

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
November 8, 2017**

APPROVED
12/13/17

In Attendance:

Commissioners: Mark Ryan, Chairman; Kevin Shaughnessy, Michael Sheehan, Russ Maguire, Airport Manager

Meeting Called to Order: 3:02 PM

NPA-TV and Boston Executive Helicopters are recording this meeting.

Re: Sign-in Sheet: Chris Donovan has not signed in.

PROJECTS

- AIP project update: Environmental Assessment Taxiway A; Jeff Adler, DuBois & King Update by Jeff Adler. Public Hearing was held with Massachusetts DEP on November 1st. Meeting went well. 30-45 days for comments. November 9th is a pre-design meeting. Meeting is with FAA, MassDOT and Commissioners are invited. Should be ready to put it out to bid in March and file a grant application by May 1 with summer 2018 construction.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve payment of pay request No. 5. Total amount is \$40,686.60. Norwood's share is \$2,034.33.

- Obstruction Analysis and AGIS Survey, Jeff Adler, DuBois & King Update by Jeff Adler. The week of November 13, a subconsultant who is doing aerial work from GeoPro will be doing some final survey work.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve payment of pay request No. 1. Total amount is \$21,031.70. Norwood's share is \$1,051.58.

MINUTES

- October 11, 2017 Regular Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 accept the minutes.
- October 11, 2017 Executive Session Meeting
On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to table the vote of the Minutes.

AIRPORT MANAGER'S REPORT

- Mr. Maguire discussed the Airport Manager's Report. Discussed 2019 budget. After looking at 8 comparable airports in the Commonwealth, it was determined that the department is understaffed. Would like to add a third person to the department. It was suggested that Mr. Maguire reach out to the businesses on the airport to see what they feel would be helpful as far as functions and job description.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to move forward to ask HR director to post new position for an administrative assistant, and ask Mr. Maguire to provide the NAC with a draft of landing fees, doing some comparisons with other airports. Also look at fuel flowage fees.

OLD BUSINESS

- FY 2018 commercial (FBO) permit application: Boston Executive Helicopters

A letter was sent out to BEH regarding the fuel plan. There has been no reply from BEH or town counsel.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to extend the fiscal 2017 non-FBO commercial permit until the next meeting for Boston Executive Helicopter.

- Carey Reid, Norwood County Club, complaints

Mr. Reid made a presentation to the Commission regarding a noise complaint about a flight school continually flying over the golf course up to 25 times an hour. Mr. Reid presented a video to the Commission as well as handouts. Mr. Maguire also indicated it was privately owned aircraft as well as flight schools flying over the golf course. The active runways are based on prevailing winds. Air space management issue is the jurisdiction of the air traffic controllers, controlled by the FAA.

NEW BUSINESS

- Bow-Hunting Request from Spiros Dalavouras from Foxboro.

Mr. Dalavouras has permission from Thomas Maher on Meadow Street to access airport. The application is a turkey permit, not a bow hunting permit.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to deny the request as it has not been properly filed with the Commission.

- 2016-2017 Snow Removal Agreement, P.J. Hayes, Inc.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to authorize the Chair to execute the 2017-2018 snow removal agreement with P. J. Hayes, Inc.

CORRESPONDENCE

- 11/2/17 FAA/MassDOT payment request #1, AGIS
- 11/2/17 FAA/MassDOT payment request #5, environmental assessment, phase II
- 10/26/17 ltr. From L. LeBlanc of NAC to Norwood Board of Selectmen re: residency
- 10/20/17 ltr. From S. Dalavouras of Foxboro to NAC, re: request to bow-hunt
- 10/16/17 ltr. from K. Jenness, of Norwood Town Counsel, to M. Fee, attorney representing Boston Executive Helicopters, LLC, re: fueling plan
- 10/10/17 ltr. From O. Silbaugh, of Mass/DOT/Aeronautics to R. Maguire re: APMS
- 20/6/17 ltr. From B. Newman, of Department of the Army Corps of Engineers, to NAC re: wetlands authorization
- E-mails, C. Reid and R. Maguire, re: overflights, Norwood Country Club; notes from C. Reid
- Copy, M.G.L., Section 51E (Airport Commissions for Municipal Airports; Members; Airport Managers)

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted by roll call to adjourn for the purpose of Executive Session to discuss the continuing legal issues between NAC and BEH. Discussion of those issues in open session would be detrimental to the NAC's litigation position. The Commission will leave Executive Session for the purposes of adjournment only.

Mr. Ryan: Yes

Mr. Shaughnessy: Yes

Mr. Sheehan: Yes

Adjourned for the purposes for Executive Session at 3:55 p.m.

The Commission returned to Open Session at 4:04 p.m.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to adjourn the meeting.

The minutes of the NAC will be published on the Town Website.

MEETING ADJOURNED: 4:04 PM