

**APPROVED**

9/26/18

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
August 8, 2018**

**In Attendance:**

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

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

**NCM and Chris Donovan of Boston Executive Helicopters are recording this meeting.**

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

**PROJECTS**

- AIP project update: Jeff Adler, DuBois & King  
Taxiway A Relocation. The grant has been received by the FAA. I.W. Harding is the contractor and he is looking at to start the beginning of September. Mr. Adler recommends putting together all the executable documents and get contract documents ready for signature.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to authorize the Chairman to sign the contract in the amount of \$1,696,659.90 with I. W. Harding for the realignment of Taxiway A and relocation of Taxiway D.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to authorize the Chairman to sign the notice of award to I. W. Harding for the realignment of Taxiway A and relocation of Taxiway D.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to authorize the payment of payment request No. 1 for the reconstruction of Taxiway A in the amount of \$314,408.80, with the Norwood portion being \$15,107.26.

Discussion regarding contract amendment to Taxiway A relocation engineering amendment. That covers the fees for environmental monitoring during the project with is a requirement of the DEP variance. Monitoring has to be done during the entire time of construction as well as two years post construction monitoring.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the contract amendment for Taxiway A relocation, the new total is \$467,004.

- AGIS Technical Master Plan, Jeff Adler, DuBois & King  
Things are on schedule. The goal is to complete the project by the end of the year.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to authorize the payment of payment request No. 5 for the AGIS Technical Master Plan in the amount of \$32,380.39, with the Norwood portion being \$1,619.02.

- FAA Supplemental Funding – Jeff Adler, DuBois & King  
There was a request by MassDOT for airports to submit what projects they thought they might want to submit on by August 6<sup>th</sup>. On behalf of Norwood Airport Mr. Adler did submit on the upcoming fencing project. The official deadline is October 31<sup>st</sup> to submit applications to FAA. DuBois & King will be putting together the justification package for that. Construction would have to be in 2019.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the grant offer for AIP no. 3-25-0037-038-2018 in the amount of \$2,063,069.0. the Norwood portion is \$57,307.47. The total cost of construction, engineering, environment is \$2,292,298.90.

## **MINUTES**

- July 11, 2018 Regular Business Meeting  
On a motion by Mr. Corcoran and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the minutes with corrections noted.

## **AIRPORT MANAGER'S REPORT**

- Mr. Maguire discussed the Airport Manager's Report.  
Landing fee contract use agreement was executed by the Commission and Flight Level.

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

## **OLD BUSINESS**

- FY 2019 commercial permit application: HB Holdings d/b/a Norwood Air  
There are two waivers, one the waiver request of office space, which is required in airport minimum standards. The second is a waiver of minimum standards required, two aircraft. In the past a waiver has been granted for one multi-engine airplane. Office space is required. HB Holdings is not present at today's meeting.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to extend the fiscal 2018 commercial permit until the next meeting for HB Holdings.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the exception for the one plane because it is a multi-engine training plane, which is the only one on the airport. The Commission requires that HB Holdings has office space or acquires office space. The requirement for no office space will not be waived.

- FY 2019 non-FBO Commercial Permit Application: Blue Hill Helicopters, LLC

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the FY 2019 commercial permit for Blue Hill Helicopters, LLC

- FY 2017 non-FBO Commercial Permit Application: Boston Executive Helicopters, LLC

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to extend the FY 2017 non-FBO Commercial Permit for Boston Executive Helicopters, LLC to the next meeting.

- FY 2019 FBO Commercial Permit Application: Boston Executive Helicopters, LLC  
The application is still missing the fueling plan. There still needs to be a revision on the insurance, showing that the company has spill insurance. No action is necessary.

- S&T Realty Trust, requesting consent to sub-lease lots 5, 6 and 7

Documentation was sent to Town Counsel. Mr. Maguire has hard copies of the sub-leases.

On a motion by Mr. Corcoran and seconded by Mr. Shaughnessy, the Commission voted 3/0 to have the Airport Manager provide the Commission members with copies of the sub-leases, follow up with Town Counsel and put it on the September agenda to formally vote.

## **CORRESPONDENCE**

- Use agreement for collection of landing fees.
- FAA/MassDOT payment request #5: AGIS
- FAA/MassDOT payment request #1: Construction of taxiways A and D, relocation
- 7-26-18 letter from N. Burlingham, general counsel for Flight Level Aviation, to the Norwood Airport Commission, re: request for consent to sub-lease units 4, 5 and 6 in Flight Level's new building on lots 5, 6
- 7-25-18 DuBois & King contract amendment for AIP No. 3-25-0037-038-2018, to reconstruct taxiway A and taxiway D; relocation
- 7-24-18 letter from D. Garcia, of MassDOT to the NAC, re: Norwood Airport's capital improvement plan for FY 2020-2024
- Undated draft notice of award to I. W. Harding of West Bridgewater, MA for AIP No. 3-25-0037-038-2018, to reconstruct taxiway A and taxiway D; relocation
- 7-3-18 letter to NAC, from H. Laenen, of HB Holdings dba Norwood Air, re: FY 2019 commercial permit application waiver request: office space
- 7-3-18 letter to NAC, from H. Laenen, of HB Holdings dba Norwood Air, re: FY 2019 commercial permit application waiver request: two-aircraft minimum for flight training

On a motion by Mr. Corcoran and seconded by Mr. Shaughnessy, the Commission voted by roll call to adjourn for the purposes of Executive Session, 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 Helicopters, LLC v. Town of Norwood; (2) Boston Executive Helicopters v. Norwood Airport Commission and Town of Norwood; and (3) Boston Executive Helicopters v. Flight Level Norwood LLC, EAC Realty Trust and Peter Eichleay, as well as to review the July 11, 2018 Executive Session minutes and to return to public session for purposes of adjournment.

Mr. Ryan: Yes

Mr. Corcoran: Yes

Mr. Shaughnessy: Yes

Adjourned for the purposes for Executive Session at 3:35 p.m.

The Commission returned to Open Session at 3:43 p.m.

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

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

**MEETING ADJOURNED: 3:43 PM**