

APPROVED

4/23/20

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
February 12, 2020**

In Attendance:

Commissioners: Mark Ryan, Chairman; Michael Sheehan; John Corcoran; Russ Maguire, Airport Manager

Meeting Called to Order: 3:30 PM

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

PROJECTS

- AIP Project Update: DuBois & King, Jeff Adler

Updates on AIP projects moving forward with this year. In November talked about a couple of projects and what the local share would be for those. Because Norwood Airport is AIP grant ineligible, that has been changed because you're only eligible to receive non-primary entitlement money, which is \$150,000/year. Last year that money wasn't used, so there is \$300,000 from last year and this year which can be used for projects. Based on that, the two AIP projects that are going to move forward are the Environmental Assessment for the paved safety areas and for the Taxiway C relocation as well as post-construction monitoring. Local share for the environmental assessment is \$14,166, and for the post-construction monitoring the local share is \$2,500.

Masterplan - a few more comments were submitted. Over the next month all comments should be finished and by March should be essentially done addressing comments.

MINUTES

- 11/20/19 Regular Business Meeting (3:42 p.m.)

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

- 1/22/19 Regular Business Meeting

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

AIRPORT MANAGER'S REPORT

Mr. Maguire and Mr. Ryan will be meeting with the Recreation Department about the possibility of adding an Aviation Day at Norwood Airport.

Update on the Welch Administration Building Dedication. Once the weather gets better, it will happen in the spring.

Mr. Sheehan thanked Mr. Maguire for breaking out the FBOs revenue generation.

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

NEW BUSINESS

- MassDOT payment requests: fit-out of airport administration building

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to authorize payment to MassDOT for reimbursement of three items. The total cost is \$5,302.72. MassDOT's share is \$5,037.59; Town of Norwood's share is \$265.13.

- Initial commercial permit application, ATP

Mark Butler, director of facilities for ATP Flight School gave a presentation of his company. His company is not in direct competition with flight schools that are already at the airport. ATP produces certified flight instructors that local flight schools may need.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the application with the following documentation provided when available to the Airport Manager: Certificate of Good Standing, executed lease by the parties and within six months, three months' operating and bank statements. Mr. Maguire will also check in on the two credit references and bank references.

CORRESPONDENCE

- FY 2020 commercial permit application for ATP (initial), along with insurance documents, two-year business outlines, floor plan, transaction statement
- 2/3/20 MassDOT grant, application for assistance: commercial grade, battery operated zero-turn mower with solar canopy (MassDOT projected cost \$30,000; local share projection: \$0)
- 1/31/20 MassDOT grant application for assistance; Marsh master w/attachments (MassDOT projected cost: \$149,600; local share projection: \$37,400)
- 1/31/20 verification of intent, to FAA New England Airports Division, signed by M. Ryan, of the NAC, re: authorization to carry over unused non-expiring entitlement funds for future use.

- 1/21/20 MassDOT project close-out report (AIP No. 3-25-0038-38-2018), signed by Mr. Ryan of the NAC
- 2/10/20 memo from R. Maguire, to NAC, re: need to submit MassDOT payment request for recent costs incurred in fit-out of airport administration building

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

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted by roll call vote to go into Executive Session for purpose 6, to consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the negotiating position of the Town regarding the lease offer of Lots A, B, C to Flight Level. In addition, Purpose 3 for executive session to discuss strategy with respect to litigation in an 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 et al, and (2) Boston Executive Helicopters v Norwood Airport Commission, to vote on 1/22/20 executive session minutes and to return to regular session to address one item.

Mr. Ryan: Yes

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Adjourned for the purposes for Executive Session at 3:50 p.m.

The Commission returned to Open Session at 4:30 p.m.

Mr. Ryan welcomes everyone back to Open Session and recognizes that BEH, NCM, and Matthew McDonald of the Norwood Record are recording the meeting.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to offer a lease to Flight Level for lots A, B, C with a stipulation that a plan be provided as an exhibit.

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

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

MEETING ADJOURNED: 4:32 PM