

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

FINAL

AIRPORT COMMISSION MEETING
December 13, 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.

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, Boyana Stoykova-Nelson, Administrative Assistant, Jamie Sandsbury, Business and Finance Manager and Preston Harimon, Compliance Manager.

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.

Ms. Topham made a **Motion** to approve the 11/18/22 Draft minutes. **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

Ms. Topham made a **Motion** to ratify the 11/16/22 and 12/07/22 Warrants. **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

Public Comment

None.

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

- ➔ **Anderson & Kreiger, LLP** – Letter of Agreement for Legal Services of General Matters for Calendar Year 2023.
- ➔ **MHQ, Inc.**- Contract in the amounts of \$56,316.75 to purchase a new 2022 Ford F-250 Crew Cab to replace Airport-11.
- ➔ **Zenergy Building Technologies** – Contract Amendment No. 1 for Terminal HVAC Project to extend the expiration date to 3/31/23. No cost change order.

Mr. Bouscaren 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

121322-01 Terminal Optimization & BIL AIG Legislation Presentation- Mr. Rafter explained that the airport asked Mr. Lasdin, McFarland-Johnson Inc. to create a presentation to brief the Commission on an overview of the project as well as potential funding opportunities.

Mr. Lasdin reviewed the presentation on Terminal Optimization & BIL AIG Legislation, included in the packet, and explained the following items:

- Existing Terminal
- Terminal Deficiencies
- Summertime Passenger queue
- Area of Opportunities and Constrains
- Terminal Improvement Concepts
- Repurpose existing space with expansion.
- Cost and Funding Opportunities
- Bipartisan Infrastructure Law (BIL) Grant Programs

Mr. Lasdin believes that the funding will be the biggest challenge for this project, but there are a lot of funding opportunities.

Mr. Rafter restated that the funding might be a little bit of a challenge, but it will be an opportunity for a new funding source and take advantage of the BIL Grant programs.

Mr. Bouscaren asked if the design “Within the Walls” is what the airport has already.

Mr. Lasdin explained that “Within the Walls” concept is to repurpose and redesign the existing space.

Mr. Gasbarro asked what the next step is.

Mr. Lasdin answered that the next step is the Commission to authorize McFarland-Johnson Inc. to prepare a scope of work and fee for the design.

Mr. Rafter requested Mr. Lasdin to prepare a Task order for the design to be presented to the Commission for approval.

121322-02 South Apron Operating Plan- Mr. Harimon reviewed the presentation on the South Apron Operating Plan, included in the packet, and explained the following items:

- Current Parking Configuration
- Ramp Expansion Design Plan
- Intended Uses
- Hot Operations and Estimated Holidays for Hot Operations
- Warm Operations and Day to Day Management
- Cold Operations
- Combined Operations
- Noise Mitigation and Monitoring
- Push Back and Towing Operations
- Markings, Lights and Signs
- CCTV Additions
- Future Electrification Capability
- Plan Implementation
- Other Special Consideration

Ms. Topham asked if the airport will need more staff to manage the ramp.

Mr. Harimon answered that the airport anticipates hiring more seasonal employees to manage that section of the ramp during hot operations.

Mr. Marks asked if it’s possible to use the island grass strip to park the planes with the tail facing the Taxiway Echo. Mr. Marks explained that this way the pilots can pull forward and not have to be towed and the pilots will be able to taxi out the same way.

Mr. Lasdin explained that the airplanes might run into obstacle-free areas for the Taxiway Echo and there’s will also be a series of drainage features in that grass area.

Mr. Marks asked if the drainage features could be moved to the other side of the strip.

Mr. Lasdin responded that this is possible.

Mr. Marks asked if the berm is the best way to mitigate the sound.

Mr. Lasdin responded that there are other options to mitigate the sound such as building a wall. Mr. Lasdin explained that the airport has a lot of PFAS contaminated soil that can’t get rid of, so after a lot of discussions it has been decided that the best way is to make a noise berm using the PFAS soil.

Mr. Marks is concerned about building a PFAS noise berm next to residential houses.

Mr. Lasdin explained that McFarland-Johnson Inc. is working with Weston Solution to encapsulate and cover the soil and not reach the residents’ houses area.

Mr. Marks asked if the noise berm was the most cost-effective option.

Mr. Lasdin explained that other options might be cheaper, but the airport will still have a lot of stockpiles of soil around the airport that can't effectively be shipped off island.

Mr. Rafter assured the Commission that this alternative is much more cost effective than the wall. Mr. Rafter added that the noise berm is eligible for federal funding and the walls are not.

Mr. Gasbarro also expressed concerns in regard to using the PFAS soil to build the noise berm and that will happen when soil is available. Mr. Gasbarro explained that the ramp expansion project and the noise berm permitting has been discussed for many years and it was federally funded. Mr. Gasbarro is concerned that the project was approved for funding, but the airport might not have enough material to build the berm.

Mr. Gasbarro believes that the airport must have a better plan to handle the noise berm. Mr. Gasbarro reiterated that the funding for this project was approved in 2021, and the airport can proceed with the project as federally funded. Mr. Gasbarro suggested the consultants provide projections of volume and timing to be able to get the project done.

Mr. Gasbarro asked if the management plan applies to the entire existing ramp and expansion or is it only for the expanded area.

Mr. Harimon explained that the presentation was strictly for the expanded area. Mr. Harimon responded that the airport can take some of the concepts and try to apply them to the existing ramp.

Mr. Rafter is concerned that if the airport applies some of the concepts to the existing ramp that might restrict the operations and towing -in and out aircraft on a busy weekend might not be realistic.

Mr. Gasbarro suggested looking at the overall ramp operations as this would be the best time to do it. Mr. Gasbarro noted that the presentation focused on noise, but Mr. Gasbarro thinks that emissions should be included in ramp management and operations as well. Mr. Gasbarro explained that reduction of emissions should be one of the airport's goals. The airport should be a responsible steward of the environment and the island. Mr. Gasbarro requested to include the emissions in the final document prior to being adopted. Mr. Gasbarro recommended to take closer look at the lighting management plan and the types of lights that are selected. Mr. Gasbarro encouraged the airport to comply to the maximum feasible extent with the dark sky policies. Mr. Gasbarro suggested including the Wine Festival in the list of busy weekends, because the airport is experiencing higher than average activity on the ramp during the Wine Festival weekend. Mr. Gasbarro greatest concern is the layout plan that was discussed a few years ago and the understating and the response was that it wouldn't be a power-in power-out position and the original intention of the south ramp expansion was to accommodate the larger aircraft like the A220. Mr. Gasbarro pointed out that the jet blast and a power out from that position is directly against the fence and there's no noise berm which concerns the Commission and will have a huge impact on the community.

Ms. Planzer asked for clarification whether the presentation is depicted only for the ramp expansion.

Mr. Harimon confirmed that the presentation focuses only on the South Ramp Expansion.

Ms. Planzer asked if the markings for the parking exist.

Mr. Harimon explained that page #13 of the presentation is a screenshot from the FAA Advisory Circular. Mr. Harimon explained that the airport can use this concept to identify different types of gate numbers and marking on the ramp to help tow the airplanes.

Ms. Planzer asked how that will change what's existing now.

Mr. Harimon explained that the airport doesn't have gate identification and parking marking and this concept will help tow the aircraft and utilize a number system.

Ms. Topham is worried about the jet blast and suggested exploring different equipment to help with the noise. Ms. Topsham's recollection was that a few years ago, the airport considered new equipment to prevent the noise and asked if Mr. Rafter remembered what the outcome was.

Mr. Rafter explained that the equipment was called noise wall and it was extremely cost prohibitive and not aesthetically acceptable.

Mr. Gasbarro continued the discussion regarding the Ramp Expansion design plan and the area of concerns. Mr. Gasbarro explained that the main concern is that the airplane will be within less than a hundred (100) feet of the road with full power on. Mr. Gasbarro's recollection was that a concern had been raised in the beginning of the planning process and it was not going to happen the way it's presented now. Mr. Gasbarro is certain that this will be a mistake and it will not be appropriate to operate in this manner.

Mr. Lasdin responded that the consultants will explore the options of building a glass wall or find other alternatives to help mitigate the noise.

Mr. Gasbarro agreed with the idea of having a camera to look back towards the ramp. Mr. Gasbarro explained that the Commission will be revisit the whole plan and would like to hear any other suggestions of what other tweaks and improvements can be done on the South Ramp Expansion project to manage the operations in an efficient and safe manner of the overall ramp.

Mr. Karberg made a clarification regarding the comment for PFAS waste storage. Mr. Karberg explained that was an error and the airport is planning on storing soil. Mr. Karberg added that unfortunately the soil on the airport contains PFAS. Mr. Karberg compared the samples taken from a project soil and the non-project soils across the airport and both have detectable level of PFAS to range between S1 and S3 standards. All the soil is currently not contained and there's no requirements for it to be contained. The soil is leaching PFAS into the groundwater. Mr. Karberg explained that the airport mediated that through providing a waterline, but encapsulated berm would be an improvement to the current situation. Mr. Karberg explained that the Massachusetts Department of Environmental Protection (Mass DEP) has a policy called the Anti-degradation Clause which allows the airport to store soil long term in an area that's already the most degraded. Mass DEP's opinion is that the area off the end of the existing South Apron ramp and Taxiway Juliet is the appropriate place for the airport to commission long term storage of soil especially at the S1 to S3 levels because it's already an impaired area. Mr. Karberg believes that this is an important context that encapsulation via noise berm will be an improvement of the current situation.

Pending Matters – Mr. Rafter reported on:

091019-01 Capital Approval Process/Home Rule Petition- The Town Clerk has sent a sealed document to the house committee on bills identifying that the requested language change was approved by the Select Board. Mr. Rafter indicated that there's movement on the home rule petition and it might come to an end eventually.

071420-03 Per- a Polyfluoroalkyl Substances (PFAS) Investigation Update- Mr. Rafter gave an update on the PFAS Investigation Status Table. All data and reports are available via website, www.ack-pfas.com.

Task Order/Phase2 Status:

MJ-PN-11, Amendment 2. Mr. Karberg reported that the data from the transducers was previously downloaded in August 2022 and the Airport Commission will be updated when that data becomes available.

Downgradient Property Status and potentially productive aquifer exclusion. – The work is ongoing, and the airport is expecting a draft document for internal review in February of 2023.

MJ-PN-11, Amendment 3

The latest round of site-wide soil and groundwater sampling was completed in November of 2022. The sampling of monitoring wells is anticipated to be completed in the week of 12/13/22. All data will be included in the next IRA Status Report #13. The report is due to MassDEP by 02/28/23. The draft document for internal review is expected the week of 02/13/23.

MJ-TBD (GAC System). The media replacement is complete, and the Task order will be closed out.

Public Communication:

3/5 Evergreen. Mr. Karberg reported that a homeowner is selling the property and desired to complete the connections on his own and bill the airport back for that work. The homeowner is now closing out that work and the airport is working with him to complete that process, make sure the work has been recorded and accounted for correctly. The airport will track until complete.

Nobadeer Way. The airport contacted a Nobadeer Way's resident whose bottled water had stopped and was able to address their immediate concerns and open a positive and constructive dialogue.

Evergreen Way. Mr. Karberg reported in November of 2022 that the airport reached out to a resident whose well had been confirmed through a second test to require connection to the water main. However, the resident has been vocal that they do not want this connection, and cited several concerns, and requested that the airport does not speak to the homeowner again. That is not a realistic outcome for the airport and its responsibilities under the Massachusetts Contingency Plan (MCP). The airport will reach back out carefully and courteously and try to address the residents' concerns and see if we can move forward collaboratively.

Airport Gas Stormwater improvements. The installation of the drainage system is complete, and as-builts will be provided by the tenant.

Mass DEP Project Management. A meeting with the Mass FDEP staff was held on 11/29/22. It was a friendly orientation meeting for new staff assigned to the project. Mr. Karberg believes that the staff were impressed with the work on the fuel farm fire suppression system.

111822-03 Rates and Charges Public Hearing proposed to be scheduled for January 10, 2023- Overview

Mr. Rafter reminded the Commission that due to the Department of Revenue rules, the airport can't budget for any anticipated revenues until it's realized.

Mr. Karberg reviewed the Rates and Charges presentation included in the packet and explained that the purpose of the presentation is to solicit the Commission's strategic feedback ahead of the public hearing.

Mr. Karberg briefed the Commission on the items that are changing and ask for the Commission's advice if any of the airport approaches don't fit with the Commission philosophical approach.

The public hearing will take place on 01/10/2023 and with the Commission consent, the airport will reach out immediately notify the tenants.

Mr. Marks commented that waiving the landing fee for purchasing fuel is a standard practice for a lot of airports. Mr. Marks encouraged the airport to continue waiving the landing fee, because it's a good way to motivate people to fly or become a commercial pilot.

Mr. Gasbarro asked Mr. Marks if the volume on fuel is consistent with the ten (10) gallons at other airports.

Mr. Marks explained that 10 gallons is standard, because some planes might not be able to take more than 10 gallons. Mr. Marks added that this is a perk that the pilots get when they contribute to that airport.

Ms. Planzer commented that her recollection was that the airport implemented that rule to encourage the General Aviation (GA).

Mr. Gasbarro asked what the revenue implications are.

Mr. Karberg responded that the revenue is negligent.

Mr. Gasbarro expressed concern regarding the proposed GPU use fee. Mr. Gasbarro explained that the airport is projecting to bring in a fair amount of income by implementing this fee, but at the same time the airport is trying to promote the use of the GPU. Mr. Gasbarro believes that having the GPU option was a worthwhile benefit.

Mr. Karberg thanked the Commission for the observations and the comments. Mr. Karberg explained that there are two (2) competing considerations. The major cost recovery angle is the staff time to drive a tug to a GPU from aircraft to aircraft. The maintenance and fuel costs are a minor consideration and that's the operational angle. The philosophical angle is that rates and charges methodology is there to support the commission's philosophical goal for using airports.

Mr. Gasbarro is supportive of not changing the GPU use charge.

Finance.

121322-03 FY24 Draft Operating Budget- Mr. Rafter thanked Jamie Sandsbury for the thorough budget. The airport met with the Town's Finance director on 12.13.22 and reviewed the draft budget and questions were addressed. Mr. Rafter did a quick overview on the budget and opened the floor for questions.

Manager's Report

Project Updates – Mr. Rafter reported:

- **Taxiway Echo-** The airport is working on the schedule for final drainage improvements with Lawrence Lynch.
- **Crew Quarters Housing-** The project was discussed with the Select Board and Capital Program Committee over the month of December 2022. The airport identified that the project was reduced to a dorm style facility, and it appears that it will be a possible favorable recommendation from the Capital Committee with conditions to coordinate with the planning Board and HDC.
- **Hangar Development-** The Hagedorn's Aviation hangar is near completion.
- **Terminal Optimization Project-** No change.
- **HVAC Controls Project-** The project is substantially complete. The final items pending are testing, training and as-builts.
- **Taxiway G-** The work is scheduled to begin in March 2023. The airport is finalizing the reimbursable agreement with FAA Tech Ops.
- **Airport Master Plan-** The inventory is underway. Several meeting with the stakeholders were held. A technical advisory committee is scheduled for January 2023.
- **Lightning arresting-** Project to help protect some of the different circuits.
- **Non-standard Geometry Study-** A meeting was held with the FAA, MassDOT and the consultants to review the air traffic memo and the site visit in November will include reviewing the existing geometry issues.

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

- **Owner's Project Manager (OPM) Terminal Space Optimization-** The Airport anticipates presenting the contract at the meeting in January 2023 for review and approval.
- **OPM Housing Project-** The Airport anticipates presenting the contract at the meeting in January 2023 for review and approval.
- **RFP for 60 & 66 Bunker Road-** The RFP is available and bids are due on 01/11/23.
- **RFQs for Engineering and Planning Services-** The RFQs have been developed and were sent to the Town's Procurement officer.

Operations – Mr. Rafter reported:

- The airport had a presidential visit over Thanksgiving Holiday and Mr. Rafter applauded the staff for doing a tremendous job.
- The fuel gallons sold over Thanksgiving weekend were the highest since 2018.

- There was a tragic event on Bunker Road. Mr. Marks alerted the airport to the fact of the event. The airport made arrangements to provide access across the airfield. Mr. Rafter thanked the staff for their assistance and sent prayers to those involved in the accident, especially the families involved.

Statistics – Mr. Rafter reviewed the October 2022 Statistics:

- Operations are down 11.85 % from October 2021
- Enplanements are up 4.66 % from October 2021
- Jet A Gallons are down 1.36 % from October 2021
- Jet A Gallons are up 4.38 % from November 2021.
- AvGas Gallons are down 39.56% from October 2021.
- AvGas Gallons are down 9.41% from November 2021.
- Freight is up 7.28 % from October 2021
- 0 Noise complaints were filed for October 2022 compared to 4 in October 2021.

Personnel Report- Mr. Rafter reported on:

- Blaine Buckley, Operation Supervisor announced his retirement after twenty-two (22) years of service.
- Boyana Stoykova-Nelson has been selected as an Office Manager.
- Mr. Rafter announced that this is his last meeting as the Airport Manager and thanked everyone for the support and help through the years.

Commissioners Comments-

Mr. Gasbarro thanked Mr. Rafter for all of his service and help to the community and the airport during the last decade.

Mr. Gasbarro thanked Mr. Karberg for the Crew Quarter's presentation to the Select Board which was a joint meeting with the Capital Program Committee and Finance Committee. Mr. Gasbarro believes that the presentation helped to portray the airport in a good position in terms of looking to coordinate with other Town departments. The Airport Commission's goals align with the stated goals of the Select Board when it comes to housing.

Mr. Marks thanked Mr. Rafter and Mr. Karberg for the quick response when the accident on Bunker Road happened.

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 as pending; 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. Bouscaren and **Passed** unanimously, by the following roll-call vote:

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

The meeting adjourned at 6:54 pm.

Respectfully submitted,

Boyana Stoykova-Nelson, Recorder

Master List of Documents Used

12/13/22 Agenda including Exhibit 1 (Handout)
11/18/22 Draft Minutes (handout)
11/16/22 Warrant Approvals
12/07/22 Warrant Approvals
Anderson & Kreiger letter of agreement CY2022 and CY2023
MHQ, Inc. Contract
Zenergy Building Technologies contract amendment No.1
Terminal Optimization & BIL AIG Legislation Presentation
South Apron Operating Plan- presentation
PFAS Status Table
Draft PH 1.10.22 Proposed changes to R&C
R&C DRAFT_12.13.22 presentation
FY24 Draft Budget
October 2022 Statistics