

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

**AGENDA**

- I. Call to Order (Loughlin)
- II. Acceptance of Minutes: November 20, 2014\*
- III. Recognition – PDA Employees\*
- IV. Public Comment
- V. Old Business
- VI. Golf Committee Report\* (Bohenko)
  1. Pease Golf Course – Website Design\*(Preston)
  2. Golf Course Clubhouse Expansion+
- VII. Finance Report
  - A. Financial Reports
    1. Operating Results for Four Month Period Ending October 31, 2014\*
    2. Nine Month Cash Flow Projections to August 31, 2015\*
- VIII. Leases
  - A. Approvals
    1. Sumner Properties, LLC – Skyhaven Airport\* (Torr)
- IX. Contracts/Agreements
  - A. Reports\*
    1. Office Interiors, Ltd – Airport Terminal Furniture
  - B. Approvals
    1. Cross Insurance – PDA Insurance Renewal\* (Lamson)
    2. ATM Contract\* (Bohenko)
- X. Elections\*
  - A. Vice Chairman
  - B. Treasurer
- XI. Executive Director's Reports/Approval
  - A. Reports
    1. PDA Holiday Schedule – 2015\*
    2. Committee Appointments\*
    3. Golf Course Operations
    4. Airport Operations
      - a. Skyhaven Airport
      - b. PSM

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c. Noise Line Report\*

B. Approvals

1. Vacation Buy Back Program\* (Allard)
2. 100 International, LLC – Smoking Area Kiosk\* (Bohenko)
3. Old Tex Mex, LLC – Loading Dock Ramp\* (Lamson)
4. Freedom Ring Communications - Generators\* (Preston)
5. Bills for Legal Services\* (Torr)

XII. Division of Ports and Harbors

A. Division Director's Reports

1. Port Advisory Council

B. Approvals

1. Bills for Legal Services\*(Allard)

XIII. New Business

XIV. Upcoming Meetings

- A. Proposed 2015 Meetings Schedule\*

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

XV. Directors' Comments

XVI. Non-Public Session

XVII. Adjournment

XVIII. Press Questions

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



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

**Thursday, November 20, 2014**

Presiding: Peter J. Loughlin, Vice-Chairman;

Present: Robert A. Allard, Treasurer; John P. Bohenko; Margaret F. Lamson; Robert F. Preston; and Franklin G. Torr

Absent: Arthur H. Nickless, Jr., Chairman

Attending: David R. Mullen, PDA Executive Director; Lynn Marie Hinchee, PDA General Counsel; PDA staff members; members of the public and press.

**I. Call to Order**

Vice-Chairman Loughlin called the meeting to order at 8:05 a.m. in the Board conference room, 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire.

**II. Acceptance of Board Meeting Minutes: October 14, 2014 and October 16, 2014**

Director Preston moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the October 14, 2014 and October 16, 2014 Board meetings.** Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

**III. Public Comment**

Robert Hassold, on behalf of "Promote Our Working Port" ("POP"), made comments regarding: scrap metal operations at the Market Street Terminal; POP's efforts to promote the Port; POP's desire to work with the PDA to develop the Port; and using a portion of the Market Street Terminal for parking. Mr. Hassold also made comments regarding the Seacoast Helicopter operations and related noise issues in Portsmouth's South End.

Director Allard moved and Director Lamson seconded that **the rules be suspended to allow Item XII.B.5. to be taken out of order for discussion and action.** Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

**XII. B. 5. Isles of Shoals Steamship Company – Parking Agreement**

Director Bohenko moved and Director Preston seconded that that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Isles of Shoals Steamship Company ("ISSCO") to enter into a parking agreement (the "Parking Agreement") with the City of Portsmouth (COP) for the use of designated parking spaces located on the premises that ISSCO leases from the Pease Development Authority and its Division of Ports and Harbors (the "Premises").**

The Parking Agreement is subject to: (1) review and approval by PDA and its General Counsel; (2) the COP providing PDA with proof of insurance which covers the risks associated with the use of the property which coverage shall name the PDA as an additional covered party and; (3) COP's agreement to indemnify PDA to the extent of available insurance coverage afforded to the COP; all otherwise in accordance with the memorandum of Geno J. Marconi, Division Director, dated November 18, 2014 attached hereto. Discussion: Director Bohenko thanked David Mullen, PDA Executive Director, and Geno Marconi, Division Director, for their recognition of the parking problem in downtown Portsmouth and working with COP to provide temporary parking spaces. Director Bohenko informed the Board that the City Council approved of the proposed parking agreement, subject to the Board's approval, and that the program is similar to the parking program done in 2013 – 2014. Director Allard confirmed that the program will not interfere with the ME DOT project. Disposition: Resolved by unanimous vote; motion carried.



#### IV. Old Business

##### A. Approvals

##### 1. Fred C. Church, Inc. – Workers Compensation Insurance Renewal

Director Lamson moved and Director Allard 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 MEMIC and brokered by Fred C. Church, Inc. for the period of 12/31/14 through 12/31/15 in the projected amount of \$55,975.00; all in accordance with the submission by Fred C. Church, Inc. attached hereto.** Discussion: Jeff Olsen of Fred C. Church, Inc. reviewed PDA's workers compensation coverage and claims history for 2014. Due to good safety practices, risk management, and the reduced number of claims, the workers compensation premium is approximately \$5,300 less than last year's premium. Director Bohenko complimented the staff for their risk management practices and keeping a low experience modification rate. Vice-Chairman Loughlin noted that good safety practices are a result of the efforts of the staff. Disposition: Resolved by unanimous vote; motion carried.

#### V. Golf Committee Report

Director Bohenko, Golf Committee Chair, reported that the Golf Committee met on November 19, 2014. The Committee reviewed: the proposed tournament fee rates changes, the Golf Course marketing promotions, and the proposed clubhouse modifications. The Committee recommended the rate increase. Scott DeVito, PGA General Manager, reviewed the various marketing tools and media sources used to promote the Golf Course. Director Bohenko reported that the Committee reviewed the proposed clubhouse modifications, including the proposed improvements to the clubhouse infrastructure and why renovations are needed. Staff is preparing cost estimates for the Committee's review. The Committee will submit its recommendations to the Board at a later date for the Board's review and approval.

##### A. Approvals

##### 1. Tournament Fee Rates

Director Preston moved and Director Allard seconded that **In accordance with the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors hereby approves of and authorizes the schedules of Tournament Fee Rates for the Pease Golf Course; all in accordance with the memorandum from Scott DeVito, PGA General Manager, dated November 12, 2014 and attached hereto.** Discussion: Vice-Chairman Loughlin felt that the fee schedule pricing structure and the marketing program was well done. Disposition: Resolved by unanimous vote; motion carried.

#### VI. Airport Committee Report

Director Preston, Airport Committee Chair, reported that the Committee met on November 19, 2014 to review a proposal by Granite Star LLC to construct and operate a fixed base operation ("FBO"). The Committee recommended that the Board enter into a Memorandum of Understanding with Granite Star, LLC. Bill Hopper, Airport Manager, reviewed the proposed project and introduced Mark Byrne, owner of Granite Star, LLC.

Mr. Byrne made a presentation to the Board. The FBO will be located near the old Pan Am hangar. Mr. Byrne worked with Staff to set the site. The entrance will be on Flightline Road. Mr. Byrne reviewed the proposed plans and the phasing of the project. Phase I will include: wetlands designation; construction of a 39,000 square foot 2 story hangar including 6,000 feet of office and fixed base operations on the first floor with 3,000 square feet of rental office space on the second floor. Mr. Byrne reviewed the property lines, the building location and site preparation. Projected completion date of Phase I is September, 2015. Director Bohenko questioned the types of planes that will be hangared and if helicopters would be kept at the FBO. Mr. Byrne confirmed that he owns a R66 helicopter that is hangared at Seacoast Helicopter. The helicopter is used





intermittently for private charters and personal business. Director Bohenko asked if Mr. Byrne would be willing to enter into a voluntary agreement regarding the use of his helicopter. Vice-Chairman Loughlin noted that the Board has not discussed such an agreement and is not appropriate to ask for an agreement without further discussion. Discussion continued between Director Bohenko and Mr. Byrne regarding the use of the helicopters and related noise issues. Mr. Byrne confirmed that he has no plans to operate a tourist helicopter services or a flight school. Granite Star's operation will deal with retrofitting corporate jets. Director Lamson noted that noise pollution is an issue for Portsmouth and Newington. In response to Director Lamson, Maria Stowell, PDA Engineer, reviewed the filtration and drainage system. A trench drain system may be used. The State and the Technical Advisory Committee will determine how the stormwater is handled. Runoff from plane cleaning operations will filter through the wastewater treatment plant. Runoff from around the building will go to the oil water separator. The drainage systems and related runoff are still under review. Director Lamson noted her sensitivity to how operations at the Airport may affect the surrounding environment and Great Bay. Director Preston reported that the Memorandum of Understanding contains numerous conditions that will be addressed before the FBO is operational. Mr. Byrne confirmed that he will not add any additional helicopters, will not do helicopter maintenance, or operate a flight school. Mr. Byrne reviewed the proposed Phase II plans for additional parking and construction of a second hangar. Lynn Hinchee, PDA General Counsel, clarified that the approval that the Board will vote on is to determine whether or not Granite Star's application meets the PDA's minimum standards. Further review by PDA and the City's Technical Advisory Committee will be done regarding the actual construction of the project. Mr. Hopper confirmed that the application meets the minimum standards. Mr. Byrnes reviewed the building plans and confirmed that hours of operations will be from 7 a.m. to 10 p.m.

**A. Approvals**

**1. Granite Star LLC – Memorandum of Understanding**

Director Allard moved and Director Preston seconded that **In accordance with the recommendation of the Pease Development Authority Airport Committee, the PDA Board of Directors authorize the Executive Director to complete negotiations with Granite Star, LLC to:**

**1. execute a Lease on terms and conditions substantially similar to those set forth in the Memorandum of Understanding dated November 14, 2014 attached hereto, including such other terms and conditions as the Executive Director shall deem necessary and appropriate; and**

**2. become a full service Fixed Base Operator in accordance with the Minimum Standards for Commercial and Non-Commercial General Aviation Operators dated August 16, 2007; provided, however, that this authorization shall be subject to the final determination by the Executive Director and Airport Manager that all requirements to become an FBO set forth in the Minimum Standards have been met by Granite Star, LLC prior to commencement of any such activity. Discussion: Vice-Chairman Loughlin noted that Granite Star's operation is not a tour service and that is why he objected to the request for a voluntary agreement. Director Bohenko reviewed his concerns over Seacoast Helicopter's operations and noted that he is concerned that Granite Star may change its business operations in the future. Due to his concerns, Director Bohenko informed the Board he will not support the motion. Director Preston felt that Granite Star must abide by the Airport regulations and he will support the motion. Director Torr agreed with Director Preston and was disappointed with the helicopter discussions. Director Bohenko told the Board that he has an obligation to COP to ask questions regarding helicopters and his questions were necessary to help him make his decision regarding his vote. Director Lamson informed the Board that she is also concerned about the Seacoast Helicopter operations and is concerned with noise pollution now and in the future. Mr. Byrne confirmed that he has no intention to enter into helicopter operations and that his business will work on the avionic systems of corporate jets. Disposition: Resolved by roll call vote: 5 votes for; 1 vote no (Bohenko); motion carried.**



## **VII. Finance Committee Report**

Irv Canner, PDA Director of Finance, reported that the Finance Committee met on November 19, 2014 to review the status of PDA's finances.

### **1. Operating Results for Three Month Period Ending September 30, 2014**

Mr. Canner reported on the status of PDA FY 2015 finances for the three month period ending September 30, 2014. There are no significant variances to the budget. Operating expenses and revenues are lower. Staffing is consistent with the operating budget and winter snow crews will begin work on December 1, 2014. PDA has locked into a contract with an electricity supplier for 26 months. The Balance Sheets shows that operating cash balances have increased by approximately \$500,000 since June 30 due to grant reimbursements. PDA has spent approximately \$1.9 million in capital expenditures including the multi-use path and the Skyhaven Airport runway. The Business Units analysis shows that enplanements have exceeded 30,000. Skyhaven Airport operating losses for FY 2015 to date are approximately \$9,000 and fuel consumption is lower than the same period last year. The Golf Course operations continue to improve. Rounds of golf played are expected to exceed 44,000 rounds for the season with 68% played by non-members. Bar and grill sales have increased in excess of 30 % for the same period last year.

### **2. Nine Month Cash Flow Projections to July 31, 2015**

Mr. Canner reviewed PDA cash flow projections for the nine month period ending July 31, 2015, including capital expenditures of approximately \$4.0 million with \$3.0 million to be spent on grant funded projects. PDA expects to repay approximately \$1.3 million on its revolving line of credit. Mr. Canner reviewed the Consolidated Statement of Cash Flows for a 27 month period beginning in FY 2013. PDA has spent approximately \$15 million on capital projects and has received \$8 million in grant reimbursements. PDA will continue to monitor the Port operations and its related cash flows.

### **3. Revolving Loan Fund – Semi Annual Report**

Mr. Canner reported that as required by the Economic Development Administration ("EDA"), PDA prepared and filed its semi-annual report on the Revolving Loan Fund ("RLF") that was due no later than October 31, 2014. Since its inception, 83 loans totaling \$4.7 million were authorized; and 254 jobs were saved or created. Approximately \$900,000 in loans is outstanding. Director Preston asked about the status of loans. Mr. Canner reported that since the inception of the RLF, one loan was written off and one loan is delinquent. The borrower has continued to make good faith payments on the loan, but the Committee recommended that the loan be written off. Vice Chairman Loughlin and Director Preston questioned if the new fishing regulations will affect the loan program.

Mr. Canner reported that the demand for new loans has lessened. Geno Marconi, PDA Division Director, reported that the fishing regulations plans are not yet finalized, but the regulations may affect the fishing charter boat operations.

## **VIII. Licenses/Easements/Rights of Way/Options**

### **A. Approvals**

#### **1. In Control Driving – Right of Entry**

Director Torr moved and Director Lamson seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with In Control Family Foundation, Inc. from January 1, 2015 through December 31, 2015, for the purpose of conducting closed course, hands-on crash prevention training on a portion of the North Apron; on substantially the same terms and conditions set forth in the memorandum of Kim W. Hopper, Airport Manager, dated**



November 12, 2014 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

**2. Terrafugia, Inc. – Right of Entry**

Director Bohenko moved and Director Torr seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with Terrafugia, Inc. from January 1, 2015 through December 31, 2015, for the purpose of conducting research and development and testing of an experimental aircraft on a portion of the North Apron; on substantially the same terms and conditions set forth in the memorandum of Kim W. Hopper, Airport Manager, dated November 12, 2014 and attached hereto. Discussion: Andrew Pomeroy, Airport Operations Supervisor, reviewed Terrafugia's operations and its development of an automobile/plane. The vehicle testing will be done on the North Apron and may begin in March. In response to Director Lamson, Mr. Pomeroy reported that testing will be done during regular business hours. Due to the vehicle's classification, it will not fly at night. Disposition: Resolved by unanimous vote; motion carried.

**IX. Contracts/Agreements**

**A. Reports**

In accordance with Article 3.9.1.1 of the PDA Bylaws, Mr. Mullen reported that PDA entered into the following contract:

**1. Jacobs Engineering Group – Skyhaven Airport Wetlands Survey**

PDA contracted with Jacobs Engineering Group for a Wetlands Delineation Survey at Skyhaven Airport. Chairman Nickless approved the expenditure of \$2083.00.

**B. Approvals**

**1. Runway Deicer – Solid**

Director Allard moved and Director Torr seconded that The Pease Development Authority Board of Directors hereby approves and authorizes the Executive Director to execute a contract with Nachurs Alpine Solutions Industrial of Marion, OH for the purpose of purchasing sodium formate based runway deicing solid at the price of \$0.74 per pound for a period of one (1) year beginning December 1, 2014; all otherwise in accordance with the memorandum of K. William Hopper, Airport Manager, dated November 13, 2014 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

**2. Runway Deicer – Liquid**

Director Bohenko moved and Director Preston seconded that The Pease Development Authority Board of Directors hereby approves and authorizes the Executive Director to execute a contract with Nachurs Alpine Solutions Industrial of Marion, OH, for the purpose of purchasing potassium acetate based runway deicing liquid at a price of \$4.58 per gallon for a period of one (1) year beginning December 1, 2014; all otherwise in accordance with the memorandum of K. William Hopper, Airport Manager, dated November 13, 2014, attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

**3. FAA Approved Runway Sand**



Director Lamson moved and Director Allard seconded that The Pease Development Authority Board of Directors approves and authorizes the Executive Director to execute a contract with Holliston Sand & Gravel of Slatersville, RI, at the price of \$94.04 per ton for the purpose of providing FAA approved runway sand for the Airport runways for a one (1) year period beginning December 1, 2014; in accordance with the memo from K. William Hopper, Airport Manager, dated November 13, 2014, attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

**X. Signs**

**A. Reports**

**1. Andover Healthcare, Inc. – Sign Modification**

In accordance with the “Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs”, Mr. Mullen reported that PDA approved of the modification to change the prior tenant’s name to the current tenant’s name. Chairman Nickless approved the sign modification.

**B. Approvals**

**1. Granite State College**

Director Preston moved and Director Torr seconded that The Pease Development Authority Board of Directors hereby approves of the proposed signs for Granite State College at 51 International Drive; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated November 17, 2014 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.

**XI. Executive Director’s Reports/Approvals**

**A. Reports**

**1. Golf Course Operations**

Scott DeVito, PGA General Manager, reported on the activities at the Pease Golf Course. Nine holes will remain open until November 30, 2014. The Golf Course maintenance crew is working on winterizing the course. Fifty-seven 2 player teams have signed up for the simulator league. The staff will continue to market the season pass promotions and use of the clubhouse for functions.

**2. Airport Operations**

Mr. Hopper reported on aviation activities.

**a) Skyhaven Airport (“DAW”)**

The runway project is finished in October. The approach lights are operational and need to be certified by the FAA.

**(1) Approvals**

**(a) GP Aviation Services, LLC – Exercise Option**

Director Torr moved and Director Preston seconded that The Pease Development Authority Board of Directors hereby approves of and authorizes GP Aviation Services, LLC to exercise the first of its two lease options for its operations at Skyhaven Airport on the same terms and conditions as contained in Lease Agreement effective December 1, 2013; all in accordance with the memorandum of K. William Hopper, Airport Manager, dated November 12, 2014 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.





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

Mr. Hopper reported that there were 34,000 enplanements as of October 31, 2014. The Maintenance Department is getting ready for winter. The winter snow removal crew will begin working on December 1, 2014.

**c) Noise Line Report**

Mr. Hopper reported that in October there were a total of 106 telephone calls and e-mails to the Noise Line, with 101 inquiries regarding helicopters and 5 inquiries regarding fixed wing aircraft. Mr. Hopper reviewed the makeup of the inquiries. Director Torr noted that there were two positive comments. Director Lamson said she understands the City's concerns regarding noise as residents are impacted by the helicopter noise.

**B. Approval**

**1. Lonza Biologics, Inc. – Smoking Area Kiosk**

Director Lamson moved and Director Bohenko seconded that **The Pease Development Authority Board of Directors hereby approves and authorizes Lonza Biologics, Inc. to:**

- a. construct a smoking area kiosk and picnic area; and
- b. add three parking spaces

**on the premises located at 101 International Drive; all in accordance with the memorandum of Maria Stowell, P.E., Manager - Engineering dated November 12, 2014 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.**

**2. IT Network and Computer System Administrator – Full Time Position**

Director Preston moved and Director Torr 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 Information Technology Network and Computer System Administrator; and further authorizes the Executive Director to immediately fill said position with an appropriately qualified candidate; all in accordance with the memorandum of Irv Canner, Director of Finance, dated November 10, 2014 attached hereto. Discussion: Director Bohenko confirmed that the transfer is a transition of a current employee who splits time working on IT issues and in the Legal Department to the full time IT position. Disposition: Resolved by unanimous vote; motion carried.**

**3. Bills for Legal Services**

Director Allard moved and Director Torr seconded **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$1,334.00 for legal services rendered to the Pease Development Authority by:**

- 1. **Anderson & Kreiger  
Through September 30, 2014**

**\$ 720.00**



2.	<b>Sheehan Phinney Bass + Green Through September 30, 2014</b>		<u>\$ 614.00</u>
		<b>Total</b>	<u>\$1,334.00</u>
			=====

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

**XII. Division of Ports and Harbors**

**A. Division Director's Reports**

**1. Port Advisory Council**

Mr. Marconi reported that the Port Advisory Council on November 19, 2014. The Council discussed mooring permit rules, regulations and the history of the mooring permit program in an effort to fine tune the permit program.

**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:

	<u>Permit</u>	<u>Business</u>	<u>Date of Approval</u>
Rye Harbor Transferor: Transferee:	No. 4345 Valerie Savage Ryan J. Lamey	Commercial Fishing	10/20/14
Seabrook Harbor Transferor: Transferee:	No. 6262 Steven Chase Jeremy Elwell	Commercial Fishing	10/20/14

**3. Market Street Terminal Tenants**

Mr. Marconi reported on the activities at the Market Street Terminal. Grimmel is working on removing the scrap, making repairs and cleaning its laydown area. The scrap that is still at the Terminal will be trucked out in the near future. Contractors have reviewed the pavement for repairs. On November 1<sup>st</sup> Cianbro Corp. began staging equipment for the Sarah Long Bridge replacement project. Summit Steel Fabricators is using a portion of the Barge Dock to fabricate a metal building that will be erected at the Portsmouth Naval Shipyard. Riverside Pickering Marine used a portion of the Terminal to erect a crane that was moved off site. Sprague Energy is also using a portion of the dock to move equipment on to a barge. Grimmel has been very cooperative during its transition. Mr. Marconi expects the repairs to the Grimmel area to be done over the winter.

**B. Approvals**

**1. Morton Salt, Inc. – License and Operating Agreement**

Director Bohenko moved and Director Allard seconded **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations with Morton Salt, Inc., successor to International Salt Company LLC, and to execute a License and Operating Agreement for use of a portion of the Market Street Terminal, on terms and conditions substantially similar to those set forth in the memorandum from Geno J. Marconi, Division Director, dated November 10, 2014 attached hereto.** Discussion: None. Disposition: Resolved by unanimous vote; motion carried.



**2. Star Island Corporation – Lease Amendment**

Director Lamson moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into Amendment No. 8 to the Right of Entry for Non-Exclusive Use of Parcel A-2 and Burge Wharf with Star Island Corporation retroactively effective January 1, 2014; and on substantially the same terms and conditions as contained in the Amendment No. 8 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.**

**3. Isles of Shoals Steamship Company – Lease Amendment**

Director Preston moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into a Lease Amendment with the Isles of Shoals Steamship Company for the premises located at the Market Street Terminal known as the Barker Wharf on the terms and conditions set forth in the plan and memorandum of Geno J. Marconi, Division Director, dated November 10, 2014, attached hereto. Discussion: None. Disposition: Resolved by unanimous vote; motion carried.**

**4. Bills for Legal Services**

Director Torr moved and Director Bohenko seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$4,576.00 for legal services rendered to the Division of Ports and Harbors by:**

<b>1. Sheehan Phinney Bass + Green</b>		
<b>Through September 30, 2014</b>	<b>\$2,013.00</b>	
	<b><u>\$2,563.00</u></b>	
<b>Total</b>		<b>\$4,576.00</b>
		<b>=====</b>

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

**XIII. New Business**

No new business was brought before the Board.

**XIV. Upcoming Meetings**

Vice Chairman Loughlin reported that the following meetings are scheduled to be held on:

Board Meeting                      December 18, 2014      **Annual Meeting**

All Board and Committee meetings begin at 8 a.m. unless otherwise posted.

**XV. Directors' Comments**

There were no comments from the Directors.



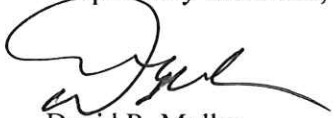
**XVI. Adjournment**

Director Torr moved and Director Bohenko seconded to **adjourn the Board meeting**. Discussion: None. Disposition: Resolved by unanimous vote; motion carried. Meeting adjourned at 9:30 a.m.

**XVII. Press Questions**

There were no questions from Press.

Respectfully submitted,



David R. Mullen  
Executive Director/Secretary







55 International Drive, Portsmouth, NH 03801

**DEVELOPMENT  
AUTHORITY**

To: Pease Development Authority Board of Directors

From: David R. Mullen, Executive Director 

Date: December 18, 2014

Re: Employee Recognition

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

**20 years (certificate, name entered on PDA plaque and \$100 bill)**

Bill Hopper                      Airport Operations

**15 years (certificate and \$50 bill)**

K.C. Conley                      Maintenance

Judy DuBois                      PDA – DPH (Port)



COPY

**PEASE DEVELOPMENT AUTHORITY**  
Wednesday, December 17, 2014

**GOLF COMMITTEE AGENDA**

**Time:** 4:30 p.m.  
**Place:** 200 Grafton Road, Pease International Tradeport  
Portsmouth, New Hampshire

**AGENDA**

- I. Call to Order (Bohenko)
- II. Acceptance of Minutes: November 19, 2014 \*
- III. Public Comment
- IV. Old Business
- V. Pease Golf Course Website Bids- Report \*
- VI. Clubhouse Modifications Update \* +
- VII. Adjournment
- X. Press Questions

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



MOTION

Director Preston:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to:

- a. enter into a contract with Artstream, LLC of Dover NH in an amount not to exceed \$12,000 for the purpose of building a new website for the Pease Golf Course; and
- b. expend additional funds for said website up to a total amount not to exceed \$8,000 for the provision of written copy, photography and search engine optimization;

all otherwise in accordance with memorandum from Scott DeVito, PGA General Manager, dated December 11, 2014 attached hereto.

N:\RESOLVES\GolfCoursewebdesign1214.wpd





DEVELOPMENT  
AUTHORITY

55 International Drive, Portsmouth, NH 03801

## MEMORANDUM

To: David R. Mullen, Executive Director *DRM*

From: Scott DeVito, PGA General Manager

Date: December 11, 2014

Subject: Request to hire Artstream of Dover to build a new golf course website

This is a request to hire Artstream, LLC, 10 Second St. Dover, NH 03820, to build a new website for the Pease Golf Course. The funds have been reserved in the 2015 capital plan. The project was advertised in the New Hampshire Union Leader and Fosters Daily Democrat on November 6 & 7, 2014. Three companies returned base bids on December 8, 2014.

- Artstream, Dover, NH - \$12,000
- Fishnet, Portsmouth, NH - \$22,900
- Leader Media, Portsmouth, NH - \$37,514

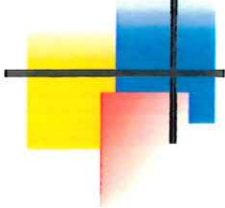
Artstream, LLC was established in 2003 and has designed websites for Seacoast area companies such as New England Equine Medical of Dover, NH, Studley's Florist of Rochester, NH, and for the City of Rochester. Rainer Schwake is the owner of Artstream, LLC, with 20 years of experience in website design. Mr. Schwake will be the lead contact and lead designer for the golf course website project.

We are requesting board approval for the total project price not to exceed \$20,000. The total price includes the base bid of \$12,000; estimated written copy of 20 hours @ \$75 per hour not to exceed \$1,500; estimated photography to cover on-course hole shots, functions, simulators, golf outings, aerials, and 360 degree walk through of the clubhouse not to exceed \$3,500; and estimated cost of search engine optimization 40 hours @ \$75 per hour not to exceed \$3,000. To help save on overall costs we separated out the written copy, photography, and search engine optimization from the base bid. We requested pricing from local companies for these services and selected the most competitive prices.

Thank you for your consideration.







# **FY 2015 FINANCIAL REPORT FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014**



**BOARD OF DIRECTOR'S MEETING  
DECEMBER 18, 2014**



# CONSOLIDATED STATEMENT OF REVENUES AND EXPENSES FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014 AND 2013

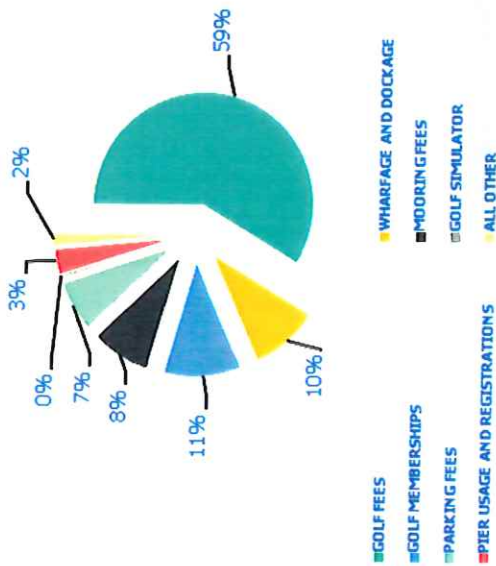
(\$ 000's)

		YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	\$ VARIANCE	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	CURRENT YEAR BUDGET
<b>FY 2015 BUDGET VARIANCE ANALYSIS</b>							
▪ <b>OPERATING REVENUES- LOWER BY 3.8%</b>	<b>OPERATING REVENUES</b> <i>(PAGE #3)</i>	<u>5,299</u>	<u>5,510</u>	<u>(211)</u>	<u>5,140</u>	<u>159</u>	<u>13,903</u>
▪ LOWER THAN ANTICIPATED RENTAL INCOME OFFSET BY:	<b>OPERATING EXPENSES</b>						
▪ INCREASED GOLF FEES- DUE TO INCREASE IN ROUNDS PLAYED DUE TO COURSE RENOVATIONS.	PERSONNEL SERVICES AND BENEFITS <i>(PAGE #4 AND 5)</i>	1,980	1,944	36	1,895	85	5,851
▪ HAMPTON HARBOR FUEL SALES GREATER THAN PROJECTED	BUILDINGS AND FACILITIES MAINTENANCE	605	675	(70)	532	73	2,464
▪ INCREASED CONCESSION REVENUES FROM HIGHER GRILL 28 SALES	GENERAL AND ADMINISTRATIVE	262	255	7	225	37	766
	UTILITIES <i>(PAGE #6)</i>	253	197	56	165	88	825
▪ <b>OPERATING COSTS- HIGHER BY 0.3%</b>	PROFESSIONAL SERVICES <i>(PAGE #6)</i>	103	90	13	82	21	321
▪ PRIMARILY TIMING DIFFERENCES EARLY IN THE FISCAL YEAR.	MARKETING AND PROMOTION	103	139	(36)	41	62	416
▪ INDIRECT LABOR ALLOCATION TO BUILDINGS AND FACILITIES NOT BUDGETED.	ALL OTHER <i>(PAGE #6)</i>	<u>631</u>	<u>627</u>	<u>4</u>	<u>560</u>	<u>71</u>	<u>1,301</u>
		<u>3,937</u>	<u>3,927</u>	<u>10</u>	<u>3,500</u>	<u>437</u>	<u>11,944</u>
▪ <b>NONOPERATING (INCOME) AND EXPENSES</b>	<b>OPERATING INCOME</b>	1,362	1,583	(221)	1,640	(278)	1,959
▪ INCREASED SHORT TERM BORROWINGS TO SUPPORT CONSTRUCTION RELATED ACTIVITIES- PSM AND SKYHAVEN	NONOPERATING (INCOME) AND EXPENSE <i>(PAGE #7)</i>	46	31	15	38	8	92
	DEPRECIATION	2,090	2,119	29	2,012	78	6,364
	<b>NET OPERATING INCOME</b>	<u>(774)</u>	<u>(567)</u>	<u>(207)</u>	<u>(410)</u>	<u>(364)</u>	<u>(4,497)</u>

# ANALYSIS OF OPERATING REVENUES FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014 AND 2013

(\$ 000's)

FEE REVENUES YEAR TO DATE



	SALES	COGS	NET MARGIN
SKYHAVEN AIRPORT	30	26	4
PORTSMOUTH FISH PIER	293	266	27
RYE HARBOR	117	105	12
HAMPTON HARBOR	118	106	12
	<u>558</u>	<u>503</u>	<u>55</u>

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	\$ VARIANCE	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	CURRENT YEAR BUDGET
RENTAL OF FACILITIES	3,056	3,466	(410)	3,314	(258)	9,233
FEE REVENUES (SEE CHART)	1,323	1,095	228	992	331	2,567
FUEL SALES (SEE CHART)	558	580	(22)	504	54	1,085
CONCESSION REVENUE	141	98	43	107	34	214
GOLF MERCHANDISE	91	62	29	61	30	175
ALL OTHER- NET	<u>130</u>	<u>209</u>	<u>(79)</u>	<u>162</u>	<u>(32)</u>	<u>629</u>
	<u>5,299</u>	<u>5,510</u>	<u>(211)</u>	<u>5,140</u>	<u>159</u>	<u>13,903</u>



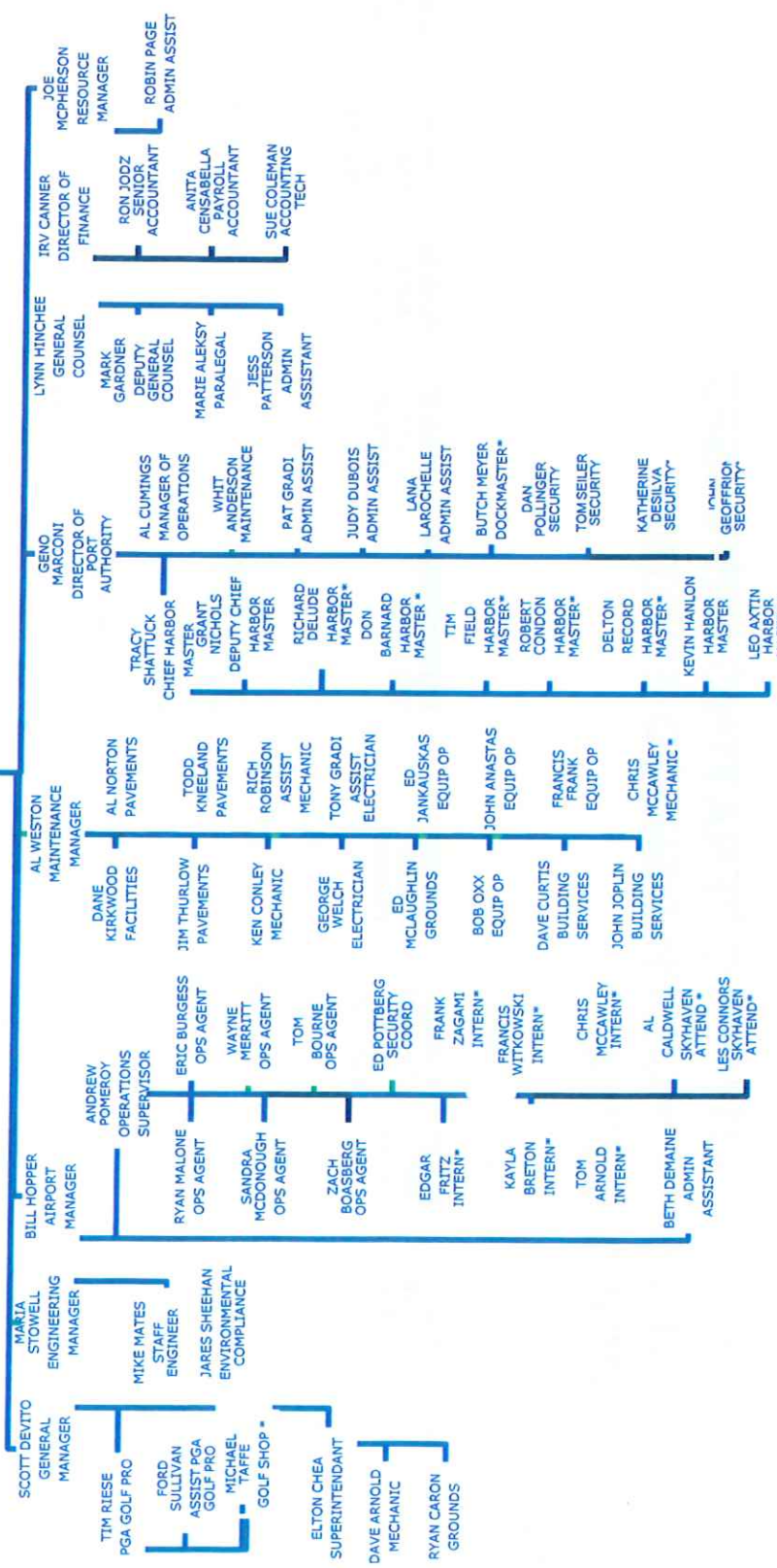
# PEASE DEVELOPMENT AUTHORITY CURRENT ORGANIZATION CHART

## BOARD OF DIRECTORS

DAVE MULLEN  
EXECUTIVE DIRECTOR

LIZ LACAVA  
ADMIN ASSISTANT

BILL BARTLETT  
DIRECTOR OF OPERATIONS \*



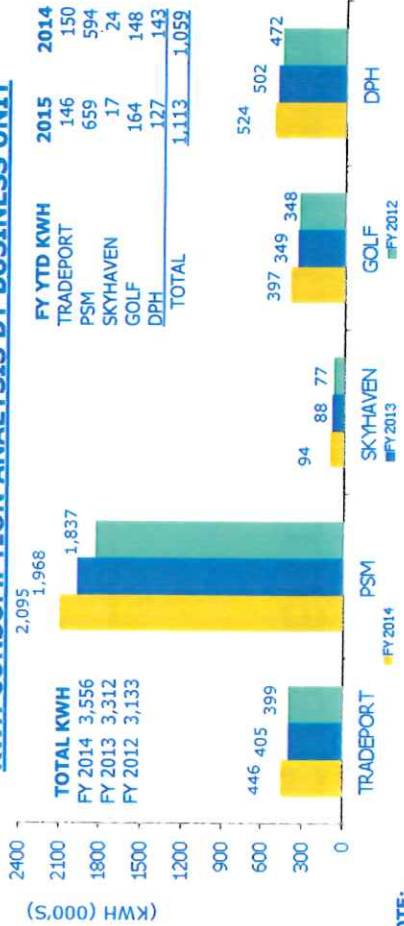
**NOTE:**  
1. EXCLUDES CONTRACT AND SEASONAL EMPLOYEES.  
2. HOURLY NON-BENEFITED EMPLOYEES REPRESENTED \*

# ANALYSIS OF OTHER OPERATING EXPENSES FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014

(\$ 000's)

UTILITIES	YEAR TO DATE	YEAR TO DATE	PRIOR	CURRENT	PROFESSIONAL SERVICES	YEAR TO DATE	YEAR TO DATE	PRIOR	CURRENT
	ACTUAL	BUDGET	YEAR TO DATE ACTUAL	YEAR BUDGET		ACTUAL	BUDGET	YEAR TO DATE ACTUAL	YEAR BUDGET
ELECTRICITY	131	102	111	412	LEGAL	7	37	9	110
WASTE DISPOSAL	38	57	29	171	INFORMATION TECHNOLOGY	38	25	24	74
NATURAL GAS AND OIL	6	5	4	122	AUDIT	55	21	44	62
PROPANE	13	13	11	62	ALL OTHER- NET	3	7	5	75
WATER	65	20	10	58		<b>103</b>	<b>90</b>	<b>82</b>	<b>321</b>
	<b>253</b>	<b>197</b>	<b>165</b>	<b>825</b>					

### KWH CONSUMPTION ANALYSIS BY BUSINESS UNIT



**NOTE:** PSNH INCREASED USAGE CHARGE 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 15 MONTH PERIOD JULY 1, 2013 THROUGH SEPTEMBER 30, 2014. COMMENCING NOVEMBER 1, 2014 THE PDA HAS LOCKED INTO A FIXED RATE OF 9.7 CENTS/ KWH FOR A 26 MONTH PERIOD THROUGH NOVEMBER 2016.

# ANALYSIS OF NONOPERATING (INCOME) EXPENSE FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	\$ VARIANCE	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	CURRENT YEAR BUDGET
INTEREST EXPENSE	48	33	15	41	7	99
INTEREST INCOME AND OTHER	(1)	(2)	(1)	(3)	2	(7)
(GAIN) / LOSS ON SALE OF ASSETS	(1)	-	1	-	(1)	-
	<b>46</b>	<b>31</b>	<b>15</b>	<b>38</b>	<b>8</b>	<b>92</b>

**INTEREST EXPENSE INCLUDES:**

	YEAR TO DATE	FISCAL BUDGET
PROVIDENT BANK	38	68
CITY OF PORTSMOUTH	10	31
<b>TOTAL</b>	<b>48</b>	<b>99</b>

**NOTE:**  
1. SEE PAGE #15 FOR FURTHER INFORMATION REGARDING THE PDA CURRENT DEBT STRUCTURE AND CURRENT INTEREST RATES.

# CONSOLIDATED STATEMENT OF NET POSITION

(\$ 000's)

	OCT 31 2014	JUN 30 2014	OCT 31 2014	JUN 30 2014	<u>CASH AND INVESTMENTS AT OCTOBER 31, 2014</u>	
					UNRESTRICTED	RESTRICTED
<b>ASSETS</b>						
<u>CURRENT ASSETS</u>						
CASH AND INVESTMENTS	1,440	1,445	4,264	3,630		
ACCOUNTS RECEIVABLE- NET	2,911	2,035	247	544	987	-
INVENTORIES	324	360	2,000	2,000	75	-
PREPAID INSURANCE	46	173			48	-
TOTAL CURRENT ASSETS	<b>4,721</b>	<b>4,013</b>	642	642	5	-
<u>RESTRICTED ASSETS</u>			1,487	1,665	<b>1,115</b>	-
CASH AND INVESTMENTS	760	703	2,129	2,307		
REVOLVING LOAN FUND RECEIVABLES	890	936	<b>8,640</b>	<b>8,481</b>	184	-
TOTAL RESTRICTED ASSETS	<b>1,650</b>	<b>1,639</b>	71,650	69,972	22	-
<u>CAPITAL ASSETS</u>						
LAND	7,521	7,499	1,146	1,136		446
CONSTRUCTION IN PROCESS (PAGES #10-14)	9,158	7,261	446	443		213
OTHER CAPITAL ASSETS- NET	59,100	59,519	58	59		58
TOTAL CAPITAL ASSETS	<b>75,779</b>	<b>74,279</b>	210	(160)	119	-
<b>TOTAL ASSETS</b>	<b>82,150</b>	<b>79,931</b>	<b>73,510</b>	<b>71,450</b>	<b>325</b>	<b>760</b>
			<b>TOTAL NET POSITION</b>		<b>1,440</b>	<b>760</b>
<u>LIABILITIES</u>						
ACCOUNTS PAYABLE AND ACCRUED EXPENSE		3,630				
UNEARNED REVENUE		544				
REVOLVING DEMAND NOTE		2,000				
LONG TERM LIABILITIES (PAGE #15)						
DUE WITHIN 1 YEAR DUE IN MORE THAN 1 YEAR		642	642	642		
TOTAL LIABILITIES		2,129	<b>8,640</b>	<b>8,481</b>		
<u>NET POSITION</u>						
NET INVESTMENT IN CAPITAL ASSETS		71,650		69,972		
RESTRICTED FOR: REVOLVING LOAN FUND		1,146		1,136		
HARBOR DREDGING AND PIER MAINTENANCE		446		443		43
FOREIGN TRADE ZONE		58		59		58
UNRESTRICTED		210		(160)		-
<b>TOTAL NET POSITION</b>		<b>73,510</b>		<b>71,450</b>		
PEASE DEVELOPMENT AUTHORITY						
GENERAL OPERATING						
TENANT ESCROW						
PCA MARKETING						
ALL OTHER						
<b>DIVISION OF PORTS AND HARBOR</b>						
GENERAL OPERATING						
HARBOR MANAGEMENT						
HARBOR DREDGING AND PIER MAINTENANCE						
REVOLVING LOAN- FISHERY FUND						
REVOLVING LOAN- FISHERY FUND (SEQUESTERED)						
FOREIGN TRADE ZONE						
ALL OTHER						
<b>TOTAL</b>						



# SUMMARY OF INTERGOVERNMENTAL RECEIVABLES AS OF OCTOBER 31, 2014

(\$ 000's)

PROJECT NAME	APPROVAL DATE	TOTAL PROJECT	GRANT AWARD	EXPENDED TO DATE	PDA SHARE	RECEIVED TO DATE	BALANCE DUE PDA	AMOUNT SUBMITTED
MULTI-USE PATH	11-20-08	802	642	1,165	(233)	247	685	366
LAND IMPROVEMENT AND BUILDING DEMO (80 ROCHESTER)	12-21-11	800	400	759	(380)	291	88	-
NOISE EXPOSURE MAP UPDATE (FAA #52)	05-31-12	162	150	161	(12)	128	21	-
PSM PAVEMENT AND DRAINAGE RESTORATION (FAA #54)	07-03-12	105	97	97	(7)	84	6	-
PSM AIRPORT MARKING AND SIGNAGE (FAA #55)	08-28-12	448	414	408	(31)	346	31	-
PSM RUNWAY DEMAND LENGTH ANALYSIS	04-16-13	78	74	70	(4)	64	2	-
PSM ASR CONSTRUCTION PROJECT	04-16-13	3,461	3,288	1,719	(230)	1,312	177	-
PSM PAVEMENT AND DRAINAGE	11-06-13	1,310	1,244	1,127	(152)	580	395	-
PSM OBSTRUCTION MITIGATION DESIGN (FAA #49)	05-23-11	318	318	245	-	227	18	-
SKYHAVEN RUNWAY 15-33 R,M,L & S (SBG 05-2012)	06-18-14	3,790	3,601	1,379	(121)	-	1,258	513
SKYHAVEN RUNWAY DESIGN AND RECON (SBG 04-2012)	09-04-13	567	539	496	(25)	467	4	-
<b><u>PORT AUTHORITY OF NEW HAMPSHIRE</u></b>								
RYE FLOATING DOCK REPLACEMENT				77	(76)	-	1	1
FEMA CAMERA INSTALLATION AT NEWCASTLE PIER				25	-	-	25	-
SEABROOK / HAMPTON DREDGING*				1,668	(324)	1,344	-	-
SOUTH ACCESS BRIDGE REPLACEMENT				384	-	384	-	-
HAMPTON HARBOR PIER RENOVATIONS				1,583	(70)	1,513	-	-
WATER QUALITY IMPROVEMENT				1,892	(894)	998	-	-
							<b>2,711</b>	<b>380</b>

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF OCTOBER 31, 2014

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-14	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 10-31-14
<b>PORTSMOUTH AIRPORT</b>					
OBSTRUCTION MITIGATION DESIGN (FAA #49)	238	7	-	7	245
NOISE EXPOSURE MAP UPDATE (FAA #52)	148	13	-	13	161
RUNWAY DEMAND AND LENGTH ANALYSIS (SBG 1601)	70	-	-	-	70
ASR CONSTRUCTION PROJECT (SBG 1602)	1,089	630	-	630	1,719
AIRFIELD MARKING AND SIGNAGE (FAA #55)	8	-	-	-	8
PAVEMENT AND DRAINAGE RESTORATION (SBG 1603)	596	531	-	531	1,127
PSM OBSTRUCTION PERMITTING AND DESIGN	2	-	-	-	2
JFE RUNWAY 16-34 PRE-DESIGN	2	-	-	-	2
AIRPORT OPERATIONS SOFTWARE / SERVER	5	-	-	-	5
TSA FACILITIES PROJECT	55	3	58	(55)	-
	<b>2,213</b>	<b>1,184</b>	<b>58</b>	<b>1,126</b>	<b>3,339</b>

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF OCTOBER 31, 2014

(CONTINUED):

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-14	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 10-31-14
<b>SKYHAVEN AIRPORT</b>					
RUNWAY DESIGN AND RECONSTRUCTION (SBG 04-2012)	485	11	-	11	496
RUNWAY 15-33 RECONSTRUCT-MARKING AND SIGNAGE (SBG 05-2012)	-	<u>1,379</u>	-	<u>1,379</u>	<u>1,379</u>
	<u>485</u>	<u>1,390</u>	-	<u>1,390</u>	<u>1,875</u>
<b>MAINTENANCE</b>	-	-	-	-	-
<b>ADMINISTRATION</b>	-	-	-	-	-
COMPUTER REPLACEMENTS	-	-	-	-	-

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF OCTOBER 31, 2014

(CONTINUED):

(\$ 000's)

<u>PROJECT NAME</u>	BALANCE AT 06-30-14	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 10-31-14
<b>GOLF COURSE</b>					
COURSE IRRIGATION / DRAINAGE IMPROVEMENTS	1	9	11	(2)	(1)
PARKING LOT RENOVATIONS	18	-	18	(18)	-
CLUBHOUSE EXPANSION (DESIGN ONLY)	7	6	-	6	13
PATIO EXPANSION	13	15	28	(13)	-
SIMULATOR EQUIPMENT	-	7	4	3	3
	<b>39</b>	<b>37</b>	<b>61</b>	<b>(24)</b>	<b>15</b>

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF OCTOBER 31, 2014

(CONTINUED):

(\$ 000's)

TRADEPORT	BALANCE AT 06-30-14	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 10-31-14
MULTI-USE PATH	633	531	1,146	(615)	18
LAND IMPROVEMENT AND BUILDING DEMO (80 ROCHESTER)	6	3	9	(6)	-
ROUNDABOUT- BUILDING #90	8	-	-	-	8
ROOF RENOVATIONS- 55 INTERNATIONAL DRIVE	24	150	171	(21)	3
	<b><u>671</u></b>	<b><u>684</u></b>	<b><u>1,326</u></b>	<b><u>(642)</u></b>	<b><u>29</u></b>

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF OCTOBER 31, 2014

(CONTINUED):

(\$ 000's)

<u>PROJECT NAME</u>	BALANCE AT 06-30-14	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 10-31-14
<b>DIVISION OF PORTS AND HARBORS</b>					
WATER QUALITY IMPROVEMENT	1,870	22	-	22	1,892
HAMPTON HARBOR DESIGN AND RENOVATIONS	1,583	-	-	-	1,583
RYE FLOATING DOCK REPLACEMENT	15	1	-	1	16
SOUTH ACCESS BRIDGE REPLACEMENT	384	-	-	-	384
CAMERAS- NEWCASTLE PIER	-	25	-	25	25
	<b><u>3,852</u></b>	<b><u>48</u></b>	<b><u>-</u></b>	<b><u>48</u></b>	<b><u>3,900</u></b>
TOTAL	<b><u>7,260</u></b>	<b><u>3,343</u></b>	<b><u>1,445</u></b>	<b><u>1,898</u></b>	<b><u>9,158</u></b>

# ANALYSIS OF LONG TERM LIABILITIES AS OF OCTOBER 31, 2014

(\$ 000's)

		<u>SCHEDULE OF DEBT SERVICE REPAYMENT</u>				
DEBT HOLDER / INTEREST RATE	CURRENT PORTION	LONG TERM PORTION	TOTAL AMOUNT DUE	FISCAL YEAR	TOTAL DEBT	
PROVIDENT BANK @ 3.46%	209	73	282	2015	616	
PROVIDENT BANK @ 3.11%	291	833	1,124	2016	560	
CITY OF PORTSMOUTH-WATER POLLUTION CONTROL NOTE @ 4.50%	116	581	697	2017	425	
				2018	433	
				2019	116	
				2020	117	
				PAID IN FY 2015	2,267	
TENANT ADVANCES (LONZA)	26	=	26		(164)	
TOTAL	<u>642</u>	<u>1,487</u>	<u>2,129</u>	TOTAL	<u>2,103</u>	

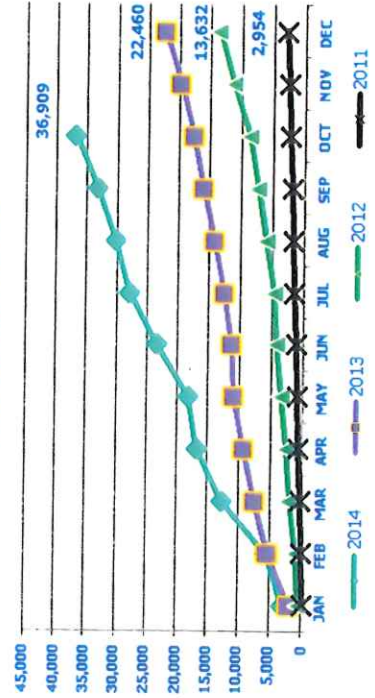
	THE PROVIDENT BANK @ 3.46%	THE PROVIDENT BANK @ 3.11%	CITY OF PORTS NH @ 4.50%	TOTAL DEBT
2015	209	291	116	616
2016	142	302	116	560
2017	-	309	116	425
2018	-	317	116	433
2019	-	-	116	116
2020	-	-	117	117
PAID IN FY 2015	351	1,219	697	2,267
TOTAL	<u>282</u>	<u>1,124</u>	<u>697</u>	<u>2,103</u>

# STATEMENT OF OPERATIONS FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014 PORTSMOUTH AIRPORT

(\$ 000's)

	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO DATE ACTUAL	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>	<b>256</b>	<b>230</b>	<b>26</b>	<b>865</b>
FACILITIES RENT	174	173		560
CARGO AND HANGARS	49	42		154
CONCESSION REVENUES	2	1		4
FEE REVENUES	9	1		97
ALL OTHER	22	13		50
	<b>256</b>	<b>230</b>		<b>865</b>
<b>OPERATING EXPENSES</b>				
PERSONNEL SERVICES AND BENEFITS	271	271	-	916
BUILDINGS AND FACILITIES MAINTENANCE	247	164	83	1,362
GENERAL AND ADMINISTRATIVE	56	54	2	180
UTILITIES	79	65	14	335
PROFESSIONAL SERVICES	-	-	-	-
MARKETING AND PROMOTION	7	9	(2)	23
ALL OTHER	-	-	-	-
	<b>660</b>	<b>563</b>	<b>97</b>	<b>2,816</b>
<b>OPERATING INCOME</b>	<b>(404)</b>	<b>(333)</b>	<b>(71)</b>	<b>(1,951)</b>
<b>NONOPERATING (INCOME) AND EXPENSE</b>				
DEPRECIATION AND AMORTIZATION	1,296	1,287	9	4,060
<b>NET OPERATING INCOME</b>	<b>(1,700)</b>	<b>(1,620)</b>	<b>(80)</b>	<b>(6,011)</b>

### ENPLANEMENT DATA





# STATEMENT OF OPERATIONS FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014 SKYHAVEN AIRPORT

(\$ 000's)

	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>	<u>75</u>	<u>119</u>	<u>(44)</u>	<u>262</u>
<b>OPERATING EXPENSES</b>				
PERSONNEL SERVICES AND BENEFITS	10	10	-	39
BUILDINGS AND FACILITIES MAINTENANCE	26	24	2	96
GENERAL AND ADMINISTRATIVE	12	11	1	38
UTILITIES	6	6	-	29
PROFESSIONAL SERVICES	3	4	(1)	6
MARKETING AND PROMOTION	-	-	-	-
ALL OTHER- FUEL	26	51	(25)	90
	<u>83</u>	<u>106</u>	<u>(23)</u>	<u>298</u>
<b>OPERATING INCOME</b>	(8)	13	(21)	(36)
<b>NONOPERATING (INCOME) AND EXPENSE</b>	-	-	-	-
<b>DEPRECIATION AND AMORTIZATION</b>	84	83	1	275
<b>NET OPERATING INCOME</b>	<u>(92)</u>	<u>(70)</u>	<u>(22)</u>	<u>(311)</u>

OPERATING REVENUES	YEAR TO DATE ACTUAL	PRIOR YEAR DATE ACTUAL	FISCAL YEAR BUDGET
CARGO AND HANGARS	44	55	140
FUEL SALES	31	63	120
ALL OTHER	-	1	2
	<u>75</u>	<u>119</u>	<u>262</u>

GALLONS OF FUEL SOLD	CURRENT MONTH	YEAR TO DATE	TOTAL YEAR	YTD AVE PRICE
FY 2015	544	5,476	5,476	5.57
FY 2014	2,656	12,179	22,638	5.63

NET CASH FLOW	OPERA	CAPITAL EXPEND	DEBT REPAY	GRANT FUNDS	TOTAL
FY 2015	(8)	(1,390)	-	17	(1,381)
FY 2014	(68)	(557)	-	450	(175)
FY 2013	(81)	(106)	-	-	(187)
FY 2009- FY 2012	(418)	(419)	(100)	318	(619)
	<u>(575)</u>	<u>(2,472)</u>	<u>(100)</u>	<u>785</u>	<u>(2,362)</u>

# STATEMENT OF OPERATIONS FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014 TRADEPORT

(\$ 000's)

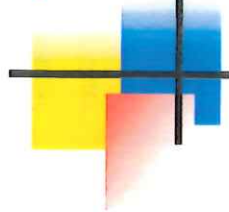
	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO DATE ACTUAL	YEAR TO DATE ACTUAL	YEAR TO DATE ACTUAL	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>						
RENTAL OF FACILITIES	2,629	2,897	2,649	2,926	(277)	7,887
INTEREST INCOME ON LOANS	-	-	-	-	-	-
ALL OTHER- NET	20	29	19	16	3	64
	<u>2,649</u>	<u>2,926</u>	2,492	2,788	(296)	7,134
<b>OPERATING EXPENSES</b>						
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	91	72	91	72	19	364
GENERAL AND ADMINISTRATIVE	19	16	19	16	3	64
UTILITIES	30	25	30	25	5	175
PROFESSIONAL SERVICES	-	9	-	9	(9)	10
MARKETING AND PROMOTION	-	-	-	-	-	20
ALL OTHER	17	16	17	16	1	120
	<u>157</u>	<u>138</u>	2,492	2,788	(296)	7,134
<b>OPERATING INCOME</b>	(1)	(1)	(1)	(1)	-	(3)
<b>NONOPERATING (INCOME) AND EXPENSE</b>						
DEPRECIATION AND AMORTIZATION	333	321	333	321	12	1,017
<b>NET OPERATING INCOME</b>	<u>2,160</u>	<u>2,468</u>	2,160	2,468	(308)	6,120

# STATEMENT OF OPERATIONS FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014 GOLF COURSE

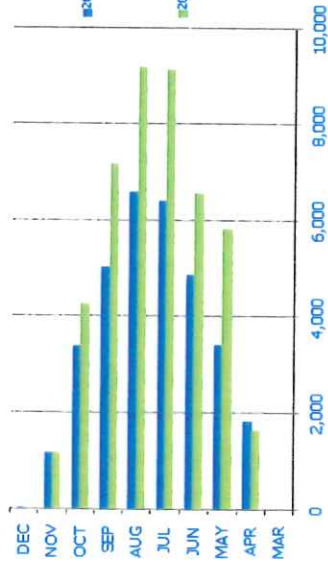
(\$ 000's)

	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	FISCAL YEAR BUDGET	OPERATING REVENUES	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>	<u>1,149</u>	<u>773</u>	<u>376</u>	<u>1,899</u>	CONCESSION REVENUES	131	103	205
<b>OPERATING EXPENSES</b>					FEE REVENUES			
PERSONNEL SERVICES AND BENEFITS	380	332	48	827	GOLF FEES	775	493	1,033
BUILDINGS AND FACILITIES MAINTENANCE	149	152	(3)	319	MEMBERSHIPS	147	99	335
GENERAL AND ADMINISTRATIVE	64	60	4	156	SIMULATOR	2	2	115
UTILITIES	92	31	61	125	GOLF LESSONS	8	6	16
PROFESSIONAL SERVICES	3	3	-	10		<u>932</u>	<u>600</u>	<u>1,499</u>
MARKETING AND PROMOTION	29	9	20	54	MERCHANDISE AND OTHER	86	70	195
ALL OTHER	111	85	26	203		<u>1,149</u>	<u>773</u>	<u>1,899</u>
<b>OPERATING INCOME</b>	<u>828</u>	<u>672</u>	<u>156</u>	<u>1,694</u>	<b>BUSINESS UNIT ANALYSIS</b>			
<b>NONOPERATING (INCOME) AND EXPENSE</b>	321	101	220	205	OPERATING REVENUES	91	925	1,149
<b>DEPRECIATION AND AMORTIZATION</b>	(1)	-	(1)	(1)	OPERATING EXPENSES (EXCLUDING DEPRECIATION)	(74)	(87)	(828)
	128	91	37	313	NET OPERATING INCOME	<u>17</u>	<u>44</u>	<u>321</u>
	194	10	184	(107)	PRO SHOP			
					COURSE OPERA			
					FOOD / BEV			
					SIM			
					TOTAL			

# KEY GOLF COURSE BENCHMARKING DATA AS OF NOVEMBER 30, 2014

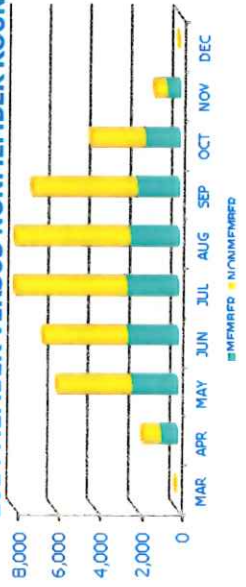


ROUNDS OF GOLF PLAYED



	2012 SEASON	2013 SEASON	2014 YTD
ROUNDS PLAYED	51,001	32,728	32,690
RAIN DAYS	48	49	48
			58
			44,942

2014 MEMBER VERSUS NONMEMBER ROUNDS



GOLF SIMULATOR REVENUES

	FY 2015	FY 2014
JULY	\$ -	\$ 285
AUGUST	-	35
SEPTEMBER	-	20
OCTOBER	2,102	1,883
NOVEMBER	12,929	12,839
DECEMBER	-	17,141
JANUARY	-	24,680
FEBRUARY	-	23,438
MARCH	-	26,047
APRIL	-	8,206
MAY	-	196
JUNE	-	240
<b>TOTAL</b>	<b>\$ 15,031</b>	<b>\$ 115,010</b>

BAR AND GRILL GROSS SALES

	FY 2015	FY 2014
JULY	\$ 164,577	\$ 134,339
AUGUST	168,895	126,688
SEPTEMBER	157,632	106,735
OCTOBER	113,012	84,490
NOVEMBER	72,858	67,358
DECEMBER	-	68,224
JANUARY	-	61,398
FEBRUARY	-	59,814
MARCH	-	68,207
APRIL	-	86,823
MAY	-	124,765
JUNE	-	123,880
<b>TOTAL</b>	<b>\$ 676,974</b>	<b>\$ 1,112,721</b>

2013 YTD ROUNDS		
MEMBER	12,655	
NONMEMBER	20,035	
<b>TOTAL</b>	<b>32,690</b>	

2014 YTD ROUNDS		
MEMBER	15,019	
NONMEMBER	29,923	
<b>TOTAL</b>	<b>44,942</b>	

CLUB/ COURSE FUNCTIONS

	FY 2012 ACTUAL	FY 2013 ACTUAL	2013 YTD	2014 YTD
GROUPS 12-40	\$ 22,271	\$ 10,020	\$ 8,520	\$ 28,860
TOURNAMENT PLAY	135,225	109,210	89,304	126,938
LEAGUES	101,517	112,420	46,797	58,140
FOOD AND ROOM FEES	117,013	152,389	96,663	119,129

# STATEMENT OF OPERATIONS FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014 PORT AUTHORITY OF NEW HAMPSHIRE (UNRESTRICTED)

(\$ 000's)

	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	FISCAL YEAR BUDGET	OPERATING REVENUES	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>	<u>1,111</u>	<u>1,041</u>	<u>70</u>	<u>2,816</u>	FACILITY RENTALS	145	142	3	538
<b>OPERATING EXPENSES</b>					CONCESSION REVENUE	8	3	5	5
PERSONNEL SERVICES AND BENEFITS	424	393	31	1,311	FEE REVENUE				
BUILDINGS AND FACILITIES MAINTENANCE	53	115	(62)	272	MOORING FEES	111	116	(5)	350
GENERAL AND ADMINISTRATIVE	41	34	7	119	PARKING	93	91	2	150
UTILITIES	45	38	7	166	REGISTRATIONS	20	29	(9)	165
PROFESSIONAL SERVICES	15	15	-	18	WHARF / DOCK	<u>129</u>	<u>124</u>	<u>5</u>	<u>190</u>
MARKETING AND PROMOTION	1	-	1	2	FUEL SALES	<u>353</u>	<u>360</u>	<u>(7)</u>	<u>855</u>
ALL OTHER - FUEL	477	408	69	888	ALL OTHER	77	95	(18)	453
	<u>1,056</u>	<u>1,003</u>	<u>53</u>	<u>2,776</u>	TOTAL	<u>1,111</u>	<u>1,041</u>	<u>70</u>	<u>2,816</u>
<b>OPERATING INCOME</b>	55	38	17	40	<b>BUSINESS UNIT ANALYSIS</b>				
<b>NONOPERATING (INCOME) AND EXPENSE</b>	-	-	-	-	RYE HARBOR	183	304	319	131
<b>DEPRECIATION AND AMORTIZATION</b>	206	179	27	550	HAMPTON HARBOR	172	(149)	(143)	(156)
<b>NET OPERATING INCOME</b>	<u>(151)</u>	<u>(141)</u>	<u>(10)</u>	<u>(510)</u>	OPERATING REVENUES	172	(149)	(143)	(156)
					OPERATING EXPENSES (EXCLUDING DEPRECIATION)	(180)	(304)	(143)	(124)
					NET OPERATING INCOME	(8)	34	176	(25)
									(122)

# STATEMENT OF OPERATIONS FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

(\$ 000's)

HARBOR DREDGING	YEAR TO	PRIOR	YEAR TO	FISCAL	FOREIGN	YEAR TO	PRIOR	YEAR TO	FISCAL	
	DATE ACTUAL	YEAR TO DATE ACTUAL	YEAR VARIANCE	YEAR BUDGET	TRADE ZONE	DATE ACTUAL	YEAR TO DATE ACTUAL	YEAR VARIANCE	YEAR BUDGET	
<b>OPERATING REVENUES</b>	32	34	(2)	122	<b>OPERATING REVENUES</b>	15	5	10	15	
<b>OPERATING EXPENSES</b>					<b>OPERATING EXPENSES</b>					
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	20	-	20	-	BUILDINGS AND FACILITIES MAINTENANCE	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	-	-	-	GENERAL AND ADMINISTRATIVE	-	1	(1)	1	1
UTILITIES	-	-	-	(5)	UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	PROFESSIONAL SERVICES	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	MARKETING AND PROMOTION	1	-	1	9	9
ALL OTHER	-	-	-	-	ALL OTHER	-	-	-	-	-
	20	34	20	(5)		1	1	-	10	
<b>OPERATING INCOME</b>	12	34	(22)	127	<b>OPERATING INCOME</b>	14	4	10	5	
<b>NONOPERATING (INCOME) AND EXPENSE</b>	-	-	-	-	<b>NONOPERATING (INCOME) AND EXPENSE</b>	-	-	-	-	-
<b>DEPRECIATION AND AMORTIZATION</b>	4	4	-	13	<b>DEPRECIATION AND AMORTIZATION</b>	-	-	-	-	-
<b>NET OPERATING INCOME</b>	8	30	(22)	114	<b>NET OPERATING INCOME</b>	14	4	10	5	

# STATEMENT OF OPERATIONS FOR THE FOUR MONTH PERIOD ENDING OCTOBER 31, 2014 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

(CONTINUED)

(\$ 000's)

	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	FISCAL YEAR BUDGET	<u>REVOLVING LOAN FUND RECONCILIATION</u>		
					BALANCE, AT 10-31-2014	BALANCE, AT 06-30-2014	BALANCE, AT 06-30-2013
<b>REVOLVING LOAN FUND</b>							
<b>OPERATING REVENUES</b>	13	12	1	39	213	158	154
<b>OPERATING EXPENSES</b>					43	43	43
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	256	201	197
BUILDINGS AND FACILITIES MAINTENANCE	-	-	-	-			
GENERAL AND ADMINISTRATIVE	-	-	-	-			
UTILITIES	-	-	-	-			
PROFESSIONAL SERVICES	3	5	(2)	25	126	126	107
MARKETING AND PROMOTION	-	-	-	-	764	809	814
ALL OTHER	-	-	-	-	890	935	921
					1,146	1,136	1,118
<b>OPERATING INCOME</b>	3	5	(2)	25			
<b>NONOPERATING (INCOME) AND EXPENSE</b>	10	7	3	-			
<b>DEPRECIATION AND AMORTIZATION</b>	-	-	-	-			
<b>NET OPERATING INCOME</b>	10	7	3	14			
					77.7%	82.3%	82.4%
					<b>CAPITAL UTILIZATION RATE</b>		

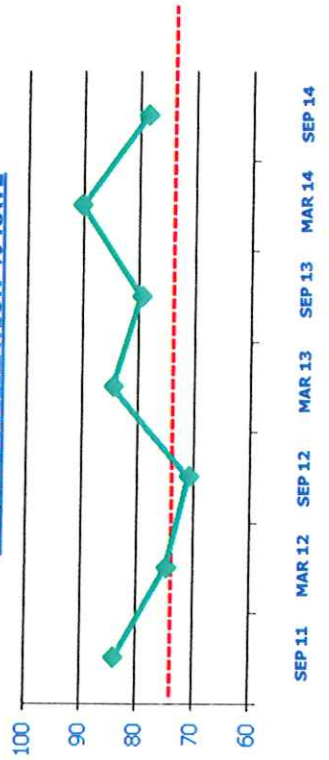
**CASH BALANCES**

GENERAL FUNDS	213	158	154
RESTRICTED FUNDS	43	43	43

**LOANS  
OUTSTANDING**

CURRENT	126	126	107
LONG TERM	764	809	814
	890	935	921
	1,146	1,136	1,118

**CAPITAL UTILIZATION % RATE**







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# **CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING AUGUST 31, 2015**

*(EXCLUDING THE DIVISION OF PORTS AND HARBORS)*

**BOARD OF DIRECTORS MEETING  
DECEMBER 18, 2014**



# PEASE DEVELOPMENT AUTHORITY PDA UNRESTRICTED CASH FLOW SUMMARY OVERVIEW DECEMBER 1, 2014 TO AUGUST 31, 2015

(\$ 000's)

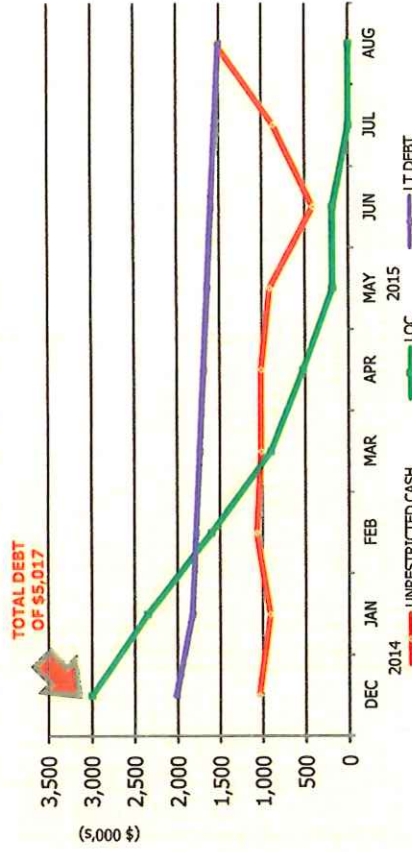
	<u>AMOUNT</u>
<b>OPENING FUND BALANCE</b>	<b><u>1,530</u></b>
<b>SOURCES OF FUNDS</b>	
TRADEPORT RELATED BILLINGS	6,281
FEDERAL / STATE GRANT AWARDS	2,835
GOLF COURSE FEE AND CONCESSION REVENUES	1,140
PORTSMOUTH AIRPORT	430
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	174
MUNICIPAL SERVICE FEE (COP)- NET	24
EXTERNAL BANK WORKING CAPITAL- NET	(2,000)
	<u>8,884</u>

<b>USES OF FUNDS</b>	
EMPLOYEE WAGES AND BENEFITS	3,555
CAPITAL EXPENDITURES- GRANT RELATED	2,395
OPERATING EXPENSES	1,430
CAPITAL EXPENDITURES- NON GRANT RELATED	944
LONG TERM DEBT RETIREMENT	552
	<u>8,876</u>
<b>NET CASH FLOW</b>	<b>8</b>
<b>CLOSING FUND BALANCE</b>	<b><u>1,538</u></b>

## DISCUSSION

THE PDA WILL NEED TO FURTHER UTILIZE IT'S SHORT TERM LINE OF CREDIT WITH THE PROVIDENT BANK DURING THE NEXT NINE MONTH PERIOD TO PRIMARILY FINANCE PROJECTED CAPITAL EXPENDITURES.

CURRENT SENSITIVITIES TOWARD FUTURE PROJECTIONS INCLUDE 1) RECEIPT OF FEDERAL / STATE GRANT AWARDS, 2) ACCURACY OF CAPITAL EXPENDITURE FORECAST AND 3) TRADEPORT REVENUE STREAMS INCLUDING GSA.



TOTAL FUND BALANCES	BALANCE AT 11-30-2014	BALANCE AT 06-30-2014	(\$ 000's)
<b>PDA UNRESTRICTED</b>	<b>1,530</b>	<b>957</b>	
PDA DESIGNATED	128	75	
DPH UNRESTRICTED	64	296	
DPH DESIGNATED	119	117	
DPH RESTRICTED	774	703	
<b>TOTAL</b>	<b>2,615</b>	<b>2,148</b>	<b>2</b>

**PEASE DEVELOPMENT AUTHORITY  
STATEMENT OF CASH FLOW- PDA UNRESTRICTED FUNDS  
DECEMBER 1, 2014 TO AUGUST 31, 2015**

(\$ 000's)

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
<b>OPENING FUND BALANCE</b>	<b>1,530</b>	<b>1,035</b>	<b>908</b>	<b>1,066</b>	<b>1,009</b>	<b>1,009</b>	<b>909</b>	<b>406</b>	<b>863</b>	<b>1,530</b>
<b>SOURCES OF FUNDS</b>										
GRANT AWARDS (SEE PAGE #9)	445	923	562	495	-	95	168	95	52	2,835
TRADEPORT RELATED BILLINGS	697	552	867	665	735	650	715	700	700	6,281
MUNICIPAL SERVICE FEE (COP)	208	355	205	208	355	205	208	355	205	2,304
GOLF COURSE	100	75	50	50	75	100	225	225	240	1,140
PORTSMOUTH AIRPORT	50	50	45	45	50	50	50	45	45	430
SKYHAVEN AIRPORT	18	17	16	16	20	20	22	22	23	174
WORKING CAPITAL RLOC- NET	1,000	(650)	(750)	(700)	(375)	(340)	-	(185)	-	(2,000)
	<u>2,518</u>	<u>1,322</u>	<u>995</u>	<u>779</u>	<u>860</u>	<u>780</u>	<u>1,388</u>	<u>1,257</u>	<u>1,265</u>	<u>11,164</u>
<b>USE OF FUNDS</b>										
CAPITAL- GRANT RELATED (SEE PAGE #4)	1,130	650	50	115	85	170	155	20	20	2,395
CAPITAL- NONGRANT (SEE PAGES #5-#8)	-	62	165	141	235	135	6	200	-	944
EMPLOYEE WAGES AND BENEFITS	380	400	400	390	365	390	400	415	415	3,555
OPERATING EXPENSES	350	145	145	145	130	140	145	120	110	1,430
MUNICIPAL SERVICE FEE (COP)	1,108	-	32	-	-	-	1,140	-	-	2,280
LONG TERM DEBT RETIREMENT (SEE PAGES #10-#11)	45	192	45	45	45	45	45	45	45	552
	<u>3,013</u>	<u>1,449</u>	<u>837</u>	<u>836</u>	<u>860</u>	<u>880</u>	<u>1,891</u>	<u>800</u>	<u>590</u>	<u>11,156</u>
<b>NET CASH FLOW</b>	<b>(495)</b>	<b>(127)</b>	<b>158</b>	<b>(57)</b>	<b>-</b>	<b>(100)</b>	<b>(503)</b>	<b>457</b>	<b>675</b>	<b>8</b>
<b>CLOSING FUND BALANCE</b>	<b>1,035</b>	<b>908</b>	<b>1,066</b>	<b>1,009</b>	<b>1,009</b>	<b>909</b>	<b>406</b>	<b>863</b>	<b>1,538</b>	<b>1,538</b>

# PEASE DEVELOPMENT AUTHORITY PROJECTED CAPITAL EXPENDITURES DECEMBER 1, 2014 TO AUGUST 31, 2015

(\$ 000's)

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
<b><u>GRANT REIMBURSEMENT</u></b>										
<b>PORTSMOUTH AIRPORT</b>										
OBSTRUCTION MITIGATION- PHASE II	50	50	50	50	50	50	35	-	-	335
AIRPORT MARKING AND SIGNAGE (AIP #55)	-	30	-	-	-	-	-	-	-	30
ASR MITIGATION CONSTRUCTION (SBG 2)	40	-	-	-	-	-	-	-	-	40
PSM SECURITY DATA BASE **	-	-	-	65	35	20	20	20	20	180
<b>SKYHAVEN AIRPORT</b>										
RUNWAY REHAB AND DESIGN	80	20	-	-	-	-	-	-	-	100
RUNWAY CONSTRUCTION	900	550	-	-	-	100	100	-	-	1,650
<b>TRADEPORT</b>										
MULTI USE PATH (GRAFTON DRIVE SECTION ONLY)	40	-	-	-	-	-	-	-	-	40
MULTI USE PATH (ROUTE #33)	20	-	-	-	-	-	-	-	-	20
<b>TOTAL GRANT</b>	<b>1,130</b>	<b>650</b>	<b>50</b>	<b>115</b>	<b>85</b>	<b>170</b>	<b>155</b>	<b>20</b>	<b>20</b>	<b>2,395</b>

NOTE:  
\*\* PENDING BOARD APPROVAL

**PEASE DEVELOPMENT AUTHORITY  
 PROJECTED CAPITAL EXPENDITURES  
 DECEMBER 1, 2014 TO AUGUST 31, 2015**

(\$ 000's)

(CONTINUED):

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
<b><u>NONGRANT REIMBURSEMENT</u></b>										
<b>TRADEPORT</b>										
TERMINAL DIRECTORY (INSIDE) **	-	-	-	-	50	-	-	-	-	50
TERMINAL SIGN GUIDES (ROADWAYS) **	-	-	-	-	50	-	-	-	-	50
AIRPORT ENTRANCE SIGN- EXETER STREET**	-	-	-	-	-	30	-	-	-	30
NORTH ENTRANCE WELCOME SIGN **	-	-	-	-	30	-	-	-	-	30
SIDEWALKS- PEDESTRIAN FACILITIES**	-	-	-	-	-	-	6	-	-	6
DRAINAGE DITCHES **	-	-	20	-	-	-	-	-	-	20
SURFACE TRANSPORTATION PLAN **	-	-	-	-	-	25	-	-	-	25
	=	=	20	=	130	55	6	=	=	211

NOTE:  
 \*\* PENDING BOARD APPROVAL

**PEASE DEVELOPMENT AUTHORITY  
 PROJECTED CAPITAL EXPENDITURES  
 DECEMBER 1, 2014 TO AUGUST 31, 2015**

(\$ 000'S)

(CONTINUED):

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
<b><u>NONGRANT REIMBURSEMENT</u></b>										
<b>SKYHAVEN AIRPORT</b>										
STORM DRAIN SURVEY **	=	=	=	=	=	20	=	=	=	20
<b>ADMINISTRATION</b>										
COMPUTERS / PRINTERS / SOFTWARE / SERVERS / TELECOMMUNICATIONS **	=	15	=	50	15	=	=	=	=	80

NOTE:  
 \*\* PENDING BOARD APPROVAL

# PEASE DEVELOPMENT AUTHORITY PROJECTED CAPITAL EXPENDITURES DECEMBER 1, 2014 TO AUGUST 31, 2015

(\$ 000's)

(CONTINUED):

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
<b><u>NONGRANT REIMBURSEMENT</u></b> (CONTINUED):										
<b>GOLF COURSE</b>										
COURSE RENOVATIONS	-	-	-	-	15	-	-	-	-	15
WALKING GREEN'S MOWER**	-	-	-	25	-	-	-	-	-	25
FUEL TANK PAD **	-	-	-	-	-	50	-	-	-	50
CLUBHOUSE RENOVATIONS AND KITCHEN EQUIPMENT **	-	12	-	-	-	-	-	-	-	12
GREEN TEE AREATOR **	-	-	-	26	-	-	-	-	-	26
POINT OF SALE SYSTEM UPGRADE **	-	-	10	-	-	-	-	-	-	10
RANGE CART WITH CAGE **	-	-	-	15	-	-	-	-	-	15
TRIM MOWERS**	-	-	-	25	-	-	-	-	-	25
WEBSITE ENHANCEMENTS **	-	35	-	-	-	-	-	-	-	35
	=	47	10	91	15	50	-	-	-	213

NOTE:  
\*\* PENDING BOARD APPROVAL

# PEASE DEVELOPMENT AUTHORITY PROJECTED CAPITAL EXPENDITURES DECEMBER 1, 2014 TO AUGUST 31, 2015

(\$ 000's)

(CONTINUED):

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
<b><u>NONGRANT REIMBURSEMENT</u></b> (CONTINUED):										
<b>PORTSMOUTH AIRPORT</b>										
RUNWAY LIGHTING SYSTEM **	-	-	30	-	-	-	-	-	-	30
PSM SECURITY DATA BASE **	-	-	20	-	-	-	-	-	-	20
TERMINAL DIRECTORY (INSIDE) **	-	-	-	-	25	-	-	-	-	25
REROOFING OF HUT # 7 AND #8 **	-	-	-	-	50	-	-	-	-	50
SECURITY ACCESS SYSTEM REPLACEMENT**	-	-	25	-	-	-	-	-	-	25
NEW SECURITY GATE- P1**	-	-	-	-	-	10	-	-	-	10
	=	=	<u>75</u>	=	<u>75</u>	<u>10</u>	=	=	=	<u>160</u>
<b>MAINTENANCE</b>										
75 ROCHESTER- FIRE ALARM **	-	-	60	-	-	-	-	-	-	60
MULTI-USE SWEEPER**	=	=	=	=	=	=	=	200	=	200
	=	=	<u>60</u>	=	=	=	=	200	=	<u>260</u>
<b>TOTAL NONGRANT</b>	=	<u>62</u>	<u>165</u>	<u>141</u>	<u>235</u>	<u>135</u>	<u>6</u>	<u>200</u>	=	<u>944</u>

NOTE:  
\*\* PENDING BOARD APPROVAL



# PEASE DEVELOPMENT AUTHORITY PROJECTED RECEIPT GRANT AWARDS DECEMBER 1, 2014 TO AUGUST 31, 2015

(\$ 000's)

	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
<b>PORTSMOUTH AIRPORT</b>										
OBSTRUCTION MITIGATION DESIGN (AIP #49)	-	-	80	-	-	-	-	-	-	80
OBSTRUCTION MITIGATION- PHASE II **	-	-	-	95	-	95	-	95	-	285
AIRPORT MARKING AND SIGNAGE (AIP #55)	31	-	-	-	-	-	-	-	-	31
ASR MITIGATION CONSTRUCTION (SBG 2)	177	-	-	-	-	-	-	-	-	177
ASR CONSTRUCTION (SBG 3)	237	13	-	-	-	-	-	-	-	250
PSM SECURITY DATA BASE **	-	-	-	-	-	-	93	-	52	145
<b>SKYHAVEN AIRPORT</b>										
RUNWAY REHAB AND DESIGN	-	-	32	-	-	-	-	-	-	32
RUNWAY CONSTRUCTION	-	550	450	400	-	-	75	-	-	1,475
<b>TRADEPORT</b>										
MULTI USE PATH (GRAFTON DRIVE SECTION ONLY)	-	190	-	-	-	-	-	-	-	190
MULTI USE PATH (ROUTE #33)	=	170	=	=	=	=	=	=	=	170
<b>TOTAL GRANT</b>	<b>445</b>	<b>923</b>	<b>562</b>	<b>495</b>	<b>-</b>	<b>95</b>	<b>168</b>	<b>95</b>	<b>52</b>	<b>2,835</b>

**PEASE DEVELOPMENT AUTHORITY  
 SCHEDULED OF LONG TERM DEBT RETIREMENT (PRINCIPAL + INTEREST)  
 DECEMBER 1, 2014 TO AUGUST 31, 2015**

(\$ 000's)

	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>TOTAL</u>
<b>THE PROVIDENT BANK REVOLVING LOC # 1</b> (STATE GUARANTEE- \$1,000,000)	18	18	18	18	18	18	18	18	18	162
<b>THE PROVIDENT BANK REVOLVING LOC # 2</b> (STATE GUARANTEE- \$1,500,000)	27	27	27	27	27	27	27	27	27	243
<b>CITY OF PORTSMOUTH</b>	-	147	-	-	-	-	-	-	-	147
	<u>45</u>	<u>192</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>552</u>

# PEASE DEVELOPMENT AUTHORITY CREDIT FACILITIES AND OUTSTANDING DEBT ANALYSIS AT NOVEMBER 30, 2014

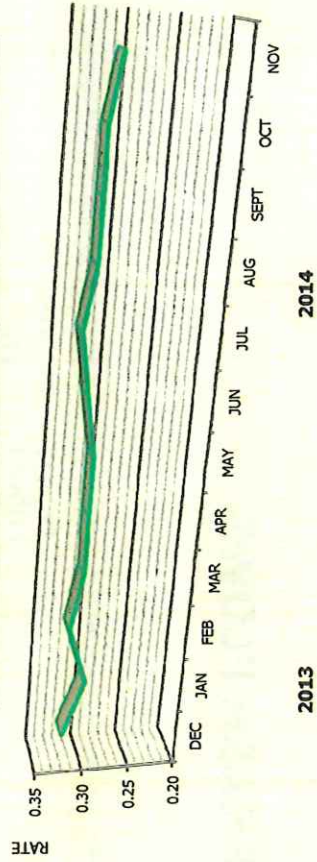
(\$ 000's)

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

<u>OUTSTANDING DEBT ANALYSIS</u>	BALANCE AT 11-30-2014	BALANCE AT 06-30-2014	MATURITY DATE	INTEREST RATE %
THE PROVIDENT BANK- (REVOL #1)	265	351	03-14-2016	3.46
THE PROVIDENT BANK (RLOC)	2,000	2,000	12-31-2016	2.81
THE PROVIDENT BANK- (REVOL #2)	1,099	1,219	06-28-2018	3.11
CITY OF PORTSMOUTH	698	698	12-31-2020	4.50

	WEIGHTED AVERAGE
	4.062
	3.22
	3.22

TRENDING THE ONE MONTH FHLB (BOSTON) INTEREST RATE



# CONSOLIDATED STATEMENT OF CASH FLOWS AS OF OCTOBER 31, 2014

(\$ 000's)


DISCUSSION AND ANALYSIS	FY 2015 BUDGET	FY 2015 YTD	FY 2014 ACTUAL	FY 2013 ACTUAL
<ul style="list-style-type: none"> <li>▪ TO DATE, THERE HAS BEEN NO SIGNIFICANT VARIANCES DURING FY 2015. HOWEVER, THE MORE CRITICAL VARIABLES INCLUDE:                             <ul style="list-style-type: none"> <li>▪ THE ANTICIPATED RENTAL REVENUE STREAM FROM GSA COMMENCING IN OCTOBER 2014.</li> <li>▪ THE ANTICIPATED RENTAL REVENUE STREAM FROM THE MAINE DOT COMMENCING IN NOVEMBER 2014.</li> <li>▪ CAPITAL CONSTRUCTION ACTIVITIES AND ASSOCIATED GRANT REIMBURSEMENT PROCESS.</li> </ul> </li> <li>▪ FY 2014 IMPACTED BY:                             <ul style="list-style-type: none"> <li>▪ ACCOUNTS RECEIVABLE WRITE-OFF OF GSA NEGATIVELY IMPACTED CASH FLOW FROM OPERATIONS BY APPROXIMATELY \$1.4 MILLION.</li> <li>▪ APPROXIMATELY 65% OF PURCHASES OF CAPITAL ASSETS WERE LINKED TO GRANT FUNDED PROJECTS.</li> <li>▪ THE \$2.0 MILLION DRAWDOWN OF THE REVOLVING LINE OF CREDIT FACILITY WAS PRIMARILY IN SUPPORT OF TIMING DIFFERENCES ASSOCIATED WITH THE GRANT REIMBURSEMENT PROCESS.</li> </ul> </li> </ul>	3,750	860	200	3,859
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>				
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<b>8,500</b>	<b>2,835</b>	<b>4,289</b>	<b>1,818</b>
CONTRIBUTED CAPITAL BY FEDERAL AND STATE GOVERNMENT				
ISSUANCE OF LONG TERM DEBT- THE PROVIDENT BANK	-	-	-	1,500
REVOLVING LINE OF CREDIT FACILITY- NET	<b>(2,000)</b>	<b>-</b>	<b>2,000</b>	<b>-</b>
GAIN ON DISPOSAL OF ASSETS	-	1	1	551
PURCHASE OF CAPITAL ASSETS	<b>(7,800)</b>	<b>(3,432)</b>	<b>(7,640)</b>	<b>(6,136)</b>
DEBT REPAYMENT				
CITY OF PORTSMOUTH	<b>(116)</b>	<b>-</b>	<b>(116)</b>	<b>(116)</b>
THE PROVIDENT BANK	<b>(525)</b>	<b>(165)</b>	<b>(1,147)</b>	<b>(1,211)</b>
INTEREST PAID ON CAPITAL DEBT	<b>(100)</b>	<b>(48)</b>	<b>(136)</b>	<b>(107)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>12</b>
INTEREST INCOME RECEIVED				
<b>INCREASE (DECREASE) IN CASH AND INVESTMENTS</b>	<b>1,715</b>	<b>52</b>	<b>(2,543)</b>	<b>170</b>
<b>CASH AND INVESTMENTS- BEGINNING OF PERIOD</b>	<b>2,148</b>	<b>2,148</b>	<b>4,691</b>	<b>4,521</b>
<b>CASH AND INVESTMENTS- END OF PERIOD</b>	<b>3,863</b>	<b>2,200</b>	<b>2,148</b>	<b>4,691</b>

MOTION

Director Torr:

The Pease Development Authority Board of Directors hereby approves and authorizes the Executive Director to complete negotiations and enter into lease and license agreements with Sumner Properties, LLC for the purpose of constructing a 4,900 square foot corporate hangar and restoring the Jet-A fuel tank for use at Skyhaven Airport, Rochester, New Hampshire, on substantially similar terms and conditions set forth in the memorandum of Mark H. Gardner, Deputy General Counsel, dated December 10, 2014 attached hereto; subject to the review and approval of construction and site plans and such other regulatory approvals as may be required by State and local municipal authorities.

N:\RESOLVES\SumnerProp120414.wpd

To: David R. Mullen, Executive Director 

From: Mark H. Gardner, Deputy General Counsel

Re: Sumner Properties, LLC - Hangar Development @ Skyhaven Airport

Date: December 10, 2014

---

PDA has been approached by Mike Sumner who has requested permission to build a 4,900 +/- square foot corporate aircraft hangar at Skyhaven Airport. Mr. Sumner owns King Air C-90 aircraft which he uses for personal business purposes. He is also contemplating securing authority from the FAA to operate the aircraft for private charter purposes. In addition to his interest in building an aircraft hangar, he has also requested use of the Jet-A fuel tank which has been dormant for a number of years due to a lack of aircraft requiring Jet-A fuel.

The salient terms of the business proposal are as follows:

Lease Area: 4,900 square feet in an area to be determined in the Tie-down area

Lease Term: Twenty Years

Ground Area

Rent: \$ .35 per square foot per annum with cumulative CPI adjustments in years 6, 11 and 16.

Surrender of

Hangar: Property reverts to PDA upon termination of Lease

Insurance: Per Article 7 of draft lease attached

Jet-A Fuel

Farm License: In consideration of Sumner bringing the Jet A tank into full compliance, Sumner will receive three years of rent free use. No third party fuel sales permitted. Rent of \$100 per month for years 4 through 6. PDA retains the right to terminate the License if a demand for Jet A fuel develops. An outline of the proposed License is attached.

A draft lease has been put together and will be finalized once construction plans and site plan details are reviewed and approved of. At the December 18, 2014 meeting of the PDA Board of

Directors please seek approval to complete negotiations with Sumner Properties, LLC for the purpose of entering into lease and license agreements on substantially similar terms and conditions as set forth above subject to the review and approval of construction and site plans and such other regulatory approvals as may be required by State and local municipal authorities.

P:\SKYHAVEN\Sumner Properties\BOD Memo.wpd

## ARTICLE 7.

### INSURANCE

#### 7.1.

A. Risk of Loss. Lessee shall bear all risk of loss or damage to the Leased Premises, including any building(s), improvements, fixtures or other property thereon, arising from any causes whatsoever.

B. Insurance. During the entire period this Lease shall be in effect, the Lessee at its expense will carry and maintain:

(1) Subject to Section 7.8., Property insurance coverage against loss or damage by fire and lightning and against loss or damage or other risks embraced by coverage of the type now known as the broad form of extended coverage (including but not limited to riot and civil commotion, vandalism, and malicious mischief and earthquake) in an amount not less than 100% of the full replacement value of the buildings, building improvements, improvements to the land, and personal property on the Leased Premises. The policies of insurance carried in accordance with this Section shall contain a "Replacement Cost Endorsement". Such full replacement cost shall be determined from time to time, upon the written request of Lessor, but not more frequently than once in any twenty-four (24) consecutive calendar month period (except in the event of substantial changes or alterations to the Premises undertaken by Lessee as permitted under the provisions hereof) by written agreement of Lessor and Lessee, or if they cannot agree within thirty (30) days of such request, by an insurance consultant, appraiser, architect or contractor who shall be mutually and reasonably acceptable to Lessor and Lessee. Any such determination by a third party shall be subject to approval by Lessor and Lessee, which approval shall not be unreasonably withheld. The insurance maintained in this Section shall be adjusted to one hundred percent (100%) of the new full replacement cost consistent with the approved determination.

(2) Comprehensive general liability insurance, including but not limited to general operation and airport liability insurance endorsed for hangar-keeping liability insurance, on an "occurrence basis" against claims for "personal injury", including without limitation, bodily injury, death or property damage, occurring upon, in or about the Leased Premises including any buildings thereon and the ramp area and adjoining sidewalks, streets, and passageways, such insurance to afford immediate minimum protection at the time of the Term Commencement Date, and at all times during the term of this Lease, to a limit of not less than five (5) million (\$5,000,000) dollars per occurrence with respect to damage to property and five (5) million (\$ 5,000,000) dollars, per occurrence with respect to bodily injury or death to any one or more persons and with no deductible or such deductible amount as may be approved by Lessor. Such insurance shall also include coverage against liability for bodily injury or property damage arising out of the acts or omissions by or on behalf of Lessee, or any other person or organization, or involving any owned, non-owned, Leased or hired automotive equipment (if such coverage is not provided by a separate policy under 7.B.(4)) in connection with Lessee's activities.



(3) Workers' compensation and employer's liability insurance in an amount and form which meets all applicable requirements of the labor laws of the State of New Hampshire, as amended from time to time, and which specifically covers the persons and risks involved in this Lease.

(4) Automobile liability insurance in amounts approved from time to time by Lessor, but not less than one million dollars (\$1,000,000) combined single limit for owned, hired and non-owned automobiles.

7.2. All policies of insurance required to be carried under this Article shall be effected under valid and enforceable policies, in such forms and amounts as may, from time to time, be required under this Lease, issued by insurers of recognized responsibility which are authorized to transact such insurance coverage in the State of New Hampshire, and which have been approved in writing by Lessor, which approval shall not be withheld unreasonably. The policies of insurance required in Sections 7.1.B. (2) and (4) shall be for the mutual benefit of Lessee and the Lessor with the Lessor named as additional insured. The policy required in Section 7.1B. (1) shall name Lessor as loss payee, if Lessee secures the coverage. Lessee is responsible for providing contents coverage for its personal property. Upon the execution of this Lease (and thereafter not less than fifteen (15) days prior to the expiration date of each policy furnished pursuant to this Article) Lessee shall provide a copy of the original of each policy required to be furnished pursuant to this Article (or, with the consent of Lessor, which consent shall not be unreasonably withheld a certificate of the insurer reasonably satisfactory to Lessor which sets forth evidence of all requisite coverages) bearing a notation evidencing the payment of the premium or accompanied by other evidence reasonably satisfactory to Lessor of such payment, shall be delivered by Lessee to Lessor.

7.3. All policies of insurance shall provide for loss thereunder to be adjusted and payable to Lessor or Lessee in accordance with the terms of this Lease.

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

The insurance requirements herein are minimum requirements for this Lease and in no way limit the indemnity covenants contained in this Lease agreement. On the insurance policies that Lessor is named as an additional insured, Lessor shall be an additional insured to the full limits of the liability coverage purchased by Lessee even if those limits of liability are in excess of those required by the terms of this Lease.

7.5. If applicable, all policies of insurance required to be maintained by Lessee shall have attached thereto the Lender's Loss Payable Endorsement, or its equivalent, or a loss payable clause

acceptable to Lessor, for the benefit of any Mortgagee, but the right of any Mortgagee to the payment of insurance proceeds shall at all times be subject to the provisions of this Lease with respect to the application of the proceeds of such insurance.

7.6. Lessee shall observe and comply with the requirements of all policies of insurance at any time in force with respect to the Leased Premises and Lessee shall also perform and satisfy the requirements of the companies writing such policies so that at all times companies of good standing reasonably satisfactory to Lessor shall be willing to write or to continue such insurance. Lessee shall, in the event of any violations or attempted violations of the provisions of this Section 7.6 by a subtenant, take steps, immediately upon knowledge of such violation or attempted violation, to remedy or prevent the same as the case may be.

7.7. Any insurance provided for in this Lease may be effected by a policy or policies of blanket insurance or may be continued in such form until otherwise required by Lessor; provided, however, that the amount of the total insurance allocated to the Leased Premises shall be such as to furnish in protection the equivalent of separate policies in the amounts herein required, and provided further that in all other respects, any such policy or policies shall comply with the other provisions of this Lease. In any such case it shall not be necessary to deliver the original of any such blanket policy to Lessor, but Lessee shall deliver to Lessor and to any Mortgagee a certificate or duplicate of such policy in form and content acceptable to Lessor.

7.8. Notwithstanding Section 7.1.B.(1), and if requested to do by Lessee, Lessor may elect to maintain property insurance coverage on the Leased Premises and Lessee shall pay to Lessor the premium associated with such coverage. If Lessee requests that Lessor maintain such coverage and Lessor elects to provide it, Lessee shall pay the property premium quarterly in advance at the times and in the fashion provided for the payment of Building Area Rent.

END OF ARTICLE 7

EXHIBIT "B"

LICENSE TO USE JET A FUEL FARM

*[This is the outline of the terms of a License which will be formalized in the next draft of the Lease]*

In consideration for making the Jet A Fuel tank and associated equipment fully operational and in compliance with all regulatory provisions governing underground storage tanks, PDA agrees to issue a License to Sumner Properties, LLC to utilize the fuel farm for its own operations at no cost for a three year period. Thereafter, PDA will assess a monthly charge of \$100 per month for the next three years. At the end of six years, PDA and Sumner Properties, LLC agree to negotiate the terms of a new agreement. This License will not authorize Sumner Properties to dispense fuel to third parties.

In the event PDA has an operational or other need to retake possession and control over the Jet A tank and associated equipment in the first three years of the License Agreement, PDA agrees to reimburse Sumner Properties for the verifiable expense of bringing the tank back into service. Thereafter PDA may terminate the License without cause upon providing Sumner Properties with sixty (60) days advance written notice. In the event PDA terminates the License in years 4 through 6, PDA agrees to reimburse Sumner Properties for the value of the Jet A fuel which remains in the tank.

Sumner Properties will be responsible for providing pollution and liability insurance coverages for the use of the Jet A tank and associated equipment. In the event it is not possible to break out the coverages for the Jet A tank and other aviation fuel dispensing equipment at Skyhaven Airport, Sumner Properties agrees to reimburse PDA for the expense associated with adding the Jet A fuel tank and associated equipment to its pollution and liability policies as the same may be possible.

INSERT ITEM VIII.A.2.

MOTION

Director Allard:

The Pease Development Authority Board of Directors hereby:

- a. approves of the sale of the facility and the assignment of the Lease by Air Cargo at Pease, LLC to Gigunda Group, Inc. for the premises located at 139 Flightline Road; and
- b. authorizes the Executive Director and General Counsel to negotiate and execute without limitation, such agreements and documents as shall be necessary or appropriate, in their opinion, to facilitate the sale of the facility and the assignment of the ground lease;

all in accordance with the memorandum of David R. Mullen, Executive Director, dated December 16, 2014 attached hereto.

N:\RESOLVES\AirCargoAssign1214.wpd

# MEMORANDUM

**To:** PDA Board of Directors  
**From:** David R. Mullen, Executive Director *DRM*  
**Date:** December 16, 2014  
**Subject:** Assignment of Sublease Air Cargo at Pease, LLC to Gigunda Group

Air Cargo at Pease, L.L.C ("Air Cargo"), Jeff Marple, manager ("Marple"), has been a tenant at Pease since May 15, 1998. The Air Cargo facility consists of an approximately 50,000 square feet facility located on 7.37 acres. Although intended for use for air cargo and freight terminal operations and activities, freight forwarding operations and customs, as required, the facility has been markedly under utilized and Marple has worked diligently to locate short-term tenants while continuing to market the facility for cargo purposes. At present, the facility is only 60% occupied and has not had active freight services since 2000.

At this time, Air Cargo has reached agreement with Gigunda Group, Inc., Ryan Fitzsimons, principal, to purchase the facility at 139 Flightline Road and consolidate Gigunda Group's Manchester and Hooksett operations to Pease. At this time, it is intended that existing Air Cargo tenants located in the facility will not be displaced.

In addition to its operation as an innovative marketer for large corporate clients, for more than a decade, Gigunda Group, has worked with key government operations and private sector companies to help coordinate response efforts in the wake of natural disasters. Some notable efforts include Tide - Loads of Hope; Duracell - Power Forward; and Kellogg's - Breakfast for Better Days.

Gigunda Group, doing business through an affiliate known as "T.E.R.R.A.", To Ensure Responsible Response Always, is looking to establish its first Response Command Center at Pease. The command center will include a combined aeronautical and non-aeronautical use, to include transport by heavy-lift aircraft of some of the customized vehicles it develops for disaster response. (See attached Exhibit A.)

Whenever an aeronautical facility includes a non-aeronautical component, it is required that PDA obtain FAA authorization for the use. In July, PDA made the

required request to FAA (See attached Exhibit B and Exhibit C) and received a response and a clarification by e-mails dated July 21 and July 28, 2014 (See attached Exhibit D).

PDA staff remains concerned that FAA did not fully understand the aeronautical potential of TERRA, we have engaged David Mackey of Anderson Krieger to further explore with FAA compliance staff its specific requirement that the PDA impose a five year review on the lease to ensure that no other aeronautical user has come forward with a need for the facility. For all of the obvious reasons, this type of condition will create hardship with respect to conventional financing of the facility by Gigunda Group.

In the interim period since July, Tom Vick the FAA compliance specialist from FAA Regional Office in Burlington, has moved to FAA Headquarters in DC and we are now working with other personnel to address remaining compliance questions.

Notwithstanding the open-ended nature of this process, both Air Cargo and Gigunda would like to move ahead to close the purchase of the real estate by year end, as there are substantial tax benefits to the Seller at issue.

At this time there are many moving components to these negotiations and PDA staff is seeking the authority to be able to negotiate and execute agreements and documents necessary to and/or in support of this project.

By example, PDA staff is seeking an Amendment to the existing Air Cargo Lease to (1) recover approximately 2.50 acres to apron area used for parking aircraft and return that portion to PDA control (this concept was approved by the Board in 2003 but never implemented); and (2) specifically subordinate the Air Cargo lease to current grant assurances, consistent with the FAA's request.

In addition, the Buyer and Seller continue work to satisfy the conditions of their sale, including (1) an extension of the existing lease of Unit 1 for a one (1) year period; (2) satisfactory appraisal in support of the purchase price; and (3) receipt of written approval from FAA. Buyer has retained the right to waive any of the contingencies it has requested.

At the meeting on December 18, 2014, the PDA Staff requests that you authorize the Executive Director and General Counsel to negotiate and execute such agreements and documents as shall be necessary or appropriate, in their opinion, to facilitate the sale of the facility and the assignment of the ground lease for 139 Flightline Road.

Exhibit A

# T.E.R.R.A. IMMEDIATE RESPONSE COMMAND CENTER



## > T.E.R.R.A. Overview

Dedicated To Ensure Responsible Response Always, T.E.R.R.A. is an organization of seasoned experts with over 500 years of combined experience in disaster relief and emergency response.

Working with key government organizations and the private sector since 2005, we've been in the field, directly in the impacted areas coordinating hundreds of response efforts designed to meet the most basic human needs in the wake of dozens of our nation's most devastating disasters (Katrina, Joplin, Tuscaloosa, Sandy and, just recently, the blizzards in Buffalo).

Time and again we've witnessed that when disasters happen, Corporate America and the general public always look for ways to respond to support their friends and neighbors. However, their lack of executional know-how most always creates more heartache and confusion in already distressed environments.

That's why we've created T.E.R.R.A., a more comprehensive and coordinated response capability engineered to responsibly reach more families, more quickly in more places.

Utilizing fixed-wing and/or heavy-lift rotary aircraft and an assortment of disaster-outfitted vehicles, T.E.R.R.A.'s headquarters and weather monitoring command center at Pease International Tradeport enables the critical airfield access and necessary staging grounds to ensure immediate deployment to virtually any disaster location across the nation as we assist families and first responders at a moments notice.

T.E.R.R.A. is not only positioned to become the standard bearer and rallying point for all disaster relief and recovery efforts in the U.S. but it is our mission to raise the 'readiness' quotient for all Americans so less relief is needed when the inevitable occurs.

## > Recognized Authority

Established partnerships with key government agencies and private sector organizations further establishes T.E.R.R.A.'s 'readiness' authority while ensuring immediate access to otherwise restricted disaster environments.



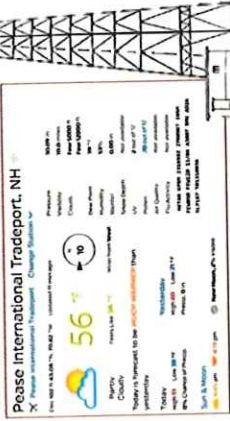
## > Response Window

T.E.R.R.A.'s flagship location at Pease ensures immediate response to 25% of the US population within 2 hours; 8 hours for 100%.



## > Pease Weather Tower

The weather instrument tower at Pease is actively part of the national weather monitoring system, providing T.E.R.R.A. with the most up-to-date conditions.



## > Site Plan

T.E.R.R.A.'s Phase 1, 46,000 sq. ft. 6-acre Immediate Response Command Center located at 139 Flightline, Pease International Tradeport



## > Cross-dock Building Use

The existing cross-dock cargo building is ideal to stage and house critical goods for immediate loading and deployment.



# T.E.R.R.A.

IMMEDIATE RESPONSE COMMAND CENTER





Exhibit B



July 17, 2014

Mr. William Hopper, Airport Manager  
Portsmouth International Airport at Pease  
36 Airline Avenue  
Portsmouth, NH 03801

RE: Future Use of 135 Flightline Avenue

Dear Bill:

As you are aware, my firm, Gigunda Group, is interested in purchasing the building at 135 Flightline Avenue. As additional to our earlier correspondence, I wanted to provide a brief overview regarding how we envision using the building after acquisition.

The building has approximately 50,000 square feet of floor space, divided into five spaces of approximately 10,000 square feet each. At the present time, three of the five bays are occupied, while the remaining two bays are vacant. Two of the three occupied spaces have aviation-related tenants, including Seacoast Aviation and Great Circle Catering (an aircraft catering company), while the third space is occupied by a distribution company.

Initially, we anticipate utilizing the 20,000 vacant square feet for two purposes. First, we will establish T.E.R.R.A. (To Ensure Responsible Response Always), a disaster response organization, which will benefit from the facility's proximity to the Pease runway. TERRA is an outgrowth of Gigunda's experience over the past eleven years, providing disaster response and coordination services on behalf of major U.S. corporations. The goal of locating at 135 Flightline is to have the ability to utilize heavy-lift rotary aircraft and or fixed-wing aircraft to deliver disaster relief supplies to disaster locations, allowing us to deliver supplies and support in the shortest timeframe. We have initiated discussions with a private company which could transport vehicles and supplies via a C-130 on an on-call basis.

In addition to TERRA, we also plan to relocate our existing production operation from Hooksett to 135 Flightline. This operation is responsible for developing and customizing vehicles for disaster response for TERRA and corporate supporters of the disaster response project.

Should you have any questions, please feel free to contact me at (603) 296-2102. Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan FitzSimons', with a stylized flourish at the end.

Ryan FitzSimons  
CEO

Exhibit C



July 18, 2014

Ms. Carol Niewola, CM, PE  
Senior Aviation Planner  
NHDOT/Bureau of Aeronautics  
7 Hazen Drive/P.O. Box 483  
Concord, NH 03302-0483

Dear Ms. Niewola:

Gigunda Group, Inc., is planning to purchase the existing Cargo Facility located at Portsmouth International Airport at Pease (PSM) with a physical address of 139 Flightline Road, Portsmouth, NH 03801. Gigunda Group is a non-aeronautical company with an aeronautical component to their mission.

First, the 139 Flightline Road is a typical airport cargo facility comprised of approximately 50,000 square feet with overhead cargo doors that open to both the landside and airside. Its airside is surrounded by general aviation uses and aside from sporadic ad hoc cargo aircraft that typically do not use the cargo building and scheduled cargo activity with small piston aircraft that also do not use the cargo building. The facility has not seen cargo activity since Emery ceased operations in 2000. We have been active in seeking an air cargo user for the facility without success and anticipate that finding one in the foreseeable future is unlikely.

Second, Gigunda Group has proposed a use with an aeronautical component that makes use of the facility that is compatible with the neighboring general aviation activities. They offer disaster response and coordination services on behalf of major U.S. corporations, and use aircraft to carry supplies in the response efforts. They are presently have a production operation in Hooksett, NH and would like to locate to PSM for the airfield capabilities.

Attached is a letter from Ryan FitzSimons, CEO of Gigunda Group, requesting use of the cargo facility and a description of his company and the cargo facility's intended use. There is sufficient ample space on the airfield to relocate the very small number of existing cargo operations at PSM. Should we be fortunate enough to see an increase in cargo activities at PSM, we have ample alternatives for expanded use. Therefore, the impact on aeronautical uses does not exist.

With regard to applicable FAA Grant Assurances I have noted the following:

Grant Assurance #19, Operation and Maintenance

The airport will ensure compliance as a condition of the lease agreement that we will have with Gigunda Group.

Grant Assurance #22, Economic Nondiscrimination

The proposed activity will not cause any economically discriminatory activities and the airport will ensure that such does not occur.

Grant Assurance #24, Fee and Rental Structure

The airport will charge fees to Gigunda Group that are consistent with the present rental fees assessed to like facilities on the airfield.

Grant Assurance #25, Airport Revenues

The revenues the airport receives from Gigunda Group will only be used for the capital or operating costs as described in Grant Assurance #25.

I request your approval for Gigunda Group, Inc.'s requested use for 139 Flightline Road Airport Cargo Facility at Portsmouth International Airport at Pease. Please do not hesitate to contact me at (603) 766-9230 or [b.hopper@peasedev.org](mailto:b.hopper@peasedev.org) with any questions.

Sincerely,



Kim W. Hopper, A.A.E.  
Airport Manager

cc: David R. Mullen, Executive Director

Attachment

Exhibit D

## Lynn Hinchee

---

**From:** Carol Niewola [Cniewola@dot.state.nh.us]  
**Sent:** Monday, July 28, 2014 12:19 PM  
**To:** Bill Hopper  
**Cc:** Dave Mullen; Lynn Hinchee; tracey.mcinnis@faa.gov; Thomas Vick (thomas.vick@faa.gov)  
**Subject:** RE: CLARIFICATION - aeronautical and non-aeronautical use of cargo facility

**Importance:** High

Bill,

I've received additional information from the FAA and I need to issue a clarification on 3 items from my e-mail below.

- I know that PDA will be complying with Grant Assurance #24 by charging the current rates as for other similarly situated properties, but just to be clear, they need to be PDA's **non-aeronautical rates**.
- Because of the primarily non-aeronautical nature of Gigunda Group's business (i.e., assembling vehicles and storage of goods = primary focus of business without which there'd be no need for airside access), it would be best if PDA could set up the ground lease so that they are for **multiples of 5-year terms** so that the PDA could have a period review of the aeronautical need for this site. This would continue to classify the site as an *interim use* of the airport for primarily non-aeronautical purposes. The alternative would be to request a release of the airport obligations from FAA.
- PDA probably already does this with all its leases, but I need confirmation that any lease under this proposal will **subordinate the terms of the lease to those of the airport's grant assurances**.

Please confirm receipt of this clarification when you get a moment. I apologize for any confusion this may have caused.

As always, if you have any questions, please don't hesitate to contact us.



Carol L. Niewola, PE, CM, Senior Aviation Planner

NHDOT/Bureau of Aeronautics, 7 Hazen Drive, P.O. Box 483, Concord, NH 03302-0483  
O 603-271-1675 | C 603-419-0683 | F 603-271-1689 | [cniewola@dot.state.nh.us](mailto:cniewola@dot.state.nh.us)

<http://www.nh.gov/dot/org/aerorailtransit/aeronautics/index.htm>

*Supporting New Hampshire Aviation Since 1941*

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**From:** Carol Niewola  
**Sent:** Monday, July 21, 2014 5:22 PM  
**To:** 'Bill Hopper'  
**Cc:** Dave Mullen; Lynn Hinchee; tracey.mcinnis@faa.gov  
**Subject:** PSM: aeronautical and non-aeronautical use of cargo facility

Bill,

The Bureau has received Portsmouth International Airport at Pease's (PSM) request to allow Gigunda Group, Inc., a combined aeronautical and non-aeronautical use of airport property to purchase the cargo facility located at 139 Flightline Avenue at PSM and lease the land under the facility to this firm. Additional information was obtained via telephone with you earlier (July 18, 2014 and July 21, 2014). The Bureau understands that the combined aeronautical and non-aeronautical use will include:

- Gigunda Group, Inc., develops and customizes vehicles used for disaster response and other purposes and transports these vehicles with supplies to disaster areas and other locations as needed. The firm intends to utilize heavy-lift aircraft

for some of this transportation of their custom-made vehicles and supplies. Because this use includes an aeronautical component, it makes them a good fit for the airside access afforded by this facility.

- Gigunda Group, Inc., intends to purchase this facility and lease the airport land under it for a duration of 30 years plus optional additional 5-year terms if terms can be negotiated. This duration is similar in nature to other airside land leases with the Pease Development Authority (PDA).
- The location requested is 139 Flightline Avenue at PSM. This facility is currently only 60% occupied and has been underutilized since Emery Worldwide Freight Services ceased operations at PSM in 2000. Past and ongoing efforts by the PDA have been unsuccessful to secure an air-cargo operator(s) for this facility and there are no other pending offers for use of this facility. The three existing tenants of the cargo facility will not be displaced during this transition.
- There are sporadic ad hoc cargo aircraft that utilize the apron near this facility but do not use the building itself. There are other locations at PSM that are suitable for these ad hoc cargo aircraft and, therefore, the Gigunda Group, Inc., will not negatively impact these cargo activities.
- There are scheduled air cargo aircraft that utilize the apron near this facility but are small piston engine aircraft that also do not use the building itself. There are other locations at PSM that are suitable for these ad hoc cargo aircraft and, therefore, the Gigunda Group, Inc., will not negatively impact these scheduled air cargo activities.
- The existing and future general aviation activities near this facility will not be negatively impacted by the use of the facility by Gigunda Group, Inc.
- The PDA has proposed to charge land rent to Gigunda Group, Inc., consistent with the present rental fees assessed to similar facilities at the airport.
- Gigunda Group, Inc., is required to receive the same training as other tenants for operating on the airport. The firm will also be required to obtain the necessary badges and/or security clearances for its personnel as required by PDA, just as for other similarly situated tenants.
- Gigunda Group, Inc., has investigated other locations for its operations and PSM offers the right combination of airside and landside access to help them meet their goals. The PDA has investigated other locations at the airport and in the business park, but none were found to be suitable or able to efficiently meet Gigunda Group's needs.
- As the building at 139 Flightline Avenue already exists and there are no proposals to modify the building AND no proposals have been identified for the exterior storage of supplies and/or equipment, there appears to be no need for an airspace analysis or obstruction evaluation by the FAA.
- The PDA will monitor the facility to ensure that no distracting lights or smoke are generated at this facility.

The airport sponsor appears to be in compliance with the following grant assurances even with the proposed non-aeronautical [use][activity]:

- Grant Assurance #19: The PDA will include appropriate conditions in the lease agreement that will ensure PDA's ability to operate and maintain PSM in a safe and serviceable manner in accordance with this grant assurance.
- Grant Assurance #22: The PDA will ensure that Gigunda Group, Inc., is treated economically in the same way as other similarly situated tenants at PSM.
- Grant Assurance #24: The PDA will charge fees to Gigunda Group, Inc., that are consistent with the present rental fees assessed to similarly situated facilities at PSM.
- Grant Assurance #25: The revenues received from Gigunda Group, Inc., will only be used for the capital or operating costs of PSM.

Therefore, the Bureau **does not object** to the proposed non-aeronautical use as described above as it serves to benefit the public by promoting job growth, producing revenue to keep the airport as self-sustainable as possible under the circumstances, and enhances the community's acceptance of the airport. Thank you for your coordination with our office. If you have any questions, please feel free to contact us.

I've cc-ed Tracey McInnis at FAA for her files for when PSM is no longer a member of the Airport Block Grant Program in New Hampshire.





Carol L. Niewola, PE, CM, Senior Aviation Planner

NHDOT/Bureau of Aeronautics, 7 Hazen Drive, P.O. Box 483, Concord, NH 03302-0483

O 603-271-1675 | C 603-419-0683 | F 603-271-1689 | [cniewola@dot.state.nh.us](mailto:cniewola@dot.state.nh.us)

<http://www.nh.gov/dot/org/aerorailtransit/aeronautics/index.htm>

*Supporting New Hampshire Aviation Since 1941*

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**From:** Bill Hopper [<mailto:B.Hopper@peasedev.org>]

**Sent:** Friday, July 18, 2014 2:44 PM

**To:** Carol Niewola

**Cc:** Dave Mullen; Lynn Hinchee

**Subject:** FW: Message from KMBT\_C224e

Hello Carol,

Attached is the letter of request for non-aeronautical use with an aeronautical component. Please do not hesitate to contact me with any questions.

Bill

---

**From:** [xeroxops@peasedev.org](mailto:xeroxops@peasedev.org) [<mailto:xeroxops@peasedev.org>]

**Sent:** Friday, July 18, 2014 2:43 PM

**To:** Bill Hopper

**Subject:** Message from KMBT\_C224e



**MEMORANDUM**

TO: Pease Development Authority Board of Directors  
FROM: David R. Mullen, Executive Director *DRM*  
RE: Contract Reports Pursuant to PDA Bylaws & Emergency Repair Delegation  
DATE: December 18, 2014

\*\*\*\*\*

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

1. Project Name: Office Interiors, Ltd.  
PDA Obligation: \$7,811.00  
Board Authority: Chairman Nickless  
Summary: For the purchase and delivery of furniture to be used at the Airport Terminal dining area.



P:\BOARDMTG\ContractRpt1214.wpd



Office Interiors Limited  
 85 Washington Street  
 Dover, NH 03820  
 603-749-6200

**PORTSMOUTH DEVELOPMENT AUTHORITY**

Quote for Dining and Seating at Airline Terminal  
 Contact: Al Weston  
 Date: Nov 13, 2014  
 Quote valid for 30 days

		Customer Net	Total Customer Net
<b>30 X 60 Table, 40"H</b> <i>P laminate top with PVC edge, glides</i> <i>Laminate: White Spex</i>		2 \$493.00	\$986.00
<b>30 X 30 Table, 30"H</b> <i>P laminate top with PVC edge, glides</i> <i>Laminate: White Spex</i>		6 \$340.00	\$2,040.00
<b>Leg frame Stool, polypropolene shell, vinyl seat and back</b> <i>no arms</i> <i>Vinyl: Wellington Storm</i> <i>Frame: Graphite</i>		8 \$225.00	\$1,800.00
<b>Leg frame chair, polypropolene shell, vinyl seat and back</b> <i>No arms</i> <i>Vinyl: Wellington Storm</i> <i>Frame: Graphite</i>		16 \$125.00	\$2,000.00

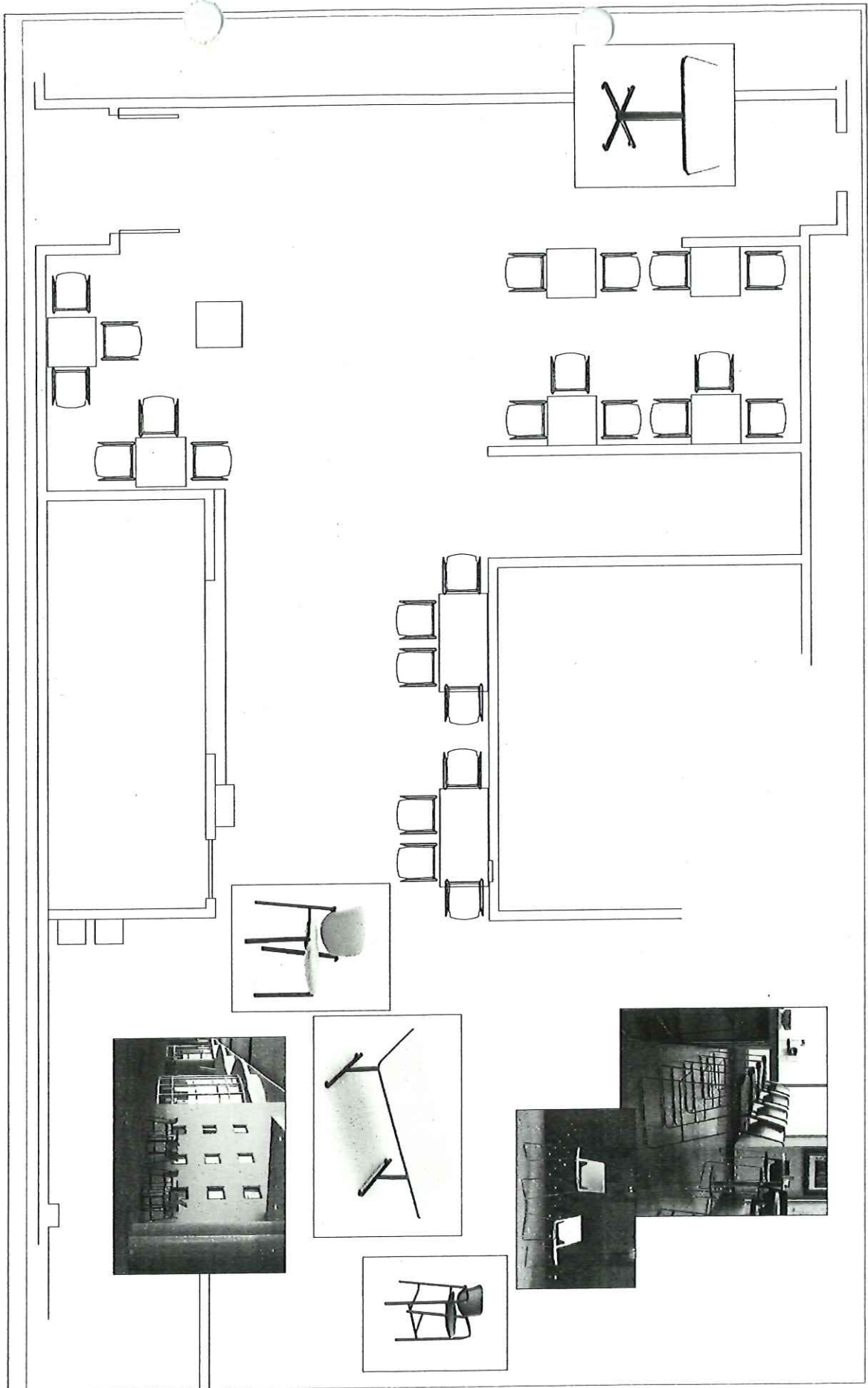
**FREIGHT, DELIVERY and installation** \$985.00

**TOTAL** \$7,811.00

**TERMS AND CONDITIONS**

Your signature in the space below indicates your approval to order the items listed on this quote. Choose furniture carefully, special orders cannot be cancelled or returned. Lead times given are estimates and are subject to manufacturer's production/shipping schedule.

Authorized Signature:  Date: 11/14/14



**ID - 1**

REV	BY	REASON

Date: 10-07  
 Sub: 11214  
 Desig: MC  
 Title: **DINING AREA FURNITURE PLAN**  
 Drawn by: **DISCLAIMER**  
 Drawing and material presented herein are property of Office Interiors Limited and may not be duplicated, used or altered without the consent of Office Interiors Limited.

**OFFICE INTERIORS LTD.**  
 85 WASHINGTON STREET  
 DOVER, NH 03820  
 603.749.6200 fax 603.749.8845  
 877-749-9600 (ME.)



REPLACE ITEM IX.B.1

MOTION

Director Lamson:

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 12/31/14 through 12/31/15 in the projected amount of \$164,311.53; all in accordance with the Premium Summary and 2014 – 2015 Insurance Proposal attached hereto.

N:\RESOLVES\CrossInsurancerReplace1214.wpd

MOTION

Director Lamson:

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 12/31/14 through 12/31/15 in the projected amount of \$163,435.53; all in accordance with the Premium Summary and 2014 - 2015 Insurance Proposal attached hereto.

N:\RESOLVES\CrossInsurance1214.wpd

Pease Development Authority  
5 Year Premium Summary

*Boldface premiums indicate years insured with Cross Insurance*

Policy	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2105
General Liability	\$32,600.00	\$32,691.00	\$33,327.00	<b>\$29,226.43</b>	<b>\$30,496.42</b>	<b>\$23,017.00</b>
Property	\$97,285.00	\$86,436.00	\$86,908.00	<b>\$74,071.00</b>	<b>\$76,067.00</b>	<b>\$77,506.00</b>
Crime	\$5,467.00	\$4,432.00	\$4,432.00	<b>\$2,354.00</b>	<b>\$2,354.00</b>	<b>\$2,354.00</b>
Automobile	\$21,557.00	\$24,278.00	\$22,992.00	<b>\$16,661.00</b>	<b>\$17,783.00</b>	<b>\$19,692.00</b>
Umbrella	\$15,243.00	\$15,243.00	\$15,327.00	<b>\$14,492.00</b>	<b>\$14,946.00</b>	<b>\$9,047.00</b>
Employment Practices	Included w/crime	Included w/crime	Included w/crime	<b>\$7,971.00</b>	<b>\$8,933.00</b>	<b>\$9,713.00</b>
Airport Liability	\$27,000.00	\$27,000.00	\$27,000.00	<b>\$17,012.00</b>	<b>\$17,012.00</b>	<b>\$17,012.00</b>
Pollution Liability	\$11,800.00	\$10,500.00	\$9,624.00	<b>\$5,640.00</b>	<b>\$5,886.07</b>	<b>\$5,970.53</b>
<b>Total</b>	<b>\$210,952.00</b>	<b>\$200,580.00</b>	<b>\$199,610.00</b>	<b>\$167,427.43</b>	<b>\$173,477.49</b>	<b>\$164,311.53</b>

# **2014-2015 Insurance Proposal**

**Presented To**

**Pease Development Authority (PDA)**



**Presented By**

**David B. Hampson, CPCU, ARM**





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## Proposed Premium Summary

Policy Type	Company	AM Best Rating	Standard & Poor Rating	Proposed Premium	Expiring Premium
Commercial Property/Equipment	Allianz	A+	AA	\$ 77,506	\$ 76,067
Commercial Package/ (General Liability)	Hanover	A	A-	\$ 23,017	\$ 30,496.42
Business Auto	Hanover	A	A-	\$ 19,692	\$ 17,783
Umbrella	Hanover	A	A-	\$ 9,047	\$ 14,946
Crime/Employee Dishonesty	Hanover	A	A-	\$ 2,354	\$ 2,354
Employment Practices Liability	Chubb	A+	AA	\$ 9,713	\$ 8,933
Airport Liability	Chartis	A	A	\$ 17,012	\$ 17,012
Pollution	Freberg: Admiral	A+	A+	\$ 5,970.53	\$ 5,886.07
<b>Total</b>				<b>\$ 164,311.53</b>	<b>\$ 173,477.49</b>
				<i>Reflects 5.3% overall premium decrease.</i>	

## Commercial Property

### Schedule of Named Insureds:

**Pease Development Authority**  
**Pease International Tradeport**  
**Skyhaven Airport**

*Policy forms provide coverage for other entities and subsidiaries controlled, acquired, or formed.*

Property Covered: Per Statement of Values on file.

### Limits of Insurance

Buildings: \$ 50,719,809  
Business Personal Property: \$ 3,147,831 (includes \$279,700 data processing equipment)  
Total Blanket Limit: \$ 53,867,640

- \$5,000 deductible per loss
- Agreed Value with no coinsurance clause
- "All Risk" inland marine cause of loss form (broader coverage than "special" cause of loss on standard ISO property forms.)
- Equipment Breakdown Coverage Included
- Electronic Data Processing Equipment and Computers Included.
- Terrorism Coverage Included (option to exclude for 6% premium credit)

Flood Insurance \$ 2,000,000 per occurrence and aggregate limit

Earthquake Insurance \$ 2,000,000 per occurrence and aggregate limit

- \$25,000 deductible per loss

Business Income \$ 3,486,000

- 72 hour waiting period

### Supplemental Coverages

Brands or Labels Expense	\$ 150,000
Expediting Expenses	\$ 100,000
Fire Department Service Charges	\$ 25,000
Inventory Fees & Proof of Loss Expense	\$ 50,000
Ordinance or Law	
Undamaged part of building	Included in Building Limit
Increased cost to repair or demolish	\$ 250,000
Personal Effects	\$ 15,000
Pollutant Clean Up and Removal	\$ 50,000 per 12 month period
Recharge of Fire Extinguishers	\$ 50,000
Rewards	\$ 10,000
Sewer Back-Up & Water below surface	\$ 25,000
Trees, Shrubs & Plants	\$ 50,000
Underground pipes, pilings, and roadways	\$ 250,000
Valuable Papers	\$ 100,000

### Coverage Extensions

Consequential Loss	Subject to Covered Property Limit
Debris Removal-25% of loss paid plus	\$ 500,000 Additional Limit
Emergency Removal	365 days
Damage From Theft	Subject to Covered Property Limit
Off Premises Utility Interruption	\$ 100,000
Accounts Receivable	\$ 50,000
Electrical Computer Disturbance	Subject to Covered Property Limit
Power Supply Computer Disturbance	Subject to Covered Property Limit
Virus and Hacking Coverage	\$ 25,000 per occurrence/\$50,000 aggregate
Fine Arts	\$ 100,000
Off Premises Computers	\$ 25,000
Property In Transit	\$ 50,000
Property on Exhibition	\$ 50,000

## Contractors Equipment

Limit of Insurance	\$ 7,182,692 per schedule on file
Equipment Leased, Rented, or Borrowed	
Per Item	\$ 100,000
Per Occurrence	\$ 100,000

- \$5,000 Deductible per loss
- Broad "All Risk" inland marine cause of loss form
- Terrorism Coverage Included (option to exclude for 6% premium credit)
- Blanket Additional Insured/Loss Payee
- Unintentional Error and Omissions Endorsement Included

## **Commercial Package Property**

Covered Location: 55 International Drive, Portsmouth, NH 03801

Business Personal Property:           \$200,000

Deductible:                                 \$ 1,000

### **Gold Property Broadening Endorsement Includes the Following:**

Computer and Funds Transfer Fraud	\$ 15,000
Key Replacement & Lock Repair	\$ 20,000
Property In Transit	\$100,000
Property Off Premises	\$150,000
Sewer Backup	Included
Temporary Relocation of Property	\$100,000
Underground Water Seepage	\$ 50,000
Unnamed Locations	\$150,000
Utility Services-Direct Damage	\$100,000
Utility Services-Business Income	\$100,000
Worldwide Property Off-Premises	\$ 75,000

### **Real Estate Property Broadening Endorsement Includes the Following:**

Alternative Key Systems	\$100,000
Emergency Evacuation Expense	\$ 25,000

## **Commercial Package General Liability**

### **Schedule of Named Insureds:**

**Pease Development Authority  
Pease International Tradeport**

*Policy forms provide coverage for employees, board members, executive officers, volunteers, boards, commissions, and employees while acting within their official capacity (Division of Ports & Harbors excluded).*

### **Additional Insureds:**

**Blanket Additional Insured When Required By Contract, Agreement, or Permit**

### **Limits of Liability**

Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal & Advertising Injury	\$ 1,000,000
Damage to Premises Rented to You	\$ 500,000
Medical Payments	\$ 10,000
Employee Benefits Liability	\$ 1,000,000

- Terrorism Coverage Included
- Snowplowing Operations Coverage Endorsement Included
- Pesticide and Herbicide Applicator Coverage Endorsement Included
- Airport Liability Exclusion
- Aggregate Limit per Location
- Broad Form Personal Injury
- Unintentional Failure to Disclose Hazards
- Unintentional Failure to Notify

## Business Auto

### Schedule of Named Insureds:

**Pease Development Authority  
Pease International Tradeport  
Skyhaven Airport**

*Policy forms provide coverage for employees, board members, executive officers, volunteers, boards, commissions, and employees while acting within their official capacity (Division of Ports & Harbors excluded).*

### Additional Insureds:

#### **Blanket Additional Insured When Required By Contract**

Liability-Symbol 1, Any Auto	\$ 1,000,000 Combined Single Limit
Uninsured Motorist Coverage	\$ 1,000,000
Underinsured Motorist Coverage	\$ 1,000,000
Medical Payments	\$ 5,000
Hired Auto Liability	\$ 1,000,000
Non-Owned Auto Liability	\$ 1,000,000

### Fleet Schedule:

	Vehicle Description & VIN Number	Comp. Deductible	Collision Deductible
1	2008 CHEVROLET TAHOE K1500 4W {1GNFK13008J174914}	\$500	\$500
2	2011 CHEVROLET SILVERADO K2500HD 4C {1GC2KVC81BZ258348}	\$500	\$500
3	2003 CHEVROLET SILVERADO K2500HD PK {1GCHK24143E315323}		
4	2006 CHEVROLET SILVERADO K3500 CB {1GBJK34D86E205014}	\$500	\$500
5	2000 CHEVROLET K2500 PK {1GCGK24R0YR209646}		
6	2011 CHEVROLET SILVERADO K2500HD 4C {1GC2KVC87BZ367610}	\$500	\$500
7	2001 FORD F350 SUPER DUTY CB {1FDWF37F31ED14763}		
8	2004 CHEVROLET SILVERADO K2500HD PK {1GCHK24294E356301}		
9	2011 CHEVROLET SILVERADO K2500HD PK {1GC0KVC86BZ375947}	\$500	\$500
10	2000 GMC JIMMY/ENVOY 4W {1GKDT13W2Y2219996}		
11	2007 CHEVROLET SILVERADO K2500HD PK {1GCHK24D97E152801}	\$500	\$500
12	2011 ISUZU NRR TB {JALE5W161B7300457}	\$500	\$500
13	2001 FORD F450 SUPER DUTY CB {1FDXF47F61EC28986}		



14	2001 FORD E350 SUPER DUTY YY {1FDWE35L21HA50302}	\$500	\$500
15	2004 CHEVROLET SILVERADO K2500HD PK {1GCHK24204E355960}		
16	2007 CHEVROLET SILVERADO K2500HD PK {1GCHK24D17E150153}	\$500	\$500
17	2003 CHEVROLET SILVERADO K2500HD PK {1GCHK24193E318539}		
18	2011 CHEVROLET SILVERADO K2500HD PK {1GC0KVC80BF229514}	\$500	\$500
19	2007 CHEVROLET SILVERADO K2500HD 4C {1GCHK29DX7E156509}	\$500	\$500
20	2004 CHEVROLET SILVERADO K2500HD PK {1GCHK24284E352210}		
21	2000 DODGE DURANGO 4W {1B4HS28Z7YF281408}		
22	2005 INTERNATIONAL 7000 SERIES 7600 CC {1HTWXSBT35J127533}	\$500	\$500
23	2009 CHEVROLET SILVERADO K3500 CB {1GBJK74699F1F1197}	\$500	\$500
24	2012 CHEVROLET TAHOE K1500 SPEC SRVC 4W {1GNSK2E02CR312626}	\$500	\$500
25	1984 INTERNATIONAL S SERIES 1854 CC {1HTLFHXNXEHA37373}		
26	1987 CHEVROLET D30 MILITARY POSTAL UNIT PK {1GCHD34J7HF307492}		
27	2001 ARSENAL UTILITY UTL {1A9AB123A1G527280}		
28	2013 Chevrolet {1GNSKAE00DR327024}	\$500	\$500
29	2015 Chevrolet {1GC2KUE81FR136098}	\$500	\$500

#### Auto Enhancement Endorsement

- Broad Form Named Insured
- Employees as Insureds
- Employee Hired Autos
- Blanket Additional Insured When Required By Contract
- Bail Bonds: \$ 2,500
- Loss of Earnings: \$ 500 per day.
- Hired Auto Physical Damage: \$50,000
- Sign Coverage: \$2,000
- Transportation Expense: \$1,500
- Rental Reimbursement: \$3,000
- Blanket waiver of subrogation
- Mental Anguish included in Definition of Bodily Injury

## Airport Liability

### Schedule of Named Insureds:

**Pease Development Authority  
Pease International Tradeport  
Skyhaven Airport**

*Policy forms provide coverage for employees, board members, executive officers, volunteers, boards, commissions, and employees while acting within their official capacity (Division of Ports & Harbors excluded).*

### Covered Airport Premises:

**Pease International Airport at Pease, Portsmouth, NH (KPSM)  
Skyhaven Airport, Rochester, NH (KDAW)**

#### Premises

Single Limit Bodily Injury and Property Damage	\$ 25,000,000 each occurrence
Medical Payments	\$ 10,000 each person
Terrorism Liability	Included

#### Products and Completed Operations

Single Limit Bodily Injury and Property Damage	\$ 25,000,000 each occurrence \$ 25,000,000 aggregate
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#### Hangarkeepers Liability-Not In Flight

Liability Limit	\$ 25,000,000 each occurrence \$ 25,000,000 aggregate
Deductible per Aircraft	None

#### Garagekeepers Liability

Liability Limit	\$ 125,000 each occurrence \$ 250,000 aggregate
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#### Personal Injury

Liability Limit	\$ 25,000,000 each occurrence
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**Airport Expansion Endorsement:**

- Broad form insured
- On-Airport Premises Auto Coverage (secure and non-secure areas)
- Mobile Equipment
- On-Airport Premises Watercraft Coverage
- Control Tower-Contingent Liability
- Baggage Liability
- Damage to Autos
- Static Display of Aircraft
- Incidental Medical Malpractice Liability: \$25,000,000
- Discrimination: \$25,000,000
- Deletion of Fellow Employee Exclusion
- Coverage for inadvertent failure to report or notify

**Additional Endorsements:**

- Amendment of Bodily Injury to Include Mental Anguish
- Amendment to Coverage Territory-Worldwide Coverage
- 120 days notice of cancellation except for non-payment of premium
- Contingent Air Show Liability Endorsement
- Excess Off-Airport Premises "Auto" Liability
- Excess Employers Liability
- Non-owned aircraft liability (restricted to aircraft <20 seats)
- Damage to Premises Rented to You (\$100,000)
- Pollution or contamination of products sold or supplied
- Waiver of Government Immunity
- Volunteers included in definition of "Who is an insured."
- War Coverage Excluded but option to add for \$ 802 additional premium

## Crime & Employee Dishonesty

### Schedule of Named Insureds:

Pease Development Authority  
Pease International Tradeport  
Skyhaven Airport

*Policy forms provide coverage for employees, board members, executive officers, volunteers and subsidiary agencies.*

	<u>Limit</u>	<u>Deductible</u>
Employee Theft	\$ 1,000,000	\$ 5,000
Forgery Or Alteration	\$ 1,000,000	\$ 5,000
Inside the Premises-Theft Of Money and Securities	\$ 100,000	\$ 2,500
Outside The Premises	\$ 100,000	\$ 2,500
Computer Fraud	\$ 1,000,000	\$ 5,000
Funds Transfer Fraud	\$ 1,000,000	\$ 5,000
Money Orders & Counterfeit Currency	\$ 100,000	\$ 5,000

## Employment Practices Liability

### Schedule of Named Insureds:

**Pease Development Authority  
Pease International Tradeport  
Skyhaven Airport**

*Policy forms provide coverage for employees, board members, executive officers, volunteers and subsidiary agencies.*

Insuring Clause A-First Party Employment Practices	\$ 1,000,000
Insuring Clause B-Third Party Employment Practices	\$ 1,000,000

- \$15,000 Retention for Insuring Clauses A & B
- Prior Acts Coverage Included
- Unlimited access to employment law firm of Jackson Lewis Schnitzler & Krupman via toll free hotline for advice on employment matters.
- Access to ChubbWorks.com web-based platform that offers overviews of key employment laws, sample employment policies, and online training.

## Commercial Umbrella

### Schedule of Named Insureds:

**Pease Development Authority**

**Pease International Tradeport**

*Policy forms provide coverage for employees, board members, executive officers, volunteers, boards, commissions, and employees while acting within their official capacity (Division of Ports & Harbors excluded).*

Each Occurrence Excess Limit:	\$ 5,000,000
Umbrella Aggregate Limit:	\$ 5,000,000
Products/Completed Operations Aggregate Limit	\$ 5,000,000
Advertising Injury and Personal Injury Aggregate Limit	\$ 5,000,000

### Underlying Policies

Coverage	Carrier
General Liability	Hanover
Employee Benefits Liability	Hanover
Auto Liability	Hanover
Employers Liability	Maine Employers Mutual (MEMIC)

- Terrorism Coverage Included

## **Pollution Liability**

### **Schedule of Named Insureds:**

**Pease Development Authority  
Skyhaven Airport**

**Insured Location: Skyhaven Airport, 238 Rochester Hill Road, Rochester, NH.**

Liability Limit Each Pollution Incident:	\$ 1,000,000
Aggregate Limit	\$ 1,000,000

- \$25,000 self insured retention per claim.
- Retroactive date on expiring policy will be honored so there is no coverage gap.
- Terrorism Coverage Included.
- Underground storage coverage is also provided for two underground tanks at Skyhaven Airport.

*Please note that this summary is an illustrative overview of your insurance program and not an insurance contract. Please refer to your insurance policies for additional terms, conditions, and exclusions.*

**MOTION**

Director Bohenko:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a contract for Automated Teller Machine ("ATM") services at a) the Portsmouth International Airport at Pease Terminal and b) the Pease Golf Course Clubhouse with Vogel Vending, Inc., of Everett, MA on the terms and conditions set forth in the memorandum from Irv Canner, Director of Finance, dated December 9, 2014 attached hereto.

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

- a. The concession agreement fixed annual fees are diminutive totaling \$1,200 annually; and
- b. The cost of the RFP process would significantly reduce the net revenues received.

Note: 5 Affirmative votes required.

N:\RESOLVES\ATMcontract1214.wpd





DEVELOPMENT  
AUTHORITY

55 International Drive, Portsmouth, NH 03801

**Date:** December 9, 2014

**To:** Dave Mullen- Executive Director 

**From:** Irv Canner-Director of Finance 

**Subject:** ATM Concession Agreement- Vogel Vending, Inc.

As discussed late last month, the Automatic Teller Machine (ATM) Concession Agreement with Vogel Vending Inc. (Vogel) expired earlier this year. Vogel has been party to this agreement dating back to June 1, 2010 and services the ATM machines at both the Pease International Airport Passenger Terminal and the Pease Golf Course Clubhouse. Having had discussions with both Scott Devito and Bill Hopper, both would like to retain ATM services at their respective locations.

In order to satisfy this objective, I would propose that we seek Board approval to amend the current agreement with Vogel providing them a two year extension with two options of one year each thereby waiving the provisions of RSA 12-G: 8 VIII based on the following justification:

1. The concession agreement fixed annual fees are diminutive totaling \$1,200.
2. The cost of conducting a Request for Proposal, inclusive of advertising in several publications would significantly reduce the net revenues realized.
3. There are a limited number of local vendors servicing ATM's, the majority of which have been acquired by Vogel during the last several years.

Based on the above discussion, I would request that we bring this proposal forward to our Board of Directors December 18<sup>th</sup> meeting seeking their approval. At your request, I would be pleased to discuss this proposal with you in greater detail to address any questions or additional information needs that you might have.

Cc: Scott DeVito

Bill Hopper

○○○○ TAKING YOU THERE

ph: 603-433-6088

fax: 603-427-0433

www.peasedev.org

**MEMORANDUM**

To: David R. Mullen, Executive Director *DRM*  
From: Lynn Marie Hinchee, General Counsel  
Date: December 18, 2014  
Re: Election of Officers - Proposed Motions

\*\*\*\*\*

In accordance with Article III, Section 3.4 of the PDA By-Laws, the Legal Department proposes that the format and motion set forth below be followed in connection with the Annual Meeting to be held on Thursday, December 19, 2013:

**ELECTION OF OFFICERS**

I. **Executive Director:** "In accordance with Section 3.4 of the PDA By-Laws, our agenda today includes the election of officers. The officers we need to elect are a Vice-Chairman and a Treasurer of the Board, both of whom will serve in such capacity for a term of one (1) year or until the next Annual Meeting, whichever first occurs."

"Do I have a motion for election of a Vice-Chairman?"

**Board Member:** I move that we elect \_\_\_\_\_ as Vice-Chairman of the Pease Development Authority."

**Meeting Chairman:** "Is there a second?"  
"Is there any discussion on the motion?"  
"I'll call for a vote."

II. **Meeting Chairman:** "Do I have a motion for election of a Treasurer?"

**Board Member:** "I move that we elect \_\_\_\_\_ as Treasurer of the Pease Development Authority."

**Meeting Chairman:** "Is there a second?"  
"Is there any discussion on the motion?"  
"I'll call for a vote."

**MEMORANDUM**

Date: December 18, 2014  
To: PDA Employees – Non-Classified  
From: David R. Mullen Executive Director *DRM*  
Subject: 2015 Holiday Schedule

The following holidays will be observed by all PDA full-time employees for 2015:

New Year's Day	Thursday	January 1, 2015
Martin Luther King/Civil Rights Day	Monday	January 19, 2015
Presidents' Day	Monday	February 16, 2015
Memorial Day (Observed)	Monday	May 25, 2015
Independence Day	Friday	July 3, 2015
Labor Day	Monday	September 7, 2015
Columbus Day (Observed)	Monday	October 12, 2015
Veteran's Day	Wednesday	November 11, 2015
Thanksgiving	Thursday	November 26, 2015
Day after Thanksgiving	Friday	November 27, 2015
Christmas Day	Friday	December 25, 2015

Full-time employees shall, on July 1, accrue and will be entitled to (1) floating holiday of the employee's choice. However, in the event an employee does not utilize the floating holiday within one (1) year of its accrual, such floating holiday shall be forfeited. Floating holidays may not be utilized in hourly increments and must be taken as a full day off from work.

P:\BOARDMTG\2015 Holidays.docx

PDA COMMITTEE LISTING - EFFECTIVE December 19, 2013

Standing Committees

Executive Committee

Arthur Nickless, Chair  
Peter Loughlin, Vice Chairman  
Robert Allard, Treasurer  
Staff Contact: Mullen/Hinchee

Marketing and Economic Development Committee

Peter Loughlin, Chair  
Robert Preston  
Frank Torr  
Staff Contact: Mullen

Finance Committee

Robert Allard, Chair  
John Bohenko  
Margaret Lamson  
Staff Contact: Mullen/Canner

Zoning Adjustment & Appeals Committee

Frank Torr, Chair  
Peter Loughlin  
Arthur Nickless  
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

Port Committee

Peter Loughlin, Chair  
Frank Torr  
John Bohenko  
Ex Officio: Chair DPH Advisory Council  
Staff Contact: Mullen/Marconi

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

**Notes:** Executive Committee must have Board Chairman as Exec Cmt. Chair and Board Vice-Chair as Exec. Cmt. Vice Chair; Finance Committee must have Board Treasurer as Chairman of Finance Cmt. Other than that, each committee must have a minimum of 3 Directors appointed to each committee with a chairman selected from such appointees; appointments to committees are at sole discretion of Board Chairman;

# Memorandum

**To:** Kim W. Hopper, A.A.E., Airport Manager

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

sm

**Date:** 12/11/2014

**Subj:** Noise Report for November 2014

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For the calendar month of November 2014, we received a total of 25 calls and e-mails regarding noise. Of the 25 inquiries, 21 were regarding helicopters (15 based helicopters, 5 combination of based helicopters and 1 unconfirmed). Fixed wing aircraft accounted for 3 inquiries (2 unconfirmed and 1 based). Lastly, one call was in support of helicopter activity.

The breakdown is as follows:

## Helicopters

- 21 inquiries were from 9 residences.
- Nine inquiries were from one resident.
- Of the 21 inquiries, 20 were attributed to Seacoast Helicopters (17 of those inquiries occurred in a 3 day period).

## Fixed Wing Aircraft

- There were 3 inquiries regarding fixed wing aircraft. Two were unconfirmed small aircraft arriving Runway 34. The third aircraft was a based PC-12 that overflowed the caller's house in Lee, NH at no less than 7,000 feet.
- Of the 3 inquiries 2 were from one residence.

## Breakdown by Community

- Portsmouth had 23 contacts, 22 from the downtown area.
- Other communities included one helicopter complaint from Hampton, NH and one fixed wing complaint from Kittery Maine.

# PDA Noise Report Log

## For the Period: 11/01/14 to 11/30/14

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
1	11/4/2014	9:15	ID number 112 Woodland Road Hampton, NH	ON	helicopter based	Good Morning, I'm calling regarding the little red helicopters that fly over our house and our property. Sometimes up to five times a day. That is what I'm calling to complain about.	Left message 11/6. Caller returned the call 11/7 and vented her frustration that the helicopter flies overhead up to 5 times a day. "He is making my life miserable. I used to have a beautiful garden, but not anymore."
2	11/4/2014	11:10	ID number 75 Mark Street Portsmouth, NH	ON	helicopter based	Still flying directly over Middle School filled with children and people voting. Avoid downtown and our schools. Don't wait for a disaster.	Returned call 11/7. McDonough discussed that the FAA set the safety standards and Seacoast Helicopters is following those procedures.
3	11/4/2014	11:40	ID number 151 Rogers Street Portsmouth, NH	ON	helicopter based	Flying over the school repeatedly.	McDonough called the number but the number is not active. McDonough tried to send an email to respond but the email was not correct. After further research, McDonough sent an email to another email address she found online. No Response. Caller lives next to the school.
4	11/4/2014	12:39	ID number 109 Tanner Court Portsmouth, NH	ON	helicopter based	Good Morning, it's Tuesday at 12:39 PM. I'd love to talk to you about this. Bye bye.	Returned call 11/5. Caller wanted to vent about Seacoast Helicopters flying over Portsmouth. He understands that Seacoast Helicopters is following the rules but he would like to see them not fly over the city.
5	11/5/2014	17:06	ID number 13 Whitmer Avenue Portsmouth, NH	ON	unknown aircraft	I believe its the 6th, I think. I'm not sure. Anyways it's Wednesday. I just had an aircraft come low over my house out of the west coming into the airport. Maybe it was coming out of the east, north, north east. Uh, it was incredibly low. I was just amazed how low it was. Um, that's all I have to tell you. Thank you."	Returned call 11/7. McDonough could not identify the aircraft that the caller was concerned about.

# PDA Noise Report Log

For the Period: 11/01/14 to 11/30/14

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
6	11/8/2014	15:48	ID number 152 Farm Lane Portsmouth, NH	general	general support	No complaint. I live very close to Pease so the helicopter is very low. Most of the time I don't hear it. Maybe I am too busy and don't notice it. I am retired and have excellent hearing so I am home or in the area all the time. I think that Portsmouth is a sad place right now. All people do is complain. All I can say is get on with your life and let someone make a living just like you do or did. I never hear anyone complain about the private planes that are flying around all the time. What are they going to do when PRH gets a helicopter? They fly all hours of the day and night.	McDonough emailed a response 11/8. No response.
7	11/9/2014	13:59	ID number 153 Maplewood Avenue Portsmouth, NH	ON	helicopter based	"I'm calling to make the noise complaint about the constant helicopter whose flight pattern is over my house. My complaint is for it running all the time. Check today at 1:50. It just flew over. I hear it and it's constant. So, that's my complaint."	Returned call 11/12. Caller indicated the noise bothers her more than her friends.
8	11/14/201	13:25	ID number 68 Miller Avenue Portsmouth, NH	ON	R44/R66 based	NOISE COMPLAINT - Red helicopter over Woodbury Avenue and North Mill Pond, VERY LOW.	Caller has indicated in the past that a call back is unnecessary
9	11/14/201	13:55	ID number 68 Miller Avenue Portsmouth, NH	ON	R-44/66 based	NOISE COMPLAINT - Red helicopter circling over Cass and Islington Street, VERY LOW.	Caller has indicated in the past that a call back is unnecessary
10	11/14/201	14:16	ID number 68 Miller Avenue Portsmouth, NH	ON	R44/R66 based	NOISE COMPLAINT - Red helicopter passed directly over my house, then circled over Market Square.	Caller has indicated in the past that a call back is unnecessary
11	11/14/201	14:22	ID Number 75 Mark Street Portsmouth, NH	ON	R44/R66 based	"Um, Seacoast Helicopters again. Noise and safety, he's buzzed over the Middle School twice in the last hour. Um, you know, he clearly does not care about being a good neighbor. If he did, he'd quit flying over our schools and on the way back, flying over downtown. So, um, please put me on record again. Two complaints, uh, today. Thank you."	Returned call 11/17. Caller wants to have his complaints recorded. Seacoast Helicopters had a company hire them to take all their employees on a tour while they are in town for training.

**TYPE KEY: AR=AM RUN-UP, PR=PM RUN-UP, MX=MAINTENANCE APU/GPU, ON=OVERFLIGHT NOISE, OL=OVERFLIGHT LOW, TGL=TOUCH AND GO LANDINGS, C=CIVILIAN, M=MILITARY, T=TRANSIENT, GPU=GROUND POWER UNIT, APU=AUXILIARY POWER UNIT, W=WEB REPORT**

# PDA Noise Report Log

For the Period: 11/01/14 to 11/30/14

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
12	11/14/201	14:45	ID number 68 Miller Avenue Portsmouth, NH	ON	helicopter unconfirmed	NOISE COMPLAINT - Red helicopter passed directly over my house, two passes within 5 minutes. It's a big planet - can't this guy find somewhere else to fly now and then?	Caller has indicated in the past that a call back is unnecessary
13	11/14/201	14:50	ID number 75 Mark Street Portsmouth, NH	ON	R-66, R-44, based	Our friends at Seacoast, third time flying over the Middle School this hour. Noise and safety! The kids are just getting out of school and they're all out in the schoolyard. If he comes down from a catastrophic failure, he's going to kill children. This is enough, you've got to cut it out.	Returned call 11/17. Caller wants to have his complaints recorded. Seacoast Helicopters had a company hire them to take all their employees on a tour while they are in town for training.
14	11/15/201	11:28	ID number 68 Miller Avenue Portsmouth, NH	ON	R-66 based	NOISE COMPLAINT - Red helicopter directly over my house. "It's not illegal. We're not doing anything wrong" - Bruce Cultrera quoted in the Portsmouth Herald	Caller has indicated in the past that a call back is unnecessary
15	11/15/201	12:49	ID number 68 Miller Avenue Portsmouth, NH	ON	R-66 based	NOISE COMPLAINT - Red helicopter passed directly over my house.	Caller has indicated in the past that a call back is unnecessary
16	11/15/201	13:49	ID number 13 Whitmer Avenue Portsmouth, NH	ON	unknown aircraft unconfirmed	I just had an incident where a small private airplane came directly over my house when turning towards the runway. It's Saturday, November 15th and I think it came from the Portsmouth traffic circle. Thank you.	McDonough could not identify the aircraft. Winds were 10 kts out of the NW which could have blown the aircraft east of the approach for Runway 34, putting it closer to the callers home.
17	11/15/201	14:14	ID number 68 Miller Avenue Portsmouth, NH	ON	R-66 based	NOISE COMPLAINT - Red helicopter again	Caller has indicated in the past that a call back is unnecessary
18	11/15/201	14:21	ID number 68 Miller Avenue Portsmouth, NH	ON	R-66 based	NOISE COMPLAINT - Red helicopter made two passes directly over my house - much louder now that the leaves are off of the trees.	Caller has indicated in the past that a call back is unnecessary

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# PDA Noise Report Log

For the Period: 11/01/14 to 11/30/14

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
19	11/15/201	14:26	ID number 136 Thorton Street Portsmouth, NH	ON	R-66 based	"This incident started when the red helicopters started and they continue to be absolutely annoying. I can't even enjoy being outside for a day of raking. Even inside you can hear him as he rattles the windows. Something has got to be done here. It's frustrating. It is absolutely frustrating! It is 1420. I know I'm not angry at you guys but he is actually a coward not to come out to talk to people so we can explain our views. He's an absolute coward. Goodbye."	Left message 11/17. No response. The helicopter may have appeared to be lower than usual because it was the R-66 which is louder than the R-22 and the R-44 and it has a jet engine. Bruce Cultrera was emphatic they did not fly below 1000ft.
20	11/15/201	14:27	ID number 154 Flint Court Portsmouth, NH	ON	R-66 based	"Hi, I'm calling with a noise complaint that I'd like to bring to you from Portsmouth, NH. There's a helicopter flying around very low and making excessive amounts of noise in my opinion. So can you please log this as a complaint?"	Left message 11/17. No response. The helicopter may have appeared to be lower than usual because it was the R-66 which is louder than the R-22 and the R-44 and it has a jet engine. Bruce Cultrera was emphatic they did not fly below 1000ft.
21	11/15/201	14:28	ID number 109 Tanner Court Portsmouth, NH	ON	R-66 based	"It's 14:24 on Saturday afternoon. What looked, to me, like a Robinson R44 just went overhead. It made two passes at, I would say, about 300' altitude. I'd appreciate a call back when that's possible. No great hurry as nothing is going to change between now and when you call. But I'd like to register a complaint."	Returned call 11/17. The helicopter may have appeared to be lower than usual because it was the R-66 which is louder than the R-22 and the R-44 and it has a jet engine. Bruce Cultrera was emphatic they did not fly below 1,000ft.
22	11/16/201	10:33	ID number 136 Thorton Street Portsmouth, NH	ON	R-44 based	I just wanted to make another complaint about the helicopter that continues to fly in the same path right over our house. I can't even enjoy a nice cup of coffee inside our home because you can hear him rattling along as usual. Time of incident, oh gosh, I could say yesterday, but today was again the second flight path over our house and you need to talk to him. You need to have him go in a different direction, and he needs to maybe stop flying in Portsmouth. Let's try that. Bye	Left message 11/17. No response. Seacoast Helicopter's had a 30 minute tour today in the R-44.
23	11/19/201	6:42	ID number 155 Snell Rd Lee, NH	ON	PC-12 based	Noise low flying aircraft above my home repeatedly. Almost each day between 5:20 am and today it was particularly low. I have complained in person before but in the last several months it has become a huge problem. I believe it is the same plane going to Burlington, VT. Help.	Returned call 11/19. McDonough discussed that the plane she was referring to was over 7,000 ft when it was near her home. Runway 34 was used for departure because of the winds and at 7,000 ft it is still climbing. She sleeps with one earplug in so she can hear her child but it helps buffer the aircraft noise.

**TYPE KEY: AR=AM RUN-UP, PR=PM RUN-UP, MX=MAINTENANCE APU/GPU, ON=OVERFLIGHT NOISE, OL=OVERFLIGHT LOW, TGL=TOUCH AND GO LANDINGS, C=CIVILIAN, M=MILITARY, T=TRANSIENT, GPU=GROUND POWER UNIT, APU=AUXILIARY POWER UNIT, W=WEB REPORT**

# PDA Noise Report Log

For the Period: 11/01/14 to 11/30/14

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
24	11/21/201	9:53	ID number 157 Ruth Street Portsmouth, NH	ON	helicopter unconfirmed	I understand this is the noise complaint hotline. I'm calling to complain about Seacoast Helicopters who just pulled a fly-by over my house. Again, it's about that little red helicopter. I don't know if he is just rubbing it in our faces that we weren't able to get anything done when they met with the FAA yesterday. But this is the lowest I've seen him fly yet. And I don't like the fact that it's that low over my house. It has got to be well under 500 feet. So I don't know if he's just showing off or what but there my complaint, thank you for your time. Bye, bye.	Returned call 11/22. McDonough was unable to determine the helicopter that flew over his house. McDonough spoke with a Seacoast Helicopter pilot that flew the R-66 within an hour of the complaint who said he took the R-66 up but flew at 3,000 ft and did not fly over Portsmouth. It was not a tour. McDonough contacted the ATCT manager who said that Seacoast departed runway 34 to the north by Littleton, NH at 3,000ft and returned to the airport a while later but it did not fly over downtown Portsmouth.
25	11/29/201	14:13	ID number 68 Miller Avenue Portsmouth, NH	ON	helicopter based	NOISE COMPLAINT - Red helicopter tourist flight over downtown and Maplewood Ave., very low and loud.	Caller has indicated in the past that a call back is unnecessary

**TYPE KEY: AR=AM RUN-UP, PR=PM RUN-UP, MX=MAINTENANCE APU/GPU, ON=OVERFLIGHT NOISE, OL=OVERFLIGHT LOW, TGL=TOUCH AND GO LANDINGS, C=CIVILIAN, M=MILITARY, T=TRANSIENT, GPU=GROUND POWER UNIT, APU=AUXILIARY POWER UNIT, W=WEB REPORT**

**MOTION**

Director Allard:

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 18, 2014 and attached hereto.

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55 International Drive Portsmouth NH 03801

## MEMORANDUM

**To:** All Non-probationary, Non-classified Employees

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**From:** Dave Mullen 

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**Date:** December 2, 2014

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**Re:** Annual Leave Buy Back

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I am pleased to inform you that at the December 18, 2014 Board meeting we will present the PDA Board of Directors a proposal to gain their authorization for eligible employees to "buy back" up to 40 hours of their accrued annual leave. If approved, the conditions of this opportunity are:

1. Only non-classified employees who have completed their probationary period are eligible.
2. Employees must leave a minimum of 40 hours in their vacation balance.
3. The effective date of the election will be December 11, 2014 and your payment will be calculated at your pay rate as of that date.
4. If you are interested in participating, please complete the attached form (see back page) and return it to Liz LaBonte in HR no later than Tuesday, December 16<sup>th</sup> at noon.
5. At your election, the payment will be made included within your payroll check of either December 24, 2014 or January 7, 2015. The distribution will be subject to all applicable federal and state taxes and withholding for the State of New Hampshire's Retirement Program, if applicable

While we encourage and think it is important for every employee to use their vacation time throughout the year, we are also aware that we are given a generous amount of time to use. Sometimes work and life obligations prohibit us from taking what we are allowed. With that said, we are very happy that we can provide you with this opportunity once again.

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○○○○ TAKING YOU THERE

Phone: 603.433.6088 Fax: 603.427.0433 [www.peasedev.org](http://www.peasedev.org)

**PROPOSED  
VOLUNTARY EMPLOYEE ANNUAL LEAVE  
"BUY BACK" PROGRAM**

**PEASE DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
DECEMBER 18, 2014**

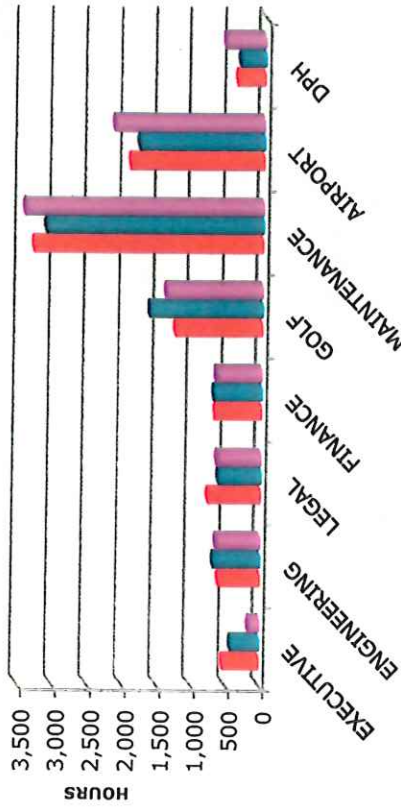
# EMPLOYEE ANNUAL LEAVE POLICY

- ❖ REGULAR FULL-TIME EMPLOYEES ACCRUE ANNUAL LEAVE AT THE RATE OF 1.25 DAYS PER MONTH OR 15 DAYS PER YEAR FOR THE FIRST FIVE YEARS.
- ❖ AT COMMENCEMENT OF SIXTH YEAR OF EMPLOYMENT, AND EACH YEAR THEREAFTER, ANNUAL LEAVE WILL ACCRUE AT THE RATE OF 15 DAYS PER YEAR PLUS ONE ADDITIONAL DAY FOR EACH YEAR IN EXCESS OF FIVE YEARS.

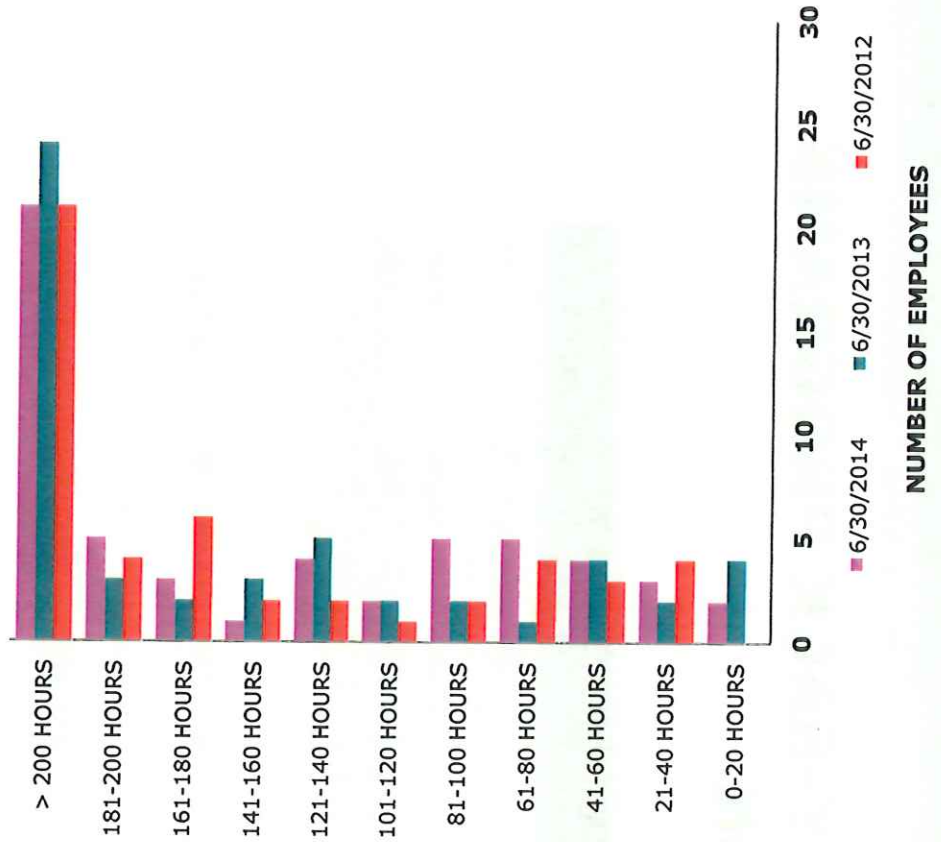
YEARS WORKED	MAXIMUM ACCRUAL DAYS	MAXIMUM ACCRUAL HOURS
< 5	30	240
6-10	35	280
11-15	40	320
16-20	45	360
>20	50	400

# COMPARATIVE ANALYSIS- ANNUAL LEAVE ACCRUAL BALANCES

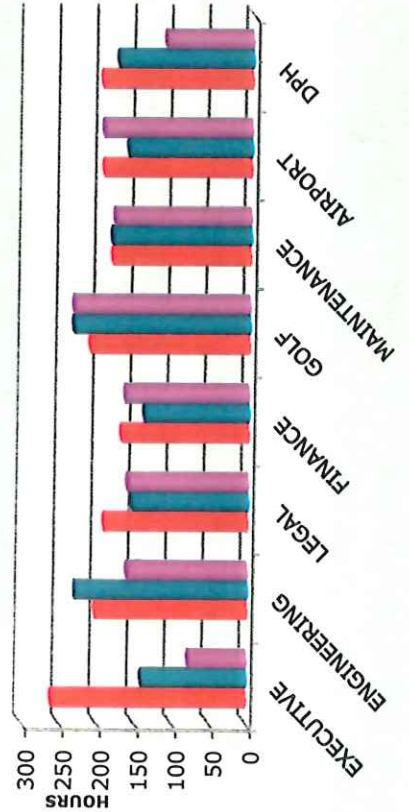
ACCRUED ANNUAL LEAVE HOURS  
BY DEPARTMENT



ANNUAL LEAVE HOUR "POOLS"



AVERAGE ANNUAL LEAVE HOURS  
BY DEPARTMENT / PER EMPLOYEE



MOTION


Director Bohenko:


The Pease Development Authority Board of Directors hereby approves and authorizes 100 International, LLC to construct a smoking area kiosk on the premises located at 100 International Drive; all in accordance with the memorandum of Maria Stowell, P.E., Manager – Engineering dated December, 8, 2014 attached hereto.

N:\RESOLVES\100Intlmokearea1214.wpd



## MEMORANDUM

To: David R. Mullen, Executive Director 

From: Maria J. Stowell, P.E., Engineering Manager 

Date: December 8, 2014

Subject: Proposed Smoking Shelter at 100 International Drive

100 International, LLC, PDA's tenant at 100 International Drive, is requesting approval to construct a smoking shelter on its premises. The purpose is to create a better environment for non-smoking employees and building clients, as well as encouraging the smoking employees to maintain a reasonable distance from the building when smoking.

The tenant has provided the attachments which include a detail of the proposed shelter and its location on the property. PDA staff members have assessed the proposal and performed a site visit to understand what, if any impacts there would be to existing site features. After review, there are no objections to the proposal.

At this month's board meeting, please ask the Board to approve the request by 100 International, LLC. to construct the proposed smoking shelter at 100 International Drive.

N:\ENGINEER\Board Memos\2014\100 Int Smoking Shelter.docx



December 5, 2014

Maria Stowell  
Manager of Engineering  
Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801  
m.stowell@peasedev.org  
(603) 766-9294

Re: Two International Group – 100 International Drive

Dear Ms. Stowell:

CPManagement, Inc. would like to request the Pease Development Authority Board consider the installation of a 10' x 5' smoking shelter to be located at 100 International Drive. This smoking shelter has been requested by Liberty Mutual in order to create a better environment for their non-smoking employees and clients, as well as to encourage their smoking employees to maintain a reasonable boundary from the building at which to smoke.

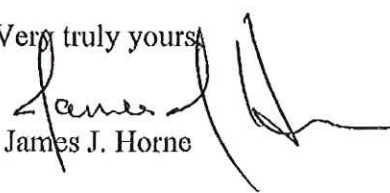
CPManagement, Inc. would like to accommodate the request of this tenant, Liberty Mutual. We are encouraged that Liberty Mutual would like to find a way to realize the needs of its staff and clients when smoking concerns are a topic of national discourse.

Enclosed please find a site plan indicating where the proposed smoking shelter will be installed at 100 International Drive, as well as an aerial photograph for your convenience. Please let me know what else you may need so that this matter can be put before the Board at its next meeting.

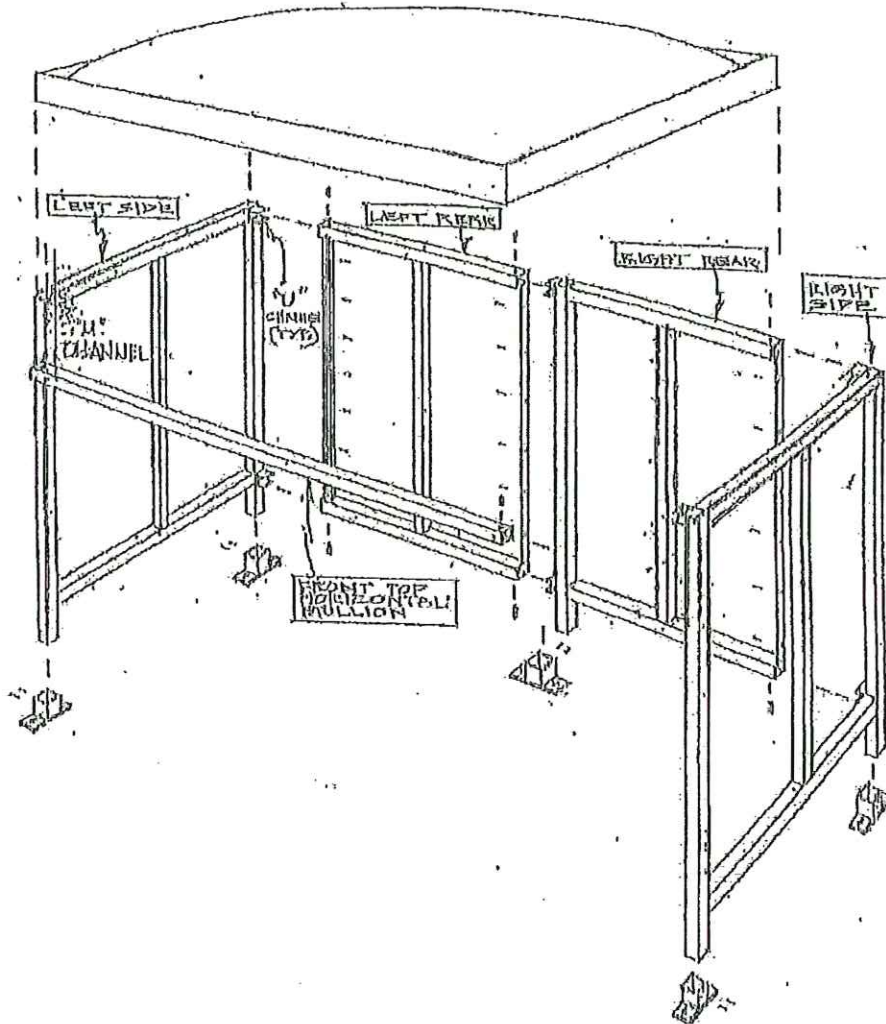
Additionally, prior to installation of the smoking shelter, a concrete pad needs to be poured. Please let me know what steps need to be taken prior to beginning this phase of the project.

Thank you for your consideration of this matter. I look forward to hearing from you and/or receiving a decision from the Board.

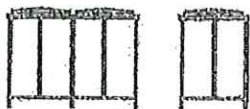
Very truly yours,

  
James J. Horne

HYPOTHETICAL SHELTER SHOWN

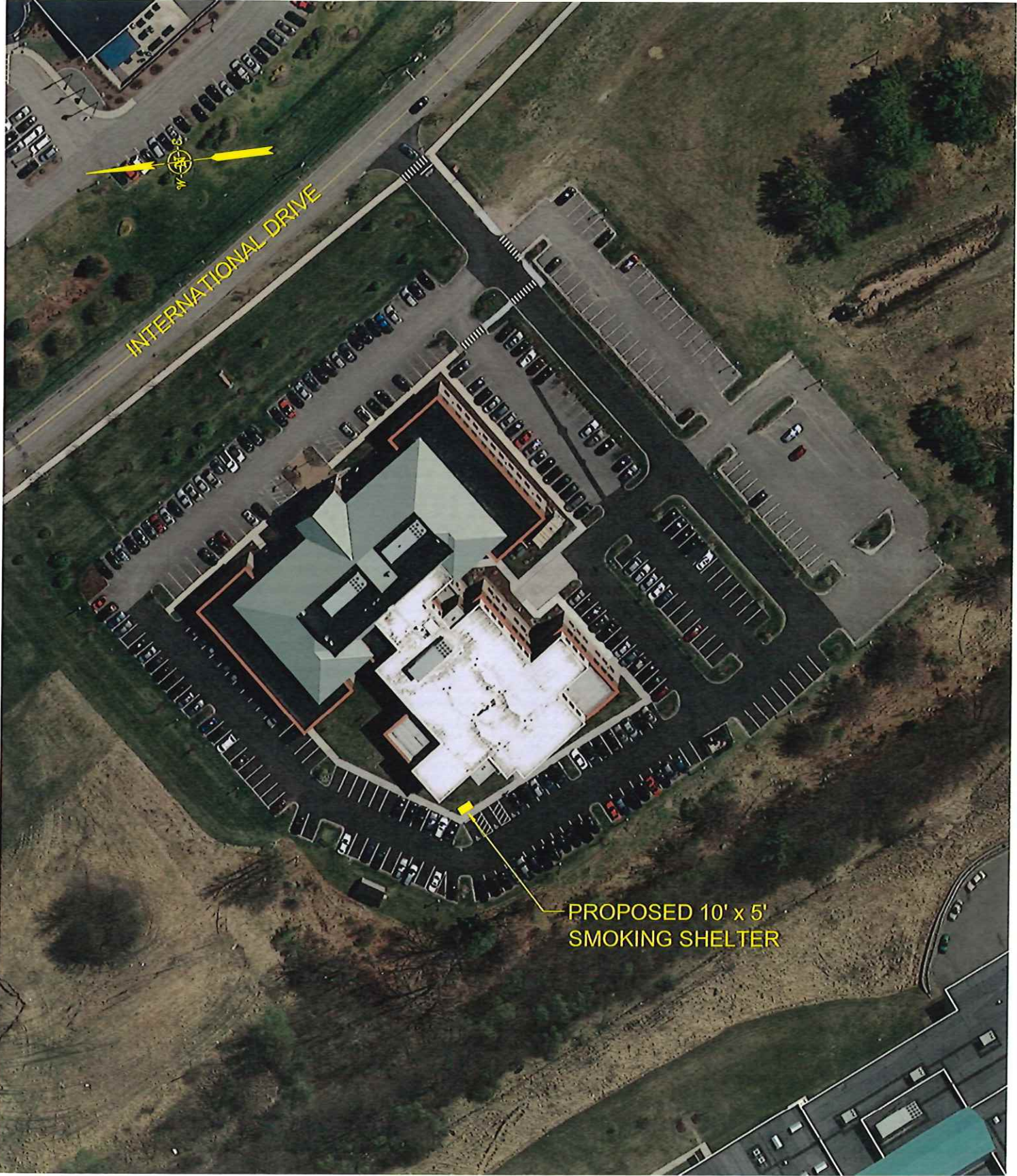


Concrete pads shall include the construction of 6" thick Portland Concrete cement pads and the sub grade therefore. Construction of concrete pads and curbing shall be identical to that used for concrete sidewalks. The Contractor shall excavate the existing materials so that the concrete pad can be placed such that the last layer will be at existing grade. Any edges of existing pavement that the concrete pad meets will be filled or cut so that the edges are straight and clean.



**Handi-Lut Inc.**

Three Grunwald St. Clifton, New Jersey 07013  
TEL: 973-614-1800 • 1-800-603-6635 • FAX: 973-614-8011  
WEBSITE: [www.handi-lut.com](http://www.handi-lut.com) • E-MAIL: [staff@handi-lut.com](mailto:staff@handi-lut.com)



Proposed Smoking Shelter at 100 International Dr

DESIGNED BY: MRM

DATE: 12/8/14

SCALE: 1"=100'

MOTION

Director Lamson:

The PDA Board of Directors hereby approves of and authorizes Old Tex Mex, LLC to construct a loading dock ramp at its premises located at 68 New Hampshire Avenue, subject to the resolution of the drainage issues as outlined in the memorandum in Maria J. Stowell, P.E., Engineering Manager, dated December 8, 2014 and attached hereto.

N:\RESOLVES\OldTexMexDock1214.wpd

## MEMORANDUM

To: David R. Mullen, Executive Director *DM*  
From: Maria J. Stowell, P.E., Engineering Manager *MJS*  
Date: December 8, 2014  
Subject: Proposed Loading Dock Ramp at 68 New Hampshire Avenue

Old Tex Mex, LLC (Tex Mex), PDA's tenant at 68 New Hampshire Avenue, is requesting approval to construct a loading dock ramp as shown on the attached drawing. The building currently has 3 overhead doors at loading dock height and the tenant wishes to convert one of the doors to a drive-in by adding a ramp.

A site inspection was conducted to understand how the proposed ramp would fit with current site conditions and how it would affect drainage patterns. During the inspection, it was clear that the pavement adjacent to the loading area does not drain as originally designed. Runoff is pooling in a low spot near the base of the proposed ramp area and is causing failure of the pavement. Furthermore, it was apparent that the detention basin itself has not been maintained regularly and does not function as intended. The pavement area should be re-graded and re-paved and portions of the detention basin (to include the grass treatment swale and the outlet structure) should be reconstructed. Engineered plans will be needed to address these issues.

You will recall that the land parcel including this lot was recently rezoned from Airport to Business Commercial. The location of the loading docks was not significant when the lot was zoned Airport, because dimensional and setback requirements are not applicable in the Airport Zone [PDA Zoning Ordinance Part 304.01(a)]. As the parcel is currently zoned however, lot frontage must be identified since this designation will establish where loading docks are permitted to exist. That is, loading can only be located in the side or rear yards [Part 307.02(a)(1)]. Allowing the loading area to be expanded as requested by Tex Mex can only be done if the loading docks are situated in the side yard. By default, this creates a front yard along New Hampshire Avenue. Designating the New Hampshire Avenue side of the building as the front yard creates a nonconformity because the building is within the front yard setback. This nonconformity is permissible so long as it is not expanded. The tenant recognizes this and understands that any future building expansion would need to satisfy the 70-foot setback requirement.

Finally, the request raises the question of what review process should be required to determine its suitability. Due to the minor nature of this improvement and after consultation with the City's Planning Director, we have determined that, if the Board grants approval, Site Review can be accomplished administratively.

At this month's board meeting, please ask the Board to approve the request by Old Tex Mex, LLC to construct a loading dock ramp as shown provided that the drainage issues are resolved as described above.

N:\ENGINEER\Board Memos\2014\68 NH Ave.docx

**AMBIT ENGINEERING, INC.**  
 CIVIL ENGINEERS & LAND SURVEYORS  
 100 Griffin Road, Unit 3  
 Portsmouth, N.H. 03801  
 Tel: (603) 430-2022  
 Fax: (603) 430-2515



**NOTES:**  
 1) PROJECT LOCATION: 68 NEW HAMPSHIRE AVENUE, PORTSMOUTH, N.H. 03801  
 2) PROJECT NO.: 144-337 / LOT 1  
 3) OWNER: PHASE DEVELOPMENT AUTHORITY, 305 CORPORATE DRIVE, PORTSMOUTH, N.H. 03801  
 4) ARCHITECT: OLD TEX MEX, LLC, 88 NEW HAMPSHIRE AVENUE, PORTSMOUTH, N.H. 03801, 555/2973  
 ZONING DISTRICT: AIRPORT

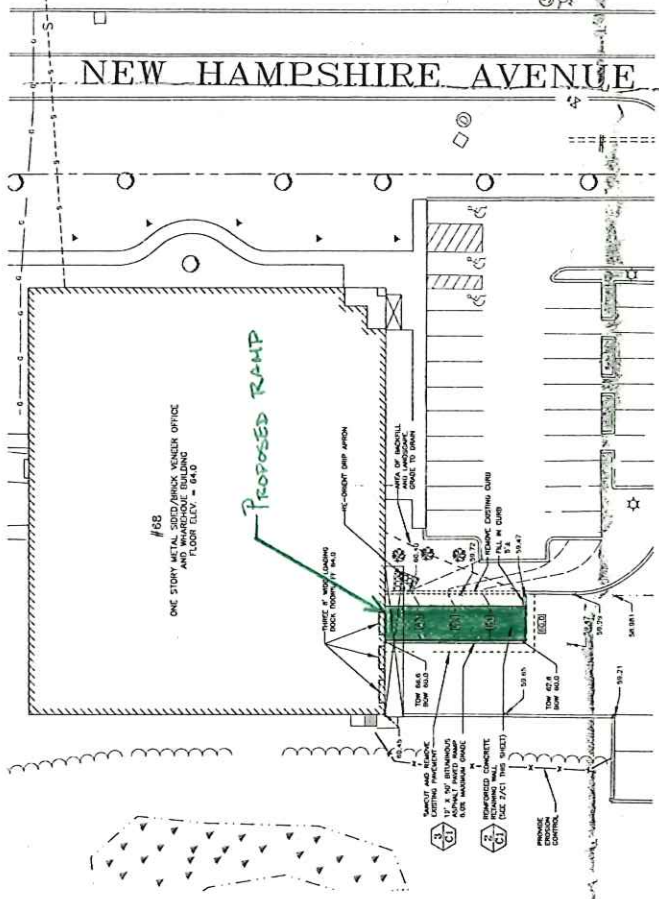
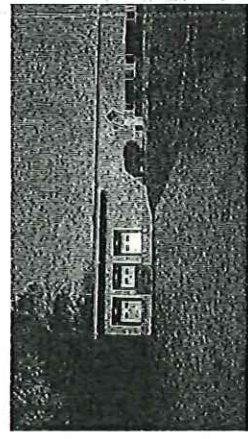
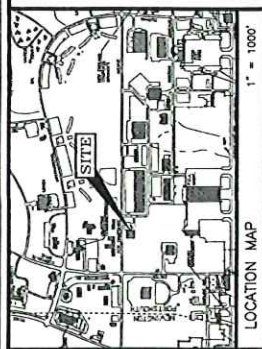
5) THE CONTRACTOR SHALL VERIFY THE DATE, AT 11:00AM-05:00PM (7-DAY), 24/7, LOCAL AND STATE RECORDS FOR THE EXISTENCE OF PUBLIC OR PRIVATE PROPERTY.  
 6) UNDERGROUND UTILITY LOCATIONS ARE LISTED UPON BLUE PRINTS. EXISTING AND PROPOSED UTILITY LOCATIONS AND FIELD VERIFIED LOCATIONS AND DEPT. RECORDS SHALL BE OBTAINED BY THE CONTRACTOR AND/OR THE DESIGN ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPT. RECORDS OF ALL UTILITIES. ALL UTILITIES SHOULD BE RECORDED AT ONCE TO THE DESIGN ENGINEER.  
 7) CONTRACTOR SHALL INSTALL AND MAINTAIN EROSION CONTROL MEASURES IN ACCORDANCE WITH THE NEW HAMPSHIRE STORMWATER MANAGEMENT ACT (RSA 423:1) AND ALL APPLICABLE REGULATIONS AND ORDINANCES. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION AND DEMOLITION PERIODS.  
 8) CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE STATE OF NEW HAMPSHIRE AND ALL APPLICABLE LOCAL AGENCIES.  
 9) CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE STATE OF NEW HAMPSHIRE AND ALL APPLICABLE LOCAL AGENCIES.  
 10) CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE STATE OF NEW HAMPSHIRE AND ALL APPLICABLE LOCAL AGENCIES.  
 11) CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE STATE OF NEW HAMPSHIRE AND ALL APPLICABLE LOCAL AGENCIES.

**OLD TEX MEX, LLC**  
**68 NEW HAMPSHIRE AVENUE**  
**PORTSMOUTH, N.H.**

NO.	ISSUED FOR COMMENT	DESCRIPTION	DATE
0	ISSUED FOR COMMENT	REVISIONS	11/23/14



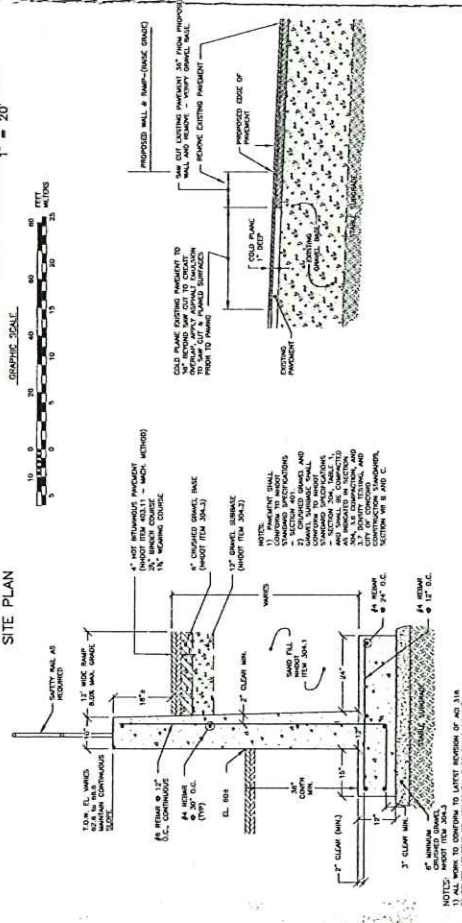
SCALE AS NOTED  
 NOVEMBER 2014  
**C1**  
 SITE PLAN



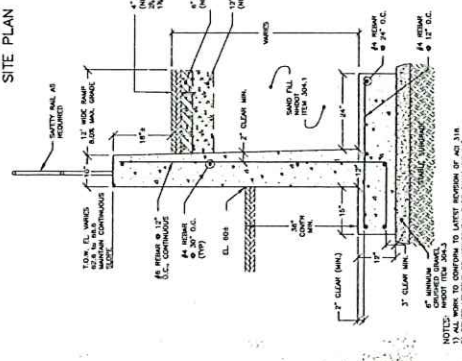
**SITE PLAN**

**1" = 20'**

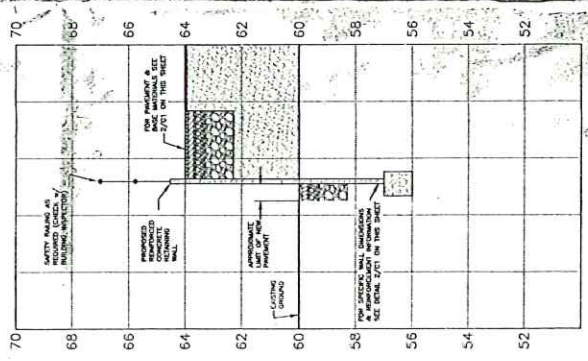
**GRAPHIC SCALE**



**NEW PAVEMENT EDGE DETAIL**



**RETAINING WALL DETAIL**



**RETAINING WALL SECTION @ BUILDING**

SCALE: 1" = 10' (HORIZ.)  
 1" = 2' (VERT.)

NTS

NTS

NTS

NTS

MOTION

Director Preston:

The Pease Development Authority Board of Directors hereby approves of and authorizes Freedom Ring Communications, LLC dba Bay Ring Communications to install generators at the premises located at 11 Manchester Square and 77 Aviation Avenue, subject to the stipulations outlined in the memorandum in Maria J. Stowell, P.E., Engineering Manager, dated December 9, 2014 and attached hereto.

N:\RESOLVES\FreedomRingGenerators1214.wpd



## MEMORANDUM

To: David R. Mullen, Executive Director

From: Maria J. Stowell, P.E., Engineering Manager *Maria*

Date: December 9, 2014

Subject: Emergency Generators - 11 Manchester Square and 77 Aviation Avenue

Freedom Ring Communications, LLC (BayRing), is requesting approval to install redundant back-up emergency generators at 11 Manchester Square and 77 Aviation Avenue. Both of the proposed generators will be secondary to generators that are already located at each property. Approval has already been granted for the generator at 11 Manchester Square by their landlord, 75 New Hampshire, LLC. The diesel powered generators would be located as shown on the attached plans.

After reviewing the proposed locations and speaking to BayRing and its contractors, PDA staff recommends that you seek Board approval contingent upon the following stipulations:

1. BayRing shall submit to the PDA Engineering Department, plans showing its design to screen the generators from view and upon review and approval of the screening plans; BayRing shall install the screening as approved.
2. BayRing shall be responsible for ensuring that the generator at 11 Manchester Square is in compliance with any and all applicable provisions of the condominium documents in force at the 11 Manchester Square property.
3. BayRing shall comply with all environmental rules associated with the installation of the generators and associated fuel tanks, piping, and wiring.
4. BayRing shall procure all required permits.

At this month's board meeting, please ask the Board to approve the request by BayRing to install the generators as described.

N:\ENGINEER\Board Memos\2014\BayRing generators.docx



# 11 MANCHESTER SQUARE



77 AVIATION AVENUE

MOTION

Director Torr:

The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$4,706.00 for legal services rendered to the Pease Development Authority by:

1.	Anderson & Kreiger		
	Through October 31, 2014	\$	765.00
	Through November 30, 2014		<u>3,825.00</u>
2.	Sheehan Phinney Bass + Green		
	Through October 31, 2014	\$	<u>116.00</u>
		Total	\$4,706.00
			=====

N:\RESOLVES\Legalservices1214.wpd

# ANDERSON

# KREIGER

Anderson & Kreiger LLP  
One Canal Park, Suite 200  
Cambridge, MA 02141  
(617) 621-6500  
EIN: 04-2988950

December 2, 2014

Pease Development Authority  
Lynn Marie Hinchee, General Counsel  
360 Corporate Drive  
Portsmouth, NH 03801

Reference # 110884 / 1047-4136

In Reference To: Federal Regulatory Advice

## Professional Services

Hours

Amount

Total Current Billing:	<u>3,825.00</u>
Previous Balance Due:	765.00
<b>Total Now Due:</b>	<b><u>4,590.00</u></b>

**PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS**

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Trade Port - General Representation  
-----

CLIENT/CASE NO. 14713-10167

BILLING ATTORNEY: Robert P Cheney

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$116.00
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$116.00
	-----
PREVIOUS BALANCE:	\$614.00
	-----
TOTAL BALANCE DUE:	\$730.00
	-----
	-----

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

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

MOTION

Director Allard:

The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$21,362.95 for legal services rendered to the Division of Ports and Harbors by:

1. Sheehan Phinney Bass + Green		
Through October 31, 2014	\$ 435.00	
	\$7,374.00	
Through November 30, 2014	\$3,074.00	
	<u>\$3,913.95</u>	
	Total	\$21,362.95
		=====

N:\RESOLVES\LegalServicesDPH1214.wpd

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:	\$435.00
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$435.00
	-----
PREVIOUS BALANCE:	\$2,013.00
	-----
TOTAL BALANCE DUE:	\$2,448.00
	-----
	-----

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

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



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:	\$7,374.00
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$7,374.00
	-----
PREVIOUS BALANCE:	\$2,563.00
	-----
TOTAL BALANCE DUE:	\$9,937.00
	-----

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

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

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:	\$3,074.00
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$3,074.00
	-----
PREVIOUS BALANCE:	\$435.00
	-----
TOTAL BALANCE DUE:	\$3,509.00
	-----
	-----

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

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

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:	\$3,902.00
TOTAL EXPENSES:	\$11.95
	-----
TOTAL THIS BILL:	\$3,913.95
	-----
PREVIOUS BALANCE:	\$7,374.00
	-----
TOTAL BALANCE DUE:	\$11,287.95
	-----
	-----

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

SUMMARY OF HOURS:

Lynn J. Preston	7.20 hours at	\$260.00 =	1872.00
Robert P Cheney	7.00 hours at	\$290.00 =	2030.00

TOTAL LEGAL SERVICES RENDERED \$3,902.00

DISBURSEMENTS  
Postage -

11.95

TOTAL EXPENSES

\$11.95

TOTAL THIS BILL

\$3,913.95  
-----

PREVIOUS BALANCE

\$7,374.00  
-----

TOTAL BALANCE DUE

\$11,287.95  
-----  
-----

PAYMENT DUE 30 DAYS FROM INVOICE DATE

X1558 Capital 16300-910

APPROVED FOR  
PAYMENT  
LEGAL: *[Signature]*

DPH APPROVED FOR  
PAYMENT  
LEGAL: *[Signature]*

