

APPROVED

3/12/14

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
January 15, 2014**

In Attendance: Commissioners: Tom Wynne Chairman, Les LeBlanc, Martin Odstrchel, Mark Ryan, Kevin Shaughnessy. Airport Manager, Russ Maguire, Assistant Manager, Mark Raymond.

Meeting Called to Order: 12:00PM

APPOINTMENTS

* **Boston Executive Helicopters (BEH):** Update on fuel farm/hangar: Chris Donovan

- Mr. Donovan reports that construction is going along as planned and electric and gas portions will be installed at a date to be determined. Roofing and wall materials are onsite.
- Mr. Donovan inquired if a decision has been made regarding the October 9, 2013 requests for remote access/pedestrian gate/movement of fence & parking near the North end of airport.

Mr. Wynne stated that BEH follow-up letter and alternatives were submitted to Town Counsel, and the Commission has not yet received a reply. Mr. Maguire stated that the letter had been resent to Counsel electronically, with a request for a timely reply.

- Concerning the December 27, 2013 letter submitted by Mr. Donovan regarding lease-hold space, the Commissions requested more time to read the letter before making any comments or decisions. The Commission is requesting an updated Master Plan/Business Plan from BEH that includes a Financial Statement.
- Mr. Donovan is requesting greater advance notice of upcoming NAC meetings.

* **Flight Level Norwood:** Update on pavement rehabilitation, CAP apron: Mike DeLaria.

- Flight Level has secured all financing for new hanger project, and will begin proceedings to negotiations.
- Vision plan for construction: tenants want to be in by end of November...so construction should start by April...
- For the February meeting, Flight Level will bring a Gant chart.
 - This is Phase One is (cap row)
 - 2015, Phase Two (north end...will add 4-5K sq. ft. to Y2K)
 - Last project of Phase One is to teardown old T hangers.

MINUTES

* December 11, 2013 Regular Business Meeting.

On a motion by Mr. Ryan and seconded by Mr. Shaughnessy, the Commission voted 5/0 to accept December minutes.

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AIRPORT MANAGER'S REPORT

FY 2015 Budget

- Mr. Maguire sent a Budget Amendment Request to General Manager, John Carroll that will be submitted at Annual Town Meeting, regarding the use of state funds to complete the Norwood Airport's Town-owned snow removal equipment building and the request for an additional \$50,000 (the 5% local share for the Phase II completion of the SRE building)
- Pay request for \$11,172.54, with a local share of \$279.31 the AIP project for environmental assessment for taxiway A.
- On a motion by Mr. Shaughnessy and seconded by Mr. Ryan the Commission voted to approve \$279.31

Snow Removal

In December and early January, airport management handled three separate events involving the closure of Norwood Airport as part of snow removal operations. The first included snow removal from 10 p.m. on 12/14 until 8 a.m. on 12/15. The second operation began at 6 p.m. on 12/17 and continued until 12:30 a.m. on 12/18. While in early January, a much larger snow storm had airport management beginning snow removal at 4 p.m. on 1/2, with operations continuing until noon on 1/3.

Air Traffic Reports for December 2013 air traffic report were submitted by Mr. Maguire.

On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 5/0 to approve the Manager's Report for December 2013.

OLD BUSINESS

NEW BUSINESS

* CY 2014 aircraft tie-down leases, west apron: All 14 lessees are returning customers:

Arthur Gallant

KHM Aviation, LLC

Paul Shaughnessy

Stefan King

Angelo Guadagno

Steve Vitale

Bradley Podd

Helicopters, Inc.

Norwood Comanche Flyers

Baron Real Estate Group, LLC

David Miller

David Melchin

David Margolis

David Kneller

On a motion by Mr. Odstrchel and seconded by Mr. Shaughnessy, the Commission voted 5/0 to approve the above tie-down leases.

CORRESPONDENCE

MEETING ADJOURNED: 12:40pm On a motion by Mr. Odstchel and seconded by Mr. LeBlanc, the Commission voted 5/0 to adjourn.