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

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

AIRPORT COMMISSION MEETING
November 18, 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 and Shawn Cormier, CHA.

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 10/14/25 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Mr. Bouscaren made a **Motion** to ratify the 10/22/25 and 11/05/25 Warrants. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

- **Island Kitchen – Catering License Agreement**
  A License Agreement for Catering at the Airport with a $1,500 Annual Business Fee and 25% Airport Catering Fee.
- **Aero Specialties, Inc. – Contract Amendment**
  Amendment No. 1 to Decrease the Contract Amount by $56,395 to $188,410 for the Delivery of Two (2) Diesel GPUs instead of One (1) Electric GPU and One (1) Diesel GPU.
- **Island Carpet – Contract**
  A 4-Month Contract to Remove and Dispose of the Existing Carpet in the TSA Checkpoint and TSA Passenger Hold Room Areas for $45,705.75. To Be Completed After Regular Operating Hours.
- **Overhead Door Company – Contract**
  A 6-Month Contract to Remove and Install Two (2) New Doors in the Snow Removal Equipment (SRE) Building at 39 Bunker Road for $40,5000.
- **1200.Aero, Inc. – Contract**
  A One-time Contract of $49,000 for a New Program to Report APU Run Time on the Ramp and Track Noise-Sensitive Areas.
- **McFarland-Johnson – Contract Amendment**
  Task Order MJ-PN-22, Amendment No. 3 for PFAS Services Phase III for $329,479.54. New Contract Amount, Including this Amendment, $1,398,034.90.

Mr. Leavitt asked if the long lead time on Ground Power Units (GPU) had delayed progress in switching to another diesel unit. Mr. Smith confirmed there was no delay, noting one (1) diesel unit is already on site and the second is scheduled for delivery in the first week of December.

Mr. Leavitt asked whether the 1200.Arrow contract involved custom software development or an off-the-shelf product. Mr. Smith confirmed it is custom development.

Mr. Leavitt inquired how many other vendors were considered before selecting this one.
Mr. Smith explained that no other vendors were considered since this is aviation-related, allowing direct contracting with 1200.Arrow, with whom the Airport already has an existing agreement.

Mr. Leavitt expressed concern about pursuing custom software development instead of off-the-shelf solutions, noting risks of higher costs and ongoing maintenance. Mr. Smith suggested postponing the discussion to a future Airport Commission meeting to allow more research and explore potential off-the-shelf alternatives. Mr. Leavitt agreed and offered to share vendor suggestions for consideration.

Mr. Gasbarro noted prior engagement with the vendor, including a product showcase, and highlighted their existing presence at the Airport as a reason for considering them. Mr. Gasbarro emphasized support for fully investigating other commercially available options, acknowledging that prior reviews found many flight-tracking solutions but fewer ground-tracking ones. The goal is to identify systems that can monitor aircraft start-up and movement efficiently, leveraging existing solutions, and potentially saving money. Mr. Gasbarro agreed to hold the decision pending further exploration of alternatives.

Mr. Marks made a **Motion** to approve the leases, contracts, and contract amendments as set forth in Exhibit one (1), excluding the 1200.Aero contract. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

090925-01 Jet Fuel Discussion
Mr. Smith deferred to Mr. Harimon, the Airport's Assistant Manager, to provide an update on the Jet Fuel discussion.

Mr. Harimon presented staff recommendations for addressing jet fuel capacity challenges for the upcoming summer season and long-term initiatives. The proposal includes leasing three (3) additional seven thousand (7,000) gallon jet fuel trucks. Typically, one (1) jet truck is returned after Christmas Stroll to save lease costs, with a new truck brought in before Daffodil Weekend; this year the replacement will be a seven thousand (7,000) gallon truck instead of five thousand (5,000) gallon truck, adding two thousand (2,000) gallons of capacity. Parking locations have been identified on the General Aviation Ramp, Fuel Farm, ARFF Station, and North Ramp without requiring security fence changes. Mr. Harimon noted that three (3) trucks is a manageable number for operations and quality control but acknowledged potential strain on the single in-house mechanic. Contingency plans include support from World Fuel or a local mobile mechanic. No amendments to the fuel storage license are required; however, additional spill kits, storm drain covers, and wheeled fire extinguishers in staging areas.

Mr. Leavitt questioned whether all fuel trucks could be upgraded from five thousand (5,000) to seven thousand (7,000) gallons to increase capacity. Mr. Harimon explained that currently all trucks are five thousand (5,000) gallons, but one (1) will be replaced with a seven thousand (7,000) gallon truck this spring, marking the first time such a truck has been used at the Airport. The larger size poses challenges in tight ramp areas, so performance will be evaluated before considering a full transition. Mr. Harimon confirmed that driver training will be conducted to ensure safe maneuvering of the larger vehicles and noted that leasing costs will increase with the larger seven thousand (7,000) gallon trucks, and that these higher expenses will need to be addressed through negotiations with World Fuel.

Mr. Harimon presented an option to convert a second underground AvGas tank to jet fuel at an estimated cost of $100,000, covering piping, valves, electrical work, probes, floats, and upgrades to the tank monitoring system and FBO console. The project would also require amending the storage license, notifying MassDEP through their Licensed Site Professional (LSP), and decommissioning part of the vapor recovery system. To offset lost AvGas capacity, given record sales last summer, Mr. Harimon recommended leasing an additional AvGas truck, ideally a 3,000-gallon unit, noting that procurement requirements may apply at this price level.

Mr. Gasbarro asked about the tank age and warranty. Mr. Harimon confirmed the tanks are twenty-six (26) years old, with warranties expiring at thirty (30) years. After that point, the Airport would assume responsibility for any issues. Annual and three (3) year inspections are required, and the Licensed Site Professional (LSP) advised the tanks could potentially last another ten (10) to twenty (20) years if no system problems occur. Mr. Gasbarro questioned whether conversion is advisable given age and warranty limitations and suggested exploring alternatives such as a temporary fuel farm. Mr. Harimon responded that the $100,000 cost is significant given the tank warranty expires in four (4) years, creating risk if a leak occurs. The possibility of a temporary fuel farm was discussed with operations staff, but it was not recommended due to logistical challenges experienced during a prior rehab project.

Mr. Marks expressed concern that conversion would create new operational challenges and recommended focusing on fuel farm expansion instead.

Mr. Leavitt emphasized the financial benefits of increasing fuel capacity, noting that selling twenty thousand (20,000) gallons could generate about $80,000 in profit and suggested that turning the tank twice would cover costs, making the investment financially sound. Additional capacity would help meet summer demand when ferry reservations are limited.

Mr. Harimon provided an update on discussions with the Steamship Authority and Island Energy who provided an overview of Steamship operations, their coordination with Nunan, and current limitations. Steamship handles forty-eight (48) hazardous loads weekly, divided among several companies including the Airport and fuel providers. Newer boats can carry eight (8) trucks, with potential to add a ninth (9^{th}) once a week, and holiday boats may help during peak periods. Sunday hazmat boats remain unavailable. Communication with Steamship and World Fuel/Ascent is essential for securing extra reservations, which are shared through an email chain when slots become available. Mr. Gasbarro emphasized the importance of advocating for additional loads and recommended establishing a formal internal process to ensure the Airport can respond promptly to availability notifications. Mr. Harimon noted that proactive communication about fuel levels with the Steamship Authority could help secure adjustments and avoid low inventory situations. Mr. Leavitt suggested sharing historical inventory data to advocate for priority scheduling.

Mr. Bouscaren opposed converting the AvGas tank and favored leasing only one (1) seven thousand (7,000) gallon truck rather than three (3).

Ms. Planzer agreed that converting the AvGas tank did not appear to be a good option but expressed support for adding additional trucks.

Mr. Leavitt explained that the discussion on additional fuel storage, whether through tank conversion or farm expansion, is driven by barge limitations. Notes from prior meetings included exploring what Robert B. Our might do with old freight boats and investigating barge charter options as alternatives to Steamship. If other transport options exist, even at higher cost, the need for extra storage could be reduced.

Mr. Marks proposed that the Airport consider managing a fuel farm expansion project in-house to reduce costs compared to previous estimates ranging from $1 million to $22 million. Mr. Lasdin reported that a similar project at Taunton Airport cost $1.7 million, with Nantucket costs expected to be roughly double.

<u>Pending Matters</u>:

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 the extended addendum to the Phase II Comprehensive Site Assessment (CSA) required by MassDEP has been completed. The Airport is in ongoing discussions with MassDEP regarding the disposal site boundary. Based on groundwater flow direction and PFAS fingerprinting data, staff emphasize that samples to the west are unlikely to originate from airport operations. MassDEP is still reviewing the documentation.

Ms. Collins explained that recent monitoring wells installed this past summer show groundwater flowing southeast. PFAS signatures were analyzed using spider graphs, with ACK-25 and ACK-26 displaying similar profiles (high PFHS and medium PFOA), while ACK-27 shows a different configuration (high PFOS and PFOA), suggesting it is upgradient and unrelated to Airport activities.

Mr. Gasbarro questioned the conclusiveness of the data, noting perceived similarities among samples and questioning whether additional testing will be required and requested clarification on whether the large contract with McFarland-Johnson includes further testing. Ms. Collins agreed to consult with Weston Solution and noted that variations in PFAS signatures may result from different AFFF formulations historically used at the Airport.

Mr. Gasbarro asked whether previous testing on the north side of Airport Road (Daisy Way neighborhood) included fingerprinting or only concentration data. Ms. Collins was uncertain and will confirm with Weston Solution.

Ms. Collins reported that fuel farm samples for Hydrothermal Alkaline Treatment Technology (HALT) were collected in late October—four (4) from the jet fuel containment area and two (2) from the loading rack containment area.

Mr. Gasbarro inquired about water connection updates. Mr. Smith reported that the connection at 21 Monahansett Road has been completed, while 83 Skyline is awaiting a plumber to finalize the interior work. Quotes have been received for 30 and 44 Madequecham Valley Road, with work pending. Quotes are still being prepared for 90 Skyline, 1 Nobadeer Way, and 6 Evergreen Way. Progress is ongoing, with the goal of completing the remaining connections by year-end or early winter.

050923-01 Crew Quarters Project

101425-01 Discussion – S.W. Cole Pending Contract

Mr. Smith reported that additional emails from the previous Airport Manager and former Owner's Project Manager (OPM) have recently been discovered, which may provide further clarity on the S.W. Cole contract. Mr. Smith stated that he is currently reviewing these communications and recommended postponing the discussion for approximately three (3) weeks to allow time for assessment and to determine the best course of action before proceeding to a vote.

The Commission agreed to allow Mr. Smith to work with legal counsel to develop a staff recommendation regarding the contract before moving forward.

101425-02 Discussion – Pearl Construction Change Order No. 6
Mr. Smith requested approval of Change Order No. 6, as previously discussed on October 14th, to split costs for the disconnect and retaining wall. Mr. Smith clarified that the issue relates to construction, while basement build-out concerns are a design matter to be addressed between the architect and the Airport, not Pearl Construction.

Mr. Marks expressed concern about electrical specifications, noting the commission intended to prepare for a basement build-out with a six hundred (600) amp panel. Mr. Marks questioned why only a four hundred (400) amp service was installed, which now requires a disconnect, and stated reluctance to approve payment without clarity on whether the contractor followed the correct specifications.

Mr. Leavitt stated that is seems the design flaws originated with the architect and were not caught by the Owner's Project Manager (OPM), while the construction firm followed instructions as given. Additional costs should be attributed to the architect and/or the OPM rather than the contractor, unless it can be shown the contractor was responsible for questioning design decisions.

Mr. Gasbarro asked whether the plans specified a six hundred (600) amp or four hundred (400) amp service. Mr. Cormier confirmed the original design called for four hundred (400) amps, as the basement was intended for storage only. Mr. Cormier explained the electrical inspector required an upgrade to accommodate potential future expansion, leading to the change order. Mr. Cormier emphasized the contractor complied with contract documents and later directives.

Mr. Gasbarro a miscommunication regarding the basement build-out, stating the Commission intended to prepare the space for future use, including retaining walls and plumbing, but the design did not fully reflect this plan, resulting in unnecessary costs. Mr. Gasbarro emphasized that Pearl followed the provided plans and should not be held responsible, indicating the oversight occurred earlier in the design and review process.

Mr. Leavitt reiterated that if the plan specified four hundred (400) amps and Pearl installed four hundred (400) amps, payment is warranted; if it specified six hundred (600) amps and four hundred (400) was installed, then there is an issue.

Mr. Cormier clarified that the change order covers upgrading electrical conductors from three hundred and fifty (350) MCM to six hundred (600) MCM to support an eight hundred (800) amp panel, as required by the inspector. The work has been completed, but whether this supports future basement development remains unknown without additional engineering.

Mr. Smith confirmed the cost of the change order is $32,995.78, split as previously agreed. Mr. Marks insisted that documentation be provided before payment, noting the Commission requested this information months ago. Mr. Gasbarro agreed and requested that Mr. Cormier provide a summary email to Mr. Smith highlighting the relevant bid package pages for clarity. Mr. Cormier agreed to send the requested documentation immediately.

Mr. Marks made a **Motion** to approve the Pearl Construction Change Order No. 6. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

Ms. Planzer – Aye
Mr. Bouscaren – Aye

Mr. Leavitt – Aye
Mr. Marks – Aye
Mr. Gasbarro – Aye

021324-01 Terminal Optimization Project
Mr. Smith reported that there is currently no update on the Notice of Funding Opportunity (NOFO) for the Terminal Optimization Project due to the recent government shutdown. Based on correspondence with AAAE, the NOFO is expected to be released soon. McFarland-Johnson is preparing scopes for both the terminal optimization and geothermal projects, with completion anticipated by the end of the week.

Mr. Lasdin raised the question of whether the terminal and geothermal projects should be combined into a single scope or kept separate. Combining them would reduce costs by avoiding duplicate professional and construction services, but the decision depends on whether the terminal project proceeds without grant funding.

Mr. Gasbarro asked if the decision could wait until funding status is confirmed. Mr. Lasdin clarified that the scope must be defined now. Mr. Gasbarro recommended keeping the projects separate to maintain flexibility if funding is not secured, even though combining them would save money. Mr. Lasdin confirmed that combining would reduce design and construction costs but acknowledged the Commission's concern about financial risk. Mr. Gasbarro emphasized that separating the scopes allows the geothermal work to proceed independently if necessary and noted potential benefits for PFAS-related cost recovery if geothermal remains a standalone project. Mr. Lasdin agreed this approach is feasible.

Mr. Bouscaren expressed concern about the overall cost, noting that the terminal project is estimated at $17 million and geothermal at several million dollars. Mr. Bouscaren questioned the value of investing heavily in a terminal upgrade that does not generate revenue, given other priorities such as runway and fence projects. Mr. Lasdin confirmed the $17 million figure is based on preliminary estimates and that geothermal costs are in the low millions. Mr. Gasbarro reiterated that breaking out the geothermal scope would simplify future reimbursement opportunities and provide flexibility if grant funding is not awarded.

111825-01 Rates and Charges Public Hearing Proposed to be Scheduled for January 13, 2026
Mr. Smith announced that the Rates and Charges Public Hearing is proposed to be scheduled for January 13, 2026. Staff is currently preparing a redline draft of the updated rates and charges. Once completed, the draft will be presented to the Commission for review and discussion.

Mr. Gasbarro clarified that this update serves as an announcement to inform both the public and Commissioners that the process is underway. An initial draft is expected to be available for the December meeting, allowing Commissioners to provide feedback. Following that, the draft will be published for a public hearing. Mr. Gasbarro noted that changes may occur based on public input and Commissioner comments, with the goal of adopting the revised rates at the hearing or continuing deliberations to February or a special meeting if necessary.

Finance:

111825-02 1st Quarter Report

Mr. Smith reported that Airport revenue for the first quarter totaled $19,515,005, representing an increase of roughly 2.9 million, or 18% compared to the same, quarter last fiscal year. The primary driver was higher fuel sales revenue, which rose by $2.5 million year-over-year. Additional revenue increases included $153,000 in fee income, $176,000 in FBO revenue, and a 19% increase in vehicle revenue. Interest on investments declined by $114,000 compared to Quarter one (1) of FY25. Total revenue, including other financing sources, reached 94% of the annual budget.

Mr. Smith noted that the fuel revolver currently has a spending limit of $6 million, the same as last year's initial cap, which was later raised to $8.5 million. A reset of the fuel revolver will be necessary in Quarter two (2) or Quarter three (3) to ensure adequate funding for fuel purchases. Operating expenses, including debt service, totaled $8.1 million, an 11% increase from the prior year's first quarter. This increase was primarily due to higher fuel revolver expenditures resulting from increased fuel purchases. During the quarter, the Airport sold approximately $240,000 more Jet A and $19,000 more 100LL than in the same period last year. Salaries, Medicare, medical insurance, and retirement costs also rose as expected. Administrative expenses decreased, while FBO and operations expenses were down 11%. Repairs and maintenance increased 65%, driven by airfield maintenance projects and tool purchases, including painting work completed in the terminal and FBO building. Overall, operating expenses represent 42% of the annual budget.

111825-03 Fuel Revolver Spending Limit Increase

Mr. Smith presented an overview of the Airport's fuel revolver fund, explaining that it is a revolving account used to manage aviation fuel sales revenue and expenditures. The fund allows continuous replenishment and requires accurate forecasting of fuel costs and demand approximately fifteen (15) months in advance. Mr. Smith noted that the current spending cap of $6 million is insufficient and requested approval to increase the cap by $2.5 million to $8.5 million.

Mr. Smith emphasized that fuel sales are the Airport's primary revenue source, representing roughly 80% of the operating budget. Additional revenue beyond budgeted amounts is used to pay down debt, fund capital projects such as the Runway 6-24 Rehabilitation, and support PFAS mitigation efforts. To date, over $10 million has been spent on PFAS mitigation funded through the revolver. The presentation addressed common misconceptions, clarifying that fuel supply is constrained and not driven by an increase in private jet traffic. While overall operations have declined over the past six (6) to seven (7) years, aircraft size and fuel demand have grown, resulting in higher fuel sales. Mr. Smith also noted that high fuel prices do not necessarily increase ticket prices due to discounts for year-round carriers, and that American Airlines typically takes on more fuel than JetBlue.

Key statistics included: prior to COVID, Nantucket sold 1.3 million gallons of Jet A annually; post-COVID, annual sales have increased to 2.1 million gallons. Since 1998, the Airport has sold approximately 29 million gallons of aviation fuel. Commercial carriers account for only 30% of fuel sales, with general aviation remaining the primary driver during summer.

Mr. Smith reported that anticipated fuel purchases through the end of the fiscal year total $2.7 million, approximately one hundred and thirty-three (133) loads. Combined with $5.5 million already purchased, total fuel purchases will reach $8.3 million, justifying the requested increase. The proposed cap would leave a contingency of $660,000 for price fluctuations and additional deliveries.

Excess fund balances will be allocated to paying off capital projects approved through the Capital Program Committee and the Finance Committee, building cash reserves for future capital needs, contributing to the employee stabilization fund, and continuing PFAS investigation and remediation.

Mr. Smith concluded by requesting a commission vote to approve the increase to $8.5 million, after which the proposal will proceed to the Finance Committee and Select Board for final approval.

Mr. Bouscaren made a **Motion** to approve increasing the fuel revolver to $8.5 million. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

<u>Manager's Report</u> – Mr. Smith reported on:

Project Updates – AIP

- ✈ **Concreate Hardstands** – A previous capital article submitted by the former Airport Manager did not include sufficient funding, and the Airport will not be receiving a grant for this project. As a result, a supplemental funding request has been submitted for FY27. Due to this shortfall, Hard Stand 2A will be constructed in the upcoming spring, while Gate 1 is scheduled for completion in spring 2028, contingent upon approval of the supplemental request. Mr. Smith noted that the Airport has been working with the airlines to adjust parking arrangements for the upcoming year. All airlines have agreed to shift the Gate 7 maintenance holdover position to Gate 1. This adjustment will reduce operational stress on Gate 1 and provide flexibility, allowing Hard Stand 2A to be completed as planned in the spring.

  Mr. Leavitt inquired about the inability to complete one (1) of the hardstands due to funding limitations and asked for clarification on the total funds required and whether both hardstands could be completed if full funding were available. Mr. Smith explained that the original request to the town was for $500,000, submitted two (2) years ago, but the total project cost has since increased to $1.3 million. A supplemental request of $900,000 will be necessary to cover the full scope. Mr. Smith emphasized that spot 2A is the priority for completion in the spring because it accommodates larger aircraft such as JetBlue's Airbus 220 and potentially American Airlines' A319. Currently, the A220 straddles concrete and non-concrete areas, making this upgrade critical. Due to municipal funding regulations, only the $500,000 currently appropriated can be used, and McFarland-Johnson is developing a scope to complete spot 2A now, with gate 1 planned for spring 2028 pending supplemental approval. Mr. Smith confirmed that, operationally, both hardstands would be completed immediately if the full $1.3 million were available. Mr. Smith also noted that anticipated grant funding from MassDOT did not materialize because of statewide budget cuts, eliminating the possibility of using a home rule petition tied to grant awards.

- ✈ **Continued Environmental Monitoring** – No update.
- ✈ **Airport Master Plan Update** – No update.
- ✈ **PFAS Mitigation Grant** – No update.
- ✈ **MEPA NEPA Updates** – No update.
- ✈ **Ramp Lighting** – KOBO's proposed high-mast lighting control uses cellular connectivity, raising concerns about potential interference with existing wireless systems, including wireless security cameras. The Airport's IT representative, will consult with McFarland-Johnson to review technical specifications before a final decision is made. If cellular control proves unsuitable, the system will be hardwired to a central location at the ARFF station, the Terminal, or both. The proposed system includes functionality to turn lights on and off, dim them, and group them in customizable configurations.
- ✈ **DBE/ACDBE -** On October 3, the U.S. Department of Transportation issued an interim final rule revising requirements for the Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) programs. The rule, effective immediately, eliminates race- and sex-based presumptions in determining whether individuals who own and control a firm qualify as disadvantaged. As a result, all firms must be re-evaluated by MassDOT as soon as practicable, and no new contract goals can be established until this process is complete. Mr. Smith noted that all DBE and ACDBE goals have been temporarily set to zero. Airport management is working with legal counsel to update language in future RFPs to reflect the new rule and to ensure compliance should the ruling be overturned and goals reinstated.

Project Updates – Non-AIP

- ✈ **Electric Aircraft Charging Station** – No update.
- ✈ **Sound Barrier Noise Wall** – Premier Fence is expected to provide a construction schedule shortly. Shop drawings for the soundwall barrier have been received and reviewed by McFarland-Johnson. The Airport is now awaiting confirmation of the start date from Premier Fence.
- ✈ **ARFF Transition** – No update.
- ✈ **Tenant Alteration Applications** –
  - Airport Gas successfully completed the tank replacement at the airport gas station. A walk-through inspection confirmed that all work complies with the Tenant Alteration Application (TAA) requirements.
  - J.G. Smith submitted a Tenant Alteration Application for concrete pouring to create two new pads that will accommodate planned storage facilities at 33 Bunker Road.

RFP/Bid Status:

- ✈ **IFB – Boarding Ramp:** Bid documents for the boarding ramp were issued on November 17 and sealed bids are due by 2:00 PM on December 8.

- ✈ **RFP – Former FBO Facility:** RFP documents for the flat roof building have been reviewed and revised by legal counsel and returned to Airport management for final review, with plans to issue by December 15. Tradewind Aviation, who is currently operating from the flat roof building, intends to continue service through the winter. Due to delays in preparing the RFP, Airport management will seek legal input to allow Tradewind to operate on a month-to-month basis until the RFP process is completed, and a decision is made.

Operations Updates:

- ✈ **Ramp Management Plan** – No update.
- ✈ **Airline Service** – JetBlue concluded its seasonal service on October 20, leaving Cape Air as the sole commercial carrier operating at the Airport. Mr. Smith reported that JSX has expressed interest in providing Part 380 charter service to Nantucket next summer. Discussions are underway to determine operational logistics and performance requirements. Two (2) options being considered include allowing JSX to operate from the Main Terminal or, alternatively, bidding on the flat roof building once the RFP is issued.
- ✈ **Grass Landing Operations** – Ongoing discussions with the FAA regarding the potential introduction of grass landing operations at Nantucket Memorial Airport. This initiative would primarily accommodate tail-dragging aircraft that perform better on grass airstrips. Legal counsel is working with Airport Management to draft language that would allow these landings under appropriate regulatory and operational guidelines.
- ✈ **Runway 6-24 Rehabilitation** – Mr. Smith informed the Commission about the upcoming major runway project to shift and rehabilitate Runway 6-24. Funding options for this large-scale project are being explored, and one (1) potential source is the FAA's Small Airport Letter of Intent Program. Initially designed for large hub Airports, the program has recently been expanded to include small non-hub, non-primary Airports. This program would allow the Airport to utilize certain entitlement funds and commit future discretionary regional funding over an extended period, subject to FAA negotiation. Mr. Smith confirmed that a meeting with the FAA is scheduled for next week to discuss this option further. The program appears to be a viable funding strategy and has been under consideration since prior discussions with former Airport Managers.
- ✈ **TSA** – Two (2) new CAT machines have been approved and are currently en route to the Airport. Installation is scheduled for the first week of December. Training for TSA staff on the new equipment will take place during the off-season to ensure full operational readiness for the upcoming summer
- ✈ **FAA Part 139 Meeting** – the FAA-required Snow and Ice Control meeting was held this past week with all Airport stakeholders to prepare for the upcoming winter season. The discussion focused on operational readiness and coordination among stakeholders to ensure compliance and safety during winter conditions.
- ✈ **Hold Room Overflow Tent** – The seasonal tent has been removed for the winter season, while the structural framework will remain in place throughout the winter months.

- **IT System Upgrades** – The ARFF Station modem was replaced earlier in the day, which resulted in a brief internet outage affecting the FBO terminal, FBO operations, and Munis users. The disruption lasted approximately twenty (20) minutes. TSA was notified due to its reliance on internet connectivity for critical systems, and no operational issues were experienced during the outage.
- **Government Shutdown** – Mr. Smith confirmed that the recent government shutdown has officially ended. During the shutdown, Cape Air experienced flight disruptions due to FAA requirements that mandated a 10% reduction in flights at forty (40) major Airports. As of Sunday, all restrictions have been lifted, and no further disruptions are anticipated for Nantucket Airport.

Statistics – Mr. Smith reviewed the September 2025 Statistics:

- **Operations:** Up 11%
- **SW Ramp Operations:** Up 0.7%
- **Enplanements:** Up 2%
    - **Cape Air:** Up 5%
        - BOS Down -5%
        - EWB Up 74%
        - HYA Up 30%
        - MVY Up 75%
        - OWD N/A
    - **United Airlines:** Down -13%
        - EWR Down -13%
    - **Delta Airlines:** Up 203%
        - JFK Up 243%
        - LGA Down -49%
        - LGA (76 seats) Up 397%
    - **JetBlue Airways:** 0%
        - BOS Down -17%
        - DCA Up 3%
        - HPN Up 15%
        - JFK Up 15%
        - LGA Down -16%
    - **Tradewind Aviation:** Up 4%
    - **American:** Down -28%
        - DCA Down -20%
        - LGA (76 seats) Down -67%
        - LGA (69 seats) Down -73%
        - PHL Down -31%
- **Fuel:**
    - **Jet A Gallons Sold:** Up 21.6% over the 3-year average (YTD), up 25.3% over the previous 3-month average, and up 27% over the previous month's average.

    - **100 LL Gallons Sold:** Up 520.7% over the 3-year average (YTD), up 53.8% over the previous 3-month average, and up 24.8% over the previous month's average.
- **Freight:**
    - Up 13% for September
    - USPS, and FedEx freight was up. Cape Air was down.
- Thirty-seven (37) noise complaints were received in September.
- Airport Operations logged sixteen (16) APU Action Entries in September.

Personnel Report:

Commissioners' Comments
None.

Public Comments
None.

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

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

The meeting adjourned at 7:00 PM.

Respectfully submitted,

Elizabeth Reuss, Recorder

Master List of Documents Used:

11/18/25 Agenda
Agenda Protocol
10/14/25 Draft Minutes
10/22/25, and 11/05/25 Warrant Approvals
Exhibit 1
Island Kitchen Catering License Agreement
Aero Specialties, Inc. Contract Amendment
Island Carpet, Inc. Contract
Overhead Door Company Contract
1200.Aero, Inc. Contract
McFarland-Johnson Contract Amendment
PFAS Table
PFAS Presentation
Airport Quarterly Report
ACK Fuel Revolver

September 2025 Statistics
September 2025 APU Log Summary