

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
April 9, 2014**

APPROVED
5/14/14

In Attendance: Commissioners Tom Wynne, Chairman, Martin Odstrchel, Mark Ryan, Kevin Shaughnessy, Airport Manager, Russ Maguire, Assistant Manager, Mark Raymond.

Meeting Called to Order: 12:00PM

APPOINTMENTS

AIP Project Update; DuBois & King, Jeff Adler

Closeout paperwork includes aerial photos, total payment \$136,957.97 \$89,766.98 payable to J. H. Lynch \$47,190.99 to Dubois & King. The Norwood share was \$3423.95. The overall project was delivered under budget by more than \$10,000.

On a motion by Mr. Ryan and seconded by Mr. Odstrchel the Commission voted 4/0 to approve final payment on Taxiway A.

Second pay request is for pay request #2 for Taxiway A environmental assessment. Payment of \$19,567.05 to DuBois & King. Norwood Share \$489.17

On a motion by Mr. Ryan and seconded by Mr. Odstrchel the Commission voted 4/0 to approve payment.

Regarding the Scoping meeting on environmental assessment Phase 2 for Taxiway A, and wildlife hazard assessment. Fee submitted, no IFE needed because under \$100K. The deadline for submitting the grant application is May 1, 2014.

On a motion by Mr. Ryan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve permission for Chairman, Mr. Wynne sign the grant application.

Mr. Adler will provide an update on the terminal building at the May meeting.

Boston Executive Helicopters, Chris Donovan & Joshua Foxx (BEH counsel)

The electrical on hanger is "roughed in" and inspected. Roof insulation is complete. Sprinkler system and HVAC is "roughed in", gas line installed and saw cut pavement outside installed 4.9.14. Water service & sprinkler in near future. Fuel system is scheduled to be installed the week of 4.14.14 and a generator is scheduled for installation. The building is expected to be weather tight by 4.25.14.

Lease offer: BEH and Mr. Foxx do not think the square footage offered by NAC is adequate for fueling as an FBO. Presently, BEH would like to refuse the current offer of 83x83 square feet.

Questions by NAC: What does BEH feel would be adequate space? 100K square feet.

Once again, the NAC is requesting a business plan from BEH and when that business plan has been submitted, the Commission will then relook at allocating more space on the airport.

C. Donovan stated that NAC has never requested a business plan from BEH.

NAC reiterates that business plan is necessary.

BEH submitted their Financial plan to Mr. Maguire last night (April 8, 2014).

Mr. Donovan stated that he does approximately \$700,000 in business and thousands of hours in Charter Services with his helicopter operations.

As a final comment, Mr. Donovan would like to state that he feels discussions with the NAC are always combative.

For the record, Mr. Shaughnessy, as well as the other members of the NAC, support Mr. Maguire as a good and fair manager.

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MINUTES

* March 12, 2014 regular business meeting

Mr. Ryan requests an edit of the New Business section, regarding area around the west ramp to clarify that J. Foxx, representing BEH, requested all or part of the west apron area of the airport.

No vote will be taken at this time until the March minutes are updated to reflect this change.

* March 12, 2014 executive session

On a motion by Mr. Odstrchel, and seconded by Mr. Shaughnessy, the Commission voted 4/0 to accept the minutes of the Executive Session.

AIRPORT MANAGER'S REPORT (March 1 – March 31, 2014)

Scoping Meeting, Environmental Assessment :

On 3/13, airport management met with FAA and MassDOT officials, along with our engineer (DuBois & King) and environmental team (Epsilon Associates) for a scoping meeting on the environmental assessment allied to taxiway A's planned re-location.

Spill Response:

At about 3:35 p.m. on 3/18, airport management was notified that an aircraft parked on Flight Level's lot 6 was leaking aviation gas on to the parking apron. Norwood Fire was immediately called and responded. Flight Level line personnel responded by capping the storm drain adjacent to the parked aircraft and capturing the flowage of fuel. With Speedi-Dri, the environmental effect was localized with no run-off into the wetlands. Airport management and Flight Level followed procedures outlined in the airport's Spill Prevention, Control and Countermeasures Plan.

— Informational Updates —

Hollywood Movie

On 3/11, airport management met with representatives from a Hollywood movie production company interested in using the Norwood Airport for a location shoot.

Comprehensive Pavement Project

Airport management has begun to coordinate preparations for the MassDOT project to crack-seal and repair pavement on the Norwood Airport's runways and taxiways.

Air Traffic Control Tower Program

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Letter received from United States Senators to the Committee on Appropriations requesting language ensuring full and dedicated funding for the Contract Tower Program as part of the FY2015 FAA budget.

March 2014 Air Traffic report: 3,964 Total Airport Operations

On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the Airport Manager's Report.

NEW BUSINESS

* CY 2014 aircraft tie-down leases

On a recommendation by Mr. Maguire and a motion by Mr. Ryan, seconded by Mr. Shaughnessy, the Commission voted 4/0 to award 2014 tie-down lease to Ray Fallon.

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CORRESPONDENCE

* 3/12/14: An e-mail from C. Donovan, of BEH, to Airport Manager regarding negotiations for the lease of Lots A,B,C

* 3/17/14: A letter from Airport Manager to C. Donovan, of BEH, regarding west apron lease offer of 6,889 square feet on the northeast corner of Norwood Airport's west apron.

Mr. Ryan asked Mr. Maguire if he sent a letter to BEH regarding the illegal flight operations. Mr. Maguire responded that the letter had been sent by email as well as hand delivered and there has been no response yet.

MEETING ADJOURNED: 1:07PM

On a motion by Mr. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 4/0 to adjourn to Executive Session.