

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
February 12, 2014**

APPROVED

3/12/14

In Attendance: Commissioners Tom Wynne, Chairman, Les LeBlanc, Martin Odstrchel, Mark Ryan, Kevin Shaughnessy, Assistant Manager, Mark Raymond, Brandon Moss, Town Counsel.

Meeting Called to Order: 12:00PM

APPOINTMENTS

AIP Project Update; DuBois & King, Jeff Adler

- Taxiway A closeout: DuBois & King has all the documentation except aerial photos, which should arrive by the end of February.
- All documentation will be available by the March meeting for final payment.
- Taxiway A relocation environmental assessment; DB&K is working with Epsilon Associates to put together first filing of the Environmental Notification form. Draft should be ready for review by March meeting.
- Grant process, FAA for 2014 Phase 2 of environmental assessment. May 1, 2014 grant deadline.
- Taxiway C, letter from Brandon Moss

Boston Executive Helicopters, Chris Donovan

- Hanger update: There have been weather delays but roof is in process, next to be installed is the fuel system. Fuel farm installation will be dictated by the weather, as power needs to be installed prior to fuel farm. March installation is anticipated for the monitoring systems.
- Mr. Ryan noted that BEH presented questions regarding Taxiway C at the January meeting that are addressed in a letter from Brandon Moss: Mr. Moss suggested this be discussed in Executive Session.
- Joshua Fox, representing the law firm of Rollins, Rollins & Fox spoke for BEH regarding the need for adequate fueling space. The west ramp apron, if available, is of interest to BEH. If not, where else can he fuel?

Flight Level, Mike DeLaria

- Capital project update:
 - Gant chart distributed.
 - Getting proposals
 - Working on lease agreement.
 - Tenants secured
 - Financing secured.
 - November 17, 2014 is projected turnover date to Town of Norwood.
 - Soliciting bids for a site engineer.

Bob Lawrence, a professional engineer, attended in a construction management roll for Flight Level.

Mr. DeLaria stated that the Front Office, formerly occupied by Avis, has been remodeled, and taken over by Flight Level.

Per Mr. Ryan, it was suggested that Mr. Maguire begin the lease agreement process.

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MINUTES

January 15, 2014

The vote to accept the January 2014 meeting minutes was postponed until March, to allow for rewording of the BEH inquiry regarding remote access.

AIRPORT MANAGER'S REPORT

Snow Removal

On January 29, 2014, Russ Maguire met with the Finance Commission to discuss the depletion of monies in the airport's snow removal budget of \$24,000. The Board of Selectmen has also been advised through the Town Manager's office.

Budget: \$24,000 Cost to Date (2/10/14) \$37,125.94 Over Budget -\$13,125.94

Airport Audit

January 2014, airport management completed final work on the FY 2013 audit of the federal/state grant project to re-construct taxiway C. Melanson & Heath, PC of New Hampshire conducted the audit.

Comprehensive Pavement Project

MassDOT has selected the engineering firm of Hoyle, Tanner & Associates to oversee a statewide crack seal and repair project.

Air Traffic

January 2014 air traffic report submitted to Commission.

On a motion by Mr. Odstrchel and seconded by Mr. Shaughnessy, the Commission voted 5/0 to approve the Airport Managers Report.

Mr. Ryan commends the airport staff for a job well done in removing the vast amounts of snow.

OLD BUSINESS

NEW BUSINESS

Boston Executive Helicopters, full service fixed-base operator interest.

- Mr. Donovan is working with Mr. Maguire on types of minimum standards.

CORRESPONDENCE

11/19/13 letter: From BEH attorney, J. Fox to M DeLaria of Flight Level, regarding the use of the westerly portion of Lease Lot G.

12/5/13 letter: Response from N. Burlingham to J. Fox regarding 11/19/13 letter

1/10/14 letter: Closeout letter from FAA regarding AIP Grant Number 3-25-0037-32-2012

1/22/14 letter: From Flight Level regarding CAP Ramp Rejuvenation and Hanger Complex Construction Project

2/7/14 letter: From Brandon Moss, Town Counsel to J Shalek, I.W. Harding President, regarding Taxiway C

Mr. Ryan makes motion under Purpose 6, to go to executive session to discuss negotiations with leaseholds.

Mr. Ryan; yes, Mr. LeBlanc; yes, Mr. Shaughnessy; yes, Mr. Odstrchel; yes, Chairman Wynne; yes.

On a vote of 5/0, the Commission voted to go to Executive Session at 12:23pm.

On a motion by Mr. Shaughnessy and seconded by Mr. Ryan, the Commission voted 5/0 to adjourn.

MEETING ADJOURNED: 12:55