

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 March 11, 2025 \* (Conard)**
- III. Public Comment:**
- IV. Committees:**  
*No Items to Report*
- V. Old Business:**  
*No Items to Report*
- VI. Consent Agenda Items:**
  - A. Consent Agenda Approvals \* (Semprini):**
    - 1. Legal Services \* (**Ferrini**)
    - 2. Pease Golf Course – Daily Fee and Riding Cart Rate Increase \* (**Fournier**)
    - 3. Vanasse Hangen Brustlin, Inc. - Scope and Fee – Portsmouth International Airport at Pease – Airfield Stormwater, Fueling and Best Management Practices Study \* (**Levesque**)
    - 4. Towing Service Right of Entry - National Wrecker Service Inc. \* (**Parker**)
- VII. Finance:**
  - A. Executive Summary \***
  - B. Reports:**
    - 1. FY2025 Financial Report for the Eight-Month Period Ending February 28, 2025 \*
    - 2. Cash Flow Projections for the Nine Month Period Ending December 31, 2025 \*
    - 3. FY25 - Berry Dunn Pre-Audit Presentation and Engagement Letter \*
- VIII. Licenses/Rights of Entry/Easements/Rights of Way:**
  - A. Report \*:**
    - 1. Right of Entry – Skyhaven Airport - New England Seacoast Region Chapter 225 of the Experimental Aircraft Association
    - 2. Right of Entry – Pipeline Corridor – CDM Constructors Inc. and Strategic Environmental Services, Inc.

3. Right of Entry – 119 Arboretum Drive – IB Abel, Inc.

**IX. Leases:**

**A. Report \*:**

1. Sublease between 30 International Drive, LLC and Baypoint Behavioral Health at 30 International Drive (Suite 101)
2. Sublease between 30 International Drive, LLC and Authentically You Counseling PLLC at 30 International Drive (Suite 203)
3. Sublease between 100 International, LLC and PICO LLC dba PAHI and PAHI USA at 100 International Drive (Suite 350)
4. Sublease between One New Hampshire Avenue, LLC and Highland Advisory Group LLC at 1 New Hampshire Avenue (Suite #215)

**X. Contracts:**

**A. Report \*:**

1. Sunbelt Rental – Stump Grinder – Pease Tradeport and Airport Terminal - Tree Stump removal
2. Fuss & O’Neil – Market Street Marine Terminal – 555 Market Street – Update Stormwater Pollution Prevention Plan
3. Lakes Region Environmental – Skyhaven – Annual Fuel System Inspection
4. Electrical Wholesalers, Inc. - Portsmouth International Airport at Pease –Lighting Improvements at the Terminal

**XI. Signs:**

*No Items to Report*

**XII. Executive Director:**

**A. Reports:**

1. Golf Course Operations \*
2. Airport Operations \*
  - a) Portsmouth International Airport at Pease (PSM)
  - b) Skyhaven Airport (DAW)
  - c) Noise Line Report
    - (i) March 2025 \*

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

**A. Reports:**

1. Division of Ports and Harbors Facilities Report \*
2. Commercial Mooring Transfer - Nardello to Lakeman\*
3. Commercial Mooring Transfer – Fraser to Groux \*
4. Commercial Mooring Transfer – Ward to Rosa \*
5. Commercial Mooring Transfer – Lamprey, Jr. to Lamprey III \*
6. Commercial Mooring Transfer – Stevens to Kenney, Jr. \*
7. Commercial Moorings for Hire Applications \*
8. Port Advisory Council Meeting Minutes of January 8, 2025 \*

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

1. Market Street Terminal - License and Operating Agreement Extension and Amendment - Morton Salt, Inc. \* (**Semprini**)

2. Market Street Terminal – License and Operating Agreement – Atlantic Marine Corporation – Laydown Area \* **(Conard)**
3. Right of Entry – Independent Boat Haulers – Rye Harbor Marine Facility \* **(Parker)**
4. Final Adoption of Fees, Parking, Vessel Launch and Vessel Storage
  - a. Removal from Table \* **(Ferrini)**
  - b. Adoption \* **(Ferrini)**

**XIV. New Business:**

*No Items to Report*

**Grant Applications to be Filed in May:**

*No Items to Report*

**XV. Special Event:**

**A. Report \*:**

1. IAPP - 5K Memorial Walk – April 30, 2025

**XVI. Upcoming Meetings:**

Rye Harbor Study – Consultant Listening Session	April 17, 2025 @ 6:30 p.m. – PDA Lg. Classroom
Rye Harbor Study - Consultant Listening Session	April 23, 2025 @ 9:30 a.m. – PDA Lg. Classroom
Board of Directors	May 20, 2025 @ 8:30 a.m.

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

**XVII. Directors' Comments:**

**XVIII. Adjournment:**

**XIX. Press Questions:**

**XX. Consultation with Counsel:**

- \* 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 Conard:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on March 11, 2025.

N:\RESOLVES\2025\Approve Minutes 3-11-25 (4-15-25).docx

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

**Tuesday, March 11, 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; Josh Wyatt, Deputy General Counsel; Suzy Anzalone, Director of Finance; Michael R. Mates, Director of Engineering; Tom Maciel, Operations Manager, 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 **8:33 a.m.**

Duprey announced, "After the Pease Development Authority Board of Directors' meeting on January 7, 2025, and subsequent media inquires and reports, Pease Development Authority would like to state for the record not withstanding what was said at the prior meeting and in media reports, that Director Geno Marconi, has not retired and remains a current employee of the Pease Development Authority – Division of Ports and Harbors ("DPH"), currently on paid administrative leave."

**II. Acceptance of Meeting Minutes: Board of Directors' Meeting of January 7, 2025**

Director Parker moved the motion and Director Levesque seconded to accept the meeting minutes of the Board of Directors' meeting held on January 7, 2025.

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

*Chairman Duprey indicated moving item V.A.1. up in the agenda, prior to holding Public Comment.*

**V. A. Approval:**

**1. Rye and Hampton Harbor Marine Facilities – Shack Rights of Entry – One Year Extension**

Director Semprini moved the motion and Director Fournier seconded that 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.

**Discussion:** Director Levesque (“Levesque”) inquired of steps to be taken this season regarding enforcement of procedures, collection of fees, and following of Pda 600 rules; indicated he believes collection of fees and enforcement was intermittent or overlooked for some, but not others. Brean spoke to a successful 2024 season at Rye Harbor, documentation through management and enforcement; Operations Manager, Tom Maciel (“Maciel”) understands the importance and need of consistency for all.

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

### III. Public Comment:

**Adam Baker** – Appreciative of the one-year extension of ROEs. He also spoke about the need for extended terms (10-years) for business planning purposes; and harbor upgrades (i.e., handicap accessible bathrooms, hot water in bathrooms, breakwater repair, parking lot work).

**Jim Fernald** – RSA 12-G promotes development of NH ports and that they remain working ports. Spoke to Rye Harbor, investigation and charges against Marconi, shacks, moorings and employment at DPH. Inquired into new employment policy (conflict of interest / commercial use moorings), without approval from Board, input from Port Committee or Port Advisory Committee; why conflict for employees utilizing resources available where they work and spoke to the impacts on commercial fishermen.

**Craig Scherck** – Hampton Beach Parasail (“HBP”) spoke to consideration of increase parking fee structure being different at each harbor due to business / customer base. HBP patrons’ time runs in roughly 1.25-hour increments and he believes \$10/day for short term is too high. Appreciate consideration of extended ROE term, but extended term (10-years) would allow ability to build / manage business.

Duprey spoke briefly to parking, indicated the consultant talking to current stakeholders, and last August someone inquired whether we [PDA] had the right to approve ROEs, PDA is still awaiting guidance so the right thing to provide is the one-year term.

**Chris Snow** – Introduced himself as newly elected Chair of the Port Advisory Council who looks forward to working with the Board.

**Representative Peggy Balboni** – Appreciated response to February 24, 2025, letter. Inquired into public outreach sessions regarding the study and asked for regular updates. Brean indicated the study has commenced, anticipates dates, a minimum of two public workshops (morning and evening) to be finalized shortly and developing a page for the [PDA] website to contain miscellaneous information regarding the study. Inquired about the conclusion (end of summer) and moving forward; Brean spoke to receipt of a comprehensive study so policy decisions can be made.

Duprey spoke to the needs at the harbor, state legislature making substantial capital appropriations for harbors (i.e., flood mitigation, septic systems, handicap bathrooms) and the fact that PDA is not allowed to utilize Tradeport funds to support DPH needs. DPH needs to generate its own revenue to support its needs, absent appropriations.

Brean spoke to the recent king tides over the past couple of years and the appreciation of DPH staff and their efforts to get the harbors operational as a feat in itself along with the financial costs incurred.

Balboni spoke to reduction of funding at both the state and federal levels, affecting all budgets.

#### IV. Committees:

##### A. Report:

##### 1. Golf Committee

Director Fournier spoke to the meeting held on Monday, March 10, 2025, and discussions regarding the event center concepts, 2025 Pease Golf Course ("PGC") fees, approval of the subscription for aboutGOLF and the potential for online booking of the simulator.

#### V. Old Business:

##### A. Approval:

1. **Rye and Hampton Harbor Marine Facilities – Shack Rights of Entry – One Year Extension** (*this item was moved, reviewed and approved earlier in the meeting*)
2. **Lonza Biologics, Inc. – 101 International Drive – Concept Approval for Canopy Sunshades**

Director Levesque moved the motion and Director Conard seconded that the Pease Development Authority Board of Directors hereby approves of Lonza Biologics, Inc.'s ("Lonza") concept plan to construct canopy sunshades as an enhancement to the expanded patio adjacent to the new cafeteria at Lonza's main building at 101 International Drive; all in accordance with the terms and conditions set forth in the memorandum of Michael R. Mates, P.E., Director of Engineering, dated March 10, 2025.

Discussion: Brean spoke to Lonza's new patio area, approval would allow for shade and shelter of its employees utilizing the new patio area.

Disposition: Resolved unanimous vote for; motion carried.

#### VI. Consent Agenda Items:

##### A. Consent Agenda Approvals:

1. **Turf Products Inc. - Pease Golf Course – Two Riding Greens Mowers**
2. **Legal Services**
3. **Hoyle Tanner & Associates – Scope and Fee – Portsmouth International Airport at Pease - Taxiway "A" South and Hold Bay Enabling Work**
4. **Jacobs Engineering – Scope and Fee - Skyhaven – Parking Lot Improvements Route 108 Survey**
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**
6. **McFarland & Johnson – Scope and Fee – Portsmouth International Airport at Pease - Airport Layout Plan Update with Narrative**

Director Conard moved the motion and Director Levesque seconded that the Pease Development Authority Board of Directors hereby moves that item numbers 1, 2, 4, 5 and 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. **Turf Products Inc. - Pease Golf Course – Two Riding Greens Mowers**
2. **Legal Services**
4. **Jacobs Engineering – Scope and Fee - Skyhaven – Parking Lot Improvements Route 108 Survey**
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**
6. **McFarland & Johnson – Scope and Fee – Portsmouth International Airport at Pease - Airport Layout Plan Update with Narrative**

**Discussion:** Conard stated that Director Parker (“Parker”) requested item 3 be pulled from the consent agenda.

Director Ferrini (“Ferrini”) abstained from voting regarding item 5 (Jalbert Leasing, Inc.).

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

3. **Hoyle Tanner & Associates – Scope and Fee – Portsmouth International Airport at Pease - Taxiway “A” South and Hold Bay Enabling Work**

Director Parker moved the motion and Director Fournier seconded that 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.**

**Discussion:** Parker asked when paving in this area was last performed; Brean stated, approximately 23 years ago. FAA will only fund pavement at the “end of life”, this is a critical area to Alpha taxiway which needs to be done.

Fournier spoke to federal funds being in flux and asked what happens if funds aren’t received; Brean stated this was programed in FY25 and has been funded. Brean further stated the Governor’s budgets for FY 26 and 27, there is no funding for airport specific projects.

Duprey asked of potential projects down the road; Brean spoke to an effect on Air Traffic Control Tower, another Alpha project on the north side of field, snow removal equipment, terminal enhancements etc.

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

**B. Consent Agenda Approval with Waiver:**

1. Pease Golf Course - aboutGOLF Simulator Subscription
2. Equipment and Vehicles Replacement Tires – Bridgestone Americas Tire Operations, LLC

Director Fournier **moved** the **motion** and Director Conard **seconded** that the Pease Development Authority (“PDA”) Board of Directors hereby moves that item numbers **1-2** 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
2. Equipment and Vehicles Replacement Tires – Bridgestone Americas Tire Operations, LLC

**Discussion:** Conard spoke to appreciation of staff providing informative / supporting documents so the Board can make appropriate inquires / determinations.

Duprey affirmed Conard’s remarks and appreciated the time taken so the Board can be provided an informed analysis of requests.

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

**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**

Finance Director Suzy Anzalone (“Anzalone”) spoke to the Executive Summary and two (2) reports and indicated on a year-to-date (“YTD”) basis the consolidated revenues are trending 2.1% higher than budgeted and operating expenses under budget by 2.4%. Anzalone reminded the Board of a previous grant-related expenditure listed in operating expenses, meaning some of PDA’s other line items are performing favorably; the expenditure referenced was grant funded and included non-operating income.

Anzalone spoke to the net operating loss, after depreciation, performing favorably against what PDA budgeted.

Each of the business units are performing favorably; clarified Division of Ports and Harbors’ (“DPH”) operating income is negative; result of the expenditure previously discussed. Anzalone spoke to the income being in non-operating income but by removing the expenditure, DPH would be even for the year.

Ferrini inquired into the cost of the Rye Harbor modifications performed after the two storms; Anzalone indicated approximately \$500,000. Further she indicated that while some FEMA funding has been received, not all has.

Parker inquired about working fuel pumps, except those at the Portsmouth Fish Pier, as a way to explain the reduction in income; Brean spoke to the operational pumps at Rye and a pump down in Hampton.

Anzalone spoke to capital expenditures, cash inflow and outflow over the next nine months (to include grant and non-grant related projects / expenditures) outlined in the reports. Further, she spoke of the preparation of the capital budget which in the past has been presented at the April Board meeting. However, Anzalone stated it will be presented along with the Operating Budget at the June Board meeting.

Relating to DPH, Anzalone spoke to the inflow and outflow of funds over the next nine months (to include grant and non-grant related projects/expenditures). Anzalone spoke of a reduction in the cash flow due to some anticipated internally funded projects (i.e., hoist, truck scale, crack sealing, PFP projects, etc.).

Duprey spoke of the new PFP building, funding, and internally funded projects by DPH at the PFP.

Duprey spoke to budget hearings at the state level and list of priorities for endorsement and discussion. Brean affirmed and indicated consideration for the dredge at the Market Street Terminal, the Rye / Hampton Revetment Repair for the storm damage / surge; and demolition / new office building for the Market Street Terminal as the warehouse facility is failing.

**C. Approval:**

**1. Finance Software**

Director Ferrini moved the motion and Director Fournier seconded that 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.

Discussion: Fournier stated this is a good proposal.

Disposition: Resolved unanimous vote for; motion carried.

**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. Unitol 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**

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

#### 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**

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.

## **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 Border 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**

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

Brean highlighted item 11, which is an environmental initiative related to the FBO study with VHB to review the spill containment procedures on the airfield.

Duprey asked if the work being performed by VHB is associated with the determination of future FBOs; Brean affirmed.

## **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**

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.

Brean stated Trigger House is an entity which handles large scale marketing and large corporate events.

## **XII. Executive Director:**

### **A. Reports:**

#### **1. Golf Course Operations:**

Scott DeVito ("DeVito"), Pease Golf Course General Manager, spoke to the delivery of the cart fleet for the upcoming season. The driving range opens on the 17<sup>th</sup>, and anticipates opening some of the golf course, if the weather holds out over the next week to ten (10) days. Spoke to allowing 250 annual memberships, 225 adult memberships available with 216 filled, awaiting additional responses.

DeVito clarified the simulator revenue; since the extension with the concessionaire, the simulators are accounted differently as an explanation why the revenue appears lower.

#### **2. Airport Operations:**

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

##### **b) Skyhaven Airport (DAW)**

Brean stated the numbers for January with the two services, Allegiant Air and Breeze Airways, indicate approximately 8,500 enplanements. Further, revenue parking is strong with the parking lots being utilized, fuel flowage is strong primarily due to DOD / cargo technical stops / refueling missions (non-ANG) and an increase to commercial and aviation.

Brean spoke to a concern regarding the federal grant funding for aviation and a majority of grants received being from Airport Improvement Program ("AIP") funded from the Airway Trust Fund ("ATF"). He spoke to the various taxes imposed and deposited into the ATF, making up the AIP fund. Funds are triggered when entitlement (over 10,000 enplanements) is met as well as other discretionary programs.

##### **c) Noise Line Report**

##### **(i) January and February**

Brean indicated the two noise reports received in January being related to the earthquake; there were no noise reports for February.

Duprey spoke to PSM being busy, in the region; Brean affirmed by further stating PSM was named the sixth busiest Air Force Air Traffic Control Tower in the World. Brean spoke to the various military and non-military activity that utilize PSM and the local services available.

**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**

Tom Maciel (“Maciel”), Operations Manager spoke to the report within the Board materials and further spoke to a busy month at the Port with various vessels utilizing the Market Street Terminal for a variety of purposes. Maciel spoke to metric tons of salt received, equating to six million 50-pound bags; salt trucks utilizing facility in January (1,500), February (4,600) – from January to present date a total of 6,116 trucks pulled salt for distribution to region. Maciel informed the Board of upcoming scheduled operations with SubCom to utilize DPH facility instead of going down to Baltimore; Brean stated that SubCom is a Newington based company which supplies approximately 50% of underground water cables around the world.

Conard asked if DPH is seeing more business due to constraints due to the bridge collapse at the Port of Baltimore; Maciel indicated there has been more activity than the past couple of years, but DPH is constrained due to a variety of limitations (e.g. Memorial Bridge).

Maciel updated the Board regarding the Functional Replacement was approved by the Governor and Executive Counsel in 2023 and is 100% funded by the Federal Highway to restore full operations at the DPH facility impacted by the Sarah Mildred Long Bridge replacement.

Maciel spoke of the Market Street Terminal being a deep-water year-round port in region for offloading which is accessible to I95; future ops with UNH for a maintenance and tidal turbine improvements located on the Memorial Bridge; Portsmouth Fish Pier demolition; kick off of Rye Harbor study; installation of floats at Hampton and Rye Harbor; and Commercial Fishing Day at the DMV.

Levesque inquired about mooring permits and how they will be handled where DMV is late with the two-sticker disbursement; Maciel indicated DPH has posted effective due dates in newspapers and being is being proactive with deadlines.

**B. DPH Consent Agenda Approvals:**

1. **Hampton Harbor Marine Facility - Right of Entry – Liberty Services, LLC – Vessel Hauling / Launching**
2. **Moore's Crane Rental Corp. - Division of Ports and Harbors Marine Facilities - Crane Services**

Director Levesque **moved** the **motion** and Director Conard **seconded** that the Pease Development Authority Board of Directors hereby moves that item numbers **1-2** 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
2. Moores Crane Rental Corp. - Division of Ports and Harbors Marine Facilities - Crane Services

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

**C. DPH Approvals:**

1. Final Adoption of Fees, Parking, Vessel Launch and Vessel Storage

Director Ferrini **moved** the **motion** and Director Conard **seconded** that 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”.

**Discussion:** Duprey spoke about short-term parking referenced by Hampton ROE holder during public comment, as well as retail food operations at Rye; favor of short-term parking fee mechanism. Duprey made the recommendation to table this so staff can provide clarity on short-term parking.

Ferrini supported a motion to table. Further stated the City of Portsmouth’s parking management accomplishes 15-minute parking through signage/labeling.

Duprey spoke to boat storage fees and wondered if proposed fees are commercially prudent; Brean indicated boat storage fee was increased a few years ago. Duprey suggested consideration of amenities in correlation to the fees between public and private storage. The Board does not accept or approve the minutes from the Advisory Committee, but the November minutes reference accommodating boat storage at the Tradeport in order to create more parking. Brean spoke to the policy of the FAA, if boats stored on the Tradeport, the requirement would be to charge fair market value charge and the funds would remain revenue for Airport/Tradeport; in theory DPH could lose a revenue stream.

Brenda Therrien (“Therrien”), Administrative Assistant for DPH, spoke to the need to send letters regarding vessel storage and if vessel storage is not passed today may not be able to implement in a month.

Duprey inquired if the staff responds regarding the short-term parking would there be a reason the public notice requirement could not be met; Therrien inquired into the ability to segregate out the vessel storage. Duprey inquired what the last rate increase was; Therrien believed the last increase was \$4. Brean stated the current proposed summer increase is from \$36 to \$40.

Ferrini indicated a 40-foot vessel would be \$1,200; Therrien indicated that would be winter rate, summer is less. Brean corrected to indicate summer would increase to \$40/ft. and winter increase to \$20/ft.

Duprey stated instead of tabling, the Board would **amend to the adoption of vessel storage and launching**; Ferrini **accepted** the amendment and Conard **seconded**.

Blenkinsop provided clarification to indicate on the attached schedule the Board would move the bottom four items related to vessel storage forward and everything above those related to parking would be tabled at this time for further study.

Fournier spoke to clearer delineation (vessels versus parking).

Duprey stated the motion has been amended to adopt the schedule fees for launching and vessel storage that show up on the last four lines of the schedule the Board is approving.

**Disposition**: Resolved by **unanimous** vote related only to approval of Launch and Vessel Storage (shown on the last four lines of the schedule); motion **carried**.

Director Levesque **moved** the **motion** and Director Semprini **seconded** to **table Final Adoption of Fees, as it relates to parking.**

**Discussion**: Duprey spoke to the request to have staff review the parking fees for the April meeting to address short-term parking at the DPH harbor facilities.

**Disposition**: Resolved by **unanimous** vote related only to tabling of Parking for, motion **carried**.

## 2. **Initial Proposal-Readoption, CHAPTER Pda 700 SLIP PERMITS; STATE-OWNED RESTRICTED PIERS**

Director Conard **moved** the **motion** and Director Parker **seconded** that **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.**

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

## 3. **Acting Division Director - Administrative Rules, Pda 514 - Limited Purpose (Mooring Appeals)**

Director Semprini **moved** the **motion** and Director Levesque **seconded** that **the Pease Development Authority Board of Directors hereby appoints the Pease Development Authority Executive Director, ex officio, to serve as the Acting Director of the Division of Ports and Harbors, for the limited purpose of reviewing and taking timely action on any petitions for reconsideration under N.H. Code of Administrative Rules Pda 514, and with such limited appointment being effective only until April 15, 2025; all in accordance with the memorandum from Josh Wyatt, Deputy General Counsel, dated March 5, 2025.**

**Discussion:** Duprey spoke to the statutory requirement to have appeals heard within a required time period; Blenkinsop affirmed by stating it relates to mooring permits.

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

**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

Brean spoke of the need to meet funding requirements for runways and taxiways.

**XV. Special Event:**

*No items to report.*

Brean spoke to regular meetings with the Air National Guard regarding its Air Show scheduled for the first week of September to allow for a safe and secure event.

**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

Brean spoke briefly to the inquiry received and response provided.

**XVIII. Press Questions:**

None.

**XIX. Non-Public Session:**

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

Director Parker moved the motion and Director Conard seconded that the Pease Development Authority Board of Directors will enter non-public session pursuant to NH RSA 91-A:3 for the purpose of discussing:

1. 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 (I)].**

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

*The Board went into Non-Public Session at 9:53 a.m. and came out of Non-Public Session at 10:36 a.m.*

**XX. Confidentiality:**

Director Fournier moved the motion and Director Semprini seconded that 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.

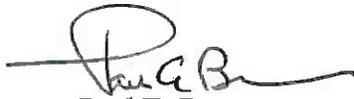
**Discussion:** None. **Disposition:** Resolved unanimous roll call (7-0) vote for; motion carried.

**XXI. Adjournment:**

Director Levesque moved the motion and Director Semprini seconded to adjourn the Board meeting. Meeting adjourned at 10:36 a.m.

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

Respectfully submitted,



Paul E. Brean  
Executive Director

- \* 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:

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

1. Legal Services \* **(Ferrini)**
2. Pease Golf Course – Dailey Fee and Riding Cart Rate Increase \* **(Fournier)**
3. Vanasse Hangen Brustlin, Inc. – Scope and Fee – Portsmouth International Airport at Pease – Airfield Stormwater, Fueling and Best Management Practices Study \* **(Levesque)**
4. Towing Service Right of Entry – National Wrecker Service Inc. \* **(Parker)**

## MOTION

Director Ferrini:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$8,287.50 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 April 3, 2025; attached hereto.

N:\RESOLVES\2025\Legal Services (4-15-2025).docx

## MEMORANDUM

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

---

Sheehan Phinney Bass & Green provided legal services to the Pease Development Authority ("PDA") for the month of February 2025, as follows:

February 1, 2025 – February 28, 2025	
(for Tradeport General Representation)	\$6,900.00
(Permit Implementation)	\$1,087.50
(Division of Ports and Harbors)	<u>\$ 300.00</u>
	<b>\$8,287.50</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 **\$8,287.50**.

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:	\$6,900.00
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$6,900.00
	-----
BALANCE DUE:	\$6,900.00
	-----

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: Division of Ports & Harbors  
-----

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

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$300.00
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$300.00
	-----
BALANCE DUE:	\$300.00
	-----

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:	\$1,087.50
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$1,087.50
	-----
BALANCE DUE:	\$1,087.50
	-----

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... \$ \_\_\_\_\_

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 Fournier:

The Pease Development Authority Board of Directors approves of and authorizes the Pease Golf Course ("PGC") to implement rate increases to its Daily Fees and Riding Carts; all in accordance with the memorandum from Scott DeVito, PGC General Manager, dated March 27, 2025; attached hereto.

# Memorandum

To: Paul Brean, Executive Director *PB*  
 From: Scott DeVito, PGA General Manager *SD*  
 Date: March 27, 2025  
 Subject: Pease Golf Course –Daily Fee & Riding Cart Rate Increase

This request is for Board approval to increase Daily Fees & Riding Cart Rates beginning May 1, 2025. This proposed increase was presented to the PDA Golf Committee on March 10, 2025. The last increase to Daily Fee and Riding Cart rates took place in 2021.

The Daily Fee increase proposal, see attached, recommends two incremental increases, with the first effective on May 1, 2025, and the second at the beginning of the 2027 golf season. The phased rate increase approach supports the golf course's goal of maintaining the high volume of annual rounds, while providing a moderate price point with quality competitive playing conditions for both the Seacoast's avid golf community, and the active summer tourist season. The proposed rate increases will assist in managing both the rising cost of yearly expenses, and to fully fund the golf course's capital expense schedule.

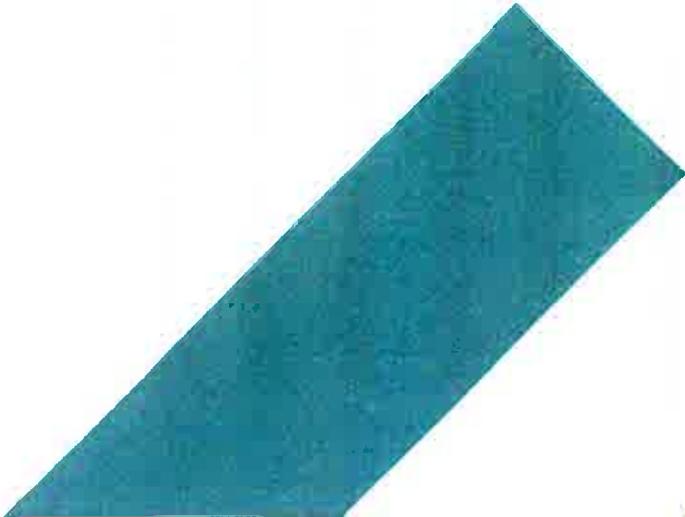
The Riding Carts increase proposal recommends selecting a 5-yr lease to replace the lease that expired in December 2024. The cost of the new lease has increased but will be offset with the addition of 10 carts to the contract, eliminating special event expenses. The rate increase will cover all additional lease costs while earning an additional \$125,000 per fiscal year. These new fees will bring our cart prices above most other Seacoast courses, so we have taken a 10% drop in usage into account in the calculations.

Daily Fees Summary	Riding Carts Summary
<ul style="list-style-type: none"> <li>• Phased rate increases (2025 and 2027)</li> <li>• Maintain volume</li> <li>• Stay ahead of 2.4% FY increase to expenses</li> <li>• Maintain moderate prices while providing competitive, quality playing conditions</li> </ul>	<ul style="list-style-type: none"> <li>• New 5-yr cart lease, same state-of-the art model</li> <li>• Costs increased 40%, an additional \$60,000 annually</li> <li>• Add 10 carts, eliminate \$23,000 special event expense</li> <li>• Increases net cart revenue \$125,000/FY</li> <li>• Pricing will be higher than competition, est. 10% decrease in usage, from 2024 cart rounds 45,000 to 41,000</li> </ul>

Thank you for your consideration.

**2025  
Pease Golf Course  
Daily Fee, Group and  
League Pricing Proposal**

---



# Agenda

---

- **Competitive Price Comparison**
- **Proposed Daily Fee Pricing**
- **Proposed Group Rates**
- **Proposed League Rates**
- **Promotional Programs**



# Daily Fees Competitive Comparison

	Weekday 18	Weekday 9	Weekend 18	Weekend 9
Pease Golf Course	\$ 49.00	\$ 30.00	\$ 53.00	\$ 33.00
Pease Blue Course	\$ 52.00	\$ 34.00	\$ 56.00	\$ 37.00
Derryfield Country Club	\$ 48.00	\$ 28.00	\$ 48.00	\$ 28.00
Beaver Meadow	\$ 46.00	\$ 32.00	\$ 56.00	\$ 32.00
Breakfast Hill Golf Course	\$ 59.00	\$ 36.00	\$ 71.00	\$ 35.00
Sagamore Golf Club	\$ 51.00	\$ 31.00	\$ 60.00	\$ 35.00
The Oaks Golf Links	\$ 61.00	\$ 31.00	\$ 61.00	\$ 31.00
The Outlook Golf Club	\$ 74.00	\$ 37.00	\$ 74.00	\$ 37.00
Rochester Country Club	\$ 50.00	\$ 32.00	\$ 58.00	\$ 38.00
Sanford Country Club (ME)	\$ 60.00	\$ 40.00	\$ 60.00	\$ 40.00
Black Swan CC (MA)	\$ 62.00	\$ 37.00	\$ 75.00	\$ 40.00
Highest	\$ 74.00	\$ 37.00	\$ 74.00	\$ 40.00
Lowest	\$ 46.00	\$ 28.00	\$ 48.00	\$ 28.00
Median	\$ 52.00	\$ 32.00	\$ 60.00	\$ 35.00

# Cart Fees Competitive Comparison

	18 Holes	9 Holes
<b>Pease Golf Course</b>	<b>\$ 20.00</b>	<b>\$ 15.00</b>
Breakfast Hill Golf Course	\$ 25.00	\$ 18.00
Sagamore Golf Club	\$ 25.00	\$ 15.00
The Oaks Golf Links	\$ 25.00	\$ 16.00
The Outlook Golf Club	\$ 25.00	\$ 15.00
Ledges Golf Club	\$ 25.00	\$ 15.00
Rochester Country Club	\$ 22.00	\$ 15.00
Nippo Lake Country Club	\$ 22.00	\$ 15.00
Beaver Meadow	\$ 20.00	\$ 13.00
Sanford Country Club (ME)	\$ 24.00	\$ 15.00
Derryfield Country Club	\$ 20.00	\$ 10.00
Cape Neddick CC (ME)	\$ 25.00	\$ 15.00
Black Swan CC (MA)	\$ 20.00	\$ 11.00
<b>High</b>	<b>\$ 25.00</b>	<b>\$ 18.00</b>
<b>Low</b>	<b>\$ 18.00</b>	<b>\$ 10.00</b>
<b>Median</b>	<b>\$ 22.00</b>	<b>\$ 15.00</b>

# Phased Pricing Increase



Increase daily fees and riding cart fees in 2025.

Increase daily rate fees again in 2027.

## Daily Fees

- Minimize sticker shock
- Maintain volume
- Stay ahead of 2.4% annual increase to expenses
- Maintain moderate price point while providing competitive, quality playing conditions

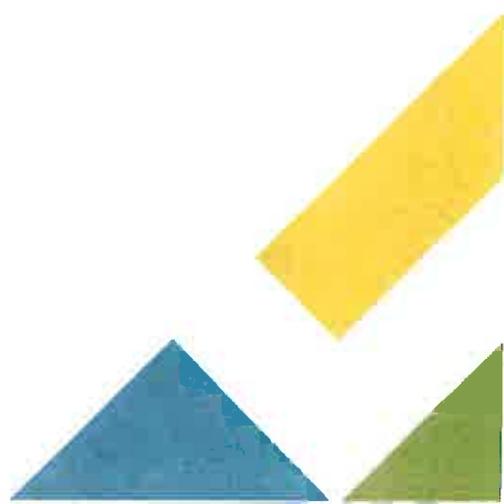
## Riding Carts

- New 5-yr cart lease, same state-of-the art model
- Costs increased 40%, an additional \$60K annually
  - Increase fleet by 10 carts, eliminating \$23K event expense
- Covers costs, est. increased cart revenue per fiscal year \$125K
- Pricing will be higher than competition, est. 10% decrease in usage, from 2024 cart rounds 45K to ~ 41K

# Fee Proposal

	Weekday 18	Weekday 9	Weekend 18	Weekend 9
<b>Daily Fees</b>				
2024	\$ *49/52	\$ 30/34	\$ 53/56	\$ 33/37
2025	\$ 52/55	\$ 32/36	\$ 55/60	\$ 35/39
<b>Carts</b>				
2024	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00
2025	\$ 25.00	\$ 20.00	\$ 25.00	\$ 20.00

\*18-hole/Blue



# Group Rates:

- Per player rates include green fee, riding carts, range balls, custom scorecards/cart signs, contest hole markers (20-60 players).
- Avg. 1,000 rounds each season.

Year	Weekday 18	Weekday 9	Weekend 18	Weekend 9	
2024	18 Hole Course	\$ 65.00	\$ 38.00	\$ 70.00	\$ 40.00
	Front Nine & Blue Course	\$ 60.00	\$ 30.00	\$ 65.00	\$ 32.00
2025	18 Hole Course	\$ 68.00	\$ 40.00	\$ 74.00	\$ 42.00
	Front Nine & Blue Course	\$ 63.00	\$ 32.00	\$ 67.00	\$ 34.00
2027	18 Hole Course	\$ 72.00	\$ 42.00	\$ 78.00	\$ 45.00
	Front Nine & Blue Course	\$ 67.00	\$ 34.00	\$ 71.00	\$ 36.00

**Golf Leagues at Pease:** The golf course hosts 6 leagues  
afternoons Monday through Thursday, 5,000 rounds, 18 week schedules.

---

<b>2024</b>	<b>Green Fee</b>	<b>Prize Fee</b>	<b>Cart Fee (Optional)</b>
League Price Per Player	\$21	\$4	\$11
<b>2025</b>	<b>Green Fee</b>	<b>Prize Fee</b>	<b>Cart Fee (Optional)</b>
League Price Per Player	\$23	\$5	\$15
<b>2027</b>	<b>Green Fee</b>	<b>Prize Fee</b>	<b>Cart Fee (Optional)</b>
League Price Per Player	\$25	\$6	\$16

# Promotional Programs:

Annual rounds Senior/Military 4,000 Tenants Tuesday 1,000, Women's Wednesday 2,000.

Year	Program	Weekday 18	Weekday 9	After 1:00 pm Weekend 18	After 1:00 pm Weekend 9
2024	Senior/Military	\$ 36.00	\$ 24.00	\$ 36.00	\$ 24.00
	2025				
2024	Senior/Military	\$ 38.00	\$ 25.00	\$ 38.00	\$ 25.00
2024	Tenants Tuesday/Women's Wednesday	Weekday 18	Weekday 9	Blue Course Weekday 18	Blue Course Weekday 9
		\$ 27.00	\$ 20.00	\$ 30.00	\$ 25.00
2025	Tenants Tuesday/Women's Wednesday	Weekday 18	Weekday 9	Blue Course Weekday 18	Blue Course Weekday 9
		\$ 29.00	\$ 22.00	\$ 32.00	\$ 27.00

## MOTION

Director Levesque:

The Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to amend the PDA on-call contract with Vanasse Hangen, Brustlin, Inc. (“VHB”), PDA’s on-call transportation and planning consultant, to authorize the scope of services and fee to evaluate the stormwater drainage system and aviation fueling operations at Portsmouth International Airport at Pease; all in accordance with the memorandum from Jared Sheehan, Environmental Compliance Manager, dated April 4, 2025; attached hereto.

## Memorandum

To: Paul E. Brean, Executive Director 

From: Jared Sheehan, Environmental Compliance Manager 

Date: April 4, 2025

Subject: PSM Stormwater System Capacity & Fueling Operations Scope of Work

---

In January, the PDA Board of Directors approved Vanasse Hangen Brustlin, Inc. (VHB) Phase I scope of work (SOW) to evaluate the initial draft stormwater system capacity and fuel spill retention capabilities report at Portsmouth International Airport at Pease (PSM) prepared by Ransom Consulting, LLC. PDA requested VHB develop a Phase II SOW and estimate to finalize the stormwater drainage system study and evaluate the aviation fueling operations at the PSM.

The Phase II SOW consists of VHB performing a regulatory compliance review of the existing aviation fuel operations and evaluating the existing spill containment capacity of the stormwater system under wet and dry weather conditions on the airfield. The review will include comparing other similar sized airports fueling operations and quantities to PSM, and make recommendations on fueling, fuel storage, and deicing operations as well as best management practices compared to industry standards. A stormwater model will be developed with a controlled field survey to help determine current capacities and future containment needs for potential fueling spills ranging from 100 to 10,000 gallons.

The proposed VHB Phase II SOW is estimated not to exceed \$111,700. At this month's Board of Directors meeting, please ask the Board to approve VHB's proposed SOW for evaluating the stormwater drainage system and aviation fueling operations at PSM.



**Engineers | Scientists | Planners | Designers**  
 2 Bedford Farms Drive, Suite 200, Bedford, New Hampshire 03110  
 P 603.391.3900 F 603.518.7495 www.vhb.com

## Client Authorization

New Contract      Task Order #2

Date: April 4, 2025

Project No. 53164.02

Project Name: Airfield Regulatory Review & Drainage Analysis Ph. II

		Cost Estimate	
		Amendment	Contract Total
To: Mr. Paul E. Brean	Labor		\$108,700
Executive Director	Expenses		\$3,000
Pease Development Authority	TOTAL		\$111,700
55 International Drive			
Portsmouth, NH 03801			

Email: c/o M.Mates@peasedev.org, J.Sheehan@peasedev.org

Lump Sum

Time & Expenses

Cost + Fixed Fee

Labor Multiplier

Phone No: 603.433.6088

Estimated Date of Completion: September 2025

### PROJECT UNDERSTANDING

At the request of the Pease Development Authority ("PDA" or "Client"), VHB is pleased to provide the following scope of services to perform a regulatory review and stormwater drainage analysis of the airfield at the Portsmouth International Airport at Pease (PSM). This is a continuation in part of a project originally initiated by Ransom Consulting LLC and Underwood Engineers, and includes Phase II of work to expand upon initial desktop data analysis performed by VHB in Phase I.

VHB understands that PDA seeks to perform a regulatory review of refueling, deicing, and petroleum storage activities at the airfield as well as an associated stormwater drainage analysis of the airfield stormwater system. Specifically, VHB understands that PDA ultimately aims to minimize the potential spread and contamination risks in the event of a fuel spill from aviation refueling activities. VHB understands that aviation fueling at PSM is performed by Port City Air, LLC, Executive Hangar, LLC, and the New Hampshire Air National Guard (NHANG). Port City Air, Executive Hangar, and the NHANG operate aviation fueling tanks, distribution systems, vehicles, and associated equipment located at PSM, and each are responsible for complying with regulatory requirements. Further, VHB understands that PDA owns and can make modifications to the stormwater drainage system at PSM and has authority to create and implement regulations regarding aviation fueling activities.

### SCOPE OF SERVICES

To support PDA's ongoing assessment of the stormwater drainage system and aviation fueling operations, VHB will perform a regulatory compliance review of existing aviation fueling operations and a spill containment evaluation of the stormwater system.

#### 1.0 REGULATORY COMPLIANCE REVIEW

Under this task, VHB will develop a written inventory of fixed and mobile aboveground aircraft fueling tanks, mobile refueling trucks, and deicing storage and containment systems in operation at PSM, including the total storage capacity and location of each asset. VHB understands that PDA maintains a Spill Prevention Control and Countermeasures (SPCC) Plan which includes the locations and capacity of fuel storage tanks and equipment owned by PDA. This SPCC Plan is currently undergoing a five-year review by VHB under a separate task order, and we will rely on information included in that SPCC Plan for this effort.

To support the review of existing refueling and deicing operations, VHB will perform up to two interviews each with key staff from Port City Air, Executive Hangar, PDA, and the NHANG as staff are made available. VHB

assumes PDA will assist with identifying key staff, facilitating interviews, and gathering applicable documentation from stakeholders such as design plans, SPCC Plans, inspection reports, or other available data to indicate the locations and capacity of fuel storage and deicing assets. VHB anticipates one interview with each stakeholder may be performed virtually and one interview will be performed in-person at PSM during a one-day site visit. During the site visit, VHB will collect location information and photographs of existing tanks, trucks, deicing containment, and spill containment BMPs. VHB assumes PDA will make an authorized employee available to escort VHB staff and provide necessary access to PDA facilities. VHB will not access underground structures, confined spaces, or other areas deemed unsafe by VHB.

Based on the information delivered by PDA, stakeholders, and collected by VHB through interviews, VHB will assess and document the existing environmental permit and regulatory requirements applicable to aircraft fueling, deicing, and storage operations at PSM. VHB will evaluate the regulatory compliance status for current aircraft fueling and deicing operations, and procedural and structural best management practices currently in place. VHB will evaluate current aircraft fueling, fuel storage, and deicing operational procedures and BMPs based on current aviation industry standards, enforcement mechanisms, and other compliance management strategies commonly employed by other airports of similar size and organizational characteristics.

VHB will summarize these findings in a draft Summary Compliance Review Report for PDA review and commentary. This Report is expected to include a review, identification, and recommendations on the following:

- › Written inventory table of the locations and capacities of current aircraft fueling tanks, trucks, and assets owned by PDA, Port City Air, Executive Hangar, and the NHANG.
- › Regulatory compliance and permitting requirements for fueling operations, deicing, and storage at PSM.
- › Current aviation industry standard practices, enforcement mechanisms, and compliance management strategies employed by airports of similar size and organizational capacity, and,
- › Considerations for future actions available to PDA to maintain or improve compliance with regulatory requirements related to aircraft fueling operations and fuel storage.

VHB will develop one draft Report for PDA review and comment. VHB will hold up to three virtual meetings with PDA to review this draft, PDA comments, and the final Report. VHB will address one round of comments from PDA and deliver a final Report electronically.

**Meetings:**

- › Up to four virtual interviews, one with each stakeholder (PDA, Port City Air, Executive Hangar, NHANG).
- › Up to one day of in-person on site interviews with each stakeholder.
- › Up to three virtual meetings with PDA to review draft and final Report.

**Deliverables:** One draft and one final Summary Compliance Review Report, delivered electronically.

## 2.0 FIELD GROUND SURVEY

VHB has allocated three days for geomatics field mapping to verify the accuracy of key stormwater assets. During this time, approximately 20 stormwater structures, selected by the VHB Water Resources Engineer, will be mapped and compared to the 1979 as-built plans and the Ransom AutoCAD that were provided by PDA. The survey will focus on selected stormwater infrastructure and watershed break points to enhance the existing ground surface model. Mapping may include horizontal location, rim elevation, and details on pipe size, material, and invert.

VHB survey supplemental mapping will be made in accordance with NH LAN 500. As a supplement to an existing third-party mapping product, VHB cannot warranty the validity of data not collected by VHB.

VHB will rely on PDA to provide badged escort personnel and heavy equipment to open manhole and catch basin covers as necessary. Upon project completion, VHB will deliver to PDA a digital copy of the AutoCAD 3D pipe network including revisions made as a result of VHB field instrument spot checks.

This task does not include exploration, excavation, or survey of subsurface utilities. VHB will not enter confined spaces or spaces deemed unsafe by VHB.



### 3.0 STORMWATER SYSTEM EVALUATION

VHB will perform initial reviews of the stormwater drainage system to evaluate existing best management practice (BMP) capacity and make preliminary recommendations of up to ten locations for both dry weather and wet weather spill containment/treatment options as necessary to meet permit requirements. This evaluation will also seek to identify ways to mitigate the impact of both small (100 gallon) and large (10,000 gallons) fuel spill scenarios within the airfield. The review will rely on the limited field survey data of stormwater pipe outlet invert elevations (Task 2), and furthest upstream stormwater pipe inlet elevations and informed by the AutoCAD 3D pipe network digitized by Ransom and Underwood Engineers, and as-built plans of the storm drainage system for Pease Air Force Base developed by the U.S. Department of the Air Force dated March 1, 1979,

The dry weather containment options will include reviewing locations for potential shut off valves and will estimate the storage volume in pipe network upstream of the shut off valve. Wet weather treatment options will include evaluating the capacity and treatment area of the existing oil water separators and identifying additional oil water separator locations as necessary. Using publicly-available LiDAR topographic data, VHB will assess potential surface stormwater spillover locations to inform stormwater containment capacity. Based on stormwater flow paths, VHB will assess the potential impact of small (100 gallons) and large (10,000 gallons) fuel spill scenarios on potential impacts to groundwater based on the Air Force's knowledge of locations with groundwater infiltration into the storm drainage systems, as provided to VHB by PDA.

VHB will develop one draft technical memorandum for review and comment by PDA. VHB will address one round of comments from PDA and deliver a final technical memorandum electronically.

**Meetings:** Up to three virtual meetings with PDA to review assumptions and inform recommended BMP locations.

**Deliverables:** One draft and one final technical memorandum, delivered electronically.

### ASSUMPTIONS

VHB assumes PDA will deliver the data, records, and reports required to complete this effort in a timely manner, including documents from Port City Air, Executive Hangar, and Air Force contractors, as available and necessary, and PDA will deliver these reports to VHB. VHB assumes PDA will provide authorized personnel to escort VHB staff during any in-person site visits and make necessary arrangements with FBO and/or the Federal Aviation Administration to allow access to the airfield, if necessary. This effort does not include testing or equipment calibration. By accepting this proposal, PDA expressly agrees that VHB shall have no liability for equipment functioning, product releases, or spills.

### RIGHT TO RELY

VHB shall be entitled to rely upon the accuracy, completeness, and timeliness of information furnished by the Client in connection with the performance of services under this Agreement. For stormwater system information not explicitly collected by VHB under Task 2 above, VHB shall be entitled to rely on stormwater system as-built and CAD data developed by others. As part of this Agreement, VHB will not perform field data collection to independently verify the accuracy and completeness of stormwater system components not included in Task 2.

### CLIENT FURNISHED INFORMATION

It is understood that VHB will perform services under the sole direction of the Client. In the performance of these services, VHB will coordinate its efforts with the Client and other consultants as required. The Client and/or others shall provide VHB with project-related technical data, including, but not limited to, the following:

- › Existing PDA SPCC Plan dated July 2020;
- › Existing SPCC Plans for Port City Air, Executive Hangar, and NHANG, as available;

- › Access to Site;
- › Tank system requirements & design;
- › Site Plans;
- › Drainage Plans;
- › General technical specifications with project specific requirements.

## SCHEDULE

VHB will initiate this scope of services upon receipt of a signed copy of this Client Authorization, anticipated in April 2025. VHB anticipates completing this scope of services over the course of five months by September 2025, or as mutually-agreed upon with the Client. The Client understands that VHB's role is limited to the scope of services defined herein and may be subject to the direction and input of others on the Project Team. The delivery of VHB's services is dependent on the timely delivery of information or work products from others. It is VHB's understanding that the Client is providing the ultimate direction to and coordination of the Project Team. VHB shall not be responsible for failure to perform or for delays in the performance of services which arise out of causes beyond the control and/or without the fault or negligence of VHB. The schedule is also subject to weather, and is exclusive of Client review of deliverables.

## SERVICES NOT INCLUDED

Certain services are not anticipated, or information required for proper scoping is not available at this time. Services listed below and services not explicitly included in this scope of work are not included in this proposal.

- › Engineering design,
- › Wetland delineation,
- › Federal, state, or local permitting,
- › Subsurface utility survey,
- › ALTA survey,
- › Tank inspections,
- › Equipment testing,
- › Compliance monitoring or inspections,
- › Subsurface Utility Engineering (SUE, ASCE 38-22) investigation,
- › Other services not explicitly included.

Should the Client request additional services, VHB will prepare a proposal or amendment at the Client's request that contains the scope of services, fee, and schedules required to complete the additional work items.

## COMPENSATION

VHB will complete this scope of services on a cost plus fixed fee basis by task as outlined below, with a not to exceed amount of \$111,700.



Task	Description	Labor Hours	Fee Estimate
1.0	Regulatory Compliance Review	336	\$50,000
2.0	Field Ground Survey	104	\$12,600
3.0	Stormwater System Evaluation	332	\$46,100
		Labor Subtotal	\$108,700
		Expenses (Printing, Postage & Mileage)	\$3,000
		Total Fee Estimate	\$111,700

VHB will invoice monthly based on work completed with direct labor rates not to exceed rates established in our original agreement. In addition to the labor compensation, VHB shall be reimbursed for expenditures made specifically for the project such as: printing and reprographics; travel and subsistence; computer charges; telephone charges; shipping, postage, and courier services charges; purchase of maps or other similar documents; etc. These direct expenses will be billed at cost.

Prepared by: Garrison Beck

Document Approval: Peter J. Walker

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB. The fees in this proposal may be subject to change if not accepted within 60 days from the date of issue.

Subject to attached terms & conditions

Subject to terms & conditions in our original agreement dated November 20, 2024.

VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION

CLIENT AUTHORIZATION (Please sign original and return)

By: 

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

Print: David Fenstermacher

Print: \_\_\_\_\_

Title: Managing Director

Title: \_\_\_\_\_

Date: April 4, 2025

Date: \_\_\_\_\_

## MOTION

Director Parker:

The Pease Development Authority ("PDA") Board of Directors hereby approves of and authorizes the Executive Director to enter into a Right of Entry with National Wrecker Service Inc. ("National") of Portsmouth, NH for a period of five (5) years for on-call towing services of both vehicles and aircraft on and from PDA properties; all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated April 4, 2025; attached hereto.

N:\RESOLVES\2025\National Wrecker – Towing Service Agr (4-15-2025)

**MEMORANDUM**

To: Paul E. Brean, C.M., Executive Director *PEB*  
From: Chasen Congreves, C.M., Director of Operations *CC*  
Re: Right of Entry for Towing Services  
Date: April 4, 2025

---

The Pease Development Authority (“PDA”) requires the capability to have vehicles and/or aircraft towed from properties that the PDA oversees, to include Portsmouth International Airport at Pease (“PSM”), Pease International Tradeport, Pease Golf Course, Division of Ports and Harbors (“DPH”) properties, and Skyhaven Airport.

National Wrecker Service (“National Wrecker”) has demonstrated significant expertise in providing towing services, which is a critical function in the operational efficiency of the PDA. In addition to vehicle towing, National Wrecker possesses specialized equipment and personnel for aircraft recovery, which could be beneficial in the event of emergency situations involving aircraft on or near Airport property. As a local business with a strong history of expedited towing response, and experience with local mutual aid responding agencies, National Wrecker is uniquely qualified to provide the PDA with towing and recovery services. The cost of towing vehicles from PDA property, and any associated storage by National Wrecker, would be the responsibility of the vehicle owner. The recovery of aircraft from Airport property would be agreed to between the PDA and National Wrecker before any work was performed. Ultimately, the aircraft owner would be responsible for the payment.

At the April 15, 2025, PDA Board of Director’s meeting, please request authority from the Board of Directors to enter into a five (5) year Right of Entry, starting May 1, 2025, with National Wrecker for vehicle and aircraft recovery towing services.

# Memorandum

To: Paul Brean, Executive Director  
 From: Suzy Anzalone, Director of Finance *Suzy*  
 Date: April 3, 2025  
 Subject: Executive Summary – Financial Reports

In anticipation of the upcoming April 15<sup>th</sup> Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the eight months ending February 28, 2025:

## Consolidated Results

<b>Pease Development Authority - Consolidated</b>			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	13,577	13,177	400
Operating Expenses	11,544	11,614	70
<b>Operating Income</b>	<b>2,034</b>	<b>1,563</b>	<b>471</b>
Depreciation	5,165	5,013	(153)
Non Oper. (Inc)/Exp	(1,150)	(124)	1,026
<b>Net Operating Income (Loss)</b>	<b>(1,982)</b>	<b>(3,326)</b>	<b>1,344</b>

Consolidated operating revenues through February totaled \$13.6 million, trending 3.0% higher than budgeted projections. Line items trending higher than budget include fuel flowage fees (higher volume), golf revenue, facilities rent, wharfage and dockage fees, PSM parking revenue and golf merchandise sales. Line items trending under budget include DPH fuel sales (due to storm damaged fuel pumps), concession revenue, security revenue, pier usage and registration fees.

Year-to-date operating expenses were budget neutral (0.6% under budget). February winter storm activity resulted in significant overtime and seasonal wage expenditures for our airport and maintenance teams. Snow removal equipment fuel and repairs were also higher than budget for February. Environmental testing also trended higher for February due to significant environmental expenses related to oil/water separator cleaning as well as testing required for our MS-4 permit application. Line items trending under budget on a year-to-date basis include building maintenance, small equipment purchases, professional fees, marketing expenses and fuel purchases.

Non-Operating Income includes \$351,000 in interest income and \$800,000 in grant funding (COVID, FEMA and ARPA related).

Year-to-date Net Operating Loss is (\$2.0) million performing favorably against budgeted loss of (\$3.3) million.

## Business Unit Performance

### Portsmouth Airport

Portsmouth Airport ( PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,226	1,724	502
Operating Expenses	2,843	2,895	52
<b>Operating Income</b>	<b>(616)</b>	<b>(1,171)</b>	<b>554</b>
Depreciation	2,911	2,825	(86)
Non Oper. (Inc)/Exp	(0)	0	0
<b>Net Operating Income (Loss)</b>	<b>(3,527)</b>	<b>(3,995)</b>	<b>468</b>

Year-to-date operating revenues for Portsmouth Airport are favorable to budget by \$502,000 (29.1%) mainly driven by higher fuel flowage fees, and to a lesser extent from facility rent. Operating expenses through February are favorable by \$52,000 (1.8%).

### Skyhaven Airport

Skyhaven ( DAW)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	163	169	(7)
Operating Expenses	204	217	13
<b>Operating Income</b>	<b>(42)</b>	<b>(48)</b>	<b>6</b>
Depreciation	278	285	6
Non Oper. (Inc)/Exp	0	0	0
<b>Net Operating Income (Loss)</b>	<b>(320)</b>	<b>(332)</b>	<b>12</b>

Skyhaven year-to-date operating revenues are under budget by \$7,000 (3.9% unfavorable) driven by lower fuel revenue than budgeted. Although year-to-date gallons sold are slightly higher than prior year (3.7% higher), average fuel prices are trending lower, and seasonal fluctuations are a factor as well. Operating expenses are favorable by \$13,000 (5.8% favorable) with wages, utilities and fuel purchases trending lower than budget but offset by higher expenditures for snow removal equipment parts and repairs.

### Tradeport

Tradeport			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	7,099	6,993	106
Operating Expenses	445	368	(78)
<b>Operating Income</b>	<b>6,654</b>	<b>6,625</b>	<b>29</b>
Depreciation	493	502	9
Non Oper. (Inc)/Exp	(313)	(86)	227
<b>Net Operating Income (Loss)</b>	<b>6,474</b>	<b>6,209</b>	<b>265</b>

Tradeport revenues through February are \$106,000 favorable to budget largely due to higher facility rental revenue and short-term right-of-entry agreements. Expenses are trending unfavorably by \$78,000 (21.1%) mainly due to significant environmental services expenses incurred in February related to cleaning and testing for our MS-4 application as well as annual oil/water separator cleaning.

## Golf Course

Pease Golf Course			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,319	2,215	105
Operating Expenses	1,796	1,774	(22)
<b>Operating Income</b>	<b>523</b>	<b>441</b>	<b>83</b>
Depreciation	252	248	(4)
Non Oper. (Inc)/Exp	0	(0)	(0)
<b>Net Operating Income (Loss)</b>	<b>271</b>	<b>193</b>	<b>79</b>

Golf course revenues on a year-to-date basis are favorable by \$105,000 (4.7%) driven by higher fee revenue and merchandise sales but offset by lower concession revenue. Expenses are over budget by \$22,000 (1.2%) driven by cost overruns in turf maintenance, equipment parts, electricity and golf merchandise cost of goods sold.

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

Division of Ports and Harbors (Unrestricted)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,666	1,949	(283)
Operating Expenses	2,383	2,096	(287)
<b>Operating Income</b>	<b>(717)</b>	<b>(146)</b>	<b>(571)</b>
Depreciation	1,101	1,015	(86)
Non Oper. (Inc)/Exp	(765)	(38)	727
<b>Net Operating Income (Loss)</b>	<b>(1,053)</b>	<b>(1,123)</b>	<b>70</b>

Although DPH year-to-date revenues are under budget by \$283,000 (22%), February was a strong month for wharfage and dockage fees, and to a lesser extent from registration fees. The main reason for the revenue deficit is 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 \$287,000 (13.7%) mainly driven by significant engineering and design costs (which were grant funded) but offset by lower fuel purchases. Non-operating income of \$765,000 includes grant reimbursements of \$735,000 and interest income of \$30,000.

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

(\$ 000's)	As of 2/28/2025	As of 2/28/2024
<b>Assets</b>		
Current Assets	23,071	22,267
Restricted Assets	1,613	1,470
Non-Current Assets	329,581	315,316
<b>Total Assets</b>	<b>354,265</b>	<b>339,053</b>
<b>Deferred Outflows of Resources</b>	<b>2,944</b>	<b>3,049</b>
<b>Liabilities</b>		
Current Liabilities	4,787	3,895
Non-Current Liabilities	10,170	11,487
<b>Total Liabilities</b>	<b>14,956</b>	<b>15,381</b>
<b>Deferred Inflows of Resources</b>	<b>219,970</b>	<b>213,258</b>
<b>Net Position</b>		
Net Invest. in Cap Assets	108,434	102,184
Restricted	1,485	1,345
Unrestricted	12,364	9,933
<b>Total Net Position</b>	<b>122,282</b>	<b>113,462</b>

The February balance sheet reflects \$23.0 million in current assets which include \$16.4 million in unrestricted cash (both PDA and DPH), \$5.5 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 just under \$1.0 million in loans receivable.

Non-Current Assets include year-to-date capital expenditures in the amount of \$5.7 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.

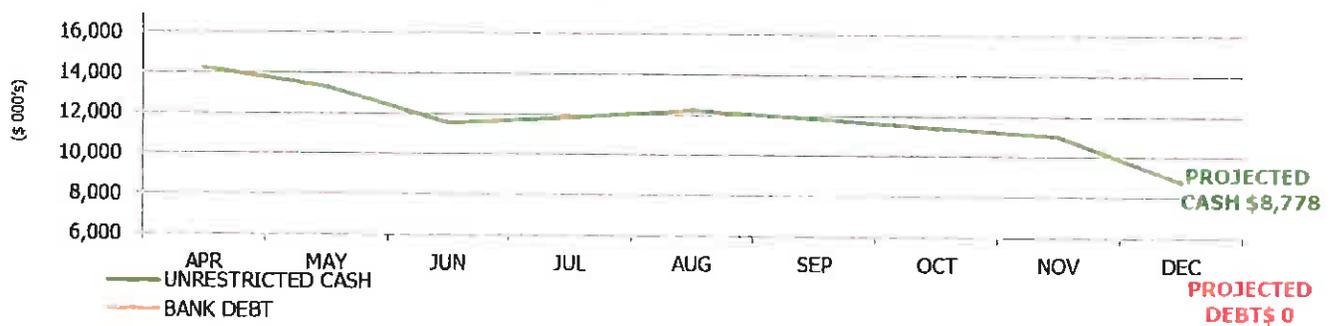
Current liabilities of \$4.8 million represent trade accounts payable, retainage and various accrued expenses.

**PDA Cash Flow Projections for the Nine Month Period Ending December 31, 2025 (Excl. Division of Ports and Harbors)**

During the next nine-month period, PDA cash inflows are projected at \$20.8 million, mainly provided by operating revenues as well as \$4.9 million in grant funding.

Cash outflows of \$26.6 million during this same period include \$12 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 \$8.8 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**



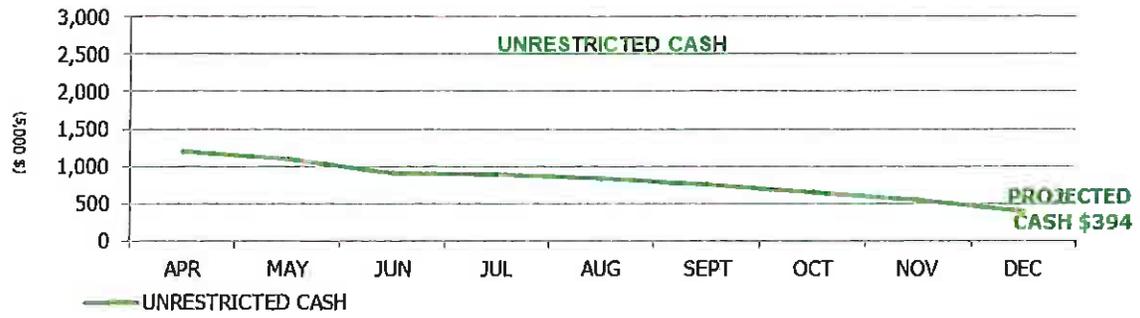
**Cash Flow Projections for the Nine Month Period Ending December 31, 2025 -Division of Ports and Harbors**

During the next nine-month period, unrestricted cash inflows at the Division of Ports and Harbors are projected at \$4.1 million, provided by operating revenues and fees, but also include \$2.3 million in grant funding.

Unrestricted cash outflows of \$4.9 million during this same period include \$2.1 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 \$394,000. At this time, certain capital expenditures (truck scale and crack sealing at Market Street Terminal) have been deferred to future fiscal years due to the significant decrease in operating cash. We are actively working towards improving revenue streams and continuing to manage operating expenses at the DPH to strengthen available resources.

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 EIGHT MONTH PERIOD  
ENDING FEBRUARY 28, 2025**



**BOARD OF DIRECTORS MEETING  
APRIL 15, 2025**

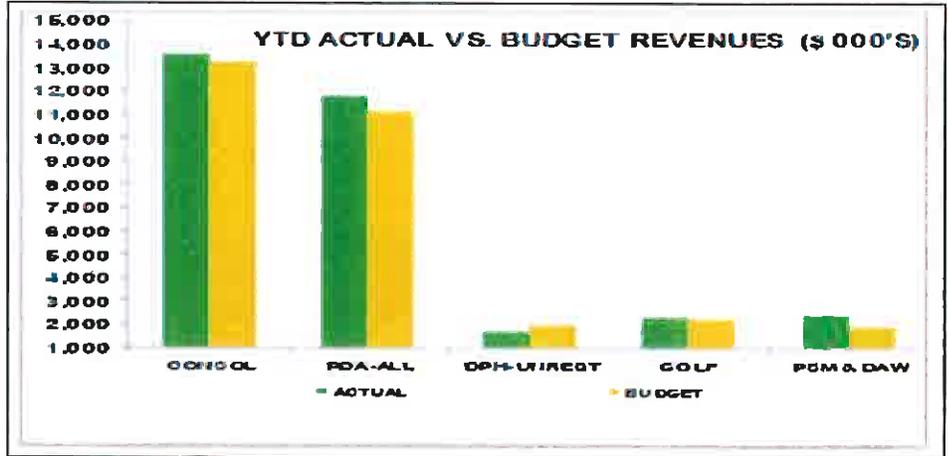
# PEASE DEVELOPMENT AUTHORITY

## Revenues and Expenditures –Eight Months Ended February 28, 2025

### Trends:

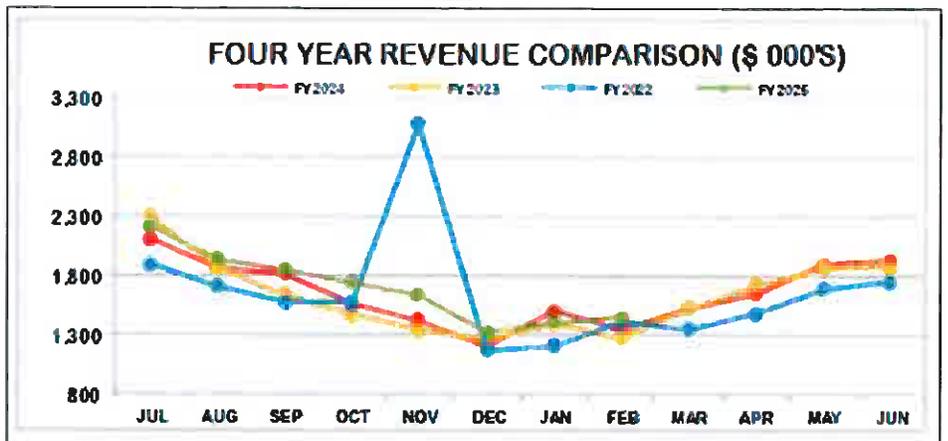
YTD revenue is 3.0% favorable

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



### Trends:

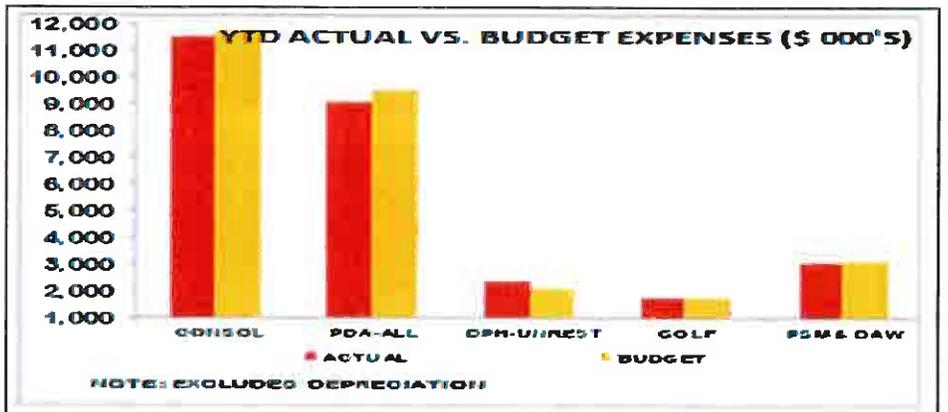
- November 2021 includes sale of 30 NH Ave
- July revenues include annual rent payment-Great Bay Comm. College
- June revenues include increase in Golf fee revenue



### Trends:

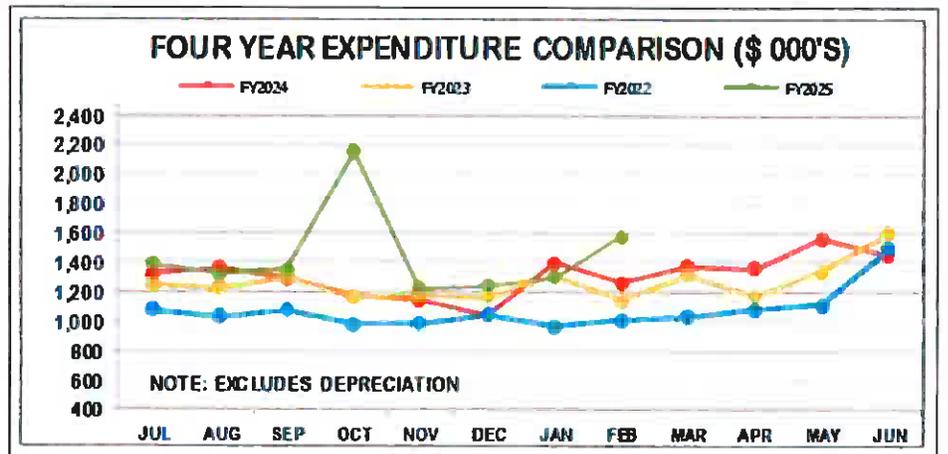
YTD Operating Expenses 0.6% favorable

- Professional svcs., fuel purchases, marketing, full-time wages, employee benefits and general & admin expenses trending lower than budget.
- Offset by cost overruns in engineering services (grant reimbursed), part time wages, overtime wages, turf maintenance, environmental testing, 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 Eight Months Ending February 28, 2025**

	Actual Feb FY 2025	Budget Feb 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	\$1,010,828	\$1,005,268	\$5,560	0.6%	\$7,980,934	\$7,862,892	\$118,043	1.5%
CARGO AND HANGARS	15,437	16,051	(614)	(3.8%)	128,183	126,429	1,754	1.4%
	<u>1,026,265</u>	<u>1,021,319</u>	<u>4,946</u>	<u>0.5%</u>	<u>8,109,117</u>	<u>7,989,320</u>	<u>119,796</u>	<u>1.5%</u>
CONCESSION REVENUE	24,881	27,446	(2,565)	(9.3%)	411,057	440,491	(29,434)	(6.7%)
<b>FEE REVENUE</b>								
AVIATION FEES	-	-	-	-	1,140	-	1,140	-
FUEL FLOWAGE	102,042	47,849	54,193	113.3%	1,021,887	625,499	396,387	63.4%
PSM TSALEO REVENUE	-	-	-	-	3,707	-	3,707	-
PSM SECURITY REVENUE	4,025	5,667	(1,642)	(29.0%)	23,190	45,333	(22,143)	(48.8%)
GOLF FEES	(54,847)	90,900.0%	(55,756)	(6133.7%)	1,412,046	1,287,806	124,240	9.6%
GOLF SIMULATORS	21,816	28,587	(6,771)	(23.7%)	79,988	97,434	(17,446)	(17.9%)
GOLF MEMBERSHIPS	-	-	-	-	235,830	275,000	(39,170)	(14.2%)
GOLF LESSONS	804	1,900	(1,096)	(57.7%)	16,368	23,126	(6,759)	(29.2%)
MOORING FEES	38,636	37,667	970	2.6%	309,093	301,333	7,760	2.6%
PARKING	76,705	60,158	16,546	27.5%	430,372	389,081	41,292	10.6%
PIER USAGE FEES	17,180	9,167	8,013	87.4%	60,846	73,333	(12,487)	(17.0%)
REGISTRATIONS	41,920	26,817	15,103	56.3%	93,516	109,391	(15,875)	(14.5%)
TERMINAL FEES	-	-	-	-	-	-	-	-
WHARFAGE AND DOCKAGE	113,793	0	113,793	-	416,363	335,874	80,489	24.0%
	<u>362,073</u>	<u>218,720</u>	<u>143,353</u>	<u>65.5%</u>	<u>4,104,346</u>	<u>3,563,211</u>	<u>541,134</u>	<u>15.2%</u>
FUEL SALES	5,117	10,033	(4,916)	(49.0%)	370,468	723,542	(353,074)	(48.8%)
<b>INTEREST INCOME</b>								
LOAN INTEREST	2,604	2,833	(229)	(8.1%)	20,199	22,667	(2,468)	(10.9%)
<b>OTHER REVENUES</b>								
MERCHANDISE	6,094	5,973	121	2.0%	256,253	198,195	58,058	29.3%
ALL OTHER	26,762	20,805	5,957	28.6%	305,887	239,412	66,475	27.8%
	<u>32,856</u>	<u>26,778</u>	<u>(6,078)</u>	<u>(22.7%)</u>	<u>562,140</u>	<u>437,607</u>	<u>(124,533)</u>	<u>(28.5%)</u>
<b>TOTAL OPERATING REVENUE</b>	<b>1,453,797</b>	<b>1,307,129</b>	<b>146,667</b>	<b>11.2%</b>	<b>13,577,326</b>	<b>13,176,838</b>	<b>400,488</b>	<b>3.0%</b>
<b>OPERATING EXPENSES</b>								
<b>WAGES AND FRINGE BENEFITS</b>								
<b>WAGES</b>								
BENEFITED REGULAR	434,990	446,726	11,736	2.6%	3,491,745	3,646,085	154,339	4.2%
BENEFITED OVERTIME	92,391	38,762	(53,630)	(138.4%)	278,940	206,566	(72,374)	(35.0%)
NON-BENEFITED REGULAR	93,967	77,481	(16,486)	(21.3%)	808,402	784,025	(24,377)	(3.1%)
NON-BENEFITED OVERTIME	13,144	1,700	(11,444)	(673.2%)	42,756	22,241	(20,515)	(92.2%)
ACCRUED VACATION BENEFITS	19,559	-	(19,559)	-	(6,299)	-	6,299	-
ACCRUED SICK TIME BENEFITS	(1,218)	-	1,218	-	7,181	-	(7,181)	-
	<u>652,833</u>	<u>564,669</u>	<u>(88,164)</u>	<u>(15.6%)</u>	<u>4,622,725</u>	<u>4,658,917</u>	<u>36,192</u>	<u>0.8%</u>
WAGE TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>652,833</u>	<u>564,669</u>	<u>(88,164)</u>	<u>(15.6%)</u>	<u>4,622,725</u>	<u>4,658,917</u>	<u>36,192</u>	<u>0.8%</u>
<b>BENEFITS</b>								
DENTAL INSURANCE	5,875	5,971	96	1.6%	45,761	47,767	2,006	4.2%
HEALTH INSURANCE	134,927	126,656	(8,271)	(6.5%)	998,617	1,013,248	14,632	1.4%
LIFE INSURANCE	2,161	2,707	546	20.2%	18,220	21,656	3,435	15.9%
NEW HAMPSHIRE RETIREMENT	61,449	71,116	9,666	13.6%	494,335	569,200	74,865	13.2%
POST RETIREMENT BENEFITS	10,553	11,725	1,172	10.0%	87,143	93,800	6,657	7.1%
EMPLOYEE DRUG TEST	-	142	142	100.0%	1,108	1,133	25	2.2%
OPEB EXPENSE	-	-	-	-	-	-	-	-
EMPLOYER FICA	47,310	40,685	(6,625)	(16.3%)	340,271	357,215	16,943	4.7%
UNEMPLOYMENT INS	96	-	(96)	-	1,066	-	(1,066)	-
	<u>262,370</u>	<u>259,001</u>	<u>(3,369)</u>	<u>(1.3%)</u>	<u>1,986,522</u>	<u>2,104,019</u>	<u>117,497</u>	<u>5.6%</u>
BENEFIT TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>262,370</u>	<u>259,001</u>	<u>(3,369)</u>	<u>(1.3%)</u>	<u>1,986,522</u>	<u>2,104,019</u>	<u>117,497</u>	<u>5.6%</u>
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>915,203</b>	<b>823,670</b>	<b>(91,533)</b>	<b>(11.1%)</b>	<b>6,609,247</b>	<b>6,762,936</b>	<b>153,689</b>	<b>2.3%</b>

**FEASE DEVELOPMENT AUTHORITY**  
**Consolidated Statement of Revenues and Expenses**  
**For the Eight Months Ending February 28, 2025**

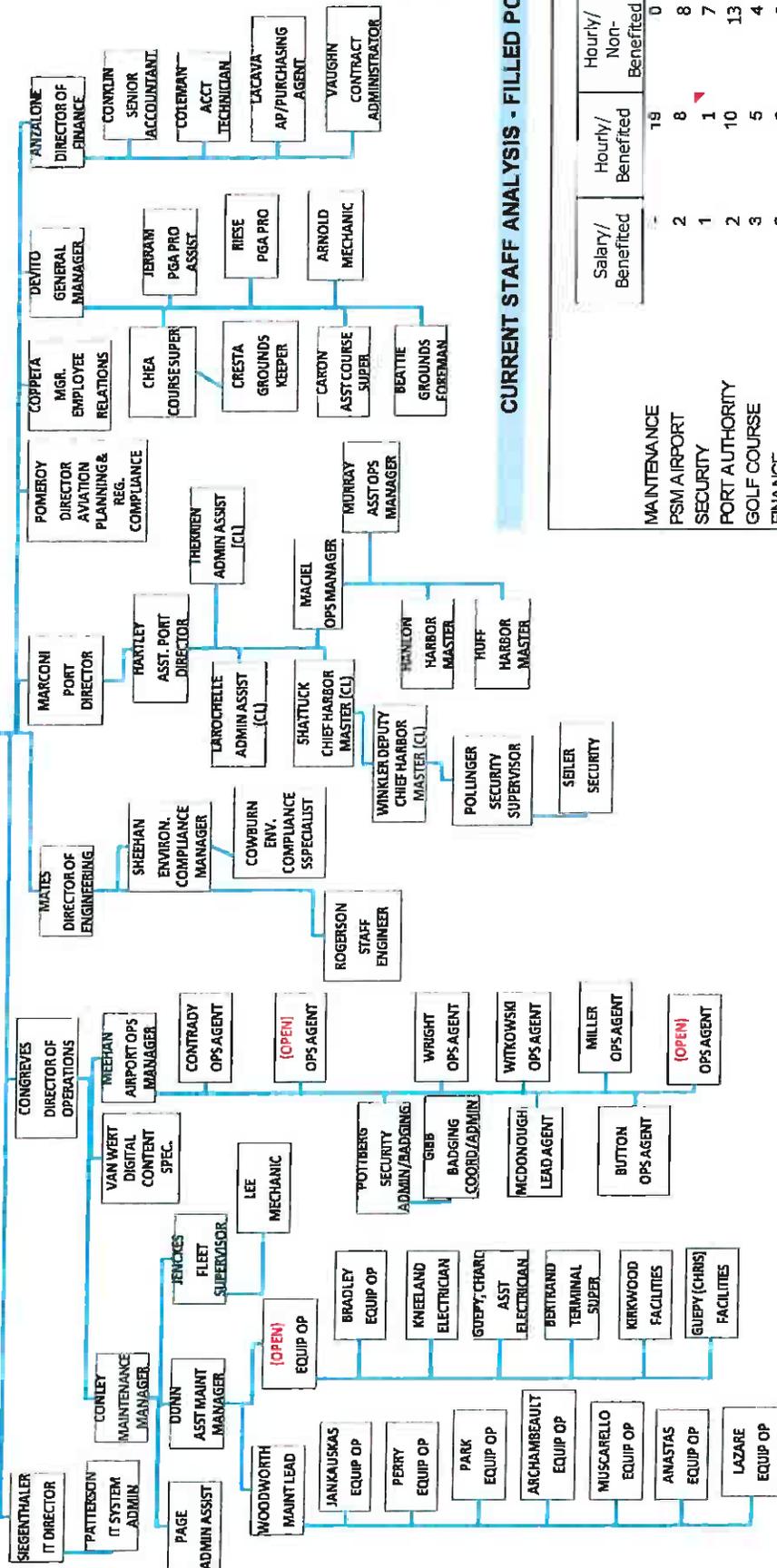
	Actual Feb FY 2025	Budget Feb FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
<b>BUILDING AND FACILITIES</b>								
AIRFIELD MAINTENANCE	3,554	6,333	2,779	43.9%	24,997	50,667	25,670	50.7%
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	0	1,433	1,433	100.0%	129,303	71,815	(57,487)	(80.0%)
ENVIRONMENTAL TESTING	96,658	16,602	(80,056)	(482.2%)	207,158	132,853	(74,305)	(55.9%)
EQUIPMENT MAINTENANCE	84,505	43,112	(41,394)	(98.0%)	329,498	311,235	(18,262)	(5.9%)
FACILITIES MAINTENANCE	56,261	88,732	32,471	36.6%	1,325,244	712,860	(612,384)	(85.9%)
LANDSCAPING	-	1,429	1,429	100.0%	12,866	23,600	10,734	45.5%
NAVIGATION MAINTENANCE	0	444	444	100.0%	4,641	4,667	26	0.6%
OTHER EXPENSES	233	-	(233)	-	233	-	(233)	-
SECURITY	26,119	14,842	(11,277)	(76.0%)	104,400	118,733	14,333	12.1%
SNOWREMOVAL	51,703	47,821	(3,882)	(8.1%)	166,302	172,613	6,311	3.7%
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	319,033	220,749	(98,284)	(44.5%)	2,304,640	1,599,044	(705,597)	(44.1%)
WAGE & BENEFIT TRANSFER IN	-	-	-	-	-	-	-	-
	319,033	220,749	(98,284)	(44.5%)	2,304,640	1,599,044	(705,597)	(44.1%)
<b>GENERAL AND ADMINISTRATIVE</b>								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	3,725	4,847	1,121	23.1%	74,134	91,538	17,404	19.0%
COMPUTER EXPENSES	33,335	8,030	(25,305)	(315.1%)	111,142	69,879	(41,264)	(59.1%)
DISCOUNTS AND LATE FEES	(72)	(74)	(2)	3.1%	(1,060)	(1,308)	(249)	19.0%
EQUIPMENT UNDER \$5,000	2,296	9,757	7,462	76.5%	42,821	88,199	45,378	51.4%
FEES AND LICENSES	2,987	6,327	3,340	52.8%	46,611	52,695	6,084	11.5%
INSURANCE	40,323	38,376	(1,946)	(5.1%)	303,483	307,257	3,774	1.2%
OFFICE EQUIPMENT	2,225	2,188	(37)	(1.7%)	13,770	17,507	3,737	21.3%
PROFESSIONAL DEVELOPMENT	835	5,656	4,821	85.2%	12,407	40,588	28,181	69.4%
SUPPLIES	7,499	6,510	(989)	(15.2%)	63,967	55,067	(8,900)	(16.2%)
TELEPHONES AND COMMUNICATIONS	17,007	17,408	401	2.3%	139,741	142,627	2,886	2.0%
TRAVEL AND MILEAGE	2,614	3,300	686	20.8%	16,898	27,400	10,502	38.3%
OTHER EXPENSES	1,339	6,725	5,386	80.1%	41,313	54,877	13,564	24.7%
	114,113	109,051	(5,062)	(4.6%)	865,228	946,326	81,099	8.6%
<b>UTILITIES</b>								
ELECTRICITY	63,439	87,580	24,141	27.6%	407,352	382,243	(25,109)	(6.6%)
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	0	350	350	100.0%	996	2,800	1,804	64.4%
NATURAL GAS	15,828	10,775	(5,053)	(46.9%)	41,630	42,951	1,321	3.1%
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	7,352	4,063	(3,289)	(80.9%)	30,351	33,368	3,017	9.0%
WASTE REMOVAL	3,605	3,653	48	1.3%	42,480	37,675	(4,805)	(12.8%)
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	1,599	1,647	47	2.9%	54,341	69,386	15,046	21.7%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	91,823	108,068	16,244	15.0%	577,150	568,423	(8,728)	(1.5%)
<b>PROFESSIONAL SERVICES</b>								
AUDIT	5,571	2,226	(4,345)	(195.2%)	63,478	57,305	(6,174)	(10.8%)
INFORMATION TECHNOLOGY	10,077	21,575	11,499	53.3%	91,551	172,604	81,053	47.0%
LEGAL	35,968	20,833	(15,135)	(72.6%)	123,996	166,667	42,671	25.6%
LEGAL PERMIT IMPLEMENT	1,725	12,500	10,775	86.2%	3,225	100,000	96,775	96.8%
ADMINISTRATIVE SERVICES	13,051	18,023	4,972	27.6%	96,991	144,184	47,193	32.7%
	67,392	75,158	7,766	10.3%	379,241	640,759	261,518	40.8%
<b>MARKETING AND PROMOTION</b>								
ADVERTISING	12,271	4,217	(8,054)	(191.0%)	42,289	34,083	(8,206)	(24.1%)
OTHER MARKETING	23,850	25,033	1,183	4.7%	149,034	199,271	50,238	25.2%
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	36,121	29,250	(6,871)	(23.5%)	191,323	233,355	42,032	18.0%
<b>OTHER OPERATING EXPENSES</b>								
COAST TROLLEY	12,490	10,000	(2,490)	(24.9%)	92,450	80,000	(12,450)	(15.6%)
FUEL	4,220	7,774	3,554	45.7%	264,776	547,728	282,952	51.7%
GOLF CART LEASE	-	-	-	-	84,993	89,628	4,635	5.2%
MERCHANDISE	14,423	17,545	3,122	17.8%	174,738	145,865	(28,873)	(19.8%)
	31,133	35,318	4,185	11.8%	616,956	863,220	246,264	28.5%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,574,818</b>	<b>1,401,263</b>	<b>(173,555)</b>	<b>(12.4%)</b>	<b>11,543,784</b>	<b>11,614,063</b>	<b>70,279</b>	<b>0.6%</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>(121,022)</b>	<b>(94,134)</b>	<b>(26,888)</b>	<b>28.6%</b>	<b>2,033,641</b>	<b>1,562,775</b>	<b>470,766</b>	<b>30.1%</b>
DEPRECIATION	596,882	625,804	28,922	4.6%	5,165,413	5,012,638	(152,775)	(3.0%)
AMORTIZATION	-	-	-	-	-	-	-	-
<b>NON-OPERATING (INCOME)/EXPENSES</b>								
INTEREST EXPENSE	185	833	648	77.8%	845	6,667	5,821	87.3%
INTEREST INCOME	(41,074)	(16,313)	24,760	(151.8%)	(350,116)	(130,505)	219,612	(168.3%)
NON-OPERATING GRANT FUNDING	0	0	0	-	(800,594)	-	800,594	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	(40,888)	(15,480)	25,408	(164.1%)	(1,149,865)	(123,838)	1,026,027	(828.5%)
<b>NET OPERATING INCOME/(LOSS)</b>	<b>(677,015)</b>	<b>(704,458)</b>	<b>27,443</b>	<b>(3.9%)</b>	<b>(1,982,007)</b>	<b>(3,326,025)</b>	<b>1,344,018</b>	<b>(40.4%)</b>

# CURRENT ORGANIZATION CHART

3/31/25

**TOTAL BENEFITED POSITIONS**

FDA	FILLED	OPEN
DFH	56	3
TOTAL	12	0
	68	3



## CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Salary/ Benefited	Hourly/ Benefited	Hourly/ Non-Benefited	Seasonal	TOTAL
MAINTENANCE	-	19	0	10	29
PSM AIRPORT SECURITY	2	8	8	-	18
PORT AUTHORITY	1	1	7	-	9
GOLF COURSE	2	10	13	0	25
FINANCE	3	5	4	0	12
ENGINEERING	2	2	0	-	4
LEGAL	3	1	1	-	5
DAW AIRPORT	2	1	-	-	3
TECHNOLOGY	-	-	4	-	4
HUMAN RESOURCES	1	1	-	-	2
MARKETING EXECUTIVE	0	-	-	-	1
	1	1	1	-	3
	18	50	38	10	116

**PEASE DEVELOPMENT AUTHORITY**  
**Consolidated Statement of Net Position**  
**For the Eight Months Ending February 28, 2025**

	2025	2024
	Ending	Ending
<b>ASSETS</b>		
Cash and Investments	\$16,412,633	\$14,284,949
Accounts Receivable - Net	5,548,306	6,992,003
Inventories	422,321	410,357
Prepays	561,205	450,600
	<u>22,944,465</u>	<u>22,137,909</u>
<b>RESTRICTED ASSETS</b>		
Cash and Investments	769,603	435,827
Current Receivables	0	61,094
Loans Receivable - NHFL		
Due within 1 Year	126,250	128,744
Due in more than 1 Year	843,128	973,446
<b>TOTAL RESTRICTED ASSETS</b>	<u>1,738,981</u>	<u>1,599,112</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	14,050,959	11,998,637
Other Capital Assets - Net	86,545,216	82,664,794
<b>TOTAL NON-CURRENT ASSETS</b>	<u>329,581,365</u>	<u>315,315,648</u>
<b>TOTAL ASSETS</b>	<u>354,264,811</u>	<u>339,052,669</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension	1,576,375	1,426,696
OPEB	1,367,728	1,621,805
	<u>2,944,103</u>	<u>3,048,501</u>
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE AND ACCRUED EXPENSES</b>		
Retainage	955,922	250,759
Unearned Revenues	922,171	791,333
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	364,536	364,551
	<u>14,954,323</u>	<u>15,379,693</u>
<b>RESTRICTED LIABILITIES</b>		
Current Liabilities	2,158	1,737
Long-Term Liabilities	0	0
Due within 1 Year	0	0
Due in more than 1 Year	0	0
	<u>2,158</u>	<u>1,737</u>
<b>TOTAL LIABILITIES</b>	<u>14,956,481</u>	<u>15,381,430</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>219,970,456</u>	<u>213,257,730</u>
<b>NET POSITION</b>		
Net Investment in Capital Assets	108,433,812	102,184,217
Restricted For:		
Revolving Loan Fishery Fund	1,364,132	1,278,785
Harbor Dredging and Pier Maintenance	95,546	46,132
Foreign Trade Zone	24,895	20,208
Unrestricted	12,363,593	9,932,667
<b>TOTAL NET POSITION</b>	<u>122,281,977</u>	<u>113,462,009</u>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - PORTSMOUTH AIRPORT incl Security**  
**For the Eight Months Ending February 28, 2025**

	Actual Feb FY 2025	Budget Feb 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	\$110,378	\$98,046	\$12,332	12.6%	\$641,776	\$582,145	\$59,631	10.2%
CARGO AND HANGARS	2,852	3,034	(182)	(6.0%)	22,635	22,296	339	1.5%
CONCESSION REVENUE	8,001	2,071	3,930	189.8%	85,390	62,347	23,043	37.0%
FEE REVENUE	177,727	107,757	69,970	64.9%	1,359,075	922,106	436,969	47.4%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	10,927	16,917	(5,990)	(35.4%)	117,579	135,333	(17,754)	(13.1%)
<b>TOTAL OPERATING REVENUES</b>	<b>307,885</b>	<b>227,825</b>	<b>80,060</b>	<b>35.1%</b>	<b>2,226,455</b>	<b>1,724,227</b>	<b>502,228</b>	<b>29.1%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	169,280	145,485	(23,795)	(16.4%)	1,108,510	1,131,972	23,362	2.1%
BUILDING AND FACILITIES	172,558	139,770	(32,788)	(23.5%)	806,721	848,612	41,891	4.9%
GENERAL AND ADMINISTRATIVE	71,418	50,758	(20,660)	(40.7%)	430,391	418,152	(12,239)	(2.9%)
UTILITIES	53,501	73,932	20,431	27.6%	282,236	271,078	(11,160)	(4.1%)
PROFESSIONAL SERVICES	5,789	11,046	5,257	47.6%	79,886	88,371	8,485	9.6%
MARKETING AND PROMOTION	29,620	17,092	(12,528)	(73.3%)	135,083	136,733	1,670	1.2%
OTHER OPERATING EXPENSES								
<b>TOTAL OPERATING EXPENSES</b>	<b>502,166</b>	<b>438,083</b>	<b>(64,083)</b>	<b>(14.6%)</b>	<b>2,842,807</b>	<b>2,894,816</b>	<b>52,009</b>	<b>1.8%</b>
<b>OPERATING INCOME</b>	<b>(194,281)</b>	<b>(210,258)</b>	<b>15,977</b>	<b>7.6%</b>	<b>(616,352)</b>	<b>(1,170,589)</b>	<b>554,237</b>	<b>47.3%</b>
NON-OPERATING (INCOME) EXPENSE	(1)	0	1	-	(7)	0	7	-
DEPRECIATION	338,755	353,083	16,328	4.6%	2,911,020	2,824,667	(86,353)	(3.1%)
<b>NET OPERATING INCOME</b>	<b>(531,035)</b>	<b>(563,341)</b>	<b>32,306</b>	<b>(5.7%)</b>	<b>(3,627,365)</b>	<b>(3,995,256)</b>	<b>467,891</b>	<b>(11.7%)</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - SKYHAVEN AIRPORT**  
**For the Eight Months Ending February 28, 2025**

	Actual Feb FY 2025	Budget Feb 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	12,585	13,017	(432)	(3.3%)	105,548	104,133	1,414	1.4%
CONCESSION REVENUE	3,966	267	3,699	1387.2%	3,968	2,133	1,833	85.9%
FEE REVENUE	0	0	0	-	1,140	0	1,140	-
FUEL SALES	1,771	3,444	(1,672)	(48.6%)	50,743	62,081	(11,338)	(18.3%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	0	92	(92)	(100.0%)	1,118	733	383	52.2%
<b>TOTAL OPERATING REVENUES</b>	<b>18,322</b>	<b>16,819</b>	<b>1,503</b>	<b>8.9%</b>	<b>162,513</b>	<b>169,081</b>	<b>(6,568)</b>	<b>(3.9%)</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	15,673	11,225	(4,447)	(39.6%)	88,083	89,802	3,719	4.1%
BUILDING AND FACILITIES	5,170	3,125	(2,045)	(65.4%)	31,167	27,697	(3,470)	(12.5%)
GENERAL AND ADMINISTRATIVE	1,796	2,515	719	28.6%	18,476	21,023	2,548	12.1%
UTILITIES	3,227	2,981	(246)	(8.2%)	18,454	22,569	4,115	18.2%
PROFESSIONAL SERVICES	500	672	172	25.6%	5,746	5,374	(372)	(6.9%)
MARKETING AND PROMOTION	292	88	(204)	(233.3%)	1,090	700	(390)	(55.7%)
OTHER OPERATING EXPENSES	1,792	2,755	964	35.0%	43,189	49,666	6,477	13.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>28,450</b>	<b>23,361</b>	<b>(5,088)</b>	<b>(21.8%)</b>	<b>204,204</b>	<b>216,830</b>	<b>12,626</b>	<b>5.8%</b>
<b>OPERATING INCOME</b>	<b>(10,128)</b>	<b>(6,543)</b>	<b>(3,585)</b>	<b>54.8%</b>	<b>(41,691)</b>	<b>(47,749)</b>	<b>6,058</b>	<b>(12.7%)</b>
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	0	-	0	-
DEPRECIATION	32,078	35,583	3,506	9.9%	278,387	284,667	6,279	2.2%
<b>NET OPERATING INCOME</b>	<b>(42,205)</b>	<b>(42,126)</b>	<b>(79)</b>	<b>0.2%</b>	<b>(320,078)</b>	<b>(332,415)</b>	<b>12,337</b>	<b>(3.7%)</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - TRADEPORT OPERATIONS**  
**For the Eight Months Ending February 28, 2025**

	Actual Feb FY 2025	Budget Feb 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	\$870,394	\$861,221	\$9,174	1.1%	\$7,044,603	\$6,958,038	\$86,566	1.2%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	7,579	4,333	3,246	74.9%	54,433	34,667	19,766	57.0%
<b>TOTAL OPERATING REVENUES</b>	<b>877,974</b>	<b>865,554</b>	<b>12,420</b>	<b>1.4%</b>	<b>7,099,036</b>	<b>6,992,704</b>	<b>106,332</b>	<b>1.5%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	100,515	26,053	(74,462)	(285.8%)	261,668	212,534	(49,134)	(23.1%)
GENERAL AND ADMINISTRATIVE	2,909	2,148	(761)	(35.4%)	26,675	17,227	(9,448)	(54.8%)
UTILITIES	13,058	6,975	(6,083)	(87.2%)	63,636	55,800	(7,836)	(14.0%)
PROFESSIONAL SERVICES	94	93	(1)	(1.2%)	748	746	(2)	(0.3%)
MARKETING AND PROMOTION	-	167	167	100.0%	187	1,333	1,147	86.0%
OTHER OPERATING EXPENSES	12,490	10,000	(2,490)	(24.9%)	92,450	80,000	(12,450)	(15.6%)
<b>TOTAL OPERATING EXPENSES</b>	<b>129,066</b>	<b>45,436</b>	<b>(83,630)</b>	<b>(184.1%)</b>	<b>445,364</b>	<b>367,640</b>	<b>(77,723)</b>	<b>(21.1%)</b>
<b>OPERATING INCOME</b>	<b>748,908</b>	<b>820,118</b>	<b>(71,210)</b>	<b>(8.7%)</b>	<b>6,653,672</b>	<b>6,625,064</b>	<b>28,609</b>	<b>0.4%</b>
NON-OPERATING (INCOME) EXPENSE	(37,288)	(10,736)	26,552	(247.3%)	(313,085)	(85,886)	227,198	(264.5%)
DEPRECIATION	56,965	62,750	5,785	9.2%	492,964	502,000	9,036	1.8%
<b>NET OPERATING INCOME</b>	<b>729,231</b>	<b>768,104</b>	<b>(38,873)</b>	<b>(5.1%)</b>	<b>6,473,793</b>	<b>6,208,950</b>	<b>264,843</b>	<b>4.3%</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - GOLF COURSE**  
**For the Eight Months Ending February 28, 2025**

	Actual Feb FY 2025	Budget Feb 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	14,914	25,108	(10,193)	(40.6%)	255,610	317,011	(61,401)	(19.4%)
FEE REVENUE	(32,227)	31,396	(63,623)	(202.6%)	1,744,232	1,683,367	60,865	3.6%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	6,094	5,973	121	2.0%	256,253	198,195	58,058	29.3%
OTHER REVENUE	4,073	2,886	1,187	41.1%	63,391	16,197	47,194	291.4%
<b>TOTAL OPERATING REVENUES</b>	<b>(7,146)</b>	<b>65,362</b>	<b>(72,508)</b>	<b>(110.9%)</b>	<b>2,319,485</b>	<b>2,214,770</b>	<b>104,716</b>	<b>4.7%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	91,058	84,713	(6,345)	(7.5%)	905,739	923,782	18,043	2.0%
BUILDING AND FACILITIES	15,891	15,069	(823)	(5.5%)	280,681	235,151	(45,530)	(19.4%)
GENERAL AND ADMINISTRATIVE	10,704	16,974	6,269	36.9%	164,370	186,343	21,973	11.8%
UTILITIES	10,000	10,208	208	2.0%	135,719	138,964	3,245	2.3%
PROFESSIONAL SERVICES	1,819	2,941	1,122	38.1%	28,063	23,524	(4,538)	(19.3%)
MARKETING AND PROMOTION	1,190	3,983	2,793	70.1%	21,935	30,871	8,936	28.9%
OTHER OPERATING EXPENSES	14,423	17,545	3,122	17.8%	259,731	235,493	(24,238)	(10.3%)
<b>TOTAL OPERATING EXPENSES</b>	<b>145,085</b>	<b>151,432</b>	<b>6,347</b>	<b>4.2%</b>	<b>1,796,238</b>	<b>1,774,130</b>	<b>(22,109)</b>	<b>(1.2%)</b>
<b>OPERATING INCOME</b>	<b>(162,231)</b>	<b>(86,070)</b>	<b>(66,162)</b>	<b>76.9%</b>	<b>523,247</b>	<b>440,640</b>	<b>82,607</b>	<b>18.7%</b>
NON-OPERATING (INCOME) EXPENSE	-	(17)	(17)	100.0%	0	(133)	(133)	100.0%
DEPRECIATION	29,182	30,785	1,603	5.2%	251,931	247,996	(3,935)	(1.6%)
<b>NET OPERATING INCOME</b>	<b>(181,414)</b>	<b>(116,838)</b>	<b>(64,576)</b>	<b>55.3%</b>	<b>271,316</b>	<b>192,778</b>	<b>78,538</b>	<b>40.7%</b>

<b>BUSINESS UNIT ANALYSIS</b>	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	278,763	1,704,707	256,027	79,988	2,319,485
OPERATING EXPENSES* *Excluding Depreciation	215,586	1,413,168	132,147	35,337	1,796,238
OPERATING INCOME	63,177	291,539	123,880	44,651	523,247

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED**  
**For the Eight Months Ending February 28, 2025**

	Actual Feb FY 2025	Budget Feb 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	\$30,056	\$41,001	(\$10,946)	(26.7%)	\$280,555	\$303,710	(\$23,155)	(7.6%)
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	0	0	-	66,090	59,000	7,090	12.0%
FEE REVENUE	193,543	63,900	129,643	202.9%	907,802	832,405	75,397	9.1%
FUEL SALES	3,346	6,590	(3,244)	(49.2%)	319,724	661,461	(341,736)	(51.7%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	6,577	1,619	4,958	306.2%	91,737	92,815	(1,078)	(1.2%)
<b>TOTAL OPERATING REVENUES</b>	<b>233,522</b>	<b>113,111</b>	<b>120,412</b>	<b>106.5%</b>	<b>1,665,908</b>	<b>1,949,391</b>	<b>(283,483)</b>	<b>(14.5%)</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	138,699	136,426	(2,273)	(1.7%)	1,152,363	1,137,378	(14,985)	(1.3%)
BUILDING AND FACILITIES	19,953	26,337	6,384	24.2%	803,476	188,195	(615,281)	(326.9%)
GENERAL AND ADMINISTRATIVE	9,487	13,499	4,012	29.7%	82,350	110,327	27,977	25.4%
UTILITIES	11,817	13,191	1,573	11.9%	69,127	73,771	4,644	6.3%
PROFESSIONAL SERVICES	10,476	10,771	295	2.7%	53,349	86,168	32,820	38.1%
MARKETING AND PROMOTION	187	188	1	0.5%	858	1,850	992	53.6%
OTHER OPERATING EXPENSES	2,428	5,018	2,590	51.6%	221,587	498,062	276,475	55.5%
<b>TOTAL OPERATING EXPENSES</b>	<b>192,847</b>	<b>205,429</b>	<b>12,582</b>	<b>6.1%</b>	<b>2,383,109</b>	<b>2,095,751</b>	<b>(287,358)</b>	<b>(13.7%)</b>
<b>OPERATING INCOME</b>	<b>40,676</b>	<b>(92,319)</b>	<b>132,994</b>	<b>(144.1%)</b>	<b>(717,201)</b>	<b>(146,360)</b>	<b>(570,841)</b>	<b>390.0%</b>
NON-OPERATING (INCOME) EXPENSE	(3,122)	(4,769)	(1,647)	34.5%	(765,099)	(38,149)	726,950	(1905.5%)
DEPRECIATION	126,941	126,269	(672)	(0.5%)	1,100,539	1,014,643	(85,896)	(8.5%)
<b>NET OPERATING INCOME</b>	<b>(83,144)</b>	<b>(213,819)</b>	<b>130,675</b>	<b>(61.1%)</b>	<b>(1,052,641)</b>	<b>(1,122,854)</b>	<b>70,213</b>	<b>(6.3%)</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	218,865	147,930	178,329	714,187	398,256	8,341	1,665,908
OPERATING EXPENSES*	347,627	754,878	202,091	373,857	363,432	341,224	2,383,109
*Excluding Depreciation							
OPERATING INCOME	(128,762)	(606,948)	(23,762)	340,330	34,824	(332,883)	(717,201)

**Statement of Revenues and Expenses - FOREIGN TRADE ZONE**  
For the Eight Months Ending February 28, 2025

	Actual Feb FY 2025	Budget Feb 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	\$5,000	(\$5,000)	(100.0%)	\$14,000	\$18,999	(\$4,999)	(26.3%)
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE								
<b>TOTAL OPERATING REVENUES</b>	<b>0</b>	<b>5,000</b>	<b>(5,000)</b>	<b>(100.0%)</b>	<b>14,000</b>	<b>18,999</b>	<b>(4,999)</b>	<b>(26.3%)</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES								
GENERAL AND ADMINISTRATIVE	\$0	104	104	100.0%	\$1,250	833	(417)	(50.0%)
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	850	850	100.0%	3,224	6,800	3,576	52.6%
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>0</b>	<b>954</b>	<b>954</b>	<b>100.0%</b>	<b>4,474</b>	<b>7,633</b>	<b>3,159</b>	<b>41.4%</b>
<b>OPERATING INCOME</b>	<b>0</b>	<b>4,046</b>	<b>(4,046)</b>	<b>(100.0%)</b>	<b>9,526</b>	<b>11,366</b>	<b>(1,840)</b>	<b>(16.2%)</b>
NON-OPERATING (INCOME) EXPENSE	(1)	-	100.0%	(187.9%)	(7)	(3)	400.0%	(151.9%)
DEPRECIATION	-	-	-	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>1</b>	<b>4,046</b>	<b>(4,045)</b>	<b>(100.0%)</b>	<b>9,533</b>	<b>11,368</b>	<b>(1,836)</b>	<b>(16.1%)</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - HARBOR DREDGING**  
For the Eight Months Ending February 28, 2025

	Actual Feb FY 2025	Budget Feb 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	19,006	10,000	9,006	90.1%	65,200	80,000	(14,800)	(18.5%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST								
MERCHANDISE								
OTHER REVENUE	1,630	583	1,047	179.4%	4,530	4,667	(137)	(2.9%)
<b>TOTAL OPERATING REVENUES</b>	<b>20,636</b>	<b>10,583</b>	<b>10,062</b>	<b>95.0%</b>	<b>69,730</b>	<b>84,667</b>	<b>(14,937)</b>	<b>(17.6%)</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	-	1,750	1,750	100.0%	54,427	14,000	(40,427)	(288.8%)
GENERAL AND ADMINISTRATIVE	25	1,023	998	97.6%	2,849	8,187	5,338	65.2%
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>25</b>	<b>2,773</b>	<b>2,748</b>	<b>99.1%</b>	<b>57,276</b>	<b>22,187</b>	<b>(35,089)</b>	<b>(158.2%)</b>
<b>OPERATING INCOME</b>	<b>20,611</b>	<b>7,810</b>	<b>12,801</b>	<b>163.9%</b>	<b>12,454</b>	<b>62,480</b>	<b>(50,026)</b>	<b>(80.1%)</b>
NON-OPERATING (INCOME) EXPENSE	(615)	(567)	48	(8.4%)	(6,233)	(4,533)	1,700	(37.5%)
DEPRECIATION	5,535	6,417	881	13.7%	48,038	51,333	3,295	6.4%
<b>NET OPERATING INCOME</b>	<b>15,690</b>	<b>1,960</b>	<b>13,730</b>	<b>700.5%</b>	<b>(29,351)</b>	<b>15,680</b>	<b>(45,031)</b>	<b>(287.2%)</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - REVOLVING LOAN FUND**  
**For the Eight Months Ending February 28, 2025**

	Actual Feb FY 2025	Budget Feb 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	2,604	2,833	(229)	(8.1%)	20,199	22,667	(2,468)	(10.9%)
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	42	(42)	(100.0%)	0	333	(333)	(100.0%)
	-	-	-	-	0	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>2,604</b>	<b>2,875</b>	<b>(271)</b>	<b>(9.4%)</b>	<b>20,199</b>	<b>23,000</b>	<b>(2,801)</b>	<b>(12.2%)</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	48	48	100.0%	-	380	380	100.0%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	2,158	1,250	(908)	(72.7%)	8,529	10,000	1,471	14.7%
MARKETING AND PROMOTION	-	-	-	-	-	0	0	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>2,158</b>	<b>1,298</b>	<b>(861)</b>	<b>(66.3%)</b>	<b>8,529</b>	<b>10,380</b>	<b>1,851</b>	<b>17.8%</b>
<b>OPERATING INCOME</b>	<b>446</b>	<b>1,578</b>	<b>(1,131)</b>	<b>(71.7%)</b>	<b>11,670</b>	<b>12,620</b>	<b>(950)</b>	<b>(7.5%)</b>
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	-	-	-	-
DEPRECIATION	(31)	(17)	14	(83.1%)	(66,136)	(133)	66,002	(49491.9%)
	-	-	-	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>477</b>	<b>1,594</b>	<b>(1,117)</b>	<b>(70.1%)</b>	<b>77,806</b>	<b>12,753</b>	<b>65,053</b>	<b>510.1%</b>

<b>REVOLVING LOAN FUND (\$ 000's)</b>	<b>BALANCE AT 2-28-2025</b>	<b>BALANCE AT 06-30-2024</b>
<b>CASH BALANCES</b>		
GENERAL FUNDS	397	227
SEQUESTERED FUNDS	-	-
	<u>397</u>	<u>227</u>
<b>LOANS OUTSTANDING (19)</b>		
CURRENT	126	129
LONG TERM	843	931
	<u>969</u>	<u>1,060</u>
<b>TOTAL CAPITAL BASE</b>	<u>1,366</u>	<u>1,287</u>
<b>CAPITAL UTILIZATION RATE -% *</b>	<u>70.9%</u>	<u>82.4%</u>

\*EXCLUDES SEQUESTERED FUNDS

**SUMMARY OF INTERGOVERNMENTAL RECEIVABLES  
AS OF FEBRUARY 28, 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	10,321	(1,594)	8,876	173	146
	SKYHAVEN AIRPORT	2,079	1,867	166	(10)	0	156	104
	DIVISION OF PORTS AND HARBORS	22,215	22,215	19,593	0	19,215	139	139
		<u>43,015</u>	<u>42,085</u>	<u>30,080</u>	<u>(1,604)</u>	<u>28,091</u>	<u>468</u>	<u>389</u>

**SUMMARY OF CONSTRUCTION WORK IN PROCESS  
AS OF FEBRUARY 28, 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>2/28/2025</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)	-	15	-	15	15
	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	8	-	8	25
	AIR TRAFFIC CONTROL TOWER (ATCT) DESIGN	-	222	-	222	222
	ARRIVALS HALL (AIP 76)	5,580	1,844	-	1,844	7,424
	ARRIVALS HALL (NON-GRANT)	1,899	1,092	-	1,092	2,991
	PSM FENCE REPAIR	35	2	(37)	(35)	-
	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	-	36	-	36	36
	EMERGENCY OPS CENTER EQUIPMENT	-	1	-	1	1
	HAUL TRUCKS CONVERSION	11	5	-	5	16
		<u>8,080</u>	<u>4,265</u>	<u>(451)</u>	<u>3,814</u>	<u>11,894</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	45	-	45	120
	PFP BRACING & DECKING (ARPA)	615	810	-	810	1,425
	RYE GANGWAY REPLACEMENT	8	46	(54)	(8)	-
	RYE HARBOR DEVELOPMENT (ARPA)	16	(16)	-	(16)	-
	PAVING MARKET STREET	-	13	(13)	-	-
	FORD TRUCK BODY	-	10	(10)	-	-
	PFP BUILDING REPLACE ( ARPA)	14	320	-	320	334
		<u>728</u>	<u>1,228</u>	<u>(77)</u>	<u>1,151</u>	<u>1,879</u>
	<b>TOTAL</b>	<u>8,899</u>	<u>5,734</u>	<u>(583)</u>	<u>5,151</u>	<u>14,050</u>

**PEASE DEVELOPMENT AUTHORITY  
CASH FLOW PROJECTIONS FOR THE  
NINE MONTH PERIOD ENDING  
DECEMBER 31, 2025**



**BOARD OF DIRECTORS MEETING  
APRIL 15, 2025**

# PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW APRIL 1, 2025 TO DECEMBER 31, 2025

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

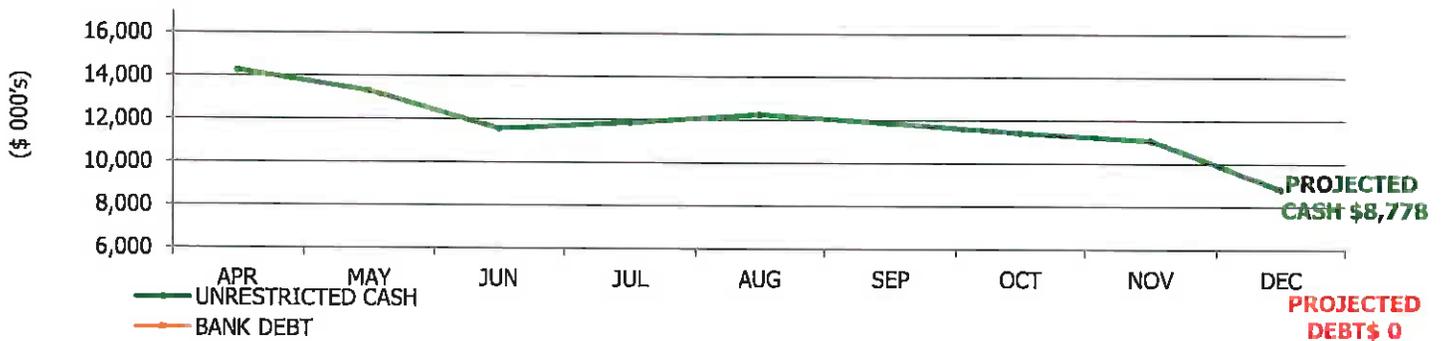
(\$000's)	AMOUNT
OPENING FUND BALANCE	<u>14,528</u>
<b>SOURCES OF FUNDS</b>	
GRANT AWARDS (SEE PAGE 4)	4,876
TRADEPORT TENANTS	8,641
MUNICIPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	3,448
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,379
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	219
	<u>20,804</u>
<b>USES OF FUNDS</b>	
OPERATING EXPENSES	11,702
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	6,792
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	5,260
MUNICIPAL SERVICE FEE (COP)	2,800
	<u>26,554</u>
<b>NET CASH FLOW</b>	<u>(5,750)</u>
<b>CLOSING FUND BALANCE</b>	<u>8,778</u>

TOTAL FUND BALANCES	BALANCE AT 3-31-25	BALANCE AT 6-30-2024
UNRESTRICTED	14,528	12,082
DESIGNATED	14	14
<b>TOTAL</b>	<u>14,542</u>	<u>12,096</u>

### 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	Mar-25	Mar-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>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
OPENING FUND BALANCE	14,528	14,255	13,293	11,559	11,857	12,242	11,858	11,408	11,054	14,528
<b>SOURCES OF FUNDS</b>										
GRANT AWARDS (SEE PAGE # 4)	465	146	313	875	583	648	748	569	529	4,876
TRADEPORT TENANTS	948	989	960	1,113	941	902	910	946	932	8,641
MUNICIPAL SERVICE FEE	147	453	147	147	453	147	147	453	147	2,241
GOLF COURSE	352	513	532	500	546	445	328	171	61	3,448
PORTSMOUTH AIRPORT- (PSM)	128	6	6	6	6	6	6	6	6	176
PSM PAY FOR PARKING	84	53	19	41	38	21	25	36	38	355
PSM FLOWAGE FEES	117	103	158	73	93	91	94	51	68	848
SKYHAVEN AIRPORT	21	23	21	40	25	23	23	22	21	219
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	<u>2,262</u>	<u>2,286</u>	<u>2,156</u>	<u>2,795</u>	<u>2,685</u>	<u>2,283</u>	<u>2,281</u>	<u>2,254</u>	<u>1,802</u>	<u>20,804</u>
<b>USE OF FUNDS</b>										
CAPITAL- GRANT RELATED (SEE PAGE # 4)	335	565	540	630	710	730	610	580	560	5,260
CAPITAL- NONGRANT (SEE PAGE 5)	1,025	889	273	709	390	743	1,000	853	910	6,792
OPERATING EXPENSES	1,175	1,794	1,677	1,158	1,200	1,194	1,121	1,175	1,208	11,702
MUNICIPAL SERVICE FEE	-	-	1,400	-	-	-	-	-	1,400	2,800
	<u>2,535</u>	<u>3,248</u>	<u>3,890</u>	<u>2,497</u>	<u>2,300</u>	<u>2,667</u>	<u>2,731</u>	<u>2,608</u>	<u>4,078</u>	<u>26,554</u>
NET CASH FLOW	(273)	(962)	(1,734)	298	385	(384)	(450)	(354)	(2,276)	(5,750)
CLOSING FUND BALANCE	<u>14,255</u>	<u>13,293</u>	<u>11,559</u>	<u>11,857</u>	<u>12,242</u>	<u>11,858</u>	<u>11,408</u>	<u>11,054</u>	<u>8,778</u>	<u>8,778</u>

**PEASE DEVELOPMENT AUTHORITY**

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

<b>GRANT FUNDED PROJECTS</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>DEC</b>	<b>TOTAL</b>
<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	500	4,300
TAXIWAY A SOUTH & HOLD BAY DESIGN	20	30	30	60	60	60	60	60	60	440
SRE- LIQUID DEICING & MTE (AIP 77)	-	-	-	-	-	-	-	-	-	-
	<u>320</u>	<u>530</u>	<u>530</u>	<u>610</u>	<u>710</u>	<u>710</u>	<u>610</u>	<u>560</u>	<u>560</u>	<u>5,140</u>
<b>SKYHAVEN AIRPORT</b>										
WILDLIFE FENCE DESIGN	-	20	-	20	-	20	-	20	-	80
TERMINAL PARKING LOT DESIGN	15	15	10	-	-	-	-	-	-	40
	<u>15</u>	<u>35</u>	<u>10</u>	<u>20</u>	<u>-</u>	<u>20</u>	<u>-</u>	<u>20</u>	<u>-</u>	<u>120</u>
<b>TRADEPORT</b>										
<b>TOTAL GRANT REIMBURSEMENT PROJECTS</b>	<u>335</u>	<u>565</u>	<u>540</u>	<u>630</u>	<u>710</u>	<u>730</u>	<u>610</u>	<u>580</u>	<u>560</u>	<u>5,260</u>

**PEASE DEVELOPMENT AUTHORITY**

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

<b>GRANT AWARDS</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>DEC</b>	<b>TOTAL</b>
<b>PORTSMOUTH AIRPORT</b>										
ARRIVALS HALL	415	-	-	350	-	-	-	-	-	765
NH HAVE RIGHT TURN LANE	1	-	-	-	40	120	120	40	-	321
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	31	-	-	-	-	-	-	-	-	31
ALPHA NORTH TAXIWAY CONSTRUCTION	-	20	285	475	475	475	475	475	475	3,155
TAXIWAY A SOUTH & HOLD BAY DESIGN	-	10	10	50	50	30	135	54	54	393
SRE- LIQUID DEICING & MTE (AIP 77)	-	-	-	-	-	-	-	-	-	-
SRE CARRIER VEHICLE ( AIP 74)	-	116	-	-	-	-	-	-	-	116
	<u>447</u>	<u>146</u>	<u>295</u>	<u>875</u>	<u>565</u>	<u>625</u>	<u>730</u>	<u>569</u>	<u>529</u>	<u>4,781</u>
<b>SKYHAVEN AIRPORT</b>										
WILDLIFE FENCE DESIGN	18	-	18	-	18	-	18	-	-	72
TERMINAL PARKING LOT DESIGN	-	-	-	-	-	23	-	-	-	23
	<u>18</u>	<u>-</u>	<u>18</u>	<u>-</u>	<u>18</u>	<u>23</u>	<u>18</u>	<u>-</u>	<u>-</u>	<u>95</u>
<b>TRADEPORT</b>										
	<u>-</u>									
<b>TOTAL GRANT RECEIPT AWARDS</b>	<u>465</u>	<u>146</u>	<u>313</u>	<u>875</u>	<u>583</u>	<u>648</u>	<u>748</u>	<u>569</u>	<u>529</u>	<u>4,876</u>

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

(\$ 000's)

<b>NON-GRANT CAPITAL PROJECTS</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>DEC</b>	<b>TOTAL</b>
<b>TECHNOLOGY AND OTHER</b>										
PAYCHEX PAYROLL KIOSKS **	-	5	-	-	-	-	-	-	-	5
FIREWALL REPLACEMENTS**	-	-	-	-	-	-	15	-	-	15
SERVER REPLACEMENT**	-	-	-	-	-	-	10	-	-	10
FINANCE SOFTWARE **	-	-	58	-	-	-	-	-	-	58
	-	5	58	-	-	-	25	-	-	88
<b>GOLF COURSE</b>										
COURSE EQUIPMENT	-	-	-	-	-	-	-	168	-	168
GOLF COURSE TEE AREA RESURFACE**	-	10	-	-	-	-	-	-	-	10
CLUBHOUSE KITCHEN EQUIPMENT**	-	40	-	-	-	-	-	-	-	40
GOLF COURSE NETTING**	-	30	-	-	-	-	-	-	-	30
FORD TRUCK WITH PLOW**	-	61	-	-	-	-	-	-	-	61
EVENTS CENTER STUDY	2	-	-	-	-	-	-	-	-	2
EVENTS CENTER DESIGN	-	-	-	20	20	60	60	60	60	280
CLUBHOUSE BASEMENT UPGRADES**	50	-	-	-	-	-	-	-	-	50
CLUBHOUSE HVAC/GEOTHERMAL REPAIRS**	-	90	-	-	-	-	-	-	-	90
VIDEO SURVEILLANCE SYSTEM	-	-	-	-	20	20	-	-	-	40
IRRIGATION REPAIRS**	-	-	-	-	-	-	-	-	150	150
	52	231	-	20	40	80	60	228	210	921
<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	800	200	120	-	-	-	-	-	-	1,120
PDA HANGAR DESIGN & CONSTRUCTION**	-	-	-	-	-	400	400	400	400	1,600
	890	290	160	310	300	600	625	625	625	4,425
<b>SKYHAVEN AIRPORT</b>										
SRE DRIVEWAY PAVEMENT REPAIR**	-	-	30	-	-	-	-	-	-	30
FUEL SYSTEM CREDIT CARD **	-	-	-	-	-	-	5	-	-	5
TERMINAL APRON PAVEMENT-FUEL FARM PAD**	-	-	-	250	-	-	-	-	-	250
RENOVATION WORK-TERMINAL BLDG	-	-	-	25	-	-	-	-	-	25
	-	-	30	275	-	-	5	-	-	310
<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	50	25	-	-	-	25	-	-	165
<b>MAINTENANCE</b>										
VEHICLE FLEET REPLACEMENT -MAINT**	-	-	-	70	-	63	-	-	75	208
VEHICLE FLEET REPLACEMENT -AIRPORT OPS/ADMIN**	-	-	-	-	-	-	-	-	-	-
BUILDING INFRASTRUCTURE **	-	-	-	-	50	-	-	-	-	50
ROOF REPAIRS - 7 LEE ST**	-	50	-	-	-	-	-	-	-	50
SIGN PROGRAM APPLICATION TABLE**	-	9	-	-	-	-	-	-	-	9
RIDE ON PAINT MACHINE**	-	-	-	27	-	-	-	-	-	27
DUMP TRUCK AND TRAILER**	-	9	-	-	-	-	260	-	-	269
HAUL TRUCK CONVERSION	-	130	-	-	-	-	-	-	-	130
	-	198	-	97	50	63	260	-	75	743
<b>TOTAL NON-GRANT CAPITAL PROJECTS</b>	<b>1,025</b>	<b>889</b>	<b>273</b>	<b>709</b>	<b>390</b>	<b>743</b>	<b>1,000</b>	<b>853</b>	<b>910</b>	<b>6,792</b>

NOTE: \*\*PENDING BOARD APPROVAL

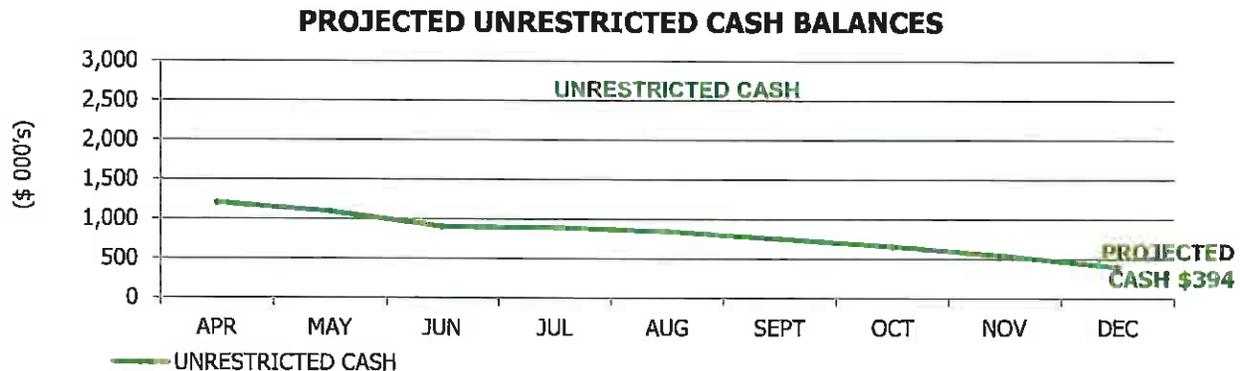
# DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

## CASH FLOW SUMMARY OVERVIEW APRIL 1, 2025 TO DECEMBER 31, 2025

(\$ 000's)

(\$000'S)	<u>AMOUNT</u>	<u>TOTAL FUND BALANCES</u>	<u>BALANCE AT 4-1-25</u>	<u>BALANCE AT 06/30/24</u>
<b>OPENING FUND BALANCE</b>	<b><u>1,281</u></b>			
<b><u>SOURCES OF FUNDS</u></b>				
FACILITY RENTALS AND CONCESSIONS	475	UNRESTRICTED FUNDS	1,281	1,519
FUEL SALES	769	DESIGNATED FUNDS	<u>178</u>	<u>173</u>
GRAND AWARD (SEE PAGE 8)	2,283		<u>1,459</u>	<u>1,692</u>
REGISTRATIONS / WHARFAGE	248			
MOORING FEES	100			
PARKING FEES	191			
	<u>4,066</u>			
<b><u>USES OF FUNDS</u></b>				
PERSONNEL SERVICES AND BENEFITS	1,320			
FUEL PROCUREMENT	575			
OPERATING EXPENSES	667			
CAPITAL EXPENDITURES -GRANT (SEE PAGE 8)	2,085			
CAPITAL EXPENDITURES -NON-GRANT (SEE PAGE 8)	306			
	<u>4,953</u>			
<b>NET CASH FLOW</b>	<u>(887)</u>			
<b>CLOSING FUND BALANCE</b>	<b><u>394</u></b>			

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>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
<b>OPENING FUND BALANCE</b>	<b>1,281</b>	<b>1,205</b>	<b>1,093</b>	<b>902</b>	<b>892</b>	<b>843</b>	<b>755</b>	<b>655</b>	<b>539</b>	<b>1,281</b>
<b>SOURCES OF FUNDS</b>										
FACILITY RENTALS AND CONCESSIONS	56	55	49	66	52	59	49	47	42	<b>475</b>
FUEL SALES	10	34	56	220	166	105	106	42	30	<b>769</b>
MOORING FEES	100	-	-	-	-	-	-	-	-	<b>100</b>
PARKING FEES	12	14	24	55	60	18	6	2	-	<b>191</b>
GRANTS FUNDS RECEIVED & OTHER (SEE PAGE #8)	378	505	200	200	200	200	200	200	200	<b>2,283</b>
REGISTRATIONS / WHARFAGE	101	47	41	12	13	12	5	9	8	<b>248</b>
	<u>657</u>	<u>655</u>	<u>370</u>	<u>553</u>	<u>491</u>	<u>394</u>	<u>366</u>	<u>300</u>	<u>280</u>	<b>4,066</b>
<b>USE OF FUNDS</b>										
PERSONNEL SERVICES AND BENEFITS	144	152	168	136	162	151	144	121	142	<b>1,320</b>
FUEL PROCUREMENT	15	23	30	173	122	77	70	40	25	<b>575</b>
UTILITIES	4	12	6	7	9	7	5	7	8	<b>65</b>
GENERAL AND ADMINISTRATIVE	14	14	14	14	14	14	14	14	14	<b>126</b>
BUILDINGS AND FACILITIES	22	22	52	22	22	22	22	23	25	<b>232</b>
PROFESSIONAL SERVICES	156	11	11	11	11	11	11	11	11	<b>244</b>
CAPITAL- GRANT RELATED (SEE PAGE #8)	378	307	200	200	200	200	200	200	200	<b>2,085</b>
CAPITAL- NONGRANT (SEE PAGE #8)	-	226	80	-	-	-	-	-	-	<b>306</b>
	<u>733</u>	<u>767</u>	<u>561</u>	<u>563</u>	<u>540</u>	<u>482</u>	<u>466</u>	<u>416</u>	<u>425</u>	<b>4,953</b>
<b>NET CASH FLOW</b>	<b>(76)</b>	<b>(112)</b>	<b>(191)</b>	<b>(10)</b>	<b>(49)</b>	<b>(88)</b>	<b>(100)</b>	<b>(116)</b>	<b>(145)</b>	<b>(887)</b>
<b>CLOSING FUND BALANCE</b>	<b>1,205</b>	<b>1,093</b>	<b>902</b>	<b>892</b>	<b>843</b>	<b>755</b>	<b>655</b>	<b>539</b>	<b>394</b>	<b>394</b>

**CAPITAL PROJECTS PRESENTED TO THE HOUSE PUBLIC WORKS AND HIGHWAYS COMMITTEE ON MARCH 10, 2025:**

- MARKET STREET TERMINAL-MAIN WHARF DREDGING \$1,417,000
- RYE AND HAMPTON HARBORS RIPRAP REPAIR \$ 765,000
- MARKET STREET MARINE TERMINAL WAREHOUSE  
REMOVAL AND OFFICE REPLACEMENT \$1,620,000

Note: The above projects were submitted in April 2024 as part of the State Capital Improvement Plan

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

(\$ 000's)

<b>GRANT FUNDED PROJECTS</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>DEC</b>	<b>TOTAL</b>
<b>MARKET STREET TERMINAL</b>										
FUNCTIONAL REPLACEMENT-BARGE DOCK	-	-	-	200	200	200	200	200	200	1,200
BUILD GRANT-MAIN WHARF REHAB	78	-	-	-	-	-	-	-	-	78
	<b>78</b>	-	-	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>1,278</b>
<b>HARBORS</b>										
	-	-	-	-	-	-	-	-	-	-
<b>PORTSMOUTH FISH PIER</b>										
BRACING & DECKING - ARPA	-	-	-	-	-	-	-	-	-	-
BUILDING REPLACEMENT - ARPA	300	307	200	-	-	-	-	-	-	807
	<b>300</b>	<b>307</b>	<b>200</b>	-	-	-	-	-	-	<b>807</b>
<b>TOTAL GRANT FUNDED PROJECTS</b>	<b>378</b>	<b>307</b>	<b>200</b>	<b>2,085</b>						
<b>INTERNALLY FUNDED</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>DEC</b>	<b>TOTAL</b>
<b>MARKET STREE TERMINAL</b>										
TRUCK SCALE** (DEFERRED TO FY26)	-	-	-	-	-	-	-	-	-	-
HOISTS (5) - ALL LOCATIONS**	-	-	80	-	-	-	-	-	-	80
CRACK SEALING-MAIN WHARF** (DEFERRED)	-	-	-	-	-	-	-	-	-	-
	-	-	<b>80</b>	-	-	-	-	-	-	<b>80</b>
<b>HARBORS</b>										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
<b>PORTSMOUTH FISH PIER</b>										
BUILDING REPLACEMENT (INTERNALLY FUNDED)	-	226	-	-	-	-	-	-	-	226
	-	<b>226</b>	-	-	-	-	-	-	-	<b>226</b>
<b>TOTAL INTERALLY FUNDED PROJECTS</b>	-	<b>226</b>	<b>80</b>	-	-	-	-	-	-	<b>306</b>

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

(\$ 000's)

<b>GRANT AWARDS</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>DEC</b>	<b>TOTAL</b>
<b>MARKET STREET TERMINAL</b>										
FUNCTIONAL REPLACEMENT-BARGE DOCK	-	-	-	200	200	200	200	200	200	1,200
BUILD GRANT-MAIN WHARF REHAB	78	-	-	-	-	-	-	-	-	78
	<b>78</b>	-	-	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>1,278</b>
<b>HARBORS</b>										
STORM REPAIR - RYE (POSSIBLE 75% FEMA REIMB)	-	198	-	-	-	-	-	-	-	198
	-	<b>198</b>	-	-	-	-	-	-	-	<b>198</b>
<b>PORTSMOUTH FISH PIER</b>										
BRACING & DECKING	-	-	-	-	-	-	-	-	-	-
BUILDING REPLACEMENT	300	307	200	-	-	-	-	-	-	807
	<b>300</b>	<b>307</b>	<b>200</b>	-	-	-	-	-	-	<b>807</b>
<b>TOTAL GRANT RECEIPT AWARDS</b>	<b>378</b>	<b>505</b>	<b>200</b>	<b>2,283</b>						

# DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

## CASH FLOW SUMMARY OVERVIEW

APRIL 1, 2025 TO DECEMBER 31, 2025

(\$ 000's)

### HARBOR DREDGING FUND

(\$ 000's)	<u>AMOUNT</u>
<b>OPENING FUND BALANCE</b>	<b><u>356</u></b>
<b><u>SOURCES OF FUNDS</u></b>	
PIER USAGE FEES	81
REGISTRATIONS	9
GRANT FUNDING	-
	<u>90</u>
<b><u>USES OF FUNDS</u></b>	
BUILDINGS AND FACILITIES	54
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	-
ALL OTHER- (CBOC)	50
	<u>110</u>
<b>NET CASH FLOW</b>	<b><u>(20)</u></b>
<b>CLOSING FUND BALANCE</b>	<b><u>336</u></b>

### REVOLVING LOAN FUND

(\$ 000's)	<u>AMOUNT</u>
<b>OPENING FUND BALANCE</b>	<b><u>406</u></b>
<b><u>SOURCES OF FUNDS</u></b>	
LOAN REPAYMENTS	93
INTEREST INCOME-LOANS	30
INTEREST INCOME-FUND BALANCE	-
	<u>123</u>
<b><u>USES OF FUNDS</u></b>	
NEW LOANS PROJECTED	100
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	15
	<u>121</u>
<b>NET CASH FLOW</b>	<b><u>2</u></b>
<b>CLOSING FUND BALANCE</b>	<b><u>408</u></b>

### FOREIGN TRADE ZONE

(\$ 000's)	<u>AMOUNT</u>
<b>OPENING FUND BALANCE</b>	<b><u>24</u></b>
<b><u>SOURCES OF FUNDS</u></b>	
FACILITY RENTALS	14
ALL OTHER	-
	<u>14</u>
<b><u>USES OF FUNDS</u></b>	
GENERAL AND ADMINISTRATIVE	3
PROFESSIONAL SERVICES	-
OTHER	7
	<u>10</u>
<b>NET CASH FLOW</b>	<b><u>4</u></b>
<b>CLOSING FUND BALANCE</b>	<b><u>28</u></b>

TOTAL FUND BALANCES	BALANCE AT 3/31/25	BALANCE AT 06/30/24
HARBOR DREDGING	356	297
REVOLVING LOAN FUND	406	225
FOREIGN TRADE ZONE	24	17
	<u>786</u>	<u>539</u>



# Auditor Communications to Those Charged with Governance

June 30, 2025

BDMP Assurance, LLP

Berry, Dunn, McNeil & Parker, LLC

# Required Communications



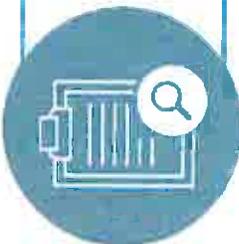
## Management Responsibilities

- Preparation and fair presentation of the financial statements
- Design, implementation and maintenance of effective internal controls
- We are not a component of internal controls



## Our Responsibilities

- Express an opinion on the financial statements
- Audit is designed to obtain reasonable assurance that the financials are free from material misstatement
- We will not opine on the Management's Discussion and Analysis, RSI or Other Information
- Audit does not relieve management or those charged with governance of their responsibilities



## Planning and Performing the Audit

- We consider internal control, but do not express an opinion on it
- We perform tests in key audit areas; those tests may change from year to year
- We utilize a risk-based audit approach
- We are not aware of any relationships that impair our independence

# Federal Compliance Audit

We will issue an opinion on compliance with the direct and material requirements of each major program

We will provide an opinion on the schedule of expenditures of federal awards in relation to the financial statements

We will consider internal controls over compliance with the requirements that could have a direct and material effect on a major program, but do not express an opinion on internal controls

We will perform certain tests of compliance with laws, regulations, contracts, and grants, but will not issue an opinion



## Planned Significant Audit Areas



In addition to the significant audit areas noted above, we will select other areas and transactions to test to preserve the element of unpredictability and will modify our audit approach, as necessary, based on new information that may come to our attention.

# Audit Timing

**Interim Fieldwork**

**Week of June 9<sup>th</sup>**

- Financial statement and Uniform Guidance planning procedures
- Initial testing for federal compliance audit
- Gain understanding of internal controls and accounting processes

**Year-End Fieldwork**

**Week of August 25<sup>th</sup>**

- Year-end substantive procedures for the financial statement audit
- Concluding procedures for the Uniform Guidance audit

**Draft Reports**

**No later than October 3<sup>rd</sup>**

- Financial Statements
- Uniform Guidance Report
- Required Communications Letter

**Final Reports**

**Upon Board acceptance**

- Financial Statements
- Uniform Guidance Report
- Required Communications Letter

## Communications at the Conclusion of the Audit



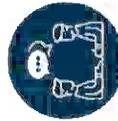
Internal control matters, if any are identified



Difficulties and disagreements with management



Qualitative aspects of accounting practices



Consultations with other accountants



Audit adjustments and unrecorded audit adjustments



Management representations



# Planning Inquiries



Fraud



Non-compliance with laws and regulations



Litigation



Changes in policy



Commitments or contingencies



Areas of concern or other matters





**Katy Balukas, CPA**

Partner | BDMP Assurance, LLP  
Principal | Berry, Dunn, McNeil & Parker, LLC

**603.518.2648**

[kbalukas@berrydunn.com](mailto:kbalukas@berrydunn.com)

**Kate Skrocki**

Senior | Berry, Dunn, McNeil & Parker, LLC

**603.518.2673**

[kskrocki@berrydunn.com](mailto:kskrocki@berrydunn.com)

BerryDunn is the brand name under which Berry, Dunn, McNeil & Parker, LLC and BDMP Assurance, LLP, independently owned entities, provide services. Berry, Dunn, McNeil & Parker, LLC provides tax, advisory, and consulting services. BDMP Assurance, LLP, a licensed CPA firm, provides attest services.

April 7, 2025

Thomas Ferrini, Audit Committee Chair  
Paul Brean, Executive Director  
Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801

Dear Thomas and Paul:

We are pleased to confirm our understanding of services we are to provide for Pease Development Authority, a component unit of the State of New Hampshire (the Authority) for the year ending June 30, 2025.

### **Audit Scope and Objectives**

BDMP Assurance, LLP (the Firm) will audit the financial statements of the Authority which comprise of the statement of financial position as of June 30, 2024 and the related statements of revenue, expenses and changes in net position and cash flows for the year then ending, and the disclosures (collectively, the "financial statements"). U.S. generally accepted accounting principles (U.S. GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with U.S. generally accepted auditing standards (U.S. GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Collective Net Pension Liability
- 3) Schedule of Employer Contributions (Pension Plan)
- 4) Collective Total OPEB Liability (NHRS OPEB Plan)
- 5) Schedule of Employer Contributions (NHRS OPEB Plan)
- 6) Collective Total OPEB Liability (State OPEB Plan)
- 7) Schedule of Changes in Total OPEB Liability (State OPEB Plan)
- 8) Notes to the Required Supplemental Information

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Listing of the Board of Directors
- 2) Financial Highlights

Thomas Ferrini, Audit Committee Chair  
Paul Brean, Executive Director  
Pease Development Authority  
April 7, 2025  
Page 2

We have also been engaged to report on the schedule of expenditures of federal awards (SEFA), which is supplementary information other than RSI that accompanies the Authority's basic financial statements. We will subject the SEFA to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. GAAP, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs, and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with U.S. GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Authority or to

Thomas Ferrini, Audit Committee Chair  
Paul Brean, Executive Director  
Pease Development Authority  
April 7, 2025  
Page 3

acts by management or employees acting on behalf of the Authority. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for this inquiry.

Management override of controls, improper revenue recognition, misstatement of payroll expenses and related liabilities and grants have been identified as significant risks of material misstatement. Additionally, noncompliance with the direct and material compliance requirements for each federal major program has also been identified as a significant risk of material misstatement. However, our audit planning has not concluded and thus modifications to these significant risks may be made as a result of further audit planning procedures.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the Authority and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants (AICPA) professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Pease Development Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the Office of Management and Budget's *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Authority's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Pease Development Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Other Services**

We will also assist in preparing the financial statements, SEFA, and related notes of the Authority in conformity with U.S. GAAP and the Uniform Guidance based on information provided by management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, SEFA, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand management's responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, SEFA, and all accompanying information in conformity with U.S. GAAP; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Management's responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making drafts of financial statements, SEFA, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). Management is also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Authority from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; SEFA; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Thomas Ferrini, Audit Committee Chair  
Paul Brean, Executive Director  
Pease Development Authority  
April 7, 2025  
Page 6

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Authority involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Authority received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Authority complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

Management is responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the SEFA (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. Management agrees to include our report on the SEFA in any document that contains, and indicates that we have reported on, the SEFA. Management agrees to include the audited financial statements with any presentation of the SEFA that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the SEFA in accordance with the Uniform Guidance; (2) you believe the SEFA, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the SEFA.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. GAAP. Management agrees to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with U.S. GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Thomas Ferrini, Audit Committee Chair  
Paul Brean, Executive Director  
Pease Development Authority  
April 7, 2025  
Page 7

Management agrees to assume all management responsibilities for the financial statements, SEFA, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the SEFA, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the SEFA, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of the Authority. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

### **Engagement Administration, Fees, and Other**

We understand that the Authority's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, SEFA, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection if called for by applicable requirements.

Thomas Ferrini, Audit Committee Chair  
Paul Brean, Executive Director  
Pease Development Authority  
April 7, 2025  
Page 8

The audit documentation for this engagement is the property of the Firm and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a grantor agency or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under the supervision of the Firm personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the date of the auditor's report or for any additional period requested by the federal agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I am the engagement partner and responsible for supervising the engagement and signing the report or authorizing another partner to do so. We expect to begin our engagement in June 2025 and to issue our reports no later than November 30, 2025.

The Authority agrees to hold the Firm, its affiliates, and their partners, employees, representatives, successors and assigns harmless from any and all claims of the Authority which arise from knowing misrepresentations to the Firm by the management of the Authority, or the intentional withholding or concealment of information from the Firm by the management of the Authority. The Authority also agrees to indemnify the Firm for any and all claims made against the Firm by third parties which arise from any of these actions by the management of the Authority.

In the event that we receive a subpoena or summons requesting that we produce documents from this engagement or testify about the engagement, we will notify you prior to responding to it if we are legally permitted to do so. You may, within the time permitted for us to respond to the request, initiate such legal action as you deem appropriate to protect the information from discovery. If you take no action within the time permitted for us to respond or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request. You agree to reimburse us for our time and out-of-pocket expenses, including attorney's fees, incurred in response to any such subpoena or summons.

We reserve the right to suspend or terminate our work in the event we do not receive timely payment of our billing statements. In the event that our work is suspended or terminated as a result of nonpayment, you agree that we will not be responsible for your failure to meet government and other filing deadlines, or for penalties or interest that may be assessed against you resulting from your failure to meet such deadlines.

No party shall have the right to assign this engagement letter (Agreement) or any interest therein without the prior written consent of the other party, provided, however that the Firm may assign the Agreement without the Authority's prior consent to an associated professional services firm (Associated Firm) in connection with any sale or contribution of any of the Firm's assets to said Associated Firm, provided further that the Firm members own more than 50% of the economic interests of such Associated Firm and the Associated Firm assumes all of the obligations and liabilities hereunder. The Authority further agrees that without notice to the Authority, the Firm may transfer the Authority's files and information to said Associated Firm in connection with such a permitted assignment. Once assigned, the Firm shall be released of all of its covenants and liabilities hereunder.

Thomas Ferrini, Audit Committee Chair  
Paul Brean, Executive Director  
Pease Development Authority  
April 7, 2025  
Page 9

The Firm and Berry, Dunn, McNeil & Parker, LLC (LLC) practice in an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations, and professional standards. In performing its services, the Firm will lease professional and administrative staff, both of which are employed by LLC. These individuals will be under the direct control and supervision of the Firm, which is solely responsible for the performance of our engagement. Additionally, the professional staff is subject to the standards governing the accounting profession, including the requirement to maintain the confidentiality of client information, and the Firm and LLC have contractual agreements requiring confidential treatment of all client information.

LLC retains all client files for the Firm. By signing this engagement letter, you hereby consent and authorize the Firm to share with LLC information that we may obtain from you in the course of our engagement. The Firm and LLC will maintain the confidentiality of all client information and comply with professional standards regarding your information.

Our billings for the services set forth in this letter, which will be based upon our rates for this type of work, will be rendered during the engagement and are payable upon receipt are expected to be \$78,850 plus travel time, travel costs and other out of pocket costs. In addition to the fees for this type of work, you will be billed for out-of-pocket expenses, including an annual administrative and processing fee of \$825, and travel time charged at half of our standard rates. A late charge is added on all unpaid bills in excess of 30 days at an annual rate of 18% (1½% per month). This engagement includes only those services specifically described in this letter. Appearances before judicial proceedings or government agencies such as the Internal Revenue Service or other regulatory bodies, arising out of this engagement, will be billed to you separately.

Our billings will be rendered as follows:

June 30	\$15,935
July 31	\$15,935
August 31	\$15,935
September 30	\$15,935
October 31	\$15,935

This fee is dependent on the following:

- The Authority will be fully prepared for the audit with information uploaded to the portal by the agreed-upon dates. We anticipate fees to increase by up to 20% if the Authority is unprepared or does not meet agreed-upon time frames when scheduled to accommodate additional time and costs incurred with rescheduling work.
- Any applicable new accounting pronouncements will be implemented and properly recorded.
- The financial statements support will be prepared by management in its entirety.
- If significant additional time is necessary due to unexpected circumstances, we will keep you informed of any unexpected items of significance we encounter so that we may discuss the impact on our fees.

Thomas Ferrini, Audit Committee Chair  
Paul Brean, Executive Director  
Pease Development Authority  
April 7, 2025  
Page 10

In addition to the services described in this letter, we would be pleased to discuss additional services we may provide to the Authority. Any such nonaudit services, the scope of which would not constitute an audit conducted under, and will not be conducted in accordance with, *Government Auditing Standards*, will not involve performing management functions or making management decisions. In performing any such services, you and we hereby mutually understand and agree that management is responsible for the substantive outcomes of the subject matter of the services and, therefore, has a responsibility to be in a position in fact and appearance to make an informed judgment on the results of the services. Management also will be responsible for the following:

- Designating an individual who possesses suitable skill, knowledge and/or experience, preferably within senior management, to oversee the service. That individual will be the signer of this letter unless another individual is designated in writing.
- Establishing and monitoring the performance of the service to ensure that it meets management's objectives.
- Assuming all responsibilities that involve management functions related to the service and accepting full responsibility for the results of such service.
- Evaluating the adequacy of the services performed and any findings that result.
- Establishing and maintaining internal controls, including monitoring ongoing activities and custody of all the Authority's assets.

Regulatory bodies continuously review and update standards, which may introduce new or revised financial reporting and disclosure requirements or affect the nature, timing, and scope of our work. If these changes result in increased time or effort to deliver the services described in this letter, our fees may need to be adjusted accordingly. We will discuss any such adjustments with you before proceeding with the additional work.

All work performed by us will be under my supervision. It is our responsibility to ensure that you receive good service. We will call upon our other associates whenever a second point of view or specialized knowledge is necessary.

Each party hereto agrees that any electronic signature is intended to authenticate a written signature, shall be valid, and shall have the same force and effect as a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, an electronic sound symbol or process attached to or logically associated with a contract or other record and executed or adopted by a person with an intent to sign the record, or a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Thomas Ferrini, Audit Committee Chair  
Paul Brean, Executive Director  
Pease Development Authority  
April 7, 2025  
Page 11

Sincerely,

By:   
Katharine Balukas, CPA  
Partner | BDMP Assurance, LLP

This letter correctly sets forth the understanding is accepted by us.

PEASE DEVELOPMENT AUTHORITY

By: \_\_\_\_\_  
Mr. Thomas Ferrini, Audit Committee Chair

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Mr. Paul Brean, Executive Director

\_\_\_\_\_  
Date

**MEMORANDUM**

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

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

**DATE:** April 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 England Seacoast Region Chapter 225 of the Experimental Aircraft Association  
License: Right of Entry  
Location: Skyhaven Airport  
Purpose: Annual Pancake Breakfast  
Term: April 12, 2025, with a rain date of April 13, 2025
  
2. Name: CDM Constructors Inc. and Strategic Environmental Services, Inc.  
License: Right of Entry  
Location: Pipeline Corridor  
Purpose: Waddle Removal  
Term: March 31, 2025, through April 2, 2025
  
3. Name: IB ABEL, Inc.  
License: Right of Entry  
Location: 119 Arboretum Drive, Portsmouth International Airport at Pease  
Purpose: An extension of its ROE through April 4, 2025, to complete outstanding items, specifically removal of equipment from the Premises  
Term: Original ROE dated October 1, 2024; equipment removal by April 4, 2025

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

**MEMORANDUM**

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director 

DATE: April 4, 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: Baypoint Behavioral Health  
Space: 30 International Drive (Suite 101)  
Use: Behavioral Health Office and general office use  
Term: Sixty (60) months; Commencement April 1, 2025
  
- 2. Tenant: Authentically You Counseling  
Space: 30 International Drive (Suite 203)  
Use: Mental Health Counseling Office and related office use  
Term: Eighty-Four (84) months with two options to extend for a term of five (5) years; Commencement April 1, 2025
  
- 3. Tenant: PICO LLC dba PAHI and PAHI USA  
Space: 100 International Drive (Suite 350)  
Use: Business office and customary accessory uses  
Term: Three (3) years and Two (2) months with two (2) three (3) year options; Commencement April 1, 2025
  
- 4. Tenant: Highland Advisory Group LLC  
Space: 1 New Hampshire Avenue (Suite #205)  
Use: General Office and related use  
Term: Two (2) years with one (1) three-year option; Commencement April 1, 2025

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.

P:\BOARD\MTG\2025\Lease Report (4-15-25).doc

## MEMORANDUM

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

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

**DATE:** April 3, 2025

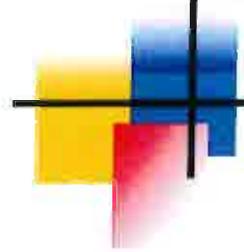
**SUBJECT:** Contract Reports

\*\*\*\*\*

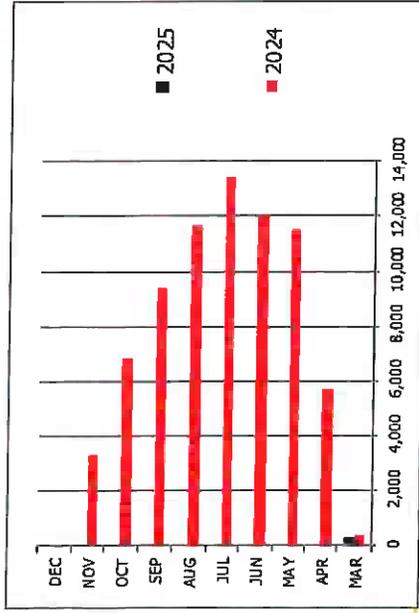
In accordance with Article 3.9.1.1 of the PDA Bylaws, I am pleased to report the following:

1. Project Name: Sunbelt Rentals  
Board Authority: Director Ferrini  
Cost: \$1,110.57  
Summary: Removal of tree stumps left along Corporate Drive and at the terminal
  
2. Project Name: Fuss & O'Neil  
Board Authority: Director Ferrini  
Cost: \$5,500.00  
Summary: Update the Stormwater Pollution Prevent Plan for the Market Street Marine Terminal at 555 Market Street
  
3. Project Name: Lakes Region Environmental  
Board Authority: Director Ferrini  
Cost: \$3,444.89  
Summary: Skyhaven Annual Fuel System Inspection
  
4. Project Name: Electrical Wholesalers, Inc.  
Board Authority: Director Ferrini  
Cost: \$7,243.04  
Summary: Lighting improvements at the Portsmouth International Airport at Pease terminal located out front of the US Custom and Border Patrol customer service window/Federal Inspection Station (FIS) main foyer, as well as inside the Gate 1 domestic hold room area.

# KEY GOLF COURSE BENCHMARKING DATA – MAR 2025



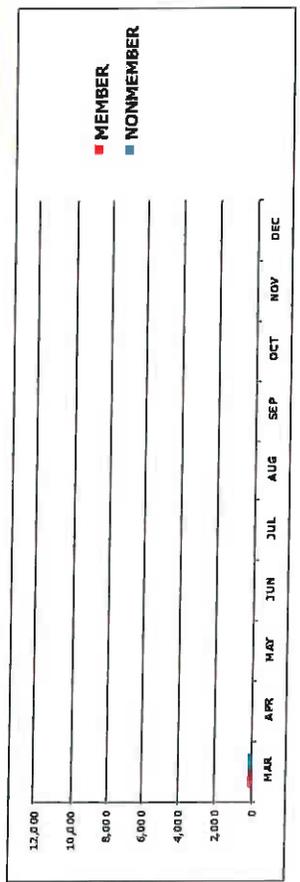
ROUNDS OF GOLF PLAYED (SEASON)



2025	2024	2023
SEASON	74,251	73,897

ROUNDS PLAYED	307	74,251	73,897
RAIN DAYS	0	55	58

2025 MEMBER / NONMEMBER ROUNDS (SEASON)



GOLF SIMULATOR REVENUES	FY 2025	FY 2024	GRILL 28 GROSS SALES	FY 2025	FY 2024	CONCESSION FEES EARNED (17%)	FY 2025	FY 2024	CONCESSION FEES EARNED (17%)
JULY	\$120	\$1,799	JULY	282,315	327,065	47,994	327,065	55,601	
AUGUST	\$165	\$1,107	AUGUST	299,823	348,564	50,970	348,564	59,256	
SEPTEMBER	\$390	\$280	SEPTEMBER	249,293	307,833	42,380	307,833	52,332	
OCTOBER	\$3,212	\$3,403	OCTOBER	197,547	243,213	33,583	243,213	41,346	
NOVEMBER	\$12,631	\$15,547	NOVEMBER	128,372	142,063	21,823	142,063	24,151	
DECEMBER	\$18,395	\$20,789	DECEMBER	150,458	166,385	25,578	166,385	28,285	
JANUARY	\$24,692	\$26,413	JANUARY	108,049	125,329	18,368	125,329	21,306	
FEBRUARY	\$22,331	\$27,234	FEBRUARY	87,732	128,748	14,914	128,748	21,887	
MARCH	\$21,888	\$23,756	MARCH	118,939	148,462	20,220	148,462	25,239	
APRIL	\$0	\$2,924	APRIL	0	177,109	0	177,109	30,109	
MAY	\$0	\$1,015	MAY	0	278,408	0	278,408	47,329	
JUNE	\$0	\$240	JUNE	0	315,276	0	315,276	53,597	
	<u>\$103,823</u>	<u>\$124,507</u>		<u>\$1,622,528</u>	<u>\$2,708,455</u>	<u>\$275,830</u>	<u>\$2,708,455</u>	<u>\$460,437</u>	

2025 ROUNDS-SEASON

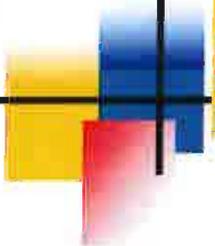
MEMBER	154
NONMEMBER	153
TOTAL	307

2024 ROUNDS-SEASON

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

CLUB/ COURSE FUNCTIONS	FY 2025 YTD	FY 2024 YTD
GROUPS 20-59	40,815	39,380
TOURNAMENT PLAY	207,421	188,341
LEAGUES	68,369	61,110
FOOD AND ROOM FEES	226,902	252,559

# AIRPORT REPORT PERIOD ENDING FEBRUARY 2025

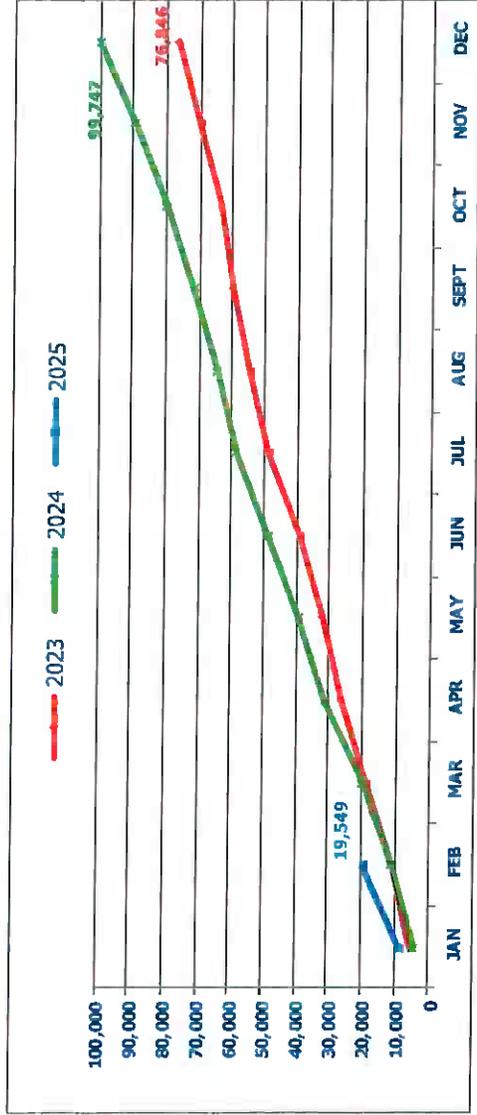


**FEBRUARY ENPLANEMENTS** 2025  
 Scheduled Enplanements 8,502  
 Chartered Enplanements 2,674

**Total Enplanements 11,176**  
**2025 Enplanements YTD 19,549**

**REVENUE PARKING-FEB** \$76,930  
 1,785 Transactions @ \$43.09

**FEB FUEL FLOWAGE FEES** \$101,022  
 Total Gallons 1,262,774  
 CRAF and DOD 78%  
 Commercial 10%  
 General Aviation 12%



- **Fuel Pricing**
  - Port City Air Retail; \$6.15 Jet A
  - Port City Air Retail; \$6.75 100LL
  - Northeast Avg; \$7.15 Jet A, \$7.70 100LL
- **Grant Projects**
  - Airport Layout Plan Update
  - Taxiway Alpha
- **ATCT Design & Construction**
- **Enterprise Concession Fees: Oct., Nov., Dec. \$16,340.89**

## Memorandum

To: John Meehan, Airport Operations Manager   
From: Sandy McDonough, Airport Community Liaison   
Date: April 1, 2025  
Re: Noise Report for March 2025

---

Portsmouth International Airport at Pease ("PSM") received two noise inquiries in March, 2025

- March 20, 2025: A Portsmouth, NH resident logged a complaint about flight path changes which seemed to occur after five months of no aircraft flying over her house. After not being able to reach the resident by phone, I sent an email with information regarding the upcoming Noise Compatibility Committee Meeting scheduled in mid-April and indicated she was welcome to attend. There have been no flight path changes; for further clarification, flights are directed to approach / depart to and from PSM, dependent on weather and traffic activity in the area.
- March 25, 2025: A Greenland, NH resident logged a complaint concerning heavy military jets doing touch-and-go's late in the evening. It was confirmed that a based KC46 was in the local pattern conducting touch and go's at this time. The resident felt it is "unlawful per the Greenland Ordinance". I discussed the voluntary noise procedures with the resident and informed him of the Noise Compatibility Committee Meeting scheduled in mid-April and indicated he was welcome to attend.

DATE: April 15, 2025

TO: Pease Development Authority Board of Directors

FROM: Tom Maciel- Operations Manager/ Point of Contact for DPH *TMM ops/poc*

**SUBJECT: PORTS AND HARBORS PDA BOARD NOTES**

**Market Street Terminal:**

**Vessel Report:**

**March:**

M/V XI HU (Ze Hu)- salt cargo discharged **41,734.40 MT**

**Arrival: 14MAR25 Departure: 20MAR25**

C/V DURABLE- SUBCOM maintenance operations:

Load fiber optic cable, crane service repairs, supplies for mobilization and demobilization, ship side repairs and preventive maintenance. All aspects of operations being conducted by AMC.

M/V LIBERTANGO- salt cargo ETA 10APR25



**Future OPS:**

Beginning 20APR25 the State Pier will not be available for bulk cargo. MAS will be on site conducting creek sealing on the main wharf improvements.

**PFP Building Update:**



*Photo 1: Wet well and underground piping arrangement, looking north.*



*Photo 2: Wet well and underground piping arrangement, looking west.*

**25MAR25 Appledore Marine Engineering Update:**

There was no work related actively taking place, but installation of underground plumbing is underway. (see AME picture above)

**Rye | Hampton Harbors:**

Rye floats installed 27MAR24

Fuel: all online

Hampton floats, rescheduled due to high winds to 10APR25

Fuel: diesel only, looking to convert system to gas.

**Introduction of Richard Hartly: Assistant Port Director**

## Division of Ports & Harbors Memorandum

To: Tomas Maciel, Operations Manager / POC  
From: Adam Winkler, Deputy Chief H/M   
Re: Commercial Transfer (Nardello to Lakeman, Jr)  
Date: February 18, 2025

- 
1. Louis Nardello is requesting the transfer of a Commercial Use Mooring Permit (#7523) in the Seabrook mooring field to John Lakeman, Jr., of Barrington, NH.
  2. Louis Nardello has provided documentation for his commercial use of the mooring in the 2024 fishing season in the form of his commercial fishing license and receipt of landings. Louis Nardello is selling the boat and gear to John Lakeman, Jr., of Barrington, NH, and has provided written documentation that verifies the sale as required in Pda 508.01 (c).
  3. John Lakeman, Jr., of Barrington, NH, has supplied an Initial Commercial Use Mooring Application with a valid NH Commercial Saltwater Fishing license, a valid NH License to take Lobster and Crab, and a valid 2025 NH boat registration. John Lakeman, Jr. has supplied a copy of the document signed by both parties (Nardello and Lakeman) verifying the sale of the vessel currently assigned to mooring #7523, and fishing gear. John Lakeman, Jr. understands that the mooring must remain in commercial use. He has also paid the transfer fee, as well as the initial mooring application fee.

I recommend that permit #7523 be transferred to:

John Lakeman, Jr.  
352 Hall Rd.  
Barrington, NH 03825

**Division of Ports & Harbors**  
**Memorandum**

To: Paul Brean, Executive Director, PDA *PB*  
From: Tomas Maciel, Operations Manager / POC *tm*  
Re: Commercial Mooring Transfer  
Date: February 18, 2025

---

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #7523, from Louis Nardello to John John Lakeman, Jr., of 352 Hall Rd. Barrington, NH.

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

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



## Division of Ports & Harbors Memorandum

To: Tomas Maciel, Operations Manager / POC  
From: Adam Winkler, Deputy Chief H/M   
Re: Commercial Transfer (Fraser to Groulx, Jr.)  
Date: February 14, 2025

- 
1. Daniel J. Fraser is requesting the transfer of a Commercial Use Mooring Permit (#7667) in the Hampton Three mooring field to Roland R. Groulx, Jr., owner of Angler Management 101, LLC.
  2. Daniel J. Fraser has provided documentation for his commercial use of the mooring in the 2024 fishing season in the form of his commercial fishing license. Daniel J. Fraser is selling the boat and gear to Roland R. Groulx, Jr., of Angler Management 101, LLC, and has provided written documentation that verifies the sale as required in Pda 508.01 (c).
  3. Roland R. Groulx, Jr., of Angler Management 101, LLC, has supplied an Initial Commercial Use Mooring Application with a valid NH Saltwater Fishing Vessel Charter license, a valid 2025 NH boat registration, and a copy of the pamphlet for his company, Angler Management 101, LLC. Roland R. Groulx, Jr. has supplied a copy of the document signed by both parties (Fraser and Groulx) verifying the sale of the vessel currently assigned to mooring #7667, and all of its gear. Roland R. Groulx, Jr. understands that the mooring must remain in commercial use. He has also paid the transfer fee, as well as the initial mooring application fee.

I recommend that permit #7667 be transferred to:

Roland R. Groulx, Jr.  
426 Winnacunnet Rd. Apt. 2  
Hampton, NH 03842



**PEASE**

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

**Division of Ports & Harbors**  
**Memorandum**

To: Paul Brean, Executive Director, PDA *PcB*  
From: Tomas Maciel, Operations Manager / POC *TM*  
Re: Commercial Mooring Transfer  
Date: February 14, 2025

---

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #7667, from Daniel J. Fraser to Roland R. Groux, Jr, owner of Angler Management 101, LLC.

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

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



**Division of Ports & Harbors**  
**Memorandum**

To: Paul Brean, Executive Director, PDA 

From: Tomas Maciel, Operations Manager / POC 

Re: Commercial Mooring Transfer

Date: February 18, 2025

---

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #7738, from Chris Ward to Daniel Todd Rosa, owner of Rosa Charter Fishing, LLC.

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

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



## Division of Ports & Harbors Memorandum

To: Tomas Maciel, Operations Manager / POC

From: Adam Winkler, Deputy Chief H/M 

Re: Commercial Transfer (Ward to Rosa)

Date: February 18,, 2025

- 
1. Chris Ward is requesting the transfer of a Commercial Use Mooring Permit (#7738) in the Rye Harbor mooring field to Daniel Todd Rosa, owner of Rosa Charter Fishing, LLC.
  2. Chris Ward has provided documentation for his commercial use of the mooring in the 2024 fishing season in the form of his commercial fishing license. Chris Ward is selling fishing gear and the related mooring and tackle to Daniel Todd Rosa., of Rosa Charter Fishing, LLC, and has provided written documentation that verifies the sale as required in Pda 508.01 (c).
  3. Daniel Todd Rosa., of Rosa Charter Fishing, LLC, has supplied an Initial Commercial Use Mooring Application with a valid NH Residential Commercial Saltwater license and a valid 2025 NH boat registration. Daniel Todd Rosa.has supplied a copy of the document signed by both parties (Ward to Rosa) verifying the sale of the fishing gear and the related mooring and tackle currently associated with mooring #7738. Daniel Todd Rosa.understands that the mooring must remain in commercial use. He has also paid the transfer fee, as well as the initial mooring application fee.

I recommend that permit #7738 be transferred to:

Daniel Todd Rosa  
17 Old Manchester Rd.  
Raymond, NH 03077

Division of Ports & Harbors  
Memorandum

To: Paul Brean, Executive Director   
From: Chief H/M Tracy R. Shattuck   
Re: Commercial Transfer  
Date: March 18, 2025

---

Charles Lamprey, Jr and Charles (Colin) Lamprey, III had a fishing business together based in Rye Harbor. Charles Jr passed away and Colin was named Executor of the Estate by the 10<sup>th</sup> Circuit Court, Probate Division. Charles Jr had his property, including the fishing boat and his share of the business, in the Charles A. Lamprey, Jr. Revocable Trust. Colin was also named the Successor Trustee. In his position as Executor and as Trustee Colin is requesting transfer of mooring permit #7455 in Rye Harbor to him with the transfer of his father's share of the fishing business.

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

I recommend that permit #7455 be transferred to:

Charles Lamprey, III  
25 New Road  
North Hampton, NH 03862



**Division of Ports & Harbors**  
**Memorandum**

To: Tomas Maciel, Operations Manager / POC

From: Adam Winkler, Deputy Chief H/M 

Re: Commercial Transfer (Stevens to Kenney, Jr.)

Date: March 19, 2025

- 
1. Donald Stevens is requesting the transfer of a Commercial Use Mooring Permit (#4139) in the Rye Harbor mooring field to Robert Bruce Kenney, Jr., owner of Captain Rob's Dive Charters, LLC.
  2. Donald Stevens' mooring is active and in good standing. Donald Stevens is selling his dive charter business and his mooring service business, along with all its gear, as well as the related mooring and tackle to Robert Bruce Kenney, Jr., of Captain Rob's Dive Charters, LLC, and has provided written documentation that verifies the sale as required in Pda 508.01 (c).
  3. Robert Bruce Kenney, Jr., of Captain Rob's Dive Charters, LLC, has supplied an Initial Commercial Use Mooring Application with copies of: a valid Certificate of Documentation, valid mariner credentials, and proof of good standing with the Secretary of State and proof of his water dependent business. Robert Bruce Kenney, Jr. has supplied a copy of the document signed by both parties (Stevens to Kenney, Jr.) verifying the sale of the fishing gear and the related mooring and tackle currently associated with mooring #4139. Robert Bruce Kenney, Jr. understands that the mooring must remain in commercial use. He has also paid the transfer fee, as well as the initial mooring application fee.

I recommend that permit #4139 be transferred to:

Robert Bruce Kenney, Jr.  
233 High St.  
Hampton, NH 03842



Division of Ports & Harbors  
Memorandum

To: Paul Brean, Executive Director, PDA *PB*  
From: Tomas Maciel, Operations Manager / POC *TMA ops/poc*  
Re: Commercial Mooring Transfer (Stevens to Kenney, Jr.)  
Date: March 19, 2025

---

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #4139, from Donal Stevens to Robert Bruce Kenney, Jr., owner of Robert Bruce Kenney, Jr., of Captain Rob's Dive Charters, LLC.

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

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

Division of Ports & Harbors  
Memorandum

To: Paul Brean, Executive Director   
From: Tracy R. Shattuck, Chief H/M   
Re: Commercial Moorings For Hire  
Date: March 15, 2024

---

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

**Bay View Marina, LLC – 2 moorings**

19 Boston Harbor Rd  
Dover, NH 03820

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

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

**Esther's Marina, LLC – 7 moorings**

41 Pickering St  
Portsmouth, NH 03801

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

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

**Friends Forever, Inc – 1 mooring**

1 Morgan Way  
Durham, NH 03824

Tax bill, proof of good standing Secretary of State

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

**Great Bay Marine – 84 moorings**

PO Box 3127

Portsmouth, NH 03802-3127

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

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

**Great Bay Yacht Club – 13 moorings**

Ed Fountain

PO Box 1644

Dover, NH 03820

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

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

**Hampton River Boat Club – 2 moorings**

Jonathan Dufour

PO Box 901

Hampton, NH 03842

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

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

**Island Club New Castle, Inc – 1 mooring**

PO Box 282

Newcastle, NH 03854-0282

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

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

**Kittery Point Yacht Club – 12 moorings**

PO Box 373

Newcastle, NH 03854

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

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

**Lamprey River Marina – 6 moorings**

c/o Lou Gargiulo

3 Holland Way, Suite 201

Exeter, NH 03878-0201

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

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

**Matthew Metivier – 1 mooring**

164 Shattuck Way  
Newington, NH 03801  
Tax bill

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

**Mud Cove Boat Yard – 2 moorings**

Attn: Leanne Whalen  
PO Box 525  
Newcastle, NH 03854

Tax bill, proof of good standing Secretary of State

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

**Point of View Condo Association – 1 mooring**

75 Salter St  
Portsmouth, NH 03801

Tax bill, proof of good standing Secretary of State

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

**Portsmouth Yacht Club – 14 moorings**

PO Box 189  
Newcastle, NH 03854-0189

Tax bill, proof of good standing Secretary of State

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

**Pull and B.D. Inc. – 2 mooring**

334 Portsmouth Ave  
PO Box 874  
Newcastle, NH 03854

Tax bill, proof of good standing Secretary of State

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

**Sagamore Landing Condominium Association – 1 mooring**

c/o MaryLiz Geffert  
272 Walker Bungalow Rd  
Portsmouth, NH 03801

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

**Southend Yacht Club – 1 mooring**

7 Pickering Ave  
Portsmouth NH 03801

Tax bill, advertising, Secretary of State

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

**Split Rock Cove Family Trust – 1 mooring**

507 State St

Portsmouth, NH 03801

Tax bill

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

**Diane Szmyd – 1 mooring**

41 Harborview Drive

Rye, NH 03870

Tax Bill, assertion that it is used for occupying tenant

On file: tax map, deed

**Warpath Family Farm, Inc – 1 mooring**

PO Box 53

New Castle, NH 03854-0053

Tax Bill, proof of good standing Secretary of State

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

**Wentworth by the Sea (Safe Harbor) – 4 moorings**

14785 Preston Road Suite 975

Dallas, TX 75254

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

On file: tax map, deed



*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**  
**WEDNESDAY JANUARY 8, 2025 4:00 PM**

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

1. CALL TO ORDER Vice Chair Donahue called the meeting to order at 4:00 PM
2. UPDATE ON RECENT ACTIONS OF GOVERNOR AND COUNCIL, AND PDA BOARD

Donahue reported that at their last meeting G & C accepted the resignations of Brad Cook and Chris Holt from the Port Advisory Council. The Council is hoping the Governor elect and Executive Council will select members to fill the vacancies when they meet in the new year. The Council is hoping one of the vacancies will be filled by Portsmouth Pilot Chip Taccetta to take over for Chris Holt. The Council has always had a river pilot on board to report on the vessel traffic report and other items of concern on the river. Donahue reported that at the Dec 12<sup>th</sup> PDA Board meeting Chair Duprey announced the PDAs 2025 PDA 2025 Committee assignments and eliminated all Ex-Officio members for the upcoming year. The Port Committee was the only one that had an Ex-Officio member assigned. Mike noted at the Dec 16 Port Committee meeting, the minutes from several past meetings were approved. This Council will continue to submit approved minutes to be included in the PDA Board package.

3. APPROVE MINUTES

Anderson made a motion to approve the November 26, 2024 minutes, Snow seconded. No discussion, a vote was taken, all were in favor and the motion passed.

4. FINANCE REPORT

The finance report for period ending October 31, 2024 was included in the packet. Donahue reported that he attended the last PDA Board meeting and heard the report given by the finance director. It is a complicated report because the revenue for ARPA reimbursements are not going back in to the accounts where they were taken from so it looks like expenses are way over budget. Suzy has indicated through Brenda that she is happy to answer any questions. Considering all that we seem to be in line with budget.

After the finance report was completed, Anderson asked to take up item A under new business as he has to leave early. Donahue agreed.

Anderson then made a motion to nominate Chris Snow as Chair of the Port Council, Donahue seconded, there were no other nominations for Chair, a vote was taken, all were in favor and the motion passed.

Anderson made a motion to nominate Mike Donahue as Vice-Chair, McQuillen seconded, there were no other nominations, a vote was taken all were in favor and the motion passed.

Donahue made a motion to nominate Jeff Gilbert as Treasurer, Anderson seconded, no discussion and the motion passed.

Newly elected Chair Snow continued with the items under new business, as follows:

- Proposed Pda 800 Rules- Rights of Entry, David Delorey, Petition for Adoption-Donahue reported on the petition that was filed with the PDA as well, and that he brought this up to the Port Committee at their Dec 16<sup>th</sup> meeting. The PAC does not act upon these rules until they are officially proposed by the Division Director. At the Jan 7<sup>th</sup> PDA Board meeting it was announced that they would be moving ahead with the ROE's for the coming year and one of the reasons that it had been delayed was due to the petition and trying to determine if the ROE process needs to go through a rule process. They are waiting on an opinion from the Attorney General's office. Donahue strongly recommends that the Council defer any action on the petition pending results of the PDA's effort to get legal advice. McQuillen made a motion to defer any action on the petition until such time there is action taken by the PDA or Division Director, Anderson seconded, a vote was taken, all were in favor and the motion passed.
- Recognition-Donahue thanked Myles Greenway for his time & efforts at the Port Authority, and acting Division Director. You hit the ground running when you arrived, and throughout, especially during the storm damage, and acted like you were born here. There have been many challenges along the way and you stepped up with a positive attitude during a time when it was desperately needed. Congratulations on your new job! Greenway thanked the staff for their support along the way, it is truly a team effort.

#### 5. PISCATAQUA RIVER VESSEL TRANSIT REPORT

The November and December transit reports were included in the packet. With the absence of Captain Holt, Snow commented that the report is always interesting and informative and shows the amount of cargo that is brought up the river. It is valuable information to have. The annual comparison report was included in the packet as well.

#### 6. DIRECTOR'S REPORT

Greenway reported from the December 12, 2024, PDA Board meeting:

- i. Reports:
  - 1. Appledore Marine Engineering, LLC, Exercise 2<sup>nd</sup> of 3 One Year Options
  - 2. Commercial Mooring Transfer Drake to Healy
- ii. Approvals:
  - 1. BM Matthews Inc., adding FV Yankee Mariner ROE
  - 2. On-Call Storm Debris Removal Services- awarded to Second Nature. Snow removal services were awarded to North East Land Care.
- From the January 7, 2025, PDA Board meeting, Verbal Report as the meeting was just yesterday.
  - i. Board package is online
  - ii. 2 commercial mooring transfers
  - iii. Parking fee initial proposal approved, Hampton & Rye

- iv. Riverside and Pickering, additional work approved for PFP pier repairs, it is about a \$93,000 increase and will replace the newly discovered rotten wood and make the pier system whole.
- v. Tighe & Bond Rye Harbor study was approved.

For those that do not know, Tom Maciel is taking over in the interim. Tom is a Norwich graduate; he was in the CG and came to the Port on the "Skill Bridge" program which transitions folks from CG into a civilian role. Tom is also studying for his master's degree in Maritime Business Management from Mass Maritime. Snow commented that the Council fully supports him and told him to reach out if he needs anything.

#### **Market Street Terminal:**

- The 5 specialized tanks have left the facility to Commonwealth Fusion, Devens MA
- The heavy lift for the caisson for the shipyard was staged at Market St. and brought over by barge to PNSY
- Salt ship arriving within the next few days and there are a couple more in the works

#### **Portsmouth Fish Pier**

- Contractor is on site to begin demolition of the building, hazardous material remediation will be done first, then the building will come down
- There are 2 change orders pending already, one for temporary dock power, and the other is for the bathroom. Per the State Fire Marshals' office needs a mop sink and regular sink to meet code.
- Fuel pumps will be down for the duration of the project.

#### **Rye Harbor**

- Recreational pumps passed DES inspection, it is winterized. The commercial side is still up.
- Another reimbursement was received from NH DHHS for claims related to the Jan 2024 storm repairs.

#### **Hampton Harbor**

- As a reminder the underground storage tank failed the sump holding test, so the Port staff is working on a solution. It will be expensive, so far they were quoted about \$40,000 just for the plans. This is for the fuel system.

### 7. **COMMITTEE REPORTS**

- **Business Development/FTZ-** no report
- **Dredging-**Adam and Myles met the ACOE and walked the flats to kick off the Hampton/Seabrook Feasibility Study. That is a 3-year project. Everyone is still aware of the rock in the Turning Basin, no new news. The main pier dredging will hopefully be completed in conjunction with the Functional Replacement dredging but cannot be done under the same contract.
- **Fisheries-**Anderson reported on the 1/16<sup>th</sup> lobster gauge increase, taking place July 1<sup>st</sup>. There will be another increase in 2027, of another 1/16<sup>th</sup> inch. This will impact landings, but hopefully price will adjust accordingly. Pogies and Menhaden have come to replace Herring as the preferred bait. Boat prices for that fishery has remained strong for the past year. Regarding OSW, 2 sites were auctioned in the Gulf of Maine, the next activity will be when the companies submit their plans which could be another year. Anderson was excused at 4:45, there was a quorum remaining so the meeting continued.

- Government- no report.
- Moorings- Snow reported that all 2025 mooring permit and waitlist renewals have been mailed out. The DMV day was busy and successful. There are 2 sets of decals for boat registrations this year, both will be issued when the boat is registered.
- PDA- no report
- Marine Facilities- Ward reported that folks are anxious to find out what the AG's report will be regarding the Rights of Entry.

8. OLD BUSINESS

- RSA 15A Statement and Filing- Due on Jan 17<sup>th</sup>, everyone should have received an email with a specific username and password to complete this online.
- Next PAC meeting/schedule-Next meeting will be held on February 12<sup>th</sup> at 4:00 PM. Discussion on quorum required and folks can zoom in if there is a quorum in the room. Currently, a quorum for this council requires 4 members in attendance.

9. PUBLIC COMMENT

- A. DJ Blouin, a homeowner in Rye, spoke on the condition of Rye Harbor and the lack of money and maintenance. Blouin also spoke of the guy that is there taking up space for the Harbor Rd. project. Blouin also wondered why he was not allowed to store his floats there. There is a desperate need to create revenue, and there needs to be more vision than the stuff that is in the papers. It is a magnificent resource and he feels that it has been "woefully corrupt and poorly managed". He is looking forward to a new future for the Harbor.
- B. Josh Ford, a local fisherman and user of the Portsmouth Fish Pier. He believes that the Market St. Terminal could benefit by considering providing a refrigerated storage facility for some fisheries as a source of revenue. He is also a board member of the NH Fisheries Association. He would like to be able to show some revenue from the fisheries community which would help when the Port asks for new equipment and other things the fishing community. Should consider looking into supporting the scallop fishery as a possible source of revenue. Donahue spoke about the pending expansion of the pier which should allow different types of boats that can come in.
- C. Keper Connell runs a charter out of Rye Harbor and has concerns about the ROE's. Wonders what the criteria is for charters to be approved to operate from the Rye docks. He believes the Port should consult the current stakeholders before awarding one. He believes there is one particular charter putting stress on the facility because it looks like it was allowed to stay on the recreational dock overnight for a few nights during last season because his mooring is not in Rye Harbor. Ward asked for details so he could look into them. Further discussion on how permission is granted for someone to stay on the rec pier overnight, where the enforcement is, and who do you go to when you have a problem.

10. PRESS QUESTIONS

No press present

11. ADJOURNMENT

The meeting adjourned at 5:15

## MOTION

Director Fournier:

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. Market Street Terminal – License and Operating Agreement Extension and Amendment – Morton Salt, Inc. \* **(Semprini)**
2. Market Street Terminal – License and Operating Agreement – Atlantic Marine Corporation – Laydown Area \* **(Conard)**
3. Right of Entry – Independent Boat Haulers – Rye Harbor Marine Facility \* **(Parker)**
4. Final Adoption of Fees, Parking, Vessel Launch and Vessel Storage \* **(Ferrini)**

## MOTION

Director Semprini:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute a License and Operating Agreement extension and amendment with Morton Salt Inc. for the storage of imported road de-icing salt; all in accordance with the memorandum of Tom Maciel, Operations Manager of the Division of Ports and Harbors, dated April 1, 2025; attached hereto.

N:/resolves/2025/DPH – Morton Salt LOA (4-15-2025)

To: Paul Brean, Executive Director, Pease Development Authority ("PDA")   
From: Tom Maciel, Operations Manager Ports and Harbors  ops/poc  
Date: April 1, 2025  
Subject: Morton Salt, Inc., License and Operating Agreement, Market St. Terminal

The Division of Ports and Harbors (the "Division") has an agreement with Morton Salt Inc. ("MSI") regarding use of the Market Street Marine Terminal for the storage of imported road de-icing salt. The current agreement is set to expire on May 31, 2025. The Division received a request from MSI for a new agreement and staff recommends an extension of one-year and eleven (11) months substantially on the same terms. This will bring MSI's agreement coterminous with the agreement between the Division and Granite State Minerals, so the Division can negotiate both users' agreements at the same time in the winter/spring of 2027. MSI is requesting that the Division commit to upgrading the scaling equipment which is nearing the end of its useful life. This work is currently budgeted and hopefully can occur this summer. The contract therefore will have terms committing the Division to keep the scale operable.

The Division has reviewed the request and is recommending that the PDA Board of Directors authorize the Executive Director to complete negotiations and enter into an extension of the agreement with MSI for the continued use of portions of the Market Street Marine Terminal in accordance with the following terms and conditions:

- PURPOSE:** The unloading, storage, and transportation of road de-icing salt.
- AREAS:** One and one half (1½) acres of paved lay down area at the Market Street Marine Terminal.  
Use of the truck scale and office space in the scale house.  
Use of the Main Wharf.  
\*All shown on the attached lot map.
- TERM:** Commencing June 1, 2025 for a period of one (1) year and 11 months to April 30, 2027.
- FEES:** **Storage Fee:** The current rate of \$103,262.76 annually (\$68,841.84 per acre) plus adjustment for the lesser of CPI for all Urban Consumers for the Boston-Cambridge-Newton area or 3%, for storage of road salt for the first year. The storage fee for each option year shall be the storage fee for the prior year plus the annual adjustment equal to the lesser of CPI for all Urban Consumers for the Boston-Cambridge-Newton area or 3% per year.

**Scalehouse Fee:** The current rate of \$13,112.76, plus adjustment for the lesser of CPI for all Urban Consumers for the Boston-Cambridge-Newton area or 3%, per year for the rental of office space in the scale house and use of the truck scale for the first year. The scale house fee for each option year shall be the scale house fee for the prior year plus the annual adjustment equal to the lesser of CPI for all Urban Consumers for the Boston-Cambridge-Newton area or 3% per year.

**GUARANTEED**

**PAYMENT:**

A guaranteed minimum payment of no less than \$225,000.00, based on Dockage, Wharfage and Lay Down, shall be made to the Division of Ports and Harbors.

**SECURITY:**

Access control and security at the main entrance and the use of security lighting presently installed will be provided by the Division of Ports and Harbors during regular business hours. Any additional security, including TWIC escorts, shall be billed MSI at the security rate as set by the Division at that time.

**UTILITIES:**

MSI shall be responsible for all utilities consumed at the terminal by its operation, including but not limited to, water and electricity.

**INSURANCE:**

As contained in original agreement: Commercial general liability of not less than Four Million Dollars (\$4,000,000) per occurrence and Four Million Dollars (\$4,000,000) general aggregate. Automobile liability insurance in and amount not less than One Million Dollars (\$1,000,000.00) combined single limit. Worker's compensation and employer's liability in the amounts required by state and federal law. Environmental and pollution liability coverage of not less than Five Million Dollars (\$5,000,000. PDA-DPH as additional insured on all policies except worker's compensation. Waiver of subrogation in favor of PDA-DPH. Atlantic's policies shall be primary and non-contributory.

## MOTION

Director Conard:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to finalize and execute a Right of Entry with the Atlantic Marine Corporation ("AMC"), to allow for laydown area, effective April 16, 2025 for a period of two (2) years with three (3) one-year options to renew, to be exercised by mutual agreement; all in accordance with the terms and conditions contained in the memorandum from Tom Maciel, Operations Manager, Division of Ports and Harbors, dated April 4, 2025; attached hereto.

N\Resolves\2025\DPH - Atlantic Marine Corporation ROE (4-15-25)



# PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

To: Paul Brean, Executive Director Pease Development Authority ("PDA") *PBR*  
From: Tom Maciel, Operations Manager Ports and Harbors *TOM ops/poc*  
Date: April 4, 2025  
Subject: Atlantic Marine Corporation, License and Operating Agreement, Market St. Terminal

The Division of Ports and Harbors (the "Division") received a request, attached, from Atlantic Marine Corporation ("Atlantic") for an area at the Market Street Marine Terminal for the purpose of providing a location for an office trailer and laydown area. Atlantic provides services to the vessels that transit the Piscataqua River.

The Division has reviewed the request and is recommending that the PDA Board of Directors authorize the Executive Director to complete negotiations and enter into a new contract with MSI for the continued use of portions of the Market Street Marine Terminal in accordance with the following terms and conditions:

- PURPOSE:** To provide a location to place an office trailer and provide outside storage.
- AREAS:** 10,000 sq. ft. (50' x 100')  
\*As shown on the attached lot map.
- TERM:** Commencing April 16, 2025 for a period of two (2) years with three (3) one (1) year options to renew.
- FEES:** **Laydown Rental:** For the first year, \$833 per month. For subsequent years, the rental fee for each option year shall be increased from the prior year plus the annual adjustment equal to the lesser of CPI for all Urban Consumers for the Boston-Cambridge-Newton area or 3% per year.
- SECURITY:** Access control and security at the main entrance and the use of security lighting presently installed will be provided by the Division of Ports and Harbors during regular business hours. Any additional security, including TWIC escorts, shall be billed to Atlantic at the security rate as set by the Division at that time.
- UTILITIES:** Atlantic shall be responsible for the cost of installing utilities and meters necessary for its operation, including but not limited to, water and electricity. Atlantic shall get prior approval from PDA-DPH before installing utilities.



**PEASE**

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

---

**INSURANCE:**

Commercial general liability of not less than Two Million Dollars (\$2,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate. Automobile liability insurance in and amount not less than One Million Dollars (\$1,000,000.00) combined single limit. Worker's compensation and employer's liability in the amounts required by state law. PDA-DPH as additional insured on all policies except worker's compensation. Waiver of subrogation in favor of PDA-DPH. Atlantic's policies shall be primary and non-contributory.

---

○○○○ TAKING YOU THERE

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



**ATLANTIC  
MARINE  
CORPORATION**

**978-836-8504**

[dave@atlanticmarinecorporation.com](mailto:dave@atlanticmarinecorporation.com)

[www.atlanticmarinecorporation.com](http://www.atlanticmarinecorporation.com)

530 Ocean Road, Portsmouth, NH 03801

**SUBJECT: NHSP ROE APPLCIATION**

**DATE: 3/17/25**

**ATTN: Tomas Maciel**

**Good Afternoon,**

**I am writing this letter in regard to obtaining a Right Of Entry permit and 5 year lease with an option to renew, a section of laydown area and operating space at the New Hampshire State Pier located at 555 Market St. Portsmouth NH, 03810.**

**Atlantic Marine Corporation acts as a single point of contact to facilitate a wide variety of vessel services and port engineering solutions. We are based in Portsmouth, NH and operate all over the greater New England area. Our goal is to lease a 50'x100' section of space to set an office trailer in which we can operate out of, as well as a section of lay down area to use as outdoor storage. We are not looking for an exclusive agreement with the NHSP,\* but do feel we could mutually benefit from our presence there. AMC would like to be able to offer our current customers a pier-side location to have work and services completed. We would also be available and ons-ite in the event that vessel service is required from one of the vessels already calling on the NHSP.**

**As a tenant of the PDA/NHSP we will actively solicit work from our current/future customers to conduct repair and resupply operations, mobilization/demobilization, as well as lay berth and cargo laydown further utilizing the NHSP. All subcontractors utilized to conduct the aforementioned operations will have the required insurance and entry agreement on file with the NHSP prior to conducting work on the premises. If given the opportunity, we look forward to helping expand business at the NHSP and make the pier a more desirable place for vessel operators to conduct various operations on the east coast. It is our hopes that with this ROE in place, AMC will be able to mitigate vacancies at the port and provide the state increased vessel arrivals and facility utilization. If you have any further questions in this matter please do not hesitate to reach out.**

**Sincerely,**

**Atlantic Marine Corp.**

**Dave Hickey**

**Principal Consultant**



## MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute a Right of Entry with Independent Boat Haulers, Inc. for the provision of boat hauling and launching services at the Rye Harbor Marine Facility for three (3) years, commencing July 1, 2025, through June 30, 2028, on substantially the same terms and conditions set forth in the memorandum from Tom Maciel, Operations Manager, Division of Ports and Harbors, dated April 3, 2025; attached hereto.



# PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

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

From: Tomas Maciel, Operations Manager Ports and Harbors *tbm ops/pol*

Date: April 3, 2025

Subject: Independent Boat Haulers Right of Entry, Rye Harbor Marine Facility

The Pease Development Authority, Division of Ports and Harbors (the Division") has received a request from Independent Boat Haulers, Inc. (IBH) to enter into a non-exclusive Right of Entry ("ROE") to provide boat hauling and launching services to both recreational/pleasure vessels and commercial fishing vessels at the Rye Harbor Marine Facility ("Rye"). IBH provides a necessary and valuable service to the marine community in the seacoast area. Further, the Rye Facility Manager, Mandy Huff, recommends renewal of the ROE, as shown in the attached memo.

Therefore, the Division recommends that you ask the PDA Board of Directors to approve a Right of Entry for IBH in accordance with the following terms and conditions:

**PREMISES:** Rye Harbor Marine Facility

**PURPOSE:** Use of Landing Facilities and Parking Spaces

**TERM:** July 1, 2025 through June 30, 2028

**FEE:** July 1, 2025 through June 30, 2026- \$4,000.00  
The fee for each subsequent year shall be increased from the prior year plus the annual adjustment equal to the lesser of CPI for all Urban Consumers for the Boston-Cambridge-Newton area or 3% per year.

**PAYMENTS:** Equal payments of one half (1/2) of the annual fee on or before July 1 and September 1 of each year the ROE is in effect

**INSURANCE:** Commercial General Liability: \$2,000,000.00 per occurrence.  
Pollution Liability: \$1,000,000.  
Automobile Liability: \$1,000,000.00.  
Workers Compensation in accordance with statutory limits.  
Thirty (30) day notification of cancellation, waiver of subrogation, primary and non-contributory language.  
PDA-DPH and the State of New Hampshire named as additional insured.



PORTS AND HARBORS

555 Market Street, Suite 1, Portsmouth, NH 03801

Date: January 23, 2025  
To: Tom Maciel, New Hampshire Port Authority, Operations Manager  
From: Mandy Katherine Huff, New Hampshire Port Authority, Rye Harbor *MKH*  
RE: Independent Boat Haulers, Inc, Rye Harbor Marine Facility

Independent Boat Haulers, Inc ("IBH") is requesting to renew the Right of Entry ("ROE") for Rye Harbor Marine Facility ("Rye"). The Right of Entry allows IBH to utilize Rye for the purpose of launching and short-term storage for the purpose of rigging and minor repair work. IBH is entitled to 30 parking spaces. The location of these spaces is determined by seasonal demand and the staff at Rye has worked cooperatively with IBH to accommodate its needs. IBH is currently in good standing with the New Hampshire Secretary of State and up to date on insurance requirements and fees. IBH stays within the terms of the ROE agreement as well as the Pda 600 rules. I recommend the renewal of IBH's ROE. I also recommend increasing the fee from \$3,500 to \$4,000.

○○○○ TAKING YOU THERE

ph: 603-436-8500 fax: 603-436-2780 www.peasedev.org

## MOTION

Director Ferrini:

The Pease Development Authority (PDA) Board of Directors hereby removes from the table the nine parking fees listed on the "Schedule of Fees for Parking, Launching and Vessel Storage" for the Hampton and Rye Harbor Marine Facilities, to be effective May 1, 2025, which nine parking fees were tabled at the March 11, 2025, PDA Board meeting.

## MOTION

Director Ferrini:

The Pease Development Authority (PDA) Board of Directors hereby approves and authorizes the nine parking fees listed on 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 12-G:42 and RSA 541-A; all in accordance with the memorandum of Tom Maciel, Operations Manager at the Division of Ports and Harbors, dated April 3, 2025, and the draft "Adopted Schedule of Fees for Parking, Launching and Vessel Storage"; attached hereto.

N:\RESOLVES\2025\DPH-Fees (Parking, Vessel Launch and Vessel Storage) (4-15-25).docx



**PEASE**

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: April 3, 2025

To: Paul Brean, Pease Development Authority, Executive Director 

From: Tom Maciel, Operations Manager Ports and Harbors  ops/ps ←

Subject: Information on tabled item: Final Adoption, Schedule of Parking & Launch Fees for Hampton and Rye Harbor Marine Facilities

At the January 7, 2025, meeting of the Pease Development Authority (“PDA”) Board of Directors (“Board”), the Board provided initial approval of the Initial Proposed Administrative Rules Pda 610.02, Permit Fees, concerning parking and vessel storage. Following public notice of the proposed rules and an opportunity for public comment and a public hearing, the Division of Ports and Harbors (the “Division”), brought the rules back to the Board for final approval at the March 11, 2025, Board meeting. At that March 11<sup>th</sup> meeting, the Board approved proposed fees related to vessel storage, but tabled parking fee increases pending additional information. This memorandum is intended to provide that information.

To provide context about vehicle parking at both the Hampton and Rye Harbor Marine Facilities (the “Facilities”), it is important to understand the eclectic uses and the limited availability of spaces at the Facilities and the limited scope of parking control and enforcement options. The Rye Facility has approximately 120 vehicle parking spaces, while the Hampton Facility has approximately 105 vehicle parking spaces. There is no automated payment system (i.e. entry/exit controls subject to credit card payment) or metering system currently available at either Facility. Furthermore, the Division lacks staff to conduct continuous enforcement and monitoring of vehicle time in/time out on a facility-wide basis. In addition, statutory or administrative rule changes would likely be necessary for formal enforcement of fines.

Parking fees are a very important source of revenue to fund Division operations and capital needs, all ultimately for the benefit of the public. See NH RSA 12-G:42, IX (specifically authorizing parking fees). For 2024, parking fees at the Facilities generated a total of \$134,435 in revenue for the Division at the current parking fee rates. Given the Division’s financial constraints, it recognizes a need to increase that revenue in 2025. The current parking fee of \$5.00 per day for cars has been in place since at least 2005. In comparison to other nearby parking areas, the Division’s proposed daily \$10.00 car parking fee falls below: (i) the \$15.00 daily flat fee charged to cars to park at nearby Hampton Beach State Park (South), irrespective of how long the patron intends to stay; (ii) the \$15.00 daily flat fee charged at nearby Wallis Sands State Park, irrespective of how long the patron intends to stay; and (iii) the cost of nearby private-pay parking lots, which

○○○○ TAKING YOU THERE

ph. 603-436-8500

fax. 603-436-2780

www.peasedev.org

all or almost all of which are daily rates that can reach several multiples over \$10.00 and at least some of which have recently charged as much as \$75.00 per day. Parking is often scarce on the Seacoast as any visitors to downtown Portsmouth or any of the beaches or attractions along Route 1A could attest. Of course, patrons/visitors of the Facilities, particularly in Hampton (where many tourists are renting nearby), always have the ability to walk or bicycle to the Harbors and avoid paying any parking fee. Plus, neither of the Facilities charges for parking mopeds or electric bicycles.

The Division recognizes that a single (daily) parking rate may not be ideal, even if it is currently necessary. As such, the Division, without obligation, has taken steps in both Hampton and Rye to offer designated short-term parking spaces without charge to accommodate the needs of customers making short-term visits (under thirty minutes) to the Facilities. Ultimately, additional staffing, investment in technology (e.g., pay -and-display meters, entry/exit gates with credit card technology), and possibly new statutory or administrative rule authorization to specifically permit enforcement of fines would likely be necessary to alter or upgrade the current parking options at the Facilities. One aim of the in-progress Rye Harbor study is to explore parking options.<sup>1</sup> As a result, the Division is hopeful that in the coming years the Facilities will be able to offer vehicle parking that has rates tied to the period of use. Until then, Division staff intend to continue serving the needs of patrons and the public, including to the extent reasonably possible, those making short-term visits.

In closing, the Division appreciates this opportunity to provide the Board with additional information concerning the proposed parking fees. The Division believes the proposed increase is both reasonable and necessary. Procedurally, on March 11, 2025, the Board took up the Division's fee proposal and approved the bottom four "vessel storage" proposed fees but tabled the nine remaining parking-related fee proposals. I request and recommend the Board move to remove the nine tabled parking fees from the table and approve same to be effective May 1, 2025 (the pending nine parking fee proposals highlighted in green below).

---

<sup>1</sup> The Rye Facility study currently underway includes a "Parking and Boat Storage Assessment" component. The study may provide guidance applicable to Hampton as well.

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

Fee name	Current Fee	Proposed Fee
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/R	\$40.00/R
Winter	\$18/R	\$20.00/R

## MEMORANDUM

To: Pease Development Authority Board of Directors



From: Paul E. Brean, Executive Director

Date: April 3, 2025

Re: Special Event

---

I am pleased to report on the following special event:

1. International Association of Privacy Professionals – 5K Memorial Walk to be held on Wednesday, April 30, 2025, utilizing PDA sidewalks and Loughlin Park.

P:\BOARDMTG\2025\Special Event 04-15-25.docx