

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

November 8, 2011

The meeting was called to order at 5:00 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, 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.

Chairman Drake announced the meeting was being recorded.

The Commission Unanimously **M/S/P** approval of the Agenda with a few modifications in regards to a change in order in the Executive Session.

The Commission Unanimously **M/S/P** approval of the October 17, 2011 Commission Minutes, October 25, 2011 Commission Minutes, October 28, 2011 Commission Minutes, and November 1, 2011 Commission Minutes.

The Commission **M/S/P** approval of the November 9, 2011 Warrant with Commissioner Gray abstaining.

Public Comment

Paul Patten stated at the September 27, 2011 Commission Meeting he requested an investigation take place into the Security Guard Positions being eliminated in 2008 and has yet to hear any information. Mr. Patten also followed up with an e-mail to Mr. Peterson and the Commissioners on October 16, 2011. Commissioner Egan responded Mr. Peterson sent a letter and referred the matter to Counsel who indicated the time frame had passed in regards to formal complaints. Vice Chair Gasbarro stated he did receive the e-mail from Mr. Patten. Chairman Drake stated the Commission will look into this matter and get back to Mr. Patten.

Sub-Committees

Vice Chair Gasbarro stated there is an Energy Sub-Committee meeting Thursday November 9, 2011 which will be held in the SRE Building at 2:30 PM.

Forensic Audit

Chairman Drake stated there is nothing to report at this time.

Procurement

Chairman Drake stated he had a meeting last week with Airport Staff, Town Employees, and Town Counsel in regards to the past due invoices, they were cleared for payment with Counsel's verbal approval. However, the Finance Department had rejected them once again noting written approval from Town Counsel was required before they can be paid.

Chairman Drake stated he sent all Commissioners a proposed job description for an Assistant Procurement Officer which will be hired as an Airport Employee and will report to the Procurement Officer in Town.

Vice Chair Gasbarro, Commissioners Egan, England, and Gray all agree.

Open Staff Positions

- **Internal IT/Website Technical & Noise Program/Statistic Coordinator** – Chairman Drake stated he will ask the Interim Manager to consider the Procurement position be a replacement for the IT position.
- **Environmental Coordinator vs Consultant** – The Commissioners have not discussed this position yet.
- **Operations Specialist** – This position is open due to a resignation.

Commissioner Gray stated he doesn't want to see the Airport loose the Noise/Environmental position.

Lease Review – UPS

Chairman Drake stated UPS has had a lease with the Airport since 1995. The first lease was a five year lease with a five year renewal; in 2005 a new lease for five years with another five year renewal was signed. In 2010 when the lease expired UPS asked the Airport Manager for relief from the escalation clause. The Airport Manager brought this to the Commission who agreed to give UPS the escalation relief and renew the term for one year which will expire in November 15, 2011. UPS has once again asked for a one year term. Mr. Peterson had verbally agreed. The new lease was sent with a 2.4% escalation in it and the Airport has not received that back from UPS.

Chairman Drake stated he is checking with Town Counsel on whether the land lease needed to go back out to bid and until then the Commission should not consider the lease.

Contract Review – Supplement to Contract: Nantucket Architecture Group for GA/Admin Bldg

Chairman Drake verified with Town Counsel the RFP for the design and construction of the GA/Admin building was done properly and Nantucket Architecture Group (NAG) won the bid. There are 4 phases to this project, 3 design and 1 construction. The fee for the design phases were included in the bid. The RFP stated the construction phase fee would be negotiated later and therefore, were not included in the original contract with NAG. The original fee for the design phases is 8%, NAG's first proposed an 11% fee for the overall project, including the construction phase but has been negotiated down to 8 ½%.

Vice Chair Gasbarro made a motion to approve the supplemental contract with Nantucket Architecture Group for the GA/Admin construction services for a price of \$97,000 subject to approval by Town Counsel. The Commission Unanimously passed the motion.

Commissioner Training

Chairman Drake stated there is nothing new to report at this time.

Project Updates

- **SW Ramp Extension** – Bill Richardson reported they have alerted FAA that the project will be extended through the summer to allow for public comment at the suggestion of Chairman Drake.
- **RW 15/33 Project** – Bill Richardson reported this project is ready to go in the spring
- **ATCT** – nothing to report

Operations Report

- Mr. Marks, Mr. McGrath, and Chairman Drake will attend a CIP meeting at FAA headquarters on December 1st
- Victor's crew received driver training today on for the 15/33 project
- Dig Safe will be here tomorrow for the GA/Admin Bldg

- Gates for the gate project have been ordered
- Operations employee resigned last week
- 20' light pole for the commercial ramp needs to go out to for formal bids
- Snow removal equipment ready to go
- Surplus equipment list is being compiled. Mr. Marks stated he believes the Town Departments have first refusal after which it goes out to bid.

Financial Report

Tina Smith, Director of Finance gave a brief overview of the FY2012 first quarter financials. The Airport sold over 884,000 gallons of gas which is higher than last year; total income up 13%. Expenses are up 8%.

Chairman Drake asked Ms. Smith to e-mail the Commissioners the back-up documents for the report.

Discussion of Search Process for Replacement of the Airport Manager

Chairman Drake reported he received a call from the executive search firm, ADK Executive Search expressing interest in helping the Airport find a replacement for the Manager position.

Commissioner England recommends a search firm with all the criteria the Airport is looking for.

Vice Chair Gasbarro, Commissioner Egan, and Commissioner Gray are all on the fence, however Commissioner Egan is leaning towards using a search firm.

Chairman Drake stated he is also on the fence. ADK is willing to meet with the Commission at their own expense. Chairman Drake will arrange.

Review and Approval of Agreement with Alfred G. Peterson

Chairman Drake reported there is no agreement.

Commissioner's Comments

Commissioner Gray asked about getting I-Pads for the Commissioner, Chairman Drake responded he will look into it.

Vice Chair Gasbarro asked if after staff meeting the Commissioners who attended could get a tour of the new GA/Admin Bldg and report its progress back to the Commission. Chairman Drake agrees this is a good idea.

Chairman Drake's Comments

- Forwarded a letter to the Commission from Town Counsel to MassDOT addressing the MOU
- Chairman Drake handed out the 5 Year CIP filed with the FAA and the FinCom Capital Requests spreadsheets noting his attempt to reconcile the two documents with an immediate concern regarding the 15/33. The Airport will amend their request to FinCom for the full 6 million cost of the project for FY13. Chairman Drake would like this to be added to the Agenda for the next Commission Meeting.
- Chairman Drake showed a historical aviation picture with ties to Nantucket which if agreed, will be framed and displayed in the terminal. All agreed.

Public Comment

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

It was **M/S/P** by the following vote to adjourn into Executive Session to discuss A) Review and approve and determine whether to release 10/3/11, 10/11/11, 10/17/11, and 10/25/11 executive session minutes. B) To consider strategy with respect to none-union contract negotiations with the Airport Manager and to discuss strategy with respect to litigation, which if held in open session, may have a detrimental effect on the bargaining or litigation position of the public body. And C) To discuss strategy with respect to the Devine litigation, which if held in open session, could have a detrimental effect on the litigation position of the public body.

Chairman Daniel W. 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 5:46 PM

Respectfully Submitted,

Yolanda J. Taylor, Recorder

Master List of Documents

11/8/11 Agenda

10/17/11 Commission Minutes

10/25/11 Commission Minutes

10/28/11 Commission Minutes

11/1/11 Commission Minutes

UPS Lease

NMA Financial Report QE 9/30/11

4 Year CIP dtd 10/1/11

TON Capital Requests Draft Worksheet dtd 10/27/11

