

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
January 14, 2025

The meeting was called to order at 5:07 pm by Chairman Arthur Gasbarro with the following Commissioners present: Anthony Bouscaren, Andrea Planzer and Philip Marks. Jeanette Topham joined the meeting at 5:35 pm.

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

Airport employees present were: Noah Karberg, Airport Manager; Preston Harimon, Airport Assistant Manager; Mariya Basheva, Finance Manager; Vilina R. Ilieva, Office Manager; Elizabeth Reuss, Administrative Assistant; and Cameron Woods, Environmental Coordinator.

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.

Mr. Gasbarro asked for comments and concerns on the 12/06/24, 12/10/24 and 12/18/24 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Mr. Marks made a **Motion** to ratify the 12/04/24 and 12/18/24 Warrants **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Public Comment:

None.

011425-01 Proposed Revisions to Airport's Rates and Charges

Nantucket Memorial Airport routinely reviews and updates the rates and charges assessed to airport uses. The goal when establishing the fees is to provide fair, reasonable rates charged on an equitable basis to best recover the cost associated with the operation and maintenance of the airport. Mr. Karberg reviewed the highlights of the proposed revisions. The Airport is suggesting a 3.5% increase in line with the previous year's CPI-W to the landing fees. The same percent increase will apply for Ramp and Overnight Fees. Signatory terminal users landing fees are increasing from \$3.61 dollars per (MGTOV/1,000) to \$3.74 dollars and will be carried through on all landing fee sections. The LEO services assessment will increase from approximately ¢20 cents to approximately ¢41 cents per passenger. For aircraft coming into the FBO under 6000 pounds, the landing fee will go from \$6 dollars to \$7 dollars.

All Tie-down fees will increase by 3.5%.

Hangar Rentals will increase based on a fixed charge per additional square foot.

The T-hangar rate would increase by 3.5% as well. The service hours for deicing have changed for the call back fee. The mail fee will increase by a penny.

Mr. Marks made a **Motion** to close the public hearing **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Ms. Planzer – Aye

Mr. Marks – Aye

Mr. Bouscaren – Aye

Mr. Gasbarro - Aye

Mr. Bouscaren made a **Motion** to adopt the rates and charges as published **Second** by Mr. Marks and **Passed** by the following roll call vote:

Ms. Planzer – Aye

Mr. Bouscaren – Aye

Mr. Marks – Aye

Mr. Gasbarro – Aye

011425-02 Capital Program Committee Final Recommendations for Airport Improvement Plan

Mr. Karberg made an update about the recommended projects from the Capital Committee. These recommendations were:

- A New ARFF Truck
- Supplemental PFAS Fund Authorization
- Gate Hardstands
- GSE Storage

- ➔ Septic Upgrade in the ARFF Station
- ➔ Paint, Beads and Markings
- ➔ Combined Equipment Project (GPU, Preconditioned Air Unit, a Tug and a Bus)
- ➔ The Noise Barrier

There were two (2) projects that were not recommended for funding, which were:

- ➔ ARFF Station Repairs (Removing FFF Mixing System, A New Roof, Flooring Improvements)
- ➔ Employee Housing Town House

Each was subject to different circumstances but could be brought back to the special town meeting or the next annual town meeting when the Airport divides up the tasks and pursues the most critical which is the roofing. Mr. Gasbarro added that after explaining the airports position on housing, trying to get the finance committee to vote contrary to the Capital Committee's advisory would be a challenge and efforts would be best spent refining the design and numbers then bringing back to a special town meeting.

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

- ➔ Contract Amendment - PEARL Company, Change Order No.3 for \$78,337.60.
A civil change order for delay costs associated with the beginning of the project
- ➔ Contract – Victor-Bradon Corp. Rehabilitate a Portion of Runway 6-24 Centerline & Remark for \$1,299,000.
- ➔ Task Order No. MJ-PN-22 – McFarland-Johnson, Amendment No. 1 for PFAS Services Phase III for \$172,082.29.

Ms. Woods expanded on the changes to the task order for the McFarland-Johnson about PFAS. Task G-3 Continued drinking water testing and reporting. Task G-4 public involvement and communication protocols. Task G-5 Western residential drinking water sample. Task G-6 MCP reporting. Task G-7 Soil and ground water investigation.

Mr. Marks had a question regarding The Pearl change order since there was a fee for the delayed start, would they reimburse the airport if they are behind on schedule to complete the work? Mr. Karberg informed Mr. Marks there is a liquidated damage claim if they were to delay completing the project.

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. 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 that the cameras are commissioned and operational. The noise monitoring integration is ongoing, with active troubleshooting by the vendor. It is not a hardware issue, but rather a software and display issue so it is not quite ready to go live. Mr. Karberg is hoping it will be integrated and active for the February 11th Commission Meeting.

Regarding the Sound Barrier, Mr. Karberg reported that while they continue to advocate for positive review of funding for May, engineers will continue moving forward on the design. Mr. Karberg has directed Mr. Lasdin from McFarland-Johnson Inc. to no longer consider Solar PV as part of the design as the early indication is that the simple economic payback would not be worth it. The Geotech investigation for the wall footings is complete. McFarland-Johnson will conclude design within the next month and go out to bid in March to have bids in hand to inform if any potential action is required of them.

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

Mr. Karberg recognized Cameron Woods as the ACK Environmental Coordinator for the purpose of PFAS Investigation. Ms. Woods gave an update on the status of the Home Connections sampling by Weston Solutions. There are five (5) homes that have been connected. Three (3) of the houses have been completed and paid, one (1) house that has been completed and not paid yet, and one (1) house that has been completed but there is additional work for connection of irrigation. There are ten (10) homes that are in the process of being connected which vary in terms of progress but moving quickly. There is now only one (1) home that they have not been able to get ahold of. Voicemails have been left with no response. There are zero (0) homes left to be reached out to.

050923-01 Crew Quarters Project

Mr. Karberg reported that three (3) Boxes are scheduled to be delivered to New Bedford today, January 14th, and three (3) more the following day. They will be delivered by the barge to Nantucket scheduled for Thursday, January 16th and Friday, January 17th. Crane mobilization is scheduled for Monday the 20th, Boxes to be set Tuesday the 21st with truss delivery on Wednesday the 22nd. The Airport is also working towards getting the easement for the transformer pad out of the Nation Grid Right of Way Group and into scheduling. Paperwork is set and ready for the Annual Town Meeting which is needed for the body to grant the permit easements for the transformer pad both for the Housing Project and South Ramp Extension.

Mr. Karberg is also drafting a policy for placement of a full-time airport employee into the apartment associated with the dorm which would be outlining the steps that the manager will perform.

021324-01 Terminal Optimization Project

Mr. Karberg held a meeting with McFarland-Johnson Inc. regarding the three (3) items for the terminal – Replacing the Geothermal System, Tent 3.0, and the Common Use Ticketing System.

Mr. Karberg has directed Mr. Lasdin not to move forward with the tent and the common use ticketing system would work as part of this design scope. The tent still has about 2-3 years of useful life and the common use ticketing system would be an appropriate solution. Mr. Karberg feels it would also be appropriate to recognize the Manager Transition and have the incoming manager review and direct those scope items. Although it is still imperative that the Commission continue to direct and advance a design in the scope to upgrade or replace the Geothermal System. Mr. Karberg has also given McFarland-Johnson direction to scope two (2) alternatives in addition to performing a preferred design, bidding, and Resident Engineer Functions:

- ➔ Option 2: Convert existing system to a closed loop system.
- ➔ Option 3: Convert to a conventional system.

Mr. Karberg gave an opinion on option one (1), which is to pump and treat using the open loop system. Mr. Karberg does not endorse designing this alternative because he thinks it will be difficult but could ask the consultant to include it in their scope, at additional design cost. Mr. Karberg's opinion that during early mitigation in PFAS response, the commission took an aggressive approach to provide a municipal water service immediately to impacted residents by the airport instead of going the route of future pump and treat, if required by Massachusetts DEP. Pumping and treating water generates spent carbon and waste and with Mr. Karberg's experience with the GAC system for the fuel farm it can be expensive to manage and dispose of the waste. While the geothermal system would still treat the water, it can't be turned off like the GAC system in case of failure or lapses in that treatment.

Mr. Marks explained that it would be very expensive converting from an open to a closed geothermal system. From the research Mr. Mark's did, the solution for this is easy to do and it has 100% backup in the system the way it's designed. Mr. Marks would be happy to share this information with Mr. Lasdin if necessary.

Mr. Gasbarro added that it will be hard to evaluate the alternatives without that understanding and he agrees that the number of wells necessary for the closed loop system would cover a large area and have a significant expense. Mr. Gasbarro agrees to Mr. Karberg's statement that we might not go with the full design but welcomed Mr. Lasdin's input on what the next step should be to minimize the full design to 60% and an estimated cost. Mr. Lasdin said that he will provide an estimate cost and a spreadsheet presentation.

011425-03 Master Plan Public Information Meeting, Tentative date January 23, 2025

Mr. Karberg announced that the Airport held the 3rd TAC meeting on December 9th which focused on three (3) items:

- ➔ Facility Requirements – Looking at what a generic facility with our operational profile would require, on average, for space (whether this is building office space, parking, ramp space, etc.). Expansion could be an opportunity to meet a shortfall, it is not the only option. Other options include administrative controls, would be a future tool for management.

- ➔ Runway 6-24 Alternatives – Future erosion on the south shore and potential loss of the runway safety area was discussed. There is no plan about what will be done about this, but it did establish recommendations for future environmental analysis. The recommendation is a future shift in Runway 6-24 to accommodate the future erosion which would abandon the 400 feet on the South end and would be added to the North end instead.
- ➔ Geometry Alternatives – Complex review of airfield geometry and alternatives for future improvement.

Mr. Karberg added that they are in the final campaign on the Master Plan update and beginning to post completed inventory, forecast and facility chapters to the website. The Financial and Implementation Plan Chapter of the Master Plan identifies the Airport's financial resources and sequencing plan to both AIP projects as discussed in the TAC meetings, but also internal strategies for the Airport's development and delivery of self-funded programs and environmental efforts.

Mr. Karberg is working with a consultant to line up a master plan presentation for the Commission's meeting in March. Mr. Karberg is also working on dates for the second Open House Meeting. This would be held in the terminal with poster board visuals, consultants and staff to explain project details.

Manager's Report - Mr. Karberg reported on:

Project Updates – AIP/ASMP

- ➔ **Airport Master Plan Update**– Previously discussed.
- ➔ **Geometry Project/DBE** – DBE is still under review. Airport Concessions DBE plan approved/signed by the FAA. The Geometry project is functionally finished – waiting on closeout of the reimbursable agreement for the Fiber optic work which could take a while.
- ➔ **ARFF Truck** – Mr. Karberg reported that the ARFF Truck is now off the line and will be sending two (2) staff members (Airport Mechanic and Operations Superintendent) to Oshkosh for inspection.
- ➔ **Continued Environmental Monitoring** – No update.
- ➔ **PFAS Mitigation Grant** – The FAA is reviewing the Sole Source Documentation Letter. ACK group has responded to a request for a comment from the FAA.
- ➔ **MEPA NEPA Updates** – Mr. Karberg reported that this would be delayed to FY2026 to accommodate further review of the implementation stage for the Master Plan. This will not impact the Airport project schedule, just the schedule for use of our entitlement funding.
- ➔ **Ramp Lighting** – The scope has been finalized with McFarland Johnson and will proceed with obtaining a fee estimate and bring to the Commission in a future meeting for their concurrence.
- ➔ **RW 6-24 Centerline** – The contract was previously approved on Exhibit 1.

Project Updates – Non-AIP

- ➔ **Housing** – Previously Discussed.
- ➔ **Hangar Development** – The Airport is working on a lease with Hagedorn for Hangar 8.
- ➔ **Fence Relocation: South Shore** – The Airport is working on setting up a meeting with FAA to review their airspace determination relative to moving the south shore fence above the beach in the Runway Safety Area.
- ➔ **Refueling Pad Wall Repair** – No update.
- ➔ **Electric Aircraft Charging Station** – Mr. Karberg has provided the submitted ALP update to reflect installation of future electric aircraft charging station adjacent to the FBO.
- ➔ **ARFF Transition** – Staff are working to develop our ARFF Transition plan. The Fuel Farm has been operating on fluorine free foam for several years, and the new primary truck from Oshkosh will utilize only fluorine free foam. The Airport is also working on a plan that is the best way to clean and transition the remaining two (2) vehicles (Airport 1 and 3) to only fluorine free foam. It is a complicated process to send each off to a facility to drain, rinse, properly dispose of the rinse aids, return, restock with the fluorine free foam and certify its performance to the standards.
- ➔ **Tenant Alteration Applications** –
 - Working with GJ Smith, nothing new to report.
 - Approved minor change to TSA screening layout (movement of the TSA agent stations forward, closer to the rollup door).

RFP/Bid Status:

Mr. Karberg and airport staff are working to issue all the documents for these items:

- ➔ RFP to Lease 33 Bunker, waiting on Contract Counsel comments.
- ➔ REOI for flat roof building.

Operations Update

- ➔ **Fence Repair, Monohansett Rd.** – The Airport has approximately \$12,000 in costs and is moving forward with cost recovery from the driver/insurance carrier.
- ➔ **End of Year META Stats.** – The calendar year, early indication is that the Airport is up 4% in our securely screened passenger market, 144,962. This is based on our daily reports from TSA of expected screened passengers, and will differ from total enplanements, but is a reliable daily record that is tracked and used for allocating resources. Mr. Karberg added that the Airport finished the calendar year up 6% on Jet-A gallons sold over last year, closing at 2,143,473 gallons.
- ➔ **PCI Inspection** – The inspection was completed.
- ➔ **Fuel Reservations** – Mr. Karberg received the fuel reservation schedule from the Steamship but did not receive everything that was requested. It is typical at this point to sit down with the Steamship and try to identify any additional reservations that can be obtained with other bulk buyers on schedule.
- ➔ **FAA Tech Ops/RW 15 REILS Upgrade** – No update.
- ➔ **FAA Inspection** – Scheduled for May 27-29th, 2025. No update.

- ➔ **Hangar 1/FedEx Service** – FedEx has been the subject of some online articles. Ocean Wings held the original ground lease with the airport and built Hangar 1. Several years ago, they sold to Brookfield Assets, who subleased the hangar to FedEx who operates air freight through the hangar. Mr. Karberg’s understanding is that FedEx has changed their front of the house operation, but contractually there is no change to the Airport lease, sublease, or freight operation for FedEx by Mountain Air Cargo.

Statistics:

Mr. Karberg reviewed the November 2024 Statistics:

- For November, total Ops are down 8%, YTD up 2%
- SW Ramp operations are down 47% in November over the last year
- Enplanements were up 15% in November, up 10% YTD

Cape Air in November:

- Boston was up 8%
- EWB up 3%
- HYA up 217% (460 vs 145 passengers) 9th month of +200% growth
- MVY down 24%

United Airlines and Delta Airlines concluded season in August.

American Airlines concluded season in September.

Jet Blue concluded season in October.

Fuel

- Jet A overall
 - Up 3.9% FYTD over 3 yr avg.
 - Even with previous 3-months avg.
 - Up 70.6% for December
- Jet A, FBO
 - Up 7.2% FYTD over 3 yr avg.
 - Up 4.7% for 3 months previously.
 - Up 45% for December.
- Jet A, Commercial N/A Season Over
- Low lead
 - Down 12.2% FYTD over 3 yr avg.
 - Down 1.6% over the last 3 months.
 - Up 15.8% for December.

Freight was down 10% in November.

Down 17% FYTD

- Cape Air Freight, UPS, and FedEx were down.
- USPS was up.

0 Noise Complaints in November.

APU Log Summary – In November, Airport Operations logged 0 APU Action Entries.

Personnel Report

Mr. Karberg would like to welcome Rheanna Perrin as our new FBO Customer Service Representative. You might recognize Rheanna from her previous counter work with us as a seasonal employee and Terminal airline employee.

Regrettably, Mr. Karberg announced the resignation of Noe Pineda, an airport custodian for 22 years because of housing. His last day is Friday.

011425-04 Discussion and Selection of Final Candidates for Airport Manager Position

Mr. Gasbarro reported that the commission held two (2) meetings earlier in the day to interview two extremely qualified candidates, Mr. Michael Caires and Mr. Warren Smith, for the position of airport manager. The candidates were brought to the Airport Commission through the process with ADK using executive search.

Mr. Gasbarro feels that right out of the gate they are both very qualified and the airport would be in good hands with either of these gentlemen.

Mr. Gasbarro opened discussion amongst Commissioners to decide which of these two candidates they wish to extend an offer to.

Ms. Planzer agreed that they are both great candidates. With Mr. Smith she felt that he was a candidate that really wanted to be on Nantucket, and he was very enthusiastic so that was a big positive for her. Ms. Planzer added that Mr. Smith has been in an isolated community where the grocery store is 60 miles away so Nantucket wouldn't feel so isolated to him.

Mr. Bouscaren said he liked both the candidates and that the group that presented them to the Airport did a great job and would support either one.

Mr. Marks also said he enjoyed both candidates but especially enjoyed Mr. Smith's enthusiasm. That he feels very connected to the work he is doing, that he is passionate about his work, and very intelligent when listening to him speak about the different projects he has pushed forward while having to interact with three (3) different governments in his airport by himself versus being represented by a committee. Mr. Marks personally enjoyed the way Mr. Smith interacted with the Commission and feels if he interacts with the staff and the town that way then he will have the intelligence to do a great job leading the Airport.

Ms. Topham said she felt both candidates are equally qualified.

Mr. Marks made a **Motion** to extend an offer to Warren Smith **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Public Comments

None

Commissioners' Comments.

Mr. Gasbarro added a comment to thank the staff for all their support through the process, it was a team-building effort.

Having no further business for Open Session, Mr. Marks made a **Motion** to go into Executive Session, under G.L. c.30A, §21 (a), 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.

Clause 2: To Consider Strategy Sessions in Preparation for Negotiations with Non-Union Personal or to Conduct Collecting Bargaining Sessions or Contract Negotiations with Non-Union Personnel of the Airport Manager.

Second by Ms. Topham 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 6:17 pm.

Respectfully submitted,

Elizabeth Reuss, Recorder

Master List of Documents Used:

01/14/25 Agenda including Exhibit 1
Agenda Protocol
12/06/24, 12/10/24 and 12/18/24 Draft Minutes
12/04/24 and 12/18/24 Warrant Approvals

ACK R&C final Draft
ACK R&C 1.9.24 Approved
Hangar Support Doc. for R&C
R&C Comments
Exhibit 1
(Handout) Pearl CO #3
Victor Brandon Runway 6-24 Contract
MJ PN 22 Amendment 1 ACK Phase 3 Investigation 011425-MJ Executed
PFAS Table
ACK TAC Meeting 3 -Alternatives
2024-12-09 TAC 3 Draft Meeting Notes
ACK- BETA CHARGING STATION ALP UPDATE 2024.1121
November 2024 stats
APU Summary