

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

Thomas M. Rafter, Airport Manager  
Phone: (508) 325-5300  
Fax: (508) 325-5306



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

**AIRPORT COMMISSION MEETING**  
**August 10, 2021**

The meeting was called to order at 5:00 pm by Chairman Arthur Gasbarro with the following Commissioners present: Jeanette Topham, Andrea Planzer, Philip 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, Katy Perales, Office Manager and Lillian Sylvia, 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. Bouscaren made a **Motion** to approve the 7/13/21 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. Topham made a **Motion** to ratify the 6/30/21, 7/21/21 and 8/4/21 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

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

- ➔ **SpectaculAir, LLC D/B/A Allies Air-** Operating agreement for air charter service for an Annual Business Fee of \$1,500. Plus landing and ramp fees.
- ➔ **Robert B. Our Co., Inc.-** Contract for Madequecham Valley Road (MVR) waterline in the amount of \$2,809,973, to extend the existing water system to provide water for homes effected by PFAS adjacent to the Airport along MVR.
- ➔ **McFarland Johnson Inc.-** Task order MJ-PN-08 for 2021 botanical monitoring in the amount of \$4,500. Professional services for botanical surveys.
- ➔ **McFarland Johnson Inc.-** Task order MJ-PA-03 in the amount of \$201,400 for environmental permitting support services for airfield improvements. Anticipated funding from FAA 90%, DOT 5% and ACK 5%.

Ms. Planzer made a **Motion** to approve the McFarland Johnson Inc. Task Orders MJ-PN-08 and MJ-PA-03. **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

Mr. Marks recused himself from the vote on SpectaculAir, LLC D/B/A Allies Air operating agreement.

Ms. Topham made a **Motion** to approve the operating agreement with SpectaculAir, LLC D/B/A Allies Air. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote-

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

Mr. Gasbarro recused himself from the vote on Robert B. Our., Inc. Contract

Mr. Marks made a **Motion** to approve the contract with Robert B. Our Co., Inc. **Second** by Ms. Topham and **Passed** by the following roll call vote-

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

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

**091019-01 Capital Approval Process/Home Rule Petition-** A hearing was held on July 27, 2021. Written testimony was submitted by the Chairman and Airport Legal Counsel testified.

**071420-03 Per- a polyfluoroalkyl substances (PFAS) Investigation Update-** Mr. Karberg gave an update on the PFAS Investigation Status Table. All data and reports are available via website, [www.ack-pfas.com](http://www.ack-pfas.com).

Additional sampling activity over the last month related to the MCP investigation took place at Sun Island Road area, Taxiway E between Bravo and Charlie and the irrigation systems at the Delta Fields, parking lot and statue park. The Airport will receive the biannual Immediate Response Action (IRA) update to review and publish on the website later this month.

Regarding the Nobadeer Way water service project, the plumbing contractor informed the Airport they are no longer interested in the work due to staffing issues and delays caused by the municipal review of the indemnification/bonding issue. Actions in progress include the following-

- The Airport has started reaching out to these homeowners, in the order they were originally sampled, to discuss next steps. One option for residents to consider is the settlement agreement/reimbursable agreement where a scope of work is agreed on, the resident performs the work, and the Airport reimburses their costs.
- The Airport is meeting with Town Finance and our consultant to review procurement. Being 0/14 for plumbers thus far, hoping fall/winter timing will attract some regional firms.
- A homeowner is interested in pursuing their own water service, and then seeking reimbursement per a settlement agreement. Airport Counsel has recommended not to include the agreement in the packet until the resident's attorney has completed their review.

Water Main Extension public meeting will be held through the Policy and Public Service Subcommittee on Wednesday, August 11, 2021, at 5:00PM via zoom to introduce the Madequecham Valley Road water main extension project. In addition, the Airport and Consultants will be holding a preconstruction meeting with Robert B. Our Co., Inc. on Thursday, August 12, 2021.

Consultant informed the Airport of supply chain issues with material for the watermain project. Asking Robert B. Our Co., Inc to requote the affected portions of the watermain with alternative materials known as ductile iron.

The Airport will contribute slides to a Town-Sponsored PFAS Listening Session.

Airport staff and Town Finance will review applicability of utilizing the State Revolving Fund, which provides low interest loans, for funding the Water Main or other remediation efforts.

The Airport contributed sampling/study information to the UMASS group that's conducting residential sampling of Nantucket private drinking water wells.

Airport Consultant has identified an alternative vendor to provide catch basin investigative work and cleaning related to the fuel farm. There is an adjacent catch basin that has historically been used for sumping the fuel farm, and this vendor will verify construction and any inlet/outlets associated with it. This is an outstanding item from a previous Task Order, resulting in no additional cost.

Ms. Topham asked if we have asked homeowners to hire their own plumbers. Mr. Karberg explained that is our hope through the settlement reimbursement agreement.

Mr. Marks asked what work is having problems getting a plumber. Mr. Karberg explained it is to perform the reconnection work inside of the homes, from switching over from well supply to public supply.

Mr. Gasbarro asked to be kept updated regarding material costs, as ductile iron is more expensive.

**071321-04 PFAS Water Service Reimbursement-** Mr. Karberg reported on this matter in the in PFAS update above.

**071321-07 Ratify FAA Grant Awards**

**AIP 77 Environmental Permitting Support Services for Airfield Improvements - \$317,697-**

Ms. Topham made a **Motion** to ratify the FAA Grant award for AIP 77 for Environmental **Permitting Support Services for Airfield Improvements** in the amount of \$317,697. **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

**081021-01 Public Hearing Proposed to be Scheduled for September 14, 2021 for Town regulation Codification Update of Chapter 203 Airport Regulations-** Mr. Rafter reported there is a proposed public hearing scheduled for September 14, 2021 for the codification of Town Regulations. The Town is taking each town departments rules and regulations and codifying them into a single book. The Airport submitted minor changes to the Rule and Regulations, included in packet.

The Commission unanimously consented to have a Public Hearing to adopt the changes to the Rules and Regulations. Airport staff will organize and properly advertise.

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

**081021-02 Capital Projects FY23 Budget Update-** Mr. Rafter reviewed the draft Capital Improvement Plan that will be submitted to the FAA. A meeting is scheduled for August 17<sup>th</sup>. Mr. Karberg and Ms. Sandsbury, Business and Finance Manager, met with the Town Manager who made some suggestions that the Airport is considering. Some suggestions included switching the parking vehicle to an electric vehicle, identified that the Owners Project Manager (OPM) costs for housing seem to be low and suggested that the project be divided into two phases- planning/design and construction to allow for better planning on the appropriation. There was discussion regarding additional minor paving work that we are looking to accomplish through a change order under Taxiway E, as well as requesting a supplemental appropriation for about \$300,000 for the terminal HVAC project based on bids and revised engineers estimate.

Mr. Gasbarro suggested moving the CIP project under the year 2022, item N-5 A220 Gate Hardstands to a further year out due to Airport project costs being high this year and the

congestion and challenges the Airport is facing on the North Ramp currently, which could give more time for planning and figuring out how to accommodate. Mr. Rafter believes we will have better feedback after the meeting with FAA next week. This change will be reviewed at the next Commission meeting.

Ms. Planzer asked if item N-5 A220 Gate Hardstands are only suitable for that type of aircraft and if we would want them if they were paid for. Mr. Rafter explained he believes there are other more critical projects that need to be completed at this time.

Mr. Gasbarro asked if more or some of the costs should be moved to the PFAS Cost column. Mr. Rafter believes they are split this way because some costs may be eligible for funding and will verify with consultant.

**081021-03 4<sup>th</sup> Quarter Report FY21-** Will be presented to the Select Board next week. Total revenue is up 3% or \$525,000 over FY20, mainly due to a decrease that was made to the fuel revolver cap that was dropped from \$5.2 Million to \$4 Million based on projections at the time related to the pandemic. Fuel sales exceeded the revised cap by \$1.6 Million, which rolled over into the operating account, with a net result of \$433,000 increase in fuel sales. PFC's were down by about \$302,000, fee income was down by about \$378,000. FBO sales were up \$574,000 and rental income was up \$290,000. Overall expenses are down 31% or \$3.8 Million, mainly due to decrease in payroll expenses due to reimbursement from the Coronavirus Aid, Relief and Economic Security (CARES) Act. Total payroll is down 75% or \$3.6 Million over FY20. The Airport submitted and has been reimbursed through the CARES Act \$3.4 Million that is not reflected in the quarterly expense report. Due to CARES Act funding and fuel and FBO performance exceeding our expectations we're indicating a significant increase in net earning resulting in projected retained earnings of about \$6.8 Million. Mr. Rafter cautioned that a lot of expenses are coming up regarding PFAS, the fuel farm, housing, and other Capital items.

### **Manager's Report**

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

- **Taxiway E-Working** with engineer, PFAS team and contractor on preparing to return to work for the next phase.
- **Security Project Phase II-** working on close out and punch list issues. Returning to complete work in the Fall.
- **Fuel Farm Rehabilitation-** met with the contractor, sub-contractors and consultants on July 28, 2021. Finalizing plans for the temporary fuel supply system.
- **Hangar Development-** Waiting for Mr. Turner on the draft lease. Mr. Hagedorn is moving forward with his project.

**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-** Working on RFQ for the OPM.
- **Rental Cars-** Meeting set up with legal. RFP will be going out.
- **Nobadeer Way Water Service-** As discussed in the PFAS update, preparing an IFB to go out in the Fall.

**Operations** – Mr. Rafter reported:

- Had to restrict fuel on the weekend of 7/30-8/1 due to limited supply that was a result of various supply chain challenges. Estimated to have over 86,000 gallons of jet fuel this week.
- Low staffing due to employees testing positive for COVID, injuries and seasonal staff leaving. Depending on staffing resources, may need to limit services and hours. Mr. Rafter commended Preston Harimon, Operations Superintendent, operations staff and maintenance staff for maintaining the safety level and firefighting requirements required by FAA.

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

- Operations are up 142.08% from June 2020; and down 11.76% from last FYTD.
- Enplanements are up 593.75% from June 2020; and down 2.70% from last FYTD.
- Jet A Gallons are up 155.14% from June 2020; and up 19.92% from last FYTD.
- Jet A Gallons are up 67.41% from July 2020.
- AvGas Gallons are up 106.51% from June 2020; and up 5.27% from last FYTD.
- AvGas Gallons are up 56.84% from July 2020.
- Freight is up 114.01% from June 2020; and up 46.52% from last FYTD.
- 26 Noise complaints were filed for June 2021 compared to 12 in June 2020.

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

- Seasonal employees leaving the island to return to school.
- Two full time employees are out with injuries.
- Position for receptionist has been offered to Fiona Johnson, FBO Customer Service Representative.
- In the process of interviewing for backfilling the FBO Customer Service Representative position.

**Commissioners Comments-**

Mr. Gasbarro asked if the fuel supply issues are under control now that the Fuel Farm is filling back up. Mr. Rafter explained he is hoping we are good through the rest of the summer, but to keep in mind that demand has been excessive and supply chain challenges, such as a boat canceling, are out of the Airport's control.

Mr. Gasbarro asked if language or other improvements could be added to future contracts with fuel suppliers ensuring fuel supply issues falls on them rather than Airport staff. Mr. Rafter explained that the Airports current supplier is aware of the Nantucket factor and does a great job getting as much fuel to the Airport as soon as possible.

Mr. Gasbarro explained that if any Commissioners wish to have items added to future agendas for discussion, to reach out.

**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 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. 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. **Second** by Mr. Bouscaren 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 5:45pm.

Respectfully submitted,

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Lillian Sylvia, Recorder

**Master List of Documents Used**

8/10/21 Agenda including Exhibit 1

7/13/21 Draft Minutes

6/30/21 Warrant Approvals

7/21/21 Warrant Approvals

8/4/21 Warrant Approvals

SpectaculAir, LLC Operating Agreement

Robert B. Our Co., Inc. Contract

McFarland Johnson Inc. Task Order MJ-PN-08

McFarland Johnson Inc. Task Order MJ-PA-03

Statement on behalf of the Nantucket Memorial Airport Commission in Support of H.3792

PFAS Investigation Status Table

AIP 77 FAA Grant Award

FY23 Capital Budget Update

Five Year FAA CIP

4<sup>th</sup> Quarter Report FY21 (Handout)

June 2021 Monthly Statistical Report





