

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
April 8, 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; and Cameron Woods, Environmental Coordinator.

Also present: Rich Lasdin, McFarland-Johnson Inc.

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

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

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

03/25/25 Draft Minutes – *pending*

Mr. Marks made a **Motion** to ratify the 03/19/25 and 04/02/25 Warrants. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Mr. Bouscaren – Aye
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.

- **American Airlines – Airline Lease Agreement**
A Non-Signatory Airline Agreement. Annual Rent of \$41,965 as well as Landing, Ramp, Baggage and Remain Overnight Fees. Expires 03/11/2026 Plus Additional Two (2) 1-Year Term Renewal Options.
- **Hyannis Air Services, dba Cape Air – Airline Lease Agreement**
A Signatory Airline Agreement. Annual Rent of \$104,841 as well as Landing, Ramp, Baggage and Remain Overnight Fees. Expires 03/11/2026 Plus Additional Two (2) 1-Year Term Renewal Options.
- **Hyannis Air Services, dba Cape Air – Counter Freight Agreement**
Utilizing Existing Premises Under the Lease to Provide Counter Freight Service. Will pay monthly counter Freight Fees Established by the Airport.
- **Tri State Charter, LLC – Non-Exclusive Ramp License Agreement**
A General Aviation Part 135 Operator. Will Pay an Annual Business Fee of \$1,500 plus Landing, Ramp and Additional Service Fees Charged by the Airport Rates & Charges.
- **Unifi Aviation, LLC – Operating Agreement**
Ground Handling for United Airlines, Delta Airlines, and JetBlue. Will Pay an Annual Business Fee of \$1,500 and will Expire 03/31/2026.
- **Textron Aviation – Insurance Claim**
Luggage Cart Claim for N929VC of \$25,000 to Repair the Damages to the Leading Edge. The Full Amount of \$30,457.44 to be Paid Through Global Aerospace Insurance.
- **Record of Vote for Purchase Agreement**
A Uniqueness Determination between the Airport Commission, Dennis L. Winger and Barbara L. Waldman to Approve the Purchase of Property known as 16 Kittiwake Lane.

Mr. Gasbarro added the Uniqueness Determination is also listed as an agenda item that will be discussed further.

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

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

Pending Matters:

062023-06 South Apron Expansion Project Updates

Mr. Smith reported that both noise monitoring microphones are now fully operational. The noise management software has been installed on both the Environmental Coordinator's and the Airport

Operations Superintendent's computers. The software will generate a daily file that analyzes the recorded noise data. However, it does not currently provide real-time data. Further investigation will be conducted to explore options for implementing a real-time data solution.

Mr. Gasbarro asked Mr. Lasdin why Airport Operations would not have access to a dashboard to have real-time noise data. Mr. Lasdin will follow up with Mr. Gasbarro to gather more information.

Mr. Gasbarro added that this system will be a tool for Airport Operations to understand and identify emissions and noise during extended run periods to make improvements for the environment and the community.

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

Mr. Smith deferred to Ms. Woods to provide this update. Ms. Woods said Weston Solutions is working on completing the survey of the monitoring wells on the west side to provide an updated ground water contour map in the IRA Status Report No. 17 for the next Commission meeting. This map will incorporate the new monitoring well data. A notice of audit findings was also received and the best course of action to proceed is being developed.

050923-01 Crew Quarters Project

Mr. Smith gave an update that the transformer installation and exterior concrete slab work is scheduled to be done within the week. Mr. Smith was accompanied by Mr. Harimon and Mr. Allen, the Airport Maintenance Superintendent, for a site inspection. There are plans to start formalizing a permanent maintenance plan for the dormitory's upkeep.

Mr. Marks asked about the progress of the building interior and added that he noticed the exterior still has not been shingled being this far into the project.

021324-01 Terminal Optimization Project

Mr. Smith had a discussion with representatives from CHA regarding the geothermal system. Their suggestion was to do a closed loop system, but Mr. Smith has some concerns so he would like to have a better understanding of the pump and treat system and continue to explore solutions to keep the conditioned air contained within the terminal during the summer months.

Mr. Smith said another topic discussed was the potential to repurpose the space in the terminal such as the gift shop area. If there is a way to repurpose that space to include common use kiosks for all the airlines, this could be very effective. The common use kiosks could be used to print boarding passes and bag tags for any of the Airlines, which will reduce lines at the counters.

Mr. Gasbarro inquired about the groundwater scrubbing option in relation to the geothermal system, requesting information on progress and the expected timeframe for a proposed solution. Mr. Gasbarro also asked whether the decision would remain pending until further work was completed through the Phase III investigation of PFAS.

Mr. Lasdin said various topics recommended by the former Airport Manager have been discussed. He suggested to Mr. Smith that a meeting with the Commission and design team could help determine the next steps and finalize the direction of the project.

032525-04 Commission's Consideration of a Position Statement Regarding the Annual Town Meeting Warrant Article 72 (General Bylaw Amendment: Car Rental Agencies, Registration of)

This Article was discussed briefly at the March 25th meeting. After looking it over, Mr. Gasbarro concluded that Commissions three (3) options were to take no action and see how it progresses during the Annual Town Meeting, take a position to support the Select Board's Article or to support the Finance Committee decision to disapprove Article 72 and refer to further study.

Mr. Marks feels the Commission should support the Select Board's Article and move forward.

Mr. Gasbarro added that the Airport would not have to take any position and could wait to see the outcome during the Annual Town Meeting since the Airport Commission has not been formally asked.

040825-01 Request for Approval and Execution of Purchase and Sale Agreement for 16 Kittiwake Lane, Shown as Lot 376 on Land Court Plan No. 16514-12

Mr. Gasbarro said this is the purchase of real estate to serve as the residence for the Airport Manager and his family. This residence would become Airport property that is not solely dedicated to a manager and can be used for other employees. The last few years the Commission has been working on constructing dwelling units at the Nobadeer Farm Road property but has been met with a lot of resistance and did not obtain the support of the Capital Program Committee or the Finance Committee which left the Airport in the position to not be able to move forward with the housing. It was suggested through that process that the Airport should purchase a currently constructed home since a current challenge would be the cost of construction. The Airport has also spent months trying to secure a year-round rental and has proved impossible to find something in the current market. Mr. Gasbarro added that purchasing this property, the Airport should continue to consider some form of a housing production plan and continue to pursue construction of additional units.

Mr. Marks made a **Motion** to Approve and Execute the Purchase and Sale Agreement for 16 Kittiwake Lane. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

040825-02 FY27 Potential Capital Projects and Schedule

Mr. Smith deferred to Ms. Basheva to provide this update. Ms. Basheva explained that the list included in the packet is from the CIP list prepared and updated every year with McFarland-Johnson. This is a preliminary list; the Airport will meet internally on April 14th to discuss any requests for equipment and vehicles that are needed. It will also be decided if any requests will be

resubmitted from FY2026 that didn't make the cut from the Capital Program Committee for FY2027. Ms. Basheva said there will be another meeting on April 28th with Mr. Smith and Mr. Harimon to finalize any request for the Capital Program Committee with hopes of providing that finalized list to the Commission for the May 13th Commission Meeting.

Mr. Marks inquired if Bunker Road repairs/repaving could be included in the plans for the Runway Reconstruction plan while the paving plant has the supplies and materials available.

Mr. Gasbarro added this would be a good opportunity to revisit the Pavement Management Study that was conducted a few years prior. Pavement rehabilitation for areas other than the Runway could potentially be added as a line item and done after the Runway project is completed.

Mr. Gasbarro said he would like to bring back the line-item for the housing project. In the meantime, the costs should be refined to be more specific to what will be built. Mr. Gasbarro feels the Airport should use its land for new construction, doing so as efficiently as possible. Other projects Mr. Gasbarro would like to see move forward is another townhouse and possibly replacing the Thompson House (seasonal employee housing).

Mr. Gasbarro explained additional line-item projects he would like to include in the Potential Capital Projects.

Mr. Marks raised concerns about the drainage issues on Monohansett Road, noting that after recent heavy rain, a significant puddle formed – potentially caused by overflowing catch basins due to the velocity of water.

Mr. Gasbarro would like to revisit the ongoing Surfside Area Road Transportation Improvement Project and emphasized the urgency of fixing the drainage issues on Monohansett Road near the ARFF station. He expressed concern over the hazardous conditions caused by poor drainage, citing a recent accident where a driver lost control after hitting the puddle and crashed through the airport fence.

Ms. Topham joined the meeting at 5:30.

Mr. Smith reviewed the Gull Air Ramp License Agreement from Exhibit 1.

➔ **Gull Air – Non-Exclusive Ramp License Agreement**

General Aviation Part 135 Operator. Annual Business Fee of \$1,500 Plus Landing, Ramp, and Additional Services to be Charged by Airport Rates & Charges.

Mr. Bouscaren made a **Motion** to approve the Gull Air Ramp License Agreement set forth in Exhibit one (1). **Second** by Ms. Topham and **Passed** by the following roll call vote:

Ms. Topham – Aye

Mr. Bouscaren – Aye

Ms. Planzer – Aye

040825-03 Discuss in Person, Hybrid, and Remote Meetings

Mr. Gasbarro explained the governor recently extended the legislation allowing meetings to continue in a hybrid format. The Airport Commission meetings will remain Hybrid.

Manager's Report - Mr. Smith reported on:

Project Updates – AIP

- ➔ **Airport Master Plan Update** – Mr. Smith added further recommendation to add potential noise abatement studies for flight paths in the corridors.
- ➔ **Continued Environmental Monitoring** – No update.
- ➔ **PFAS Mitigation Grant** – No update.
- ➔ **MEPA NEPA Updates** – No update.
- ➔ **Ramp Lighting** – This project is currently out to bid. The Pre-bid conference is scheduled for April 9th at 11:00 AM with McFarland-Johnson. The lighting pole height will be reduced down to thirty (30) feet instead of forty (40) feet.
- ➔ **RW 6-24 Centerline** – Phase 1 will begin April 14th for the Runway Centerline project, and the runway will have three (3) full day closures as well as a one (1) day closure of Taxiway Charlie. Phase II of the project to conduct grooving is scheduled for May 16th through 20th. This project will overlap with JetBlue's start date of May 15th.

Mr. Marks explained the importance of being cautious when establishing a strict flight pathway. While flying around the island makes sense, concentrating air traffic in a single area could disturb those living in that area more than a dispersed approach. Mr. Marks shared a philosophy from a former commissioner, suggesting that spreading flight paths out helps distribute noise more evenly among residents rather than heavily impacting a single stretch.

Project Updates – Non-AIP

- ➔ **Fence Relocation: South Shore** – Mr. Lasdin explained that the bluff is collapsing, and the fence needs to be relocated. The fence failure is located at the edge of the Runway Object Free Area (ROFA) of Runway 6. The Fence relocation would be within the ROFA more than it is now. The FAA did not except that location and came back under the 74-60 filing process. Mr. Lasdin is working with the Airport's FAA Planner, who suggested that the Airport complete a Modification of Standards Application to be able to reduce the Take Off Run (TOR) and Take Off Length Available (TOLA).
- ➔ **Refueling Pad Wall Repair** – The concrete has been poured and currently in the curing process.
- ➔ **Electric Aircraft Charging Station** – No update.
- ➔ **South Apron Sound Wall** – Bid documents and specifications will go out to bid April 18th. The Pre-bid meeting is scheduled for April 29th at 1:00 PM.
- ➔ **ARFF Transition** – The Output Discharge Test is required by the FAA for new vehicle and is scheduled for April 22nd. Ms. Woods has drafted a public outreach memo and will be made public closer to the testing date. Locations where the test will be conducted are being explored to mitigate over-spray. If the testing goes well the same process will be used for the remaining trucks during their transition.

- ➔ **Tenant Alteration Applications** – No updates.

RFP/Bid Status:

- ➔ The RFP for the ARFF Truck transition was initially issued but later revoked to allow for an output test, as there was no solid process in place at the time. Airport staff wanted to ensure proper procedures before moving forward. Additionally, environmental concerns arose regarding the capture of foam during spraying, leading to a temporary halt with plans to put the RFP back out to bid once a plan is in place.
- ➔ The Bid Opening for the RFP of 33 Bunker Road was April 2nd. Five (5) bids were received. Mr. Smith, Ms. Planzer, and Ms. Ilieva will be part of the evaluation committee to evaluate the proposals.
- ➔ The Airport held a meeting with Jennifer Platt from Anderson Kreiger to discuss the flat-roof building previously occupied by Blade. The building is intended for aeronautical use, and the bid process is still being determined. Mr. Harimon added the maintenance team is also doing some repairs on the deck and replacing the boards.

Operations Update

- ➔ **Fence Repair, Monohansett Rd.** – No update.
- ➔ **Water Rescue Plan** – A tabletop exercise of the Water Rescue Plan was completed today, April 8th, arranged by Mr. Harimon. Personnel from the Coast Guard, Nantucket Cottage Hospital, Nantucket Police Department and Nantucket Fire Department were in attendance. Mr. Harimon added that the FAA inspector gave the Airport a guidance letter to fully rewrite the Water Rescue Plan in January, to be completed in thirty (30) days. Collaborating with these departments, Mr. Harimon was able to prepare this plan to have it submitted and approved by the FAA. Upon approval, the Airport was required to complete a tabletop exercise within sixty (60) days with all parties and agencies involved with the Water Rescue Plan. The FAA inspector and Massachusetts Aeronautics were not able to attend due to boat cancellations but were able to join remotely.
- ➔ **15-33 Riels Project** – Currently underway and a full runway closure is scheduled for April 9th at 2:00 to finalize the trenching work.
- ➔ **Airline Service** – Mr. Smith said he continues to hold start up calls with JetBlue to discuss season opening, aircraft gate parking and ramp operations but is still currently waiting to hear back from Delta, American, and United.
- ➔ **Annual Training** – No update.
- ➔ **Annual ARFF Burn** – The annual ARFF burn is scheduled for May 14th for half of the ARFF staff.
- ➔ **FAA Inspection** – The FAA Inspection is slated for Memorial Day week.
- ➔ **TSA Inspection** – The TSA Inspection is scheduled for May.
- ➔ **Runway Safety Meeting** – The runway safety meeting is scheduled with the tower for June 10th to discuss how the tower operates and any vehicular/pedestrian deviations that occur at the Airport and how to maintain safety for the pilots and Airport operations. Mr. Smith and Mr. Harimon attended the Runway Safety Summit in Worcester where different factors were discussed that could affect situational awareness, especially on the airfield where safety is a priority.

- ➔ **Quarterly Tenant Meeting** – Scheduled for April 10th.

Statistics:

Mr. Smith reviewed the February 2025 Statistics:

- ➔ Operations: Up 1%
- ➔ SW Ramp Operations: Down 3%
- ➔ Enplanements: Down 7%
 - Cape Air:
 - BOS down 18%
 - EWB down 36%
 - HYA up 36%
 - MVY up 194%
- ➔ Fuel:
 - Jet A up 4.2% over the 3-year average, YTD. Also, up 16% over the previous 3-month average and down 4.5% over the previous month's average.
 - 100 LL is up 9.4% over the 3-year average, YTD. Also, down 9.5% over the previous 3-month average and down 14.7% over the previous month's average.
- ➔ Freight:
 - Down 2% for February and down 13% YTD.
 - Cape Air and USPS freight is up. FedEx and UPS freight is down.
- ➔ 0 Noise Complaints and Airport Operations logged 0 APU Action Entries in December.

Personnel Report

- ➔ Megan Perry was hired as the Accounting Clerk and Secretary. She previously worked for TSA for about 4-5 years and will be starting within the next week.
- ➔ An offer letter was made to a candidate for the Environmental Coordinator position.

Commissioners' Comments

None

Public Comments

None

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

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

The meeting adjourned at 6:10 pm.

Respectfully submitted,

Elizabeth Reuss, Recorder

Master List of Documents Used:

04/08/25 Agenda

Agenda Protocol

03/19/25, and 04/02/25 Warrant Approvals

Exhibit 1

American Airline Lease Agreement

Gull Air Ramp Lease

Hyannis Air Service Airline Agreement

Hyannis Air Service Counter Freight Agreement

Tri State Charter Non-Exclusive Ramp License Agreement

Unifi Aviation Operating Agreement

Record of Vote of Nantucket Memorial Airport Commission

PFAS Table

CIP FY2027

February 2025 Statistics

