

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

Noah J. 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**  
**May 09, 2023**

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

This meeting took place at 131 Pleasant Street, Nantucket MA. and video conference via Zoom app.

Airport employees present were: Noah Karberg, Airport Manager, Preston Harimon, Assistant Airport Manager, Boyana Stoykova-Nelson, Office Manager, Linda True, Grand Transportation Coordinator and Vilina R. Ilieva Administrative Assistant.

Also present: Philip Cox, CHA Companies, and Rich Lasdin (MJ), Ethan Griffin, Architect.

Mr. Gasbarro read the Town's hybrid 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 04/11/23 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Ms. Topham made a **Motion** to ratify the 04/12/23 and 04/26/23 Warrants and **Passed** by the following roll call vote:

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

**Public Comment**  
None.

**021423-04 Hanger 8 Discussion:**

Mr. Karberg suggested some potential uses for Hanger 8, which will benefit the Airport, like:

Storage of Ground Service Equipment's (GSE), office space, and that will avoid building a replacement or a similar structure.

Mr. Karberg added that now, Hanger 8 is used for both Aeronautical and Non-Aeronautical types. The Airport has an immediate need for GSE and mixed equipment storage and would like to take it over.

The Current Tenant Lease is month-to-month for a total of 1000 sq ft, and Nantucket Airport will give enough notice to the existing tenant.

Commissioner Bouscaren asked how much more the Airport will need it in a period of five to ten years.

Mr. Karberg acknowledges that the Airport needs the space for overflow equipment such as snow removal, lawn mower equipment, or GSE.

Commissioner Topham suggested Hanger 8 to be kept for Airport's own uses.

Mr. Gasbarro shared his thoughts: the location provides a connection between the landslide and the airside and would like some further discussion ideas. It will be good if the Airport keeps getting the income for the summer.

**Public Comment:**

Mr. Jim Hagedorn, the current tenant on Hanger 8, shows an interest in putting it to Aeronautical use and installing an aeronautical door that will allow aviation use and storage of aircraft. Mr. Hagedorn added that the agreement doesn't have to be long-term.

**050923-01 30% Design Drawing for Crew Quarters:**

Mr. Karberg shared the design drawing, and it's currently reflecting the design basis of eight (8) ensuite apartments and one separate manager's apartment. The drawing showed that it will be a full basement with storage and laundry, and that won't affect the cost much.

Mr. Gasbarro asked the commissioners for their opinions:

Mr. Marks replied that the way the layout is shown on the drawing is good. It would be good if there was an easy way to bring bicycles to the basement.

Mr. Ethan Griffin commented that the project is in a very early stage. They will have more drawings available to present at the July meeting, which will include initial cost estimates and more information from the Municipal Fire Department.

Mr. Bouscaren asked when the project team anticipates going to the HDC Building Department.

Mr. Cox inserted that they don't have an identified builder yet. Once the design is sorted it will be a public bid.

Mr. Gasbarro announced that the Crew Quarters agenda item will be kept on the agenda monthly.

**050923–02 Public Hearing to consider proposed revisions to Airport Taxi’s Rules and Regulations:**

Mr. Gasbarro read the Town of Nantucket short statement for Public Hearing.

Mr. Karberg announced the changes to the Airport’s Taxi Rules and Regulations, effective 2023.

- Random vehicle checks for Airport Taxi Permit will be made by the Airport Ground Transportation Coordinator or their designee.
- Taxis are not allowed to park in the Disabled spots unless they have a Disabled or Elderly person on board.

**Public Comment:**

Mrs. Diane Flaherty, owner of Diane’s Taxi, made a comment of appreciation to the Airport and suggested that would be easy for all taxi drivers if they received an email from the Airport if there were any changes to the Rules and Regulations.

Mrs. Diane Flaherty interrogate a question for Security and Safety vehicles and their contents are subject to inspection and asked why the passenger must have valid form of identification.

Mrs. Linda True, Ground Transportation Coordinator, made a comment that passengers having valid identification will help and protect the Airport and all passengers.

Mr. Gasbarro announced that this would be taken under advisement.

After a brief discussion the Airport Commission has decided to strike through the requirement for passengers to have a valid identification.

A taxi driver and owner of a taxi company is curious if the Airport will reinstitute the taxi spots from three (3) or four (4) to six (6) and not have a space between them, like before the 9.11 attentat.

Mr. Karberg responded that he has to look more specifically into that because that may still be a standing requirement that the Airport has to keep for short-term vehicle parking.

If that is changed, the Airport will allow the taxis to use all six (6) spots.

Mr. Gasbarro suggested that once the Rules and Regulations are adopted, they must be available on the Nantucket Airport’s website.

Mr. Bouscaren made a **Motion** to close the public hearing for Rules and Regulation revisions. **Second** by Mr. Marks and **Passed** by the following roll call vote:

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

Mr. Marks made a **Motion** to adopt Taxi Rules and Regulation as drafted striking the requirement for passengers to have an identification. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

**Hearing None:**

Ms. Topham – Recused Herself  
Mr. Bouscaren – Aye  
Mr. Marks – Aye  
Mr. Gasbarro – Aye

**050923-03 Discuss Transportation Network Companies (TNC) and Turo Agreements.**

Mr. Karberg presented the Nantucket Memorial Airport with the change requested under Section 159A and will adopt the regulations. Nantucket Airport is actively negotiating with Uber and can have an agreement with them by June of 2023. The Lift company has been less responsive, but Nantucket Airport will continue to reach out to them. Nantucket Airport has multiple interests in working with the Turo platform. Mr. Karberg will try to finalize the agreement, but maybe that will take a longer time.

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

- **Memorandum of Understanding** – Department of Culture and Tourism.
- **Hyannis Air Services dba Cape Air** – Counter Freight Agreement.
- **Ross Rectrix Hya, LLC**, – Operator Agreement in the amount of \$1,500.00.
- **Wiggins Airways** – Non-Exclusive Ramp License Agreement in the amount of \$1,500.00.
- **Tradewinds Aviation, LLC** – Non-Exclusive Ramp License Agreement in the amount of \$1,500.00
- **Tailwind Air, LLC** – Non-Exclusive Ramp License Agreement in the amount of \$1,500.00
- **Gama Aviation (Eng) Inc.** – License Agreement in the amount of \$1,500.00 to provide aircraft maintenance services.
- **McFarland-Johnson Inc.** – Task Order for PFAS investigation (Spring samples) Contract Amendment five (5) in the amount of \$424,067.73.  
All data and reports are available via website, [www.ack-pfas.com](http://www.ack-pfas.com).
- **McFarland-Johnson Inc.** – Task Order for South Apron Project Contract in the amount of \$1,545,600.00
- **Lawrence Lynch Corporation** – Contract Amendment in the amount of \$40,181.24
- **Veoci, Inc.** – Contract for Software Subscription in the amount of \$88,567.00.
- **South Shore Generator Service, Inc.** – Contract for Terminal Generator Service in the amount of \$118,850.00.
- **Signet Electronic Systems, LLC** – Contract for Security System Maintenance Services in the amount of \$218,764.00.
- **American association of Airport Executives** – Contract for Interactive Employee Training in the amount of \$46,200.00.

- **Global ARFF, LLC** – Contract for Inspection, Maintenance and serving of three (3) ARFF vehicles in the amount of \$114,000.00.

Mr. Karberg was asked by Mr. Bouscaren for Tailwind Air, LLC company operations. Mr. Karberg responded that Tailwind Air operates from Boston Seaport and Manhattan Seaport to Nantucket, and they are landing on wheels here.

Mr. Gasbarro asked Mr. Lasdin if there would be grant funding for the South Ramp Project.

Mr. Karberg answered this question: The percentage for grant funding will be approximately 75% federal and state share and approximately 25% sponsor share.

Mr. Bouscaren would like to have more time to review the PFAS Task order.

Mr. Lasdin responded that the high amount on the Task Order is because they required different, bigger drilling equipment.

Mr. Bouscaren asked Mr. Lasdin if there was any possibility that they couldn't find the bottom.

Mr. Lasdin responded that they are comfortable going down into the water table and taking the sample.

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

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

**Pending Matters** – Mr. Karberg reported on:

- a. **091019-01** Capital approval Process/Home Rule Petition
- b. **071420-03** Per and Polyfluoroalkyl Substances (PFAS) Investigation Update

Mr. Karberg reviewed the Capital approval process/Home Rule Petition. This petition could allow the Airport to meet deadlines for Grant-obligated projects and work with the Town and Finance Committee funds. For the PFAS update, the Airport has taken eighty (80) samples. This would occur again in August, and sampling mobilized in June.

**050923-05 ATM Update-** Mr. Karberg appreciated the support from all staff, the commission, and the community. All Airport's relevant appropriations and budget articles passed without discussion at the Annual Town Meeting.

**050923-06 Discuss the Disclosure by Non- Elected Municipal Employee of Financial Interest and Determination by Appointing Authority as Required by G. L. c. 268A, s19.**

Mr. Karberg explained that the reason for this disclosure is the fact that for the period of 2020 and 2021 the Airport was trying to obtain plumbing service to complete interior home connection work and contacted fourteen (14) plumbers with no luck. The Airport needs to have all available options. There is an option that Jamie Sandsbury's husband is interested in doing business at Nantucket Memorial Airport. Mr. Karberg would like to have permission to accommodate the Disclosure from the Commissioners before engaging in any work procedures.

Mr. Mark made a **Motion** to approve the Disclosure. **Second** by Ms. Bouscaren and **Passed** by the following roll call vote:

**No further discussion.**

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

**Manager's Report-** Mr. Karberg reported on:

**Project Updates – AIP**

- **Taxiway Echo (TW E)** – This is in process of seeding, rare species survey.
- **Taxiway Golf (TW G).** - The paving work is ongoing and will be completed on time.
- **HVAC** – The Contractor is working to complete training and Isolation valve installation by 06/01/23.
- **Southwest Ramp Expansion.** – Mr. Karberg will continue to report, particularly on the Ramp operations plan with design schedule dates .
- **Runway 624 Project** – This is a project scheduled to begin in 2026. Internally following our consultant selection in August.
- **Terminal Optimization** – This item had a Request for Qualification process at the end of April.
- **ARFF Truck – index change** – The task order has been approved and discussed at this meeting.
- **South Shore Fence** – There is no change in the status, and that may be an issue with a new RFQ for engineering.

**Project Updates – Non-AIP**

- **Crew Quarters.** 30 percent scope and fee discussed at this meeting.
- **Town of Nantucket Surfside Area Water and Transportation Group** – The airport continues to coordinate meetings and share project updates between Town and Airport projects.
- **Hanger Development** – Airport will return with updates in the future for Hanger 8.

- **Right of Way Research** – Airport met with PLUS Department to set out a process to extinguish the old Paper streets for Old South Road and Hinsdale. (No update at May Commissioner Meeting).
- **Standard Passenger Plan** – Mr. Karlberg announced that the late nights flights may be canceled. Airport will reach out to Operators to coordinate post ARFF staffing resolution. (No update at May Commissioner Meeting).

#### **RFP/Bid Status:**

- **IFB for Automatic Doors** – Available for public on May 8, 2023. Bid due date May 25, 2023.
- **AFB ARFF Vehicle Maintenance, Repair and Service** – Contract was awarded to Global ARFF and approved earlier at this meeting.
- **RFQ for Terminal Optimization Project** – Received two (2) proposals and they are under internal review.
- **IFB for Landscaping Maintenance Service** - Received three (3) bids and all bids were rejected. The new IFB will be reposted.
- **RFQ for Engineering and Planning** – The statements of qualifications are under internal review. Contracts to be awarded in June.
- **RFP for J&K Lots** - Permitting in progress. Mesa approval received, waiting for MEPA concurrence.
- **RFP for impound lot** - Appraisal process begun.

#### **Operations Update**

- The FAA Inspection is from 05/30/23 to 06/01/23.
- Summer outdoor boarding tent – tent fabric started going up Monday.
- Transition from AFFF to F3. Yesterday FAA released it “AFFF transition plan.” Approval of one or more F3 is anticipated this summer. There won’t be an immediate transition at ACK, there are a lot of questions as to how soon large commercial quantities of foam would be available, training is different, and truck would need to be decontaminated. But we would like to be an early adopter and will carry this goal into our operations and capital budgets accordingly.
- Tradewinds tent this week.
- Kickoff summer security meeting with TSA scheduled.
- Jet Blue starts Thursday 1 x per day. 2x per day on the 18<sup>th</sup>. Delta and JetBlue each 4+ by May 25<sup>th</sup>.
- Waiting for FAA to review and approve ARFF staffing changes, which is dispiriting. I hope it comes soon, staff morale and burnout.

#### **Statistics** – Mr. Karberg reviewed the February 2023 Statistics:

- Operations are down 12.7 % from March 2022 and down 10.60% FYTD.
- SW ramp operations are down 6% in March.
- Enplanements are down 27.00% from March 2022 and are up 1.70% FYTD.
- Cape Air Service FY 2022 – FY20223
  - Boston 34% increase in Enplanements Passenger.

- New Bedford 78% increase.
  - Hyannis 71% down.
  - Martha's Vineyard 15% down.
- Jet A Gallons are down 33 % from April 2022 and increase to 14.00% in March.
  - 100 Low Lid increased 18% in March and increased to 8% in April.
  - Freight is down 13% in March.
  - Cape Air Freight down in March. UPS, FedEx and US Mail down in March.
  - 0 Noise complaints for March 2023 as expected.

Presentation. Commercial Fuel sales. Mr. Karberg mentioned the concepts before but wanted to take a deeper dive into the commercial fuel business.

- Slide 1. # Arriving aircraft charted. The Airport has very good data since 2016. 1. Over the last 7 years there has been a near doubling of regional jet arrivals, across all operators. JetBlue is the dominant carrier with approximately 50% of this market's group arriving at aircraft. And this should not be a surprise to anyone who drives past ACK in the summer.
- Slide 2. Total gallons sold by year. Total fuel uplift has tripled over the last 7 years in this market sector, but JetBlue has dropped from 32% to a 9% share.
- Slide 3. Average uplift. In this market, fuel uplift is equipment dependent. Using Delta and United as examples. Delta initially operated only the 50-seat CRJ 200. Over the past 7 years, they have slowly but continually rotated in larger aircraft more frequently – the CRJ 700 (67), 900 (76), and E175 (76) began to increase operations. United changed their equipment in a stepwise fashion. After 2017 they discontinued the Q400 in favor of the E145. After 2020 the CRJ 550 replaced the E145. These were both big jumps.
- Slide 4. What % of arriving aircraft took fuel? What is going on with JetBlue? The E190 CAN tanker in fuel. Bigger is not better for ACK! Outside focus on BOS and NYC hubs and contract fuel. Focus on low fares, low costs. Compare to American. E175 has less tinkering ability but also runs at a higher load factor which increases weight – so take fuel at destination. Schedule focus/not low fare. Also, longer flight legs on average.
- Slide 5. Normalized uplift. Divide total uplift by arriving aircraft. When the Airport gets a route announcement or a schedule, the plan fuel needs based on these calculations. This in the best of terms – hot dogs versus steak. There are two important items when you calculate out the uplifts, the airport is better served uploading more fuel into fewer aircraft. About the process of fueling. 500 gallons takes 20 minutes from the time a truck is dispatched to an aircraft, until when the truck drives away. Most of that time is spent positioning the truck, hose, and fueling port. Holding the button on the control to increase the uplift by 500 gallons is an extra 2 minutes. The revenue increment for ACK is \$600 per minute! According

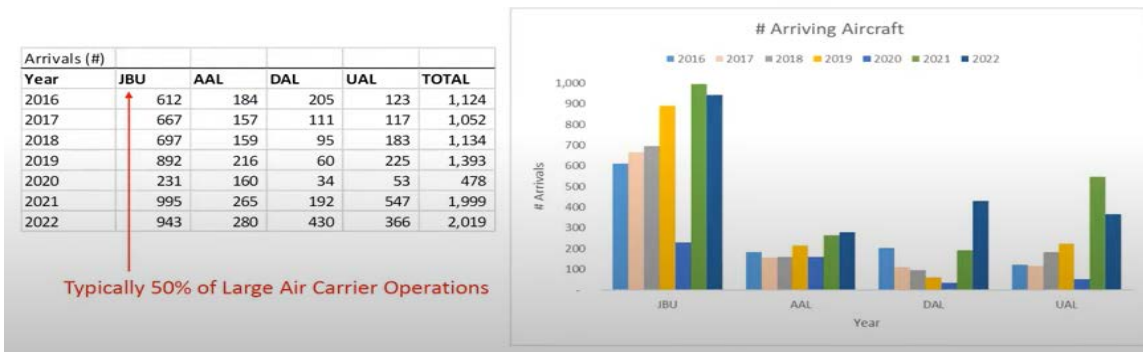


to some calculations, the Airport needs to sell 50 gallons per uplift to break even.

- Big picture – Air Service development. The Airport will backfill the env coordinator position, and Mr. Karberg will work with them on air service development. Conference and outside consulting are probably on the order of \$10-25k per year. The goal isn't necessarily to increase operations and passengers – it's to identify the opportunities that make operating and fiscal sense for ACK and the community.

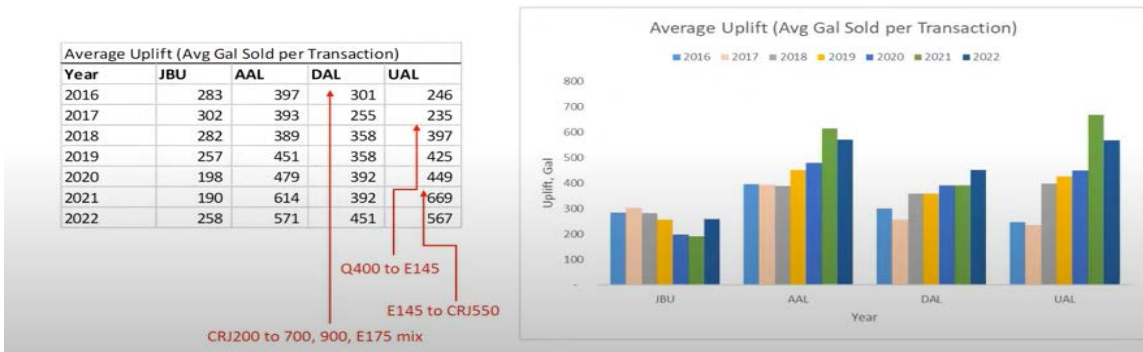
**Slide 1**

## Operational Dominance by JetBlue



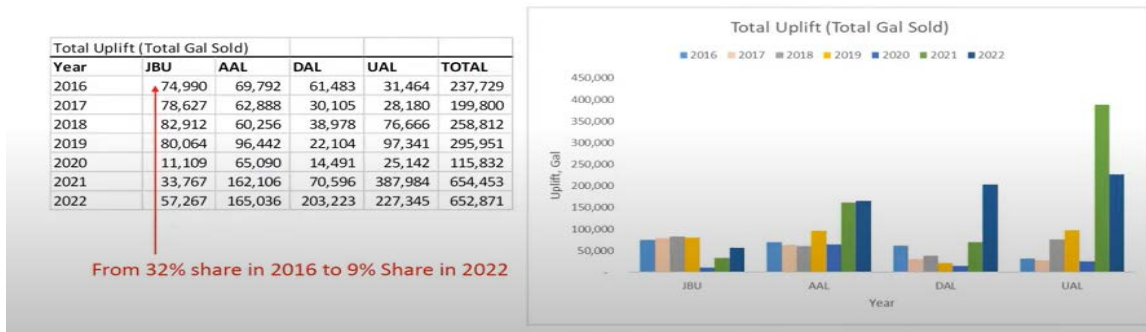
**Slide 2**

## Fuel Uplift is Airline Equipment Dependent



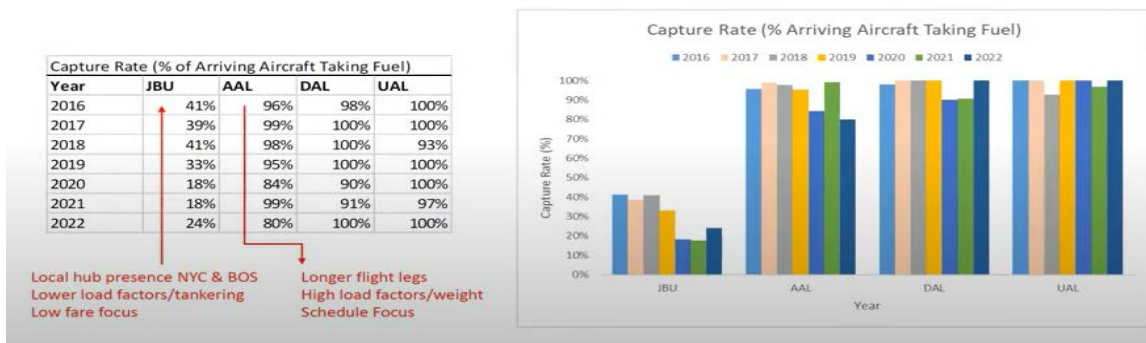
**Slide 3**

# Operational Dominance ≠ Uplift Dominance



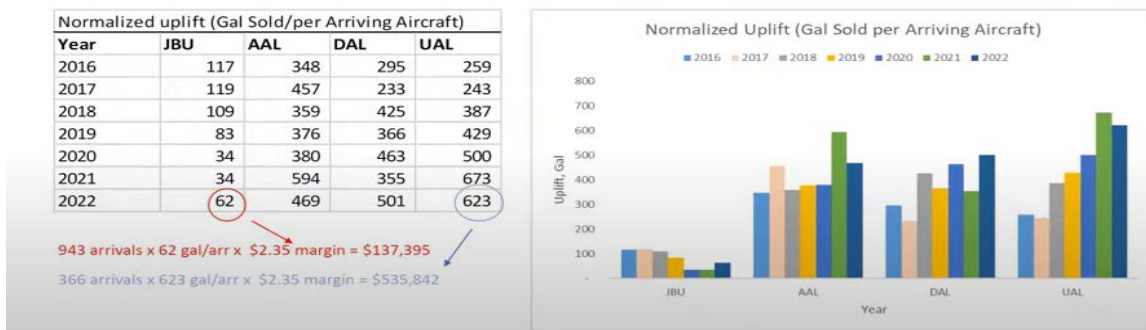
## Slide 4

### Fuel Uplift is Airline Strategy Dependent



## Slide 5

### The Beinecke Model (Trading Up)



Personnel Report- Mr. Karberg reported on:

- Claudette Whyte and Rohan McCarthy have accepted full time Equivalent Custodian positions.
- Connor Allen has accepted the Mx/Building Systems Specialist position.

**Commissioners' Comments.**

Ms. Bouscaren asked how many spots the Airport has open for new employment.

Mr. Karberg answered the question that the Airport has six (6) open positions in Maintenance and one (1) in Operations.

Mr. Marks was interested if Mr. Karberg look into any kind of Contract with some Maintenance Companies to fill out these positions.

Mr. Karberg responded that the Airport already has IFB for Landscaping Services, which will help the Maintenance Department.

**Public Comments.**

Mrs. Diane Flaherty put a question to Mr. Karberg about the Gift Shop on Main Terminal if it's available for concession.

Mr. Karberg responded that the Gift Shop is under The Crosswinds Restaurant Lease.

Having no further business for Open Session, Mr. Mark 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. Clause 3: To discuss strategy with respect to the litigation regarding Walsh where the Chair has determined that an open session may have a detrimental effect on the litigating position of the Airport Commission.

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

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

The meeting adjourned at 6:43 pm.

Respectfully submitted,

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Vilina R. Ilieva, Recorder

**Master List of Documents Used:**

05/09/23 Agenda including Exhibit 1  
04/11/23 Draft Minutes  
04/12/23 Warrant Approvals  
04/26/23 Warrant Approvals  
Hanger 8 Discussion  
30% Design Drawing for Crew Quarters Project (Handout)  
Public Hearing to consider proposed revisions to Airport Taxi's Rules and Regulations  
Discuss Transportation Network Companies (TNC) and Turo Agreements  
Memorandum of Understanding – Agreement  
Hyannis Air Service dbd Cape Air Counter Freight Agreement  
Ross Rectrix Hya, LLC Operator Agreement  
Wiggins Airways Ramp License Agreement  
Tradewinds Aviation, LLC Ramp License Agreement  
Tailwind Air, LLC Ramp License Agreement  
Gama Aviation (Eng) Inc. License Agreement  
McFarland Johnson, Inc. Contract Amendment – Task Order MJ-PN-11  
McFarland Johnson Inc. Contract – Task Order MJ-EA-04  
Lawrence Lynch Corporation Contract Amendment  
Veoci, Inc Contract  
South Shore Generator Services, Inc. Contract  
Signet Electronic Systems, LLC Contract  
American Association of Airport Executives Contract  
Global ARFF, LLC Contract  
Capital Approval Process/Home Rule Petition  
Per and–Polyfluoroalkyl Substances (PFAS) Investigation Update  
Ratify Mass DOT Grant Award AIP-80- Update Airport Master Plan Study – Pending  
ATM Update  
Discuss the Disclosure by Non- Elected Municipal Employee of Financial Interest and  
Determination by Appointing Authority as Required by G. L. c. 268A, s19.  
3<sup>rd</sup> Quarter Report FY23  
March 2023 Monthly Statistics Presentation