

**APPROVED**

8/12/20

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
July 15, 2020**

**In Attendance:**

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

**Meeting Called to Order: 3:48 PM**

**NCM is recording this meeting.**

**PROJECTS**

- AIP Project update, DuBois & King, Jeff Adler  
The Technical Master Plan presentation was last month, and conditionally approved. There is one item that Counsel is reviewing, but for the most part it is as voted on. The Ultimate ALP has been submitted for review by the Commission. Once it is approved by the Commission the ALP drawing will be signed by the Commission and forwarded to MassDOT and FAA for approval. That will close out the Technical Master Plan.

The Commission got a grant from FAA for post-construction monitoring. That will be going on for the next two years.

**MINUTES**

- 6/17/20 Regular Business Meeting

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 by roll call to approve the minutes.

Mr. Ryan: Yes

Mr. Corcoran: Yes

**AIRPORT MANAGER'S REPORT**

- Mr. Maguire let the written report stand.

The first job meeting for the hangar construction for Lot A, B, C will be on Friday.

**OLD BUSINESS**

- Commercial permits, FY 2021

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the FY 2021 renewal commercial permit applications for Flight Level Norwood, LLC; Boston Executive Helicopters, LLC; Aerial Productions, LLC; Blue Hill Helicopters, LLC.

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 approve the FY 2021 renewal commercial permit application for H. B. Holdings, LLC, d/b/a Norwood Air with the waiver allowed.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **NEW BUSINESS**

- FAA Grant Offer; post-construction monitoring, years 1 and 2

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to accept FAA grant offer providing funding for post construction monitoring for two years for the Taxiway A project. The maximum obligation is \$49,974.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- MassDOT Change Order No. 2, administration building

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve MassDOT change order No. 2 in the amount of \$4,776.67.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- MassDOT final payment voucher (amended for architectural fees), administration building

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve payment voucher #14 in the amount of \$3,027.47.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- MassDOT standard contract, FY 2021, administration building

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to update the MassDOT Standard Contract in the amount of \$82,123.90 and to authorize the Chairman to sign it.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes.

- Airport layout plan drawing, final approval

DuBois & King will provide the drawing to the Commission prior to the next meeting.

- Coast Machinery, LLC – invoice #19914/MassDOT payment voucher – Marsh Master

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to pay Coast Machinery, LLC the sum of \$193,691, which is 100% covered by MassDOT.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- West apron, DC-3 apron

Both aprons have been vacant since April 2019. This is close to 88,000 square feet of prime real estate, \$44,000 in revenue that is not realized.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to have the Airport Manager reach out to former tenants, and to direct counsel, Mr. Maguire and Mr. Ryan draft an RFP that mirrors the lease offering that was put out to Boston Executive Helicopter.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## CORRESPONDENCE

- FAA grant offer, post-construction monitoring (3-25-0037-039-2020)
- ATCO HVAC service agreement for administration building
- MassDOT grant project: Coast Machinery, LLC, invoice #19914: Marsh Master
- MassDOT final payment voucher #14, amended, administration building
- MassDOT standard contract, for administration building costs to be covered by FY 2021
- MassDOT change order #2, for additional clerk of the works costs, administration building
- Flight Level 6-24-20 letter with two exhibits, in response to TMPU presentation

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to have audio correspondence that was received be transcribed and placed in next month's packet for review by the Commission.

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 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 6/17/20 executive session minutes.

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

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

Adjourned for the purposes for Executive Session at 4:21 p.m.

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

**MEETING ADJOURNED: 4:38 PM**