

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
AUGUST 13, 2014**

**APPROVED**

10 / 8 / 14

**In Attendance:**

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

**Absent:** Oulton Hues, Jr.

**Meeting Called to Order: 12:00PM**

**APPOINTMENTS**

**\*AIP Project Update;** DuBois & King, Jeff Adler

Environmental assessment on taxiway relocation. Biweekly meetings with FAA and MassDOT. Environmental impact report is the next step. Epsilon, D&K's sub-consultant, conducted a walkthrough with R. Maguire as part of the greenhouse gas analysis. A document will be drafted during the next month and submitted prior to the September meeting for review before the document is filed with the federal agencies.

**\*West Apron Master Plan;** DuBois & King, Jeff Adler

Authorization received two weeks ago, so the study is not complete, by September meeting will have draft report.

Comments back from legal counsel regarding two contracts; Wildlife Hazard Assessment and Environmental Assessment, Phase 2. Counsel's changes have been made and Mr. Adler stated that the contracts had been approved pending legal counsel and now need to be signed, unless the Commission feels they need to be approved again.

**\*Flight Level Construction Update,** Civil Air Patrol apron; Peter Eichleay

Boring results complete. An updated construction schedule was submitted indicating that construction completion will be delayed until late spring/early summer 2015. Prefabricated buildings will be erected in the spring of 2015.

**\*Boston Executive Helicopters, Fuel Farm/Hanger Update,** Chris Donovan

Conservation Commission has signed off on project. Plumbing and electrical final inspections have been completed. The Fire Chief conducted inspections on the fire detection system, the suppression system and the underground storage tank and noted changes that need correction. A Certificate of Occupancy should be in place by the end of August 2014.

Signage on doors would be in concert with an application for a full FBO. Mark Chubet has approved sign.

C. Donovan inquired as to the application for the full FBO and was informed that the matter had been tabled.

**MINUTES: The July minutes were not available for approval.**

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**AIRPORT MANAGER'S REPORT:** Topics Listed, Please see Managers Report for Detail.

\*FAA Inspection: Norwood Municipal airport was selected this year, at random by FAA for a detailed compliance land-use inspection. This inspection serves as part of the FAA's compliance oversight of federally obligated airports in order to assess of airport land-uses comply with Federal requirements.

In attendance were representatives from the FAA & MassDOT, as well as Mr. Wynne, Mr. LeBlanc, Mr. Ryan (for a portion of the meeting) and Mr. Hues. The FAA had some issues they believed should be included in the airport layout plan.

Questions asked of the FAA by Commissioner Hues: Was it in the jurisdiction of the airport authority to ask for a business plan and financial information from a prospective applicant. The FAA representative stated that it was a good idea and exercises due diligence on the part of the airport authorities.

**\*Environmental Assessment, Taxiway A**

**\*Signage, Illegal Hunting**

**Information Updates:**

**\*Elite Aero Services**

**\*Air Traffic**

On a motion by Mr. K. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 7/0 to accept the Airport Manager's report.

**NEW BUSINESS**

\***Mutual release, I. W. Harding** – To be addressed at the September airport commission meeting.

**\*FY 2015 commercial permits**

**Flight Level, Aerial Productions, New Horizon Aviation, Kestrel Aviation.**

On a motion by Mr. Ryan and seconded by Mr. Odstrchel, the Commission voted 7/0 to approve the 2015 commercial permits.

**Boston Executive Helicopters**

On a recommendation by Mr. Maguire, he requests that the Commission vote to grant BEH a 2015 commercial permit with the proviso that "FBO land lease interest and commercial fuel dispensing" be removed from the permit.

Mr. Sheehan noted that the Commission has requested a study on the FBO and would like to see the results before voting on the 2015 permit. Therefore, he recommended extending the 2014 permit for one month to be readdressed at the September meeting.

On a motion by Mr. Sheehan and seconded by Mr. K. Shaughnessy, the Commission voted 7/0 to only to extend the 2014 commercial permit for one month.

**Boston Air Charter, East Coast Aero Club, Blue Hill Helicopter, Norwood Air Multi-Engine Training**

On a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 7/0 to extend the 2014 commercial permits by one month until Certificates of Insurance or sufficient insurance coverage be obtained by the above businesses.

**Elite Aero Services;** Based on a discussion with B. Moss, Town Counsel, Mr. Maguire, made a recommendation to approve a 2015 commercial permit to Elite Aero Services.

On a motion and seconded, the Commission voted 7/0 to waive office space and aircraft tie-downs and approve a 2015 commercial permit to Elite Aero Services.

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**CORRESPONDENCE**

**\*6/20/2014 MA DEP certificate on ENF**

**\*7/29/2014 letter from N. Burlingham of Flight Level to J. Fox of Boston Executive Helicopters**

Flight Level received a complaint from Boston Air Charter regarding helicopter operations on the north ramp. Mr. K. Shaughnessy requested that Mr. Maguire look into this and report at the next meeting. Mr. Sheehan inquired whom the complaint was against. Mr. Eichleay stated that the helicopter number was assigned to BEH.

A heated discussion ensued between Mr. K. Shaughnessy, and Mr. Hutchens before Mr. Wynne asked Mr. Donovan to continue.

On a motion by Mr. P. Shaughnessy and seconded Mr. Sheehan, the Commission voted 7/0, to again request that Mr. Maguire revisit the rules and regulations of helicopter safety and report at the September meeting.

On a motion by Mr. P. Shaughnessy to publish the Airport Commission minutes, the Commission discussed the feasibility and legalities of publishing the minutes on the town website vs. the airport website, and how this should proceed.

Prior to adjourning, Mr. Maguire noted that Town Counsel did not give a response on a request for a hunting license on airport land outside the fence, therefore, he is requesting an approval to approve the language on the signage.

On a motion by Mr. Odstrchel, seconded by Mr. Hutchens, the board voted 7/0 to approve.

On a motion by Mr. Sheehan by Mr. Ryan, the Commission voted 7/0 to adjourn.

**MEETING ADJOURNED: 12:54PM**