PEASE DEVELOPMENT AUTHORITY **PUBLIC AGENDA**
Tuesday, August 19, 2025 **Time: 8:30 a.m.**

Place: 55 International Drive – Board Conference Room
Watch Meeting Via Live Stream: https://townhallstreams.com/towns/pease_dev_nh

BOARD OF DIRECTORS' MEETING

AGENDA

I. Call to Order:

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of June 17, 2025 * (Ferrini)

III. Public Comment:

IV. Employee Recognitions *:

V. Committees:
A. Report:
1. Finance Committee *

VI. Old Business:
A. Report:
No Items to Report

VII. Consent Agenda Items:
A. Consent Agenda Approvals * (Fournier):
1. Pease International Tradeport, Portsmouth International Airport at Pease, and Pease Golf Course – Martin Associates, LLC – Economic Impact Study * **(Ferrini)**
2. Portsmouth International Airport at Pease – FBO Partners LLC - Fixed Base Operator Evaluation and Airport Rates and Charges Study * **(Levesque)**
3. Portsmouth International Airport at Pease - Harriman Associates, Inc. – Air Traffic Control Tower * **(Parker)**
4. Pease International Tradeport - Thermo Fisher Scientific, Inc. – Flightline Road – Reimbursement for Certain Road Reconstruction Improvements + **(Fournier)**
5. Pease Development Authority - University of New Hampshire – Wildcat Sponsorship / Portsmouth International Airport at Pease Marketing * **(Levesque)**
6. Pease Development Authority - Legal Services * **(Ferrini)**
7. Portsmouth International Airport at Pease – New Hampshire Air National Guard – Request to Lease "Overflow Parking Lot B" Parcel * **(Semprini)**
8. Thermo Fisher Scientific, Inc. f/k/a Fisher Scientific International, Inc. – Amendment No. 7 – 23 Hampton Street (aka Building 215) * **(Fournier)**

VIII. Finance:
A. Executive Summary *

B. Reports:

1. FY2025 Draft Financial Report for the Twelve-Month Period Ending June 30, 2025 *
2. Cash Flow Projections for the Nine Month Period Ending April 30, 2026 *

C. Approvals:

1. Proposed FY 2026 Operating Budget and FY 2027 - FY2029 Projection Overview * **(Ferrini)**

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

A. Report *:

1. Veteran's Count – Corporate Apron at 120 Aviation Avenue and Hampton Street Parking Lots – Right of Entry - Fundraising Event
2. New Hampshire Air National Guard – North Apron – Right of Entry – MARE in Preparation of Airshow
3. City of Portsmouth Police Department – Hangar 227 – Right of Entry – Air Show
4. Herb Gillen Agency – Terminal Lots A & B – Right of Entry – Air Show
5. S.U.R. Construction, Inc. – Amended Right of Entry – Jones School Property and Ashland Road for Corporate Drive Reconstruction Project

X. Leases:

A. Report *:

1. Sublease between 111 New Hampshire LLC and Orbis Sibro, Inc. at 111 New Hampshire Avenue
2. Sublease between 111 New Hampshire LLC, Orbis Sibro, Inc. and United States of America (United State Navy) at 111 New Hampshire Avenue
3. Sublease between Two International Group, LLC and Veris Wealth Partners, LLC at 2 International Drive (Suite #210)
4. Next Level Now, Inc. – 16 Pease Boulevard - Exercise of Final One (1) Year Option

XI. Contracts:

A. Report *:

1. Portsmouth International Airport at Pease - Honeywell – Two Controller Boards
2. Portsmouth International Airport at Pease Terminal Area - Sunbelt Rentals – Mini Excavator
3. Portsmouth International Airport at Pease - Aero Display Systems, LLC – Month-to-Month Services for Terminal FIDs and GIDs Display Board
4. Pease Golf Course – Tiger Exchange, Inc. - Kitchen Filter Exhaust Exchange Program
5. Pease Golf Course – Northeast Chemex - Hydro-Tech Hot Pressure Washer
6. Pease Golf Course – Laconia Refrigeration – Refrigeration Maintenance
7. Pease International Tradeport - Vogel Vending, Inc. – Exercise the Final One-Year Option

XII. Signs:

A. Approval:

1. Aviation Avenue Group, LLC - 100 New Hampshire Avenue - Georgia Pacific – Gypsum * **(Semprini)**

XIII. 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) June and July 2025 *

B. Approvals:

1. New Positions:
    a. Pease Development Authority * **(Parker)**
    b. Division of Ports and Harbors * **(Levesque)**

XIV. Division of Ports and Harbors:

A. Reports:

1. Division of Ports and Harbors Facilities Report *
2. Revolving Loan Fund – Loan Processed June 13, 2025, to commercial fisherman B.N. for purchase of new engine for borrower's vessel
3. Hampton Harbor - Right of Entry – Walsh's Deep Sea Fishing Inc. *
4. Port Advisory Council Meeting Minutes of April 30, 2025 *
5. Rye Harbor - Bauer – Right of Entry – Fee Increase *

B. DPH Consent Agenda Approvals * (Levesque):

1. Hampton Harbor - NHDOT's Ocean Boulevard Improvements and Land and Water Conservation Fund Encumbrance * **(Semprini)**
2. Division of Ports and Harbors - Conditional Approval Response - Pda 700 - SLIP PERMITS; STATE-OWNED RESTRICTED PIERS * **(Parker)**
3. Portsmouth Fish Pier - Right of Entry – Bait Cooler Users * **(Ferrini)**

XV. New Business:

A. Report:

No Items to Report

B. Grant Applications Filed in June, and July:

No Items to Report

XVI. Special Event:

A. **Report** *:

1. Sabine Strong Foundation 33 – 3.3 Mile Road Race – August 10, 2025
2. 2025 Waypoint Touch-A-Truck - 1 New Hampshire Avenue and 2 International Drive – September 13, 2025
3. Wentworth Douglass Hospital Charitable Foundation – 5K – Seacoast Cancer Road Race – September 14, 2025

XVII. Upcoming Meetings:

Port Committee	September 4, 2025 @ 8:00 a.m.
Golf Committee	September 15, 2025 @ 8:30 a.m.
Board of Directors	September 16, 2025 @ 8:30 a.m.

.

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

XVIII. Directors' Comments:

XIX. Non-public Session: * (Parker)

1. Confidential Airport Security Matters [NH RSA 91-A:3, II (i) and (j) and
2. Consideration of Legal Advice [NH RSA 91-A:3, II (l)].

XX. Vote of Confidentiality: * (Fournier)

XXI. Adjournment:

XXII. Press Questions:

XXIII. 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

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Ferrini:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on June 17, 2025.

N:\RESOLVES\2025\Approve Minutes 6-17-25 (8-19-25).docx

PEASE DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS' MEETING
MINUTES

Tuesday, June 17, 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; Scott DeVito, Golf Course General Manager; Michael R. Mates, Director of Engineering; Jared Sheehan, Environmental Compliance Manager; Richard Hartley, Assistant Director of Ports and Harbors; Tom Maciel, Operations Manager, Division of Ports and Harbors; Chasen Congreves, Business Development; Andrew Pomeroy, Manager of Aviation Compliance & Safety; Greg Siegenthaler, IT Director; and Raeline A. O'Neil, Executive Administrative Assistant

AGENDA

I. Call to Order:

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

Duprey spoke to the recent passing of PDA's former Deputy General Counsel and current part-time Staff Attorney Mark Gardner who started at PDA in 1996 and the key role he played at PDA.

Duprey also informed the Board of Directors that Executive Director Brean ("Brean"), after rigorous examination and an interview process, became an accredited Airport Executive through the American Association of Airport Executives ("AAAE"); on behalf of AAAE, Duprey presented Brean with a plaque for this accomplishment.

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of May 20, 2025

Director Parker **moved** the **motion** and Director Fournier **seconded** to **accept the meeting minutes of the Board of Directors' meeting held on May 20, 2025.**

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

III. Public Comment:

Matt Sabourin dit Choinière, State Representative – Rockingham District 30 – indicated public comment would be related to item XIII.D.2. (Fisher Mooring Appeal) and asked to speak at that time; Duprey accepted request.

Sean Dempsey – spoke to a small business, Fisher Lobster, operating out of Hampton and Portsmouth; Fisher is a long-time fisherman. Dempsey asked for reconsideration of the denial of Fisher's mooring renewal; indicated to determine otherwise would be unjust for late filing of paperwork and in doing so would put Fisher out of business. Spoke to looking for alternative mooring locations to no avail; denying access to mooring denies access to Fisher's livelihood. Asked Board to consider a fine to be paid instead. Dempsey spoke of Fisher's incapacitation in late February/early March due to a long-standing back injury (can submit information in more detail). Dempsey spoke to the current system as confusing; there is no other renewal permit due earlier than the expiration date; requested modifying date of permit renewal to be same as expiration in future. Requested review and determination to be amicable and any fine would be paid.

IV. Committees:

A. Report:

1. Port Committee

Director Levesque ("Levesque") spoke to the meeting held and stated Assistant Director Hartley ("Hartley") spoke to a variety of items, but two big items were the Market Street Terminal fees and the CIP.

2. Golf Committee

Director Fournier ("Fournier") indicated he was not able to attend the meeting; Director Ferrini indicated two items discussed at the meeting were Grill 28/event center and irrigation.

V. Old Business:

A. Report:

1. **Rye Harbor Study – Executive Director Update**

Brean informed the Board that four (4) public listening sessions (two at PDA offices and two on-site) were held, vendor spoke with various stakeholders / staff and an Information Sharing meeting would be held on June 26, 2025. At the Information Sharing meeting, Tighe & Bond will share what they have heard from the public sessions, spoke of information received, and anticipates presenting the findings to Board by end of summer.

Duprey spoke to comments regarding the Board not attending the listening sessions; TB requested the Board not attend so the public could provide feedback freely and openly. Also, spoke to the need for compliance with ADA at facilities where public is invited.

VI. Consent Agenda Items:

A. Consent Agenda Approvals:

1. **Pease Golf Course – Forenet, Inc. – Golf Athletic Netting and Poles**
2. **Pease Golf Course –HVAC Components**
3. **Portsmouth International Airport at Pease - Fuel Flowage Fee Increase**
4. **Portsmouth International Airport at Pease – Revenue Parking Increase**
5. **Skyhaven Airport - Jacobs Engineering Group, Inc. -Wildlife Fence Design Contract Amendment**
6. **Legal Services**
7. **Pease Development Authority Real Estate Commission Policy**
8. **Pease Development Authority Public Records Policy and Fee Schedule**

Director Levesque <u>moved</u> the <u>motion</u> and Director Conard <u>seconded</u> that **the Pease Development Authority Board of Directors hereby moves that item numbers <u>1-8</u> 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. **Pease Golf Course – Forenet, Inc. – Golf Athletic Netting and Poles**
2. **Pease Golf Course –HVAC Components**
3. **Portsmouth International Airport at Pease - Fuel Flowage Fee Increase**
4. **Portsmouth International Airport at Pease – Revenue Parking Increase**
5. **Skyhaven Airport - Jacobs Engineering Group, Inc. -Wildlife Fence Design Contract Amendment**
6. **Legal Services**
7. **Pease Development Authority Real Estate Commission Policy**
8. **Pease Development Authority Public Records Policy and Fee Schedule**

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

B. Consent Agenda Approval with Waiver:

1. **Pease Golf Course – DAF Services Inc. – Irrigation Motor and Pump Replacement**

Director Fournier **moved** the **motion** and Director Conard **seconded** that **the Pease Development Authority ("PDA") Board of Directors authorizes and approves the Executive Director to enter into an agreement with DAF Services, Inc. of Windsor Locks, CT for the purchase and installation of a new Golf Course irrigation system motor and pump, as well as the purchase of a back-up motor and pump, in an amount not to exceed $34,916.18; all in accordance with the memorandum of Scott DeVito, PGA General Manager, dated June 6, 2025.**

In accordance with the provisions of RSA 12–G:8, VIII, the Board justifies the waiver of the RFP requirement as DAF Services, Inc. installed and maintains the irrigation system and timely repairs are needed to keep the irrigation system operational during the busy summer season.

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

VII. Finance:

A. Executive Summary

B. Reports:

1. **FY2025 Financial Report for the Nine-Month Period Ending April 30, 2025**
2. **Cash Flow Projections for the Nine Month Period Ending February 28, 2026**

Suzy Anzalone ("Anzalone") spoke to the reports provided and stated operating revenues are favorable by 4.4% with operating expenses trending under budget; each of the business units are doing well. Currently have $16.4 million in unrestricted cash for PDA and Division of Ports and Harbors ("DPH"). Year-to-Date ("YTD") capital expenditures are $6.5 million ($2.3 million in internally funded projects and $4.2 million grant funded projects YTD). PDA anticipates approximately $22.3 million in cash inflows with $7.3 million in grant funding and outflows of $27.8 million ($15.2 million in grant and non-grant expenditures).

DPH anticipates $3.7 million in operating revenue which includes $1.6 in grant funding with outflows of $4.4 million ($2 million in grant/non-grant related capital expenditures) with an expectation of unrestricted cash decreasing to $830,000. Anzalone spoke to continued oversight at DPH and the operating budget.

Duprey spoke to fuel sales and pier usage fees being under budget; Anzalone indicated the reduction in fuel sales resulted from pumps being out of service due to storm damage. Hartley spoke to the 2024 (January and March) storm damage Portsmouth Fish Pier pumps were down due to the construction. Working at getting fuel operational at Hampton to support boaters; looking to swap a diesel tank for gasoline.

Anzalone spoke to notification from PDA's bank, BankProv, that it will be acquired by Needham Bank later in the year; doesn't anticipate disruption in the immediate future.

Parker inquired into receipt of federal reimbursements; Anzalone affirmed receipt of both ARPA and FEMA grant funding.

Duprey spoke to Maine banks acquiring New Hampshire ("NH") banks; NH has a stricter restriction on Tier 1 capital to be used for lending. Maine has a lower regulatory threshold; it can take more risk with capital. Duprey suggested future banking consideration of NH banks, as less likely to have financial struggles.

Ferrini asked where the banks stack up nationally regarding risk / capitalization; Duprey stated NH is one of the stricter in country. Duprey stated with the acquisition of NH banks they would be considered a branch of a Maine bank, subject to Maine laws.

3. Division of Ports and Harbors - Capital Improvement Plan FY 2025 – FY 2031

Anzalone spoke of discussions with DPH staff regarding the proposed $57.8 million in capital budget projects; largest component being the Functional Replacement ("FR") of the Barge Dock at the Market Street Terminal. Further, 98% of projects in CIP budget are projected to be grant funded. Working toward generating positive cash flow to internally fund projects; this will take time.

Parker inquired into capital for FR project, if sourced outside DPH; Hartley spoke to the funding being federal DOT. This project results from the taking of property for the Sarah Mildred Long Bridge project; also discussing whether or not funding would be provided for the floating dock.

Duprey spoke to a contractual obligation by the Federal government to compensate DPH for the Sarah Mildred Long Bridge project.

Anzalone spoke to the yearly breakdown of the CIP and reiterated a majority of the projects would be at the Market Street terminal. There was discussion regarding longer term projects outside the 6.5-year projection which could be internally or externally funded (State or Federal) projects. Three projects (Main Wharf Dredging, Warehouse removal/Office Replacement at Market Street and Riprap repair) were presented to the state for inclusion in its capital budget. Anzalone spoke of internally funded projects being equipment at facilities, and a portion of the Portsmouth Fish Pier project, and how there are a variety of factors that play largely on internally funded projects.

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

A. Report:

1. New England Chemical Biological, Radioactive, Nuclear Enhanced Response Force Package (CERFP) – Right of Entry - 119 Arboretum Drive

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

1. Name: New England Chemical Biological, Radioactive, Nuclear Enhanced Response Force Package (CERFP)
   License: Right of Entry
   Location: 119 Arboretum Drive
   Purpose: Conducting readiness exercises related to hazardous materials response.
   Term: June 8, 2025, from 8:00 a.m. to 4:00 p.m.

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

IX. Leases:

A. Report:

1. **Sublease between 325 Corporate Drive II, LLC, Bottomline Technologies, Inc. and E-Technology, LLC at 325 Corporate Drive**
2. **Sublease between Two International Group and General Services Administration / Veterans' Administration at 2 International Drive (Suite #130)**
3. **Sublease between 100 International LLC and Leeds Capital Group, LLC at 100 International Drive (Suite #358)**
4. **Sublease between 130 International Drive, LLC, Trigger House LLC and Motion Bazaar LLC at 130 International Drive**

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

1. Tenant: E-Technologies, LLC
   Space: 325 Corporate Drive
   Use: Administrative, executive, general office purposes.
   Term: Commencement on or later of April 30, 2025, and shall end on July 31, 2032, with one renewal option of a twenty-nine (29) month period.

2. Tenant: General Services Administration – Veterans' Administration
   Space: 2 International Drive (Suite #130)
   Use: Office and related uses.
   Term: Commencement anticipated to be October 2025; for a term of ten years, 8 years firm.

3. Tenant: Leeds Capital Group, LLC
   Space: 100 International Drive (Suite #358)
   Use: Office and related uses.
   Term: Five (5) years commencing August 1, 2025, through July 31, 2030.

4. Tenant: Motion Bazaar LLC
   Space: 130 International Drive
   Use: Administrative, executive and general office uses.
   Term: Commence on May 1, 2025, through April 30, 2028.

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. **Sunbelt Rentals – Two Light Carts for Airfield Painting – Portsmouth International Airport at Pease**
2. **VHB – On-call Engineering Services – Crosswalk Evaluation on International Drive**
3. **Berry Dunn Engagement – On-call Auditing Services - Lease Review**
4. **The Iris Companies – Badge Media Cards – Portsmouth International Airport at Pease**

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

1.	Project Name:	Sunbelt Rentals
	Board Authority:	Director Ferrini
	Cost:	$456.10/weekly rate
	Summary:	Two (2) light carts for airfield painting during shutdown at night for North Alpha project. It is anticipated rental requirement would be a minimum of a week; estimated rental cost of approximately $1,000.00.
2.	Project Name:	VHB, On-call Engineering Services
	Board Authority:	Director Ferrini
	Cost:	$2,600.00
	Summary:	Request from Lonza for temporary crosswalk evaluation; Lonza will reimburse PDA for services.
3.	Project Name:	Berry Dunn, PDA's Contracted Accounting Firm
	Board Authority:	Director Ferrini
	Cost:	$15,000.00 plus travel and out-of-pocket expenses
	Summary:	Review of lease/contract terms to include procedures for consideration.
4.	Project Name:	The Iris Companies (low bid)
	Board Authority:	Director Ferrini
	Cost:	$12,500.00
	Summary:	Purchase of 2,000 Composite Contactless Badge Media Cards.

XI. Signs:

A. Approval:

1. **130 International Drive, LLC - 130 International Drive – Motion Bazaar**

Director Conard **moved** the **motion** and Director Parker **seconded** that **the Pease Development Authority Board of Directors hereby approves the signage proposal of 130 International Drive, LLC on behalf of its subtenant, Motion Bazaar, located at 130 International Drive; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering dated June 6, 2025.**

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

2. Aviation Avenue Group, LLC - 100 New Hampshire Avenue – HealthTrust Supply Chain

Director Semprini **moved** the **motion** and Director Fournier **seconded** that **the Pease Development Authority Board of Directors hereby approves the signage proposal of Aviation Avenue Group, LLC on behalf of its subtenant, Central Shared Services, LLC, for the building located at 100 New Hampshire Avenue; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering dated June 5, 2025.**

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

XII. Executive Director:

A. Reports:

1. Golf Course Operations

Scott DeVito ("DeVito"), General Manager, Pease Golf Course ("PGC") spoke to the Golf Committee meeting's discussion of Grill 28 extension which ends in October of 2025. Grill 28 requested a three (3) year extension, return to original 17% concession fee and removal of additional fees incorporated in 2023 extension. PGC looking at imposing event fees. The second item discussed was the irrigation system and that last year a portion of the course was shut down in the fall for four weeks and this year there was a similar issue. DeVito spoke to finalizing a bid for the irrigation system over the summer and provide information to the Board at the August meeting.

DeVito spoke of 10 rain days, 9,000 rounds of golf for the month with record numbers trending in the right direction, delivery of a replacement truck ordered in October 2024; and large event on Monday.

Duprey asked how the course held up with the inclement weather; DeVito indicated it took time, but the course is in good shape.

Duprey spoke to inquiries regarding the use of Golf / PDA funds for DPH projects. He reminded the public that funds generated by Golf / PDA can only be utilized for the Tradeport, not to support DPH.

2. Airport Operations

a) Portsmouth International Airport at Pease (PSM)

b) Skyhaven Airport (DAW)

c) Noise Line Report

(i) May 2025

Brean spoke to the enplanements, fuel flowage fees and revenue parking regarding commercial passengers' use. Further, Brean spoke to commercial aviation being volatile at this time and a reduction in bookings of passengers from Canada who utilized PSM for flights to Florida; due to this, staff is guarded in its decision-making.

Brean spoke to one of four multifunction snow vehicles representing PDA's commitment to the Department of Defense / Air Guard due to the need to keep the airport operational 24/7, 365 days a year.

During the base transfer, PDA purchased snow equipment to remain operational, equipment is now towards the end of life, informed the Board they would be seeing equipment in CIP necessary for PSM operations.

Brean spoke of the various noise inquiries; some related to utility wire work in the area, early morning military flights and commercial flights.

XIII. Division of Ports and Harbors:

A. Reports:

1. **Division of Ports and Harbors Facilities Report**
2. **Commercial Mooring for Hire Application of Wentworth by the Sea Dockside Condominium Association**
3. **Right of Entry – Seacoast Maritime Charters – Rye Harbor Marine Facility**
4. **Commercial Mooring Transfer – Nugent to Nardello**
5. **DPH Mooring and Waitlist Analysis 2025**
6. **Portsmouth Fish Pier – Change Order #4 – Repair Cutoff Valve Leak**
7. **Rye Harbor Study - Tighe & Bond – Amendment #1**

Hartley spoke of the activities at the Main Terminal (i.e., tugs assisting work at PNSY, salt ships and cruise line vessels). The Portsmouth Fish Pier ("PFP") project wrapping up, spoke to floating pier work needed to stabilize the floating dock (not incorporated in the original pier work); and completion of the PFP building by end of summer. Hartley indicated there would be an informational session on June 26th regarding the Rye Harbor Study summarizing input received. Also regarding Rye Harbor, Hartley indicated there will be repair to the boat launch. Hampton Harbor has had a lot of activity recently, DPH is working to get gasoline fuel at the harbor so recreational boaters can be serviced. Provided a brief overview of the moorings and waitlist, private and smaller PATONS, and an increase of patrols by harbormasters. Hartley further talked about working with Homeland Security to obtain grant(s) for security cameras and fencing at the facilities.

Levesque inquired into the fuel sold at the facilities; Hartley indicated when diesel fuel is provided "over the rail" DPH receives $0.10 for each gallon pumped. Hartley stated the profit received by DPH is higher when diesel is available at the facility. Hartley spoke to the long-term CIP and removal of the tanks from underground to be placed above-ground so they are less vulnerable when there are storms.

Brean spoke about the fuel system challenges at the harbors.

Director Fournier **moved** the **motion** and Director Levesque **seconded** that **the Pease Development Authority Board of Directors hereby appoints the Assistant Director of Ports and Harbors, Richard Hartley, to serve as the Acting Director of the Division of Ports and Harbors, effective as of June 17, 2025, and until such time as the Board determines otherwise.**

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

B. DPH Consent Agenda Approvals:

1. **Final proposal, Pda 700 Rules SLIP PERMITS; STATE-OWNED RESTRICTED PIERS**
2. **Market Street Marine Terminal - Schedule of Rates, Rules, And Regulations**

Director Ferrini moved the motion and Director Fournier 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. **Final proposal, Pda 700 Rules SLIP PERMITS; STATE-OWNED RESTRICTED PIERS**
2. **Market Street Marine Terminal - Schedule of Rates, Rules, And Regulations**

Discussion: Duprey spoke to the modifications being overdue. Hartley indicated it has been 20 years since there have been rate increases, which will provide a great revenue source.

Disposition: Resolved unanimous vote for; motion carried.

C. DPH Approval with Waiver:

1. Northeast Scale – Digital Truck Scale Replacement - Market Street Terminal

Director Levesque moved the motion and Director Parker seconded that **the Pease Development Authority Board of Directors hereby authorizes the Executive Director to finalize and execute a contract between the Division of Ports and Harbors and Northeast Scale for the purchase and installation of a replacement truck scale, as well as the removal of the old scale at the Market Street Terminal, in an amount not to exceed $104,640.00.**

In accordance with the provisions of RSA 12–G:8, VIII, the Board justifies the waiver of the RFP requirement for the purchase, installation and removal of the old scale for the reasons stated in the memorandum of Richard Hartley, Assistant Director of Ports and Harbors dated May 29, 2025.

Discussion: Levesque indicated this item had been discussed at the recent Port Committee meeting.
Disposition: Resolved unanimous roll call vote for; motion carried.

2. Lakes Region Environmental – Convert Diesel Tank to Gasoline Tank - Hampton Harbor

Director Fournier moved the motion and Director Conard seconded that **the Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to execute a contract with Tawny Company Inc. dba Lakes Region Environmental ("LRE") for cleaning, inspection, and conversion of the recreational diesel tank to gasoline at the Hampton Harbor Marine Facility prior to the upcoming peak summer boating season, in an amount of $21,688.24, and authorizes additional contract expenditures as-needed so that the total contract amount does not to exceed $25,000.00; all in accordance with the memorandum of Richard Hartley, Assistant Director of Ports and Harbors, dated June 12, 2025, attached hereto.**

In accordance with the provisions of RSA 12-G:8 VIII, the Board waives the RFP requirement for the following reasons:

- **LRE's Specialized Services: LRE's proposal includes OSHA-compliant confined space protocols, hazardous waste handling, and ICC-certified fuel system technicians — specialties not widely available among general contractors.**

- **Comprehensive Proposal: LRE's quote provides both the UST cleaning and equipment conversion in a single mobilization, ensuring minimal disruption to pier operations.**
- **Cost-Effective: The base price of $21,688.24 is well below internal estimates for segmented vendor contracts and reflects competitive industry rates.**
- **Time Sensitivity: The UST must be cleaned and converted ahead of the peak summer marine season. LRE is available for mobilization in the near term and can complete the work within the required seasonal window. The Division has attempted to obtain other quotes for the work, but other prospective vendors have not been responsive.**
- **Site Familiarity and Compliance Preparedness: LRE has worked on similar waterfront infrastructure projects and has included all applicable NHDES documentation preparation and permitting within the scope. Their familiarity with NHDES protocol will streamline the compliance inspection process.**

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

D. Board Action on Mooring Permit Appeal:

1. Appeal of John Cacace – Mooring Permit #7408 - Recommended Decision of Director Fournier

Discussion: Conard requested to hear any information as the motion has options. Blenkinsop indicated the need to undertake the appeal hearing first. Inquiry was made asking if Mr. Cacace or anyone on his behalf wished to speak further to the appeal; no one came forward to discuss the matter further. Joshua Wyatt indicated Mr. Cacace lives in Vermont and PDA has not heard from him since he was provided Director Fournier's recommendation.

Duprey spoke to Wyatt's memo which indicated the permit was denied due to late filing and asked Wyatt for a brief overview. Wyatt affirmed the late filing of paperwork and spoke to a claimed issue with mail due to a move (Massachusetts to Vermont) and did not take action in time to meet the late filing deadline. Medical issue referenced in hearing, without substantiating documentation. Duprey asked if there was acknowledgement of missing first filing period that they received the second notice; Wyatt could not confirm. Duprey spoke to information regarding missing the second date; filing received after the second date and the submission of an incorrect fee filed.

Fournier spoke to being the hearing officer and the rules are black and white on what can be done and Cacace did not meet the criteria to grant his appeal.

Duprey spoke of the history of appeals and that a long time ago there weren't rules; over time staff developed rules working with the DPH Director. The draft rules were reviewed by the Port Advisory Committee and accepted by the Board, not sure the process of review by Attorney General or the Legislative Committees; Blenkinsop spoke to the rules going through the JLCAR process. Wyatt referred to the Office of Legislative Services has attorneys who review this information. Duprey indicated the legislature uses its authority to question rules and believes there may have been fine tuning of the current rules.

Director Conard **moved** the **motion** and Director Levesque **seconded** that **having considered the record pursuant to Pda 514.09(b), the Pease Development Authority ("PDA") Board of Directors hereby accepts the report of the PDA Board designee and determines that the appellant, John Cacace,**

has not met his burden of proof and <u>denies</u> his appeal pursuant to the provisions of New Hampshire administrative rules Pda 514.10 and Pda 514.11.

<u>Disposition</u>: Resolved **<u>unanimous</u>** vote for; motion **<u>carried</u>**.

2. Appeal of Derek Fisher – Mooring Permit #8237 – Recommended Decision of Director Fournier

Matt Sabourin dit Choinière, State Representative – Rockingham District 30 – read a letter that he and several other representatives had written on behalf of Mr. Fisher and Mr. Dempsey. Spoke to an administrative technicality and urged reconsideration of the decision to work with these individuals toward a fair and reasonable resolution.

Wyatt advised as a point of order that the Board is not supposed to receive new evidence into the record unless the Chair finds good cause for such additional information.

Duprey indicated the Board didn't require the individual to speak during public comment so it could be heard now instead; this letter could qualify as new evidence and asked the Board of acceptance for good cause; the letter was accepted.

Councilor Joe Kenney, an Executive Councilor, worked with the various Executive Directors of PDA since 1994. He had been approached by the constituents of Fisher Lobster regarding the permit appeal; referred to representation of the "Little Guys being the Big Guys". Further spoke to the little guys being pro se litigants who cannot afford legal assistance / attorneys for representation. Because Fisher overlooked the renewal timeline of the filing should not mean he loses the ability to obtain the permit if it is corrected within a reasonable time; believes the penalty does not meet the crime. Reviewed the rules in question and spoke to the permit being for a one-year period (April 1st to March 31st), with renewal information being mailed by January 15th. It isn't uncommon for fishermen/lobstermen not to have health insurance and therefore the inability to seek health care assistance when needed. Believed Fisher had health issues, lacked complete understanding of mooring rules and sees this as a minor oversight; doesn't believe a mooring permit holder should give up its permit unless a major violation occurs. Recommended conditional corrections or placement on file would be a better solution; asked for serious consideration to reinstate the mooring permit.

Blenkinsop stated Mr. Fisher does have an opportunity to speak, should he choose to, as well as DPH.

Fisher stated it was an oversight as he thought he had until March 31st. Fisher did not state in the first letter he had a medical issue. Since the appeal submission, Fisher has received medical attention for his back and dropped off the information to PDA. However, the information had been returned, he was informed he would have an opportunity to request submission today; indicated he would like to submit the information.

Wyatt asked if Fisher had copies of the documentation he would like to submit. Wyatt indicated Fisher could seek permission from the Board for submission of additional documentation (medical records) for good cause for further consideration. Duprey spoke to the rules. Duprey's thought would be to allow the documentation; no disagreement received from Board members. Fisher indicated the documentation would help to support the back issue.

Ferrini supported the submission of the documentation, but the fact is the Board has written rules to follow and doesn't have equitable powers; meaning the Board cannot make a decision outside of the rules.

Duprey stated discussion made of providing a longer term of appeal for those long-term permit holders and there are only four reasons a decision can be overturned; granting equity in situations that are egregious is not one. Duprey spoke to potential consideration, in the future, of amending the rules to allow discretion.

Fisher stated he was incapacitated from the end of February and the doctor's report is provided as a back-up; Duprey stated good cause has been provided for submission of the doctor's report.

Dempsey stated the doctor's report was delivered in-person but rejected and did not bring the doctor's report as were told it could not be submitted for evidence.

Blenkinsop clarified PDA was following the rules and as such the [doctor's report] was not allowed to be dropped off as evidence; it was returned as it was a medical record. Fisher was provided with an opportunity, under the rules, to attempt submission of new evidence today.

Dempsey stated there cannot be such an adherence to the rules that we cannot forget the fact they are human beings and that being a couple weeks late on a form should not ruin two people's lives and that of their families, rather should look at the human side. Recommended taking a hard look at the rules instead of using the rules as a pre-cursor to defend the Boards' actions.

Duprey spoke to the Board's inability to make unilateral decisions outside of the rules provided.

Conard inquired if the Board were to deny the appeal, if there were an appeal process beyond the Board which may be available; Wyatt indicated they should seek legal advice but referenced the potential to file Certiorari with the Superior Court to review an agency decision.

Hartley spoke to the right to speak with the Harbormasters to seek out another mooring location.

Wyatt stated procedurally a determination was needed on the submission of additional evidence provided by Fisher. If good cause is determined, Fisher could submit new information. Dempsey indicated if they were allowed access to a printer the information could be provided, but otherwise did not bring the documentation. Wyatt indicated he would print the information for them.

Duprey spoke to not violating PDA's rules, the submission of the medical record which wasn't submitted during the appropriate time, and asked Hartley if there were any available moorings nearby.

Hartley stated there were moorings available and Fisher had been informed of the ability to speak with the Harbormasters. DPH cannot show partiality and why suggestion was made; there is another mooring available a few hundred yards away.

Fisher indicated he had not been asked to contact anyone; why would it matter, if there is another mooring, why couldn't he just keep the one he has. Dempsey stated they own the mooring block. Fisher indicated he does meet the criteria of being incapacitated.

Duprey indicated the documentation was not submitted at the right time; Dempsey indicated they tried to submit the documentation within the timeframe that was returned saying submission would need to be requested at today's proceeding.

Ferrini asked if the Board had a basis to accept documentation now; Wyatt affirmed. Further, Wyatt provided the Board with the language regarding good cause as stated within the rules. Ferrini stated the question became whether dropping off the information is reasonable.

Duprey asked if the information was timely; Wyatt stated the issue was not timeliness; offered to print the information Fisher referred to.

Blenkinsop clarified that the medical record was not submitted with the original appeal, nor was it submitted at the time of the hearing with Director Fournier. Rather, it was submitted in-between the recommendation and today; returned with the indication the next opportunity for submission would be today, if good cause were determined pursuant to the rules.

Semprini inquired of the three options available to the Board in the motion and specifically referred to postponing the vote to the next meeting; Conard stated the next meeting would be in August.

Blenkinsop inquired about the printing of the documentation, if the appellant is willing the Board could consider whether good cause has been provided in order to accept documentation.

Levesque inquired whether Fisher is still using the mooring; Fisher affirmed. Levesque indicated if the Board decided to wait, Fisher would still use the mooring until the August meeting.

Duprey inquired why would the Board delay; Ferrini responded it would depend on the contents of the medical record.

Duprey indicated advisement by legal counsel a determination of good cause needs to be established as to why the record was not provided before; Blenkinsop affirmed.

Fisher stated the medical visit (for the "spasm") was after the timeline, but it goes to support the disease.

Dempsey asked for amendments/changes to the rules which do not seem to support the people.

Duprey spoke to review of the rules; further indicated the rules do not contemplate an ability to take discretion of the equity of the situation. The question for determination of whether the printed documentation provides good cause as to why the medical information was not previously submitted during the initial appeal and hearing. If good cause determined, can take into consideration the report; if not, the report would not be considered. Blenkinsop affirmed. Further stating, what is before the Board is the recommendation by the hearing officer, Fournier, which could be accepted or rejected. Fournier's recommendation was based on the evidence and rules; the Board makes the ultimate determination.

Duprey stated prior to hearing from the hearing's officer, if the Board granted the appeal it would effectively be contrary to the rules; Parker agreed.

Blenkinsop stated if the appeal were granted it would need to be on a basis under the rules to do so; Ferrini stated the medical evidence and which there needs to be good cause to accept.

Duprey stated Wyatt left the room to print the documentation discussed for review by the Board.

Conard asked if they (Fisher/Dempsey) still had an opportunity to avail themselves to the alternate mooring after doing what needs to be done with the Harbormasters; Blenkinsop would look to DPH for confirmation. However, if mooring available, not subject to a waitlist, then someone could obtain the mooring.

Levesque questioned availability of a mooring where there is a waitlist; Hartley indicates the waitlist is dependent on the location of the mooring. Specifically, the mooring referred to is not in the same area as the current mooring. Fisher would have to go up the river approximately a quarter mile on a dingy but would have the ability to do the same thing there.

Blenkinsop stated when there are moorings that are on a waitlist and are not renewed/expire, there are individuals on a waitlist who would be next to get a mooring in that area; no wait list for certain mooring fields. Blenkinsop stated the mooring being discussed on appeal currently has a waitlist; Hartley stated the mooring is in a highly desirable location and within yards of the Hampton Harbor pier.

Conard asked if the offer of the alternative location was acted upon; Hartley stated in order to be fair and consistent it was not offered; rather, DPH offered the ability to communicate with DPH/Harbormaster. Hartley indicated a discussion had not been held; Fisher stated no one told him of the offer.

Duprey spoke to a decision on whether good cause is provided to allow the medical information and if a determination is made not to grant appeal, there is an alternative option of a different mooring location which would not put Fisher out of business, keeping Board within the rules.

Parker inquired into the two types (pleasure / commercial) of moorings; Hartley spoke to the same process for both, just different documentation provided. Parker asked if the same rules apply to both pleasure and commercial moorings; Hartley indicated the rules are the same.

Wyatt provided Dempsey / Fisher with copies of the printed medical record documentation discussed.

Ferrini stated the need to determine whether good cause has been provided in order to accept/review the documentation; Wyatt read the definition of good cause.

Duprey stated should the Board find good cause to look at record the criteria needs to be met. Wyatt spoke to the need for representation of what is contained in the document.

Conard stated it is important to look at the date of the document.

Dempsey stated this was a medical exam after the time [the hearing] but provided for justification that Fisher was incapacitated for an approximate period of five (5) days from end of February to approximately March 4th; medical treatment had not been sought during this period of time. However, the next time there had been an issue, Fisher sought medical attention at a walk-in facility with diagnosis provided. This supports the medical incapacitation during the renewal period and justification to allow the renewal to go forward.

Duprey asked if representation could be made that the report indicates the condition existed during the appeal period; Dempsey affirmed this is a condition Fisher has suffered with for many years.

Ferrini stated whether, and to what extent, the documentation corroborates the disability is something that should be reviewed, bringing the Board back to good cause determination.

Duprey spoke to the existence of the medical condition; Ferrini the medical condition was known but didn't have medical insurance to seek treatment.

Wyatt indicated good cause would be a finding of the Chair, individually; Duprey ruled good cause shown and accepted the medical record documentation for review by the Board.

Wyatt informed the Chair of the potential to discuss the record in non-public as it dealt with medical records. However, believes this information has been posted publicly on Facebook and wondered of a confidentiality interest in the documentation, need consent from Fisher for consideration in a public setting. Fisher assented to the review / discussion held in public.

Board members reviewed documentation.

Dempsey affirmed that the forms were filed late, sought remedy under rules that Fisher was medically incapacitated as a valid reason to allow renewal of the permit and recognize this is not a matter of law and rules this would put a business at risk by not allowing a renewal of the mooring. Earlier discussions of an alternative mooring has not been secured.

Wyatt provided the Board with the language associated with temporary incapacitation from the rules.

Duprey spoke to the back injury and the documentation not being submitted during the initial appeal; no insurance / treatment initially sought.

Ferrini spoke to the assent to discuss medical treatment in public; Fisher affirmed. Ferrini indicated in the note reference is made, due to work schedule would like to do one visit of physical therapy to develop home exercise program. The question is whether, and to what extent, incapacity is involved and whether it is clear from the documentation provided.

Fisher spoke to the recommendation of physical therapy as well as medication and inquired further.

Ferrini indicated the note referenced work schedule which implied Fisher was working; Fisher stated due to his work schedule he couldn't do regular therapy; also the financial burden.

Duprey inquired if Fisher was working at the time; Fisher replied yes, had more back pain that put him out for just a couple of days.

Levesque asked in February during the renewal time, did Fisher work; Fisher affirmed, he was lobstering. Dempsey stated not during the days as stated in the letter.

Duprey asked if at any point during the appeal period, Fisher worked; Dempsey responded yes. Duprey indicated Fisher wasn't so incapacitated he could not go to a doctor; Dempsey responded no.

Fournier inquired whether Board was deliberating; Duprey responded he was providing Fisher with one last time to respond.

Wyatt stated incapacitation needs to be 50% or more during the application period, or one day or more during the final ten-day period. Fisher indicated he would be the later incapacitated period. Wyatt spoke to the documentation provided in June to substantiate the March time period.

Hartley spoke to the timeline of a December 3rd letter (anticipated receipt a week later) the mooring application referenced due date in red lettering; no response. On March 17th Fisher contacted DPH about something else and on March 31st realized no mooring permit. At this time Fisher was informed to speak to Harbormaster regarding the process in addition to the appeal process.

Duprey closed discussion among the participants.

Fournier, acting as the hearing's officer, participated in prior hearings where you listen to the case, but ultimately follow the rules. Need to know the incapacitation during the time of the application; the documentation provided was after the fact.

Duprey spoke to the appeal period, Fisher was working. In this case informed there are alternative moorings available that could be applied for, not in same location but wouldn't be in danger of losing business. Not unsympathetic, however, there is a practical solution of a different mooring location.

Semprini inquired of the three options presented in the motion.

Blenkinsop stated there were three motions for consideration; today there has been a lot of information provided for consideration. Postponing allows for deliberation at the next meeting in August.

Fournier stood by his decision and made the motion as follows:

Director Fournier **moved** the **motion** and Director Levesque **seconded** that **having considered the record pursuant to Pda 514.09(b), the Pease Development Authority ("PDA") Board of Directors hereby accepts the report of the PDA Board designee and determines that the appellant, Derek Fisher, has not met his burden of proof and denies his appeal pursuant to the provisions of New Hampshire administrative rules Pda 514.10 and Pda 514.11.**

Discussion: Conard spoke to supporting the motion; until such a time as the Board has different rules or the ability to work outside the rules, PDA conduct has to work according to the rules; need to consider the precedence this would set if the Board would do anything other than deny.

Levesque agreed with Conard's statement.

Duprey spoke to the other available options.

Ferrini indicated in the first instance he would have denied the motion with the understanding that the delay would cause a practical result. However, with the representation of a different mooring, he will not vote against the motion; PDA has rules to follow and which it is bound by.

Semprini inquired into securing another mooring and the timeliness; Hartley spoke to the competitiveness of moorings. The longer Fisher takes to conduct discussions with DPH staff, the space could be assigned to someone else.

Duprey indicated if appeal were denied, recommendation for Fisher would be to speak with DPH staff immediately and complete an application; Hartley affirmed.

impacts taken into consideration. Originally operations had been built around military missions, however growth has also included civilian uses, cargo, charter services, and military ground support. Further spoke to value of the operations which was the direct impact being valued which did not include air passenger service. Assuming the nature of the operations does not change over time, the calculation used is a 3% increase; this does not include any future / potential development of operations.

Archambault also spoke briefly about the various impacts to the area businesses (Seacoast and state) over the next 10 years resulting from PCA's operations. This information has also been provided to the Governor's office for its information on potential tax impacts, by industry.

Duprey suggested a yearly update provided by PCA to the Board regarding its current progress versus the projections according to the study.

Director Levesque left the meeting at 10:46 a.m. and returned at 10:49 a.m.

B. Grant Applications to be Filed in May:

1. Maritime Administration Port Infrastructure Development Program

Hartley spoke to DPH the captioned grant and stated $125 million in funding has been set aside for ports of DPH size; funds would be utilized for dredging, truck scale replacement, forklifts, security cameras for yard control, fishing items (etc.).

XV. Special Event:

A. Report:

1. Rochester Police Department and Flight 4CF Inc. – Skyhaven Airport - Wings and Wheels Event

Brean stated this event had been scheduled for June 7th, but due to inclement weather it has been rescheduled to July 12th.

XVI. Upcoming Meetings:

Finance Committee	August 4, 2025 @ 8:30 a.m.
Board of Directors	August 19, 2025 @ 8:30 a.m.

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

XVII. Directors' Comments:

Brean spoke to the work of the Board, PDA and DPH to assist the fishing community through various investments.

XVIII. Adjournment:

Director Levesque **moved** the **motion** and Director Conard **seconded** to **adjourn the Board meeting. Meeting adjourned at 10:55 a.m.**

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

XIX. Press Questions:

None.

XX. Consultation with Counsel:

Respectfully submitted,

Paul E. Brean
Executive Director

P:\BOARD MINUTES\2025\Board Minutes 6-17-2025.docx

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

To: Pease Development Authority Board of Directors

From: Paul Brean, Executive Director

Date: August 19, 2025

Subject: Employee Recognition awards, 2024 and 2025

The following employees are to be recognized for their years of service to the Pease Development Authority:

2024 (presentation of last years' awards deferred)
10 years
Jared Sheehan, Assistant Director of Engineering
Fran Witkowski, Operations Agent

15 years
Mike Mates, Director of Engineering

25 years
Ken Conley, Manager of Airport Infrastructure and Facilities

2025
10 years
Tanya Coppeta, Employee Relations Manager

15 years
John Anastas, Equipment Operator

30 years
Andrew Pomeroy, Aviation Safety/Compliance Manager

Phone: 603.433.6088 Fax: 603.427.0433 www.peasedev.org

PEASE DEVELOPMENT AUTHORITY
Monday, August 4, 2025

FINANCE COMMITTEE AGENDA

Time: 8:30 A.M.
Place: 55 International Drive
Pease International Tradeport
Portsmouth, NH 03801

I. Call to Order *(Ferrini)*

II. Acceptance of Committee Meeting Minutes: June 10, 2024 * ***(Levesque)***

III. Public Comment

IV. Reports *(Anzalone)*

1. Disbursement Register – April 1 through June 30, 2025

V. Approvals

1. FY 2026 Operating Budget and FY 2027–FY 2029 Forecast * ***(Semprini)***

VI. Next Committee Meeting - December 15, 2025 @ 9:00 AM

VII. Director's Comments

VIII. Adjournment

IX. Press Questions

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

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Fournier:

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. Pease International Tradeport, Portsmouth International Airport at Pease, and Pease Golf Course – Martin Associates, LLC – Economic Impact Study **(Ferrini)**
2. Portsmouth International Airport at Pease – FBO Partners LLC – Fixed Base Operator Evaluation and Airport Rates and Charges Study **(Levesque)**
3. Portsmouth International Airport at Pease – Harriman Associates, Inc. – Air Traffic Control Tower **(Parker)**
4. Pease International Tradeport – Thermo Fisher Scientific, Inc. – Flightline Road – Reimbursement for Certain Road Reconstruction Improvements **(Fournier)**

5. Pease Development Authority – University of New Hampshire – Wildcat Sponsorship / Portsmouth International Airport at Pease Marketing **(Levesque)**

6. Pease Development Authority – Legal Services **(Ferrini)**

7. Portsmouth International Airport at Pease – New Hampshire Air National Guard – Request to Lease "Overflow Parking Lot B" Parcel **(Semprini)**

8. Thermo Fisher Scientific, Inc. f/k/a Fisher Scientific International, Inc. – Amendment No. 7 – 23 Hampton Street (aka Building 215) **(Fournier)**

N:\RESOLVES\2025\Consent Agenda (8-19-2025).docx

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Ferrini:

The Pease Development Authority ("PDA") Board of Directors approves of and authorizes the Executive Director to enter into a contract with Martin Associates, LLC of Lancaster PA to perform an Economic Impact Study of the Pease International Tradeport, to include Portsmouth International Airport at Pease and the Pease Golf Course, at a cost not to exceed $110,000.00; all in accordance with a memorandum of Andrew Pomeroy, Manager, Aviation, Safety & Compliance, dated August 12, 2025; attached hereto.

N:\RESOLVES\2025\PDA - Ecomonic Impact Study - Martin Associates (8-19-25).docx

PSM DAW
PEASE AIRPORT MANAGEMENT
36 Airline Ave., Portsmouth, NH 03801
603.433.6536

Memorandum

To: Paul E. Brean, A.A.E., Executive Director PB

From: Andrew Pomeroy, Manager, Aviation Safety and Compliance AP

Date: August 12, 2025

Subject: Pease Economic Impact Study

The Pease International Tradeport, including the business park, the Portsmouth International Airport and the Pease Golf Course, has been a major driver of economic growth on the Seacoast and for the entire State of New Hampshire for over three decades. The past 10 years have shown dramatic growth at Pease both at PSM with increased flights and enplanements, as well as at the Tradeport with more development taking place and businesses operating. In addition, Pease Golf Course sets new records for annual rounds of golf played year after year.

The last Economic Impact Study of Pease was part of a 2013/2014 NH DOT funded Airport System Plan study encompassing all New Hampshires airports. The PSM portion of this study was of limited scope and Portsmouth International Airport data collection occurred during a time when PSM scheduled passenger service had been suspended. Since that limited report was published, Pease has experienced significant growth and seen significant investment by the PDA, as well as its State and Federal Partners.

This past June, PDA issued a Request for Proposals for a comprehensive Economic Impact Study of Pease International Tradeport, to include the Airport, Golf Course, and Business Park. The purpose of the study is to show the direct, indirect, and induced economic impact of the Pease International Tradeport in creating jobs and as an economic growth engine for the Seacoast region and the State of New Hampshire as a whole. Seven qualified firms submitted proposals and following a review by PDA Staff, Martin Associates LLC was selected as the firm that best meets the PDA's needs and criteria.

At the August 19th, Board of Directors' meeting, please seek authorization to contract with Martin Associates, LLC, of Lancaster PA for the Pease Economic Impact Study, for the base bid amount of $110,000.00, to be funded from the PDA Marketing Fund.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Levesque:

The Pease Development Authority ("PDA") Board of Directors approves of and authorizes the Executive Director to enter into a contract with FBO Partners LLC of Seattle, WA to perform a Airport Fixed Base Operator Evaluation and Airport Rates and Charges Study, at Portsmouth International Airport at Pease for a cost not to exceed $26,000.00, with any additional work outside the base bid billed at $325.00 per hour; all in accordance with a memorandum of Andrew Pomeroy, Manager of Aviation Safety & Compliance, dated August 12, 2025; attached hereto.

N:\RESOLVES\2025\PSM – FBO and Business Study – FBO Partners LLC (8-19-25).docx

PSM DAW
PEASE AIRPORT MANAGEMENT
36 Airline Ave., Portsmouth, NH 03801
603.433.6536

MEMORANDUM

To: Paul Brean, Executive Director PB

From: Andrew B. Pomeroy, Manager, Aviation Safety and Compliance

Date: August 12, 2025

Subject: Airport Fixed Base Operator (FBO) Evaluation and Airport Rates and Charges Study

The Portsmouth International Airport at Pease (PSM), has experienced significant growth over the past ten years, becoming one of New England's busiest airports and one of the leading aviation business destinations in New England. PSM has more than 75,000 aircraft operations annually spanning all segments of General Aviation and Military Aviation, as well as Domestic and International Air Carriers carrying passengers and cargo. Nearly all these aircraft are serviced and managed by the airport's single Fixed Base Operator (FBO), Port City Air (PCA).

In the early 2000's there were two FBO's operating at PSM, Pan Am Services (PAS) and PCA. In 2007, following the departure of Pan Am and the closure of PAS, only PCA remained. The PDA hired Aviation Management Consulting Group to perform a Market Assessment and Feasibility Study (published in 2008) to determine if the PDA should put out an RFQ to fill the airport's second FBO vacancy. This study, focused primarily on the General Aviation market demands at the start of what would become known as "the Great Recession," recommended against soliciting for a second FBO at that time. Thereafter, Port City Air undertook the duties previously performed by PAS, including ground support for airlines using the PSM Terminal Building.

With the departure of PSM's second FBO in 2007, the PDA modified its airport rates and charges policy by waving, reducing, or suspending the airport user fees including landing fees, fuel flowage fees, terminal use fees, and aircraft parking fees, to stimulate FBO and airport growth. The PDA funded PSM's operation and maintenance primarily through the Pease Tradeport's non-aeronautical revenue streams. These strategies proved successful in promoting FBO and airport growth over the past almost 20 years.

With tens of millions of gallons of aviation fuel being sold each year and demand for more fuel storage capacity and dispensing capabilities at PSM, the PDA has undertaken a stormwater system capacity & fueling infrastructure and spill containment study, approved at the April 2025 Board meeting. This study will evaluate the current condition and capacity of the airport's aircraft fueling and spill containment infrastructure and forecast what improvements may be needed to these systems as growth continues. With PSM's increasing operations and maintenance costs to support, maintain, and replace its aging airfield infrastructure, PDA staff has been taking a fresh look at PSM's airport rates and charges policy, as well as its current FBO model, meeting with other airport operators, and surveying airport customers, to identify underserved markets and find ways to increase aeronautical revenue using a cost recovery strategy.

Based on the foregoing, this past June, the PDA published a Request for Proposals (RFP) for an "Airport Fixed Base Operator (FBO) Evaluation and Airport Rates and Charges Study." Four qualified firms submitted proposals. Following a review of the proposals submitted in accordance with the terms of the RFP, FBO Partners LLC of Seattle, WA, was selected as the firm that best met the PDA's needs.

At the August 19th, Board of Directors' meeting, please seek authorization to contract with FBO Partners LLC of Seattle, WA for the "Airport Fixed Base Operator (FBO) Evaluation and Airport Rates and Charges Study," for the base bid amount of \$26,000.00. Any additional work outside the base bid to be billed at \$325.00 per hour during the contract period, if necessary.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Parker:

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

1. Award the Air Traffic Control Tower construction contract to Hutter Construction Corporation in accordance with its bid submitted July 17, 2025, for the sum of $5,499,337.00;

2. Amend the on-call contract with Harriman Associates, one of PDA's on-call architectural services providers, to add construction phase services for the Air Traffic Control Tower in the amount of $330,780.00; and

3. Provide a sum of $300,000.00 to be used as a project contingency and to purchase owner provided furniture, fixtures and equipment.

All in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated August 8, 2025; attached hereto.

N:\RESOLVES\2025\Harriman - Air Traffic Control Tower - (8-19-25).docx

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

To: Paul E. Brean, A.A.E., Executive Director PB

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

Date: August 8, 2025

Subject: ATCT Improvements Bid Results and Request for Funding

As reported to you in May, bids were due in mid-July for the Air Traffic Control Tower ("ATCT") improvements project. The bid documents were prepared by Harriman, PDA's on-call architectural consultant. The improvements include upgrades to mechanical, electrical, fire protection, and plumbing systems, the building envelop, accessibility, and structural integrity. Five contractors submitted bids. The results are shown in the following table.

ATCT IMPROVEMENTS BID RESULTS		
Hutter Construction Corporation	New Ipswich, NH	$5,499,337
Loureio Building Constuction, LLC	Plainville, CT	$5,563,385
Triple Construction, LLC	Merrimack, NH	$5,592,000
Optimum Construction	Portland, ME	$5,885,400
Martini Northern, LLC	Newfields, NH	$5,997,240

The project is complicated by the height of the structure, the crowded working conditions, and the need for tower operations to continue throughout most of the construction schedule. The narrow range in bid prices speaks to the quality of the bid documents and lends confidence to the contractors' understanding of the work.

The low bidder, Hutter Construction Corporation ("Hutter"), has successfully completed two PDA projects – the terminal expansion and the arrivals hall. Harriman has recommended that the construction contract be awarded to Hutter and based on experience, staff concurs.

In addition to the cost of the construction contract, the project will require funds to be budgeted for construction administration by Harriman, FFE (furniture/fixtures/equipment) not provided by the contractor, and a contingency. The negotiated fee for Harriman to provide services including shop drawing review, RFI responses, materials testing, site observations, weekly meetings, and final conformance drawings during the anticipated 52-week schedule is $330,780. We recommend a budget of $25,000 for FFE, and a contingency of $275,000 (5% of the construction cost). Using these numbers, the construction phase budget will be $6,130,117.

At this month's Board meeting, please seek approval to move forward with the Air Traffic Control Tower improvements project and take the following actions:

1. Award the construction contract to Hutter Construction Corporation in accordance with its bid submitted July 17, 2025 for the sum of $5,499,337;
2. Amend the on-call contract with Harriman to add construction phase services in the amount of $330,780;
3. Provide a sum of $300,000 to be used as a project contingency and to purchase owner provided furniture, fixtures, and equipment.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

MOTION

Director Levesque:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into a contract with Wildcat Sports Properties, LLC for athletic department sponsorship opportunities at the University of New Hampshire, from August 30, 2025 through June 2, 2026, for a sponsorship fee of $30,500.00, to include $14,500.00 of in-kind trade value, in order to market and promote activities at Portsmouth International Airport at Pease; all in accordance with the memorandum from Chasen Congreves, Director of Operations, dated August 11, 2025; attached hereto.

N:\RESOLVES\2025\UNH – Wildcat Sponsorship Fee (8-19-25).docx

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

To: Paul E. Brean, Executive Director PB
From: Chasen Congreves, Business Development CLC
Date: 8/11/25
Subject: University of NH Sponsorship Marketing Agreement

Over the past several years, Portsmouth International Airport at Pease ("PSM") has forged a marketing collaboration with the University of New Hampshire ("UNH") through its Athletic Department. UNH alumni, faculty and student body are recognized as a local demographic that are likely to travel on low-cost airlines for leisure travel. More specifically, a demographic that attends collegiate sporting events are recognized for having the discretionary income to support leisure travel.

Last year's sponsorship between PSM and UNH resulted in substantial awareness of travel opportunities at PSM. Specifically, marketing campaigns at UNH events are conducted with metric metering by analyzing social media impressions and game attendance. This past year, UNH Hockey ranked 2nd in average attendance in the Hockey East and 11th nationally. UNH Football averages around 8,000 attendees per game. The partnership also provides dasher board branding at the Whittemore Center and Cornerstone Signage at Wildcat Stadium that results in an on-air presence for games televised on NESN and ESPN3. Additionally, various campaigns result in tangible marketing material being placed in the hands of attendees. The information below is an in-depth recap of the FY25 sponsorship detailing the success of this partnership.

Digital Campaign:
- Enter to Win Sweepstakes
- 663,320 Total Impressions (Goal was 250K)
- 80,429 Reach
- 2,684 Engagements
- 0.40% Engagement Rate by Impressions (ERI)
- 2,049 Link Clicks
- 0.31% Click Through Rate (CTR)
- 2,045 Page Visits
- 260 Entries

In-Game Video Feature: Season Long
- Promote the enter-to-win campaign

On-Ice Live Drawing

- 4 Contestants

Permeant Signage

- Two (2) Dasher board signs all season long

Co-Branded T-Shirt Giveaway

- Fan Appreciation Game

This year, PSM would like to enter into a similar marketing agreement with UNH Athletics for FY26 allowing distinct advertising of PSM's air services with both Allegiant and Breeze airlines, at UNH athletic events. The agreement would be between Wildcat Sports Properties, LLC, and Pease Development Authority to enhance public awareness of PSM at specific athletic events at UNH from August 30, 2025, through June 2, 2025. UNH has requested $30,500 for this year's sponsorship agreement with an additional in-kind trade valued at $14,500. In-kind trade consists of promotional merchandise, golf business development, branding/marketing opportunities, flight vouchers and personnel hours. The $45,000 sponsorship agreement and any expenses associated with in-kind trade are funded in PDA's approved FY26 Marketing Budget.

With the upcoming football and hockey seasons beginning in late August, Wildcat Sports Properties, LLC has requested that the agreement be executed in order to initiate development of key marketing materials. Given the time-sensitive nature of the request, the contract has been executed pending retroactive approval by the Board. The attached agreement is hereby submitted for retroactive authorization, with no financial or legal recourse to the Pease Development Authority.

At the August 19, 2025, Board of Directors meeting, please request Board authorization to enter into a Marketing and Sponsorship Agreement with Wildcat Sports Properties, LLC, in the amount of $45,000 for FY26.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of $40,462.50 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 August 11, 2025; attached hereto.

N:\RESOLVES\2025\Legal Services (8-19-2025).docx

Phone: 603.433.6088 Fax: 603.427.0433 www.peasedev.org

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

MEMORANDUM

To: Pease Development Authority Board of Directors

From: Anthony I. Blenkinsop, Deputy Director / General Counsel

Date: August 11, 2025

Re: Legal Services

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

May 1, 2025 – May 31, 2025		
(for Tradeport General Representation)	$3,937.50	
(for Permit Implementation)	$ 562.50	
		$ 4,500.00
June 1, 2025 – June 30, 2025		
(for Tradeport General Representation)	$14,400.00	
(for Permit Implementation)	$ 487.50	
		$14,887.50
July 1, 2025 – July 31, 2025		
(for Tradeport General Representation)	$ 5,925.00	
(for Permit Implementation)	$15,150.00	
		$21,075.00
		$40,462.50

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 **$40,462.50.**

P:\BOARDMTG\2025\Board Memo - Legal Services (8-19-2025).docx

SHEEHAN PHINNEY

1000 Elm Street, 17th Floor
Manchester, NH 03101
603.668.0300

Pease Development Authority
Anthony Blenkinsop, Esq.
55 International Drive
Portsmouth, NH 03801

Invoice Date:	June 18, 2025
Invoice Number:	419792
Matter Number:	14713-10167

Client: Pease Development Authority
Matter: General Representation - Trade Port

For services rendered through May 31, 2025

	Currency: USD
Fees	3,937.50
Total Due This Invoice	**$3,937.50**
Previous Balance Due	5,962.50
Total Amount Due	**$9,900.00**

Please Remit to:

Mail To:
1000 Elm Street, 17th Floor
P.O. BOX 3701
Manchester, NH 03105-3701

Wire/ACH Instructions:
Bar Harbor Bank & Trust
82 Main Street
Bar Harbor ME 04609
ACCOUNT # 8330425805
ABA # FOR WIRE & ACH TRANSFERS:
011201759

LawPay: *To pay by Credit Card or eCheck, visit www.sheehan.com, scroll to the bottom and click LawPay*

Terms: Net 30

Interest accrued on balances over 30 days

SHEEHAN PHINNEY

1000 Elm Street, 17th Floor
Manchester, NH 03101
603.668.0300

Pease Development Authority
Anthony Blenkinsop, Esq.
55 International Drive
Portsmouth, NH 03801

Invoice Date:	June 18, 2025
Invoice Number:	419793
Matter Number:	14713-19658

Client: Pease Development Authority
Matter: Permit Implementation

For services rendered through May 31, 2025

	Currency: USD
Fees	562.50
Total Amount Due	**$562.50**

Please Remit to:

Mail To:
1000 Elm Street, 17th Floor
P.O. BOX 3701
Manchester, NH 03105-3701

Wire/ACH Instructions:
Bar Harbor Bank & Trust
82 Main Street
Bar Harbor ME 04609
ACCOUNT # 8330425805
ABA # FOR WIRE & ACH TRANSFERS:
011201759

LawPay: *To pay by Credit Card or eCheck, visit www.sheehan.com, scroll to the bottom and click LawPay*

Terms: Net 30

Interest accrued on balances over 30 days

SHEEHAN PHINNEY

1000 Elm Street, 17th Floor
Manchester, NH 03101
603.668.0300

Pease Development Authority
Anthony Blenkinsop, Esq.
55 International Drive
Portsmouth, NH 03801

Invoice Date:	July 09, 2025
Invoice Number:	420603
Matter Number:	14713-10167
Billing Timekeeper:	Lynn J. Preston

REMITTANCE COPY

General Representation - Trade Port

Invoice Date	Invoice Number	Balance Due
Prior Balance Due		$3,937.50
Current Invoice		
07/09/25	420603	$14,400.00
Balance Due		$18,337.50

Please Remit to:

Mail To:
1000 Elm Street, 17th Floor
P.O. BOX 3701
Manchester, NH 03105-3701

Wire/ACH Instructions:
Bar Harbor Bank & Trust
82 Main Street
Bar Harbor ME 04609
ACCOUNT # 8330425805
ABA # FOR WIRE & ACH TRANSFERS: 011201759

LawPay: *To pay by Credit Card or eCheck, visit www.sheehan.com, scroll to the bottom and click LawPay*

Terms: Net 30

Interest accrued on balances over 30 days

SHEEHAN PHINNEY

1000 Elm Street, 17th Floor
Manchester, NH 03101
603.668.0300

Pease Development Authority
Anthony Blenkinsop, Esq.
55 International Drive
Portsmouth, NH 03801

Invoice Date:	July 09, 2025
Invoice Number:	420602
Matter Number:	14713-19658
Billing Timekeeper:	Lynn J. Preston

REMITTANCE COPY

Permit Implementation

Invoice Date	Invoice Number	Balance Due
Prior Balance Due		$562.50
Current Invoice		
07/09/25	420602	$487.50
Balance Due		$1,050.00

Please Remit to:

Mail To:
1000 Elm Street, 17th Floor
P.O. BOX 3701
Manchester, NH 03105-3701

Wire/ACH Instructions:
Bar Harbor Bank & Trust
82 Main Street
Bar Harbor ME 04609
ACCOUNT # 8330425805
ABA # FOR WIRE & ACH TRANSFERS: 011201759

LawPay: *To pay by Credit Card or eCheck, visit www.sheehan.com, scroll to the bottom and click LawPay*

Terms: Net 30

Interest accrued on balances over 30 days

SHEEHAN PHINNEY

1000 Elm Street, 17th Floor
Manchester, NH 03101
603.668.0300

Pease Development Authority
Anthony Blenkinsop, Esq.
55 International Drive
Portsmouth, NH 03801

Invoice Date:	August 11, 2025
Invoice Number:	421686
Matter Number:	14713-10167
Billing Timekeeper:	Lynn J. Preston

REMITTANCE COPY

General Representation - Trade Port

Invoice Date	**Invoice Number**	**Balance Due**
Prior Balance Due		$18,337.50
Current Invoice		
08/11/25	421686	$5,925.00
Balance Due		$24,262.50

Please Remit to:

Mail To:
1000 Elm Street, 17th Floor
P.O. BOX 3701
Manchester, NH 03105-3701

Wire/ACH Instructions:
Bar Harbor Bank & Trust
82 Main Street
Bar Harbor ME 04609
ACCOUNT # 8330425805
ABA # FOR WIRE & ACH TRANSFERS: 011201759

LawPay: *To pay by Credit Card or eCheck, visit www.sheehan.com, scroll to the bottom and click LawPay*

Terms: Net 30

Interest accrued on balances over 30 days

SHEEHAN PHINNEY

1000 Elm Street, 17th Floor
Manchester, NH 03101
603.668.0300

Pease Development Authority
Anthony Blenkinsop, Esq.
55 International Drive
Portsmouth, NH 03801

Invoice Date:	August 11, 2025
Invoice Number:	421687
Matter Number:	14713-19658
Billing Timekeeper:	Lynn J. Preston

REMITTANCE COPY

Permit Implementation

Invoice Date	**Invoice Number**	**Balance Due**
Prior Balance Due		$1,050.00
Current Invoice		
08/11/25	421687	$15,150.00
Balance Due		$16,200.00

Please Remit to:

Mail To:
1000 Elm Street, 17th Floor
P.O. BOX 3701
Manchester, NH 03105-3701

Wire/ACH Instructions:
Bar Harbor Bank & Trust
82 Main Street
Bar Harbor ME 04609
ACCOUNT # 8330425805
ABA # FOR WIRE & ACH TRANSFERS: 011201759

LawPay: *To pay by Credit Card or eCheck, visit www.sheehan.com, scroll to the bottom and click LawPay*

Terms: Net 30

Interest accrued on balances over 30 days

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Semprini:

The Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to negotiate a long-term, de minimus rate lease agreement with the New Hampshire Air National Guard ("NHANG"), on terms deemed to be in the best interests of the PDA regarding the parcel at 119 Arboretum Drive, or a portion thereof, subject to future approval by the Board of Directors; all in accordance with the memorandum of Paul E. Brean, Executive Director dated August 11, 2025; attached hereto.

N:\RESOLVES\2025\NH National Guard - 7-acre parcel (8-19-25).docx

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

To: Pease Development Authority Board of Directors

From: Paul E. Brean, A.A.E., Executive Director PB

Date: August 11, 2025

Subject: Long Term De Minimis Cost Lease of "Overflow Parking Lot B" to the New Hampshire Air National Guard

---

The New Hampshire Air National Guard ("NHANG") has requested a long-term, *de minimis* cost lease of the parcel of property adjacent to the Pease Air National Guard Base fuel storage area, commonly referred to as the Overflow Parking Lot at 119 Arboretum Drive, ("OPAD"). See NHANG request and plan attached hereto.

Pease Development Authority ("PDA") staff recognize that OPAD is a significantly challenged site for commercial development. Specifically, legacy soil contamination and ongoing environmental remediation by the U.S. Air Force create roadblocks to development on the parcel. Additionally, the NHANG has "set back" security concerns with development which would need to be considered in any potential future development. For these reasons, among others, PDA staff foresees the parcel being utilized primarily for passenger automobile overflow parking during peak seasonal flight activity for the indefinite future.

The NHANG proposes utilizing the parcel as a Base commercial entry access control point. This initiative would increase the standoff distance between commercial vehicles and the fuel storage area, improving Base security. An improved NHANG commercial gate would strengthen regional emergency capabilities at Portsmouth International Airport, likely improving mutual aid public safety responses to the airfield for both commercial and military emergencies.

If the NHANG proposal moved forward, the commercial gate would be designed to support surface parking for NHANG and dedicated parking for PDA Airport overflow parking during heavy volume periods. Dedicated parking would allow PDA to continue to generate parking revenue during periods of high parking demand.

The NHANG also desires to create a Leadership Reaction Course ("LRC") on the OPAD parcel, which would provide a training environment for current and future military leaders. The LRC serves to strengthen the NH-ANG mission and to increase the Base's prioritization ranking in the Department of Defense, ultimately supporting NHANG's broader mission to prepare personnel for evolving global challenges.

NHANG's proposal could represent a strategic enhancement to Base security, regional emergency preparedness, and military training capacity. The shared use model has the potential of ensuring that PDA's operational needs are respected while enabling NHANG to fulfill its mission. Instead of PDA maintaining a large parking lot that is used infrequently, it could be afforded the benefit of having overflow parking availability with no capital or operating expenses. Additionally, site improvements could proceed in coordination with long-term environmental remediation. That said, the PDA must also consider its current and future operational needs and FAA grant assurance requirements in any lease negotiation. Furthermore, any lease agreement must protect the PDA's interests consistent with all ground leases at Pease. As such, it makes sense to engage in lease negotiation discussions with the NHANG in an attempt to reach a deal that works for both entities.

At the August 19, 2025, Board of Directors meeting, please authorize me to engage in lease negotiations with the NHANG regarding the OPAD, or a portion thereof, generally consistent with the above. Any finalized draft lease would be brought back to the Board for approval.

DEPARTMENTS OF THE ARMY AND AIR FORCE
NEW HAMPSHIRE NATIONAL GUARD
1 MINUTEMAN WAY
CONCORD, NH 03301-5607

August 4, 2025

Mr. Paul Brean
Executive Director, Pease Development Authority
55 International Drive
Portsmouth NH 03801

Dear Director Brean:

The New Hampshire National Guard (NHNG) is interested in securing a long term de minimus cost lease of the approximately seven-acre parcel adjacent to the Pease Air National Guard Base fuel storage area referred to as "Overflow Parking Lot B".

Our primary proposed use for this land would be to improve both security and access enhancements to our commercial entry control point. This would allow us to increase the standoff distance between commercial vehicles entering the base from our fuel storage area. A secondary use would be the construction of a Leadership Reaction Course (LRC), or a similar training structure, for training military personnel. The LRC would aid in the preparation of our current and future leaders to operate in an increasingly challenging world. Both concepts could encompass approximately 3-5 acres of site redevelopment, leaving flexibility for unknown site conditions while allowing the Pease Development Authority (PDA) long-term parking access.

We acknowledge that the PDA does have a need for occasional use of the parcel for parking during peak travel periods, and the PDA would retain the right to access the parcel on a scheduled basis. Additionally, the NHNG recognizes that enhancements to the NHNG's commercial entry control point would facilitate mutual aid responses for both the NHNG and the commercial operations of Portsmouth International Airport. As part of the lease, the NHNG would bear sole responsibility for its use, as well as the maintenance and any improvements of the parcel.

We appreciate your consideration of this request. Our point of contact is Colonel Brian Carloni, Director of Staff – Air, who can be reached at brian.carloni@us.af.mil or cell: 603-812-3315.

MIKOLAITIES.DAVI D.JAMES.10057270 29 Digitally signed by MIKOLAITIES.DAVID.JAMES.10 05727029 Date: 2025.08.04 16:29:35 -04'00'

David J. Mikolaities
Major General, NH National Guard
The Adjutant General

EXHIBIT "A" - PARCEL AREA

DESIGNED BY: MCR DATE: 08/12/2024 SCALE: 1"=200'

PEASE TRADEPORT

PEASE DEVELOPMENT AUTHORITY,
55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Fournier:

The Pease Development Authority Board of Directors hereby approves and authorizes the Executive Director to enter into Lease Amendment No. 7 with Thermo Fisher Scientific, Inc. to permit the continued occupancy of 23 Hampton Street (aka Building 215) for two (2) additional years; all in accordance with draft Lease Amendment No. 7, attached hereto.

N:\RESOLVES\2025\Fisher Scientific Lease Amd (8-19-2025).docx

LEASE AMENDMENT NO. 7

LESSOR:	Pease Development Authority ("PDA" or "Lessor")
LESSEE:	Thermo Fisher Scientific, Inc. f/k/a Fisher Scientific International, Inc. ("Fisher" or "Lessee")
PREMISES:	23 Hampton Street, Portsmouth, NH a/k/a Building 215
LEASE DATE:	September 15, 1997

WHEREAS, Lessor and Lessee entered into a Lease for Building 215 which was made effective September 15, 1997, as amended by Lease Amendment No. 1 dated September 15, 2007, amended by Lease Amendment No. 2 dated November 15, 2007, amended by Lease Amendment No. 3 dated November 15, 2010; amended by Lease Amendment No. 4 dated July 1, 2013; amended by Lease Amendment No. 5 dated November 15, 2018; and amended by Lease Amendment No. 6 dated November 15, 2023 (as amended, the "Lease") demising Building 215 consisting of 28,400 square feet and contiguous land area including parking, on the land described in the Lease (the "Leased Premises");

WHEREAS, by Amendment No. 6, Lessee extended the term of the Lease for a period of two (2) years commencing on November 15, 2023, and continuing through November 14, 2025; and

WHEREAS, Lessee has requested to extend the Lease for two (2) additional year(s) through November 14, 2027.

NOW THEREFORE, Lessor and Lessee agree to amend and extend the Lease pursuant to the following terms and conditions:

1. The term of the Lease is extended for two (2) additional year(s) and will expire on November 14, 2027. Notwithstanding the foregoing, in the event Lessee enters into an agreement with Lessor to construct a new hangar at a location at Portsmouth International Airport at Pease other than the location of the Leased Premises on such other mutually accepted terms and conditions, the Lease shall automatically terminate upon the earlier of: (i) the expiration of the extended term of the Lease, or (ii) thirty (30) days following the date of issuance of the certificate of occupancy for the new hangar.

2. Section 4.1 of Article 4, as amended by Amendment No 6, is deleted in its entirety and replaced with the following:

> "4.1 Lessee shall pay to Lessor Building Area Rent at the following annual rate for the areas of the Leased Premises described in Section 1.1:
>
> Extension Term - 11/15/2025 – 11/14/2027
> $6.67 per sq. ft. NNN $189,358.20 per annum ($47,339.56 per quarter)"

3. All other terms and conditions of the Lease, as amended, shall remain in full force and effect and shall continue to be binding upon the Parties.

EXECUTION

IN WITNESS WHEREOF, Lessor and Lessee have executed this Lease Amendment No. 7 made effective November 15, 2025.

PEASE DEVELOPMENT AUTHORITY

By:______________________________
Paul E. Brean
Executive Director

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

On this ___ day of _____________, 2025, before me, _________________, a Notary Public in and for said County and State, personally appeared **Paul E. Brean**, personally known to me (or proved to me on the basis of satisfactory evidence) to be the **Executive Director** of the **Pease Development Authority** and on oath stated that **he** was authorized to execute this instrument and acknowledged it to be his free and voluntary act for the uses and purposes set forth herein.

____
Notary Public
Print Name:__________________________
My Commission Expires:_______________

THERMO FISHER SCIENTIFIC, INC.
By:______________________________
Print Name:________________________
Its:______________________________

STATE OF__________________
COUNTY OF_________________

On this ___ day of ______________, 2025, before me, ______________________, a Notary Public in and for said County and State, personally appeared ________________________, personally known to me (or proved to me on the basis of satisfactory evidence) to be the ___________________ of **Thermo Fisher Scientific, Inc.** and on oath stated that **s/he** was authorized to execute this instrument and acknowledged it to be her/his free and voluntary act for the uses and purposes set forth herein.

____
Notary Public
Print Name:________________________
My Commission Expires:______________

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

To: Paul Brean, Executive Director

From: Suzy Anzalone, Director of Finance

Date: August 7, 2025

Subject: Executive Summary – Financial Reports

In anticipation of the upcoming August 19th Pease Development Authority Board meeting, the following is an Executive Summary of the draft financial results for the fiscal year ended June 30, 2025:

Consolidated Results -DRAFT

Pease Development Authority - Consolidated			
($ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	21,620	20,589	1,031
Operating Expenses	18,085	17,984	(101)
Operating Income	**3,536**	**2,605**	**930**
Depreciation	7,763	7,520	(243)
Non Oper. (Inc)/Exp	(1,369)	(186)	1,183
Net Operating Income (Loss)	**(2,858)**	**(4,729)**	**1,871**

Consolidated operating revenues for FY25 totaled $21.6 million, favorable by $1.0 million (5.0%) over budgeted projections. Revenue line items trending higher than budget include fuel flowage fees (21.5 million gallons vs. 13.5 million budgeted), golf revenue, facilities rent, PSM parking revenue (higher volume), wharfage and dockage fees and golf merchandise sales. Line items performing under budget for FY25 include DPH fuel sales (due to previously damaged fuel pumps), concession revenue (lower sales volume) and security revenue.

Fiscal year 2025 operating expenses totaled $18.1 million, trending unfavorably by $101,000 (0.6%) over budgeted projections. Significant cost overruns for the year include engineering services, environmental testing, airport security costs, snow related expenses, golf cart leasing (timing), overtime expenses and golf merchandise sales. June results also include a significant increase in accrued sick time benefits. This is in response to update guidance provided by GASB regarding compensated absences. The PDA has now changed its accrual method from recognizing 15% of sick time accrued balances to 100% which resulted in an additional accrual of approximately $603,000.

Cost underruns for the fiscal year include full-time wages and benefits (open positions), building demolition (deferred to next fiscal year), small equipment purchases, IT expenses, legal fees, travel and professional development, utilities, marketing expenses and fuel purchases.

Non-Operating Income includes $519,000 in interest income and $850,000 in grant funding (COVID, FEMA and ARPA related). Year-to-date Net Operating Loss is ($2.9) million performing favorably against budgeted loss of ($4.7) million.

Business Unit Performance

Portsmouth Airport

Portsmouth Airport (PSM) *incl Security*			
($ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	3,860	2,935	925
Operating Expenses	4,550	4,377	(173)
Operating Income	(690)	(1,442)	752
Depreciation	4,379	4,237	(142)
Non Oper. (Inc)/Exp	(0)	0	0
Net Operating Income (Loss)	(5,068)	(5,679)	610

Portsmouth Airport revenues for FY25 are favorable to budget by $925,000 (33%) and continue to be the result of higher fuel flowage fees, parking fees, and to a lesser extent from facility rent. FY25 operating expenses are unfavorable by $173,000 (2.3%) and include cost overruns in accrual benefits (as previously mentioned), part-time wages, engineering services, snow removal and IT and professional services. Line items trending under budget for the fiscal year include full-time wages and benefits (due to open positions), equipment rental, utilities and marketing.

Skyhaven Airport

Skyhaven (DAW)			
($ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	245	253	(8)
Operating Expenses	350	323	(27)
Operating Income	(105)	(70)	(35)
Depreciation	417	427	10
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	(522)	(497)	(25)

Skyhaven year-to-date operating revenues are under budget by $8,000 (3.1% unfavorable) driven by lower fuel revenue with FY25 fuel sales trending 18% lower than prior year. Operating expenses are unfavorable by $27,000 (8.3% unfavorable). Contractor services, snow removal equipment parts and repairs are trending higher than budget. The year-end allocation of administrative costs to Skyhaven also contributed to the unfavorable variance. However, wages and fuel purchases are trending under budget for the fiscal year.

Tradeport

Tradeport			
($ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	10,635	10,489	146
Operating Expenses	652	968	316
Operating Income	9,983	9,521	462
Depreciation	741	753	12
Non Oper. (Inc)/Exp	(470)	(129)	341
Net Operating Income (Loss)	9,711	8,897	815

Tradeport revenues are $146,000 (1.4%) favorable to budget for FY25 largely due to higher facility rental revenue and short-term right-of-entry agreements. Expenses are under budget by $316,000 (32.6%) mainly due to a budgeted expenditure for the demolition of a building which has been deferred to the next fiscal year.

Golf Course

Pease Golf Course			
($ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	4,031	3,857	174
Operating Expenses	3,011	2,812	(199)
Operating Income	1,020	1,046	(25)
Depreciation	379	373	(6)
Non Oper. (Inc)/Exp	0	(0)	(0)
Net Operating Income (Loss)	641	673	(32)

Golf course revenues for the fiscal year are favorable by $174,000 (4.5%) driven by higher fee revenue and merchandise sales but offset by lower concession revenue. Expenses are over budget by $199,000 (7.1%) resulting from cost overruns in benefit (sick time) accruals, turf maintenance, equipment parts, golf cart lease expense (timing) 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	2,677	2,874	(197)
Operating Expenses	3,494	3,080	(414)
Operating Income	(817)	(206)	(611)
Depreciation	1,653	1,522	(131)
Non Oper. (Inc)/Exp	(824)	(57)	767
Net Operating Income (Loss)	(1,646)	(1,670)	25

FY25 revenues for the DPH are under budget by $197,000 (6.9%) mainly driven by lower fuel sales (due to prior storm damage). Year-to-date operating expenses are over budget by $414,000 (13.5%) resulting from benefit (sick time) accruals, engineering and design costs (offset by grant funding), professional services, year-end allocation of administrative costs and part-time wages. Expenses trending under budget include fuel purchases, contractor services, contracted snow removal, legal expenses and utilities. Non-operating income of $824,000 includes grant reimbursements of $784,000 and interest income of $40,000.

Balance Sheet/Statement of Net Position (Consolidated)

($ 000's)	As of 6/30/2025	As of 6/30/2024
Assets		
Current Assets	23,410	22,179
Restricted Assets	1,596	1,507
Non-Current Assets	330,073	329,013
Total Assets	355,079	352,698
Deferred Outflows of Resources	2,944	2,944
Liabilities		
Current Liabilites	3,492	5,351
Non-Current Liabilities	10,834	10,163
Total Liabilities	14,326	15,514
Deferred Inflows of Resources	219,970	219,970
Net Position		
Net Invest. in Cap Assets	108,926	105,631
Restricted	1,463	1,379
Unrestricted	13,338	13,149
Total Net Position	123,727	120,158

The June balance sheet reflects $23.4 million in current assets which include $15.7 million in unrestricted cash (both PDA and DPH), $6.7 million in trade and lease receivables, and $1.0 million in inventory and prepaid expenses.

Restricted assets total $1.6 million and consist primarily of the Revolving Loan Fund which currently has 19 outstanding loans totaling $0.9 million in loans receivable.

Non-Current Assets include year-to-date capital expenditures in the amount of $8.8 million. Expenditures include PSM Arrivals Hall, snow removal equipment, air traffic control tower design costs, alpha north taxiway construction, alpha south taxiway design, PSM jet bridge rehabilitation, vehicle and equipment purchases, expenses related to the Portsmouth Fish Pier decking and bracing project and the Portsmouth Fish Pier building replacement.

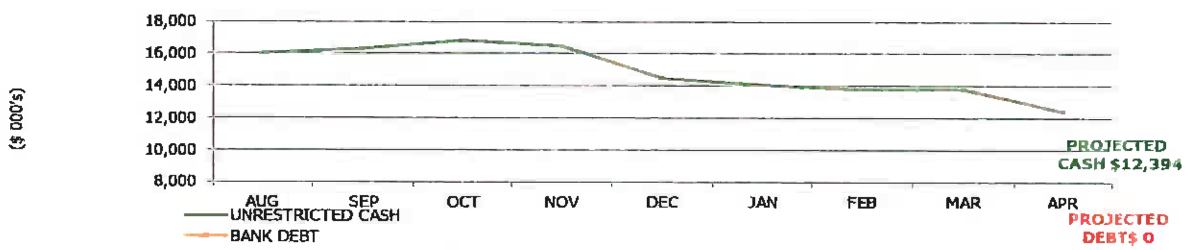
Current liabilities of $3.5 million represent trade accounts payable, retainage and various accrued expenses.

PDA Cash Flow Projections for the Ten-Month Period Ending April 30, 2026 (Excl. Division of Ports and Harbors)

During the next nine-month period, PDA cash inflows are projected at $22.6 million, mainly provided by operating revenues as well as $8.0 million in grant funding.

Cash outflows of $25.6 million during this same period include $13.6 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 $12.4 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

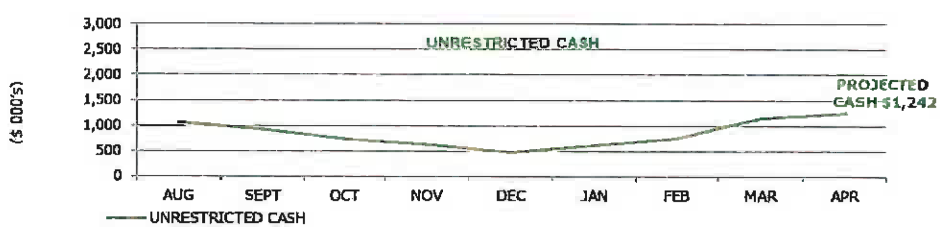


Cash Flow Projections for the Ten-Month Period Ending April 30, 2026 -Division of Ports and Harbors

During the next nine-month period, unrestricted cash inflows at the Division of Ports and Harbors are projected at $3.9 million, provided by operating revenues and fees, but also include $1.4 million in grant funding.

Unrestricted cash outflows of $3.9 million during this same period include $1.7 million in both grant and non-grant related capital expenditures, as well as outflows from normal operating expenses. Unrestricted cash is projected to decrease to approximately $1.2 million. The chart below outlines cash and debt 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 DRAFT FINANCIAL REPORT FOR THE TWELVE-MONTH PERIOD ENDING JUNE 30, 2025

PEASE
INTERNATIONAL
PEASE DEVELOPMENT AUTHORITY
PORTSMOUTH, NH

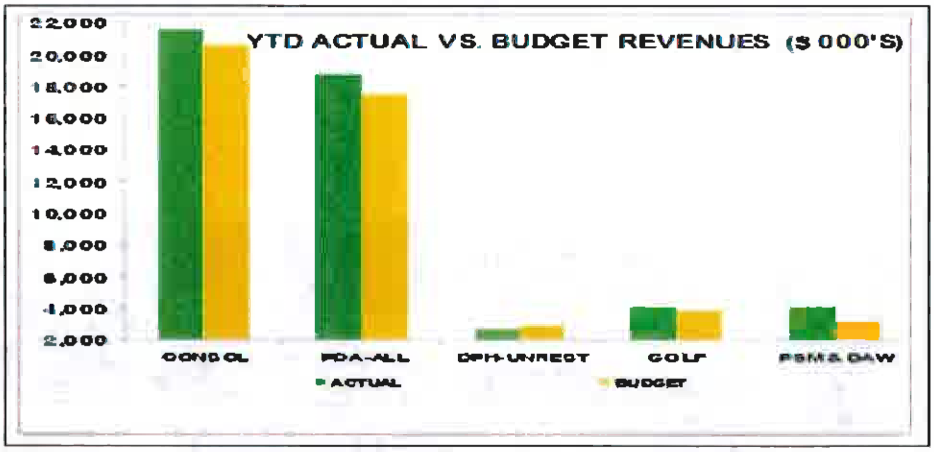
BOARD OF DIRECTORS MEETING
AUGUST 19, 2025

PEASE DEVELOPMENT AUTHORITY
Revenues and Expenditures –Twelve Months Ended June 30, 2025 - DRAFT

Trends:

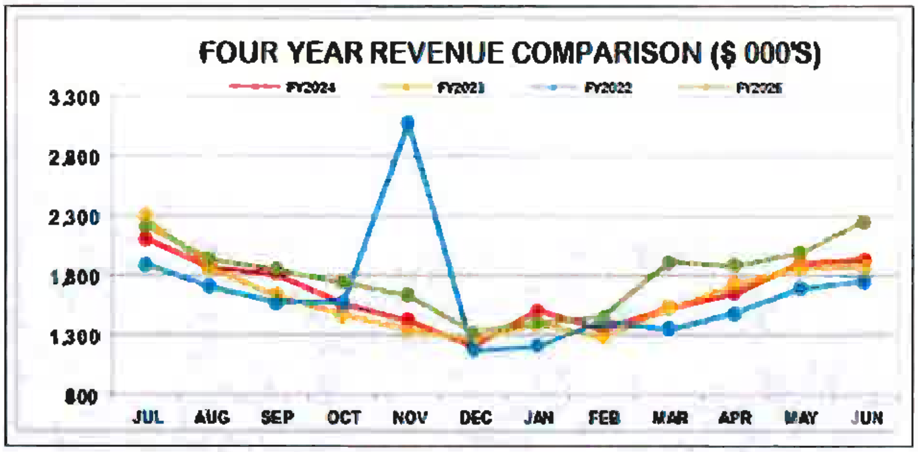
YTD revenue is 5.0% favorable

- Fuel flowage fees, parking, golf fees, wharfage and dockage fees and facility rentals trending higher than budget
- Fuel sales, security revenue, concession revenue trending under budget



Trends:

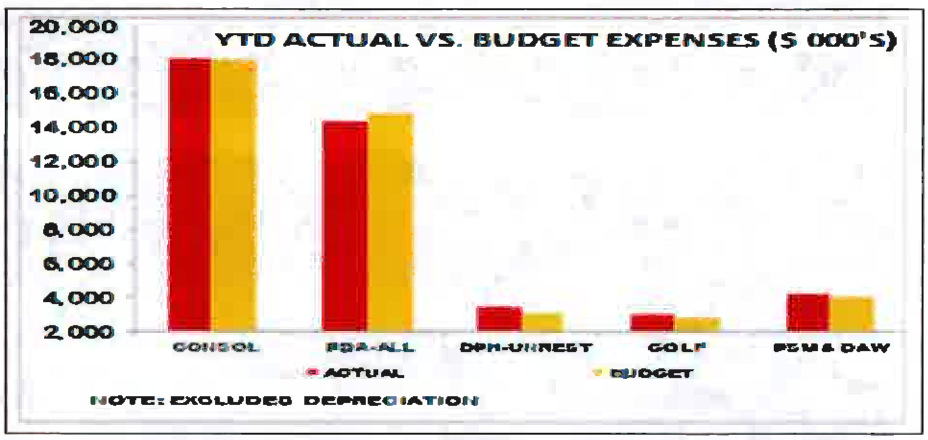
November 2021 includes sale of 30 NH Ave
July revenues include annual rent payment-Great Bay Comm. College



Trends:

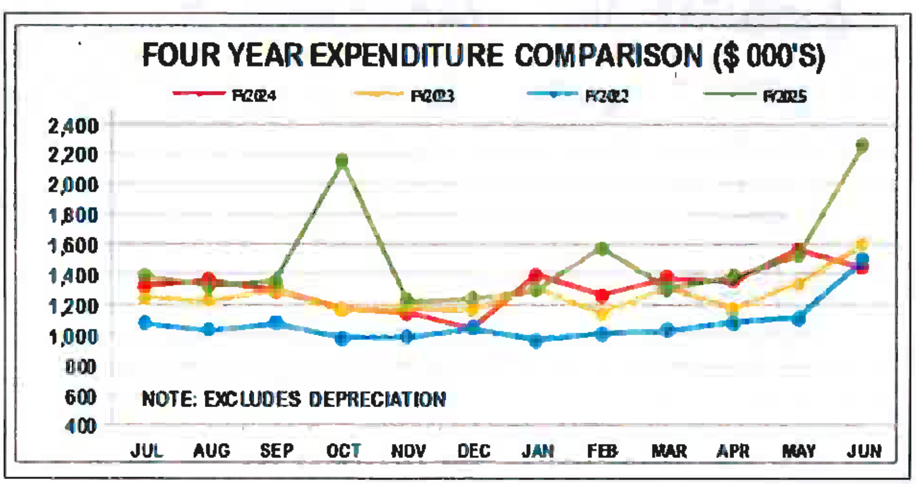
YTD Operating Expenses 0.6% unfavorable

- Marketing, fuel purchases, full-time wages, employee benefits , small equipment purchases and professional svcs. trending lower than budget.
- Offset by cost overruns in engineering services (grant reimbursed), benefit accruals (GASB Statement 101) snow removal, overtime wages, security, environmental testing, and golf cart leasing.



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
June 2025: Year-end benefit accrual (sick time) adjustment



PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses - DRAFT
For the Twelve Months Ending June 30, 2025

	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
FACILITIES	$1,026,386	$979,504	$46,882	4.8%	$12,013,894	$11,793,142	$220,752	1.9%
CARGO AND HANGARS	15,122	15,849	(727)	(4.6%)	191,464	189,823	1,641	0.9%
	1,041,507	995,353	46,155	4.6%	12,205,358	11,982,965	222,393	1.9%
CONCESSION REVENUE	86,907	89,857	(2,949)	(3.3%)	622,762	668,595	(45,833)	(6.9%)
FEE REVENUE								
AVIATION FEES	-	-	-	-	127,947	122,100	5,847	4.8%
FUEL FLOWAGE	190,248	160,240	30,007	18.7%	1,668,382	1,097,100	571,282	52.1%
PSM TSA/LEO REVENUE	-	-	-	-	3,707	-	3,707	-
PSM SECURITY REVENUE	3,690	5,667	(1,977)	(34.9%)	43,437	68,000	(24,563)	(36.1%)
GOLF FEES	478,550	405,498	73,053	18.0%	2,510,875	2,325,000	185,875	8.0%
GOLF SIMULATORS	310	1,228	(918)	(74.8%)	107,876	129,000	(21,124)	(16.4%)
GOLF MEMBERSHIPS	57,693	55,000	2,693	4.9%	408,910	440,000	(31,091)	(7.1%)
GOLF LESSONS	15,919	9,363	6,556	70.0%	56,522	52,000	4,521	8.7%
MOORING FEES	38,636	37,667	970	2.6%	463,639	452,000	11,639	2.6%
PARKING	67,642	31,746	35,896	113.1%	881,610	649,178	232,432	35.8%
PIER USAGE FEES	13,027	9,167	3,860	42.1%	105,631	110,000	(4,370)	(4.0%)
REGISTRATIONS	47,372	37,353	10,019	26.8%	269,810	227,000	42,810	18.9%
TERMINAL FEES	-	-	-	-	-	-	-	-
WHARFAGE AND DOCKAGE	64,280	3,481	60,799	1746.8%	730,080	620,000	110,080	17.8%
	977,367	756,408	220,959	29.2%	7,378,424	6,291,378	1,087,045	17.3%
FUEL SALES	35,230	67,294	(32,064)	(47.6%)	445,839	877,900	(432,061)	(49.2%)
INTEREST INCOME								
LOAN INTEREST	2,194	2,833	(639)	(22.5%)	30,685	34,000	(3,315)	(9.8%)
OTHER REVENUES								
MERCHANDISE	67,321	61,633	5,688	9.2%	436,206	385,000	51,206	13.3%
ALL OTHER	38,235	29,250	8,985	30.7%	501,071	349,100	151,971	43.5%
	105,556	90,884	(14,673)	(16.1%)	937,277	734,100	(203,177)	(27.7%)
TOTAL OPERATING REVENUE	**2,248,763**	**2,002,628**	**246,135**	**12.3%**	**21,620,343**	**20,588,938**	**1,031,405**	**5.0%**
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	521,282	483,127	(38,156)	(7.9%)	5,380,376	5,550,688	170,312	3.1%
BENEFITED OVERTIME	27,346	28,147	801	2.8%	342,731	316,936	(25,795)	(8.1%)
NON-BENEFITED REGULAR	143,352	136,881	(6,471)	(4.7%)	1,273,592	1,249,102	(24,490)	(2.0%)
NON-BENEFITED OVERTIME	10,260	4,072	(6,189)	(152.0%)	53,652	33,100	(20,552)	(62.1%)
ACCRUED VACATION BENEFITS	15,432	-	(15,432)	-	35,646	-	(35,646)	-
ACCRUED SICK TIME BENEFITS	663,055	-	(663,055)	-	671,244	-	(671,244)	-
	1,380,727	652,227	(728,501)	(111.7%)	7,757,241	7,149,826	(607,415)	(8.5%)
WAGE TRANSFERS OUT	(168,567)	-	168,567	-	(168,567)	-	168,567	-
	1,212,161	652,227	(559,934)	(85.8%)	7,588,674	7,149,826	(438,848)	(6.1%)
BENEFITS								
DENTAL INSURANCE	6,210	5,971	(239)	(4.0%)	69,407	71,650	2,243	3.1%
HEALTH INSURANCE	139,611	126,656	(12,955)	(10.2%)	1,541,800	1,519,872	(21,928)	(1.4%)
LIFE INSURANCE	2,279	2,707	428	15.8%	27,140	32,483	5,343	16.4%
NEW HAMPSHIRE RETIREMENT	61,784	71,184	9,400	13.2%	765,818	853,947	88,129	10.3%
POST RETIREMENT BENEFITS	9,353	11,725	2,372	20.2%	124,774	140,701	15,927	11.3%
EMPLOYEE DRUG TEST	-	142	142	100.0%	1,428	1,700	272	16.0%
OPEB EXPENSE	-	-	-	-	-	-	-	-
EMPLOYER FICA	52,554	49,703	(2,851)	(5.7%)	521,835	546,648	24,813	4.5%
UNEMPLOYMENT INS	0	-	0	-	3,356	-	(3,356)	-
	271,790	268,087	(3,703)	(1.4%)	3,055,557	3,167,001	111,444	3.5%
BENEFIT TRANSFERS OUT	(50,570)	-	50,570	-	(50,570)	-	50,570	-
	221,220	268,087	46,867	17.5%	3,004,987	3,167,001	162,014	5.1%
TOTAL WAGES & BENEFITS	**1,433,381**	**920,314**	**(513,067)**	**(55.7%)**	**10,593,661**	**10,316,827**	**(276,834)**	**(2.7%)**

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses - DRAFT
For the Twelve Months Ending June 30, 2025

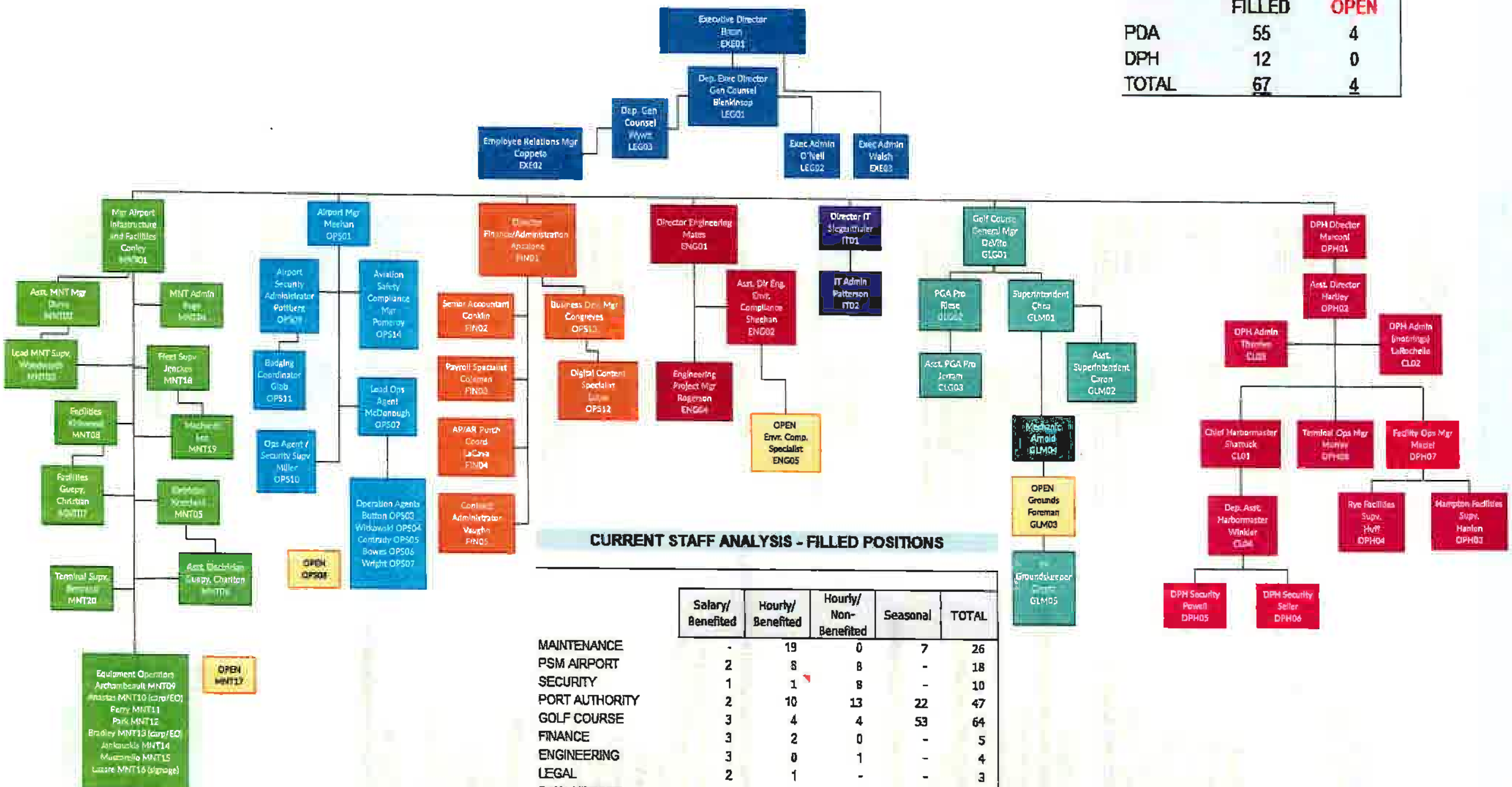
	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
BUILDING AND FACILITIES								
AIRFIELD MAINTENANCE	6,823	6,333	(489)	(7.7%)	40,918	76,000	35,082	46.2%
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	6,983	4,758	(2,225)	(46.8%)	141,997	147,200	5,203	3.5%
ENVIRONMENTAL TESTING	17,679	16,602	(1,076)	(6.5%)	254,014	199,296	(54,718)	(27.5%)
EQUIPMENT MAINTENANCE	35,512	29,139	(6,373)	(21.9%)	465,515	431,702	(33,812)	(7.8%)
FACILITIES MAINTENANCE	155,684	96,075	(59,609)	(62.0%)	1,742,039	1,107,114	(634,925)	(57.3%)
LANDSCAPING	3,749	5,110	1,362	26.6%	24,310	40,650	16,340	40.2%
NAVIGATION MAINTENANCE	889	333	(555)	(166.6%)	9,006	6,000	(3,006)	(50.1%)
OTHER EXPENSES	-	430,000	430,000	100.0%	268	430,000	429,733	99.9%
SECURITY	51,620	14,842	(36,779)	(247.8%)	250,033	178,304	(71,729)	(40.2%)
SNOW REMOVAL	(3,494)	5,867	9,360	159.5%	313,732	228,400	(85,332)	(37.4%)
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	275,445	609,059	333,614	54.8%	3,241,832	2,844,666	(397,164)	(14.0%)
WAGE & BENEFIT TRANSFER IN	219,137	-	(219,137)	-	219,137	-	(219,137)	-
	494,582	609,059	114,477	18.8%	3,460,969	2,844,666	(616,301)	(21.7%)
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	12,229	15,121	2,893	19.1%	114,814	139,563	24,749	17.7%
COMPUTER EXPENSES	20,791	8,646	(12,146)	(140.5%)	141,489	104,500	(36,989)	(35.4%)
DISCOUNTS AND LATE FEES	(285)	(157)	127	(80.8%)	(3,499)	(2,270)	1,229	(54.2%)
EQUIPMENT UNDER $5,000	2,737	9,094	6,357	69.9%	62,762	124,010	61,248	49.4%
FEES AND LICENSES	(8,237)	6,315	14,553	230.4%	67,141	78,325	11,184	14.3%
TRANSFER TO UNRESTRICTED	7,866	-	(7,866)	-	75,809	-	(75,809)	-
INSURANCE	40,958	38,376	(2,581)	(6.7%)	470,218	460,763	(9,455)	(2.1%)
OFFICE EQUIPMENT	2,738	2,188	(549)	(25.1%)	32,900	26,260	(6,639)	(25.3%)
PROFESSIONAL DEVELOPMENT	3,583	4,879	1,296	26.6%	20,430	60,105	39,675	66.0%
SUPPLIES	7,456	7,447	(9)	(0.1%)	97,232	84,576	(12,655)	(15.0%)
TELEPHONES AND COMMUNICATIONS	15,053	18,123	3,069	16.9%	209,971	215,500	5,529	2.6%
TRAVEL AND MILEAGE	580	3,300	2,720	82.4%	26,503	40,600	14,097	34.7%
OTHER EXPENSES	5,133	7,375	2,241	30.4%	61,402	83,300	21,898	26.3%
	110,602	120,707	10,106	8.4%	1,377,172	1,415,232	38,061	2.7%
	-	-	-	-	-	-	-	-
UTILITIES								
ELECTRICITY	49,630	47,959	(1,671)	(3.5%)	616,415	639,000	22,585	3.5%
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	-	350	350	100.0%	2,307	4,200	1,893	45.1%
NATURAL GAS	1,749	3,419	1,671	48.9%	66,020	67,000	980	1.5%
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	1,430	3,548	2,118	59.7%	46,190	49,548	3,358	6.8%
WASTE REMOVAL	5,668	4,413	(1,255)	(28.4%)	61,751	55,297	(6,454)	(11.7%)
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	2,984	2,768	(215)	(7.8%)	62,661	78,970	16,310	20.7%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	61,461	62,457	996	1.6%	855,344	894,015	38,673	4.3%
PROFESSIONAL SERVICES								
AUDIT	7,630	15,257	7,627	50.0%	90,821	85,850	(4,971)	(5.8%)
INFORMATION TECHNOLOGY	21,719	21,576	(143)	(0.7%)	155,051	258,905	103,854	40.1%
LEGAL	5,013	20,833	15,821	75.9%	142,746	250,000	107,254	42.9%
LEGAL PERMIT IMPLEMENT	-	12,500	12,500	100.0%	4,350	150,000	145,650	97.1%
ADMINISTRATIVE SERVICES	26,400	18,023	(8,377)	(46.5%)	176,224	216,276	40,052	18.5%
	60,762	88,188	27,426	31.1%	569,192	961,031	391,840	40.8%
MARKETING AND PROMOTION								
ADVERTISING	2,714	4,217	1,502	35.6%	57,260	50,950	(6,310)	(12.4%)
OTHER MARKETING	7,426	24,919	17,493	70.2%	203,969	300,000	96,031	32.0%
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	10,140	29,136	18,996	65.2%	261,229	350,950	89,722	25.6%
OTHER OPERATING EXPENSES								
COAST TROLLEY	12,490	10,000	(2,490)	(24.9%)	142,410	120,000	(22,410)	(18.7%)
FUEL	26,138	51,004	24,866	48.8%	321,495	665,181	343,686	51.7%
GOLF CART LEASE	35,289	18,497	(16,792)	(90.8%)	190,859	127,000	(63,859)	(50.3%)
MERCHANDISE	6,209	72,293	66,084	91.4%	312,415	288,750	(23,665)	(8.2%)
	80,126	151,794	71,668	47.2%	967,179	1,200,931	233,752	19.5%
TOTAL OPERATING EXPENSES	**2,251,054**	**1,981,656**	**(269,394)**	**(13.6%)**	**18,084,747**	**17,983,652**	**(101,087)**	**(0.6%)**
OPERATING INCOME/(LOSS)	**(2,292)**	**20,974**	**(23,266)**	**(110.9%)**	**3,535,600**	**2,605,286**	**930,318**	**35.7%**
DEPRECIATION	638,075	626,536	(11,539)	(1.8%)	7,762,568	7,520,012	(242,556)	(3.2%)
AMORTIZATION	-	-	-	-	-	-	-	-
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE	-	833	833	100.0%	845	10,000	9,155	91.5%
INTEREST INCOME	(39,515)	(16,313)	23,202	(142.2%)	(519,292)	(195,757)	323,535	(165.3%)
NON-OPERATING GRANT FUNDING	-	-	-	-	(850,229)	-	850,229	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	(39,515)	(15,480)	24,035	(155.3%)	(1,368,676)	(185,757)	1,182,918	(636.8%)
NET OPERATING INCOME/(LOSS)	**(600,852)**	**(590,082)**	**(10,764)**	**1.8%**	**(2,858,292)**	**(4,728,969)**	**1,870,680**	**(39.6%)**

Pease Development Authority Organization Chart

As of 7/24/2025

TOTAL BENEFITED POSITIONS

	FILLED	OPEN
PDA	55	4
DPH	12	0
TOTAL	67	4



CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Salary/ Benefited	Hourly/ Benefited	Hourly/ Non-Benefited	Seasonal	TOTAL
MAINTENANCE	-	19	0	7	26
PSM AIRPORT	2	8	8	-	18
SECURITY	1	1	8	-	10
PORT AUTHORITY	2	10	13	22	47
GOLF COURSE	3	4	4	53	64
FINANCE	3	2	0	-	5
ENGINEERING	3	0	1	-	4
LEGAL	2	1	-	-	3
DAW AIRPORT	-	-	4	-	4
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	1	-	-	-	1
MARKETING	0	1	-	-	1
EXECUTIVE	1	1	1	-	3
	19	48	39	82	188

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position - DRAFT
For the Twelve Months Ending June 30, 2025

	2025 Ending	2024 Ending
ASSETS		
Cash and Investments	$15,691,558	$13,056,351
Accounts Receivable - Net	6,702,386	8,262,304
Inventories	413,128	434,076
Prepaids	474,614	299,880
	23,281,686	22,052,611
RESTRICTED ASSETS		
Cash and Investments	775,369	571,706
Current Receivables	0	966
Loans Receivable - NHFL		
Due within 1 Year	128,500	126,250
Due in more than 1 Year	820,832	934,282
TOTAL RESTRICTED ASSETS	1,724,701	1,633,205
NON-CURRENT ASSETS		
Leases Receivable-Net of Current Portion	221,147,554	221,147,554
Land & land Improvements	7,837,636	7,837,636
Construction-in-Process	4,222,435	8,899,711
Other Capital Assets - Net	96,865,465	91,127,707
TOTAL NON-CURRENT ASSETS	330,073,090	329,012,608
TOTAL ASSETS	355,079,477	352,698,423
DEFERRED OUTFLOWS OF RESOURCES		
Pension	1,576,375	1,576,375
OPEB	1,367,728	1,367,728
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSES	2,565,200	3,997,916
Retainage	210,698	733,064
Accounts Payable for Capital Assets	0	2,233,729
Offset to Accounts Payable for Capital		(2,233,729)
Unearned Revenues	707,466	617,468
Long-Term Liabilities		
Net Pension Liability	5,711,070	5,711,070
Net OPEB Liability	4,094,308	4,094,308
Due in more than 1 Year	1,028,600	357,356
	14,317,343	15,511,181
RESTRICTED LIABILITIES		
Current Liabilities	9,090	2,408
Long-Term Liabilities	0	0
Due within 1 Year	0	0
Due in more than 1 Year	0	0
	9,090	2,408
TOTAL LIABILITIES	14,326,432	15,513,589
DEFERRED INFLOWS OF RESOURCES	0	0
Pension	134,849	134,849
OPEB	3,168,772	3,168,772
Lease Revenue	216,666,835	216,666,835
NET POSITION		
Net Investment in Capital Assets	108,925,536	105,631,326
Restricted For:		
Revolving Loan Fishery Fund	1,366,926	1,286,326
Harbor Dredging and Pier Maintenance	76,278	76,859
Foreign Trade Zone	20,157	15,363
Unrestricted	13,337,794	13,148,609
TOTAL NET POSITION	123,726,692	120,158,481

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - PORTSMOUTH AIRPORT *Incl Security* - DRAFT
For the Twelve Months Ending June 30, 2025

	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	$98,946	$58,925	$40,021	67.9%	$980,931	$860,596	$120,335	14.0%
CARGO AND HANGARS	2,852	2,832	20	0.7%	34,041	33,623	418	1.2%
CONCESSION REVENUE	28,337	28,036	301	1.1%	151,531	101,000	50,531	50.0%
FEE REVENUE	223,087	176,420	46,667	26.5%	2,522,878	1,737,178	785,700	45.2%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	3,703	16,917	(13,214)	(78.1%)	170,801	203,000	(32,199)	(15.9%)
TOTAL OPERATING REVENUES	**356,925**	**283,130**	**73,795**	**26.1%**	**3,860,182**	**2,935,397**	**924,785**	**31.5%**
EXPENSES								
WAGES AND FRINGE BENEFITS	273,902	156,964	(116,938)	(74.5%)	1,824,909	1,727,980	(96,929)	(5.6%)
BUILDING AND FACILITIES	177,862	84,333	(93,529)	(110.9%)	1,370,410	1,223,900	(146,510)	(12.0%)
GENERAL AND ADMINISTRATIVE	57,729	51,278	(6,451)	(12.6%)	637,917	625,995	(11,922)	(1.9%)
UTILITIES	31,488	28,709	(2,779)	(9.7%)	436,018	461,600	25,582	5.5%
PROFESSIONAL SERVICES	8,446	11,046	2,600	23.5%	109,104	132,557	23,453	17.7%
MARKETING AND PROMOTION	3,365	17,092	13,727	80.3%	171,634	205,100	33,466	16.3%
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	**552,792**	**349,422**	**(203,370)**	**(58.2%)**	**4,549,992**	**4,377,132**	**(172,860)**	**(3.9%)**
OPERATING INCOME	**(195,867)**	**(66,292)**	**(129,575)**	**(195.5%)**	**(689,810)**	**(1,441,735)**	**751,925**	**52.2%**
NON-OPERATING (INCOME) EXPENSE	(1)	0	1	-	(12)	0	12	-
DEPRECIATION	360,872	353,083	(7,789)	(2.2%)	4,378,568	4,237,000	(141,568)	(3.3%)
NET OPERATING INCOME	**(556,738)**	**(419,375)**	**(137,363)**	**32.8%**	**(5,068,366)**	**(5,678,735)**	**610,369**	**(10.7%)**

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN AIRPORT - DRAFT
For the Twelve Months Ending June 30, 2025

	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	12,270	13,017	(747)	(5.7%)	157,423	156,200	1,222	0.8%
CONCESSION REVENUE	0	267	(267)	(100.0%)	3,966	3,200	766	23.9%
FEE REVENUE	0	0	0	-	4,717	5,100	(383)	(7.5%)
FUEL SALES	10,446	6,449	3,997	62.0%	77,267	86,900	(9,633)	(11.1%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	0	92	(92)	(100.0%)	1,315	1,100	215	19.5%
TOTAL OPERATING REVENUES	**22,716**	**19,824**	**2,892**	**14.6%**	**244,688**	**252,500**	**(7,812)**	**(3.1%)**
EXPENSES								
WAGES AND FRINGE BENEFITS	10,074	11,225	1,151	10.3%	126,806	134,702	7,897	5.9%
BUILDING AND FACILITIES	34,029	3,208	(30,821)	(960.6%)	87,681	44,500	(43,181)	(97.0%)
GENERAL AND ADMINISTRATIVE	3,496	2,564	(932)	(36.3%)	30,914	30,836	(79)	(0.3%)
UTILITIES	2,153	3,044	892	29.3%	31,516	34,000	2,484	7.3%
PROFESSIONAL SERVICES	860	672	(188)	(28.0%)	8,397	8,060	(337)	(4.2%)
MARKETING AND PROMOTION	399	88	(312)	(356.0%)	2,180	1,050	(1,130)	(107.6%)
OTHER OPERATING EXPENSES	5,894	5,159	(735)	(14.2%)	62,096	69,521	7,425	10.7%
TOTAL OPERATING EXPENSES	**56,905**	**25,961**	**(30,944)**	**(119.2%)**	**349,591**	**322,670**	**(26,921)**	**(8.3%)**
OPERATING INCOME	**(34,188)**	**(6,137)**	**(28,052)**	**457.1%**	**(104,903)**	**(70,169)**	**(34,733)**	**49.5%**
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	0	-	0	-
DEPRECIATION	34,105	35,583	1,478	4.2%	417,354	427,000	9,646	2.3%
NET OPERATING INCOME	**(68,293)**	**(41,720)**	**(26,574)**	**63.7%**	**(522,257)**	**(497,169)**	**(25,088)**	**5.0%**

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - TRADEPORT OPERATIONS - DRAFT
For the Twelve Months Ending June 30, 2025

	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	$891,407	$885,568	$5,839	0.7%	$10,564,168	$10,436,806	$127,362	1.2%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	3,949	4,333	(384)	(8.9%)	70,565	52,000	18,565	35.7%
TOTAL OPERATING REVENUES	**895,356**	**889,901**	**5,455**	**0.6%**	**10,634,733**	**10,488,806**	**145,927**	**1.4%**
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	23,150	428,980	405,830	94.6%	379,418	733,300	353,882	48.3%
GENERAL AND ADMINISTRATIVE	1,789	2,148	359	16.7%	35,873	27,761	(8,112)	(29.2%)
UTILITIES	5,778	6,975	1,197	17.2%	94,092	83,700	(10,392)	(12.4%)
PROFESSIONAL SERVICES	94	93	(1)	(1.2%)	1,125	1,118	(7)	(0.6%)
MARKETING AND PROMOTION	69	167	98	58.9%	(708)	2,000	2,708	135.4%
OTHER OPERATING EXPENSES	12,490	10,000	(2,490)	(24.9%)	142,410	120,000	(22,410)	(18.7%)
TOTAL OPERATING EXPENSES	**43,369**	**448,362**	**404,993**	**90.3%**	**652,210**	**967,879**	**315,670**	**32.6%**
OPERATING INCOME	**851,987**	**441,539**	**410,448**	**93.0%**	**9,982,523**	**9,520,927**	**461,596**	**4.8%**
NON-OPERATING (INCOME) EXPENSE	(38,412)	(10,736)	27,676	(257.8%)	(469,969)	(128,830)	341,139	(264.8%)
DEPRECIATION	61,034	62,750	1,716	2.7%	741,168	753,000	11,832	1.6%
NET OPERATING INCOME	**829,365**	**389,525**	**439,841**	**112.9%**	**9,711,324**	**8,896,757**	**814,567**	**9.2%**

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - GOLF COURSE - DRAFT
For the Twelve Months Ending June 30, 2025

	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	58,571	61,554	(2,983)	(4.8%)	398,674	505,395	(106,721)	(21.1%)
FEE REVENUE	552,473	471,088	81,384	17.3%	3,084,183	2,946,000	138,183	4.7%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	67,321	61,633	5,688	9.2%	436,206	385,000	51,206	13.3%
OTHER REVENUE	10,254	822	9,432	1148.1%	112,047	21,000	91,047	433.6%
TOTAL OPERATING REVENUES	**688,618**	**595,097**	**93,521**	**15.7%**	**4,031,110**	**3,857,395**	**173,715**	**4.5%**
EXPENSES								
WAGES AND FRINGE BENEFITS	299,558	152,207	(147,350)	(96.8%)	1,571,721	1,438,418	(133,302)	(9.3%)
BUILDING AND FACILITIES	65,064	30,331	(34,734)	(114.5%)	429,370	407,420	(21,950)	(5.4%)
GENERAL AND ADMINISTRATIVE	15,641	27,949	12,308	44.0%	257,704	280,209	22,505	8.0%
UTILITIES	13,076	15,360	2,285	14.9%	178,983	187,100	8,117	4.3%
PROFESSIONAL SERVICES	2,981	2,941	(40)	(1.4%)	41,591	35,287	(6,304)	(17.9%)
MARKETING AND PROMOTION	705	3,869	3,164	81.8%	28,126	47,400	19,274	40.7%
OTHER OPERATING EXPENSES	41,497	90,790	49,292	54.3%	503,274	415,750	(87,524)	(21.1%)
TOTAL OPERATING EXPENSES	**438,522**	**323,446**	**(115,076)**	**(35.6%)**	**3,010,768**	**2,811,584**	**(199,184)**	**(7.1%)**
OPERATING INCOME	**250,097**	**271,651**	**(21,555)**	**(7.9%)**	**1,020,342**	**1,045,811**	**(25,468)**	**(2.4%)**
NON-OPERATING (INCOME) EXPENSE	-	(17)	(17)	100.0%	0	(200)	(200)	100.0%
DEPRECIATION	31,313	31,192	(120)	(0.4%)	379,382	373,012	(6,370)	(1.7%)
NET OPERATING INCOME	**218,784**	**240,475**	**(21,692)**	**(9.0%)**	**640,960**	**672,999**	**(32,038)**	**(4.8%)**

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	478,052	3,001,198	443,984	107,876	4,031,110
OPERATING EXPENSES* *Excluding Depreciation	385,729	2,364,627	201,668	58,744	3,010,768
OPERATING INCOME	92,323	636,571	242,316	49,132	1,020,342

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED - DRAFT
For the Twelve Months Ending June 30, 2025

	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	$36,033	$35,012	$1,021	2.9%	$454,794	$476,740	($21,946)	(4.6%)
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	0	0	-	68,590	59,000	9,590	16.3%
FEE REVENUE	182,819	93,233	89,585	96.1%	1,601,305	1,415,100	186,205	13.2%
FUEL SALES	24,784	60,845	(36,061)	(59.3%)	368,571	791,000	(422,429)	(53.4%)
INTEREST								
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	22,669	12,129	10,540	86.9%	184,001	132,500	51,501	38.9%
TOTAL OPERATING REVENUES	266,304	201,218	65,086	32.3%	2,677,263	2,874,340	(197,077)	(6.9%)
EXPENSES								
WAGES AND FRINGE BENEFITS	303,017	168,755	(134,262)	(79.6%)	1,876,196	1,761,766	(114,430)	(6.5%)
BUILDING AND FACILITIES	181,422	21,837	(159,585)	(730.8%)	1,035,953	277,246	(758,707)	(273.7%)
GENERAL AND ADMINISTRATIVE	6,131	43,694	37,563	86.0%	113,286	195,218	81,932	42.0%
UTILITIES	7,756	7,589	(167)	(2.2%)	103,544	118,251	14,707	12.4%
PROFESSIONAL SERVICES	19,695	10,771	(8,924)	(82.9%)	103,640	129,253	25,612	19.8%
MARKETING AND PROMOTION	0	188	188	100.0%	2,237	2,600	363	14.0%
OTHER OPERATING EXPENSES	20,244	45,844	25,601	55.8%	259,398	595,660	336,262	56.5%
TOTAL OPERATING EXPENSES	538,265	298,678	(239,587)	(80.2%)	3,494,255	3,079,994	(414,261)	(13.5%)
OPERATING INCOME	(271,961)	(97,460)	(174,501)	179.0%	(816,993)	(205,654)	(611,339)	297.3%
NON-OPERATING (INCOME) EXPENSE	(579)	(4,769)	(4,190)	87.9%	(824,406)	(57,224)	767,182	(1340.7%)
DEPRECIATION	135,431	126,593	(8,838)	(7.0%)	1,653,225	1,522,000	(131,225)	(8.6%)
NET OPERATING INCOME	(406,813)	(219,284)	(187,529)	85.5%	(1,645,812)	(1,670,430)	24,619	(1.5%)

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FISH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	358,880	209,524	183,845	1,184,578	720,883	19,553	2,677,263
OPERATING EXPENSES* *Excluding Depreciation	499,816	865,613	239,691	559,353	578,690	751,093	3,494,256
OPERATING INCOME	**(140,936)**	**(656,089)**	**(55,846)**	**625,225**	**142,193**	**(731,540)**	**(816,993)**

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADE ZONE - DRAFT
For the Twelve Months Ending June 30, 2025

	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	$0	$0	$0	-	$14,000	$18,999	($4,999)	(26.3%)
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE								
TOTAL OPERATING REVENUES	0	0	0	-	14,000	18,999	(4,999)	(26.3%)
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES								
GENERAL AND ADMINISTRATIVE	($1)	104	105	100.8%	$1,248	1,250	2	0.2%
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	$0	850	850	100.0%	7,966	10,200	2,234	21.9%
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	(1)	954	955	100.1%	9,214	11,450	2,236	19.5%
OPERATING INCOME	1	(954)	955	(100.1%)	4,786	7,549	(2,763)	(36.6%)
NON-OPERATING (INCOME) EXPENSE	0	-	-	100.0%	(8)	(4)	400.0%	(113.1%)
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	1	(954)	955	(100.1%)	4,794	7,553	(2,759)	(36.5%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - HARBOR DREDGING - DRAFT
For the Twelve Months Ending June 30, 2025

	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE	15,299	10,000	5,299	53.0%	118,197	120,000	(1,804)	(1.5%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST								
MERCHANDISE								
OTHER REVENUE	1,350	583	767	131.4%	9,486	7,000	2,486	35.5%
TOTAL OPERATING REVENUES	16,649	10,583	6,066	57.3%	127,683	127,000	683	0.5%
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	0	1,750	1,750	100.0%	54,977	21,000	(33,977)	(161.8%)
GENERAL AND ADMINISTRATIVE	7,891	1,023	(6,867)	(671.1%)	78,930	12,280	(66,650)	(542.8%)
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	7,891	2,773	(5,117)	(184.5%)	133,907	33,280	(100,627)	(302.4%)
OPERATING INCOME	8,758	7,810	948	12.1%	(6,225)	93,720	(99,945)	(106.6%)
NON-OPERATING (INCOME) EXPENSE	(505)	(567)	(61)	10.8%	(8,668)	(6,800)	1,868	(27.5%)
DEPRECIATION	5,931	6,417	486	7.6%	72,157	77,000	4,843	6.3%
NET OPERATING INCOME	3,333	1,960	1,373	70.0%	(69,713)	23,520	(93,233)	(396.4%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - REVOLVING LOAN FUND - DRAFT
For the Twelve Months Ending June 30, 2025

	Actual Jun FY 2025	Budget Jun FY 2025	Variance From Monthly Budget	% Variance	Actual YTD FY 2025	Budget YTD FY 2025	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	2,194	2,833	(639)	(22.5%)	30,685	34,000	(3,315)	(9.8%)
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	42	(42)	(100.0%)	0	500	(500)	(100.0%)
	-	-	-	-	0	0	0	0
TOTAL OPERATING REVENUES	**2,194**	**2,875**	**(681)**	**(23.7%)**	**30,685**	**34,500**	**(3,815)**	**(11.1%)**
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	(35)	48	83	174.4%	25	570	545	95.7%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	274	1,250	976	78.1%	16,299	15,000	(1,299)	(8.7%)
MARKETING AND PROMOTION	-	-	-	-	-	0	0	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	**239**	**1,298**	**1,059**	**81.6%**	**16,323**	**15,570**	**(753)**	**(4.8%)**
OPERATING INCOME	**1,956**	**1,578**	**378**	**24.0%**	**14,361**	**18,930**	**(4,569)**	**(24.1%)**
	-	-	-	-	-	-	-	-
NON-OPERATING (INCOME) EXPENSE	0	(17)	(17)	100.0%	(66,239)	(200)	66,039	(33012.9%)
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	**1,956**	**1,594**	**362**	**22.7%**	**80,600**	**19,130**	**61,470**	**321.3%**

REVOLVING LOAN FUND ($ 000's)	BALANCE AT 6-30-2025	BALANCE AT 06-30-2024
CASH BALANCES		
GENERAL FUNDS	419	227
SEQUESTERED FUNDS	-	-
	419	227
LOANS OUTSTANDING (19)		
CURRENT	128	129
LONG TERM	821	931
	949	1,060
TOTAL CAPITAL BASE	1,368	1,287
CAPTIAL UTILIZATION RATE -% *	69.4%	82.4%

**EXCLUDES SEQUESTERED FUNDS*

SUMMARY OF INTERGOVERNMENTAL RECEIVABLES - DRAFT
AS OF JUNE 30, 2025

($000's)

BUSINESS UNIT	TOTAL PROJECT	GRANT AWARD	EXPENDED TO DATE	PDA /DPH SHARE	RECEIVED TO DATE	BAL. DUE PDA/DPH	AMOUNT SUBMITTED
PORTSMOUTH AIRPORT & TRADEPORT	18,721	18,003	11,693	(1,804)	9,463	1,196	947
SKYHAVEN AIRPORT	2,079	1,867	190	(11)	140	38	0
DIVISION OF PORTS AND HARBORS	22,215	22,215	20,566	0	19,835	345	345
	43,015	42,085	32,449	(1,815)	29,438	1,579	1,292

SUMMARY OF CONSTRUCTION WORK IN PROCESS - DRAFT
AS OF JUNE 30, 2025

($000's)

PROJECT NAME	BALANCE AT 06-30-24	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	6/30/2025
PORTSMOUTH AIRPORT					-
SNOW REMOVAL EQUIPMENT (AIP 74)	-	528	(528)	-	-
ALPHA NORTH TAXIWAY RECONST-DESIGN (AIP 75)	322	23	-	23	345
ALPHA NORTH TAXIWAY RECONST(AIP 78 & 79)	-	1,228	-	1,228	1,228
ALPHA SOUTH TAXIWAY DESIGN	-	154	-	154	154
NH AVE RIGHT HAND TURN LANE	115	34	-	34	149
TERMINAL/GATE ACCESS CONTROL UPGRADE	41	43	-	43	84
JET BRIDGE REHAB	45	105	(150)	(45)	-
LEE STREET SIGNAGE AREA	17	8	(25)	(17)	-
AIR TRAFFIC CONTROL TOWER (ATCT) DESIGN	-	447	-	447	447
ARRIVALS HALL (AIP 76)	5,580	1,844	(7,424)	(5,580)	-
ARRIVALS HALL (NON-GRANT)	1,899	1,306	(3,205)	(1,899)	-
PSM FENCE REPAIR	35	18	(53)	(35)	-
SRE MTE & LIQUID DE-ICE TRUCK (AIP 77)	15	4	-	4	19
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	-	80	-	80	80
EMERGENCY OPS CENTER EQUIPMENT	-	2	-	2	2
PSM TERMINAL REFACE	-	30	-	30	30
HAUL TRUCKS CONVERSION	11	5	-	5	16
	8,080	6,165	(11,649)	(5,484)	2,596
SKYHAVEN AIRPORT					
TERMINAL APRON RECONSTRUCT	15	5	-	5	20
WILDLIFE PERIMETER FENCE	25	63	-	63	88
TERMINAL PARKING LOT RECONSTRUCT	13	70	-	70	83
SRE CARRIER VEHICLE WITH PLOW	9	(9)	-	-9	0
	62	129	0	129	191
GOLF COURSE					
TORO GREENSMASTER MOWER	-	17	(17)	-	-
BUFFALO BLOWER	-	11	(11)	-	-
PUMP FOR 300 GALLON SPRAYER	-	6	(6)	-	-
HARVESTER BALL PICKER	-	8	(8)	-	-
2025 FORD F250	-	60	(60)	-	-
IRRIGATION REPAIRS	-	17	-	17	17
GRILL 28 EXPANSION	29	84	-	84	113
	29	203	(102)	101	130
IT/ADMIN/TRADEPORT					
JOHN DEERE Z997R TRACOR	-	21	(21)	-	-
30 RYE ST ROOF REPLACEMENT	-	52	(52)	-	-
	0	73	(73)	0	0
DIVISION OF PORTS AND HARBORS (DPH)					
FUNCTIONAL REPLACEMENT - BARGE DOCK	75	104	-	104	179
PFP BRACING & DECKING (ARPA)	615	980	(1,595)	(615)	-
RYE GANGWAY REPLACEMENT	8	48	(56)	(8)	-
RYE HARBOR DEVELOPMENT (ARPA)	16	(16)	-	(16)	-
PAVING MARKET STREET		13	(13)	-	-
FORD TRUCK BODY	-	10	(10)	-	-
TRUCK SCALE - MARKET ST	-	52	-	52	52
PFP BUILDING REPLACE (ARPA)	14	1,061	-	1,061	1,075
	728	2,252	(1,674)	578	1,306
TOTAL	8,899	8,822	(13,498)	(4,676)	4,223

PEASE DEVELOPMENT AUTHORITY CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING APRIL 30, 2026

BOARD OF DIRECTORS MEETING
AUGUST 19, 2025

PEASE
INTERNATIONAL
PEASE DEVELOPMENT AUTHORITY

PEASE DEVELOPMENT AUTHORITY
CASH FLOW SUMMARY OVERVIEW
AUGUST 1, 2025 TO APRIL 30, 2026

(EXCLUDING DIVISION OF PORTS AND HARBORS) ***($ 000's)***

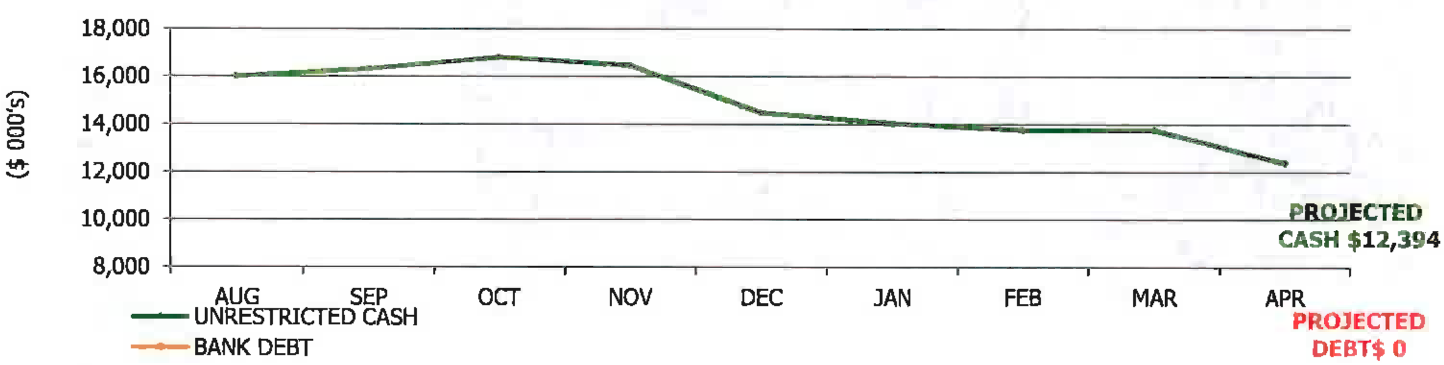
($000's)	AMOUNT
OPENING FUND BALANCE	**15,542**
SOURCES OF FUNDS	
GRANT AWARDS *(SEE PAGE 4)*	8,051
TRADEPORT TENANTS	8,645
MUNICPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	2,154
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,338
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	195
	22,624
USES OF FUNDS	
OPERATING EXPENSES	10,737
CAPITAL EXPENDITURES- NON-GRANT *(SEE PAGE 5)*	6,130
CAPITAL EXPENDITURES- GRANT *(SEE PAGE 4)*	7,505
MUNICIPAL SERVICE FEE (COP)	1,400
	25,772
NET CASH FLOW	(3,148)
CLOSING FUND BALANCE	12,394

TOTAL FUND BALANCES	BALANCE AT 7-31-2025	BALANCE AT 7-31-2024
UNRESTRICTED	15,542	11,585
DESIGNATED	14	14
TOTAL	15,556	11,599

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 31,2028. THE TERMS ARE 1 MONTH FHLB (CLASSIC) PLUS 250 BASIS POINTS.

REVOLVING LINE OF CREDIT	Aug-25	Aug-24
CURRENT INTEREST RATE	6.97%	8.04%

PEASE DEVELOPMENT AUTHORITY

STATEMENT OF CASH FLOW *(EXCLUDING DIVISION OF PORTS AND HARBORS)* *($000's)*

CASH FLOW - PDA	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
OPENING FUND BALANCE	15,542	16,014	16,322	16,818	16,475	14,491	14,047	13,764	13,762	15,542
SOURCES OF FUNDS										
GRANT AWARDS *(SEE PAGE # 4)*	1,818	1,849	1,543	473	402	364	54	54	1,494	8,051
TRADEPORT TENANTS	1,113	941	902	910	946	961	978	936	958	8,645
MUNICIPAL SERVICE FEE	453	147	147	453	147	147	453	147	147	2,241
GOLF COURSE	546	445	328	171	61	62	64	61	416	2,154
PORTSMOUTH AIRPORT- (PSM)	6	6	6	6	6	6	6	6	6	54
PSM PAY FOR PARKING	38	21	25	36	38	57	72	91	100	478
PSM FLOWAGE FEES	93	91	94	51	68	100	48	111	150	806
SKYHAVEN AIRPORT	25	23	23	22	21	19	19	21	22	195
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	4,092	3,523	3,068	2,122	1,689	1,716	1,694	1,427	3,293	22,624
USE OF FUNDS										
CAPITAL- GRANT RELATED *(SEE PAGE # 4)*	2,120	1,255	545	455	410	60	60	-	2,600	7,505
CAPITAL- NONGRANT *(SEE PAGE 5)*	300	766	906	835	655	868	725	200	875	6,130
OPERATING EXPENSES	1,200	1,194	1,121	1,175	1,208	1,232	1,192	1,229	1,186	10,737
MUNICIPAL SERVICE FEE	-	-	-	-	1,400	-	-	-	-	1,400
	3,620	3,215	2,572	2,465	3,673	2,160	1,977	1,429	4,661	25,772
NET CASH FLOW	472	308	496	(343)	(1,984)	(444)	(283)	(2)	(1,368)	(3,148)
CLOSING FUND BALANCE	16,014	16,322	16,818	16,475	14,491	14,047	13,764	13,762	12,394	12,394

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

GRANT FUNDED PROJECTS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
PORTSMOUTH AIRPORT										
NH HAVE RIGHT TURN LANE	50	175	175	75	50	-	-	-	-	**525**
ALPHA NORTH TAXIWAY CONSTRUCTION (AIP78&79)	2,000	1,000	300	300	300	-	-	-	-	**3,900**
TAXIWAY A SOUTH & HOLD BAY DESIGN	60	60	60	60	60	60	60	-	-	**420**
SRE- LIQUID DEICING & MTE (AIP 77)	-	-	-	-	-	-	-	-	1,600	**1,600**
	2,110	**1,235**	**535**	**435**	**410**	**60**	**60**	**-**	**1,600**	**6,445**
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	-	20	-	20	-	-	-	-	-	**40**
TERMINAL PARKING LOT DESIGN	10	-	10	-	-	-	-	-	-	**20**
TERMINAL APRON CONSTRUCTION	-	-	-	-	-	-	-	-	1,000	**1,000**
	10	**20**	**10**	**20**	**-**	**-**	**-**	**-**	**1,000**	**1,060**
TOTAL GRANT REIMBURSEMENT PROJECTS	**2,120**	**1,255**	**545**	**455**	**410**	**60**	**60**	**-**	**2,600**	**7,505**

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

GRANT AWARDS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL	-	-	350	-	-	-	-	-	-	**350**
NH HAVE RIGHT TURN LANE	-	40	140	140	60	40	-	-	-	**420**
ALPHA NORTH TAXIWAY CONSTRUCTION	1,800	1,800	900	270	270	270	-	-	-	**5,310**
TAXIWAY A SOUTH & HOLD BAY DESIGN	-	-	135	54	54	54	54	54	54	**459**
SRE- LIQUID DEICING & MTE (AIP 77)	-	-	-	-	-	-	-	-	1,440	**1,440**
	1,800	**1,840**	**1,525**	**464**	**384**	**364**	**54**	**54**	**1,494**	**7,979**
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	18	-	18	-	18	-	-	-	-	**54**
TERMINAL PARKING LOT DESIGN	-	9	-	9	-	-	-	-	-	**18**
TERMINAL APRON CONSTRUCTION	-	-	-	-	-	-	-	-	-	**-**
	18	**9**	**18**	**9**	**18**	**-**	**-**	**-**	**-**	**72**
TRADEPORT										
	-	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL GRANT RECEIPT AWARDS	**1,818**	**1,849**	**1,543**	**473**	**402**	**364**	**54**	**54**	**1,494**	**8,051**

PEASE DEVELOPMENT AUTHORITY

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

NON-GRANT CAPITAL PROJECTS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
TECHNOLOGY AND OTHER										
PAYCHEX PAYROLL KIOSKS **	-	5	-	-	-	-	-	-	-	5
FIREWALL REPLACEMENTS**	-	-	-	-	15	-	-	-	-	15
SERVER REPLACEMENT**	-	-	-	-	10	-	-	-	-	10
	-	5	-	-	25	-	-	-	-	30
GOLF COURSE										
COURSE EQUIPMENT	-	-	-	-	-	168	-	-	-	168
GOLF COURSE TEE AREA RESURFACE**	-	-	-	-	-	-	-	-	-	-
CLUBHOUSE KITCHEN EQUIPMENT**	-	40	-	-	-	-	-	-	-	40
GOLF COURSE NETTING**	-	-	51	-	-	-	-	-	-	51
HVAC REPAIRS	-	90	-	-	-	-	-	-	-	90
SIM/FUNCTION ROOM UPGRADES**	-	10	90	-	-	-	-	-	-	100
CLUBHOUSE HVAC/GEOTHERMAL REPAIRS**	-	-	-	90	-	-	-	-	-	90
VIDEO SURVEILLANCE SYSTEM	-	-	20	20	-	-	-	-	-	40
IRRIGATION REPAIRS**	-	-	-	-	150	300	300	-	-	750
	-	140	161	110	150	468	300	-	-	1,329
PORTSMOUTH AIRPORT										
FENCE CONSTRUCTION	-	40	-	-	-	-	-	-	-	40
GENERATOR UPGRADE **	-	10	-	-	-	-	-	-	-	10
AIRLINE AVE PARKING EXPANSION	10	10	10	200	200	200	200	-	-	830
PAY FOR PARKING INFRASTRUCTURE UPGRADES	-	-	40	-	-	-	-	-	-	40
PSM APRON PARKING PAVEMENT MGMT PROGRAM**	-	250	250	-	-	-	-	-	-	500
AIR TRAFFIC CONTROL TOWER DESIGN	20	10	10	-	-	-	-	-	-	40
AIR TRAFFIC CONTROL TOWER CONSTRUCTION**	-	-	-	100	200	200	200	200	200	1,100
CONCRETE REPLACEMENT PROGRAM**	-	50	50	-	-	-	-	-	-	100
ARRIVALS HALL-CONSTRUCTION	-	133	-	-	-	-	-	-	-	133
	30	503	360	300	400	400	400	200	200	2,793
SKYHAVEN AIRPORT										
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
	-	55	-	-	5	-	-	-	250	310
SECURITY - PORTSMOUTH AIRPORT										
REPLACE BADGING WORKSTATIONS	18	-	-	-	-	-	-	-	-	18
CCTV FOR ATC TOWER**	15	-	-	-	-	-	-	-	-	15
ACCESS CONTROL SYSTEM	100	-	-	-	-	-	-	-	-	100
	133	-	-	-	-	-	-	-	-	133
SECURITY - SKYHAVEN AIRPORT										
GATE 3 NETWORKING**	7	-	-	-	-	-	-	-	-	7
	7	-	-	-	-	-	-	-	-	7
TRADEPORT										
STORMWATER UPGRADES	-	-	25	-	-	-	25	-	-	50
FLIGHTLINE ROAD CONSTRUCTION**	-	-	-	425	-	-	-	-	425	850
ROOF REPLACEMENT-19 DURHAM**	-	-	50	-	-	-	-	-	-	50
	-	-	75	425	-	-	25	-	425	950
MAINTENANCE										
VEHICLE FLEET REPLACEMENT -MAINT**	-	63	-	-	75	-	-	-	-	138
VEHICLE FLEET REPLACEMENT -AIRPORT OPS/ADMIN**	-	-	-	-	-	-	-	-	-	-
BUILDING INFRASTRUCTURE **	-	-	50	-	-	-	-	-	-	50
ROOF REPAIRS - 7 LEE ST**	-	-	-	-	-	-	-	-	-	-
SIGN PROGRAM APPLICATION TABLE**	-	-	-	-	-	-	-	-	-	-
RIDE ON PAINT MACHINE**	-	-	-	-	-	-	-	-	-	-
DUMP TRUCK AND TRAILER**	-	-	260	-	-	-	-	-	-	260
HAUL TRUCK CONVERSION	130	-	-	-	-	-	-	-	-	130
	130	63	310	-	75	-	-	-	-	578
TOTAL NON-GRANT CAPITAL PROJECTS	300	766	906	835	655	868	725	200	875	6,130

NOTE: **PENDING BOARD APPROVAL

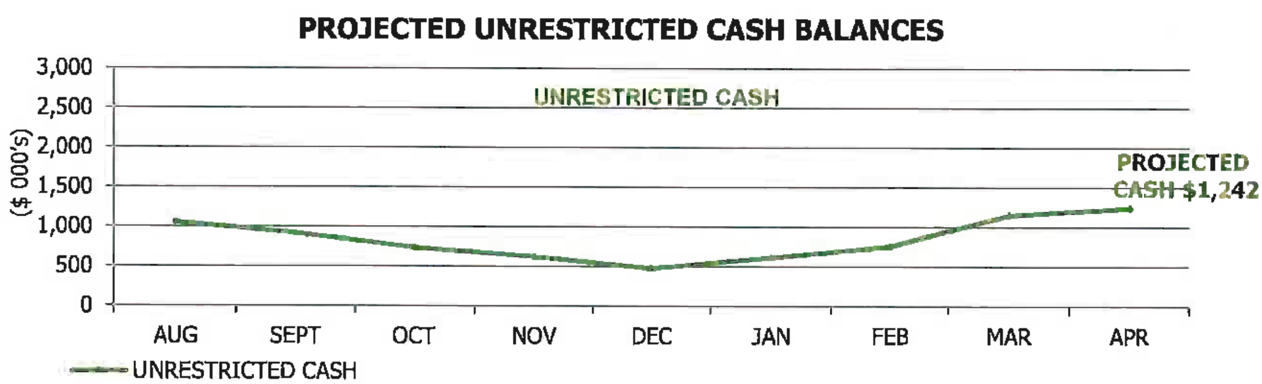
DIVISION OF PORTS AND HARBORS *(UNRESTRICTED FUNDS)*
CASH FLOW SUMMARY OVERVIEW
AUGUST 1, 2025 TO APRIL 30, 2026

($ 000's)

($000'S)	AMOUNT
OPENING FUND BALANCE	1,333
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	454
FUEL SALES	496
GRAND AWARD *(SEE PAGE 8)*	1,400
REGISTRATIONS / WHARFAGE	977
MOORING FEES	450
PARKING FEES	99
	3,876
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,309
FUEL PROCUREMENT	370
OPERATING EXPENSES	531
CAPITAL EXPENDITURES -GRANT *(SEE PAGE 8)*	1,400
CAPITAL EXPENDITURES -NON-GRANT *(SEE PAGE 8)*	357
	3,967
NET CASH FLOW	(91)
CLOSING FUND BALANCE	1,242

TOTAL FUND BALANCES	BALANCE AT 7-31-25	BALANCE AT 7-31-24
UNRESTRICTED FUNDS	1,333	1,342
DESIGNATED FUNDS	799	173
	2,132	1,515

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)

CASH FLOW - DPH	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
OPENING FUND BALANCE	**1,333**	**1,057**	**919**	**739**	**623**	**478**	**613**	**759**	**1,148**	**1,333**
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	52	59	49	47	42	45	43	59	58	**454**
FUEL SALES	166	105	106	42	30	11	6	12	18	**496**
MOORING FEES	-	-	-	-	-	100	150	150	50	**450**
PARKING FEES	60	18	6	2	-	-	-	1	12	**99**
GRANTS FUNDS RECEIVED & OTHER (*SEE PAGE #8*)	200	-	-	200	200	200	200	200	200	**1,400**
REGISTRATIONS / WHARFAGE	13	12	5	9	8	200	150	409	171	**977**
	491	194	166	300	280	556	549	831	509	**3,876**
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	162	151	144	121	142	146	136	161	146	**1,309**
FUEL PROCUREMENT	122	77	70	40	25	8	4	9	15	**370**
UTILITIES	9	7	5	7	8	17	13	22	5	**93**
GENERAL AND ADMINISTRATIVE	14	14	14	14	14	13	13	15	15	**126**
BUILDINGS AND FACILITIES	22	22	22	23	25	26	26	24	23	**213**
PROFESSIONAL SERVICES	11	11	11	11	11	11	11	11	11	**99**
CAPITAL- GRANT RELATED *(SEE PAGE # 8)*	200	-	-	200	200	200	200	200	200	**1,400**
CAPITAL- NONGRANT *(SEE PAGE # 8)*	227	50	80	-	-	-	-	-	-	**357**
	767	332	346	416	425	421	403	442	415	**3,967**
NET CASH FLOW	(276)	(138)	(180)	(116)	(145)	135	146	389	94	**(91)**
CLOSING FUND BALANCE	**1,057**	**919**	**739**	**623**	**478**	**613**	**759**	**1,148**	**1,242**	**1,242**

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 $1,973,300

Note: The above projects were submitted in April 2024 as part of the State Capital Improvement Plan and approved on June 5, 2025

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

($ 000's)

GRANT FUNDED PROJECTS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
MARKET STREET TERMINAL										
FUNCTIONAL REPLACEMENT-BARGE DOCK	-	-	-	200	200	200	200	200	200	1,200
BUILD GRANT-MAIN WHARF REHAB	-	-	-	-	-	-	-	-	-	-
	-	-	-	200	200	200	200	200	200	1,200
HARBORS										
	-	-	-	-	-	-	-	-	-	-
PORTSMOUTH FISH PIER										
BRACING & DECKING - **ARPA**	-	-	-	-	-	-	-	-	-	-
BUILDING REPLACEMENT - **ARPA**	200	-	-	-	-	-	-	-	-	200
	200	-	-	-	-	-	-	-	-	200
TOTAL GRANT FUNDED PROJECTS	200	-	-	200	200	200	200	200	200	1,400

INTERNALLY FUNDED	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
MARKET STREE TERMINAL										
TRUCK SCALE	-	50	-	-	-	-	-	-	-	50
HOISTS (5) - ALL LOCATIONS**	-	-	80	-	-	-	-	-	-	80
	-	50	80	-	-	-	-	-	-	130
HARBORS										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
PORTSMOUTH FISH PIER										
BUILDING REPLACEMENT (INTERNALLY FUNDED)	227	-	-	-	-	-	-	-	-	227
	227	-	-	-	-	-	-	-	-	227
TOTAL INTERALLY FUNDED PROJECTS	227	50	80	-	-	-	-	-	-	357

DIVISION OF PORTS AND HARBORS *(RESTRICTED FUNDS)*
CASH FLOW SUMMARY OVERVIEW
AUGUST 1, 2025 TO APRIL 30, 2026 *($ 000's)*

HARBOR DREDGING FUND

($ 000's)	AMOUNT
OPENING FUND BALANCE	**346**
SOURCES OF FUNDS	
PIER USAGE FEES	81
REGISTRATIONS	9
GRANT FUNDING	-
	90
USES OF FUNDS	
BUILDINGS AND FACILITIES	94
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	-
ALL OTHER- (CBOC)	50
	150
NET CASH FLOW	(60)
CLOSING FUND BALANCE	**286**

REVOLVING LOAN FUND

($ 000's)	AMOUNT
OPENING FUND BALANCE	**431**
SOURCES OF FUNDS	
LOAN REPAYMENTS	93
INTEREST INCOME-LOANS	30
INTEREST INCOME-FUND BALANCE	-
	123
USES OF FUNDS	
NEW LOANS PROJECTED	100
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	15
	121
NET CASH FLOW	2
CLOSING FUND BALANCE	**433**

FOREIGN TRADE ZONE

($ 000's)	AMOUNT
OPENING FUND BALANCE	**22**
SOURCES OF FUNDS	
FACILITY RENTALS	15
ALL OTHER	-
	-
	15
USES OF FUNDS	
GENERAL AND ADMINISTRATIVE	3
PROFESSIONAL SERVICES	-
OTHER	7
	10
NET CASH FLOW	5
CLOSING FUND BALANCE	**27**

TOTAL FUND BALANCES	BALANCE AT 7/31/25	BALANCE AT 7/31/24
HARBOR DREDGING	346	297
REVOLVING LOAN FUND	431	225
FOREIGN TRADE ZONE	22	17
	799	539

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY
55 International Drive Portsmouth, NH 03801

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors hereby accepts and approves the proposed FY 2026 Operating Budget and FY 2027 – FY 2029 Projection Overview; all in accordance with the memorandum dated July 29, 2025 and attached documentation submitted by Suzy Anzalone, Director of Finance, attached hereto and incorporated herein.

N:\RESOLVES\2025\FY 2026 Operating & Maintenance Budget (8-19-25).docx

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

Date: July 29, 2025

To: Paul Brean, Executive Director

From: Suzy Anzalone, Director of Finance

Re: FY26 Operating Budget and FY2027 – FY2029 Projection Overview

---

In anticipation of the upcoming August 18th Pease Development Authority Board of Director's meeting, we will be requesting approval of the FY 2026 Operating Budget and FY 2027 –FY 2029 Projection. The following is an overview of the Operating Budget process and corresponding results:

On an annual basis, the Finance Department works together with the Department Management (DM) team and the Executive Director in preparation of the annual Operating Budget. Key assumptions and financial targets are discussed with the Executive Director at the start of the process.

Using historical benchmarks, cost driver assumptions and current year-to-date information, the Director of Finance (DOF) prepares an initial forecast for the remainder of the fiscal year, as well as a proposed budget for the subsequent fiscal year and a projection for the next thirty-six months.

The DOF meets with each DM to review the initial forecast and budget. Current cost drivers such as aviation activity, cost of fuel, fee increases, staffing changes, etc. are discussed in detail relative to each business unit. The budget is then updated, and a comprehensive review is performed for reasonableness and adherence to financial targets prior to a final review with the Executive Director.

The current FY 2026 proposed budget identifies total revenues of $22.5 million which is a $1.9 million increase (9.1%) over the **prior year's budget**. Main drivers of this increase include the following:

- Facilities Rental increase of $584,000 reflects a 3% average rent increase for Building and Ground leases plus additional leases executed during FY25.
- Fuel flowage fee increase of $575,000 for Portsmouth Airport (PSM) is associated with an increase in pricing to $0.11 per gallon ($0.03 per gallon increase) using an estimate of $15 million gallons for FY26.
- Increase in Wharfage and Dockage fees of $600,000 at the Division of Ports and Harbors (DPH) includes the proposed tariff increases which took effect on July 1, 2025.

- Parking revenue increase of $372,000 includes additional annual revenues at PSM of $251,000 driven by an increase in the daily parking rate to $9 per day ($2 per day increase) effective January 1, 2026. Additionally, the budget includes increased parking revenues at the DPH of $121,000 reflecting the parking rate increase to $10 per day ($5 per day increase) effective July 1, 2025.
- Fuel sales revenue at the DPH for FY26 decreased by $443,000 over FY25 projections. Budget assumptions use a 3-year average and incorporate time periods where no fuel will be sold due to prior storm damage impact on fuel tanks as well as construction at the Portsmouth Fish Pier.

Relative to operating expenses, the FY 2026 budget reflects a $1.4 million increase (7.6%) from the FY 2025 budget. Total operating expenses, excluding depreciation of $8.7 million, total $19.4 million. The more significant cost drivers supporting this increase include:

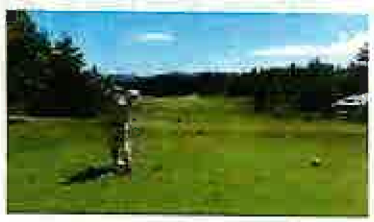
- Wage and benefit cost increase of $617,000 is driven mainly by the following factors:
    1. Estimated COLA increases of 1.5% coupled with merit increases capped at 2.0%.
    2. The potential addition of a full-time HR/Receptionist position and a full-time port worker.
    3. Increased part-time staffing hours at PSM due to additional flights.
    4. Market adjustments resulting from organizational changes.
    5. Increase Health and Dental benefits due to additional employees utilizing benefit plans.
- Increase in Engineering services of $311,000 reflects additional stormwater sampling and completion of an Airport Layout Plan (which is 90% grant funded).
- Professional Services increase of $132,000 reflects the implementation of an economic impact study, an FBO study, and an impact study at Rye Harbor.
- Increase of $100,000 in for Building Demolition reflects the escalation of costs for the demolition of a building at 65 Airline Ave.
- The decrease in fuel expenses of $346,000 incorporates the anticipated decrease in fuel purchases driven by the impact of lower fuel sales as described above.

For FY 2026 we are projecting operating income on a cash basis (excluding depreciation) of $3.1 million which is a 19.5% increase ($508,000) over FY25 budgeted operating income. Operating results remain strong and provide us with the opportunity to continue to use these positive cash margins to fund capital expenditures (non-grant related), as well as providing reserves should there be a sudden economic downturn.

In summary, I believe the FY 2026 proposed Operating Budget, as well as the three-year projection, represents a fair and prudent budget. The Department Head team is committed to managing and controlling expenses for their cost centers, seeking efficiencies, and researching ideas for additional revenue streams.

At your convenience, I would be pleased to address any questions or need for supplemental information that you may have.

PEASE DEVELOPMENT AUTHORITY PROPOSED FY 2026 OPERATING BUDGET AND FY 2027 – FY 2029 PROJECTION



PEASE DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING
AUGUST 4, 2025

TABLE OF CONTENTS

EXECUTIVE OVERVIEW

$ (000's)

- THE PROPOSED FY 2026 **OPERATING REVENUES** OF **$22,470** IS AN INCREASE OF 9.1% OR $1,881 VERSUS THAT OF THE FY 2025 BUDGET. THE PRIMARY VARIANCES FOR THE INCREASE INCLUDE:

	$ CHANGE	% CHANGE
WHARFAGE AND DOCKAGE	600	2.9%
FACILITIES RENTAL	584	2.8%
PSM- FUEL FLOWAGE FEES	575	2.8%
PARKING REVENUE-ALL	372	1.8%
GOLF REVENUE - ALL	245	1.2%
MISCELLANEOUS OTHER- NET	(52)	-0.3%
FUEL SALES	(443)	-2.2%
	1,881	9.1%

- THE PROPOSED FY 2026 **CASH OPERATING EXPENDITURES** OF **$19,357** IS AN INCREASE OF 7.6% OR $1,373 VERSUS THAT OF THE FY 2025 BUDGET. THE PRIMARY VARIANCES FOR THE INCREASE INCLUDE:

	$ CHANGE	% CHANGE
WAGES & BENEFITS	617	3.4%
ENGINEERING SERVICES	311	1.7%
MISCELLANEOUS OTHER- NET	192	1.1%
PROFESSIONAL SERVICES	132	0.7%
BUILDING DEMOLITION	100	0.6%
GOLF CART LEASING	85	0.5%
POLICE OFFICER EXPENSE (AIRPORT)	69	0.4%
ENVIRONMENTAL TESTING	58	0.3%
UTILITES	58	0.3%
GENERAL AND ADMINISTRATIVE	97	0.5%
FUEL	(346)	-1.9%
	1,373	7.6%

EXECUTIVE OVERVIEW (CONTINUED):

- **OPERATING BUDGET ISSUES/OPPORTUNITIES THAT ARE INCONCLUSIVE AT THIS TIME INCLUDE:**
  - ENVIRONMENTAL COMPLIANCE PROGRAM COSTS / STORMWATER CONSULTANT (MS4)
  - INFLATIONARY RELATED INCREASES IN FUEL COSTS, SUPPLIES, UTILITIES, EQUIPMENT AND OTHER CONSUMABLES
  - POTENTIAL COMMERCIAL INSURANCE INCREASES
  - POTENTIAL LEASES WITH CURRENT DEVELOPMENT PROPOSALS
  - REVIEW OF AIRPORT EXPENDITURES TO DETERMINE COST RECOVERY THAT DICTATES AVIATION FEES
  - POTENTIAL OPERATIONAL CHANGES FOLLOWING AIRPORT, FBO AND RYE HARBOR STUDIES
  - FLUCTUATIONS IN FUEL SALES AT HARBORS ATTRIBUTABLE SIGNFICANT STORM IMPACT

- **KEY OPERATIONAL ACTIVITIES AND INITIATIVES EXPECTED TO BE UNDERTAKEN:**
  - MAINTAINING COMMERCIAL/MILITARY AIRPORT OPERATIONS AND INCREASING AERONAUTICAL REVENUE
  - STRENGTHEN NET OPERATING INCOME AT DIVISION OF PORTS AND HARBORS
    - INCREASE IN PARKING, PERMITS AND STORAGE FEES AT HARBORS EFFECTIVE 7/1/25
    - INCREASE IN TARIFF RATES AT MARKET ST TERMINAL EFFECTIVE 1/1/26
  - FY26 BUDGET INCLUDES COSTS FOR AIRPORT LAYOUT PLAN, ECONOMIC IMPACT STUDY AND FBO STUDY
  - INCENTIVIZE TRADEPORT DEVELOPERS TO REINVEST IN CAPITAL IMPROVEMENTS AND SWPP INITIATIVES
  - STRENGTHEN PROCUREMENT METHODS INCLUDING REVIEW OF EXISTING CONTRACTS AND SERVICE AGREEMENTS
    - DRAFT AND IMPLEMENT PROCUREMENT POLICY FOR PDA/DPH
    - INSTALLATION OF NEW ACCOUNTING SOFTWARE WITH PROCUREMENT MODULE
    - PURCHASE OF CONTRACT MANAGEMENT SOFTWARE
  - CONTINUE REDEVELOPMENT OF FORMER AIR FORCE INFRASTRUCTURE

KEY PLANNING ASSUMPTIONS

STAFFING, PERSONNEL SERVICES AND BENEFITS:

- CURRENTLY **71 FULL-TIME BENEFITTED** POSITIONS INCLUDING **4 OPEN POSITIONS** AT 6/30/25.
  - FY26 BUDGET INCLUDES TWO PROPOSED FULL-TIME POSITIONS
- FOSTER ROBUST **STAFFING PLAN.**
- EMPLOYEE ANNUAL SALARY **MERIT INCREASE** CAPPED AT **2.00%** PLUS A **COLA ADJUSTMENT** NOT TO EXCEED 1.5% FOR ALL ELIGIBLE EMPLOYEES.
- **INCREASE IN PART-TIME CUSTOMER SERVICE AND AIRPORT OPERATIONS HOURS** DUE TO ADDITIONAL COMMERCIAL FLIGHTS.
- THE PDA CONTINUES TO MONITOR **OVERTIME COSTS** WHICH IS A VARIABLE COST INFLUENCED BY SNOWFALL, AIRPORT FLIGHT SCHEDULES AND WHARFAGE AND DOCKAGE ACTIVITIES. AS A PERCENTAGE OF DIRECT PAYROLL, THE PDA / DPH AVERAGES APPROXIMATELY 6.0% ANNUALLY .
- **EMPLOYEE HEALTH AND DENTAL BENEFIT RATES** ESTIMATED TO INCREASE BY 20% IN FY27 PER NOTIFICATION FROM DEPARTMENT OF ADMINISTRATIVE SERVICES.

KEY PLANNING ASSUMPTIONS (CONTINUED)

PORTSMOUTH INTERNATIONAL AIRPORT

- AERONAUTICAL REVENUE FOCUSED ON **FUEL FLOWAGE, FACILITIES RENT** AND AIRPORT PASSENGER AUTOMOBILE **PARKING REVENUE**.
  - REVIEW EXPENDITURES TO DETERMINE APPROPRIATE COST RECOVERY
  - MONITOR REGIONAL VOLATILITY AND TRENDS FOR AIR SERVICE AND MILITARY OPERATIONS
- **FUEL FLOWAGE FEES:** FY26 BUDGET ASSUMES 15 MILLION GALLONS AT ELEVEN (.11) CENTS PER GALLON. (THREE CENT INCREASE OVER FY25)
- AIRPORT AUTHORITY EXPLORING **ADDITIONAL AERONAUTICAL SERVICES.**
  - AIRCRAFT HANGARING
  - GREEN INITIATIVES
  - GROUND SUPPORT SERVICES
- **PASSENGER PAY FOR PARKING**: FY26 BUDGET ASSUMES $9.00 PER DAY RATE FOR PARKING EFFECTIVE 1/1/26 WHICH IS A $2 PER DAY INCREASE OVER FY25 RATES
- CONTINUED DEVELOPMENT OF **AERONAUTICAL LEASES** TO SUPPORT BASED AIRCRAFT.
- **LAW ENFORCEMENT OFFICER PROGRAM** (LEO) WITH CITY OF PORTSMOUTH FOR COMMERCIAL AIRLINE SECURITY REMAINS IN PLACE. CURRENT HOURLY POLICE RATE OF $96.50 EXCLUDES ADMINISTRATIVE AND VEHICLE EXPENSES.

KEY PLANNING ASSUMPTIONS (CONTINUED)

SKYHAVEN AIRPORT

- NO PROPOSED INCREASE IN HANGAR AND OR TIE DOWN **RENTAL RATES FOR FY26.**
- NO CHANGE IN CURRENT **OCCUPANCY** FOR HANGARS (33) OR TIEDOWNS (6). THERE ARE PRESENTLY NO HANGAR VACANCIES AND APPROXIMATELY 35 PEOPLE ON THE WAITLIST.
- **PART-TIME LABOR HOURS** TO REMAIN CONSISTENT WITH FY25 STAFFING.
- **FUEL SALES** ASSUMPTIONS INCORPORATE A 5% INCREASE IN GALLONS SOLD.
- **FUELING OPERATIONS** ARE EXPECTED TO GENERATE APPROXIMATELY $61,492 IN NET CASH FLOW DURING THE 48 MONTH PERIOD ENDING JUNE 30, 2029, REPRESENTING AN APPROXIMATE 20% MARKUP.

INTERNATIONAL TRADEPORT

- MAJORITY OF BUILDING AND OR GROUND LEASES HAVE INCORPORATED AN **ANNUAL INFLATION RATE,** AS MEASURED BY THE UNITED STATES DEPARTMENT OF LABOR FOR ALL URBAN CONSUMERS- BOSTON-CAMBRIDGE-NEWTON, OF **3.0%.**

KEY PLANNING ASSUMPTIONS (CONTINUED)

GOLF OPERATIONS

- BUDGET ASSUMES NO SIGNFICANT INCREASE IN ESTIMATED GOLF ROUNDS PLAYED.
- **ROUNDS OF GOLF PLAYED:**

	ACTUAL 2024 SEASON	PROPOSED 2025 SEASON	PROJECTED 2026 SEASON	PROJECTED 2027 SEASON	PROJECTED 2028 SEASON	PROJECTED 2029 SEASON
PUBLIC PLAY	63,526	58,300	56,500	56,850	57,275	57,675
ANNUAL PASS	10,725	10,900	11,000	11,150	11,225	11,325
TOTAL ROUNDS	74,251	69,200	67,500	68,000	68,500	69,000

- DAILY PUBLIC PLAY FEE INCREASES AND GOLF CART FEE INCREASES BEGINNING IN 2025 SEASON.
  - PRICE INCREASES WILL HELP OFFSET HIGHER OPERATING COSTS INCLUDING GOLF CART LEASE EXPENSE
- **GRILL 28** CONCESSION AGREEMENT EXPIRES OCTOBER 31, 2025. A NEW AGREEMENT IS CURRENTLY BEING NEGOTIATED WITH CONCESSIONAIRE.

KEY PLANNING ASSUMPTIONS (CONTINUED)

DIVISION OF PORTS AND HARBORS

- BUDGET INCORPORATES **INCREASES IN PARKING, PERMIT AND STORAGE FEES** EFFECTIVE 7/1/25.
- BUDGET INCORPORATES **INCREASE IN MARKET STREET TERMINAL CHARGES** EFFECTIVE 1/1/26.
- **EFFICIENCY INITIATIVES** WHICH INCLUDE REVIEW OF OVERTIME AND SEASONAL STAFFING LEVELS, PROCUREMENT PROCEDURES AND ADMINISTRATIVE EFFICIENCIES.
- CONTINUED MARKETING OF **FOREIGN TRADE ZONE** VENDORS/COLLABORATION WITH OTHER STATE ENTITIES.
- **FUEL SALES ASSUMPTIONS** INCLUDE:
  - UNLEADED FUEL ONLY AT HAMPTON HARBOR BEGINNING 9/1/25 AND NO DIESEL SALES (FUEL TANK IS OUT OF SERVICE).
  - FUEL SALES AT PORTSMOUTH FISH PIER WILL RESUME IN SEPTEMBER DUE TO CONSTRUCTION OF NEW BUILDING
  - BOTH COMMERCIAL AND RECREATIONAL FUEL PUMPS IN SERVICE AT RYE HARBOR
  - NO SIGNIFICANT INCREASES IN ESTIMATED GALLONS SOLD OVER PRIOR YEAR AVERAGES, PRICING TO REMAIN RELATIVELY FLAT OVER FY25 AVERAGES

SUMMARY BUDGET PROJECTIONS-CONSOLIDATED

$ (000's)

	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
OPERATING REVENUES (SEE PAGE #13)	**21,198**	**22,470**	**23,187**	**24,004**	**24,583**
OPERATING EXPENSES					
WAGES & BENEFITS (SEE PAGE #14)	9,511	10,385	10,993	11,365	11,755
BUILDING AND FACILITIES (SEE PAGE #16)	3,254	3,450	2,723	2,734	2,744
GENERAL AND ADMINISTRATIVE (SEE PAGE #17)	1,939	2,094	2,126	2,177	2,219
UTILITIES (SEE PAGE #18)	881	952	975	999	1,024
PROFESSIONAL SERVICES (SEE PAGE #18)	598	1,093	841	860	879
MARKETING AND PROMOTION (SEE PAGE #19)	330	384	391	399	407
OTHER OPERATING EXPENSES (SEE PAGE #19)	1,046	999	1,100	1,123	1,146
TOTAL OPERATING EXPENSES	**17,559**	**19,357**	**19,149**	**19,657**	**20,174**
OPERATING INCOME	**3,639**	**3,113**	**4,038**	**4,347**	**4,409**
DEPRECIATION	7,793	8,705	8,908	9,005	9,206
INTEREST EXPENSE	0	0	0	186	111
INTEREST INCOME AND OTHER	1319	743	390	194	302
NET OPERATING INCOME	**(2,835)**	**(4,849)**	**(4,480)**	**(4,650)**	**(4,606)**

SUMMARY BUDGET PROJECTIONS - PDA

$ (000's)

PEASE DEVELOPMENT AUTHORITY *(EXCLUDES DPH)*	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
OPERATING REVENUES	18,412	19,153	19,694	20,449	20,958
OPERATING EXPENSES					
WAGES AND BENEFITS	7,842	8,508	9,017	9,322	9,640
BUILDING AND FACILITIES	2,319	3,016	2,282	2,239	2,286
GENERAL AND ADMINISTRATIVE	1,675	1,794	1,820	1,864	1,899
UTILITIES	772	834	855	876	898
PROFESSIONAL SERVICES	460	861	726	742	758
MARKETING AND PROMOTION	319	370	378	385	393
OTHER OPERATING EXPENSES	712	743	756	772	788
TOTAL OPERATING EXPENSES	14,099	16,126	15,834	16,200	16,662
OPERATING INCOME	**4,313**	**3,027**	**3,860**	**4,249**	**4,296**
DEPRECIATION	6,053	6,792	6,951	7,027	7,183
INTEREST EXPENSE	0	0	0	186	111
INTEREST INCOME AND OTHER	468	697	345	149	259
NET OPERATING INCOME	(1,272)	(3,068)	(2,746)	(2,815)	(2,739)

$ (000's)

SUMMARY BUDGET PROJECTIONS – DPH UNRESTRICTED

DIVISION OF PORTS AND HARBORS *(EXCLUDES PDA AND RESTRICTED FUNDS)*	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
OPERATING REVENUES	2,620	3,146	3,321	3,382	3,443
OPERATING EXPENSES					
WAGES AND BENEFITS	1,669	1,877	1,976	2,044	2,115
BUILDING AND FACILITIES	877	407	414	417	430
GENERAL AND ADMINISTRATIVE	258	296	302	309	317
UTILITIES	110	118	121	123	126
PROFESSIONAL SERVICES	121	214	97	99	101
MARKETING AND PROMOTION	3	3	3	3	3
OTHER OPERATING EXPENSES	333	256	343	350	357
TOTAL OPERATING EXPENSES	**3,371**	**3,171**	**3,256**	**3,345**	**3,449**
OPERATING INCOME	**(751)**	**(25)**	**65**	**37**	**(6)**
DEPRECIATION	1,668	1,839	1,881	1,901	1,945
INTEREST EXPENSE	0	0	0	0	0
INTEREST INCOME AND OTHER	776	38	37	36	34
NET OPERATING INCOME	(1,643)	(1,826)	(1,779)	(1,828)	(1,917)

CONSOLIDATED OPERATING REVENUES

$ (000's)

	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
RENTAL OF FACILITIES AND AIRPORT HANGARS:	12,156	12,569	12,749	13,058	13,282
FEE REVENUES					
GOLF:					
PUBLIC PLAY	2,519	2,555	2,619	2,739	2,794
MEMBERSHIP	404	466	478	493	503
SIMULATORS AND LESSONS	158	170	173	177	180
	3,081	3,191	3,270	3,409	3,477
PORTSMOUTH INTERNATIONAL AIRPORT AND SKYHAVEN:					
AIRPORT PARKING	717	791	890	989	989
FUEL FLOWAGE	1,458	1,650	1,818	1,989	2,164
AVIATION FEES AND SECURITY BADGING	172	172	176	190	205
	2,347	2,613	2,884	3,168	3,358
DIVISION OF PORTS AND HARBORS:					
WHARFAGE AND DOCKAGE	670	1220	1244	1269	1295
MOORING FEES	464	450	455	459	464
PIER USAGE, REGISTRATIONS AND BERTHING FEES	357	367	371	376	380
PARKING AND FUEL FLOWAGE	143	252	257	262	267
CONCESSION REVENUE	68	0	0	0	0
ALL OTHER	135	142	144	147	151
	1,837	2,431	2,471	2,513	2,557
FUEL SALES (DPH AND SKYHAVEN)	**515**	**435**	**557**	**567**	**578**
CONCESSION REVENUES	**529**	**533**	**544**	**565**	**587**
INTEREST INCOME- REVOLVING LOAN FUND	**30**	**30**	**29**	**29**	**34**
OTHER REVENUES:					
GOLF MERCHANDISE	423	425	434	442	451
ALL OTHER	280	243	249	253	259
	703	668	683	695	710
TOTAL OPERATING REVENUES	21,198	22,470	23,187	24,004	24,583

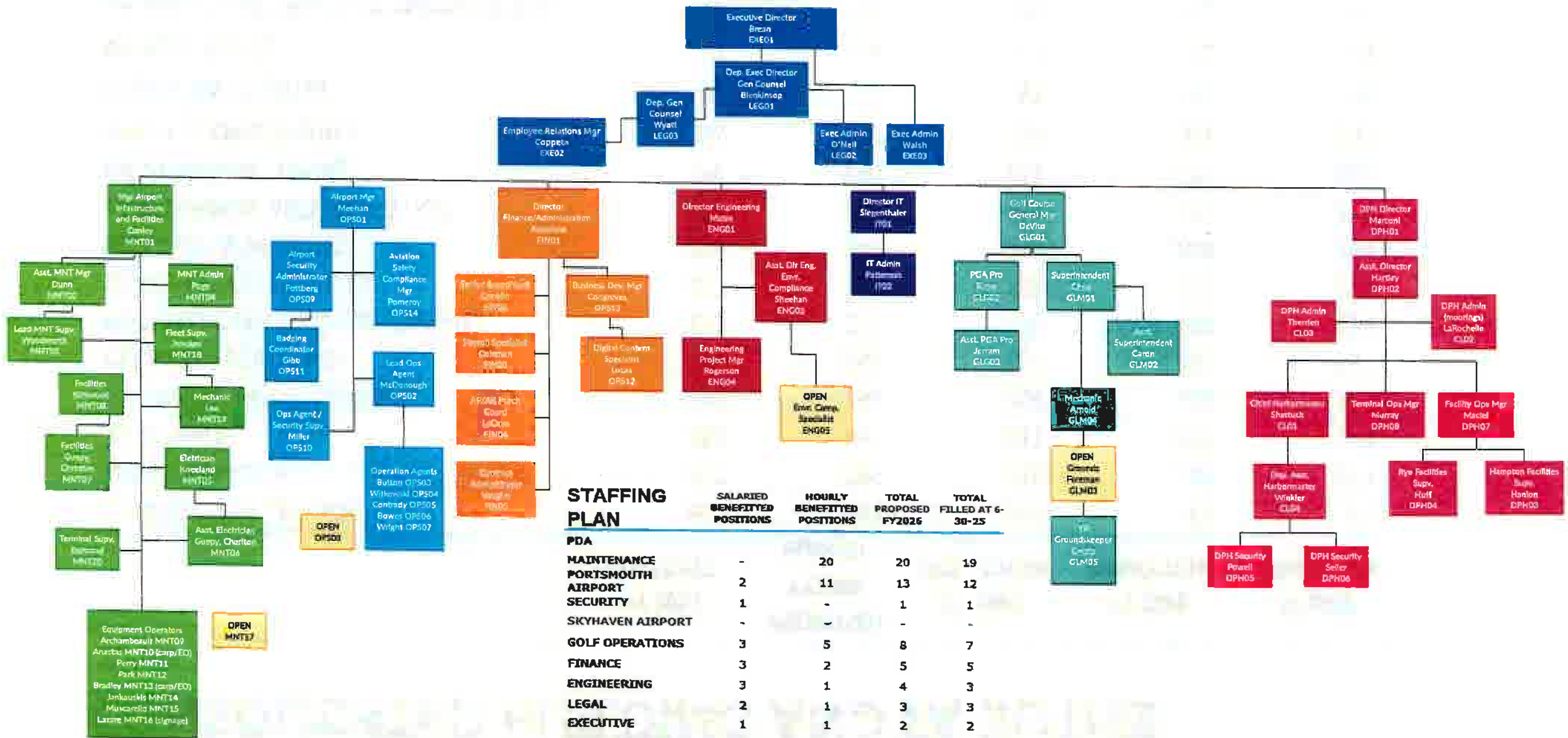
$ (000's)

CONSOLIDATED WAGES AND EMPLOYEE BENEFITS

	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
WAGES					
FULL-TIME BENEFITTED LABOR	5,277	6,008	6,188	6,372	6,560
NON-BENEFITTED LABOR	1,233	1,359	1,397	1,437	1,477
OVERTIME	401	400	396	407	419
VACATION & SICK TIME ACCRUAL	40	43	45	45	47
WAGE TRANSFER OUT	0	(143)	(147)	(151)	(155)
	6,951	**7,667**	**7,879**	**8,110**	**8,348**
EMPLOYEE BENEFITS					
HEALTH CARE, DENTAL, LIFE INSURANCE	1,616	1,734	2,075	2,136	2,201
RETIREMENT	944	1,027	1,083	1,164	1,253
BENEFIT TRANSFER OUT	0	(43)	(44)	(45)	(47)
	2,560	**2,718**	**3,114**	**3,255**	**3,407**
	9,511	**10,385**	**10,993**	**11,365**	**11,755**

Pease Development Authority Organization Chart

As of 6/30/2025



STAFFING PLAN

	SALARIED BENEFITTED POSITIONS	HOURLY BENEFITTED POSITIONS	TOTAL PROPOSED FY2026	TOTAL FILLED AT 6-30-25
PDA				
MAINTENANCE	-	20	20	19
PORTSMOUTH AIRPORT	2	11	13	12
SECURITY	1	-	1	1
SKYHAVEN AIRPORT	-	-	-	-
GOLF OPERATIONS	3	5	8	7
FINANCE	3	2	5	5
ENGINEERING	3	1	4	3
LEGAL	2	1	3	3
EXECUTIVE	1	1	2	2
HUMAN RESOURCES	1	-	2	1
INFORMATION TECHNOLOGY	1	1	2	2
TOTAL PDA	17	42	60	55
DIVISION OF PORTS AND HARBORS	2	10	13	12
	19	52	73	67

NOTE: EXCLUDES, NON-BENEFITTED EMPLOYEES, CONTRACT AND SEASONAL EMPLOYEES.

$ (000's)

CONSOLIDATED BUILDING AND FACILITIES

	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
ENGINEERING SERVICES	803	391	161	89	91
SNOW REMOVAL	407	295	336	307	351
ALL OTHER	252	967	431	437	443
ENVIRONMENTAL TESTING	248	258	259	260	261
CLEANING CONTRACT	247	252	257	262	267
HVAC,ELECTRICAL & EQUIPMENT	215	172	176	179	183
CONTRACTOR SERVICES	202	185	188	192	195
SECURITY & BADGING	229	244	240	246	251
LANDSCAPING AND IRRIGATION	177	165	169	172	175
GASOLINE AND DIESEL	170	170	174	177	181
VEGETATION CONTROL	96	97	99	101	103
EQUIPMENT RENTAL	91	91	93	95	96
VEHICLE PARTS	67	69	71	72	73
AIRFIELD LIGHTING, PAVEMENT, RUBBER REMOVAL	49	95	70	94	73
DREDGING	0	0	0	50	0
	3,254	3,450	2,723	2,734	2,744

CONSOLIDATED GENERAL AND ADMINISTRATIVE

$ (000's)

	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
FICA	529	594	609	627	645
INSURANCE	474	509	520	531	534
PHONE AND INTERNET	211	224	228	238	243
BANK & CREDIT CARD FEES	135	157	160	163	166
SUPPLIES	97	87	89	90	92
COMPUTER EXPENSES & SOFTWARE SUPPORT	136	128	132	134	137
EQUIPMENT UNDER $5,000	54	73	60	60	61
PROFESSIONAL DEVELOPMENT	26	38	38	39	40
TAXES IN LIEU-MUNICIPAL SERVICE FEES	30	30	31	31	32
TRAVEL AND MILEGAE	51	62	63	65	66
POSTAGE AND PRINTING	27	26	27	27	28
CLOTHING AND UNIFORMS	25	27	28	28	29
SUBSCRIPTIONS AND PUBLICATIONS	56	58	59	60	62
ALL OTHER	88	82	83	85	86
	1,939	2,094	2,126	2,177	2,219

CONSOLIDATED UTILITIES

$ (000's)

	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
ELECTRICITY	621	671	688	707	725
WASTE DISPOSAL	62	68	69	70	72
WATER	72	78	79	81	83
NATURAL GAS	77	83	85	87	88
PROPANE AND HEATING OIL	49	52	53	55	56
	881	952	975	999	1,024

CONSOLIDATED PROFESSIONAL SERVICES

	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
LEGAL	187	341	347	354	362
INFORMATION TECHNOLOGY & SUBSCRIPTIONS	148	266	272	277	283
EXTERNAL AUDIT	91	95	99	103	107
ALL OTHER	172	392	123	125	128
	598	1,093	841	860	879

$ (000's)

CONSOLIDATED MARKETING AND PROMOTION

	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
BUSINESS DEVELOPMENT	269	333	339	346	353
GENERAL ADVERTISING	62	51	52	53	54
	330	**384**	**391**	**399**	**407**

CONSOLIDATED OTHER OPERATING EXPENSES

	FY 2025 FORECAST	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
FUEL- COST OF GOODS SOLD	396	318	404	411	419
GOLF MERCHANDISE	317	319	325	332	338
COAST TROLLEY	142	150	155	159	164
GOLF CART LEASE	190	212	216	221	225
	1,046	**999**	**1,100**	**1,123**	**1,146**

CASH FLOW ANALYSIS – PEASE DEVELOPMENT AUTHORITY UNRESTRICTED (EXCLUDES DPH)

$ (000's)

PEASE DEVELOPMENT AUTHORITY - *EXCLUDES DPH*	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
CASH FLOWS FROM OPERATING ACTIVITIES:				
CASH RECEIVED FROM CUSTOMERS	19,153	19,694	20,449	20,958
CASH PAYMENTS FOR PERSONNEL AND BENEFITS	(8,508)	(9,017)	(9,322)	(9,640)
CASH PAYMENTS TO SUPPLIERS	(7,618)	(6,817)	(6,878)	(7,022)
NET CASH USED BY OPERATING ACTIVITIES	3,027	3,860	4,249	4,296
CASH FLOWS FROM CAPITAL AND FINANCING ACTIVITIES:				
CONTRIBUTED CAPITAL RECEIVED	5,470	7,004	1,037	3,459
PAYMENTS FOR ACQUISITION OF ASSETS	(12,112)	(13,738)	(14,247)	(5,841)
CASH RECEIVED FROM FINANCING ACTIVITIES (NET OF PAYMENTS)			4,500	(1,400)
INTEREST PAID ON CAPITAL DEBT	0	0	(186)	(111)
NET CASH USED BY CAPITAL AND FINANCING	(6,642)	(6,734)	(8,896)	(3,893)
CASH FLOWS FROM INVESTING ACTIVITIES:				
INTEREST & OTHER INCOME RECEIVED	697	345	149	259
UNRESTRICTED CASH BEGINNING OF YEAR	14,492	11,574	9,045	4,547
UNRESTRICTED CASH END OF YEAR	**11,574**	**9,045**	**4,547**	**5,209**

CASH FLOW ANALYSIS – DIVISON OF PORTS AND HARBORS UNRESTRICTED (EXCLUDES PDA)

$ (000's)

DIVISION OF PORTS AND HARBORS - *EXCLUDES PDA AND RESTRICTED FUNDS*	PROPOSED FY2026 BUDGET	FY 2027 PROJECTION	FY 2028 PROJECTION	FY 2029 PROJECTION
CASH FLOWS FROM OPERATING ACTIVITIES:				
CASH RECEIVED FROM CUSTOMERS	3,146	3,321	3,382	3,443
CASH PAYMENTS FOR PERSONNEL AND BENEFITS	(1,877)	(1,976)	(2,044)	(2,116)
CASH PAYMENTS TO SUPPLIERS	(1,294)	(1,280)	(1,301)	(1,333)
NET CASH USED BY OPERATING ACTIVITIES	(25)	65	37	(6)
CASH FLOWS FROM CAPITAL AND FINANCING ACTIVITIES:				
CONTRIBUTED CAPITAL RECEIVED	20,000	23,830	998	0
PAYMENTS FOR ACQUISITION OF ASSETS	(20,485)	(23,947)	(1,139)	(113)
CASH RECEIVED FROM FINANCING ACTIVITIES			0	0
INTEREST PAID ON CAPITAL DEBT	0	0	0	0
NET CASH USED BY CAPITAL AND FINANCING	(485)	(117)	(141)	(113)
CASH FLOWS FROM INVESTING ACTIVITIES:				
INTEREST INCOME RECEIVED	38	37	36	34
UNRESTRICTED CASH BEGINNING OF YEAR	1,673	1,201	1,186	1,118
UNRESTRICTED CASH END OF YEAR	**1,201**	**1,186**	**1,118**	**1,033**

PEASE INTERNATIONAL DEVELOPMENT AUTHORITY

55 International Drive, Portsmouth NH 03801

MEMORANDUM

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director PB

DATE: August 11, 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: Veteran's Count Event "All American County Fair"
   License: Right of Entry
   Location: Corporate Apron at 120 Aviation Avenue
   Purpose: Hosting the "On the Tarmac" fundraising event
   Term: September 4, 2025, to September 6, 2025

2. Name: New Hampshire Air National Guard
   License: Right of Entry
   Location: North Ramp on Pease Development Authority
   Purpose: Major Accident Response Exercise (MARE) in preparation of September 2025 Airshow
   Term: Wednesday, August 6, 2025, through Saturday, August 9, 2025

3. Name: City of Portsmouth Police Department
   License: Right of Entry
   Location: Hangar 227
   Purpose: Air Show Command Center
   Term: September 3, 2025, through September 7, 2025

4. Name: Herb Gillen Agency
   License: Right of Entry
   Location: Terminal Parking Lots A & B
   Purpose: Air Show Vehicle Parking
   Term: September 6, 2025, through September 7, 2025

5.	Name:	City of Portsmouth and S.U.R. Construction, Inc.
	License:	Right of Entry
	Location:	Jones School Property and Ashland Road for
	Purpose:	Corporate Drive Reconstruction Project
	Term:	Extension through September 15, 2025

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

PEASE INTERNATIONAL DEVELOPMENT AUTHORITY

55 International Drive, Portsmouth NH 03801

MEMORANDUM

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director PB

DATE: August 11, 2025

SUBJECT: Lease Report

****

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

1. Tenant: Orbis Sibro, Inc.
   Space: 111 New Hampshire Avenue (Suite 100)
   Use: General office and related uses
   Term: Ninety-Six (96) months commencement date to be determined

2. Tenant: United States of America (United States Navy), subtenant of Orbis Sibro, Inc.
   Space: 111 New Hampshire Avenue
   Use: General office and related uses
   Term: Commencing July 3, 2025, through July 2, 2026, with seven (7) one-year options

3. Tenant: Veris Wealth Partners, LLC
   Space: Two International Drive (Suite #210)
   Use: Office and related uses
   Term: 5-year term commencing September 1, 2025, with two (2) five-year options

4. Tenant: Next Level Now
   Space: 16 Pease Boulevard
   Use: General Office Use
   Term: Exercise final one-year option

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

P:\BOARDMTG\2025\Lease Report (8-19-25).doc

PEASE INTERNATIONAL
DEVELOPMENT AUTHORITY

55 International Drive, Portsmouth NH 03801

MEMORANDUM

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director PB

DATE: August 11, 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: Honeywell International
   Board Authority: Director Ferrini
   Cost: $8,428.86
   Summary: Purchase of two Control Access Boards for the Access Control System at Portsmouth International Airport at Pease

2. Project Name: Sunbelt Rentals
   Board Authority: Director Ferrini
   Cost: $438.56
   Summary: Rental of a mini excavator for the removal and replacement of the curbing trench for electrical features at the terminal, as well as removal of old asphalt in preparation of new concrete walkways at the terminal at Portsmouth International Airport at Pease.

3. Project Name: Aero Display Services, LLC
   Board Authority: Director Ferrini
   Cost: $2,000.00/mo.
   Summary: Two-month extension of Terminal FIDs and GIDs Display Boards

4. Project Name: Tiger Exchange, Inc.
   Board Authority: Director Ferrini
   Cost: $151.83/mo. (Recurring)
   Summary: This would be a monthly service for Kitchen Filter Exhaust Exchange at Pease Golf Course Clubhouse for a two-year period, with two (2) one-year options.

5. Project Name: Northeast Chemex
Board Authority: Director Ferrini
Cost: $4,419.00
Summary: Hydro-Tek Hot Pressure Washer for regular use to clean fleet of golf carts

6. Project Name: Laconia Refrigeration
Board Authority: Director Ferrini
Cost: $1,000.00 (Recurring)
Summary: This would be a yearly refrigeration maintenance service at the Pease Golf Course Clubhouse for a two-year period, with two (2) one-year options.

7. Project Name: Vogel Vending, Inc.
Board Authority: Authorized vote of Board of Directors on August 17, 2023
Summary: For the provision and operation of two ATM vending machines located at Pease (Airport Terminal and Golf Course) – exercise the Final One-year option

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Semprini:

The Pease Development Authority Board of Directors hereby approves the signage proposal of Aviation Avenue Group, LLC on behalf of its subtenant, George-Pacific Gypsum, for the building located at 100 New Hampshire Avenue; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering dated August 8, 2025; attached hereto.

N:\RESOLVES\2025\Signs - Aviation Ave Group LLC for Georgia Pacific (8-19-2025).docx

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

To: Paul E. Brean, A.A.E, Executive Director PB

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

Date: August 8, 2025

Subject: New Signage at 100 New Hampshire Avenue

PDA's tenant, Aviation Avenue Group, LLC is requesting approval to install new signage at 100 New Hampshire Avenue for its subtenant, Georgia-Pacific Gypsum. This signage will contain the GP logo and read "Georgia-Pacific".

Roadway Sign : The tenant is proposing to add its logo and "Georgia-Pacific" in raised white letters with a blue frame mounted on 7-foot granite posts with solar lights mounted to the angle trim. This sign will face New Hampshire Avenue. The sign area is 30 square feet. See attached details and rendering.

Building Sign : The proposed building sign consists of non-illuminated printed vinyl sign centered above the doorway as shown on the attached proof. This sign will face Rochester Avenue. The sign area is 9.33 square feet. See attached details and rendering.

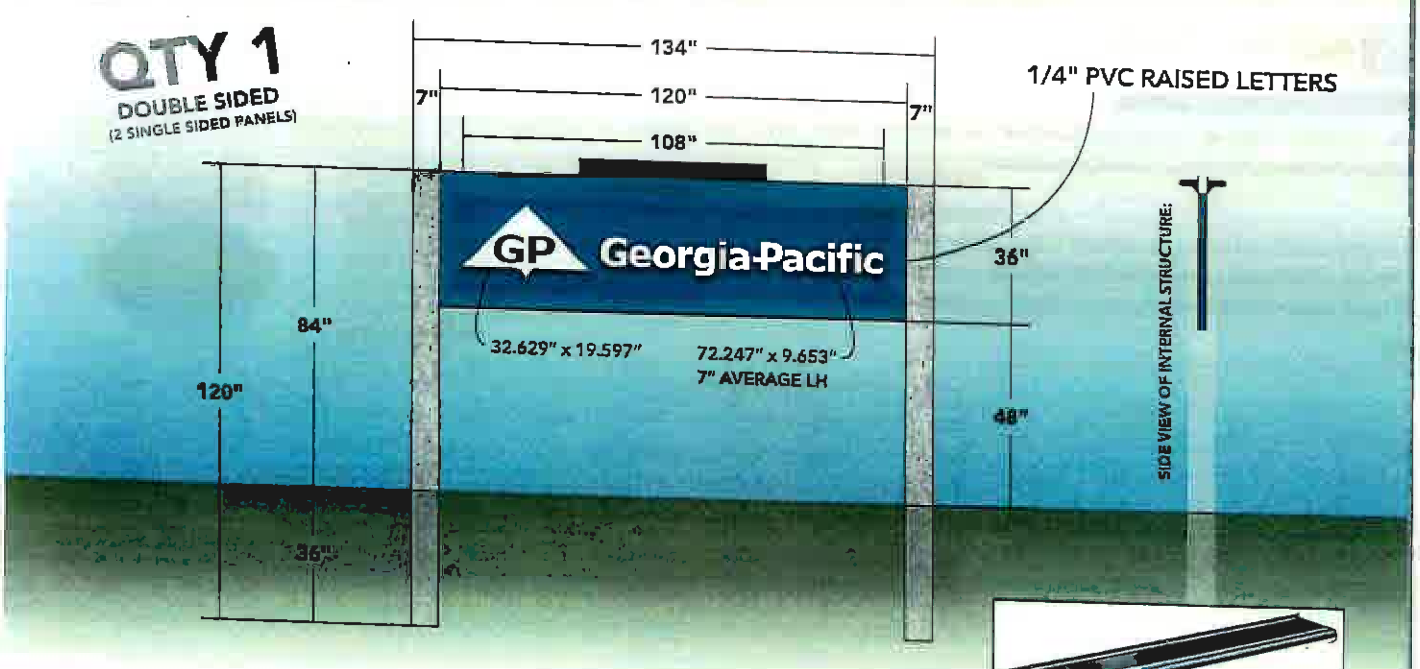
The total square footage of signage remains below 200 square feet as required by the PDA Land Use Controls.

At the August 19 Board of Directors meeting, please ask the Board to consider the sign proposal of Georgia-Pacific Gypsum.

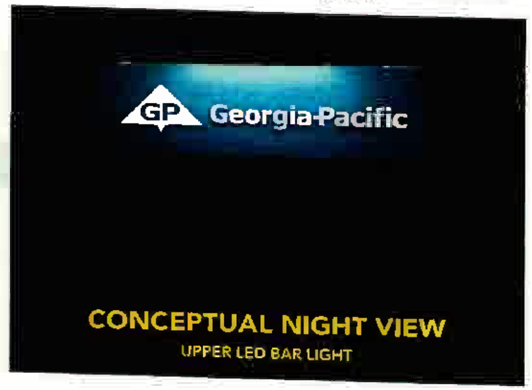
\\pdafile\COMMON\ENGINEER\Board Memos\2025\100 NH Ave Corporate Signage (Georgia Pacific).docx

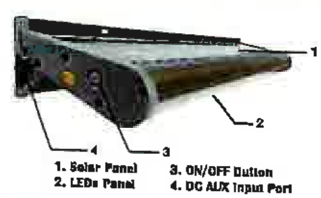
A

SCALE: 1/4"=1'



SOLAR POWERED 20-WATT GRAY OUTDOOR INTEGRATED LED





SIGN FABRICATION

Exterior Roadside Sign

SIZE (Width x Height x Depth): 120" x 36"

QUANTITY: 2 single sided panels

SUBSTRATE: (2) 1/2" PVC, 1/4" PVC raised letters & logo each side

DOUBLE SIDED (2 single sided pvc panels)

CONTENT: logo, georgia-pacific

GRAPHIC/TEXT COLOR: blue back, white lettering

FABRICATION NEEDED: 1/4" pvc raised letters & logo - 1x2" (1/8" wall) tube frame, with 1/2" alum angle on frame (top and bottom) to allow for clean faces (screws through top and bottom of angle). Frame edges painted blue to match faces. Solar lights mounted to angle trim.

SIGN MOUNTING: (2) 7x7x10 granite posts (7ft above grade)

POSTS & HARDWARE: (2)7x7x10 granite posts, internal frame

INSTALLATION

COLOR SCHEDULE (CLIENT TO VERIFY!!)
PMS 301 C
WHITE

Georgia-Pacific

NAME:
Georgia-Pacific Gypsum
Exterior signage

ADDRESS:
100 New Hampshire Ave
Newington, NH 03801

SALES PERSON:
Brendan Sullivan

DESIGNER:
SS

DATE:
06.25.2025

PG		ITEM	REV	DATE
1.0	A	EXTERIOR SIGNAGE ON POSTS	6	8.7.25
2.0	B	EXTERIOR WALL SIGN ABOVE DOOR	3	7.7.25

PortsmouthSign.com
603-436-0047

REVISION:
All orders under $250 include 1 revision only.
All orders over $250 include 2 revisions only.
Additional revisions will be charged at $25 per revision.

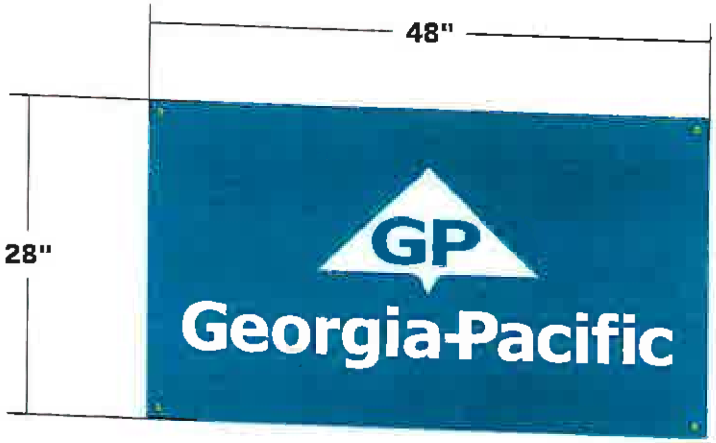
PLEASE NOTE:
Designs are NOT actual size and color may vary depending on printer and/or monitor.

RETURN SIGNED TO: service@portsmouthsign.com

I understand this design is the final production order and replaces all previous drawings, notes and verbal instructions to this job. Standard vinyl & paint colors will be unless otherwise specified. I have carefully reviewed this proof and verify that it contains all necessary specifications and represents my order. I authorize fabrication according to this approval.

SIGNATURE:________________________ Date:____________

B SCALE: 3/4"=1'



QTY 1
SINGLE SIDED

SCALE: 1/16"=1'

SCALE IS APPROXIMATE

SIGN FABRICATION

Exterior Building Sign

SIZE (Width x Height x Depth): 48" x 28"

QUANTITY: 1

VINYL TYPE: print vinyl laminated

SUBSTRATE: 1/4" dibond

SINGLE SIDED

CONTENT: logo, georgia-pacific

GRAPHIC/TEXT COLOR: blue back, white lettering

FABRICATION NEEDED: print vinyl laminated

SIGN MOUNTING: exterior side of building

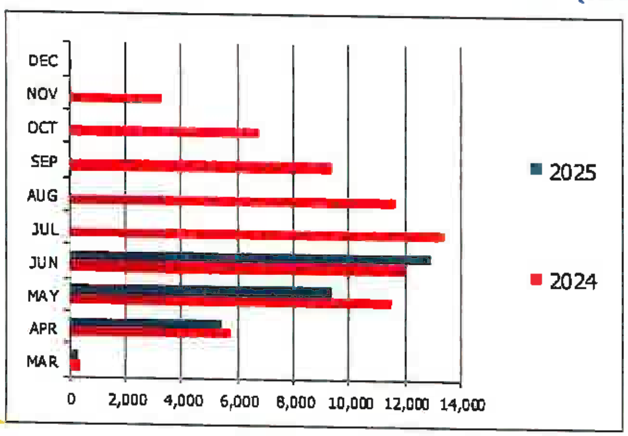
POSTS & HARDWARE: painted screws

INSTALLATION

COLOR SCHEDULE (CLIENT TO VERIFY)
PMS 301 C
WHITE

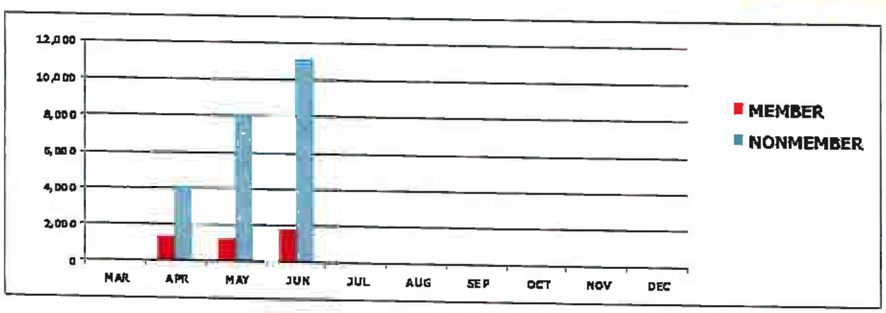
KEY GOLF COURSE BENCHMARKING DATA – JUNE 2025

ROUNDS OF GOLF PLAYED (SEASON)



	2025 SEASON	2024 SEASON	2023 SEASON
ROUNDS PLAYED	28,047	74,251	73,897
RAIN DAYS	26	55	58

2025 MEMBER / NONMEMBER ROUNDS (SEASON)



GOLF SIMULATOR REVENUES	FY 2025	FY 2024
JULY	$120	$1,799
AUGUST	$165	$1,107
SEPTEMBER	$390	$280
OCTOBER	$3,212	$3,403
NOVEMBER	$12,631	$15,547
DECEMBER	$18,395	$20,789
JANUARY	$24,692	$26,413
FEBRUARY	$22,331	$27,234
MARCH	$21,888	$23,756
APRIL	$6,299	$2,924
MAY	$895	$1,015
JUNE	$480	$240
	$111,497	$124,507

GRILL 28 GROSS SALES	FY 2025	CONCESSION FEES EARNED (17%)	FY 2024	CONCESSION FEES EARNED (17%)
JULY	282,315	47,994	327,065	55,601
AUGUST	299,823	50,970	348,564	59,256
SEPTEMBER	249,293	42,380	307,833	52,332
OCTOBER	197,547	33,583	243,213	41,346
NOVEMBER	128,372	21,823	142,063	24,151
DECEMBER	150,458	25,578	166,385	28,285
JANUARY	108,049	18,368	125,329	21,306
FEBRUARY	87,732	14,914	128,748	21,887
MARCH	118,939	20,220	148,462	25,239
APRIL	157,787	26,824	177,109	30,109
MAY	235,577	40,048	278,408	47,329
JUNE	312,323	53,095	315,276	53,597
	$2,328,215	$395,797	$2,708,455	$460,437

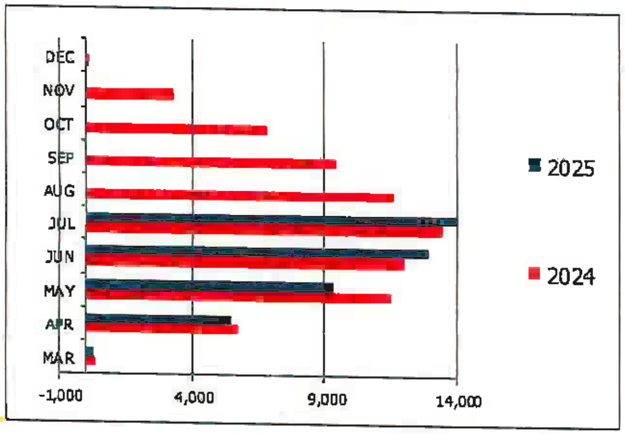
2025 ROUNDS- SEASON	
MEMBER	4,742
NONMEMBER	23,305
TOTAL	**28,047**

2024 ROUNDS- SEASON	
MEMBER	10,725
NONMEMBER	63,526
TOTAL	74,251

CLUB/ COURSE FUNCTIONS	FY 2025 YTD	FY 2024 YTD
GROUPS 20-59	49,723	52,960
TOURNAMENT PLAY	294,620	278,135
LEAGUES	104,709	98,689
FOOD AND ROOM FEES	321,190	360,481

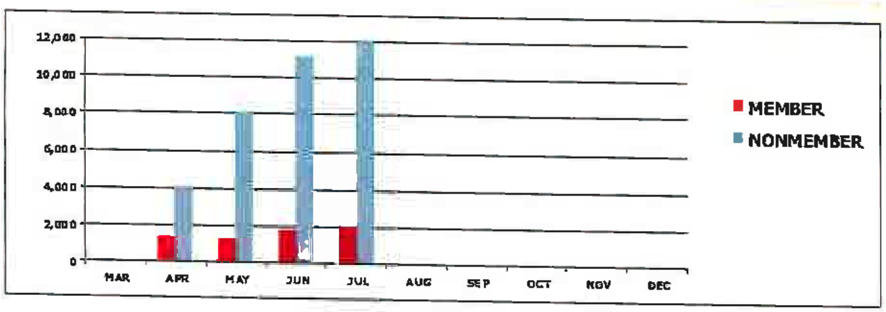
KEY GOLF COURSE BENCHMARKING DATA – JULY 2025

ROUNDS OF GOLF PLAYED (SEASON)



	2025 SEASON	2024 SEASON	2023 SEASON
ROUNDS PLAYED	42,219	74,251	73,897
RAIN DAYS	31	55	58

2025 MEMBER / NONMEMBER ROUNDS (SEASON)



GOLF SIMULATOR REVENUES	FY 2026	FY 2025
JULY	$365	$120
AUGUST		$165
SEPTEMBER		$390
OCTOBER		$3,212
NOVEMBER		$12,631
DECEMBER		$18,395
JANUARY		$24,692
FEBRUARY		$22,331
MARCH		$21,888
APRIL		$6,299
MAY		$895
JUNE		$480
	$365	$111,497

GRILL 28 GROSS SALES	FY 2026	CONCESSION FEES EARNED (17%)	FY 2025	CONCESSION FEES EARNED (17%)
JULY	307,912	52,345	282,315	47,994
AUGUST		0	299,823	50,970
SEPTEMBER		0	249,293	42,380
OCTOBER		0	197,547	33,583
NOVEMBER		0	128,372	21,823
DECEMBER		0	150,458	25,578
JANUARY		0	108,049	18,368
FEBRUARY		0	87,732	14,914
MARCH		0	118,939	20,220
APRIL		0	157,787	26,824
MAY		0	235,577	40,048
JUNE		0	312,323	53,095
	$307,912	$52,345	$2,328,215	$395,797

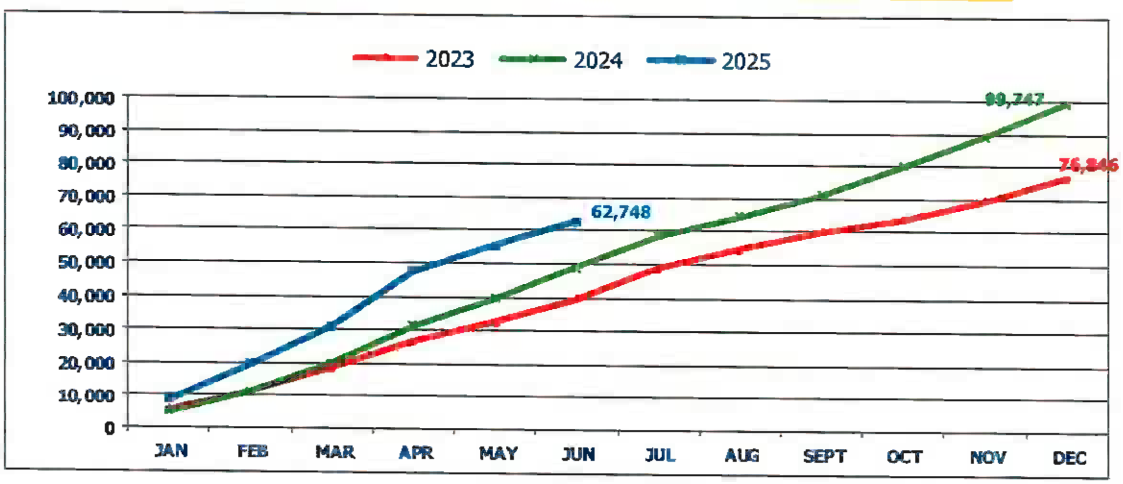
2025 ROUNDS- SEASON	
MEMBER	6,811
NONMEMBER	35,408
TOTAL	**42,219**

2024 ROUNDS- SEASON	
MEMBER	10,725
NONMEMBER	63,526
TOTAL	74,251

CLUB/ COURSE FUNCTIONS	FY 2026 YTD	FY 2025 YTD
GROUPS 20-59	6,488	5,210
TOURNAMENT PLAY	30,720	35,820
LEAGUES	16,633	22,547
FOOD AND ROOM FEES	34,255	27,969

AIRPORT REPORT
PERIOD ENDING JUNE 2025

JUNE ENPLANEMENTS	2025
Scheduled Enplanements	5,172
Chartered Enplanements	2,391
Total Enplanements	**7,563**
2025 Enplanements YTD	**62,748**



REVENUE PARKING-JUNE $31,493

809 Transactions @ $38.93

JUNE FUEL FLOWAGE FEES	$187,915
Total Gallons	2,348,940
CRAF and DOD	84%
Commercial	9%
General Aviation	7%

- **Fuel Pricing**
  - **Port City Air Retail; $6.15 Jet A**
  - **Port City Air Retail; $6.65 100LL**
  - **Northeast Avg; $6.96 Jet A, $7.70 100LL**
- **Grant Projects**
  - **Airport Layout Plan Update**
  - **Taxiway Alpha**
- **ATCT Design & Construction**
- **Enterprise Concession Fees: Apr., May, June $25,057.89**

PSM PSW
PEASE
AIRPORT
MANAGEMENT

36 Airline Ave., Portsmouth, NH 03801
603.433.6536

Memorandum

To: John Meehan, Airport Manager JM

From: Sandy McDonough, Airport Community Liaison SM

Date: August 6, 2025

Re: Noise Report for June 2025

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

- June 11, 2025: A resident from Portsmouth, New Hampshire logged a complaint concerning aircraft flying before 6:00 a.m. claiming that there is a noise ordinance between 11:00 p.m. and 6:00 a.m.

- June 27, 2025: A resident from Elliot, Maine logged a complaint about multiple military aircraft flying in and out of Portsmouth and wanted to know when it was going to stop.

All noise inquiries submitted to the noise line are received and responded to.

PSM DAW
PEASE
AIRPORT
MANAGEMENT

36 Airline Ave., Portsmouth, NH 03801
603.433.6536

Memorandum

To: John Meehan, Airport Manager

From: Sandy McDonough, Airport Community Liaison

Date: August 6, 2025

Re: Noise Report for July 2025

Portsmouth International Airport at Pease ("PSM") received six noise inquiries in July, 2025

- July 6, 2025: A resident of Portsmouth, New Hampshire (Sherburne Village neighborhood) logged a complaint about the noise from military F18 Fighter Jets. The F18s were at PSM for a joint military exercise. Surrounding communities were briefed on this exercise prior to its start date.

- July 6, 2025: A resident from Portsmouth, New Hampshire logged a complaint concerning military F18 Fighter Jets flying out of Portsmouth.

- July 6, 2025: A resident from Portsmouth, New Hampshire (Sherburne Village neighborhood) called back concerning the F18s stating the noise is ear piercing and must stop.

- July 10, 2025: A resident of Durham, New Hampshire logged a complaint about the air traffic. They recently moved to Durham and live on the flight path. They would like to see if the flight path can be altered and/or a curfew can be implemented.

- July 10, 2025: A resident of Newington, New Hampshire logged a complaint concerning the ongoing exercise with the F18's. They support the mission, but do not want the aircraft flying over their neighborhood.

- July 13, 2025: A resident of Portsmouth, New Hampshire (Sherburne Village neighborhood) logged a complaint concerning two helicopters that flew over the neighborhood.

All noise inquiries submitted to the noise line are received and responded to.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Parker:

In accordance with the provisions of Section 3.11 of the By-Laws of the Pease Development Authority ("PDA"), the PDA Board of Directors hereby approves of and authorizes the Executive Director to create and fund, a full-time non-classified benefited Administrative Assistant position at the PDA; all in accordance with the memorandum of Tanya Coppeta, Employee Relations Manager, dated July 31, 2025; attached hereto.

N:\RESOLVES\2025\Create and Fund New PDA Position (8-19-25).docx

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

To: Paul Brean, Executive Director PAB
From: Tanya Coppeta, Employee Relations Manager TMC
CC: Michael Mates, Director of Engineering
Date: 7/31/25
Subj: Full-time position: Administrative Assistant

I request the addition of one full-time, benefitted, non-classified Administrative Assistant position to Pease Development Authority's (PDA) staff. This position will support three distinct areas: administrative support to the Human Resources (HR) and Engineering departments, and Reception coverage.

Neither the HR nor Engineering departments currently have dedicated administrative support. While neither department requires full-time administrative support currently, both need some level of part-time support. Engineering estimates it needs about 10-15 hours of support per week, while HR estimates it needs about 15-20 hours per week. The Reception position requires staffing the front desk at the corporate office during PDA's business hours of 7:30 a.m.-4:30 p.m. Monday through Friday. Administrative work has historically been completed at the front desk without issue.

The Employee Relations Manager (ERM) is the only Human Resources staff member, with responsibilities for over 70 full-time and 50-125 part-time and seasonal employees, depending upon the season. PDA's HR department is independent of the State of New Hampshire's Division of Personnel (DOP), with its own policies, procedures, and programs. Other than the actual enrollment of benefit eligible employees in the State's insurance plans, the DOP has no role in the functioning of PDA's HR department.

The current ERM is responsible for benefit administration, employee relations, training and employee development, recruiting and onboarding, compliance, safety, and succession planning. Time spent on employee relations and succession planning has increased noticeably over the last five years due to increased top-level retirements, new managers and supervisors who require increased coaching/training, world events, PDA growth, and highly impactful changes in some departments. Adding part-time administrative support for entry-level and clerical HR tasks will allow the ERM to focus more attention on those areas that impact PDA's fiscal health such as staff retention and development, building and maintaining a competitive compensation and benefits plan, keeping Worker's Compensation costs down through education and training, and succession planning for the future.

There is currently no backup to the ERM who can perform HR functions for the PDA. Due to the sensitive nature of the HR role and required confidentiality, it would not be appropriate to cross-train an employee with no experience in this or an associated field. This position requires experience with the proper handling of confidential information and the importance of compliance.

Over recent years the PDA Engineering Department has experienced increased requirements in the areas of permits, grants, bid openings, and other associated administrative needs. Additionally, ever changing environmental regulations and requirements requires significant Engineering staff time. Engineering also has multiple, ongoing construction projects requiring active administrative support. This new position will act as the PDA Digsafe Coordinator for the PDA and its tenants, administer the bidding process, track reporting deadlines, and assist with submissions for permits, grant compliance, and ad-hoc administrative support.

The Reception portion of the role will continue to staff and oversee the front desk during PDA business hours, prepare for meetings, answer incoming calls and manage all other Reception functions.

We anticipate that this role will report to the Employee Relations Manager, will be hourly/non-exempt, and will pay $53,000-$60,000 annually. A job description is attached.

At the August 19, 2025, meeting of the Board, please request authorization to add a full-time, benefitted non-classified Administrative Assistant position to support Engineering, Human Resources, and Reception.

Thank you for your consideration.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

Pease Development Authority
Job Description

Job Title:	Administrative Assistant/Receptionist
Department:	Human Resources
Reports to:	Employee Relations Manager
Revision Date:	August 2025
Status:	Non-Exempt (hourly)
Employee Type:	Regular Full Time

Job Summary

The Administrative Assistant/Receptionist provides administrative and clerical support to the Human Resources and Engineering departments, and oversees the front desk. This position is also responsible for performing all front-desk/reception duties.

Essential Duties and Responsibilities

Front desk:

- Greets visitors and answers incoming calls warmly and enthusiastically; answers questions and provides information to the general public.
- Routes incoming calls and visitors.
- Maintains clean and neat front desk/office area.
- Retrieves, sorts and processes the mail.
- Assists with office management tasks, i.e., managing office supplies, office equipment maintenance and repair.
- Posts upcoming public meetings; places ads as necessary.
- Maintains news /internet files regarding the Pease Development Authority.
- Prepares for monthly Board of Director meetings by arranging refreshments, greeting and guiding visitors, and providing general support as needed.
- Assists in the monthly preparation of Board packages.

Human Resources:

- Maintains confidentiality at all times.
- Assists in maintaining employee records , including personnel files, I9 forms, annual policy signoffs, drug testing forms, and other documents as assigned.
- Assists with recruitment: Places job ads, schedules interviews, and assists in onboarding new hires.
- Assists with benefits administration, including Open Enrollment.
- Assists with researching and providing staff training programs.
- Assists with compliance with labor laws and PDA policies.

- Processes employee paperwork, including new hire documents, personnel action forms and benefit enrollment forms.
- Tracks and follows-up with unit managers regarding annual performance reviews.
- Assists with communicating changes or updates to staff.
- Maintains internal and external Human Resources Sharepoint page(es).

Engineering

- Assists with processing Dig Permit applications.
- Processes building permits with City of Portsmouth and Town of Newington.
- Prepares Engineering materials for Board of Directors meetings
- Prepares abutters lists and certified mailings for public hearings.
- Processes invoices.
- Assists with processing FAA and DOT requests for reimbursement.
- Preps for and participates in weekly Airport/Engineering meetings.
- Tracks reporting deadlines and assists with submissions for permits, grant compliance, contracts and other programs as needed.
- Provides ad-hoc administrative support to the Engineering Department.

Additional Duties

- Other duties as assigned.

Essential Behavior Requirements

These behaviors are based on PDA cultures and values critical to support the mission of the organization.

Service Quality: Exceed the customer's (both internal and external) needs in every interaction.

Teamwork: Ability to demonstrate cooperative spirit and capacity to work well as a team member.

Problem Solving: Recognize and define problems; analyze relevant information; encourage alternative solutions and plans to resolve situations; seek additional assistance when needed.

Communication: Actively listen to customers (includes coworkers, public, BOD, etc.) empathizes (sees the situation from the customer's perspective) and work together to solve the problem through affective communication.

Minimum Qualifications

Education and/or Experience

- Associates' degree and 1-2 years' experience in a similar position or an equivalent combination of education and experience.
- Current Driver's license from the state of residence.

Knowledge/Skills/Abilities

- Demonstrated ability to maintain strict confidentiality at all times.
- Demonstrated ability to establish and maintain effective working relationships with all levels of personnel.
- Ability to maintain remain calm in volatile situations.
- Excellent written, verbal, and presentation skills.
- Ability to diplomatically and tactfully deal with individuals in different situations.

- Knowledge of general office procedures and practices
- Strong written and verbal communication skills, with the ability to work with all levels of personnel
- Strong organizational and prioritization abilities, and the ability to adapt to frequently changing priorities
- Solid working knowledge of a variety of computer software applications in payroll, accounting, word processing, spreadsheets, and database software.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Levesque:

In accordance with the provisions of Section 3.11 of the By-Laws of the Pease Development Authority ("PDA"), the PDA Board of Directors hereby approves of and authorizes the Executive Director to create and fund, a full-time non-classified benefited Port Worker position at the PDA Division of Ports and Harbor; all in accordance with the memorandum of Richard Hartley, Acting Director, Division of Ports and Harbors, dated July 29, 2025; attached hereto.

N:\RESOLVES\2025\Create and Fund New DPH Position (8-19-25).docx

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

To: Paul Brean, Executive Director Rcvd
From: Richard Hartley, Acting Director, Division of Ports and Harbors R Hartley
CC: Tanya Coppeta, Human Resources
Date: 7/29/25
Subj: DPH position: Full-time Port Worker

I request the addition of one full-time, benefitted, non-classified Port Worker position to Division of Ports and Harbors' (DPH) staff.

DPH is committed to providing the highest standard of safety, security, and customer service to residents and users of New Hampshire waterways. Proper staffing is necessary to ensure these goals are met.

Increased natural disasters impacting coastal regions have had significant impacts on maritime resources, necessitating increased repairs. Increased vessel traffic, including cruise ships and varied cargos, as well as increased regulatory requirements and construction and maintenance projects have required significant staff support and attention. Increased traffic at all three harbors under DPH's jurisdiction has required staffing support to ensure the user experience is positive. All these factors have revealed the need for additional staff to ensure DPH continues to offer the highest quality customer service and safety to the boating public while working to increase revenue.

In addition, there are several capital improvement projects requiring staff participation and/or oversight pending or in progress at DPH. These include the rehabilitation of the Market Street Terminal, Portsmouth Fish Pier project, and future potential improvements to Hampton and Rye harbor facilities. Facilities cannot be allowed to deteriorate due to lack of staff to oversee these projects.

Responsibilities on all staff have increased (specifically our Operations and Terminal Managers) due to many reasons, including FTZ (Foreign Trade Zone) processing as a response to tariffs and other factors. Business Development activity has increased exponentially with the goal of increasing DPH revenue.

A qualified, experienced individual is needed on a full-time basis to ensure this ongoing maintenance and repair work is completed properly, safely, on time, and on budget. In practical terms, this full-time position would be able to take on tasks such as daily maintenance rounds in Rye, Hampton, and Portsmouth, as well as assist with developing new DPH maintenance programs. Adding this position would, in turn, free up other DPH staff to focus on business development activities and revenue-generating activities.

This position will report to the Terminal Operations Manager. It is an hourly, non-exempt position with a salary range of $60,008-$65,000 per year. Please see the attached job description for duties and responsibilities.

At the August 19, 2025, meeting of the Board of Directors, please request authorization to add a full-time, benefited, non-classified Port Worker position to the DPH staff.

Thank you for your consideration.

Pease Development Authority
Job Description

Job Title:	Port Worker
Department:	Division of Ports and Harbors (DPH)
Reports to:	Terminal Operations Manager, Division of Ports and Harbors
Creation Date:	July 2025
Status:	**Non-Exempt (hourly)**
Employee Type:	Regular Full Time

Job Summary:
The Port Worker is responsible for assisting with the coordination and maintenance of daily port operations in support of DPH's mission.

Essential Duties and Responsibilities

- Coordinates and manages harbor operations to include traffic and visitor management, vendors and mooring owners.
- Performs basic maintenance of assigned facilities, to include light carpentry and diagnosing power issues.
- Communicates with tenants and contractors regarding daily operations of the Port and its Harbors and ensures all are following established DPH and environmental regulations.
- Ensures harbor tenants follow established rules and guidelines in daily operations.
- Performs, tracks and reports daily harbor maintenance tasks to the Terminal Operations Manager and Port Director, as appropriate
- Repairs, replaces and maintains all DPH equipment at all assigned facilities, forecasts and delegates future maintenance work with the Terminal Operations Manager and Port Director as appropriate.
- Communicates with and oversees subcontractors as assigned.
- Ensures the cleanliness and safety of the assigned facilities is maintained, including tenant areas.
- Maintains daily log of facility activities as assigned.
- Maintains all fuel systems at assigned facilities, including reconciling and depositing funds from fuel sales.

Minimum Qualifications:

- High School Diploma or equivalent.
- If the applicant is a student registered in a youth apprenticeship program the requirement for a diploma shall be waived.

Licenses/Certifications:

- Driver's license (Required)
- TWIC Card or ability to obtain (Preferred)

Work Location:

- In person

Essential Behavior Requirements

These behaviors are based on PDA cultures and values critical to support the mission of the organization.

Service Quality: Exceed the customer's (both internal and external) needs in every interaction.

Teamwork: Ability to demonstrate cooperative spirit and capacity to work well as a team member.

Problem Solving: Recognize and define problems; analyze relevant information; encourage alternative solutions and plans to resolve situations; seek additional assistance when needed.

Communication: Actively listen to customers (includes coworkers, public, BOD, etc.) empathizes (sees the situation from the customer's perspective) and work together to solve the problem through affective communication.

Knowledge/Skills/Abilities

- Working knowledge of environmental and maritime rules and laws pertaining to the operation of a port.
- Knowledge of principles and practices of boating safety and marina management, marine construction and engineering methods, and maintenance and operation of marina equipment and facilities.
- Ability to establish and maintain effective working relationships with all levels of personnel and the ability to tactfully deal with individuals in difficult situations.
- Working knowledge of a variety of computer software applications including word processing, spreadsheets, and database software.

PEASE
INTERNATIONAL
PORTS AND HARBORS
555 Market Street, Suite 1 Portsmouth, NH 03801

To: Pease Development Authority Board of Directors

From: Richard Hartley, Acting Director Ports and Harbors R.A. Hartley

Date: August 19, 2025

SUBJECT: PORTS AND HARBORS PDA BOARD NOTES

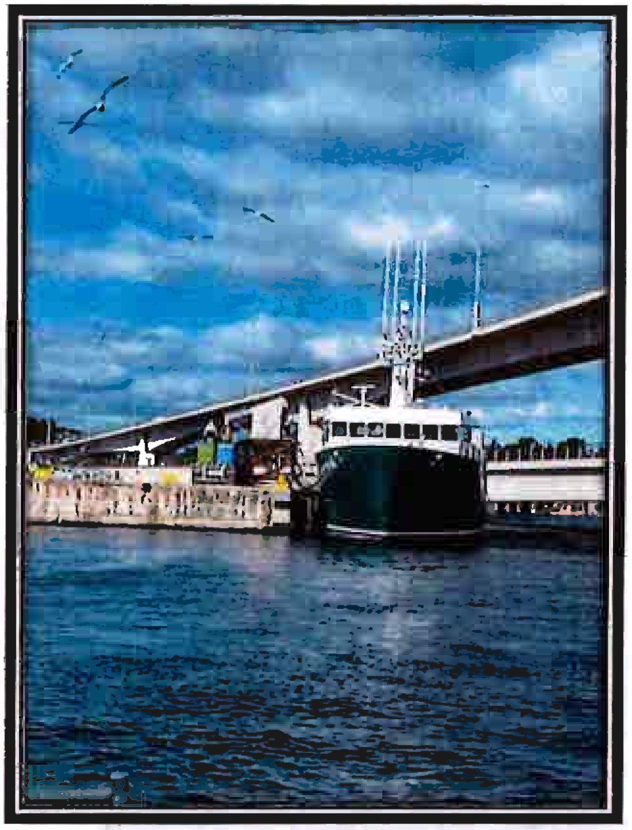
Market Street Terminal:

- **Vessel/ Cargo Report:**
  - *Cooper Island* - 43,447 Tons Road Salt
  - *BBC Ukraine* - 127 Tons Aseptic Filling System
  - *Centurius* – 4,409 Tons Copper Cathodes
  - *NACC Providence* – Bunkering
  - *American Patriot (4 arrivals)* – approx. 470 Passengers total
  - *Handy 3, Handy 4* – Bunkering
  - *Navy Yard Tug* – Propulsion Checks
  - *Ocean Venture* – Approx. 1,470 Tons Menhaden (Pogies)
  - *UNH Turbine Barge* – Upgrade and Overhaul

Centurius offloading cargo onto MST pier

- **MARAD Port Infrastructure Development Program (PIDP) Grant (Due 9/10/2025)**
  - Requesting approx. $9.5M for MST projects & PFP Build reimbursement
    - MST Office Replacement - $7,893,200
    - Portsmouth Fish Pier (Reimbursement) - $234,458
    - Telehandler - $123,160
    - Rough Terrain Forklift – $1,047,992

- UTV/ Side-By-Side - $33,500
- HM Patrol Vehicles - $160,000
- Funding Allocation: 82.8% Federal (Grant)/ 17.2% NH State Funded



Ocean Venture Landing Menhaden on MST Barge

Portsmouth Fish Pier:

- **AME/BPS (Appledore Marine Engineering and Bonnette, Page & Stone)**
  - Final State Fire Marshal Office (SFMO) inspections on electrical, plumbing, and building were conducted satisfactorily on Aug 6th.
  - Request to approve a new Bait Cooler ROE in the board package.
  - Change Order Number 05 – Bait Cooler Installation Time Extension Request; revised Substantial Completion date is September 23, 2025.

- **LRE Fueling Project (Lakes Region Environmental)**
  - PFP Fuel: Working with Lakes Region and BPS on getting fuel up and running; once WIFI is reestablished, full fueling operations will commence.

- **Future PFP Facility Ops**
  - Solutions for providing ice to local fishing community are being researched.
  - Reinstalling outside hoists (removed during pier project).
  - Implementing DPH maintenance tracker program at PFP - "newest facility".

Rye Harbor:

- Actively gathering harbor user inputs for Rye Harbor study.
- Collecting input for of end-of-season improvements.
    - new hydraulic hoists and boat floats scheduled for 2026 season

- **June/ July figures**
    - Vehicles Parked: 5,102
    - Vessels Launched: 550

- **Rye Harbor Fuel**
    - Unleaded: 7,483.137 gal
    - Diesel: 7054.416 gal

Hampton Harbor:

- **June/July figures:**
    - Vehicles parked: 4,019
    - Vessels launched: 440
    - Season launch passes sold: 6

- **Hampton Harbor Fuel**
    - Diesel: 852.212 gal OTR
    - Hampton Harbor Fuel Tank Swap: Gasoline fuel (10K gallon tank) available as of August 1st. By Aug 8th, over 1000 gallons sold to Seacoast boaters.

DPH Website Fuel Availability Posting

Moorings, Enforcement:

- Several meetings have been held to discuss areas of improvement needed in the administrative rules. The review of the rules is intended to close any obvious loopholes and try to address issues that have been brought to our attention. We fully intend on giving the public opportunity to provide input into this process with public sessions for comment specifically on this topic.
- Harbor masters are patrolling the 29 mooring fields, actively checking each mooring location to ensure each are in proper location, contacting mooring owners to move them if they are not in compliance, and ensuring correct registered vessel is on mooring with gear properly labelled. HMs are contacting owners not in compliance.
- On Aug 4, 2025, DHS released FY25 Port Security Grant (PSGP) Notice of Funding Opportunity, requiring all applications be submitted within 11 days – by Aug 15th.
    - Given the importance of this grant and limited timeframe, DPH staff have prioritized efforts toward a quality grant request submittal.
    - Published anticipated award date is NLT September 30, 2025.
    - Approx $750K sought to fund security cameras, updated camera system, and improved security barriers.
    - New mooring permit offers are being completed and the process of updating the forms for the upcoming season will begin soon.

General:

- **Foreign Trade Zone**
    - Significant increase in FTZ applications this year. Thus far, 1 has been approved for production & waiting to activate, and 3 are pending approval.
    - Seeking part-time FTZ subject matter expert/consultant to assist in applications.
    - Coordinating closely with NH Department of Business and Economic Affairs (BEA) in answering FTZ requests to improve quality and timeliness of submittals.

Foreign Trade Zone Schematic

555 Market Street, Suite 1 Portsmouth, NH 03801

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

From: Richard Hartley, Assistant Director, Ports and Harbors

Date: June 11, 2025

Subject: Charter boat Right of Entry, Hampton Harbor Marine Facility

The Division of Ports and Harbors (the "Division") received a request from Jim Walsh, a charter fishing boat operator, to enter into a Right of Entry ("ROE") agreement for use of the facilities at the Hampton Harbor Marine Facilities (the Premises") in association with his charter fishing business, Walsh's Deep Sea Fishing, Inc. This is a "Charter Only" operation to use the premises to pick up and drop off charter customers. The Division has reviewed the request and in accordance with RSA 12-G:43 (b), "Aid in the development of saltwater fisheries and associated industries" recommends approval through the "Delegation to Executive Director: Consent, Approval, and Execution of Charter Boat Right of Entry," adopted by the PDA Board of Directors on April 20, 2017. The Division is proposing the end of the term of the ROE to coordinate with the existing charter fishing ROE's and expire on June 30, 2026. A recommendation from the Hampton Harbor Facility Manager, Kevin Hanlon, is attached for reference.

Should you approve, a ROE agreement will be executed, subject to the terms and conditions listed below, and reported to the PDA Board of Directors at the next scheduled meeting.

PREMISES:	Hampton Harbor Marine Facility, 1 Ocean Blvd. Hampton, NH
PURPOSE OF ROE:	Charter Boat Operations & Customer Parking
PERIOD OF USE:	Upon approval through June 30, 2026
CUSTOMER PARKING FEE:	$10.00 per vehicle for customers using the Premises parking area, subject to change during the term of the ROE.

Among other requirements, Walsh's Deep Sea Fishing, Inc. shall meet the following required conditions, in accordance with the Charter Right of Entry agreement, prior to operating the charter at the facility:

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

PEASE
INTERNATIONAL
PORTS AND HARBORS

Date: June 9, 2025

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

From: Kevin Hanlon, Hampton Harbor Facilities Manager KH

Re: Right of Entry, Walsh's Deep Sea Fishing, Inc.

Walsh's Deep Sea Fishing, Inc. (Walsh's) would like to apply for a Right of Entry (ROE) to operate a charter fishing business out of Hampton Harbor Marine Facility. Walsh's is a family owned and operated fishing charter business that has been in business for 54 years. They currently operate out of Lynn, MA. Walsh's is currently registered with the New Hampshire Department of State and is in good standing. Walsh's is up to date with their insurance requirements and fees. Walsh's has agreed to work within the guidelines and rules set forth by the Pda. I feel that Walsh's would be a good addition to our Hampton Harbor Facility. I recommend the issuing of an ROE to Walsh's Deep Sea Fishing, Inc.

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 APRIL 30, 2025 4:00 PM

PRESENT: Chris Snow, Chair
Mike Donahue, Vice-Chair
Erik Anderson
Jeff Gilbert
Bill McQuillen
Richard Hartley, Assistant Port Director (excused at 4:50 PM)
Tomas Maciel, Operations Manager/Point of Contact, PDA-DPH

1. CALL TO ORDER

Chair Snow called the meeting to order at 4:02 PM, following completion of the Public Hearing on Pda 700 Administrative Rules.

2. INTRODUCTION OF ASSISTANT PORT DIRECTOR RICHARD HARTLEY

Hartley commented that he is looking forward to learning, and receiving advice and feedback, from the Council.

3. APPROVE MINUTES

Anderson made a motion to approve the March 26, 2025 minutes, Gilbert seconded. No discussion, a vote was taken, all were in favor and the motion passed.

4. FINANCE REPORT

The finance report for the period ending February 2025 was included in the packet. Gilbert commented that the notes you see under the income statement captures most of the comments that he would make, and it's a useful resource to have. Year to date overall is tracking close to budget. Gilbert added that if Hartley could provide any information outside of items on the report, since its always trailing, that may be useful. Hartley reported that staff is trying to get ahead of the budget and projecting for capital improvements and maintenance. With that, plans are being implemented with Maciel taking lead on tracking the CIP. Meetings are being held with PDA Finance to keep communications open. One item is that the Port is asking to make improvements at Hampton Harbor, switching the diesel fuel tanks to unleaded. Gilbert mentioned that having a Capital replacement and maintenance plan in place is key. Historically capital projects have been funded by the State through appropriations, but to have a vision beyond a year or 2, will be beneficial to the legislature and Governor to know there are significant improvements coming. The goal is to build enough business to keep the Port operating, as it provides significant benefits to the community to have a working Port. Anderson asked about revenue streams and mentioned that some revenue came from the State, with the recent struggles with the budget, will appropriations be available to the Port? Gilbert mentioned the State budget is only about 2 years out so that makes it difficult for facilities to plan for long term projects. And part of it also is the payback, if projects are funded, will it create the ability to generate revenue to support the overall activities of the Port. Maciel reported that parking fee increases passed and will take effect on May 1st. Port staff is also in the process of reviewing the current schedule of terminal fees, and if adopted, revenue should increase over the next 6 months to a year. Donahue discussed the reporting process for storm related expenses and reimbursement funds from FEMA or ARPA funded. The current reporting system is difficult for the reader to understand the real numbers. Donahue recommended that Hartley be very involved in the budget planning. For example, there was no revenue budgeted for wharfage and dockage for February 2025, however, there was $133,000 in revenue. It is difficult to have outward, public discussions on the budget if it is not understood. There was further discussion on fuel sales and the reduction in revenue due to the pumps not always being operational. Fuel expenses are also down, but that doesn't appear to be captured clearly in the report provided to the Council. Gilbert further commented that perhaps the notes should be more geared towards explaining the exceptions in the budget. Other discussion included depreciation numbers in the report. Gilbert mentioned one of the challenges for depreciation is that it may or may not be an accurate reflection of things that are going to be replaced in the near future. Anderson spoke on the fuel sales, fuel flowage, and pricing at the pumps. Gilbert mentioned that most financial statements are based on timing, as the statements are always trailing. There is a concern that folks reading the report may be just looking at each business unit and the negative balances that are showing, without seeing the full picture.

5. PISCATAQUA RIVER VESSEL TRANSIT REPORT

The March transit report was included in the packet. Snow mentioned it is unfortunate that there isn't a Pilot on the Council, there has been had a Pilot on the Council for many years and they've been able to provide unique insight to what's going on the river. Snow asked if there is some action the Council could take to recommend to the Governor to appoint Chip Taccetta. Hartley agreed and he believes the Council should be made up of a variety of members to provide insight to the Director and agrees a Pilot would be beneficial. Gilbert recommended that Hartley reach out first and see what the reaction is, if no action is taken, the Council will discuss at the next meeting. Donahue reminded the Council that this vacancy goes back to the previous administration and everyone is unsure why there has been no appointments made. Back to the report, it looks like March was a busy month. Hartley mentioned that he met with the Pilots, and was able to join them bringing in a LNG ship. Donahue reiterated the importance of getting the vacancies filled, not only for the expertise they bring, but to assist in being able to maintain a quorum.

6. DIRECTOR'S REPORT

Maciel reported on the items from the April 15, 2025 PDA Board meeting, which are included in the packet, as follows:

- i. Reports:
    1. Commercial Mooring Transfers
    2. Commercial Mooring for Hire
    3. Facilities Report

- ii. Approvals:
    1. Morton Salt, License and Operating Agreement, through May, 2027
    2. Lease agreement, Market St. Terminal, Atlantic Marine Corporation
    3. Schedule of Fees, Parking, Launching, Vessel Storage
    4. Right of Entry, Rye Harbor Marine Facility, Independent Boat Haulers

- Anderson mentioned that he attended one of the Rye Harbor outreach meetings, and asked about the $1 million ARPA funding. It was confirmed that the Port returned about $842,000 to the State as they would not allow the Port to reallocate the funds. The $143,000 that is being paid to Tighe & Bond is coming from the Port funds. From the ARPA, there was about $238,000 expended for the design work that Appledore did towards the retail platform. Hartley explained what his understanding of the ARPA funding in Rye was to be used for, and that is that the PDA was working to get the funds obligated because of the short timeline to obligate the funds, hence the retail platform concept. Donahue commented that the reality is that there were several studies done and several improvements were recommended by Port staff to include the revetment repairs, the launching system, and other improvements to protect the property. The Port staff did not recommend a retail platform. Snow asked about the Tighe & Bond study and if the Port was involved with approval of funding the study. Maciel reported that this study is to help guide the Port and PDA improve the facility as it is, and to mainly keep it the same. The study will hopefully provide an informed way to spend the Ports funds. Donahue asked if there is an update on the Functional Replacement project because that project needs to be completed as this facility is the real revenue driver for the Port. Hartley indicated that the project is moving forward 100% and it is expected to go out to bid within the next month.

7. NEW BUSINESS

No new business

8. COMMITTEE REPORTS

- Business Development/FTZ-Donahue commented that bringing Atlantic Marine to the Market St. Terminal should help drive more business and revenue for the Port.
- Dredging- the 107 Feasibility Study in Hampton/Seabrook is ongoing and we received an expenditure report for the project. The 107 study is ARPA funded.
- Fisheries-Anderson reported that trap clean up took place 2 weeks ago, there was around 100 traps cleaned up. Tomorrow begins the new groundfish season. There was a Presidential executive order to reduce regulations in the fishing industry established, more info to come. Lobster fisheries are setting gear, the boat price of lobsters was high all winter and just collapsed to $ per pound. Discussion on Canada's role in the lobster industry and its relation to the US lobster industry, such as processing.
- Government- Chief McQuillen reported that on April 16th the Administration announced that the FEMA Building Resilient Infrastructure Community (BRIC) Program has been eliminated. The BRIC Program is what municipalities and states would use to seek federal reimbursement for expenses related to disaster prevention, such as seawalls, drainage, and any other measures that would help mitigate damage. This will affect any applications awarded 2020-2023.
- Moorings- Snow reported that waitlist offers are being sent out.
- Marine Facilities- no report.

9. OLD BUSINESS

No old business.

10. PUBLIC COMMENT

Sylvia Cheever was present and commented that the meeting has been informative and is excited about the collaboration that is going on regarding Rye Harbor.

11. PRESS QUESTIONS

No press present

12. ADJOURNMENT

The meeting adjourned at 5:15.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

June 23, 2025

Greg Bauer
Bauer Construction Co., LLC
516 Woodknoll Drive
North Hampton, NH 03862

Re: Right of Entry
Rye Harbor Marine Facility

Dear Mr. Bauer:

I am writing to inform you that, effective July 1, 2025, the monthly fee charged for usage of a portion of the Rye Harbor Marine Facility (via Bauer Construction Co. LLC's Right of Entry ("ROE")) is increasing to $2,083.33, which is consistent with recently increased lay down fees adopted for the marine terminal by the Pease Development Authority, Division of Ports and Harbors. All other terms and conditions set forth in the ROE dated October 2, 2023 (converted to month-to-month by letter dated March 15, 2024) shall remain in full force and effect. Kindly sign and return a copy of this letter to my attention to acknowledge the increased monthly fee for your ROE.

Very truly yours,

Paul E. Brean
Executive Director

Agreed and accepted this 26 day of June, 2025.

Bauer Construction Co., LLC

By: Gregory Bauer
Print Name: Gregory Bauer
Its Duly Authorized: owner

cc: Richard Hartley, Acting Director of DPH (via email)

P:\Port Authority\ROE\Master ROE\Bauer\Bauer Ltr re ROE Fee Increase (7-2025).docx

55 International Drive, Portsmouth NH 03801

MOTION

Director Levesque:

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

1. Hampton Harbor – NHDOT's Ocean Boulevard Improvements and Land and Water Conservation Fund Encumbrance **(Semprini)**

2. Division of Ports and Harbors – Conditional Approval Response – Pda 700 – SLIP PERMITS; STATE-OWNED RESTRICTED PIERS **(Parker)**

3. Portsmouth Fish Pier – Right of Entry – Bait Cooler Users **(Ferrini)**

N:\RESOLVES\2025\Consent Agenda - DPH (8-19-2025).docx

Phone: 603.433.6088 Fax: 603.427.0433 www.peasedev.org

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Semprini:

The Pease Development Authority ("PDA") Board of Directors approves of and supports NHDOT's 40797 Hampton Ocean Boulevard (NH Roue 1A) Project and its related impacts on Hampton Harbor property, and hereby authorizes the Executive Director to take any necessary action in relation to: (i) NHDOT's release and discontinuance of Old Ocean Boulevard along the southwestern edge of the Hampton Harbor property and NHDOT's transfer of responsibility over said area to PDA-DPH; and, (ii) encumbrance of the same aforesaid area as part of the Land and Water Conservation Fund program consistent with the rest of the Hampton Harbor property; all in accordance with the memorandum of Paul E. Brean, Executive Director, dated August 8, 2025; attached hereto.

N\Resolves\2025\DPH - Hampton Harbor LWCF (8-19-25)

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

Memorandum

To: Board of Directors

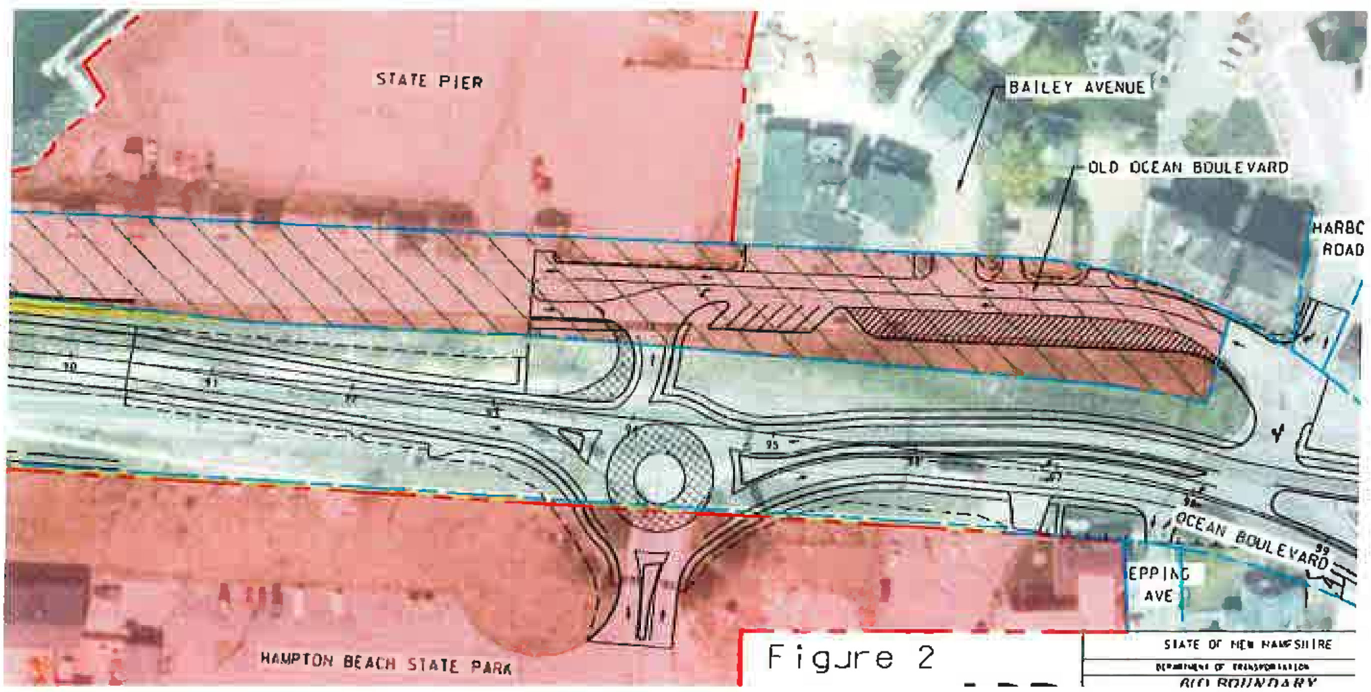
From: Paul E. Brean, Executive Director PB

Date: August 8, 2025

Subject: Hampton Harbor Impact from NH DOT Ocean Boulevard (NH Route 1A) Project

---

The New Hampshire Department of Transportation ("NHDOT") is planning significant improvements to a 3.3-mile corridor along Ocean Boulevard (NH Route 1A) in Hampton; commencing in 2029 with anticipated completion date in 2032. The project includes improvements to vehicular and pedestrian traffic, signalization at intersections, installation of a roundabout, bike shared-use shoulders, as well as improvements to sidewalks and reconstruction of parking areas. An excerpt showing the planned roadway in the vicinity of Hampton Harbor post-project appears below:



As shown above, the project area includes the section of Route 1A bisecting the Hampton Beach State Park (maintained by the Division of Parks and Recreation), and the Hampton Harbor Marine Facility maintained by the Pease Development Authority ("PDA"), Division of Ports and Harbors ("DPH").

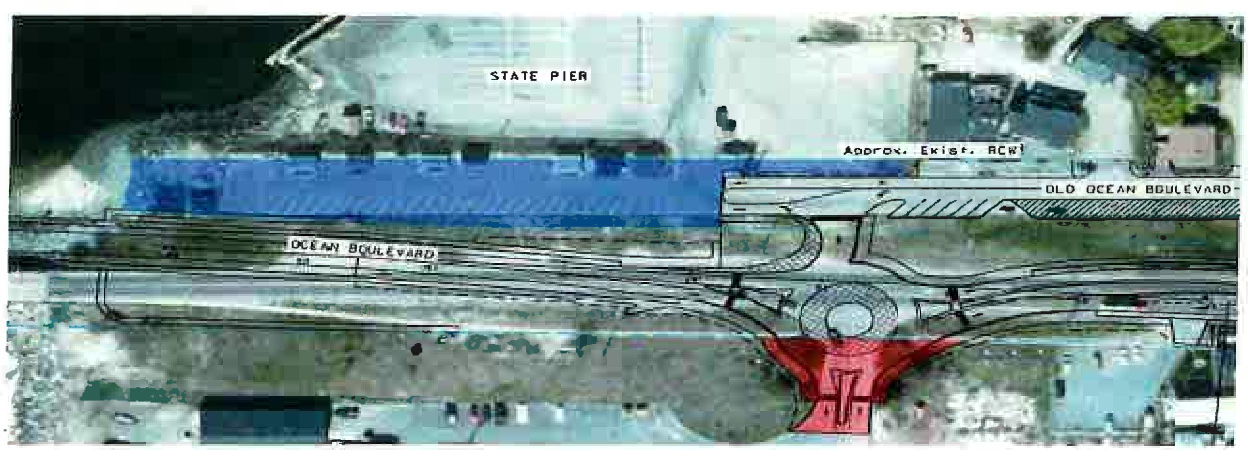
As part of NHDOT's project, NHDOT's surveyors and other professionals researched historic property rights and historic rights-of-way in the project area. NHDOT has shared the survey findings with the PDA-DPH.

Relevant to PDA-DPH, NHDOT discovered several real property rights issues needing to be addressed prior to the project. The issues largely relate to existing use restrictions imposed by the acceptance of a federal Land and Water Conservation Funds (LWCF) grant in 1974, which was used to fund various recreational improvements, namely the construction of a boat launch, thirty-five additional parking spaces, and improvements and additions to a gangway and dock at Hampton State Pier. By way of overview, the LWCF program seeks to enable recreational improvements to property while also placing the improved real property in conservation for public recreational use. *See* https://lwcfcoalition.org/about-lwcf Generally speaking, once real property is benefitted by an LWCF grant, the property must be conserved and used for public recreation purposes.

Here, the overarching real estate issues NHDOT has identified needing resolution are as follows: (1) NHDOT discovered a section of a historic public roadway (Old Ocean Boulevard), which runs along the DPH gatehouse and shacks at Hampton Harbor, still exists as a public right-of-way and was, but should not have been, included in the past LWCF encumbrance; and (2) NHDOT also discovered that it needed to reconfigure the encumbered LWCF area on the Hampton Beach State Park side, in order to accommodate the new planned roundabout.

Accordingly, NHDOT, working with New Hampshire Department of Natural and Cultural Resources ("DNCR"), identified a proposed solution reconfiguring property rights in the area, which hinges on PDA's concurrence with slightly reconfiguring certain real property rights in the area.

To address the LWCF and related issues, NHDOT has proposed to: (1) discontinue a portion of the Old Ocean Boulevard right-of-way as shown in the excerpt below in purple, fully releasing that area to PDA-DPH; and (2) incorporate that purple-shaded area below into the LWCF encumbrance (to make up for LWCF land being removed from LWCF encumbrance on the Hampton Beach State Park side). NHDOT has also indicated the proposed project would have a temporary impact on the apron in front of the gatehouse at the Hampton Harbor of approximately 112 square feet. However, NHDOT has proposed to fully restore the apron area referenced above as part of or after the project.



This proposal would benefit PDA-DPH for a few reasons. First, it would benefit the Hampton Harbor Marine Facility by enabling the NHDOT project to move forward, which is expected to result in a much better and safer flow of traffic post-project, generally and with respect to users of the Hampton Harbor. In addition, the NHDOT proposal benefits PDA-DPH in that the area encompassing the Hampton Harbor shacks, the parking area in front of same, and the Hampton Harbor gatehouse would all now be fully encompassed on PDA-DPH's parcel (without a public highway encumbrance). Under this proposal, however, PDA-DPH would need to ensure that the Hampton Harbor (most of which is already encumbered by the LWCF program) is used in compliance with the LWCF program on an ongoing basis.[1]

PDA staff have reviewed the historical property rights information provided by NHDOT and met with other state agency staff on site. On July 8, 2025, PDA-DPH met with NHDOT representatives and NHDNCR representatives. NHDOT informed PDA at that July 8th meeting that NHDOT needed letters of concurrence from PDA-DPH to include with a package of necessary documents for a planned public hearing on August 13, 2025. So to meet the NHDOT's immediate need, I executed letters on behalf of PDA-DPH staff indicating PDA's support for the project, conditioned on the PDA Board voting to endorse, support, and authorize staff to sign and prepare all documents and other information necessary to effectuate NHDOT's proposals. Accordingly, I write to request authorization, on behalf of PDA-DPH, to sign, prepare, and record any and all documents and other information necessary to effectuate NHDOT's proposed reconfiguration of State agency property rights as follows: (i) release and discontinuance of the Old Ocean Boulevard right-of-way on the southwestern edge of the Hampton Harbor property as shown in purple above and transfer of all real estate responsibility to PDA-DPH, (ii) encumbrance of the purple area shown above into the LWCF program, consistent with the rest of the Hampton Harbor property.

By way of further background, attached are two explanatory letters we received from NHDOT with more detailed information, along with PDA-DPH letters of conditional support.

[1] It would appear based on survey work performed by NHDOT that the LWCF encumbrance already encompasses the rear halves of the Hampton Harbor shacks.

New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE

DEPARTMENT OF TRANSPORTATION

William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

July 31, 2025

Mr. Paul Brean, Executive Director
Pease Development Authority
55 International Drive
Portsmouth, NH 03801

Re: NHDOT 40797 Hampton Ocean Boulevard (NH Route 1A) Project

Dear Mr. Brean,

The NHDOT's Hampton 40797 Project (Project) seeks to improve mobility along 3.3 miles of Ocean Boulevard (NH Route 1A) between State Park Road and High Street (NH Route 27) in Hampton, NH. As a project undertaken by the US Department of Transportation, the Project is subject to compliance with Section 4(f) of the US Department of Transportation Act (49 U.S.C. 303). The Federal Highway Administration (FHWA) is the lead federal agency for the Project. As a public recreational facility, the Hampton State Pier meets the criteria for protection under Section 4(f).

The Project would install signalized intersections and roundabouts to improve vehicular movements, reconstruct parking areas, install bicycle shared-use shoulders, improve sidewalks, and enhance pedestrian accessibility along the corridor. In addition, the Project would incorporate improvements for roadway surface runoff and water quality measures. Construction of the southernmost segment, between State Park Road and Nudd Avenue, is anticipated to begin in 2029 and be completed in 2032, with the construction of the other two segments undertaken as funding is available.

The proposed design would reconstruct the apron in front of the guardhouse at the Hampton State Pier, resulting in 112 sf of temporary impact and a use under Section 4(f) (see **Figure 1**). Access during construction would be maintained and coordinated with Pease Development Authority staff. Since the duration of the disturbance would be less than the time needed for construction, the Project's scope of work would be minor, the Project would not interfere with the protected features of the property, and the property would be fully restored. These elements of the Project meet the conditions for an exception to Section 4(f) approval (CFR 774.13(d)). As the Agency with Jurisdiction over the Hampton State Pier, we would like to confirm your agreement with the conditions of the temporary occupancy exception.

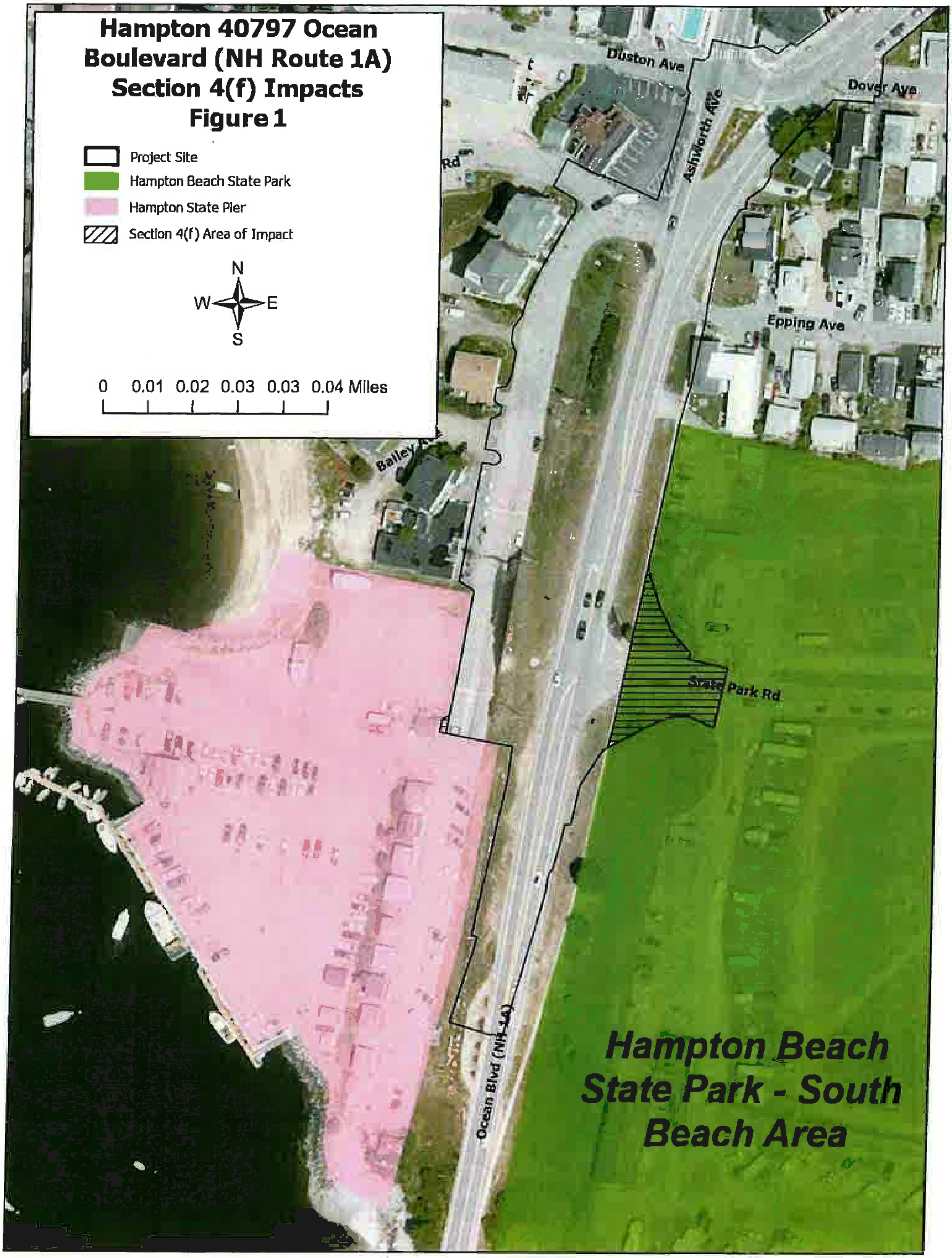
We are happy to schedule a call to discuss any questions.

Sincerely,

Loretta Girard Doughty

Loretta Girard Doughty, PE
Program Administrator, Division of Project Development
New Hampshire Department of Transportation

Cc: Marc Laurin, NHDOT
Jamie Sikora, FHWA
Roch Larochelle, PE, HDR
Stephanie Dyer-Carroll, AICP, FHI Studio, now IMEG


Hampton 40797 Ocean Boulevard (NH Route 1A) Section 4(f) Impacts Figure 1
Project Site
Hampton Beach State Park
Hampton State Pier
Section 4(f) Area of Impact
N
W
E
S
0 0.01 0.02 0.03 0.03 0.04 Miles
Duston Ave
Dover Ave
Ashworth Ave
Rd
Epping Ave
Bailey
State Park Rd
Ocean Blvd (NH 1A)
Hampton Beach State Park - South Beach Area

New Hampshire DOT Department of Transportation

THE STATE OF NEW HAMPSHIRE

DEPARTMENT OF TRANSPORTATION

William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

July 31, 2025

Mr. Paul Brean, Executive Director
Pease Development Authority
55 International Drive
Portsmouth, NH 03801

Re: NHDOT 40797 Hampton Ocean Boulevard (NH Route 1A) Project

Dear Mr. Brean,

The NHDOT's Hampton 40797 Project (Project) seeks to improve mobility along 3.3 miles of Ocean Boulevard (NH Route 1A) between State Park Road and High Street (NH Route 27) in Hampton, NH (see **Figure 1**). The Project would install signalized intersections and roundabouts to improve vehicular movements, reconstruct parking areas, install bicycle shared-use shoulders, improve sidewalks, and enhance pedestrian accessibility along the corridor. In addition, the Project would incorporate improvements for roadway surface runoff and water quality measures. Construction of the southernmost segment, between State Park Road and Nudd Avenue, is anticipated to begin in 2029 and be completed in 2032, with the construction of the other two segments undertaken as funding is available.

In 1974, Land and Water Conservation Fund (LWCF) monies were used for the construction of a boat launch, 35 additional parking spaces, improvements, and additions to a gangway and dock at the Hampton State Pier. Properties acquired (either wholly or partially), developed, or redeveloped through the LWCF are identified as Section 6(f) properties and are afforded protection under the Act. The Hampton Beach State Park - South Beach Area was also encumbered under Project 33-00138 as part of improvements to the Hampton State Pier. In accordance with Section 6(f)(3) of the Act, no property acquired or developed with LWCF money can be converted to other than public outdoor recreation uses without the approval of the Secretary of the Interior. If approved by the Department of the Interior, the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location is required. The current Section 6(f) boundaries of each of the properties are shown in **Figure 2**.

As part of the Hampton 40797 Project, NHDOT's Bureau of Right of Way investigated the property rights along Old Ocean Boulevard. Their research determined that prior to 1933 Old Ocean Boulevard was part of the direct route to the Mile Long Bridge. When the current Neil Underwood Bridge was constructed, the approach was modified and vehicular access was moved to the east to the new bridge, however, public access along Old Ocean Boulevard was never discontinued. Therefore, NHDOT Bureau of Right of Way has concluded that this section of roadway (hatched in green in **Figure 2**) remains a public roadway. Since it is a public roadway, it should not have been included in the LWCF boundary when the property was encumbered in 1974. The proposed updated boundary is shown in **Figure 3**. The NH Department of

Natural and Cultural Resources is undertaking a technical correction under an open LWCF project to address this.

As part of this project, Harbor Road would be converted to a one-way in from Ocean Boulevard and Old Ocean Boulevard would be converted to a two lane, one-way southbound roadway such that properties on Harbor Road would be required to use Old Ocean Boulevard as the outlet to NH Route 1A. This would improve safety by reducing conflicts between vehicles exiting from Harbor Road with both southbound and northbound traffic on Ocean Boulevard by directing exiting Harbor Road traffic to a new roundabout proposed at State Park Road. This concept would also improve safety by eliminating southbound Ocean Boulevard left-turns to Epping Avenue and associated conflicts with northbound traffic on Ocean Boulevard. This layout would also provide improved circulation patterns for vehicles/trailered boats accessing the Hampton State Pier.

The roundabout proposed at the South Beach Area entrance (State Park Road) to calm traffic and improve safety along the busy NH Route 1A corridor is intended to reduce the number and severity of crashes, and slow traffic. Crosswalks would also be provided, where none exist today, further improving pedestrian safety and access to, and between, the Hampton State Pier and South Beach Area. Access and egress to and from the campground would also be improved, with the proposed roundabout reducing potential backups for those making left turns into the facility.

The proposed roundabout at State Park Road would encroach upon the South Beach Area, requiring the permanent incorporation of approximately 8,003 sf and resulting in a Section 6(f) conversion. As replacement for the incorporation of 8,003 sf of the South Beach Area, NHDOT proposes releasing the public transportation rights and fully transferring Old Ocean Boulevard south of the guardhouse, and transferring a portion of the ROW at and north of the guardhouse, which currently includes the guardhouse and a portion of a parking area used by the State Pier, comprising 31,712 sf, to the Pease Development Authority (see **Figure 4**), subject to the discontinuance process per RSA 230:55 through 57.

We kindly request your concurrence with this approach. A full Section 6(f) conversion package will be prepared during Final Design of the project.

We are happy to schedule a call to discuss any questions.

Sincerely,

Loretta Girard Doughty

Loretta Girard Doughty, PE
Program Administrator, Division of Project Development
New Hampshire Department of Transportation

Cc: Marc Laurin, NHDOT
Jamie Sikora, FHWA
Roch Larochelle, PE, HDR
Stephanie Dyer-Carroll, AICP, FHI Studio, now IMEG

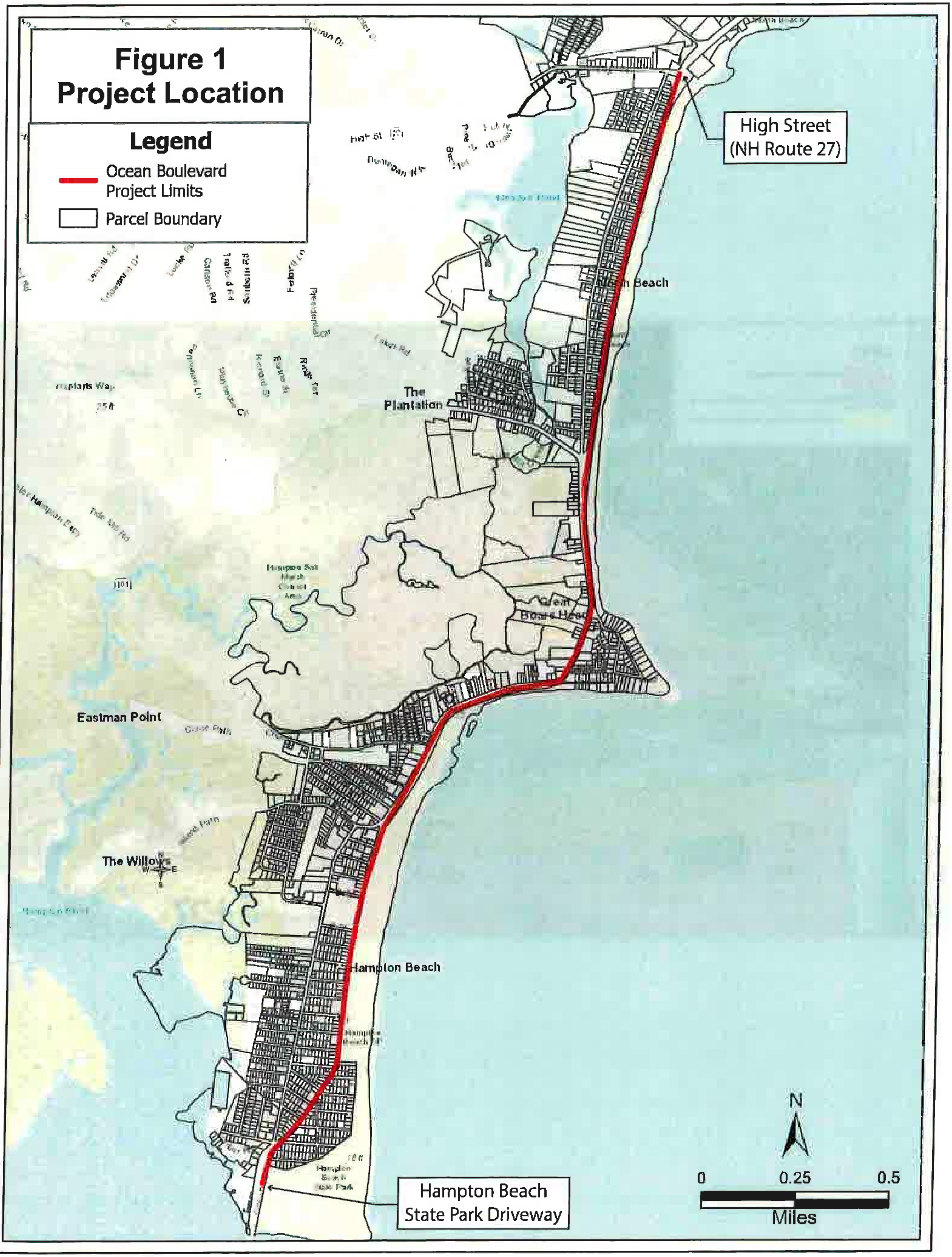
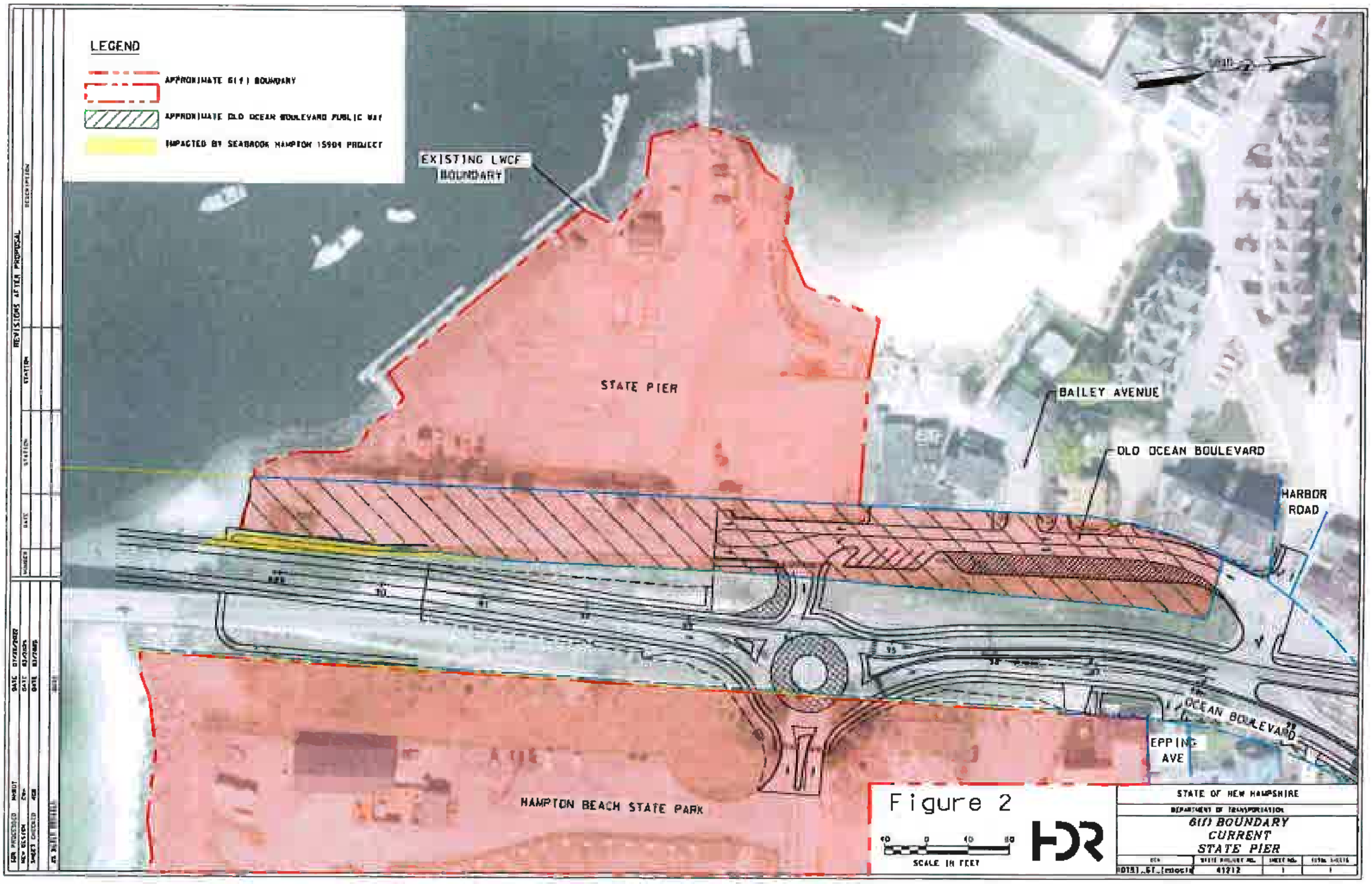


Figure 1
Project Location


LEGEND
APPROXIMATE 6(f) BOUNDARY
APPROXIMATE OLD OCEAN BOULEVARD PUBLIC WAY
IMPACTED BY SEABROOK HAMPTON 15904 PROJECT
EXISTING LWCF BOUNDARY
STATE PIER
BAILEY AVENUE
OLD OCEAN BOULEVARD
HARBOR ROAD
OCEAN BOULEVARD
EPPING AVE
HAMPTON BEACH STATE PARK
SCALE IN FEET
STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
6(f) BOUNDARY
CURRENT
STATE PIER
41212
Figure 2

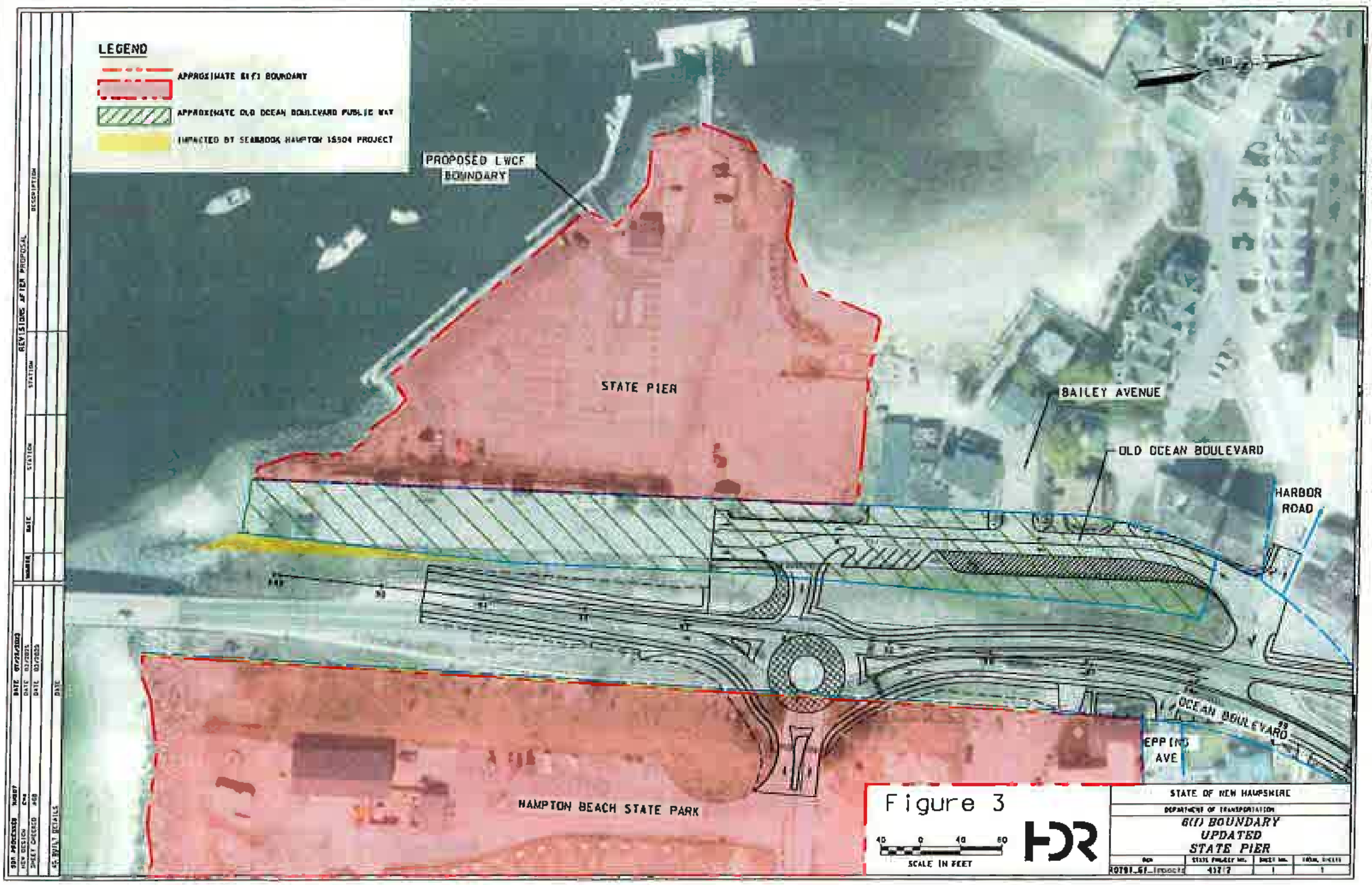

LEGEND
APPROXIMATE 6(F) BOUNDARY
APPROXIMATE OLD OCEAN BOULEVARD PUBLIC WAY
IMPACTED BY SEABROOK HAMPTON 15904 PROJECT
PROPOSED LWCF BOUNDARY
STATE PIER
BAILEY AVENUE
OLD OCEAN BOULEVARD
HARBOR ROAD
OCEAN BOULEVARD
EPPING AVE
HAMPTON BEACH STATE PARK
SCALE IN FEET
STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
6(f) BOUNDARY
UPDATED
STATE PIER
REVISIONS AFTER PROPOSAL

Figure 3

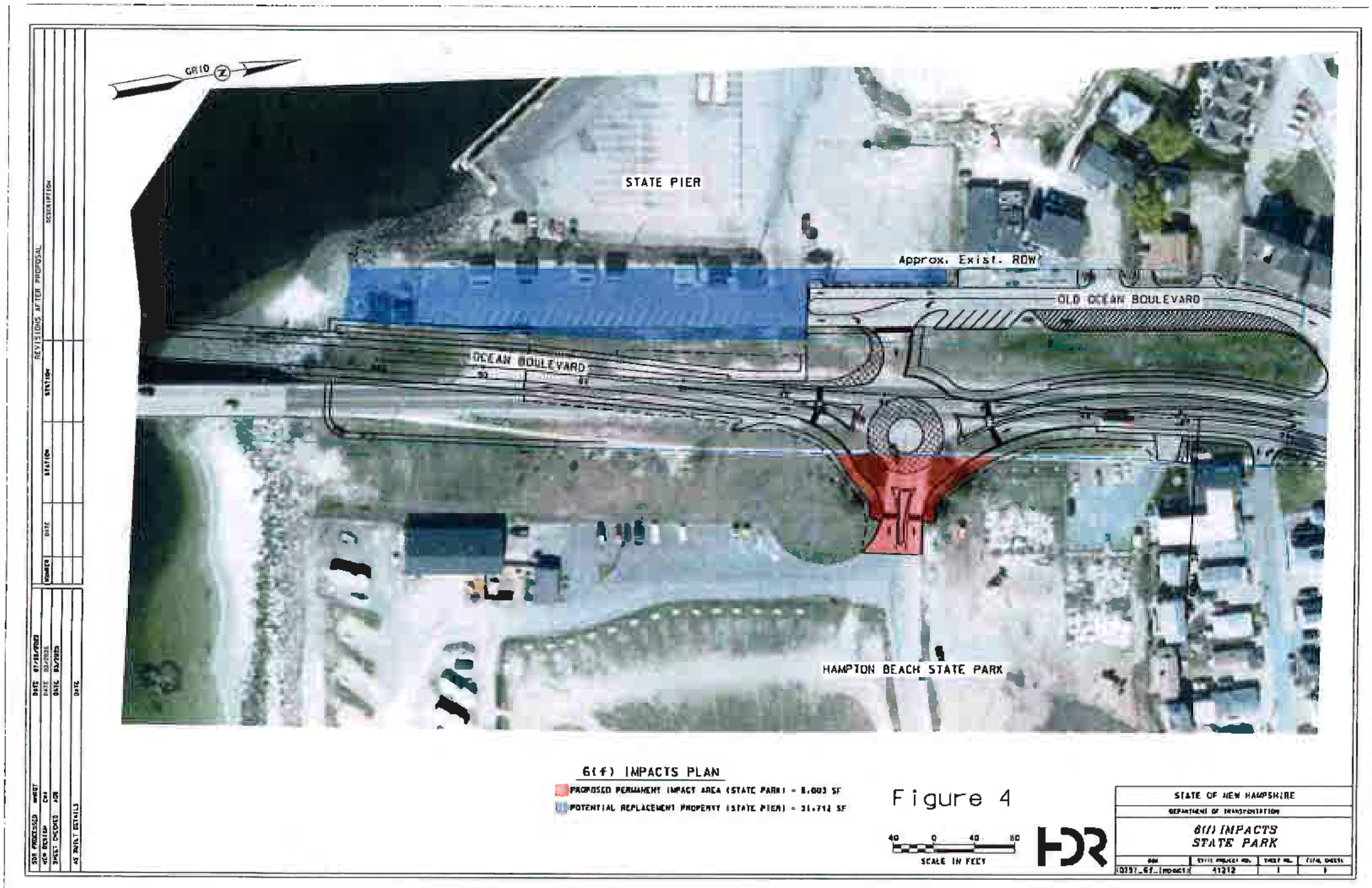

GRID
STATE PIER
Approx. Exist. ROW
OLD OCEAN BOULEVARD
OCEAN BOULEVARD
HAMPTON BEACH STATE PARK
6(f) IMPACTS PLAN
PROPOSED PERMANENT IMPACT AREA (STATE PARK) = 8,003 SF
POTENTIAL REPLACEMENT PROPERTY (STATE PIER) = 31,712 SF
SCALE IN FEET
STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
6(f) IMPACTS
STATE PARK
41212

Figure 4

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

August 7, 2025

VIA EMAIL: Loretta.G.Doughty@dot.nh.gov
Ms. Loretta Girard Doughty, P.E.
Program Administrator, Division of Project Development
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302

Re: NHDOT 40797 Hampton Ocean Boulevard (NH Route 1A) Project

Dear Ms. Doughty,

Thank you for your letter dated July 31, 2025, regarding the potential release of public transportation rights to Old Ocean Boulevard (NH Route 1A) as part of the Hampton 40797 Project. Subject to and conditioned on approval and concurrence by our Board of Directors, whose next scheduled meeting is August 19, 2025, PDA-DPH staff understand and are in agreement with release of the public transportation rights for 31,712 sf to the Pease Development Authority, as shown in Figure 4 of your letter.[1] Thank you for your staff's thorough explanation of the issues and historical background.

Sincerely,

Paul E. B

Paul Brean
Executive Director

[1] I also understand that NHDOT has proposed to defer discussing the issue of post-project road maintenance to a later date.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

August 7, 2025

VIA EMAIL: Loretta.G.Doughty@dot.nh.gov
Ms. Loretta Girard Doughty, P.E.
Program Administrator, Division of Project Development
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302

Re: NHDOT 40797 Hampton Ocean Boulevard (NH Route 1A) Project

Dear Ms. Doughty,

Thank you for your letter dated July 31, 2025 regarding the temporary occupancy of 112 sf of the Hampton State Pier property in order to reconstruct the apron in front of the guardhouse. We understand that the duration of the disturbance would be less than the time needed for construction, the Project's scope of work would be minor, the Project would not interfere with the protected features of the property, and the property would be fully restored. Subject to and conditioned on approval and concurrence by our Board of Directors, whose next scheduled meeting is August 19, 2025, PDA-DPH staff understand and are in agreement with the conditions of the temporary occupancy exception.

Sincerely,

Paul E. Brean

Paul E. Brean
Executive Director

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Parker:

In accordance with the provisions of RSA 541-A, the Administrative Procedure Act, the Pease Development Authority (PDA) Board of Directors hereby adopts and approves the text of the Conditional Approval Response and amended proposed administrative rules therein, Pda 700 SLIP PERMITS; STATE-OWNED RESTRICTED PIERS, consistent therewith, as conditionally approved by the Joint Legislative Committee on Administrative Rules on July 17, 2025.

Further, the PDA Board of Directors hereby authorizes the Director of the Division of Ports and Harbors to submit the Conditional Approval Response to the Chairman, Executive Director and the Office of Legislative Services and take any necessary or recommended action in accordance with RSA 541-A, in furtherance of this matter and promulgating these regulations; all in accordance with the Memorandum of Richard Hartly, Acting Division Director, dated August 7, 2025; attached hereto.

N:\RESOLVES\2025\DPH-Pda 700 - Conditional Adopt (8-19-25).docx

PEASE
INTERNATIONAL
PORTS AND HARBORS
555 Market Street, Suite 1 Portsmouth, NH 03801

Date: August 7, 2025

To: Pease Development Authority (PDA), Board of Directors

From: Richard Hartley, Acting Director Ports and Harbors

Subject: Conditional Approval Response, Administrative Rules; Pda 700, State-Owned Restricted Piers ("Pda 700 Rules")

In accordance with RSA 12-G:42, VI and VII, the Pease Development Authority ("PDA"), acting through its Division of Ports and Harbors (the "Division"), is required to adopt rules pursuant to RSA 541-A.

Following the PDA Board's approval of the Final Proposal for the Pda 700 Rules at its June 17, 2025 meeting, the Division's submitted the Final Proposal to the Office of Legislative Services ("OLS") for inclusion on the next Joint Legislative Committee on Administrative Rules ("JLCAR") meeting agenda. OLS notified the Division that they would only be able to place the review of the Final Proposal on the July 17, 2025 JLCAR meeting agenda, contingent upon the Division submitting a Conditional Approval Request ("CA Request"). The CA Request was needed to further define required documents for a pier use application—specifically, to clarify the type of document necessary to complete the application, which is a *New Hampshire state tidal vessel registration*.

The Division revised the necessary sections, prepared the CA Request, submitted it to OLS and it was added to the July 17, 2025 JLCAR meeting agenda. After the JLCAR meeting, the Division was notified that the Pda 700 Rules were conditionally approved, see attached letter, pending submittal of a Conditional Approval Response ("CA Response"), which is also attached. This response addresses the CA Request items and includes a complete version of the Pda 700 Rules, with changes clearly marked in red.

The Division recommends that the PDA Board of Directors approve the submission of the CA Response and the accompanying cover letter to OLS. Once received, OLS will review the response to verify that the required changes have been made and will issue a confirmation of receipt to PDA. Final adoption of the Pda 700 Rules may then proceed and is expected to be presented to the PDA Board at its September or October meeting.

STATE OF NEW HAMPSHIRE

OFFICE OF LEGISLATIVE SERVICES

STATE HOUSE
107 NORTH MAIN STREET, ROOM 109
CONCORD, NEW HAMPSHIRE 03301-4951

July 17, 2025

Pease Development Authority
Division of Ports and Harbors
555 Market St.
Portsmouth, NH 03801

Re: Conditional Approval of Final Proposal 2025-77

Dear Board Members:

At its meeting on July 17, 2025, the Joint Legislative Committee on Administrative Rules (Committee) voted, pursuant to RSA 541-A:13, V(a), to conditionally approve Final Proposal 2025-77 of the Pease Development Authority (Board) containing Pda 701 to Pda 710 for rules regarding slip permits at state-owned restricted piers. The Committee's approval was conditioned on amending Final Proposal 2025-77 as specified in the Board's conditional approval request dated July 8, 2025.

Pursuant to RSA 541-A:13, V(a), you are required to submit a written explanation detailing how the rules have been amended in accordance with the conditional approval within 7 days of the date of the next regularly scheduled meeting of the Board, which is August 19, 2025. In this instance, the 7th day following the next regularly scheduled meeting of the Board falls on August 26, 2025. The explanation shall include a letter and a text of the entire final proposed rule, annotated to show the amendments.

The explanation shall be reviewed by the Office of Legislative Services to determine whether the rules have been amended in accordance with the amended conditional approval and RSA 541-A:13, V(a). If it is determined that the rules have not been amended in accordance with the amended conditional approval and RSA 541-A:13, V(a), the conditional approval will be deemed a Committee vote to make a preliminary objection as of the date of the conditional approval, and you must respond to the preliminary objection as specified in RSA 541-A:13, V(a).

Please be advised that you may not adopt the rules until the Office of Legislative Services sends written confirmation that your amendments are in accordance with the conditional approval and RSA 541-A:13, V(a).

TDD Access: Relay NH 1-800-735-2964
LEGAL STAFF (603) 271-3435 FAX: (603) 271-6607 RESEARCH (603) 271-3326
ADMINISTRATIVE RULES (603) 271-3680

If you have any questions concerning the provisions of RSA 541-A, please contact me at kim.reeve@gc.nh.gov.

Sincerely,

Kim Reeve
Committee Attorney

cc: Paul E. Brean, Executive Director, Division of Ports and Harbors, PDA
Brenda Therrien, Administrative Assistant, Division of Ports and Harbors, PDA

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth, NH 03801

DRAFT

August 19, 2025

James Vara, Director
Office of Legislative Services-Administrative Rules
25 Capitol Street
State House Annex, Room 219
Concord, N.H. 03301

Reference Doc. #2025-77

Rule Number Chapter 700 STATE-OWNED RESTRICTED PIERS

Dear Director Vara,

In response to the Office of Legislative Services letter dated July 17, 2025, please accept the enclosed Conditional Approval Response for Final Proposal 2025-77.

The approved recommended changes outlined in the Conditional Approval Request, which was approved by JLCAR on July 17, 2025, have been made to the Conditional Approval Response, annotated and attached hereto.

Sincerely,

Stephen M. Duprey, Chair
Pease Development Authority
Board of Directors

Enc.

cc: Joshua Wyatt, Deputy General Counsel, Pease Development Authority
Richard Hartley, Acting Director, Division of Ports and Harbors

Readopt Pda 701 through Pda 708 effective 10-20-15 (Document #10949), to read as follows:

PART Pda 701 PURPOSE

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

PART Pda 702 SLIP PERMITS REQUIRED

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

(a) A private recreational vessel secured to a recreational-use pier in compliance with Pda 603.01;

(b) A vessel secured to a business-use pier in compliance with Pda 603.02(d);

(c) A vessel secured to a state-owned restricted pier in compliance with Pda 703.01; and

(d) A vessel secured to a recreational-use pier in compliance with Pda 603.01(d)(1)b.2., 5., 6., or 7.

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

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

(a) A pier use permit issued under Pda 600;

(b) A berthing permit issued under Pda 600 for the Portsmouth pier berthing area; and

(c) A skiff permit issued under Pda 600.

Pda 702.04 Limited Applicability of Slip Permits for State-Owned Commercial Piers. Any vessel with a slip permit listed under Pda 702.03 shall only be authorized to occupy a state-owned slip at a state-owned commercial pier. Such vessel shall not be authorized to occupy a state-owned slip at a state-owned restricted pier, unless the owner, operator, or duly authorized agent has applied for and obtained a slip permit under Pda 704 and Pda 706.

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

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

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

(1) The vessel requires emergency repairs;

(2) Weather or tide conditions make it hazardous for the vessel not to be secured to the pier;

(3) A medical emergency exists involving a passenger or crew member;

(4) The crew or passengers, or both, of the vessel are making use of state-owned facilities for official government business; or

(5) Failure to secure the vessel to the pier would result in an imminent and substantial hazard to navigation or to the safety of any person on board such vessel; and

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

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

PART Pda 704 PERMITS

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

(a) The division director or designee shall grant pursuant to Pda 706.01 annual state-owned restricted pier slip permits for state-owned restricted piers, on a space available basis, only for vessels authorized under a written contractual agreement with the authority to make use of any state-owned restricted pier. The written contractual agreement shall include the following terms and conditions:

(1) The specific primary use(s) and any accessory use(s) for that user permitted by the authority, whether such uses are exclusive or nonexclusive, and any restrictions or limitations on use specific to the authorized user;

(2) Payment of the amount of dockage, wharfage, or other fees or charges to the authority;

(3) Insurance types and coverage amounts required by the authority;

(4) Indemnification of the authority for any injury to person or property; and

(5) The contract term together with the date and time of permitted use(s).

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

(1) Identifying the state-owned restricted pier for which the applicant seeks a slip permit;

(2) Submitting a completed application form as described in Pda 709.01 to the division; and

(3) Paying the applicable annual slip permit fee.

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

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

(e) An annual state-owned restricted pier slip permit for any state-owned restricted pier shall allow the permit holder to occupy a slip or portion of a slip at the designated wharf subject to the requirements of Pda 700 and such additional terms and conditions set forth in a written contractual agreement referenced in Pda 704.01(a) between the authority and the permit holder, the permit holder's employer or hirer, or any association in which the permit holder is a member.

(f) Any available slip space not specifically reserved or scheduled for priority use under the terms of a written contractual agreement referenced in Pda 704.01(a) with the authority shall be available to the division for its use or use by a vessel:

(1) With an annual state-owned restricted pier permit and a written contractual agreement referenced in Pda 704.01(a) with the authority to utilize a state-owned restricted pier;

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

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

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

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

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

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

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

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

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

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

(a) The division director or designee shall grant pursuant to Pda 706.02 single-use state-owned restricted pier slip permits for the Barker wharf or the Burge wharf only for the following vessels on a space available basis if authorized under a written contractual agreement referenced in Pda 704.02(d):

(1) A charter boat;

(2) A commercial cargo vessel in transit requiring a temporary berth or seeking to load or unload cargo in New Hampshire; or

(3) Any vessel invited to Portsmouth harbor by a nonprofit organization registered in New Hampshire or any state or local governmental agency to attend or otherwise participate in any celebration, festival, or historical reenactment held within the state.

(b) The division director or designee shall grant, pursuant to Pda 706.02, single-use state-owned restricted pier slip permits for the marine terminal wharves on a space available basis for any vessel authorized under a written contractual agreement referenced in Pda 704.02(d):

(1) Proposing to occupy all or a portion of one of the slips located at the marine terminal wharves; and

(2) That agrees to pay the applicable slip fee and all other applicable fees associated with use of the marine terminal wharves.

(c) The owner or operator of a vessel identified under (a) or (b) above shall be permitted to apply for a single-use state-owned restricted pier slip permit.

(d) A single-use state-owned restricted pier slip permit shall allow the vessel to occupy a slip or portion of a slip at the state-owned restricted pier, as specified in the permit, subject to the Pda 700 and such additional terms and conditions set forth in a written contractual agreement. The written contractual agreement shall include the following terms and conditions:

(1) The specific primary use(s) and any accessory use(s) for that user permitted by the authority, whether such uses are exclusive or nonexclusive, and any restrictions or limitations on use specific to the authorized user;

(2) Payment of the amount of dockage, wharfage, ~~and~~/or other fees or charges to the authority;

(3) Insurance types and coverage amounts required by the authority;

(4) Indemnification of the authority for any injury to person or property; and

(5) The contract term together with the date and time of permitted use(s).

(e) A single-use state-owned restricted pier slip permit shall be valid for a one-time use of the pier for the period of time specified in the permit, not to exceed 24 hours. The holder of the permit may extend the stay beyond the time in the permit by paying the required fee(s), subject to available slip space.

(f) A single-use state-owned restricted pier slip permit shall not be transferable.

(g) Any person who qualifies for a single-use state-owned restricted pier slip permit may make application for a permit by:

(1) Submitting an application as described in Pda 706.02 to the division; and

(2) Paying the single-use state-owned restricted pier slip permit fee.

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

PART Pda 706 PERMIT APPLICATIONS; PROCESSING OF APPLICATIONS

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

(a) An applicant for an annual state-owned restricted pier slip permit shall:

(1) Obtain an annual state-owned restricted pier slip permit application form:

a. In person, from the division office located at 555 Market Street, Portsmouth, New Hampshire; or

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

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

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

(3) Attach to the application the following:

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

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

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

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

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

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

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

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

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

(5) There is a valid written contractual agreement between the authority and the applicant covering the permit period as referenced in Pda 704.01(a);

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

(7) The applicant has signed the application.

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

(e) If the applicant is granted an annual state-owned restricted pier slip permit under Pda 707, the division director or designee shall:

(1) Issue an annual state-owned restricted pier slip permit to the applicant;

(2) Sign and date the permit(s); and

(3) Mail a photocopy of the permit(s) to the applicant at the address specified by the applicant on the permit application, or, if none is specified, to the applicant's permanent address.

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

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

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

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

(1) By telephone in accordance with:

a. Signage posted by the division at the state-owned restricted pier that displays the telephone number(s) of the division; or

b. The instructions on the division's internet website that provide the telephone number(s) of the division; or

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

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

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

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

a. The applicant's New Hampshire state tidal registration, or other state registration, or International Maritime Organization number for a commercial vessel; and

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

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

(3) Sign the application form.

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

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

(1) Enter the time of day and date that the permit was granted on the permit;

(2) Sign the permit; and

(3) Issue a single-use state-owned restricted pier slip permit to the applicant.

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

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

Pda 707.02 Reasons for Denial of Application.

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

(1) Is not a qualified applicant under Pda 704.01(a) and (b) or Pda 704.02(a) or (b), as applicable;

(2) Has not included the required permit fee;

(3) Has not provided the required information and documentation under Pda 709, for the type of permit applied for;

(4) Has provided materially false information on the application form or to a representative of the division, or has provided materially false or invalid information in any of the documentation

required under Pda 709;

(5) Has failed to:

a. Timely pay any fees or other costs due the authority or the division under RSA 12-G:42-53 or rules adopted thereunder and such fees or other costs remain due and payable at the time the application is filed;

b. Timely pay any fines assessed under RSA 12-G:52 or RSA 12-G:52-a and such fine or fines remain due and payable at the time the application is filed; or

c. Obey any lawful order of the director, the chief harbor master, the deputy chief harbor master, a harbor master, or an assistant harbor master and full compliance with such lawful order remains outstanding at the time the application is filed; or

(6) Has not signed the application.

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

Pda 707.03 <u>Revocation of State-Owned Restricted Pier Slip Permit</u>.

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

(1) The permit was transferred in violation of Pda 704.01(d) or 704.02(f);

(2) The applicant has provided materially false information on the application form or to a representative of the division, or has provided materially false or invalid information in any of the documentation required under Pda 709;

(3) The permit holder's use of the state-owned restricted pier is in violation of the law, including any rule set forth in Pda 700, presents an imminent and substantial threat to human health, public safety, or the environment, or is likely to result in immediate and substantial damage to division property;

(4) The permit holder has failed during the term of the permit to:

a. Timely pay any fees or other costs due the authority or the division under RSA 12-G:42-53 or rules adopted thereunder and such fees or other costs remain due and payable for more than 30 days;

b. Timely pay any fines assessed under RSA 12-G:52 or RSA 12-G:52-a and such fine(s) remain due and payable for more than 30 days; or

c. Obey any lawful order of the director, the chief harbor master, the deputy chief harbor master, a harbor master, or an assistant harbor master and full compliance with such lawful order remains outstanding for more than 30 days;

(5) The permit holder ceases to have any ownership interest in a vessel identified in the permit

holder's permit;

(6) The permit holder returned the permit to the division in accordance with Pda 707.06

(7) The permit holder did not provide the written notification to the division required under Pda 707.06(a); or

(8) The permit holder has committed a material breach of any written contractual agreement with the authority.

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

Pda 707.04 Hearings; Notice of Denial.

(a) Any hearing required pursuant to Pda 707.03 shall be held by the division director or designee.

(b) If a permit is denied or revoked under Pda 707.03(b) after notice and opportunity for a hearing, notice of the denial or revocation and the reason(s) therefor shall be sent to the applicant in writing within 10 working days of the decision.

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

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

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

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

PART Pda 708 RECONSIDERATION

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

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

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

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

(a) Specify the date of the challenged decision;

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

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

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

Pda 708.03 Reconsideration by Division Director.

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

(1) Revocation of a permit pursuant to Pda 707.03; or

(2) Denial of a permit pursuant to Pda 706.01(d) or 706.02(f).

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

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

(1) In a permit denial proceeding, when the application in question was submitted; or

(2) In a permit revocation proceeding, when the decision to revoke a permit was rendered.

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

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

Readopt with amendment Pda 709, effective 10-20-15 (Document # 10949), to read as follows:

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

(a) Each person seeking an annual state-owned restricted pier slip permit shall complete an "~~a~~Annual ~~s~~State-~~o~~Owned ~~r~~Restricted ~~p~~Pier ~~s~~Slip ~~p~~Permit ~~a~~Application and Permit" form provided by the division and:

(1) Deliver or mail the completed application to:

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

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

(1) The applicant's full legal name:

(2) The name and address of the applicant's business;

(3) The applicant's mailing address, if different from the business address identification in (2) above;

(4) Which address the applicant requests be used as the correspondence address by the division;

(5) The applicant's type of business organization, or state agency;

(6) The applicant's telephone number(s) including:

a. Business telephone number;

b. Home telephone number;

c. Business fax number;

d. Emergency telephone number; and

e. Cell telephone number;

(7) The applicant's email address;

(8) The following information pertaining to the vessel:

a. Vessel name;

b. New Hampshire or other state registration number or International Maritime Organization number;

c. Federal documentation number, if applicable;

d. Vessel LOA;

e. Vessel width;

f. Vessel draft;

g. Vessel color; and

h. Type of vessel;

(9) The state-owned restricted pier for which the applicant is seeking a slip permit; and

(10) The amount of slip space requested at the pier identified in (9) above.

(c) The applicant shall attach the documentation required under Pda 706.01(a)(3).

(d) By their signature, the applicant shall certify the following:

"I certify that the statements and information in the enclosed documents are to the best of my knowledge and belief true, accurate and complete. I am aware that my state-owned restricted pier slip permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information."

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

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

(a) The applicant, the division director, or an employee of the division shall enter the following information provided by an applicant under Pda 706.02(c) on a "~~s~~Single-~~u~~Use ~~s~~State-~~o~~Owned ~~r~~Restricted ~~p~~Pier ~~s~~Slip ~~p~~Permit ~~a~~Application and ~~p~~Permit" form:

(1) The applicant's full legal name;

(2) The applicant's permanent address;

(3) The applicant's telephone number(s) including:

a. Business telephone number;

b. Home telephone number;

c. Cell telephone number; and

d. An emergency contact telephone number;

(4) The applicant's email address:

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

a. Vessel name;

b. New Hampshire or other state registration number or International Maritime Organization number;

c. Federal documentation number;

d. Vessel LOA;

e. Vessel width;

f. Vessel draft;

g. Vessel color; and

h. Type of vessel;

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

(7) The amount of slip space requested at the pier identified in (6) above.

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

(c) By their signature, the applicant shall certify the following:

"I certify that the statements and information in this application are to the best of my knowledge and belief true, accurate and complete. I am aware that my state-owned restricted pier slip permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information."

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

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

PART Pda 710 PERMIT FEES

Pda 710.01 Fee Schedule.

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

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

(1) The division director shall prepare a proposed schedule of Pda 700 fees;

(2) The division director shall publish a notice in at least 2 newspapers of general circulation of the availability of the proposed schedule of Pda 700 fees;

(3) Within 30 days of publication of notice pursuant to (2) above, any person may submit to the division director written comments regarding the proposed schedule of Pda 700 fees;

(4) Within 60 days of publication of notice pursuant to (2) above, the division director shall submit the proposed schedule of Pda 700 fees to the authority for review and approval;

(5) The authority may:

a. Adopt the approved schedule of Pda 700 fees;

b. Adopt the approved schedule of Pda 700 fees in part; or

c. Adopt the approved schedule of Pda 700 fees in part and modify the schedule in part;

(6) The fees adopted by the authority shall take effect on January 1 of the following year or 5 days after adoption by the authority, whichever is earlier, unless the authority specifies an alternate effective date that is at least 5 days after the date of adoption by the authority; and

(7) Once adopted by the authority, the schedule of Pda 700 fees shall be made available to any person who requests a copy.

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

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

(a) Annual state-owned restricted pier slip permit fee; and

(b) Single-use state-owned restricted pier slip permit fee.

Pda 710.03 Waiver of Fees; Official Government Business.

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

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

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

(1) Identify the government agency that the person is representing;

(2) Display:

a. A government-issued photo identification card that identifies the person as an employee or agent of the government agency; or

b. A government issued identification card that identifies the person as an employee or agent of the government agency and a photo identification card; and

(3) Identify the nature of the official business of the government agency that such employee or agent will be conducting at the state-owned restricted pier.

Pda 710.04 Fees Nonrefundable; Payment of Fees.

(a) All Pda 710.02 fees shall be nonrefundable.

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

APPENDIX

Rule number	State Statute/Federal Regulation Implemented
Pda 700 (Specific Pda 700 rules implementing specific statutes are listed below)	RSA 12-G:42
Pda 701	RSA 12-G:42, VI, VII
Pda 702	RSA 12-G:42, VI, IX
Pda 703 - Pda 709	RSA 12-G:42, VI
Pda 710.01	RSA 12-G:42, VI, VII
Pda 710.02 through Pda 710.04	RSA 12-G-42, XI

FOR DIVISION USE ONLY

Customer Number	Check Number	Pier Use Permit No.
Date Application Received	Received by	State Agency
Time Application Received		

PEASE DEVELOPMENT AUTHORITY

DIVISION OF PORTS AND HARBORS
555 Market Street, Portsmouth, NH 03801-3532
(603) 436-8500 Phone (603) 436-2780 Fax

ANNUAL STATE-OWNED RESTRICTED PIER SLIP PERMIT APPLICATION AND PERMIT

SECTION I – VESSEL OWNER INFORMATION

Applicant's Full Legal Name: ______________________

Business Name (if applicable): ______________________

Business Mailing Address: ______________________

Applicant's Mailing Address:

(if different from Business) ______________________

Preferred Address to be used for correspondence, if different: **(circle one)** BUSINESS MAILING

Telephone Number(s) (including area code)

Business: ____________ Home: ____________ Business Fax: ____________

Emergency telephone number ____________ Cell phone: ____________

Email Address: ______________________

Type of Activity (circle one): Commercial: Fishing Commercial Cargo Vessel Charter Boat Off-Site Business

Type of Entity (circle one): Sole Proprietorship Partnership Corporation LLC Trust Association State Agency Other

SECTION II - VESSEL INFORMATION AND PERMIT FEE

VESSEL NAME	NH or other STATE REGISTRATION NO.	FEDERAL DOC.#	LENGTH OVERALL	WIDTH	DRAFT	COLOR	TYPE OF VESSEL (Power/Sail)

Pier Use Location (circle one): Burge Wharf OR Barker Wharf OR Market St. Terminal

Slip Space Requested: __________

PERMIT FEE $__________ (make checks payable to PDA-DPH)

SECTION IV - CERTIFICATION AND SIGNATURE

I certify that the statements and information in the enclosed documents are to the best of my knowledge and belief true, accurate and complete. I am aware that my state-owned restricted pier slip permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information.

______________________ ____________

Signature of Applicant (Sole Proprietorship or Partnership) **Date**
Or Signature and Title of duly authorized officer or member of Applicant

SECTION V - PIER USE PERMIT (to be completed by the Division)

This permit is valid from January 1, 20_____ to December 31, 20_____.

______________________ ____________

Approved by: Division Director (or Designee) **Date**

Revised August 2025

SECTION VI - REQUIRED DOCUMENTS

Attach to the application the following as it pertains to the operation:

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

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

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

SECTION VII - APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS:

1. Please print or type all information.

2. All information must be completed. Incomplete applications will not be accepted.

3. Make check or money order payable to: "Pease Development Authority, Division of Ports and Harbors" or "PDA - DPH".

4. Return completed Annual Pier Use Application with documentation and payment to:

   Pease Development Authority; Division of Ports Harbors (PDA/DPH)
   555 Market Street
   Portsmouth, NH 03801-3532

5. Upon approval of the pier use application by the Division Director or designee, a fully executed copy of the pier use application/permit and applicable sticker(s) will be provided to you.

You may obtain the Division rules relating to state-owned restricted pier use requirements (Pda 700) from the Division office for a fee or at no charge on the website of Pease Development Authority, Division of Ports and Harbors: www.portofnh.org.

FOR DIVISION USE ONLY

Customer Number	Check Number	Pier Use Permit No.
Date Application Received	Received by	State Agency
Time Application Received		

PEASE DEVELOPMENT AUTHORITY
DIVISION OF PORTS AND HARBORS
555 Market Street, Portsmouth, NH 03801-3532
(603) 436-8500 Phone (603) 436-2780 Fax

SINGLE-USE STATE-OWNED RESTRICTED PIER SLIP PERMIT APPLICATION AND PERMIT

SECTION I – VESSEL OWNER INFORMATION

Applicant's Full Legal Name: ______________________________

Applicant's Permanent Address: ______________________________

Telephone Number(s) (including area code)

Business: ________________ Home: ________________ Cell phone: ________________

Emergency telephone number ________________

Email Address: ______________________________

SECTION II - VESSEL INFORMATION AND PERMIT FEE

VESSEL NAME	NH or other STATE REGISTRATION NO.	FEDERAL DOC.#	LENGTH OVERALL	WIDTH	DRAFT	COLOR	TYPE OF VESSEL (Power/Sail)

Pier Use Location (circle one): Burge Wharf OR Barker Wharf OR Market St. Terminal

Slip Space Requested: __________

PERMIT FEE $__________ (make checks payable to PDA-DPH)

SECTION IV - CERTIFICATION AND SIGNATURE

"I certify that the statements and information in this application are to the best of my knowledge and belief true, accurate and complete. I am aware that my state-owned restricted pier slip permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information."

______________________________ ______________

Signature of Applicant (Sole Proprietorship or Partnership) **Date**
Or Signature and Title of duly authorized officer or member of Applicant

SECTION V - PIER USE PERMIT (to be completed by the Division)

Verification of Applicant's Documentation ______________________________

This permit is valid from __________ **on** __________ **to** __________ **on** __________
Start time **mm/dd/yyyy** **start time** **mm/dd/yyyy**

______________________________ ______________________________

Approved by: Division Director (or Designee) **Date**

SECTION VI - REQUIRED DOCUMENTS

The vessel owner, operator, or agent of an owner/operator shall provide the Division the following as it pertains to the operation:

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

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

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

SECTION VII - APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS:

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

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

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

   (1) By telephone in accordance with:

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

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

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

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

      a. The applicant's New Hampshire state tidal registration, or other state registration, or International Maritime Organization number for a commercial vessel; and

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

   (2) Sign the application form.

You may obtain the Division rules relating to state-owned restricted pier use requirements (Pda 700) from the Division office for a fee or at no charge on the website of Pease Development Authority, Division of Ports and Harbors: www.portofnh.org.

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

MOTION

Director Ferrini:

The Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to complete negotiations and execute a Right of Entry with a user group of up to thirteen (13) individual lobster fishing businesses for the use of a cold storage area for the storage of fresh and frozen lobster bait for the period of September 1, 2025, through August 31, 2028, with two (2) one-year options to extend subject to the recommendation of the Director of the Division of Ports and Harbors and the approval of the Executive Director; all in accordance with the terms and conditions set forth in the memorandum of Richard Hartley, Acting Director of Ports and Harbors, dated August 5, 2025; attached hereto.

N:\RESOLVES\2025\DPH - ROE Bait Cooler (8-19-25).docx

PEASE
INTERNATIONAL
PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

To: Pease Development Authority ("PDA"), Board of Directors

From: Richard Hartley, Acting Director Ports and Harbors R.C. Hartley

Date: August 5, 2025

Subject: Portsmouth Fish Pier, Cold Storage for fresh and frozen lobster bait ("Bait Cooler)

In May of 2018, and November of 2020, the PDA Board of Directors approved Rights of Entry ("ROE") to lease the Portsmouth Fish Pier ("PFP") Bait Cooler to a group of local commercial lobster fishermen. With the construction of the new building at the PFP the Bait Cooler signatories (the "Users") ROE was terminated. With the new building now close to completion, the Division of Ports and Harbors (the "Division") is preparing to enter into a new ROE with the Users for use of the Bait Cooler, beginning upon completion and occupancy readiness of the Bait Cooler, for a term of three (3) years, with two (2), one (1) year renewal options.

During the past agreements the Users have worked well with Division staff and the other users of PFP, therefore in accordance with RSA 12-G:43 (b), "Aid in the development of the salt water fisheries and associated industries," the Division recommends the PDA Board of Directors authorize the Executive Director to enter into a new ROE with the Users under similar terms and conditions set forth in the previous Rights of Entry, which include the following:

PREMISES: Portsmouth Commercial Fish Pier, Bait Cooler, as shown in attached Exhibit 1.

PURPOSE: Cold storage of fresh and frozen lobster bait.

USERS: Up to thirteen (13) individual lobster fishing businesses.

TERM: Three (3) years, commencing upon completion and occupancy readiness of the bait cooler, and expiring thirty-six (36) months later, with two (2), one (1) year options to extend, subject to the recommendation of the Division Director and the approval of the Executive Director.

FEE: $12,000 for the first-year rental. The rental fee for each option year shall be the rental 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.

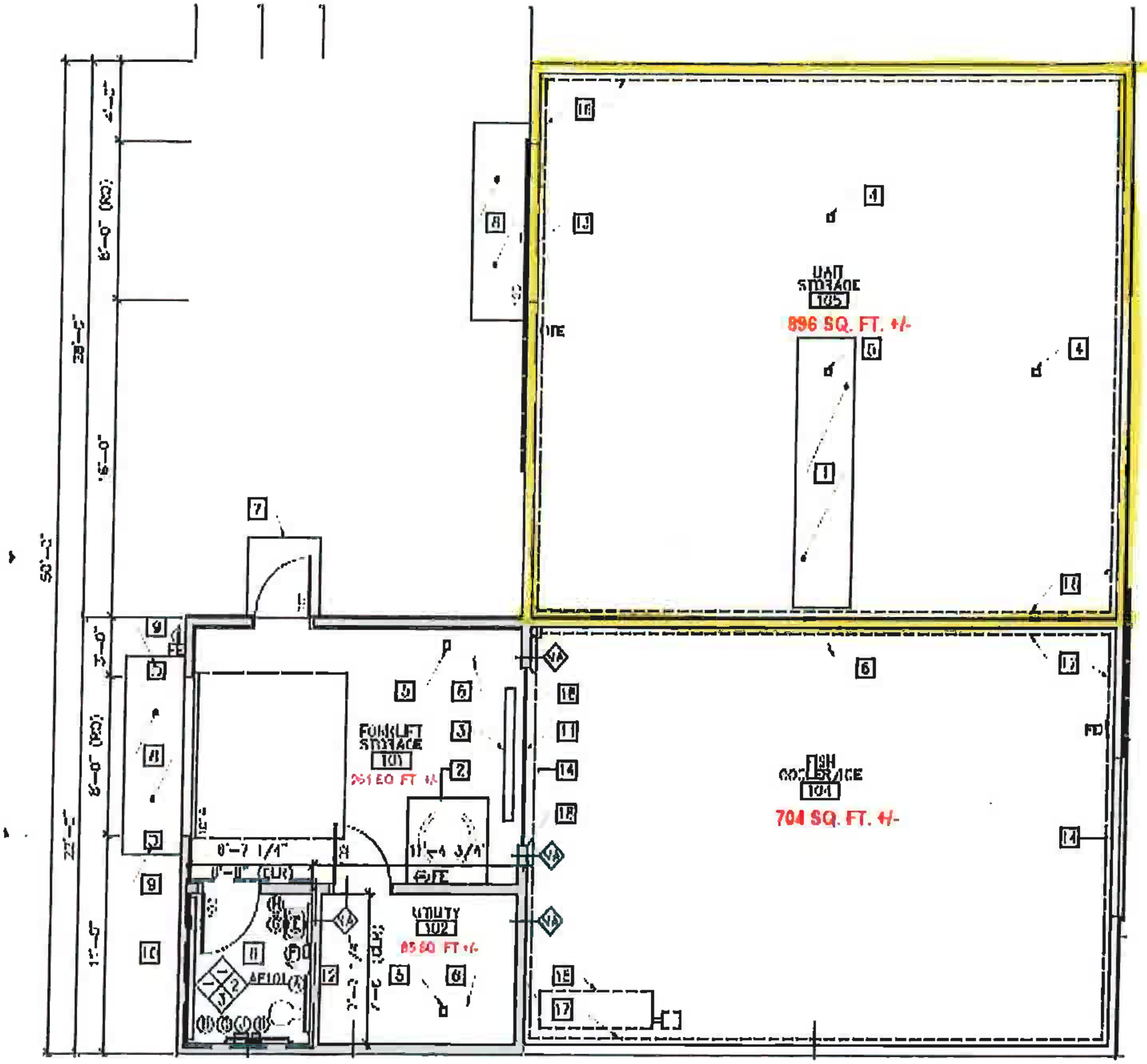
INSURANCE:

Minimum insurance coverage to include Vessel Protection and Indemnity Insurance in the amount of $100,000 to $1,000,000 to be determined on a case by case basis, depending on the size of the vessel, and endorsed for dockside liability to include piers, docks, ramps, floats, and coolers, as the same may be required or appropriate in connection with the individual operations of each Users doing business on state property. Coverage amounts and types may change from time to time contingent upon the nature and scope of operations. Said policy shall include a waiver of subrogation in favor of the State of New Hampshire and the PDA-DPH and provide that such coverage shall be primary and non-contributing with respect to any coverage, self-insured or otherwise, which may be carried by the State or PDA-DPH. Amounts and types may change from time to time contingent upon the nature and scope of operations of each Users authorized to conduct business at Portsmouth Commercial Fish Pier. Insurance provided pursuant to the ROE may not be cancelled without providing PDA with at least thirty (30) days advance written notice.

ADDITIONAL REQUIREMENTS:

- Prior to occupancy, the Users and DPH will inspect the Premises and document the current condition. The Users will be responsible for maintaining the Premises and repairing any damages occurring after the inspection.
- Users will maintain a valid berthing permit for the duration of the agreement.
- Users will maintain a valid pier use permit for the duration of the agreement.
- Users will maintain the floor drain to ensure proper drainage
- Users will maintain the refrigeration with a service provider approved by the DPH.
- Users will keep the areas inside and adjacent areas outside clean and free from debris and trash.
- Users will keep the adjacent areas outside clean and free from bait.
- Barrels and pallets will be stacked and stored as to prevent obstruction of other activities and in a manner that is safe.
- Users will use the hoist in accordance with the Hoist Safety Recommendations.
- Only Users, captains, and employees of Users will be allowed access to the cooler.
- Any additional requirements as the Division may from time to time deem necessary due to prevailing conditions.

EXHIBIT 1 PREMISES



PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

MEMORANDUM

To: Pease Development Authority Board of Directors

From: Paul E. Brean, Executive Director PB

Date: August 11, 2025

Re: Special Events

I am pleased to report on the following special event:

1. On August 10, 2025, Sabine Strong Foundation 33, held a 3.3-mile Road Race utilizing a portion of the road network situated on the Pease International Tradeport.

2. On September 13, 2025, Two International Group LLC will support the 2025 Waypoint Touch-A-Truck event utilizing its lots at 1 New Hampshire Avenue and 2 International Drive situated on the Pease International Tradeport.

3. On September 14, 2025, Wentworth Douglass Hospital Charitable Foundation will be hosting the 2025 Seacoast Cancer 5K Walk & Run, utilizing a portion of the road network situated on the Pease International Tradeport.

P:\BOARDMTG\2025\Special Event 8-19-25.docx

Phone: 603.433.6088 Fax: 603.427.0433 www.peasedev.org

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

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

MOTION

Director Parker:

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

1. Confidential Airport Security Matters [NH RSA 91-A:3, II (i) and (j)] and
2. Consideration of Legal Advice [NH RSA 91-A:3, II (l)].

NOTE: Roll Call vote required.

N:\RESOLVES\2025\Non-Public Lease - Airport Security Extension (8-19-25).docx

Phone: 603.433.6088 Fax: 603.427.0433 www.peasedev.org

PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth NH 03801

MOTION

Director Fournier:

Resolved, pursuant to NH RSA 91-A:3, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its August 19, 2025, meeting related to the consideration of legal advice from legal counsel and discussion of confidential airport security matters are confidential matters which, if disclosed publicly, would render the proposed actions ineffective and further agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Board of Directors, the aforesaid circumstances no longer apply.

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

N:\RESOLVES\2025\Confidentiality 8-19-25.docx