

**PEASE DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING  
MINUTES**

**Monday, November 14, 2022**

Presiding: Thomas G. Ferrini, Committee Chair  
Present: Committee Member Neil Levesque and Committee Member Margaret Lamson  
Attending: Paul E. Brean, PDA Executive Director; Anthony I. Blenkinsop, Deputy Director / General Counsel (arrived to meeting at 9:06 a.m.); Suzy Anzalone, Finance Director; and PDA Staff

**I. Call to Order**

Director Ferrini, called the meeting to order at **9:02 a.m.** in the Board conference room, at the Pease International Tradeport, 55 International Drive, Portsmouth, New Hampshire.

**II. Acceptance of Minutes – April 18, 2022**

Director Lamson **moved** the **motion** and Director Levesque **seconded** that **the Pease Development Authority (“PDA”) Finance Committee accept the minutes of the April 18, 2022 Finance Committee meeting.**

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

**III. Public Comment**

There were no public comments.

**IV. Reports:**

Finance Director Suzy Anzalone (“Anzalone”) spoke to the reports in the Committee’s packet.

**1. Operating Results for the Three Month Period Ending September 30, 2022**

Anzalone stated the revenue line items can vary; when setting the budgeted numbers for the upcoming year, they were not decreased. In fact most all revenue line items were increased. Regarding golf memberships, Anzalone stated the golf fees are trending under budget and explained all of the cash has been collected, but it is being evenly amortized over the year (i.e.; off approximately \$3,000/mo.)

Fuel sales are doing well which is as a result of price and quantity. Anzalone will be digging into this a little more over the next month to see how much variance is associated with price and quantity.

Anzalone indicated some short term option agreements have been included in “other revenue”.

*Anthony I. Blenkinsop, Deputy Director / General Counsel arrived to meeting at 9:06 a.m.*

Wages overall have a positive variance and during the first quarter wage increases have not yet taken effect, but will see an impact with the wage changes. Upon reviewing non-benefited wages, seem to be going over budget and Anzalone will take a closer look to determine the reason.

Lamson asked what the cause of this may be; Anzalone indicated PDA may be holding on to seasonal employees longer or budgeted hours may be higher. She will look into this further and provide the Board with her findings.

Brean indicated the non-benefited overtime is under budget which will help to offset some of the variances.

Health insurance is trending positively and the 4.5% increase will become effective January 1<sup>st</sup>, keeping it closer to budget. Anzalone spoke to retirement benefits running positively because wage increases will not be taking effect until the next quarter.

During the month of September, under building facilities, PDA spent \$22,000 for rubber removal which was the driver of that variance.

Regarding general and administrative, Anzalone informed the Committee PDA is waiting for renewal numbers for business insurance commencing January 1<sup>st</sup>.

Lastly, other operating expenses indicates the fuel is over budget, due to higher quantity and pricing.

Lamson spoke to the organizational chart having five openings; Anzalone affirmed and further stated she believes one equipment operator may have been filled.

## **2. Nine Month Cash Flow Projections through July 31, 2023**

Anzalone indicated over the next nine months it is anticipated there will be a decrease in cash as various capital expenditure projects will be rolled out. An example provided was the arrivals hall which will be funded by PDA; does not anticipate having to draw on the Line of Credit (“LOC”).

Further, Anzalone spoke to the summary provided for the Division of Ports and Harbors (“DPH”) showing a steady cash flow over the next nine months.

The Committee was informed of a transfer of funds into a very liquid money market account at Service Credit Union. Anzalone indicated this was done with the hope of earning some extra funds with a higher interest rate on the money deposited; will keep it there as long as possible.

### **3. Disbursement Register – July 1, through Sept 30, 2022**

A register was provided to the Committee so they could see disbursements made over the last three month period.

### **II. Discussion – Cash Flow Reporting Format**

Anzalone spoke to the potential of modifying the formatting of various pages in an effort to streamline the information more efficiently. One modification would be summarizing information regarding the LOC.

Ferrini asked with the LOC if money needed to be drawn against the LOC and paid off once a year to keep it active; Anzalone indicated the LOC the PDA has in place does not have that requirement. Further, she stated the LOC will be renewed under the same terms with Provident Bank. Anzalone indicated PDA will be decreasing the amount of the LOC; PDA can increase the monetary amount of LOC relatively quickly should it become necessary.

Lamson asked for background information regarding Microsoft upgrades indicated in the materials; Brean stated the upgrades were as a result of the Berry Dunn IT Audit done approximately two years ago. IT Director Greg Siegenthaler worked on the initiatives referred to in the audit; one of the big initiatives was to update the Microsoft Office Suite.

Anzalone asked the Committee members their thoughts regarding the format change of the cash flow report; Levesque said he liked the new format.

Lamson asked of the Golf and Grill 28 information; Anzalone indicated the Golf and Grill 28 information is set up on a separate slide so that Pease Golf Course General Manager Scott DeVito can speak to that information.

Ferrini indicated the format looked good; he asked Anzalone about DPH money which comes from state appropriations for capital expenditures. Anzalone indicated when looking at receivables there is information on inter-governmental receivables which shows funding from the state for DPH projects.

Brean suggested Anzalone mirror the PDA grant projects as shown on Page 4 and do something similar for DPH.

### **V. Next Committee Meeting:**

The next Finance Committee meeting is TBD.

### **VI. Director's Comments:**

**VII. Adjournment:**

Director Lamson **moved** the **motion** and Director Levesque **seconded** to adjourn the meeting.

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

Meeting adjourned at **9:26 a.m.**

**VIII. Press Questions:**

There were no questions from the press.

Respectfully submitted,



Paul E. Brean  
Executive Director