

**APPROVED**

9/12/19

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
August 7, 2019**

**In Attendance:**

Commissioners: Mark Ryan, Chairman; Michael Sheehan; John Corcoran; Russ Maguire, Airport Manager

**Meeting Called to Order: 3:35 PM**

**Norwood Community Media and Boston Executive Helicopters are recording this meeting.**

**PROJECTS**

- AIP Project Update: Dubois & King  
Jeff Adler could not attend the meeting today. An update will be made at next month's meeting.

**MINUTES**

- May 8, 2019 – Regular Business Meeting  
On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to accept the minutes.
- May 30, 2019 – Regular Business Meeting  
On a motion by Mr. Corcoran and seconded by Mr. Sheehan, the Commission voted 3/0 to accept the minutes.
- June 13, 2019 – Regular Business Meeting  
On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to accept the minutes.
- July 2, 2019 – Regular Business Meeting  
On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to accept the minutes.
- July 22, 2019 - Regular Business Meeting  
On a motion by Mr. Corcoran and seconded by Mr. Sheehan, the Commission voted 3/0 to accept the minutes.

**AIRPORT MANAGER'S REPORT**

Mr. Maguire discussed the newly paved and striped parking lot. Early September the area should be open to the public. Mr. Maguire updated the Commission on the issue with Avis' misuse of the parking lot. The unregistered vehicles are now gone. Mr. Ryan discussed the landing fees. In the first 11 months approximately \$33,000 has been collected.

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

## **OLD BUSINESS**

- Advertisement for proposals, Lots A, B, C  
Proposals were due on May 20<sup>th</sup>. There was one proposal submitted and approved. Mr. Maguire has the approval from NAC to offer the lease to Flight Level.

## **NEW BUSINESS**

- Update, airport administration building, Meaghan Earner, Fennick, McCredie Architecture  
Ms. Earner is the lead architect on the Major Mark C. Welch administration building, and gave an update on the schedule, changes and budget on the project.
- FY2020 commercial permit applications

Mr. Maguire recommended a motion to approve the following FY2020 commercial permit applications. They are all renewals and meet the minimum standards for the airport: Flight Level Norwood, LLC; East Coast Aero Club, Inc.; New Horizon Aviation, Inc.; Kestrel Aviation, Inc.; Aerial Productions, LLC; Tuckamore Aviation Corporation; Blue Hill Helicopters, LLC; HB Holdings, Inc. dba Norwood Air; and Aspire Aviation, LLC

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the commercial permit applications as stated by Mr. Maguire

Mr. Maguire recommended a motion to approve the FY2020 commercial permit applications, both renewals for the following businesses: Elite Aero Services, LLC and New England Aircraft Detailing, LLC. These applications include a written request to waiver the rented space requirement of the Norwood Airport minimum standards as well as the aircraft tie-down requirement, also per the Norwood Airport minimum standards.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the commercial permit applications and allow the exemptions as stated by Mr. Maguire and grant the requested waivers.

Boston Executive Helicopters, LLC FY202 commercial permit application.

After discussion the Commission asked Mr. Maguire to work with Town Counsel to be sure that the insurance certificate shows that fueling is a covered item to make sure the Town is properly indemnified. Attorney North indicated it is in process. No action will be taken until the Commission hears back from Town Counsel.

- MassDOT pay requests re: fit-out of airport administration building.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to pay requisition 005 from Tower Construction dated July 31, 2019. The total is \$244,668.03, MassDOT's share is \$232,434.63. The Town's share is \$12,233.40.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to pay Victor Serena's invoice for the period of July 1, 2019 to July 31, 2019. The total is \$4,112.50. MassDOT's share is \$3,906.88. The Town's share is \$205.62.

## CORRESPONDENCE

- 7/24/19 letter to M. Ryan, of the NAC, from M. Garrity of MassDOT, re: Norwood Airport's ACIP, FY 2020-2024
- 7/12/19 notice of extension of time re: FAA docket No. 16-15-05
- 6/17/19 notice of extension of time re: FAA docket No. 16-15-05
- 6/4/19 letter to J. Merck, of FAA, from R. Maguire, re: engineer selection
- 6/4/19 letter to T. Mahoney, of MassDOT, from R. Maguire, re: engineer selection
- 6/3/19 letter to M. Caron, of Gale Associates, from R. Maguire, re: engineer selection
- 6/3/19 letter to R. Mallard, of Airport Solutions, Group, from R. Maguire, re: engineer selection
- 5/8/19 memorandum from A. Jacobs, of Epsilon Associates, to R. Maguire, re: wetlands delineation of the south helipad area
- 5/23/19 executed MassDOT standard contract, statewide airport administration building (SAAB)
- 5/20/19 letter to Norwood Board of Selectmen from C. Donovan, of Boston Executive Helicopters, LLC (BEH), re advertisement for proposals (#NAC-19-04)
- 5/16/19 MassDOT SAAB application for assistance
- 5/16/19 executed MassDOT standard contract, grant amendment for re-construction/re-location of taxiways A, D
- Undated, notice to landowners, from Algonquin Gas Transmission, LLC, re: easement rights and tree-clearing

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to file all the correspondence that has been submitted to the Norwood Airport Commission

The Commission voted by roll call to adjourn to go into Executive Session, for Purpose 3 for 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 (1) Boston Executive Helicopter v. Town of Norwood, U.S. District Court – Massachusetts and (2) Boston Executive Helicopter v. Norwood Airport Commission and the Town of Norwood, Federal Aviation Administration as well as Executive Session meeting minutes of May 8, 2019, and to return to public session for purposes of adjournment.

Mr. Ryan: Yes

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Adjourned for the purposes for Executive Session at 4:06 p.m.

The Commission returned to Open Session at 5:11 p.m.

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

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

**MEETING ADJOURNED: 5:11 PM**