



The TOWN OF NORWOOD

Commonwealth of Massachusetts

TOWN CLERK & ACCOUNTANT

TOWN OF NORWOOD
RECEIVED

NORWOOD AIRPORT COMMISSION

Mark P. Ryan, *Chairman*

Michael Sheehan, *Vice Chairman*

2020 FEB 10 P 12:20
John J. Corcoran

NORWOOD AIRPORT COMMISSION

POSTING

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

DATE: Wednesday, February 12, 2020
TIME: 3:30 p.m.
PLACE: Norwood Town Hall, Finance Commission Meeting Room
566 Washington Street
Norwood, MA 02062

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

- AIP project update: *DuBois & King*

2. MINUTES

- 11/20/19 regular business meeting, 3:42 p.m. start time
- 1/22/20 regular business meeting

3. AIRPORT MANAGER'S REPORT

4. OLD BUSINESS

5. NEW BUSINESS

- Initial commercial permit application, ATP
- MassDOT payment requests: fit-out of airport administration building
- Lots A,B,C lease offer to *Flight Level*

6. CORRESPONDENCE:

- FY 2020 commercial permit application for ATP (initial), along with insurance documents, two-year business outline, floor plan, transaction statement
- 2/3/20 MassDOT grant, application for assistance: commercial grade, battery operated zero-turn mower with solar canopy (MassDOT projected cost: \$30,000; local share projection: \$0)
- 1/31/20 MassDOT grant application for assistance: Marsh master w/attachments (MassDOT projected cost: \$149,600; local share projection: \$37,400)
- 1/31/20 verification of intent, to FAA New England Airports Division, signed by M. Ryan, of the NAC, re: authorization to carry over unused non-expiring entitlement funds for future use
- 1/21/20 MassDOT project close-out report (AIP No. 3-25-0038-38-2018), signed by M. Ryan, of the NAC
- 2/10/20 memo from R. Maguire, to NAC, re: need to submit MassDOT payment request for recent costs incurred in fit-out of airport administration building

7. EXECUTIVE SESSION

Purpose 6 for executive session (M.G.L. c. 30A, § 21(a)(6)) – To consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the negotiating position of the Town

- Lots A,B,C lease offer to *Flight Level*

Purpose 3 for executive session (M.G.L. c. 30A, § 21(a)(3)) – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission: (1) *Boston Executive Helicopters, LLC v. Town of Norwood et al.*, U.S. District Court-Massachusetts Civil Action No. 1:15-cv-13647-RGS; and (2) *Boston Executive Helicopters v. Norwood Airport Commission and Town of Norwood*, Federal Aviation Administration Docket No. 16-15-05

- 1/22/20 executive session minutes

TO: NORWOOD AIRPORT COMMISSION
FROM: RUSS MAGUIRE, AIRPORT MANAGER
RE: MANAGER'S REPORT: 1/14/20—2/10/20

— Major Projects/Issues—

Snow Removal/Airport Closure

Airport management coordinated and participated in snow removal operations on 1/18-1/19. These operations included the temporary closure of Norwood Airport's runways and taxiways to fixed-wing aircraft. Other actions during this period included the regular checking/updating of surface conditions for snow and ice contamination.

FY 2021 Budget, Draft

During this period, the Airport Manager (AM) finalized a draft of the Airport Department's FY 2021 proposed budget. This document was submitted to the Town Manager on 1/30. *See Attachment A.*

Welch Administration Building

Throughout this period, in support of the administration building fit-out project, airport management worked with the general contractor (*Tower Construction*), architects, MassDOT, and other municipal departments. Special attention was given by the general contractor to continue addressing/closing out more than 100 open punch list items. About 29 items still remain open.

Beyond the scope of the contract with *Tower Construction*, airport management also worked with both Norwood Light and the Town's IT department to install the building's voice-over-internet phone system (VOIP). This was completed on 1/29.

Environmental Assessment, Scoping Meeting

To best define the scope of work needed to conduct an effective environmental assessment (phase 1) for the re-location of taxiway C, and the paving of runway 17/35's safety areas, on 2/5, the AM met with a number of other officials. These included Richard Doucette, of FAA, Nate Rawding, of MassDOT, along with Jeff Adler, of *DuBois & King*, as engineering consultant to the Norwood Airport Commission, and Alyssa Jacobs, of *Epsilon Associates*, as sub-consultant to the Norwood Airport Commission.

— Informational Updates —

Monthly Revenues

From 1/14/20 to 2/10/20, the AM issued two postings to the Treasurer's office, totaling \$19,089.53 in payments. These revenues are broken down as follows:

REVENUE TYPE	DEPOSIT DATE	AMOUNT	FLN FBO ¹	BEH FBO ²
Land Leases	2/7/20	\$16,765.62	\$13,035.51	\$0
Fuel Flowage Fees	2/10/20	\$2,023.91	\$2,023.91	\$0
Aircraft Tie-Down Leases	N/A	N/A	N/A	N/A
Security Badge Fees	2/7/20	\$300	\$100	\$0
Revolving – Insurance Recovery	N/A	N/A	N/A	N/A
General ³	N/A	N/A	N/A	N/A
Landing Fees	N/A	N/A	N/A	N/A

Monthly Fuel Flowage

For the month of January, *Flight Level's* bills of lading for fuel totaled 28,913 gallons. At \$.07/gallon, the Town received \$2,023.91 in flowage fees.

Air Traffic Count

For the Norwood Airport's January 2020 air traffic reports, see *Attachments B-C*.

¹ *Flight Level Norwood, LLC*

² *Boston Executive Helicopters, LLC*

³ General revenues include commercial permit and public records request fees, FEMA and insurance reimbursements, etc.

(4)

DRAFT ONLY

AIRPORT DEPARTMENT, PROPOSED BUDGET, FY 2021

		FY 2020		FY 2021	
14821	511000 AIRPORT SALARY-MANAGER	105,792	-	105,792	
14821	511600 AIRPORT SALARY-ASSIST MANAGER	80,223	-	80,223	
14821	511700 AIRPORT SALARIES-PART TIME	1,500	-	1,500	
14821	513100 AIRPORT SALARY-O/T	10,000	-	10,000	
14821	514100 AIRPORT SALARIES-LONGEVITY	1,700	-	1,700	
	Total 0001 SALARIES	199,215	-	199,215	
14822	521000 AIRPORT MAINT-UTIL & EQUIP	17,000	-	32,000	increase in gas/electric for new bldg
14822	524100 AIRPORT MAINT-VEH & GRND EQUIP	8,100	-	8,100	
14822	524200 AIRPORT MAINT-FACILITY	10,000	-	18,000	cleaning/maintenance for new bldg
14822	524300 AIRPORT MAINT-VEG MGMT PROG	43,000	-	43,000	
14822	527300 AIRPORT OPER-RENT/UTILITIES	7,500	-	5,000	
14822	529400 AIRPORT - SNOW & ICE	46,000	-	47,380	equipment rate increase
14822	530710 AIRPORT SECURITY	6,000	-	6,000	
14822	530900 AIRPORT CONST-INDEPENDENT EST	6,000	-	6,000	
14822	531700 AIRPORT INCID-STENO	1,500	-	1,500	
14822	534200 AIRPORT OPER-COMMUNICATIONS	2,000	-	2,000	
14822	542100 AIRPORT OPER-INCIDENTALS	13,000	-	13,000	
14822	571100 AIRPORT INCID-TRAVEL ALLOW	1,400	-	1,400	
14822	573300 AIRPORT INCID-PROF DEVELOPMENT	3,800	-	3,800	
14822	578200 AIRPORT INCID-MISC	10,900	-	10,000	
	Total 0002 OPERATING EXPENSES	176,200	-	197,180	
14826	584000 AIRPORT INCID-REPAIRS	6,000	-	6,000	
14826	589500 AIRPORT CONST-MATCHING GRANT	90,000	-	55,000	
	Total 0006 CAPITAL EXPENSES	96,000	-	61,000	
	Total 482 AIRPORT	471,415	-	457,395	

13

FAA CONTRACT TOWER - AIRPORT OPERATIONS COUNT RECORD

Facility Name: Norwood

Location: Norwood, MA

Airport Operations Count

Facility Operating Hours

Mo. Yr. Location Ident.
0 1 2 0 0 W D

Day	AC	AT	GA	MI	Total IFR Itinerant Ops	AC	AT	GA	MI	Total VFR Itinerant Ops	Civil	Military	Total Local Ops	Total Airport Operations
01		1	8		9			24		24	32		32	65
02		2	8		10		11	92		103	118		118	231
03			8		8		4	58		62	56		56	126
04			10		10									10
05		4	9		13			14		14	12		12	39
06		2	4		6		7	26		33	138		138	177
07		1	9		10		14	78		92	138		138	240
08		3	2		5		5	53		58	36		36	99
09			7		7		14	79		93	82		82	182
10		2	6		8		8	44		52	58		58	118
11			4		4			42		42	18		18	64
12		2	4		6			25		25				31
13		2	2		4		1	22		23	38		38	65
14		3	9		12		6	60	2	68	126		126	206
15		3	11		14		5	90		95	134		134	243
16		7	9		16			4		4				20
17		6	1		7		4	20		24	44		44	75
18		1	5		6			95		95	92		92	193
19		1	3		4			41		41	96		96	141
20			5		5		5	80		85	64		64	154
21		3	18		21		3	72		75	140		140	236
22		3	8		11		8	90		98	96		96	205
23		3	12		15		13	90		103	122		122	240
24		2	5		7		6	93		99	124		124	230
25			2		2			10		10	42		42	54
26			3		3			98		98	90		90	191
27		3	2		5		3	89		92	64		64	161
28		4	6		10		15	84		99	100		100	209
29		2	8		10		5	85		90	96		96	196
30		1	10		11		12	79	3	94	100		100	205
31		3	9		12		3	90		93	82	6	88	193
Total		64	207		271		152	1827	5	1984	2338	6	2344	4599

2

FAA CONTRACT TOWER OVERFLIGHT SUMMARY RECORD

Facility Name

Norwood

Location:

Norwood, MA

Mo.

0

Yr.

2

Loc Ident.

00W/D

OVERFLIGHT COUNT

IFR OVERFLIGHTS						VFR OVERFLIGHTS						Total Overflights
Day	AC	AT	GA	MI	Total	AC	AT	GA	MI	Total		
01							2			2	2	
02							16	16		32	32	
03							16	4		20	20	
04												
05												
06							12	6		18	18	
07							12	12		24	24	
08							6			6	6	
09							7	8		15	15	
10							16			16	16	
11												
12							6			6	6	
13												
14							4	2		6	6	
15							8	16		24	24	
16												
17												
18							4	10		14	14	
19							2	6		8	8	
20								10		10	10	
21							8	4		12	12	
22		2			2		16	10		26	28	
23							12	6		18	18	
24								8		8	8	
25												
26							4	4		8	8	
27								18		18	18	
28							4	6	2	12	12	
29							12	6		18	18	
30							18	22		40	40	
31							6	12	4	22	22	
Total		2			2		191	186	6	383	385	

DRAFT ONLY

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING
November 20, 2019**

In Attendance:

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

Meeting Called to Order: 3:42 PM

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

A five-minute recess was taken.

Meeting back in session at 3:46

PROJECTS

- **AIP Project Update: DuBois & King, Jeff Adler**
There is closeout paperwork for the Taxiway A relocation project. There is a final pay application to FAA in the amount of \$123,053.83 which covers the DuBois & King final invoice as well as money that goes back to MassDOT.

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to pay final payment No. 5 in the amount of \$123,053.83.

There was discussion regarding a grant amendment to originally reduce the project because Taxiway D was taken out, but then to increase cost overruns for FAA. The total project cost in the end is \$2,522,999.33, FAA share is \$1,976,529.36.

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to send the Grant Amendment to the FAA, from \$2,292,298.90 and increasing it to \$2,522,999.33.

AGIS Masterplan update, still resolving comments from FAA. There are three projects that the NAC is applying for. One is the wildlife permanent fence phase one for \$800,000. The next is post construction monitoring for years 1 and 2 for \$85,000, local share is \$750. The third is environmental assessment, phase one. Total project cost is approximately \$400,000. Local share is \$20,000. The project is the environmental impact report for the relocation of Taxiway C and paving of two safety areas at end of runway 1735.

MINUTES

- **10/9/19 Regular Business Meeting**

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to approve the minutes.

AIRPORT MANAGER'S REPORT

Mr. Maguire discussed the Airport Manager's Report. Most of the work this month centered around the Major Mark Welch Administration Building, trying to finalize a few issues which are the lighting controls, fire alarm third party monitoring in addition to some punch list items.

Should be able to move in within a couple of weeks. There is a vegetation management project underway. MassDOT is paying 100% of that. It was for 48 acres initially. MassDOT has approved widening of the scope of work. The project should be done in a week or two.

Above the Clouds is proposing a special charity event. They are interested in having a plane pull on lots A, B, and C. The event would potentially take place on Norwood Day 2020. Once the event is finalized there will be an official vote. Mr. Ryan and Mr. Corcoran are supporting this event at this time.

Mr. Ryan commented on how pleased he is regarding the landing fees. They have increased from last year at this time.

NEW BUSINESS

- West apron lease offer to Boston Executive Helicopters
 - DC-3 apron lease offer to Boston Executive Helicopters
- Mina Makarius, Esq. of Anderson & Krieger, special airport counsel to the Town and Norwood Airport Commission gave an update on the lease negotiations with Boston Executive Helicopters. In Executive session the Commission discussed the lease and had a few comments to be discussed in open session. There are two leases, the DC-3 apron and West apron. Both leases are essentially the same in form. Both have a description of the ground space. The leases are subject to other rights at the Airport, such as TOFA areas, etc. There may be limitations on the ability to build on certain areas. There are some areas used for access by other areas of the airport, and the leases are subject to that as well. No language has changed since it was discussed with BEH. There were a couple of minor changes. Both leases had a few typographical things where the term ramp was used instead of apron. On section 7, special conditions, condition 4, crack sealing. The Commission has asked to add at the end, utilizing a MassDOT approved process and product. Mr. Makarius recommends that the Commission vote to approve the leases subject to the two changes mentioned and any other typographical edits that need to be made in consultation with the Airport Manager, Town Manager and Chair as needed.

On a motion by Mr. Ryan and seconded by Mr. Corcoran, the Commission voted 2/0 to offer the lease for the DC-3 apron to Boston Executive Helicopters with the changes as described and any other minor edits after consulting with the Town Manager, Airport Manager and Chair of the Norwood Airport Commission.

On a motion by Mr. Ryan and seconded by Mr. Corcoran, the Commission voted 2/0 to offer the lease for the West apron to Boston Executive Helicopters with the changes as described and any other minor edits after consulting with the Town Manager, Airport Manager and Chair of the Norwood Airport Commission.

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to have Mr. Ryan sign and send the draft letter to FAA as part of the settlement agreement with BEH.

- Draft letter request to FAA for removal of taxi-lane object-free area (TOFA), gate 3 taxi-lane

- Above the Clouds special event, proposal
- MassDOT payment requests: fit-out of airport administration building

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to approve payment voucher #8 for the airport administration building, phase 2 fit-out. This is for Tower construction and six other businesses that have provided services totaling \$85,146.60. MassDOT is paying \$80,889.27, Norwood share is \$4,257.33.

- On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to have the Chairman sign Airport Department FY2020 snow removal contracts to PJ Hayes, Inc., and to Frank Ciavattone Construction Company.
- On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to approve the Airport Management's listing of furniture designated for surplus.

CORRESPONDENCE

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to file correspondence.

- 11-20-19 draft letter from M. Ryan, of NAC, to G. Lattrell, of FAA, re support for BEH letter/petition for TOFA/OFA relief, on gate 3 taxi-lane
- November 2019 issue, Norwood Local Town Pages
- 11-12-19 letter from M. Oberstein, of Above the Clouds, to R. Maguire, re: proposed event
- 10-25-19 letter from D. Stahley, of I. W. Harding to J. Adler, of DuBois & King
- 10-18-19 letter from J. Adler, of DuBois & King, to J. Shalek, of I. W. Harding Construction, Co. re: default on project bond
- 10-15-19 letter, assented to request for extension of time to file corrective action plan, submitted by NAC through Town Counsel, to FAA; docket No. 16-15-05
- 10-10-19 general release of all claims: Town of Norwood an Norwood Airport Commission v. Donald Quinn
- 10-15-19 application for assistance (post-construction monitoring, years 1 and 2) to MassDOT/Aeronautics, from NAC
- 10-15-19 application for assistance (wildlife fence, phase 1/obstruction removal) to MassDOT/Aeronautics, from NAC
- 10-15-19 application for assistance (environmental assessment, phase 1) to MassDOT/Aeronautics, from NAC

On a motion by Mr. Corcoran and seconded by Mr. Ryan, the Commission voted 2/0 to adjourn the meeting.

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

MEETING ADJOURNED: 4:08 PM

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING**

DRAFT ONLY

January 22, 2020

In Attendance:

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

Meeting Called to Order: 3:30 PM

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

PROJECTS

- AIP Project Update: DuBois & King, Jeff Adler

Technical Masterplan update. Still working on finalizing comments from FAA. It is anticipated it will be done in the next few weeks. Comments that were taken at the initial public meeting as well as written comments and comments from the FAA were addressed. There will be a final meeting to present the final document which would be approved by FAA.

Taxiway A relocation project. The final amendment was revised and reviewed by FAA. They came back with some comments on that. Taxiway D is taken out of the project. FAA initially said to take out the bid dollar value, which was approximately \$450,000. Because that was removed from the grant the reimbursement for erosion control that was done was 15% of the lower value. FAA now said we can use the full grant amount. The reimbursement from FAA is going to be about \$400,000 more than it would have been. That will allow the NAC to reimburse MassDOT for the money they funded last year.

Environmental assessment for taxiway 1735 is continued to be worked on. By the next Commission meeting the scope will be done for that.

MINUTES

- 11/20/19 Regular Business Meeting (3:03 p.m.)

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

- 11/20/19 Regular Business Meeting (3:42 p.m.)

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to table approving the minutes to the next meeting.

AIRPORT MANAGER'S REPORT

Mr. Maguire discussed the Airport Manager's Report. The snow budget was discussed. The Welch Administration Building is now occupied. The punch list items are being worked through. The vegetation project was about 48 acres. MassDOT was helpful in getting the work done. The equipment that was used on that project is a piece of equipment on the CIP. MassDOT will pay 80% of the cost. There is no special license to operate that piece of equipment.

Mr. Sheehan requested that fuel flowage fees and landing fees be broken out by FBO. Mr. Sheehan thanked Flight Level for the years of being a good landlord. The grand opening of the Welch Administration Building will take place later in the year. The new address is 111 Access Road.

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to approve the Airport Manager's Report.

NEW BUSINESS

MassDOT payment requests: fit-out of airport administration building

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted 3/0 to authorize payment of pay request No. 10 to Galaxy Integrated Technologies for the security system. The invoice total is \$87,496.29. MassDOT's share is \$83,121.29; Town of Norwood's share is \$4,375.00

CORRESPONDENCE

- 11/4/19 letter to J. LoGiudice, of FAA, from M. Ryan, of the NAC, re: taxiway A re-location and taxiway D partial re-location; amendment request
- 11/20/19 letter to G Lattrell, of FAA from M. Ryan, of the NAC, re: support for the BEH letter/petition for TOFA/OFA relief
- 12/3/19 letter to G. Lattrell, of FAA, from N. Burlingham, of Flight Level, re: opposition to BEH petition for removal of gate 3 object-free area
- Use and occupancy certificate for Major Mark C Welch Administration Building
- 12/18/19 letter to J. LoGiudice, of FAA, from M. Ryan, of the NAC, re: taxiway A re-location and taxiway D partial re-location; amendment request
- Undated letter to M. Ryan, of the NAC, from N. Burlingham, of Flight Level, re: alleged theft of Flight Level plow truck
- 12/7/19 Norwood Police report #26522
- 1/20/20 letter from Attorney P. Revere, III – representing W. Haney – to M. Ryan, of the NAC, re: Flight Level's allegations involving its plow truck.

After discussion regarding the alleged theft of Flight Level's plow truck, on a motion by Mr. Sheehan and seconded by Mr. Ryan, the Commission voted 2/1 to have Mr. Haney come in before the Commission.

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

On a motion by Mr. Sheehan and seconded by Mr. Corcoran, the Commission voted by roll call vote to go into Executive Session for purpose 6, to consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the negotiating position of the Town regarding the West Apron lease/Boston Executive Helicopters and the DC-3 apron lease offer to Boston Executive Helicopters. In addition, Purpose 3 for executive session to discuss strategy with respect to litigation in an open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission: (1) Boston Executive Helicopters, LLC v. Town of Norwood et al, and (2) Boston Executive Helicopters v Norwood Airport Commission and to vote on 11/20/19 executive session minutes to return to regular session for the purpose of adjourning.

Mr. Ryan: Yes

Mr. Sheehan: Yes

Mr. Corcoran: Yes

Adjourned for the purposes for Executive Session at 3:54 p.m.

The Commission returned to Open Session at 4:20 p.m.

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: 4:20 PM



NORWOOD MEMORIAL AIRPORT

MEMO

TO: Norwood Airport Commission
FROM: Russ Maguire
RE: Request to Submit MassDOT Payment Voucher
TODAY'S DATE: February 10, 2020

Dear Members of the Norwood Airport Commission;

In recent weeks, the Airport Department has incurred costs for two items relative to our recent move into the Welch Administration Building. These cost items, which total \$3,586.82, are:

1. \$1,436.82 to purchase/install a 65-inch monitor in the conference room
2. \$2,150 to upgrade the airport's security camera video management system

Attached, for your review, is back-up documentation for item #1. However, due to the security-sensitive nature of item #2, back-up documentation will be withheld from this public record, though this documentation will be provided to the Chairman for his review.

In closing, at the NAC's February 12th meeting, I recommend a motion to approve sending MassDOT a payment voucher for state funding, at 95%, to address these two cost items.

Feb
01
2020

Order Status: In Progress
6 Items

Order Number: 1120032180540

Order Summary

Payment Method

My Best Buy Visa  \$1,436.82

Product Total \$1,369.95

Charges
Delivery FREE

Sales Tax, Fees & Surcharges \$66.87
Taxes have been updated

Order Total **\$1,436.82**

Delivery

Your delivery appointment is scheduled for Thu,
February 6 between Noon - 8 p.m.

Delivery Address

[Reschedule Service](#)

Getting It Ready

▲ Please make sure an adult 18 or older is home to sign for your delivery.

Russ Maguire
111 ACCESS RD
AIRPORT MANAGERS OFFICE, NORWOOD AIRPORT
NORWOOD, MA 02062-5211 US

Samsung - 65" Class - LED - 8 Series - 2160p - Smart - 4K UHD TV with HDR

SKU: 6325564
Quantity: 1

Item Total: \$849.99
Product Price: \$799.99
Sales Tax, Fees & Surcharges: \$50.00

This item has services and parts included. Show all items

Rocketfish™ - 24' 4K UltraHD/HDR In-Wall Rated HDMI Cable - Black

SKU: 3699003
Quantity: 1

Item Total: \$127.49
Product Price: \$119.99
Sales Tax, Fees & Surcharges: \$7.50

Sanus - Premium Series Advanced Tilt TV Wall Mount For Most 42" - 90" TVs - Extends 5.75" - Black

SKU: 5463301
Quantity: 1

Item Total: \$159.36
Product Price: \$149.99
Sales Tax, Fees & Surcharges: \$9.37

This item has services and parts included. Show item



Norwood Memorial Airport

FY 2020 Commercial Permit Application

The Norwood Airport Commission (NAC) issues permits for aeronautical operations under six categories, depending on the type of services offered. The applicant must identify each service within a category for which a permit is requested. The permit will identify specific services allowed. A full-service, fixed-base operator's (FBO) permit will be issued only to those companies that offer to supply the full spectrum of services as defined in the Norwood Airport General Regulations.

Check (✓) the applicable categories:

- I. **Full-service, fixed-base operator** ()
- II. **Flight Operations, including:** [Office space area ____ Sq. Ft.]
() Passenger charter (FAR Part 135)
() Freight charter
- III. **Flight Operations, including:** [Office space area 1,500 Sq. Ft.]
(x) Flight instruction
() Aircraft rental
() Sightseeing flights
() Aircraft sales or exchange
- IV. **Ground Operations, including:** [Office space area ____ Sq. Ft.]
() Hangar space rental [Hangar space area ____ Sq. Ft.]
() Aircraft and avionics maintenance
() Line services
() Aircraft cleaning
- V. **Fuel Storage and Dispensing** [Office space area ____ Sq. Ft.]
- VI. **Unique Services, including:** [Office space area ____ Sq. Ft.]
() Aerial photography
() Aerial advertising
() Aerial survey
() Other services _____

Company Name: ATP of Massachusetts, Inc.
Address: 1555 The Greens Way, Jacksonville, FL 32250

Check One: X Corporation	Partnership	Proprietorship	Other
--------------------------	-------------	----------------	-------

Company Telephone:

904 595-7954

Company E-Mail Address:

mark.butler@allatps.com

Company Officers:

Derrick S. Dennis, President

Name/Address of each person holding more than 10% interest in this company:

Derrick S. Dennis, 1555 The Greens Way,
Jacksonville Beach, FL 32250

Parent Company (if any):

List days and hours of operations: Days Monday-Friday Hours: 7:00 - 5:00

Type and number of equipment:

Fixed wing, single-engine:
Fixed wing, twin:

3 - PA-28
1 - PA-44

Rotary wing:
Other:

Hangar and/or tie-down spaces:

Hangar(s) Where?
4 Space(s) Where? North of Bldg 6

Will you have spaces available to rent to others? () Yes (x) No () N/A

All applicants must comply with the Norwood Airport General Regulations/Minimum Standards, and show evidence of the appropriate FAA licenses and certificates required to provide services. An insurance policy, identifying the Town of Norwood, the Norwood Airport Commission, the Airport Manager and Assistant Manager as additionally insured should accompany the application. No commercial operations are allowed without authorization from the NAC. All operators are required to renew the permit by July 1st of each year. The \$30 permit fee must accompany the application.



February 7, 2020

Norwood Airport Commission
125 Access Road
Norwood, MA 02062

RE: ATP's 2-Year Business Outline for OWD (Norwood Memorial Airport)

Please allow this document to serve as ATP's outline of its business intentions at the Norwood Memorial Airport (OWD) for the next 2 years. ATP is excited about the opportunity to operate a training center out of OWD and the positive impact it will bring to the town of Norwood.

ATP has been training pilots since 1984 and its Airline Career Pilot Program prepares pilots for airline careers from zero time to 1,500 hours, with CFI jobs and airline employment. Addressing the pilot shortage, airlines attract new pilots to the industry with ATP's Tuition Reimbursement Program, where airlines sponsor a portion of pilots' flight training loan repayment. ATP also provides type-rating and ATP CTP certification. ATP's 399 aircraft fly over 30,000 hours each month to provide 9,000 FAA pilot certificates and ratings each year. As America's largest flight school, ATP is the leading supplier of professionally trained pilots to the nation's regional airlines.

Our intent is to establish a flight school training center at OWD utilizing the 3,000 ft² facility we would lease from Flight Level Aviation. In our first year, ATP's goal is to support a student load of 10 with up to 4 aircraft. During the second year of operation, ATP estimates a student load of 20 and 6 aircraft.

ATP wants to work in conjunction with the Norwood Airport Commission to establish a world-class training and operational facility at OWD. We feel this partnership would not only bring prestige to your airport but also generate revenue in the form of lease payments for the property, fuel flowage fees, and tax revenue from employee and student spending.

ATP's development team is standing by to discuss this endeavor. We look forward to hearing from you. Please contact me at mark.butler@allatps.com or (904) 595-7954, if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Mark Butler".

Mark Butler
Director of Facilities

ATPFlightSchool.com

1555 The Greens Way, Jacksonville Beach, FL 32250 • (904) 595-7940 • Fax: (904) 273-2164

Atlanta (FFC, LZU & PDK) • Austin • Camarillo • Charlotte • Chicago • Dallas (ADS, DFW, GKY, & TKI) • Daytona Beach • Denver (APA & BJC) • Fort Lauderdale • Fort Myers • Hartford • Houston • Jacksonville • Long Beach • Louisville • Morristown • Naples • Nashville • New York • Oakland • Phoenix (IWA & SDL) • Portland • Raleigh-Durham • Richmond • Riverside • Sacramento • Salt Lake City
• San Diego • Seattle (PAE & TIM) • Tampa • Trenton • Tucson



Company Organization:

ATP will operate under ATP Massachusetts, Inc., a Delaware corporation that is currently in the process of being registered as a foreign corporation with the state of Massachusetts. This process is expecting to be completed by 19 February 2020.

Credit references:

Aviall, Inc. (Boeing) - (813) 477-9309, Chris Towner

Southern Cross Aviation - (954) 377-0320, Jim Oshea

Aero Performance - (877) 785-2376, Jenny Sheldon

Bank references and proof of operating expenses:

First Citizens Bank - Account (6430), Tina Crowder, VP Commerical Banker, (904) 996-4738

Wells Fargo - Account (8362), Jamilul Hassan, Client Associate, (404) 238-0467

Bank of America - Account (4938), Coley Jones, Senior VP, (904) 791-4030

Noise Abatement Program:

ATP will ensure that all employees, instructors, and students receive training on the Norwood Noise Abatement program. Each person will sign and acknowledge they have recieved training. Additionally, the program information will be added to our OWD airport pages so that our personnel flying to the airport from other areas are aware of the guidelines.

Tax numbers:

Tax identification number for ATP Massachusetts, Inc is pending assignment.

Tax resale number will not be utilized by ATP and is not required.

Certificates:

There are no pertinent certificates, as ATP's OWD training center will offer flight training under Part 61 with certified flight instructors.

6:58 PM

02/06/20

ATP USA, Inc.
All Transactions for Phoenix-Mesa Gateway Airport Authority
 November 2019 through January 2020

Type	Num	Date	Account	Amount	Open Balance
Nov '19 - Jan 20					
Bill Pmt - Check	106673	01/28/2020	Bank of America - Operating	-1,804.00	
Bill Pmt - Check	20222	01/21/2020	009061686430	-144.00	
Bill	762	01/15/2020	Accounts Payable	-144.00	
Bill	201687	01/01/2020	Accounts Payable	-1,804.00	
Bill Pmt - Check	16920	12/31/2019	009061686430	-36.00	
Bill Pmt - Check	106427	12/27/2019	Bank of America - Operating	-1,804.00	
Bill	726	12/26/2019	Accounts Payable	-36.00	
Bill Pmt - Check	19520	12/17/2019	009061686430	-216.00	
Bill	692	12/12/2019	Accounts Payable	-216.00	
Bill Pmt - Check	19283	12/05/2019	009061686430	-252.00	
Bill	201770	12/04/2019	Accounts Payable	-1,804.00	
Bill	653	11/30/2019	Accounts Payable	-252.00	
Bill Pmt - Check	106181	11/26/2019	Bank of America - Operating	-3,608.00	
Bill	620	11/12/2019	Accounts Payable	-792.00	
Bill Pmt - Check	18739	11/08/2019	009061686430	-792.00	
Bill	201655	11/01/2019	Accounts Payable - Rent	-1,804.00	
Bill	201547	11/01/2019	Accounts Payable	-1,804.00	
Nov '19 - Jan 20					



Confirmation of Insurance

This is to certify to Town of Norwood, Norwood Airport Commission, and the Norwood Airport Management

Whose address is: Norwood, MA

that: Airline Transport Professionals Holdings, Inc. and all subsidiary and affiliated companies presently or hereafter owned or financially controlled by Airline Transport Professionals Holdings, Inc.

Whose address is: P.O. Box 1784
Ponte Vedra, FL 32004-2109

is at this date insured with the Participating Companies for the Limits of Coverage stated below, at the following locations:

Western Hemisphere

Descriptive Schedule of Coverages

Kind of Insurance	Policy #	Policy Term	Limits of Coverage	
Aircraft Liability Combined Liability Coverage for bodily injury and property damage including War, Hijacking and Other Perils Exclusion Clause Limited Write-Back Provisions (applicable to your liability coverage and your medical coverage).	SIHL1-C314	12/31/19 – 12/31/20	Each Person \$1,000,000	Each Occurrence \$1,000,000
	Policy #	Policy Term	Limits of Coverage	
Medical Coverage	SIHL1-C314	12/31/19 – 12/31/20	\$5,000 per person	
	Policy #	Policy Term	Deductible	Amount of Insurance
Aircraft Physical Damage – All Risk All aircraft owned or operated by the "Policyholder"	SIHL1-C314	12/31/19 – 12/31/20	\$5,000 EEL	As listed on policy

This certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term or condition of any contract or other document, with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

The insurers agree that in the event of cancellation of the policy(ies), they will endeavor to give the party to whom this certificate is issued 30 days advance notice of such cancellation, but the insurers shall not be liable in any way for failure to give such notice.

Issued on behalf of the insurer's by JSL Aviation Insurance

Address: 500 Plantation Park Drive, Loganville, GA 30052

By: James D. Johnson

Date: 2/6/2020

James D. Johnson, President



Confirmation of Insurance

This is to certify to Town of Norwood, Norwood Airport Commission, and the Norwood Airport Management

Whose address is: Norwood, MA

that: Airline Transport Professionals Holdings, Inc. and all subsidiary and affiliated companies presently or hereafter owned or financially controlled by Airline Transport Professionals Holdings, Inc. or ,
Derrick S. Dennis

Whose address is: P.O. Box 1784
Ponte Vedra, FL 32004-2109

is at this date insured with the Participating Companies for the Limits of Coverage stated below, at the following locations:
to be determined

Descriptive Schedule of Coverages

Kind of Insurance	Policy #	Policy Term	Limits of Coverage	
Airport Liability Combined Liability Coverage for bodily injury and property damage.	ALO34746	December 31, 2019- December 31, 2020		\$1,000,000
• Products/Completed Operations Aggregate Limit				\$1,000,000
• Property/Damage Deductible				\$5,000
•				
•				
•				

This certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term or condition of any contract or other document, with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

The insurers agree that in the event of cancellation of the policy(ies), they will endeavor to give the party to whom this certificate is issued 30 days advance notice of such cancellation, but the insurers shall not be liable in any way for failure to give such notice.

Issued on behalf of the insurer's by JSL Aviation Insurance

Address: 500 Plantation Park Drive, Loganville, GA 30052

By: James D. Johnson

Date: 2/6/2020

James D. Johnson, President

Client#: 129547

20ATPUSAINCA

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/06/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER J Smith Lanier & Co Loganville 500 Plantation Park Drive Loganville, GA 30052 678 639-4100		CONTACT NAME: Sharon Cathey PHONE (A/C, No, Ext): 678-639-4102 FAX (A/C, No): E-MAIL ADDRESS: scathey@jslaviation.com	
INSURED ATP USA, Inc., ATP Mgmt LLC, RALMC, Inc & DAB Holdings 1, LLC dba ATP Jet Center PO Box 1784 Ponte Vedra Beach, FL 32004		INSURER(S) AFFORDING COVERAGE INSURER A: Praetorian Insurance Company NAIC # 37257 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	AWC0500632	12/31/2019	12/31/2020	PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

** Workers Comp Information **

Proprietors/Partners/Executive Officers/Members Excluded:

Derrick Dennis, president

PROOF OF COVERAGE

CERTIFICATE HOLDER

Town of Norwood, Norwood Airport
 Commission, Norwood Airport
 Management - TBD street address
 Norwood, MA 02062

CANCELLATION

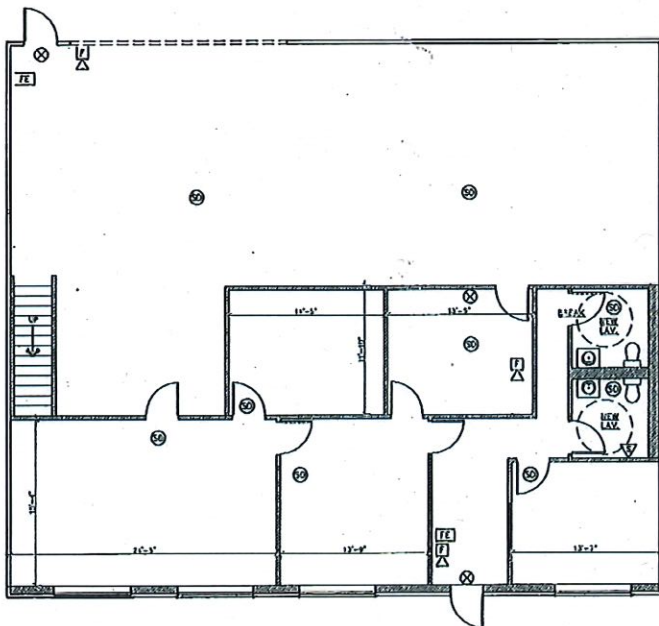
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

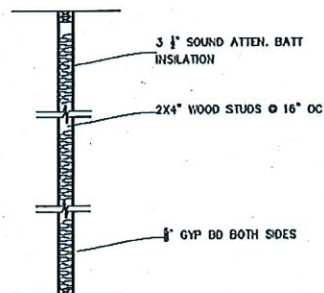
PETER J. KRAUSE

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Building 6



-  STROBE
-  HORN/STROBE
-  EXIT SIGNAGE
-  FIRE EXTINGUISHER
-  SMOKE DETECTOR



THE SITE
MANAGEMENT
GROUP, INC.

100 WASHINGTON STREET, SUITE 200
ROSLINDALE, MA 02126
TEL: 617-261-1111
FAX: 617-261-1111

PROJECT:

Flight Level Aviation
125 Access Road
Building # 6
Norwood, MA

DESIGNED BY: R.B.
DATE: 10.10.19
JOB NO: 19-173-0018

REVISIONS:
1.30.20

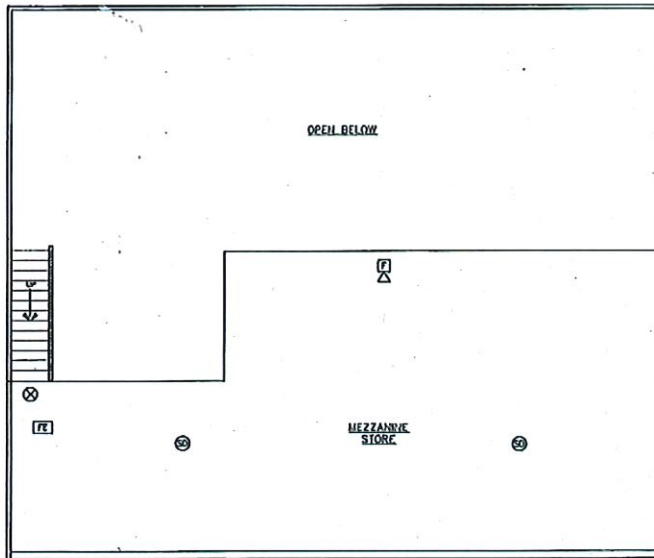
PROJECT NAME:
OFFICE
MODIFICATIONS

SCALE: 1/4" = 1'

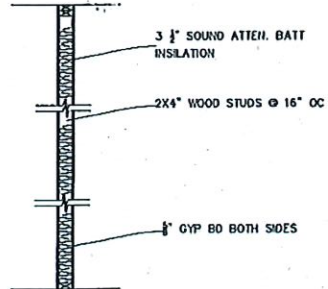
DATE: 10/10/19

A-1

Building 6



- STROBE
- HORN/STROBE
- EXIT SIGNAGE
- FIRE EXTINGUISHER
- SMOKE DETECTOR



THE SITE
MANAGEMENT
GROUP, INC.

100 WASHINGTON STREET, SUITE 100
BOSTON, MASSACHUSETTS 02108
TEL: (617) 552-1111
FAX: (617) 552-1112

PROJECT:

Flight Level Aviation
125 Access Road
Building # 6
Norwood, MA

DESIGNED BY: R.B.
DATE: 10/10/18
REVISIONS: 1 of 1

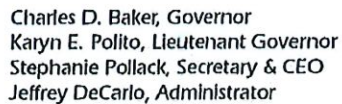
REVISED BY:
1.00.00

MEZZANINE

SCALE: 1/8" = 1'

DATE: 10/10/18

A-2



2.	PROJECT TITLE Purchase a Commercial Grade Battery Operated Zero Turn Mower with a Solar Canopy
	PROJECT DESCRIPTION
	<p>In response to Governor Baker's strategy to become carbon neutral by 2050, the Commonwealth's climate change initiatives, particularly, the leading by Example Greenhouse Gas Reduction Initiatives, and the goals of Executive Order 569, the airport would like to purchase a commercial grade battery operated zero turn mower with solar canopy to reduce the use of gas equipment at the airport. This equipment will help reduce the creation of greenhouse gases during airfield maintenance operations. Landscape equipment have no emission reduction systems and therefore it is important to reduce the use of this equipment or change the equipment to environmentally friendly equipment.</p> <p>The Airport would like to purchase an 82Volt Battery Operated Commercial Grade Zero Turn Mower with a Solar Canopy and an 82Volt Rapid Charger to replace a gas mower the airport uses for airfield grass maintenance, especially infield around lighting, so that safety does not become an issue.</p>
	Attach an 8.5 x 11" sketch showing the location of the project

3. PROJECT COST BREAKDOWN				
	AIP ELIGIBLE	ASMP ELIGIBLE	INELIGIBLE	TOTAL
ENGINEERING				
CONSTRUCTION				
EQUIPMENT		\$30,000		\$30,000
OTHER				
ADMINISTRATION				
TOTAL PROJECT COST		\$30,000		\$30,000

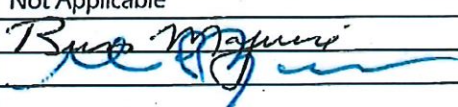
4. PROJECT FUNDING BREAKDOWN				
	AIP ELIGIBLE	ASMP ELIGIBLE	INELIGIBLE	TOTAL
FAA SHARE				
LOCAL SHARE				
STATE SHARE		\$30,000		\$30,000
TOTAL PROJECT COST		\$30,000		\$30,000

5. PROJECT SCHEDULE:	
----------------------	--

START DATE: 01/01/2020				COMPLETION DATE: 06/30/2020		
6. PROJECT COST EXPENDITURE SCHEDULE						
CALENDAR YEAR	FISCAL YEAR	QUARTER	FAA	LOCAL	STATE	TOTAL
2019	2020	1				
2019	2020	2				
2020	2020	3				
2020	2020	4			\$30,000	\$30,000

7. OTHER INFORMATION	YES	NO	N/A
IS PROJECT REFLECTED IN STATE CAPITAL IMPROVEMENT PROGRAM (CIP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IS PROJECT REFLECTED IN FEDERAL CAPITAL IMPROVEMENT PROGRAM (CIP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IS PROJECT REFLECTED IN AIRPORT MASTER PLAN (AMP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IS PROJECT REFLECTED IN AIRPORT LAYOUT PLAN (ALP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DOES PROJECT CORRECT INSPECTION DEFICIENCY?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. SPONSOR CERTIFICATIONS	YES	NO	N/A
1. SPONSOR WILL COMPLY/HAS COMPLIED WITH THE MASSACHUSETTS GENERAL LAWS FOR THE PROCUREMENT OF GOODS AND SERVICES.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. SPONSOR WILL OBTAIN/HAS OBTAINED ALL ENVIRONMENTAL PERMITS FOR THE PROJECT.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. SPONSOR WILL MEET/HAS MET M/W/DBE REQUIREMENTS FOR THE PROJECT. ENTER ANTICIPATED % M/W/DBE PARTICIPATION: _____%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. SPONSOR WILL ASSURE/HAS ASSURED THAT ALL NECESSARY SAFETY PRECAUTIONS HAVE BEEN TAKEN FOR CONSTRUCTION ON THE AIRPORT.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. SPONSOR WILL NOTIFY/HAS NOTIFIED ALL AIRPORT USERS OF PROPOSED PROJECT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. SPONSOR WILL HAVE/DOES HAVE AVAILABLE FUNDS FOR LOCAL SHARE OF PROJECT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. TITLE	SIGNATURE	DATE
AIRPORT CONSULTANT	Not Applicable	
AIRPORT MANAGER		1-31-20
AIRPORT COMMISSION CHAIRMAN		2.3.20
MASSDOT - AERONAUTICS DIVISION DIRECTOR OF AVIATION PLANNING		
MASSDOT - AERONAUTICS DIVISION DIRECTOR OF AIRPORT ENGINEERING		
MASSDOT - AERONAUTICS DIVISION ADMINISTRATOR		

10. MASSDOT - AERONAUTICS DIVISION COMMENTS



Charles D. Baker, Governor
Karyn E. Pollto, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Jeffrey DeCarlo, Administrator



Application for Assistance

1. DATE SUBMITTED: January 2020		AIRPORT: Norwood	
<input checked="" type="checkbox"/> APPLICATION	<input checked="" type="checkbox"/> CONSTRUCTION	CITY: Norwood	
<input type="checkbox"/> PRE APPLICATION	<input type="checkbox"/> PLANNING	<input checked="" type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE
MASSACHUSETTS AIRPORT SYSTEM PLAN (MASP) AIRPORT RANKING:			
AIRPORT CONSULTANT: DuBois & King, Inc.			
CONGRESSIONAL DISTRICT: 9 th Congressional District			

2. PROJECT TITLE: Marsh Master w/attachments

PROJECT DESCRIPTION

The project involves the purchase of a Marsh Master with attachments. The Norwood Airport has ongoing issues with vegetative management in wetland and wet areas that are not accessible with traditional equipment. The Marsh Master will greatly assist the airport in the ongoing maintenance with regards to vegetative management.

Attach an 8.5 x 11" sketch showing the location of the project

3. PROJECT COST BREAKDOWN

	AIP ELIGIBLE	ASMP ELIGIBLE	INELIGIBLE	TOTAL
ENGINEERING		\$10,000		\$10,000
CONSTRUCTION				
EQUIPMENT		\$176,000		\$176,000
OTHER				
ADMINISTRATION		\$1,000		\$1,000
TOTAL PROJECT COST		\$187,000		\$187,000

4. PROJECT FUNDING BREAKDOWN

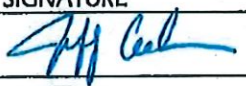


	AIP ELIGIBLE	ASMP ELIGIBLE	INELIGIBLE	TOTAL
FAA SHARE				
LOCAL SHARE		\$37,400		\$37,400
STATE SHARE		\$149,600		\$149,600
TOTAL PROJECT COST		\$187,000		\$187,000

Logan Office Center, One Harborside Drive, Suite 205N
East Boston, MA 02128
Tel: 617-412-3680, TTY: 857-368-0655
www.mass.gov/massdot

5. PROJECT SCHEDULE:						
START DATE: 7/1/2020				COMPLETION DATE: 9/2020		
6. PROJECT COST EXPENDITURE SCHEDULE						
CALENDAR YEAR	FISCAL YEAR	QUARTER	FAA	LOCAL	STATE	TOTAL
FY20	FY 20	Jan - March				
FY20	FY20	April - June				
FY20	FY21	July-Sept		\$37,400	\$149,600	\$187,000

7. OTHER INFORMATION	YES	NO	N/A
IS PROJECT REFLECTED IN STATE CAPITAL IMPROVEMENT PROGRAM (CIP)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS PROJECT REFLECTED IN FEDERAL CAPITAL IMPROVEMENT PROGRAM (CIP)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS PROJECT REFLECTED IN AIRPORT MASTER PLAN (AMP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IS PROJECT REFLECTED IN AIRPORT LAYOUT PLAN (ALP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DOES PROJECT CORRECT INSPECTION DEFICIENCY?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. SPONSOR CERTIFICATIONS	YES	NO	N/A
1. SPONSOR WILL COMPLY/ HAS COMPLIED WITH THE MASSACHUSETTS GENERAL LAWS FOR THE PROCUREMENT OF GOODS AND SERVICES.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. SPONSOR WILL OBTAIN/ HAS OBTAINED ALL ENVIRONMENTAL PERMITS FOR THE PROJECT.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. SPONSOR WILL MEET/ HAS MET M/W/DBE REQUIREMENTS FOR THE PROJECT. ENTER ANTICIPATED % M/W/DBE PARTICIPATION: <u>4.4%</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. SPONSOR WILL ASSURE/ HAS ASSURED THAT ALL NECESSARY SAFETY PRECAUTIONS HAVE BEEN TAKEN FOR CONSTRUCTION ON THE AIRPORT.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. SPONSOR WILL NOTIFY/ HAS NOTIFIED ALL AIRPORT USERS OF PROPOSED PROJECT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. SPONSOR WILL HAVE/ DOES HAVE AVAILABLE FUNDS FOR LOCAL SHARE OF PROJECT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. TITLE	SIGNATURE	DATE
AIRPORT CONSULTANT		1/27/20
AIRPORT MANAGER		1-29-20
AIRPORT COMMISSION CHAIRMAN		1-31-20
MASSDOT - AERONAUTICS DIVISION DIRECTOR OF AVIATION PLANNING		
MASSDOT - AERONAUTICS DIVISION DIRECTOR OF AIRPORT ENGINEERING		
MASSDOT - AERONAUTICS DIVISION ADMINISTRATOR		

10. MASSDOT - AERONAUTICS DIVISION COMMENTS

Airports Division, FAA New England Region

Verification of Intent

Please select **one** of the following responses, complete the "Signed by" section, and send a copy of the document via e-mail. Electronic signatures are acceptable for this document. If you complete and sign by hand, please scan and submit the document as a PDF.

We cannot accept this notification from the Airport Sponsor's consultant.

Intent for use of available Entitlement Funds

Choose one:

- ☐ We,
will not be submitting a project application for AIP funds in Federal FY . The Airport Sponsor hereby grants permission to the FAA to carry over any unused non-expiring entitlement funds for future use.
- ☒ We, Norwood Memorial Airport
have 2 below project(s) planned for Federal FY 2020 and/or amendment request(s) for FY . The Airport Sponsor hereby grants permission to the FAA to carry over any unused non-expiring entitlement funds for future use.

Project Description	Anticipated FAA Share (\$)
EXAMPLE: Reconstruct / Light / Mark / Groove Runway 5-23 (4,00' x 150')	1,111,112
EA for TW C Relocation and paved safety areas	255,000
Post Construction Monitoring	45,000

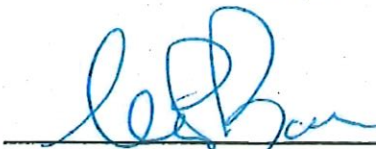
Signed by,

Sponsor's Name (typed/printed):

Norwood Airport Commission
Mark P. Ryan, Chairman

Sponsor's Title:

Sponsor's Signature:



Signature Date: 1-31-20



Charles D. Baker, Governor
Karyn E. Pollito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Jeffrey DeCarlo, Administrator



Project Closeout Report
Engineering/Construction/Equipment
MassDOT Form AD5 (Last Modified: June 2017)

AIRPORT Norwood Memorial Airport

PROJECT TITLE Reconstruct Taxiway A

PROJECT AIP/ASMP NO. 3-25-0038-38-2018 PROJECT GRANT NO. _____

PROJECT DESCRIPTION (attach additional sheets if necessary):

The project involves relocation of Taxiway A (800' x 35'), the parallel taxiway to Runway 17/35, to address current safety concerns and to provide the recommended 240 foot separation from a B-II runway in accordance with design criteria (Advisory Circular 150/5300-13A).

In addition, relocation of one short "stub" taxiway, Taxiway D (200' x 35'), in order to remove a direct connection from the apron area to the main runway (Runway 17-35). Other components of the project shall consist of grading, lighting, erosion control, and storm drainage design, paving, marking, and mitigation area

CONSULTANT CONTRACT DATA:

DuBois & King, Inc. 18 Constitution Dr. Ste. 8 Bedford NH 03110			CONSTRUCTION CONTRACT DATA: I.W. Harding Construction 354 Pleasant Street West Bridgewater MA 02379		
Original Contract	Total Amendments	Final Contract Cost	Original Contract	Total Amendments	Final Contract Cost
\$341,904	\$110,407.05	\$452,311.05	\$1,696,659.90	\$47,892.38	\$1,944,552.28

PROJECT SCHEDULE DATA:

Date	Description of Event	Date	Description of Event
11/1/17	Aeronautics Pre-App Approval	8/29/18	Pre-Construction Conference
11/9/17	Pre-Design / Scoping meeting	8/29/18	Construction Contract Approval
8/4/18	Consultant Contract Approval	9/20/18	Notice to Proceed
6/26/18	Receipt of Preliminary Plans, Specs, & Estimate	11/20/18	Original Construction Completion
	Aeronautics Final Design Approval	11/20/18	Revised Construction Completion
3/28/18	Advertise Bids for Construction	11/20/18	Construction Substantially Complete
4/18/18	Bid Opening for Construction	11/20/18	Final Construction Completion
8/30/18	Aeronautics Grant Offer	02/7/19	Aeronautics Final Inspection



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Jeffrey DeCarlo, Administrator



FINAL PROJECT COST BREAKDOWN:

Project Cost Categories	AIP Eligible	ASMP Eligible	In-Eligible	Total
Consultant	\$452,311.05			\$452,311.05
Construction	\$1,944,552.28			\$1,944,552.28
Equipment				
Other Costs	\$122,636.00			\$122,636.00
Administration	\$3,500.00			\$3,500.00
Project Totals	\$2,522,999.33			\$2,522,999.33

FINAL PROJECT FUNDING BREAKDOWN:

Project Funding Source	AIP Eligible	ASMP Eligible	In-Eligible	Total
FAA Share	\$2,270,699.40			\$1,976,529.36
Aeronautics Share	\$192,299.93			\$192,299.93
Local Share	\$60,000.00			\$60,000.00
Project Totals	\$2,522,999.33			\$2,522,999.33

FINAL PROJECT DBE PARTICIPATION (Use for projects with any federal funding):

DBE Plan Goal	Proposed DBE Amount	Actual DBE Amount	Final DBE%
4.4%	\$111,011.97	\$151,934.92	6%

FINAL PROJECT M/WBE PARTICIPATION (Use for project with NO federal funding):

M/WBE Proposed Goal	Proposed M/WBE Amount	Actual M/WBE Amount	Final M/WBE%

FINAL PROJECT DELIVERABLES:

As-Built Plans (CADD/PDF Files)	M/W/DBE Forms (For Each Sub)	Monthly Reports (Attach All)	Project Photos (Digital Aerial Photo)	Updated ALP (CADD/PDF Files)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CERTIFICATION FOR FINAL PROJECT ACCEPTANCE:

I hereby certify that:

1) the information noted herein is true and accurate; 2) the project was completed to my satisfaction in conformance with applicable federal, state, and local laws, rules, regulations, and funding program guidelines; and 3) state funds have been requested and will be distributed as noted above in accordance with applicable funding program guidelines.

Aeronautics Grant Summary

Grant No.:	
Original Amount:	\$
Final Share:	\$
Grant Balance:	\$
Amendment:	\$

Signature of Airport Sponsor

NAC CHAIRMAN
Title of Airport Sponsor

Date

1/21/20