

**APPROVED**

10/19/16

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
September 14, 2016**

**In Attendance:**

Commissioners: Mark Ryan, Chairman; Kevin Shaughnessy, Clerk; Les LeBlanc; Airport Manager, Russ Maguire.

**Meeting Called to Order: 3:05 PM**

**PROJECTS**

- AIP Update, Environmental Assessment of Taxiway A re-location, Wildlife Hazard Assessment; Jeff Adler, Dubois & King  
Environmental assessment for Taxiway A: Sent out final draft to Mr. Maguire. Goal is to submit final EIR at the end of September. That will end phase one. Phase 2 will start. There is already a grant for that. That goes through the permitting phase. That will take a year. Then that will lead to the final design and construction. Grant application deadline will be May 1, 2018 for the '18 construction season. Estimating 2-3 months' construction time.

Wildlife Hazard Assessment: Document is finalized and issued as final report.

- Airport CIP – Jeff Adler  
Mr. Maguire distributed draft 5-year CIP. This year added obstruction analysis and AGIS survey to CIP. SRE equipment, wildlife perimeter fence, runway reconstruction and land acquisition are all in the CIP. Mr. Ryan will attend the upcoming meeting with MassDOT.

On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 3/0 to approve the five-year capital improvement plan for Norwood Airport.

- Flight Level CAP project update, Bob Lawrence  
Project is ahead of schedule. Underground utilities are complete. Slab pour is complete. Concrete work, aprons in front of hangars is done. Fire hydrant is in. Asphalt binder is put down, allowing for a clean project. It will take 4-6 weeks to complete the project.
- Flight Level North Apron Project, Peter Eichleay  
This is the last of the big capital projects for 2016. All paving should be done by September 16, 2016.

## **MINUTES**

- July 13, 2016 - Regular Business Meeting – Table until next meeting.
- July 13, 2016 - Executive Session Meeting – Table until next meeting.
- June 15, 2016 – Regular Session Meeting  
Voted in favor of the minutes. There was a roll call vote to approve BEH's 2014 non FBO commercial permit. After confirming with Mr. Maguire, it should have been to approve BEH's 2017 non FBO commercial FBO permit. – Table it until the October meeting.

## **AIRPORT MANAGER'S REPORT**

- Discussion regarding having the Military at the Airport in August. There was training going on with local law enforcement. The Military asked that it be kept as low profile as possible. Would like to recognize Flight Level's support with the training.

The fundraiser with Subaru went very well. They raised a lot of money, with a great turnout from the town. Governor Baker made a cameo appearance.

Norwood was tentatively on the schedule to host World War II bombers in September. It couldn't happen because of the north apron construction project.

Mr. Ryan thanked Mr. Maguire for managing the parking lot, and thanked Mr. Eichleay for helping with the Military training.

On a motion by Mr. LeBlanc and seconded by Mr. Shaughnessy, the Commission voted 3/0 to accept the Airport Manager's report.

## **OLD BUSINESS**

- Tuckamore Aviation, financial information CY 2017 commercial permit

All financial information is in order.

On a motion by Mr. LeBlanc and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the FY 2017 permit for Tuckamore Aviation.

## **NEW BUSINESS**

- FAA Memorandum of Agreement – Air Traffic Control Tower  
Mr. Maguire expressed a concern he has in an email to Mary Simpson, the real estate officer for the FAA. On the back end of the agreement is an operation agreement. Mr. Maguire has not seen this agreement before. He will reach out to get a better understanding before the NAC signs it.
- Letter from Michael Cofsky to continue bow hunting on Airport property  
Mr. Cofsky provided a letter from the Airport granting permission for bow hunting five years ago. It doesn't state an end to it. He also provided approval from the police chief.

On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 3/0 to grant Mr. Cofsky the same rights he has had in the past.

## **CORRESPONDENCE**

- 8/4/16 MassDOT letter to NAC re: ACIP
- 8/25/16 Tuckamore Aviation, financial packet
- 9/2/16 ltr. From Norwood Town Counsel to FAA Office of Chief Counsel
- 9/8//16 Norwood FinCom letter to NAC
- FAA Memorandum of Agreement, Operation Agreement for Norwood Airport's air traffic control tower
- Norwood Airport, 5-year capital improvement plan, draft

On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted by roll call to adjourn to Executive Session for purpose 3, to discuss strategy with respect to litigation, that if discussed in open meeting, may have a detrimental effect on the litigating position of NAC in the case of Boston Executive Helicopter, LLC v. Town of Norwood; and purpose 4, to discuss deployment of security devices or strategies with respect thereto purpose 7 for Executive Session and to return to Open Session for adjournment.

Mr. Shaughnessy: Yes

Mr. LeBlanc: Yes

Mr. Ryan: Yes

Adjourned for the purposes of Executive Session at 3:35 p.m.

The Commission returned to Open Session at 4:05 p.m.

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

**MEETING ADJOURNED: 4:05**