

PEASE DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS' MEETING
MINUTES

Thursday, May 20, 2021

Due to the COVID-19 public health emergency, members of the public were encouraged to attend this meeting remotely utilizing the Zoom meeting information, or video live stream options. All in-person meeting attendees were required to observe appropriate social distancing, and are required to wear face coverings, while in the Pease Development Authority building. Due to room size constraints there was a limit on the total number of people in the meeting room at one time; the PDA respectfully asked attendees to exit the meeting room if they had no additional business. Face coverings were available for those who needed them. The meeting was video / audio recorded.

Presiding: Kevin H. Smith, Chairman
Present: Erik Anderson; Thomas Ferrini; Steve Fournier; Margaret F. Lamson; Neil Levesque and Susan Parker
Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director /General Counsel; Maria Stowell Engineering Manager; Irv Canner, Finance Director; Suzy Anzalone, Assistant Finance Director; Geno Marconi, Division of Ports and Harbors ("DPH") Director; Scott DeVito, Pease Golf Course General Manager; Greg Siegenthaler PDA, IT Director and Raeline A. O'Neil, Legal Executive Assistant.

AGENDA

I. Call to Order:

Chairman Smith ("Smith") called the meeting to order at 8:35 a.m.

II. Non-public Session:

Director Anderson moved the motion and Director Lamson 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. 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 8:36 a.m. via Zoom.

Director Fournier **moved** the **motion** and Director Ferrini **seconded** that the Board of Directors return public session at **9:23 a.m.**

III. Vote of Confidentiality:

Director Parker **moved** the **motion** and Director Lamson **seconded** that it be 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 May 20, 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.**

Smith took a moment to recognize this meeting was the first meeting held that Peter Loughlin (“Loughlin”) had not been on the Board; Loughlin provided an invaluable service as a member of the Board for 31 years and also served on the Redevelopment Commission. Loughlin was instrumental in helping Pease become one of the most successful BRAC closures in the country. Loughlin will be missed and the Board will formally and appropriately thank Loughlin for his many years of service later this summer.

Smith also welcomed Susan Parker who is the combined Board member representing the Towns of Newington and Greenland. Parker’s appointment to the Board is with experience in the non-profit and governmental sectors, with an expertise in public / private partnerships.

Election of the Vice-Chair and Committee Appointments

1. Elections (Vice-Chair)

A. Vice-Chair:

Director Anderson **moved** the **motion** and Director Fournier **seconded** that **Director Levesque** be elected as **Vice-Chairman** of the Pease Development Authority.

Discussion: None. **Disposition:** Resolved by roll call (6-0) vote for; motion **carried.** Levesque abstained from voting.

2. Committee Appointments

PDA COMMITTEE LISTING – EFFECTIVE May 20, 2021 (UPDATED)

Standing Committees

Executive Committee

Kevin H. Smith, **Chair**
 Neil Levesque, Vice Chairman
 Thomas G. Ferrini, Treasurer
 Staff Contact: Brean/Blenkinsop

Finance Committee

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

Airport Committee

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

Marketing and Economic Development Committee

Thomas G. Ferrini, **Chair**
 Neil Levesque
 Susan Parker
 Staff Contact: Brean

Zoning Adjustment & Appeals Committee

Steve Fournier, **Chair**
 Susan Parker
 Kevin H. Smith
 Staff Contact: Blenkinsop/Stowell

Ad Hoc Advisory Committees**Capital Improvement and Land Planning Committee**

Steve Fournier, **Chair**
 Thomas G. Ferrini
 Neil Levesque
 Staff Contact: Blenkinsop/Stowell

Transportation Management Committee

Margaret Lamson, **Chair**
 Erik Anderson
 Steve Fournier
 Staff Contact: Stowell

Golf Committee

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

Port Committee

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

Audit Committee

Thomas G. Ferrini, **Chair**
 Kevin Smith
 Erik Anderson
 Staff Contact: Canner

Legal Bill Review

Kevin H. Smith, **Chair**
 Thomas G. Ferrini
 Erik Anderson
 Staff Contact: Blenkinsop

IV. Acceptance of Meeting Minutes: Board of Directors' Meeting of April 15, 2021

Director Lamson **moved** the **motion** and Director Ferrini **seconded** to **approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, April 15, 2021.**

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

V. Public Comment:

George Bald of Somersworth, NH asked to address the Board of Directors (“Board”) concerning Loughlin. Loughlin has done a tremendous job for the Pease organization. From 1990 to roughly 1995 there wasn’t a lot going on at the Tradeport and the City of Portsmouth (“COP”) had a great deal of difficulty due to the closure of the Air Force (“AF”) base due to the transfer of personnel and their families (students left school system and funding depleted). During this time there was tremendous pressure on the Board to get something going; the difficulty had been turning a military base into a public establishment for the benefit of the local citizenry. It would have been easy for the Board to get off track from its focus on establishing good businesses and the development of the airport. The Board could have succumbed to the pressure to put malls at the base, but the Board stood its ground and determination to create a location with great jobs and good opportunities. Bald also indicated when he worked at PDA, he thought Loughlin was a stickler with his concerns requiring properties to look good; Loughlin’s determination to require properties to provide landscaping and planting information has continued to make a difference on all properties at Pease and it truly has made a difference. Bald indicated when speaking to counterparts in Maine and Vermont, he continuously hears how good the Tradeport looks. Often when you have a large project such as the Tradeport there are differing opinions on how things should go and Loughlin was always mindful of everyone’s voices being heard and that a good job would always be done. Bald indicated that NBC did a story on the Tradeport when there were discussions of another round of base closures. Bald indicated that Loughlin deserves a lot of credit for his focus, determination and commitment to the Tradeport. Bald stated while he felt bad that Parker would be following in Loughlin’s footsteps, he believes after reviewing her resume that Greenland and Newington have done an excellent job with its appointment. Bald indicated that Loughlin is a remarkable man who has left his footprint on the Tradeport. Lastly, Bald indicated that there are not 10,000 people who work at the Tradeport, rather there are 10,000 families that are impacted by what goes on at the Tradeport.

Bald indicated that the State of NH invested \$25 million dollars into the Tradeport in the mid-90s which was needed to “prime the pump”. The money has been repaid to the State, conversely the State continues to receive payment through taxes and the citizens of NH should not lose sight of this. Bald indicated while he has sat on the Board and knows that decisions are not always easy, he believes that the Tradeport is on a continued trajectory of growth. Bald indicated he was on the panel who assisted in the hiring of the Airport Director, now Executive Director, Paul Brean (“Brean”) and this has been an excellent decision. Bald thanked the Board for allowing him the time to speak.

Andrea Amico (“Amico”) spoke to the fact that her family (husband and children) have been directly impacted by PFAS contamination at the Tradeport and she actively participates with a

group that advocates for a PFAS health study at Pease and the impact on an individual's health. Amico indicated she is a co-founder of a community action group called "Testing at Pease" that formed in 2015 to look into the exposure of PFAS at the Tradeport. In November of 2019, approval was provided for a first in the nation PFAS health study by a branch of the CDC. Currently there are a combined 1,575 participants in the Seacoast community registered for the study (1,000 exposed adults, 350 exposed kids and 100 unexposed adults and 175 unexposed kids). When the registration commenced in 2019 there was a strong turnout; however, due to COVID the registration has commenced with the trickle of registrations in October of 2020. Last month Amico worked in collaboration with Councilor Cliff Lazenby to request permission from the Portsmouth City Council to place eighty, 18" x 24" lawn signs in high traffic areas around the City in order to help raise awareness (the signs were approved by the City Council to be placed throughout the City for three months). Amico requested from the Board to be allowed to place signs in highly visible locations throughout the Tradeport. Amico indicated that as of May 19th, the study had recruited 52% of the required adults and 21% of the children required for the study. Amico concluded by indicating that while the signs are working, there is still a long way to go.

Smith thanked Amico for her advocacy on this serious issue which affects not only Portsmouth but a lot of communities. Smith asked if the request needed Board approval; Deputy Director/General Counsel Anthony Blenkinsop indicated approval would be needed and there was an approval within the current agenda that would be addressing this sign request.

VI. Old Business:

A. Approvals:

1. **30 New Hampshire Avenue – Authorization to enter new lease with Spyglass, LLC**

Director Levesque moved the motion and Director Anderson seconded that the Pease Development Authority ("PDA") Board of Directors hereby:

- (1) **authorizes the Executive Director to complete negotiations and to enter into a new direct Lease Agreement with Spyglass Development, LLC concerning 30 New Hampshire Avenue; and**
- (2) **authorizes and approves such other action(s) and the execution of such other document(s) as the Executive Director, PDA General Counsel, and the Engineering Manager deem necessary or advisable to facilitate the full implementation of the transaction contemplated;**

all on substantially the same terms and conditions as previously approved by this Board and with such modifications as have been set forth in the memorandum of Paul E. Brean, Executive Director, dated May 13, 2021.

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

VII. External Audit:

A. Report:

1. Berry Dunn FY 2021 Audit

Representatives from Berry Dunn, Renee Bishop (“Bishop”), Engagement Principal, and Katie Balukas (“Balukas”), audit manager for the engagement, walked the Board through a presentation regarding the external audit. Bishop indicated there are required audit communications to be provided to PDA, both at the commencement and conclusion of the audit. One of these communications is the difference between management versus auditor responsibilities. Management is responsible for the fair and presentation of the financial statements and the design and implementation of the maintenance of effective internal controls and the auditors cannot be a component of internal controls. The auditors’ responsibilities are to express an opinion on whether the financial statements are fairly presented in all materials respect (not all transactions are tested) and do not express an opinion on the required supplementation information that is also included within the financial statements. Bishop spoke to a snapshot which provides a financial picture of the Authority from last year’s financial statements. While the auditors do consider internal controls, they do not express an opinion on internal controls in conjunction with the federal fund audit, Berry Dunn does some passing of internal controls relative to the programs for a federal funds audit. At the conclusion of the audit, Berry Dunn will communicate a qualitative aspect of accounting practices and any significant adjustments (list of large and small) in order to see when all added up they become material; also identify any internal controls which may be considered to be material weaknesses or sufficient deficiencies these will also be communicated as well. Regarding the federal fund compliant audit, last year this was delayed due to the CARES Act funding; needed to wait for guidance and while more funding was received this year, does not believe there will be a delay. Bishop did inform the Board that last year’s federal funds audit was a clean audit and there were no findings.

Balukas spoke to the various reviews performed by auditors (i.e.; cash / cash flow; banking institutions; accounts payable / receivable etc.) and the proper recording of the various actions into the proper periods. Balukas further indicated various liabilities (i.e.; vacation / sick pools; pension liability; employee benefits, retirement etc.); she also spoke to the receipt of federal funds as well as the new BUILD grant received this year and the review of compliance of federal funds and the spending of same. Balukas stated regarding this audit, it is anticipated there will be a review of both the Airport Improvement Projects and the Revolving Loan Funds. Balukas spoke of additional testing and further indicated during previous audits there have been extensive reviews of PDA leases and review of the controls on how the lease is set up in the system as well as the review of PDA’s payroll conversion a few years ago. Further there will be a review of cash receipts from the Division of Ports and Harbors and the collection thereof, as well as the Grill 28 cash receipts and the calculation of the funds received by PDA for this concession.

Balukas indicated that the interim work of the audit will commence on June 13th with a preliminary internal walk through and risk assessment and it is at this time Berry Dunn will do a bulk of its compliance testing for the federal funds’ audit. Last year a physical inventory audit was performed via Zoom and this will be managed in the same manner this year as Berry Dunn continues to operate under travel restrictions that may prohibit them from coming out on June 30th. However, will be in contact with management in August to further discuss additional deadlines regarding the audit and various testing. During the week of August 30th, the year-end field work

will be performed as well as substantial balance sheet testing and financial statement review prepared by management. During this time they will complete any procedures related to the Uniform Guidance Reports and federal funds audit; and a draft report will be provided to management no later than September 30th with the final report being provided by October 12th and will issue the reports after acceptance by the Board. As Bishop mentioned, the Uniform Guidance / Federal Funds had been delayed and was not offered at the October meeting and it is hoped that guidance is received before Christmas this year (this was when it came out last year) which is the only caveat to provide at this time as it is out of Berry Dunn's control as that is the guidance they have to follow.

Balukas spoke to the CARES Act funding of last year being \$1.6 million and Berry Dunn being aware that \$122,000 is still available for this current year. Emerging issues such as the varying GASB requirements which will occur over the upcoming months and over the next several years regarding implementation requirements, have been discussed with management. Balukas spoke of a couple topics for discussion regarding the upcoming 2021 audit, those being whether there is anything that Berry Dunn should be aware of regarding to 2021 results (i.e.; staffing changes; policy changes etc.) that could potentially impact the audit.

Bishop concluded the presentation to indicate that should the Board have any questions, Berry Dunn would be happy to provide responses to address questions or concerns.

VIII. Finance:

A. Executive Summary

Canner stated the Executive Summary starts with the nine month cash flow summary bringing PDA three quarters of the way through the year. Previously discussed trends have held which indicate overall revenues being slightly below budget by roughly 1%. COVID 19 has impacted PDA revenues (i.e.; pay-for-parking and fuel flowage), as well as the incremental costs in preparing to operate under a safe environment. Canner further indicated that operating expenses are below budget being attributed to underruns in maintenance, legal, utilities as well as the cost of fuel at Portsmouth Fish Pier ("PFP") as they are undergoing continued renovations there. Therefore, net revenues against operating expenses shows that PDA is \$1.2 above budget meaning the net revenue goes to help offset debt repayments. Canner also indicated this net revenue has allowed PDA to not have to draw down monies as anticipated from its Revolving Loan Fund [*sic* Revolving Line of Credit] with Provident Bank; as of the 20th PDA has outstanding debt of \$250,000.

Canner spoke of a spike of approximately \$6.5 million that will taper down by the end of January with probably very little debt outstanding at that time. Last month had the benefit of looking at the proposed Capital Improvement Plan over the next several years and this will be brought back for further review; and next month there will be a presentation to the Finance Committee on June 14th regarding the O & M Budget for FY22 which ties in both the Capital and O & M budgets.

B. Reports:

1. FY2021 Financial Report for the Nine Month Period Ending March 31, 2021

Canner stated that the operating revenue budget is approximately 1.1% below budget with a primary indicator of reduction of fuel sales directly related to the PFP renovations, and concession revenues (Grill 28) which have been impacted due to COVID 19. Further, Canner informed the Board that rental of facilities represents 65% of total revenues. Additionally, the impact of COVID has played a role regarding the pay-for-parking at the airport and fuel flowage fees with underruns of about 40%. The operating expenses have also seen underruns in personnel services, staffing (currently at 129 – but there are some open positions which indicate that payroll is down 3.1%). Lamson asked Canner about the organization chart; Canner indicated there are four positions open and the operating position may be deferred to the future as have been able to maintain a good handle on open positions (i.e.; Division of Ports and Harbors (“DPH”), Legal, Airport Operations). Canner further indicated that operating expenses are below budget being attributed to underruns in maintenance, legal, utilities and fuel revenues. Canner further informed the Board of the additional CARES funding which will be received in the amount of \$1.4 million dollars, this will help to offset the need to go into the Revolving Loan Fund [*sic* Revolving Line of Credit]. Canner provided the Board with additional in depth detail regarding the various line items contained within the budget; also spoke of an electricity contract to purchase power that allows PDA to purchase power fairly cheaply which will expire next year. Canner indicated there will be a need in the near future to develop an RFP process for the purchase of electricity where pricing can be locked in now for the future.

Canner spoke of capital expenditures in the amount of \$22 million with contributing capital of over \$13 million requiring the need to draw into the Revolving Line of Credit (“RLOC”); Canner reminded the Board that the RLOC is \$15 million through Provident Bank which is used to offset the timing differences associated with the timing of federal grant monies for projects.

Canner spoke to the various business units, the various underruns and overall revenues; spoke to the effects the underruns as pertaining to the overall budget.

Concerning enplanements, Canner informed the Board that PSM is slightly lower than last year at 15,000. Regarding Skyhaven, the Board was informed that the consistency of additional fuel sales has provided excess revenue; cumulatively, the net cash flow and impact fees is about \$1.7 million which represents money PDA has absorbed since 2009 to improve operations at Skyhaven. Canner also informed the Board that Skyhaven is currently making money due to increase fuel sales and hangar space.

The Golf course has been open since March, there has been a variance of about 4.7% since last year at this time which also includes the Grill 28 sales; conversely the simulator revenues are up by about 20.5% for indoor play. Canner indicated that there were over 62,000 rounds of golf played last season and the golf course has responded accordingly due to COVID with necessary adjustments required by following CDC guidance and are ready for the coming season.

Division of Ports and Harbors (“DPH”) unrestricted funds shows an impact of fuel sales being underrun due to the continued construction at the PFP but an excess revenue over expenses has been observed by the allocation through the various marinas and Market Street.

2. Cash Flow Projections for the Nine Month Period Ending January 31, 2022

Canner spoke of the RLOC and a spike in the July time period primarily due to the remaining obligations PDA has with the runway and terminal.

Brean wanted to bring to the Board's attention that Finance has not factored in the sale of the property at 30 NH (\$1.75 million) as PDA has not yet received the formal release; Canner affirmed this statement and further indicated the CARES Act monies of \$1.4 million has been added into the cash flow. Parker asked for confirmation that the CARES Act money does not need to be paid back; Canner affirmed and further indicated that PDA is required to provide documentation on how the money was spent and typically it has been employee related. Parker asked how the money is received; Canner indicated the federal government sends it to the State of New Hampshire who then wires it to Provident Bank for deposit into the PDA account.

Canner indicated under "use of funds" the heavy draft continues to be capital expenditures (\$11 million). Further he stated the rent money will be going towards finishing the runway and the purchase of snow removal equipment; in the non-grant area there is still much to be paid under the terminal and we are in good standing as the projections continue to be consistent and they are tightly managed. Canner indicated the need to go into the RLOC in the amount of \$1.2 million regarding the grant funds which does include CARES money. Lamson asked if there would be additional work performed on the runway; Brean indicated he will speak to this information during the airport report to the Board. The Board was informed that on or about June 1st, PDA will make a payment to the City of Portsmouth for the Municipal Services Fee ("MSF").

Canner stated that the RLOC is \$15 million and as of the end of April there was \$1 million outstanding with the interest rates staying flat at approximately 2.9%.

Regarding DPH's unrestricted funds are very consistent with previous presentations and the cash line is typical as it receives a majority of its income related to mooring fees received in January and February which tapers down with the cycle remaining consistent.

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

A. Reports:

Brean indicated that in accordance with the "Delegation to Executive Director: Consent, Approval and Execution of License Agreements," PDA entered into the following Rights-of-Entries ("ROE"):

1. PROCON LLC – Right of Entry at the corner of Hampton Street and Aviation Avenue (11 & 21 Hampton Street)

Entered a ROE with PROCON LLC for the premises at 11 & 21 Hampton Street for the purpose of Site Inspection Purposes through July 31, 2021.

2. Lonza Biologic – Right of Entry at the corner of Corporate Drive and Goose Bay Drive (30 Corporate Drive)

Entered into a ROE with Lonza Biologics, Inc. for the premises at 30 Corporate Drive for the purpose of Site Inspection Purposes through July 30, 2021.

3. 1895 Films – Right of Entry at Portsmouth International Airport at Pease

Entered into a ROE with 1895 Films for the Portsmouth International Airport at Pease for the purpose of photographing and recording certain scenes in connection with a program tentatively title “Shock Docs: Abduction of Betty and Barney Hill” through May 6, 2021. Smith further indicated that Betty and Barney Hill is the first reported alien abduction in the United States, and happened here in New Hampshire.

4. Unutil – Right of Entry for property near 16 Pease Boulevard

Entered into a ROE with Unutil for the premises near Spaulding Turnpike & 16 Pease Boulevard for the purpose of Site Inspection Purposes through July 30, 2021.

5. AeroClave, LLC – Right of Entry Extension (Hangar 227)

Entered into a ROE with AeroClave for Hangar 227 located at 14 Aviation Avenue for the purpose of extended its original term through June 10, 2021.

6. City of Portsmouth – Right of Entry at North Apron for Emergency Vehicle Operators Training

Entered into a ROE with the City of Portsmouth for the use of the North Apron for the purpose of Emergency Vehicle Operator’s Training Course from September 15, 2021 through October 1, 2021.

X. Leases:

A. Reports:

1. Lonza Biologics – 101 International Drive (Appraisal proposal regarding PDA owned portion of building related to potential sale as part of new Lonza lease)

Blenkinsop indicated that during discussions for the Iron Parcel lease agreement, Lonza has proposed to purchase that portion of the Lonza building still owned by PDA. Therefore, an appraisal is required to determine fair market value and the cost would be split between PDA and Lonza. Parker asked of the team doing the appraisal and whether there would be any federal money involved in the transaction or would this be on the private side. Brean indicated it would not be federal funds used and the appraisal company did a similar appraisal a number of years ago so there is institutional knowledge. Parker brought item 13 in the appraisers report to the Board’s attention to indicate PDA needs to be mindful when an appraisal is done as it is necessary to be aware of what the ADA issues are.

B. Approvals:

1. Extension of the Food and Beverage Service Concession Agreement with Galley Hatch Restaurant, Inc.

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 enter into an amendment of the Food and Beverage Service Concession Agreement with Galley Hatch Restaurant, Inc., d/b/a Grill 28 to extend the term of the agreement to October 31, 2023; all in accordance with the memo from Executive Director Paul E. Brean dated May 11, 2021.

Discussion: Anderson inquired of that portion of the memo which references the “long term lease of the golf course...” and is perplexed the agreement would have anything to do with a long term lease. Brean indicated the desire for transparency for prior to the pandemic there were preliminary discussions regarding a long-term lease and PDA wanted to identify that in the memo. Anderson asked for confirmation regarding the long-term; Brean affirmed the desire to be transparent regarding a potential long-term lease to the Board on its decision whether to extend this option.

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

2. Lonza Conceptual Site Plan Approval and Lot Line Adjustment (30 Corporate Drive)

Director Ferrini **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors approves the attached concept plan and lot line adjustment plan for Lonza Biologics, Inc. (“Lonza”), for a 200 space surface parking lot on 2.5 acres of land at 30 Corporate Drive; all in accordance with the terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated May 12, 2021.

Discussion: Lamson thanked Maria Stowell (“Stowell”) who outlined all the pertinent information regarding parking.

Parker also thanked Stowell for the outstanding work and further spoke to the paragraph entitled “Traffic”. While Lonza is successful at what it does and it has done a great deal in the world associated with science, being a representative to both Greenland and Newington the traffic issues are a testimony to PDA’s success. In 2018, Greenland brought in an outside planner to work with its Planning Committee; studies have been set up to gain an understanding of liability and traffic tie ups on Route 33 (from the Portsmouth line to Stratham). Parker indicated that there are three choke points and one specific study shows a DOT traffic Level of Service (LOS) the Greenland/Bayside Intersection is rated at “E” observed during two time periods during the day. From this information Greenland is developing a plan which will need to be implemented and tabling here that Lonza also understand that with additional proposed additions, additional traffic studies will be required. Parker stated she will speak with PDA staff to discuss what the planning numbers are and she would transfer that information to the proper individuals in Greenland.

Lamson indicated during the early developmental stages at the Tradeport, it was a mandate from the State for job creation; Parker indicated an understanding of the need for jobs and is very pro-growth. A key policy area that NH & ME became known for was about building jobs, in this case for people with disabilities who are able to work in the competitive labor force and supportive labor

force. Parker indicated that planning is a wonderful field and there is a need to work with numbers that are realistic.

Smith asked if Parker was making a motion to table; Parker indicated she was not, just a point of information and where this is her first meeting she wanted to mention Greenland's justified preoccupation with the traffic on the Route 33 corridor.

Stowell mentioned that while they are not currently in the room, Patrick Crimmins from Lonza is attending via Zoom; Smith asked Parker to provide Stowell with the information referenced during her discussions.

Anderson indicated this adds 2.5 acres of land not to the existing lease but to the prospective lease of the Lonza expansion and asked when it is anticipated the lease would be signed. Brean indicated it is currently in negotiations; Blenkinsop indicated he was hopeful to have a draft of the lease to Lonza by the end of the week with discussions over the next month or two, with finalization over the summer as it needs to be in place by October 1st. Blenkinsop indicated that the 2.5 acres would be rolled into the new Iron Parcel lease for the entire facility. Anderson indicated that a lease would have additional impacts to others, such as the Waste Water Treatment Facility of COP. Brean indicated that he has been informed that negotiations between the City and Lonza on that topic are going very well.

Disposition: Resolved by unanimous vote for; motion carried.

XI. Contracts:

A. Approvals:

1. AIP Grant for Snow Removal Equipment - PSM

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to:

- (1) accept on behalf of the PDA a Federal Aviation Administration ("FAA") Grant Offer of AIP funding up to \$1,000,802, for snow removal equipment for Portsmouth International Airport at Pease (PSM);
- (2) accept from New Hampshire Department of Transportation matching funds up to \$50,040.10;
- (3) expend PDA funds up to \$50,040.10;
- (4) award a contract to Oshkosh, Inc. to purchase a carrier vehicle with integrated high rotary plow for the price of \$601,190;
- (5) award a contract to M-B Companies to purchase a carrier vehicle with plow and spreader for the price of \$376,538;
- (6) append the Jacobs on-call Master Contract to include the work described and make appropriate payments; and
- (7) execute any and all documents necessary to receive funds and procure the snow removal equipment.

all in accordance with the memorandum from Maria J. Stowell, PE, Manager – Engineering, dated May 10, 2021.

Discussion: Anderson asked for an explanation of the \$17,748 referenced in Stowell's memo regarding Jacobs; Brean indicated that the design spec in the Request for Proposal is funded in part by the FAA grant and PDA did have a line item that needed to be rebid and Stowell accounted for \$2,252 being paid by PDA (in the rebid the majority of the Jacobs fee is covered by the FAA). Stowell indicated the rebid was due to the fact that only one bid was received and it was deemed not competitive so went back and changed specs to give a little more leeway. Jacobs has had to perform justifications that the equipment is necessary, do the grant administrative work to put the application together and requests for reimbursements.

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

2. AIP Grant for the Acquisition of an Aircraft Rescue and Fire Fighting ("ARFF") Vehicle

Director Parker **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors hereby approves of and accepts FAA Airport Improvement Project ("AIP") funds on behalf of the New Hampshire Department of Transportation, Bureau of Aeronautics and New Hampshire Department of Safety, for the acquisition of an Aircraft Rescue and Fire Fighting ("ARFF") Vehicle with a projected cost of \$860,100, with FAA and NHDOT providing all project funding, for the ARFF Facility in Concord, NH; all in accordance with the memorandum from Maria J. Stowell, P.E. - Engineering Manager, dated May 5, 2021.

Discussion: Anderson asked if he understood correctly that PDA would be sponsoring this piece of equipment for FAA funding which would be located in Concord; Brean indicated PDA is acting as a gateway for the funding mechanism. Brean indicated that the State of NH does not have another AIP eligible airport so NH Division of Aeronautics uses Pease to get the funding (for clarification this is a facility in Concord that supports all of NH's Airports' Fire Fighting Training).

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

3. Underwood Engineering – Corporate Drive drainage

Director Ferrini **moved** the **motion** and Director Anderson **seconded** that The Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to:

- (1) Enter into a contract with the City of Portsmouth and Underwood Engineers for Phase 1 Corporate Drive Outfall Improvements design, and in so doing waive the Board's Consultant Selection Process as: a) the City utilized a similar process to select Underwood Engineers; and b) Underwood is under contract with the City to provide the design for the remainder of the Corporate Drive project;
 - (2) Spend up to \$75,300 for Underwood Engineers to provide Drainage Outfall design services;
 - (3) Submit a wetland permit application to NHDES for improving drainage outfalls with a permit fee estimated to be \$20,000+/-; and,
 - (4) Allocate \$20,000 for PFAS treatment, if required;
- all in accordance with the memorandum from Maria J. Stowell, PE, Manager –

Engineering, dated May 12, 2021.

Discussion: Blenkinsop reminded the Chairman of the need to do a roll call vote where PDA is waiving a selection process.

Anderson indicated that the Port Advisory Council (“PAC”) / DPH had discussions with DES and legislation was passed which restricted a wetlands application fee to \$10,000 and wondered if it would be beneficial for PDA to have a similar conversation regarding in an effort to bring down the application fees. Brean stated that discussions could be held with the counterparts in Concord. Brean further stated that the amounts contained in items (3) and (4) are estimates as Stowell was planning ahead so that the project does not become stalled.

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

4. **Honeywell - Replacement of the Controller Boards for the Terminal’s Access Control System**

Director Lamson moved the motion and Director Parker seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into a contract with Honeywell International of Westbrook, ME and to expend an amount not to exceed \$80,000 for the purchase and installation of all new controller boards at the airport terminal building; all in accordance with the memorandum of Ed Pottberg, Security Manager, dated May 5, 2021.

In accordance with the provisions of RSA 12–G:8, VIII, the Board justifies the waiver of the RFP requirement as the existing system is manufactured by Honeywell and PDA has determined that it is significantly more cost effective to replace all new controller boards with Honeywell components as it is a proprietary closed system.

Discussion: Blenkinsop provided clarification to indicate the motion stated the memo of “May 5, 2021”, however the memo is actually dated “May 20, 2021” [*sic* April 20, 2021].

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

XII. Signs:

A. **Approvals:**

1. **PFAS Testing signage – Temporary placement of signage on PDA property**

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby approves and authorizes the placement on PDA property of 24”L x 18”H lawn signs related to the CDC/ATSDR PFAS Health Study for a period of up to three months beginning May 20, 2021, conditioned upon the signs being provided at no cost to the PDA, Pease CAP volunteers placing the signs in locations approved by PDA staff, and Pease CAP volunteers removing all signs at the conclusion of the three month period; all in accordance with the memorandum of Maria J. Stowell, P.E., Engineering Manager, dated May 11, 2021.

Discussion: Smith thanked Amico for her advocacy on this issue and that the signs will hopefully bring about good results.

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

XIII. Executive Director:

A. Reports:

1. Election of Vice Chairman and Committee Assignments

These items were addressed at the beginning of meeting, prior to the acceptance of minutes.

Director Fournier left the room at 10:54 a.m. and returned at 10:56 a.m.

2. Golf Course Operations

Scott DeVito (“DeVito”) General Manager of Pease Golf Course spoke to all 27 holes being opened as of April 21st with record rounds in April and May. The bathroom projects have been completed with compliments received from both the women and men. The utility cars will be delivered on the 21st. The rough mower is in Minnesota due to transportation / delivery issues; it is anticipated the mower will be received in the next couple of weeks. Grill 28 daily sales are trending in the right direction and are pre-booking non-golf events throughout the season.

3. Airport Operations

a. Portsmouth International Airport at Pease (PSM)

Brean indicated in April PSM saw 7,484 enplanements primarily from Allegiant travels to Punta Gorda and Orlando / Sanford (4,800 enplanements); this is a strong uptick since April 2020 when there was 250 leisure travel enplanements. Brean indicated that for the year there have been 22,800 enplanements with 4,600 utilizing the facility since January (seeing strong ridership coming back to Orlando / Sanford due to the theme parks reopening). Brean informed the Board that addition service will commence later this month to both Nashville, TN and St. Pete, FL.

Regarding revenue parking there were 1,100 transactions; historically February and April are the strongest months and the capacity for those travel periods look to be trending in the right direction.

With respect to fuel flowage fees, Port City Air has indicated that 1.1 million gallons had been pumped at the airport.

PSM has received both AIP funding as well as COVID relief funding and thanked the congressional delegation for its work it has done for PSM. Currently there is another AIP to help support another taxiway rebuild and we are optimistic this will be received.

Concerning Lamson’s inquiry earlier regarding staffing, there are two open positions in airport operations. The badging specialist position was not backfilled as a means to show fiscal responsibility as both terminal and runway projects are anticipated to be leveling off, this is also the case for the fulltime operations specialist.

Brean indicated he anticipated providing the Board with a memo next month with a proposal

to increase the fuel flowage fee to \$0.04. The primary reason for this is due to a lease requirement between US Customs and Border Patrol (“USCBP”); PDA is required to absorb all of the USCBP expenses (i.e.; Comcast, IT, telecoms etc.), with the exception of labor for the facility at PSM. USCBP draws air traffic ultimately increasing the fuel flowage fee received for both corporate and transient international traffic.

Brean spoke of the primary pavement funded by AIP money and the PSM ramp pavement parking area is low in the funding mechanism; don’t receive federal money in order to repair the 1950 ramp aprons so those are both repaired and funded internally which is where the large oversize aircraft park.

Anderson asked of the estimated return for the one cent increase; Brean indicated it would be an estimated \$100,000 in revenue.

Lamson commented about the new service to and from Nashville that will allow people to see this part of the country.

b. Skyhaven Airport (DAW)

Brean informed the Board of a future proposal concerning lease rates. Surrounding rates have been researched regarding surrounding facilities, amenities and lease rates (i.e.; Sanford with a lease rate of \$0.18/sq. ft.) and believe that is economically viable and could bring additional attraction to Skyhaven.

c. Noise Line Report

i. April 2021

Brean indicated that there were no noise inquiries at either airport during the month of April, 2021; the phone line and website were tested and found to be operational. Brean indicated that this was good seeing how things are getting back up to speed both with Guard transports and Allegiant travel.

Lamson spoke to the engines being retrofitted which has helped with the reduction of engine noise.

Anderson asked if Brean would speak to the recent dedication at the Grafton Drive City of Portsmouth Water Treatment facility as the facility is online. Brean indicated that Parker and Anderson accompanied him to the grand opening of the COP Water Facility on Grafton Drive which is first in the nation type of facility. The congressional delegation was in attendance along with the COP, the Haven Well has been activated and the technology of the ionization / carbon filtration system was observed which will allow drinking water to be placed back into the community. Brean indicated that this is the first project of this size that the Air Force has conducted. Amico was also in attendance and she too received accolades for her work. Brean indicated he is often asked by his counterparts from other facilities as to this issue / process regarding this facility and he has been able to communicate how this has occurred with cooperation from many parties.

Lamson indicated that there are many in Newington who are concerned with the Haven Well being activated after being shut down due to the issues PFAS.

Anderson indicated that the facility is state of the art for what it is doing and to bring Haven Well back online with the amount of water it represents and the size and magnitude of the facility is impressive.

Parker indicated the dedication of the facility was an important landmark occasion on several accounts. One which she noted was the collaboration that exists presently between the Air Force, PDA and the COP. The remarks made by the Acting Secretary of the Air Force, who is the citizen head of that service, commented several times as to why this initiative is important for the Air Force. Further, she indicated that the lessons learned from this facility at Pease is important on how to apply them to other parts of the country. Parker indicated she sees the actions of the Air Force regarding this issue as an important benchmark but that there is movement forward and there could be thought regarding how the collaboration could remain tangible. Another item addressed by Parker was the level of interest that is going on inside the scientifically driven operation at the facility regarding the treatment. Parker thought it would be important for others to be educated as to what is being done at that facility and wonder if the Board might think that Town Managers in the surrounding towns and members of select Boards might have an interest in tours of the facility. Parker feels it is important for public activities and information to continue moving forward as it is very successful in what it has accomplished.

Smith indicated he too would like to tour as he was not available to attend the dedication.

Fournier indicated that regional town / city managers (Rochester, Stratham, Durham, Dover, Newmarket etc.) have discussed touring the facility with the COP City Manager.

B. Approvals:

1. Bills for Legal Services

Director Ferrini moved the motion and Director Fournier seconded that the Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$21,672.42 for legal services rendered to the Pease Development Authority from Sheehan Phinney Bass & Green for March 1, 2021 – March 31, 2021 in the amount of \$2,262.00 (for the Division of Ports & Harbors); March 1, 2021 – March 31, 2021 in the amount of \$5,539.00 (for Tradeport General Representation); and March 1, 2021 – March 31, 2021 in the amount of \$13,871.42 (in support of MS4 and CLF settlement implementation); and to expend funds in the amount of \$8,158.50 for legal services rendered to the Pease Development Authority from Anderson Kreiger as outside counsel for Federal Regulatory Advice from March 1, 2021 through March 31, 2021. For a total amount of \$29,830.92 in legal services.

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

2. New Hampshire Air National Guard Air Show September 2021

Director Fournier moved the motion and Director Parker seconded that the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director

to enter into a license agreement with the New Hampshire Air National Guard for the temporary use of airport land, and airport runway and taxiways from September 7, 2021 through September 13, 2021, for the purpose of hosting an Open House and Airshow to be held September 11, 2021 and September 12, 2021; all in accordance with the memorandum from Andrew Pomeroy, Manager, Aviation Planning and Regulatory Compliance dated May 10, 2021.

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

3. **Galley Hatch Catering Services, Inc. – Purchases for Grill 28 in Lieu of Concession Revenue for April, May and June 2020 due to COVID-19**

Director Anderson moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to accept certain improvements to the Golf Course Clubhouse restaurant space made by Grill 28 in full satisfaction of its outstanding concession obligation for the months of April, May and June of 2020, which it was unable to pay as a result of the COVID-19 public health emergency; and to finalize and execute any necessary documentation to transfer ownership of said improvements from Grill 28 to the PDA; all in accordance with the memorandum of Scott DeVito, PGA General Manager, dated May 5, 2021.

Discussion: Anderson asked for an understanding of the funds being used by Grill 28 and ultimately being transferred to PDA; whether funds were CARES Act related and if it were an appropriate use of those funds for PDA to accept that property. Brean asked Anderson if he were referring to CARES Act funds received by PDA; Anderson indicated “no” CARES Act funds which were received by Grill 28 in its purchase of these items. Brean indicated he did not know if Grill 28 had received any grants and that the grant requirements would have been taken on by Grill 28. Anderson questioned whether PDA could accept the property where it is unknown where the funds came from; Brean indicated he did not know with certainty where the funds to purchase these items came from but with the size of Tinios Hospitality (“Tinios”), believed Tinios may have had additional funds to invest in these items. Brean indicated he could speak with Tinios directly if it were the request of the Board. Anderson only questioned it to make sure that the Board could appropriately accept these items.

Parker indicated Anderson made a good point with a valid concern and legal counsel should weigh in because the CARES Act was put together very quickly; what are the requirements regarding the complete spending of funds and whether it is transferrable to other entities.

Blenkinsop indicated that a request could be made to Tinios on where the funding for these items came from; that being said, PDA has not asked any other tenants where their funding has come from regarding payment of obligations. Blenkinsop indicated a request could be made for clarification from Tinios and that the following item on the agenda is related so may also be impacted (the Board may want to continue to the June meeting in order to receive information).

Levesque indicated he did not feel comfortable asking where a private business gets its funds from. Further he stated the private business must report on the CARES Act funding.

Parker indicated that there is a condition of acceptance that could be put in place that it doesn't need to be asked as a question.

Levesque indicated that it is up to the private business if it is doing something which is not acceptable then it is on the business owner; Parker agrees. Parker further stated that the PDA concern would be that it doesn't want to infringe on the private business while at the same time it needs to make sure that PDA does not want to accept something purchased with federal funds if has no proper manner to do the same. Parker indicated it would be a waiver / assurance.

Fournier indicated when the CARES Act came out it was to help offset the business expenses at that time and it did not indicated it could only be spent on "X, Y and Z" it was very broad. The Board doesn't know and shouldn't know how the funds were used and at the end of the day, it wouldn't fall on PDA it would ultimately fall on the private individual / business.

Ferrini indicated he understood the comments of the Directors and that the inquiry was well intended but there are sufficient laws for the protection of the Board vis-à-vis Grill 28.

Smith indicated from the sounds of discussions it would be not to postpone the vote and therefore he called for a roll call vote.

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

Vice Chair Neil Levesque left the room at 11:20 a.m. and returned at 11:22 a.m.

4. Cost Share of Seasonal Patio Canopy at Grill 28

Director Lamson moved the motion and Director Fournier seconded that the Pease Development Authority ("PDA") Board of Directors approves of and authorizes the Executive Director to cost share with Galley Hatch Restaurant, Inc., d/b/a Grill 28 for the purchase of a seasonal tent covering for the Grill 28 patio, for a total cost not to exceed \$49,500, and with the PDA share not to exceed \$24,750; all in accordance with the memorandum from Scott DeVito, PGA General Manager dated May 5, 2021.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement as the tent covering, which is designed to match the existing patio tent covering in terms of structure and material, has already been ordered from a local supplier by Galley Hatch Restaurant, Inc., d/b/a Grill 28 in order to have it fabricated and installed for the 2021 golf and outdoor dining season.

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

XIV. Division of Ports and Harbors:

Chairman Smith left the meeting at 11:23 a.m. and returned at 11:25 a.m.

A. Reports:

1. Port Advisory Council - Minutes of March 10, 2021

Geno Marconi (“Marconi”) DPH indicated that PAC approved the minutes of March 10th, he provided the minutes so the Board could see the activities and discussions engaged in.

2. Northeast Fishery Sectors, Portsmouth Commercial Fish Pier - Office Rental, Right of Entry

Marconi indicated that under the Delegation of Authority, Director Brean executed a ROE for Northeast Fishery Sectors for office rental at the Portsmouth Commercial Fish Pier.

3. Rye Hose Reels

Marconi indicated this was a purchase of hose reels on the recreational side of Rye Harbor facility. The reels were old and started to cause problems as they were spring loaded and presented a hazard. The new ones require that the hose be pushed onto the reel as it winds up and is under control. These hose reels are on the commercial side of Rye Harbor as well as Hampton and are installed at the Portsmouth Fish Pier.

4. Commercial Mooring Transfer – Syphers to Cummings

Marconi reported that in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of Mooring Permit Transfers“, there was a commercial mooring transferred from Syphers to Cummings down in Hampton.

5. Commercial Mooring for Hirer – Esther’s Marina

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

6. Commercial Mooring for Hirer – Pull and B.D., Inc.

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

Marconi also informed the Board that the dredging project regarding the uppermost turning basin project is moving forward. He indicated there has been an amendment to the capital budget that came out in the House and an amendment from Senate regarding this project for an additional \$1.5 million; the budget for construction has increased since the funds were appropriated in 2015 and 2017 due to delays. Therefore, the Senate has included funding in its side of the budget which will still have to go back before a Committee / Conference and the project will commence in November.

Marconi indicated the PFP project has the wall on the inside installed (pins installed and tie backs have all be taken care of), it has been backfilled to elevation 10 and starting to do the form work for the concrete wall cap. Also the utilities and the floating docks are being installed at the same time.

B. Approvals:

1. Rye Harbor – Right-of-Entry, RHLP one year waiver

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors approves a one year waiver for the purpose provision of Rye Harbor Lobster Pound's 2020 Rye Harbor Marine Facility Right of Entry, in order to permit the sale of ready to eat items, contingent on certain specified stipulations; all in accordance with the letter from Governor Christopher Sununu dated April 20, 2021.

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

2. Rye Harbor & Hampton Harbor – Winter Storage Fee

Director Anderson moved the motion and Director Lamson seconded that the Pease Development Board of Directors hereby approves of the Winter Boat Storage Initial Proposed Fee Amendment, and authorizes the Division Director to take any necessary or recommended action in furtherance of this matter; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated May 13, 2021.

Discussion: Anderson indicated that this was discussed at the PAC meeting and asked of the dates this would go into effect. Anderson further indicated that there are boats that are stored there 12 months of the year; Marconi indicated that the vessel storage fees are broken into the season (separate fees for summer storage and winter storage) so if a boat is in storage year-round then when the clock strikes midnight and rolls from one storage period to the next, so too does the fee for that boat. Anderson asked if the summer season rate was different than the winter; Marconi affirmed. Marconi indicated that the winter rate would commence as of November 1st. Anderson indicated there too had been discussions about liability for the storage and asked if there would be an insurance requirement or waiver for the storage; Marconi indicated that all of the agreements for the use of DPH properties contains a section which discusses indemnification; hold harmless and accept the use of the property at its risk. Marconi indicated that the Chairman of PAC had a discussion concerning insurances. Marconi stated he will have a discussion with General Counsel Blenkinsop and Executive Director Brean, as in the past DPH has operated its agreements with the indemnification, hold harmless and use of property at own risk. Marconi indicated that the PAC meeting was held virtually and there was no way for him to provide the members with the storage application; he will be providing this to the Council at the next meeting for its review.

Disposition: Resolved by unanimous vote for; motion carried.

Executive Director Brean left the meeting at 11:32 a.m. and returned at 11:35 a.m.

3. Swell Oyster Company – Amendment to Right of Entry for small exterior restroom

Director Lamson moved the motion and Director Fournier seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute an Amendment to the Hampton Harbor Marine Facility Right of Entry with Swell Oyster Company for the construction of a 3' x 6' addition to an

existing building owned by Swell, the purpose of which is to house an “employee only” restroom as required by the NH Department of Health and Human Services in order for it to operate its oyster business year round; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated May 5, 2021.

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

4. Swell Oyster Company –Right of Entry for Cold Storage Building

Director Ferrini moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute a Right of Entry (“RoE”) with Swell Oyster Company through June 30, 2023, for the construction of a 12.5’ x 17.5’ cold storage building for the purposes of housing a walk-in cooler and a sorting table in association with its current Hampton Harbor Marine Facility RoE for oyster harvest operations; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated May 6, 2021.

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

5. Granite State Minerals – Exercise of Fourth and Final One-Year Option

Director Parker moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the Executive Director to execute all necessary documents to approve Granite State Minerals, Inc.’s request to exercise the fourth and final one-year option of its License and Operating Agreement, effective November 1, 2021 through October 31, 2022, for use of a portion of the Market Street Terminal on terms and conditions substantially similar to those set forth in the memorandum of Geno J. Marconi, Division Director, dated May 5, 2021.

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

XV. New Business:

XVI. Special Event:

XVII. Upcoming Meetings:

Finance Committee	June 14, 2021 @ 8:30 a.m.
Board of Directors	June 17, 2021 @ 8:30 a.m. (Board Photograph)

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

XVIII. Directors' Comments:

Fournier asked per CDC Guidance if the Board would be reviewing its meeting policies; Smith indicated he would be fine returning to the Board room if others were okay with that.

Blenkinsop indicated that internally the building is still operating under a mask policy but there is a meeting scheduled in the upcoming week to discuss policies. Blenkinsop indicated that from a planning standpoint we can plan on having the next meeting in the Board Room.

XIX. Adjournment:

Director Lamson **moved** the **motion** and Director Parker **seconded** to adjourn the Board meeting. Meeting adjourned at **11:37 a.m.**

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

XX. Press Questions:

No press on were at the meeting or on via Zoom.

Respectfully submitted,



Paul E. Brean
Executive Director

