

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
May 8, 2019**

APPROVED

8 / 7 / 19

In Attendance:

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

Meeting Called to Order: 3:05 PM

NCM, Chris Donovan of Boston Executive Helicopters and Matt MacDonald of the Norwood Record are recording this meeting.

PROJECTS

- AIP Project Update: Jeff Adler, DuBois & King
MassDOT was approached about supplying additional funding to finish the project because of the overruns due to the environmental issues. MassDOT is willing to contribute. They also said they would move forward with funding the outstanding balance to the contractor. Taxiway D will be able to be completed with this money.

On a motion made by Mr. Odstrchel and seconded by Mr. Shaughnessy, the Commission voted 4/0 approve Pay request No. 4 for AIP project in the amount of \$426,696.45, 100% MassDOT funded.

- Technical Master Plan, Jeff Adler, DuBois & King
The public hearing was held. Comment period open until Friday to accept comment. Comments will be addressed. Draft submitted to FAA and MassDOT. Goal will be to address comments from FAA and the public and finalize the document. Mr. Donovan was the only tenant at the meeting.

On a motion made by Mr. Odstrchel and seconded by Mr. Shaughnessy, the Commission voted 4/0 approve Pay request No. 6 for AGIS in the amount of \$14,831.52. FAA's portion is \$13,348.37; MassDOT's portion is \$741.58; Norwood Airport's share is \$741.37.

- MassDOT Amendment to Standard Contract AIP Project No. 3-25-0037-38
There is an amendment to 435,459.06 to cover the Taxiway A project, change orders 1 and 2. This covers the engineering as well as construction.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to have the Chairman sign the standard contract form with the amended amount of \$435,459.06.

MINUTES

- 4/4/19 Regular Business Meeting

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

- 4/10/19 Regular Business Meeting

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

- 4/29/19 Regular Business Meeting

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

- 4/29/19 Special Business Meeting

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

AIRPORT MANAGER'S REPORT

- Mr. Maguire discussed the Airport Manager's Report.
Administration building should be complete by the end of July. Vegetation Management Program, Solitude Lake Management of Shrewsbury will be doing the work. It is 100% funded by the State.

On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve the Airport Manager's Report.

OLD BUSINESS

- Boston Executive Helicopters' fuel truck operating in vicinity of helicopter circles.
On February 11, the NAC received two letters from helicopter operators complaining about BEH's fuel truck driving around the south end helicopter circles for no apparent reason. The BEH fuel truck delayed helicopter operations for two helicopters according to the letters. Both letters expressed concerns of unsafe operation by BEH fuel truck. The Chairman recommends a letter to be sent by the airport manager to BEH expressing concerns by tenants and management of the airport of unusual and unsafe operation by BEH fuel truck and to use better judgment in the future.

NEW BUSINESS

- Commercial permit interest, Southern Airways Express
Mark Cestari of Southern Airways Express made a presentation about their company. They would like to launch their first route in New England this summer between Norwood and Nantucket.
- Parking lot grant
Mr. Ryan discussed the grant from MassDOT for a 22 space parking lot. There will be handicapped parking and accessibility for the Mark Welch Administration Building. It will provide handicap access to the viewing area. The parking lot will be environmentally friendly.

- Advertisement for proposals, Lot A, B, C

There was discussion regarding the lease of the property. A formal vote is needed to lease the property.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to make available for lease lots A, B and C, totaling approximately 95,446 square feet for aircraft parking, aircraft ground handling, fueling of aircraft and construction of an aircraft hangar for a lease period of 20 years beginning on November 1, 2019. The ground lease rate shall begin at 51 cents per square foot and is based on current ground lease rates charged by the Norwood Airport Commission. In said lease, rates shall increase by 2% each year from years through year 10 and increase by 3% in year 11 through year 20.

- MassDOT pay request #1, Tower Construction re: fit-out of airport administration building.

On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to submit payment to MassDOT in the amount of \$49,305.85.

On a motion by Mr. Odstrchel and seconded by Mr. Shaughnessy, the Commission voted 4/0 to submit payment to MassDOT for the Project Clerk in the amount of \$1,417.50.

- FAA and MassDOT pay request #6, AGIS
- FAA and MassDOT pay request #4, taxiway A/D re-location and construction
- Professional engineering services, three-year selection

Three submittals were received for engineering services from Airport Solutions Group, Gale Engineering and DuBois & King

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel the Commission voted 4/0 to schedule a special meeting to interview each of the applicants.

- MassDOT standard contract form, amendment: FAA AIP Project No. 3-25-0037-38, to re-construct/re-locate taxiways A,D

CORRESPONDENCE

- Engineering consultant services for Norwood Airport (#NAC-19-03), interest and qualifications: DuBois & King, Inc.
- Engineering consultant services for Norwood Airport (#NAC-19-03), interest and qualifications: Gale Associates, Inc.
- Engineering consultant services for Norwood Airport (#NAC-19-03), interest and qualifications: Airport Solutions Group, LLC
- 4-26-19 letter of recommendation in support of Gale Associates, Inc., sent to Norwood Airport Commission from Mansfield Airport Commission
- 4-9-19 Letter from D. Stahley, of I. W. Harding, Inc. to P. Mello, Norwood Town Counsel, re: 3-25-19 Mello letter to D. Stahley (ref: hauling dispute during FAA AIP Project No. 3-25-0037-38, to re-construct/re-locate taxiways A, D)
- MassDOT standard contract: amendment of \$435,459.06 for change orders #1 and #2, for FAA AIP Project no. 3-25-0037-38, to re-construct/re-locate taxiways A, D
- MassDOT proposal and agreement for alterations to the plans, specifications and/or contracts: FAA AIP Project No. 3-25-0037-38, to re-construct/re-locate taxiways A, D

- Advertisement for proposals (#NAC-19-04); lease of 95,446 square feet of airport land, to include construction of an aircraft hangar
- 5-1-19 letter to Norwood Board of Selectmen from C. Donovan, of Boston Executive helicopters, LLC(BEH), re: advertisement for proposals (#NAC-19-04)
- 4-26-19 letter from C. Donovan, of BEH, to T. Mazzucco re: #NAC-19-04
- 5-1-19 letter from C. Carney, of Norwood Purchasing Department, to C. Donovan of BEH, re: C. Donovan's queries in 4-26-19 letter to T. Mazzucco
- 5-1-19 addendum #1 for advertisement for proposals (#NAC-19-04)

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to file all correspondence.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted by roll call to adjourn for the purposes of Executive Session 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: (1) Boston Executive Helicopters, LLC v. Town of Norwood et al., and (2) Boston Executive Helicopters v Norwood Airport Commission and also to vote on Executive Session Meeting minutes of April 10, 2019 and to return to public session for purposes of adjournment.

Mr. Odstrchel: Yes

Mr. Sheehan: Yes

Mr. Shaughnessy: Yes

Mr. Ryan: Yes

Adjourned for the purposes for Executive Session at 3:55 p.m.

The Commission returned to Open Session at 4:17 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: 4:17 PM