



# 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, September 8, 2021  
**TIME:** 3:30 p.m.  
**PLACE:** Norwood Airport Commission Meeting Room  
111 Access Road  
Mark C. Welch Administration Building (Building #9)  
Norwood, MA 02062

2021 SEP - 3 A 11:03  
TOWN CLERK  
TOWN OF NORWOOD  
RECEIVED

*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

- 8/11/21 regular business meeting

### 3. AIRPORT MANAGER'S REPORT

### 4. OLD BUSINESS

- Initial commercial permit, FY 2022, *Blue Hill Helicopters* (BHH)
- Airport Commissioner position description

### 5. NEW BUSINESS

- *Southern Airways*, service change

### 6. CORRESPONDENCE:

- *BHH* commercial permit application materials
- Airport Commissioner position description with *Anderson Kreiger* edits
- MassDOT grant application for site work improvements
- Norwood Airport capital improvement plan, updated

### 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.

2021 SEP -3 A 11:03  
TOWN CLERK  
TOWN OF NORWOOD  
RECEIVED

DATE: August 2021

5- YEAR CAPITAL IMPROVEMENT PLAN

AIRPORT: Norwood Memorial Airport

CONTACT: Mark Ryan, Chairman; Russ Maguire, Airport Manager

PROJECTS	TOTAL PROJECT COST	AIP FUNDING	NPE FUNDING	DISCRETIONARY FUNDING	STATE FUNDING	LOCAL FUNDING	FFY	COMMENTS
1 Complete Public Viewing Area	\$ 247,500				\$198,000	\$49,500	2022	ASMP
2 Reconstruct RW 10/28 (4,000' x 75') - PCI 47	\$ 4,600,000.00	\$4,140,000		\$4,140,000	\$230,000	\$230,000	2022	
3 TW C Realignment (1655' x 35') / TW F Recon. (160' x 35') - PCI 96 / Wetland Mitigation Area	\$ 4,500,000.00	\$4,050,000	\$150,000	\$3,900,000	\$225,000	\$225,000	2022	
4 TW C Realignment Offsite Stormwater Mitigation	\$ 600,000.00	\$540,000		\$540,000	\$30,000	\$30,000	2022	
5 Security Camera Expansion	\$ 90,000.00				\$72,000	\$18,000	2022	ASMP
6 Av Easement Acquisition (RW 28 & RW 17 ends)	\$ 500,000.00	\$450,000	\$150,000	\$300,000	\$25,000	\$25,000	2023	
7 RW 17-35 Reconst/Extension Design/Permitting	\$ 333,333.00	\$300,000	\$300,000	\$0	\$16,667	\$16,667	2025	
8 Reconstruct RW 17-35 (4000' x 100') - PCI 66	\$ 5,900,000.00	\$5,310,000	\$150,000	\$5,160,000	\$295,000	\$295,000	2026	
9 Pave RW 17/35 Safety Areas	\$ 2,700,000.00	\$2,430,000		\$2,430,000	\$135,000	\$135,000	2026	
10 Perimeter Fence Installation Phase 1	\$ 1,100,000.00	\$990,000	\$150,000	\$840,000	\$55,000	\$55,000	2027	
11 Perimeter Fence Installation Phase 2	\$ 1,100,000.00	\$980,000	\$150,000	\$840,000	\$55,000	\$55,000	2028	
12 Lease buyback (1100' strip (1100' x 300'))	\$ 2,500,000.00	\$2,250,000	\$150,000	\$2,100,000	\$125,000	\$125,000	2029	
13 Acquire Land for RW 10 RPZ (4 acres)	\$ 3,000,000.00	\$2,700,000	\$150,000	\$2,550,000	\$150,000	\$150,000	2030	
14 Taxi Lane South Helipad	\$ 1,075,000.00	\$967,500	\$150,000	\$817,500	\$53,750	\$53,750	2031	
15 RW 17 Holding Pad Reconstruction - PCI 60	\$ 1,090,000.00	\$981,000	\$150,000	\$831,000	\$54,500	\$54,500	2032	
16 Noise Study	\$ 150,000.00	\$135,000	\$135,000	\$0	\$7,500	\$7,500	2033	



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, Secretary & CEO  
Jeffrey DeCarlo, Administrator



Application for Assistance  
MassDOT Form AD1 (Last Modified: April 2017)

1. DATE SUBMITTED: September 2, 2021		AIRPORT: Norwood Memorial Airport	
<input type="checkbox"/> APPLICATION	<input type="checkbox"/> CONSTRUCTION	CITY: Norwood	
<input type="checkbox"/> PRE APPLICATION	<input type="checkbox"/> PLANNING	<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE
MASSACHUSETTS AIRPORT SYSTEM PLAN (MASP) AIRPORT RANKING:			
AIRPORT CONSULTANT: DuBois & King			
CONGRESSIONAL DISTRICT:			

2. PROJECT TITLE: Site Work Adjacent to Administration Building
PROJECT DESCRIPTION
<p>The locus of proposed work is adjacent to, and just north of, the airport administration building, and the project would complete a comprehensive, 14-year commitment to improve the site. The sponsor would construct a block modular retaining wall and guard rail. Additional work would include some excavation, grading, loaming and seeding, along with the removal/re-setting of a perimeter fence.</p> <p>The Town, which has already produced engineering drawings, site renderings and an itemized estimate, would use its collective resources to design and bid the work. The Town would also provide resident inspection services during construction phase.</p>
Attach an 8.5 x 11" sketch showing the location of the project

3. PROJECT COST BREAKDOWN				
	AIP ELIGIBLE	ASMP ELIGIBLE	INELIGIBLE	TOTAL
ENGINEERING				
CONSTRUCTION		\$247,500		\$247,500
EQUIPMENT				
OTHER				
ADMINISTRATION				
TOTAL PROJECT COST		\$247,500		\$247,500

4. PROJECT FUNDING BREAKDOWN				
	AIP ELIGIBLE	ASMP ELIGIBLE	INELIGIBLE	TOTAL
FAA SHARE				
LOCAL SHARE		\$49,500		\$49,500
STATE SHARE		\$198,000		\$198,000
TOTAL PROJECT COST		\$247,500		\$247,500

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

<b>5. PROJECT SCHEDULE:</b>						
START DATE: May 1, 2022				COMPLETION DATE: June 30, 2022		
<b>6. PROJECT COST EXPENDITURE SCHEDULE</b>						
CALENDAR YEAR	FISCAL YEAR	QUARTER	FAA	LOCAL	STATE	TOTAL
2022	2022	2 <sup>nd</sup> Qtr. CY		\$49,500	\$198,000	\$247,500

<b>7. OTHER INFORMATION</b>	YES	NO	N/A
IS PROJECT REFLECTED IN STATE CAPITAL IMPROVEMENT PROGRAM (CIP)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS PROJECT REFLECTED IN FEDERAL CAPITAL IMPROVEMENT PROGRAM (CIP)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS PROJECT REFLECTED IN AIRPORT MASTER PLAN (AMP)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IS PROJECT REFLECTED IN AIRPORT LAYOUT PLAN (ALP)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DOES PROJECT CORRECT INSPECTION DEFICIENCY?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>8. SPONSOR CERTIFICATIONS</b>	YES	NO	N/A
1. SPONSOR WILL COMPLY/HAS COMPLIED WITH THE MASSACHUSETTS GENERAL LAWS FOR THE PROCUREMENT OF GOODS AND SERVICES.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. SPONSOR WILL OBTAIN/HAS OBTAINED ALL ENVIRONMENTAL PERMITS FOR THE PROJECT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. SPONSOR WILL MEET/HAS MET M/W/DBE REQUIREMENTS FOR THE PROJECT. ENTER ANTICIPATED % M/W/DBE PARTICIPATION: 10.4%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. SPONSOR WILL ASSURE/HAS ASSURED THAT ALL NECESSARY SAFETY PRECAUTIONS HAVE BEEN TAKEN FOR CONSTRUCTION ON THE AIRPORT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. SPONSOR WILL NOTIFY/HAS NOTIFIED ALL AIRPORT USERS OF PROPOSED PROJECT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. SPONSOR WILL HAVE/DOES HAVE AVAILABLE FUNDS FOR LOCAL SHARE OF PROJECT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. TITLE	SIGNATURE	DATE
AIRPORT CONSULTANT	N/A	
AIRPORT MANAGER	<i>Russ Majuris</i>	9-2-21
AIRPORT COMMISSION CHAIRMAN	<i>Heftz</i>	9-2-21
MASSDOT - AERONAUTICS DIVISION DIRECTOR OF AVIATION PLANNING		
MASSDOT - AERONAUTICS DIVISION DIRECTOR OF AIRPORT ENGINEERING		
MASSDOT - AERONAUTICS DIVISION ADMINISTRATOR		

<b>10. MASSDOT - AERONAUTICS DIVISION COMMENTS</b>





## The TOWN OF NORWOOD

Commonwealth of Massachusetts

### Town of Norwood Airport Commission — Position Description

**Position:** Airport Commissioner

**Governing Law:** Massachusetts General Laws (M.G.L.) Chapter 90.

**Length of Term:** Under M.G.L. c. 90, § 51E, a full term is three years. When the term of any Commissioner expires, their successor shall be appointed to serve for the term of three years. Vacancies on the Airport Commission shall be filled for the unexpired term by the appointing authority.

The Commission shall choose one of its members as the chair on an annual basis.

**Appointing Authority, Size, and Composition:** Under M.G.L. c. 90, § 51E, members of the Airport Commission shall be appointed by the Norwood Board of Selectmen. The Airport Commission shall consist of an odd number of members not less than three or more than eleven. At least one member shall have experience in aeronautics.

**Criteria for Membership:** Airport Commission members must either live in Norwood or be employed in the Town.

**Time Commitment:** Approximately two to five hours of time commitment is expected each month.

**Responsibilities of the Airport Commission:**

The Airport Commission shall have the care, custody, and responsibility for the airport. It shall be the commission's duty to maintain and operate the airport and navigation that is both profitable for, and responsive to, the needs of the community. The Commission shall exercise all the powers and duties of airport commissions under the M.G.L. c. 90, §§ 51E–51N and any applicable federal law or Town bylaw or regulation.

Each Airport Commissioner is also expected to become familiar with, and abide by, the Commonwealth's laws governing conflict of interest and the conduct of public officials during public open meetings and hearings, including but not limited to the Open Meeting Law, M.G.L. c. 30A §§ 18–25; 940 CMR 29.01–29.11.

The additional training of airport commissioners is often provided by the Massachusetts Airport Management Association as well, and each Norwood Airport Commissioner is expected to take advantage of these professional development opportunities to the extent practicable.

**Airport Manager:**

Under M.G.L. c. 90, § 51E, the Airport Commission may appoint an Airport Manager who shall be qualified by general management experience and aeronautical knowledge and shall be the executive officer of the Airport Commission. The Airport Commission may also appoint an Assistant Airport Manager who shall also be qualified. The Assistant Airport Manager shall act in place of the airport manager at such times

and under such conditions as the Airport Commission may direct. The Airport Manager, and the Assistant Airport Manager when acting in place of the Airport Manager, under the direction of the Airport Commission, shall be responsible to the Airport Commission for the proper maintenance and operation of the airport and all facilities under his or her supervision.

**Expected Attendance:** The Airport Commission shall aspire to meet at least once each month and shall hold more meetings if necessary. Each Commissioner is expected to attend all meetings except in extraordinary circumstances and to work outside meeting hours to perform community outreach and other activities related to the Airport Commission's mission as necessary.

**Meetings:** The Airport Commission's meetings shall be open to the public.

**Reporting:** The Airport Commission shall issue an annual report for the annual Town Meeting, detailing its prior year activities as well as its goals and plans for the coming year. The Airport Commission will serve to communicate its activities to the community at large. If requested, the Airport Commission is also expected to brief the Board of Selectmen and/or General Manager.

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**TO: NORWOOD AIRPORT COMMISSION**  
**FROM: RUSS MAGUIRE, AIRPORT MANAGER**  
**RE: MANAGER'S REPORT: 8/10/21—9/3/21**

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**— Major Projects/Issues—**

***Flight Level* Hangar Construction**

Airport management participated in weekly construction meetings organized by *Flight Level*, as the fixed-base operator continued work toward completion of its new hangar south of the *Maj. Mark C. Welch Administration Building*. By 8/26, all Town inspections were completed, and on 8/27, *Flight Level* received its certificate of occupancy.

**Incident**

At about 4:30 p.m. on 8/11, the Airport Manager (AM) was driving along *Flight Level's* south apron and noticed that the right wing of aircraft N122WB had penetrated the fence-line pushing the fabric away from its post. The pilot, getting out of the aircraft at that time, initially wasn't aware of the damage. The pilot stated that he had been taxiing the aircraft very slowly into a parking position on *Flight Level's* south apron, and he must not have properly estimated the distance between the right wingtip and the fence-line. The pilot reported no injuries; therefore, Norwood Fire was not notified.

At 4:46 p.m., the AM contacted the Massachusetts Department of Transportation/Aeronautics Division (MassDOT) Inspector Drew Mihaly. Inspector Mihaly requested information about the pilot, the extent of damage, etc., also asking that the AM send photos of the incident. Inspector Mihaly then contacted the FAA Regional Operations Center (ROC), advising the ROC of the situation. The ROC contacted the AM at 5:23 p.m. The ROC took additional information from the AM before handing off the investigation to the Boston Flight Standards District Office (FSDO). The ROC/FSDO released the aircraft at about 5:30 p.m., after which the pilot—with assistance from *Flight Level* line personnel—freed the right wing from the fence. At that point, a small dent on the leading edge of the right wing was evident. The pilot stated he would not fly the aircraft until it had been checked out and deemed airworthy.

**Monthly Revenues**

For the month of August, one deposit was posted to the Treasurer's office. This totaled \$23,103.87 in payments (see *Attachment A*).

## Monthly Fuel Flowage

For the month of July, *Flight Level's* bills of lading for fuel totaled 53,835 gallons. At \$.07/gallon, the Town received \$3,768.45 in flowage fees. (*Attachment A*).

## — Informational Updates —

### Crack-Sealing Project Planned

Airport management had sent a draft advertisement to the Town's purchasing agent for a crack-sealing project to be completed no later than October 15. Two qualified contractors, *Superior Sealcoat* and *Sealcoating dba Indus*, provided bids for the work which will include runway 17/35, taxiway A, taxiway E, and taxiway C (west).

### Air Traffic Counts

For the Norwood Airport's August 2021 air traffic reports, see *Attachments B-C*.

See *Attachment D* for a seven-year look at Norwood's air traffic count in the month of August.

## August Financial Report

REVENUE TYPE	AMOUNT THIS PERIOD	FY 2022 YTD	FY 2021	FLN FBO <sup>1</sup> THIS PERIOD	BEH FBO <sup>2</sup> THIS PERIOD
Land Leases	\$18,065.42	\$36,130.84	\$265,972.23	\$14,146.56	\$0
Fuel Flowage Fees	\$3,768.45	\$8,986.11	\$32,760.42	\$3,768.45	\$0
Aircraft Tie-Down Leases	\$0	\$0	\$0	\$0	\$0
Security Badge Fees	\$1,000.00	\$1,400.00	\$6,200	\$0	\$0
Revolving – Insurance Recovery	\$0	\$0	\$2,718.90	\$0	\$0
General <sup>3</sup>	\$270.00	\$270.00	\$0	\$30	\$30
Landing Fees	\$0	\$11,388.00	\$27,352.00	\$0	\$0
<b>TOTAL</b>	<b>\$23,103.87</b>	<b>\$58,174.95</b>	<b>\$335,003.55</b>	<b>\$17,945.01</b>	<b>\$30</b>

<sup>1</sup> Flight Level Norwood, LLC

<sup>2</sup> Boston Executive Helicopters, LLC

<sup>3</sup> General revenues include commercial permit and public records request fees, and FEMA reimbursements, etc.



## FAA CONTRACT TOWER - AIRPORT OPERATIONS COUNT RECORD

Facility Name: Norwood

Location: Norwood, MA

Mo. Yr. Location Ident.  
0 8 2 1 0 W D

Airport Operations Count

Facility Operating Hours → 1 5 0

ITINERANT

LOCAL

IFR						VFR										Total Airport Operations
Day	AC	AT	GA	MI	Total IFR Inherent Ops	AC	AT	GA	MI	Total VFR Inherent Ops	Civil	Military	Total Local Ops			
01		2	14		16		3	136		139	152			152	307	
02		7	15		22		1	139		140	190			190	352	
03		11	11		22		6	113		119	182			182	323	
04		10	11		21		6	97		103	184			184	308	
05		2	18		20			1		1					21	
06		12	14		26		4	157		161	190			190	377	
07		5	9		14			151		151	138			138	303	
08		5	12		17		2	125		127	156			156	300	
09		19	16		35			16		16	24			24	75	
10		16	17		33		4	55		59	96			96	188	
11		14	36		50		5	109		114	92			92	256	
12		8	7		15		3	131		134	138	6		144	293	
13		9	19		28		7	126		133	150			150	311	
14		5	10		15			113		113	84			84	212	
15		14	14		28		3	173		176	116			116	320	
16		5	22		27			135		135	154			154	316	
17		3	13		16		4	123		127	142			142	285	
18		7	12		19		13	114	2	129	148			148	296	
19		7	19	2	28			11		11					39	
20		15	37	2	54		1	107		108	58			58	220	
21		4	23		27		1	144		145	122			122	294	
22			1		1										1	
23		8	16		24			25		25	65			65	114	
24		11	21		32		2	104		106	140			140	278	
25		7	22		29		14	158		172	166			166	367	
26		13	22		35		8	128		136	98			98	269	
27		7	17		24		10	122		132	66			66	222	
28		8	11		19		2	114		116	92			92	227	
29		13	29		42			137		137	134			134	313	
30		9	18		27		2	71		73	70			70	170	
31		14	14		28		4	146		150	110			110	288	
Total		270	520	4	794		105	3281	2	3388	3457	6		3463	7645	

## SYMBOLOLOGY

AC = Air carrier-type aircraft (e.g., Delta, United)

AT = On-demand aircraft that use three-letter ID at beginning of call sign

GA = General aviation FAR Part 91 aircraft using 'N' at beginning of call sign

MI = Military



## FAA CONTRACT TOWER OVERFLIGHT SUMMARY RECORD

Facility Name

Norwood

Location:

Norwood, MA

Mo.

0

Yr.

2

Loc Ident.

O W D

## OVERFLIGHT COUNT

## IFR OVERFLIGHTS

## VFR OVERFLIGHTS

Total  
Overflights

Day	AC	AT	GA	MI	Total	AC	AT	GA	MI	Total	Total Overflights
01								16		16	16
02								28		28	28
03							16	16		32	32
04							8	32	2	42	42
05								2		2	2
06								28		28	28
07								24		24	24
08							6	18		24	24
09								6		6	6
10							4	8		12	12
11							2	32		34	34
12								34	2	36	36
13							4	6		10	10
14								24		24	24
15								22		22	22
16								12		12	12
17							10	8	2	20	20
18							2	18		20	20
19								8		8	8
20							2	18	2	22	22
21							4	42		46	46
22											
23								6		6	6
24								20		20	20
25							10	18		28	28
26								22		22	22
27							2	48		50	50
28							2	14		16	16
29								22		22	22
30								18	2	20	20
31							4	28		32	32
Total							76	598	10	684	684

## MONTHLY TOTAL, AIR TRAFFIC COUNTS (2015-2021)

**August**

2015	2016	2017	2018	2019	2020	2021
6,632	6,341	8,345	6,868	7,566	7,107	8,329

**DRAFT ONLY**

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
August 11, 2021**

**In Attendance:**

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

**Meeting Called to Order: 3:30 PM**

**NCM is recording this meeting**

**Christopher Donovan of BEH is recording this meeting**

**Held in the Major Mark C. Welch Administration Building**

**PROJECTS**

- AIP Project update, Russ Maguire  
Taxiway D obstruction removal project, the FAA grant was received. Dubois & King sent the notice of award and the contract to C. Naughton for execution. Construction is anticipated to start the first week of October. There will be a pre-construction meeting two weeks prior to construction start.

Runway 1735 Safety repaving Taxiway C relocation project, environmental assessment phase II, the final environmental impact report was submitted to MEPA in June. A notice of intent should be submitted in August and variance in October.

**MINUTES**

- 5/20/21 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

Mr. Ryan: Yes

- 6/30/21 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 with the following amendment made by Mr. Sheehan: The Commission discussed adjourning this meeting until an in-person meeting could be held next month due to disruptions from those in attendance via Zoom.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **AIRPORT MANAGER'S REPORT**

Mr. Maguire provided an update on the Flight Level's draining project. The project was just completed and went very well. It is anticipated that there will be a final inspection of the Flight Level hangar construction project this week.

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

## **OLD BUSINESS**

- Renewal of commercial permit applications, FY 2022

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve FY 2022 commercial permit applications for the following businesses: Flight Level, Norwood, LLC; New Horizon Aviation, Inc.; Kestrel Aviation, Inc.; Tuckamore Aviation Corporation; BH Holdings, Inc., d/b/a Norwood Air; and East Coast Aero Club, Inc.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Renewal of commercial permit application, FY 2022 for New England Detailing LLC

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the FY 2022 commercial permit application as a renewal for New England Detailing LLC with waivers granted.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Renewal of commercial permit application, FY 2022 for ATP of Massachusetts, Inc.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the FY 2022 commercial permit application as a renewal for ATP of Massachusetts, Inc.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Extension of commercial permit application, FY 2021 for Boston Executive Helicopters

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to extend the commercial permit until the next Airport Commission Meeting.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **NEW BUSINESS**

- Initial Commercial permit, FY 2022, Blue Hill Helicopters (BHH)

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to extend the commercial permit until the next Airport Commission Meeting.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Payment request #1, AIP Project No. 3-25-0037-42-2021

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve pay request No. 1 in the amount of \$172,933.87, which is \$100 funded by the FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Payment Request #7, AIP No. 3-25-0037-041-2020

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve payment request #5 in the amount of \$28,568.42, which is 100% funded by FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Draft Airport Commissioner position description

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to forward the draft to Anderson & Kreiger for review.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **CORRESPONDENCE**

- FAA Payment request #1, AIP Project No. 3-25-0037-42-2021
- FAA payment request #7, AIP Project No. 3-25-0037-041-2020
- Flight Level drainage improvement schematic
- Notice of award, C. Naughton Corp., for AIP Project No. 3-25-0037-42-2021
- Emergency permit, Norwood Conservation Commission, to breach beaver dams
- Draft Airport Commission position description
- Emergency beaver permit from Norwood board of Health to USDA Wildlife Services
- Draft contract, agreement for professional engineering services (DuBois & King): environmental assessment, phase II, for taxiway C re-location and runway 17/35 paved safety areas

- New England Aircraft Detailing, request for waiver of office space requirement and aircraft tie-down requirement, on behalf of FY 2022 commercial permit application
- 6-7-21 letter from R. Maguire to D. Lawson, of Norfolk County Mosquito Control, re: culvert cleaning
- 6-17-21 letter from R. Maguire to C. Donovan, of Boston Executive Helicopters, re: 6-8-21 unauthorized helicopter operations, west apron
- 6-21-21 letter from A. Livingstone and H. Finneral of Textron Systems, to R. Maguire
- 6-24-21 letter from R. Maguire to Rep. John Rogers
- 6-24-21 letter from R. Maguire to Sen. Mike Rush

Mr. Sheehan clarified that he is not on the Conservation Commission and has made no efforts to remove the beavers as indicated in the local newspaper.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to file all correspondence.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

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

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

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

**MEETING ADJOURNED: 3:50 PM**