



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 20, 2024

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

2/21/2024 regular business meeting

3. AIRPORT MANAGER'S REPORT

4. NEW BUSINESS

Wings and Wheels event

5. OLD BUSINESS

6. CORRESPONDENCE

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.

Norwood Airport Commission
February 21, 2024
Meeting Minutes

PRESENT

Mark Ryan, Chair
John Corcoran

Mark Raymond, Airport Commissioner
Emily Manning, Recording Secretary

Meeting being recorded by NCM, Norwood Record (Matt MacDonald), Boston Executive Helicopters (Christopher Donovan Jr.)

CALL TO ORDER

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

PROJECTS

AIP Project Updates: DuBois & King

Mr. Raymond presented the update. The Runway 1028 project was scheduled to begin on March 18. The runway would be out of service for the duration of the project, which would be around 8-12 weeks. The Taxiway C project closeout paperwork had been submitted to the FAA and MassDOT.

MINUTES

MOTION to approve the minutes of the January 17, 2024 meeting, as presented, made by Mr. Corcoran. Seconded by Mr. Ryan.

Roll Call Vote:

Mr. Corcoran: **Yes**

Mr. Ryan: **Yes**

Result: 2-0-0 (Motion Passed)

AIRPORT MANAGER'S REPORT

Mr. Raymond presented the report. He discussed monthly revenues, as well as fourth quarter landing fees and fuel flowage fees from Flight Level Aviation. State and federal wildlife permits were renewed for 2024. Mr. Raymond also discussed reports submitted to both the EPA and FAA. He also mentioned small amounts of snow during the beginning of the month.

MOTION to accept the Airport Manager's Report made by Mr. Corcoran. Seconded by Mr. Ryan.

Roll Call Vote:

Mr. Corcoran: **Yes**

Mr. Ryan: **Yes**

Result: 2-0-0 (Motion Passed)

NEW BUSINESS

AIP No. 3-25-0037-47-2022, FAA Payment Request No. 7; AIP No. 3-25-0037-47-2022, FAA Payment Request No. 8; AIP No. 3-25-0037-48-2023, FAA Payment Request No. 2

The No. 7 payment request was in the amount of \$651,181.47, 100% covered by the FAA and MassDOT.

MOTION I to pay the No. 7 payment request in the amount of \$651,181.47 made by Mr. Corcoran. Seconded by Mr. Ryan.

Roll Call Vote:

Mr. Corcoran: Yes

Mr. Ryan: Yes

Result: 2-0-0 (Motion Passed)

The No. 8 payment request was in the amount of \$682,556.36, 100% covered by the FAA and MassDOT.

MOTION II to pay the No. 8 payment request in the amount of \$682,556.36 made by Mr. Corcoran. Seconded by Mr. Ryan.

Roll Call Vote:

Mr. Corcoran: Yes

Mr. Ryan: Yes

Result: 2-0-0 (Motion Passed)

The No. 2 payment request was in the amount of \$64,593.11, 90% covered by MassDOT, 10% covered by the Town.

MOTION III to pay the No. 2 payment request in the amount of \$64,593.11 made by Mr. Corcoran. Seconded by Mr. Ryan.

Roll Call Vote:

Mr. Corcoran: Yes

Mr. Ryan: Yes

Result: 2-0-0 (Motion Passed)

Michael O'Brien, William Mulvey, Timothy Sullivan, Dylan Sullivan, Frank Duggan and Jacob Bennett - request to hunt on airport property

Mr. Ryan commented that most of the requests were from very experienced people, and have hunted on the airport property in the past. Newcomers who had not hunted on the airport property were also experienced and were in the same group as the repeat hunters. After requests were approved by the Airport Commission, letters would be sent to the hunters as well as the Norwood Police Department and Police Chief.

MOTION to approve the bow hunting requests from Michael O'Brien, William Mulvey, Timothy Sullivan, Dylan Sullivan, Frank Duggan and Jacob Bennett, made by Mr. Corcoran. Seconded by Mr. Ryan.

Roll Call Vote:

Mr. Corcoran: Yes

Mr. Ryan: Yes

Result: 2-0-0 (Motion Passed)

OLD BUSINESS

Airport Landing Fees

A 20% increase was agreed upon after Mr. Raymond researched fees at other municipal airports.

MOTION to accept the new landing fee structure and increase rates by 20% made by Mr. Corcoran. Seconded by Mr. Ryan.

Roll Call Vote:

Mr. Corcoran: Yes

Mr. Ryan: Yes

Result: 2-0-0 (Motion Passed)

CORRESPONDENCE

Letter from Michael O'Brien re: request to hunt on airport property, Letter from William Mulvey re: request to hunt on airport property, Letter from Jacob Bennett re: request to hunt on airport property, Letter from Timothy Sullivan re: request to hunt on airport property, Letter from Dylan Sullivan re: request to hunt on airport property, Letter from Frank Duggan re: request to hunt on airport property

MOTION to place the correspondence in file made by Mr. Corcoran. Seconded by Mr. Ryan.

Roll Call Vote:

Mr. Corcoran: Yes

Mr. Ryan: Yes

Result: 2-0-0 (Motion Passed)

ADJOURNMENT

MOTION to adjourn the meeting made by Mr. Corcoran. Seconded by Mr. Ryan.

Roll Call Vote:

Mr. Corcoran: Yes

Mr. Ryan: Yes

Result: 2-0-0 (Motion Passed)

The meeting was adjourned at 4:12 P.M.

Minutes respectfully submitted by Emily Manning

TO: NORWOOD AIRPORT COMMISSION
FROM: MARK RAYMOND, AIRPORT MANAGER
RE: MANAGER'S REPORT: 2/21/24 - 3/19/24

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 119 aircraft based at the airport.

Monthly Revenues

For the month of January one deposit was posted to the Treasurer's office. This totaled \$27,029.96 in payments.

Monthly Fuel Flowage

For the month of February, *Flight Level's* bills of lading for fuel totaled 18,854 gallons. At \$.07/gallon, the Town received \$1319.78 in flowage fees.