

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
Dual A. Macintyre, Jr.
Carl D. England, Jr.

NANTUCKET AIRPORT COMMISSION MEETING

September 14, 2010

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., Robert Atlee, and Card D. England, Jr.

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

The meeting took place in the SRE Building at 13 New South Road.

Chairman Vaughan announced the meeting was being recorded.

The Commission Unanimously *M/S/P* approval of the August 10, 2010 minutes.

The Commission Unanimously *M/S/P* approval of the October 6, 2010 Warrant.

Noise Abatement

Mr. Peterson reported the Early Morning Compliance award for August will be announced at a later date due to the fact that Mr. Wheeler has been out for the past few weeks due to an injury.

Chairman Vaughan stated a press release will go out as soon as we have the results.

Island Airlines Caravan

A) Noise Complaints and review of Noise Abatement Incentive Plan

Mr. Peterson reported Mr. Wheeler handed out some statistics at the last Commission Meeting. Due to Mr. Wheeler being out of the office there is no new data. The Commission tabled the discussion until next months Commission Meeting.

Mr. Gasbarro stated the past two Sundays the Caravan was landing on runway 15 while the other airlines used the main runway. He has some data which he will email to Mr. Peterson for the Commission to look over. Mr. Gasbarro asked the Commission not to allow the Caravan to have any exemptions if they do not follow the noise incentive program.

Mr. LaForge from Island Airlines stated since the Caravan has been in service it has done approximately 12,000 flights with only a couple dozen complaints which is a fraction of the flights. Mr. LaForge would like the Commission to consider these numbers when they make a decision.

B) Landing Fees

Mr. Peterson reported Island Airlines has asked for the Caravan to be billed at the same rate as the 402's. The current discount price for the 402's and Caravan is roughly 20% for each aircraft. Mr. Peterson stated the landing fees are measured on the weight of the plane. Mr. Peterson reported the Commission votes landing fees every year during the budget process.

Commissioner England questioned whether the landing weight is the appropriate measure to determine landing fees.

Chairman Vaughan stated the Commission needs to encourage more Caravans and would like Mr. Peterson to check into other options on landing fees. The Commission will revisit the discussion on landing fees at the next Commission meeting.

Airport Engineering Services

Mr. Peterson reported a recent RFQ for Engineering Services was advertised. The staff reviewed the five submittals. Mr. Peterson recommends retaining Jacobs for the next three years.

The Commission Unanimously *M/S/P* approval to continue with the Engineering Services of Jacobs for the next three years.

Airport debt review / Admin / FBO Building Discussion

Mr. Peterson reported the building of the new Administration/FBO Building will cost approximately \$3 million dollars. The Airport has applied for a State Grant which is 80% funding this will add \$2 million to the debt in addition to the \$4.5 million for the terminal. Even if awarded a grant, the Airport still has to show the bottom line how the money is being spent. Mr. Peterson spoke with bond counsel and the current borrowing rate is 3%. The remaining AIP money for the terminal will arrive after October.

Commissioner Macintyre stated he doesn't know what the appropriate coverage is for both long and short term debt on all the projects. Commissioner Macintyre would like an expert opinion on what the appropriate coverage is on long/short term debt before the Airport moves forward with any new projects.

A sub-committee consisting of Commissioner Macintyre will look into a financial plan for long/short term debt.

Commissioner Atlee asked if the Airport can use their rainy day fund as collateral against a loan. Mr. Peterson responded he will ask bond counsel and report back to the Commission.

Bill McGuire of Nantucket Architecture Group explained due to the building code changing over the years, (they are due to change again in January) it would cost more money to bring the present building up to code then it would be to build a new building. The cost to renovate would cost 3-4 times as well as add 3 months onto the project.

Commissioner Macintyre would like a cost analysis on the cost to build new verse renovating. Mr. McGuire will ask his consultants and report back to the Commission.

Project Updates

A) ARFF Building

Mr. Peterson reported the original substantial completion date for the ARFF Building was last Friday and it is not complete. There have been a few issues with the electrician and their bonding company is involved. An extension was granted until this Friday, September 17th. After this date liquidated damages will be assessed.

B) R/W 33 Extension

Mr. Peterson reported there is a meeting next Tuesday. The R/W 33 Extension is a three phase project 1st the completion of the overlay of R/W 24 intersection, 2nd 500 ft extension of the runway, and 3rd the taxiway. The engineering has been complete and will be ready to go out to bid in the 1st quarter. Jacobs is the Engineering Company (National Heritage is looking at where the Airport has cleared some brush).

C) SW Ramp Extension

Mr. Peterson reported the environmental permitting has been started along with the design. The Airport will hire a local surveying company.

D) Automated Parking

Mr. Peterson reported the new parking system is working well. July's revenue was the same as last year, however; August's revenue was up 20%. The amount of monthly statements the Airport sends out went from 3,000 down to 500.

E) ATCT

Mr. Peterson reported the FAA has asked the Airport to proceed with the siting study. Mr. Peterson stated Bill Payne will perform the final siting study on site 2. Mr. Peterson has not heard anymore on the analysis of the current tower, however; he believes it will take place in October.

F) Solar Project

Mr. Peterson reported the Airport needs to complete the contract with Bob Patterson which should be completed this weekend with a few changes made by Town Counsel.

Sub-Committee Reports

A) Owners Project Manager (OPM) Selection for Admin/FBO Project

Commissioner Macintyre reported there were 3 finalists for the OPM position. The Architectural Consulting Firm of Mike Josefek and Peter Koczera were selected for the position, however; the negotiations have not been completed and a few details need to be worked out.

Mr. Peterson added there were 2 finalists, the Architectural Consulting Firm and Paul Letendre who is the current Clerk of Works for the ARFF Building. The Architectural Consulting Firm would be almost double in cost compared to what Mr. Letendre is paid. Mr. Letendre has done a good job and is on site. Mr. Peterson stated in order to stay under the 7th edition of the building code, the building permit would have to be filed no later than December 15, 2010 and a building contractor is required to file the permit.

The Commission directed to continue to work on negotiations with the Architectural Consulting Firm.

B) Replace Apron Flood Lights

Commissioner Macintyre reported there are currently 15 poles with 4 lights on each pole that light the ramp area with some of the poles corroding and some of the lights falling off. The FAA does not have any specific requirements on ramp or apron lighting. Commissioner Macintyre recommends moving 2 of the existing pole locations and adding an additional pole making a total of 16. Out of the 16 poles, 13 will have flood lights with built in louvers to provide the maximum lighting required. The remaining poles will have Dark Skies lighting. The total cost will be \$350,000.

Mr. Peterson reported he has had a grant application in for a few years to help with the cost.

Commissioner Macintyre met with Mr. Flaherty from Cape Air out on the North Ramp. There is clearly not sufficient lighting. Commissioner Macintyre would recommend flood lights on the terminal and agrees with Mr. Peterson's suggestion of moving the aircraft closer to the terminal.

C) Terminal Air Conditioning

Vice Chair Egan reported Enterprise along with Matt Dunham found the balancing mechanism to be off. The intake and outtake vents are too close to each other. There is a temporary fix in place, however; the airport is waiting to hear from Enterprise for the final solution.

Environmental Report

Mr. Peterson reported:

- We are working with National Heritage and Peggy Fantozzi
- Environmental Management Committee meeting will take place after the first of the year to review the management plan
- In the process of writing the formal Wildlife Plan as requested by the FAA by using USDA personnel

Operations Report

Mr. Peterson reported:

- Airport traffic is slowing down
- Jeff's crew is doing the final mowing
- The perimeter road is complete
- Working on fall projects

Commissioner Atlee asked about the leaks in the roof and the fire pump conduit. Mr. Peterson reported Skanska is working on the leak in the roof and Jeff and his crew sealed the conduit. A new fire pump control panel is on order.

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 contract negotiations with non-union personnel, not to reconvene into Regular Session.

Chairman E. Foley Vaughan – Aye
Vice Chair Sheila O'Brien Egan – Aye
Commissioner Dual A. Macintyre, Jr. – Aye
Commissioner Robert Atlee – Aye
Commissioner Carl D. England, Jr. – Aye

Meeting Adjourned at 6:15 PM

Respectfully Submitted,

—

Yolanda J. Taylor, Recorder

[Master List of Documents used at 9/14/10 Commission Meeting](#)

August 10, 2010 Draft Meeting Minutes
Island Airlines Caravan Flight Pattern Examples
Early Morning Noise Abatement Incentive Plan
Island Airlines re Caravan Landing Fees
Airport Debt Schedule YE 2010 through 2017
GA Revenue Analysis 2005 through 2010 (Handout)
Airport Debt Schedule Pro-forma (Handout)
Pitkin County Airport Financial Plan (Handout)