

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

**Thursday, January 19, 2017**

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

**I. Call to Order**

Chairman Bald called the meeting to order at 8:34 a.m. in the Board conference room at 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire.

Chairman Bald announced that Director Bohenko was on medical leave and Director Allard was participating by telephone. *Note: Due to Director's Allard telephone participation, all votes would be taken by roll call.*

**II. Acceptance of Meeting Minutes: December 15, 2016**

Director Lamson moved and Director Loughlin seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the December 15, 2016 Board meeting.** Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.

**III. Public Comment**

There were no public comments. Director Lamson moved and Director Loughlin seconded that **The rules regarding public comment be suspended to allow public comments on upcoming agenda items.** Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.

Director Lamson introduced representatives from the Town of Newington ("TON") in attendance regarding the Airport Obstruction Removal matter including: Michael Marconi (TON Selectman); Chris Cross (TON Planning Board); Jim Weiner (TON Conservation Commission); John Ratigan (TON Counsel); and Lulu Pickering (TON resident).

**IV. Old Business**

**A. Reports**

**1. Spyglass Development, LLC**

Director Torr moved and Director Preston seconded that **the matter be tabled until the March 16, 2017 Board meeting.** Disposition: Resolved by unanimous roll call vote for; motion carried.

**B. Approvals**

**1. Airport Obstruction Removal**

Director Torr moved and Director Preston seconded that **Subject to incorporating plans submitted by Director Loughlin dated January 17, 2017 (attached hereto) to minimize, where possible, the impact of the obstruction removal work by selective cutting and the planting of new trees, the Pease Development Authority Board of Directors hereby approves of the airport obstruction removal and lighting project as presented on the associated drawings which plans are**

also attached hereto. In connection with implementing Director Loughlin's plans the Board approves of entering into a maintenance agreement with the Town of Newington in connection with caring for the plantings on PDA property located in the Town of Newington.

In undertaking this project the Board directs PDA staff to ensure FAA mandated slope surfaces are maintained.

The Board also authorizes the Executive Director to spend funds in an estimated amount of \$92,000 to provide wetland mitigation for the impacts of the obstruction removal and lighting project as a prerequisite to securing a wetlands permit all in accordance with the memorandum from Maria J. Stowell, P.E. – Manager - Engineering dated January 13, 2017 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. There remain uncertainties as to what mitigation projects will be approved and undertaken;
2. Submitting the grant application by the deadline is contingent upon completing the wetland mitigation projects and obtaining a wetlands permit.

**Note:** This motion requires a roll call vote in addition to 5 affirmative votes. Discussion: Director Torr questioned the costs of clear cutting versus selective cutting; if the FAA would approve of a selective cutting plan; and if TON will pay for replanting of trees. Maria Stowell, P.E., Manager – Engineering, reported there could be some additional costs for selective cutting; and that FAA will not pay for replanting of trees. Ms. Stowell reviewed the FAA's requirements regarding clear air surfaces.

Kimberly Peace and Mike Rogerson of Hoyle, Tanner and Associates ("HTA"), (PDA's consultants to the project), made a presentation on air surface obstruction project. In conjunction with the FAA, in 2009 HTA and PDA began with obstruction studies, review of TERPS and Part 77 surface requirements; and identification of air surface obstructions in the areas surrounding the runway of the PSM Airport; to create a plan for the removal of air surface obstructions including the cutting and removal of trees and the installation of a flashing red beacon light to alert pilots of the obstructions. HTA and PDA worked with TON Selectmen and Historic District Commission ("HDC") to identify impacted areas that needed protection and buffers to be established to reduce the impact. Wetland impacts were brought before the TON Conservation Commission. NHDES requested that PDA fund mitigation projects at a total cost of \$92,000 for the City of Portsmouth ("COP") and TON. Historic mapping of the project was reviewed in 2009 and presented to TON in 2011. HTA worked with TON and HDC regarding the NEPA process. TON was given a power point presentation of the project including the plan.

*Note: The Board and staff entered into a discussion regarding the project. Throughout the discussion, public comments (as compiled below) were taken.*

#### Board Discussion:

Director Lamson confirmed that TON Selectmen and HDC were made aware of the tree cutting project and noted that she was notified in September, 2015 of the beacon light. Director Loughlin reviewed his actions after he became aware of the proposed cutting in November, 2016, including a review of the sites and plans and the effect on the flight departure surface. After reviewing the options for selective cutting and clear cutting on areas he designated as N1 and N2 and reviewing areas that may be replanted to create buffers, Director Loughlin felt that there was willingness between PDA and TON to cut and mitigate. He believes the parties should work in good faith and he will support the motion as presented.

Ms. Stowell asked for clarification as to who would approve the cutting scheme. Discussion continued among Board members and staff and it was determined that PDA's forester would set the cutting plan. Chairman Bald thanked the TON Boards and Ms. Pickering for their efforts and stated that he felt that the issues can be resolved. The planting scheme will be brought to the Board for its review and approval.

Director Preston commended Director Loughlin for all of his efforts. Director Torr questioned who will address future tree growth problems if selective cutting is done. Ms. Stowell reviewed the forester's review of the areas suggested by Director Loughlin and McIntyre Road. Directors Loughlin and Torr confirmed that the cutting plan will be done according to PDA's forester's plan. Director Lamson noted that trees will be replanted on the scenic byway on Little Bay Road.

Ms. Stowell reviewed the bid process and application deadlines. Lynn Hinchee, PDA Deputy Director/General Counsel, confirmed that PDA will rely on PDA's forester to determine what work needs to be done as FAA may not accept selective cutting in the N6 area. PDA's forester will work with TON's forester, but that PDA's forester will make the final decision. Mr. Rogerson clarified that more than 30 trees need to be cut in N6 and explained the aerial photogrammetry interpretation process and concluded that there are more trees in the area than can be shown on cross sections. Director Loughlin reconfirmed that PDA will follow the PDA forester's plans regarding cutting. Director Lamson expressed her appreciation that the Board took the time to listen to TON's concerns and felt that the process could have been handled better.

#### Public Comment:

Jim Weiner (TON Conservation Commission) made comments regarding: Notifications to TON Boards and size of the project; the Conservation Commission's need to be kept informed of the projects and be allowed to review PDA bids.

LuLu Pickering (TON resident) made comments regarding: Discussions on negative impact of projects; mitigation alternatives; makeup of TON including businesses and residents; history of airport operations; lack of notice as direct abutter; access to information; Section 106 study; creation of buffer zones and use of buffer zones for recreation; lack of public input; need for more information before Board approves project; need for TON and PDA to work together on selective cutting and replanting of trees in N6. Ms. Pickering asked to serve on a study committee (if created).

Michael Marconi (TON Selectmen) made comments regarding: Director Loughlin's efforts and TON and PDA working together to resolve issues. Disposition: Resolved by unanimous roll call vote for; motion carried.

## **V. Airport Committee Report**

Director Preston, Committee Chair, reported that the Committee met on January 19, 2017 to review the application of CHI Aerospace Fuels, LLC to operate a flight school and provide flight training services at Portsmouth International Airport at Pease ("PSM"). The Committee recommended approval of the application.

### **A. Approvals**

#### **1. CHI Aerospace Fuels, LLC**

Director Allard moved and Director Lamson seconded that **In accordance with the recommendation of the Pease Development Authority Airport Committee, the PDA Board of Directors hereby approves of CHI Aerospace Fuel LLC dba CHI Aerospace's application to operate a flight school and provide flight training services at the Portsmouth International Airport at Pease; all in accordance with the memorandum of Andrew Pomeroy, Airport Operations**

**Manager, dated January 10, 2017 attached hereto. Note: Roll call vote required. Discussion:** None.  
**Disposition:** Resolved by unanimous roll call vote for; motion carried.

## VI. Marketing and Economic Development Committee Report

Director Loughlin, Committee Chair, reported that the Committee met on January 6, 2017, to review the proposed leasing of Hangar 227 by Royal Technical Group, Inc.

### A. Approvals

#### 1. Royal Technology Group, Inc. – Hangar 227

Director Lamson moved and Director Torr seconded that **In order to permit a full discussion of this matter, I make the following motion: The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to complete negotiations with Royal Technical Group, LLC (RTG) and to execute a Lease with RTG for Hangar 227 upon substantially similar terms and conditions of the document attached hereto as Draft 003 LMH – 1/18/17.** Discussion: Director Loughlin reviewed the possible ramifications to the Section 330 Indemnity regarding the Air Force's responsibility for hazardous waste cleanup on the Tradeport. Based on the Section 330 issues and the opinion letter of Attorney Barry Steinberg (PDA's outside counsel) regarding the proposed occupancy of Hangar 227 by RTG, Director Loughlin stated he supports businesses at the Tradeport, but would not support a motion for operations in the hangar at this time.

Director Preston discussed the terms of the motion and actions the FAA could take if RTG took occupancy of Hangar 227 now. Attorney Hinchee reported on the proposed lease terms; the process to obtain a Certificate of Occupancy from the City of Portsmouth; New Hampshire Department of Environmental Services' ("DES") recommendations of an air monitoring plan; and PDA's actions to protect the Air Force indemnification and remediation.

Attorney Hinchee informed the Board that: a) the decision is up to the Board based on all information presented; b) Governor Sununu has expressed an interest in the matter and the opinion letter was sent to the Governor; and c) Attorney Steinberg was available via telephone for consultation with the Board.

*Note: The Board and staff entered into a discussion regarding the project. Throughout the discussion, public comment (as compiled below) was taken.*

#### Discussion continued regarding:

- Tenant's action that could jeopardize PDA
- Receipt and evaluation of RTG's financial information
- PDA's fiduciary responsibilities
- Putting pressure on Air Force for clean up
- Air Force pilot study program and testing schedule
- Long term remediation
- Determination of types of contaminants in Hangar 227
- Potential loss of indemnification due to tenant fit-up
- RTG's need to move ahead with project
- Purview of Air Force to decide occupancy
- Air Force's opinion that Hangar 227 should be used for storage only
- Safety study not included in FAA certification
- Purchasing of chemicals on-line
- Indemnification statutes monitored by Air Force and Department of Defense

- The Conservation Law Foundation action and the Air Force's indemnification for PFOA and PFOS
- Air Force's 2013 and July, 2016 letters regarding use and occupancy of building
- PDA's liability and fiduciary responsibilities
- Loss of indemnification risk should be avoided
- PDA's continued efforts regarding cleanups
- PDA's desire for jobs and need to have clean sites
- Terms of lease

Director Preston asked Mr. Formella to advise Governor Sununu that the PDA is listening. Director Loughlin felt that the decision on the matter was not an easy one to make as PDA wants jobs but the loss of the Air Force indemnification is a risk that needs to be avoided. Director Torr felt that the Board should listen to its counsel as PDA has a major responsibility and more information needs to be provided. Director Lamson noted that PDA has worked on clean-up issues for a very long time. PDA wants jobs but it must uphold its fiduciary responsibilities. Director Lamson would like Governor Sununu to tour the Tradeport.

Attorney Hinchee informed the Board that the lease is self-effectuating and PDA staff would not be involved in the process once the lease comes out of escrow and a certificate of occupancy is issued. DES reported that it does not have jurisdiction to preclude occupancy and that occupancy is at the sole discretion of PDA. After the Air Force pilot study is completed, DES could shut down the operations if there are serious issues.

Public Comment:

Attorney John Formella, Counsel to Governor Sununu:

Attorney Formella informed the Board that the opinion letter was reviewed by Governor Sununu and Attorney Formella and the matter was discussed with DES. The Governor believes the issues can be managed and that there are risks; however, the Board should weigh the risk of leasing the hangar against RTG's willingness to cooperate with monitoring and remediation. If RTG is willing and able to take the necessary steps to manage the risks, then risks outlined in the opinion letter may not be a factor in the Board's decision. The decision is up to the Board, but the Governor's office as a state agency is working with PDA.

The Board should rely on its own counsel. If the Board is comfortable that RTG will take the necessary steps to manage the risks, then the risk to PDA is lower. NH DES has no issues with occupancy so long as RTG takes the necessary steps to alleviate the risks. The Board should consult with Attorney Steinberg before relying on the opinion letter.

Attorney Formella questioned what information the Air Force pilot study will provide and how to move forward if the tenant can manage the risk and how does PDA exercise due care. Attorney Formella felt that the opinion letter is a conservative opinion. The Governor wants to ensure that all issues are addressed and is confident that the project can go forward.

Markus Ebert, Royal Technical Group, Inc.:

Mr. Ebert discussed: the Air Force's opinion regarding occupancy with the exception of Tower D and the status of the remediation plan; RTG is an FAA certified company and business will be overseen by FAA; the Chemicals contained in Hangar 227 are not used by RTG and will not affect PDA's Section 330 indemnity; there are no examples where a Section 330 indemnity has been denied in any BRAC facility. Mr. Ebert informed the Board that RTG conducted engineering studies and it was determined

that there are no issues with occupancy; and that the Air Force has determined that there are no issues with occupancy.

Mr. Ebert discussed the difference between the approval for the lease execution and occupancy of the building. RTG has spent significant funds to complete the lease. Mr. Ebert felt that the signing of the lease does not preclude PDA from setting the occupancy date. He stated that RTG needs a signed lease to operate its business in New Hampshire and without a signed lease, RTG will need to locate its facility in another state. Mr. Ebert suggested that condition precedents be included in the lease to preclude occupancy until necessary approvals and permits are obtained.

Disposition: Resolved by roll call vote: 1 vote yes (Bald); 5 votes no (Allard, Lamson, Loughlin, Preston, Torr); motion failed.

## **VII. Finance**

### **A. Financial Reports**

#### **1. Operating Results for the Five Month Period Ending November 30, 2016**

Irv Canner, PDA Director of Finance, reported on the status of the PDA FY 2017 finances for the five month period ending November 30, 2016. Requests for Proposals will be sent out for the electricity contract, credit card processing fees, and for cash / debt management. The review included: trends in operating revenues and operating expenses; budget variances in building facilities and maintenance costs, utilities, fuel sales, staffing costs including seasonal employees. Al Weston, Maintenance Manager, reported on the work performed by the seasonal winter staff and the regular Maintenance staff and the shifts worked. Director Lamson commended the Maintenance Department for its snow removal work on the Airport and keeping the sidewalks clean. Mr. Canner reported on variances in professional legal services and electricity consumption costs. The Balance Sheet including unrestricted funds, pension liabilities, PDA's debt status, and construction projects, were reviewed. The analysis of Business Units showed that to date, enplanements at Portsmouth International Airport at Pease ("PSM") have increased. PDA has absorbed \$1.5 million for operations and capital improvements at Skyhaven Airport (DAW). Golf Course operations for the same period last year showed increases in golf course revenues, bar and grill sales, and rounds of golf played. The Division of Ports and Harbors' ("DPH") operating revenues remains in line with the budget. Director Lamson confirmed the status of the State Block Grant (SBG - 04) that is funding the Airport Obstruction Removal project. Ms. Stowell explained the phases of the project.

#### **2. Nine Month Cash Flow Projections to September 30, 2017**

Mr. Canner reviewed PDA cash flow projections for the nine month period ending September 30, 2017, including: the funds' balance and projected ending cash balance of \$5.0 million; grant funded and non-grant funded capital expenditures; rates for PDA's revolving line of credit and borrowing costs; and the status of the Division of Ports and Harbors' cash funds.

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

### **A. Approvals**

#### **1. In Control Family Foundation, Inc. – Right of Entry**

Director Preston 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, 2017 through December 31, 2017, 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 January 20, 2017 attached hereto.** Discussion: Andrew Pomeroy, Airport Operations Manager, reported that In Control runs a driver

education crash prevention program for new drivers. Disposition: Resolved by unanimous vote; motion carried.

**IX. Leases**

**A. Reports**

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

**1. Pioneer Aviation, LLC**

Pioneer Aviation, LLC entered into a sublease with Imagic, Inc. for 5,320 square feet at 125 Aviation Avenue for a base term of five years. Director Lamson approved the sublease.

**B. Approvals**

**1. Two International Group, LLC – Lease Option**

Director Loughlin moved and Director Torr seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to execute such document necessary and desirable to grant an option to Two International Group, LLC ("TIG") for the 11 acre parcel located at 100 New Hampshire Avenue, for a period of six (6) months at a fee of \$12,100.00; with one (1) six (6) month option to extend at a fee of \$24,200.00 exercisable by mutual agreement of the parties; all on substantially the same terms and conditions set forth in the Option Agreement and Term Sheet attached hereto.** Discussion: Mr. Mullen reported that EDA grant restrictions preclude using the space as an airport parking lot. TIG is exploring the development of an office building. Dan Plummer, TIG, advised the Board that TIG is in discussions with two companies. Disposition: Resolved by unanimous roll call vote for; motion carried.

**X. Signs**

**A. Approvals**

**1. Wentworth – Douglass Hospital**

Director Lamson moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of the proposed sign for Wentworth – Douglass Hospital at 73 Corporate Drive; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated January 11, 2017 attached hereto.** Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.

**XI. 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. Alternative Sales – Clubhouse Kitchen**

PDA contracted with Alternative Sales for the provision and installation of an LP Griddle and an LP Charbroiler for use in the Clubhouse kitchen. The expenditure of \$3,676.47 was approved by Director Allard.

**2. Eckhardt & Johnson, Inc. – Terminal HVAC System**

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 a contract with Eckhardt & Johnson, Inc., PDA's on-call HVAC provider, to make emergency replacement of the HVAC system at the Portsmouth International Airport at Pease ("PSM"). The expenditure of \$22,150 was approved by Director Loughlin.

**B. Approvals**

**1. Ricci Lumber -- Clubhouse Equipment**

Director Allard moved and Director Preston seconded that **In accordance with the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into a contract with Ricci Lumber of Portsmouth, NH in a total amount not to exceed \$28,217.75 (including a 10% contingency), for renovations to the Golf Course Clubhouse dining room; all in accordance with the memorandum from Scott D. DeVito, PGA General Manager, dated January 3, 2017 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. Ricci Lumber 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.**

**2. Golf Car GPS Management System**

Director Preston moved and Director Torr seconded that **In accordance with the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors hereby approves of and authorizes the Pease Golf Course to:**

- a) **Enter into a contract with Country Club Enterprises of Wareham, MA, in the amount of \$28,350 for a term of five (5) years (including an option to terminate the Contract at the end of four (4) years at the sole discretion of the PDA) effective March 1, 2017 for the leasing of a GPS Car Fleet Management system and Golfer Interface Technology software; and**
- b) **implement rate increase for players' use of the Golf Cars on the Blue Course effective March 1, 2017;**

**all in accordance with the memorandum from Scott DeVito, PGA General Manager dated January 6, 2017 attached hereto. Note: Roll Call vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.**

**XII. 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, including: pass holder incentive programs; simulator operations, and league/tournament events. Golf Course Maintenance Department is getting the golf course equipment ready for the Spring season.



## 2. Airport Operations

Andrew Pomeroy, Airport Operations Supervisor, reported on aviation activities.

### a) PSM

Enplanements reached 64,940 as of December 31, 2016, a new record. A total of 129,257 people passed through the Terminal in 2016 (also a new record). Allegiant Airlines is doing well and will increase flight operations in February. The Pease Greeters continue to meet the incoming outgoing troop charter flights.

### b) Skyhaven Airport

Snow removal operations are ongoing. The taxiway drainage project is expected to begin in May, 2017. The project will be funded through grants and PDA will pay 5% of the project costs.

### c) Noise Line Report

Nineteen inquiries were made to the Noise Line in December, 2016. Fifteen inquiries were related to rotor wing activities and four inquiries were related to fixed wing activities including military operations.

## B. Approvals

### 1. Long Term Disability and Life Insurance – Renewals

Director Lamson moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to accept and bind Long Term Disability Insurance and Life and Accidental Death and Dismemberment Insurance effective March 1, 2017 through February 28, 2019 for the continued benefit of the employees of Pease Development Authority as proposed by the Unum Life Insurance Company of America in the projected amount of \$25,950 per year; all otherwise in accordance with the memorandum of Irving Canner, PDA Director of Finance, dated January 12, 2017 attached hereto. Note: Roll Call vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.**

### 2. 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 \$819.00 for legal services rendered to the Pease Development Authority by:**

#### 1. Kutak Rock LLP Through November 30, 2016 \$ 819.00\*

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

### 3. Delegation of Authority to Executive Director – Legal Services

Director Loughlin moved and Director Lamson seconded that **WHEREAS, RSA ch. 12-G vests the management of the Pease Development Authority ("Authority") in its Board of Directors:**

**WHEREAS, the Authority has duly enacted By-Laws in accordance with the provisions of NH RSA 12-G:8, XIX; and**

**WHEREAS, the By-Laws provide that the Executive Director shall have all the authority of the Chairman with respect to the signing of contracts, leases, releases, bonds, notes and other instruments and documents approved by the Authority; and**

**WHEREAS, the Authority deems it necessary to the management and regulation of its affairs to delegate to the Executive Director the authority to consent to, approve and pay legal bills up to \$50,000 when no regular meeting of the Board is scheduled within 21 days.**

**NOW, BE IT RESOLVED, that the Authority does hereby delegate to the Executive Director the authority to consent to, approve and pay legal bills in accordance with the terms and conditions of the "Limited Delegation to Executive Director: Consent, Approval, and Expenditure of Funds for Legal Services" attached hereto and incorporated herein by reference. Note: Roll call vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.**

### **XIII. Port Committee Report**

Director Loughlin, Committee Chair, reported that the Port Committee met on January 6, 2017. Geno Marconi, Division Director, updated the Committee on Market Street Terminal activities.

### **XIV. Division of Ports and Harbors**

#### **A. Reports**

##### **1. Port Advisory Council**

Mr. Marconi reported that the Port Advisory Council did not meet in January.]

##### **2. Operations Manager**

Mr. Marconi reported that Whitney Anderson, Interim Operations Manager, has moved into the Operations Manager position. Mr. Marconi commended Mr. Anderson for his work as Interim Operations Manager.

##### **3. Commercial Mooring Permit 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>Applicant</u> | <u>Permit</u>      | <u>Business</u>    | <u>Date of Approval</u> |
|------------------|--------------------|--------------------|-------------------------|
| Seabrook Harbor  | No. 3127           | Commercial Fishing | 12/12/16                |
| Transferor:      | George Littlefield |                    |                         |
| Transferee:      | Joshua Crooks      |                    |                         |

### **XV. New Business**

No new business was brought before the Board.

### **XVI. Upcoming Meetings**

Chairman Bald announced that the Board of Directors will meet on March 16, 2017. All Meetings begin at 8 a.m. unless otherwise posted.

**XVII. Directors' Comments**

Chairman Bald welcomed back Director Preston. Director Lamson commended the Board and PDA staff for their efforts regarding the tree cutting in Newington matter. Director Torr opined that the Board needs to look at need to expand the Airport Terminal and his concerns of businesses moving operations out of state. Director Torr would like to invite Governor Sununu to take a tour of the Tradeport and the businesses that operate at Pease. Director Torr thanked the staff for all of their efforts.

**XVIII. Adjournment**

Director Loughlin moved and Director Torr seconded to **adjourn the Board meeting.** Discussion: None. Disposition: Resolved by unanimous vote; motion carried. Meeting adjourned at 11:27 a.m.

**XIX. Press Questions**

No members of the press attended the meeting.

Respectfully submitted,



David R. Mullen  
Executive Director/Secretary