

**APPROVED**

8/7/19

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
May 30, 2019**

**In Attendance:**

Commissioners: Mark Ryan, Chairman; Kevin Shaughnessy, Clerk; John Corcoran; Russ Maguire,  
Airport Manager

**Meeting Called to Order: 3:00 PM**

**NCM and Chris Donovan of Boston Executive Helicopters are recording this meeting.**

**NEW BUSINESS**

- MassDOT pay request #2, Tower Construction; Victor Serena; re: fit-out of administration building.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 4/0 to pay request #2 in the amount of \$91,774.70.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 4/0 to pay invoice for victor Serena for the pay period of May 6 to May 24 for a total of \$3,412.50.

- Office lease, termination

On April 10, 2001 the NAC entered into an office lease with S&T Realty Trust, the original lease included the NAC meeting room. The term was to run until December 31, 2020, unless the NAC opts to terminate the lease on the first day of any month with a 6 month advance notice to Flight Level.

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to give Flight Level 6 month notice on the termination of the lease and have the Airport Manager approach Flight level to consider month-to-month after August.

- Lots A, B, C RFP

On April 3, 2019 notice was given to airport users that an RFP was available for lots A, B and C. It was also advertised in the newspaper and on the website. There was a May 6<sup>th</sup> due date to submit response. April 26<sup>th</sup> BEH sent a letter with 27 comments and questions regarding the RFP. May 1<sup>st</sup> Addendum No 1 was addressed addressing those comments. The RFP due date was changed to May 15<sup>th</sup>. May 10<sup>th</sup> Addendum No. 2 was issued changing the lease term of the lease were changed from 30 years to 20 years. The RFP due date was changed to May 20<sup>th</sup>. There was one submittal on May 20<sup>th</sup> by Flight Level. There was a discussion on a presentation by Flight Level

On a motion by Mr. Corcoran and seconded by Mr. Shaughnessy, the Commission voted 3/0 to invite Flight Level to the June 12<sup>th</sup> NAC meeting to provide a presentation of their proposal.

- Professional engineering services, selection

A presentation was made by the following: Airport Solutions Group; Gale Associates, Inc.; and DuBois & King.

#### **CORRESPONDENCE**

- Engineering consultant services for Norwood Airport (#NAC-19-03), interest and qualifications: DuBois & King, Inc.
- Engineering consultant services for Norwood Airport (#NAC-19-03), interest and qualifications: Gale Associates, Inc.
- Engineering consultant services for Norwood Airport (#NAC-19-03), interest and qualifications: Airport Solutions Group, LLC

On a motion by Mr. Shaughnessy and seconded by Mr. Corcoran, the Commission voted 3/0 to adjourn the meeting.

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

**MEETING ADJOURNED: 4:56 PM**