

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
October 8, 2014**

APPROVED
11 / 25 / 14

In Attendance:

Commissioners: Mark Ryan, Chairman, Kevin Shaughnessy, Clerk.

Oulton Hues, Hylie Hutchens, Les LeBlanc, Martin Odstrchel, Paul Shaughnessy, Jr., Michael Sheehan. Airport Manager, Russ Maguire. Absent: Les LeBlanc

Meeting Called to Order: 12:00PM

APPOINTMENTS

* AIP Project Update; DuBois & King, Jeff Adler

- ❖ D&K is coordinating with the FAA and MassDOT in preparing the first submission for Taxiway A relocation.
- ❖ In order to straighten out the runway .9 acres of wetlands needs to take. There are ongoing discussions with the Army Corp of Engineers as there is a problem in finding a replication site for the wetland impact. Presently, there is not 1.5 to 2 acres of wetland available in the vicinity for replication.
- ❖ *Note: In order to take wetlands, the replication needs to be doubled.
- ❖ There is a pay application for DuBois & King and Epsilon for \$45,964.29 of which the local share is \$1,149.11.

On a motion by Mr. Odstrchel and seconded by Mr. K. Shaughnessy, the Commission voted 7/0 to pay DuBois & King \$45,964.29.

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

- ❖ DuBois & King submitted the study of the West Apron Master Plan to the Commission requesting questions and comments. Mr. O. Hues submitted 20 questions.
- ❖ DuBois & King presented four options for development of the west apron.
- ❖ The West Apron was reconstructed in 2006 with AIP funds and the FAA requires the full 20-year life out of the apron prior to NAC using it for other purposes.

Mr. Sheehan made a motion to direct the airport manager to work with a consultant and the town purchasing agent to create an RFP based on DuBois & King's plan dated 9/2014 for 12 tie-downs to be put out for bid, with the intention that the RFP be completed and available for discussion at the November NAC meeting. The motion was seconded by Mr. P. Shaughnessy, but prior to the full vote, Mr. Hues wanted to add the south ramp to the RFP. Mr. Hues was informed that the south ramp had previously been voted on. The Commission voted 7/0 to accept.

MINUTES

* July 30, 2014

On a motion by Mr. Sheehan and seconded by Mr. P. Shaughnessy, the Commission voted 7/0 to accept.

* August 13, 2014

On a motion by Mr. Sheehan and seconded by Mr. P. Shaughnessy, the Commission voted 7/0 to accept.

* September 10, 2014

On a motion by Mr. Sheehan and seconded by Mr. P. Shaughnessy, the Commission voted 7/0 to accept with corrections.

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AIRPORT MANAGER'S REPORT

- * Environmental Assessment, Taxiway A (Phase I)
- * Environmental Assessment, Taxiway A (Phase II)
- * FY 2016 Draft Budget
- * Project Audit
- * Economic Impact Study
- * Cutting Deck
- * World War II Bombers
 - ❖ Mr. K. Shaughnessy thanked Peter Eichleay of Flight Level for sponsoring "Hot Dogs on the Hill", in conjunction with Collings Foundation for the World War II Bombers on Norwood Day. A suggestion was made that the next time Collings Foundation comes to Norwood that perhaps the airport and the airplane display remain open later on Friday evening and again have it the same weekend as Norwood Day.
- * Air Traffic

On a motion by Mr. Sheehan and seconded by Mr. P. Shaughnessy, the Commission voted 7/0 to accept the airport manager's report.

OLD BUSINESS

- ❖ FY 2014 Commercial Permit Boston Executive Helicopters; provisional extension.

After motion by Mr. P. Shaughnessy and seconded by Mr. Odstrchel but prior to a full vote, Mr. Hues asked if the permit was delayed. Mr. Ryan stated "No. BEH submitted an FBO permit and since the issue was tabled in June, this extension gives BEH permission to operate while the FBO permit has been tabled."

Mr. Odstrchel again seconded the motion and the Commission voted 7/0 to extend the permit.

CORRESPONDENCE

- * 10/2/14 letter from John Carroll to Board of Selectmen re: FY 2016 salary requests.
- * 9/16/14 letter regarding land use inspection report from FAA to Russ Maguire.
- * 9/16/14 letter from MassDOT re: grant award, wildlife hazard assessment.
- * Undated letter from Spectra Energy Partners re: Algonquin gas line, right-of-way.
- * 8/21/14 letter B. Rakoff of the FAA re: AIP grant oversight risk assessment, sponsor certification checklist.

*Packet from Mr. O. Hues to Mr. Vick, Compliance officer of the FAA, regarding land use audit and leases:

- * Re: 3/15/10 letter sent Mrs. Laverne Reid. Mr. Ryan stated that this letter was in response to a compliance workshop that Mr. Maguire attended in March, 2010.

- * Re: 3/8/2012 letter sent to Mr. Barry Hammer of FAA regarding NMA request for release of surplus property for Non Aeronautical use. Mr. Maguire stated that FAA was not concerned about the parcel in question.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 7/0 to suspend the inquiry, as there are no accusations and Mr. Hues would receive the answers to his questions in writing.

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 7/0 to request that Mr. Hues meet with Mr. Maguire to discuss the concerns in the letter to Mr. Vick.

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A motion was made by Mr. P. Shaughnessy and seconded by Mr. Hues, to change the agenda at the end of the meeting to allow a question and answer period. Prior to a full vote, Mr. Odstrchel stated that there is a process currently in place to have issues placed on the agenda. The Commission voted 7/0 to table the motion until the next meeting.

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

MEETING ADJOURNED: 1:14PM