



MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

Meeting Minutes

July 20, 2010

Present: Arthur F. Mayo, III (Chair), John Moncure (Vice Chair), Charles J. Spies III (Treasurer), Dana Totman (Secretary), Rita Armstrong, Adam Cote, Donald Hudson, Thaxter Trafton, Sandra T. Updegraph and Steve Weems

Absent: Sally W. DelGreco

Staff: Steven Levesque, Jeffrey Jordan, Marty McMahon, Bob Rocheleau, Tom Brubaker, Victoria Boundy, Clare Tosto and Kathy Paradis

Location: Bath City Hall, 55 Front Street, Bath, Maine

Time: 4:00 pm

Welcome & Introductions. Chair Art Mayo announced that Item #6 on the agenda, Acceptance of Community Design Guidelines, was being pulled from the agenda and would be on the September Board meeting agenda.

Host Community Comment: City Manager William Giroux welcomed the MRRA Board to the City of Bath. He said that despite the difficult economy, the downtown merchants were doing well. He also noted that the City holds a quarterly business barometer meeting and invited everyone to attend -- the next meeting is at noon on July 23. Bill said that he appreciated everything the MRRA Board is doing and thanked everyone.

Minutes of Previous Meeting: John Moncure made a motion to approve the Board minutes of the May 18, 2010 Board meeting, which was seconded by Dana Totman. The vote was unanimous of the Board members present.

Executive Director's Report.

Environmental Impact Statement (EIS): Executive Director Steve Levesque advised that no property can be disposed of by the Navy until the EIS process is completed pursuant to the National Environmental Policy Act (NEPA). By way of background, Steve said that after the public comment period (which closed on June 28), the Navy is required to evaluate all the verbal and written comments received on the draft document and prepare a Final EIS (FIES). This may involve a range of actions -- from responding to a comment to requiring that additional analysis be conducted. If no additional analyses are required, the FEIS will include responses to those comments. If some additional work is required, the Navy will determine if it is necessary to extend the preparation of the FEIS. Steve stated that MRRA does not have a statutory role in the process because it is MRRA's reuse plan that is being evaluated; therefore, MRRA is kept at arm's length.

Foreign Trade Zone (FTZ). Steve advised that MRRA had received many of letters of support for its application for a Foreign Trade Zone designation from Maine's congressional delegation, the Governor, DECD, Maine Port Authority, local communities and regional organizations. MRRA also received a Memorandum of Understanding from the Lewiston-Auburn Economic Growth Council which sets out how they will work collaboratively. Steve commended Jeffrey Jordan who worked very hard to develop the application and who got a preliminary review of the application by the FTZ Board.

Utility District. Steve advised that as part of MRRA's economic development conveyance (EDC), MRRA expects to acquire the electric, water and sewer distribution systems on the base and manage them. MRRA staff has had discussions with the water and sewer districts in Brunswick and Topsham to procure utility and maintenance and will be drafting contracts for these efforts. Steve advised that MRRA staff has also been talking with Central Maine Power and others regarding the distribution of electricity. He noted that the electric poles on base are too high for CMP to repair; but that the Navy may be leaving some equipment behind that CMP or another company could use that could be utilized for the poles.

Adam Cote inquired how the utility district will be set up. Steve said he envisions a utility committee consisting of MRRA Board members that would manage the system. Board member Adam Cote suggested environmental

committee members should also be involved as utilities and environmental are related.

Association of Defense Communities (ADC). Steve reported that he, Board member Thaxter Trafton, and Deputy Director Jeffrey Jordan will attend the ADC annual conference on August 8 – 12. Steve said the conference is a good opportunity to have one-on-one discussions with key decision makers within the Department of Defense Office of Economic Adjustment and U.S. Navy. Steve reminded the Board that he also serves on the ADC Board of Directors and is the Board liaison to the Federal Outreach Advisory Committee.

Sponsorship and Special Events Coordinator. Steve took the opportunity to introduce Melissa LaCasse to the Board who was just hired as the Sponsorship and Special Events Coordinator for MRRA. Among other things, Melissa will be responsible for coordinating concerts, boat shows, flower shows, and air shows at the Brunswick Landing. Steve said that once the Navy turns the property over to MRRA, these events will be revenue generators and will benefit community.

Committee Reports.

Executive Committee.

Committee Chair Art Mayo advised that the Committee met on June 9 and July 6, 2010, and in addition to what had already been reported on in the Executive Director's report, the Committee discussed the following:

- **Nominating Committee.** Chair Art Mayo said that John Moncure had been appointed as Chair of the Nominating Committee for MRRA officers for the annual meeting in November. Chair Mayo asked for other volunteers to fill the Committee. Adam Cote and Sande Updegraph volunteered to serve.
- **Prospect Management Protocol.** Steve said that the MRRA staff is busy fielding prospects interested in locating to Brunswick Landing. The Prospect Management Protocol establishes procedures for business proposals. It was noted that the Prospect Management Protocol was adopted last March by the MRRA Board and that this Protocol Amendment immediately before the Board calls for the appropriate MRRA committees to approve lease terms and authorizes Steve to develop and negotiate the lease. The Chair of the appropriate committee

will review the leases. If it a lease goes to the full board pursuant to the Protocol, Steve will have MRRA's legal counsel review the lease.

Action Item: John Moncure made a motion for the MRRA Board to accept the Prospect Management Protocol, as amended, and as attached to these official minutes, which was seconded by Steve Weems. The vote was unanimous of the Board members present.

Airport Committee.

Committee Chair John Moncure said that the Committee met on June 17 and July 7, 2010 and discussed the following.

- Public Benefit Conveyance (FAA). The FAA is still in the process of reviewing the request and the Navy is working on the Finding of Suitability for Transfer (FOST) for the airport properties.
- Brunswick Executive Airport. After reviewing a list of potential names, the Committee is recommending that the Board approve the name "Brunswick Executive Airport."
- Great State of Maine Air Show & Business Aviation Expo. Aviation Services Manager, Marty McMahon, updated the Committee on the progress of the Great State of Maine Air Show & Business Aviation Expo, reviewed the draft air show budget, and discussed efforts to recruit and train volunteers.
- Air Show Logo. The committee approved the staff recommended logo for the air show.

Action Item. John Moncure made a motion that the MRRA Board approve the name Brunswick Executive Airport, as recommended by the Airport Committee, which was seconded by Rita Armstrong. The vote was unanimous of the Board members present.

Finance Committee.

Committee Chair Charlie Spies said that the Committee met on June 8 and on July 15, 2010.

- Quarterly Financials. Charlie advised that the Board had reviewed the quarterly financials at its last meeting through March 30. He said the budget appeared to be in order with no notable variances.

Action Item: Charlie Spies made a motion that the MRRA Board accepts the MRRA Quarterly Financial Report for the period ending June 30, 2010 as recommended by the Finance Committee, which was seconded by Don Hudson. The vote was unanimous of the Board members present.

- Budget Amendment. Charlie advised the Board that the OEA 2010 Budget Amendment 001 is to fund the following projects:

Valuation of Residential Properties on the base	\$ 80,000
Curriculum Development in Targeted Clusters for SMCC	50,000
IT Infrastructure Plan	50,000
Operations Plan Implementation	<u>25,000</u>
TOTAL	\$205,000

Charlie stated that the Committee was informed by MRRA's Deputy Director, Jeffrey Jordan, that OEA accepted MRRA's request to waive the local match requirement for the IT Infrastructure Plan and the Operations Implementation money totaling \$7,500. The local match of \$13,000 in the budget amendment will be covered by the Town of Brunswick and Southern Maine Community College. Charlie further stated that the Committee unanimously recommended that the Board of Trustees approve Budget Amendment 001 as presented pending the execution of a Grant Agreement between OEA and MRRA.

Board member Dana Totman asked for more specifics regarding the assessment of residential properties on base. Steve Levesque said the money is coming from OEA to perform the valuation because the properties have never been assessed because they are federal properties. Steve further advised that the Town of Brunswick requested MRRA to ask OEA to appraise the property. OEA has agreed to pay to perform the residential assessments. The \$80,000 goes to the Town of Brunswick and the Town will solicit bids for an appraisal firm.

Action Item: Charlie Spies made a motion that the MRRA Board approve OEA 2010 Budget Amendment for 2010, subject to OEA entering into a Grant Agreement between OEA and MRRA, and as recommended by the Finance Committee, which was seconded by Dana Totman. The vote was unanimous of the Board members present.

- **Airport Budget.** Deputy Director, Jeffrey Jordan, said that with the anticipated transfer and/or lease of a portion of the airport PBC property later this year, MRRA staff needs budget authorization to receive and expend funds related to the operation of the airport and the development of the air show. Jeffrey gave a brief overview of the airport and air show budget for 2010, noting that he had given a detailed presentation of the budget to the Finance Committee who recommends approval of the budget.

Board member Steve Weems asked how credit draws would be handled. Jeffrey advised the line of credit for the airport from MDOT would be paid back by lease revenues as the airport entered positive cash flow territory in 2011. He also advised the line of credit for the air show would be paid back in 2011 from sponsorships and ticket sales. Steve Levesque advised that MRRA's bank is fully supportive.

Action Item: Charlie Spies made a motion that the MRRA Board approve the 2010 Airport and Air Show Budget, as recommended by the Finance Committee, which was seconded by Don Hudson. The vote was unanimous of the Board members present.

New Markets Tax Credit Presentation. Board members Steve Weems and Charlie Spies gave a comprehensive overview of the New Markets Tax Credit program for the Board.

Public Comment. Fred Blanchard spoke to the Board about the pitfalls of the redevelopment of Loring Air Force Base and presented the Board with a study regarding how MRRA could learn from Loring's redevelopment. Mr. Blanchard also requested MRRA's latest audit report, and he was advised it could be found on MRRA's website.

Executive Session: At 5:25 p.m. John Moncure made a motion to go into executive session to discuss property matters pursuant to 1 MRSA Section 405(6)(C), which was seconded by Charlie Spies. The vote was unanimous of the Board members present.

Dana Totman, Secretary

ATTENDEES OF 7-20-10 MRRA MEETING

Name	Company/Organization/Residency
Fred Blanchard	Retired Taxpayer
Martha Sterling Golden	For Denise Tepler
Jim Pineau	Rep. Chellie Pingree's Office
Seth Goodall	State Senate
Bill Whitten	Cumberland County
Kathryn Martin	Brunswick Park & Gardens
Evan McDougal	Hoyle Tanner
Jim Nimon	Governor's Office
Denise Clavette	Town of Brunswick
Dave Markovchick	Town of Brunswick
Melissa LaCasse	Portland, Maine
Seth Koenig	Times Record
Don Spann	RE/MAX Riverside
Steve Wallace	Midcoast Chamber
Scott Jacqmin	Coastal Counties
Bill Giroux	City of Bath
Catherine Ferdinand	Bowdoin College
Bill Ferdinand	Eaton Peabody
Ed Benedikt	BACSE
Craig Baranowski	CMP
Leighton Cooney	Governor's Office
Leonard Blanchette	Brunswick Sewer District
Rich Roedner	Topsham
Steve Mistler	The Forecaster
Stan Gerzofsky	State Senator
Brian Whitney	Senator Snowe's Office