Town of Nantucket
NANTUCKET MEMORIAL AIRPORT
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Commissioners
Arthur D. Gasbarro, Chairman
Andrea N. Planzer, Vice Chair
Anthony G. Bouscaren
Jeannette D. Topham
Philip Marks III

AIRPORT COMMISSION MEETING
August 12, 2025

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

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: Rich Lasdin, McFarland-Johnson; Shawn Cormier, CHA Consulting; Ethan Griffin, Gryphon Architects; and Mina Makarious, Anderson Krieger.

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

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

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

Mr. Gasbarro asked for comments and concerns on the 07/08/25 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Mr. Marks made a **Motion** to ratify the 06/30/25 and 07/23/25 Warrants. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

Ms. Planzer – Aye
Mr. Marks – Aye
Mr. Bouscaren – Aye
Mr. Leavitt – Approval of the 07/23/25 Warrant

Mr. Gasbarro – Aye

Public Comment:
None.

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

- **Stowe Enterprises, LLC d/b/a Fresh Air Services – License Amendment**
  Amendment No. 1 Expansion of Permitted Use for Security Screening Services for FAA Part 135 Certified Carriers. Expiring: 12/31/2025
- **Aero Specialties, Inc. – Contract**
  Supply and Delivery of Two (2) New Ground Power Units (GPUs). One (1) Unit Operates on Battery Power; the other is Powered by Fuel, with a lead time of thirty two (32) Weeks. The total cost is $244,805.00.
- **McFarland-Johnson Inc. – Contract Amendment**
  Task Order MJ-PA-05 Regarding the Airport Master Plan to Extend the Contract Term by One (1) Additional Year. New Contract End Date is September 2026.
- **Computer Assistance Services – Contract**
  A 3-Year Contract for Airport IT Services, not to Exceed $250,000.00. Expiring June 20, 2028.
- **McFarland-Johnson Inc. – Contract**
  Task Order MJ-PN-26 to Provide Professional Services for Botanical Monitoring for $7,300.00.
- **Pavion, Corp. – Contract**
  Purchase and Replacement of Six (6) Switches for the Security Cameras. The Price of $17,077.84 Includes Accommodations for the Vendor.

Mr. Marks asked where the electric GPU would be charged. Mr. Harimon explained that he had discussed this with JZ Electric while reviewing the option between one (1) electric and one (1) diesel. There is phase III power going into the ARFF station and would be able to power it there or the GSC garage which also has phase III power and would have to install the receptacle required.

Mr. Leavitt raised a concern about the wording in Exhibit B of the IT contract, which stated a "minimum" response time of four (4) hours, suggesting it should be a "maximum of four (4) hours" to ensure timely emergency support. Mr. Smith clarified that the intent was to guarantee on-site presence within four (4) hours due to TSA-related security requirements and interest from out-of-state vendors. Ms. Ilieva offered to review and correct the contract language, and Mr. Gasbarro proposed rephrasing it to ensure response time does not exceed four (4) hours.

Additional concerns were raised by Mr. Leavitt regarding outdated systems listed in the contract, such as Windows Small Business Server, which no longer receives updates. Mr. Smith confirmed that three (3) new servers had been approved at the last Commission meeting and would be installed with the latest software. Mr. Gasbarro questioned the continued use of physical servers over cloud-based solutions, citing cost-effectiveness and alignment with modern IT practices.

Ms. Basheva shared input from the Town's IT head, who indicated that a virtual environment would not be financially viable unless the Airport joined the town's existing virtual servers. Mr. Gasbarro emphasized that financial decisions should rest with the Commission. He stated that having access to the relevant financial details is essential for making informed choices and suggested that, with proper context, the Commission and management may determine the expenditure is justified

Mr. Gasbarro acknowledged that the topic may fall outside the scope of the current contract but emphasized the value of the discussion for shaping future policy. The importance of exploring cloud-based systems, redundancy, and backup strategies was highlighted, along with a recommendation to involve Schuyler and, if necessary, bring in additional consulting support. Mr. Gasbarro urged that no hardware purchases be made until a proper study is conducted. Mr. Leavitt supported this direction, noting that if systems are mirrored exactly to a client, it could eliminate the need for separate backup procedures. This approach would save time and enhance security by ensuring all data is continuously backed up.

Mr. Harimon noted that the airport operates using cloud-based platforms, including Office 365 and Veoci, which handles the majority of operational tasks. He emphasized that the key issue is not general cloud usage, but rather the storage of security footage, specifically, whether it's stored on physical servers or in a virtual/cloud-based environment.

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

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

081225-01 Election of Officers/Assign Sub-Committee Members
Mr. Gasbarro asked if there was any nominations for Chair?

Mr. Bouscaren made a **Motion** to elect Arthur Gasbarro as the Chairman. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

Mr. Gasbarro Asked if the was a nomination for Vice Chair.

Mr. Marks made a **Motion** to elect Andrea Planzer as the Vice Chair. **Second** by Mr. Bouscaren? and **Passed** by the following roll call vote:

Mr. Marks – Aye
Mr. Bouscaren – Aye
Mr. Leavitt – Aye

Mr. Gasbarro – Aye

Mr. Gasbarro reviewed the subcommittee assignments, noting that most matters have recently been addressed at the full Commission level. However, reinstating subcommittees was proposed as a precautionary measure. The existing subcommittees and their members were reviewed:

- **Long-Range Plans/Policy**: Mr. Marks, Mr. Gasbarro, Ms. Planzer
- **Airfield Policy/Facilities/Maintenance**: Mr. Marks, Mr. Gasbarro, Ms. Planzer
- **Personnel**: Mr. Bouscaren, Mr. Leavitt
- **Noise/Environmental/Energy**: Mr. Gasbarro, Mr. Marks
- **Service/Public Relations**: Mr. Bouscaren, Mr. Leavitt
- **Finance**: All Commissioners

Mr. Gasbarro invited feedback on the assignments and acknowledged that subcommittees require formal procedures such as posting meetings and keeping minutes. A preference was expressed for continuing to handle most matters at the full Commission level unless specific issues arise. Mr. Leavitt agreed to begin with the current structure until he gained a better understanding of each subcommittee's role and noted that adjustments could be made as needed.
Mr. Gasbarro confirmed that changes or new discussion topics could be brought up during the "Commissioners' Comments" portion of any meeting, in compliance with open meeting laws. Agenda items can be added upon request, and further discussion on subcommittee roles or other matters could be scheduled for future meetings.

Mr. Marks made a **Motion** to approve the Subcommittees as listed. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

081225-02 Grant Signing Letter of Authorization
Mr. Gasbarro explained that a grant signing letter of authorization, consistent with past practice, would allow the Chair or Vice Chair to sign federal or state contracts, grants, or other agreements of $50,000 or more on behalf of the full Commission, provided the projects have already been approved by the Commission.

Mr. Bouscaren made a **Motion** to authorize the Chair and Vice Chair to sign federal or state contracts, grants, or other agreements. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

<u>Pending Matters</u>:

062023-06 South Apron Ramp Expansion Project Updates

Mr. Smith provided an update on the South Ramp Extension project, noting that McFarland-Johnson is awaiting final paperwork from Robert B. Ours to close out the current phase, which included relocating the Airport fence in June. Attention is now shifting to the next phase: construction of the noise sound barrier wall. A kickoff meeting is scheduled for August 14th with Premier Fence, who was awarded the bid, alongside McFarland-Johnson and Airport management to begin planning and scheduling. Badge applications for site access will also begin.

Mr. Gasbarro suggested removing the item from the regular agenda and instead including fence updates under the manager's report. Mr. Lasdin confirmed the kickoff meeting will address construction timing and potential delays due to long lead-time materials, which may push major work to the spring. Mr. Gasbarro expressed hope that some initial work could begin earlier, aiming for completion before the next summer season. Mr. Lasdin added that the plan is to drill and install foundations in the fall, with wall components arriving and being installed in the spring once the foundations have cured.

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 reported that Groundwater sampling began in late July at Airport Gas and Statue Park to help guide Phase IV remediation strategies. A PFAS dashboard is being developed to serve as a live, continuously updated version of the PFAS table presented at each meeting, tracking properties receiving well or bottled water. Discussions are ongoing about potentially integrating the terminal's geothermal system into the Phase IV treatment design. Additionally, two bids—submitted by Clean Harbors and Revivve—were received for the IFB to clean the ARFF trucks and disposing of AFFF. A task order authorization was also issued to begin testing the HALT system at the fuel farm, with that project expected to start in spring 2026.

Mr. Gasbarro raised concerns about the four (4) residences still receiving bottled water. Mr. Smith clarified that one residence is already connected to town water but continues to receive bottled water through the summer due to homeowner hesitation, with plans to discontinue by the next Commission meeting. Mr. Gasbarro emphasized the need for resolution for the remaining three (3) homes. Further discussion focused on the potential use of geothermal wells for PFAS scrubbing. Mr. Lasdin proposed an internal meeting with the Airport manager, the chair and one additional Commissioner to explore options and determine a path forward.

Mr. Marks raised questions about the cost-benefit analysis and effectiveness of various proposed methods. These included soil excavation, experimental reclamation projects, and the use of geothermal wells. Mr. Marks expressed interest in understanding which approaches offer the most efficient and impactful cleanup across the Airport's multiple contamination hotspots.

Mr. Lasdin clarified that Phase IV encompasses a range of treatment options for both soil and water, developed by Weston Solutions, while the geothermal system is being considered separately due to its limited reach. Mr. Gasbarro questioned why the geothermal solution couldn't be integrated into Phase IV, suggesting it might function as a filtration unit within the existing system. Mr. Lasdin explained that the geothermal system cannot address all hotspots, reinforcing the need for multiple remediation strategies to meet regulatory requirements.

Mr. Marks further explored the idea of using additional wells to enhance the geothermal system's effectiveness, including the possibility of reversing flow to recapture and treat previously dispersed contaminants. The conversation concluded with agreement to hold a focused meeting in the coming weeks to better define the Commission's direction and evaluate available options.

Mr. Makarious provided an update on Phase IV of the PFAS remediation project, explaining that discussions with Mass DEP are underway to determine a realistic timeline for implementation. Phase IV involves designing and executing a long-term remedy to address the contamination source, following earlier efforts that mitigated immediate risks through bottled water and water system improvements. Due to the complexity of the site—ongoing Airport operations, offsite impacts, and the evolving understanding of PFAS— Mass DEP has shown willingness to extend regulatory deadline. The Airport is expected to submit a request through a consent order, which would outline new target dates: submission of the Phase IV plan by June 30, 2027, and completion of the remedy by June 30, 2028. Mr. Smith noted that the letter to DEP has not yet been submitted, pending final language from the LSP, Jim Soukup. Mr. Makarious emphasized that the letter will provide a high-level overview of the proposed work and serve as the foundation for DEP's formal response and timeline agreement.

050923-01 Crew Quarters Project

Mr. Smith provided an update on the crew quarters project, noting that a temporary certificate of occupancy had been received, though final as-built documents were still pending. Due to prior concerns about a recent change order, Smith invited the project architect, Ethan Griffin, and the Owner's Project Manager (OPM), Sean Cormier, to explain the details.

The first change order discussed involved a $31,737.29 revision to the steel columns in the basement. Mr. Griffin explained that the original design called for a 24-foot span supported by a single beam, but the modular contractor's limitations required a revised approach using additional columns within existing walls. This change preserved the basement's open layout but altered the structural plan.

Mr. Gasbarro expressed concern that the change was made in September of the previous year without prior notification or approval, despite the cost already being incurred. Mr. Cormier, who was not the OPM at the time, acknowledged the delay in submitting the change order and noted that the cost had been forecasted but finalized later due to excavation-related pricing. Mr. Gasbarro and Mr. Marks questioned the lack of communication and accountability, emphasizing that the Commission should have been informed before any financial commitments were made.

Mr. Marks also raised concerns about the original design's adequacy and who was responsible for the oversight. Mr. Griffin confirmed that his stamp was on the plans and maintained that the original design would have worked, but the modular company preferred a different approach.

Mr. Gasbarro requested that Mr. Cormier review records and provide any additional documentation related to the authorization and communication of the change.

Mr. Griffin reviewed a $11,817.79 change order related to added height on a retaining wall, prompted by a constructability issue near the back door of the apartment, explaining that the original design featured a steep soil slope, which raised long-term maintenance concerns. Two (2) mitigation options were considered: pouring a stem wall or increasing the height of the retaining wall. The latter was chosen because it used existing materials and on-site contractors, avoiding the need to bring back additional crews.

Mr. Gasbarro questioned the authorization process, noting that the work had already been completed without prior Commission approval. Mr. Cormier clarified that the quote was received in April but, as he was not the OPM at the time, he would need to investigate who authorized the change.

Mr. Griffin reviewed two (2) additional change orders related to the crew quarters project. The first involved a $21,087.99 expense for installing a 600-amp electrical disconnect. The original electrical setup, though permitted, raised concerns with the inspector. To resolve the issue and avoid a more costly alternative—an 800-amp service estimated at $40,000—the team implemented the disconnect, allowing the project to proceed. Mr. Cormier noted that this decision was necessary to maintain progress. Mr. Gasbarro questioned the lack of communication and asked for documentation, also clarifying that the project currently holds a Temporary Certificate of Occupancy (TCO), not a full Certificate of Occupancy (CO).

Mr. Griffin explained that the second change order, totaling $3,455.76, addressed the installation of a split rail fence. This was tied to the earlier modification of the retaining wall height, which extended further than originally anticipated. The fence was added to enclose the sunken area, using additional blocks along the top course to complete the adjustment. Mr. Marks questioned whether a safety rail should have been included, prompting Mr. Griffin to clarify that all tiers were designed under thirty (30) inches, which did not require one.

Mr. Gasbarro reiterated concerns about multiple change orders—totaling over $60,000—being authorized without prior Commission approval, emphasizing the importance of transparency in managing public funds.

Mr. Marks expressed confusion over the shift from an 800-amp to a 600-amp service. Mr. Cormier and Mr. Griffin explained that the change was related to future expansion needs and compatibility between the panel and incoming power.

Mr. Cormier reviewed the remaining punch list items delaying the final CO: missing arc fault warning stickers on electrical equipment, backordered EV charging station components, and failed hydroseeding due to insufficient watering. Mr. Griffin added that the electrical affidavit and sewer connection as-built were also pending, with delays attributed to contractor issues and vacation schedules. Mr. Gasbarro clarified that water restrictions did not cause the hydroseed failure, noting they began well after the seed was applied and requesting an invoice to verify the timeline.

Mr. Leavitt inquired if there was a fixed price contract for construction contracts. Ms. Ilieva confirmed that it is a lump-sum agreement subject to amendments through change orders. A request was made for a consolidated list of all change orders and their total cost. Mr. Leavitt also questioned Mr. Cormier's repeated disclaimers of responsibility, clarifying that Mr. Cormier was representing CHA Consulting, the firm contracted by the Airport, and not acting in a personal capacity.

Mr. Leavitt inquired whether copies of the contracts and the E&O policies for both the architect and the OPM are on file. Ms. Ilieva confirmed that they were are on file. Mr. Leavitt asked what the contract's delivery date was for the Certificate of Occupancy (CO), Mr. Cormier identified June 30, 2025, as the expiration date. Mr. Gasbarro requested clarification on penalty clauses, and Mr. Cormier confirmed that the contract allows the Airport to retain $1,000 per calendar day for delays beyond the agreed completion date, subject to the Airport's reasonable judgment.

021324-01 Terminal Optimization Project

Mr. Smith provided an update that the Airport is awaiting the release of a Notice of Funding Opportunity (NOFO) for the final round of ATB grant funding, which was expected in July or August but has not yet been announced. If the NOFO is released, the Airport plans to apply for funding to repurpose terminal space—expanding the hold room and reconfiguring airline kiosks to improve functionality and passenger experience. Mr. Lasdin confirmed that McFarland-Johnson will complete the application with Commission input once the NOFO is available. Mr. Smith also noted that initial concept drawings have been prepared and offered to present them at the next meeting. Mr. Gasbarro agreed to keep the topic on the agenda.

051325-01 High Mast Lighting

Mr. Smith announced that a grant had been received and would be submitted to the FAA by the end of the week, with construction planned for fall and spring. The project involves replacing twenty (20) existing lights, lowering them from forty (40) feet to thirty (30) feet, and angling them to improve ramp illumination. The new lights will include timer-based controls to align with the dark sky initiatives.

Mr. Gasbarro emphasized the value of the lighting upgrade, noting that the current fixtures are approximately fifteen (15) to seventeen (17) years old and that the project represents a meaningful improvement for both the Airport and the community.

<u>Finance</u>:

051325-04 FY27 Capital Project Request

Mr. Smith reported no changes to the total amount previously presented and noted that Airport management had met with the town manager and CFO to provide additional context. A placeholder date of October 9th was set for the Airport's background presentation on the FY27 articles.

Mr. Leavitt questioned the relatively low total of $1.4 million listed for FY27, suggesting it seemed light compared to historical spending. Ms. Basheva clarified that several major projects—such as the high mast lighting and sound wall—were already approved in prior years and therefore not included in the FY27 submission. These projects are ongoing or scheduled to begin in future fiscal years. Ms. Basheva also referenced the Airport's CIP list, developed in coordination with McFarland-Johnson, the FAA, and MassDOT, and offered to resend a comprehensive spreadsheet detailing capital expenditures.

Mr. Gasbarro emphasized the importance of tracking prior commitments to avoid overspending and raised concerns about the absence of Airport staff housing in this year's CIP list. He explained that previous placeholder requests for housing funding had faced resistance due to a lack of detailed plans and cost estimates. With the dorm project and recent management transitions, housing planning was not advanced enough to include this year. However, retained earnings could potentially be used for future housing initiatives. Mr. Gasbarro suggested the Commission revisit the topic in upcoming meetings to determine a clearer direction.

081225-03 4th Quarter Report FY25

Mr. Smith reviewed the Fourth Quarter Report for FY25, reporting strong performance, with total Airport revenue reaching $30.26 million—an increase of $2.77 million over the previous year.

The primary driver was fuel sales, which rose by $1.8 million. Additional gains came from fee income, rental income, investment interest, and vehicle-related revenue. The only decline was in "other revenue," down $32,000 due to the suspension of the federal LEO reimbursement program. Overall, revenue reached 119% of the annual budget. Operating expenses, including debt service, totaled approximately $20.7 million—up $3 million from FY24. This increase was largely attributed to the acquisition of employee housing, which was funded through a $2.8 million transfer from retained earnings into the operating budget. Salaries, administrative costs, services and maintenance, and insurance also saw moderate increases, while fixed-base operations expenses declined due to changes in catering arrangements. Debt service rose due to interest on a short-term bond for the South Apron project.

Mr. Leavitt raised concerns about categorizing the housing purchase as an operating expense, noting it could skew year-over-year comparisons. Ms. Basheva explained that the purchase was made from the operating budget due to the absence of a prior capital article and CapCom submission. She acknowledged the accounting approach and will exclude the $2.8 million transfer from future budget comparisons to ensure clarity. Mr. Gasbarro agreed that the housing expense was a one-time item and emphasized the importance of transparent reporting to avoid misinterpretation in future financial reviews. Mr. Leavitt suggested that the Management Discussion and Analysis (MD&A) should clearly note that, excluding the housing purchase, operating expenses only increased by $700,000.

081225-04 Tenant Alteration Application – Airport Gas
Mr. Smith reviewed the Tenant Alteration Application submitted by Airport Gas, which involves upgrading aging fuel infrastructure. The proposal includes removing a 500-gallon underground heating oil tank, replacing two (2) underground storage tanks, and upgrading the fire suppression system to meet fire department requirements. Additional improvements required by Mass DEP regulations include updating fuel flex piping and installing monitored dispenser sumps.
Mr. Gasbarro expressed general support for the project but raised questions about inconsistencies in the submitted plans—specifically, the labeling of existing versus proposed tanks and the noted increases in fuel storage capacity (gasoline by 7,000 gallons, super by 6,000, and diesel by 1,000). Mr. Smith confirmed that no work has yet been done. Mr. Marks clarified that the new tanks will be installed in the same location as the old ones, which will be removed.

Mr. Marks made a **Motion** to approve the Tenant Alteration Application for Airport Gas. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

<u>**Manager's Report**</u> – Mr. Smith reported on:
Project Updates – AIP

- ✈ **Airport Master Plan Update** – The final public open house for the Airport Master Plan has been rescheduled to Thursday, September 11th at 5:00 PM. This change was made to accommodate the Select Board Meeting originally scheduled for September 10th and to avoid a scheduling conflict due to filming activities in the Main Terminal. Rescheduling to September 11th ensures optimal use of terminal space and avoids overlapping commitments. The open house will provide the general public with an opportunity to learn more about the Airport's long-term vision for the next thirty (30) to forty (40) years. Attendees will be able to ask questions and engage directly with Airport management, Commissioners, and consultants.

- **Continued Environmental Monitoring** – As part of the Airport's Conservation and Management Permit, an annual Technical Advisory Committee (TAC) meeting is required to evaluate and refine ongoing management activities. This meeting is led by the Airport's licensed botanist from VHB and is scheduled for the end of October. Required stakeholders—including representatives from MassDEP, Natural Heritage, FAA, MassDOT, Airport staff, and McFarland-Johnson—will be in attendance. Any updates to the management schedule resulting from the TAC meeting will be presented at the November Airport Commission meeting.
- **PFAS Mitigation Grant** – No update.
- **MEPA NEPA Updates** – No update.
- **Ramp Lighting** – No update.

Project Updates – Non-AIP

- **Sound Barrier Noise Wall –** Previously discussed. The initial meeting is scheduled for August 14th with Premier Fence, McFarland-Johnson and Airport management.
- **Electric Aircraft Charging Station** – No update.
- **ARFF Transition** – The Airport is transitioning two (2) of its ARFF fire trucks to Fluorine-Free Foam, which is more environmentally and chemically safe. The process involves removing the existing Aqueous Film Forming Foam (AFFF), thoroughly cleaning the tanks, and replacing it with Synthetic Fluorine-Free Foam (SFFF). A new fire truck was procured and placed into commission approximately two (2) months ago, which came equipped with SFFF. The deadline for the ARFF Truck Transition IFB closed on August 6th. Two (2) proposals were submitted and are currently under review.
- **Tenant Alteration Applications** – Previously discussed.

RFP/Bid Status:

- **RFP – Aircraft Boarding Ramp:** Airport staff is currently preparing an RFP to procure an Aircraft Boarding Ramp. The scope of work has been drafted and is now under internal review. Airport Management was contacted by the Nantucket Fire Department Chief regarding multiple calls to assist passengers with severe disabilities during deplaning, as well as emergency situations. The narrow stairs on certain aircraft have posed significant challenges, requiring responders to transfer passengers from aisle chairs, down steep steps, and into a wheelchair positioned outside the aircraft. These challenges affect not only the Fire Department but also Airport staff, who are required to assist. A boarding ramp that can be positioned directly at the aircraft door would greatly improve safety and accessibility, reducing the need for physically carrying passengers and minimizing the risk of injury for all parties involved.

Mr. Harimon explained that the proposed boarding ramp features a straight design that sits lower than a traditional switchback ramp. It can be rolled directly up to the aircraft and is equipped to accommodate wheelchairs, allowing passengers to board and deplane safely and efficiently. The scope of work includes procuring an aluminum ramp, selected specifically for its durability in salt-air environments. This issue has been ongoing for some time and aircraft operators have frequently contacted the Airport for assistance with passengers with disabilities during boarding and deplaning. Airport firefighters are not trained in stair chair operations, and lifting individuals out of aircraft presents a significant safety risk. While emergency situations would warrant full assistance, routine arrivals and departures pose a different challenge. In those cases, staff do their best to assist by providing a small step stool, offering a hand, or helping family members as needed.

Mr. Gasbarro raised concerns about how the configured ramp parking will accommodate a long boarding ramp. Mr. Harimon responded that aircraft can be towed or positioned wherever space is available.

Operations Updates:

- **Ramp Management Plan** – As previously discussed, two (2) additional GPUs were approved to help reduce APU usage time. Further updates to the Ramp Management Plan are still required.
- **Airline Service** – While airline service has experienced minimal delays recently, communication from the airlines during periods of disruption has been inconsistent, particularly when maintenance issues arise and an aircraft is rerouted to Spot 7. Airport staff have requested improved communication from the airlines to ensure appropriate staffing and presence in the terminal during such events. Passenger flow is especially impacted during these disruptions, as demonstrated by the recent security door issues approximately two (2) weeks ago, which led to several delays. In response, Airport Security was directed to manually patrol and staff the affected doors to facilitate passenger movement and prevent further delays within the Airport's control.
- **Baggage Belt System** – This past week, the CT scanner went down, resulting in delays for the airlines. The CT scanner is TSA-owned and operated so it is their responsibility to repair it. Moving forward, TSA has been asked to improve transparency and notify both Airport Security and Airport Management immediately when the scanner goes down. Timely communication is essential to minimize delays, especially when bags cannot be fully screened and delivered to the aircraft on schedule. This is not the first occurrence; a similar issue happened earlier this summer. These repeated disruptions highlight the importance of the Airport Terminal Optimization Plan, including the potential need to secure a secondary CT scanner to ensure continued operations if the primary unit fails.
- **Vice Presidential Visit** – On July 22 and 23, Nantucket Airport successfully accommodated a Vice Presidential visit. The operation went smoothly, and all staff performed exceptionally well. Their efforts are to be commended, as they responded to a range of unique IROPS (Irregular Operations) requests, many of which came directly from

the Secret Service, requiring flexibility and dedication beyond routine duties. This visit demonstrated the Airport's ability to manage high-level operations and respond around the clock to complex logistical demands.

- **Fuel Deliveries** – Fuel sales continue to reach record levels in both volume and demand. Due to exceptionally high usage, the Airport implemented temporary fuel uplift limits over one weekend in July. Given limited fuel delivery reservations this week, similar restrictions are expected to be in place from August 13th through August 14th. These limits apply exclusively to general aviation aircraft and may be lifted if an additional boat reservation for fuel delivery can be secured.

  Mr. Harimon noted that the proposed fuel uplift limits, from Wednesday at 7:00 a.m. through Thursday at 10:00 p.m., are intended to reserve enough fuel to get through the weekend and potentially cancel the NOTAM currently in place. Depending on fuel volume pumped today and tomorrow, the NOTAM may be lifted earlier than Thursday.

  Mr. Leavitt asked whether the current fuel restriction policy affecting general aviation also applies to commercial airlines. Mr. Smith confirmed that general aviation is primarily restricted to minimize the impact on commercial air carriers. Mr. Leavitt further inquired about the rationale for giving airlines preferential treatment over general aviation customers. Mr. Harimon explained that historically, under previous airport management, the practice has been to limit general aviation first while preserving fuel for airlines and emergency operations.

  Mr. Gasbarro expressed concern that the jet fuel situation requires deeper evaluation, continued discussion, and long-term strategic planning. While additional fuel capacity is included in the Airport Master Plan, a more focused conversation is needed to determine the appropriate volume targets and assess whether current infrastructure can support future demand. Mr. Gasbarro noted that he was included in formal requests submitted last year to the Steamship Authority for increased weekly fuel delivery reservations. Although the Airport requested approximately sixteen (16) loads per week, only twelve (12) were approved, with occasional increases to thirteen (13). This shortfall remains a significant operational challenge and highlights the need for more effective communication with the Steamship Authority. Acknowledging that the Steamship is also under strain, it was agreed that further discussion is needed to ensure future requests are not denied. Options such as direct correspondence or engagement with Steamship representatives were suggested.

  Mr. Marks recommended attending a Steamship Authority meeting to directly communicate the impact of denied reservations on the island, including effects on general aviation and potential med flights.

  Mr. Gasbarro stated that the jet fuel situation warrants a broader discussion and suggested adding it as an agenda item for the September meeting. With new perspectives involved, including contributions from Mr. Lasdin, it would be beneficial to review the overall strategy and explore potential recommendations, such as determining appropriate fuel volume targets and identifying effective ways to engage with the Steamship Authority. The timing is favorable, as relevant data should be available by September to illustrate how frequently fuel restrictions were implemented and the resulting impacts on the aviation community. This information could be used to develop supporting documentation and present a well-informed case to the Steamship Authority, including records of past requests, denials, and their associated impacts. A dedicated agenda item at a future Steamship meeting was proposed to facilitate a more structured discussion. This represents a timely opportunity for collective input and strategic planning, with the goal of securing additional reservations for the upcoming season.

Mr. Marks noted that fuel planning involves calculating flow volume, available storage, and daily usage. This approach includes determining the number of gallons required per day and then calculating how many days that supply can be sustained. This method may support Mr. Lasdin's planning efforts by offering both operational insight and fuel buffering.

Mr. Gasbarro invited Mr. Lasdin to contribute materials or ideas for the September meeting, focusing on space requirements, permitting, and environmental considerations for potential fuel tank expansion.

Mr. Marks inquired about space limitations for additional tanks. Mr. Harimon confirmed that there is room for another Jet A tank, possibly smaller than the existing 25,000-gallon units.

Statistics – Mr. Smith reviewed the June 2025 Statistics:

- **Operations:** Up 6%, up 11% YTD
- **SW Ramp Operations:** Up 2.6%
- **Enplanements:** Up 8%, up 8% YTD
    - **Cape Air:** Up 54%
        - BOS Up 50%
        - EWB Up 59%
        - HYA Up 51%
        - MVY Up 283%
    - **United Airlines:** Down -83%
        - EWR Down -87%
        - ORD Down -86%
    - **Delta Airlines:** Up 33%
        - JFK Up 77%
        - LGA Up 15%
    - **JetBlue Airways:** 0%
        - BOS Up 6%
        - DCA Down -37%
        - HPN Up 31%
        - JFK Up 50%
        - LGA Down -80%
    - **Tradewind Aviation:** Up 55%

- **American:** Up 44%
    - CLT Up 1%
    - DCA Up 15%
    - LGA Up 75%
    - PHL Up 39%
    - ORD Up 25%

- **Fuel:**
  - **Jet A Gallons Sold:** Up 15.9% over the 3-year average (YTD), up 11.5% over the previous 3-month average, and up 15.9% over the previous month's average.
  - **100 LL Gallons Sold:** Up 58.8% over the 3-year average (YTD), up 28.2% over the previous 3-month average, and up 58.8% over the previous month's average.

- **Freight:**
  - Up 13% for June and down 6% YTD.
  - Cape Air, USPS, and FedEx freight was up. UPS freight was down.

- Fifteen (15) noise complaints were received in June. One (1) complaint was related to Airport Auxiliary Power Unit (APU) operations. Five (5) complaints involved multiple overhead aircraft events occurring over a period of time. Five (5) complaints were specifically tied to Instrument Flight Rules (IFR) operations. Two (2) complaints were associated with Visual Flight Rules (VFR) operations. Two (2) complaints regarding single overhead aircraft events at a defined time could not be further investigated due to a software outage affecting PublicVue. Follow-up communication was provided for all fifteen (15) complaints, ensuring a 100% response rate.

- Airport Operations logged twenty (20) APU Action Entries in May, issuing eighteen (18) initial warnings and two (2) second warnings to pilots in command (PICs). According to Airport Operations, pilots have been respecting the fifteen (15) minute APU usage limit on the ramp and utilizing the GPUs that are provided to them. The APU Log entries have decreased based on the warnings the pilots are receiving.

Personnel Report:

Mr. Smith noted that as the summer comes to an end, many seasonal staff members are beginning to return to college or pursue other higher education opportunities. Their exceptional work throughout a busy and fast-paced summer deserves recognition. Despite the challenges, the season was a success. As this was Mr. Smith's first summer at the airport, the support from seasonal staff made a meaningful impact—helping him navigate procedures and gain a clearer understanding of daily operations. Their contributions have highlighted just how much is at stake and how essential each role truly is.

Commissioners' Comments

Mr. Bouscaren asked if there were any noise complaints from those who like by the ramp expansion. Ms. Collins noted that complaints have come from areas on the northeast part of the island and Orkorwaw, with a particularly frequent complainant living north of Surfside. This individual regularly raises issues about both VFR and IFR aircraft operations, and Ms. Collins makes a consistent effort to explain flight patterns and operational practices. Mr. Harimon clarified that there are no direct abutters affected. Mr. Gasbarro added that the lack of complaints may be due to proactive communication with residents and observed that aircraft activity on the north ramp is less disruptive than on the south ramp, though improvements are still needed—particularly in tracking engine run times.

Mr. Gasbarro raised the topic of the master plan, noting that although it's in its final stages, there's still time for input, especially with a new commissioner onboard and encouraged everyone to review the plan one last time and send any feedback to Mr. Smith, who can relay it to the consultants before the September presentation. Mr. Gasbarro emphasized that the final product reflects the commission's vision, and even at this late stage, contributions are still welcome. Mr. Lasdin added that he hasn't met the new commissioner yet but offered to provide either a high-level or detailed overview of the master plan if contacted.

Public Comments
None.

Mr. Marks made a **Motion** to adjourn the meeting. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

The meeting adjourned at 7:06 pm.

Respectfully submitted,

Elizabeth Reuss, Recorder

Master List of Documents Used:
08/12/25 Agenda
Agenda Protocol
07/08/25 Draft Minutes
06/30/25 and 07/23/25 Warrant Approvals
Exhibit 1
Stowe Enterprises, LLC Amendment No. 1
Aero Specialties, Inc. Contract
McFarland-Johnson Task Order MJ-PA-05
Computer Assistance Services Contract
McFarland-Johnson Task Order MJ-PN-26
Pavion, Corp. Contract
Contractor Authorized Signatory Listings

Airport Commission Sub-Committees
Letter of Authorization
PFAS Table
CIP FY27
FY2025 Quarterly Financial Report
June 2025 Statistics
July 2025 APU Log Summary