

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

**Thursday, May 21, 2020**

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

The moderator for this telephone conference was Greg Siegenthaler who explained some procedures.

The meeting was audio recorded (there was no video component available), the audio of this meeting has been and posted on the Pease Development Authority website.

Recording of the meeting commenced at approximately 8:24 a.m. and at approximately 8:32 a.m. the moderator outlined the guidelines to the meeting.

**AGENDA**

**I. Call to Order:**

Chairman Smith ("Smith") called the meeting to order at 8:32 a.m.

Smith welcomed the PDA Board of Directors, PDA Staff, members of the public to the meeting of the Board of Directors.

The Board of Directors confirmed their presence on the call, physical location, and advised if there were any other individuals present with them:

Chairman Kevin Smith was located in Londonderry, NH with no other individual(s) present.  
Vice Chair Peter Loughlin was located in Portsmouth, NH with no other individual(s) present.  
Treasurer Robert Allard was located in Portsmouth, NH with no other individual(s) present.  
Erik Anderson was located in Portsmouth, NH with no other individual(s) present.  
Peggy Lamson was located in Newington, NH with no other individual(s) present.  
Neil Levesque was located in Concord, NH his teenage daughter was present in another room.  
Frank Torr was located in Dover, NH with no other individual(s) present.

Pease Development Authority ("PDA") staff on the telephonic call were Executive Director David R. Mullen ("Mullen"); PDA Deputy Director and Airport Director Paul E. Brean ("Brean"); General Counsel Lynn Marie Hinchee ("Hinchee"); Deputy General Counsel Anthony I. Blenkinsop ("Blenkinsop"); Finance Director Irv Canner ("Canner"); Engineering Manager Maria Stowell

(“Stowell”); Golf Course General Manager Scott DeVito (“DeVito”); Division of Port and Harbors Director Geno Marconi (“Marconi”); IT Director Greg Siegenthaler (“Siegenthaler”), Employee Relations Manager Tanya Coppeta (“Coppeta”) and members of the public.

## II. Acceptance of Meeting Minutes: April 23, 2020

Director Torr **moved** the **motion** and Director Lamson **seconded** that **the Pease Development Authority Board of Directors accept the minutes of the April 23, 2020 Board meeting.**

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

## III. Public Comment:

The moderator, Siegenthaler, reminded members of the public the process for recognition in order to provide public comment and asked that comments be limited to three minutes. Siegenthaler informed Chairman Smith that no virtual hands were raised requesting to provide public comment.

## IV. Finance:

Smith stated that the Board package included an Executive Summary of the Financial Reports prepared by Canner and asked if there were any specific questions on the reports prior to advancing to the Approval. Smith asked Canner to briefly go over the financial reports and then opened the meeting up for questions.

### A. Executive Summary:

Director Lamson (Lamson) indicated that the reports prepared by Canner were excellent.

Director Loughlin (Loughlin) brought to the Board and Canner’s attention a typo in Canner’s report which stated an Operating Income of \$2,904,000,000 and believed it was meant to state million instead of billion. Canner thanked Loughlin for bringing this to his attention.

Canner’s detailed Executive Summary provided to the Board highlighted each of his two (2) standard reports.

### B. Reports:

#### 1. FY 2020 Financial Report for the Nine Month Period Ending March 31, 2020

Canner indicated that the operating revenues on the income statement for the period in question were up by approximately 4.7% above budget, justification for that would be the wharfage and dockage activities, as well as to a lesser extent concession revenues and golf play from the prior year. Operating costs were under budget by approximately 3.8% some of which was related to the light snow season (16 storms at a cost of approximately \$350,000 with a savings of approximately \$75,000). Due to the closure of the Portsmouth Fish Pier and the refueling station, the cost of goods sold were less than stated. At this time PDA has yet to go into the Revolving Line of Credit (RLOC) and cash balances are down from where PDA was on June 30<sup>th</sup> due to the heavy capital expenditures. Overall there were no surprises.

Lamson asked about the number of employees; Canner indicated that there are two open positions that PDA does not currently plan to fill. Canner indicated that the chart shows 65 filled benefited positions of which 54 being employed at PDA and 11 being employed at Division of Ports and Harbors (DPH).

Smith asked those on the call to mute their line when not speaking due to feedback on the call.

## **2. Cash Flow Projections for the Nine Month Period Ending January 31, 2021**

Canner indicated the anticipation of going into the RLOC with a projection of net debt outstanding at the end of January of \$10.5 million dollars. The primary reasons for this will be the \$34/35 million dollars in capital expenditures for the terminal (\$12 million) and runway reconstruction (\$20 million) projects. In those assumptions are grant funding monies in the amount of \$26 million dollars. Anticipate drawing down the RLOC as early as June of 2020, continuing to maintain the \$1 million dollar balance for PDA's ongoing working capital needs.

Lamson asked if the Barge Dock shown in the amount of \$186,000 is all targeted; Canner affirmed.

Anderson had questions on the front end of the report; he indicated that it didn't make sense under the timeline that the report was issued that the performance of the business units indicated that golf was up about 18.9% (thought to be from golf course play and increased revenue from Grill 28). Anderson wondered how it was indicated that these were the primary reasons in increase of revenue. Canner indicated that the golf season starts in April and runs through November, what is being reported on is a carryover for that nine month period. Canner indicated that the financial report includes July of 2019 (heart of golf season), meaning the numbers being reported for golf represent the calendar year of 2019 that season which is now closed. Starting in April it will pick up the impact of the COVID-19 story. PDA has looked at the impacts on the financials of both the golf course (public and membership play) and the airport. Canner indicated that the full impact will be seen in the April report where the golf revenues are down and the pay-for-parking and fuel flowage are down (those are the impacts). PDA staff identified the potential areas of impact and then looked internally to see if there were any mitigating activities that PDA could do to offset the potential loss of revenues from March through June. Anderson thanked Canner for the explanation as it clarified how some of the other financial consequences that haven't caught up to the financial reporting. Anderson also asked Canner, from a forecasting perspective, how devastating will the loss of revenues be to the operations of the facility, once the monthly financials catch up. Canner indicated that pro formas were run from March to June; this period was chosen at that time as it was assumed that the course would be open as of June 1<sup>st</sup> and it was assumed that Grill 28 would not be fully operational. A four month chart was prepared showing a loss of anticipated revenues which came in at approximately \$500,000 as a result of the virus (i.e.; public play would dry up in March and April – loss of \$65,000 to 70,000; pay-for-parking would be down significantly for the month of April of about \$40,000). However, PDA staff looked internally to offset the losses and estimated cost savings on an annual basis of approximately \$600,000. Anderson indicated that the upcoming months will indicate some of the accuracies and financial consequences of the virus.



## V. Reports:

Smith advised the Board that the package contained reports generated since January 16, 2020 from the various business units under separate cover. Smith asked if there were any specific questions regarding the reports that had been provided prior to moving to accept the reports into the record.

### A. Accepted

Director Anderson **moved** the **motion** and Director Levesque **seconded** that **the Pease Development Authority Board of Directors (PDA) accept the Reports as submitted.**

Discussion: Director Torr (Torr) indicated that he did not see a cost reference in the UNH advertising agreement. Mullen indicated that this was an action that Brean thought would be helpful and the first time that PDA has done this as it was a promotion. Mullen indicated that the pricing was located in a couple of different locations in the document, the first being at the top of page 2 in the amount of \$1,500 on March 2<sup>nd</sup>. The sponsorship benefits included six (6) tickets to the Skybox, one Suite rental for eight (8) for March 7, 2020, as well as popcorn, nonalcoholic beverages, two (2) VIP parking passes and up to twenty (20) additional tickets could be requested. Mullen further stated that PDA also received some additional intermission radio announcement and visual advertising. Brean indicated that it was a season long event to support the UNH hockey team and during every home game the Airport and Allegiant were referenced during intermissions and during each game a fan of the game was chosen and at the final home game those fans were brought on the ice and a courtesy trip to Florida from Allegiant was raffled off. It was well received and in addition to this event there was a dasher board advertising PSM and Allegiant on the hockey board so every time UNH played on NESN or NBC sports, PSM and Allegiant were displayed on the dasher board TV play. Brean indicated it was well worth the money as it brought awareness to the UNH student body of PSM's niche for spring break.

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

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

### A. Approvals:

1. **Jalbert Leasing, Inc. d/b/a C & J Bus Lines – Waiver of Termination Notice Period Regarding Two License Agreements**

Director Lamson **moved** the **motion** and Director Torr **seconded** that **the Pease Development Authority (PDA) Board of Directors hereby authorizes the Executive Director in accordance with the request of Termination of License Agreement dated March 17, 2020 (attached hereto) to waive the notice period for termination of two License Agreements for the five (5) areas described below, and to release Jalbert Leasing, Inc. d/b/a C & J Bus Lines (“C & J”) of Portsmouth, NH from its obligations under said Agreements, not including any provisions that survive termination, effective March 17, 2020.**

**The five (5) satellite motor vehicle parking lots are:**

1. Lot 1 Durham / Aviation,
2. Lot 47 Durham Street,
3. Lot 3 Hampton Street South,



4. Lot 4 Hampton Street North; and
5. 100 New Hampshire Avenue.

Discussion: Anderson asked of the potential loss of revenue from this request. Mullen indicated that C&J has the right to terminate, depending on which lot, with thirty (30) or sixty (60) days notice. The lot rental was nominal; Canner did not have those figures readily available but stated it was under \$5,000. Hinchee indicated that PDA is providing them a break on the notice period, but they had the right to terminate as needed.

Loughlin indicated that this is something that PDA does not have to do, but a thoughtful landowner would do in this case and commends it.

Lamson agrees with Loughlin's comment and further stated that what C & J has done for the area and she totally agrees with the request.

Torr agrees as well with the comments of the other Directors. Torr also stated that there was an article in Fosters about private bus companies not receiving any federal assistance from the government.

Director Levesque (Levesque) indicated that it was his belief that C & J is receiving state money.

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

## VII. Leases:

### A. Approvals:

1. Lonza Biologics, Inc. – Sprung Structure

Director Allard moved the motion and Director Torr seconded that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into an extension to the "Agreement to Extend the Term for the Use of the Sprung Structure and for the Creation of the Park Area" with Lonza Biologics, Inc. for the purpose of extending the term of the Agreement through May 1, 2025. All other terms and conditions of the Agreement shall remain in full force and effect.**

Discussion: Loughlin indicated that twenty (20) years ago when this temporary sprung structure was put in there was a lot of consternation about it, but it has turned out to be fine and it is maintained well.

Smith indicated that while it is not necessary to the approval, Lonza has been in the news lately and what a great highlight for the Tradeport and Lonza that they are on the frontline to manufacture what will hopefully be a vaccine for the coronavirus.

Lamson indicated that Lonza has been the talked about everywhere and we need to be very proud of this organization at the Tradeport.

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

### VIII. Contracts/Agreements:

Chairman Smith noted that to the extent possible items requiring Approval have been grouped into one motion. Immediately after the motion is read and seconded, he asked if any Director wished to set aside one or more items for an individual vote. Smith then recognized Deputy Director / Airport Director Paul Brean.

Brean informed the Board that consistent with the April meeting two items have been removed from the agenda as part of PDA's fiscal responsibility due to COVID-19, which are the golf fairway Toro mower and also a maintenance pick-up. PDA is going to hold off on purchasing those two items at this time.

#### A. Approvals:

1. AIP Grant for Portsmouth International Airport at Pease (PSM) Alpha South Hold Bay
2. State Block Grant Application for Skyhaven Airport (DAW) Terminal Apron Design
3. Direct Energy, Inc. - Electricity Agreement

Director Loughlin moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director as follows:

1. With respect to Portsmouth International Airport at Pease (PSM) Alpha South Hold Bay:
  - (a.) to accept an FAA grant offer for the Alpha South Hold Bay reconstruction at Portsmouth International Airport at Pease (PSM), including \$998,000 in AIP and CARES funding;
  - (b.) to enter into a contract with Hoyle, Tanner & Associates in the amount of \$23,350 for construction and grant administration services; and
  - (c.) to execute any and all documents necessary to accept the grant and to expend the funds for the reconstruction of a portion of the Alpha South Hold Bay;

all in accordance with a memorandum of Maria J. Stowell, P.E., Engineering Manager dated May 1, 2020.

2. With respect to the State Block Grant (SBG) Application for Skyhaven (DAW) Terminal Apron Design:
  - (a.) to accept a grant offer from the SBG Program and AIP and CARES funds for the design only of the rehabilitation and marking of the terminal tie-down apron at Skyhaven;
  - (b.) to enter into a contract with Jacobs Engineering Group, Inc. for the Skyhaven Terminal Apron Design project in an amount not to exceed \$150,000 for design and bidding services; and
  - (c.) to execute any and all documents necessary to accept the grant and to expend the funds for the Skyhaven Terminal tie-down apron design;

all in accordance with a memorandum of Maria J. Stowell, P.E., Engineering Manager dated May

6, 2020.

3. **to enter into a contract with Direct Energy, Inc. for the supply of electrical power for the 24 month period effective on or about November 1, 2020 through October 31, 2022 at the fixed price of \$0.07678 per kWh;**

**all in accordance with the memorandum of Irving Canner, Director of Finance, dated May 13, 2020.**

Discussion: Anderson asked regarding item 1(a) for a further explanation of the location being discussed. He has viewed the illustration but doesn't know what that area is. Stowell indicated that along with the runway that runs adjacent to the marked area, the pavement is being removed and replaced with new pavement. Currently the area indicated in red is concrete and over twenty (20) years old, much of it is original from the Air Force construction back in the '50s. The concrete and asphalt shoulders are being removed because it is broken and deteriorated and it is being replaced with asphalt pavement.

Lamson asked Stowell the depth of the concrete; Stowell indicated that the concrete is 14 to 18 inches thick. Stowell indicated that they are building up that area and won't be putting in that much asphalt; believes that there will only be 10 to 12 inches of asphalt installed in that area.

Lamson indicated to Anderson that if he went to the area on Grafton by C & J Bus and he would be able to see all of the work that is being done in that area. Anderson thanked Lamson and stated he knew geographically where it was located but didn't know what it was going to entail for the amount.

Lamson thanked Stowell for all of the information that was provided so that the Board would understand the requests.

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

**IX. Executive Director:**

Smith indicated he would move item IX. A. to the end of the meeting.

**A. Executive Director's Letter of Resignation effective June 30, 2020**

**B. Reports:**

**1. Golf Course Operations:**

DeVito indicated that the golf course was able to open 18 holes on May 11<sup>th</sup> and all 27 holes as of May 15<sup>th</sup>. DeVito indicated that as of this week have been allowed to operate the driving range and practice putting greens. Even with the off weather have been able to run up to 70/75% with the new tee time system and anticipating that number will improve over the next couple of days. Overall things having been running well.

Anderson asked if the extra golf carts had been received (up to 40) in order to comply with the social distancing. DeVito affirmed that 40 carts were received; further he stated that under the guidelines if players are not members of the same household then the player rides individually. DeVito indicated



that the carts are being used and with the good weather anticipates they will be used.

Lamson indicated she knows how excited the golfers were to be get on the golf course.

Anderson asked if DeVito has projected a refund that may be associated to season pass holders. DeVito indicated that discussions have been held with the staff and believes that something is going to be prepared for the June Board meeting as he does not have final figures.

## **2. Airport Operations**

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

Brean indicated that it was a dismal April and he is optimistic that PSM has bottomed out. Brean indicated that there were approximately 1,200 passengers that utilized the terminal and a majority of those passengers were snowbirds returning home from Florida (this was the lowest activity since 2013). However, PSM has seen a significant uptick in trending this month. It is good to be unique and Allegiant is doing things that others in the industry are not and were one of only two airlines in the world that posted a first quarter profit. As a way to put things into perspective, JetBlue and Spirit are flying at 10% capacity now and all other airlines are flying at 24% capacity, but Allegiant is the only airline flying at 53% capacity. So industry experts think that domestic leisure travel will be the first to come out of this and Allegiant is positioned very well. Most recently PSM is seeing flight loads of its Punta Gorda arrivals in the hundreds; quite different than other airlines and other airports. Anticipate a better May with an uptick in numbers.

Historically, April has been PSM's largest pay-for-parking month and this April only \$4,000 was earned in revenue parking. Brean reminded the Board that all of the revenue (pay-for-parking and fuel flowage fees) were established in 2019 so this is somewhat new aviation revenue and he believes will bounce back quickly. For the month of April PSM did 250,000 gallons of fuel which ended up being better than anticipated as had a low forecast due to the runway reconstruction project.

Brean indicated that Allegiant has been recognized for the number of on-time arrivals and departures this past quarter (over the winter). Brean also indicated less flight cancellations for the month of May and the Myrtle Beach service will be commencing in June. Brean noted that future bookings are being reported as optimistic.

NHANG continues to receive its KC-46s, currently have eight (8) on the field and starting to actively fly missions.

Phase I of the runway reconstruction project is underway and new asphalt is being laid. Currently the project is ahead of schedule considering many projects throughout the country have been impacted by COVID-19.

Brean indicated that the terminal expansion is starting with steel work and preparing to put up walls and the glass for that project; things are moving forward there.

**b) Skyhaven Airport (DAW)**

Brean indicated that not much is going on up there but excited that the Block Grant approval has been granted and will begin work on the ramp which is being funded by the CARES Act. This is something that would have to have been done, but PDA is able to receive some strong funding for the project.

**c) Noise Line Report  
(i) January through April 2020**

Brean indicated that there have been a couple of noise complaints over the past couple of months primarily due to low flying aircraft. Brean also indicated that last month there were two construction related noise complaints associated with the construction project. Construction operations have been moved to the day and will remain day for most of the summer. Also received a vibration complaint that the steam rollers were making.

Lamson asked Brean about the comment he made about Allegiant being 53% as far as its revenue. Brean indicated that was not what he said, he indicated that Allegiant did post a quarterly profit and that they are flying 53% of its pre-COVID capacity.

Allard asked Brean as to completion date of the terminal expansion project. Brean indicated that the scheduled date is Spring of 2021, but the contractor is making headway quicker than forecasted. Brean has heard about an occupancy permit in December; this would not be a complete project, but would allow the use of some of the space to be utilized while they complete the build-out. Brean indicated that the Spring of 2021 is being targeted for completion.

Allard asked about the completion of the runway. Lamson indicated that the runway would be complete after Labor Day. Brean indicated that the runway is anticipated being complete in December 2020.

Lamson indicated that in speaking with the Engineering Department it was understood that the runway project would be complete with paving after Labor Day. Stowell clarified that the bulk of paving would be complete in September but after that they return to do additional work such as cutting paving, grooves and markings. Lamson affirmed that was the clarification she had provided to the Newington Board of Selectmen.

Anderson indicated that for Allegiant to be operating at 53% pre-COVID activity is very impressive in comparison to some of the legacy airlines it is warming to hearing that PSM is affiliated with Allegiant and vice versa. Brean indicated that it is quite unique and that PSM is glad that it is our niche at this time. As airports open up that domestic leisure travel will be the first to return and it appears as though that is what is happening now. Anderson indicated that even though Allegiant has reduced its calling to other airports by a considerable percentage, PSM remains as one of the destinations or activity points. Brean affirmed and further stated PSM has maintained all of its destinations and believe there may be some seat capacity increase throughout the summer primarily when some of the theme parks reopen. Anderson indicated good news in desperate times; Brean stated that PDA will take any good news it can get.



C. Approvals:

1. Bills for Legal Services

Director Anderson moved the motion and Director Torr seconded that the Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$12,557.00 for the following legal services rendered to the Pease Development Authority:

1. Sheehan Phinney Bass & Green

March 1 - March 31, 2020	\$12,035.00	
March 1 – March 31, 2020	<u>\$ 522.00</u>	
		<u>\$12,557.00</u>
<b>Total</b>		<u>\$12,557.00</u>

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

X. Division of Ports and Harbors:

Chairman Smith noted that to the extent possible items requiring Approval have been grouped into one motion. Immediately after the motion was read and seconded, Smith asked if any Director wished to set aside one or more items for an individual vote.

A. Approvals:

1. Right of Entry Extension - Juliet Marine
2. Right of Entry Extensions – Hampton & Rye Harbor Marine Facilities (Operating Charter Vessels and buildings onsite)
3. DiTucci / Lawrence Tank Water Truck
4. Right of Entry – Broco Oil Diesel Fuel
5. Right of Entry – Robert Nudd – F/V Shelia Ann – Hampton Harbor Marine Facility

Director Levesque moved the motion and Director Torr seconded that the Pease Development Authority Board of Directors hereby authorizes the Executive Director and the Division Director, in accordance with their respective powers and duties, to:

1. a) grant an extension of the Right-of-Entry (ROE) to Juliet Marine Systems, Inc. (Juliet) for the storage and loading of the Ghost boat, by approval of the PDA Board of Directors on May 16, 2019, on a month to month basis through April 30, 2021; and
- b) execute a Right of Entry with Juliet for the use of the facilities at the Market Street Terminal as a location from which to test launch the Ghost boat, for a period of no less than twelve (12) months, start date to be determined upon successful award of the DARPA grant;



all in accordance with the memorandum of Geno J. Marconi, Division Director, dated April 30, 2020.

2. execute Rights of Entry for the Rye and Hampton Harbor Marine Facilities with each Commercial Operation entity listed; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated May 6, 2020.
3. execute a Right of Entry with DiTucci Petroleum Carriers Inc. dba Lawrence Tank of East Kingston, NH, for the purpose of filling its tankers with salt water at the Hampton Harbor Marine Facility; effective July 1, 2020 through Dec 31, 2021, with two one-year options to extend subject to the approval of the Executive Director, all in accordance with the terms and conditions contained in the memorandum of Geno J. Marconi, Division Director, dated May 8, 2020.
4. execute a Right of Entry with Broco Oil of North Reading, MA, for the purpose of fuel dispensing at PDA-DPH facilities; all in accordance with the terms and conditions contained in the memorandum of Geno J. Marconi, Division Director, dated May 6, 2020.
5. amend the existing Right of Entry with Robert Nudd at the Hampton Harbor Marine Facility for the purpose of permitting construction of a 12' x 16' addition onto his existing building for the storage of live harvested lobsters associated with Nudd's business located at the facility; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated May 12, 2020.

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

Anderson stated it wasn't on the agenda but asked Smith if it was noteworthy to ask Director Marconi to make an explanation of the circumstances that exist at the Portsmouth Fish Pier. Anderson has had previous discussions with Marconi regarding this matter and thought it would be good to inform the Board of the progress the conditions of the pier which happened almost a year ago.

Marconi indicated that it was just a year ago (May 20<sup>th</sup>) when the wall failed. Marconi indicated that a review has been completed of the pile design which still requires a couple of items that need to be fine-tuned. PDA legal has reviewed the bid documents and DPH is getting to the point to go out to bid. The next step is to petition the Governor to release the capital funds for the project. The monies were appropriated by the legislature which have already been spent on design and engineering and a few other incidentals to get to the point where we are. Under one of the Governor's Emergency Orders, a hold has been placed on all capital expenditures that were appropriated so the next step is to make the request to the Governor's Budget Director to get it before the Governor for his approval and then DPH will go out to bid once that approval is received.

Anderson stated in putting that in perspective if there is a timeline when that might be forecasted, pending when the bids and award go out, it wouldn't be somewhere in the fall or during the winter, asked Marconi to make a prediction on that. Marconi indicated that he is cautiously optimistic; it has been discussed with the consulting engineers regarding how long the project should be advertised.

Marconi indicated that what he likes is having a mandatory pre-bid conference so it is known who will bid on the project. After the pre-bid conference, if any bidder has any question during the bid period both the question and the response can be relayed to all attendees of the pre-bid conference. This affords all bidders with the same information, avoiding bidders saying they didn't know (putting everyone on an equal playing field). Marconi indicated that DPH is still working on this timeline, making it as expeditious as possible. Anderson thanked Marconi for the update to the Board.

**XI. New Business:**

None.

**XII. Upcoming Meetings:**

Finance Committee	June 15, 2020 @ 8:30 a.m.
Board of Directors	June 18, 2020 @ 8:30 a.m.

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

Smith indicated that the June Board meeting may be held outdoors at the Tradeport and advised the Board members to look for additional information regarding the location of the upcoming Board meeting.

Lamson asked where the Finance Committee meeting will be held. Hinchee indicated that it has not yet been determined, that PDA staff are waiting to see where things per the Governor's Orders and see what the numbers will be for gatherings after the May 31<sup>st</sup> Stay at Home order. Hinchee indicated that PDA staff are exploring lots of interesting ideas. Hinchee stated that there are a lot of things that can be done but have to take into consideration acoustics and how to broadcast taping etc.

**XIII. Directors' Comments:**

Smith indicated that he received a resignation letter from Director Mullen; the Board knew that this day was coming but it snuck up on the Board fairly quickly. Smith read the letter (Executive Director's Letter of Resignation effective June 30, 2020) which was dated May 21, 2020, into the record.

*"Dear Chairman Smith;*

*This letter serves as my formal notice of resignation as PDA Executive Director effective June 30, 2020.*

*With nearly twenty two years of service to the PDA I have to say in my experience there has never been a dull day at Pease. Working together with the support of Past and Present Board Members, PDA Staff and our Developer Partners we have accomplished tremendous economic success for the Seacoast Region and the State.*

*Over the last five years the challenge has been to implement a succession plan to carry Pease into the foreseeable future. With nearly 30 percent of our full time staff having over 20 years of service it is clear attracting and keeping a talented and dedicated staff would be critical for continued success.*



*Fortunately we have been able to locate and hire the people we need and want to insure the PDA organization remains strong.*

*I am extremely confident the PDA is very well positioned and continues to employ the talented dedicated staff with a vision of the future and a determination of how to get there.*

*Thank you for many opportunities afforded me.*

*Sincerely,*

*David R Mullen  
PDA Executive Director"*

Smith highlighted some of Mullen's accomplishments during his tenure:

- In 1990 he was a State Industrial Rep. at what was then called DRED;
- In 1998 he became the Director of Economic Development at Pease;
- Subsequently, he served as PDA Deputy Executive Director;
- He had two stints as Acting Director before he was appointed the Executive Director in 2009;
- Under his leadership, wages paid by Tradeport tenants have increased from at \$2,021,000 in 2002 to an estimated \$700 million in 2019;
- The amount of Business Rooms and Meals taxes generated by Tradeport tenants has increased from \$4.8 million in 2002 to \$16.2 million in 2019;
- PDA's fixed asset base has grown from \$60.6 million in 2002 to what is projected to be almost \$200.3 million by the end of FY 2020;
- The Tradeport now supports 250 companies, employing about 10,500 direct hirers which include manufacturing, pharmaceutical, tech, government education services, aviation and aeronautics; and
- 4.86 million square feet of commercial and industrial land has been developed or has been approved for development, with only 25 acres remaining to be developed.

Smith stated that this is quite the legacy to leave behind to say the least. Smith went on to say that Mullen and PDA staff welcomed Smith with open arms when he was appointed PDA Chairman three (3) years ago. Smith further indicated that it has been a pleasure working with Mullen. Smith congratulated Mullen on what he has accomplished and wished him nothing but the best with his next phase of life; Smith thanked Mullen for everything he has given to the State of New Hampshire and the Tradeport.

Mullen thanked Smith for his kind words and that it has been a great run. Mullen further indicated he is proud to be a member of the team that made it happen and appreciated the Chairman's continued support.

Loughlin echoed Smith's comments; further stated that Mullen has done a great job and the Board has been so fortunate to have him. Loughlin noted that the Board meetings go so smoothly as a result of the staff under Mullen's leadership. The PDA staff brings everything together, there are all sorts of little issues the come up that the Board doesn't hear about that take a lot of effort to work out



and the Board really appreciates all that Mullen has done.

Lamson thanked Mullen for all that he has done and assisting her on many of the issues that she has come across. Lamson stated that Mullen is extremely knowledgeable and holds the staff together and thanked him kindly for all of the work that he has done for the Tradeport.

Torr echoed Loughlin's comments that Mullen has done an excellent job; wishing him a well-deserved and enjoyable retirement coming up.

Allard indicated he remembers when Mullen became the interim Executive Director and the Board tested him out to see how he would do to fill that slot in a short period of time. Very quickly the Board found out that Mullen was doing better than expected and obviously the temporary position turned into a permanent position. As a Director, Mullen has always answered Allard's questions, kept him up-to-date on issues in front of the Board; Mullen has also been supportive of all of the items Allard was involved in. Allard thanked Mullen and wished him nothing but the best.

Anderson indicated that while he is new to the Board, but the accolades that Mullen has received are above and beyond description. Anderson jested about tabling the decision to accept Mullen's resignation for a year or two; understands how valuable Mullen has been in his position that he has held at Pease.

Levesque echoed all sentiments and further stated the amazing and successful career Mullen has had and going back to what Smith stated about Lonza. When we see the news about what Lonza is about to do for the entire world essentially; believes it was a lot of work on the whole project and wished him well in retirement.

Mullen indicated he will continue to watch Lonza's progress as there is a lot yet to be done; its expansion that they have promoted to being another 1,086,000 square feet will take time and a lot of time and effort. PDA needs to be vigilant on that project because it is very important not only to Pease, but to the world. Mullen thanked the Board and appreciated all of the kind comments.

Smith indicated as he said about Torr in leaving the Board last month, it is his hope is to give both Mullen and Torr a proper send off in person as this seems so underwhelming to be doing this over the phone and hopes in due time will see them off in person.

Smith also stated that this may be Torr's last meeting as he wasn't sure if Strafford County has made an appointment for Torr's position, but if it is it has been a pleasure working with Torr and what he has helped to accomplish at Pease. Torr indicated that the Strafford County Executive Committee had a meeting and one individual applied, and that person would have been a great choice to replace him. However, with only one individual who applied, the Executive Committee has decided to extend out the application period to June 1st; so he is unsure if this will be his last meeting depending on how rapidly they move forward. Torr would like to thank Mullen for all of his activities associated with Torr; Torr also indicated Hinchee, Canner, Stowell, Blenkinsop and Brean for their support. Torr hopes that they continue the work as well as they have in the past. As a side note, Torr thanked Renee Plummer for her behind the scenes activities and keeping the political activity out of it; to Al Weston for the attention to the hiring Paul Brean, as well as the Strafford County delegation, the Senators of

Strafford County, Senate President, Speakers of the House and Governors who have appointed him. Torr indicated that he was humbled to have served with the Board members he has served with.

**XIV. Adjournment:**

Director Torr **moved** the **motion** and Director Lamson **seconded** to adjourn the Board meeting. Meeting adjourned at **9:44 a.m.**

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

**XV. Press Questions:**

Smith asked if there were any members of the press on the call. Siegenthaler explained the process on how to be recognized to speak at the meeting and acknowledge the number ending in 7219. Paul Briand of the Portsmouth Herald was acknowledged to speak. Briand thanked the members on how the meetings were being conducted and while he did not have any real questions he has been on the call and was on the last call last month and will continue to cover the meetings as needed. Smith thanked Briand for covering the Board meetings and hopefully the next meeting will be able to be held in person. Nonetheless what happens at PDA meetings is getting out to the public and it is helpful having the press call into the meetings in order to have the information disseminated to the public. Briand asked for clarification of consideration of an outdoor meeting for the June meeting. Smith indicated that holding the meeting outdoors is under consideration but that it is necessary to make sure the meeting will comply with all the Governor's Executive Orders. If it can happen it would be great but if it cannot happen outdoors and will be held over the phone again. Briand indicated that the tent at the golf course is nice and big and comfortable.

Smith asked if there any other hands raised; Siegenthaler indicated that there were no other hands raised.

Respectfully submitted,



David R. Mullen  
Executive Director/Secretary

