

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

Thomas M. Rafter, 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
December 14, 2021

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

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

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Jamie Sandsbury, Business and Finance Manager, Katy Perales, Office Manager, Lillian Sylvia, Administrative Assistant and Boyana Stoykova-Nelson, Administrative Assistant.

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. Marks made a **Motion** to approve the 11/9/21 draft minutes. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Ms. Planzer made a **Motion** to ratify the 11/17/21 and 12/1/21 Warrants. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

Public Comment

None.

Pending Leases/Contracts – Mr. Rafter presented for approval the following agreements and contracts.

- ➔ **Anderson & Krieger-** Letter of Agreement for legal services for general matters for calendar year 2022.
- ➔ **TRAC Builders Inc.-** Change Order No. 1 for Fuel Farm Rehabilitation- phase III in the amount of \$46,070 for site conditions and configuration adjustments. New contract amount including amendment is \$3,294,069.80
- ➔ **Jacobs Engineering Group-** Supplemental agreement No. 6 to reconstruct, strengthen, mark, light and sign taxiway E in the amount of \$87,091 for additional scope to include material testing for ATC. New contract amount including the amendment is \$1,779,427.20.
- ➔ **Jacobs Engineering Group-** Supplemental agreement No. 4 for fuel farm rehabilitation- phase III in the amount of \$9,633 for additional scope to include material testing for ATC. New contract amount including the amendment is \$396,541.

Mr. Bouscaren made a **Motion** to approve the letter of agreement and contract amendments as shown on exhibit 1 **Second** by Ms. Planzer and **Passed** by the following roll call vote-

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

Pending Matters – Mr. Rafter reported on:

091019-01 Capital Approval Process/Home Rule Petition- Mr. Karberg recently reached out to Senator Cyr's office expressing the importance of getting this home rule petition passed. It is currently in the third reading. This action is timely as the FAA has moved their deadline for grant applications from May 1st to April 11th.

071420-03 Per- a Polyfluoroalkyl Substances (PFAS) Investigation Update- Mr. Karberg gave an update on the PFAS Investigation Status Table. Mr. Karberg noted that a column for Sun Island had been added to the table initially in response to a high ground water sample in the runway 24 approach that appears to have off airport origins. Bottled water was provided out of an abundance of caution to a property owner, but further research showed that the owners well was located much further to the West and was discontinued. No further action is needed in this area. All data and report are available via website, www.ack-pfas.com.

Task Order/Phase 2 Status- Weston Solutions collected an additional six (6) soil samples adjacent to Monohanset Road to confirm crossing location of the water main and expect this data next week. This data will be used to inform storage requirements for any surplus soil. This sampling contingency is already covered in an executed task order. Weston Solutions staff installed transducers, or water level monitors, in six (6) temporary monitoring wells on the Airport. They are generating data every 30 minutes and will be used to log seasonal variations in water levels and generate more robust input to groundwater flow models. Blackwell Associates is scheduled to resurvey the existing wells on the Airport, as well as any newly installed wells. This will also be used to generate updated ground water flow information. Starting to receive groundwater grab sampling data from the Licensed Site Professional (LSP) that were taken during the months of

November and December. This information should prove helpful for plume monitoring and identifying how individual AFFF application site may be impacting specific downgradient wells. This data and the next IRA status report are anticipated to be shared with the Commission in February.

Water Service Project- Of six (6) residences requiring water services, five (5) have the new service installed to the house. Hoping that the interior plumbing work will be completed by the next Commission meeting. Currently working around a complication with the sixth home regarding the utility survey, as a utility was not marked and needs to be worked around. There is a seventh home where initial work was delayed over an access agreement discussion. This home has a completed curb stop, but the private excavation has not been started. Working to catch up on this home.

Water Main Project- Project is moving forward with installation of water mains and curb stops in place from Woodland Drive, past Webster Road and into the cul-de-sac area of Skyline Drive. This work is expected to be completed at close of business today. The Madequecham Valley Road branch work started yesterday evening with an overnight session to initiate the directional drill component across the approach to Runway 6. Work will continue tonight on the same directional drilling and then moving down into the three (3) areas along Madequecham Valley Road, that also involve a directional drill approach. NOTAMS are out for the runway closure and the public has been notified regarding nighttime closures on Madequecham Valley Road.

Public Communication- the website has been updated with project schedule and look ahead, which can be found at www.ack-pfas.com. There has been contact with a number of residents on various project issues. These issues include general project interest and questions in response to seeing Robert B Our Company mobilize and beginning work. There have been questions from homeowners regarding driveway, home access and traffic routing. Also received a letter from a resident with a number of questions related to the Airport's PFAS investigation and the Airport and Town's mitigation response. The letter and the Airport's response is included in the packet.

Mr. Bouscaren recommended having an in-person meeting with Mr. Mackay, who submitted the letter regarding the Airport's PFAS investigation and the Airport and Towns mitigation response. And explain to him that we are not legally able to divert Airport money to provide town water to somebody who's PFAS levels are below 20 Parts Per Trillion. Mr. Rafter recommended inviting the town to this meeting as well. The Commission agreed to have Mr. Karberg talk to the Town and set up an in-person meeting with Mr. MacKay.

Mr. Marks asked if there are anticipated closures on Bunker Road due to the Water Main project. Mr. Karberg explained that there will be no closures on Bunker Road. Mr. Karberg believes that they will be pulling a pipe as a unit down Madaquecham Valley Road during the night work, and that may be the only short-term affect.

Mr. Marks asked if the sampling that is coming in is showing the flow patterns that we expected. Mr. Karberg explained the results will be coming within the next month.

121421-01 Ratify FAA Airport Rescue Grant Agreement- \$2,145,648- Mr. Gasbarro reported the request of the ratification for an FAA Grant Agreement for Airport Rescue in the amount of \$2,145,648.

Mr. Bouscaren made a **Motion** to ratify the FAA Airport Rescue Grant Agreement in the amount of \$2,145,648. **Second** by Ms. Planzer and **Passed** by the following roll call vote-

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

110921-01 Rates and Charges Public Hearing proposed to be scheduled for January 11, 2022- Mr. Rafter briefed the Commission on the changes anticipated for the Rates and Charges, that include adding some fees and changing some methodologies.

Mr. Karberg reviewed a quick presentation on the Rate and Charges regarding the following-

- Background
- Focus on Terminal Scheduled Service
- Terminal Scheduled Service
 - Method Change
 - Assessment Changes
- Other Rate Changes
- Ramp Fee & Draft Policy Background

Mr. Karberg reviewed the draft policy for terminal airline tenant rates and charges revision ramp fee phase-in period. Will be looking for Commission approval at the January Commission Meeting.

Mr. Karberg explained that there is a breakout on the Airports three-year enplanements that was used to generate the terminal Common Use charge and a red lined tracked changes document of the Rates and Charges of the proposed changes for the public hearing included in the packet.

Mr. Bouscaren asked if this information has been given to the Airlines. Mr. Karberg explained that a formal meeting with the Airlines has been held as well as email correspondence. Mr. Karberg explained the main feedback received from Airlines was regarding the ramp fee.

Mr. Rafter explained and thanked Mr. Karberg for also working on the Airline Leases, which tie into the Rates and Charges.

Mr. Gasbarro asked that the current CIP be included for the Public Hearing on January 11, 2022.

121421-02 Declaration of Surplus Property 14 Airport Road Parcel- Concession Space- Mr. Rafter reported this to be the first step in the issuance of a Request for Proposal (RFP) for the concession space in the seasonal hold room.

Ms. Planzer made a **Motion** to declare 14 Airport Road Concession Space as surplus property. **Second** by Mr. Marks and **Passed** by the following roll call vote-

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

Finance- Mr. Rafter reported on:

110921-03 FY23 Final Operating Budget- Mr. Rafter reviewed the final operating budget for FY23. Mr. Rafter and Jamie Sandsbury, Business and Finance Manager, met with the Town Manager and reviewed the budget. The changes from the draft shown at the November 9, 2021 meeting include the debt service was decreased due to refinancing at a net decrease of \$17,000. Insurance was increased \$10,000 per the Town's estimate, resulting in Professional Services being adjusted by \$7,000 to rebalance the budget. The fuel farm revolver will be lowered from \$5.5 Million to \$4.5 Million. The fin comm column was removed at Mr. Bouscaren's request. The PFC and Stability balance has been updated through November 2021 and will continue to be updated and changed with the most current information. Still have not received the retained earnings number.

Ms. Planzer made a **Motion** to approve the Final FY23 Budget. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote-

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

Manager's Report

Project Updates – Mr. Rafter reported:

- **Taxiway E-** Physical work is on hold for the season. Working on PFAS concerns, decommissioning of 12-30 and paving the North Ramp. Work is anticipated to start back up again in March 2022. Recently received a grant award letter from MassDot associated with the work at the intersection of Fox Trot and the GA paving on the North Apron.
- **Security Project Phase II-** Contractor replaced one of the three automatic doors they are replacing in the main terminal. The other two doors were measured incorrectly and will be installed in February 2022.
- **Fuel Farm Rehabilitation-** Work continues. The skids for the new Fuel Farm are due in January. Schedule was slightly delayed due to the Presidential visit. Still anticipate and January/February completion.
- **Runway 12-30 Decommissioning-** The contractor from the Taxiway E project has expressed interest in completing the work in the Spring. Moving forward with obtaining price and change order. Will also be working on Airport certifications needed and forms that need to be filed.
- **Crew Quarters-** Working on Request for Proposal for an Owners Project Manager (OPM). Will then begin working on developing a scope of work for the architect.
- **Hangar Development-** Continuing lease negotiations with Mr. Turner. Held a meeting with the contractor for Mr. Hagedorn's hangar to clarify some items and review the tenant construction alteration application. Mr. Hagedorn's hangar is anticipated to be completed by March 2022.
- **Water Main Project-** Mr. Karberg updated in the PFAS Investigation Update of the Agenda.

RFP/IFB Bid Status – Mr. Rafter reported on:

- **Security System Maintenance Program-** Working to have RFQ for a contract for maintenance and security system.

- **Terminal Space Optimization-** CHA was selected as the Owners Project Manager (OPM). In the process of negotiating the contract.
- **Rental Cars-** Received three (3) proposals and are under review.
- **HVAC Terminal Project-** Bids were due December 3, 2021 and received none. This is the second or third time these have gone out receiving no bids.
- **OPM Crew Quarters-** RFP is being developed for an OPM for the Crew Quarters project.

Operations – Mr. Rafter reported:

- i. Fuel Supply Issue-** Met with the Steamship Authority representatives regarding the fuel supply issue and concerns. Looking to improve the communication and coordination with them. Through some of the technology on the Fuel Farm Rehabilitation we will be able to provide remote monitoring to other parties, which should be helpful.
- Extraordinary performance by all staff for the Presidential visit, specifically thanking Preston Harimon, Operations Superintendent and Noah Karberg, Assistant Airport Manager.
- Holiday Sales including both Thanksgiving and Stroll weekend were down 8% or \$27,000 over 2019 due to the TFR associated with the traffic.
- Maintenance is working on last minute equipment and material checks on snow removal.
- Operations department held their annual preseason meeting with all of the users on snow removal.
- Met with TSA and the Airlines regarding the Airport Family Assistance Plan.
- Operations department in the process of reviewing and updating our Surface Movement Guidance and Control System (SMGCS).
- Mooney Flying Association has expressed interest to do a Mooney fly in at the Airport in the Fall 2023. Still gathering more information. The Commission agreed this would be a great event if it can be accommodated.

Statistics – Mr. Rafter reviewed the October 2021 Statistics:

- Operations are down 8.03% from October 2020; and up 22.60% from last FYTD.
- Enplanements are up 136.73% from October 2020; and up 165.01% from last FYTD.
- Jet A Gallons are up 10.17% from October 2020; and up 43.85% from last FYTD.
- Jet A Gallons are down .89% from November 2020.
- AvGas Gallons are up 8.85% from October 2020; and up 18.17% from last FYTD.
- AvGas Gallons are up 6.58% from November 2020.
- Freight is down 8.34% from October 2020; and up 25.62% from last FYTD.
- 4 Noise Complaints were filed for October 2021 compared to 12 in October 2020.

Personnel Report- Mr. Rafter reported on:

- Lillian Sylvia's, Administrative Assistant, last day of work is Friday, December 17, 2021.
- In the process of filling the Compliance Manager position that was left vacant when David Sylvia took over as Security Coordinator position.

Commissioners Comments-

121421-03 2022 Commission Meeting Calendar- Katy Perales, Office Manager explained that the Calendar shows the Commission meetings as being held on the second Tuesday of each month in 2022. The Commission agreed to these dates for 2022. Mr. Rafter explained that Ms. Perales has been in touch with Erica Mooney in the Town and that the Airport will be moved to in person meetings once the trailer is available and the Town goes back to in person meetings.

Mr. Marks asked if there was a way to link the packet items. Mr. Gasbarro explained that the bookmark feature is helpful when going through the packet.

Public Comment-

None.

Having no further business for Open Session, Ms. Topham 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; Clause 3: To discuss strategy with respect to collective bargaining, where the Chair has determined that an open session may have detrimental effect on the bargaining position of the Airport Commission. 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.

Second by Mr. Marks and **Passed** unanimously, by the following roll-call vote:

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

Meeting adjourned at 6:01pm.

Respectfully submitted,

Lillian Sylvia, Recorder

Master List of Documents Used

12/14//21 Agenda including Exhibit 1
11/921 Draft Minutes
11/17/21 Warrant Approvals
12/1/21 Warrant Approvals
Anderson & Krieger Letter of Agreement
TRAC Builders Inc. Change Order No. 1
Jacobs Engineering Group Supplemental Agreement No. 6- Reconstruct, Strengthen, Mark, Light & Sign Taxiway E (Handout)
Jacobs Engineering Group Supplemental Agreement No. 4- Fuel Farm Rehabilitation- Phase III
PFAS Investigation Status Table
PFAS MacKay Email Correspondence
FAA AIP 78 Grant- Airport Rescue
Rate and Charges Presentation Slides
Rates and Charges Redlined Track Changes
Rates and Charges Enplanements Calculations
Terminal Airline Tenant Rates and Charges Revisions Ramp Fee Phase-In Period Policy
Declaration of Surplus Property 14 Airport Road Parcel- Concession Space
FY23 Final Operating Budget (Handout)
October 2021 Monthly Statistical Report



