

APPROVED

7/11/18

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
June 14, 2018**

In Attendance:

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

Meeting Called to Order: 3:14 PM

**NCM and Chris Donovan of Boston Executive Helicopters are recording this meeting.
Chris Donovan has not signed in.**

PROJECTS

- AIP project update: Russ Maguire
Taxiway A & D Relocation. Mr. Adler spoke with FAA and was told the project was a go. The grant offer that Norwood Airport expects from the FAA will exceed \$2 million. It will be to reconstruct taxiways A & D. I. W. Harding was the low bidder contract for that project and a late August start date is expected on that construction.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to pay final payment request for the Environmental Assessment, Phase II. Total invoice is \$108,185.27. Norwood share is \$5,409.27.

- Master Plan Update
Engineer is looking to set up a meeting with FAA and MassDOT in late July.

MINUTES

- March 14, 2018 Regular Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the minutes.
- May 2, 2018 Special Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission vote 4/0 to approve the minutes.
- May 9, 2018 Regular Business Meeting
On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to table the acceptance of the Minutes to the next meeting.
- May 23, 2018, Special Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission vote 4/0 to approve the minutes.

AIRPORT MANAGER'S REPORT

- Airport Manager's Report is submitted. Discussion was had regarding the WWII bombers coming to the Airport.

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

OLD BUSINESS

- Landing Fees

Mr. Maguire gave an update on the proposed landing fees. There was a meeting with Flight Level. They are crafting a stand-alone use agreement for Flight Level to collect the fees. Hoping to get it off the ground July 1st. Mr. Sheehan requested that the information be sent to Boston Executive Helicopter and ask for their input. When they submit their fuel plan they will be an FBO and they will need to follow the same procedure.

- FY 2017 commercial (FBO) permit application: Boston Executive Helicopters.
No action required.

NEW BUSINESS

- East Coast Aero Club, Mark Holzwarth
Aspire Aviation

NAC has received the commercial application packet from Aspire Aviation. They are seeking a waiver of rented space. George from Aspire spoke to the Commission about what Aspire Aviation is. Scheduling and leasing arrangements are done off the Airport. They have partnered with Flight Level to provide them aircraft management, maintenance, hangar space and scheduling and pulling out the aircraft onto the ramp for members. Flight Level is the face of Aspire Aviation on the Airport. Aspire is not looking to rent aircraft on an hourly basis; they are looking to attract pilots that are leasing in one-year blocks. Mr. Sheehan, Mr. Shaughnessy and Mr. Ryan are not in favor of approving the waiver of rented space.

Mark Holzwarth from East Coast Aero Club spoke, asking the Airport Commission to uphold the minimum standards. He has made an investment in aircraft and office space on the airport and he would like others be required to do the same.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to table the vote on granting the waiver for office space for Aspire Aviation until the next meeting.

- FY 2019 Commercial Permit Applications.

On motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the following FY 2019 Commercial Permit Renewal Applications: Flight Level,

Norwood, LLC; East Coast Aero Club, Inc.; New Horizon Aviation, Inc.; Kestrel Aviation, Inc.; Waltzing Matilda Aviation, LLC; Aerial Productions, LLC and Tuckamore Aviation Corporation.

On a motion by Mr. Sheehan and seconded Mr. Shaughnessy, the Commission voted 4/0 to allow the waivers and grant the renewal applications for FY 2019 for Elite Aero Services and New England Aircraft detailing, LLC.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to provisionally extend until the next meeting of the Norwood Airport Commission the FY 2017 Non-FBO commercial permit for BEH and have Mr. Maguire send a letter to BEH and ask them to submit a non-FBO commercial permit application.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to provisionally extend until the next Norwood Airport Commission meeting the FY 2018 commercial permit for the following businesses: Blue Hill Helicopters and H. B. holdings d/b/a Norwood Air.

- Boston Executive Helicopters Letters
There was some confusion regarding insurance. In 2018 the business description is missing.

CORRESPONDENCE

- 6/9/18 Aspire Aviation, LLC initial commercial permit application packet
- 6/7/18 ltr. from M. Suuberg, of MassDEP, to R. Maguire, re: wetlands variance
- 6/6/18 e-mail from Town Counsel to Commonwealth of MA, in response to open meeting law complaint from C. Donovan, of BEH
- 6/5/18 email from C. Donovan, of BEH, to M. Ryan, of NAC, re: open meeting law complaint
- 6/1/18 ltr. from Town Counsel to C. Donovan re: SPR 18/599
- 5/29/18 ltr. from M. Holzwarth, of East Coast Aero Club, to NAC re: meeting agenda request
- 5/22/18 FQAA/MassDOT payment request #7 (final) for environmental assessment, phase II, taxiway A
- 5/14/18 ltr. from R. Murray, Supervisor of Records, Commonwealth of MA, to T. McQuaid, re: BEH appeal to SPR 18/599
- 5/8/18 ltr. from Town Counsel to G. Steward, of Commonwealth of MA, Public Records Division, re: appeal of SPR 18/599
- 5/8/18 email from C. Donovan of BEH, to Commonwealth of MA, Public Records Division, re: SPR 18/599

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to file all the correspondence received.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted by roll call to adjourn to go into Executive Session for Purpose 3 to discuss strategy with respect to litigation, if in open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission, 1) Boston Executive Helicopter, LLC v Town of Norwood, et al., US District Court, Civil Action No. 1:15CV13647 RGS; and 2) Boston Executive Helicopter, LLC v Norwood Airport Commission and the Town of Norwood, Federal Aviation Administration Docket No. 16-15-05; and 3) Boston Executive Helicopter, LLC, MII Aviation Services, LLC and H. B. Holdings, Inc. v Flight Level Norwood, LLC, EAC Realty Trust II and Peter Eichleay, Commonwealth of MA Superior Court Civil Action No. 1582CV00213; and to discuss Executive Session Minutes, May 9, 2018 and for Purpose 1 to discuss receipt of and response to open meeting law complaint against a public body, May 23, 2018 executive session minutes and to return to public session for purposes of adjournment.

Mr. Ryan: Yes

Mr. Shaughnessy: Yes

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Adjourned for the purposes for Executive Session at 3:50 p.m.

The Commission returned to Open Session at 4:20 p.m.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to adjourn the meeting.

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

MEETING ADJOURNED: 4:20 PM