

APPROVED

8 / 9 / 17

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING**

May 10, 2017

In Attendance:

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

Meeting Called to Order: 3:00 PM

PROJECTS

- AIP Project Update: environmental assessment of taxiway A re-location – Jeff Adler, Dubois & King
End of April received Order of Conditions from the Conservation Commission. Filed superseding order of Conditions with MassDEP southeast region office. They have 70 days to act. At that point the variance request will be filed with Boston DEP.

Last meeting NAC approved the contract for AGIS survey and technical masterplan update. Mr. Ryan signed the contract. That project will be starting up soon. Aerial mapping will be one of the first steps done. Will start getting things set up before they actually get the grant. Meetings regarding this project should start in July or August.

- Flight Level CAP project update, Peter Eichleay, Flight Level
Project is just about complete. They have received the temporary certificate of occupancy. Last thing to do is remove the temporary gate and get the fence back in shape. Then the final certificate of occupancy will be issued. The building is about 80% leased out.

MINUTES

- November 16, 2016 – Executive Session
The Commission decided to table the acceptance of the minutes because Mr. LeBlanc is not present.
- January 11, 2017 – Regular Business Meeting and Executive Session
The Commission decided to table the acceptance of the minutes because Mr. LeBlanc is not present.
- March 8, 2017 – Regular Business Meeting
On a motion by Mr. Odstrchel and seconded by Mr. Sheehan, the Commission voted 4/0 to accept the minutes.
- March 8, 2017 – Executive Session
On a motion by Mr. Odstrchel and seconded by Mr. Sheehan, the Commission voted 4/0 to accept the minutes.
- April 19, 2017 – Regular Business Meeting
On a motion by Mr. Odstrchel and seconded by Mr. Sheehan, the Commission voted 4/0 to accept the minutes with the stated revisions.

- April 19, 2017 – Executive Session
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to table the acceptance of the minutes.

AIRPORT MANAGER'S REPORT

Mr. Maguire discussed the crack sealing project. Sealcoating, Inc. was awarded the contract. It is 100% funded by the state. Rotating beacon is about three years past its life cycle. It is out of service. Should be back up within the next few weeks.

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

- Security gate 2 card reader

A constable served Mr. Egan the paperwork. The Insurance company will cover the cost to repair. Not sure yet if the Airport pays up front or if the payment will be received in time to pay the contractor.

- West apron/helipad tie-down leases

Draft lease was received from Town Counsel. Section 13, insurance coverage is important. Mr. Sheehan recommended that in paragraph 8, page 2, after the word agreement strike out, without the prior written approval of the lessor. It should read: "Lessee shall have no right to sub-lease the Space or assign this Agreement. The parking of aircraft not owned or leased by the Lessee within the Space shall constitute a sub-lease." There should be no right to sub-lease. If someone wants to leave, give a 30-day notice and lease directly with Mr. Maguire. Will vote on this at the next meeting.

NEW BUSINESS

Discussion regarding having Mr. Maguire work with Town Counsel Brandon Moss regarding a sign-in policy for attendees as well as filming of the Airport Commission meetings. Cameras should not be turned on before the meeting starts.

CORRESPONDENCE

- 5/4/17 Letter from R. Maguire to J. Lieber, of Helicopters, Inc., re: 2/14/17 damage to gate 2 card reader
- 4/28/17 letter from FAA Headquarters to Norwood Airport Commission (NAC) re: Boston Executive Helicopters . Town of Norwood and Norwood Airport Commission, notice of extension of time

- 4/27/17 letter to MassDEP from Epsilon Associates, on behalf of NAC, re: superseding order of conditions request

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

Adjourned for the purposes for Executive Session at 3:30 p.m.

The Commission returned to Open Session at 3:45 p.m.

On a motion by Mr. Shaughnessy 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: 3:45 PM