

**APPROVED**

8/8/18

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
July 11, 2018**

**In Attendance:**

Commissioners: Mark Ryan, Chairman; Michael Sheehan, Kevin Shaughnessy, John Corcoran; Mark Raymond

**Meeting Called to Order: 3:01 PM**

**NCM and Chris Donovan of Boston Executive Helicopters are recording this meeting.  
Chris Donovan has not signed in.**

**PROJECTS**

- AIP project update: Jeff Adler, Dubois & King  
Taxiway A Relocation. Mr. Adler gave an update on the project. He hopes to get the grant in August. It is a 60-day construction period. I. W. Harding is the contractor.
- AGIS Technical Master Plan Update, Jeff Adler, Dubois & King  
Mr. Adler has received all the aerial and obstruction analysis. At the next NAC meeting there should be an update on obstructions. CIP meetings will be in September with MassDOT and FAA. There is an addition \$1 Billion that has been appropriated to airports across the country. It has not yet been determined how that is going to be appropriated to airports. October is the next deadline when non-priority airports can submit requests for projects. The projects are funded at 100%. Projects need to be shovel-ready.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to pay Pay Request No. 4. Total invoice is \$38,163.87. Norwood share is \$1,908.20.

**MINUTES**

- May 9, 2018 Regular Business Meeting  
On a motion by Mr. Corcoran and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the minutes.
- June 14, 2018 Regular Business Meeting  
On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the minutes

## AIRPORT MANAGER'S REPORT

- Airport Manager's Report is submitted. Mr. Mark Raymond is sitting in for Mr. Maguire, Airport Manager. Mr. Ryan thanked Mr. Raymond for his assistance in getting the new trucks and deicing machine.

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

## OLD BUSINESS

- Aspire Aviation, LLC initial commercial permit application  
Aspire Aviation has secured an office lease through Flight Level Aviation. The office lease agreement is for fiscal 2019. This is what Aspire Aviation was asked to do to meet the minimum standards.

On a motion by Mr. Sheehan and seconded Mr. Shaughnessy, the Commission voted 4/0 to approve the application of Aspire Aviation for a commercial permit and waive the tie-down requirement.

- Flight Level Norwood, LLC (FLN) third party financial review, Peter Eichleay  
The Commission wanted a review of Flight Level's financial standing. Flight level is asking for the ability to retain JMH Associates of Cumberland, Maine to review Flight Level Norwood, LLC's financials to satisfy NAC requirements. They are CPAs and auditors or ex-auditors with quite a bit of aviation experience. Flight Level is looking for the approval to go ahead with them as their reviewer NAC wanted someone that was independent of Flight Level and had aviation experience.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the third party vendor to review Flight Level's financial information and submit a report to the Norwood Airport Commission.

- Agreement for professional engineering services, DuBois & King: reconstruction taxiway A and taxiway D relocation  
Mr. Maguire has gone through the agreement. There are a few minor things to go through with Town Counsel.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the agreement for Professional Engineering Service for DuBois & King for reconstruction of taxiway A and taxiway D relocation and allow the Norwood Airport Commission Chairman to make any necessary changes.

- Use agreement for collection of landing fees  
Mr. Ryan discussed the agreement. It has been forwarded to FAA. They would like to start August 1<sup>st</sup> to start collecting landing fees.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the user agreement for the collection of landing fees between Norwood Airport Commission and Flight Level.

- FY 2019 commercial permit applications: Blue Hill Helicopters; HB Holdings d/b/a Norwood Air  
They are looking for a waiver of office space.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to table voting on this until the next meeting with the caveat they can continue to operate under their 2018 permit.

- FY 2017 non-FBO commercial permit application, Boston Executive Helicopters, LLC  
Fueling plan is still outstanding.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to extend the FY 2107 non-FBO commercial permit application to the next NAC meeting.

- FY 2019 FBO commercial permit application, Boston Executive Helicopters, LLC

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the 2019 FBO commercial permit application pending the submission and approval of a fueling plan and revision on the insurance.

## **NEW BUSINESS**

- S & T Realty Trust, requesting consent to sub-lease lots 5, 6 and 7  
Attorney Bateman explained the sub-lease. He is satisfied the Town's interests are protected.  
The form of sublease is consistent with the master leases.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to table approval of the leases to the next NAC meeting.

## **CORRESPONDENCE**

- Use agreement for collection of landing fees, draft
- FAA/MassDOT payment request #4: AGIS
- 7/3/18 letter to NAC, from H. Laenen, of HB Holdings d/b/a Norwood Air, re: FY 2019 commercial permit application waiver request: office space
- 6/3/18 letter to NAC, from H. Laenen, of HB Holdings d/b/a Norwood Air, re: FY 2019 commercial permit application waiver request: two-aircraft minimum for flight training
- 6/28/18 letter to L. Rhodes, of MassDEP, from QA. Jacobs, of Epsilon Associates, re: taxiway re-alignment project, variance order of conditions and water quality certification; special conditions
- 6/17/18 email from C. Donovan, of Boston Executive Helicopters, LLC (BEH), to M. Ryan, of the Norwood Airport Commission (NAC), re: NAC's 6/14/18 meeting
- 6/14/18 letter to K. Willis, of FAA Office of Airport Compliance and Management Analysis, from M. Fee of Pierce & Mandell, PC, representing BEH, re: BEH v. Town of Norwood part 16 complaint; docket No. 16-15-05
- 5/7/18 email request from P. Eichleay of Flight Level Norwood (FLN), to R. Maguire re: a third party (JMH Associates) financial review



- 4/2/18 letter and attachments from R. Maguire to P. Eichleay of FLN, re: the need for updated financial information.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted by roll call to adjourn to go into Executive Session for Purpose 3 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, LLC v Town of Norwood, et al., US District Court, Civil Action No. 1:15CV13647 RGS; and 2) Boston Executive Helicopter, LLC v Norwood Airport Commission and the Town of Norwood, Federal Aviation Administration Docket No. 16-15-05; and 3) Boston Executive Helicopter, LLC, MII Aviation Services, LLC and H. B. Holdings, Inc. v Flight Level Norwood, LLC, EAC Realty Trust II and Peter Eichleay, Commonwealth of MA Superior Court Civil Action No. 1582CV00213; and to discuss Executive Session Minutes, May 9, 2018 and for Purpose 1 to discuss receipt of and response to open meeting law complaint against a public body, and executive session minutes May 23, 2018, and to return to public session for purposes of adjournment.

Mr. Ryan: Yes

Mr. Shaughnessy: Yes

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Adjourned for the purposes for Executive Session at 3:48 p.m.

The Commission returned to Open Session at 4:04 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: 4:04 PM**