

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

Thursday, December 16, 2021

Presiding: Kevin H. Smith, Chairman
 Present: Neil Levesque, Vice Chair; Erik Anderson; Steve Fournier; Margaret F. Lamson; and Susan B. Parker
 Not Present: Thomas G. Ferrini, Treasurer
 Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director /General Counsel; Maria Stowell Engineering Manager; Suzy Anzalone, Finance Director; Geno Marconi, Division of Ports and Harbors ("DPH") Director; Scott DeVito, Pease Golf Course General Manager; Andrew Pomeroy, Manager, Aviation Planning & Regulatory Compliance and Raeline A. O'Neil, Legal Executive Assistant

AGENDA

I. Call to Order:

Chairman Smith ("Smith") called the meeting to order at **8:37 a.m.**

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of November 18, 2021

Director Levesque **moved** the **motion** and Director Parker **seconded** to **approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, November 18, 2021.**

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

III. Employee Recognitions: *

Executive Director Paul Brean ("Brean") introduced Employee Relations Manager Tanya Coppeta (Coppeta") who indicated there were three employees being recognized for their years of service with the Pease Development Authority and whose contributions have made the Tradeport the success it is today.

The first is for 15 years of service and this employee started as an intern in the Airport Operations Department and over the last 15 years he has worked hard to become an airport security expert. He has an extremely important job and PDA appreciates having him do the work necessary to keep the airport safe; Airport Security Coordinator Ed Pottberg.

Director Lamson ("Lamson") indicated she has known Pottberg since he started at Pease and expressed how fortunate PDA is to have him as an employee and thanked him for keeping things safe.

Coppeta stated in her over 20+ years of services in Human Resources, she has had the privilege of recognizing employees for their years of service, but she has never given away a 30 year award, but today there are two.

This individual started in 1991 and she has worked in the Finance, Legal and IT Departments, where she is now. The contributions she has made to PDA and its employees are very valuable; speaking

for the employees at PDA, working with her is an absolute pleasure and Coppeta hopes to be before the Board in 10 years to present her with a 40 year recognition; IT Coordinator Jessica Patterson.

Coppeta indicated the last award recipient was not in the audience. However, this individual was originally hired as an Assistant / Helper at Pease Golf Course in 1991. He progressed through the years from Assistant Golf Pro to Head Golf Pro and finally to Golf Course General Manager and has proceeded over several years of record revenue and rounds of golf. PDA is happy to have this individual as an employee and recognize the commitment he has made to the Golf Course over the last three decades and that is Golf Course General Manager Scott DeVito.

IV. Public Comment:

Ryan FitzSimmons (“FitzSimmons”) spoke to the Board about the execution of a vision that came from Renee Plummer for Veterans Count which was held during the weekend of the Air Show. FitzSimmons indicated the coordinators of this event wanted to commemorate the festivities and weekend which also included the 20th anniversary of the 9-11 tragedy. There was a tremendous amount of coordination that took place for this event; not only did it raise money, but also honored all of the Veterans of the surrounding communities. FitzSimmons displayed a photo on canvas that displayed the great tail (airplane tail) of New Hampshire and two beams of light which were cast upward for an awe inspiring photo. Each of the Board members were presented with a smaller version of the photo. FitzSimmons indicated the size presented to the Board are the smallest that can be done and also indicated if requested can make additional copies for other locations (i.e.; Golf Course, Terminal, etc.). Renee Plummer spoke and stated she has been at Pease for 25 years and it has been a pleasure. She took her vision to FitzSimmons and James and explained what she wanted to achieve and they made it happen. Plummer painted the picture of the evening of the event with Taps playing and 700 people on the tarmac and the beam of lights being cast upwards was breathtaking. Plummer indicated that the creation of photo was a way to say thank you to everyone, the military who have served and our country for the freedom we have. FitzSimmons indicated all involved did the event proud through to its execution.

Smith thanked FitzSimmons and James for the execution of the idea and being able to capture the essence of the evening. Smith indicated Plummer has incredible vision and makes those ideas come to life. Further, what Plummer has done for the community, Veterans and the Tradeport is incredible.

FitzSimmons indicated that anyone who may be interested in the photo could reach out to him and let him know the size and they will accommodate. However, it may take a little time as they are also providing 40 copies to the ANG and other entities who have requested copies.

There was no further public comment.

Smith requested to move an agenda item VII. B. 1. up in the agenda prior to the Finance Summary as there are representatives from Northeast Rehab in attendance. Attorney Ari Pollack (“Pollack”) came from Concord to attend the meeting and be available to the Board for any questions it may have.

Pease Rehab, LLC (aka Northeast Rehabilitation) – 105 Corporate Drive - Lease Extension

Director Fournier **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations**

with Pease Rehab, LLC and Neuro-Rehab Associates, Inc. and to execute a 24-year lease extension and related side agreement amendments regarding the premises located at 105 Corporate Drive, Portsmouth, New Hampshire, on terms acceptable to the Executive Director and the General Counsel; substantially in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated December 9, 2021.

Discussion: Director Anderson (“Anderson”) asked if the HUD factor that weighs in on this lease could be explained. Pollack introduced himself to the Board and indicated he was in attendance as representation for Northeast Rehab and Pease Rehab. Pollack indicated that HUD provided the financing for the project and because of the way HUD financed, side arrangements were necessary. Pollack indicated everything would be adjusted so that the term could be extended.

Parker indicated that Pease Rehab accommodated HUD; Pollack indicated the terms of the lending proposal were accepted and it hasn’t changed. Parker asked for confirmation the financing was for 50 years; Pollack affirmed. Blenkinsop stated for clarification there is a reasonable expectation that HUD will be out of the picture in 2048; Pollack affirmed and further stated the financing with HUD has a term and anticipate it would be paid to maturity and then discharged as a lender.

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

V. Finance:

A. Executive Summary

Finance Director Suzy Anzalone (“Anzalone”) stated that looking at operating revenues on a year-to-date (“YTD”) basis, PDA is at a 6% favorable position during the first four months of the fiscal year. Some of the favorable variances are golf – public play; facility rental; wharfage and dockage fee and merchandise sales. Also, underruns are being seen in fuel airport flowage fees; airport parking fees; registration fees and fuel sales; some of the revenue line items with underruns have been impacted due to COVID. Anzalone indicated she reviewed last year’s numbers and indicated FY22 numbers are ahead of FY21 as well as FY19 (pre-pandemic). Further, operating expenses are trending favorably by 11% with cost underruns in wages (due to open positions throughout the year), buildings and facilities, legal expenses and marketing. There are a couple of line items that have cost overruns such as pre-paid expenses for golf course fertilizer and vegetation control (purchasing now for next season), audit expenses (this is budgeted evenly over the year and a majority of the audit fees have already been paid for the next fiscal year). Anzalone indicated we have already received the bill for the FY21 audit so by the end of the year we anticipate being on budget. However, the only thing that might impact the audit fees is working with auditors on compliance for the GASB 87 regarding lease requirements. Nothing significant occurring in any of the business units that needed to be brought to the attention of the Board.

The balance sheet shows the current assets of PDA, a strong cash position (unrestricted) has led to the reprioritization of some of the capital projects by moving some to higher priority or some that were scheduled further out have been moved up to FY2022. This is being done by focusing on those projects that would help to increase revenue, cut expenses or are part of PDA’s environmental initiative.

Anzalone spoke of restricted assets which consists primarily of the Revolving Loan Fund (RLF); at this time there are 18 loans outstanding (were 21 loans previous with 3 being paid off). Anzalone anticipates a loan closing within the next week or so which will bring outstanding fishing loans to 19.

Regarding YTD capital expenditures we have spent approximately \$1.4 million which includes expenditures for the terminal expansion, Lowry Lane paving, construction at the Portsmouth Fish Pier and equipment replacement at the airport.

B. Reports:

1. FY2022 Financial Report for the Four Month Period Ending October 31, 2021

Anzalone informed the Board that on page 13 of the Financial report there is a list of open projects. Anzalone spoke to current liabilities and indicated that a large amount consists of accrued expenses being carried on the balance sheet such as accrued vacation and sick time; Municipal Service Fees (“MSF”) and outstanding gift certificates at the golf course.

Lamson asked Anzalone if she knew the amount of the bill from the City of Portsmouth for the Municipal Service Fee (“MSF”); Anzalone indicated it was just under \$1.4 million and it would be paid at the end of the month. Lamson asked if Anzalone could clarify how the billing occurs; Anzalone indicated that some MSFs are billed directly to the tenant; some are billed directly to PDA who then bills the tenants.

Lamson asked for clarification as she had been approached by various members of the public who assumed that Arboretum Drive was owned by the City of Portsmouth (“COP”) as they performed work on the road. Rather, COP was fulfilling a requirement under the MSF which is why the repairs were performed and felt members of the public should know this. Parker agreed with the need to be transparent so the perception is known regarding the how and why regarding concrete expenditures.

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

Anzalone spoke to the various inflows and outflows over the next nine months that are attributed to the cash flow projections. Further, some of the expenditures incorporate grant and non-grant related capital expenditures; it is not anticipated that PDA will need to draw on its line of credit. Anzalone indicated PDA anticipates receiving just under a \$2 million grant from the Airport Rescue Act which was approved yesterday from the FAA and therefore has not been incorporated into the current report.

Levesque asked of the Airport Rescue Act \$2 million, was there any appropriate for Skyhaven; Anzalone anticipated approximately \$30,000 of that amount has been allocated for Skyhaven.

Parker asked how the unexpectedly high inflation is being managed; Anzalone indicated the budget builds in some inflation. At this time staff are being careful regarding expenses. Also, inflation is built in to rent increases (CPI) and therefore the rent increases may have been higher than they have been in past years. Anzalone indicated inflation will affect fixed assets and the cost of construction but staff are working to manage those. Parker wondered about the reference Anzalone made to moving of capital projects up; Anzalone spoke to various capital projects being moved forward due to the strong cash balances.

Anderson asked with respect to the lowering of the RLF interest rate whether or not it is covering the administrative overhead; Anzalone affirmed.

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

A. Reports:

1. 2-Way Communications Service, Inc. – Right of Entry – 360 Corporate Drive

2. Port City Air – Hangar 227 – Cold Storage of two Vehicles
3. Skyhaven Flying Club – Exercise option to September 30, 2022

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

1. Name: 2-Way Communications Service, Inc.
License: Right-of-Entry
Location: 360 Corporate Drive
Purpose: Inspection Purposes for potential expansion
Term: December 1, 2021 through March 31, 2021 with a one month extension option
2. Name: Port City Air
License: Right-of-Entry
Location: Hangar 227
Purpose: Cold storage of two Vehicles
Term: November 16, 2021 through November 30, 2021 with a one month extension option
3. Name: Skyhaven Flying Club
License: Right-of-Entry
Location: Skyhaven Airport
Purpose: For the purpose of housing and using a flight simulator
Term: Extended one year through September 30, 2022

Director Fournier was consulted and granted his consent to all three Rights of Entry

B. Approvals:

1. Pease Greeters – Right of Entry Extension

Director Lamson moved the motion and Director Anderson seconded the **Pease Development Authority Board of Directors approves of and authorizes the Executive Director to extend a Right of Entry (“ROE”) entered into with the Pease Greeters dated June 29, 2021 to perform greeting services to inbound and outbound troop movements at Portsmouth International Airport for a period of twelve (12) months, effective from January 1, 2022 through December 31, 2022, to also include the validation of the necessary badges through this time period; substantially in accordance with the memorandum of Sandra McDonough, Airport Community Liaison dated December 7, 2021.**

Discussion: Anderson indicated this organization is considered a positive asset and why this wouldn't be extended out further than a year. Brean stated Right of Entry's (“ROE”) vary but this particular ROE has a key component of it being linked to badges that carry airport credentials that PSM is responsible for. Therefore, PSM needs to ensure it has the ability to collect the badges so it is a safeguard for airport security that the badges are tied to. Brean indicated an extension could be provided, but again stated the limitation of a specific time period is done as a means for a mechanism to control the badging pollution required by TSA.

Lamson indicated the Greeters were started by Renee Plummer as a means to meet the troops upon arrival and it is a wonderful thing to be a part of.

Smith thanked Brean and McDonough for their work regarding this because the ROE had to be worked out due to security requirements at the terminal. Further he stated that Executive Councilor Stevens had reached out to him and had expressed her understanding of the importance and the role of the Greeters.

Disposition: Resolved by unanimous vote for; motion carried.

VII. Leases:

A. Reports:

1. **Sublease between NH Avenue Retail Center, LLC and Family Ear, Nose & Throat, LLC (Suite #210)**
2. **Sublease between NH Avenue Retail Center, LLC and Family Ear, Nose & Throat, LLC (Suite #170)**
3. **Sublease between 30 International Drive, LLC and St. Mary's Bank**
4. **Sublease between 100 International, LLC and TIC – The Industrial Company, Cianbro Corporation and The Middlesex Corporation (Suite #100)**

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

- | | | |
|----|---------|---|
| A. | Tenant: | Family Ear, Nose & Throat, LLC |
| | Space: | 2,341 square feet at 14 Manchester Square (Suite #170) |
| | Use: | Profession office and related use |
| | Term: | Ten (10) Years Commencing 120 days from full execution of the sublease |
| | | |
| B. | Tenant: | Family Ear, Nose & Throat, LLC |
| | Space: | 2,500 square feet at 14 Manchester Square (Suite #210) |
| | Use: | Profession office and related use |
| | Term: | Ten (10) Years Commencing 120 days from full execution of the sublease |
| | | |
| C. | Tenant: | St. Mary's Bank |
| | Space: | 3,291 square feet at 20 International Drive |
| | Use: | Profession office and related use |
| | Term: | Seven (7) Years Commencing September 1, 2021 |
| | | |
| D. | Tenant: | TIC – The Industrial Company, Cianbro Corporation, and The Middlesex Corporation |
| | Space: | 16,822 square feet at 100 International Drive, Suite #100 |
| | Use: | Office and Related Use |
| | Term: | Six (6) Years commencing on the earlier of 90 days from the full Sublease execution or Sublessee's receipt of a certificate of occupancy and expiring on the last day of the 72 nd month of the lease between the Lessee and the Sublessee |

Director Lamson was consulted and granted her consent to these subleases.

B. Approval:

1. Pease Rehab, LLC (aka Northeast Rehabilitation) – 105 Corporate Drive - Lease Extension

Director Fournier **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations with Pease Rehab, LLC and Neuro-Rehab Associates, Inc. and to execute a 24-year lease extension and related side agreement amendments regarding the premises located at 105 Corporate Drive, Portsmouth, New Hampshire, on terms acceptable to the Executive Director and the General Counsel; substantially in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated December 9, 2021.**

Discussion: This item had been moved up in the meeting. **Disposition:** Resolved by **unanimous** vote for; motion **carried**.

VIII. Contracts:

A. Reports:

- 1. Honeywell - Access Control Media Purchase at Portsmouth International Airport at Pease**
- 2. HID – Maintenance Renewal Form Regarding Assure ID Data Capture (3M) Equipment**
- 3. HID - Maintenance Renewal Form – Year 3 of 5 year contract**
- 4. On-Call Electrical Maintenance Services – Martineau Electric**

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

1. Project Name: Honeywell Internation
PDA Obligation: \$2,875.00
Summary: Invoice for access cards for Portsmouth International Airport at Pease
2. Project Name: HID Global SAFE, Inc.
Board Authority: Prior authorization to extend services per Board's authorization in 2018
PDA Obligation: \$29,280.00
Summary: Invoice for Maintenance and Renewal for year 3 of 5 year agreement for services
3. Project Name: HID Global SAFE, Inc.
PDA Obligation: \$900.00
Summary: Invoice for Assure ID Data Capture (3M) Equipment
4. Project Name: On-Call Electrical Maintenance Services
Board Authority: Prior authorization to extend services per Board's authorization in 2018
Summary: PDA Exercised Its First of Two, One Year Options with Martineau Electric

B. Approvals:

1. Cross Insurance – PDA Insurance

Director Parker **moved** the **motion** and Director Fournier **seconded** that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to accept and bind insurance coverages for the PDA to be provided by Cross Insurance, Inc. as outlined in the premium summary attached hereto, in the projected total premium amount of \$173,077.09 for the period of December 31, 2021 through December 31, 2022, in accordance with the memorandum of Anthony I. Blenkinsop, Deputy Director/General Counsel, dated December 9, 2021.

Discussion: Anderson asked if this were the last year of the RFP and whether PDA would be going out for a new RFP in the foreseeable future. Blenkinsop indicated it is the last renewal option under the 2017 approval provided by the Board and he anticipated going out for a RFQ/RFP process in 2022.

Fournier indicated he did not see anything out of the ordinary with this renewal as he too has seen increases for the Town of Newmarket which is the post pandemic increase in insurance.

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

2. USI-New England, Inc. – PDA Insurance

Director Lamson **moved** the **motion** and Director Fournier **seconded** that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to accept and bind PDA property insurance coverage with USI – New England, Inc. as outlined on the schedule attached hereto, in the projected total premium amount of \$153,486.00 for the period of December 31, 2021 through December 31, 2022; all in accordance with the attached memorandum of Anthony I. Blenkinsop, Deputy Director/General Counsel dated December 9, 2021.

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

3. HVAC Bid

Director Anderson **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority (“PDA”) Board of Directors hereby approves and authorizes the Executive Director to enter into a contract with Alliance Mechanical of Bow, NH for the purpose of providing on-call heating, ventilation and air conditioning maintenance services for PDA and Division of Ports and Harbors facilities, for an initial term of three (3) years with two (2) one (1) year extension options exercisable at the Executive Director’s sole discretion; all in accordance with the memorandum from Chasen Congreves, Manager of Airport Administration, dated November 30, 2021.

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

4. Vaisala Data Service - Surface Sensor System for Runway Conditions and Aerodrome Weather Renewal

Director Parker **moved** the **motion** and Director Anderson **seconded** that the Pease Development

Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with Vaisala for management and maintenance of the Portsmouth International Airport at Pease (“PSM”) runway surface and sub-surface sensor system for a seven (7) year period, in the total amount of \$65,384.00; all in accordance with the memorandum of Chasen Congreves, Manager of Airport Administration, dated December 6, 2021.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as the Vaisala system was installed as part of the runway reconstruction bid and project and is the sensor system preferred by the FAA for PSM.

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

5. USDA / WS Wildlife Control Proposal at Airports

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to enter into a Cooperative Service Agreement with the United States Department of Agriculture Animal and Plant Health Inspection Service and Wildlife Services (USDA / WS), to continue its integrated wildlife control and monitoring duties at Portsmouth International Airport at Pease (PSM) and Skyhaven Airport (DAW), for the period of January 1, 2022, through December 31, 2022, in the amount of \$32,914.85; any taking of wildlife at Pease will be confined within the airport perimeter fence and be in compliance with Federal and State permits; all in accordance with the memorandum of Andrew B. Pomeroy, Manager Aviation Planning and Regulatory Compliance, dated November 23, 2021, and attached hereto.

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

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

Discussion: Lamson indicated PDA is fortunate to have this entity as they know what they are doing and how to handle things.

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

6. SHI International Corp – Purchase of Dell Server

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with SHI International Corp for the purchase of a Dell Server in an amount not to exceed \$25,862.00; all in accordance with the memorandum of Greg Siegenthaler, IT Director, dated December 2, 2021, attached hereto.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as SHI International Corp is a State of New Hampshire approved vendor.

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

IX. Executive Director:

A. Reports:

1. 2022 Meeting Schedule

Brean indicated the schedule stays with the 3rd Thursday of the month for Board meetings along with a start time of 8:30 a.m. and the scheduled Committee meetings as well.

2022 MEETING SCHEDULE

| | BOARD Meetings at 8:30 a.m. | | FINANCE | | GOLF | | AUDIT | | PORT | |
|--|---|----------|------------------------------------|------------------------|--------|------------------------|--------|------------------------|----------|-----------------------|
| Month | Day | Date | Day | Date | Day | Date | Day | Date | Day | Date |
| January | Thursday | 01/20/22 | | | | | | | Thursday | 1/6/2022 @ 8:00 a.m. |
| February | None | | | | | | | | | |
| March | Thursday | 03/17/22 | | | | | | | | |
| April | Thursday | 04/21/22 | Monday | 4/18/2022 @ 9:30 a.m. | Monday | 4/18/2022 @ 9:00 a.m. | Monday | 4/18/2022 @ 8:30 a.m. | Thursday | 4/7/2022 @ 8:00 a.m. |
| May | Thursday | 05/19/22 | | | | | | | | |
| June | Thursday | 06/16/22 | Monday | 6/13/2022 @ 8:30 a.m. | | | | | | |
| July | None | | | | | | | | Thursday | 7/7/2022 @ 8:00 a.m. |
| August | Thursday | 08/18/22 | | | | | | | | |
| September | Thursday | 09/15/22 | Monday | 9/12/2022 @ 9:00 a.m. | Monday | 9/12/2022 @ 8:30 a.m. | | | | |
| October | Thursday | 10/20/22 | | | | | Monday | 10/17/2022 @ 8:30 a.m. | Thursday | 10/6/2022 @ 8:00 a.m. |
| November | Thursday | 11/17/22 | Monday | 11/14/2022 @ 9:00 a.m. | Monday | 11/14/2022 @ 8:30 a.m. | | | | |
| December | <i>Annual</i> Thursday | 12/15/22 | | | | | | | | |
| NOTE: ALL MEETINGS BEGIN AT 8:30 A.M. UNLESS OTHERWISE POSTED. | | | | | | | | | | |
| Legend | | | | | | | | | | |
| Board | 3rd Thursday | | No meetings Feb or July | | | | | | | |
| Finance | Quarterly - Monday before Board | | | | | | | | | |
| Golf | Quarterly - Monday before Board | | | | | | | | | |
| Audit | Semi-Annually-Monday before Board (April/Oct) | | | | | | | | | |
| Port | Quarterly - 1st Thursday | | | | | | | | | |
| *Monday Holiday | | | P:\BOARDMTG\2021\2022 Proposed Mtg | | | | | | | |

2. Elections (Vice-Chair and Treasurer)

Brean indicated that in accordance with Article III, Section 3.4 of the PDA By-Laws, the agenda includes the election of officers and stated the officers to be elected are a Vice-Chairman and a Treasurer of the Board, both of whom will serve in such capacity for a term of one (1) year or until the next Annual Meeting, whichever first occurs.

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 Board of Directors.

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

B. Treasurer:

Director Lamson **moved** the **motion** and Director Fournier **seconded** that **Director Ferrini be elected as Treasurer of the Pease Development Authority Board of Directors**.

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

3. Committee Appointments

Blenkinsop indicated the list provided indicates the current appointments.

Fournier asked if the some of the various Committees should be reviewed and wondered if it were necessary to have all of the Committees as some have never met; streamlining isn't a bad thing.

Levesque indicated he once thought the same thing, but indicated they are there in the event something were to come up and a meeting became necessary there would already be Committee members assigned.

Smith asked if four members could be on an Ad Hoc advisory Committee; Blenkinsop indicated it would not be ideal as four members represents quorum issues of the entire Board. Smith indicated that Director Parker has been interested in transportation issues and not sure how often the Committee has met. Lamson indicated it hasn't met and further stated she speaks with PDA's Engineering Manager on any concerns. Lamson suggested Parker could reach out to Maria Stowell ("Stowell") Engineering Manager with any concerns she may have; Parker indicated this is what she has been doing. Fournier stated he would yield his seat on this Committee to Director Parker.

Parker indicated she has come from a long history of public service and the organizations she has worked with are public service, most typically private non-profits and 501C (3) capacities and it has been her experience that often Committees become overweighted and organizations evolve. Further it is important to the have the Committee function(s) identified. Parker indicated the Ad Hoc Committees function are important and the PDA Board is a healthy group and it is understood what functions are needed. Parker stated in a future Board meeting it would be good to have a self-examination because if as a Board does not understand "the footsteps in the snow" it will not be able to make a determination of a very healthy present / future.

Levesque asked if a motion would need to be made to place Parker on the Transportation Committee and to remove Fournier; Blenkinsop indicated the determination of the Committee members is made by the Chairman and therefore he can make the change to the members on a Committee.

Smith noted for the record the removal of Director Fournier from the Transportation Management Committee and the addition of Director Parker to this Committee.

PDA COMMITTEE LISTING – EFFECTIVE December 16, 2021

Standing Committees

Executive Committee

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

Marketing and Economic Development Committee

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

Finance Committee

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

Zoning Adjustment & Appeals Committee

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

Airport Committee

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

Ad Hoc Advisory Committees

Capital Improvement and Land Planning Committee

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

Transportation Management Committee

Margaret Lamson, **Chair**
Erik Anderson
~~Steve Fournier~~ Susan Parker
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: Anzalone

Legal Bill Review

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

Notes: Executive Committee must have Board Chairman as Executive Committee Chair and Board Vice-Chair as Executive Committee Vice-Chair. Finance Committee must have Board Treasurer as Chairman of Finance Committee. Other than that, each Committee must have a minimum of three Directors appointed

to each Committee with a Chairman selected from such appointees; appointments to Committees are at sole discretion of Board Chairman.

4. PDA Holiday Schedule – 2022

Smith indicated this is pretty standard to what State employees received for holidays; Brean affirmed and further indicated it mirrors last year's PDA holiday schedule.

| | | | |
|-------------------------------------|----------|----------|------------|
| New Year's Day | Observed | Friday | 12/31/2021 |
| Martin Luther King/Civil Rights Day | | Monday | 1/17/2022 |
| Presidents' Day | | Monday | 2/21/2022 |
| Memorial Day | | Monday | 5/30/2022 |
| Independence Day | Observed | Monday | 7/4/2022 |
| Labor Day | | Monday | 9/5/2022 |
| Columbus Day | | Monday | 10/10/2022 |
| Veterans' Day | | Friday | 11/11/2022 |
| Thanksgiving Day | | Thursday | 11/24/2022 |
| Day after Thanksgiving | | Friday | 11/25/2022 |
| Christmas Day | Observed | Monday | 12/26/2022 |

5. Golf Course Operations

Brean announced Scott DeVito ("DeVito"), Pease Golf Course General Manager, as being one of the 30 year recognized employees.

DeVito indicated that the season has been wrapped up with a record high of 66,500 rounds of golf played. Further, DeVito stated that events have already started to pre-book for next season, events put on by PGC and there is a wait list for the membership; feels PGC will be in good shape for next season. Also, Grill 28 numbers are definitely up and they too are booking into the summer season as well.

DeVito stated it is anticipated PGC will bring a couple of capital items to the Board at its January meeting. DeVito indicated he has been informed by some of the companies regarding the items PGC plans on putting bids out for, will not be available through them until 2023.

Smith indicated he was going to recess the Board meeting so that they could be moved into the Planning Board hearing scheduled for 9:30 a.m. and then we would return to its Board meeting.

The Board of Directors' meeting recessed at 9:29 a.m. to hold the Planning Board meeting scheduled for 9:30 a.m. with respect to Executive AirDock, LLC; the Board meeting reconvened at 9:51 a.m.

6. Airport Operations

a) Portsmouth International Airport at Pease (PSM)

Brean thanked the Engineering Department, Andrew Pomeroy and staff for their interactions with the City of Portsmouth and Tighe & Bond regarding discussions held concerning the planning and development of the new corporate hangars being pursued by Executive AirDock. The hangars have been

well planned and believes they will create an environmental and stormwater friendly corporate hangar development in the Northeast.

Brean indicated staff have been working on initiatives heard from the Board such as hybrid technology vehicles and a pilot of an electric vehicle charging station at the golf course which will provide Grill 28 and golf course customers with the ability to charge electric vehicles.

Further Brean spoke of potentially bringing to the Board during the first quarter of the new year discussions regarding solar panels at the PDA facility (55 International Drive) which could provide electricity to the facility and provide the ability to net meter any excess. Brean also spoke of legislation being pursued by Senator Perkins-Kwoka which would allow PDA to be included in locations utilized for net metering above 1 megawatt. With this new legislation it could be that PDA could install solar arrays on locations such as the Jones School property or areas within the Natural Resource Protection Zone for a greater than 1 megawatt facility that would be beneficial to PDA's sustainable and environmental initiatives it is working towards.

Smith spoke to the importance of Perkins-Kwoka including Pease to the piece of legislation because there is potential on land at Pease which may never be developed due to contamination but which could generate power for the Tradeport itself.

Anderson asked if the solar panels for this facility were included in the CIP previously provided; Brean affirmed and indicated staff felt PDA was in a position to expedite the projects to earlier in the schedule of CIP projects. Brean also indicated it would be a way for PDA to hedge inflation as a way to offset utility expenses via solar then the CIP project could be expedited to move it ahead due to available funding.

Brean indicated for the month ending November 2021, PSM had tracked better than last year and obviously Delta and Omicron viruses are impacting aviation again. Brean stated the total passenger enplanement of approximately 67,000 for the year, which puts PSM in line with numbers from 2017. Further, Brean indicated that the majority of PSM flights were sold out for the next two months. Also, Allegiant has added a couple of extra schedules such as Christmas Eve and throughout the holiday season which shows an uptick in travel. Brean also stated that due to the increased travel there has also been an uptick in passenger revenue parking at the airport putting PSM back on track to pre-COVID numbers. Brean stated that Allegiant will resume its Tampa/St. Pete service starting February 16th.

Brean informed the Board that Port City Air had a strong November and pumped 884,000 gallons of jet fuel which breaks down to 65% to the DOD Craft programs; 15% for Commercial (primarily Allegiant) and 15% for General / Corporate Aviation consumption.

Brean stated the grant has been executed under the American Rescue Plans for Airports in the amount of \$1.9 million, which is based on the 2019 passenger enplanements, and will allow PDA to bring some of the CIP projects to fruition earlier than anticipated.

Brean stated he had been in contact with Parker who asked whether PSM has seen an increase in base aircraft registrations at PSM since the State reduced the registration fees and he indicated that there has been a significant increase. Brean stated that there have been 23 new aircraft based at PSM since the registration fees were reconfigured. This puts PSM on the same playing field as Vermont, Maine, Massachusetts and Connecticut. Brean indicated there are currently 158 aircraft based at PSM and most

of the influx has been through PlaneSense or corporate entities. Also, CHI Aerospace has decided to have its base at PSM and they continue to build a model which will feed the pilot path for airlines and commercial operators. Brean indicated because of the base demand for aircraft at PSM, PDA has seen PCA invest in redevelopment of Hangar 229 which will eventually house high tail aircraft, as well as the new hangar development by Executive AirDock.

b) Skyhaven Airport (DAW)

Brean indicated that Andrew Pomeroy (“Pomeroy”), Manager Aviation, Planning & Regulatory Compliance, participated with NH Department of Aeronautics yesterday for the annual audit of Skyhaven and Brean is anticipating good news in the debrief as the facility is in good shape.

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

Brean stated there was one noise inquiry at Portsmouth International Airport (PSM) at Pease in November from a Portsmouth resident located in the Sherburne Village neighborhood. The inquiry concerned a helicopter; contact was made with the Fixed Base Operator where the helicopter in question was refueling. PSM staff spoke with the pilot and advised of the proper procedures when coming in to PSM.

B. Approvals:

1. Bills for Legal Services

Director Fournier **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$1,160.00 for legal services rendered to the Pease Development Authority from Sheehan Phinney Bass & Green regarding Trade Port General Representation during November 1, 2021 – November 30, 2021 in the amount of \$667.00 and in support of MS4 and CLF settlement implementation during November 1, 2021 – November 30, 2021 in the amount of \$493.00 for a total of \$1,160.00.**

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

2. Runway Deicing Solid

Director Parker **moved** the **motion** and Director Levesque **seconded** that **the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute a contract with Clariant Corporation of Mount Holly, North Carolina, for the purpose of purchasing sodium formate based runway deicing solid for three (3) years as follows:**

| | | |
|-------------|---------------|------------------------------|
| I. | Year 1 | \$0.78 per pound, |
| II. | Year 2 | \$0.81 per pound; and |
| III. | Year 3 | \$0.84 per pound |

for the period of January 1, 2022 through December 31, 2024; all in accordance with the memorandum of Sandra McDonough, Airport Operations Specialist, dated December 8, 2021.

Discussion: Lamson asked of the de-icing material being environmentally safe should it go down into the McIntyre Brook and if it were approved by the FAA; Brean affirmed.

Anderson asked of the projected total cost of the product to be used; Brean indicated it is weather driven but that \$40,000 is budgeted in solid and \$200,000 in liquid de-icing.

Parker asked if there is a shelf life on the product; Brean indicated there is and PSM has approximately 26,000 pounds on shelf stock. However, in a major ice event it could be necessary to use a large amount.

Smith indicated that the subject came up at one of his recent Town meetings in Londonderry regarding the environmental safety of de-icing materials and he indicated he would provide Lamson with some information on it. Lamson indicated it is important that we stay aware of the environmental impacts to the brooks and Great Bay.

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

3. Annual Leave Buy Back

Director Levesque **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to conduct a voluntary 2021 annual leave buy-back program for qualified PDA employees on the terms and conditions set forth in the memorandum from Tanya Coppeta, Employee Relations Manager, dated December 9, 2021.**

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

4. Two Hybrid Vehicles – CIP Items

Director Lamson **moved** the **motion** and Director Fournier **seconded** that **the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to purchase two (2) 2022 Hybrid Ford Explorer Interceptors from McFarland Ford of Exeter, NH in a total amount not to exceed \$81,430.00; all in accordance with the memorandum of Ken Conley, Fleet Manager, dated December 9, 2021.**

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

Discussion: The Board members spoke generally to the expense of vehicles at this time.

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

X. Division of Ports and Harbors:

A. Reports:

1. Port Advisory Council Meeting Minutes - October 13, 2021
2. Port Advisory Council Meeting Minutes – November 10, 2021

Geno Marconi ("Marconi"), Division of Ports and Harbors Director, indicated the Board had in its packet the minutes of the Port Advisory Council meetings of October 13, 2021 and November 10, 2021 that were recently approved

3. Commercial Mooring Transfer – Kasztejna – Jalbert

Marconi indicated the request is reviewed by the local Harbormaster who makes a recommendation to the Chief Harbor Master, who makes a recommendation to Marconi who reviews to make sure it is consistent with the Code of Administrative Rules. Marconi passes the request along to Brean to be signed off through the Delegation of Authority.

4. Change Order Regarding Time Extension - Portsmouth Fish Pier

Marconi stated the reason this was done was there are a couple of items that could not be completed at this time (electrical components on backorder). The electrical system is up and running but there are some lights that have not been delivered yet. Also, as Marconi has previously reported, the specs call for stainless steel electrical boxes outside on the dock to help against corrosion and those will be installed once received.

Marconi indicated that the final paving has not been done yet as Pike closed down its batching plant early this year. While the base coat is in, the finish coat will be done in the spring. Marconi indicated this would be advantageous to DPH as it will allow time for the area to settle over the winter. Marconi also indicated the contractor has provided DPH with an extension of the construction bond.

5. Rye Harbor - Lights – Commercial Pier

Marconi indicated that a couple of lights went out at Rye Harbor and when DPH went down to inspect, DPH found that all of the light fixtures had really deteriorated and needed to be replaced for safety and security reasons.

Marconi indicated DPH went out to bid for the Rehabilitation and Modification of the Main Ship Wharf and the BUILD Grant was short from the bid; there is also a mitigation component put into the wetlands application. Marconi indicated DPH went to the State through the Fiscal Committee and the Governor and Council and were approved for the funds as DPH was short on the bid; the Notice of Award has been executed. Marconi indicated from that the contractor has 15 business days to provide various documentation which will be reviewed. Marconi indicated the mitigation component was a surprise as previous permits had expired but previously waived compensatory mitigation component due to mitigation work previously done by DPH for a project that was never built. However, due to a change in personnel at DES and keeping in mind mitigation was going to have to be done with the functional replacement project, DES recommended that DPH agree to a new mitigation project (completion of the shoreline restoration which was started five years ago in front of Bohenko Park). Marconi indicated this is the project that the money had been previously approved by the Governor and Council for. A letter of approval has been issued for the Wetlands Permit but it is still necessary to have final permit approval by the Governor and Council. After conversations with DOT regarding the functional replacement, Marconi believes things will start moving again after the first of the year.

Marconi indicated the dredge project at the Uppermost Turning Basin has begun and they have

been moving a lot of material and it is anticipated that a second dredge will be brought up during the second or third week of January. Further there is a drilling and blasting rig completing projects in Boston Harbor that should be moved up shortly; this project involves moving 762,000 cubic yards of material, of which there is only 16,000 or 17,000 yards of ledge that needs to be removed.

Levesque asked Marconi how many yards was the dredging performed at Rye Harbor; Marconi indicated he thought it were around 36,000 or 37,000. Marconi also indicated the scows utilized in Rye Harbor held 900 yards and the ones being used at the Turning Basin are 5,000 yard scows. Marconi stated that after the top layer of material was removed and brought out to the Isles of Shoals site, the clean sand has been transported down to Salisbury and Plum Island.

Lamson indicated she was watched the operations out at the Turning Basin and it is an amazing operation and an education of what is being done to help the river basin.

Anderson asked about the mitigation issue discussed earlier, Marconi indicated the Governor and Council approved approximately \$900,000 for construction and \$500,000 towards mitigation. Anderson asked if there were an agent yet to perform the mitigation; Marconi indicated there are current discussions between DES, City of Portsmouth, and the UNH. The City of Portsmouth owns the property and they have the wetlands permit so there have been discussions asking if DPH can go in and complete the City's project. The City is excited about this possibility as DPH can do two mitigation projects at once as the contractor would only have to breach the new park area once. Marconi indicated that the City contracted with UNH to oversee the design and construction; UNH contracted with an engineering firm to do the design. They went out to bid for the construction component of this and the contract given to the construction company was to do the complete 600' of the shoreline but only 200' was completed. Therefore, DPH is looking to go in and complete the remaining 400' and where the contracts are already in place and there was a public bid for those contracts, Marconi believes this is the most expeditious way to complete the project. Marconi indicated there are two options: either DPH contracting with the engineering firm to oversee the project or the City oversees the project.

Parker asked with respect to the dredging project if they are working 7 days a week; Marconi affirmed (24/7) but indicated they may not be digging all of that time. Further, if the weather is bad and can't get to the dump site they will take the dredge and move it off to the side but during this time they manage down time with maintenance on the equipment. Marconi indicated they may take Christmas Day off. Also, there are two scows in rotation. Parker asked if the scows can travel only in calm waters; Marconi indicated it isn't so much the scow but the tugboat.

B. Approvals:

1. Trailer Mounted Generators – NH Port Authority

Director Anderson **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority Board of Directors authorizes the Executive Director to accept the lowest qualified bid for the Trailer Mounted Emergency Diesel Generators in conjunction with a Port Security Grant from the U.S. Department of Homeland Security, and award the contract for the generators to Authorized Services of New England (“ASNE”) in an amount not to exceed \$119,070; all in accordance with a memorandum from Geno J. Marconi, Division of Ports and Harbors Director, dated December 7, 2021.**

Discussion: Anderson asked if the units in the various bids were like for like; Marconi indicated they are per specifications.

Brean pointed out the strong relationship between State Department of Emergency Management and DPH in order to make this grant possible.

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

XI. Upcoming Meetings:

Board of Directors

January 20, 2022 @ 8:30 a.m.

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

XII. Directors' Comments:

XIII. Adjournment:

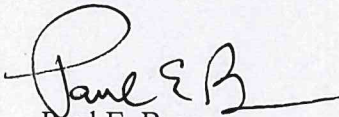
Director Fournier **moved** the **motion** and Director Parker **seconded** to adjourn the Board meeting. Meeting adjourned at **10:24 a.m.**

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

XIV. Press Questions:

No questions from the press.

Respectfully submitted,


Paul E. Brean
Executive Director

