

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

Thursday, November 16, 2017

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

**I. Call to Order**

Chairman Smith called the meeting to order at 8:02 a.m. in the Board conference room at 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire.

**II. Acceptance of Minutes: October 19, 2017**

Director Torr moved and Director Lamson seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the October 19, 2017 Board meeting.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**III. Public Comments**

There were no public comments.

**IV. Old Business**

There was no old business.

**V. Golf Committee Report**

**A. Reports**

**1. Patio Canopy Design**

Director Bohenko reported on the design concept for a new canopy for the patio at the Golf Course at Pease ("Golf Course"). The design allows for the side panels to be rolled up so the view is unobstructed. The consensus of the Golf Committee was to go forward with the project. The design will enable use of the patio for three seasons and provide space for the lunch time patrons at Grill 28. In response to Director Bohenko turning to the Executive Director to make recommendations, David Mullen, Executive Director, indicated that PDA staff will be back to them at a later time.

**2. Clubhouse and Dining Room Enhancements**

Scott DeVito, General Manager of the Golf Course, reported on Phase II of the enhancements to the dining room and function room at the Golf Course. Phase I was changing the flooring, reoriented the station. Phase II consists of enhancements to lighting, wall decorations, new wall paint in the dining and function rooms, as well as updating the WiFi system. The current system has been insufficient for the people using the space for meetings now. The Golf Committee was in favor of going forward with this project. Director Lamson expressed how pleased she is with how well the Golf Course and Grill 28 are doing and that it is a great facility.

## **VI. Finance Committee Report**

Irv Canner, PDA Director of Finance, reported that the Finance Committee met on November 13, 2017 to review the status of PDA finances.

### **I. Finance Committee Report**

#### **A. Reports**

##### **1. Operating Results for the Three Month Period Ending September 30, 2017**

Irving Canner, PDA Director of Finance, reported on the status of PDA FY 2018 finances for the three month period ending September 30, 2017, including operating revenues and expenses. Mr. Canner reported that the certified annual filing was sent to the State. After three months into the new fiscal year, the operating costs are lower with a variance of 3.6% below budget. The revenue figures are higher by 4.3%. This is due in large part to the increase in fuel sales and fee revenues associated with golf non-member play.

Mr. Canner reviewed staffing at PDA. The organizational chart reflects the current staffing. Staffing on September 30, 2017 shows 132 employees but as of the last payroll, we have 108 employees due to the ramp down of seasonal workers. There is one position open at the Portsmouth International Airport at Pease ("PSM"). In response to Director Lamson's question, Mr. Canner discussed the staffing numbers and cash flow figures.

Mr. Canner discussed operating expenses, most of which are under budget. The FY 2018 budget for the CLF litigation is \$500,000.

Mr. Canner reviewed the Balance Sheet, discussed the cash balances and the breakdown between restricted and unrestricted funds. Our cash balance at the end of September was approximately \$5.6 million and is up \$1.6 million from June 30, 2017 primarily related to a reduction in receivables. Operating income generated another \$1.5 million, but we spent approximately \$500,000 in capital expenditures for the first three months, driven by the improvements at Skyhaven Airport ("DAW"), equipment at the Golf Course at Pease and the biggest item was the obstruction mitigation project at Portsmouth International Airport at Pease ("PSM").

Mr. Canner discussed the Revolving Line of Credit ("RLC") and reported that we have not had to use any funds from it this fiscal year. The current liabilities for our long term debt includes \$116,000 payable to the City of Portsmouth in January 2018. The unrestricted balance in our net fund position in June was reflecting a \$352,000 deficit due to the June 30, 2017 pension expense reconciliation. We currently have a positive net fund balance of \$1.1 million.

Mr. Canner discussed the individual business units. The figures are consistent for PSM. At the end of September, PSM had almost 81,000 enplanements. Overall, accumulatively, we have had a \$1.6 million deficit since we took on DAW. Non-member rounds played were 34,092 at the end of September 2017, which comes out to about 815 more rounds played by non-members, which is an increase of close to 3% from September 2016. The bar and grill sales are 9% ahead of last year first quarter at \$584,000. The operating revenues unrestricted funds for the Division of Ports and Harbors ("DPH") are ahead of budget by \$49,000 offset by \$11,000 increases in operating expenses.

The Revolving Loan Fund cash balances of \$111,000 with loans outstanding of approximately \$1.1 million. We made our annual filing to the EDA, as required, by October 31, 2017.

## 2. Nine Month Cash Flow Projections through July 31, 2018

Mr. Canner reviewed PDA (excluding DPH) cash flow projections for the nine month period ending July 31, 2018 including sources of funds for grant funded and non-grant funded projects, and DPH revenues.

The opening fund balance beginning November 1, 2017 was approximately \$5.5 million in unrestricted fund balances. Over the next nine months, we expect to spend approximately \$5 million in grant-related construction activity and \$700,000 in non-grant related construction activity. The primary makeup of our grant-related construction activities will be at PSM with the NH Air National Guard (“NHANG”) taxiway project, the obstruction mitigation work and wrapping up the DAW improvements for the taxi lane project. At the end of July, we should have cash balances that exceed \$6 million. The last payment was received from the State of Maine for the bridge project at DPH. The new contract with Granite State Minerals, Inc. with the DPH will begin November 15, 2017.

## 3. Semi-Annual Filing – Revolving Loan Fund at September 30, 2017

This is the report that gets audited. The report of the RLF was submitted to the EDA by the end of October. The EDA fund grant award was \$810,000 and that balance has grown to \$1.2 million. At the end of September the outstanding loan balance was \$1.1 million and cash of \$91,000. The current loan portfolio shows 22 loan participants. Since inception there were 97 loans issued. During the life of the fund only two loans have gone bad for a loss of \$38,000.

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

### A. Reports

In accordance with the “Delegation to Executive Director: Consent, Approval and Execution of License Agreements,” Mr. Mullen reported on the following:

#### 1. Seacoast Helicopters, LLC – North Apron – ROE

Mr. Mullen reported that Seacoast Helicopters, LLC was granted a Right of Entry for a period of 60 days to conduct an inspection of the premises located on the North Apron. The Right of Entry is effective November 3, 2017 and will expire at midnight on December 31, 2017.

#### 2. Great Circle Catering – ROE Extension

Mr. Mullen reported that the Fourth Amendment to the Great Circle Catering Right of Entry dated September 16, 2014 was extended for six months effective October 1, 2017 and will expire at midnight on March 31, 2018, unless otherwise extended by agreement of Great Circle Catering and PDA.

### B. Approvals

#### 1. Jalbert Leasing, Inc. dba C&J Bus Lines – ROE

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute the Right of Entry (“ROE”) with Jalbert Leasing, Inc. d/b/a C & J Bus Lines (“C & J”) of Portsmouth, NH for the purpose of parking C & J customer vehicles. The ROE is effective from November 1, 2017 through April 30, 2018 with one six (6) month option to extend subject to the approval of the Executive Director; all in accordance with the memorandum of David R. Mullen, Executive Director, dated November 8, 2017, attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; 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. 25, 29 Retail, LLC – Triple Crown Consulting, LLC

Mr. Mullen reported that 25, 29 Retail, LLC entered into a sublease with Triple Crown Consulting, LLC (“Triple Crown”) for 2,114 square feet within the leased premises at 25 New Hampshire for a period of five years with one five-year option, effective February 1, 2018. Triple Crown will use the premises for office and related uses. Director Lamson approved the sublease.

### B. Approvals

#### 1. Wentworth Douglas Hospital – Design Plan

Director Torr moved and Director Preston seconded that **The Pease Development Authority Board of Directors hereby approves of the Concept Plan submitted by Wentworth-Douglass Hospital for the premises located at 67 and 121 Corporate Drive, Portsmouth, New Hampshire; all on terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Engineering Manager, dated November 7, 2017, attached hereto.** Discussion: Director Torr thought this was a great opportunity for Pease and Director Lamson concurred and complimented the engineering firm of VHB for the design work.

Dale Taglienti from e4h Architecture discussed the design plans for Wentworth Douglass Hospital. He explained where the new buildings will be built. In response to Director Allard, Mr. Taglienti indicated that they do not know how many offices will be in each building. That will depend on how the spaces will be used. Building A will be approximately 25,000 square feet and Building B will be approximately 60,000 square feet. There is flexibility to adapt to each tenant. In response to Director Allard’s question, Daniel Dunn, Senior Vice President of Operations at Wentworth Douglass Hospital (“WDH”), explained that WDH is not planning to bring employees from the Dover facility but there are local physicians who are filling in and developing a practice here in Portsmouth. WDH in Dover has approximately 2,000 employees and the facility on the Tradeport has approximately 35 employees. It is anticipated that the Portsmouth facility could employ 300 or more people when finished. In response to Mr. Mullen’s suggestion to explain the timing of the project, Mr. Dunn related that the two buildings will be built at the same time, but Building A will be completed first which could be January of 2019. Director Lamson complimented Mr. Mullen and Maria Stowell, Engineering Manager, on their attention relating to the stormwater drainage for the project. Disposition: Resolved by unanimous vote; motion carried.

#### 2. 1 International Drive – Marriott Expansion

Director Loughlin moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby approves of the Concept Plan submitted by Happy Dreams, LLC for the expansion of the Residence Inn located at 1 International Drive, Portsmouth, NH to include a waiver of minimum parking requirements and such other terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Engineering Manager, dated November 13, 2017, attached hereto.** Discussion: Patrick Crimmins from Tighe and Bond discussed the plans for expansion and explained the reason for the request for a waiver of the parking space requirement. In response to Director Allard’s question, Mr. Crimmins related he believes the percentage of business for the Marriott is corporate clients during the weekdays. Director Loughlin commented that he believes this request is reasonable and if the parking spaces are not required, it is a good idea to not require them. Disposition: Resolved by unanimous vote; motion carried.

### 3. 104 Grafton Drive – Concept Plan

Director Bohenko moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby approves of the Concept Plan submitted by Port City Air, Inc., attached hereto, for the premises located at 104 Grafton Drive, Portsmouth, New Hampshire; all on terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Engineering Manager, dated November 8, 2017, attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.**

### 4. Seacoast Helicopters, LLC – MOU

Director Preston 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 Seacoast Helicopters, LLC for the premises located at 107 North Apron Access Road on substantially similar terms and conditions contained in the Memorandum of Understanding dated November 1, 2017 and the memorandum of Paul E. Brean, Airport Director, dated November 8, 2017, both attached hereto. Discussion: Paul Brean, Airport Director, showed on the Tradeport map where Seacoast Helicopters, LLC (“Seacoast”) plans to build, explained the conventional traffic pattern at PSM and advised that the proposed location would allow direct approaches and departures for rotorcraft to Seacoast’s new facility. In response to questions from Directors, Mr. Brean further explained that Seacoast will move from its location at PCA to the North Apron Access Road location allowing for separate rotorcraft departures and arrivals to the new location. Reducing the need to operate in the conventional traffic pattern resulting in less traffic over the Sherburne Road area in Portsmouth and Little Bay Area in Newington. Air Traffic Control would direct rotorcraft over the Tradeport, Spaulding turnpike, and Piscataqua River.**

There was a lengthy discussion about developing this area of the Tradeport. Some of the items under discussion were:

- the placement of utilities (underground versus above ground)
- the cost of running utilities underground
- who pays those costs up front and what allocations can be made to try to recoup some of those costs
- the potential need for electric voltage upgrades
- the future development of the surrounding area
- new road to site

Bruce Cultrera, owner of Seacoast, was present. He stated that he is still in negotiations with EverSource in connection with the \$180,000 to run electric lines. In response to Vice-Chairman Loughlin raising the possibility of having the utilities run underground and PDA picking up part of the expense, discussion ensued about allocation of cost. In response to Director Bohenko’s question whether any expense paid by PDA for running the utilities underground can be put on the Balance Sheet as an asset/account receivable, Mr. Canner responded, it would be a proposed allocation. The consensus of the Directors is to look long range at the development of the area, work out some manner to allocate the cost of underground utilities and sewer. Chairman Smith requested Mr. Mullen to work with staff to provide more detail for some of the cost sharing options for development of this area. Disposition: Resolved - four votes for and two votes against (Director Bohenko and Director Lamson); motion carried.

## 5. Seacoast Helicopters, LLC – Concept Plan

Director Allard moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of the following as submitted by Seacoast Helicopters, LLC for the premises located at 107 North Apron Access Road: a. the Concept Plan attached hereto; and b. the submission of subdivision and site review applications for the proposed project; all on terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated November 7, 2017 attached hereto.** Discussion: Ms. Stowell reported that it is a similar cost sharing arrangement regarding the sewer as with the underground utilities and that the septic flow will need to be addressed. Ms. Stowell stated that because the property is located in the Airport Industrial Zone, the Board of Directors will act as the Planning Board for this issue. In response to Director Allard's question regarding Hangar 227 remediation at 14 Aviation, Ms. Hinchee explained that a pilot solution is being implemented in small areas and that the results will be examined by the EPA and DES to decide if the solution will work and then be implemented in larger areas. The best guess for occupancy would be 2019. In response to Director Lamson's questions regarding building a new road and the stormwater management, Ms. Stowell stated that there will be less pavement than currently in place and there stormwater management will be addressed. Disposition: Resolved - four votes for and two votes against (Director Bohenko and Director Lamson); motion carried.

## IX. 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. Dell, Inc.

PDA contracted with Dell, Inc. for the purchase of five new time clock kiosks. The expenditure of \$8,733.15 was approved by Vice-Chairman Loughlin.

In accordance with the "Delegation to Executive Director: Consent, Approval and Execution of Documents and Expenditure of Funds for Emergency Repairs," PDA entered into the following contract:

#### 1. Eckhardt & Johnson, Inc.

PDA contracted with Eckhardt & Johnson, Inc. for the emergency repair of HVAC system. The expenditure of \$13,939.00 was approved by Treasurer Allard.

### B. Approvals

#### 1. Design of Terminal Expansion

Director Preston moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Contract with McFarland Johnson, Inc. of Concord, NH to provide necessary design, bidding and grant administration services for expansion of the Portsmouth International Airport at Pease Terminal in amount not to exceed \$600,000.00; all in accordance with the memorandum of Maria J. Stowell, Engineering Manager, dated November 9, 2017 and attached hereto.** Discussion: Jonathan McCredie from Fennick McCredie Architecture discussed the issues with the current layout of the terminal and the solutions provided in the plans for expansion. Three items were raised as concerns: 1) security checkpoint area; 2) hold room; and 3) elevator area. In response to Director's questions, Mr. Brean explained that the area for international flights cannot be used for domestic flights because US Customs must keep this as a sterile area; the number

of international versus domestic flights are split 50/50; the accommodation for handicapped is to allow them to stay by the gate on the top floor instead of into the first floor until the flight is ready to depart. The construction would take approximately 12-18 months once started. In response to Director Preston's question, Mr. Mullen reported that there is limited grant money available for the expansion of the terminal. Ms. Stowell explained that PDA has been awarded a grant to study conditions at the terminal and determine if an expansion is justified. There will be approximately \$1.2 million in grant funds available for FY 18: \$200,000 in carry over funds and \$1 million in FY 18 entitlement funds. Based on the number of enplanements, PDA would need to finance the balance. At this time, we are just looking for approval in an amount not to exceed \$600,000 for design so it can be sent out for bid. If we do not take advantage of this now, PDA will lose remaining entitlement monies and be responsible for all the costs for the design bid phase of the proposed expansion. We would lose the opportunity to use \$1.2 million. In response to Director Allard's question whether this would be a bonding issue, Mr. Canner stated that we could accommodate that through the Revolving Loan Fund and the cost to PDA would be approximately \$244,000 in interest. Disposition: Resolved by unanimous vote; motion carried.

**X. 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 the bridge replacement project on the Blue Course. Mr. DeVito stated he will be getting a time frame for when construction materials will be delivered. A building permit will be needed. Maintenance will be closing the irrigation system for the season soon. In response to Director Preston's question, Mr. DeVito indicated that the simulators are currently at 50% capacity but should pick up in early December.

**2. Airport Operations**

Paul E. Brean, Airport Director, reported on aviation activities.

**a) PSM**

PSM should see over 100,000 enplanements this year. The squadron flights that come in have an impact on local businesses.

**b) Skyhaven Airport**

Mr. Brean reported that a bid went out for FBO for DAW. Seacoast Helicopters, LLC was the only bidder.

**c) Noise Line Report**

There were a total of 253 noise inquiries at PSM during the month of October. There were 151 inquiries regarding rotor activities; originating from eight residences: six Portsmouth residences, one Rye residence and one Lee residence. Two Portsmouth residences were responsible for 132 of the 151 calls. There were 102 inquiries regarding fixed wing activities from 10 residences: three Portsmouth residences, three Dover residences, one Greenland residence, one Newington residence, one Rye residence and one Newmarket residence. The residence in Newmarket was responsible for 93 of the 102 calls. In response to Chairman Smith's question, Mr. Brean stated that Sandra McDonough researches all valid calls, responds as appropriate and logs them in. Ms. McDonough is the community liaison and also works with Directors Preston and Lamson on a quarterly basis. Director Lamson discussed the quarterly meetings.

**3. Road Races**

Mr. Mullen informed the Board that PDA has received requests for Road Races which usually use Corporate Drive as part of the race route. Mr. Mullen requested that the Board make a policy decision to shut down for the season due to the construction on Corporate Drive. There was a discussion about possibly changing the route for the typically eight races held on the Tradeport. Director Bohenko suggested his staff and PDA staff work together to see if another route can be mapped out and to use him as a contact for now.

**B. Approvals**

**1. Bills for Legal Services**

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds up to \$17,963.20 for the following legal services rendered to the Pease Development Authority:**

1.	<b>Kutak Rock LLP</b>		
	General/Through September 30, 2017	\$82.00*	
	CLF/Through September 30, 2017	<u>\$1,354.20</u>	\$1,436.20
2.	<b>Sheehan Phinney Bass + Green PA</b>		
	CLF/Through September 30, 2017	<u>\$16,527.00</u>	<u>\$16,527.00</u>
	<b>Total</b>		<u><b>\$17,963.20</b></u>

Discussion: In response to Director Preston’s question of when the legal costs associated with CLF will be done, Ms. Hinchee said they can discuss the strategy in a consultation with counsel session after the non-public session today.

**2. Energy Management Consultants, Inc. – Exterior Lighting Improvement Project – PSM**

Director Loughlin moved and Director Torr seconded that **The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with Energy Management Consultants, Inc. (“EMC”) in a total amount not to exceed \$28,207.00 for installation of LED technology lighting equipment and labor at the Portsmouth International Airport at Pease; all in accordance with the memorandum of Paul E. Brean, dated November 6, 2017, attached hereto. The funding has been allocated in the 2017 Airport Capital Expenditures Budget. 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. EMC is the sole contract service provider for Eversource; 2. The total cost of the project is \$56,414, half of which qualifies for a 50% rebate by using Eversource and EMC; 3. In the absence of using Eversource and EMC, PDA would not be eligible for the rebate. Note: This motion requires 5 affirmative votes. Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.**

**3. Flight Information Display through OAG – PSM**

Director Bohenko moved and Director Preston seconded that **The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with OAG Aviation Worldwide Limited (“OAG”) in a total amount not to exceed \$2,950.00 for the installation and \$4,900.00 per year for the annual hosting of a Flight Information Network; all in**



accordance with the memorandum of Paul E. Brean, dated November 6, 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. OAG has direct authorized access to Allegiant Airline's Flight Information Network; 2. Having direct access to Allegiant Flight Information Network and 900 other airlines will provide direct communications between OAG and the airlines resulting in enhanced and valuable real time information for airlines and airport passengers; 3. OAG's direct access will provide real time flight information as well as local radar and flight information. Note: This motion requires 5 affirmative votes. Discussion: In response to Director Preston's questions, Mr. Brean explained that the OAG system will provide real time flight information from the web page. Disposition: Resolved by unanimous roll call vote for; motion carried.

**4. Nachurs Alpine Solutions Industrial – Sodium Formate**

Director Torr moved and Director Lamson seconded that The Pease Development Authority Board of Directors hereby approves of 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 \$0.69 per pound for a period of January 1, 2018 through December 31, 2018; all in accordance with the memorandum of Sandra McDonough, Airport Operations Specialist, dated November 8, 2017, attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

**5. Nachurs Alpine Solutions Industrial – Potassium Acetate**

Director Allard moved and Director Loughlin seconded that The Pease Development Authority Board of Directors hereby approves of 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 \$4.412 per gallon for a period of January 1, 2018 through December 31, 2018; all in accordance with the memorandum of Sandra McDonough, Airport Operations Specialist, dated November 8, 2017, attached hereto. Discussion: Director Lamson commented that this is the most environmentally accepted product to use and was very pleased we could purchase it. Disposition: Resolved by unanimous vote; motion carried.

**6. Holliston Sand Company, Inc. – Runway Sand**

Director Lamson moved and Director Bohenko seconded that The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute a contract with Holliston Sand Co., Inc. of Slatersville, RI, for the period of January 1, 2018 through December 31, 2018 for the purpose of providing FAA approved runway sand for the Airport runways at the price of \$99.53 per ton; in accordance with the memo from Sandra McDonough, Airport Operations Specialist, dated November 8, 2017, attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

**XI. Division of Ports and Harbors**

Geno J. Marconi, Division Director, reported on the Division activities and the approvals sought before the board represent the current business at the Port.

**A. Reports**

**1. Port Advisory Council**

Mr. Marconi reported that the Port Advisory Council met on November 8, 2017. There was a lot of discussion due to the elections. The mayor has indicated that he will appoint a new council member. There was a reorganization at DRED and the Commissioner said he has appointed a new designee. There are two members who were up for reappointment and Mr. Marconi spoke to the Governor's Office about their reappointments.

Mr. Marconi had a meeting with the Commanding Officer and the Navigating Officer of the USS Manchester. Senator Shaheen is the sponsor of the vessel and the commissioning of the vessel will be at the Port terminal. A date has not been set yet but will be in the spring.

Mr. Marconi reported that on November 2 a grant was filed with the NHDOT under the INFRA program (the "Infrastructure for Rebuilding America") in the amount of \$7.5 million to rehabilitate the pier. Funds were appropriated and the funds are there. The application had been rewritten to meet the criteria of the INFRA program but new items were added which was information garnered as the result of the meetings in Nova Scotia where it was pointed out that DPH has deficiencies in the infrastructure. Mr. Marconi stated that he also tied into the application that the Federal Highway is making some investments in the Port with the functional replacements due to the Sarah Long Bridge project.

Mr. Marconi reported that he sent a draft application for the FTZ to DC for cursory review and explained the areas that encompass the FTZ activities. One of the components of the application is to notify the County Commissioners and he is working on the letters now that will go out to them. Chairman Smith expressed his appreciation to Mr. Marconi on the work on the FTZ. Director Loughlin stressed how Mr. Marconi has continually sought applications to expand the dock.

## **B. Approvals**

### **1. DiTucci Petroleum Carriers, Inc. d/b/a Lawrence Tank – ROE**

Director Preston moved and Director Allard seconded that **The Pease Development Board of Directors hereby authorize the Executive Director to execute a Right of Entry with DiTucci Petroleum Carriers, Inc. dba Lawrence Tank of East Kingston, New Hampshire, through June 30, 2018, for the purpose of filling of its tankers with salt water at the Hampton Harbor Marine Facility; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated November 6, 2017 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

### **2. Gauron Fisheries, Inc. dba Gauron Kayak Rentals – ROE**

Director Torr moved and Director Preston seconded that **The Pease Development Board of Directors hereby authorize the Executive Director to execute a Right of Entry with Gauron Fishing, Inc. dba Gauron Kayak Rentals of Hampton, New Hampshire, through June 30, 2018, for the purpose of providing kayak rentals at the Hampton Harbor Marine Facility all in accordance with the memorandum of Geno J. Marconi, Division Director, dated November 7, 2017 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

## **XII. New Business**

There was no new business.

## **XIII. Upcoming Meetings**

Chairman Smith reported that the following meetings will be held:

All Meetings begin at 8 a.m. unless otherwise posted. Chairman Smith reminded the Directors that pictures will be taken directly following the December Board meeting. Ms. Hinchee also reminded the Board that the Holiday party will be directly following the December Board of Directors meeting and the start time may be adjusted based on the length of the agenda for that meeting. The start time for the December Board meeting will be confirmed.

#### **XIV. Directors' Comments**

Director Preston commented that there is a lot of information on the Agendas and the Board is able to go through them in two hours. He further expressed how competent the staff is and how they make us look good.

Director Torr stated that PDA has had a great day today with all the concept plans and hope that they come to fruition. Chairman Smith echoed the sentiment that there is a lot going on at Pease.

#### **II. Non-Public Session**

Director Allard moved and Director Loughlin seconded that **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. Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.** The Board entered into non-public session at 10:08 a.m. The Board returned to public session at 11:10 a.m.

#### **XV. Vote of Confidentiality**

Director Loughlin moved and Director Lamson seconded that **Resolved, pursuant to NH RSA 91-A:3, Paragraph III, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its August 10, 2017 meeting related to: 1. Leasing of property; would, if disclosed publically, a) render the proposed actions ineffective; and b) affect adversely the reputation of any person other than a member of the public body itself; and agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Board of Directors, the aforesaid circumstances no longer apply. Note: This motion requires 5 Affirmative Votes. Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.**

#### **XVI. Adjournment**

Director Allard moved and Director Bohenko seconded to **adjourn the Board meeting. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.** Meeting adjourned at 11:12 a.m.

#### **XVII. Press Questions**

There were no questions from the members of the press.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Mullen', with a long horizontal flourish extending to the right.

David R. Mullen  
Executive Director