

APPROVED

11 / 10 / 21

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
October 27, 2021**

In Attendance:

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

Meeting Called to Order: 3:39 PM

NCM, Matt McDonald from Norwood Record are recording this meeting.

PROJECTS

- AIP Project update, DuBois & King, Mark Goodrich

Thank you to the Commission for the reselection of DuBois & King as the engineers for the Airport.

Reconstruction and Relocation of Taxiway D has been pushed back. Construction is anticipated to start in November and will likely finish in the spring. Tree clearing and removal of Taxiway D is expected to be done this year.

Currently working on environmental permitting for the realignment of Taxiway C and reconstruction of runway 10-28. An official rejection is expected. A variance permit will immediately be submitted.

MINUTES

- 9/8/21 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 as presented.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

AIRPORT MANAGER'S REPORT

Mr. Maguire discussed the special event, Wing and Wheels, which took place on October 16, 2021. The event was co-hosted by the Airport Department and the Recreation Department. Flight Level also provided strong support. There were approximately 370 attendees. Mr. Maguire is looking forward to having the event again, possibly May of 2022.

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

- Initial commercial permit application, FY 2022, Blue Hill Helicopters (BHH)

This is the third meeting trying to meet with the owner of Blue Hill Helicopters. Mr. Maguire will reach out to the owner to schedule a time when he can come to the next NAC meeting.

- Airport Commissioner position description

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to forward the final draft to the Town Manager.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

NEW BUSINESS

- Selection of airport engineer

On a motion by Mr. Sheehan and seconded by Mr. Corcoran the Commission voted 3/0 to accept the request for proposal of DuBois & King for the engineering contract for Norwood Airport.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

Mr. Maguire will send a letter to MassDOT and FAA to notify both agencies that the Airport Commission has selected DuBois & King

- AIP No. 3-25-0037-039-2020, FAA payment request #5 (final)

On a motion by Mr. Sheehan and seconded by Mr. Corcoran the Commission voted 3/0 by roll call to approve final payment request No. 5 from DuBois & King in the amount of \$15,401.35. 100% of the cost will be paid by the FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- FAA project worksheet for runway 10-28 and taxiway C construction.

The FAA has a new version of their project readiness form which requires a signature from the Commission. The form is mostly an auto-populating form from the FAA. There is an engineering fee on there. DuBois & King hasn't officially negotiated any scope of work and fee, but the FAA has an automatic 13% or 28% as a thumbnail project cost used for financial planning purposes a year in advance. It does not obligate the NAC to an official contract. It is a placeholder for the reconstruction of runway 10-28 and relocation of Taxiway C. This is for a grant to be available sometime in 2022.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran the Commission voted 3/0 by roll call to approve the project worksheet for the reconstruction of runway 10-28 and relocation of Taxiway C in the estimated amount of \$9,781,040.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

CORRESPONDENCE

- MassDOT application for assistance, runway 10/28 and taxiway C
- Advertisement for airport engineering services
- AIP No. 3-25-0037-039-2020, FAA payment request #5 (final)
- Airport Commissioner position description with edits
- Notice to proceed, C. Naughton Corporation
- 9-22-21 letter from R. Maguire to Community Preservation Committee, to request funding for playground
- Mass. Airport Management Assn. brief sheet on proposed landing fee bill
- 9-15-21 Tuckamore Aviation Corporation re: fuel servicing vehicle
- Dubois & King proposal for engineering services
- FAA project worksheet for runway 10-28 and taxiway C construction

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;

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 4:05 p.m.

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

MEETING ADJOURNED: 4:43 PM