

APPROVED

6 / 8 / 22

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
May 25, 2022**

In Attendance:

Commissioners: Mark Ryan, Chairman; Michael Sheehan; John Corcoran; Russ Maguire,
Airport Manager; Mina Makarious, Esq.

Meeting Called to Order: 4:00 PM

Matt MacDonald from the Norwood Record and Chris Donovan from BEH are recording the meeting.

PROJECTS

- AIP Project update, DuBois & King, Mark Goodrich

Proposed Taxiway D relocation project – June 27th is the start date of construction with an end date of mid-August.

Runway 10-28 reconstruction and Taxiway C realignment – A grant is anticipated to be received in July for the reconstruction of Taxiway C.

MINUTES

- 4/13/22 Regular Business Meeting

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

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

AIRPORT MANAGER'S REPORT

Mr. Maguire presented the Manager's report to the Commission, and highlighted significant items.

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

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

NEW BUSINESS

- Airport Manager position vacancy

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to reach out to the HR department to advertise externally for the Airport Manager's position.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- NAC standard contract with RAE Contracting LLC for site work adjacent to administration building

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to authorize the Chairman to sign the standard contract with RAE Contracting LLC.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- FAA payment request #3, AIP No. 3-25-0037-042-2021 (taxiway D construction)

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve payment request #3 in the amount of \$8,838.26 to be paid by the FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- FAA payment request #3, AIP No. 3-25-0037-043-2021 (environmental assessment, phase II)

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve payment request #3 in the amount of \$17,681.01 to be paid by the FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

CORRESPONDENCE

- MassDOT standard contract: site work adjacent to administration building
- FAA payment request #3, AIP No. 3-25-0037-042-2021 (taxiway D construction)
- FAA payment request #3, AIP No. 3-25-0037-043-2021 (environmental assessment, phase II)
- FAA grant application for re-location of taxiway C project
- 4-25-22 notice of award to RAE Contracting, LLC
- 5-2-22 letter of resignation, Marsha Johnson
- 5-11-22 letter from R. Maguire to D. Spiegel, of Annex Realty Trust re: lease option

- 5-19-22 letter from R. Maguire to Boston Executive Helicopters re: unauthorized helicopter operation on the west ramp, and self-fueling operations on the west apron
- 5-19-22 letter from R. Maguire to US Lease Company, Inc. re: west apron activities

On a motion by Mr. Sheehan and seconded by Mr. Corcoran the Commission voted 3/0 by roll call to recognize Ms. Johnson, and have Mr. Maguire and Mr. Ryan work with HR to advertise for a new recording service.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to have the owner of Boston Executive Helicopters and Chris Donovan in for a hearing at the next Commission meeting in June to discuss the unauthorized use of the west apron that occurred on May 13th as outlined in the letter sent to BEH and US lease Company, Inc.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

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

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to adjourn for the following purposes:

- Purpose 3 to discuss strategy with respect to litigation, if an open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission: Boston Executive Helicopters, LLC v. Town of Norwood et al., U.S. District Court – Massachusetts Civil Action No 1:15-CV-13647-RGS.
- Discuss and approve 4/13/22 Executive Session Minutes

The open session and executive session will be adjourned at the end of the executive session meeting.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

Adjourned for the purposes for Executive Session at 4:36 p.m.

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

MEETING ADJOURNED: 5:03 PM