

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

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

AIRPORT COMMISSION MEETING
September 12, 2024

The meeting was called to order at 5:00 pm by Chairman Arthur Gasbarro with the following Commissioners present: Jeanette Topham (late), Andrea Planzer and Anthony Bouscaren.

This meeting was conducted remotely by video conference via Zoom app and live on the Town of Nantucket YouTube Channel.

Airport employees present were Noah Karberg, Airport Manager, Preston Harimon, Assistant Airport Manager Boyana Stoykova-Nelson, Office Cameron Woods, Environmental Coordinator and Vilina R. Ilieva, Administrative Assistant.

Also present: Rich Lasdin McFarland-Johnson, Priyanka Menon, and Jonathan McCredie.

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 08/13/24 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Mr. Bouscaren made a **Motion** to ratify the 08/07/24, and 08/21/24 Warrants **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Public Comment:

None.

091224 01 - Airport Manager Search Contract

Mr. Gasbarro provided information that the Airport Commission sent out Request for Proposal to five firms. The Commission received a proposal from ADK which was included in the packet. The proposal is detailed very well in the process to search for a new Airport Manager.

Mr. Bouscaren made a **Motion** to enter Contract with ADK **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Mr. Bouscaren - Aye

Mr. Gasbarro – Aye

Ms. Planzer - Aye

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

→ Robert B. Ours Change Orders.

- Change order No. Two (2) – Emergency Centerline work \$160,496.03. This work took place this summer and was completed overnight.
- Change order No. Three (3) – Electrical Change order with no cost. Lighting relay versus contactor cabinet.
- Change order No. Four (4) – No cost change order for Cape Cod style berm on the airside of Gate 30B and changing the grate to a double from a single.
- Change Order No. Five (5) – Combined change order for irrigation, hangar four (4), and sewer cover work at a cost of \$40,248.32
- Change Order No. Six (6) – Delay cost for 1-week delay in issuing the notice of proceed in the beginning of the project for \$44, 972.3. All costs were related to travel and transportation and rental of lodging and equipment costs that couldn't be reimbursed.

Mr. Bouscaren 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:

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

→ Contact Amendment McFarland-Johnson Not-to Exceed \$50,000 for architectural services employee housing.

Mr. Karberg recommended approval on the Contract.

- Mr. Bouscaren made a **Motion** to issue the letter and authorize it **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

091224-02 Authorization of Airport Manager to Sign Water Connection/Reimbursement Agreements.

Mr. Karberg reported that there are two items in the packet related to this topic. There are two forms of Agreements that have been reviewed by the Council for the next round of water connections for eleven (11) residences. The Airport will anticipate depending on each individual status, a directory payment by the Airport to Residences who have completed the work as well as a form that authorizes payments to contractors by the Airport. One Form will be for each type of relationship. Mr. Karberg additional approach is that the Commission considers authorizing Mr. Karberg to evaluate and approve the scope of work and cost of each agreement. Mr. Karberg proposed the following addresses:

84 Skyline Drive, 25, 31, 39 Monohansett Road, 1, 3 Webster Road, 50 Okorwaw Avenue, 16, 30, 44, 48 Madequecham Valley Road.

Not-to-exceed \$60, 000 per residence.

Mr. Bouscaren made a **Motion** authorize the Airport Manager to proceed to sign the reimbursement agreements **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

062023-06 South Apron Expansion Project Updates - Mr. Karberg provided an update that the project is substantially completed. The second coat of marking will be scheduled this Fall.

The Noise Barrier – McFarland-Johnson has held two meetings with vendors and is in the process of scheduling a meeting with a third manufacturer. The consultants are in the process of writing a Subconsultant Agreement for Geotechnical Investigation.

The acoustical subconsultant HMMH is in a process to set up the initial model layout with wall parameters as provided by McFarland-Johnson.

091224-04 Approval of National Grid License Agreement – Mr. Karberg presented the Form of Temporary Use License which allows National Grid to enter the property, place the transformer. This power is needed to run the Noise Monitoring System and the Ramp Lights. A formal estimate will be presented to the May Annual Town Meeting. There is a copy for Select Board to sign.

Mr. Bouscaren made a **Motion** to enter into the Agreement **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

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

Mr. Karberg assigned the HVAC Project Task Order to McFarland-Johnson for initial scoping. This will be a design, bid, and construction management effort to evaluate and implement either an alternative or an upgrade to the existing Geothermal system. This is a possible role in moving PFAS-contaminated groundwater.

Mr. Karberg referred to Ms. Woods for PFAS update – Ms. Woods gave an update on her AAAE conference trip to New Hampshire that she attended last month. She was invited to speak by the conference committee and asked to present a case study for Nantucket PFAS contamination. Ms. Woods also participated in a Q&A session and found that Nantucket Airport is one of the leading Airports in the region responding and remediating the PFAS contamination. There were a number of Airport Managers that shared with Ms. Woods that they had not even tested PFAS yet or had begun the remediation process or foam transition. There was an interest of Airport Managers to visit Nantucket and learn from the management team about this matter.

Ms. Woods gave an update on the status update:

- The next round of drinking water sampling (for residents in the new disposal boundary who are not connected to town water) is tentatively scheduled for the week of September 23rd.
- The Airport is also working to install monitoring wells on the West side of the Airport. Weston was on site doing utility inspections and clearing. While completing these inspections, our engineer discovered existing town wells along Monohansett and Okorwaw. The Airport is coordinating with the Town to see if they can gain access to that existing well network for testing.
- Regarding Phase II water connections, the Airport engineer has begun the outreach process to the 11 residents, and they will be hooking up to town water. The Airport engineer has already met with 3 residents on Monohansett and Webster Road to draft plans and begin the process. The engineer has also already scheduled meetings with 3 residents on Madequecham Valley Rd and begun drafting a plan for connection. There are 5 homes that the engineer still needs to schedule meetings with.

Nantucket Airport invited Weston Solution to present the Phase II addendum and IRA Report status update No. 16 at the October Commission Meeting.

Mr. Gasbarro asked the question how old those monitoring wells are. Ms. Woods answered that according to the engineers it seemed that they had been installed in the last two years.

050923-01 Crew Quarters Project

Mr. Karberg reported that this project is officially active, and the site cleaning was completed last week. A portion of the bike path on Nobadeer Road was closed by the project team without following the process. The markout for sewer construction on Nobadeer Farm Road was also completed. For the upcoming items, the Airport will meet with the project team and Town to discuss sewer construction. The sewer work will take place in late September or October, the modular delivery will take place in January or February, and the modular assembly and completion will be expected in March or April. The finalizing work will be in May and occupancy in June. Mr. Karberg preference for management is to issue an RFQ for third party management services, but Self-management by Airport staff is certainly an option.

Mr. Bouscaren asked a question: How much would it cost if the Airport hired a third-party manager?

Mr. Karberg said that could be a six-figure contract for management and responding to expenses and services.

Mr. Gasbarro's suggestion is to go in on self-management direction.

Mr. Gasbarro noticed and welcomed Ms. Topham that she joined the meeting.

091224-05 Thompson House Rehab Discussion

Mr. Karberg provided information that the Thompson House is a three-bedroom Cottage where the Airport house the current seasonals and usually is eight to ten people. Right now, the house requires maintenance. The house was built fifty years ago without a foundation and usually it shuts off in the winter. Mr. Karberg suggested protentional options:

- Continual upkeep of the structure
- Major Renovation
- Demolition and Rebuild

Mr. Gasbarro's suggestion is for the Airport to put their focus into getting the Dorm built and

After that, maybe the Airport will be able to revisit that project and have a better understanding what to do.

021324-01 Terminal Optimization Project

Mr. Karberg presented the Terminal Improvement Phase I Parking Alternatives of potential alternatives for the Curb Frontage Changes in the front of the Terminal that would accompany future design alternatives to the North of the Terminal. The staff suggested the adoption of alternative three for the following reasons: Despite the greatest cost and giving the most room in sensible operation for separation of each mode type between the TNC and taxis and departure traffic. Retains dedicated operation and visibility for taxi groups and taxi Associations.

Mr. Karberg introduced Priyanka Menon and Jonathan McCredie from McCredie Architecture for an update on the Terminal Optimization Presentation.

Mr. Jarberg gave a brief update on the Layout Approach.

The full presentation can be found at: <https://www.youtube.com/watch?v=DOmjF46u6vI>

Finance

- **051424-07 FY26 Potential Capital Project** – Mr. Karberg gave an update that the Airport staff held a meeting with the FAA and MassDOT on August 21st. The purpose of this meeting was to review and update the Airport's five-year Capital Improvement Plan especially for grant-funded projects. This meeting went well, and it was held at Logan Airport. There are no major changes anticipated. The Runway Rehabilitation items stand out, and the work is scheduled for FY 2028. The Airport currently has a cost of \$96.8 Million for the Runway.

- **091224-06 Preliminary FY26 Budget Review**

Mr. Karberg introduced the new Business Finance Manager, Mariya Basheva and gave an overview of a few items. The Airport is ready to provide the budget to Town by September 20th. This will be returned in the October meeting with the final version for Commissioners approval.

Mr. Karberg reviewed six specific items:

First is the Business Manager to hold a salary of \$225,000 for the new Airport Manager. Holding a new position as Custodian. \$360,000 to be held in the budget under Contractual obligations. Mr. Karberg directed to hold \$125,000 in a new line item for invasive species management. Additional \$50,000 for Noise Management software for the ramp.

Mr. Karberg turn over to Ms. Basheva for the full 2026 Preliminary Budget review.

The overall increase in the budget year-over-year is \$723,845.

Ms. Basheva utilized OpenGov to budget salaries, which is the same software used by Town Department.

The Airport have one new Maintenance/Custodial position added for FY2026.

The seasonal salaries decreased by 11% to be in line with 3-year actuals, but still account for potential hourly rate increases. The seasonal rate increase is approximately \$1 every year.

Longevity increased by 32.7%, based on union contract increases.

The increase in health insurance is 10% provided by Town and their health insurance consultants.

The Medicare is increased by 15.1% based on the potential employee bonuses.

Overall, the payroll budget is 13.3% higher than what was budgeted for this fiscal 2025.

The bigger portion of that increase is coming from health insurance, retirement and potential bonuses.

In the operating side of the budget, the Airport have increased Fuel storage facility maintenance by 31%.

FBO catering expense line has decreased by 78%, because of the way how we work with our main vendor now.

FBO purchases budget line increased by 57%, because the Airport would purchase needed new furniture for the Pilot lounge.

Professional Services increased 10% to cover inflation cost and any contract increases.

Marketing decreased 67% since the Airport haven't spent money in the last two fiscal years.

Operations miscellaneous purchases increased 49%, because of new firefighter foam, meter calibrations and trailer storage that we want to purchase.

The increase in contingency is not an actual increase, this is a housekeeping item to be more in line with our municipal software Munis and what the rest of the Town uses for contingency account. This moves the budget from the last budget line item that for the rest of the Town is called Prior year encumbrances/account that we don't use anymore.

The debt service went up because of the debt service schedule.

The transfer to GF will be the final payment according to the Airport payment plan.

Overall operating expenses are down 2% compared to FY2025 budget, mostly because of our FBO catering budget line that I mentioned earlier.

In the revenue part of the Budget, the Airport have increased Fuel Sales by 8%, this is based on FY23 vs FY24 actuals and consistency in fuel sales.

General aviation ramp fees, Parking lot fees and airline landing fees increased based on steady 3-year actuals.

Commercial ramp fees decreased by 32% based on last fiscal year actuals. In FY24 was the first year the Airport charged commercial ramp fees on its own revenue account.

Employee housing rent went up because of the Nobadeer housing and potential rent from eight employees.

Overall, the revenue budget is up 6% which is less than this fiscal year budget when it went up 14% compared to FY2024.

091224-07 Ratify FAA Grant Awards

- AIP 86 Continuing Environmental Monitoring \$256,140.00

This Grant is for ecological monitoring work covered by FAA and MassDOT Aeronautics with 90% FAA, 5% MassDOT, and 5% Airport split.

- AIP 87 Replace Catch Basins \$141,955.00

The work was part of the completed South Apron Project.

- AIP 88 6/24 Centerline Block Patch Phase I – Design and Obtain Permits \$69,660.00

Mr. Karberg reported that the previous bids were very high and above authorization. The Airport took an emergency work to fix the most pressing 1,000' of repair overnight during the summer.

Mr. Karberg recommended ratification of all three Grants.

Mr. Bouscaren made a **Motion** to ratify first three Grants **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

AIP 089 PFAS \$1.2 Million – Mr. Karberg reported that the Airport will not only be able to address a costly problem with the Fuel Farm but advance the mitigation to PFAS contamination nationwide. The work identifies method testing of rendering PFAS inert in water and evaluate coatings to evaluate and pursue the encapsulation of PFAS in concrete at the Airport Fuel Farm. This is 90% funded by FAA. Mr. Karberg recommendation is the Commission both ratify this grant award, and approve utilizing the Charter amendment authorized by Article 94 from 2021 ATM.

Mr. Bouscaren made a **Motion** to ratify the PFAS Grant Award and approve utilizing the Charter Amendment authorized by Article 94 **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

061124-07 G. J. Smith, Inc., Planning Board Application – Mr. Karberg gave an update that he had active correspondence with the tenant. There are 2 items that I believe the Commission should give me further direction on. These are 1) the impact of water line relocation versus concrete pad removal, 2) Permitted use of the buildings, and 3) accommodating all expected activity on site (parking).

Manager's Report - Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Master Plan** – Airport staff and consultant reviewed two alternatives for the RW6 RSA will report out in the next meeting of the Master Plan TAC group for discussion.
- ➔ **Geometry Project** – Disadvantaged Business Enterprise plan is nearing completion.
- ➔ **ARFF Truck** – The Airport is anticipating delivery for the new truck around the winter break.
- ➔ **Runway 6/25 Centerline Design** – This project will be out for bid in the Fall.
- ➔ **Continuing Environmental Monitoring** – Ongoing monitoring work will start soon.

Project Updates – Non-AIP

- ➔ **Hangar Development** – The Airport has completed a survey and appraisal for Hangar 8, and the new lease will be drafted soon.
- ➔ **Fence Relocation on Bunker Road** – The Airport is working to schedule a work to accommodate lead time for utility survey.
- ➔ **Fence Relocation South Shore** – No update

RFP/Bid Status:

IFB to Rehabilitate a portion of Runway 6-24 Centerline- The bid documents will be available on September 16th with bids due on October 2nd.

- IFB for Refueling Pad Wall Repair - The bid documents are anticipated to become available on September 23rd with bids due on October 9th.
- RFP to Lease 33 Bunker- The Airport is working with the CPO for Town and counsel to reissue the RFP
- Quote Process to remediate mold contamination in ATCT mechanical room- no quotes received yet.
- REOI for Flat roof building - The Airport staff is developing the REOI.
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Operations Update

- Labor Day - The Labor Day, but a safe and efficient one. The Ramp was full during Monday afternoon, look forward to reviewing the logging data from our experimental ramp software.
- Jet-A supply update - We closed the book on summer without any fuel sales restrictions.
- Flight Procedures - Staff held a call with a service provider. Provider is a private company that works with the FAA to chart arrival and departure procedures. I believe there is an opportunity here for ACK to push forward with work to see if there are changes compatible with FAA goals that promote noise abatement goals and will be working with staff to develop an RFQ for evaluating such services.
- Ramp Management Article - The Nantucket Current had an article regarding the updated Ramp Management Plan and its performance to date. Mr. Karberg said that he appreciates the coverage, and that the Airport will continue to evaluate and develop the plan further.

Statistics:

Mr. Karberg reviewed the July 2024 Statistics:

- For July, total Ops are up 6.7%
- SW Ramp operations were down 3%
- Enplanements were up 10% in July

Cape Air in July:

- Boston was up 10%
- EWB up 35%
- HYA up 218%
- MVY down 3%

JetBlue in July

- BOS up 16%
- DCA up 5%
- HPN up 172%
- JFK down 12%
- LGA down 41%

United Airlines in July:

- EWR up 15%.
- Enplaned 496 Passengers in July.

Delta Airlines in July:

- JFK down 38%
- LGA up 2%

American Airlines in July:

- PHL flat
- CLT down 20%
- DCA up 5%
- LGA 1645 PAX enplaned

Fuel

- Jet A overall
 - Up 8.6% FYTD over 3 yr avg.
 - Up 3.5% over last 3 months
 - Up 17% for august
- Jet A, FBO
 - 13%
 - 5%
 - 25.4
- Jet A, Commercial
 - Up 2% FTYD
 - Up 1.6
 - Up 5.0
- Low lead
 - UP 6% FYTD
 - Up 14.5%
 - Up 10.2

Freight is down 28% in July

- USPS is up, Cape Air Fright, UPS were down.
- FedEx was down.

22 Noise Complains in July.

Personnel Report - Mr. Karberg announced that Airport accepted offers for Custodian and Maintenance positions, both starting Sept 30th.

Commissioners' Comments.

None

Public Comments

None

Having no further business for Open Session, Mr. Bouscaren made a **Motion** to go into Executive Session, under G.L. Chapter 30A, Section 21A, 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 the Litigation Regarding Walsh, where the

Chair has Determined that an open session may have Detrimental Effect on the Litigating Position of the Airport Commission.

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

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

Clause 3: To discuss strategy with respect to the litigation regarding the Greene Claim, where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission.

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

Ms. Topham - Aye

Ms. Planzer - Aye

Mr. Bouscaren - Aye

Mr. Gasbarro - Aye

The meeting adjourned at 6:52 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

09/12/24 Agenda including Exhibit 1

Agenda Protocol

08/13/24 Draft Minutes

08/07/24 and 08/21//24 Warrants Approvals

Exhibit 1

ADK Consulting & Executive Search

Robert B. Our, Inc Change Order No. 2

Robert B. Our, Inc Change Order No. 3

Robert B. Our, Inc Change Order No. 4

Robert B. Our, Inc Change Order No. 5

Robert B. Our, Inc Change Order No. 6

Employee Housing Authorization Letter

Water Main Connection Reimbursement Agreement - Pay Contractor

Water Main Connection Reimbursement Agreement - Pay Owner

Town of Nantucket Airport Comm LICENSE

PFAS Investigation Status

Terminal Improvement Phase I Parking Alternative

CIP List

Preliminary FY2026 Budget Review

AIP 86-2024-Grant Agreement
AIP 87-2024-Grant Agreement
AIP 88-2024-Grant Agreement
AIP 89-2024-Grant Agreement
G.J Smith Tenant Alteration application
Planning and Land Use Services Letter
July Monthly Statistics