

**APPROVED**

10/14/20

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
September 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.**

**PROJECTS**

- AIP Project update, DuBois & King, Jeff Adler  
Jeff Adler discussed the fact that now that we can accept funding, the obstructions can be addressed as a priority project. Wildlife fencing will be installed as part of that project to be started in the summer of 2021. The grant for the environmental assessment for the paved safety areas and Taxiway C relocation came in. There was a kickoff meeting with DEP Boston, and a schedule for the work will be finalized within a couple of weeks.

**MINUTES**

- 8/12/20 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.  
Mr. Sheehan: Yes  
Mr. Corcoran: Yes  
Mr. Ryan: Yes
- 8/25/20 Special 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 let the written report stand.  
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**

- West Apron, DC-3 apron  
Mr. Maguire and Mr. Makarious are working towards developing an RFP.
- Flight Level, Lots A, B, C hangar – modification requests  
Under the RFP Flight Level was looking to be released from the building height and the width of the door. Nick Burlingham of Flight Level presented an update to the Commission. Attorney Karis North indicated the Commission has the authority to vary the requirements of the RFP with respect to the structure height, but does have the authority to vary the door width.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to deny the request from Flight Level for a variance in Section 5(n) Hangar Construction for the height of the building only.

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 approve Section 5(w) Hangar Construction, allowing Flight Level an 80 foot door, rather than a 96 foot door.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **NEW BUSINESS**

- Final FAA and MassDOT payment request, AGIS

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve pay request No. 9 in the amount of \$9,770.90. The Town of Norwood's portion is \$488.54.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Post construction monitoring contract, years 1 and 2, DuBois & King

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to enter into the contract with DuBois & King in the amount of \$49,975, with 100% reimbursement from FAA.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Battery-powered zero-turn mower with solar canopy and attachments

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to approve the invoice in the amount of \$25,854 and have the Chairman sign the MassDOT Standard Contract and Grant Assurances once they are received as well as the MassDOT Payment Request for payment in full.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

- Southern Airways request to de-ice; park customer vehicles in main lot  
Southern Airways made a presentation to the Commission regarding year-round operations. The Nantucket New England operation was up over 50% compared to last year. Norwood to Nantucket was up over 70%. Southern Airways would like to pursue a year-round operation to Nantucket, and discussed their de-icing plan. Mr. Maguire discussed the storm water plan and how it would affect the operation.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to have Mr. Maguire work with Southern Airways regarding options for de-icing.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

Southern Airways made a presentation regarding parking customer vehicles in the main lot. An estimation would be no more than ten cars at a time. They would like a designated area of ten spaces to be cordoned off as Southern Airways parking. This was discussed with the Commission as well as the Airport Manager.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 by roll call to have Mr. Maguire work with Southern Airways and Flight Level regarding parking in the main lot.

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Mr. Ryan: Yes

## **CORRESPONDENCE**

- Final FAA and MassDOT payment request, AGIS
- Post construction monitoring engineering contract, years 1 and 2; DuBois & King, Norwood Airport Commission
- 8/12/20 Norfolk Power Equipment final invoice (#17-E11290); battery-powered mower with solar canopy and attachments
- 8/21/20 letter from R. Maguire to T. Mahoney, of MassDOT-Aeronautics, re: reimbursement check for AIP No. 3-25-0037—38-2018
- 8/13/20 letter from L. Lesperance, of FAA, to M. Ryan, of the NAC, re: FAA approval of ALP
- 9/4/20 letter from N. Burlingham, of Flight Level, to the NAC, re: south hangar construction

- 9/4/20 e-mail from M. Cestari, of Southern Airways, to R. Maguire re: year-round operations
- Energy New England, preliminary evaluation report, 7-28-20, with cost-effective energy use alternatives for Maj. Mark C. Welch Administration Building

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: (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 8/12/20 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 4:28 p.m.

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

**MEETING ADJOURNED: 4:44 PM**