

**APPROVED**

7 / 15 / 20

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
June 17, 2020**

**In Attendance:**

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

**Meeting Called to Order: 3:39 PM**

**NCM is recording this meeting.**

**PROJECTS**

- AIP Project update, Jeff Adler, DuBois & King  
Grant applications for the Environmental Assessment and post construction monitoring have been submitted. Today Dubois and King will presenting the final document of the Master Plan.

**MINUTES**

- 5/28/20 Regular Business Meeting

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 2/0 to approve the minutes with correction made.

**AIRPORT MANAGER'S REPORT**

- Mr. Maguire let the written report stand with no further discussion.

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 2/0 to approve the Airport Manager's Report.

**OLD BUSINESS**

- Flight Level landscaping plan, Peter Eichleay  
All documents have been submitted to the Norwood Airport Commission. The latest packet has a change indicating a customer walking path. All necessary documents have been provided. The work should take two days, with extra days added for weather, June 22-25<sup>th</sup>. Mr. Sheehan wanted to make sure that the workers will be following COVID-19 safety precautions and that there will be a sign indicating it is a COVID-19 approved worksite.

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 2/0 to approve the plan as presented with temporary walking path.

## NEW BUSINESS

- Technical master plan update, presentation by DuBois & King  
The Commission elected to do a technical master plan update. On March 7, 2018 there was a meeting at the Commission offices. Airport users were invited. On April 30, 2019 there was a public hearing the Norwood Police and Fire station. Oral comments as well as written comments were submitted. DuBois and King presented the final master plan document to the Commission. Comments and questions were addressed. The following attendees had questions that were answered by the presenters: Patrick Fahey, Chris Donovan, Peter Eichleay, Monica Snow and Oulton Hues.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted by roll-call to approve the Technical Master Plan with the caveat that the comments remain open for ten days for recommendations to be submitted in writing.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Commercial permits, FY 2021

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 2/0 to approve the FY 2021 Commercial Permit Applications for East Coat Aero Club, Inc.; Kestrel Aviation Corporation; Tuckamore Aviation, Inc. and New Horizon Aviation, Inc.

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 2/0 to approve the FY 2021 Commercial Permit Renewal Application for New England Aircraft Detailing, LLC and allow the waiver of the aircraft tie-down requirement and rented office space requirement.

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 2/0 to provisionally extend until the next NAC meeting, the FY 2020 commercial permit for the following: Aerial Productions, LLC; Flight Level Norwood, LLC; Blue Hill Helicopters, LLC; Boston Executive Helicopters, LLC; Elite Aero Services, LLC; and Lao Che Airfreight, d/b/a Norwood Air.

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted by roll-call to conditionally approve the FY 2021 commercial permit application for ATP of Massachusetts, Inc., conditioned that they base at least two flight-training aircraft at Norwood and have suitable commercial tie-downs and hangar space for its company aircraft, and by December 31, 2020, the NAC is provided with three months operating and bank statements.

Mr. Sheehan: Yes

Mr. Ryan: Yes

- HVAC Management Maintenance Contract  
The contract runs from July 1, 2020 to June 30, 2021 with Ambient Temperature Corporation.

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted by roll-call to accept the maintenance contract with Ambient Temperature Corporation in the amount of \$3,285.

Mr. Sheehan: Yes

Mr. Ryan: Yes

## **CORRESPONDENCE**

- Flight Level landscaping plan
- MassDOT award letter for battery-powered, zero-turn mower
- MassDOT change order 1 for administration building grant project
- Town of Norwood award letter to Coast Machinery, LLC for Marsh Master
- FAA grant offer, executed, for CARES Act grant

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 2/0 to file the correspondence.

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted by roll call to adjourn for the purposes of Executive Session for Purpose 3 to discuss strategy and obtain advice of counsel with respect to potential litigation against I.W. Harding Construction Co., Inc. in connection with the project known as AIP No. 3-25-0037-38, if an open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission.

Purpose 3 to discuss strategy with respect to litigation if an opening 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., U.S. District Court – Massachusetts Civil Action No 1:15-CV-13647-RGS; and (2) Boston Executive Helicopters v Norwood Airport Commission and Town of Norwood, Federal Aviation Administration Docket No. 16-15-05.

To vote on 5/28/20 executive session minutes.

The open session and executive session will be adjourned at the end of the executive session meeting.

Mr. Corcoran: Yes

Mr. Ryan: Yes

Adjourned for the purposes for Executive Session at 5:37 p.m.

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

**MEETING ADJOURNED: 5:57 PM**