

APPROVED

10/9/19

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
September 12, 2019**

In Attendance:

Commissioners: Mark Ryan, Chairman; Michael Sheehan, Vice Chairman; John Corcoran; Russ Maguire, Airport Manager

Meeting Called to Order: 4:30 PM

NCM and Chris Donovan of Boston Executive Helicopters are recording this meeting.

PROJECTS

- AIP Project Update: DuBois & King
Mr. Maguire gave an update received from Jeff Adler. Final draft of the technical master plan update was submitted to FAA. It is being reviewed by MassDOT and FAA. Once the review is complete there will be a final public meeting. A financial agreement was unable to be reached with the contractor I. W. Harding on completing Taxiway D of the project. The contractor will complete the punch list items. A request was submitted to FAA to de-scope Taxiway D from the grant.

MINUTES

- 8/7/19 Regular Business Meeting

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

- 8/14/19 Regular Business Meeting

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

- 8/26/19 Regular Business Meeting

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

AIRPORT MANAGER'S REPORT

Mr. Maguire discussed the Airport Manager's Report which included the new MUNIS system. The Administration Building is set to be completed on September 27th. Removal of vegetation project will start on October 17th. The project is a MassDOT project funded at 100%. Annual capital planning meeting was held on August 22nd. Southern Airways operations were also discussed. The settlement agreement regarding communication protocol meetings with BEH was discussed.

NEW BUSINESS

MassDOT pay request #6: fit-out of airport administration building

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to pay requisition 006 from Tower Construction. The total is \$175,870.84, MassDOT's share is \$167,077.30. The Town's share is \$8,793.54.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to pay Victor Serena's invoice for the period of August 5, 2019 to August 16, 2019. The total is \$1,400. MassDOT's share is \$1,330. The Town's share is \$70.

CORRESPONDENCE

- 8/6/19 letter from A. Radlo, of Flight Level Norwood, LLC (FLN), to Norwood Board of Selectmen and Norwood Airport Commission (NAC), re: impending lawsuit
- 8/14/19 letter from R. Maguire, to P. Eichleay of FLN, re: notice of award: lots A, B, C with hangar construction (Contract #NAC-19-04)
- 8/14/19 letter from R. Maguire, to C. Donovan, of Boston Executive Helicopters, LLC (BEH), re: general release and settlement agreement – pedestrian gate.
- 8/23/19 letter to Civil Clerk's office, Dedham District Court, from Norwood Town Counsel (P. Mello) re: summary process: eviction of D. Quinn, west gate apron aircraft tie-down tenant

Eviction date in court is September 19, 2019

- 8/26/19 letter from C. Donovan, of BEH, to G. Lattrell, Acting Director, FAA New England Region, Airports Division, Re: gate 3 taxi-lane; 8/27/19 letter from C. Donovan, of BEH, to M. Ryan, of NAC, re: gate 3 taxi-lane

There was discussion surrounding this fact that this letter was sent in error.

- 8/27/19 letter from R. Maguire, to C. Donovan, of BEH, re: support for construction of hangar on west apron and BEH's efforts to obtain a long term (30-year) lease
- 8/27/19 letter from R. Maguire, to C. Donovan, of BEH, re: petition to FAA for removal of TOFA/OFA markings
- 8/27/19 letter from R. Maguire, to C. Donovan, of BEH, re: BEH's views on value of Verizon land and suggestions for its return to aeronautical use
- 9/3/19 letter from R. Maguire to D. Quinn, re: return of check for aircraft tie-down payment
- 9/3/19 letter from R. Maguire to D. Mainville, of AVIS Rent A Car System, LLC, re: use of the main parking lot at the airport

This issue has been resolved. Mr. Maguire will continue to monitor the parking lot.

- Five-year capital improvement plan

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted by roll call to adjourn for the purposes of Executive Session for Purpose 3 for executive session to discuss strategy with respect to litigation if in open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission: (1) Boston Executive Helicopters, LLC v. Town of Norwood et al., and (2) Boston Executive Helicopters v Norwood Airport Commission and also to vote on Executive Session Meeting minutes of August 7, 2019 and to return to public session for purposes of adjournment.

Mr. Corcoran: Yes

Mr. Sheehan: Yes

Mr. Ryan: Yes

Adjourned for the purposes for Executive Session at 4:55 p.m.

The Commission returned to Open Session at 5:05 p.m.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to adjourn the meeting.

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

MEETING ADJOURNED: 5:05 PM