

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

**Thursday, January 21, 2021
meeting resumed on
Thursday, January 28, 2021**

Pursuant to NH RSA 91-A:2 III (b) PDA Chairman Kevin Smith declared COVID-19 an emergency condition and waived the requirement that a quorum be physically present at the Board meeting in accordance with the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-25, and Emergency Order #12, Sections 3 and 4. PDA Directors participated remotely and identify their location and any person present with them at that location. All votes were by roll call. Members of the public may participate by using the access information provided. This meeting was video / audio recorded.

Presiding: Kevin H. Smith, Chairman
Present: Peter J. Loughlin, Vice Chair; Erik Anderson; Thomas Ferrini; Steve Fournier; Margaret F. Lamson; and Neil Levesque
Attending: Pease Development Authority ("PDA") staff on the Zoom meeting were Executive Director Paul E. Brean ("Brean"); PDA Deputy Director / General Counsel Anthony I. Blenkinsop ("Blenkinsop"); Finance Director Irv Canner ("Canner"); Engineering Manager Maria Stowell ("Stowell"); Golf Course General Manager Scott DeVito ("DeVito"); Division of Port and Harbors Director Geno Marconi ("Marconi"); IT Director Greg Siegenthaler ("Siegenthaler"); Raeline A. O'Neil, Legal Executive Assistant and members of the public.

AGENDA

I. Call to Order:

Chairman Smith ("Smith") called the meeting to order at **8:36 a.m.**

PDA IT Director Greg Siegenthaler was the moderator for the meeting who advised that meeting was being video/audio recorded and asked individuals to please follow the guidelines for the duration of the meeting:

1. In an effort to minimize background noise, we ask that all members of the public keep their microphones muted, and PDA Board members and staff are encouraged to stay on mute when not speaking during the meeting.
2. For members of the public wishing to speak during the public comment portion of the meeting, please press *9 on your phone to 'raise your hand', or press ALT+Y on your computer keyboard. The moderator will see your 'hand' and prompt you to make your comment. It is requested that no public comment be longer than 3 minutes.
3. This is a public meeting. If any member of the public causes a disruption to the meeting that would not allow the meeting to continue, the moderator will request that the Chair temporarily recess the meeting so that the disruption may be addressed. The moderator will then inform the Chair when the meeting may continue. If the Board is unable to continue the meeting due to the disruption, the Chair may elect to suspend the meeting to a later date/time, to be noticed in accordance with State law.
4. Once again, this meeting is being audio recorded. Following the meeting, a copy of the recording will be posted at townhallstreams.com

Smith welcomed the PDA Board of Directors, PDA Staff, members of the public to the meeting. The Board of Directors confirmed their presence on the call, physical location, and advised if there were any other individuals present with them:

Chairman Kevin Smith was located in Londonderry, NH with no other individual(s) present in the room.

Vice Chair Peter Loughlin (“Loughlin”) was located in Portsmouth, NH with no other individual(s) present in the room.

Erik Anderson (“Anderson”) was located in Portsmouth, NH with no other individual(s) present in the room.

Thomas Ferrini (“Ferrini”) was located in Dover, NH with no other individual(s) present in the room.

Steve Fournier (“Fournier”) was located in Dover, NH with no other individual(s) present in the room.

Peggy Lamson (“Lamson”) was located in Portsmouth, NH with no other individual(s) present in the room.

Neil Levesque (“Levesque”) was located in Goffstown, NH with no other individual(s) present in the room.

II. Non-public Session:

Director Anderson **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority (“PDA”) Board of Directors will enter non-public session pursuant to NH RSA 91-A:3 for the purpose of discussing (1.) Sale or Lease of Real or Personal Property [RSA 91-A:3, II (d)]; and (2.) Consideration of Legal Advice provided by Legal Counsel [NH RSA 91-A:3, II (l)].**

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

The non-public discussions commenced at **8:41 a.m.** via Zoom.

Director Fournier **moved** the **motion** and Director Lamson **seconded** that **the Board of Directors come out of non-public, at 9:27 a.m.**

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

The public meeting resumed.

PDA IT Director Greg Siegenthaler was the moderator for the meeting. He advised the meeting was being audio recorded and asked individuals to please follow the guidelines for the duration of the meeting:

1. In an effort to minimize background noise, we ask that all members of the public keep their microphones muted, and PDA Board members and staff are encouraged to stay on mute when not speaking during the meeting.
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- computer keyboard. The moderator will see your 'hand' and prompt you to make your comment. It is requested that no public comment be longer than 3 minutes.
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 4. Once again, this meeting is being audio recorded. Following the meeting, a copy of the recording will be posted on the PDA's website – www.peasedev.org

Fournier asked for those members who have joined the public portion of the meeting who are not participating to turn off their video as it can impact (slow down or become garbled) for those who are participating in the meeting.

III. Vote of Confidentiality:

Director Ferrini moved the motion and Director Fournier seconded that be it resolved, pursuant to NH RSA 91-A:3, the Pease Development Authority ("PDA") Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its January 21, 2021, meeting related to the sale or lease of property and the consideration of legal advice from legal counsel are 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 (7-0) roll call vote for; motion carried.

IV. Acceptance of Meeting Minutes: December 22, 2020 * (Loughlin)

Director Loughlin moved the motion and Director Anderson seconded the motion to approve the minutes of the Pease Development Authority Board of Directors Meeting dated Tuesday, December 22, 2020.

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

V. Public Comment:

Siegenthaler reminded members of the public wishing to speak to press *9 on the phone to "raise your hand" or to press ALT+Y on your computer keyboard. At that time the moderator would prompt individual(s) to make their comments and asked that public comment be no longer than 3 minutes. Siegenthaler indicated he saw no hands raised.

Attys. Jacob Marvelley ("Marvelley") and Dan Hoefle represented Port City Air ("PCA"); Marvelley asked to exceed the three minutes for comment. Smith indicated he would allow five instead of three minutes. Marvelley indicated that PCA submitted a memorandum to the Board on Wednesday and stated today's votes are crucial; the process has been rushed and that important questions remain. Marvelley suggested that the Board table the pending motions to regain control of the process. Marvelley

indicated that today's vote would indicate who can bid on an exclusive four year contract to fuel military aircraft. *[Unclear Commentary]* Marvelley indicated that even with amendments, carve outs or restrictions to the approvals, Million Air will bid claiming operational status before it breaks ground. If Million Air were to win the bid, it would become PDA's emergency as Million Air will hold the key to significant airport revenue before it builds – this will place pressure on the Board to make concessions to remaining approvals losing control over the regulations of the airport. PCA was not provided its operational status until after it nearly completed its permanent facility and withheld status even though its temporary facilities were ready, in doing so PDA assured PCA was permanently ready to service customers before it was allowed to open its doors. Whereas with Million Air, the Board was asked to approve a flurry of submissions in a hurry; 63 days have passed since the Board had seen Million Air's first Letter of Intent (LOI) and the Board has been given only one or two business days to review the new LOI (without a document verifying what was changed). Million Air's FBO application is also being rushed, staff approved the FBO application, the next day the Airport Committee approved (with one business day to review a 55 page application); the public was not able to review it as it was not posted on the PDA website. A pattern has emerged of little notice to the public, this Board and/or its Committees violating the Right to Know law. Instead of this Board doing its statutory job of regulating the airport, the Board cannot do a meaningful review of the applications or receive public input. Marvelley states several questions to the Board for its consideration and asked why the process being rushed and who does it help. Marvelley indicated it must be that Million Air who wants to bid on a military contract now before building. Marvelley speaks to the violation of Minimum Standards (i.e.; temporary hangar full of aircraft which cannot be counted as FBO space, change of use of temporary hangar – would it impact operations and surrounding tenants).

Smith asked Marvelley to wrap up his comments; Marvelley concluded that PCA welcomes fair competition as long as entities are put through the same process and sequence of approvals. Marvelley stated that if approved (even with amendments and restrictions) Million Air will claim operational status, once this happens PDA has lost control of this process; asked that the motions be tabled until the Board can make sense of the submissions.

Ned Denney ("Denney") the CEO of PCA *[Unclear Commentary]* PCA and its employees will be greatly impacted by the outcome of the proceedings as well as that of the airport, vendors, customers, City of Portsmouth and US military. Denney stated that PCA had only received the information on Tuesday morning and has not had enough time to review the hundreds of pages of documentation. Claimed that the proceedings have been rushed with no public or constituency input and that there are many complex issues which need to be addressed (legal, DLA Defense Logistics Agency, FAA, zoning, procedural, aviation, environmental, equal protection, fairness, conflict of interest and exclusive rights, etc.). Denny indicated that PCA has not been afforded an opportunity to ask questions where it will be the most interested party. Without achieving any significant investment milestones, Million Air has made clear that it wants to bid on Portsmouth's single biggest contract which can only be awarded to one supplier [per airport]. In order to accomplish this goal, Million Air is trying to obtain PDA's blessing to obtain operational status on this field by leasing an occupied commercial hangar. Regarding the motion that indicates Million Air meets the Minimum Standards at Portsmouth, PCA did not meet these Minimum Standards until construction of a fully operational fuel farm was built, all of its ground handling service equipment was purchased and nearly completed the construction of its 30,000 sq. ft. hangar (investment of over \$4 million). All of this despite having been operational at Portsmouth four years after having built a thriving repair station in a leased 12,000 sq. ft. hangar with existing customers. Million Air wants to bypass these same standards and have PDA grant it temporary status. PCA welcomes competition and

Million Air to Portsmouth, but only if it is fair and equitable. Suggests that these can be remedied by the PDA by the following:

1. Reject plans to grant operating status to Million Air before it actually meets the minimum standards;
2. Reject any plan that calls for a change of use status of a general aviation ramp for commercial purposes;
3. Regarding the LOI, PDA should state in the agreement that it will not authorize Million Air to bid on any commercial contract until it fully meets PDAs own Minimum Standards for servicing the contracts. Denney asked the Board to do its due diligence as there is too much to risk to the airport if Million Air cannot fulfill the contracts.

Portsmouth International Airport at Pease (“KPSM”) is a unique airport where one contract can determine who can survive on the airfield. Smith asked Denney to wrap up his comments. Denney finished that the minute the contract is signed, PDA will face an unusual and very difficult situation every four years for an exclusive agreement is issued by DLA where an exclusive use agreement at KPSM for the assignment of exclusive rights to a single service provider because only one is allowed. Ironically this is exactly what the PDAs Minimum Standards and FAA advisory were designed to prevent. Suggested not to pursue a rush to judgment, but hire an aviation consultant who can make sense of KPSM’s unusual and complex situation for the benefit of all at KPSM. If Million Air is sincere in its desire to come to Portsmouth and see the community grow and prosper, it will agree.

Bob Jesurum (“Jesurum”), Founder/President of PCA, spoke to the argument made by Marvelley and for correcting a flawed process regarding consideration of Million Air’s application; Denney outlined the actions the Board should take. The common theme of the solutions are that it is dangerous for the community and possibly illegal, so what is the rush. Jesurum indicated that Million Air is in a rush to bid on a military contract to be awarded this coming Spring and that there is no conceivable way Million Air could deliver. Asked what the rush in this process accomplishes for the PDA. *[Unclear Commentary]* Asked why the Board would consider anything with all of the open questions and why the process is being made so easy for Million Air. Jesurum said he is not asking to prevent Million Air as an FBO, in fact let Million Air build, so long as all of the same procedures are applied to Million Air that were applied to PCA. Jesurum stated such as not granting them a non-conforming change of use on its Executive Hangar; don’t allow them FBO status unless all approvals are obtained... *[Unclear Commentary]*... have ordered steel, have a hangar space, fuel farm and equipment onsite, the same standards PCA had been held to. *[Unclear Commentary]*

Smith spoke to internet issues which were occurring and asked those who are not speaking, other than the Board, if they would turn of their cameras as this may help with the technical issues that were occurring. Smith asked Siegenthaler if there were any additional individuals looking to speak; Siegenthaler responded he did not see any.

Jennifer Gomes, Executive Vice President, FBO Operations for Million Air indicated they were trying to take themselves off mute and Roger Woolsey would like to say a few words.

Roger Woolsey (“Woolsey”) of Million Air appreciated the time of the Board and the community individuals who were on the meeting as well. Woolsey reiterated that Million air is a 30+ year brand that has been voted #1 in the industry nine years in a row, who has contracts will all kinds of airlines (military, civilian, corporate etc.), is interested in promoting the Portsmouth airport and the community. Woolsey

spoke to the interesting words brought up by the other three speakers such as (dangerous and illegal) which is not the case. Further, Woolsey indicated that there are Minimum Standards and Million Air clearly meets every one of the Minimum Standards in its application. Beyond that, it intends to make large investments and that takes time. Woolsey assured the Board that it would not be selling services in any illegal manner and will meet every Minimum Standard (published by PDA) before the first transaction and will make sure it is 100% compliant with the FAA grant assurances. Woolsey indicated that the company is very professional and has a comprehensive and professional team putting forth information. It is asking today to approve what is before them so that they can continue to move forward as it meets every one of the Minimum Standards.

NOTE: The public comment section encountered technical issues which caused intermittent issues with bandwidth (responses delayed/slowed and screens being frozen) and portions of his commentary were unclear.

No other hands from the public were raised and therefore this section of the meeting closed.

VI. Committee Meetings:

A. Reports:

1. Airport Committee Agenda

Smith indicated that the Committee met on Tuesday, January 12th, via Zoom and it took up the FBO application of Pease Aviation Partners (a/k/a Million Air); the Committee voted to approve the application to move it forwarded to the Board.

Smith indicated that Brean provided the Committee with an update of the aviation rates and charges that would be increasing (incrementally).

VII. Old Business:

A. Report:

4. Lonza Biologics, Inc. – Iron Parcel Option Extension Agreement #3

Brean indicated that Lonza Biologics has agreed to extend its six month option on the 70/80 Corporate Drive parcel (Iron parcel) which will have it on that option until July 2021.

Smith indicated that there was an old item that had been tabled at the November 19, 2020 (the Board of Directors' to approve a Letter of Intent ("LOI") and Conceptual Plans for Pease Aviation Partners, LLC a/k/a Million Air). Smith asked for a motion to bring that item off the table.

Director Fournier moved the motion and Director Anderson seconded that the Pease Development Authority Board of Directors take the motion from the November meeting off the table.

Discussion: *[Unclear Commentary]* Blenkinsop indicated that the connection is unstable and suggested that the motion may not have been heard by all members and therefore suggested a pause in the meeting.

NOTE: The meeting up to this point in time had technical issues which caused intermittent issues with bandwidth (responses delayed/slowed and screens being frozen). At this time the meeting was recessed at 9:56 a.m.; the meeting resumed at 9:59 a.m.

Smith recessed the meeting at 9:56 a.m. until the technical issues had been reviewed by Siegenthaler. Blenkinsop indicated that after discussion with Siegenthaler, it was determined that the issue was on the Zoom side of the meeting and not PDA and indicated it was across users. PDA could come out of recess and move forward. That said, if PDA continues to have issues that impact the ability to communicate we may need to postpone the meeting as from a public observation/attendance perspective PDA would not be able to proceed.

Fournier informed Chairman Smith that a Google search indicated an outage going on with Zoom (NY and Washington and our area is starting to turn yellow).

Smith indicated the Board will move forward but agreed with Blenkinsop that if the issues continue there will need to be a motion to suspend the meeting and move it to another date.

Blenkinsop indicated when PDA were to come out of recess, he asked that the motion made/being made be restated as all may not have heard it.

Smith came out of recess at 9:59 a.m.; Smith asked for a motion to bring the November item which was approval of the LOI and Conceptual Plans for Million Air to bring that off the table as an initial motion.

Director Fournier **moved** the **motion** and Director Lamson **seconded** to bring the November item which was approval of the LOI and Conceptual Plans for Million Air to bring that off the table.

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

Smith indicated that this motion is off the table and since the Board has new LOI and Conceptual Plans to approve today on the agenda, he asked for a motion to not approve that item from November.

Director Anderson **moved** the **motion** and Director Lamson **seconded** not to approve the item from November.

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

Smith indicated that the item from November was not approved.

Smith informed those in attendance that this meeting closed the loop on the November motion that had been tabled and therefore the Board could move forward on the Million Air items on this agenda.

B. Approvals:

- 1. Pease Aviation Partners, LLC (d/b/a Million Air Portsmouth) at 53 Exeter Street – FBO Application**

Smith indicated he would recognize Director Levesque (“Levesque”) for a motion.

Levesque indicated in light of the fact that there has not been a lot of time to look at all of the issues on this item should *[Unclear Commentary]* this item until the next meeting. Lamson indicated a second.

Smith stated for the record that the motion is to postpone this item to the Board's next meeting in March to offer the Board more time to review all of the materials and asked if there was any further discussion from the Board. Fournier asked that all of the materials be received in one packet as information is being received from interested parties and staff and he wanted to make sure the documents received are the most up-to-date and correct to assure the Board receives everything correctly it would be reviewing. Lamson agreed with Fournier's comment and further stated that the documents being received from the various parties through General Counsel late in the afternoon and then they are forwarded to the Board who receives them in the evening, there is a lot to absorb and the Board wants to make a correct decision.

Director Anderson ("Anderson") does not have any problems with postponing the issue but is concerned on what is going to be reflected in a motion in March that takes all of these discussions and combines them into a motion more acceptable to the Board to review. The postponement is appropriate but how is the process and procedure going to move forward in the next 60 days to construct a motion more amenable to the concerns raised in the discussions at this point. Anderson indicated that he believes the current motion constructed by staff has caused some concern as to what it means to what the outcome would be when voting on this issue.

Smith indicated that the motion is on the floor right now because the Board has indicated it would like more time to review all of the materials sent and it is incumbent upon the Board members between now and the March meeting to contact staff with any outstanding the questions. To the extent that Board members want to propose certain conditions as part of the motion he recommended getting in touch with staff to see if legal to do that. Ultimately those discussions with the Board members need to take place in a public forum but encouraged the Board members to work through any outstanding questions with staff prior to the next meeting. *[Unclear Commentary]*

Blenkinsop requested that the Board move quickly as he was unclear that the meeting would be able to continue much further due to the ongoing technical issues.

Director Ferrini ("Ferrini") offered to vote for the postponement motion and asked if there were a reason the Board does not do Work Sessions which may be helpful; rather than a number of people talking to staff at different times. Blenkinsop indicated that a Work Session format would be familiar to Ferrini and others with municipal experience, but to Blenkinsop's knowledge Work Sessions have not been implemented at Pease over the years. But, if there is an interest in scheduling a Work Session on this topic the Chairman, in consultation with the Executive Director, could work on something in consultation with the Board.

Smith indicated with no further comment from the Board, and in the interest of time; he will call the roll on the motion to postpone the item to the March meeting.

Director Levesque **moved** the **motion** and Director Lamson **seconded** to postpone this agenda item to the March meeting.

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

Fournier asked if VII. B.2. would also need to be postponed as the original motion only had the first one.

2. Pease Aviation Partners, LLC (d/b/a Million Air Portsmouth) at 53 Exeter Street – Conceptual Site Plan Approval

Director Lamson moved the motion and Director Loughlin seconded that the Pease Development Authority Board of Directors hereby approves the concept plan for Pease Aviation Partners, LLC (d/b/a Million Air Portsmouth) (“PAP”) at 53 Exeter Street, as submitted by PAP and attached hereto and incorporated herein; all in accordance with the memorandum of Maria J. Stowell, Engineering Manager, dated January 13, 2021.

Discussion: Blenkinsop asked if the Board were looking to postpone the vote; Fournier indicated he would make a motion to postpone this item to the March meeting. Smith asked if there were any discussion on the postponement before he called the roll. Smith indicated that there were comments made earlier that this process on this application has been rushed and flawed, for the record he did not agree with that (he does not think it has been rushed or flawed by staff). Smith further indicated that he does not want the postponements to be taken as agreement with those comments; rather the Board is doing its due diligence in being prudent in the manner it is acting and making sure it has properly reviewed all of the material. Fournier agreed and indicated that there were accusations of violation of the Right to Know law that he took offense to because he has seen nothing that has been a violation of the Right to Know law; Lamson agreed.

Director Fournier moved the motion and Director Levesque seconded that this item be postponed to the March meeting.

Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

Blenkinsop indicated continued interference; Blenkinsop indicated that item #3 needs to be acted upon before the end of the month and suggested that the Board is meeting in a week (1/28/2021) as a Planning Board and today’s meeting could be postponed to after that meeting. The resumption of this postponed meeting could be notice for immediately after the Planning Board meeting. Loughlin suggested that the Board move forward with item 3 now.

3. Lonza – 70 / 80 Corporate Drive (Iron Parcel) Site Review Extension and Referral of Conditional Use Permit

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the following:

- A. a one (1) year extension to the Site Review approval granted to Lonza Biologics, Inc. (“Lonza”) for the premises located at 70/80 Corporate Drive; and

- B. in accordance with PDA Land Use Controls Part 304-A.09(a)(1)(a), concept approval and a referral to the City of Portsmouth of Lonza's Conditional Use permit application for 70 / 80 Corporate Drive;

all in accordance with the memorandum of Maria J. Stowell, P.E., Engineering Manager, dated January 13, 2021.

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

Smith indicated he would take a motion to suspend the meeting to another date and time and where schedules can be coordinated as he does not want to continue due to the interference issues. Stowell indicated that item 4 is rather time sensitive and asked the Board's indulgence to hear the motion for item 4.

4. **AIP 64 (Reconstruction RW 16-34) Change Order to Include the Reconstruction of Taxiways "B" and "C"**

Director Loughlin moved the motion and Director Anderson seconded that the Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to execute a change order to the construction contract with Pike Industries ("Pike") (PDA's selected contractor for the Runway Reconstruction Project) in the amount of \$1,835,532.10 to include the reconstruction of Taxiways "B" and "C", and authorizes the expenditure of up to \$101,000.00 to complete the reconstruction work; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated January 7, 2021.

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

Smith asked for a motion to suspend and postpone the rest of the agenda to another date this month.

Blenkinsop indicated that a date this month would be by next week. Smith indicated that the Planning Board meeting is scheduled for next Thursday (1/28/2021) at 9:00 a.m. and if the Board wants to resume this meeting, Loughlin can take over for Smith if he is unable to stay on the call due to a previous engagement. Currently the preference would be to resume today's meeting after the Planning Board meeting on 1/28/2021 but schedules will be coordinated offline.

Loughlin indicated that the motion is to continue to later this month but the Board really means as the next available time to do it, which is what Blenkinsop was mentioning. Smith agreed, but stated the preference would be to try to resume in January, if possible.

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors meeting be suspended, to next week if possible.

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

NOTE: The meeting up to this point in time had technical issues which caused intermittent issues with bandwidth (responses delayed/slowed and screens being frozen). These issues resulted in

the Board of Directors' suspending its meeting to a later time to resume discussions and approvals of the remaining items of the meeting (items VIII. - XIX.).

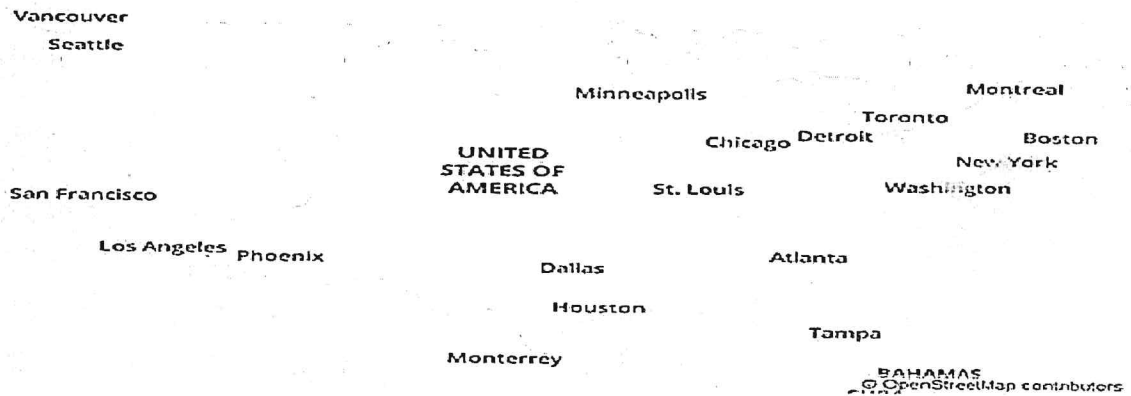
Meeting was postponed at 10:17 a.m.



▲ Possible problems at Zoom

Zoom outage map

Zoom offers an online video conferencing service



Pursuant to a duly posted meeting notice, the meeting resumed the January 21, 2021 meeting immediately following the previously scheduled Planning Board meeting on **Thursday, January 28, 2021**, due to technical difficulties which occurred during the January 21, 2021 meeting. Chairman Smith stated:

Pursuant to NH RSA 91-A:2 III (b) PDA Chairman Kevin Smith declared COVID-19 an emergency condition and waived the requirement that a quorum be physically present at the Board meeting in accordance with the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-25, and Emergency Order #12, Sections 3 and 4. PDA Directors participated remotely and identify their location and any person present with them at that location. All votes were by roll call. Members of the public may participate by using the access information provided. This meeting was video / audio recorded.

- Presiding: Kevin H. Smith, Chairman
- Present: Peter J. Loughlin, Vice Chair; Erik Anderson; Thomas Ferrini; Steve Fournier; Margaret F. Lamson; and Neil Levesque
- Attending: Pease Development Authority ("PDA") staff on the Zoom meeting were Executive Director Paul E. Brean ("Brean"); PDA Deputy Director / General Counsel Anthony I. Blenkinsop ("Blenkinsop"); Finance Director Irv Canner ("Canner"); Engineering Manager Maria Stowell ("Stowell"); Golf Course General Manager Scott DeVito ("DeVito"); Division of Port and Harbors Director Geno Marconi ("Marconi"); IT Director Greg Siegenthaler ("Siegenthaler"); Raeline A. O'Neil, Legal Executive Assistant and members of the public.

Chairman Smith (“Smith”) called the meeting to order at 9:36 a.m.

Smith asked the Board of Directors to confirm their presence on the call, physical location, and advised if there were any other individuals present with them:

Chairman Kevin Smith was located in Londonderry, NH with no other individual(s) present in the room.

Vice Chair Peter Loughlin (“Loughlin”) was located in Portsmouth, NH with no other individual(s) present in the room. (NOTE: Loughlin joined the meeting at approximately 10:19 .m.)

Erik Anderson (“Anderson”) was located in Portsmouth, NH with no other individual(s) present in the room.

Thomas Ferrini (“Ferrini”) was located in Dover, NH with no other individual(s) present in the room.

Steve Fournier (“Fournier”) was located in Dover, NH with no other individual(s) present in the room.

Peggy Lamson (“Lamson”) was located in Portsmouth, NH with no other individual(s) present in the room.

Neil Levesque (“Levesque”) was located in Goffstown, NH with no other individual(s) present in the room.

PDA IT Director Greg Siegenthaler was the moderator for the meeting who advised the meeting was being video/audio recorded and asked individuals to please follow the guidelines for the duration of the meeting:

1. In an effort to minimize background noise, we ask that all members of the public keep their microphones muted, and PDA Board members and staff are encouraged to stay on mute when not speaking during the meeting. Additionally, members of the public were asked to turn off their cameras/webcams if they did not intend to speak during the meeting in an effort to optimize the bandwidth for the meeting.
2. For members of the public wishing to speak during the public comment portion of the meeting, please press *9 on your phone to ‘raise your hand’, or press ALT+Y on your computer keyboard. The moderator will see your ‘hand’ and prompt you to make your comment. It is requested that no public comment be longer than 3 minutes.
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4. Once again, this meeting is being audio and video recorded. Following the meeting, a copy of the recording will be available for playback at townhallstreams.com

VIII. Finance:

A. Executive Summary

Finance Director Irv Canner (“Canner”) indicated that the trends in operating revenues and expenses that have occurred during the first four months, continued into November with operating revenues slightly ahead of budget due to facilities rentals, golf course activity and wharfage / dockage.

B. Reports:

1. FY2021 Financial Report for the Five Month Period Ending November 30, 2020

Canner stated there is a variance due to fee revenues. COVID has caused a reduction in parking and fuel flowage fees; operating revenues are approximately 11% ahead of the PDA current budget. Canner reminds the Board that he tries to seasonalize the PDA budget rather than simply dividing by 12 months; the operating expenses are down primarily related to timing of receipt of invoices and seasonality of budget. Canner indicated that due to the variances in the operating revenue / operating expenses PDA is ahead of its budget by \$1.4 million. Canner indicated this will help to fund capital programs; this also has resulted in PDA’s debt levels being lower than anticipated.

Canner stated staffing was at 103 paid employees with 60 benefited positions with several open positions.

With respect to the Revolving Loan Fund (“RLF”) (sic – RLOC) Canner indicated as of November PDA’s draw down was \$5.5 million from the \$15 million cap. The construction project at the terminal represents \$5 million and the runway represents \$15 million, since inception of these two capital projects PDA has spent close to \$30 million. Canner indicated due to the funding of these two capital projects he works closely with Engineering of the anticipated timing of the grant monies due to PDA from FAA, this and or other sources have an impact on the need for RLF (sic).

Canner indicated that the airport ended the year at approximately 40,000 enplanements, this number was impacted due to COVID. Canner also indicated both pay-for-parking and fuel flowage fees were down at the airport as well, related to COVID.

Canner stated regarding Skyhaven PDA is ahead of budget primarily represented due to the flight activity (associated with gallons of fuel sold). Canner indicated that year-to-date (FY2021) approximately 12,000 gallons were sold versus in 2020 approximately 7,700 gallons. Canner indicated Skyhaven has 33 hangars and there is not much fluctuation in the rentals. Cumulatively, PDA has funded Skyhaven \$1.7million in order to support Skyhaven since PDA took it over 2009. Canner indicated that Skyhaven is below in its operating budget, there are 2.5 non-benefited individuals that support Skyhaven to date.

Canner indicated that the golf course closed on November 30th; highlighted the success at the golf course in terms of rounds played and the overall operating efficiency (putting PDA ahead of budget - primarily related to golf fees from non-members). Canner indicated in terms of rounds of golf play in 2021 there were 62,000 rounds versus in 2020 there were 55,000, resulting in a 13% increase. The simulators are about equal to 2020, but Grill 28 sales have been impacted due to COVID resulting in approximately 9% below where they were last year at this time.

The unrestricted operations of the Division of Ports and Harbors (DPH) indicate operating revenues slightly below budget (fuel sales are down directly associated with the loss of operations at the Portsmouth Fish Pier).

2. Cash Flow Projections for the Nine Month Period Ending September 30, 2021

Canner indicated looking out nine months, the projected debt levels shows that PDA should peak in the May / June time with roughly \$10 million in debt; ending the nine month time period at approximately \$5.8 million. Overall the cash flow shows a negative wash of \$577,000 but the big items for PDA are the capital expenditures of \$8.5 million of non-grant money and grant money of \$6.3 million indicating approximately \$15 million of capital yet to be spent with the primary support of these funds for the completion of the terminal and the runway. Canner indicated funding these projects is sensitive due to the turnaround time it takes to process the requests and is a reflection through the estimations of how high the debt levels can be with the RLF (sic – RLOC). Canner indicated that PDA's debt level was at \$4.5 million and indicated the repayment of \$1 million since November; however, earlier this month PDA borrowed \$1.5 million resulting in a draw down from the RLOC.

Regarding DPH, Canner stated it is normal to have high levels in January / February / March due to the collection of the mooring fees, this remains consistent with prior years.

Canner indicated with respect to the Revolving Loan Fund (RLF), there are approximately 19 loans (anticipated loan closing in January) and the expectation of a new loan in March. There has been light activity regarding the RLF, in fact have seen some loans being paid off. Canner indicated PDA submitted its report reflecting its six month activity to the EDA regarding this program.

Canner highlighted items such as:

1. The auditors first meeting with the Audit Committee on April 12th; and
2. An RFP due back on 1/29 to upgrade software relating to property management this RFP is also tied to GASB87 which puts more emphasis on leases on how they will be shown on the balance sheet.

Ferrini indicated reviewing the Statement of Operations for the Portsmouth International Airport at Pease ("PSM") and Skyhaven that the fuel flowage is down at PSM, but up at Skyhaven, wondered if it were the nature of the business at both airports. Canner indicated that the fuel flowage at PSM is based on gallons that are fee related (collection of fuel fee through PCA) and the flight activity at PSM has been lower than projected. However, up at Skyhaven there are smaller / private planes that are flying with more activity and the fact that the price of fuel is down \$0.20.

Anderson stated that the RLF has to meet particular marks annually to maintain the amount of money available and asked if those goals are being met; Canner affirmed that there are covenants associated which are based on the annual certified financial statements. Anderson asked if it has maintained a particular amount of money for the RLF; Canner affirmed. Anderson further asked if it were \$1 million or more as he thought there was an opportunity for an increase; Canner indicated the RLF has a balance of \$1.1 million which is made up of \$881,000 in loans and the balance as cash. Canner stated it used to be if PDA couldn't balance 75% of the fund as loans the money would be sequestered by EDA. Anderson asked if the interest rates had been reduced; Canner affirmed stating a

reduction from 4% to 3% and that every one of the 19 loans are current. Canner indicated the big number end is the saving or creation of jobs (300+).

IX. Licenses/ROEs/Easements/Rights of Way:

A. Reports:

1. **Lonza Biologics – 70 / 80 Corporate Drive (Iron Parcel) Exercise Third One Year Option for Contractor – Employee Parking through December 31, 2021**

Brean indicated that in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of License Agreements,” PDA entered into the following Right of Entry extension with Lonza Biologics who exercised its Third One (1) year option for Contractor – Employee Parking at 70 / 80 Corporate Drive through December 31, 2021.

B. Approvals:

1. **Non-Aeronautical Easement (Water/Sewer) – City of Rochester**

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to complete negotiations with the City of Rochester and to seek a release from the Federal Aviation Administration (“FAA”) to execute an Easement Deed, and such other documentation as he and General Counsel determine shall be necessary or appropriate, to provide a water/sewer utility easement across/under land of the PDA located at Route 108, 290 Rochester Hill Road, in exchange for fair market value consideration; all in accordance with the Memorandum of Andrew Pomeroy, Manager, Aviation Planning and Regulatory Compliance, dated January 13, 2021.

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

X. Leases:

A. Reports:

1. **Sublease between 30 International Drive, LLC to Prosperity Realty, LLC d/b/a Exit Realty Prosperity**

In accordance with the “Delegation to Executive Director: Consent, Approval of Sub-Sublease Agreements” PDA approved the following lease with Prosperity Realty, LLC d/b/a Exit Realty Prosperity for 645 square feet of office and related use space commencing December 1, 2020 and continuing twenty-four (24) months; Director Lamson was consulted and granted her consent.

2. **Sublease between Pioneer New Hampshire LLC to FlexEnergy Energy Systems, Inc.**

In accordance with the “Delegation to Executive Director: Consent, Approval of Sub-Sublease Agreements” PDA approved the following lease with FlexEnergy Energy Systems Inc. for 5,800 square feet of general office uses commencing February 1, 2021 through June 30, 2024; Director Lamson was consulted and granted her consent.

B. Approvals:

1. Lonza – Conceptual Approval of Column Packing Room Addition

Director Anderson moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby approves the concept plan for Lonza Biologics, Inc.’s request to construct a two-story addition located near the existing loading docks at the premises located at 101 International Drive, to be utilized as a Column Packing Room, with approximately 1,146 square feet on the lower level and approximately 2,206 square feet on the upper level; all on terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated January 12, 2021.

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

XI. Contracts/Agreements:

A. Approvals:

1. Airport Architectural & Engineering Consultant

Director Lamson moved the motion and Director Anderson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to negotiate and execute contracts for the provision of PDA’s on-call Airport Architectural and Engineering Services in compliance with current FAA guidelines, with:

- a) Jacobs Engineering Group, Inc.;
- b) Hoyle Tanner & Associates, Inc.;
- c) McFarland-Johnson, Inc.; and
- d) Stantec Consulting Services, Inc.

The contract with each consultant will be for a period of three (3) years with one (1) additional two (2) year option period exercisable at the Executive Director's sole discretion; all in accordance of the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated January 7, 2021.

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

2. USDA / WS Wildlife Control Proposal at Airports

Director Ferrini moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to enter into a Cooperative Service Agreement with the United States Department of Agriculture Animal and Plant Health Inspection Service and Wildlife Services (USDA / WS), to continue its integrated wildlife control and monitoring duties at Portsmouth International Airport at Pease (PSM) and Skyhaven Airport (DAW), for the period of January 1, 2021, through December 31, 2021, in the amount of \$30,913.10; any taking of wildlife at Pease will be confined within the airport perimeter fence and be in compliance with Federal and State permits; all in accordance with the memorandum of Andrew B. Pomeroy, Manager Aviation Planning and Regulatory Compliance, dated January 7, 2021, and attached hereto.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement based on the following reasons:

1. the PDA has a long standing relationship with USDA/WS stemming back to the time the PDA was formed;
2. as part of that relationship the USDA/WS has maintained ongoing wildlife surveys, with data dating back to its first work at Pease and PDA does not believe it is advisable to interrupt this historical data stream;
3. the USDA/WS conducts training classes for PDA Airport Operations Personnel on Airport Wildlife Hazard Management to meet 14 CFR 139 requirements; and
4. the USDA/WS is the FAA recognized federal authority for airport wildlife hazard management and training.

Discussion: Lamson indicated that the Andrew Pomeroy and the USDA / WS Wildlife Control have done an outstanding job at the airport in the management of wildlife. Disposition: Resolved by unanimous (6-0) roll call vote for; motion carried.

XII. Executive Director:

A. Reports:

1. Committee Appointments

Smith indicated a couple of changes to the committee appointments made in December and the need for replacement of Tom Ferrini with Steve Fournier as after the meeting he realized they were uneven in how he put people on the committees, particularly regarding the appointments of Steve Fournier and Tom Ferrini.

PDA COMMITTEE LISTING – EFFECTIVE January 28, 2021 (UPDATED)

Standing Committees

Executive Committee

Kevin H. Smith, **Chair**
 Peter J. Loughlin, Vice Chairman
 Thomas Ferrini, Treasurer
 Staff Contact: Brean/Blenkinsop

Marketing and Economic Development Committee

Peter Loughlin, **Chair**
 Neil Levesque
 Tom Ferrini
 Staff Contact: Brean

Finance Committee

Thomas Ferrini, **Chair (Treasurer)**
 Margaret Lamson
 Neil Levesque
 Staff Contact: Brean/Canner

Zoning Adjustment & Appeals Committee

Steve Fournier, **Chair**
 Peter Loughlin
 Kevin H. Smith
 Staff Contact: Blenkinsop/Stowell

Airport Committee

Kevin H. Smith, **Chair**
 Steve Fournier
 Margaret Lamson
 Staff Contact: Brean/Stowell

Ad Hoc Advisory Committees

Capital Improvement and Land Planning Committee

Peter Loughlin, **Chair**
Thomas Ferrini
Steve Fournier
Neil Levesque Staff Contact: Stowell
Staff Contact: Blenkinsop/Stowell

Transportation Management Committee

Margaret Lamson, **Chair**
Erik Anderson
Steve Fournier

Golf Committee

Erik Anderson, **Chair**
Thomas Ferrini
Steve Fournier
Staff Contact: Brean/DeVito

Port Committee

Peter Loughlin, **Chair**
Steve Fournier
Neil Levesque
Ex Officio: Chair DPH Advisory Council
Staff Contact: Brean/Marconi

Audit Committee

Peter Loughlin, **Chair**
Kevin Smith
Erik Anderson
Staff Contact: Canner

Legal Bill Review

Kevin H. Smith, **Chair**
Peter Loughlin
Tom Ferrini
Staff Contact: Blenkinsop

2. Golf Course Operations

Golf Course General Manager DeVito (“DeVito”) stated regarding the upcoming season there are already 3,600 outing rounds currently booked (group size between 60 to 160) and it is anticipated that during the season they will add another 1,000 rounds (group sizes between 20 to 50).

DeVito also indicated that Pease will be hosting a sectional qualifier on July 1st for the National Drive, Chip and Putt competition for ages 7 to 15.

DeVito indicated that the bathroom project will commence next week and anticipated completion date of February 21st.

The maintenance department is working on getting equipment ready for the upcoming season and doing a project in the clubhouse basement converting all of the florescent light fixtures to LEDs.

Anderson asked to the improvement of tee time availability; DeVito indicated he and IT Director Greg Siegenthaler are working with PDA’s website host to see there is an option to use that link to change the timeframe of when members can log in to book a tee time (currently bookings open at midnight and trying to change to a better time of day). DeVito indicated they are also working with the host of the tee time system, TeeSnap; no resolution has been found but discussions are ongoing and hope there will be something in place by the commencement of the season.

Levesque indicated how impressed he and members of the Board were on what the Golf Course pulled off last year due to COVID which was highlighted in Canner's report to the Board; thanked DeVito for what was done and how the course was operated (during the pandemic).

3. Airport Operations

- a) Portsmouth International Airport at Pease (PSM)**
- b) Skyhaven Airport (DAW)**
- c) Noise Line Report**
 - (i) December 2020**

Brean indicated that PSM ended 2020 with 40,000 enplanements, a reduced number which has not been seen since 2015 (Brean indicated most airports indicated numbers going back to 1970s). PSM is holding strong and its Ft. Myers / Punta Gorda flights still continue to have great load factor and capacity and Sanford / Orlando has been challenged due to the Theme Parks not being back to 100%. Brean also indicated that due to the runway construction (through most of the calendar year) there was a limitation on the size of the flights (restricted wide body FRAC a/k/a Troop flights). Brean informed the Board that PSM was down more troop flights than it was in comparison to Allegiant; after regaining full use of the runway the troop carriers have come back and continue to see an uptick in service. Brean stated he is excited for 2021 with the vaccine rolling out and consumers feeling comfortable to travel, he anticipates the ultra-low cost flights will be the first aviation sector to return in the industry. Brean indicated this will be an increase to revenue parking and fuel flowage. Brean indicated there were 301 pay-for-parking transactions for December as Allegiant has had a reduction in capacity of flights during the month. However, have noticed that passengers are staying longer resulting in paying more to park longer. Brean further indicated that the fuel flowage fee for the month was based off 500,000 gallons at a \$0.03 fuel flowage fee.

Brean informed the Board that on January 22, 2021 the commercial passengers were able to use approximately 80% of the new terminal expansion project which improved security screening for both passengers and baggage; the expansion has provided adequate social distancing and the security protocols during the current environment. The remaining work for this project is to get the second jet-bridge operational; installation of the escalator; and finalize the terminal concession restaurant space.

Brean indicated that the industry is showing an anticipated second CARES Act Fund similar to that of 2020 and believes that PSM may receive additional aid in the future to support the revenue shortcomings from 2020.

Regarding Skyhaven, Brean informed the Board that the new business (T-Aviation) is off to a moderate start by doing work for the base tenants at Skyhaven.

Brean indicated that there was one noise inquiry in December, 2020. The call originated from Rye and was related to a non-based Pilatus PC12 that arrived at 3:40 a.m.

Brean also spoke to Canner's comment of an 11% underrun for the year which has been a combined effort (i.e.; Golf, DPH and Airports). In late spring, PDA put out hefty financial goals to address COVID; people wore different hats and obtained labor hours from part-time non-benefited people as opposed to fulltime benefited individuals. Brean stated that due to the efforts of all (primarily Golf, DPH and Airports) PDA continues to look for different ways to do business and PDA continues to try to mitigate the impact of COVID; anticipates continued underruns for the foreseeable future.

Brean expressed thanks and gratitude to the Engineering Department (Stowell & Sheehan) and Andrew Pomeroy for their diligent review of PCA's North Fuel Farm as this was a hefty environmental review along with PDA's internal projects (runway and terminal). Brean indicated he is confident that PDA will have a very safe, secure and environmentally conscious North Fuel Farm.

Brean informed the Board that PDA was requested by the State to provide support for the COVID-19 support call center to provide assistance to citizens of New Hampshire who are trying to register for the vaccine or have questions; provided support with three employees (1 – DPH & 2 – PDA).

Vice Chairman Loughlin returned to the meeting at approximately 10:19 a.m. with no other individual(s) present in the room.

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 total amount of \$12,648.00 for legal services rendered to the Pease Development Authority by Sheehan Phinney Bass & Green for November 1, 2020 – November 30, 2020 in the amount of \$377.00 (for General Employment Matters); November 1, 2020 – November 30, 2020 in the amount of \$1,512.00 (for Ports & Harbors Matters); and November 1, 2020 – November 30, 2020 in the amount of \$10,759.00 (in support of MS4 and CLF settlement implementation).

Discussion: None. Disposition: Resolved by (6-1) roll call vote (Levesque voted no); motion carried.

Chairman Smith left the meeting so he turned the meeting over to Vice Chairman Loughlin at approximately 10:22 a.m.

XIII. Division of Ports and Harbors:

A. Reports:

Geno J. Marconi (“Marconi”), Division Director of the Division of Ports and Harbors (“DPH”), reported on Division activities, and the reports before the Board represent the current business at the DPH.

1. Port Advisory Council – Minutes of November 15, 2020

Marconi indicated there was a date discrepancy listed on the agenda to that referenced on the minutes; Legal Executive Assistant Raeline O’Neil (“O’Neil”) stated it was a scrivener’s error on the agenda referencing the date of the Port Advisory Council minutes was the correct date (November 10, 2021).

2. Portsmouth Fish Pier – Change Order #3 (Credit) / H.L. Patten

Marconi indicated that Change Order #3 is a \$8,000 credit, there was a question about a fire hydrant and whether or not the Fire Department was going to require a temporary hydrant during

construction. Marconi indicated that there were two fire hydrants down there and after meeting with the Fire Department / Safety it was determined this was not essential during construction so DPH received a credit. Marconi indicated that pursuant to the Delegation of Authority, Brean executed the Change Order and received concurrence from the Treasurer (Ferrini).

3. Commercial Mooring Transfer – Nugent to Nugent

Marconi indicated that a commercial mooring transfer is done in accordance with the administrative rules. Marconi indicated that there is a redundancy of review and a recommendation to the Executive Director for approval.

Marconi indicated that last week DPH was notified by the Army Corps of Engineers of its published work plan for the coming biennium and the upper most turning basin of the Piscataqua River which is in its work plan. Marconi indicated that this is approximately 750,000 cubic yard dredge project to expand the turning basin which is currently 800 feet to a 1,200 foot turning basin. This is a significant project for the improvement of navigational safety as the ships are getting larger (currently there are a couple ships that frequent a couple of terminals that are 764 feet in length). Marconi indicated the significance as there are sailing regulations / restrictions on the vessels (daylight only; high tide only; visibility, wind speed, etc.) Marconi indicated that every day a vessel is detained because it can't sail and there are fees / charges which are transferred on to the consumer of the cost of goods sold. Marconi stated Senator Shaheen needed to be thanked as she pushed this project for years and without her shepherding this through the federal process, as well as the various support from the area users / businesses from letter writing to both the Congressional Delegation and the Army Corps of Engineers, has helped moved this project along. Marconi has been in discussions with the Army Corps regarding scheduling and will bring to the Board a Project Partnership Agreement, as statute allows PDA to enter into agreements with the Army Corp of Engineers in order to move dredging projects along.

Marconi indicated regarding the Portsmouth Fish Pier ("PFP") the contractor has notified DPH they will be mobilizing equipment (today and tomorrow) and steel will be showing up the first of the week and should get this project moving ahead again.

Lamson asked Marconi about a sailboat that broke from its mooring and ended up on the Newington shoreline; Marconi indicated he thought it had been or it was in the process of being removed.

Ferrini asked if most of the dredging associated in the turning basin project would be "silt" or will there be activity to get through rock / ledge to expand that area. Marconi confirmed it is the upper most turning basin before you make the turn to go under the Little Bay Bridge. Marconi further stated the geology had not changed in hundreds of years and it was anticipated there would be a lot of ledge, but with the geotechnical borings they were surprised to find it was approximately 86% hard packed glacial sand and little ledge. The dredging will go to the offshore dredging site recently approved by the EPA north of the Isles of Shoals.

Lamson asked where the reference of Little Bay Bridge came from; Marconi indicated the old bridge is the General Sullivan Bridge and when they built the first bridge they named it Little Bay Bridge and then when the second bridge was built it was named the Ruth Griffin Bridge. Lamson asked the difference between Little Bay and Piscataqua; Marconi indicated it is the Little Bay and the Piscataqua River continues up straight on the eastern side of Dover Point into the Salmon Falls River going into South Berwick.

Anderson indicated that the turning basin project has been in the making for quite some time, but that credit should also be given to Marconi for his diligence in submission of this project to the Army Corps. Anderson asked what the State's contribution would be to this dredging project. Marconi indicated that there are two appropriations (split into two bienniums due to the timing of construction) there is a total of \$7,241,550.00 that has been appropriated for this project. Anderson asked if this amount was federal or state; Marconi indicated it was State and the Army Corp estimates the total project to be \$18 million and our contribution would be around \$6 million but waiting for an update to see if construction costs have gone up since appropriation which was done in 2017. Anderson asked if the disposal would still go to the new site outside the Shoals; Marconi affirmed. Marconi indicated the caveat would be the Corps has brought to the forefront the beneficial use of disposal materials and this material at the turning basin is nice sand. A few years ago coastal communities were contacted to inform them on the material for beach nourishment and restoration and there has been a lot of interest. Negotiations will be held between any interested parties and the Army Corp regarding cost differential between base site and interested parties location (Maine / Massachusetts) for compensation.

XIV. New Business:

No new business.

XV. Special Event:

A. Report:

1. Millennium Running - St. Patty's 5k/10k Road Race to be held on March 13, 2021

Smith indicated that he worked with Brean to get this set-up; Millennium Running had approached Smith about moving a race from Salisbury to PDA. Smith indicate that since COVID, Millennium Running has held approximately a half dozen races (Londonderry, Manchester and Bedford) and all safety protocols are followed. This is not a typical road race as there will be no congregating at the beginning or end, rather it is staggered times with two people running at a time (running against the clock, not other runners). There have been no issues in Londonderry and it is good that people are able to participate in these events in a safe manner. This will be a 5k / 10k road race held on March 13, 2021; Paddy's will allow them to utilize their facility to stage the event.

XVI. Upcoming Meetings:

Board of Directors

March 18, 2021 @ 8:30 a.m.

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

XVII. Directors' Comments:

Anderson indicated at the last meeting the Pease Aviation Partners ("PAP") motions were postponed but want to ask how this issue will move forward (process / procedure in crafting a motion regarding Directors' concerns). Ferrini made a suggestion of a Work Session, staff has always done well in crafting motions but this one that has some special interest to make sure a motion is prepared to the satisfaction of the Board. Blenkinsop indicated that the Directors can reach out individually to

discuss if they would like to see anything specific in a motion. Also, Chairman Smith may be interested in scheduling a Work Session consistent to what Ferrini suggested last week. Anderson indicated a desire not to sit on this matter for sixty days until the next meeting to address Directors' wishes.

Lamson thought that if the Directors were to pass on thoughts to Blenkinsop it would be helpful for his review, evaluate and see if on the right track.

Loughlin reiterated it made sense to direct correspondence to Blenkinsop so that a decision can be made in March in fairness to Million Air (a/k/a PAP) and receive suggestions from Brean and Blenkinsop on the best way to move forward one way or another.

Fournier agrees with Loughlin but further stated a Work Session is not a bad idea so all Directors are on the same page so a concise approval for the meeting can be prepared. This would be a Work Session for the Directors, no comments from the public, just Directors comments to staff would be the cleanest way to handle this. Fournier also indicated the need to be careful with communications as to what is public and what is not. If the information is disseminated quickly could possibly do a Work Session sometime mid-February.

Blenkinsop indicated that Chairman Smith was interested in the concept as stated by Ferrini and Fournier and if a date and time is solidified with Chairman Smith, PDA will reach out to the Directors on scheduling a Work Session. In the interim if any of the Directors have individual questions / concerns / ideas for motions, Blenkinsop indicated for the Directors to reach out to Brean or Blenkinsop. Blenkinsop reminded the Directors that regarding the Right to Know Law there is a need to avoid group communications.

Lamson indicated she would forward any questions to Blenkinsop and hoped that any meetings / Work Session scheduled would be in the morning during the month of February.

Ferrini indicated regarding procedure and that of results / anticipated results of the Work Session, there may be a need for a non-public. A concern he would have would be the timing of this (wouldn't want to have a non-meeting in March) and to consider the trajectory of this / the best way to manage it.

Loughlin apologize for missing the Planning Board Meeting regarding PCA but he wanted to state he is impressed to the amount of detail and work that staff put in all agenda items. Also indicated a person who was key for many years regarding the turning basin project was Marconi

XVIII. Adjournment:

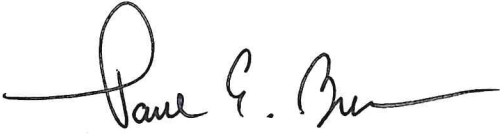
Director Lamson moved the motion and Director Anderson seconded to adjourn the Board meeting. Meeting adjourned at 10:51 a.m.

Discussion: None. Disposition: Resolved unanimously (6-0) for; motion carried.


XIX. Press Questions:

There were no questions from the press.

Respectfully submitted,



Paul E. Brean
Executive Director

- * Related Materials Attached
- ** Related Materials Previously Sent
- *** Related Materials will be provided under separate cover
- + Materials to be distributed at Board Meeting
-  Confidential Materials