

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

Thomas M. Rafter, Airport Manager  
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*Commissioners*  
Daniel W. Drake, Chairman  
Arthur D. Gasbarro, Vice Chair  
Anthony G. Bouscaren  
Andrea N. Planzer  
Jeanette D. Topham

**AIRPORT COMMISSION MEETING**  
**May 11, 2021**

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

This meeting was conducted remotely by video conference via Zoom app and broadcast on the Town of Nantucket YouTube Channel consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth and due to the outbreak of the "COVID-19 Virus".

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Katy Perales, Office Manager and Lillian Sylvia, Administrative Assistant.

Also present was: Georgie Nugent, McFarland Johnson Inc.

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

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

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

Mr. Gasbarro made a **Motion** to approve the 4/13/21 draft minutes. **Second** by Ms. Topham and **Passed** by the following roll call vote:

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

Ms. Topham made a **Motion** to ratify the 4/7/21, 4/14/21 and 4/28/21 Warrants. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Mr. Drake- Aye

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

- **Ross Rectrix HYA, LLC**- Operating agreement for ground handling for JetBlue for an Annual Business Fee of \$1,500.
- **Tradewind Aviation, LLC**- Operating agreement for general aviation part 135 operator for an Annual Business Fee of \$1,500, plus landing and ramp fees.
- **Reliant Air**- Operating agreement for a scheduled service operator for an Annual Business Fee of \$1,500 plus landing and ramp fees.
- **Lima & Fly the Whale**- Operating agreement for an air charter service as a Blade affiliate for an Annual Business Fee of \$1,500 plus landing and ramp fees.
- **Wiggins Airways**- Operating agreement for FedEx and UPS air freight for an Annual Business Fee of \$1,500 plus landing and ramp fees.
- **Republic Airways DBA American Eagle**- Seasonal airline lease agreement in the amount of \$20,267, plus landing fees and stair use as needed.
- **American Airlines**- seasonal airline lease agreement in the amount of \$8,940 plus landing fees.
- **Southern Airways**- Seasonal airline lease agreement in the amount of \$44,910 plus landing and ramp fees.
- **Nantucket Airport Commission and Property Owner**- Water main connection agreement template. Will need to be completed prior to water service being installed.
- **Hagedorn Aviation, Inc.**- Ground lease agreement in the amount of \$23,724 for construction of a hangar for aircraft storage. It is approximately 11,351 sq. ft. located adjacent to Hangar 8.
- **Nantucket Regal Group, LLC DBA Crosswinds Restaurant**- Lease Amendment No. 2 for COVID rent abatement in the amount of \$54,957 for 50% of Restaurant and 100% of Retail rent from March 2021 to August 2021.
- **General Services Administration (GSA) Public Building Service**- Lease amendment No. 4 for TSA terminal office space lease in the amount of \$29,547.02 for a five (5) year extension at \$40.42 per Square Foot. All other terms remain the same.
- **Schmidt Equipment Inc.**- Contract in the amount of \$77,897 for the replacement of a Skid Steer, John Deere 331G. 2019 Equipment totaled by insurance, ACK responsible for \$6,147 (deductible and debris package).
- **McFarland Johnson Inc.**- Task Order MJ-PN-11 PFAS phase 2 source area investigation in the amount of \$197,552. AIP 72 ineligible soils.
- **McFarland Johnson Inc.**- Task Order MJ-PN-12 professional services to update the Exhibit A property map in the amount of \$7,300.

Mr. Gasbarro recused himself from the discussion and vote on the Water Service Agreement and eft the call.

Ms. Topham made a **Motion** to formally approve the Water Service Agreement. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

Ms. Planzer- Aye  
Ms. Topham- Aye  
Mr. Bouscaren- Aye  
Mr. Drake- Aye

Mr. Gasbarro returned.

Mr. Bouscaren made a **Motion** to approve the operating agreements, airline lease agreements, lease agreements, lease amendments and contracts as stated above. **Second** by Ms. Planzer and **Passed** by the following roll call vote-

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

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

**091019-01 Capital Approval Process/Home Rule Petition-** No change. The home rule petition has been filed. Mr. Karberg continues communicating with representatives to keep this moving.

**071420-03 Per- a polyfluoroalkyl substances (PFAS) Investigation Update-** Mr. Karberg gave an update on the PFAS Investigation Status Table.

Soil sampling for Taxiway E related sites occurred at the beginning of the May to determine the horizontal boundaries of PFAS soil contamination. That data it will show any concentrations where vertical distribution sampling will be required. Once the data is received, it will be uploaded to the website.

Airport Gas has submitted a proposed drainage plan and it is being reviewed by the Airport's consultants.

For the Water Service project, waiver #3887 was approved by the State DCAMM office, relieving the Airport from the bidding work requirements for the internal plumbing and external landscaping work. The Town is reviewing the project to ensure that the insurance coverage requirements are adequate for contractors working on private property.

The current plan is to get the water main extension bid documents to the airport by May 19<sup>th</sup>, with a scheduled bid opening on June 18<sup>th</sup>. Consultants are currently performing a quality analysis on the bid plans.

**051121-01 FAA Airport Coronavirus Relief Grant Program (ACRGP) Grant Addendum for Concession Relief- \$28,877-** Mr. Rafter explained this is part of the relief and that the Airport is expecting a second grant. The Airport has submitted a draft work plan to FAA and will meet with them on May 12<sup>th</sup> to discuss and see if they agree to how the Airport will disperse these funds.

Ms. Topham made a **Motion** to accept the FAA Airport Coronavirus Relief Grant Program Grant Addendum for Concession Relief for \$28,877. **Second** by Ms. Planzer and **Passed** by the following roll call vote-

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

Mr. Drake- Aye

**051121-02 MassDOT ASMP Grant Award & Associated Grant Assurances**

**Safety and Security Equipment Phase II- \$947,969.82- Pending-** Mr. Rafter asked the Commission for authorization to permit the Chair to execute the grant when it comes in. Mr. Rafter reported that the State has really stepped up and agreed to fund all non FAA eligible security items.

Mr. Drake reported that he will draft and send a thank you letter to MassDOT.

Mr. Gasbarro made a **Motion** to authorize the Chair to sign on behalf of the Airport for the MassDOT Grant Awards & Associated Grant Assurances for the Safety and Security Equipment Phase II in the amount of \$947,969.82. **Second** by Mr. Topham and **Passed** by the following roll call vote-

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

**051121-03 Minimum Standards Update- Scheduled Air Carrier-** Mr. Rafter explained that the Minimum Standards was updated to include the requirement for Ground Power Unit (GPU) for commercial air carriers. The Definition for the on-demand and commuter with nine (9) seats or fewer or a maximum payload capacity of less than 7,500 pounds, needs to be added in.

Mr. Gasbarro made a **Motion** to adopt the Minimum Standards subject to the update of the definition above. **Second** by Ms. Planzer and **Passed** by the following roll call vote-

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

**051121-04 Noise Abatement- Focused Data Update-** Mr. Karberg gave a presentation on the annual update on the Airports Noise Abatement activities, which included the following-

- Landing Fee Incentive Program
- Noise Complaint Summary
- Landing Fee/Complaint Combined Data
- Conclusions & Recommendations

Mr. Gasbarro stated that with the fleet mix and operational change that the Airport has seen, it is time to look at how to positively influence the IFR operations without running afoul to regulations and suggested having an Environmental Sub Committee meeting to discuss further and possibly involve the geographic groups.

Mr. Gasbarro explained that discussion with Air Traffic Controllers as to what might or might not be possible in terms of policy or guidance with respect to IFR could be helpful.

Mr. Gasbarro, he has noticed a significant increase in ground noise in the last decade, related to both the large carriers and General Aviation ramp.

Mr. Gasbarro suggested purchasing a noise monitoring station for the South Ramp for more consistent data.

The above topics will be further discussed at an Environmental Subcommittee meeting for further study and recommended solutions.

Mr. Drake asked the subcommittee to discuss how to reduce staff time spent on responding to noise complaints.

Mr. Drake asked how many of the noise complaints have to do with arrivals rather than departures. Mr. Karberg believes about two-thirds are departure related.

Mr. Drake asked how many complaints are outside of traditional business hours (9:00AM-5:00PM). Mr. Karberg was not sure of this number.

Mr. Bouscaren commented that the Airport does not own the airspace outside of the Airport Traffic area and that operators are going to do what they want, making safety a priority, not noise. He also believes that IFR traffic is going to continue.

**Finance-** Mr. Rafter reported on:

**051121-05 3<sup>rd</sup> Quarter Report FY21-** Mr. Rafter reported that he presented the third quarter report to the Select Board. Total revenues were down about 18% or \$2.4 Million over last year, mainly due to the fuel revolver and PFC's, which are down \$369,000 and the fee income was down \$462,000 all related to the pandemic. Although revenues were down below last year, the Airport has already exceeded the full year projected budget and revenue. Expenses were down 26% or \$2.5 Million, mainly due to payroll. Payroll is down 36% or \$1.3 Million over last year. (The Airport has submitted and been reimbursed \$1.277 Million in CARES Act. An additional \$1.6 Million is pending and is not reflected in this report. The municipal accounting system does not reflect these reimbursements or the related expenses.) As of now we have a projected surplus at the end of the third quarter of \$2.4 Million as opposed to \$1.7 Million last year. If the projection carries through to the end of the fiscal year, with the retained earnings of \$2.8 Million that were certified last year, the Airport will have a fund balance of \$5.3 Million. Mr. Rafter cautioned that the carryforward from last year does not reflect substantial reductions if proposals before the 2021 ATM are approved.

**051121-06 Fuel Revolver Cap-** The Select Board agreed to increase the Fuel Revolver Cap from \$3.5 Million to \$4 Million, which will allow the Airport to purchase fuel through the fourth quarter.

### **Manager's Report**

Mr. Rafter reminded everyone the deadline to submit for Commissioner positions is May 21, 2021.

**Project Updates** – Mr. Rafter reported:

- **Taxiway E-** Work on Echo and Alpha is complete and is now open. Paving is expected to be completed May 17, 2021.

- **Security Project Phase II-** Training has been completed. Close out for the project is scheduled for May 20, 2021. Contractors will return in the fall to complete additional work that the Airport added.
- **Fuel Farm Rehabilitation-** General bid deadline was pushed back to May 18, 2021. The project duration has been extended because of the feedback received supply chain challenges.
- **Great Harbor Yacht Club Pile Removal-** Work completed.
- **Hangar Development-** A draft lease has been forwarded to Mr. Turner, one of two parties interested in constructing a hangar. The Hagedorn Aviation, LLC ground lease was approved, enabling construction of another hangar.

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

- **Hold room Concession-** Did not receive any bids for the second time.
- **Bunker Road Land #32-** Awarded to Nantucket Electric and working on finalizing the lease.
- **Bunker Road Land #66-** RFP available May 19, 2021.
- **Waterline Extension-** Should be out for bids in early June.
- **Security System Maintenance Program-** Working with Consultants on creating a task order.

**Operations** – Mr. Rafter reported:

- Full scale exercise was conducted on April 26, 2021 at 4PM and went very well. Mr. Rafter thanked all the supporting entities that participated and Preston Harimon, Operations Superintendent, for developing the plan, seeing it through and coordinating the entire exercise.
- Certification Inspection is scheduled for May 26-28, 2021.
- Working through various Bunker Road tenant issues.
- Second preseason meeting was held with the Airlines and TSA to coordinate efforts for the upcoming summer.
- Held a meeting with Air Traffic to look at adding an additional air carrier parking position on the North Ramp, known as “spot Zero”.
- JetBlue started service May 6<sup>th</sup> and projects a full schedule through the end of October.
- Allies Air identified a new president, Bill McGrath.
- Commercial vehicle operators have indicated they are having challenges with the RMV and getting their registrations. The Town and the Airport has agreed to extend their permit process.
- Tracking an issue that Massachusetts Airport Managers Association brought to our attention of a bill (S2305) that was proposed by Senator Julian Cyr, related to climate impact, which, if enacted, would impose a \$1,000 landing fee for all private charter and corporate flights in the commonwealth. Mr. Karberg has written to the Senator’s office addressing the Airport’s concerns and challenges they may face in trying to move forward. The Airport does not support this bill.
- There was a power failure to part of the island this afternoon causing some issues which includes the bag belt not working.
- Electric aircraft may be in the foreseeable future. Cape Air is hoping to have an electric aircraft within the next three years. Mr. Rafter and Mr. Karberg met with engineers involved in this and reported that Cape Air, Blade and Southern are involved in this evolution.

**Statistics** – Mr. Rafter reviewed the March 2021 Statistics:

- Operations are up 3.66% from March 2020; and down 29.55% from last FYTD.
- Enplanements are up 343.23% from March 2020; and down 57.46% from last FYTD.
- Jet A Gallons are up 48.94% from March 2020; and down 5.63% from last FYTD.
- Jet A Gallons are up 274.84% from April 2020.
- AvGas Gallons are up 81.93% from March 2020; and down 14.47% from last FYTD.
- AvGas Gallons are up 66.21% from April 2020.
- Freight is up 66.22% from March 2020; and up 32.98% from last FYTD.
- 2 Noise complaints were filed for March 2021 compared to 1 in March 2020.

**Personnel Report-** Mr. Rafter reported on:

- Facing challenges hiring seasonal operations staff.
- Josh Wheeler, full time Maintenance, has resigned.

**Airport Manager Travel-** Mr. Rafter reported on-  
**051121-07 2021 Annual NEC Conference**  
**Burlington, VT, August 15-17, 2021**

Ms. Topham made a **Motion** to approve Mr. Rafter’s travel to Annual AAAE North East Chapter Conference in Burlington, VT. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

**Commissioners Comments-**

Ms. Topham asked if the discussion of Cape Air bringing in a new aircraft a few years back was related to an electric airplane. Mr. Rafter explained that it was not an electric airplane; it was a Technam which Cape Air has in limited service at the Airport. The all- electric airplane being considered is known as the “Alice” and is built by Eviation.

**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 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 6: To consider the purchase, exchange, lease, or value of real estate with respect to the negotiations regarding Nobadeer Farm Road/Sun Island Road property, where the Chair has determined that an open session may have detrimental effect on the negotiating position of the Airport Commission. 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 Pursuing Legal Claims against Manufacturer of Polyfluoroalkyl Substances (PFAS), where the Chair has Determined that an Open Meeting May

have a Detrimental Effect on the Litigating Position of the Airport Commission. **Second** by Ms. Planzer and **Passed** unanimously, by the following roll-call vote:

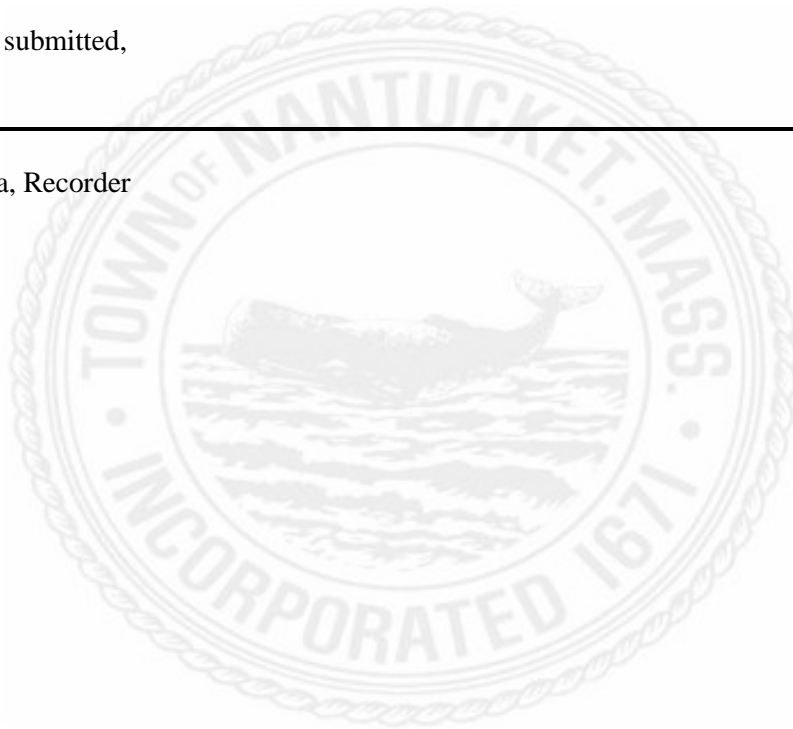
Ms. Topham- Aye  
Ms. Planzer- Aye  
Mr. Bouscaren- Aye  
Mr. Gasbarro- Aye  
Mr. Drake- Aye

Meeting adjourned at 6:18pm.

Respectfully submitted,

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Lillian Sylvia, Recorder





**Master List of Documents Used**

5/11/21 Agenda including Exhibit 1 (Handout)  
4/13/21 Draft Minutes (Handout)  
4/7/21 Warrant Approvals  
4/14/21 Warrant Approvals  
4/28/21 Warrant Approvals  
Ross Rectrix HYA, LLC Operating Agreement  
Tradewind Aviation, LLC Operating Agreement  
Reliant Air Operating Agreement  
Lima & Fly the Whale Operating Agreement  
Wiggins Airways Operating Agreement  
Republic Airways Airline Lease Agreement  
American Airlines Airline Lease Agreement  
Southern Airways Airline Lease Agreement  
Nantucket Airport Commission and Property Owner Agreement  
Hagedorn Aviation, Inc. Lease Agreement  
Nantucket Regal Group, LLC Lease Amendment (Handout)  
General Services Administration (GSA) Lease Amendment  
Schmidt Equipment Inc. Contract  
McFarland Johnson Inc. Task Order MJ-PN-11  
McFarland Johnson Inc. Task Order MJ-PN-12  
PFAS Investigation Status Table  
Airport Coronavirus Relief Grant Program (ACRGP) Grant Addendum for Concession Relief (Handout)  
MassDOT Grant Award Notification- Safety and Security Phase II (Handout)  
Minimum Standards Update  
Noise Abatement Presentation  
3<sup>rd</sup> Quarter Report FY21  
March 2021 Monthly Statistical Report  
NEC 2021 Annual Conference Agenda

