

AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
May 14, 2014

APPROVED  
7/30/14

**In Attendance:** Commissioners Tom Wynne, Chairman, Mark Ryan, Vice Chairman, Kevin Shaughnessy, Clerk, Martin Odstrchel, Hylie Hutchens, Oulton Hues, Paul Shaughnessy, Michael Sheehan, Airport Manager, Russ Maguire, Assistant Manager, Mark Raymond.

**Meeting Called to Order: 12:00PM**

**Boston Executive Helicopters are recording today's meeting.**

Commissioner Wynne welcomed and introduced the new members of the NAC.

#### APPOINTMENTS

**\* AIP project update:** Jeff Adler, DeBois & King

Taxiway A Relocation Project;

An Environmental Notification form to be filed 5.15.2014 for variance to use .9 acres of wetland. FAA does not allow taxiways to go directly from an apron to a runway, so apron jogs need to be installed at Taxiways C and D and this will also affect wetlands.

DEP requires replication of wetlands at a 2 to 1 ratio. (1.8 acres replacement) Some additional land may need to be purchased. The Flood plain loss will need to be replaced as well, probably off airport.

**\* Flight Level: Construction Update:** Peter Eichleay, Flight Level

CAP ramp behind hanger 10: All ready to go except for permits from the FAA. Flight Level hopes to get all permits by June 1, 2014 to begin boring during the current construction season. Additionally, Flight Level hopes to get DOT approval as well to get site work underway.

Conservation Commission would like to be involved as construction progresses.

19,200 sq. ft. is approximate size of structure. Goal is for completion of structure by 12/31/14.

**\* Boston Executive Helicopters (BEH), update on Fuel Farm/Hangar,** Chris Donovan

The sewer connection is currently being installed. Flowable fill, (water soft sand), is being inserted under blacktop.

Rough electrical & plumbing have been inspected. When sprinkler and water lines are installed, the floor can be

installed. Fuel tanks should be finished by June 1, 2014. Mr. Donovan thinks BEH will be operational within 45 days.

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**\* BEH Lease/FBO Interest** Joshua Fox, Rollins, Rollins & Fox

As indicated to Town Counsel, Brandon Moss, on May 13, 2014, BEH has agreed to accept NAC's proposal on March 17, 2014 for the lease of 6,889 square foot of space at the west apron. Mr. Fox would like to reiterate the ongoing request, that BEH needs additional apron space in order to materialize its Business Plan, which was submitted to NAC this month and is willing to pay a 5-year lease in advance.

BEH's FBO business plan has been submitted, but Mr. Fox believes the balance sheet is personal and proprietary and not considered public record and so would like to submit a copy of the balance sheet in executive session. This does not include an income statement.

Commissioner Sheehan reread April 9, 2014 regular meeting minutes that stated BEH refused the offering at the April meeting. Commission now needs to readdress this issue in executive session.

Mr. Fox would like a copy of the recording of the April 9, 2014 NAC meeting and again reiterated that on behalf of BEH, he would like to accept the 6,889 square foot proposal.

Mr. K. Shaughnessy proposed an educational proposal/presentation for a master plan for the future of the West Apron and to create an RFP for the NAC to review.

Mr. Donovan stated that since 2010, he has requested additional space and has expressed a desire to become full service FBO. He discussed the DC3 ramp restrictions/concerns as well as a letter from the NAC regarding an RFP (Request for Proposal) dated March 14, 2013 that stated that BEH did not need to submit an RFP but it was just a courtesy.

Mr. K. Shaughnessy commented that he would like to see from BEH a balance sheet, an income statement and a cash flow analysis.

Mr. Sheehan also proposed from BEH: business plan, cash flow analysis, market analysis, 12 months of bank statements, profit/loss statement, feasibility study, 36-month projection, micro/macro, competitor's analysis, as well as a personal financial statement from principles behind BEH, because the NAC is looking for every reassurance, they can get from an incoming vendor.

**MINUTES**

**\* March 12, 2014 Regular Business Meeting**

On a motion by Mr. K. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the March 12, 2014 minutes as read.

**\* March 12, 2014 Executive Session**

On a motion by Mr. K. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the March 12, 2014 Executive Session minutes as read.

**\* April 9, 2014 Regular Business Meeting**

On a motion by Mr. K. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the April 9, 2014 minutes with the correction on page 3, 3<sup>rd</sup> paragraph change wording to read "illegal flight operations".

**\* April 9, 2014, Executive Session**

On a motion by Mr. K. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the April 9, 2014 minutes as read.

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**AIRPORT MANAGER'S REPORT**

**Wildlife Hazard Assessment**

The benefit of the WHA is to reduce the risk of wildlife strikes that occur because of airport operations.

**Environmental Assessment, Taxiway A, Phase II**

In FY 2015, MassDOT will be budgeting for a phase II fit-out and completion of Norwood Airport's SRE building. Comprehensive Pavement Project

**Comprehensive Pavement Project**

Application of comprehensive crack-seal on Norwood Airport's two runways, as well as taxiway A between runway 17 and runway 10 is complete. The Runway markings project is expected to be completed prior to 6/30. All costs covered by MassDOT.

**Vegetation Management Program**

Mass DOT has included Norwood Airport on its list of 14 airports in an upcoming request for proposals (RFP).

**GARD System**

Airport management has expressed an interest in a system called GARD, which stands for "general audio recording device." This technology, which will be funded 100% by MassDOT.

**Mosquito Control**

Through Norfolk County Mosquito Control and its contracted service provider, airport management coordinated the annual aerial larvacide.

**Taxiway A,D,E**

To date, for project engineering, airport management has administered \$231,112 in payments to DuBois & King. For project construction, airport management has administered \$807,902 to J.H. Lynch. Final payment requests filed with FAA and MassDOT. The contractor advised that some sod work will be required to fully close out the project. Retainage is \$17,953.

**Taxiway C,F,G**

To date, for project engineering, airport management has administered \$323,911 in payments to DuBois & King. For project construction, airport management has administered \$1,245,686 to I.W. Harding. The contractor advised through Town Counsel that some sod work will be required to fully close out the project. Retainage is \$25,873.

**Environmental Assessment, Taxiway A, Phase I**

To date, for project engineering, airport management has administered \$29,272 in payments to DuBois & King.

**Tenant Construction Projects**

Airport management is currently working with Boston Executive Helicopters on its hangar/fuel farm construction project, and has begun coordination with Flight Level on their plans to construct hangars on the Civil Air Patrol apron.

**Federal Entitlement Funding**

Norwood Memorial Airport has two projects planned for federal FY 2014: Wildlife Hazard Assessment (FAA share \$89,532) and Phase II, Environmental Assessment to re-locate Taxiway A (FAA share \$369,000).

**Signage, Illegal Hunting**

Chief Brooks would like to ask NAC to post signs indicating No Hunting on airport property.

On a motion by Mr. Odstrchel and seconded by Mr. Ryan, the Commission authorizes the NAC to post additional signs prohibiting hunting on airport property.

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— Informational Updates —

**Safety Action Team Meeting**

On April 28, 2014, airport management hosted the annual safety action team meeting.

**Student Government Day**

On April 8, 2014, airport management participated in the Town's annual student government day.

**Touch-A-Truck**

On Saturday, April 26, 2014, the Airport Department participated in the annual Touch-A-Truck event

**Air Traffic Control Tower Program**

The House Transportation/Urban Development Appropriations Sub-Committee was set to meet in early May to consider draft legislation to fund DOT/FAA in fiscal FY 2015. The airport manager will attend FAA's contract tower program conference in Washington, D.C.

**Air Traffic**

For the April 2014, air traffic report: Attachments provided in Airport Manager's report.

**OLD BUSINESS**

**NEW BUSINESS**

\* **CY 2014 aircraft tie-down lease:** Donald Quinn

On a motion by Mr. Ryan, seconded by Mr. Hues, the Commission voted 8/0 to grant Donald Quinn 2014 lease.

\* **Appointment of Chairman and Vice Chairman of NAC**

On a motion by Mr. K. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 8/0 to appoint Mr. Thomas Wynne as Chairman of the Norwood Airport Commission.

On a motion by Mr. K. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 8/0 to appoint Mr. Mark Ryan as Vice Chairman of the Norwood Airport Commission.

On a motion by Mr. Ryan and seconded by Mr. Odstrchel, the Commission voted 8/0 to appoint Mr. Kevin Shaughnessy as Clerk of the Norwood Airport Commission.

Mr. Maguire will send letters to MassDOT and FAA with notification of appointments.

**CORRESPONDENCE**

\* 2-27-14 letter from J. Adler, of DuBois & King, to NAC re: establishment of joint escrow account with J.H. Lynch.

\* 2-27-14 letter from J. Adler, of DuBois & King, to NAC re: taxiway A completion.

\* 2-27-14 letter from J. Adler, of DuBois & King to T. Mahoney, of MassDOT, and R. Maguire re: taxiway A photos, final inspection report, CD .

\* 4/10/14 letter from BOS to H. Hutchens re: Airport Commission appointment .

\* 4/10/14 letter from BOS to P. Shaughnessy re: Airport Commission appointment.

\* 4/10/14 letter from BOS to O. Hues re: Airport Commission appointment.

\* 4/10/14 letter from BOS to M. Sheehan re: Airport Commission appointment.

\* 5/9/14 e-mail from C. Donovan to R. Maguire, NAC, BOS re: Lots A,B,C.

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Mr. Kevin Shaughnessy welcomed new members of the commission.

On a recommendation by Mr. Moss, Town Counsel, Mr. Ryan made a motion that and seconded by Mr. K. Shaughnessy, for the Commission to vote to adjourn to Executive session for the purposes of discussing Part 13 complaint by Boston Executive Helicopters as well as the West Apron lease.

Vote :

Mr. K. Shaughnessy: Yes

Mr. Odstrchel: Yes

Mr. Sheehan: Yes

Mr. P. Shaughnessy: Yes

Mr. Hutchens: Yes

Mr. Hues: Yes

Mr. Ryan: Yes

Mr. Wynne: Yes

**MEETING ADJOURNED: 1:14PM to Executive Session.**