



**LEBANON AIRPORT-TECH PARK TIF ADVISORY
BOARD
JUNE 23, 2021 - 5:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. The June 23, 2021 Lebanon Airport-Tech Park TIF Advisory Board Meeting is hereby called to order.

2. Approval of Minutes:

- A. June 16, 2020
B. July 21, 2020

3. New Business

- A. Discuss and approve a recommendation for the 2022 operating budget
B. Review plans for the proposed development project of the Lebanon Airport-Tech Park
C. Review and adoption of Rules of Decorum

4. Other Business

5. Adjournment

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public who wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please visit LebanonNH.gov/Live for full details.



MINUTES
LEBANON AIRPORT-TECH PARK TIF
ADVISORY BOARD
TUESDAY, JUNE 16, 2020 – 5:30PM
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/LIVE

- **CALL TO ORDER:** The June 16, 2020 Lebanon Airport-Tech Park TIF Advisory Board Meeting was called to order at 5:32 PM.
 - Present on the Board; Councilor Jim Winny, Kelly Caron, Jason Archambault, City Manager Shaun Mulholland and Executive Director Tracy Hutchins UVBA.
 - Staff Present; Planning Director David Brooks, Airport Director Carl Gross.
- **DISCUSSION ITEMS:**
 - A. Introductions and Discussion of Board Duties and Responsibilities- The Members of the Board and Staff members introduced themselves. City Manager Mulholland reviewed the provisions of the TIF District as approved by the Council to include the duties of the TIF Advisory Board.
 - B. Election of Officers; MOTION made by Kelly Caron to nominate Councilor Winny as the Chairperson. Second by Jason Archambault. The vote was unanimous in favor of the appointment. MOTION made by Jason to nominate Kelly as the Vice-Chairperson. Second by Councilor Winny. The vote was unanimous in favor of the appointment.
 - C. Set Meeting Schedule; The Board discussed and determined that a set meeting schedule was not necessary. The Board agreed to meet as needed. The Board agreed to meet sometime in mid-July to discuss recommending at proposed 2021 Operating Budget and reviewing the proposed 1B infrastructure development project.
 - D. Development Project of the Lebanon Airport-Tech Park; Planning Director David Brooks discussed the proposed 1B tech park infrastructure project. More definitively plans will be provided to the Board at the July meeting regarding the CIP project.
- **OTHER BUSINESS:**
 - City Manager Mulholland asked UVBA Executive Director Tracy Hutchins to discuss the collaborative project that the City, UVBA and GRDC (Grafton Regional Development Corp.) are considering to create an exchange that will assist in the marking of commercial properties including the 1B tech park as well as the 1A tech park. This would involve the application for a grant to provide funds for part time staffing at UVBA to create this exchange.
- **ADJOURNMENT.**
 - MOTION; Kelly Caron made a motion to adjourn the meeting at 6:18 PM. Second by Jason Archambault. Motion passed unanimously

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV



MINUTES
LEBANON AIRPORT-TECH PARK TIF
ADVISORY BOARD
TUESDAY, JULY 21, 2020 – 5:30PM
REMOTE VIA MICROSOFT TEAMS
[LebanonNH.gov/LIVE](https://lebanonnh.gov/LIVE)

1. **CALL TO ORDER:** The July 21, 2020 Lebanon Airport-Tech Park TIF Advisory Board Meeting was called to order at 5:30 PM.
 - Present on the Board; Chairman James Winny, Vice-Chairperson Kelly Caron, Jason Archambault
 - Staff Present: City Manager Shaun Mulholland, Airport Director Carl Gross.

2. **DISCUSSION ITEMS:**
 - A. Discuss and approve a recommendation for the 2021 operating budget for the Airport-Tech Park TIF District.
 - CM Mulholland recommended the Board propose a 2021 Budget of \$0 as the TIF District does not presently have any revenue and it is unlikely that it will generate any revenue in 2021. There are no anticipated operating expenditures in 2021. The development project would be in the City's capitol budget and debt service to be initially paid for through the Airport enterprise fund.
 - MOTION made by Kelly Caron to propose a 2021 Budget to the City Council of \$0. Second by Jason Archambault. Roll call vote in the affirmative.
 - B. Review plans for the proposed development project of the Lebanon Airport-Tech Park
 - CM Mulholland provided a summary of the 60% plans. David Brooks will complete an updated cost benefit analysis to provide to the Board for consideration.

3. **OTHER BUSINESS:**

4. **ADJOURNMENT.**

MOTION made by Kelly Caron to adjourn the meeting, second by Jason Archambault.
Motion passed by roll call unanimously at 5:50 PM

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YELLOW NEEDS TO BE FILLED IN FOR 2022 PROPOSED BUDGET							
NOTE: PLEASE ROUND TO THE NEAREST 10TH							
2022 City of Lebanon - AIRPORT TIFD Budget Worksheet							
Account Number	Description	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2021 Projected Expenditures	2022 Proposed Budget	\$-CHG V- BUDGET
2210-4153-01-0000	LEGAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2210-4515-01-5400	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2210-4515-01-5900	OTHER PURCHASED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2210-4711-01-9834	DEBT SERVICE-PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2210-4721-01-9834	DEBT SERVICE-INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2210-4901-01-0000	LAND PURCHASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2210-4903-01-0000	BUILDING PURCHASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2210-4909-01-0000	IMPROVEMENTS	\$ -	\$ -	\$ 10	\$ 10	\$ 10	\$ -
2210-4911-01-0000	TRANS TO GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	AIRPORT TIFD EXPENDITURE Total	\$ -	\$ -	\$ 10	\$ 10	\$ 10	\$ -
Account Number	Description	2020 Approved Budget	2020 Actual Revenues	2021 Approved Budget	2021 Projected Revenues	2022 Proposed Budget	\$-CHG V- BUDGET
2200-3110-01-2020	2020 AIRPORT TIFD WARRANT	\$ -	\$ 13	\$ 10	\$ 13	\$ 10	\$ -
2200-3502-01-0000	INTEREST EARNED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2200-3509-90-0000	MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	AIRPORT TIFD REVENUE Total	\$ -	\$ 13	\$ 10	\$ 13	\$ 10	\$ -

Airpark Road Development - Full Build Out

Overall Cost Estimate

2-Jun-21

Item	Projected Cost	Budget
L&M bid plus Alt 1 plus CO 1	\$ 1,026,500.00	
Liberty Utilities	\$ 378,736.80	Per Liberty 6/3
Construction services Engineering	\$ 138,300.00	Estimate
Lights on poles and fire alarm	\$ 2,000.00	Estimate
Const Contingency (10 percent)	\$ 154,553.68	
	\$ 1,700,090.48	
		\$ 2,279,700.00
Budget Contingency		\$ 579,609.52

LEBANON AIRPORT-TECH PARK TIF ADVISORY BOARD

RULES OF DECORUM AND COMMITMENT TO CIVIL BEHAVIOR

It is acknowledged that:

1. Civil, respectful, and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making.
2. Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
3. Anger, rudeness, ridicule, obscene or profane language, impatience, and lack of respect for others and personal attacks are not acceptable behavior.
4. Demonstrations in support or opposition to a speaker or idea are not permitted by members of the Board. The Chairman is responsible for maintaining order. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak.

To maintain a cohesive, productive working environment, the members of the Lebanon Airport-Tech Park TIF Advisory Board commit to:

1. Supporting the Board's mission.
2. Showing respect to each other as appointed members and staff representatives to the Board.
3. Promoting civility during Board meetings and tolerating nothing less.
4. Demonstrating reflective listening and not displaying negative body language (for example eye rolling, pencil tapping, shrugging of one's shoulders, hand gestures, etc.)
5. Allowing uninterrupted speech by those recognized as "having the floor" and refraining from speaking until recognized by the Chair.
6. Bringing Lebanon Airport and Tech Park TIF related concerns, issues, and conflicts to the Board for discussion.
7. Offering alternative solution(s) when addressing a problem or issue.
8. Maintaining the confidentiality of material discussed during closed Board meetings.

PLEDGE OF CIVILITY

The manner in which we govern ourselves is often as important as the positions we take. The City's collective decisions will be better and truer to our mission when differing views have had the opportunity to be fully vetted and considered. All those who appear before the City's board and committees have the right to be treated with respect, courtesy, and openness. We value all input.

Accordingly, we commit to conduct ourselves at all times with civility and courtesy, to both those with whom the Board interacts and to each other. We also pledge to endeavor to correct ourselves, should our conduct fall below this standard.