

APPROVED

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**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
December 9, 2020**

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

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. Initial submission was made to MEPA and on target to hear back by the end of December. The goal is getting all permits in hand and the variance at the end of 2021.

Mr. Adler discussed the construction project for 2021, which is the relocation of small Taxiway D stub as well as obstruction removal of approaches to the four runway ends. The project needs to be out to bid by mid-March, open bids in mid-April and apply for grant application before May 1.

MINUTES

- 11/18/20 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 with the spelling correction made.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

AIRPORT MANAGER'S REPORT

Mr. Maguire addressed the upcoming construction project for 2021. DuBois & King submitted an engineering fee proposal for \$331,275. There was also an independent fee estimate in the amount of \$312,600 which was conducted as required by FAA. Even though Dubois & King was higher than the independent fee estimate, it is within the 10% margin. Mr. Maguire added to page two the financial matrix showing revenues received in the last three weeks. The BOS asked that FY2021 revenues be included as well and total 2020 financial numbers.

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

- Flight Level Norwood, LLC (FLN), vehicle parking outside gate 3 taxi-lane object-free area
Attorney Makarious looked into the leases to see if there was any issues with the Commission not objecting to Flight Level painting the parking spaces. He stated that the Commission doesn't have to take any action. Mr. Sheehan would like to be sure that the Flight Level plan and correspondence gets filed.

NEW BUSINESS

- West apron lease, Boston Executive Helicopters, LLC (BEH)
- DC-3 apron lease, BEH

Mr. Loeffler and Mr. Makarious discussed revisions to the leases.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to direct Counsel for NAC to make the necessary changes available to BEH and bring the leases back to the Commission for approval at the next meeting.

CORRESPONDENCE

- 11/10/20 letter from J. Seltsam-Wilps, of FAA, to M. Ryan, of NAC, re: grant close-out confirmation for AIP No. 3-25-0037-037-2017
- 11/18/20 letter from E. Loeffler, representing BEH, to M. Makarious, representing the NAC, re: FLN proposed parking plan on Lot Z
- 12/4/20 letter from N. Hartzell, representing FLN, to M. Makarious, representing the NAC, in response to E. Loeffler's 11/18/20 letter to M. Makarious
- DC-3 apron lease signed on 12/4/20 by C. Donovan, of BEH
- West apron lease signed on 12/4/20 by C. Donovan, of BEH
- 11/20/20 memorandum and order by Judge Richard Stearns, on plaintiff's motion to enforce settlement agreement, impose sanctions and award attorneys' fees, U.S. District Court, Civil Action No. 15-13647-RGS (Boston Executive Helicopters, LLC v. Francis T. Maguire, et. al)

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;

- 11/18/20 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 4:15 p.m.

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

MEETING ADJOURNED: 4:36 PM