

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

Thursday, May 16, 2019

Presiding: Kevin H. Smith, Chairman
Present: Peter J. Loughlin, Vice Chairman; Robert A. Allard, Treasurer; John P. Bohenko; Margaret F. Lamson; Neil Levesque and Franklin G. Torr
Attending: David R. Mullen, Pease Development Authority (“PDA”) Executive Director; Lynn M. Hinchee, PDA Deputy Executive Director and General Counsel; PDA staff members; members of the public.

I. Call to Order

Chairman Smith called the meeting to order at 8:03 a.m. in the Board conference room on the Pease International Tradeport at 55 International Drive, Portsmouth, New Hampshire.

II. Acceptance of Meeting Minutes: April 18, 2019

Director Lamson moved and Director Allard seconded that **the Pease Development Authority Board of Directors hereby accepts the minutes of the April 18, 2019 Board meeting.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

III. Public Comment

There was no public comment.

IV. Old Business

A. Reports

- 1. Ad Hoc Advisory Committees changes per request of Chairman Smith
Golf Committee - Neil Levesque will be removed and Frank Torr appointed; Port Committee appointment of Neil Levesque**

Chairman Smith updated some appointments to the Committees as follows: the removal of Neil Levesque and the appointment of Frank Torr to the Golf Committee; and the appointment of Neil Levesque to the Port Committee.

2. 254 Corporate Drive – Right of First Refusal

Executive Director Mullen (Mullen) reported that Summit Land Development, LLC has been provide with a six (6) month Right of First Refusal (RFR) for property located at 254 Corporate Drive; the RFR shall terminate on September 20, 2019.

3. 100 New Hampshire Avenue – Right of First Refusal

Mullen reported that Two International Group, LLC has been provided with a six (6) month Right of First Refusal (RFR) for property located at 100 New Hampshire Avenue (formerly known as 80 Rochester Avenue); the RFR shall terminate on September 15, 2019.

Director Lamson indicated that the reports were self-explanatory and thanked Mullen very much.

V. Finance

A. Reports

1. Operating Results for Nine Month Period Ending March 31, 2019

Finance Director Irv Canner (Canner) spoke to the operating results for the nine month period ending March 31, 2019. Canner indicated that we are still positive; the variances are that revenues are up by about 7% and operating costs are up by about 3%. The increase in revenues are driven by the fuel fees as well as a dockage fees at DPH. The change in operating costs in March is due to the recording of the liability of the settlement with CLF.

Director Lamson inquired into the number of employees at the present time being 118.

Canner indicated that it was 118 as of May 1st, but as of today we are at 130 employees (which includes seasonal employees). PDA still maintains 60 benefited positions, with three open positions listed on the organization chart. Personnel service costs on labor side are slightly over budget. Organizational chart shows the 60 permanent positions filled (49 here at PDA and 11 at Division of Ports and Harbor) with three open positions indicated in red.

This year PDA has not had to go into debt other than the current repayment to the City of Portsmouth which is anticipated to be extinguished by end of December/beginning of January. It is also anticipated during that time period PDA will have to utilize the Revolving Line of Credit (RLOC) due to the increase in capital expenditures. The primary expenditures that require the use of the RLOC are the terminal; functional replacement of the bridge; runway design work; and pay-for-parking.

Director Bohenko inquired into the Cash Balance Sheet and asked for clarification on amounts and dates associated with the same.

Director Lamson inquired about the restricted cash.

Canner indicated that restricted cash is related to the Foreign Trade Zone, Revolving Loan Fund and the Harbor Dredging. The variance in numbers is the repayments of the Revolving Loan Funds and the increase in some of the revenues associated with the Harbor Dredging Fund; those funds need to be kept separate and cannot be comingled.

Canner spoke to the two new revenue streams that have contributed to the 2019 revenue; the airport's pay-for-parking and the fuel flowage fees. Enplanements are at 49,000 through end of April. Canner indicated that we are about 75% of where we were last year in passenger count which is almost at 100,000, nearly double that from last year.

Skyhaven revenue is on budget for the current 9 months.

Canner spoke to the Board regarding the Golf Course; the numbers indicated are through March and do not reflect where the Golf Course is now. This year PDA is ahead by 40% in rounds of golf played. The variances in revenues are up by about 5% which offset some small increases in operating costs. Currently, ahead 20% of where the simulators were at this time last year and regarding Grill 28, sales are up slightly from last year by about 2.5%.

Canner spoke to the Board about the Division of Ports and Harbors (DPH) regarding the increase in revenue which is related to the wharfage and dockage fees and fuel sales.

Director Torr requested for the next Board meeting a financial updated concerning the Housing Study Committee. Canner indicated that information could be provided as we have a work order that captures the costs.

Director Lamson stated that the parking at the airport has done very well and thinks it is very good to elaborate on that.

Mullen indicated the expansion of parking to Lot C and setting up another gate as there were several times that capacity was exceeded during April vacation.

2. Nine Month Cash Flow Projections to January 31, 2020

Taking a look at the chart there is a transition in the upcoming January projections which will require the use of the RLOC. This is due to capital expenditures both non grant and grant related projects. There is \$9.3 million in capital expenditures during this timeframe; 92% of that amount revolves around the terminal; impact to cash flow drawing down balances by 85%.

Director Allard asked what the out-of-pocket expenses for the terminal project are.

Canner indicated that there is \$1.8 million in federal funding with net being \$21 million for the project. Following that is the \$20 million runway project of which 5% would be PDA's responsibility.

Canner indicated that there are over forty-five (45) projects listed in capital expenditures projects through the end of January.

DPH chart shows unrestricted funds which is consistent with how this DPH operates (given that its major source of revenue streams come in January, February March with mooring permits). Overall the DPH carries a positive balance.

3. Revolving Loan Fund – April Loan Closings

Three loans closed in April and going forward new loans will be reported. One closing is scheduled for next month and two large loans are scheduled for the fall (custom built fishing boats).

Director Levesque inquired as to how much is in the RLF; Canner indicated \$1.2 million with \$1 million in outstanding loans.

VI. Licenses/ROE/Easements/Rights of Way

In accordance with the “Delegation to Executive Director: Consent, Approval and Execution of License Agreements and Rights of Entry,” Executive Director Mullen reported on the following Rights of Entry (“ROE”):

A. Reports

1. Right of Entry – Siemens Gamesa Renewable Energy, Inc. - North Apron

Mullen reported that Siemens Gamesa Renewal Energy, Inc. has been granted a ROE for the period of May 7, 2019 through July 31, 2019 for the purpose of storing wind energy generating equipment on the Premises (North Apron). PDA is working collaboratively with the Port to provide Siemens lay down space on the North Apron for towers related to a windmill project heading to Antrim. Last indication received was the space would utilized be through June 19th.

2. Right of Entry – International Association of Privacy Professionals – 14 Aviation Avenue

Mullen reported that International Association of Privacy Professionals (IAPP) has been granted an ROE for June 19, 2019 through June 20, 2019 for the purpose of parking 25+/- vehicles, and for July 10, 2019 for the purpose of parking 150+/- vehicles in connection with a company meeting on 14 Aviation Avenue. Mullen stated that IAPP is a tenant located at 75 Rochester Avenue who hold an annual event and convert its parking lot into a game area for staff members/family; so we provide them alternative parking at 14 Aviation Avenue for the event.

Director Levesque asked if the Siemens ROE was the reason that the cash flow increased at the Tradeport. Mullen indicated no, as the Siemens’ fee is \$4,300/mo.

Chairman Smith asked if Director Levesque wanted to know what caused the increase and an affirmative response was received. Canner indicated that the increase was due to significant wharfage monies.

VII. Leases

In accordance with the “Delegation to Executive Director: Consent, Approval of Sub-lease Agreements,” Executive Director Mr. Mullen reported on the following sublease:

A. Reports

1. **200 International Limited Partnership – 200 International Drive (Suite 290)**

Mullen reported that 200 International Limited Partnership entered into a sublease with New England Controls, Inc. (d/b/a: NECI) for 4,982 square feet within the leased premises at 200 International Drive from July 1, 2019 until June 16, 2023. The premises will be used for general office use; Director Lamson approved the sublease.

B. Approvals

1. **GEB, Inc. - Assignment of Lease to Rochester Electronics**

Director Loughlin moved and Director Allard seconded that the Pease Development Authority Board of Directors hereby:

- a. **approves of the sale of the facility and the assignment of the Lease by GEB, Inc., to Rochester Electronics, LLC for the premises located at 20 Durham Street; and**
- b. **authorizes the Executive Director and General Counsel to negotiate and execute without limitation, such agreements and documents as shall be necessary or appropriate, in their opinion, to facilitate the sale of the facility and the assignment of the ground lease;**

all in accordance with the memorandum of David R. Mullen, Executive Director, dated May 8, 2019. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

VIII. Contracts/Agreements

A. Environmental Contract Reports

1. **Ransom Report**

Mullen reported that last month Pease Development Authority (PDA) authorized Ransom Consulting, Inc. to proceed with two (2) task assignments associated with the CLF settlement and PDA’s pending ms4 permit application.

1. The first task assignment, in the amount of \$41,545, directed Ransom to establish a baseline inventory of impervious surface areas and update the information yearly until January of 2024; and
2. The second task assignment, in the amount of \$5,318, directed Ransom to conduct

baseline storm water sampling for the pending application.

All work will be in conformance with the terms of Ransom's on-call agreement.

B. Approvals

1. Janitorial Services Pease Development Authority Properties

Director Levesque moved and Director Loughlin seconded that **the Pease Development Authority Board of Directors authorizes the Executive Director to enter into a three (3) year agreement with two (2) additional one (1) year options exercisable on the sole discretion of the Executive Director with Compass Facility Services, for the purpose of janitorial services to Pease Development Authority facilities (Division of Ports and Harbors Market Street Facility, Portsmouth International Airport at Pease, Pease Golf Course and the PDA Corporate Offices) in a projected bid amount of \$203,432.00 per year; all in accordance with the memorandum of Paul Brean, dated May 8, 2019.**

Discussion:

Director Bohenko asked how we found the level of cleaning service (i.e.; A+, C).

Airport Director Paul Brean (Brean) indicated that there was an extensive RFQ; five companies responded and from those companies it was narrowed down to two candidates (went through a thorough checklist). The company that is being recommended, Compass Facilities, is vast and has a large footprint. Currently PDA struggles with the service it has now and financially Compass is actually 40% to 65% cheaper in its services and uses an asset data management type of system which utilizes resources at a variety of locations.

Director Bohenko stated it would be something to look at long term to bring janitorial service back in-house when we update the terminal. Indicated that they (City of Portsmouth) tried outsourcing a couple of times. The maintenance company needs to make a profit; cleaning is a human function and the City has not had much success at it (outsourcing).

Brean indicated that there will be a quality control added as a maintenance manager.

Mullen indicated to date, in-house has not worked out. This is sort of a demand driven requirement. PDA looked at cost savings as we had coverage, but when compared to the services with Compass it was about a 40% savings.

Director Bohenko stated he wondered where they (Compass) is making up the 40% savings.

General Counsel Lynn Hinchee (Hinchee) indicated that one of the issues that has occurred with in-house is the ability to handle the increased activity which means adding staff and benefits.

Director Lamson spoke to the need of keeping the terminal clean among chaos.

Mullen indicated that it would be monitored closely.

Director Allard asked what are the services, what buildings are they handling.

Brean indicated the following locations: (PDA Corporate Offices; Division of Ports and Harbors – Market Street Terminal; Dept. of Defense Air Traffic Control Tower), the Terminal will be added. Compass will provide daily service to the golf course and the clubhouse, including the restaurant.

Mullen indicated that the restaurant and golf course is daily, some of the other locations will be once or twice a week.

Director Allard inquired how often the other buildings are cleaned.

Mullen responded, twice a week.

Brean did indicate further that the terminal would be based on the flight schedule.

Director Loughlin stated that we had this discussion four (4) or five (5) years ago about benefits, costs and quality and that Lynn is probably right about going back and forth.

Brean indicated that there is a labor component; we value the benefited positions. We can struggle to get quality class operators, so if we want to create a fulltime position it would be preferred to have a heavy equipment operator to support the airfield.

Disposition: Resolved by unanimous vote for; motion carried.

2. PSM Runway Reconstruction

Director Bohenko moved and Director Torr seconded that **in conjunction with the Portsmouth International Airport at Pease (PSM) Runway Reconstruction Project, the Pease Development Authority Board of Directors hereby approves and authorizes the Executive Director to:**

- (1) **accept a grant offer for the runway reconstruction at Portsmouth International Airport at Pease including up to \$16,083,196;**
- (2) **accept up to \$892,771.04 in matching funds from NHDOT Division of Aeronautics;**
- (3) **expend up to \$892,771.04 in PDA matching funds;**
- (4) **authorize the Executive Director to enter into a contract with Pike Industries for the PSM Runway Reconstruction project in an amount up to \$22,598,687.36;**

- (5) authorize the Executive Director to enter into contracts with Hoyle, Tanner & Associates for the construction phase engineering services in an amount up to \$1,274,100, and \$43,000 for additional taxiway design;
- (6) authorize the Executive Director to enter into a contract with ADB Safegate for ALCMS equipment in the amount of \$14,436.78;
- (7) authorize the Executive Director to execute a MCCA based upon cost sharing substantially similar to that described in this memorandum;
- (8) accept a grant offer for an FAA Reimbursable Agreement associated with the runway reconstruction at Portsmouth International Airport at Pease including \$129,987 in AIP funding from FAA;
- (9) accept \$7,221 in matching funds from NHDOT Bureau of Aeronautics;
- (10) expend \$7,222 in PDA matching funds; and
- (11) authorize the Executive Director to enter into an FAA Reimbursable Agreement in the amount of \$144,430.

In the event that FAA offers a multi-year grant which would make funds for one or both of the additive alternates available with future year funds, the Executive Director is authorized to:

1. Award the work of one or both of the add alternates to Pike Industries and HTA as necessary to hold prices and maintain the current schedule; and
2. Make payment to Hoyle, Tanner and Associates in the amount of \$43,000 for taxiway reconstruction design.

The grant funding at the specified sharing would be realized at the time of the future grant awards;

all in accordance with the memoranda from Maria Stowell, Engineering Manager dated May 8, 2019 and May 15, 2019.

Discussion:

Director Allard asked when does this start, and when does this end?

Engineering Manager Maria Stowell (Stowell) asked to speak and explain the Motion and Replacement Motion. The two memos provide the Board with information that PDA asked of the FAA for funding and for approval to award contracts; also, if the FAA decided to provide a lower amount of funding then only award contracts based on that lower funding. Up to now, PDA has been successful in receiving discretionary money from the FAA and they have awarded the full amount that we have asked for. This year because of the bidding climate and prices coming in so high and further conversation with the FAA, FAA is doubtful they will be able to give us all of the money. We bid this contract on a base bid and additive alternates so we could break it up to the base bid and two add alternates. The FAA has indicated that it is doubtful we will get the money this year for the add alternates. So, the FAA is working with us to let us award the entire

contract (base bid and two add alternates) because we received good bid prices; we were one of a few airports in New England who received competitive bid prices. If we could award this now we could take advantage of the bids we got now. The approval that was sought last week was that if the FAA gave less than the full amount requested then we would only award contracts for that amount of money. However, the FAA has indicated that they could give us a multi-year grant (this year they would only give us money for the base bid but in the next year or two we would have entitlement money coming to put towards the add alternates because it is entitlement money). If it is discretionary money you can't spend it before the FAA gives it to you, but entitlement money we can award it now and be reimbursed later on. New memo is asking that instead of awarding contract based on what the FAA is giving us now, to allow us to award contract to HTA and Pike on the whole contract and one or two add alternates. Still looking at which if the two add alternates to award. Looking for Board to give approval to award the contracts knowing that this year's grant will not cover the whole thing but knowing in the next year or two PDA will receive grants covering the amounts for the whole project (base bid and two add alternates).

Director Allard reiterated his first question of beginning date, ending date, completion of the project, what are the parameters.

Stowell indicated we still don't know when we will receive the FAA funding (might receive the grant next month or so). After grant is received it will be necessary to go to Governor and Council for approval; don't anticipate signing the construction contract until roughly October. The first phase of the project will start in the fall, main paving of runway will begin in 2020 and hope to get most of paving done in 2020. One of the add alternatives may go into 2021; by the end of 2021 we will be done.

Director Allard asked how the main runway will be paved with the activity that we have now.

Stowell indicated that there are 8 or 9 phases to the project. The runway will be broken up into thirds for the project. When working on the middle we need to have a complete shutdown which will encompass two (2) weeks. Not sure if this will be two (2) consecutive weeks or one week with a break in between to land some aircrafts. There will be necessary night closures associated with the North and South apron segments of the project.

Director Allard asked how this would affect the Air National Guard and the two airlines at the airfield now.

Stowell indicated that there has been a lot of discussions and coordination between all.

Brean indicated that the airlines and Guard schedulers have been informed. Without the two (2) week closure, would need to have nightly closure from 9 p.m. to 8 a.m. for the entire summer. After survey with airlines and Guard, it was decided that two (2) week closure was less burdensome.

Disposition: Resolved by unanimous vote for; motion carried.

IX. Executive Director's Reports/Approvals

A. Reports

1. Golf Course Operations

a) Advertising

Golf Course General Manager Scott DeVito indicated that the course has been open since March 31st and has had the best April ever. Limitations because of weather as to what is open, but as of last week all twenty-seven (27) holes are open. There are two hundred twenty-three (223) season pass holders out of the general capacity of two hundred fifty (250). Previous discussions with the Golf Committee has led to capping of the four (4) week pass to eighty-five (85); that capacity has been met. A waiting list has been established for four (4) week passes. In tournament mode with a couple of big events this weekend.

Director Lamson congratulated Scott for the work done at the Golf Course.

Mullen spoke to the advertising expenses associated with the Golf Course which are: CTM Media Group, Inc. for the period of May 1, 2019 through September 30, 2019 for distribution of brochures to locations in the specified market sectors in the amount of \$2,200; and WOSQ – FM Portsmouth (iHeartMedia) with one hundred ninety-five (195) 30-second scheduled spots for \$3,420 in cash and \$1,000 in trade.

2. Airport Operations

a) Portsmouth International Airport at Pease (PSM)

Airport Director Paul Brean reported that it was the busiest April in history, moving 14,000 people through the terminal. This is primarily due to Allegiant committing to daily service over April school vacation and increased capacity on the newer aircraft. The month of April there was 1.2 million gallons of fuel flowage which is a direct reflection of the increased activity as well as the capital investment of Port City ground handling equipment. Port City purchased several fuel trucks in support of the military operations as a result of a “spin up with geo-politics”. Revenue for fuel flowage fee is up about 2%. Revenue parking is strong, went into a small overflow lot during the overlap of Massachusetts and New Hampshire April vacations. Under budget for the parking implementation project which was budgeted at \$250,000. Therefore, utilizing \$30,000 of that budgeted money to upgrade Lot C to get it ready for revenue parking which will provide an additional two hundred sixteen (216) spaces which should be sufficient until next spring. With the revenue received it will help the terminal project long-term.

Brean commended Chairman Smith as the NH Congressional delegation was able to secure \$2 million in supplemental grant for the terminal project. PDA had previously received \$1.8 million in entitlement and this is an additional \$2 million. There were many grant applications received from various airports nationwide for supplemental projects; the primary focus is rehabilitating pavement. PDA is glad it was received for the terminal project and will definitely help the cause as PDA is self-funding the project so every dollar counts.

Planesense continues to grow and received a third Pilatus PC24 jet in April which brings

its fleet total to 39 aircraft.

Brean introduced Eric Fletcher, Director of Government Affairs, and Daniel Meier, Manager Airport Affairs of Allegiant Airlines who were providing a corporate update. Allegiant individuals and Brean will attend the “Hit the Decks” in downtown Portsmouth to kick off to summer with other members of the Chamber Collaborative.

Daniel Meier indicated that he is the liaison between the airline and the airport. He has discussions with Paul and Dan Fortnam on routes to fly, data received for review/research and the interests of Allegiant when it comes to terminal expansions, ticket counters etc.

Eric Fletcher stated he was available to answer any questions or to find out the answers if necessary. He further spoke of his role when dealing with local/state/federal government to answer questions and offer airline feedback. He has been involved with Allegiant since it reentered the market with PDA in 2013. With the current routes, have done approximately 80,000 passengers since last year (when first arrived Allegiant did approximately 10,000 passengers so the growth since has been consistent). Allegiant’s core focus is to provide a service to vacationing travelers. However, over the last year have seen about a third (1/3) of passengers are coming to New Hampshire to vacation without being marketed, so there is a dual draw. PSM fares are lower (\$91 average without options and fees) than surrounding airports. Allegiant has transitioned from MD80s to Airbus 319s and 320s which are 25% more fuel efficient and more seats.

Director Allard asked if Allegiant was planning on expanding to other locations.

Meier indicated that Allegiant was planning on expanding but provided no locational information.

Director Allard indicated that Allegiant is currently going up and down the east coast and wondered if there was a potential for routes to the west.

Director Bohenko asked how Meier arrived from Las Vegas, Meier responded through Logan.

Meier indicated that a lot has to do with the business model. Traditionally, Allegiant is an out and back flight. Other airlines overnight its crew and return next morning; Allegiant’s flight crews and planes return to home base every night. With FAA restrictions on pilots’ flight time on duty days it restricts the locations where flights are able to go and return each day. Due to the location of Portsmouth and travel to Las Vegas – geographically is too far to stay within its current business model. If there is a change in the business model, it may become a reality.

Director Allard asked about the impact Frontier has on Allegiant.

Fletcher responded that it is early at this point as Frontier just started in December of last year.

Meier indicated they have not seen an impact at this time as the routes are slightly different and Allegiant has a better market presence.

Mullen stated that previously there had been discussions on going to Cancun or locations of that sort and asked if there were any additional thoughts on that expansion.

Meier indicated that they have filed paperwork with DOT from anywhere in US to anywhere in Mexico. At this time routes and dates are being explored and a lot will go into the considerations (where the planes coming from – going to, routing, hours of travel, getting crews back to base same day, etc.)

Fletcher indicated that there are no plans at this time but they are looking at the options. It is anticipated that with the research received from Meier's team, additional information will be forthcoming by the end of the year.

Dan Fortnam stated that the answer may be to set Portsmouth up as a base.

Fletcher indicated that a crew base is always a goal; Allegiant's goal is to grow market to 20 flights per week for consideration of crew base.

b) Noise Line Report

There were a total of four noise inquiries in April, 2019. Three of the inquiries were for fixed wing aircraft and one inquiry was for a rotor-wing aircraft. It was determined that one of the fixed wing inquiries was concerning a single engine aircraft flying who had permission to fly in the class D airspace for a photo shoot. The last two fixed wing inquiries were concerning the noise from a group of F-16's deploying overseas. The fourth caller was inquiring about a red helicopter flying over downtown Portsmouth.

Chairman Smith indicated that if it weren't for the well-developed grant application provided by Paul and staff, PSM wouldn't have received the funding of the grant.

3. Residential Housing Committee Report of April 18, 2019 meeting

Chairman Smith spoke to the recent Residential Housing Committee meeting of April 18, 2019. The Committee met with various developers to speak to ability and the interest of housing on Pease. Chairman Smith described their (developers) comments as tepid.

Hinchee indicated that the developers are always interested, but a project such as this would have to meet their financial models and concerns; they also had concerns on the environmental conditions.

Mullen indicated that the speakers spoke to the lack of a retail component necessary to support housing / apartments which would be a detriment to this location.

B. Approvals

1. Airline Data Inc. Database and Software Lease Agreement

Director Allard moved and Director Torr seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into a lease with Airline Data Inc. of Dallas, Texas for proprietary information to be used for air service development at Portsmouth International Airport at Pease (“PSM”). The lease will be for a three (3) year commitment commencing as of July 1, 2019 through June 30, 2022. The fee associated with this lease will be \$15,600 for the first year and \$7,800 per year for the second and third years; all in accordance with the memorandum of Paul Brean, dated May 2, 2019 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. Airline Data Inc.’s Airport Catchment Analytics Data is the only database that contains pre-adjusted ready to use point of origin sales passenger and revenue data by U.S. airports. This dataset contains data from every U.S. airline and is compiled from a variety of airline ticketing sources that ensures full inclusion of ultra-low cost passengers from virtually every potential booking channel.
2. Due to the varied seasonal schedules of airlines serving PSM, access to timely data is critical to determine and implement seasonal service changes. Airline Data Inc.’s Hub Data Set is a web based application that provides real time data that is always accessible to the subscriber allowing the airport and airline to converge quickly and make fast educated decisions.
3. Airline Data Inc.’s Airport Catchment Analytics Data is the only data suite in existence that accurately quantifies such data in a credible pre-adjusted, ready to use format. PSM would be unable to internally adjust a conventional database due to the small Air Service Development Team at PSM.

Note: This motion required 5 affirmative votes. Discussion: None. Disposition: Resolved by roll call vote; motion carried.

2. Bills for Legal Services

Director Torr moved and Director Allard seconded that the Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$28,165.00 for the following legal services rendered to the Pease Development Authority:

<u>Sheehan Phinney Bass + Green</u>	
Through March 31, 2019	\$ 116.00
Through March 31, 2019	\$ 6,351.00
Through March 31, 2019	\$ 1,276.00
Through March 31, 2019	<u>\$20,219.00</u>
TOTAL:	\$28,165.00

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

X. Division of Ports and Harbors

Geno J. Marconi, Division Director of the Division of Ports and Harbors (DPH) was unable to attend the meeting. Chief Harbormaster Tracy Shattuck (Shattuck) attended in Director Marconi’s absence and reported on Division activities, and the approvals sought before the Board represent the current business at the Division of Ports and Harbors (“DPH”).

A. Reports

1. Port Advisory Council

Shattuck reported that the Port Advisory Council met on April 4, 2019 and the minutes of the March 6, 2019 are self-explanatory.

2. FTZ Annual Report

a) Millipore Corporation

b) Textiles Coated International

Shattuck reported that the FTZ report was due on the 10th of this month, it was submitted on time and DPH submitted the report as the grantee. The necessary proprietary information was submitted by the businesses on time; DPH doesn’t have additional information.

3. Commercial Mooring for Hire Permit Application – Diane Szmyd – Mooring Permit #6292 - Sagamore Creek

Shattuck reported that a request was made by property owner Diane Szmyd who advised that the property is rental property and that the new tenant wished to have use of the mooring as part of the rental. Therefore, Ms. Szmyd was guided through the process of submitting the Commercial Mooring for Hire paperwork and Shattuck recommended approval of this application as it meets all criteria.

4. Piscataqua Maritime Commission - Right of Entry and Waiver of Fees for the “Sail Portsmouth 2019 Event, Tall Ships America Eagle”, Market St. Terminal

Shattuck reported that a Right of Entry has been provided for the Tall Ship events in the past and the ROE commences the day before the start of event and day after the event concludes. The Tall Ship event is a juggling act for DPH but it has been done it in the past and DPH will resurrect previous plans.

5. Riverside Marine Construction d/b/a Riverside & Pickering Marine Contractors Right of Entry – Buoy Project – Market Street Terminal

Shattuck reported that this Right of Entry is in association with a Buoy Project being performed by UNH and Appledore Marine Engineering, Inc. for the use of ½ (one-half) acre of laydown area and Barge Dock for the “Buoy Project”. This project is being performed as a means to measure the rise and fall of the ocean waves as a means to see how much electricity may be generated from waves. The ROE will be for the period of April 1, 2019 to September 30, 2019 and the month fee for use of the area will be \$2,625.00, and any applicable terminal fees.

6. Bait Cooler Right of Entry, Portsmouth Fish Pier

Shattuck reported that PDA provided a ROE to Bait Cooler for the use of purpose of cold storage of fresh and frozen lobster bait in the existing cooler at Portsmouth Fish Pier. The ROE will commence on June 1, 2019 through May 31, 2020, with 1 (one) 1 (one) year option, June 1, 2020 through May 31, 2021; the fee for this term will be \$9,100.00.

B. Approvals

1. Right of Entry - Juliet Marine – Amendment to Extend Lease

Director Lamson moved and Director Loughlin seconded that **the Pease Development Authority Board of Directors hereby approves of and consents to issuing a Right of Entry (“ROE”) to Juliet Marine Systems, Inc. (“Juliet”) for the use of the facilities at the Market Street Terminal for the purpose of storage and loading of vessel; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated May 7, 2019. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

2. Right of Entry, Swell Oyster Co., Hampton Harbor Marine Facility

Director Torr moved and Director Loughlin seconded that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute a Right of Entry with Swell Oyster Company to use the building for storage of gear, sorting and retail sales of oysters in support of its oyster business in association with Swell Oyster Company’s Right of Entry upon the final sale of the building through June 30, 2020, two (2) one (1) year options to extend the agreement in the sole discretion of the Executive Director; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated May 8, 2019.**

Discussion: Director Lamson asked if the oyster company was out of Hampton. Shattuck indicated that it is an aquaculture program out of Hampton.

Disposition: Resolved by unanimous vote for; motion carried.

3. Right of Entry - Smitty's State Pier Lobster Pound, Hampton Harbor Marine Facility - Cooler

Director Bohenko moved and Director Loughlin seconded the Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute a Right of Entry with Smitty's State Pier Lobster Pound to locate a 12'6" x 12' deck to hold a 8' x 10' foot cooler for the storage of seafood for the period of June 1, 2019 through June 30, 2020, the Right of Entry shall run concurrently with Smitty's State Pier Lobster Pound's existing Right of Entry; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated May 8, 2019.

Discussion: Director Allard asked about this ROE being for a thirteen (13) month period. Hinchee indicated that she was advised by Deputy General Counsel Anthony Blenkinsop that it is to bring it in concurrence with another Right of Entry.

Disposition: Resolved by unanimous vote for; motion carried.

XI. Special Events

A. Report of 5k Road Race for Girls on the Run New Hampshire

Mullen reported that Girls on the Run will be holding a 5k road race on June 1st and this year Medtronics will allow them to utilize their facility to stage the event.

XII. New Business

No new business.

XIII. Upcoming Meetings

Residential Housing Committee	May 23, 2019 @ 8:30 a.m.
Golf Committee	June 17, 2019 @ 8:00 a.m.
Finance Committee	June 17, 2019 @ 8:30 a.m.
Board of Directors	June 20, 2019 @ 8:00 a.m.
Residential Housing Committee	June 27, 2019 @ 8:30 a.m.

All Meetings begin at 8:00 a.m. unless otherwise posted.

XIV. Directors' Comments

XV. Adjournment

Director Lamson moved and Director Allard seconded to **adjourn the Board meeting**. Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried. Meeting adjourned at 9:15 a.m.

XVI. Press Questions

There were no questions from the press who attended the meeting.

Respectfully submitted,



David R. Mullen
Executive Director