

**APPROVED**

5/9/18

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
April 18, 2018**

**In Attendance:**

Commissioners: Mark Ryan, Chairman; Michael Sheehan, Vice-Chairman; Kevin Shaughnessy, Clerk; Martin Odstrchel, John Corcoran; Russ Maguire, Airport Manager

**Meeting Called to Order: 3:00 PM**

**Norwood Community Media and Chris Donovan of Boston Executive Helicopters are recording this meeting.**

**PROJECTS**

- AIP project update: DuBois & King  
Taxiway A Relocation. Plans are being finalized. Bids were opened this morning. The low three low bidders are going to be evaluated. The award will be made next week. Waiting on the final variance permit from DEP. A grant application will be filed with the FAA prior to May 1<sup>st</sup>.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 5/0 to authorize the Chairman of the NAC to sign the grant application

On a motion by Mr. Odstrchel and seconded by Mr. Sheehan, the Commission voted 5/0 to pay payment request No. 6 for the Environmental Assessment, Phase II. Total invoice is \$30,626.55. Norwood share is \$1,531.32.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 5/0 to table the signing of the contract with Dubois & King for the Taxiway A project to next meeting.

- Obstruction Analysis and AGIS Survey, DuBois & King  
The goal is to have the whole technical master plan finished by the end of the year.

On a motion by Mr. Odstrchel and seconded by Mr. Sheehan, the Commission voted 5/0 to pay payment request No. 3 for the AGIS survey. Total invoice is \$84,868.10. Norwood share is \$4,243.40.

**MINUTES**

- January 10, 2018 Executive Session Meeting

On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve the minutes. Mr. Corcoran abstained.

- March 14, 2018 Regular Business Meeting

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 5/0 to table the approval of the minutes pending advice from counsel.

- March 14, 2018 Executive Session Meeting

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 5/0 to table the approval of the minutes pending advice from counsel.

## **AIRPORT MANAGER'S REPORT**

- Airport Manager's Report is submitted. Mr. Maguire discussed his conversation with the architect regarding SRE building. Mr. Maguire addressed the fact that he has been receiving calls about low-flying aircraft from Canton. This is from Norfolk County Mosquito Control.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to approve the Airport Manager's Report.

## **OLD BUSINESS**

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

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 5/0 to extend the fiscal 2017 non-FBO commercial permit through June 30, 2018 for Boston Executive Helicopters.

## **NEW BUSINESS**

- **Re-organization**

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 5/0 to approve Mark Ryan as the Chairman of the Norwood Airport Commission

On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 5/0 to approve Michael Sheehan as the Vice Chairman of the Norwood Airport Commission.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 5/0 to approve Kevin Shaughnessy as the Clerk of the Norwood Airport Commission.

- Landing fees, feasibility study

Discussion regarding Mr. Maguire's report regarding imposing landing fees. A survey was done comparing 14 other airports see what others are doing regarding landing fees.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 5/0 to take the recommendation of the Airport Manager to send the fee structure in the report to the FAA and town counsel for their input.

- MassDOT contract, grant assurances (SRE equipment)

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 5/0 to accept the grant assurances and standard contract and authorize the chairman to sign on behalf of the Commission.

- New Member Welcome

John Corcoran has been welcomed as a new member of the NAC.

## **CORRESPONDENCE**

- 4/16/18 memo with attachments, from R. Maguire to the NAC re: landing fees feasibility study
- 4/13/18 email from B. Coren, of Fennick McCredie to R. Maguire re: construction cost estimate, SRE building, phase II
- 4/11/18 letter from MassDOT/Aeronautics to NAC re: grant award notification, SRE equipment, to include contract and grant assurances
- 4/11/18 FAA/MassDOT payment request #3: AGIS
- 4/11/18 FAA/MassDOT payment request #6, environmental assessment, phase II
- 4/10/18 letter from R. Murray, Comm. Of MA Supervisor of Records, to T. McQuaid, re: Boston Executive Helicopters' public records petition
- 4/2/18 letter from R. Maguire, to Flight Level Norwood, re: re-financing, membership interest changes
- 4/2/18 email from P. Eichleay, of Flight Level Norwood, to R. Maguire re: a third party financial review
- 3/26/18 letter from J. Corcoran to Board of Selectmen re: letter of interest
- 3/23/18 letter from N. Burlingham, of Flight Level Norwood, to the NAC re: FY 2018 commercial permit application, membership interest and services
- U.S. District Court electronic filing re: 1:15-CV-13647-RGS, pre-trial conference, jury selection, jury trial
- Airport, departmental statement, programs and services, initiatives and accomplishments, submitted by R. Maguire to T. Mazzucco
- January 2018 draft engineering contract, DuBois & King, re-location and re-construction of taxiways A, D.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 5/0 to adjourn the meeting.

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

**MEETING ADJOURNED: 3:40 PM**