



MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

Meeting Minutes

March 15, 2011

- Present:** Arthur F. Mayo, III (Chair), Dana Totman (Vice Chair), John Moncure (Secretary), Rita Armstrong (Treasurer), Adam Cote, Philip Congdon, Sally DelGreco, Donald Hudson, Sandra T. Updegraph and Steve Weems
- Staff:** Steven Levesque, Jeffrey Jordan, Marty McMahon, Dave Markovchick, Bob Rocheleau, Tom Brubaker, Victoria Boundy, Melissa LaCasse, Clare Tosto and Kathy Paradis
- Location:** Topsham Town Hall
- Time:** 4:30 pm

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

Host Community Comment. Cornell Knight, Topsham's new Town Manager, welcomed the Board. He noted that he had been the Town Manager for just a month, having been town manager in four other communities in the past, starting in 1979. He said he has been impressed with the work MRRA has done and looks forward to continuing the good working relationship that MRRA and the Town of Topsham enjoy.

Minutes of Prior Board Meeting. Steve Weems made a motion to approve the February 8, 2011, Board meeting minutes, which was seconded by John Moncure. The vote was unanimous of the Board members present.

Executive Director's Report.

Property Conveyances. Steve recapped that the Public Benefit Conveyance (PBC) of the airport property has been approved by the Navy and the FAA, and MRRA is working with the Navy to finalize the closing documents for the transfer of the first 714 acres. Steve went on to state that MRRA staff and legal counsel continue to work with the Navy, EPA and Maine DEP to coordinate all the various legal and environmental issues and schedules associated with the transfer of the remainder of the properties. Only properties that are determined to be "clean" and receive a Finding of Suitability to Transfer (FOST) can be transferred from the Navy. Accordingly, not all the properties will be conveyed at the same time, but in phases as clean-up continues and FOSTs are issued.

Steve stated that the next major transfers to MRRA will include those remaining areas within the airport PBC, and other NASB and Topsham Annex properties covered by the economic development conveyance (EDC) application.

Additional PBCs are scheduled for the Town of Brunswick (1,200+/- acres and 2 buildings), Bowdoin College (175+/- acres), Southern Maine Community College (14 acres and 6 buildings), Family Focus (2 buildings) and SAD 75 (12 acres). Furthermore, MRRA has been informed that the Navy has assigned the 66 acre East Brunswick Transmitter site to the Department of Interior for conveyance to the Town of Brunswick. Using maps, Steve highlighted the various property conveyances in Topsham and Brunswick. He said it is the Navy's goal to transfer as much of the property as possible this fiscal year, which ends September 30.

The Navy has been extremely accommodating with our redevelopment timeframes through the issuance of interim leases and property licenses, and moving ahead with the airport and SMCC's PBCs. The net result is that MRRA will have business and education activities occurring on the base prior to full base closure, which is extremely unusual in the BRAC world. This has enabled MRRA to commit to long-term leases with Maine Tool & Machine (Bldg. 553), Kestrel Aircraft Company and FlightLevel Aviation (Hangar 6), and Resilient Communications (Bldgs. 554 and 87), and will enable MRRA to demolish several buildings to prepare the site for the new Mölnlycke building.

Airport Update. Steve said that staff continues to make great strides to address the multitude of issues associated with opening the Brunswick Executive Airport to the public on April 2. The FAA has been very enthusiastic about adding the facility to the national airport system and has been extremely helpful in providing technical support and guidance in realizing this goal. Steve said that this was very evident last Thursday when he and Marty

McMahon, MRRA's Aviation Services Manager, spent a whole day with FAA representatives in Burlington, Massachusetts and Atlanta (via videoconference) to discuss and review all the various factors associated with the operation of the airport.

We continue to make very good progress in planning for the grand opening of Brunswick Executive Airport, the Brunswick International Fly-in, and the Great State of Maine Air Show and Business Aviation Expo. All these events are generating significant state and national interest. The key airport dates are as follows:

April 2:	Grand Opening at 1:00 pm in Hangar 6, preceded by a run of the runways
June 4:	Brunswick International Fly-in
Aug. 26-28:	Great State of Maine Air Show and Business Aviation Expo

NASB Disestablishment Ceremony. MRRA staff is working with Captain Fitzgerald and his team on planning the base disestablishment ceremony on May 31 at 1:30 pm in the parking lot area of Building 250, with a reception to follow at 3:45 pm. MRRA has agreed to fund the food at the reception.

Board Member Sande Updegraph commented that the TV ads for the Great State of Maine Air Show and Business Expo are appearing on Channel 8 and look fabulous.

Committee Reports.

Executive Committee.

The Executive Committee met on March 1. Committee Chair Art Mayo stated that most of the Committee's discussion had previously been covered in the Executive Director's Report.

Steve said that in order to maintain the properties at Brunswick Landing and Topsham Commerce Park, MRRA sent out Requests for Proposals (RFP) for on-call services for the following services:

- o Heavy Electrical and High Voltage Work (up to \$75,000)
- o Interior Electrical Work (up to \$30,000)
- o Plumbing Services (up to \$25,000)
- o General Maintenance and Repair Services (comprehensive carpentry, drywall, masonry, windows, etc.) (up to \$75,000)
- o Roof Repair and Replacement Services (up to \$40,000)
- o Painting Services (up to \$25,000)
- o HVAC Services (up to \$25,000)
- o Cleaning and Debris Removal Services (up to \$20,000)

MRRA Deputy Director, Jeffrey Jordan, headed up the RFP process. The contract term for each service will be for from the date of the award through December 31, 2013, with one year options for an additional four years. Steve said that he, Jeffrey Jordan, and Clean Technology Manager, Tom Brubaker, reviewed the 23 proposals that were received. Steve said there were a host of factors taken into account, including experience, references, capacity to do the work, and ability to work locally. Steve Weems said the process seemed to be very thorough.

Action Item: Dana Totman made a motion that the MRRA Board approve the following bid awards and authorize the Executive Director to enter into service agreements with the following entities, as recommended by the Executive Committee:

General Construction:	Ouellet Associates, Inc.
Heavy Electrical:	Enterprise Electric, Inc.
Interior Electrical:	Favreau Electric
Plumbing:	Damon Mechanical Services
HVAC:	Thayer Corporation
Roofing:	G & E Roofing
Custodial and Debris Removal:	O'Neal Janitorial Services
Painting:	Moore Painting

The motion was seconded by John Moncure. The vote was unanimous of those present.

Airport Committee.

The Airport Committee met on March 9. Committee Chair John Moncure said that Aviation Services Manager and Air Show Director, Marty McMahan, updated the Committee on the Great State of Maine Air Show and Business Aviation Expo, including the air show charity plan – how charities are selected. Committee Chair Moncure noted that there will be a form on MRRA's website for interested charities to complete.

The Committee was also briefed on the Airport Minimum Standards document prepared by MRRA staff, which has been vetted by the FAA and MRRA's airport consultants Hoyle Tanner & Associates. John noted that these outline the minimum standards and qualifications required of every potential airport tenant.

The Committee also discussed forming an Airport Advisory Group (AAG). The group would consist of pilots using the airport and local businesses utilizing the airport, and would serve to advise the Aviation Services Manager on issues

involving airport operations. Members of the AAG would be appointed for one year terms by the MRRA Board of Directors and meet regularly to provide a forum for public discussion on airport issues.

Finance Committee.

Committee Chair Rita Armstrong said that the Finance Committee met on March 8, reviewed the February financial reports, found them to be in good order, and accepted them. The Committee then reviewed an amendment to MRRA's purchasing policy which was prompted by indefinite delivery and indefinite quantity services contracts.

Action Item: Rita Armstrong made a motion that the MRRA Board approve the amendments to MRRA's Purchasing Policy, as recommended by the Finance Committee, a copy of which shall be attached to the official minutes, which was seconded by Sande Updegraph. The vote was unanimous of the Board members present.

Rita also advised the Board that Deputy Director Jordan will be preparing OEA Budget for Board consideration in May, and that the accounting firm of McDonald Page will begin its audit of 2010 in March.

Property Committee.

Committee Chair Dana Totman said that the Property Committee met on February 24. Dana summarized the Committee meeting, noting that the Committee discussed the prospect management protocols and received updates on the Brunswick Police Station, Southern Maine Community College's public benefit conveyance, Mere Creek Golf Course, Building 750/Gateway Hotel; and PPV housing/Schott Housing. In addition, Steve Weems discussed the Brunswick Parks and Gardens Project, stating that they are performing a strengths and weaknesses study. Dana noted the Committee went into executive session and discussed specific properties.

NASB Update. NASB Commander Captain Fitzgerald gave a PowerPoint presentation to the Board. He thanked the Board and said this may be his last time appearing before the Board. Captain Fitzgerald gave a history of NASB, the BRAC process, and said that the disestablishment would be on Tuesday, May 31. Captain Fitzgerald received a standing ovation from the attendees of the meeting.

The Board members wished Captain Fitzgerald well and thanked him for his help and the positive relationship he created for MRRA. Steve Weems talked about having relationships with the military, but said he has never heard of a better and more positive relationship than with the military in Brunswick and Topsham and he is grateful to have experienced the relationship.

Other Business. Executive Director Steve Levesque said that he is working with a community ice group who is looking to build an ice arena on the property adjacent to the field house and they are trying to raise funds. The property is scheduled to be a PBC to the Town. If the ice arena goes forward, the Town would relinquish about 4 acres of their PBC for the ice arena. Steve said it is an excellent opportunity and a much needed asset in the community.

Steve Levesque said that he was pleased to announce MRRA's new Economic Development Manager, Dave Markovchick. Steve said that in the past he had the opportunity to work with Dave at DECD on several projects. Steve said that Dave is a natural fit for MRRA and a good person to work with.

Public Comment. None.

Art Mayo advised that the next Board meeting will be at Brunswick's Maine Street Station, not at Brunswick Landing as previously indicated.

Executive Session: At 5:05 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 Dana Totman. The vote was unanimous of the Board members present. At 5:45 p.m. John Moncure made a motion to adjourn and reconvene the MRRA Board meeting, which was seconded by Art Mayo. The vote was unanimous of the Board members present.

Adjournment: A motion was made by John Moncure to adjourn from the Board meeting, which was seconded by Art Mayo. The vote was unanimous of the Board members present.

John Moncure, Secretary