

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

Thomas M. Rafter, A.A.E., Airport Manager
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Commissioners
Daniel W. Drake, Chairman
Arthur D. Gasbarro, Vice Chair
Andrea N. Planzer
Jeannette D. Topham

Draft

AIRPORT COMMISSION MEETING

February 25, 2014

The meeting was called to order 5:00 PM by Chairman Daniel W. Drake with the following Commissioner present, Arthur D. Gasbarro.

Commissioner Andrea N. Planzer participated remotely via telephone due to geographical distance.

Commissioner Jeanette D. Topham was absent.

The meeting took place in the 1st Floor meeting room at the Public Safety Facility, 4 Fairgrounds Rd.

Airport employees present were Thomas M. Rafter, Airport Manager, Noah Karberg, Environmental Coordinator, David Sylvia, Training & Compliance Officer, and Janine Torres, Office Manager.

Mr. Drake announced the meeting was being recorded.

Mr. Drake asked for any comments on the Agenda. Hearing none the Agenda was approved.

Mr. Gasbarro made a **Motion** to approve the 2/11/14 Minutes. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Mr. Drake – Aye
Mr. Gasbarro – Aye
Ms. Planzer – Aye

Mr. Gasbarro made a **Motion** to ratify the 2/5/14 Warrant. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Mr. Drake – Aye
Mr. Gasbarro – Aye
Ms. Planzer – Aye

Public Comment

None.

022613-2 Master Plan & Sustainability Program Update

Mr. Rafter reported the Working Group met earlier in the day and before turning over the update to Mr. Richardson, noted one comment received was for there to be more discussion between meetings.

Mr. Richardson of Jacobs Engineering agreed the meeting agenda was full and did not allow for extensive discussion. A different format will be developed to allow for more discussion. Topics reviewed: (following the chapters presented) 1) Public Outreach, 2) Inventory, 3) Environmental Overview, 4) Air Service Trends, and 5) Forecasts. Mr. Richardson noted the Working Group will be focusing primarily on chapters 4 and 5.

The next Phase of the Mater Plan will look into 1) Alternative Improvements, 2) Financial Management, 3) Capital Improvement Plan and finally 4) the Airport Layout Plan. Mr. Richardson indicated the FAA will review the Forecasts as well as the Airport Layout Plan.

Discussion led to updating the website once the chapters are reviewed by both the Working Group and the Commission. Mr. Rafter indicated his vision is to post Executive Summaries of each section which will have links to the full chapters should the public wish to review the full document.

Mr. Gasbarro hoped comparison of other airport's rates and charges would be included in the financial analysis section. Mr. Rafter added the sub-consultant will reference ten other airports for benchmarking purposes.

Mr. Drake suggested comparing trends from recently completed Master Plans at other airports.

Pending Leases & Contracts

Mr. Rafter presented two Beach License Agreements for ACK Surf School LLC and ACK Surf for their branded clothing line and miscellaneous beach sundries. Mr. Gaven Norton, co-owner of each entity was present to review last season's surf school operations and to describe the request for a second vehicle for ACK Surf.

After brief discussion the Mr. Drake suggested amending the ACK Surf agreement to prohibit the sale of any food or beverage as to not infringe upon the mobile food trucks expected to request renewing their agreements. Mr. Norton agreed.

Mr. Gasbarro made a **Motion** to approve both Beach License Agreements upon amending the ACK Surf Agreement to disallow food sales. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Mr. Drake – Aye
Mr. Gasbarro – Aye
Ms. Planzer – Aye

Mr. Drake asked Mr. Norton to summarize his opinion of the two food truck concessions. Mr. Norton said, in his opinion the Lobster Trap truck was present on each of its assigned days and appeared to run a more organized operation than the Millie's truck which didn't always appear on their assigned days.

Mr. Rafter asked the Commission to extend the present Contract with World Fuel Services by another month to allow additional time to work out the detail of the new contract based on the awarded Proposal.

Mr. Gasbarro made a **Motion** to extent the present World Fuel Services by one month expiring March 31, 2014. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Mr. Drake – Aye
Mr. Gasbarro – Aye
Ms. Planzer – Aye

Pending Matters

070913-1 TON Memorandum of Understanding (MOU) – Mr. Rafter reported the only update is that the Finance Department was briefed on the plan of a new procurement procedure as it involves them as well. The Finance Department is on board with a Town-wide written procedure.

Manager's Report

Project Updates

Mr. Rafter reported:

- Preparation of the FBO is progressing and the plan is to be operational by mid-March. A Grand Opening is tentatively scheduled for April 18th, the weekend before Daffodil Weekend. Several Open Houses will be scheduled for the public and Town Officials. Mr. Drake added all events will be low key.
- The FAA will be holding a pre-bid meeting on the Runway 15/33 REIL's/PAPI's installation Wednesday.
- March 5th is the date set to interview the two ESCO proposals received for the Carbon Neutral Program. To answer Mr. Drake, Mr. Karberg indicated the selection committee consists of representatives of MassDot, the VOLPE Center, Heidi Bauer the Procurement Officer and George Aronson, the Town's Consultant. A decision is expected to be made by the end of March.
- A pipe broke in the ARFF Building HVAC system on the 2nd floor creating a large leak with extensive damage on the 1st floor. An insurance claim has been filed and an adjuster and an engineer have visited the site. It appears it may have been weather related and mechanical error for not alerting of a problem.
- FUDS (Formerly Used Defense Site) – A contract has been signed with Weston, for Licensed Site Professional (LSP) services to perform the necessary testing on the area. They are expected to return next week to start testing

RFP/Bid Status

- The RFQ for the Air Traffic Control Tower is advertised. The FAA has agreed to the single RFQ process which will shorten the process in finding a design firm.
- Contracts for both the engineering services and fuel supply vendor are being drafted.
- An RFP for Automated Teller Machines is still pending.
- Mr. Rafter suggested considering an RFP for advertising in both the GA Building as well as the Terminal indicating it is a viable source to generate revenue, but understands the past concerns about keeping Nantucket unique. Mr. Gasbarro indicated he would prefer not to but would not rule it out. Ms. Planzer agreed it would be worth exploring. After brief discussion, Mr. Rafter was asked to prepare a draft RFP keeping all concerns in mind for the Commission to make a final decision.

Operations

- The Town is looking to station lifeguards at Nobadeer Beach this summer. The Airport is talking with the Town regarding extra space to house lifeguards at the Thompson house and discussions are taking place on how activity will be monitored and supervised.
- The Airport will be assisting in a mass-casualty exercise by Barnstable County by allowing a helicopter to land and simulate transporting of victims off-island for medical aide. Their objective is to look at timing and transport capabilities.
- The Airport's own FAA required triennial emergency exercise is scheduled for this fall.

- Have been working with the Town on the wording of the Annual Town Meeting (ATM) Articles.
- MassDOT-Aeronautics helped sponsor an international art program and with the help of Nantucket Flying Association and the Nantucket New School, several Nantucket entrants participated. Two Nantucket students placed first and third place for their age groups. Each is now in the running for the National Prize. Their entries will be displayed in the terminal once the contest is over.
- Behind the scenes preparations for the FBO has been ongoing with software review, placement of furniture and fixtures as well as reconfiguring the counter.
- A Special Event Request has been received for May 16th in association with the Wine Festival. It is currently under review.
- Spoke with Priscilla Scott of the FAA today regarding the PFC application. She indicated she will let us know by Friday whether additional information will be required or whether we can file the final application. When discussion the timing of ATM, she indicated we will know the status of the application by April.
- Mr. Rafter is meeting with FinCom on March 4th and will present the revised Budget and will update them on the discussion with Ms. Scott. Mr. Drake added if we get FAA approval of the PFC by ATM, the Airport will present a Technical Amendment to restore budget to its original version with the PFC income and fuel contingency expense, if allowed.

Statistics

Mr. Rafter presented the new format for the statistics converting from calendar year to fiscal year for 2012 and 2013.

- **Operations.** Comparing FY12 to FY13 Operations were up 5.77%. FYTD13 to FYTD14, Operations are down 7.45%. January 2014 is down 19.8% compared to January 2013 primarily due to weather.
- **Enplanements.** Comparing FY12 to FY13, Enplanements were up .82%. FYTD13 to FYTD14, Enplanements were up 1.27%. January 2014 is down 23.53% compared to January 2013.
- **Fuel.** JetA is up 3.72 for the Fiscal Year, but down 17% for the Month of January. AvGas is down 2.11% for the Fiscal Year and down 20% for January.
- **Noise.** Complaints are down 50% for the month of January and are down 54.92% for the Fiscal Year. Mr. Rafter pointed out one anomaly. In July FY13 we specifically asked the residents of Fulling Mill Road to document when the planes were coming overhead. These were recorded as complaints which gave the month a total of 96.

Mr. Rafter reported meeting the Operations to review APU restrictions to gear up for the new season.

Mr. Gasbarro asked the Commission be informed of the FAA's comments on the draft PFC Application.

Mr. Gasbarro asked if seasonal staffing was in place in respect to the Thompson House. Mr. Rafter indicated seasonal staffing has not been finalized; but the last report indicated there may only be two that require housing.

Sub-Committee Reports

None.

Commissioners Comments

Mr. Drake reported the Board of Selectmen accepted Mr. Gray's resignation from the Airport Commission and have advertised his seat with interviews and appointment scheduled for March 19th.

Public Comment

None.

Having no further business, Mr. Gasbarro made a **Motion** to adjourn into Executive Session, not to reconvene in Open Session, to review discuss strategy with respect to threatened litigation with respect to the completions of the GA Building. The Chair has determined that an open session may have a detrimental effect on the litigation position of the Commission. **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

Mr. Drake – Aye
Mr. Gasbarro – Aye
Ms. Planzer – Aye

Meeting adjourned at 5:47 pm.

Respectfully submitted,

Janine M. Torres Recorder

Master List of Documents Used
2/25/14 Agenda including Exhibit 1
2/11/14 Draft Minutes
2/19/14 Warrant Commission Approval Sheet
ACK Surf School LLC Beach License Agreement
ACK Surf Beach License Agreement
1/14/14 Airport Commission Minute Excerpt re World Fuel Services Contract Extension
January 2014 Statistics Report
2/20/14 Email from E. Mooney to Torres regarding Commission Vacancy

Handcast



Attachment 1

Special Events Permit Application

Nantucket Memorial Airport

Event Coordinator Information	
Name: Nancy Bean	Email Address: nancy@nwfest.net
Company/Agency: Nantucket Wine Festival	Phone Number: 617-527-9473

Proposed Event Information

Event Date/Time: Friday, May 16, 2014 Set-Up Date/Time: Setup at 2pm; Event from 4-6pm

Event Location: ACK Hangar No. 4

Number of Expected Guests: 100-150 (Airport to approve maximum number of guests)

Provide a General Description of Proposed Event: A private two-hour networking reception for Nantucket Wine Festival sponsor. Will include food, live background music (3-4 piece jazz ensemble) and wine tastings. 1-2 private jets will be on display and accessible for guests to view. Possible other event components to include a luxury vehicle on display.

Is there an Aviation Component that requires this Event to be held at the Airport? YES NO
The sponsor of this reception is Wheel's Up, a private aviation company, that will have 1-2 jets on display during the event.

3/10 changed to two aircraft

Security

Please select the areas the event will impact: Public Area Security identification Display Area (SIDA)

Would affect access to Hangar No. 4 Sterile Area (2nd Level Terminal) Airport Operations Area/Ramp

Does the Event Coordinator hold an Airport-Issued ID Badge? YES NO

Airport Services Requested

Set-up Assistance: Materials, lighting, signs, PA system, displays, furniture (\$50/hr; Amounts vary for any Airport equipment used). Explain: Will require baracade outside of Hangar Area. Will require port-a-potty - NO facility in Hangar.

Security Escorts: # _____ (\$50/hr) - NWF will hire police detail as necessary

Fire Department: Capacity inspections, applicable permits, water cannon, etc.

Town of Nantucket Permits - will require copy of approved prior to event

Aircraft Parking: Ramp Space, AOA access (\$500 minimum/aircraft; Amount may vary due to aircraft size)

Clean-up Assistance: (\$50/hr)

~~\$ 1,000 Fee~~
\$1,600

Airport Use Only

Date Received: 2/21/14

Approved Disapproved

By: T. Rafter

Date: 3/20/14

Janine Torres

From: Janine Torres <jtorres@nantucketairport.com>
Sent: Monday, March 10, 2014 9:26 AM
To: 'Nancy Bean'
Cc: 'Tom Rafter'; Preston Harimon; 'jgrangrade@nantucketairport.com'; 'Ashley Christ'
Subject: Wine Festival 5.16.14
Attachments: Wine Festival 5.16.14.pdf

Importance: High

Nancy,
Attached is your approved permit to rent Hangar #4 (Nantucket Hangar) for the Wine Festival event on 5/16/14 from 2:00 – 6:00 PM).

The fee will be \$1,100 and is broken up as follows:

Aircraft ramp space for One (1) King Air - \$500 (If additional aircraft brought in, an additional charge will apply of no less than \$500) - **YES**

Hangar clean up:

- Labor (4 men for 3 hrs) – sweep and spot clean only - \$380. (If you change your mind and want the floor power washed, it will be an extra \$100)
- Equipment (forklift/aircraft towing/baracades/chemicals for spot clean) - \$140
- Rent abatement to hangar tenants - \$80

The approval is based on the following requirements:

- Copy of all required Town permits (public assembly/pouring license and entertainment if applicable)
- You are required to rent appropriate port-a-johns
- Minimum 2 Police escorts

Please be sure to forward a copy of all approved permits along with your check payable to Nantucket Memorial Airport.

We will also need to know the tail number of the aircraft at least the day before the event.

We wish you great success with your event.

Janine M. Torres
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