

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
February 11, 2025

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

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.; Druv Patel, McFarland-Johnson Inc.; Jim Soukup, Weston Solution; Mina Markarius, Anderson Kriegar; and Christina Marshall, Anderson Kriegar.

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 01/14/25 and 01/28/25 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Mr. Bouscaren made a **Motion** to ratify the 01/08/2025 and 01/22/2025 Warrants. **Second** by Mr. Marks and **Passed** by the following roll call vote:

Ms. Topham – 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.

- Non-Exclusive Ramp License Agreement – Gull Air, General Aviation Part 135 Operator. Annual Business Fee of \$1,500; Landing fee, ramp fee, and additional services to be charged by Airport Rates & Charges.
Mr. Karberg said this company is good to operate and agreement will be reviewed at the next commission meeting.
- Contract – Hortonville Consulting LLC, Aircraft Rescue and Firefighting (ARFF) Training. The original amount was for \$49,160 and was adjusted to not exceed \$53,410 based on additional scope of work. 3-Year contract includes travel and lodging expenses.
- Contract Amendment – PEARL Company, Change Order No. 4 for \$19,616.55. The new contract amount, including this amendment, is \$6,372,694.08. Expenses for modular adjustments, Water Dept. fees, and gate valves.
- Contract Amendment – Industrial Protection Services, Change Order No. 1 to New ARFF Truck for \$1,469.25. To decrease the contract amount for Ladder Substitution and extend the contract by 76 days. The new contract amount, including this amendment, is \$117,797.75.
- Contract Amendment – Oshkosh Airport Products, Change order No.1 for \$26,873. To procure electronic Foam Proportioning System. The new contract amount, including this amendment, is \$963,083.
- Contract – McFarland-Johnson, Task Order No. MJ-EA-11 for \$253,700. Design Services for South Apron Lighting Installation. Anticipated funding: FAA 90%, State: 5%, Local Share: 5%.

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

Mr. Gasbarro presented the Employment Agreement for the Airport Manager.

- Contract – Nantucket Memorial Airport, Employment Agreement for Airport Manager for \$185,000. The contract starts March 3, 2025, through June 30, 2026.

Mr. Bouscaren made a **Motion** to approve the Employment Agreement Contract for Warren Smith for the position of Airport Manager. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

Pending Matters:

062023-06 South Apron Expansion Project Updates

Mr. Karberg gave an update that the noise monitoring systems have been partially integrated. Faulty power supplies on both units have caused a delay. The contractor and provider will be providing the updated power supplies.

Mr. Karberg included the South Apron Air Quality Technical Report and gave an explanation on what it said. The model that was run assumed the heaviest aircraft activity and use cases, the “Hot Operations” operational plan, and locally recorded meteorologic conditions. Two conditions were modeled, a Pre and Post South Ramp expansion construction. Total emissions of criteria pollutants were reduced. This was a baseline study and the Airport will continue to run additional use cases for aircraft activity and operation can be modeled to understand those changes in air quality.

Mr. Karberg gave an update about finalizing the Sound Barrier Design. It will go out to bid in March to receive bids to inform any action or adjustments needed at the Annual Town Meeting. It is ideal to receive bids ahead of the Annual Town Meeting, but under Massachusetts State Law, contractors only have to hold their bid prices for three (3) months until a contract is executed.

Mr. Gasbarro asked Mr. Lasdin if he had any information to add to the emissions report. Mr. Lasdin did not have anything to add but he informed Mr. Gasbarro that McFarland-Johnson had their sub HMMH develop the document which was prepared based on a scope that was written early on in the project.

Mr. Gasbarro then asked if there was any actual sampling of air quality done for this report or is it all theoretical modeling? Mr. Karberg added that it is all theoretical modeling. Noise emissions are calculated in the FAA and airport environments using AEDT (Aviation Environmental Design Tool) version 3, which is a modeling-based software.

Mr. Gasbarro asked for clarification regarding the models and if they are to show the Airport has built this ramp and has reduced emissions. Mr. Karberg informed Mr. Gasbarro that the greatest source of emission reduction comes from a more efficient taxi in times. In the summer, predominantly winds are coming from the south/west, aircrafts will arrive runway 24 and exit Taxiway Echo onto the new Taxiway Lima or onto Juliet and finding their way to the ramp very quickly. The major factor driving the pollution reductions is the large scale, over the course of 10,000 operations, fleetwide reduction. There’s also a general location reduction, receptors (residential homes) adjacent to the south ramp between the ARFF station and Taxiway Juliet see a reduction in overall

values, receptors closest to the South Ramp Extension would see a small increase. The magnitude of those changes are all very low and are not approaching the criteria polluting levels set by the EPA.

Mr. Lasdin continued the update on the Sound Barrier Design. McFarland-Johnson met with a series of soundwall manufacturers to try to understand what kind of products are available, what the durability would be, and where they have been constructed. McFarland-Johnson came up with four (4) types of soundwall designs that have been used for this purpose:

- ➔ Perforated PVC Soundwall – Consists of a PVC shell with perforations and the interior, which is made of a mineral wool product that helps absorb the sound.
- ➔ Fiberglass Soundwall – Made from a fiberglass panel with a series of dimples to capture the sound in the panel.
- ➔ Precast Concrete Soundwall – The aggregate in the concrete material is made with absorptive properties to help capture the sound.
- ➔ Timber Panels – Just made of wooden materials.

McFarland-Johnson discussed with HMMH the options between an Absorptive Wall or a Reflective Wall. Reflective Walls essentially bounce the sound back into the transportation entity. An Absorptive Wall would absorb the sound waves, mitigating the noise. The discussion also included additional solutions and modeling to further reduce the noise.

When considering the four (4) soundwall designs, McFarland-Johnson talked to manufacturers about durability, construction costs, and resiliency; especially with the factor of constant salt spray in mind. A table was provided that included levels of Construction Cost, Maintenance Cost, Resiliency to Nantucket Environment, Service Life and NRC Rating (.9 recommended) for all four (4) materials. McFarland-Johnson concluded their recommendation would be the Perforated PVC with Mineral Wool Design.

Mr. Marks asked if there was any examples of the PVC with mineral wool being installed and the overall longevity. In Mr. Marks experience, PVC tends to be destroyed in a short amount of time. Mr. Lasdin added that there is a PVC Wall installed along I-90 in the Worcester area and can find out additional statistics about that.

Mr. Gasbarro then asked what the expected longevity of this product would be. Mr. Lasdin said that most manufacturers will tell you the wall would have a service life up to forty (40) years in their published literature.

Mr. Gasbarro then asked if the 45-degree angle return along the top of this wall would still be able to be used. Mr. Lasdin confirmed that they would be able to do that.

Mr. Gasbarro expressed that after reading the literature from the manufacturers, the product is fairly impressive. While this product was not the first choice Mr. Gasbarro had for the project, he would be happy to see the Airport go in the direction of a modular type system and would be a better approach for the Nantucket logistics. Mr. Gasbarro concluded that he would like to see the Airport proceed with the recommended product.

Mr. Karberg asked Mr. Lasdin, with this type of material for the wall, would it have any impact on the foundations/bases and if they would still be deep, pure concrete. Mr. Lasdin said for the wall to hold itself up against the wind, it would still be some kind of drilled shaft foundation.

Mr. Gasbarro asked if it could be on a per post type basis or if it would actually be a foundation that would run the length of the wall. Mr. Lasdin said that in some cases there is a grade beam along the ground or a metal frame across the bottom of the wall.

Further updates will be provided at the next commission meeting.

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, in the last Commission meeting that the Airport released to the public that the Airport would be transitioning away from AFFF and moving to a Fluorine Free Solution in all the ARFF vehicles. The Airport has received the new ARFF truck from Oshkosh, which is being fitted to take Fluorine Free Foam. The Airport also released that there would be an IFB for transitioning the remaining two (2) trucks that need to go off island, which is scheduled for February 26th. Ms. Woods introduced Jim Soukup from Weston Solutions to present to the commission.

Mr. Soukup gave an update on the PFAS Investigation. Overview of work performed consisted of:

- ➔ Supplemental Sampling of West Side Homes – In May 2024 the EPA came out with new Maximum Contaminant Levels (MCLs) for PFAS, which were significantly lower than the Massachusetts DEP values that were being used. The Massachusetts DEP advised that they would be adopting the lower levels from the EPA so the Weston Solution team should be proactive and compare the existing data to the lower EPA levels. Weston Solution issued a Phase II Addendum June 28, 2024 that assessed the impact of EPA MCLs based on existing data. As a result, the disposal site boundary was expanded to the west and additional sampling of all west side homes was recommended. Fifteen (15) of the Twenty (20) homes identified within the expanded disposal site boundary were resampled in September 2024. One (1) home exceeded the EPA MCLs, and three (3) homes were above MassDEP GW-1 Standard of 20ppt. Six (6) of the nine (9) homes identified (5 homes from the previous sampling and 4 additional homes) were sampled in December 2024. All homes were below the MassDEP GW-1 Standard and two (2) homes exceeded the EPA MCLs but had a Pine Tree signature, which is not an Airport source.
- ➔ Updated Disposal Site Boundary – Weston Solution reviewed PFAS results for all 21 supplemental West Side samples against the Pine Tree and Airport Signatures. The PFAS signature analysis verified the location of the Disposal Site boundary in all areas other than the three (3) homes. As a result, Weston Solution revised the Disposal Site boundary to include the additional three (3) homes that exceeded Mass DEP GW-1 or EPA MCL that had Airport PFAS signature.
- ➔ Connection of Homes to Water Line – Connection to all Homes within the Disposal Site boundary that had any detection of PFAS has been offered. Four (4) homes on

MVR qualified and have been connected. Thirteen (13) homes on West Side qualified and are in various stages of connection.

- Installation of Off-Site Monitoring Wells – The Phase II Addendum included recommendation to install monitoring wells in the residential area west of the Airport to confirm groundwater flow patterns. Many roads in this area are privately-owned so Weston Solution worked with the Town to identify suitable locations along Town roads. Eight (8) monitoring wells were installed the week of December 16-20th, 2024; one of the wells being on Airport property. Synoptic round of groundwater measurements is scheduled for February 18th. Groundwater elevations will be plotted on the map and contoured to further evaluate groundwater flow patterns. The next round of groundwater sampling for all monitoring wells is scheduled for April.
- Phase III Evaluation of Remedial Alternatives – Majority of the work has been focused on Phase III which took into consideration the connection of residents with PFAS detections to the existing water line, restoration of groundwater within Zone II to MassDEP GW-1 (20 ppt), and potential for source area soils within Zone II on the Airport property to leach into the groundwater. Potential remedial actions are being developed for these conditions and evaluated in accordance with MassDEP guidance. Weston Solution is also considering Soil Alternatives and Groundwater Alternatives.

The full report can be found at: <https://www.youtube.com/watch?v=agb3Ofsyyz0>

Mr. Gasbarro asked if property owners have been notified of the results. Mr. Soukup confirmed that the homeowners were notified immediately after receiving the sampling results with a notification letter indicating what the results were and a copy of the laboratory results. The homes that exceeded EPA levels were offered bottled water.

Mr. Gasbarro then asked if the homes with the exceedances on the pine tree signature were offered bottled water and Mr. Soukup said they were not. Mr. Gasbarro feels it would be important to provide this information to the Town to help the community better understand the results from the sampling and the areas that the Airport is responsible for.

During the discussion about Groundwater Alternatives, Mr. Gasbarro asked why a curtain to treat the ground water would need to be installed along the southern boarder of the Airport property if it's not in Zone II. Mr. Soukup explained that the short-term risk has been mitigated by connecting everyone to Town water but theoretically that groundwater still needs to be cleaned to drinking water standards since it is outside the non-potential drinking water source, and it is a sole source aquifer on an island. Although this section of land would not be developed as a drinking water source, which would be the reason to not installing a curtain in this area.

Mr. Gasbarro then asked if the surface area of the activated carbon in the curtain that would be installed along the Zone II boundary would capture and lock in the PFAS so it is no longer mobile and would it then be removed after it has absorbed the PFAS. Mr. Soukup confirmed that yes, the activated carbon would basically lock it in. The PFAS in the soil is not locked in so when the rainwater flushes the PFAS through the soil into the water source, it will then cling to the activated carbon and remain stuck there. Although each grain of carbon has certain absorption sites, once it is filled up it can't accept anymore

PFAS so there is a life span associated with these curtains and will need to be replenished every so often. This is an option that Weston Solution would not recommend since it is expensive and not all that effective but is looking into it for comparative purposes.

Mr. Marks asked about the water flow of the geothermal system; if it is being drawn down and cleaning the water in the area of Runway 15, wouldn't that arrest the flow towards the Town wells and combine that with the actual flow of water going to the cell, directly away from there and approximately how long would it take for it all to be cleaned. Mr. Soukup explained that Mr. Marks was correct about his understanding, that it is a sort of half-life and would require more than one flushing before it starts to become clean. PFAS is a new contaminant, so these sites are just starting to be monitored to learn what that half-life would look like. More data and information will be collected as part of Phase IV.

050923-01 Crew Quarters Project

Mr. Karberg gave an update that he toured the site on January 24th with Mr. Gasbarro, the architect, and our OPM shortly after the boxes were installed. The Easement requirement with the National Grid is out of the Right of Way Group and into scheduling. There is no anticipated date for placement, but the on-site coordination has begun with KOBO.

Some of the major schedule items that were accomplished were the modular boxes were set, the tresses and sheathing are going up, data and power were laid out, and the basement slab was poured. In the next 2-3 weeks it is expected to complete the basement framing, complete the roofing and high trim, and complete the rough end for the electrical, sprinkler, plumbing and HVAC.

021324-01 Terminal Optimization Project

Mr. Karberg deferred to Mr. Lasdin present a report for estimated costs for the original three (3) options as well as a fourth option:

- ➔ Option 1 – Electric Dry Cooler and Electric or Propane Broiler
- ➔ Option 2 – Electric Air Cooled Heat Pump Chillers/Heaters
- ➔ Option 3 – Closed Loop Geothermal System
- ➔ Option 4 – Existing System Upgrades and PFAS Treatment of Contaminated Ground Water

The Commission and the Airport requested McFarland-Johnson to look into maintaining the existing system and treating it. For maintaining the system, McFarland-Johnson chose to keep the wells in their current location but could be modified with Mr. Soukup's opinion to move them over to the Runway 15 approach if necessary. Mr. Lasdin expressed the big picture discussion is that there is an efficiency of using the geothermal and that it would be the best option. Although through McFarland Johnson's study with the Airport, they have heard the system has problems and it doesn't work right so they would need to understand what that term means in order to rehab the system and keep the wells in place. The other two (2) options would require either substantial modifications or partial modification of the existing system.

Mr. Gasbarro asked if Mr. Lasdin had a recommendation on which option would be best. McFarland-Johnson's recommendation if the idea to not use the existing geothermal system would be Option 2.

Mr. Gasbarro asked Mr. Soukup as part of the work for Phase III, would the DEP be looking for some level of groundwater treatment? Mr. Soukup said yes, in the Sun Island area and at a minimum the runway 15 approach area.

021125-01 Review and Approval of Employee Housing Policy

Mr. Karberg included in the packet the final Housing Selection Policy for the commission's review and proposed for approval. The dorm on Nobadeer Farm is proceeding, and the Airport is planning to make use of the 1-bedroom dorm Manager's Apartment for full-time employee housing. The policy will give the incoming Airport Manager the necessary guidance to fill the apartment through a defined process, including directing the Collective Bargaining process towards approval if it is a union employee.

Mr. Bouscaren made a **Motion** to approve the Final Housing Selection Policy. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

021125-02 FY2026 Budget Presentation to the Finance Committee on February 2nd

Mr. Karberg informed the commission that he presented the FY26 budget to the Finance Committee on February 2nd, and is included in the packet. The Airport commission has already approved this budget. The final step prior to the Annual Town Meeting is for the Airport to present the same information to the Select Board at the incoming meeting.

021125-03 Second Quarter Report FY2025

Mr. Karberg said the Second Quarter Budget report is included in the packet and has been summarized by Mariya Basheva. It presents the performance for the quarter from October 1st to December 31st, 2024, as well as the cumulative six (6) months from July 1st through December 31st, 2024. Mr. Karberg reviewed the following report items:

- ➔ The Airport is backing out the retroactive nature of our adjustment to the fuel revolver cap, we are in a better financial position than the previous year.
- ➔ Fee and Rental Income continues to increase.
- ➔ After six (6) months, the Airport has received 109% of the budgeted revenue for the Fiscal Year.
- ➔ Expenses, once the Airport accounts for variation in timing of the Retirement system payment, were down 2% over the quarter.
- ➔ After six (6) months, the Airport has spent 57% of the Fiscal Year Budget allocation.
- ➔ The Airport's debt schedule has not changed since the previous quarter but is provided for ongoing reference.

021125-04 Airport Repayment to the General Fund

Mr. Karberg is asking for approval from the commission via vote to authorize repayment and retirement of the debt to the General Fund. For FY2025, the Airport Finance Manager's recommendation is to pay the scheduled amount of \$235,620.87 and additional principal of \$188,210.02, less our in-kind services of supplied materials to the DPW of \$21,485.10. Mr. Karberg explained this payment would be in-line with the additional principal payments we have made to the Town over the previous three (3) Fiscal Years, and does not believe it would fundamentally impact our operating budget or future use of retained earnings. This would also allow the Airport to retire the \$4 Million repayment to the Town eight (8) years early.

Mr. Gasbarro asked if next year would the Town be paying the Airport the fee for materials and is it likely they would still want to use those materials if they will have to pay for them? Mr. Karberg said he has not spoken directly with Mr. Patnode, the Director of the DPW; the methodology provided for the Town is a rate for District five (5), which is Cape and Island's MassDOT. This is a fair rate for the project and the Airport does not have to charge shipping costs to have it delivered to the island. The Airport has excess material and it goes to a civic purpose so Mr. Karberg feels the Airport and the DPW mutually want to keep moving forward but the DPW would have to pay the Airport that rate in a line item transfer, department to department. Mr. Gasbarro expressed, for the price the Airport charges for the material, we could move this along another year since the DPW likely has not budgeted for this expense but recognizes that both Mr. Karberg and Ms. Basheva made a recommendation that they feel the debt can be paid off now. Ms. Basheva added that the Airport could have a meeting with the DPW directly explaining that the Airport will be paying off the debt and decide on a plan of how to handle it next year and to be mindful while preparing their new budget. The airport will be posting an invoice for the materials moving forward which Mr. Gasbarro thinks will be helpful so the DPW is aware of the change.

Mr. Bouscaren made a **Motion** to approve repaying the debt to the Town in full. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

021125-05 Fuel Revolver Spending Limit Increase

Mr. Karberg explained that the Airport has analyzed the fuel sales for the first two (2) quarters of FY2025, and is ready to make an adjustment to the fuel revolver cap. This has been done most, if not every year, given the time that elapses between proposing the budget, and the market conditions that result over the ensuing eighteen (18) months. An increase to \$8.5M from \$6M is recommended. Last year the cap increase was to \$8.8M, the reduction this year is due to a slightly lower price forecast. This is a process of moving received and forecast revenue around to ensure we continue to have the resources necessary to purchase fuel during our busy season, which happens to be the fiscal year

transition in July. Mr. Karberg feels the fuel revolver is worth its administrative costs, the benefits and flexibility are outweighed by the difficulty managing it. The impact of increasing the revolver cap is that it instantaneously and retroactively reduces the amount of revenue that has overflowed into the operating budget. However, at this time the concern is moot, as even with the change, the Airport has still achieved its revenue target of \$2.2M from fuel sales, and will continue to accrue revenue to the operating account with every fuel sale from now until the end of the Fiscal Year.

Mr. Marks explained that he is facing the possibility of tariffs for propane which was pushed back 30 days so he was wondering if any of the fuel the Airport receives could be subjected to any kind of tariff and if we have looked into that at all. Mr. Karberg said he had not thought about that yet and is unsure where the Jet fuel is refined. Mr. Karberg explained that fortunately in administering the fuel revolver, if there is something that increases the price exposure it would be very easy for the Airport to come back to the Commission to raise the fuel revolver again but lowering the fuel revolver cap would be more problematic.

Mr. Bouscaren made a **Motion** to increase the Fuel Revolver Cap to \$8.5M. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

Manager's Report - Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Airport Master Plan Update**– Preparing a consultant presentation for the March Commission Meeting with updates and discussion on implementation.
- ➔ **Geometry Project/DBE** – The Airport is still moving forward on these projects despite some uncertainty on Federal enforcement.
- ➔ **ARFF Truck** – Mr. Karberg reported that the Airport has received the new ARFF Truck and will take a few months to onboard, inspect, and certify.
- ➔ **Continued Environmental Monitoring** – No update.
- ➔ **PFAS Mitigation Grant** – No update.
- ➔ **MEPA NEPA Updates** – No update.
- ➔ **Ramp Lighting** – The Task Order was approved.
- ➔ **RW 6-24 Centerline** – No update.

Project Updates – Non-AIP

- ➔ **Hangar Development** – Meeting with Hagedorn group to review draft lease, scheduled for February 8th.

- ➔ **Fence Relocation: South Shore** – Still working through siting issues with the FAA.
- ➔ **Refueling Pad Wall Repair** – No update.
- ➔ **Electric Aircraft Charging Station** – The layout has been finalized.
- ➔ **ARFF Transition** – Discussed below in IFB section. No further updates.
- ➔ **Tenant Alteration Applications** –
 - GJ Smith is working to schedule the waterline relocation.
 - No updates for the TSA changes.

RFP/Bid Status:

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

- ➔ Releasing the IFB for the ARFF Vehicle Foam Transition. Documents will be available on February 12th and bids are due February 26th.
- ➔ Reissuing RFP to lease 33 Bunker Rd. The Airport had previously brought and received approval for the declaration of surplus property to the Commission on November 14th, 2023 and consider it still valid. This will also be available to the general public on February 12th and responses will be due March 19th.
- ➔ Airline leases have been finalized, and the language has been updated to make the periodic renewal within a three (3) year term and still allow the Airport to implement the Rates and Changes without having to go through the straining process each year.
- ➔ The Airport will issue a Request for Expression of Interest (RFEOI) for the flat top building.

Operations Update

- ➔ **Ground Frequency** – The ground frequency was changed from 132.5 to 128.25 based on an FAA issue. The Airport has noticed some signal strength issues when conducting daily radio checks with the ARFF vehicles. All pilots will refer to official sources.
- ➔ **Fence Repair, Monohansett Rd.** – No update.
- ➔ **PCI Inspection** – No update.
- ➔ **Fuel Reservations** – Mr. Karberg received the allotment from the Steam Ship Authority. He expressed it is a good allotment but is still 5-6 reservations short of what he would like to see guaranteed for July and August. Mr. Karberg has let the Steam Ship Authority know that he foresees a shortage and would like to work with them either formally or informally.

Statistics:

Mr. Karberg reviewed the December 2024 Statistics:

- ➔ Operations: Up 36% for December (+872), and up 4% YTD.
- ➔ SW Ramp Operations: Up 49% (424) for December.
- ➔ Enplanements: Up 57% in December, and up 11% YTD.

- Cape Air:
 - BOS up 28%
 - EWB up 6%
 - HYA up 312% (556 vs 135). Tenth month of >200% growth
 - MVY up 27%
- ➔ Fuel:
 - Jet A up 4.3% over the 3-year average, YTD. Also up 26.2% over 3-month and month averages.
 - 100 LL up 12.6% over the 3-year average, YTD. Up 15.8% over previous 3-months and up 6% previous month.
- ➔ Freight:
 - Down 1% for December and 15% YTD.
 - Cape Air and FedEx freight is up. USPS and UPS freight is down.
- ➔ Transportation Network Company (TNC): Uber and Lyft
 - Full Calendar Year of reporting data. The Airport is the first source on Island to quantify TNC ridership.
 - The Airport charges \$3.50 per originating pickup (similar to taxis)
 - Averaging over 100 TNC pickups a day in the summer, using the daily screened passenger counts as a basis.
 - A large share of passengers utilize TNC's. It is a consistent revenue source that exceeds cabs or liveries.
 - Looking to the future, Mr. Karberg suggests further negotiations focused on increased receipt of data (number of passengers).
 - Experience year 1: Very few issues which were mediated on-site by the ground transportation coordinator.
- ➔ 0 Noise Complaints and Airport Operations logged 0 APU Action Entries in December.

Personnel Report

- ➔ The Airport has hired Devan Nugent as the new Janitor. Devan has been a seasonal fueler with the Airport for a few previous seasons.
- ➔ Interviewing for the Maintenance M-1 position.
- ➔ Deb Crooks, currently working remote has given her end date. The Airport is advertising to fill her position.
- ➔ Cameron Woods, currently working remote in the Environmental Coordinator Role. The Airport is advertising to fill her position and beginning to see interest.
- ➔ Mr. Karberg announced this will be his last Commission Meeting as the Airport Manager and wanted to take a moment and thank the Commission for their leadership and friendship over the previous 12 years:

“Running a safe Airport starts from the ground up, and for that I want to recognize the team I work with every day. Running a successful Airport also starts from the top down with the Commission’s strategy and direction. When the Airport Manager is as fortunate as I have been, they can marry the safety culture of aviation with the performance culture of a business enterprise. You’ve established goals, delivered the resources to meet your expectations, and then allowed staff to execute

their role. This may not sound like a lot to the public, but each of you are present in the Airport ecosystem and imparting your own gifts to help staff deliver on our organization mission. The Airport Commission has provided exceptional oversight, and sometimes I wish you were in charge of more things than just the Airport.

I will look back fondly with gratitude for the opportunities I've had at the Airport, and I want to thank you for your part in enabling them."

Commissioners' Comments

Mr. Gasbarro shared a few heartfelt comments about Mr. Karberg through his years at the Airport, wished him the best of luck in his future endeavors and he will be missed by the Airport and the community.

Ms. Topham added that Mr. Karberg has done a great job as Airport Manager and thanked him for how quickly he took over from Assistant Manager.

Public Comments

None

Having no further business for Open Session, Mr. Bouscaren 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 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 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 2: To Consider Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collecting Bargaining Sessions or Contract Negotiations with Non-Union Personnel for Airport Manager.

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

Ms. Topham – Aye

Mr. Bouscaren – Aye

Mr. Marks - Aye

Mr. Gasbarro - Aye

The meeting adjourned at 7:15 pm.

Respectfully submitted,

Elizabeth Reuss, Recorder

Master List of Documents Used:

02/11/25 Agenda
Agenda Protocol
01/14/25 and 01/28/25 Draft Minutes
01/08/25 and 01/22/25 Warrant Approvals
Exhibit 1
Hortonville Contract 2025
Airport Manager Contract 02.06.25
Gull Air Ramp Lease
Change Order No. 4 - PEARL Signed
MJ-EA-11 Task Order (Handout)
Change Order No. 1 Industrial Protection Systems - MJ, IPS Signed
Change Order No. 1 Oshkosh Signed - MJ, OAP
Sound Barrier Wall Material Memo (Handout)
Air QualityTechReport_Final
PFAS Table
DRAFT PFAS Investigation Status Report 2-11-2025 v2 (Handout)
Geothermal Renovation Options 2025.02.10 (Handout)
Policy Airport Housing Selection
FY2026 Airport Budget Presentation
FY2025 Q2 - Airport-Quarterly Report
Repayment to the GF
ACK Fuel Revolver
December 2024 Stats
APU Summary

