

APPROVED

1 / 10 / 18

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
December 13, 2017**

In Attendance:

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

Meeting Called to Order: 3:00 PM

Chris Donovan of Boston Executive Helicopters is recording this meeting.

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

PROJECTS

- AIP project update:
Update by Russ Maguire in place of Jeff Adler. Taxiway A Environmental Assessment, waiting on comments from DEP on variance application. Should receive comments in late January or early February. Should be ready to put it out to bid in March and file a grant application by May 1 with summer 2018 construction. Should have contract for signature at January meeting.
- Obstruction Analysis and AGIS Survey, Jeff Adler, DuBois & King
Update by Russ Maguire in place of Jeff Adler. Waiting on aerial base plan. It should be ready by January 19th. There will be a kickoff meeting once the mapping is received.

MINUTES

- November 8, 2017 Regular Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the minutes.
- November 8, 2017 Executive Session Meeting
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commissions voted 3/0 to approve the minutes.

AIRPORT MANAGER'S REPORT

- Mr. Maguire discussed the Airport Manager's Report. Mr. Raymond was recognized for his good work done on the recent snow storm.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the Airport Manager's Report.

OLD BUSINESS

- FY 2017 non-FBO permit application: Boston Executive Helicopters.

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 Helicopters.

NEW BUSINESS

- Rubens Machado, security badge, request for re-issuance

Mr. Machado would like his security badge re-issued. He meets the requirements for eligibility. He discussed his history of working on Norwood Airport since 1996. He will be flying several times a week from East Coast Aero Club.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the issuance of Mr. Machado's security badge for six months, and if there are no issues in six months it will become permanent.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to pro-rate the \$50 fee.

- Draft, aircraft tie-down lease

Discussion regarding the new lease. Mr. Maguire has been working with Town Counsel on the lease as well as an insurance consultant.

CORRESPONDENCE

- 12-8-17 letter from Flight Level to BOS, NAC
- 11-17-17 letter from Flight Level to BOS, NAC
- 11-15-17 letter from R. Maguire to S. Dalavouras re: NAC denial of bow-hunting request
- 11-14-17 FAA letter to NAC re: notice of extension of time: BEH Part 16 complaint
- 9-17-09 Norwood Record article
- 4/5/07 memo from R. Maguire to NAC re: unauthorized activities (driving on runways, taxiways)
- 3/31/07 accident/incident report re: R. Machado unauthorized driving on runways, taxiways
- 3/31/07 and 4/1/07 NPD police reports re: R. Machado
- Draft, 2018 aircraft tie-down lease

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: 3:25 PM