

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

Alfred G. Peterson, Airport Manager  
Phone: (508) 325-5300  
Fax: (508) 325-5306



*Commissioners*  
E. Foley Vaughan, Chairman  
Sheila O'Brien Egan, Vice Chair  
Robert Atlee  
David C. Gray, Sr.  
Dual A. Macintyre, Jr.

**NANTUCKET AIRPORT COMMISSION MEETING**

December 8, 2009

The meeting was called to order at 5:00 PM by Chairman E. Foley Vaughan with the following Commissioners present: Vice Chair Sheila O'Brien Egan, Dual A. Macintyre, Jr., David C. Gray, Sr., and Robert Atlee.

Also present were Airport Manager Al Peterson, Airfield Supervisor Jeff Marks, Administrative Assistant to the Airport Manager Janine Torres, Finance Director Tina Smith, Environmental Coordinator Jack Wheeler, and Administrative Coordinator Yolanda Taylor.

The Commission Unanimously *M/S/P* approval of the November 10, 2009 minutes and the November 10, 2009 Executive Session minutes.

The Commission Unanimously *M/S/P* approval of the December 16, 2009 Warrant.

**Noise Abatement**

The Early Morning Compliance award for November was awarded to Nantucket Shuttle who had 100% compliance.

Bob Falanga, Theresa Molinski, and Barbara Settupane accepted the award on behalf of Nantucket Shuttle.

Mr. Wheeler stated all the Airlines have reached compliance for the third month in a row and they will all receive 15% rebate on their landing fees.

Chairman Vaughan thanked Commissioner Macintyre for creating the Noise Abatement Incentive program.

**Discuss and Approve 2010 Rate Fee Structure**

Mr. Peterson reported all the rates and fees have remained the same as last year. There has been one new charge added for fingerprinting to reimburse the Airport who pays Homeland Security \$50 per fingerprint set.

Commissioner Macintyre inquired who gets fingerprinted. Mr. Peterson responded every person who gets a badge has to be fingerprinted.

Vice Chair Egan asked if all of Scanlan's employees were required to be fingerprinted. Mr. Peterson responded the only person required to be badged and fingerprinted was the superintendent due to the construction site being set up with access from the land side and not the airfield side.

The Commission Unanimously *M/S/P* approval the 2010 Rate Fee Structure.

## Budget Review

### 2011 Budget

Mr. Peterson handed out a spread sheet which was prepared by Finance Director Tina Smith and after a brief discussion and the recommendation of the Sub-Committee the Commission Unanimously **M/S/P** approved the 2011 Budget to go before the Finance Committee.

Mr. Peterson reported the items the Airport has put on the Capital request:

- Ramp extension, engineering and environmental work for the extension of the ramp
- Fuel truck containment project
- Fuel farm rehab
- Renovation of the Administration building
- Parking lot landscape
- Employee housing (manager's house)
- New airfield equipment

### Contingency Budget

Mr. Peterson reported according to Town Finance Director Connie Voges, the Airport has 6.7 million in retained earnings. It is not clear as to whether the Airport can spend the retained earnings. The money can not be used to pay down debt; however it can be used for one time Capital expenses.

Mr. Peterson explained in respect to expenses if revenue falls you can't control retirement or health care costs. The only aspect you would be able to control is the amount of expenditures and the number of employees.

Mr. Peterson reported as a rule of thumb you should have 1.25% of your debt service in earnings.

Chairman Vaughan would like the Sub-Committee to look into ways of reducing our retained earnings.

Commissioner Macintyre asked if the Commission could get bullet points on what you can use retained earnings for and what the optimal level of retained earnings should be for the Airport. Mr. Peterson responded he will contact Peter Lamb and ask him for all the information.

Mr. Peterson reported the 2009 Financials draft is complete showing the net operating revenue of \$6.9 million and operating expenses were 6.051million which is a net of \$934,000 before depreciation.

Mr. Peterson reported the Airport has agreed to use the Town's Auditors; however, will still use Peter Lamb on a month to month basis so the Airport will be prepared for their audit at the end of the year.

### Terminal Update

Mr. Peterson reported:

- Carter Burgess did the commissioning on the bag belt and winter HVAC settings.
- The temperature on the mains has been switched to the heating mode. Chairman Vaughan asked if anyone has complained about it being to cold in the terminal. Mr. Peterson responded Mr. Flaherty of Cape Air has stated one room is cold. Mr. Peterson is checking into the situation.
- Lawrence Lynch is putting trench drains outside the roll-up doors to prevent water coming under the doors.

## ARFF Update

Mr. Peterson reported:

- J K Scanlan had to dig out about 12 feet of unacceptable fill. The Airport owns below 4 ½ feet which is approximately \$30,000.
- The forms were laid today and the concrete was poured for the footings
- The walls will start going up on Monday.

## Automated Parking Update

Mr. Peterson reported a license plate recognition system has been added which will maximize inventory control.

Commissioner Macintyre asked if the Airport has any plans to educate the public on the new parking system. Mr. Peterson reported the Airport will do a press release after the Holidays.

## ATCT Update

Mr. Peterson stated there are no new updates on the ATCT project.

## Environmental

Jack Wheeler reported operations through November were down 11.95%. There were 119,365 total operations through the month of November. Enplanements for the month are down 21.31% with 182,801 total enplanements through the end of October. GA Enplanements were 897 for the month of November which is up from the prior year. Freight through the end of October was 177,421 which is up from the prior year. Noise complaints through the end of November were a total of 181 year to date which is down 84.18%. There has only been 1 complaint in the month of November.

Chairman Vaughan asked if there are any other Airports in Massachusetts that track noise and offer incentives the way Nantucket does and if so would like Mr. Wheeler to do a comparable on the success or failures. Mr. Wheeler reported there is not any other Airport that offers incentives for noise abatement that he knows of however he will check into it.

Commission Atlee would like Mr. Wheeler to put out a press release to acknowledge all the airlines for complying and Nantucket Shuttle for achieving 100%.

## Operations

Mr. Peterson reported:

- Skanska has held the remaining percentage owed to Bouchard for the bad painting job in which Skanska had to hire another painting company to fix the deficiencies. Bouchard has requested the Airport put that money into an escrow account. Mr. Peterson has sent all the necessary paperwork to Legal Counsel for review.
- FAA New Advisory Circular meeting tomorrow in Burlington
- Monday, Tuesday, and Wednesday mandatory NIMS course on the Cape.
- The Motor Grader will arrive in 60 – 90 days.
- There is a rumor the Department of Revenue is considering putting sales tax back on Aviation.
- Eye Touch Media has TV screens on trial in the Terminal.

## Public Comment

There were no audience members wishing to make remarks during Public Comment.

It was **M/S/P** by the following vote to adjourn into Executive Session to discuss Personnel and Lease issues, not to reconvene into Regular Session.

Chairman E. Foley Vaughan – Aye  
Vice Chairman Sheila O'Brien Egan – Aye  
Commissioner Dual A. Macintyre, Jr. – Aye  
Commissioner David C. Gray, Sr. – Aye  
Commissioner Robert Atlee – Aye

Meeting Adjourned at 6:10 PM

Respectfully Submitted,

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Yolanda J. Taylor, Recorder

