

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

Thursday, April 24, 2014

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

I. Call to Order

Chairman Nickless called the meeting to order at 11:07 a.m. in the Board conference room, 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire.

II. Acceptance of Board Meeting Minutes: March 20, 2014

Director Loughlin moved and Director Lamson seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the March 20, 2014 Board meeting.** Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.

III. Public Comment

Tom Carroll, Nobles Island, Portsmouth, NH, made comments regarding: scrap metal operations at the Market Street Terminal ("Terminal"); fugitive rust dust problems; truck operations at the Terminal; dust suppression operations; Save Our Working Port ("SOWP") actions; proposed parking lot on the Terminal; redevelopment of Market Street and views to the river; maritime study for parking; and solutions to the environmental issues.

Director Lamson asked Director Bohenko if the City Council is interested in studying parking at the Market Street Terminal. Director Bohenko reported that the City Council has not taken a position on the parking. Director Bohenko provided the Board with information from SOWP regarding SOWP's proposal for parking at the Terminal. Director Bohenko advised SOWP that the Grimmel Industries, LLC ("Grimmel") contract is a policy decision for the Board. If the Grimmel contract is not extended, other options need to be explored within the statutory regulations for the operation of the Port. Director Bohenko requested that the Executive Director continue to explore all options for the use of the Port including temporary parking options.

Chairman Nickless expressed his concerns regarding the use of the Terminal for parking and the definition of "temporary". The Board and PDA staff needs to explore the matter more thoroughly. Chairman Nickless suggested that a Board workshop may be helpful.

IV. Old Business

A. Approvals

1. Optima Bank & Trust - Bank Account

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to open a banking account with Optima Bank & Trust (Optima) and incorporates the banking resolutions set forth in Optima's resolution form attached hereto.**

The following appointed official and employees are authorized to endorse all checks, drafts, depository agreements and/or other related bank documents in accordance with the powers so granted in the attached resolution form:

Robert Allard	Treasurer
David Mullen	Executive Director
Lynn Hinchee	General Counsel
Maria Stowell	Manager of Engineering

The authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of the revocation is presented. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

V. Finance Report

1. Operating Results for Eight Month Period Ending February 28, 2014

Irving Canner, Director of Finance reported on the status of PDA FY 2014 finances for the eight month period ending February 28, 2014. Operating revenues are in line with the budget. Mr. Canner reviewed the variances in the Buildings and Facilities Maintenance expenses (including the effect of winter snow removal operations) and the GSA account which resulted in operating costs exceeding the budget by approximately 8%. Mr. Canner reviewed various sources of revenues including fuel sales and Golf Course operations. Wages and benefits remain on budget. Summer seasonal employees are being hired for Golf Course and Division of Ports and Harbors' (DPH) operations. PDA cash balances have reduced by approximately \$3.1 million dollars since June 30, 2013 due to payment for capital projects, debt repayment, and increases in accounts payable. PDA has drawn from its short term line of credit as needed while awaiting FAA grant reimbursements. Mr. Canner reviewed some of the ongoing capital projects. A review of the business units' analyses showed that as of March 31, 2014, enplanements were 12,700. The Golf Course opened for the season in April and the simulator operations and the bar and grill revenues have increased by approximately 10% for the same period last year. DPH unrestricted funds includes approximately \$1.6 million in total revenues and operating expenses of \$1.7 million (excluding depreciation). The Revolving Loan Fund available loan funds balance is approximately \$43,000. The capital utilization rate is approximately 90%. With the next loan application, PDA may need to seek release of the sequestered funds held by EDA.

2. Nine Month Cash Flow Projections to December 31, 2014

Mr. Canner reviewed PDA cash flow projections for the nine month period ending December 31, 2014. PDA anticipates funding approximately \$9.6 million in capital improvements, including the Skyhaven Airport runway improvement project, the multi-use path project and the mitigation project at Portsmouth International Airport at Pease ("PSM"). Mr. Canner reviewed the effects of the timing of grant project reimbursements and the need to draw on the short term line of credit. Work has begun on the FY 2015 budgets. The Capital Improvement Plan for DPH through 2021 was filed with the State.

VI. Leases

A. Approvals

1. 25, 29 Retail, LLC

Director Loughlin moved and Director Lamson seconded that The PDA Board of Directors hereby authorizes the Executive Director to accept the personal guarantees of Cyrus W. Gregg and Daniel L. Plummer to guaranty the obligations, financial or otherwise, under the 25, 29, Retail, LLC lease and to enter into non-disturbance and subordination agreements as may be requested by lending institutions and

purchasers of condominium units within the 25, 29, Retail, LLC complex, subject however to the review and approval of all related documentation by PDA's General Counsel and all otherwise in accordance with the Memorandum of Mark H. Gardner, Deputy General Counsel dated April 16, 2014 and attached hereto. Discussion: David Mullen, Executive Director, reported that the agreement will protect PDA's interest in the event of a default. The agreement also accommodates the interests of the condominium unit owners and lenders. In response to Director Allard, Mr. Mullen explained that this is the first of such condominium agreements that PDA has dealt with. Mr. Mullen anticipates more in the future. Disposition: Resolved by unanimous vote; motion carried.

2. Seaside Associates Temporary and Permanent Placement, LLC

Director Lamson moved and Director Torr seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a two (2) year lease extension with Seaside Associates Temporary Permanent Placement, LLC for the continued use of the premises located at 16 Pease Boulevard; all otherwise in accordance with the April 15, 2014 memorandum from Irving Canner, Director of Finance attached hereto. Discussion: Mr. Mullen reported that the initial lease was for three years. The lease will be extended on a short term basis as the building may be used as a Pease Air Base museum in the future. Disposition: Resolved by 5 votes for; 1 abstention (Allard); motion carried.

VII. 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 contract:

1. Norris, Inc. – Fire Alarm Panel

PDA contracted with Norris, Inc, for the replacement of the fire alarm panel at the Snow Removal shed at Skyhaven Airport. Director Loughlin approved the expenditure of \$1,709.00.

In accordance with the "Delegation to Executive Director: Consent, Approval and Execution of Documents and Expenditures for Emergency Repairs", Mr. Mullen reported that PDA entered into the following contract:

1. Jerry's Electric, Inc.

PDA contracted with Jerry's Electric, Inc. to replace a transformer that controls the navigational aids on the PSM airfield. Chairman Nickless approved the expenditure of \$11,325.00

B. Approvals

1. Skyhaven Airport – Runway Project

Director Allard moved and Director Torr seconded that In connection with the Skyhaven Airport Runway Reconstruction project the Pease Development Authority Board of Directors authorizes the Executive Director to:

1. Award a contract to Pike Industries, Inc. in the amount of \$2,853,785.35 for the base bid and alternates 1, 3 and 5;

2. Amend the existing on-call services contract with Jacob's Engineering by adding construction phase engineering services in the amount of \$262,553.00;

3. Appropriate \$15,083.00 for a flight check plus other sponsor administrative items;
4. Accept from FAA a grant in the amount of \$2,818,278.56 (90% of \$3,131,421.00);
5. Accept from NH DOT a grant of \$156,571.03 (5% of \$3,131,421.00);
6. Allow PDA to contribute \$156,571.95 (5% of \$3,131,421.00).

Furthermore, contingent upon additional FAA and NH DOT grant funds being made available to PDA, the PDA Board of Directors hereby authorizes the Executive Director to:

1. Execute a change order to the Pike Industries contract in the amount of \$358,957.00 for add alternates 2 and 4;
2. Authorize the expenditure of \$300,000.00 to relocate overhead utilities;
3. Accept from FAA a grant amount of \$593,061.30 (90% of \$658,957.00);
4. Accept from NH DOT a grant amount of \$32,947.85 (5% of \$658,957.00);
5. Allow PDA to contribute \$32,947.85 (5% of \$658,957.00);

all otherwise in accordance with the memorandum of Kim W. Hopper, A.A.E., Airport Manager dated April 23, 2014 and attached hereto. Discussion: Director Bohenko questioned the time frame of the FAA grant reimbursement for the project. Mr. Canner informed the Board that PDA expects a 45 day turnaround for payment. Mr. Mullen informed the Board that NH DOT increased its project contribution from 2.5% to 5%. In response to Director Lamson, Maria Stowell, PDA Engineer – Manager explained that all bids calculations were reviewed and Pike was the lowest qualified bidder. Disposition: Resolved by unanimous vote; motion carried.

2. East Coast Heating & A/C Inc. – 55 International Drive Chiller Replacement

Director Bohenko moved and Director Torr seconded that The Pease Development Authority Board of Directors authorizes the Executive Director to execute an agreement with East Coast Heating and Air Conditioning, Inc. in the amount of \$69,650.00 for the purpose of the purchase and installation of a chiller for the air conditioning unit which services 55 International Drive, Portsmouth, NH; all in accordance with the memorandum of Mark H. Gardner, Deputy General Counsel, dated April 15, 2014, and attached hereto.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement based on the following reasons:

1. East Coast Heating and Air Conditioning, Inc. is PDA's on call HVAC service provider and was selected as part of a competitive request for bid process; and
2. In light of the onset of warm weather and the eight week lead time to order the equipment, time is of the essence. Note: This motion requires 5 affirmative votes.

Discussion: Mr. Mullen reported that are ongoing issues with the HVAC system and the old system needs to be replaced. PDA staff is doing some of the labor. Disposition: Resolved by unanimous roll call vote; motion carried.

VIII. Signs

A. Approvals

1. Teledyne DGO & FlexEnergy – 162 Corporate Drive

Director Torr moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby approves of the proposed sign for Teledyne DGO & FlexEnergy at 162 Corporate Drive; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated April 15, 2014 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.**

IX. Executive Director's Reports/Approvals

A. Reports

1. Golf Course Operations

Scott DeVito, PGA General Manager, reported on the activities at the Pease Golf Course. The revenue and usage during the past winter exceeded expectations. The driving range opened on April 11th. The Blue Course will open on April 25th for a total of 18 holes opened. Due to weather conditions, the Blue Course will use 2 – 3 temporary greens for a short period. Staff is working on getting the greens ready for a “banner year” of play. Director Bohenko reported that he has received compliments on the Golf Course staff. Mr. DeVito reported that a kick-off event for the lower 9 holes for season pass holders will be held on June 30, 2014. The course will be open to the public on July 1st. Chairman Nickless asked how the improvements weathered the winter. Mr. DeVito reported that the improvements and drainage worked very well. The first tournament on the new holes will be held on July 10th.

2. Airport Operations

Bill Hopper, Airport Manager, reported on aviation activities.

a) Skyhaven Airport (“DAW”)

The runway project is expected to begin in June. Runways will be closed for about 10 days. The project is expected to be completed by the end of November. The Wings and Wheels event sponsored by the Rochester Police Department will be held on June 14th. Funds raised support Jerry's Food Pantry in Rochester, NH. In response to Chairman Nickless, Ms. Stowell reported that the Rochester Planning Board was pleased with the plans and that PDA needs to go before the Rochester City Council regarding the easements.

b) Portsmouth International Airport at Pease (“PSM”)

The ASR project to repair concrete will begin on May 1, 2014. The Pease Greeters will celebrate its 700th flight on April 26, 2014. Members of the New England Patriots, Miss New Hampshire, Miss Teen NH, and Miss Teen CT greeted an earlier flight. The Brain Injury Association will hold a “Peasefest” on August 9, 2014 that will include an airplane pull and a 5k road race. The Noise Exposure map was made available on April 23, 2014 for a 30 day public comment review period. A public presentation on the map will be held on May 8, 2014. Director Lamson asked that Board members attend the meeting. NH Helicopters is seeking to expand services to include fixed wing operations. Director Lamson asked what type of planes will be used. Bruce Cultrera, NH Helicopters, reported that a single engine and twin engine Cessna planes will be used.

c) Noise Line Report

Mr. Hopper reported that in March there were four telephone calls to the Noise Line. One call came from Greenland about a late night flight; two calls were received regarding the C-5 flights; one call was about a

C-17 flight that departed the runway from the north; and one call was about a helicopter flying in Newington that disturbed neighborhood dogs.

B. Approvals

1. Clubhouse Patio Improvements

Director Bohenko moved and Director Lamson seconded that **The PDA Board of Directors hereby approves of the plan to expand the outdoor patio at the Pease Golf Course Clubhouse and authorizes the Executive Director to allocate a budget of \$35,000.00 to:**

- 1.) **enter into a contract Pine Brook Corporation, Inc. in the amount of \$5,360.00 to perform the patio floor expansion work;**
- 2.) **purchase LED battery lighting and accessories for the bar in the approximate amount of \$4,000.00; and**
- 3.) **enter into a contract with the lowest qualified bidder for the purchase patio furnishings in an amount not to exceed \$25,000.00;**

all in accordance with the memorandum of Scott DeVito, Pease Golf Course Manager, dated April 18, 2014 attached hereto. Discussion: Mr. Mullen informed the Board that the improvements will make the patio a destination for the public with food and bar service. Director Allard asked if a fan system will be installed to control insects. Mr. Mullen reported that mosquito repellant equipment and spraying will be used. Director Loughlin asked what is included in the expenditures. Mr. Mullen reported that the \$25,000 will cover all of the patio furnishings; and the \$10,000 is for the concrete and lighting. Mr. DeVito reported that the patio is open to all and that the restaurant will seat customers as needed and serviced by restaurant staff. Disposition: Resolved by unanimous vote; motion carried.

2. Skyhaven Hangar Rates

Director Torr moved and Director Allard seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to implement annual CPI adjustments effective at the start of each fiscal year to the T-Hangar rates at Skyhaven Airport in Rochester NH, subject to 1.) PDA staff completing an assessment of competing rates in the regional T-Hangar market, 2.) a determination that the market supports an increase and, 3.) the PDA Board approval of any proposed rate increases; all otherwise in accordance with the memorandum of Kim W. Hopper, A.A.E, Airport Manager dated April 16, 2014, and attached hereto. Discussion:** Chairman Nickless reported that the motion allows PDA to institute a CPI adjustment on an annual basis. Mr. Mullen reported that an increase is not necessary this year. Director Allard asked about what airports were used as the basis for competing rates. Mr. Mullen reported that the current rates are competitive and there is a wait list for hangar space. Mr. Hopper reported that due to the conditions of one hangar, there is available space in the hangar, but there is no interest in using the space. Staff is reviewing what needs to be done to improve the hanger. Director Torr reported that SAAC was advised that the rates would not be increased this year. Director Torr requested that a line item be included in the SAAC report regarding the capital expenditures that PDA has made at Skyhaven. Disposition: Resolved by unanimous vote; motion carried.

3. Bills for Legal Services

Director Allard moved and Director Torr seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$2,910.00 for legal services rendered to the Pease Development Authority by:**

1.	Anderson & Kreiger LLP Through February 28, 2014	\$1,620.00	
2.	Sheehan Phinney Bass + Green Through February 28, 2014	<u>\$1,290.00</u>	
			Total <u>\$2,910.00</u>

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

X. Division of Ports and Harbors

A. Division Director's Reports

1. Port Advisory Council

Geno Marconi, Division Director, reported that the Port Advisory Council on April 16, 2014. The Council reviewed ongoing projects at Division facilities. The Council is working on revising and amending the Council by-laws.

Note: Chairman Nickless left the room at 12:08 p.m. Vice-Chairman Loughlin conducted the meeting.

2. Commercial Moorings for Hire Mooring Permits

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 permits:

<u>Applicant</u>	<u>Number of Permits</u>	<u>Business</u>	<u>Date of Approval</u>
Bayview Marina, LLC	10	Marina	4/1/14
Theresa Cote	1	Shorefront tenant	4/1/14
Esther's Marina, LLC	1	Marina	4/1/14
Charles Felch	1	Shorefront tenant	4/1/14
Great Bay Marina	73	Marina	4/1/14
Great Bay Yacht Club	11	Yacht Club	4/1/14
Hampton River Boat Club	2	Boat Club	4/1/14
Phyllis Carableas Holt	1	Shorefront Tenant	4/1/14
Island Club New Castle, Inc.	1	Boat Club	4/1/14
Jackson Hill Condo Association 1		Shorefront Condo	4/1/14
Kittery Point Yacht Club	7	Yacht Club	4/1/14
Lamprey River Marina	6	Marina	4/1/14
Little Bay Marina	8	Marina	4/1/14
Matthew Metivier	1	Shorefront tenant	4/1/14
Mud Cove Boat Yard	1	Shorefront tenant	4/1/14
Dorothy Oliver	1	Shorefront tenant	4/1/14
Portsmouth Yacht Club	14	Yacht Club	4/1/14
Sagamore Landing Homeowners Assn	1	Shorefront Condo	4/1/14
Split Rock Cove Ltd	1	Shorefront tenant	4/1/14
Warpath Family Farm, Inc.	1	Shorefront tenant	4/1/14
Wentworth by the Sea Dockside Condominium Association	1	Shorefront Condo	4/1/14
Wentworth By the Sea Marina (Pier People LLC)	2	Marina	4/1/14

3. 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 Transferor: Transferee:	No. 7272 Luis Lima Joseph Lima	Commercial Fishing	4/1/14
Rye Harbor Transferor: Transferee:	No. 892 Derek Malila Charles Lamprey	Commercial Fishing	4/16/14

Director Allard asked if there were any problems with mooring permit applications. Mr. Marconi had a few inquiries regarding reconsideration requests, but has not received the necessary information for reconsideration. Mr. Marconi reviewed the mooring permit and wait lists processes. There are approximately 500 outstanding requests for mooring permits.

B. Approvals

1. Rights of Entry – Charter Boat Operations and Retail Facilities

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute Extensions of Rights of Entry for the Rye Harbor and Hampton Harbor marine facilities' charter boat operations and retail operations for the businesses listed and on the terms and conditions set forth in the memorandum from Geno J. Marconi, Division Director, dated March 31, 2014 attached hereto.** Disposition: Resolved by five votes for; motion carried.

2. F/V Aelin Mae – ROE/Charter Boat

Director Torr 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 F/V Aelin Mae Fishing Charters for marine charter vessel operations located at the Hampton Harbor Marine facility from June 1, 2014 through June 30, 2017; all in accordance with the terms and conditions set forth in the memo of Geno J. Marconi, Division Director, dated April 1, 2014, attached hereto.** Disposition: Resolved by five votes for; motion carried.

Note: Chairman Nickless returned to the meeting at 12:15 p.m.

3. Sea Fever Charters – ROE/Charter Boat and Retail Sales

Director Torr 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 Sea Fever Charters for the purpose of operating marine charter vessel service and a concession building for retail sales located at the Hampton Harbor Marine facility from June 1, 2014 through June 30, 2017; all otherwise in accordance with the terms and conditions set forth in the memo of Geno J. Marconi, Division Director, dated April 1, 2014, attached hereto.** Disposition: Resolved by unanimous vote; motion carried.

4. Nina May Fishing Charters – ROE/Charter Boat

Director Bohenko 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 F/V Nina May Fishing Charters for marine charter vessel operations located at the Hampton Harbor Marine facility from June 1, 2014 through June 30, 2017; all in accordance with the terms and conditions set forth in the memo of Geno J. Marconi, Division Director, dated April 17, 2014, attached hereto. Discussion: Director Loughlin abstained from the vote due to a conflict. Disposition: Resolved by five votes for; 1 abstention (Director Loughlin); motion carried.**

5. 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 \$15,785.00 for legal services rendered to the Division of Ports and Harbors by:**

1. Sheehan Phinney Bass + Green		
Through February 28, 2014	\$8,231.00	
Through March 31, 2014	\$5,756.00	
	\$1,798.00	
	Total	<u><u>\$15,785.00</u></u>

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

XI. New Business

Director Bohenko reported that with respect to the Sea-3 propane gas terminal expansion in Newington and the related use of railroad lines, he received a letter from Pat Ford regarding the use of rail lines through the Tradeport. Director Bohenko reported that the Portsmouth City Council has requested that the PDA also examine the reactivation of the railroad route through the Tradeport. Director Bohenko asked that if the use of the railroad lines should be reviewed to determine what rights of way are available so that the Board is informed before any policy decisions are made. Director Bohenko felt that PDA staff input is needed.

Chairman Nickless informed the Board that PDA has not taken a position on the use of the rail lines and no information was previously presented to the Board.

Director Lamson noted that the former Pease Redevelopment Commission (“PRC”) had looked into the use of railroad lines. Discussion continued regarding the location of rail lines and rail beds on the Tradeport. Ms. Stowell reported that NH DOT will remove some old rail ties as part of the mitigation for the Spaulding Turnpike project. Director Allard questioned if the FAA would allow PDA to put in railroad lines. Mr. Mullen reported that PDA could not do so and a third party would have to make the proposal. Director Lamson felt that the rail lines should not be the responsibility of individual municipalities. Lynn Hinchee, PDA General Counsel, advised the Board that PDA could participate if the expenditure of funds was directly and substantially related to the actual air transportation of passengers or property. The proposal would have to come from a third party. Director Lamson noted that the PRC reached the same conclusion as Attorney Hinchee. Chairman Nickless noted that the State is looking into preserving railroad rights of way. Director Bohenko requested that regarding the parking issue at the Port and the railroad lines issue, PDA staff should make a report to the Board outlining the Board’s options. Attorney Hinchee informed the Board that the restrictions regarding use of railroad lines is part of the FAA written regulations. Chairman Nickless asked that staff write a letter to the City of Portsmouth and Newington regarding the matters.

XII. Upcoming Meetings

Chairman Nickless reported that the following meetings are scheduled to be held on:

Finance Committee	May 12, 2014
Board Meeting	May 15, 2014
Audit Committee	June 17, 2014

All Board and Committee meetings begin at 8 a.m. unless otherwise posted. Chairman Nickless noted that the Board meeting may be rescheduled,

XIII. Directors' Comments

There were no comments from the Directors.

XIV. Non-Public Session

Director Allard moved and Director Bohenko seconded to **The Pease Development Authority Board of Directors will enter non-public session pursuant to:**

1. NHRSA 91-A:3, Paragraph II(d) for the purpose of discussing the acquisition, sale or lease of property;

Note: Roll call vote required. Discussion: None. **Disposition:** Resolved by unanimous roll call vote; motion carried. The Board entered into non-public session at 12:33 p.m. The Board returned to public session at 1:55 p.m.

XV. Adjournment

Director Loughlin moved and Director Lamson seconded to **adjourn the Board meeting.** **Discussion:** None. **Disposition:** Resolved by unanimous vote; motion carried. Meeting adjourned at 1:55 p.m.

XVI. Press Questions

No members of the press attended the meeting.

Respectfully submitted,



David R. Mullen
Executive Director/Secretary