

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

June 24, 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, 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, David Sylvia, Training & Compliance Officer and Jamie Miller, Business & Finance Manager.

Mr. Drake announced the meeting was being recorded and that the Airport Manager is out of Town at a family event and Mr. Drake will present Mr. Rafter's Manager's report.

Mr. Drake noted one change to the Agenda: Executive Session will only be held for the review of Executive Session Minutes. Hearing no other comments, the Agenda was approved as modified.

Mr. Drake noted the 5/27/14 Minutes are still pending.

Ms. Topham made a **Motion** to ratify the 6/18/14 Warrant. **Second** by Mr. Gasbarro and **Passed** unanimously.

Mr. Gasbarro made a **Motion** to approve the 6/25/14 Warrant. **Second** by Ms. Planzer and **Passed** with a vote of four with Ms. Topham abstaining noting she was absent.

Mr. Gasbarro made a **Motion** to ratify the 6/4/14 Warrant. **Second** by Mr. Planzer and **Passed** unanimously.

Public Comment

None.

Pending Leases & Contracts

Mr. Drake presented the following pending leases and contracts:

- **FAA** - a Reimbursable Agreement in the amount of \$1,066,048 for design and construction support for the Modernization of the Air Traffic Control Tower (ATCT). Mr. Planzer made a **Motion** to approve. **Second** by Mr. Gasbarro and **Passed** unanimously.
- **Jacobs Engineering Group, Inc.**, a Contract and Notice to Proceed, in the amount of \$617,963, for the design of the ATCT and associated construction bid documents. **Motion** to approve by Mr. Gasbarro. **Second** by Mr. Planzer and **Passed** unanimously.

- **Computer Assistance Services** – a Contract Amendment to increase the amount by \$10,000.00 for the first year of the contract only due to additional IT services performed in FY14. Mr. Gasbarro made a **Motion** to approve. **Second** by Ms. Planzer and **Passed** unanimously.
- **Sayle’s Seafood** – a Beach License Agreement for occasional catered events at Nobadeer Beach for Annual Business Fee Revenue of \$1,500. **Motion** by Ms. Topham to approve. **Second** by Mr. Gasbarro and **Passed** unanimously.
- Mr. Drake noted the two Beach License Agreement requests for mobile food truck concessions at Nobadeer Beach, **Ms. Bicer** and **Pirate Pops**, have been withdrawn. Mr. Drake added last year’s mobile food trucks have not requested renewal meaning there are no food or beverage trucks licensed for Nobadeer Beach this year.
- **World Fuel Services** – Mr. Drake reported the three (3) separate agreements for Aviation Fuel Supply, Fuel Truck Leases and Branding Agreement were finalized earlier today with the acceptance of adding an indemnification clause suggested by Town Counsel. Mr. Drake added the final revision was not ready before the meeting and suggested the Commission approve the draft presented giving Mr. Drake and Mr. Gasbarro the authority to review and sign the final version with the added indemnification language. The alternative is to extend the prior contract one more month. **Motion** by Mr. Planzer to approve the contract authorizing Mr. Drake and Mr. Gasbarro to sign the final document with the indemnification clause added. **Second** by Mr. Topham. During discussion, Mr. Drake assured Mr. Gasbarro that Town Counsel has reviewed the documents. The **Motion Passed** unanimously.

Pending Matters

070913-1 TON Memorandum of Understanding (MOU) Update – Mr. Drake noted the only item to report is that the Town has scheduled a meeting with Town Counsel to review the Procurement Law as it relates to aggregating expenditures between all Town departments towards the pre-contract spending limit of \$10K per vendor. Mr. Rafter will be attending to stress if need be that Enterprise Funds departments should not be aggregated with the other Town departments.

042214-2 Formerly Used Defense Site – Mr. Drake noted Mr. Rafter has yet to receive the letter from the Army Corps of Engineers (Corps) specifically for the GJ Smith parcel which has lease negotiations pending; but will follow up with the Corps next week. Mr. Planzer noted a conclusion to the GJ Smith parcel issue is well overdue. Mr. Steve Cohen, attorney for GJ Smith arrived later in the meeting and was updated at that time by Mr. Drake. Mr. Cohen remarked the uncertainty of the lease parcel outcome is hard for his client.

061014-4 FAA Grant Award for new ARFF Vehicle – Mr. Drake presented the FAA Grant award in the amount of \$573,750 for the purchase of a new aircraft rescue firefighting (ARFF) vehicle. Ms. Topham made the Motion to accept. **Second** by Ms. Planzer and Passed unanimously.

022613-2 Master Plan & Sustainability Program – Mr. Drake noted a copy of the letter from Mr. Rafter to David Chamberlain, Northeast Aviation Manager at Jacobs Engineering Group expressing concern over Bill Richardson’s performance in the Master Plan process is in the packet. A formal response has not yet been received.

GA/Administration Building PCO Update – Mr. Drake presented an updated Change Order report indicating one PCO needs approving: PCO #27 reduced from \$14,111.59 to \$12,611.59. Mr. Drake indicated the amount was reduced for work completed by the Airport. Mr. Drake also pointed out there is several PCO’s still in contention as noted on the report. **Motion** by Mr. Gasbarro to approve PCO 27 in the amount of \$12,611.59. **Second** by Ms. Topham. During discussion, Mr. Gasbarro noted the grading plan attached to the PCO is different than the final product indicating the parking layout.. Brief discussion took place regarding the puddling and rain run-off around the building. The **Motion** passed unanimously.

062514-1 Discussion of Non-Union Salary Increases for FY15 – Mr. Drake reported Town non-union personnel are slated for 2% cost of living increases and Mr. Drake suggests adopting the same. **Motion** by Ms. Topham to adopt 2% increase for non-union airport personnel. **Second** by Ms. Planzer. During discussion, Mr. Gasbarro asked if any performance based reviews were in place. Mr. Drake commented Mr. Rafter is developing performance reviews.

Discussion moved to Mr. Rafter's salary. Mr. Drake discussed Mr. Rafter initial compensation package noting Mr. Rafter did not require health benefits; and, \$10K of the \$18K in health insurance cost savings were included in Mr. Rafter's initial salary. The intent of the remaining \$8K was held back as a performance incentive. Discussions with the Town Manager regarding a \$7K increase plus the 2% was not looked upon favorably. Mr. Drake added a Board of Selectman (BOS) topic two weeks ago was the consideration of a Compensation Study. The same consultant will be presenting to the Commission in July. The consultant is developing a process where each non-union position is classified and falls within a salary range. Merit increases are based on where the employee falls within this range. Mr. Drake noted the Commission needs to discuss Mr. Rafter's salary so that Mr. Rafter can be notified. Mr. Planzer recommend the consultant perform due diligence to ensure Mr. Rafter's salary range is comparable to similar size airports. Mr. Drake added the second piece to this is being told by Town Counsel that an airport manager cannot have a (multiple year) contract in MA but has found several airport managers that do. Mr. Drake suggested that the Commission wait to take any action on the manager's salary beyond the amount in the motion until the Compensation Consultant could be consulted and he could review comparable salaries at other airports. Mr. Drake said he would send the recent AAE study to the Consultant. To conclude, Mr. Drake noted he did not complete a performance review of Mr. Rafter based on objectives set in Mr. Rafter's first year but will do so if he remains Chairman. Overall sense of the Commission was that Mr. Rafter is doing a very good job.

Discussion went back to non-union employees and the possibility of performance based increases. Mr. Drake suggested waiting until the revisions to the non-union handbook were complete and discussed with Mr. Rafter.

Mr. Drake noted the **Motion** to approve a 2% increase for the non-union employees should not include employees who have a previous agreed increase or at the start of their employment. The **Motion** passed unanimously.

Manager's Report - Mr. Drake reported from Mr. Rafter's written Manager's Report on:

Project Updates:

- On the GA Building, the pay request received was "an interim" final pay request as the punch list items are still being reviewed.
- The Air Traffic Control Tower (ATCT) design charrette was very detailed and the scope of work is being updated. The mobile ATCT is expected to be on the ramp through the summer of 2015.

RFP/RFQ Update

- An Administrative Assistant was hired today and details will be forthcoming.
- A Contract is still being developed for Jacobs On-Call Engineering Services.
- The Automatic Teller Machines RFP is still under development.

Operations Update:

- US Airways began service last week
- Personnel Sub-Committee is needed to discuss Compensation Study, FLSA resolution and Personnel Policy Manual.
- Governor Patrick will be attending a Carbon Neutral event in Hangar 3 on June 27th At 2:00 PM. A Press Release is going out.
- MD-83 Charter for a wedding party due in June 26 – 29th.
- Brian Turbitt, the new Finance Director for the Town has started and will be invited to the next Commission meeting.

- The closeout letter from the FAA for the Part 139 Inspection is shared in the packet.

Statistics – Mr. Sylvia presented the May 2014 statistics:

- Operations were up 3.62% compared to May 2013. Fiscal Year to Date (FYTD) however is down 7.16%
- Enplanements were up 5.57% compared to May 2013. FYTD is down .77%.
- JetA Fuel gallons sold are up 37% from May 2013. FYTD is up 4.55%.
- Avgas gallons sold are down 3% from May 2013. FYTD is down 4.43%.
- Freight is down 15.13% from May 2013. Mr. Drake asked for a year over year comparison next report.
- Noise complaints are up 32% from May 2013. FYTD noise complaints are down 45.37%. Mr. Drake asked to include Mr. Karberg’s reports on location the complaints are coming from.

Sub-Committee Reports

None.

Commissioner’s Comments

None.

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 mostly pertaining to the GA Building, the Gatto land claim and labor issues that will have no action at this time; but some minutes can be reviewed and released next meeting which are mostly pro-forma minutes for minute review. **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 6:07 pm.

Respectfully submitted,

Jamie Miller, Recorder

- Master List of Documents Used
 6/24/14 Agenda including Exhibit 1
 6/18/14 Warrant Commission Approval Sheet
 6/25/14 Warrant Commission Approval Sheet
 Non-Federal Reimbursable Agreement AJW-FN-ESA-14-E049
 Jacobs ATCT Design Services Contract/Fee Proposal and Notice to Proceed dated 6/19/14
 Computer Assistance Services Contract Amendment #1
 Sayles Seafood 2014 Beach License Agreement
 5/29/14 Letter from Alicia Bicer re Mobile Food Truck at Nobadeer Beach
 World Fuel Services Refueler Lease Agreement
 World Fuel Services Fuel Supply Agreement
 Phillipps 66 Branding Agreement
 FAA Grant Agreement 3-25-0033-059-2014 for ARFF Vehicle
 6/20/14 Letter from Rafter to Chamberlain (Jacobs)
 Jacobs Weekly Project Update – week of 6/23/14 (Handout)
 GA/Admin Change Order Log dated 6/23/14 (Handout)
 FAA Part 139 Close-Out Letter dated 6/11/14
 May 2014 Statistics
 6.24.14 Airport Commission Minutes