

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
Carl D. England, Jr.
Arthur Gasbarro
David C. Gray, Sr.

AIRPORT COMMISSION MEETING

August 9, 2011

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, 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, Compliance/Training/Noise Coordinator David Sylvia, 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 July 12, 2011 Commission minutes.

The Commission **M/S/P** approval of the June 21, 2011 Special Commission Meeting Minutes, November 16, 2010 Executive Session Minutes, December 14, 2010 Executive Session Minutes, January 11, 2011 Executive Session Minutes, February 15, 2011 Executive Session Minutes, March 1, 2011 Executive Session Minutes, March 7, 2011 Executive Session Minutes, March 22, 2011 Executive Session Minutes, June 14, 2011 Executive Session Minutes as presented, and June 21, 2011 Executive Session Minutes with Commissioner Gasbarro and Commissioner Gray abstaining.

The Commission Unanimously **M/S/P** approval of the August 17, 2011 Warrant.

The Commission Unanimously **M/S/P** to accept the FAA Grant for \$382,758.00 for Preparation of Environmental Impact Report/Environmental Assessment (EIR/EA) for the South Apron Expansion Project.

The Commission Unanimously **M/S/P** to accept the MassDot Grant for \$11,683.54 for the ARFF Building.

Surfside Association re Monohansett Road Improvements

Tom Quigley and Chris Magee from the Surfside Association asked the Commission if they would donate \$25,000 to help with the Monohansett Road Improvements they have raised \$80,000 and need \$120,000.

Commissioner Gasbarro asked what the available funding sources are. Mr. Peterson stated we did not budget for it and the Airport would have to talk to the FAA and get permission

Vice Chair Egan made a motion subject to FAA approval and where the money is available from to be a good neighbor and donate the \$25,000.

Commissioner Gray asked if Commissioner England was a member of the Surfside Association and if so he should recuse himself from the discussion. Commissioner England stated he is a member and will recuse himself.

Meeting Agenda & Minute Policy discussion and vote

Commissioner Gasbarro presented a policy to help the Airport and Commission to comply with the open meeting law. Commissioner Gasbarro asked for the minutes to be readily available and put on the website as soon as possible and would like the Agenda to be put on the Airport website 48 hrs prior to the Commission Meeting.

Rick Atherton would also like the Airport to put the packet the Commissioners receive on the website as well.

Chairman Vaughan asked Janine Torres to put this policy on Airport letterhead and it will go into affect.

Commission Signing Authority discussion and vote

Mr. Peterson stated this is done on a yearly basis and is for the Commission to give Signing Authority to the Chairman on contracts over \$50,000 that have previously been voted on by the Commission.

Commissioner Gasbarro asked if the contracts mention the date of the Authorization and if there is a list of contracts. Mr. Peterson responded no it does not have a place to put the Authorization date on the contract and Janine will get you a list of contracts the Airport has.

The Commission Unanimously **M/S/P** signing Authority to Chairman Vaughan.

Financial Status and Unpaid Bills/Special Town Meeting Discussion

Mr. Peterson reported the two major unpaid bills are Ascent Aviation for fuel and Taste of Nantucket for catering. Ascent has made an agreement with the Airport to wait until the next Town Meeting in April in order to get paid with a 6% interest charge per year which will be pro-rated. Taste of Nantucket has also agreed to an interest charge to pay their bill. Mr. Peterson stated the Airport has the revenue to pay these bills but not the authorization.

Ascent Aviation Fuel Supply Contract Discussion and vote

Mr. Peterson reported the five year contract with Ascent Aviation is almost up, the Airport has a good relationship with Ascent they are dependable and Mr. Peterson would recommend extending their contract for another three years.

Commissioner Gray stated he spoke to the Attorney General's office and they said the Airport is not exempt from chapter 30 B.

Chairman Vaughan asked Mr. Peterson to check with current counsel and have something in writing for the next Commission Meeting.

Information Technology/Environmental Coordinator Position Status

Mr. Peterson stated Jack Wheeler is coming in next week to update the website and asking for proposals to modernize the website which will call for an RFP. The Airport is looking into the environmental position however it is not in this year's budget.

Commissioner Gasbarro feels it is essential to have an environmental person.

Chairman Vaughan would like a memo in next month's packet analyzing the environmental and IT positions.

Vice Chair Egan asked who monitors the Airport on the Weekends. Mr. Peterson stated Operations, Jeff Marks, and himself.

Jeff Marks stated Operations is down a man and would like the Airport to fill that position first for safety reasons.

Commissioner's Gray's Report on Procurement Practices, Manager's Report on Procurement Practices, and Non-Union Contract and Bonus Award Procedure

Chairman Vaughan stated he spoke to Town Counsel about these matters and feels a stand alone would be more beneficial. A meeting will be set for next week with Plum TV in attendance.

Commissioner Gray read a statement he had prepared and asked the Committee of one be dissolved for now.

Noise Incentive Award Status

David Sylvia stated the CPU has to be rebuilt and should be up in running before next week.

Commissioner Gasbarro asked how long the contract is for with Passur and the Airport should think about upgrading the system. Mr. Peterson responded the contract is for three years and the current system cannot pick up the 1200 codes.

Chairman Vaughan would like a report on updating the system for next month.

Solar Project

Mr. Peterson stated the Solar Project has not progressed and he has to meet with Mr. Paterson to discuss the options.

Project Updates

- **RW 33 Extension** – FAA not funding and the Airports have until August 12th to decide if they want their money in 2011 or 2012 from the State
- **SW Ramp Extension** – the environmental work continues, noise and moth monitoring is also being done, and the plant study is being done.
- **ATCT** – there has been no word on this project
- **VALE – Ramp Electrification** – Leigh Fisher called to Washington today and they were receptive
- **General Aviation Building** – sub-bids are in the plumbing and electrical only had one bid each. The total sub-bids came in at 1.5 million. The General Contractor bids are due August 18, 2011. Commissioner Gray inquired about the heating system and possibly radiant heating in the floors. Mr. Peterson stated Nantucket Architectural Group used AECOM for the logistics and bidding and TMP came up with a system which would control each room separately which is too complex of a system for this building so traditional forced air is being used.

Environmental Report

Due to a malfunction with the computer there was no Environmental Report, however; all the Commissioners received a report in their packets.

Operations Report

Mr. Peterson reported:

- Operations are down 5%, FBO is up 4%, and Revenue is up 20%.
- The Airport is lending 2 golf carts to the Hospital for the Boston Pops
- 2 new buses should arrive in the next couple of weeks
- Mr. Peterson would like the Commission to revue the policy of escorting on the ramp for next season
- Nantucket Shuttle has closed down and is running as Island Air only
- FAA is authorized to operate through September 16th
- Toscana hit the fence near the dirt pile where they were working, however; it was put right back up
- Capitol items for this year are (fencing, tractors, ramp electrification, vale, sw ramp, 15/33, edge lights, hangar roof and airport 2). Commissioner Gasbarro would like the Commissioners to have more input on the capitol items.

Commissioner's Comments

Commissioner England asked when the handicap ramp outside the terminal was going to be fixed. Mr. Peterson stated it would be done this week.

Commissioner Gasbarro stated he was appreciative for the agenda items.

Commissioner Gray asked how the HVAC System was working in the terminal and is the gate attendants suppose to help customers with their luggage. Mr. Peterson replied that he has been in touch with Douglas Controls and that we received the program and forwarded it to the new company that is working on it.

Mr. Peterson also replied that the gate attendant is to man the gate unless there is no current activity, then he can help General Aviation with their luggage. Mr. Peterson will speak to Bob Tallman about the situation.

Paul Patton from TSA and former airport employee asked how Nantucket Airport compares to Logan Airport when it comes to security and why were the security positions eliminated. Mr. Peterson stated he does not know the security procedures at Logan Airport and the security positions were no longer necessary. This situation went through the union with a settlement package the Commission agreed and voted to terminate the positions.

Commissioner Gray feels there is an issue with security and parking on the weekends and would like for it to be addressed. Mr. Peterson will look into it and report back to the Commission

Public Comment

Bruce King asked if there is only a sub-committee of 1 or can there be a sub-committee of 2. Chairman Vaughan stated there can be a sub-committee of 2, however it becomes more cumbersome with the new open meeting laws due to 2 or more Commissioners in the same room then it needs to be posted this is just a way for the Commissioner to gather the information and bring it back to the entire Commission where it would then be discussed at the Commission meeting.

Bruce King stated once the Executive Session has been discussed it should be made public. Chairman Vaughan stated until the decision is completely done then the Executive Sessions are made public not while the discussions are ongoing.

Rick Atherton asked if the General Aviation Building design could be put on the website. Chairman Vaughan agreed it will go on the website.

Lisa Bouchard a taxi owner stated usually when the Police Officer inspects the taxi's it happens in the over flow area, however; the other day it happened in front of the terminal while a passenger was waiting in the vehicle. Mr. Peterson will speak to Lt. McVicar about this situation.

It was **M/S/P** by the following vote to adjourn into Executive Session to discuss the exchange of Real Property which if held in open session, may have a detrimental effect on the Commissions negotiating position.

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

Meeting Adjourned at 6:20 PM

Respectfully Submitted,

Yolanda J. Taylor, Recorder

Master List of Documents used at 8/9/11 Commission Meeting

8.9.11 Agenda

7.12.11 Commission Minutes

6.21.11 Commission Minutes

11.16.10 Executive Session Minutes

12.14.10 Executive Session Minutes

1.11.11 Executive Session Minutes

2.15.11 Executive Session Minutes

3.1.11 Executive Session Minutes

3.7.11 Executive Session Minutes

3.22.11 Executive Session Minutes

6.14.11 Executive Session Minutes

6.21.11 Executive Session Minutes

8.17.11 Warrant

FAA Grant Award re South Apron EAVEIR

MassDot Grant Award re ARFF Building

Surfside Association Letter

Draft Meeting Agenda & Minute Policy

Commission Signing Authority Document

Financials: 12 Months Ending 6.30.11

Airport FY2011 Unpaid Bills Report

FBO Sales Report

Ascent Aviation 8.5.11 Letter

Ascent Aviation Fuel Supply Agreement dtd 1.7.07

Commissioner David Gray's Statement on Procurement Practices (Handout)

Environmental Report (power point)

