

Place: 55 International Drive – Board Conference Room

Watch Meeting Via Live Stream: [https://townhallstreams.com/towns/pease\\_dev\\_nh](https://townhallstreams.com/towns/pease_dev_nh)

**BOARD OF DIRECTORS' MEETING**

**AGENDA**

- I. Call to Order:**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of January 7, 2025 \* (Parker)**
- III. Public Comment:**
- IV. Committees:**
  - A. Report:**
    - 1. Golf Committee \*
- V. Old Business:**
  - A. Approval:**
    - 1. Rye and Hampton Harbor Marine Facilities – Shack Rights of Entry – One Year Extension \* **(Semprini)**
- VI. Consent Agenda Items:**
  - A. Consent Agenda Approvals \* (Conard):**
    - 1. Turf Products Inc. - Pease Golf Course – Two Riding Greens Mowers \* **(Levesque)**
    - 2. Legal Services \* **(Ferrini)**
    - 3. Hoyle Tanner & Associates – Scope and Fee – Portsmouth International Airport at Pease - Taxiway “A” South and Hold Bay Enabling Work \* **(Parker)**
    - 4. Jacobs Engineering – Scope and Fee - Skyhaven – Parking Lot Improvements Route 108 Survey \* **(Fournier)**
    - 5. Jalbert Leasing, Inc. d/b/a C&J Bus Lines– Right of Entry – 42 Durham Street; 47 Durham Street, and Hampton Street (North and South lots) for Valet Parking \* **(Semprini)**
    - 6. McFarland & Johnson – Scope and Fee – Portsmouth International Airport at Pease - Airport Layout Plan Update with Narrative \* **(Conard)**
  - B. Consent Agenda Approval with Waiver \* (Fournier):**
    - 1. Pease Golf Course - aboutGOLF Simulator Subscription \* **(Parker)**
    - 2. Equipment and Vehicles Replacement Tires – Bridgestone Americas Tire Operations, LLC \* **(Levesque)**
- VII. Finance:**
  - A. Executive Summary \***

**B. Reports:**

1. FY2025 Financial Report for the Seven-Month Period Ending January 31, 2025 \*
2. Cash Flow Projections for the Nine Month Period Ending November 30, 2025 \*

**C. Approval:**

1. Finance Software \* (**Ferrini**)

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

**A. Report \*:**

1. New Hampshire Air National Guard – Right of Entry Exercise of Second of Three (3) Five-Year Options – Fiber Optic Conduit
2. Unital Corporation – Right of Entry – 16 Pease Boulevard - Geotechnical Review and Survey - Site Inspection
3. IB ABEL, Inc. – Right of Entry - 119 Arboretum Drive – Laydown Area

**IX. Leases:**

**A. Report \*:**

1. Sublease between 325 Corporate Drive II, LLC, Bottomline Technologies, Inc. and Albany International at 325 Corporate Drive
2. Sublease between 222 International, Limited Partnership and Rentokil North America, Inc. at 195 International Drive
3. Sublease between 230 Corporate Drive, LLC and Powerplay Holdings, Inc. dba AlphaGraphics Portsmouth at 230 Corporate Drive
4. Sublease between Two International Group, LLC and NBT Bank, National Association at 2 International Drive
5. Sublease between NH Avenue Retail Center, LLC and Troy Reprographics LLC at 14 Manchester Square (Suite #140)
6. Sublease between 119 International Drive, LLC and J&K Staffing Solutions, LLC dba Team Select Home Care at 15 Rye Street
7. Sublease between 222 International LP and Thrive Health Career Institute LLC at 195 New Hampshire Avenue
8. Sublease between 30 International Drive, LLC and CCI Prime Contractors, LLC at 30 International Drive
9. 2-Way Communications Service, Inc. – 19 Durham Street - Exercise First of Two (2) Five-year Options
10. Sublease between NH Avenue Retail Center, LLC and MMP Capital LLC at 14 Manchester Square (Suite #180)
11. Sublease between Aviation Avenue Group LLC and Central Shared Services LLC at 100 New Hampshire Avenue
12. International Association of Privacy Professionals – 75 Rochester Avenue – Exercise First of Two (2) Five-Year Options

**X. Contracts:**

**A. Report \*:**

1. Pease International Tradeport – Republic Services (aka NRC East Environmental Services, Inc.) – Rental of Groundwater Treatment Trailer
2. Portsmouth International Airport at Pease - Daniel C. Fortnam – Air Development Consulting Service - Exercise of Final, One-year Option

3. Pease Golf Course - Christian Party Rental – Special Events Tent – Exercise First of Two (2) One-year options
4. Pease Golf Course – Clean Restroom Rentals, Inc. – Portable Toilets and Service – Exercise First of Two (2) One-year options
5. Portsmouth International Airport at Pease (“PSM”) – US Customs and Board Protection - Purchase, Installation and Service Agreement of USCBP Federal Inspection Station Camera
6. Pease International Tradeport - Fuss & O’Neill – Sample treated Groundwater Discharge
7. Pease Golf Course – SiteOne Landscape Supply – 5-Gang Magnum Harvester Ball Picker
8. Pease Golf Course – Sundance Signs – Refurbish Signage
9. Portsmouth International Airport at Pease – Higgins Corporation – One-year Service Agreement for Badge Printer
10. Portsmouth International Airport at Pease – Sunbelt Rentals – Mini Excavator Rental for Ice Removal on the Airfield
11. Vanasse Hangen Brustlin, Inc. – Scope and Fee - Pease International Tradeport – Five-Year Review of Spill Containment Procedures

**XI. Signs:**

**A. Report \*:**

1. 130 International Drive, LLC - 130 International Drive – Sign Revision for Trigger House, LLC
2. 230 Corporate Drive, LLC – 230 Corporate Drive – Sign Revision for Powerplay Holdings, Inc. dba AlphaGraphics Portsmouth

**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) January and February \*

**XIII. Division of Ports and Harbors:**

**A. Reports:**

1. Division of Ports and Harbors Facilities Report \*
2. Port Advisory Council Meeting Minutes of November 26, 2024 \*
3. Piscataqua River Vessel Traffic Reports 2018 – 2024 & 2024 Detail \*
4. Bonnette Page and Stone Corp. - Portsmouth Fish Pier - Change Order No. 1 – Provision of Temporary Dock Power
5. Bonnette Page and Stone Corp. - Portsmouth Fish Pier – Change Order No. 2 - Bathroom Requirement per Fire Marshall
6. Market Street Marine Terminal - 555 Market Street - Right of Entry - American Cruise Lines, Inc. \*
7. Charter Boat Operations Right of Entry Renewals \*
  - Hooked on Fish Charters, LLC – Rye Harbor Marine Facility
  - First Light Fisheries, LLC – Hampton Harbor Marine Facility

**B. DPH Consent Agenda Approvals \* (Levesque):**

1. Hampton Harbor Marine Facility - Right of Entry – Liberty Services, LLC – Vessel Hauling / Launching \* **(Parker)**
2. Moores Crane Rental Corp. - Division of Ports and Harbors Marine Facilities - Crane Services \* **(Semprini)**

**C. DPH Approvals:**

1. Final Adoption of Fees, Parking, Vessel Launch and Vessel Storage \* **(Ferrini)**
2. Initial Proposal-Readoption, CHAPTER Pda 700 SLIP PERMITS; STATE-OWNED RESTRICTED PIERS \* **(Conard)**

**XIV. New Business:**

**A. Grant Applications Filed in January, February and March:**

1. Portsmouth International Airport at Pease - Design of Taxiway Alpha South
2. Portsmouth International Airport at Pease - Airport Layout Plan with Narrative

**XV. Special Event:**

*No items to report.*

**XVI. Upcoming Meetings:**

Audit Committee	April 14, 2025 @ 8:30 a.m.
Board of Directors	April 15, 2025 @ 8:30 a.m.
Noise Compatibility Committee	April 15, 2025 @ 6:30 p.m.

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

**XVII. Directors' Comments:**

**A. Report:**

1. Inquiry received from NH State Representative Tom Mannion of February 3, 2025, with accompanying response provided by Executive Director Brean \*


**XVIII. Press Questions:**

**XIX. Non-Public Session: \* (Parker)**

1. NH RSA 91-A:3, II (a); and
2. NH RSA 91-3, II (l)

**XX. Confidentiality: \* (Fournier)**

**XXI. Adjournment:**

- \* 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 Parker:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on January 7, 2025.

N:\RESOLVES\2025\Approve Minutes 1-7-25 (3-11-25).docx

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

**Tuesday, January 7, 2025**

Presiding: Steve Duprey, Chairman  
Present: Neil Levesque, Vice Chair; Thomas G. Ferrini, Treasurer; Steve Fournier; Susan B. Parker, Karen Conard, and Brian Semprini  
Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director / General Counsel; Suzy Anzalone, Director of Finance; Michael R. Mates, Director of Engineering; Myles Greenway, Interim Director of Division of Ports and Harbors; Jared Sheehan, Environmental Compliance Manager; Chasen Congreves, Director of Operations; Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance; Greg Siegenthaler, IT Director; and Raeline A. O'Neil, Executive Administrative Assistant

**AGENDA**

**I. Call to Order:**

Chairman Steve Duprey ("Duprey") called the meeting to order; the meeting commenced at **8:30 a.m.**

**II. Acceptance of Meeting Minutes: Board of Directors' Meeting of December 12, 2024**

Director Parker **moved** the **motion** and Director Fournier **seconded** to **accept the meeting minutes of the Board of Directors' meeting held on December 12, 2024.**

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

Duprey addressed those attending and stated Myles Greenway, Interim Director of Ports and Harbors, submitted his resignation effective January 11, 2025, and that Tom Maciel, DPH Operations Manager, will oversee DPH on an interim basis.

Duprey stated the NH Retirement System informed PDA that Director Marconi submitted his retirement paperwork effective January 1<sup>st</sup>.

Duprey spoke to Rights of Entry ("ROE") at the ports / harbors and comments raised by stakeholders regarding PDA's legal authority due to the lack of formal rulemaking process. This inquiry was referred to the Attorney General's office in late September / early October and PDA is still awaiting a response. Duprey spoke to the commencement of discussions with existing ROE holders for a potential one-year extension, knowing if an opinion is received from AG which indicates PDA does not have the authority, discussions will cease. Duprey spoke to the operations and procedures of other state agencies regarding ROEs / Concession Agreements.

### **III. Public Comment:**

**Representative Peggy Balboni** - State representative for Rye, Greenland and North Hampton, spoke to Rye Harbor being a thriving port respecting history, balancing services with profits and the goals of the RFQ are reasonable. Further spoke to the need for transparency, timeline of the study, provision of information, and consideration provided to local businesses. Asked for contact information of an individual moving forward with inquiries; Brean indicated he would be the point of contact.

Duprey briefly spoke to the legislative process, should it be necessary, for adoption of rules.

**Representative Dennis Malloy** - State representative for Greenland & Rye, spoke to the RFP, need for transparency, and public comment.

Duprey spoke to the importance of public comment and the opportunities for all interested parties to be heard.

**Representative Jaci Grote** – spoke to HB1622 which was passed last year and is aimed to improve transparency, rulemaking and public comment, but also an individual needs to understand why their public comment was not accepted or does not apply. Grote spoke to the consideration of State support and does not believe the income generated from the ports should be its only source of income. Further she spoke to legislative authority for the ROEs, consideration of returning oversight of ports / harbors back to the State, and potential submission of a bill for formation of a study committee regarding returning oversight to the State.

Speaking of concessions, Duprey inquired into the possibility of a bidding process for ROEs, same as other concessions through state agencies, should there be open bidding; Grote responded the Study Committee could look into that.

Grote spoke to the needs of stakeholders; Duprey agreed with the need to provide certainty but given that the State follows the procedure of bidding out rights supports the need for overall consistency.

**Jim Fernald** – a Portsmouth resident, inquired of the April 18<sup>th</sup> non-public session where Director Marconi was placed on administrative leave and in October he was indicted. Provided the Board with a letter “Request for Release of Non-Public Meeting Minutes” containing two requests: 1) release minutes of the non-public session of April 18, 2024, the proposed action is effective due to the indictment, release of the minutes would not affect Director Marconi’s reputation, and where Director Marconi has provided his retirement notice, the reasons no longer applies; and 2) legal review for non-public meeting minutes with confidentiality in accordance with 91-A:3, III as well as revise / correct / amend accordingly; spoke to legal RSA referenced in minutes.

Duprey spoke to compliance with the Right to Know law and the assumption that the only topic discussed at the April 18<sup>th</sup> meeting was Director Marconi; Fernald affirmed.

**Connor Walsh** – of Swell Oyster Company (“Swell”) offered comment regarding ROEs; has had an ROE for approximately five (5) years; currently has five (5) fulltime employees, two (2) shacks and is open seven (7) days a week.

Duprey appreciated the comments provided and spoke to the value of all the stakeholders being important to economy, tourism and State’s image.

**Adam Baker** – of Vintage Fish Company spoke to his business being tied to both a building and harbor; inquired of the renewals of ROEs for charters that do not have shacks (referred to three years) or if those business too would be provided consideration of a single year at this time. Anthony I. Blenkinsop, Deputy Director / General Counsel, spoke to the need to review as unsure when those ROEs expire.

Duprey interjected thoughts of all ROEs being on a one-year term until things have been completely addressed.

Baker indicated he owns his building, the land is State property, and the business owners pay tax on building. This is a unique situation that has occurred over fifty (50+) years. Blenkinsop stated pursuant to RSA 72:23 a municipality is allowed to tax a private entity which leases space from the State of New Hampshire.

#### **IV. Committees:**

##### **A. Report:**

##### **1. Port Committee**

Levesque, Chair of the Port Committee, spoke of approval of a series of minutes, schedule of new fees which had not been updated for twenty (20) years and additional work at the Portsmouth Fish Pier.

##### **2. Airport Committee**

Conard, Chair of the Airport Committee, spoke to improvements by Port City Air (“PCA”) to Shelter Hangar #7, required by July 1, 2025, and sublease of PCA for day basing of New England Life Flight, Inc. dba Boston MedFlight.

#### **V. Old Business:**

*No items to report*

#### **VI. Consent Agenda Items:**

##### **A. Consent Agenda Approvals:**

Director Levesque **moved** the **motion** and Director Parker **seconded** that the Pease Development Authority Board of Directors hereby moves that item numbers 1-6 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. Somerset Welding & Steel dba J&J Truck Bodies – Two (2) Dump Truck Bodies**



2. Legal Services
3. Port City Air Repair, Inc. - Shelter Hangar Improvements
4. New England Life Flight, Inc. dba Boston MedFlight
5. New Hampshire Air National Guard – License Agreement - Air Show September 6 & 7, 2025
6. Alliance Group Services, LLC – On-Call HVAC Service Agreement

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

**B. Approval with Waiver:**

1. Pease Golf Course - McFarland Ford Sales, Inc. – Purchase F250 Pickup Truck

Director Fournier moved the motion and Director Conard seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to purchase a 2025 Ford F250 Pickup Truck from McFarland Ford Sales, Inc. in an amount not to exceed \$60,480.00; all in accordance with the memorandum of Scott DeVito, PGA General Manager, dated December 16, 2024, 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 McFarland Ford Sales, Inc. is a State of New Hampshire approved vendor under contract #: 8003589.

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

**VII. Finance:**

**A. Executive Summary**

**B. Reports:**

1. FY2025 Financial Report for the Five-Month Period Ending November 30, 2024
2. Cash Flow Projections for the Nine Month Period Ending September 30, 2025

Finance Director Suzy Anzalone (“Anzalone”) spoke to the Executive Summary and two (2) reports and indicated consolidated revenues year-to-date (“YTD”) are 4.5% higher than projected; strong results shown in fuel flowage fees; golf fees; wharfage and dockage fees; facility rents; and golf merchandise sales. Those line items trending under budget are fuel sales at DPH; parking fees; concession revenue and pier usage fees. Anzalone stated operating expenses are approximately 1.5% over budget YTD, this is reflective of engineering costs for ARPA funded projects (included in operating expenses with grant revenue included in non-operating income); aside from the optics, operating expenses are trending lower than budgeted. Further, stated non-operating income includes interest income, as well as COVID and grant funding reimbursements. All business units operating favorably.

Anzalone spoke to YTD capital expenditures of \$5 million and approximately \$22.1 million in cash inflows (including \$6.5 million in grant funding) and \$26 million (including \$12.7 million in grant and non-grant projects) in cash outflows.

With respect to the DPH over the next nine months, anticipate \$4.7 million in cash inflows (\$2.5 million in grant funding) and outflows of \$5.2 million (including \$2.6 million in grant and non-grant projects) which does include the cost of the Rye Harbor study; no changes to cash flow as revenue changes have not been approved.

Parker inquired into federal funds which may be ending in the near future (i.e., COVID 19, ARPA); Anzalone indicated COVID is probably at its end and there are currently a couple ARPA funded projects at the moment.

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

#### **A. Report:**

##### **1. IB ABEL Inc. – Right of Entry – 119 Arboretum Drive**

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:     | IB ABEL, Inc.  |
|    | License:  | Right of Entry   |
|    | Location: | 119 Arboretum Drive  |
|    | Purpose:  | Construction Lay Down to Support Eversource Utility Projects |
|    | Term:     | Extension to January 31, 2025                                |

Director Fournier was consulted and granted his consent regarding this Right of Entry.

Brean further indicated this is a project to increase the capacity of Tradeport tenants’ electrical needs and to increase the strength of the electrical infrastructure (i.e., poles and power lines).

### **IX. Leases:**

#### **A. Approval:**

##### **1. 68 New Hampshire Ave LLC - Concept Approval for Outpatient Health Care Center and Potential Ground Lease**

Director Levesque moved the motion and Director Fournier seconded that the Pease Development Authority (“PDA”) Board of Directors hereby:

- 1. approves the concept plan as submitted by 68 New Hampshire Ave, LLC for construction of a proposed building and supporting infrastructure located at 68 New Hampshire Avenue consisting of 8,400± square feet; and**
- 2. authorizes the Executive Director to negotiate and finalize a new lease agreement with 68 New Hampshire Ave, LLC for a term, with options, of up to 74-years, generally consistent with other PDA 74-year leases;**

**all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated December 20, 2024, and the memorandum of Paul E. Brean, Executive Director, dated December 23, 2024.**

Discussion: Duprey inquired into the size of the proposed building; Brean stated challenges of a buffer zone due to wetlands in the area.

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

**X. Contracts:**

**A. Report:**

- 1. Sunbelt Rentals – Mini Excavator – 55 International Drive**
- 2. Modern Pest Services (fka Eco Services Pest Control)– Exercise First of Two One- Year Options**
- 3. Davidson Sales - Emergency Generator Repairs – Air Traffic Control Tower**
- 4. VHB – Drainage Analysis at Portsmouth International Airport at Pease**

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

1. Project Name: Sunbelt Rentals  
Board Authority: Director Ferrini  
Cost: \$461.95  
Summary: Rental of Mini Excavator for repair of manhole at 55 International Drive
2. Project Name: Modern Pest Service (f/k/a Eco Services Pest Control)  
Board Authority: Pursuant to PDA Board of Directors' vote on January 20, 2022  
Summary: Exercise First of Two One-Year Options
3. Project Name: Davidson Sales  
Board Authority: Director Ferrini  
Cost: \$2,986.00  
Summary: Air Traffic Control Tower emergency generator repairs with direct replacement door and panel, installation kit, harnesses, switches, and programming of the failed control panel.
4. Project Name: VHB (PDA's on-call engineer)  
Board Authority: Director Ferrini  
Cost: \$12,000.00  
Summary: Airfield Drainage Analysis - Phase I (assuming project commenced by Ransom Consulting)

Duprey inquired when the analysis would be completed; Brean spoke to VHB reviewing the data previously collected by Ransom. Michael Mates, Director of Engineering, stated VHB has been provided with airfield information, PDA anticipates receiving information shortly on best way to proceed.

**XI. Signs:**

*No items to report*

**XII. Executive Director:**

**A. Reports:**

**1. Golf Course Operations**

Scott DeVito ("DeVito"), Pease Golf Course ("PGC") General Manager, spoke to gift card sales during the month of December, Grill 28 had 19 private functions, and renewal letters sent to Season Pass holders. DeVito indicated PGC is providing one last opportunity for 34 previous members to renew; will reach out to 47 on the waitlist with any available passes. Staff are working on daily fee pricing for next year and reviewing availability for grants to update the surveillance system at PGC; these two items will be presented to the Golf Committee at an upcoming meeting.

Duprey asked how the weather impacts the facility; DeVito indicated the weather has allowed for tree removal work, re-grading a few tees and the opening date is contingent on weather (in 1991 opened March 6<sup>th</sup>).

Brean spoke to the large number of "Scotty Cameron" putters sold at PGC, typically most courses sell only a handful; this is an example of the volume of PGC sales.

**2. Airport Operations**

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

**b) Skyhaven Airport (DAW)**

Brean stated the terminal is busy and anticipates enplanements for the year to be around 100,000 once December information has been received. Allegiant and Breeze load factors are good and the two airlines cover five (5) Florida destinations. The passenger long-term parking revenue is up, fuel sales are strong, and preconstruction meetings have commenced regarding the upcoming Alpha North Taxiway improvements. The Alpha North Taxiway is the main egress for the Air National Guard.

Seeing an uptick of fuel sales at Skyhaven due to the weather and price point.

**c) Noise Line Report**

**(i) December 2024**

Brean stated there were three (3) noise inquiries for the month of December; pointed out the December 5<sup>th</sup> inquiry was due to a 747 military charter and C-17 military charter flights. Brean explained that there are a lot of military transient flights that go in and out of PSM.

Duprey indicated most of the inquiries are results from military flights; Brean affirmed.

Chasen Congreves, Director of Operations, informed the Board that General Davis of the ANG provided a statistic which indicated PSM Air Traffic Control Tower (ATCT) is the 9<sup>th</sup> busiest Air Force ATCT throughout the world and 6<sup>th</sup> in the region.

Duprey spoke to Pease being the single most successful BRAC redevelopment.

### **XIII. Division of Ports and Harbors:**

#### **A. Reports:**

- 1. Division of Ports and Harbors Facilities Report**
- 2. Two Commercial Mooring Transfers – S.F. LLC to SNH-Rye, LLC**
- 3. Commercial Mooring Transfer – Crawshaw to Lyons**

Greenway spoke to the report within the Board materials and further stated that additional Caissons are being built and should be received soon for movement, anticipates the specialized storage tanks will be moved this evening, and schedule of vessel arrival on the 11<sup>th</sup> with a salt delivery and another anticipated first week of February. Spoke to the Portsmouth Fish Pier Project with an initial meeting with Bonnette Page and Stone, have a change order for temporary power to the dock, and State Fire Marshall indicated the need for bathroom (sink, toilet and slop sink) at PFP. Greenway stated at Hampton Harbor staff are working with contractors to determine solution for gasoline/underground storage tank.

Duprey inquired into the anticipated length of the PFP project; Greenway thought it was six or seven months. Greenway spoke about an additional project at PFP being that of hoist repairs. Duprey suggested that these improvements would take care of the fishermen that utilize PFP.

Greenway informed the Board of money received from FEMA with respect to the damage from the storms last year (approximately \$140,000.00 has been received to date).

#### **B. DPH Consent Agenda Approvals:**

Director Semprini moved the motion and Director Conard seconded that the Pease Development Authority Board of Directors hereby moves that item numbers 1-3 from the Division of Ports and Harbors 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. Initial Proposed Schedule of Parking, Launch, and Vessel Storage Fees for Hampton and Rye Harbor Marine Facilities, Pda Rule 610.02**
- 2. Riverside & Pickering Marine Contractors, Inc. – Portsmouth Fish Pier**
- 3. Tighe & Bond – Rye Harbor Study Project**

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

**XIV. New Business:**

**A. Report:**

*No items to report*

**B. Grant Applications Filed in December:**

*No items to report*

**XV. Special Event:**

**A. Report:**

1. Millennium Running - St. Patty's 5k/10k Road Race held on March 9, 2025

**XVI. Upcoming Meetings:**

Port Committee	March 6, 2025 @ 8:00 a.m.
Golf Committee	March 10, 2025 @ 8:30 a.m.
Finance Committee	March 10, 2025 @ 9:00 a.m.
Board of Directors	March 11, 2025 @ 8:30 a.m.

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

**XVII. Directors' Comments:**

Brean spoke of the timing of getting the Board materials out due to the holidays and the meeting being moved to Tuesday.

Duprey spoke to recent Op Eds – first regarding C&J and indicated the property is in the runway protection zone, discussions have been in the public/transparent, and DOT has been the lead for the proposal; a second being an article regarding PCA.

Duprey spoke to the [Rye Harbor] study's need for transparency. Brean also commended the diligence of the vendor and staff working out terms with a quick turnaround time.

Duprey spoke to PDA's website and the ability for clearer navigation throughout the website.

Lastly, Duprey spoke to the recent Supreme Court decision regarding PCA to indicate tenants do not have standing to bring complaints about PDA's actions regarding land use decisions; Blenkinsop indicated it applied to the wetlands' statute/permit. Duprey stated this may provide guidance for other matters in the future; Blenkinsop affirmed.

**XVIII. Adjournment:**

Director Levesque moved the motion and Director Semprini seconded to adjourn the Board meeting. Meeting adjourned at 9:40 a.m.

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

**XIX. Press Questions:**

None.

**XX. Consultation with Counsel:**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul E. Brean", with a stylized flourish at the end.

Paul E. Brean  
Executive Director

**PEASE DEVELOPMENT AUTHORITY**  
**Monday, March 10, 2025**

**GOLF COMMITTEE**  
**AGENDA**

**Time:** 8:30 a.m.  
**Place:** 55 International Drive, Pease International Tradeport  
Portsmouth, New Hampshire

**AGENDA**

- I. Call to Order
- II. Acceptance of Meeting Minutes: September 9, 2024 \* **(Conard)**
- III. Public Comment:
- IV. New Business:
  - A. Reports:
    - 1. Event Center Concepts – Presentation by Harriman \*
    - 2. Proposed 2025 Daily, Group, League Fees \*
    - 3. aboutGOLF Simulator Subscription \* **(Ferrini)**
    - 4. Online Booking Software Golf Simulators

V. Upcoming Meetings

Board of Directors

March 11, 2025 @ 8:30 a.m.

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

VI. Adjournment

VII. Press Questions

- \* 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 Semprini:

Based on the advice of the Attorney General's Office, the Pease Development Authority Board of Directors authorizes the Executive Director to finalize and enter into one (1) year extensions of the Rights-of-Entry ("ROE") for the placement of private commercial shacks at both Rye and Hampton Harbors for those current ROE holders that request an extension in writing; further, for the two 2023/2024 concession agreement holders, the Executive Director is authorized to allow the sale of restaurant-style, ready-to-eat food for the 2025 season under their extended rights of entry; all in accordance with the memorandum of Executive Director Paul Brean, dated March 4, 2025, attached hereto and incorporated herein.

## Memorandum

To: Pease Development Authority ("PDA") Board of Directors  
From: Paul E. Brean, Executive Director *ASB for*  
Date: March 4, 2025  
Subject: Hampton & Rye Harbor Shack Rights of Entry Extensions

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Over the years, the Pease Development Authority ("PDA"), Division of Ports and Harbors ("DPH") has entered into right of entry agreements ("ROE's") with private commercial businesses through which PDA-DPH grants businesses the ability to place private commercial shack style structures on its property at Rye and Hampton harbors in exchange for financial consideration. In the spring of 2023, the PDA Board of Directors ("Board") approved and authorized these ROE's for the 2023 and 2024 seasons. At that time, and in conjunction with the ROE's, the Board separately approved concession agreements for any entity wishing to sell ready-to-eat, restaurant-style prepared foods from a shack at the harbors.<sup>1</sup> These ROE's and concession agreements expire before the start of the 2025 season at the harbors.

During public Board meetings in 2024, there were questions raised about the DPH's legal authority to enter into the ROE's and, particularly, the related concession agreements for the sale of restaurant-style foods. In light of these questions, the PDA-DPH sought legal guidance from the Attorney General's Office. Additionally, in January, an entity with which the PDA-DPH had entered into a ROE and concession agreement filed a lawsuit against the PDA in superior court, claiming, in part, that the PDA-DPH lacks legal authority to issue these agreements and seeking damages. The Attorney General's Office represents PDA in that litigation, and responsive pleadings are due this spring.

At this time, PDA-DPH continues to have an interest in entering into ROE's for the upcoming 2025 season, consistent with its long-standing practice. Additionally, the Attorney General's Office has authorized the PDA-DPH to extend the ROE agreements for one year while it conducts a more in-depth analysis of the terms of the agreements. However, as it relates to the sale of restaurant-style, ready-to-eat food items, the Attorney General's Office recommends that PDA-DPH permit such commercial activity under ROE's for the 2025 season and not enter into

---

<sup>1</sup> Two entities at Rye Harbor held concession agreements for the 2023 and 2024 seasons.

separate concession agreements for the time being, as the Attorney General's Office conducts further review of this practice and the particular terms of those agreements.

It is further noteworthy that, at the Board's direction, the DPH is undertaking a Rye Harbor study to assess existing conditions and operations and to provide recommendations for potential improvements that the Board could utilize in future decision-making process concerning harbor operations, which may or may not have an impact on future ROE agreements. The study will not be completed prior to the 2025 season. Considering the pending Rye Harbor study, a one-year extension of the exiting ROE's was discussed as a possibility at the Board's meeting in January.

With the foregoing in mind, at the March 11, 2025, Board of Directors' meeting, please authorize the DPH to enter into one (1) year extensions (through April 30, 2026) of the ROE agreements with any entity with which DPH entered into an ROE agreement for the 2023 and 2024 seasons at Hampton and Rye harbors , with the extension to be entered into only to the extent the entity requests an ROE extension for the 2025 season in writing. Further, for the two entities that had concession agreements with the DPH for the 2023 and 2024 seasons, please authorize the sale of restaurant-style, ready-to-eat food for the 2025 season under their respective ROE extension agreements (to the extent they request an extension in writing).

As such, it is recommended that for the 2025 season the Board authorize a one-year extension of the current ROE's allowing the placement of shacks on DPH property for certain specified uses.

## MOTION

Director Conard:

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. Turf Products Inc. – Pease Golf Course – Two Riding Greens Mowers \* **(Levesque)**
2. Legal Services \* **(Ferrini)**
3. Hoyle Tanner & Associates – Scope and Fee – Portsmouth International Airport at Pease – Taxiway “A” South and Hold Bay Enabling Work \* **(Parker)**
4. Jacobs Engineering – Scope and Fee – Skyhaven – Parking Lot Improvements Route 108 Survey \* **(Fournier)**
5. Jalbert Leasing, Inc. d/b/a C&J Bus Lines– Right of Entry – 42 Durham Street; 47 Durham Street, and Hampton Street (North and South lots) for Valet Parking \* **(Semprini)**
6. McFarland & Johnson – Scope and Fee – Portsmouth International Airport at Pease – Airport Layout Plan Update with Narrative \* **(Conard)**

## MOTION

Director Levesque:

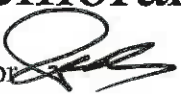
The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to finalize and execute a contract with Turf Products Inc. for the purchase of two (2) Riding Greens Mowers at a cost not to exceed \$97,790.35; all in accordance with the memorandum from Scott D. DeVito, PGA General Manager, dated February 19, 2025; attached hereto.


N:\RESOLVES\2025\Riding Greens Mower (3-11-25).docx



55 International Drive Portsmouth NH 03801

## Memorandum

To: Paul Brean, Executive Director 

From: Scott DeVito, General Manager – Pease Golf Course 

Date: February 19, 2025

Subject: Request to purchase two (2) Toro Riding Greens Mowers

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This request is for authorization from the PDA Board of Directors to enter into an agreement with Turf Products, Inc. for the purchase of two (2) Riding Greens Mowers for a price not to exceed \$97,790.35. IFB 25-15 was prepared and advertised publicly via newspaper and the PDA website and was also sent to eight (8) vendors directly by email. Bids closed at 2:00 P.M. on Thursday, February 13, 2025, and one bid was received.

- Turf Products Inc. \$97,790.35

The mower purchase is part of the Golf Course capital equipment replacement schedule. The new Riding Greens Mowers will be replacing one (1) 2008 Riding Greens Mower and one (1) 2009 Riding Greens Mower. Pease Golf Course maintenance staff are certified and trained in the use and service of Toro's Riding Greens Mowers. Turf Product Inc. parts can be purchased from the company directly, and are generally less expensive than other distributors in the U.S.

At the March 11, 2025, Board of Directors' meeting, please request authority to enter into an agreement with Turf Products Inc. to purchase the two Toro Riding Greens Mowers consistent with the description above. Thank you for your consideration.

## MOTION

Director Ferrini:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$37,693.00 for payment of legal services provided by Sheehan Phinney Bass & Green; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated March 3, 2025; attached hereto.

N:\RESOLVES\2025\Legal Services (3-11-2025).docx

## MEMORANDUM

**To:** Pease Development Authority Board of Directors *ADB*  
**From:** Anthony I. Blenkinsop, Deputy Director / General Counsel  
**Date:** March 3, 2025  
**Re:** Legal Services

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Sheehan Phinney Bass & Green provided legal services to the Pease Development Authority ("PDA") for the months of December 2024 and January 2025, as follows:

December 1, 2024 – December 31, 2024		
(for Tradeport General Representation)	\$10,018.00	
(Permit Implementation)	<u>\$ 150.00</u>	
		<b>\$10,168.00</b>
January 1, 2025 – January 31, 2025		
(for Tradeport General Representation)	\$16,912.50	
(Permit Implementation)	\$ 1,575.00	
(Division of Ports and Harbors)	\$ 4,612.50	
(Division of Ports and Harbors – Market St. Terminal Reconstruction)	<u>\$ 4,425.00</u>	
		<b><u>\$27,525.00</u></b>
		<b>\$37,693.00</b>

This is a request for approval by the Board of Directors to authorize the Executive Director to expend funds for legal services rendered to Sheehan, Phinney, Bass & Green in a total amount of **\$37,693.00**.



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: \$10,018.00

TOTAL EXPENSES: \$0.00  
-----TOTAL THIS BILL: \$10,018.00  
-----BALANCE DUE: \$10,018.00  
-----

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](http://www.sheehan.com),  
scroll to the bottom and click " LawPay " 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: Permit Implementation

-----  
CLIENT/CASE NO. 14713-19658

BILLING ATTORNEY: Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$150.00

TOTAL EXPENSES: \$0.00  
-----TOTAL THIS BILL: \$150.00  
-----BALANCE DUE: \$150.00  
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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.

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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: \$16,912.50

TOTAL EXPENSES: \$0.00

TOTAL THIS BILL: \$16,912.50

BALANCE DUE: \$16,912.50

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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client/case number on all related correspondence.

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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: \$1,575.00

TOTAL EXPENSES: \$0.00

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TOTAL THIS BILL: \$1,575.00-----  
BALANCE DUE: \$1,575.00-----  
PAYMENT DUE 30 DAYS FROM INVOICE DATE

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client/case number on all related correspondence.

AMOUNT PAID... \$ \_\_\_\_\_

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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 &amp; Harbors

-----  
CLIENT/CASE NO. 14713-9621

BILLING ATTORNEY: Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$4,612.50

TOTAL EXPENSES: \$0.00

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TOTAL THIS BILL: \$4,612.50-----  
BALANCE DUE: \$4,612.50-----  
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... \$ \_\_\_\_\_

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scroll to the bottom and click " LawPay " 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: Market Street Terminal Reconstruction  
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CLIENT/CASE NO. 14713-17464

BILLING ATTORNEY:Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$4,425.00

TOTAL EXPENSES: \$0.00  
-----TOTAL THIS BILL: \$4,425.00  
-----BALANCE DUE: \$4,425.00  
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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](http://www.sheehan.com),  
scroll to the bottom and click " LawPay " or contact our office directly.

## **MOTION**

Director Parker:

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

- (1) accept up to \$481,650.00 in AIP funding and up to \$12,675.00 from New Hampshire Department of Transportation in matching funds, for Portsmouth International Airport at Pease (PSM) Taxiway "A" South and South Hold Bay Design;
- (2) expend up to \$12,675.00 in PDA funds for Portsmouth International Airport at Pease (PSM) Taxiway "A" South and South Hold Bay Design;
- (3) amend the Hoyle Tanner & Associates on-call contract to include the design, bidding, and permitting of Taxiway "A" South and the South Hold Bay for a price not to exceed \$505,366.00, with invoicing capped at \$150,000.00 (covering only data collection and permitting work) until grant funding has been approved; 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 of Michael R. Mates, P.E., Director of Engineering, dated February 27, 2025; attached hereto.

## Memorandum

To: Paul E. Brean, Executive Director *PEB*  
From: Michael R. Mates, P.E., Director of Engineering *MRM*  
Date: February 27, 2025  
Subject: Accept Grant for Design Only of Taxiway "A" South and Hold Bay, PSM

The pavement located at the south end of Taxiway "A" has reached the end of its useful life and needs to be replaced. The work is AIP eligible and earlier this month staff submitted a grant application to FAA for the design phase of the project. The work will include replacing approximately 1,150 feet of pavement along the length of the taxiway and the remaining portion of the hold bay that was not completed when the runway reconstruction occurred. (See attachment.)

You may recall that this project was originally scheduled to begin last year, and in fact, a grant application was submitted. Unexpected increases in construction costs on region-wide projects, coupled with limited FAA funding, caused a one-year delay.

Hoyle, Tanner & Associates ("Hoyle-Tanner"), PDA's on-call consultant for pavement projects at PSM, submitted a fee proposal of \$505,366 to design, bid, and permit the project in accordance with FAA requirements. The price was reviewed through the IFE (Independent Fee Estimate) process, was found to be fair and reasonable, and was requested in the grant application. The grant request also included \$1,634 to cover PDA administrative costs, bringing the total project cost to \$507,000.

We anticipate that in the coming months FAA will offer a grant in the amount of 95% of the requested total. The NHDOT Bureau of Aeronautics contribution would be 2.5%, with PDA also contributing 2.5%.

The grant would account for only the design phase of the project with the construction phase to be completed through separate grants scheduled for next year. To meet this timeline, PDA must complete the design and have bids for the construction phase by early March 2026.

Based on experience, we estimate that the design grant process and all associated approvals will be completed by late August or early September of this year. It is at this point that PDA typically enters into agreements to commence the 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 of 2026. 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, based on FAA's past actions, we believe that this project will be funded this year. With this in mind, staff recommends that you seek Board approval to enter into the Hoyle-Tanner TW 'A' South design contract prior to PDA's receipt of the grant offer. This will allow Hoyle-Tanner 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 Hoyle-Tanner 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.

At the March Board meeting, please ask the Board for approval to

1. Accept a grant offer of up to \$481,650 in AIP funding;
2. Accept up to \$12,675 in matching funds from NHDOT;
3. Spend up to \$12,675 of PDA funds;
4. Amend the on-call contract with Hoyle-Tanner to include the design, bidding and permitting of Taxiway "A" South and the south hold bay for a price of \$505,366 with invoicing capped at \$150,000 (covering only data collection and permitting work) until grant funding has been approved; and,
5. Execute any and all documents necessary to receive funds and complete the design phase of the project as described.



RECONSTRUCT TAXIWAY 'A SOUTH' - PROJECT SKETCH

DESIGNED BY: MCR      DATE: 10/25/2023      SCALE: 1"=500'



**PEASE DEVELOPMENT AUTHORITY**

55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

Copyright © 2023 Pease Development Authority. All rights reserved. This sketch is for informational purposes only and does not constitute a final design or construction plan.

## MOTION

Director Fournier:

The Pease Development Authority ("PDA") Board of Directors approves of and authorizes the Executive Director to amend PDA's on-call contract with Jacobs Engineering to authorize the provision of additional services regarding the automobile parking lot design at Skyhaven Airport ("DAW") at a cost not to exceed \$33,774.00; all in accordance with a memorandum of Michael R. Mates, P.E., Director of Engineering, dated February 26, 2025; attached hereto.

## Memorandum

To: Paul E. Brean, Executive Director *PEB*  
From: Michael R. Mates, P.E., Director of Engineering *MRM*  
Date: February 26, 2025  
Subject: Skyhaven Parking Lot Improvements – Route 108 Survey

In 2023, the Board authorized you to accept a grant to partially fund the design of a project to reconstruct the automobile parking lot at Skyhaven Airport. The grant was awarded last year and the design work, led by Jacobs Engineering, has been proceeding.

The parking lot is situated next to the airport terminal building and adjacent to Route 108. While collecting survey data, the designers became aware of a Route 108 highway easement recorded before 1953, the year that the highway was reconstructed in its present location. This old easement, which occupies a significant portion of the existing terminal parking lot, was never extinguished when the road was relocated. When we learned of the existence of the easement, we contacted NHDOT's Right-of-Way Bureau to find out how we might extinguish the old easement and place the land under the control of the Airport.

To accomplish this, NHDOT requires a plan, suitable for recording, that depicts the existing and adjusted ROW limits, tied and stationed to the roadway alignment shown on existing plans. The resulting change in the Skyhaven boundary triggers a revision of the airport's Exhibit A, the property map required to be kept on file with the Bureau of Aeronautics and FAA. Jacobs has outlined the required work in the attached document.

This work was not anticipated at the time that the grant application was prepared, and the cost was not included in the design grant. Staff is, therefore, requesting approval for PDA to spend \$33,774 to cover the cost of the additional tasks. PDA will have an opportunity to apply for reimbursement of up to 97.5% of the cost when we submit an application for the construction phase of the project next year.

At the March Board meeting, please request authorization to allow you to amend Task 10 of the Jacobs Engineering on-call consulting contract to add the work required to complete the Skyhaven automobile parking lot design at a cost of \$33,774.

N:\ENGINEER\Board Memos\2025\Re 108 survey Jacobs.docx



FEBRUARY 2025

AMENDMENT NO. 1  
SCOPE OF WORK  
*for*  
**RECONSTRUCT TERMINAL AUTOMOBILE PARKING LOT APPROXIMATELY 10,000 SQUARE FEET -  
PHASE 1 (DESIGN, PERMITTING & BIDDING)**  
NHDOT SBG # 15-15-2023  
*at*  
**SKYHAVEN AIRPORT**

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**GENERAL**

The Pease Development Authority, hereinafter referred to as the "Owner", desires to undertake a Project to reconstruct the terminal parking lot. The parking lot's pavement is observed to be in poor condition. More importantly, the parking lot drains toward and into the terminal building basement. This project seeks to correct both issues.

Amendment No. 1 to the contract will be the discontinuance of portions of the right of way along Route 108 and an update of the Airport's Exhibit 'A' Airport Property Inventory Map.



**Figure 1 - Skyhaven Airport – Terminal Parking Lot – Amendment #1 (Approx. Project Limits in red)**

For this Project, Jacobs Engineering Group Inc., hereinafter referred to as the "Engineer", agrees to perform the following scope of services associated with the above referenced Project:

**ARTICLE A - DATA COLLECTION**

1. REVIEW EXISTING DATA. The Engineer will review the existing right of way plans and investigate the previous right of way discontinuances.

2. **HIRE SURVEYOR.** The Engineer will issue Request for Proposal to the subconsultant for the additional survey work and work related to filing the proposed Right of Way discontinuance. The survey subconsultant will provide geo-referenced property line data along the Route 108 Right-of-Way (ROW) and establish the Route 108 centerline in CAD for the Engineer's use; mark the property line along the ROW; and set control points. The Engineer will prepare a contract amendment to the survey subconsultant's contract.

3. **REVIEW SUBCONSULTANT DELIVERABLES.** The Engineer will review the subconsultants data collection deliverables.

#### **ARTICLE B5 – RIGHT OF WAY & EXHIBIT 'A' DOCUMENTS**

The Engineer will prepare the proposed right of way plans for NHDOT Bureau of Right of Way (BoROW) review and approval as well as an update to the Airport's Exhibit 'A' Airport Property Inventory Map.

1. **RIGHT OF WAY PLANS & RECORD.** The Engineer's consultant will prepare plans to include the limits of the existing right of way, tied and stationed to the alignment from which it was acquired, showing features relevant to the subject Right of Way (bounds, monuments, fences, traveled way, and all the typical elements of a boundary adjustment plan, etc.), and limits of the Right of Way to be discontinued tied to the same alignment. This work includes rescaling of the previously gathered property boundary data from international feet to US survey feet.

The Engineer's consultant has assumed three (3) meetings with NHDOT BoROW prior to the final determination to ensure that all records are considered to obtain concurrence with the Right of Way mapping. The Engineer will attend these meetings as needed.

The Engineer's consultant will prepare a legal description of the discontinued area along with the approved plan for recording.

For this task, the Engineer will coordinate with the subconsultant throughout the entire process. This includes via email, phone, and MS Teams meetings. A total of two (2) scheduled meetings is anticipated along with check-ins.

2. **EXHIBIT 'A' UPDATE.** The Engineer will perform all research and mapping to develop the Exhibit 'A' Airport Property Inventory Map(s) for Skyhaven Airport in compliance with the FAA Standard Operating Procedure (SOP).

- a. The Engineer will perform the required land records research utilizing the City of Rochester's GIS database. It is assumed that one (1) trip to the City of Rochester Clerk's office may be required to verify information obtained from the database.
- b. The Engineer will coordinate the final deliverable format with NHDOT to ensure an acceptable and useable format is provided.
- c. The Engineer will prepare a draft Exhibit 'A' drawing for review by the Owner. The drawing will be prepared on a standard 24" x 36" sized sheet as well as AutoCAD drawings.
- d. The Engineer will prepare a final Exhibit 'A' drawing in accordance with FAA ARP SOP 3.00 dated October 1, 2013. The drawings will be prepared on 24" x 36" sheets. Three copies of the Exhibit 'A' drawing will be provided.

3. **QUALITY ASSURANCE.** The Engineer will conduct an independent review of all technical material prior to submittal.

#### **ARTICLE D – PROJECT ADMINISTRATION**

1. PRELIMINARY COORDINATION. The Engineer coordinated with NHDOT Bureau of Aeronautics to ascertain the preferred solution to the right of way in relation to the Reconstruct Automobile Parking Lot project. After several discussions it was decided that a full review of the Right of Way along Route 108 was the preferred option.
2. SCOPING MEETING. The Engineer attended a scoping meeting with NHDOT BoROW and the Owner. This meeting was held on January 9, 2025.
3. DEVELOP SCOPE OF WORK. The Engineer will develop a detailed scope of work and associated fee estimate for the amendment.
4. PROJECT MANAGEMENT & REPORTING. This task includes project team coordination, internal staff coordination, and progress reports. This subtask includes:
  - e. Regular contact with the Airport, the Owner and NHDOT to discuss project details, status, schedule, future work activities, and any project management issues.
  - f. Regular assessments of internal staff assignments and progress.
  - g. Team coordination meetings
  - h. Processing of subconsultant invoices.

#### **ASSUMPTIONS**

- All work included herein is assumed to be eligible for AIP/SBG reimbursement. This work will be paid by the PDA and included for reimbursement in the construction grant.
- Any application or recording fees are to be paid by the PDA and included for reimbursement in the construction grant.

## MOTION

Director Semprini:

The Pease Development Authority Board of Directors approves of issuing a Right of Entry ("ROE") to Jalbert Leasing, Inc. d/b/a C&J Bus Lines at 42 Durham Street, 47 Durham Street, and Hampton Street (north and south lots) for the purpose of parking C&J customer vehicles on a valet basis, effective April 19, 2025 through September 30, 2025; substantially in accordance with the draft Right of Entry dated February 28, 2025; attached hereto.



February 28, 2025

Mr. James Jalbert  
Jalbert Leasing, Inc. d/b/a C&J Bus Lines  
185 Grafton Drive  
Portsmouth, NH 03801

**Re: Rights of Entry**  
**42 Durham St, 47 Durham St, Hampton St (North), & Hampton St**  
**(South), Portsmouth, NH**

Dear Mr. Jalbert:

This letter, when fully executed, will authorize the Jalbert Leasing, Inc. d/b/a C&J Bus Lines, ("C&J"), with an address of 185 Grafton Drive, Portsmouth, NH, to enter upon and utilize vehicle parking spaces at the following locations: 42 Durham Street; 47 Durham Street; Hampton Street (North), Hampton Street (South) Portsmouth, New Hampshire, (the "Premises"), commencing April 19, 2025, through September 30, 2025 (the "Term") as shown on the 4-page attached **Exhibit A** (the "Premises") for the purposes of parking C&J customer vehicles on a valet basis only. The privileges granted under this Right of Entry will expire at the end of day on September 30, 2025.

This authorization is conditioned upon the following:

1. C&J agrees 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 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, patrons, or invitees upon the Premises and/or the exercise of any of the authorities granted herein. C&J expressly waives all claims against the Pease Development Authority and the State of New Hampshire for any such loss, damage, personal injury or death caused by or occurring as a consequence of C&J's and its employees, agents, patrons, or invitees use of the Premises or the conduct of activities or the performance of responsibilities under this authorization, C&J further agrees to defend and indemnify, the Pease Development Authority and the State of New Hampshire, 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 or related to C&J's, and its employees, agents, patrons, or invitees use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization. The provisions of this paragraph one (1) shall survive the termination of this Right of Entry.

Page Two

February 28, 2025

**Re: Rights of Entry**

**42 Durham St, 47 Durham St, Hampton St (North), & Hampton St (South),  
Portsmouth, NH**

2. C&J agrees that vehicles may only be parked in the areas depicted in **Exhibit A**. C&J acknowledges and agrees that this Right of Entry: (a) allows only temporary use of the Premises; (b) is granted on a non-exclusive basis; and (c) permits the PDA to relocate the Premises or a portion of the Premises to another PDA property at the Pease International Tradeport at any time subject to a 7-day advanced notice requirement. The use of the Premises shall be orderly and efficient, shall not constitute a nuisance and shall not cause disruption to other Airport/Tradeport activities.

3. C&J, and/or any agent of C&J, shall provide to the PDA satisfactory evidence of comprehensive general liability insurance to a limit of not less than Four Million Dollars (\$4,000,000.00) per occurrence, naming the Pease Development Authority as an additional insured; automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00) and evidence of workers compensation coverage to statutory limits.

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 C&J 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) provide that the insurer shall have no right of subrogation against Pease Development Authority; and (iii) a provision that any liability insurance coverage required to be carried shall be primary and non-contributing with respect to any insurance carried by PDA. It is the intent of C&J that such policies will not be cancelled. Should a policy cancellation occur, PDA will be advised in accordance with policy provisions. Failure to maintain required level of insurance coverage shall be grounds for immediate termination of this Right of Entry by the Pease Development Authority.

4. C&J agrees that all vehicles parked at the Premises will be driven to and from the Premises by a valet service provided by C&J at its sole expense and that its patrons will not be allowed to self-park vehicles on the Premises. ***C&J shall ensure that vehicles are not left on the Premises following the termination of this Right of Entry and to assume full responsibility for the removal of vehicle(s) left on the Premises, time being of the essence. Any vehicles left on the Premises following the termination of this Right of Entry may be removed by the PDA at the sole cost and expense of C&J and/or the vehicle owner.***

5. C&J shall provide snow removal and salting, as necessary, for the Premises during the periods of use provided for under the terms of this Right of Entry. C&J or any contractor of C&J shall also obtain certification by the New Hampshire Department of Environmental Services as a Commercial Salt Applicator. Certification includes the successful completion of the Green SnoPro training program. All personnel employed in snow removal operations shall be familiar with salt reduction measures.

Page Three

February 28, 2025

**Re: Rights of Entry**

**42 Durham St, 47 Durham St, Hampton St (North), & Hampton St (South),  
Portsmouth, NH**

6. C&J shall coordinate the initial snow removal with the PDA Maintenance Department. All snow removal, sanding, and salting shall be at C&J's own cost and expense.

7. PDA shall not be responsible for damages to property or injuries to persons which may arise from or be attributable or incident to the condition or state or repair of the Premises, or the use and occupation thereof, or for damages to the property or injuries to the person of C&J's patrons, officers, agents, servants or employees, or others who may be on the Premises at its invitation.

8. C&J shall provide all maintenance and management of the Premises at its own costs and expense.

9. Prior to termination of the Right of Entry, C&J shall restore the Premises to the same or better conditions than the Premises were in before its use pursuant to this Right of Entry.

10. C&J agrees 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.

11. C&J agrees to pay PDA a \$0.40/square foot/year fee for the Premises prorated for the period of use under this Right of Entry (the "Fee"):

<b>42 Durham Street</b>	<b>40,510 sf</b>	<b>\$1,350.33/mo.</b>
<b>47 Durham Street</b>	<b>40,946 sf</b>	<b>\$1,364.87/mo.</b>
<b>Hampton Street (North)</b>	<b>38,768 sf</b>	<b>\$1,292.27/mo.</b>
<b>Hampton Street (South)</b>	<b>39,204 sf</b>	<b>\$1,306.80/mo.</b>

The Fee shall be payable in advance in monthly installments and pro-rated for any partial periods. Payment shall be delivered to the PDA, 55 International Drive, Portsmouth, NH, 03801.

12. **Municipal Services Fee.** In addition to the Fee required to be paid under the terms of this ROE, C&J shall also pay to PDA, as additional rent, a municipal services fee in accordance with the Municipal Services Agreement by and between the City of Portsmouth, the Town of Newington and the PDA effective July 1, 1998. This fee is for fire, police and roadway services provided by or on behalf of PDA at the Airport. The Municipal Services Fee shall be paid in total with the first month's Fee payment.

**Municipal Services Fee**

**\$2,869.71**

Page Four

February 28, 2025

**Re: Right of Entry**

**42 Durham St, 47 Durham St, Hampton St (North), & Hampton St (South),  
Portsmouth, NH**

13. C&J agrees that it may not pave any portion of the parking lots which it has been granted the use of pursuant to this ROE, without the express written permission of the PDA.

14. C&J shall provide PDA with contact information of a local representative from C&J, who shall be available to respond to communications concerning this ROE.

Please indicate by your signature below C&J's consent to the terms and conditions of this Right of Entry, and return the same to me with evidence of insurance, payment of fee, and contact information as required.

Very truly yours,

Paul E. Brean  
Executive Director

Agreed and accepted this \_\_\_ day of \_\_\_\_\_, 2025

**Jalbert Leasing, Inc. d/b/a C & J Bus Lines**

By: \_\_\_\_\_

Print Name/Title \_\_\_\_\_

Duly Authorized

Page Five

February 28, 2025

Re: Right of Entry

42 Durham St, 47 Durham St, Hampton St (North), & Hampton St (South)  
Portsmouth, NH

**EXHIBIT A  
PREMISES**



C&J Trailways Satellite Parking at 42 Durham Street

DESIGNED BY: MRM

DATE: 10/25/22

SCALE: 1"=120'

 **FEASE DEVELOPMENT AUTHORITY**

55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

Copyright 2022 by MRM



Page Six

February 28, 2025

Re: **Right of Entry**

**42 Durham St, 47 Durham St, Hampton St (North), & Hampton St (South),  
Portsmouth, NH**



Satellite Parking for C&J

DESIGNED BY: MRM

DATE: 10/10/18

SCALE: 1"=60'±

 **PEASE DEVELOPMENT AUTHORITY**

55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

© Environmental Research & Planning, Inc.

Page Seven

February 28, 2025

Re: **Right of Entry**

**42 Durham St, 47 Durham St, Hampton St (North), & Hampton St (South)**  
**Portsmouth, NH**



Exhibit Depicting ROE for C&J Satellite Parking

DESIGNED BY: MRM

DATE: 10/25/22

SCALE: 1"=120'



**PEASE DEVELOPMENT AUTHORITY**

55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

Page Eight

February 28, 2025

Re: **Right of Entry**

**42 Durham St, 47 Durham St, Hampton St (North), & Hampton St (South)  
Portsmouth, NH**



Exhibit Depicting ROE for C&J Satellite Parking

DESIGNED BY: MRM

DATE: 2/17/25

SCALE: 1"=120'



**PEASE DEVELOPMENT AUTHORITY**

55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801



## MOTION

Director Conard:

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

1. Accept a grant offer to complete an Airport Layout Plan Update ("ALP") with Narrative including \$321,670.00 in AIP Funding from the FAA, and accept \$8,465.00 from New Hampshire Department of Transportation Bureau of Aeronautics in matching funds;
2. Expend PDA funds up to \$8,465.00 for the ALP Update with Narrative;
3. Amend PDA's on-call contract with McFarland Johnson to authorize the provision of services for an ALP Update with Narrative at Portsmouth International Airport at Pease;
4. Execute any and all documents necessary to receive the grant funds and complete the project as described.

All in accordance with a memorandum of Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance, dated February 26, 2025; attached hereto.



36 Airline Ave., Portsmouth, NH 03801  
603.433.6536

## MEMORANDUM

**To:** Paul Brean, Executive Director   
**From:** Andrew B. Pomeroy, Director, Aviation Planning and Compliance 

**Date:** February 26, 2025

**Subject:** AIP Grant for Airport Layout Plan Update with Narrative - PSM

The Portsmouth International Airport at Pease ("PSM"), in accordance with its FAA Grant Assurances, maintains a current Airport Layout Plan ("ALP"). The ALP is a multi-page document that shows the existing airfield and Tradeport properties, as well as proposed future construction or planned changes. As PSM continues to grow and the aviation industry evolves, PSM must periodically review and verify its data and assumptions, identify trends, and update its ALP, thereby addressing industry demands to better serve the State of New Hampshire's current and future aviation needs, and comply with FAA regulations.

PDA has applied to the FAA for funds to study the Airport's needs and update the ALP. It is proposed that the study be done by McFarland Johnson, who was selected as the airport's on-call aviation planning firm following an RFQ selection process late last year.

This past January, PDA and McFarland Johnson met with FAA and NHDOT to discuss the scope of work needed for an ALP Update with Narrative; a project scope was produced from that meeting. The project scope describes, in detail, the work needed to look at immediate, medium, and long-term needs to accommodate the based, domestic, and international aircraft that PSM serves daily. The study team will be looking at items such as current and forecasted aircraft traffic mix, runway and taxiway configurations, apron areas, obstructions to air navigation, proposed hangar development, and environmental considerations. This will result in an updated ALP that will help guide the PDA and our FAA partners in maintaining and developing PSM to meet the needs of New Hampshire, New England, and the greater National Plan of Integrated Airport Systems. It is through these plans that the FAA prioritizes federal funding allocations.

The grant application requests funding to cover McFarland Johnson's fee of \$336,600.00 and PDA administrative costs of \$2,000.00 for a total of \$338,600.00. As required by FAA procedures, McFarland Johnson's fee proposal was validated through an Independent Fee Estimate conducted by PDA Engineering Staff. If the application is approved for funding, we anticipate a 95%/2.5%/2.5% split as follows:

Federal Aviation Administration	\$321,670.00
NHDOT Bureau of Aeronautics	\$ 8,465.00
Pease Development Authority	<u>\$ 8,465.00</u>
Total	\$338,600.00

At the March 11, 2025, Board of Directors' meeting, please seek authorization to:

1. Accept a grant offer to complete an Airport Layout Plan Update with Narrative including \$321,670.00 in AIP funding from FAA;
2. Accept \$8,465.00 in matching funds from NHDOT Bureau of Aeronautics;
3. Expend \$8,465.00 in PDA matching funds;
4. Amend the on-call contract with McFarland Johnson, Inc. to include the ALP Update with Narrative in the amount of \$336,600.00; and,
5. Execute any and all documents necessary to receive funds and complete the project as described.

## **MOTION**

Director Fournier:

The Pease Development Authority ("PDA") Board of Directors hereby moves that item numbers \_\_\_\_\_ from the consent agenda with waivers listed below be approved as a single consent agenda with waivers item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.

1. Pease Golf Course – aboutGOLF Simulator Subscription \* **(Parker)**
2. Equipment and Vehicles Replacement Tires – Bridgestone Americas Tire Operations, LLC \* **(Levesque)**

**NOTE: This motion requires 5 affirmative votes.  
Roll Call Vote Required.**

## MOTION

Director Parker:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into an agreement with aboutGOLF in a total amount not to exceed \$18,000.00 for the renewal of a three (3) year software subscription for the three (3) simulators at the Pease Golf Course; all in accordance with the memorandum of Scott DeVito, PGA General Manager, dated February 13, 2025, attached hereto.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement based on the fact that the aboutGOLF simulator hardware at Pease Golf Course is a proprietary system requiring the use of aboutGOLF software.

**NOTE: This motion requires 5 affirmative votes.  
Roll Call Vote.**

N:\RESOLVES\2025\aboutGOLF simulators (3-11-25).docx



55 International Drive Portsmouth NH 03801

## Memorandum

To: Paul Brean, Executive Director *PB*  
From: Scott DeVito, PGA General Manager *SD*  
Date: February 13, 2025  
Subject: Pease Golf Course –aboutGOLF Simulator 3-year Subscription

---

This is a request to waive the competitive solicitation process and renew a 3-Year Subscription with aboutGOLF Simulators, 352 Tomahawk Drive, Maumee, Ohio 43537 in the amount of \$18,000.00. A single-year subscription for aboutGOLF software, for all three Pease Golf Course Simulators, is \$7,500. The 3-year subscription will allow the Authority to take advantage of a \$4,500.00 discount for the multi-year renewal. Pease has been using the aboutGOLF Simulator Hardware and Software since 2010. We are asking to waive the competitive solicitation process so the course can continue to offer the aboutGOLF Simulator product, which has been very successful.

Staff researched playability and pricing of several other golf simulator platforms currently being used in the Seacoast area. Each company has standalone technology which would require replacing all 3 computers, wiring, and the club and ball sensor systems. Changing over to a new company would range between \$30,000.00 and \$45,000.00, per simulator, in initial setup costs.

The subscription costs will be funded through the Golf Course operation budget and amortized over the 3-year period of the subscription. Thank you for your consideration.

## **MOTION**

Director Levesque:

The Pease Development Authority Board of Directors hereby approves of and authorizes the waiver of the RFP requirement and the issuance of a blanket purchase order to Bridgestone Americas Tire Operations, LLC, in an amount not to exceed \$15,000, for the purchase of vehicle and equipment tires; all in accordance with the memorandum of Ken Conley, Maintenance Manager, dated February 26, 2025, 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 vendor, Bridgestone Americas Tire Operations, LLC, is an approved vendor for the State of NH (Statewide Contract # 8003507).

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

## Memorandum

To: Paul Brean, Executive Director *ABB for*

From: Ken Conley, Maintenance Manager *KC*

Date: February 26, 2025

Re: Bridgestone Americas Tire Operations, LLC

Please request authorization from the PDA Board of Directors to waive the competitive solicitation process and engage in a blanket purchase order with Bridgestone Americas Tire Operations, LLC, utilizing the State of NH's existing statewide contract, valid through June 30, 2027, for routine maintenance replacement of vehicle and equipment tires. Pursuant to this authorization the Authority will have access to purchase under NH statewide Contract # 8003507 through local Bridgestone authorized dealers. Bridgestone will invoice the PDA directly within the terms and conditions of the NH Statewide Contract.

At the March 11, 2025, PDA Board of Directors meeting please request authorization to waive the competitive solicitation process and to issue a blanket purchase order to Bridgestone Americas Tire Operations, LLC, in the amount of \$15,000 for the purchase of tires through State of NH Statewide Contract # 8003507.



# Memorandum

To: Paul Brean, Executive Director  
 From: Suzy Anzalone, Director of Finance *SA*  
 Date: February 27, 2025  
 Subject: Executive Summary – Financial Reports

In anticipation of the upcoming March 11<sup>th</sup> Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the seven months ending January 31, 2025:

## Consolidated Results

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	12,124	11,870	254
Operating Expenses	9,969	10,213	244
<b>Operating Income</b>	<b>2,155</b>	<b>1,657</b>	<b>498</b>
Depreciation	4,569	4,387	(182)
Non Oper. (Inc)/Exp	(1,109)	(108)	1,001
<b>Net Operating Income (Loss)</b>	<b>(1,305)</b>	<b>(2,622)</b>	<b>1,317</b>

Consolidated operating revenues through January totaled \$12.1 million, trending 2.1% higher than budgeted projections. Line items trending higher than budget include fuel flowage fees (higher volume), golf fees, facilities rent, parking revenue and golf merchandise sales. Line items trending under budget include DPH fuel sales (due to storm damaged fuel pumps), concession revenue, pier usage and registration fees.

Operating expenses through January are \$244,000 (2.4%) under budget. Despite significant engineering costs incurred earlier in the fiscal year (which were offset by grant funding), operating expenses are trending favorably. Significant line items trending under budget include overall wages and benefits (due to open positions), equipment rental, equipment purchases, contracted snow removal, legal fees, marketing expenses and fuel purchases. Line items trending higher than budget include engineering fees (grant funded projects), turf maintenance, electricity costs (due to higher cost per kwh than budget) and golf merchandise cost of goods sold.

Non-Operating Income includes \$309,000 in interest income and \$800,000 in grant funding (COVID, FEMA and ARPA related).

Year-to-date Net Operating Loss is (\$1.3) million performing favorably against budgeted loss of (\$2.6) million.

## Business Unit Performance

### Portsmouth Airport

<b>Portsmouth Airport ( PSM) incl Security</b>			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,919	1,496	422
Operating Expenses	2,341	2,457	116
<b>Operating Income</b>	<b>(422)</b>	<b>(960)</b>	<b>538</b>
Depreciation	2,574	2,472	(103)
Non Oper. (Inc)/Exp	(0)	0	0
<b>Net Operating Income (Loss)</b>	<b>(2,996)</b>	<b>(3,432)</b>	<b>436</b>

Year-to-date operating revenues for Portsmouth Airport are favorable to budget by \$422,000 (28.2%) mainly driven by higher fuel flowage fees, and to a lesser extent from facility rent. Operating expenses through November are favorable by \$116,000 (4.7%).

### Skyhaven Airport

<b>Skyhaven ( DAW)</b>			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	144	152	(8)
Operating Expenses	176	193	18
<b>Operating Income</b>	<b>(32)</b>	<b>(41)</b>	<b>10</b>
Depreciation	246	249	3
Non Oper. (Inc)/Exp	0	0	0
<b>Net Operating Income (Loss)</b>	<b>(278)</b>	<b>(290)</b>	<b>12</b>

Skyhaven year-to-date operating revenues are under budget by \$8,000 (5.3% unfavorable) mainly driven by lower fuel sales and to a lesser extent from concession revenue. Operating expenses are favorable by \$18,000 (9.2% favorable) with wages, utilities and fuel purchases trending lower than budget.

### Tradeport

<b>Tradeport</b>			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	6,221	6,127	94
Operating Expenses	316	322	6
<b>Operating Income</b>	<b>5,905</b>	<b>5,805</b>	<b>100</b>
Depreciation	436	439	3
Non Oper. (Inc)/Exp	(276)	(75)	201
<b>Net Operating Income (Loss)</b>	<b>5,745</b>	<b>5,441</b>	<b>304</b>

Tradeport revenues through January are \$94,000 favorable to budget largely due to higher facility rental revenue and short-term right-of-entry agreements. Expenses are trending favorably by \$6,000 mainly attributable to lower building and facility costs, but offset by higher expenses related to the Coast Trolley sponsorship (price increase).

## Golf Course

<b>Pease Golf Course</b>			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,327	2,149	177
Operating Expenses	1,651	1,623	(28)
<b>Operating Income</b>	<b>675</b>	<b>527</b>	<b>149</b>
Depreciation	223	217	(6)
Non Oper. (Inc)/Exp	0	(0)	(0)
<b>Net Operating Income (Loss)</b>	<b>453</b>	<b>310</b>	<b>143</b>

Golf course revenues on a year-to-date basis are favorable by \$177,000 (8.2%) driven by higher public play golf fees and merchandise sales but offset by lower concession revenue. Expenses are over budget by \$28,000 (1.8%) driven by cost overruns in turf maintenance, equipment parts, electricity and golf merchandise cost of goods sold.

## Division of Ports and Harbors (DPH)-Unrestricted

<b>Division of Ports and Harbors (Unrestricted)</b>			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,432	1,836	(404)
Operating Expenses	2,190	1,890	(300)
<b>Operating Income</b>	<b>(758)</b>	<b>(54)</b>	<b>(704)</b>
Depreciation	974	888	(85)
Non Oper. (Inc)/Exp	(762)	(33)	729
<b>Net Operating Income (Loss)</b>	<b>(969)</b>	<b>(909)</b>	<b>(60)</b>

DPH year-to-date revenues are under budget by \$404,000 (22%), mainly due to lower fuel sales as fuel pumps in Rye, Hampton and Portsmouth Fish Pier are currently out of service (due to storm damage and construction). Year-to-date operating expenses are over budget by \$300,000 (15.9%) mainly driven by significant engineering and design costs (which were grant funded). Fuel purchases are trending lower than budget due to lower fuel sales. Non-operating income of \$762,000 includes grant reimbursements of \$735,000 and interest income of \$27,000

## Balance Sheet/Statement of Net Position (Consolidated)

(\$ 000's)	As of 1/31/2025	As of 11/30/2023
<b>Assets</b>		
Current Assets	22,894	22,593
Restricted Assets	1,595	1,456
Non-Current Assets	329,884	315,055
<b>Total Assets</b>	<b>354,373</b>	<b>339,104</b>
<b>Deferred Outflows of Resources</b>	<b>2,944</b>	<b>3,049</b>
<b>Liabilities</b>		
Current Liabilities	4,214	4,480
Non-Current Liabilities	10,171	11,476
<b>Total Liabilities</b>	<b>14,385</b>	<b>15,955</b>
<b>Deferred Inflows of Resources</b>	<b>219,970</b>	<b>213,258</b>
<b>Net Position</b>		
Net Invest. in Cap Assets	108,737	101,924
Restricted	1,463	1,332
Unrestricted	12,762	9,684
<b>Total Net Position</b>	<b>122,962</b>	<b>112,940</b>

The January balance sheet reflects \$22.9 million in current assets which include \$16.2 million in unrestricted cash (both PDA and DPH), \$5.6 million in trade and lease receivables, and \$1.1 million in inventory and prepaid expenses.

Restricted assets total \$1.6 million and consist primarily of the Revolving Loan Fund which currently has 19 loans outstanding totaling \$1.0 million in loans receivable.

Non-Current Assets include year-to-date capital expenditures in the amount of \$5.4 million. Expenditures include PSM Arrivals Hall, snow removal equipment, PSM jet bridge rehabilitation, vehicle purchases, expenses related to the Portsmouth Fish Pier decking and bracing project and the Portsmouth Fish Pier building replacement.

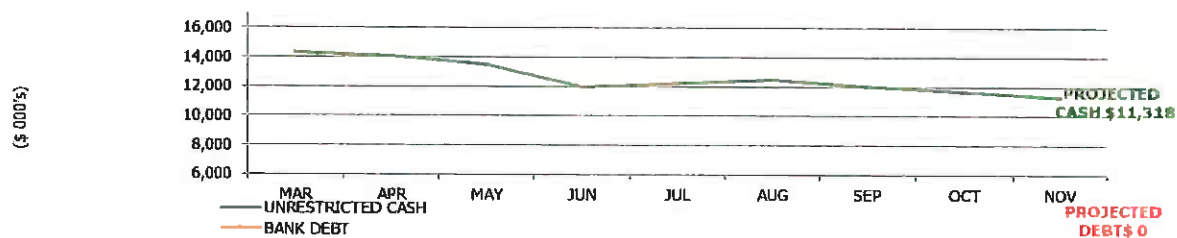
Current liabilities of \$4.2 million represent trade accounts payable, retainage and various accrued expenses.

#### **PDA Cash Flow Projections for the Nine Month Period Ending November 30, 2025 (Excl. Division of Ports and Harbors)**

During the next nine-month period, PDA cash inflows are projected at \$20.5 million, mainly provided by operating revenues as well as \$4.5 million in grant funding.

Cash outflows of \$23.8 million during this same period include \$10.7 million in both grant and non-grant related capital expenditures, as well as outflows from normal operating expenses and municipal service fee payments. Current projections indicate that we will not need to draw on our line of credit over the next nine months, and we expect unrestricted cash to decrease to \$11.3 million. The chart below outlines cash and debt balances over the next nine-month period.

#### **PROJECTED CASH AND DEBT BALANCES – PEASE DEVELOPMENT AUTHORITY - EXCL. DPH**

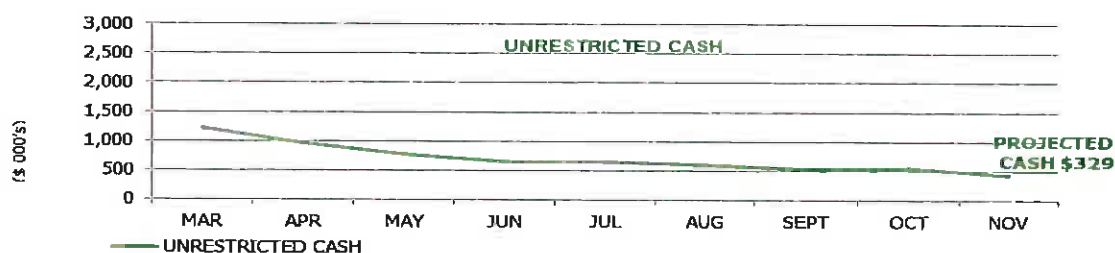


#### **Cash Flow Projections for the Nine Month Period Ending September 30, 2025 -Division of Ports and Harbors**

During the next nine-month period, unrestricted cash inflows at the Division of Ports and Harbors are projected at \$4.5 million, provided by operating revenues and fees, but also include \$2.2 million in grant funding.

Unrestricted cash outflows of \$5.3 million during this same period include \$2.7 million in both grant and non-grant related capital expenditures, as well as outflows from normal operating expenses. Unrestricted cash is projected to decrease to approximately \$329,000. The chart below outlines cash balances over the next nine-month period.

#### **PROJECTED CASH BALANCES – DIVISION OF PORTS AND HARBORS**



Please let me know if you have any questions or require any additional information.

PEASE DEVELOPMENT AUTHORITY  
FY2025 FINANCIAL REPORT  
FOR THE SEVEN-MONTH PERIOD  
ENDING JANUARY 31, 2025



BOARD OF DIRECTORS MEETING  
MARCH 11, 2025



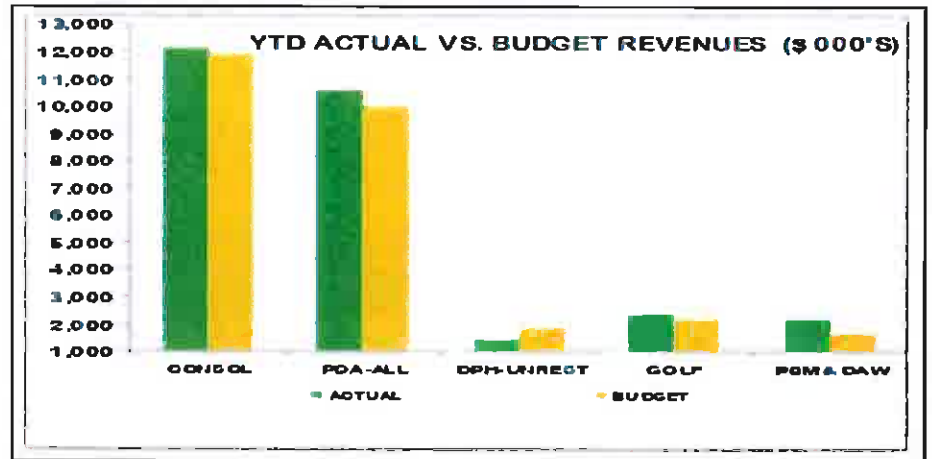
# PEASE DEVELOPMENT AUTHORITY

## Revenues and Expenditures –Seven Months Ended January 31, 2025

### Trends:

YTD revenue is 2.1% favorable

- Fuel sales, pier usage and registration fees, parking, concession fees and wharfage and dockage fees trending under budget
- Offset by higher revenue in fuel flowage fees, golf fees, golf merchandise sales and facility rental

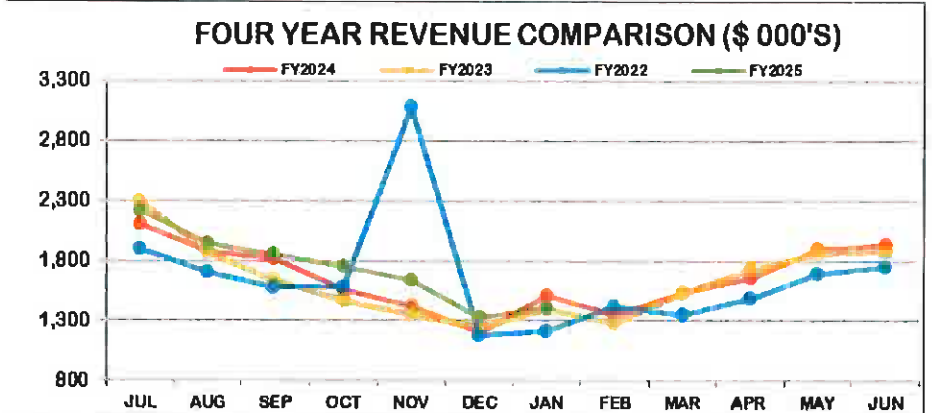


### Trends:

November 2021 includes sale of 30 NH Ave

July revenues include annual rent payment-Great Bay Comm. College

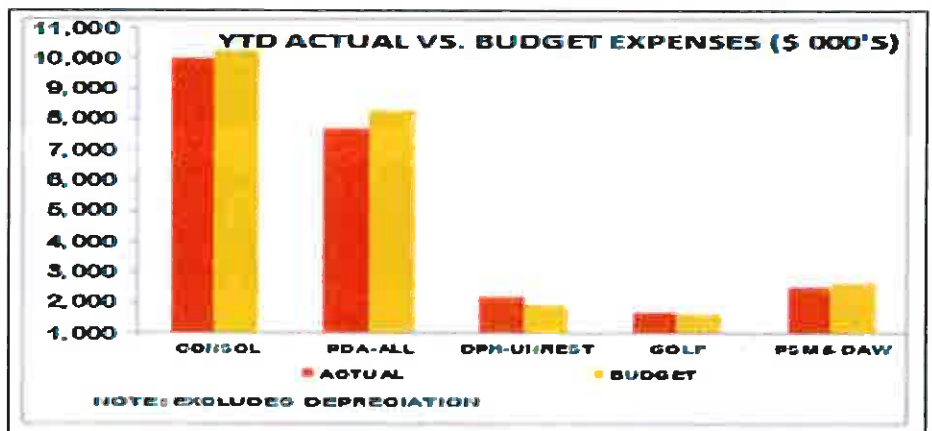
June revenues include increase in Golf fee revenue



### Trends:

YTD Operating Expenses 2.4% favorable

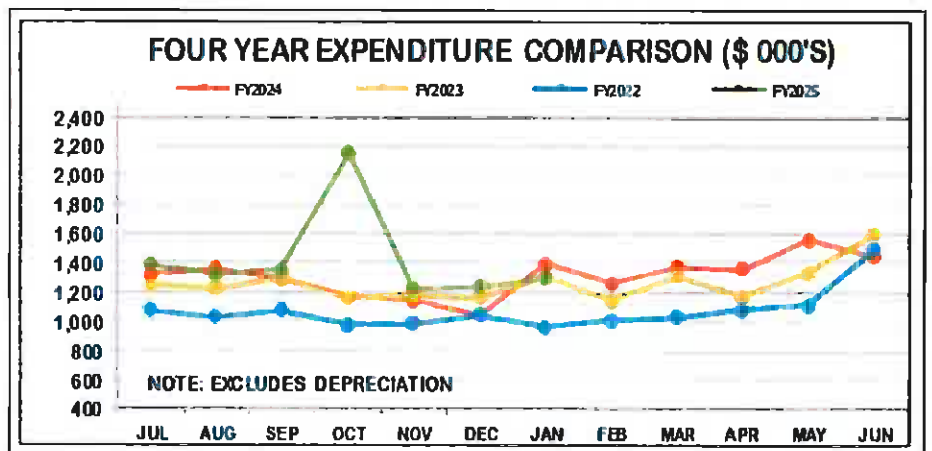
- Professional svcs., fuel purchases, marketing, wages and benefits, general & admin expenses trending lower than budget.
- Offset by cost overruns in engineering services (Hampton Harbor Feasibility Study of \$518k and Rye Harbor architectural expenses of \$173k. Both have matching grant funds included in non-operating revenue), turf maintenance, golf merchandise sales and electricity.



### Trends:

June 2022-June 2024 – Retirement OPEB year end adjustments

Oct 2024 – ARPA funded feasibility study expenses of \$518k and ARPA funded architectural expenses for Rye Harbor retail improvements of \$173k



**PEASE DEVELOPMENT AUTHORITY**  
**Consolidated Statement of Revenues and Expenses**  
**For the Seven Months Ending January 31, 2025**

	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL								
FACILITIES	\$974,586	\$972,273	\$2,314	0.2%	\$6,970,106	\$6,857,624	\$112,482	1.6%
CARGO AND HANGARS	17,174	15,808	1,365	8.6%	112,748	110,378	2,368	2.1%
	991,760	988,081	3,679	0.4%	7,082,852	6,968,002	114,850	1.6%
CONCESSION REVENUE	40,987	37,380	3,607	9.7%	386,176	413,045	(26,870)	(6.5%)
<b>FEE REVENUE</b>								
AVIATION FEES	-	-	-	-	1,140	-	1,140	-
FUEL FLOWAGE	112,116	101,609	10,507	10.3%	919,845	577,650	342,194	59.2%
PSMTSALEO REVENUE	-	-	-	-	3,707	-	3,707	-
PSM SECURITY REVENUE	3,470	5,667	(2,197)	(38.8%)	19,165	39,667	(20,502)	(51.7%)
GOLF FEES	(25,422)	-	(25,422)	-	1,486,893	1,286,897	179,996	14.0%
GOLF SIMULATORS	23,260	49,161	(25,901)	(52.7%)	58,172	68,847	(10,675)	(15.5%)
GOLF MEMBERSHIPS	-	-	-	-	235,830	275,000	(39,170)	(14.2%)
GOLF LESSONS	85	222	(137)	(61.7%)	15,564	21,226	(5,663)	(26.7%)
MOORING FEES	38,637	37,667	970	2.6%	270,457	263,667	6,790	2.6%
PARKING	62,851	48,822	13,829	28.3%	353,668	328,922	24,746	7.5%
PIER USAGE FEES	8,778	9,167	(389)	(4.2%)	43,667	64,167	(20,500)	(31.9%)
REGISTRATIONS	8,374	26,817	(18,443)	(68.8%)	51,596	82,574	(30,978)	(37.5%)
TERMINAL FEES	-	-	-	-	-	-	-	-
WHARFAGE AND DOCKAGE	62,915	130,473	(67,558)	(51.8%)	302,570	335,874	(33,304)	(9.9%)
	294,862	409,604	(114,742)	(28.0%)	3,742,272	3,344,491	397,782	11.9%
FUEL SALES	7,925	15,322	(7,397)	(48.3%)	365,351	713,509	(348,158)	(48.8%)
<b>INTEREST INCOME</b>								
LOAN INTEREST	2,007	2,833	(826)	(29.2%)	17,594	19,833	(2,239)	(11.3%)
<b>OTHER REVENUES</b>								
MERCHANDISE	7,444	11,918	(4,474)	(37.5%)	250,159	192,222	57,937	30.1%
ALL OTHER	61,893	34,016	27,877	81.4%	279,126	218,607	60,519	27.7%
	69,136	45,934	(23,203)	(50.5%)	529,284	410,829	(118,455)	(28.8%)
<b>TOTAL OPERATING REVENUE</b>	<b>1,406,677</b>	<b>1,499,154</b>	<b>(92,477)</b>	<b>(6.2%)</b>	<b>12,123,529</b>	<b>11,869,709</b>	<b>253,820</b>	<b>2.1%</b>
<b>OPERATING EXPENSES</b>								
<b>WAGES AND FRINGE BENEFITS</b>								
<b>WAGES</b>								
BENEFITED REGULAR	405,359	461,688	56,330	12.2%	3,056,755	3,199,359	142,603	4.5%
BENEFITED OVERTIME	41,026	50,127	9,100	18.2%	186,549	167,805	(18,744)	(11.2%)
NON-BENEFITED REGULAR	71,203	78,437	7,234	9.2%	714,435	706,544	(7,891)	(1.1%)
NON-BENEFITED OVERTIME	9,196	2,122	(7,073)	(333.3%)	29,612	20,541	(9,071)	(44.2%)
ACCRUED VACATION BENEFITS	(25,232)	-	25,232	-	(25,858)	-	25,858	-
ACCRUED SICK TIME BENEFITS	(507)	-	507	-	8,399	-	(8,399)	-
	501,044	592,374	91,330	15.4%	3,969,892	4,094,248	124,356	3.0%
WAGE TRANSFERS OUT	-	-	-	-	-	-	-	-
	501,044	592,374	91,330	15.4%	3,969,892	4,094,248	124,356	3.0%
<b>BENEFITS</b>								
DENTAL INSURANCE	5,772	5,971	199	3.3%	39,885	41,796	1,910	4.6%
HEALTH INSURANCE	134,826	126,656	(8,170)	(6.5%)	863,690	886,592	22,902	2.6%
LIFE INSURANCE	2,466	2,707	241	8.9%	16,060	18,949	2,889	15.2%
NEW HAMPSHIRE RETIREMENT	58,047	71,104	13,057	18.4%	432,886	498,085	65,199	13.1%
POST RETIREMENT BENEFITS	10,553	11,725	1,172	10.0%	76,591	82,075	5,485	6.7%
EMPLOYEE DRUG TEST	208	142	(66)	(46.8%)	1,108	992	(116)	(11.7%)
OPEB EXPENSE	-	-	-	-	-	-	-	-
EMPLOYER FICA	39,313	47,138	7,826	16.6%	292,961	316,529	23,568	7.4%
UNEMPLOYMENT INS	395	-	(395)	-	971	-	(971)	-
	251,581	265,443	13,862	5.2%	1,724,151	1,845,018	120,866	6.6%
BENEFIT TRANSFERS OUT	-	-	-	-	-	-	-	-
	251,581	265,443	13,862	5.2%	1,724,151	1,845,018	120,866	6.6%
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>752,625</b>	<b>857,817</b>	<b>105,192</b>	<b>12.3%</b>	<b>5,694,043</b>	<b>5,939,266</b>	<b>245,222</b>	<b>4.1%</b>

**FEASE DEVELOPMENT AUTHORITY**  
**Consolidated Statement of Revenues and Expenses**  
**For the Seven Months Ending January 31, 2025**

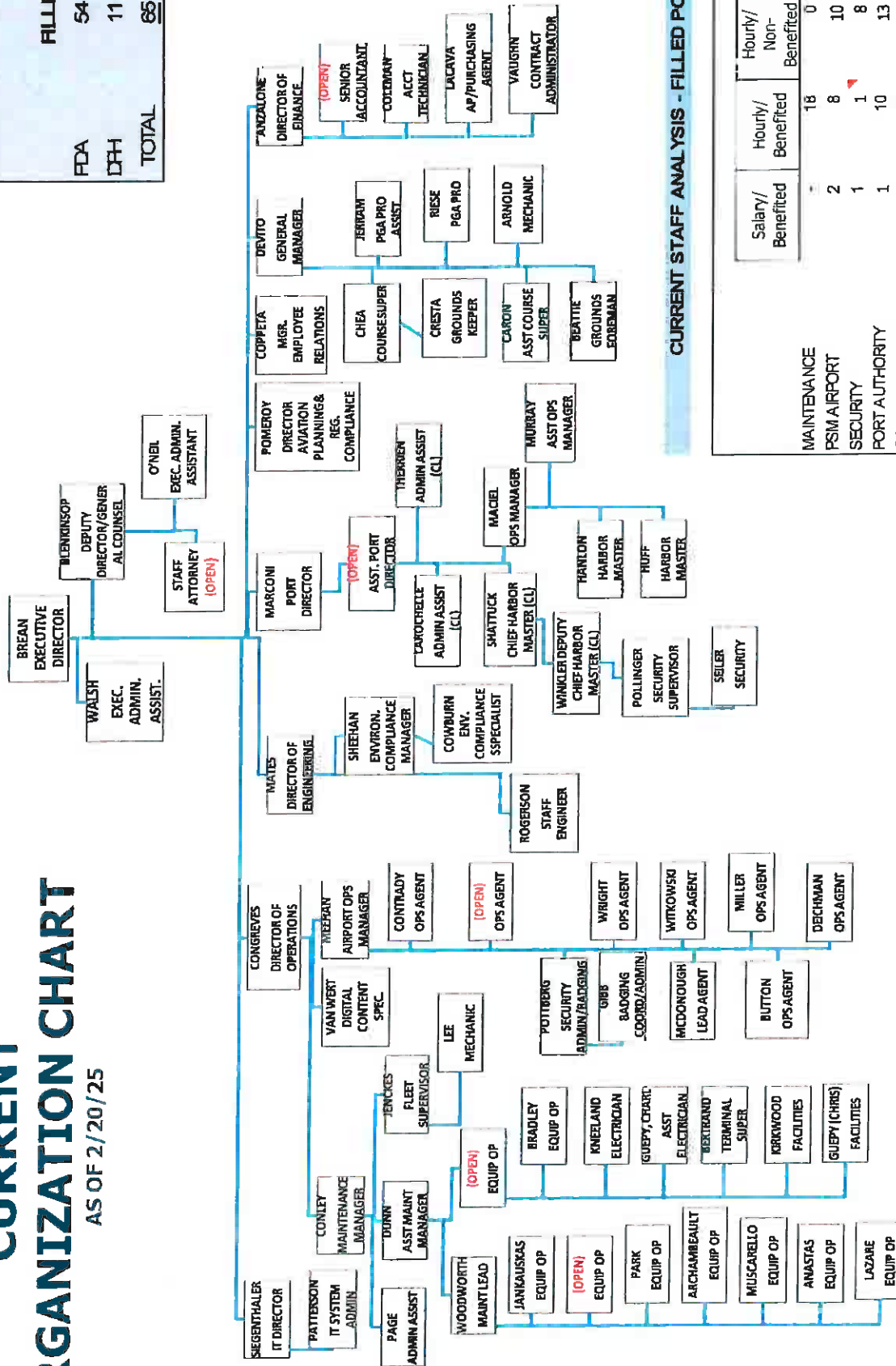
	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>BUILDING AND FACILITIES</b>								
AIRFIELD MAINTENANCE	(8,837)	6,333	15,170	239.5%	21,443	44,333	22,891	51.6%
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	612	1,433	822	57.3%	129,303	70,382	(58,921)	(83.7%)
ENVIRONMENTAL TESTING	32,851	16,802	(16,249)	(97.9%)	110,500	116,250	5,751	4.9%
EQUIPMENT MAINTENANCE	66,627	64,626	(2,001)	(3.1%)	244,992	266,124	23,131	8.6%
FACILITIES MAINTENANCE	88,048	85,672	(2,376)	(2.8%)	1,268,983	824,128	(644,855)	(103.3%)
LANDSCAPING	-	1,429	1,429	100.0%	12,866	22,171	9,305	42.0%
NAVIGATION MAINTENANCE	298	693	395	57.0%	4,641	4,222	(418)	(9.9%)
OTHER EXPENSES	-	-	-	-	-	-	-	-
SECURITY	18,350	14,842	(3,509)	(23.6%)	78,281	103,892	25,610	24.7%
SNOW REMOVAL	78,084	53,464	(24,620)	(46.0%)	114,599	124,793	10,193	8.2%
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	276,032	245,095	(30,937)	(12.6%)	1,985,607	1,378,295	(607,312)	(44.1%)
WAGE & BENEFIT TRANSFER IN	-	-	-	-	-	-	-	-
	276,032	245,095	(30,937)	(12.6%)	1,985,607	1,378,295	(607,312)	(44.1%)
<b>GENERAL AND ADMINISTRATIVE</b>								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	5,563	8,049	2,486	30.9%	70,409	86,692	16,283	18.8%
COMPUTER EXPENSES	4,257	8,458	4,201	49.7%	77,807	61,848	(15,959)	(25.8%)
DISCOUNTS AND LATE FEES	108	(174)	(281)	162.1%	(988)	(1,234)	(246)	20.0%
EQUIPMENT UNDER \$5,000	2,711	8,728	6,017	68.9%	40,525	78,441	37,916	48.3%
FEES AND LICENSES	4,806	6,327	1,521	24.0%	43,824	46,368	2,744	5.9%
INSURANCE	38,605	38,385	(220)	(0.6%)	263,160	268,881	5,721	2.1%
OFFICE EQUIPMENT	1,592	2,188	597	27.3%	11,544	15,318	3,774	24.6%
PROFESSIONAL DEVELOPMENT	2,485	4,879	2,394	49.1%	11,572	34,932	23,360	68.9%
SUPPLIES	6,883	6,512	(371)	(5.7%)	56,468	48,557	(7,911)	(16.3%)
TELEPHONES AND COMMUNICATIONS	14,495	18,071	3,576	19.8%	122,735	125,219	2,485	2.0%
TRAVEL AND MILEAGE	3,388	4,005	609	15.2%	14,283	24,100	9,817	40.7%
OTHER EXPENSES	8,386	7,325	(1,061)	(14.5%)	39,974	48,152	8,178	17.0%
	93,286	112,754	19,467	17.3%	751,115	837,275	86,161	10.3%
<b>UTILITIES</b>								
ELECTRICITY	57,742	89,026	31,284	35.1%	343,913	294,663	(49,250)	(16.7%)
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	658	350	(308)	(88.1%)	996	2,450	1,454	59.4%
NATURAL GAS	12,636	9,848	(2,788)	(28.3%)	25,802	32,176	6,374	19.8%
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	5,966	6,133	167	2.7%	22,999	29,305	6,305	21.5%
WASTE REMOVAL	4,719	4,497	(222)	(4.9%)	38,875	34,022	(4,853)	(14.3%)
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	1,298	1,831	533	29.1%	52,741	67,740	14,998	22.1%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	83,019	111,884	28,665	25.7%	485,326	460,356	(24,971)	(5.4%)
<b>PROFESSIONAL SERVICES</b>								
AUDIT	6,571	2,226	(4,345)	(195.2%)	56,908	55,079	(1,829)	(3.3%)
INFORMATION TECHNOLOGY	7,567	21,575	14,008	64.9%	81,474	151,028	69,554	46.1%
LEGAL	2,398	20,833	18,436	88.5%	88,028	145,833	57,806	39.6%
LEGAL PERMIT IMPLEMENT	-	12,500	12,500	100.0%	1,500	87,500	86,000	98.3%
ADMINISTRATIVE SERVICES	10,812	18,023	7,211	40.0%	83,940	128,161	42,221	33.5%
	27,347	75,158	47,811	63.6%	311,849	565,801	253,752	44.9%
<b>MARKETING AND PROMOTION</b>								
ADVERTISING	1,024	4,217	3,193	75.7%	30,018	29,867	(151)	(0.5%)
OTHER MARKETING	67,407	25,806	(41,601)	(161.2%)	125,184	174,238	49,054	28.2%
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	68,431	30,023	(38,408)	(127.9%)	155,202	204,105	48,903	24.0%
<b>OTHER OPERATING EXPENSES</b>								
COAST TROLLEY	12,490	10,000	(2,490)	(24.9%)	79,960	70,000	(9,960)	(14.2%)
FUEL	8,325	11,791	3,466	29.4%	260,556	539,954	279,398	51.7%
GOLF CART LEASE	-	-	-	-	84,993	89,628	4,635	5.2%
MERCHANDISE	(22,927)	5,875	28,802	490.2%	160,315	128,321	(31,995)	(24.9%)
	(2,112)	27,667	29,778	107.6%	585,823	827,902	242,079	29.2%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,298,628</b>	<b>1,460,187</b>	<b>161,558</b>	<b>11.1%</b>	<b>9,968,866</b>	<b>10,212,800</b>	<b>243,834</b>	<b>2.4%</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>108,049</b>	<b>38,967</b>	<b>69,082</b>	<b>177.4%</b>	<b>2,154,663</b>	<b>1,856,909</b>	<b>497,654</b>	<b>30.0%</b>
<b>DEPRECIATION</b>	<b>660,769</b>	<b>626,890</b>	<b>(33,879)</b>	<b>(5.4%)</b>	<b>4,568,531</b>	<b>4,386,834</b>	<b>(181,697)</b>	<b>(4.1%)</b>
<b>AMORTIZATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NON-OPERATING (INCOME)/EXPENSES</b>								
INTEREST EXPENSE	-	833	833	100.0%	660	5,833	5,173	88.7%
INTEREST INCOME	(45,942)	(16,313)	29,629	(181.6%)	(309,043)	(114,192)	194,851	(170.6%)
NON-OPERATING GRANT FUNDING	(41,286)	0	41,286	-	(800,594)	-	800,594	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	(87,228)	(15,480)	71,748	(463.5%)	(1,108,977)	(108,358)	1,000,618	(923.4%)
<b>NET OPERATING INCOME/(LOSS)</b>	<b>(466,482)</b>	<b>(572,453)</b>	<b>106,961</b>	<b>(18.7%)</b>	<b>(1,304,992)</b>	<b>(2,621,567)</b>	<b>1,316,575</b>	<b>(50.2%)</b>



# CURRENT ORGANIZATION CHART

AS OF 2/20/25

TOTAL BENEFITED POSITIONS			
	FILLED	OPEN	
FDA	54	5	
DH	11	1	
TOTAL	65	6	



## CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Salary/ Benefited	Hourly/ Benefited	Hourly/ Non- Benefited	Seasonal	TOTAL
MAINTENANCE	2	18	0	10	28
PSM AIRPORT	1	8	10	-	20
SECURITY	1	1	8	-	10
PORT AUTHORITY	1	10	13	0	24
GOLF COURSE	3	5	4	0	12
FINANCE	2	2	0	-	4
ENGINEERING	3	1	1	-	5
LEGAL	1	1	-	-	2
DAW AIRPORT	-	-	4	-	4
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	1	-	-	-	1
MARKETING	0	1	-	-	1
EXECUTIVE	1	1	1	-	3
	16	49	41	10	116

**PEASE DEVELOPMENT AUTHORITY**  
**Consolidated Statement of Net Position**  
**For the Seven Months Ending January 31, 2025**

	2025	2024
	Ending	Ending
<b>ASSETS</b>		
Cash and Investments	\$16,205,470	\$15,069,161
Accounts Receivable - Net	5,607,334	6,498,324
Inventories	424,802	400,571
Prepays	529,738	496,212
	<u>22,767,345</u>	<u>22,464,268</u>
<b>RESTRICTED ASSETS</b>		
Cash and Investments	741,037	408,028
Current Receivables	0	64,762
Loans Receivable - NHFL		
Due within 1 Year	126,250	128,744
Due in more than 1 Year	853,866	983,573
<b>TOTAL RESTRICTED ASSETS</b>	<u>1,721,153</u>	<u>1,585,107</u>
<b>NON-CURRENT ASSETS</b>		
Leases Receivable-Net of Current Portion	221,147,554	213,131,431
Land & land Improvements	7,837,636	7,520,786
Construction-in-Process	13,830,376	11,560,220
Other Capital Assets - Net	87,068,845	82,842,556
<b>TOTAL NON-CURRENT ASSETS</b>	<u>329,884,411</u>	<u>315,054,994</u>
<b>TOTAL ASSETS</b>	<u><u>354,372,909</u></u>	<u><u>339,104,370</u></u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension	1,576,375	1,426,696
OPEB	1,367,728	1,621,805
	<u><u>2,944,103</u></u>	<u><u>3,048,501</u></u>
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE AND ACCRUED EXPENSES</b>	2,517,618	3,324,049
Retainage	943,076	625,226
Unearned Revenues	746,808	529,234
Long-Term Liabilities		
Net Pension Liability	5,711,070	5,286,773
Net OPEB Liability	4,094,308	5,835,603
Due in more than 1 Year	365,755	353,446
	<u>14,378,634</u>	<u>15,954,331</u>
<b>RESTRICTED LIABILITIES</b>		
Current Liabilities	6,033	1,149
Long-Term Liabilities	0	0
Due within 1 Year	0	0
Due in more than 1 Year	0	0
	<u>6,033</u>	<u>1,149</u>
<b>TOTAL LIABILITIES</b>	<u><u>14,384,667</u></u>	<u><u>15,955,480</u></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension	134,849	228,607
OPEB	3,168,772	2,087,794
Lease Revenue	216,666,835	210,941,329
	<u><u>220,970,456</u></u>	<u><u>213,257,730</u></u>
<b>NET POSITION</b>		
Net Investment in Capital Assets	108,736,857	101,923,563
Restricted For:		
Revolving Loan Fishery Fund	1,363,655	1,277,839
Harbor Dredging and Pier Maintenance	74,321	32,027
Foreign Trade Zone	24,894	21,843
Unrestricted	12,762,162	9,684,388
<b>TOTAL NET POSITION</b>	<u><u>122,961,889</u></u>	<u><u>112,939,660</u></u>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - PORTSMOUTH AIRPORT Incl Security**  
**For the Seven Months Ending January 31, 2025**

	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	\$65,810	\$54,941	\$10,869	19.8%	\$531,388	\$484,099	\$47,299	9.8%
CARGO AND HANGARS	2,852	2,792	60	2.1%	19,784	19,262	522	2.7%
CONCESSION REVENUE	22,619	11,458	11,161	97.4%	79,390	60,276	19,114	31.7%
FEE REVENUE	174,119	149,189	24,930	16.7%	1,181,349	814,349	367,000	45.1%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	30,325	16,917	13,408	79.3%	106,651	118,417	(11,766)	(9.9%)
<b>TOTAL OPERATING REVENUES</b>	<b>295,725</b>	<b>235,297</b>	<b>60,428</b>	<b>25.7%</b>	<b>1,918,572</b>	<b>1,496,403</b>	<b>422,169</b>	<b>28.2%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	138,894	145,143	6,449	4.4%	939,232	986,387	47,155	4.8%
BUILDING AND FACILITIES	174,599	159,124	(15,475)	(9.7%)	634,162	708,842	74,680	10.5%
GENERAL AND ADMINISTRATIVE	42,408	51,158	8,750	17.1%	358,973	367,395	8,422	2.3%
UTILITIES	46,092	73,385	27,293	37.2%	228,735	197,144	(31,591)	(16.0%)
PROFESSIONAL SERVICES	5,508	11,046	5,538	50.1%	74,098	77,325	3,227	4.2%
MARKETING AND PROMOTION	60,705	17,092	(43,613)	(255.2%)	105,442	119,642	14,200	11.9%
OTHER OPERATING EXPENSES								
<b>TOTAL OPERATING EXPENSES</b>	<b>468,006</b>	<b>456,948</b>	<b>(11,058)</b>	<b>(2.4%)</b>	<b>2,340,642</b>	<b>2,456,735</b>	<b>116,093</b>	<b>4.7%</b>
<b>OPERATING INCOME</b>	<b>(172,281)</b>	<b>(221,651)</b>	<b>49,370</b>	<b>22.3%</b>	<b>(422,070)</b>	<b>(960,332)</b>	<b>538,262</b>	<b>56.0%</b>
NON-OPERATING (INCOME) EXPENSE	(1)	0	1	-	(6)	0	6	-
DEPRECIATION	372,935	353,083	(19,852)	(5.6%)	2,574,265	2,471,583	(102,682)	(4.2%)
<b>NET OPERATING INCOME</b>	<b>(545,215)</b>	<b>(574,734)</b>	<b>29,519</b>	<b>(5.1%)</b>	<b>(2,996,329)</b>	<b>(3,431,915)</b>	<b>435,586</b>	<b>(12.7%)</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - SKYHAVEN AIRPORT**  
**For the Seven Months Ending January 31, 2025**

	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	14,322	13,017	1,305	10.0%	92,963	91,117	1,846	2.0%
CONCESSION REVENUE	0	267	(267)	(100.0%)	0	1,867	(1,867)	(100.0%)
FEE REVENUE	0	0	0	-	1,140	0	1,140	-
FUEL SALES	3,015	4,420	(1,405)	(31.8%)	48,972	58,637	(9,665)	(16.5%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	1,025	92	933	1018.1%	1,116	642	474	73.9%
<b>TOTAL OPERATING REVENUES</b>	<b>18,362</b>	<b>17,795</b>	<b>567</b>	<b>3.2%</b>	<b>144,191</b>	<b>162,263</b>	<b>(8,072)</b>	<b>(5.3%)</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	10,109	11,225	1,116	9.9%	70,410	78,576	8,166	10.4%
BUILDING AND FACILITIES	2,044	3,208	1,164	36.3%	25,997	24,572	(1,425)	(5.8%)
GENERAL AND ADMINISTRATIVE	2,333	2,516	183	7.3%	16,680	18,508	1,828	9.9%
UTILITIES	2,757	2,750	(7)	(0.3%)	15,227	19,587	4,361	22.3%
PROFESSIONAL SERVICES	1,986	672	(1,314)	(195.6%)	5,246	4,702	(544)	(11.6%)
MARKETING AND PROMOTION	-	88	88	100.0%	798	613	(186)	(30.3%)
OTHER OPERATING EXPENSES	2,421	3,536	1,115	31.5%	41,397	46,910	5,513	11.8%
<b>TOTAL OPERATING EXPENSES</b>	<b>21,650</b>	<b>23,994</b>	<b>2,345</b>	<b>9.8%</b>	<b>175,754</b>	<b>193,468</b>	<b>17,714</b>	<b>9.2%</b>
<b>OPERATING INCOME</b>	<b>(3,287)</b>	<b>(6,199)</b>	<b>2,912</b>	<b>(47.0%)</b>	<b>(31,563)</b>	<b>(41,206)</b>	<b>9,643</b>	<b>(23.4%)</b>
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	0	-	0	-
DEPRECIATION	35,514	35,583	69	0.2%	246,310	249,083	2,773	1.1%
<b>NET OPERATING INCOME</b>	<b>(38,802)</b>	<b>(41,783)</b>	<b>2,981</b>	<b>(7.1%)</b>	<b>(277,873)</b>	<b>(290,289)</b>	<b>12,416</b>	<b>(4.3%)</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - TRADEPORT OPERATIONS**  
**For the Seven Months Ending January 31, 2025**

	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance		Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>									
FACILITY RENTAL	\$880,155	\$886,712	(\$6,557)	(0.7%)		\$6,174,209	\$6,096,817	\$77,392	1.3%
CARGO AND HANGARS	-	-	-	-		-	-	-	-
CONCESSION REVENUE	-	-	-	-		-	-	-	-
FEE REVENUE	-	-	-	-		-	-	-	-
FUEL SALES	-	-	-	-		-	-	-	-
INTEREST	-	-	-	-		-	-	-	-
MERCHANDISE	-	-	-	-		-	-	-	-
OTHER REVENUE	6,273	4,333	1,939	44.8%		46,853	30,333	16,520	54.5%
<b>TOTAL OPERATING REVENUES</b>	<b>886,427</b>	<b>891,045</b>	<b>(4,618)</b>	<b>(0.5%)</b>		<b>6,221,062</b>	<b>6,127,150</b>	<b>93,912</b>	<b>1.5%</b>
<b>EXPENSES</b>									
WAGES AND FRINGE BENEFITS	-	-	-	-		-	-	-	-
BUILDING AND FACILITIES	39,856	26,301	(13,555)	(51.5%)		161,154	186,482	25,328	13.6%
GENERAL AND ADMINISTRATIVE	2,911	2,373	(538)	(22.7%)		23,766	15,079	(8,687)	(57.6%)
UTILITIES	11,173	6,975	(4,198)	(60.2%)		50,578	48,825	(1,753)	(3.6%)
PROFESSIONAL SERVICES	94	93	(1)	(1.2%)		653	652	(1)	(0.2%)
MARKETING AND PROMOTION	-	167	167	100.0%		18700.0%	1,167	980	84.0%
OTHER OPERATING EXPENSES	12,490	10,000	(2,490)	(24.9%)		79,960	70,000	(9,960)	(14.2%)
<b>TOTAL OPERATING EXPENSES</b>	<b>66,524</b>	<b>45,908</b>	<b>(20,616)</b>	<b>(44.9%)</b>		<b>316,298</b>	<b>322,205</b>	<b>5,907</b>	<b>1.8%</b>
<b>OPERATING INCOME</b>	<b>819,903</b>	<b>845,137</b>	<b>(25,234)</b>	<b>(3.0%)</b>		<b>5,904,764</b>	<b>5,804,946</b>	<b>99,819</b>	<b>1.7%</b>
NON-OPERATING (INCOME) EXPENSE	(42,114)	(10,736)	31,378	(292.3%)		(275,797)	(75,151)	200,646	(267.0%)
DEPRECIATION	63,068	62,750	(318)	(0.5%)		435,999	439,250	3,251	0.7%
<b>NET OPERATING INCOME</b>	<b>798,949</b>	<b>793,123</b>	<b>5,826</b>	<b>0.7%</b>		<b>5,744,562</b>	<b>5,440,846</b>	<b>303,716</b>	<b>5.6%</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - GOLF COURSE**  
**For the Seven Months Ending January 31, 2025**

	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	18,368	25,655	(7,287)	(28.4%)	240,696	291,903	(51,207)	(17.5%)
FEE REVENUE	(2,078)	49,383	(51,461)	(104.2%)	1,776,459	1,651,971	124,488	7.5%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	7,444	11,918	(4,474)	(37.5%)	250,159	192,222	57,937	30.1%
OTHER REVENUE	12,060	3,370	8,691	257.9%	59,318	13,311	46,007	345.6%
<b>TOTAL OPERATING REVENUES</b>	<b>35,794</b>	<b>90,326</b>	<b>(54,532)</b>	<b>(60.4%)</b>	<b>2,326,631</b>	<b>2,149,407</b>	<b>177,224</b>	<b>8.2%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	82,757	89,077	6,319	7.1%	814,681	839,069	24,388	2.9%
BUILDING AND FACILITIES	23,017	19,438	(3,580)	(18.4%)	264,790	220,083	(44,708)	(20.3%)
GENERAL AND ADMINISTRATIVE	16,061	20,150	4,089	20.3%	153,666	169,370	15,704	9.3%
UTILITIES	10,759	10,988	229	2.1%	125,719	128,756	3,037	2.4%
PROFESSIONAL SERVICES	1,092	2,941	1,848	62.9%	26,244	20,584	(5,660)	(27.5%)
MARKETING AND PROMOTION	2,160	4,756	2,596	54.6%	20,745	26,888	6,143	22.8%
OTHER OPERATING EXPENSES	(22,927)	5,875	28,802	490.2%	245,308	217,948	(27,360)	(12.6%)
<b>TOTAL OPERATING EXPENSES</b>	<b>112,920</b>	<b>153,223</b>	<b>40,303</b>	<b>26.3%</b>	<b>1,651,153</b>	<b>1,622,698</b>	<b>(28,455)</b>	<b>(1.8%)</b>
<b>OPERATING INCOME</b>	<b>(77,126)</b>	<b>(62,898)</b>	<b>(14,228)</b>	<b>22.6%</b>	<b>675,478</b>	<b>526,710</b>	<b>148,769</b>	<b>28.2%</b>
NON-OPERATING (INCOME) EXPENSE	-	(17)	(17)	100.0%	0	(117)	(117)	100.0%
DEPRECIATION	32,309	31,137	(1,172)	(3.8%)	222,749	217,211	(5,538)	(2.5%)
<b>NET OPERATING INCOME</b>	<b>(109,435)</b>	<b>(94,018)</b>	<b>(15,417)</b>	<b>16.4%</b>	<b>452,730</b>	<b>309,616</b>	<b>143,114</b>	<b>46.2%</b>

<b>BUSINESS UNIT ANALYSIS</b>	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	270,716	1,756,650	241,094	58,171	2,326,631
OPERATING EXPENSES*	196,340	1,303,960	119,285	31,568	1,651,153
*Excluding Depreciation					
OPERATING INCOME	74,376	452,690	121,809	26,603	675,478

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED**  
**For the Seven Months Ending January 31, 2025**

	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance		Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>									
FACILITY RENTAL	\$28,621	\$30,620	(\$1,999)	(6.5%)		\$250,499	\$262,709	(\$12,209)	(4.6%)
CARGO AND HANGARS	-	-	-	-		-	-	-	-
CONCESSION REVENUE	-	0	0	-		66,090	59,000	7,090	12.0%
FEE REVENUE	110,273	195,365	(85,092)	(43.6%)		714,258	768,505	(54,246)	(7.1%)
FUEL SALES	4,910	10,902	(5,992)	(55.0%)		316,378	654,871	(338,493)	(51.7%)
INTEREST	-	-	-	-		-	-	-	-
MERCHANDISE	-	-	-	-		-	-	-	-
OTHER REVENUE	14,880	14,346	534	3.7%		85,159	91,196	(6,036)	(6.6%)
<b>TOTAL OPERATING REVENUES</b>	<b>158,684</b>	<b>251,233</b>	<b>(92,549)</b>	<b>(36.8%)</b>		<b>1,432,385</b>	<b>1,836,280</b>	<b>(403,895)</b>	<b>(22.0%)</b>
<b>EXPENSES</b>									
WAGES AND FRINGE BENEFITS	104,431	145,990	41,559	28.5%		1,013,664	1,000,952	(12,712)	(1.3%)
BUILDING AND FACILITIES	15,187	26,337	11,140	42.3%		783,523	161,858	(621,665)	(384.1%)
GENERAL AND ADMINISTRATIVE	12,199	13,501	1,302	9.6%		72,863	96,827	23,965	24.7%
UTILITIES	10,953	16,806	5,853	34.8%		57,510	60,581	3,071	5.1%
PROFESSIONAL SERVICES	1,403	10,771	9,368	87.0%		42,872	75,397	32,525	43.1%
MARKETING AND PROMOTION	51600.0%	188	(328)	(175.0%)		67100.0%	1,663	991	59.6%
OTHER OPERATING EXPENSES	5,904	8,255	2,351	28.5%		219,159	493,044	273,885	55.5%
<b>TOTAL OPERATING EXPENSES</b>	<b>150,603</b>	<b>221,847</b>	<b>71,244</b>	<b>32.1%</b>		<b>2,190,262</b>	<b>1,890,322</b>	<b>(299,940)</b>	<b>(15.9%)</b>
<b>OPERATING INCOME</b>	<b>8,081</b>	<b>29,386</b>	<b>(21,305)</b>	<b>(72.5%)</b>		<b>(757,877)</b>	<b>(54,042)</b>	<b>(703,835)</b>	<b>1302.4%</b>
NON-OPERATING (INCOME) EXPENSE	(44,359)	(4,769)	39,590	(830.2%)		(761,978)	(33,380)	728,597	(2182.7%)
DEPRECIATION	140,379	127,003	(13,376)	(10.5%)		973,598	888,374	(85,224)	(9.6%)
<b>NET OPERATING INCOME</b>	<b>(87,939)</b>	<b>(92,848)</b>	<b>4,910</b>	<b>(5.3%)</b>		<b>(969,497)</b>	<b>(909,035)</b>	<b>(60,462)</b>	<b>6.7%</b>

<b>BUSINESS UNIT ANALYSIS</b>	<b>RYE HARBOR</b>	<b>HAMPTON HARBOR</b>	<b>PORTS. FISH PIER</b>	<b>MARKET ST.</b>	<b>HARBOR MGMT</b>	<b>ADMIN</b>	<b>TOTAL</b>
OPERATING REVENUES	213,396	148,554	178,205	564,364	319,525	8,341	1,432,385
OPERATING EXPENSES*	330,368	735,283	189,896	308,960	315,825	309,930	2,190,262
*Excluding Depreciation							
OPERATING INCOME	(116,972)	(586,729)	(11,691)	255,404	3,700	(301,589)	(757,877)

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - FOREIGN TRADE ZONE**  
**For the Seven Months Ending January 31, 2025**

	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	\$0	\$0	\$0	-	\$14,000	\$13,999	\$1	0.0%
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE								
<b>TOTAL OPERATING REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>14,000</b>	<b>13,999</b>	<b>1</b>	<b>0.0%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES								
GENERAL AND ADMINISTRATIVE	\$1,250	104	(1,146)	(1100.0%)	\$1,250	729	(521)	(71.4%)
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	850	850	100.0%	3,224	5,950	2,726	45.8%
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>1,250</b>	<b>954</b>	<b>(296)</b>	<b>(31.0%)</b>	<b>4,474</b>	<b>6,679</b>	<b>2,205</b>	<b>33.0%</b>
<b>OPERATING INCOME</b>	<b>(1,250)</b>	<b>(954)</b>	<b>(296)</b>	<b>31.0%</b>	<b>9,526</b>	<b>7,320</b>	<b>2,206</b>	<b>30.1%</b>
NON-OPERATING (INCOME) EXPENSE	(1)	-	100.0%	(200.0%)	(6)	(2)	300.0%	(146.6%)
DEPRECIATION	-	-	-	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(1,249)</b>	<b>(954)</b>	<b>(296)</b>	<b>30.9%</b>	<b>9,532</b>	<b>7,322</b>	<b>2,209</b>	<b>30.2%</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - HARBOR DREDGING**  
**For the Seven Months Ending January 31, 2025**

	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE	9,078	10,000	(923)	(9.2%)	46,195	70,000	(23,806)	(34.0%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST								
MERCHANDISE								
OTHER REVENUE	600	583	17	2.9%	2,900	4,083	(1,183)	(29.0%)
<b>TOTAL OPERATING REVENUES</b>	<b>9,678</b>	<b>10,583</b>	<b>(906)</b>	<b>(8.6%)</b>	<b>49,095</b>	<b>74,083</b>	<b>(24,989)</b>	<b>(33.7%)</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	503300.0%	1,750	(3,283)	(187.6%)	54,427	12,250	(42,177)	(344.3%)
BUILDING AND FACILITIES	25	1,023	998	97.6%	2,824	7,163	4,339	60.6%
GENERAL AND ADMINISTRATIVE								
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>5,058</b>	<b>2,773</b>	<b>(2,286)</b>	<b>(82.4%)</b>	<b>57,251</b>	<b>19,413</b>	<b>(37,838)</b>	<b>(194.9%)</b>
<b>OPERATING INCOME</b>	<b>4,619</b>	<b>7,810</b>	<b>(3,191)</b>	<b>(40.9%)</b>	<b>(8,156)</b>	<b>54,670</b>	<b>(62,826)</b>	<b>(114.9%)</b>
NON-OPERATING (INCOME) EXPENSE	(702)	(567)	135	(23.8%)	(5,618)	(3,967)	1,652	(41.6%)
DEPRECIATION	6,128	6,417	288	4.5%	42,503	44,917	2,414	5.4%
<b>NET OPERATING INCOME</b>	<b>(807)</b>	<b>1,960</b>	<b>(2,767)</b>	<b>(141.2%)</b>	<b>(46,041)</b>	<b>13,720</b>	<b>(59,761)</b>	<b>(428.3%)</b>



**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - REVOLVING LOAN FUND**  
**For the Seven Months Ending January 31, 2025**

	Actual Jan FY 2025	Budget Jan FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	2,007	2,833	(826)	(29.2%)	17,594	19,833	(2,239)	(11.3%)
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	42	(42)	(100.0%)	0	292	(292)	(100.0%)
	-	-	-	-	0	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>2,007</b>	<b>2,875</b>	<b>(868)</b>	<b>(30.2%)</b>	<b>17,594</b>	<b>20,125</b>	<b>(2,531)</b>	<b>(12.6%)</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	48	48	100.0%	-	333	333	100.0%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	1,000	1,250	251	20.0%	6,370	8,750	2,380	27.2%
MARKETING AND PROMOTION	-	-	-	-	-	0	0	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>1,000</b>	<b>1,298</b>	<b>298</b>	<b>23.0%</b>	<b>6,370</b>	<b>9,083</b>	<b>2,712</b>	<b>29.9%</b>
<b>OPERATING INCOME</b>	<b>1,008</b>	<b>1,578</b>	<b>(570)</b>	<b>(36.1%)</b>	<b>11,224</b>	<b>11,043</b>	<b>182</b>	<b>1.6%</b>
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	-	-	-	-
DEPRECIATION	(32)	(17)	16	(93.9%)	(66,105)	(117)	65,989	(56550.3%)
	-	-	-	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>1,040</b>	<b>1,594</b>	<b>(554)</b>	<b>(34.8%)</b>	<b>77,329</b>	<b>11,159</b>	<b>66,170</b>	<b>593.0%</b>

<b>REVOLVING LOAN FUND (\$ 000'00)</b>	<b>BALANCE AT 1-31-2025</b>	<b>BALANCE AT 06-30-2024</b>
<b>CASH BALANCES</b>		
GENERAL FUNDS	384	227
SEQUESTERED FUNDS	-	-
	<u>384</u>	<u>227</u>
<b>LOANS OUTSTANDING (19)</b>		
CURRENT	126	129
LONG TERM	854	931
	<u>980</u>	<u>1,060</u>
<b>TOTAL CAPITAL BASE</b>	<u>1,364</u>	<u>1,287</u>
<b>CAPTIAL UTILIZATION RATE -% *</b>	<u>71.8%</u>	<u>82.4%</u>

\*EXCLUDES SEQUESTERED FUNDS



**SUMMARY OF INTERGOVERNMENTAL RECEIVABLES  
AS OF JANUARY 31, 2025**

(\$000's)

<u>BUSINESS UNIT</u>	<u>TOTAL PROJECT</u>	<u>GRANT AWARD</u>	<u>EXPENDED TO DATE</u>	<u>PDA /DPH SHARE</u>	<u>RECEIVED TO DATE</u>	<u>BAL. DUE PDA/DPH</u>	<u>AMOUNT SUBMITTED</u>
PORTSMOUTH AIRPORT & TRADEPORT	18,721	18,003	9,576	(1,446)	8,868	324	154
SKYHAVEN AIRPORT	2,079	1,867	166	(10)	0	156	104
DIVISION OF PORTS AND HARBORS	22,215	22,215	19,463	0	19,176	38	38
	<u>43,015</u>	<u>42,085</u>	<u>29,205</u>	<u>(1,456)</u>	<u>28,044</u>	<u>518</u>	<u>296</u>

**SUMMARY OF CONSTRUCTION WORK IN PROCESS  
AS OF JANUARY 31, 2025**

(\$000's)

<u>PROJECT NAME</u>	<u>BALANCE AT 06-30-24</u>	<u>CURRENT YEAR EXPENDITURES</u>	<u>TRANSFER TO PLANT IN SERVICE</u>	<u>NET CURRENT YEAR CHANGE</u>	<u>11/30/2024</u>
<b>PORTSMOUTH AIRPORT</b>					
SNOW REMOVAL EQUIPMENT (AIP 74)	-	528	-	528	528
ALPHA NORTH TAXIWAY RECONST-DESIGN (AIP 75)	322	23	-	23	345
ALPHA NORTH TAXIWAY RECONST(AIP 78 & 79)	-	9	-	9	9
NH AVE RIGHT HAND TURN LANE	115	30	-	30	145
TERMINAL/GATE ACCESS CONTROL UPGRADE	41	28	-	28	69
JET BRIDGE REHAB	45	105	(150)	(45)	-
PSM TICKETING HALL IMPROVEMENTS	-	18	-	18	18
LEE STREET SIGNAGE AREA	17	6	-	6	23
AIR TRAFFIC CONTROL TOWER (ATCT) DESIGN	-	163	-	163	163
ARRIVALS HALL (AIP 76)	5,580	1,844	-	1,844	7,424
ARRIVALS HALL (NON-GRANT)	1,899	1,007	-	1,007	2,906
PSM FENCE REPAIR	35	2	-	2	37
SRE MTE & LIQUID DE-ICE TRUCK (AIP 77)	15	2	-	2	17
2024 CHEVY SILVERADO VIN#7460	-	55	(55)	-	-
2024 CHEVY SILVERADO VIN#7383	-	55	(55)	-	-
2024 CHEVY SILVERADO VIN#7614	-	55	(55)	-	-
2024 TOYOTA HIGHLANDER VIN#9902	-	49	(49)	-	-
BADGING PRINTER	-	13	(13)	-	-
JOHN DEERE HVAC GATOR	-	27	(27)	-	-
WINDOW SHADE FOR ATCT	-	10	(10)	-	-
PSM PAY FOR PARKING TECH UPGRADE	-	42	-	42	42
AIRLINE AVE PARKING EXPANSION	-	25	-	25	25
HAUL TRUCKS CONVERSION	11	5	-	5	16
	<u>8,080</u>	<u>4,101</u>	<u>(414)</u>	<u>3,687</u>	<u>11,767</u>
<b>SKYHAVEN AIRPORT</b>					
TERMINAL APRON RECONSTRUCT	15	5	-	5	20
WILDLIFE PERIMETER FENCE	25	42	-	42	67
TERMINAL PARKING LOT RECONSTRUCT	13	56	-	56	69
SRE CARRIER VEHICLE WITH PLOW	9	1	-	1	10
	<u>62</u>	<u>104</u>	<u>0</u>	<u>104</u>	<u>166</u>
<b>GOLF COURSE</b>					
TORO GREENSMaster MOWER	-	17	(17)	-	-
BUFFALO BLOWER	-	11	(11)	-	-
PUMP FOR 300 GALLON SPRAYER	-	6	(6)	-	-
GRILL 28 EXPANSION	29	82	-	82	111
	<u>29</u>	<u>116</u>	<u>-34</u>	<u>82</u>	<u>111</u>
<b>IT/ADMIN/TRADEPORT</b>					
JOHN DEERE Z997R TRACOR	-	21	(21)	-	-
	<u>0</u>	<u>21</u>	<u>(21)</u>	<u>0</u>	<u>0</u>
<b>DIVISION OF PORTS AND HARBORS (DPH)</b>					
FUNCTIONAL REPLACEMENT - BARGE DOCK	75	20	-	20	95
PFP BRACING & DECKING (ARPA)	615	810	-	810	1,425
RYE GANGWAY REPLACEMENT	8	46	(8)	38	46
RYE HARBOR DEVELOPMENT (ARPA)	16	(16)	-	(16)	-
PAVING MARKET STREET	-	13	(13)	-	-
FORD TRUCK BODY	-	10	(10)	-	-
PFP BUILDING REPLACE ( ARPA)	14	216	-	216	230
	<u>728</u>	<u>1,099</u>	<u>(31)</u>	<u>1,068</u>	<u>1,796</u>
<b>TOTAL</b>	<u>8,899</u>	<u>5,441</u>	<u>(500)</u>	<u>4,941</u>	<u>13,840</u>

# PEASE DEVELOPMENT AUTHORITY CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING NOVEMBER 30, 2025



**PEASE DEVELOPMENT AUTHORITY  
CASH FLOW SUMMARY OVERVIEW  
MARCH 1, 2025 TO NOVEMBER 30, 2025  
(EXCLUDING DIVISION OF PORTS AND HARBORS)**

(\$ 000's)

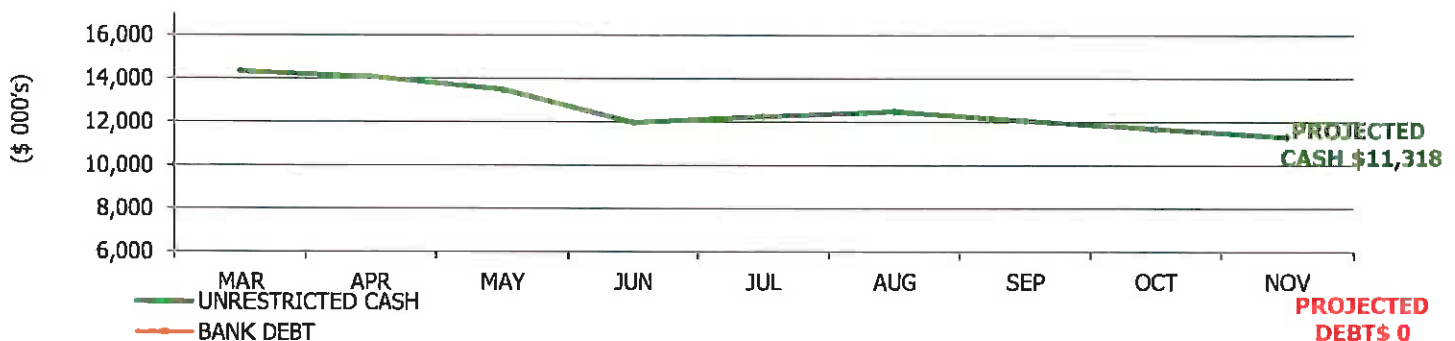
(\$000's)	AMOUNT
<b>OPENING FUND BALANCE</b>	<b><u>14,632</u></b>
<b><u>SOURCES OF FUNDS</u></b>	
GRANT AWARDS (SEE PAGE 4)	4,563
TRADEPORT TENANTS	8,635
MUNICIPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	3,437
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,437
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	218
	<b><u>20,531</u></b>
<b><u>USES OF FUNDS</u></b>	
OPERATING EXPENSES	11,711
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	6,004
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	4,730
MUNICIPAL SERVICE FEE (COP)	1,400
	<b><u>23,845</u></b>
<b>NET CASH FLOW</b>	<b><u>(3,314)</u></b>
<b>CLOSING FUND BALANCE</b>	<b><u>11,318</u></b>

TOTAL FUND BALANCES	BALANCE AT 2-27-25	BALANCE AT 6-30-2024
UNRESTRICTED	14,632	12,082
DESIGNATED	14	14
<b>TOTAL</b>	<b><u>14,646</u></b>	<b><u>12,096</u></b>

**DISCUSSION**

AT THIS TIME, THE PDA DOES NOT ANTICIPATE THE NEED TO UTILIZE ITS' 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	Feb-25	Feb-24
CURRENT INTEREST RATE	7.01%	8.04%

**PEASE DEVELOPMENT AUTHORITY**  
**STATEMENT OF CASH FLOW ( EXCLUDING DIVISION OF PORTS AND HARBORS)**

(\$000's)

<b>CASH FLOW - PDA</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>TOTAL</b>
OPENING FUND BALANCE	14,632	14,338	14,096	13,502	11,981	12,261	12,489	12,067	11,694	14,632
<b>SOURCES OF FUNDS</b>										
GRANT AWARDS (SEE PAGE #4)	353	174	285	848	595	636	515	628	529	4,563
TRADEPORT TENANTS	926	948	989	960	1,113	941	902	910	946	8,635
MUNICIPAL SERVICE FEE	147	147	453	147	147	453	147	147	453	2,241
GOLF COURSE	50	352	513	532	500	546	445	328	171	3,437
PORTSMOUTH AIRPORT- (PSM)	6	128	6	6	6	6	6	6	6	176
PSM PAY FOR PARKING	77	84	53	19	41	38	21	25	36	394
PSM FLOWAGE FEES	87	117	103	158	73	93	91	94	51	867
SKYHAVEN AIRPORT	20	21	23	21	40	25	23	23	22	218
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	1,666	1,971	2,425	2,691	2,515	2,738	2,150	2,161	2,214	20,531
<b>USE OF FUNDS</b>										
CAPITAL- GRANT RELATED (SEE PAGE #4)	40	335	615	680	730	610	580	560	580	4,730
CAPITAL- NONGRANT (SEE PAGE 9)	703	703	610	455	347	700	798	853	835	6,004
OPERATING EXPENSES	1,217	1,175	1,794	1,677	1,158	1,200	1,194	1,121	1,175	11,711
MUNICIPAL SERVICE FEE	-	-	-	1,400	-	-	-	-	-	1,400
	1,960	2,213	3,019	4,212	2,235	2,510	2,572	2,534	2,590	23,845
NET CASH FLOW	(294)	(242)	(594)	(1,521)	280	228	(422)	(373)	(376)	(3,314)
CLOSING FUND BALANCE	14,338	14,096	13,502	11,981	12,261	12,489	12,067	11,694	11,318	11,318

# PEASE DEVELOPMENT AUTHORITY

## GRANT REIMBURSEMENT CAPITAL EXPENDITURES (EXCLUDING THE DIVISION OF PORTS AND HARBORS) (\$ 000's)

GRANT FUNDED PROJECTS	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
<b>PORTSMOUTH AIRPORT</b>										
ARRIVALS HALL (AIP 76)	-	-	-	-	-	-	-	-	-	-
NH HAVE RIGHT TURN LANE	-	-	50	150	150	50	-	-	-	400
ALPHA NORTH TAXIWAY CONSTRUCTION	-	300	500	500	500	500	500	500	500	3,800
TAXIWAY A SOUTH & HOLD BAY DESIGN	10	20	30	30	60	60	60	60	60	390
SRE- LIQUID DEICING & MTE (AIP 77)	-	-	-	-	-	-	-	-	-	-
	<u>10</u>	<u>320</u>	<u>580</u>	<u>680</u>	<u>710</u>	<u>610</u>	<u>560</u>	<u>560</u>	<u>560</u>	<u>4,590</u>
<b>SKYHAVEN AIRPORT</b>										
WILDLIFE FENCE DESIGN	20	-	20	-	20	-	20	-	20	100
TERMINAL PARKING LOT DESIGN	10	15	15	10	-	-	-	-	-	50
	<u>30</u>	<u>15</u>	<u>35</u>	<u>-</u>	<u>20</u>	<u>-</u>	<u>20</u>	<u>-</u>	<u>20</u>	<u>150</u>
<b>TRADEPORT</b>										
TOTAL GRANT REIMBURSEMENT PROJECTS	<u>40</u>	<u>335</u>	<u>615</u>	<u>680</u>	<u>730</u>	<u>610</u>	<u>580</u>	<u>560</u>	<u>580</u>	<u>4,740</u>

# PEASE DEVELOPMENT AUTHORITY

## GRANT RECEIPT AWARDS (EXCLUDING THE DIVISION OF PORTS AND HARBORS) (\$ 000's)

GRANT AWARDS	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
<b>PORTSMOUTH AIRPORT</b>										
ARRIVALS HALL	315	-	-	315	-	-	-	-	-	630
NH HAVE RIGHT TURN LANE	-	20	-	40	120	120	40	-	-	340
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	30	-	-	-	-	-	-	-	-	30
ALPHA NORTH TAXIWAY CONSTRUCTION	8	20	285	475	475	475	475	475	475	3,163
TAXIWAY A SOUTH & HOLD BAY DESIGN	-	-	-	-	-	-	-	135	54	189
SRE- LIQUID DEICING & MTE (AIP 77)	-	-	-	-	-	-	-	-	-	-
SRE CARRIER VEHICLE ( AIP 74)	-	116	-	-	-	-	-	-	-	116
	<u>353</u>	<u>156</u>	<u>285</u>	<u>830</u>	<u>595</u>	<u>595</u>	<u>515</u>	<u>610</u>	<u>529</u>	<u>4,468</u>
<b>SKYHAVEN AIRPORT</b>										
WILDLIFE FENCE DESIGN	-	18	-	18	-	18	-	18	-	72
TERMINAL PARKING LOT DESIGN	-	-	-	-	-	23	-	-	-	23
	<u>-</u>	<u>18</u>	<u>-</u>	<u>18</u>	<u>-</u>	<u>41</u>	<u>-</u>	<u>18</u>	<u>-</u>	<u>95</u>
<b>TRADEPORT</b>										
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL GRANT RECEIPT AWARDS	<u>353</u>	<u>174</u>	<u>285</u>	<u>848</u>	<u>595</u>	<u>636</u>	<u>515</u>	<u>628</u>	<u>529</u>	<u>4,563</u>



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

(\$ 000's)

<b>NON-GRANT CAPITAL PROJECTS</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>TOTAL</b>
<b>TECHNOLOGY AND OTHER</b>										
PAYCHEX PAYROLL KIOSKS **	-	5	-	-	-	-	-	-	-	5
FIREWALL REPLACEMENTS**	-	-	-	-	-	-	15	-	-	15
SERVER REPLACEMENT**	-	-	-	-	-	-	10	-	-	10
FINANCE SOFTWARE **	-	-	-	50	-	-	-	-	-	50
	-	5	-	50	-	-	25	-	-	80
<b>GOLF COURSE</b>										
COURSE EQUIPMENT	-	-	-	-	-	-	-	168	-	168
GOLF COURSE TEE AREA RESURFACE**	-	10	-	-	-	-	-	-	-	10
FORD TRUCK WITH PLOW**	-	61	-	-	-	-	-	-	-	61
EVENTS CENTER STUDY	-	2	-	-	-	-	-	-	-	2
EVENTS CENTER DESIGN	-	-	-	20	20	60	60	60	60	280
CLUBHOUSE BASEMENT UPGRADES**	30	-	-	-	-	-	-	-	-	30
CLUBHOUSE HVAC/GEOTHERMAL REPAIRS**	-	30	-	-	-	-	-	-	-	30
VIDEO SURVEILLANCE SYSTEM	-	-	-	-	20	20	-	-	-	40
IRRIGATION REPAIRS**	-	-	-	-	-	-	-	-	150	150
	30	103	-	20	40	80	60	228	210	771
<b>PORTSMOUTH AIRPORT</b>										
FENCE CONSTRUCTION	-	-	-	40	-	-	-	-	-	40
GENERATOR UPGRADE **	-	10	-	-	-	-	-	-	-	10
AIRLINE AVE PARKING EXPANSION	10	20	20	10	10	200	200	200	200	870
PAY FOR PARKING INFRASTRUCTURE UPGRADES	-	-	-	-	40	-	-	-	-	40
SIDEWALK CONSTRUCTION-AIRLINE AVE**	-	-	-	-	-	-	25	25	25	75
PSM APRON PARKING PAVEMENT MGMT PROGRAM**	-	-	-	250	250	-	-	-	-	500
AIR TRAFFIC CONTROL TOWER DESIGN	80	60	20	10	-	-	-	-	-	170
ARRIVALS HALL-CONSTRUCTION	500	500	120	-	-	-	-	-	-	1,120
PDA HANGAR DESIGN & CONSTRUCTION**	-	-	-	-	-	400	400	400	400	1,600
	590	590	160	310	300	600	625	625	625	4,425
<b>SKYHAVEN AIRPORT</b>										
SRE DOOR REPLACEMENT**	-	-	-	-	-	20	-	-	-	20
SRE DRIVEWAY PAVEMENT REPAIR**	-	-	30	-	-	-	-	-	-	30
FUEL SYSTEM CREDIT CARD **	-	5	-	-	-	-	-	-	-	5
TERMINAL APRON PAVEMENT-FUEL FARM PAD**	-	-	50	-	-	-	-	-	-	50
RENOVATION WORK-TERMINAL BLDG	-	-	-	25	-	-	-	-	-	25
	-	5	80	25	-	20	-	-	-	130
<b>SECURITY - PORTSMOUTH AIRPORT</b>										
REPLACE BADGING WORKSTATIONS	18	-	-	-	-	-	-	-	-	18
CCTV FOR ATC TOWER**	-	-	15	-	-	-	-	-	-	15
ACCESS CONTROL SYSTEM	-	-	100	-	-	-	-	-	-	100
	18	-	115	-	-	-	-	-	-	133
<b>SECURITY - SKYHAVEN AIRPORT</b>										
GATE 3 NETWORKING**	-	-	-	-	7	-	-	-	-	7
	-	-	-	-	7	-	-	-	-	7
<b>TRADEPORT</b>										
STORMWATER UPGRADES	-	-	25	-	-	-	25	-	-	50
ROOF REPLACEMENT-30 RYE ST	65	-	-	-	-	-	-	-	-	65
ROOF REPLACEMENT-19 DURHAM**	-	-	50	-	-	-	-	-	-	50
	65	-	75	-	-	-	25	-	-	165
<b>MAINTENANCE</b>										
VEHICLE FLEET REPLACEMENT -MAINT**	-	-	-	-	-	-	63	-	-	63
VEHICLE FLEET REPLACEMENT -AIRPORT OPS/ADMIN**	-	-	-	-	-	-	-	-	-	-
BUILDING INFRASTRUCTURE **	-	-	-	50	-	-	-	-	-	50
ROOF REPAIRS - 7 LEE ST**	-	-	50	-	-	-	-	-	-	50
HAUL TRUCK CONVERSION	-	-	130	-	-	-	-	-	-	130
	-	-	180	50	-	-	63	-	-	293
<b>TOTAL NON-GRANT CAPITAL PROJECTS</b>	<b>703</b>	<b>703</b>	<b>610</b>	<b>455</b>	<b>347</b>	<b>700</b>	<b>798</b>	<b>853</b>	<b>835</b>	<b>6,004</b>

NOTE: \*\*PENDING BOARD APPROVAL

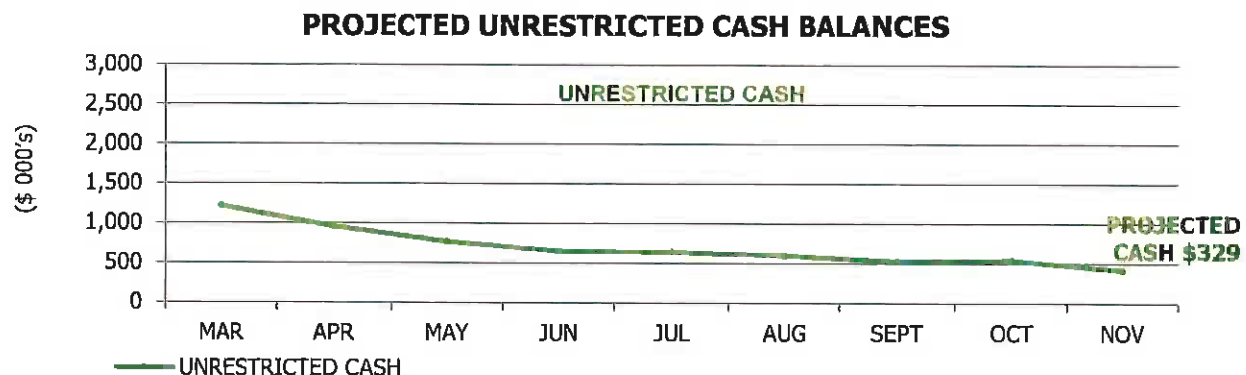
# DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

## CASH FLOW SUMMARY OVERVIEW MARCH 1, 2025 TO NOVEMBER 30, 2025

(\$ 000's)

(\$000'S)	AMOUNT	TOTAL FUND BALANCES	BALANCE AT 2-28-25	BALANCE AT 06/30/24
OPENING FUND BALANCE	<u>1,135</u>			
<b>SOURCES OF FUNDS</b>		UNRESTRICTED FUNDS	1,135	1,519
FACILITY RENTALS AND CONCESSIONS	539	DESIGNATED FUNDS	<u>173</u>	<u>173</u>
FUEL SALES	744		<u>1,308</u>	<u>1,692</u>
GRAND AWARD (SEE PAGE 8)	2,205			
REGISTRATIONS / WHARFAGE	449			
MOORING FEES	400			
PARKING FEES	<u>167</u>			
	<u>4,504</u>			
<b>USES OF FUNDS</b>				
PERSONNEL SERVICES AND BENEFITS	1,337			
FUEL PROCUREMENT	559			
OPERATING EXPENSES	743			
CAPITAL EXPENDITURES -GRANT (SEE PAGE 8)	2,085			
CAPITAL EXPENDITURES -NON-GRANT (SEE PAGE 8)	<u>586</u>			
	<u>5,310</u>			
NET CASH FLOW	<u>(806)</u>			
CLOSING FUND BALANCE	<u>329</u>			

CASH FLOW PROJECTION SENSITIVITIES INCLUDE: 1) ACCURACY OF CAPITAL EXPENDITURES FORECAST AND USE OF HARBOR DREDGING AND PIER MAINTENANCE FUND 2) SEASONAL REVENUE AND EXPENSE FLUCTUATIONS





# DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

## STATEMENT OF CASH FLOW

(\$000's)

<b>CASH FLOW - DPH</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>TOTAL</b>
<b>OPENING FUND BALANCE</b>	<b>1,135</b>	<b>1,219</b>	<b>959</b>	<b>768</b>	<b>651</b>	<b>642</b>	<b>600</b>	<b>526</b>	<b>439</b>	<b>1,135</b>
<b>SOURCES OF FUNDS</b>										
FACILITY RENTALS AND CONCESSIONS	57	56	53	47	77	64	71	61	53	539
FUEL SALES	5	10	34	56	220	166	105	106	42	744
MOORING FEES	200	200	-	-	-	-	-	-	-	400
PARKING FEES	-	6	12	20	45	55	20	7	2	167
GRANTS FUNDS RECEIVED & OTHER (SEE PAGE #8)	278	420	307	200	200	200	200	200	200	2,205
REGISTRATIONS / WHARFAGE	209	101	47	41	12	13	12	5	9	449
	<u>749</u>	<u>793</u>	<u>453</u>	<u>364</u>	<u>554</u>	<u>498</u>	<u>408</u>	<u>379</u>	<u>306</u>	<u>4,504</u>
<b>USE OF FUNDS</b>										
PERSONNEL SERVICES AND BENEFITS	159	144	152	168	136	162	151	144	121	1,337
FUEL PROCUREMENT	9	15	23	30	173	122	77	70	40	559
UTILITIES	21	4	12	6	7	9	7	5	7	78
GENERAL AND ADMINISTRATIVE	14	14	14	14	14	14	14	14	14	126
BUILDINGS AND FACILITIES	73	22	22	52	22	22	22	22	23	280
PROFESSIONAL SERVICES	11	171	11	11	11	11	11	11	11	259
CAPITAL- GRANT RELATED (SEE PAGE #8)	378	307	200	200	200	200	200	200	200	2,085
CAPITAL- NONGRANT (SEE PAGE #8)	-	376	210	-	-	-	-	-	-	586
	<u>665</u>	<u>1,053</u>	<u>644</u>	<u>481</u>	<u>563</u>	<u>540</u>	<u>482</u>	<u>466</u>	<u>416</u>	<u>5,310</u>
<b>NET CASH FLOW</b>	<b>84</b>	<b>(260)</b>	<b>(191)</b>	<b>(117)</b>	<b>(9)</b>	<b>(42)</b>	<b>(74)</b>	<b>(87)</b>	<b>(110)</b>	<b>(806)</b>
<b>CLOSING FUND BALANCE</b>	<b>1,219</b>	<b>959</b>	<b>768</b>	<b>651</b>	<b>642</b>	<b>600</b>	<b>526</b>	<b>439</b>	<b>329</b>	<b>329</b>

**DIVISION OF PORTS AND HARBORS**  
**CAPITAL EXPENDITURES (GRANT AND NON-GRANT)**

(\$ 000's)

GRANT FUNDED PROJECTS	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
<b>MARKET STREET TERMINAL</b>										
FUNCTIONAL REPLACEMENT-BARGE DOCK	-	-	-	200	200	200	200	200	200	1,200
BUILD GRANT-MAIN WHARF REHAB	78	-	-	-	-	-	-	-	-	78
	<u>78</u>	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>1,278</u>
<b>HARBORS</b>										
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>PORTSMOUTH FISH PIER</b>										
BRACING & DECKING - ARPA	-	-	-	-	-	-	-	-	-	-
BUILDING REPLACEMENT - ARPA	300	307	200	-	-	-	-	-	-	807
	<u>300</u>	<u>307</u>	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>807</u>
<b>TOTAL GRANT FUNDED PROJECTS</b>	<u>378</u>	<u>307</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>2,085</u>
INTERNALLY FUNDED	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
<b>MARKET STREE TERMINAL</b>										
TRUCK SCALE	-	150	-	-	-	-	-	-	-	150
HOISTS (5) - ALL LOCATIONS**	-	-	80	-	-	-	-	-	-	80
CRACK SEALING-MAIN WHARF**	-	-	130	-	-	-	-	-	-	130
DPH UTILITY BODY**	-	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>150</u>	<u>210</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>360</u>
<b>HARBORS</b>										
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>PORTSMOUTH FISH PIER</b>										
BUILDING REPLACEMENT (INTERNALLY FUNDED)	-	226	-	-	-	-	-	-	-	226
	<u>-</u>	<u>226</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>226</u>
<b>TOTAL INTERALLY FUNDED PROJECTS</b>	<u>-</u>	<u>376</u>	<u>210</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>586</u>

**DIVISION OF PORTS AND HARBORS**  
**GRANT RECEIPT AWARDS**

(\$ 000's)

GRANT AWARDS	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
<b>MARKET STREET TERMINAL</b>										
FUNCTIONAL REPLACEMENT-BARGE DOCK	-	-	-	200	200	200	200	200	200	1,200
BUILD GRANT-MAIN WHARF REHAB	78	-	-	-	-	-	-	-	-	78
	<u>78</u>	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>1,278</u>
<b>HARBORS</b>										
STORM REPAIR - RYE (POSSIBLE 75% FEMA REIMB)	-	120	-	-	-	-	-	-	-	120
	<u>-</u>	<u>120</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>120</u>
<b>PORTSMOUTH FISH PIER</b>										
BRACING & DECKING	-	-	-	-	-	-	-	-	-	-
BUILDING REPLACEMENT	200	300	307	-	-	-	-	-	-	807
	<u>200</u>	<u>300</u>	<u>307</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>807</u>
<b>TOTAL GRANT RECEIPT AWARDS</b>	<u>278</u>	<u>420</u>	<u>307</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>2,205</u>

# DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

## CASH FLOW SUMMARY OVERVIEW

MARCH 1, 2025 TO NOVEMBER 30, 2025

(\$ 000's)

### HARBOR DREDGING FUND

(\$ 000's)	AMOUNT
OPENING FUND BALANCE	<u>345</u>
<b>SOURCES OF FUNDS</b>	
PIER USAGE FEES	81
REGISTRATIONS	9
GRANT FUNDING	-
	<u>90</u>
<b>USES OF FUNDS</b>	
BUILDINGS AND FACILITIES	54
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	-
ALL OTHER- (CBOC)	50
	<u>110</u>
NET CASH FLOW	<u>(20)</u>
CLOSING FUND BALANCE	<u>325</u>

### REVOLVING LOAN FUND

(\$ 000's)	AMOUNT
OPENING FUND BALANCE	<u>398</u>
<b>SOURCES OF FUNDS</b>	
LOAN REPAYMENTS	93
INTEREST INCOME-LOANS	30
INTEREST INCOME-FUND BALANCE	-
	<u>123</u>
<b>USES OF FUNDS</b>	
NEW LOANS PROJECTED	100
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	15
	<u>121</u>
NET CASH FLOW	<u>2</u>
CLOSING FUND BALANCE	<u>400</u>

### FOREIGN TRADE ZONE

(\$ 000's)	AMOUNT
OPENING FUND BALANCE	<u>25</u>
<b>SOURCES OF FUNDS</b>	
FACILITY RENTALS	9
ALL OTHER	-
	-
	<u>9</u>
<b>USES OF FUNDS</b>	
GENERAL AND ADMINISTRATIVE	3
PROFESSIONAL SERVICES	-
OTHER	7
	<u>10</u>
NET CASH FLOW	<u>(1)</u>
CLOSING FUND BALANCE	<u>24</u>

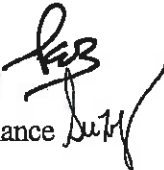

TOTAL FUND BALANCES	BALANCE AT 2-28-25	BALANCE AT 06/30/24
HARBOR DREDGING	345	297
REVOLVING LOAN FUND	398	225
FOREIGN TRADE ZONE	25	17
	<u>768</u>	<u>539</u>

## **MOTION**

Director Ferrini:

The PDA Board of Directors authorizes the Executive Director to finalize negotiations and enter into a contract with JMT Consulting Group to provide the subscription and implementation services for Sage Intacct finance software for a period of three (3) years, in an amount not to exceed \$209,988.00; all in accordance with the memorandum of Suzy Anzalone, Director of Finance, dated February 19, 2025, attached hereto.

## Memorandum

**To:** Paul Brean, Executive Director   
**From:** Suzy Anzalone, Director of Finance   
**Date:** February 19, 2025  
**Subject:** RFP-Financial and Lease Management Software

---


The Finance Department issued a Request for Proposals ("RFP") this past fall seeking competitive proposals to replace the Pease Development Authority's ("PDA") aging Microsoft Dynamics GP finance software. The goal of the RFP process is to upgrade to a cloud-based solution for all accounting functions, incorporate the ability to go "paperless" in the future, and integrate with PDA's lease management software (FinQuery). Five proposals were received.

A review team consisting of Finance and IT staff, as well as an IT consultant from BerryDunn evaluated the proposals and 'scored' each vendor based on scope and level of fit, cost, usability, implementation, and support. Based on these evaluations and subsequent reference checks, JMT Consulting Group and its Sage Intacct software was chosen as the best fit for the PDA. The annual cost for Sage Intacct for the next three years would be \$50,846; first year installation, training, and data conversion costs would total \$57,450. With a three-year total of \$209,988, JMT Consulting Group/Sage Intacct was the least expensive proposal in terms of overall costs for the three-year period.

At the March 11, 2025, meeting please seek PDA Board of Directors' approval to enter a contract with JMT Consulting Group to provide the subscription and implementation services to replace the PDA's current finance software with Sage Intacct.

## MEMORANDUM

**TO:** Pease Development Authority Board of Directors

**FROM:** Paul E. Brean, Executive Director 

**DATE:** March 3, 2025

**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:**       New Hampshire Air National Guard  
      **License:**    Right of Entry  
      **Location:**   Under Apron and Taxiway Alpha from ATCT to Communications Vault  
      **Purpose:**     Fiber Optic Conduit  
      **Term:**       Extension to January 31, 2030
  
2.    **Name:**       Unitil Corporation  
      **License:**    Right of Entry  
      **Location:**    16 Pease Boulevard  
      **Purpose:**     Geotechnical Review and survey / site inspection purposes  
      **Term:**       November 21, 2024, through February 28, 2025
  
3.    **Name:**       IB ABEL, Inc.  
      **License:**    Right of Entry  
      **Location:**    119 Arboretum Drive, Portsmouth International Airport at Pease  
      **Purpose:**     Laydown Area to support Eversource utility projects  
      **Term:**       Extension to March 28, 2025

Director Fournier was consulted and granted his consent regarding this Right of Entry.

## MEMORANDUM

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director 

DATE: March 3, 2025

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: Albany International  
Space: 325 Corporate Drive  
Use: Administrative, executive, general office, recreational and wellness purposes.  
Term: Ten (10) years commencing January 1, 2025, through December 31, 2034.
2. Tenant: Rentokil North America, Inc.  
Space: 195 International Drive  
Use: General office and light industrial uses including operation of a pest control business and storage of regulated products.  
Term: Sixty (60) months with one (1) three-year option.
3. Tenant: Powerplay Holdings, Inc. dba AlphaGraphics Portsmouth  
Space: 230 Corporate Drive  
Use: Light manufacturing, general office purposes and legal and customary ancillary uses  
Term: Ten (10) years with two (2) five-year options, commencement anticipated January 1, 2025.
4. Tenant: NBT Bank, National Association  
Space: 2 International Drive  
Use: Office and related uses.  
Term: Two (2) years, commencement to be determined.
5. Tenant: Troy Reprographics LLC  
Space: 14 Manchester Square (Suite #140)  
Use: Office and related uses.  
Term: Two (2) years, commencing January 1, 2025, with one (1) two-year option to renew.



6. Tenant: J&K Staffing Solutions, LLC dba Team Select Home Care  
Space: 15 Rye Street (Suite 307)  
Use: General office and related uses.  
Term: Three (3) years and one month, commencing January 1, 2025, with two (2) three-year options to renew.
7. Tenant: Thrive Health Career Institute LLC  
Space: 195 New Hampshire Avenue  
Use: Administrative and classroom instruction/training.  
Term: Five (5) years, commencing January 1, 2025, with one (1) five-year option to renew.
8. Tenant: CCI Prime Contractors, LLC  
Space: 30 International Drive  
Use: Business office for a construction company and related uses.  
Term: Three (3) years and two (2) weeks, commencing January 15, 2025.
9. Tenant: 2-Way Communications Service, Inc.  
Space: 19 Durham Street  
Use: Commercial sales and service of radio communications equipment.  
Term: Exercise first of two (2) five-year options.
10. Tenant: MMP Capital LLC  
Space: 14 Manchester Square (Suite #180)  
Use: Office and related uses.  
Term: Three (3) years.
11. Tenant: Central Shared Services LLC  
Space: 100 New Hampshire Avenue  
Use: General Warehouse and Distribution and ancillary office use  
Term: Ten (10) years; Commencement Date to be confirmed
12. Tenant: International Association of Privacy Professionals  
Space: 75 Rochester Avenue  
Use: General business office uses and all customary accessory and incidental uses thereto in connection with Lessee's business activities.  
Term: Exercise first of two (2) five-year options.

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 Fournier was consulted and granted his consent.

## MEMORANDUM

**TO:** Pease Development Authority Board of Directors

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

**DATE:** March 3, 2025

**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: Republic Services (aka NRC East Environmental Services, Inc.)  
Board Authority: Director Ferrini  
Cost: \$8,682.50  
Summary: PDA's On-Call Environmental Emergency Response contractor, rental of groundwater treatment trailer to dewater and treat groundwater from seventeen (17) electrical vaults on Corporate Drive
2. Project Name: Daniel C. Fortnam  
Board Authority: March 18, 2021  
Summary: Exercise final one-year option for Air Development Consulting Service
3. Project Name: Christian Party Rental, Inc.  
Board Authority: March 11, 2024  
Summary: Exercise the first of two (2) one-year options for Special Event Tent Rental
4. Project Name: Clean Restroom Rentals, Inc.  
Board Authority: April 18, 2024 – Reported to Board  
Summary: Exercise the first of two (2) one-year options for Portable Toilets and Service
5. Project Name: US Customs and Border Protection ("USCBP")  
Board Authority: Delegation of Authority for Emergency Repairs with concurrence from Director Ferrini  
Cost: \$12,308.42  
Summary: Emergency Replacement, Installation and Maintenance of a FIS Security Camera at Portsmouth International Airport at Pease ("PSM") associated with the USCBP agreement.

6.     Project Name:       Fuss & O'Neill, PDA's on-call Environmental / Civil Engineering Contractor  
       Board Authority:   Director Ferrini  
       Cost:               \$5,200.00.  
       Summary:           Wastewater sampling services pursuant to the Temporary Wastewater Permit issued by the City for the dewatering of seventeen (17) Eversource Utility Vaults.
7.     Project Name:       SiteOne Landscape Supply  
       Board Authority:   Director Ferrini  
       Cost:               \$7,665.00  
       Summary:           Purchase of a 5-Gang Magnum Harvester Ball Picker. This new unit would replace the same model purchased in 2012; this piece of equipment is used 8 to 10 hours a day during the golfing season and is the only 5 gang ball picker that can be used in reverse, has a welded steel frame, and replacement parts are easily price checked with multiple product suppliers.
8.     Project Name:       Sundance Signs  
       Board Authority:   Director Ferrini  
       Cost:               \$3,820.00, plus 5% contingency  
       Summary:           Remove, Refurbish and Reinstall Pease Golf Course and Grill 28 front entrance signage in an amount of \$3,820.00, plus, a 5% contingency fee to cover potential market price increase. Both signs were designed and installed by Sundance Sign during clubhouse construction in 2010; therefore, no additional costs will be incurred for design build and specifications.
9.     Project Name:       Higgins Corporation  
       Board Authority:   Director Ferrini  
       Cost:               2,300.00  
       Summary:           One-Year on-site service contract for "back-up" Badge Printer.
10.    Project Name:       Sunbelt Rentals  
       Board Authority:   Director Ferrini  
       Cost:               \$1,755.42  
       Summary:           Rental of Mini Excavator for ice removal on the airfield.
11.    Project Name:       Vanasse Hangen Brustlin, Inc.  
       Board Authority:   Director Ferrini  
       Cost:               \$10,000.00  
       Summary:           PDA's on-call Transportation Engineering and Planning Consulting Services to provide a five-year review of spill containment procedures.

## MEMORANDUM

TO: Pease Development Authority Board of Directors  
FROM: Paul E. Brean, Executive Director *PEB for*  
RE: Signage Reports

DATE: March 3, 2025

\*\*\*\*\*

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

1. Entity: 130 International Drive LLC  
Location: 130 International Drive  
Summary: Modify the existing signage to reflect new tenant, Trigger House.
2. Entity: 230 Corporate Drive, LLC  
Location: 230 Corporate Drive  
Summary: Modify the existing signage to reflect new tenant, AlphaGraphics Portsmouth.

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 *PAB*  
From: Michael R. Mates, P.E., Director of Engineering *MRM*  
Date: January 17, 2025  
Subject: Sign Revision Report for Trigger House, LLC at 130 International 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:

Trigger House, LLC, the company leasing the building at 130 International Drive, is proposing to update an existing building sign to reflect a new tenant.

This sign revision meets all of the following conditions:

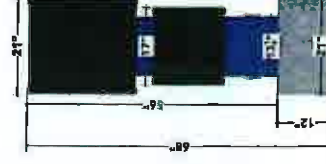
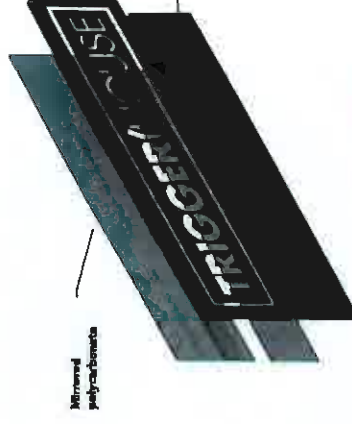
1. The request is limited to in kind replacement when required for maintenance, revision to sign graphics reflecting a new name or logo for an existing tenant, or revision to sign graphics to reflect a change in tenancy.
2. No substantive change in size or style of the sign.
3. Consistent with the terms 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.

# 130 INTERNATIONAL || EXTERIOR STREET SIGN

## EXTERIOR STREET SIGN NOTES

- Replace previous tenant sign, using the existing granite slab
- Sign construction:
  - Interior aluminum pipe framing
  - Exterior powdered coated sleeve
  - Company logo: knockout lettering with mirror polycarbonate backing
  - Street address text: raise powder coated aluminum letters



MIRRORED POLYCARBONATE EXAMPLE

# 130 INTERNATIONAL || EXTERIOR STREET SIGN

**LOCATION:** 130 International Drive, Portsmouth NH, 03801

**APPLICANT:** Trigger House LLC (tenant)

**SIGNAGE:** Street sign to replace previous tenant sign, using the existing granite slab located on the front lawn to the left of the main entrance



PROPOSED STREET SIGN



PREVIOUS TENANT SIGN



## Memorandum

To: Paul Brean, Executive Director *ABB for*  
From: Michael R. Mates, P.E., Director of Engineering *MEM*  
Date: February 12, 2025  
Subject: Sign Revision Report for AlphaGraphics at 230 Corporate Drive

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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:

AlphaGraphics, the company subleasing the building at 230 Corporate Drive from 230 Corporate Drive, LLC, is proposing to update the street and existing building signs to reflect the new tenancy.

This sign revision meets all of the following conditions:

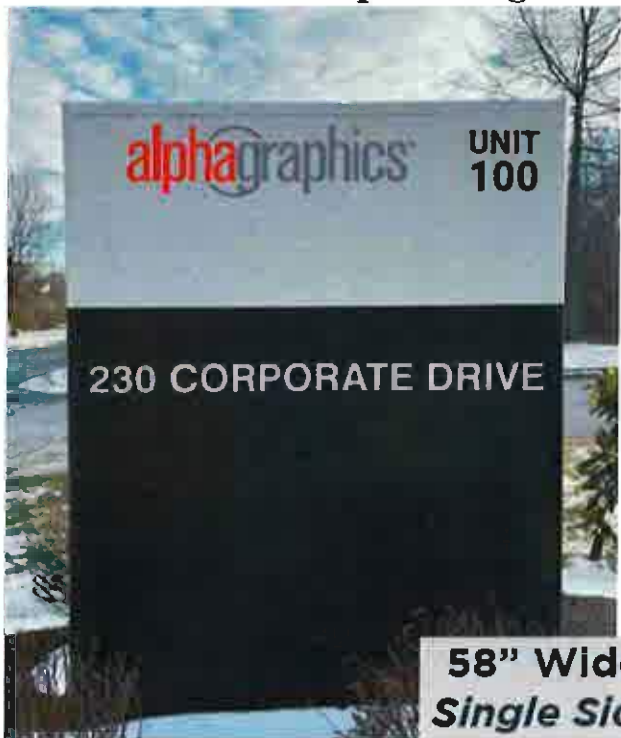
1. The request is limited to in kind replacement when required for maintenance, revision to sign graphics reflecting a new name or logo for an existing tenant, or revision to sign graphics to reflect a change in tenancy.
2. No substantive change in size or style of the sign.
3. Consistent with the terms 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.

## Existing Sign



## Proposed Sign



**58" Wide x 11.5" Tall**  
***Single Sided* | QTY: 1**

### Existing Sign

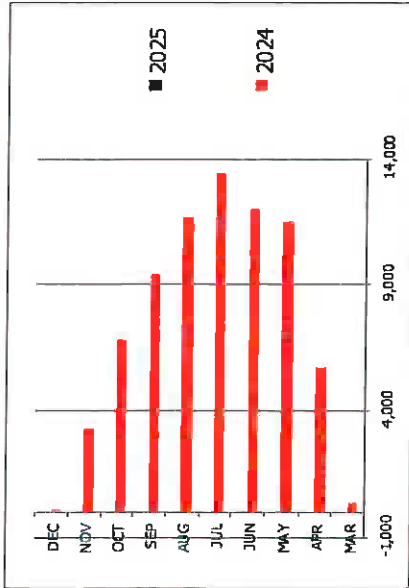


### Proposed Sign



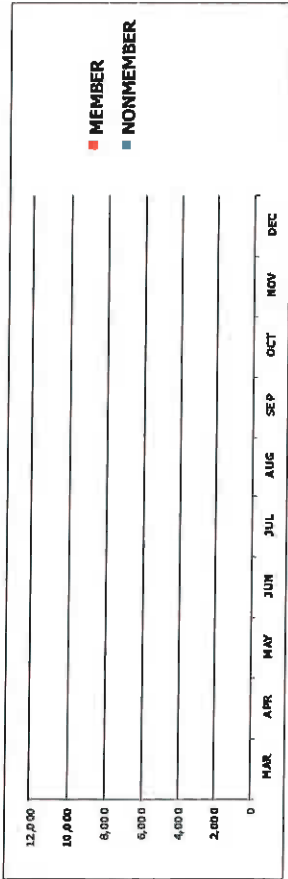
# KEY GOLF COURSE BENCHMARKING DATA – FEBRUARY 2025

ROUNDS OF GOLF PLAYED (SEASON)



	2025	2024	2023
SEASON	0	74,251	73,897
RAIN DAYS	0	55	58

2025 MEMBER / NONMEMBER ROUNDS (SEASON)



2025 ROUNDS- SEASON

MEMBER	0
NONMEMBER	0
TOTAL	0

2024 ROUNDS- SEASON

MEMBER	10,725
NONMEMBER	63,526
TOTAL	74,251

GOLF SIMULATOR REVENUES	FY 2025	FY 2024	GRILL 28 GROSS SALES	FY 2025	CONCESSION FEES EARNED (17%)	FY 2024	CONCESSION FEES EARNED (17%)
JULY	\$120	\$1,799	JULY	282,315	47,994	327,065	55,601
AUGUST	\$165	\$1,107	AUGUST	299,823	50,970	348,564	59,256
SEPTEMBER	\$390	\$280	SEPTEMBER	249,293	42,380	307,833	52,332
OCTOBER	\$3,212	\$3,403	OCTOBER	197,547	33,583	243,213	41,346
NOVEMBER	\$12,631	\$15,547	NOVEMBER	128,372	21,823	142,063	24,151
DECEMBER	\$18,395	\$20,789	DECEMBER	150,458	25,578	166,385	28,285
JANUARY	\$24,692	\$26,413	JANUARY	108,049	18,368	125,329	21,306
FEBRUARY	\$22,331	\$27,234	FEBRUARY	87,732	14,914	128,748	21,887
MARCH	\$0	\$23,756	MARCH	0	0	148,462	25,239
APRIL	\$0	\$2,924	APRIL	0	0	177,109	30,109
MAY	\$0	\$1,015	MAY	0	0	278,408	47,329
JUNE	\$0	\$240	JUNE	0	0	315,276	53,597
	\$81,935	\$124,507		\$1,503,589	\$255,610	\$2,708,455	\$460,437

CLUB/ COURSE FUNCTIONS

FY 2025 YTD	FY 2024 YTD
-------------	-------------

GROUPS 20-59	40,815	39,380
TOURNAMENT PLAY	203,173	181,497
LEAGUES	64,209	58,198
FOOD AND ROOM FEES	219,618	239,564

AIRPORT REPORT

PERIOD ENDING JANUARY 2025

1



JANUARY ENPLANEMENTS

2025

Scheduled Enplanements  
Chartered Enplanements

6,278  
2,095

Total Enplanements

8,373

2025 Enplanements YTD

8,373

REVENUE PARKING-JAN

\$60,347

1287 Transactions @ \$46.89

JAN FUEL FLOWAGE FEES

\$111,468

Total Gallons

1,393,354

CRAF and DOD

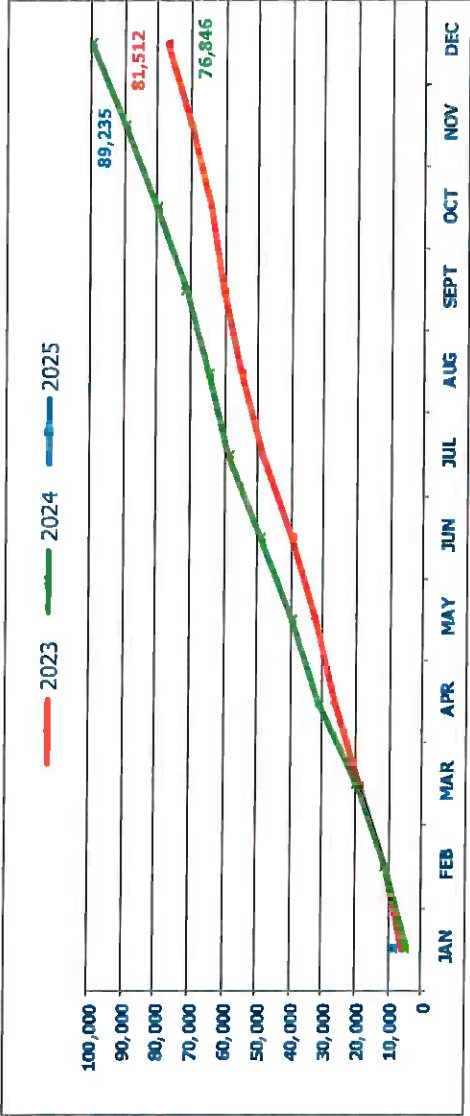
81%

Commercial

9%

General Aviation

10%



Fuel Pricing

- Port City Air Retail; \$6.25 Jet A
- Port City Air Retail; \$6.65 100LL
- Northeast Avg; \$7.20 Jet A, \$7.68 100LL

Grant Projects



- Airport Layout Plan Update
- Taxiway Alpha

Airport Snow Removal - Ops

Enterprise Concession Fees:

Oct., Nov., Dec. \$16,340.89

## Memorandum

To: John Meehan, Airport Operations Manager   
From: Sandy McDonough, Airport Community Liaison  
Date: February 25, 2025  
Re: Noise Report for January 2025 

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Portsmouth International Airport at Pease ("PSM") received two noise inquiries in January 2025.


- January 27, 2025: An employee from Lonza Biologics in Portsmouth, New Hampshire called inquiring whether an airplane take off had produced a loud disturbance; Airport Operations informed the caller that a reported earthquake had just occurred.
- January 27, 2025: A resident from Rye, NH logged a complaint concerning a sonic boom like disturbance; Airport Operations informed the caller that a reported earthquake had just occurred.



36 Airline Ave., Portsmouth, NH 03801  
603.433.6536

## Memorandum

**To:** John Meehan, Airport Operations Manager 

**From:** Sandy McDonough, Airport Community Liaison 

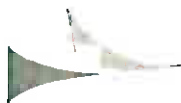
**Date:** March 1, 2025

**Re:** Noise Report for February, 2025

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The Portsmouth International Airport at Pease did not receive any noise complaints in February, 2025.





# PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: March 11, 2025

To: Paul Brean, Pease Development Authority, Executive Director

From: Tom Maciel- Operations Manager, Ports and Harbors

SUBJECT: **PORTS AND HARBORS FACILITY REPORT**

**Market Street Terminal:**

**Vessel Report:**

**January:**

M/V Clover- salt cargo discharged **39,480 mt**

CGC Tahoma- navigation aids and training

**February:**

BBC Gdansk- heavy lift Commonwealth Fusion Systems

M/V Star Rotterdam- salt cargo discharged **39,998 mt**

M/V Pacific Wealth- salt cargo discharged **25,655 mt**

**March:**

M/V Weco Holli- salt ship

**Total Cargo Discharged:**

105,123 MT salt off loaded on facility between 12JAN25-present

**Truck Traffic:**

Jan: 1,525 total trucks, 72 per day

Feb: 4,635 total trucks, 220 per day

**Total 2 months: 6,160 trucks**

○○○○ TAKING YOU THERE

ph: 603-436-8500

fax: 603-436-2780

www.peasedev.org

**Salt Piles 21JAN25**



**Salt Piles 26FEB25**



**Functional Replacement Update:**

- Approved by NH Governor and Executive Council in 2018, amended in 2023.
- Funded 100% by Federal Highway Administration (FHWA) funds allocated to New Hampshire.

**Purpose of the FRP:**

- Aims to **restore the Port to full functionality** following the 2018 realignment of the Sarah Mildred Long (SML) Bridge.
- Key goals include:
  - Restoring the pier to its original length (260 ft lost during SML bridge construction).
  - Replacing the fendering system.
  - Performing dredging.
  - Removing an old bridge pier in the water in front of the existing pier.
  - Removing a large pile of soil taking up valuable laydown area.

**Bid Process and Timeline:**

- First bid opportunity published in October 2023.
- Ongoing collaboration with NH DOT for the second bid package.
- Division submitted an Alternative Dredge Analysis for the Army Corp of Engineers' dredging permit.
- Second draft bid package sent to NHDOT for review on February 21, 2025.
- NHDOT and (Federal Highway) FHWA have a 60-day review period.
- Final bid documents expected to be published on or around May 7, 2025.
- A 12-week bid window requested, but NHDOT and FHWA are likely to approve only a 6-week bid window, which could negatively impact bid responses.

**Importance of Market St. Marine Terminal:**

- The only deep-water, year-round port in New Hampshire.
- Located on the Piscataqua River, easily accessible from Route 95 and the airport.
- Vital for businesses on the Piscataqua River, emergency response, and supporting the Portsmouth Naval Shipyard expansion.

### **Future OPS:**

UNH's Open-Source Tidal Energy Converter Project (OSTEC) paired with Pepperell Cove Marine Services will be onsite mid March to conduct general maintenance and improvements to the turbine located on the Memorial Bridge in Portsmouth.

Beginning in mid March, project will take two weeks to complete on the barge pier located at MST.





### **Portsmouth Fish Pier:**

**Appledore Marine Engineering update:** The building has been demolished in its entirety; the partial excavation and demolition of existing foundations is almost complete. Utilities/temporary power enclosure still in operation.



### **Change orders:**

Finalized: Option 4, Temporary Dock Power \$1999.00  
Pending: Option 3, Bathroom-\$13,140.00

### **Rye Harbor:**

- \*Rye Harbor Study: 25FEB25 Criag Seymour from DRG (Durham Realty Group) has been down Rye to meet with DPH staff.
- Stakeholder contact information provided to DRG.
- Float installation day 27MAR25 @ 0800 (hightide 1008 AM)

### **Hampton Harbor:**

- PCMS completed demolition of the Hampton Safety docks on 21FEB25.
- Float installation day 28MAR25 @ 0800 (hightide 1058 AM)

### **General:**

#### **Commercial Fishing Day at DMV**

- Pier Use – 13
- Berthing – 6
- Skiff – 6
- Safety sheets – 11
- Moorings – 24
- \$250k revenue from mooring permit applications year to date

## **VESSEL PHOTOGRAPHS**

**M/V CLOVER- Road Salt**



**CGC TAHOMA**





**BBC GDANSK- Cryostatic Base for Commonwealth Fusion Systems**







*Division of Ports and Harbors Advisory Council  
555 Market St.  
Portsmouth, NH 03801  
Tel 603-436-8500  
Fax 603-436-2780*

**PORT ADVISORY COUNCIL MEETING MINUTES  
TUESDAY, NOVEMBER 26, 2024 4:00 PM**

**PRESENT:** Mike Donahue, Vice-Chair  
Bill McQuillen  
Chris Snow  
Chris Holt  
Myles Greenway, Assistant Director, PDA-DPH  
Tracy Shattuck, Chief Harbormaster  
Adam Winkler, Deputy Chief Harbormaster

**1. CALL TO ORDER**

Vice Chair Mike Donahue called the meeting to order at 4:00 PM per Article 8, Section 2 of the Port Advisory Council, which states that the Vice Chair shall preside over all Council meetings where the Chair is not present. Donahue read a letter from Chairman Cook to the Council indicating he had submitted a letter of resignation to the Governor. Donahue read the letter and it is included here as part of the minutes. The letter was also submitted to Acting Director Greenway. Donahue does not recommend a vote to elect a Chair at this time due to the fact that there may be new members present at later meetings and the Council's Annual Meeting with the election of officers is coming up in January. With Cooks resignation there are currently 2 vacancies on the Council. There were no objections to proceed with Donahue presiding as Vice Chair.

**2. APPROVE MINUTES**

Holt made a motion to approve the October 9, 2024 minutes, McQuillen seconded. No discussion, a vote was taken, all were in favor and the motion passed.

**3. FINANCE REPORT**

The finance report for period ending September 30, 2024 was included in the packet. There were no questions. Greenway indicated that the October report will show a large loss due to the expense of the Hampton Feasibility Study and the Rye Retail Platform showing as expenses, even though it is ARPA funded. The revenue will show up and should be a wash on the November report. Donahue noted there is a loss of \$51,000 budgeted but the actual loss YTD is \$2,600, which is encouraging.

**4. PISCATAQUA RIVER VESSEL TRANSIT REPORT**

The October transit report was included in the packet. Holt reported there were 19 inbound ships, gypsum, asphalt, bio-diesel and bulk cargo. Typical change of season, more oil is running and road salt in November. The junior pilot is coming along and he's been a great help to the 2 senior pilots.

**5. DIRECTOR'S REPORT**

The following items were included in the meeting packet:

- From the October 17, 2024 PDA Board meeting

**i. Reports:**

1. Appledore Marine Engineering, Project Closeout Report, Rye Harbor Retail Platform

**ii. Approvals:**

1. On Call Snow Plowing Service Agreement
2. DiTucci dba Lawrence Tank, Right of Entry, Hampton Harbor
3. Coastal Conservation Organization of NH, Right of Entry, Market St. Terminal

- From the November 14, 2024 PDA Board meeting

**i. Reports:**

1. Liberty Marine Services, Right of Entry, Hampton

**ii. Approvals:**

1. BM Matthews, Inc. Right of Entry, Market St. Terminal
2. Portsmouth Fish Pier-Building Replacement
3. International Association of Maritime and Port Executives-Terminal Tariff Review

Greenway gave a facilities update as follows:

**Market Street Terminal:**

- In October there was a heavy lift from the BBC Texas, hydrogen storage tanks being stored on site. They are used to cool a large bore magnet, and will be delivered to Commonwealth Fusion in Devens, MA mid-December. There was a cold box that also came in (2<sup>nd</sup> heavy lift) and went directly to Commonwealth Fusion. There have been 2 back-to-back salt ships. The next scheduled heavy lift is 08Dec, it is a Caisson for the Portsmouth Naval Ship Yard dry dock. This is the 2<sup>nd</sup> caisson coming in to this port for the PNSY.

- The Functional Replacement Barge Dock Project is moving ahead, the ACOE permit can be issued once they receive the Dredge Disposal Analysis. The Bid release date is expected to be in April/May 2025 and construction should begin summer of 2026. This is a \$45 mil project and federally funded project through NHDOT. This replacement was negotiated by Director Marconi due to the loss of functionality of the Barge Dock due to the realignment of the Sarah Long Bridge, which was completed in 2018. Greenway pointed to a graphic of the areas that will be impacted by the work. There will be dredging in front of the main pier which will allow ships to utilize the space further down the dock.

- There are 3<sup>rd</sup> party hoist inspections being done at Hampton and Rye marine facilities and the Portsmouth Fish Pier, a summary report will be provided to the Port. Floats have been removed at Rye and Hampton. Water is turned off as well.

- At the Portsmouth Fish Pier, the Building Replacement contract was awarded. A work schedule should be available mid-Dec or beginning of January. Donahue commented on the number of bidders, there were 4 bids submitted.

- The team is working with the DMV and Fish and Game to determine the date of the annual Commercial Fishing Day. The DMV is waiting on the 2025 boat decals.

- New Port Worker, Ethan Murray is a State University of New York, Maritime Graduate, just came from the Oil Patch as a Dynamic Positioning Officer. He will attend Maritime Port Management training through the IAMPE, International Association of Maritime Port Executives.

- Discussion on the Tariff review that was approved by the PDA Board at the November

meeting.

- The Portsmouth Fire Department has been coming on site to tour the salt ships to give them exposure to how the ships are set up for shipboard firefighting.

- Discussion on the Fish Pier Building replacement, is it fully funded? No, only the base bid (Building) and Option 1 (Bait cooler) were awarded. Due to the shortage of ARPA funds, about \$213,000 will need to be provided through the Ports and Harbors funds so that those 2 items can be completed. Option 1 provides cold storage for lobster bait. It is possible that the Division could seek additional ARPA funding, or capital funding from the State in January to complete the other 5 options.

## 6. NEW BUSINESS-

A. The Initial Proposed Schedule of Fees for Parking, Launching and Vessel Storage was presented to the Council for consideration to recommend to the PDA Board of Directors. McQuillen made a motion to recommend the fees to the PDA, Snow seconded. Greenway indicated that Port staff met to determine the proposed fees and will provide additional revenue for Hampton and Rye Harbor Marine Facilities. The fees have not been adjusted since the 2005 timeframe. The initial proposed fees will be presented to the PDA Port Committee and the PDA Board for consideration. Further discussion on the vessel storage fees, and if there was or if there will be a comparison done. Yes, there has been research done and these proposed new rates are still cheaper, especially in taking into consideration some of the amenities that other locations provide. It was discovered that vessel storage won't be available at Pease. A vote was taken and all were in favor.

B. The Annual meeting will be held in January-per the by-laws. Donahue suggested to have the meeting on January 8<sup>th</sup> at 4:00 PM. Members present were in agreement.

## 7. COMMITTEE REPORTS

- Business Development/FTZ- Donahue spoke about the Off Shore Wind leases, only half of the available parcels were released and went for the minimum bids at \$50/acre. There were 2 companies that won the leases, Avangrid Renewables LLC and Invenenergy NE Offshore Wind LLC. The Coast Guard has proposed fairway/shipping lanes out for public comment, a handout was provided and included as part of the record. The proposed fairways don't appear to have a significant impact on the Port of Portsmouth, Holt said that they may be some impact for vessels coming out of St. John, which will delay them a little bit as they will need to go further off shore. There was some discussion on providing refrigeration services here at the Port for a possible revenue source.
- Dredging- Holt said there has been no activity on the rock in the Turning Basin. The range lights in Kittery Point that need to be raised will need to go out to bid. No news on dredging the entrance of the channel near Fort Point. Hampton/Seabrook Harbor is an ongoing issue. Greenway mentioned that Pat Brown will be the Officer in Charge (USCG).
- Fisheries-Not present, no report
- Government- Present, but no report.
- Moorings- Snow reported that the DMV day is still to be determined. Mooring permit renewal have not gone out and Commercial Mooring Permit Apps will go out after Thanksgiving.

- PDA- Donahue noted that there is nothing significant to report. Keeping an eye out for a Port Committee meeting.
- Recreational Piers- Not present, no report. It was suggested that going forward this section be called Marine Facilities.

8. OLD BUSINESS

Holt asked about the sub that had asked to dock here. His concern was bringing a foreign submarine up the river through the bridges. Greenway indicated that he advised the company to contact the Shipyard.

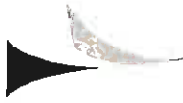
9. PUBLIC COMMENT

- A. Donahue advised the Council that he received an email from David Delory and his interest in pursuing a petition for adopting certain rules under RSA 541-A:4. Donahue read the letter, which is included as part of the meeting minutes. The letter did not arrive in time to be included on the agenda for this meeting, but it may well be a future agenda item for the Council, the Port Committee, and/or the PDA. Delory is proposing to adopt Pda 800 rules relative to the private businesses operating on State owned commercial piers and associated facilities under the jurisdiction of the Division of Ports and Harbors. In short, Delory's opinion is that the proposed Pda 800 rules would provide guidelines for Right of Entry holders. Donahue wanted to provide the information for transparency and for the Council's information. Where it goes from here, will be up to the PDA.
- B. Josh Ford, a local fisherman and user of the Portsmouth Fish Pier, asked about when the outside hoist will be going up. Greenway said they are looking into getting new ones. Regarding the building, Ford asked how the engineering costs were calculated and if there are systems in place for engineering errors. For example, his concern is the booms for the hoists that were installed back in 2020 don't appear to be installed correctly and it's possible the engineering company could be held accountable to recoup the money spent on those.
  - a. Holt excused himself at 5:10. The Council continued with public comment.
- C. Damon Frampton, a local fisherman and user of the Portsmouth Fish Pier, asked if the proposed fee increases will bring Hampton and Rye whole. Greenway indicated it would be a step in the right direction, the fees were doubled. Donahue thanked Damon for his participation in the PDA Board meetings. Donahue reminded everyone that historically the PDA doesn't budget to use operating income for purposes of Capital Construction, which typically comes from Grants, or the NH Legislature. The fees collected at the various facilities are to provide the funding needed for day-to-day operations and not Capital expenditures. Greenway reminded everyone that the main pier was not able to be used consistently for the last year or so due to the rehabilitation work being done, which did impact revenue for last year. As a whole, the Market St. Terminal is the driver of revenue. Frampton expressed his appreciation for the Ports consistent contact with the fishermen and users of the Portsmouth Fish Pier. This new building is a big deal to the fishermen, the infrastructure, the bait dealers, the lobster dealers and anyone else who comes down. Lastly, Frampton spoke on Off Shore Wind, the Fisherman's Association is meeting with K. Ayotte to talk about wind, and representative Kelly Potenza (sp?), and hoping to put forth a bill to not allow transmission lines from the wind mills.

D. Peter Welch from Newington asked if there is any news on the New Castle/Rye Bridge replacement. The last Donahue heard is that NHDOT is working on an updated cost benefit analysis for the Coast Guard.

10. PRESS QUESTIONS

Todd Bookman from NHPR was present but had no questions.



# PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

To: Paul Brean, Pease Development Authority ("PDA"), Executive Director *ABB Con*

From: Tom Maciel, Operations Manager Ports and Harbors *TMA*

Date: February 26, 2025

Subject: Annual Vessel and Cargo Reports for Ports of Portsmouth and Newington

Each year, the Division of Ports and Harbors (the "Division") provides updates on the vessel traffic in the Piscataqua River. Enclosed are the 2 (two) 2024 reports.

1) the Vessel and Cargo Statistics report, which presents detailed data for each month in 2024, and  
2) the Vessel Traffic and Tonnage Profile, which provides consolidated information and comparison for each year from 2018-2024.

Both reports include the following information:

- Cargo type
- Vessel type
- Vessel tonnage
- Number of vessels by tonnage

## Ports of Portsmouth and Newington Vessel Traffic and Tonnage Profile 2018 THROUGH 2024

Cargo Figures	2018	2019	2020	2021	2022	2023	2024
Liquid Landed	1626433	1387239	1429811	1327488	1152403	1020766	834185
Bulk Landed	1389366	1221937	1300200	928400	1190273	1155300	1308500
Bulk Loaded	0	0	0	0	12500	79000	77500
Liquid Loaded	35750	29000	25500	19500	12000	18000	20000
Other	54800	139700	49000	261300	505480	500	31000
Total Tonnage:	3106349	2777876	2804511	2538709	2872656	2273566	2271185

Vessel Types	2018	2019	2020	2021	2022	2023	2024
Tankers	61	61	67	62	73	74	63
Bulkers	39	40	32	21	31	44	58
Tug/Barge	75	75	101	36	50	46	43
Other	20	23	13	246	517	6	19
Total Vessels:	195	199	213	365	671	170	183

Tonnage Profile	2018	2019	2020	2021	2022	2023	2024
0-10,000	23	45	71	232	545	24	52
10,000 - 20,000	76	74	56	55	39	60	49
20,000 - 30,000	29	16	9	2	7	10	15
30,000 - 40,000	36	42	45	44	42	46	40
40,000>+	31	25	32	23	26	28	25
OTHER (no cargo)	-	-	-	-	-	-	2



**Vessel and Cargo Statistics for Ports of Portsmouth and Newington  
2024**

<b>Cargo Transfers</b>	<b>Liquid Landed</b>	<b>Bulk Landed</b>	<b>Bulk Loaded</b>	<b>Liquid Loaded</b>	<b>Other</b>
January	129,322	218,500	4,000	5,000	6,000
February	136,541	164,000	4,000	3,000	X
March	56,500	137,000	7,000	X	5,000
April	67,000	44,000	6,000	3,000	X
May	66,911	55,000	6,000	3,000	X
June	58,411	8,000	9,000	X	X
July	44,000	111,000	10,000	X	X
August	48,000	143,500	3,000	3,500	X
September	56,500	12,500	9,000	X	4,000
October	84,000	182,000	8,500	X	4,000
November	43,000	136,000	5,000	2,500	12,000
December	44,000	97,000	6,000	X	X
<b>Total:</b>	834,185	1,308,500	77,500	20,000	31,000

<b>Vessel Types:</b>	<b>Tanker:</b>	<b>Bulker:</b>	<b>Tug/Barge:</b>	<b>Other:</b>	
January	7	7	6	1	
February	9	5	3	X	
March	4	6	2	1	
April	5	2	6	X	
May	5	4	5	X	
June	6	3	X	X	
July	4	5	3	1	
August	5	5	2	X	
September	5	4	2	X	
October	5	6	4	3	
November	4	6	6	7	
December	4	5	4	6	<b>Total Vessels:</b>
<b>Totals:</b>	63	58	43	19	183

<b>Vessel Tonnages:</b>	<b>0-10,000</b>	<b>10 - 20,000</b>	<b>20 - 30,000</b>	<b>30 - 40,000</b>	<b>40,000&gt;+</b>	<b>NO CARGO</b>
January	4	6	1	5	4	2
February	4	4	1	4	4	-
March	1	5	1	3	3	-
April	6	2	1	3	1	-
May	5	4	2	2	1	-
June	1	3	1	3	X	-
July	3	5	1	2	2	-
August	3	1	1	4	3	-
September	2	5	1	3	X	-
October	7	3	X	5	3	-
November	9	6	3	3	2	-
December	7	5	2	3	2	-
<b>Totals:</b>	52	49	15	40	25	2

Date: February 26, 2025

To: Paul Brean, Executive Director, Pease Development Authority (PDA) *ACB for*

From: Tom Maciel, Operations Manager, Ports and Harbors *TJM*

Subject: American Cruise Line, Inc. Right of Entry, Market St. Terminal

Pursuant to the "Delegation to Executive Director: Consent, Approval, and Execution of License Agreements and Rights of Entry for a base term of 6 months or less," adopted by the PDA Board of Directors on May 10, 1994, and amended on April 20, 2018, the Division of Ports and Harbors (the "Division") requests approval to enter into a Right of Entry ("ROE") agreement with American Cruise Lines, Inc. ("ACL") for use of the facilities at the Market St. Terminal (the "Premises") for the purpose of docking its passenger vessels and disembarking and embarking passengers, subject to the following conditions:

**TERM:** June 15, 2025, through November 15, 2025

**PREMISES:** Market St. Marine Terminal, 555 Market St. Portsmouth, NH.

**FEES:** Current rates as published in the Division's Terminal Charges, which is subject to change during the term of the ROE, and include but are not limited to:

Dockage	\$1.70 per foot (vessel length overall)
Wharfage	\$2.50 per passenger
Security Lighting	\$100 per night
Potable Water:	\$20.00 per 100 cubic feet, \$100.00 minimum per delivery
Deliveries	\$120 per delivery

**DATES:** Dates in 2025 are set for June 29; July 13 & 27; August 10 & 24; Sept. 7, 20, 21 & 26; and October 5. The vessels are expected to be docked between 24 to 48 hours at each visit. The dates may change based on ACL's schedule, subject to the approval of the Division.

**INSURANCE:** Provide proof of minimum PDA insurance requirements as shown in the attached.

**EXHIBIT B**

**MINIMUM INSURANCE REQUIREMENTS  
PASSENGER CRUISE VESSELS, RIGHT OF ENTRY HOLDERS  
OPERATING AT THE MARKET ST MARINE TERMINAL, PORTSMOUTH, NH  
PEASE DEVELOPMENT AUTHORITY-DIVISION OF PORTS AND HARBORS (PDA-DPH)**

All Passenger Cruise Vessel Right of Entry holders 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 access to the Market St. Marine Terminal 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 damage to 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 shall 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) shall 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.



PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: February 18, 2025

To: Paul Brean, Pease Development Authority ("PDA"), Executive Director *Paul Brean*

From: Tom Maciel, Operations Manager Ports and Harbors *Tom Maciel*

Subject: Two (2) Charter Boat Rights of Entry renewal, Rye, and Hampton Harbor Marine Facility

The Division of Ports and Harbors (the "Division") received two (2) requests from charter fishing businesses to renew their Right of Entry ("ROE") agreement for use of the facilities at the Rye and Hampton Harbor Marine Facilities (the Premises") in association with their fishing charter businesses. These 2 businesses are "Charter Only" operations and the Division is proposing the end of the term to coordinate with the other existing Charter ROE's and expire on June 30, 2026. Recommendations from the respective Facility Managers are attached for reference. Should you approve, ROE agreements will be executed with the entities listed below, and subject to the terms and conditions listed:

**PREMISES:**

**Rye Harbor Marine Facility, 1870 Ocean Blvd., Rye, NH**

1. Hooked on Fish Charters, LLC. (Kyle Basoukas)
  - o Term: April 1, 2024-June 30, 2026

**Hampton Harbor Marine Facility, 1 Ocean Blvd., Hampton, NH**

1. First Light Fisheries, LLC (Peter Kirkland)
  - o Term: April 1, 2024-June 30, 2026

**PURPOSE OF ROE:**

Charter Boat Operations & Customer Parking

**CUSTOMER**

**PARKING FEE:**

\$5.00 per vehicle for customers using the Premises parking area, subject to change during the term of the ROE.

Therefore, in accordance with RSA 12-G:43 (b), "Aid in the development of salt water fisheries and associated industries" the Division recommends approval through your "Delegation to Executive Director: Consent, Approval, and Execution of Charter Boat Right of Entry," adopted by the PDA Board of Directors on April 20, 2017.

Among other requirements of the Charter ROE, the 2 entities above shall meet the following required conditions, in accordance with the Charter Right of Entry agreement, prior to operating the charter at the facility:

1. Secured a Pier Use Permit;
2. Provided proof of satisfying PDA's minimum insurance requirements; and
3. Provide documentation that the business is registered and in "Good Standing" with the Secretary of State to conduct business in New Hampshire.



PORTS AND HARBORS

555 Market Street, Suite 1, Portsmouth, NH 03801

Date: January 10, 2025  
To: Tom Maciel, New Hampshire Port Authority, Operations Manager  
From: Mandy Katherine Huff, New Hampshire Port Authority, Rye Harbor *MKS*  
RE: Hooked on Fish Charters, LLC, Rye Harbor Marine Facility

Hooked on Fish Charters, LLC ("HOFC") is requesting to renew the Right of Entry ("ROE") for Rye Harbor Marine Facility ("Rye"). The Right of Entry allows HOFC a location to pick up passengers for their charter fishing business. HOFC is currently in good standing with the New Hampshire Secretary of State and up to date on insurance requirements and fees. HOFC stays within the terms of the ROE agreement as well as the Pda 600 rules including purchasing a pier permit and mooring permit every year. I recommend the renewal of HOFC's ROE.

○○○○ TAKING YOU THERE

ph: 603-436-8500 fax: 603-436-2780 [www.peasedev.org](http://www.peasedev.org)



**PEASE**  
INTERNATIONAL  
PORTS AND HARBORS

666 Market Street, Suite 1 Portsmouth, NH 03801

Date: January 21, 2025

To: Tom Maciel, New Hampshire Port Authority, Operations Manager

From: Kevin Hanlon, Hampton Harbor, Facilities Manager *KH*

Subject: Right of Entry, First Light Fisheries, LLC, Hampton Harbor

First Light Fisheries, LLC (First Light) would like to renew their Right of Entry (ROE) to operate a Charter Fishing Business out of the Hampton Harbor Marine Facility. They have been operating out of Hampton since 2024. First Light is in good standing with the New Hampshire Secretary of State and is up to date with all insurance requirements and fees. First Light has operated within the terms of their ROE agreement as well as the Pda rules. I recommend the renewal of First Light's ROE.

## MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby moves that item numbers \_\_\_\_\_ from the Division of Ports and Harbors 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. Hampton Harbor Marine Facility – Right of Entry – Liberty Services, LLC – Vessel Hauling / Launching \* **(Parker)**
2. Moores Crane Rental Corp. – Division of Ports and Harbors Marine Facilities – Crane Services \* **(Semprini)**

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## MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with Liberty Services, LLC. of 19 Marcoux Road, Newton, NH, to provide boat hauling and launching services at the Hampton Harbor Marine Facility from April 1, 2025 through October 30, 2027; all in accordance with the memorandum of Tom Maciel, Operations Manager at the Division of Ports and Harbors, dated February 26, 2025; attached hereto.

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To: Paul Brean, Pease Development Authority Executive Director *AB*

From: Tom Maciel, Operations Manager, Ports and Harbors *TJM*

Date: February 26, 2025

Subject: Right of Entry, Hampton, Liberty Services, LLC.

With approval from the Executive Director through Delegation of Authority, the Pease Development Authority, Division of Ports and Harbors (the "Division") entered into a non-exclusive 6-month Right of Entry (ROE) with Liberty Services, LLC. ("Liberty") to provide boat hauling and launching services at the Hampton Harbor Marine Facility ("Facility") from October 10, 2024 through April 10, 2025. Liberty provides an important, and difficult to find, service to the users at the Facility. Liberty has requested an extension of the ROE. The Division recommends an ROE for a term of 2 ½ years, generally in accordance with the existing ROE, including but not limited to the following terms and conditions:

**PREMISES:** Hampton Harbor Marine Facility

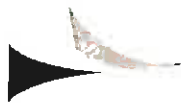
**PURPOSE:** A non-exclusive right to provide hauling and launching services to vessels at the Hampton Harbor Marine Facility

**TERM:** April 11, 2025 - October 31, 2027

**FEE:** \$25.00 per haul  
\$25.00 per launch  
The fee will be collected by LIBERTY to be forwarded to PDA-DPH or paid directly to Hampton Harbor Marine Facility by the vessel owner on the date of the haul or launch. For vessels that have secured and paid for winter storage at the Premises, the launch/haul fee is waived as it is included in the storage fee. The fee may be adjusted annually and in accordance with the Fee Schedule outlined in Pda 610.10.

**INSURANCE:** Minimum insurance coverage evidencing the existence of an Automobile Liability Insurance of not less than \$750,000, naming the State of NH, Pease Development Authority and NH Division of Ports and Harbors as additional insured. A notice of cancellation shall be issued to the Certificate Holder upon non-renewal or non-payment of the insurance policy.

At the March 11, 2025, meeting of the PDA Board of Directors, please request authorization to provide a ROE to Liberty for boat hauling services at Hampton Harbor consistent with the above.



# PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: February 13, 2025  
To: Tom Maciel, New Hampshire Port Authority, Operations Manager  
From: Kevin Hanlon, Hampton Harbor Facilities Manager *BT for KH*  
Subject: Right of Entry, Liberty Services LLC, Hampton Harbor

Liberty Services LLC. (Liberty) would like a Right of Entry (ROE) to operate its boat hauling service at the Hampton Harbor Marine Facility through the 2027 fall season. Liberty has had a ROE here since 2024, which expires on April 10, 2025. Liberty is in good standing with the New Hampshire Secretary of State and is up to date with all insurance requirements and fees. Liberty has operated within the terms of its ROE agreement as well as the Pda rules.

Given that a number of Party Boats as well as some Charter Boats begin their operations late March / early April, it is essential to have the vessels stored in our parking lot (Winter Storage) hauled out and launched, with April 30<sup>th</sup> being the very last day to be in our storage lot. This will allow vessels to operate and our facility to have the room needed to park customers' vehicles. This period of time is very busy for boat haulers and it is extremely difficult to find a boat hauler to provide this service at the Hampton Harbor Marine Facility.

I recommend granting the renewal of Liberty's ROE, through the 2027 fall season.

## MOTION

Director Semprini:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and enter into an agreement with Moores Crane Rental Corp. for the provision of crane services at the Division of Ports and Harbors marine facilities for one (1) year with two (2) one (1) year extension options; all in accordance with the memorandum of Tom Maciel, Operations Manager at the Division of Ports and Harbors, dated February 25, 2025; attached hereto.

N:\RESOLVES\2025\DPH – Crane Services (3-11-25)

Date: February 25, 2025

To: Paul Brean, Pease Development Authority ("PDA"), Executive Director *ADB*

From: Tom Maciel, Operations Manager Ports and Harbors *Tom*

Subject: IFB 25-16 Crane Services

The Division of Ports and Harbors (the "Division") advertised an Invitation for Bids ("IFB") 25-16 for **Crane Services**, at the Division Facilities to include Rye and Hampton Harbors annual float installation and removal events.

Along with posting on the PDA website, and the State of NH website, an "Advertisement for Bids" was published in the Union Leader for general state circulation on Monday February 10, 2025. On February 18, 2025, a mandatory pre-bid presentation was held at the Market St. Terminal. Bids were due at 2:00 PM on February 25th, below are the results of the bid process.

- Number of Registered Bidders: 7
- Attendees at mandatory pre-bid presentation: 2
- Number of qualified bids received: 1

The PDA staff reviewed the sole bid submitted by **Moore's Crane Rental Corp.** and has found their response to be responsive and responsible. The Division reviewed Moore's Crane Rental Corp.'s qualifications and references, which include 25 years of crane and rigging experience. They have quoted an hourly rate of \$475.00 for crane services conducted within normal business hours, and a rate of \$510.00 for any hours worked outside of Monday – Friday 8:00 A.M. – 5:00 P.M.

The Division has evaluated the bid prices and found them substantially less than the PDA has previously paid for Crane Services incurred by the Division.

Therefore, the Division of Ports and Harbors recommends that the PDA Board of Directors authorize the Executive Director to complete negotiations and enter into a 1-year contract with two (2) one-year options to extend with Moore's Crane Rental Corp. for crane services to be performed at the Division's Marine Facilities.


## MOTION


Director Ferrini:

The Pease Development Authority (PDA) Board of Directors hereby adopts the "Schedule of Fees for Parking, Launching and Vessel Storage" for the Hampton and Rye Harbor Marine Facilities, to be effective May 1, 2025, and authorizes the Operations Manager of the Division of Ports and Harbors to submit the Fee Schedule to the Office of Legislative Services, Administrative Rules for publishing pursuant to RSA 541-A; all in accordance with the memorandum of Tom Maciel, Operations Manager at the Division of Ports and Harbors, dated February 18, 2025, and the draft "Adopted Schedule of Fees for Parking, Launching and Vessel Storage"; attached hereto.

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Date: February 18, 2025

To: Paul Brean, Pease Development Authority, Executive Director 

From: Tom Maciel, Operations Manager Ports and Harbors 

Subject: Final Adoption, Schedule of Parking, Launch, and Vessel Storage Fees for Hampton and Rye Harbor Marine Facilities

As approved at the January 7, 2025, PDA Board of Directors meeting, the Pease Development Authority-Division of Ports and Harbors (the "Division") in accordance with Pda 610.01(b) (2-3):

- Published a notice in the Union Leader and Seacoast Online newspapers announcing the availability of the initial proposed schedule of fees.
- Accepted written comments for 30 days following the public notice.

Additionally, the Division published the notice on the PDA website, at several seacoast town/city offices, and Division facilities. The Division held a public hearing on January 15, 2025, to provide further opportunities for public input on the proposed fees. The Division received one written comment, which is attached for reference. The Division has prepared the Adopted Schedule of Fees for Parking, Launching, and Vessel Storage for consideration by the PDA Board of Directors. There were no changes in the proposed fees from the initial proposal.

Therefore, the Division requests that you present the attached "Adopted Schedule of Fees for Parking, Launching, and Vessel Storage" to the PDA Board of Directors for consideration at its March 11, 2025, meeting. If approved, the fees will become effective May 1, 2025.



**Adopted Schedule of Fees for Parking, Launching and Vessel Storage  
Hampton Harbor, and Rye Harbor, NH  
Effective May 1, 2025**

<b>Fee name</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Daily Parking – Car Only - Ticket	\$5.00	\$10.00
Daily Parking – Bus	\$25.00	\$50.00
Daily Parking – Combo Vehicle/Trailer Fee	\$10.00	\$20.00
Seasonal Parking Permit Fee – Vehicle Only	\$75.00 entire season	\$150.00 entire season
Seasonal Overnight Parking Permit – Vehicle Only	\$150.00 entire season	\$300.00 entire season
Seasonal Parking Permit Fee – Vehicle/Trailer	\$150.00 entire season	\$300.00 entire season
Seasonal Parking Sticker Replacement Fee	\$10.00	\$20.00
Overnight Parking Permit Fee – Vehicle Only	\$10.00	\$20.00
Overnight Parking Permit Fee – Vehicle/Trailer	\$20.00	\$40.00
Vessel Storage Wait List Fee, per storage area	\$5.00	\$10.00
Vessel Storage Wait List Renewal Fee	\$5.00	\$10.00
Vessel Storage Wait List Renewal Late Fee	\$10.00	\$20.00
Vessel Storage Summer	\$36/ft	\$40.00/ft
Winter	\$18/ft	\$20.00/ft

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**Hampton Beach Parasail**

Craig Schreck  
1 Ocean Blvd, Hampton NH 03842  
603-674-3790/603-929-4386

[Hamptonbeachparasail@gmail.com](mailto:Hamptonbeachparasail@gmail.com) [www.hamptonparasail.com](http://www.hamptonparasail.com)

January 30 2025

**NH Port Authority, Div. of Ports and Harbors**

Tom Maciel  
555 Market St Portsmouth NH 03801  
603-436-2780  
[t.maciel@peasedev.org](mailto:t.maciel@peasedev.org)

Concerning: Proposed Schedule of Parking fees for Hampton Harbor

Thank you for taking the time to speak with me at the public forum in January, I own and operate Hampton Beach Parasail and Paddle board at 1 Ocean blvd.

In regards to the new fee schedule the only fee that I am opposed to is the Daily Parking Car Only fee being changed from \$5 to \$10. In my particular case and for a few other short trip tour operators in the harbor. Our customers are not parked for the day. My Trips of 1hr 15 minutes, and schedule do not allow customers to stay for extended periods. Customers arrive about 15 minutes before and leave shortly after. Most Parasailers are not there more than 90 Minutes.

We use the same 3 -5 parking spot adjacent to the road (now the bridge) and continually turn them over all day

To make them pay \$10 to park for 90 minutes is unfair, in fact \$5 for 90 minutes is comparable if not more than what the town and state meters are charging.

I think charging any guest of the harbor that are on ticketed tours lasting less than half day should not have any price increase and should maintain \$5.

Sincerely,

Craig Schreck

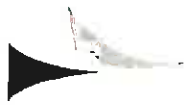
Hampton Beach Parasail

## MOTION

Director Conard:

The Pease Development Authority Board of Directors hereby approves the Initial Proposed Administrative Rules Pda 700, Slip Permits; State-Owned Restricted Piers, attached hereto, as presented and annotated pursuant to RSA 541-A:6.

Further, the Board authorizes the Executive Director and 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 Tom Maciel, Operations Manager of the Division of Ports and Harbors, dated February 20, 2025, attached hereto.



**PEASE**

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: February 20, 2025

To: Paul Brean, Pease Development Authority (PDA), Executive Director *Peb*

From: Tom Maciel, Operations Manager, Ports and Harbors *TMA ops/psc*

Subject: Initial Proposal, Administrative Rules; Pda 700 Slip Permits; State-Owned Restricted Piers

In accordance with RSA 12-G:42, VI and VII the Pease Development Authority ("PDA"), acting through its Division of Ports and Harbors ("the Division"), shall adopt administrative rules pursuant to RSA 541-A, relative to Pda 700, Slip Permits; State-Owned Restricted Piers (the "Rules"). The current Rules will expire October 20, 2025, and the Division, pursuant to RSA 541-A:6, has started the lengthy process to readopt the Rules. Approval of the Initial Proposal by the PDA Board of Directors is the first step in the process.

After a comprehensive review with Division staff and members of the Port Advisory Council, and consultation with PDA legal staff, only minor editorial changes are being suggested at this time. The recommended changes are notated in red in the attached document, Initial Proposal Pda 700 Slip Permits; State-Owned Restricted Piers. As a point of reference, per Pda 101.37 "State-owned restricted pier" means the Barker wharf, the Burge wharf, or the Marine terminal wharves.

As part of the rulemaking process, should the PDA Board of Directors approve this first step, the Initial Proposed Rules will be posted in the Rules Register, a weekly publication put out by the New Hampshire Office of Legislative Services, which will provide a period for public comment. Comments received during the public comment period will be considered prior to submitting the Final Proposed Rules to the Board.

Therefore, the Division of Ports and Harbors recommends that you ask the PDA Board of Directors to approve the Initial Proposed Pda 700 Rules, as presented and annotated, pursuant to RSA 541-A:6.

**Readopt Pda 701.01 – Pda 708.03 effective 10-20-15 (Document # 10949), cited and to read as follows:**

**PART Pda 701 PURPOSE**

Pda 701.01 Purpose. The purpose of Pda 700 is to provide a comprehensive slip permit system pursuant to RSA 12-G:42, VI, for the implementation of RSA 12-G:42, VII which authorizes the authority to set and collect fees for state-owned slips in ports, harbors, and state tidal waters. State-owned slips exist at both state-owned commercial piers and state-owned restricted piers. Because pier use, berthing, and skiff permits issued under Pda 600 for state-owned commercial piers function as slip permits under RSA 12-G:42, VII, Pda 700 recognizes that these permits constitute slip permits. The pier use, berthing, and skiff permits issued under Pda 600 allow a vessel to occupy a state-owned slip at a state-owned commercial pier. The slip permits issued under Pda 700 for state-owned restricted piers allow a vessel to occupy a state-owned slip at a state-owned restricted pier.

**PART Pda 702 SLIP PERMITS REQUIRED**

Pda 702.01 Slip Permit Required for State-Owned Slip; Exceptions. No vessel shall occupy a state-owned slip, unless the owner or operator of the vessel has obtained a slip permit for such vessel, except for the following:

- (a) A private recreational vessel secured to a recreational-use pier in compliance with Pda 603.01;
- (b) A vessel secured to a business-use pier in compliance with Pda 603.02(d);
- (c) A vessel secured to a state-owned restricted pier in compliance with Pda 703.01; and
- (d) A vessel secured to a recreational-use pier in compliance with Pda 603.01(d)(1)b.2., 5., 6., or 7.

Pda 702.02 Limited Applicability of Slip Permits for State-Owned Restricted Piers. Any vessel with a slip permit issued under Pda 706 shall only be authorized to occupy a state-owned slip at a state-owned restricted pier.

Pda 702.03 Certain Permits Constitute Slip Permits. For the purposes of the comprehensive slip permit system established in Pda 700, the following permits issued under Pda 600 shall constitute a slip permit:

- (a) A pier use permit issued under Pda 600;
- (b) A berthing permit issued under Pda 600 for the Portsmouth pier berthing area; and
- (c) A skiff permit issued under Pda 600.

Pda 702.04 Limited Applicability of Slip Permits for State-Owned Commercial Piers. Any vessel with a slip permit listed under Pda 702.03 shall only be authorized to occupy a state-owned slip at a state-owned commercial pier. Such vessel shall not be authorized to occupy a state-owned slip at a state-owned

restricted pier, unless the owner, operator, or duly authorized agent has applied for and obtained a slip permit under Pda 704 and Pda 706.

#### PART Pda 703 USE OF STATE-OWNED RESTRICTED PIERS; REMOVAL OF VESSELS

Pda 703.01 Use of State-Owned Restricted Piers. A vessel without a slip permit issued under Pda 706 may be secured to a state-owned restricted pier, if the vessel operator requests permission to be so secured and the division director or an employee of the division:

(a) Determines that the securing of the vessel would not interfere with the use of the pier by another vessel approaching, departing from, or already secured to the pier and that one or more of the following applies:

- (1) The vessel requires emergency repairs;
- (2) Weather or tide conditions make it hazardous for the vessel not to be secured to the pier;
- (3) A medical emergency exists involving a passenger or crew member;
- (4) The crew or passengers, or both, of the vessel are making use of state-owned facilities for official government business; or
- (5) Failure to secure the vessel to the pier would result in an imminent and substantial hazard to navigation or to the safety of any person on board such vessel; and

(b) Gives the operator of the vessel oral permission to be secured to the pier, but only for as long as the situation creating the reason for the stay exists.

Pda 703.02 Removal of Vessels from State-Owned Restricted Piers. If any vessel is secured to or berthed at or otherwise occupies a slip or a portion of a slip at a state-owned restricted pier in violation of Pda 700, and the owner or operator is not available or refuses to move the vessel, the division shall remove or arrange for the removal of such vessel from the state-owned restricted pier in accordance with RSA 12-G:52-b.

#### PART Pda 704 PERMITS

Pda 704.01 Granting of Annual State-Owned Restricted Pier Slip Permits; Modification, Duration, and Nontransferability.

(a) The division director or designee shall grant pursuant to Pda 706.01 annual state-owned restricted pier slip permits for state-owned restricted piers, on a space available basis, only for vessels authorized under a written contractual agreement with the authority to make use of or berth at the Barker wharf or the Burge wharf.

(b) Only the owners or operators of the vessels specified pursuant to (a) above shall be permitted to apply for an annual state-owned restricted pier slip permit under Pda 700 by:

- (1) Identifying the state-owned restricted pier for which the applicant seeks a slip permit;
- (2) Submitting a completed application form as described in Pda 709.01 to the division; and

(3) Paying the applicable annual slip permit fee.

(c) An annual state-owned restricted pier slip permit shall be valid for a one-year period from January 1 to December 31. All annual state-owned restricted pier slip permits issued during the time period from January 1 to December 31 shall expire on December 31.

(d) Annual state-owned restricted pier slip permits shall not be transferable.

(e) An annual state-owned restricted pier slip permit for the Barker wharf or the Burge wharf shall allow the permit holder to occupy a slip or portion of a slip at the designated wharf subject to the requirements of Pda 700 and such additional terms and conditions set forth in a written contractual agreement between the authority and the permit holder, the permit holder's employer or hirer, or any association in which the permit holder is a member.

(f) Any available slip space not specifically reserved or scheduled for priority use under the terms of a written contractual agreement with the authority shall be available to the division for its use or use by a vessel:

(1) With an annual state-owned restricted pier permit and a written contractual agreement with the authority to utilize a state-owned restricted pier;

(2) Authorized by the division to secure to a state-owned restricted pier under Pda 703.01; or

(3) With a single-use state-owned restricted pier slip permit obtained under Pda 704.02(a).

(g) An annual state-owned restricted pier slip permit shall be modified by substitution of a modified or replacement vessel for the vessel identified in the permit if the following conditions are met:

(1) The permit holder provides to the division, at least 14 days before making use of the modified or replacement vessel under the annual state-owned restricted pier slip permit:

a. Written notice of any changes to vessel information under Pda 709.01(b)(8); and

b. If there is a new registration for the vessel, a copy of such registration; and

(2) Before making use of a modified or replacement vessel under the annual state-owned restricted pier slip permit, the permit holder pays to the division an amount equal to the difference in the amount, if any, that the slip permit fee for the modified permit exceeds the slip permit fee paid for the original permit.

(h) The expiration date of an annual state-owned restricted pier slip permit modified under (g) above shall be the same as the originally issued permit.

(i) In order to maintain updated information with the division, each annual state-owned restricted pier slip permit holder shall notify the division in writing, within 30 days of the change, of any changes to information required pursuant to Pda 709.01(b)(1)-(7).

Pda 704.02 Granting of Single-Use State-Owned Restricted Pier Slip Permits; Duration and Nontransferability.

(a) The division director or designee shall grant pursuant to Pda 706.02 single-use state-owned restricted pier slip permits for the Barker wharf or the Burge wharf only for the following vessels on a space



available basis:

- (1) A charter boat;
  - (2) A commercial cargo vessel in transit requiring a temporary berth or seeking to load or unload cargo in New Hampshire; or
  - (3) Any vessel invited to Portsmouth harbor by a nonprofit organization registered in New Hampshire or any state or local governmental agency to attend or otherwise participate in any celebration, festival, or historical reenactment held within the state.
- (b) The division director or designee shall grant pursuant to Pda 706.02 single-use state-owned restricted pier slip permits for the marine terminal wharves on a space available basis for any vessel:
- (1) Proposing to occupy all or a portion of one of the slips located at the marine terminal wharves; and
  - (2) That agrees to pay the applicable slip fee and all other applicable fees associated with use of the marine terminal wharves.
- (c) The owner or operator of a vessel identified under (a) or (b) above shall be permitted to apply for a single-use state-owned restricted pier slip permit.
- (d) A single-use state-owned restricted pier slip permit shall allow the vessel to occupy a slip or portion of a slip at the state-owned restricted pier, as specified in the permit, subject to the Pda 700.
- (e) A single-use state-owned restricted pier slip permit shall be valid for a one-time use of the pier for the period of time specified in the permit, not to exceed 24 hours. The holder of the permit may extend the stay beyond the time in the permit by paying the required fee(s), subject to available slip space.
- (f) A single-use state-owned restricted pier slip permit shall not be transferable.
- (g) Any person who qualifies for a single-use state-owned restricted pier slip permit may make application for a permit by:
- (1) Submitting an application as described in Pda 706.02 to the division; and
  - (2) Paying the single-use state-owned restricted pier slip permit fee.

#### PART Pda 705 WAIT LIST FOR BARKER AND BURGE WHARVES – RESERVED

#### PART Pda 706 PERMIT APPLICATIONS; PROCESSING OF APPLICATIONS

##### Pda 706.01 Annual State-Owned Restricted Pier Slip Permit: Application Requirements; Processing.

- (a) An applicant for an annual state-owned restricted pier slip permit shall:
- (1) Obtain an annual state-owned restricted pier slip permit application form:
    - a. In person, from the division office located at 555 Market Street, Portsmouth, New Hampshire; or

b. By sending a request in writing, including a self-addressed, stamped envelope to the division office at the following address:

Pease Development Authority  
Division of Ports and Harbors  
555 Market Street  
Portsmouth, NH 03801-3532

(2) Provide the information and certification required on the annual state-owned restricted pier slip permit application form, as provided in Pda 709.01(b) and (d); and

(3) Attach to the application the following:

a. A photocopy of the applicant's New Hampshire state tidal, other state or International Maritime Organization number registration for a commercial vessel;

b. If the vessel described on the application is a charter boat, a photocopy of the vessel's New Hampshire state tidal or other state registration and U.S. Coast Guard merchant mariner's license for the operator; and

c. Payment of the annual state-owned restricted pier slip permit fee, provided that fees paid in the form of a check or a money order shall be made payable to "Pease Development Authority, Division of Ports and Harbors" or "PDA-DPH."

(b) The applicant or the applicant's duly authorized officer or member shall sign the application.

(c) Upon receipt of the application form by the division, the division director or designee shall verify that:

(1) The applicant has provided all applicable information and documentation required under Pda 709.01;

(2) The application has attached the documentation required under (a)(3) above;

(3) The vessel information on the New Hampshire state tidal, other state or International Maritime Organization registration or federal documentation is the same vessel information provided on the application;

(4) The annual state-owned restricted pier slip permit fee is paid, provided that the check or money order is made payable to "Pease Development Authority, Division of Ports and Harbors" or "PDA-DPH" and is attached to the application;

(5) There is a valid written contractual agreement between the authority and the applicant covering the permit period;

(6) There is no reason to deny the application under Pda 707.02; and

(7) The applicant has signed the application.

(d) Within 30 days of receipt of the application by the division, the division director or designee shall grant or deny the application consistent with the provisions of Pda 707.

(e) If the applicant is granted an annual state-owned restricted pier slip permit under Pda 707, the

division director or designee shall:

- (1) Issue an annual state-owned restricted pier slip permit to the applicant;
- (2) Sign and date the permit(s); and
- (3) Mail a photocopy of the permit(s) to the applicant at the address specified by the applicant on the permit application, or, if none is specified, to the applicant's permanent address.

Pda 706.02 Single-Use State-Owned Restricted Pier Slip Permit; Application Requirements; Processing.

(a) Only the owner, operator, or agent of an owner or operator of a vessel specified in Pda 704.02 shall be eligible to apply for a single-use state-owned restricted pier slip permit.

(b) Prior to or immediately upon securing a vessel to a state-owned restricted pier, an applicant for a single-use state-owned restricted pier slip permit shall make an oral or written application.

(c) The applicant shall provide the information required in Pda 709.02(a) to the division either:

(1) By telephone in accordance with:

- a. Signage posted by the division at the state-owned restricted pier that displays the telephone number(s) of the division; or
- b. The instructions on the division's Internet website that provide the telephone number(s) of the division; or

(2) In person to the division at the pier or the division's office.

(d) If the applicant contacts the division by telephone, the division director or an employee of the division shall enter the information provided by the applicant on a single-use state-owned restricted pier slip permit application form and allow the applicant to secure the vessel to the pier after the division director or employee verifies the accuracy of the information relating to the vessel operator and vessel provided under (b) above, if space is available.

(e) Once the vessel is secured to the state-owned restricted pier, the applicant shall:

(1) Display to, and allow a copy to be made by, the division director or employee of the division:

- a. The applicant's New Hampshire state tidal or other state registration or International Maritime Organization number for a commercial vessel; and
- b. If the vessel described on the application is a charter boat, a photocopy of the vessel's New Hampshire state tidal or other state registration and U.S. Coast Guard merchant mariner's license for the operator;

(2) Make payment of the single-use state-owned restricted pier slip permit fee, provided that fees paid in the form of a check or a money order shall be made payable to "Pease Development Authority, Division of Ports and Harbors" or "PDA-DPH;" and

(3) Sign the application form.

(f) Upon receipt of a signed application and tender of the single use state-owned restricted pier slip permit fee, the division director or employee shall grant or deny the application consistent with the provisions of Pda 707.

(g) If the applicant is granted a single-use state-owned restricted pier slip permit under Pda 707, and meets the requirements of (e) above, the division director or employee shall:

- (1) Enter the time of day and date that the permit was granted on the permit;
- (2) Sign the permit; and
- (3) Issue a single-use state-owned restricted pier slip permit to the applicant.

#### PART Pda 707 GRANT OR DENIAL OF PERMIT APPLICATION; REVOCATIONS; HEARINGS

Pda 707.01 Annual and Single-Use State-Owned Restricted Pier Slip Permits. Applications under Pda 706 for annual state-owned restricted pier slip permits and single-use state-owned restricted pier slip permits shall be granted unless denied by the division in accordance with Pda 707.02.

##### Pda 707.02 Reasons for Denial of Application.

(a) The director shall deny a permit application for an annual or single-use state-owned restricted pier slip permit if the applicant:

- (1) Is not a qualified applicant under Pda 704.01(a) and (b) or Pda 704.02(a) or (b), as applicable;
- (2) Has not included the required permit fee;
- (3) Has not provided the required information and documentation under Pda 709, for the type of permit applied for;
- (4) Has provided materially false information on the application form or to a representative of the division, or has provided materially false or invalid information in any of the documentation required under Pda 709;
- (5) Has failed to:
  - a. Timely pay any fees or other costs due the authority or the division under RSA 12-G:42-53 or rules adopted thereunder and such fees or other costs remain due and payable at the time the application is filed;
  - b. Timely pay any fines assessed under RSA 12-G:52 or RSA 12-G:52-a and such fine or fines remain due and payable at the time the application is filed; or
  - c. Obey any lawful order of the director, the chief harbor master, the deputy chief harbor master, a harbor master, or an assistant harbor master and full compliance with such lawful order remains outstanding at the time the application is filed; or
- (6) Has not signed the application.

(b) The director shall deny a permit application for an annual state-owned restricted pier slip permit

or single-use state-owned restricted pier slip permit if the division determines that the vessel cannot be safely secured at the slip, taking into consideration the LOA, width, and draft of the vessel, the strength of the particular pier to which the vessel will be secured, and the potential for storms, wind, waves, tides, currents, and wash at the proposed location.

Pda 707.03 Revocation of State-Owned Restricted Pier Slip Permit.

(a) The director shall revoke an annual state-owned restricted pier slip permit or single-use state-owned restricted pier slip permit for any of the following reasons, as applicable to the type of permit:

- (1) The permit was transferred in violation of Pda 704.01(d) or 704.02(f);
- (2) The applicant has provided materially false information on the application form or to a representative of the division, or has provided materially false or invalid information in any of the documentation required under Pda 709;
- (3) The permit holder's use of the state-owned restricted pier is in violation of the law, including any rule set forth in Pda 700, presents an imminent and substantial threat to human health, public safety, or the environment, or is likely to result in immediate and substantial damage to division property;
- (4) The permit holder has failed during the term of the permit to:
  - a. Timely pay any fees or other costs due the authority or the division under RSA 12-G:42-53 or rules adopted thereunder and such fees or other costs remain due and payable for more than 30 days;
  - b. Timely pay any fines assessed under RSA 12-G:52 or RSA 12-G:52-a and such fine(s) remain due and payable for more than 30 days; or
  - c. Obey any lawful order of the director, the chief harbor master, the deputy chief harbor master, a harbor master, or an assistant harbor master and full compliance with such lawful order remains outstanding for more than 30 days;
- (5) The permit holder ceases to have any ownership interest in a vessel identified in the permit holder's permit;
- (6) The permit holder returned the permit to the division in accordance with Pda 707.06; or
- (7) The permit holder did not provide the written notification to the division required under Pda 707.06(a).

(b) The director shall provide notice and opportunity for a hearing before revocation of an annual state-owned restricted pier slip permit or single-use state-owned restricted pier slip permit.

Pda 707.04 Hearings; Notice of Denial.

- (a) Any hearing required pursuant to Pda 707.03 shall be held by the division director or designee.
- (b) If a permit is denied or revoked under Pda 707.03(b) after notice and opportunity for a hearing,

notice of the denial or revocation and the reason(s) therefor shall be sent to the applicant in writing within 10 working days of the decision.

Pda 707.05 Removal of Vessel from the State-Owned Restricted Pier if Permit Revoked. Within 10 days of receipt of a notice of revocation of a permit pursuant to Pda 707.03(b), or, if the applicant or permit holder files a request for reconsideration pursuant to Pda 708, within 10 days of receipt of a notice of decision under Pda 708.03(b), the vessel for which the permit was issued shall be permanently removed from its slip. If the vessel is not removed by 11:59 p.m. on the tenth day following the receipt of such notice, a representative of the division shall arrange for the removal of the vessel from its slip. The owner of the vessel shall be responsible for any costs incurred by the division in removing the vessel from its slip.

Pda 707.06 Written Notification and Return of Permit Required in Certain Circumstances.

(a) A permit holder shall provide written notification to the division within 15 days of the sale or other disposition of the vessel for which a state-owned restricted pier slip permit has been issued.

(b) A person required under (a) above to provide written notification to the division shall return the permit to the division within 15 days of the event requiring notification under (a) above.

#### PART Pda 708 RECONSIDERATION

Pda 708.01 Reconsideration; Who May Petition. The following person(s) may petition the division director for reconsideration pursuant to Pda 708:

(a) Any holder of an annual state-owned restricted pier slip permit or single-use state-owned restricted pier slip permit issued under Pda 700 whose permit was revoked by the division director pursuant to Pda 707.03; and

(b) Any applicant for an annual state-owned restricted pier slip permit or single-use state-owned restricted pier slip permit whose application was denied by the division director pursuant to Pda 706.01(d) or Pda 706.02(f).

Pda 708.02 Requirements for Petition for Reconsideration. A petition for reconsideration shall:

(a) Specify the date of the challenged decision;

(b) Specify every reason that the action taken by the division director was unlawful or unreasonable, including any error of law or error of fact;

(c) Include as an attachment a copy of the application or request that was denied or failed to receive approval; and

(d) Include any new or additional information relevant to the matter proposed for reconsideration.

Pda 708.03 Reconsideration by Division Director.

(a) A petition for reconsideration by the division director shall be filed with the division director within 10 days from receipt of notice of:



- (1) Revocation of a permit pursuant to Pda 707.03; or
- (2) Denial of a permit pursuant to Pda 706.01(d) or 706.02(f).

(b) The division director shall review a petition for reconsideration within 10 days of receipt and notify the petitioner of his or her decision on whether to grant or deny the petition within 5 business days of review.

(c) When making a decision on a petition for reconsideration, the division director shall consider any new or additional information relevant to the matter under reconsideration that was not available:

- (1) In a permit denial proceeding, when the application in question was submitted; or
- (2) In a permit revocation proceeding, when the decision to revoke a permit was rendered.

(d) The division director shall grant a petition for reconsideration if the division director finds it more likely than not that the decision was based on an error of law or fact or lacked facts that could reasonably sustain the decision.

(e) The division director shall deny a petition for reconsideration if the petition for reconsideration was not timely filed in accordance with (a) above, or the division director finds it more likely than not that the decision was not based on any error of law or that there were facts reasonably sustaining the decision.

**Readopt with Amendment Part Pda 709.01 to Pda 709.02, effective 10-20-15 (Document # 10949), cited and to read as follows:**

**Pda 709.01 Annual State-Owned Restricted Pier Slip Permit Application Form.**

(a) Each person seeking an annual state-owned restricted pier slip permit shall complete an annual state-owned restricted pier slip permit application form provided by the division and:

- (1) Deliver the completed application to:

Pease Development Authority  
Division of Ports and Harbors  
555 Market Street  
Portsmouth, NH 03801-3532; or

- (2) Mail the completed application to:

Pease Development Authority  
Division of Ports and Harbors  
555 Market Street  
Portsmouth, NH 03801-3532

(b) The applicant shall provide the following information on the annual state-owned restricted pier slip permit application form:

- (1) The applicant's full legal name;
- (2) The name and address of the applicant's business;
- (3) The applicant's mailing address, if different from the business address identification in (2)



above;

- (4) Which address the applicant requests be used as the correspondence address by the division;
  - (5) The applicant's type of business organization;
  - (6) The applicant's telephone number(s) including:
    - a. Business telephone number;
    - b. Home telephone number;
    - c. Business fax number, ~~if the applicant has a business fax number;~~
    - d. Emergency telephone number; and
    - e. Cell telephone number, ~~if different from permanent telephone number;~~
  - (7) The applicant's e-mail address, ~~if the applicant has an e-mail address;~~
  - (8) The following information pertaining to the vessel:
    - a. Vessel name;
    - b. New Hampshire or other state registration number or International Maritime Organization number;
    - c. Federal documentation number, if applicable;
    - d. Vessel LOA;
    - e. Vessel width;
    - f. Vessel draft;
    - g. Vessel color; and
    - h. Type of vessel;
  - (9) The state-owned restricted pier for which the applicant is seeking a slip permit; and
  - (10) The amount of slip space requested at the pier identified in (9) above.
- (c) The applicant shall attach the documentation required under Pda 706.01(a)(3).
- (d) By his or her signature, the applicant shall certify the following:
- "I certify that the statements and information in the enclosed documents are to the best of my knowledge and belief true, accurate and complete. I am aware that my state-owned restricted pier slip permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information."
- (e) The applicant or the applicant's duly authorized officer or member shall sign and date the application.

Pda 709.02 Single-Use State-Owned Restricted Pier Slip Permit Application Form.

(a) The applicant, the division director, or an employee of the division shall enter the following information provided by an applicant under Pda 706.02(c) on a single-use state-owned restricted pier slip permit application form:

- (1) The applicant's full legal name;
- (2) The applicant's permanent address;
- (3) The applicant's telephone number(s) including:
  - a. Business telephone number;
  - b. Home telephone number;
  - c. Cell telephone number, if different from permanent telephone number; and
  - d. An emergency contact telephone number;

(4) The applicant's e-mail address:

(45) The following information pertaining to the vessel and registration and identification numbers:

- a. Vessel name;
- b. New Hampshire or other state registration number or International Maritime Organization number;
- c. Federal documentation number, if applicable;
- d. Vessel LOA;
- e. Vessel width;
- f. Vessel draft;
- g. Vessel color; and
- h. Type of vessel;

(56) The state-owned restricted pier for which the applicant is seeking a slip permit and the reason the applicant wishes to use the state-owned restricted pier; and

(67) The amount of slip space requested at the pier identified in (56) above.

(b) The form shall require the division director or an employee of the division to verify that the applicant has displayed the documentation required under Pda 706.02(e)(1).

(c) By his or her signature, the applicant shall certify the following:

"I certify that the statements and information in this application are to the best of my knowledge and belief true, accurate and complete. I am aware that my state-owned

restricted pier slip permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information.”

(d) The applicant or the applicant’s duly authorized officer or member shall sign and date the application.

**Readopt Part Pda 710.01 effective 4-17-15 (Document # 10818, EXEMPT), cited and to read as follows:**

**PART Pda 710 PERMIT FEES**

**Pda 710.01 Fee Schedule.**

(a) Following adoption of a Pda 700 fee schedule, Pda 700 fees shall remain in effect until new fees are adopted in accordance with (d) below. At least once a year the division director shall review the schedule of Pda 700 fees. If the division proposes to modify Pda 700 fees, the process shall be as described in (b) below.

(b) The following shall govern the adoption of Pda 700 fee schedules:

- (1) The division director shall prepare a proposed schedule of Pda 700 fees;
- (2) The division director shall publish a notice in at least 2 newspapers of general circulation of the availability of the proposed schedule of Pda 700 fees;
- (3) Within 30 days of publication of notice pursuant to (2) above, any person may submit to the division director written comments regarding the proposed schedule of Pda 700 fees;
- (4) Within 60 days of publication of notice pursuant to (2) above, the division director shall submit the proposed schedule of Pda 700 fees to the authority for review and approval;
- (5) The authority may:
  - a. Adopt the approved schedule of Pda 700 fees;
  - b. Adopt the approved schedule of Pda 700 fees in part; or
  - c. Adopt the approved schedule of Pda 700 fees in part and modify the schedule in part;
- (6) The fees adopted by the authority shall take effect on January 1 of the following year or 5 days after adoption by the authority, whichever is earlier, unless the authority specifies an alternate effective date that is at least 5 days after the date of adoption by the authority; and
- (7) Once adopted by the authority, the schedule of Pda 700 fees shall be made available to any person who requests a copy.

**Readopt Part Pda 710.02- Pda 710.04 effective 3-21-07 (Document # 8846, EXEMPT), cited and to read as follows:**

**Pda 710.02 Types of Fees.** The following types of fees shall be set by the schedule of fees determined under Pda 710.01:

- (a) Annual state-owned restricted pier slip permit fee; and
- (b) Single-use state-owned restricted pier slip permit fee.

Pda 710.03 Waiver of Fees; Official Government Business.

(a) "Government agency" means any department, commission, board, institution, bureau, office, court, legislative body, or other entity, by whatever name called, established in the constitution, statutes, session laws, or executive orders of the local, state, or federal government.

(b) Fees under Pda 710.02 shall not be waived for any type of applicant for or holder of a permit issued pursuant to Pda 700 or any user of state-owned restricted piers, except in accordance with (c) below.

(c) Any fee required under Pda 710.02 for any permit to be issued under Pda 700 shall be waived by the division for any government agency, or employee or agent of any government agency, conducting official business. Any employee or agent of a government agency seeking a waiver of fees pursuant to Pda 710.03 shall:

- (1) Identify the government agency that he or she is representing;
- (2) Display:
  - a. A government-issued photo identification card that identifies the person as an employee or agent of the government agency; or
  - b. A government issued identification card that identifies the person as an employee or agent of the government agency and a photo identification card; and
- (3) Identify the nature of the official business of the government agency that such employee or agent will be conducting at the state-owned restricted pier.

Pda 710.04 Fees Nonrefundable; Payment of Fees.

- (a) All Pda 710.02 fees shall be nonrefundable.
- (b) The fee(s) paid by check or money order shall be made payable to "Pease Development Authority, Division of Ports and Harbors" or "PDA - DPH."

**From:** [Info](#)  
**To:** [Kurt Miller](#)  
**Subject:** New submission from Contact Form  
**Date:** Monday, February 3, 2025 1:16:08 PM

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**EXTERNAL:** Do not open attachments or click on links unless you recognize and trust the sender.

**Name**

Tom Mannion

**Email**

[Tom.Mannion@gc.nh.gov](mailto:Tom.Mannion@gc.nh.gov)

**Area of Interest**

Portsmouth International Airport

**Message**

Hello,

I'm a NH State Representative that is curious about the civilian/military partnership over the Pease runway, specifically how much of the air field is subsidized by US DoD. More to the point, if DoD funds were cut (assume 100%), could the civilian operations of the air field still operate?

February 5, 2025

**VIA E-Mail:** [Tom.Mannion@gc.nh.gov](mailto:Tom.Mannion@gc.nh.gov)

Dear Representative Mannion,

Thank you for your recent inquiry dated February 3, 2025, regarding, "...the civilian/military partnership over the Pease runway, specifically how much of the air field is subsidized by US DoD. More to the point, if DoD funds were cut (assume 100%), could the civilian operations of the air field still operate?"

To answer your question, yes, the civilian or commercial airfield would still operate if DoD funds were cut. Please allow me to provide some context for consideration.

The Pease Development Authority ("PDA") is the Airport Sponsor of the Portsmouth International Airport at Pease ("PSM"), classified by the Federal Aviation Administration ("FAA") in the National Plan of Integrated Airport Systems as a Large Primary Commercial Airport. The airport is financially self-sustaining; PDA does not receive direct funding for operations from DoD or the State of New Hampshire.

The ability for PSM to remain financially self-sustaining is a direct result of the public benefit conveyance in the early 1990's between DoD and the State of New Hampshire under the Base Realignment Closure Act. Under the land conveyance, DoD transferred, without cost (originally via a lease and later via transfer deeds), 2,800 acres of the original Air Force Base to the State of New Hampshire for the continued maintenance and operation of an airport. Toward that end, certain areas of the land transferred were designated for non-aeronautical development, while other areas were preserved for airport operations. Regardless, all the land transferred is considered an airport by the FAA. Recognized in the public benefit conveyance, and under New Hampshire RSA 12-G, any revenue generated from development of land transferred from the Federal government must be reinvested into the airport. Essentially, the revenue earned from operations at Pease, which includes the Portsmouth International Airport, the Pease International Tradeport business park, and the Pease Golf Course, is a closed fiscal system, requiring all revenue to be reinvested into the airport and Pease operations.

Page Two  
February 5, 2025

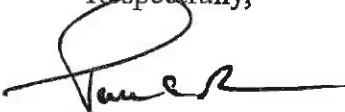
The DoD retained 400 acres of land in the transfer conveyance to support the New Hampshire Air National Guard ("NH-ANG"). That land remains DoD property as DoD recognized the long-term need for locating the NH-ANG in Portsmouth, and the strategic importance of the airfield infrastructure that the heavy military refueling aircraft require. In essence, DoD sought to maintain a military size airfield for the NH-ANG 157<sup>th</sup> Air Refueling Wing. Understanding the expense of operations associated with that level of infrastructure, DoD and FAA, through the public benefit transfer with the State of New Hampshire, fostered PDA to develop revenue streams to fund operating expenses and capital improvements at the airport. That model has worked well, allowing the NH-ANG 157<sup>th</sup> Refueling Squadron to remain present in New Hampshire, promoting economic development at Pease, and fostering continued redevelopment at the commercial airport and airfield.

In addition to the public benefit conveyance, the PDA operates PSM under a Joint Use Agreement with the DoD, which provides for an exchange of services between the parties. PDA is responsible and bears the expense for all operating and maintenance associated with the airfield, which includes pavement management, vegetation management, snow and ice control, and airport self-inspection. The DoD is responsible for Aircraft Rescue and Fire Fighting ("ARFF") services on the airfield and staffing the Air Traffic Control Tower ("ATC").

The Joint Use Agreement has worked well since 1992, and both parties believe the agreement continues to be a fair exchange of services. That said, if DoD were to eliminate ATC Staff or ARFF services a contingency plan would be implemented by the PDA, and PDA would expend funds to meet its ATC and ARFF requirements under PSM's FAA Certification. While PDA would not be able to support an airfield that accommodates the NH-ANG aircraft fleet, it would continue to support and handle the commercial fleet activity at PSM.

I hope this answers your question and provides context on the public benefit conveyance that has resulted in what is generally considered the most successful former military base redevelopment in the country. Success at Pease has allowed the NH-ANG 157<sup>th</sup> Squadron to prosper, created a self-sustaining commercial airport, and resulted in a bustling office park and business center.

Respectfully,



Paul E. Brean  
Executive Director

cc: Stephen Duprey, Chair, PDA Board of Directors



RIGHT TO KNOW UPDATE: Effective January 1, 2018, RSA 91-A, the Right to Know Law was modified to include that "If a member of the public body believes that any discussion in a meeting of the body, including in a nonpublic session, violates this chapter, the member may object to the discussion. If the public body continues the discussion despite the objection, the objecting member may request that his or her objection be recorded in the minutes and may then continue to participate in the discussion without being subject to the penalties of RSA 92-A:8, IV or V. Upon such request, the public body shall record the member's objection in its minutes of the meeting. If the objection is to a discussion in nonpublic session, the objection shall also be recorded in the public minutes, but the notation in the public minutes shall include only the member's name, a statement that he or she objected to the discussion in nonpublic session, and a reference to the provision of RSA 91-A:3, II, that was the basis for the discussion."

## MOTION

Director Parker:

The Pease Development Authority Board of Directors will enter non-public session pursuant to NH RSA 91-A:3 for the purpose of discussing:

1. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; [NH RSA 91-A:3, II (a)]; and
2. Consideration of Legal Advice provided by Legal Counsel [NH RSA 91-A:3, II (l)].

**NOTE: ROLL CALL vote required.**

N:\RESOLVES\2025\Non-Public Legal Advice by Counsel 3-11-25.docx

## MOTION

Director Fournier:

Resolved, pursuant to NH RSA 91-A:3, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its March 11, 2025, meeting regarding the consideration of legal advice provided by legal counsel and consideration of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him/her would, if disclosed publicly, render the proposed action ineffective and likely would affect adversely the reputation of any person other than a member of the public body itself, and further agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Board of Directors, the aforesaid circumstances no longer apply.

**NOTE: This requires 5 affirmative votes.  
Roll Call Vote Required.**