

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

**Thursday, September 15, 2022**

Presiding: Stephen M. Duprey, Chairman  
Present: Neil Levesque, Vice Chair; Thomas G. Ferrini, Treasurer; Erik Anderson; Margaret F. Lamson; and Susan B. Parker  
Absent: Steve Fournier  
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; Grant Nichols, Asst. Director of DPH; Scott DeVito, Pease Golf Course General Manager; Jessica Patterson, IT Administrator; Andrew Pomeroy, Manager, Aviation Planning & Regulatory Compliance; Chasen Congreves, Manager of Airport Administration and Raeline A. O'Neil, Legal Executive Assistant

**I. Call to Order / Roll Call:**

Chairman Duprey ("Duprey") called the roll with only Director Steve Fournier not in attendance; the meeting commenced at **8:30 a.m.**

**II. Acceptance of Meeting Minutes: Board of Directors' Meeting of August 18, 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, August 18, 2022.

Discussion: None. Disposition: Resolved by unanimous (6-0) vote for; motion carried.

**III. Public Comment:**

Susan Reynolds (*Rye Harborside*) stated she previously provided a letter dated September 1, 2022, addressed to the Board to correct erroneous comments made regarding Rye Harborside and she requested that the letter (including attachments) be affixed to the September 15, 2022 minutes.

**IV. Finance:**

**A. Executive Summary**

Suzy Anzalone ("Anzalone") Finance Director spoke to the Executive Summary and stated revenues are favorable to budget by just under 20% (seeing strong performance in fuel flowage fees, parking fees, public play at the golf course as well income on short term options). Operating expenses are performing under budget by approximately 10%; looking out, Anzalone does not see anything that may challenge the budget. Where it is early in the year, there is nothing to report regarding the individual business units as currently all are performing favorable to budget. Further, she spoke to the financial strength of the organization helping PDA as it embarks on its capital initiatives during FY23. Anzalone spoke to non-current liabilities at year end, there is an adjustment made to the pension and OPEB liability which is based on the valuation done by the actuarial consultants from the State. Whether PDA's liability goes up or down, is dependent on

investment performance. Anzalone informed the Board that the valuations are a year behind (June 30, 2021) and for the plan year the returns on investments were 29.4% versus 1.1% in 2020.

PDA's cash flow is looking steady and as capital projects progress, this may change, but does not anticipate having to draw on PDA's Revolving Line of Credit ("RLOC") in the near future.

Duprey asked of the Division of Ports and Harbors ("DPH") operating sales revenues as being favorable which is indicated by higher fuel sales. Anzalone indicated it was a result of fuel sales and stated how fuel sales are strong against what was budgeted; this is an estimated figure that tends to vary during the seasons.

Anderson asked if any appropriations from Concord are a consideration in the revenues; Anzalone indicated there are no appropriations included in operating revenues.

Parker asked if the number of customers are increasing or is the increase as a result of higher fuel costs; Anzalone indicated she thought some was as a result of the higher fuel costs as fuel purchases are unfavorable. Anzalone reminded the Board that last year at this time the Portsmouth Fish Pier was not operational.

Ferrini asked what percentage of operating revenue are not fuel and rather contractual income; Anzalone estimated it to be about 25% being fuel sales and then wharfage / dockage fees and mooring fees. Brean indicated there had also been an increase in the wharfage due to the work being performed at the Portsmouth Naval Shipyard ("PNSY") as the contractor was utilizing the Market Street facility as a staging area during certain aspects of the project.

Geno Marconi ("Marconi"), Division Director of DPH, stated DPH is self-funding and it has a couple of base tenants and the use of the wharfage area utilized by the PNSY contractor will be ramping back up shortly with the next phase of the project. Marconi spoke to the various revenue streams (dockage, wharfage and ground rentals) at the facility.

**B. Reports:**

- 1. FY2023 Financial Report for the One Month Period Ending July 31, 2022**
- 2. Cash Flow Projections for the Nine Month Period Ending May 31, 2023**

**C. Approvals:**

- 1. Updated Corporate Resolution – Bank Accounts**

Director Levesque moved the motion and Director Parker seconded that the Pease Development Authority ("PDA") Board of Directors hereby authorizes PDA employee Michael R. Mates to endorse all checks, drafts, depository agreements and/or other related bank documents in accordance with the powers previously granted by this Board to the Treasurer, Executive Director, General Counsel, and Manager of Engineering of the PDA concerning PDA bank accounts, and consistent with bank resolutions previously adopted; The authority hereby conferred shall be and remain in full force and effect until written notice of the revocation is presented.

The following appointed official and employees are authorized to endorse all checks, drafts, depository agreements and/or other related bank documents in accordance with the powers so granted:

<b>Thomas G. Ferrini</b>	<b>Treasurer</b>
<b>Paul E. Brean</b>	<b>Executive Director</b>
<b>Anthony I. Blenkinsop</b>	<b>Deputy Director/General Counsel</b>
<b>Michael R. Mates</b>	<b>Engineering Project Manager</b>

The authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of the revocation is presented;

Further, the Board respectfully revokes such authority of Manager of Engineering Maria J. Stowell;

All in accordance with a memorandum from Suzy Anzalone, Finance Director, dated September 1, 2022.

Discussion: Disposition: Resolved by **unanimous** (6-0) vote for; motion **carried**.

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

**A. Report:**

**1. PlaneSense – Right of Entry – 105 Flightline Road**

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: PlaneSense
- License: Right of Entry
- Location: 105 Flightline Road
- Purpose: For the purpose of survey / site inspection
- Term: September 1, 2022 through November 30, 2022

**VI. Leases:**

**A. Reports:**

- 1. Sublease from One New Hampshire Avenue, LLC to Boulos Holdings, LLC – 1 New Hampshire Avenue (Suite #207)**
- 2. Sublease from 200 International Limited Partnership to IPC TFIC LLC d/b/a Infraspect**

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

- 1. Tenant: Boulos Holdings, LLC
- Space: One New Hampshire Avenue (Suite 207)
- Use: Office and Related Use
- Term: Five (5) years with **commencement** anticipated to be no later than August 1, 2022.
- 2. Tenant: IPS TFIC LLC d/b/a Infraspect
- Space: 200 International Drive
- Use: General Office Use and Light Industrial
- Term: Five (5) years and three (3) months

**VII. Contracts:**

**A. Report:**

**1. US Ecology (successor to NRC East Environmental) – Exercise of option**

In accordance with Article 3.9.1.1 of the PDA Bylaws, I am pleased to report the following:

1. Project Name: US Ecology (successor to NRC East Environmental)  
Board Authority: In accordance with the authorization provided by the Board of Directors at its meeting on August 22, 2019  
Summary: Exercise the first of its two, one year options to September 30, 2023 for emergency spill response & waste disposal services

**B. Approvals:**

**1. Insurance Producer / Broker Services**

Director Ferrini moved the motion and Director Lamson seconded that **the Pease Development Authority Board of Directors authorizes the Executive Director to enter into an insurance producer service agreement with Fred C. Church, Inc., for up to a five (5) year term, in an amount not to exceed \$216,355.00; all in accordance with the memorandum of Anthony I. Blenkinsop, Deputy Director / General Counsel, dated September 14, 2022.**

Discussion: Anderson asked for confirmation that the amount referenced was for the five (5) year period; Blenkinsop affirmed it was the total for the five (5) year term.

Ferrini thanked Blenkinsop for the time and effort expended on the RFP process regarding the specialty use insurance that PDA has and in understanding the differences in price coverage.

Duprey too thanked Blenkinsop for the detailed memo and thorough review provided to the Board. Provides the confidence necessary to move forward.

Blenkinsop did inform the Board that PDA is taking a different view than it has in the past; previously the brokers have worked off commission through the insurance companies. This has been set up so that a single producer / broker will be working for PDA so there will be streamlined capability to work with one company so it will advise / assist over all lines of coverage. Blenkinsop indicated we will be back before the Board to bind specific lines of coverage.

Disposition: Resolved by unanimous (6–0) vote for; motion carried.

**2. Non-Hazardous Solid Waste Removal – Bid Award**

Director Lamson moved the motion and Director Parker seconded that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a contract with Win Waste Innovations of Northern New England Inc. for the purpose of providing non-hazardous solid waste removal services at Pease Development Authority facilities for a period of two (2) years at an estimated monthly cost of \$4,917.00, with potential fluctuations due to increased trash pick-ups at PDA facilities during business seasonality, along with two (2) one (1) year options to extend; all in accordance**

with the memorandum of Jared Sheehan, Environmental Compliance Coordinator, dated September 2, 2022.

Discussion: None. Disposition: Resolved by unanimous (6-0) vote for; motion carried.

### 3. Seacoast Security – Duress Alarm System

Director Anderson moved the motion and Director Levesque seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into an agreement with Seacoast Security of Portsmouth, NH, in the amount of \$11,110.00 for the provision and installation of emergency duress alarm systems at certain PDA facilities, as well as a monthly monitoring fee of \$210.00; all in accordance with the memorandum of Ed Pottberg, Airport Security Administrator, dated September 7, 2022.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement as Seacoast Security is under contract with the PDA for the provision of security services.

Discussion: Duprey asked for confirmation these were emergency duress buttons for the various facilities; Brean affirmed.

Disposition: Resolved by unanimous (6-0) vote for; motion carried.

### 4. HID Security – Airport Badge System Updates

Director Levesque moved the motion and Director Parker seconded that the Pease Development Authority Board of Directors authorizes the Executive Director to enter into an agreement with HID in a total amount not to exceed \$12,000.00 for the purpose completing an upgrade to the Airport Badge System at Portsmouth International Airport at Pease (“PSM”); all in accordance with the memorandum of Ed F. Pottberg, Airport Security Administrator, dated August 31, 2022.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as HID is the existing provider of PSM’s badging equipment and software.

Discussion: Duprey asked if this were to comply with TSA regulations; Brean affirmed (insider threat).

Disposition: Resolved by unanimous (6-0) vote for; motion carried.

### 5. Skyhaven LED Taxiway Lighting

Director Parker moved the motion and Director Anderson seconded that the Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with ADB Safegate Americas LLC, at a cost not to exceed \$31,000.00, for the purchase of one hundred fifty (150) LED taxiway light fixtures for Skyhaven Airport; all in accordance with the memorandum of Andrew B. Pomeroy, Manager Aviation Planning and Regulatory Compliance, dated September 8, 2022.

In accordance with the provisions of RSA 12-G:8 VIII, the Board waives the RFP requirement for the following reasons:

1. The Portsmouth International Airport at Pease (“PSM”) currently uses ADB LED Taxiway lights, and utilizing the same taxiway lights will save considerable amounts of time, money, and effort by maintaining one common interchangeable parts inventory to serve both

- airports.**
- 2. ADB LED taxiway edge lights have performed well at PSM over the past decade.**

Discussion: None. Disposition: Resolved by unanimous (6-0) vote for; motion carried.

### **VIII. Executive Director:**

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

##### **1. Golf Course Operations**

Scott DeVito (“DeVito”) Pease Golf Course (“PGC”) General Manager recapped information contained on the PGC slide in the Board packet. The public rounds played have been very strong through the month of August and are currently at approximately 58,000 total rounds for the calendar year; anticipate by the weekend will be over 60,000 rounds played. Averaging out the typical rounds played in the months of October and November, DeVito anticipates seeing the total rounds of play to exceed 70,000 for the calendar year, a record high.

The August figures indicated for Grill 28 have been the largest numbers they have seen since starting in 2011.

Group / Tournament play continues to be high; on pace to do 4,200 tournament rounds of play with 75% being charity fundraisers. DeVito indicated that during the Sig Sauer event, which utilized all 27 holes, it raised \$125,000 of charitable funds (donated to Disabled Veterans); Portsmouth Rotary raised \$20,000 for its charitable scholarship fund.

DeVito indicated that through the month of July, PGC utilized just over 12 million gallons of water.

##### **2. Corporate Drive Project Update**

Jared Sheehan (“Sheehan”), Environmental Compliance Coordinate, spoke to the Board regarding the joint Corporate Drive project between PDA and the City of Portsmouth (“City”). Several digital photos were displayed showing various outfall locations along (231, 249 and 273) Corporate Drive in order for the Board view the improvements. Sheehan indicated the 273 Corporate Drive improvements involved building a road out to the outfall area resulting in a wetland impact. This is just the first phase of the project and the City will be going out to bid by the end of the year for improvement to the utilities along Corporate Drive.

Blenkinsop reminded the Board that it authorized the funds for this work earlier this year. This work is a prerequisite to getting the road repaved.

##### **3. Airport Operations**

###### **a) Portsmouth International Airport at Pease (PSM)**

Breran spoke to the airport slides in the Board’s packet and stated PSM had a successful August with a 39.1% increase in aeronautical revenues tied commercial enplanements. Of which, there were 5,182 Allegiant passenger enplanements contributing to revenues received regarding pay for parking. There has been a strong and consistent military tech stop supporting several geo-political missions, also generating 1.2 million gallons in fuel flowage for the month. This is also carrying over to the commercial aviation sector which is utilizing PSM for technical stops as well.

Brean also spoke to the overall enplanements for the year trending well at approximately 61,000 and indicated it has surpassed last year's goals.

Further, Brean stated that UNH Wildcats athletic teams will be flying out of PSM through Avelo Airlines for out of town athletic events. Further, Allegiant has contracted with many of the visiting UNH sports teams.

Brean spoke to diminished support by US Customs and Board Patrol due to staffing issues.

Brean spoke to a second slide provided to the Board so it could see how the activity of Allegiant passengers has progressed over the past five years during the months of May to November. Staff have been working hard to prove to Allegiant that PSM / Portsmouth is a gateway destination to New England during the summer months as well as a year round gateway into New England. The only capacity reduction with Allegiant has been on its end due to labor / resources. Flights are going out very full (except Myrtle Beach which has not responded as well since COVID). Brean indicated this helps to provide an overview on how the marketing funds are utilized which can be seen with the receptiveness of flights to Florida and Nashville.

**b) Skyhaven Airport (DAW)**

**c) Noise Line Report**

**(i) August, 2022**

Brean indicated PSM received a total of six (6) noise complaints for the month of August, 2022. Two were received when Runway 34 was in use regarding the increased military aircraft activity arriving which included based and non-based aircraft.

Further, there were four (4) noise complaints when Runway 16 was in use. Three (3) from Portsmouth residents asking if the flight paths had changed as a result of military practice procedures and transportation of military personnel.

Brean spoke to a digital display showing work being performed at 30 New Hampshire regarding the Aclara's Corporate World Headquarters (manufacturer of utility metering systems).

Duprey asked if Aclara were already in New Hampshire; Brean indicated Somersworth. Duprey asked whether there would be an addition of employees from its current base; Brean indicated it is anticipated there will be an onboarding of employees eventually.

Anderson asked if there was any new information to be relayed to the Board concerning PROCON/Kane projects and the status of the Million Air development. Brean stated PROCON/Kane continues to perform its due diligence / feasibility study on the proper fit at PDA and believes conceptual plans are in the works for the 100 New Hampshire Avenue parcel. They have not brought anything forward regarding the North Apron option. Million Air's consultants and PDA staff have been working on 90% drawings and the next step would be a submittal to bring forward for Technical Review.

Lamson spoke to Million Air having planes and refueling; Brean affirmed that they would be a Fixed Base Operator ("FBO") that fuels planes.

Duprey asked about having the same level of service being requirements written into the Minimum Standards to ensure that PSM does not have a lower level of overall service between FBO entities. Brean spoke to PSM's Airport Minimum Standards for FBO's outlining all requirements (hangar, lobby space, staff, equipment, equipment to support a variety of aircraft etc.) which are to protect the airport's interest and FAA requirements to protect the flying public. Further, Brean stated that PSM's Minimum Standards are appropriate for its size of airport. The current FBO has requirements within its private contractual agreements with certain entities which may go beyond PSM's Minimum Standards.

Lamson indicated the United States Air Force always had fuel at the north apron and after PDA took over, there had been a push to have the fuel tank on the aquifer. Lamson stated her trepidations about the location of Million Air's fuel tanks and the need to be very cautious.

Duprey indicated Million Air has undergone permitting with the State and has been provided a wetland's permit, although the permit is being appealed.

Anderson asked if the Board, in a land use position have the ability to question the DES approval; Blenkinsop indicated DES has jurisdiction to issue a wetlands permit, which has been issued for the construction of the access road. PDA does not have the ability to deny the wetlands permit. Maria Stowell ("Stowell"), Engineering Manager, indicated DES looks solely at the demarcation of wetland itself. Beyond that, locally PDA has wetland buffer rules. Stowell indicated Million Air proposes to fill in some of the wetland buffer to build the access road. Further, a special conditional use permit will be requested and reviewed by a PDA Committee and then the full Board.

Ferrini indicated some municipalities have in its zoning ordinances that exceed the state minimum and asked if that were something in PDA zoning. Stowell indicated the State does not have any wetland buffer. Stowell stated Portsmouth has a municipal ordinances for buffers and PDA has its own buffers, which are not the same. Ferrini asked why they are not the same. Stowell informed the Board that Portsmouth has a blanket 100' buffer so all land owners would be treated equally. PDA, who owns the land, did a study on the wetlands and have graduated wetland buffers ranging from 25' to 100'.

Duprey asked about the location of the access road and the type of wetland where it would be located; Stowell stated the area has been designated with a 25' buffer. Duprey asked if the buffer (25') had been previously determined prior to the suggestion of the access road; Stowell affirmed.

Brean spoke to an Op-Ed in the Herald which stated the access road would be utilized for the fuel trucks. However, that is not the case; it is an access road for the "front of the house" retail (passenger vehicles, limousines, shuttle buses) component of the FBO. Further the fuel trucks would access the facility as they do already through a commercial gate for commercial activity; exception would be the Air National Guard ("ANG"), which has a different location for fuel delivery.

Parker asked if military servicing has increased in 2022 in comparison to last year. Brean indicated there had been recent upticks due to certain geo-political events, but believes PSM is on track from last year. However, what has been seen is an uptick in commercial activity (technical stops, troop flights being moved under commercial airlines). Parker asked if the Air Guard has been re-designated by the Air Force as a more active squadron. Brean stated the NH ANG is self-sustaining and the ramp up of the KC-46 was a five (5) year process (these planes do more than the previous KC-135). Parker asked of articles seen regarding the



addition of approximately 160 Air Force personnel; Brean affirmed and further stated that at one point the 160 employees were removed from the base during the transition from the KC-135 to the KC-46, but they will be returning to the ANG.

**B. Approvals:**

**1. Bills for Legal Services**

Director Ferrini 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 \$4,466.00 for legal services rendered to the Pease Development Authority from Sheehan, Phinney, Bass & Green for the period of July 1, 2022 – July 31, 2022, in the amount of \$522.00 for Permit Implementation; July 1, 2022 – July 31, 2022, in the amount of \$667.00 (for Ports and Harbors; August 1, 2022 – August 31, 2022, in the amount of \$638.00 for Tradeport General Representation; and August 1, 2022 – August 31, 2022, in the amount of \$2,639.00 for Permit Implementation. And, to expend funds in the amount of \$531.00 for legal services rendered to the Pease Development Authority from Anderson Kreiger as outside counsel for Federal Regulatory Advice from July 1, 2022 through July 31, 2022. For a total amount of \$4,997.00 in legal services.

Discussion: Duprey asked if there would be a consideration to approve the bills on a quarterly basis instead of monthly. Blenkinsop indicated it can be handled whichever manner the Board prefers, but historically the Board wanted them on a monthly basis.

Disposition: Resolved by unanimous (6–0) vote for; motion carried.

**IX. Division of Ports and Harbors:**

**A. Reports:**

**1. Foreign-Trade Zones Board - Annual Report**

Division Director Geno Marconi (“Marconi”) spoke to the excerpt provided on this matter to indicate they are areas designed by the US Foreign Trade Zone Board and are under the supervision of the US Customs and Board Patrol. The purposes of assessment is to allow duty on foreign merchandise, the merchandise is considered to not have entered the commerce of the US while in the FTZ. Marconi spoke to Millipore Corporation, a company which has been operating in a FTZ for a long time as it has some extensive imported merchandise; also, Textiles Coated International in Manchester. Both entities are two companies engaged in manufacturing. Further, Marconi also spoke to Rochester Electronics, a facility located on Pease, is doing FTZ general warehousing. There is another company which will be utilizing a FTZ in the near future, being a company that manufactures aluminum cans.

Ferrini asked of the reference of employees (1,501 to 2,000); Marconi responded number refers to the number of employees with the company utilizing the FTZ. Ferrini further asked if there were revenues tied to the companies who utilize the FTZ areas; Marconi affirmed. Further, the fees collected can only be utilized to offset administrative costs, education and promotion.

Marconi indicated due to timing, the Port Advisory Council minutes will be provided in the October Board materials.

Marconi spoke to digital photos displayed so the Board to see the ongoing project at the Market Street

terminal. Duprey asked of the anticipated completion; Marconi indicated the entire project would not be completed until next fall due to a delay with wetlands permits that DPH has encountered. It is anticipated the deck should be completed by 1<sup>st</sup> of November in order to receive ships. Marconi commended his staff in overseeing this project which includes a vast amount of paperwork that accompanied the grant received for the project.

Lastly, Marconi informed the Board that in working with DOT, DPH is setting up a date of mid-July to go out to bid for the work to be performed on the functional replacement. This will be done after the pier is operational.

**B. Approvals:**

**1. Appledore Marine Engineering, LLC – Proposal for Portsmouth Fish Pier Repairs**

Director Parker moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors authorizes the Executive Director to finalize and execute a contract with the Division of Ports and Harbors contracted on-call marine engineering service provider, Appledore Marine Engineering, LLC, for the purpose of providing marine engineering and construction services related to the repair of the pier at the Portsmouth Commercial Fish Pier facility, in an amount not to exceed \$193,174.00; all in accordance with the memorandum of Geno J. Marconi, Division Director of Ports and Harbors, dated August 26, 2022.

Discussion: Anderson asked when this project would be going out to bid; Marconi indicated as soon as drawings / specs are received.

Disposition: Resolved by unanimous (6–0) vote for; motion carried.

**2. Swell Oyster Company LLC – Hampton Harbor – Proposed Expansion of Back Building**

Director Lamson moved the motion and Director Levesque seconded that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to approve an amendment to the Right of Entry with Swell Oyster Company to enlarge the size of its approved building at the Hampton Harbor Marine Facility; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated September 1, 2022.

Discussion: Marconi indicated one of the owners, Connor, was available to speak to the Board regarding this request. Connor indicated what his company has been allowed to do has afforded them to bring Swell Oyster to the next level as it is the only oyster farm with a brick and mortar facility in New Hampshire; are now looking to grow the wholesale side of the business.

Disposition: Resolved by unanimous (6–0) vote for; motion carried.

**X. Special Event:**

**A. Reports:**

- 1. Newington School Supporters – Road Race on Arboretum Drive**
- 2. Wentworth Douglass – Seacoast Cancer 5k**

Brean reported that Newington School Supporters, Fox Point Sunset, will be having a 5 Miler Course and will use a portion of Arboretum Drive for a race to be held on Saturday, September 24, 2022; and Wentworth Douglass Hospital will be holding a 5K race to benefit Seacoast Cancer which will be held on Sunday, September 25, 2022. Brean indicated historically the Wentworth Douglass road race has been held in Dover and it is being moved to Pease this year.

**XI. Upcoming Meetings:**

Port Committee October 6, 2022 @ 8:00 a.m.

**Brean reported the Port Committee meeting will be rescheduled.**

Audit Committee October 17, 2022 @ 8:30 a.m.

Board of Directors October 20, 2022 @ 8:30 a.m.

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

**XII. Directors' Comments:**

Lamson asked Blenkinsop whether or not she would be able to sit in the audience during the Audit Committee meeting; Blenkinsop indicated it could be discussed further but it would put a quorum of the Board in the meeting room. Having a quorum raises a question of a Board meeting versus a Committee meeting. Blenkinsop indicated past practice had been a certain way but he could look into it and get back to her. Brean indicated a summary of the Committee meeting could be provided to the Board.

Brean thanked Ferrini on his guidance on procurement of insurance services (his insight was very helpful to Blenkinsop). Further, Brean commended Blenkinsop for his efforts in taking a **comprehensive** look at insurance policies, spearheading the RFP, and coordinating a committee to review the bids received.

Presentation to Maria J. Stowell, Engineering Manager who is retiring the end of September. Brean provided background regarding Stowell and presented her with a runway taxi light which **symbolizes** guiding Stowell to her PDA home. He further indicated Stowell has agreed to assist PDA on a part-time basis in the future. Duprey read several initiatives that Stowell has achieved during her 29 years at PDA. Stowell thanked everyone and especially PDA co-workers who have assisted her throughout the years and who have educated her on everything from airports to boats.

**XIII. Non-public Session:**

Director Lamson **moved** the **motion** and Director Levesque **seconded** that the **Pease Development Authority Board of Directors will enter non-public session pursuant to NH RSA 91-A:3 for the purpose of discussing:**

1. **Dismissal, Promotion, or Compensation of any Public Employee [NH RSA 91-A:3, II (a)]; and**
2. **Consideration of Legal Advice provided by Legal Counsel [NH RSA 91-A:3, II (l)].**

**Discussion:** None. **Disposition:** Resolved by **unanimous** (6-0) vote for; motion **carried**.

Entered Non-public session at approximately **9:56 a.m.**

Director Parker **moved** the **motion** and Director Lamson **seconded** to return to public session.

Discussion: None. Disposition: Resolved by **unanimous** (6–0) vote for; motion **carried**.

Came out of non-public session at **10:20 a.m.**

**XIV. Vote of Confidentiality:**

Director Parker **moved** the **motion** and Director Ferrini **seconded** that be it resolved, pursuant to NH RSA 91-A:3, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its September 15, 2022, regarding Dismissal, Promotion, or Compensation of any Public Employee; and Consideration of Legal Advice provided by Legal Counsel are confidential matters which, if disclosed publically, would render the proposed actions ineffective and further agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Board of Directors, the aforesaid circumstances no longer apply.

Discussion: None. Disposition: Resolved by **unanimous** (6–0) vote for; motion **carried**.

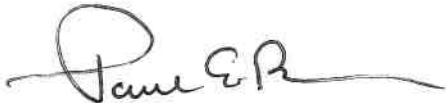
**XV. Adjournment:**

Director Ferrini **moved** the **motion** and Director Lamson **seconded** to adjourn the Board meeting. Meeting adjourned at **10:21 a.m.**

**XVI. Press Questions:**

No comments from the press.

Respectfully submitted,



Paul E. Brean  
Executive Director

Pease Development Authority Board of Directors' Meeting

September 15, 2022

Public Comment

By: Susan Reynolds, Manager of Rye Harborside

I assume all Directors and Paul Brean have received my letter (September 1, 2022) to correct erroneous comments concerning Rye Harborside, made at the August 18, 2022, Directors' Meeting.

In order that clarification is on record, I request that my letter along with attachments be affixed to the Pease Development Authority Directors' Meeting Minutes of September 15, 2022.

Respectfully,

Susan Reynolds

A handwritten signature in black ink that reads "Susan Reynolds". The signature is written in a cursive style with a large, looping initial "S".

Rye Harborside Manager

To: Pease Development Authority Chairman Stephen Duprey,  
Directors of PDA, and Paul Brean

From: Susan Reynolds-Manager, Rye Harborside

Subject: Correction of Statements Pertinent to Rye Harborside

Date: September 1, 2022

I, Susan Reynolds, would like to clarify a statement made by Vice Chairman Levesque at the August 18, 2022 PDA Directors' Meeting. Toward the end of the meeting, Director Levesque stated that Rye Harborside had just this year begun selling lobster rolls and chowder and had started advertising this sale, indicating this was in unfair competition with the other food establishment at the harbor. A direct quote from Director Levesque from the recording of the meeting, "**since our last meeting**, the other venue are now selling lobster rolls."

Director Levesque's comments relative to advertisement and sale of lobster rolls and chowder at Rye Harborside are erroneous and are demonstrably false for the following reasons:

1. The building, currently Rye Harborside, was built over 40 years ago as a lobster pound and named the Lobster Shanty. It was re-named Rye Harborside in 1984. Throughout its history, Rye Harborside has operated with a valid food sales concession ROE, first through NH State Parks, then the PDA when it took control of management of the harbor.
2. While lobster rolls have been sold there for decades, we only have digital sales records going back to 2015. I have attached our Square sales summary for the year 2015. You will indeed see that both lobster rolls (hot and cold), and clam chowder are featured prominently in those sales.
3. For 20 years I, Sue Reynolds, lobstered aboard M/V Uncle Oscar, documentation #666257. My catch was used in the lobster rolls at Rye Harborside. Lobsters have been and continue to be purchased from other Rye lobstermen for use in our lobster rolls.

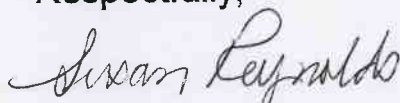
4. Attached is a photo of the sandwich board sign which has been displayed for many years on Route I-A at the entrance to Rye Harbor. This sign clearly advertises the sale of lobster rolls and chowder. It was not just put there this year.

Conclusion:

Rye Harborside has, in fact, sold lobster and chowder products for many years at Rye Harbor, with all of the appropriate permits and permissions to do so.

It would be appreciated if prior to a Director issuing statements of fact that adequate research be conducted. Director Levesque stated in relation to Rye Harbor that "I am there all the time." It is quite apparent that the Director has not taken the time to look at the menu of our establishment during any of the previous years that he has been at Rye Harbor.

Respectfully,

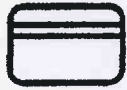


Susan Reynolds

Manager

Rye Harborside

Cc: Geno Marconi, Director, Division of Ports and Harbors



**IT'S YOUR MONEY. ACCESS IT INSTANTLY.**

With Square Checking, get instant access to your Square sales with no monthly fees and no minimums. Pair it with a Square Debit Card and spend right away on all the things your business needs to keep moving. See what Square Checking has to offer >

Jan. 2015–Dec. 2015

# Jan. 1, 2015–Dec. 31, 2015

Item	SKU	Category	Unit	Items Sold	Units Sold	Gross Sales
Custom Amount		Uncategorized	ea	451	451	\$249.67
No description			ea	451	451	\$249.67
Candy Bar		Uncategorized	ea	87	87	\$108.75
Regular Price			ea	87	87	\$108.75
Chips		Uncategorized	ea	297	297	\$371.25
Regular Price			ea	297	297	\$371.25
Ice Cream Sandwich		Uncategorized	ea	174	174	\$217.50
Regular Price			ea	174	174	\$217.50
Klondike Bar		Uncategorized	ea	132	132	\$231.00
Regular Price			ea	132	132	\$231.00
Soda		Uncategorized	ea	1,684	1,684	\$2,105.00
Regular Price			ea	1,684	1,684	\$2,105.00
<b>Total</b>			<b>ea</b>	<b>10,419</b>	<b>10,419</b>	<b>\$35,026.40</b>





Bagel	Breakfast	ea	288	288	\$678.12
Regular Price		ea	288	288	\$678.12
Breakfast Sandwich	Breakfast	ea	1,709	1,709	\$7,519.50
Regular Price		ea	1,709	1,709	\$7,519.50
Coffee	Breakfast	ea	1,697	1,697	\$3,000.00
Large		ea	909	909	\$1,818.00
Small		ea	788	788	\$1,182.00
English Muffin	Breakfast	ea	78	78	\$170.00
Regular Price		ea	78	78	\$170.00
Hot Chocolate	Breakfast	ea	48	48	\$72.00
Regular Price		ea	48	48	\$72.00
Iced Coffee	Breakfast	ea	226	226	\$452.00
Regular Price		ea	226	226	\$452.00
Juice	Breakfast	ea	199	199	\$348.25
Regular Price		ea	199	199	\$348.25
Muffin	Breakfast	ea	272	272	\$541.28
Regular Price		ea	272	272	\$541.28
Tea	Breakfast	ea	44	44	\$55.00
Regular Price		ea	44	44	\$55.00
<b>Total</b>		<b>ea</b>	<b>10,419</b>	<b>10,419</b>	<b>\$35,026.40</b>



Toast	Breakfast	ea	35	35	\$57.50
Regular Price		ea	35	35	\$57.50
Ice	Ice	ea	445	445	\$769.80
Discount Ice		ea	104	104	\$156.00
Price 1		ea	341	341	\$613.80
BLT	Lunch	ea	241	241	\$1,497.59
Regular Price		ea	241	241	\$1,497.59
Clam Chowder	Lunch	ea	243	243	\$1,362.57
Large		ea	50	50	\$399.50
Small		ea	193	193	\$963.07
Cold Lobster Roll	Lunch	ea	480	480	\$6,720.00
Regular Price		ea	480	480	\$6,720.00
Grilled Cheese	Lunch	ea	200	200	\$804.00
Regular Price		ea	200	200	\$804.00
Ham Sandwich	Lunch	ea	53	53	\$316.49
Regular Price		ea	53	53	\$316.49
Hot Dog	Lunch	ea	678	678	\$2,373.00
Regular Price		ea	678	678	\$2,373.00
Hot Lobster Roll	Lunch	ea	130	130	\$1,950.00
<b>Total</b>		<b>ea</b>	<b>10,419</b>	<b>10,419</b>	<b>\$35,026.40</b>



*hot lobster*

Regular Price		ea	130	130	\$1,950.00
Meatball Sub	Lunch	ea	111	111	\$775.89
Regular Price		ea	111	111	\$775.89
PB&J	Lunch	ea	64	64	\$160.00
Regular Price		ea	64	64	\$160.00
Tuna Melt	Lunch	ea	89	89	\$532.87
Regular Price		ea	89	89	\$532.87
Tuna Sandwich	Lunch	ea	116	116	\$696.34
Regular Price		ea	116	116	\$696.34
Turkey Sandwich	Lunch	ea	148	148	\$891.03
Regular Price		ea	148	148	\$891.03
<b>Total</b>		<b>ea</b>	<b>10,419</b>	<b>10,419</b>	<b>\$35,026.40</b>

**BREAKFAST  
& LUNCH**

Incredible View at Rye Harborside



**OPEN**

7:00 am-3:00 pm

*Sandwiches,  
Chowder & More*  
**LOBSTER ROLLS**  
*Hot or Cold*

---

**Cyclists & Bikers  
Welcome!**