

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, July 19, 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

6/19/2023 regular business meeting

3. AIRPORT MANAGER'S REPORT

4. NEW BUSINESS

5. OLD BUSINESS

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

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

6. CORRESPONDENCE

Letter from Mark Raymond, airport manager to Norwood Airport pilots / users
Re: noise abatement runway 28 – July 6th 2023

Letter from Mark Raymond, airport manager to Christopher Donovan,
Boston Executive Helicopters
Re: airport regulation violations – July 12th 2023

Letter from Mark Raymond, airport manager to Nick Eliopoulos, *Boch Aviation*
Re: fueling aircraft in airport taxilanes – July 12th 2023

Letter from Mark Raymond, airport manager to Norwood Airport pilots / users
Re: fueling aircraft in airport taxilanes – July 12th 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.

**Airport Commission Meeting
June 21, 2023
Meeting Minutes**

PRESENT

Mark Ryan, Chairman
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 PM

Meeting recorded by NCM, Boston Executive Helicopter, Norwood Record

MOTION to enter executive session 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 Airport Commission entered Executive Session at 4:04 P.M. Open Session resumed at 4:36 P.M.

NEW BUSINESS

Notice of Trespass Letter-Flightlevel Aviation to Boston Executive Helicopter

Mr. Ryan noted that the letter was received. He recommended Mr. Raymond speak to Town Council in regards to the letter. He stressed that fuelling in the taxi lanes was not allowed.

MOTION to direct the Airport Manager to reach out to Airport Council in regards to this letter, as well as addressing a general letter to all that fuelling on the taxiway was not allowed, 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)

PROJECTS

AIP Project Update: DuBois & King

Mr. Goodrich from DuBois & King presented the update. He spoke about the construction work in the parking lot, as well as work on Taxiway C.

MINUTES

MOTION to approve the minutes of the May 24, 2023 Airport Commission Meeting as presented 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)

AIRPORT MANAGER'S REPORT

MOTION to accept the Airport Manager's Report, as presented, 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)

NEW BUSINESS

Commercial Permits

Mr. Raymond stated that all commercially permitted businesses at the Airport had turned in their paperwork and proof of insurance. He recommended the following businesses were approved for their permits; Flight Level Aviation, Blue Hill Helicopters, Boston Executive Helicopters, Horizon Aviation, East Coast Aeroclub, Norwood Air, Kestrel Aviation, Tuckamore Aviation, and ATP of Massachusetts.

MOTION to approve these businesses for their FY24 commercial permits 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)

New England Aircraft Detailing

Mr. Raymond stated they were seeking two waivers for office space and tie-downs. They have had those same waivers in the past. He recommended the Commission approve their commercial permit.

MOTION to approve the FY24 commercial permit for New England Aircraft Detailing, with the grant of the waivers for the office space and tie-downs 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 file the letters received, with the exception of the letter from Flight Level Aviation, which will be addressed separately with Council 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 Overflights in the Winfield St./Rock St. Neighborhood

Ms. Folan, 74 Winfield St., wondered if a representative from the FAA was present at the meeting. Mr. Raymond stated the FAA representative was not able to attend the meeting.

Ms. Whiffin, 38 Winfield St., commented that it had been quiet recently. Mr. Raymond stated that the wind patterns had changed.

Mr. Polich, AOPA volunteer, wondered if notification could be sent out to Airport tenants asking them to adhere to the noise abatement. Mr. Raymond stated he could reach out to airport tenants.

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 4:45 P.M.

Minutes respectfully submitted by Emily Manning.

TO: NORWOOD AIRPORT COMMISSION
FROM: MARK RAYMOND, AIRPORT MANAGER
RE: MANAGER'S REPORT: 6/24/23—7/18/23

— Major Projects/Issues—

Aircraft Incident

On Sunday July 9th at approximately 9:00 p.m. a based aircraft, N272EJ, struck a deer while landing on runway 35. The pilot and two passengers were not injured. The aircraft sustained damage to its nosecone and front landing gear and was disabled on the runway. After a discussion with an FAA investigator it was decided to postpone the investigation until the following day at 7:00 a.m. and close the airport overnight. When the preliminary investigation was complete the aircraft was removed from the runway and the runway was cleaned of debris. The airport re-opened at approximately 10:00 a.m.

Airport Parking Lot Project

J&J Contractors continued to work on the airport parking lot project. This has included installation of a fabric liner and concrete castings for the storm water filtration system. Engineering consultant DuBois & King and the airport manager are also working closely with the contractor.

Taxiway “C” Project

J&J Contractors continued to work on the taxiway “C” project. This has included work on the new section of taxiway between taxiway “F” and runway 17/35, removal of taxiway “C” between taxiway “F” and runway 17/35, and installation of new lights and signs by the electrical sub-contractor. Engineering consultant DuBois & King and the airport manager are also working closely with the contractor.

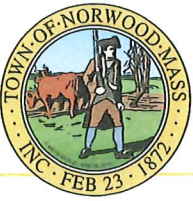
Monthly Revenues

For the month of June two deposits were posted to the Treasurer’s office. This totaled \$27,240.72 in payments.

Monthly Fuel Flowage

For the month of October, *Flight Level’s* bills of lading for fuel totaled 47,048 gallons. At \$.07/gallon, the Town received \$3,292.36 in flowage fees.

For the month of October, *Boston Executive Helicopter's* bills of lading for fuel totaled 9,984 gallons. At \$.07/gallon, the Town received \$698.08 in flowage fees.



The TOWN OF NORWOOD

Commonwealth of Massachusetts

Norwood Memorial Airport

Mark Raymond, Airport Manager

OFFICE ADDRESS

111 Access Road
Norwood, MA 02062

MAILING ADDRESS

111 Access Road
Norwood, MA 02062

July 6, 2023


To all Norwood Airport pilots and student pilots:

Resident noise complaints continue to increase, especially when using runway 28. To improve the situation and reduce these complaints, please follow the departure guideline posted on this sign located at departure end of 28. Even those practicing touch & goes should try to adhere to this VFR departure heading.

Please do your part to help. Thank you!

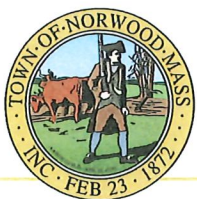
On behalf of the Norwood Airport Commission:

Mark Raymond - Airport Manager – Norwood Memorial Airport



VFR Noise Abatement Procedure
At runway end, turn left to
230° then on course
after reaching 1000 ft MSL

Please - Do Not Overfly Town!



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July 12, 2023

VIA EMAIL

Boston Executive Helicopters, LLC
Attn: Chris Donovan, Sr., President
209 Access Road
Norwood, MA 02062

Re: BEH Violations

Dear Mr. Donovan,

At a duly posted public meeting of the Norwood Airport Commission (the "Commission") on June 21, 2023, the Commission unanimously voted to direct me as the Airport Manager to address recent violations of the Norwood Memorial Airport Rules and Regulations ("Airport Rules")¹ concerning fueling aircraft and landing helicopters in unauthorized areas.

I. Unauthorized Fueling

On at least two occasions, May 4 and May 24, 2023, BEH's fuel truck was observed fueling one of Ernie Boch Jr.'s aircraft (N900EB) on the Gate 2 Taxilane. You are well aware that the Gate 2 Taxilane is an Object Free Area ("OFA") where fueling or parking of aircraft is prohibited.

In addition, such unauthorized fueling violates the Airport Rules in several other respects. First, the Commission has the right to direct and control activities in taxilanes. Airport Rule VI(C)(2).² The Commission does not allow aircraft fueling on taxilanes and will not tolerate such activity. Second, Airport Rule XIV.1 provides that no one may use airport roads, walks, or "places provided for the particular class of traffic...in such a manner as to hinder or obstruct their proper use." Fueling aircraft in an active taxilane obstructs other aircraft from using the taxilane for its proper use – taxiing.

A reminder of this requirement will simultaneously be sent to all airport tenants.

¹ The Airport Rules are available at

<http://cms5.revize.com/revize/norwoodma/airport/Norwood%20Airport%20General%20Regulations.%20October%202008.pdf>.

² This section states, in relevant part: "The Commission will reserve the right – (2) to maintain and keep in good repair the landing areas of the Airport and all publicly owned facilities of the Airport, together with the right to direct and control all activities of lessees in this regard." Airport Rule VI(C)(2).

Phone: (781) 255-5615 / mraymond@norwoodma.gov

July 12, 2023

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II. Unapproved Helicopter Landing Locations

Additionally, the attached photographs show where BEH recently marked helicopter landing areas with a large yellow “H,” on the taxilane object free area (“TOFA”), which is not an approved area to land or park helicopters.

These helicopter landing markings also violate the Airport Rules. As the Commission has advised you on multiple occasions (see letters dated June 17 and June 28, 2022, for example), helicopter landings are only allowed in designated locations authorized by the Commission and the Airport Manager. The Airport Manager is the ultimate arbiter of where aircraft – including helicopters – may land and park. Airport Rule XI(A). Aprons and Ramps are not approved helicopter parking locations unless approved for such by the Airport Manager. *See* Airport Rules XIV, XIX(1), XIX(5).³ Moreover, by definition no one may park in the TOFA. Placing landing markings in the TOFA is not acceptable and these markings must be removed immediately.

III. Conclusion

The Commission is deeply troubled by BEH’s continued flaunting of the Airport Rules. Further violation of the Airport Rules will subject to BEH to fines under G.L. c. 90, § 44.

Violation of the Airport Rules is also a default of Section VII and IX of BEH’s lease with the Commission. The Commission reserves its rights to take any action to enforce the Airport Rules or its rights under the Lease, including without limitation, termination pursuant to Section XVI thereof.

Sincerely,



Mark Raymond
Airport Manager

Enclosures

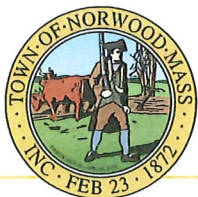
ecc: Kevin Cain, BEH Counsel
Mark Ryan, Norwood Airport Commission Chair
Mina Makarious, Anderson & Kreiger, Norwood Airport Commission Counsel

³ XIX(5) states: “No person shall park, store, service or repair an aircraft or leave the same standing in a landing area, **ramp or apron area**, or aircraft parking and storage area at the Airport, except at such place as may be permitted by the Airport Manager.” (emphasis added).









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111 Access Road
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July 12, 2023

VIA EMAIL

Boch Aviation
Attn: Nick Eliopoulos
95 Morse Street
Norwood, MA 02062

On behalf of the Norwood Airport Commission (the "Commission") I write to remind you that fueling aircraft in the taxilanes and Taxilane Object Free Areas is prohibited under the Norwood Memorial Airport Rules and Regulations ("Airport Rules").

Airport Rule VI(C)(2) gives the Commission the right to direct and control activities in taxilanes.¹ **The Commission does not allow aircraft fueling on taxilanes and will not tolerate such activity from any party.**

Doing so also violates Airport Rule XIV.1, which provides that no one may use airport roads, walks, or "places provided for the particular class of traffic...in such a manner as to hinder or obstruct their proper use." Fueling aircraft in an active taxilane obstructs other aircraft from using the taxilane for its proper use – taxiing.

Please contact me if you have any questions about this issue.

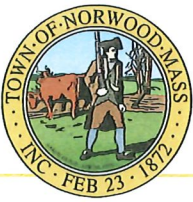
Sincerely,

Mark Raymond - Airport Manager – Norwood Memorial Airport

ecc: Mark Ryan, Norwood Airport Commission Chair
Mina Makarious, Anderson & Kreiger, Norwood Airport Commission Counsel

¹ The Airport Rules are available at

<http://www.norwoodma.gov/airport/Norwood%20Airport%20General%20Regulations,%20October%202008.pdf>



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July 12, 2023

VIA EMAIL

To all Norwood Airport tenants and users:

On behalf of the Norwood Airport Commission (the "Commission") I write to remind all tenants and users of the Airport that fueling aircraft in the taxilanes and Taxilane Object Free Areas is prohibited under the Norwood Memorial Airport Rules and Regulations ("Airport Rules").

Airport Rule VI(C)(2) gives the Commission the right to direct and control activities in taxilanes.¹ **The Commission does not allow aircraft fueling on taxilanes and will not tolerate such activity from any party.**

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Please contact me if you have any questions about this issue.

Sincerely,

Mark Raymond - Airport Manager – Norwood Memorial Airport

¹ The Airport Rules are available at

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