

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

Jeff Marks, Acting Airport Manager  
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*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 28, 2011**

The meeting was called to order at 4:02 PM by Chairman Daniel W. Drake with the following Commissioners present: Vice Chair Gasbarro, Sheila O'Brien Egan, Carl D. England, Jr. and David C. Gray, Sr.

Also present were Airfield Supervisor/Interim Manager Jeff Marks and Administrative Coordinator Yolanda Taylor.

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

Chairman Drake announced the meeting was being recorded.

Chairman Drake stated he would like Commissioners Comments and another Public Comment added to the Agenda. The Commission Unanimously **M/S/P** approval of the Agenda.

**Public Comment**

There were no audience members wishing to speak at this time.

**Commission Signing Authority for Grant Related Paperwork**

Chairman Drake stated the Airport staff has asked the Commission to reconsider requiring all five signatures when it comes to Grant Related Paperwork.

Vice Chair Gasbarro made a motion to require the signature of the Chairman on all Grant Related Paperwork provided the Commission has already approved the grant proposal.

The Commission Unanimously **M/S/P** approval of giving Chairman Drake Signing Authority on all Grant Related Paperwork.

**Travel Policy**

Vice Chair Gasbarro stated he had another discussion with Chief Procurement Officer Diane O'Neil and there are a couple of different ways to have credit cards and there not be an issue; however, Vice Chair Gasbarro did not receive additional information until late this afternoon. Therefore would like to present the Travel Policy at a future meeting.

Chairman Drake stated this issue came up because an employee who needed training by a certain date could not go due to the fact they did not have a credit card.

**Airport Manager Succession**

Chairman Drake stated this has two parts 1<sup>st</sup> finding someone as an acting Manager during the search for a permanent Manager and 2<sup>nd</sup> discussion on the job description and process to finding a permanent Manager.

## **Acting Manager**

Chairman Drake announced Bill McGrath has shown interest in the acting Manager's position and will be at the November 1, 2011 meeting for an interview. There is an issue in regards to Mr. McGrath he owns and leases most of Island Airlines airplanes and sub-leases the freight hangar to them. Town Counsel considering the conflict of interest.

Chairman Drake stated Mr. McGrath was owner and operator of Gull Air from 1975 – 1983, 1983-1991 was principal of McGrath Aviation, 1991 – 2007 principal owner of Island Airlines. Mr. McGrath is not interested in becoming the permanent Manager.

Commissioner Gray is happy Mr. McGrath is willing to step into the interim job of Manager.

Commissioner England agrees with Commissioner Gray.

Commissioner Egan stated Mr. McGrath brings a wealth of knowledge to the aviation industry.

Vice Chair Gasbarro agrees with all previous comments.

Chairman Drake stated although he doesn't know Mr. McGrath personally he brings a lot of management knowledge to the job. Mr. McGrath will be offered the same annual salary rate as Mr. Peterson without any of the benefits, subject to the Commissions approval.

The Commission **M/S/P** approval to move forward in regards to the interview process with Mr. McGrath.

## **Job Description**

Vice Chair Gasbarro handed out a draft job description for the Commissioners to look over and give any feed back and suggestions on the draft form.

After brief discussion the Commission will send any and all suggestions to Vice Chair Gasbarro and will discuss at the next Commission Meeting.

## **Process**

Chairman Drake stated the job will be advertised everywhere it can be and asked whether the Airport want to hire a search firm.

Commissioner Egan stated a search firm would weed out a lot of the candidates.

Vice Chair Gasbarro stated the Commission should weigh the pros and con's of a search firm and then make a decision.

Chairman Drake stated he is against hiring a search firm and would like the Commission to have more to do with the search.

## **Commissioners Comments**

Commissioner Gray stated he is still working on the training.

Vice Chair Gasbarro stated the firm of Marcom LLP was selected to perform the forensic audit.

Commissioner Egan asked if this firm has aviation related experience and why was Marcom LLC chosen over the other firm, Vice Chair Gasbarro responded Marcom LLC does not have as much aviation experience as the other firm did and Marcom LLC has more focus on investigation where the other firm focus's more on accounting. The base amount for the forensic audit is \$25,000 to cover the two main projects which are the runway and restaurant then the other 3-5 projects, with compensation at \$195 and hour with a cap not to exceed \$75,000.

Chairman Drake reported:

- He has notified all the necessary people of the change, Mr. Peterson has turned in his car, keys, and access to his e-mail account has been stopped.
- Contract with Geno Geng will be approved on Tuesday with a new signature page.

- There is a meeting next Thursday in regards to procurement. A list of contracts needed in order of importance is needed.
- Chairman Drake asked Jeff to prioritize the list of projects needed to be done.
- Mr. Peterson ordered a new explorer while he was still Manager without getting approval or a contract. Chairman Drake called the company today and cancelled the new vehicle.
- Some of the supervisors at the Airport feel there has been a breakdown to the managerial process. The chain of command has disintegrated and there is a significant morale problem. The Commissioners need to be careful of how we address the employees and respect their jobs.
- Net Jets through Commissioner Gray have requested a meeting regarding their business at the Airport. Chairman Drake and Commissioner Gray discussed after everything is worked out in regards to a new Manager and the Airport settling back down to talk to all the tenants. Chairman Drake would like to do this in the form of a workshop. Commissioner Egan stated the Commission should meet with all the tenants. Vice Chair Gasbarro suggests putting off the workshop with the tenants until the first of the year. The Commission agreed.

Commissioner Egan asked if there would be weekly construction meeting, Jeff Marks stated yes.

Chairman Drake stated there is some concern with the Capital Program Committee on whether there is grant money coming into offset the expenses for fiscal year 2013. Chairman Drake will check with Tina Smith and get the necessary paper work.

Commissioner Gray stated he would like to have a meeting with the Airlines before the first of the year. Chairman Drake stated he would like to have everything go through the Airport Management.

#### **Public Comment**

Whitey Willauer, speaking as a member of the public and Energy Committee, in regards to the Solar Project, feels this should be coordinated with the Waste Water Treatment Plant's Solar Project and where does the project stand, who is the point of contact, and where do you go from here. Chairman Drake responded he spoke to Mr. Patterson to take an overlook of the entire project once again before there is a go ahead with the project. The company has until the end of the year to order the parts. The Commission will discuss this further and then decide whether it is needed.

Clifford Williams from the FAA stated the Commission should look at the mauls and see how there have disintegrated with the salt air.

Meeting Adjourned at 5:00 PM

Reconvened at 5:02 PM

Chairman Drake stated the draft contract for Mr. Peterson has been prepared by counsel and sent to Mr. Peterson's counsel and would like to get it approved by the Commissioners at Tuesday November 11, 2011 meeting.

Meeting Adjourned at 5:04

Respectfully Submitted,

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Yolanda J. Taylor, Recorder

Master Documents Used  
10/28/11 Agenda  
Commission Signing Authority for Grant Related Paperwork  
Draft job description for the Airport Manager (Handout)