

APPROVED

3/9/16

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
October 21, 2015**

In Attendance:

Commissioners: Mark Ryan, Chairman; Kevin Shaughnessy, Martin Odstrchel, Paul Shaughnessy, Hylie Hutchens, Michael Sheehan, Leslie LeBlanc, Airport Manager, Russ Maguire.

Meeting Called to Order: 12:00 PM

PROJECTS

- AIP update, environmental assessment, wildlife hazards assessment, Russ Maguire
Wildlife hazards assessment update: Surveys are being done to identify issues and hazards.
This will be ongoing through March. Received pay request No. 2 for \$12,351.66.

On a motion by Mr. Hutchens and seconded by Mr. LeBlanc, the Commission voted 7/0 to approve payment number 2 to Dubois & King.

- AIP update: Taxiway A environmental assessment, Submission made to DEP on August 17th.
Continuing the process of assessing for a permit from DEP. Looking at 2018 as the target year
for reconstruction. Received pay request No. 10 for \$26,109.36.

On a motion by Mr. Hutchens and seconded by Mr. K. Shaughnessy, the Commission voted 7/0 to approve payment No. 10 to Dubois & King.

MINUTES

- September 9, 2015 regular meeting

On a motion by Mr. LeBlanc and seconded by Mr. Odstrchel, the Commission voted 7/0 accept the Minutes with the changes under old business to change "provision extension" to "provisional extension".

AIRPORT MANAGER'S REPORT

- Discussed gate 3 replacement.
- WWII Air Show generated a lot of interest. Sending out a thank you letter, and would like to request the show next year to be held on Norwood Day

On a motion by Mr. LeBlanc and seconded by Mr. Odstrchel, the Commission voted 7/0 to approve the Airport Manager's report.

NEW BUSINESS

- **Show Cause Hearing: alleged February 2015 Flight Level Norwood/Lot G glycol spill incident.**

The Show Cause Hearing is relevant to misconduct alleged in violation of the Airport Rules and Regulations, Section 8, Unauthorized Operation; Section 15.1, conduct; Section 15.3, conduct; and section 16.1 Preservation of Property.

On February 13, 2015, NAC was notified by FlightLevel that allegedly BEH had knocked over FlightLevel's fluid filled Jersey barriers resulting in the spill of approximately 330 gallons of glycol onto the Norwood Memorial Airport.

The police report regarding this incident was read into the record. The report had to do with February 13 and 14, 2015. At the February 12 meeting of the NAC, there was a complaint of BEH plowing snow onto FlightLevel's ramp space and blocking in their fuel system.

Mr. Donovan is not in attendance at today's meeting on advice of counsel. Mr. McCulloch, attorney for BEH, indicated that he felt that the Commission is unable to act as an objective body with respect to this.

Mr. Eichleay, President of FlightLevel Norwood, testified after being sworn under oath and presented a video.

Mr. Bruce Hoskins, Environmental Engineer from FSL Associates, testified after being sworn under oath.

Mr. Fred Lebow, President of FSL Associates, testified after being sworn under oath.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted by roll call to adjourn for the purpose of Executive Session to discuss the material at hand because it would have a detrimental effect on the litigation position of the NAC according to Purpose 3.

Mr. Ryan: Yes

Mr. K. Shaughnessy: Yes

Mr. P. Shaughnessy: Yes

Mr. Sheehan: Yes

Mr. LeBlanc: Yes

Mr. Odsrchel: Yes

Mr. Hutchens: Yes

Adjourned for the purposes of Executive Session at 2:35 p.m.

The Commission returned to Open Session at 3:06 p.m.

On a motion by Mr. K. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 7/0 to take today's hearing under advisement.

On a motion by Mr. Sheehan and seconded by Mr. K. Shaughnessy, the Commission voted 7/0 to extend the BEH 2014 commercial permit to the next meeting, November 19, 2015 with no further extensions, as well as ask BEH to submit a completed application for fiscal year 2016, and ask that Mr. Donovan appear for purposes of discussing his 2016 application.

On a motion by Mr. K. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 7/0 to adjourn the October 21, 2015 meeting.

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

MEETING ADJOURNED: 3:20 PM