

APPROVED

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**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
February 15, 2017**

In Attendance:

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

Meeting Called to Order: 3:02 PM

PROJECTS

- AIP project update, environmental assessment of taxiway A relocation, Jeff Adler, Dubois & King Made some good progress. Working with DEP to work on storm water mitigation. Test pits were done, unfortunately they weren't suitable for infiltration systems that are needed. May put in porous pavement as an option. Current schedule is to do a draft of the notice of intent, which is a complete design package. A copy will go to Mr. Maguire, the FAA and MassDOT, with a submission to the Conservation Commission on March 1st for a March 15th meeting.
- Flight Level CAP project update, Frank Gundle, Flight Level Construction update. The small section is completely enclosed. On the large section, the outside sheeting is done. In the next two to three weeks, hoping to hang the doors and get the roof done. The electrical has been phased in. The sprinkler materials have been delivered. Targeting March for occupancy. March or April for paving.

MINUTES

- January 11, 2017 – Regular Business Meeting

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to table the acceptance of the minutes.

EXECUTIVE SESSION MINUTES

- June 15, 2016

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 4/0 to approve the minutes.

- November 16, 2016

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 3/0 to table acceptance of the minutes.

- December 14, 2016

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve the minutes.

- January 11, 2017

On a motion by Mr. Shaughnessy and seconded by Mr. Shaughnessy, the Commission voted 4/0 to table acceptance of the minutes.

AIRPORT MANAGER'S REPORT

Mr. Maguire would like to submit the report and let the written record stand.

There was discussion about snow removal. There is a shortfall. Mr. Maguire will send a letter requesting a reserve fund transfer. There is a website development for the Town. Mr. Maguire has been working on content for that.

Mr. Shaughnessy would like to wish Mr. Bishop good luck and thank him for all he has done for the Town.

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

OLD BUSINESS

Lots 6 and 7 leases to sign for Flight Level. One of the requirements was a fueling plan. Peter Eichleay indicated they completed the fueling plan using Norwood Engineering. The guaranty agreement has been fully executed and insurance is fully in place. Copies are ready for execution. Nick Burlingham gave a presentation on the fueling plan.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to have Attorney Moss and Mr. Maguire work with Flight Level to create an easement for Lot H.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 4/0 to approve the lease agreement for Flight Level.

Attorney Moss gave an update on the pending case in Federal Court of BEH vs. Town of Norwood, et al. Count 2 was dismissed.

CORRESPONDENCE

- Draft guaranty agreement between Peter Eichleay of Flight Level, and the Town of Norwood, acting through the Norwood Airport Commission
- 2/8/17 judgment, U.S. District Court: National Union Fire Insurance Company of Pittsburgh, PA v. Town of Norwood

- 2/7/17 packet to FAA Office of Chief Counsel, by Norwood Town Counsel, in support of Part 16 complaint: Boston Executive Helicopters v Town of Norwood

Mr. Sheehan and Mr. Donovan discuss the above letter.

Mr. Ryan requested that the Commission adjourn for Purpose 3 for Executive Session to discuss strategy with respect to litigation, if in open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission in their litigation with Boston Executive Helicopters. Discussion in open session would be detrimental to NAC's position.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted by roll call to adjourn for the purposes of Executive Session, and to return to public session for purposes of adjournment.

Mr. Ryan: Yes

Mr. Shaughnessy: Yes

Mr. Odstrchel: Yes

Mr. Sheehan: Yes

Adjourned for the purposes for Executive Session at 3:47 p.m.

The Commission returned to Open Session at 4:15 p.m.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 4/0 to adjourn the meeting.

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

MEETING ADJOURNED: 4:15 PM