



# 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, June 21, 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

*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

5/24/2023 regular business meeting

## 3. AIRPORT MANAGER'S REPORT

## 4. NEW BUSINESS

FY 2024 Commercial Permits

Notice of trespass letter – *Flightlevel Aviation* to *Boston Executive Helicopters*

## 5. OLD BUSINESS

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

## 6. CORRESPONDENCE

Letter from Nick Burlingham, *Flightlevel Aviation* to Christopher Donovan, *Boston Executive Helicopters* – notice of trespass / cease and desist

Memo from Mark Raymond, airport manager to Norwood Airport tenant businesses / users  
Re: construction update – June 13<sup>th</sup> 2023

## 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  
May 24, 2023  
Meeting Minutes

**PRESENT:**

Mark Ryan, Chair  
Michael Sheehan, Vice Chair  
John Corcoran

Mark Raymond, Airport Manager  
Emily Manning, Recording Secretary

**CALL TO ORDER:**

The meeting was called to order at 4:00 P.M.

**Meeting being recorded by NCM, Boston Executive Helicopter**

**PROJECTS:**

*AIP Project Update: DuBois & King*

DuBois & King were not able to attend the meeting. Mr. Raymond stated construction work in the parking lot was scheduled to begin June 5, 2023.

**APPROVAL OF MINUTES:**

**MOTION** to approve the Airport Commission minutes of the April 19, 2023 meeting made by Michael Sheehan. Seconded by John Corcoran.

Roll Call Vote:

Mr. Sheehan: **Yes**  
Mr. Corcoran: **Yes**  
Mr. Ryan: **Yes**

**Result: 3-0-0 (Approved)**

**AIRPORT MANAGERS REPORT:**

Mr. Raymond provided the report.

**MOTION** to correct the Airport Manager's report to reflect the Wings and Wheels event attendance change from 700 to 1,000, and otherwise approve as presented made by Mr. Sheehan. Motion seconded by Mr. Corcoran.

Roll Call Vote:

Mr. Sheehan: **Yes**  
Mr. Corcoran: **Yes**

Mr. Ryan: Yes

**Result: 3-0-0 (Approved)**

**NEW BUSINESS:**

*Agreement for Professional Engineering Services-Runway 10/28-DuBois & King*

**MOTION** to approve authorization of the chairman to sign a Professional Engineering Agreement with DuBois & King for Runway 10/28 made by Mr. Sheehan Seconded by Mr. Corcoran

Roll Call Vote:

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

**Result: 3-0-0 (Approved)**

*Norwood Memorial Airport-Commercial Permit Fees*

Mr. Raymond noted he sent an email regarding the potential fee change to tenant businesses, but had not heard any responses back.

**MOTION** to increase the commercial permit fee from \$30 to \$100 made by Mr. Sheehan. Seconded by Mr. Corcoran.

Roll Call Vote:

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

**Result: 3-0-0 (Approved)**

**OLD BUSINESS:**

*Aircraft Flights over Winfield St./Rock St. Neighborhood*

Diane Wiffin, 38 Winfield St., detailed her concerns with noise caused by aircrafts. Mr. Ryan responded.

Catherine Folan, 74 Winfield St., detailed her concerns with noise caused by aircrafts. Mr. Ryan responded.

Carolyn Barros, Neponset St., questioned airport operations. Mr. Corcoran described a new feature on the FAA's website, which requests public input on airport noise.

Mark Pond, Rock St., questioned airport procedures.

Jean Taylor, 11 Monroe St., expressed concern over noise from aircrafts.

Debbie Holmwood, 49 Beech St., questioned if the number of planes leaving the airport has increased over the years. Mr. Ryan explained that numbers have decreased by  $\frac{2}{3}$  since 1976.

Ms. Folan questioned the number of flight schools at the airport.

*MASSDOT Payment Vouchers*

Payment Voucher 1: \$48,596.73, Payment Voucher 2: \$110,850.56, Payment Voucher 3: \$95,306.38, Payment Voucher 4: \$2,998.64

Mr. Sheehan clarified that the Town's share would be 0%.

**MOTION** to authorize the airport manager to sign the four payment vouchers for Taxiway C made by Mr. Sheehan. Seconded by Mr. Corcoran.

Roll Call Vote:

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

**Roll Call Vote: 3-0-0 (Approved)**

FAA Payment Voucher

Payment voucher for Taxiway C reconstruction in the amount of \$26,087.74

Mr. Sheehan clarified that the Town's percentage of that payment would be 0%.

**MOTION** to approve as presented by the Chairman made by Mr. Sheehan. Seconded by Mr. Corcoran.

Roll Call Vote:

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

**Result: 3-0-0 (Approved)**

**CORRESPONDENCE:**

**MOTION** to place the first three letters from Mr. Raymond to Mr. O'Brien, Mr. Mulvey, and Mr. Bennett, approved by the Police Commissioner to hunt on airport property with bow and arrows, in file made by Mr. Sheehan. Motion seconded by Mr. Corcoran.

DRAFT ONLY

Roll Call Vote:

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

**Result: 3-0-0 (Approved)**

**MOTION** to place emails in file from Mr. Raymond to the Norwood Airport tenant businesses in regards to commercial permit fees; and to Lindsey White of the FAA, request to comment on noise pollution complaints. A copy will be placed on the website and provided to the Norwood Record. Motion made by Mr. Sheehan. Seconded by Mr. Corcoran.

Roll Call Vote:

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

**Result: 3-0-0 (Approved)**

**ADJOURNMENT:**

**MOTION** to adjourn the meeting made by Mr. Sheehan. Seconded by Mr. Corcoran.

Roll Call Vote:

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

**Result: 3-0-0 (Approved)**

The meeting was adjourned at 4:35 P.M.

Minutes respectfully submitted by Emily Manning

**TO: NORWOOD AIRPORT COMMISSION**  
**FROM: MARK RAYMOND, AIRPORT MANAGER**  
**RE: MANAGER'S REPORT: 5/24/23—6/23/23**

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### **Airport Parking Lot Project**

On 6/5, *J&J Contractors* mobilized materials and equipment, and the company began to work on the airport parking lot project. This has included removal of pavement, installation of barriers and fencing around the construction area, and excavation for installation of a storm water filtration system. Engineering consultant DuBois & King and the airport manager are also working closely with the contractor.

### **Taxiway "C" Project**

On 6/19, *J&J Contractors* mobilized materials and equipment, and the company resumed work on the taxiway "C" project. This has included removal of pavement, installation of erosion controls, and work on the wetland replication site adjacent to taxiway "C". Engineering consultant DuBois & King and the airport manager are also working closely with the contractor.

### **Monthly Revenues**

For the month of May one deposit was posted to the Treasurer's office. This totaled \$22,101.28 in payments.

### **Monthly Fuel Flowage**

For the month of May, *Flight Level's* bills of lading for fuel totaled 37,218 gallons. At \$.07/gallon, the Town received \$2,605.22 in flowage fees.

For the month of May, *Boston Executive Helicopter's* bills of lading for fuel totaled 9,984 gallons. At \$.07/gallon, the Town received \$698.88 in flowage fees.



**FLIGHTLEVEL  
AVIATION**

Phone: 781.769.8680  
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[www.flightlevelaviation.com](http://www.flightlevelaviation.com)

VIA OVERNIGHT DELIVERY  
781-603-6186  
AND ELECTRONIC MAIL  
[chris@bostonexecutivehelicopters.com](mailto:chris@bostonexecutivehelicopters.com)

May 24, 2023

Mr. Christopher Donovan  
Boston Executive Helicopters  
125 Access Road,  
Norwood, MA 02062

Re: NOTICE OF TRESPASS / CEASE AND DESIST  
Norwood Memorial Airport - All FlightLevel Lease Lots

Dear Mr. Donovan:

On several occasions, you, your employees, or agents of you and/or Boston Executive Helicopters acting under your authority, have entered onto my client's leaseholds at the Norwood Memorial Airport (the "Airport"), without my client's consent, to conduct aircraft fueling thereon, and/or to harass, interfere with and disrupt the business operations of my client. For example, on May 4, 2023, and again this morning, May 24, 2023, your fuel truck was observed fueling N900EB on my client's Lot 6 in the Gate Lane 2-object free area at the Airport.

*You have been previously notified through numerous prior letters and by way of multiple lawsuits and judgements, that you and the employees and agents of Boston Executive Helicopters are expressly prohibited from utilizing my client's leaseholds in connection with your competing commercial aircraft fueling and FBO businesses, and are hereby commanded to CEASE AND DESIST such utilization. Further, the fueling of aircraft in object free areas is prohibited by federal regulation.*

Please be notified that any fueling of aircraft on FlightLevel's leaseholds without the prior written consent of FlightLevel President, Peter Eichleay, shall constitute, in each case, an act of trespass.

FlightLevel reserves all rights and claims.

Sincerely,

Nick Burlingham  
General Counsel  
FlightLevel Aviation  
860-235-5786

Cc: Mark Raymond  
Airport Manager's Office  
125 Access Road,  
Norwood, MA 02062  
[mraymond@norwoodma.gov](mailto:mraymond@norwoodma.gov)

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781.769.8680 FAX 781.769.0476 OR 781.769.7159





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## ***NORWOOD MEMORIAL AIRPORT***

<b>MEMO</b>
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**TO:** Airport Tenants and Users  
**FROM:** Mark Raymond  
**RE:** Airport Construction Update  
**TODAY'S DATE:** June 13, 2023

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### **Airport Parking Lot:**

Construction in the main airport parking lot began on June 5<sup>th</sup> 2023. This project will take approximately eight weeks to complete. Parking will be limited during this time. Please plan accordingly. Construction updates will also be posted on the Town of Norwood website.

### **Taxiway "C" Reconstruction/Realignment Project:**

This project will resume on June 20<sup>th</sup> 2023. The expected completion date is August 18<sup>th</sup> 2023. On June 20<sup>th</sup> 2023 taxiway "F" and taxiway "C" between runway 17/35 and taxiway "G" will be closed for the duration of this project. Please check the NOTAM's daily for changes to airport conditions. Construction updates will also be posted on the Town of Norwood website.

Please advise if you have any questions. I can best be reached by e-mail at: [mraymond@norwoodma.gov](mailto:mraymond@norwoodma.gov)

Thank you.