

APPROVED

10 / 11 / 17

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
September 21, 2017**

In Attendance:

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

Meeting Called to Order: 3:02 PM

NPA-TV, Boston Executive Helicopters and Norwood Record are recording this meeting.

Re: Sign-in Sheet: Chris Donovan has not signed in.

PROJECTS

- AIP Project Update: environmental assessment of taxiway A re-location – Jeff Adler, Dubois & King Received denial from Southeast Region Office of DEP, which was anticipated. Targeted to submit variance application September 29th. Will go out to bid in March because a grant application has to be filed by May 1st.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to pay application No. 4 for EA in the amount of \$73,930.07. Norwood's share is \$3,696.50.

- AGIS Obstruction Analysis Project – Jeff Adler, Dubois & King
Initial step is to get the aerial survey flown. Once the flight is scheduled, it will take a month to get the information to do the base plan.

MINUTES

- September 30, 2015 – Regular Business Meeting
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the minutes.
- June 15, 2017 – Regular Business Meeting
Mr. Sheehan inquired if Mr. Fee had provided the fueling plan as indicated. Mr. Maguire stated he had not received it.
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the minutes.
- June 15, 2017 - Executive Session
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the minutes.
- August 9, 2017 – Regular Business Meeting
Mr. Sheehan asked about the Firearm Policy. It has been sent to MassDOT. It has not been approved yet.
On a motion by Mr. Shaughnessy and Seconded by Mr. Sheehan, the Commission voted 3/0 to table the acceptance of the minutes.

- August 9, 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.

AIRPORT MANAGER'S REPORT

This was a busy month. There were three excursions from the main runway that required FAA and MassDOT to respond. There were no injuries. Wildlife hazard management, beavers have taken up residence. This is an ongoing issue. The draft firearms policy has been sent to MassDOT. Flight Level's special event went very well. Flight Level sponsored the trolleys for Norwood Day.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to send a letter of thanks to Norfolk County Mosquito Control.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to accept the Airport Manager's report.

NEW BUSINESS

- Commercial permits, Mr. Maguire indicated that Kestrel Aviation and New Horizon have provided insurance certificates. There is some question about some language. Boston Executive Helicopters, FY2018 permit application cites interest in an FBO permit. The Commission is still waiting on fuel plan.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to provisionally extend until the next Airport Commission Meeting FY2017 commercial permits for the following businesses: Kestrel Aviation, Inc., New Horizon Aviation, Inc., and Boston Executive Helicopters, LLC.

- Doug Wigandt is looking for permission to bow hunt on the airport property. He submitted a letter from his neighbor Amy Maloof of Fortune Drive authorizing him to use her property to access the airport.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to grant permission to Mr. Wigandt to bow hunt on the Norwood Airport Property.

- John Nolan is looking for permission to bow hunt on airport property. He had permission last year.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to grant permission to Mr. Nolan to bow hunt on the Norwood Airport Property contingent on Mr. Nolan providing an access letter to the Airport Manager.

- New England Aircraft Detailing, initial commercial permit application, Mark Rubin
Mr. Rubin discussed his business with the NAC.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to conditionally approve the application upon the submission of the insurance policy and income statement to the Airport Manager with waivers.

CORRESPONDENCE

- FAA/MassDOT payment request #4, environmental assessment, phase II
- 8-8-17 letter from A. Maloof re: D. Wigandt hunting request
- 8-14-18 FAA letter to NAC re: notice of time extension (part 16, BEH v. Town of Norwood, Norwood Airport Commission)
- 8-16-17 letter from MassDOT to NAC re: ACIP FY 2019-2023
- 8-30-17 letter from J. Nolan to NAC re: permission to hunt on airport property
- 9-6-17 letter from MassDOT to NAC re: grant award: airport master plan update, AGIS survey and obstruction analysis
- Five-year capital improvement plan
- 9-15-17 DEP, SOC denial

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. Sheehan: Yes

Adjourned for the purposes for Executive Session at 3:36 p.m.

The Commission returned to Open Session at 3:50 p.m.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to adjourn the meeting.

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

MEETING ADJOURNED: 3:50 PM