

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
May 28, 2020**

APPROVED

6/17/20

In Attendance:

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

Meeting Called to Order: 3:45 PM

NCM is recording this meeting.

PROJECTS

- AIP Project update, Jeff Adler, DuBois & King
FAA has completed their review and has accepted the document. The Commission had some comments and the final edits are being made. The final document will be sent to the Russ and available for posting.

Grant applications for the Environmental Assessment and post construction monitoring have been submitted. Waiting to get the grants in place to continue with those projects.

On a motion by Mr. Corcoran and seconded by Mr. Sheehan, the Commission voted 3/0 to post the final document on the website and have Mr. Maguire set up a public hearing for the review of the masterplan for the week of June 15th.

MINUTES

- 4/23/20 Regular Business Meeting

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the minutes.

AIRPORT MANAGER'S REPORT

- Mr. Maguire discussed work on the runways. The cost is estimated at \$60-80,000. The runway was constructed in 1995. The construction was 100% funded by MassDOT. The Airport management has continued to be on-call and on-airport seven days a week. The CARES Act grant application has been submitted to FAA. It is \$69,000 in federal grant monies that is being awarded to Norwood, 100% funding by the federal government. The Pandemic has had an effect on the Norwood airport, with a 35% downturn in total operations.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the Airport Manager's Report.

NEW BUSINESS

- Tower Construction, (amended final) payment application #009 phase II fit-out of administration building

On a motion by Mr. Corcoran and seconded by Mr. Sheehan, the Commission voted 3/0 to authorize payment in the amount of \$9,637.75. Local share is \$481.89 and MassDOT share is \$9,155.86.

- Marsh Master (with accessories) bid by Coast Machinery LLC; recommendation to have Purchasing Department issue an award letter

On a motion by Mr. Corcoran and seconded by Mr. Sheehan, the Commission voted 3/0 to authorize the Purchasing Department send an award letter to Coast Machinery, LLC out of Baton Rouge, Louisiana for \$193,691 for the purchase of the Marsh Master and accessories.

- Mr. Ryan discussed how between the FAA and MassDOT, the Airport was provided \$272,791 worth of equipment and services from what was presented today. Norwood had to pay a total of \$481. Mr. Maguire will send a thank you letter to MassDOT and the FAA.

- Landscape Plan of Flight Level

Mr. Maguire discussed Flight Level's landscape plan and suggested getting a certificate of insurance that would indemnify the Town, the Commission and the Airport Management.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to table this discussion until the next meeting.

CORRESPONDENCE

- Federal CARES Act grant application
- Federal CARES Act grant offer
- 5/1/20 letter to M. Obrien from R. Maguire authorizing approval to bow hunt on airport property
- 5/1/20 letter to W. Mulvey from R. Maguire authorizing approval to bow hunt on airport property
- 5/1/20 letter to J. Bennett from R. Maguire authorizing approval to bow hunt on airport property
- 5/12/20 letter from FAA to NAC Chairman, M. Ryan, approving the grant amendment agreement for AIP No. 3-25-0037-38-3018
- Public advertisement/bid for Marsh Master equipment
- MassDOT grant application for Marsh Master equipment
- MassDOT standard contract for Marsh Master equipment
- 5/4/20 MassDOT grant award, Marsh Master equipment
- Signed MassDOT grant assurances, Marsh Master equipment
- Tower Construction, final payment application \$009, phase II fit-out of administration building

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to file the correspondence.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted by roll call to adjourn for the purposes of Executive Session for Purpose 3 to discuss strategy and obtain advice of counsel with respect to potential litigation against I.W. Harding Construction Co., Inc. in connection with the project known as AIP No. 3-25-0037-38, if an open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission.

Purpose 3 to discuss strategy with respect to litigation if an opening meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission: (1) Boston Executive Helicopters, LLC v. Town of Norwood et al., U.S. District Court – Massachusetts Civil Action No 1:15-CV-13647-RGS; and (2) Boston Executive Helicopters v Norwood Airport Commission and Town of Norwood, Federal Aviation Administration Docket No. 16-15-05.

To vote on 4/23/20 executive session minutes, and return to regular session for purpose of adjournment only.

Mr. Corcoran: Yes

Mr. Sheehan: Yes

Mr. Ryan: Yes

Adjourned for the purposes for Executive Session at 4:15 p.m.

The Commission returned to Open Session at 4:39 p.m.

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 3/0 to adjourn the meeting.

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

MEETING ADJOURNED: 4:45 PM