

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
JUNE 11, 2014**

APPROVED

7 / 30 / 14

In Attendance: Commissioners Tom Wynne, Chairman, Mark Ryan, Vice Chairman, Kevin Shaughnessy, Clerk, Martin Odstrchel, Les LeBlanc, Hylie Hutchens, Paul Shaughnessy, Michael Sheehan, Airport Manager, Russ Maguire, Assistant Manager, Mark Raymond.

Meeting Called to Order: 12:00PM

APPOINTMENTS

* **AIP project update:** Jeff Adler, DeBois & King

❖ Taxiway A Relocation Project;

There was a public hearing at Norwood Airport for input from the general public, prior to the filing the Environmental Notification form for variance to use .9 acres of wetland. Currently waiting for a certificate from MEFA, regarding the impacts of the relocation and what permits will be needed to proceed.

DeBois & King would like to submit a pay application request #3 for the Environmental Assessment for the preparation of the ENF form. The Request is for \$39,680. Norwood share is \$992.00.

On a motion by Mr. Ryan and seconded by Mr. Odstrchel, the Commission voted 8/0 to approve the pay application.

❖ West Apron Master Planning/Scope, Jeff Adler, DuBois & King

DeBois & King will prepare up to three configurations for the layout of the West Apron and hanger placement & loss of tie-downs, potential revenue by the construction of additional hangars and will try to maximize available space.

* **Flight Level: Construction Update:** Peter Eichleay, Flight Level

CAP ramp behind hanger 10: Still waiting for permits from the FAA. Flight Level has the approval letter from MassDOT. The Norwood Conservation Commission has been advised of all plans and progress. Brush clearing to begin June 12, 2014. Goal is still for completion of structure by 12/31/14 if the FAA permits are delivered soon.

Boston Executive Helicopters is recording today's meeting.

* **Boston Executive Helicopters (BEH), update on Fuel Farm/Hangar,** Chris Donovan

The floor has been poured. The sprinkler and domestic water lines have been installed. The sewer line is in and has been signed off and approved. Rough electrical & plumbing have been inspected and approved. Electrical fire system is approximately 50% complete and the sprinkler system is 75% complete. Plastering is in process. Fuel tanks are ready for concrete pad. Mr. Donovan thinks BEH will be operational within 21-30 days. Tar work in the front of the hanger is expected to be complete within 2 weeks (includes taxiway).

In response to a question by Mr. Ryan on how the fuel will be distributed, Mr. Donovan stated that BEH would use their own trucks and will not be branded. Once all is complete, BEH will need final inspection and approval from the Norwood Fire Department.

* **BEH Lease/FBO Interest:** Joshua Fox, Rollins, Rollins & Fox

Mr. Sheehan requested a motion to table the matter based on a complaint letter received by the Commission but not yet read and discussed.

On a motion by Mr. Sheehan and seconded by Mr. K. Shaughnessy, the Commission voted 6/2 by verbal acknowledgment to table the discussion.

There was additional discussion between NAC, Mr. Donovan and Mr. Fox regarding the West Apron lease and all were reminded that the issue had been tabled.

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***Helicopter Operations on Taxi-lanes, BEH**

Jack Keenan, former FAA inspector spoke on behalf of Chris Donovan in the matter of the May 1, 2014 incident.

Mr. C. Donovan spoke to the legality and FAA safety determinations of helicopter take offs and landings and asked for consistency in applying rules to all airport operators.

Mr. K. Shaughnessy stated that under general laws in Massachusetts (Section 22) the Airport Manager may prohibit aircraft operations except in emergency situations. Mr. K. Shaughnessy then asked Mr. Donovan if his landing was an emergency. Mr. Donovan responded "No", but wished to cite the Federal Law that said he could land.

In the case of the incident in question, after reviewing the area and photos, Mr. Jack Keenan, did not feel that there were any safety concerns.

Airport Manager, Mr. Maguire thought that taking off and landing on taxi lanes with a helicopter is an unnecessary risk, considering all the helicopters operating on the airport.

Mr. Keenan responded, "Risk management is subjective".

Chairman Wynne, stated that Mr. Donovan's flying ability is not in question but that this landing was not within the rules of the Norwood Airport.

Several Commissioners expressed concern that all aircraft operators need to comply with Norwood Airport's authority to enforce its own rules and if not, it becomes a matter for Town Counsel.

Mr. Sheehan recommended a motion to revise the Norwood Memorial Airport General Regulations, revised October 2012- Attachment D (Helicopter Procedures) to add #4: "All take offs and landings be from a helipad – no hover taxi" and whatever other wording makes this issue very clear.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 8/0 to revise the General Regulations prior to submission to MassDOT.

MINUTES

*May 14, 2014 Regular Business Meeting – The May minutes will be reviewed with corrections in July.

*May 14, 2014 Executive Session – The May Executive Session will be reviewed with corrections in July.

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AIRPORT MANAGER'S REPORT 5/1/14 – 5/31/14

Comprehensive Pavement Project

Application of comprehensive crack-seal on Norwood Airport's two runways, as well as taxiway A between runway 17 and runway 10 is complete. The Runway markings project was completed June 6, 2014. All costs covered by MassDOT.

Taxiways C, F, G

Airport Management has administered \$323,911 in payments to DuBois & King for project engineering. For project construction, airport management has administered \$1,245,686 to I.W. Harding. The contractor did complete the necessary sod work to full close out the project. Retainage has been set at \$25,873. However, the contractor is seeking additional interest payments. This matter has been handled by Town Counsel.

Taxiways A, D, E

For project engineering, airport management has administered \$231,112 in payments to DuBois & King. For project construction, airport management has administered \$807,902 to J. H. Lynch. Final payment requests to FAA and MassDOT have been filed. Since last month, the contractor has made an on-site visit to the airport and has been advised that sod and light electrical work will be required to fully close out the project. Retainage has been set at \$17,953

Environmental Assessment, Taxiway A

To date, for project engineering, airport management has administered \$29,272 in payments to DuBois & King. In support of this project, airport management attended a May 20, 2014 meeting with the Norwood Conservation Commission agent, DuBois & King and Epsilon Associates in advance of an environmental notification filing. A scoping meeting was then attended on May 29, 2014 with additional participation from a Commonwealth official.

Tenant Construction Projects

Airport management continues to work with Boston Executive Helicopters in support of its hangar/fuel farm construction project, and has begun coordination with Flight Level on their plans to construct hangars on the Civil Air Patrol apron.

Signage, Illegal Hunting

The NAC has tasked airport management to fabricate and post signage that notes that hunting on the municipal property is illegal. Additional signage addressing illegal tree stands located on municipal property will also be fabricated and posted.

— Informational Updates —

FY 2015 Budget

Airport management was on hand for this year's Town Meeting. In late May, TM approved the Airport Department's 2015 Budget.

Air Traffic Control Tower Program

Airport management has been advised that the DOT/FAA Appropriations legislation for FY 2015, approved by the full Senate Appropriations Committee, includes more than \$140 million in dedicated funding for the FAA contract tower program. The Airport Manager will attend FAA's upcoming contract tower program conference in Washington, DC.

MassDOT Economic Impact Study

Airport management has begun meeting with MassDOT's planning team to update the Commonwealth's statewide economic impact study of public-use airports.

Air Traffic

For the April 2014, air traffic report: Attachments provided in Airport Manager's report.

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OLD BUSINESS

NEW BUSINESS

* **CY 2014 aircraft tie-down lease:** Colin Murray

On a motion by Mr. Odstrchel and seconded by Mr. P. Shaughnessy, the Commission voted 7/0 to approve the tie-down lease.

*Airport Park/Oulton Hues – This matter on hold until the July meeting.

On a motion by Mr. K. Shaughnessy and seconded by Mr. Odstrchel, the Commission voted 7/0 to recommend that all formal requests for the Airport Manager be directed through the Commissioner.

***Discussion items:**

*Mr. Paul Shaughnessy recommended that the Rules and Regulations regarding helicopter hovering and taxing be reviewed by Mr. Maguire, the Airport Manager, and updated to reflect all areas of the airport and Mr. Ryan recommended that the legal department review the updates for approval.

*Question: Are there rules and regulations for the operation of Airport Commission meetings? Mr. Hutchens volunteered to contact other airports for this information.

*Mr. P. Shaughnessy suggested a time change of the Airport Commission meetings in the hopes of including more of the general public. Suggested times 7:00-9:00PM on the 2nd Wednesday of the month or 4:00PM on the 2nd Wednesday of the month.

*Mr. Hutchens commented on adding a Question and Answer period to the end of the meetings for the general public.

CORRESPONDENCE

* 3/21/14 letter from R. Maguire to C. Donovan, of BEH, regarding unauthorized helicopter operations.

* 5/23/14 letter from R. Maguire to C. Willenborg, of MassDOT (Aeronautics) regarding new NAC members and NAC re-alignment.

* 5/28/2014 letter from Business Presentation Solutions to R. Maguire regarding BEH business plan.

*BEH door sign, drawing.

On a motion by Mr. Odstrchel and seconded by Mr. Hutchens, the Commission voted 7/0 to adjourn.

MEETING ADJOURNED: 1:30PM.