

Town of Nantucket
NANTUCKET MEMORIAL AIRPORT
14 Airport Road
Nantucket Island, Massachusetts 02554

Thomas M. Rafter, A.A.E., Airport Manager
Phone: (508) 325-5300
Fax: (508) 325-5306



Commissioners
Daniel W. Drake, Chairman
Arthur D. Gasbarro, Vice Chair
Andrea N. Planzer
Jeannette D. Topham

DRAFT

**PERSONNEL SUB-COMMITTEE MEETING
NANTUCKRT MEMORIAL AIRPORT COMMISSION
JULY 1, 2014**

The meeting was called to order at 8:32 AM by Commissioner Jeanette D. Topham with the following member present, Commissioner Daniel W. Drake.

The meeting took place in the 2nd Floor conference room of the Airport Administration Building, 16 Airport Rd.

Airport employees present were Thomas M. Rafter, Airport Manager, and Jamie Miller, Business Manager.

There being no objection, the agenda was approved.

Mr. Rafter explained the need to review and revise the Airport's Administrative Personnel Manual adopted by the Commission in July 2006 and especially the need to change section "III. Workplace Schedules" to put it in compliance with the Fair Labor Standards Act.

After a wide-ranging discussion on the entire personnel manual, and agreement by the Sub-Committee members that the manual should match as closely as practicable the Town of Nantucket's personnel policies for non-union employees, it was agreed that:

1. A revised version of section III would be drafted by Mr. Drake and submitted to the Commission for its consideration at the meeting on July 15, 2014. The highlights of the revision will be that it will codify the forty hour work week already adopted by the Commission in 2012 and will state that Exempt employees will not be eligible for overtime will get up to 50 hours of compensating time in any fiscal year which must be used by the end of the calendar year in which the fiscal year falls, and subject to supervisory approval both as to accrual and use.
2. It is the Sub-Committee's intention that the balance of the revised manual will be presented to the Commission for review and approval at its August meeting if timely information is available about certain of the Town's current personnel policies.

It was noted that the Town has hired a compensation consultant, Donald Jacobs, to prepare a study on appropriate compensation ranges for each job classification. The Airport was included as a unit to be covered in its own study. Mr. Jacobs will be invited to participate in the July 15, Commission meeting to explain his methodology and the outcome that the Commission might expect.

In the context of both discussions, Mr. Rafter introduced to the sub-committee a draft of the proposed format for annual performance reviews and explained that the format would require a quarterly follow-up with by the supervisor with the employee. A general discussion of “pay for performance” ensued and the sub-committee members encouraged Mr. Rafter to explore the concept further and to make specific proposals.

Both Commissioners asked that they be sent copies of the Airport’s and Town’s contracts with the Laborer’s Union as well as electronic copies of the Airport and Town personnel manuals.

Meeting adjourned at 10:02 AM.

Respectfully submitted,

Daniel W. Drake, Recorder

Master List of Documents

July 1, 2014 Agenda

Airport Administrative Personnel Manual adopted on July 26, 2006

“Fair Labor Standards Act: The Basic’s” presentation; Kopelman and Paige, P.C. May 9, 2013

“Classification and Compensation Study and Summary Report” presentation by D.J. Jacobs, Town of Nantucket, June 11, 2014.

With attachments:

“Longevity Pay History Background”

“Town of Nantucket, MA, Proposed Salary Ranges to FY 2014 Survey Data (Non-union Positions)”

Comparison of Personnel Benefits December 12, 2012

Draft NMA Performance Evaluation Form

PROPOSED REVISION to:

NANTUCKET MEMORIAL AIRPORT Administrative Personnel Manual

III Work Schedules and Overtime

- **WORK WEEK**

The normal workweek is 40 hours per week. Work hours are scheduled by each department and may include weekends and holidays.

- **OVERTIME COMPENSATION**

Eligibility: An employee qualifies for payment of overtime depending on whether his or her position is classified as “Non-Exempt” or “Exempt” under the Fair Labor Standards Act.

Non-Exempt employees are paid at one and one-half times their regular hourly rate for the hour worked in excess of forty (40) in any workweek if authorized by their supervisor or by the Airport Manager.

Exempt employees are not entitled to overtime pay. However, because the workload may require disruption of an Exempt employee’s personal schedule, for each hour actually worked in excess of forty (40) in any workweek, such employee shall be granted compensatory time off of one hour, up to a total of 50 hours in any fiscal year (July 1 – June 30). Such work in excess of forty (40) hours per week shall be approved in advance by the Airport Manager whenever practicable. Such compensatory time off must be used by December 31 of the calendar year in which the fiscal year ends. Any accrued but unused compensatory time-off hours shall be forfeited without compensation if they are not used by said December 31, and shall also be forfeited without compensation if the employee leaves the employment of Nantucket Memorial Airport for any reason.

The use of compensating hours shall be subject to the approval of the Airport Manager. The employee shall submit every two weeks to the Airport Manager or his/her designee a statement of hours accrued (by date for the current period), hours used and the remaining balance available.
(For existing language see below.)

Chairman

Date

EXISTING LANGUAGE

III. Work Schedules

- **WORK WEEK**

The normal workweek is Monday through Sunday. Hours of operation are scheduled according to department.

- **OVERTIME COMPENSATION**

ELIGIBILITY

An employee qualifies for payment of overtime depending on his/her employment classification:

Exempt employees are not entitled to overtime pay. If, however, the job requires frequent and extended periods of work in excess of normal hours, in lieu of overtime compensation, compensatory time off at a rate not less than one hour for every hour worked in excess of normal hours. The Airport Manager will approve any over time hours in advance and may approve compensatory time off, if requested by the employee. The employee may accrue not more than 100 hours of compensatory time for hours worked. Any employee that has accrued 100 hours of compensatory time off shall, for additional overtime hours of work, be paid overtime compensation and a rate of time and one half for every hour worked. If compensation is paid to an employee for accrued compensatory time off, such comp time shall be paid at the regular rate earned by the employee at the time the employee receives such payment. All comp time shall be paid or used on an annual basis each calendar year. An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at their current rate of pay.

The employee shall, at least on a monthly basis, submit to the manager's office, a record of comp time used and accrued. If no changes have been made, monthly submittal need not occur.

Non-Exempt employees are paid at one and one-half times their regular hourly rate for the hours worked in excess of forty (40) in any workweek, if authorized by their direct supervisor or Airport Manager.

Remaining Work Tasks – Nantucket Master Plan

Master Plan Chapter	Scope Task	Description of work remaining	% Complete	Schedule completion date
1 – Public Outreach	2	One optional working group meeting and an Open House	70%	9/30/14
2 – Airfield Inventory	3.3 – Seasonal Apron Parking	Complete	100%	Complete
	3.4 – Capacities of Airport Facilities	Complete	100%	Complete
	3.5 – Airport IT Systems Analysis	Incorporate Jacobs IT Systems Group analysis into document	75%	7/31/14
	3.6 – Airport Financial Data/Benchmarking study	Incorporate PB analysis into document	90%	7/31/14
3 – Environmental Overview	4A – Existing Environmental Conditions	Incorporate new “Coastal Management Planning” text per amended task 6.B, which DELETED “Air Traffic Control Tower Siting Study” and SUBSTITUTED “Coastal Management Planning” tasks, October 7, 2013 memo from Carlson to Richardson.	90%	7/31/14
	4B – Sustainability Baseline Analysis	Agree on status of Task 4B – “Sustainability Baseline Analysis” effort, now that Airport was subsequently awarded Volpe Grant for Carbon Neutral analysis which makes \$22,682 Fee from Task 4B available for other Master Plan efforts.	0%	7/31/14
4 – Aviation Activity	3.1 – Air Service Trends	Edit text and Tables 4.7, 4.8.1 and Chart 4.6 to reflect one-way ACK-HYA Airline & Fast Ferry passenger enplanement trends.	85%	7/31/14
	3.2 – Corporate GA Operations	Complete	100%	Complete
5 – Aviation Activity Forecasts	5 – Forecasts of Aviation Demand and Fleet Mix	Coordinate with Tom Rafter on preparing a new hybrid “Forecast Scenario 2 – Downward Pressure”, based upon Table 5.2 statistics, and new ACK-HYA passenger	80%	8/31/14

Plan / ACIP		Prepare narrative text, describing the priority projects recommended in Chapter 7, with potential ACIP Federal and State funding sources, as input to Task 10 – “Financial Feasibility Plan” to be prepared by PB Aviation. Review with Tom Rafter and Commission, plus PB Aviation.		
9 – Airport Layout Plan	9 – Airport Layout Plan (ALP) Drawing Set	Complete the Ultimate ALP, Drawing 2, per the recommendations from Chapter 8, as well as the remaining ALP Drawings in the 12 drawing set. Review with Tom Rafter, FAA and MassDOT staff.	25%	9/30/14
10 – Financial Feasibility Plan	10 – Financial Feasibility	Work with PB Aviation, per Task 10, page 20 of Scope, to prepare a draft financial feasibility analysis of the ACIP and recommended 10 and 20-year improvements from Chapter 8. Review with Tom Rafter and Commission for final assumptions on passenger enplanements from Chapters 4 and 5. PB review annual revenues and cash flow from Airport Rates and Charges and recommend enhancements. PB prepare financial model and projections of expenses, revenues and debt service requirements. PB to recommend a comprehensive funding plan and pro-forma cash flow analysis, per Task 10 Scope. PB to conduct multiple iterations and reviews with Tom Rafter and Commission.	0%	10/31/14
11 – MEPA ENF Filing	11 – MEPA Filing	Jacobs to prepare a Draft Environmental Notification form (ENF) based upon the final 5-Year Capital Improvement Program selected in Chapter 8,	0%	10/31/14

ID	Task Name	Duration	% Complete	Start	Finish	July	August	September	October	November
1	Master Plan Chapter - Scope of Work Task - Description	85 days?	35%	7/7/14	10/31/14	6/22 6/29 7/6 7/13 7/20 7/27 8/3 8/10 8/17 8/24 8/31 9/7 9/14 9/21 9/28 10/5 10/11 10/18 10/25 11/1 11/8 11/15 11/22 11/29				
2	Chap 1 - Task 2 - Public Outreach (Optional Working Group and Open House Remaining)	85 days	70%	7/7/14	10/31/14					
3	Chap 2 - Task 3.3 - Seasonal Airport Parking	0 days	100%	7/7/14	7/7/14	7/7				
4	Chap 2 - Task 3.4 - Capacities of Airport Facilities	0 days	100%	7/7/14	7/7/14	7/7				
5	Chap 2 - Task 3.5 - Airport IT Systems Analysis	19 days?	75%	7/7/14	7/31/14					
6	Chap 2 - Task 3.6 - Airport Financial Data/Benchmarking Study	19 days?	90%	7/7/14	7/31/14					
7	Chap 3 - Task 4A - Existing Environmental Conditions	19 days	90%	7/7/14	7/31/14					
8	Chap 3 - Task 4B - Sustainability Baseline Analysis	19 days	0%	7/7/14	7/31/14					
9	Chap 4 - Task 3.1 - Air Service Trends	19 days	85%	7/7/14	7/31/14					
10	Chap 4 - Task 3.2 - Corporate GA Operations	0 days	100%	7/7/14	7/7/14	7/7				
11	Chap 5 - Task 5 - Forecasts of Aviation Demand and Fleet Mix	40 days	80%	7/7/14	8/29/14					
12	Chap 6 - Task 6A - Airside and Landside Facility Requirements	10 days	50%	7/7/14	7/18/14					
13	Chap 6 - Task 6B - Air Traffic Control Tower Siting Analysis	0 days	0%	7/7/14	7/7/14	7/7				
14	Chap 7 - Task 7 - Alternative Improvement Concepts	40 days	50%	7/7/14	8/29/14					
15	Chap 8 - Task * - Facilities Implementation Plan	62 days	0%	7/7/14	9/30/14					
16	Chap 9 - Task 9 - Airport Layout Plan	62 days	25%	7/7/14	9/30/14					
17	Chap 10 - Task 10 - Financial Feasibility	85 days	0%	7/7/14	10/31/14					
18	Chap 11 - Task 11 - MEPA Filing	85 days	0%	7/7/14	10/31/14					
19	ACK Commission Meetings	75 days	0%	7/15/14	10/28/14					
20	ACK Commission Meeting - July	0 days	0%	7/15/14	7/15/14	7/15				
21	ACK Commission Meeting - August	0 days	0%	8/12/14	8/12/14		8/12			
22	ACK Commission Meeting - September	0 days	0%	9/19/14	9/19/14			9/19		
23	ACK Commission Meeting - October - 1st Mtg	0 days	0%	10/14/14	10/14/14				10/14	
24	ACK Commission Meeting - October - 2nd Mtg	0 days	0%	10/28/14	10/28/14					10/28

Project: ACK Master Plan Schedule
Date: 7/7/14

Task
Split



Progress
Milestone



Summary
Project Summary



External Tasks
External Milestone



Deadline



PRELIMINARY

071514-1

Nantucket Memorial Airport
MUNIS YTD Budget Status Report

Org#	Object #		@July15 1430 FY14 Period 12
65482	42000:49999	Operating Revenue	\$ 7,591,771.65
27482	42451	Fuel Revenue*	\$ 5,195,336.00
		Total Revenue	\$ 12,787,107.65
65482	52000:59999	Operating Expenses	\$ 3,730,757.86
65482	51000:51999	S&W Expenses	\$ 3,934,987.23
27482	54102	Fuel Expenses*	\$ 5,031,163.42
		Total Expenses	\$ 12,696,908.51
		P/L	\$ 90,199.14
		Subsidy	\$ 304,598.00
		True P/L	\$ (214,398.86)

* Fuel Revolver Only

071514-2

Nantucket Memorial Airport
Fuel Revolver Update

Fuel FY13

Revolver*

Operating

Total

Period 13 Actual @ Dec 11, 2013		
Expense	Revenue	Profit
\$5,303,956.00	\$5,572,974.00	\$269,018.00
\$ -	\$1,587,469.98	\$1,587,469.98
\$5,303,956.00	\$7,160,443.98	\$1,856,487.98

Fuel FY14

Revolver*

Operating

Total

Period 99 Actual @ July 11, 2014		
Expense	Revenue	Profit
\$ 5,031,163.42	\$ 5,195,336.00	\$ 164,172.58
	\$2,139,151.86	\$2,139,151.86
\$ 5,031,163.42	\$7,334,487.86	\$2,303,324.44

042214-2



DEPARTMENT OF THE ARMY
NEW ENGLAND DISTRICT CORPS OF ENGINEERS
696 Virginia Road
Concord, MA, 01742-2751

REPLY TO
ATTENTION OF:

Programs & Project Management Division
Environmental Branch

July 14, 2014

Mr. Tom Rafter
Airport Manager
Nantucket Memorial Airport
14 Airport Road
Nantucket, MA 02554

Re: Nantucket Airport RI/FS Activities

Dear Mr. Rafter,

This letter is in response to concerns you have expressed regarding pending leases at the Nantucket Airport property. As discussed during recent conference calls, the Corps of Engineers awarded a contract to conduct Remedial Investigation/Feasibility Study activities at the Nantucket Airport FUDS site. The contractor is currently developing work plans detailing the work to be done at the site. The FUDS Munitions Response Site (MRS) is defined in the Site Inspection Report as a 2-acre parcel. You have been provided the coordinates of that parcel. Our investigation will begin within the 2-acre MRS. The intent of our investigation is to determine the nature and extent of any munitions related contamination. The concerns we have with conducting activities within the MRS are related to safety and spreading of the contamination. Based on those concerns, we recommend that you limit intrusive (excavation) activities within the MRS until we finish our field work. We will also need access to the MRS and possibly the immediate surroundings to conduct our field investigation.

We do not anticipate doing work outside the 2-acre MRS but will not know for sure until we have done the fieldwork on the MRS itself. If the contamination extends to the MRS boundaries and beyond, we will need to move outside the original boundaries until we define the full nature and extent of the contamination. We recommend limiting intrusive activities immediately surrounding the MRS until we have completed our field investigation.

Sampling conducted by the property owner/lessee will not impact future funding/work by the Corps of Engineers. Many of our sites have had sampling performed by other parties. We would incorporate the sampling results in our reports, if appropriate.

If you require additional information regarding this project, please feel free to contact me at (978) 318-8543.

Sincerely,

**SULLIVAN.HEATHER.L
.1228495065**

Digitally signed by SULLIVAN.HEATHER.L.1228495065
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=USA, cn=SULLIVAN.HEATHER.L.1228495065
Date: 2014.07.14 13:41:38 -04'00'

Heather Sullivan
FUDS Program Manager
USACE, NAE

From: [Steven Cohen](#)
To: [Geoffrey Smith](#); [Tom Rafter](#)
Cc: [Janine Torres](#)
Subject: RE: Commission Agenda
Date: Tuesday, July 15, 2014 11:48:08 AM

Tom,

Thank you for the update.

My read of this letter is that the ACOE's recommends 1) limiting intrusive (excavation) activities *within the MRS* until they finish the field work and 2) limiting intrusive activities *immediately surrounding the MRS* until they have completed the field investigation.

However, they confirm that sampling conducted by the property owner/lessee will not impact future funding/work by the Corps of Engineers. They note that many of their sites have had sampling performed by third parties and that they would want such data to incorporate into their results, if appropriate. This is consistent with my client's position that he should be allowed to do or fund testing of the lease area, and that the lease can and should proceed with appropriate terms. I hope that this is your reading of the letter and your position on this as well.

As an aside, it might be useful to know how far the MRS site is from the lease site. It is not critical but the Commission may want to know whether the lease area is in the immediately surrounding of the MRS. My understanding is that it is quite a distance, not just outside the 2 acres MRS site, but I do not have the coordinates.

See you at 5.

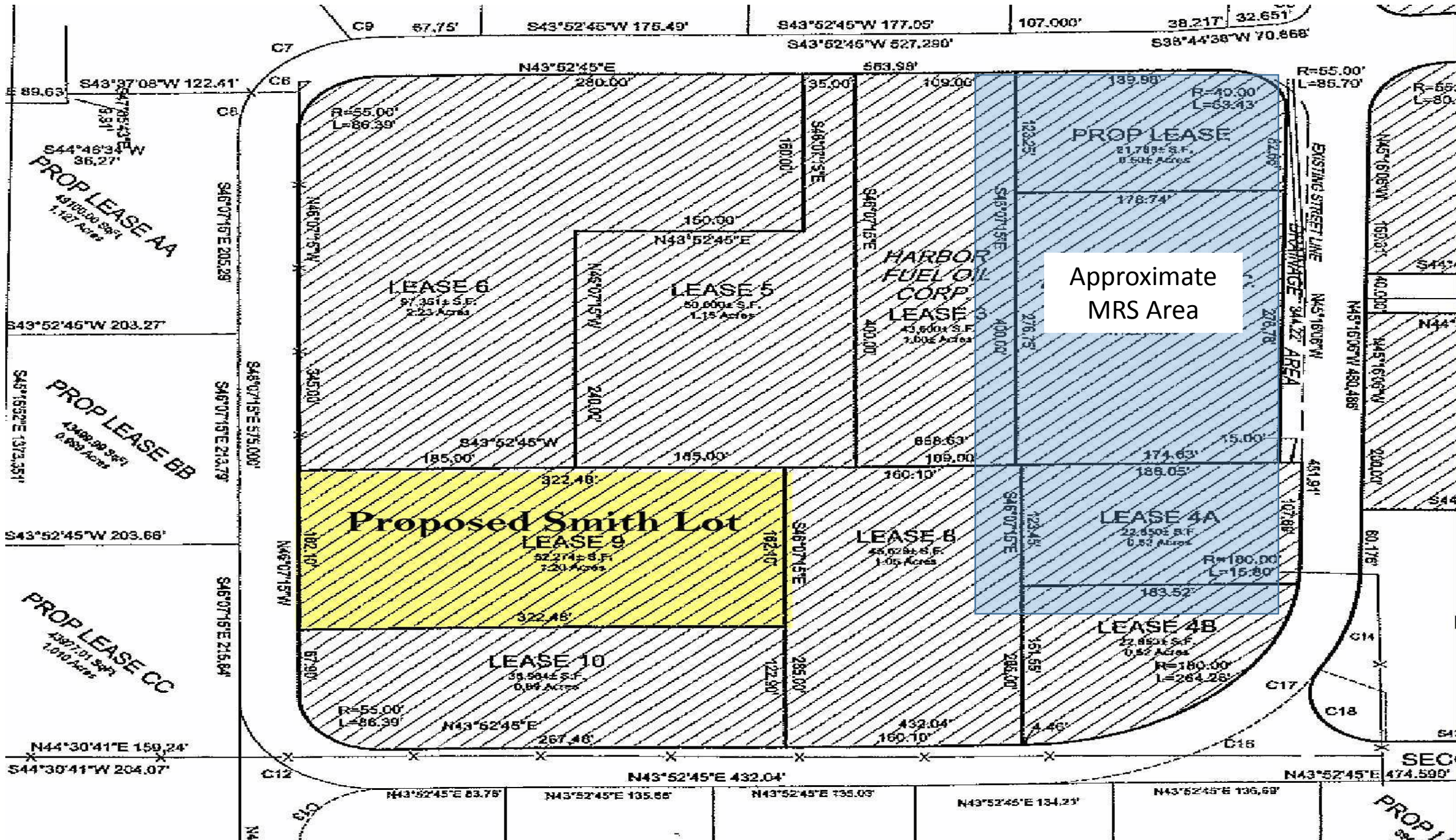
Best,

Steven

Steven L. Cohen, Partner
Cohen & Cohen Law PC
34 Main Street, 2nd Floor
Mail: Post Office Box 786
Nantucket, Massachusetts 02554
Tel. (508) 228-0337
Fax (508) 228-0970
Steven@Cohenlegal.net

STATEMENT OF CONFIDENTIALITY:

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Legend

- MRS Boundary Points

NOTES:

(1) MRS boundary points (assumed) provided by U.S. Army Corps. of Engineers;
(2) Imagery acquired by The Sanborn Mapping Co. Inc. on Sept. 7, 2013.



From: [Richard T. Holland](#)
To: [Tom Rafter](#)
Cc: [Janine Torres](#)
Subject: RE: FUDS ACE Letter
Date: Tuesday, July 15, 2014 11:05:01 AM

Tom I am out of state but looked at that letter on my phone and it appears to me to say that depending upon what they find at the MRS site, the investigation may expand into other areas. In this light, it does not seem to me to be prudent to do anything that will result in more costs for smith because that may add more fuel to the fire if you do not award it a lease. I also do not think it is prudent to have anyone messing around on the other property if it turns out that the corps may have to go out there to do further investigation. I think we have to wait until the MRS site investigation is complete it, don't you?

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Tom Rafter
Date: 07/15/2014 10:52 AM (GMT-05:00)
To: "Richard T. Holland"
Cc: Janine Torres
Subject: FUDS ACE Letter

Rick,

Dan has asked me to check with you on the next steps with G.J. Smith given the information provided in the Army Corp letter from yesterday. Based on this, if the Commission desires, can we create language that allows G.J. Smith to proceed with hiring a consultant to investigate/sample the area without cost to the airport and proceed accordingly if anything is found or not?

Thanks

Tom

Tom Rafter, A.A.E.
Airport Manager
Nantucket Memorial Airport
14 Airport Road
Nantucket, MA 02554

7/15/2014

GA/ADMIN BUILDING CONSTRUCTION CHANGE ORDERS

Pre-Policy Approved Change Orders			Per Policy Adopted 4/23/13		
			Change Orders Approved by Manager		Pending Change Orders > \$10K
Baybutt			Previously Reported		
CO #1	7/20/12	(9,500.00)	PCO # 8	5/1/2013	(6,892.57)
			PCO #9	5/1/2013	(7,969.55)
Merchants			PCO #10	4/26/2013	(25,572.10)
PCO #1	4/3/13	4,024.99	PCO #11	4/30/2013	2,682.62
PCO #2	4/3/13	612.80	PCO #7	6/12/2013	(13,260.00)
PCO #4	4/16/13	3,777.72	PCO #13	6/12/2013	5,640.75
PCO #6E	4/23/13	12,436.49	PCO #14	6/12/2013	(10,268.00)
Total Pre-Policy Approved COs		11,352.00	PCO #15	6/26/2013	52,133.66
			PCO #12	4/25/2013	5,396.00
			PCO #16	6/24/2013	9,367.10
			PCO #17	6/25/2013	1,250.91
			PCO #18	10/17/2013	(950.00)
			PCO #23	10/17/2013	2,358.01
			PCO #27 R	8/29/2013	12,387.61
			PCO #28	10/17/2013	2,636.09
			Previously Approved/Ratified		28,940.53
			Since 6/24/14		
			PCO #20	8/2/2013	1,173.00
			PCO #21	8/2/2013	3,059.80
			PCO #24R	8/9/2013	3,429.89
					\$7,662.69
			Total Pending		\$0.00
Original Baybutt Contract	3,819,525.00				
"Pre-Policy" Approved Change Orders	11,352.00				
Previously Approved/Ratified	28,940.53				
Total new CO to Ratify	\$7,662.69				
Total Net Change Orders a/o 6/24/14	47,955.22				
New Contract Total a/o 6/24/14	3,867,480.22				
Total new CO > \$10K to Approve	\$0.00				
Pending New Contract Total	3,867,480.22				

Change Orders Under Contention OR Review		
PCO 003	6,861.67	In Contention
PCO 019	6,511.09	In Contention
PCO 022	1,252.68	In Contention
PCO 027A	1,150.00	In Contention
PCO 028B	1,460.07	Under Review
Total	17,235.51	



MERCHANTS BONDING COMPANY
C/O FASANO ACCHIONE & ASSOCIATES LLC
6 EAST HINCKLEY AVENUE, SUITE 203
RIDLEY PARK, PA 19078

NANTUCKET AIRPORT FBO
& ADMIN BLDG
14 Airport Road
Nantucket, MA 02554

DATE OF PCO: 8/02/13
DATE SUBMITTED: 8/02/13

PROPOSED CHANGE ORDER

MERCHANTS PCO # 020

Merchants Bonding Company	
Subcontractor Proposal Number: Ideal Floor Covering # 6288	
Reason for Scope Change: Areas of hardwood missed on contract drawings	
The reason for the change is: The top of landings at Stair # 201 and Stair # 214 require hardwood flooring to be installed in order to comply with stair riser heights required by Code. Hardwood for these areas is not indicated on the contract drawings. 60 square feet of material is required.	
Ideal Floor Covering Quote # 6288	\$ 1,020.00
SUBCONTRACTOR	
Subcontractor AMOUNT	\$ 1,020.00
Subcontractor Overhead & Profit & Bond	
SUBCONTRACTOR TOTAL	\$ 1,020.00
Merchants/FAA Overhead and Profit; 15%	\$153.00
Total, THIS PCO	\$1,173.00
TOTAL MERCHANTS PCO #020	\$1,173.00
The Original Contract Sum was	
Net Change by previously authorized BY Change Orders/Amendments	
The Contract Sum prior to this Change Order was	
The Contract Sum will be increased by this Change Order	
The new Contract Sum including this change order will be	
Merchants reserves the rights to additional time as a result of this change	
Not valid until signed by both the OWNER and CONTRACTOR TX	
Town Of Nantucket Acting By Its Airport Commission Owner	Merchants Bonding Company Completing Surety
BY Thomas Rafter	
DATE 1/9/14	

PCO # 020

Quote



Acct # 5334

For:

MERCHANTS BONDING CO
237 W 35TH ST
SUITE 1102
NEW YORK, NY 10001

Ship To:

MERCHANTS BONDING CO
NANTUCKET AIRPORT
NEW YORK, NY 10001

Quote #

6288

Customer PO

Contract #

Date

6/6/2013

Sales Person1

SHAYNE

Sales Person2

Type	Quantity	Product Description Labor Description	Color / Item Number Room	Price	Total
Wood					
Materials	60SqFt	5" RED OAK SELECT		\$9.50	\$570.00
Labor	60SqFt	Hardwood Install,Stain,and Finish		\$7.50	\$450.00

Information

Total

Labor	\$450.00
Materials	\$570.00
Sales Tax	
Grand Total	\$1,020.00
Balance Due	
Deposit	

*PLEASE CALL AHEAD FOR CUSTOMER PICK UP SO WE CAN PREPARE YOUR ORDER *

ALL SPECIAL ORDERS ARE SUBJECT TO A \$48.00 FREIGHT/FEUL SURCHARGE

A MINIMUM OF 50% IS REQUIRED TO ORDER/RESERVE MATERIALS AND SERVICES.

*****NO RETURNS ON ANY SPECIAL ORDER/NON-STOCKING MATERIAL *****

ALL RETURNS ON ANY IN STOCK MATERIALS MUST BE MADE WITHIN 30 DAYS OF ORDERING. ALL ORDERS MUST BE PAID IN FULL PRIOR TO PICK-UP OR INSTALLATION.

Buyer _____ Date _____ Seller _____ Date _____



MERCHANTS BONDING COMPANY
C/O FASANO ACCHIONE & ASSOCIATES LLC
6 EAST HINCKLEY AVENUE, SUITE 203
RIDLEY PARK, PA 19078

NANTUCKET AIRPORT FBO
& ADMIN BLDG
14 Airport Road
Nantucket, MA 02554

DATE OF PCO: 8/02/13
DATE SUBMITTED: 8/02/13

PROPOSED CHANGE ORDER

MERCHANTS PCO # 021

Merchants Bonding Company	
Subcontractor Proposal Number: Ideal Floor Covering # 6288	
Reason for Scope Change: Design Team Request	
The reason for the change is: Per NAG Meeting Minutes Item 63-04, revisions to floor finishes were requested at building entrances. Entrance mats and frames were requested to be deleted. Hardwood flooring was requested to be deleted at Entry 129 and added at Entry 119. Ceramic tile was requested to be added at Entry 103, Entry 106, and Entry 129.	
Ideal Floor Covering confirmation for no cost change for add/delete of hardwood	\$ -
Division 10 Specialties Credit for entry mats	\$ (1,250.00)
Nauma LLC pricing for added ceramic tile	\$ 3,747.65
SUBCONTRACTORS	
Subcontractor AMOUNTS	\$ 2,497.65
Subcontractor Overhead & Profit & Bond	
SUBCONTRACTOR TOTAL	\$ 2,497.65
Merchants/FAA Overhead and Profit; 15%	\$562.15
Total, THIS PCO	\$3,059.80
TOTAL MERCHANTS PCO #021	\$3,059.80
The Original Contract Sum was	
Net Change by previously authorized BY Change Orders/Amendments	
The Contract Sum prior to this Change Order was	
The Contract Sum will be increased by this Change Order	
The new Contract Sum including this change order will be	
Merchants reserves the rights to additional time as a result of this change <input checked="" type="checkbox"/>	
Not valid until signed by both the OWNER and CONTRACTOR	
Town Of Nantucket Acting By its Airport Commission Owner	Merchants Bonding Company Completing Surety
BY <i>Thomas Rafter</i>	
DATE <i>1/9/14</i>	

PCO # 021

nantucket



architecture group ltd.

william martin mcguire - a.i.a.
stephen c. theroux

phone: 508-228-5631
fax: 508-325-4284

	/ign. With the /urety for review. Incorrect /ote. /ign should read: Accessible Access at Main Entrance.	
63.04	Tara to review /ection 12 48 13 Entrance Mats section of the specifications and give /teve Gindhart a direction to go in. Tara submitted a carpet tile /NAG would like to use to both Merchants and the Airport. Tom Rafter stated that he will review this with his maintenance people as the walk off mats are a maintenance issue. Tara stated that Tom Rafter and the Airport would like there /NOT to be inset carpets, we will infill areas with tile/wood (to match surrounding flooring) and the Airport will purchase removable walk off mats. The Airport would like to see Entry 129 all tile instead of wood. /NAG to send Merchants/FA&A a formal request for this. This is being priced out by Merchants/FA&A. With the surety for review. /NO CHANGE.	
65.07	MJ requested the monthly schedule update. Tom Rafter requested last week that /teve Gindhart have a schedule prepared assuming the transformer was set on June 24 th . /teve agreed to this. This is a contract requirement. This is being prepared and will be submitted with the next pay req (next week) A 'DRAFT' schedule was given to all at the meeting. /teve G to Issue schedule via e-mail (without draft) and we will review and ask questions via e-mail. Tom Rafter asked if the project is going according to schedule. No answer by Merchants/FA&A. Updated /chedule next week w/ pencil req per MJ's request.	
66.02	/teve G. brought to our attention that in order to install the approved specified welded frames that there would need to be a remediation of the existing rough openings. /teve G. and MJ both expressed that Knock down frames would have been fine for this application. /NAG stated that if Merchants/FA&A would prefer to use knockdown frames, they can purchase and replace the welded frames as long as there is no cost to the airport and that Merchants FA&A provide a /ubmittal for approval for the knock down frames to /NAG. /teve G is working on this. /NAG to receive today or tomorrow. /NAG still has not received /ubmittal	
67.03	/teve G. wants to install the exterior concrete pads for the HVAC to get the HVAC up and running. Merchants/FA&A will install bulkheads if necessary. Toscana to start site prep. /N progress. Installed	
67.04	Regarding the absence of callouts for the Electrical Hand dryers on the Electrical Plans, Bill McGuire pointed out that the specifications for the Electrical Contractor requires him to refer to all the plans, specifications and shop drawings for other trades for detail of facility equipment. (Please see /pecification 16000-1 1.3 GENERAL C. Responsibility) /NAG views this as a remediation issue. /NAG sent direction from Engineer last week, Brite Lite not on site yet to do work.	
68.01	/teve G. asked a question about the testing company. ACG stated that they will provide Merchants/FA&A with the number to the testing company. Merchants/FA&A and ACG will coordinate notification for concrete testing. Briggs was notified but did not show up as their guy was sick and they could not find a replacement. Briggs can do a core test to show strength. ACG stated that there was no notification from Merchants/FA&A that concrete pouring was happening on multiple days. If known we could have gotten Briggs out here on a different days. ACG also stated that by the history of the concrete that Toscana provides, and the color of the concrete, ACG states that they do not think that it is necessary to test the concrete. Tara stated that /NAG should have been notified before the pour to allow for us to come do a rebar inspection on the grade beam. Grade beams and column footing are complete, were not tested. /NAG to ask Jacobs if they want the Light pole footings tested. /NAG forwarded the photographs of the rebar to Abajona.	
69.01	Pete would like to make sure that the attic was cleaned after drywalling is finished Correction: After plywood for shear wall is completed	
69.02	/teve G asked if the structural engineer was going to do a final walk through. Bill stated that this could most	

15 amelia drive ~ p.o. box 1814 ~ nantucket, ma 02554
e-mail: nag@nantucket.net ~ www.nantucketarchitecture.com

Larry Maleike

From: Shayne Quigley <ShayneQ@idealfloor.com>
Sent: Wednesday, July 24, 2013 10:56 AM
To: Steve Gindhart
Cc: Larry Maleike; Thomas J. Acchione
Subject: RE: Merchants-Baybutt_Nantucket : Wood Flooring Finish Submittal (APPD)

There will be no cost change on this

Shayne Quigley
General Manager
Ideal Floor Covering
882 Main St.
Falmouth, MA 02540
O-508-540-3320
F-508-540-2222

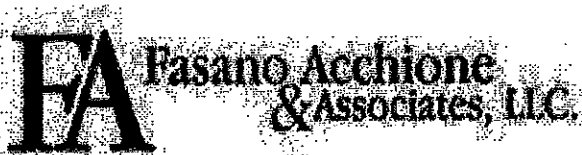
From: Steve Gindhart [mailto:SGindhart@fasanoacchione.com]
Sent: Tuesday, July 23, 2013 8:50 AM
To: Shayne Quigley
Cc: Larry Maleike; Thomas J. Acchione
Subject: RE: Merchants-Baybutt_Nantucket : Wood Flooring Finish Submittal (APPD)

Shayne,

Please see attached drawings of Entry 119 & 129.

Both were originally wood with a carpet inlay. Entry 129 will now be all ceramic tile, only a wood threshold between Reception 127 & Entry 129. They want to eliminate the carpet inlay at Entry 119 and infill with wood flooring.

Stephen C. Gindhart
Senior Consultant



Philadelphia Office
6 East Hinckley Avenue
Suite 203
Ridley Park, PA 19078
(610) 521-5060
(610) 521-5338
(610) 368-6814 Cell

Division 10 Specialties

811 Washington Street, Unit 7
Pembroke, MA 02359
781-829-0546 fax 781-829-0548

July 10, 2013

Re: Nantucket Memorial Airport

To: Steve Gindhart

Please find our quotation for the following:

Section 10506

Floor Mats

This includes 4 floor mats. Lump sum pricing to furnish only is\$ 1,250.00.

The terms are net 30 days. Please call with any quantity or material discrepancies.

The following items are excluded from this bid: we exclude sales tax, permits, field measurement, cost of electricity and protection of work from other trades. All work performed by Non -Union labor. Quoted price firm for 30 days.

We trust the above meets with your approval and we assure you of our best service. We look forward to working with you on this project.

Please contact us for all of your Division 10 Specialty requirements.

Best regards,

Ed Jenkins

Nantucket Airport
General Administration Building
29 Macy Lane
Nantucket MA 02554

Tile Installation Proposal EXTRAS

Room # Description	Floor Ft. Sq.	Wall Ft. Sq.	TOTAL Ft. Sq.	Cementboard, Floor Mat'l Cost Installation	Cementboard, Wall Mat'l Cost Installation	Floor Tile Setting	Wall Tile Setting	Shower Pan/Floor	Stone Installation	Grout, Seal Caulk	Total Installation	
Tiled Entryways: Additional tile	70	0	70	\$200.00	\$300.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$300.00	\$3,200.00
TOTAL	70	0	70	\$200.00	\$300.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$300.00	\$3,200.00

Material Allowance

79 SF floor tile \$422.65
Shipping (est) \$125.00
TOTAL \$547.65

TOTAL, Material and Labor \$3,747.65

Grout Schedule

All grout and color matched caulk INCLUDED IN PRICE

Comments

All floors to be covered in 1/4" CBU (unless otherwise specified), all walls 1/2" CBU.
All thinset mortar, additives, hardware, etc., to be provided by tile setter.
Laticrete Spectralock epoxy grout to be provided by tile setter.



MERCHANTS BONDING COMPANY
C/O FASANO ACCHIONE & ASSOCIATES LLC
6 EAST HINCKLEY AVENUE, SUITE 203
RIDLEY PARK, PA 19078

NANTUCKET AIRPORT FBO
& ADMIN BLDG
14 Airport Road
Nantucket, MA 02554

DATE OF PCO: 8/08/13 and 11/15/13
DATE SUBMITTED: 8/09/13

PROPOSED CHANGE ORDER

MERCHANTS PCO # 024 Revised

Merchants Bonding Company	
Subcontractor Proposal Number:	
Seekonk Heating Proposals dated 8/8/13	
Reason for Scope Change: Response to Merchants RFI # 010	
The reason for the change is: Per the Design Team's response to Merchants RFI # 010, related to condensate pump assemblies (not indicated on the contract document) and return air revisions. Pricing is provided as follows	
Seekonk Heating Proposal for providing/installing condensate pumps	\$2,161.87
Seekonk Heating Proposal for revisions to return air capacities	\$ 820.84
SUBCONTRACTORS	
Subcontractor AMOUNTS	\$ 2,982.51
Subcontractor Overhead & Profit & Bond	
SUBCONTRACTOR TOTAL	\$ 2,982.51
Merchants/FAA Overhead and Profit: 15%	\$447.38
Total, THIS PCO	\$3,429.89
TOTAL MERCHANTS PCO # 024R	\$3,429.89
The Original Contract Sum was	As a result of the above changes, Merchants/FAA has been delayed on the project and is entitled to additional costs and time. The delays are ongoing and Merchants/FAA can not, at this time, state the exact number of days that the job has been impacted. Merchants/FAA reserves its right to supplement this PCO with a specific request for additional time once the impacts have been determined
Net Change by previously authorized BY Change Orders/Amendments	
The Contract Sum prior to this Change Order was	
The Contract Sum will be increased by this Change Order	
The new Contract Sum including this change order will be	
Merchants reserves the right to additional time and costs as a result of this change	
Not valid until signed by both the OWNER and CONTRACTOR	
Town Of Nantucket Acting By its Airport Commission	Merchants Bonding Company
Owner	Completing Surety
BY <i>Thomas Rafter</i>	<i>[Signature]</i>
DATE <i>12/19/13</i>	ON BEHALF OF MERCHANTS BONDING COMPANY T-7-14



New York Office: 237 West 35th Street, Suite 1102 • New York, NY 10001 • (212) 244-9588 • FAX (212) 244-9514
New Jersey Office: 520 Fellowship Road, Suite A-104 • Mount Laurel, NJ 08054 • (856) 273-0777 • FAX (856) 273-6686
Philadelphia Office: 6 East Hinckley Avenue, Suite 203 • Ridley Park, PA 19078 • (610) 521-5060 • FAX (610) 521-5338
Baltimore Office: (410) 683-8375 • (410) 683-8381

REQUEST FOR INFORMATION

RFI # 010

prepared on behalf of Merchants Bonding Company

To: Nantucket Architecture Group
15 Amelia Drive
Nantucket, MA. 02554
Attn: Bill McGuire

Date: 8/05/13
Attn: Bill McGuire
Title: Project Architect
Project: General Aviation/Administrative Building
Nantucket Memorial Airport

Drawing Reference: NAG Contract Drawings E-1 and M-1

Specification Section References: Divisions 16 and 23

Attachment: None

Subject/Issue:

- 1) AHU's 1-4 appear to not have return air capacity Note # 6 on Dwg M-1 makes reference to filtered air/F.A. plenum with references to outside air connection only. Note # 7 on M-1 makes mention to filtered open end return, W/WMS. Will return air be required and if so, what size?
- 2) AC-1, located in the IT Room will required a condensate line and condensate pump along with electrical power. Please advise.
- 3) Due to height limitations at AHU-5, the condensate line servicing this unit will require a condensate pump and electrical power. Please advise.

Response Requested By: As per contract documents, but as soon as possible

Submitted by: Lawrence Maleike; Fasano Acchione & Associates LLC; lmaleike@fasanoacchione.com

A/E Response:

Attached

Signature: *Tom Acchione*

Date: *8-6-13*

COPIES TO: Tom Acchione: FAA; acchione@fasanoacchione.com

RFI #010 Response

DATE RECEIVED: 8-06-13

DATE RETURNED: 8-06-13

TO: Bill McGuire
Nantucket Architecture Group
15 Amelia Drive
Nantucket, Ma. 02554

FROM: Michael Sconsoni

RE: Nantucket Memorial Airport
TMP Project: 10-2433

The following are in response to the (3) RFI Items:

1. The return air capacities for units AHU-1 thru 4 shall be as follows. Based on the Equipment Schedule, Drawing M-5, it indicates the supply air for each unit along with outside air required. Based on this information, the return air shall be the difference between these (2) quantities. Therefore returns for each shall be as follows. AHU-1 shall be 1100 cfm, AHU-2 shall be 1550 cfm, AHU-3 shall be 1710 cfm and AHU-4 shall be 790 cfm.

2. Install new in-line condensate pump for AC-1, supported from structure above at elevation of AC-1 condensate discharge. Pump shall be based on Little Giant Model #VCMA-15ULST condensate pump with Safety Switch included. Pump selection at 1/50 HP, 115 volt/1 phase. Pump shall be hard wired by electrical as noted. Connect new 3/4" condensate line from AC-1 to pump and discharge over to existing Sump Pit adjacent to Stair #105, running line as high as possible from unit to Sump Pit. For electrical connection for pump, provide 20A/120V circuit from Panelboard P1. Pump shall be hard wired and provided with a respective service disconnect switch.

3. Install new in-line condensate pump for AHU-5, supported from structure above, at elevation of AHU-5 condensate discharge. Pump shall be based on Little Giant Model #VCMA-15ULST condensate pump with Safety Switch included. Pump selection at 1/50 HP, 115 volt/1 phase. Pump shall be hard wired by electrical as noted. Pump shall be installed in existing 3/4" condensate line from AHU-5. For electrical connection for pump, provide 20A/120V circuit from Panelboard P1. Pump shall be hard wired and provided with a respective service disconnect switch.

[MJS/mjs]

cc: JDM, MCD, GDH - file

H:\10-2433\ca\rfi\2433MR010

SEEKONK HEATING SERVICES, INC.

911 Taunton Avenue

(508) 336-3069

Seekonk, MA 02771

Fasano Acchione & Associates, LLC.

August 8, 2013

6 East Hinckley Ave.

Ridley Park, PA 19078

Attn: Steven Gindhart

RE: Nantucket General Aviation Building

Nantucket, MA

Subject: Additional Condensate pumps for AHU-5 and A/C-1 as per the engineers RFI# 10 response.

We are pleased to provide a cost proposal to furnish and install all required materials necessary to complete this work.

Labor: 16hrs. @ \$61.31	\$980.96
Taxes & Insurance 21%	\$206.00
Material: ¾" pvc pipe and fittings	\$163.55
Equipment: (2) Condensate Pumps	\$169.20
Travel (Air Fare)	\$360.00
Sub-Total :	\$1,879.71
 Seekonk Heating Services, Inc. overhead/profit 15%	 \$281.96
 Total Cost:	 \$2,161.67

Any questions please do not hesitate to call.

Sincerely,


James B. Dallaire

F. W. WEBB COMPANY
3 SLATER ROAD
CRANSTON, RI 02920
TEL# (401-463-3741)
FAX# (401-463-4103)

Quote
Number
Date
08/08/13 40319660

To:
SEEKONK HEATING SERVICES

SEEKONK HEATING SERVICES

911 TAUNTON AVE
SEEKONK MA 02771-1609

911 TAUNTON AVE
SEEKONK MA 02771-1609
JIMMY - LITTLE GIANT

(508-336-3069) Fax# (508-336-0883)
Cust # Customer Po# Rel#
131025

Writer Date Req
TMM 08/08/13
PAGE 1 OF 1

Quoted By: TIM MARCHAND

Quantity	Description	Net Price	Exten	Ln#
2	* COND PMP AUTO W/SWTC 115V VCM L/G554425 (50096)	84.600	169.20	(1)
		Sub Total:	169.20	
		Total:	169.20	

*** NUMBER OF DAYS QUOTE VALID IS 15 ***
PLEASE REFERENCE QUOTE # 40319660 FOR INQUIRIES OR ORDER OF ABOVE MATERIAL

SEEKONK HEATING SERVICES, INC.

911 Taunton Avenue

(508) 336-3069

Seekonk, MA 02771

Fasano Acchione & Associates, LLC.
6 East Hinckley Ave.
Ridley Park, PA 19078

August 8, 2013

Attn: Steven Gindhart

RE: Nantucket General Aviation Building
Nantucket, MA

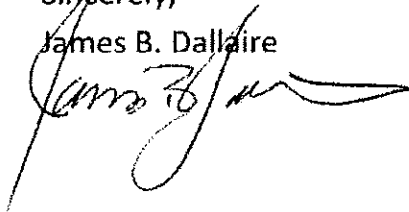
Subject: Return Air Capacities for AHU Units 1-4 as per the engineers RFI# 10 response.

We are pleased to provide a cost proposal to furnish and install all required materials necessary to complete this work.

See attached Professional Sheet Metal NE, Inc. proposal	\$533.77
Travel (Air Fare)	\$180.00
Sub-total	\$713.77
Seekonk Heating Services, Inc. overhead/profit 15%	\$107.07
Total Cost:	\$820.84

Any questions please do not hesitate to call.

Sincerely,
James B. Dallaire



PROFESSIONAL SHEET METAL NE, INC.

911 Taunton Avenue

Phone (508) 336-4168
Fax (508) 336-4171

Seekonk, MA 02771

SEEKONK HEATING SERVICES, INC.
911 TAUNTON AVENUE
SEEKONK, MA 02771

Attention: JIM DALLAIRE
Regarding: NANTUCKET MEMORIAL AIRPORT

August 8, 2013

Jim, this is the cost of RFI #10 item number one return air for AHU 1 thru 4, you will have to add the cost for travel as we did not include it in this quote.

Material: Misc. Ductwork

Wire mesh screens 12 sq. feet @ \$1.45 sq. foot =	\$17.40
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Labor: Shop 2hr. @ \$50.00	\$100.00
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Field 5hr. @ \$57.33	\$286.65
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Taxes and Insurance 20%	\$77.33
-------------------------	---------

Sub-Total	\$464.15
-----------	----------

Profit and Overhead 15%	\$69.62
-------------------------	---------

TOTAL \$533.77

We look forward to hearing from you,
Sincerely,


Mark Valois