

APPROVED

2/12/20

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
November 20, 2019**

In Attendance:

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

Meeting Called to Order: 3:42 PM

NCM and Chris Donovan of Boston Executive Helicopters are recording this meeting.

A five-minute recess was taken.

Meeting back in session at 3:46

PROJECTS

- AIP Project Update: DuBois & King, Jeff Adler

There is closeout paperwork for the Taxiway A relocation project. There is a final pay application to FAA in the amount of \$123,053.83 which covers the DuBois & King final invoice as well as money that goes back to MassDOT.

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to pay final payment No. 5 in the amount of \$123,053.83.

There was discussion regarding a grant amendment to originally reduce the project because Taxiway D was taken out, but then to increase cost overruns for FAA. The total project cost in the end is \$2,522,999.33, FAA share is \$1,976,529.36.

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to send the Grant Amendment to the FAA, from \$2,292,298.90 and increasing it to \$2,522,999.33.

AGIS Masterplan update, still resolving comments from FAA. There are three projects that the NAC is applying for. One is the wildlife permanent fence phase one for \$800,000. The next is post construction monitoring for years 1 and 2 for \$85,000, local share is \$750. The third is environmental assessment, phase one. Total project cost is approximately \$400,000. Local share is \$20,000. The project is the environmental impact report for the relocation of Taxiway C and paving of two safety areas at end of runway 1735.

MINUTES

- 10/9/19 Regular Business Meeting

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

AIRPORT MANAGER'S REPORT

Mr. Maguire discussed the Airport Manager's Report. Most of the work this month centered around the Major Mark Welch Administration Building, trying to finalize a few issues which are the lighting controls, fire alarm third party monitoring in addition to some punch list items.

Should be able to move in within a couple of weeks. There is a vegetation management project underway. MassDOT is paying 100% of that. It was for 48 acres initially. MassDOT has approved widening of the scope of work. The project should be done in a week or two.

Above the Clouds is proposing a special charity event. They are interested in having a plane pull on lots A, B, and C. The event would potentially take place on Norwood Day 2020. Once the event is finalized there will be an official vote. Mr. Ryan and Mr. Corcoran are supporting this event at this time.

Mr. Ryan commented on how pleased he is regarding the landing fees. They have increased from last year at this time.

NEW BUSINESS

- West apron lease offer to Boston Executive Helicopters
 - DC-3 apron lease offer to Boston Executive Helicopters
- Mina Makarius, Esq. of Anderson & Krieger, special airport counsel to the Town and Norwood Airport Commission gave an update on the lease negotiations with Boston Executive Helicopters. In Executive session the Commission discussed the lease and had a few comments to be discussed in open session. There are two leases, the DC-3 apron and West apron. Both leases are essentially the same in form. Both have a description of the ground space. The leases are subject to other rights at the Airport, such as TOFA areas, etc. There may be limitations on the ability to build on certain areas. There are some areas used for access by other areas of the airport, and the leases are subject to that as well. No language has changed since it was discussed with BEH. There were a couple of minor changes. Both leases had a few typographical things where the term ramp was used instead of apron. On section 7, special conditions, condition 4, crack sealing. The Commission has asked to add at the end, utilizing a MassDOT approved process and product. Mr. Makarius recommends that the Commission vote to approve the leases subject to the two changes mentioned and any other typographical edits that need to be made in consultation with the Airport Manager, Town Manager and Chair as needed.

On a motion by Mr. Ryan and seconded by Mr. Corcoran, the Commission voted 2/0 to offer the lease for the DC-3 apron to Boston Executive Helicopters with the changes as described and any other minor edits after consulting with the Town Manager, Airport Manager and Chair of the Norwood Airport Commission.

On a motion by Mr. Ryan and seconded by Mr. Corcoran, the Commission voted 2/0 to offer the lease for the West apron to Boston Executive Helicopters with the changes as described and any other minor edits after consulting with the Town Manager, Airport Manager and Chair of the Norwood Airport Commission.

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to have Mr. Ryan sign and send the draft letter to FAA as part of the settlement agreement with BEH.

- Draft letter request to FAA for removal of taxi-lane object-free area (TOFA), gate 3 taxi-lane

- Above the Clouds special event, proposal
- MassDOT payment requests: fit-out of airport administration building

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to approve payment voucher #8 for the airport administration building, phase 2 fit-out. This is for Tower construction and six other businesses that have provided services totaling \$85,146.60. MassDOT is paying \$80,889.27, Norwood share is \$4,257.33.

- On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to have the Chairman sign Airport Department FY2020 snow removal contracts to PJ Hayes, Inc., and to Frank Ciavattone Construction Company.
- On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to approve the Airport Management's listing of furniture designated for surplus.

CORRESPONDENCE

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

- 11-20-19 draft letter from M. Ryan, of NAC, to G. Lattrell, of FAA, re support for BEH letter/petition for TOFA/OFA relief, on gate 3 taxi-lane
- November 2019 issue, Norwood Local Town Pages
- 11-12-19 letter from M. Oberstein, of Above the Clouds, to R. Maguire, re: proposed event
- 10-25-19 letter from D. Stahley, of I. W. Harding to J. Adler, of DuBois & King
- 10-18-19 letter from J. Adler, of DuBois & King, to J. Shalek, of I. W. Harding Construction, Co. re: default on project bond
- 10-15-19 letter, assented to request for extension of time to file corrective action plan, submitted by NAC through Town Counsel, to FAA; docket No. 16-15-05
- 10-10-19 general release of all claims: Town of Norwood an Norwood Airport Commission v. Donald Quinn
- 10-15-19 application for assistance (post-construction monitoring, years 1 and 2) to MassDOT/Aeronautics, from NAC
- 10-15-19 application for assistance (wildlife fence, phase 1/obstruction removal) to MassDOT/Aeronautics, from NAC
- 10-15-19 application for assistance (environmental assessment, phase 1) to MassDOT/Aeronautics, from NAC

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to adjourn the meeting.

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

MEETING ADJOURNED: 4:08 PM