

APPROVED

3 / 17 / 21

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

In Attendance:

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

Meeting Called to Order: 3:31 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. There were discussions with MassDEP regarding the variance. MassDEP is looking for additional information prior to formal filing. That will be filed within the week. Everything is still on target to get all permits and variance by the end of 2021, which is needed for construction scheduled for 2022.

Mr. Adler discussed the design/construction Taxiway D relocation as well as obstruction removal of approaches to the four runway ends. There was a meeting with MassDOT and FAA. Plans are being finalized and a preliminary submission will be given to MassDOT, FAA and Norwood Airport. The goal is to get project out to bid in the second or third week of March.

MINUTES

- 1/13/21 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 with correction made.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

AIRPORT MANAGER'S REPORT

Mr. Maguire discussed the report including a section on the airport park, a Capstone project hoping to receive MassDOT grant money to finish off the park that has benches and tables. A grant application is included in the report. Snow removal was also discussed. The Board of Selectmen requested that the financial reports be broken down on a monthly basis. In future reports of the air traffic control data there will be comparative data showing the monthly traffic count relative to the same month in the prior calendar year. Mr. Maguire congratulated Patrick Fahey on his retirement and thanked him for his service to the Town and to the airport community. Mr. Ryan requested that Mr. Maguire speak to the tenant of the DC-3 and west aprons to be sure that they are plowed and catch basins are not impeded.

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

NEW BUSINESS

- Flight Level update on hangar construction project, Bob Laurence
Mr. Laurence updated the NAC on the status of the hangar construction project. The civil site work is complete, underground utilities are complete. The building steel erection is ongoing for the 7,200 square foot hangar. It should be closed in by mid-March. There is a forecasted completion date of late April or early May. Mr. Laurence would like to thank the abutting neighbors for their assistance with having access to the job site. Mr. Maguire thanked Mr. Laurence for his work in coordinating the meetings with Norwood Light, FAA, and the air traffic control tower. Mr. Maguire also thanked the Airport Business Park for their cooperation as well. Mr. Ryan would like to thank everyone, and also expressed his thanks and congratulations to Pat Fahey on his retirement.
- Flight Level concept plan for installation of self-serve fueling cabinet on DC-3 apron
Mr. Burlingham from Flight Level discussed the fact that Flight Level would like to install a line off its current fuel farm to a self-serve terminal. It was suggested that Flight Level work with BEH on this project before coming to the NAC seeking approval.
- Boston Executive Helicopters (BEH) electrical interests of DC-3 apron, west apron.
Mr. Maguire updated the Commission on meetings regarding Mr. Donovan's email to Mr. Maguire on January 4th stating with the use of the west apron and DC-3 ramps they would need power. He has retained an electrician, and would like guidance on who he needs to coordinate with. Mr. Donovan was given time to discuss this as well. Because this was not on the agenda, Mr. Makarious reminded the Commissioners they are not allowed to deliberate or speak to it.
- July 2019 General Release and Settlement Agreement (Boston Executive Helicopters, LLC and Town of Norwood); update by Attorney Mina Makarious
Every substantive measure that's in there has been complied with by the Airport's standpoint. BEH has appealed the decision from the district court of denying its motion to enforce the settlement. Leases have now been signed with BEH for the west apron and DC-3 apron. January 31st marked the end of the 18 month period referred to in several points in the agreement for particular formal communications protocol between the Airport and BEH.

CORRESPONDENCE

- Undated letter from J. Bennett to the NAC re: permission request to hunt on airport property

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to grant permission to hunt on the airport property.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Undated letter from M. O'Brien to the NAC re: permission request to hunt on airport property

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to grant permission to hunt on the airport property.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- 1-08-21 email schematic/attachment from Jason Haber, Norwood Light Electrical Engineer/Operations Manager showing proposed conduit/wire run for BEH electrical service
- 1-14-21 letter and attachments from P. Eichleay, of Flight Level, to the Norwood Airport Commission (NAC) re: a concept plan for installation of self-serve fueling cabinet
- 1-14-21 letter from R. Maguire to G. Grant, re: re-activation of security badge and reinstatement of unescorted privileges
- 1-10-21 letter from P. Eichleay, of Flight Level, to the NAC and Town of Norwood re: first bulk fuel delivery following lease of west apron and DC-3 apron to Boston Executive Helicopters

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;

- 1/13/21 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 4:32 p.m.

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

MEETING ADJOURNED: 5:10 PM