

AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
JULY 30, 2014

APPROVED
10 / 8 / 14

In Attendance:

Commissioners: Tom Wynne, Chairman, Mark Ryan, Vice Chairman, Kevin Shaughnessy, Clerk.
Oulton Hues, Hylie Hutchens, Les LeBlanc, Paul Shaughnessy, Jr., Michael Sheehan. Airport Manager, Russ Maguire, Assistant Manager, Mark Raymond. Brandon Moss, Town Counsel.

Meeting Called to Order: 12:00PM

APPOINTMENTS

*** AIP project update**, Mark Goodrich, DuBois & King

Realignment of taxiway A. Mr. Goodrich submitted a payment request for \$27,922.88. The town share would be \$698.07.

On a motion by Mr. Ryan & Mr. LeBlanc, The Commission voted 8/0 to approve payment of \$698.07.

Mr. Hues requests copies of the AIP Phase 1 & 2 grant applications for review.

*** West apron master planning/scope and fee proposal**, Mark Goodrich, DuBois & King.

Mr. Hues: Why spend \$5,000 to pursue study of the west ramp? Mr. Hues read a memo stating that the west apron was constructed in 2006 and according to the FAA; it would NOT allow hangar/building construction as the project would NOT meet a 20-year life expectancy.

Mr. Ryan commented that the FAA might allow building on the ramp if there were some pro-rated payback.

On a motion by Mr. Sheehan, and seconded by Mr. K. Shaughnessy, the Commission voted 6/2 to accept the west apron planning and scoping study and at the August meeting return with a cost analysis to do the same study of the DC3 ramp.

*** Flight Level, construction update, Civil Air Patrol apron**, Peter Eichleay

The FAA has approved a boring study. If approved, a general contractor & suppliers are already in place. Will need permitting and environmental aspects from Norwood Conservation Commission.

Questions by Mr. Hues:

Do you have an order of conditions? P. Eichleay: As yet, not filed.

Has site plan been approved? P. Eichleay Approvals should follow when boring study results are back.

At what point does Flight Level's seek a building permit? Mr. Ryan clarified point for Mr. Hues.

*** Boston Executive Helicopters (BEH), update on fuel farm/hangar**, Chris Donovan

Fuel tanks are complete and waiting for final piping and approval from Norwood Fire Dept. Contingent on NFD approval, the Board of Selectmen has already granted approval. Final inspections are expected to be completed by August 9, 2014. BEH anticipates a certificate of occupancy the week of August 4, 2014.

After a lengthy discussion between Mr. Hues, Mr. Ryan, and Mr. K. Shaughnessy regarding the motion to un-table the discussion of BEH as a Fixed Base Operator, there was a motion by Mr. Hughes to un-table the discussion of BEH as a Fixed Base Operator, and seconded by Mr. P. Shaughnessy, the commission voted 6/2 against un-tabling the discussion.

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MINUTES

*** May 14, 2014 Regular Business Meeting**

On a motion by Mr. Hutchens and seconded by Mr. Ryan, the Commission voted 6/0 with one abstention, and one hold to accept the May 14, 2014 regular business meeting minutes.

Upon rereading of the minutes in question, Mr. Sheehan confirmed his recommendation in the May minutes and Mr. K. Shaughnessy confirmed his statement.

On a by Mr. Sheehan and seconded by Mr. K. Shaughnessy seconded, the Commission voted 7/0, with one abstention, to approve the May 14, 2014 regular business meeting minutes.

*** May 14, 2014 Executive Session**

On a motion by Mr. Sheehan and seconded by Mr. K. Shaughnessy, the Commission voted 7/0 with 1 abstention to accept the May 14, 2014 Executive Session minutes with the caveat that there is a distinction between Mr. K. Shaughnessy and Mr. P. Shaughnessy.

Mr. Hues would like a copy of the letter from the Commonwealth of Massachusetts, dated May 27, 2014 to be included in the May meeting packet.

*** June 11, 2014 Regular Business Meeting**

On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 8/0, to accept the June 11, 2014 regular business meeting minutes, with the caveat that there is a distinction between Mr. K. Shaughnessy and Mr. P. Shaughnessy.

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

Comprehensive Markings Project

Taxiways C, F, G

Taxiways A, D, E

Environmental Assessment, Taxiway A

Tenant Construction Projects

Signage, Illegal Hunting

Contractor Damage

Air Traffic Control Tower Program

ATC Line of Sight

Provisional Helicopter Parking, Flight Level: Mr. K Shaughnessy requests that Mr. Maguire revisit rules/regulations for helo parking and involve all helicopter operators and companies residing at Norwood Airport.

MassDOT Economic Impact Study

Air Traffic

On a motion by Mr. K. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 8/0, to approve the Airport Manager's Report.

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OLD BUSINESS

NEW BUSINESS

* Mutual release, I.W. Harding – Town Counsel Brandon Moss suggested that this issue be tabled until the August Regular Meeting.

On a motion by Mr. K. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 8/0, to table the mutual release issue until the August Regular Meeting.

* Airport Park/Oulton Hues - Mr. Roger Pinel would like to make a recommendation for a Tot Lot on the airport hill grounds. Mr. Ryan suggested that Mr. Hues contact Gerry Miller, Superintendent of the Recreation Dept. for his views on the subject, as this would be in his budget not the Airport's budget.

Mr. C. Donovan, of BEH, would like to participate in the Tot Lot and encourages other businesses on the airport to participate and donate as well.

* FY 2015 Commercial Permits – On a motion by Mr. Sheehan and seconded by Mr. LeBlanc, the Commission voted 8/0, to provisionally extend the 2014 commercial permits to Flight Level, Aerial Productions, Boston Air Charter, New Horizon Aviation, Kestrel Aviation, Blue Hill Helicopters, Boston Executive Helicopters, Elite Aero Services, East Coast Aero Club, Norwood Air Multi-engine Training, and to table the remaining 2015 fiscal year permits until the August meeting.

* Airport Access Control Systems, maintenance contract w/Galaxy Integrated Technologies - Mr. Maguire recommends sending the contract to Town Counsel for review.

* Collings Foundation Static Air Show, Tentative Date: September 12, 13, 14, 2014

* This is the same weekend as Norwood Day. To coincide with Norwood Day, Mr. K. Shaughnessy makes a recommendation to Flight Level to have their cookout the same day. Mr. Donovan of BEH would like permission to exhibit a helicopter. Norwood Day hours are 9:30am – 3:00pm.

Airport Compliance Inspection is August 5, 2014. FAA to conduct a land use compliance inspection and MassDOT will be in attendance.

Mr. Hues would like a copy of exhibit A.

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CORRESPONDENCE

- * 7-28-14 letter/payment request #4 from J. Adler, of DuBois & King, to R. Maguire re: taxiway A environmental assessment for re-location
- * 7-10-14 letter (w/attachments A-B) from T. Wynne, of the NAC, to M. Walsh, of FAA, re: Part 13 complaint; and response
- * 6-30-14 summary report (independent cost estimate) from A.M. Fogarty to the NAC re: SRE building phase II fit-out 1
- * 6-20-14 letter from C. Gardner, of U.S. Army Corps of Engineers, to the NAC, re: permit information for taxiway A environmental assessment and re-location
- * 6-13-14 letter from J. Adler, of DuBois & King, to T. Wynne, of the NAC, re: west apron/hangar feasibility study
- * 6-10-14 close-out letter from P. Beckman, of FAA, to T. Wynne, of the NAC re: taxiway A construction project
- * Access Control Systems, maintenance and service agreement 7-1-14 through January 31, 2015; Galaxy Integrated

Mr. K. Shaughnessy would like a motion to file for information purposes all correspondence. The motion was seconded by Mr. P. Shaughnessy and Mr. LeBlanc, but before the motion passed, Mr. Hues had questions on the following:

7.10.14 letter (T. Wynne to M. Walsh) – What is the status? Mr. Wynne responded that there is no update available; it is under review by the FAA.

6.30.14 summary report – Who pays for that, exactly? Mr. Maguire responded that the airport pays for the independent estimate.

Access Control Systems maintenance and service agreement – Is this the only company or was it put out for bid? Mr. Maguire explained that he does not have to submit for bid if it is only \$1,500. Access Control Systems also has the tacit institutional knowledge to do this.

Wildlife Hazard Assessment is a federal/state grant project. The FAA pays \$89,532, MassDOT is paying \$4,974 and the local share is \$4,974. The grant offer has been signed by the Commission and a copy is in the airport manager's office.

Mr. Ryan mentioned that an editorial from a pilot association about “how to fire your airport manager”, was anonymously sent to a few officials in the town. He feels that this is very childish and supports Mr. Maguire and Mr. Raymond for the wonderful jobs they do at the airport.

Mr. Ryan made a motion to support Mr. Maguire and Mr. Raymond as manager and assistant manager. The motion was seconded by Mr. LeBlanc, with an amendment by Mr. Sheehan to include the support of the Commissioner and the fellow Commissioners. Mr. Shaughnessy would further like to include that any correspondence be delivered to member of the Airport Commission, who would then give it to Mr. Wynne to give to Mr. Maguire to put it on the agenda. The Commission voted 8/0 to accept the motion.

Before closing the meeting, Mr. Wynne inquired if anyone on the commission received the anonymous letter. Mr. Ryan, Mr. Shaughnessy and Mr. Wynne all received the letter.

Mr. Donovan requested permission to speak, Mr. Sheehan made a motion to adjourn, Mr. K. Shaughnessy seconded the motion, Mr. Hues requested permission to ask a question, Mr. Sheehan stated that the motion was already on the table. The Commission voted 6/2 to adjourn.

MEETING ADJOURNED: 1:15