

Town of Nantucket  
**NANTUCKET MEMORIAL AIRPORT**  
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*Commissioners*  
E. Foley Vaughan, Chairman  
Sheila O'Brien Egan, Vice Chair  
Robert J. Atlee  
David C. Gray, Sr.  
Dual A. Macintyre, Jr.

**NANTUCKET AIRPORT COMMISSION MEETING**  
**Special Meeting**  
**November 25, 2008**

The meeting was called to order at 9:01 AM by Chairman E. Foley Vaughan with the following Commissioners present: Vice Chair Sheila O'Brien Egan, Robert J. Atlee and David C. Gray, Sr. Commissioner Dual A. Macintyre was present via conference call.

Also present were Airport Manager Al Peterson and Janine M. Torres, Administrative Assistant to the Airport Manager. Finance Director Tina M. Smith was present via conference call.

**2010 Budget/2009 Fee Structure**

Commissioner Macintyre suggested adding Airport Manager's House to the Capital Summary. Manager Peterson noted it may be too late having already met with the Capital Committee and already pushing the "Replace Ramp Lights" item after their deadline. Chairman Vaughan agreed with Commissioner Macintyre noting the present economy makes this project more attractive. Manager Peterson was instructed to try to get this project added in the amount of \$800K.

Manager Peterson presented the Commission with a spread sheet proposing new terminal rents. He reported having spoken with Amy MacPhetres and Nora Richardson of Jacobs Consulting who has experience in terminal rate structuring. The basis of the fee structure is to ensure the debt service for the terminal project, \$600K per year is being covered. The terminal rents are broken down as a per square foot (psf) charge for office space and a psf charge for common area shared. The common area share is based on 80% enplanements and 20% usage. This formula would increase the budget line item Rental Income – Terminal & Ramp from \$606K as presented in the budget to \$652K.

Commissioner Egan felt very strongly that Cape Air, was absorbing too much of an increase. She noted the large seasonal airlines should capture more of the costs. Mr. Peterson concurred it looks bad on paper, but the basis for the charges are justified based on the increased space. The formula, he explained, must be applied equally on a pro-forma basis. Cape Air would have to absorb a higher rent.

Discussion took place on other fees that could be added or raised including a ramp or apron fee, an increase to the rent-a-car customer facility charge (CFC) and the possibility instituting of a temporary passenger facility charge (PFC).

Manager Peterson was instructed to find out what Hyannis, Martha's Vineyard and Provincetown has for terminal rent fees and continue the Fee Structure discussion.

A motion was made to submit the 2010 budget to the Town Finance Department based on the \$606K terminal rental income. Commission Macintyre asked that the \$75K budgeted for Advertising Commission be removed. After brief discussion, the Commission m/s/p approval of the 2010 budget as presented with further discussion needed on the 2009 Fee Structure.

At 9:40 AM, Commissioner Macintyre and Finance Director Tina Smith disconnected from the conference call.

### **ARFF Architectural Design**

The selection committee consisting of Chairman Vaughan, Vice Chair Egan, Manager Peterson and Stephen Flecchia of Jacobs Engineering began interviews of the five architectural firms chosen as finalists for the ARFF building design. Commissioner Gray sat as an alternate. Commissioner Atlee and Clerk of the Works, Paul Letendre sat in as observers.

The five firms interviewed were, Maguire Group, HKT Architects, Inc (via teleconference), EarthTech, Fennick McCredie Architecture, Inc. and DiMarinisi & Wolfe.

At 11:50 Commissioner Atlee departed.

At 12:20 Vice Chair Egan departed.

After the final interview, the remaining selection committee discussed their ranking of the five finalists with the presentation by Fennick McCredie unanimously ranked as number one.

Meeting adjourned at 1:12 PM.

Respectfully submitted,

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Janine M. Torres, Recorder