

APPROVED

4 / 10 / 19

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
March 13, 2019**

In Attendance:

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

Meeting Called to Order: 3:00 PM

**NCM and Chris Donovan of Boston Executive Helicopter are recording this meeting.
Mr. Maguire will make note of the sign-in sheet.**

PROJECTS

- AIP project update: Jeff Adler, DuBois & King
Taxiway A Relocation. Application was submitted to FAA to reduce the grant to eliminate Taxiway D. There is a possibility that the FAA would like to finish the project with additional funding. There will be some a meeting or discussion with the FAA regarding to finalize the details.
- Technical Master Plan, Jeff Adler, DuBois & King
The next step is to schedule a public meeting. The NAC and Airport Manager will come up with potential dates and locations. After the public meeting, there will be a final draft submission to the FAA.

MINUTES

- 11/14/18 Regular Business Meeting
On a motion by Mr. Odstrchel and seconded by Mr. Sheehan, the Commission voted 4/0 to approve the minutes.
- 1/16/19 Regular Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve the minutes.
- 2/26/19 Special Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve the minutes.

AIRPORT MANAGER'S REPORT

- Mr. Maguire discussed the Airport Manager's Report. Other than the written record, Mr. Maguire added a spread sheet of the breakdown of the contract snow removal costs to date. The airport is about \$1,500 over budget now. It was brought to the attention of the Town

Manager. There was discussion about tenants on the West Apron. Some tenants have left the Airport or are trying to find another tie-down.

On a motion by Mr. Odstrchel and seconded by Mr. Corcoran, the Commission voted 4/0 to have Mr. Maguire explore the best way to obtain funds for snow and ice for \$1,720.

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

NEW BUSINESS

- Re-organization
To be discussed at the next meeting of the Commission.

CORRESPONDENCE

- 3/4/19 Special Town Meeting Notice for Articles
- 2/27/19 Notice of Award, SRE/Admin building fit-out
- 2/22/19 Request for reserve fund transfer for overtime
- 2/15/19 Request for reserve fund transfer for non-snow removal overtime costs
- MassDOT standard contract form, access control system upgrade
- Undated letter from M. Correia, of Helicopters Inc. to airport management re: Boston Executive Helicopters' fuel truck operating in the vicinity of the helicopter circles
- Undated letter from F. Egan, of Helicopters Inc., to airport management re: Boston Executive Helicopters' fuel truck operating in the vicinity of the helicopter circles
- 2/4/19 judgment of dismissal, Boston Executive Helicopters v Town of Norwood
- 1/28/19 letter to I.W. Harding Construction Co., from the NAC Chairman, re: termination for convenience: taxiway A, D project
- 1/17/19 letter to J. LoGiudice, of FAA from the NAC Chairman, re: amendment request: taxiway A, D project

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to ask Mr. Maguire to look into the incidents described by the Mr. Correia and Mr. Egan in the letter sent to the Airport Manager.

Mr. Sheehan read the Judgment of Dismissal regarding Boston Executive Helicopters v Town of Norwood issued by Judge Richard G. Stearns into the record.

On a motion by Mr. Odstrchel and seconded by Mr. Sheehan, the Commission voted by roll call to adjourn for the purposes of Executive Session for Purpose 3 for 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 et al., and (2) Boston executive Helicopters v Norwood Airport Commission and also to vote on Executive Session Meeting minutes of November 14, 2018 and January 16, 2019 and to return to public session for purposes of adjournment.

Mr. Corcoran: Yes
Mr. Sheehan: Yes
Mr. Odstrchel: Yes
Mr. Ryan: Yes

Adjourned for the purposes for Executive Session at 3:15 p.m.

The Commission returned to Open Session at 3:55 p.m.

On a motion by Mr. Odstrchel 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: 3:55 PM