

APPROVED

9/8/21

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
August 11, 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 is recording this meeting

Christopher Donovan of BEH is recording this meeting

Held in the Major Mark C. Welch Administration Building

PROJECTS

- AIP Project update, Russ Maguire
Taxiway D obstruction removal project, the FAA grant was received. Dubois & King sent the notice of award and the contract to C. Naughton for execution. Construction is anticipated to start the first week of October. There will be a pre-construction meeting two weeks prior to construction start.

Runway 17/35 Safety repaving Taxiway C relocation project, environmental assessment phase II, the final environmental impact report was submitted to MEPA in June. A notice of intent should be submitted in August and variance in October.

MINUTES

- 5/20/21 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

- 6/30/21 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 the following amendment made by Mr. Sheehan: The Commission discussed adjourning this meeting until an in-person meeting could be held next month due to disruptions from those in attendance via Zoom.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

AIRPORT MANAGER'S REPORT

Mr. Maguire provided an update on Flight Level's drainage project. The project was just completed and went very well. It is anticipated that there will be a final inspection of the Flight Level hangar construction project this week.

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

- Renewal of commercial permit applications, FY 2022

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve FY 2022 commercial permit applications for the following businesses: Flight Level, Norwood, LLC; New Horizon Aviation, Inc.; Kestrel Aviation, Inc.; Tuckamore Aviation Corporation; HB Holdings, Inc., d/b/a Norwood Air; and East Coast Aero Club, Inc.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Renewal of commercial permit application, FY 2022 for New England Detailing LLC

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the FY 2022 commercial permit application as a renewal for New England Detailing LLC with waivers granted.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Renewal of commercial permit application, FY 2022 for ATP of Massachusetts, Inc.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the FY 2022 commercial permit application as a renewal for ATP of Massachusetts, Inc.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Renewal of commercial permit application, FY 2022 for Boston Executive Helicopters

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the FY 2022 commercial permit application as a renewal for Boston Executive Helicopters.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

NEW BUSINESS

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

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to extend the commercial permit until the next Airport Commission Meeting.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Payment request #1, AIP Project No. 3-25-0037-42-2021

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve pay request No. 1 in the amount of \$172,933.87, which is \$100 funded by the FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Payment Request #7, 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 to approve payment request #5 in the amount of \$28,568.42, which is 100% funded by FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Draft 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 draft to Anderson & Kreiger for review.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

CORRESPONDENCE

- FAA Payment request #1, AIP Project No. 3-25-0037-42-2021
- FAA payment request #7, AIP Project No. 3-25-0037-041-2020
- Flight Level drainage improvement schematic
- Notice of award, C. Naughton Corp., for AIP Project No. 3-25-0037-42-2021
- Emergency permit, Norwood Conservation Commission, to breach beaver dams
- Draft Airport Commission position description
- Emergency beaver permit from Norwood board of Health to USDA Wildlife Services
- Draft contract, agreement for professional engineering services (DuBois & King): environmental assessment, phase II, for taxiway C re-location and runway 17/35 paved safety areas

- New England Aircraft Detailing, request for waiver of office space requirement and aircraft tie-down requirement, on behalf of FY 2022 commercial permit application
- 6-7-21 letter from R. Maguire to D. Lawson, of Norfolk County Mosquito Control, re: culvert cleaning
- 6-17-21 letter from R. Maguire to C. Donovan, of Boston Executive Helicopters, re: 6-8-21 unauthorized helicopter operations, west apron
- 6-21-21 letter from A. Livingstone and H. Finneral of Textron Systems, to R. Maguire
- 6-24-21 letter from R. Maguire to Rep. John Rogers
- 6-24-21 letter from R. Maguire to Sen. Mike Rush

Mr. Sheehan clarified that he is not on the Conservation Commission and has made no efforts to remove the beavers as indicated in the local newspaper.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to file all 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 the meeting.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

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

MEETING ADJOURNED: 3:50 PM