

APPROVED

12 / 17 / 21

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
November 10, 2021**

In Attendance:

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

Meeting Called to Order: 3:30 PM

NCM, Matt McDonald from Norwood Record and Chris Donovan from BEH are recording this meeting.

PROJECTS

- AIP Project update, DuBois & King, Mark Goodrich

The environmental assessment permit has been rejected by MassDEP, and now they are moving forward with the variance permit, which is in the process of being submitted to FAA and MassDOT for their review before final submission to MassDEP.

Construction Relocation of Taxiway D and removal of tree obstruction, the contractor will be on site Monday and Tuesday to begin removing Taxiway D and installing new edge lights and changes to signs. Tree clearing and full relocation of the taxiway will begin in the spring.

Mr. Goodrich provided three end of year financial reports on the three AIP projects for signature.

MINUTES

- 10/27/21 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.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

AIRPORT MANAGER'S REPORT

Mr. Maguire presented the Manager's report to the Commission. Of note, landing fees to date have surpassed the entirety of last year.

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)

Bob Brew made a presentation to the Commission on Blue Hill Helicopters.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call approve the FY 2022 commercial permit application for Blue Hill Helicopters.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

NEW BUSINESS

- Application, Army Corps of Engineers Permit

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to have the Chair sign the U.S. Army Corps of Engineers Application for Department of the Army Permit for the taxiway C realignment and runway safety area project.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- FAA year-end report for AIP No. 3-25-0037-041-2020

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call have the Chair sign federal grant 3-25-0037-041-2020.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- FAA year-end report for AIP No. 3-25-0037-042-2021

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call have the Chair sign federal grant 3-25-0037-042-2021.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- FAA year-end report for AIP No. 3-25-0037-043-2020

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call have the Chair sign federal grant 3-25-0037-043-2020.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Unauthorized Helicopter Operations, West Apron

Mr. Maguire discussed concerns having helicopters operating on unauthorized areas of the airport. Mr. Donovan of BEH has been put on notice of this. Mr. Maguire would like to consider some action to be sure this doesn't continue. There was discussion with members of the public regarding this issue.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to send a warning letter to NCH, David Abbott, BEH and Flight Level notifying them that the West Apron is not an authorized area, and provide map showing authorized area.

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 to authorize the Airport Manager to work with the Airport helicopter users, DuBois & King, legal counsel and MassDOT on the possibility of areas that are safe to consider for future helicopter operations.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

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

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to authorize the airport manager to send out contracts to P.J. Hayes, Inc. and Ciavattone Construction using the FY 2022 rates.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- FAA Grant Application through Harper Act of 2021

On a motion by Mr. Sheehan and seconded by Mr. Corcoran the Commission voted 3/0 to submit the grant application in the amount of \$59,000, 100% funded by FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

CORRESPONDENCE

- Aerial photos showing authorized helicopter operating areas
- Application for Army Corps of Engineers permit
- Notification of engineer selection
- Norwood Airport capital improvement plant, updated
- FAA year-end report for AIP No. 3-25-0037-041-2020
- FAA year-end report for AIP No. 3-25-0037-042-2021
- FAA year-end report for AIP No. 3-25-0037-043-2020

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; 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 4:39 p.m.

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

MEETING ADJOURNED: 4:52 PM