

**PEASE DEVELOPMENT AUTHORITY ("PDA")  
BOARD OF DIRECTORS MEETING  
MINUTES**

**Thursday, August 13, 2015**

Presiding: George M. Bald, Chairman  
Present: Robert A. Allard, Treasurer; John P. Bohenko; Margaret F. Lamson; Peter J. Loughlin,  
Vice Chairman; Robert F. Preston; and Franklin G. Torr  
Attending: David R. Mullen, PDA Executive Director; Lynn Marie Hinchee, PDA General Counsel;  
PDA staff members; members of the public;

**I. Call to Order**

Chairman Bald called the meeting to order at 8:07 a.m. in the Board conference room at 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire.

**II. Acceptance of Meeting Minutes: June 15, 2015**

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the June 15, 2015 Board meeting.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**III. Public Comment**

Bob Hassold, Chairman of Promote Our Port, ("POP") made comments regarding: POP's interest in the Market Street Terminal activities; PDA Board's vision for developing the Tradeport; and the Board's need to have a vision for development of the Market Street Terminal; upgrades to the Tradeport including the multi-use path. Director Lamson commended Director Loughlin for his efforts regarding the landscaping of the Tradeport. Director Loughlin noted that numerous people were involved in developing the Tradeport. Mr. Hassold commended the Board for their efforts in developing the Tradeport and asked that the Board work with POP on developing the Market Street Terminal.

**IV. Old Business**

No old business was presented.

**V. Golf Committee Report**

Director Bohenko, Golf Committee Chair, reported that the Golf Committee met at the Pease Golf Course on August 12, 2015. The Committee reviewed a memorandum prepared at the Chairman's request regarding the release of real property. The Committee then reviewed the proposed golf course clubhouse kitchen modifications budgeted at \$225,000 needed to accommodate the increased restaurant business, the restaurant commission schedule, and the project debt repayment. The Committee recommended that the contract for restaurant operations with John Tinios/Galley Hatch be extended for a three year period and that the commission rate be changed from a performance based scale to a flat rate of 17% of the restaurant gross sales effective November 1, 2016. Director Bohenko commended and thanked David Mullen, PDA Executive Director, and PDA staff for their efforts on the kitchen project. The Committee also recommended the purchase of a tractor for use by the Golf Course Maintenance Department. Director Preston informed the Board that John Tinios/Galley Hatch has worked with PDA for a number of years and the restaurant is a good asset to the PDA and the State. Director Preston is pleased with contract. Director Allard is pleased with Mr. Tinios' restaurant operations. The restaurant provides a good product and has worked well for the Tradeport. Director Allard felt that a fair contract was negotiated. Director Lamson noted that the restaurant is well maintained and she commended Scott DeVito, PGA General Manager, for all of his efforts at the Golf Course.

## 1. Pease Golf Course Clubhouse Kitchen Modifications

Director Preston moved and Director Allard seconded that **In consideration of Pease Development Authority (PDA) making improvements to the kitchen at the Pease Golf Course Clubhouse to improve operational efficiencies and in accordance with the recommendation of the PDA Golf Committee, the Board of Directors hereby authorizes the Executive Director to enter into an Amendment No. 3 to the Food and Beverage Service Concession Agreement at Pease Golf Course with Galley Hatch Restaurant, Inc., d/b/a Grill 28 on the following terms and conditions:**

1. **Extend the Agreement for a period of three years commencing November 1, 2016 through October 31, 2019 with the applicable fee on gross sales being set at 17% for the entire three year time period;**
2. **Include one (1) one (1) year option to extend the Agreement from November 1, 2019 through October 31, 2020 on the same terms and conditions as years 2016 through 2019.**
3. **Delete Galley Hatch's early termination rights effective immediately through October 31, 2019 but reinstate the right on terms and conditions set forth in Amendment No. 2 to the Agreement for the Option period; and**
4. **All other terms and conditions of the Agreement, except as otherwise amended, remaining in full force and effect. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

### B. Approvals

#### 1. PDA Golf Course – Tractor

Director Preston moved and Director Lamson seconded that **In accordance with the recommendation of the Pease Golf Committee, the PDA Board of Directors hereby authorizes the Executive Director to enter into a contract with James R. Rosencrantz & Sons, Inc. of Kensington, NH, for the purchase and delivery of a diesel tractor for use by the Pease Golf Course Maintenance Department in a total amount not to exceed \$34,750.00; all in accordance with the memorandum from Scott DeVito, PGA General Manager, dated August 4, 2015 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

## VI. Finance

### A. Financial Reports

#### 1. Operating Results for Twelve Month Period Ending June 30, 2015

Irv Canner, PDA Director of Finance, reported on the status of the PDA FY 2015 finances for the twelve period ending June 30, 2015. The report is preliminary as the FY 2015 accounting books have not closed. The annual external audit will begin on September 8, 2015. Revenues are on budget and expenses are slightly under budget by 3.7%. The net operating income is \$2.4 million (above budget by approximately \$400,000). PDA received approximately \$13.9 million in revenues including fee revenues from the Golf Course and wharfage/dockage at the Market Street Terminal, which were both above budget. Grill 28 concession revenues are also above budget with the restaurant experiencing its highest one month gross sales in July, 2015. Mr. Canner reviewed the wages and benefits. The number of seasonal employees have started to reduce as the summer season draws to a close. Three positions remain open on the organizational chart. Utilities are over budget due in part to increased electricity consumption. Fuel expenses are lower for the period. Mr. Canner reviewed the balance sheet and the variances including construction costs, debt repayment of the fixed loan with Provident Bank, and use of the revolving line of credit (which will continue to be used for non-grant related projects). The Business Units analysis showed that enplanements at Portsmouth International Airport at Pease have exceeded

21,000 for the calendar year. Skyhaven Airport will end the fiscal year with an operating loss of approximately \$109,000. Revenues at Skyhaven were lower due in part to hangar vacancies and lower fuel sales. With the completion of the runway work at Skyhaven, fuel sales have begun to increase. Since the transfer of Skyhaven Airport to PDA, PDA has funded \$1.5 million in an operating deficiency including capital improvements, and operations and maintenance. Director Bohenko confirmed that the deficiency is part of the PDA balance sheet and affects PDA's net position. Director Bohenko suggested that a letter be sent to the State outlining PDA's activities and support of Skyhaven. Director Allard felt it is important that the State understand what PDA has done for Skyhaven. Chairman Bald felt that PDA's efforts at Skyhaven are beneficial to the State and that Skyhaven is very well run. Mr. Canner reported that capital improvements of \$4.3 million (grant and non-grant funded) have been done at Skyhaven. Director Lamson agreed that a letter should be sent to the State. Chairman Bald felt that a letter would be a good reminder to the State of PDA's work and he will have a letter sent.

Mr. Canner reviewed the Golf Course operations. Rounds of golf are 30% ahead for the same period last year; and fee revenues have increased. PDA netted approximately \$73,000 from bar and grill sales for FY 2015 based on approximately \$1.423 million in gross sales. Bar and grill sales for July, 2015 was approximately \$176,000. Simulator revenues were also ahead of last year's. The Division of Ports and Harbors unrestricted funds' operating revenues and operating expenses for the period are equal. The Rye Harbor and Hampton Harbor marinas operated at a loss while the Market Street Terminal revenues operated at a profit which offset the marinas' losses. The Revolving Loan fund, ("RLF") a restricted fund, has seen an increase in loan repayments. The RLF currently has 68% of its available funds out in loans. To avoid sequestration of funds, the total loan portfolio ratio must be at 75%. Director Allard asked how long the RLF sequestered funds can be held. Mr. Canner reported that the loan ratio must be brought up to 75% within two years the already sequestered funds would be withdrawn. Mr. Canner reported that a loan is pending that should help correct the imbalance. If the loan goes through, PDA will request a release of the sequestered funds of \$43,000.

Director Bohenko questioned the composition of the Statement of Net Position reports. Mr. Canner had compiled the reports to show the importance of segment reporting. An appendix will be added to PDA's FY 2015 certified financial statements that contains the supplemental reports and show the breakdown. Director Bohenko and Mr. Canner discussed how the reports reflect the PDA's overall financial position. Mr. Canner confirmed that the supplemental statements will be included in the certified financial statements to provide a clearer picture of PDA's financial position.

## **2. Nine Month Cash Flow Projections to April 30, 2016**

Mr. Canner reviewed PDA cash flow projections for the nine month period ending April 30, 2016. Mr. Canner reviewed the status of PDA revolving line of credit and that PDA's fixed debts. During the next nine months, PDA expects to spend \$4.1 million in capital expenditures to be paid for with grant and non-grant funds. Projects include completion of the Skyhaven Airport runway, improvements to the Pease Airport Terminal bathrooms, and the Terminal roof. PDA expects to receive approximately \$2.3 million in grant funds during this period. Mr. Canner reviewed some of the proposed projects including the Golf Course clubhouse kitchen modifications. Director Bohenko asked that the Finance Committee discuss the Division of Ports and Harbors' cash flow schedules.

## **VII. Licenses/Easements/Rights of Way/Options**

### **A. Approvals**

#### **1. Georgia-Pacific Gypsum, LLC – ROE Extension**

Director Lamson moved and Director Loughlin seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute an extension to the Right of Entry with Georgia-Pacific Gypsum, LLC consistent with the FAA letters of approval**

dated April 8 and July 21, 2015 (attached) for use of a portion of the North Apron to store trailers. The Right of Entry shall be extended for a period of six (6) months beginning October 5, 2015 through April 5, 2016 on the same terms and conditions set forth in the Right of Entry dated March 31, 2015 attached hereto. Discussion: Director Allard asked when the Air Guard expansion on their hangars will begin. Mr. Mullen expects the work to begin this year. Disposition: Resolved by unanimous vote for; motion carried.

## VIII. Leases

### A. Reports

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements", Mr. Mullen reported on the following subleases:

#### 1. Pioneer New Hampshire, LLC

Pioneer New Hampshire, LLC entered into subleases with: a) Lonza Biologics, Inc. for 5,535 square feet at 110 Corporate Drive on a month to month term basis; and b) ASCA, Inc. for 2,000 square feet at 112 Corporate Drive for a base term of three years. Director Lamson approved the subleases.

#### 2. 200 International, LP

200 International, LP entered into a sublease with Tradeport Counseling and Mediation Associates for 1,896 square feet at 200 International Drive for a base term of five years. Director Lamson approved the sublease.

#### 3. Two International Group, LLC

Two International Group, LLC entered into a sublease with Advanced Patient Advocacy, LLC at 2 International Drive for 20,314 square feet for a base term of five years. Director Lamson approved the sublease.

### B. Approvals

#### 1. Port City Air, Inc. – Hangar 229 Lease Agreement

Director Bohenko moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to complete negotiations and enter into Lease Agreement with Port City Air, Inc. (or its nominee) for Hangar 229; all in accordance with the memorandum of David R. Mullen, Executive Director, dated July 30, 2015 attached hereto.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

#### 2. Port City Air Leasing, Inc. – Multi-Hangar Lease Amendment

Director Allard moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into Lease Amendment No. 1 with Port City Air Leasing, Inc. (or its nominee) for Hangars 205, 212, and 213 ("multi-hangars"); all in accordance with the memorandum of David R. Mullen, Executive Director, dated July 30, 2015 attached hereto.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

### 3. Port City Air, Inc. – Fuel Farm Lease Amendment

Director Loughlin moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to complete negotiations and enter into Lease Amendment No. 4 with Port City Air, Inc. (or its nominee) for the fuel farm facility located behind Hangar 227; all in accordance with the memorandum of David R. Mullen, Executive Director, dated July 30, 2015 attached hereto.** Discussion: Director Lamson asked about the location of the fuel farm. Robert Jesurum, of Port City Air, Inc., informed the Board that the fuel farm is located adjacent to Hangar 227 (the former Pan Am hangar). Port City Air also has a fuel farm located at 104 Grafton Drive. Disposition: Resolved by unanimous vote for; motion carried.

## IX. Signs

### A. Approvals

#### 1. Andover Healthcare, Inc. – 130 International Drive

Director Torr moved and Director Preston seconded that **The Pease Development Authority Board of Directors hereby approves of the proposed sign by Castlerock, LLC for Andover Healthcare, Inc. at 130 International Drive; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated July 24, 2015 and attached hereto.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

#### 2. Loftware, Inc. – 249 Corporate Drive

Director Preston moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of the proposed sign by 249 Corporate Drive, LLC for Loftware, Inc. at 249 Corporate Drive; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated July 2, 2015 and attached hereto.** Discussion: Director Loughlin commended Maria Stowell, PDA Manager – Engineering, and PDA staff for the oversight of the signs on the Tradeport. Chairman Bald noted that it is the staff's attention to detail that keeps the Tradeport looking good. Disposition: Resolved by unanimous vote for; motion carried.

#### 3. IPSUMM, Inc. – 68 New Hampshire Avenue

Director Lamson moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of the proposed sign by Cinthesys Real Estate Management, LLC for IPSUMM, Inc. at 68 New Hampshire Avenue; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated August 5, 2015 and attached hereto.** Discussion: Ms Stowell presented a revised drawing of the sign that showed a minor modification to the sign's border. Disposition: Resolved by unanimous vote for; motion carried.

## X. Contracts/Agreements

### A. Reports

In accordance with Article 3.9.1.1 of the PDA Bylaws, Mr. Mullen reported that PDA entered into the following contracts:

#### 1. Fishnet Media, LLC – Golf Course Website

PDA contracted with Fishnet Media, LLC for work on the Pease Golf Course website. The expenditure of \$9,750.00 was an approved budget item.

## **2. Four Seasons Fence – Perimeter Fence Pedestrian Gate**

PDA contracted with Four Seasons Fence for the purchase and installation of materials to connect the Airport perimeter chain link fence to a new pedestrian gate. The expenditure of \$1,600 was approved by Vice Chairman Loughlin.

## **3. CR Gray – Welcome Signs**

PDA contracted with CR Gray (Stone carver) for the purchase and installation of two granite signs, one located on Exeter Street and one located at the new Arboretum Drive entrance. The expenditure of \$9,878.00 was approved by Vice Chairman Loughlin. Discussion: Mr. Mullen informed the Board that a correction needs to be made to the Exeter Street sign and will not be installed until early October. Director Lamson confirmed the location of the new sign on Arboretum Drive.

## **4. Honeywell Building Solutions – Camera Parts**

PDA contracted with Honeywell Building Solutions for the provision and installation of repair parts to a video surveillance camera used at the Airport Terminal. The expenditure of \$3,725.00 was approved by Vice Chairman Loughlin.

# **XI. Executive Director's Reports/Approvals**

## **A. Reports**

### **1. Golf Course Operations**

Scott DeVito, PGA General Manager, reported on the activities at the Golf Course. In July 10,398 rounds of golf were played which is the highest number of rounds ever played at Pease in a month. Aerifying of the greens will begin on August 24<sup>th</sup>. Nine functions are scheduled for September. After a late April start to the season, the activity at the Golf Course has been steady.

Director Bohenko asked for a report to be presented to the Board regarding the usage of the Blue Nine for this season and next season, including: revenues, expenses, costs of chemicals used to maintain the course; staffing costs; the revenues lost by not charging for carts used on the Blue Nine; and a comparison in terms of usage to the other two courses to determine the Blue 9's profitability. Mr. DeVito informed the Board that the point of service sales system tracks some of the information and he will coordinate with the Finance Department to prepare the report. Mr. DeVito noted that there are incentives to use the Blue 9 for tournament play and that there are golfers who regularly play the Blue 9.

### **2. Airport Operations**

Bill Hopper, Airport Manager, reported on the aviation activities.

#### **a) Skyhaven Airport**

Ground maintenance is ongoing. The runway extension is almost finished. Fuels sales have increased due to more planes flying due to lower fuel prices and that the renovated runway is open. Director Allard asked if all of the Skyhaven hangars are occupied. Mr. Hopper reported that the hangar rentals are going well. The hangars are being reviewed to see if renovations or replacements are needed.

#### **b) PSM**

Enplanements have decreased due to a reduced number of troop flights. Allegiant Airlines' Florida service is doing well. Allegiant will take a 6 week hiatus. New flights to Fort Lauderdale, Florida will begin in October. Flights to Punta Gorda and Sanford, Florida will resume in November.

Troop flights have increased in August.

Director Bohenko inquired about the C5 training flights that took place in mid-July. He asked if the aviation activities could be posted on PDA's website to give people information about the activities. Director Bohenko suggested that PDA should use Twitter to send out information to interested people. Director Lamson reported that she has also received inquiries from Newington residents about the aviation activities. Chairman Bald asked the Mr. Hopper work with IT to see what may be done to keep residents informed about aviation activities and report back to the Board.

Director Torr asked about the status of Mike Davis's project to rehabilitate the Jet-A fuel farm at Skyhaven Airport. Mr. Hopper reported that Mr. Davis is working with NH DES and Lakes Region Environmental to get the fuel farm on line.

**c) Noise Line Report  
(1) June, 2015**

Mr. Hopper reported that a total of 52 inquiries were made to the noise line in June, 2015. Forty-eight of the inquiries were related to helicopter activities (including 23 inquiries from one resident); three inquiries from were related to fixed wing aircraft activity; and one e-mail with a derogatory comment was received.

**(2) July, 2015**

Mr. Hopper reported that a total of 88 inquiries were made to the noise line in July, 2015. Fifty-six of the inquiries were related to helicopter activities (with 40 inquiries from one resident) including a LifeFlight; thirty inquiries were related to fixed wing aircraft activity (with 13 inquiries from one resident); one inquiry was related to a copy of the Noise Exposure map; and one inquiry was related to the F-16s.

**B. Approvals**

**1. Allegiant Air – Marketing**

Director Preston moved and Director Torr seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend up to \$135,000 in matching funds in connection with the cooperative marketing program with Allegiant Air, LLC and further authorizes the expenditure of an additional \$65,000 in funds to be utilized in PDA's separate effort to promote Allegiant's passenger service as well as the Airport.** Discussion: Mr. Mullen informed the Board that on behalf of PDA, I Heart radio conducted a successful radio reverse marketing promotion in Florida for six weeks. As a result, the rental car activity for Florida passengers visiting the area doubled. Mr. Hopper has found that a number of Florida passengers are coming to the area to enjoy summer in New England. Disposition: Resolved by unanimous vote for; motion carried.

**2. Bills for Legal Services**

Director Loughlin moved and Director Allard seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$14,791.44 for legal services rendered to the Pease Development Authority by:**

|                                       |                    |
|---------------------------------------|--------------------|
| <b>1. Anderson &amp; Kreiger, LLP</b> | <b>\$14,791.44</b> |
| <b>Through June 30, 2015</b>          |                    |

Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**XII. Division of Ports and Harbors**

**A. Reports**

**1. Port Advisory Council**

Geno Marconi, Division Director, reported that the Port Advisory Council did not meet in August.

**2. Capital Budget Overview Committee – Expenditure Report**

Mr. Marconi reported the Capital Budget Overview Committee (“CBOC”) authorized the Division to spend up to \$50,000 from the Harbor Dredging and Pier Maintenance Fund for repairs to Division facilities as needed (subject to PDA Board approval). Repairs were made to the CCTV security system at the Hampton Harbor Marine facility that was damaged by lightning; and to the broken pilings at the Portsmouth Fish Pier. The CBOC has subsequently approved an additional expenditure of \$50,000 for repairs.

**3. Commercial Mooring for Hire Permit**

Mr. Marconi reported that in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of Commercial Mooring for Hire Permits”, PDA approved of the following Commercial Moorings for Hire permit:

| <u>Applicant</u>    | <u>Number of Permits</u> | <u>Business</u> | <u>Date of Approval</u> |
|---------------------|--------------------------|-----------------|-------------------------|
| Southend Yacht Club | 1                        | Marina          | 7/2/15                  |

**4. Commercial Mooring Transfer**

Mr. Marconi reported that in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of Mooring Permit Transfers”, commercial moorings were transferred for:

|                 | <u>Permit</u>   | <u>Business</u>    | <u>Date of Approval</u> |
|-----------------|-----------------|--------------------|-------------------------|
| Seabrook Harbor | No. 6089        | Commercial Fishing | 8/3/15                  |
| Transferor:     | Robert Tonkin   |                    |                         |
| Transferee:     | Mitchell Filson |                    |                         |

**5. Miscellaneous**

Mr. Marconi reported that the Port Committee will meet on August 27, 2015 at 8 a.m. at the Market Street Terminal office to meet with “Promote Our Port” regarding POP’s ideas for the Port. Director Preston questioned the losses at the marine facilities and the Portsmouth Fish Pier and wondered if fees should be increased. Mr. Marconi reported that the commercial and charter fishing businesses have reduced their activities due to the new fishing regulations. Recreational boating activity is also down. As a result of the reduced activities, parking revenues and fuel sales are also down. DPH will continue to monitor the situation.

**B. Approvals**

**1. Pda 700 – Conditional Approval**

Director Bohenko moved and Director Allard seconded that **In accordance with the provisions of RSA 541-A, Administrative Procedure Act, the PDA Board of Directors hereby amends Pda 700 Slip Permits; State-Owned Restricted Piers as conditionally approved by the Joint Legislative**



Committee on July 16, 2015 and adopts the Conditional Approval Response - Annotated Text 8-13-15 (attached hereto);

Further, the PDA Board of Directors hereby authorizes the Division Director to take any necessary or recommended action in accordance with RSA 541-A, in furtherance of this matter. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**2. Bills for Legal Services**

Director Torr moved and Director Lamson seconded that The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$861.50 for legal services rendered to the Division of Ports and Harbors by:

1. Sheehan Phinney Bass + Green  
Through June 30, 2015 \$861.50

Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**XIII. Special Events Report**

Marie Aleksy, PDA Paralegal, reported on the following special events that will take place on the Tradeport:

**1. Pedal for Paws – Bike Ride**

On Saturday, August 22, 2015, the Portsmouth Naval Shipyard Unions will sponsor a “Pedal for Paws” charity bicycle ride and a dog “meet and greet”. Funds raised will be used to support the Coheco Valley Humane Society programs.

**2. Bottomline Technologies – 5k Road Race**

On Saturday, September 12, 2015, Bottomline Technologies will sponsor a 5k road race. Funds raised will be used to support the Families First Health and Support Center programs.

**XIV. New Business**

No new business was brought before the Board.

**XV. Upcoming Meetings**

Chairman Bald announced that the following meetings were scheduled to be held:

|                    |                    |                               |
|--------------------|--------------------|-------------------------------|
| Port Committee     | August 27, 2015    | 8:00 a.m. (555 Market Street) |
| Finance Committee  | September 14, 2015 | 8:00 a.m.                     |
| Board of Directors | September 17, 2015 | 8:00 a.m.                     |

Discussion: Due to scheduling conflicts of Chairman Bald and Director Loughlin, the September Board meeting was cancelled. Director Lamson requested that the Finance Committee meeting be held as scheduled. After a review of Directors’ schedules and pending projects, the revised meeting schedule was set as follows:

|                    |                         |                               |
|--------------------|-------------------------|-------------------------------|
| Port Committee     | August 27, 2015         | 8:00 a.m. (555 Market Street) |
| Finance Committee  | September 14, 2015      | 8:00 a.m.                     |
| Board of Directors | <u>October 15, 2015</u> | 8:00 a.m.                     |

All Meetings begin at 8 a.m. unless otherwise posted.

#### **XVI. Directors' Comments**

Director Bohenko asked that a presentation by the Citizens' Advisory Board and City of Portsmouth be put on the October Board meeting regarding the Haven Well. Director Bohenko reported that the City and PDA are working cooperatively on the EPA Section 330 claim regarding the Haven Well and the Air Force's responsibility for the treatment of the well. Director Bohenko reviewed the preliminary results of the related blood testing and felt the presentation would provide the Board with a better understanding of the matter.

Director Loughlin asked that the staff provide Chairman Bald with information to be included in the proposed letter to the State at the Chairman's discretion. Chairman Bald informed the Board that he will draft a letter that will include information about all of the PDA facilities.

Director Bohenko inquired again about the possibility of installing cameras in the Board room to record and live stream the Board meetings to give more people the opportunity to watch the meetings. Directors Preston and Lamson agreed with the idea. Chairman Bald asked that staff review the matter.

#### **XVII. Adjournment**

Director Allard moved and Director Bohenko seconded to **adjourn the Board meeting.** Discussion: None. Disposition: Resolved by unanimous vote; motion carried. Meeting adjourned at 9:25 a.m.

#### **XVIII. Press Questions**

No press attended the meeting.

Respectfully submitted,



David R. Mullen  
Executive Director/Secretary