

APPROVED

6/15/17

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
January 11, 2017**

In Attendance:

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

Meeting Called to Order: 3:04 PM

PROJECTS

- AIP project update, environmental assessment, Jeff Adler, Dubois & King Environmental Assessment for Taxiway A relocation. The final MEPA certificate has been received approving the final environmental impact report. Epsilon Associates came out and did some additional field work. Everything went very well. Now need to install monitoring wells and collect data for a year. Goal is by the end of February to file a notice of intent.

On a motion by Mr. LeBlanc and seconded by Mr. Sheehan, the Commission voted 3/0 to pay request No. 1 for Environmental Assessment for Taxiway A Relocation Phase 2 in the amount of \$97,236.25. Norwood's share is \$4,861.81.

- Flight Level CAP project update, Peter Eichleay, Flight Level Construction update, whole crew has returned from the holidays. This week is back to full power. Lease extensions conditions are conditionally approved. Guarantee, insurance proof and the fueling plan. The fueling plan should be done this week. Mr. Maguire has the insurance and Brandon Moss has the letter of guarantee. Flight Level meets all of the requirements of an FBO, submitted all of the documents asked for.

MINUTES

- November 16, 2016 – Regular Business Meeting

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 4/0 to accept the minutes.

- December 14, 2016 – Regular Business Meeting

On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 3/0 to accept the minutes.

EXECUTIVE SESSION MINUTES

- June 15, 2016

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to table acceptance of the minutes because it involves litigation that is ongoing.

- November 16, 2016

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AIRPORT MANAGER'S REPORT

Mr. Maguire would like to submit the report and let the written record stand.

There was discussion about Boston Air Charter. There are no aircraft under their ownership or control. They have ceased operations. They have until January 31st to respond. Security badges need to be addressed.

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

NEW BUSINESS

Discussion regarding letter from Hinshaw & Culbertson dated December 12, 2016. Mr. Sheehan feels it's important to go over again what is needed. There needs to be a deadline of when the NAC receives the necessary documentation.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 4/0 to have Brandon Moss write a letter giving BEH until February 28th to provide a personal guarantee or letter of credit. Also in the letter indicate lease negotiations need to be complete by February 28th.

A discussion was had on spill insurance. Cleanup of a spill could be very costly. Need to make sure that the Town is covered, and risk exposure is mitigated by whoever fuels on the airport. Flight Level exceeds the minimum standards.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to amend the June 17, 2016 motion to say Flight Level provide comprehensive insurance policy that meets the minimum standards of Norwood Airport Commission, and breaks out all of the different subsets of the policy.

CORRESPONDENCE

- 12/12/16 Letter from T. McCulloch of Hinshaw & Culbertson, LLP, representing Boston Executive Helicopters, LLC (BEH) to R. Maguire
- 12/20/16 letter from FAA Office of Chief Counsel, to the NAC, re: BEH v Town of Norwood Part 16 complaint; notice of date of issuance
- 12/28/16 letter from B. Rakoff of FAA to M. Ryan, of the NC, re: Wildlife hazard assessment grant, closeout letter
- 1/3/17 letter and documentation from B Moss of Murphy, Hesse, Toomey & Lehane, LLP, representing the NAC to FAA Office of Chief Counsel

Mr. Ryan requested that the Commission adjourn 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 in their litigation with Boston Executive Helicopters. Discussion in open session would be detrimental to NAC's position.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted by roll call to adjourn for the purposes of Executive Session, and to return to public session for purposes of adjournment.

Mr. Ryan: Yes
Mr. Shaughnessy: Yes
Mr. LeBlanc: Yes
Mr. Sheehan: Yes

Adjourned for the purposes for Executive Session at 3:56 p.m.

The Commission returned to Open Session at 4:25 p.m.

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

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

MEETING ADJOURNED: 4:25 PM