

**APPROVED**

10 / 11 / 17

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
August 9, 2017**

**In Attendance:**

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

**Meeting Called to Order: 3:03 PM**

**Boston Executive Helicopters is recording this meeting.**

**Re: Sign-in Sheet: Chris Donovan, Chris Donovan, Jr. and Bill Donovan have not signed in**

**PROJECTS**

- AIP Project Update: environmental assessment of taxiway A re-location – Jeff Adler, Dubois & King  
Waiting for denial from Southeast Region Office of DEP. Scheduling construction for next summer.
- Obstruction Analysis Project – Jeff Adler, Dubois & King  
Received grant for AGIS survey technical master plan update from FAA. Starting aerial mapping. Will be installing monitoring wells for the proposed wetland mitigation.
- Flight Level Terminal Renovation project, Peter Eichleay, Flight Level  
Terminal renovation should be complete within the next week. Renovation entailed new face on the terminal, new paint, installed windows, LED exterior and interior lighting, non-reflective sign with internal LED lighting, new flooring, new kitchenette, and new furnishings.
- Flight Level, Open House – Nick Burlingham, Flight Level  
An open house will be held on September 6<sup>th</sup>, 4:00-9:00. This is an invitation only event. Mr. Burlingham passed out a memo detailing the open house. There is a \$10,000,00 liability insurance policy, includes liquor liability. There are separate insurance certificates for the Town of Norwood, Norwood Airport Commission and airport management, naming each holder as an additional insured on the policy. Will meet with Mr. Maguire to discuss what signage is required. Mr. Burlingham outlined the parking and pedestrian safety issue and paid details from Norwood Police Department.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve the request for Flight Level's Open House with the condition that they have two Norwood Police Department paid details, one to monitor Access Road for pedestrian safety, and have overflow parking at 136 Access Road.

## **MINUTES**

- September 30, 2015 – Regular Business Meeting  
On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to table the acceptance of the minutes.
- April 19, 2017 – Executive Session Meeting  
On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the minutes.
- May 10, 2107 – Regular Business Meeting  
On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the minutes.
- May 10, 2017 – Executive Session Meeting  
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to accept the minutes.
- June 15, 2017 – Regular Business Meeting  
On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to table the acceptance of the minutes.
- June 15, 2017 - 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**

Mr. Ryan requested Mr. Maguire look into the bow hunting issue with Mr. Wigandt. Mr. Maguire discussed MassDOT's approval of the continuation of the snow removal equipment building. Special thanks to Representative Rogers and Senator Rush and Congressman Lynch.

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

## **OLD BUSINESS**

- Boston Executive Helicopters, FBO permit, required document, Chris Donovan  
NAC has not received the fueling plan from Boston Executive Helicopters for their FBO permit. Mr. Maguire sent an email regarding the same two weeks ago. Mr. Donovan denied receiving the email from Mr. Maguire. Mr. Donovan attempted to discuss new business, but was not on the agenda. Mr. Donovan was advised to contact the Airport Manager to get on the next meeting's agenda.
- West apron/helipad tie-down leases  
Mr. Maguire will be meeting with other state airport managers, and will be speaking with aviation insurance experts on what they feel is needed as far as coverage.

## **NEW BUSINESS**

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

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve FY2018 commercial permit applications, all renewal applications, for the following businesses: Tuckamore Aviation, Blue Hill Helicopters, LLC.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve FY2018 commercial permit application, a renewal application for H.B. Holding, Inc. d/b/a Norwood Air Multi-Engine Training with waiver for two aircraft minimum standard for a flight school.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to provisionally extend until the next Airport Commission Meeting FY2017 commercial permit for the following businesses: Kestrel Aviation, Inc., New Horizon Aviation, Inc., and Boston Executive Helicopters, LLC.

- Firearm Policy

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve the amendment to the Rules and Regulations of firearms, Section XXVI Firearms pending the approval of MassDOT as presented from Town Counsel.

## **CORRESPONDENCE**

- Aircraft tie-down lease contract, draft
- 8/3/17 Ltr. From A. Simms, of Pierce, Davis & Perritano, LLP, to Judge R. Sterns, re: BEH v. Town of Norwood (U.S. District Court of MA, CA. No. 1:15-cv-13647-RGS)
- 8/3/18 Ltr. From M. Fee, of Pierce & Mandell, P.C., to A. Simms, of Pierce, Davis & Perritano, LLP re: BEH v. Town of Norwood (U.S. District Court of MA, CA, No. 1:15-cv-13647-RGS)
- Ltr. From D. Wingandt, of Norwood to NAC, re: bow-hunting on airport
- Ltr. From N. Burlingham, of Flight Level, to Norwood BOS re: open house, parking
- Firearms on airport, draft policy
- 7-31-17 Ten-day emergency beaver permit, BOH
- 7-27-17 Beaver complaint data sheet, BOH
- 7-11-17 Ltr. From J. Carroll to BOS re: retirement

- 6-28-17 Media coverage re: MassDOT announcement to fund SRE bldg. fitout
- 6-23-17 FAA notice of extension BEH Part 16 complaint
- 6-1-17 Tuckamore Aviation office/floor plan

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, 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

Mr. Ryan discussed an email circulating around the Norwood Airport from former Airport Commission member, Joe Barca.

Adjourned for the purposes for Executive Session at 3:48 p.m.

The Commission returned to Open Session at 4:26 p.m.

On a motion by Mr. Sheehan 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: 4:26 PM**