

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

Warren Smith, Airport Manager
Phone: (508) 325-5300
Fax: (508) 325-5306



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

AIRPORT COMMISSION MEETING
May 13, 2025

The meeting was called to order at 5:00 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Anthony Bouscaren, Jeanette Topham 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; Megan Perry, Accounting Clerk; Cameron Woods, Environmental Coordinator; and Madison Collins, Environmental Coordinator.

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 03/25/25 and 04/08/25 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Mr. Marks made a **Motion** to ratify the 04/16/25 and 05/07/25 Warrants. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Public Comment:

None.

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

- ➔ **United Airlines, Inc. – Airline Lease Agreement**
A Non-Signatory Airline Agreement. Annual Rent of \$28,469.00 as well as Landing, Ramp, Baggage and Remain Overnight Fees. Expires 03/31/2026 Plus Additional Two (2) 1-Year Term Renewal Options.
- ➔ **Delta Airlines, Inc. – Airline Lease Agreement**
A Non-Signatory Airline Agreement. Annual Rent of \$39,708.00 as well as Landing, Ramp, Baggage and Remain Overnight Fees. Expires 03/31/2026 Plus Additional Two (2) 1-Year Term Renewal Options.
- ➔ **Jet East, Corp. – Operating Agreement**
Aircraft Maintenance. Will Pay an Annual Business Fee of \$1,500 and will Expire 05/31/2026.
- ➔ **Harbor Fuel Oil Corporation – Consent to Sublease**
Storage space sublease between Harbor Fuel Oil Corporation and Toscana Corporation. Sublease will expire 12/31/2026
- ➔ **United AG & Turf – Contract**
Purchase the Z994R Diesel Commercial ZTrak Mower for \$19,937.07 with a Warranty of Thirty-six (36) Months.
- ➔ **United AG & Turf – Contract**
Purchase a New Gator Utility Vehicle for \$29,907.91 with a Warranty of Twelve (12) Months.
- ➔ **P&M Reis Trucking, Inc. – Contract**
A 3-Year Contract, Expiring 06/30/2028, for Rubbish Removal Services. Not to Exceed \$75,000.
- ➔ **McFarland-Johnson – Contract**
A 3-Year Task Order, No. MJ-PN-24, for On-Call Financial Planning Services for \$45,000
- ➔ **McFarland-Johnson – Contract**
A 3-Year Task Order, No. MJ-PN-25, for On-Call Passenger Facility Charge Administration Services for \$18,000.

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

Pending Matters:

062023-06 South Apron Expansion Project Updates

Mr. Smith stated that training and a high-level, detailed overview of the noise monitoring software was provided to the Airport Assistant Manager, Mr. Harimon, as well as the Operations Superintendent. The program includes real-time noise monitoring, which was previously discussed during a prior Commission Meeting. In the event of a noise complaint, the Airport will be able to access a live view, along with 24-hour recorded data, to compare with security footage and determine which aircraft was involved. Mr. Smith also plans to meet with the Operations Superintendent for further training on the software. This will be the first summer season utilizing the noise monitoring system, providing the Airport with additional data on noise levels.

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

Mr. Smith gave an update that on May 8th, the Airport had a meeting with Weston Solutions and Mass DEP to discuss the audit that was conducted at the Airport. Weston Solution informed Mass DEP that the Airport tests PFAS samples using the EPA method 1633, which yields more analytes and more susceptible to that chemical fingerprinting of which PFAS chemical it is.

Mass DEP initially believed all wells in the boundary area had only been sampled once, but it was later confirmed that many had been sampled multiple times. They have now requested further sampling of wells that have only been tested once, given that some haven't been sampled in about four years. The airport has taken a cautious approach by connecting homes near the boundary line to municipal water. However, Mass DEP has yet to provide a solid rationale for defining the boundary's limits.

Despite this, Mr. Smith said the collaboration between Mass DEP and the Airport was highly positive and beneficial. Mass DEP clarified that the audit letter was merely a communication tool and expressed a commitment to working with the airport to complete environmental work. Weston Solutions is drafting a response to the audit, expected to be submitted within one to two weeks.

Additionally, Statue Park will have new monitoring wells installed to further define the contamination boundary. In the past month, six (6) homes received bottled water, and within the last week, three of them were fully transitioned to municipal water. One homeowner has opted to continue receiving bottled water through the summer for peace of mind. The next drinking water sampling, including the fuel farm treatment system, is scheduled for May 21st.

Ms. Woods explained that Mass DEP conducted a full-day sight visit of the Airport with herself and Mr. Karberg, as well as Jim Soukup, from Weston Solution. They toured all relevant locations mentioned in the Phase II audit report, including the gas station, Statue Park, and surrounding neighborhoods. The visit included several hours in the airport administrative building, reviewing maps, reports, and completed sample studies. Ms. Woods said the discussion was highly productive, aligning perspectives on past contamination, existing issues, and remediation efforts. While some miscommunication occurred following the meeting, the process leading up to it was considered thorough and constructive. The visiting team from Mass DEP did not conduct independent sampling but reviewed all previous work completed by the Airport team.

050923-01 Crew Quarters Project

Mr. Smith said the Crew Quarter's project is approximately 91% complete, progressing by about 6% in the past month, and remains on track for completion and move-ins by August. The parking lot asphalt has been laid, shingling is nearly finished, and the stairs are being completed.

The concrete flatwork is scheduled for next week and a change order is under review to extend the sidewalk for the electric vehicle charging stations. Landscaping work, including stabilization mix, is set to begin soon. An inspection of the dormitory is expected within the next few weeks, and the temporary trailer on-site is scheduled for removal soon. The FF&E committee will be meeting to address procurement concerns, ensuring compliance with standards. A meeting with the Maintenance Superintendent is scheduled for May 15th to develop a formal maintenance program for the dormitories and a closeout package including two (2) hard copies and two (2) digital copies will be provided to the maintenance team.

Mr. Gasbarro expressed concerns about ensuring the EV charging stations remain reserved for dorm residents and are properly monitored to prevent misuse by neighboring residents. Parking restrictions and signage may be necessary to regulate usage.

Mr. Smith added that the Airport is looking to upgrade Airport Operation Vehicles in the future, and these charging stations would also help to accommodate them.

021324-01 Terminal Optimization Project

Mr. Smith provided an update on the Terminal Optimization Project, stating that a recent discussion with the maintenance superintendent confirmed that the terminal's geothermal system is functioning well but requires basic maintenance and pipe cleaning. Further study is needed to assess resistance loss and overall system functionality.

To minimize air and heat loss in the Terminal, maintenance provided roller door dimensions for the procurement of plastic door flaps, similar to those used in refrigerated areas. The procurement is expected within the week, with installation planned for the upcoming season.

Mr. Smith noted the potential to relocate the TSA baggage makeup area to the basement, aiming to expand the hold room while making better use of underutilized terminal space at a lower cost. This plan is contingent on securing an ATP grant, with a financial notice anticipated around July. Mr. Smith said a meeting with Aerocloud Systems is scheduled for next May 22nd to discuss improvements to the Flight Information Display (FIDS) and common-use kiosks. There is also a proposal to relocate the kiosks to the Cape Air departure area, which is underutilized, to free up space in front of TSA and improve queueing flow during the busy summer season.

051325-01 High Mast Lighting

Mr. Smith provided an update on the High Mast Lighting Project, planned as a capital improvement initiative with MassDOT, and was originally set for 10 lights. However, after a scoping meeting with the FAA, the project has expanded to 20 lights, with the FAA funding the additional fixtures and MassDOT covering the remaining costs. As a result, the budget increased from \$700,000 to \$1.5 million. The airport is working with the town to request a home rule petition for funding through the Capital Committee and is awaiting a response. Bids for the project were due on April 23rd, with one bid received.

Ms. Basheva added the bid for this project came in at nearly double the amount appropriated at the town meeting due to an increase from ten (10) to twenty (20) lights, with the FAA funding the additional fixtures. To move forward, the town must sign the contract to raise the funding. Two (2) potential approaches include using a home rule petition, requiring Select Board approval, or submitting a supplemental funding request at the Special Town Meeting.

Mr. Gasbarro asked whether FAA grant funding available this fiscal year, set to expire at the end of September, poses a risk of being lost if not used. If the funding approval is delayed until a fall special town meeting, the FAA grant may no longer be accessible. The home rule petition is designed for situations like this, where grant funding could be at risk due to application and timing constraints. The project involves replacing lights to improve compliance with the dark sky initiative and lowering poles by 10 feet for better functionality. These enhancements will support safer ramp usage while providing community benefits.

051325-02 Annual Town Meeting Review

Mr. Smith said the Annual Town Meeting was an eye-opening experience, as this was his first time attending. All articles presented were unanimously approved for FY26. Some members of the public raised concerns about the overall cost of the projects, but reassurance was given that the majority—90% to 95%—are federally funded, rather than directly sourced from taxpayers.

Mr. Gasbarro emphasized to the public that the commission takes public funding seriously, ensuring all projects and expenditures undergo thorough review. While not all funds come directly from taxpayers, they are still public money and are managed responsibly. Every dollar supports the general public and aviation community, aligning with the Commission's mission. Mr. Gasbarro also noted that PFAS-related costs remain a challenge, but there is hope that the airport may recover some of these expenses from the original producers of these materials in the future.

Mr. Gasbarro added that Article 72, regarding the rental car bylaw change, was a Select Board Article that the Finance Committee recommended for further study. Since the article was not called, it remains unresolved, awaiting further input from the Finance Committee and Select Board. The town's licensing agent is currently working on the issue, leaving the situation in a standby position. As a result, the Airport cannot enter into any contracts with a car-sharing company until any potential conflicts with town bylaws are addressed.

Finance:

051325-03 3rd Quarter Report FY25

Mr. Smith presented an overview of the Third Quarter Report FY25:

- ➔ **Revenue:** In the third quarter, Airport revenue totaled \$8,184,640, reflecting a 22% decrease compared to the same quarter last fiscal year. The primary reason for this decline was a drop in fuel sales revenue. The fuel revolver spending limit for the current fiscal year is \$6 million, but last year's retroactive increase to \$8.8 million necessitates a reset in quarter four to ensure sufficient funds for fuel purchases. In February, the Airport Commission approved to raise the fuel revolver to \$8.5 million, and it was recently approved by the Finance Committee, pending final approval from the Select Board. YTD fuel sales revenue increased by 9% compared to the previous year. Fee and rental income rose by 50% and 8%, while interest on investments grew by 51%. Vehicle revenue, including parking fees, parking tickets, and taxi permits, saw a 35% increase. Overall, total revenue, including other financial sources, reached 124% of the annual budgeted amount for the nine (9) month period.

- ➔ **Expenses:** Operating expenses for the quarter totaled \$2,578,902, reflecting a 38% increase over the third quarter of FY2024. The primary cause of this increase was the Repayment to the Town. Excluding this repayment, operating expenses without debt service rose by only 15%. Salaries and Medicare costs increased due to cost-of-living adjustments and staff turnover, though no vacant positions remain. Administrative expenses, including utilities and credit card fees, decreased by 9%, while FBO costs dropped by 6%. Repairs and maintenance saw a 6% increase, primarily due to investments and repairs to the fuel farm. Debt service interest rose by \$343,080, attributed to the short-term Bond Anticipation Note (BAN) for the South Apron project, impacted by both higher interest rates and project scale. Overall, operating expenses, including debt service, were up 49% compared to the same period last year, amounting to 74% of the annual budget allocation.

051325-04 FY27 Capital Project Request

Mr. Smith said a meeting was held with McFarland Johnson to confirm the inclusion of necessary projects. One key item on the list is an AIP grant for ongoing environmental permit monitoring of Taxiway G and the South Apron, covering FY27 through FY29. The grant totals \$350,000 in federal funding, with the Airport required to contribute a \$17,500 match.

Mr. Gasbarro asked Ms. Woods whether environmental permit monitoring for Taxiway G and the South Apron is required as a condition of previously issued permits.

Ms. Woods said she believes it is part of the mitigation awareness permit requirements. Maintaining compliance with natural heritage standards is essential, and this monitoring is likely one of the necessary conditions.

Mr. Gasbarro said he would like to understand the extent of mandated environmental monitoring, which currently costs approximately \$100,000 annually to a sub-consultant. While maintaining compliance is essential, Mr. Gasbarro questioned whether in-house resources could handle the monitoring if entitlement funds were unavailable. Since this is the only federal program item listed for FY27, gaining clarity on its specific requirements and financial implications is important.

Mr. Smith continued the review of listed projects, explaining the ARFF building rehabilitation includes door replacement and second-floor flooring upgrades, with an estimated cost of \$160,000. IT equipment upgrades are planned, with a funding request of \$50,000. Another project on the list is exterior painting for the Main Terminal and FBO.

Ms. Basheva added these project requests will be presented to the Capital Committee for consideration, but a decision must be made before the submission deadline on whether to proceed as a formal capital article and hire an external contractor or handle the work internally through the maintenance team, purchasing necessary materials. CapCom typically begins meeting in July, so updates are expected soon now that the Annual Town Meeting has concluded. The submission deadline will likely be set sometime in June.

Mr. Smith continued, stating that the employee housing project is moving into Phase 3, focusing on townhouse development. An estimated quote from CHA places the cost at approximately \$6,080,000, aligning with initial projections.

Mr. Gasbarro emphasized the need to refine the proposal before presenting it to the Capital Committee, ensuring it does not prematurely appear as an official airport initiative. While there is a placeholder, further work is required to shape the approach. Previous efforts suggested the cost might be closer to \$4.5 million for the Town Houses, but additional adjustments are needed before it is ready for CapCom review.

Mr. Smith reviewed the FY27 ASMP projects, which include vehicle upgrades focus on replacing outdated airport vehicles, including a 1998 F-250 utility truck and a 2006 Ranger. These replacements are eligible for state funding, and given current state requirements, the new vehicles will likely be electric to meet approval criteria. The forklift, Bunker Road rehabilitation, and seasonal tent are being evaluated along with their associated costs. The last two projects remain in the planning phase. A site visit to Bunker Road with Mr. Lazden from McFarland Johnson helped assess drainage issues. Initial observations suggest minimal work is needed, with targeted improvements such as installing a few culverts and cleaning out existing drains to resolve the primary concerns.

Manager's Report - Mr. Smith reported on:

Project Updates – AIP

- ➔ **Continued Environmental Monitoring** – Airport staff met with Brett Trowbridge, VHB, to schedule the annual TAC meeting in September or October with the environmental monitoring crew.
- ➔ **RW 6-24 Centerline** – The milling and overlay for the centerline project was completed last month, covering 4,000 by 4 feet of the runway. The new grooving process is currently underway. To address potential concerns, the airport requested and received a waiver for the town's noise ordinance to ensure consideration for nearby residents. Correspondence was sent to those affected, and the responses were supportive and understanding.
- ➔ **Airport Master Plan Update** – No update.
- ➔ **PFAS Mitigation Grant** – No update.
- ➔ **MEPA NEPA Updates** – No update.
- ➔ **Ramp Lighting** – No update.

Project Updates – Non-AIP

- ➔ **Fence Relocation: South Shore** – The airport is working with McFarland Johnson to meet with MassDOT and the FAA regarding a modification to the standard for relocating the fence that is close to falling off the bluff and needs to be moved for safety reasons. However, the FAA has been resistant to approving the modification, despite its importance, so a meeting is scheduled for May 14th to seek approval. If granted, MassDOT will fully cover the project's cost, provided approval is secured by June 30th.
- ➔ **Refueling Pad Wall Repair** – The refueling wall repair has been successfully completed. The steel beams and overall results look excellent.
- ➔ **Electric Aircraft Charging Station** – Beta Technologies, a company based in Burlington, Vermont, had planned to install a charging cube for electric aircraft in front of the old FBO building. They conducted utility locating and engaged with National Grid and local planning boards to move the project forward. However, funding issues have stalled progress, and the current status remains uncertain.

- ➔ **South Apron Sound Wall** – The pre-bid meeting for the noise wall project had a strong turnout, with multiple companies in attendance. To accommodate the interest, the bid deadline has been extended to Friday, May 16th.
- ➔ **ARFF Transition** – The output discharge test was completed successfully, meeting regulatory requirements. Efforts are now focused on getting the vehicle registered through the town, after which it can be officially added to the airport certification manual.
- ➔ **Tenant Alteration Applications** – No updates.

RFP/Bid Status:

- ➔ The Final Evaluation for the 33 Bunker Road RFP is scheduled for May 14th to decide which company will be awarded the lot.
- ➔ A site visit was conducted for the REOI that was issued for the flat-roof building with two interested parties attending. The deadline for the REOI is May 14th and a decision will be made by next week.
- ➔ The IT Services RFP was issued on May 12th. The current contract for IT Services is due to expire at the end of June.

Operations Update

- ➔ **15-33 Riels Project** – The installation of control unit boxes is pending, as it falls under an FAA project.
- ➔ **Airline Service** – JetBlue will begin service for the season on Thursday, May 15th.
- ➔ **LEO Service** – LEO services commenced for the season on May 8th.
- ➔ **Annual ARFF Burn** – Scheduled for May 14th with at least five (5) staff in attendance for ARFF training.
- ➔ **FAA Inspection** – The FAA Inspection is slated for Memorial Day week.
- ➔ **TSA Inspection** – The TSA Inspection is slated for May 19th.
- ➔ **Runway Safety Action Training** – The RSAT meeting with tower staff is scheduled for June 10th to review vehicle and pedestrian deviations on the airfield. Fortunately, there have been no incidents this year or last year, demonstrating strong safety awareness at the Airport.
- ➔ **Fueling Truck** – The Airport received a new fueling truck to refuel airport vehicles and replace the old one that was having issues.
- ➔ **Quarterly Tenant Meeting** – The Tenant Meeting was held on April 10th and was successful.
- ➔ **Tenant Inspections** – Tenant Inspections were conducted on April 18th. Three (3) violations were found, involving loose garbage and empty oil canisters. All tenants were notified, and follow-up confirmed that they are now in compliance with airport regulations.
- ➔ **Seasonal Positions** – All seasonal positions have been filled.

Statistics:

Mr. Smith reviewed the March 2025 Statistics:

- ➔ Operations: Up 4%, up 5% YTD
- ➔ SW Ramp Operations: Up 3%
- ➔ Enplanements: Down 9%, up 10% YTD

- Cape Air:
 - BOS down 5%
 - EWB down 16%
 - HYA down 18%
 - MVY up 26%
- ➔ Fuel:
 - Jet A up 4.7% over the 3-year average, YTD. Also, up 16.5% over the previous 3-month average and up 31.2% over the previous month's average.
 - 100 LL is up 7.8% over the 3-year average, YTD. Also, down 12.4% over the previous 3-month average and down 8% over the previous month's average.
- ➔ Freight:
 - Down 18% for March and down 14% YTD.
 - Cape Air, USPS, FedEx and UPS freight are all down.
- ➔ 0 Noise Complaints and Airport Operations logged 4 APU Action Entries in March.

Personnel Report

- ➔ Madison Collins was hired as the new Environmental Coordinator. She recently worked at the Environmental Protection Agency for over six (6) months and has a master's degree in environmental policy and planning as well as a bachelor's degree in environmental studies and biology.

Commissioners' Comments

Mr. Gasbarro would like the ramp management policy to be refined, particularly regarding the direction the jets are parked on the ramp. The airport previously established a rule against engines facing west, but some operators continue to push for exceptions. A formal policy from the commission could help support administration in enforcing the rule, balancing safety, emissions, and noise concerns. The plan is to draft a policy, collaborate with airport staff and legal teams, and allow for review and feedback. While exceptions must be allowed for specific circumstances, such as aircraft requirements or wind speeds, accountability can be maintained through a reviewable log of granted exceptions.

Public Comments

None

Having no further business for Open Session, Mr. Marks made a **Motion** to go into Executive Session, under G.L. c.30A, §21 (a), not to return to Open Session, to review Executive Session Minutes as enumerated on the Agenda for possible release;

Clause 3: To Discuss Strategy with Respect to Pursuing Legal Claims against Manufacturer of Polyfluoroalkyl Substances (PFAS) and other potential sources of PFAS, where the Chair has Determined that an Open Meeting May have a Detrimental Effect on the Litigating Position of the Airport Commission.

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

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

Mr. Marks – Aye
Mr. Gasbarro – Aye

The meeting adjourned at 6:20 pm.

Respectfully submitted,

Elizabeth Reuss, Recorder

Master List of Documents Used:

05/13/25 Agenda
Agenda Protocol
03/25/25 and 04/08/25 Draft Minutes
04/16/25 and 05/07/25 Warrant Approvals
Exhibit 1
United Airlines Lease Agreement
Delta Airlines Lease Agreement
Jet East License Agreement
Harbor Fuel Sublease
United AG & Turf Agreement
United AG & Turf Agreement
P&M Reis Trucking Agreement
McFarland-Johnson Task Order 24
McFarland-Johnson Task Order 25
PFAS Table
Quarterly Financial Report
CIP FY2027
March 2025 Statistics
APU Action Log Summary