

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
Daniel W. Drake, Chairman
Arthur D. Gasbarro, Vice Chair
Sheila O'Brien Egan
Carl D. England, Jr.
David C. Gray, Sr.

AIRPORT COMMISSION MEETING

October 11, 2011

The meeting was called to order at 5:00 PM by Vice Chair Sheila O'Brien Egan with the following Commissioners present: Carl D. England, Jr., Arthur D. Gasbarro, David C. Gray, Sr., and Dan Drake.

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

The Meeting took place at the Public Safety Facility at 4 Fairgrounds Rd.

Vice Chair Egan announced the meeting was being recorded.

The Commission **M/S/P** unanimous approval of the October 11, 2011 Agenda.

Upon a motion to approve the August 31, 2011 regular Minutes, Vice Chair Egan requested the following be added to the minutes. The reason for not having an Assistant Manager was due to the hiring freeze set forth by the Town.

The Commission **M/S/P** approval of the August 31, 2011 and September 27, 2011 commission minutes with Commissioner Drake abstaining.

Election of Officers

Vice Chair Egan nominated Dan Drake for Chairman. The nomination was seconded by David Gray. With no other nominations, the Commission Unanimously voted for Dan Drake as Chairman.

Commissioner Drake nominated Arthur Gasbarro for Vice Chair. The nomination was seconded by David Gray. Commissioner Egan nominated Carl England for Vice Chair. Commissioner England stated no second was needed according to Robert's Rules. With three votes from Dan Drake, David Gray and Arthur Gasbarro, Arthur Gasbarro was named the Vice Chair.

Chairman Drake thanked Commissioner Egan for her years of service as Vice Chair and in the past few weeks as acting Chair.

Public Comment

Herb Cabral general manager of Island Airlines stated he supports Mr. Peterson and feels he has done an excellent job running the Airport.

Sue Fine a Nantucket resident stated she and her husband are in full support of Mr. Peterson as Manager and would like to see Mr. Peterson remain as the Airport Manager.

Susan Whitlock a Nantucket resident feels Mr. Peterson has done an excellent job running the Airport and is in full support of him.

Contract Review

Environmental Consultant

Mr. Peterson recommends giving Peggy Fantozzi a 3 year contract. Vice Chair Gasbarro stated the Airport should have a person on staff as an Environmental Consultant and he has not seen any fiscal analysis on a full time employee verses a consultant.

Chairman Drake asked why Ms. Fantozzi was allowed to do the work without a contract. Mr. Peterson stated some of the work Ms. Fantozzi has done was under a grant.

After a brief discussion Vice Chair Gasbarro would like to amend Ms. Fantozzi's contract to pay her what is owed and to extend the contract through the end of the year. Mr. Peterson stated the contract should be extended to the end of the fiscal year.

Vice Chair Gasbarro made a motion to extend Ms. Fantozzi's contract to \$25,000 above what is already owed and to end 12/31/11 it was seconded by Commissioner Gray. Commissioner Egan amended the motion to \$50,000 and extend the date until June 30, 2012 and was seconded by Commissioner England. The amended motion was approved by a 4 to 1 vote with Vice Chair Gasbarro opposed.

Vice Chair Gasbarro made a motion to exclude the travel in Ms. Fantozzi's contract it was seconded by Commissioner Gray. Chairman Drake, Commissioner Egan, and Commissioner England opposed. The motion did not carry.

Citiworks (Replace Perimeter Fence Vehicle Gates)

Mr. Peterson stated Citiworks, Inc. submitted the low bid of \$282,539.00 for an Invitation for Bid (IFB) to replace the perimeter fence gates to a standard size sliding gate to eliminate the potential security issue of the swing gates having large gaps when not locked properly by a chain and lock.

Vice Chair Gasbarro made a motion to approve the Citiworks contract, seconded by Commissioner Gray. It was **M/S/P** unanimously to approve the Citiworks contract.

Ascent Contract Extension Discussion

Mr. Peterson stated Ascent's contract runs out in January and recommends a 3 year extension or at least extend the contract to cover the period of what's owed.

Commissioner Egan noted Town Counsel advised this is exempt and does not have to go out to bid. Chairman Drake stated he would like this to eventually go out to bid and would support extending the contract until the end of the fiscal year.

Vice Chair Gasbarro made a motion to extend the contract and to remain in full force until the end of the fiscal year. The Commission **M/S/P** unanimous approval.

Commissioner England made a motion the next fuel supply contract be put out to bid. The Commission **M/S/P** unanimous approval.

Notice to Proceed Discussion and Vote

Baybutt Construction Managers (General Contractor – GA/Admin Bldg)

Mr. Peterson explained Baybutt Construction submitted the low bid of \$3,819,525 for the general contractor for the new General Aviation and Administrative Offices Building. The Commission **M/S/P** unanimous approval of Baybutt Construction contract.

Commissioner Gray asked if all the addendums are included. Mr. Peterson responded all 6 addendums are included. The electrical spec is being re-written to exclude tel-data and security and will go back out to bid. Baybutt is carrying

an amount for the basic electrical work. The Airport will use a State Contract for the tel-data and security portion of the spec.

Vice Chair Gasbarro asked if this project is 100% locally funded, Mr. Peterson stated yes, however; the Airport will apply for an ASMP grant with the State with potential for 80% reimbursement.

Commissioner Gray asked when the start date would be. Mr. Peterson responded as soon as the contract is signed.

Lanco Solar (PV Solar Project)

Mr. Peterson recommends the Airport accept the proposal by Lanco Solar. This is a private venture were the Airport will produce enough electricity for its own use. Lanco would have all responsibilities for permitting. Chairman Drake asked what the payback would be to the Airport and to Lanco. Mr. Peterson responded the Airport would receive free power for the first ten years and pay \$.0775 per kWh for the next ten years. There is a buyout option at the end of the 20 years which has not been negotiated yet.

Consultant Bob Patterson added the Airport does not put up any money. It is all funded by Lanco. The only obligation the Airport has is for some of the permitting which Lanco is paying \$50,000 towards. Lanco receives federal solar certificates as their benefit.

Upon a motion by Commissioner England, the Commission **S/P** unanimous approval for the Airport Manager to proceed with contract negotiations with Lanco Solar.

Information Technology/Environmental Coordinator Position Status

Vice Chair Gasbarro asked what the status of the IT position is and would like to know if the Airport could work with the Town's IT person.

Chairman Drake asked who the Airport works with know in regards to an IT person. Mr. Peterson responded the Airport uses a local company, Computer Assistance Services, Schuyler Kuhl who is over the \$25,000 limit. Mr. Peterson stated he would like to do an RFP for an IT consultant.

Commissioner Gray stated he spoke to Linda Rhodes who is the Town's IT person and she stated the Airport is too big and she could not do it without extra help.

Chairman Drake stated the Town's IT person would have to prioritize and the Airport would be put second.

Commissioner Egan stated while attending staff meeting at the Airport some of the concerns are when there is an emergency and something has to be fixed right away there is no one at this time to fix them.

Chairman Drake stated there needs to be a professional in this position.

Mr. Peterson will do an RFP for an IT position at the Airport.

Chairman Drake would like a memorandum on all open positions at the Airport for the next meeting.

Travel Reimbursement Policy Status

Commissioner England stated there is a Town policy in place, however; who should approve out of state travel for the airport.

Tabled until the next Commission meeting.

Manager's Report on Organizational Memberships

Mr. Peterson reviewed his memo on the organizational memberships by both the airport and several staff members.

Commissioner Gray stated he has been on line looking at AAEE and suggested the Commissioners become a part of AAEE and take some of the training which he feels would be helpful.

Chairman Drake asked Commissioner Gray to report his thoughts on training at the next Commission Meeting.

Vice Chair Gasbarro understands the memberships for training purposes but questions the benefit of the fees for the Airport's affiliation to NATA and the Airport Legislative Alliance. Mr. Peterson stated both are very beneficial.

Passur System Status

Mr. Peterson reported the Passur technician will be here tomorrow to set up the system.

Vice Chair Gasbarro stated he spoke with the CEO of Passur and he apologized for the delay.

Other Project Updates

- **SW Ramp Extension** –Bill Richardson from Jacobs reported the current program planning goes along with the 5 year capital improvement plan with the FAA and reviewed the environmental work that been done so far. The final noise study is not yet complete, but preliminary results show most airplane noise derives from running APU's. Mr. Peterson stated the whole area will be permitted then we will decide what we can afford. Mr. Williuer asked if the HDC have been approached. Mr. Richardson stated when the time comes they will definitely be informed.
- **ATCT** – The project has been reassigned to the FAA's regional office and a meeting is planned in November to discuss the siting report and the existing tower report. Both reports will be incorporated into a business proposal. Commissioner Gray stated he saw a report in the Tower on the existing conditions dated June 21, 2011. Mr. Peterson, unaware the report was delivered, will look into it.
- **VALE – Ramp Electrification** - This project is in limbo, there is no FAA funding this fiscal year.
- **RW 15/33 project** – Vistor Brandon was the low bidder for the two phases of the project the FAA Grant covers. The work will not start until spring.

Operations Report

- Revenue over Columbus Day weekend was up 40%
- There has been interest in land in the Bunker area so an RFP for land lease will be advertised soon
- Airport is offering the employees flu shots
- Mr. Peterson asked the Commission if they would like to go back to the special winter rate for parking which would be 4 consecutive nights of parking for \$20.00 from October 15th through May 15th. The Commission Unanimously **M/S/P** approval of the winter rate parking passes. Mr. Williauier asked if you could buy consecutive passes. The Commission agreed to revisit the option of consecutive passes at the next Commission meeting.

Commissioner's Comments

Commissioner Gray stated the AAE Training would be a good idea and something for the Commissioners to consider.

Chairman Drake stated he appreciates the confidence given to him by the Board of Selectmen and the Airport Commissioners and he is here to see that the Airport as a rule runs as a functioning Airport. Chairman Drake would also recommend bringing in someone from FAA and/or MassDOT to present and overview on grant assurances, Chapter 90 and how they relate to municipal enterprise funds since there are 3 new Commissioners. Mr. Peterson agrees and will start at the State level.

Public Comment

Peggy Silverstein stated she was impressed with how the meeting was conducted.

It was **M/S/P** by the following vote to enter into executive session, not to reconvene into open session, to conduct contract negotiations with the airport manager, Al Peterson:

Chairman Daniel Drake – Aye
Vice Chair Arthur Gasbarro – Aye
Commissioner Sheila O'Brien Egan – Aye
Commissioner Carl D. England, Jr. – Aye
Commissioner David C. Gray, Sr. – Aye

Meeting Adjourned at 6:45 PM

Respectfully Submitted,

Yolanda J. Taylor, Recorder

Master Documents Used
10/11/11 Agenda
August 31, 2011 Minutes
September 27, 2011 Minutes
Contract: Margaret R. Fantozzi
Contract: Citiworks, Inc.
Ascent Aviation Group Fuel Agreement
Ascent Aviation Finance Charges e-mail
GA/Admin Building General Contractor Bid Results
Lanco Solar: Solar PV RFP Proposal letter dtd 9/27/11
TON Travel Reimbursement Policy
Organizational Memberships Memo
Jacobs Engineering SW Ramp Extension PP Presentations

