

APPROVED

AIRPORT COMMISSION MEETING

REGULAR BUSINESS MEETING

November 18, 2020

12/9/20

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.

Meeting via GoToMeeting

Mr. Maguire announced to the Commission that former Commissioner Joe Barca had passed away on October 29th at the age of 91. Commissioner Barca was a former member of the Combat Infantrymen's Association, Norwood Sportsmen's Club and Norwood Elks. He was a licensed pilot for many years. Mr. Barca was appointed to the NAC on September 18, 1990 and served more than 20 years on the board. He was a private pilot and well-known on the Airport. During his tenure on the Commission, the airport underwent some major upgrades which included the reconstruction of both runways, several taxiways and a number of aircraft parking aprons. Mr. Barca was also a Commissioner for many of the security upgrades following 9/11 as well as the completion of phase 1 of the Welch administration building. Mr. Barca loved spending time at the airport and often visited daily. Mr. Maguire and Mr. Ryan passed on the condolences of the Airport Commission to the Barca Family.

PROJECTS

- AIP Project update, DuBois & King, Jeff Adler
Jeff Adler updated the Commission regarding the environmental assessment for the paved safety areas and Taxiway C relocation. A notice of project change was filed with MEPA at the end of October. MEPA has 60 days to respond. Documents are being put together for the environmental assessment, doing preliminary design needed for permitting that will occur into next year. The goal is getting all permits in hand and the variance at the end of 2021.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve payment request No. 2 in the amount of \$25,760.70. This is 100% funded by the FAA.

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 authorize DuBois & King to file the necessary federal financial reports with the FHA and for Mr. Ryan's signature.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Post Monitoring Years 1 and 2 – DuBois King, Jeff Adler
At the completion of Taxiway A, 5 years of post-construction monitoring is required by MassDEP which involves inspections and reports to MassDEP to verify the mitigation area is performing as anticipated.

On a motion by Mr. Sheehan and Seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve pay request No. 2 for post monitoring years 1 and 2 to DuBois & King in the amount of \$5,449.85. This is 100% funded by the FAA.

- Upcoming Project Meeting, 2021
There was a pre-design meeting for the Taxiway D relocation that was not completed as part of Taxiway A realignment as well as obstruction removal (trees) to the four runway approaches. The project will be put out to bid in March and the schedule will be to apply for a grant application to FAA on or before May 1 and construction to begin mid to late summer 2021.

MINUTES

- 10/14/20 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

AIRPORT MANAGER'S REPORT

Mr. Maguire would like to note the work done by the Public Works Department to repave and remark Access Road leading through the abutting neighborhoods to the Airport turned out great. It enhances the image of the Airport. Mr. Maguire appreciates the work that was done. Not included in the report, Airport Management supervised and coordinated a project by National Grid to restore some paved surfaces that were disturbed when the gas line was trenched to the Welch Administration Building. Mr. Sheehan noted that October 2020 was the busiest October in the past 3 years. The Town publishes the Annual Report, and the cover of the report comprises pictures of the Airport.

On a motion by Mr. Corcoran and seconded by Mr. Sheehan, 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

- Southern Airways parking in main lot

Southern Airways submitted a sign design for parking. Public Works will fabricate and install the signs. Southern Airways will reimburse the town for the signs. Mark Cestari from Southern Airways gave an update on the state of business. There was a reduction in service beginning November 14th. The Commission thanked Southern Airways for staying in Norwood and are looking forward to when things improve.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the plan and signage as presented in the email provided on October 23, 2020 from Russ to Southern Airways.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

NEW BUSINESS

- Snow removal contract, P.J. Hayes, Inc. and Ciavattone Construction

Both contractors have spent years working on the airport working under the direction of the Airport Management. Both contractors have provided insurance certificates. The rates are the same as the DPW rates for its contract support.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the contracts for P.J. Hayes, Inc. and Ciavattone Construction.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- ATP flight school, signage request

ATP would like to install signage on building #6 on the north and south side. They are seeking conditional approval to approach the building inspector to get a sign permit.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to give ATP conditional approval to present an application to the building inspector to approve the signs as presented in the letter from November 16, 2020.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Taso's Euro Café handicapped parking change

The architectural access board indicated the handicapped parking for Taso's should be closer to the building. Flight Level hired Norwood Engineering which provided a plan that met the requirements. The parking spaces were redelineated by the Norwood Public Works Department.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the plan as presented to the NAC in the October 26, 2020 letter from Flight

Level showing all the requirements of the Architectural Board, drawings and location of the new handicapped parking spots.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Flight Level, vehicle parking outside gate 3 taxi-lane, object-free area
Flight Level is looking for approval from the NAC to install parking spaces across from Lot G on Flight Level property. Norwood Engineering provided a plan on behalf of Flight Level. The parking spaces will be on Lot Z which is within the 1100 foot strip which is BMA property being leased by Flight Level. There does not need to be a vote, this is just informational. Mr. Maguire has no objection to the plan. Mr. Makarious indicated that just hours before this meeting he received a letter from BEH objecting to the request. He suggested that the Commission take no action and give the attorneys time to look at the lease.

CORRESPONDENCE

- CY 2020-2021 snow removal contract: NAC – Francis D. Ciavattone, Jr. Construction Company
- FAA payment request #2, environmental assessment, phase 1: AIP No. 3-25-0037-041-2020
- FAA Payment request #2, post construction monitoring (years 1, 2); AIP No. 3-25-0037-039-3030
- AIP No. 3-25-0037-039-2020, yearly close-out report
- AIP No. 3-25-0037-041-2020, yearly close-out report
- 10/19/20 letter from K. Willis, of FAA Headquarters, to M. Ryan, of the NAC, re: FAA approval of Part 16 corrective action plan
- 10/22/20 letter from G. Lattrell, of FAA, to M. Ryan, of the NAC, re: reinstatement of discretionary project funding
- 10/23/20 e-mail (w/attachments) from R. Maguire, to R. Dach, of Southern Airways
- 10/26/20 letter (w/exhibits) from N. Burlingham of Flight Level, to the NAC, re: request for approval of complaint site design for Taso's Euro Café revised handicapped parking
- 10/30/20 letter from J. Panteli, of FAA, to M. Ryan, of the NAC, re: FAA approval of requested change (1.1 acres) from aeronautical use to non-aeronautical use
- 11/16/20 letter from N. Burlingham, of Flight Level, to the NAC, re: Commission approval of ATP signage
- 11/16/20 letter from N. Burlingham, of Flight Level to the NAC, re: Commission approval of compliant parking lot G building tenants; with Norwood Engineering exhibits (2 sheets)

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to file the 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 for the purposes of Executive Session for Purpose 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;

To vote on 10/14/20 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 4:16 p.m.

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

MEETING ADJOURNED: 4:34 PM