

**APPROVED**

8/7/19

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
July 2, 2019**

**In Attendance:**

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

**Meeting Called to Order: 3:30 PM**

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

**NEW BUSINESS**

- MassDOT pay request #4: Tower Construction; Victor Serena; re: fit-out of administration building

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to pay Requisition No. 4 in the amount of \$260,568.42; MassDOT share is \$247,540, Norwood Memorial Airport share is \$13,028.42.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to pay the invoice for the Project Clerk, Victor Serena, for the dates June 10th – June 28th in the amount of \$3,027.50.

- Lots A, B, C proposal, Flight Level (FLN)  
There was discussion regarding the RFP for the lease of Lots A, B and C. There was only one submittal from Flight Level. Mr. Peter Eichley made a presentation to the Commission on behalf of Flight Level.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to enter into a lease with Flight Level as soon as the Commission receives approval from the Town's purchasing agent.

- Use of main parking lot by AVIS  
AVIS is starting to utilize more spaces in the main parking lot. From May 31<sup>st</sup> to June 19<sup>th</sup> it was averaging seven cars outside of their main spaces.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to have the Airport Manager begin discussion with Avis regarding leasing parking spaces and to inform that that it's a violation of zoning to park unregistered and uninsured vehicles.

- Flight Level signage  
Mr. Peter Eichley discussed getting signage for Southern Airways.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the signs as presented based on it being approved by the Town.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 4/0 to allow signage to be placed at gate 3.

- Licensing for fiscal year 2020

There was discussion regarding license fees and paperwork for fiscal year 2020.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve a one-month extension of all the FY19 permits until the next Commission meeting.

#### **CORRESPONDENCE**

- 5-1-19 FLN proposal for contract #NAC-19-04, lease of airport lots A, B, C
- Monitoring records: AVIS activity in airport main lot

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: 4:21 PM**