

APPROVED

10/19/16

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
June 15, 2016**

In Attendance:

Commissioners: Mark Ryan, Chairman; Kevin Shaughnessy, Clerk; Michael Sheehan, Airport Manager, Russ Maguire.

Meeting Called to Order: 3:06 PM

PROJECTS

- AIP Update, Environmental Assessment of Taxiway A re-location, Wildlife Hazard Assessment; Jeff Adler, Dubois & King
Environmental assessment for Taxiway A: End of the month the response to DEP will be complete for submission in July. Wild Hazard Assessment: Amanda Atwells from Epsilon will meet with Russ Maguire to go over final plan. She will be coming to the July Commission meeting to give final update.
- Flight Level CAP project update, Peter Eichleay
Right on schedule, in the process of pouring footings for foundation. Foundation slab will be going in the next 4 to 5 weeks. Utilities are in process. Targeting the end of September to get structure delivered on site. Structure should be up by end of October and completed by mid-November. Everyone is happy in the construction meetings. No environmental issues. Planes should be ready to move in in November.

There have been improvements with the front of hangars. There is money left over, as some things were done under budget. Peter Eichleay addressed flooding in this area. Flooding is caused by the large tree out front, and Peter would like to take the tree down. Mark Ryan will look into it. It is Norwood property. Mr. Ryan would like to have the DPW look to see if there are crushed pipes or broken pipes, and have the Commission discuss the tree and draining system.

MINUTES

- May 11, 2016 regular meeting

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to accept the minutes.

EXECUTIVE SESSION MINUTES

- May 11, 2016

On a motion Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to table acceptance of the minutes to discuss the minutes in executive session.

AIRPORT MANAGER'S REPORT

- Hangar project and apron project has been going well. Public meetings are held Thursdays at 8:30 a.m. They get a briefing and two week look-ahead. Security camera system upgrade. Replacing coaxial cable with fiber optics. MassDOT has agreed to participate in financing. The State will pay 80 percent, Town will pay 20 percent. The contract from MassDOT, grant amount is \$30,146.40. Norwood's share is \$7,536. Project needs to be complete by June 30th. MassDOT has agreed to allow Galaxy, the company that installed the security camera upgrade to complete the work.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to accept the contract along with the grant assurances regarding the security system upgrade, and have the Chairman sign the contract in the amount of \$30,146.40. Norwood's share is \$7,536.

NEW BUSINESS

- *Music Drives Us* charity event

Mr. Maguire has a series of questions to run past the event organizer to include insurance, security, whether to get the building inspector involved on a permit. There is also going to be a requirement for the Board of Selectmen to issue a one-day liquor license.

There was a discussion regarding a security plan, police details, security guards, and the need to expect more security, possibly a person with weapon inside as well.

Discussion regarding where people park. There may be a need to park in the main lot, but it may not be enough. They may have to get authorization to park along the street. Saturday night event. Mr. Maguire will work through the details with the event organizer.

- Commercial permits, Russ Maguire recommended the following motions:

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve FY2017 commercial permit applications, all renewal applications, for the following businesses: Flight Level Norwood, LLC; East Coast Aero Club, Inc.; New Horizon Aviation, Inc.; Kestrel Aviation, Inc.; Blue Hill Helicopters, LLC; and Aerial Productions, LLC

Boston Air Charter and Tuckamore Aviation: Boston Air Charter is waiting on an aircraft dealer certificate. Tuckamore Aviation was given time to provide financials to the Airport Commission.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to provisionally extend until the next Airport Commission meeting FY 2016 commercial permits for the following businesses: Boston Air Charter, Inc. and Tuckamore Aviation

H.B. Holdings, Inc., dba Norwood Air: Commercial permit application includes a written request to waiver the two-aircraft minimum standard for a flight school. A waiver was granted to them in the past.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted 3/0 to approve the FY 2017 commercial permit application, which is a renewal application, for H.B. Holdings, Inc., dba Norwood Air.

Elite Aero Services, LLC: Commercial permit application includes a written request to waiver both the rented space requirement of the Norwood Airport minimum standards, as well as the aircraft tie-down requirement, also per the Norwood Airport minimum standards. These waivers were granted in the past.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the FY 2017 commercial permit application, a renewal application, for Elite Aero Services, LLC.

Waltzing Matilda Aviation, LLC: Commercial permit application includes a written request to waiver the two-aircraft minimum standards for a flight school. Matt Hurley – Chief Flight Instructor. They want to legally provide instruction to family and friends of the owner. Also have two to three full-time students. There is a plan in place to add airplanes. Mr. Hurley is the only flight instructor.

On a motion by Mr. Sheehan and seconded by Mr. Shaughnessy, the Commission voted 3/0 to approve the FY 2017 commercial application, a renewal application, for Walzting Matilda Aviation, LLC.

BEH Commercial Permit and FBO application: Mr. Ryan vacated the chair to Vice Chairman Sheehan and addressed the Commission on this matter. Roberts Rules of Order do not allow Mr. Ryan to address the Commission from the chair.

The Commission discussed the Commercial Permit and FBO applications submitted by Boston Executive Helicopter, Inc. Mr. Ryan feels the Commission has acted honestly, fairly, impartial and in the best interest of the Town of Norwood. Mr. Ryan rejects BEH's unfounded and untrue allegations. There are far too many good things that happen at Norwood Airport to continue to be bogged down from one small entity. The Airport has gone from losing money to making money. There are a lot of projects in the future. Norwood Airport Commission is business friendly. Mr. Ryan personally met with BEH, and they have indicated they want to resolve this.

On a motion by Mr. Ryan and seconded by Mr. Shaughnessy, the Commission voted by roll call to approve BEH for an FBO license at Norwood Airport with following conditions: 1. Applicant provide the Commission with an irrevocable letter of credit in an amount and under terms acceptable to the Commission; 2. The Applicant provide evidence of insurance that is commensurate with the insurance carried by Flight Level; 3. The Applicant submit an updated fueling plan in the form of a scale drawing prepared by a professional engineer registered in the Commonwealth of Massachusetts with fire protection setbacks acceptable to the Fire Chief and meeting FAA standards; 4. Applicant's Counsel and NAC's Counsel enter into negotiations for a lease of lots A & B on the West Apron totaling 23,572 square feet, and for the resolution of all legal matters.

Mr. Ryan: Yes

Mr. Shaughnessy: Yes

Mr. Sheehan: Yes

On a motion by Mr. Ryan and seconded by Mr. Shaughnessy, the Commission voted by roll call to approve BEH's 2017 non FBO commercial permit.

Mr. Ryan: Yes

Mr. Shaughnessy: Yes

Mr. Sheehan: Yes

Mr. Shaughnessy thanked Mark Maguire and Mark Raymond for all the work they do at the Norwood Airport.

CORRESPONDENCE

- 5/13/16 letter from R. Maguire to BOS re: a reserve fund transfer request to cover FY 2016 snow and ice expenditures
- 5/17/16 letter from BOS to FinCom re: Reserve fund transfer of \$1,223 to cover FY 2016 snow and ice expenditures
- 5/24/16 notification from MassDOT to NAC re: \$30,146 grant award for a security camera system upgrade
- 6/3/16 memo from J. Adler of DuBois & King, re: AIP project update
- 6/9/16 letter from A. Andronico, of Cyn Oil, to M. Delaria, of Flight Level, re: removal of UST, soil remediation and groundwater testing
- 6/10 email from L. Lesperance, of FAA, to R. Maguire, re: a planning date change to a capital project (phase 1 RPZ land acquisition)
- Undated letter from J. DiNatale, of Music Drives Us, to R. Maguire re: proposed 8/13/16 charity event inside the Boch hangar

Mr. Sheehan relieves the Chair and Chairman Ryan re-assumes as Chairman.

On a motion by Mr. Shaughnessy and seconded by Mr. Sheehan, the Commission voted by roll call to adjourn for the purposes of Executive Session to discuss strategy with respect to litigation, that if discussed in open meeting, may have a detrimental effect on the litigating position of NAC in the case of Boston Executive Helicopter, LLC v. Town of Norwood, and to return to Open Session for adjournment.

Mr. Sheehan: Yes

Mr. Shaughnessy: Yes

Mr. Ryan: Yes

Adjourned for the purposes of Executive Session at 3:51 p.m.

The Commission returned to Open Session at 4:16 p.m.

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

MEETING ADJOURNED: 4:16