

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

Noah 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
March 12, 2024

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

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 Noah Karberg, Airport Manager, Preston Harimon, Assistant Airport Manager, Boyana Stoykova-Nelson, Office Manager, Jamie Sandsbury, Business Finance Manager, Cameron Woods, Environmental Coordinator and Vilina R. Ilieva, Administrative Assistant.

Also present: Philip Cox, CHA Companies, Rich Lasdin McFarland-Johnson, Christina Marshall – Anderson and Kreiger.

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.

Ms. Topham made a **Motion** to approve the 02/13/24 Draft minutes. **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Ms. Topham made a **Motion** to ratify the 02/21/24 Warrant **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

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

Public Comment:

None.

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

- ➔ **Mountain Air Cargo, Inc** – Lease Agreement for loading and unloading of passengers and baggage in connection with Lessee’s scheduled service operations. in the amount of \$1,500 Annual Business Fee.

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

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

062023-06 South Apron Expansion Project: Joint Meeting with SB Follow-up.

Mr. Karberg presented and shredded the presentation to the public.

Slide one (1) was followed up on the conversation from the Select Board Joint Meeting on March 4th. There were four (4) areas for Commissioners discussion.

1. Delay or revisit as it was designed.
2. To leave as many trees and existing vegetation as possible.
3. Continue the project with the ramp.
4. The item to be brought back on March 12th. Airport Commission Meeting.

Based on the discussion Mr. Karberg took some actions in the last week when presented Slide two (2).

1. Mr. Karberg informed the engineer that he would be delaying the berm portion of the project.
2. Mr. Karberg discussed how to protect an additional 3.5 acres of woodland with the stakeholder team.
3. How to issue a press release with the revised limits of work.
4. Mr. Karberg received feedback from additional neighbors.

5. Mr. Karberg waited to issue the notice to proceed and to verify that the tree protections were in place and the limited disturbance had been reviewed by the Airport, Engineers, and Contractor.

6. Mr. Karberg would like to solicit further discussion and seek public direction.

Mr. Karberg presented the third slide with figures that he received from the engineers. The figure showed the 3.5 acres that will be kept, and 1.6 acres that will be removed. The figure showed a green line which will be the limit of disturbance.

Slide four (4) from Mr. Karberg's presentation showed the points that are major considerations or items for discussion on potential three (3) options.

Option 1. Enhanced Forest Management to focus on improving the existing Forest areas and adding supplemental vegetation.

Option 2. Noise Wall is an alternative which will cost minimal tree removal. This might be the preferred alternative for function and aesthetic. Mr. Karberg shared the Concept Figure, that can be used only for points of discussion. The figure showed where this wall might be able to be located. The presentation for the wall showed an 18-to-20-foot noise wall the trees and then the perimeter fence.

Option 3. Noise berm with offsite soil. Mr. Karberg presented a concept that would be similar to the original design concept. Additional soil testing will be established for the material sourcing requirements.

Mr. Karberg reported that the Airport received twenty-eight (28) emailed public comments until March 12th 9:00am.

Mr. Karberg's summary of the received comments was:

One positive (1) comment is in favor of Forest management or a Wall.

Twenty-two (22) comments were in favor of the Noise barrier.

Three (3) comments were in favor of a Noise barrier or an off-Airport soil Berm.

Two (2) comments were not in favor of any of the three (3) items.

Mr. Karberg presented the last slide for Commission direction and how to proceed on the Project. This is project approach with Option 1, 2, and 3. Combination of the three option elements and review of additional Operational Control.

Mr. Gasbarro asked if Mr. Karberg would give more information related to the soil that's being moved and the preparation of the area.

Mr. Karberg said that the original extent of the woodland came out 30 feet into the ramp, and it followed to the perimeter road. 1.9 Acres of Woodland were removed beginning March 6, 2024. The first week of work was defining the tree protection, tree clearing, installing barricades, putting up silt fencing, and excavating the drainage. The soil has been moved across the runway off the Airport Radar.

Public Comment:

Doug Kappel asked the question where the Piston-Driven Single aircraft will be located?

Mr. Karberg responded that some of the aircraft will be located on the edge of Taxiway November. Mr. Lasdin added that the tiedowns will be moved South of the expanded ramp.

Mr. Kappel asked how the Airport will attenuate the noise from those aircrafts when they will be moved South towards Nobadeer Beach?

Mr. Karberg answered that his plan will be to work with engineers for additional length on the wall.

Mr. Kappel thinks that if all residents were aware that all of those small aircrafts would be moved South into the neighborhood, they would all be standing for the continuation of the wall down to the South. Kappel also added that this will bring additional noise not only from the large aircraft but also from the Piston-Driven aircraft.

Mr. Gasbarro said that the Airport will consider that in the design aspect and follow up on this matter.

Meredith Lepore asked if there would be any other options for the project to be relocated. If the Airport has any soil samples results that've been taken from her property and about the concern of lead poisoning that could potentially harm children.

Mr. Gasbarro answered Lepore's point about moving the project, saying that the commissioners will take that into consideration if there is any support for it. In terms of soil contamination and lead poisoning, Mr. Gasbarro responded that Mr. Karberg and Miss. Woods will provide more information, do more research, and reach out to Ms. Lepore. Mr. Gasbarro asked if staff could provide information regarding the lead poisoning at the Airport Commission Meeting in April. Mr. Karberg said that he would do that.

Bob Walsh suggested the PFAS soil be replaced with clean soil from the area between Juliet and Bravo. Concerned about the noise, Mr. Walsh said that the Berm is not the best solution. He suggested a solid wood fence with soundproofing material attached to the perimeter fence.

Tom Szydlowski made the comment that he is more supportive of some kind of physical barrier than a vegetative barrier.

Ayesha Khan had a question about the barrier. How effective the barrier will be with the lead exposure to the residence around the Airport, and if there will be any ways or limits to reduce the exposure from lead.

Mr. Gasbarro answered that this is part of the study of how the noise barrier could help reduce emissions. To the point of the lead emissions, Mr. Gasbarro said there is a difference between AV Gas and Lead fuel and the Airport will look at it and report back.

Jack Halliwell shared his considerations with the proximity of the new parking apron, which is right on the border with the Surfside neighborhood, and also that the parking will be South of the Surfside area and the majority of the time the wind will carry the jet exhaust fumes into the neighborhood.

Mr. Gasbarro answered that there has been a discussion and management plan in place to improve the noise and emissions, and that the Airport staff and commission will continue to work on it. The operation strategy related to the existing ramp and the expansion is also to reduce the running time on the ground and to better operate the overall ramp. This portion of the project is related to permanent monitoring stations and cameras that will allow the staff to have better monitors on the ramp.

Peter MacKay made the comment that the Airport is extending the jet parking to the only area of the Airport perimeter that has residents. MacKay asked if the expansion could be relocated to the North side where it is industrial, and nobody lives there.

Mr. Gasbarro said regarding the relocation that the decisions were made a long time ago, back more than twenty years, in terms of planning the airport infrastructure.

Meghan Perry acknowledged that she reached out to National Heritage regarding an application for relocation of the project. If the Airport Commission chooses to allow for an Amendment to the permit, they could do this. Perry asked if there were any

documents from Natural Heritage denying any other locations or if the Airport asked for a different location.

Mr. Karberg said that he would review that and then respond to Perry.

Perry added a question regarding the PFAS soil, asking if it's still correct that the soil couldn't be removed from the Airport property.

Mr. Karberg confirmed that the information is correct. Perry added that she called the Massachusetts Department of Environmental Protection (MassDEP), saying there is an option and no regulation or law preventing hazardous soil from being removed from the Airport property and taken to a licensed hazardous waste disposal site such as Clean Harbor.

Suzanne Daub said that she is supporting the project to move forward.

Tim Clepper expressed his concern about the single-engine planes. If they are parked at the proposed location, that would destroy the quality of their lives in the summertime, and the whole area would be impacted by the noise.

Mr. Gasbarro answered that the Airport and Commissioner are considering and putting into focus the management of the tie-down area in terms of the overall Management program.

Richard Shean asked if the Airport could give a timeframe for when the aircraft could arrive and depart.

Mr. Karberg answered that the route and air traffic are managed by FAA regulations.

Shean asked how many more trees need to be cut down if the wall barrier will be built.

Mr. Lasdin answered that the idea would be to put the wall close to the ramp and leave the trees between the wall and the houses. There has been a discussion between the Airport Commission and Airport Management about adding supplemental vegetation.

Rick Atherton wanted to follow up on the zoning article to see if there were any issues involved. Atherton's second comment was to encourage the Airport to allow some limits on the aircraft, which cannot continue to accommodate another phase of the project.

Ms. Marshall answered the first point about the zoning. The Select Board put Article 49 on the Town Meeting warrant to make sure that uses in a certain District align with the Zoning for that area.

Mr. Gasbarro answered that the Airport doesn't have any plans for having another project beyond this one.

Meredith Lepore commented that the chance of a random jet bursting into flame a mile away shouldn't be more important than the lead poisoning of a child. Lepore supported the idea that the project should be moved.

Bob Walsh suggested that the Airport can do Prior Permission Required (PPR), which will somehow prevent it from getting that many airplanes.

Suzanne Daub thinks that the rule Mr. Walsh suggested should be considered.

Ayesha Khan presented a document indicating that there is support from the FAA, like environmental information.

Mr. Karberg shared the presentation and the three (3) options to be discussed at the commission level.

Mr. Gasbarro asked the Commissioners if there was any support for further exploration of Option 3 Berm with offsite soil.

Commissioner's Comments:

Hearing None.

Option 3: Commissioner Gasbarro said that the Airport will try to improve the management of the Forest Land and add supplemental vegetation in the areas that need resources for that.

Commissioner's Comments:

Mr. Bouscaren said that he talked with commissioners and management about how to keep as much as possible plantations in that area to protect the neighbors. The Noise wall will be better than the Berm, and the Airport will continue to study that.

In support of Option 2: Commissioners expressed interest in this suggestion. Mr. Karberg said that will be installed with minimum tree removal, and maybe preferred.

Mr. Marks shared his opinion that he supports the Noise Wall. This will give the neighbors the benefit of the trees behind the wall, which will help mitigate the sound.

Ms. Topham made a **Motion** using further investigation and utilizing Forest management improvements, further study and investigation of noise barrier sound attenuation device, and study related to emission reduction. **Second** by Ms. Planzer and **Passed** by the following roll call vote:

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

Pending Matters

- a. **062023-06** South Apron Ramp Expansion Project: Joint Meeting with Select Board – Follow-up
 - b. **071420-03** Per-and Polyfluoroalkyl Substances (PFAS) Investigation Update
 - i. **031224-01** IRA Status Report No.15
 - ii. **031224-02** Phase II status Report
 - c. **050923-01** Crew Quarters Project
 - d. **021324-01** Terminal Optimization
- a. **062023-06** South Apron Ramp Expansion Project: Joint Meeting with Select Board – Follow-up.
Previously discussed at the meeting.

b. 071420-03 Per-and Polyfluoroalkyl Substances (PFAS) Investigation

The presentation can be found on the website,
www.ack-pfas.com.

i. 031224-01 – IRA Status Report No.15: Miss. Woods gave an update that bottled water is still being provided at the discretion of the Airport in an effort of good faith to some residents with concentrations of PFAS6 in their wells who do not have the ability to connect to a municipal water line. Once the Town extends the water line to these remaining homes on the West Side, the Airport will terminate that service.

PFAS6 was detected above applicable soil criteria in soils along Monohansett Road located West of the South Ramp, in the Sun Island Area, and in the Runway 15 Approach Area. Additional investigations are being implemented as part of a Comprehensive Site Assessment.

The Weston Solution will give a full presentation at the next Commission Meeting on April 9, 2024.

ii. 031224-02 – Ms. Woods reviewed the report: That investigated the nine documented locations at ACK where AFFF had been released, as well as several additional potential release areas including along Monohansett Road, the Sun Island Road Area, the Runway 15 Approach, and the Runway 15 Runup. More than 1,300 soil, groundwater, and drinking water samples were collected and analyzed at a state-certified analytical laboratory for PFAS. Two locations where soil samples were collected on ACK property within the NPDWSA had concentrations of PFAS6 below S-1/GW-3 standards. All groundwater samples collected from Airport property within the NPDWSA were below the GW-3 standards for PFAS6.

The Full Summary Report will be presented from Weston Solution at the next Commission Meeting on April 9, 2024.

Meredith Lepore asked a question regarding the PFAS: if there were houses tested low on PFAS water before and now showing a high concentration of PFAS, would the Airport take care of and provide installation for Town water?

Mr. Karberg will follow up on the question when he has more information.

c. 050923-01 Crew Quarters Project

Mr. Karberg reported that the Airport is finalizing the documents for the bid package. The bid will comply with the sitework of a sewer extension and modular unit procurement under a single General Contractor. The Bids will be evaluated, and if any adjustments are required to the Supplemental authorization request, the Airport will bring it to the Annual Town Meeting.

d. 021324-01 Terminal Optimization

Mr. Karberg gave an update – the laser scanning, ground penetrating radar portion of the survey, and mechanical, electrical, and plumbing inspection work have been completed. The hazmat contractor work is still ongoing. The Airport engineering and design team is reviewing the data to develop a unified model for all the base documents for the design team. The team is working on developing the project definition documents for delivery to the Airport in April or May.

Finance

- a. 031224-05 Budget Transfers** – Mr. Karberg reviewed the strategy and priority in terms of ongoing capital, the transfers amounts, sources, and destinations. These transfers are directed and recommended by Jamie Sandsbury to pay off the capital projects or short-term borrowing authorizations instead of taking the debt long-term. Mr. Karberg highlighted the most important ones.

- To reappropriate \$606,082.76 remaining from Taxiway Echo project to South Apron Expansion.
- To transfer \$3 million from retained earnings to the South Ramp project.
- To transfer \$600,160 from retained earnings to Airfield plan, beads, and rubber removal project.
- To transfers into one project: \$2.5 million from retained earnings and \$700,000 from the fuel revolver both going to Airport Employee Housing supplementary authorization.

011024-02 Ratify MassDOT Grant Award – AIP82 – South Apron Expansion Project BIL
AIG Funding State Share _ \$156,854.00 - pending.

011024-03 Ratify MassDOT Grant Award – AIP85 – South Apron Expansion Project
Entitlement and Discretionary Funding State Share _ \$1,643,769.00 - pending.

021324-04 Tenant Alteration Application, Airport Gas – Mr. Karberg reviewed the Planning Board Meeting on Monday, March 11th, regarding Airport Gas. Airport Gas provided the requested materials on stormwater management and open space. Mr. Karberg acknowledged that the Airport committed to working with the tenant through the process to identify the appropriate landscaping that would be installed between Airport Gas and Statue Park.

Manager's Report - Mr. Karberg reported on:

Project Updates – AIP

- ➔ **Taxiway Golf (TW G)** – There is no Project update.
- ➔ **North Ramp Hardstands** – The Airport will approach for a special business meeting.
- ➔ **Master Plan** – No project update.
- ➔ **Geometry Project** – No project update.
- ➔ **Terminal Optimization** – Discussed previously at the meeting.
- ➔ **ARFF Truck** – No update.
- ➔ **Runway 6/24 Centerline** – The Airport will approach for a special business meeting.

Project Updates – Non-AIP

- ➔ **Hangar Development** – No Update on this project.
- ➔ **Fence Relocation on Bunker Road** – The Airport is working on a minor move in the Bunker area and there will be further discussion with tenants.
- ➔ **Fence Relocation South Shore** – The Airport will have ongoing discussions regarding project timing.
- ➔ **Fuel Farm Loading Rack** – Gac Filter issue has been resolved.
- ➔ **Lightning Arrestors** – Trask Petroleum will install a surge protection device on the Fuel Farm. Local electricians will install the devices on the gates, doors, and around the Terminal.
- ➔ **Rates and Charges** – Leases and Proformas have been sent out to Airlines.

RFP/Bid Status:

- ➔ **Valet Services** – The Airport staff are still exploring the idea of providing valet services at the FBO car park.
 - ➔ **Brush Cutting Services** – The IFB is available to the public on February 28, 2024. The Bid due date is March 22, 2024.
 - ➔ **Airport Employee Housing** – The Airport anticipating the RFP to become to the public on March 18, 2024.
- The Airport continues to receive interest in raw land and building leases.**

Operations Update

- ➔ **Fuel Supply** – The Airport continues to discuss terms for fuel supply.
- ➔ **Reservations** – The Airport reached out to Steamship to discuss agreement of reservations.
- ➔ **Formal notice from JetBlue** – The Airport is expecting an Airbus 220. The request was for May 9th, but Mr. Karberg advised June 9th.
- ➔ **Wanna Commet Water Company** – The work is completed.
- ➔ **TSA lighting and request for painting** - The painting in the TSA private screening area is completed.
- ➔ **Seasonal Employee** – The Airport is working on seasonal rehires and new seasonal employees.
- ➔ **Triennial Drill** is scheduled for April 3rd.
- ➔ **Rates and Charges revisions** will take effect on April 1st, 2024.

Statistics – Mr. Karberg reviewed the January 2024 Statistics:

- For January, total Ops are down nearly 24% and YTD down 11.6%
- SW Ramp operations were down 35% in January.
- Enplanements were down 22% in January and down 5% YTD.

Cape Air in January:

- Boston down 25%.
- EWB up 42%
- HYA down 5%
- MVY down 66%
- Jet-A Gal - Overall Jet-A Trends 4% up of 3-year average, up 4.5% the previous three (3) months, up 1.3% previous month.
 - FBO Trends – Down 3.5% for the FYTD, up 45.8% in the last three (3) months. Down 1.3% last February.
 - Terminal Sales – no updates until the new season.
- 100 LL down 18% over the three (3) year average, down 15.3% in the last three (3) months, and down 32.5% for January.
- Freight down 4% in January, down 8% YTD.
- USPS is up, Cape Air Freight and UPS are down, and FedEx was flat.

- No Noise Complaints in January.

Personnel Report - Mr. Karberg welcomed Fred Wellington into his new role as Operations Superintendent. Recently promoted from Operations Supervisor. Lionel Almonte started Operations on February 19, 2024. Lenny Liburd is returning limited hours to a custodial position.

Commissioners' Comments.

None.

Public Comments

Hearing None.

Having no further business for Open Session, Mr. Bouscaren 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 for possible release; 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 7: To Comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.

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

Ms. Topham – Aye

Ms. Planzer – Aye

Mr. Bouscaren – Aye

Mr. Gasbarro - Aye

The meeting adjourned at 7:15 pm.

Respectfully submitted,

Vilina R. Ilieva, Recorder

Master List of Documents Used:

03/12/24 Agenda including Exhibit 1

02/13/24 Draft Minutes

02/24/24 Warrant Approvals

Exhibit 1

Mountain Air Cargo – Ramp License Agreement

Public Comments – South Apron Project

PFAS Investigation Status

IRA Status Report No. 15

Phase II Status Report

Budget Transfers

Airport Gas Station Modification Letter to Planning Board
January Monthly Statistics

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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
Executive Session Minutes
July 12, 2022

The meeting was called to order at 6:15 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Jeanette Topham, Anthony Bouscaren, and Philip Marks.

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Boyana Stoykova-Nelson, Administrative Assistant.

Others in attendance: Mina Makarious, Anderson & Kreiger

Review of Pending Minutes

Mr. Bouscaren made a **Motion** to approve, but not to release the 5/10/22 Executive Session Minutes, **Second** by Ms. Planzer, and **Passed** by the following roll-call vote:

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

To Discuss Strategy with Respect to Pursuing Legal Claims against Manufacturer of Polyfluoroalkyl Substances (PFAS) and other potential sources of PFAS-

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

To conduct strategy sessions in preparation for Contract Negotiations with Non-union Personnel, including the Airport Manager.

Manager Rafter informed the Commission he is considering retirement toward the end of the year. A general discussion was had concerning alternatives to amend Mr. Rafter's contract to provide for succession planning.

Ms. Planzer left the meeting at 7:20

Mr. Marks made a **Motion** to adjourn the meeting, **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

Meeting adjourned 7:25 pm.

Respectfully submitted,

Boyana Stoykova-Nelson, Recorder

Master List of Documents Used

- 7/12/22 Executive Session Agenda
- 5/10/22 Draft Executive Session Minutes
- 6/30/22 Napoli and Shkolnik PLLC Update
- 6/30/22 Napoli and Shkolnik PLLC Email Update

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Philip Marks III

AIRPORT COMMISSION MEETING
Executive Session Minutes
August 9, 2022

The meeting was called to order at 5:45 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Anthony Bouscaren, and Philip Marks.

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Boyana Stoykova-Nelson, Administrative Assistant.

Review Executive Session Minutes- no action

To Discuss Strategy with Respect to Pursuing Legal Claims against Manufacturer of Polyfluoroalkyl Substances (PFAS) and other potential sources of PFAS-

[REDACTED]

[REDACTED]

To conduct strategy sessions in preparation for Contract Negotiations with Non-union Personnel, including the Airport Manager.

General discussion concerning alternatives to amend Mr. Rafter's contract to provide for succession planning.

Internal promotion vs. external search. General consensus toward internal.

Mr. Rafter to prepare draft organizational chart for review at next meeting.

General consensus to keep Mr. Rafter involved in the discussion with the Commission.

Mr. Rafter to prepare draft contracts for new manager position and himself for a limited transition period, as well as revised job descriptions for business manager and asst. manager/compliance coordinator.

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

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

Meeting adjourned 6:10 pm.

Respectfully submitted,

Arthur Gasbarro, Recorder

Master List of Documents Used

- 8/9/22 Executive Session Agenda
- 6/22/22 Napoli and Shkolnik PLLC Update



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AIRPORT COMMISSION MEETING
Executive Session Minutes
September 13, 2022

The meeting was called to order at 5:35 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Jeanette Topham and Philip Marks.

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager, Boyana Stoykova-Nelson, Administrative Assistant.

Review Executive Session Minutes- no action

5:40PM Katy Perales and Noah Karberg leave the meeting.

To conduct strategy sessions in preparation for Contract Negotiations with Non-union Personnel, including the Airport Manager.

Mr. Rafter updated the Commission that for the transition of Manager he will review possible organization charts, consideration of assistant manager position(s). Suggests that the environmental coordinator position be re-established and filled.

He will work on a proposed contract template for a new manager.

Mr. Rafter willing to work on a part-time basis to assist with the transition.

Mr. Rafter to confirm with counsel [REDACTED]

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

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

Meeting adjourned 6:04pm.

Respectfully submitted,

Arthur Gasbarro, Recorder

Master List of Documents Used

- 9/13/22 Executive Session Agenda

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AIRPORT COMMISSION MEETING
Executive Session Minutes
September 26, 2022

The meeting was called to order at 11:10 am by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Jeanette Topham, and Philip Marks.

Airport employees present were: Tom Rafter, Airport Manager

Also present: Airport Counsel David Mackey

To conduct Contract Negotiations with Non-union Personnel, specifically the Airport Manager.

Mr. Rafter reviews draft contracts for himself on a part-time transition period basis, and for a new Manager.

Mr. Rafter leaves the meeting at 11:20

[REDACTED]

Discussion related to compensation package for Rafter. It should be prorated for the proposed 8-month term, and reduce the clause for termination without cause to be a 3-month salary instead of 1-year.

Ms. Topham expresses concern with potential salary amounts.

Mr. Gasbarro suggests revising the Rafter contract to 35 hours per week, and vacation to 20 days instead of 25.

[REDACTED]

To conduct strategy sessions in preparation for Contract Negotiations with Non-union Personnel.

[REDACTED]

[REDACTED]

General discussion as to potential compensation. Concern with so-called auto-steps for increase in the contract.

Ms. Planzer leaves the meeting at 12:04

Consensus to reduce the clause for termination without cause to be a 3-month salary instead of 1-year.

Ms. Planzer rejoins the meeting at 12:11

[REDACTED]

Discussion related to compensation to not include automatic step increases, and offer salary at \$142,726 for the first 18 months, then review on approximately July 1, 2024.

[REDACTED]

[REDACTED]

Gasbarro suggests an interview of Karberg,

[REDACTED]

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

Mr. Gasbarro-Aye

Mr. Marks- Aye

Ms. Planzer- Aye

Meeting adjourned 12:45 pm.

Respectfully submitted,

Arthur Gasbarro, Recorder

Master List of Documents Used

- 9/13/22 Executive Session Agenda

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
Executive Session Minutes
October 11, 2022

The meeting was called to order at 5:23 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Anthony Bouscaren and Philip Marks.

Airport employees present were Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager and Boyana Stoykova-Nelson, Administrative Assistant.

Also present: David Mackey, Anderson & Kreiger.

5:23 pm Boyana Stoykova-Nelson leaves the meeting.

To conduct a strategy session in preparation for contract negotiations with a non-union employee

Mr. Karberg has reviewed the offer and requests a review of the salary offer, and comparison to Rafter which in '22 was \$174k salary, \$24k housing, \$5k deferred compensation = \$203k.

He posits, what is the discount for less experience, and offers 11-25%, with an average of 18%.

Rafter total compensation less 18% is \$166k. He feels \$174k is appropriate.

Karberg requests 25 days off instead of 20.

Karberg would not need take home vehicle.

Karberg suggests that termination without cause should be 12 months compensation.

Karberg is dismissed at 5:45.

To conduct contract negotiations with a non-union employee, specifically the Airport Manager

Rafter requests the ability to maintain his membership in AAAE, and to attend conferences.



Counsel Mackey leaves the meeting at 5:50

Rafter suggests offering ongoing training and education to Karberg.

Alternatives discussed as to whether to engage a national search firm such as ADK, pros/cons.

Discussion of salary for other department heads.

General consensus to offer compensation at 75% of Rafter, which is \$152,250.

Rafter leaves the meeting at 7:08

Commission is agreeable to Rafter's request for AAAE membership and conferences.

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

Mr. Gasbarro-Aye

Mr. Marks- Aye

Ms. Planzer- Aye

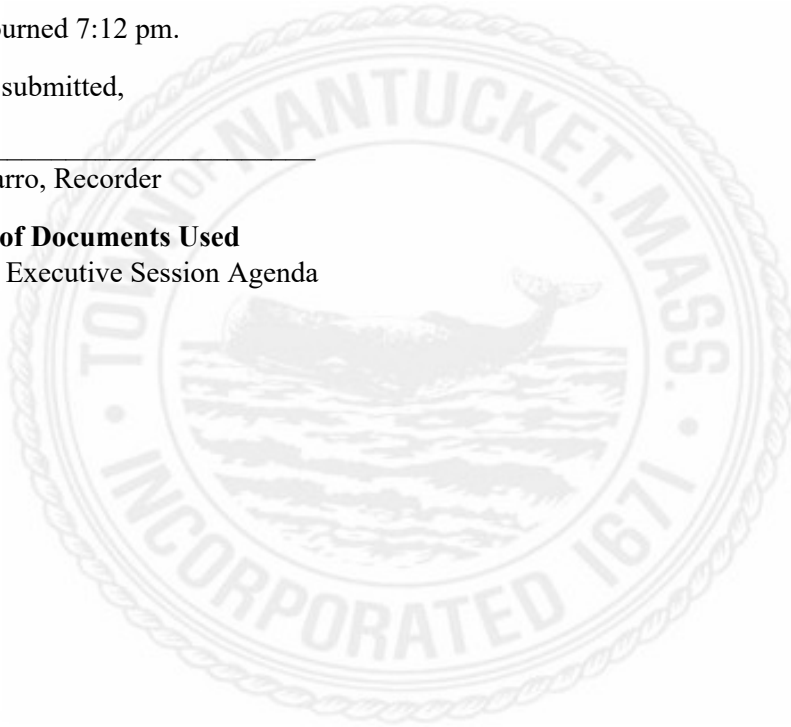
Meeting adjourned 7:12 pm.

Respectfully submitted,

Arthur Gasbarro, Recorder

Master List of Documents Used

- 10/11/22 Executive Session Agenda



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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
Executive Session Minutes
October 26, 2022

The meeting was called to order at 2:10 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Jeanette Topham, Anthony Bouscaren and Philip Marks.

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager and Boyana Stoykova-Nelson, Administrative Assistant.

Also Present: David Mackey, Anderson and Kreiger.

2:11 pm Boyana Stoykova-Nelson leaves the meeting.

To conduct contract negotiations with a non-union employee, specifically the Airport Manager

Mr. Rafter informs the Commission that in an unexpected or anticipated turn of events, he has been approached, and is considering taking another position.

To conduct a strategy session in preparation for contract negotiations with a non-union employee

Karberg raises concern with the provision for compensation based on termination without cause. Suggests that prior to July 1, 2024 it would be 3 months salary, after that date it would be 12 months. Term of the contract is 3 years. General consensus that severance of 4 months is offered, hold the salary at \$152k.

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

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

Meeting adjourned 3:30 pm.

Respectfully submitted,

Arthur Gasbarro, Recorder

Master List of Documents Used

- 9/26/22 Executive Session Agenda

Town of Nantucket
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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
Executive Session Minutes
November 8, 2022

The meeting was called to order at 5:10 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Jeanette Topham and Anthony Bouscaren.

Airport employees present were: Tom Rafter, Airport Manager, Noah Karberg, Assistant Airport Manager and Boyana Stoykova-Nelson, Administrative Assistant.

Also Present: David Mackey, Anderson & Kreiger and Christina Marshall, Anderson & Kreiger.

5:11 pm Boyana Stoykova-Nelson leaves the meeting.

To discuss strategy with respect to collective bargaining

Manager Rafter updates the Commission that he expects the Union to be seeking a high COLA increase as part of the new contract. His suggestion to consider a sliding scale over the life of the contract such as 5%,4%,3% with a bonus in years 2 & 3 tied to Airport revenue performance. Also concerned with non-union personnel being lost to fill Town positions.

Commissioner Bouscaren suggests that if a sliding scale is to be considered it should start at 4, 3, 2%. General consensus is to start negotiations at 2,2,2.

To be discussed in further Executive Session meetings.

To discuss strategy with respect to the litigation regarding Wisentaner

Manager Rafter informs the Commission that the tenant has expanded his operation and occupied areas beyond the boundaries of the leased area. The Airport will send a strongly worded letter to Wisentaner requiring compliance.

To discuss strategy with respect to the litigation regarding McLaughlin

Manager Rafter informs the Commission that the tenant has an aircraft in a hangar and is substantially behind on rent. He has not responded to correspondence. The Airport will continue to pursue this matter.

To discuss strategy with respect to the litigation regarding the Romanos Claim

Manager Rafter informs the Commission that the tenant has an aircraft in a hangar which was damaged by Airport staff. A \$14k payment will be made by the Airport to address the matter.

To Discuss Strategy with Respect to Pursuing Legal Claims against Manufacturer of Polyfluoroalkyl Substances (PFAS) and other potential sources of PFAS, where the Chair has Determined that an Open Meeting May have a Detrimental Effect on the Litigating Position of the Airport Commission.

Matter to be discussed at future Executive Session Meeting.

5:27 pm Airport Manager, Noah Karberg leaves the meeting.

To conduct a strategy session in preparation for contract negotiations with a non-union employee

Commission reviews draft contract for Mr. Karberg to assume the position of Airport Manager. Mr. Karberg is seeking clarification that he will remain eligible for longevity pay. Commission agrees.

Mr. Karberg is seeking clarification that he can carry forward his 28 days of accumulated vacation days. Commission agrees that he can carry forward 10 days, and the he will be compensated for the value of the other 18 days.

Commission has a general discussion as to Mr. Karberg's strengths and weaknesses with respect to the leadership position of Airport Manager. Consensus to proceed and carefully observe performance.

To conduct contract negotiations with a non-union employee, specifically the Airport Manager

Commission reviews draft contract with Tom Rafter to become the Director of Special Projects. No concerns or proposed edits.

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

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

Meeting adjourned 6:15 pm.

Respectfully submitted,

Arthur Gasbarro, Recorder

Master List of Documents Used

- 11/08/22 Executive Session Agenda
- Napoli Update 09/14/22
- Napoli Update 09/21/22

- Settlement Agreement and Release – Peter Romanos
- McLaughlin Notice to Quit
- Wisentaner Default Notice



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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
Executive Session Minutes
November 15, 2022

The meeting was called to order at 5:40 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Philip Marks, Jeanette Topham and Anthony Bouscaren.

Airport employees present were: Tom Rafter, Manager, Noah Karberg, Asst. Airport Manager

Also present: Airport Counsel Olympia Bowker and Mina Makarious, Anderson & Kreiger

Executive Session Minute Review – Hold/No Action

To discuss PFAS litigation



To discuss strategy with respect to collective bargaining

Manager Rafter updates the Commission that he is working on a proposal to move forward with negotiations that includes a fixed COLA for year 1, lower for year 2 & 3 with a bonus, and 5/4/3 top end. Commission is generally concerned with a bonus structure.

Commission suggests 4/3/2 for annual increases over the term of the contract.

To conduct contract negotiations with a non-union employee, specifically the Airport Manager

Mr. Rafter informs the Commission he is considering taking another position at a significant salary increase.

To be discussed in further Executive Session meetings.

Mr. Marks made a **Motion** to adjourn the meeting, **Second** by Ms. Topham and **Passed** by the following roll-call vote:

Mr. Gasbarro-Aye
Mr. Bouscaren- Aye

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

Meeting adjourned 6:13 pm.

Respectfully submitted,

Arthur Gasbarro, Chair, Recorder

Master List of Documents Used
11/15/22 Executive Session Agenda



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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
Executive Session Minutes
December 13, 2022

The meeting was called to order at 6:54 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Philip Marks, Jeanette Topham and Anthony Bouscaren.

Airport employees present were: Tom Rafter, Manager, Noah Karberg, Asst. Airport Manager

Executive Session Minute Review – Hold/No Action

To discuss strategy with respect to collective bargaining

Manager Rafter updates the Commission that Union position includes a long list to discuss including an increase of 9/9/9%.

Rafter and Karberg will continue with negotiations.

Rafter is considering some non-union administration position salary adjustments of 9-22% for purposes of employee retention.

To be discussed in further Executive Session meetings.

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

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

Meeting adjourned 7:08 pm.

Respectfully submitted,

Arthur Gasbarro, Chair, Recorder

Master List of Documents Used
12/13/22 Executive Session Agenda

Town of Nantucket
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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
Executive Session Minutes
January 10, 2023

The meeting was called to order at 6:12 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Philip Marks, Jeanette Topham and Anthony Bouscaren.

Airport employees present were: Noah Karberg, Airport Manager

Executive Session Minute Review – Hold/No Action

To discuss strategy with respect to collective bargaining

Manager Karberg updates the Commission that scheduled meeting with the Union was postponed at union request due to scheduling issue. [REDACTED]

[REDACTED] Next meeting with Union scheduled for the 24th.

To be discussed in further Executive Session meetings.

To discuss strategy with respect to the litigation regarding Walsh

[REDACTED]

Mr. Marks made a **Motion** to adjourn the meeting, **Second** by Ms. Topham and **Passed** by the following roll-call vote:

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

Meeting adjourned 6:16 pm.

Respectfully submitted,

Arthur Gasbarro, Chair, Recorder

Master List of Documents Used

- 11/08/22 Executive Session Agenda
 - Napoli Update 09/14/22
 - Napoli Update 09/21/22
 - Settlement Agreement and Release – Peter Romanos
 - McLaughlin Notice to Quit
- Wisentaner Default Notice



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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
Executive Session Minutes
February 14, 2023

The meeting was called to order at 6:14 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Jeanette Topham and Anthony Bouscaren.

Airport employees present were: Noah Karberg, Airport Manager

Executive Session Minute Review – Hold/No Action

To discuss strategy with respect to collective bargaining

Manager Karberg updates the Commission that he met with the Union and traded informal proposals. Karberg's approach is to keep the focus on wages and Airport offered annual increases of 3/3/3% and they countered with 7/7/7%.

The Town is trending toward a \$2,500 salary adjustment and 4/3/3% with possible 3.5 in second year. Approximate cost to the Airport of such an offer is \$107k annually.

Commission discusses that Karberg is authorized to 5/4/3, or \$2,500 plus 4/3.5/3%

Mr. Bouscaren made a **Motion** for such authorization, **Second** by Ms. Planzer and **Passed** by the following roll-call vote:

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

To be discussed in further Executive Session meetings.

To discuss strategy with respect to the litigation regarding Walsh

[REDACTED]

[REDACTED]

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

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

Meeting adjourned 6:30 pm.

Respectfully submitted,

Arthur Gasbarro, Chair, Recorder

Master List of Documents Used

- 6/23/23 Executive Session Agenda



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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
Executive Session Minutes
March 14, 2023

The meeting was called to order at 6:11 pm by Chairman Arthur Gasbarro with the following Commissioners present: Philip Marks & Jeanette Topham

Airport employees present were: Noah Karberg, Airport Manager

Executive Session Minute Review – Hold/No Action

To discuss strategy with respect to collective bargaining

Manager Karberg updates the Commission that he met with the Union and they countered with a proposal of 7/7/7%. Next scheduled meeting with them is April 4th.

To discuss strategy with respect to the litigation regarding Walsh

[REDACTED]

Ms. Topham made a **Motion** to adjourn the meeting, **Second** by Mr. Marks and **Passed** by the following roll-call vote:

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

Meeting adjourned 6:16 pm.

Respectfully submitted,

Arthur Gasbarro, Chair, Recorder

Master List of Documents Used

- 3/14/23 Executive Session Agenda

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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
Executive Session Minutes
April 11, 2023

The meeting was called to order at 7:17 pm by Chairman Arthur Gasbarro with the following Commissioners present: Anthony Bouscaren, Andrea Planzer, Philip Marks & Jeanette Topham

Airport employees present were: Noah Karberg, Airport Manager
Mina Makarious, Anderson & Krieger

Executive Session Minute Review – Hold/No Action

To discuss strategy with respect to the litigation regarding Walsh

[REDACTED]

To discuss strategy with respect to potential litigation regarding 3 & 5 Evergreen Way.

[REDACTED]

[REDACTED]

[REDACTED]

To discuss PFAS litigation

[REDACTED]

7:26 Ms. Planzer departs the meeting.

To discuss strategy with respect to collective bargaining

Manager Karberg updates the Commission concerning negotiations with the Union. He requests authorization to offer a \$2,500 wage adjustment and increase of 4/4/3.5%. Package is above or equal to recent contract negotiations per Karberg's understanding.

Mr. Marks made a **Motion** to grant said authorization, **Second** by Ms. Topham 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 adjourn the meeting, **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

Meeting adjourned 7:29 pm.

Respectfully submitted,

Arthur Gasbarro, Chair, Recorder

Master List of Documents Used

- 04/11/23 Executive Session Agenda
- Draft Settlement Agreement – 3&5 Evergreen
- Draft Memorandum with Laborer Union
- Email from C. Marshall re: Walsh
- Letter from Napoli Skolnik, PLLC, re: PFAS – privileged

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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
Executive Session Minutes
May 9, 2023

The meeting was called to order at 6:44 pm by Chairman Arthur Gasbarro with the following Commissioners present: Anthony Bouscaren, Philip Marks & Jeanette Topham

Airport employees present were: Noah Karberg, Airport Manager

Executive Session Minute Review – Hold/No Action

To discuss strategy with respect to collective bargaining

Manager Karberg updates the Commission concerning negotiations with the Union, who rejected the last offer. Police Union recently settled at \$10k wage increase plus 5/5/5%. Management will continue to engage union on negotiations as we believe we can reach agreement.

Karberg requests authorization to offer 4.5/4.5/4%, with a maximum of 5/5/5%

Mr. Marks made a **Motion** to grant said authorization, **Second** by Mr. Bouscaren and **Passed** by the following roll-call vote:

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

To discuss strategy with respect to the litigation regarding Walsh



Ms. Topham made a **Motion** to adjourn the meeting, **Second** by Mr. Marks and **Passed** by the following roll-call vote:

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

Mr. Gasbarro - Aye

Meeting adjourned 6:57 pm.

Respectfully submitted,

Arthur Gasbarro, Chair, Recorder

Master List of Documents Used

- 05/09/23 Executive Session Agenda
- Email from C. Marshall re: Walsh



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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
Executive Session Minutes
June 20, 2023

The meeting was called to order at 6:25 pm by Chairman Arthur Gasbarro with the following Commissioners present: Andrea Planzer, Philip Marks and Anthony Bouscaren.

Airport employees present were: Noah Karberg, Airport Manager

Executive Session Minute Review – Hold/No Action

To discuss strategy with respect to collective bargaining

Manager Karberg updates the Commission that at the May 17th meeting with the Union, they did not agree to offer on the table, and suggested a counter offer. The Airport offered annual increases of 4/4/4% and \$2,500 salary adjustment. Union rejected. The matter will now go to mediation.

To be discussed in further Executive Session meetings.

To discuss strategy with respect to the litigation regarding Walsh

[REDACTED]

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

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

Meeting adjourned 6:35 pm.

Respectfully submitted,

Arthur Gasbarro, Chair, Recorder

Master List of Documents Used

- 6/23/23 Executive Session Agenda