



The TOWN OF NORWOOD

Commonwealth of Massachusetts

NORWOOD AIRPORT COMMISSION

Mark P. Ryan, *Chairman*

Michael Sheehan, *Vice Chairman*

John J. Corcoran

NORWOOD AIRPORT COMMISSION

POSTING

NOTICE IS HEREBY GIVEN THAT A PUBLIC MEETING OF THE NORWOOD AIRPORT COMMISSION WILL BE HELD:

DATE: Wednesday, March 22, 2023

TIME: 4:00 p.m.

PLACE: Norwood Airport Commission Meeting Room
111 Access Road
Mark C. Welch Administration Building (Building #9)
Norwood, MA 02062

TOWN CLERK
TOWN OF NORWOOD
RECEIVED
2023 MAR 20 A 11:00

The Chair reserves the right to call items on the agenda out of order. The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting at least forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Items listed for executive session may be discussed in open session, in addition to or in lieu of discussion in executive session.

MEETING AGENDA

1. PROJECTS

AIP project update: *DuBois & King*

2. MINUTES

2/15/2023 regular business meeting

3. AIRPORT MANAGER'S REPORT

4. NEW BUSINESS

Mass-DOT Contract, AIP-3-25-0037-47-2022 - Taxiway C Relocation

Mass-DOT Grant Assurances, Taxiway C Relocation – Reimbursable Agreement

Airport Playground Project

5. OLD BUSINESS

Aircraft overflights in the Winfield St. /Rock St. neighborhood.

6. CORRESPONDENCE

2/7/2023 letter from J. DeCarlo of *Mass-Dot* to M. Ryan of the *NAC* re: letter of funding commitment, AIP project No. 3-25-0037-047-2022 – Relocate Taxiway “C”

2/10/2023 letter from O. Silbaugh of *Mass-Dot* to M. Ryan of the *NAC* re: Mass-Dot grant award notification, AIP project No. 3-25-0037-047-2022 - Relocate Taxiway “C”

3/1/2023 letter from O. Silbaugh of *Mass-Dot* to M. Ryan of the *NAC* re: Mass-Dot grant award notification, AIP project No. 3-25-0037-046-2022 – Relocate Taxiway “C” – reimbursable agreement

3/6/2023 letter from J. Seltsman-Wilps of the *FAA* to M. Ryan of the *NAC* re: grant closeout letter AIP project No. 3-25-0037-042-2021 – Relocate Taxiway “D”

7. EXECUTIVE SESSION

Purpose 3 for executive session (M.G.L. c. 30A, § 21(a)(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 and state court litigation involving BEH and FlightLevel.

DRAFT ONLY

AIRPORT COMMISSION MEETING - REGULAR BUSINESS MEETING

February 15, 2023

Attendance:

Commissioners: Mark Ryan, Chairman; Michael Sheehan, Vice Chairman; John Corcoran; Mark Raymond, Airport Manager, Mina Makarious, Anderson & Kreiger LLP (via Phone)

Meeting Called to Order: 4:00 PM

Christopher Donovan of BEH, Matt McDonald from the Norwood Record, and Norwood Community Media are recording this meeting

Held in the Major Mark C. Welch Administration Building

PROJECTS

- AIP Project update, Mark Goodrich - DuBois & King

Mr. Goodrich gave updates on the following project on behalf of DuBois & King:

AIP No. 3-25-0037-42-2021 Reconstruct/Relocate Taxiway D

AIP No. 3-25-0037-47-2022 Reconstruct/Relocate Taxiway C

AIP No. 3-25-0037-XX-2023 Reconstruct Runway 10/28

MINUTES

- 1/25/23 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

AIRPORT MANAGER'S REPORT

Mr. Raymond Presented the report

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

DRAFT ONLY

NEW BUSINESS

- Mass-Dot/FAA grant assurances, AIP No. 3-25-0037-47-2022 Reconstruct/Relocate Taxiway C

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 grant assurances on behalf of the commission.

- FAA payment request #3, AIP No. 3-25-0037-47-2022 Reconstruct/Relocate Taxiway C

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the payment request for \$953,062.78.

OLD BUSINESS

- Aircraft overflights in the Winfield St. / Rock St. neighborhood.

Mr. Corcoran made gave an update to the commission on the subcommittee to address the Increase in aircraft overflights in the Winfield St. / Rock St. area. A discussion followed with input from residents of the neighborhood, the airport commission, airport manager, and air traffic tower manager.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to adjourn the regular session and enter into executive session for the following purpose:

Purpose 3 to discuss strategy with respect to litigation, if in 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 No1:15-CV-13647-RGS

The open session and executive session 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 of executive session at 4:24 p.m.

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

MEETING ADJOURNED: 4:43 PM

TO: NORWOOD AIRPORT COMMISSION
FROM: MARK RAYMOND, AIRPORT MANAGER
RE: MANAGER'S REPORT: 2/15/23—3/21/23

— Major Projects/Issues—

Airport Interceptor Manhole Replacement

Airport management worked closely with Norwood DPW and GVC Construction in support of the manhole replacement project (project # NPW-23-01).

Bi-Annual Based Aircraft List

During the month the based aircraft list was updated and submitted to the Mass-Dot Aeronautics Division. Currently there is a total of 124 aircraft based at the airport.

Monthly Revenues

For the month of February one deposit was posted to the Treasurer's office. This totaled \$25,487.12 in payments.

Monthly Fuel Flowage

For the months of November and December, *Flight Level's* bills of lading for fuel totaled 38,673 gallons. At \$.07/gallon, the Town received \$2,707.11 in flowage fees.

For the months of November and December, *Boston Executive Helicopter's* bills of lading for fuel totaled 10,104 gallons. At \$.07/gallon, the Town received \$707.28 in flowage fees.

Aircraft Overflight/Noise Subcommittee

On March 8 NAC Commissioner John Corcoran hosted a meeting at the NAC conference room to Discuss aircraft overflights and noise in the Winfield St. /Rock St. neighborhood. In attendance were representatives from airport flight schools and businesses, the Winfield St. /Rock St. neighborhood, and airport management.



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Gina Flandaca, Secretary & CEO
Jeffrey DeCarlo, Administrator



February 7, 2023

Mark Ryan, Chair
Norwood Airport Commission
Norwood Memorial Airport
125 Access Road
Norwood, MA 02062

Re: **Letter of Funding Commitment for an FAA Grant to Relocate Taxiways C, C1, C2, and C3 at Norwood Memorial Airport: AIP 3-25-0037-047-2022**

Dear Commissioner Ryan:

The FAA offered to award an Airport Improvement Program (AIP) grant to Norwood Memorial Airport (OWD) in the Spring of 2022, for the relocation of Taxiways C, C1, C2, and C3 (one year earlier than the project was originally programmed) to correct a non-conforming airfield geometry condition at the airport. The total cost of this grant is \$7,600,455.56. The federal share of the project is \$6,840,410.00 (90%) and the state's non-federal share is \$760,045.56 (10%). The MassDOT Aeronautics Division will also support any FAA-approved change orders related to this grant.

This project involves the design and construction to relocate Taxiway C (1,600' x 35') and Taxiways C1, C2, and C3 (each approx. 200' x 35'). The project also includes wetland mitigation and both on-site and off-site stormwater mitigation. Other components of the project consist of grading, erosion control, storm drainage design, paving, signage, and markings. Additionally, the project includes the design only phase for the reconstruction of Runway 10-28 (3,580' x 75'). Taxiway C currently has direct access from an apron to Runway 17-35 and the realignment will correct this non-conforming issue.

The FAA annual deadline for AIP grant application submission is May 1st. As a late addition to Norwood Memorial Airport's Fiscal Year (FY) 2022 Capital Improvement Program (CIP), funding would need to have been in place and approved by the Town in the Fall of 2021 to meet the FAA grant deadline on May 1, 2022. Norwood Memorial Airport reached out to MassDOT Aeronautics regarding their concerns with the timing of the grant and asked if MassDOT Aeronautics could assist in funding the airport's local share of the AIP grant to avoid missing this significant funding opportunity for the Airport.

In addition to providing the 5% state share, MassDOT Aeronautics agreed to step forward and advance Norwood Memorial Airport's local 5% share for the grant to leverage the remaining 90% in federal funding from the FAA and allow the Airport to move forward with the project.

The MassDOT Aeronautics agreed to provide the Town's share of the taxiway reconstruction project with the understanding that the Town will provide the entire non-federal share of their next FAA grant(s) until the MassDOT Aeronautics is refunded their original contribution to the above referenced project. This reimbursement only applies to projects with federal funding. MassDOT Aeronautics will provide future letters detailing

Logan Office Center, One Harborside Drive, Suite 205N
East Boston, MA 02128
Tel: 617-412-3680, TTY: 857-368-0655
mass.gov/massdot

Norwood Memorial Airport – February 7, 2023

the status of the reimbursement of these advanced project costs as future federally funded projects. At the time of this letter and if the entire federal share is expended, the Norwood Memorial Airport and the Town of Norwood will have to have fund the next \$380,022.78 (non-federal share) expended on future grants in addition to the typical 5% share the Airport and Town cover for grants.

MassDOT Aeronautics will provide the airport with a Standard Contract to Relocate Taxiways C, C1, C2, and C3 at Norwood Memorial Airport and a set of attached grant assurances (this letter will be attached to the grant assurances as a supplement) for the project which must be signed by the airport and returned to Owen Silbaugh, Chief Engineer and Director of Airport Engineering, who will also serve as MassDOT Aeronautics project manager for this grant.

Very Respectfully,

Jeffrey DeCarlo
Digitally signed by Jeffrey DeCarlo
Date: 2023.02.08 18:49:44 -05'00'

Jeffrey DeCarlo, Administrator

Jeffrey DeCarlo, Administrator

cc: Tony Mazzucco, General Manager, Town of Norwood
Mark Raymond, Manager, Norwood Memorial Airport
File Copy



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Gina Fiandaca, Secretary & CEO
Jeffrey DeCarlo, Administrator



NOTICE OF AWARD

February 10, 2023

Mr. Mark Ryan
Norwood Memorial Airport
566 Washington Street
Norwood MA, 02062

Re: MassDOT Aeronautics Division Grant Award Notification – Norwood Memorial Airport

Dear Mr. Ryan:

The Massachusetts Department of Transportation (MassDOT) Aeronautics Division is pleased to inform the airport, that the Aeronautics Administrator, Dr. Jeffrey DeCarlo, has authorized the award of a state grant to your airport for the following project:

Airport:	<i>Norwood Memorial Airport</i>
Date of Award:	<i>02/10/2023</i>
Project Name:	<i>Relocate Taxiway C</i>
Project Number:	<i>AIP No. 3-25-0037-047-2022</i>
MMARS Number:	<i>76F37472022OWDTWCRLC</i>
	<i>\$760,045.56, scheduled as:</i>
Grant Amount:	<ul style="list-style-type: none"><i>State Fiscal Year 2023: \$760,000.00</i><i>State Fiscal Year 2024: \$45.56</i>
Grant Expiration Date:	<i>06/30/2024</i>

The state share of the project involves 10% of the total cost of the project (please see additional letter entitled "Letter of Funding Commitment for an FAA Grant to Relocate Taxiway C, C1, C2, and C3 at Norwood Memorial Airport: AIP 3-25-0037-047-2020" and dated February 7, 2023 regarding the MassDOT Aeronautics Division funding commitment for this project and future projects as attached to this Notice of Award. Standard Contracts will be sent via email at a later date. Please ensure that invoicing for consultant, construction, and administration costs are through the end of the State Fiscal Year (SFY); no invoices for payment should include costs for work completed in two (2) SFYs.

If SFY amount(s) shown above are incorrect or have changed after this project has been awarded, you must contact the Aeronautics Division no later than May 1, 2023.

If you have any questions concerning this matter, please call me at 857-368-6851.

Sincerely,

Owen Silbaugh  Digitally signed by Owen K. Silbaugh, Jr.
Date: 2023.02.10 15:20:16 -05'00'

Owen Silbaugh
Chief Engineer, Director of Airport Engineering

cc: Airport



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Gina Flandaca, Secretary & CEO
Jeffrey DeCarlo, Administrator



NOTICE OF AWARD

March 1, 2023

Mark Ryan, Chairman
Norwood Memorial Airport Commission
111 Access Road
Norwood, MA 02062

Re: MassDOT Aeronautics Division Grant Award Notification – Norwood Memorial Airport

Dear Mr. Ryan:

The Massachusetts Department of Transportation (MassDOT) Aeronautics Division is pleased to inform the airport, that the Aeronautics Administrator, Dr. Jeffrey DeCarlo, has authorized the award of a state grant to your airport for the following project:

Airport:	<i>Norwood Memorial Airport</i>
Date of Award:	<i>03/01/2023</i>
Project Name:	<i>Taxiway C Relocation - Reimbursable Agreement</i>
Project Number:	<i>AIP No. 3-25-0037-046-2022</i>
Grant Number:	<i>76F37462022OWDTWYCRA</i>
	<i>\$1,459.22, scheduled as:</i>
Grant Amount:	<ul style="list-style-type: none"><i>State Fiscal Year 2023: \$1,455.00</i><i>State Fiscal Year 2024: \$4.22</i>
Grant Expiration Date:	<i>06/30/2024</i>

The state share of the project involves 5% of the total cost of the project. Standard Contracts will be sent via email at a later date. Please ensure that invoicing for both consultant and construction costs are through the end of the State Fiscal Year (SFY); no invoices for payment should include costs for work completed in two (2) SFYs.

If SFY amount(s) shown above are incorrect or have changed after this project has been awarded, you must contact the Aeronautics Division no later than May 1, 2023.

If you have any questions concerning this matter, please call me at 857-368-6851.

Sincerely,

Owen Silbaugh  Digitally signed by Owen K. Silbaugh, Jr.
Date: 2023.03.01 14:44:02 -05'00'

Owen Silbaugh
Director of Airport Engineering

cc: Airport



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
New England Region
CT, ME, MA, NH, RI & VT

1200 District Ave.
Burlington, MA 01803

March 6, 2023

Mr. Mark P. Ryan
Chairman, Norwood Airport Commission
125 Access Rd.
Norwood, MA 02062

Dear Mr. Ryan:

Grant Closeout Letter
AIP Grant Number 3-25-0037-042-2021
Norwood Memorial Airport (OWD)
Norwood, MA
Grant closeout date: March 6, 2023
Final grant amount: \$1,284,864.43

This notice of grant closeout is based on the following conditions having been met: (1) all work included in the project description has been satisfactorily completed, (2) there are no outstanding grant special conditions, (3) all project costs reimbursed by FAA under this grant have been determined to be reasonable, eligible and allowable, and (4) the sponsor has complied with all terms and conditions of the grant agreement.

Final payment has been made and all administrative requirements are satisfied. A final cost review of the grant has been completed and the final costs were determined to be reasonable and justified. There are no differences in the amount of funds requested by the sponsor and the amounts paid out. If an audit reveals any issues, this grant will be re-opened until the outstanding issues have been resolved.

Please be advised that in accordance with Federal Regulation 49 CFR Part 18.42, you are required to retain all supporting project documentation for a minimum period of 3 years from the date of the final request for reimbursement. Because most grant obligations extend beyond three years, we strongly encourage you to retain grant documentation for the life of the grant obligations.

Sincerely,

Julie A. Seltsam-Wilps
Deputy Director, Airports Division

TRAFFIC COUNT - FEBRUARY 2023

	2015	2016	2017	2018	2019	2020	2021	2022	% change 22 vs 21	2023	% change 23-vs 22
Jan	2,587	3,816	4,354	3,845	3,752	4,599	4,083	4,778	17.02%	5,836	22.14%
Feb	1,563	2,927	3,676	4,018	3,493	4,217	3,665	3,663	-0.05%	4,894	33.61%
Mar	3,235	4,006	3,885	4,557	4,033	3,791	4,866	5,803	19.26%		-100.00%
1st QTR	7,385	10,749	11,915	12,420	11,278	12,607	12,614	14,244	12.92%	10,730	-24.67%
Apr	4,375	5,623	5,028	5,574	3,755	1,197	5,569	6,721	20.69%		-100.00%
May	5,483	5,590	6,119	6,810	4,641	2,257	7,351	6,682	-9.10%		-100.00%
Jun	5,386	6,480	7,364	6,999	5,237	5,043	6,953	7,933	14.09%		-100.00%
2nd QTR	15,244	17,693	18,511	19,383	13,633	8,497	19,873	21,336	7.36%	0	-100.00%
% chg tot	22,629	28,442	30,426	31,803	24,911	21,104	32,487	35,580	9.52%		-100.00%
Jul	6,725	7,225	7,842	7,043	6,846	6,260	6,751	7,770	15.09%		-100.00%
Aug	6,632	6,341	8,345	6,868	7,566	7,107	7,645	7,752	1.40%		-100.00%
Sep	5,072	5,226	5,183	6,320	6,468	6,520	6,216	7,708	24.00%		-100.00%
3rd QTR	18,429	18,792	21,370	20,231	20,880	19,887	20,612	23,230	12.70%	0	-100.00%
% chg tot	41,058	47,234	51,796	52,034	45,791	40,991	53,099	58,810	10.76%		-100.00%
Oct	4,788	4,670	5,797	5,383	4,697	6,124	6,415	7,052	9.93%		-100.00%
Nov	4,227	4,468	5,052	3,911	5,204	4,827	6,586	6,182	-6.13%		-100.00%
Dec	3,504	4,433	4,745	4,515	3,849	3,951	4,766	4,966	4.20%		-100.00%
4th QTR	12,519	13,571	15,594	13,809	13,750	14,902	17,767	18,200	2.44%	0	-100.00%