

APPROVED

7/8/15

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
June 10, 2015**

In Attendance:

Commissioners: Mark Ryan, Chairman; Kevin Shaughnessy, Clerk; Hylie Hutchens, Leslie LeBlanc, Airport Manager, Russ Maguire.

Meeting Called to Order: 12:00 PM

APPOINTMENTS

- AIP update, environmental assessment, wildlife hazards assessment, Jeff Adler
Update: On target to submit report by the end of June. Do not anticipate any issues. Wildlife assessment is underway; it is ongoing as they collect data. Pay requisition 8, most recent costs. \$36,163.88, Norwood share of that \$904.09.

On a motion by Mr. Hutchens and seconded by Mr. Shaughnessy, the Commission voted 4/0 to sign payment request number 8 in the amount of \$36,163.88.

MINUTES

- May 13, 2015 regular meeting

On a motion by Mr. LeBlanc and seconded by Mr. Hutchens, the Commission voted 4/0 accept the Minutes with the language change on page 1 from Lot 5 to Lots 6 and 7.

- April 15, 2015 regular meeting

On a motion by Mr. Hutchens and seconded by Mr. LeBlanc, the Commission voted 4/0 accept the Minutes with the language change under Blood Drive, Flight Line to Flight Level.

AIRPORT MANAGER'S REPORT

- Attended Town Meeting, did great job explaining economic benefits.
- Blood drive 5/27/15 went well

On a motion by Mr. Shaughnessy and seconded by Mr. Hutchens, the Commission voted 4/0 to approve the Airport Manager's report.

OLD BUSINESS

- FY 2014 commercial permit, Boston Executive Helicopters (BEH); provisional extension

On a motion by Mr. Kevin Shaughnessy and Seconded by Mr. Hutchens the commission voted 4/0 to extend the permit for another month.

NEW BUSINESS

- **FY 2015 commercial permits provisionally approved.**

2015 commercial permit season officially ends June 30, 2016 permits have gone out. Request approve provisional extension of FY 2015 commercial permits until next NAC meeting for the following holders: Boston Air Charter, Kestrel Aviation, Flight Level, Aerial Productions, Elite Aero Services, New Horizon Aviation, East Coast Aero Club, Norwood Air Multi-Engine Training, Waltzing Matilda Aviation and Blue Hill Helicopters.

On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 4/0 to approve the extension of FY 2015 commercial permits until the July meeting for Boston Air Charter, Kestrel Aviation, Flight Level, Aerial Productions, Elite Aero Services, New Horizon Aviation, East Coast Aero Club, Norwood Air Multi-Engine Training, Waltzing Matilda Aviation and Blue Hill Helicopters.

- **Gate 3.**

Mr. Hutchens requested that Mr. Maguire look at Gate 3. Mr. Maguire indicated they're going to be replacing Gate 3, move card reader, all under 2015 budget.

- **Picnic Tables**

Mr. Hutchens would like to find out who wrote letter about any picnic table left out will be destroyed and thrown away, and who moved picnic table. Would like to put the table back. If Mr. Maguire finds trash or garbage left behind, the table will be removed. Will get confirmation from Mr. Vick and have him send it to Mr. Maguire. Mr. Hutchens was upset with receiving the letter.

CORRESPONDENCE

- 5/26/15 letter from M. Ryan, of NAC, to C. Donovan, of BEH, re: VIF license and fueling
- 6/3/15 letter from Town Counsel to T. McCulloch, attorney representing BEH
- 6/8/15 letter from P. Eichleay, of Flight Level, to the NAC and BOS re: BEH encroachment

No action to be taken by NAC since there is a court order. Mr. Maguire will have town counsel look at issue.

Before a vote to adjourn, Mr. Hutchens would like to have discussion regarding the fact that Attorney McCulloch, representing BEH, has financial records available for review. Mr. Hutchens believes there is not a quorum to vote on an FBO permit for BEH if they wanted to. Mr. Ryan indicates there is a quorum. Mr. Hutchens has researched formal definitions on what is a balance sheet, what is an income statement, what is a profit and loss, what is a cash flow analysis.

Mr. Hutchens ran into Mr. Donovan, asked him what he's doing, why he can't provide the documents that are requested. Mr. Donovan showed Mr. Hutchens the documents in his office. Mr. Hutchens believes what he showed him is exactly what they're looking for. Mr. Hutchens suggests that the Commission should look at them, and if they have questions, he can possibly answer their questions. He doesn't want another 30 days to go by. Mr. Shaughnessy indicated that in order to do that you would have to move to reconsider, and you need 2/3 of the sitting membership to do that. Mr. Hutchens asked if he knew or thought you need 2/3.

Mr. Shaughnessy indicated that the Board formally voted on how they were going to proceed, and to change that now, you would need to reconsider that with a 2/3 membership to reconsider. Mr. Ryan indicated that is also with previous notice. Mr. Hutchens asked Mr. Maguire to tell everybody it's critical that everyone be at the next meeting because he will move to reconsider unless action is taken and accomplished between now and then.

Mr. Maguire indicated they did get a consultant, a company out of Colorado and gave that information to BEH's attorney. Mr. McCulloch indicated he has all the documents that are un-redacted and will leave with the Commission for review. Mr. Shaughnessy indicated that we can't go backwards because a vote was already taken. Mr. McCulloch wants it on the record that he is here and ready to comply and confidentiality isn't an issue at this point. Mr. Shaughnessy indicated that they have been waiting two years for the information. Mr. Maguire will check with Town Counsel to confirm things are moving along with the consultant.

On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 4/0 to adjourn the June 10, 2015 meeting.

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

MEETING ADJOURNED: 12:44 PM