

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
April 15, 2015**

**APPROVED**  
6/10/15

**In Attendance:**

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

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

**APPOINTMENTS**

- AIP update, environmental assessment, wildlife hazards assessment, Jeff Adler  
Continue to prepare draft EIR. Next month should be ready to submit it. Want to submit another grant application this year.

On a motion by Mr. Odstrchel and seconded by Mr. Hutchens, the Commission voted 6/0 to have the Chairman sign the Phase 2 application for environmental permitting with a deadline of May 1, 2015.

- CAP apron development, Peter Eichleay, Flight Level  
Discussion on lease extension.

- Verizon service, Al Bishop, Boston Air Charter

Al Bishop discussed antiquated cable service and requested to allow Verizon to upgrade service.

On a motion by Mr. Hutchens and seconded by Mr. Odstrchel, the Commission voted 6/0 to have Mr. Maguire work with Verizon regarding putting underground conduit within a utility easement to provide telephone and data service to the area of Gate 3 taxiway.

**MINUTES**

- March 11, 2015 regular meeting

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 6/0 to approve.

**EXECUTIVE SESSION MINUTES**

- March 11, 2015

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 6/0 to approve.

**AIRPORT MANAGER'S REPORT**

- This report is going to be put in the annual town report

On a motion by Mr. Sheehan and Seconded by Mr. Odstrchel, the Commission voted 6/0 to approve the Airport Manager's report.

**OLD BUSINESS**

- West apron, lease

On a motion by Mr. Sheehan and seconded by Mr. Odstrchel, the Commission voted 6/0 to offer an extension until next meeting to give BEH more time to provide to NAC without redactions three months business bank statements, balance sheet, income statement, cash flow statement and confidentiality agreement to be looked at in Executive Session.

- FY 2014 commercial permit, Boston Executive Helicopters (BEH); provisional extension  
Discussed Fire Department approval of the fuel system. Have to have a delivery of fuel for final approval.  
Discussed de-icing.

- Blood Drive

On a motion by Mr. Odstrchel and seconded by Mr. Hutchens, the Commission voted 6/0 to allow Flight Level to coordinate with Mr. Maguire and the American Red Cross to conduct a Blood Drive on Wednesday, May 27, 2015 from 9-2 pm.

## **NEW BUSINESS**

- Waltzing Matilda Aviation, FY 2015 commercial permit interest
- Matt Hurley discussed Waltzing Matilda Aviation business plan. First commercial permit request. The Commission would like to see a market analysis, bank statements, cash flow and operating expenses.

On a motion by Mr. Sheehan and seconded by Mr. Paul Shaughnessy, the Commission voted 6/0 to table the request from Waltzing Matilda Aviation until the next NAC meeting.

## **CORRESPONDENCE**

- 4/9/15 ltr. And attachments from R. Maguire to B. Rakoff, of FAA
- 4/6/14 ltr. From Town Counsel to C. Donovan, of BEH
- 4/3/15 ltr. from A. Bishop, of Boston Air Charter, to NAC
- 3/27/15 ltr. from T. McCulloch, of Hinshaw & Culbertson, LLP, representing BEH, to Town Counsel
- 3/27/15 ltr. and attachments from P. Eichleay, of Flight Level, to NAC
- 3/23/15 ltr. from Above the Clouds to NAC re: charity event
- 3/16/15 ltr. from Town Counsel to T. McCulloch
- 3/13/15 ltr. from Building Inspector, M. Chubet, to C. Donovan, of BEH
- 3/11/15 Part 16 complaint/appendix 1 from T. McCulloch to FAA, Office of Chief Counsel, Washington, D.C.
- BEH credit report
- BEH certificate of insurance
- BEH business account balance
- BEH certificate of good standing
- BEH business plan

On a motion by Mr. Kevin Shaughnessy and seconded by Mr. Sheehan, the Commission voted 6/0 to adjourn the April 15, 2015 meeting.

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

**MEETING ADJOURNED: 1:10 PM**