

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

July 15, 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 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 Rafter, Airport Manager, Lara Hanson, Operations Superintendent/FBO and Janine Torres, Office Manager.

Mr. Drake announced the meeting was being recorded.

Mr. Drake suggested swapping Agenda items 4 (Various Personnel Matters) and 8 (Master Plan & Sustainability Program Update) to accommodate both consultants. No objections were made and the Agenda was approved as modified.

Ms. Topham made a **Motion** to approve both the 5/27/14 Workshop Minutes and 5/27/14 meeting Minutes. **Second** by Ms. Planzer and **Passed** unanimously.

Mr. Gasbarro made a **Motion** to ratify the 6/30/14 Warrant. **Second** by Ms. Topham and **Passed** unanimously.

Election of Officers

After brief discussion, the election of officers was tabled until the September 9th meeting to allow Mr. Bouscaren to vote.

Public Comment

Mr. Rafter introduced the new Town Finance Director, Brian Turbitt.

At 5:04 p.m., newly appointed, but not yet sworn in, Commissioner, Anthony Bouscaren, called into the meeting to participate remotely due to geographical distance. Mr. Drake noted Town Counsel had opined that Mr. Bouscaren could participate in discussion, but could not yet vote.

022613-2 Master Plan and Sustainability Program Update

Mr. Rafter presented a handout, Remaining Work Tasks – Nantucket Master Plan, provided by Dave Chamberlain, Principal in Charge of the Master Plan from Jacobs Engineering. Mr. Chamberlain assured the Commission the Master Plan would be completed to their expectations. Mr. Chamberlain reviewed the Work Task Plan noting another Working Group meeting is planned for the end of September.

The Commission offered comments regarding the one-sided format of the Working Group meetings as well as the lack of frequent updates to the Master Plan website.

Finance Update

071514-1 Preliminary FY14 Profit & Loss – Mr. Rafter presented a handout of the preliminary FYE14 Operating actuals noting a profit of \$90K with the \$305K Town subsidy and a loss of \$214K without the subsidy.

071514-2 Fuel Revolver Update – Mr. Rafter reported the FY14 Fuel Revolver shows a profit of \$164K.

Mr. Drake asked how the actual expenses compare to the budget. Mr. Rafter did not have the budget numbers with him but thought the actual expenses were down approximately \$300K from the budgeted expenses.

Mr. Rafter noted the Board of Selectman quarterly update is scheduled for August 20th.

Mr. Gasbarro suggests providing the final numbers to Jacobs for the financial feasibility portion of the Master Plan in particular how it relates to the Rates and Charges.

Mr. Drake remarked, that should there be no relief from the pending Legislature on Revolving Funds, the Commission may want to consider lowering the amount of the Fuel revolver.

Brief discussion took place regarding the possibility of obtaining an Airport credit card for emergency purposes as long as certain protocols were in place. Mr. Drake suggested Mr. Rafter discuss this with Mr. Turbitt.

Pending Leases & Contracts

Mr. Rafter presented the following pending contracts:

- **Oshkosh Corp** – for \$629,747 for the purchase of a new Aircraft Rescue Fire Fighting Vehicle which has been awarded AIP Grants totaling 95% of the cost from the FAA and MassDOT.
- **Kobo Utility Construction Corp** – for \$295,255 for AIP Security Upgrades project which has been awarded AIP Grants totaling 95% of the cost from the FAA and MassDOT.

Ms. Topham made a **Motion** to approve the Contracts with Oshkosh Corp and Kobo Utility Construction Corp. **Second** by Ms. Planzer and **Passed** unanimously.

Pending Matters

042214-2 Formerly Used Defense Site – Mr. Rafter noted having finally received the letter from the Army Corps of Engineers (Corps) noting the initial intent to initially test within the 2 acre MRS sites and dependent on those results, may extend outside the MRS boundaries. The letter also stated sampling conducted by other parties outside of the MRS site would not jeopardize remediation funding.

In answer to an e-mail inquiry from Mr. Cohen, Attorney for G.J. Smith, Mr. Rafter presented a plan depicting the approximate coordinates of the MRS Site in relation to the proposed G.J. Smith lot.

Mr. Drake asked Ms. Topham to read aloud the email from Town Counsel advising that the MRS investigation by the Corps to be completed before allowing any other soil disturbing activity surrounding the site to take place.

Discussion led to Mr. Drake and Ms. Planzer suggesting allowing Mr. Smith to move forward with soil sampling at his expense as long as a document is in place prior noting the risk Mr. Smith would be taking with no guarantee a Lease would be forthcoming based on the results of the MRS investigation. Mr. Gasbarro and Ms. Topham were opposed to allowing Mr. Smith to move forward, noting only 100 feet separate the MRS site from Mr. Smith pending lease parcel.

Mr. Cohen commented his client would be willing to move forward with a document in place as Mr. Drake and Ms. Planzer suggests.

After brief discussion the Commission tabled to allow Town Counsel to advise on a document as discussed.

070913-1 TON Memorandum of Understanding (MOU) Update – Mr. Rafter reported he had attended a procurement meeting with all Town Departments and Town Counsel at which Town Counsel opined that the Procurement Law does not require aggregating expenditures with a single vendor by the Airport or Water Company as Enterprise Funds under control separate from the Board of Selectman. Each of those bodies has its own \$10,000 annual limit. The results of this meeting will allow the Procurement Office to finalize the new Procurement Procedure and thusly enable a new MOU to be established.

071514-3 Hangars 5 & 6 - Mr. Rafter reported Hangar 6, owned by Mr. Bill McGrath, is in need of repair; however the land lease with the Airport expires 11/30/15. Mr. McGrath owner of Hangar 6 has expressed interest in a new land lease to allow him to amortize the cost of repairs.

Mr. McGrath explained he and the owner of Hangar 5 were notified several years ago that the airport intended to remove the hangars at that time due to their location within the Runway Protection Zone (RPZ). He explained this was the last official notification from the Airport. Since then, the FAA determined the location within the RPZ was allowable. Mr. McGrath met with Mr. Rafter soon after his arrival to discuss how to move forward.

Mr. Rafter added discussing with Town Counsel who subsequently discussed with the Inspector General's Office the use of the aviation exemption in awarding a lease. Town Counsel had received a verbal approval of using the aviation exemption.

Mr. Drake added the original lease had the hangars revert ownership to the Airport upon their expiration. Mr. Rafter noted the Master Plan has the ramp being squared off requiring the hangars to be removed; but added he didn't see it as an immediate need.

When asked, Mr. McGrath stated he would like another 10 year lease. Mr. Rafter added he's not concerned over the term so long as the agreement has a provision should the Airport need the land within the term.

After brief discussion each Commissioner expressed support of extending the lease in should the aviation exemption apply.

GA/Administration Building PCO Update – Mr. Rafter presented three change orders to the Commission for ratification: Change Orders numbers 20, 21 and 24R totaling \$7,662.69. **Motion** by Mr. Gasbarro to ratify PCO 20, 21 and 24R in the amount of \$7,662.69. **Second** by Ms. Topham and **Passed** unanimously.

Manager's Report

Other Project Updates - Mr. Rafter reported:

- **GA/Admin Building** - Pricing is being obtained for installing irrigation and sod.
- **ATCT** - The 10% design plans were received and the review meeting is scheduled for July 30th. Contractor pre-qualification RFQ is being developed to shorten the bid process once 100% design is complete.

Operations Update – Mr. Rafter reported:

- On July 3rd, the Jet A portion of the Fuel Farm went out of service, after an extensive inter-state search, the part was located and flown from New Jersey, via charter, to Nantucket where Airport staff was able to install and have the farm operational late the same evening. Two days later on Saturday, there was an electrical malfunction in the Jet A pumps and components were able to be switched between the from the AvGas system to the Jet A system.. Mr. Rafter noted if we had lost access to the JetA farm over the holiday weekend, we would have lost \$270K in fuel sales. Mr. Rafter commended the staff for their diligent work. Overall fuel sales were up 17% over FY13 for July 4th timeframe.
- The Carbon Neutral kick-off meeting with Governor Patrick went very well.
- The Nantucket Flying Association's Aviation Camp was also a success. In addition to meeting the Governor at the Carbon Neutral ceremony, Chris Hart of the NTSB also came and spoke to the campers.
- July 4th Operations were heavy resulting in RW 15/33 being closed and used for large aircraft parking. Mr. Rafter had spoken with the FAA previous to the weekend about issuing a ground stop and a procedure was in place if it had been needed but only would have been used in a worst case scenario.
- Our Part 139 triennial full-scale emergency exercise is scheduled for September 24th.
- An Airport tenant meeting is scheduled for July 17th at 10:30 a.m.
- Working with MassDOT-Aeronautics contractor updating the Economic Impact Study by completing a survey and distributing the survey to our tenants. This results of this state-wide survey helps MassDOT in obtaining funding for airport projects. Mr. Drake added the last study indicated Nantucket Airport is responsible for approximately 4,000 jobs, both directly and indirectly, the 3rd biggest in the State.
- The Airport has gone through and continues to go through some staffing challenges for finding and keeping seasonal staff.

Travel Requests – Mr. Rafter indicated he would be attending the Northeast Chapter AAAE National Conference August 9th – 13th in Buffalo, NY as well as the National Airports Conference, September 28th – 30th in Portland, OR. Mr. Gasbarro made a **Motion** to approve both travel requests for August 9th – 13th and September 28th – 30th. **Second** by Ms. Planzer and **Passed** unanimously.

Various Personnel Matters

- **Personnel Sub-Committee Minutes** – the draft July 1, 2014 Personnel Sub-Committee minutes were handed out and not discussed.
- **Review and Discuss Recommended Changes to Non-Union Personnel Manual** – Mr. Rafter presented a handout of changes to the non-union personnel manual currently under review with Town Counsel pertaining to the FLSA status of the non-union employees and the accrual of comp time and overtime pay. After brief discussion reviewing the changes, Ms. Topham made a **Motion** to approve the change subject to Counsel's approval. **Second** by Ms. Planzer and **Passed** unanimously.
- **Review and Discuss the Job/Salary Classification Plan Study** – At 6:10 p.m., Mr. Don Jacobs of D. I. Jacobs Consulting Company, the Town's compensation consultant was conferenced into the meeting via telephone. Mr. Jacobs reviewed the Classification and Compensation Study Summary Report emphasizing this is a "market study" not a cost of living study. The presentation included creating consistent job descriptions, developing classification and compensation studies.

Should the Commission move forward, Mr. Jacobs' noted his next steps would be to review current job descriptions and compensation plan, work with employees to update job descriptions, and develop a marketplace survey instrument for Commission review and approval.

During discussion, Mr. Gasbarro asked if the TON's study included benefits to which Mr. Jacobs answered it was based on base salary only. Can include in Airport's study if desired.

Discussion moved to the cost of the study. Mr. Jacobs explained it was at first unclear if the Airport was included but agreed the non-union personnel were. If benefits study and union personnel are to be included, there will be additional cost.

Mr. Jacobs disconnected at 6:35 p.m.

After brief discussion, Mr. Gasbarro made a **Motion** to allow Mr. Rafter to give the authorization to proceed to Mr. Jacobs with the non-union compensation survey and to negotiate a price, not to exceed \$5K for additional survey with union personnel and/or benefits. **Second** by Ms. Planzer and **Passed** unanimously.

Sub-Committee

- **Airport Sub-Committee Assignment Discussion** was tabled until September.
- **Representation on TON Personnel Compensation Review Committee.** Ms. Topham announced her desire to resign from the Committee. The subject was tabled until September.

Commissioner's Comments

Mr. Gasbarro reported meeting with Mr. Rafter to review some information Mr. Karberg has been working on and suggests the Fly Friendly program be an August agenda item. Mr. Drake suggested Mr. Gasbarro involve Mr. Bouscaren by briefing him on the subject.

Mr. Drake announced he is scheduled to be in Boston the month of September to deal with some health issues; but will participate in the September meeting by phone.

Ms. Topham is glad to hear Mr. Rafter is pleased with the staff and wants her appreciation known as well.

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 enumerated on the Agenda to review and possible release; and to conduct strategy session with respect to collective bargaining where if held in Open Session, may have a detrimental effect on the bargaining position of the Airport Commission. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Mr. Drake – Aye

Mr. Gasbarro - Aye

Ms. Topham – Aye

Ms. Planzer – Aye

Meeting adjourned at 6:45 pm.

Respectfully submitted,

Janine M. Torres, Recorder

Master List of Documents Used

7/15/14 Agenda including Exhibit 1

5/27/14 Draft Workshop Minutes

5/27/14 Draft Regular Meeting Minutes

6/30/14 Warrant Commission Approval Sheet

Jacobs Engineering Master Plan Remaining Work Tasks

Preliminary MUNIS YTD Budget Status Report (Handout)

Oshkosh Contract for ARFF Vehicle

Kobo Utility Construction Corp Contract for Security Upgrades

Army Corps of Engineers letter dated 7/14/14

Email from Cohen to Rafter dated 7/15/14, subject Commission Agenda (Handout)

Bunker Plot Plan depicting Approx. MRS Site in relation to Smith lot

Email from Holland to Rafter dated 7.15.14 Subject FUDS ACE Letter (Read Aloud)

GA/Admin Change Order Log dated 7/15/14 & Associated PCO #20, 21 & 24R

NEC-AAAE 56th Annual Conference Registration Form

F. Russell Hoyt National Airport Conference General Information

Personnel Sub-Committee 7/1/14 Draft Minutes (Handouts)

Email from Topham to Drake dated 7/11/14 subject Personnel Manual Redraft

Proposed Revision to Administrative Personnel Manual, Section III Work Schedules and Overtime

Existing Language in Administrative Personnel Manual, Section III Work Schedules

Airport Commission Sub-Committee Assignments Effective 4/11/14 – 6/30/14

DI Jacobs Classification & Compensation Study Summary Report dated 6/11/14