

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
August 13, 2024

The meeting was called to order at 5:00 pm by Chairman Arthur Gasbarro with the following Commissioners present: Jeanette Topham, Philip Marks, Andrea Planzer 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, Preston Harimon, Assistant Airport Manager Boyana Stoykova-Nelson, Office Cameron Woods, Environmental Coordinator and Vilina R. Ilieva, Administrative Assistant.

Also present: Rich Lasdin McFarland-Johnson, Priyanka Menon, and Jonathan McCredie.

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 07/09/24 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Mr. Marks made a **Motion** to ratify the 06/30/24, and 07/24/24 Warrants **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Public Comment:

Meredith Lepore made a comment about the June's Meeting Minutes regarding the Noise Complaints; Ms. Lepore does not agree that the Noise caused in the mornings does not actually come from the Airport.

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

- ➔ **ACK Mobile Mechanics, Inc** – Lease Agreement for Land Lease at 33 Bunker Road. Mr. Karberg recommended the Commissioners not award the Lease and reject all proposals for the RFP.

Public comment.

Mr. Smith expressed interest in saying that there has been a little confusion regarding the evaluation process. Mr. Smith provided documents to the commissioners on how the RFP is supposed to be scored and how that score evaluation was changed at the end. Mr. Smith thinks that the proposals should be reviewed again.

Mr. Goulding, one of the proposers and the awarded candidate, provided a document of how much money he had already spent on the lot. Mr. Goulding thinks that the award to him would bring a lot of benefits to the community and Airport.

Mr. Larrabee, one of the proposers and owner of Island Marine and Restoration, said that there is confusion about the scoring, and he offered support for Mr. Smith. Mr. Larrabee said if the Airport has free land that could be offered to the public will be very helpful for the small businesses on the island.

Mr. Gasbarro clarified that the decision is made based on the Town Procurement Officer recommendation, and the Airport will have to take a time to look to see what other land leases can be put out.

Mr. Turbitt, the Finance Director of the Town of Nantucket, identifies a few issues with the evaluation that must be undertaken in the public forum, which the evaluation committee did. However, nothing in the RFP indicated that there would be an opportunity for the proposer to make any presentation to the evaluation committee in the form of an interview or the fact that one of the proposers was allowed to speak under public comment Mr. Turbitt thinks that this is unfair because no other proposers had the same opportunity to do that. Secondly Mr. Turbitt thinks there is some confusion in the minimum criteria that it listed the number of references that were required for the proposal to move forward, and then the Airport is required to rank those. In Mr. Turbitt's opinion the Airport should have one or the other, it couldn't have both. Mr. Turbitt added that the RFP is very clear that the Airport has the ability to choose the proposal and award it to the respondent who offers the best proposal, but that does not necessarily mean being the highest price guarantees that lease would become a ward to that individual.

The RFP will be reissued by the Airport as soon as possible.

Mr. Marks made a **Motion** not to award the lease, forth in Exhibit one (1). **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

- ➔ **Stowe Enterprises, LLC** – Lease Agreement for Aircraft Cleaning. Annual Business Fee \$1,500
- ➔ **Stowe Enterprises, LLC** – Lease Agreement for Aircraft Cleaning. Annual Business Fee \$1,500
- ➔ **Blown Away Heating and Colling** – Contract Amendment for Purchase and Installation of New Water Furnace Compressor. The amount is N/A
- ➔ **Mass Tank Inspection Services, LLC** – Contract to provide Fuel facility inspection, Cleaning and General Maintenance. The amount is N/A.
- ➔ **McFarland-Johanson, Inc** – Contract for Botanical Monitoring 2024 in the amount of \$6,600
- ➔ **McFarland-Johanson, Inc** – Contract Amendment for Phase II Source Area Investigation in the amount of \$73,322.76
- ➔ **McFarland-Johnson, Inc** – Contract for Phase III Source Area Investigation in the amount of \$410,579.43

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

070924-02 Election of Officers/Assign Sub-Committee Members.

Mr. Bouscaren made a **Motion** to nominate Mr. Gasbarro as Chairman of the Commission. **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Ms. Marks made a **Motion** to nominate Ms. Planzer as Vice Chair of the Commission. **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

The Airport Commission Sub-Committees members for FY25 are as follows:

Long-Rang Plans/Policy

Mr. Marks, Mr. Gasbarro and Ms. Planzer

Airfield Policy/Facilities/Maintenance

Mr. Marks, Mr. Gasbarro and Ms. Planzer

Personnel

Mr. Bouscaren and Ms. Topham

Noise/Environmental/Energy

Mr. Gasbarro and Mr. Marks

Service/Public Relations-

Mr. Bouscaren and Ms. Topham

Finance

Mr. Marks, Mr. Gasbarro, Ms. Planzer, Mr. Bouscaren and Ms. Topham

070924-03 Grant Signing Letter of Authorization.

Mr. Gasbarro explained that this is the annual letter to allow the Chairman or the Vice Chair to sign contracts, grants, or other agreements on behalf of the entire commission.

Ms. Topham made a **Motion** to approve the Grant Signing Letter of Authorization. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote-

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

062023-06 South Apron Expansion Project Updates - Mr. Karberg provided an update on the project. The work was completed one week early, and the Airport is under budget through the final payments. The Airport is working with National Grid through easements issues to place the Transformer and connect the Ramp Lights and Noise Monitoring Station. The Noise Barrier McFarland Johnson is working with a subcontractor to gather operational data. Mr. Karberg clarified that the wall itself is very compatible with solar panels installation, and directions are given to the Engineering team to include specs towards accommodating that as a designer alternative. Mr.

Karberg reported that McFarland Johnson had met with the manufacturer to discuss wall styles and materials.

Mr. Gasbarro asked Mr. Lasdin from McFarland Johnson what the anticipated timing on HMH is concluding their study and guidelines on how the remaining process is going. Mr. Lasdin answered that they will need two months of time to go. Mr. Lasdin added that McFarland Johnson is three months out to finalize the design.

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

Mr. Karberg gave an update that five hundred and fifty-five samples have been taken from eighty private wells. The Airport started the second round of Residential Water Connections to meet or exceed the EPA standard. The Airport sent letters to eleven residents on the West and South sides of the Airport. The Airport Consultant has begun meeting with homeowners. The connections are going to take three different forms; the first is that the Airport contracts and performs the work through the engineering company and pays and pays the costs directly. The second is that the Airport would reimburse the homeowners if they already made that connection. The third option is that the Airport would approve payments directly to contractors for homeowners that are already partway through the process.

Mr. Karberg provided an update on the previous meeting and asked questions. Monitoring Wells installation west of the Airport. These wells will delineate groundwater flow patterns. The Airport is looking for Wells that can be accessed easily and obtain repeated elevations of data.

The Geothermal system at the Airport has two options: conversion to a closed - loop system or replacement with a new system.

050923-01 Crew Quarters Project

Mr. Karberg reported that the Airport had a meeting with the modular company Pearl. The Airport is working on the Sewer and Sewer capacity fee documents and pursuing an exemption to that fee as a Municipal entity. The Airport received the foundation permit and will anticipate receiving the modular boxes in Spring.

Mr. Bouscaren asked if the building will be available for occupancy in the Spring and if there will be any availability for rent to people that are out of the Airport organization.

Mr. Karberg answered that if the Airport has occupancy left over, that will go to the Police and Fire Departments.

021324-01 Terminal Optimization Project

Mr. Karberg introduced Priyanka Menon and Jonathan McCredie from McCredie Architecture for the Follow-up on the Terminal Optimization Presentation.

Mr. Jarberg gave a brief update that the Airport submitted the bill ATP program for funding for the next fiscal year.

The full presentation can be found on: <https://www.youtube.com/watch?v=G7oDhuj1jAI>

Mr. Karberg gave the staff level recommendation that the Airport prefer the North Build option.

Finance

- **051424-07 FY26 Potential Capital Project** – Mr. Karberg had no update on this item.
- **081324-01 4th Quarter Report FY24**
Total Revenue for FY24 shows total of \$27.4 million, representing a \$500,000 increase over FY2023. Rental income and interest on investments both increase by \$350,000. And \$700,000 respectively. Fee income decreased compared to FY2023, decreasing by \$117,000. Total Revenue, including other financing sources, ended the year at 122% of the estimated budgeted amount.

061124-07 G. J. Smith, Inc., Planning Board Application – Mr. Karberg recommends to the Commission not to act on this item.

Manager's Report - Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Master Plan** – Airport had a staff level meeting to review RW 6-24 alternatives for a basic fault and failure analysis last month. Mr. Karberg reported that there will be an additional meeting in a small group to discuss alternatives to Runway 6-24.
- ➔ **Geometry Project** – The Airport title six plan is completed
- ➔ **Terminal Optimization** – Discussed previously at the meeting.
- ➔ **ARFF Truck** – The Airport is anticipating delivery for the new truck around the winter break.

Project Updates – Non-AIP

- ➔ **Runway 6/24 Centerline** – The emergency work repair was completed.
- ➔ **Hangar Development** – The Airport has completed a survey and appraisal for Hangar 8, and the new lease will be drafted soon.
- ➔ **Fence Relocation on Bunker Road** – Discussed previously.
- ➔ **Fence Relocation South Shore** – The work has been pushed back to the Fall due to the plant permitting issue.

RFP/Bid Status:

RFP status was covered earlier in the meeting.

Operations Update

- ➔ **August 3rd** – The Airport had three aircraft delayed that ended up canceling late at night during the weather condition. The crews for two aircraft stayed at the FBO overnight.
- ➔ **Boston Pops** – That is the busiest event for the last several years. M. Karberg provided the statistics that the Airport had 7,075 planned commercial passengers, which is a 5% increase over the previous year. The Airport also sold 107,000 gallons of Jet A.

- ➔ Ramp Incidents – The Airport has had minor Ramp incidents since the previous meeting.
- ➔ Ramp Management Update – The Airport has two weekends to evaluate the use of the Ramp and the operating in the zone configuration. The Airport received the antenna provided by Aerospace and is working to bring that online. The antenna will provide a database to track APU Ramp usage by condition and help monitoring.
- ➔ Jet-A Supply update – The Airport was managed through the summer without sales restrictions on fuel. Currently the Airport is 7% above from last calendar year in Jet A sales.
- ➔ Certification Inspection – The Runway 6/24 markings work was completed by Airport maintenance staff by August 1st.
- ➔ Conference Travel – Ms. Woods Environmental Coordinator attended the AAAE Northeast chapter meeting. There are ten Airports interested in visiting Nantucket and seeing how the Airport responds and mitigates on PFAS.

Statistics:

Mr. Karberg reviewed the June 2024 Statistics:

- For June, total Ops are up 3.6% on a FY and end down 8.8%
- SW Ramp operations were down 10% on a FY
- Enplanements were up 10% in June and down 1% YTD.

Cape Air in June:

- Boston was down 13%
- EWB up 7%
- HYA up 224%
- MVY down 3%

JetBlue in June:

- Boston up 7%
- DCA up 80%
- HPN up 79%
- JFK down 27%
- LGA down 45%

United Airlines in June:

- EWR up 19%.
- Enplaned 582 Passengers in June.

Delta Airlines in June:

- JFK down 38%
- LGA up 10%

American Airlines in June:

- PHL up 26%
- CLT up 80%
- DCA up 53%

- USPS is up, Cape Air Freight, UPS were down in June
- FedEx was down in June.

19 Noise Complaints in June, and 22 in July.

Personnel Report - Mr. Karberg announced Mariya Basheva as the new Finance Manager at the Airport.

The Airport canceled an interview for maintenance position due to an alert.

Commissioners' Comments.

Mr. Gasbarro asked if Ms. Woods could give an update in the September meeting on the PFAS meeting, which she attended at the Dreamland.

Mr. Gasbarro announced that Mr. Karberg has informed the commission of his intention to move on. The airport Commission will work for professional search for a new Airport Manager and have a proposal to consider at the September Meeting.

Public Comments

Mr. Golding, the awarded proposer for 33 Bunker Rd., left some forms with correspondence with G.J Smith for commissioners to review.

Having no further business for Open Session, Mr. Bouscaren 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.

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.

Second Ms. Planzer and **Passed** unanimously, by the following roll-call vote:

Ms. Topham - Aye

Ms. Planzer - Aye

Mr. Bouscaren - Aye

Mr. Marks - Aye

Mr. Gasbarro - Aye

The meeting adjourned at 6:52 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

08/13/24 Agenda including Exhibit 1

Agenda Protocol
07/09/24 Draft Minutes
06/30/24 and 07/24/24 Warrants Approvals
Exhibit 1
Stowe Enterprises, LLC d.b.a Fresh Air Services – License Agreement
Blown Away Heating and Cooling – Contract Amendment
Mass Tank Inspection Services – Contract
McFarland-Johnson, Inc – Contract
McFarland-Johnson, Inc – Contract Amendment
McFarland-Johnson, Inc – Contract
Election of Officers/Assign Sub- Committee Members
Grant Signing Letter
Water Services House Connections – Phase II Letter
Terminal Building Optimization Plan
PFAS Investigation Status and Phase II Comprehensive Site Assessment Report
FY26F Capital Project Request
4th Quarter Report FY24
Ramp Management & Monitoring
G.J Smith Tenant Alteration application
Planning and Land Use Services Letter
June Monthly Statistics