

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

**Thursday, October 21, 2021**

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

**AGENDA**

**I. Call to Order:**

Vice Chair Levesque ("Levesque") indicated Chairman Smith would be a few minutes late to the meeting so Levesque called the meeting to order at **8:31 a.m.**

**II. Non-public Session / Consultation with Counsel:**

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** roll call vote for; motion **carried**.

The non-public discussions commenced at **8:32 a.m.**

*Chairman Smith arrived to the meeting at 8:32 a.m. and Director Fournier arrived to the meeting at 8:48 a.m.*

Director Ferrini **moved** the **motion** and Director Lamson **seconded** that **the Board of Directors return to public session at 9:05 a.m. and the meeting commenced at 9:08 a.m.**

### III. Vote of Confidentiality:

Director Fournier moved the motion and Director Lamson seconded be it resolved, pursuant to NH RSA 91-A:3, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its October 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 vote for; motion carried.

### IV. Acceptance of Meeting Minutes:

Director Levesque moved the motion and Director Anderson seconded to approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, September 16, 2021.

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

### V. Public Comment:

No public comment.

### VI. Committees:

#### A. Reports:

##### 1. Airport Committee

Chairman Smith (“Smith”) informed the Board the Committee met on October 7th and discussed the concept plan for the hangars at Hampton Street and a favorable vote was made to forward the materials to the Board for placement on the agenda and concept approval.

##### 2. Audit Committee

Director Ferrini (“Ferrini”) indicated the meeting agenda was included in the Board packet and the audit was presented in a professional and thorough manner; a favorable vote was made to move the Certified Financial materials to the Board for placement on the agenda.

### VII. Old Business:

#### A. Approvals:

##### 1. 30 New Hampshire Avenue –Lot Line Adjustment from 8.49 acres to 7.22 acres

Director Lamson moved the motion and Director Parker seconded that the Pease Development Authority (“PDA”) Board of Directors, acting in accordance with Part 503.01(b)(1) of the PDA Land Use Controls, hereby approves and authorizes the lot line adjustment at the premises located at 30 New Hampshire Avenue; all in accordance with the memorandum from Maria J. Stowell, P.E., Engineering Manager, dated October 13, 2021.

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

## VIII. Finance:

### A. Executive Summary

### B. Reports:

#### 1. FY2022 Financial Report for the Two Month Period Ending August 31, 2021

Finance Director Suzy Anzalone (“Anzalone”) indicated the consolidated results show operating revenues of \$3.6 million which is favorable on a year-to-date (“YTD”) basis by just under 6%; main drivers of the favorable variance are the golf course fees. Budget revenue underruns include airport parking revenue, wharfage / dockage fees and lower fuel sales at the harbors. Also, operating expenses are under by 11%, seeing underruns in facilities, maintenance, legal and marketing. Reported that on YTD basis the operating income is favorable to budget by \$500,000.

Portsmouth Airport (“PSM”) is operating favorably on YTD basis. Lamson asked for Anzalone to speak to depreciation as referenced within the executive summary; Anzalone provided an example of budgeted depreciation for the airport of \$774,000 YTD and incurred \$767,000 so the depreciation would be slightly lower than budgeted which is actual versus budget (depreciation is a non-cash operating expense).

Skyhaven’s operating revenues are under budget YTD driven by lower fuel sales (the price per gallon has recently been increased and may need to increase again depending on what PDA purchases fuel for).

Tradeport is performing favorably YTD as is the Golf Course. Superintendent EJ Chea (“Chea”) will speak to the specifics of the Golf Course but its operating revenues are 23% higher than what had been budgeted as a result of public play, merchandise sales. Cost overruns include the cost of goods sold from the merchandise (when sales are higher, cost of goods sold is higher), as well as golf cart lease expenses.

Division of Ports and Harbors (“DPH”) operating revenues are 11% under budget YTD being driven by wharfage and dockage fees and lower fuel sales at the harbors. Anzalone stated that these items are seasonal and when putting budget together PDA does its best to predict when those revenues may come in; however, operating expenses are right on budget.

Anzalone spoke to the balance sheet being strong and there being currently no outstanding debt. YTD capital expenditures total \$351,000 mainly related to projects at the DPH and equipment replacement at PSM.

#### 2. Cash Flow Projections for the Nine Month Period Ending June 30, 2022

Anzalone spoke of the future decrease to cash in/out flows regarding grant related projects (runway and terminal). Anticipates over the next nine (9) months seeing non-grant related capital expenditures related to equipment expenditures for the golf course, maintenance as well as some infrastructure improvements at the Tradeport. Anzalone indicated even with these projects, it is not anticipated there will be a need to draw on the Line of Credit over the next nine (9) months.



Smith asked Brean of the expected completion date of the terminal project. Brean indicated that there are a few items that remain (i.e.; escalator and torazo flooring, etc.) and hope to have the temporary construction wall removed by the end of October; hope to be completely clear by the end of November.

Anzalone spoke to new format for the operating financial reporting and stated she mirrored the format utilized by the City of Portsmouth. Anzalone referenced a consolidated income statement as well as a breakout of income statements by business unit. The report also highlights various revenue and expense trends alongside a chart showing the four year comparison of revenue and expenses. There is also a new chart showing consolidated revenue and expenses on a YTD basis.

Lamson asked Anzalone of the bank fees referenced in the materials; Anzalone indicated she should modify the description as a majority of it is the credit card processing fees.

Ferrini spoke to the statement of revenue and expenses and asked of the operating income having a negative 10% variance; Anzalone indicated this would be referring to the PSM. PSM alone does not generate a profit so this is why the other business units support the airport, such as Tradeport.

The last page shows the intergovernmental receivables which will indicate the grant projects that are currently open, what has been spent, and still owed to the PDA.

Smith indicated that a number of years ago the Town of Londonderry worked with its bank to put as many expenses as possible on the bank credit card and at the end of the year the town was provided with a sizeable check. Anzalone indicated that PDA does not currently do this but she will check with Provident Bank and ask them about cash back incentive.

**C. Approval:**

**1. Certified Annual Financial Statements and the Uniform Guidance Audit of Federal Awards Update**

Director Ferrini moved the motion and Director Lamson seconded that **the Pease Development Authority (PDA) Board of Directors accepts receipt of the draft Certified Annual Financial Statements for the years ending June 30, 2020 and June 30, 2021; all as otherwise prepared and submitted by PDA's independent auditor Berry, Dunn, McNeill and Parker, LLC; and authorizes the Executive Director to forward the Certified Financial Statements to the State of New Hampshire when final for inclusion in the Comprehensive Annual Financial Report.**

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

**D. EDA / RLF Information**

Anzalone informed the Board that on September 30<sup>th</sup> the agreement was executed with the EDA for its release of the RLF. PDA has agreed to use the funds for the same purpose which is to provide loans to members of the local fishing industry; PDA is no longer required to report to the EDA on a quarterly basis.

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

In accordance with the "Delegation to Executive Director: Consent, Approval and Execution of



License Agreements,” PDA entered into a Right-of-Entry with those referenced below:

**A. Reports:**

1. **Newington School Supporters – Use of Portion of Arboretum Drive for Road Race on Saturday, September 25, 2021**
2. **American Red Cross – Use of 100 New Hampshire Avenue for Trailer Tow Class for American Red Cross Personnel**

Name: Newington School Supporters  
 License: Right-of-Entry  
 Location: Portion of Arboretum Drive for Road Race  
 Purpose: Use for a Road Race  
 Term: September 25, 2021

Name: American Red Cross – Northern New England Region  
 License: Right-of-Entry  
 Location: 100 New Hampshire Avenue  
 Purpose: Trailer Towing Class for Red Cross Personnel  
 Term: October 9, 2021

Director Fournier was consulted and granted his consent to both of these ROEs.

**B. Approvals:**

1. **PlaneSense – Right of Entry – 96 Flightline Road (Building 222)**

Director Parker moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors hereby approves of and consents to issuing a Right of Entry (“ROE”) to PlaneSense, Inc. retroactive for the period of April 7, 2021 through November 30, 2021 for survey / site inspection purposes at 96 Flightline Road (Building 222); all in accordance with the letter of Paul E. Brean, Executive Director, dated September 28, 2021

Discussion: Anderson asked the size of the parcel for the ROE; Brean indicated it is approximately 4 acre parcel and it is a former jet testing building and that additional time is needed to perform its due diligence. Anderson indicated the focus is on the building but the parcel is 4 acres; Brean affirmed.

Disposition: Resolved by unanimous vote for; motion carried.

2. **Lonza Biologics – Parking License for 55 International Drive**

Director Anderson moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to finalize and execute Amendment No. 10 to the Parking License Agreement with Lonza Biologics, Inc. for parking spaces located at 55 International Drive; extending the Agreement from November 1, 2021 through October 31, 2022; all in accordance with the draft License Agreement Amendment No. 10, attached hereto.

Discussion: Fournier asked of the cones in the parking lot; Brean indicated it is to delineate the location of the Lonza parking.

Anderson asked if there is a formula for parking or is it specific to this arrangement; Brean indicated there is a standard rate charge for overflow parking requests.

Disposition: Resolved by unanimous vote for; motion carried.

#### X. Leases:

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

##### A. Reports:

##### 1. Executive Hangar LLC – 120 Aviation Avenue - Exercise the 4<sup>th</sup>, 5 year extension of Lease

Tenant: Executive Hangar, LLC  
 Space: 120 Aviation Avenue  
 Term: Exercise the Fourth, Five (5) Year option through November 17, 2026

#### XI. Contracts:

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

##### A. Reports:

##### 1. Piscataqua Landscaping and Tree Services – Landscaping and Snow Removal Services – Exercise of one year option

Project Name: Piscataqua Landscaping & Tree Service  
 Board Authority: Prior authorization to extend services per agreement effective November 1, 2018  
 Summary: Exercise of first of two (2) one (1) year options to agreement for services

##### B. Approvals:

##### 1. Portsmouth International Airport at Pease (PSM) – App 139 Digital Inspection Software

Director Fournier moved the motion and Director Parker seconded that the Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a three (3) year subscription agreement for the APP-139 digital inspection software program, through a GSA federal contract, for a total cost of \$20,800.00; all in accordance with the memorandum of Chasen Congreves, Manager of Airport Administration, dated October 1, 2021.

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

**The App-139 digital inspection and work order software will be acquired through Federal GSA contract #47QTCA21D000S, the federal equivalent of a State approved vendor.**



Discussion: Anderson inquired of the software; Brean indicated as part of the 139 Certification PDA needs to show the complete cycle of a discretionary item. For instance, if there is a light out on the airfield there needs to be a system to indicate the outage has been recorded, a work order has been created and when work order is completed it is put back into operation, this would be part of the self-inspection program. This is a similar technology utilized by other airports for inspections.

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

## 2. Fred C. Church, Inc. – PDA Worker’s Compensation Coverage

Director Ferrini moved the motion and Director Lamson seconded that **the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to accept and bind Workers Compensation insurance coverage for the PDA to be provided by MEMIC Indemnity and brokered by Fred C. Church Insurance, Inc. (“Church”) for the period of 12/31/21 through 12/31/22 in the projected amount of \$82,929.00; all in accordance with the Insurance Proposal prepared by Church and the memorandum of Anthony I. Blenkinsop, Deputy Director / General Counsel, dated October 14, 2021.**

Discussion: Lamson indicated it has gone up; Blenkinsop affirmed and indicated that it is a smaller amount than last year. Blenkinsop further stated PDA’s experience rating used for this renewal had gone down. As indicated in the memo, there are discretionary credits that were not provided this year as there were a couple of claims in 2021 and while they don’t factor into this year’s experience rating, they are something the carrier is aware of.

Anderson asked of the reference made in the memo to the premium adjusting up or down from the projected amount; would the fluctuation be within the year depending on circumstances or is it the net amount being approved. Blenkinsop indicated the net amount could fluctuate a bit based on payroll but usually nothing significant. Anderson asked if this would have to return to the Board for any adjustment; Blenkinsop indicated it would not the way the motion is written. Blenkinsop stated a report could be provided to the Board once we know what the final amount will be; Anderson accepted the offer of a report back.

Parker stated the very fact of Worker’s Compensation (“WC”) process is the rating is based on a pool of experience which is held and computed by organizations that have close ties with the insurance industry. Suggested as a cautionary request that when purchasing insurance whether municipality or non-profit it is necessary to understand who the actuaries are computing the rate. Parker asked if there has been any examination done at a staff level; this may be above and beyond a staff level. The insurance industry, particularly WC with regard to injuries, and the computation element of putting people back to work is in flux nationwide. Blenkinsop indicated staff has not performed an actuarial study. Parker indicated it is more talking with the individuals who perform the actuarial studies and who are guiding the purveyors / vendors (i.e.; Fred C. Church) in the industry. Blenkinsop indicated discussions have been held with the agent PDA works with at Fred C. Church, not at the level Parker referred. Parker indicated where this is a sizeable amount of money it would be worth examining.

Ferrini spoke to a seesaw / bait and switch type of sale of insurance and while it may not necessarily be the agents it is more the underwriting as they bundle the services.



Fournier indicated the increase isn't that bad, he has seen worse.

Smith asked if staff were to be directed to look into things how should they go about doing that. Ferrini indicated to get past the agent level and look at more than one source and all of the insurances PDA purchases and how they interact with WC as it is a package deal and if purchased piecemeal it is an issue. Arguing with underwriters is a good thing because sometimes insurance coverage can still be afforded and prices may change and how insurance is bundled will impact cost in any given market.

Parker agrees with Ferrini and indicated it would be interesting to see how similar bundling happens as there will be a variance.

Blenkinsop indicated that 2022 is PDA's final insurance renewal under Board approval from 2017 with the current agents. In 2022 PDA will be going out through and RFP/RFQ process to revisit the issue which will provide an opportunity to look at this issue.

Fournier asked if PDA could join pooled insurance the same as municipalities; Blenkinsop asked if he were referring to the pooled risk program under RSA 5, he would have to check as he wasn't sure PDA is but he would look into it.

Disposition: Resolved by unanimous vote for; motion carried.

## **XII. Executive Director:**

### **A. Reports:**

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

EJ Chea ("Chea") Head Superintendent at Pease Golf Course ("PGC") reported the framing for the patio should be installed by the end of the month and the canvas will not been installed due to the time of the year. Chea indicated that the framing will remain up year round but the sensitive materials are removed. Today, October 21<sup>st</sup>, is the last outing of the season and the tent will be taken down next week which is also when staff will start to bring in the patio furniture etc.

Chea informed the Board that the simulator league is already full for the winter and the league starts on October 26<sup>th</sup>, there are 61 teams and a waitlist.

Fournier asked if PGC anticipates an impact with other simulator entities opening in the area; Chea indicated the biggest complaint received at PGC is difficulty obtaining a simulator tee time. Chea indicated he believes the new Portsmouth simulator facility will have five (5) simulators; believes the PGC league is very solid and doesn't anticipate an issue.

All of the final surfaces (fairways, tees etc.) are being aerated and PGC is also over seeding due to the record play during the last two years; decided to be very aggressive with seeding this season. Chea indicated that there are acres already germinating and while a little water will be used for seeding, he reported that at the end of September PGC was barely over 10.2 million gallons of water used and typically average between 18 to 20 million gallons a year (one of the lowest water usage years).

Chea stated all 27 holes are operational through October 31<sup>st</sup>, then it drops to 18 holes until Thanksgiving, after Thanksgiving Break it drops to 9 holes through December 1<sup>st</sup> (weather permitting). Chea spoke to the chart on the monitor in the meeting room; the rounds of golf played are really solid and

there is a major uptick this year in the event and function numbers. Last year were not able to allow the 130 player golf events due to COVID, with the events back this year, PGC has had a high demand for golf events.

Anderson asked if the fairway mower had been received; Chea indicated it had not. Further, Chea stated he recently met with the Toro representative on Monday regarding some future capital purchases for next season and this is a national distribution issue and not the local vendors.

Lamson asked of Grill 28; Chea indicated he had could provide a comparison to the FY2021 number to FY2022 numbers commencing in July through August which indicates the increase in events.

Smith asked if the monthly chart prepared and displayed on the monitor could also be included in future packets for the Board review each month.

Anderson inquired of the seasonal memberships and the waitlist; Chea indicated that all membership mailings will be going out and does not anticipate a fluctuation in the continued membership. Chea spoke to both a 5 day and 7 day membership and stated the 5 day membership is easier to manage and may work with those on the wait list for this type of membership; however, a 7 day membership is a higher demand due to tee times on the weekend being primetime and anticipates a continued waitlist.

## **2. Airport Operations**

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

Brean commended both Andrew Pomeroy (“Pomeroy”) and Chasen Congreves for the work they put in for the Air Show held in September. The Air Show coincided with PSM’s annual certification inspection which is an opportunity for the airport to check in with the FAA to see how PSM is performing on a day-to-day basis, where it is a self-inspection airport. Brean indicated that there are several private commercial stakeholders (Port City Air, PlaneSense, Guigunda) who worked with the PSM team to make things happen and Brean reported the collaboration lead to no letters of correction or deficiencies from the FAA; PSM received a clean slate. There is a lot that goes into this from the thousands of airport light bulbs, to the miles of painted runway / edge line markings, training records of all employees at the airport and it shows the dedication of the airport stakeholders, PDA Engineering and Operations / Maintenance staff.

For the month of September there were 4,865 total enplanements which could be split down the middle for scheduled Allegiant passengers and charter troop activity. Brean indicated in 2020 there were about 1,000 enplanements for the month of September; this is the best September for scheduled enplanements for PSM’s history which indicates a good trend out of COVID. Brean indicated that this brings enplanements YTD to 55,000 which puts PSM on 120,000 people using the airport both ways (tracking about 2018 numbers). Revenue parking is also returning with 450 vehicles utilizing the facility; solid fuel flowage with approximately 1.3 million gallons sold with 76% of this being for craft DLA and DOD contracts, about 6% on commercial and 18% on general aviation.

Brean indicated that the air traffic operation numbers are up 28% over last year with PlaneSense, a lot of corporate activity, and general aviation. Pomeroy had a meeting with Allegiant at its annual conference and Allegiant understands the increased capabilities of PSM since the terminal expansion (process more people through the terminal and ability for back-to-back flights). It is thought the flights



will be increased over the winter months; informed Tampa / St. Pete will be retuning for service in February, Nashville will return in the summer, as may Myrtle Beach service.

(i) **Pease Aviation Partners, LLC**

PDA staff has received one round of drawings / plans which have been reviewed and returned with comments and have since received revised plans, PDA provided additional action items and have requested a third party review of the wetlands. The existing drainage system utilizes pipes that connect and go under the street (condition of pipe is unknown). Have requested Pease Aviation Partners hire a consultant to perform an inspection of the pipe and are awaiting the results of the inspection. Lastly, staff have received 90% plans which have not yet been reviewed but will be shortly. Anderson asked how this would compare with any status on DES permitting; Brean deferred to Maria J. Stowell ("Stowell") Engineering Manager on this topic. Stowell indicated the submission for the All-Terrain or Wetlands Permit have not been done yet.

b) **Skyhaven Airport (DAW)**

While we have seen a reduction in expenses, Pomeroy has done some financial planning and has increased the price of fuel. Brean informed the Board that weather has played a role with the reduction of the smaller general aviation flights at Skyhaven.

c) **Noise Line Report**  
(i) **September 2021**

There were four (4) separate noise inquires in the month of September from four different communities; two were specifically related to the Air Show.

Ferrini asked the percentage of seats filled on the Allegiant flights; Brean stated that the load factor on the flights are between 85 / 90 / 100% on the flights to Punta Gorda / southwest Florida. While there isn't daily service to the different locations, Allegiant has been able to identify future sales by market indicators. Currently PSM is seeing the Punta Gorda flights operate 2 days a week with a high load factor. Also, Sanford / Orlando are bouncing back, specifically related to the return of the Theme Parks (Disney & Universal) and as passengers become vaccinated they will start to travel more.

**B. Approvals:**

**1. Bills for Legal Services**

Director Ferrini moved the motion and Director Lamson seconded that the Pease Development Authority ("PDA") Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$4,172.00 for legal services rendered to the Pease Development Authority from Sheehan Phinney Bass & Green for September 1, 2021 – September 30, 2021 in the amount of \$1,765.00 (for Tradeport General Representation); September 1, 2021 – September 30, 2021 in the amount of \$2,320.00 (in support of MS4 and CLF settlement implementation); and September 1, 2021 – September 30, 2021 in the amount of \$87.00 (for Tradeport General Representation) for a total of \$4,172.00.

Discussion: Anderson asked if there would be any final resolution on the either the MS4 or CLF settlement implementation and regarding the impact that soils have on the property. Blenkinsop indicated



in terms of the CLF settlement there remains a final piece that PDA is working on but for the most part the settlement has been implemented. In terms of the MS4 permit, EPA is just taking a while as PDA has not yet received the permit, nor do we have a sense when it will be received. Regarding the soil issue and PFAS, this will be around for a long time. The EPA just issued some statements and plans this week regarding PFAS but PDA is going to be dealing with PFAS in terms of soil issues for a very long time. Anderson indicated this is a low bill for monthly legal services and he was wondering what was going on. Blenkinsop indicated PDA is a big and complex organization which requires legal advice and legal assistance on a number of issues on a regular basis. Accordingly, the legal bills will fluctuate; during the CLF litigation the legal bills were consistently high. Now it will vary as PDA is operating with one in-house attorney where for twenty (20) years there were two, and so PDA relies on outside counsel for various issues (i.e.; environmental). There may be particular issues that come up (i.e.; tenants, state or federal agencies) which require assistance from outside counsel; the nature of what the organization does requires legal assistance.

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

## 2. Clear Air, LLC – Concept Approval for Hampton Street Hangars

Director Lamson **moved** the **motion** and Director Ferrini **seconded** that **in accordance with the recommendation of the Pease Development Authority (“PDA”) Airport Committee, the PDA Board of Directors hereby approves of the concept plan submitted by Clear Air, LLC for the development and construction of hangars on Hampton Street; all in accordance with the memorandum of Maria J. Stowell, Engineering Manager, dated October 7, 2021.**

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

## 3. Port City Air Leasing, Inc. - 44 and 58 Durham Street – Solar Panel Installation

Director Levesque **moved** the **motion** and Director Anderson **seconded** that **the Pease Development Authority Board of Directors hereby approves of the request by Port City Air Leasing, Inc. for the installation of solar panels on Hangars 213 and 212, located at 44 and 58 Durham Street; all in accordance with the memorandum from Maria J. Stowell, Engineering Manager, dated October 12, 2021.**

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

### XIII. Division of Ports and Harbors:

#### A. Reports:

1. Port Advisory Council – June 9, 2021
2. Port Advisory Council – September 8, 2021

Geno Marconi (“Marconi”), Division of Ports and Harbors Director, reported that the minutes from June 9, 2021 and September 8, 2021 were recently approved and Marconi would be happy to answer any questions of the Board.

#### 3. Piscataqua River Turning Basin Update

Marconi informed the Board that the Army Corps of Engineers (“ACOE”) awarded the contract to Great Lakes Dredge and Dock Company and they will be onsite the first of November. Last month Marconi asked the Board to approve an expenditure of \$480,000 because the bid for the ACOE came back higher than projected and he asked to be allowed to do some bridge financing. Marconi indicated he has been in contact with some of the state Senators (D’Allesandro and Perkins Kwoka) to discuss how to get the funds from the Rye Harbor refund transferred to DPH. They seem to have come up with a bill to put this on the fast track into legislation as it is just a transfer of money in the budget.

#### **4. Off-Shore Wind Update**

Indicated he was at a meeting this morning for the Environmental Business Council of New England who held an off-shore wind seminar; Senator Watters is the Chairman of the NH Study Commission. Marconi provided the Committee a report on the infrastructure at the DPH as well as its various projects. The Commission that Senator Watters is the Chairman of regarding this is about to release its report so Marconi will provide the Board with the link to the report as well as the website.

#### **5. Portsmouth Fish Pier – Change Order #7**

This is related to the collection of small items related to the details of closing out Phase 1 which needed to be addressed. Marconi indicated that additional signage was a requirement from DES as they had changed the regulations on signage. Also, where the fuel hose went over concrete wall, the contractor put in some chaffing material; previously had old in place steel rollers but they were not in good condition to put back so rubber matting was added over the top of the concrete. During the construction DPH realized that the concrete slab coming out of the bait cooler had cracked so the contractor replaced that at no charge as well as other miscellaneous items. Marconi indicated that through the Delegation of Authority and assent of Executive Director Brean and Treasurer Ferrini, authorization was received to execute the change order.

Marconi wanted to update the Board regarding a Parking Study he had been asked to look into at Rye Harbor. Marconi stated DPH is still talking with the engineers about specifics and once the details are ironed out he will bring it before the Board.

Regarding the Portsmouth Fish Pier, Anderson asked if some of the drilling down into bedrock with different style of drill bits and toe pins will result in a sizeable change order; Marconi indicated it would be and he would provide details at the next meeting. Twenty-seven (27) toe pins were supposed to be drilled and put in but the last six became difficult to deal with; have worked towards a resolution.

Anderson asked if the Rye Harbor study would be limited to what is existing now to try to improve on, or do you think that the traffic study would reveal whether there could be another entrance / exit; what is DOT’s position. Marconi indicated years ago there had been discussions with DOT about changing the curb cut and he doesn’t remember the outcome; that subject will be discussed.

#### **B. Approvals:**

- 1. BUILD – Main Pier Rehabilitation – Acceptance of Lowest, Responsible, Qualified Bid**



Director Parker moved the motion and Director Anderson seconded that **the Pease Development Authority (PDA) Board of Directors (Board) hereby authorizes the Executive Director to accept the lowest qualified bid, once confirmed, and then complete negotiations and execute a construction services contract with the lowest qualified bidder, for the rehabilitation of the Main Wharf at the Market Street Terminal; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated October 14, 2021.**

Discussion: Anderson asked with respect to the Construction Services Contract whether DPH has an appropriation for this service yet and whether approval has been received from the legislature for the funding; Marconi indicate the project was funded 40% from an appropriation by the legislature going back to 1990 and 60% was funded through a BUILD grant from US DOT.

Parker asked if the appropriation and the authorization were there; Marconi affirmed.

Disposition: Resolved by unanimous vote for; motion carried.

## 2. Portsmouth Fish Pier – Floor Drains

Director Anderson moved the motion and Director Lamson seconded that **the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to proceed with the replacement of the drainage system at the Portsmouth Commercial Fish Pier Facility pursuant to the quote dated September 1, 2021 submitted to the Division of Ports and Harbors (“DPH”) by Seacoast Sewer and Drain Inc., in a total amount not to exceed \$13,520.00; all in accordance with the memorandum of Geno Marconi, Division Director, dated October 12, 2021.**

In accordance with the provisions of RSA 12–G:8, VIII, the Board justifies the waiver of the RFP requirement to allow DPH to contract with Seacoast Sewer & Drain Inc. as follows:

- Seacoast Sewer has been servicing the Division’s facilities and has provided reliable service throughout the years.
- Seacoast Sewer is already performing the drain work in the bait cooler area and it is important to complete this additional work prior to the onset of the cold winter temperatures

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

## 3. Annual fee increase proposal for DiTucci/Lawrence Tank Right of Entry

Director Levesque moved the motion and Director Lamson seconded that **the Pease Development Authority Board of Directors hereby authorize the Executive Director to increase the annual user fee associated with the Right of Entry with DiTucci Petroleum Carriers, Inc. dba Lawrence Tank of East Kingston, New Hampshire, from \$1,000 to \$2,000 per year effective January 1, 2022 through December 2022 with two (2) one (1) year options to extend; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated October 12, 2021.**

Discussion: Parker asked why sea water would be moved; Marconi indicated there are companies that have large (tens of thousands of gallons of sea water) holding tanks for lobsters / inland systems.



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

**XIV. Upcoming Meetings:**

Port Committee	November 4, 2021 @ 8:00 a.m.
Golf Committee	November 15, 2021 @ 8:30 a.m.
Finance Committee	November 15, 2021 @ 9:00 a.m.
Board of Directors	November 18, 2021 @ 8:30 a.m.

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

**XV. Directors' Comments:**

Smith indicated former Congressman Bill Zeliff passed away who was a humble servant to the state and an advocate for all things New Hampshire. Marconi further stated that Zeliff was an advocate for DPH with the BUILD grant and he set up appointments with the administrator of MIRAD, the Admiral of the US Coast Guard, the congressional delegation and brought Marconi all over Washington DC for a couple of days pitching DPH projects to these individuals; he believed in the DPH project. Smith indicated this spoke to who he was.

**XVI. Adjournment:**

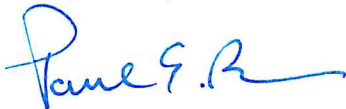
Director Lamson **moved** the **motion** and Director Parker **seconded** to adjourn the Board meeting. Meeting adjourned at **10:25 a.m.**

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

**XVII. Press Questions:**

No questions from the press.

Respectfully submitted,



Paul E. Brean  
Executive Director