

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
Special Meeting Minutes
December 3, 2008**

The meeting was called to order at 10:35 a.m. by Chairman E. Foley Vaughan with the following Commissioner present: David C. Gray, Sr. Vice Chair Sheila O'Brien Egan joined the meeting at 10:50 a.m.

Also present were Airport Manager, Al Peterson, Terminal Project Clerk of the Works, Paul Letendre, Jacobs Engineering consultant Stephen J. Flecchia, Architect Jonathan McCredie and Assistant to the Airport Manager, Janine Torres.

Chairman Vaughan announced the purpose of the special meeting was to 'kick-off' the 2009 CIP Airport Rescue Fire Fighter (ARFF) Building project by meeting with the recently selected architectural firm of Fennick and McCredie. Manager Peterson added the importance of meeting the bid deadlines of this fast-track project as to not jeopardize the FAA funding.

Several initial ideas were discussed regarding design, heat and functionality including a basement under the office side of the building and the use of solar panels. During discussion, the group eliminated the choice of a metal building, and had different opinions about block versus a traditional Nantucket building. Manager Peterson reported the HDC has verbally supported the building looking like a firehouse.

Discussion moved to location and the desire to have drive thru bays. Several options were discussed to allow this to happen including the moving of the perimeter fence and gates and the rotation of the building. Mr. Flecchia announced the survey results will be available on December 8th and the boring results available around December 18th.

Mr. McCredie announced design team member, Armen DerHohannesian, will be out soon to speak with Mr. Peterson to go through the building 'wish list'.

Mr. McCredie reviewed a checklist of items needed to move forward:

- Water source – after brief discussion, look into a well for water but use town sewer
- ALP/Part 77 – Jacobs to forward to Fennick & McCredie
- Site should be ‘clean’ seeing that there has never been anything there
- Drive thru’s – 3 best, 2 minimal

Team structure was discussed and determined:

- Jonathan McCredie – Team Lead
- Jacobs Engineering – Owners Project Manager (OPM)
- Al Peterson – Airport Contact (J. Torres copied) – All general comments via e-mail should be copied to the entire team

Other local departments to be involved were discussed and determined:

- Conservation Commission – No
- Planning Board – Yes
- Zoning – Perhaps (setbacks)
- Local Fire/Police/Selectman – Yes, jointly. Mr. Peterson to attempt December 17th at 1:00 p.m.
- ATCT – Yes
- Surfside Association – Yes, later in the process
- National Heritage - will be notified through airport consultant

Mr. Flecchia to forward Mr. McCredie copies of the FAA/MAC preliminary meeting notes.

Team meeting schedule was discussed and determined: December meetings will take place weekly, January, bi-weekly: December 10th, 11:00; December 17th, 9:30; No meeting December 24th; December 30th, 9:30; January 7th and January 21st, both 9:30. Mr. Vaughan cannot attend December 30th. Vice Chair Egan cannot attend January 7th.

After brief discussion, it was m/s/p to provide Fennick and McCredie a Written Notice to Proceed (NOP), while contract documents are drawn. Mr. McCredie was asked to draft the NOP and send to Mr. Peterson for review. Fees, to get design to bid levels, will be approximately 40% to 60% of the estimated 8 to 10% architectural costs.

Mr. McCredie summed up the general principles of the design:

- Building must be dual function (ARFF and Operations)
- Sustainability
- Workplace environment
- “Island aesthetics” be maintained for GA 1st impression
- Flexibility
- Durability
- Maintainability

Meeting adjourned 12:15 p.m.

Respectfully submitted,

Janine M. Torres, Recorder