

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

Warren Smith, Airport Manager
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Commissioners
Arthur D. Gasbarro, Chairman
Andrea N. Planzer, Vice Chair
Anthony G. Bouscaren
Jeanette D. Topham
Philip Marks III

AIRPORT COMMISSION MEETING
June 17, 2025

The meeting was called to order at 5:02 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Anthony Bouscaren, and Philip Marks III.

This meeting was conducted remotely by video conference via Zoom app and will be aired at a later date on the Town of Nantucket YouTube Channel.

Airport employees present were: Warren Smith, Airport Manager; Preston Harimon, Airport Assistant Manager; Mariya Basheva, Finance Manager; Vilina R. Ilieva, Office Manager; Elizabeth Reuss, Administrative Assistant; and Madison Collins, Environmental Coordinator.

Also present: Jim Soukup, Weston Solution.

Mr. Gasbarro read the Town's virtual meeting statement.

Mr. Gasbarro announced the meeting was being audio and video recorded.

Mr. Gasbarro asked for comments on the Agenda; hearing none, the Agenda was adopted.

Mr. Gasbarro asked for comments and concerns on the 05/13/25 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Ms. Planzer made a **Motion** to ratify the 05/21/25, 06/04/25, and 06/11/25 Warrants. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

Public Comment:
None.

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

→ **Tradewind Aviation, LLC – Lease Agreement**

The New Lease Agreement for the Flat Roof Building with a Six (6) Month Term. The Premises is to be Used for Aeronautical Purposes with an Annual Rent of \$57,015.00.

→ **G.J. Smith, Inc. – Lease Agreement**

Approximately 28,478 SF, Land Lease of 33 Bunker Road for Warehousing, Impound Overflow, and Storage Containers. Initial Term of Five (5) Years with Three (3) 5-Year Renewal Options and an Annual Rent of \$116,759.80.

→ **Forme Barre Nantucket – License Agreement**

A License Agreement for Operation of a Fitness Class on Nobadeer Beach Every Saturday at 8:00 AM with an Annual Business Fee of \$1,500. The Term Extends from June 13th to September 27th.

→ **ACK Surf School, LLC – License Agreement**

A License Agreement for Operation of a Surf School on Nobadeer Beach from June 17th to October 1st with an Annual Business Fee of \$1,500.

→ **Robert B. Ours – Contract Amendment**

Amendment No. 3 for Construction, Marking and Lighting of the South Apron Expansion. Extending the Contract from June 30, 2025 to December 31, 2025.

→ **Pavion Corp. (Formerly Signet) – Contract**

A Contract of \$32,288.33, Expiring December 31, 2025, to Purchase a New 220 TB Archiver as a Failover and add Half of the Security Cameras from the Existing Server to Act as a Load Balance.

→ **McFarland Johnson – Contract Amendment**

Task Order MJ-PN-22, Amendment No. 2 for PFAS Services Phase III. Not to Exceed \$1,068,555.36, Including the Amendment.

Ms. Planzer made a **Motion** to approve the lease, contracts, and contract amendments as set forth in Exhibit one (1). **Second** by Mr. Marks and **Passed** by the following roll call vote:

Ms. Planzer – Aye

Mr. Marks – Aye

Mr. Gasbarro – Aye

061725-01 Nantucket Flying Association Special Permit Application and Fee Waiver Request

Mr. Smith explained the Nantucket Flying Association will be holding its annual camp at the Airport, starting June 23rd through June 27th. The new cadets will learn about aviation history and even have the opportunity to fly with a flight instructor. Mr. Smith will waive the ramp and landing fees for this event.

Pending Matters:

062023-06 South Apron Ramp Expansion Project Updates

Mr. Smith gave an update on the Sound Apron Sound Barrier project. Premier Fence submitted the lowest bid and has been issued a notice of award. The contract will be prepared ahead of the next Commission Meeting in July. The construction to relocate the Airport perimeter fence began

on June 16th and is scheduled to continue through June 27th. Mr. Smith recognized the hard work of Mr. Harimon, McFarland-Johnson, and MassDOT, who agreed to fully fund the project if completed prior to the end of the fiscal year. The new fence will significantly enhance Airport Security, replacing the original structure that was on the verge of collapsing onto the beach.

Mr. Smith added that he will be meeting with operations management, Airport Commissioners, and Airport executive management to discuss the current Ramp Management Plan on June 18th. The focus of the meeting will be on improving the use of the South Apron Ramp, particularly during high wind conditions when aircraft need to be positioned into the wind.

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

Mr. Smith deferred to Ms. Collins, the Airport's Environmental Coordinator, to provide an update on the PFAS investigation. Ms. Collins presented a flowchart outlining the scope of the ongoing PFAS Phase IV Investigation. The initiative begins with a sampling phase, during which Weston Solutions plans to conduct refined testing to identify the precise areas and depths of PFAS contamination and understand how it is leaching into the environment. The methods include:

- Lysimeters – Devices used to measure PFAS levels in soil moisture and, through modeling, will yield estimates of leaching rates from the soil to groundwater.
- Soil Sampling – Involves collecting samples from fifteen (15) shallow and four (4) deep locations to determine how contamination varies by depth.

Data from these methods will help determine where soil remediation is needed and at what depth, ideally supporting a reduced footprint and shallower depth for soil remediation. Based on the sampling results, tailored remediation strategies will be developed to ensure a more targeted and efficient response to PFAS contamination.

Active remediation is planned for areas within the Zone II Wellhead Protection Area, such as the RW-15 Approach and Sun Island area, using two primary approaches:

- Excavation and Soil Washing – Entails removing contaminated soil, washing it extensively, returning the clean soil, and managing PFAS-contaminated water offsite.
- FLUORO-SORB Tilling – Introduces an organo-clay mixture into the soil to immobilize PFAS and prevent further leaching.

FLUORO-SORB Tilling offers a less disruptive, more cost-effective alternative to Excavation and Soil Washing. Ongoing testing will help determine where such intensive efforts are necessary.

Monitored Natural Attenuation, a passive strategy allowing natural processes such as runoff and leaching to gradually transport PFAS to nearby bodies of water. This strategy is considered suitable for non-drinking water areas, including the RW-6 Runup, the Storm Strojny Lot, and the mid-section of RW-15.

Mr. Gasbarro asked how the number and placement of the Lysimeters will be determined, and if there will be a follow-up discussion on their installation and the chosen testing approach.

Ms. Collins explained that most of the fifteen (15) planned Lysimeters will be installed at a depth of around five (5) feet, with installation slated for July. Additional installments may occur later, depending on further soil sampling results.

Mr. Soukup explained that the Lysimeter installation will occur in two phases: five (5) to six (6) will be installed initially to gather early results, while the remainder will be reserved pending additional soil sampling. Lysimeters function as a monitoring well in the unsaturated zone, drawing in soil moisture over several days to be analyzed for PFAS levels. The goal is to pinpoint where PFAS is leaching toward groundwater, which is the primary exposure risk.

Mr. Marks asked if the intention was to leave the PFAS in place once it has bonded to the organo-clay mixture.

Mr. Soukup explained once the PFAS binds to the clay material, similar to how granulated activated carbon works in water treatment, it remains fixed in the soil. By mixing the clay into the soil, the PFAS attaches to it and no longer leaches into the groundwater, effectively protecting it from further contamination.

Mr. Bouscaren joined the meeting at 5:15 pm.

050923-01 Crew Quarters Project

Mr. Smith gave an update on the Crew Quarters Project. The Certificate of Occupancy Inspection for the dormitories is scheduled for June 20th. A punch list walkthrough is scheduled for June 28th with Pearl Construction and the Airport's OPM, who will be on site. A dormitory turnover walkthrough with Pearl Construction is also planned for next week. The Airport Maintenance Superintendent and Managers will attend, as they will be receiving the design drawings, two (2) hard copies and two (2) digital copies, to begin developing a long-term housing management plan.

The airport is considering establishing a new Property Manager position responsible for overseeing all Airport owned properties, assets, and leases, including tenant ground leases. This role would manage property-related needs and use a work/task order system to track and fulfill maintenance and operational requests. Mr. Smith is currently collaborating with Mr. Harimon to explore how to create this position, which would support the Airport's continued growth and expansion.

021324-01 Terminal Optimization Project

No update.

051325-01 High Mast Lighting

No update.

Finance:

051325-04 FY27 Capital Project Request

Mr. Smith noted that during the last Commission Meeting, the FY2027 Capital Project Requests were reviewed and discussed. There are two (2) items pending updated budget estimates. The first item is the ARFF Building Rehab – Door replacement and second-floor flooring replacement. Although initially estimated at \$160,000, updated contractor quotes are expected to reduce the cost.

The second item is the Bunker Road Rehab project, initially budgeted at \$500,000. However, a recent site walk with McFarland-Johnson revealed a buildup of silt in nearby drainage areas, that

likely requires thorough cleaning. The final cost will depend on the condition of the leaching tanks and the volume of sediment. If full cleaning isn't feasible, smaller-scale improvements along the road may be considered to improve drainage.

The Seasonal Terminal Tent, which is still under review while awaiting revised cost estimates from McFarland-Johnson. Full reconstruction appears unlikely, but some structural reinforcement, such as beam replacement, may be necessary. Due to recent limitations with Airport Terminal Improvement Grants, long-term strategies are being explored for continued use of the tent, which is why the project remains included in the FY2027 plan.

061725-02 Targeted Salary Adjustments

Mr. Smith explained that the Targeted Salary Adjustments had originally been proposed by former Airport Manager Mr. Karberg, who provided comparative data indicating that executive staff were underpaid relative to other departmental positions in Nantucket. Although Mr. Karberg submitted Personnel Action Forms (PAFs) to the Town, the proposals were rejected due to concerns stemming from his status as a departing manager. Mr. Smith expressed support for Mr. Karberg's analysis and re-submitted the requests as advised, prior to the end of the fiscal year, but has not received a response. The Town has since indicated that Commission approval is required for these raises. Mr. Smith emphasized his continued support for the proposed raises, highlighting the dedication and performance of staff.

Mr. Gasbarro stated that, based on past practice, salary adjustments have typically fallen under the Airport Manager's discretion, especially when they go beyond standard contract renewals. While non-union staff raises have often mirrored union agreements, there's no requirement for that to continue. Mr. Gasbarro expressed support for the current proposal and affirmed that Mr. Smith has the authority to make such adjustments.

061725-03 Ratify MassDOT Grant Award – ASMP-2025-ACK-33 – Purchase Aircraft Tug – \$229,503.20

061725-04 Ratify MassDOT Grant Award – AIP-3-25-0033-086-2024 Taxiway G Phase III Environmental Monitoring – \$14,230.00

061725-05 Ratify MassDOT Grant Award – AIP-3-25-0033-087-2024 Apron Drainage – \$7,886.39

061725-06 Ratify MassDOT Grant Award – AIP-3-25-0033-088-2024 Runway 6-24 Centerline Rehab – Design & Permitting – \$3,870.00

Mr. Marks made a **Motion** to ratify the MassDOT Grant Awards ASMP-2025-ACK-33, AIP-3-25-0033-086-2024, AIP-3-25-0033-087-2024, and AIP-3-25-0033-088-2024. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Manager's Report - Mr. Smith reported on:

Project Updates – AIP

- ➔ **Airport Master Plan Update** – Mr. Smith is meeting with the FAA Planner to prepare for the final public meeting regarding the Airport Master Plan, which is tentatively scheduled for August 5th. In the meantime, the team is carefully evaluating how potential grant assurances might impact the Airport's operations and development in the near and long term future. The goal is to refine the master plan to ensure it reflects the most current and accurate information before presenting it to the public at the final meeting.
- ➔ **Continued Environmental Monitoring** – Mr. Smith met with Brett Trobridge from EHB, who oversees the Airport's environmental monitoring efforts. They were joined by Ms. Collins and Mr. Harimon for an informative drive around the Airport property to learn about the different types of flora being monitored. Mr. Smith said the experience was especially valuable in providing a deeper appreciation for the ongoing environmental mitigation work being done at the Airport.
- ➔ **PFAS Mitigation Grant** – Mr. Smith will be meeting with legal counsel, Napoli Shkolnik, on June 23rd, to discuss any updates regarding the PFAS mitigation litigation settlement. Mr. Smith noted that New Jersey recently received a \$400 million settlement award in PFAS assistance, which would be the first entity or state to receive any money from this settlement.
- ➔ **RW 6-24 Centerline** – The Runway 6-24 Centerline Project has been successfully completed and received positive feedback during the FAA inspection. A follow-up meeting with the Select Board is scheduled for July 10th to further discuss matters related to grant assurances.
- ➔ **Airport DBE Program Meetings** – Two (2) public meetings are scheduled for June 24th at 3:00 p.m. and 6:00 p.m. to discuss the Airport's DBE (Disadvantaged Business Enterprises) and ACDBE (Airport Concessions Disadvantaged Business Enterprises) programs. These meetings, which will be held in a hybrid format, are part of a federally required process to promote the inclusion of disadvantaged businesses in airport-related projects. Every three (3) years, the Airport must set new participation goals for these programs and host a public meeting to share opportunities for involvement. The meetings have been publicly posted, and community members are encouraged to attend.
- ➔ **MEPA NEPA Updates** – No update.
- ➔ **Ramp Lighting** – No update.

Project Updates – Non-AIP

- ➔ **Fence Relocation: South Shore** – The Airport's Fence Relocation Project is already underway and is expected to continue through June 27th. This project will be completed by the end of the fiscal year, with full funding provided by MassDOT.
- ➔ **Electric Aircraft Charging Station** – Mr. Smith was able to meet with Beta Technologies to discuss the plans for installing an electric aircraft charging station at the Airport. The company recently completed a successful conventional takeoff and landing (CTOL) electric flight between two (2) New York City-area airports. The Airport's charging station project is actively in progress, with hopes to have it installed airside within the next year.
- ➔ **ARFF Transition** – The Airport's new ARFF truck has been officially added to the Airport Certification Manual (ACM) and is now fully active as the primary response vehicle.

➔ **Tenant Alteration Applications –**

- Geoff Smith has submitted a TAA, reporting noticeable ponding in the parking area of the lot he is currently leasing. He has requested to apply additional millings to improve the drainage issue and diminish pooling caused by stormwater.

RFP/Bid Status:

- ➔ The 33 Bunker Road lease was awarded to G.J. Smith, Inc.
- ➔ The initial RFP for IT Support Services was rejected by the Airport. The revised RFP was reissued on June 9th with a deadline of June 30th.

Operations Update

- ➔ **Ramp Management Plan** – The meeting for the Ramp Management Plan will be held on June 18th. The current procedure in place for certain aircraft that require facing into the wind involves towing the aircraft from their parking spots and positioning them at an angle on taxiways for engine start-up. This approach aims to support noise abatement efforts.
- ➔ **Fuel Rates** – The Airport has maintained pricing for 100LL and Avgas in alignment with regional fuel rates and will continue monitoring prices throughout the summer.
- ➔ **Airline Service** – JetBlue is now operating six (6) daily flights, while Delta continues with three (3) flights per day. American Airlines will begin service on June 19th, followed by United Airlines on June 26th, meaning all major airlines will be fully operational, marking the kickoff of the busy season.
- ➔ **Wildlife Training** – All necessary staff have been fully trained in Wildlife Hazard Management.
- ➔ **FAA Inspection** – The FAA inspection held during Memorial Day week identified only a few minor issues. All of those items have now been resolved and submitted to the FAA for dismissal.
- ➔ **TSA Inspection** – The TSA inspection, conducted during Memorial Day week, was successfully completed with no issues identified during the on-site portion. The TSA inspector is currently reviewing the Airport's documentation and data files, which is the standard procedure following the physical inspection. Feedback is expected within the next one (1) to two (2) weeks.
Beginning July 16th, new TSA regulations under the Twelve-Five Standard Security Program (TFSSP) will require passenger screening inspections by FAA Part 135 public charter operators using aircraft with a maximum certificated takeoff weight between 12,500 pounds and 100,309 pounds. These inspections will include the screening of personal items such as handbags, backpacks, and other carry-on baggage.

Statistics:

Mr. Smith reviewed the April 2025 Statistics:

- ➔ Operations: Up 4%, up 5% YTD
- ➔ SW Ramp Operations: Down .2%
- ➔ Enplanements: Down 2%, up 10% YTD
 - Cape Air:
 - BOS up 6%

- EWB down 22%
 - HYA down 22%
 - MVY up 32%
- Fuel:
- Jet A up 6.3% over the 3-year average, YTD. Also, up 26.4% over the previous 3-month average and up 29.7% over the previous month's average.
 - 100 LL is up 7.3% over the 3-year average, YTD. Also, down 4% over the previous 3-month average and up 3.7% over the previous month's average.
- Freight:
- Up 12% for April and down 12% YTD.
 - USPS and FedEx freight was up. Cape Air and UPS freight was down.
- 1 Noise Complaint was received in April from a resident of Plymouth, MA regarding a certain flight path over their house.
- No APU Action Entries were logged by Airport Operations in April.

Personnel Report

No update.

Commissioners' Comments

Mr. Marks noted that earlier in the meeting, there was discussion regarding the potential establishment of a new Property Manager position at the Airport. Mr. Marks suggested that, rather than hiring a full-time staff member to manage Airport owned properties, it may be more cost-effective to contract with one of the many local individuals on the island who already provide similar services.

Mr. Gasbarro mentioned that he had previously discussed the concept of creating a new position responsible for overseeing all Airport properties and tenant relations with the former Airport Manager, Mr. Karberg as well as Mr. Smith, as the Airport continues to increase the number of leases and real property. A draft proposal was sent to Mr. Smith outlining this concept. This position would serve as a central point of contact for property-related matters, including lease management and identifying maintenance needs by coordinating with staff or subcontractors to ensure the work is completed efficiently. This type of position is becoming increasingly common as airports generate more revenue from both aeronautical and non-aeronautical sources.

Mr. Gasbarro commended Mr. Smith and Airport staff for their hard work for the Part 139 inspection. A response letter to the FAA is typically drafted to outline how each item was addressed. Mr. Gasbarro requested that, once this letter is prepared, it be shared with the Commission to keep them informed through a summary of the key issues and how they were resolved.

Mr. Gasbarro addressed key concerns related to the Ramp Management Plan. He noted the Airport's longstanding policy that aircraft should not be parked with jet engines facing westward toward the road. However, newer aircraft models occasionally require being faced into the wind, highlighting the need to find a balance between operational requirements and public safety through updated policies and implementation. Mr. Gasbarro also raised concerns about excessive aircraft runtime on the ramp, specifically referring to a recent incident involving a G8 aircraft that idled for over two hours—exceeding the Airport's 15-minute APU limit.

Mr. Gasbarro thanked staff for finalizing the Flat Roof Contract and pointed out an additional opportunity to improve operations by removing or repurposing the tent in the FBO parking lot, which currently contributes to the congestion during peak summer months. Mr. Gasbarro emphasized the importance of developing a proactive plan to optimize the space, highlighting its potential to enhance customer service, improve safety, and support overall FBO operations.

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 Potential Litigation, where the Chair has Determined that an Open Meeting May have a Detrimental Effect on the Negotiating or Litigating Position of the Airport Commission.

Clause 3: To Discuss Strategy with Respect to the potential Litigation regarding TURO, where the Chair has Determined that an open session may have Detrimental Effect on the Litigating Position of the Airport Commission.

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

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

The meeting adjourned at 5:57 pm.

Respectfully submitted,

Elizabeth Reuss, Recorder

Master List of Documents Used:

06/17/25 Agenda
Agenda Protocol
05/13/25 Draft Minutes
05/21/25, 06/04/25, and 06/11/25 Warrant Approvals
Exhibit 1
2025 Tradewind Lease
2025 GJ Smith 33 Bunker Rd Lease Agreement
2025 Forme Barre Nantucket License Agreement

2025 ACK Surf School License Agreement
RBO Contract Amendment No. 3
Pavion Contract
MJ-PN-22 ACK Phase 3 Investigation Amendment 2
Nantucket Flying Association Special Event Permit
PFAS Table
PFAS Phase IV Scope of Workflow Chart
CIP FY2027
Salary Comparison
ASMP-2025-ACK-33 Tug Grant Award Letter
ASMP-2025-ACK-33 Tug Grant Assurances
AIP-086-2024 TW G Phase III Env Mon Grant Award Letter
AIP-086-2024 TW G Phase III Env Mon Grant Assurances
AIP-087-2024 Apron Drainage Grant Award Letter
AIP-087-2024 Apron Drainage Grant Assurances
AIP-088-2024 RW 6-24 Centerline Rehab D&P Grant Award Letter
AIP-088-2024 RW 6-24 Centerline Rehab D&P Grant Assurances
April 2025 Statistics
April 2025 Noise Complaint Summary
April 2025 APU Log Summary

