

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

Thomas M. Rafter, Airport Manager
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Commissioners
Arthur D. Gasbarro, Chairman
Andrea N. Planzer, Vice Chair
Anthony G. Bouscaren
Jeanette D. Topham
Philip Marks III

AIRPORT COMMISSION MEETING
November 9, 2021

The meeting was called to order at 5:00 pm by Chairman Arthur Gasbarro with the following Commissioners present: Jeanette Topham, Andrea Planzer, Phillip Marks, and Anthony Bouscaren.

This meeting was conducted remotely by video conference via Zoom app and posted after the meeting on the Town of Nantucket YouTube Channel

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Jamie Sandsbury, Business and Finance Manager, Katy Perales, Office Manager and Lillian Sylvia, Administrative Assistant.

Also Present: Rich Lasdin, McFarland Johnson Inc.

Mr. Gasbarro read the Town's virtual meeting statement.

Mr. Gasbarro announced the meeting was being audio and video recorded.

Mr. Gasbarro asked for comments on the Agenda; hearing none, the Agenda was adopted.

Mr. Marks made a **Motion** to approve the 10/12/21 draft minutes. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye
Ms. Planzer- Aye
Mr. Marks- Aye
Ms. Topham- Aye
Mr. Gasbarro- Aye

Ms. Topham made a **Motion** to ratify the 10/20/21 and 11/3/21 Warrants. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye
Ms. Planzer- Aye
Mr. Marks- Aye
Ms. Topham- Aye
Mr. Gasbarro- Aye

Public Comment

None.

Pending Leases/Contracts – Mr. Rafter presented for approval the following agreements and contracts.

- ➔ **Greenwood Emergency Vehicles-** Contract in the amount of \$11,921.41 for one (1) new fire pump for ARFF truck. Includes supply and delivery and will be installed by ACK.
- ➔ **McFarland Johnson Inc.-** Task Order MJ-EN-01 Amendment No. Three (3) for the water line extension project in the amount of \$352,600 for additional scope associated with public involvement, construction services and SRS Application. New contract amount including the amendment is \$638,751.30.

Mr. Marks made a **Motion** to approve the contract with Greenwood Emergency Vehicles and contract amendment No. 3 with McFarland Johnson Inc. **Second** by Ms. Topham and **Passed** by the following roll call vote-

Mr. Bouscaren- Aye
Ms. Planzer- Aye
Mr. Marks- Aye
Ms. Topham- Aye
Mr. Gasbarro- Aye

Pending Matters – Mr. Rafter reported on:

091019-01 Capital Approval Process/Home Rule Petition- Has been passed by the House of Representatives and will now go through the Senate for consideration. This action is timely as the FAA has moved their deadline for grant applications from May 1st to April 11th.

071420-03 Per- a Polyfluoroalkyl Substances (PFAS) Investigation Update- Mr. Karberg gave an update on the following PFAS items-

Interim Status Report In lieu of Activity Table (included in packet)- major items include routine POET and Drinking water monitoring, performance monitoring of fuel farm Granulated Activated Carbon (GAC) system, monitoring results from irrigation wells, soil delineation and subsurface utility work in advance of groundwater sampling.

Bottled Water- presented a revised water service policy document to specify the continued provision of bottled water until the water services and water main is commissioned adjacent to the Airport.

Mr. Marks made a **Motion** to adopt the Water Service Policy as drafted. **Second** by Ms. Topham and **Passed** by the following roll call vote:

Mr. Bouscaren- Aye
Ms. Planzer- Aye
Mr. Marks- Aye
Ms. Topham- Aye
Mr. Gasbarro- Aye

Water Service Project- Robert B Our provided a competitive private side excavation and plumbing estimates for Nobadeer Way area homeowners. Holdgate/ Longfin has scheduled public side excavation through the Wannacomet Water Company. Work is scheduled to begin the week of November 15th. Mr. Karberg thanked Mark Willet, Wannacomet Water Company, Brian Turbitt, Town Finance and Robert B Our and

Holdgate/Longfin for working together and homeowners for their patience. Hoping for quick completion with no unknown site conditions. A reminder that the Airport will pay the first \$1,000 worth of water bills through an on-bill credit.

Water Main Project- Work will start the week of November 22nd, starting on Skyline and moving East. Notice will be in the paper. Currently working through coordination's now with notices in the paper, coordinating work with affected residents whether they're receiving a curb stop or a full water service package. Robert B Our will perform additional coordination with residents on the section of Skyline drive between Webster Road and the cul-de-sac. Due to site conditions, trenching will happen down the middle of the road.

i. McFarland Johnson, Watermain Update- Rich Lasdin, McFarland Johnson Inc., gave an update on the Water Main Project. Nobadeer Way homes work will start next week. Robert B Our Company will perform the private side connection to the water main installation for the homes. Some homes in the area requested to keep their wells for irrigation purposes, resulting in additional plumbing. The Madequecham Valley Road (MVR) Waterline Project is starting the week of November 22nd, starting on Skyline drive, through the airfield, over to Madequecham Valley Road. preconstruction meeting took place last week and addressed work across the airfield. A follow up meeting will take place with the public safety representative on the island regarding Madequecham Valley Road being closed for nightwork construction.

110921-01 Rates and Charges Public Hearing proposed to be scheduled for January 11, 2022- Mr. Rafter reported that a draft of the proposed Rates and Charges changes will be presented at the December Commission meeting. Primary changes involve addressing the evolution of our market with increased seasonal service for commercial air carriers.

110921-02 Minimum Standards Update- Aircraft Storage Signing and Lighting Requirements- Mr. Rafter reported a minor update to the minimum standards regarding the Dark Skies Policy and signage requirements on the Hangars.

Ms. Topham made a **Motion** to adopt the proposed revisions to the Minimum Standards. **Second** by Mr. Marks and **Passed** by the following roll call vote-

Mr. Bouscaren- Aye
Ms. Planzer- Aye
Mr. Marks- Aye
Ms. Topham- Aye
Mr. Gasbarro- Aye

Mr. Gasbarro asked that once updated to have the Minimum Standards posted on the Airport website.

101221-02 Declaration of Surplus Property 10 Sun Island Road- Mr. Rafter reported this to be the first step in the issuance of a Request for Proposal (RFP) for a long narrow sliver of land adjacent to Airports Sun Island Road parcel and behind the boat storage facility.

Mr. Marks noted that in line one it lists the size of the parcel to be 43,560 acres. This is a mistake and will be changed to 43,560 sq. ft.

Ms. Planzer made a **Motion** to declare 10 Sun Island Road as surplus property. **Second** by Mr. Marks and **Passed** by the following roll call vote-

Mr. Bouscaren- Aye
Ms. Planzer- Aye
Mr. Marks- Aye
Ms. Topham- Aye
Mr. Gasbarro- Aye

Finance- Mr. Rafter reported on:

110921-03 FY23 Draft Operating Budget- Mr. Rafter gave an update on the draft budget. FY21 actual net earnings were \$2.6 Million. Waiting on Town regarding retained earnings. Projecting an 11% decrease in Revenue over FY21 actual but a 36% increase over this years FY22 budget. Projecting a PFC revenue stream of about \$450,000. Looking to increase the fuel revolver this year up to \$5 Million and maintain for FY23. Many of the expenses were looked at using a three-year average due to the impact of the pandemic. Major expenses include the administration salary cost of living and two previously approved increases for two administrative personnel. A significant increase in professional services at a cost of \$248,000, which consists of a portion due to PFAS legal cost and much of it is associated with service and preventative maintenance contracts. Total expenses increasing by about 7%. Final budget will be presented at the December Commission meeting.

Mr. Bouscaren asked why the finance departments projected budget for 2023 is \$7.6 Million and the Airports proposed is more than \$10 Million. Mr. Rafter explained it's the same budget the town had for FY22 which was redone mid pandemic. The actual for FY21 is around \$11 Million. Mr. Rafter explained the Airports budget is much more detailed and broken out.

Manager's Report

Project Updates – Mr. Rafter reported:

- **Taxiway E-** Work for the latest phase is completed. The final phase work will take place in Spring 2022.
- **Security Project Phase II-** Contractor on site installing new automatic doors in front of the terminal.
- **Fuel Farm Rehabilitation-** Temporary Fuel Farm is in place and is operational. The skids for the new Fuel Farm are due in January. Anticipating a January/February project completion.
- **Runway 12-30 Decommissioning-** Originally anticipated to be completed using a contractor from the Taxiway E project, however they declined the work. Will meet with Consultant to explore additional alternatives.
- **Crew Quarters-** Developing a scope of work for the architect. Mr. Rafter asked the Commission to identify a liaison or representative to be a liaison to the Commission as we work through this process.

The Commission agreed to assign a Commissioner as the liaison for routine daily work where it is then brought to a Subcommittee for full discussion as to what will be brought to the Commission.

Mr. Marks volunteered to be the liaison.

- ➔ **Hangar Development-** Continuing lease negotiations with Mr. Turner. Held a meeting with the contractor for Mr. Hagedorn's hangar to clarify some items and review the tenant construction alteration application. Mr. Hagedorn's hangar is anticipated to be completed by March 2022.
- ➔ **Exhibit A-** Conducting history search on some land to quantify and clean up the Airport's Exhibit A that is required under FAA. Found documents that should be helpful in identifying some of the parcels that need to be updated.

RFP/IFB Bid Status – Mr. Rafter reported on:

- ➔ **Security System Maintenance Program-** Working to have RFQ for a contract for maintenance and security system.
- ➔ **Terminal Space Optimization-** CHA was selected as the Owners Project Manager (OPM). In the process of negotiating the contract.
- ➔ **Rental Cars-** RFP is available to the public. Proposals are due December 3, 2021.
- ➔ **HVAC Terminal Project-** Bids are due December 3, 2021.
- ➔ **OPM Crew Quarters-** RFP is being developed for an OPM for the Crew Quarters project.

Operations – Mr. Rafter reported:

- i. Fuel Supply Issue-** Meeting scheduled with the Steamship Authority to explore possible improvements to the supply chain for fuel.
- ➔ Airport IT Consultant is working closely with the Town on cyber security. Looking to obtain a monitoring service and analysis.
- ➔ Mr. Karberg is continuing to work with the Town Energy Coordinator regarding potential solar electric opportunities. Ground handling companies have expressed interest in the electric vehicle use.
- ➔ Monitoring the infrastructure bill and the impacts it may have on Nantucket Memorial Airport. There is possibility of approximately \$1.4-\$1.5 Million a year for five (5) years, including possible PFAS cleanup funding.

Statistics – Mr. Rafter reviewed the September 2021 Statistics:

- ➔ Operations are up 7.43% from September 2020; and up 29.59% from last FYTD.
- ➔ Enplanements are up 156.58% from September 2020; and up 168.56% from last FYTD.
- ➔ Jet A Gallons are up 54.71% from September 2020; and up 48.81% from last FYTD.
- ➔ Jet A Gallons are up 10.17% from October 2020.
- ➔ AvGas Gallons are up 10.42% from September 2020; and up 19.88% from last FYTD.
- ➔ AvGas Gallons are up 8.85% from October 2020.
- ➔ Freight is up 29.48% from September 2020; and up 34.33% from last FYTD.
- ➔ 16 Noise Complaints were filed for September 2021 compared to 28 in September 2020.

Personnel Report- Mr. Rafter reported on:

- ➔ Claudia McFarlane has been hired as a new FBO Service Representative.
- ➔ Fiona Johnson, previous FBO Service Representative, has been hired as the Receptionist.
- ➔ Boyana Stoykova- Nelson has been hired as Administrative Assistant.
- ➔ Compliance Manager Position has been posted. David Sylvia is currently fulfilling both the role as Compliance Manager and Security Coordinator.
- ➔ Mr. Rafter explained that due to Airport staff working through and responding rapidly to the initial pandemic, keeping the Airport operational and providing uninterrupted quality service to the public, as well as accommodating passengers and protecting staff in a safe manner. In addition, staff has gone above and beyond in many other ways, such as handling significant passenger increases and pumping record amounts of fuel, with less full time and

seasonal staff due to the pandemic. Staff also oversaw and kept on schedule three major projects valued at about \$30 Million, all in the midst of the PFAS investigation. Mr. Rafter reported that unless there is objection, he will be taking the appropriate actions to award a one-time performance reward of \$1,500 per full time Airport employee, with the exception of the Airport manager, understanding that this may need to be negotiated with some bargaining units. The estimated total for this action is approximately \$50,000.

Commissioners Comments-

None.

Public Comment-

None.

Having no further business for Open Session, Ms. Topham made a **Motion** to go into Executive Session, under G.L. Chapter 30A, Section 21A, not to return to Open Session, to review Executive Session Minutes as enumerated on the Agenda; Clause 3: To discuss strategy with respect to collective bargaining, where the Chair has determined that an open session may have detrimental effect on the bargaining position of the Airport Commission. **Second** by Mr. Planzer and **Passed** unanimously, by the following roll-call vote:

Mr. Bouscaren- Aye

Ms. Planzer- Aye

Mr. Marks- Aye

Ms. Topham- Aye

Mr. Gasbarro- Aye

Meeting adjourned at 5:43pm.

Respectfully submitted,

Lillian Sylvia, Recorder

Master List of Documents Used

11/9/21 Agenda including Exhibit 1 (Handout)
10/12/21 Draft Minutes
10/20/21 Warrant Approvals
11/3/21 Warrant Approvals
Greenwood Emergency Vehicles Contract (Handout)
McFarland Johnson Inc. Task Order MJ-EN-01 Amendment No. 3
PFAS Water Service Policy (Handout)
PFAS Interim Data Submittal
Madequecham Valley Road Waterline CSPP
Madequecham Valley Road Waterline Project Schedule
Minimum Standards Update- Aircraft Storage Signing and Lighting Requirements
Declaration of Surplus Property- 10 Sun Island Road (Handout)
FY23 Draft Budget
September 2021 Monthly Statistical Report (Handout)



