

APPROVED

5/10/17

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
April 19, 2017**

In Attendance:

Commissioners: Mark Ryan, Chairman; Kevin Shaughnessy, Martin Odstrchel, Michael Sheehan; Airport Manager, Russ Maguire.

Meeting Called to Order: 3:00 PM

PROJECTS

- AIP Project Update: environmental assessment of taxiway A re-location – Jeff Adler, Dubois & King
There was a successful meeting with the Conservation Commission. Early June should be able to file variance requests with DEP. Would need a letter from FAA in support of the project. At this time putting together the Army Corp. application for the wetland impact. If all goes as planned, should be under construction in 2018.

On a motion by Mr. Odstrchel and seconded by Mr. Sheehan, the Commission voted 4/0 to pay application No. 2 for EA phase 2 in the amount of \$39,420.50. Norwood's share is \$1,971.02.

On a motion by Mr. Odstrchel and seconded by Mr. Shaughnessy, the Commission voted 4/0 to sign the grant application in the amount of \$330,000. Norwood share is \$16,500.

- Flight Level CAP project update, Frank Gundal, Flight Level
At the end of the project. The remainder of the project will be done next week. Should be occupied by the beginning of May.

MINUTES

- November 16, 2016 – Executive Session
The Commission decided to table the acceptance of the minutes because Mr. LeBlanc is not present.
- January 11, 2017 – Regular Business Meeting and Executive Session
The Commission decided to table the acceptance of the minutes because Mr. LeBlanc is not present.
- February 15, 2017 – Regular Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the minutes.
- February 15, 2017 – Executive Session
On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the minutes.
- March 8, 2017 – Regular Business Meeting and Executive Session
On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to table the acceptance of the minutes.

AIRPORT MANAGER'S REPORT

Mr. Maguire discussed the snow budget. Funds were transferred to cover the deficit. The new town website was discussed. Agendas and minutes are still on the website. Included on the new website are the following: Local airport regulations approved by MassDOT; minimum standards for commercial operations; section on Federal and State grant program used at the airport; list of capital improvement projects going back to 2012; section on drone operations; list of all commercial operators approved by the Airport Commission; links to FAA and MassDOT. The airport gets the most hits of all municipal departments on the website. Mosquito control is taking place next week. Mr. Sheehan would like the amount of fuel sold to be included in the monthly report. The airport get 7 cents per gallon for fuel that is sold on the Airport.

On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the Airport Manager's report.

OLD BUSINESS

- Security gate 2 card reader

Certified mail to Mr. Egan was returned. The hand-delivered packet was delivered. Haven't heard back.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to get a constable to serve Mr. Egan and his employer, Heli-Inc.

- Flight Level cable, broadband request. Mr. Shaughnessy will not participate because he is an employee of Norwood Light Department
A presentation was made from Norwood Light Broadband about providing Broadband Service to Flight Level. Options were presented and discussed. It was encouraged to run wires underground. BEH has agreed to ask their attorney if the cable will interfere with BEH's building. They will send the information to Mr. Maguire.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve running wires overhead to the second pole, then underground through the tank farm lot to the back of the building, and upon approval from the Conservation Commission and FAA, come back to NAC for final approval.

- West apron/helipad tie-down leases

Discussion regarding changing from tenant-at-will to having lease agreement for tie-downs. Attorney Moss will look into making changes to the lease agreement.

On a motion by Mr. Odstrchel and seconded by Mr. Sheehan, the Commission voted 4/0 to move forward with the lease agreement so as to drop tenants-at-will and make them into lessees.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to file the letter from Hans Laenen dated April 19, 2017 as well as the letter from East Coast Aero Club.

CORRESPONDENCE

- FAA/MassDOT payment request #2, EA, taxiway re-alignment
- 4/6/17 e-mail w/attachments from J. Haber, of Norwood Light, to R. Maguire and M. Ryan, of NAC, re: cable/broadband request from Flight Level
- 3/28/17 Pierce & Mandell letter, representing BEH, to Norwood Light, copied to NAC and R. Maguire, re Flight Level cable/broadband request
- 3/24/17 letter from M. Holzwarth, of East Coast Aero Club, to NAC re: commercial permit change, additional business offerings
- 3/21/17 FAA letter to NAC re: AIP grant close-out letter
- Special Town Meeting notice to NAC

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, 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 in their litigation with Boston Executive Helicopters and to return to public session for purposes of adjournment.

Mr. Ryan: Yes

Mr. Shaughnessy: Yes

Mr. Odstrchel: Yes

Mr. Sheehan: Yes

Adjourned for the purposes for Executive Session at 3:43 p.m.

The Commission returned to Open Session at 4:02 p.m.

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

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

MEETING ADJOURNED: 4:02 PM