

**PEASE DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
MINUTES**

**Thursday, December 17, 2015  
ANNUAL MEETING**

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 Deputy  
Director/General Counsel; PDA staff members; and members of the public;

**I. Call to Order**

Chairman Bald called the meeting to order at 9:30 a.m. in the Board conference room at 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire.

**II. Acceptance of Meeting Minutes: November 19, 2015**

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the November 19, 2015 Board meeting.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried. *Note: Director Bohenko arrived at 9:35 a.m.*

**III. Employee Recognitions**

David Mullen, Executive Director, and Tanya Coppeta, Employee Relations Manager, recognized the following PDA employees for their years of service:

**10 Years (clock)**

Ron Jodz	Finance Department
Lana LaRoche	Division of Ports and Harbors
Grant Nichols	Division of Ports and Harbors

**15 Year (certificate and \$50 bill)**

Bob Oxx	Maintenance Department
Johnnie Joplin	Maintenance Department

**20 Years (certificate, name entered on PDA plaque and \$100 bill)**

Andrew Pomeroy	Airport Operations
Geno Marconi	Division of Ports and Harbors
Al Norton	Maintenance Department
Ed McLaughlin	Maintenance Department

Ms. Coppeta commended PDA employees on their service longevity. Chairman Bald thanked all employees for their commitment and service to PDA and noted that the Tradeport is considered the best base closure transformation in the United States, which is due in large part to the PDA employees.

**IV. Public Comment**

There were no comments from the public.

## V. Old Business

### A. Approvals

#### 1. Pioneer New Hampshire, LLC – 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 execute Lease Amendment No. 2 to the Pioneer New Hampshire LLC Lease for the Premises located at 108 - 114 Corporate Drive to permit “Health Clubs” as an additional use; all in accordance with PDA’s Land Use Controls Section 303.05(b)(18) and the memorandum of Mark H. Gardner, PDA Deputy General Counsel dated December 4, 2015 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

#### 2. 25, 29 Retail LLC

Director Bohenko moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a lease amendment with 25, 29 Retail, LLC to drop the requirement to pay Building Area Rent on the vacant 26 Manchester Square facility retroactive to June 30, 2015 and to transition to the payment of Ground Area Rent on the entirety of 25, 29 Retail, LLC’s leased premises effective July 1, 2015, subject however to the following conditions:**

- 1.) The demolition of the 26 Manchester Square and 29 New Hampshire Avenue facilities and, 2.) the merger of the 26 Manchester Square property with the 25, 29 Retail, LLC property both to be completed in accordance within the time frames set forth in the correspondence of Attorney John Lyons dated December 11, 2015 and all other wise in accordance with memorandum of David R. Mullen, Executive Director dated December 11, 2015 which letter and memo are attached hereto.

Discussion: Mr. Mullen reported that as part of the 25, 29 Retail LLC Lease Agreement, HCA was scheduled to move from 26 Manchester Square to 25 New Hampshire Avenue. The amendment removes the penalty for HCA staying in 26 Manchester Square past the agreed vacancy date due to unforeseen circumstances. The 26 Manchester Square building and the 29 New Hampshire Avenue building will be demolished at the same time. Disposition: Resolved by unanimous vote for; motion carried.

## VI. Finance

### A. Financial Reports

#### 1. Operating Results for the Four Month Period Ending October 31, 2015

Irv Canner, PDA Director of Finance, reported on the status of the PDA FY 2016 finances for the four month period ending October 31, 2015. Operating revenues are over budget for the period by approximately 1.5%. Operating expenses remained under budget. Utilities are over budget for the period due, in part, to a City water bill; and professional services are under budget. Fuel sales including the Division of Ports and Harbors (“DPH”) facilities, are below budget in both revenues and expenses. Net operating income for the period is approximately \$1.8 million. Mr. Canner reviewed sources of revenues including facility rentals and golf course fees. Staffing numbers have reduced due to changes in the number of seasonal employees and the organizational chart contains two open positions. Electricity consumption is in line with the budget and staff continues to review electric services provider rates to find the best rates. Since June, the Balance Sheet shows a reduction in cash of \$425,000 due, in part, to repayment of the revolving line of credit. PDA expects to draw \$1.0 million from the line on credit on December 18. Mr. Canner reviewed how the increase in the Federal Reserve interest rate will affect

PDA's cost of borrowing. Mr. Canner reviewed grant funded and non-grant funded projects. The Business Units Analysis showed that there were 38,729 enplanements at the Portsmouth International Airport at Pease as of 11/30/15; revenues at Skyhaven Airport are ahead of budget due to increased fuel sales; rounds played at the Golf Course exceeded 50,000 rounds for the season with non-member rounds equal to approximately 70% of rounds played. Grill 28 bar and grill sales continue to exceed sales from the same period last year. The Statement of Net Position shows that there is no change in the pension liability and PDA's overall net deficit has improved since June 30, 2015. The operating deficit at DPH has also improved since June 30, 2015.

## **2. Nine Month Cash Flow Projections to August 31, 2016**

Mr. Canner reviewed PDA cash flow projections for the nine month period ending August 31, 2016. PDA anticipates drawing \$1.0 million from the Revolving Line of Credit in December and pay it off by the end of March, 2016. The \$5.0 million line of credit expires in December, 2016 and staff is reviewing PDA's upcoming financial requirements to determine if the line of credit needs to be renewed. Mr. Canner reviewed the capital projects, including \$1.3 million in grant funded projects and \$2.8 million in non-grant funded projects. Mr. Canner reviewed the cash flow at DPH and the effect of 2016 mooring permit revenues.

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

### **A. Approvals**

#### **1. Lonza Biologics, Inc. – 14 Aviation Avenue Parking**

Director Lamson moved and Director Preston seconded that **The Pease Development Board of Directors authorizes the Executive Director to execute a License Agreement with Lonza Biologics, Inc. ("Lonza") for the use of the parking area at 14 Aviation Avenue for Lonza employee parking. The License is for the period of January 1, 2016 through June 30, 2017; on substantially similar terms and conditions as set forth in the draft License attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

#### **2. Lonza Biologics, Inc. - 55 International Drive Parking**

Director Loughlin moved and Director Torr seconded that **The Pease Development Board of Directors authorizes the Executive Director to execute License Agreement Amendment No. 4 with Lonza Biologics, Inc. for the use of a portion of the parking area adjacent to 55 International Drive to extend the term of the License for a period of one (1) year from November 1, 2015 through October 31, 2016. Additionally, the Board approves a) the increase in the parking area square footage to include approximately 99 parking spaces (an increase of 12 spaces); and b) the increase of the License fee to \$866.22 per month made retroactive to December 9, 2015; and all in accordance with the memorandum of David R. Mullen, Executive Director, dated December 8, 2015 attached hereto.**

**This motion supersedes the authorization for License Amendment No. 4 granted by the Board on October 15, 2015. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

#### **3. UNH Professional Development – Wetlands Education**

Director Preston moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with UNH Professional Development & Training from January 1, 2016 through December 31, 2016, for the purpose of conducting wetland education classes on various areas on the Tradeport; on**

substantially the same terms and conditions set forth in the Right of Entry dated December 18, 2015 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

#### **4. Portsmouth Naval Shipyard – Emergency Vehicle Training**

Director Torr moved and Director Loughlin seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with Portsmouth Naval Shipyard - Security TRASUP from January 1, 2016 through December 31, 2016, for the purpose of conducting emergency vehicle operator’s training course on a portion of the North Apron; on substantially the same terms and conditions set forth in the Right of Entry dated December 18, 2015 and attached hereto.** Discussion: Director Lamson asked if there are any noise issues when the training takes place. Mr. Mullen confirmed that PDA has not received any noise complaints during past training sessions. Disposition: Resolved by unanimous vote for; motion carried.

#### **5. In Control Driving School – Right of Entry**

Director Allard moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with In Control Family Foundation, Inc. from January 1, 2016 through December 31, 2016, for the purpose of conducting closed course, hands-on crash prevention training on a portion of the North Apron, subject to FAA approval of the non-aviation use of the North Apron; and substantially on similar terms and conditions set forth in the draft Right of Entry dated December 18, 2015 attached hereto.** Discussion: None. 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. Two International Group, LLC**

Two International Group, LLC entered into a sublease with NRT New England, LLC dba Coldwell Banker Residential Brokerage for 5,607 square feet at 2 International Drive for a base term of five years. Director Lamson approved the sublease.

#### **B. Approvals**

##### **1. 73 Corporate Drive at Pease, LLC**

Director Bohenko moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a Lease Agreement with 73 Corporate Drive at Pease, LLC for the Premises located at 73 Corporate Drive and to:**

**1. With the concurrence of General Counsel, complete negotiations and to execute a direct Lease Agreement with 73 Corporate, or its nominee, on substantially the terms and conditions of the Hodges Sublease, and with such modifications including the Options as have been set forth in the Memorandum from David R. Mullen, Executive Director, dated December 9, 2015, attached hereto;**

**2. Complete negotiations and to approve execution of a Consent of Sublessor and**

**Agreement concerning Assignment of the Sublease (“Consent”) by and between PDA, Hodges and 73 Corporate, or its nominee; and**

**3. Authorize and approve such other action(s) and the execution of such other document(s) as the Executive Director and General Counsel deem necessary or advisable to facilitate the implementation of the transaction contemplated in said Memorandum. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

**IX. Signs**

**A. Reports**

**1. HAVEN – 20 International Drive**

In accordance with the “Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs”, Mr. Mullen reported that PDA approved of the modification to exterior sign at 20 International Drive to insert the name of HAVEN, a new subtenant at 20 International Drive. Director Loughlin approved the sign modifications.

**X. Contracts/Agreements**

**A. Approvals**

**1. Cross Insurance – Policy Renewals**

Director Lamson moved and Director Preston seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to accept and bind insurance coverages for the Pease Development Authority to be provided by Cross Insurance Agency for the period of 12/31/15 through 12/31/16 in the projected amount of \$161,467.53; all in accordance with the Premium Summary and 2015 - 2016 Insurance Proposal attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

**2. Airport Planning and Engineering Consultants**

Director Preston moved and Director Loughlin seconded that **The Pease Development Board of Directors authorizes the Executive Director to execute contracts for the provision of Airport Planning and Engineering Services with:**

- a) Jacobs Engineering Group, Inc.;**
- b) Hoyle Tanner & Associates, Inc.; and**
- c) McFarland-Johnson, Inc.**

**Each contract is for a period of three (3) years with one (1) additional two (2) year option period exercisable at the Executive Director’s sole discretion; and all in accordance of the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated December 9, 2015 attached hereto. Discussion: Director Lamson complimented Maria Stowell and Bill Hopper for their explanation of the selection process. Disposition: Resolved by unanimous vote for; motion carried.**

**3. Airport Terminal – Engineering Services/Materials Survey**

Director Loughlin moved and Director Lamson seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into contracts with:**

- 1. H. L. Turner Group, PDA’s on-call architectural engineering consultant, in an amount not to exceed \$33,900; and**

2. RPF Environmental, Inc. (RPF) in an amount not to exceed \$12,600;

for engineering services for improvements to the PSM Airport Terminal building; all in accordance with the terms and conditions set forth in the memorandum from Maria J. Stowell, P.E., Manager - Engineering dated December 9, 2015 attached hereto.

In accordance, with the provisions of RSA 12-G:8, VIII the Board waives the RFP requirement for RPF based upon the following justification:

1. RPF is a vendor selected by the State of New Hampshire in accordance with its procurement regulations.

Note: This motion requires 5 affirmative votes. Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.

4. Twinns Janitorial

Director Torr moved and Director Preston seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a Contract with Twinns Janitorial ("Twinns") of Dover, NH for janitorial services at PDA facilities for a period of three (3) years with two (2) one (1) year options exercisable at the sole discretion of the Executive Director; all in accordance with the terms and conditions set forth in the memorandum from Maria J. Stowell, P.E., Manager - Engineering dated December 9, 2015 attached hereto.

In accordance, with the provisions of RSA 12-G:8, VIII the Board waives the RFP requirement based upon the following justification:

1. Twinns is a vendor selected by the State of New Hampshire in accordance with its procurement regulations.

Note: This motion requires 5 affirmative votes. Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.

5. Loader Ramp Plow

Director Lamson moved and Director Loughlin seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a contract with Chadwick-Baross, Inc. of Concord, NH, and to expend funds in a total amount not to exceed \$21,900 for the purchase of one 2015 Loader Ramp Plow for use by the PDA Maintenance; all in accordance with the memorandum from Joseph W. McPherson, Facilities Resource Manager, dated December 9, 2015 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

6. Runway Deicer – Solid

Director Lamson moved and Director Allard seconded that The Pease Development Authority Board of Directors hereby approves and authorizes the Executive Director to execute a contract with Nachurs Alpine Solutions Industrial of Marion, OH, for the purpose of purchasing sodium formate based runway deicing solid at the price of \$0.708 per pound for a period of one (1) year beginning December 1, 2015; all otherwise in accordance with the memorandum of K. William Hopper, Airport Manager, dated December 8, 2015 attached hereto. Discussion: Director Lamson

confirmed that Nachurs previously provided products to PDA. Director Bohenko inquired about how much product was used last year. Director Allard confirmed that PDA paid \$.74 per pound last year. Disposition: Resolved by unanimous vote for; motion carried.

#### 7. Runway Deicer – Liquid

Director Preston moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves and authorizes the Executive Director to execute a contract with Nachurs Alpine Solutions Industrial of Marion, OH, for the purpose of purchasing potassium acetate based runway deicing liquid at a price of \$4,605 per gallon for a period of one (1) year beginning December 1, 2015; all otherwise in accordance with the memorandum of K. William Hopper, Airport Manager, dated December 8, 2015, attached hereto.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

#### 8. FAA Approved Runway Sand

Director Bohenko moved and Director Lamson seconded that **The Pease Development Authority Board of Directors approves and authorizes the Executive Director to execute a contract with Holliston Sand & Gravel (“Holliston”) of Slatersville, RI, for the period of December 1, 2015 through May 31, 2016 for the purpose of providing FAA approved runway sand for the Airport runways at the price of \$94.03 per ton; in accordance with the memo from K. William Hopper, Airport Manager, dated December 10, 2015, attached hereto.**

In accordance, with the provisions of RSA 12-G:8, VIII the Board waives the RFP requirement based upon the following justification:

1. No bids were submitted in response to the advertisement for bids;
2. Only FAA approved runway sand may be used on the runways;
3. Holliston has provided FAA approved runway sand to the PDA continually since December, 2009 and can provide PDA with sand for the upcoming winter season.

**Note: This motion requires 5 affirmative votes.** Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.

### XI. Executive Director’s Reports/Approvals

#### A. Reports

##### 1. PDA Holiday Schedule

Chairman Bald reported that PDA employees will observe the following holidays in 2016:

New Year’s Day	Friday	January 1, 2016
Martin Luther King/Civil Rights Day	Monday	January 18, 2016
Presidents’ Day	Monday	February 15, 2016
Memorial Day (Observed)	Monday	May 30, 2016
Independence Day	Monday	July 4, 2016
Labor Day	Monday	September 5, 2016
Columbus Day (Observed)	Monday	October 10, 2016
Veterans’ Day	Friday	November 11, 2016
Thanksgiving	Thursday	November 24, 2016

Day after Thanksgiving  
Christmas Day (Observed)

Friday  
Monday

November 25, 2016  
December 26, 2016

Mr. Mullen informed the Board that qualified employees are also eligible to take one floating holiday per year.

## 2. Elections

Mr. Mullen informed the Board that in accordance with Article III, Section 3.4 of the PDA By-Laws, the Vice Chairman and Treasurer for 2015 need to be elected:

### A. Vice Chairman

Director Bohenko moved the motion and Director Preston seconded that **Peter Loughlin be elected as Vice-Chairman of the Pease Development Authority.** Discussion: None. Disposition: Resolved by unanimous vote: motion carried.

### B. Treasurer

Director Lamson moved the motion and Director Torr seconded that **Robert Allard be elected as Treasurer of the Pease Development Authority.** Discussion: None. Disposition: Resolved by unanimous vote: motion carried.

## 3. Committee Appointments

Chairman Bald appointed Directors to the following Committees:

### Standing Committees

#### Executive Committee

George Bald, Chair  
Peter Loughlin, Vice Chairman  
Robert Allard, Treasurer  
Staff Contact: Mullen/Hinchee

#### Marketing and Economic Development Committee

Peter Loughlin, Chair  
Robert Preston  
Frank Torr  
Staff Contact: Mullen

#### Finance Committee

Robert Allard, Chair  
John Bohenko  
Margaret Lamson  
Staff Contact: Mullen/Canner

#### Zoning Adjustment & Appeals Committee

Frank Torr, Chair  
Peter Loughlin  
George Bald  
Staff Contact: Hinchee/Stowell

#### Airport Committee

Robert Preston, Chair  
Robert Allard  
Margaret Lamson  
Staff Contact: Hopper/Stowell

### Ad Hoc Advisory Committees

#### Capital Improvement and Land Planning Committee

Peter Loughlin, Chair

#### Transportation Management Committee

Margaret Lamson, Chair



Robert Allard  
Frank Torr  
George Bald  
Staff Contact: Hinchee/Stowell

John Bohenko  
Frank Torr  
Staff Contact: Stowell

Golf Committee  
John Bohenko, Chair  
Robert Allard  
Robert Preston  
Staff Contact: Mullen/DeVito  
Staff Contact: Mullen/Marconi

Port Committee  
Peter Loughlin, Chair  
Frank Torr  
John Bohenko  
Ex Officio: Chair DPH Advisory Council

Audit Committee  
John Bohenko, Chair  
Peter Loughlin  
Robert Preston  
Staff Contact: Canner

Legal Bill Review  
George Bald, Chair  
Peter Loughlin  
Frank Torr  
Staff Contact: Hinchee

#### **4. Golf Course Operations**

Scott DeVito, PGA General Manager, reported on the activities at the Pease Golf Course. The new Golf Course website was launched. Advertisements including e-mail blasts and newspaper ads were put out to notify the public of the website. The Golf Course officially closed on November 30<sup>th</sup> with approximately 52,110 rounds of golf played. The Golf Course Maintenance staff is putting the course to bed for the winter. Mr. DeVito thanked the Golf Course Maintenance staff for a great season. Mr. DeVito recognized Tim Riese, Assistant Pro, for his recognition at the Junior Leader of the Year by the NH PGA chapter. Mr. Riese runs junior clinics at Pease, works with the Portsmouth Recreation Department, and ran a PGA Junior League in 2015. In response to Director Allard, Mr. DeVito reported that in a good weather season, the Golf Course could handle 55,000 rounds of golf. Director Preston commended the Golf Course staff for the use of the website and internet to promote the Golf Course.

#### **5. Airport Operations**

Bill Hopper, Airport Manager, reported on aviation activities. The lack of snow will allow the snow crews to spend the holidays with their families this year.

##### **a) Skyhaven Airport (DAW)**

Due to competitive purchasing and pricing, DAW has the lowest aviation fuel prices in the area. Due diligence is ongoing for the ramp project and is expected to begin in Spring, 2016.

##### **b) Portsmouth International Airport at Pease (PSM)**

Troop flights continue for a total of 34,390 enplanements as of October 30<sup>th</sup>. Allegiant Airlines has started its Punta Gorda and Fort Lauderdale, Florida flights. PDA is being proactive in getting out information regarding the use of drones. Director Allard confirmed that drones have to be registered with the FAA. In response to Director Preston, Mr. Hopper reported that the Fort Lauderdale flights are a little slow, but expected to increase. Sanford flights continue to do well and Punta Gorda passenger numbers are increasing.

c) **Noise Line Report**

Mr. Hopper reported the Noise Line received 42 inquiries in November from a total of six residences; 19 inquiries were related to helicopters and 23 inquiries were related to fixed wing aircraft. Director Lamson and Mr. Hopper reviewed the approach of flights over the Great Bay/Cochecho River area.

**B. Approvals**

**1. Voluntary Annual Leave Buy Back Program**

Director Loughlin moved and Director Lamson seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to implement a voluntary annual leave buyback program for qualified PDA employees on the terms and conditions set forth in the memorandum from David R. Mullen, Executive Director, dated December 7, 2015 and attached hereto.** 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 \$913.00 for legal services rendered to the Pease Development Authority by :**

1.	Kutak Rock, LLP*	\$	495.00*
	Through October 31 2015		
2.	Sheehan Phinney Bass + Green	\$	<u>418.00</u>
	Through October 31, 2015		
		<b>Total</b>	<b>\$913.00</b>
			<u>=====</u>

**\*Note: The City of Portsmouth will pay the remaining balance.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**XII. Division of Ports and Harbors**

Mr. Marconi reported that the Port Advisory Committee did not meet in December. Chairman Bald thanked Mr. Marconi for his work with a UNH undergraduate class regarding marketing opportunities at the Market Street Terminal. Chairman Bald advised UNH President Huddleston how appreciative PDA is for the collaborations of UNH and Pease. Mr. Marconi noted that Chairman Bald also participated in the project. The class provided some good suggestions that staff will review and bring to the Board at a later date for implementation.

Mr. Marconi reported that the good weather has been very helpful to the Long Bridge projects. Two shifts a day are working to drill pier supports and concrete is being poured. Cianbro has been a very good tenant.

**A. Approvals**

**1. Pda 300 – Amendment Revisions**

Director Loughlin moved and Director Torr seconded that **The Pease Development Board of Directors hereby approves the Initial Proposal for amendments to Administrative Rules Pda 300 Port Captains, Pilots and Pilotage, as attached. Said Initial Proposal supersedes the Pda 300 Initial**

**Proposal approved by the Board on November 19, 2015. The Board's prior authorization granted on November 19, 2015 to initiate the rulemaking process remains in full force and effect. Discussion:** None. **Disposition:** Resolved by unanimous vote for; motion carried.

## **2. Atlantic Fuels, Inc. – Right of Entry**

Director Preston moved and Director Allard seconded that **The Pease Development Board of Directors authorize the Executive Director to issue a Right of Entry to Atlantic Fuels, Inc. for the purpose of fuel dispensing pursuant to the terms and conditions set forth in the memorandum of Geno Marconi, Division Director, dated December 3, 2015 and attached hereto. Discussion:** Director Preston reported that a variance for fueling had been granted to a commercial operation that will allow fuel to be purchased directly from Atlantic Fuels. **Disposition:** Resolved by unanimous vote for; motion carried.

## **XIII. New Business**

Lynn Hinchee, Deputy Director/General Counsel, reported that Gigunda Group, a PDA subtenant operating as Galileo RMF, LLC, is sponsoring "Project Blanket". If a person reaches out to Project Blanket via e-mail with a name of a charitable organization, Project Blanket will distribute 24 blankets to the charity at no cost. Since its inception, Project Blanket has donated over 54,000 blankets.

## **XIV. Upcoming Meetings**

Chairman Bald presented a proposed meeting schedule for 2016 and asked that the Directors let Mr. Mullen know if there are any conflicts. All Meetings begin at 8 a.m. unless otherwise posted. Director Bohenko informed the Board that he will not be able to attend the proposed Finance Committee meeting on January 19<sup>th</sup>. Director Bohenko noted that due to complete information presented at the Board meeting, he felt that quarterly Finance Committee meetings would be sufficient.

## **XV. Directors' Comments**

Chairman Bald noted that December 17<sup>th</sup> is the first anniversary of former PDA Board Chairman Art Nickless's death. Mr. Nickless was a good friend to Chairman Bald and is missed very much. Chairman Bald is thankful for Mr. Nickless's friendship and leadership. Director Torr reported that a bench was dedicated to Mr. Nickless at the Rochester Country Club and a plaque was placed in Mr. Nickless's honor at the Rochester Senior Housing. Chairman Bald informed the Board that at the dedication of the bench, a friend shanked the ball and threw the golf club into the pond as Mr. Nickless had done in a moment of frustration.

Director Preston thanked the Staff for their efforts in compiling the Board package. Director Lamson agreed with Director Preston.

Director Bohenko asked that Staff look into setting up cameras to web stream the Board meetings and provide a video record of PDA meetings. Director Bohenko offered the assistance of COP staff. Director Loughlin felt web streaming would provide transparency. Director Preston asked that staff review the costs of implementation. Mr. Mullen reported that staff has previously reviewed the matter and will update the information and report back to the Board.

Chairman Bald wished all a happy holiday and a prosperous New Year. Director Lamson also extended good wishes for the holiday season.

**XVI. Adjournment**

Director Bohenko moved and Director Allard seconded to **adjourn the Board meeting**.  
Discussion: None. Disposition: Resolved by unanimous vote; motion carried. Meeting adjourned at 10:43 a.m.

**XVII. Press Questions**

Respectfully submitted,



David R. Mullen  
Executive Director/Secretary