

APPROVED

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**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
November 16, 2016**

In Attendance:

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

Meeting Called to Order: 3:01 PM

PROJECTS

- AIP project update: Taxiway A relocation, environmental assessment, Jeff Adler, DuBois & King Update by Jeff Adler. Final EIR has been submitted. Comment period ending first week in December. Permitting will begin. Construction should be in the summer of 2018.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 3/0 to pay final invoice for Environmental Assessment for Taxiway A Relocation in the amount of \$29,796.98. Norwood's share is \$744.93.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 3/0 to pay final invoice for Wildlife Hazard Assessment in the amount of \$9,948.00. Norwood's share is \$497.40.

- Flight Level CAP project update, Peter Eichleay
Summary by Peter Eichleay. The structure has been erected. The doors will be hung shortly after Thanksgiving. Siding and roofing will begin in early December. Final asphalt layer should be done in early December if weather holds out. Following that will be electric, gas, plumbing and fire protection. That should be complete by the end of the year. Looking at January for the building to be complete.

MINUTES

- October 19, 2016 regular business meeting
On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 3/0 accept the Minutes.
- October 19, 2016 executive session meeting
On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 3/0 accept the Minutes.
- June 15, 2016 executive session meeting
The acceptance of the minutes will move to the next meeting of the Commission.

AIRPORT MANAGER'S REPORT

- Mr. Maguire discussed the Airport Manager's Report including asphalt inspection, finalize airport maintenance, grass and brush control, wildlife control.

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

NEW BUSINESS

- **2016-2017 Snow Removal Agreement, P.J. Hayes, Inc.**

This is the same contract that has been used for years, and updated every year. The rates are the same as a year ago. P.J. Hayes has been plowing on the Airport since 1998-1999. They are a very responsive company. Mr. Sheehan has requested that the contract be amended to add the Airport Commission to the liability insurance. Mr. Sheehan would like it to read the Airport Manager, the Assistant Manager and the Airport Commission and the Town of Norwood.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 3/0 to accept the contract as amended.

CORRESPONDENCE

- 2016-2017 snow removal agreement: Norwood Airport Commission/P.J. Hayes
- FAA sponsor project readiness form: obstruction analysis/AGIS survey/technical MPU
- 11/10/16 letter from Town Counsel to FAA Office of Chief Counsel re: Part 16 complaint: Boston Executive Helicopters v. Town of Norwood and Norwood Airport Commission; respondent's motion for leave to file a fourth submittal rebuttal

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, 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. The Commission will leave Executive Session for the purposes of adjournment only.

Mr. Ryan: Yes

Mr. Sheehan: Yes

Mr. LeBlanc: Yes

Adjourned for the purposes of Executive Session at 3:16 p.m.

The Commission returned to Open Session at 3:38 p.m.

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 3/0 to adjourn the November 16, 2016 meeting.

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

MEETING ADJOURNED: 3:38 PM