is requesting another month extension on the present contract. Ms. Topham made a **Motion** to extend the World Fuel Contract until June 30, 2014. **Second** by Ms. Planzer and **Passed** Unanimously.

Pending Matters

070913-1 TON Memorandum of Understanding (MOU) Update – Mr. Rafter indicated the Town has added a finance piece to the new Procurement Policy and believes they are waiting the start of the new Finance Director before finalizing the policy. Once complete, a brief MOU that may address the Airport may be needed. Mr. Drake added a reminder that MassDOT must approve any future MOU.

022613-2 Master Plan & Sustainability Program – Mr. Rafter began by reminding the Commission there is an Advisory Committee Working Group meeting on May 29th and based on the Workshop discussion, another Work Group Meeting will be scheduled.

Mr. Rafter also met with Parsons Brinkerhoff, the sub-consultant on the financial portion of the Master Plan. They are working on the final draft of the financial benchmarking which will analyze our Rates & Charges, offer suggestions on adjustments and make comparisons to other airports.

The Alternative Analysis will be presented to the Working Group and they will be asked for their feedback.

Mr. Drake gave a brief review of the Commission Workshop held just prior to the Commission Meeting. Mr. Drake reported Bill Richardson, the lead Consultant from Jacobs, updated the Commission on the Master Plan project schedule as well as reviewing the statistics used to develop the aviation forecast including a comparison between airline and ferry passengers. The Commission considered and turned down, by a vote of 4 to 1, Mr. Drake's proposal to revise the aviation forecast to include a worst case scenario of losing air taxi service to Hyannis. A frank discussion took place with the consultant on how the Master Plan process could be improved.

In reviewing the presentation to be discussed at the Working Group (WG) meeting, Mr. Gasbarro noted the Passenger Facility Charge (PFC) work has already been done. The discussion for the WG should be new revenue ideas. Mr. Rafter agreed but noted the WG needs to be aware of the PFC.

Discussion moved to revising the enplanement forecast trend line on the Enplanement Forecast slide of the WG presentation to reflect the potential effect of the new fast ferry and the procedure to do so with the FAA. Discussion resulted in leaving the enplanement forecast as is. Mr. Gasbarro remarked when looking back in 10 years, hopes the numbers are closer than the results from 1995 forecasts.

Mr. Gasbarro commented that the Progress Reports being submitted by Jacobs are too 'cut and paste' and are not indicating any new work completed.

042214-2 Formerly Used Defense Site (FUDS) Status

Mr. Rafter reported having reached out to the Army Corps of Engineers to submit a formal letter to address development adjacent to the MRS site; but to date, nothing has been received.

052714-1 Acceptance of MassDOT Grant totaling \$224,520 – Mr. Rafter presented the State Grant award for the purchase of maintenance equipment that was deliverable prior to June 30, 2014. Mr. Gasbarro made a **Motion** to accept the MassDOT Grant Award in the amount of \$224,520. **Second** by Ms. Planzer and **Passed** unanimously.

Manager's Report

Project Updates – Mr. Rafter reported:

- The installation of R/W 15/33 REILS and PAPI's are complete and operational.
- The removal of the VASI's from R/W 6 is complete.
- Several messages have been left for Priscilla Scott of the FAA regarding the status of our PFC application with no response.
- Two FAA Grants are anticipated, for the ARFF vehicle and Security Upgrades project. The FAA has indicated the Grant applications are still being processed.
- The design charrette for the ATCT is scheduled for June 11th and 12th.

Operations – Mr. Rafter reported:

- Attended an Audit Committee Meeting to review final action items on FY13 Audit. Open items are still a work in progress. Also discussed preparations for FY14 Audit.
- The new Town Finance Director has been chosen. Brian Turbitt is scheduled to begin in June.
- Wine Festival total sales were up 86% over last year. Operations Dept. reported one of busiest Memorial Day's.
- The Miami Air charter we accepted was poorly organized by Miami Air. No ground transportation was arranged and over 250 bags were handled by our staff. Some passengers were unruly and the police were very helpful.
- Secretary of Transportation, Richard Davey is scheduled to visit Nantucket on June 5th.
- Our FAA Part 139 Inspection is scheduled June 3rd through June 5th.
- Governor, Deval Patrick, is scheduled to help kick off Phase II of the Carbon Neutral Program on June 27th. An event is being planned in Hangar 3 during his visit.
- Tom Vick, FAA Compliance Office, is scheduling visits to all Airports to present "Airport 101" to Airport Commissions and other interested parties. He is planning visiting Nantucket in either July or August.

Mr. Rafter reported he will be out the rest of the week to attend a family funeral.

Statistics – Mr. Rafter presented the April 2014 statistics:

- Operations were down 5.24% compared to April 2013. Fiscal Year to Date (FYTD) is down 8.22%
- Enplanements were down 10.14% compared to April 2013. FYTD is down 11.8%
- JetA Fuel sales are down 7% from April 2013. FYTD is up 2.86%
- Avgas sales are down 15% from April 2013. FYTD is down 4.57%

- Freight is down 3.52% from April 2013.
- Noise complaints are down 100% from April 2013. FYTD noise complaints are down 70.37%.

Mr. Rafter noted the reporting format used by the Airlines is under review after some errors were found.

Sub-Committee Reports

Environmental – The minutes of the 5/2/14 Sub-Committee meeting were shared.

Commissioner's Comments

Mr. Gasbarro was pleased that Mr. Rafter and Ms. Miller attended the Audit Committee meeting and asked that the final report be forwarded to the Commission.

Mr. Gasbarro commented on the needed landscaping around the GA/Admin Building. Mr. Rafter noted prices for irrigation and sod were being obtained.

Mr. Gasbarro commented on enclosing the restaurant entrance. Mr. Rafter noted the Maintenance staff has some ideas and is planning it as a fall project.

Ms. Topham asked if anyone attended the Coffee with Congressman Keating event. Ms. Planzer remarked she attended and noted it was a casual event and the FAA grant award was quickly mentioned.

Public Comment

None.

Having no further business, Mr. Gasbarro made a **Motion** to adjourn into Executive Session, not to reconvene in Open Session, to review executive session minutes as noted on the Agenda.

Second by Ms. Topham 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 5:59 pm.

Respectfully submitted,

Janine M. Torres Recorder

Master List of Documents Used
5/27/14 Agenda including Exhibit 1
5/21/14 Warrant Commission Approval Sheet
Kevin Conrad Heating & Cooling Inc. Contract Gift Shop AC
Padula Brothers Contract for Brush Hog Mower
Lakes Region Environmental Contract for Fuel Farm Inspection
Jacobs Engineering Contract for ARFF Vehicle Consulting
Jacobs Engineering Contract for Design and Engineering for Security Upgrades
Hyannis Air Service Terminal Lease
MassDOT Grant Award Letter for \$224,520 dated 5/23/14
Jacobs Master Plan slides for WG Meeting (Handout)
5/27/14 Email from Rafter to H. Sullivan (Army Corps) subject: Nantucket Letter
April Statistics Power Point Presentation
Environmental Sub-Committee Minutes dated 5/2/14