

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 18, 2022

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

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, and Boyana Stoykova-Nelson, Administrative Assistant.

Also Present: Mina Makarious, Anderson & Kreiger and Olympia Bowker, Anderson & Kreiger

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 10/11/22 Draft minutes. **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Ms. Topham made a **Motion** to ratify the 10/19/22 and 11/02/22 Warrants. **Second** by Mr. Marks and **Passed** by the following roll call vote:

Ms. Planzer- Aye
Mr. Marks- Aye

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

Public Comment

None.

111822-01 Discuss and Approve the Airport Manager's Employment Agreement –

Mr. Gasbarro explained that the Commission spent a good amount of time working on the new agreement with Mr. Karberg following the new contract with Mr. Rafter. Mr. Gasbarro recognized Mr. Rafter for his ten (10) years of service and acknowledged the great work that he has done for the Airport. Mr. Gasbarro announced that the Commission is excited to welcome Mr. Karberg as the new Airport Manager in full faith and confidence. The Commission believes that Mr. Karberg can lead the Airport forward and stay in the same fiscally stable position. The Commission is pleased that Mr. Karberg accepted the contract, and the Commission is looking forward to continuing the positive working relationship with Mr. Karberg. Mr. Gasbarro turned the discussion over to Mr. Karberg. Mr. Karberg expressed gratitude to the Commission for its leadership and Mr. Rafter for his mentorship. Mr. Karberg thanked the Commission and Mr. Rafter for their faith and trust.

Mr. Marks made a **Motion** to approve the employment contract with the Airport Manager. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

111822-02 Discuss and Approve the Special Projects Director's Employment Agreement -

Mr. Gasbarro explained that this agreement pertains to Mr. Rafter's new role as Special Project's Director for approximately ten (10) months. The primary reason for this agreement is to make the transition smoother and to finish the projects that Mr. Rafter is currently involved in. Mr. Gasbarro reiterated that the Airport is fortunate to have Mr. Rafter in this position with the contract.

Mr. Rafter thanked the Commission for its support and is looking forward to working with Mr. Karberg and the Commission during the transitioning phase.

Ms. Planzer made a **Motion** to approve the employment contract with the Special Project Director. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

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

- **Toscana Corporation-** Lease Amendment No. 2 in the amounts of \$4,740.21 to adjust lot lines as outlined in Exhibit A. The new Base Rent is \$116,277 adjusted annually.
- **Island Barge Inc.-** Amendment No. 1 in the amounts of \$7,759.18 to adjust lot line as outlined in Exhibit A. The new Base Rent is \$120,000.96 adjusted annually.
- **Nantucket Electric Company** – Amendment No. 1 to adjust lot lines as outlined in Exhibit A and to eliminate portion of easement. Additional 10,383 square feet to lease.
- **A Taste of Nantucket-** License Agreement for Catering at the Airport. Annual Business Fee of \$1,500 and 25% Airport Catering Fee applies.
- **Island Kitchen-** License Agreement for Catering at the Airport. Annual Business Fee of \$1,500 and 25% Airport Catering Fee applies.
- **Robert B. Ours-** Amendment No.2 to extend the expiration date of the contract to 6/30/23 to Madequesham Valley Road Waterline contract for Service connection, interior work, and site remediation. No cost change order.
- **United Ag & Turf** – Contract in the amounts of \$15,240.42 to purchase Z994R Diesel Commercial ZTrak Mower. Three -year warranty included.
- **Motorola Solutions, Inc.-** Contract in the amounts of \$ 97,074.63 to purchase 25 APX 4000 Project 25 Portable radios. Capital purchase approved at Annual Town Meeting (ATM) 2022.

Mr. Gasbarro asked what the airport would do with the old radios.

Mr. Rafter explained that some of the radios need replacement, and the other ones will be used for seasonal help.

Ms. Topham made a **Motion** to approve the contracts and the contract amendments as set forth on Exhibit 1. **Second** by Ms. Planzer and **Passed** by the following roll call vote-

Ms. Planzer- Aye

Mr. Marks- Aye

Mr. Gasbarro- Aye

Mr. Bouscaren- Aye

Ms. Topham- Aye

Pending Matters – Mr. Rafter reported on:

091019-01 Capital Approval Process/Home Rule Petition- Mr. Rafter reported no updates on this matter.

071420-03 Per- a Polyfluoroalkyl Substances (PFAS) Investigation Update- Mr.

Karberg gave an update on the PFAS Investigation Status Table. All data and reports are available via website, www.ack-pfas.com.

The Task Order/Phase2 Status; Mr. Karberg reported that the Airport has received the results from the testing, and they are included in the Interim Data Submittal report included in the packet. Mr. Karberg highlighted four (4) items from the report as follows:

- **Nobadeer Way Residence-** Mr. Karberg reported that on 09/14/22 a sample was collected from the supply well, and laboratory analysis found a PFAS6 total of 18.3 part per trillion (ppt). Because this is within twenty (20) percent of the Massachusetts Department of Environmental Protection (MassDEP) ground water (GW-1) criteria of 20 ppt, a confirmation sample was collected on 10/13/22. The second sample contained a PFAS6 total of 22 ppt, so the property will be connected to the municipal water line at no cost to the homeowner. Mr. Karberg explained that this is the reason for the Robert B. Ours contract extension that was approved earlier on this meeting.
- **Granular Activated Carbon (GAC) System-** The Commission approved the Chair to sign amendment No.4 on 10/11/22 meeting in the amounts of not-to-exceed \$24,000 for GAC media replacement. The filter media was replaced on 11/13-11/14/22. Mr. Karberg reported that the hose and gasket also need replacing before fully operational.
- **Synoptic Water Level -** Mr. Karberg reported that the synoptic water level monitoring took place as part of the Interim Data submittal and the Groundwater contours were updated for August period which is the peak draw on water. Per the Licensed Site Professional (LSP) this is consistent with past measurements.
- **Transducers.** – Mr. Karberg reported that the consultants installed loggers in six (6) monitoring well locations. The purpose of the data is to evaluate potential diurnal variations in water levels, effects from pumping from private wells and to mark any tidal influence. Mr. Karberg pointed out that the data has not been analyzed yet, but Mr. Karberg recommended accepting the report as is and will follow up with the transducer data figure from Weston Solutions as soon as it's analyzed. Mr. Karberg is expecting the updated report to be posted on the website the week of 11/21/22.

Downgradient Property Status. - Mr. Karberg reported that the documents are expected in February of 2023.

Potentially Productive Aquifer Exclusion- Mr. Karberg reported that the documents are Expected in February of 2023.

MJ-PN-11, Amendment 3.- Mr. Karberg reported that the utility clearing for sampling was completed in October of 2022. Weston Solutions has been on-site performing Airport soil, well, and groundwater sampling. The work was concluded in the week of 11/14/22 and that data will be reflected in the IRA Status Report #13 which is due approximately February 2023.

Public Communication: -Mr. Karberg reported that the airport received a call from a Nobadeer Way resident who explained that the bottled water service had stopped in July per Airport Policy, but the certified letter never reached the resident and return card was not processed in a manner that made the Airport aware of that fact. Mr. Karberg reached out to the owner and is hoping to hear back from the resident soon. Mr. Karberg explained that this situation is a regrettable incident.

Mr. Karberg is working with the Town of Nantucket on messaging PFAS points through their Surfside Area work plan. This is a group of Town Personnel involved in reviewing

the Town of Nantucket water main project and miscellaneous street improvement projects.

State and Federal Policy. The Airport is following the Environmental Protection Agency (EPA) recently announced “PFAS roadmap”, which includes potential regulation of two (2) compounds under Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). The Airport has discussed this with its stakeholder team, and there is no action to take, or changes needed to the response strategy to investigation and remediation.

Airport Gas Stormwater improvements. Mr. Karberg reported that the project is scheduled to begin the week of 11/21/22. The project includes the improvement to on-site water management and diverting water running from Airport Road onto leasehold. Mr. Karberg is coordinating the project with the Town of Nantucket and the formal schedule is being developed. The gas station will remain open during this work and the airport will help the tenant to minimize any operational disruptions.

Mr. Gasbarro asked for comments on the transducer data map as presented. After hearing no concerns from the Commission, The Chair directed Mr. Karberg to proceed with the proposed recommendation.

Mr. Gasbarro added that Airport Gas already did the initial paving and alteration to the grades at the entrance and exit to the gas station. The Airport Gas saw cut the pavement and increased the elevation slightly.

111822-04 Rates and Charges Public Hearing proposed to be scheduled for January 10, 2023- Mr. Rafter explained that due to the impact of the economy and inflation, the Airport is expecting a significant increase in expenses for Fiscal Year (FY) 2024 budget and the Airport is going to adjust the Rates and Charges. Mr. Rafter reminded the Commissioners that because of the Department of revenue regulation, the Airport is not permitted to budget those revenues until the airport has a track record.

Mr. Gasbarro requested a draft of the Rates and charges for the next Commission meeting in December 2022.

Finance.

111822-04 1st Quarter Report - Mr. Rafter reviewed the 1st quarter report included in the packet. The Airport revenues for the three months ending on 09/30/22 FY2023 are almost \$15.9 million compared to \$12.3 million for the previous fiscal year. Expenses were \$6 million over \$3 million of the previous fiscal year mostly due to increase of fuel prices. Net earnings were \$9.8 million compared to \$9.3 million for FY22. The surplus was \$4.2 million as opposed to \$3.6 million for the previous fiscal year, mostly due to the CARES Act funding. The projected fund balance at the end of September of 2022 was \$4.4 million dollars. The anomalies are related to the increase in revenue in areas such as rental income and fee income.

Manager’s Report

Project Updates – Mr. Rafter reported:

- **Crew Quarters Housing-** The Capital Planning Committee had serious concerns about the project. The Airport requested \$5.1 million dollars and asked the design team to prepare an estimate for a dorm style building and side-by-side duplex. The Airport received the estimate in late October of 2022 for \$11.4 million. Mr. Rafter negotiated the estimate with the design team and on 11/08/22 the airport received the revised estimate for \$6.6 million which was still higher than the requested \$5.5 million. Mr. Rafter and Mr. Karberg took a tour with the architect of the Miacomet Golf dorm facility and identified what the building should look like. A new estimate will be developed the week of 11/21/22. Next meeting with the Capital Committee is scheduled for 12/01/22.
- **Hangar Development-** The Hagedorn's Aviation hangar is near completion. The hangar has electricity in it, but there is an issue with the door.
- **Terminal Optimization Project-** McFarland-Johnson Inc. (MJJ) will prepare a presentation to review the project with the entire commission at the December meeting. The presentation will include the elements of the Bipartisan Infrastructure Law (BIL) funding potential opportunities. Mr. Rafter asked MJJ to prepare an overview to identify the maximum liability and alternatives to how to fund that project.
- **HVAC Controls Project-** The project is substantially complete. The final items pending are testing, training and as-builts.
- **Taxiway G-** No movement on the project until Spring of 2023.
- **Airport Master Plan-** The site visit was held on 11/15/22.
- **Non-standard Geometry Study-** Site visit was held on 11/15/22 and the goal of this project is to eliminate hot spots on the ramp.
- **Bike Path-** This project entails continuation of the bike path along Monohansset Road. Mr. Karberg is working with Town of Nantucket. There's a need to grant access to some land and that can happen through a license or through a release of a land. A meeting with FAA Compliance has been scheduled to discuss the abovementioned issue.

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

- **Owner's Project Manager (OPM) Terminal Space Optimization-** The scope of work will be finalized for the January 2023 meeting.
- **OPM Housing Project-** Mr. Rafter updated the consultant on the project and they will resubmit their costs and scope of work.
- **Request for Proposal (RFP) for Bunker Road Parcels-** The Town of Nantucket has approved the RFP. The RFP will be available soon and is due in January 2023.
- **Request for Qualifications (RFQ) for On-Call Engineering Services – RFQ** has been developed
- **RFQ for On-Call Planning Services-** RFQ has been developed

Operations – Mr. Rafter reported:

- The Airport received a notice from the Planning Board for development at 115 and 117 Old South Road and the airport provided comments similar to the ones for the development on 1 & 7 Airport Road.
- The airport is continuing to face a very competitive environment regarding personnel and the airport is looking into various retention and attraction options and will be presented to the Commission for comments and direction.
- The President of the United States of America is arriving the week of 11/21/22 and the staff is working on the logistics of that operation.

Statistics – Mr. Rafter reviewed the September 2022 Statistics:

- Operations are down 14.44 % from September 2021
- Enplanements are up 2.61 % from September 2021
- Jet A Gallons are down 8 % from September 2021
- Jet A Gallons are down 25 % from October 2021.
- AvGas Gallons are down 25 % from August 2021.
- AvGas Gallons are down 21% from October 2021.
- Freight is down 1.06 % from September 2021
- 20 Noise complaints were filed for September 2022 compared to 16 in September 2021.

Personnel Report- Mr. Rafter reported on:

- The Airport has lost two (2) employees and is in the process of trying to fill the positions.

Commissioners Comments- Ms. Topham asked if the issue with the abandoned cars on Bunker Road has been resolved.

Mr. Rafter explained that some of the cars have been moved and relocated. Some of the junk cars are airport vehicles and the Compliance manager is working on clearing the parking lot.

Mr. Marks thanked Mr. Rafter for the porta potty next to the hangar and for the reasonable fuel prices.

Public Comment-

None.

Having no further business for Open Session, Mr. Marks 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 Pursuing Legal Claims against Manufacturer of Polyfluoroalkyl Substances (PFAS) and other potential sources of PFAS, where the Chair has Determined that an Open Meeting May have a Detrimental Effect on the Litigating Position of the Airport Commission. Clause 3: to Discuss Strategy with Respect to Collective Bargaining; Clause 2: to conduct contract negotiations with a non-union

employee, specifically the Airport Manager. Clause 2: to conduct a strategy session in preparation for contract negotiations with a non-union employee where the Chair has determined that an open session may have a detrimental effect on the negotiating position of the Airport Commission. **Second** by Ms. Planzer and **Passed** unanimously, by the following roll-call vote:

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

Meeting adjourned at 5:38 pm.

Respectfully submitted,

Boyana Stoykova-Nelson, Recorder

Master List of Documents Used

11/18/22 Agenda including Exhibit 1
10/11/22 Draft Minutes
10/19/22 Warrant Approvals
11/02/22 Warrant Approvals
Airport Manager's Employment Agreement
Special Project Director's Employment Agreement
Toscana Corporation Amendment No. 2
Island Barge, Amendment No. 1
Nantucket electric Company Amendment No.1
A Taste of Nantucket Catering agreement
Island Kitchen Catering Agreement
Robert B. Ours Amendment No. 2
United Ag & Turf contract
Motorola Solutions contract
PFAS Status Table
PFAS Data Submittal November 2022
FY 2023 1st Quarter Report
September 2022 Statistics

