



MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

1st Annual Meeting Minutes
October 21, 2008

Present: Arthur F. Mayo, III (Chair), Gary Brown, Heather Collins, Shepard Lee, John Moncure, John Richardson (arriving 4:40 p.m.), Charles Spies III, and Dana W. Totman

Absent: Stephanie Slocum

Staff: Steven Levesque, Jeffrey Jordan, Robert Rocheleau, Victoria Boundy, Clare Tosto, and Kathy Paradis

Location: Kennebec Tavern and Marina, Bath, Maine

Time: 4:06 p.m.

Welcome and Introductions: Chair Art Mayo welcomed the attendees and invited them to introduce themselves.

Minutes from Previous Meetings: A motion was made by Shepard Lee to approve the minutes of the September 16 MRRA Board Meeting and the October 2 MRRA Special Board Meeting, which was seconded by John Moncure. The vote was unanimous of the Board members present.

Executive Director Report:

OEA Update. Executive Director Steven Levesque announced that the Office of Economic Adjustment (OEA) approved MRRA's request for \$24,000 in additional funding to support the development of the operations plan. Steve explained that the \$24,000 is needed because the operations plan's budget is \$350,000, while the winning bid for the work was \$374,000 and that the Board would be asked to approve a budget amendment to include the \$24,000 later in the meeting.

Consulting Studies. Steve advised that the Business Attraction, Airport, and Environmental Committees had reviewed proposals in response to the consulting RFPs, conducted interviews, and would be making recommendations later in the meeting.

Steve reminded the Board that at its last meeting, it had approved MRRA staff to negotiate a budget and scope of services for airport master planning, which is now completed. He said the Board would be asked to approve said budget and scope of services (subject to peer review) later in the meeting.

National Environmental Policy Act (NEPA). Steve advised the Board that the Navy will be holding public scoping sessions on the Environmental Impact Statement for NASB on November 12 from 4:00 p.m. to 8:00 p.m. at the Brunswick Junior High School Gym, and at November 13 from 10:00 a.m. to 2:00 p.m. at the Old High School in Brunswick. Steve commented that the process is moving ahead and that the Navy is committed to compressing the timetable.

Oxford Aviation Update. As a result of October 2 Special Board Meeting, Steve and John Richardson attended the National Business Aviation Association (NBAA) meeting during the week of October 5 in Orlando. They learned that the MRRA consultants were spot on in their market assessment for NASB. They also found out that Oxford Aviation, who has expressed an interest in having a presence on NASB, was highly regarded in the industry. Steve said that the conference validated much of the MRRA's previous research.

U.S. Department Housing & Urban Development (HUD) Update. Steve announced that he had been informed earlier in the day that HUD approved the reuse plans of NASB and its Topsham Annex and their housing programs. This HUD approval will allow the Navy and MRRA to move ahead with property disposition. Steve noted that the MRRA is the third base in the entire country to be approved by HUD in this 2005 BRAC round. Steve thanked Deputy Director Jeffrey Jordan, Facilities Manager Bob Rocheleau and MRRA counsel David Knisely for their assistance in submitting the HUD applications.

Association of Defense Communities (ADC). Steve went to ADC Board of Directors meeting in Washington, D.C. in which they worked on a transition paper for the new administration.

Airport Master Plan Contract. Steve reiterated that at the Board's direction, MRRA staff had negotiated the scope of services and budget with the consulting firm of Hoyle Tanner, as a result of the RFP process. Steve said that the Board needs to approve the scope of services and budget. Gary Brown indicated that he was impressed by the presentation of Hoyle Tanner.

Action Item: John Moncure made a motion that the MRRA Board authorize the Executive Director to enter into a contract for airport master planning services with Hoyle Tanner & Associates of Manchester, N.H. in an amount not to exceed \$400,000, which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

Committee Reports:

Executive Committee.

The Executive Committee met on October 2, 2008.

Committee Chair Art Mayo stated that Steve had covered much of what transpired in the Committee meeting in his earlier Director's Report. Art did remind the Committee to have Executive Director's evaluation forms completed by the next meeting date of November 6.

Chair Mayo asked the Board for officer nominations.

Action Item: Gary Brown made a motion that the following slate of officers be elected to the MRRA Board of Trustees for a one year term, which was seconded by Shepard Lee:

- Chair: Arthur F. Mayo, III
- Vice-Chair: John Moncure
- Treasurer: Charles J. Spies III
- Secretary: Heather Collins

The vote was unanimous of the Board members present.

Airport Committee.

The Airport Committee met on October 10, 2008.

Executive Director Steven Levesque gave the Airport Committee report stating that the Committee had met to conduct aviation consultant interviews of the Wicks Group, URS, Hoyle Tanner and Stantec. After deliberation, the Committee agreed to recommend the Wicks Group to the Board for approval. Gary Brown commented that the Wicks Group brought the necessary expertise to the table as our on-call consultants.

Action Item: Shepard Lee moved that the MRRA Board authorize the Executive Director to engage The Wicks Group of Washington, DC, for aviation consulting services, as recommended by the Airport Committee, which was seconded by John Moncure. The vote was unanimous of the Board members present.

Business Attraction Committee.

The Business Attraction Committee met on September 22, 2008.

Committee Chair Heather Collins stated that they had received eight responses to the Request for Proposals for an aviation business attraction consultant. Ultimately, the Committee interviewed two consulting firms and agreed to recommend the firm of Research on Investment (ROI). Heather stated that the Committee liked ROI's database approach (e.g., ROI's model works with database which is more specific than the other consultants interviewed).

Action Item: Heather Collins made a motion that the MRRA Board authorize the Executive Director to engage ROI (Research on Investment) of Montreal, Canada, for aviation business attraction consulting services, as recommended by the Business Attraction Committee, which

was seconded by John Moncure. When asked if there would be any problems in carrying on business with a consulting firm from Canada, Steve Levesque responded that there would not. Charlie Spies noted that it is a global market and ROI has important connections. The vote was unanimous of the Board members present.

Environmental Committee.

The Environmental Committee met on September 26, 2008.

Committee Chair John Moncure said that the Committee interviewed three qualified firms for environmental consulting services, and after discussion decided to recommend the firm of Mactec to the Board for approval.

Action Item: John Moncure made a motion that the MRRA Board authorizes the Executive Director to engage Mactec Engineering & Consulting, Inc. of Portland, Maine, for environmental consulting services, as recommended by the Environmental Committee, which was seconded by Shepard Lee. John Moncure noted that Mactec also has experience in environmental insurance matters. The vote was unanimous of the Board members present.

Finance Committee.

The Finance Committee met on October 14, 2008 but was unable to hold an official meeting due to a lack of a quorum.

Committee Chair Charlie Spies said that the Committee met with Janine Lipfert and Ginny Hatch of Bath Savings to discuss whether MRRA should enter into a collateral agreement with the Bank to secure funds above FDIC insured rates (now at \$250,000). The Committee reviewed MRRA staff's insurance and employee benefit programs and felt that they offered the best option for the least price. The Committee also reviewed the OEA and CDBG draw downs, the OEA interim financial report, the quarterly financial statement ending September 30, 2008, and the status of the supplemental \$24,000 OEA grant amendment for the operations plan. After discussion of the Board, the following motions were made:

Action Item: Charlie Spies made a motion that the MRRA Board accept the MRRA financial report for the period ending September 30, 2008 pending the annual audit, which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

Action Item: Charlie Spies made a motion that the MRRA Board authorize the Executive Director to enter into a Collateral Agreement with Bath Savings Institution, which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

Action Item: Charlie Spies made a motion that the MRRA Board accept the Office of Economic Adjustment supplemental grant funds in the amount of \$24,000 for the Operations Master Plan, which was seconded by John Moncure. The vote was unanimous of the Board members present.

Committee Chair Charlie Spies also asked the Board to adopt a bank resolution for signatories on MRRA's Bath Savings account which would remove Stephanie Slocum's name (the former treasurer) and replace it with Charlie Spies' name, as the new treasurer. Charlie said it was a standard form resolution to allow movement of funds and the execution of related documents.

Action Item: John Moncure made a motion to adopt a Bath Savings Institution bank resolution for MRRA signatories, which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

John Moncure made a suggestion that a financial report primer be presented to the Board at a future meeting to make reading the financial statements easier.

Housing Committee.

The Housing Committee met on September 22, 2008.

Committee Chair Dana Totman stated that Committee heard a presentation from Leighton Cooney, Base Readjustment Liaison for Governor Baldacci's Office, on the housing survey prepared by the Maine State Housing Survey. The Committee also reviewed the draft Request for Proposals (RFP) for a residential housing consultant to assist with managing the transition of the privatized family housing units on base. Responses to the RFP will be due on October 23, after which the Committee will hold interviews and bring a recommendation to the Board for its November meeting.

Other Business:

Chair Art Mayo recommended that Dana Totman serve on the Executive Committee (in addition to the MRRA officers).

Action Item: Shepard Lee made a motion that Dana Totman serve on the Executive Committee, which was seconded by John Moncure. The vote was unanimous of the Board members present.

Host Community Comment:

Bill Giroux stated that he appreciated everyone coming to Bath for MRRA's annual meeting. He stated that Bath is moving forward with its own economic plans to bridge the gap between now and when the base closes, noting that the City has received planning board approve to build a business park (Wing Farm Parkway). He also stated that Bath is working hard to bring development to downtown.

Public Comment: None

Adjourn: Shepard Lee made a motion at 5:10 p.m. to adjourn, which was seconded by John Moncure. The vote was unanimous of the Board members present.

Heather Collins, Secretary

ATTENDEES OF 10-21-08 MRRA MEETING

Name	Company/Organization/Residency
Andrea Quaid	Congressman Michaud's Office
Steve Mistler	Forecaster
Don Russell	Topsham
Wynne Levine	SeaWind Connections
Dale Wilde	Hoyle Tanner & Associates
Dick Ludders	Hoyle Tanner & Associates
Beth Campbell	Southern Maine Community College
Jim Ortiz	Southern Maine Community College
Glenn Cummings	Southern Maine Community College
Barry Peaco	BRAC Transition Center
John C. Marsh, Jr.	Bath Savings
Catherine Ferdinand	Bowdoin College
Jonathan Edgerton	Wright-Pierce
Capt. Stan Dietrich	OEA Navy Liaison
Bryant Monroe	OEA Project Manager
Patrick O'Brien	OEA Director
Amber Levofsky	OEA Project Manager
Jennifer O'Brien	MaineDOT
Brian Whitney	Senator Snowe's Office
Don Kniseley	Tedford Housing
Don Gerrish	Town of Brunswick
Janine Lipfert	Bath Savings Institution
Kathy Reed	Bath Savings Institution
F. Lee Bailey	Oxford Aviation
Jim Horowitz	Oxford Aviation
Louise Horowitz	Oxford Aviation
Jeffrey Piampiano	Drummond Woodsum
Carol Warren	Warren Buchanan
Rich Roedner	Topsham
Bill Giroux	Bath
Sue Spann	Re/Max Riverside Topsham
Don Spann	Chair, Topsham Planning Board
Janice Cooper	U.S. Rep. Tom Allen's Office
Candice Thornton-Lee	
David Knisely	Garrity & Knisely
Leighton Cooney	Governor's Office
Richael Ganong	Times Record
John Kaminski	Drummond Woodsum