

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

Noah Karberg, Airport Manager
Phone: (508) 325-5300
Fax: (508) 325-5306



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

AIRPORT COMMISSION MEETING
December 12, 2023

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

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 Noah Karberg, Airport Manager, Preston Harimon, Assistant Airport Manager, Boyana Stoykova-Nelson, Office Manager, Jamie Sandsbury, Business Finance Manager, Cameron Wood, Environmental Coordinator, and Vilina R. Ilieva, Administrative Assistant.

Also present: Philip Cox, CHA Companies, Rich Lasdin McFarland-Johnson, Jim Soukup Weston Solution

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. Gasbarro asked for comments and concerns on the 11/14/23 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

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

Mr. Bouscaren made a **Motion** to ratify the 11/12/23, 11/29/23 and 12/06/23 Warrants **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Public Comment:

None.

Pending Leases/Contracts Mr. Karberg presented Exhibit 1 for approval of the following contracts, leases, contract amendments.

- ➔ **Rasier LLC (UBER)** – License Agreement for ride sharing services – To pay a trip fee per Airport’s Rates and Charges.
- ➔ **G J Smith, Inc.** – License Agreement for land lease on Bunker Road. Self-storage facility and Impound lot for vehicles – Annual Rent \$58,088
- ➔ **Anderson and Kreiger** – Letter of Agreement for legal services of Geneal Matters for calendar year 2024
- ➔ **Colonial Ford Inc.** – Contract for supply new Ford Super Duty F-350XL \$91,533.90
- ➔ **Colonial Ford Inc.** – Contract for supply and delivery one new FordE-350 Cutway Van - \$109,041.88
- ➔ **The Shain Group, Inc.** – Contract for Supply and delivery Lektro Aircraft Tug \$273,181.00
- ➔ **McGovern MHQ, Inc** – Contract Amendment No. 1 to extend the contract term.
- ➔ **McFarland-Johnson, Inc.** – Contract for Terminal Improvement Project Phase I \$692,900.00
- ➔ **CHA Consulting, Inc.** – Contract Amendment No. 1 for Crew Quarter Project. New Contract Amount \$446,221.00

Mr. Bouscaren made a **Motion** to approve the leases, contracts and contract amendments as set forth in Exhibit one (1). **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Victor-Brandon Corporation - Contract Amendment – Change Order No.4 to extend the expiration date.

Ms. Topham made a **Motion** to approve the contract amendment as set forth in Exhibit one (1). **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Pending Matters

- a. **071420-03 Per-and Polyfluoroalkyl Substances (PFAS) Investigation Update**
 - i. **111423-03 Interim Status Update**
- b. **050923-01 Crew Quarters Project**
- c. **062023-06 South Apron Expansion Project**
 - i. **121223-02 Public Information Meeting, Tentative date January 11, 2024**

Mr. Karberg gave an update on the granulated activated carbon system that the Airport is using to filter the stormwater from the Fuel Farm. This filter has reached the end of its use. Mr. Karberg asked the Commissioners to take action with this approach and approve the signed contract when it comes for not to exceed \$20,000.

Mr. Bouscaren made a **Motion** to approve the contract. **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

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

Ms. Woods gave an update, saying that there are no major updates to this PFAS table. The Airport still supplies six (6) residents with bottled water, for a total of sixty-six (66) up to date.

i. 111423-03 Interim Status Update

Ms. Woods gave the full update on the GAC filter that Mr. Karberg mentioned. The Airport will need to replace the old filter with a new GAC filter. The next update was brought to Mr. Soukup from Weston Solution. The full presentation can be found in the Agenda Packet, or via the website, www.ack-pfas.com.

Ms. Woods represented the Airport and the second PFAS Summit. The objective of this meeting was to continue sharing information and promoting a collaborative environment across the Town departments for all activities and projects related to PFAS.

b. 050923-01 Crew Quarters Project

Mr. Karberg reviewed the project and reported on a few items. The Airport and the OPM attended the Capital Committee on December 7th. The Committee made its recommendation list. This list includes recommended funding for the project and will be requested by the Finance Committee. The Airport and staff will attend and track this project through the Financial Committee and lead up to the Annual Town Meeting. This project was also presented on the Planning Board. The Airport was represented by a local law firm.

c. 062023-06 Sout Apron Expansion Project

Mr. Karberg reported on this project, especially for deliveries, material barging, and transport. The material barging and transport have been started and will continue until February. The deliveries are made over five (5) to ten (10) dump trucks per day, approximately three (3) days a week. Paving will begin in the summer. More details will be provided at the public meeting in January.

Commissioners' Comments.

Mr. Gasbarro suggested that it is very important for the Airport to be proactive in messaging the notice for this meeting.

i. Public Information Meeting, Tentative date January 11, 2024

Mr. Karberg acknowledged that it will be good if the neighborhood and residents have the opportunity to attend this public meeting specifically for the discussion of the Sout Apron Expansion Project and what can expect through this project. This meeting will take approximately forty-five (45) minutes for the presentation and the same time frame for public questions and comments. This meeting will not be a posted.

111423-03 Rates and Charges Public Hearing proposed to be scheduled for January 9, 2024, Overview

Mr. Karberg presented the draft document with updates for Commissioners review.

- o Terminal office space categories: The Airport is working on an appraisal for possible rate changes.
- o Landing Fee: Will possibly increase.
- o Penalty for operating without agreement: will apply for each month.
- o Ramp Fee: Will increase.
- o Tie Down Holder/Hangar Tenant: No changes currently.
- o Fuel discount: to be determined per Commissioner policy.
- o Use, Service and Administrative Fees: Ground power unit (GPU) will possibly increase.
- o Vehicle Parking: Some changes and adjustments will be proposed.

The full-drafted document can be found in the Agenda Packet.

Commissioner Comment:

Mr. Gasbarro would like to see more information and options available on the Fuel discount item. This will be provided at the actual Public Hearing Meeting scheduled for January 9, 2024.

111423-05 FY25 Final Operating Budget

Mr. Karberg reviewed the Final Operating Budget. Seven (7) items have been modified from last month's Operating Budget presentation, resulting in a bottom-line change of \$95,000. It is an addition to land leases in the amount of \$62,000 and an additional \$33,000 in interest on the investment. A fifth Custodian position has been added to the budget. Mr. Karberg asked for adoption of the changes.

Mr. Bouscaren made a **Motion** to adopt the FY25 Operating Budget. **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Manager’s Report- Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Taxiway Golf (TW G).** – The Project paving is complete. The concrete hardstands construction is pushed to Spring.
- ➔ **Master Plan** – No update.
- ➔ **Geometry Project** – The preferred alternatives for stub taxiway locations have been developed.
- ➔ **Terminal Optimization** – The Contract has been approved and the Airport will move forward with the work.
- ➔ **ARFF Truck – index change** – The Airport will send staff to the equipment manufacturer for inspection and training. There are no FAA funds eligible for it.

Project Updates – Non-AIP

- ➔ **Hangar Development** – No Update.
- ➔ **ROW** – No update.
- ➔ **Fence Relocation** – The Airport reached out to tenants and has a final workable design for a minor fence relocation in the Bunker Road area. This project will reimburse the tenants via Amendment.
- ➔ **Markings** – The work has been completed. The inspection is closed out and completed.
- ➔ **Fuel Farm Loading Rack** – A price proposal was received for a temporary fix.

RFP/Bid Status:

- ➔ **RFQ for Terminal Optimization Project** – The Contract was approved earlier in the meeting.
- ➔ **RFP for Impound Lot** – The lease was approved earlier in the meeting.
- ➔ **RFQ for Fire Alarm and Sprinkle Testing Inspection** – will be presented in January’s meeting.

Operations Update

- ➔ **Fuel Supply** – The Airport had a meeting with World Fuel Supply for renegotiation.

- ➔ TAC Meeting – This meeting was held on November 17th by Cameron Woods. The Airport reviewed the annual reporting and management for Airport rare species permanent lands.
- ➔ The Airport had C-17 for extra days through Stroll weekend. The Airport staff worked well to accommodate this.
- ➔ The Airport experienced skid steer fire on December 6th. The Airport investigates the operational incident and will proceed with the insurance claim.
- ➔ Air Services – The Airport received an accommodation request from a new operator and will reach out to them for more specifics.
- ➔ Mr. Karberg will be traveling to the AAAE Expo conference in Nashville at the end of April.

Statistics – Mr. Karberg reviewed the October 2023 Statistics:

- For October, total Ops are down nearly 8% and YTD down 11.5%
- SW Ramp operations were down 15% in October.
- Enplanements were down 31% in October and down 5% YTD.

Boston Market in October down 51%:

- Cape Air down 5%.
- Jet Blue up 70%.

Charlotte in October – American did not operate.

DCA in October

- JetBlue down 71%
- EWB Cape Air down 4% October
- EWR United down 24% in October
- HPN JetBlue down 41% in October
- Cape Air HYA down 36%
- JFK JetBlue up 68%
- LGA JetBlue down 33%

- Jet-A Gal. Performance Trends for Fiscal YTD up 4%, Previous 3 months down 9%, November up 34%
- Jet-A Gal. Performance Trends sold by FBO: FYTD down 3.9%, Previous 3 months down 11.4%, November up 34.5%.
- Jet-A Gal. Performance Trends sold by Terminal: FYTD up 27.5%, Previous 3 months up 5.4%, November N/A
- 100 LL down 8% in October, up 7% in November. YTD down 7%.
- Freight down 4.6% in October, down 12% YTD.
- Cape Air Freight and USPS up, UPS and FedEx down.
- Noise Complains – 6 in October.

Personnel Report- Mr. Karberg reported that Claudia Cousley McFarane (FBO) has submitted a notice of resignation. The Airport had a separation of service from the operations department.

There are interviews for FBO and Custodial Candidates. Mr. Karberg doesn't have an announcement yet. Mr. Karberg reported that Preston Harimon the Assistant Airport Manager has passed his American Association of Airport Executive certified member examination.

Commissioners' Comments.

Hearing None.

Public Comments

Hearing 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 for possible release; Clause 3: To Discuss Strategy with Respect to the Litigation Regarding Walsh, where the Chair has Determined that an open session may have Detrimental Effect on the Litigating Position of the Airport Commission.

Clause 3: To Discuss Strategy with Respect to the potential Litigation Regarding TURO, where the Chair has Determined that an open session may have Detrimental Effect on the Litigating Position of the Airport Commission.

Second Mr. Bouscaren and **Passed** unanimously, by the following roll-call vote:

Ms. Topham - Aye

Mr. Bouscaren - Aye

Mr. Gasbarro - Aye

The meeting adjourned at 6:26 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

12/12/23 Agenda including Exhibit 1

11/14/23 Draft Minutes

11/15/23, 11/29/23 and 12/06/23 Warrant Approvals
Exhibit 1

Rasier, LLC (Uber) Agreement

G J Smith, Inc. Lease Agreement

Anderson and Kreiger Letter of Agreement

Colonial Ford, Inc. Contract

Colonial ford, Inc. Contract

The Shain Group, Inc. Contract

McGovern MHQ, Inc. Contract Amendment

McFarland-Johnson, Inc. Contract

CHA Consulting, Inc. Contract Amendment
Victor-Brandon Corporation Contract Amendment
PFAS Investigation Status
Data Submittal Letter
PFAS Presentation Investigation Status
Crew Quarters Capital Committee Description
Crew Quarters Drawing set 90%
Rates and Charges Final Draft
FY25 Final Operating Budget
October 2023 Monthly Statistics Presentation