

APPROVED

10 / 17 / 18

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
September 26, 2018**

In Attendance:

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

Meeting Called to Order: 3:00 PM

NCM and Hans Laenen of Norwood Air are recording this meeting.

Re: Sign-in Sheet – All have signed in

PROJECTS

- AGIS Technical Master Plan: Mark Goodrich, DuBois & King
A draft is being worked on. Nothing is finalized. NAC has not had a chance to discuss what has been presented. When that is done they will contact DuBois & King.
- Taxiway A Relocation: Mark Goodrich, DuBois & King
There are 53 days left on the contract. Things are on schedule. The haul route has been revised from gate 1 to gate 2. Construction has been running Monday through Thursday 7:00 am to 5:30 pm, weather pending.

MINUTES

- August 8, 2018 Regular Business Meeting
On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 5/0 to approve the minutes.

AIRPORT MANAGER'S REPORT

- Mr. Maguire discussed the Airport Manager's Report.
WWII aircraft are coming in on Friday. Flight Level has been very cooperative and will put the aircraft on one of their aprons. Times and aircraft are listed on the website for the public.
Mr. Shaughnessy would like to thank Mr. Donnelly from the Finance Commission. The Finance Commission looked at revenues and expenses for the Airport for the past six years. Airport revenues are increasing appreciably.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 5/0 to approve the Airport Manager's Report.

OLD BUSINESS

- FY 2019 commercial permit application: HB Holdings d/b/a Norwood Air
HB Holdings has acquired office space on the airport in Boston Executive Helicopter's hangar. All conditions on the minimum standards have been met or approved as waiver.
On a motion by Mr. Odstrchel seconded by Mr. Corcoran, the Commission voted 5/0 to approve the FY 2019 commercial permit application for HB Holdings d/b/a Norwood Air.
- FY 2019 FBO Commercial Permit Application: Boston Executive Helicopters, LLC
On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 5/0 to extend the FY 2019 Commercial Permit Application to the NAC January 2019 meeting
- S&T Realty Trust, requesting consent to sub-lease lots 5, 6 and 7
Attorney John Bateman has been working with Attorney Burlingham from Flight Level. Mr. Bateman reviewed the sub-lease agreements, and he feels they adequately protect the Town's interests. The Commission requested a number of revisions.
On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 5/0 to accept the sub-lease agreement with revisions that were talked about for hangar units 4, 5 and 6.

NEW BUSINESS

- MassDOT grant offer, \$171,922, to re-construct taxiway A and taxiway D; relocation
On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 5/0 to authorize the Chairman to sign the grant award in the amount of \$172,922.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 5/0 to authorize the Chairman to sign the grant assurances from MassDOT.

CORRESPONDENCE

- 9-13-18 notice to proceed from NAC to I.W. Harding
- 8-28-18 Fennick McCredie Architecture scoping document for SRE building, phase II fit-out
- FY 2018 update, Review of Norwood Memorial Airport Revenue and Expense Trends, by FinCom member, Robert Donnelly
- 8-16-18 FAA notice of extension of time re: Boston Executive Helicopters, LLC (BEH) v. Town of Norwood, Norwood Airport Commission, Part 16 complaint (docket No.16-15-05)
- 8-15-18 C. Benedon, Commonwealth of Massachusetts, Office of the Attorney General, to C. Donovan, of BEH, re: open meeting law complaint
- 8-8-18 email from R. Maguire to W. O'Brien, New England Development, re: proposed Topgolf facility
Mr. Maguire discussed how this would affect Norwood Airport

- 8-6-18 letter from JMH Associates, LLC, to P. Eichleay, of Flight Level Norwood, LLC (Flight Level), re: third-party financial review
JMH has found Flight Level to be an excellent credit risk, financially stable, and on an upward trajectory as far as profitability and cash on hand is concerned.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 5/0 to place the third-party review in the file.

- 4-2-18 email from R. Maguire to P. Eichleay, of Flight Level, re: need for third-party financial review
- 7-26-18 ltr. From N. Burlingham, general counsel for Flight Level, to the NAC re: request for consent to sub-lease units 4, 5 and 6 in Flight Level's new building on lots 5, 6; sub-lease agreements for hangar units 4, 5 and 6
- 6-3-18 letter to NAC, from H. Laenen, HB Holdings dba Norwood Air, re: FY 2019 commercial permit application waiver request: two-aircraft minimum for flight training.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, 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: (1) Boston Executive Helicopters, LLC v. Town of Norwood; (2) Boston Executive Helicopters v. Norwood Airport Commission and Town of Norwood; and (3) Boston Executive Helicopters v. Flight Level Norwood LLC, EAC Realty Trust and Peter Eichleay, as well as to review the July 11, 2018 Executive Session minutes and to return to public session for purposes of adjournment.

Mr. Ryan: Yes

Mr. Shaughnessy: Yes

Mr. Odstrchel: Yes

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Adjourned for the purposes for Executive Session at 3:37 p.m.

The Commission returned to Open Session at 4:42 p.m.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 5/0 to adjourn the meeting.

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

MEETING ADJOURNED: 4:42 PM