

APPROVED

9/21/17

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
June 15, 2017**

In Attendance:

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

Meeting Called to Order: 3:06 PM

Boston Executive Helicopters is recording this meeting.

RE: Sign-in Sheet:

PROJECTS

- AIP Project Update: environmental assessment of taxiway A re-location – Jeff Adler, Dubois & King June 7th site walk went very well. It was a positive meeting. Next step Southeast Regional Office will deny their portion of the application. Then it will go to the Boston Office. July should be filing the variance. Should start final design late fall and put it out to bid in the spring of 2018, and start construction next year.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 4/0 to pay application No. 3 for EA phase 2 in the amount of \$10,246.75. Norwood's share is \$512.34.

- Obstruction Analysis Project – Jeff Adler, Dubois & King
Waiting for FAA grant. Grant was filed before May 1st. Hopefully by next commission meeting, they will have a grant. Everything is lined up. As much advanced work as can be done has been done to set it up.
- Flight Level Terminal Renovation project, Nick Burlingham, Flight Level
A handout was given to the NAC regarding the renovations, showing what the new terminal will look like. The project was started on June 7th, with a completion set for August 4th. Trying to use local talent for construction and electrical work. The sign is at the drawing board stage. When something is appropriate it will be presented to Mr. Maguire and the Commission. Mr. Maguire has been keeping an eye on the project. Keep up the good work.

MINUTES

- September 30, 2015 – Regular Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to table the acceptance of the minutes.
- November 16, 2016 – Executive Session
On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 4/0 to accept the minutes.
- January 11, 2017 – Regular Business Meeting

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

- January 11, 2017 – Executive Session

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

- April 19, 2017 – Executive Session

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to table the acceptance of the minutes. Mr. LeBlanc abstained from voting.

- May 10, 2017 – Regular Business Meeting and Executive Session

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to table the acceptance of the minutes.

AIRPORT MANAGER'S REPORT

Written record stands. Snow removal has been paid. The rotating beacon has been replaced this month. 80% was paid from MassDOT.

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

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 4/0 to have the Chairman sign the necessary documents for replacing the rotating beacon from MassDOT in the amount of \$5,480. Norwood's share is \$1,370.

OLD BUSINESS

- Boston Executive Helicopters, FBO permit, required documents, Chris Donovan, Michael Fee, Esq. Fueling plan is the last item needed. Mr. Donovan would like to use the fueling plan that Flight Level has submitted. After discussion, Mr. Fee indicated that BEH will provide the plan to the NAC. This is the last document necessary for approval of the FBO permit.
- West apron/helipad tie-down leases
Mr. Maguire and Mr. Moss have been discussing the make-up of the lease. Waiting on speaking with the Town Manager's office about insurance requirements.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 4/0 to table until the next NAC meeting.

NEW BUSINESS

- Commercial permits, Mr. Ryan recommended the following motions:

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 4/0 to approve FY2018 commercial permit applications, all renewal applications, for the following businesses: Flight Level Norwood, LLC; East Coast Aero Club, Inc.; and Aerial Productions, LLC

Tuckamore will provide a floor plan prior to approval.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 4/0 to provisionally extend until the next Airport Commission meeting FY 2017 commercial permits for the following businesses: H.B. Holdings, Inc., d/b/a Norwood Air Multi-Engine Training, Kestrel Aviation, New Horizon Aviation, Blue Hill Helicopters and Boston Executive Helicopters

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 3/0 to approve the FY 2018 commercial permit application, which is a renewal application, for Elite Aero Services, LLC.

Elite Aero Services, LLC: Commercial permit application includes a written request for a waiver of both the rented space requirements of the Norwood Airport minimum standards, as well as the aircraft tie-down requirements, also per the Norwood Airport minimum standards. These waivers were granted in the past.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 4/0 to approve the FY 2018 commercial permit application, a renewal application, for Waltzing Matilda Aviation.

Waltzing Matilda Aviation, LLC: Commercial permit application includes a written request to waive the two-aircraft minimum standard for a flight school. Waltzing Matilda's offering to the public is for a single-engine flight training training similar to that which is provided by both East Coast Aero Club and New Horizon Aviation

- Public Meeting attendee sign-in draft policy and use of recording devices

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the draft sign-in policy and the draft policy of the use of recording devices at Norwood Airport Commission Offices.

- Firearm Policy

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to ask the Airport Manager and Town Counsel to work on developing a firearm policy for NAC meetings and on airport property.

CORRESPONDENCE

- Flight Level terminal renovation schedule
- FAA/MassDOT payment request #3, EA phase II, taxiway A re-alignment
- 6/5/17 letter from BOS to FinCom re: municipal relieve request
- 5/30/17 letter from R. Maguire to BOS re: municipal relieve request
- 5/24/17 letter from MassDEP to A. Atwell of Epsilon Associates re: superseding order of conditions for taxiway A re-alignment
- 5/18/17 letter from MassDOT/Aeronautics to M. Ryan of the NAC, re: grant offer to replace rotating beacon
- Draft Norwood Airport aircraft tie-down contract

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, 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. LeBlanc: Yes

Mr. Sheehan: Yes

Adjourned for the purposes for Executive Session at 3:53 p.m.

The Commission returned to Open Session at 4:07 p.m.

On a motion by Mr. Shaughnessy 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: 4:07 PM