

Time: 8:00 a.m.
Place: 55 International Drive, Pease International Tradeport
Portsmouth, New Hampshire

AGENDA

- I. Call to Order (Nickless)
- II. Acceptance of Minutes: December 19, 2013*
- III. Public Comment
- IV. Old Business
 - A. Approvals
- V. Finance Committee Report*
 - A. Financial Reports
 1. Operating Results for Five Month Period Ending November 30, 2013*
 2. Nine Month Cash Flow Projections to September 30, 2014*
 3. Vacation Buy Back Program – 2013*
 - B. Approvals
 1. Golf Course Equipment Bid Opening – January 13, 2014*
 - a. Fairway Mowers
 - b. Large Utility Cart
 - c. Small Utility Carts
 2. Triplex Green Mower* (Bohenko)
- VI. Leases
 - A. Reports
 1. 222 International, LP*
- VII. Contracts/Agreements
 - A. Reports*
 1. Desktop Computers
- VIII. Executive Director's Reports/Approval
 - A. Reports
 1. Golf Course Operations
 2. Airport Operations
 - a. Skyhaven Airport
 - b. PSM
 - c. Noise Line Report*
- IX. Division of Ports and Harbors
 - A. Reports
 1. Port Advisory Council
 - B. Approvals
 1. Bills for Legal Services* (Loughlin)

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

**Thursday, December 19, 2013
ANNUAL MEETING**

Presiding: Arthur H. Nickless, Jr., Chairman;
Present: Robert A. Allard, Treasurer; John P. Bohenko; Margaret F. Lamson; Peter J. Loughlin, Vice Chairman; Robert F. Preston and Franklin G. Torr
Attending: David R. Mullen, PDA Executive Director; Lynn Marie Hinchee, PDA General Counsel; PDA staff members; and members of the public.

I. Call to Order

Vice Chairman Loughlin called the meeting to order at 9:26 a.m. in the Board conference room, 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire. Directors Allard, Preston and Torr were present; Chairman Nickless and Directors Bohenko and Lamson were not present. Director Preston moved and Director Allard seconded that **the meeting recess until 10 a.m.** Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

With all Directors present, Chairman Nickless called the **meeting to order** at 10:10 a.m.

II. Acceptance of Board Meeting Minutes: November 21, 2013

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the November 21, 2013 Board meeting.** Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

III. Recognition – PDA Employees

Chairman Nickless recognized and thanked the following employees for their years of service at the Pease Development Authority:

20 Years

Maria Stowell	Engineering
David Arnold	Golf Course Maintenance

15 Years

David Mullen	Executive Department
Tim Robinson	Maintenance
George Welch	Maintenance

10 Years

EJ Chea	Golf Course Maintenance
Tracy Shattuck	Division of Ports and Harbors

IV. Public Comment

Director Bohenko introduced Portsmouth Mayor – Elect Robert Lister and thanked Mr. Lister for serving as the liaison between the Portsmouth City Council and the Pease Development Authority. Mr. Lister thanked the Board and staff for the great experience. He commended the PDA staff and the communities for the redevelopment of the Pease Air Force Base and making the Tradeport the model for air base redevelopment. Mr. Lister gave special thanks to PDA staff for their ongoing efforts.

Chairman Nickless noted that Portsmouth has changed since 1968 and felt that the City was fortunate to have Director Bohenko as the City Manager. He felt that Portsmouth is a great place live and PDA has added to the community and has developed a good rapport with the City.

Chairman Nickless informed the Board that he will retire as Chairman of the Board in May, 2014 when his term is finished. Director Lamson felt that it was a pleasure working with Chairman Nickless and thanked him for the way he addressed issues.

V. Old Business

A. 68 NH LLC – Release of Guaranty

Director Allard moved and Director Torr seconded that **The Pease Development Authority Board of Directors, in accordance with the requirements of Article 19 of the Sublease referenced below, hereby approves and authorizes the Executive Director:**

- a. to execute a Consent of Sublessor and Agreement Concerning Assignment of Sublease (“Consent”) between PDA, Aftermarket Spares & Services, LLC, and 68 NH Ave, LLC for the premises located at 68 New Hampshire Avenue; all on substantially similar terms and conditions contained in the Consent attached hereto;
- b. to execute a Release to Am-Safe, Inc. of its Guaranty dated April 16, 2001 of the Sublease dated September 9, 1998 (“Sublease”), as amended; all on substantially similar terms and conditions contained in the Release attached hereto; and
- c. to take such other action and to execute such other documents as shall be necessary or required to implement the request set forth in the attached Consent, Release, and the memorandum of David R. Mullen, Executive Director dated December 12, 2013.

Discussion: David Mullen, Executive Director, informed the Board that the transfer parcel was recently rezoned from Airport Industrial to Business Commercial and the building will be sold to 68 NH Ave, LLC. The buyers requested that the lease be transferred without the guaranty. Lynn Hinchee, PDA General Counsel, informed that the Board that before the existing tenant is released from the lease, PDA needs to make sure that interests were covered in the indemnification agreement to ensure that PDA’s interests under the original lease are protected. Disposition: Resolved by unanimous vote; motion carried.

VI. Finance Committee Report

A. Financial Reports

1. Operating Results for Four Month Period Ending October 31, 2013

Mr. Canner reported on the status of PDA FY 2014 finances for the four month period ending October 31, 2013. Mr. Canner reviewed the budget variances in revenues and operating expenses, including the GSA billing; the decrease in Golf Course revenues due to the construction projects; wage allocations; and fuel sales. The number of PDA employees has reduced to the current number of 101 due the reduction in seasonal employees. The Balance Sheet shows a net decrease in cash balance of \$1.5 million since June 30, 2013 due to payments made for capital projects. The Business Units analysis shows that enplanements at Portsmouth International Airport at Pease will exceed 22,000 for the year. The revenues at Skyhaven Airport are in line with budget projections. Fuel sales at Skyhaven are expected to decrease due to the departure of the flight school. There are three hangar vacancies. Mr. Canner reviewed the effect of the Golf Course construction projects on revenues and rounds of golf played. Bar and grill sales have increased by 10% from period last

year. The Revolving Loan Fund processed two new loans since October 31, 2013. PDA may need to request release of the sequestered loan funds in the near future.

2. Nine Month Cash Flow Projections to August 31, 2014

Mr. Canner reviewed PDA cash flow projections for the nine month period ending August 31, 2014. PDA expects to go in and out of the revolving line of credit in support of grant funded capital projects such as Skyhaven Airport runway and the multi-use path; and non-grant funded capital projects such as the completion of the Golf Course parking lot. PDA expects to draw down a net of \$3.5 million during the nine month period. Due to funds drawn on PDA's short term line of credit, its debt structure increased from \$2.9 million as of November 30th to \$4.7 million as of December 19th.

VII. Leases

A. Reports

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements", Mr. Mullen reported on the following subleases:

1. One New Hampshire, LLC

One New Hampshire, LLC entered into a sublease with C3 Metrics, Inc. for 1,709 square feet at 1 New Hampshire Avenue for a base term of three years. Director Loughlin approved the sublease.

2. 29 New Hampshire, LLC

29 New Hampshire, LLC entered into a sublease with Tradeport Counseling and Mediation Associates for 2,499 square feet at 29 New Hampshire Avenue for a base term of one year. Director Loughlin approved the sublease.

VIII. Contracts/Agreements

A. Approvals

1. Cross Insurance – PDA Insurance Renewal

Director Bohenko moved and Director Allard seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to accept and bind insurance coverages for the Pease Development Authority to be provided by Cross Insurance Agency for the period of 12/31/13 through 12/31/14 in the projected amount of \$173,248.40; all in accordance with the memorandum of Mark H. Gardner, Deputy General Counsel, dated December 12, 2013 attached hereto.** Discussion: Director Bohenko questioned the premium change for Employment Practice Liability coverage. David Hampson, of Cross Insurance, explained that as a result of the tightening insurance markets, premiums have increased. PDA would be responsible for a \$15,000 deductible if a claim was made. In response to Director Bohenko, Mr. Hampson explained that a claim would be for labor practice violations and that the insurance company would defend the claim. Disposition: Resolved by unanimous vote; motion carried

2. Fred C. Church, Inc. – PDA Workers Compensation Renewal

Director Lamson moved and Director Preston seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to accept and bind Workers Compensation insurance coverage for the Pease Development Authority to be provided by Fred C. Church, Inc. for the period of 12/31/13 through 12/31/14 in the projected amount of \$61,260.00; all in accordance with the memorandum of Mark H. Gardner, Deputy General Counsel, dated December 12, 2013 attached hereto.**

Discussion: Directors Bohenko and Lamson confirmed that the premium is \$61,260.00. Disposition: Resolved by unanimous votes for; motion carried.

3. Just Right Awnings and Signs

Director Preston moved and Director Torr seconded that **The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with Just Right Awnings and Signs (“Just Right”) of Dover, NH, at a cost not to exceed \$18,000 for the construction and installation of covering and siding to the portable aircraft passenger ramp; all in accordance with the memorandum of Mark H. Gardner, PDA Deputy General Counsel, dated December 17, 2013 attached hereto.**

In accordance with the provisions of RSA 12–G:8, VIII, the Board justifies the waiver of the RFP requirement for Just Right based on the following:

1. the unavailability of the jet bridge when more than one aircraft is parked at the Airport Terminal; and
2. in view of the onset of winter, it is crucial to get the ramp covered to provide a safe passageway for travelers and Just Right can complete the project in a short amount of time.

Note: This motion requires 5 affirmative votes. Discussion: Director Bohenko asked if the expense will be covered by an FAA grant. Mr. Mullen reported that \$15,000 was included in the capital plan budget, but that due to additional work, the price increased to \$18,000. Mr. Canner confirmed that the project would be funded from the general operating reserve fund. Disposition: Resolved by unanimous vote; motion carried.

IX. Signs

A. Approvals

1. Teledyne Instruments – 162 Corporate Drive

Director Loughlin moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby approves of the proposed sign for Teledyne DGO at 162 Corporate Drive; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated December 12, 2013 and attached hereto.** Discussion: Director Loughlin asked if the sign would be located on the side of the building where trees were to be removed. Mr. Mullen reported that the sign would be located on the south side of the building. Approval was previously given to remove trees on the premises, but the trees have not been removed and Mr. Mullen does not expect that trees will be removed in the future. Director Lamson expressed her displeasure over the signs on the Tradeport. Chairman Nickless noted that the Teledyne sign will overlook the parking lot. Disposition: Resolved by unanimous votes for; motion carried.

X. Elections

Mr. Mullen informed the Board that in accordance with Article III, Section 3.4 of the PDA By-Laws, the Vice – Chairman and Treasurer for 2014 need to be elected:

A. Vice Chairman

Director Lamson moved the motion and Director Bohenko seconded that **Peter Loughlin be elected as Vice-Chairman of the Pease Development Authority.** Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

B. Treasurer

Director Bohenko moved the motion and Director Lamson seconded that **Robert Allard be elected as Treasurer of the Pease Development Authority.** Discussion: None. Disposition: Resolved by unanimous vote: motion carried.

XI. Executive Director's Reports/Approvals

A. Reports

1. PDA Holiday Schedule – 2014

Mr. Mullen reported that Pease Development Authority will observe the following holidays in 2014:

New Year's Day	Wednesday	January 1, 2014
Martin Luther King/Civil Rights Day	Monday	January 20, 2014
Presidents' Day	Monday	February 17, 2014
Memorial Day (Observed)	Monday	May 26, 2014
Independence Day	Friday	July 4, 2014
Labor Day	Monday	September 1, 2014
Columbus Day (Observed)	Monday	October 13, 2014
Veteran's Day	Tuesday	November 11, 2014
Thanksgiving	Thursday	November 27, 2014
Day after Thanksgiving	Friday	November 28, 2014
Christmas Day	Thursday	December 25, 2014

2. Committee Appointments

Chairman Nickless appointed the following committees:

Standing Committees

Executive Committee	Marketing and Economic Development Committee
Arthur Nickless, Chair	Peter Loughlin, Chair
Peter Loughlin, Vice Chairman	Robert Preston
Robert Allard, Treasurer	Frank Torr
Staff Contact: Mullen/Hinchee	Staff Contact: Mullen

Finance Committee	Zoning Adjustment & Appeals Committee
Robert Allard, Chair	Frank Torr, Chair
John Bohenko	Peter Loughlin
Margaret Lamson	Arthur Nickless
Staff Contact: Mullen/Canner	Staff Contact: Hinchee/Stowell

Airport Committee
Robert Preston, Chair
Robert Allard
Margaret Lamson
Staff Contact: Hopper/Stowell

Ad Hoc Advisory Committees

Capital Improvement and Land Planning Committee

Peter Loughlin, Chair
Robert Allard
Frank Torr
Arthur Nickless
Staff Contact: Hinchee/Stowell

Transportation Management Committee

Margaret Lamson, Chair
John Bohenko
Frank Torr
Staff Contact: Stowell

Golf Committee

John Bohenko, Chair
Robert Allard
Robert Preston
Staff Contact: Mullen/DeVito
Staff Contact: Mullen/Marconi

Port Committee

Peter Loughlin, Chair
Frank Torr
John Bohenko
Ex Officio: Chair DPH Advisory Council

Audit Committee

John Bohenko, Chair
Peter Loughlin
Robert Preston
Staff Contact: Canner

Legal Bill Review

Arthur Nickless, Chair
Peter Loughlin
Frank Torr
Staff Contact: Hinchee

3. Golf Course Operations

Scott DeVito, PGA General Manager, reported on the activities at the Pease Golf Course. The last day of outdoor golf play was December 1, 2013. Golf Course Maintenance staff is working on winterizing the course. Mr. DeVito and Mr. Canner are working on keeping the budget in line with the anticipated reduced revenues due to the delay in opening the lower nine holes. The full 27 hole course is expected to be open no later than July 1, 2014. Director Allard inquired about the membership program. Mr. DeVito reported that the "Pay Now/Play Now" is ongoing. Membership renewals usually pickup at the end of January. Mr. DeVito reviewed the types of membership and the various rates. There are three hundred fifty full time memberships. Mr. DeVito expects to fill 300 memberships for the coming season.

4. Airport Operations

Bill Hopper, Airport Manager, reported on aviation activities. Snow removal is ongoing at both airports.

a) Skyhaven Airport ("DAW")

The design portion of the runway rehabilitation project is ongoing. Glen Horne, GP Aviation Services, began providing aircraft maintenance operations on December 1st.

b) Portsmouth International Airport at Pease ("PSM")

Enplanements are expected to exceed 22,000 for 2013. Troop flights are ongoing and the UNH football team flew from PSM to North Dakota for its semi-final football game. Allegiant's operations are going well. An Allegiant flight was recently diverted from Bangor to PSM. Service to Punta Gorda, Florida will begin on February 16th and flights to baseball spring training should begin in March. The largest flight ever at Pease arrived on December 15th with 396 passengers. Director Lamson requested that community representatives be kept informed regarding the noise contour project. Director Preston inquired about the number of passengers on

Allegiant flights. Mr. Hopper reported that the flights are about 80% full and that Allegiant is pleased with the response. Dan Fortnam, PDA's marketing consultant, continues to work with Allegiant.

c) Noise Line Report

Mr. Hopper reported that the PDA Noise Line received three inquiries in November, including: one regarding helicopter operations; one regarding commercial aircraft; and one regarding an unknown aircraft. In response to Director Allard, Mr. Hopper reported that PDA has received only one call regarding Seacoast Helicopter's activities and that Seacoast Helicopter has been compliant and are very busy.

B. Approvals

1. Handbook Revision – Employee Golf Course Use

Director Preston moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the modification to PDA's Employee Handbook with the addition of "Golf Benefits for PDA Employees" as attached hereto.** Discussion: Director Bohenko expressed his concern that the policy was not brought to the Golf Committee for committee review before it was presented to the Board for approval. Mr. DeVito explained that the policy has been followed for a number of years but had not been put in the handbook. The policy includes employees' use of the simulators and Grill 28. Employees and guests play approximately 150 rounds per year. In response to Director Preston, Mr. DeVito reviewed the employee guest policy. Director Bohenko questioned if the practice is ethical. Attorney Hinchee, who is the PDA ethics compliance officer, reported that the practice is ethical and employees' use of the course is not deemed as income. The majority of rounds played are by golf course employees. Director Bohenko expressed his concern about the process to change policy guidelines and asked that policies be brought to the Golf Committee for review before presentation to the Board. Director Loughlin asked about discounts for Tenant At Pease ("TAP") members. Mr. DeVito reported that TAP members receive a 10% discount at Grill 28 and discounted rounds of golf are offered on Tuesdays through the Tenants' Tuesday program. Disposition: Resolved by unanimous vote; motion carried.

2. Annual Leave Buy Back Program

Director Torr moved and Director Preston seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to implement an annual leave buy back program for qualified PDA employees on the terms and conditions set forth in the presentation from Irving Canner, Director of Finance, dated December 19, 2013 and attached hereto.** Discussion: Director Allard inquired about the number of employees who use the program. Mr. Canner explained that this is the fourth time in recent years that the program was offered. Forty percent of eligible employees used the program the first time and 57% of eligible employees have indicated that they would use the program this year. PDA currently has accrued \$300,000 in vacation pay obligations and the buyback program helps to reduce PDA's liability. Director Bohenko asked if PDA has a maximum accrual policy. He felt that vacation time should be used and the PDA should implement a "use or lose" policy. Director Allard questioned if employees are required to take vacation time. Attorney Hinchee reviewed PDA's vacation policy, which includes employees who have worked at PDA for five years receiving a lump sum number of vacation days on their anniversary dates. Director Bohenko felt that the policy could be changed to include a date certain for a use or lose program. Attorney Hinchee and Mr. Mullen reported that the policy was reviewed in the past and that employees do not want the policy changed. Director Lamson stated that she did not like the buyback program. Director Bohenko felt that it would be worth reviewing the vacation policy to determine if the vacation policy could be converted to a date certain accrual program. Chairman Nickless felt that setting vacation policy is a difficult issue. Director Bohenko would like the Human Resources Director and the Executive Director to work on creating a new policy. Disposition: Resolved by unanimous vote; motion carried.

3. Health Benefits Savings Incentive

Director Allard moved and Director Lamson seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to provide the following Health Benefit Savings Incentives to qualified PDA employees effective on:**

January 8, 2014	\$300
January 9, 2015	\$300

all in accordance with the memorandum of David R. Mullen, PDA Executive Director, dated December 5, 2013 attached hereto. Discussion: Mr. Mullen reported that as part of a negotiated settlement with state employees, the State will pay employees the incentives to help mitigate the increase in insurance deductibles that will be effective January 1, 2014. PDA's proposed policy follows the State's policy. Disposition: Resolved by unanimous votes for; motion carried.

4. Environmental Compliance Coordinator Position

Director Loughlin moved and Director Preston seconded that **In accordance with the provisions of Section 3.11 of the Second Amendment to By-Laws of the Pease Development Authority, the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to create the position of Environmental Compliance Coordinator and further authorizes the Executive Director to immediately fill said position with an appropriately qualified candidate; all in accordance with the memorandum of David R. Mullen, PDA Executive Director, dated November 15, 2013 attached hereto.** Discussion: Director Lamson inquired about the applicants' background and if the position needs to be filled by an engineer. Maria Stowell, PDA Engineer – Manager, explained that the position will involve overseeing the permitting programs for various areas, such as the hazardous waste and storage tanks. Depending on the applicant's background, an environmental scientist or engineer could fill the position. Director Bohenko questioned the salary comparisons and if the applicant needs a bachelors degree. Elizabeth LaBonte, Human Resources Director, reported that the salary comparisons are broad due to the various types of applicants that may apply. Chairman Nickless reviewed the types of applicants that may apply and the types of services that may be provided. He felt that diversity in the position would be helpful. Ms. LaBonte reviewed the research that was done for the position and reported that she expects a number of different types of applicants. PDA did not want to limit the type of applicants that will apply. Director Bohenko agrees with the position and felt that it is needed. Mr. Mullen said the PDA wants to review various types of applicants. Disposition: Resolved by unanimous votes for; motion carried.

5. Port Security Officer Positions

Director Bohenko moved and Director Allard seconded that **In accordance with the provisions of Section 3.11 of the Second Amendment to By-Laws of the Pease Development Authority, the Pease Development Authority Board of Directors hereby approves of and authorizes the creation of two (2) full time positions of Port Security Officers; and further ratifies and approves the hiring of appropriately qualified candidates in accordance with the attached job description.** Discussion: Director Bohenko inquired about the range for the hourly wage. Ms. LaBonte reported that the wage range is \$13 to \$15 per hour. Disposition: Resolved by unanimous votes for; motion carried.

6. City of Portsmouth – Emergency Access/Ashland Road

Director Lamson moved and Director Loughlin seconded that **The Pease Development Authority Board of Directors hereby consents to the provision of emergency access on Ashland Road to the Portsmouth Fire Department on such terms and conditions as are mutually agreed to by the Executive**

Director, the City of Portsmouth, and the NH Department of Transportation. Discussion: Mr. Mullen informed the Board that Ashland Road is the road that leads out from Corporate Drive to the bicycle path that crosses over the Spaulding Turnpike. Disposition: Resolved by unanimous votes for; motion carried.

7. Bills for Legal Services

Director Allard moved and Director Torr seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$20,140.00 for legal services rendered to the Pease Development Authority by:**

1.	Donahue, Tucker & Ciandella*		
	Through October 31, 2013	\$ 2,620.00	
	Through November 30, 2013	\$ 20.00	
2.	Sheehan Phinney Bass + Green		
	Through October 31, 2013	\$ 1,131.00	
3.	Ropes & Gray**		
	Through October 31, 2013	<u>\$16,369.00</u>	
	Total		<u>\$20,140.00</u>

***Note: Two International Group, LLC will reimburse PDA \$2,640.00**

****Note: Two International Group, LLC reimbursed PDA \$6,369.00**

Discussion: Attorney Hinchee reported that services provided by Donahue Tucker and Ciandella dealt with a review of creation of development of condominium documents for a specific tenant. PDA needed to ensure that its interests were protected if condominiums were created and sold. Ropes and Gray's services dealt with a review of PDA lease documents for a tenant to participate in securitized financing. PDA needed specialized counsel to deal with the securitized finance process. PDA agreed to pay up to \$10,000 for a lease audit and a review of the securitized financing. The securitized financing could not be done. Director Lamson agreed with the use of the outside counsel. Disposition: Resolved by unanimous votes for; motion carried.

XII. Division of Ports and Harbors

A. Division Director's Reports

Geno Marconi, Division Director, reported that in conjunction with the Department of Safety and the Division of Motor Vehicles, on December 18, 2013, the Division and Fish and Game set up in the DMV in Dover to allow commercial fishermen to do a one stop commercial boat registration and mooring permit applications. Over forty applications were processed. The services allowed commercial fishermen to get their boats registered in one place without having to go to Concord first. DPH will run the program again on January 15, 2014 and possibly again in February, if needed. Director Loughlin commended the staff for taking the initiative to set up the program. Mr. Marconi thanked Rick Bailey, Director of DMV, for his assistance.

1. Port Advisory Council

Geno Marconi, Division Director, reported that the Port Advisory Council met on December 18, 2013. The National Ocean Planning Council gave a presentation on ocean zoning. The Council is still being organized. Mr. Marconi expects to hear more from the Council in the future.

2. Commercial Mooring Transfer

Mr. Marconi reported that in accordance with the "Delegation to Executive Director: Consent, Approval and Execution of Mooring Permit Transfers", commercial moorings were transferred for:

	Permit	Business	Approval Date
Rye Harbor Transferor Transferee	No. 4181 Allen Cumings Greg Binette	Commercial Fishing	11/20/13
Hampton Harbor 2 Transferor Transferee	No. 4118 Neil O'Brien Donald Jensen	Commercial Fishing	12/4/13

Note: Al Cumings is the Operations Manager for DPH. Mr. Cumings was a commercial fisherman before his employment with DPH.

3. Hampton Harbor Rehabilitation Project

Mr. Marconi reviewed the change orders submitted for the project, including work for the underground fuel storage tanks. The costs were included in the project budget.

Chairman Nickless asked if there is any feedback from the shrimp fishing regulations. Mr. Marconi reported that local fishermen have been affected. Shrimp will still be brought in from other areas but will be available.

B. Approvals

1. Independent Boat Haulers – Right of Entry

Director Preston moved and Director Loughlin seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with Independent Boat Haulers, Inc. for the purpose of using Rye Harbor, NH Marine Facility, on terms and conditions set forth in the memorandum from Geno J. Marconi, Division Director, dated December 5, 2013 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried**

2. Bills for Legal Services

Director Torr moved and Director Preston seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$2,981.50 for legal services rendered to the Division of Ports and Harbors by:**

**1. Sheehan Phinney Bass + Green
Through October 31, 2013**

\$ 1,451.00

\$ 1,530.50

Total

\$2,981.50

=====

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

XIII. Special Events

A. Report

Marie Aleksy, PDA Paralegal, reported on the following special events that will be held on the Tradeport:

1. New Heights – 5 Mile Road Race

On Sunday, Mach 16, 2014, New Heights – Adventures for Teens will host St. Paddy's 5 mile road race. Funds raised will be used to support New Height's programs.

2. American Lung Association – Century Ride

On Sunday, May 4, 2014, the American Lung Association will host the "2014 Cycle the Seacoast" bicycle tour. Rides will range from 25 miles to 100 miles. Funds raised will be used to support the American Lung Association's programs.

B. Events – Proposed Limitations

Mr. Mullen reported that PDA has received numerous requests for special events to be held on the Tradeport. PDA staff is trying to keep some distinct limitations on the types of events that can take place due to the impact that the events can have on the Tradeport. Due to safety concerns, PDA developed a protocol for events including: road races no longer than 5 miles and to be run on the Corporate Drive/International Drive loop; events to be held on Saturday and Sunday only from March 1 through October 31; only one event at a time on a first come-first serve basis. Attorney Hinchee confirmed that events would be allowed on holidays. Director Preston confirmed that insurance is required from event sponsors. Attorney Hinchee reported that other types of events have taken place at Redhook because the events are an accessory use to Redhook.

Discussion continued regarding recent requests for a circus and a marathon and the impact of such events on the Tradeport and its tenants. Director Loughlin requested that the race mileage be increased to allow for a 10k road race (6.2 miles).

Mr. Mullen reported that he met with Steve Wade of the Brain Injury Association of NH to discuss a "plane pull" fundraising event on the North Apron in August, 2014. The event would be held in conjunction with the New Hampshire Air National Guard.

XIV. New Business

No new business was brought before the Board.

XV. Upcoming Meetings

A. Proposed 2014 Meetings Schedule

Chairman Nickless presented a proposed meeting schedule for 2014 and asked that the Directors let him know if there are any conflicts. All Board and Committee meetings begin at 8 a.m. unless otherwise posted.

XVI. Directors' Comments

Director Bohenko requested that Mr. Mullen provide the City with an updated analysis of the traffic impact fees that are required in some PDA leases. Mr. Mullen reported that the fees were assessed but have not been collected. Attorney Hinchee informed the Board that the fees were not collected because the fees are tied

to Tradeport improvements and PDA does not meet the warrant requirements for improvements. Director Bohenko would like the Board to review the matter and determine how to handle the matter.

XVII. Adjournment

Director Lamson moved and Director Loughlin seconded to **adjourn the Board meeting**. Discussion: None. Disposition: Resolved by unanimous vote; motion carried. Meeting adjourned at 12:00 p.m.

XVIII. Press Questions

No members of the press were present at the meeting.

Respectfully submitted,



David R. Mullen
Executive Director/Secretary

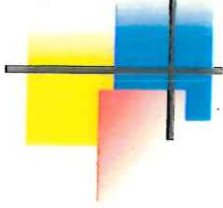
PEASE DEVELOPMENT AUTHORITY
Monday, January 13, 2014

FINANCE COMMITTEE AGENDA

Time: 8:00 A.M.
Place: 55 International Drive
Pease International Tradeport
Portsmouth, NH 03801

- I. Call to Order (Bohenko)
- II. Acceptance of Committee Meeting Minutes: November 18, 2013 *
- III. Public Comment
- IV. Reports (Canner)
 1. Operating Results for the Five Month Period Ending November 30, 2013 *
 2. Nine Month Cash Flow Projections through September 30, 2014 *
 3. 2013 Vacation Buy Back Program- Results *
- V. Committee Recommendations to the Board of Directors
 1. Capital Project Authorizations and Updates
 - A. Toro Greens Mower with Groomer *+ (Lamson)
 - B. Other
 1. Four Small Utility Carts *
 2. Large Utility Cart *
 3. Two Fairway Mowers *
- VI. Next Committee Meeting- March 17, 2014
- VII. Director's Comments
- VIII. Adjournment
- IX. Press Questions

* Related Materials Attached.
+ Proposed Motion.



FY 2014 FINANCIAL REPORT FOR THE FIVE MONTH PERIOD ENDING NOVEMBER 30, 2013

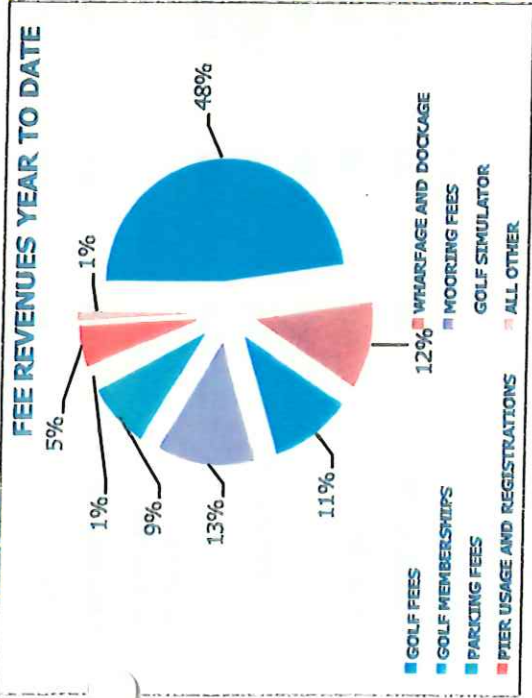


**FINANCE COMMITTEE MEETING
JANUARY 13, 2014**



ANALYSIS OF OPERATING REVENUES FOR THE FIVE MONTH PERIOD ENDING NOVEMBER 30, 2013 AND 2012

(\$ 000's)

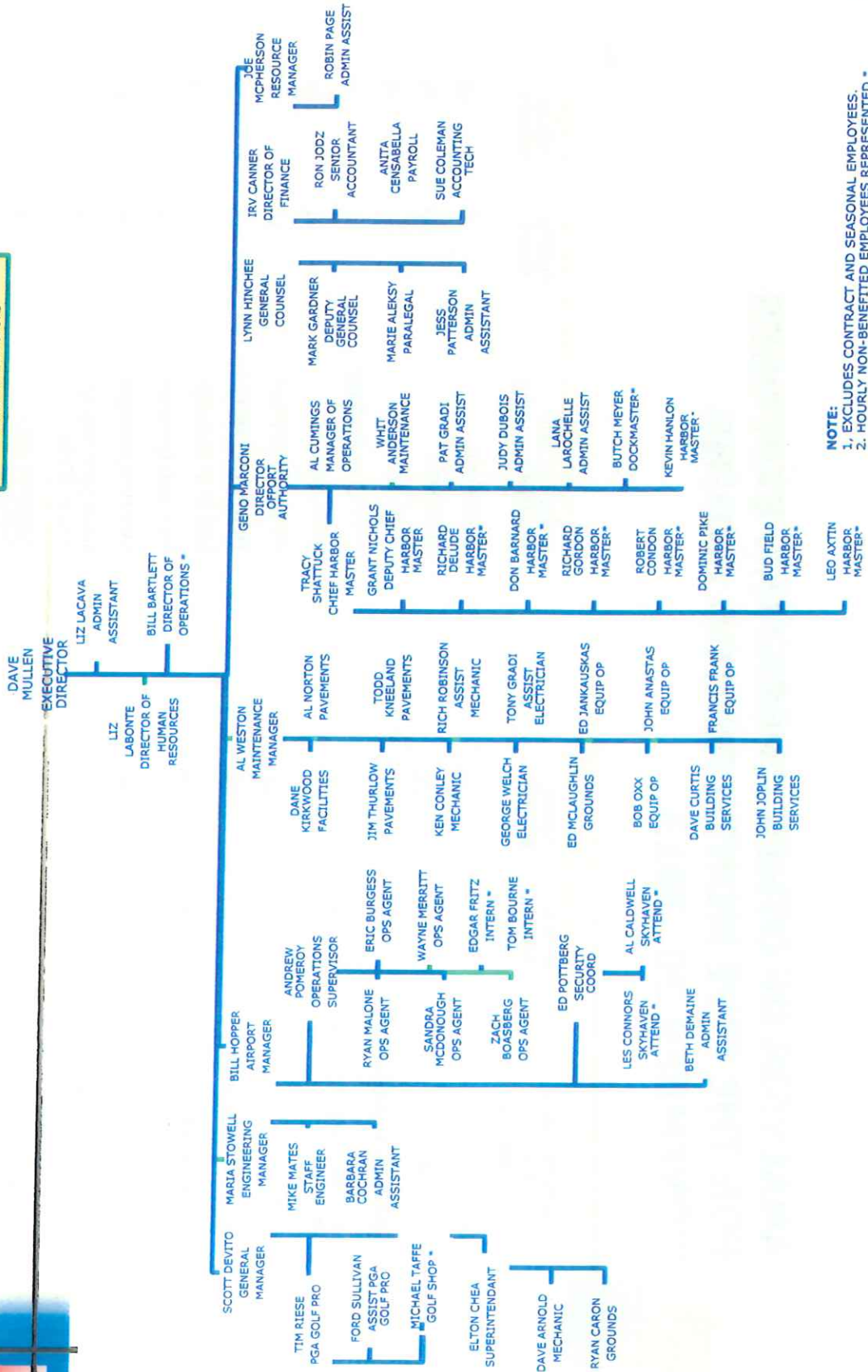


	CURRENT YEAR TO DATE ACTUAL	CURRENT YEAR TO DATE BUDGET	\$ VARIANCE	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	FY 2014 APPROVED BUDGET
RENTAL OF FACILITIES	4,055	3,593	462	3,587	468	9,084
FEE REVENUES (SEE CHART)	1,085	1,388	(303)	1,460	(375)	2,530
FUEL SALES (SEE CHART)	572	595	(23)	578	(6)	1,230
CONCESSION REVENUE	111	97	14	101	10	202
GOLF MERCHANDISE	67	86	(19)	82	(15)	160
ALL OTHER- NET	<u>177</u>	<u>177</u>	=	<u>213</u>	<u>(36)</u>	<u>386</u>
	6,067	5,936	131	6,021	46	13,592

	SALES	COGS	NET MARGIN
FUEL ANALYSIS			
SKYHAVEN AIRPORT	72	59	13
PORTSMOUTH FISH PIER	388	360	28
RYE HARBOR	112	102	10
HAMPTON HARBOR	-	-	-
	<u>572</u>	<u>521</u>	<u>51</u>

PEASE DEVELOPMENT AUTHORITY CURRENT ORGANIZATION CHART

BOARD OF DIRECTORS



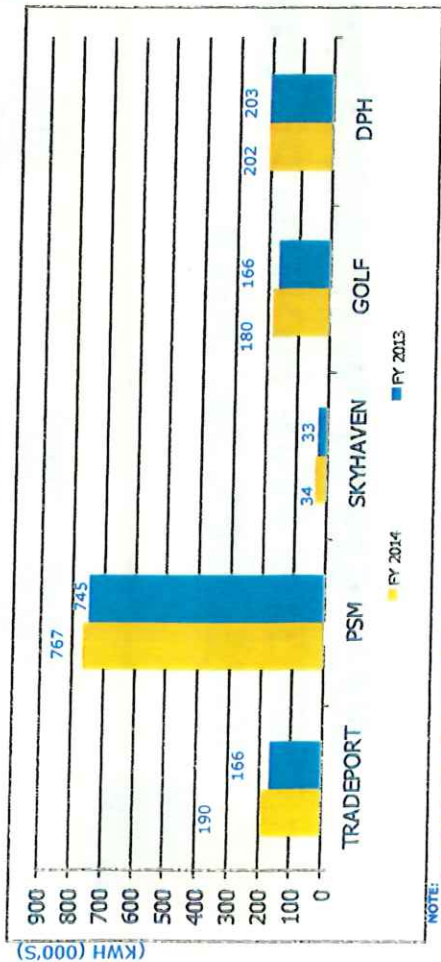
NOTE:
1. EXCLUDES CONTRACT AND SEASONAL EMPLOYEES.
2. HOURLY NON-BENEFITTED EMPLOYEES REPRESENTED *

ANALYSIS OF OTHER OPERATING EXPENSES FOR THE FIVE MONTH PERIOD ENDING NOVEMBER 30, 2013 (CONTINUED)

(\$ 000's)

UTILITIES	ACTUAL COSTS	FISCAL BUDGET	PROFESSIONAL SERVICES	ACTUAL COSTS	FISCAL BUDGET
ELECTRICITY	144	440	LEGAL	10	130
WASTE DISPOSAL	39	127	INFORMATION TECHNOLOGY	29	122
NATURAL GAS	8	72	AUDIT	44	63
PROPANE	16	54	ALL OTHER- NET	8	29
WATER	<u>18</u>	<u>40</u>		<u>91</u>	<u>344</u>
	225	733			

KWH CONSUMPTION ANALYSIS BY BUSINESS UNIT



NOTE: PSM INCREASED USAGE FROM 7.1 CENTS/ KWH TO 9.5 CENTS/ KWH IN JANUARY 2013. PDA CURRENTLY HAS OUTSOURCED ACTIVITY AT A RATE OF 6.9 CENTS/ KWH FOR THE 18 MONTH PERIOD JULY 1, 2013 THROUGH DECEMBER 31, 2014.

CONSOLIDATED STATEMENT OF NET POSITION

(\$ 000's)

ASSETS	NOV 30 2013	JUN 30 2013	LIABILITIES	NOV 30 2013	JUN 30 2013	<u>CASH AND INVESTMENTS AT NOVEMBER 30, 2013</u>	
						<u>UNRESTRICTED</u>	<u>RESTRICTED</u>
CASH AND INVESTMENTS	1,773	3,996	ACCOUNTS PAYABLE AND ACCRUED EXPENSES	3,607	3,859		
ACCOUNTS RECEIVABLE-NET	2,277	1,260	UNEARNED REVENUE	189	461		
INVENTORIES	309	387	LONG TERM LIABILITIES				
PREPAID INSURANCE	56	153	DUE WITHIN 1 YEAR	873	1,290		
RESTRICTED ASSETS	4,415	5,796	DUE IN MORE THAN 1 YEAR	2,096	2,307		
CASH AND INVESTMENTS	700	695	TOTAL LIABILITIES	2,969	3,597		
REVOLVING LOAN FUND RECEIVABLES	1,036	922	NET POSITION	6,765	7,917		
TOTAL RESTRICTED ASSETS	1,736	1,617	NET INVESTMENT IN CAPITAL ASSETS	69,730	69,034		
CAPITAL ASSETS			RESTRICTED FOR:				
LAND	5,139	5,139	REVOLVING LOAN FUND	1,218	1,118		
CONSTRUCTION IN PROCESS (PAGES #11-14)	10,294	7,140	HARBOR DREDGING AND PIER MAINTENANCE	459	436		
OTHER CAPITAL ASSETS-NET	58,420	60,351	FOREIGN TRADE ZONE	59	62		
TOTAL CAPITAL ASSETS	73,853	72,630	UNRESTRICTED	1,773	1,476		
TOTAL ASSETS	80,004	80,043	TOTAL NET POSITION	73,239	72,126		
			GENERAL OPERATING AUTHORITY				
			GENERAL OPERATING			667	-
			TENANT ESCROW			367	-
			PCA MARKETING			53	-
			ALL OTHER			5	-
						1,092	-
			DIVISION OF PORTS AND HARBOR				
			GENERAL OPERATING			238	-
			HARBOR MANAGEMENT			340	-
			HARBOR DREDGING AND PIER MAINTENANCE			-	459
			REVOLVING LOAN-FISHERY FUND			-	139
			REVOLVING LOAN-FISHERY FUND (SEQUESTERED)			-	43
			FOREIGN TRADE ZONE			-	59
			ALL OTHER			103	-
						681	700

SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF NOVEMBER 30, 2013

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-13	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 11-30-13
PORTSMOUTH AIRPORT					
OBSTRUCTION MITIGATION DESIGN (FAA #49)	185	26	-	16	211
NOISE EXPOSURE MAP UPDATE (FAA #52)	64	22	-	16	86
RUNWAY DEMAND AND LENGTH ANALYSIS (SBG 1601)	2	42	-	34	44
ASR CONSTRUCTION PROJECT (SBG 1602)	4	510	-	74	514
AIRFIELD MARKING AND SIGNAGE (FAA #55)	-	10	-	10	10
FUEL TANK REPLACEMENT	-	6	-	6	6
	255	616	=	616	871

SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF NOVEMBER 30, 2013

(CONTINUED):

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-13	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 11-30-13
TRADEPORT					
MULTI-USE PATH (TEC)	146	7	-	7	153
CORPORATE DRIVE RIGHT TURN LANE	246	37	270	(233)	13
AIRPORT ACCESS ROAD DESIGN	27	-	-	-	27
LAND IMPROVEMENT AND BUILDING DEMO (80 ROCHESTER)	496	183	-	183	679
ROUNDABOUT- BUILDING #90	8	-	-	-	8
ASBESTOS REMOVAL	2	-	-	-	2
ABOVE GROUND STORAGE TANK UPGRADE	31	11	3	8	39
	956	238	273	(35)	921
SKYHAVEN AIRPORT					
HANGAR TWO ROOF REPLACEMENT	7	111	-	111	118
UNDERGROUND FUEL PIPE REPLACEMENT	10	-	10	(10)	-
RUNWAY DESIGN AND RECONSTRUCTION	77	80	-	80	157
PROPERTY ACQUISITION AND DEMOLITION	5	3	-	3	8
	99	194	10	184	283
ADMINISTRATION					
COMPUTER REPLACEMENTS	-	-	-	-	-

ANALYSIS OF ADVANCES AND NOTES PAYABLE AS OF NOVEMBER 30, 2013

(\$ 000's)

SCHEDULE OF DEBT SERVICE REPAYMENT

DEBT HOLDER / INTEREST RATE	CURRENT PORTION	LONG TERM PORTION	TOTAL AMOUNT DUE	FISCAL YEAR	THE PROVIDENT BANK @ 3.74%	THE PROVIDENT BANK @ 3.46%	THE PROVIDENT BANK @ 3.11%	CITY OF PORTS NH @ 4.50%	TOTAL DEBT
PROVIDENT BANK @ 3.74%	248	-	248	2014	664	202	281	116	1,263
PROVIDENT BANK @ 3.46%	202	269	471	2015	-	210	291	116	617
PROVIDENT BANK @ 3.11%	281	1,103	1,384	2016	-	142	300	116	558
CITY OF PORTSMOUTH-WATER POLLUTION CONTROL NOTE @ 4.50%	116	698	814	2017	-	-	309	116	425
	847	2,070	2,917	2018-2021	=	=	319	350	669
TENANT ADVANCES (LONZA)	26	26	52	PAID IN FY 2014	(416)	(83)	(116)	=	(615)
TOTAL	873	2,096	2,969		248	471	1,384	814	2,917

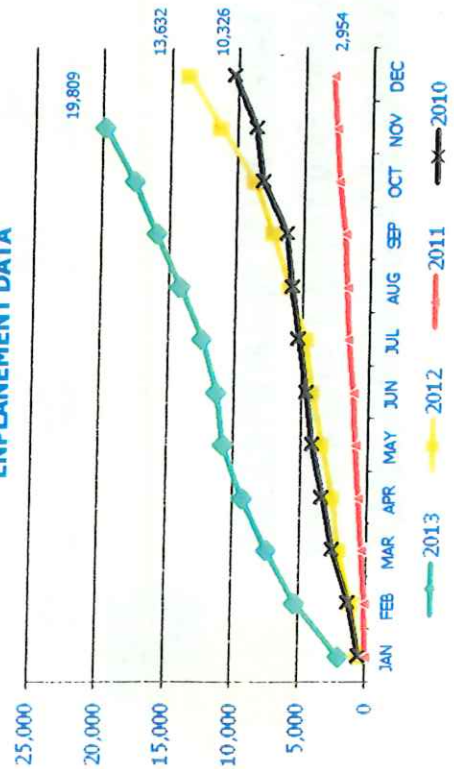
STATEMENT OF OPERATIONS FOR THE FIVE MONTH PERIOD ENDING NOVEMBER 30, 2013 PORTSMOUTH AIRPORT

(\$ 000's)

	CURRENT YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	CURRENT FISCAL YEAR BUDGET
OPERATING REVENUES	<u>315</u>	<u>392</u>	<u>(77)</u>	<u>807</u>
OPERATING EXPENSES				
WAGES AND FRINGE BENEFITS	340	283	57	864
BUILDINGS AND FACILITIES MAINTENANCE	206	223	(17)	575
GENERAL AND ADMINISTRATIVE	70	61	9	143
UTILITIES	86	86	-	314
PROFESSIONAL SERVICES	-	-	-	-
MARKETING AND PROMOTION	10	7	3	12
ALL OTHER	-	-	-	-
OPERATING INCOME	<u>712</u>	<u>660</u>	<u>52</u>	<u>1,908</u>
NONOPERATING (INCOME) AND EXPENSE	<u>(397)</u>	<u>(268)</u>	<u>(129)</u>	<u>(1,101)</u>
DEPRECIATION AND AMORTIZATION	1,602	1,596	6	3,998
NET OPERATING INCOME	<u>(1,999)</u>	<u>(1,864)</u>	<u>(135)</u>	<u>(5,099)</u>

	CURRENT YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	CURRENT FISCAL YEAR BUDGET
OPERATING REVENUES			
FACILITIES RENT	242	234	687
CARGO AND HANGARS	54	45	-
CONCESSION REVENUES	1	1	3
FEE REVENUES	1	58	2
ALL OTHER	17	54	115
	<u>315</u>	<u>392</u>	<u>807</u>

ENPLANEMENT DATA



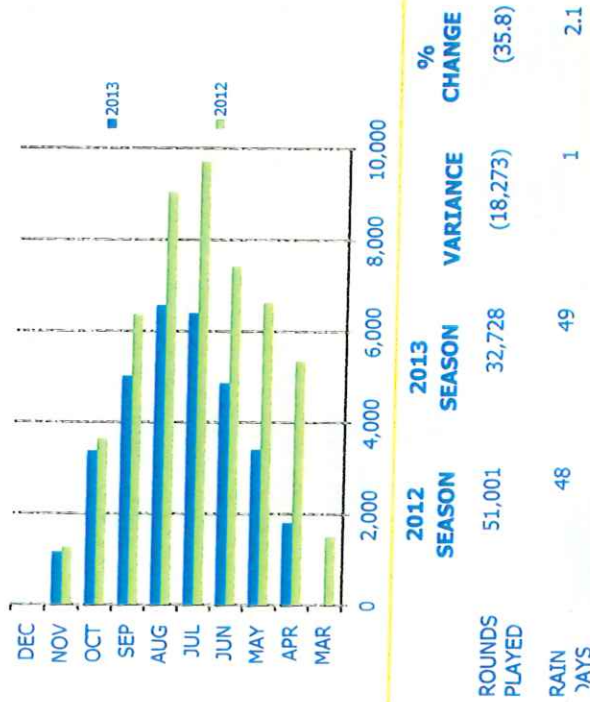
STATEMENT OF OPERATIONS FOR THE FIVE MONTH PERIOD ENDING NOVEMBER 30, 2013 TRADEPORT

(\$ 000's)

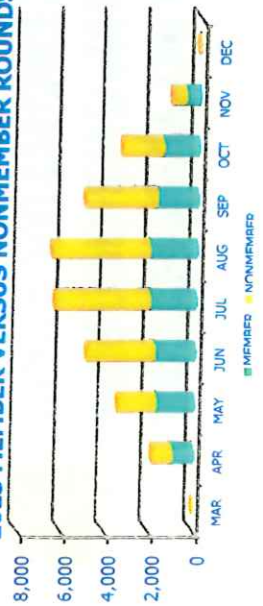
	CURRENT YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	CURRENT FISCAL YEAR BUDGET
OPERATING REVENUES				
RENTAL OF FACILITIES	3,509	3,062		7,707
INTEREST INCOME ON LOANS	-	-	-	-
ALL OTHER-NET	30	33	(26)	134
	<u>3,539</u>	<u>3,095</u>	<u>444</u>	<u>7,792</u>
OPERATING EXPENSES				
WAGES AND FRINGE BENEFITS	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	86	112	(26)	134
GENERAL AND ADMINISTRATIVE	21	30	(9)	62
UTILITIES	34	37	(3)	138
PROFESSIONAL SERVICES	9	10	(1)	-
MARKETING AND PROMOTION	-	-	-	-
ALL OTHER	16	13	3	120
	<u>166</u>	<u>202</u>	<u>(36)</u>	<u>454</u>
OPERATING INCOME	3,373	2,893	480	7,338
NONOPERATING (INCOME) AND EXPENSE	(1)	(552)	551	-
DEPRECIATION AND AMORTIZATION	400	463	(63)	1,200
NET OPERATING INCOME	<u>2,974</u>	<u>2,982</u>	<u>8</u>	<u>6,138</u>

KEY GOLF COURSE BENCHMARKING DATA THROUGH DECEMBER 31, 2013

ROUNDS OF GOLF PLAYED



2013 MEMBER VERSUS NONMEMBER ROUNDS



	GOLF SIMULATOR REVENUES		FY 2013		FY 2014		BAR AND GRILL GROSS SALES		FY 2012		FY 2013		FY 2014	
JULY			\$	-	\$	285	JULY		\$ 104,571	\$ 143,893	\$ 134,339			
AUGUST				209		35	AUGUST		98,144	106,674	126,688			
SEPTEMBER				220		20	SEPTEMBER		79,803	103,048	106,735			
OCTOBER				1,875		1,883	OCTOBER		49,144	62,957	84,490			
NOVEMBER				10,230		12,839	NOVEMBER		35,145	57,335	67,358			
DECEMBER				14,032		17,141	DECEMBER		38,330	59,735	68,224			
JANUARY				24,240			JANUARY		40,372	58,266				
FEBRUARY				22,416			FEBRUARY		46,547	61,346				
MARCH				24,836			MARCH		54,966	79,817				
APRIL				4,553			APRIL		74,055	68,045				
MAY				388			MAY		101,018	99,191				
JUNE				355			JUNE		121,216	98,569				
				\$ 103,354		\$ 32,203			\$ 843,311	\$ 998,876	\$ 587,834			
				YEAR TO DATE NET CHANGE:		\$ 5,637			YEAR TO DATE NET CHANGE:		\$ 54,192			
				2013 TOTAL ROUNDS MEMBER 12,673 NONMEMBER 20,055 TOTAL 32,728		YEAR TO DATE NET CHANGE:			YEAR TO DATE NET CHANGE:		10.2			
				2012 TOTAL ROUNDS MEMBER 19,632 NONMEMBER 31,279 TOTAL 51,001		YEAR TO DATE NET CHANGE:			YEAR TO DATE NET CHANGE:		21.2			

CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING SEPTEMBER 30, 2014

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)



**FINANCE COMMITTEE MEETING
JANUARY 13, 2014**

PEASE DEVELOPMENT AUTHORITY STATEMENT OF CASH FLOW - PDA UNRESTRICTED FUNDS JANUARY 1, 2014 TO SEPTEMBER 30, 2014

(\$ 000'S)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
OPENING FUND BALANCE	593	499	495	440	487	441	463	426	473	593
SOURCES OF FUNDS										
TRADEPORT RELATED BILLINGS	625	650	650	640	650	650	675	675	690	5,905
MUNICIPAL SERVICE FEE (COP)	190	339	190	190	339	190	190	339	190	2,157
GRANT AWARDS (SEE PAGE #9)	82	343	115	240	280	2,134	289	504	800	4,787
GOLF COURSE	170	110	100	100	225	225	275	275	275	1,755
PORTSMOUTH AIRPORT	55	57	55	55	57	55	55	56	55	500
SKYHAVEN AIRPORT	15	15	17	18	17	17	18	18	17	152
WORKING CAPITAL RLOC- NET	-	(400)	(100)	500	800	450	700	(300)	(1,200)	450
	1,137	1,114	1,027	1,743	2,368	3,721	2,202	1,567	827	15,706
USE OF FUNDS										
CAPITAL EXPENDITURES (SEE PAGES #4-#9)	458	434	502	1,166	1,804	1,940	1,584	895	158	8,941
EMPLOYEE WAGES AND BENEFITS	362	395	370	345	415	425	435	420	418	3,585
MUNICIPAL SERVICE FEE (COP)	-	-	-	-	-	1,079	-	-	-	1,079
OPERATING EXPENSES	165	165	165	140	150	210	175	160	155	1,485
LONG TERM DEBT RETIREMENT (SEE PAGES #10-#11)	246	124	45	45	45	45	45	45	45	685
	1,231	1,118	1,082	1,696	2,414	3,699	2,239	1,520	776	15,755
NET CASH FLOW	(94)	(4)	(55)	47	(46)	22	(37)	47	51	(69)
CLOSING FUND BALANCE	499	495	440	487	441	463	426	473	524	524

PEASE DEVELOPMENT AUTHORITY PROJECTED CAPITAL EXPENDITURES JANUARY 1, 2014 TO SEPTEMBER 30, 2014

(\$ 000's)

(CONTINUED):

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
NONGRANT REIMBURSEMENT										
TRADEPORT										
ROOF- 55 INTERNATIONAL DRIVE **	-	-	5	3	2	20	100	70	-	200
SOLAR PANELS- 55 INTERNATIONAL DRIVE**	-	-	-	-	-	-	35	45	-	80
TERMINAL DIRECTORY (INSIDE) **	-	-	-	-	-	-	-	-	5	5
TERMINAL SIGN GUIDES (ROADWAYS) **	-	-	-	-	-	-	-	-	20	20
STREET LIGHTING	10	30	-	-	-	-	-	-	-	40
SIDEWALK CONSTRUCTION	-	-	-	-	9	-	-	-	-	9
	<u>10</u>	<u>30</u>	<u>5</u>	<u>3</u>	<u>11</u>	<u>20</u>	<u>135</u>	<u>115</u>	<u>25</u>	<u>354</u>

NOTE:
** PENDING BOARD APPROVAL

**PEASE DEVELOPMENT AUTHORITY
PROJECTED CAPITAL EXPENDITURES
JANUARY 1, 2014 TO SEPTEMBER 30, 2014**

(\$ 000's)

(CONTINUED):

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
NONGRANT REIMBURSEMENT (CONTINUED):										
GOLF COURSE										
COURSE RENOVATIONS	75	25	-	25	-	-	-	-	-	125
CLUBHOUSE EXPANSION (DESIGN ONLY)	-	-	-	-	-	25	-	-	-	25
PARKING LOT RENOVATIONS	-	10	-	-	15	-	-	-	-	25
WATER TANK INTERIOR LINING **	-	-	-	-	-	-	5	5	70	80
BEDNIFE GRINDER	18	-	-	-	-	-	-	-	-	18
LARGE UTILITY CART **	-	-	29	-	-	-	-	-	-	29
FAIRWAY MOWERS **	-	-	117	-	-	-	-	-	-	117
CLUBHOUSE FURNISHINGS AND KITCHEN EQUIPMENT **	-	25	-	-	-	-	50	-	-	75
TRIPLEX GREENS MOWER **	-	-	39	-	-	-	-	-	-	39
SMALL UTILITY CARTS**	-	-	27	-	-	-	27	-	-	54
GREEN TEE AREATOR **	-	-	-	-	-	-	-	25	-	25
RANGE CART WITH CAGE **	-	-	-	-	-	-	12	-	-	12
	93	60	212	25	15	25	94	30	70	573

NOTE:
** PENDING BOARD APPROVAL

PEASE DEVELOPMENT AUTHORITY PROJECTED RECEIPT GRANT AWARDS JANUARY 1, 2014 TO SEPTEMBER 30, 2014

(\$ 000's)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
GRANT REIMBURSEMENT										
PORTSMOUTH AIRPORT										
OBSTRUCTION MITIGATION DESIGN (AIP #49)	41	-	-	70	-	-	-	-	-	111
NOISE EXPOSURE MAP (AIP #52)	-	-	53	-	-	-	-	-	-	53
ASR DESIGN (AIP #54)	41	-	-	-	-	-	-	-	-	41
AIRPORT MARKING AND SIGNAGE (AIP #55)	-	-	-	8	-	-	-	-	-	8
RUNWAY FACILITY DESIGN STUDY (SBG 1)	-	-	-	39	-	-	14	-	-	53
ASR MITIGATION CONSTRUCTION (SBG 2)	-	343	-	83	-	834	-	-	600	1,860
ASR CONSTRUCTION (SBG 3)	-	-	-	-	-	-	275	-	-	275
	<u>82</u>	<u>343</u>	<u>53</u>	<u>200</u>	<u>-</u>	<u>834</u>	<u>289</u>	<u>-</u>	<u>600</u>	<u>2,401</u>
SKYHAVEN AIRPORT										
PROPERTY ACQUISITION AND DEMOLITION	-	-	12	-	-	-	-	-	-	12
RUNWAY REHAB AND DESIGN	-	-	-	-	280	-	-	20	-	300
RUNWAY CONSTRUCTION	-	-	-	-	-	1,000	-	300	200	1,500
	<u>-</u>	<u>-</u>	<u>12</u>	<u>-</u>	<u>280</u>	<u>1,000</u>	<u>-</u>	<u>320</u>	<u>200</u>	<u>1,812</u>
TRADEPORT										
BUILDING DEMO (80 ROCHESTER)	-	-	-	40	-	-	-	-	-	40
MULTI USE PATH (DESIGN AND CONSTRUCTION FOR GRAFTON DRIVE SECTION ONLY)	-	-	50	-	-	300	-	184	-	534
	<u>-</u>	<u>-</u>	<u>50</u>	<u>40</u>	<u>-</u>	<u>300</u>	<u>-</u>	<u>184</u>	<u>-</u>	<u>574</u>
TOTAL GRANT	<u>82</u>	<u>343</u>	<u>115</u>	<u>240</u>	<u>280</u>	<u>2,134</u>	<u>289</u>	<u>504</u>	<u>800</u>	<u>4,787</u>

NOTE:
** PENDING BOARD APPROVAL

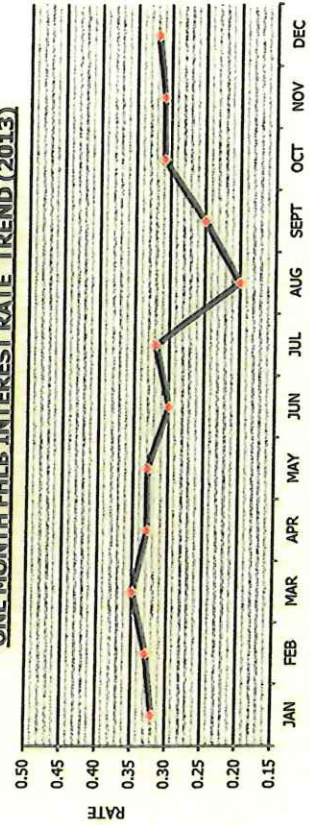
PEASE DEVELOPMENT AUTHORITY CREDIT FACILITIES AND OUTSTANDING DEBT ANALYSIS AS OF DECEMBER 31, 2013

(\$ 000's)

CREDIT FACILITIES	THE PROVIDENT BANK (RLOC)	THE PROVIDENT BANK (REVOL)	THE PROVIDENT BANK (BAN)
AMOUNT OF CREDIT FACILITY	5,000	2,500	5,000
AMOUNT AVAILABLE	3,250	-	-
EFFECTIVE DATE	03-10-2011	03-10-2011	02-25-2009
TERM DATE	12-31-2016	06-28-2018	02-25-2014
PURPOSE	TO PROVIDE WORKING CAPITAL	TO FINANCE CAPITAL EXPENDITURES	DEBT REPAYMENT TO STATE OF NH
INTEREST RATE	ONE MONTH FHLB + 250 BASIS POINTS	SEE TABLE	3.74%
MINIMUM SIZE OF DRAWDOWN	NO MINIMUM	500	5,000
OTHER	DOES NOT CARRY THE STATE GUARANTEE	CARRIES GUARANTEE OF STATE	CARRIES GUARANTEE OF STATE

OUTSTANDING DEBT ANALYSIS	BALANCE AT 12-31-2013	BALANCE AT 06-30-2013	MATURITY DATE	INTEREST RATE %
THE PROVIDENT BANK (BAN)	164	664	02-26-2014	3.74
THE PROVIDENT BANK- (REVOL #1)	453	554	03-14-2016	3.46
THE PROVIDENT BANK- (REVOL #2)	1,360	1,500	06-28-2018	3.11
CITY OF PORTSMOUTH	814	814	12-31-2020	4.50
THE PROVIDENT BANK (RLOC)	1,750	-	12-31-2016	2.81
	4,541	3,532	WEIGHTED AVERAGE	3.30

ONE MONTH FHLB INTEREST RATE TREND (2013)




VACATION BUY-BACK PROGRAM EMPLOYEE PARTICIPATION SUMMARY

	DECEMBER 2009	DECEMBER 2010	DECEMBER 2012	DECEMBER 2013
NUMBER OF EMPLOYEES PARTICIPATING	17	25	24	25
PARTICIPATION RATE / ELIGIBLE	40.5%	55.6%	52.2%	56.8%
VACATION HOURS REDEEMED	672	960	920	958
CASH FLOW IMPACT- PDA				
EMPLOYEE VACATION BUY-BACK PAYMENT	\$ 23,089	\$ 31,335	\$ 30,176	\$ 29,367
TAXES AND OTHER (NOTE #1)	2,921	4,014	5,058	5,809
TOTAL	\$ 26,010	\$ 35,349	\$ 35,234	\$ 35,176

NOTE:
1. INCLUSIVE OF FICA AND CONTRIBUTION TO NEW HAMPSHIRE RETIREMENT SYSTEM.

Memorandum

To: David R. Mullen, Executive Director 
From: Scott DeVito, PGA General Manager
Date: 1/9/2014
Re: Requests for Capital Purchases - Items V.B.1. a, b and c

At the PDA Board Meeting on January 16, 2014, we will be requesting permission to proceed with the purchase of the following capital equipment:

- 1) Four Utility Carts intended to replace units purchased in 2001, 2002 and 2003;
- 2) Large Utility Cart (half ton unit with hydrolic bed) intended to replace a unit purchased in 2001;
- 3) Two Fairway Mowers intended to replace units purchased in 1997 and 2001.

All of these capital items are a part of the FY2014 capital budget.

The bid opening for these items is scheduled for Monday, January 13, 2014 and specific information on the vendor awards will be forwarded to you under separate cover

INSERT ITEM V.B.1a, b, and c

MOTION

Director Loughlin:

The PDA Board of Directors hereby approves of and authorizes the Executive Director to:

1. enter into a contract with Turf Products, Inc. of Enfield, CT, for the purchase of two (2) fairway mowers for use by the PDA Golf Maintenance Department in a total amount not to exceed \$111,566.70;
2. enter into a contract with Turf Products, Inc. of Enfield, CT for the purchase of one (1) large utility cart for use by the PDA Golf Maintenance Department in a total amount not to exceed \$26,693.17; and
3. enter into a contract with Five Star Golf Cars of Laconia, NH, for the purchase of four (4) utility carts for use by the PDA Golf Maintenance Department in a total amount not to exceed \$31,940.00;

all in accordance with the memorandum from Scott D. DeVito, PGA General Manager, dated January 13, 2014 attached hereto.

Note: Roll call vote required.

N:\RESOLVES\GolfFairwayMower0114.wpd

MEMORANDUM

To: David R. Mullen, Executive Director
From: Scott DeVito, PGA General Manager
Date: January 13, 2014
Subject: Request to purchase the following capital equipment.

The listed items were advertised for competitive bids. The bid opening took place on Monday, January 13, 2014.

- 1) Two Fairway Mowers Tier IV Compliant intended to replace units purchased in 1997 and 2001.

Lowest Qualified Bid:	Turf Products, Corp. of Enfield, CT
Cost per item:	\$55,783.35
Total cost:	\$111,566.70

- 2) Large Utility Cart (half ton unit with hydraulic bed) intended to replace a unit purchased in 2001;

Lowest Qualified Bid	Turf Products Corp. of Enfield, CT
Total cost:	\$26,693.17;

- 3) Four Utility Carts intended to replace units purchased in 2001, 2002 and 2003;

Lowest Qualified Bid:	Five Star Golf Cars of Laconia, NH,
Cost per item:	\$7,985
Total cost:	\$31,940;

All of these capital items are a part of the golf course FY2014 capital budget. Please request PDA Board approval for the purchase of all items.

Thank you for your consideration.

REPLACEMENT – ITEM V.B.2

MOTION

Director Bohenko:

In accordance with the recommendation of the Pease Finance Committee, the PDA Board of Directors hereby authorizes the Executive Director to enter into a contract with Turf Products Corp. of Enfield, CT, to purchase one (1) Toro Greens Mower with Groomer for use by the PDA Golf Maintenance Department in a total amount not to exceed \$34,846.22; all in accordance with the memorandum from Scott D. DeVito, PGA General Manager, dated January 10, 2014 attached hereto.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement for Turf Products based on the following:

1. The new mower matches Toro mowers currently used by the Golf Course;
2. The Pease Golf Course Maintenance Department is familiar with maintenance of the equipment and will be able to use replacement parts that are in stock at the Golf Course; and
3. Turf will sell the mower to PDA at the Government Services Administration (“GSA”) price, which will result in significant savings to PDA.

Note: Roll call vote required.

N:\RESOLVES\GolfTriplexMowerREPO114.wpd

COMMERCIAL SALES ORDER AGREEMENT



turf products, llc

157 Moody Road • P.O. Box 1200 • Enfield, CT 06083 • (860) 763-3581

No. 76482

ACCT#: _____

SOLD TO (BUYER): Pease Development
55 Ilwaco Rd.
Portsmouth NH

SHIP TO: Pease Golf Course
200 Grafton Dr.
Portsmouth N.H.

CUSTOMER P.O.#: _____

DATE _____

SALESMAN 56

APPROVED BY _____

CUSTOMER CONTACT: ET Shea

TEL: 603-766-9204

ORDER				
QUANTITY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	04358	Greens Master 3150-Q		
3	04619	11 Blade Cutting unit		
1	04625	Front Full Roller (set of 3)		
1	04626	Narrow Wheel Rollers (set of 3)		
3	04709	Groomer Drives		
3	04711	Groomer Beel, Carbide		
1	106-2643	Pull Links Kit		
1	105-8336	Light Kit		
			SUBTOTAL	
			TOTAL	<u>34846.22</u>

SET-UP INSTRUCTIONS - H.O.C.: set up w/04626 NARROW Wheel
Rollers.

H.O.C - .140

REQUESTED DELIVERY DATE: ASAP

DELIVERY DATE: _____

BILLING INFORMATION: Not 10

SERIAL #: _____

TELEPHONE: _____

SALESPERSON: _____

SALESPERSON'S SIGNATURE: [Signature]

APPROVED BY: _____

APPROVAL SIGNATURE: [Signature]

THIS AGREEMENT SHALL NOT BE BINDING ON SELLER WITHOUT SALESPERSON'S AND APPROVAL SIGNATURES

BY SIGNING THE BELOW, BUYER HEREBY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT, INCLUDING THE TERMS AND CONDITIONS ON THE SECOND PAGE OF THIS AGREEMENT.

BUYER'S SIGNATURE: [Signature]

(Duly Authorized)

CUSTOMER

MOTION

Director Bohenko:

In accordance with the recommendation of the Pease Finance Committee, the PDA Board of Directors hereby authorizes the Executive Director to enter into a contract with Turf Products Corp. of Enfield, CT, to purchase one (1) Toro Greens Mower with Groomer for use by the PDA Golf Maintenance Department in a total amount not to exceed \$34,646.22; all in accordance with the memorandum from Scott D. DeVito, PGA General Manager, dated January 10, 2014 attached hereto.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement for Turf Products based on the following:

1. The new mower matches Toro mowers currently used by the Golf Course;
2. The Pease Golf Course Maintenance Department is familiar with maintenance of the equipment and will be able to use replacement parts that are in stock at the Golf Course; and
3. Turf will sell the mower to PDA at the Government Services Administration ("GSA") price, which will result in significant savings to PDA.

Note: Roll call vote required.

N:\RESOLVES\GolfTriplexMower0114.wpd

MEMORANDUM

To: David R. Mullen, Executive Director

From: Scott DeVito, PGA General Manager

Date: January 10, 2014

Subject: Request to waive the RFP process to purchase a Toro Greens Mower with Groomers

This is a request to purchase a Toro Greens Mower with Groomer, and waive the request for proposals process to purchase from Turf Products Corps. of 157 Moody Road, Enfield CT. 06082. The funds have been proposed in the 2014 capital plan.

Have discussed with Legal and the reasons below qualify this purchase for waiving the RFP process.

- The purchase would match the existing Toro Mowers and the equipment manager is familiar with this product.
- We have replacement parts in stock.
- The distributor is willing to extend GSA pricing

The purchase price is \$34,646.22 with Toro GSA price to Pease.

Thank you for your consideration.

MEMORANDUM

To: Pease Development Authority Board of Directors

From: David R. Mullen, Executive Director 

Date: January 16, 2014

Re: Sublease between 222 International, Limited Partnership and Alpha Analytical, Inc.

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements" adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved of a sublease between 222 International, Limited Partnership ("222ILP") and Alpha Analytical, Inc. ("Alpha") for 1,231 square feet at 222 International Drive. The 222ILP/Alpha lease is for a base term of five years effective January 1, 2014. Alpha, an environmental testing company, will use the Subleased Premises for general offices, sample drop-off and pick-up, and related uses.

The Delegation to Executive Director: Consent, Approval of Sub-subleases provides that;

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

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

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

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 Loughlin was consulted and granted his consent.

P:\TWOINTL\222 International\Board memos\Boardmem0114.wpd

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: David R. Mullen, Executive Director *DRM*
RE: Contract Reports Pursuant to PDA Bylaws
DATE: January 16, 2014

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

1. Project Name: Daystar Computer Services
PDA Obligation: \$5,833.00
Board Authority: Chairman Nickless
Summary: To purchase six desktop computers to replace four old computers and set up two new set-ups in various departments.

P:\BOARDMTG\ContractRpt0114.wpd



Fax: (603) 766-5925
 121 Shattuck Way, Suite 10
 Newington, NH 03801

Quote

Quote #
PDA010714

Date
1/7/2014

BILL/SHIP TO
Pease Development Authority Pease Tradeport 55 International Drive Portsmouth NH 03801

Attention:

Consultant
EB

Qty	Description	Price/Rate	Total
5	DELL OPTIPLEX 3010 SFF Intel I-Core I5 Processor(3.2GHz,6M) 4GB DDR2 Non-ECC SDRAM, 1600MHz, (1 DIMM) Integrated Video, Intel HD 2500 250GB SATA 3.0Gb/s and 8MB DataBurst Cache 8X SLIMLINE DVD+/-RW Roxio Creator CyberlinkPowerDVD USB KEYBOARD/OPTICAL MOUSE WINDOWS 7 PRO 64BIT **DELL 3 Year Basic Limited Warranty and 3 Year NBD On-Site Service	639.00	3,195.00
5	COMPLETE NEW SYSTEM UPDATE - IN HOUSE - *Test and verify hardware functionality *Uninstall trial software *Perform all Microsoft software updates *Install necessary utilities and perform all updates – Java, Flash, Adobe Reader, DVD Viewing and Recording Software *Activate all software products Register all applicable warranties **LOAD WINDOWS 7 PRO 64BIT **DISCOUNTED	80.00	400.00
5	DELL UPGRADE TO 8GB MEMORY	55.00	275.00
5	DELL 20" LCD MONITOR INSTALL/SETUP NOT INCLUDED	139.00	695.00
<i>Thank You for this Opportunity to Quote.</i>		Total	\$4,565.00

Conditions of Quotation:

1. Unit prices and Qty discounts apply to specific Qty quoted.
2. Quotation is valid for 7 days unless otherwise noted.
3. Standard manufacturer warranties apply.
4. Typographical errors subject to correction.

Leasing options also available.

Ask about our complete line of services.
 Online at daystarinc.com or facebook.com/daystartechnology

Approval Signature: _____





Fax: (603) 766-5925
 121 Shattuck Way, Suite 10
 Newington, NH 03801

Quote

Quote #
PDA010714L

Date
1/7/2014

BILL/SHIP TO
Pease Development Authority Pease Tradeport 55 International Drive Portsmouth NH 03801

Attention:

Consultant
EB

Qty	Description	Price/Rate	Total
1	DELL LATITUDE 5000 15.6- BUSINESS LAPTOP - PROMO Intel 4TH GEN Core i5- (1.6GHz, 3M cache) 15.6" HD ANTIGLARE 1 Genuine Windows 7 Professional, No Media, 64-bit, English 4.0GB, DDR3-1600MHz SDRAM, 1 DIMM 500GB Sata 7200 HYBRID 6-cell (60WH) Primary Lithium Ion Battery 8X DVD+/-RW w/Roxio and Cyberlink Power DVD, no media Dell Wireless and Bluetooth Webcam No Backlit Keyboard Internal Video Dell 3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnosis	999.00	999.00
1	COMPLETE NEW SYSTEM UPDATE - IN HOUSE - LOAD LATEST SOFTWARE AND DRIVER UPDATES/TEST AND VERIFY ALL HARDWARE LOAD WINDOWS 7 PRO	80.00	80.00
1	DELL 4GB MEMORY UPGRADE	59.00	59.00
1	DELL E-PORT REPLICATOR **INSTALL AND SETUP NOT INCLUDED**	130.00	130.00

<i>Thank You for this Opportunity to Quote.</i>	Total	\$1,268.00
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Conditions of Quotation:

1. Unit prices and Qty discounts apply to specific Qty quoted.
2. Quotation is valid for 7 days unless otherwise noted.
3. Standard manufacturer warranties apply.
4. Typographical errors subject to correction.

Leasing options also available.

Ask about our complete line of services.
 Online at daystarinc.com or facebook.com/daystartechnology

Approval Signature: _____



MEMO

To: Bill Hopper, Airport Manager
From: Sandy McDonough, Airport Operations / Community Liaison SM
Subject: Noise Report for December 2013
Date: January 8, 2013

For the calendar month of December 2013, we received a total of three noise inquiries.

Of the three inquiries one of them was related to a helicopter operation, and the other 2 were related to government aircraft.

- 1) The helicopter was a based helicopter departing Portsmouth to the south.
- 2) The C17 and B757 were government aircraft one departing the area on a mission the other was practicing approaches in the area.

I have attached a copy of the report for your review.

PDA Noise Report Log

For the Period: 12/01/2013 to 12/31/2013

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
1	12/2/2013	23:23	Christine Moon 62 Little Bay Rd Newington, Portsmouth	dep 34	C-17	Vibrated whole house.	Called and left message 12/03 at 13:00. No Response.
2	12/27/201	8:45	Tom Sacramone 20 Whitmore Ave Portsmouth, NH (603) 498-0345	Dep 16	Robinson R22	My name is Tom Sacramone and my number is 603-498-0345. A red helicopter just flew over my house at 08:45am. Thanks.	Wayne spoke with Tom 12/27 and informed him Sandy McDonough would follow up with his call Monday. McDonough spoke with Sacramone 12/30 at 10:00am.
3	12/30/201	18:33	Mrs. Shafer 4 Merry Meeting Lane Rye, NH (603) 379-2725	TGL	B757	" This is Mrs. Shafer and I live at 4 Merry Meeting lane, Rye NH and it is about 645pm and I have little children I am trying to get to bed and plane noise is really unacceptable and its actually scaring the children. So you can contact me at 379-2725." Message 02 at 1900 "I just had another plane go overhead and it is now 7 o'clock in the evening and I have small children trying to go to bed, I wish you would change the landing pattern please, thank you."	Sandy left message 12/31 at 10am. Mrs Shafer called back 12/31 at 13:00.

MOTION

Director Loughlin:

The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$6,853.20 for legal services rendered to the Division of Ports and Harbors by:

1. Sheehan Phinney Bass + Green Through November 31, 2013	\$ 823.25	
	<u>\$ 6,029.95</u>	
	Total	\$6,853.20 =====

Note: Roll call vote required.

N:\RESOLVES\LegalServicesDPH0114.wpd

SHEEHAN PHINNEY BASS + GREEN,
PROFESSIONAL ASSOCIATION
1000 ELM STREET
P.O. BOX 3701
MANCHESTER, NH 03105-3701

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Regulatory Issues Relatng to Port Operations

CLIENT/CASE NO. 14713-16200
BILLING ATTORNEY: Robert P Cheney

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$6,018.50
TOTAL EXPENSES:	\$11.45

TOTAL THIS BILL:	\$6,029.95

PREVIOUS BALANCE:	\$1,451.00

TOTAL BALANCE DUE:	\$7,480.95

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

CONFIDENTIAL

CONFIDENTIAL

SHEEHAN PHINNEY BASS + GREEN,
PROFESSIONAL ASSOCIATION
1000 ELM STREET
P.O. BOX 3701
MANCHESTER, NH 03105-3701

December 10, 2013
Invoice No: 270198

Pease Development Authority
55 International Drive
Portsmouth, NH 03801

Attention: Lynn Hinchee

14713-16200- Regulatory Issues Relatng to Port Operations

The following is your bill for the period referenced below. Should you have any questions about this bill, please contact your primary attorney at the firm.

FOR THE PERIOD THROUGH NOVEMBER 30, 2013

11/01/13	RPC	Telephone conference with Director Marconi regarding communication from Pam Monroe relating to visit from NHDES Asst. Commissioner Quiram; telephone conferences with Ms. Monroe regarding same, status of fugitive dust issue	.40
11/04/13	RPC	Review documents and correspondence from Director Marconi regarding proposed response to EPA Information Request; office conference with Attorney Preston regarding same	.20
11/06/13	LJP	Review routine inspections and logs regarding Supplemental Response relative to Information Request; draft modifications to Supplemental Response regarding same; review e-mail correspondence and attachments regarding same; draft modifications to Response regarding same	1.80
11/06/13	RPC	Review documents from Director Marconi regarding proposed further supplemental response to EPA Information Request; draft correspondence to Director Marconi regarding same	.60
11/08/13	RPC	Review and revise proposed response to EPA Information Request	.50

11/11/13 LJP	Finalize letter and attachments regarding Response relative to Information Request; office conference with Attorney Cheney regarding same; correspondence with Ms. Gagne regarding same; review e-mail correspondence regarding same	1.80
11/11/13 RPC	Review final supplemental response to EPA Information Request; draft correspondence to Director Marconi and Mr. Mates regarding same; telephone conference with Director Marconi regarding same; draft correspondence to Ms. Hilton (EPA) forwarding same	.60
11/14/13 LJP	Office conference with Attorney Cheney regarding draft permit relative to limitations; review draft permit regarding same; office conference with Attorney Cheney regarding same; review e-mail correspondence regarding same; office conference with Attorney Cheney regarding same	1.60
11/14/13 RPC	Telephone conference with Attorney Taylor regarding stormwater issues, fugitive dust, draft MultiSector General Permit; review portions of draft stormwater permit and appendices; office conferences with Attorney Preston regarding same; telephone conferences with Director Marconi regarding same, communications with Attorney Taylor, outstanding regulatory issues; telephone conference with Ms. Marshall regarding draft MSGP and new stormwater monitoring benchmarks; draft correspondence to Director Marconi and other PDA representatives highlighting changes to monitoring parameters; review and respond to correspondence from Attorney Hinchee regarding same	3.30
11/18/13 LJP	Conference call with Capt. Geno Marconi, Ms. Marshall and Attorneys Cheney and Hinchee regarding comments relative to draft permit and stormwater discharge; office conference with Attorney Cheney regarding same	1.30

11/18/13 RPC	Review file documents in preparation for conference call; conference call with Attorneys Preston and Hinchee, Director Marconi, Mr. Mates, Ms. Marshall regarding results of dissolved metals sampling, interpretation of same, review of new benchmark values in draft EPA MultiSector Permit for Industrial Activities, identification of next steps	1.80
11/20/13 RPC	Review correspondence from and draft correspondence to Ms. Marshall regarding new draft benchmark values; review and respond to correspondence from Director Marconi regarding performance of stormwater treatment units	.20
11/21/13 LJP	Telephone conference with Thelma Murphy (EPA) regarding comments relative to the draft Multi-Sector General Permit; draft e-mail correspondence regarding same	.40
11/26/13 LJP	Office conference with Attorney Cheney regarding sampling and analysis relative to stormwater discharge; review data regarding same; review e-mail correspondence and sampling results regarding same; research and review websites and database regarding sampling and results relative to comparable municipal stormwater discharge	3.60
11/26/13 RPC	Review and respond to correspondence from Director Marconi regarding ENPRO proposal for drain cleaning, disposal of waste soils; conference call with Messrs. Rickerich and Sandin regarding same; conference call with Director Marconi, Messrs. Rickerich and Sandin regarding same; review correspondence from Ms. Marshall regarding same; review preliminary stormwater results for the quarter; research potential sources of aluminum contamination; draft correspondence to Director Marconi and Attorney Preston regarding same	2.30
11/27/13 LJP	Office conference with Attorney Cheney regarding status relative to stormwater analysis; review specifications regarding structural materials as potential sources relative to stormwater results; continue research and review of EPA and DES websites regarding metals analysis relative to comparable municipal stormwater sampling	2.40

11/27/13 RPC Review and respond to correspondence from .40
Director Marconi regarding potential sources
of metals in stormwater; telephone conference
with Director Marconi regarding same

SUMMARY OF HOURS:

Lynn J. Preston	12.90 hours at	\$235.00 =	3031.50
Robert P Cheney	10.30 hours at	\$290.00 =	2987.00

TOTAL LEGAL SERVICES RENDERED \$6,018.50

DISBURSEMENTS	
Postage -	11.45

TOTAL EXPENSES \$11.45

TOTAL THIS BILL \$6,029.95


PREVIOUS BALANCE \$1,451.00

TOTAL BALANCE DUE \$7,480.95

PAYMENT DUE 30 DAYS FROM INVOICE DATE

X1558 Capital 1630C-910

APPROVED FOR
PAYMENT
LEGAL: 

APPROVED FOR
PAYMENT
DPH LEGAL: 

SHEEHAN PHINNEY BASS + GREEN,
PROFESSIONAL ASSOCIATION
1000 ELM STREET
P.O. BOX 3701
MANCHESTER, NH 03105-3701

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Terminal Subsurface Site Investigation

CLIENT/CASE NO. 14713-16198
BILLING ATTORNEY: Robert P Cheney

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$812.00
TOTAL EXPENSES:	\$11.25

TOTAL THIS BILL:	\$823.25

PREVIOUS BALANCE:	\$1,530.50

TOTAL BALANCE DUE:	\$2,353.75

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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SHEEHAN
PHINNEY
BASS +
GREEN

PROFESSIONAL
ASSOCIATION

Writer's Direct Dial: (603) 223-2020
Writer's Direct Fax: (603) 641-2320
rcheney@sheehan.com

December 17, 2013



ATTORNEYS AT LAW

Lynn Hinchee, General Counsel
Pease Development Authority
55 International Drive
Portsmouth, NH 03801
CONCORD
TWO EAGLE SQUARE
CONCORD, NH
03301
T 603 223-2020
F 603 224-8899

Re: **Statement for November 2013**

MANCHESTER
1000 ELM STREET
MANCHESTER, NH
03101

Dear Lynn:

T 603 668-0300
F 603 627-8121

Enclosed for your review are billing statements for all matters related to the Division of Ports & Harbors Terminal Subsurface Site Investigation and Regulatory Issues Relating to Port Operations covering the time period from November 1 – November 30, 2013.

HANOVER
2 MAPLE STREET
HANOVER, NH
03755
T 603 643-9070
F 603 643-3679

For the time period noted above, the total amount of fees and expenses included in the statement for #14713-16200 for all Regulatory Issues Relating to Port Operations related matters is \$6,029.95. The work during this time period related primarily to preparing further responses to EPA information requests relating to stormwater management, reviewing and analyzing EPA's new draft stormwater permit for industrial activities, renewing and analyzing work associated with cleaning the Terminal's drain system, and consultation with the Division Director and Ransom Consulting regarding these issues.

BOSTON
255 STATE STREET
BOSTON, MA
02109
T 617 897-5600
F 617 439-9363

For the time period noted above, the total amount of fees and expenses included in the statement for #14713-16198 for all Terminal Subsurface Site Investigation related matters is \$823.25. The work during this time period related primarily to preparation of the letter to NHDES regarding the status of the ongoing site investigation and Interim Site Investigation Report (ISIR), continued work on the management of certain PCB soil samples, and consultation with Division Director and Ransom Consulting regarding these issues.

WWW.SHEEHAN.COM

There were no fees and expenses this month with the following open matters:

Tradeport (14713-10167);
Stormwater Upgrade Project (14713-16199) and
Division of Ports & Harbors (14713-9621).

Please let me know if you have questions regarding the enclosed statements.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Bob Cheney, Jr.'
Robert P. Cheney, Jr.

RPC/lag
Enclosures

SHEEHAN PHINNEY BASS + GREEN,
PROFESSIONAL ASSOCIATION
1000 ELM STREET
P.O. BOX 3701
MANCHESTER, NH 03105-3701

December 10, 2013
Invoice No: 270197

Pease Development Authority
55 International Drive
Portsmouth, NH 03801

Attention: Lynn Hinchee

14713-16198- Terminal Subsurface Site Investigation

The following is your bill for the period referenced below. Should you have any questions about this bill, please contact your primary attorney at the firm.

FOR THE PERIOD THROUGH NOVEMBER 30, 2013

11/01/13	RPC	Telephone conference with Director Marconi regarding proposed letter to NHDES relative to site investigation status, modified delivery schedule	.20
11/04/13	RPC	Review draft letter from Mr. Rickerich regarding updated subsurface site investigation schedule; draft comments and edits regarding same; telephone conference with Ms. Tisa (EPA) regarding status of review of September 30, 2013 report; draft further revisions to proposed letter to Mr. Regan (NHDES); draft correspondence to Messrs. Rickerich and Sandin regarding same; telephone conference with Mr. Rickerich regarding same; review and forward revised draft letter to Mr. Regan (NHDES)	1.20
11/06/13	RPC	Review and respond to correspondence from Mr. Sandin regarding preservation of PCB samples; telephone conference with Mr. Sandin regarding same	.30
11/11/13	RPC	Review correspondence to Director Marconi proposed letter to NHDES, management of remaining PCB soil samples; voicemail to Director Marconi regarding same; telephone conference with Mr. Sandin regarding same; review and revise proposed Ransom email correspondence to Mr. Regan	.80

11/22/13 RPC Review correspondence from Mr. Rickerich
regarding proposed cleanout of stormwater
drains; draft correspondence to Director
Marconi and PDA team regarding same .30

SUMMARY OF HOURS:

Robert P Cheney	2.80 hours at \$290.00 =	812.00
TOTAL LEGAL SERVICES RENDERED		\$812.00

DISBURSEMENTS		
Postage -		11.25

TOTAL EXPENSES		\$11.25
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TOTAL THIS BILL		\$823.25
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PREVIOUS BALANCE		\$1,530.50
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TOTAL BALANCE DUE		\$2,353.75
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PAYMENT DUE 30 DAYS FROM INVOICE DATE


X1558 Capital 1630C-910

APPROVED FOR
 PAYMENT
 LEGAL: 

APPROVED FOR
 DPH PAYMENT
 LEGAL: 

MEMORANDUM

To: Pease Development Authority Board of Directors

From: David R. Mullen, Executive Director 

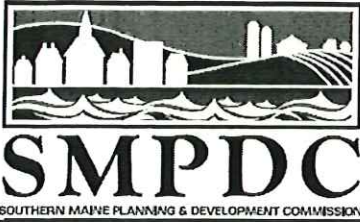
Date: January 16, 2014

Re: Special Events

I am pleased to report on the following special events:

1. On Saturday, April 26, 2014, the Southern Maine Regional Planning Commission in conjunction with the Maine - New Hampshire Traffic Incident Management Committee and NH DOT will hold an emergency incident exercise. The exercise will be held on Ashland Road in the Jones School area.
2. On Saturday, May 17, 2014, the Easter Seals of NH will host the "Pack & Boots" 5k road race. Funds raised will benefit the "Veterans Count" program to support military families in the local communities.
3. On Saturday May 17 and May 18, 2014, Breathe NH will hold a bicycle rally. Funds raised will be used to support Breathe NH programs

P:\BOARDMTG\SpecialEvent0114.wpd



The Council of Governments
Serving the Municipalities of
Southwestern Maine

Tom Reinauer, Transportation Director

October 9, 2013

David Mullen, Executive Director
Pease Development Authority
55 International Drive
Portsmouth, NH 03801

Dear Mr. Mullen,

The Maine – New Hampshire Traffic Incident Management Committee is planning to conduct a training exercise in 2014, and is hoping to hold it on April 26th. If possible, we would like to utilize the New Hampshire Department of Transportation (NHDOT) access road off of Corporate Drive, along with a portion of the old school property adjacent to the access road. I have attached an aerial photo with the locations depicted.

The NH Department of Environmental Services (DES) has offered its conference rooms in their facility at Pease for the indoor portion of the exercise. Our Exercise Planning Team has been meeting once a month to begin planning the event, and I have attached a list of members. Also attached is the proposed schedule for the event. In addition to the 26th, the group would need approximately 2-3 hours of time during the late afternoon/early evening on the 25th to conduct some setup on the access road.

So far, the group has received approval from NHDOT to use the access road, and have also worked closely with the NH State Police on the proposed location.

We anticipate that several fire and police personnel with their equipment will be participating – with the primary departments being Portsmouth and Kittery. Our expectation of attendance is approximately 100 people, which includes any actors and evaluators for the exercise.

The planning team is very excited about the possibility of holding the exercise at Pease, especially since we would also be able to utilize the NHDES facilities for the indoor portions of the event. If approved, we would work with the PDA to make sure the exercise does not disrupt normal activities that may be taking place.



The Council of Governments
Serving the Municipalities of
Southwestern Maine

Please feel free to give me a call if you have any questions, or need more information regarding the Committee's request. Thank you.

Sincerely,

Tom Reinauer

Cc: Kory Skalecki, Pease Fire & Emergency Services
Marie Alesky, PDA

Acton
Alfred
Arundel
Baldwin
Berwick
Biddeford
Brownfield
Buxton
Cornish
Dayton
Denmark
Eliot
Fryeburg
Hiram
Hollis
Kennebunk
Kennebunkport
Kittery
Lebanon
Limerick
Limington
Lovell
Lyman
Newfield
North Berwick
Ogunquit
Old Orchard Beach
Parsonsfield
Porter
Saco
Sanford
Shapleigh
South Berwick
Stoneham
Stow
Sweden
Waterboro
Wells
York

TIM Exercise Planning Team

American Red Cross of Maine, Division 7

Exeter Hospital

Kittery Fire Department

Maine Department of Environmental Protection

Maine Department of Transportation

Maine State Police – Troop G

New Hampshire Department of Environmental Services

New Hampshire Department of Transportation

New Hampshire State Police – Troop A

New Hampshire Traffic Management Center

Portsmouth Fire Department

Portsmouth Hospital

Southern Maine Medical Center

Southern Maine Regional Resource Center

York County Emergency Management Agency

DRAFT

Maine-New Hampshire Traffic Incident Management Exercise

Full Scale Exercise

April 26, 2014 NH DES Offices in Portsmouth, NH

SCHEDULE for April 26, 2014

Time	Personnel	Activity	Location
7:00-7:30 AM	Players	Registration	NH DES – Entrance
7:30-8:30 AM	All Participants	Players and Actors Briefings	NH DES – Main Conference Room
8:30-9:00 AM	All Participants	Transition to Outside Areas	Staging Area
9:00 AM	All Participants	Start of Exercise (STARTEX)	Staging Area and Incident Scene
12:00 PM	All Participants	End of Exercise (ENDEX)	Staging Area and Incident Scene
12:00-1:30 PM	All Participants	Transition back to NHDES and Break for Lunch	NHDES – Main Conference Room
1:30-3:30 PM	All Participants	Hotwash	Main Conference Room

MOTION

Director Lamson:

The Pease Development Authority Board of Directors will enter non-public session pursuant to:

1. NHRSA 91-A:3, Paragraph II(d) for the purpose of discussing the acquisition, sale or lease of property;
2. NHRSA 91-A:3, Paragraph II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted;

Note: Roll call vote required

N:\RESOLVES\NonPublicLeasepersonnel.wpd