I. Call to Order

Chairman Nickless called the Annual Board meeting to order at 8:04 a.m. in the Board conference room, 55 International Drive, Pease International Tradeport, Portsmouth, NH.

Chairman Nickless called for a moment of silence in tribute to the victims of the Newtown, Connecticut shooting incident.

II. Acceptance of Board Meeting Minutes: November 15, 2012 and November 26, 2012

Director Lamson moved and Director Allard seconded that the Pease Development Authority Board of Directors hereby accept the Minutes of the November 15, 2012 and November 26, 2012 Board meetings. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

III. Recognition – Pease Greeters – 500th Flight

Bill Hopper, Airport Operations Manager, reported that the Pease Greeters have welcomed 500+ troop flights for military personnel who were deploying or returning from deployment. Mr. Hopper presented a plaque to Fred Schottler of the Pease Greeters in recognition of the Pease Greeters’ activities.

IV. Recognition – PDA Employees

David R. Mullen, PDA Executive Director, posthumously recognized Christopher Flayan, PDA Maintenance employee, for his 15 years of service at PDA. Mr. Flayan’s four children accepted a plaque in his honor. Mr. Mullen and Elizabeth LaBonte, PDA Human Resources Director, recognized the following employees for their years of service to the Pease Development Authority:

<table>
<thead>
<tr>
<th>Years</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Allen Cumings</td>
</tr>
<tr>
<td>10</td>
<td>Elizabeth DeMaine</td>
</tr>
<tr>
<td>10</td>
<td>Anthony Gradi</td>
</tr>
<tr>
<td>10</td>
<td>Elizabeth LaCava</td>
</tr>
<tr>
<td>10</td>
<td>Geno Marconi</td>
</tr>
<tr>
<td>15</td>
<td>Marie Aleksy</td>
</tr>
<tr>
<td>15</td>
<td>Chris Flayhan</td>
</tr>
<tr>
<td>15</td>
<td>Timothy Riese</td>
</tr>
<tr>
<td>15</td>
<td>Ed McLaughlin</td>
</tr>
<tr>
<td>20</td>
<td>Lynn Hinchee</td>
</tr>
</tbody>
</table>
Dane Kirkwood  Maintenance  
Joe McPherson  Maintenance  
Robin Page  Maintenance  
Al Weston  Maintenance

Ms. LaBonte reported that PDA staff “adopted” five families who are in need for the holidays. Staff donated gifts including toys for a total of 15 children. Ms. LaBonte thanked the staff for their generosity. Chairman Nickless thanked all PDA employees for their efforts.

V. Public Comment

Tom Carroll, Nobles Island, Portsmouth, NH, made comments regarding the operations at the Market Street Terminal, including: the relocation of the salt and scrap metal piles; diversification of the Market Street Terminal operations; scrap metal debris; complaints filed with the City of Portsmouth; letter from the City Manager regarding operations; fugitive rust dust; metal collectors on Market Street; and the need for PDA to address the scrap metal issues.

VI. Old Business

There was no old business brought before the Board.

VII. Finance Committee

A. Financial Reports

1. Operating Results for the Four Month Period Ending October 31, 2012

Irving Canner, PDA Finance Director, reported on the status of PDA finances for the four month period ending October 31, 2012. PDA operating revenues are approximately 4% above budget due, in part, to golf course fees, wharfage and dockage fees, and fuel sales. Operating expenses continue to be below budget by approximately 9%. Staffing numbers have reduced due to reduction in seasonal employees. Health care costs projections are in line with the budget. The Balance Sheet reveals no significant changes. As of October 30, 2012, PDA spent $4.5 million in construction work in progress, including dredging at the Hampton/Seabrook Harbor; and water improvements at the Market Street Terminal. PDA’s cost is approximately $2.2 million and FAA has reimbursed PDA for the snow removal equipment. In response to Director Lamson, Mr. Canner reviewed the consolidated balance sheet in more detail. Mr. Canner reviewed PDA debt levels and accounts receivable. The Business Unit Analyses showed that PDA has exceeded 10,000 in enplanements, which will qualify PDA for FAA monies in 2014. Skyhaven Airport (“Skyhaven”) operating revenues are in line with the budget with revenue derived from fuel sales and hangar rentals. PDA has experienced a net cash loss related to Skyhaven of $634,000 since its takeover of Skyhaven. The Golf Course ended its season with approximately 51,000 rounds played with non-members accounting for 60% of total rounds played. Revenues are approximately 8.4% above budget. Grill 28 revenues are ahead of budget projections. The Division of Ports and Harbors revenues increased by approximately $68,000 due to increased wharfage and dockage fee revenues. The Revolving Loan Funds continues to have funds sequestered to keep the total fund portfolio in compliance with EDA regulations.

2. Nine Month Cash Flow Projections to August 31, 2013

Mr. Canner reported on the nine month cash flow projections for the nine month period ending August 31, 2013. PDA anticipates spending approximately $8.8 million for capital projects with grant reimbursements of $1.9 million dollars resulting in a net cash flow impact of approximately $6.1 million. Capital projects include the Skyhaven Airport runway renovation, golf course irrigation project, and demolition of 80 Rochester Avenue. PDA expects to borrow $2.0 million to support the capital projects. In June, 2013, PDA anticipates borrowing $1.5 million from the state guaranteed line of credit with Provident Bank. PDA will also borrow $1.0
million from its short term line of credit with Provident Bank, which is expected to be repaid in part in August, 2013. Director Bohenko and Mr. Canner discussed the loan terms and costs to borrow funds. Mr. Canner advised the Board that PDA is in a good position to meet its future financial requirements.

VIII. Leases

A. Reports

In accordance with the “Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements”, David Mullen, PDA Executive Director, reported on the following subleases:

1. NH Avenue Retail Center, LLC

NH Avenue Retail Center, LLC entered into a sublease with RS Lyon Properties Group, LLC, a construction development consultant, for 2,027 square feet at 14 Manchester Square for a base term of five years. Director Loughlin approved the sublease.

2. 30 International Drive, LLC

Mr. Mullen reported that in accordance with the terms of its Lease, 30 International Drive, LLC exercised an option to extend the Lease Term for the premises located at 30 and 20 International Drive. The Lease, unless extended, will expire on September 10, 2017.

B. Approvals

1. 25 NH Avenue – Concept Plan and Lease Amendment

Director Loughlin moved and Director Allard seconded that The Pease Development Authority Board of Directors hereby:

a. authorizes TIG to join the properties shown as Lots A, B, and D on the plan entitled “NH Ave and Manchester Square Existing Lot Plan” included in the concept plan entitled “Proposed HCA Building - 25 New Hampshire Avenue” (“Concept Plan”); and

b. approves of the said Concept Plan submitted by Two International Group, LLC (“TIG”) attached hereto;

all on terms and conditions set forth in the memorandum of David R. Mullen, Executive Director, dated December 14, 2012 attached hereto. Discussion: Director Lamson reported the Board that TIG presented the project to the Newington Planning Board for review. Bernard Pelech, Esq., and Dan Batting, project architect, made a presentation to the Board regarding the development of the property. The plan will combine small non-conforming lots and allow the project to be developed as one lot. Mr. Pelech reviewed benefits of consolidating the lots, the proposed site plan for Parcel A, and the approvals process. The buildings will be built to LEEDS standards and certification. Mr. Pelech reviewed the building plans including a 2 story mixed use building with medical clinic and outpatient office at 25 New Hampshire Avenue and a convenience store/gas station on the corner of Manchester Square and New Hampshire Avenue. Mr. Batting further reviewed the concept plans for the lots, including the proposed buildings, building demolition, and parking areas. The plan for 25 New Hampshire Avenue building includes 30% open space and underground parking. Mr. Batting reviewed the building materials that will be used. In response to Director Lamson, Mr. Batting reviewed the landscaping and advised the Board that the types of planting have not yet been determined. Director Loughlin advised the Board that he is pleased with the proposed development. Disposition: Resolved by unanimous vote; motion carried.
IX. Contracts/Agreements

A. Approvals

1. Twinns Janitorial Services

Director Torr moved and Director Preston seconded that The PDA Board of Directors hereby authorizes the extension of the contract with Twinns Janitorial (“Twinns”) of Dover, NH for janitorial services at PDA facilities for a period of three (3) years; all in accordance with the terms and conditions set forth in the memorandum from Maria J. Stowell, P.E., Manager - Engineering dated December 13, 2012 attached hereto.

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

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

Note: This motion requires 5 affirmative votes.

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

2. Cross Insurance – PDA Insurance

Director Bohenko moved and Director Allard seconded that The Pease Development Authority Board of Directors authorizes the Executive Director to enter into to a three (3) year insurance brokerage service agreement, excepting workers compensation coverage, with Cross Insurance of Exeter, NH, which agreement will include two (2) one (1) year options which may be exercised in the sole discretion of the Executive Director.

Additionally, the Board further authorizes the Executive Director to accept and bind the insurance coverages as outlined on the schedule attached hereto, in the projected total amount of $168,919 for the period of 12/31/12 through 12/31/13, in accordance with the memorandum of Mark H. Gardner dated December 12, 2012 and attached hereto. Discussion: Mark Gardner, PDA Deputy General Counsel, introduced David Hampson of Cross Insurance who will oversee PDA’s insurance accounts. Mr. Gardner reviewed the Request for Qualification (“RFQ”) process that PDA followed for the contract. Chairman Nickless noted that all coverages except workers compensation were quoted based on the request for proposal specifications. Mr. Hampson informed the Board that Cross Insurance reviewed PDA current coverages and have made cost savings recommendations, including higher deductibles. Director Bohenko asked if a reserve fund will be established to cover the increased deductibles. Mr. Canner said staff has discussed the reserve funds and will bring the information to the Finance Committee for review. Disposition: Resolved by unanimous vote; motion carried.

3. Fred C. Church-NH – Workers Compensation Coverage

Director Lamson moved and Director Loughlin seconded that The Pease Development Authority Board of Directors authorizes the Executive Director to enter into to a one (1) year insurance brokerage service agreement for the provision of workers compensation coverage with Fred C. Church-NH of Portsmouth, NH, which agreement will include four (4) one (1) year options to renew coverage which may be exercised in the sole discretion of the Executive Director if it is determined that such coverage renewal proposals are in PDA’s best interests.

Additionally, the Board further authorizes the Executive Director to accept and bind the workers
compensation coverage renewal proposal from Fred C. Church-NH in the projected total amount of $61,179 for the period of 12/31/12 through 12/31/13, in accordance with the memorandum of Mark H. Gardner dated December 12, 2012 and attached hereto. Discussion: Director Lamson thanked Mr. Gardner for his efforts regarding the contracts. Disposition: Resolved by unanimous vote; motion carried

4. Tighe & Bond, Inc. – Golf Course Parking Lot Design

Director Preston moved and Director Allard seconded that The Pease Development Board of Directors authorizes the Executive Director to enter into a Contract in an amount not to exceed $40,600 with Tighe & Bond, Inc. of Portsmouth, NH, for the design and construction administration of the parking lot at the Pease Golf Course; all otherwise in accordance of the memo of Maria J. Stowell, P.E., Manager - Engineering dated December 12, 2012 attached hereto. Discussion: Director Preston asked if the proposal will be submitted to the City of Portsmouth for review. Director Bohenko reported that there were some discussion between staff and Rick Taintor, City Planner. Maria Stowell, PE, Manager – Engineering, confirmed that she has discussed the matter with Mr. Taintor. Director Bohenko expressed his concern that PDA did its due diligence in the selection process. Ms. Stowell reviewed the process and has suggested that to Mr. Taintor that the City’s Technical Advisory Committee do a preliminary review of the project.

Director Bohenko asked about the process used to select the consultant. Ms. Stowell reported that PDA was familiar with all of the consultants’ work and the selection was made based on the proposals submitted. In response to Director Bohenko, Ms. Stowell reported that the RFQ procedures allows but does not require candidates’ interviews. Since the project is just one project, PDA chose not to interview. Director Bohenko questioned if no interviews was the standard process. Director Lamson also questioned the interview process. Chairman Nickless confirmed that the staff did its due diligence in the selection process. In response to Director Allard, Mr. Mullen reported that the project should be completed by the end of summer, 2013. Chairman Nickless reported that in the course of his business, he has not been interviewed for projects and that his company was selected for projects based on submitted proposals. Ms. Stowell informed the Board that interviews are conducted for multi-year consultant contracts, but interviews are not always done for a single project. Mr. Mullen reported that the plan will include pervious parking. Disposition: Resolved by unanimous vote; motion carried

5. Spill Prevention Control and Countermeasure Plans

Director Allard moved and Director Torr seconded that The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into a contract with Ransom Consulting, Inc., (“Ransom”), PDA’s civil/environmental engineering consultants, and to expend funds in a total amount not to exceed $15,000 to assist with the Spill Prevention Control and Countermeasures Plan (“SPCC”) and above ground storage tank (“AST”) inspections; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated December 12, 2012 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried

X. Elections

A. Vice Chairman

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

B. Treasurer

Director Bohenko moved the motion and Director Lamson seconded that Robert Allard be elected as Treasurer of the Pease Development Authority. Discussion: None. Disposition: Resolved by unanimous vote: motion carried.
XI. Executive Director’s Report
A. Reports

1. PDA Holiday Schedule – 2013

Mr. Mullen reported that Pease Development Authority will observe the following holidays in 2013:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Tuesday January 1, 2013</td>
</tr>
<tr>
<td>Martin Luther King Day/Civil Rights Day</td>
<td>Monday January 21, 2013</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday February 18, 2013</td>
</tr>
<tr>
<td>Memorial Day (Observed)</td>
<td>Monday May 27, 2013</td>
</tr>
<tr>
<td>Independence Day (Observed)</td>
<td>Thursday July 4, 2013</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday September 2, 2013</td>
</tr>
<tr>
<td>Columbus Day (Observed)</td>
<td>Monday October 14, 2013</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>Monday November 11, 2013</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday November 28, 2013</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday November 29, 2013</td>
</tr>
<tr>
<td>Christmas Day (Observed)</td>
<td>Wednesday December 25, 2013</td>
</tr>
</tbody>
</table>

Full-time employees shall, on July 1, accrue and will be entitled to (1) floating holiday of the employee’s choice. However, in the event an employee does not utilize the floating holiday within one (1) year of its accrual, such floating holiday shall be forfeited. Floating holidays may not be utilized in hourly increments and must be taken as a full day off from work. Director Allard clarified why some holidays are noted as “observed”.

2. Committee Appointments

Standing Committees

Executive Committee
Arthur Nickless, Chair
Peter Loughlin, Vice Chairman
Robert Allard, Treasurer
Staff Contact: Mullen/Hinchee

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

Marketing and Economic Development Committee
Peter Loughlin, Chair
Robert Preston
Frank Torr
Staff Contact: Mullen

Zoning Adjustment & Appeals Committee
Frank Torr, Chair
Peter Loughlin
Arthur Nickless
Staff Contact: Hinchee/Stowell

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

Ad Hoc Advisory Committees

Capital Improvement and
Land Planning Committee
Peter Loughlin, Chair
Robert Allard

Transportation Management Committee
Margaret Lamson, Chair
John Bohenko
3. Golf Course Operations

Scott DeVito, PGA General Manager, reported on the activities at the Pease Golf Course. The course closed for the season on November 30th. The seasonal help’s last day is December 20th. Mr. DeVito reported on the scheduled functions. Membership renewal mailers were sent out in October. Members have indicated that they are pleased with the rate adjustment during the construction project. Mr. DeVito reviewed the status of the golf course construction project and the ongoing work. The project is on schedule. Permits are in place for the lower course work. The lower course work start date is weather dependent. Director Lamson complimented the staff on the ongoing work. She confirmed that seasonal staff is finished for the year and questioned if seasonal staff collects unemployment compensation. Mr. DeVito reported that approximately 5 seasonal employees collect unemployment compensation. Director Bohenko asked if PDA has a reserve fund for unemployment compensation. Mr. Canner reported that there is no reserve fund.

4. Airport Operations
   a) Skyhaven Airport (“DAW”)

   Bill Hopper, Airport Manager, reported on the activities at Skyhaven Airport. DAW is preparing for winter. Mr. Hopper noted that Peter Bruckner, Skyhaven Airport Advisory Committee chairman, was in the audience. The runway project planning is ongoing. In response to Director Allard, Mr. Hopper reported that the runway project should be completed in 2014.

   Chairman Nickless introduced Eric Obssuth of Aeroworks, LLC, operator of the fixed based operations at Skyhaven Airport. Mr. Obssuth informed the Board that due to his retirement from his full time job, he will be able to devote his full attention to the Aeroworks operation and is looking forward to continued operations.

   (1) Aeroworks, LLC – Lease Extension

   Director Torr moved and Director Lamson seconded that In accordance with the terms of the Lease Agreement between the Pease Development Authority and Aeroworks, LLC (“Aeroworks”) for premises located at Skyhaven Airport, the Pease Development Authority Board of Directors hereby approves of the exercise of the option to extend the Lease term through February 28, 2014; and

   In accordance with the terms of the Terminal Management Agreement for Skyhaven Airport between PDA and Aeroworks, by exercise of the Lease option, the term of the Terminal Management Agreement (which runs in conjunction and coterminously with the Lease) is hereby extended through February 28, 2014; all other terms and conditions of the Lease Agreement and the Terminal Management Agreement
Agreement shall remain in full force and effect. **Discussion:** Mr. Bruckner expressed his appreciation for Mr. Obsuth’s efforts and the fixed base operator services provided by Aeroworks. **Disposition:** Resolved by unanimous vote; motion carried

(2) **Skyhaven Airport Aviation & Engineering Services**

Director Preston moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute an amendment to the Skyhaven Airport Aviation & Engineering Services Contract with Jacobs Engineering Group, Inc., to extend the contract term through December 3, 2015; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated December 14, 2012 attached hereto.** **Discussion:** Chairman Nickless confirmed that Jacobs is working on the Skyhaven runway project. Ms. Stowell reported that this contract is necessary to allow Jacobs to continue working on the runway project. **Disposition:** Resolved by unanimous vote; motion carried

b) **Portsmouth International Airport at Pease (‘‘PSM’’)**

Mr. Hopper reported that PSM is preparing for winter operations. The annual FAA certification inspection was held on November 26th and PDA passed the inspection. There were 14 more troop flights and more corporate flight activity. Director Lamson commended the Pease Greeters and the PDA staff on the 500th troop flight.

B. **Approvals**

1. **Vacation Buy Back Program**

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to implement a vacation buyback program for qualified PDA employees on the terms and conditions set forth in the presentation from Irving Canner, Director of Finance, dated December 20, 2012 and attached hereto.** **Discussion:** Ms. LaBonte reviewed the vacation buy back policy. Besides benefiting employees, the buyout will reduce PDA’s funded vacation accrual liability. The policy is available to non-classified employees who have more than 40 hours accrued vacation. Employees can buy back up to 40 hours as long as they retain 40 hours accrued time. The payout will be made before the end of the year. Mr. Canner reviewed the financial aspects of the buyout. Director Bohenko confirmed that the policy is open to both salaried and hourly employees. Ms. LaBonte reported that under the terms of the Collective Bargaining Agreement, classified employees are not eligible for the buyout. Director Bohenko confirmed that “comp” time is not included in the program. Mr. Canner reviewed the number of people who participated in 2009 and 2010. Director Bohenko asked how DPH classified employees deal with vacation time accrual. Geno Marconi, Division Director, reported that DPH employees take vacation throughout the year and try not to reach their vacation time limits. Director Allard asked if the buyout program is an annual event. Mr. Mullen reported that the program was not designed to be an annual event. Mr. Canner reported the program was not done in 2011 but that employees’ vacation accrual time has increased since 2010. The buyback program will reduce PDA’s liability. PDA plans to set up an accrual reserve fund by the end of the fiscal year for employee sick time. **Disposition:** Resolved by unanimous vote; motion carried.

2. **Bills for Legal Services**

Director Allard moved and Director Lamson seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of $6,575.41 for legal services rendered to the Pease Development Authority by:**

1. **Anderson & Kreiger, LLP**
   **Through October 31, 2012**
   $ 673.36
2. **Ropes & Gray**
   - Through August 31, 2012: $1,602.00
   - Through October 31, 2012: $202.50
   - Total: $1,804.50

3. **Sheehan Phinney Bass + Green**
   - Through October 31, 2012: $4,022.55
   - Through November 30, 2012: $75.00
   - Total: $4,097.55

**Total**: $6,575.41

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

**XII. Division of Ports and Harbors**

A. **Division Director’s Reports**

1. **Port Advisory Council**

   Mr. Marconi reported that the Port Advisory Council met on December 19, 2012. The Council reviewed the proposed amendments to the Pda 600 rules that deal with commercial piers and associated facilities. Mr. Marconi reviewed the process that was followed to draft the rule amendments and the process for completion of the rules.

2. **International Salt Company – Exercise of Option**

   Mr. Marconi reported that in accordance the terms of International Salt Company’s (“ISCO”) License and Operating Agreement, ISCO exercised its third option to extend for one year. The License is set to expire on May 31, 2014.

3. **Commercial Mooring Transfers**

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

<table>
<thead>
<tr>
<th>Permit Location</th>
<th>Permit No.</th>
<th>Business</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rye Harbor</td>
<td>No. 2450</td>
<td>Commercial Fishing</td>
<td>11/29/12</td>
</tr>
<tr>
<td>Transferor:</td>
<td>Raymond Maimone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transferee:</td>
<td>Peter Aikens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rye Harbor</td>
<td>No. 4574</td>
<td>Commercial Fishing</td>
<td>11/29/12</td>
</tr>
<tr>
<td>Transferor:</td>
<td>Robert Moynihan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transferee:</td>
<td>Raymond L’Abbe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rye Harbor</td>
<td>No. 6908</td>
<td>Commercial Fishing</td>
<td>11/29/12</td>
</tr>
<tr>
<td>Transferor:</td>
<td>Robert Weathersby</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transferee:</td>
<td>Black Lab Fishing Co.</td>
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</tr>
</tbody>
</table>

4. **Miscellaneous**

   Director Preston inquired about the status of the Hampton/Seabrook Harbors dredging project. Mr. Marconi reported that the dredging on the Seabrook Harbor side is almost finished and will move the project to the Hampton side soon. Mr. Marconi did not know what Hampton Harbor Marina is doing with respect to its dredging project.
Director Bohenko requested that the Finance Committee review the cost sharing between the City and DPH for the fireboat activities and consider making another appropriation to the City for the boat’s expenses. Director Bohenko asked that the City Fire Chief be involved in the discussions. Chairman Nickless referred the matter to the January 3, 2013 Port Committee meeting and then to the Finance Committee.

B. Approvals
   1. Appledore Marine Engineering – Replacement Floats

   Director Bohenko moved and Director Lamson seconded that The PDA Board of Directors authorizes the Executive Director to enter into a contract with Appledore Marine Engineering (“Appledore”), PDA’s marine engineering consultant, in an amount not to exceed $59,500 (to be drawn from the Division of Ports and Harbors’ Harbor Management Fund) for engineering services related to the replacement of the floating docks at the Rye Harbor Marine facility; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated December 11, 2012 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

   2. Market Street Terminal Truck & Scale Repairs

   Director Loughlin moved and Director Preston seconded that The Pease Development Authority Board of Directors hereby ratifies and approves of:

   1. the expenditure of funds in an estimated amount not to exceed $10,535 for services provided by Enpro Services, Inc. (“Enpro”), PDA’s on-call hazardous waste collector, including the vacating and CSE cleaning of the truck scale pit at the Division of Ports and Harbors Market Street Terminal; and

   2. the expenditure of funds in an estimated amount not to exceed $16,876 for repairs and calibration of the truck scale by Northeast Scale Co., Inc. (“Northeast”);

all in accordance with the memorandum of Geno J. Marconi, Division Director, dated December 11, 2012 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:

1. Trucks are required to be weighed on the truck scale when entering and exiting the Market Street Terminal operations area.

2. The truck scale must be certified annually. Without the immediate repairs and calibration of the truck scale, the truck scale cannot be certified or operated. Without certification, daily operations at the Market Street Terminal would be severely impeded.

3. Northeast installed the truck scale and has maintained it since its installation. Due to its familiarity with the scale, Northeast can provide the necessary repairs in the most cost effective manner. Note: 5 Affirmative Votes are required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried

3. Right of Entry Amendment – Hampton Harbor Ticket Booth

   Director Preston moved and Director Torr seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute an Amendment to the Right of Entry with Sean Nartiff to include charter fishing vessel operations and to extend the term of the Right of Entry through June 30, 2015; all otherwise in accordance with the terms and conditions set forth in the memo of
Geno J. Marconi, Division Director, dated December 12, 2012 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried

4. Bills for Legal Services

Director Loughlin 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 $30,951.76 for legal services rendered to the Division of Ports and Harbors by:

1. Sheehan Phinney Bass + Green
   Through October 31, 2012 $14,309.69
   Through November 30, 2012 $16,642.07
   Total $30,951.76

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

XIII. New Business

No new business was brought before the Board.

XIV. Upcoming Meetings

A. Proposed 2013 Meetings Schedule

Chairman Nickless presented a proposed meeting schedule and asked that the Directors let him know if there are any conflicts. All Committee Meetings begin at 8 a.m. unless otherwise posted.

XV. Directors’ Comments

The Board wished happy holidays to all.

XVI. Adjournment

Director Bohenko moved the motion and Director Lamson seconded to adjourn the Meeting. Discussion: None. Disposition: Resolved by unanimous vote; motion carried. Meeting adjourned at 9:40 a.m

XVII. Press Questions

There were no press questions.

Respectfully submitted:

David R. Mullen
Executive Director/Secretary