

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

**Tuesday, December 22, 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, as extended by Executive Order 2020-24, and Emergency Order #12, Sections 3 and 4. PDA Directors will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

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

**AGENDA**

**I. Call to Order:**

Chairman Smith ("Smith") called the meeting to order at **8:33 a.m.**

Smith welcomed the PDA Board of Directors, PDA Staff, members of the public to the meeting of the Board of Directors. Smith then welcomed Director Thomas Ferrini ("Ferrini"), who was recently appointed by the Speaker of the House, to his first meeting of the PDA Board of Directors. Smith thanked Director Allard for his years of service to the PDA Board and hoped to be able to thank Director Allard in person for his time and service on the Board.

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 in the room.

Vice Chair Peter Loughlin was located in Portsmouth, NH with no other individual(s) present in the room.

Erik Anderson was located in Portsmouth, NH with no other individual(s) present in the room.

Thomas Ferrini was located in Dover, NH with no other individual(s) present in the room.

Steve Fournier was located in Dover, NH with no other individual(s) present in the room.

Peggy Lamson was located in Newington, NH with no other individual(s) present in the room. Director Lamson ("Lamson") was having difficulties connecting to the call and was assisted by PDA IT personnel to connect to the Zoom meeting.

Neil Levesque was located in Springfield, NH with no other individual(s) present in the room.

Director Ferrini (“Ferrini”) indicated that he has known Director Allard for quite a while, knows Allard’s service was exemplary and agrees that he has large shoes to fill.

Pease Development Authority (“PDA”) staff on the Zoom meeting were Executive Director Paul E. Brean (“Brean”); PDA Deputy Director / 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”), and members of the public.

## II. Non-public Session:

Director Anderson **moved** the **motion** and Director Loughlin **seconded** that the Pease Development Authority Board of Directors will enter non-public session pursuant to NH RSA 91-A:3 for the purpose of discussing: (1.) Sale or Lease of Real or Personal Property [RSA 91-A:3, II (d)]; (2.) Consideration of Legal Advice provided by Legal Counsel [NH RSA 91-A:3, II (l)]; and (3.) Consideration of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself [NH RSA 91-A:3, II (c)].

Discussion: None. Disposition: Resolved by unanimous (6-0) roll call vote for; motion carried.

Director Lamson (“Lamson”) was having difficulties connecting to the Zoom meeting and did not vote; she was assisted by PDA IT personnel and was properly connected to the Zoom meeting.

The non-public discussions commenced at **8:38 a.m.** via Zoom.

Director Lamson **moved** the **motion** and Director Levesque **seconded** that the Board of Directors come out of non-public, at **9:38 a.m.**

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

The public meeting resumed.

PDA IT Director Greg Siegenthaler was the moderator for the meeting. He advised that meeting was being audio recorded and asked individuals to please follow the guidelines for the duration of the meeting:

1. In an effort to minimize background noise, we ask that all members of the public keep their microphones muted, and PDA Board members and staff are encouraged to stay on mute when not speaking during the meeting.
2. For members of the public wishing to speak during the public comment portion of the meeting, please press \*9 on your phone to 'raise your hand', or press ALT+Y on your computer keyboard. The moderator will see your 'hand' and prompt you to make your comment. It is requested that no public comment be longer than 3 minutes.
3. This is a public meeting. If any member of the public causes a disruption to the meeting that would not allow the meeting to continue, the moderator will request that the Chair temporarily recess the meeting so that the disruption may be addressed. The moderator will then inform the Chair when the meeting may continue. If the Board is unable to continue the meeting due to the disruption, the Chair may elect to suspend the meeting to a later date/time, to be noticed in accordance with State law.
4. Once again, this meeting is being audio recorded. Following the meeting, a copy of the recording will be posted on the PDA's website – [www.peasedev.org](http://www.peasedev.org)

### III. Vote of Confidentiality:

Director Loughlin **moved** the **motion** and Director Anderson **seconded** that pursuant to NH RSA 91-A:3, the Pease Development Authority ("PDA") Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its December 17, 2020, meeting related to the sale or lease of property and the consideration of legal advice from legal counsel and matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, would, if disclosed publically, render the proposed actions ineffective and likely affect adversely the reputation of any person other than a member of the public body itself; and further agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Board of Directors, the aforesaid circumstances no longer apply.

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

### IV. Acceptance of Meeting Minutes of November 19, 2020

Director Levesque **moved** the **motion** and Director Lamson **seconded** a motion to approve the minutes of the Pease Development Authority Board of Directors Meeting dated Thursday, November 19, 2020.

Discussion: None. Disposition: Resolved by unanimous (6-0) roll call vote with one abstention for; motion carried.

Director Ferrini abstained as he was not seated or present for the November 19, 2020 meeting.

## **V. Employee Recognitions:**

Brean informed the Directors of the employees being recognized for their years of service to the Pease Development Authority: for 10 years of service - Airport Maintenance Equipment Operator John Anastas who is an and a skilled carpenter who works independently and updates the PDA facilities; for 15 years of service - Deputy Chief Harbormaster Grant Nichols who safeguards the Ports and Harbors and is also a conduit to law enforcement, Grant also works closely with the IT Department regard cyber security; DPH Administrative Assistant Lana LaRochelle who is a lighthouse to the harbor that keeps the facility going and supports Director Marconi's operations; and Senior Accountant Ron Jodz, who will be retiring in March of 2021, who is an old school debit and credit accountant, he is working to get someone up to speed who will be replacing him in the near future; and for 25 years of service is Planning and Compliance Manager for the aviation facilities is Andrew Pomeroy who is and an integral part of the Portsmouth International Airport operations and who has overseen the runway reconstruction project and the airport terminal project, he works closely with the NHANG and is the point of contact up at Skyhaven Airport in Rochester, and Director of Ports and Harbors Geno Marconi, who continues to take an outdated facility with outdated infrastructure and fights for appropriations in order to update the facility, he does an incredible amount of work with the Foreign Trade Zone program and will also be serving on the offshore Wind Energy Commission. Brean thanked all of the employees for these milestones.

Smith congratulated the employees on their longevity, dedication, and service to the PDA.

Lamson also thanked the employees and especially Marconi who helped her to understand the Division of Ports and Harbors.

## **VI. Public Comment:**

Siegenthaler reminded members of the public wishing to speak to press \*9 on the phone to "raise your hand" or to press ALT+Y on your computer keyboard. At that time the moderator would prompt individual(s) to make their comments and asked that public comment be no longer than 3 minutes. Siegenthaler indicated he saw no hands raised.

There were no public comments.

## **VII. Finance:**

### **A. Executive Summary**

Lamson indicated that the Executive Summary is helpful and it assists the Board as there has not been a Finance Committee meeting recent; the summary gets to the point on everything. Smith affirmed that the Executive Summary report has been very helpful.

### **B. Reports:**

1. **FY 2021 Financial Report for the Four Month Period Ending October 31, 2020**



Canner stated that the operating revenues are up by about 15% from budget and operating costs are below budget by approximately 9%. The variance in operating revenue is driven by the fee revenue, of which 60% is related to golf fees (the course exceeded 62,000 rounds of golf played). Canner spoke to other variances such as fuel sales at the Portsmouth Fish Pier as it is not fully operational as well as the impacts COVID has had to parking and fuel flowage fees.

Canner spoke of staffing and indicated there 120 employees of which 60 are benefited PDA employees (18 salaried and 42 hourly); currently PDA is actively recruiting for six open positions.

Canner spoke to the various business units, such as Portsmouth International Airport (PSM) being below operating revenue as a result of the runway construction project impacting the fuel flowage fees and pay for parking. Canner further indicated that through November enplanements were at 37,000; PSM is doing as well as it can under the current impact due to COVID.

Canner also indicated that Skyhaven Airport has a positive operating income and the variance in revenues is generated primarily by the fuel sales (in 2020 just over 10,000 gallons versus in 2019 just over 7,000 gallons) and a 4% decrease in the overall cost of fuel. Canner indicated that since taking over Skyhaven Airport in 2009, there has been a financial impact of \$1.7 million to PDA.

Canner also spoke to the positive variance that has come out of the public play at the Golf Course with revenues being above projection as well as a watchful eye on the additional expenses incurred due to COVID and the excess play. These variances have helped to support the capital campaign and minimized the need to borrow. Canner indicated that through November there were 62,315 rounds of golf played and indicated that Grill 28 is 7.5% below budget due to the impact from COVID.

Canner indicted that unrestricted operations at the Division of Ports and Harbors (“DPH”) revenues are slightly under budget in direct relation to the reduction in fuel sales at the Portsmouth Fish Pier (“PFP”) due to construction.

## **2. Nine Month Cash Flow Projections to August 31, 2021**

The summary overview shows the cash balances (excluding DPH) have a reduction of approximately 37.5%. Canner indicated that as previously presented to the Board in November, PDA borrowed \$4 million and has since paid that back; as of a few weeks ago PDA had to go into the Revolving Line of Credit (RLOC) for \$5.5 million (\$500,000 has been paid back). Canner projected by the end of August it is anticipated that PDA will be at a debt level of \$5.5 million. When reviewing the use of funds it indicates that the primary reason are the capital expenditures totaling \$16.8 million between grant and non-grant related projects (i.e.; \$11 million for the terminal project and \$5 million for the runway project). Lamson asked if PDA has been receiving the money back from the FAA regarding the runway project; Canner affirmed. Canner informed the Board that of the \$16 million in projects referenced above, \$9 million is granted related / source of funding. Canner further stated that Finance and Engineering work closely to project when the monies will be received, this is tracked

aggressively to keep track the reimbursements (at this time there is a \$15 million RLOC and currently the interest is down to 2.88%).

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

### A. Reports:

#### 1. TIG – Right-of-Entry (ROE) - 165 Arboretum Drive

Brean indicated in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of License Agreements,” PDA entered into a ROE with Two International Group (TIG) for a parcel located at 165 Arboretum Drive for the purpose for Site Inspection purposes through December 31, 2020. Brean indicated that 165 Arboretum Drive is located in Newington, NH at the outermost area of the Tradeport by the new DOT rotary.

### B. Approvals:

#### 1. NH DOT – Portsmouth Transportation Center Extension of Right-of-Entry

Director Lamson moved the motion and Director Anderson seconded that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into an Extension of the Right-of-Entry with the New Hampshire Department of Transportation for the Portsmouth Transportation Center and associated parking facility located at Pease International Tradeport for a period of one (1) year; all in accordance with the draft Extension of Right of Entry.

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

#### 2. New England Aerobatic Club – Right-of-Entry - Skyhaven

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with New England Aerobatic Club for the purpose of holding periodic airplane aerobatic practices at Skyhaven Airport through December 31, 2021; all in accordance with the Memorandum from Andrew Pomeroy, Airport Operations Manager, dated December 8, 2020.

Discussion: Director Anderson (“Anderson”) asked if the ROE created revenue for Skyhaven; Brean responded the revenue received is in fuel sales from the participating aircraft.

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

## IX. Leases:

### A. Reports:

#### 1. Sublease between One New Hampshire, LLC to Triple Crown Consulting

In accordance with the “Delegation to Executive Director: Consent, Approval of Sub-Sublease Agreements” PDA approved the following lease with Triple Crown Consulting, LLC for

4,467 square feet of office and related use for a period of Seven (7) Years and Three Months commencing late January 2021; and Director Lamson was consulted and granted her consent.

**X. Contracts/Agreements:**

**A. Approvals:**

**1. Cross Insurance – PDA Insurance**

Director Ferrini moved the motion and Director Lamson seconded to approve the contracts of insurance as offered in the Board packet.

**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 \$158,337.06 for the period of December 31, 2020 through December 31, 2021, in accordance with the memorandum of Anthony I. Blenkinsop, Deputy Director/General Counsel, dated December 14, 2020.**

Discussion: Blenkinsop stated for clarification purposes that Director Ferrini’s motion was related to Cross Insurance. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

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

Chairman Smith reminded the Directors that an updated chart of the rates had been forwarded to the Board.

Director Anderson moved the motion and Director Levesque 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 \$125,912.00 for the period of December 31, 2020 through December 31, 2021, as well as a 6 month extension of the builders risk policy for the ongoing Airport Terminal project in an projected amount of \$5,755.00, all in accordance with the memorandum of Anthony I. Blenkinsop, Deputy Director/General Counsel, dated December 14, 2020.**

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

**XI. Executive Director:**

**A. Reports:**

**1. 2021 Meeting Schedule**

**2. Elections (Vice-Chair and Treasurer)**

**A. Vice-Chair:**

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

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

**B. Treasurer:**

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

Discussion: Lamson indicated Ferrini is taking Bob Allard's place; Ferrini indicated he would happy to serve. Disposition: Resolved by roll call (7-0) vote for; motion carried.

**3. Committee Appointments:**

Chairman Smith appointed Directors to the following Committees:

**PDA COMMITTEE LISTING – EFFECTIVE December 22, 2020**

**Standing Committees**

**Executive Committee**

Kevin H. Smith, **Chair**  
Peter J. Loughlin, Vice Chairman  
Tom Ferrini, Treasurer  
Staff Contact: Brean/Blenkinsop

**Marketing and Economic Development Committee**

Peter Loughlin, **Chair**  
Neil Levesque  
Thomas Ferrini  
Staff Contact: Brean

**Finance Committee**

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

**Zoning Adjustment & Appeals Committee**

Thomas Ferrini, **Chair**  
Peter Loughlin  
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**

Peter Loughlin, **Chair**  
Steve Fournier  
Thomas Ferrini  
Neil Levesque  
Staff Contact: Blenkinsop/Stowell

**Transportation Management Committee**

Margaret Lamson, **Chair**  
Erik Anderson  
Thomas Ferrini  
Staff Contact: Stowell



**Golf Committee**

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

**Port Committee**

Peter Loughlin, **Chair**  
 Thomas Ferrini  
 Neil Levesque  
 Ex Officio: Chair DPH Advisory Council  
 Staff Contact: Brean/Marconi

**Audit Committee**

Peter Loughlin, **Chair**  
 Kevin Smith  
 Erik Anderson  
 Staff Contact: Canner

**Legal Bill Review**

Kevin H. Smith, **Chair**  
 Peter Loughlin  
 Thomas Ferrini  
 Staff Contact: Blenkinsop

**4. PDA Holiday Schedule – 2021**

New Year's Day		Friday	1/1/2021
Martin Luther King/Civil Rights Day		Monday	1/18/2021
Presidents' Day		Monday	2/15/2021
Memorial Day		Monday	5/31/2021
Independence Day	Observed	Monday	7/5/2021
Labor Day		Monday	9/6/2021
Columbus Day		Monday	10/11/2021
Veterans' Day		Thursday	11/11/2021
Thanksgiving Day		Thursday	11/25/2021
Day after Thanksgiving		Friday	11/26/2021
Christmas Day	Observed	Friday	12/24/2021
New Year's Day	Observed	Friday	12/31/2021

**Golf Course Operations**

Golf Course General Manager Scott DeVito ("DeVito") indicated that the last day of play was November 30, 2020 and the season ended with 62,430 rounds played (7,000 more rounds than any prior year). Since all outdoor operations have closed, the indoor simulators have picked up and at this time are on target to match the numbers for last December.

For 2021, confirmation has been received from all seven leagues of their return. DeVito indicated that there are only a handful of weekend dates (specifically Friday, Saturday & Sunday) available for outside tournament bookings.

**6. Airport Operations****a) Portsmouth International Airport at Pease (PSM)**

Brean indicated that through November, there has been a total of 37,000 enplanements (a bulk from Allegiant activity). Brean also stated that for the month of November, Allegiant had

approximately 2,000 enplanements and the return of the Atlas troop flights with 2,500 charter enplanements. Brean indicated that this year it is anticipated that there was a loss of approximately 40,000 troop enplanements due to the runway reconstruction project and a reduction in capacity of approximately 20,000 Allegiant enplanements due to COVID. Brean anticipated closing out the year with approximately 40,000 passenger enplanements and further stated he is confident that numbers will be returning quickly. Brean indicated that there is troop activity going forward out to January and that Allegiant has provided its schedule to PSM through July (with an increase in capacity during March and April).

Brean indicated PSM is in a good position to weather COVID and will be looking into the recently approved \$900 billion COVID bill. Specifically, \$2 billion has been targeted to airports (believes that PSM will receive similar support as it did last year – received \$1.6 million in COVID aid in March) and optimistic to see some support to offset lost revenue from parking and concessions. **Director Levesque** asked if the current bill is in the amount of \$2 billion, what was the amount back in March; Brean indicated he thought that airports were provided \$4 billion. Brean indicated that potentially in this round some of the smaller general aviation facilities that have not been impacted on the same scale as the major hub airports have been, may not get as much support as previously provided in the first round.

Brean indicated in November there were approximately 500 parking transactions (strongest since March).

Brean also stated that PSM is trending in the proper direction as the fuel flowage has increased (typically the months of November and December have been quiet).

Brean informed the Board the runway project is buttoned up for the winter (at full length and full compliance); the terminal expansion project is moving along nicely and it is anticipated that as of January 20<sup>th</sup> PSM will start utilizing the facility. Brean indicated that there will be a punch list of items that will need to be completed. TSA has confirmed its two lane equipment allocation for the security checkpoint. Also, Brean indicated that PSM is currently in discussions with Allegiant on a spring/summer destination (seasonal route). Further, Brean informed the Board that troop activity has returned and PSM is receiving flights from Atlas, Sun Country, and National Airlines.

Brean stated that there was one snow event with a successful snow removal and thanked the Board for the support of the recently purchased front-end loader through a DERA grant.

**b) Skyhaven Airport (DAW)**

Brean further affirmed Canner's earlier discussion of the increase in revenues and a reduction of expenses; anticipates continuing this momentum.

Brean spoke to a press release regarding T-Aviation (aircraft maintenance facility) located at Hangar 5; hope to see more business development at the airport.

c) **Noise Line Report**  
 (i) **November 2020**

Brean indicated that there were three noise inquiries in November, 2020; all inquiries were related to heavy military operations. Two of the calls originated from Portsmouth and the third call from Greenland.

Lamson asked Brean if the Atlas aircrafts flying over Newington are bringing back military personnel; Brean affirmed and further indicated that a majority of the Atlas flights are troop charter flights that are coming from, or going to, theater.

**C. 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 \$37,120.00 for legal services rendered to the Pease Development Authority to Sheehan Phinney Bass & Green for October 1, 2020 – October 31, 2020 in the amount of \$174.00 for General Employment Matters and \$36,946.00 in support of MS4 and CLF settlement implementation.

Discussion: Director Ferrini (“Ferrini”) asked regarding to the items related to the implementation of settlement with CLF whether this a pending suit - going to a Consent Decree back in time, and same with the MS4; Blenkinsop indicated this was a suit initiated back in 2016 or 2017 which was resolved in early 2019 with a Consent Decree entered with the Federal U.S. District Court (closed out a couple of months ago). The case has been complied with; however, there are still elements that are being finalized. Further, the MS4 work was the outgrowth of the need to apply for an MS4 permit; the permit is pending (and has been for a period of time) with the EPA (has not progressed). Blenkinsop indicated the heavy lifting of the settlement and lawsuit is over but there are items that are being worked on. Blenkinsop indicated while there will be some reduction in legal bills, there will be a continuance of services over the coming months. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

**2. Bathroom Renovations at Golf Course**

Director Anderson moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute a contract for restroom renovations at the golf course clubhouse to the lowest qualified bidder, Solid Roots Construction, LLC, of Manchester, New Hampshire, in an amount not to exceed \$75,000.00; and further authorizes the expenditure of the remaining \$5,000.00 of the project budget for project contingencies, if such expenditures are approved by the Executive Director; all in accordance with the memorandum from Scott DeVito, PGA General Manager, dated December 3, 2020.

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

**3. 30 New Hampshire Ave. – Authorization to sell PDA owned building and to enter long-term ground lease with Spyglass, LLC**

Chairman Smith pulled this item from the agenda and indicated that it would be placed on the January Board agenda.

**4. Volaire Aviation Consulting - Consultant for the preparation of Small Community Air Service Development (SCASD) Grant Application**

Director Lamson moved the motion and Director Anderson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the Executive Director to enter into an agreement with VOLAIRE Aviation Consulting for the purpose of facilitating an application for the 2020 Small Community Air Service Development Grant (SCASD) program in an amount not to exceed \$17,500; all in accordance with the memorandum of Andrew Pomeroy, C.M., Manager, Aviation Planning and Regulatory Compliance, dated December 8, 2020 [*Pomeroy’s memo was updated and provided to the Board on December 21, 2020*].

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement as:

1. VOLAIRE has an existing relationship with Allegiant Air and Punta Gorda and Sanford, Florida Airport Authorities, whose support will be important for a successful application;
2. VOLAIRE will only execute the agreement and apply for the grant if they identify airline support in advance; and
3. VOLAIRE has been writing and negotiating successful SCASD grants since the program’s inception.

Discussion: Anderson asked if the memo could be simplified (verbal clarification if the grant was in the amount of \$17,500 or are Volarie’s services \$17,500); Brean indicated that this is a consultant agreement to sole source to Volaire Consulting for a fee of \$17,500. Brean indicated that Volaire will be preparing and submitting a small grant application through the DOT on behalf of PDA to enable the utilization of its existing budget for airport servicing marking funds in order to obtain a grant match from the DOT (double PDA’s budgeted funds). Brean further stated that there are about five entities that need to make up the SCASD (Airline support; DOT support; Airport the plane is leaving from and going to; and the Consultant). Volaire will pair all of the entities together to put PDA’s best effort forward in the application. Brean indicated that this is also a timing issue as the grant was announced on December 8<sup>th</sup> and bid packets have to be submitted by January 26, 2021 (PDA does not have the time to perform a conventional RFP). Brean further indicated that the allocation of funds are for a period of five (5) years and have an insight that PDA’s existing airline partner is willing to utilize the SCASD funds if they are allocated to PDA. Essentially this doubles the air service marketing with DOT support.

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



**XII. Division of Ports and Harbors:****A. Reports:****1. Port Advisory Council – Minutes of October 14, 2020**

Director Marconi (“Maroni”) indicated as has been past practice, DPH has included the approved minutes for the review of the Board.

**2. Portsmouth Fish Pier – Change Order Approval / H.L. Patten**

Marconi indicated that the change order is in the amount of \$836,847 which includes several items (i.e.; changes to the floating dock versus the fixed timber system originally contemplated; railing and work that needs to be done along the wall; sheet pile wall and due to the elevation of the sheet pile wall was higher than anticipated in the design and therefore there is a need to pin the toe of the wall; the fuel structure enclosure and received a variance from the State Fire Marshall to add an additional section of enclosure; additional work required to the jib cranes used to load and unload the vessels; due to a delay in the project there is overhead costs that DPH is responsible for to the contractor). Marconi reminded the Board that the original appropriation was for \$3.25 million and with the original contract and the current change order there will be \$341,047 remaining in the appropriation as the project moves forward.

**3. Commercial Mooring Transfer – Willwerth to Belhumeur**

Marconi indicated that in accordance with the Code of Administrative Rules, commercial moorings have the ability to be transferred upon meeting certain criteria. Marconi indicated that the Delegation of Authority (from the Board to the Executive Director) requires the first review be performed by a local harbormaster who makes a recommendation to Chief and Deputy Chief who then makes a recommendation to Marconi who reviews and provides a recommendation of transfer to the Executive Director.

Marconi updated the Board of the activity at the DPH Market Street terminal, both Morton Salt and Eastern Minerals have been hauling salt and there will be an arrival of a salt ship after the first of the year.

Marconi also indicated that the activity with Cianbro’s operation regarding the super flood basin at PNSY, is active and is bringing aggregate, sand, dry cement and fly ash which supplies the concrete batching plant on the barge at the construction site.

Marconi also informed the Board that a considerable amount of steel has been offloaded from railcars and that railroad tracks are being placed on the wall of the flood basin as well as some along the sheet pile. Marconi indicated that the railcars were offloaded across the Sarah Long Bridge; had been working with NH and ME DOT during the design. There had been an area where the rail cut through the Port terminal, DPH made sure that there was access to the rail from the Port because when the rail was upgraded last year the tracks that originally came in from the old Sarah Long Bridge were not up to standard so they were discontinued. Marconi indicated that this had been anticipated several years ago; this was the first time that any railcars had been offloaded. Marconi indicated it worked well and DPH is looking forward to bringing railcars over.

Marconi informed the Board that DPH has been having cooperative activity between the DMV and NH Fish and Game to provide a commercial mooring / boat registration / fisheries license day held on two Saturdays at Dover Point in order to avoid the general public doing regular DMV activities. The licensing days provides the fishermen / commercial boat operators with an opportunity to go in and get the commercial registration for their boats, fishing licenses, mooring permits, pier use permits and berthing permits. It was done in this manner this year due to COVID so there were not a lot of people in the office (it was by appointment). Marconi indicated the reports he has received indicated it was very successful. Marconi thanked the counterparts from DMV and Fish and Game.

Anderson asked Marconi if he were confident that the cost of change orders for the Portsmouth Fish Pier project are complete at this point in time / that there is no prospect of any additional change orders with money left over in the appropriation; Marconi indicated he does not anticipate anything at this time (plan for the worst and hope for the best). Marconi indicated that the electricity has been switched over, new electrical feed has been provided into the buildings and that a lot of the little things that need to be done have been addressed. Marconi indicated that there are a couple of expenses that DPH will deal with that are not part of the contract (i.e.; acquiring the hydraulic hoist for the jib cranes) but nothing of any major concern at this time. Anderson asked if the anchors necessary for the pilings are sufficient; Marconi indicated there was a tremendous amount of negotiating that went into the change order. DPH is confident from the calculations provided by the engineers that there are a sufficient number of toe pins (the whole wall will be pinned from the terminus - left and right) so he is confident that the situation has been taken care of.

Anderson also thanked DPH, as well as all of the agencies that were, involved in the annual event of the licensing; it provides a great assistance to the industry.

Director Loughlin (“Loughlin”) talked of the upgrading of the railcars to accommodate the additional cargo and believes that this was as a result of a lot of hard work on Marconi’s part.

Ferrini indicated that the change order is \$836,000 and there was approximately \$345,000 in the appropriation and asked if this would be something that would go through the RLOC, enterprise fund, bonding, what the procedure would be and how does it work; Marconi indicated that this was a direct appropriation from the NH legislature. Marconi indicated DPH submitted a capital request and it went through the process and DPH was told to fix the wall. Ferrini wondered where the difference of \$500,000 between the change order and the \$345,000 would be paid from; Blenkinsop stated that the \$345,000 is what would be left from the appropriation after the current change order is paid. Ferrini appreciated the clarification.

Lamson thanked Marconi for all of his hard work throughout the year; Marconi indicated that he has a great crew.

### **XIII. New Business:**

**XIV. Upcoming Meetings:**

Airport Committee	TBD
Port Committee	January 7, 2021 @ 8:00 a.m.
Board of Directors	January 21, 2021 @ 8:30 a.m.

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

**XV. Directors' Comments:**

Smith took a moment to wish everyone a very Merry Christmas / Happy Holiday Season and that hopefully all will have an opportunity to enjoy it and spend it with family. Smith also spoke to a much brighter, happier, and healthier 2021.

Lamson also reiterated Smith's comments and further welcomed Director Ferrini.

Ferrini indicated that it appears as though there is a lot of work to do.

**XVI. Adjournment:**

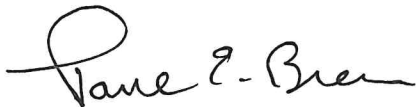
Director Anderson moved the motion and Director Levesque seconded to adjourn the Board meeting. Meeting adjourned at **10:51 a.m.**

Discussion: None. Disposition: Resolved (7-0) for; motion carried.

**XVII. Press Questions:**

There were no questions from the press.

Respectfully submitted,



Paul E. Brean  
Executive Director

