

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

Alfred G. Peterson, Airport Manager  
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*Commissioners*  
E. Foley Vaughan, Chairman  
Sheila O'Brien Egan, Vice Chair  
Carl D. England, Jr.  
Arthur Gasbarro  
David C. Gray, Sr.

**AIRPORT COMMISSION MEETING**

**August 31, 2011**

The meeting was called to order at 12:00 PM by Chairman E. Foley Vaughan with the following Commissioners present: Vice Chair Sheila O'Brien Egan, Carl D. England, Jr., Arthur Gasbarro, and David C. Gray, Sr.

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 in the SRE Building at 13 New South Rd.

Chairman Vaughan announced the meeting was being recorded.

The Commission Unanimously **M/S/P** approval of the August 9, 2011 and August 16, 2011 Commission minutes with one minor change in the August 16, 2011 minutes changing Commissioner England from missing to absent.

The Commission will look at the Warrant for September 14, 2011 after the meeting and vote on it after everyone has had a chance to look at it.

**Credit Card Account**

Mr. Peterson stated the Airport has 3 remaining credit cards after Tina Smith discontinued hers. The main reason the Airport has a credit card is for travel. Many of the employees cannot afford to put expenses on their personal credit cards and wait six weeks to be reimbursed. There are instances where an item is needed immediately and the Airport does not have an account with the company so it is then put on the credit card. Jeff Marks stated a replacement radiator for a GPU is now into the second week of trying to purchase. If he was able to put it on the credit card it would have been here the next day.

Mr. Peterson stated this is the modern way to do business and all charges still require a paper receipt. Commissioner England agreed.

Commissioner Gasbarro read an e-mail he received from the Town's Finance Director stating the only person who should have a credit card is the procurement officer Diane O'Neil and Commissioner Gasbarro feels the Airport should abide by these rules and get rid of the credit cards. Commissioner Gray agrees with Commissioner Gasbarro.

Mr. Peterson asked Diane O'Neil if any other town departments have credit cards. Ms. O'Neil stated they do not she is the only one with a credit card. Vice Chair Egan stated the water company has credit cards. Ms. O'Neil stated she did not know that information.

Chairman Vaughan stated he has researched this matter and there are no statutory restrictions on this, however; the Airport will look into this further and discuss again at the Commission Meeting on September 27, 2011.

### **Execute Meeting Agenda & Minute Policy**

The Commission Unanimously **M/S/P** to execute the Meeting Agenda & Minute Policy.

### **Environmental/Noise Coordinator Position**

Mr. Peterson stated Jack Wheeler's job was primarily noise coordinator and most environmental work was and is done by Peggy Fantozzi. Mr. Peterson recommends the Environmental work be continued by Peggy Fantozzi and the Noise/IT position be combined.

Commissioner Gray asked why there is not an Assistant Manager. Chairman Vaughan stated there was one years ago and it just didn't seem to work out, therefore the Airport discontinued the job.

Commissioner Gray stated with Mr. Wheeler's job vacant the Airport could combine an Assistant Manager and a Noise/It person.

Vice Chair Egan stated being an Airport Manager or Assistant Manager is a profession. Commissioner England agrees and stated the Airport should look into an Assistant Manager in order to be prepared for the succession of Mr. Peterson when the time comes.

Commissioner Gasbarro stated the position needs to be filled whether it's Noise or IT and still use a consultant on the side. The position has been vacant for almost a year and the Airport needs to look into filling the position.

Mr. Peterson stated the Noise/IT and environmental positions are full time positions and feels they should be split into two separate positions. Chairman Vaughan agrees with Mr. Peterson.

### **Environmental Consultant Contract**

Commissioner Gasbarro stated his concern on the current Environmental Consultant contract for \$2100 is up to \$30,000. The Airport is waiting to hear from counsel. This matter will be continued until the next meeting.

### **Travel Reimbursement Policy Discussion**

Mr. Peterson stated Commissioner Gasbarro has provided the Commission with a policy from the Town. Mr. Peterson's concerns are that the term 'Town & County' is not applicable to an Enterprise Fund. It should read Airport Commission – Airport Manager.

Chairman Vaughan stated the Commission wants to adopt a policy for travel reimbursement and will have a policy drafted for the next meeting and the Commission will vote on it at that time.

### **Town RFP for Forensic Audit**

Mr. Peterson sees no problem with the Town wanting a Forensic Audit done except the Town wants the Airport to pay for it. Chairman Vaughan stated he thinks this is a suggestion not a requirement. Mr. Peterson state the FAA needs assurance the policy is consistent with all other Town Departments, but hasn't been able to find if any other audits have been conducted..

Commissioner England stated there should be an Operation Audit and this should be done with someone who is familiar with Airports. An RFP is being drafted and the Airport is not involved and should state a highly qualified professional who is familiar with Airport audits, also how much will this audit cost.

Mr. Peterson agrees with Commissioner England, Mass Aeronautics or AAAE would be great choices. Mr. Peterson will write a letter to Mrs. Gibson expressing the Airports concerns.

Commissioner Gray asked Diane O'Neil who writes the RFP's, Ms. O'Neil stated it is in draft form right now and she is the one who wrote it.

Rick Atherton stated the draft originated from the Finance Committee and the Board of Selectmen and he has no problem sharing it with the Airport.

### **Commuter Book Policy**

Mr. Peterson stated there is a Commuter Book Policy already in place. All coupons are accounted for and the only one who receives entire books is Peggy Fantozzi. Giving out commuter book coupons to consultants saves the Airport money and the Airport is not then billed by the consultant for travel at full walk-up rates.

Commissioner England asked if Commissioner Gasbarro was suggesting the Airport was abusing this. Commissioner Gasbarro stated no, he met with the Finance Director this policy was not the same policy that used to be in place. This has since been corrected.

Chairman Vaughan suggested Commissioner Gasbarro meet with the Finance Director and review the policy in place now and will discuss at the next Commission Meeting.

### **Parking Pass Policy**

Commissioner Gasbarro stated there seems to be some holes on who can park with a pass and who can not. Mr. Peterson stated the only people who can authorize parking are Bob Tallman and himself. The only person with a pass other than Airport employees is Peggy Fantozzi and one water company commuter.

### **Aerodrome Nantucket Inc (Boyle Hangar) pending transfer of Hangar #5**

Mr. Peterson stated this is a request to authorize a transfer of a sub-lease on the hangar. Chairman Vaughan asked if this has been done before. Mr. Peterson stated yes.

Bob Garrabrant asked when does the Aerodrome lease cease, and when the Airport takes over, will the tenants in the Hangar simply continue to pay rent. Mr. Peterson replied the Hangar reverts back to the Airport in 2018 and it would be up to the current Commission; however, he feels yes - the tenants would remain and pay market rates.

Commissioner Gray asked who maintains the Hangar. Mr. Peterson stated the tenants association does.

### **Commissioner Comments**

Commissioner Gasbarro asked when reviewing the Warrants how does one handle any questions they might have. Mr. Peterson stated if you have a question ask while you are there reviewing the warrant. Commissioner Gasbarro stated one question he has is the NATA board meeting expenses. Should there be a difference between board meetings, which are voluntary and conferences. These expenses add up to a lot and the tax payers should not have to pay for this. Mr. Peterson stated NATA is an organization for FBO operators and is a privilege to be on the board. These are FBO related expenses. Most airports are separate from the FBO, however; Nantucket Airport runs both.

Chairman Vaughan stated the FBO is the lifeline of the Airport and would like Mr. Peterson to give a summary of the organizations and meetings of which he attends and the importance of them to the Commission, Airport, and traveling public.

Commissioner England stated tax payers do not pay for any part of the Airport. We are an Enterprise fund and are independent. As far as the travel policy, this is up to the Chairman to decide if it is appropriate.

Commissioner Gasbarro asked why the Airport is still using Burke & Lamb. Mr. Peterson replied the Airport uses them as a consultant on financial issues.

Commissioner Gray asked if he could be provided with the basis for non-union employees receiving stipends. Mr. Peterson stated non-union members do not receive stipends.

### **Public Comment**

Jeanette Topham stated on the August 9, 2011 meeting there was a committee of one dissolved. Mrs. Topham stated she heard someone state a quorum was two to the best of her knowledge a quorum of a five member board is three. Chairman Vaughan stated the new open meeting law states any two members of a board meeting is treated as a public meeting and therefore needs to be posted. He did not mean a quorum.

Rick Atherton asked if the packets the Commissioners receive could be put on the website and if public comment could be moved to the first item on the Agenda. Chairman Vaughan replied yes to both.

Whitey Williauer asked while traveling for board meetings, do they not pay for the travel and is there a limit on how much some can spend. Mr. Peterson stated NATA does not pay for travel, however; they do pay for the hotel. Vice Chair Egan stated when traveling to certain conferences they block off a certain amount of rooms at a discounted price.

Whitey Williauer stated the problem with credit cards you don't know how much is out there being charged and no control. Mr. Peterson stated you can go on-line immediately and check your account.

Chairman Vaughan reiterated the Airport is going to look into the credit card situation.

It was **M/S/P** by the following vote to adjourn into Executive Session to discuss the deployment of security personnel or devices, or strategies with respect thereto.

Chairman E. Foley Vaughan – Aye  
Vice Chairman Sheila O'Brien Egan – Aye  
Commissioner Carl D. England, Jr. – Aye  
Commissioner Arthur Gasbarro – Aye  
Commissioner David C. Gray, Sr. – Aye

Meeting Adjourned at 12:48 PM

Respectfully Submitted,

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Yolanda J. Taylor, Recorder

Master Documents Used 8/31/11

Agenda

8.9.11 Draft Commission Minutes

8.16.11 Draft Commission Minutes

8.24.11 Gasbarro e-mail re Airport Credit Cards

Meeting Agenda & Minute Policy

Environmental Coordinator In-house vs. Consultant Pay Comparison Worksheet

Draft Reimbursement of Business Related Expenses Policy

Draft Commuter Book Travel Ticket Policy

Aerodrome Nantucket, Hangar #5 Acceptance of Assignment of New Sub-Lease