

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
October 9, 2019**

APPROVED

11 / 20 / 19

In Attendance:

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

Meeting Called to Order: 4:00 PM

NCM, Matt MacDonald of the Norwood Record and Chris Donovan of Boston Executive Helicopter are recording this meeting.

PROJECTS

- Technical Master Plan, Jeff Adler, DuBois & King
Comments have been received from FAA on the final draft. Waiting for comments from MassDOT, which should be received before next month's meeting. By the next NAC meeting in November, should be able to schedule a public meeting presenting the final document.
- Taxiway A Relocation, Jeff Adler, DuBois & King
Taxiway D will be completed as part of another project, so now moving forward with close out paperwork for Taxiway A. Mr. Adler has an engineering amendment and a supplemental agreement for MassDOT for a change to scope, which reduces the contract value. The net is \$30,678 reduction in engineering costs.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to accept Contract Amendment No. 3 which reduces engineering fee from \$483,004 to \$452,326.

MINUTES

- September 12, 2019 Regular Business Meeting

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

AIRPORT MANAGER'S REPORT

- Mr. Maguire discussed the Airport Manager's Report.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the Airport Manager's Report.

NEW BUSINESS

- Flight Level special event, proposal

Flight Level submitted a detail package requesting consent to host a promotional event at the Norwood Memorial Airport on Saturday, October 12, 2019. The purpose of the event is to showcase the offerings of Flight Level and the airport. Nick Burlingham of Flight Level discussed the event.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to approve Flight Level's special event.

- Amendment #3 and MassDOT supplemental agreement #3, taxiway A

- MassDOT payment requests: fit-out of airport administration building

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to approve pay request in the amount of \$311,939.89. This includes the following invoices: Tower Construction, \$305,005.49; Pathfinder Tree, \$1815; Fences by Mark Williams, \$1,500; and Galaxy Integrated Technologies, \$3,619.40. The State's share is \$296,342.90; the Town's share is \$15,596.99.

- Mr. Donovan of BEH requested to appear before the Commission, the agenda was already established, but Mr. Ryan offered Mr. Donovan the opportunity to give an update on the FBO. Mr. Donovan is waiting on the leases.

CORRESPONDENCE

- 9-23-19 Notice of withdrawal of appearance in the matter of Boston Executive Helicopters, LLC (BEH) v Town of Norwood and Norwood Airport Commission (NAC); FAA Docket No. 16-15-05

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

- 9-19-19 Special event request, with supporting documents, from Flight Level to the NAC
- 9-19-19 order terminating appeal, from D. Kirk Shaffer, of FAA headquarters, to the NAC, in the matter of BEH v. Town of Norwood and NAC

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

- 9-13-19 notice of withdrawal of appeal from Town Counsel, on behalf of the Town of Norwood and NAC, to FAA headquarters, in the matter of BEH and the NAC

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

- 9-12-19 stipulation of dismissal with prejudice, submitted by attorneys for both the plaintiff (BEH) and defendants (Town of Norwood, NAC), to U.S. District Court, in the matter of BEH vs. Francis T. Maguire, et al.

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

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 September 12, 2019 and January 16, 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 4:17 p.m.

The Commission returned to Open Session at 4:21 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: 4:21 PM