

APPROVED

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**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
December 20, 2018**

In Attendance:

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

Meeting Called to Order: 12:02 PM

NCM and Chris Donovan of Boston Executive are recording this meeting.

Re: Sign-in Sheet: Everyone has signed in.

PROJECTS

- AIP project update: Jeff Adler, DuBois & King
Taxiway A Relocation. Completed the entirety of Taxiway A. Due to the extreme wet conditions and time to complete Taxiway A, Taxiway D is not complete. Erosion control measures needed to be put in place in compliance with the DEP variance order, which caused overruns in contractors quantities for payment. The contractor has submitted two pay requests, one for 90% of original contract value and one for all work completed to date. There are discussions with FAA because the grant amount is exceeded. The FAA has advised not to act on the pay applications at this time until the conference call with them.
- Technical Master Plan, Jeff Adler, DuBois & King
The four main chapters of the technical master plan update were electronically submitted to Mr. Maguire. Hard copies will be forwarded as well. After the holidays a public meeting will be held.

MINUTES

- November 30, 2018 Regular Business Meeting

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the minutes.

- December 7, 2018 Regular Business Meeting

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the minutes.

AIRPORT MANAGER'S REPORT

- Mr. Maguire discussed the Airport Manager's Report.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the Airport Manager's Report.

NEW BUSINESS

- Re-organization
Put off to the next meeting when a full Commission is present.
- Owner's project manager, SRE/administration building, phase II fit-out
Airport management along with the Airport Commission Chairman met with the architects. The project went out to bid on December 12th. There was a good turnout at the pre-bid conference. The project estimate is \$1.5 million. It is under a MassDOT grant. The Town will pay 5%. There is a requirement for an owner's project manager who has experience.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to appoint Mr. Ryan as the owner's project manager.

- West apron, DC-3 apron: tenants at will, notices to quit/termination
Attorney North recommended that the notices be issued by the end of the year because of the billing cycle.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to send the notices out per recommendation by Counsel.

CORRESPONDENCE

- 12/17/18 email to C. Donovan of Boston Executive Helicopters (BEH), from R. Maguire, re: fuel truck in gate 3 taxi-lane object-free area

On a motion by Mr. Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to file the correspondence

- 12/18/18 letter from J. Adler, of DuBois & King, to R. Maguire, re: FAA/MassDOT grant payment requests on behalf of I.W. Harding (contractor), for taxiway A re-construction/re-location project

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to file the correspondence.

- 12/17/18 letter from D. Stahley, of I.W. Harding, to C. Carney, Town of Norwood Purchasing Department, re: outstanding payments for taxiway A re-construction/re-location grant project

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to file the correspondence.

- 12/12/18 notice of extension of time for complainant (BEH)

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to file the correspondence.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to file the following correspondence:

- 12/3/18 notice of extension of time (Town of Norwood, Norwood Airport Commission).

- 12/11/18 e-mail from John Thomas, of Waltzing Matilda Aviation, to R. Maguire, re: cessation of based commercial operations
- 11/27/18 letter from D. Stahley, of I.W. Harding, to R. Maguire and M. Goodrich, of DuBois & King, re: supplemental agreement for taxiway A re-construction/re-location grant project
- 11/27/18 letter to M. Ryan, of the NAC, from T. Klay, MassDOT Deputy General Counsel, re: Part 16 complaint; FAA Director's determination; grant assurances
- 11/16/18 letter from G. Lattrell, of FAA New England Region, to R. Maguire, re: Part 16 complaint, FAA Director's determination, corrective action plan, grant assurances and eligibility
- 11/13/18 grant close-out letter, environmental assessment, phase II, taxiway A grant project
- 11/3/18 Appeal of Norwood Airport Commission, Part 16 complaint, docket no. 16-15-05

Mr. Sheehan takes over as Chairman so Mr. Ryan can make a motion.

- Renaming of the SRE Building
The Commission discussed renaming the SRE building to the Major Mark C. Welch Administration Building. Mr. Welch was a retired USMC pilot. He passed away in 2016 at 44 years old. He grew up in Norwood. His parents, Joe and Anita Welch currently live in Norwood. Mr. Ryan would like the building to have a name associated with aviation. Mr. Welch attended St. Catherine's School in Norwood and graduated from Xaverian High School in 1989 and graduated from the US Naval Academy in 1993. He was a highly decorated helicopter pilot in the Marine Corp. He did tours in Iraq, Afghanistan and Bosnia. He was involved with rescuing victims of hurricane Katrina. He has also received full Presidential citations for heroism and many medals.

On a motion by Mr. Ryan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to rename the SRE Building to The Major Mark C. Welch Administration Building.

Mr. Sheehan relinquishes the Chair to Mr. Ryan.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, 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; as well as to review the November 30, 2018 and December 7, 2018 Executive Session minutes and to return to public session for purposes of adjournment.

Mr. Ryan: Yes

Mr. Sheehan: Yes

Mr. Shaughnessy: Yes

Adjourned for the purposes for Executive Session at 12:21 p.m.

The Commission returned to Open Session at 12:40 p.m.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to adjourn the meeting.

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

MEETING ADJOURNED: 12:40 PM