

**PEASE DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS' MEETING  
MINUTES**

**Thursday, March 17, 2022**

Presiding: Neil Levesque, Vice Chair  
 Present: Thomas G. Ferrini, Treasurer; Erik Anderson; Steve Fournier; Margaret F. Lamson; and Susan B. Parker  
 Attending: Paul E. Brean, Pease Development Authority (“PDA”) Executive Director; Anthony I. Blenkinsop, Deputy Director /General Counsel; Maria Stowell Engineering Manager; Suzy Anzalone, Finance Director; Geno Marconi, Division of Ports and Harbors (“DPH”) Director; Scott DeVito, Pease Golf Course General Manager; Andrew Pomeroy, Manager, Aviation Planning & Regulatory Compliance and Raeline A. O’Neil, Legal Executive Assistant

**I. Call to Order:**

Vice Chairman Levesque (“Levesque”) called the meeting to order at **8:31 a.m.**

*Director Fournier arrived to the meeting at 8:32 a.m.*

Vice-Chairman Levesque (“Levesque”) requested a moment of silence in observance of what is going on in Europe. Further he spoke to meeting attendance being greater than usual and anticipated that was due to the potential Air Cargo development. Levesque touched on a few points as he believed that there are some misunderstandings being aired:

1. There are no action items on today’s agenda and no formal development proposals presented to the PDA Board for consideration regarding this matter;
2. If, and only if, land development proposals are presented to the Board for one or both parcels that Options were provided, would that commence a public review process which will play out over multiple public meetings. This process would include detailed plans, information on planned end use, traffic, noise and environmental issues.
3. When those plans and studies are presented for Board consideration they will also be available for public review.
4. As a Board, it understands the great interest in potential developments and impacts to the surrounding communities. The Board takes its role in reviewing any development proposals that may come, hearing concerns about such proposals, very seriously and will provide it the time and attention it deserves.

**II. Acceptance of Meeting Minutes: Board of Directors’ Meeting of January 20, 2022**

Director Anderson **moved** the **motion** and Director Lamson **seconded** to **approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, January 20, 2022.**

Discussion: Director Anderson expressed his appreciation to the staff on the comprehensive and thorough minutes that have been provided.

Disposition: Resolved by **unanimous** vote with the Chair abstaining for; motion **carried**.

*Levesque indicated that “Old Business” would be moved up in the agenda so that those in attendance could hear what they came for.*

### III. Old Business:

#### A. Report:

##### 1. Potential Air Cargo Development – Status Update by Executive Director

Executive Director Paul Brean (“Brean”) read the memo from the Board package regarding the Air Cargo Development Update.

### IV. Public Comment:

Levesque informed those who wished to speak would have an opportunity to do so and requested comments be kept to three minutes to all those who came to speak and opportunity to do so and for the Board to continue its meeting.

Public Comment **commenced** at **8:37 a.m.** and **ended** at **9:37 a.m.**

*Mike Lehrman*, a Durham resident, expressed concerns of the potential development size and detrimental effects the development will have on local communities. (Lehrman provided various documents to Andrew Pomeroy after the meeting.)

*Dania Seiglie*, a Rye resident and Board Chair of Rye, spoke to the concerns of the potential air cargo facility being “quietly kept from the primary stakeholders, the residents of the surrounding communities” and additional points of concern.

*Roger Wiegley*, a Rye resident, submitted a letter to the Board with legal analysis and spoke to the Brean’s recent attendance at the Newington Town Meeting, requirement of FAA approvals and environmental assessments which should be performed by Air Force, not the developer.

*Phil Winslow*, a Rye resident and Vice-Chair Selectman, spoke to finding out about the planning of the Air Cargo through a letter to editor in the Portsmouth Herald; the Town of Rye was never officially informed of the planning or offered an opportunity for input on the concerns it would bring to the quality of life.

*Tom King*, a Rye resident and Selectman, spoke to Rye being concerned of the potential development and the night flying that may be involved. Spoke to being supportive of the

military flying, proud to host the NH ANG currently at Pease, and understands, the increased development on the airside of passenger airline service as additional flight options are always good (encouraging more daytime service).

*Elizabeth Bratta*, a Portsmouth / Dover resident, spoke to the North Apron and Hangar 227 developments being at the feasibility and impact stages and spoke to two cargo / military flights currently at 2 a.m. and 4 a.m. that fly into Pease and the concerns of night time flights. Further she posed a few questions:

1. Are the [new] operations going to be affiliated with the existing cargo facilities already at Pease;
2. Or are they proposing to build as a new carrier;
3. How many cargo facilities are already on Pease; and
4. Can you strongly encourage them to participate voluntarily in the noise mitigation project?

*Keri Roman*, a municipal attorney and former Rye selectman, spoke to long term environmental impacts the proposed facilities would have citing various writings/studies.

*Clinton Miller*, former Chief of Staff of Portsmouth Regional Hospital, spoke to scientific studies and strict regulations of night flights and impacts to residential areas involving sleep disturbances / interruptions.

*Malcolm McNeil*, a Durham resident, spoke to previously representing the Town of Newington for 15 years; understands the process, where things stand and encouraged Board members to speak with their representative bodies as a means to provide information moving forward. Suggested the Board hire, at the developers' expense, an expert on cargo carriers which would be responsive to the Board to serve as a peer review.

*Ed Moya*, a Newington resident, spoke to the impact of night flights and a request for additional transparency.

*Joe Ullman*, a Durham resident, spoke to lifestyle concerns, against additional congestion and noise impacts.

*Chris Russo*, a Newington resident, spoke to the developer indicating a need to move quickly on behalf of its client and the reference of a traffic study at the Route 33 location at 5 p.m. to 3 a.m. Asked the power the Board would have over client leasing the building (potential air traffic control by FAA or Board); and the potential financial reward versus the negative impacts that are rising to surface.

*Rita Himes*, general counsel for IAPP, tenants at Pease; met with Brean and developer. While not opposed, suggested it would need a new home if they would be surrounded by project. Further asked for more transparency and holistic consideration of the Tradeport by keeping tenants in mind.



*Karl Leinsing*, lives five miles north of runway, he is the only helicopter based on the airport and spoke to the need of a balanced growth / income. He is for the development with limits to it. There are noise mitigation procedures that could be expanded upon and spoke to the military training that occurs at Pease. Further a lot of the FAA regulations which have been discussed are good guidelines and not regulations.

*Lori Crebasal*, a Rye resident, spoke to the flight path and there not being a cap on flights. Further spoke to the impacts due to pollution from increased traffic and decline in air quality exacerbating health issues. Indicated not having an issue with the military flights.

*Babs Dallmeyer*, a Rye resident, spoke to being left out of the decision and the impact the planes have on area.

*Nick Toumpes*, a Rye resident, spoke to the potential vision of the intermodal e-commerce hub and how it will be realized. Further he spoke to the impact on the infrastructure (Routes 16, 4, 108, 33, 95) with additional traffic; the workforce issues (types of jobs) and housing issues.

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Director Ferrini (“Ferrini”) spoke to being in this together and assured public they are heard; today is a small piece of what will be an extensive opportunity for communities to become involved. Envisions the PDA/PDA Staff/Developer possibly going to surrounding communities as part of this process. Regarding the studies referenced PDA will probably follow the guidance of a third party review, the studies may lead to additional studies and the Board is not in a rush to do anything other than understand. There will be public meetings and access so the process is as interactive as possible. Spoke to the quality of life also being jobs and those individuals north of Dover who too need higher paying jobs with good benefits. Believes there will be significant studies, interaction with the communities and public’s participation. Further spoke to the power of the lease which is an extremely powerful mechanism for the Board.

Director Fournier (“Fournier”) a representative of Strafford County spoke to this being a process which is key and not being done any differently than any municipality. Also spoke to a lack of workforce within the southern tier of the state but also want to make sure that the northern tier (Strafford County) can be provided well-paying jobs for that tier. Spoke to transparency and how PDA has followed 91A to the letter of the law and very little being non-public at this point.

Director Lamson (“Lamson”) a representative of Newington thanked all who attended and understands the noise affects on residents. PDA has followed 91A and post all of its minutes.

Director Parker (“Parker”) is a representative of Greenland and welcomed the diverse information from all on quality growth and the need to be environmentally careful. It is important to start with fact and also understand the effects on the people you are trying to serve. While we are public / private it is a complex blend of federal / state policy and entrepreneurship



which is a unique effort to do development the right way. There is a process which has to be honored by this Board and it will be a welcomed effort to work collaboratively with the public.

Director Anderson (“Anderson”) is a representative of the City of Portsmouth; stated there are a variety of documents that already encompass this process. There are also stormwater preventive measures and environmental measures that individuals should become familiar with as they will be followed through the course of this process. This is the beginning of the process; further there are merits in this project as well as sensitivities expressed today. All topics mentioned today are valid in these discussions.

**V. Committees:**

**A. Report:**

- 1. Airport Committee**
- 2. Transportation Management Committee**
- 3. Golf Committee**

No questions raised from Board members regarding the agendas provided.

*Levesque exited the meeting at 9:51 a.m. and returned at 9:54 a.m.*

**VI. Finance:**

**A. Executive Summary**

Finance Director Suzy Anzalone (“Anzalone”) stated the Executive Summary has outlined some of the notable cost overruns and underruns and the financial report provides the Board additional details. Page two of the Executive Summary provides a summary for each of the business units and there is nothing significant to report as all are performing favorably year-to-date (“YTD”).

Ferrini asked in relation to operating expenses (Golf Course and a number of the properties) being significantly under budget and asked for the reason behind this; Brean stated fiscal responsibility measures were implemented during the pandemic. Brean also indicated that due to the pandemic, there have been some holds on vacancies; as we get further from the pandemic anticipate stronger expenses. Ferrini asked if Brean were referring to employees; Brean affirmed.

Anderson indicated without the sale from 30 NH Avenue, the margin would be low in operating revenues; Anzalone indicated with the removal of that sale PDA would still be favorable to budget. Anzalone spoke to the snow removal expenses ramping up this time of year, and there have not been a lot of marketing expenses YTD. Anzalone indicated that some of the line items have had cost overruns and anticipates in the upcoming months the fuel prices will be higher than budgeted; anticipate being able to absorb those costs as staff has been able to keep costs under control.

Lamson asked of the reference on page three regarding chemicals; Anzalone indicated Pease pre-paid for next season's turf maintenance at the golf course.

Anzalone stated the balance sheet is strong showing unrestricted cash and receivables making up the current assets and restricted assets primarily consisting of the Revolving Loan Fund (18 outstanding loans accounting for \$980,000 in outstanding loans leaving \$220,000 available for loans).

Lamson asked how many PDA buildings utilize heating oil; Brean indicated PDA has a handful of smaller buildings, with a majority heated by natural gas.

**B. Reports:**

**1. FY2022 Financial Report for the Seven Month Period Ending January 31, 2022**

Anzalone indicated the results on a YTD basis a consolidated operating revenues of being favorable to the budgeted projections by 21.8%; (included is the sale of 30 NH Avenue). Anzalone indicated if the sale of 30 NH Avenue property were removed from the operating revenues, would still be 4.5% over budget. Operating expenses are trending under budget by just under 12%.

**2. Cash Flow Projections for the Nine Month Period Ending November 30, 2022**

Over the next nine month PDA anticipates just over \$16.5 million in cash inflows provided by operating revenues (included would be the ARPA Grant in the amount of \$1.9 million). Regarding cash outflows, PDA is projecting \$8.3 million in grant and non-grant capital spending. Anzalone informed the Board that while these are projections, staff is currently working on its capital budget. There may be fluctuations as we begin to finalize the capital budget which will be presented to the Board at the April meeting.

Ferrini asked of the line items for marketing / promotions, from previous discussions can envision some of that money hasn't been spent and could be repurposed if necessary. Brean indicated PDA does budget \$100,000 for marketing expenses for specific PDA/Tradeport and a separate line item specific to airline services for \$200,000. Ferrini asked if in the marketing budget there were public affairs etc. and how much is called for; used by staff; and how much would be available for say a public process; Brean stated PDA is well funded.

**VII. Licenses/ROEs/Easements/Rights of Way:**

**A. Reports:**

- 1. Port City Air – Hangar 227 – Cold Storage of Four (4) Vehicles**
- 2. PlaneSense – Right of Entry – 105 Flightline Road**
- 3. US Navy – Right of Entry - Emergency Vehicle Operating Classes – North Apron**

4. **New England Seacoast Region Chapter 225 of the Experimental Aircraft Association – Right of Entry - Skyhaven**
5. **Jalbert Leasing, Inc. d/b/a C & J Bus Lines – Right of Entry – Hampton Street**

Brean informed the Board that in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of License Agreements,” PDA entered into the following Right-of-Entry:

1. Name: Port City Air  
License: Right-of-Entry Extension  
Location: Hangar 227  
Purpose: Cold storage of Four (4) Vehicles  
Term: Extension from original request through February 28, 2022
2. Name: PlaneSense, Inc.  
License: Right of Entry  
Location: 105 Flightline Road and surrounding designed premises  
Purpose: Survey / Site Inspection Purposes  
Term: February 1, 2022 through June 30, 2022
3. Name: US Navy  
License: Right of Entry  
Location: North Apron  
Purpose: Emergency Vehicle Operating Classes (EVOC Training)  
Term: Periodic and Pre-Approved Access through December 31, 2022
4. Name: New England Seacoast Region Chapter 225 of the Experimental Aircraft Association  
License: Right of Entry  
Location: Skyhaven Airport  
Purpose: Staging and hosting EAA 225 Young Eagle Flight Rally events  
Term: May 1, 2022 through October 15, 2022
5. Name: Jalbert Leasing, Inc. d/b/a C & J Bus Lines  
License: Right of Entry  
Location: Hampton Street Lot  
Purpose: Parking of C & J Customer Vehicles on a Valet Basis Only  
Term: March 1, 2022 through midnight May 31, 2022 with a six (6) month option to extend the ROE November 30, 2022 subject to the approval of the Executive Director of Pease Development Authority (“PDA”)

Director Fournier was consulted and granted his consent to all of these items.



**B. Approvals:****1. Vibe Motors – Concession Agreement**

This item was pulled from the agenda.

**2. New England Aerobatic Club – Right of Entry – Skyhaven**

Director Fournier **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with New England Aerobatic Club for the purpose of holding periodic airplane aerobatic practices at Skyhaven Airport from December 31, 2021 through December 31, 2022; all in accordance with the Memorandum from Andrew Pomeroy, Airport Operations Manager, dated March 9, 2022.**

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

**VIII. Leases:****A. Reports:**

- 1. Sublease between 100 International, LLC and Equitable Financial Life Insurance Company (Suite #340)**
- 2. Sublease between 200 International, LLC and Pirouette Medical Inc. (Suite #170)**

In accordance with the “Delegation to Executive Director: Consent, Approval of Sub-Sublease Agreements” PDA approved the following lease option with:

- |    |         |   |
|----|---------|---|
| A. | Tenant: | Equitable Financial Life Insurance Co.                    |
|    | Space:  | 3,361 square feet at 100 International Drive (Suite #340) |
|    | Use:    | Office and related use                                    |
|    | Term:   | Three (3) Years anticipated Commencement Date of 2/1/2022 |
|    |         |   |
| B. | Tenant: | Pirouette Medical Inc.                                    |
|    | Space:  | 1,600 square feet at 200 International Drive (Suite #170) |
|    | Use:    | Office and related use                                    |
|    | Term:   | One (1) Year anticipated Commencement Date of 2/1/2022    |

The Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements also requires the consent of one member of the PDA Board of Directors. In this instance, Director Lamson was consulted and granted her consent.

**IX. Contracts:****A. Reports:**

- 1. Pease Golf Course – Commercial Seating Products Inc. - 180 Amigo Inter Stackable Resin Folding Function Chairs**
- 2. Pease Gold Course - Finch Turf, Inc. - Lely 550 lb Hopper Fertilizer Spreader**

### 3. Stratham Tire – 2008 Volvo Front End Loader Tire Replacement

In accordance with Article 3.9.1.1 of the PDA Bylaws, Brean reported on the following:

1. Project Name: Commercial Seating Products Inc.  
Board Authority: Director Ferrini  
PDA Obligation: \$7,468.10  
Summary: 180 Amigo Inter Stackable Resin Folding Chairs with Padded seat for use at the Pease Golf Course
2. Project Name: Finch Turf, Inc.  
Board Authority: Director Ferrini  
PDA Obligation: \$7,325.00  
Summary: Lely 550 lb Hopper Fertilizer Spreader for use at the Pease Golf Course

In accordance with the Delegation to Executive Director regarding Consent, Approval and Execution of Documents and Expenditure of Funds for Emergency Repairs:

3. Project Name: Stratham Tire  
Board Authority: Director Ferrini  
PDA Obligation: \$20,620.80  
Summary: 2008 Volvo Front End Loader Tire Replacement to support Airport Snow Removal and Pavement repair

Parker asked if PDA received a wholesale rate on the tires; Brean affirmed and stated PDA receives state and contract TSA pricing.

#### B. Approvals:

##### 1. Honeywell International Inc. - Maintenance Service Agreement

Director Ferrini moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into a contract with Honeywell International, Inc. (“Honeywell”) of Manchester, NH and to expend an amount not to exceed \$17,180.00 for an annual preventative maintenance service agreement for the access control, video and audio systems at the airport terminal building; all in accordance with the memorandum of Ed Pottberg, Airport Security Administrator, dated February 22, 2022.

In accordance with the provisions of RSA 12–G:8, VIII, the Board justifies the waiver of the RFP requirement as Honeywell is the provider of the airport's primary access control, video and audio systems, which is a proprietary closed system.

Discussion: Parker stated this is a new system put in last year which had security re-writing to the system and Honeywell had to be used because it is all part of a bigger operation; Brean affirmed and further stated this is due to the terminal expansion and more of a long term operating contract.

Disposition: Resolved by **unanimous** roll call vote for; motion **carried**.

## 2. aboutGOLF Simulator 3-year Subscription Renewal

Director Fournier **moved** the **motion** and Director Parker **seconded** that **the Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into an agreement with aboutGOLF in a total amount not to exceed \$18,000.00 for the renewal / purchase of a three (3) year software subscription for the three (3) Pease Golf Course simulators for use at the Pease Golf Course; all in accordance with the memorandum of Scott DeVito, PGA General Manager, dated March 7, 2022.**

**In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement based on the fact that the aboutGOLF hardware at Pease Golf Course is a proprietary system requiring the use of aboutGolf software.**

Discussion: Anderson indicated that this item was taken up at the Golf Committee meeting on Monday and revenues have been calculated to cover the cost through an increase in revenue rates. Scott DeVito (“DeVito”), Pease Golf Course (“PGC”) General Manager, affirmed there would be an increase in rates in the fall in order to offset the pricing.

Disposition: Resolved by **unanimous** roll call vote for; motion **carried**.

## 3. Addendum to Contract with Five Star Golf Cars for Ten (10) Additional Golf Cars during the 2022 Season

Director Anderson **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the Pease Golf Course to negotiate and execute an addendum to the Five Star Golf Cars and Utility Vehicles (“Five Star”) contract for an additional ten (10) golf cars for May 1, 2022 through September 30, 2022, in an amount not to exceed \$18,750.00; all in accordance with the memorandum from Scott DeVito, PGA General Manager dated March 7, 2022.**

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

## 4. McFarland Johnson - Airport Terminal Program Funding Opportunity

Director Parker **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to amend its on-call contract with McFarland Johnson, Inc. in an amount not to exceed \$60,000.00, in order to provide consulting and engineering services to facilitate the submission of an application for Airport Terminal Program funds for airport terminal**



**improvements; all in accordance with the memorandum of Paul E. Brean, Executive Director, dated March 10, 2022.**

Discussion: Anderson indicated after reviewing the material and discussion with Brean regarding this, it is justified associated with the terminal expansion phased project and believes it is appropriate. This would be pending an application to be submitted to the FAA for AIP project. Brean indicated this was announced two weeks ago and stated they are putting \$4.85 billion into the airport systems, specifically for terminal infrastructure projects. Brean stated there is at least 10% designated for airports like Portsmouth. PDA's recent design study and completion of the first design project with three additional phases of the project ready (one of those being the baggage claim area). PDA believes it is one of the few airports in the region that is shovel ready for the project in FY22, which will change in FY23 when airports do design work. PDA's readiness for a project makes it perfect timing to submit an application as it would be funded by the FAA by 95%. Brean further stated PDA is in sync with DOT Aeronautics and they have the sponsor share from its commitment programmed into the model. This is something that PDA would need done either through grant funding or internal funding as the next step in updating the facility.

Lamson spoke to the improvements made to the facility / baggage area and how things were difficult prior to the expansion making individuals unhappy with the terminal.

Parker affirmed this would be FAA money in a phased grant over multiple years; and as such it would go into a based budget. Brean indicated PDA would be able to front the project in the first instance and then become reimbursed for all eligible expenses. PDA anticipates all of the expenses for this project would be AIP and FAA eligible.

Anderson indicated he hoped PDA would be successful with the FAA and if not staff would come forward to fund this project through a Line of Credit. Brean affirmed and stated it would be put before the Board if not as it is for the now as we are building to accommodate the existing passenger flow.

Disposition: Resolved by **unanimous** vote for; motion **carried**.

#### **5. IT / Admin Pool Vehicle - 2022 Toyota Prius Plug-In Hybrid**

Director Lamson **moved** the **motion** and Director Fournier **seconded** that **the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to purchase one (1) 2022 Toyota Prius Plug-In Hybrid from Hudson Motors of Jersey City, NJ in a total amount not to exceed \$25,414.00; all in accordance with the memorandum of Ken Conley, Fleet Manager, dated March 16, 2022, incorporated herein.**

**In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement as the vehicle will be purchased under the State of New Hampshire's Vehicle Procurement Contract.**

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

**X. Signs:****A. Report:****1. Paddy's American Grille – 27 International Drive**

In accordance with the “Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs” PDA reports as follows:

Entity: Paddy's American Grille  
 Location: 27 International Drive  
 Summary: Replace the damaged monument structure at the entrance to their facility with a similar one including internally illuminated sign panels featuring their new logo and street address on the base. The existing façade sign will be refaced with a sign reflecting their new logo.

The Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs also requires the consent of one member of the PDA Board of Directors. In this instance, Director Fournier was consulted regarding the sign change.

**XI. Executive Director:****1. Golf Course**

DeVito spoke to PGC simulators' numbers to February being on target to meet or exceed what was done in 2021. Further since COVID restrictions have been reduced concerning Grill 28 has seen more business and since the range was opened this week they are seeing more people at the golf course. Meeting with the Superintendent on Monday to look at opening some of the golf course and anticipate a formal announcement mid-day on Monday.

During the Golf Committee meeting Anderson asked of potential for additional revenue. DeVito stated previously the NH golf guidelines during COVID required tee times be adjusted to 10 minute intervals and now they can be modified down to 9 minute staggered time adding 12 tee times back into the system allowing for an increase to revenue.

With respect to the previous inquiry of expenses being down, DeVito indicated in FY21 there had been a reconciliation of the liability account (gift cards) there was an expense that shows up every three or four years being significant (over \$100,000); furthermore, last year was a very wet season resulting in approximately \$200,000 under expenses.

Anderson indicate he has always been impressed with the responses provided by DeVito and believes the golf operations are in good hands and is confident in the direction it is going.

**2. Airport Operations**  
**a) Portsmouth International Airport at Pease (PSM)**

Brean stated since when the Board last met there have been 13,068 enplanements in the terminal getting PSM to its 10,000 mark for AIP funding making PSM eligible for funding being achieved in the first two months. There were 1,500 vehicles parked at the terminal

Fuel flowage fees in the month of January indicates 665,000 gallons sold with 60% being purchased by DOD / Craft flights; 19% from commercial activity and 22% being general aviation and corporate aviation. In February there has been an uptick in activity with 1.2 million gallons of JetA sold with 79% being DOD / Craft flights, 9% commercial and 12% general aviation with geopolitics playing heavily. Over the past year there has been an 18% increase in the daily airport operations for arrivals and departures, PSM averaging about 80 operations a day.

Brean asked that the list of grants be displayed for the Board in order to display what the 10,000 enplanements means annually. Fortunately have been able to receive funding through Coronavirus program and collectively have received approximately \$5 million specifically associated with the Coronavirus pandemic. PSM is eligible for that due to the annual passenger enplanements and that is how it is calculated through its association to passenger activity which places PSM in the AIP program. Brean stated that since 2018 PSM has been funded approximately \$20 million through AIP funding and a bulk of that was used for the funding of the runway reconstruction pavement project as well as receiving \$6 million from the Department of Defense for ANG's contribution for the project. This is another way to show what the 10,000 enplanements mean as a way to maintain viable operations.

Regarding Allegiant, have initiated the Tampa/St. Pete flights for the season and starting in June flights to Nashville and Myrtle Beach will commence and do have a system wide capacity restriction due to the price of fuel as a fiscal initiative. So far PSM has not recognized too much of an impact but with the price of oil it will greatly impact the aviation industry immediately.

Lastly, Andrew B. Pomeroy, Manager Aviation Planning and Regulatory Compliance recently returned from the Northeast Chapter AAAE conference which is geared toward architectural, engineering and environmental projects and PSM received an award for architectural project of the year for the terminal project. PDA staff worked hard on the project with McFarland Johnson, Hutter and Fennick McCredie Architecture and we were recognized as the terminal project of the year.

**b) Skyhaven Airport (DAW)**

At Skyhaven received approximately \$200,000 based on another Block Grant program through the NH Department of Aeronautics.

Further Brean spoke to having a congressional delegation and executive leadership in the State that fights for our airports and helps with special funding.



**c) Noise Line Report**  
**(i) January and February, 2022**

Brean indicated that Portsmouth International Airport at Pease did not receive any noise inquiries in January, 2022 and eight noise inquiries in February. In February, seven of the noise inquiries were submitted by one resident in Newington, NH concerning a large military aircraft arriving on Runway 16. The other complaint was from a caller from Eliot, ME who had a general concern of increased noise activity between 8:00 PM and 11:00 PM over the last couple of weeks. The Eliot, ME caller also wanted to register a complaint against any future development that could increase noise over Eliot, ME.

Anderson asked for an update of the Million Air project in an effort to have an understanding the status of that project; Brean stated they are continuing with its design work, working on site design and environmental permitting. Maria Stowell (“Stowell”), Engineering Manager, indicated they have not received DES permits as of yet (applied for AOT and wetland permits). PDA is waiting to get those permits to see if there are any conditions before going on to the next step (Technical Review) when they will get their drawings. PDA will post notices for public hearings, but are waiting for permits to arrive first. Anderson asked if ultimately that process would be brought back before the Board for land use purposes; Stowell affirmed.

Anderson indicated there was a recent Noise Committee meeting which was productive meeting. Pomeroy was in attendance as well as individuals from Durham, Rye and Greenland. Anderson indicated that the Part 150 report has some extreme relevance and where we will go with this project (air cargo); some noise considerations from the past, have an opportunity to present themselves in the future.

**3. Corporate Drive Improvements Update**

Stowell indicated last May the Board approved funding to be spent on Corporate Drive improvements. The City of Portsmouth is reconstructing Corporate Drive as part of its agreement it has to maintain the roads but there are areas outside of the agreement that are the responsibility of PDA such as drainage ditches that need to be dredged before Portsmouth can continue with the road construction. PDA has entered a contract with Underwood Engineers (same entity used by the City) for design work as it is related work. They have completed video inspection of the drainage system and the outfalls along with roadway test borings in order to see the condition of the gravel beneath the roadway. They have drafted the documents for the drainage ditch and dredging and PDA has received its DES permit. A wetlands permit was required for the dredging of the drainage ditches. Just this week PDA received the Army Corp of Engineers (“ACOE”) permit which is required when there is an ACOE component involved. The permits are in place and anticipate being out to bid by April or May, will have bids for PDA’s drainage ditch component of the work with a low bidder to bring to the Board to proceed with that.

Ferrini indicated updates such as this being helpful to the Board so it is well informed.

Anderson asked if PDA were coordinating with the City with this project; Stowell indicated Jared Sheehan has been meeting with the City and Underwood on several occasions regarding this project.

#### 4. Staff Presentation – PDA Land Use Controls Overview

Stowell provided an overview to PDA's Land Use Controls and displayed various slides for discussion with the Board regarding Land Use Controls. There are three parts to the Land Use Controls, those being:

1. Zoning Ordinance
2. Site Plan Regulations; and
3. Subdivision Regulations.

This does explain the process for land development and a series of applications with approvals or denials of those applications.

The Zoning map coordinates along with the Zoning Ordinance and is color coded to distinguish the various zones.

1. The Airport Zones are Green and Purple (airport, runways, aprons for aircraft, terminals, hangars, parking aprons;
2. The Red is an industrial zone.
3. The Blue is business commercial zone; and
4. The Yellow is the Natural Resource Protection Zone.

Each of these zones has allowed uses (those allowed by right) and other uses allowed only by special exception. There is a process that needs to be followed for those who request a special exception along with various applications that have to run through Boards and meet certain tests. If these thresholds are met, then the special exception is approved. There are also variance applications where an applicant may not be able to meet a certain requirement, and if it can be demonstrated, there is a good basis and meets certain tests can meet the requirement for application. There is a conditional use permit and PDA has only one which is related to a wetland buffer. The State of NH has wetland rules and if anyone wants to do work within the wetlands it is necessary to apply to the State to do the work and wetland buffer rules go beyond that; PDA added these rules in 2008 or 2010. PDA's wetland buffers are based on a study done at that time where a wetlands scientist ranked them according to their values and functions and buffers were established. The highest group was categorized with a 100' buffer, meaning no work could be done within 100' of the wetland; then a middle group at 50' buffer and the remainder were 25' buffers.

Ferrini asked when the study was performed; Stowell indicated the Wetlands Study by Gove Environmental Services was done in 2005. Ferrini further inquired if any of the best practices have changed since that time that would require an update of the study; Stowell indicated that the underlying functions and values are the same as none have been changed or degraded.

Stowell informed the Board that the allowed uses come out of the Environmental Impact Study when the Air Force/DOD was looking to transfer the land to PDA; the transfer is considered a federal action and that is what triggers the environmental review (NEPA). Meaning when PDA accepts federal money for projects, PDA has to meet environmental review to look at those impacts. There are three levels of review (no impact, environmental assessment and environmental impact statement) which make up the uses within the Land Use Controls.

Stowell spoke to the Site Review and Subdivision Regulations and the typical applications associated with the same.

Fournier asked when these two documents were updated and further spoke to the areas that encompass the properties with big parking lots etc. and wonder if it is time to look at design / height standards, more green space (go up instead of out). Stowell stated the original document was established in 1991 and it has been revised seven or eight times (parts have been revised not entire document). Back in the 90s it was determined this state land would be competing with communities and we didn't want to pull businesses away that would locate in Portsmouth so minimum lot sizes were 5 acres for commercial zone; 10 acres for industrial zone and it was thought to have a building in the middle, parking and green space on the fringe.

Ferrini indicated the zoning at Pease is now obsolete and in the 90s it is true that downtown Portsmouth was vacant. He understands why it evolved over time, but as it is viewed now, we will see other aspects of development making it necessary to have proper zoning structure and the proper amount of staff to deal with these issues. PDA staff works hard and he is looking to make sure there is enough employees and should it be on the "to do" list to have a consultant on zoning to review and understand how PDA zoning integrates with the Seacoast and changes necessary. Believes a consulting firm to work with PDA on this issue should be on the "to do" list.

Fournier spoke of what is going on in Portsmouth and asked if PDA was the right facility that could go up versus out.

Lamson indicated she has wondered why PDA does not have a Planning Director to oversee things such as this.

Anderson stated looking at some of the zoning conditions that exist now, how many available parcels are left on the facility to develop; Brean indicated on the landside there are four and some have challenges and on air side about four or five parcels depending on if they were subdivided and those are being researched.

Ferrini indicated in areas such as One and Two International there are a lot of uses in there and since we have leases to that property providing an opportunity. If the answer is there are four developable lots remaining and his view is all the properties under lease have different opportunities because of the space on the land area. Ferrini states this gives PDA an opportunity to view the land differently through renegotiation of the leases and might be better / more environmentally sound that is more in line with the times. The lease should be viewed with a broad concept and not as only four lots left.



Brean indicated this conversation bodes well with the FAA allowing PDA on landside non-aeronautical leases to reset them if there is capital investment.

Stowell went on to say there is a lot of information regarding submission of applications and spoke to the process after submission and provided the Board with a flow chart. The Board sees concepts in a primitive review for concept approval / acknowledgement and this is done so the land owner (PDA who has stewardship of the property) knows that someone is submitting an application to do something to the property. The Board may or may not see the application again after the concept approval / acknowledgement as it depends on which zone the work is being proposed in. Work done in the commercial, business / industrial and natural resource protection zones have the applications referred to the appropriate municipalities (Portsmouth or Newington) and it makes its way through various Boards (Technical Review, Planning, Zoning, Board of Adjustment, Conservation Commission etc.), the recommendation(s) become final within fourteen days unless an appeal is requested. In the other two zones (Airport and Airport Industrial) it is fundamentally the same process, but before the PDA.

For Subdivision and Site Review it typically starts out with Technical review and after this it is passed on the respective Planning Boards and the Planning Boards make a recommendation back to the PDA Board and those recommendations do not change.

For the other two zones (Airport and Airport Industrial) it is fundamentally the same process but the names of the PDA Boards are a little different; the technical review is done by the Pease Technical Review Committee with the Chair being Stowell who brings in various technical individuals from Portsmouth (PW, Police, Fire, and Planning) and Newington (Town Planner and Building Inspector). Plans are reviewed and then a recommendation is made to the PDA Board, sitting as the Planning Board. When it is a Newington project there are still individuals from Portsmouth who attend as they do the roads and utilities at the Tradeport. Further, Stowell spoke to the other applications and the process followed and stated there are also PDA Board members who make up the various Boards/Committees that would hear these specific applications.

Blenkinsop clarified when Stowell referred back to the PDA Board if they would be sitting as a Planning Board; Stowell affirmed. Blenkinsop indicated this is an important distinction as the Board would be sitting in a different capacity, as a Planning Board in a quasi-judicial function. Blenkinsop further reminded the Board they have sat as a Planning Board a couple of times over the last year (PCA Fuel Farm and Hampton Street Hangars).

Stowell indicated at every stage the various Committee / Board meetings are public hearings and noticed the same way. Stowell indicated that an abutter is defined as anyone within 500' of the lot under consideration which typically equates to approximately 400 notices via certified mail including the main tenants on Pease who have a lease with PDA. Additionally, the communities of Portsmouth, Newington and Greenland all get notice, it is posted in newspaper and city / town halls as it is a public process.

Ferrini spoke to the state law regarding public posting of meetings and further inquired about posting to municipal websites; Blenkinsop could not speak to specificity but indicated notices go to the communities and believes the City of Portsmouth typically posts PDA meetings on its website, not sure about Newington and Greenland.

Fournier indicated the Board can include posting to website in its own rules, above and beyond what is required by the State.

Stowell indicated the projects the PDA notices (airport and airport industrial) are placed on the PDA website.

Stowell addressed the trigger for Site Review Applications and when they are required. Site Review is required for all projects except in certain cases (1. when reusing existing structures with no change in use or site change, 2. a nonconforming site to bring into conformance and 3. projects that are strictly demolition). Additionally, early in the 90s there was a Board interpretation that stated if the change in use didn't require site changes or if the proposed site changes did not significantly impact intensity of use, traffic or utilities, then site review could be done administratively. Blenkinsop indicated that the process that is followed at PDA is not fundamentally different than what a development would go through in any of the neighboring communities and in some instances the neighboring communities are involved in the PDA reviews. Stowell affirmed that PDA's process is modeled after the towns / city.

Ferrini indicated the flow chart provided is extremely helpful and should be on the website.

Stowell indicated that Portsmouth and Newington have monthly schedules for developers to apply to their process but there have been times when PDA has gone 10 years without applications which is why PDA has not had a regimented schedule. That said, when a developer does come along, a schedule is developed.

*Levesque exited the meeting at 10:47 a.m. and returned at 10:49 a.m. and Fournier exited the meeting at 10:49 a.m. and returned at 10:51 a.m.*

**B. Approvals:**

**1. Bills for Legal Services**

Director Fournier moved the motion and Director Lamson seconded that **the Pease Development Authority ("PDA") Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$8,671.00 for legal services rendered to the Pease Development Authority from Sheehan Phinney Bass & Green from October 14, 2021 – January 31, 2022 for the Division of Ports & Harbors – Ports. Fish Pier in the amount of \$ 464.00; from December 1, 2021 through December 31, 2021 in the amount of \$1,015.00 for Permit Implementation; from December 1, 2021 – December 31, 2021 in the amount of \$174.00 for Tradeport General Representation; January 1, 2022 through January 31, 2022 in the amount of \$5,597.00 for Permit Implementation; and from January 1, 2022 through January 31, 2022 in the amount of \$1,421.00 for Tradeport General Representation.**



**And to expend funds in the amount of \$6,265.00 for legal services rendered to the Pease Development Authority from Anderson Kreiger as outside counsel for Federal Regulatory Advice from January 1, 2022 through January 31, 2022.**

**For a total amount of \$14,936.00 in legal services.**

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

## 2. Allegiant Airlines – Marketing

Anderson indicated he has had discussions with Brean regarding this expenditure for marketing and indicated Brean can explain the rationale behind this. Anderson indicated he would like to see when the motion is made that it is a one-time expenditure for this particular calendar year and it would not be repeated in subsequent years without Board approval.

Levesque ask Brean to clarify if this motion would be a one-time expenditure as written.

Brean reiterated that PDA carries a budget item of \$200,000 annually for air service development. Historically PDA has utilized the funds and advertised on its own. Allegiant has the ability to purchase advertising nationally a lot cheaper than PDA. While Allegiant does not ask for funding a lot, what is trying to be done is specific to the Nashville TN route to help it stand as long as it can. Currently the Nashville route is seasonal but would like to see it stand throughout the year as there isn't an ultra-low cost in the region for a direct flight to Nashville. It is PDA's hope that these funds will allow Allegiant to continue that flight beyond the season. Further, Brean stated most airports (including those the size of Portsmouth) spend millions on airside marketing and this is the actual seed money that gets the actual enplanements that create the AIP funding. Brean indicated if asked what Allegiant puts in, the fact that they put an aircraft into an airport is a \$6 million investment for them. Allegiant has been at Pease almost 10 years and they have proven they want to grow and continue to serve the Seacoast.

Levesque asked for confirmation that as the motion as written is a one-time request and would come back to the Board next year; Brean affirmed and indicated PDA may not be asked next year for funding. Brean stated that Allegiant does not like to ask for funding as it wants its routes to stand on their own.

Anderson stated no modification to the motion would be necessary; Blenkinsop affirmed too that the motion is a one-time request for this year and Brean could not exceed a \$100,000 expenditure without Board approval.

Lamson inquired of the Allegiant route / schedule; Brean indicated it is capacity demand.

Parker indicated if we expect to receive additional requests like this and it is in our best interest to do this kind of air service development which seems reasonable it is always good for those making the decisions to know what the match is such as in-kind and would be part of the rationale to getting to yes.



Director Lamson **moved** the **motion** and Director Fournier **seconded** that **the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to use unmatched marketing funds, not to exceed \$100,000, specifically for air service route development and to expend said funds for the purpose of promoting Allegiant Airline’s air passenger service from Portsmouth to Nashville, TN, Myrtle Beach, NC and Clearwater, FL; all in accordance with the memorandum of Andrew B. Pomeroy, Manager Aviation Planning and Regulatory Compliance, dated March 7, 2022.**

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

*Anderson exited the meeting at 11:09 a.m. and returned to the meeting at 11:11 a.m.*

Brean requested that “New Business” be moved ahead of the Division of Ports and Harbors to accommodate those in attendance from PlaneSense to make its presentation.

## **XII. New Business:**

### **A. Report:**

#### **1. PlaneSense – Presentation regarding Potential Leasehold Expansion and Building Expansion**

Gary Arber (“Arber”) and Lorri Badolato, corporate counsel for PlaneSense, spoke to the Board and walked through a PowerPoint presentation displayed regarding a hangar and leasehold expansion project it is looking to undertake.

Arber provided a brief history of the business and indicated approximately 16 / 17 years ago PlaneSense was before the Board proposing its original building. Delos LLC is the owner of the building and rents the space to the other companies; there are five corporate entities that comprise PlaneSense which is a fractional ownership program. Arber stated the PC12 & PC24 planes utilized are very quiet and climb quickly. Between both types of planes there are 45 aircraft in its fleet, have on order additional aircraft and by the end of the year they will have 53, and by the end of 2023 will have 59 planes. Due to the expansion in the fleet they need more space and showed a diagram of its existing footprint (44,000 sq. ft. and 40,000 sq. ft. of hangar space). The proposal would be to double the size of the hangar by leasing space to the north of the existing building and build a full motion Level D flight simulator for the PC12s located on the end of the new facility. Arber spoke to an interest in an additional (second) parcel PlaneSense would also be interested in; while there are no immediate plans to construct there but there is an immediate need to park airplanes in that location. Arber showed a rendering of the building and indicate the simulator building would be a benefit to aviation in this half of the country as there are only a few of these simulators in the country. PlaneSense would receive approval for training or dry leasing the simulator to other companies for training of pilots on the PC12. Spoke to the benefits and contributions it has made to the community and/or the state and they would like to expand further onto the facility here.

Anderson asked if they still had a Right of Entry (“ROE”) to another parcel which used to be the jet engine testing area; Brean indicated that ROE had expired. Brean further stated they have an ROE on 35 Flightline Road adjacent to their current parcel. Arber indicated the preference would be to incorporate the simulator with the hangar expansion.

Blenkinsop indicated this presentation has been for informational purposes to let the Board know where things stood and the Board should anticipate seeing in the near future drawings for a concept approval to commence a land use subdivision / site review process.

Ryan FitzSimmons indicated he has been involved here since 2012 and spoke to this morning’s public comments heard and indicated there has not been a deviation in the process by either the Board or staff and all have done their jobs very well.

### **XIII. Division of Ports and Harbors:**

#### **A. Reports:**

##### **1. Port Advisory Council Minutes of January 12, 2022**

Geno Marconi (“Marconi”), Division of Ports and Harbors Director, indicated the Board had in its packet the minutes of the Port Advisory Council meetings of January 12, 2022. The minutes have been provided so the Board is aware of the Council’s activity and welcomes any comments or questions from the Board.

- 2. Commercial Mooring Transfer – McEvoy to Poulin**
- 3. Commercial Mooring Transfer – Titone to Noyes**
- 4. Commercial Mooring Transfer – Beliveau to Lentz**
- 5. Commercial Mooring Transfer – Meyer to Cumings**
- 6. Commercial Mooring Transfer – Souther to Gauron Fisheries**
- 7. Commercial Mooring Transfer – Smith & Gilmore Fishing Pier to Hampton Beach Parasail**

Marconi stated above are a number of Commercial Mooring Transfers seen this time of the year where the request is reviewed by the local Harbormaster who makes a recommendation to the Chief Harbor Master, who makes a recommendation to Marconi who reviews to make sure it is consistent with the Code of Administrative Rules. Marconi passes the request along to Brean to be signed off through the Delegation of Authority.

##### **8. Commercial Moorings for Hire – Safe Harbor Wentworth by the Sea**

Marconi indicated that under the Code of Administration of Rules there is an ability to have a Commercial for Hire allowed and upon review by the Harbor Master a recommendation is made to the Executive Director who is allowed to sign off on these through the Delegation of Authority; this was for the transfer to the new owners.



**9. Recognition / Certification by International Association of Maritime and Port Executives of PDA / DPH as an Education Partner**

Marconi indicated this is a great short term type of continuing education for Port Executives. Further, it is accredited by the Business Schools of Maine Maritime Academy and Mass Maritime Academy and DPH has been participating with them for a number of years

**10. Wetlands Permit Application-Underground Fuel Storage Tank Piping Replacement-Rye Harbor Marine Facility**

Marconi indicated last year when DPH was doing its inspection of the fuel system down at Rye Harbor, one of the fittings on the gas line that goes from the tanks to the pump and out to the commercial pier did not pass inspection. Did not want to dig area up during summer so waited and found out there was a need for a Shoreline Excavation Permit; need to dig up the line under the crushed stone and putting the new line in.

**B. Approval:**

**1. Hampton Harbor Marine Facility - Additional Design Proposal, Dock Replacement and Steel Pipe Pile Relocation**

Director Fournier moved the motion and Director Lamson seconded that **the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to approve the proposal from Appledore Marine Engineering (“Appledore”), PDA’s on-call marine engineers, and authorize the additional \$14,000 expenditure for design services related to concrete dock replacement and steel pipe piling relocation at the Hampton Harbor Marine Facility; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated March 10, 2022.**

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

**2. Hampton Harbor Marine Facility – Float, Dock & Piling Replacement**

Director Ferrini moved the motion and Director Lamson seconded that **the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to contract with the lowest qualified quote and to expend funds from the Ports and Harbors Fund for the replacement of the floating dock, concrete dock, and guide piles at Hampton Harbor, and furthermore, to request reimbursement of those funds from the State of New Hampshire through the Governor’s Office for Emergency Relief and Recovery; all in accordance with the Memorandum of Geno Marconi, Division Director, dated March 10, 2022.**

**In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement as quotes are being obtained from three experienced marine contractors and time is of the essence given the upcoming fishing and boating season.**

Discussion: Parker had a question concerning RFPs and asked for an explanation why DPH did not go out for an RFP. Marconi indicated these three companies are the entities over the



last 15 years that have consistently responded and receive contracts for work at DPH facilities. The urgency behind this is there are a lot of business at Hampton Harbor that rely on the floating docks. Upon recent inspection after recent winter storms a determination was made which indicated the concrete docks had taken a beating due to the weather and it was a safety issue. Parker indicated there are extenuating circumstances related to business and other things related to the upcoming summer boating season that would compel the Board to use this vehicle to yield this decision. Marconi affirmed and indicated normally he would not do this but there had been some bad storms, which have caused damage.

Anderson asked Marconi if he had an expectation these three companies would submit bids; Marconi indicated he just received quotes the other day. Currently DPH is reviewing the submissions.

Disposition: Resolved by **unanimous** roll call vote for; motion **carried**.

### 3. 555 Market Street Terminal - Security Fencing

Director Anderson **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors authorizes the Executive Director to complete negotiations with the lowest qualified bidder for installation of 650' of perimeter security fencing at the Market St. Terminal, funded by a Port Security Grant from the U.S. Department of Homeland Security, and award the contract for the project in an amount not to exceed \$117,546.00, with 75% (\$88,159.50) funded by FEMA and 25% (\$29,386.50) funded by the Division from the Harbor Dredge and Pier Maintenance ("HDPM") Fund; all in accordance with a memorandum from Geno J. Marconi, Division of Ports and Harbors Director, dated March 10, 2022.

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

### 4. Market Street Terminal - Main Wharf Rehabilitation Change Order

Director Parker **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and finalize Change Order #1 with MAS Building and Bridge of Norfolk, Massachusetts with respect to the Main Wharf Rehabilitation and Modification Project at the Market Street Terminal in an amount not exceed \$708,400, paid from the Ports and Harbors Fund, and to request reimbursement of those funds from the State of New Hampshire through the Governor's Office for Emergency Relief and Recovery; all in accordance with the Memorandum of Geno Marconi, Division Director, dated March 10, 2022.

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

## 5. 315 Market Street - Granite State Minerals – Bollard Installation

Director Lamson moved the motion and Director Fournier seconded that the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director, to negotiate and finalize an agreement with Granite State Minerals for the installation of a mooring bollard on Division of Ports and Harbors’ property located at 315 Market Street, contingent upon approval received by the Governor and Executive Council; all in accordance with the memorandum of Geno Marconi, Division Director, dated March 9, 2022.

Discussion: Marconi provided the Board with a couple of photos that show how far the ships extend beyond the pier and how the lines run back. This is a navigation safety issue.

Disposition: Resolved by unanimous vote for; motion carried.

### XIV. Special Event:

#### A. Report:

1. Millennium Running - St. Patty's 5k/10k Road Race held on March 12, 2022

Brean stated that last Saturday, March 12, 2022, Millennium Running held its St. Patty’s 5k / 10k Road Race and its PDA venue partner was 200 International Drive.

### XV. Upcoming Meetings:

Port Committee	April 7, 2022 @ 8:00 a.m.
Audit Committee	April 18, 2022 @ 8:30 a.m.
Finance Committee	April 18, 2022 @ 9:30 a.m.
Board of Directors	April 21, 2022 @ 8:30 a.m.

**All Meetings begin at 8:30 a.m. unless otherwise posted.**

### XVI. Directors’ Comments:

Lamson indicated on behalf of the Town of Newington’s Selectmen she extended their thanks to Brean who attended the Town’s recent meeting and did a briefing on potential air cargo.

Anderson asked if there were a status update regarding Rye Harbor from the recently approved payment for work performed by Appledore with the season approaching. Marconi indicated a draft has been received and reviewed and provided comments as some of the information they were using was not accurate. Anderson asked if there were a resolution to the whole incident described to the Board that can be addressed at an upcoming meeting. Marconi indicated he has been speaking with Brean about doing immediate changes to the entrance way (paving and striping) to make it safer for the public. Marconi indicated there is a lot of what was

contained in the report which will need discussion. A revised version has been received from Appledore and Marconi will review and provided it to Brean for consideration.

Ferrini indicated that would probably need a real master plan for those considerations and that will not get done by summer.

Levesque asked for an update on the Rye Harbor issue for a future meeting.

Fournier indicated it is time that the Board come up with Rules and Procedures so there are written rules on how to do things (i.e.; Public Comment kept to 3 minutes; asking permission of the Chair etc.) these would help the Board to stay focused and have an efficient meeting. Fournier volunteered to share some of the Rules and Procedures he has written and follows.

Ferrini indicated that staff may depart Board meetings with more work required. Therefore, he suggested considering identifying and outlining studies the Board would like to have for the air cargo facilities for a report back and then determine if that would be for a third party payment with the developer paying but not supervising study. Further spoke to the need for surrounding communities to be informed of the public process, have a formal meeting so applicant can make a presentation and determine the necessary timelines of studies the Board would be looking for. Lastly would be the personnel needs to do all of the additional work (i.e.; combining the rules from the surrounding towns and aggregate it) and if there is a concern at the state level regarding expenditures PDA is looking at increased development and these needs are necessary. Being proactive on the studies will be the driving force on the public process and this will take time and flow chart management.

Anderson stated after the conceptual presentation on the air cargo project, feels it would be beneficial for the Board if the developers were to provide a full build out for the entire project, not just a phased approach. Also requested being provided with assessments on a full build out. Stowell indicated PDA asks for an assessment on what a developer is proposing to obtain and receive an approval on.

Ferrini indicated he envisions the process to be a long process and the Board can recommend studies that may not be provided or referred to by developer.

Parker indicated in digesting what was heard this morning there was significant disinformation which comes from many reasons and the information cannot be addressed properly because the format doesn't allow it. The Board is the authority figure and we will need to be ready to go; it will be a joint effort in preparation between staff, Director and third parties in the public process and anticipate it being labor intensive.

Anderson stated he remembers the developers indicating a desire to be ready to have shovels in the ground by the fall.

Lamson presented Brean and Marconi with a Newington Town Report Book which provides miscellaneous and navigational information regarding the turning basin.



**XVII. Adjournment:**

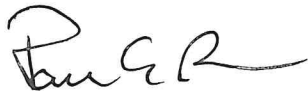
Director Fournier moved the motion and Director Parker seconded to adjourn the Board meeting. Meeting adjourned at 11:55 a.m.

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

**XVIII. Press Questions:**

No comments from the press.

Respectfully submitted,



Paul E. Brean  
Executive Director