

Place: 55 International Drive –Board Conference Room

Watch Meeting Via Live Stream: https://townhallstreams.com/towns/pease_dev_nh

BOARD OF DIRECTORS' MEETING

AGENDA

- I. Call to Order / Roll Call:**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of March 16, 2023 * (Lamson)**
- III. Public Comment:**
- IV. Consent Agenda Items:**
 - A. Consent Agenda Approvals (Levesque):**
 - 1. Legal Services * **(Ferrini)**
 - 2. State Block Grant Application - Wildlife Fence Design – Skyhaven * **(Fournier)**
 - 3. State Block Grant Application – Automobile Parking Lot Design – Skyhaven * **(Conard)**
 - 4. Alliance Group, Inc. –55 International Drive - HVAC Upgrade * **(Parker)**
 - 5. Alliance Group, Inc. – Pease Air Traffic Control Tower – HVAC Upgrade * **(Lamson)**
 - 6. Portsmouth International Airport at Pease (PSM) Taxiway ‘A’ North Design * **(Levesque)**
- V. Committees:**
 - A. Reports:**
 - 1. Port Committee *
 - 2. Audit Committee *
 - 3. Finance Committee *
- VI. Old Business:**
 - A. Approvals:**
 - 1. Pease Aviation Partners (dba Million Air) – Site Review and Subdivision Application Extensions * **(Fournier)**
 - 2. 231 Corporate Drive LLC – 231 Corporate Drive – Revised Concept Approval * **(Parker)**
 - 3. 165 Arboretum LLC – Development Agreement Extension * **(Ferrini)**

VII. Finance:

A. Executive Summary *

B. Reports:

1. FY2023 Financial Report for the Eight Month Period Ending February 28, 2023 *
2. Cash Flow Projections for the Nine Month Period Ending December 31, 2023 *
3. Capital Improvement Plan FY 2023 – FY 2029 *

C. Approval:

1. Auditing Services – Berry, Dunn, McNeil & Parker, LLC * (**Conard**)

VIII. Licenses/Rights of Entry/Easements/Rights of Way:

A. Reports *:

1. ATDG, LLC – Right of Entry – 360 Corporate Drive
2. 165 Arboretum, LLC – Right of Entry Extension – 165 Arboretum Drive

IX. Leases:

A. Report *:

1. Sublease between 222 International, Limited Partnership and Terraphase Engineering, Inc. – 222 International Drive (Suite #150)

X. Contracts:

A. Reports *:

1. EnviroVantage – Mold Remediation
2. Skyhaven Airport – Lakes Region Environmental – Annual Fuel System Inspection
3. Pease Golf Course – DAF Services, Inc. - Golf Course Irrigation Pump

B. Approvals:

1. Vehicle Replacement – Change Order (**Ferrini**)

XI. Signs:

A. Report *:

1. Loftware - 249 Corporate Drive
2. Hubbell – 30 New Hampshire Avenue

XII. Executive Director:

A. Reports:

1. Golf Course Operations *
2. Airport Operations *
 - a) Portsmouth International Airport at Pease (PSM)
 - b) Skyhaven Airport (DAW)
 - c) Noise Line Report
 - (i) March 2023 *

XIII. Division of Ports and Harbors:

A. Reports:

1. Commercial Mooring Transfer – Moge to Felch, III *
2. Commercial Mooring for Hire Applications *
3. Commercial Mooring Transfer – Reid to Berghahn *

B. Approval:

1. Northern Tide Yacht Charters LLC – Right of Entry – Hampton Harbor *
(Levesque)

XIV. New Business:

XV. Special Event:

A. Report *:

1. 26th Annual Cisco Brewers Portsmouth 5K Road Race scheduled for May 28, 2023

XVI. Upcoming Meetings:

Capital Improvement and
Land Planning Committee
Board of Directors

May 2, 2023 @ 2:00 p.m.
May 18, 2023 @ 8:30 a.m.


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

XVII. Directors' Comments:

XVIII. Adjournment:

XIX. Press Questions:

XX. Consultation with Counsel (RSA 91-A:2, I(b))

- * Related Materials Attached
- ** Related Materials Previously Sent
- *** Related Materials will be provided under separate cover
- + Materials to be distributed at Board Meeting
-  Confidential Materials

MOTION

Director Lamson:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on March 16, 2023.

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

Thursday, March 16, 2023

Presiding: Neil Levesque, Vice Chair
Present: Thomas G. Ferrini, Treasurer; Steve Fournier; Margaret F. Lamson; Susan B. Parker; and Karen Conard
Absent: Stephen M. Duprey, Chairman
Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director / General Counsel; Michael R. Mates, Director of Engineering; Suzy Anzalone, Finance Director; Geno Marconi, Division of Ports and Harbors ("DPH") Director; Grant Nichols, Asst. Director of DPH; Scott DeVito, Pease Golf Course General Manager; Greg Siegenthaler, IT Director; Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance; Chasen Congreves, Director of Operations and Raeline A. O'Neil, Executive Administrative Assistant

I. Call to Order / Roll Call:

Vice Chairman Levesque ("Levesque") stated all Board members were in attendance; the meeting commenced at **8:30 a.m.**

Levesque welcomed Director Conard ("Conard") to the Board who is the City of Portsmouth City Manager and its new representative.

Levesque also acknowledged Phil Winslow who was in the audience as his term on the Rye Select Board terminates on Friday, March 24th; thanked him for his years of service to Rye.

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of January 19, 2023:

Director Lamson moved the motion and Director Ferrini seconded to approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, January 19, 2023.

Discussion: Conard abstained as she was not present for the meeting.

Disposition: Resolved by unanimous vote for; motion carried.

III. Public Comment:

Brad Cook ("Cook") – Vice Chair of the Port Advisory Council – Stated he reviewed the first preliminary draft report in the packet regarding Rye Harbor which was prepared by Division of Ports and Harbors ("DPH") Assistant Director Nichols ("Nichols"). Cook prepared a three page document regarding his comments on this report. Further he indicated he prepared a timeline pertaining to the eight (8) shacks, access and the problems which accompany them.

Nate Hanscom ("Hanscom") – Rye Harbor Lobster Pound ("RHLP") – Hanscom understands there will be many changes at Rye Harbor. Hanscom stated the business opened in 1998 and in 2016 he purchased a shack from John Savage to expand the business; in 2017 he was granted a concession

agreement. In 2020, COVID hit and his business was strictly takeout so permitted to open; inundated with customers. In 2021, the concession license was not renewed. RHLP informed the public, a petition commenced which was brought to the attention of the Governor who provided a waiver for the 2021 season. In 2021 (sic 2022), PDA granted a waiver with stipulations such as connection to a new water line rather than using water from Rye Harbor facility.

Levesque indicated he wanted to keep public comment to three minutes and a lot of the members of the Board, with one exception, knew the history and Hanscom need not recap; if Hascom wanted to speak to what was in the Board packet he could discuss that.

Hanscom spoke of substantial business losses last year and going forward wanted to make sure RHLP could renew its concession license and clear up the matters that are troublesome in the report.

Levesque indicated there would be discussion regarding the Rye Harbor report later during the meeting.

IV. Consent Agenda Items:

Levesque polled the Board to see if any of the items contained within the consent agenda should be pulled for a separate vote; no requests were made.

A. Consent Agenda Approvals:

Director Ferrini moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors hereby moves that item numbers (1 through 5) from the consent agenda list below be approved as a single consent agenda item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.

1. New England Aerobatic – Right of Entry – Skyhaven Airport
2. Electric Scissor Lift – Pease International Airport Terminal
3. Bills for Legal Services
4. 75 New Hampshire LLC - Lease Amendment 5
5. Lonza Biologics, Inc. – 101 International Drive – Café Expansion – Soil

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

V. Committees:

A. Report:

1. Golf Committee

Director Fournier (“Founier”) indicated the Committee met on Monday and discussions held regarding Water Filling stations as replacement of the water buckets, issuance of an RFP for an expanded events center to replace the tent area and extension of the Grill 28 concession contract.

VI. Old Business:

VII. Finance:

A. Executive Summary

Director of Finance, Suzy Anzalone (“Anzalone”), indicated PDA’s revenue and expenses have been trending favorably over the last seven months and does not anticipate any upcoming challenges to the budget. Anzalone stated she highlighted some areas that impacted the P & L statement on a year-to-date (“YTD”) basis and there are no significant issues with any of the business units. The strong cash flow will assist PDA as it moves forward with the 2024 Capital Budget which will be presented at the next Board meeting. The YTD capital expenditures indicate continued work on the capital projects that had been identified in last year.

Anzalone indicated it is anticipated over the next nine month period that there will be cash inflows and outflows which is differentiated by approximately -\$1.7 million. Anzalone informed the Board that PDA has been awarded the FAA grant in the amount of \$7 million for the Arrivals Hall project. Therefore, PDA will review some of the capital projects which had been moved out due to the grant received for the Arrivals Hall project.

Director Lamson (“Lamson”) asked of the wildlife control expenses; Anzalone indicated the wildlife expenses are budgeted evenly over the year and while a large bill was received in January, anticipates it will even out going forward.

Director Parker (“Parker”) congratulated PDA on the receipt of the FAA grant, but asked if there was any match which was also required with the grant. Executive Director Brean (“Brean”) affirmed. Brean further indicated the grant funding is FAA funding 95%; PDA funding 2.5% and State of NH DOT/Aeronautics funding 2.5%.

Anzalone stated the future cash flow will be updated once the capital budget is finalized and will look at the impact of capital projects over the next nine months, which can be modified so that PDA maintains a strong cash balance.

B. Reports:

1. **FY2023 Financial Report for the Seven Month Period Ending January 31, 2023**
2. **Cash Flow Projections for the Nine Month Period Ending November 30, 2023**

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

A. Report:

1. **165 Arboretum, LLC – Right of Entry – 165 Arboretum Drive**
2. **Environmental Chemical Corporation – Demolition of Structure on Site 22**
3. **Arboretum Drive Group LLC – Right of Entry – Arboretum Drive**
4. **Jalbert Leasing, Inc. d/b/a C&J Bus Lines – Right of Entry – Hampton Street**

In accordance with the “Delegation to Executive Director: Consent, Approval and Execution of License Agreements,” PDA entered into the following Right-of-Entry:

1. Name: 165 Arboretum LLC
License: Right of Entry
Location: 165 Arboretum Drive
Purpose: For site inspection purposes

- Term: January 15, 2023 through April 15, 2023
2. Name: Environmental Chemical Corporation
License: Letter
Location: Access to PSM Airfield
Purpose: For demolition of structure at Site 22
Term: January 15, 2023 through April 15, 2023
 3. Name: Arboretum Drive Group LLC
License: Right of Entry
Location: Along Arboretum Drive
Purpose: For site inspection purposes
Term: February 15, 2023 through June 30, 2023
 4. Name: Jalbert Leasing, Inc. d/b/a C&J Bus Lines
License: Right of Entry
Location: Hampton Street
Purpose: For purposes of parking C&J customer vehicles on a valet basis only
Term: February 21, 2023 through August 7, 2023

Director Fournier was consulted and granted his consent regarding these Rights of Entry.

Lamson asked about the 165 Arboretum LLC ROE and its location on Arboretum Drive; Brean affirmed it would be on the left hand side going down Arboretum towards the circle and would be in the area across from the City of Portsmouth's water tower.

Parker asked why 165 Arboretum LLC ROE dated January 6, 2023 was not seen earlier. Brean indicated a separate ROE was previously provided and this was provided to allow additional time. Deputy Director / General Counsel Anthony Blenkinsop ("Blenkinsop") stated there was a request to have access to an old Air Force building on the premises as 165's site redevelopment would include tearing the building down. The ROE was not received timely for the inclusion in the packet for the January meeting.

IX. Leases:

A. Report:

1. **Sublease between 30 International Drive, L.L.C. and Lisa Happ Coaching – 30 International Drive (Suite #105B)**
2. **Sublease between Seacoast Newspapers, Inc. and Optima Dermatology Partners, LLC (1st Floor)**
3. **Sublease between Seacoast Newspapers, Inc. and Optima Dermatology Partners, LLC (2nd Floor)**

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

1. Tenant: Lisa Happ Coaching
Space: 30 International Drive (Suite #105B)
Use: Professional Offices and related uses

- Term: Two (2) years commencing February 1, 2023.
2. Tenant: Optima Dermatology Partners, LLC (1st Floor)
 Space: 111 New Hampshire Avenue
 Use: Pathology laboratory and general business office space and related uses
 Term: Five (5) years commencing June 1, 2023 and terminating on May 31, 2028.
3. Tenant: Optima Dermatology Partners, LLC (2nd Floor)
 Space: 111 New Hampshire Avenue
 Use: General Office Space and related uses
 Term: Four (4) years commencing July 1, 2023 and terminating on June 30, 2027.

The Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements also requires the consent of one member of the PDA Board of Directors. In these instances, Director Lamson was consulted and granted her consent.

Lamson asked of the engineering companies utilized by PDA. Brean stated PDA has three (3) aviation engineers on call: Hoyle Tanner; McFarland Johnson; and Jacobs (Skyhaven and AIP equipment funding projects); as well as Ransom (on-call environmental engineering). Lamson indicated Hoyle Tanner has done work for Pease for a long time and has been around since the Bechtel study. Brean stated PDA does RFPs for its professional engineering services; Hoyle Tanner is one of the strongest aviation engineering firms in the Granite State.

X. Contracts:

A. Report:

1. **Honeywell International, Inc. - TSA Door Access Upgrade**
2. **Honeywell International, Inc. – Pro Watch Access System / Overhead Door Monitoring – Portsmouth International Airport at Pease**
3. **TEC Solutions Concepts Inc. – Replacement Locks / Cyber Keys – Pease Golf Course**
4. **Ice Machine – Pease Golf Course**
5. **Minuteman Security Technologies, Inc.” dba “Minuteman Security & Life Safety” – Fire alarm & Sprinkler Maintenance System Services – Exercise of Last Option**

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

1. Project Name: Honeywell International Inc.
 Board Authority: Director Conard
 Summary: TSA Access Door Upgrade
 Cost: \$6,163.00
2. Project Name: Honeywell International Inc.
 Board Authority: Director Ferrini
 Summary: Pro Watch Access System / Overhead Door Monitoring – Portsmouth International Airport at Pease
 Cost: \$4,342.00

3. Project Name: TEC Solutions Concepts Inc.
Board Authority: Director Fournier
Summary: Replacement Locks / Cyber Key System Upgrade
Cost: \$5,566.00
4. Project Name: Burkett Restaurant Equipment
Board Authority: Director Fournier
Summary: Ice Machine at Pease Golf Course
Cost: \$9,306.00
5. Project Name: Minuteman Security Technologies, Inc. dba "Minuteman Security & Life Safety" fka Norris Inc.
Summary: Fire Alarm & Sprinkler Maintenance System Services – Exercise of Last One Year Option

B. Approvals:

1. Public Relations / Marketing Services

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to negotiate and finalize a contract for Public Relations and Marketing services with Tiffany Eddy & Associates; all in accordance with the memorandum of Executive Director Paul E. Brean, Executive, dated March 9, 2023.

Discussion: Lamson and Levesque spoke to Ms. Eddy's previous employment at WMUR.

Disposition: Resolved by unanimous vote for; motion carried.

2. AIP Grant for Snow Removal Equipment – Change Order – Portsmouth International Airport

Director Conard moved the motion and Director Parker seconded that the Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to take the following action in regards to AIP 3-33-0016-069-2021, Purchase of Snow Removal Equipment ("SRE"):

- (1) accept the change order for M-B Companies Inc. for the production of a truck chassis at the M-B facility to the same specifications and price as the 2022 M-B Plow Truck;
- (2) cancel the awarded contract with International Truck for the construction of a heavy truck chassis due to its inability to produce the equipment in a timely manner;
- (3) approve the expenditure of PDA Capital Improvement Project funds in an amount not to exceed \$150,000 to cover the differential cost associated with production of the heavy truck chassis; and
- (4) execute any and all documents necessary to receive the grant funds and procure the SRE as described.

All in accordance with the memorandum from Andrew B. Pomeroy, Director of Aviation Planning and Regulatory Compliance, dated February 27, 2023.

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

C. Ratification:

1. Long Term Disability Insurance, Short Term Disability Insurance, and Life and Accidental Death and Dismemberment Insurance

Director Parker moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors hereby ratifies and approves entry into an agreement with Standard Insurance Company for continued Long Term Disability Insurance Coverage and Life and Accidental Death and Dismemberment Insurance coverage; all in accordance with the memorandum of Suzy Anzalone, Finance Director, and Tanya Coppeta Human Relations Manager, dated March 7, 2023.

Discussion: Parker asked if this would be a short term agreement; Brean affirmed and further stated PDA is collaborating with the State for a better rate. Brean also indicated this is a pro-rated price and agreement can be terminated within the twelve months.

Disposition: Resolved by unanimous vote for; motion carried.

XI. Signs:

XII. Executive Director:

A. Reports:

1. Golf Course Operations

Scott DeVito (“DeVito”) Pease Golf Course (“PGC”) General Manager indicated there are fifteen (15) spots available for Junior students or mid-week passes left. There were twenty-five (25) people on the waiting list for mid-week passes and some opted not to take them. There are still ten (10) people on the waiting list for full week as that is capped; anticipate some of those will get in during the season. There are over 5,000 tournament rounds pre-booked, sixty (60) events during the season and all seven (7) leagues have returned in 2023.

DeVito followed up on a question Parker posed at the January meeting regarding simulator revenues. Revenues were tracked in the month of February indicating a little over \$18,000 in food / beverage sales by simulator customers and another \$23,000 in function sales through use of that room.

Fournier asked the comparison of tournaments from 2022 to 2023; DeVito indicated the demand is through the roof. DeVito indicated he does not believe there is availability to block off another date for large shotgun event, but can still schedule smaller groups for tee times.

DeVito indicated weather permitting, hoping to get some of the golf course open by March 31st.

2. Airport Operations

a) Portsmouth International Airport at Pease (PSM)

Brean stated PSM is only two months into the year and it has met its FAA obligation of 10,000 passenger enplanements in order to keep PSM in the airport improvement program, allowing \$1.3 million in annual funding. Also, scheduled enplanements are outpacing the charter enplanements; previously it used to be a 50/50 split between troop and Allegiant activity (good for revenue streams). Additionally, seeing the same numbers from 2021, as Allegiant has the same passengers with twelve less trips. This equates to Allegiant's capacity being dialed in, understands the Portsmouth market, and change in the Airbus utilized.

Parking revenue and fuel sales were strong in January and February, with fuel flowage during this same time period just under 2 million gallons sold. Brean stated PSM is a heavy general aviation field and compared to Hyannis which does approximately 1 million a year in fuel sales.

Brean commended staff for their hard work and diligence to get the Arrivals Hall bid shovel ready regarding the \$7 million grant. Brean stated there were ten times the number of applicants who applied for this grant. Further he thanked the state's Congressional delegation and Governor Sununu for supporting the improvement to the domestic baggage claim and arrivals area.

- b) Skyhaven Airport (DAW)
- c) Noise Line Report
 - (i) January and February, 2023

Brean indicated the noise complaints over the last couple of months were related to military movements. In January there was one inquiry which was as a result of military C130 which is a heavy 4 engine turbo prop aircraft doing touch and goes for technical training purposes. In February there were four noise inquires due to activity from F35s. The US F35s utilized PSM as a diversion due to weather, and Italian Air Force F35s, along with a 767 fueling tanker, utilized PSM for a training mission.

3. PDA Committee List - Update

Brean stated the Board received an updated PDA Committee list due to the City of Portsmouth's new appointment of Director Conard. The list of various committee assignments was read into the record.

B. Approval:

1. Unitil - Granite State Gas Transmission – Ball Fields - Wetlands Application

Director Parker moved the motion and Director Conard seconded that **the Pease Development Authority ("PDA") Board of Directors hereby approves of the submission by Unitil of a Utility Maintenance Statutory Permit-By-Notification application to NHDES to facilitate the planned pipeline improvements at the Ball Field Launcher and Receiver site; all in accordance with the memorandum of Michael R. Mates, Director of Engineering, dated March 9, 2023.**

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

XI. Division of Ports and Harbors:

Reports:

1. Port Committee Meeting Minutes of August 11, 2022

Director of the Division of Ports and Harbors Geno Marconi (“Marconi”) informed the Board they had the minutes of the Port Committee Meeting of August 11, 2022 as a means to keep the Board aware of the Port Committee’s activity.

2. Port Advisory Council Meeting Minutes of December 14, 2022

The Board had the minutes of the Port Advisory Council (“PAC”) meeting of December 14, 2022 as a means to keep the Board aware of the Council’s activity and would be happy to answer any questions.

3. Port Advisory Council Meeting Minutes of January 11, 2023

The Board had the minutes of the Port Advisory Council (“PAC”) meeting of January 11, 2023 as a means to keep the Board aware of the Council’s activity and would be happy to answer any questions.

- 4. Commercial Mooring Transfer – Smith to Wilson**
- 5. Commercial Mooring Transfer – Lentz to Comosa**
- 6. Commercial Mooring Transfer – Love to Herrick**
- 7. Commercial Mooring Transfer – Hewlett, Jr. to Leary**

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

8. Rye Harbor Marine Facility Report

Marconi indicated the report was prepared by Assistant Director of Ports and Harbors Grant Nichols (“Nichols”) and he deferring any questions to Nichols on the report.

9. Draft Right of Entry and Concession Agreements for Rye Harbor Marine Facility and Hampton Harbor Marine Facility

Marconi indicated the draft Right of Entry (“ROE”) and Concession Agreements (“CA”) were prepared for the Board’s review and consideration.

B. Approval:

1. Initial Proposed Pda 600, State Owned Commercial Piers & Facilities – Administrative Rules

Director Ferrini moved the motion and Director Lamson seconded that the Pease Development Board of Directors hereby approves the Initial Proposed Administrative Rules Pda 600, State Owned Commercial Piers & Facilities, attached hereto, for re-adoption with amendments.

Further, the Board authorizes the Director of the Division of Ports and Harbors to take any necessary or recommended action in furtherance of this matter; all in accordance with the Memorandum of Geno Marconi, Director of the Division of Ports and Harbors, dated February 21, 2023.

Discussion: Ferrini indicated this is a significant piece of work. Appreciated the effort that had been put into the document to make this more appropriate for the DPH operation.

Ferrini stated this is significant (seems to be talking about the Rye Harbor Report) and the Board may have additional questions; looks forward to reviewing Brad Cook's comments / material provided earlier in the meeting. Ferrini had a question for Nichols, after reading through the report (mooring and docking procedures, permitting etc.) which appears to be sensible procedures. Ferrini asked if there were a procedure for the Commission, Warrants, Grants, for those who operates the shacks and how does it work? How does someone get a right to operate a business there? Understands the commercial versus recreation permits, and asked of a procedure on how those businesses become. Marconi stated when DPH merged administratively with PDA, the statute was clear on what part of its operation was governed under RSA 541 (Code of Administrative Rules). However, the land use parts of what DPH does was put in under the direction of the PDA Board of Directors, so the shacks would go under the purview of the Board. This is also true for the leases held (i.e.; salt companies, Isles of Shoals Steamship Co., etc.) that utilize the port terminal. Ferrini asks of a waiting list of shack owners or is this ad hoc; asked if this were a procedure for consideration going forward. Ferrini continued discussing the Rye Harbor report. Ferrini asked if this could be left on as an agenda item and he will be voting to approve but it is important for the Board to fully understand.

Parker asked if this were related to a larger organization issue of succession planning inside the organization, seems like this fits into that role in a larger picture.

Brean indicated the intent was to provide the Board with a draft study of Rye Harbor, as well as draft examples of what new ROE and CA may look like. COVID challenged the facilities and staff wants to move to long term improvements without disrupting the existing ones, the draft ROE and CA proposed allows DPH to manage better. Brean agreed with Ferrini's discussion points and that this may be put out much like the State parks do, due to the demand for this type of property and so things are done on a fair and consistent basis.

Deputy Director / General Counsel Anthony Blenkinsop ("Blenkinsop") stated for clarity that a motion was made on the Pda 600 rules which was seconded; the discussion has been on the report and draft agreements (Rye Harbor and draft ROE & CA).

Levesque indicated there is a motion on the table which will be voted on, but Directors can discuss what they want to. Blenkinsop agreed but wanted to make sure the Board understood the Pda 600 rules does not contain the ROE & CA documentation, they are separate matters. Blenkinsop indicated in terms of Ferrini's comments, staff provided draft ROE and CA to recognize that the current ROEs expire in June of 2023. This is to provide the current ROE holders an understanding, over the course of the next month, what the situation will be for the upcoming season. Draft ROE and CA have been prepared to run through the 2023 and 2024 season, expiring two years out. This was done to provide an understanding on how these ROE and CA would be awarded allowing for discussion and debate by the Board in greater detail. By the Spring of 2025, procedures may change and/or how they may be awarded may change based on Board review. This is being done so the existing group of ROE and CA holders may decide whether or not they want agreements to be brought forward at either the April or May meetings.

Ferrini indicated what Blenkinsop stated made sense and it was simply an analogy when seeing the draft agreements. It is necessary that the Board have time to deal with this as an organization.

Lamson indicated the recommended changes to the administrative rules are appropriate.

Marconi indicated this has been a group effort and everyone over time keeps track of necessary modifications so DPH can carry out its mission successfully. This is just one of the steps in the process as the rules go before many bodies for review, consideration and public hearing prior to coming back to the Board for final adoption.

Levesque indicated the motion is on the table which has been seconded on the Pda 600 Administrative Rules.

Disposition: Resolved by unanimous vote for; motion carried.

Levesque thanked DPH for the report on Rye Harbor as it sets a record.

2. Curtis Marine Service, LLC – Right of Entry – Hampton Harbor Marine Facility

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with Curtis Marine Service, LLC. of 21 Mitchell Road Ipswich, MA, to provide boat hauling and launching services at the Hampton Harbor Marine Facility from April 1, 2023 through March 31, 2024 with two (2) one (1) year options to extend subject to the recommendation of the Division Director and the approval of the Executive Director; all in accordance with the memorandum of Geno J. Marconi, Director of the Division of Ports and Harbors, dated February 21, 2023.

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

XIV. New Business:

XV. Special Event:

A. Report:

1. Millennium Running - St. Patty's 5k/10k Road Race held on March 11, 2023

Brean stated Millennium Running in coordination with the City of Portsmouth Police Department, held a successful race. Pease is a great location to hold road races as it gets the congestion out of downtown Portsmouth.

Conard indicated that PDA Director of Operations Chasen Congreves (“Congreves”) has been very helpful with the coordination of the road races. Congreves participates in the organizational meetings held prior to the approval / running of races so logistics are worked out and races run smoothly.

XVI. Upcoming Meetings:

Port Committee	April 6, 2023 @ 8:00 a.m.
Audit Committee	April 17, 2023 @ 8:30 a.m.
Board of Directors	April 20, 2023 @ 8:30 a.m.

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

XVII. Directors' Comments:

Ferrini indicated when PDA entertains a Conditional Use Permit application for wetlands (i.e.; Million Air), requests that any submittals of written materials for review by the Committee or Board be submitted one (1) week prior to the actual notice deadline.

Blenkinsop indicated historically what has been done regarding public hearings, individuals are provided the ability to submit written comments and materials up to the day before the proceeding. So if the desire is to advance that so there is more time in advance of the actual hearing date to have those materials submitted and distributed, this request is well within the purview of the Board.

Director Ferrini moved the motion and Director Fournier seconded that **all written materials be received a week prior to the normal submittal deadline.**

Discussion: Fournier agreed and further stated this should be a rule in general for any materials. Materials should not be handed the day of the meeting as it is not fair to the individual / entity submitting information as the Board would not have time to review, especially if there is something that would be required to act on that same day. Fournier indicated this should be a rule / practice for anything and not just for this [Million Air].

Lamson is in agreement and stated by receiving information the day of, makes it difficult to be informed.

Disposition: Resolved by unanimous vote for; motion carried.

XVIII. Adjournment:

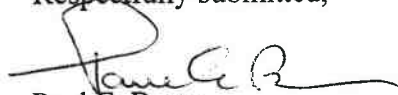
Director Lamson moved the motion and Director Ferrini seconded to adjourn the Board meeting. Meeting adjourned at 9:24 a.m.

XIX. Press Questions:

No comments from the press.

XX. Consultation with Counsel (RSA 91-A:2, I(b))

Respectfully submitted,



Paul E. Brean

Executive Director

P:\BOARDMTG MINUTES\2023\Bd Minutes 3-16-23.docx

MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby moves that item numbers _____ from the consent agenda list below be approved as a single consent agenda item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.

1. Legal Services * **(Ferrini)**
2. State Block Grant Application – Wildlife Fence Design – Skyhaven * **(Fournier)**
3. State Block Grant Application – Automobile Parking Lot Design – Skyhaven * **(Conard)**
4. Alliance Group, Inc. –55 International Drive – HVAC Upgrade * **(Parker)**
5. Alliance Group, Inc. – Pease Air Traffic Control Tower – HVAC Upgrade * **(Lamson)**
6. Portsmouth International Airport at Pease (PSM) Taxiway ‘A’ North Design * **(Levesque)**

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$22,498.00 for payment of legal services provided by Sheehan Phinney Bass & Green and Anderson Kreiger; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated April 5, 2023, attached hereto.

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Anthony I. Blenkinsop, Deputy Director / General Counsel *ATB*
Date: April 5, 2023
Re: Legal Services

Sheehan Phinney Bass & Green provided legal services to the Pease Development Authority ("PDA") in the months of December 2022 and January 2023 in a total amount of **\$18,763.00**, as follows:

February 1, 2023 – February 28, 2023	
(for Tradeport General Representation)	\$ 3,625.00
(for Permit Implementation)	\$12,383.00
(for Ports and Harbors)	\$ 348.00
(for Town of Greenland v. Town of Newington)	<u>\$ 2,407.00</u>
	\$18,763.00

Anderson Kreiger provided legal services to the PDA in the month of February 2023, in the amount of **\$3,735.00**.

This is request approval by the Board of Directors to authorize the Executive Director to expend funds for legal services rendered to Sheehan, Phinney, Bass & Green and Anderson Kreiger in a total amount of **\$22,498.00**

SHEEHAN PHINNEY BASS & GREEN PA
1000 ELM STREET
P.O. BOX 3701
MANCHESTER, NH 03105-3701

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Permit Implementation

CLIENT/CASE NO. 14713-19658
BILLING ATTORNEY: Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$12,383.00

TOTAL EXPENSES: \$0.00

TOTAL THIS BILL: \$12,383.00

BALANCE DUE: \$12,383.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

Please return this page with your remittance and please reference the client/case number on all related correspondence.

AMOUNT PAID... \$ _____

To pay by CREDIT CARD, please visit www.sheehan.com, scroll to the bottom and click " ClientPay " or contact our office directly.

SHEEHAN PHINNEY BASS & GREEN PA
1000 ELM STREET
P.O. BOX 3701
MANCHESTER, NH 03105-3701

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Division of Ports & Harbors

CLIENT/CASE NO. 14713-9621
BILLING ATTORNEY: Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$348.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$348.00

BALANCE DUE:	\$348.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

Please return this page with your remittance and please reference the client/case number on all related correspondence.

AMOUNT PAID... \$ _____

To pay by CREDIT CARD, please visit www.sheehan.com, scroll to the bottom and click " ClientPay " or contact our office directly.

SHEEHAN PHINNEY BASS & GREEN PA
1000 ELM STREET
P.O. BOX 3701
MANCHESTER, NH 03105-3701

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Town of Greenland v. Town of Newington

CLIENT/CASE NO. 14713-15497
BILLING ATTORNEY: Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$2,407.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$2,407.00

BALANCE DUE:	\$2,407.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

Please return this page with your remittance and please reference the client/case number on all related correspondence.

AMOUNT PAID... \$ _____

To pay by CREDIT CARD, please visit www.sheehan.com, scroll to the bottom and click " ClientPay " or contact our office directly.

SHEEHAN PHINNEY BASS & GREEN PA
1000 ELM STREET
P.O. BOX 3701
MANCHESTER, NH 03105-3701

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: General Representation - Trade Port

CLIENT/CASE NO. 14713-10167

BILLING ATTORNEY: Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$3,625.00

TOTAL EXPENSES: \$0.00

TOTAL THIS BILL: \$3,625.00

BALANCE DUE: \$3,625.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

Please return this page with your remittance and please reference the client/case number on all related correspondence.

AMOUNT PAID... \$ _____

To pay by CREDIT CARD, please visit www.sheehan.com, scroll to the bottom and click " ClientPay " or contact our office directly.

ANDERSON KREIGER

50 Milk Street, 21st Floor
Boston, MA 02109
(617) 621-6500
EIN: 04-2988950

March 21, 2023

Pease Development Authority
Anthony Blenkinsop, Deputy Director/General Counsel
55 International Drive
Portsmouth, NH 03801

Reference # 146131 / 1047-4136

In Reference To: Federal Regulatory Advice

Professional Services

Hours Amount

Attorney/Paralegal Summary

Name	Hours	Rate	Amount
David S. Mackey	0.10	620.00	62.00
Jennifer C Platt	8.30	450.00	3,735.00

Additional Charges

		Amount
02/07/2023	Tolls Jennifer C Platt	4.00
02/07/2023	Mileage Jennifer C Platt	56.99
Sub-total Expenses:		<u>\$60.99</u>

Total Current Billing:	<u>\$3,857.99</u>
Previous Balance Due:	\$6,609.00
Total Now Due:	<u>\$10,466.99</u>

MOTION

Director Fournier:

The Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to:

- (1) accept up to \$155,133 in AIP funding and accept up to \$8,618 from New Hampshire Department of Transportation in matching funds, for Skyhaven Wildlife Fence design;
- (2) expend PDA funds up to \$8,618;
- (3) append the Jacobs on-call Master Contract to include the work described and make appropriate payments; and
- (4) execute any and all documents necessary to receive funds, apply for permits and complete the design work as described.

All in accordance with the memorandum from Michael R. Mates, PE, Director of Engineering, dated April 1, 2023; attached hereto.

MEMORANDUM

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, Director of Engineering *MRM*
Date: April 1, 2023
Subject: State Block Grant Application for Wildlife Fence Design, Skyhaven

Last month, PDA submitted a grant application to NHDOT under the State Block Grant ("SBG") Program to design, permit, and bid approximately 5,600 feet of wildlife fence at Skyhaven Airport. In a report dated July 22, 2018, USDA recommended a fence to keep wildlife, particularly deer, off the airfield.

The work requested in the grant application includes preparing plans and specifications, and securing bids from contractors. The plan preparation, or design phase, will include wetland¹ and possibly alteration of terrain permitting from NHDES, and any necessary local reviews by the City of Rochester. The design phase also includes extensive data collection to obtain topographic survey, soils, archaeological, and wetland information, and grant administration tasks. Jacobs Engineering² has proposed a fee of \$161,370 for design phase services.

In total, project costs consist of:

Jacobs Engineering Costs	\$ 161,370.00
Permit Fees (estimated)	\$ 10,000.00
Bid Advertisement (estimated)	<u>\$ 1,000.00</u>
Total Project Amount	\$ 172,370.00

Under the terms of the anticipated grant, PDA would be responsible to cover 5% (\$8,618) of the total cost with FAA funding 90% (\$155,133) and NHDOT contributing 5%.

This project is for design only with the fence installation to be completed through a separate grant scheduled for Federal Fiscal Year 2025. The attached sketch shows the location of the proposed fence. Due to funding limits, the project will not provide fencing along the entire perimeter of the airfield. It will, however, protect a key area where encroachment by deer has occurred.

¹The area of wetland impact is not known at this time.

²Jacobs Engineering was selected for this project through a Qualifications Based Selection process.

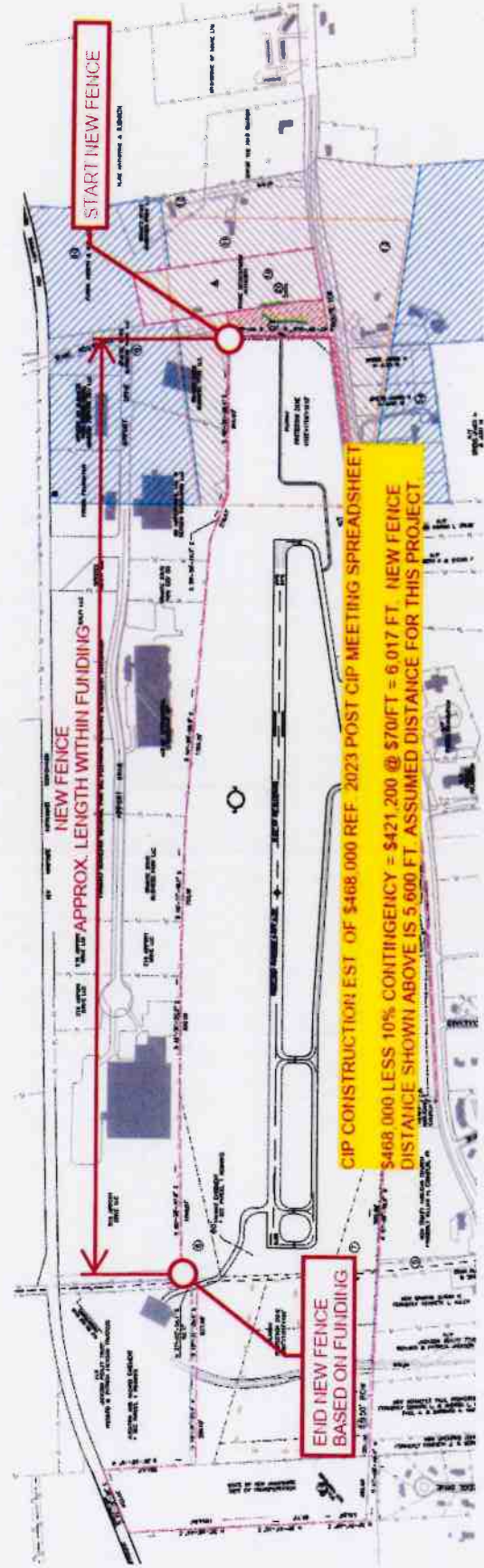
The funds requested are part of Skyhaven's non-primary entitlement allocation (not competitive funding) and we anticipate that a grant will be offered in mid- summer. In anticipation of a grant offer, please seek Board approval to:

1. Accept up to \$155,133 in AIP funding;
2. Accept up to \$8,618 in matching funds from NHDOT;
3. Spend up to \$8,618 of PDA funds;
4. Append the Jacobs on-call Master Contract to include the work described in this memo and make appropriate payments; and,
5. Execute any and all documents necessary to receive funds, apply for permits, and complete the design work as described.

Skyhaven Airport (DAW)

Install Perimeter/Wildlife Fencing Approx. 5,600 feet- Phase 1

(Design, Permitting & Bidding)



MOTION

Director Conard:

The Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to:

- (1) accept up to \$85,485 in AIP funding and up to \$4,750 from New Hampshire Department of Transportation in matching funds, for Skyhaven Parking Lot improvement design;
- (2) expend PDA funds up to \$4,750;
- (3) append the Jacobs on-call Master Contract to include the work described and make appropriate payments; and
- (4) execute any and all documents necessary to receive funds, apply for permits and complete the design work as described.

All in accordance with the memorandum from Michael R. Mates, PE, Director of Engineering, dated April 11, 2023; attached hereto.

MEMORANDUM

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, Director of Engineering *MRM*
Date: April 11, 2023
Subject: State Block Grant Application for Automobile Parking Lot Design, Skyhaven

Last month, PDA submitted a grant application to NHDOT under the State Block Grant ("SBG") Program to design, permit, and bid a project to reconstruct the automobile parking lot at Skyhaven Airport. As it exists, the parking lot has no defined ingress, egress, or traffic circulation areas, the pavement is deteriorated, and stormwater drains in the direction of the terminal (see attached).

The grant work includes preparing plans and specifications, any necessary coordination with City of Rochester boards, securing bids from contractors, and grant administration. Jacobs Engineering¹ has proposed a fee of \$91,984 for design phase services.

In total, project costs consist of:

Jacobs Engineering Costs	\$ 91,984
Permit Fees (estimated)	\$ 2,000
Bid Advertisement (estimated)	<u>\$ 1,000</u>
Total Project Amount	\$ 94,984

Under the terms of the anticipated grant, PDA would be responsible to cover 5% (\$4,750) of the total cost with FAA funding 90% (\$85,485) and NHDOT contributing 5%.

This project is for design only with the construction phase to be completed through a separate grant scheduled for next year.

The funds being requested are part of Skyhaven's Bipartisan Infrastructure Legislation ("BIL") allocation (not competitive funding) and we anticipate that a grant will be offered in mid-summer.

¹Jacobs Engineering was selected for this project through a Qualifications Based Selection process.

In anticipation of a grant offer, please seek Board approval to:

1. Accept up to \$85,485 in AIP funding;
2. Accept up to \$4,750 in matching funds from NHDOT;
3. Spend up to \$4,750 of PDA funds;
4. Append the Jacobs on-call Master Contract to include the work described in this memo and make appropriate payments; and,
5. Execute any and all documents necessary to receive funds, apply for permits, and complete the design work as described.

N:\ENGINEER\Board Memos\2023\DAW Auto Parking grant.docx



Exhibit Depicting Area of Parking Lot Reconstruction

DESIGNED BY: MRM DATE: 4/11/23 SCALE: 1"=100'

MOTION

Director Parker:

The Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to finalize and enter into a contract addendum with its on-call HVAC services provider, Alliance Group, Inc. (“Alliance”), for HVAC services at 55 International Drive, in an amount not to exceed \$130,000.00; all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated April 10, 2023.

Memorandum

To: Paul E. Brean, Executive Director *Peb*

From: Chasen Congreves, Director of Operations *CGC*

Date: 4/10/2023

Re: 55 International Drive, HVAC Upgrade

The Pease Development Authority (“PDA”) owns and maintains the building at 55 International Dr., Portsmouth, NH, which serves as the main offices of the PDA (“Building 55”). The Air Force constructed Building 55 in 1988 when the Pease Air Force Base was still operational. The building served as temporary Air Force lodging until the closure of the Air Force Base. The PDA took over ownership of Building 55 with the transfer of the closed base to the PDA.

Building 55 has not seen an upgrade to its Heat, Ventilation and Air Conditioning (HVAC) system since this transition. Certain parts of the system are no longer being manufactured and certain parts are beginning to fail, with only temporary measures enabling the entire HVAC system to remain operational. System upgrades such as HVAC controls and ventilation are due to be upgraded to ensure Building 55 can be properly and efficiently heated and cooled.

With the foregoing in mind, PDA engaged its contracted on-call HVAC firm, Alliance Group, Inc.¹, to inspect and configure an upgrade to the existing HVAC system at Building 55. Pursuant to the attached proposal, the cost for the upgrade to Building 55’s HVAC system is \$124,980.00. The PDA has reserved \$130,000.00 in the Capital Improvement Plan (CIP) for HVAC upgrades to Building 55.

At the April 20, 2023, PDA Board of Directors’ meeting, please request authority from the Board to amend PDA’s current on-call contract with Alliance Group, Inc. in order to upgrade the existing HVAC system at Building 55, as described herein, for a cost not to exceed \$130,000.00.

¹ Alliance Group, Inc. was selected through a competitive request for proposal process.

MOTION

Director Lamson:

The Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to finalize and enter into a contract addendum with its on-call HVAC services provider, Alliance Group, Inc. (“Alliance”), for HVAC services at the Pease Air Traffic Control Tower, in an amount not to exceed \$60,000.00; all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated April 10, 2023; attached hereto.

N:\RESOLVES\2023\HVAC services - Pease ATC Tower (4-20-23).docx

Memorandum

To: Paul E. Brean, Executive Director *PEB*

From: Chasen Congreves, Director of Operations *CC*

Date: 4/10/2023

Re: Air Traffic Control Tower HVAC Upgrade

The Pease Development Authority (“PDA”) owns and maintains the Air Traffic Control Tower (“ATCT”) at the Portsmouth International Airport at Pease (“PSM”). The Air Force constructed the ATCT in the 1970s when the Pease Air Force Base was operational and the ATCT has remained operational since.

The ATCT has not seen an upgrade to its Heat, Ventilation and Air Conditioning (HVAC) system since the transfer of the ATCT to the PDA. Certain parts of the system are no longer being manufactured and certain parts are beginning to fail, with only temporary measures enabling the entire HVAC system to remain operational. System upgrades such as HVAC controls and ventilation are due to be upgraded to ensure the ATCT can be properly and efficiently heated and cooled.

With the foregoing in mind, PDA engaged its contracted on-call HVAC firm, Alliance Group, Inc.¹, to inspect and configure an upgrade to the existing HVAC system at the ATCT. Pursuant to the attached proposal, the cost for the upgrade to the ATCT HVAC system is \$55,775.00. The PDA has reserved \$60,000.00 in the Capital Improvement Plan (CIP) for HVAC upgrades to the ATCT.

At the April 20, 2023, PDA Board of Directors’ meeting, please request authority from the Board to amend PDA’s current on-call contract with Alliance Group, Inc. in order to upgrade the existing HVAC system at the ATCT, as described herein, for a cost not to exceed \$60,000.00.

¹ Alliance Group, Inc. was selected through a competitive request for proposal process.

MOTION

Director Levesque:

The Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to:

- (1) accept up to \$416,430 in AIP funding and up to \$23,135 from New Hampshire Department of Transportation in matching funds, for Skyhaven Parking Lot improvement design;
- (2) expend PDA funds up to \$23,135;
- (3) append the Hoyle Tanner & Associates on-call contract to include the work described and make appropriate payments; and
- (4) execute any and all documents necessary to receive funds, apply for permits and complete the design work as described.

All in accordance with the memorandum from Michael R. Mates, PE, Director of Engineering, dated April 11, 2023; attached hereto.

MEMORANDUM

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, Director of Engineering *MRM*
Date: April 11, 2023
Subject: PSM Taxiway 'A' North Design

Earlier this month, PDA submitted a grant application to FAA through the Airport Improvement Program ("AIP") to design, permit, and bid the reconstruction of Taxiway ("TW") 'A' North. (See attached for project location) The pavements on this taxiway were last reconstructed in 1997 and are showing signs of distress.

Hoyle Tanner & Associates ("HTA")¹ submitted a scope and fee for the work required to reconstruct the taxiway. The work includes: data collection (geotechnical investigation, topographic survey, stormwater treatment test pits, soil surveys, wetlands investigation²); design plans and specifications (pavement, lighting, marking, drainage, erosion control, demolition, construction phasing); environmental permitting (NEPA, NPDES, AoT); bidding; and, grant administration. HTA's proposed fee for the work is \$461,700.00.

In total, project costs consist of:

HTA Costs	\$ 461,700.00
Bid Advertisement (estimated)	\$ <u>1,000.00</u>
Total Project Amount	\$ 462,700.00

Under the terms of the anticipated grant, PDA would be responsible to cover 5% (\$23,135) of the total cost with FAA funding 90% (\$416,430) and NHDOT contributing 5%.

The grant would account for only the design phase of the project with the construction phase to be completed through a separate grant scheduled for next year (FY 24). To meet this timeline, PDA must have bids in hand by early March 2024. Bids are needed to submit a grant application for the construction phase at this same time next year.

Based on experience, we estimate that the design grant and all associated approvals will be

¹Per prior approval of the PDA Board, and FAA guidelines, HTA is one of PDA's on-call airport engineers that provides engineering assistance on airport pavement replacement projects funded by the FAA.

²No wetlands impacts are expected.

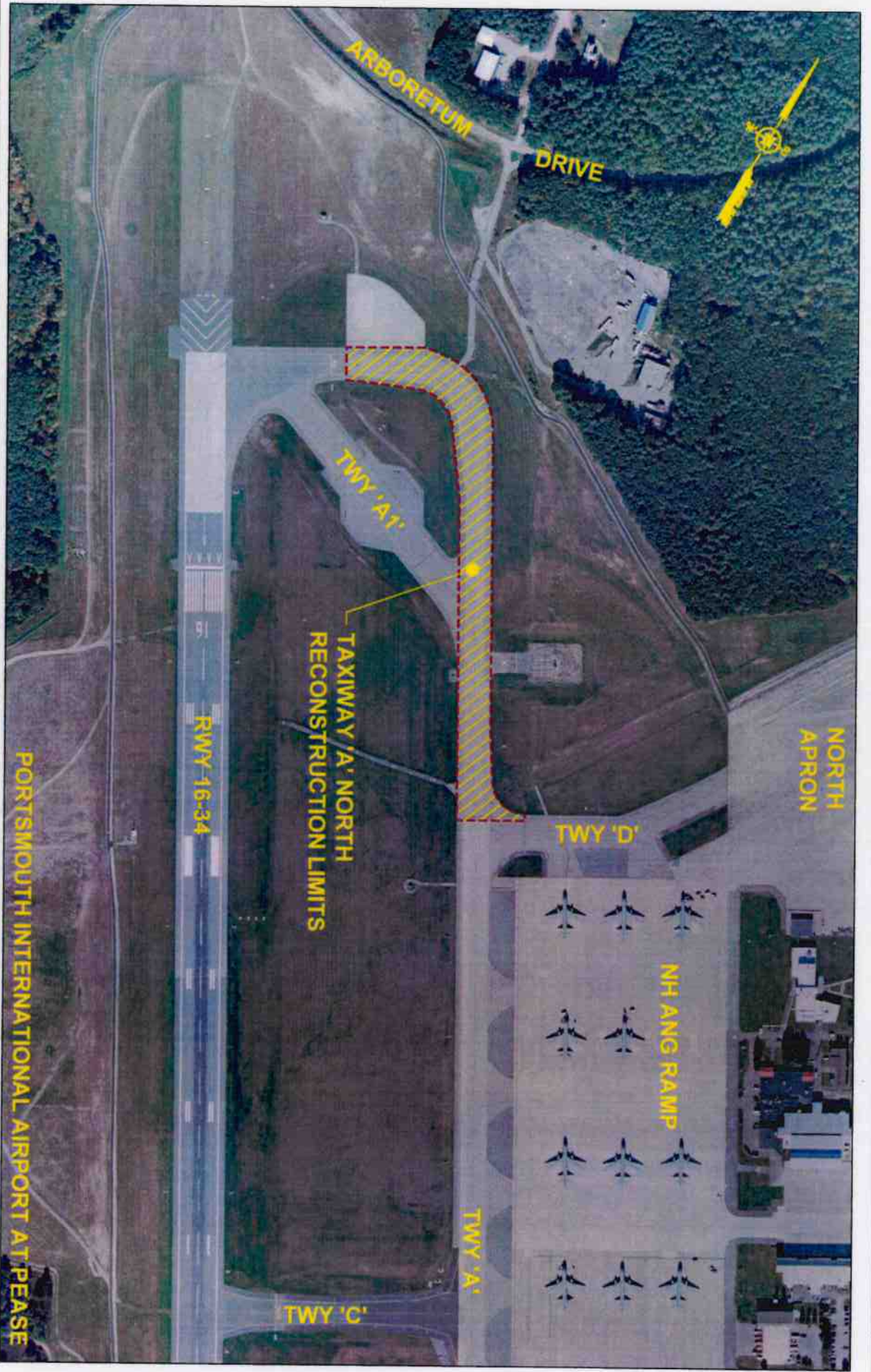
completed by late August or early September of this year, upon Governor & Council approval. It is at this point that PDA typically enters into agreements for grant-related work. However, in this case, following the typical timeframe will not allow sufficient time to finish the design and have bids by early March. Therefore, staff is proposing an alternative.

The money requested in the grant application is part of PSM's entitlement allocation. It is not competitive funding. While there is never an absolute guarantee on the award of federal grants, we have every reason to believe that this project will be funded this year. With this awareness, staff recommends that you seek Board approval to enter into the HTA TW 'A' North design contract prior to PDA's receipt of the grant offer. This will allow HTA sufficient time to complete bid documents, send out for review, and receive required approvals before advertising for bids early next year. PDA would front the costs and be reimbursed when the grant is in place.

Furthermore, the HTA agreement will be crafted to provide a \$150,000 cap on the amount invoiced prior to PDA's receipt of all grant related approvals. The cap would be tied to data collection, a portion of design to support permitting, and permitting tasks, as these three items are on the critical path timeline.

In anticipation of a grant offer, please seek Board approval to:

1. Accept up to \$416,430.00 in AIP funding;
2. Accept up to \$23,135.00 in matching funds from NHDOT;
3. Spend up to \$23,135.00 of PDA funds;
4. Append the Hoyle Tanner & Associates on-call contract to include the work described in this memo and make appropriate payments; and,
5. Execute any and all documents necessary to receive funds, apply for permits, and complete the design work as described.



RECONSTRUCT TAXIWAY 'A' NORTH - RECONSTRUCTION LIMITS

DESIGNED BY: MCR DATE: 04/03/2023 SCALE: 1"=500'

PEASE DEVELOPMENT AUTHORITY

55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

Engineering/Architectural Plans/Study is a north 2023 project subject for board meeting



PEASE DEVELOPMENT AUTHORITY
PORT COMMITTEE AGENDA

APRIL 6, 2023 8:30 AM

DIVISION OF PORTS AND HARBORS
PEASE DEVELOPMENT AUTHORITY BOARD ROOM
55 INTERNATIONAL DR.
PORTSMOUTH NH 03801

1. CALL TO ORDER
2. APPROVAL OF MINUTES OF THE FEBRUARY 9, 2023 MEETING
3. PUBLIC COMMENT
4. OLD BUSINESS
 - a. Update on Hampton Floats
 - b. Storm Damage Update
 - c. Update on Rights of Entry and Concession Agreements
 - d. Update on Rye Harbor Fuel System Replacement
5. PRESS QUESTIONS
6. ADJOURNMENT
7. CONSULTATION WITH COUNSEL (RSA 91-A:2, I (b))

PEASE DEVELOPMENT AUTHORITY
Monday, April 17, 2023

AUDIT COMMITTEE AGENDA

Time: 8:30 A.M. – Board Meeting Room
Place: 55 International Drive
Pease International Tradeport
Portsmouth, New Hampshire 03801

- I. Call to Order (*Ferrini*)
- II. Acceptance of Committee Meeting Minutes: April 18, 2022 *+ (*Conard*)
- III. Public Comment
- IV. Proposal for Auditing Services-Summary Evaluation and Recommendation * +
(*Duprey*)
- V. Next Meeting- October 16, 2023
- VI. Director's Comments
- VII. Adjournment
- VIII. Press Questions

* **Related Materials Attached**
+ **Proposed Motion**

PEASE DEVELOPMENT AUTHORITY
Monday April 17, 2023

FINANCE COMMITTEE AGENDA

Time: 9:00 A.M.
Place: 55 International Drive
Pease International Tradeport
Portsmouth, NH 03801

- I. Call to Order (*Ferrini*)
- II. Acceptance of Committee Meeting Minutes: November 14, 2022 * (*Lamson*)
- III. Public Comment
- IV. Reports
 1. Operating Results for the Eight Month Period Ending February 28, 2023 *
 2. Nine Month Cash Flow Projections through December 31, 2023 *
 3. Disbursement Register - January 1 through March 31, 2023 +
 4. FY 2023 - FY 2029 Capital Improvement Plan *
- V. Discussion: Business Banking Accounts Review
- VI. Next Committee Meeting - June 12, 2023
- VII. Director's Comments
- VIII. Adjournment
- IX. Press Questions

* Related Materials Attached
+ Confidential Materials

MOTION

Director Fournier:

The Pease Development Authority (“PDA”) Board of Directors hereby approves of extensions to certain timeframes for the review of the site and subdivision application pertaining to a proposed development at 53 Exeter Street by Pease Aviation Partners, LLC (d/b/a Million Air), as follows:

- Extend the deadline for review of the Site Review Application by the Board of Directors at a public hearing to June 30, 2023; and
- Extend the deadline for review of the Subdivision Application by the Board of Directors at a public hearing to June 30, 2023; and
- Extend the deadline for completion of the site review process by the Board of Directors to June 30, 2023; and
- Extend the deadline for completion of the subdivision process by the Board of Directors to June 30, 2023, per 503.02(h) of the PDA Land Use Controls.

All in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated April 11, 2023, attached hereto.

N:\RESOLVES\2023\Pease Aviation Partners (MillionAir) 53 Exeter Street - Extension of TRC meeting 4-20-2023.docx

MEMORANDUM

To: Paul E. Brean, Executive Director *pas*

From: Michael R. Mates, P.E., Director of Engineering *MRM*

Date: April 11, 2023

Subject: Pease Aviation Partners Site Review and Subdivision Applications

In February, Pease Aviation Partners, LLC ("PAP") dba Million Air, received a recommendation for approval from the PDA Technical Review Committee ("TRC") for site review and subdivision applications for property at 53 Exeter Street, where it is proposing development of a fixed base operator facility at Portsmouth International Airport at Pease. Since that time, PAP has submitted its Conditional Use Permit ("CUP") Application for the review of wetland buffer¹ impacts and a third party review of that application has been conducted by GM2. Hoyle, Tanner & Associates ("HTA") has since updated its plans in response to the third party review and staff referred the CUP application to the Capital Improvement and Land Planning Committee ("CILPC") on April 10th. The CILPC plans to meet on May 2, where it will make a recommendation to the PDA Planning Board to postpone, approve, approve with conditions, or deny the CUP application. After the CILPC makes its recommendation, the expectation is that all of the applications will proceed to the PDA Board of Directors acting as a Planning Board, likely in June.

The PDA Land Use Controls lay out certain deadlines for the Site Review and Subdivision processes designed to ensure applicants that their land use applications move forward in a timely manner. In this case, given the need to provide sufficient time for the land use review process to take place, the completion of the site review and subdivision applications is not realistic within the deadlines specified in the Land Use Controls, as set forth below.

Part 404.01(i) of the Site Plan Review Regulations and Part 503.02(h) of the Subdivision Regulations requires the Board of Directors to review site review and subdivision applications at a public hearing within 30 days of the completion of the technical review and recommendation process. As described above, PAP will need to proceed through the CUP process for the project's proposed wetland buffer impacts before proceeding to the Board of Directors acting as a Planning Board. In this case, the 30 day deadline does not provide sufficient time for the Conditional Use Permitting process to play out. Part 403.03(a) of the Site Plan Review Regulations and Part 505.04(a)(1) of the Subdivision Regulations allow the Board to waive these deadlines when strict conformity would pose an unnecessary hardship on the applicant. Here, given the need to permit the CUP process to play out before proceeding to the full Board, strict conformance to the deadline would pose an unnecessary hardship on PAP.

¹Wetland impacts are handled through the NHDES wetland permitting process. PAP received its wetland permit in 2022.

In December 2022, the PDA Board approved a sixty day extension of these deadlines to May 10, 2023. Staff would recommend further extending these deadlines to June 30, 2023.

In addition, Part 404.01(i) of the Site Plan Regulations requires the Board to approve or deny a site plan application within 90 days of the submission of a complete application. Here, the Building Inspector deemed the Site Review Application complete on November 15, 2022, setting the 90 day deadline at February 13, 2023. In January 2023, the Board of Directors approved a ninety day extension of this deadline to May 14, 2023. As this deadline is approaching, it is clear the land use process needs additional time to play out. Given the need to provide sufficient time, a vote on the site review application is not realistic within the deadlines specified in the Land Use Controls. As such, staff would recommend extending this deadline to June 30, 2023 in accordance with this section of the PDA Land Use Controls.

Finally, Part 503.02(h) of the Subdivision Regulations requires the Board of Directors to approve or deny a subdivision application within 60 days of the completion of the technical review and recommendation process. As described above, the Conditional Use Permitting process will delay this action. In December 2022, the PDA Board approved a sixty day extension of this deadline to June 9, 2023. Staff would recommend further extending this deadline to June 30, 2023 per Part 503.02(h) of the PDA Land Use Controls. The Board may, in its discretion, grant an extension of time consented to by the applicant. In this case, it is expected that the extension of this deadline is appropriate and PAP consents to such an extension.

At the PDA Board meeting on April 20, 2023, please ask the Board to:

- Extend the deadline for review of the Site Review Application by the Board of Directors at a public hearing to June 30, 2023, or otherwise waive the deadline per 403.03(a) of the PDA Land Use Controls; and
- Extend the deadline for review of the Subdivision Application by the Board of Directors at a public hearing to June 30, 2023, or otherwise waive the deadline per 505.04(a)(1) of the PDA Land Use Controls; and
- Extend the deadline for completion of the site review process by the Board of Directors June 30, 2023, or otherwise waive the deadline per 404.01(i) of the PDA Land Use Controls; and
- Extend the deadline for completion of the subdivision process by the Board of Directors to June 30, 2023 per 503.02(h) of the PDA Land Use Controls.

MOTION

Director Parker:

The Pease Development Authority ("PDA") Board of Directors approves the revised concept plan for the proposed development at 231 Corporate Drive and waives the requirement for a sidewalk along the parcel frontage; all in accordance with the memorandum of Michael R. Mates, Director of Engineering, dated April 11, 2023, attached hereto.

N:\RESOLVES\2023\231 Corporate Dr - Waive Sidewalk (frontage) & Revised Concept Approval (4-20-23).docx

MEMORANDUM

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E. *MRM*
Date: April 11, 2023
Subject: 231 Corporate Drive – Ethos Veterinary Health Concept Approval

In October of 2022, 231 Corporate Drive, LLC, a Kane Company affiliate and PDA's tenant at that address received concept approval for a building addition and site improvements for a new Veterinary office for *Port City Veterinary Referral Hospital or Ethos Veterinary Health ("Ethos")*, an organization that provides advanced and emergency medical care for pets.

At that time, no variances or waivers were requested for the proposed project. Since that time one waiver was identified that requires Board of Directors approval before the applicant may proceed through the City of Portsmouth site review process.

The applicant is requesting relief from Part 405.02(j)(2) which requires "sidewalks ...be provided in the public right of way along the entire parcel frontage." In this case, there are no sidewalks to the north or south of the site to connect to if a new sidewalk were to be constructed. In addition, there is an existing sidewalk from the building to the street and a crosswalk to the west side of Corporate Drive where there is an existing sidewalk that runs north and south along Corporate Drive. As such, the construction of a sidewalk along the frontage on this site is somewhat redundant and unnecessary. Part 403.03(a) provides that "the Board may waive any portion of these regulations for site plan review and approval when in its opinion, strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of these regulations." It is staffs belief that the requirement for a sidewalk along the frontage poses an unnecessary hardship and the waiver would not be contrary to the spirit of the regulations.

At the April PDA Board of Directors' meeting, please ask the Board to waive the requirement for a sidewalk along the parcel frontage and provide revised concept approval for the proposed development at 231 Corporate Drive.

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PROPOSED REDEVELOPMENT

231 CORPORATE DRIVE PORTSMOUTH, NEW HAMPSHIRE

CONCEPTUAL SITE PLAN

SITE DATA:

LOCATION: TAX MAP 314, LOT 2
231 CORPORATE DRIVE
PORTSMOUTH, NEW HAMPSHIRE

ZONING DISTRICT: BUSINESS & COMMERCIAL
ALLOWED USE: PROFESSIONAL / BUSINESS OFFICE

DIMENSIONAL REQUIREMENTS:

	REQUIRED/ALLOWED	PROPOSED/PROVIDED
MINIMUM LOT AREA	5 ACRES	±7.7 ACRES
MINIMUM LOT FRONTAGE	200 FEET	±504 FEET
MINIMUM FRONT YARD	70 FEET	±73 FEET (EXISTING)
MINIMUM SIDE YARD	30 FEET	±156 FEET (EXISTING)
MINIMUM REAR YARD	50 FEET	±507 FEET (EXISTING)
MAXIMUM BUILDING HEIGHT	FAA CRITERIA	30 FEET
MINIMUM OPEN SPACE	25% OF LOT AREA	±65%

PARKING SPACES REQUIREMENTS:

PARKING STALL LAYOUT:

• STANDARD 90°	WIDTH: 8.5' MIN AREA: 160 SF MIN	9' X 18' (162 SF)
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DRIVE AISLE WIDTH:

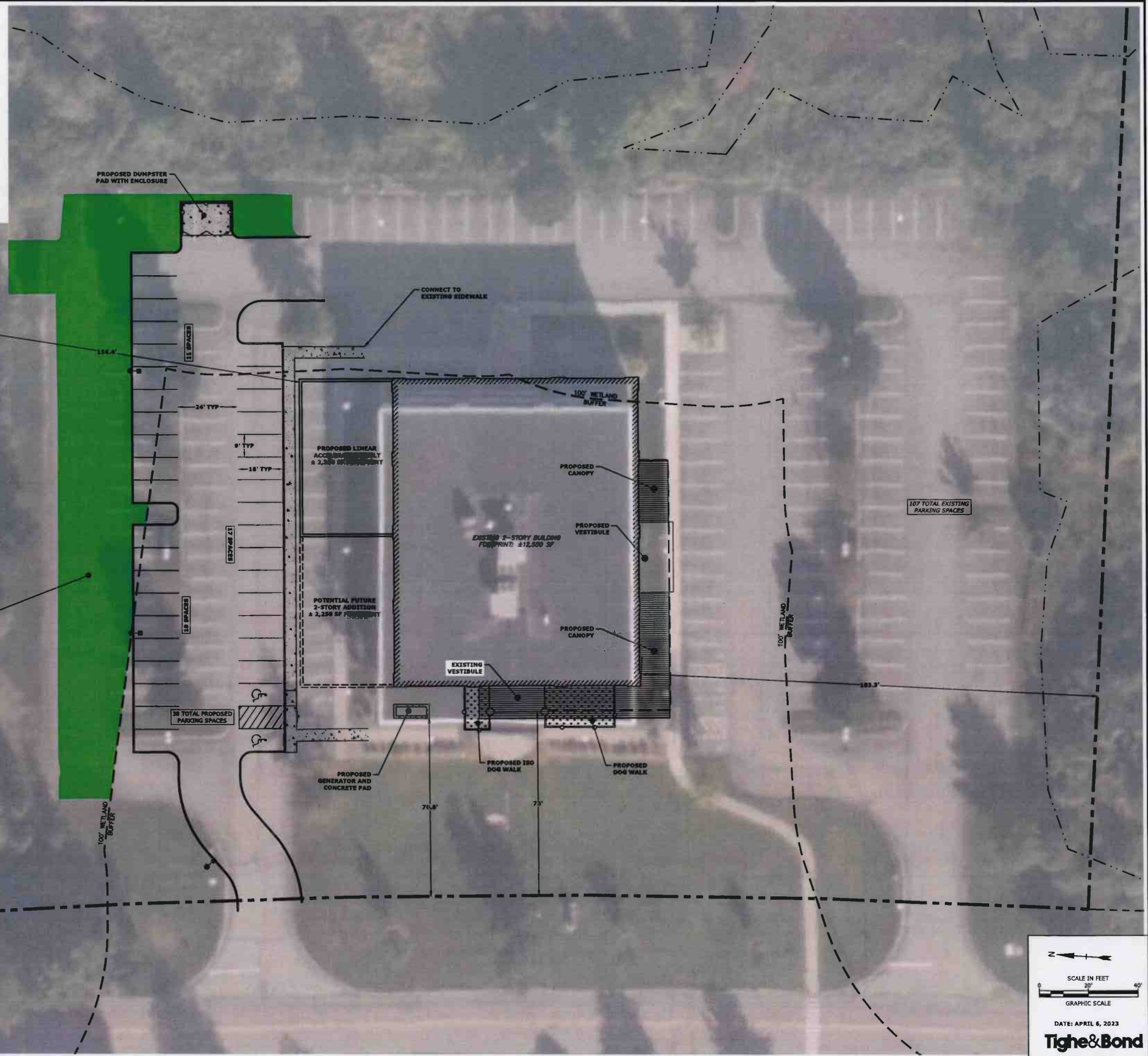
• 90° (2-WAY TRAFFIC)	24 FT	24 FT
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PROFESSIONAL OFFICE:

3 / EACH PROFESSIONAL EMPLOYEE		
+1 / EACH STANDARD EMPLOYEE		
= 15 PROFESSIONAL EMPLOYEES x 3		
+30 STANDARD EMPLOYEES x 1		
= 75 SPACES	75 SPACES	145 SPACES

ADA PARKING REQUIREMENTS:

1 / 25 STANDARD PARKING STALLS		
= 6 ADA SPACES	6 SPACES	6 SPACES



THIS PLAN IS INTENDED TO BE USED FOR CONCEPTUAL SITE PLANNING PURPOSES ONLY. A DETAILED ZONING REVIEW HAS NOT BEEN COMPLETED. LOCAL, STATE AND FEDERAL SETBACKS, PERMIT REQUIREMENTS AND EASEMENTS MUST BE VERIFIED. TOPOGRAPHIC, PERIMETER AND WETLANDS SURVEY HAS NOT BEEN COMPLETED.


 SCALE IN FEET

 GRAPHIC SCALE
 DATE: APRIL 6, 2023
Tighe & Bond

Last Save Date: April 6, 2023 10:52 AM BY: NAHANSEN
 Plot Date: Thursday, April 06, 2023 plotted by: Neil A. Hansen
 TBS File Location: J:\E\5065 Ethas Veterinary Health\001_231 Corporate Drive\Drawings\AutoCAD\Sheet\231 Corporate Drive.dwg Layout Tab: Concept

MOTION

Director Ferrini:

The Pease Development Authority ("PDA") Board of Directors approves of and authorizes the Executive Director to finalize and enter into a one year extension of the Development Agreement with 165 Arboretum, LLC regarding a potential development at 165 Arboretum Drive; all in accordance with the memorandum of Paul E. Brean, Executive Director, dated April 12, 2023; attached hereto.

Memorandum

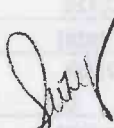
To: PDA Board of Directors
From: Paul E. Brean, Executive Director *PEB*
Date: April 12, 2023
Subj: 165 Arboretum, LLC – Development Agreement

At the April 2022, Pease Development Authority (“PDA”) Board of Directors’ meeting, the Board authorized entry into a Development Agreement with 165 Arboretum LLC, regarding a potential development at 165 Arboretum Drive at the Pease International Tradeport in Newington. The Development Agreement requires the parties to work cooperatively on a potential development, but does not obligate the PDA to any expenses, nor create a binding obligation to lease the property to 165 Arboretum LLC.

Since last spring, the Board has provided concept approval for a proposed development plan, which involves the construction of a light manufacturing and warehouse facility for Sig Sauer, an existing PDA tenant. The project site and subdivision plan received a recommendation of approval from the Newington Planning Board in early January. That recommendation became a final approval of the PDA Board in late January.

While significant progress has been made, there is still more work to be done before a lease is entered into and construction commences, including, but not limited to approval of the removal of the old Air Force Jet-A fuel line that runs through the property. As the Agreement is set to expire at the end of April, a twelve (12) month extension of the Agreement is requested to allow the parties to continue to move this project forward.

At the PDA Board’s April 20, 2023, meeting, I request authority to finalize and enter into a one-year extension of the parties’ Development Agreement, consistent with the above.

Date: April 6, 2023
To: Paul Brean, Executive Director
From: Suzy Anzalone, Director of Finance 
Subject: Executive Summary- Financial Reports

In anticipation of the upcoming April 20, 2023 Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the eight months ended February 28, 2023:

Consolidated Results

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	12,541	11,696	845
Operating Expenses	9,707	10,174	467
Operating Income	2,834	1,522	1,312
Depreciation	4,519	4,567	48
Non Oper. (Inc)/Exp	(26)	1	27
Net Operating Income (Loss)	(1,660)	(3,046)	1,387

Consolidated operating revenues through February totaled \$12.5 million, which is 7.2% higher than budgeted revenue of \$11.7 million. Revenue line items trending higher included fuel flowage, fuel sales, concession revenue, parking fees and wharfage and dockage fees.

Consolidated operating expenses through February totaled \$9.7 million, trending under budget by 4.6%. Overall wages and benefits are under budget by 3.9% year-to-date. However, overtime and part time wages are higher than budget due to snow-related overtime and additional seasonal and temporary part-time staffing. Facilities expenses, although trending favorably overall by \$106,000, include cost overruns in equipment maintenance and snow related expenses. Electricity expenses are also higher than budget (18.2%) as we are now paying market rate for the supply portion of our electricity. Fuel expenses are also over budget, driven by higher consumption and pricing.

Our net operating loss through February 28th, which includes depreciation and non-operating income and expenses, was negative \$1.6 million, performing favorably against the budgeted loss of negative \$3.0 million

Business Unit Performance

Portsmouth Airport

Portsmouth Airport (PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,600	1,261	339
Operating Expenses	2,428	2,335	(92)
Operating Income	(828)	(1,074)	246
Depreciation	2,982	2,913	(69)
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	(3,810)	(3,987)	177

Portsmouth Airport year-to-date revenue is trending \$339,000 (26.9%) higher than budget and includes higher parking, fuel flowage, concession fees and lease option revenue. PSM year-to-date expenses are \$92,000 (4.0%) over budget. Cost overruns include wages (due to Board approved pay increases), snow related expenses and electricity expense.

Skyhaven Airport

Skyhaven (DAW)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	161	137	24
Operating Expenses	175	169	(7)
Operating Income	(15)	(32)	18
Depreciation	274	318	44
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	(288)	(350)	62

Year-to-date revenue for Skyhaven is favorable by \$24,000 (17.8%), with year-to-date fuel sales totaling 10,392 gallons vs. 10,115 gallons in FY22. Higher consumption, coupled with a 27% increase in the price of fuel (vs. Feb 2022), is the main driver of this favorable revenue variance. Consequently, the higher fuel cost is the contributing factor to the cost overruns in operating expenses.

Tradeport

Tradeport			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	6,443	6,461	(19)
Operating Expenses	352	362	10
Operating Income	6,091	6,099	(8)
Depreciation	491	590	98
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	5,599	5,510	90

Tradeport operating revenue is under budget by \$19,000 and is related to 'other miscellaneous revenue', but offset by facility rental revenue which is trending higher by \$31,000. Year-to-date operating expenses are favorable by \$10,000, mainly driven by cost underruns in building and facilities.

Golf Course

Pease Golf Course			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,219	2,162	57
Operating Expenses	1,634	1,581	(53)
Operating Income	585	581	4
Depreciation	250	242	(8)
Non Oper. (Inc)/Exp	(0)	(0)	0
Net Operating Income (Loss)	335	339	(4)

Golf Course revenue through February is \$57,000 favorable, mainly attributable to concession revenue. Year-to-date operating expenses are over budget by \$53,000 (3.3%). Line items trending over budget include equipment repairs, credit card fees and golf cart rental fees.

Division of Ports and Harbors-Unrestricted

Division of Ports and Harbors (Unrestricted)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,994	1,562	432
Operating Expenses	1,915	1,844	(70)
Operating Income	79	(283)	362
Depreciation	411	405	(7)
Non Oper. (Inc)/Exp	(2)	(1)	0
Net Operating Income (Loss)	(330)	(686)	356

DPH financial performance is strong with year-to-date revenue coming in higher than budget by \$432,000 (27.7%). Fuel sales and wharfage and dockage fees are the main contributors. Consequently, expense overruns of \$70,000 are mainly brought about by higher fuel consumption but offset by cost underruns in wages, facilities, and utilities expenses.

Balance Sheet/Statement of Net Position

(\$ 000's)	As of 2/28/2023	As of 2/28/2022
Assets		
Current Assets	20,210	16,443
Restricted Assets	1,515	1,418
Non-Current Assets	294,054	264,107
Total Assets	315,780	281,967
Deferred Outflows of Resources	3,705	4,202
Liabilities		
Current Liabilities	3,941	4,727
Non-Current Liabilities	12,002	14,555
Total Liabilities	15,943	19,282
Deferred Inflows of Resources	201,506	175,253
Net Position		
Net Invest. in Cap Assets	96,823	92,305
Restricted	1,302	1,224
Unrestricted	3,910	(1,896)
Total Net Position	102,036	91,633

PDA's consolidated balance sheet as of February 28th includes current assets totaling \$20.2 million, comprised of \$10.9 million in unrestricted cash, \$8.4 million in trade and lease receivables and \$0.9 million in other current assets.

Year-to-date capital expenditures (which are included in non-current assets) totaled \$5.2 million, of which \$4.4 million represent grant funded projects. Significant projects for the PDA include Corporate Drive drainage, Taxiway A repairs, snow removal equipment and the Arrivals Hall expansion. DPH projects include the Market Street Main Wharf, functional replacement of the Barge Dock and security improvements at the Market Street terminal.

Current liabilities of \$3.9 million are largely related to trade accounts payable and various accrued expenses.

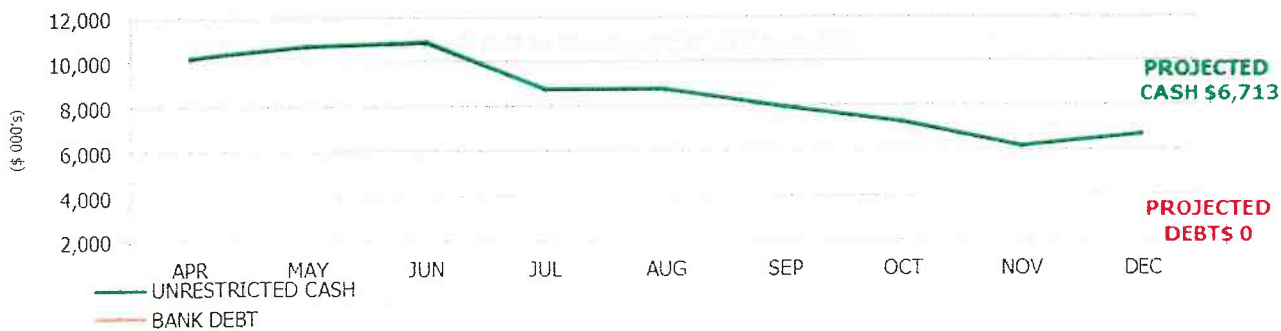
Cash Flow Projections for the Nine Month Period Ending December 31, 2023 (excluding DPH)

During the next nine-month period, cash inflows are projected at \$18.8 million, mainly provided by operating revenues as well as \$4.3 million in grant funding.

Cash outflows over the next nine months are estimated at \$20.5 million and include \$9.7 million in grant and non-grant related capital expenditures. Significant grant funded expenditures include the Arrivals Hall expansion and snow removal equipment.

Projections indicate that we will continue to maintain a strong cash position over the next nine months. With the development of the FY24-FY28 capital budget, we are able to further plan for our capital needs in the out years. This advance planning tool allows us to appropriately strategize future capital investment in our infrastructure and equipment needs at the Airports, golf course and throughout the Tradeport.

The chart below outlines cash and debt balances over the next nine month period. Please let me know if you have any questions or require supplemental information.



**PEASE DEVELOPMENT AUTHORITY
FY2023 FINANCIAL REPORT
FOR THE EIGHT MONTH PERIOD
ENDING FEBRUARY 28, 2023**



**BOARD OF DIRECTORS MEETING
APRIL 20, 2023**



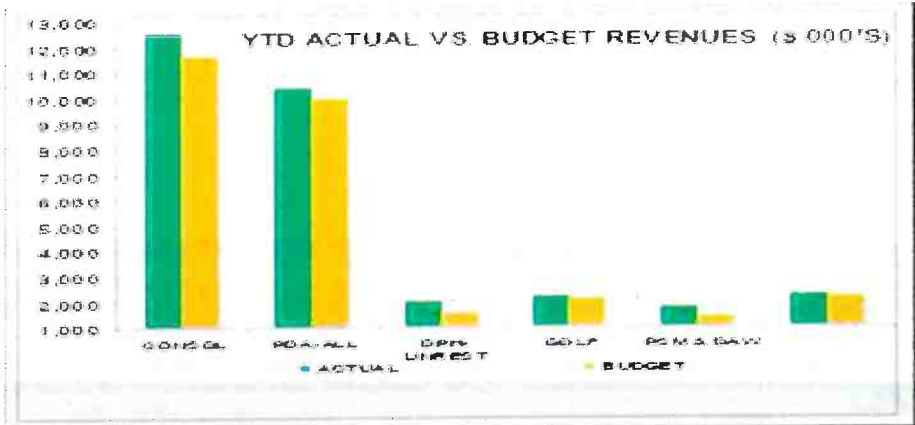
PEASE DEVELOPMENT AUTHORITY

Revenues and Expenditures –Eight Months Ended February 28, 2023

Trends:

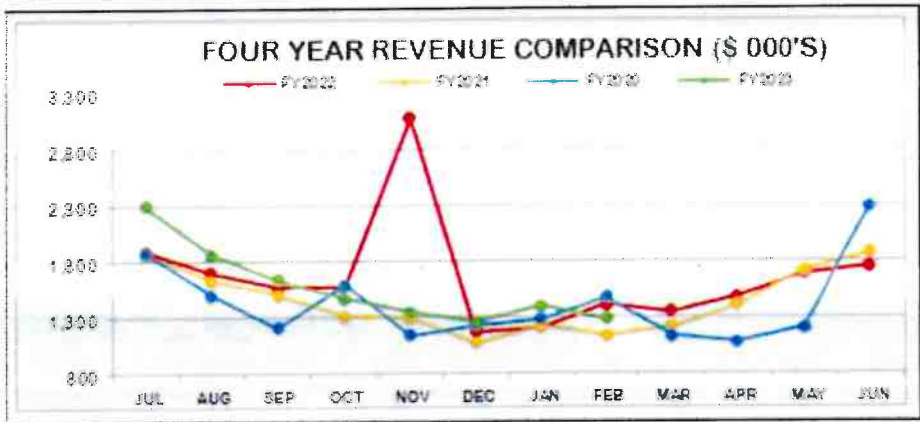
YTD revenue higher by 7.2%:

- Fuel Flowage, Parking fees, Fuel Sales, Concession revenue, Parking and Wharfage & Dockage fees trending higher than budget



Trends:

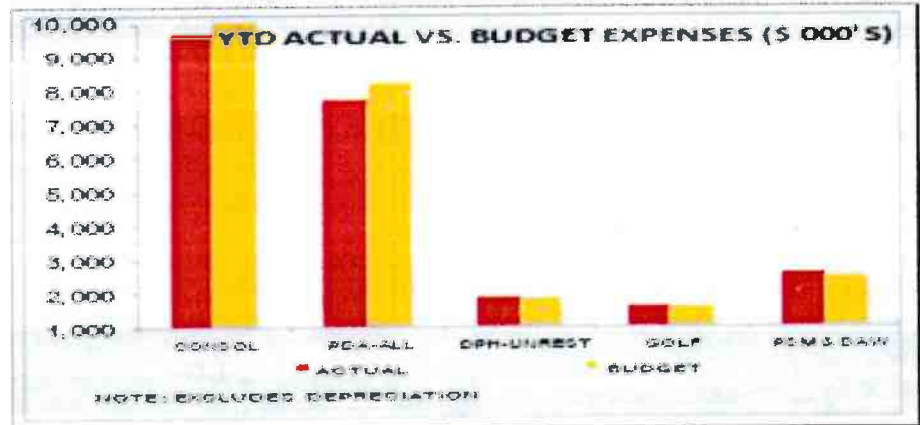
- November 2021** includes sale of 30 NH Ave
- July revenues** include annual rent payment-Great Bay Comm. College
- June revenues** include increase in Golf fee revenue



Trends:

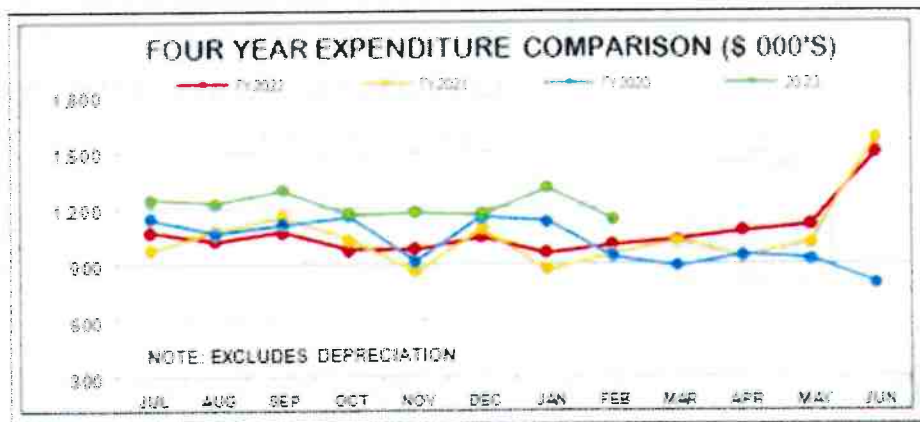
YTD Operating Expenses lower by 4.6%:

- Wages & Benefits, Facilities, Utilities, Professional Svcs. & Marketing trending lower than budget
- Offset by cost overruns equipment maintenance, snow removal chemicals, credit card fees, business insurance, electricity, fuel purchases and golf cart lease expense



Trends:

- March 2019**-\$800k CLF settlement
- June 2019-June 2021** – Retirement OPEB year end adjustments



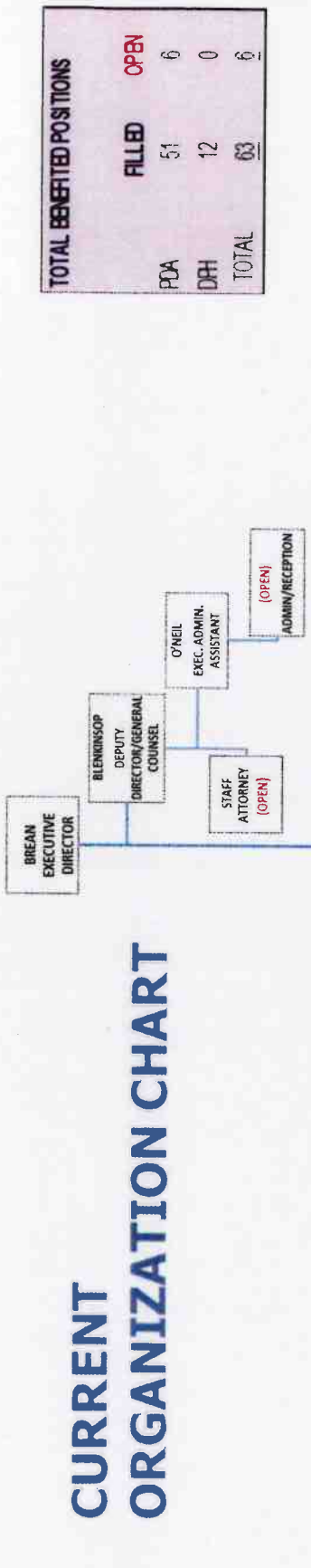
PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
FACILITIES	\$928,965	\$901,844	\$27,121	3.0%	\$7,286,049	\$7,240,883	\$45,166	0.6%
CARGO AND HANGARS	14,574	13,736	839	6.1%	112,478	110,793	1,685	1.5%
	<u>943,539</u>	<u>915,580</u>	<u>27,960</u>	<u>3.1%</u>	<u>7,398,527</u>	<u>7,351,676</u>	<u>46,851</u>	<u>0.6%</u>
CONCESSION REVENUE	27,780	18,442	9,338	50.6%	385,539	274,633	110,905	40.4%
FEE REVENUE								
AVIATION FEES				-	1,020	1,046	(26)	(2.5%)
FUEL FLOWAGE	29,442	36,499	(7,056)	(19.3%)	391,605	286,196	105,409	36.8%
PSM TSALEO REVENUE		1,856	(1,856)	(100.0%)	15,920	14,851	1,069	7.2%
PSM SECURITY REVENUE	1,750	2,411	(661)	(27.4%)	14,640	19,285	(4,645)	(24.1%)
GOLF FEES	950	3,000	(2,050)	(68.3%)	1,330,097	1,373,209	(43,112)	(3.1%)
GOLF SIMULATORS	29,213	27,400	1,813	6.6%	99,568	59,730	39,838	66.7%
GOLF MEMBERSHIPS				-	255,292	271,875	(16,583)	(6.1%)
GOLF LESSONS	2,010	72	1,938	2710.4%	24,468	20,006	4,463	22.3%
MOORING FEES	39,637	38,750	887	2.3%	317,097	310,000	7,097	2.3%
PARKING	58,320	50,874	7,446	14.6%	381,096	292,327	88,769	30.4%
PIER USAGE FEES	15,370	8,417	6,953	82.6%	79,455	67,333	12,122	18.0%
REGISTRATIONS	32,552	27,423	5,129	18.7%	129,167	87,191	41,976	48.1%
TERMINAL FEES				-				-
WHARFAGE AND DOCKAGE	274	65,000	(64,726)	(99.6%)	338,014	245,000	93,014	38.0%
	<u>209,518</u>	<u>261,702</u>	<u>(52,183)</u>	<u>(19.9%)</u>	<u>3,377,439</u>	<u>3,048,049</u>	<u>329,389</u>	<u>10.8%</u>
FUEL SALES	9,472	14,880	(5,409)	(36.3%)	795,202	539,506	255,696	47.4%
INTEREST INCOME								
LOAN INTEREST	2,561	2,583	(22)	(0.8%)	21,744	20,667	1,078	5.2%
OTHER REVENUES								
MERCHANDISE	5,714	3,738	1,976	52.9%	189,609	181,039	8,570	4.7%
ALL OTHER	79,369	30,100	49,269	163.7%	373,206	280,402	92,805	33.1%
	<u>85,083</u>	<u>33,838</u>	<u>(51,245)</u>	<u>(151.4%)</u>	<u>562,815</u>	<u>461,441</u>	<u>(101,375)</u>	<u>(22.0%)</u>
TOTAL OPERATING REVENUE	1,277,953	1,247,025	30,929	2.5%	12,541,266	11,695,972	845,294	7.2%
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	356,062	347,459	(8,603)	(2.5%)	3,051,566	3,259,163	207,597	6.4%
BENEFITED OVERTIME	10,671	39,940	29,269	73.3%	186,852	175,225	(11,628)	(6.6%)
NON-BENEFITED REGULAR	62,270	76,967	14,697	19.1%	631,302	561,344	(69,958)	(12.5%)
NON-BENEFITED OVERTIME	(76)	6,900	6,976	101.1%	25,532	31,809	6,277	19.7%
ACCRUED VACATION BENEFITS	9,691	1,008	(8,683)	(861.1%)	(8,757)	8,067	16,823	208.6%
ACCRUED SICK TIME BENEFITS	627	433	(194)	(44.7%)	738	3,467	2,729	78.7%
	<u>439,245</u>	<u>472,707</u>	<u>33,463</u>	<u>7.1%</u>	<u>3,887,233</u>	<u>4,039,075</u>	<u>151,841</u>	<u>3.8%</u>
WAGE TRANSFERS OUT				-	(4,383)		4,383	-
	<u>439,245</u>	<u>472,707</u>	<u>33,463</u>	<u>7.1%</u>	<u>3,882,850</u>	<u>4,039,075</u>	<u>156,224</u>	<u>3.9%</u>
BENEFITS								
DENTAL INSURANCE	5,717	5,902	185	3.1%	43,195	47,215	4,020	8.5%
HEALTH INSURANCE	107,714	112,153	4,439	4.0%	808,794	897,224	88,431	9.9%
LIFE INSURANCE	4,007	2,676	(1,331)	(49.7%)	21,605	21,406	(199)	(0.9%)
NEW HAMPSHIRE RETIREMENT	58,845	64,212	5,367	8.4%	458,767	513,697	54,930	10.7%
POST RETIREMENT BENEFITS	10,922	10,216	(706)	(6.9%)	80,519	81,730	1,210	1.5%
EMPLOYEE DRUG TEST		170	170	100.0%	1,258	1,360	102	7.5%
OPEB EXPENSE				-				-
EMPLOYER FICA	31,928	35,820	3,892	10.9%	288,519	306,929	18,410	6.0%
UNEMPLOYMENT INS				-				-
	<u>219,133</u>	<u>231,149</u>	<u>12,016</u>	<u>5.2%</u>	<u>1,702,657</u>	<u>1,869,561</u>	<u>166,905</u>	<u>8.9%</u>
BENEFIT TRANSFERS OUT				-				-
	<u>219,133</u>	<u>231,149</u>	<u>12,016</u>	<u>5.2%</u>	<u>1,702,657</u>	<u>1,869,561</u>	<u>166,905</u>	<u>8.9%</u>
TOTAL WAGES & BENEFITS	658,378	703,856	45,479	6.5%	5,585,507	5,908,636	323,129	5.5%

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
BUILDING AND FACILITIES								
AIRFIELD MAINTENANCE	2,880	8,284	5,404	65.2%	50,413	66,275	15,862	23.9%
COVID-19		590	590	100.0%		4,720	4,720	100.0%
SOIL & VEGETATION CONTROL		9,637	9,637	100.0%	59,659	77,095	17,436	22.6%
ENVIRONMENTAL TESTING	4,516	8,050	3,533	43.9%	80,381	64,396	(15,985)	(24.8%)
EQUIPMENT MAINTENANCE	41,885	50,651	8,766	17.3%	345,104	306,924	(38,180)	(12.4%)
FACILITIES MAINTENANCE	45,007	66,674	21,666	32.5%	447,018	533,391	86,372	16.2%
LANDSCAPING		1,668	1,668	100.0%	15,457	21,846	6,389	29.2%
NAVIGATION MAINTENANCE	158	4,642	4,483	96.6%	4,662	37,133	32,472	87.4%
OTHER EXPENSES				-				-
SECURITY	15,265	19,893	4,629	23.3%	148,476	169,147	20,671	12.2%
SNOW REMOVAL	66,505	51,923	(14,582)	(28.1%)	157,269	133,816	(23,452)	(17.5%)
EXPENSE TRANSFERS				-				-
	176,216	222,012	45,795	20.6%	1,308,439	1,414,743	106,306	7.5%
WAGE & BENEFIT TRANSFER IN				-				-
	176,216	222,012	45,795	20.6%	1,308,439	1,414,743	106,306	7.5%
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE		42	42	100.0%		333	333	100.0%
BANK FEES	4,622	2,555	(2,067)	(80.9%)	115,822	55,601	(60,221)	(108.3%)
COMPUTER EXPENSES	(1,425)	6,243	7,667	122.8%	35,588	46,761	11,173	23.9%
DISCOUNTS AND LATE FEES	329	(171)	(500)	292.8%	(1,043)	(1,366)	(323)	23.6%
EQUIPMENT UNDER \$5,000	3,627	5,993	2,366	39.5%	32,001	47,941	15,940	33.2%
FEES AND LICENSES	3,018	7,018	4,000	57.0%	20,348	56,906	36,558	64.2%
INSURANCE	35,590	43,752	8,162	18.7%	325,517	283,120	(42,396)	(15.0%)
OFFICE EQUIPMENT	3,644	1,834	(1,810)	(98.7%)	17,437	14,669	(2,768)	(18.9%)
PROFESSIONAL DEVELOPMENT	960	4,788	3,828	80.0%	15,253	38,303	23,050	60.2%
SUPPLIES	4,522	8,829	4,308	48.8%	51,079	70,634	19,556	27.7%
TELEPHONES AND COMMUNICATIONS	12,091	13,272	1,181	8.9%	125,375	106,176	(19,199)	(18.1%)
TRAVEL AND MILEAGE	515	4,092	3,577	87.4%	10,842	32,733	21,892	66.9%
OTHER EXPENSES	4,386	5,659	1,272	22.5%	40,688	45,270	4,582	10.1%
	71,879	103,906	32,026	30.8%	788,907	797,081	8,176	1.0%
UTILITIES								
ELECTRICITY	124,232	54,816	(69,416)	(126.6%)	522,528	442,052	(80,476)	(18.2%)
ELECTRICITY TRANSFERS				-				-
HEATING OIL		1,187	1,187	100.0%	942	3,449	2,507	72.7%
NATURAL GAS	17,658	14,079	(3,579)	(25.4%)	50,884	41,801	(9,083)	(21.7%)
NATURAL GAS TRANSFERS				-				-
PROPANE	4,608	11,027	6,419	58.2%	34,201	40,555	6,354	15.7%
WASTE REMOVAL	4,101	9,272	5,171	55.8%	39,298	74,167	34,869	47.0%
WASTE REMOVAL TRANSFERS				-				-
WATER	1,543	2,398	855	35.7%	59,443	97,837	38,394	39.2%
WATER TRANSFERS				-				-
	152,142	92,779	(59,363)	(64.0%)	707,296	699,861	(7,435)	(1.1%)
PROFESSIONAL SERVICES								
AUDIT				-	77,702	63,400	(14,302)	(22.6%)
INFORMATION TECHNOLOGY	12,762	9,722	(3,040)	(31.3%)	74,513	77,779	3,266	4.2%
LEGAL		10,767	10,767	100.0%	25,160	86,133	60,974	70.8%
LEGAL PERMIT IMPLEMENT	19,500	14,583	(4,917)	(33.7%)	30,955	116,667	85,712	73.5%
ADMINISTRATIVE SERVICES	4,061	5,917	1,855	31.4%	37,467	47,333	9,867	20.8%
	36,323	40,989	4,665	11.4%	245,797	391,312	145,516	37.2%
MARKETING AND PROMOTION								
ADVERTISING	3,948	4,489	541	12.0%	23,356	35,908	12,552	35.0%
OTHER MARKETING	4,025	25,588	21,563	84.3%	90,887	204,707	113,820	55.6%
FLIGHT INCENTIVES				-				-
	7,973	30,077	22,104	73.5%	114,243	240,615	126,372	52.5%
OTHER OPERATING EXPENSES								
COAST TROLLEY	10,000	10,000		-	80,000	80,000		-
FUEL	8,247	15,194	6,947	45.7%	620,932	455,349	(165,583)	(36.4%)
GOLF CART LEASE				-	103,583	51,000	(52,583)	(103.1%)
MERCHANDISE	18,353	2,804	(15,550)	(554.6%)	152,590	135,779	(16,811)	(12.4%)
	36,600	27,998	(8,603)	(30.7%)	957,105	722,128	(234,977)	(32.5%)
TOTAL OPERATING EXPENSES	1,139,511	1,221,617	82,103	6.7%	9,707,294	10,174,376	467,082	4.6%
OPERATING INCOME/(LOSS)	138,442	25,408	113,033	444.8%	2,833,972	1,521,596	1,312,381	86.3%
DEPRECIATION	522,086	608,627	86,541	14.2%	4,519,372	4,566,903	47,531	1.0%
AMORTIZATION				-				-
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE		833	833	100.0%		6,667	6,667	100.0%
INTEREST INCOME	(7,084)	(735)	6,349	(863.4%)	(25,850)	(5,883)	19,968	(339.4%)
NON-OPERATING GRANT FUNDING				-				-
GAIN/LOSS ON ASSETS				-				-
OTHER NON-OPERATING				-				-
	(7,084)	98	7,182	7328.7%	(25,850)	784	26,634	3397.2%
NET OPERATING INCOME/(LOSS)	(376,560)	(583,317)	206,756	(35.4%)	(1,659,550)	(3,046,091)	1,386,546	(45.6%)

CURRENT ORGANIZATION CHART



TOTAL BENEFITED POSITIONS

	FILLED	OPBN
PDA	51	6
DH	12	0
TOTAL	63	6

CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Salary/ Benefited	Hourly/ Benefited	Hourly/ Non-Benefited	Seasonal	TOTAL
MAINTENANCE	-	18	3	5	26
PSM A RPORT	2	8	8	-	18
SECURITY	1	-	8	-	9
PORT AUTHORITY	3	9	12	0	24
GOLF COURSE	3	4	3	2	12
FINANCE	2	2	1	-	5
ENGINEERING	3	1	1	-	5
LEGAL	1	1	-	-	2
DAW A RPORT	-	-	3	-	3
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	1	-	-	-	1
MARKETING	0	1	-	-	1
EXECUTIVE	1	-	-	-	1
TOTAL	18	45	39	7	109

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position
For the Eight Months Ending February 28, 2023

	2023	2022
	Ending	Ending
ASSETS		
Cash and Investments	\$10,876,332	\$7,732,271
Accounts Receivable - Net	8,323,338	7,877,804
Inventories	469,249	351,077
Prepays	426,178	375,795
	<u>20,095,097</u>	<u>16,336,947</u>
Restricted Assets		
Cash and Investments	430,597	543,771
Current Receivables	71,323	7,636
Loans Receivable - NHFL		
Due within 1 Year	115,376	105,953
Due in more than 1 Year	1,013,490	866,159
Total Restricted Assets	<u>1,630,786</u>	<u>1,523,519</u>
Noncurrent Assets		
Leases Receivable-Net of Current Portion	197,230,941	169,907,424
Land	7,520,786	7,520,786
Construction-in-Process	13,594,161	6,372,812
Other Capital Assets - Net	75,708,445	80,305,660
Total Noncurrent Assets	<u>294,054,334</u>	<u>264,106,682</u>
TOTAL ASSETS	<u>315,780,217</u>	<u>281,967,148</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension	1,424,984	2,008,286
OPEB	2,279,876	2,193,378
	<u>3,704,860</u>	<u>4,201,664</u>
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSES		
Retainage	3,157,190	2,061,781
Accounts Payable for Capital Assets	59,958	1,861,296
Offset to Accounts Payable for Capital		1,894,581
Unearned Revenues	724,239	(1,894,581)
Long-Term Liabilities		
Net Pension Liability	4,279,644	705,844
Net OPEB Liability	4,279,644	6,170,435
Due within 1 Year	7,378,664	8,041,994
Due in more than 1 Year	90,924	342,727
	<u>343,282</u>	<u>342,727</u>
	<u>15,942,976</u>	<u>19,275,002</u>
RESTRICTED LIABILITIES		
Current Liabilities		7,392
Long-Term Liabilities		
Due within 1 Year		
Due in more than 1 Year		
		<u>7,392</u>
TOTAL LIABILITIES	<u>15,942,976</u>	<u>19,282,394</u>
DEFERRED INFLOWS OF RESOURCES		
Pension	1,382,954	360,975
OPEB	1,651,884	2,546,921
Lease Revenue	198,471,605	172,345,488
	<u>1,934,843</u>	<u>2,809,384</u>
NET POSITION		
Net Investment in Capital Assets	96,823,392	92,304,677
Restricted For:		
Revolving Loan Fishery Fund	1,258,669	1,250,229
Harbor Dredging and Pier Maintenance	24,934	(39,907)
Foreign Trade Zone	18,259	13,994
Unrestricted	3,910,403	(1,895,958)
TOTAL NET POSITION	<u>102,035,658</u>	<u>91,633,035</u>

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - PORTSMOUTH AIRPORT incl Security
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$95,007	\$94,880	\$127	0.1%	\$564,100	\$562,802	\$1,298	0.2%
CARGO AND HANGARS	\$2,850	\$2,552	\$298	11.7%	\$20,946	\$20,387	\$559	2.7%
CONCESSION REVENUE	\$2,511	\$1,469	\$1,042	70.9%	\$75,591	\$32,157	\$43,434	135.1%
FEE REVENUE	\$87,763	\$86,491	\$1,272	1.5%	\$678,166	\$511,630	\$166,536	32.6%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	\$70,991	\$16,767	\$54,224	323.4%	\$261,132	\$134,136	\$126,996	94.7%
TOTAL OPERATING REVENUES	259,122	202,159	56,963	28.2%	1,599,935	1,261,112	338,823	26.9%
EXPENSES								
WAGES AND FRINGE BENEFITS	125,398	115,506	(9,892)	(8.6%)	934,014	900,301	(33,713)	(3.7%)
BUILDING AND FACILITIES	110,315	121,296	10,981	9.1%	742,254	734,120	(8,134)	(1.1%)
GENERAL AND ADMINISTRATIVE	30,336	36,486	6,150	16.9%	272,956	267,762	(5,194)	(1.9%)
UTILITIES	105,260	44,378	(60,882)	(137.2%)	386,023	325,520	(60,503)	(18.6%)
PROFESSIONAL SERVICES	3,251	4,917	1,666	33.9%	29,499	39,333	9,834	25.0%
MARKETING AND PROMOTION	2,687	8,542	5,855	68.5%	63,097	68,333	5,236	7.7%
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	377,247	331,125	(46,122)	(13.9%)	2,427,843	2,335,369	(92,474)	(4.0%)
OPERATING INCOME	(118,125)	(128,966)	10,841	8.4%	(827,908)	(1,074,257)	246,349	22.9%
NON-OPERATING (INCOME) EXPENSE	0	0	0	-	0	0	0	-
DEPRECIATION	342,929	417,604	74,675	17.9%	2,982,131	2,912,830	(69,301)	(2.4%)
NET OPERATING INCOME	(461,054)	(546,570)	(85,516)	15.6%	(3,810,039)	(3,987,087)	(177,048)	4.4%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN AIRPORT
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
CARGO AND HANGARS	11,724	11,184	540	4.8%	91,532	90,406	1,126	1.2%
CONCESSION REVENUE	1,198	250	948	379.4%	3,034	2,000	1,034	51.7%
FEE REVENUE					1,020	1,046	(26)	(2.5%)
FUEL SALES	3,404	1,829	1,576	86.2%	64,339	42,390	21,950	51.8%
INTEREST								
MERCHANDISE								
OTHER REVENUE	975	92	883	963.6%	975	733	242	32.9%
TOTAL OPERATING REVENUES	17,301	13,355	3,948	29.6%	160,900	136,575	24,326	17.8%
EXPENSES								
WAGES AND FRINGE BENEFITS	3,692	4,892	1,199	24.5%	35,288	32,744	(2,545)	(7.8%)
BUILDING AND FACILITIES	412	4,105	3,693	90.0%	29,211	33,398	4,187	12.5%
GENERAL AND ADMINISTRATIVE	3,312	5,247	1,936	36.9%	30,548	36,539	5,991	16.4%
UTILITIES	3,858	4,341	483	11.1%	23,192	25,089	1,896	7.6%
PROFESSIONAL SERVICES	89	385	296	76.8%	4,307	5,982	1,675	28.0%
MARKETING AND PROMOTION		292	292	100.0%	675	2,333	1,658	71.1%
OTHER OPERATING EXPENSES	3,550	4,100	550	13.4%	52,233	32,800	(19,433)	(59.2%)
TOTAL OPERATING EXPENSES	14,913	23,362	8,448	36.2%	175,454	168,885	(6,570)	(3.9%)
OPERATING INCOME	2,388	(10,007)	12,396	(123.9%)	(14,554)	(32,310)	17,756	(55.0%)
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	31,684	36,303	4,620	12.7%	273,875	317,822	43,946	13.8%
NET OPERATING INCOME	(29,296)	(46,310)	17,016	(36.7%)	(288,429)	(350,132)	61,702	(17.6%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - TRADEPORT OPERATIONS
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$795,343	\$773,840	\$21,503	2.8%	\$6,425,798	\$6,394,740	\$31,058	0.5%
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	3,898	8,333	(4,436)	(53.2%)	17,092	66,667	(49,575)	(74.4%)
TOTAL OPERATING REVENUES	799,241	782,173	17,067	2.2%	6,442,890	6,461,407	(18,516)	(0.3%)
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	14,774	21,660	6,886	31.8%	137,208	151,106	13,899	9.2%
GENERAL AND ADMINISTRATIVE	7,507	10,523	3,016	28.7%	63,414	59,642	(3,772)	(6.3%)
UTILITIES	15,075	13,400	(1,674)	(12.5%)	71,151	70,002	(1,149)	(1.6%)
PROFESSIONAL SERVICES								
MARKETING AND PROMOTION		192	192	100.0%	361	1,533	1,173	76.5%
OTHER OPERATING EXPENSES	10,000	10,000	-	-	80,000	80,000	-	-
TOTAL OPERATING EXPENSES	47,356	55,775	8,419	15.1%	352,134	362,283	10,150	2.8%
OPERATING INCOME	751,885	726,398	25,487	3.5%	6,090,756	6,099,124	(8,366)	(0.1%)
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	56,783	67,932	11,148	16.4%	491,402	589,550	98,148	16.6%
NET OPERATING INCOME	695,102	658,466	36,635	5.6%	5,599,354	5,509,574	89,782	1.6%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - GOLF COURSE
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
CARGO AND HANGARS								
CONCESSION REVENUE	24,070	16,724	7,347	43.9%	303,913	237,476	66,437	28.0%
FEE REVENUE	32,173	30,472	1,702	5.6%	1,709,425	1,724,819	(15,395)	(0.9%)
FUEL SALES								
INTEREST								
MERCHANDISE	5,714	3,738	1,976	52.9%	189,609	181,039	8,570	4.7%
OTHER REVENUE	2,765	2,333	432	18.5%	15,676	18,667	(2,991)	(16.0%)
TOTAL OPERATING REVENUES	64,722	53,267	11,456	21.5%	2,218,623	2,162,001	56,622	2.6%
EXPENSES								
WAGES AND FRINGE BENEFITS	71,054	72,901	1,847	2.5%	794,030	809,677	15,647	1.9%
BUILDING AND FACILITIES	21,819	28,686	6,868	23.9%	223,420	210,232	(13,188)	(6.3%)
GENERAL AND ADMINISTRATIVE	10,710	16,653	5,943	35.7%	171,607	150,179	(21,428)	(14.3%)
UTILITIES	11,385	15,071	3,685	24.5%	138,007	174,620	36,613	21.0%
PROFESSIONAL SERVICES	1,054	2,818	1,764	62.6%	23,217	25,544	2,327	9.1%
MARKETING AND PROMOTION	1,525	3,034	1,509	49.7%	27,392	24,273	(3,118)	(12.8%)
OTHER OPERATING EXPENSES	18,353	2,804	(15,550)	(554.6%)	256,173	186,779	(69,394)	(37.2%)
TOTAL OPERATING EXPENSES	135,900	141,967	6,066	4.3%	1,633,846	1,581,304	(52,542)	(3.3%)
OPERATING INCOME	(71,178)	(88,700)	17,523	(19.8%)	584,777	580,697	4,079	0.7%
NON-OPERATING (INCOME) EXPENSE	(14)	(17)	(2)	14.9%	(86)	(133)	(47)	35.2%
DEPRECIATION	28,989	27,600	(1,390)	(5.0%)	250,222	241,921	(8,301)	(3.4%)
NET OPERATING INCOME	(100,153)	(116,283)	16,130	(13.9%)	334,641	338,909	(4,269)	(1.3%)

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	189,609	1,614,971	314,475	99,568	2,218,623
OPERATING EXPENSES*	201,099	1,265,430	120,146	47,171	1,633,846
*Excluding Depreciation					
OPERATING INCOME	(11,490)	349,541	194,329	52,397	584,777

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$38,615	\$33,124	\$5,491	16.6%	\$284,151	\$271,341	\$12,810	4.7%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	3,000	3,000	-	-
FEE REVENUE	71,048	131,221	(60,173)	(45.9%)	872,747	702,418	170,330	24.2%
FUEL SALES	6,067	13,051	(6,984)	(53.5%)	730,863	497,117	233,746	47.0%
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	1,340	6,017	(4,677)	(77.7%)	103,232	87,735	15,497	17.7%
TOTAL OPERATING REVENUES	117,070	183,413	(66,343)	(36.2%)	1,993,993	1,561,611	432,382	27.7%
EXPENSES								
WAGES AND FRINGE BENEFITS	128,782	118,850	(9,932)	(8.4%)	1,034,392	1,044,622	10,230	1.0%
BUILDING AND FACILITIES	19,002	30,646	11,644	38.0%	109,195	162,922	53,727	33.0%
GENERAL AND ADMINISTRATIVE	8,362	9,790	1,428	14.6%	92,078	82,754	(9,323)	(11.3%)
UTILITIES	15,409	15,462	53	0.3%	86,005	103,620	17,615	17.0%
PROFESSIONAL SERVICES	2,625	1,270	(1,355)	(106.7%)	22,564	25,657	3,093	12.1%
MARKETING AND PROMOTION	373	268	(106)	(39.4%)	1,693	2,141	449	21.0%
OTHER OPERATING EXPENSES	4,697	11,094	6,397	57.7%	568,699	422,549	(146,150)	(34.6%)
TOTAL OPERATING EXPENSES	179,250	187,380	8,130	4.3%	1,914,626	1,844,265	(70,359)	(3.8%)
OPERATING INCOME	(62,180)	(3,967)	(58,213)	1467.4%	79,367	(282,654)	362,024	(128.1%)
NON-OPERATING (INCOME) EXPENSE	(185)	(183)	2	(1.1%)	(1,608)	(1,467)	141	(9.6%)
DEPRECIATION	49,093	46,497	(2,596)	(5.6%)	411,135	404,509	(6,626)	(1.6%)
NET OPERATING INCOME	(111,088)	(50,281)	(60,806)	120.9%	(330,160)	(685,696)	355,539	(51.9%)

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FISH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	265,466	335,664	327,594	624,797	440,198	274	1,993,993
OPERATING EXPENSES* *Excluding Depreciation	284,706	371,847	347,640	306,032	259,644	344,757	1,914,626
OPERATING INCOME	(19,240)	(36,183)	(20,046)	318,765	180,554	(344,483)	79,367

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADE ZONE
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	\$12,000	\$12,000	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	-	-	-	-	12,000	12,000	-	-
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	104	104	100.0%	-	833	833	100.0%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	1,586	708	(878)	(123.9%)	4,663	5,667	1,004	17.7%
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,586	812	(774)	(95.2%)	4,663	6,500	1,837	28.3%
OPERATING INCOME	(1,586)	(812)	(774)	95.2%	7,337	5,500	1,837	33.4%
NON-OPERATING (INCOME) EXPENSE	0	0	-	-	(3)	(3)	1	(26.1%)
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	(1,586)	(812)	(774)	95.2%	7,340	5,503	1,838	33.4%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - HARBOR DREDGING
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	16,784	9,250	7,534	81.4%	85,520	74,000	11,520	15.6%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	1,150	750	400	53.3%	5,660	6,000	(340)	(5.7%)
TOTAL OPERATING REVENUES	17,934	10,000	7,934	79.3%	91,180	80,000	11,180	14.0%
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	5,917	5,917	100.0%	4,600	47,333	42,733	90.3%
GENERAL AND ADMINISTRATIVE	-	2,000	2,000	100.0%	(1)	16,000	16,001	100.0%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	-	7,917	7,917	100.0%	4,599	63,333	58,734	92.7%
OPERATING INCOME	17,934	2,083	15,851	760.8%	86,581	16,667	69,914	419.5%
NON-OPERATING (INCOME) EXPENSE	(24)	(35)	(11)	31.5%	(217)	(280)	(63)	22.6%
DEPRECIATION	5,489	5,833	345	5.9%	47,174	46,667	(508)	(1.1%)
NET OPERATING INCOME	12,469	(3,715)	16,184	(435.6%)	39,624	(29,720)	69,343	(233.3%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - REVOLVING LOAN FUND
For the Eight Months Ending February 28, 2023

	Actual Feb FY 2023	Budget Feb FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST	2,561	2,583	(22)	(0.8%)	21,744	20,667	1,078	5.2%
MERCHANDISE								
OTHER REVENUE		75	(75)	(100.0%)		600	(600)	(100.0%)
TOTAL OPERATING REVENUES	2,561	2,658	(97)	(3.6%)	21,744	21,267	478	2.2%
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES								
GENERAL AND ADMINISTRATIVE		46	46	100.0%		367	367	100.0%
UTILITIES								
PROFESSIONAL SERVICES	1,673	1,000	(673)	(67.3%)	11,978	8,000	(3,978)	(49.7%)
MARKETING AND PROMOTION								
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	1,673	1,046	(628)	(60.0%)	11,978	8,367	(3,611)	(43.2%)
OPERATING INCOME	888	1,612	(724)	(44.9%)	9,766	12,900	(3,133)	(24.3%)
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	(14)		14	-	(77)		77	-
NET OPERATING INCOME	902	1,612	(710)	(44.0%)	9,843	12,900	(3,057)	(23.7%)

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 2-28-2023	BALANCE AT 06-30-2022
CASH BALANCES		
GENERAL FUNDS	129	75
SEQUESTERED FUNDS	-	-
	<u>129</u>	<u>75</u>
LOANS OUTSTANDING (21)		
CURRENT	115	113
LONG TERM	1,013	1,059
	<u>1,128</u>	<u>1,172</u>
TOTAL CAPITAL BASE	<u>1,257</u>	<u>1,247</u>
CAPTIAL UTILIZATION RATE -% *	89.7%	94.0%

*EXCLUDES SEQUESTERED FUNDS

**SUMMARY OF INTERGOVERNMENTAL RECEIVABLES
AS OF FEBRUARY 28, 2023**

(\$000's)

<u>BUSINESS UNIT</u>	<u>TOTAL PROJECT</u>	<u>GRANT AWARD</u>	<u>EXPENDED TO DATE</u>	<u>PDA SHARE</u>	<u>RECEIVED TO DATE</u>	<u>BALANCE DUE PDA</u>	<u>AMOUNT SUBMITTED</u>
PORTSMOUTH AIRPORT & TRADEPORT	39,469	31,670	25,861	(1,335)	22,623	2,289	1,715
SKYHAVEN AIRPORT	141	141	145	(26)	118	0	0
DIVISION OF PORTS AND HARBORS	25,447	25,343	12,270	(65)	11,958	218	218
	<u>65,057</u>	<u>57,154</u>	<u>38,276</u>	<u>(1,426)</u>	<u>34,699</u>	<u>2,507</u>	<u>1,933</u>

**SUMMARY OF CONSTRUCTION WORK IN PROCESS
AS OF FEBRUARY 28, 2023**

(\$000's)

<u>PROJECT NAME</u>	<u>BALANCE AT 06-30-22</u>	<u>CURRENT YEAR EXPENDITURES</u>	<u>TRANSFER TO PLANT IN SERVICE</u>	<u>NET CURRENT YEAR CHANGE</u>	<u>BALANCE AT 2-28-23</u>
PORTSMOUTH AIRPORT					
TERMINAL EXPANSION (NON-GRANT)	581	7	(577)	(570)	11
RUNWAY 16-34 RECONSTRUCTION (AIP 64)	(26)	33	(7)	26	-
TERMINAL BUILDING EXPANSION (AIP 66)	3	-	(3)	(3)	-
TERMINAL BUILDING EXPANSION (AIP 62)	25	-	(25)	(25)	-
ALPHA SOUTH HOLD BAY (AIP 67)	6	1	(7)	(6)	-
SNOW REMOVAL EQUIPMENT (AIP 69)	21	601	-	601	622
LOWERY LANE (AIP 70)	312	1	(312)	(311)	1
PSM ACCESS CONTROL BOARD	39	5	(44)	(39)	-
GATE ACCESS CONTROL	44	0	(44)	(44)	-
CORPORATE DRIVE DRAINAGE	84	407	-	407	491
TAXIWAY A REPAIRS	7	140	-	140	147
SNOW REMOVAL EQUIPMENT (AIP 74)	10	1	-	1	11
IT EQUIPMENT (CUSTOMS & BORDER PATROL)	-	19	(19)	-	-
ALPHA NORTH TAXIWAY RECONSTRUCTION	-	8	-	8	8
NH AVE RIGHT HAND TURN LANE	-	23	-	23	23
ARRIVALS HALL EXPANSION	-	589	-	589	589
PSM MOBILE RADIO PURCHASE	26	11	(37)	(26)	-
	<u>1,132</u>	<u>1,846</u>	<u>(1,075)</u>	<u>771</u>	<u>1,903</u>
SKYHAVEN AIRPORT					
TERMINAL APRON DESIGN (SBG 15-09)	145	0	(145)	(145)	0
RUNWAY/HANGAR LIGHTING	-	37	(37)	-	0
TERMINAL UPGRADES	17	12	-	12	29
	<u>162</u>	<u>49</u>	<u>(182)</u>	<u>(133)</u>	<u>29</u>
GOLF COURSE					
GOLF COURSE PIPE REPAIRS	-	53	(53)	-	-
ICE MACHING	-	9	(9)	-	-
SUBDRIVE CONTROLLER	-	5	(5)	-	-
	<u>0</u>	<u>67</u>	<u>(67)</u>	<u>0</u>	<u>0</u>
IT/ADMINISTRATION					
2022 TOYOTA PRIUS (ADMIN VEHICLE)	-	26	(26)	-	-
	<u>0</u>	<u>26</u>	<u>(26)</u>	<u>0</u>	<u>0</u>
MAINTENANCE					
CRACK SEALING MACHINE	-	91	(91)	0	0
	<u>0</u>	<u>91</u>	<u>(91)</u>	<u>0</u>	<u>0</u>
DIVISION OF PORTS AND HARBORS (DPH)					
FUNCTIONAL REPLACEMENT- BARGE DOCK	1,801	377	-	377	2,178
PPF PIER REPAIR	-	19	(19)	-	-
PPF BULKHEAD REPAIR AND CONSTRUCTION	3,073	18	-	18	3,091
MAIN PIER (BUILD GRANT)	3,754	2,570	-	2,570	6,324
MARKET ST SITE LIGHTING IMPROVEMENTS	157	105	(262)	(157)	-
HAMPTON DOCK REPLACEMENT (ARPA)	342	5	(347)	(342)	-
PPF BRACING & DECKING (ARPA)	-	68	-	68	68
RYE WATER LINE INSTALL	7	-	(7)	(7)	-
RYE FUEL LINE INSTALL	37	-	(37)	(37)	-
	<u>9,171</u>	<u>3,162</u>	<u>(672)</u>	<u>2,490</u>	<u>11,661</u>
TOTAL	<u>10,465</u>	<u>5,241</u>	<u>(2,113)</u>	<u>3,128</u>	<u>13,593</u>

PEASE DEVELOPMENT AUTHORITY CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING DECEMBER 31, 2023

2023	2024	2025	2026
100.0	100.0	100.0	100.0
100.0	100.0	100.0	100.0
100.0	100.0	100.0	100.0



PEASE
INTERNATIONAL
PEASE DEVELOPMENT AUTHORITY

**BOARD OF DIRECTORS MEETING
APRIL 20, 2023**

PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW APRIL 1, 2023 TO DECEMBER 31, 2023

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

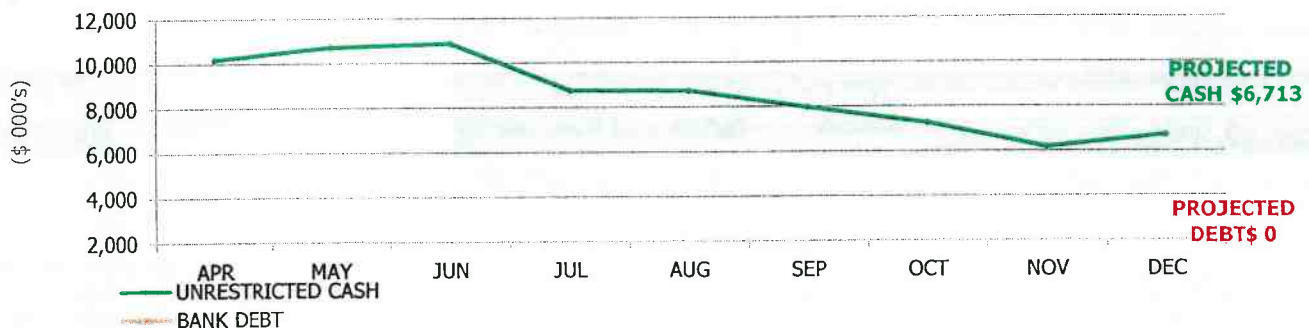
(\$000's)	AMOUNT
OPENING FUND BALANCE	<u>8,472</u>
SOURCES OF FUNDS	
GRANT AWARDS (SEE PAGE 4)	4,334
TRADEPORT TENANTS	7,944
MUNICIPAL SERVICE FEE (COP)	2,079
GOLF COURSE FEE AND CONCESSION REVENUES	3,060
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSMA AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,206
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	183
	<u>18,806</u>
USES OF FUNDS	
OPERATING EXPENSES	9,436
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	5,957
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	3,772
MUNICIPAL SERVICE FEE (COP)- NET	1,400
	<u>20,565</u>
NET CASH FLOW	<u>(1,759)</u>
CLOSING FUND BALANCE	<u>6,713</u>

TOTAL FUND BALANCES	BALANCE AT 3-31-2023	BALANCE AT 6-30-2022
UNRESTRICTED	8,472	6,967
DESIGNATED	14	14
TOTAL	<u>8,486</u>	<u>6,981</u>

DISCUSSION

AT THIS TIME, THE PDA DOES NOT ANTICIPATE THE NEED TO UTILIZE IT'S CREDIT FACILITIES WITH THE PROVIDENT BANK TO FINANCE PROJECTED NON-GRANT RELATED CAPITAL EXPENDITURES AND OR WORKING CAPITAL REQUIREMENTS.

PROJECTED CASH AND DEBT BALANCES



THE PDA RENEWED ITS REVOLVING LINE OF CREDIT (RLOC) WITH PROVIDENT BANK. THE PRINCIPAL LOAN AMOUNT IS \$7 MILLION WITH A TERMINATION DATE OF DECEMBER 31, 2025. THE TERMS ARE 1 MONTH FHLB (CLASSIC) PLUS 250 BASIS POINTS.

REVOLVING LINE OF CREDIT	Mar-23	Feb-22
CURRENT INTEREST RATE	7.41%	2.87%

PEASE DEVELOPMENT AUTHORITY
STATEMENT OF CASH FLOW (EXCLUDING DIVISION OF PORTS AND HARBORS) (\$000's)

CASH FLOW - PDA	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
OPENING FUND BALANCE	8,472	10,179	10,730	10,894	8,760	8,741	7,981	7,276	6,175	8,472
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE #4)	1,201	378	20	-	20	270	376	754	1,315	4,334
TRADEPORT TENANTS	880	869	878	1,030	879	838	834	895	841	7,944
MUNICIPAL SERVICE FEE	423	135	135	423	135	135	423	135	135	2,079
GOLF COURSE	247	423	493	491	487	402	274	138	105	3,060
PORTSMOUTH AIRPORT- (PSM)	43	62	95	60	57	39	37	25	22	440
PSM PAY FOR PARKING	102	53	55	29	22	13	22	33	31	360
PSM FLOWAGE FEES	71	68	66	10	45	26	16	45	59	406
SKYHAVEN AIRPORT	20	19	19	23	23	25	20	18	16	183
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	2,987	2,007	1,761	2,066	1,668	1,748	2,002	2,043	2,524	18,806
USE OF FUNDS										
CAPITAL- GRANT RELATED (SEE PAGE #4)	19	12	150	150	260	360	737	1,724	360	3,772
CAPITAL- NONGRANT (SEE PAGE 5)	216	398	343	1,585	420	1,055	925	420	595	5,957
OPERATING EXPENSES	1,045	1,046	1,104	1,065	1,007	1,093	1,045	1,000	1,031	9,436
MUNICIPAL SERVICE FEE	-	-	-	1,400	-	-	-	-	-	1,400
	1,280	1,456	1,597	4,200	1,687	2,508	2,707	3,144	1,986	20,565
NET CASH FLOW	1,707	551	164	(2,134)	(19)	(760)	(705)	(1,101)	538	(1,759)
CLOSING FUND BALANCE	10,179	10,730	10,894	8,760	8,741	7,981	7,276	6,175	6,713	6,713

PEASE DEVELOPMENT AUTHORITY

GRANT REIMBURSEMENT CAPITAL PROJECTS (EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

GRANT FUNDED PROJECTS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL EXPANSION	-	-	100	100	200	300	300	300	300	1,600
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	10	10	10	10	10	10	10	10	10	90
ALPHA NORTH TAXIWAY DESIGN	-	-	40	40	50	50	50	50	50	330
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	-	-	-	-	377	-	-	377
SNOW REMOVAL EQUIPMENT (AIP 74)	-	-	-	-	-	-	-	1,211	-	1,211
	10	10	150	150	260	360	737	1,571	360	3,608
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	-	5	-	-	35	35	35	35	30	175
TERMINAL PARKING LOT DESIGN	-	5	-	-	15	25	25	25	-	95
SNOW REMOVAL EQUIPMENT	9	2	-	-	-	-	-	153	-	164
	9	12	-	-	50	60	60	213	30	434
TOTAL GRANT REIMBURSEMENT PROJECTS	19	12	150	150	260	360	737	1,724	360	3,772

PEASE DEVELOPMENT AUTHORITY

GRANT RECEIPT AWARDS (EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

GRANT AWARDS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
PORTSMOUTH AIRPORT										
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 62-\$1.6M)	-	167	-	-	-	-	-	-	-	167
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 66-\$2.0M)	-	211	-	-	-	-	-	-	-	211
RUNWAY 16-34 RECONSTRUCTION (AIP 64)	1,100	-	-	-	-	-	-	-	-	1,100
TW A SOUTH HOLD BAY (AIP 67)	44	-	-	-	-	-	-	-	-	44
ARRIVALS HALL EXPANSION	-	-	-	-	-	270	270	270	-	810
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	15	-	20	-	20	-	20	-	20	95
ALPHA NORTH TAXIWAY DESIGN	-	-	-	-	-	-	55	45	-	100
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	-	-	-	-	-	377	-	377
SRE CARRIER VEHICLE (AIP 74)	-	-	-	-	-	-	-	-	1,150	1,150
LOWERY LANE PAVING (AIP 70)	42	-	-	-	-	-	-	-	-	42
	1,201	378	20	-	20	270	345	692	1,170	4,096
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	-	-	-	-	-	-	31	31	-	62
TERMINAL PARKING LOT DESIGN	-	-	-	-	-	-	-	31	-	31
SNOW REMOVAL EQUIPMENT	-	-	-	-	-	-	-	-	145	145
	-	-	-	-	-	-	31	62	145	238
TOTAL GRANT RECEIPT AWARDS	1,201	378	20	-	20	270	376	754	1,315	4,334

PEASE DEVELOPMENT AUTHORITY
NON-GRANT CAPITAL EXPENDITURES (EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

NON-GRANT CAPITAL PROJECTS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
TECHNOLOGY/ADMINISTRATION										
OFFICE 365 MIGRATION **	-	-	-	40	-	-	-	-	-	40
PAYCHEX PAYROLL KIOSKS **	-	-	-	-	-	5	-	-	-	5
TECHNOLOGY ENHANCEMENTS **	10	-	-	-	-	-	-	-	-	10
SERVER UPGRADE-DPH**	-	-	-	-	-	10	-	-	-	10
WEBSITE UPGRADES**	-	-	-	100	-	-	-	-	-	100
	10	-	-	140	-	15	-	-	-	165
GOLF COURSE										
COURSE EQUIPMENT	-	43	-	-	-	140	-	-	-	183
VIDEO SURVEILLANCE SYSTEM**	-	-	-	20	20	-	-	-	-	40
	-	43	-	20	20	140	-	-	-	223
PORTSMOUTH AIRPORT										
TERMINAL EXPANSION	-	-	-	-	-	-	-	-	-	-
MOBILE RADIO UPGRADE **	-	-	-	-	-	-	-	20	-	20
FENCE CONSTRUCTION **	-	45	-	-	-	-	-	-	-	45
HVAC IMPROVEMENTS - ATC TOWER**	-	-	-	60	-	-	-	-	-	60
GENERATOR UPGRADE **	-	10	-	-	-	-	-	-	-	10
PAY FOR PARKING UPGRADES**	-	-	-	-	-	-	50	-	-	50
ARRIVALS HALL EXPANSION-DESIGN	-	110	-	-	-	-	-	-	-	110
PEDESTRIAN SIDEWALKS**	-	-	-	-	-	-	75	-	-	75
ARRIVALS HALL EXPANSION-CONSTRUCTION	-	100	150	400	400	400	400	400	400	2,650
FLIGHTLINE RD PIPE RELOCATION**	-	-	-	750	-	-	-	-	-	750
	-	265	150	1,210	400	700	525	420	400	4,070
SKYHAVEN AIRPORT										
SRE DOOR REPLACEMENT**	20	-	-	-	-	-	-	-	-	20
FUEL SYSTEM CREDIT CARD **	-	-	-	-	-	5	-	-	-	5
RENOVATION WORK-TERMINAL BLDG	-	15	-	-	-	-	-	-	-	15
TOW BEHIND MOWER ATTACHMENT	11	-	-	-	-	-	-	-	-	11
	31	15	-	-	-	5	-	-	-	51
SECURITY - PORTSMOUTH AIRPORT										
CCTV SECURITY GATES	-	50	-	-	-	-	-	-	-	50
REPLACE BADGING WORKSTATIONS	-	-	-	90	-	-	-	-	-	90
DURESS ALARM SYSTEMS	12	-	-	-	-	-	-	-	-	12
TRAINING VIDEO PRODUCTION	-	-	-	-	-	-	-	-	115	115
BADGE READER & MEDIA REPLACEMENT	-	-	89	-	-	-	-	-	-	89
SECURITY SYSTEM UPGRADE **	-	-	-	-	-	170	100	-	-	270
	12	50	89	90	-	170	100	-	115	626
SECURITY - SKYHAVEN AIRPORT										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
TRADEPORT										
STORMWATER UPGRADES	-	25	-	-	-	25	-	-	-	50
HVAC IMPROVEMENTS - 55 INTERNATIONAL**	-	-	-	125	-	-	-	-	-	125
	-	25	-	125	-	25	-	-	-	175
MAINTENANCE										
VEHICLE FLEET REPLACEMENT	-	-	54	-	-	-	150	-	80	284
PAINT MACHINE **	15	-	-	-	-	-	-	-	-	15
BUILDING INFRASTRUCTURE **										
HIGH LIFT	19	-	50	-	-	-	-	-	-	50
JD DIESEL TRACTORW/TOW BEHIND MOWER	129	-	-	-	-	-	-	-	-	129
SNOW MELTER/HAUL	-	-	-	-	-	-	150	-	-	150
	163	-	104	-	-	-	300	-	80	647
TOTAL NON-GRANT CAPITAL PROJECTS	216	398	343	1,585	420	1,055	925	420	595	5,957

DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

APRIL 1, 2023 TO DECEMBER 31, 2023

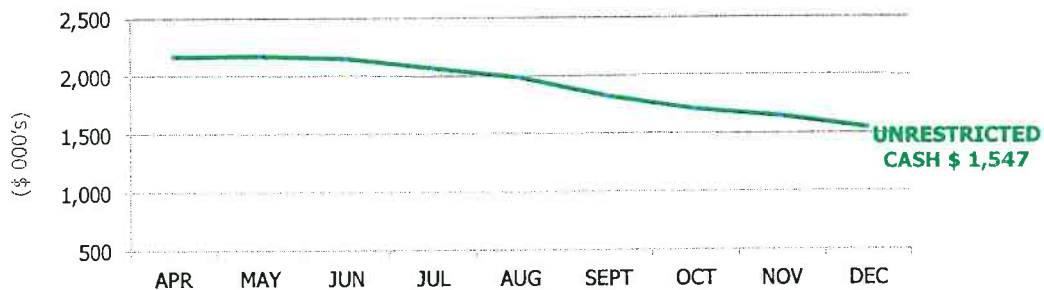
(\$ 000's)

(\$000'S)	AMOUNT
OPENING FUND BALANCE	<u>2,034</u>
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	433
FUEL SALES	692
REGISTRATIONS / WHARFAGE	510
MOORING FEES	165
PARKING FEES	91
	<u>1,891</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,211
FUEL PROCUREMENT	571
OPERATING EXPENSES	446
CAPITAL EXPENDITURES AND OTHER	150
	<u>2,378</u>
NET CASH FLOW	<u>(487)</u>
CLOSING FUND BALANCE	<u>1,547</u>

TOTAL FUND BALANCES	BALANCE AT 3/31/23	BALANCE AT 06/30/22
UNRESTRICTED FUNDS	2,034	1,520
DESIGNATED FUNDS	<u>160</u>	<u>160</u>
	<u>2,194</u>	<u>1,680</u>

CASH FLOW PROJECTION SENSITIVITIES INCLUDE: 1) ACCURACY OF CAPITAL EXPENDITURES FORECAST AND USE OF HARBOR DREDGING AND PIER MAINTENANCE FUNDS 2) FUEL CONSUMPTION AND 3) CONTINUED OVERSIGHT OF OPERATING EXPENSES

PROJECTED UNRESTRICTED CASH BALANCES



DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)
STATEMENT OF CASH FLOW

(\$000's)

CASH FLOW - DPH	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
OPENING FUND BALANCE	<u>2,034</u>	<u>2,174</u>	<u>2,176</u>	<u>2,154</u>	<u>2,069</u>	<u>1,986</u>	<u>1,825</u>	<u>1,711</u>	<u>1,647</u>	<u>2,034</u>
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	62	42	42	67	44	44	48	43	41	433
FUEL SALES	26	81	112	141	142	107	39	22	22	692
MOORING FEES	165	-	-	-	-	-	-	-	-	165
PARKING FEES	5	6	23	19	21	12	5	-	-	91
REGISTRATIONS / WHARFAGE	81	125	157	-	12	10	3	50	72	510
	<u>339</u>	<u>254</u>	<u>334</u>	<u>227</u>	<u>219</u>	<u>173</u>	<u>95</u>	<u>115</u>	<u>135</u>	<u>1,891</u>
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	124	143	141	150	137	142	134	116	124	1,211
FUEL PROCUREMENT	21	65	90	120	121	87	30	19	19	571
UTILITIES	15	13	13	11	12	12	12	14	12	114
GENERAL AND ADMINISTRATIVE	10	10	12	11	12	11	10	10	10	96
BUILDINGS AND FACILITIES	28	19	49	19	19	19	19	19	19	210
PROFESSIONAL SERVICES	1	2	2	1	1	13	4	1	1	26
CAPITAL EXPENDITURES AND OTHER	-	-	50	-	-	50	-	-	50	150
	<u>199</u>	<u>252</u>	<u>357</u>	<u>312</u>	<u>302</u>	<u>334</u>	<u>209</u>	<u>179</u>	<u>235</u>	<u>2,378</u>
NET CASH FLOW	140	2	(23)	(85)	(83)	(161)	(114)	(64)	(100)	(487)
CLOSING FUND BALANCE	<u>2,174</u>	<u>2,176</u>	<u>2,154</u>	<u>2,069</u>	<u>1,986</u>	<u>1,825</u>	<u>1,711</u>	<u>1,647</u>	<u>1,547</u>	<u>1,547</u>

DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

APRIL 1, 2023 TO DECEMBER 31, 2023

(\$ 000's)

HARBOR DREDGING FUND

(\$ 000's) AMOUNT

OPENING FUND BALANCE 302

SOURCES OF FUNDS

PIER USAGE FEES	81
REGISTRATIONS	9
GRANT FUNDING	-
	<u>90</u>

USES OF FUNDS

BUILDINGS AND FACILITIES	104
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	-
ALL OTHER- (CBOC)	100
	<u>210</u>

NET CASH FLOW (120)

CLOSING FUND BALANCE 182

REVOLVING LOAN FUND

(\$ 000's) AMOUNT

OPENING FUND BALANCE 138

SOURCES OF FUNDS

LOAN REPAYMENTS	99
INTEREST INCOME-LOANS	30
INTEREST INCOME-FUND BALANCE	-
	<u>129</u>

USES OF FUNDS

NEW LOANS PROJECTED	130
GENERAL AND ADMINISTRATIVE	8
PROFESSIONAL SERVICES	12
	<u>150</u>
NET CASH FLOW	<u>(21)</u>

CLOSING FUND BALANCE 117

FOREIGN TRADE ZONE

(\$ 000's) AMOUNT

OPENING FUND BALANCE 5

SOURCES OF FUNDS

FACILITY RENTALS	12
ALL OTHER	-
	-
	<u>12</u>

USES OF FUNDS

GENERAL AND ADMINISTRATIVE	3
PROFESSIONAL SERVICES	-
OTHER	5
	<u>8</u>

NET CASH FLOW 4

CLOSING FUND BALANCE 9

TOTAL FUND BALANCES	BALANCE AT 3/31/23	BALANCE AT 06/30/22
HARBOR DREDGING	302	279
REVOLVING LOAN FUND	138	75
FOREIGN TRADE ZONE	5	11
	<u>445</u>	<u>365</u>

To: Paul Brean, Executive Director

From: Suzy Anzalone, Director of Finance



Date: March 27, 2023

Subject: Capital Improvement Plan FY2023 – FY2029

In anticipation of the upcoming April 17, 2023 Pease Development Finance Committee meeting, the following is an overview of the Capital Improvement Plan (CIP) budget process:

The CIP budget is comprised of a **six year** forecast with individual line item detail, split between “Grant Funded” and “Internally Funded” capital projects.

Each department manager reviews line items with his/her area of responsibility and prepares a Capital Project Justification form for each new project, which describes the purpose, timing and cost. Projects are prioritized (A, B or C) and classified between infrastructure, expansion, health and safety, equipment and regulatory related. Proposed budgets are discussed in detail with the Director of Finance prior to a joint meeting with the Executive Director. At this point, projects may be moved to outer years, reprioritized or removed altogether.

A final analysis is performed by the Director of Finance to measure projected cash and debt levels and make certain our current line of credit is sufficient to meet our capital and operating needs.

The current CIP plan shows capital investments of \$65M over the next six years consisting of \$38.1M in grant funded projects and \$26.9M internally funded. We anticipate 95% sponsor funding and 5% PDA funding for grant related projects. The attached presentation also includes a summary showing the financial impact of implementing ALL projects, “A&B” or “A” priority projects only.

The majority of the capital expenditures in the current presentation (78.4%) are directly related to Portsmouth and Skyhaven airports with the remainder split between the Tradeport, golf, technology, maintenance and security. Significant projects include the following:

- Arrivals Hall expansion
- Taxiway Reconstructions (PSM & DAW)
- Apron construction (DAW)
- Snow removal equipment building construction and equipment replacements (PSM)
- Tradeport intersection and infrastructure improvements
- Infrastructure improvements to Customs and Border Patrol office
- Air Traffic Control Tower Upgrades
- Equipment and vehicle purchases (maintenance, golf, security, communications)
- Technology upgrades

We believe this Capital Improvement Plan incorporates prudent current and future investment in our Airport(s) as well as Tradeport infrastructure, equipment replacements and technology upgrades. As a reminder, this plan is purely a presentation of anticipated expenditures and each individual project will be presented to the Board for approval prior to initiation.

PEASE DEVELOPMENT AUTHORITY

CAPITAL IMPROVEMENT PLAN FY 2023 - FY 2029

**FINANCE COMMITTEE MEETING
APRIL 17, 2023**

TABLE OF CONTENTS...

	<u>PAGE #</u>
• SUMMARY FINDINGS	3-5
• CAPITAL PROJECT REQUESTS	
• GRANT FUNDED	6-7
• INTERNALLY FUNDED	8-13
• FINANCING CONSIDERATIONS	
• UNRESTRICTED CASH AND INVESTMENTS	14
• OUTSTANDING DEBT ANALYSIS	15
• NET CASH FLOW	16
• DISCRETIONARY / LOWER PRIORITY PROJECTS- FINANCIAL IMPACT	17

SUMMARY FINDINGS...

\$(000's)

- THE CURRENT UPDATE TO THE CAPITAL IMPROVEMENT PLAN, EXCLUDING THE DIVISION OF PORTS AND HARBORS, HAS IDENTIFIED PROJECT REQUESTS THAT TOTAL \$65,001. THE OVERRIDING EMPHASIS IN PROJECTED SPENDING IS TOWARD INFRASTRUCTURE ACTIVITIES AT THE PEASE INTERNATIONAL AIRPORT AND TO A LESSER EXTENT, THE PEASE TRADEPORT AND SKYHAVEN AIRPORT.

	GRANT FUNDED	INTERMALLY FUNDED	TOTAL
INFRASTRUCTURE	\$26,220	\$10,628	\$36,848
EXPANSION	7,550	10,030	17,580
EQUIPMENT	3,689	3,005	6,694
SAFETY	670	1,059	1,729
REGULATORY	-	2,150	2,150
	38,129	26,872	65,001

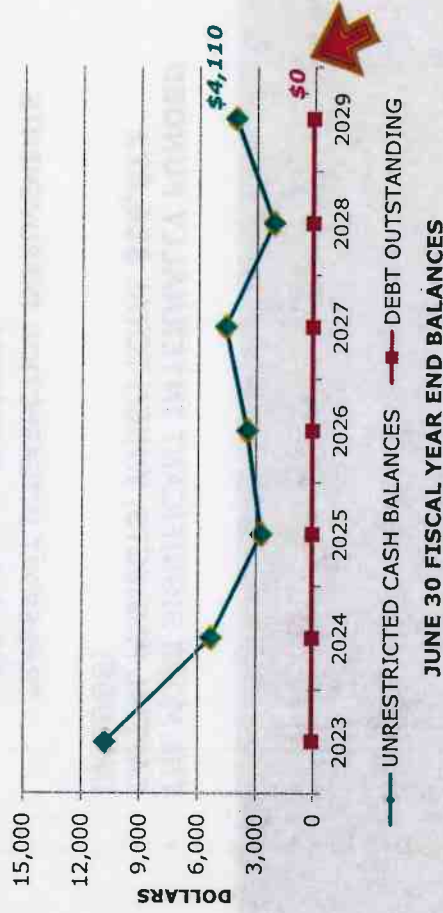
KEY SENSITIVITIES INCLUDE:

- FUTURE FUEL FLOWAGE / PAY FOR PARKING FEES- PSM
- TRAFFIC FLOW MONITORING-FUTURE INTERSECTION IMPROVEMENTS
- POTENTIAL BIPARTISAN INFRASTRUCTURE LAW (BIL) FUNDING
- STORMWATER TREATMENT COST PROJECTIONS
- POSSIBLE ADOPTION OF LANDING FEES
- ALLEGIAN- CONTINUED OPERATING SUCCESS
- PROJECTED NET OPERATING INCOME
- BORROWING RATES INCREASING FROM 3% TO OVER 7%
- INFLATION ASSUMPTIONS BETWEEN 4% TO 6%
- EXTERNAL BORROWING CAPACITY
- PDA GRANT FUNDING MATCH AT 5%

- PROJECT JUSTIFICATION WAS DIRECTED TOWARD REQUESTS THAT ARE IN SUPPORT OF HEALTH AND SAFETY, REGULATORY COMPLIANCE, INFRASTRUCTURE AND TECHNOLOGY IMPROVEMENTS, EQUIPMENT AND OR EXPANSION / REVENUE ENHANCEMENT OPPORTUNITIES.

- LONG TERM PLANNING INCLUDES EXTENSION OF THE REVOLVING LINE OF CREDIT (RLOC), IN THE AMOUNT OF \$7 MILLION, HELD THROUGH THE PROVIDENT BANK WHICH EXPIRES ON DECEMBER 31, 2025.

PROJECTED UNRESTRICTED CASH BALANCES AND DEBT OUTSTANDING (EXCLUDING DPH)



JUNE 30 FISCAL YEAR END BALANCES

CAPITAL PROJECT REQUESTS...

\$ (000's)

THE MORE SIGNIFICANT **GRANT FUNDED** CAPITAL PROJECTS, WHICH TOTAL **\$38,129** INCLUDE:

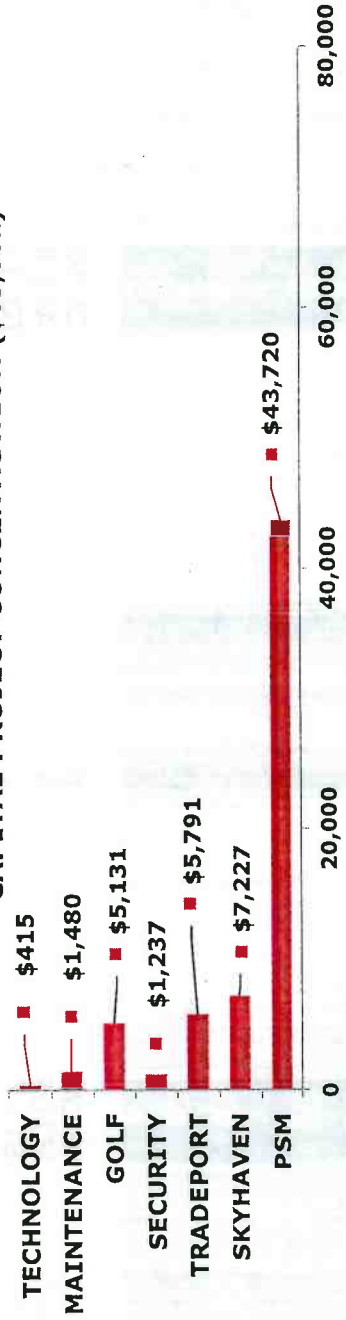
- ARRIVALS HALL EXPANSION (PSM)
- RECONSTRUCTION OF TAXIWAYS (PSM & DAW)
- TERMINAL APRON CONSTRUCTION (DAW)
- SNOW REMOVAL EQUIPMENT (PSM)
- TRADEPORT INTERSECTION IMPROVEMENTS
- AIR TRAFFIC CONTROL TOWER (ATC) UPGRADES (PSM)

THE 5% COST SHARING IMPACT (CASH FLOW) TO THE PDA FOR PROPOSED GRANT FUNDED PROJECT REQUESTS THROUGH FY 2029 ARE ESTIMATED AT APPROXIMATELY \$1,906

THE MORE SIGNIFICANT **INTERNALLY FUNDED** CAPITAL PROJECTS, WHICH TOTAL **\$26,872** INCLUDE:

- TRADEPORT INTERSECTION IMPROVEMENTS
- ARRIVALS HALL EXPANSION
- SNOW REMOVAL EQUIPMENT BUILDING
- CBP OFFICE INFRASTRUCTURE IMPROVEMENTS
- GOLF COURSE EQUIPMENT & IRRIGATION
- PIPE RELOCATION - FLIGHTLINE DRIVE
- GRILL 28 EXPANSION
- MAINTENANCE EQUIPMENT & VEHICLE REPLACEMENTS
- SECURITY UPGRADES (PSM & DAW)

CAPITAL PROJECT CONCENTRATION (\$65,001)

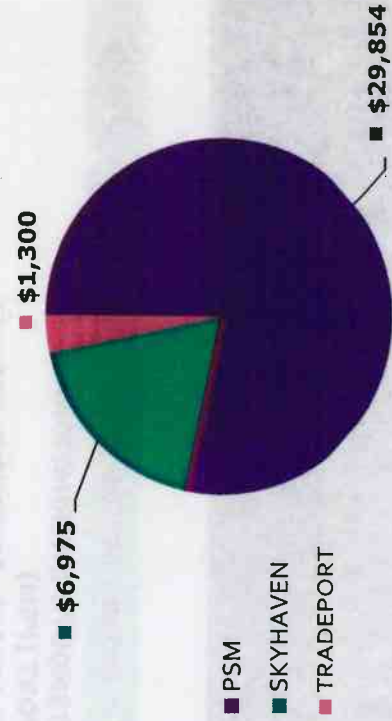


PROJECTED CAPITAL EXPENDITURES...

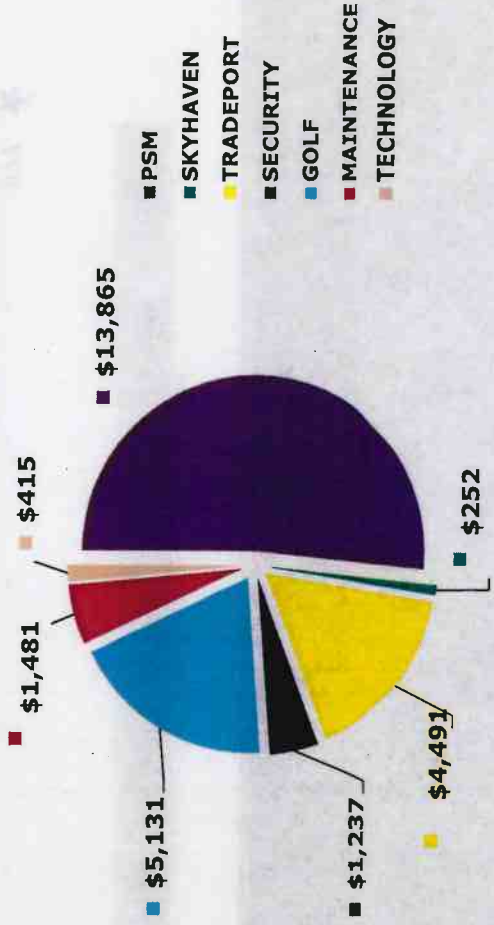
\$(000's)

FISCAL YEAR	PSM	SKYHAVEN	TRADEPORT	SECURITY	GOLF	MAINTENANCE	TECHNOLOGY	TOTAL
2023 TO GO	\$1,385	\$71	\$117	\$475	\$103	\$211	\$20	\$2,382
2024	15,354	425	690	275	558	402	220	17,924
2025	7,335	2,047	760	-	3,410	160	75	13,787
2026	12,061	545	978	64	360	75	20	14,103
2027	3,000	256	1,838	20	210	82	60	5,466
2028	4,565	3,333	278	403	215	210	10	9,014
2029	20	550	1,130	-	275	340	10	2,325
	<u>43,720</u>	<u>7,227</u>	<u>5,791</u>	<u>1,237</u>	<u>5,131</u>	<u>1,480</u>	<u>415</u>	<u>65,001</u>

GRANT FUNDED PROJECTS (\$38,129)



INTERNALLY FUNDED PROJECTS (\$26,872)



GRANT FUNDED CAPITAL PROJECT REQUESTS...

\$ (000's)

PROJECT DESCRIPTION	FY 2023 TO GO	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
PORTSMOUTH INTERNATIONAL AIRPORT (PSM)								
SNOW REMOVAL EQUIPMENT (SRE)-AIP 69	600	377	-	-	-	-	-	977 ★
PSM ARRIVALS HALL EXPANSION	-	7,000	-	-	-	-	-	7,000 ★
TAXIWAY A NORTH RECONSTRUCTION	25	475	5,000	-	-	-	-	5,500
TAXIWAY A SOUTH RECONSTRUCTION	-	-	500	3,100	-	-	-	3,600
FAA MASTER PLAN	-	-	-	-	200	-	-	200
AIR TRAFFIC CONTROL TOWER UPGRADES	-	-	-	7,000	-	-	-	7,000
SRE CARRIER VEHICLE (AIP 74)	-	1,212	-	-	-	-	-	1,212 ★
SRE LIQUID DEICING TRUCK & MTE	-	-	15	1,300	-	-	-	1,315 ★
MULTI-TASKING EQUIPMENT (MTE)	-	-	-	-	-	-	20	20 ★
NH AVE RIGHT TURN LANE	45	385	-	-	-	-	-	430 ★
TAXIWAY A - S. HOLD BAY EAST HALF	-	-	150	-	2,450	-	-	2,600 ★
	670	9,449	5,665	11,400	2,650	-	20	29,854

★ HIGH PRIORITY

GRANT FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED)

\$ (000's)

PROJECT DESCRIPTION	FY 2023 TO GO	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
PEASE TRADEPORT								
INTERSECTION: GRAFTON ROAD & GOLF COURSE INTERIM	-	200	550	-	-	-	-	750 ★
INTERSECTION: INTERNATIONAL DRIVE & MANCHESTER	-	-	-	150	400	-	-	550
	-	200	550	150	400	-	-	1,300
SKYHAVEN AIRPORT (DAW)								
TERMINAL APRON CONSTRUCTION	-	-	1,800	-	-	-	-	1,800 ★
WILDLIFE HAZARD FENCING DESIGN & CONSTRUCTION	5	145	-	520	-	-	-	670 ★
ONE TON TRUCK WITH PLOW	15	150	-	-	-	-	-	165 ★
TAXIWAY A DESIGN & CONSTRUCTION	-	-	-	-	195	3,333	-	3,528
TERMINAL PARKING LOT DESIGN & CONSTRUCTION	5	115	142	-	-	-	-	262
PROPERTY ACQUISITION	-	-	-	-	-	-	550	550
	<u>25</u>	<u>410</u>	<u>1,942</u>	<u>520</u>	<u>195</u>	<u>3,333</u>	<u>550</u>	<u>6,975</u>
TOTAL GRANT FUNDED	695	10,059	8,157	12,070	3,245	3,333	570	38,129

★ HIGH PRIORITY

INTERNALLY FUNDED CAPITAL PROJECT REQUESTS...

\$ (000's)

PROJECT DESCRIPTION	FY 2023 TO GO	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
TRADEPORT								
INTERSECTION IMPROVEMENTS	-	-	-	200	1,300	150	1,000	2,650 ★
ROOF REPLACEMENT-36 AIRLINE AVE	-	50	-	-	-	-	-	50 ★
STORMWATER UPGRADES	10	50	50	50	50	50	50	310 ★
MULTI PATH EXPANSION	-	-	75	500	-	-	-	575 ★
COPORATE DRIVE DRAINAGE	32	-	-	-	-	-	-	32 ★
AIRFIELD DRAINAGE INSP. & REPAIRS	75	75	75	78	78	78	80	539
SIDEWALKS- PEDESTRIAN FACILITIES	-	75	-	-	-	-	-	75
TANK MAINTENANCE PROGRAM	-	10	10	-	10	-	-	30 ★
HVAC - 55 INTERNATIONAL	-	130	-	-	-	-	-	130 ★
TERMINAL LANDSCAPING	-	50	-	-	-	-	-	50
ROOF REPLACEMENT-19 DURHAM ST	-	50	-	-	-	-	-	50
	117	490	210	828	1,438	278	1,130	4,491

★ HIGH PRIORITY

INTERNALLY FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED) ●●●●

\$ (000's)

PROJECT DESCRIPTION	FY 2023 TO GO	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
PORTSMOUTH INTERNATIONAL AIRPORT								
TERMINAL EXPANSION- PHASE I	170	-	-	-	-	-	-	170 ★
OIL / WATER SEPARATOR	-	150	500	-	-	-	-	650 ★
SOLAR PANEL FARM	-	-	-	-	100	500	-	500
PAY FOR PARKING TECH UPGRADES	-	50	-	-	-	-	-	150
AIRFIELD LIGHTING & SIGNAGE	-	55	-	-	-	-	-	55 ★
MOBILE RADIO UPGRADES	20	20	20	55	-	58	-	173
TERMINAL CARPETING	-	20	-	6	-	6	-	32
FENCE CONSTRUCTION	15	45	-	-	-	-	-	60
WINDBREAK FOR WALKWAY	-	-	-	100	-	-	-	100
GENERATOR UPGRADES	10	-	-	-	-	-	-	10 ★
SRE BUILDING DESIGN & CONSTRUCTION	-	-	-	-	250	4,000	-	4,250
PIPE RELOCATION-FLIGHTLINE DR	-	750	-	-	-	-	-	750 ★
ARRIVALS HALL EXPANSION	400	3,455	1,500	-	-	-	-	5,355 ★
ATC TOWER HVAC UPGRADES	-	60	-	-	-	-	-	60 ★
JETBRIDGE UPGRADES	-	300	-	-	-	-	-	300
CBP INFRASTRUCTURE IMPROVEMENTS	100	1,000	-	-	-	-	-	1,100 ★
PLOW TRUCK (AIP 69) NON-GRANT	-	150	-	-	-	-	-	150
	715	5,905	1,670	661	350	4,564	-	13,865

★ HIGH PRIORITY

INTERNALLY FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED).....

\$ (000's)

PROJECT DESCRIPTION	FY 2023 TO GO	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
SKYHAVEN AIRPORT								
SOLAR PANEL FARM	-	-	-	-	30	-	-	30
TERMINAL UPGRADES/RESTROOMS	15	-	-	-	-	-	-	15
EVC STATION	-	-	55	-	-	-	-	55
FUEL SYSTEM CREDIT CARD APPLICATION	-	5	-	-	-	-	-	5 ★
SRE DOOR REPLACEMENT	20	-	-	-	-	-	-	20 ★
SRE BOILER REPLACEMENT	-	10	-	-	-	-	-	10
SRE BLDG. SEDIMENT TRAP	-	-	-	25	-	-	-	25
JOHN DEERE TRACTOR/MOWER	-	-	-	-	31	-	-	31
TERMINAL APRON PAVEMENT-NON-GRANT	-	-	50	-	-	-	-	50
TOW BEHIND FOR MOWER	11	-	-	-	-	-	-	11 ★
	46	15	105	25	61	-	-	252
SECURITY (PSM & DAW)								
BADGING EQUIP. REPLACEMENTS	90	110	-	-	-	118	-	318 ★
SECURITY SYSTEM UPGRADE	270	30	-	32	-	285	-	617 ★
CCTV SECURITY GATES	-	-	-	-	20	-	-	20 ★
DOOR ACCESS CONTROL (PSM & DAW)	-	135	-	32	-	-	-	167 ★
EMPLOYEE TRAINING VIDEO PRODUCTION	115	-	-	-	-	-	-	115 ★
	475	275	-	64	20	403	-	1,237

★ HIGH PRIORITY

INTERNALLY FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED)

\$ (000's)

PROJECT DESCRIPTION	FY 2023 TO GO	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
MAINTENANCE (TRADEPORT / PSM)								
SNOW MELTER/HAUL	-	100	50	-	-	-	-	150
RUNWAY PAINTING MACHINE	15	-	-	-	-	100	-	115
VEHICLE REPLACEMENT-MAINT, OPS, ADMIN	46	230	50	-	53	110	-	489
JOHN DEERE TRACTOR REPLACEMENT	130	-	-	-	-	-	140	270
SKID STEER BLOWER ATTACHMENT	-	-	-	-	30	-	-	30
BUILDING INFRASTRUCTURE	-	50	-	50	-	-	50	150
ROUTER FOR SIGN MAKING	-	-	60	-	-	-	-	60
MOWER REPLACEMENT	-	22	-	25	-	-	-	47
SWPP WASH RACK	-	-	-	-	-	-	150	150
HI LIFT (AIRPORTS)	20	-	-	-	-	-	-	20
	211	402	160	75	83	210	340	1,481

★ HIGH PRIORITY

INTERNALLY FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED)

\$ (000's)

PROJECT DESCRIPTION	FY 2023 TO GO	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
GOLF COURSE								
COURSE EQUIPMENT	53	98	165	75	155	-	85	631 ★
COURSE ENHANCEMENTS	-	30	25	-	-	25	25	105
DUMP TRUCK / TRUCK WITH PLOW	-	-	-	-	55	-	-	55 ★
CLUBHOUSE CARPET/PAINT	-	25	-	-	-	-	-	25
KITCHEN EQUIPMENT	-	-	-	15	-	-	15	30
GEO THERMAL PUMPS	-	-	20	-	-	20	-	40 ★
GRILL 28 EXPANSION	-	250	3,000	-	-	-	-	3,250
UTILITY VEHICLES (LARGE & SMALL)	50	-	-	20	-	70	-	140 ★
IRRIGATION REPAIRS	-	100	100	100	-	100	100	500
ON COURSE RESTROOMS	-	-	-	50	-	-	50	100
VIDEO SURVEILLANCE SYSTEM	-	40	-	-	-	-	-	40 ★
STORAGE BUILDING-MAINT. DEPT	-	15	100	100	-	-	-	215
	103	558	3,410	360	210	215	275	5,131

★ HIGH PRIORITY

INTERNALLY FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED) ■■■■

\$ (000's)

PROJECT DESCRIPTION	FY 2023 TO GO	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
TECHNOLOGY								
NETWORK SECURITY	10	-	10	-	10	-	-	30 ★
MAIN SERVER(S) REPLACEMENT	-	10	-	-	40	-	-	50 ★
DESKTOP/LAPTOP COMPUTERS	5	10	10	10	10	10	10	65 ★
MS OFFICE 365 MIGRATION	-	40	-	-	-	-	-	40 ★
FINANCE SOFTWARE	-	50	-	-	-	-	-	50
FIRE WALL REPLACEMENT	5	5	-	10	-	-	-	20 ★
PAYCHEX PAYROLL KIOSKS	-	5	5	-	-	-	-	10 ★
WEBSITE UPGRADES	-	100	-	-	-	-	-	100 ★
PAPERLESS AP SOFTWARE	-	-	50	-	-	-	-	50
	<u>20</u>	<u>220</u>	<u>75</u>	<u>20</u>	<u>60</u>	<u>10</u>	<u>10</u>	<u>415</u>
TOTAL INTERNALLY FUNDED	1,687	7,865	5,630	2,033	2,222	5,680	1,755	26,872

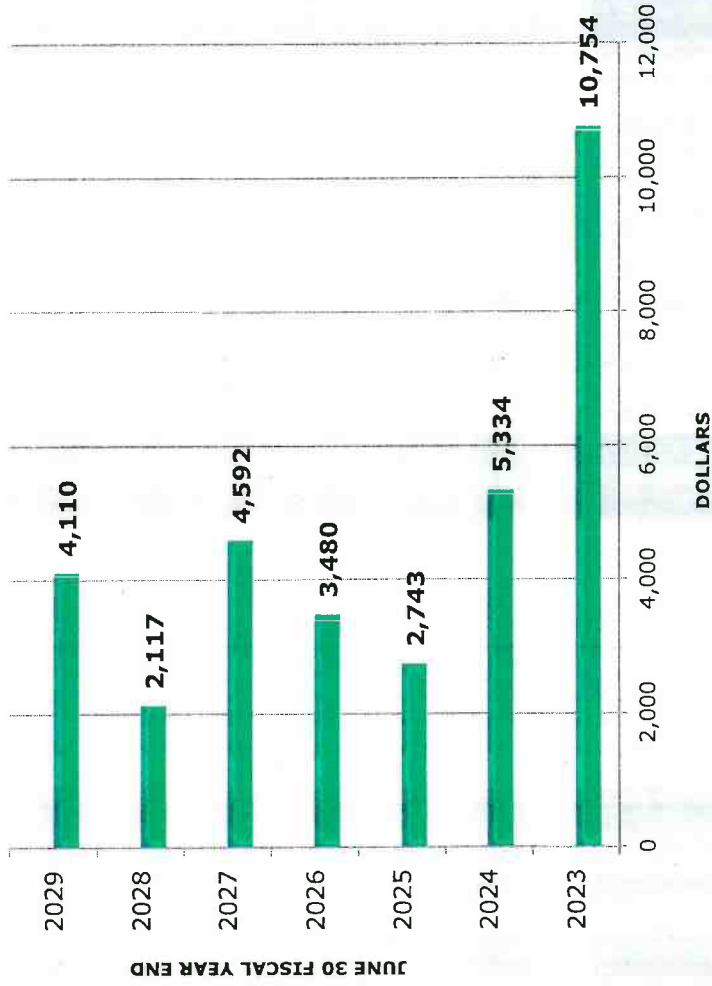
★ HIGH PRIORITY

PROJECTED FY 2023 - FY 2029 UNRESTRICTED CASH AND INVESTMENTS....

\$ (000's)

	AMOUNT
CASH AND INVESTMENTS - DECEMBER 31, 2022	\$8,431
NET OPERATING INCOME- EXCLUDING DEPRECIATION	<u>21,763</u>
AVAILABLE FUNDS	<u>30,194</u>
FINANCING ACTIVITIES	
GRANT FUNDING	38,367
NEW WORKING CAPITAL- RLOC (NET)	0
CAPITAL EXPENDITURES:	
GRANT FUNDED	(38,129)
INTERNALLY FUNDED	(26,872)
INTEREST PAYMENTS-NET OF INTEREST INCOME	0
NET CHANGES IN WORKING CAPITAL	550
NET FINANCING ACTIVITIES	<u>(26,084)</u>
CASH AND INVESTMENTS- JUNE 30, 2029	<u>\$4,110</u>

PROJECTED FISCAL YEAR END
UNRESTRICTED CASH AND INVESTMENTS



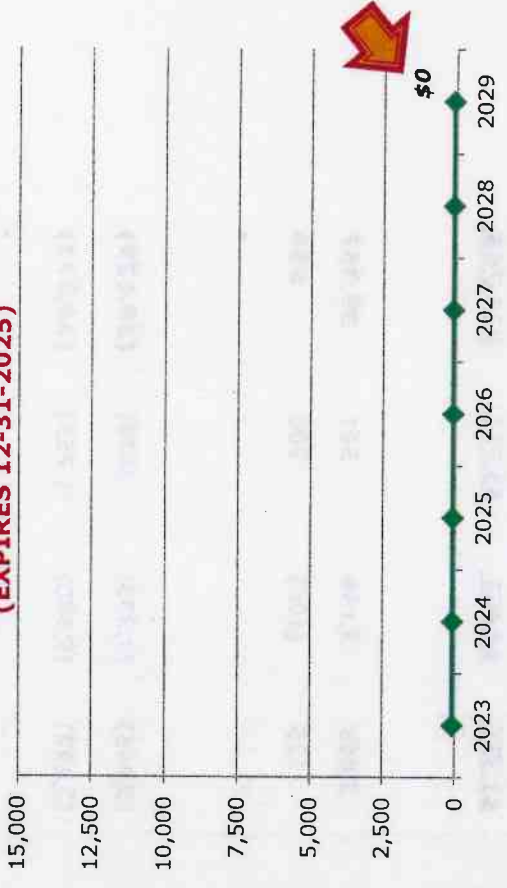
PROJECTED FY 2023 - FY 2029 OUTSTANDING DEBT ANALYSIS....

\$ (000's)

	AMOUNT
DEBT OUTSTANDING- DECEMBER 31, 2022	\$0
FINANCING ACTIVITIES	
NEW WORKING CAPITAL- RLOC	0
WORKING CAPITAL- RLOC REPAYMENT	0
NET FINANCING ACTIVITIES	<u>0</u>
DEBT OUTSTANDING - JUNE 30, 2029	<u>0</u>

DOLLARS

WORKING CAPITAL RLOC REQUIREMENT CURRENT \$7,000 CAPACITY (EXPIRES 12-31-2025)



JUNE 30 FISCAL YEAR END BALANCES

PROJECTED FY 2023 - FY 2029 NET CASH FLOW...

\$ (000's)

	FY 2023 TO GO	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
CASH FROM OPERATIONS	\$2,000	\$2,748	\$3,322	\$3,273	\$3,371	\$3,472	\$3,577	\$21,763
FINANCING ACTIVITIES								
FUNDING SOURCES:								
GRANT FUNDING- FAA / STATE	2,805	9,556	7,749	11,467	3,083	3,166	541	38,367
NET CHANGE IN WORKING CAPITAL	(100)	200	125	100	125	(100)	200	550
NEW WORKING CAPITAL- RLOC	-	-	-	-	-	-	-	-
FUNDING REQUIREMENTS:								
GRANT FUNDED CAPITAL PROJECTS	(695)	(10,059)	(8,157)	(12,070)	(3,245)	(3,333)	(570)	(38,129)
INTERNALLY FUNDED CAPITAL PROJECTS	(1,687)	(7,865)	(5,630)	(2,033)	(2,222)	(5,680)	(1,755)	(26,872)
WORKING CAPITAL RLOC- REPAYMENT	-	-	-	-	-	-	-	-
INTEREST EXPENSE- NET	-	-	-	-	-	-	-	-
NET FINANCING ACTIVITIES	323	(8,168)	(5,913)	(2,536)	(2,259)	(5,947)	(1,584)	(26,084)
NET CASH FLOW	2,323	(5,420)	(2,591)	737	1,112	(2,475)	1,993	(4,321)
CASH- BEGINNING OF PERIOD	8,431	10,754	5,334	2,743	3,480	4,592	2,117	8,431
CASH- END OF PERIOD	10,754	5,334	2,743	3,480	4,592	2,117	4,110	4,110

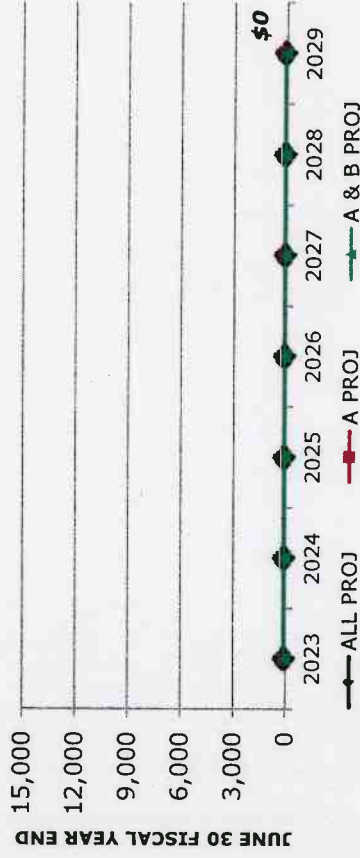
PROJECTED FY 2023 - FY 2029 FINANCIAL IMPACT DUE TO THE POTENTIAL ELIMINATION OF LOWER PRIORITY CAPITAL PROJECTS...

\$ (000's)

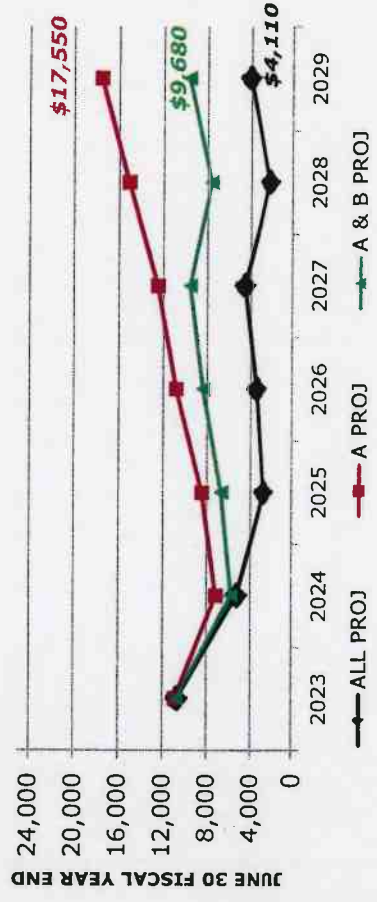
	PROPOSED ALL PROJECTS	A & B PROJECTS	A PROJECTS ONLY
CASH AND INVESTMENTS- DECEMBER 31, 2022	\$8,431	\$8,431	\$8,431
NET OPERATING INCOME- EXCLUDING DEPRECIATION	21,763	21,763	21,763
AVAILABLE FUNDS	30,194	30,194	30,194
FINANCING ACTIVITIES			
GRANT FUNDING	38,367	29,200	18,237
NEW WORKING CAPITAL- RLOC (NET)	-	-	-
CAPITAL EXPENDITURES:			
GRANT FUNDED	(38,129)	(28,479)	(16,939)
INTERNALLY FUNDED	(26,872)	(21,785)	(14,492)
INTEREST PAYMENTS-NET OF INTEREST INCOME	-	-	-
NET CHANGES IN WORKING CAPITAL	550	550	550
NET FINANCING ACTIVITIES	(26,084)	(20,514)	(12,644)
CASH AND INVESTMENTS- JUNE 30, 2029	4,110	9,680	17,550



**PROJECTED DEBT OUTSTANDING
(EXCLUDING DPH)**



**PROJECTED UNRESTRICTED CASH BALANCES
(EXCLUDING DPH)**





MOTION

Director Conard:

In accordance with the recommendation of the Audit Committee, the Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Executive Director to enter into a three (3) year contract with the firm Berry, Dunn, McNeil and Parker, LLC to perform the annual external audit of the PDA’s consolidated financial statements for fiscal years ending 2023, 2024, and 2025, with up to three (3) one-year options to extend at the discretion of the Executive Director; all in accordance with the requirements of the Comptroller General of the United States and the provisions of the Single Audit Act, OMB Circular A-133, and with the memorandum from Suzy Anzalone, Director of Finance dated April 3, 2023; attached hereto.

Memorandum

To: Paul Brean, Executive Director 
From: Suzy Anzalone, Director of Finance 
Date: April 3, 2023
Subject: RFP for Auditing Services

The contract with our current auditor BerryDunn, expired with the conclusion of the FY22 audit and a Request for Proposals for Auditing Services was issued February 2, 2023. The emphasis of the search was for organizations with strong governmental accounting experience. Two proposals were received.

A review team consisting of staff and one Board member, evaluated the proposals and 'scored' each firm on **responsiveness**, technical experience, organizational depth and engagement fees. Based on these evaluations, BerryDunn was chosen as auditor for a three year contract beginning June 30, 2023. The annual cost for fiscal years 2023 through 2025 is \$71,250, \$75,050 and \$78,850 respectively.

At this time, I respectfully request that you seek approval from the Board of Directors at the April 20, 2023 meeting to enter into a three (3) year contract with BerryDunn, with up to three (3) one-year renewal options, to perform annual audit services.

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *lew*
DATE: April 10, 2023
SUBJECT: Licenses / ROEs / Easements / Rights of Way

In accordance with the "Delegation to Executive Director: Consent, Approval and Execution of License Agreements," PDA entered into the following Right-of-Entry:

1. Name: ATDG, LLC
License: Right of Entry
Location: 360 Corporate Drive
Purpose: For geotechnical review and site survey purposes
Term: March 1, 2023 through June 30, 2023

2. Name: 165 Arboretum, LLC
License: Right of Entry
Location: 165 Arboretum Drive
Purpose: Extension to Right of Entry for continued survey / site inspection purposes
Term: Expires June 30, 2023

Director Fournier was consulted and granted his consent regarding these Rights of Entry.



February 22, 2023

Alexander Slocum, MD
ATDG, LLC
7 Sinclair Drive
Exeter, NH 03833

Re: **Right of Entry — 360 Corporate Drive
Pease International Tradeport, Portsmouth, NH**

Dear Dr. Slocum,

This letter will authorize ATDG, LLC ("ATDG") and/or its agents and contractors to enter upon the premises shown in the attached Exhibit A (the "Premises") for the period beginning March 1, 2023 through June 30, 2023 for geotechnical review and site survey purposes. Such inspection may include a review of environmental matters, including soils testing, wetlands review, adequacy of utility services, general site conditions, and any other inspection or evaluation of the Premises you deem necessary. ATDG may cut and remove brush in order to assist with the mapping of wetlands and performance of soil borings subject to the approval of the PDA Engineering Department. This Right of Entry will expire at the close of business on June 30, 2023 unless otherwise extended by written agreement of ATDG and Pease Development Authority.

This authorization is conditioned upon the following:

1. ATDG providing Pease Development Authority, upon execution of this letter of authorization or promptly upon completion of its inspection, with a copy of any report, letter, or summary with respect to conditions found at the Premises;
2. ATDG's agreement herein that any use of the Premises is at its sole risk and that its signature below constitutes its agreement to assume full responsibility for any and all risks of loss or damage to property and injury or death to persons by reason of or incident to its entry or the entry by any of its employees, agents or contractors upon the premises and/or the exercise of any of the authorities granted herein. ATDG expressly waives all claims against the Pease Development Authority for any such loss, damage, personal injury or death caused by or occurring as a consequence of ATDG's use of the Premises or the conduct of activities or the performance of responsibilities under this authorization. ATDG further agrees to indemnify, save, hold harmless, and defend the Pease Development Authority, its officers, board members, agents and employees, from and against all suits, claims, demands or actions, liabilities, judgments, costs and attorney's fees arising out of ATDG's use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization.

TAKING YOU THERE

Page Two

February 22, 2023

Re: **Right of Entry — 360 Corporate Drive
Pease International Tradeport, Portsmouth, NH**

3. ATDG and any agent or contractor of ATDG providing PDA with satisfactory evidence of commercial general liability insurance to a limit of not less than Two Million Dollars (\$2,000,000), naming the PDA as an additional insured. ATDG and any agent or contractor of ATDG providing PDA with satisfactory evidence of automobile liability insurance coverage in the amount of \$1,000,000.00 and workers' compensation coverage to statutory limits. Each such policy or certificate therefor issued by the insurer shall contain (i) an agreement by the insurer that such policy shall not be canceled without thirty (30) days prior written notice by mail to PDA, (ii) with the exception of workers compensation coverage, provide that the insurer shall have no right of subrogation against the PDA and (iii) a provision that any liability insurance coverage required to be carried shall be primary and non-contributory with respect to any insurance carried by PDA.

4. ATDG obtaining the prior written consent of the Engineering Department of the Pease Development Authority before conducting any drilling, testpitting, borings or other soil disturbing activities on the Premises, and thereafter complying with all terms and conditions of said consent.

5. ATDG's agreement to restore said premises to its condition as the same existed prior to the commencement of any work undertaken pursuant to this Right of Entry.

6. ATDG's agreement herein that no geotechnical exploration shall be done on the Site without proper clearance from PDA Engineering Department.

7. ATDG's agreement herein that this letter of authorization does not constitute a grant of an exclusive interest in the Premises, an option to lease the Premises or an offer to lease the Premises. ATDG acknowledges and agrees that, except as otherwise set forth herein, no legal obligations shall arise with respect to the Premises or lease thereof until a Lease Agreement is executed by the parties.

Please indicate by your signature below ATDG's consent and return the same to me with evidence of insurance as required.

Very truly yours,



Paul E. Brean
Executive Director

Agreed and accepted this 24th day of February, 2023.

ATDG, LLC

By: Alexander H. Sloan, Jr.

Print Name: _____

Its Duly Authorized: Sole Proprietor

Page Three
February 22, 2023

Re: Right of Entry — 360 Corporate Drive
Pease International Tradeport, Portsmouth, NH

EXHIBIT "A"
PREMISES



Right of Entry for 360 Corporate Drive

DESIGNED BY: MRM DATE: 11/10/21 SCALE: 1"=200'

 PEASE DEVELOPMENT AUTHORITY

55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801



March 24, 2023

Ryan Plummer
165 Arboretum, LLC
1 New Hampshire Ave., Suite 101
Portsmouth, NH 03801

**Re: Right of Entry — 165 Arboretum Drive, Pease International
Newington, Portsmouth, NH**

Dear Mr. Plummer:

This letter will approve the request of 165 Arboretum, LLC to extend its Right of Entry ("ROE") to enter upon the premises located at 165 Arboretum Drive through June 30, 2023, for continued survey / site inspection purposes. All other terms and conditions set forth in the ROE dated January 6, 2023, shall remain in full force and effect.

Please indicate by your signature below of 165 Arboretum, LLC's consent and return the same to me with updated evidence of insurance should there have been any changes to the policy or coverages since the ROE was finalized.

Very truly yours,

Paul E. Brean
Executive Director

Agreed and accepted this 24th day of March, 2023.

165 Arboretum LLC

By:
Print Name: Ryan Plummer
Its Duly Authorized: Manager

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *PEB*
DATE: April 10, 2023
SUBJECT: Lease Report

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

1. **Tenant:** Terraphase Engineering, Inc.
Space: 222 International Drive (Suite #150)
Use: General Office Use
Term: Two (2) years, with one (1) three (3) year option.

The Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements also requires the consent of one member of the PDA Board of Directors. In this instance, Director Lamson was consulted and granted her consent.

P:\BOARDMTG\2023\Lease Report 4-20-23.doc

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Paul E. Brean, Executive Director *Paul*
Date: April 10, 2023
Re: Sublease between 222 International, Limited Partnership and Terraphase Engineering Inc.

In accordance with the Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved of a sublease between 222 International, Limited Partnership ("222ILP") and **Terraphase Engineering Inc. ("TE")** for 937 square feet at 222 International Drive (Suite #150) for a period of two (2) years with one (1) three (3) year option. TE will use the premises for general office use.

The Delegation to Executive Director: Consent, Approval of Subleases provides that:

"A Sublease Agreement subject to this delegation of authority shall not be consented to, approved or executed unless all of the following conditions are met:

1. The use of the Subleased Premises associated with the sublease is permitted under the original sublease;
2. The sublease is consistent with the terms and conditions of the original Lease;
3. The original Lessee remains **primarily liable** to Lessor to pay rent and to perform all other obligations to be performed by Lessee under the original Lease; and
4. The proposed Sublessee is financially and operationally responsible."

Conditions **one through three** have been met. As to condition four, PDA relies on 222ILP's continued primary liability for payment of rent and other obligations pursuant to the PDA/200ILP Sublease.

The Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements also requires the consent of one member of the PDA Board of Directors. In this instance, Director Lamson was consulted and granted her consent.

NOTICE OF CONSENT

This NOTICE OF CONSENT ("Notice") is given by the PEASE DEVELOPMENT AUTHORITY ("Lessor") to 222 INTERNATIONAL, LIMITED PARTNERSHIP ("Lessee"). Lessor and Lessee may be referred to jointly as the "Parties."

RECITALS

A. The Parties entered into a Lease for 222 International Drive at Pease International Tradeport on September 7, 1999 (the "Lease") and amended by Lease Amendment No. 1 effective April 1, 2000 to include 195 New Hampshire Avenue, Pease International Tradeport, Portsmouth, New Hampshire.

B. Section 19.3 of the Lease states that Lessor shall not unreasonably withhold its consent to sublease if:

1. the use of the subleased Premises associated with the Lease is permitted under the original Lease;
2. the sublease is consistent with the terms and conditions of the original Lease;
3. Lessee remains primarily liable to Lessor to pay rent and to perform all other obligations to be performed by Lessee under the original Lease; and
4. the proposed sublessee is financially and operationally responsible.

C. Lessee has requested authorization to sublease approximately 937 square feet within the Leased Premises at 222 International Drive to **Terraphase Engineering, Inc. ("TE")** is duly organized and existing under the laws of the State of California, and is qualified to do business in the State of New Hampshire

D. The proposed sublease to TE is for general office use and for no other uses.

TERMS AND CONDITIONS

1. Lessor hereby authorizes Lessee to execute the sublease, attached hereto as Exhibit A, with TE for approximately 937 square feet within the Leased Premises.
2. Upon execution of the sublease with TE, Lessee shall provide Lessor with a copy of the executed sublease, copies of all required insurance certificates and a certificate of good standing from the State of New Hampshire for TE.
3. Lessee hereby agrees that occupancy shall be subject to the issuance of a Certificate of Occupancy as may be required in accordance with PDA Zoning Regulations, Section 315.03(a).

4. Lessee hereby agrees and affirms that it shall remain primarily liable to Lessor to pay rent and to perform all other obligations to be performed by Lessee under the original Lease.

This Notice of Consent is executed, effective this 13 day of March, 2023 by the Pease Development Authority.

PEASE DEVELOPMENT AUTHORITY

By: 
Its: Executive Director

AGREED AND ACCEPTED

222 INTERNATIONAL, LIMITED PARTNERSHIP

3.9.23
Date

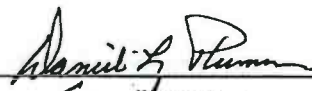
By: 
Its: Co-Manager

EXHIBIT A
SUBLEASED PREMISES

THIS AGREEMENT

IS MADE

BETWEEN

AS

LESSOR

AND

AS

LESSEE

OF

THE PREMISES

HEREIN

AS SET FORTH

IN THE SUBLEASE AGREEMENT

SUBLEASE

BETWEEN

222 INTERNATIONAL, LIMITED PARTNERSHIP

AS
"SUBLESSOR"

AND

TERRAPHASE ENGINEERING, INC.

AS
"SUBLESSEE"

222 INTERNATIONAL DRIVE

SUITE #150

PORTSMOUTH, NEW HAMPSHIRE 03801

DATED AS OF JANUARY 31st, 2023

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *PAB*
DATE: April 10, 2023
SUBJECT: Contract Reports

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

1. Project Name: **EnviroVantage**
Board Authority: Director Fournier
Summary: Mold Remediation at Pease Golf Course – Cart Storage
Cost: \$3,975

2. Project Name: **Lakes Region Environmental**
Board Authority: Director Fournier
Summary: Annual Fuel System Inspection at Skyhaven Airport
Cost: \$2,952.25

3. Project Name: **DAF Services Inc.**
Board Authority: Director Fournier
Summary: Pease Golf Course Irrigation Pump Replacement
Cost: \$9,823.06

P:\BOARDMTG\2023\Contract Report 4-20-2023.docx

Mar 20, 2023

Chasen Congreves with Pease Development Authority

36 Airline Avenue, Portsmouth, NH

c.congreves@peasedev.org

603-957-2273

EnviroVantage Representative:

Chris Prior

603-231-7054

chrisp@envirovantage.com

Re: Pease Golf Course / Mold Remediation / Cart Storage Area

OBSERVATIONS:

Mold is visible on the drywall near the garage door in the lower level of the clubhouse.

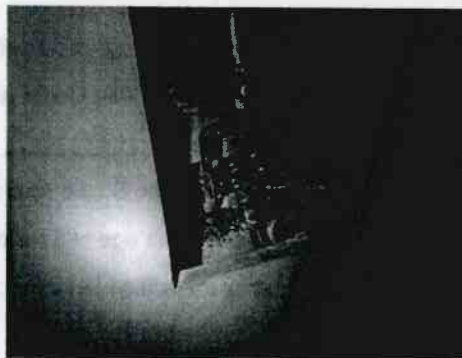
MOLD REMOVAL:

Prior to our arrival, please remove the personal contents away from the work area.

The EnviroVantage team will begin by constructing containment barriers around the work zone. HEPA filtered negative air machines or air scrubbers will be used to reduce the risk of cross-contamination. The crew members will cut and remove the mold impacted drywall. Within the storage room, the drywall will be cut approximately 4' in height. On the outer side of the wall, the team will remove the FRP and then remove the drywall as needed.

The work zone will be HEPA vacuumed and then the crew will use a combination of biocide solutions to destroy any elevated mold spore activity and reduce the associated staining on the exposed framing. If needed, a crew member will return and apply a mold resistant coating to all of the treated wood.

To reduce the risk of future mold growth you must maintain a relative humidity between 35-50% and stop all water intrusion. All re-building is the responsibility of others and is not included in this proposal.



Call **1.800.640.5323**

Visit **EnviroVantage.com**



**New Hampshire Office
& Headquarters**

629 Calef Highway (Rt. 125)
Epping, NH 03042 USA

Maine Office

680 Stroudwater Street
Westbrook, ME 04092

Massachusetts Office

10 Spencer Street
Stoneham, MA 02180

Maryland Office

2501 Philadelphia Road
Edgewood, MD 21040

SCOPE OF WORK

- Supply proper trained supervisor and workers with PPE (personal protective equipment)
- Seal off the work area using plastic sheeting. This is done in an effort to limit the potential for mold spores to spread beyond the work area
- Remove wallboard materials as described
- HEPA vacuum as necessary
- Spray/Scrub all impacted framing with biocide solutions to kill the mold and reduce the associated staining
- Seal all accessible wood sheathing and rafters with a mold resistant coating
- Remove containment and dispose of debris
- All restoration by client

Cost of labor, materials and disposal: \$3,975.00

If you cannot provide bathroom facilities we will have a portable toilet delivered to the job site. This will add \$265.00 to the project total and will be added onto the final invoice.

ADDITIONAL ITEMS:

- Owner will need to supply electricity for the duration of the project
- Some damage to paint or finishes may result from the use of tape and staples during the construction or removal of the containment barriers. Please be advised that we are not responsible for repainting if such damage occurs
- All items will need to be removed from work area by owner prior to start of work
- We reserve the right to change or alter any of our conclusions or recommendations
- No entry into work zone until authorized by EnviroVantage representative

Lead Paint Worksheet

This worksheet is designed to help both the Contractor and the Property owner to determine if the proposed Renovation work must follow the EPA's renovation, repair and Painting work practices to help protect all parties concerned from the exposure to Lead Paint dust. In the event the property and/or renovation work does not meet the guidelines listed, if the Property Owner or the Contractor suspects that Lead Paint has been used in the Renovation area then the appropriate safe practices should be used for the protection of all.

If any of the following statements are checked as true then RRP work safe practices do not apply

Check each Box only if Statement is True

The work is a lead abatement project—this work falls under more stringent guidelines

XXX The property is a Commercial Building and does not house a Child Care Facility

The structure was built after December 31, 1977 Verified Method _____

The housing is a Zero Bedroom facility....Example: Dormitory, Hotel, Studio Apartment

The property is for the elderly or disabled and no children under the age of 6 reside or are expected to reside here

The property owner has a Lead Inspection Report issued by a Certified Lead Inspector or Risk Assessor stating that the area of renovation does not contain lead.

The renovation does not disturb any surfaces that have lead paint or finishes.



**New Hampshire Office
& Headquarters**
629 Calef Highway (Rt. 125)
Epping, NH 03042 USA

Maine Office
680 Stroudwater Street
Westbrook, ME 04092

Massachusetts Office
10 Spencer Street
Stoneham, MA 02180

Maryland Office
2501 Philadelphia Road
Edgewood, MD 21040

Call **1.800.640.5323**

Visit **EnviroVantage.com**

Terms and Conditions:

- The price, specifications, and conditions are satisfactory and are hereby accepted.
- Payment Terms: NET 30 upon completion.

The individual responsible for payment is: _____

The email address to send invoices: _____

The best phone number to contact: _____

Signature: _____

Overdue payments will bear interest at two (2) percent per month. Costs of collecting overdue invoices, including reasonable attorney's fees will be added to the invoice for collection.

*Price quoted is only valid for 30 days after date of proposal. Signature required prior to start of project.

Company Overview

EnviroVantage is a highly trusted, indoor air quality, asbestos abatement, demolition, and environmental contractor who has provided safe, well-planned delivery and execution of our services for over 35 years. In 2018 EnviroVantage acquired EnviroTech, a well respected leader in Duct Cleaning and Mold Remediation located in Stoneham, MA. Together these organizations have bonded to form an elite Indoor Air Quality Division. Our teams have helped thousands of clients eliminate obstacles that were faced with environmental challenges. When it comes to remediation, abatement, and demolition, we have the knowledge, experience, and equipment to do the job right and keep you informed every step of the way. We invite you to visit our website to learn more about our services and about how EnviroVantage can support and solve your home inspection challenges. For further information please visit our website at www.envirovantage.com.



The HVAC Inspection, Cleaning
and Restoration Association

Call **1.800.640.5323**

Visit **EnviroVantage.com**



**New Hampshire Office
& Headquarters**
629 Calef Highway (Rt. 125)
Epping, NH 03042 USA

Maine Office
680 Stroudwater Street
Westbrook, ME 04092

Massachusetts Office
10 Spencer Street
Stoneham, MA 02180

Maryland Office
2501 Philadelphia Road
Edgewood, MD 21040

LAKES REGION ENVIRONMENTAL*Fuel System Specialists & Equipment*

P.O. Box 1236

Belmont, NH 03220

Phone (603) 267-7000 Fax (603) 267-8039

Work Authorization**Skyhaven Airport****Rochester, N.H. #9630****TO:**Pease Development Authority
55 International Drive
Portsmouth, N.H. 03831**PROJECT/SITES:**Skyhaven Airport (*Fixed Base Fueling Facility*)
238 Rochester Hill Road
Rochester, New Hampshire
UST ID: # 0-110015 / DES ID: # 199210015
(*DES Tanks: #3 & #4*)

DATE OF ORDER	DESCRIPTION OF WORK	WORK ORDER START DATE
March 24 ,2023	Annual Fuel System Inspection (April-2023)	TBT

Work Scope: Perform an Annual Inspection on Two (2) Underground Fuel Storage Tanks, per NHDES Env-Or 400 including changing one (1) Avgas filter "Only" on the fixed base aviation fueling systems. The following includes labor, travel and materials specified below;

1. Sump the Avgas filter vessel to inspect for the "Clear & Bright" test.
2. Drain the Avgas filter vessel to remove filter for replacement.
3. Remove Avgas filter, inspect the interior for signs of contamination, lining failure, or other detrimental conditions.
4. Clean filter vessel and install a new element on the Avgas system.
5. Install 7th Edition absorptive element on the Avgas system "only".
6. Remove, inspect Avgas system and clean inlet strainers and nozzle (cone) screens.
7. Extend Avgas system hoses to check for wear, cracks, cuts and /or other condition(s), which would comprise its integrity, including the hose reels.
8. Check Avgas system pumps motor for proper operation, drive coupling and lubrication.
9. Inspect Avgas system for proper operation of valves, deadman, safety devices, static reels / cables and /or other components.
10. Open and inspect the interior of the 10,000-gallon underground Avgas tank, only components, floating suction, test cable, drop tube, thief pump suction tubes and physical condition of the tank's interior liner
11. Clean and inspect the Avgas & Jet fill containment manholes, (spill buckets).
12. Remove and inspect Avgas & Jet the (overflow protection devices) verify their operation and the required settings at 90% warning 95% shut off levels (mechanical and/or electronic) per Env-Or 400.
13. Do a visual inspection on the Avgas & Jet piping, valves and operation.
14. Re-circulate Avgas fuel system into tank, check for proper operation of system.
15. Check tank Avgas & Jet vents and cap, verify proper operation and vapor recovery (stage 1 only)
16. Verify the Avgas & Jet interstitial space is free from liquids and sensor is working.
17. Open Avgas & Jet piping containment sumps at the tank and/or intermediate sumps to do a visual inspection on the piping and check sumps for liquids.
18. Perform an annual Avgas & Jet fuel tank leak monitor test, per New Hampshire Department of Environmental Services Env-Or 400 & EPA regulations verify all leak sensors and liquid level probes are working properly including the leak monitor console for (visual and audible alarms) including the remote annunciators.
19. Verify Avgas & Jet product grade, no smoking and flammable, overfill sign, max fill height are clearly posted.

2023 Triennial Testing, per NH DES Env-Or 406

1. Clean and inspect the 5- gallon fill containment manholes. *(Note) Disposal of any petroleum product and /or liquids is not included.*
2. Perform a three (3) year Triennial Integrity Tightness Test on the Spill Containment & Vapor Recovery Buckets, *(per Env-Or 406.19)*
3. Perform a three (3) year Triennial Overfill Protection Device test verify their operation and the required overfill settings (mechanical and /or electronic). *90% warning & 95% shut off level. (Note) Fill & probe adapters w/ caps may have to be cut off for access to drop tubes. (per Env Or-406.18)*
4. Perform a three (3) year Triennial Primary Containment Tightness Test on the underground fuel storage tank including piping & vent lines, *(per Env-Or-406.24) Motor Fuel Dispensing "only"*

Any additional work not listed above that may require and/ or materials will be charged extra to the contract. Signed approvals will be needed before work is started & completed

We Propose hereby to furnish materials and labor-complete in accordance with above specifications, for the sum of; **Base Price: \$2,952.25 /Annual Inspection & Avgas Filter Change w/Triennial Overfill Device Testing**

- **Primary Containment Triennial Testing: \$ 950.00/ea. Tank - (Motor/Dispensing Fuels "only")**
- **Spill Bucket Triennial Testing: \$ 180.00/ea. Bucket**
- **Calibration (Avgas) Fuel Pump Meter: \$100.00 /ea. Meter, per NH Division of Weights & Measures**

*Plus, any additional work and/or materials are not included in the base price:
(Due to the industry material volatility Quote is valid for 10-days from date above)*

Balance Due Upon Completion / Net 30

Please sign the acceptance form below:
NOTE: (THIS IS NOT AN INVOICE)

Pease Development Authority-Skyhaven Airport
PO# _____

John J. Paradise
Project Manager /Scheduling
Lakes Region Environmental
Fuel System Specialist & Equipment

Authorized by: _____ Date: _____

Print: _____ Title: _____

Work Authorization #9630

Skyhaven Airport
Rochester, New Hampshire
Annual NHDES Fuel System Inspections w/ Filter Change-(April-2023)
(Including Triennial Testing, per Env-Or-406)



Services, Incorporated
 20 Lawnacre Road
 Windsor Locks, CT 06096

Quotation

Date	Quote Number
4/5/2023	17700

Pease Golf Course
 55 International Drive
 Portsmouth, NH 03801
 ATTN: Mr. EJ Chea

Project
Replace PM pump / motor in sl

Item	Description	Qty	U/M	Rate	Total
25-21-05011	5 hp Motor, 4" Submersible, 460/3/60, Water Well	1	ea	2,174.34	2,174.34
45GS50	Goulds STP 45GS50, 17 Stage Submersible Pump	1	ea	2,689.60	2,689.60
A4C	Splice Kit, Submersible, 10-14 awg 4 Conductor A4C ..	1	ea	5.91	5.91
19-99-23020	2" Rubber Gasket, Full Face, 150#, 1/8"	1	ea	2.51	2.51
08-60-14102	2" - 2-1/2" HDPE Bolt Pack, 150#, 5/8-11 x 3-3/4 Tap Bolts (4 ea Tap Bolt, Nut, SAE Washer)	1	ea	9.70	9.70
Crane Servic...	* Customer to provide lifting help / equipment	0		2,500.00	0.00
Labor- Tech	Field Technician Labor	15	hr	150.00	2,250.00
Labor- Tech 2	Field Technician Labor - 2nd Technician	15	hr	120.00	1,800.00
Expenses/pu...	Hotel and Expenses	2		375.00	750.00
Fuel Surchar...	Fuel Surcharge	2		75.00	150.00

Payment terms are 50% deposit at time of order; unless stated otherwise.
 Balance of payment due upon completion of work.
 Labor to be billed as reflected on work order at time of service.
 Price does not include freight.
 This quotation is valid for 10 days.
 Please feel free to contact us if you require more information at 860-623-5207.

Total	\$9,832.06
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MOTION



Director Ferrini:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to purchase two (2) 2023 Hybrid Toyota Highlander LE AWD Hybrid Utility vehicle from Hudson Motors of Jersey City, NJ in an amount not to exceed \$39,964.00 per vehicle; all in accordance with the memorandum of Ken Conley, Maintenance Manager, dated April 13, 2023, attached hereto and incorporated herein.

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

**Note: This motion requires 5 affirmative votes.
Roll Call vote.**

Memorandum

To: Paul Brean, Executive Director 
From: Ken Conley-Maintenance Manager 
Date: 4/13/2023
Subj: Vehicle – Replacement, Change order


At the December 16, 2021, PDA Board of Directors meeting, the Board approved the purchase of two (2) 2022 Ford Explorer Interceptor AWD Hybrid Utility vehicles for at price of \$40,715 per vehicle, under NH state procurement contract. Due to COVID related supply chain component shortages, these vehicles have been unavailable and are currently at a 20% price increase with an extensive delivery time. Under the 2023 NH State procurement contract, Toyota Highlander LE AWD Hybrid Utility vehicles are offered and in stock at \$751.00 less per vehicle.

At the April 20, 2023, PDA Board of Directors meeting please request authorization to approve the purchase of two (2) 2023 Toyota Highlander LE AWD Hybrid Utility vehicles through the current state bid contract with HUDSON MOTORS in JERSEY CITY NJ, for a price not to exceed \$39,964.00 per vehicle. These vehicles are still funded in the Portsmouth International Airport Capital schedule and will replace the previously approved Ford Explorers from 2021.

A total of two (2) vehicles is proposed:

HUDSON MOTORS in JERSEY CITY NJ	\$79,928.00
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MEMORANDUM


TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director 
RE: Signage Reports
DATE: April 10, 2023


In accordance with the "Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs" PDA reports as follows:

1. Entity: Loftware
Location: 249 Corporate Drive
Summary: Modify the existing signage to reflect updated Loftware logo.
2. Entity: Hubbell
Location: 30 New Hampshire Avenue
Summary: Update the existing two sided monument sign to reflect new tenancy.

The Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs also requires the consent of one member of the PDA Board of Directors. In this instance, Director Fournier was consulted regarding the sign changes.

MEMORANDUM

To: Paul Brean, Executive Director 

From: Michael R. Mates, P.E., Director of Engineering 

Date: April 11, 2023

Subject: Sign Revision Report for Loftware at 249 Corporate Drive

In accordance with my authority under the "Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs" adopted by the PDA Board of Directors on June 20, 2005, I am reporting the following:

Loftware, located at 249 Corporate Drive, has updated their logo and they are proposing to modify the existing signage to reflect the update.

This sign revision meets all of the following conditions:

1. The request is limited to in kind replacement when required for maintenance, revision to sign graphics reflecting a new name or logo for an existing tenant, or revision to sign graphics to reflect a change in tenancy.
2. No substantive change in size or style of the sign.
3. Consistent with the terms and conditions of the original sign approval.
4. All other conditions of the PDA Land Use Controls are satisfied.

Director Fournier has reviewed the sign revisions and has given his approval. At the upcoming Board meeting, please report this approved sign revision.

N:\ENGINEER\Board Memos\2023\Loftware Sign report.docx

249 Corporate Drive

Loftware Minor Revisions to Existing Signs



Building Sign

Existing (Above)

New (Right):

White Panel = 268" W x 60" T
(111.66 sq. ft.)



Monument Sign

Existing (Above)

New (Right):

White Panel = 82" W x 14" T
(24 sq. ft. , Double Sided)



MEMORANDUM

To: Paul Brean, Executive Director *PB*

From: Michael R. Mates, P.E., Director of Engineering *MRM*

Date: April 11, 2023

Subject: Sign Revision Report for Hubbell at 30 New Hampshire Ave

In accordance with my authority under the "Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs" adopted by the PDA Board of Directors on June 20, 2005, I am reporting the following:

Hubble, the parent company of Aclara Meters, located at 30 New Hampshire Ave, is proposing to update the existing two sided monument sign to reflect their new tenancy.

This sign revision meets all of the following conditions:

1. The request is limited to in kind replacement when required for maintenance, revision to sign graphics reflecting a new name or logo for an existing tenant, or revision to sign graphics to reflect a change in tenancy.
2. No substantive change in size or style of the sign.
3. Consistent with the terms and conditions of the original sign approval.
4. All other conditions of the PDA Land Use Controls are satisfied.

Director Fournier has reviewed the sign revisions and has given his approval. At the upcoming Board meeting, please report this approved sign revision.

N:\ENGINEER\Board Memos\2023\30 NH Ave Sign report.docx

32"x71.5" printed graphics applied to existing sign base



existing sign base

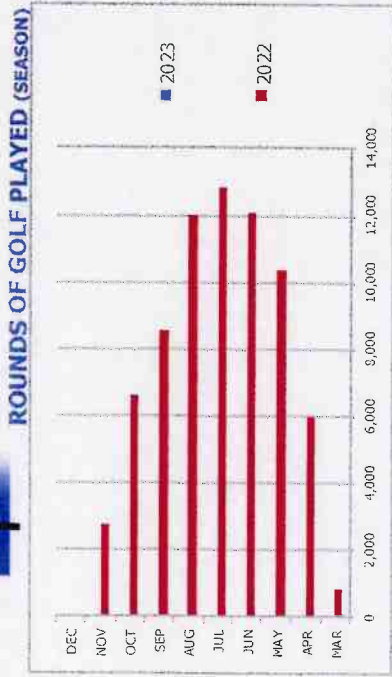


A UL Licensed Manufacturer

Measurements on this artistic rendering may vary slightly from the actual "AS BUILT" upon final engineering.
Color and resolution in prints are not representative of final projects due to individual monitor settings.

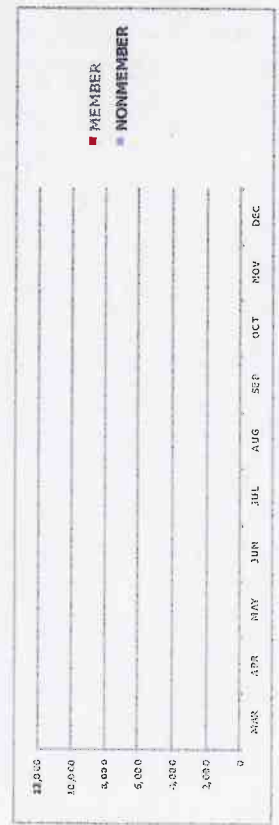
KEY GOLF COURSE BENCHMARKING DATA

GOLF SIMULATOR REVENUES		GRILL 28 GROSS SALES		CONCESSION FEES EARNED (17%)		CONCESSION FEES EARNED (17%)	
	FY 2023	FY 2022		FY 2023	FY 2022		FY 2022
JULY	\$495	\$1,158	JULY	296,042	\$262,957		
AUGUST	\$827	\$915	AUGUST	360,829	270,631		
SEPTEMBER	\$1,509	\$326	SEPTEMBER	297,268	235,234		
OCTOBER	\$4,441	\$4,244	OCTOBER	227,600	191,416		
NOVEMBER	\$13,652	\$14,746	NOVEMBER	147,784	119,952		
DECEMBER	\$21,235	\$23,112	DECEMBER	171,720	138,710		
JANUARY	\$27,493	\$24,253	JANUARY	144,384	94,159		
FEBRUARY	\$27,227	\$26,580	FEBRUARY	141,590	109,814		
MARCH	\$27,745	\$23,360	MARCH	156,867	150,980		
APRIL		\$4,429,	APRIL		190,483		
MAY		\$135	MAY		284,835		
JUNE		\$517	JUNE		312,758		
	\$124,624	\$119,346		\$1,944,084	\$2,361,929		\$401,528



SEASON	2023	2022	2021
ROUNDS PLAYED	71,985	66,590	
RAIN DAYS	51	49	

2023 MEMBER / NONMEMBER ROUNDS (SEASON)



CLUB / COURSE FUNCTIONS	FY 2023 YTD	FY 2022 YTD
GROUPS 20-59	47,680	41,102
TOURNAMENT PLAY	178,595	113,015
LEAGUES	66,698	63,664
FOOD AND ROOM FEES	269,351	165,282

2023 ROUNDS- SEASON	
MEMBER	0
NONMEMBER	0
TOTAL	0

2022 ROUNDS- SEASON	
MEMBER	15,533
NONMEMBER	56,452
TOTAL	71,985

AIRPORT REPORT PERIOD ENDING MARCH 2023

MARCH ENPLANEMENTS 2023

Scheduled Enplanements 4,764
 Chartered Enplanements 2,654
Total Enplanements 7,418

2023 Enplanements YTD 18,570

REVENUE PARKING \$62,580

1,299 Transactions @ \$48.17

FUEL FLOWAGE FEES \$54,046.95

Total Gallons 1,080,939
 CRAF and DOD 72%
 Commercial 10%
 General Aviation 18%



Allegiant Schedule Announced

- BNA May-August
- PIE April-August
- SFB and PGD Capacity

Grant Projects

- Domestic Arrivals Hall Upgrades
- Taxiway Alpha

CBP Staffing 0700 – 1900

Memorandum

To: John Meehan, Airport Operations Manager *JM*
From: Sandy McDonough, Airport Community Liaison *SM*
Date: April 6, 2023
Re: Noise Report for March, 2023

The Portsmouth International Airport at Pease received seven noise inquiries in March, 2023.

All seven of the inquiries were received while Runway 34 was in use:

- March 3, 2023: Portsmouth, NH resident who resides near the south end of the airport called at 9:26 am regarding noise lasting approximately ten minutes. The only activity recorded was a commercial A320 that arrived Runway 34 at 9:27 am.
- March 15, 2023: Newington, NH resident reported a large sonic boom that shook the house and moved the furniture. The airport had a departure within 30 minutes of the reported noise from a G4, which is not able to cause a sonic boom or move furniture.
- March 16, 2023: Portsmouth, NH resident that lives directly south of Runway 34 called regarding a helicopter that flew low over his house while coming in to land. The helicopter was a Lifeflight of Maine, LLC helicopter that was creating more space between its rotor wing aircraft and a large tanker that was flying in the pattern.
- March 16, 2023: Newington, NH resident called about a loud engine/turbine noise while walking his pet at 10:25 pm. A Military C4 departed Runway 34 on a mission at that time.
- March 24, 2023: Portsmouth, NH resident who lives just south east of the airport complained of hearing helicopters landing all times of the day or night.
- March 24, 2023: Portsmouth, NH resident who called earlier in the day called later that day with the same complaint about fixed wing aircraft landing at the airport. After speaking with him, he will get specific times when he calls again to help research any further events.
- March 31, 2023: The same Portsmouth, NH resident who called on March 24, 2023, called to make a general complaint about hearing helicopters above the neighborhood. He did not want a return call but wished to log a complaint.



TO: Paul Brean, Executive Director, PDA *[Signature]*
FROM: Geno J. Marconi, Director, DPH *[Signature]*
DATE: March 13, 2023
RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #7829, from Irene Moge to Charles Felch, III.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial mooring transfers. Therefore, I am requesting approval of the transfer.

If you have any questions or need further information, please let me know.

Division of Ports & Harbors

Memorandum

To: Capt. Geno J. Marconi

From: Chief H/M Tracy R. Shattuck *TR*

Re: Commercial Transfer

Date: March 10, 2023

Irende Moge and Charles Felch, III are requesting the transfer of a Mooring Permit (#7829) in the Seabrook Harbor mooring field. Attached is documentation of Felch's commercial enterprise in the form of his commercial saltwater fishing license. Also attached is the transfer request and bill of sale from Moge. Charles Felch, III has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #7829 be transferred to:

Charles Felch, III
9 Dandiview Acres
Seabrook, NH 03874



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA *Paul*
FROM: Geno J. Marconi, Director, DPH *Geno*
DATE: March 15, 2023
RE: Commercial Mooring for Hire Applications

The Pease Development Authority, Division of Ports and Harbors has received applications for previously existing Commercial Mooring for Hire Permits.

I have reviewed the attached paperwork and concur with the local Harbormaster(s) and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding Commercial Mooring for Hire applications. Therefore, I am requesting approval of the applications.

If you have any questions or need further information, please let me know.

○○○○ TAKING YOU THERE

ph: 603-436-8500

fax: 603-436-2780

www.peasedev.org

Division of Ports & Harbors
Memorandum

To: Captain Geno J. Marconi, Director DPH
From: Tracy R. Shattuck, Chief H/M *TMS*
Re: Commercial Moorings For Hire
Date: March 15, 2023

The following have submitted re-applications for existing Commercial Moorings For Hire. Also listed is the available documentation. I recommend approval.

Bay View Marina, LLC – 6 moorings

19 Boston Harbor Rd

Dover, NH 03820

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, copy of mooring/slip lease agreement, certificate of formation with Secretary of State, map of mooring field, description of public access, copy of IRS EIN form

Esther's Marina, LLC – 6 moorings

41 Pickering St

Portsmouth, NH 03801

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, receipts, Marina lease agreement

Friends Forever, Inc – 1 mooring

1 Morgan Way

Durham, NH 03824

Tax bill, proof of good standing Secretary of State

On file: tax map, deed, assertion that it is used for an occupying tenant

Great Bay Marine – 84 moorings

PO Box 3127

Portsmouth, NH 03802-3127

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, statement of hours and public access and services offered,
Federal form – election by a small business corporation, certificate of membership in
Marina Operators Association of America, map of mooring field

Great Bay Yacht Club – 12 moorings

Ed Fountain

PO Box 1644

Dover, NH 03820

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, copy of by-laws, list of directors and officers, description of
tackle, chart of mooring field , membership directory (includes description of public
access, etc)

Hampton River Boat Club – 2 moorings

Jonathan Dufour

PO Box 901

Hampton, NH 03842

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, Secretary of State Certificate of Existence, Constitution and
Bylaws, club Rules and Regulations, slate of officers

Island Club New Castle, Inc – 1 mooring

PO Box 282

Newcastle, NH 03854-0282

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, Secretary of State Certificate of Existence

Kittery Point Yacht Club – 11 moorings

PO Box 373

Newcastle, NH 03854

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, certificate of registration by the Secretary of State, application for
registration as a non-profit, list of officers

Lamprey River Marina – 6 moorings

c/o Lou Gargiulo

3 Holland Way, Suite 201

Exeter, NH 03878-0201

Tax bill, proof of good standing Secretary of State, advertising

On file: brochure, acknowledgement of membership in a trade organization, tax map
deed, map of mooring field

Matthew Metivier – 1 mooring

164 Shattuck Way

Newington, NH 03801

Tax bill

On file: tax map, deed, assertion that it is used for an occupying tenant

Mud Cove Boat Yard – 1 mooring

Attn: Leanne Whalen

PO Box 336

Newcastle, NH 03854

Tax bill, proof of good standing Secretary of State

On file: tax map, deed, assertion that it is used for an occupying tenant

Point of View Condo Association – 1 mooring

75 Salter St

Portsmouth, NH 03801

Tax bill, proof of good standing Secretary of State

On file: tax map, deed, assertion that it is used for an occupying tenant

Portsmouth Yacht Club – 14 moorings

PO Box 189

Newcastle, NH 03854-0189

Tax bill, proof of good standing Secretary of State

On file: tax map, deed, list of officers/directors

Pull and B.D. Inc. – 2 mooring

334 Portsmouth Ave

PO Box 874

Newcastle, NH 03854

Tax bill, proof of good standing Secretary of State

On file: tax map, deed, list of officers/directors

Sagamore Landing Condominium Association – 1 mooring

c/o MaryLiz Geffert

272 Walker Bungalow Rd

Portsmouth, NH 03801

On file: tax map, deed, condo association bylaws. Note that each condo owner pays a portion of the taxes for the association, there is no tax bill to the association itself.

Southend Yacht Club – 1 mooring

7 Pickering Ave

Portsmouth NH 03801

Tax bill, advertising, Secretary of State

On file: tax map, deed, list of officers/directors, notice of EIN

Split Rock Cove Family Trust – 1 mooring

507 State St

Portsmouth, NH 03801

Tax bill

On file: tax map, deed, governing instruments, assertion that it is used for an occupying tenant

Diane Szmyd – 1 mooring

41 Harborview Drive

Rye, NH 03870

Tax Bill, assertion that it is used for occupying tenant

On file: tax map, deed

Wentworth by the Sea Safe Harbor – 4 moorings

116 Morgans Way

Newcastle, NH 03854

Tax bill, proof of good standing Secretary of State

On file: tax map, deed, list of officers/directors



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA *PB*
FROM: Geno J. Marconi, Director, DPH *GM*
DATE: March 31, 2023
RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #7924, from Matthew Reid to Erich Berghahn of Northern Yacht Charters.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial mooring transfers. Therefore, I am requesting approval of the transfer.

If you have any questions or need further information, please let me know.

Division of Ports & Harbors
Memorandum

To: Capt. Geno J. Marconi
From: Chief H/M Tracy R. Shattuck *TR*
Re: Commercial Transfer
Date: March 23, 2023

Matthew Reid of New England Eco Charters and Erich Berghahn of Northern Tide Yacht Charters are requesting the transfer of a Mooring Permit (#7924) in the Hampton Harbor area 1 mooring field. Attached is documentation of Berghahn's commercial enterprise in the form of Business Advertising, Secretary of State form, and a captain's license. Also attached is the transfer request and bill of sale from Reid. Erich Berghahn has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #7924 be transferred to:

Northern Tide Yacht Charters
12 Simonds Rd
Portsmouth, NH 03801

MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a Right of Entry with Northern Tide Yacht Charters, LLC for an existing building located at the Hampton Harbor Marine Facility; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated April 12, 2023, attached hereto.

TO: Pease Development Authority ("PDA"), Board of Directors
FROM: Geno J. Marconi, Director *RS for GJM*
DATE: April 12, 2023
SUBJECT: Hampton Harbor Marine Facility, Right of Entry, Northern Tide Yacht Charters, LLC

The Division of Ports and Harbors ("DPH") has received a request from Erich Berghahn of Northern Tide Yacht Charters, LLC ("NTYC"), a New Hampshire limited liability company, to enter into a Right of Entry ("ROE") for an existing 21' x 27' building located at the Hampton Harbor Marine Facility. NTYC has an agreement to purchase the building from New England Eco Adventures, LLC and intends to use the building as a retail ticket sales office for a charter boat business. NTYC has reviewed the 2023-2025 draft ROE agreement and is in agreement with the terms.

DPH has reviewed the request and recommends the PDA Board of Directors, approve the ROE under the following conditions:

PREMISES: Hampton Harbor Marine Facility
PURPOSE: Retail ticket sales building in support of charter boat business
TERM: Period 1-May 1, 2023 through April 30, 2024
Period 2-May 1, 2024-April 30, 2025
FEES: Period 1-\$1167.00 May 1, 2023-April 30, 2024
Period 2-\$1250.00 May 1, 2024- April 30, 2025
CUSTOMER
PARKING FEE: \$5.00 per car through April 30, 2024, then subject to change per PDA-DPH right of entry terms and conditions.
INSURANCE: Outlined as attached, Exhibit B, from the Right of Entry Agreement

Request for ROE for Northern Tide Yacht Charters in Hampton Harbor

My name is Erich Berghahn. I graduated from UNH with a bachelor's degree in marine biology in 2017. I've been working for UNH for the past 7 years as an Aquaculture Project Manager for Michael Chambers. More recently, I've started another position in a newly created tech pool, where I continue to do a lot of aquaculture tasks, but have also been a crew member and co-captain on the Gulf Surveyor with Matt Rowell and Gulf Challenger with Bryan Soares and Jon Long. In addition to the boat operations and aquaculture work, I am the lead scuba diver for Michael Chambers and operations manager, running the 3 ton crane at the end of the pier and forklift for whatever is needed. Throughout my time working at the coast I've worked with numerous lobstermen/fishermen and other commercial groups for various projects. I've become very familiar with the seacoast area over the years and have been looking for an opportunity to start a marine related business for years. Spending the last two summers pulling lobster pots with a recreational license and fitting in numerous fishing trips to Jeffrey's Ledge has only increased my desire to try to have some sort of marine related business. It was through Jon Long on the Gulf Challenger where I heard that Matthew Reid of New England Eco Adventures was looking to sell his mooring and shack in Hampton, so I jumped on the opportunity to make this happen.

I am writing this letter to request that Northern Tide Yacht Charters can be considered for the Right of Entry process for the mooring and shack in Hampton Harbor that is currently leased by New England Eco Adventures. We're planning to offer day boat charters as well as sunset cruises with the option of having various higher end catered food provided from local businesses. We will also offer the option for customizable charter packages such as whale watches, isle of shoals tours, and sight-seeing cruises in various locations. The duration of the charters will range from 2.5 hours to 8 hours or slightly longer if requested and we deem it to be doable. In order to have this be manageable while keeping my job at UNH, I will have 3 other captains, all current or affiliated UNH captains available to do charters as well.

The plan would be to have the boat for the charters on the mooring during the season and then have it stored in the yard on-site in Hampton.



PORTS AND HARBORS

EXHIBIT B

555 Market Street, Suite 1 Portsmouth, NH 03801

MINIMUM INSURANCE REQUIREMENTS

RIGHT OF ENTRY HOLDERS

CHARTER OPERATION WITH AN ASSOCIATED BUILDING

OPERATING ON THE PROPERTY OF THE STATE OF NH,

PEASE DEVELOPMENT AUTHORITY-DIVISION OF PORTS AND HARBORS (PDA-DPH)

All Charter Right of Entry holders with an associated building are required to provide a Certificate of Insurance ("COI") to the Pease Development Authority-Division of Ports and Harbors ("PDA-DPH") before the commencement of business on PDA-DPH property and to maintain such insurance while conducting such business. *ROE holder shall ensure renewal certificates of insurance are on file with PDA-DPH prior to policy expiration dates.* Failure to comply with the requirements set forth herein may cause a delay in opening for business on schedule or result in the immediate termination of this contract.

The following are the minimum requirements for insurance coverage:

1. **Commercial General Liability:** shall provide for a liability limit on account of each accident resulting in bodily injury, death, or property damage to a limit of not less than \$1,000,000.00 per occurrence.
2. **Protection and Indemnity:** shall provide for a liability limit on account of each accident resulting in bodily injury, death, or property damage to a limit of not less than \$1,000,000.00 per occurrence.
3. **Dockside liability endorsement:** Covering piers, gangways, and docks
4. **Automobile Liability:** \$1,000,000.00 automobile liability coverage.
5. **Workers Compensation:** Coverage equal to minimum statutory levels as required by New Hampshire State law.
6. **Additional Insureds:** State of New Hampshire, Pease Development Authority, and Division of Ports and Harbors, must be named as additional insureds under all liability coverages
7. **Certificate Holder:**
Pease Development Authority, Division of Ports of Harbors
555 Market St.
Portsmouth, NH 03801
8. **Notice of Cancellation:** A 30 day notice of cancellation (with the exception of a 10 day notice for non-payment of premium) must be provided.
9. **Waiver of Subrogation:** With the exception of workers compensation coverage, a statement that a waiver of subrogation is included with respect to applicable coverage
10. **Primary Insurance:** A provision that any liability coverage required to be carried shall be primary and noncontributing with respect to any insurance carried by the PDA.
11. **Renewed COI's to be forwarded to additional insured prior to previous COI expiration date.**

For questions, please contact the Pease Development Authority Legal Department at (603) 433-6348.

○○○○ TAKING YOU THERE

Revised 3/28/2023

ph: 603-436-8500

fax: 603-436-2780

www.peasedev.org

March 15, 2023

Anne Lynch
Krempels Center
100 Campus Drive, Suite 24
Portsmouth, NH 03801

Re: Right of Entry for Use of Road Network for Sunday, May 28, 2023

Dear Anne:

This letter will authorize Krempels Center, with an address of 100 Campus Drive, Suite 24, Portsmouth, NH 03801, and /or any of its agents or contractors to enter upon and utilize a portion of the road network situated on the Pease International Tradeport as shown as the route on the attached **Exhibit A** (the "Premises") for a period of 9.5 hours commencing at 8:30 a.m. on May 28, 2023 for the purpose of sponsoring, managing and overseeing a 5K road race. This Right of Entry will expire at 5:00 p.m. on May 28, 2023 unless otherwise extended by written agreement of Krempels Center and the Pease Development Authority (PDA).

This authorization is conditioned upon the following:

- 1) Krempels Center's agreement herein that any use of the Premises or any other property of the PDA is at its sole risk and that its signature below constitutes its agreement to assume full responsibility for any and all risk of loss or damage to property and injury or death to persons by reason of or incident to its entry or the entry by any of its employees, agents or contractors upon the Premises and/or the exercise of any of the authorities granted herein. Krempels Center expressly waives all claims against the Pease Development Authority for any such loss, damage, personal injury or death caused by or occurring as a consequence of Krempels Center's use of the Premises or the conduct of activities or the performances of responsibilities under this authorization. Krempels Center further agrees to indemnify, save, hold harmless, and defend the Pease Development Authority, its officers, board members, agents and employees from and against all suits, claims, demands or actions, liabilities, judgements, costs and attorney's fees arising out of Krempels Center's use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization.
- 2) Krempels Center understands and agrees that the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization; COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. It

March 15, 2023

Re: Right of Entry for Use of Road Network for Sunday May 28, 2023

is believed that an individual can be infected with COVID-19 without their knowledge and be asymptomatic. COVID-19 may cause damages, personal injury, illness, permanent disability, and death. Krempels Center ACKNOWLEDGES the contagious nature of COVID-19 and ACCEPTS the risk that it, their employees, agents, patrons, contractors, volunteers, or invitees, may be exposed to or infected by COVID-19 by participating in the event permitted by this Right-of-Entry. Krempels Center, therefore, agrees to utilize safety precautions consistent with applicable public health recommendations, and that the Pease Development Authority has no such obligation with respect to the event because it is not the event sponsor, organizer, or administrator.

- 3) Krempels Center and any agent or contractor of Krempels Center obtaining and providing to the Pease Development Authority at least 30 days before the event satisfactory evidence of comprehensive general liability insurance to a limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, naming the Pease Development Authority as additional insured which shall cover the Pease Development Authority to the same extent as the named insured and not subject it to any different or additional terms, conditions, limitations or exclusions.

Each such policy or certificate therefor issued by the insurer shall contain: (i) a provision that no act or omission of any employee, officer or agent of Krempels Center which would otherwise result in forfeiture or reduction of the insurance therein provided shall affect or limit the obligation of the insurance company to pay the amount of any loss sustained; (ii) an agreement by the insurer that such policy shall not be cancelled without at least thirty (30) days prior written notice by registered mail to the Pease Development Authority; (iii) provide that the insurer shall have no right of subrogation against the Pease Development Authority; and (iv) a provision that any liability insurance coverage required to be carried shall be primary and non-contributory with respect to any insurance carried by the Pease Development Authority.

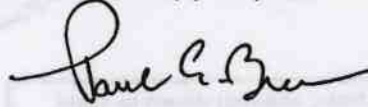
- 4) Krempels Center shall be responsible for obtaining permission from PDA tenants for use of additional space for vehicle parking, race check-in, and other related activities. Krempels Center shall provide the Pease Development Authority with copies of permission letters (or emails) from PDA tenants who have granted Krempels Center access to and use of their premises during the term of this Right of Entry, at least 30 days prior to the event.
- 5) Krempels Center's agreement herein that this letter of authorization does not constitute an exclusive interest in the Premises.
- 6) Krempels Center's agreement to secure all necessary State and/or local permits prior to the road race.
- 7) Krempels Center's agreement to limit the number of participants, including runners and walkers, to no more than 2,000 participants.

Re: Right of Entry for Use of Road Network for Sunday May 28, 2023

- 8) Krempels Center's agreement to provide traffic control at all the intersections being used and to coordinate in advance with the City of Portsmouth on all such traffic control measures.
- 9) Krempels Center's agreement to coordinate the management of the road race with appropriate local officials and law enforcement within the City of Portsmouth and to otherwise ensure that all appropriate precautions are taken to protect the health and safety of event participants and spectators.

Please indicate by your signature below Krempels Center's consent to, and agreement with, the above terms and return the same to me with evidence of insurance as required.

Very truly yours,



Paul E. Brean
Executive Director

Agreed and accepted this 22 day of March, 2023

Krempels Center

By: L. Renee Couture
Print: L. Renee Couture
Title: Executive Director

Exhibit A

