

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

Noah Karberg, 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
June 11, 2024

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

This meeting took place at 131 Pleasant Street, Nantucket, MA and video conference via Zoom app.

Airport employees present were Noah Karberg, Airport Manager, Boyana Stoykova-Nelson, Office Cameron Woods, Environmental Coordinator and Vilina R. Ilieva, Administrative Assistant.

Also present: Rich Lasdin McFarland-Johnson.

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 05/14/24 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Mr. Bouscaren made a **Motion** to ratify the 05/22/24, and 06/05/24 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.

- ➔ **BETA Technologies, Inc** – Host Site Agreement in the amount of \$1,500. Annual Business Fee. ABF plus 10% of the Station margin.
- ➔ **Jet East, Inc** –License Agreement in the amount of \$1,150. Annual Business Fee for Aircraft Maintenance.
- ➔ **Ameriflight, LLS** – Non-Exclusive License Agreement in the amount of \$1,500. Annual Business Fee for FedEx Air Freight.
- ➔ **Unifi Aviation, LLC** – Operating Agreement for United Airlines and Delta Airlines in the amount of \$1,500 Annual Business Fee.
- ➔ **MTE Equipment Solutions, Inc.** – Ev Parking Lot Vehicle. Amount N/A.
- ➔ **Clean Harbor Environmental Service** – Contract for Disposal, Labor, Supplies, equipment and Transportation of PFAS Resin/Carbon for Incineration. in the amount of \$20,285.
- ➔ **Perl Construction, LLC** – Contract for Construction of Modular Neighborhood Employee Housing in the amount of \$6,076,000.
- ➔ **Central Communication System, Inc.** – Contract for Support Services, Advanced Replacement of Defective Components and Annual testing of Public Address System in the amount of \$135,000.
- ➔ **McFarland-Johnson, Inc** – Task Order No. MJ-EN-11 for Engineering Services to support the Repair of Refueling Pad Wall in the amount of \$90,400.

Ms. Topham made a **Motion** to approve the lease, contracts and contract amendments 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

Mr. Karberg discussed and requested permission for Commissioners approval for Robert B. Ours, Inc. on Exhibit 1 that this Contract Amendment is an emergency inlay repair to Centerline RW 6/24. Mr. Karberg’s intense goal is to utilize the Contractor on site for the production of aviation-grade asphalt to facilitate a limited milling and patch, which will be brought back for commissioning approval as a formal contract in July or August. The Runway closures will be from 7PM to 9AM. Dates to be determined. The airport will expect approximately \$90,000. as a starting cost.

Mr. Bouscaren made a **Motion** to approve the contract Amendment with Robert B. Ours, Inc., not to exceed the amount of \$200,000. and 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

Mr. Karberg reviewed and provided information for **McFarland-Johnson, Inc** – Task Order No. MJ-EN-13 for Design, Building, and Construction Phase Services for the Construction in the amount of \$688,300. The Airport is holding \$5 Million internationally for construction. The Construction project estimate cost will be provided before the Special Town Meeting in 2024. The Award will be made in February 2025, and construction will begin in the Fall. Mr. Karberg would like to hold this item for further discussion.

Mr. Gasbarro expressed concern about the possibility of reducing the design cost. Mr. Lasdin added that McFarland-Johnson is using the survey from the previous project, which utilizes all existing surveys. Geotech for pavement design Geotechnical borings only go 10 feet down for structures like this. The Engineers are looking for borings that are forty feet deep because the wall has to not only hold itself up, but it has to keep itself from rotating with the wind loads. This is the reason why the borings are significantly deeper than highway borings, and that's why there is a variation in the cost of the Geotech borings. There are currently three ways to pre-cast this wall: the first is a pre-cast concrete wall, the second is a plastic wall, and the third alternative is a wooden wall.

Mr. Bouscaren made a **Motion** to approve the Contract with McFarland-Johnson, Inc., and 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

061124-01 Nantucket Flying Association Special Permit Application and Fee Waiver Request – Mr. Karberg reviewed the application for the Summer Youth Program from June 24th to June 28th. The application requests the use of facilities and waiver fees for aircraft related to the event. This camp has been run effectively for the previous ten years without any incidents. Mr. Karberg asked for support for the application and associated fee waiver.

Ms. Topham made a **Motion** to approve the fee waiver. **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

062023-06 South Apron Expansion Project Updates - Mr. Karberg presented an update, saying that the project is completed 65% as of June 11th. The production paving began on June 3rd and will last for approximately 30 workdays. Six catch basins have been replaced on the existing ramp. The mitigation work is ongoing for rare species and topsoil has been spread. The temporary fence has been removed to allow for production paving. The Airport is working to have Taxiway Echo open prior to Film Festival

Weekend. The Airport will have a request for additional days to perform fall mitigation work. The request is expected in July's Commission Meeting.

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

Mr. Karberg presented one of the two items in the packet:

MassDEP is conducting an audit for Phase 2 documents. This audit included an inspection and a review of the Airport conceptual site model. One issue was discussed for expanding the Disposal Site boundary. The Airport is working with LSP to submit an amendment to phase two that includes a revised Disposal Site Boundary.

The second item related to a part of the audit in which the Airport was able to informally discuss the current Environmental Protection Agency (EPA) drinking water status. The Conversation was focused on the topic, MassDEP shared their viewpoint on where they saw the direction of future state regulation, and Airport staff shared their approach as well. MassDEP may be considering matching the EPA drinking water standards in the next 12-18 months. Mr. Karberg stated that this is not a formal rulemaking notice.

050923-01 Crew Quarters Project

Mr. Karberg reported that the Airport held a meeting with Pearl Construction and the OPM. The discussion has been focused on the proposed schedule, which Mr. Karberg has not yet made available to the public. Pearl shared a logistic plan with the Airport and identified several ways to work with the site and the bike path. The plan is for the site to be fenced, and there will be a gate inside the bike path for in-and-out trucks. This will not affect or obstruct the bike path. The Airport identified the Sewer work to start post-Labor Day.

Mr. Gasbarro suggested that the Airport consider whether there will be an alternative to seeking a waiver from the Select Board to allow night work.

021324-01 Terminal Optimization Project

Mr. Karberg gave an update that the Airport had a meeting with McFarland-Johnson and OPM and reviewed the project schedule, showing that the Airport is pursuing Project funding under the BIL ATP Program in 2025 and 2026. In August or September, the Airport will have the architectural team present their Revit model status to the Commission.

061124-02 Right Whale Vessel Speed Restrictions – Mr. Karberg reported that the Airport is working closely with the Town in a supportive role to mitigate the devastating impacts of the proposed Right Whale speed restrictions on ferry services to the Island. These restrictions would not benefit the Island. The Airport can offer an additional letter of support from the Airport Commission. Mr. Karberg's recommendation is to write a letter from the Chair to sign on behalf of the Commission supporting the Select Board and Town Manager's positions.

Finance

- **051424-05 Capital Approval Process for Grant-Funding Projects 2021 Annual Town Meeting Article 94 Continued Environmental Monitoring** –Mr. Karberg attended Finance Committee and Select Board meetings to address Capital Approval procedures for Continued Environmental Monitoring and Fuel Revolver. The Airport is announcing the Select Board approval in the local paper.
- **051424-07 FY26 Potential Capital Project** – Mr. Karberg reviewed and presented the updates on the Capital project list from previous meetings:
 - Continued Environmental Permitting – this project was approved by the Select Board. Mr. Karberg would keep it on the list if it's petitioned off ten voters into the meeting.
 - ARFF station improvements – as part of the roof replacement, Mr. Karberg suggested installing solar panels.
 - South Ramp Noise Barrier – the Airport is taking this to STM in September for authorization.
 - FBO Solar Roof Design – The Town is not committed to the project, but the Airport would like to have funds available.

Mr. Gasbarro requested additional information regarding the ARFF station repair estimate cost.

Mr. Karberg responded that this estimate includes the costs of decommissioning and removing the foam mixing and Supply system and, those are the high and unknown costs at this time.

- **061124-03 General Fund Repayment Proposal and Discussion of In-Kind Service** – Mr. Karberg reviewed the amount for the annual repayment to the Town of Nantucket. The Airport Finance Manager recommendation is to pay the standard \$235.000 payment, and an additional payment of \$513.000. This will close the amount owed to the Town.

Mr. Gasbarro expressed a comment that he would support paying the dedicated amount of \$235.000.

Mr. Bouscaren asked why the Airport Finance Manager's recommendation is to pay it all off.

Mr. Karberg answered that the Finance Manager finds better value in clearing the availability of future operating budgets. Mr. Bouscaren expressed a comment that he would follow the Financial Manager's recommendation and pay the majority of the debt which is \$300.000 rather than \$235.000 as originally suggested.

Mr. Bouscaren made a **Motion** to approve the payment of \$235.000 plus the in-kind service amount of \$67,760. **Second** by Ms. Topham and **Passed** by the following roll call vote:

Ms. Topham – Aye

Mr. Bouscaren - Aye

Mr. Gasbarro – Aye

- **061124-04 Noise Abatement Chart Supplement Request for Approval** – Mr. Karberg reviewed the draft letter for the Chair’s signature. The letter is related to the FAA Chart Supplement. The FAA is retooling sections two and three of the Chart Supplements and how the airports can request or display noise abatement information. Mr. Karberg asked for the commissioner’s approval of this letter.

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

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

061124-05 Ratify MassDOT Grant Award – AIP83 – Taxiway G Improvement Project Funding State Share - \$7,410.06.

Mr. Karberg clarified that this is a state share for the portion of Taxiway Golf. This is only a partial of the full amount of the grant.

061124-05 Ratify MassDOT Grant Award – AIP84 – ARFF Truck and Equipment Purchasing Project Funding State Share \$48,280.56.

061124-05 Ratify MassDOT Grant Award – ASMP-2024-ACK-32 Install Concrete Hardstands-Phase II - \$712,800.

Mr. Karberg recommended approval for three items.

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

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

011024-02 Ratify MassDOT Grant Award – AIP82 – South Apron Expansion Project BIL AIG Funding State Share _ \$156,854.00 - pending.

011024-03 Ratify MassDOT Grant Award – AIP85 – South Apron Expansion Project Entitlement and Discretionary Funding State Share _ \$1,643,769.00 - pending.

061124-07 G. J. Smith, Inc., Planning Board Application – Mr. Karberg gave a brief introduction regarding Mr. Smit’s Planning Board Application for use of Airport property in the Bunker Road area for a combined impound lot and self-storage use. Mr. Karberg invited Mr. Smith to attend to discuss his proposal with the Commissioners. The RFP requires that 6,795 square feet and a minimum of fifteen spaces be provided for impoundment.

Mr. Smith reviewed the proposed plans. This includes a couple of buildings that will be removed from the plan for now and focused on the impound lot area. Mr. Smith works on the permits and will be on the Planning Board next month.

Mr. Gasbarro would like to see the final plans before giving any approval. Mr. Gasbarro expressed concern about the intensity of use and traffic. In terms of the RFP, Mr. Gasbarro thought that there were more than just towing Airport vehicles.

Mr. Smith. answered that the parking will be low intensity and that a full parking lot is not needed. Mr. Smith is hoping, after the planning board's approval in July's meeting, to start operating the towing business. Mr. Gasbarro highlighted that the plan that was just proposed had no Impound storage area. Mr. Smith said that the proposal has been changed. The item will continue for discussion at the next meeting.

Manager's Report - Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Taxiway Golf (TW G)** – The work is completed.
- ➔ **North Ramp Hardstands** – The Hardstands are being installed and the concrete passed the performance. A220 is officially on schedule for September 4th.
- ➔ **Master Plan** – No update.
- ➔ **Geometry Project** – No project update.
- ➔ **Terminal Optimization** – Discussed previously at the meeting.
- ➔ **ARFF Truck** – No update.
- ➔ **Runway 6/24 Centerline** – No update.

Project Updates – Non-AIP

- ➔ **Hangar Development** – No update
- ➔ **Fence Relocation on Bunker Road** – The Airport is working to relocating the Fence in the Bunker Road area.
- ➔ **Fence Relocation South Shore** – This has been pushed back to the Fall due to the plant permitting issue.

RFP/Bid Status:

- ➔ **RFP 33 Bunker Rd.** – The Airport received four (4) Proposals, and they are under internal review. The evaluation of the proposals will be discussed in public session.
- ➔ **RFP Modular Neighborhood Housing** – The award vendor is Pearl Construction.
- ➔ **IFB for Fuel farm Inspection** – This will be available to the public on June 20th, and bids are due on July 12th.

Operations Update

- ➔ **Certification Inspection** – all Fire Safety related items have been closed out. The big item still to complete is the Runway 6/24 markings on the touchdown zone.
- ➔ **Fuel Supply** – The Airport received the draft agreement and it's under review.

- ➔ Bunker Road Paper Street Planning Board was extinguished at the Planning Board Meeting.
- ➔ Fuell Revolver – Mr. Karberg attended the Planning and Select Board Meetings, and they approved the Fuel Revolver increase.
- ➔ The U.S Army Corps of Engineers will perform annual military munitions training on June 27th.

Statistics:

Mr. Karberg started with two new items. The Airport made APU monitoring a priority for the season. The goal is to audit 10% of business Jet departures.

- Audited 26 departures, and that show 395 business jet arrivals. Not apples to apples but indicates a 6.6% rate. Part of what the Airport is doing is seeing if 10% is a reasonable effort.
- 22 initial warnings to PIC. Working on consistency in reporting among staff.
- 2 second warnings.
- Program is working. Pilots either shut down or gave a reason that checks out.
- 4 medical transport. They are exempt but do general noise complaints. They are noted for inquiry responses.
 - The Airport has been receiving TNC activity and fee reports since January from Uber and Lyft. TNC's account for about 21% of passenger pickups when pegged to the daily screened PAX numbers. Mr. Karberg forecasting a revenue center of \$87k annually, which combined with parking lot and permit sales is an important cost center to understand.

Mr. Karberg reviewed the April 2024 Statistics:

- For April, total Ops are down 4.8% and YTD down 10%
- SW Ramp operations were down 9% in April.
- Enplanements were up 44% in April and down 3% YTD.

Cape Air in April:

- Boston up 14%.
- EWB up 64%
- HYA up 434%
- MVY down 36%
- Jet-A Gal - Overall Jet-A Trends 4.2% up of 3-year average, up 6.5% the previous three (3) months, up 11% previous month.
 - o FBO Trends – Down 2.7% for the FYTD, up 3.6% in the last three (3) months. Up 8.4% last May.
 - o Terminal Sales – no updates until the new season.
- 100 LL down 12.7% over the three (3) year average, up 4.5% in the last three (3) months, and up 9.6% for May.
- Freight up 2% in April, down 6% YTD.
- USPS is up and UPS are down, and FedEx is down 11%.
- Two Noise Complains in April.

Personnel Report - Mr. Karberg announced the Airport is advertising for custodian and Business Manager positions. Most of the seasonal staff arrived.

Commissioners' Comments.

None.

Public Comments

Meredith Lepore made a comment about the South Apron Project that the trucks start running at 6am. instead of 7am. Ms. Lepore asked if that could change in the future. Vinsent Golding wanted to check the status of the 33 Bunker R. Proposal that he submitted. Mr. Gasbarro suggested that it would be better if Mr. Golding met with Mr. Karberg.

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 6:58 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

06/11/24 Agenda including Exhibit 1

Agenda Protocol

05/14/24 Draft Minutes

05/22/24 and 06/05/24 Warrant Approvals

Exhibit 1

BETA Technologies, Inc. - Agreement

Jet East, Inc. – License Agreement

Ameriflight, LLC. – Non-Exclusive License Agreement

Unifi Aviation, LLC. – Operating Agreement

MTE Equipment Solutions, Inc. – Contract Amendment

Clean Harbor Environmental Services, Inc. – Contract Amendment
Pearl construction, LLC. – Contract
Central Communication System, Inc. – Contract
McFarland-Johnson, Inc – Contract Task Order MJ-EN-11
McFarland-Johnson, Inc – Contract Task Order MJ-EN-13
Figure and pictures MJ-EN-13
Special Event Permit Application
PFAS Investigation Status
Right Vessel Speed Restrictions
Final Draft Capital Request for FY26
General Fund Repayment Proposal of In-Kind Service
FAA Noise Abatement Chart Supplement Request for Approval
MassDOT Grant Award AIP-83 Taxiway G Improvement Project Funding
MassDOT Grant Award AIP-84 ARFF Truck and Equipment Purchasing Project
MassDOT Grant Award ASMP-2024-ACK-32 Install Concrete Hardstands-Phase II
G. J. Smith, Inc Planning Board Application
ACK Fuel Revolver
April Monthly Statistics