

**APPROVED**

11 / 16 / 16

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
October 19, 2016**

**In Attendance:**

Commissioners: Mark Ryan, Chairman; Kevin Shaughnessy, Martin Odstrchel, Michael Sheehan, Leslie LeBlanc, Airport Manager, Russ Maguire.

**Meeting Called to Order: 3:02 PM**

**PROJECTS**

- AIP project update: Taxiway A relocation, environmental assessment, Jeff Adler, DuBois & King Update by Jeff Adler. Final EIR has been submitted. Final certification should be issued December 5<sup>th</sup>. Phase 1 is completed, and now moving into Phase 2, permitting of the project. Permitting takes about a year. Construction should be in the summer of 2018.
- Flight Level CAP project update, Peter Eichleay  
Summary by Peter Eichleay. Erection crew is on site. Building should be complete in 6-8 weeks.

**MINUTES**

- September 14, 2016 regular business meeting  
Mr. Sheehan and Mr. Odstrchel abstain from voting. On a motion by Mr. LeBlanc and seconded by Mr. Shaughnessy, the Commission voted 3/0 accept the Minutes with the changes outlined by Mr. Maguire.
- September 14, 2016 executive session meeting  
Mr. Sheehan and Mr. Odstrchel abstain from voting. On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 3/0 accept the Minutes.
- July 13, 2016 regular business meeting  
Mr. LeBlanc abstains from voting. On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 accept the Minutes as corrected changing the June 15<sup>th</sup> minutes changing the date on page three from 2014 to 2017.
- July 13, 2016 Executive Session  
Mr. LeBlanc abstains from voting. On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to accept the Minutes.
- June 15, 2016 executive session meeting  
Mr. LeBlanc abstains from voting. On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 accept the table the acceptance of the minutes until after Executive Session.

## **AIRPORT MANAGER'S REPORT**

- Mr. Maguire discussed the Airport Manager's Report including sealcoating, striping project and selling of old Army trucks.

On a motion by Mr. LeBlanc and seconded by Mr. Shaughnessy, the Commission voted 5/0 to approve the Airport Manager's report.

## **OLD BUSINESS**

- FAA Memorandum of Agreement  
Mr. Maguire updated the Commission on the combined memorandum of agreement from the FAA.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 5/0 to accept the Air Traffic Control Tower Land Site Memorandum of Agreement between the FAA and Town of Norwood.

## **NEW BUSINESS**

- **Flight Level Leases: Lots 5, 6 and 7**

Flight Level is looking for lease extensions on Lot 6 which goes to 2026 and Lot 7 which goes to 2026. CAP is under the Boston Metropolitan Lease area, Lot 5. That lease goes to 2047. At that time the Town of Norwood will assume control of that lease. Peter Eichleay gave a presentation and is requesting a lease extension on Lots 6 and 7, as well as Lot 5 when the Boston Metropolitan Lease is up.

On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 5/0 to acknowledge receipt of Flight Level's notification in a letter dated October 13, 2016 from Boston Metropolitan Airport to extend the lease dated December 13, 1967 from December 13, 2027 through December 12, 2047, Parcel 2.

On a motion by Mr. Sheehan and Seconded by Mr. LeBlanc, the Commission voted 5/0 to approve Flight Level's lease extension for Lot 5 from 2047-2050 with the following conditions: Flight Level provides a personal guarantee or letter of credit, provide adequate spill insurance and provide a site plan which will include a fuel site plan stamped and licensed by an engineer or surveyor.

On a motion by Mr. Sheehan and Seconded by Mr. Shaughnessy, the Commission voted 5/0 to approve Flight Level's lease extension of Lots 6 and 7 from 2026 to 2050 with the following conditions: Flight Level provides a personal guarantee or letter of credit, provide adequate spill insurance and provide a site plan which will include a fuel site plan stamped by a licensed engineer or surveyor.

- **Norwood Record, Article**

Mr. Ryan discussed the newspaper article in the Norwood Record which addressed the issue of insurance coverage. The Town has multiple insurance carriers working on the lawsuit between BEH and Norwood Airport. The Town is not left hanging. The newspaper made it seem like a bigger issue than it in fact is. Many incorrect assumptions were made.

- **Letter from Henshaw July 8, 2016 to John Davis**

Discussion surrounding the letter from Henshaw dated July 8, 2016. There are two FBO's licensed. One has agreed to provide information requested by the NAC, and another has decided they don't want to provide the information. The letter is disingenuous. Mr. Shaughnessy would like check the town insurance requirements for Flight Level and BEH.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 5/0 to file the letter dated July 8, 2016.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 5/0 to amend a Motion dated June 15<sup>th</sup> to provide a cutoff date of December 30, 2016, and to strike out "resolution of all legal matters."

- **Letter dated 10/11/16 from J. Nolan to NAC re: Request to Hunt**

Discussion regarding hunting on the Airport property. Need to be careful about permits from the State and Federal Government. Need to make sure hunters are not trespassing and are not hunting wildlife out of season.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 5/0 to approve Mr. Nolan's permit to hunt outside the fence during the season with the condition he supplies a means of lawful entry onto the airport property and whatever is requirement from the police chief.

## **CORRESPONDENCE**

- 7/8/16 letter from E. Loeffler of Hinshaw & Culbertson, LLP to J. Davis of Pierce, Davis & Perritano, LLP, re: Boston Executive Helicopters (BEH)
- 9/23/16 Notice of extension of time re: BEH v. Town of Norwood, Norwood Airport Commission
- 10/5/16 letter from R. Maguire to M. Cofsky re: request to hunt
- 10/11/16 letter from R. Maguire to A. Bishop, of Boston Air Charter, re: FY 17 commercial permit
- 10/11/16 letter from J. Nolan to NC re: Hunting request
- FAA Memorandum of Agreement
- 10/13/16 letter from M. Pendergast, of BMA, Inc. to M. Ryan, of NAC, re: notice of option to renew
- 10/16/16 MassDOT grant application, SRE equipment

- 10/16/16 MassDOT grant application, obstruction analysis, AGIS survey technical MPU
- 10/16/16 lease extension request Flight Level Norwood, LLC

On a motion by Mr. Sheehan and seconded by Mr. Ostrchel, the Commission voted by roll call to adjourn for the purpose of Executive Session to discuss the continuing legal issues between NAC and BEH . Discussion of those issues in open session would be detrimental to the NAC's litigation position.

Mr. Ryan: Yes

Mr. Sheehan: Yes

Mr. LeBlanc: Yes

Mr. Shaughnessy: Yes

Mr. Odstrchel: Yes

Adjourned for the purposes of Executive Session at 4:12 p.m.

The Commission returned to Open Session at 4:28 p.m.

On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 5/0 to adjourn the October 19, 2016 meeting.

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

**MEETING ADJOURNED: 4:28 PM**