



# The TOWN OF NORWOOD

Commonwealth of Massachusetts

## NORWOOD AIRPORT COMMISSION

Mark P. Ryan, *Chairman*  
Martin E. Odstrchel

Michael Sheehan, *Vice Chairman*  
John J. Corcoran

Kevin J. Shaughnessy, *Clerk*

## **NORWOOD AIRPORT COMMISSION**

### **POSTING**

NOTICE IS HEREBY GIVEN THAT A PUBLIC MEETING OF THE NORWOOD AIRPORT COMMISSION WILL BE HELD:

**DATE:** Monday, August 26, 2019

**TIME:** 4 p.m.

**PLACE:** Norwood Town Hall, Finance Commission Meeting Room  
566 Washington Street  
Norwood, MA 02062

RECEIVED  
TOWN OF NORWOOD  
TOWN CLERK & ACCOUNTANT  
2019 AUG 22 PM 3:45

*The Chair reserves the right to call items on the agenda out of order. The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting at least forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Items listed for executive session may be discussed in open session, in addition to or in lieu of discussion in executive session.*

## MEETING AGENDA

### 1. PROJECTS

- N/A

### 2. MINUTES

- 8/14/19 regular business meeting

### 3. AIRPORT MANAGER'S REPORT

- N/A

### 4. OLD BUSINESS

- Insurance for fixed-base operator (FBO) permit, *Boston Executive Helicopters, LLC (BEH)*
- Town Manager, Tony Mazzucco

### 5. NEW BUSINESS

- N/A

### 6. CORRESPONDENCE:

- Draft 8/26/19 letter from NAC to C. Donovan, of BEH, re: support of construction for hangar on west apron and BEH efforts to obtain a long-term (30-year) lease
- Draft 8/26/19 letter from NAC to C. Donovan, of BEH, re: BEH's views on value of 'Verizon Land' and suggestions for its return to aeronautical use
- Draft 8/26/19 letter from NAC to C. Donovan, of BEH re: petition to FAA for removal of TOFA/OFA markings
- 8/20/19 letter from Town Counsel to Attorney M. Fee, re: BEH 2019 fixed-base operator permit
- 8/20/19 letter from Town Counsel to NAC re: insurance requirements consistent with Norwood Airport minimum standards, BEH

### 7. EXECUTIVE SESSION

- N/A

**AIRPORT COMMISSION MEETING  
REGULAR BUSINESS MEETING  
August 14, 2019**

**DRAFT ONLY**

**In Attendance:**

Commissioners: Mark Ryan, Chairman; Michael Sheehan; John Corcoran; Russ Maguire, Airport Manager

**Meeting Called to Order: 3:39 PM**

**NCM and Chris Donovan of Boston Executive Helicopters are recording this meeting.**

**OLD BUSINESS**

- Issuance of Fixed-Based Operator (FBO) Permit, Boston Executive Helicopters, LLC

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to issue the requested FBO permit to BEH with the understanding that BEH will submit proof the insurance includes fueling and hangaring prior to beginning any fueling operations.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to adjourn the meeting.

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

**MEETING ADJOURNED: 3:42 PM**



Commonwealth of Massachusetts

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August 26, 2019

*Boston Executive Helicopters, LLC*  
Attn: Chris Donovan, President  
209 Access Road  
Norwood, MA 02062

DRAFT ONLY

**RE: Support for Construction of Hangar on West Apron  
and BEH's Efforts to Obtain a Long-Term (30-year) Lease**

Dear Chris,

Consistent with our obligations under paragraph 3 of the General Release and Settlement Agreement ("Agreement") between *Boston Executive Helicopters* ("BEH") and the Town of Norwood ("Norwood") and the Norwood Airport Commission ("NAC"), I am writing on behalf of the NAC to let you know that should *Boston Executive Helicopters* elect to pursue construction of a hangar on the West Apron, the NAC supports such efforts. The NAC also supports BEH's efforts, should you elect to do so, to obtain FAA approval for a long-term lease (of up to 30 years) on the West Ramp.

When or if you chose to engage in these efforts, please let us know by sending a letter to the NAC via the Airport Manager, Russ Maguire, at [rmaguire@norwoodma.gov](mailto:rmaguire@norwoodma.gov), and we will submit specific letters of support on these matters to the FAA.

Sincerely,

Mark P. Ryan, Chairman  
Norwood Airport Commission

Cc: Tony Mazzucco, Paul Bishop, John Davis, Adam Simms, Karis North





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August 26, 2019

*Boston Executive Helicopters, LLC*  
Attn: Chris Donovan, President  
209 Access Road  
Norwood, MA 02062

DRAFT ONLY

**RE: BEH's Views on Value of 'Verizon Land'  
and Suggestions for its Return to Aeronautical Use**

Dear Chris,

Consistent with our obligations under paragraph 8 of the General Release and Settlement Agreement ("Agreement") between *Boston Executive Helicopters* ("BEH") and the Town of Norwood ("Norwood") and the Norwood Airport Commission ("NAC"), I am writing on behalf of the NAC to request your views on the value of the area known as the "Verizon land" at the Norwood Airport, and your suggestions as to why it should be recovered by the Norwood Airport Commission for aeronautical use. We welcome your suggestions and would be more than happy to send them to the FAA.

At your earliest convenience, if you could provide us your views and suggestions, we will forward your recommendations to the FAA. Should the FAA ask to meet with us on this topic, we will certainly invite you to join us. You can send your letter to Airport Manager, Russ Maguire, at [rmaguire@norwoodma.gov](mailto:rmaguire@norwoodma.gov).

Sincerely,

Mark P. Ryan, Chairman  
Norwood Airport Commission

Cc: Tony Mazzucco, Paul Bishop, John Davis, Adam Simms, Karis North



Commonwealth of Massachusetts

NORWOOD AIRPORT COMMISSION

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August 26, 2019

*Boston Executive Helicopters, LLC*  
Attn: Chris Donovan, President  
209 Access Road  
Norwood, MA 02062

DRAFT ONLY

**RE: Petition to FAA for Removal of TOFA/OFA Markings**

Dear Chris,

Consistent with our obligations under paragraph 9 of the General Release and Settlement Agreement ("Agreement") between *Boston Executive Helicopters* ("BEH") and the Town of Norwood ("Norwood") and the Norwood Airport Commission ("NAC"), I am writing on behalf of the NAC to confirm that when you submit your petition to the FAA seeking approval for the removal of all TOFA and/or OFA markings on the gate 3 taxi-lane, the NAC is prepared to submit a letter in support of this petition.

Please let us know once you have submitted your petition, by providing a copy to Airport Manager, Russ Maguire, at [rmaquire@norwoodma.gov](mailto:rmaquire@norwoodma.gov), so that we may forward a letter of support to the FAA.

Sincerely,

Mark P. Ryan, Chairman  
Norwood Airport Commission

Cc: Tony Mazzucco, Paul Bishop, John Davis, Adam Simms, Karis North



MURPHY HESSE  
TOOMEY & LEHANE LLP

Attorneys at Law

*Karis L. North*  
*knorth@mhtl.com*

August 20, 2019

Attorney Michael C. Fee  
Pierce & Mandell P.C.  
11 Beacon Street, Suite 800  
Boston, MA 02108

RE: Boston Executive Helicopters 2019 Fixed Based Operator (FBO) Permit

Dear Mr. Fee:

This letter is to confirm the vote of the Norwood Airport Commission (Commission), taken on August 14, 2019, which issued the 2019 FBO Permit to Boston Executive Helicopters (BEH), and the August 16, 2019 email from Russ Maguire to Christopher Donovan, which confirmed the FBO permit issued to BEH permits BEH to sell and store fuel immediately.

Based on those prior actions, the Norwood Airport Minimum Standards, and the Norwood Airport Regulations, I am confirming that it is the affirmative vote of the Commission, and the position of the Town of Norwood, that BEH is authorized to sell and store fuel at the Norwood Airport immediately, and that there are no further insurance requirements which BEH must meet in order to sell and store fuel under its FBO permit.

Please advise your client of same.

Sincerely,

/s/KLN

Karis L. North, Town Counsel  
Town of Norwood

cc: Tony Mazzucco, Norwood General Manager  
Paul Bishop, Chair, Norwood Board of Selectmen  
Mark Ryan, Chair, Norwood Airport Commission  
John Davis, Esq.  
Adam Simms, Esq.



**PRIVILEGED & CONFIDENTIAL – ATTORNEY-CLIENT COMMUNICATION**  
**NOT A PUBLIC DOCUMENT**

*Karis L. North*  
*knorth@mhtl.com*

August 20, 2019  
**VIA EMAIL ONLY**  
Mark Ryan, Chair  
Norwood Airport Commission  
Town of Norwood  
566 Washington Street  
Norwood, MA 02062

RE: Insurance requirements consistent with the Norwood Airport Minimum Standards

Dear Chair Ryan:

I have reviewed the Norwood Airport Minimum Standards, and I've highlighted below what is specifically required for insurance for Fuel Storage and Dispensing. I have also reviewed the BEH insurance policy certificates from 2017 and 2019. It is my opinion that the insurance certificate provided by BEH in connection with its 2019 FBO application is consistent with the Minimum Standards, which does not require separate "fueling and hangaring" insurance.

While the 2017 certificate lists the "business" as "fueling and hangaring" the policies are both Commercial General Liability policies, with \$5 Million limits, naming Norwood, the NAC, and the NMA management as additional insureds. Based on the certificates provided, I don't see that the policies provide different kinds of coverage (I cannot opine on specific details of each policy, based only on the certificates of insurance). The business reference of "fueling and hangaring" does not appear to be separate endorsement of "fueling and hangaring insurance" as I read the certificates (no separate limits are mentioned, nor is any specific endorsement referenced). It is an acknowledgement of the business, but not a separate endorsement. Thus, in my opinion, the certificate provided by BEH meets the requirements set forth in the minimum standards, and is consistent with insurance previously provided by BEH.

Sincerely,

/s/ KLN

Karis L. North, Town Counsel

cc: Tony Mazzucco, Norwood General Manager  
Mark Ryan, Chair, Norwood Airport Commission  
John Davis, Esq.  
Adam Simms, Esq.



## APPENDIX A

### Norwood Airport Minimum Standards

**Fuel Storage and Dispensing.** An operator engaged in the storage and/or dispensing of fuel will be expected to provide:

1. A heated waiting room for passengers and crew of transient aircraft, comprising at least 200 square feet, with access within the building to rest rooms and a public telephone. This area is to be located within walking distance of aircraft, on, or adjacent to the Airport, or on Access Road between the north and south ends of the Airport boundary.
2. A listed telephone, under the company name, and attended during operating hours.
3. Liability insurance of at least \$5,000,000, naming the Town of Norwood, Norwood Airport Commission, and Norwood Airport Management as additionally insured.
4. Approved storage tanks, located on the Airport, with a minimum capacity of 10,000 gallons of Jet A and 10,000 gallons of 100 low lead fuel.
5. Proper space to service the types of aircraft using the Airport.
6. Fixed and mobile, metered pumping equipment capable of re-fueling the largest aircraft likely to be fueled at the Airport.
7. Approved grounding cables and fuel nozzles to eliminate static electricity hazards.
8. Auxiliary equipment including at least one pre-heater, one battery cart, one compressed air dispenser, and other equipment that may be required to serve aircraft using the Airport.
9. Fueling services by uniformed personnel seven days a week, at least from 7 a.m. to 7 p.m.
10. A formal training program, approved by both the Fire Department and the Airport Manager, for line personnel engaged in aircraft fueling.
11. A formal and documented procedure for the maintenance and inspection of the fueling facility and a commitment to keep the fueling area clean and free of snow, debris and hazardous conditions.