

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
November 12, 2024

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

This meeting was conducted remotely by video conference via Zoom app and live on the Town of Nantucket YouTube Channel.

Airport employees present were Noah Karberg, Airport Manager, Mariya Basheva, Finance Manager and Vilina R. Ilieva, Office Manager.

Also present: Rich Lasdin McFarland-Johnson, Jonathan McCredie, Edward Gentry.

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 10/10/24 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Mr. Marks made a **Motion** to ratify the 10/09/24, 10/23/24 and 11/06/24 Warrants **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Public Comment:

None.

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

- Consent to Sublease – Airport Gas sublease with Kevin Dineen for Office Storage Space. Amount N/A
- Lease Amendment No. 1 – Nantucket Oasis Pool and Spa to adjust Land Lease by 2,069 SF. in the amount of \$9,435.92
- Lease Amendment No. 2- Nantucket Oasis Pool and Spa for Lease-Rent Abatement for Relocation of the Perimeter Fence on Bunker Rd.in the amount of \$24,900.
- Catering License Agreement – A Taste of Nantucket. Annual Business Fee of \$1,500.
- Catering License Agreement – Island Kitchen. Annual Business Fee of \$1,500.
- Contract – McFarland-Johnson Task Order No. 14 for Water Service Connection Phase II in the amount of \$209,800.00
- Contract – McFarland-Johnson Task Order No. 12 for Perimeter Road Fence Relocation in the amount of \$136,200.00
- Contract Amendment – Robert B. Our Inc Change Order No. 7for Runway 6 Relocation a Portion of the existing Perimeter Road and Fence in the amount of \$268,142.16

Mr. Marks asked how many homes will get a Water Service Connection. Mr. Karberg deferred that question to Mr. Lasdin. Mr. Lasdin responded that there are fifteen homes (15) for connection.

Mr. Lasdin added that McFarland-Johnson specified that some homeowners require more assistance in managing the process for the connection.

Mr. Gasbarro recused himself from approving the Airport Gas Sublease and Nantucket Oasis Amendments due to a business relationship.

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

Ms. Planzer presented the first three (3) Contracts for Commissioner approval.

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

062023-06 South Apron Expansion Project Updates

- i. **Noise Wall Update** - Mr. Karberg provided an update the acoustic subcontractor HMMH has submitted a draft report to McFarland-Johnson. The company modeled six (6) different wall options. The acoustical modeling is based on receiver locations for Webster Rd., Monohannsett Rd., Skyline Drive, Evergreen Way and Okorwaw Ave. The McFarland-Johnson held a previous meeting with the wall manufacturers, and one presented a solar option that Mc-Farland Johnson will investigate further with engineers on how that would be set up.
- ii. **General Project Update** – Mr. Karberg reported that National Grid has approved the work, and they scheduled a service with KOBO utilities. The cable has been pulled, and the work is completed. The work for cameras and Noise monitors has been scheduled. The FAA and MassDOT will be on site Thursday, November 14 for Project walkthrough and inspection.

Mr. Gasbarro asked if the Airport anticipates that the cameras and lights will be operational by the time of the November 14 inspection. Mr. Karberg responded that it will not be ready before November 14.

Mr. Bouscaren asked if the installation of the wall will start before the 2025 season. Mr. Karberg responded that this will not take place prior to the commencement of the upcoming season. Mr. Gasbarro asked when approximately the project would start. Mr. Lasdin added that it would depend on the Commissioner's decision on the wall if they chose the solar option or a regular wall.

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

Mr. Karberg presented the proposed Additional Sampling and Disposal Site Boundary Modification. The Airport took the second round of sampling in late September. There were four (4) homes based on the results of sampling that will be connected to Town water. Nineteen (19) additional samples were taken, four (4) of those residences tested above the lower EPA maximum contaminants, and the rest were non-detected or were below even the EPA maximum contaminant limits. The Airport reaches out to all those residents to connect them, and if they are already connected, the Airport will reimburse them for the cost of their connections. There will be seven (7) or eight (8) homes that the consultants would like to sample in the next round.

Mr. Karberg also reviewed the Site Boundary study. There will be more sampling and attention to the more stringent future-facing EPA MCL limits. Further work will be informed by future sampling.

Mr. Marks asked a question: Is the PFAS relative to the foam that the Airport discharges and the PFAS is relative to the washes that may come from the car wash? Mr. Karberg's understanding is that the PFAS is not related to Foam. The future results will probably help draw further conclusions about that Source signature. Mr. Karberg added there are four (4) or five (5) outstanding homes that are seasonal residential, and the Airport is waiting for the results to come back.

Mr. Gasbarro asked what the next steps would be for a further report. Mr. Karberg clarified that these homes will be sampled, and the data will be taken to make directions whether to initiate connections.

Mr. Marks was curious when the next report will be. Mr. Karberg answered that the next IRA report will be ready to be presented after New Year.

Mr. Karberg continued and reported that the Airport initially established the green disposal site boundary, and this requires notifications on the residents as well as the Select Board and the Board of Health. Mr. Karberg reached out to Town and let them know that the Airport was going to discuss this and presented the map to the Commission for review. Mr. Karberg said that the Airport staff tried to edit the letters that will go out to residents with LSP

Mr. Bouscaren expressed disappointment with the interpretation of the "disposal site boundary".

Mr. Karberg will review that language with the stakeholder and report back to the Commissioners.

Mr. Gasbarro was curious, is there a regulatory timeline for these letters that needs to be issued? Mr. Karberg said that it is flexible within this stage and can last a year.

050923-01 Crew Quarters Project

Mr. Karberg reported that this project is week and one day through the sewer connection. The Nobadeer Farm Rd. is closed at night to accommodate the sewer extension work.

Mr. Karberg pointed out that the closeout of the project will be July 29th.

111224-01 Re-address the Dormitory Property Currently 10 Sun Island Road to 10 Nobadeer Farm Rd.

– Mr. Karberg reported that after discussion with the Assessor's office and Public Safety, the Airport would like to change the address for the parcel from 10 Sun Island Rd. to 10 Nobadeer Farm Rd.

Mr. Marks made a **Motion** to approve the change address from 10 Sun Island to 10 Nobadeer Farm Rd. **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

021324-01 Terminal Optimization Project

Mr. Karberg presented the team of the Airport engineers, architects and OPM to review the program Definition Document options and considerations for addressing the Geothermal system, estimate and financial feasibility.

Mr. Karberg reviewed Project Finances that currently the Airport has total Terminal Borrowing authorization of \$17M.

Mr. Karberg recommended his suggestions on the minimum alternatives to the Commissioners that can be made:

- New Tent
- Improvement of the Common Use Ticketing system
- HVAC System modifications

The full presentation and discussion can be found in the packet and:

https://www.youtube.com/watch?v=y_8PN-vOU9Q

111224-02 Rates and Charges Public Hearing proposed to be scheduled for January 14, 2025 – Mr. Karberg requested that the Commission hold a public hearing on airport rates and charges on January 14. The proposed rates and charges will be summarized by the airport personnel for the December meeting's review.

Mr. Marks made a **Motion** to approve the Public Hearing. **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

Finance

a. 111224-03 1st Quarter Report – Mr. Karberg gave an update on the First quarter of FY25: this is up 7% or just over \$1M on the strength of fuel sales. Fee income and FBO revenue are down. This is being driven by higher load factors in the commercial market and ACK receiving less in ramp and landing fees, as well as slightly fewer business jet operations. The total revenue ended the quarter at 80% of the Airport's annual budgeted amount, which will hold it well through the two lean quarters until the Airport can come out the other side for a strong close to Q4. The expenses are down 1% from the previous year. The Barnstable County retirement withdrawal happened to hit in Q1 this year instead of Q2. Despite salary expenses being up \$161K as the Airport has filled positions previously vacant, major expense categories have decreased, such as Operations and Maintenance down \$161K. The Airport currently is at 39% of annual budget expense, which despite the explanations above. For FY25 the Airport anticipates raising the revolver cap and is currently forecasting a raise to \$8.6M. That will reduce the profit to be applied to the operating budget from \$4.7M, reflected to \$2.1M. That is still well ahead of last year. The rental income continues to increase on the strength of new and resetting leases.

b. 111224-04 Airport Capital Improvement Plan (CIP) – Mr. Karberg highlighted the most important items:

2025 Finalized and track in the project updates as MEPA and NEPA updates, Ramp Lighting, Runway 6-24 Centerline, Airfield Remarking, the Employee House and PFAS work.

2026 Commuter Apron Reconstruction, but the Airport may push that back. The Terminal Improvements are on hold at the current \$17M.

2028 Runway 6-24 reconstruction work.

c. 111224-05 FY26 Capital Project Update – Mr. Karberg gave an update that the Capital Committee gave positive feedback on all projects except the Employee Housing. This housing will be only available for employees that provide an aeronautical purpose for the Airport. Mr. Gasbarro added that the Airport will work to answer some of the Capital Committee questions.

Manager's Report - Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Master Plan** - TAC Meeting to be scheduled early December.
- ➔ **Geometry Project** – No update on Geometry side. Disadvantaged Business Enterprise plan is approved, and it is 3.58% race neutral
- ➔ **ARFF Truck** – No update
- ➔ **Continuing Environmental Monitoring** – No update
- ➔ **PFAS Mitigation Grant** – The Select Board has approved the Borrowing Authorization. The scope will be finalized with FAA.
- ➔ **MEPA NEPA updates** - The Airport have held a spot to direct MEPA and NEPA permitting updates that can be anticipated from the Master Plan. The scope of that update is not finalized, but a short list of items that were been discussed with the FAA today includes:
 - o Assumed Catex for Terminal, hardstand, and apron work in 2026.
 - o 2028 Runway 6/24 reconstruction.
 - o 2029 TW C reconfiguration and RW 33/C intersection
 - o 2030 Hangar 5 and 6 removal and relocation.
 - o TBD, Noise work (potential Part 150 or related)
- ➔ **Ramp Lighting** – The Airport held an initial scoping meeting with FAA. The purpose of this meeting was to confirm the eligibility of lights for replacement. There are 17 lights: one lights the rental car overflow area, and 2 lights both ramp (eligible) and auto parking lot (non-eligible) that we will have to prorate accordingly, but we believe it is worth doing all at once for efficiency. We have also held a staff-oriented meeting to discuss design features and process important to ACK: height, backlighting, dimming ability, ease of control, and scaling lumens from in front of FBO to more distant ramp. Anticipating a public design session as part of a future Airport Commission Meeting.
- ➔ **Runway 6/24 Centerline Design** – The Airport received the Bids and need \$300k more in funding. This has been pushed to Spring construction. This is still eligible work, and the Airport is directing a grant application submittal.

→ **Airfield remark** - NO update.

Project Updates – Non-AIP

- **Hangar Development** – Working on lease language for approval RE; Hagedorn Hangar 10 .
- **Fence Relocation on Bunker Road** – The Airport has located the new fence line and utility service will be schedule and begin work shortly.
- **Fence Relocation South Shore** – Discussed previously.
- **Refueling Pad Wall Repair** – The Airport issued Notice of Award to TRAC Builders.

RFP/Bid Status:

- RFP to Lease 33 Bunker- No update.
- REOI for Flat roof building – No update
- RFP for Flight Procedures – The Airport is working to issue it during the winter.

Operations Update

- o POTUS - The Airport started the preparation to accommodate the president visit over Thanksgiving.
- o Fuel Farm – Mr. Harimon is working with Mass Tank to drain and shift fuel loads including tank painting, epoxy coating outside etc.
- o Sculpture Park – The Gallery will pick up one of the statues in the park.
- o FBO Utility Marketing – The Airport will support future BETA electric aircraft charger.
- o FAA Technician Operations is working on a project to update Runway 15 REILS, and they will be pulling power from T Hangar. The project is also related to pilot control lighting circuit. This is an important safety project, and the Airport is supporting them.

Personnel Report

Mr. Karberg reported that Valerie Garcia has joined the Security team. She has been a seasonal worker for the Airport, and she will be new Terminal Manager.

Roberto Campos will take Maintenance one position and start on November 25th.

Deb Crooks

Commissioners' Comments.

Mr. Gasbarro asked when the TAC Master Plan Meeting will occur. Mr. Karberg responded that the meeting is scheduled for December.

Mr. Gasbarro provided an update on the Manager search: the posting is currently active and will close on November 17th. The ADK will work on the applications received. The potential dates for the final interviews will be first week of January 2025.

Public Comments

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 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 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 Mr. Bouscaren 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 7:12 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

11/12/24 Agenda including Exhibit 1

Agenda Protocol

10/10/24 Draft Minutes

10/09/24, 10/23/24 and 11/06/24 Warrants Approvals

Exhibit 1

Airport Gas Station Inc. Sublease

Nantucket Oasis Pool and Spa Amendment No. 1

Nantucket Oasis Pool and Spa Amendment No. 2

A Taste of Nantucket Catering Agreement

Island Kitchen Catering Agreement

McFarland-Johnson Contract

McFarland-Johnson Contract

Robert B. Ours., Inc Contract Amendment

Apron Flood Lighting Figure

PFAS Table

Proposed Additional Sampling and Disposal Site Boundary Modification

Disposal Site Boundary letters

Airport Dorm - Month End October 2024 Construction Progress Update Milestone View

ACK Airport Dorm - Month End October 2024 Construction Progress Update

Terminal Optimization Pro Forma

Terminal Optimization Rendering
Terminal Optimization Improvements Final Draft
First Quarter Financial Report
September Monthly Statistics